FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 1

ARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EZW/qhb

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

I am attaching hereto eight pieces of correspondence sent to and received from FBI Special Agents assigned to the various Field Offices. This correspondence relates to matters of an administrative nature and are dated in the year 1920.

There are no index cards or abstract slips to identify this particular correspondence. The correspondence is filed in folders under the name of the Special Agent and the folders are filed in alphabetic order. There are five cabinet drawers filled with this type of correspondence. There has never been a request made for any of this material and it is believed that it can be destroyed.

Destroyed 7/27/44 CFS

54 DEC 17 1944

Previously in Gannon 7/27/44 CFS.

RECORDED

66-3286-1

39 DEC. 8 1944

EX-37

Mr. Tolso
Mr. E. A.
Mr. Clegg
Mr. Coffe
Mr. Glavi
Mr. Ladd
Mr. Nicho
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carso
Mr. Hendo
Mr. Mumfo
Mr. Jones
Mr. Quinn
Tele. Roo
Mr. Nease
Miss Beah
Miss Gand

NICHOLS

NDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

There is attached hereto correspondence sent to and received from United States Marshals regarding matters of an administrative nature. This correspondence is dated in the year 1920 and there has never been a request made for any of this type of material. We have at the present time one-half drawer filled with this type of material. In view of the fact that the necessary action has been taken regarding these matters it is believed that this material can be destroyed.

Sentomen 1/18/44 CF

Memo of 3/29/44 CFS

RECORDED

166-3286-132

F B I

39 DEC 8 1944

NICHOLS

CFS.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EEW/BJH

54 DEC 11 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

Bureau

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

I am attaching hereto samples of correspondence written to and received from various Government Departments, also miscellaneous Bureaus of the Government. This type of correspondence relates to various miscellaneous matters and date in the year 1920.

There are no index cards or abstract slips available. In connection with this type of correspondence there has never been a request made for this correspondence and it is believed that it can be destroyed. We have on hand at the present time two file cabinet drawers filled with this correspondence.

Destroyed 12/8/44 CF

166-3284-132

54 DEC 12 1944

7/27/44 CFS

RECORDED

F B I

39 DEC 8 1944

NICHOLS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

Bureau

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/gmk

Mr. Tolso
Mr. E. A.
Mr. Clegg
Mr. Coffe
Mr. Glavin
Mr. Ladd
Mr. Nichol
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Ta
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

I am attaching hereto samples of correspondence sent to and received from Fair Price Commissioners regarding supplies issued to them and also relating to other administrative matters. These letters are filed in folders under the name of the Fair Price Commissioner and the city and state where he is located. The folders are arranged and filed in two cabinet drawers in alphabetic order by state. We have on hand at the present time one file cabinet drawer filled with this type of correspondence.

166-3286-134

RECORDED

FBI

39 DEC 8 1944

EX-37

NICHOLS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CR&MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL Bureau

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EZW/GHK

Mr. Tolson
Mr. E. A. Tam
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

There is attached hereto correspondence sent to and received from FBI Field Offices. This correspondence relates to supplies furnished the Field Offices and expenses incurred in operating their offices. The letters are dated in the year 1920 and there are two file cabinet drawers filled with this particular type of correspondence. In as much as necessary action has been taken regarding these matters it is believed to be of no value and could be destroyed.

RECORDED

66-3281-128

F B I

39 DEC 8 1944

Destroy
1/8/44 C.F.

Memo to Mr Tamm
7/27/44 C.F.

Includes also correspondence dated prior to 1920

Destroyed 12-5-44
1903-1919

EX-38

C.F.

86345

May 14, 1931.

MEMORANDUM FOR MR. NATHAN.

In the recent visits which I have made to field offices, I have been impressed with the fact that some study must immediately be given to the matter of disposition of old files. In many field offices I have found files dating back to periods before the World War and in some offices I have found the files of the American Protective League. I realize that recently instructions have been issued directing that inactive and old files be placed in storage, if possible. This latter action will give us more space in our regular quarters and will be more economical in that we can obtain storage for less money than is being paid for rental of a regular field office.

However, I feel that some consideration should be given to the ultimate disposition of the old files. I assume that there is on file at the Bureau in Washington copies of all papers on file in field offices and, if this be a fact, it may ultimately be possible for us to dispose entirely of papers in the field for certain periods of time as the same record can be on file here at Washington if at any time needed.

I wish that you would give this matter a careful study.

Very truly yours,

Director.

RECORDED & INDEXED

66-3286-21

MAY 18 1931

BUREAU FILES DIVISION MAILED MAY 14 1931 P. M. DEPT. OF JUSTICE

[illegible]

80347

66-3286-2

June 11, 1931.

MEMORANDUM FOR MR. SEIFARTH.

Please note the attached memorandum bearing my approval, which outlines procedure to be followed in the matter of the disposition of files to be received from various field offices containing material more than ten years old.

It will be noted that upon receipt of the material in question the files shall be carefully checked in the Bureau File Room and that in those cases in which it is found the Bureau possesses file copies, the material transmitted from the field will be destroyed. Extreme caution should be exercised to the end that no material shall be destroyed unless a copy thereof is retained in the Bureau and a record should be made and kept of the destroyed material, setting forth said material by Bureau file and serial numbers. The employee destroying said duplicate material shall sign the memoranda bearing the individual Bureau file numbers and serials referred to in the foregoing. In such cases as the Bureau does not possess copies of the material forwarded, steps must be taken to retain said papers in the usual manner here.

If there are any details in connection with the foregoing that you do not understand it is desired that you communicate with Mr. Nathan.

Very truly yours,

Director.

66-3286

BUREAU FILES DIVISION
RECEIVED
JUN 11 1931
P.M.

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE
BY 63283/KS/ad SP4 4-28-81
VRT/ad

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

HN:DSS

80348

May 22, 1931.

MAY 22 1931

MEMORANDUM FOR THE DIRECTOR.

In accordance with instructions contained in your memorandum of May 14th., I have given some study to the situation involving the disposition of old files in Bureau field offices. I am of the opinion that steps should be taken to transmit to the Bureau, at the Seat of Government, all files over ten years old. It is assumed that the Bureau possesses copies of all such material. Upon the receipt of the material in question, I believe the files should be carefully checked in the Bureau File Room; that in those cases in which it is found the Bureau possesses file copies, the material transmitted from the field should be destroyed. I believe, however, that a record should be kept of the destroyed material by Bureau file number and serial numbers. In such cases as the Bureau does not possess copies here which may be found with regard to certain correspondence, as well as American Protective League material, I believe that steps should be taken to store said material at a convenient and cheap place in Washington. I am of the opinion that this should be done by one office at a time.

In accordance with conference with you, I instructed Inspector Keith to start this procedure at Salt Lake City. Keith will report at the end of the Salt Lake City inspection with regard to any developments there and if it appears that this procedure is desirable, he will continue the same procedure during the balance of his present inspection trip. I do not believe the other Inspectors should be directed to perform this same work until the offices inspected by Mr. Keith are completed, in order to prevent any piling up of material in the Bureau File Room.

Very truly yours,

H. Nathan.

66-328

RECORDED

66-3286-2
BUREAU OF INVESTIGATION
JUN 12 1931
DEPARTMENT OF JUSTICE
NATHAN | TOLSON | FILE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY 6383 VRT/ag 7-28-81

Approved
5/30. J. E. H.

66-3286-3

CT:AGS

June 19, 1931.

RECORDED

JUN 22 1931

MEMORANDUM FOR MR. SEYFARTH.

66-3286

Reference is made to your memorandum of June 15, 1931, concerning the handling of old filing material which will be sent to the Bureau by field offices.

It is desired that a record be maintained as to the name of the subject of the reports received and the date thereof in order that a record may be maintained of all destroyed material after it has been ascertained that duplicate copies thereof are on file in the Bureau. The material received for which no duplicate copies are on file in the Bureau should be indexed and filed with the old miscellaneous files at Spark's Garage.

It is desired that you submit a further report relative to the volume of work which will be required in Division Eight in checking old filing material in order that more definite information may be at hand prior to assigning employees regularly to this work.

Very truly yours,

Director.

COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EZW/gnk

BUREAU FILES DIVISION MAILED JUN 19 1931 P.M. DEPT. OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

8034

RECEIVED
BUREAU OF INVESTIGATION-DEPT OF JUSTICE
DIV. ONE
JUN 15 1931 PM

June 15, 1931.

MEMORANDUM FOR THE DIRECTOR

With reference to your memorandum of June 11th, in connection with old material being sent to the Bureau by the Field Offices.

It is understood that this material is to cover files, reports, etc., prior to 1920. As you know, prior to 1922, reports, etc., carried only the file number and were not given a serial number. I presume it will be necessary to keep the subject of the report, the ~~name of the agent making the report~~, and the date thereof on all material we destroy. Will this record of all material destroyed be sufficient to meet with your approval? The material that is not destroyed will have to be given a file number and an index card will have to be made for same. While we will have duplicates of many of the reports in our own files, there will also be duplicates coming in from the Field Offices, pertaining to the same cases. As we have already received over 3,000 files from the Salt Lake City Office, which is one of our smaller Field Offices, I estimate that there will be over 100,000 of these files coming in. It will take some time to check, etc., all these files.

Permit me to suggest that three clerks be assigned to this work regularly, as I do not feel that we can spare any of the present personnel to do this work. Again, as we are crowded for space here, I would suggest that these files be sent direct to the garage from the Field Offices and the work done there.

Please advise me as to your wishes in the above matter.

Respectfully,

C. F. Seyfarth

C. F. Seyfarth.

COPY FILED IN 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-19-82 BY SP4 E2W/2MK

RECORDED

JUN 22 1931

66-3286-3
BUREAU OF INVESTIGATION
JUN 20 1931 A. M.
DEPARTMENT OF JUSTICE
Nathan Tolson | FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/glw

OCT 30 1972
XEROXED ORIGINAL-RETAIN
f463

MS

66-3286-4
CHANGED TO
66-28 not recorded

C

OCT 30 1972

XEROXED ORIGINAL-RETAIN

f463

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gld

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66-3286-5

CHANGED TO

66-72 not recorded

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OCT 30 1972
XEROXED ORIGINAL-RETAINED
8463

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gwk

66-3286-6

CHANGED TO

66-52-1

OCT 30 1972
XEROXED ORIGINAL-RETAIN.
463

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY 8P4 E2 w/gHK

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66-3286-7

CHANGED TO

66-7 not recorded

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/glmk

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OCT 30 1972

XEROXED ORIGINAL-RETAIN

463

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66-3286-8

CHANGED TO

66-1855-E-932

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gwt

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66-3286-9

CHANGED TO

66-29 - not recorded

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gmk

Md

66-3286-10

CHANGED TO

66-16 not recorded

(1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/glw

66-32 Sub-11

CHANGED TO

66-30 not recorded

ALL INFORMATION CONTAINED
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DATE 9-29-82 BY SP4 EJW/gHK

MS

66-3286-12, 13, 14, 15

CHANGED TO

66-29- not recorded

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/810T

mrd

66-3286-16

CHANGED TO

66-19- not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

66-3286-17

CHANGED TO

66-16 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmt

66-3286-18

CHANGED TO

66-30 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gwk

MD

66-3286-19, 20

CHANGED TO

66-68 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/glw

66-3286-21

CHANGED TO

66-19 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

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66-3286-22,23

CHANGED TO

66-68 - not recorded

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmr

hrd

66-3286-24,25
CHANGED TO
66-19 not recorded

(1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/glw

MS

66-3286-26

CHANGED TO

66-61 not recorded

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gmc

hs

66-3286-27

CHANGED TO

66-68 not recorded

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/glw

nd

66-3286-28,29

CHANGED TO

66-30 not recorded

J

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmm

hd

66-3286-30, 31

CHANGED TO

66-29- not recorded

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gmk

Md

66-3286-32

CHANGED TO

66-54-not recorded

J

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/SMK

66-3286-33

CHANGED TO

66-47 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/MHT

MJ

66-3286-33X, 33X1

CHANGED TO

66-28 not recorded

OCT 30 1972

XEROXED ORIGINAL-RETAIN

7463

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gmk

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66-3286-34, 35

OCT 30 1972

XEROXED ORIGINAL RETAIN
f463

CHANGED TO

66-47 not recorded

(1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-88 BY SP4 EJW/gmk

MD

66-3286-26

CHANGED TO

66-28- not recorded

OCT 30 1972

XEROXED ORIGINAL-RETAIN
463

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/glk

JS

66-3286-37, 38

NOT USED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gMT

MS

66-3286-39

CHANGED TO

66-47 not recorded

(1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

MD

OCT 30 1972

XEROXED ORIGINAL-RETAIN

f463

66-3286-40

CHANGED TO

66-28 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/glk

MS

66-3286-41, 42
CHANGED TO
66-47 not recorded

OCT 30 1972
XEROXED ORIGINAL-RETAIN
7463

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gmk

MS

66-3286-43

CHANGED TO

66-1855-E not recorded

OCT 30 1972

XEROXED ORIGINAL-RETAIN

463

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

MS

66-3286-44,45,46

CHANGED TO

66-47 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gHK

Md

Md.

66-3286-47

CHANGED TO

66-1855-E - not recorded

C

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gmk

mrd

66-3286-50

CHANGED TO

66-1855-E-12581

c

EPL:CLG

August 10, 1932.

MEMORANDUM FOR MR. J. E. GARDNER,
GENERAL AGENT AND CHIEF CLERK.

66-3286

Please have arrangements made to move 20 large boxes, approximately 4 feet wide by 6 feet long by 4 feet deep, containing old papers to be destroyed, from 1737 L Street, N. W. to an incinerator located at 7th and B Streets N. W.; also one box and 10 sacks to be moved from 21st and L Streets, N. W. to 7th and B Streets, N. W.

You are requested to advise the Bureau as to the time when the above matter can be taken care of in order that arrangements might be made for the assignment of Bureau employees to assist in the moving.

Very truly yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gHK

Director.

Bureau Memorandum #64,
Series of 1933.

RECORDED

66-3286-51
BUREAU OF INVESTIGATION
AUG 11 1932 A.M.
DEPARTMENT OF JUSTICE
FILE

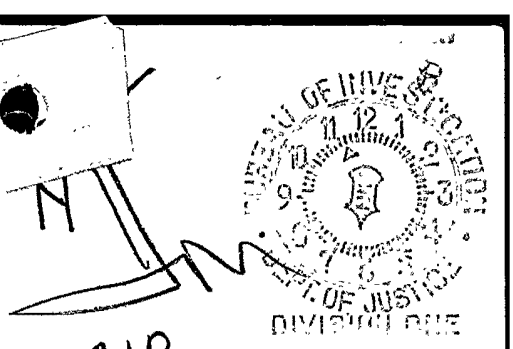
BUREAU FILES DIVISION
MAILED
AUG 10 1932
P.M.
DEPT. OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

HPL:MAM

August 15, 1932



MEMORANDUM FOR THE DIRECTOR.

With reference to the attached memorandum from Mr. Gardner, dated August 12, 1932, concerning the destruction of old papers, I have examined Title 15, United States Code, Annotated, and find that Section 112, referred to by Mr. Gardner in his memorandum, states in substance that before any "files of papers which are not needed or useful in the transaction of current business * * * and have no permanent value or historical interest" may be destroyed or disposed of, the head of the Department concerned shall submit to Congress a report of that fact, accompanied by a list of such papers. Upon receipt of the report by Congress, two Senators and two Representatives are appointed a committee to examine the report and to submit a recommendation if any part of the files or papers are considered as not needed or useful and "it shall be the duty of such head of the Department to sell as waste paper or otherwise dispose of such files of papers upon the best obtainable terms after due publication of notice inviting proposals therefor, and receive and pay the proceeds thereof into the Treasury of the United States, and make report thereof to Congress".

Respectfully,

Howard P. Locke

Howard P. Locke.

66-3286.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

RECORDED & INDEXED

AUG 19 1932

66-3286-52
BUREAU OF INVESTIGATION
AUG 17 1932 P.M.
DEPARTMENT OF JUSTICE

NATHAN Div. Secy. TILES TOLSON	FILE

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. DJH:DV

August 12, 1932.

MEMORANDUM FOR MR. HOOVER -

BUREAU OF INVESTIGATION.

Referring to your memorandum of August 10th, regarding the destruction of a large quantity of files of the Bureau of Investigation, your attention is invited to Section 112, Title 5, U. S. Code. I believe it will be necessary to comply with the provisions of that section before these papers can be destroyed.

Respectfully,

J. W. Gaudiner

General Agent & Chief Clerk.

© Destruction of Bureau Records, Etc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-27-82 BY SP4 EZW/gkk

Memo Oct 15/32 HHL

66-3286-52

AUG 19 1932

BUREAU OF INVESTIGATION
AUG 17 1932 P.M.
DEPARTMENT OF JUSTICE

Div. Seven | FILE

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/11/83 BY AUC 60290 BCE/DCG/gmw

Bureau of Investigation

From: Division Eight Room 325

August 9th 1932

To: ____Director.
____Mr. Nathan.
____Mr. Tolson.
____Miss Gandy.
____Chief, Div. 2.
____Chief, Div. 3.
____Chief, Div. 4.
____Chief, Div. 5.
____Chief, Div. 6.
xxxxxx Chief, Div. 7.
____Chief, Div. 9.
____Chief, Div. 10.
____Steno. Pool.
____Mr.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-27-82 BY SP4 EJW/MJM

Please have arrangements made to move 20 ~~boxes~~ 4'x6'x4' bags each more large boxes, ~~containing duplicate copies of reports etc.~~ to be destroyed, from 1737 L. Street, N.W. ~~to an incinerator located at~~ 7th and B Streets N.W..Also one box and 10 sacks from the garage at 21st and L Sts. N.W. to be moved to 7th and B Sts. N.W. There will be two employees assigned to assist with this work and show location of the buildings etc. It will be appreciated if this matter will be prompt attention.
given

Done 8/9/32

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gHK

ml

66-3286-53,54

CHANGED TO

66-16 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

MS

66-3286-55

NOT USED

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/BMK

66-3286-56

CHANGED TO

66-30 not recorded

OCT 30 1972
XEROXED ORIGINAL-RETAIN
8463

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4-E2W/gmk

mrd
7c

66-3286-57, 58, 58X

OCT 30 1972

XEROXED ORIGINAL-RETAIN

4463

CHANGED TO

66-3286-10-1, 2
62-28539-23 1X2

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gHK

MS

66-3286-59

CHANGED TO

66-19 not recorded

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/ gHK

66-3286-60

CHANGED TO

66-61 not recorded

JOHN EDGAR HOOVER
DIRECTOR

SJT:RCL

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 25, 1938.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughten
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

MEMORANDUM FOR THE DIRECTOR.

Three wax cylinders bearing the following notation have been in the Laboratory for a considerable period of time. Mr. Coffey inquires whether they may be destroyed.

"Sound on 16 mm. Film re Inspection
Tour of Bureau of Investigation"

#1 Switchboard Na. 7117
Narrator Courtney Ryley Cooper
First to office of J. E. Hoover
Talk by Director Hoover
Hoover turns tour over to Cooper
Memorial Plaque & Gun Exhibits
Communications Center
Telephone Switchboard Na. 7117
Fifth Floor to Seventh Floor
Fingerprint Files
Searching Machine

#2 Mr. Lucas
Dead File
Aliases
Print Shop
Inspector Tamm
Crime Scene Room

#3 Crime Laboratory
Mr. Quinn
Training School
Pistol Range

Respectfully,

S. J. TRACY.

RECORDED & INDEXED.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-92 BY SP4 EJW/gnk

66-3246-61

FEDERAL BUREAU OF INVESTIGATION
APR 27 1938 A.M.
U.S. DEPARTMENT OF JUSTICE

TOLSON CLEGG KEARNS SAMS FILE

RECORDED COPY FILED IN 80-11-2-86

Sound on 16 mm. Film of Inspection Tour of Bureau Tour

#1 Switchboard NA 7117

Narrator Courtney Riley Cooper
First to Office J. E. Hoover
Talk from Dir. Hoover
Hoover turns tour over to Cooper
Memorial Plaque + Gun Exhibits
Communications Center
Telephone Switchboard NA 7117
5th Floor to 7th Floor
Fingerprint Files
Searching Machine

#2 Mr. Lucas
Dead File
Aliases
Print Shop
Inspector Lamm
Crime Scene Room

#3 Crime Laboratory
Mr. Quinn
Training School
Pistol Range

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gHT

Reading Room

Inspection - Courtney

Riley Cooper

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EZW/gmk

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gMK

66-3286-62

CHANGED TO

66-3286-4-1

OCT 30 1972
XEROXED ORIGINAL-RETAIN
f463

CLDrgs

RECORDED 62-3286-63

May 23, 1938

MEMORANDUM FOR THE CHIEF CLERK

Reference is made to your memorandum of April 19, 1938, addressed to Assistant Director E. A. Tamm, with reference to items presently stored in the vault of the Chief Clerk's office.

Concerning the case containing four bullet-proof vests recovered from Fred and Kate Barker in Miami, Florida, please be advised that the Bureau files indicate that these vests are of light weight, and inasmuch as their use might endanger the lives of Special Agents, you are hereby instructed to dispose of the same.

With reference to the box containing a number of license plates recovered at Little Bohemia in connection with a raid conducted by Bureau Agents, you are advised that inasmuch as these license plates have no further value in connection with official investigation, they may also be disposed of.

Concerning the surplus summary files in the Brosor case, you are instructed that all but four copies of the same may be destroyed, the balance to be returned to the files.

The two summary files in the Lindbergh kidnaping case should be placed in the investigative file.

Very truly yours,

John Edgar Hoover,
Director.

ORIGINAL FILED IN 62-33911-23

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gbk

AHC:SBR

April 19, 1938.

MEMORANDUM FOR MR. TAMM

The following is the list of equipment which is being stored in the vault of the Chief Clerk's office and about which I phoned you yesterday with regard to its disposition:

One Box of Bullet Proof Vests recovered from Fred and Kate Barker in Florida. File number 7-576 serials 4608 and 4957.

One Box of License Plates taken at Little Bohemia. File number 62-29777 serials 6534 and 6501.

Thirty-three summary files of the Bremer Case.

Two summary files of the Lindbergh Case.

Respectfully,

A. H. Crowl.

RECORDED

66-3296-63

FEDERAL BUREAU OF INVESTIGATION
APR 25 1938 P.M.
DEPARTMENT OF JUSTICE

FILE

ORIGINAL FILED IN 7-576

Nathan
Foxworth
Berghman
Clegg
Conroy
Crowl
Egan
Foxworth
Gurnea
Harbo
Hendon
Hoover
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 E2W/JMK

COPY

AHC;jn

June 15, 1938

MEMORANDUM FOR MR. T. D. QUINN
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

It is requested that arrangements be made with the Fire Marshal to destroy approximately 4,000 photographic negatives located in the Mechanical Section for which the Bureau has no further use.

Very truly yours,

John Edgar Hoover
Director.

ORIGINAL FILED IN 62-116395-1-99

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

NOT RECORDED
66-3286

Ycr:iab

June 9, 1938.

MEMORANDUM FOR MR. TOLSON

Will you please request the fire marshal to arrange to have destroyed about 4,000 photographic negatives which are now in the Mechanical Section and for which the Bureau has no further use.

Respectfully,

R. C. Renneberger.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/glw

NOT RECORDED

66-3286

ORIGINAL FILED IN 67-1855-K-1110

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

MS

Serial 5

66-3286-65

CHANGED TO

66-3286-4-2

OCT 30 1972

XEROXED ORIGINAL-RETAIN

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gHK

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NOT USED

OCT 30 1972
XEROXED ORIGINAL-RETAIN
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/glw

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66-3286-66X, 67

CHANGED TO

62-28539-23X3
66-3286-33-1

OCT 30 1972

XEROXED ORIGINAL-REMOVED
4463

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

JMS

66-3286-68

CHANGED TO

66-1865-E-2090X

J

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gltmc

66-3286-69
CHANGED TO
66-818-1618X2

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson	✓
Mr. Nathan	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Crowl	
Mr. Dawsey	
Mr. Egan	
Mr. Foxworth	
Mr. Glavin	
Mr. Harbo	
Mr. Lester	
Mr. McIntire	
Mr. Nichols	
Mr. Quinn Tamm	
Mr. Tracy	
Miss Gandy	

WRG:atw

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the suggestion submitted by Special Agent D. E. Balch that abstract slips covering major cases be maintained permanently and not be destroyed with routine abstract slips which under present Bureau policy are destroyed at the end of three years.

The Conference was also advised that Mr. Laughlin is of the opinion the abstract slips pertaining to all major cases can be permanently retained in the Bureau and the small additional amount of space necessary would be more than offset by the value of having these abstract slips retained for reference purposes.

The Conference is of the opinion all abstract slips covering all phases of the Bureau's work should be maintained on a permanent basis and recommends that instructions be issued to the Files Section that in the future, abstract slips shall not be destroyed at the end of a three year period, but be maintained permanently.

It was pointed out by the Conference that if there is an overcrowding of space in the Files Section, these slips can be moved to dead storage space outside the Bureau's present quarters and would be available for reference purposes if needed.

If you approve, there is attached a memorandum addressed to Mr. Glavin concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED & INDEXED

66-3286-70

FEDERAL BUREAU OF INVESTIGATION
DEC 21 1938
U. S. DEPARTMENT OF JUSTICE

TOLSON TAMM NOURSE FILES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT 32613 DATE 4-28-81 BY 6383 VRT/SPSC/ons 8/24/90

66-3286-1638
66-3286-1622

RECORDED COPY FILED IN

JOHN EDGAR HOOVER
DIRECTOR

CC-161

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Joseph
Mr. Lester
Mr. Nichols
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RHL:MLJ

Date 12-5-38

MEMORANDUM FOR MR. TOLSON

Reference is made to the attached memorandum prepared by Mr. Balch, in which he recommends that the abstract slips pertaining to all major cases be permanently retained in the Bureau.

The present system insofar as the destruction of abstract slips is concerned is that all abstract slips more than three years old are destroyed; that is, as of January 1, 1939, the Files Section will retain abstract slips for the calendar years 1938, 1937, and 1936. The abstract slips for 1935 will be destroyed at that time. Instructions have been issued that abstract slips pertaining to cases which are still pending should not be destroyed, but should be retained until such cases are closed. In actual operation, this means that any Bureau case which is still pending at the end of three years will result in the abstract slips being retained until the end of the next calendar year, at which time they will be destroyed if that particular case has been closed during the period.

It is noted that Mr. Balch recommends that a case be considered a major case when the file has reached the size of five sections or more. I am unable to make any estimate as to how many such cases the Bureau might have; however, the abstract slips for a one-year period take up approximately 135 file drawers. It appears that such procedure could be put into effect, which of course would take additional space, but if the value of having these abstracts retained is sufficient the question of space, I believe, should be overlooked since as a matter of fact a relatively small amount of space would be required.

Respectfully,

66-3286-70

FEDERAL BUREAU OF INVESTIGATION
DEC 21 1938
DEPARTMENT OF JUSTICE

R. H. LAUGHLIN

Signature

TOLSON CLEGG COFFEY DAWSEY EGAN FOXWORTH GLAVIN HARBO JOSEPH LESTER NICHOLS QUINN SCHILDER TAMM TRACY GANDY LAUGHLIN

RECORDED COPY FILED IN 66-416-1622

UNRECORDED COPY FILED IN 66-2593-1

RECORDED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/gHK

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

DEB:JHK

November 10, 1938

MEMORANDUM FOR MR. E. A. TAMM

The writer has observed from time to time in obtaining information concerning data and situations in old major cases, particularly the Hamm, Bremer and Lindbergh cases, that considerable difficulty has been encountered in locating the material sought. It is believed considerable time could have been saved had it not been for the fact abstract slips more than three years' old had been destroyed.

Accordingly, inasmuch as in major cases it is frequently necessary to go back and obtain data for the Director or you, it would appear nothing should be destroyed which would be of assistance in quickly finding material in those cases. For that reason, it is suggested no abstract slips in major cases be destroyed at any time.

For the purpose of classifying major cases, it would appear to the writer logical to include all cases in which the file has reached the size of five sections or more.

Respectfully,

D. E. Balch

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HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gHK

Memo Mgr. Tolson
12-5-38
R. H. L.

RECORDED

66-3286-70
FEDERAL BUREAU OF INVESTIGATION
DEC 31 1938
U. S. DEPARTMENT OF JUSTICE
TAMM
LAUGHLIN

94-8-9-1078

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HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gHK

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66-3286-9-1, 2

OCT 30 1972
93
XEROXED ORIGINAL-RETAIN
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CAM:mw March 9, 1939

MEMORANDUM FOR MR. TOLSON

There are at present on file in the Crime Records Section, 3x5 cards containing information concerning Bureau statistics for the last half of the fiscal year 1938, samples of which are attached. In view of the fact that this information has been recorded on tabulating cards, it is requested that Bureau authority be granted to dispose of the 3x5 cards, and the tabulating cards will be retained for record purposes.

Respectfully,

R. T. Harbo

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12/14/82 50-4 elw/alm

RECORDED

62-8226-73

FEDERAL BUREAU OF INVESTIGATION
MAR 10 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
DIC. CLEGG
FOUR
HARBO

ORIGINAL FILED IN 53

Memorandum for Bureau Applicants - Burns

Can

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gHK

66-3286-74,75

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66-3286-33-2
62-28539-249X

OCT 30 1972
XEROXED ORIGINAL-RETAIN
8463

EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Tracy
Mr. Rosen
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. Quinn Tamm
Mr. Harbo
Tele. Room
Tour Room
Mr. Nease
Miss Beahm
Miss Gandy

CJW:HLS

November 26, 1941

MEMORANDUM FOR MR. PATTERSON

Reference is made to your memorandum to Mr. Nichols under date of November 7, 1941, listing certain items and requesting authority to destroy them.

Please be advised that all those items listed have been completely destroyed with the following exceptions. Item 3 has been retained intact. Items 1, 31, 32, and 40, have been destroyed with the exception of the material for 1941, which has been retained.

Respectfully,

C. J. Willett

C. J. Willett

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

1 ENCLO. 5

RECORDED 66-3286-75X

FEDERAL BUREAU OF INVESTIGATION
5 NOV 27 1941
U.S. DEPARTMENT OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

CJW:AW

November 7, 1941

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Tracy
Mr. Rosen
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Quinn Tamm
Mr. Holloman
Mr. Harbo
Tele. Room
Tour Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMORANDUM FOR MR. NICHOLS

It is requested that authority be granted to destroy the material listed below as it is believed it has no value and is only occupying valuable space. This material has been sent to the Files Division over a period of years by various Units and Sections of the Bureau for storage purposes.

ITEM	DESCRIPTION	NUMBER OF FILE CASE DRAWERS
1.	Supply requisitions from various Divisions at the Seat of Government to the Equipment Section, 1933 to March 31, 1941.	9
2.	Weekly reports of work performed in the Mechanical Section relative to printing, 1937 to 1940.	2
3.	Memoranda relative to the "F.B.I. Law Enforcement Bulletin" and mailing list, 1937. (Copies of these memoranda filed in Bureau files.)	½
4.	Records of shipments received in the Supply Division, 1937 - 1939.	1
5.	Filled requisitions for the Research Division, 1938 to May 1941.	1
6.	Disposition sheets relative to criminals received from Special Agents in Charge, 1932.	1½
7.	Publicity bulletins relative to the Bureau's work and organization marked "Not for Release", 1932.	½
8.	Original memoranda to the Identification Division relative to wanted men, 1927 - 1932	1
9.	Reports issued by the National Bureau of Criminal Identification, 1914.	1

1 ENCL. 5

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 2 aw/gwr

ENCL BEHIND FILE

RECORDED 66-3284-75X

FEDERAL BUREAU OF INVESTIGATION
5 NOV 27
U.S. DEPARTMENT OF JUSTICE

QCH-21

These are Mr. Renneberger's copies. Mechanical Section copy.

10.	Copies of Division Bulletins, 1934 to May 31, 1941.	½	
11.	Mailing list of supplies sent to contributors, 1935 and names added to the mailing list of Mechanical Section, 1935 to June 30, 1940. (Copies of this material are filed in Bureau files.)	1	
12.	Photographic requests relative to fugitives, 1934 - 1937.	½	"
13.	Copies of miscellaneous memoranda to the Seat of Government and copies of letters to the Field relative to the Mechanical Section, 1932 - 1934.	½	"
14.	Requests for supplies from the Mechanical Section to the Chief Clerk's Office, 1933 - 1935.	5 folders	"
15.	Instruction memoranda for the Identification Division, 1933.	1 folder	
16.	Purchase Orders, 1934.	1 folder	
17.	Notices to the Chief Clerk's Office of supplies received, 1935.	1 folder	"
18.	Record of trips of the motorcycle messenger, 1935.	1 folder	
19.	Attendance record of the Mechanical Section, 1934 - 1936.	2 folders	"
20.	Bureau form letters for Mr. Renneberger, 1934 to date	½	"
21.	Multigraph and photostat requisitions, 1931 - 1932.	1	
22.	Original memoranda to Mr. Renneberger, 1934 - 1935.	2 folders	
23.	List of contributors of fingerprints who received form letters, 1932.	1 folder	
24.	Record of supplies mailed to law enforcement officials, 1931 - 1932.	2 folders	
25.	Printing requisitions for the Mechanical Section, 1933.	4 folders	
26.	Printing requisitions from the Field, 1933.	1 folder	

27. Supply requisitions from the Mechanical Section, 1932 - 1937. ½

28. Forms advising the Chief Clerk's Office of the receipt of supplies for various Units and Divisions, 1933 - 1935. 4 folders

29. Record of miscellaneous material mailed from the Supply Division to Field Offices and others, 1933 1939. 1

30. Original memoranda for the Mechanical Section, 1935 to March 1941. (Copies of these memoranda are in Bureau files.) 1

31. Record of supplies mailed to law enforcement officials by Mr. Harbo, 1935 to August 1941. 1

32. Record of supplies sent to fingerprint contributors by the Identification Division, 1939 to August 1941. 1½

33. Transcripts of criminal records received in the Files Division from the Identification Division, 1933 to 1939. 8

34. Unposted dispositions showing discharges and expirations of sentences from state penitentiaries, 1938. ½

35. Printing requisitions from the Identification Division, 1932. 3 folders

36. Requisitions for supplies from the Identification Division, 1932. 1 folder

37. Invoices of material received in the Identification Division, 1932. 1 folder

38. Cancelled requisitions and list of surplus property, 1932. 1 folder

39. Sample sheets of printed forms prepared in the Mechanical Section, 1931. 1

40. Requisitions from various Divisions and Units to the Mechanical Section for photostating, photographing, and printing, 1934 to date. 28

The above-listed material presently occupies approximately 75 file case drawers. (approximately 18 cabinets)

There are attached hereto, samples of the various items listed above showing the type of material which it is desired to destroy. These samples are numbered to correspond with the Item Number above.

Respectfully,

O. H. Patterson.

O. H. Patterson

Attachment

OK M
Clinton
Tolson
11/7 VOM

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HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/SNK

OCT 30 1972
XEROXED ORIGINAL-RETAIN

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CHANGED TO
66-3286-27-1

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DATE 9-29-82 BY SP4 EZW/gmk

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OCT 30 1972

XEROXED ORIGINAL-RETAIN

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ALL INFORMATION CONTAINED
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DATE 9-29-82 BY SP4 EZW/ sjm

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CHANGED TO

66-3286-47-1

OCT 30 1972

XEROXED ORIGINAL-RETAIN

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DATE 9-29-82 BY SP4 EZW/gmc

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OCT 30 1972

XEROXED ORIGINAL-RETAINED
8/4/63

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ALL INFORMATION CONTAINED
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DATE 9-29-82 BY SP4 EJW/gdk

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OCT 30 1972

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gHT

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OCT 30 1972

XEROXED ORIGINAL-RETAIN

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66-3286-10-2 4

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JOHN EDGAR HOOVER
DIRECTOR

C-287

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

LAH:EEM

April 21, 1943

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Harbo	
Mr. Hendon	
Mr. McGuire	
Mr. Mumford	
Mr. Piper	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

CARLSON
HINCE LAH

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd and Hince, considered the question as to how long night logs should be maintained by Field Offices before being destroyed.

RECOMMENDATION:

The Conference recommended that the night logs be destroyed after a period of one year. If approved, the Bureau regulations will be amended.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gltk

RECORDED & INDEXED
66-3286-
F B I
24 MAY 3 1943

FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

57 MAY - 6 1943

EX-40

UNRECORDED COPY FILED IN 66-3286-

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

OHP:HLS

April 29, 1943

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMORANDUM FOR MR. NICHOLS

RE: DESTRUCTION OF NIGHT LOGS -- FIELD DIVISIONS

In a letter to the Bureau dated March 3, 1943, SAC Brown of Birmingham recommended that several old administrative files presently in dead storage be destroyed. In one paragraph of his letter he mentioned a great number of old night logs he found and pointed out that it was his recollection that instructions had been given by the Bureau in the past authorizing the Field to destroy these night logs after a certain period of time, but that he had thoroughly checked the Birmingham files and the manuals but could find no such instructions. He recommended that the Bureau might wish to authorize the destruction of night logs after a certain period of time.

This is being brought to your attention for whatever action the Bureau might wish to take.

Respectfully,

O. H. Patterson.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY sp4 EZW/glw

RECORDED
&
INDEXED

66-3286-1
F B I
1 MAY 1 1943

FOR VICTORY
BUY UNITED STATES SAVINGS BONDS AND STAMPS

1 MAY 10 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/ qlHC

Ms

66-3286-86

CHANGED TO

66-3286-4-4

OCT 30 1972

XEROXED OBLIGATORY/REJAIN

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gHK

HR

66-3286-87

OCT 30 1972

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66-3286-10-5

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

66-3286-88

CHANGED TO

66-3286-1-1

OCT 30 1972

XEROXED ORIGINAL-RETAIN
8463

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 16, 1943

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Harbo
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Piper
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

LAH:JGM

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-28-81 BY 6383 VAT/ca

The Executive Conference considered suggestions submitted by employees at the Louisville Office dealing with the curtailment of administrative work.

1. Typist William B. Broderick recommended that agents' administrative files be destroyed after one year following departure of the Special Agent on transfer.

RECOMMENDATION: The Executive Conference recently approved the regulation which permits the filing of administrative file papers loosely in a file folder for thirty days, the stapling of these items in monthly groups, and the destruction of any monthly group as soon as it becomes twelve months old.

2. Mr. Broderick also suggested that the Bureau authorize the practice of permitting field offices to destroy incoming telegrams reflecting the travel of Special Agents within the field division as soon as the agent's whereabouts is properly recorded.

RECOMMENDATION: The Conference has recently approved another suggestion along this line, and the present regulation permits the destruction of these telegrams as soon as the monthly expense vouchers pertinent to the travel have been submitted.

3. Chief Clerk William L. Hornback recommended that the Bureau authorize the field to destroy monthly administrative reports which are more than two years old.

RECOMMENDATION: The Executive Conference recommended that these reports be destroyed after twelve months.

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4. Mr. Hornback also recommended that the Bureau destroy the following types of reports and communications after a reasonable length of time: Bureau Bulletins, office memoranda, visiting agent correspondence, automobile administrative files.

RECOMMENDATION: a. It was recommended by Messrs. Ladd, Clegg, Coffey, Rosen, Piper, and Nichols that the Bureau Bulletin files be maintained intact and that no authority be given for destruction. It was felt by these members that there is at times a need for reference to the Bureau Bulletin file.

FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

cc - Mr. Glavin

50 JUN 21 1943

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Bulletin file.

Messrs. Tracy, Hendon, Glavin, and Hince recommended that any portion of the general bulletin file be destroyed one year after the date of the bulletin. It was pointed out by these members that copies of all Bureau Bulletins are indexed and filed in the appropriate 00 which pertains to the subject matter and that, therefore, the Bureau Bulletin file constituted duplication which is useful for a limited period of time, but that Bulletins older than a year are rarely, if ever, referred to in the general bulletin file.

Misc. 9-2-42 Rec'd 9-4-42

b. Office memoranda. The Executive Conference unanimously recommended that office memoranda be destroyed when they become one year old.

c. Visiting Agents' file. The Executive Conference unanimously recommended that correspondence in the visiting agents' file be destroyed when it becomes one year old.

d. Administrative files relating to Bureau automobiles. The Executive Conference unanimously recommended that they be destroyed one year after the automobile has been sold or otherwise disposed of.

5. Chief Clerk William L. Hornback suggested that the Bureau abolish the requirement that the field submit Personnel Status Reports on September 1st of each year, inasmuch as it is incumbent upon each employee to keep the Bureau advised as to his status.

RECOMMENDATION: The Executive Conference believed that it would be desirable to continue the requirement. It was pointed out that our experience in the past has indicated that employees will not voluntarily submit the required information. This has been verified by the amount of new information which has been found on Personnel Status Reports when submitted as required.

6. Mr. Hornback also suggested that the Bureau abolish the requirement that the Special Agent in Charge of a field office inform the Bureau of the arrival and departure of agents on subpoena.

RECOMMENDATION: The Conference was of the belief that it would be desirable to maintain the present regulation requiring that the Bureau be notified when an agent arrives and departs on subpoena, on the grounds that it is necessary for us to maintain proper control over the movement of personnel and that if there were not this administrative requirement, agent personnel would be more likely to waste travel time.

7. Special Agent in Charge Moss suggested that the Bureau abolish the requirement that stenographic employees place their autographic initials on the first page of a field copy of an investigative report.

RECOMMENDATION: The Conference believed that the present regulation should be maintained, that it has proved useful when a stenographer has been called upon to testify in view of the fact that she can verify the transcription of the report on her own recognition of her autographic initials.

8. Mr. Moss also suggested that the Bureau abolish the requirement that the field report to the Bureau the firearms training given to each Special Agent in the firing of the revolver.

RECOMMENDATION: The Conference recommended that the present rule be maintained and that the field be required to report firearms training; otherwise, it would be impossible for the Bureau at the Seat of Government to know whether proper firearms training was being given.

9. Mr. Moss suggested that the Bureau abolish the requirement that the Special Agent in Charge inform the Bureau by teletype with reference to his travel within his own division.

RECOMMENDATION: The Conference was unanimously opposed to the suggestion on the grounds that it is highly desirable to be informed when a Special Agent in Charge leaves his headquarters city and that the Bureau be acquainted with the identity of the person acting in his absence.

10. Mr. Hornback suggested that the Bureau abolish the requirement that each field office maintain annual leave records.

RECOMMENDATION: The Conference pointed out that it is the function of the Special Agent in Charge to approve annual leave under the present regulations and that it would be impossible for him to intelligently handle the approval of leave unless he has a record of leave previously taken.

Those present were Messrs. Ladd, Mumford, Coffey, Rosen, Piper, Nichols, Tracy, Hendon, Glavin, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

WGE:AB

FEDERAL BUREAU OF INVESTIGATION

DATE August 7, 1943

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/SBK

MEMORANDUM FOR MR. NICHOLS

RE: SUGGESTION OF SPECIAL AGENT MURRAY J. SHEA

Reference is made to the attached letter from the Philadelphia Field Division enclosing a suggestion of Special Agent Murray J. Shea. The adoption of Special Agent Shea's suggestion would mean that:

1. Cross reference index cards would be destroyed after the information to which they referred was incorporated into the main file. This is believed to be a dangerous practice inasmuch as summary memoranda are prepared, in many cases, to obtain a particular type of information. For example, a large percentage of summary memoranda being prepared at this time refer only to subversive information and do not completely incorporate all information available in the see reference. If, at a later date, the summary memorandum was referred to for background and nonsubversive information it would not be available unless, of course, each cross reference file number was referred to in the memorandum and was checked for the background or nonsubversive information.

2. This plan would save space in the indices, however, it is felt that this would be offset by the amount of time necessary to properly review summary memoranda. This review would be necessary in order to determine that all information referred to by the index card which could possibly be of benefit in the future was incorporated therein. It would be further offset by the fact that index cards would have to be drawn and destroyed each time a summary memorandum was written.

[RECORDED] [INDEXED] 62-32876-94

3. This plan would be dangerous inasmuch as it would eliminate the possibility of locating misfiled cards through cross references. If all information was incorporated into a main file, it would be impossible to locate this main file if the main index card were misfiled. Under the present circumstances if the main card should become misfiled all cross reference index cards are still available and make the information to which they refer available to the reviewing Agent. The reviewing Agent can often determine that there are additional references in the indices inasmuch as the information furnished frequently refers to other files.

4. This plan would not prevent a duplication of effort on the part of

SEP 6 1943

Agents reviewing files. It is to be noted that summary memoranda are presently being indexed under name of the subject and are indicated as being summary memoranda on each search slip. This procedure immediately places the reviewing Agent on notice that there is a summary memorandum and also gives him the date upon which it was written. Cross reference index cards are dated. If the reviewing Agent feels that he need not review files prior to the time this summary memorandum was written, he can request only the files after that date. These files will be necessary in any event if the reviewing Agent is to receive complete information.

RECOMMENDATION: It is suggested that no action be taken on Special Agent Shea's suggestion, because the recently adopted system of indexing summary memoranda eliminates all duplication of effort and in addition makes it possible to review these files if additional information of a different nature is desired.

Respectfully,

O. H. Patterson.

Enclosure

Federal Bureau of Investigation
United States Department of Justice

500 Widener Building

Philadelphia, Pennsylvania

July 17, 1943

DIRECTOR, FBI

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DATE 9-29-82 BY SP4E2W/gtk

Dear Sir:

Reference is made to the Director's memorandum dated July 5, 1943, inviting employees to submit suggestions for the improvement of the Bureau's service.

Attached hereto without comment is a suggestion submitted by Special Agent, MURRAY J. SHEA of this office.

Very truly yours,

J. F. Sears

J. F. SEARS,
Special Agent in Charge

MJS:ted
enc.

1 ENC.

8-16-43

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

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ENCLOSURE
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35 JUL 21 1943

Suggestion #62

PHILADELPHIA, PENNSYLVANIA
JULY 17, 1943

SPECIAL AGENT MURRAY J. SHEA

The suggestion is made that after the indices have been searched and information from cross references has been incorporated into the master file, either by memorandum or report, that the cross reference index cards be destroyed.

It is believed that this procedure would be particularly helpful in the case of active individuals, such as "key figures" of the Communist Party, on whom there may be a great many cross references.

Under this system the index card would contain only the number of the master file and those cross references which have not been reviewed and incorporated into the master file.

This system should greatly simplify the index system and prevent a duplication of effort on the part of agents reviewing the files.

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JOHN EDGAR HOOVER
DIRECTOR

[redacted]eral Bureau of Inves[redacted]

United States Department of Justice

Washington, D. C.

LAH:MW

August 5, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of SAC Fletcher that the provision requiring the destruction of employees' administrative files after one year be amended to permit the retention of the property receipts.

The Conference agreed that property receipts should be maintained or that new receipts should be obtained at the time of the annual inventory. This is a common sense rule and was unanimously approved by the Conference, those present being Messrs. Tolson, Glavin, Rosen, Tracy, Coffey, Mumford, Acers, Clegg, and Hince.

If approved, the appropriate manual change will be made.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

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FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

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JOHN EDGAR HOOVER
DIRECTOR

287

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

CARLSON

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-23-91 BY SP5 CJ/BCS 323/013

LAH:MW
Sugg. No. 12, 13, 14, 15, & 16
Employee: Agt. Loring J. McGee

August 28, 1943

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Rosen, Hendon, Carson, Q. Tamm, Mumford, Acers, and Hince.

1. Employee suggests: That old files in the field offices be destroyed. He suggests no particular type of file, but points out that master files are available at Washington and he points out that metal Acco fasteners might be reclaimed.

RECOMMENDATION: Unfavorable - The Conference unanimously recommended unfavorably on the grounds that before any field office file is destroyed there should be a separate determination in each instance as to the lack of importance and usefulness of the file.

2. Employee suggests: That the Bureau periodically furnish Agents with a list of obsolete bulletins.

RECOMMENDATION: Favorable - The Conference unanimously recommended favorably and if approved, such a list will be prepared by the Training Division.

3. Employee suggests: That the territorial allocation list be included in the Manuals.

RECOMMENDATION: Unfavorable - It was pointed out by the Conference that the territorial allocation list is bulky, is now issued in bulletin form, and as such can be inserted in the Manual binders. It is not properly a subject of study, but is a reference work and properly is issued in bulletin form.

4. Employee suggests: That current statistics be added to the Manual of Rules and Regulations.

RECOMMENDATION: Unfavorable - The Conference pointed out that these statistics are furnished to the field periodically and since they change too frequently to be included in the Manuals.

5. Employee suggests: That the Bureau code and short-form expressions used in criminal records be listed in the Manual of Rules and Regulations.

RECOMMENDATION: Unfavorable - It was pointed out that this information

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FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

cc - Mr. Glavin

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is available in each field office in the FBI Law Enforcement Bulletin and that it is a reference work, not properly a subject for study, and should not be included in the Manuals.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

JOHN EDGAR HOOVER
DIRECTOR

C-287

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Coffey
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:MW

September 3, 1943

MEMORANDUM FOR THE DIRECTOR

A conference was held on August 21 and 22, 1943, at Chicago, attended by Messrs. Brantley, Drayton, Scheidt, Glavin, and Clegg and Chief Clerks Swaim and Dunkel.

The Executive Conference considered the following suggestions submitted by the Chicago Conference and the members of the Executive Conference unanimously approved the recommendations listed below. (The page numbers adjacent to each item refer to the detailed discussion and analysis and statement of the suggestion in the original memorandum, which is attached.)

Those present at the Executive Conference were Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince, and Clegg.

UNANIMOUS RECOMMENDATIONS OF THE EXECUTIVE CONFERENCE

1. Discontinuing Listing by Name Delinquent Cases in Administrative Reports

At the present, it is required that once each quarter there be listed the delinquent cases in each field office in the monthly administrative report. It was the unanimous recommendation that these listings be discontinued. (See Page 2)

2. No Reports in Selective Service Cases Opened but not Investigated -

It was unanimously recommended that when a field office opened a case and it was closed without investigation, usually because the United States Attorney subsequently advised that the subject had complied and there would be no prosecution, instead of submitting reports there would be submitted a log showing on one page or consecutively (1) the name of the subject, (2) the date the case was opened, (3) the date the case was closed, (4) nature of the delinquency, (5) how the delinquency was cleared, and (6) a brief description of the subject. This tabulation would be submitted monthly, the names would be indexed and filed in one file, but it would be unnecessary to prepare investigative reports. This tabulation, suggested by the San Francisco Office, was acceptable to all. (See Pages 69 to 71)

3. "Dead End" Fugitive Selective Service Cases

FOR VICTORY
BUY UNITED STATES DEFENSE BONDS AND STAMPS

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There are frequently transients, such as fruit pickers, who come into a territory and register. Subsequently, a Selective Service delinquency develops and when all current leads have been investigated, all stop notices and wanted notices have been filed, and there are no outstanding leads, the following action should be taken:

(1) The case should be made inactive, even though it is a fugitive case, for a reasonable period of time or in the case of itinerant fruit pickers, until the next season opens.

(2) A tickler should be set up in advance (6 months would be satisfactory, if necessary).

(3) Field offices should be advised that it is necessary to investigate Selective Service "itinerant" cases quickly while the itinerant is still in the district where the complaint originated.

(4) Advice that the State Selective Service Board might be persuaded to make up its own lists of delinquents and circularize the fruit harvesters and circularize the fruit growers' journals. Such action would be taken by a Selective Service Board only if it will agree to do so.

(5) In cases where the Selective Service violator is incarcerated awaiting induction into military service, this case, too, should be carried as inactive until the induction process has been cleared.

Thus, there will be eliminated the necessity of submitting status reports or of giving active administrative attention to cases that do not deserve such attention at frequent intervals. (See Pages 84 and 85)

4. Consolidating Police Reports with Subsequent Agents' Reports

When a report is received from a police department and there are undeveloped leads for handling by an Agent, the police report should be placed in the file and when the Agent has completed his investigation, he will consolidate both the information obtained by the police and his own information into a single report. (See Page 95)

5. Copies of Reports to Field Offices when "Asterisk Leads" are Submitted

"Asterisk" leads are those which are brought forward in the form of an inventory of outstanding leads, and whenever one of these leads is received, it was felt that but one copy of the report should go to the office where the only notation of interest to the receiving office is a restatement of a lead already in its file. The suggestion that but one copy of such reports be submitted to the field office to which an "asterisk" lead is submitted was approved. (See Page 98)

6. Obtaining Automobile and Drivers' Licenses Records Directly from Another Division

At present, it is permitted that field offices seek information concerning disposition of arrests or the filing of detainers by direct communications from one field office to a police agency in another division. It was believed that there

should be added the permissibility of obtaining routine information from automobile bureaus concerning car registrations, drivers' licenses, and similar data. (See Page 99)

7. Improvement of General Intelligence Reports

The Chicago Conference felt that the Bureau should prepare a bulletin to all field offices instructing that improvement be shown in the preparation of intelligence reports; this means the regular investigative reports on security matters and general intelligence problems. The bulletin should insist on the elimination of unnecessary data, on a better organization of the reports, and upon the reports being succinct, with the resulting saving in dictating, typing, and reading. (See Page 100)

8. Reporting Negative Information to Bureau by Letter when Complainant is Interviewed at Bureau Request

Frequently the Bureau forwards to a field office information justifying an interview with a complainant or instructs that a complainant be interviewed. When information received is negative, instead of preparing a report, it was believed that the information should be submitted to the Bureau by letter which would serve the purpose of closing the field office file administratively and notifying the Bureau as to the results in order to avoid unnecessary follow-ups on ticklers on a subsequent date. (See Page 101)

9. Additional Cases Which May be Closed in Field Offices Administratively

The present rules permit the field offices to administratively close cases under certain circumstances by memorandum when the information is negative and there is no justification for submitting a report. The suggestion was approved that this be permitted also in cases involving Extortion, Crimes on the High Seas, Migratory Bird Act, and Kidnapping. The provisions for closing other cases administratively are in Section 11A of the Manual. (See Page 102)

10. Recording Police Leads in Monthly Administrative Reports

The Conference unanimously disapproved the suggestion that there be omitted from the monthly administrative report the list of investigative leads assigned to police. Since this information is valuable in appraising the police work performed and assigned in each division, the Conference felt that this should be continued as at present. (See Page 105)

11. Breakdown of Selective Service Cases in Monthly Administrative Report

At present, the monthly administrative report requires information as to the cases opened "here" and the cases with "other offices" as office of origin in order that there can be computed the total number of Selective Service Cases pending in the field. These figures are not now recorded for any other type of investigation, but it was believed that this practice should continue because Selective Service Cases, in numerical quantity, comprise about one-third of the total pending cases in the Bureau. (See Page 106)

12. Discontinuing Unnecessary Communications to Field Offices

(a) When a report is sent to a field office "for information only" and such a report serves no valuable purpose to the office receiving it, then it should be returned by routing slip when there is no justification for the report having been forwarded.

Bulletin (b) It was recommended that the field be advised that criminal records on previous subjects handled are forwarded to the field offices only when the fingerprint card requests that this be done. Thus, a communication should be sent to field offices informing them that they should confer with the United States Marshal, advising that they should not stamp the fingerprint card so that a copy will be sent to the Bureau field office unless it was in connection with a criminal arrest in a matter under the Bureau's jurisdiction.

Bulletin (c) The Conference was unanimously opposed to eliminating a letter of transmittal used by one field office in sending a personnel file to another office. (See Pages 107 to 110)

13. Discontinuance of Weekly Reports on Applicants

Bulletin The suggestion that the weekly report submitted by each field office reflecting the number of applicant interviews pending and the number of clerical and Special Agent applicant investigations pending be abolished. (See Page 111)

14. Elimination of Plant Informant Follow-Up Letter to Bureau

Bulletin It was suggested that the presently required letter to be submitted by field offices to the Bureau whenever a plant informant is developed be eliminated. (See Page 112)

15. Eliminating Monthly Travel Violations Letter to Bureau

Bulletin - direct action It was recommended that there be eliminated the monthly letter from the field to the Bureau, showing the number of investigations concerning travel violations by aliens. (See Page 115)

16. Duplicate Copies of Intra-Bureau Correspondence

Bulletin The Executive Conference unanimously disapproved the suggestion that all interoffice and intra-Bureau correspondence be submitted in duplicate in all instances. (See Page 119)

17. Plant Informants Files

Bulletin Due to obvious confusion in some field offices, it was believed that a bulletin should be sent to all field offices pointing out that plant informants index cards be prepared as a routine matter only for the alphabetically arranged file on informants, subdivided by states, cities, plants, and names, and for the general index file. This is the present requirement. (See Page 120)

18. Employee Administrative Files

Bulletin It was recommended that administrative files on individual employees be maintained alphabetically in the cabinets and that file numbers formerly assigned

to them, which serve no useful purpose, be eliminated. (See Page 121)

19. Elimination of SAC Approval for Removing Serials from Files

It was recommended that the present rule which requires that the SAC give his personal approval before the final copy of a serial may be removed and charged out of a field office file be eliminated. (See Page 125)

20. Placing Examination Grades in Personnel Files

It was suggested that the only grades to be placed in personnel files are those which reflect unsatisfactory or failing grades, otherwise it would be obvious that the employee made passing grades on the regular field tests given by the SACs. (See Page 126)

21. Old Administrative Files

It was recommended that all old general administrative files, including voucher files and the like, be destroyed after three years in the field offices. (See Page 127)

22. Administrative Files on Individual Employees

It was recommended that all pending and closed administrative files on individual employees be filed alphabetically and a monthly tickler for the destruction of material over one year old, as is now done, be utilized as a reminder for the monthly destruction of obsolete material. (See Page 128)

23. Preparing Two Copies of Material for the Field Office File

Unfavorable recommendation was made to a suggestion that it be left to the discretion of clerks to determine whether only the original or the original and copies of communications should be prepared in the field office for the field office file. This was opposed because the clerks do not have the ability to make such determinations and retyping would often be necessary. (See Page 134)

24. Agents Taking Complaints for One Week Only in Field Offices

It was unanimously recommended that the present practice be continued of permitting a Special Agent to "take Complaints" in a field office for a period not in excess of one week and that such Agent must have been in the service for six months or more before he is permitted to be given such an assignment. (See Pages 135 and 136)

25. Letter Instead of Teletype Advising as to the Prospective Departure of Agent on Transfer

It is presently required that a teletype be sent within 24 hours advising when an Agent will leave on transfer. Since they do not usually leave for from two to three weeks, it was felt that this should be handled by a form letter instead of by teletype. The form letter, however, should be transmitted within 24 hours. A copy to the field office to which the Agent has been transferred must be forwarded. (See Page 137)

26. Copies of Letters to Field Offices Concerning Arrivals and Departures of Agents

Except in the instance noted in #25, above, it was felt that there should be eliminated the sending of copies to field offices concerning the arrivals and departures of Agents in the field when a field office communicates such arrivals and departures from the Bureau. This would eliminate only the exchange of the copies between field offices and would not eliminate the original notification going to the Bureau. (See Page 138)

27. Transmitting Communications to Other Agencies for Investigation

It was suggested that the uniform practice be adopted so that when a field office is in receipt of a communication from an individual complaining of a violation not under the Bureau's jurisdiction, a letter of acknowledgment would be prepared advising that the information was being furnished to the appropriate agency having jurisdiction and a copy of this letter of acknowledgment, together with the incoming communication, would be used in transmitting the complaint to the other Federal investigating agency having jurisdiction. This would eliminate a second letter of transmittal and also would eliminate the necessity for preparing copies of incoming communications. (See Page 139)

28. Bureau Response to Field Requests for Records

At the present, field offices send an original and copy of a letter to the Bureau asking for certain records of military service. Employees in the Identification Division obtain such information. It was felt that the reply or the notation "No record" should be placed on the copy of the incoming letter which will be returned promptly to the field office and that no separate new communication be prepared addressed to the field office. Of course, it is intended that the reply be typed on the original incoming letter with the copy on the carbon copy received, and the carbon copy is, therefore, returned to the field with the notation. (See Page 140)

29. Acknowledging United States Attorneys' Letters

The suggestion was made that it not be required that United States Attorneys' letters be acknowledged except, of course, in special circumstances when it would be obviously required. This eliminates routine unnecessary correspondence with United States Attorneys. (See Page 141)

30. Security Index Cards

It is the present practice in field offices to send in supplementary information to be added to security index cards (formerly known as custodial detention cards) and the Bureau would add the information to its card in Washington and make a photostatic copy which would be returned to the field. The suggestion is that the field, when sending in the information will add the additional or supplemental information furnished to the Bureau on a 5 x 8 card and attach it to the security card already maintained in the field office, thus eliminating the photostating and returning of the data. (See Page 142)

31. Submission of Daily Reports

No action The Conference unanimously approved the suggestion that the present practice of Agents' submitting their daily reports at the close of each day be continued, instead of awaiting their return to the field office and submitting them in groups. (See Page 146)

32. Furnishing Symbol Number Data to Field Offices

Bulletin At present, criminal records are furnished to field offices in instances on defense workers, and the plant, by War Department procedure, is designated by a symbol number. This occasions many letters from the field offices inquiring as to which plant is involved and a reply from the Bureau. This information is obtainable by merely making a telephone call to the local Procurement Officer of the Army. It was suggested that a letter to this effect be furnished to the field. (See Page 147)

33. Administrative Surveys by SACs

It was recommended that for the next six months only it be required that each Agent in Charge conduct a survey for one day of each month as to the following:

Bulletin
(1) Amount of time spent by Agents on dictation.
(2) Amount of time spent by Agents on file reviews.
(3) Amount of time spent by Agents in the field office.

It was further suggested that the SACs furnish the results of their surveys to the Bureau with their recommendations. This survey would result in presenting to the attention of the Special Agents individual and collective weaknesses so that the Bureau could instruct that corrective measures be taken. (See Page 148)

34. Amount of Time Spent in Office by Field Agents

Bulletin For the purpose of gaining SAC opinion concerning this matter, the SACs at Chicago were requested to advise as to what maximum amount of time they thought would be required on the part of a Special Agent to spend in the field office, as compared with the total amount of working time he put in each day. In February of 1941, a survey made in the Bureau reflected a total of nearly fifty per cent of Agents' time spent in the office. As a result of continuing surveys and letters to the field, the usual figure now is around thirty-six per cent. The SACs advised that they believe this figure should be reduced to twenty-five per cent. The Executive Conference felt that this was probably a fair minimum figure. (See Page 149)

35. Yearly Report of Leave Records Submitted by Field

Bulletin The suggestion was made that the annual report required on January 15th of each year, showing the amount of leave taken by various employees in each field office, be discontinued. (See Page 150)

36. Elimination of Report Showing Quarterly Conferences Held

At present, the field advises the Bureau as to the program and date for quarterly clerical and quarterly Agents' conferences. They subsequently advise that the meeting was held as scheduled. The suggestion was approved that this final letter be eliminated. (See Page 151)

37. One Letter to Report all Quarterly Police Conference Results from Each Office

At present, it is required that upon the return of an SAC from the holding of a Quarterly Police Conference, he submit a separate letter as to each conference held. The suggestion approved was that one letter from each office each quarter would suffice to report all of these statistics. (See Page 152)

38. Frequency of Holding Quarterly Police Conferences

Although the SACs desired that these conferences be reduced from quarterly to semiannually, the Executive Conference recommended that they be held three times per year and that the name be changed from "FBI Quarterly Police Conferences" to "FBI Law Enforcement Conferences". (See Pages 153 and 154)

39. Inspection of Firearms and Technical Equipment

It was suggested that the present requirements for the weekly inspection of firearms and technical equipment be changed to require that they be inspected at least once each two weeks. (See Page 155)

40. Applicant Interview Forms

It was believed that the Personnel and Budget Division should prepare an applicant interview form for clerical applicants similar to the type of applicant interview form used in reporting interviews with Special Agent applicants. (See Page 158)

41. Stamping and Initialing Register Form Number 3

The Agents register their arrivals and departures on Field Office Register Form Number 3. The SACs are responsible for supervising these reports. Some SACs block stamp and initial them; others merely initial them; while others examine them and send them to the file. The recommendation approved is that the requirement for the block stamp and initials be eliminated. (See Page 159)

42. Checking Telephone Bills in Field Offices

The Conference unanimously recommended that all telephone vouchers be checked against field office records in the field, and they opposed the suggestion that this practice be eliminated. (See Page 160)

43. Elimination of Unapproved Systems and Projects in the Field

The suggestion was unanimously approved for a continuous educational program by bulletins, letters, SAC Conferences, and training schools to eliminate the initiation of unapproved systems and unapproved projects in field offices. (See Page 161)

Resident Agencies

There was taken up with the Conference in Chicago the question of the desirability of Resident Agencies. All were unanimously of the opinion that Resident Agents were rather difficult to supervise, but their production was higher than that of road work Agents and there was greater economy, less travel, and more new business obtained because of such Resident Agencies. The Executive Conference reached the conclusion that wherever the practice of economy was existent that Resident Agencies should be continued. (See Page 162)

45. Field Office Correspondence Forms

The suggestion was approved that there be placed in the new Chief Clerks' Manual a sample of all correspondence and letter forms which have been approved by the Bureau for uniform use in all field offices. (See Page 165)

46. Bureau Bulletins and SAC Letters

It was suggested that increased care be exercised by the preparing official and by the reviewing official to see that information which should be prepared initially in bulletin form is not sent out in SAC letters, which have to be retyped for distribution. (See Page 166)

47. In the following matters, no change was recommended by the Conference with reference to the suggestions listed:

(a) It was believed that the present rule was satisfactory as to whether a report or a memorandum should be prepared in the field.

(b) The deferred case situation should remain as at present.

(c) It was not believed that statistics should be recorded in the field, but at the Seat of Government by the Statistical Unit of the Crime Records Section.

(d) It was believed that there was proper and adequate authority for closing cases in the field administratively.

(e) It was believed that the present system of maintaining sources of information, confidential informant, and plant and national defense informant files was satisfactory.

(f) It was not believed that the Bureau should resort to the Recordak System of maintaining records.

(g) It was the consensus of opinion that the Bureau has been placing too much emphasis during inspections on the indexing of subject matter in Bureau Bulletins due to the fact that the material in bulletins is never searched for in the index cards, but it is filed in the "OO" files by subject matter and clerical employees automatically turn to these files for the more prompt location of the material.

(h) It was recommended that there be no change in the Bureau's policy with respect to including signed statements in investigative reports. (See Pages 167 and 168)

The Executive Conference action was unanimous with respect to each of the above matters.

Respectfully,

H. R. Clegg

Attachment

all approved.

35. OLD ADMINISTRATIVE FILES TO BE DESTROYED. The old general administrative files of field offices, including voucher files, shall be destroyed in the future after the final serial of any volume of such files is three years old. This will permit the destruction of all old administrative files over three years old in the field office, and this time is significant due to the fact that vouchers clear through the General Accounting Office within a three-year period.

36. TICKLER FOR DESTRUCTION OF OLD MATERIAL IN INDIVIDUAL EMPLOYEES' ADMINISTRATIVE FILES. It is the present rule that material over one year old in administrative files on individual employees is to be destroyed. A monthly tickler for the destruction of such material by months after it is one year old shall be utilized.

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OCT 30 1972

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#463

CHANGED TO

66-3286-5-1

JOHN EDGAR HOOVER
DIRECTOR

CC-287

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

REL:AB

November 12, 1943

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/JAK

MEMORANDUM FOR MR. GLAVIN

Re: Public Law 115 - 78th Congress
To Provide for the Disposal of
Certain Records of the United
States Government

As you recall, during some of our budget discussions Mr. Moe indicated that the above captioned law was passed at the suggestion of the Budget Bureau, and he felt that it was a very worthwhile step and suggested that we look into the possibilities of destroying old and obsolete records.

It appears, according to the Act, a copy of which is attached, that the National Archives Council is promulgating regulations, establishing procedures for compiling and submitting lists of schedules to the Archivist of the United States and to likewise establish methods for the disposal of records authorized for such disposal.

RECORDED & INDEXED
66-3286-103
21 DEC 7 1943

ENCL

Briefly, it appears that the head of an agency may submit to the Archivist of the United States lists of records in the custody of the agencies that have been photographed or microphotographed and as a consequence do not appear to have sufficient value to warrant their further preservation by the Government. It further appears that lists of any other records in the custody of the agency that do not appear to be needed in the transaction of its current business may be scheduled on a list presented to the Archivist of the United States. It thereafter becomes the duty of the Archivist of the United States to submit the lists of schedules to Congress, and it is the duty of the Presiding Officer of the Senate to appoint two Senators who would meet with a Committee from the House to examine such lists and to make a recommendation as to their disposal. The agency thereafter is notified of this recommendation and the records may be disposed of as prescribed by law.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

While it appears that there is still considerable red tape to be followed before the records may be disposed of, it would appear that a practical arrangement might be worked out with the Archivist of the United States concerning matters of this kind, and I would recommend that all divisions in the

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20 JAN 22 1965

Bureau undertake to submit a list of records to the Chief Clerk's Office that serve no value at the present time, at which time we could institute the necessary proceedings for their disposal.

In the event you feel that this contemplated project might merit further detailed study, I shall be very glad to arrange to discuss the practical aspects of this matter with the Office of the National Archivist as I feel that we may have in the Bureau a lot of records that could be disposed of with or without photographing and thereby make available considerable more space.

Respectfully,

E. E. Lee

Attachment

Memo for Director 11/22/43 mwj:mal

Letter to Pierson 11/23/43 mwj:mal.

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[PUBLIC LAW 115—78TH CONGRESS]

[CHAPTER 192—1ST SESSION]

[H. R. 2943]

AN ACT

To provide for the disposal of certain records of the United States Government.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That when used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.

SEC. 2. The National Archives Council shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

SEC. 3. The head of each agency of the United States Government shall submit to the Archivist of the United States, in accordance with regulations promulgated as provided in section 2 of this Act (1) lists of any records in the custody of the agency that have been photographed or microphotographed in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government; (2) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government; and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

66-3986-100

ENCLOSURE

SEC. 4. The Archivist shall submit to Congress, at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of section 3 of this Act, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government: *Provided*, That the Archivist shall not submit to Congress lists or schedules of records of any existing agency of the Government in his legal custody without first having obtained the written consent of the head of such agency.

SEC. 5. Whenever the Archivist shall submit lists or schedules to Congress, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee to which all such lists or schedules shall be referred, and the joint committee shall examine such lists or schedules and submit to the Senate and House of Representatives, respectively, a report of such examination and its recommendations.

SEC. 6. If the joint committee reports that any of the records listed in a list or schedule referred to it do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government, the Archivist shall notify the head of the agency by which the list or schedule was submitted of the action of the joint committee and the head of such agency shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

SEC. 7. If the joint committee fails to make a report during any regular or special session of Congress on any list or schedule submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the head of the agency who submitted the list or schedule to cause the records listed therein to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

SEC. 8. Whenever it shall appear to the Archivist that any agency has in its custody, or is accumulating, records of the same form or character as any records of the same agency previously authorized by Congress to be disposed of, he may empower the head of such agency to dispose of such records, after they have been in existence a specified period of time, in accordance with regulations promulgated as provided in section 2 of this Act and without listing or scheduling them.

SEC. 9. Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorizations granted pursuant to the provisions of sections 6, 7, and 8 of this Act, until such claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon the written approval of the Comptroller General of the United States.

SEC. 10. Whenever the Archivist and the head of the agency that has custody of them shall jointly determine that any records in the custody of any agency of the United States Government are a continuing menace to human health or life or to property, the Archivist shall cause such menace to be eliminated immediately by whatever method he may deem necessary. If any records in the custody of the Archivist are disposed of under this section, the Archivist shall report the disposal thereof to the agency from which they were transferred.

SEC. 11. At any time during the existence of a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, the head of any agency of the United States Government may authorize the destruction of any records in his legal custody situated in any military or naval establishment, ship, or other depository outside the territorial limits of continental United States (1) the retention of which would be prejudicial to the interests of the United States or (2) which occupy space urgently needed for military purposes and are, in his opinion, without sufficient administrative, legal, research, or other value to warrant their continued preservation: *Provided*, That within six months after the disposal of any such records, the official who directed the disposal thereof shall submit a written report thereon to the Archivist in which he shall describe the character of such records and state when and where the disposal thereof was accomplished.

SEC. 12. The Archivist shall transmit to Congress at the beginning of each regular session reports as to the records authorized for disposal under the provisions of section 7 of this Act and as to the records disposed of under the provisions of sections 9 and 10 of this Act.

SEC. 13. Photographs or microphotographs of any records made in compliance with regulations promulgated as provided in section 2 of this Act shall have the same force and effect as the originals thereof would have and shall be treated as originals for the purpose of their admissibility in evidence. Duly certified or authenticated reproductions of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

SEC. 14. All moneys derived by agencies of the Government from the sale of records authorized for disposal under the provisions of this Act shall be paid into the Treasury of the United States unless otherwise required by existing law applicable to the agency.

SEC. 15. The procedures herein prescribed are exclusive and no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of this Act.

SEC. 16. The Act entitled "An Act to provide for the disposition of certain records of the United States Government", approved August 5, 1939 (53 Stat. 1219), the Act entitled "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes", approved September 24, 1940 (54 Stat. 958), and all other Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

Approved July 7, 1943.

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WRG:lrd
12/9/43

MEMORANDUM FOR MR. JOHN Q. CANNON
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

Reference is made to the Attorney General's Circular number 3854 dated November 15, 1943, forwarded to the Heads of all Divisions, Bureaus and Offices, United States Attorneys, United States Marshals and Field Offices concerning the disposal of certain records of the United States Government.

With reference to the records maintained by the Federal Bureau of Investigation, all records maintained by the Bureau pertain to its investigative or administrative responsibilities in its regular investigative and administrative files. The Identification Division files of the Federal Bureau of Investigation consists of fingerprints and related records of individuals whose fingerprint records have been furnished to the Federal Bureau of Investigation. In all instances, the records of the Federal Bureau of Investigation today are considered current and cannot be considered for destruction.

Very truly yours,

John Edgar Hoover
Director

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FBI

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Herndon
Mumford
Starke
Quinn Tamm
Neise
Gandy
COMMUNICATIONS SECTION
DEC 11 1943 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

DEC 13 1943

DEPARTMENT OF JUSTICE

WASHINGTON 25, D. C.

A-5

November 15, 1943

CIRCULAR NO. 3854

TO THE HEADS OF ALL DIVISIONS, BUREAUS AND OFFICES, UNITED STATES ATTORNEYS, UNITED STATES MARSHALS AND FIELD OFFICES:

Section 3 of the Act of July 7, 1943, (Public No. 115, 78th Congress, 1st Session) provides for the disposal of certain records of the United States Government.

In order that this Department may comply with the Act and that a program of constantly freeing valuable space and equipment to more active and urgent uses may be instituted, it is requested that you submit on the inclosed form a list of all records in your custody.

The legal definition of "records" when used in the Act is as follows:

.....the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organizations, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Material made or acquired and preserved only for convenience of reference is not included within the definition of the word "records" as used in this Act.

Extra copies of documents, stacks of publications and of processed documents, day books maintained only for convenience of reference and other non-record material may be destroyed at any time without authorization and, therefore, need not and should not be listed.

Any information as well as additional copies of Form DCR-1 may be obtained from the Chief of the Division of Communications and Records, Department of Justice, Washington, D. C.

FRANCIS BIDDLE

Attorney General

ENCLOSURE

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

OCT 30 1972

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66-3286-106

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Form DCR-1

SAMPLE FORM DEPARTMENT OF JUSTICE

Records Inventory and Appraisal Schedule

From Office of United States Attorney Date 11/5/43

Northern district of Illinois Prepared by John Doe

Chicago, Illinois Approved by Richard Doe

1. Description of Item: Criminal docket files, entitled UnitedStates v. Defendants who are named in criminal information and indictments. File jacket also containing copies of reports from government investigative agencies and memoranda prepared by Assistant United States Attorney's in charge of each specific case. All copies are typewritten.

2. Inclusive dates, from 2/18/17 to 8/7/33

3. Volume to date (in linear feet) 500 linear feet

4. Annual rate of accumulation (in linear feet) 100 linear feet

5. Disposition: Manner Destroy Time 10 years
(destroy, retain permanently)

6. Reasons: The original of the criminal information and indictment is on file in the office of the Clerk of the United States District Court.

Remarks:

(See other side for instructions)

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INSTRUCTIONS

1. Description of Items: Each accumulation of records kept in separately organized files should be listed as a single item regardless of quantity. Sub-headings, folders and document contained in any accumulation of records susceptible of being listed as one item should not be listed individually. If the records listed as an item are composed of a single form, give the form number and title with additional description in cases where the title is not self-explanatory. If the records consist of the documents filed under a particular filing classification number, give the file number and the heading for which it stands, with additional description in cases where the heading is not self-explanatory. Otherwise, give the title or designation of the unit or class of records, with any additional description that may be necessary to indicate the nature of its contents. Appraisal will be facilitated if descriptions give some indication of the functions served by the records described. Use of the term "miscellaneous" should be avoided inasmuch as it is not adequately descriptive for purposes of appraisal. For each item indicate whether the copies included are sole record copies, duplicate record copies or all record copies. The term "duplicate record copies" will cover record copies other than one main set of record copies that is to be retained on file within the office. The term "extra copies" is applicable to copies preserved for convenience of reference only, in addition to one or more record copies. Such "extra" copies are not "records" for purposes of disposal.

2. Inclusive dates: Indicate the years, and months if the period is other than one of even calendar years, during which the material included in the item were accumulated as organized records.

3 & 4. Self-explanatory.

5. If records are to be scheduled for disposal after a lapse of a specified period of time as having, after the lapse of the period specified, insufficient administrative, legal, research or other value to warrant their further preservation, indicate the limit of time that these records must be retained before disposition is made and the manner in which they are to be disposed; if records have permanent administrative, legal or historical value, indicate by stating "retained permanently."

6. Give appropriate reasons for recommending the manner and time of disposal selected, e.g. "original preserved in General Accounting Office", "temporary administrative use only."

This form to be submitted in duplicate.

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66-3286-15-1

OCT 30 1972

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8463

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MAJ:ET

December 23, 1943

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMORANDUM FOR MR. NICHOLS

Re: Parole Abuses in Georgia

You will recall that some months ago SAC Hammack of the Atlanta Office made available to the Bureau nine packages of film made with the Photorecord Camera pertaining to the parole and pardon records of Georgia during the year 1942. This film was developed and viewed and later pertinent portions of the film were printed. These printed portions are being handled by separate memorandum.

RECOMMENDATION: Since the film is quite bulky and since it would seem to have no future value, it is suggested that it be destroyed at the present time.

Destroyed
J. E. H.

Respectfully,

J. J. Starke

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F B I

18 JAN 13 1944

FOR VICTORY
BUY
UNITED STATES DEFENSE BONDS AND STAMPS

F-16

FEDERAL BUREAU OF INVESTIGATION
RECORDS SECTION

April 13, 1944 1944

Mr.	Tolson	Mr.	Laughlin, L. L.
Mr.	Tamm, E. A.	Mr.	Laughlin, R. H
Mr.	Clegg	Mr.	Lawrence
Mr.	Coffey	Mr.	MacCartee
Mr.	Glavin	Mr.	McCabe
Mr.	Ladd	Mr.	McDowell
Mr.	Nichols	Mr.	McGuire
Mr.	Rosen	Mr.	McIntire
Mr.	Tracy	Mr.	Martin
Mr.	Acers	Mr.	Mohr
Mr.	Alden	Mr.	Mumford
Mr.	Bellino	Mr.	Nease
Mr.	Bernard	Mr.	Newman
Mr.	Buckley	Mr.	Pennington
Mr.	Burton	Mr.	Peterson
Mr.	Callan	Mr.	Ranstad
Mr.	Cannon, J. W.	Mr.	Reed
Mr.	Carson	Mr.	Renneberger
Mr.	Cartwright	Mr.	Richardson
Mr.	Clements	Mr.	Schroeder
Mr.	Coyne	Mr.	Scott
Mr.	Cunningham	Mr.	Skousen
Mr.	Durbin	Mr.	Smith, R. E.
Mr.	Edwards, H. L.	Mr.	Starke
Mr.	Fitch	Mr.	Stetter
Mr.	Fletcher, R.G.	Mr.	Stone
Mr.	Gannon	Mr.	Strickland
Mr.	Gearty	Mr.	Suttler
Mr.	Halter	Mr.	Tamm, Q.
Mr.	Harbo	Mr.	Timm
Mr.	Harvey	Mr.	Travers
Mr.	Hayes	Mr.	Welch
Mr.	Hendon	Mr.	West
Mr.	Hince	Mr.	Whitson
Mr.	Huston	Mr.	Yadon
Mr.	Johnson, W. A.	Mr.	_____
Mr.	Jones, M. A.	Mr.	_____
Mr.	Kennedy, J. C.	Mr.	_____

Please note, initial and return to me.

Thanks.

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C. F. Seyfarth

COPY: NEH

GPR:SR

FEDERAL BUREAU OF INVESTIGATION

DATE February 10, 1944

MEMORANDUM FOR MR. WAIKART

RE: LETTERS REQUESTING SUPPLIES
RECEIVED FROM FIELD

There are attached hereto several letters which have been received by the Bureau from various Field Offices in which they request that various supplies be furnished them. In this regard contact was made with Mr. Pfafman of the Laboratory, who stated that he had no further interest in these letters as he had detached the order forms which were attached to the incoming correspondence and that these forms were all that he was interested in and that from these forms he would comply with their request. He pointed out to the writer that he had no authorization to destroy these letters, and that the only place they could be destroyed under the present setup would be the Chief Clerk's Office or the Records Section. He was informed that the Records Section does not destroy material, and at the same time he was shown a list of the various types of correspondence that are destroyed by the Chief Clerk's Office. He saw no reason why the attached letters could not be destroyed.

Mr. Huston of the Chief Clerk's Office was contacted due to the fact that his section destroys a great deal of the letters requesting supplies and requisitions from Field Offices, and he stated that this being strictly a Lab material, he did not feel that the Chief Clerk's Office should destroy this type of communications. He felt that no one in theChief Clerk's Office would be willing to assume the responsibility when the request is not being complied with by the Chief Clerk's Office. Mr. Huston suggested that through the proper channels efforts be inaugurated whereby Lab would destroy this type of correspondence. Due to the fact that this material is of no benefit to the Bureau after the request has been complied with, the writer makes the following recommendation:

That suitable action be taken whereby the Lab be instructed that when they receive this type of communication and they have complied with the request contained therein, and it does not concern any other division that they be destroyed and not sent to files.

Respectfully,

ENCLOSURE

66-3256-1084

Geoffrey P. Donaldson

Enclosure

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/JMK

FEDERAL BUREAU OF INVESTIGATION
APR 3 1944
U. S. DEPARTMENT OF JUSTICE
FILE

INDEXED

COPY WITH

FJW:HBM

February 11, 1944

MEMORANDUM FOR MR. NICHOLS

RE: FIELD OFFICE LETTERS REQUESTING SUPPLIES FROM THE TECHNICAL LABORATORY

Reference is made to the attached memorandum of Mr. Runaldue, Night Supervisor in the Records Section, dated February 10, 1944. It is pointed out therein that the Bureau's policy generally in connection with routine correspondence from the Field requisitioning supplies is to destroy same and maintain any necessary records in the Chief Clerk's Office. This procedure has been in effect for approximately a year and has worked out very satisfactorily, resulting in the elimination of much unnecessary filing of correspondence in the Records Section.

As indicated in the attached memorandum, the Technical Laboratory does not care to assume the responsibility of destroying the same type of correspondence, even though it relates purely to supplies from that division. Also, Mr. Huston states that inasmuch as they have nothing to do with furnishing the supplies it would be inconsistent for them to destroy the correspondence. It apparently is agreed that the correspondence is of no permanent value in our files. This is definitely proven by experience with the same type of correspondence as it relates to all other supplies requisitioned by the Field.

RECOMMENDATION: It is recommended that the Technical Laboratory be authorized to destroy all correspondence from the Field pertaining to the requisitioning of supplies and any necessary records thereof be maintained in that division.

Respectfully,

C. H. Patterson

Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 E24/gmk

1 ENCL

RECORDED

66-3286-108X

FEB

APR 3 1944

U. S. DEPARTMENT OF JUSTICE

FILE

22 APR 6 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

LBN:RC

TO : THE DIRECTOR

DATE: 4-3-44

FROM : EXECUTIVE CONFERENCE

SUBJECT:

The Conference, consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Carson, Hince, Quinn Tamm, Tracy, Ladd, and Nichols, considered the matter of disposing of carbon copies of Special Agents' reports for the period 1908 to 1919.

Mr. Nichols pointed out that during that period the procedure was followed in the File Room of placing the original of an Agent's report in the case file and a copy in the Agent's administrative file. The copy in the administrative file is not indexed or recorded; it is filed by name. Copies placed in the case files are recorded and indexed.

This material now takes up space in 103 four-drawer file cabinets. Some of it was filed in bundles which were sent in from the field offices years ago. The material has absolutely no value so far as the Bureau is concerned. Mr. Seyfarth cannot recall when a request was made for the material and there have been no requests in recent years. So far as the copies of Agents' reports are concerned, they serve absolutely no purpose whatever, as the originals are indexed and in case files.

Interspersed with this material are certain original communications. Samples are attached hereto, consisting of letters from Agents advising they are about to be inducted in 1918; acknowledgments of badges; request for two days leave to help out in the Liberty Loan campaign; reporting sick leave; transmitting voucher; acknowledging receipt of commission cards, etc.. These serve no purpose. The Conference, however, felt that since these were original communications they should not be destroyed. It was unanimously recommended that the copies of Agents' reports be destroyed, that somebody go through and pick out the original communications which are to be kept. It will take one person approximately one month or six weeks to do this. However, it will free the 103 steel cabinets and give us considerable extra space.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY sp4 e2w/gbk

Respectfully,
For the Conference

RECORDED & INDEXED 16-32[illegible]-108X1
F B I
APR 10 1944
EX-41

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC- Mr. Tolson
Mr. Clegg

APR 19 1944

66-818

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFC:MN

TO : MR. NICHOLS

DATE: April 3, 1944

FROM : C. F. SEYFARTH C.F.S.

SUBJECT:

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/JHK

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

There is listed herein certain material which, it is believed, can be destroyed as it has no value and is occupying valuable filing cabinet space in the Records Section. This material, for the past 18 years, has been forwarded to the Records Section by the Chief Clerk's Office of the Bureau and it is presently stored in steel filing cabinets in the attic. It is believed that the necessary action has been taken thereon and that this material can be disposed of.

I am attaching hereto, for your information, a sample copy together with a description of the material and the quantity of same we have on hand. For your further information there has been no request for any of this material during the past 18 years

Item No.	Description of Material	Quantity
1	Blue Slips--so-called--regarding charges paid for information, etc. during the years 1913 to 1931 inclusive. This material is filed in folders under the name of the Special Agent or employee that paid out this money.	14 drawers
2	Expense Account Letters sent to and received from Bureau Field Offices during the years 1923 and 1924. This material is filed in folders under the name of the Field Office.	1 drawer
3	Schedules of paid accounts. Forms 9DC, 1012, 1024, and 1034, vouchers sent by the Bureau to the Division of Accounts in the Department of Justice. These account forms cover the years 1926 to 1930 inclusive.	1 drawer
4	Leave record cards of the various employees of the FBI for the years 1919 to 1931 inclusive. These leave record cards are wrapped in packages and in boxes and occupy 5 file drawers.	5 drawers
5	Application forms for annual and sick leave submitted from employees in the various Field Offices during the years 1936 and 1937.	3 boxes

RECORDED

Vale-3281-108X2

F B I

MAY 25 1944

55 MAY 3 1944 1-ENCL. 1-ENCL BEHIND FILE

EX-6

NICHOLS

THREE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:AB

TO : THE DIRECTOR

DATE: APRIL 26, 1944

FROM : THE EXECUTIVE CONFERENCE

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Miss Gandy

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Gurnea, Clegg, Acers, Hince, Hendon, Nichols, Coffey, Carson, Quinn Tamm, Rosen and Glavin considered a memorandum from Mr. Seyfarth to Mr. Nichols concerning the destruction of certain old Administrative Division records maintained in the Files Section.

Glavin concurred with the recommendation made that the following old records be disposed of:

1. Expense account letters sent to and received from the Bureau's field offices during the years 1923 and 1924. This material is filed in folders under the name of the field office.

2. Schedules of paid accounts, years 1926 to 1930 inclusive.

3. Leave record cards of various employees of the FBI for the years 1919 to 1931 inclusive.

4. Application forms for annual and sick leave for the years 1936 and 1937.

5. Special Agent, accountant and clerical records of Headquarters of payment for expense vouchers for the years 1924 to 1927 inclusive.

6. Treasury Decisions for the years 1927 to 1930 inclusive.

7. Copies of old personnel classification sheets, no dates shown. Approximately 20 years old.

8. Personnel Orders and routing slips sent from the Director to Chief Clerk's office for the years 1926 to 1929 inclusive.

Samples of the above-mentioned material are attached hereto.

Glavin recommends to the Conference that the Blue Slips be maintained in the Voucher Section at the present time covering the period 1913 to 1931 since they are original and not duplicate records. The Conference agrees with the recommendation of Glavin concerning the retention and destruction of the material aforementioned.

5/25/44 File Material destroyed 4475.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-19-82 BY SP4 R2 w/9 MK

Copy filed in 66-25554

Correspondence re Blue Slips - yellow

filed serials memo to Mr. Nichols from Mr. Seyfarth dated Apr. 3, 1944. 5-25-44 (32)

RECORDED & INDEXED 66-3286-10913

EX-6

MAY 23 1944

Should the Director approve the Conference recommendation, appropriate action will be taken.

The Conference at the same time recommends that a Divisional Committee composed of a representative of each division be formed for the purpose of reviewing old dead material in our files in an effort to eliminate such dead material and conserve space which is so badly needed at this time.

Should the Director approve the Conference recommendation in this regard, the appropriate committee will be immediately set up and will begin to function.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

HBM

Mr. John Q. Cannon May 31, 1944

RECORDED 66-3286-108X4

John Edgar Hoover, Director, Federal Bureau of Investigation

Since the inception of the Identification Division of the Federal Bureau of Investigation we have followed the practice of filing material from police departments and other law enforcing agencies pertaining to the administrative handling of identification matters in a general file under the name of the city. These files contain such material as requests for fingerprint cards, penalty envelopes, disposition sheets, requests for criminal records with outgoing copies of Bureau letters advising of no record, copies of telegrams advising of the identification of criminals and similar related material.

We have found from experience that this material is seldom needed, and it is believed that no good purpose is served by keeping this material for more than one year. Accordingly, permission is requested to destroy all material in the Identification Division files, excepting communications less than one year old. This will result in a space saving of approximately 230 file cabinets.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/JNK

RECEIVED READING ROOM
F. B. I.
U. S. DEPT. OF JUSTICE
JUN 1 11 28 AM '44

Tolson
A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Clendon
Dunford
Jones
Quinn Tamm
Nease
Sandy

COMMUNICATIONS SECTION
MAILED
JUN 1 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

RECORDED COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

OHP:MJR

TO : MR. NICHOLS

DATE: June 7, 1944

FROM : O. H. PATTERSON

SUBJECT: REQUESTED DESTRUCTION OF IDENT FILES MATERIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EAW/gmk - 5/4/44

There is attached hereto Mr. Quinn Tamm's and the writer's memoranda concerning the suggested destruction of certain Ident files material, and the Bureau's yellow copy of the memorandum of May 31, 1944 addressed to Mr. John Q. Cannon requesting authority to destroy all such material which is more than one year old.

Mr. Gerald J. Davis, Department of Justice representative at Archives, and Mr. A. Di Girolamo, in charge of the Department of Justice Records Section, called at the writer's office this morning with the original copy of our memorandum for Mr. Cannon and here went over our request for authority to destroy old mail. The writer went over samples of the Ident material with them and Mr. Davis of the Archives immediately stated that Archives would not be interested in the preservation of any of this material. Mr. Davis, in fact, paid very little attention to the material. Mr. Di Girolamo hardly looked at it. They explained that they would now make a routine written request by means of a regular form to Congress for authorization to destroy this material and that the authority should come through within a month at the most. It was necessary to decide upon a definite period of time for this original request and they were advised that the material would run from 1924 through 1942. Mr. Davis stated it would be best to set the limit as of the end of 1942 rather than at a date in 1943. This means that we will get authority soon to destroy all material in our possession dated in 1942 or prior thereto.

Mr. Di Girolamo then explained that he will have to make a separate request for continuing authority to destroy material as it becomes one year old and that it will take three or four months to get such continuing authority. He explained that this Bureau should receive from the Department of Justice two separate communications in the future, one giving us authority to destroy all material dated 1942 and prior thereto and the second authority giving us permission to destroy material as it becomes one year old.

Mr. Davis stated that it was only necessary to give a general description of the material which we wish to destroy and the general description which we finally worked out was to the effect that it would be material including Police Bulletins, Disposition Sheets and correspondence from and to local and state law enforcement agencies concerning fingerprint records and dispositions of arrest.

RECORDED & INDEXED

Mr. Davis further stated that it would be best if we could give them a complete sample of each type of the above material which they would keep permanently at Archives in case any question ever came up in the future.

55 JUN 10 1944

RECORDED COPY FILED IN

Accordingly Mr. Seyfarth is delivering to Mr. Di Girolamo today three different folders as follows:

(1) The folder on Minot, North Dakota containing approximately 125 pieces of correspondence and Disposition Sheets dated from September 3, 1924 through August 19, 1942.

(2) The folder containing Daily Police Bulletins from the Los Angeles, California Police Department dated from June 30, 1931 through July 8, 1942, one bulletin for each year being included as the sample.

(3) The folder containing Disposition Sheets from Fargo, North Dakota dated from February 19, 1924 through December 31, 1942. This folder contains some of the old Bertillon sheets originally sent to Leavenworth.

These three folders will be kept by Archives permanently and this will eliminate any necessity on our part of having to retain any old material for future reference or study.

Mr. Di Girolamo then gave to the writer the Department Circular number 3854 dated November 15, 1943 which called upon all Bureau agencies to list material in their possession which could be destroyed. Mr. Di Girolamo explained that the Bureau of the Budget has requested all Government agencies to vigorously attempt to request authority to dispose of useless records in order that space may be saved. Mr. Di Girolamo urged that the Bureau make every effort to survey its material and get rid of their useless and unused communications. There is also attached hereto Form DCR-1 which is a "Records Inventory and Appraisal Schedule". He and Mr. Davis explained that if the Bureau wishes to request authority to dispose of any records all we have to do is to fill out one of these forms for each type of material and send it to the Department. Mr. Di Girolamo further explained that the Department itself is having its United States Attorneys and Marshals and all of its divisions here at the Seat of Government survey all of their records and is going to submit to Congress in about two months a request for the disposal of a great amount of Department of Justice records. He asks that if we have any material which we could think of destroying it could be accelerated by getting it in with the Department's request.

It would appear to the writer that this is now the time for us to take vigorous steps to request authority to dispose of certain records. Here in the Records Section I will see that a complete survey is made and there will be submitted to you in just a few days our recommendations of material which we feel might be disposed of at this time. Right off hand I can think of the thirty-two file cabinets full of un-indexed, un-recorded, and un-filed name search forms, old Return A Crime Statistics Forms, twenty-two cabinets full of un-numbered and

un-indexed applications belonging to the Personnel Records Section covering the period 1917-1923, possibly the Plant Survey files (at least as soon as the war is over because the plants will be considerably altered at that time), considerable Chief Clerk's Office material which, of course, is being presently handled by Mr. Seyfarth, several hundred 5 x 8 drawers of editorial cards containing subversive information of the last World War.

A complete recommendation will be submitted to you in a few days.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

OHP:CFC

TO : MR. NICHOLS

FROM : O. H. PATTERSON

DATE: May 4, 1944

SUBJECT: DESTRUCTION OF OLD IDENT MAIL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Mr. Quinn Tamm's memorandum for Mr. Tracy of April 27, 1944 in which he suggests that Ident mail which is one or more years old might possibly be destroyed and no longer retained by the Bureau.

Attached hereto are samples of various types of Ident mail as follows:

(1) Los Angeles Daily Police Bulletin
A Wanted Notice is posted in Ident on all persons listed therein as being wanted. This Notice is placed in a jacket. These Bulletins are then sent to Ident Files for filing.

(2) Transcript of Criminal Record addressed to War Department
A copy of this form letter is kept in the Identification Division in a jacket and another copy is sent to our Ident Files for filing.

(3) Lists from various agencies regarding paroles, releases, returns, and discharges
These types of communications are kept for three weeks in the Identification Division after which the names are searched in the Card Index Section. The names are posted and the lists then sent to our Ident Files for filing.

(4) Miscellaneous Movement - California State Prison at San Quentin, and Prisoners received
These lists are received from San Quentin. They are merely sent direct to us in our Ident Files to be filed. Nothing is done with them in the Identification Division. With regard to these lists, it would at least appear that these should be destroyed upon receipt by the Identification Division and not even sent to us because nothing is done with them.

(5) Communications from [redacted]
The names contained therein are posted in the Identification Division, and the letters then sent to our Ident Files for filing.

b7D

ENCLOSURE

RECORDED 66-32824-1184 FBI JUN 10 1944

NICHOLS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/9 MK

66-1631-8189

RECORDED COPY FILED IN

(6) Navy Department Cards
I have submitted within the past few days a separate memorandum to you regarding these. The names on these cards are posted in a jacket, or if there is a print on the individual, posted to the print and filed in the Identification Division. They are eventually released to our Ident Files for filing.

(7) Photographs of Criminals
Photographs are often received with merely a name. Some of them do not even have a name. No record is kept regarding such photographs in the Identification Division. These photographs are then sent to the Records Section for filing. In Ident Files at the present time we have a file cabinet practically full of such photographs. I believe this has been brought to the Bureau's attention in the past, but authority was not granted to destroy these photographs. There certainly appears to be no reason to keep them.

(8) Various Disposition Sheets
The names on these sheets are posted to the jacket. Sometimes these sheets are kept in the jacket indefinitely before being removed and are removed only when a subsequent Disposition is received at which time the first Disposition Sheet in the jacket is removed and sent to our Ident Files for filing.

I am not absolutely positive that the details of the procedures I have set out above are correct in every detail, but I believe they are substantially correct. Needless to say, if all Ident mail could be destroyed after it is one year old or even five years old such procedure would be a tremendous benefit to us.

It should be pointed out that Disposition Sheets are filed separately from the regular Ident mail. This means that if it is directed that only certain types of material be destroyed after a certain length of time, we would have to go through all our folders and separate the mail piece by piece to pick out that which could be destroyed, which procedure would, of course, be slow and burdensome. If it is felt that some material could be destroyed after, let us say, one year, and other material could not be destroyed until, let us say, after five years, I would recommend that all material be authorized to be destroyed after five years. By maintaining this procedure, we would not have to go through our files and separate the mail.

EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

CC-287

QT:hmg

April 27, 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Harbo
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMORANDUM FOR MR. TRACY

At the Executive Conference the other day, during the discussion of material which could be destroyed by the Files Section, I recommended orally that during the survey which is going to be made in the Files Section all material in the Ident Files which is over five years old be destroyed, pointing out that the Identification Division has very little occasion to refer to such material after a period of five years. The principal use of this material is in cases where disposition sheets have been incorporated into a jacket and at a later date the question arises as to the accuracy of the disposition posted, at which time the original disposition sheet is obtained from the Files Section for verification.

After checking with the Agent Supervisors of the Identification Division, I have ascertained that such cases usually occur within the first year after the posting of these sheets, mostly in cases of a Bureau fugitive, consequently, I believe that the Ident File mail could be destroyed after it has been maintained by the Bureau for one year. I believe that this would result in a material saving of space to the Files Section.

Respectfully,

Quinn Tamm

ENCLOSURE

66-3286-108X4

RECORDED

32 JUN 10 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

FOR VICTORY
BUY UNITED STATES DEFENSE BONDS AND STAMPS

RECORDED COPY FILED IN 66-1321-8186

COL.

WGE:AB

TO : MR. NICHOLS DATE: May 29, 1944

FROM : O. H. PATTERSON

SUBJECT: DESTRUCTION OF RECOVERED FILE IN THE NATIONAL STOLEN PROPERTY INDEX

There is attached hereto two cards which were formerly filed in the National Stolen Property Index. It was the practice, at one time, to index all recoveries on police bulletins. These recoveries were not made through the National Stolen Property File but by police departments who by letter had reported the recoveries to the Bureau.

When Mr. Egan inspected the Records Section in 1939, the suggestion was made that these cards be removed and placed in a separate dead file, file- 67-7400-F-52, page 28. This suggestion was approved and these buff cards were taken out of the National Stolen Property Index and have been filed at the Armory up until a short while ago when they were transferred to the eighth floor. The attached cards serve no useful purpose whatsoever and occupy three index drawers. As far as we can ascertain no reference has been made to these cards nor has any mail been searched against them since 1939 when they were taken out of the National Stolen Property Index.

This matter has been thoroughly checked by the Index Research Section of the Searching Unit and they have ascertained that in nearly all instances the same information is in the National Stolen Property Index on a white or blue card which is stamped with the work recovered. In other words, this same information is presently available in the National Stolen Property Index. It is further to be noted that they have no statistical value inasmuch as the recoveries were made by the police departments and merely listed on the police bulletins. They do not contain any recoveries which were made as a result of searches through the National Stolen Property Index.

RECOMMENDATION:

Inasmuch as these cards served no usefur purpose and are merely the result of duplicate indexing that was done at one time in the Records Section, it is recommended that they be destroyed.

Enclosures

RECORDED & INDEXED

66-3286-119

FEDERAL BUREAU OF INVESTIGATION

JUN 12 1944

FEDERAL BUREAU OF INVESTIGATION

ORIGINAL COPY FILED IN 67-7400-F-52

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/gHK

53 JUN 19 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

CFS:CFC

TO : MR. NICHOLS

DATE: May 29, 1944

FROM : C. F. SEYFARTH C.F.S.

SUBJECT: DESTRUCTION OF OLD MATERIAL

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

I am attaching hereto copies of reports forwarded to the Bureau from the various Field Offices in connection with the three major kidnaping cases. We have the original reports on record and same are filed in the proper place in the respective files to which the same are related. It is suggested that ~~two~~ 3 copies of each of these reports be retained and the remainder be destroyed. (Original + 2 copies)

Item No.	Description of Report	Quantity to be Destroyed
1	Report dated 1/23/37 in the case of Unknown Subject Charles Fletcher Mattson - Victim.	29 copies
2	Report dated 2/6/37 in the case of Unknown Subject Charles Fletcher Mattson - Victim.	24 copies
3	Report dated 11/19/37 in the case of Unknown Subject Charles Fletcher Mattson - Victim.	22 copies
4	Report dated 12/10/37 in the case of Unknown Subject Charles Fletcher Mattson - Victim.	21 copies
5	Summary report dated 2/16/34 in the case of Unknown Subjects - Kidnaping and Murder of Charles A. Lindbergh, Jr.	25 copies
6	Report dated 4/10/35 regarding Alvin Karpis - Kidnaping, Harboring, etc.	21 copies

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/gdk

5

Destroyed by Bureau Property - Clerk

Ends. Destroyed 6/7/44

RECORDED & INDEXED 176

166-3286-109X
E F B I
35 JUN 2 1944

66-818
6/5/44 CFS 6/7/44.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

LBN:HBM

TO : THE DIRECTOR

DATE: May 31, 1944

FROM : EXECUTIVE CONFERENCE

SUBJECT:

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/gmk

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Tracy, Ladd, Rosen, Hendon, Glavin, Carson and Nichols considered Mr. Quinn Tamm's suggestion to the effect that all material in the Identification Files be destroyed after the elapse of one year.

Following this suggestion a survey was made of the material, and according to Messrs. Tracy and Quinn Tamm very little reference is made to the material. For the most part material in the Identification Files consists of requests from police departments for fingerprints and other supplies, yellows of outgoing letters advising no record in criminal cases (whenever there is a criminal record a note is made and a copy of the yellow filed with the jacket), movements of prisoners, photographs of criminals, disposition sheets and other material.

To be specific, the following is a brief summary of the contents of the file of Fayetteville, Tennessee Police Department, which contains the following documents: a number of outgoing letters advising no record of criminals, a wire advising of the identification of latent fingerprints, a request for fingerprint cards, a return of duplicate fingerprints, a request for penalty envelopes and National Defense cards, copies of criminal record, a letter requesting the return of individual fingerprints, a letter transmitting photographs and fingerprints of criminals, a telegram expressing regret at not furnishing identifying criminal data, a telegram advising of the identity of a criminal.

RECORDED INDEXED 166-32[illegible]-110

There are attached hereto several files picked at random.

The Conference unanimously recommended that all material in the Identification Files be destroyed after the elapse of one year with the exception of files of foreign sources and other federal agencies. This will free approximately 230 file cabinets.

Mr. Nichols stated that to secure authority to destroy such material it is necessary for the Department first to take the matter up with the archivist. An inspection is made of the material, and then he makes a report to the Senate Committee on Useless Papers, who in resolution authorize the destruction of the files.

Memorandum for the Director

If approved, a memorandum is attached to Mr. Cannon.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

OCT 30 1972
XEROXED ORIGINAL-REMAIN
463

FEDERAL BUREAU OF INVESTIGATION

_____ 1944

TO:

____Director	____Mr. Nease
____Mr. Tolson	____Mr. Patterson
____Mr. E.A. Tamm	____Mr. Skousen
____Mr. Clegg	____Mr. Quinn Tamm
____Mr. Coffey	____Miss Gandy
____Mr. Glavin	____Records Section
____Mr. Ladd	____Pers. Records Sect.
____Mr. Rosen	____Reading Room
____Mr. Tracy	____Mail Room
____Mr. Carson	____Room 5627
____Mr. Harbo	____Miss Ledman
____Mr. Hendon	____Miss Middleton
____Mr. Larmoyeux	____Miss Mumford
____Mr. McGuire	____M _____
____Mr. Jones	

See Me — For Appropriate Action
Send File — Prepare Reply

_____

_____

_____

_____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gnk

_____

_____

L. B. Nichols
Room 5636 Ext. 691

FEDERAL BUREAU OF INVESTIGATION
INVESTIGATIVE DIVISION

3 1 1944

____The Director	____Mr. Tracy
____Mr. Tolson	____Mr. Pennington
____Mr. E. A. Tamm	____Mr. Nease
____Mr. Clegg	____Miss Gandy
____Mr. Coffey	
____Mr. Glavin	____M Peterson
____Mr. Ladd	
____Mr. Nichols	Room No. Parker
____Mr. Bellino	____Mr. O'Connell
____Mr. Carroll	____Mr. Peterson
____Mr. Cartwright	____Mr. Price
____Mr. Gunsel	____Mr. Schroeder
____Mr. Hair	____Mr. Scott
____Mr. Hayden	____Mr. Shine
____Mr. Hayes	____Mr. Smith
____Mr. M. H. Horton	____Mr. Travers
____Mr. S. H. Horton	____Mr. West
____Mr. Kennedy	
____Mrs. Wells	____See me
____Miss Pope	____Send file
____Prepare tickler for _____	____Call me
	____Note and return
____File	____Search, serialize & route

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY 4243 gjk

We believe
O. K. to destroy

LRP

Room 5706
Branch 571

A. Rosen

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

MWA:MMH

TO : THE DIRECTOR

DATE: JUNE 28, 1944

FROM : EXECUTIVE CONFERENCE

SUBJECT:

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Q. Tamm, Carson, Nichols, Ladd, Hendon, Clegg, Keen, Hince, and Acers, considered the requirement set forth in Section 4E.(2) of the Manual of Rules and Regulations, which requires that the administrative file of an individual employee, which is retained in field offices in monthly folders be destroyed as soon as any monthly group becomes twelve months old. The present Manual requirement states, "A monthly tickler for the destruction of such material shall be utilized."

The Conference was unanimously in favor of the recommendation that the wording, "Monthly tickler for the destruction of such material shall be utilized" be amended to read, "An annual tickler for the destruction of such material be utilized."

For the Director's information, by the use of an annual tickler for the destruction of such administrative files and material over one year of age, it will save the time of the Chief Clerk, who under present regulations must check these files monthly.

If the Director approves, the field will be advised by appropriate Manual change.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/gmk

66-3286-111

RECORDED & INDEXED 14 JUL 25 1944

Manual changed 7-13-44 gdb.

EX-10

STANDARD FORM NO. 64

Office Memorandum • UNITED S[illegible] GOVERNMENT

OHP:CFC

TO : MR. NICHOLS

DATE: August 16, 1944

FROM : O. H. PATTERSON

SUBJECT: DESTRUCTION OF OLD WHITE SLAVE CASES

Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

You will recall that a few weeks ago the Records Section recommended that 20 file cabinets full of old, unindexed White Slave Traffic Act cases investigated by the Bureau between the years 1912 -- 1919, be destroyed. You will further recall that this was finally agreed upon and the Bureau sent a memorandum to the Department recommending that approval be granted for the destruction of same.

This is to advise that on August 11, 1944 Mr. Gerald Davis and V. L. Bedsole of the Justice Archives called at the writer's office and went over this request. Mr. Seyfarth and I also took them up to the eighth floor where they looked at a few folders containing these reports. Mr. Davis stated that they were concerned with the question of the investigative value of these reports and whether they possibly should be retained. After going over this with him, he stated that he was convinced that there was no need to retain these reports and Archives would so recommend.

He and Mr. Bedsole then stated that they were also interested in the possible historical value of these reports. He said that Archives may wish to retain these reports themselves so that sociological and historical study of them may be made. Mr. Davis stated that he will probably want to come back in a few days and get two or three folders for examination by his colleagues at Archives if they decided that they may be of some value from that standpoint.

O.K.P.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-19-82 BY SP4 EJW/JHK

RECORDED & INDEXED

66-3286-111X

66-3286-[illegible]

FEB 15 1945

56 FEB 19 1945

66-32861-12
CHANGED TO
66-1987-IX

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

364
SEP 26 1967

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gmk

MS

66-3286-114, 115

OCT 30 1974
FBI - NEW HAVEN
f463

CHANGED TO

66-3286-10-6, 7

CFS:CFC

MR. JOHN Q. CANNON, Administrative Assistant
to the Attorney General
Attention: MR. diGIROLAMO

August 3, 1944

MR. JOHN EDGAR HOOVER, Director, Federal
Bureau of Investigation

DESTRUCTION OF OLD RECORDS

There are attached hereto samples of old records of the Federal Bureau of Investigation which have no further value and, therefore, it is requested that authority be obtained for the destruction of same. These old records relate to closed investigations of White Slave Traffic Act violations for the period of 1912 to 1919 inclusive. These old reports were not indexed and they are of no permanent value to the Federal Bureau of Investigation. These old reports are stored in filing cabinets on the eighth floor of the Department of Justice Building and cover approximately 200 linear feet.

These old records are never referred to and are occupying valuable space. It is, accordingly, requested that permission be granted to destroy same.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gtk

RECORDED 66-3286-178
FEDERAL
AUG 5 1944
U.S. DEPARTMENT OF JUSTICE

Request withdrawn
files to be kept
6/75

66-3286-161+
Pages 2 pars

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Rumford
Mr. Jones
Mr. Quinn Tamm
Miss Gandy

COMMUNICATIONS SECTION
MAILED
AUG 4 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

66-3286-2437

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahn
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

I am attaching hereto samples of memoranda, etc. sent to and from the FBI to the Board of Parole in the Department of Justice. These memoranda relate to persons convicted and sentenced for terms in the penitentiary. No index cards have been made on the names of these individuals and there is no way they could be identified. Furthermore, there has never been a request made for this material either by the Board of Parole or by the FBI. It is believed that this type of correspondence can be destroyed. We have on hand at the present time one-half file cabinet drawer filled with this correspondence.

66-3284-116

IF

29 SEP 28 1944

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9.29.82 BY SP4 CZW/glk

RECORDED

52 NOV 13 1944

-3286-117

CFS:MJR

The Assistant to the Attorney General
Mr. James P. McGranery
John Edgar Hoover, Director
Federal Bureau of Investigation
Destruction of Old Records

September 27, 1944

There are attached hereto samples of old records of the Federal Bureau of Investigation which have no further value and, therefore, it is requested that authority be obtained for the destruction of same. These old records pertain to correspondence, including memoranda, sent to and from the Federal Bureau of Investigation and the Board of Parole in the Department of Justice relating to persons convicted and sentenced for terms in the penitentiary. No index cards had been made on these individuals and there is no way this information could be identified. There has never been a request made for this material either by the Board of Parole or the Federal Bureau of Investigation. This material is dated in the year 1920 and is presently stored in a file cabinet drawer on the eighth floor of the Department of Justice Building.

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/JMR

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COMMUNICATIONS SECTION
MAILED
SEP 27 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

RECEIVED HEADING ROOM
SEP 27 10 42 AM
U.S. DEPT. OF JUSTICE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: July 29, 1944

FROM : W. R. GLAVIN

SUBJECT: Re: Consideration of old obsolete material for destruction by the Executive Conference consisting of Messrs. Tolson, Rosen, Mumford, Coffey, Nichols, Ladd, Hince, Tracy and Glavin.

It was pointed out that at the present time in the Files Section there is about one-half of a cabinet drawer filled with correspondence including memoranda sent to and from the Federal Bureau of Investigation and the Board of Parole in the Department of Justice relating to persons convicted and sentenced for terms in the penitentiary. No index cards have been made on these individuals and there is no way this information could be identified. There has never been a request made for this material either by the Board of Parole or the Federal Bureau of Investigation. The material is dated 1920.

Mr. Rosen, Assistant Director of the Investigative Division, sees no need for the retainment of the material and feels that it should be destroyed and the Conference so recommends.

RECORDED 66-3286-117
INDEXED
SEP 28 1944

SECRET WRIGHT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 E2W/gHK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-4-91 BY SP5ci/bce

66-3286-118
CHANGED TO
66-19087-1X1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-92 BY SP4 EJW/gmk

SEP 26 1967

STANDARD FORM NO. 64

80344

Office Memorandum • UNITED STATES GOVERNMENT

OHP:CFC

TO : MR. NICHOLS

DATE: September 11, 1944

FROM : O. H. PATTERSON

SUBJECT: RECOMMENDED DESTRUCTION OF OLD WHITE SLAVE TRAFFIC ACT CASES, 1912 - 1919

Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

You will recall that the Bureau has made a request of the Department that we be permitted to destroy 20 cabinets full of old White Slave Traffic Act cases. You will further recall that Mr. Davis and a Mr. Bedsole of the National Archives were here about one month ago at which time they stated Archvies might be interested in these cases from the historical standpoint and would want to look at them further.

A Mr. B. F. Allen of Archives came to the Bureau this morning and Mr. Seyfarth took him upstairs to the eighth floor where he checked these files for about an hour and a half. He again stated that Archvies was only interested in these possibly from the historical standpoint. He picked out two files and asked that these be sent over to Archives for further study, inasmuch as these are representative of the type of material to be found in this collection. These two cases are: H. Leo Ainsworth, etal, and Paul Churchwell.

This is being submitted for your information and, if there is no objection, Mr. Seyfarth will take these two files over to Mr. Allen personally.

Mr. Allen also stated that he might wish to return later for further study.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EJW/gmk

2/1/45 files returned and refiled

56 FEB 19 1945

RECORDED & INDEXED 166-3286-118X 106 32 FEB 15 1945

66-3286-119
CHANGED TO
66-19087-1X2

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gHK

SEP 26 1967 364

Jw / Bt

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: September 27, 1944

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OLD RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Records Section has on hand five file cabinet drawers filled with duplicate copies of Investigation Reports. These reports are the results of investigations conducted in the Cincinnati and Dayton, Ohio areas during the first World War and up until about the year 1920. These duplicate copies of reports relating to various cases were forwarded by the Cincinnati Field Office to the Bureau under date of April 8, 1943. They are presently stored on the eighth floor of this building. I have checked over twenty-five of these duplicate reports referring to various cases to ascertain whether or not we have the original reports in our files. I found upon examination that the original reports in all cases have been properly indexed and the reports have been properly classified, numbered, etc., and are filed in filing cabinets with our regular Bureau files.

There are also stored on the eighth floor of this building four file cabinet drawers filled with duplicate copies of Investigation Reports relating to investigations made by Federal Bureau of Investigation Agents in the Canal Zone, Juneau, San Juan, Little Rock and Hot Springs, Arkansas Field Offices. These duplicate copies of reports date from the year 1914 to 1940 inclusive. The reports are in connection with closed cases handled in these offices and the reports were sent to the Bureau to permit more space in the respective offices in order to be able to handle the current cases as they are received. I checked ten files from each of these respective offices and find that we have on record the originals of these duplicate reports.

In view of the fact that these duplicate copies of reports are occupying valuable space and the originals of the reports are on record, it is requested that authority be granted to destroy these duplicate copies of reports. It is believed that no authorization is required from the Department to destroy these duplicate reports inasmuch as they are duplicate copies of reports made as a result of investigations conducted by Federal Bureau of Investigation Agents.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EZW/SNK

RECORDED 66-3286-120

JUL 10 1944

EX-29

9-27-44 Mr. Ladd ordered file material destroyed C.F.S.

11/6/44 66-3286

6.15

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY sp4 ezw/gHK

66-3286-121

CHANGED TO

66-3286-5-3

OCT 30 1972

XEROXED ORIGINAL-RETAIN

f463

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

FS:CFC

TO : MR. NICHOLS

DATE: August 25,1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. [illegible]
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Rumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

The Records Section has on hand at the present time 60 steel file cabinet drawers filled with duplicate copies of investigative reports. These reports relate to all types of investigations made by Federal Bureau of Investigation Special Agents assigned to the Washington and Baltimore Field Offices. These investigations cover the years 1917 to 1924 inclusive. The file cabinets containing these duplicate reports were turned over to the Records Section by the Washington Field Office at the time the Washington Field Office moved into this building in the year 1934. The file cabinets containing these duplicate copies of reports were sent to the Records Section for storage because of lack of space in the file room assigned to the Washington Field Office in this building.

I have checked over approximately 35 folders containing these duplicate copies of reports to ascertain whether or not we have in our possession the original report. I found, upon examination, that we have index cards relating to all these cases filed in proper order in our regular indices. The original reports have been properly routed, classified, recorded, indexed, etc., and have been filed in file covers and placed in filing cabinets along with other regular Bureau files. The index cards prepared by the Baltimore Field Office regarding the file number they have assigned to these cases is in our possession and are filed in a file cabinet drawer along with these files. The index cards prepared by the Washington Field Office relating to these investigations, it is believed, are still in possession of the Washington Field Office. In view of the fact that we have the original reports in our files and these duplicate copies of reports are of no value, it is recommended for your approval that these copies of reports be destroyed. If approval is given to destroy these reports, we will have 12 5-drawer steel filing cabinets, which as you know are urgently needed to take care of the current cases which are received daily.

For your information, I am attaching hereto 6 folders containing duplicate copies of reports regarding investigations made by Special Agents assigned to the Washington and Baltimore Field Offices.

10/26/44 Destroyed CFS

Mr Rosen has no objection to destruction of these records File Dec. 10/14/44

66-3286

Mr Ladd has no objections to destruction of these records but some arrangement must be effected

NOV 1 1944 WFO 10/17/44 Dec

66-3286-1382
1F 1B 1

32 NOV 1 1944

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EZW/PJK

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:val

TO : MR. NICHOLS

DATE: October 23, 1944

FROM : W. R. GLAVIN

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference consisting of Messrs. Tolson, Tamm, Coffey, Acers, Clegg, Ladd, Mumford, Carson, Tracy, Hince, Nichols, Rosen and Glavin considered the possible destruction of old material mentioned in Mr. Seyfarth's memorandum to you dated August 25, 1944, concerning 60 steel file cabinet drawers filled with duplicate copies of investigative reports; that these copies of reports cover investigations made by Special Agents of the FBI assigned to the Washington and Baltimore Divisions, these investigations covering the years 1917 to 1924 inclusive. It is noted that Mr. Seyfarth in his memorandum to you stated that the original reports indexed and the copies of the reports as reflected by this obsolete material are not needed.

Mr. Rosen states he has no objection to the destruction of the records. Mr. Ladd states that he has no objection to the destruction of the records but suggests that some arrangement be effected concerning the index cards in the Washington Field Office card index at the present time.

The Obsolete Material Committee recommended that this material be destroyed and the Conference approved. Therefore, appropriate clearance should be secured to destroy the material in question.

10/26/44 Destroyed 4.15.

66-3286

213

NOV 9 - 1944

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66-3286
F B I
NOV 1 1944

F-27

FEDERAL BUREAU OF [redacted]TION
RECORDS SE[redacted]

Room 7651 NOV 6 1944

TO:

____Director	____Miss Auerswald
____Mr. Tolson	____Mrs. Conover(7720)
____Mr. Nichols	____Mrs. Gunther
____Mr. Cartwright	____Miss Harrington
____Mr. Eames	____Miss Hovermale
____Mr. Waikart	____Miss McWhirt
✓ Mr. Seyfarth 6 75	____Miss Mattson
____Mr. Runaldue	____Mrs. Mead
____Mr. Morris	____Miss Polly
____Identification Div.	____Mrs. Venable
____Laboratory	____Miss Wolfe
____M_____	____Miss Reynolds
____M_____	____Miss Schreiber
____M_____	____Miss Clarke

____See Me	____Note and Return
____Phone Me	____Please Handle

ok?

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 E Zw/g HK

R. F. CARTWRIGHT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EZW/gmc

66-3286-124

CHANGED TO

66-3286-1.1-1

OCT 30 1972

XEROXED ORIGINAL-RETAIN

463

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:CFC

TO : MR. NICHOLS

DATE: August 28, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Manford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum to you dated April 3, 1944 regarding old obsolete material to be destroyed.

The Records Section has on hand at the present time 14 steel file cabinet drawers filled with investigative reports and miscellaneous correspondence addressed to various individuals and also memoranda addressed to former Director of the Federal Bureau of Investigation, Mr. Frank Burke. These reports and correspondence relate to investigations made by Special Agents of the Federal Bureau of Investigation in connection with violations of the Lever Act, also known as Profiteering in Food and High Cost of Living. These investigations were made in the years 1919 and 1920. Some of these reports are filed in folders in alphabetical order under the name of the city where the investigation or report was made and some are filed in folders in alphabetical order under the name of the article, such as coal, sugar, coffee, etc. The correspondence and memoranda are filed in alphabetical order in folders under the name of the company charged with violating the Lever Act and under the name of the individual to whom the communications are addressed.

There are no index cards in the regular indices in connection with these cases, and there is absolutely no way in which to identify same. Furthermore, these cases are approximately 25 years old and are in a closed status. There has never been a request received for any of this material. In view of the fact that these cases are closed and that they are of no value, it is recommended for your approval that these folders containing these reports and correspondence be destroyed. If approval is given to destroy these files, we will have available at least 14 steel file cabinet drawers to take care of the more important current cases which are received each day.

For your information, I am attaching hereto 4 of these folders. One contain investigative reports regarding profiteering in coal, another contains investigations regarding profiteering in sugar, another contains memoranda addressed to former Director of the Federal Bureau of Investigation, Mr. Frank Burke, and the last, correspondence addressed to and received from various individuals.

Mr. Rosen (10/14) and Mr. Ladd (10/17) have no objection to destruction.

RECORDED & INDEXED

166-3286-105
1F FB I
27 NOV 3 1944

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EDW/SIAK

Memorandum to Mr. Cannon dated CFS:CFC

28 NOV 1 1944

66-3286-126, 127

CHANGED TO

66-19087-1x3, 1x4

SEP 26 1967 304

Jw 1 Le

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gHK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/gNK

JMS

66-3256-128

CHANGED TO

66-3256-23-1

PBL:ET

TO: MR. E. P. COFFEY Oct. 20, 1944

FROM: MR. H. B. LONG

SUBJECT: RE: LABORATORY FILES

As you know we recently acquired from the Records and Communications Division over two hundred file cabinets full o what are termed "Closed Laboratory Files". The term "Closed Laboratory File" means that it has not been active during the past three months. At the present time there is very little room for expansion within the cabinets themselves or space for the acquiring and placing of additional cabinets. It is suggested that this problem might be solved in some way other than acquiring additiona l space which, of course, is a continuous thing.

It is my understanding that the laboratory files duplicate to a great extent material contained in the file on the same subject matter maintained in the R cords Section. However, they do contain some material which will be found in no other place such as (1) Laboratory work sheets and examiners' notes, (2) originalevidence. (3) evidence wrappings, (4) photographs of evidence. After a certain number of years why could not we then permanently dispose of that meterial which duplicates material in a file maintained in the R cords Section and take the remainder of the material and add it to the file in the Records Section either by placing it in the file or an anenclosure bheind the file, perhaps, and this is only suggested, using the statute of limitations as the division line.

In connection with the extortion cases alone, classification 9, file 9-7840 was opened June 30, 1941. We now have in the Laboratory Files Unit a file on extortion cases from the year 1934 (file 9-2) up to and including cases opened in June, 1941 (file 9-7838). This material occupies the space in forty file cabinets. It is believed that a competent clerical employee could check the case file in the Records Section and the Laboratory file and reach a decision as to whether there was any necessity for continuing the Laboratory file. This person could then remove from the Laboratory file the examiner's work sheets and notes, any original evidence, and the evidence wrappings, place these in an appropriate envelop properly marked and through proper procedure have it included with the file in Records Section. It would not be necessary to retain photographs of evidence since it is understood that the negatives are retained by the Mechanical Section and if the occasion ever arose when it would be necessary to have photographs the prints could be made from the negatives.

RECORDED 66-3286-129

It is possible that by determining a length of period that would be absolutely safe we couldeven go further and completely destroy the file. For instance, if the subject in the case were convicted and given a two year sentence and that was five years ago I cannot see the further value of the material in the case unless it could be for some possible future reference. On the other hand, as a rule if there has been no prosecution and the statute of limitations has run and the case is closed the value of the material from a possible prosecutive angle is gone. Yet we have to remember and bear in mind the Robinson case and its fairly recent developments where he had served some of his sentence and then was able to obtain a new trial and the evidence was again needed.

OCT 30 1972

XEROXED ORIGINAL-RETAIN

4167

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SP4 EZW/gHK

DEC 6 1944

Memo. for Mr. Coffey

Oct. 3, 1944

My recommendation would be along the line of the first one mentioned; that the material be consolidated with the file in the Records Section after a certain length of time, bearing in mind the present activity in the file, if any. In connection with all of this, of course, we have to bear in mind the relative expense, that is, whether it is cheaper to acquire space and keep the files or to ahve an employee who will be paid to spend time in carrying out the disposal of the file as well as the expense connected with the personnel in the Records Section in adding the material we desire to retain to the investigative file.

MAES OI 2 35
170 HJ HQ-01036
T 8

66-3286-129

EPC:AF

TO: THE DIRECTOR 10/27/44 80343

FROM: THE EXECUTIVE CONFERENCE

The Conference was advised that the Laboratory is presently studying several hundred cabinets which contain closed Laboratory files with a view to determining whether some of these can be destroyed and sapce thus saved. Mr. Coffey advises that 40 cabinets contain Laboratory files in extortion cases which occurred prior to June 30, 1941, and against which the statute of limitations has run. He further advised that for the most part these cases are closed and since the statute has run the likelihood that they would ever be reopened is very remote. The Laboratory files in these cases as a general rule contain the original extortion note and some original known writing specimens and the original work sheet of the Laboratory examiner. The great vulk of the Laboratory file is then made up of duplicates of correspondence that is in the main Bureau file and extra copies of photographs of the evidence.

Mr. Coffey proposed that of these 40 cabinets 10 be subjected to individual case review wherein wherever a Laboratory file is found in which

1. the case is closed,
2. the statute of limitations has run, and
3. there appears to be no other indication as to why the file should remain active,

in these instances the original extortion note, the original known specimens, and the original work sheet be placed in a manila envelope upon which is placed the case file number and that the same be transferred to the main Bureau file on the case, all of the remainder of the Laboratory file to be then destroyed as constituting duplicate material.

After the work on these 10 cabinets has been finished it can then be determined whether the space saved is sufficiently worthwhile when weighed against the time involved to do the work and a decision reached as to whether this procedure should continue through other closed Laboratory files.

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Curnea, Acers, Ladd, Clegg, Hendon, Nichols, Carson, Tracy, Glavin, and Coffey, was unanimously of the opinion that this procedure should be followed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc Mr. Tolson
Mr. Clegg

"OK, H."

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-28-81 BY 6333 VRI/ar

RECORDED 66-2886-138
FEDERAL BUREAU OF INVESTIGATION
NOV 13 1944
U.S. DEPARTMENT OF JUSTICE

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 2

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL Bureau's Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

There are attached hereto samples of correspondence and memoranda to and from J. A. Russell, former Chief Clerk of the Federal Bureau of Investigation. This correspondence relates to administrative nature and is dated in the year 1922. There has never been a request made for any of this material and it is believed that it can be destroyed. We have at the present time one-half file cabinet drawer filled with this type of correspondence.

Destroyed 12/8/44 memo & memo

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 7-27-82 BY SP4 ELW/ca

RECORDED 166-3286-136

INDEXED

FBI

DEC 8 1944

54 DEC 23 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:val

TO : MR. NICHOLS

38696

DATE: July 17, 1944

FROM : W. R. GLAVIN

SUBJECT: Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. [illegible]
Mr. Nichols
Mr. [illegible]sen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Candy

Reference is made to Mr. Seyfarth's memoranda to you dated June 15, 1944, concerning the destruction of old materials which are as follows:

1. Correspondence and memoranda to and from J. A. Russell, former Chief Clerk of the Federal Bureau of Investigation, relating to administrative matters dated in the year 1922. Mr. Seyfarth points out that there has never been any request for this material and believes it can be destroyed.

2. Correspondence sent to and received from United States Marshals regarding matters of an administrative nature.

3. Correspondence sent to and received from Special Agents regarding administrative matters dated in 1920.

4. Correspondence received from the various government departments and other miscellaneous Bureaus of the government relating to various miscellaneous matters dated in the year 1920.

5. Letters filed in folders under the name of the Fair Price Commissioner and the city and state where he is located.

6. Letters dated in the year 1920, relating to supplies furnished to the Field Offices and expenses incurred in operating their offices.

The Useless Document Committee of the Bureau recommends that these items be destroyed since there appears to be no need at all for them. It is, therefore, suggested that appropriate clearance be obtained to have these materials destroyed.

Exec Conference of Messrs Tolson E A Tamm Lad Carson Clegg Vince McGuire Acers & Glavin agree

RECORDED 66-3286-137

DEC. 8 1944

54 DEC 11 1944

66-3286-J-7

EX-37

memo to Mr Carson 7/20/44 C.F.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

I am attaching hereto correspondence sent to and received from FBI Accountants. These letters relate to a report showing work performed by the Bureau Accountants and also relate to other matters of an administrative nature, such as requests for supplies, annual leave, instructions to proceed to other cities for investigation of a case. It is believed that this type of correspondence can be destroyed. We have on hand at the present time two file cabinet drawers filled with this type of correspondence.

Destroyed 1920
12/8/44 memo from Mitchell to Glavin 7/14/44

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 2-27-82 BY SP1 ZW/cal

66-3286-138
F B I
DEC 8 1944

NICHOLS C.F.S.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:val

TO : MR. NICHOLS

DATE: July 17, 1944

FROM : W. R. GLAVIN

38695

SUBJECT: Destruction of Bureau Records

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Mr. Seyfarth's memorandum to you under date of June 15, 1944, attached hereto, concerning the destruction of old material which pertains to a report showing work performed by the Bureau Accountants and also relates to other matters of an administrative nature, such as requests for supplies, annual leave, instructions to proceed to other cities, et cetera. It is noted that two file cabinet drawers are filled with this type of correspondence.

From the samples of the correspondence furnished to the Obsolete Materials Committee, it is not felt that these materials should be retained and it is suggested that the appropriate steps be taken to secure authority for its destruction.

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Clegg, Hince, McGuire, Acers and Glavin concurs.

Attachment

ENCL 39

RECORDED 66-3286-1
INDEXED
39 DEC 8 1944

Memo to Mr Cannon
7/27/44 G.F.

54 DEC 1 1944 66-3286

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 15, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

38694

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr.
Mr.
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

We have on hand at the present time thirty-six file cabinet drawers filled with duplicate copies of old Anti-Trust Investigation Reports. These copies of reports are dated from 1912 to 1924 inclusive.

For your information Mr. C. L. Keep, a former Special Agent Supervisor assigned at the Seat of Government to supervise Anti-Trust cases, kept these duplicate copies of reports in file cabinets in his office. They were kept mainly for his convenience. Mr. Keep, as he received the original and copies of an investigative report, would detach the copies, assign a number thereto on each separate case and would note on the side of the duplicate report the file number which was assigned to this particular case by the Bureau. He also prepared on a sheet of paper the name of the different cases under investigation, the number he assigned to the case, and the number that was assigned by the file room. The only reason for doing this was that Mr. Keep would have available at all times copies of all reports relative to cases involving violations of the Anti-Trust laws. In as much as all these cases are now closed and these copies of reports are occupying valuable space, it is believed that same can be destroyed. I am attaching hereto a sample of these duplicate copies of reports.

memo for Nichols from Seyfarth 7/17/44 Anti-Trust

Ends destroyed 7/26/44 C.F.S.

All copies of reports destroyed 7/29/44 File C.F.S. 66-818

RECORDED 66-3286-138

16 JUL 31 1944

Enclosure

C.F.S.

74 AUG 4 1944

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

FROM : C. F. SEYFARTH

DATE: June 19, 1944

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Glavin
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Foley
Mr. Carson
Mr. Perrott
Mr. Mumford
Mr. Jevons
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

The Records Section has on hand at the present time twenty five-drawer steel filing cabinets containing folders in which are filed closed cases regarding investigations in connection with White Slave Traffic Act violations. These investigations were made by Special Agents of the Bureau during the period 1912 to 1919 inclusive.

It is my recollection that during the years 1912 to 1919 inclusive the Special Agent Supervisor at the Seat of Government handling White Slave Traffic Act investigations sent from FBI Field Offices used the following filing system. When a report on a new case was received there was no index card made on the name of the particular subject or victim. However, there was listed on a yellow abstract slip 3 x 5 inches in size the following information: the names of the subjects and also the names of the victims. These yellow slips were filed in alphabetical order in boxes and were kept on his desk. The reports, correspondence, etc. were filed in folders arranged in order of the date of the report or letter etc. and these folders were then filed in alphabetical order in filing cabinets according to the name of the subject and were kept in the Supervisor's office. As subsequent reports and correspondence was received relating to any particular case showing what action was taken a notation was placed on the yellow abstract slip and the same information was either stamped or written on the folder of that particular case. These notations consisted as follows: "CLOSED - WHITE SLAVE FILES", "SENTENCED TO FOUR MONTHS JAIL DATED FROM TIME OF COMMITMENT", "TO PAY A FINE OF $350 OR SERVE THREE MONTHS IN JAIL", "CASE NOLLE PROS.". I have endeavored to locate these abstract slips but they are not available. It is my belief that these slips were disposed of after the investigations of these White Slave Traffic Act cases were closed. In view of the fact that these White Slave Traffic Act cases are approximately twenty-five years old and the investigations on same have been completed it is believed that these folders containing these reports and correspondence can be destroyed. If approval is given to destroy this material the Records Section will have available these twenty five-drawer steel filing cabinets which, as you know, are urgently needed for taking care of our more important correspondence and reports.

EX-27 RECORDED & INDEXED 166-3286-13

For your information I am attaching hereto four folders containing reports and correspondence in White Slave Traffic Act investigations.

There are no index cards on these. They, this mail are just filed away - buried - on 8th floor.

AUG 18 1944

Prompter sent to Def. w/memo 8/3/44 C.F.S.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:CFC

TO : MR. NICHOLS

DATE: June 24, 1944

FROM : C. F. SEYFARTH Bureau Property

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

38692

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding obsolete material to be destroyed.

The Records Section has on hand twenty-four four-drawer file cabinets filled with letters and applications received from various persons applying for positions as Special Agents, stenographers and clerks in the Federal Bureau of Investigation. These letters and applications are dated from 1917 to 1923 inclusive. They are placed in folders under the name of the individual submitting the application or letter and are filed in alphabetical order. There are also six file drawers filled with this same type of correspondence, however, this correspondence, etc., is placed in files according to the last name of the individual submitting the application or letter. In other words, all correspondence, etc., received from anyone whose last name begins with the letter "A" is filed in the file labeled on the outside--"A", and so on through the alphabet to the letter "Z".

There are no index cards in our regular indices covering the above correspondence, etc., and there is absolutely no way to identify the same. In the years 1917 to 1923 inclusive, when the Bureau received a letter or application from persons applying for a position with the Federal Bureau of Investigation, the correspondence was placed in a folder under the name of the particular individual. No index card or abstract slip was typed, and as subsequent mail from the same individual was received and action had been taken on same, it was filed in that particular person's file folder in date order. As far as I can determine, there has never been a call for the above correspondence, and it is believed that same may be destroyed.

For your further information, I am attaching hereto six folders containing communications, etc., received from persons applying for positions with the Bureau. I am also attaching hereto a file which contains applications and communications received from various individuals whose last name begins with the letter "A" and who are applying for positions with the Federal Bureau of Investigation. This file also contains correspondence from persons recommending these individuals for positions with the Federal Bureau of Investigation.

Encls. destroyed 6-25-44

RECORDED 37

INDEXED

39 DEC 8 1944

F B I

DEC 11 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:PB

TO : THE DIRECTOR

DATE: June 24, 1941

FROM : THE EXECUTIVE CONFERENCE

38690

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Gurnea
Mr. Harbo
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Quinn Tamm, Nichols, Hendon, Acers, Coffey, Carson, Mumford, Hince, Ladd and Glavin, considered the necessity for retaining certain old records that have outlived their period of usefulness in the Bureau's files. The Conference recommended unanimously that the disposition of the files be made in the following manner:

(1) Old inventory records dating back through 1934 should be destroyed after three years.

(2) Old statistical records dating back to June, 1935, when statistics were maintained in the Chief Clerk's Office, be destroyed. Statistics at the present time are being maintained by the Crime Statistics Section. Rough statistical records involved, copy of which is attached hereto, serve no useful purpose.

(3) Old ledger sheets of expenses going back many years. These old records serve no useful purpose at this time and it is felt that after a period of three years such records can be destroyed. It is felt that they should be kept for three years so that if any question comes up on any appropriation of the Bureau, a check can be made to appeal the disposition of a particular account at the time it was submitted.

(4) Old duplicates of contracts entered into by the Bureau. It is not felt that these duplicate contracts need be retained for a period of more than one year. They are copies only; there is a copy in the Department and also the original in the General Accounting Office.

(5) Rough statistical data on old war risk insurance cases prepared by former war risk insurance supervisors. It is not felt that any of these statistical figures older than three years are at all necessary and they should be destroyed.

(6) Old duplicate copies of payrolls. It is not felt that payrolls need be retained over a period of three years.

RECORDED
EX - 57
INDEXED

66-3286-137

35 JUN 28 1941

1-22-80 Sequential 5

All Material has been destroyed 6/20/84 GF

(7) Copies of reports showing status of cases for certain months throughout the fiscal year. This report is a divisional report reflecting the number of cases pending at the end of each month and reflects no information of any value. It is recommended that all material of this type over three years be destroyed.

(8) Old ledgers reflecting other expenses going back for a number of years. It is suggested that all of these records over three years old be destroyed.

The Conference was advised that the Useless Document Committee had reviewed these documents and is in accord that they should be destroyed.

Respectfully submitted, 38691
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

4-528

66-3286-139X1

CHANGED TO

66-19087-1

MAY 9 1961

mt/mr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4TELW1 cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: June 29, 1944

FROM : C. F. SEYFARTH

38689

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Lohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 regarding obsolete material to be destroyed.

There is listed herein certain material which it is believed can be destroyed:

Returned to U.S. Reclamation Service mms

1 copy — Manual of United States Reclamation Service, Department of the Interior for the year 1917. Manual attached hereto.

1 copy — Manual of Prodecure of the New York Police Department for the year 1929. Manual attached hereto.

1 copy — Rules and Regulations of the New York Police Department for the year 1929. Pamphlet attached hereto.

1 copy — Manual of Instructions for Officers and Agents in the Field issued by the Bureau of Prohibition, Treasury Department, for the year 1927. Manual attached hereto.

1 copy — Instructions to Special Agents - Bureau of Internal Revenue, Special Intelligence Unit of the Treasury Department for the year 1920. Pamphlet attached hereto.

1 copy — Rules and Regulations for the Guidance of Agents and Other Employees of the Secret Service Division of the Treasury Department for the year 1901. Pamphlet attached hereto.

1 copy — Confidential Instructions to Post Office Inspectors of the Post Office Department for the year 1921. Pamphlet attached hereto.

1 copy — Confidential Instructions to Post Office Inspectors of the Post Office Department for the year 1925. Pamphlet attached hereto.

5 copies — Manual of Instructions for Use of Special Agents, etc., of the Federal Bureau of Investigation for the year 1927. It is suggested that two copies of this Manual be retained and the remainder be destroyed. Copy of Manual is attached hereto.

All other items mentioned have been destroyed or released by some other agency or have been returned to owning bureaus

RECORDED & INDEXED 62-32816-1382

SEP 19 1944

25 copies — Manual of Instructions for Use of Special Agents, etc., of the Federal Bureau of Investigation for the year 1929. It is suggested that two copies of this manual be retained and the remainder be destroyed. Copy of Manual attached hereto.

C.F.S.

SEP 30 1944

DATE 9-22-82

11 copies — Manual of Rules and Regulations for Use of the Special Agents, etc., of the Federal Bureau of Investigation for the year 1928. It is suggested that two copies of this Manual be retained and the remainder be destroyed. Copy of Manual attached hereto.

13 copies — Manual of Rules and Regulations for Use of Special Agents, etc., of the Federal Bureau of Investigation for the year 1929. It is suggested that two copies of this Manual be retained and the remainder be destroyed. Copy of Manual attached hereto.

9 copies — Manual of Rules and Regulations for the Use of Special Agents, etc., of the Federal Bureau of Investigation for the year 1930. It is suggested that two copies of this Manual be retained and the remainder be destroyed. Copy of Manual is attached hereto.

10 copies — Manual for Use of the Stenographers of the Federal Bureau of Investigation for the year 1929. It is suggested that two copies of this Manual be retained and the remainder be destroyed. Copy of Manual attached hereto.

Chart Indicating Designation of All Employees and Positions in the Bureau of Investigation, Seat of Government, According to Division. These Charts were prepared weekly for the use of the Director and are dated from 1926 to 1931 inclusive. Copy of Chart attached hereto.

N.O.: WO

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : MR. CALLAHAN

DATE: June 30, 1944

SUBJECT: RE: DESTRUCTION OF OBSOLETE BUREAU MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to the attached from Mr. Seyfarth to Mr. Nichols, June 19, 1944, attaching samples of old White Slave Traffic Act investigations and files which he indicates are maintained in the 8th floor files room and covers the period from 1912 to 1919 and on which no index cards have ever been made.

This material is all original copies of investigative reports and other correspondence relating to White Slave Traffic Act cases during the period indicated. The writer discussed this material with Assistant Director Rosen who concurred with the writers opinion that this material should be retained and indexed.

RECORDED & INDEXED

29 AUG 4 1944

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-20-82 BY SP4EX-27

Retain in Bureau for Research Purposes

ARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: July 4, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 in regard to obsolete material that can be destroyed.

The Records Section has on hand at the present time Congressional Directories dating from the year 1934 to 1941 inclusive. These Congressional Directories were turned over to the Records Section by the Crime Records Section due to lack of space in this unit to take care of the same. There are twenty volumes in all, and it is believed that these Congressional Directories may be destroyed.

EX-60 RECORDED 66-2286-1294

7/6/44 Note

File 25 66-818

all destroyed 7-10-44

7/10/44

DATE 7-27-82 BY SP4 EW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: July 4, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

38688

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Thurford
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahn
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 in regard to obsolete material that can be destroyed.

The Records Section has on hand at the present time the following material:

3 volumes	Canada Year Books for the years 1934 to 1937 inclusive
11 volumes	Census of Canada
4 volumes	International Court Procedure in Canada. (These four volumes are printed in French)

The above books were turned over to the Records Section by the Crime Records Section due to lack of space in that unit to take care of same. There has never been a call for any of the above books and it is believed that the same may be destroyed.

Sent to Settler in Library

Transmitted to Congressional Library on July 10, 1944 by Ed. Conroy 7.F.S. Library

66-818 File 246 C.F.S.

RECORDED & INDEXED 66-3286-1

14 JUL 11 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: July 4, 1944

FROM : C. F. SEYFARTH 6.75.

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL 38687

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Henden
Mr. Harbo
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 in regard to obsolete material that can be destroyed.

The Records Section has on hand at the present time three file cabinet drawers filled with green Teletype messages. These green Teletype messages are filed in folders according to the Field Division to whom the message was sent. The folders are filed in alphabetical order according to the name of the Field Division to whom the message was sent. These Teletype messages are dated in the years 1936 and 1937. For your information, the yellow carbon copies of these messages are filed in the respective cases to which the Teletype messages refer. In view of having the yellow carbons of the messages on record it is believed that these green Teletype sheets may be destroyed. Attached hereto is a sample copy of these Teletype messages which were sent to the Denver Field Division in the year 1937.

RECORDED 66-3286-137X6

14 JUL 14 1944

74 JUL 17 1944

FORM N

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: July 4, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 in regard to obsolete material that can be destroyed.

38686

The Records Section has on hand at the present time the following material:

1 copy	Directory of Newspapers and Periodicals for the year 1932
1 copy	Directory of Newspapers and Periodicals for the year 1935
1 copy	Directory of Newspapers and Periodicals for the year 1937
1 copy	Directory of Newspapers and Periodicals for the year 1938
1 copy	Directory of Newspapers and Periodicals for the year 1939

These Directories were turned over to the Records Section several years ago by the Crime Records Section of the Federal Bureau of Investigation due to lack of space in this Division to take care of same. Each Directory consists of approximately 1300 pages, and they are filed in two file cabinet drawers. There has never been a request for these Directories and it is believed that the same may be destroyed.

RECORDED

66-3286-137X7

29 JUL 14 1944

6-818

Dept. of Commerce Library

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CR&MJR

TO : MR. NICHOLS

DATE: July 4, 1944

FROM : C. F. SEYFARTH

38685

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Telp. Room
Mr. Nease
Miss Beahm
Miss Gandy
Mr. Patterson

Reference is made to my memorandum dated April 3, 1944 in regard to obsolete material that can be destroyed.

The Records Section has on hand at the present time various types of Official Publications, such as Bulletins, etc., that have been issued by the various Police Departments throughout the United States and foreign countries. These Official Publications, Bulletins, etc., are dated from the years 1925 to 1944 inclusive. The Official Publications are filed by state and then broken down and filed in alphabetical order according to the city in each state. There are at the present time nineteen file cabinet drawers filled with these Official Publications issued by these Police Departments.

It is suggested that we keep only Official Publications issued by the Police Departments during the years 1943 and 1944, and that all Official Publications prior to the year 1943 be destroyed. For your information, I am attaching hereto samples of various types of Official Publications and Bulletins which have been issued by the Police Departments.

This is being handled by us library-wise is checking the material as it is sent down I'll answer at a time

Sent to 7159 for Library for checking over C.F.S. sent to Govt. Library 7-15-44 C.F.S.

most of these publications are being sent to the Smithsonian Institution

RECORDED

66-3286-1385

14 JUL 18 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CEA:MJR

TO : MR. NICHOLS

DATE: July 4, 1944

38684

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD OBSOLETE MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944 in regard to obsolete material that can be destroyed.

The Records Section has on hand at the present time Annual Police Reports issued by the various Police Departments throughout the United States and foreign countries. These annual reports are dated from the years 1929 to 1944 inclusive. These annual reports are filed in alphabetical order by state and then broken down and filed by the city under each state. The annual reports occupy seven four-drawer filing cabinets. It is suggested that only the annual reports of these Police Departments for the years 1943 and 1944 be retained and that the reports prior to the year 1943 be destroyed. For your information, I am attaching hereto samples of these Annual Police Reports.

Detached in Crime Records Section.

66-3286-13

RECORDED

INDEXED

EX-38

AUG 1 1944

66-818

C 17 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

OHP:CFC

TO : MR. NICHOLS

DATE: July 7, 1944

FROM : O. H. PATTERSON

SUBJECT: DESTRUCTION OF IDENT MAIL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

We have worked out in detail the steps to be followed in destroying Identification mail which is of more than one year in age. It is recommended that we proceed as follows:

(1) We will go through each individual folder and take therefrom all mail dated June 30, 1943 or prior thereto.

(2) Each piece of mail will be torn into and thrown into cardboard boxes.

(3) This destroyed mail will be taken at the close of business each day to the paper room in the Identification Division in the basement where it will be taken away along with all other waste Identification Division mail. It is understood that this material is contracted for by paper companies and is not burned up. However, it is believed that this Ident mail is in no way confidential.

(4) The only material to be destroyed is that received from domestic sources. Ident mail received from foreign and domestic Federal sources is not to be destroyed.

(5) The destruction of this material will be very closely supervised. Miss Irene Clementz, one of the assistant Coordinators in the Filing Unit, who is in charge of the Ident files directly under Special Agent Brown will personally supervise the entire procedure. Mr. Brown, Mr. Seyfarth and the writer will, of course, check on the operations constantly.

(6) There will no doubt be problems presented from time to time in connection with this project and it may be necessary to bring to your's and the Bureau's attention some various types of mail for question. Caution will be used and in case of any doubt each matter will be brought to your attention by memorandum.

(7) We will probably be able to place ten employees on this project, and it is estimated that it will take about a month to complete.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 7-22-82 BY SP4 SW/cal

RECORDED 66-3286-139X10

29 JUL 14 1944

5 AUG 2 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:val

TO : MR. NICHOLS

38683

DATE: July 17, 1944

FROM : W. R. GLAVIN

SUBJECT: Destruction of certain files

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Mr. Seyfarth's memorandum to you under date of June 24, 1944, wherein he recommends the destruction of certain old obsolete material as follows:

That material located in twenty-four four-drawer file cabinets filled with letters and applications received from various persons applying for positions as Special Agents, stenographers and clerks which date from 1917 to 1923 inclusive, be destroyed.

It is noted that there are no index cards on this material and there is no way it could be located other than going through the file as it is alphabetically set up at the present time. It is noted Mr. Seyfarth states that no call has been made for this material.

It is felt that since the material serves no useful purpose, authority be secured by you from the appropriate authorities for its destruction.

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Clegg, Hince, McGuire, Acers and Glavin concurs.

Memo to Mr Gaimon
7/27/44
cfs

66-3286

RECORDED 166-3286-170
39 DEC 8 1944

54 DEC 11 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:val

TO : MR. NICHOLS

DATE: July 17, 1944

FROM : W. R. GLAVIN

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cal

Reference is made to Mr. Seyfarth's memorandum to you under date of June 15, 1944, concerning the destruction of thirty-six file cabinet drawers filled with duplicate copies of old Anti-Trust Investigation Reports which were previously maintained by former Special Agent C. L. Keep, who, many years ago, was Special Agent Supervisor of Anti-Trust cases at the Seat of Government.

RECORDED 66-3286-140X

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Clegg, Hince, McGuire, Acers and Glavin agrees that these reports should be destroyed.

16 JUL 31 1944

RECORDED COPY FILED IN 66-3286-140X

74 AUG 2 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:val

TO : MR. NICHOLS

DATE: July 17, 1944

FROM : W. R. GLAVIN

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Mr. Seyfarth's memorandum to you dated June 19, 1944, suggesting that old White Slave Traffic Act material be destroyed.

It was the opinion of the Useless Document Committee of the Bureau that this material should be maintained, and the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Clegg, Hince, McGuire, Acers and Glavin is in agreement that this material should be maintained and suggests when possible it be indexed.

Recommendation approved by Director

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EX-21

59 AUG 14 1944

Rec'd 66-3286-1442 B

20 AUG 4 1944

7-27-82 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG:val

TO : MR. NICHOLS

DATE: July 17, 1944

FROM : W. R. GLAVIN

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Mr. Seyfarth's memorandum of July 4, 1944, addressed to you concerning the destruction of old Annual Police Reports from various Police Departments in the United States and foreign countries. I recommend that the reports for the years 1943 and 1944 be retained.

RECORDED 62-32810-140X

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Clegg, Hince, McGuire, Acers and Glavin agrees these materials should be destroyed, and further suggests that possibly such reports in the future when received should be transferred to the Bureau Library so that they could be sent to the Archives if we feel it would be desirable to have them maintained; and those reports which are not necessary should not be maintained on a permanent basis.

NOT RECORDED
DATE 7-27-82 BY SP4 ELW/cal

Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: July 18, 1944

38682

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Lumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944, regarding old obsolete material to be destroyed.

The Records Section has on hand at the present time eight file cabinet drawers filled with photographs of various criminals. These photographs of these criminals are placed in envelopes with the name of the criminal written on the outside of the envelope and the envelopes are filed in alphabetical order according to the name of the criminal. Some of these photographs are of Vernon C. Miller, Harry Campbell, and "Baby Face" Nelson. The file cabinets containing these photographs of criminals were at one time maintained in the office of the Supervisor assigned to the handling of fugitive cases on which identification orders had been issued. These photographs were turned over to the Records Section some years ago for storage. There has never been a request made for any of these photographs to my knowledge during the past five years, and in view of the fact that they are occupying valuable space and copies of these photographs are always available, it is believed that these extra photographs can be destroyed. I am attaching hereto three envelopes containing photographs of Vernon C. Miller, Harry Campbell, and "Baby Face" Nelson.

Miscellaneous file of Bureau Records - Grade C

Envelopes attached by C.F.S.
2 Copies of each photo retained, others destroyed
7/26/44 C.F.S.
File 67
66-818

RECORDED 66-3286-140

53 AUG 2 1944

26 JUL 31 1944

D FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: July 18, 1944

FROM : C. F. SEYFARTH

38680

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Telo. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944, regarding old obsolete material to be destroyed.

The Records Section has on hand at the present time two file cabinet drawers filled with copies of the criminal records of various criminals. These criminal records are filed in folders under the name of the individual criminal and the folders are filed in alphabetical order. Copies of these criminal records are of course filed in the Identification Division, and there is a copy also filed in the Investigative Case File to which they relate. In view of this fact, it is believed these extra copies of criminal records may be destroyed. For your information, there are attached hereto three folders containing criminal records on Thomas H. Robinson, Jr., Harry C. Stanley, and Manning Strewl.

Encls. destroyed 7/26/44 CFS.

all criminal Records destroyed 7/29/44 CFS.

RECORDED & INDEXED 66-3286-1

16 JUL 31 1944

CFS.

FEDERAL BUREAU OF INVESTIGATION

7/9 1944 38681

TO:

Director	Mr. Nease
Mr. Tolson	Mr. Patterson
Mr. E. A. Tamm	Mr. Skousen
Mr. Clegg	Mr. Quinn Tamm
Mr. Coffey	Miss Gandy
Mr. Glavin	Records Section
Mr. Ladd	Pers. Records Sect.
Mr. Rosen	Reading Room
Mr. Tracy	Mail Room
Mr. Carson	Room 5627
Mr. Harbo	Miss Ledman
Mr. Hendon	Miss Middleton
Mr. Larmoyeux	Miss Mumford
Mr. McGuire	M
Mr. Jones	

See Me — For Appropriate Action
Send File — Prepare Reply

No objection here

DATE 7-27-82 BY SP4ELW/cal

-66-3286-140 X4

L. B. Nichols
Room 5636 Ext. 691

MEMORANDUM

Mr. Charles F. Urschel, of Oklahoma City, Oklahoma, was kidnaped on July 22, 1933, by George R. Kelly and Albert L. Bates, and held for payment of $200,000.00. The ransom was paid at Kansas City, Missouri, on July 30, 1933. Bates was taken into custody at Denver, Colorado, on August 12, 1933. He was removed to Oklahoma City, Oklahoma, where he was tried and convicted on September 30, 1933, and sentenced to life imprisonment. Bates was represented by Ben B. Laska, an attorney of Denver, Colorado. Kelly was taken into custody at Memphis, Tennessee, on September 26, 1933. He was removed to Oklahoma City, Oklahoma, where he was tried and convicted, and on October 12, 1933, was sentenced to serve life imprisonment. Kelly was represented by James C. Mathers, an attorney of Oklahoma City, Oklahoma. A number of other persons identified as participants in this kidnaping were tried, convicted, and received severe penalties.

On November 6, 1934, Alvin H. Scott was taken into custody by Special Agents of the Federal Bureau of Investigation, at Roseburg, Oregon, and a considerable portion of the ransom money was recovered. Clara Feldman, wife of Albert L. Bates, and her son, Edward Feldman, were taken into custody by Special Agents of the Federal Bureau of Investigation, at Dunsmuir, California, on November 9, 1934, at which time another portion of the ransom money was recovered. Following the arrest of these individuals, evidence was obtained implicating Attorneys Laska and Mathers as recipients of some of the ransom money, representing attorneys' fees.

The Federal Grand Jury at Oklahoma City, Oklahoma, on December 14, 1934, returned an indictment charging Clara Feldman, Edward Feldman, Alvin H. Scott, James C. Mathers and Ben B. Laska with conspiracy to violate the Federal Kidnaping Statute, approved June 22, 1932. Laska was charged with accepting from Edward Feldman, at Denver, Colorado, on August 16, 1933, $8,000.00 of the ransom money. Mathers was charged with accepting from Laska, at Oklahoma City, Oklahoma, on September 16, 1933, $2,000. of the ransom money. Laska and Mathers were taken into custody by Special Agents of the Federal Bureau of Investigation, at Denver, Colorado and Oklahoma City, Oklahoma, respectively, on December 17, 1934. They both entered pleas of not guilty, upon arraignment. On December 17, 1934, Clara Feldman entered a plea of guilty to the indictment, and Edward Feldman and Alvin H. Scott entered pleas of guilty to the indictment January 2, 1935. On June 15, 1935, Scott, Clara Feldman and Edward man were each sentenced at Oklahoma City, Oklahoma, to serve five sentences were suspended for 5 years and each was placed on probati

James C. Mathers and Ben B. Laska were tried in the United States District Court for the Western District of Oklahoma at Oklah City, Oklahoma, the trial commencing June 10, 1935. On June 14, 19

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

62-3286-140X5

ENCLOSURE

Mathers was acquitted by a directed verdict. On June 15, 1935, Laska was found guilty by a jury verdict. On July 29, 1935, Laska was sentenced in Federal Court at Oklahoma City, Oklahoma, to serve 10 years in a Federal penitentiary to be designated by the Attorney General of the United States. Laska is now at liberty on a $5,000.00 appeal bond.

Mrs. Mollie O. Bert, a Denver, Colorado, attorney, furnished certain testimony during the trial of Laska and in his defense. As a result of this testimony, a complaint was filed against Mrs. Bert at Oklahoma City, Oklahoma, on June 15, 1935, charging her with perjury. She is now at liberty on a $5,000.00 bond awaiting the action of a Federal Grand Jury.

ER

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

M E M O R A N D U M

RE: MRS. GEORGE M. CHASE, with aliases:
Grace Chase, Vivian Chase, Vivian Davis,
Alice White, Alice Waite, Vivian McDonald,
Grace Hickey, Grace Adams, Mrs. Charles Mays.

Mrs. George M. Chase, who was best known as Grace Chase, was one of the original conspirators in the plot to kidnap August Luer, of Alton, Illinois, which crime was perpetrated on July 10, 1933. Mrs. Chase was identified as the individual who first entered the Luer home on that night and who immediately cut the telephone connections. She was indicted as one of the principals in the kidnaping by a Grand Jury for Madison County, Illinois on August 10, 1933, together with Walter Holland, alias Walter O'Malley, Randol Norvell, Percy Michael Fitzgerald, Lloyd Doyle and others. Of the nine individuals indicted, six were apprehended almost immediately after the release of Mr. Luer, as a result of intensive investigation by the Federal Bureau of Investigation and the Police Departments of St. Louis, Missouri, East St. Louis, Illinois, and of various other cities in that vicinity. Three of these persons were sentenced to serve life in the penitentiary; one was sentenced to twenty years and two were sentenced to five years.

Mrs. Chase has been known for approximately fifteen years as a notorious underworld character in Missouri, Kansas and surrounding states. She, for a time, consorted with a bank robber named Charles Mays and with him participated in the notorious Cherryvale bank case, in which the robbery of the Montgomery County National Bank, Cherryvale, Kansas, was plotted by the former president of the bank, the cashier and several underworld characters. Following the faked robbery, Mays was killed in an actual robbery at Picher, Oklahoma in 1926. Mrs. Chase participated in various bank robberies with Mays and following his death consorted with other notorious criminals and participated in their crimes. She was acquitted by a jury of complicity in the Cherryvale bank case. She was alleged to have participated in a bank robbery at North Kansas City, Missouri on April 9, 1932, for which crime she was arrested by the Kansas City Police Department and taken to Clay County Jail at Liberty, Missouri. She escaped from that jail on October 17, 1932 and not long thereafter appeared in East St. Louis, Illinois, where she lived in the rooming house of Norma Vaughn, the mistress of Walter O'Malley, one of the principals in the kidnaping of August Luer.

6 6-3211-INDEX

7-30-82 SPECIAL

MEMORANDUM

During the early evening of October 10, 1934, the Federal Bureau of Investigation, U. S. Department of Justice was informed of the kidnaping of Mrs. Alice Speed Stoll, wife of Mr. Berry V. Stoll, Vice President of the Stoll Oil Refining Company, and niece of the Honorable Frederic M. Sackett, former United States Senator from Kentucky and former Ambassador to Germany, at Louisville, Kentucky. An immediate investigation, which was initiated by the Special Agents of the Federal Bureau of Investigation, developed the information that at about 5 o'clock on the afternoon of October 10, 1934, an unknown man appeared at the residence of Mr. Berry V. Stoll on Lime Kiln Road on the outskirts of Louisville, Kentucky, and by means of a pretext that he was an employee of the telephone company, sent for the purpose of checking the telephone connections, gained access to the house.

After apparently disconnecting the telephone service in the basement, he moved through the house, ostensibly checking several extension telephones. Finally, by threatening the maid, Mrs. Fowler Woolett, with a gun, he forced her to accompany him to the second floor of the home where Mrs. Alice Speed Stoll was resting in her room. There he forced the maid to tape the hands of Mrs. Stoll and he, himself, struck Mrs. Stoll on the head several times with a piece of iron pipe which he had been carrying in his pocket, the blows causing Mrs. Stoll a considerable loss of blood. The individual then tied the hands and feet of the maid and left with her a ransom letter. Mrs. Stoll was then taken from the house and placed in what the maid believed to be a Ford V-8 automobile.

The two page ransom letter, which was typewritten on legal size paper, referred to the kidnapings of the Lindbergh baby, William Hamm, Jr., John Factor, Charles V. Urschel, and Charles Boettcher II, and demanded the payment of $30,000 ransom for the release of Mrs. Stoll. It threatened that if the demand was not complied with, or if any attempt was made to apprehend the writer, the victim's body would be burned and the ashes scattered in a stream of water, after which the galvanized tank, which would be used in destroying the body, would be cleaned in such a manner as to defy a microscopic examination.

66-3256-1485
ENCLOSURE
DATE 7-27-82 BY SP4EWJ/Cal

Identification Order No. 1199 was issued by the Federal Bureau of Investigation on July 27, 1933, which requested the apprehension of Mrs. Chase. On March 27, 1935 a complaint was filed before the United States Commissioner in East St. Louis, Illinois, charging her with conspiring, with other defendants, to use the United States Mail to extort money from August Luer.

The fingerprint records of the Identification Division of the Federal Bureau of Investigation, United States Department of Justice, disclose that Vivian Chase, in the name of Mrs. George M. Chase, was arrested by the Police Department at Kansas City, Missouri on December 23, 1923, charged with investigation. This case was dismissed for want of prosecution. The records also disclose that Vivian Chase, using the name of Vivian Davis, was arrested by the Police Department at Wichita, Kansas on February 14, 1926, on the following charges: drunkenness, investigation and vagrancy. There are no dispositions to these charges.

The bullet-riddled body of Vivian Chase was found at 11 P.M., on November 3, 1935, in an abandoned Ford sedan automobile, which had been parked near the St. Lukes Hospital in Kansas City, Missouri.

The letter further stated that the sum of $50,000 should be placed in a small box and shipped by Railway Express to a designated intermediary within a period of five days. At the conclusion of the letter the name of T. H. Robinson, 1716 Ashwood Avenue, Nashville, Tennessee, was inserted in handprinting as the desired intermediary for the ransom negotiations. Other printing in the margins of the letter indicated that it was the kidnaper's original intention to abduct Mr. Stoll.

The ransom letter, which was left by the kidnaper at the Stoll home, was obtained by Special Agents and immediately forwarded to the Technical Laboratory of the Federal Bureau of Investigation, U. S. Department of Justice, in Washington, D. C., where latent fingerprints developed on the letter were pronounced by the fingerprint experts to be identical with the fingerprints of T. H. Robinson, Jr.

Known specimens of the handwriting and hand printing of T. H. Robinson, Jr. were also obtained by pecial Agents and upon comparison by the handwriting experts of the Technical Laboratory of the Federal Bureau of Investigation, were concluded to be positively identical with the fragmentary hand printing contained in the ransom letter.

On October 14, 1934, a special delivery letter was received at the residence of T. H. Robinson, Sr., 1716 Ashwood Avenue, Nashville, Tennessee, addressed to the intermediary and stating that the letter should be turned over to the wife of T. H. Robinson, Jr. who would receive secret instructions concerning the collection of the ransom payment, and who was instructed to walk the streets of Nashville, Tennessee for the purpose of making contact with the kidnaper.

On October 14, 1934, an intimate friend of Mrs. Alice Speed Stoll in Louisville, Kentucky, received a telephonic message from the kidnaper which was supplemented by a letter, dated at Indianapolis, Indiana, October 14, 1934, in the handwriting of Mrs. Stoll, stating in effect that she had asked the kidnaper to make the telephonic call; that he had driven to Indianapolis, Indiana to do so; that the kidnaper believed the intermediary was being watched and wanted the intermediary to deliver the ransom money to Mrs. Frances Robinson, the daughter-in-law of the intermediary; and that she was the only person from whom the kidnaper would agree to accept the money. The

letter concluded with the statement that if these instructions were followed, Mrs. Stoll would be released unharmed within twenty-four hours; otherwise, the previously expressed threats would be carried out.

On October 15, 1934, Mr. Berry V. Stoll received a letter, dated at Indianapolis, Indiana, October 14, 1934, in the handwriting of his kidnaped wife, through Mr. W. H. Speed, the father of the victim, stating in effect that the kidnaper believed the intermediary T. H. Robinson was being watched so that he could not deliver the ransom money to his daughter-in-law who, in turn, would deliver the money to the kidnaper, and further that the kidnaper would not accept any person other than this daughter-in-law of the intermediary to deliver the money.

The ransom money was paid over by the Stoll family to Mrs. Frances Robinson, the wife of T. H. Robinson, Jr., and daughter-in-law of the intermediary, during the afternoon of October 15, 1934, and during the evening of the same date she proceeded directly to Indianapolis, Indiana.

During the evening of October 16, 1934, an automobile in which Mrs. Alice Speed Stoll, Reverend E. Arnold Clegg, Mrs. Clegg and Mrs. Frances Robinson were en route to Louisville, Kentucky, was located at Scottsburg, Indiana by Special Agents of the Federal Bureau of Investigation and Mrs. Stoll was taken under the protection of the Special Agents and immediately returned to her home in Louisville, Kentucky.

It was learned from Mrs. Stoll that immediately after she was abducted from her home on October 10, 1934, she was transported to an apartment located on the first floor of an apartment building in Indianapolis, Indiana, where she was advised that if she made any outcry she would be killed. Whenever the kidnaper left the apartment, Mrs. Stoll was bound and placed in the closet until he returned, although at all times he treated her courteously. When Mrs. Frances Robinson, the kidnaper's wife, arrived at the apartment in Indianapolis during the morning of October 16, 1934, Robinson attempted to persuade her to accompany him and leave Mrs. Stoll in the closet, but Mrs. Robinson declined to do so. Robinson left the apartment at approximately 9:30 A. M., October 16, 1934, after he had given his wife $500 of the

ransom money. Upon leaving the apartment where she had been held, Mrs. Stoll went to the residence, in Indianapolis, Indiana, of Reverend E. Arnold Clegg, who is a relative of Mr. Stoll.

The apartment where Mrs. Stoll was held pending the payment of the ransom, was located by Special Agents of the Federal Bureau of Investigation at 2735 North Meridian Street, Indianapolis, Indiana and many personal effects of Thomas H. Robinson, Jr. were found in the apartment, including a gray suit, one suit of men's pajamas bearing the initials "T.H.R.", a considerable amount of twine and unused adhesive tape; one Corona portable typewriter, and many other articles. In addition thereto, there was found a typewritten letter, together with a stamped envelope, addressed to the custodian of the apartment building, at his residence 2725 North Meridian Street, Indianapolis, Indiana, which in substance indicated that Robinson intended to have the custodian discover the presence of Mrs. Stoll. This custodian identified the photograph of Robinson as that of Thomas H. Kennedy, who resided at the apartment.

The typewriter found in the apartment has been identified by the experts of the Technical Laboratory of the Federal Bureau of Investigation, as the machine used in writing the ransom letter which was left in the Stoll home on October 10, 1934, and specimens of writing paper found in the apartment were likewise pronounced to be identical with the paper used in the letters sent to the friend of Mrs. Stoll, and to Mr. Jerry V. Stoll while the victim was being held in the apartment.

When Thomas H. Robinson, Sr. was questioned by Special Agents during the evening of October 16, 1934, after the release of Mrs. Stoll, a small diagram, believed to represent a house and a street intersection, was found in a waste basket in his house. Although the elder Robinson was at first very evasive and emphatically denied that he possessed any information concerning the diagram, he finally admitted that it was drawn by him under the direction and immediate supervision of his daughter-in-law, Mrs. Frances Robinson, about 2:00 P. M., October 14, 1934. Although the letters contained in this diagram were in code, Robinson stated that the diagram represented an apartment house located at 2735 North Meridian Street, Indianapolis, Indiana. The drawing was so made that he could, after locating the apartment building, reach the particular apartment occupied by his son, the kidnaper of Mrs. Stoll.

Investigation by Special Agents of the Federal Bureau of Investigation reflects that Thomas H. Robinson, Jr. after obtaining a high school education, studied law for two years at Vanderbilt University, where he was a member of a social fraternity.

On January 18, 1927, he married Sue Ann Tubbs, at Nashville, Tennessee, and on March 1, 1927, he filed in the Davidson County, Tennessee Chancery Court, a bill for divorce from Sue Ann Tubbs, alleging that they were married on January 18, 1927, after he had been arrested by deputy sheriffs of Davidson County, Tennessee on the same date on the complaint of Miss Tubbs that he was the father of her unborn child. The bill further alleged that a child was born one week after the marriage, and that Robinson was not its father. Further pleadings in the case alleged that Sue Ann Tubbs had been guilty of cruel and inhuman treatment, and after their marriage she had falsely complained to the Ku Klux Klan that Robinson had been guilty of raping her before their marriage, after having rendered her unconscious by drugs. The final decree filed on July 6, 1928 granted a divorce to Robinson, but the Court declined to pass upon the paternity of the child.

In January, 1929, Robinson married Frances Natalie Althauser, daughter of Mr. and Mrs. R. L. Althauser of Nashville, Tennessee. Young Robinson and his wife have one child, Frank, aged 5 years.

Robinson was arrested at Nashville, Tennessee on June 6, 1929. In connection with this arrest it was alleged that Robinson, on or about March 12, 1929, posing as an officer and possessing faked search warrants, gained admission to the homes of two wealthy Nashville women, after which he locked them in their clothes closets, searched their homes, and took approximately $6,000 to $8,000 worth of jewelry. On June 10, 1929, Robinson was indicted by the Davidson County Grand Jury, Nashville, Tennessee, on a charge of robbery, and on the same date was committed by the Court to the Central State Hospital, Nashville, Tennessee, for observation as to his sanity. The records of this hospital indicate that he was returned to the Court on June 24, 1929, when a report was submitted stating that Robinson was suffering from dementia praecox. He was returned to

the Central State Hospital on June 27, 1929, and a nolle prosequi was entered to the charge of robbery on May 6, 1930. The records of the Central State Hospital further reflect that Robinson was discharged on May 20, 1930.

The records of the Western State Hospital, Bolivar, Tennessee, reflect that Robinson was received at that institution on June 25, 1930, and was discharged on August 24, 1930, contrary to the advice of the superintendent of this institution, who secured a statement from Robinson's father purporting to relieve the hospital of any responsibility for the subsequent actions of his son. At the time of discharge from this hospital, the records indicate that Robinson was not insane, but had a psychopathic personality.

During the month of April 1934, Thomas H. Robinson, Jr., while driving an automobile on a highway near Nashville, picked up a young girl and offered to take her to Nashville. She accepted the offer, but after getting into Robinson's automobile, he proceeded in the direction of Franklin, Tennessee, where it is alleged he parked his car in a secluded area, forcibly took the girl's jewelry from her, and attempted to rape her. On April 28, 1934, Robinson was arrested at Nashville, Tennessee and charged with robbery from the person. He was released after posting bond, and subsequent thereto, it is alleged, he accosted another woman in the same manner and subjected her to like treatment. However, prior to the issuance of a warrant for the last mentioned attack, Robinson left Nashville, Tennessee.

Investigation by Special Agents of the Federal Bureau of Investigation also reflects that on September 20, 1934, Robinson, under the name of John H. Ward, while residing at 4838 Magnolia Avenue, Chicago, Illinois, rented from the Saunders System, Rent-A-Car Company, Chicago, Illinois, a 1934 Ford V-8 Tudor Sedan. This car was rented solely on personal identification, and when Robinson failed to return it, the Saunders Company determined that Robinson and his wife had moved from the above address on September 20, 1934, and had taken the automobile with them.

After the payment of the ransom money to Robinson during the morning of October 16, 1934, it was ascertained that during the afternoon of the same date an individual, identified as Robinson by Mrs. Edna Dearwester, 1547 West Main Street, Springfield, Ohio,

registered at her rooming house under the name "Mr. Jerry Dobson, South Bend, Indiana." The signature appearing on the register maintained by Mrs. Boarwester was pronounced to be identical with the handwriting of Robinson by the handwriting experts in the Technical Laboratory of the Federal Bureau of Investigation. Robinson abandoned in this city the Ford V-8 automobile which he had rented from the Saunders Company in Chicago, Illinois on September 20, 1934. He left the rooming house of Mrs. Boarwester shortly after he had registered.

The senior Robinson on November 8, 1934 was ordered removed from Nashville, Tennessee to Louisville, Kentucky to stand trial on the indictment. He was released on bond. Mrs. Thomas H. Robinson, Jr. was committed to the County Jail Louisville, Kentucky in default of bond.

On October 20, 1934 a Federal Grand Jury at Louisville, Kentucky returned an indictment charging Thomas H. Robinson, Jr., Mrs. Frances Althauser Robinson, and Thomas H. Robinson, Sr., with the kidnaping of Mrs. Stoll. The elder Robinson and Mrs. Frances Robinson were then taken into custody, Mrs. Robinson being held at Louisville, Kentucky until February 11, 1935, when she was released under $5000 bond.

The senior Robinson, on November 8, 1934, was ordered removed from Nashville, Tennessee to Louisville, Kentucky to stand trial on the indictment. He appealed from this order of removal, but his appeal was dismissed by the Circuit Court of Appeals on March 11, 1935, and he was ordered to appear for trial at Louisville, Kentucky on June 17, 1935. He was released under bond.

On October 7, 1935, the trial of Thomas H. Robinson, Sr. and Mrs. Thomas H. Robinson, Jr. was commenced at Louisville, Kentucky. On October 13, 1935 the jury returned a verdict of acquittal as to each defendant.

Thomas H. Robinson, Jr., was apprehended by Special Agents of the Federal Bureau of Investigation at Glendale, California, on the evening of May 11, 1936. He admitted his identity and waived all removal proceedings. He was accordingly removed to Louisville, Kentucky, arriving there on May 13, 1936.

On May 13, 1936, at Louisville, Kentucky, Thomas H. Robinson, Jr. pleaded guilty to the charge of having kidnaped Mrs. Alice Speed Stoll, and was promptly sentenced to serve the remainder of his life in the penitentiary.

CC-306

FEDERAL BUREAU OF INVESTIGATION

Room 5517 7/21 1944
Telephone 333

To:

____Director	____Mr. Jones
____Mr. Tolson	____Mr. Laughlin
____Mr. E. A. Tamm	____Mr. Long
____Mr. Clegg	____Mr. Mumford
____Mr. Coffey	____Mr. Nease
____Mr. Glavin	____Mr. Patterson
____Mr. Ladd	____Mr. Pennington
____Mr. Nichols	____Mr. Pfafman
____Mr. Rosen	____Mr. Renneberger
____Mr. Tracy	____Mr. Q. Tamm
____Miss Gandy	____Ident. Division
____Mr. Brown	____Records Section
____Mr. Carson	____Mail Room
____Mr. Conrad	____Mechanical Section
____Mr. Egan	____Personnel Files
____Mr. Harbo	____Dept. Supply Division
____Mr. Hendon	____Division of Accounts
____Mr. Hince	____Appointment Clerk
	____Miss Day
____See Me	____Mrs. Skillman
____Phone Me	____Washington F. D.
____Record & Route	
____Forward To	____M
	____Note & Return
	____Send File

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-20-84 BY SP4ELW/ Cal

Check over for attached memo of R/S & Thomas Quinn and take appropriate recommended.

W. R. Glavin

FEDERAL BUREAU OF INVESTIGATION

7/19 1944

O:

Director	Mr. Nease
Mr. Tolson	Mr. Patterson
Mr. E. A. Tamm	Mr. Skousen
Mr. Clegg	Mr. Quinn Tamm
Mr. Coffey	Miss Gandy
Mr. Glavin	Records Section
Mr. Ladd	Pers. Records Sect.
Mr. Rosen	Reading Room
Mr. Tracy	Mail Room
Mr. Carson	Room 5627
Mr. Harbo	Miss Ledman
Mr. Hendon	Miss Middleton
Mr. Larmoyeux	Miss Mumford
Mr. McGuire	M
Mr. Jones	

See Me — For Appropriate Action
Send File — Prepare Reply

Don't you think we could
for Chronological File &
Check we ought to
Look them over in
Case Records before that
is done.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-92 BY SP4EW/Cal

L. B. Nichols
Room 5636 Extn 1691

FEDERAL BUREAU OF INVESTIGATION

_____ 1944

TO:

____Director	____Mr. Nease
____Mr. Tolson	____Mr. Patterson
____Mr. E.A. Tamm	____Mr. Skousen
____Mr. Clegg	____Mr. Quinn Tamm
____Mr. Coffey	____Miss Gandy
____Mr. Glavin	____Records Section
____Mr. Ladd	____Pers. Records Sect.
____Mr. Rosen	____Reading Room
____Mr. Tracy	____Mail Room
____Mr. Carson	____Room 6627
____Mr. Harbo	____Miss Leeman
____Mr. Hendon	____Miss Middleton
____Mr. Larmoyeux	____Miss Mumford
____Mr. McGuire	____M _____
____Mr. Jones	

See Me — For Appropriate Action
Send File — Prepare Reply

DATE 7-27-82 BY SP4 ELW/ Cal

L. B. Nichols
Room 5636 Ext. 691

ARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MJR

TO : MR. NICHOLS

DATE: July 18, 1944

FROM : C. F. SEYFARTH

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum dated April 3, 1944, regarding old obsolete material to be destroyed.

The Records Section has on hand at the present time two file cabinet drawers containing copies of so-called running memoranda regarding Press Releases issued on various criminals wanted by the Bureau. These Press Releases refer to kidnapping and other investigative cases which were investigated by the Bureau during the period 1932 to 1936 inclusive.

Copies of these memoranda regarding Press Releases are of course filed in the respective investigative case to which they relate. In view of the fact that these cases are now practically closed and we have a copy in the case file, it is believed that these extra copies of Press Releases may be destroyed. For your information, there is attached hereto three sample copies of these Press Release memoranda.

Keep Copy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/cal

3-ENCLS

EX-58

66-3286-14

F B I

RECORDED & INDEXED 23 AUG 1 1944

139

Wm Nichols

Mohr

Tele. Room

Nease

Gandy

Note on file

6-7-44

66-8168

AUG 3 1944

NDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

LBN:HBM

TO : THE DIRECTOR

DATE: July 26, 1944

FROM : EXECUTIVE CONFERENCE

SUBJECT: ~~Mr.~~ Destruction of Old material

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr

The Executives' Conference consisting of Messrs. Tracy, Ladd, Coffey, Acers, Rosen, Mumford and Nichols reconsidered a recommendation which had previously been disapproved by the Conference.

Mr. Seyfarth, who has been assigned to survey old material in the files that could be destroyed, points out that at the present time we have 20 five-drawer steel filing cabinets containing folders in which are filed closed investigations of White Slave Traffic Act violations for the period of 1912 to 1919. It is estimated that there are between 30,000 and 40,000 cases on file. These old reports were not indexed at the time and have never been indexed. It is believed that they are of no permanent value to the Bureau.

For the Director's information, Mr. Seyfarth points out that from 1912 to 1919 Supervisors kept yellow abstracts, 3x5 inches in size, on which was noted the pertinent data. The folders were then filed alphabetically in filing cabinets according to subject and were kept in the Supervisor's office. The old yellow abstracts are not to be found, and it is Mr. Seyfarth's opinion that they were disposed of after the investigations of these White Slave Traffic Act violations were closed. It was the recommendation of the Files Section and Mr. Nichols that it would be a waste of time to go ahead and index these reports at this late date and that since the reports are of no value unless indexed, that authority be secured for their disposal.

This matter was considered by the Bureau's Useless Document Committee, which recommended that the reports be retained and indexed.

It was considered by the Executives' Conference under date of July 17, at which time Messrs. Tolson, E. A. Tamm, Ladd, Carson, Clegg, Hince, McGuire, Acers and Glavin agreed that the material should be retained and suggested when possible it be indexed.

RECORDED & INDEXED Vol. 32 No. 140

EX-27

Mr. Nichols asked the Conference to reconsider the previous decision. The reports are now approximately 30 years old. They have never been indexed, and it seems a shame to take the time to index them at this late date. It is believed that to index them will require the making of approximately 100,000 index

213

DATE 7-27-82 BY SP4 ELW Cal

NICHOLS

cards, the assignment of a file number, and a renovation of the jackets, which would require several employees for an extended period of time.

Glavin

Messrs. Tracy, Ladd, Coffey, Acers, Mumford and Rosen were of the opinion that every investigation ever conducted by the Bureau should be indexed and a report should be kept regardless of how old they are or of the fact that they had not previously been indexed.

Mr. Nichols recommended that authority be secured for the destruction of the reports, and certainly if the reports are kept they should not be indexed.

I agree with Nichols 7/28

I concur. H.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

OHP:CFC

TO : MR. NICHOLS

FROM : O. H. PATTERSON

DATE: July 31, 1944

SUBJECT: DESTROYING POLICE BULLETINS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Destroying Bureau Police mail

You will recall that just recently authority was obtained from the Department of Justice and from the proper Congressional Committee to destroy all Ident mail over one year in age, except Federal and foreign communications. The mail to be destroyed under this authority included Police Bulletins. You will further recall that if a Police Bulletin received here in the Bureau lists any guns which have been stolen or any worthless checks which have been issued the procedure is and has been to index such guns and to route any mail setting out worthless checks issued to the Laboratory. It is, of course, necessary for us to retain such Bulletins because we have indexed some of the contents.

However, if the Bulletin does not mention either of the above two items, we merely send the Bulletin to our Ident Files where we file it in the folder under the city sending in the Bulletin. This is, of course, useless and you will recall that I discussed this with you the other day and it was agreed that we should destroy such Bulletins upon receipt.

This memorandum is submitted as confirmation and, accordingly, when Police Bulletins are received which do not list any guns stolen or any worthless checks issued, we will destroy such Bulletins upon receipt and they will not be filed. Bulletins listing stolen guns or worthless checks will, of course, be indexed and properly routed and filed permanently in the Ident Files. The Supervisor of the Routing Unit has been authorized as the only person to destroy these bulletins, and all such will be sent to her by the routing clerks.

Contacted 7/31/44 jmd.

OK RLW

RECORDED & INDEXED

66-3286-140 X 4

DATE 7-27-82 BY SP4 ELIOT EX-38

Cal

AUG 30 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:cfc

TO : MR. NICHOLS

FROM : O. H. PATTERSON

DATE: September 2, 1944

SUBJECT: WAR DEPARTMENT FORM LETTERS

38678

Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Records Section has on hand at the present time approximately 3,000 War Department form letters. These form letters date back to 1941 and relate to the misspelling of names, etc., furnished the Identification Division, and requesting that the correct spelling of the names, etc., be made on the records in the Identification Division. I understand there are approximately 50,000 of these form letters held in the Identification Division on which corrections must be made on their records. In view of the fact that these form letters deal only with the correct spelling of a name, etc., it is believed that they are of no further value after the necessary changes have been made. It is recommended for your approval that the 3,000 form letters now held in the Records Section be destroyed, and that instructions be issued to the Identification Division that in the future these War Department form letters not be sent to the Records Section for filing, but to destroy same after the Identification Division has made the necessary corrections on their records.

For your information, I am attaching hereto samples of these War Department form letters.

ADDENDUM: (js) 9/7/44 The Identification Division at the present time is not forwarding the War Department form letters above-referred to to the Records Section but instead is destroying the same. The matter was discussed before the Executive Conference on September 5th and the Conference unanimously approved destroying the letter and avoiding the unnecessary routing and filing along the lines set out above and in the same manner as was recently approved in the handling of War Department death notices.

The Records Division should continue to send the form letters directly to the Identification Division without filing and sorting. The Identification Division will destroy the same after the appropriate corrections have been made on the finger-print card. ST

RECORDED & INDEXED 66-3286-1978

EX-66

14 SEP 21 1944

DATE 3-21-88 BY [illegible]

copy ek

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

To: Mr. Nichols

From: K. F. Cartwright

38677

Subject: IDENT FORM LETTERS

The Records Section has on hand at the present time approximately 20,000 cover letters which do not have any names mentioned therein; but merely state that there are fingerprint cards attached, or that the attached finger prints are not clear for one reason or another.

A Spot Check was made of the filed correspondence in Ident Files Section dating back to 1925. It was determined that because almost all of these cover letters without names are from Federal sources such as the Army, Navy and Civil Service Commission, the bulk of it has been received since the Defense program has been in effect. At least 250 pieces of this type of cover letter was received daily from the Identification Division to be filed in the Ident Files until the last two or three months during which time the number has decreased to approximately 100 a day.

In view of the fact that there is never a request from the Identification Division for the above described correspondence, it is recommended for your approval that in the future these cover letters not be sent to the Ident Files Section, but destroyed by the Identification Division when they have detached the fingerprint cards.

Because almost all of these cover letters are from Federal Sources, they were not destroyed in the recent destroying project which called for the destruction of all Ident mail up to July 1, 1943 with the exception of Police Bulletins, Foreign Mail and Federal Mail.

The additional cabinet space gained by the destruction of the 20,000 pieces of the above type of cover letter now in File would not be of sufficient value to warrant a project requiring extra personnel and expenditures. However, if permission was granted to destroy this federal mail the project could be taken care of in July, 1945 when our yearly check to destroy all mail prior to July 1, 1944 is handled.

For your information there is attached nine samples of these cover letters

FMW:EJR
ADDENDUM: 9-29-44

INDEXED & INDEXED 66-3286-140 X9

This suggestion is a result of a joint survey by Miss Alice Wilson and Irene Clementz, employees in the Filing Unit of the Records Section.

NOV 1944

R. F. Cartwright

EX-109

31 NOV 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

GPR:MJR

TO : MR. NICHOLS

DATE: September 30, 1941

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE FOLDERS

38676

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Gl
Mr. La
Mr. Ni
Mr. Ros
Mr. Tra
Mr. Mohr
Mr. Carso
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Destruction of Bureau records - gen'l

There are at the present time in the Routing Unit several folders entitled "Record of Incoming Registered Mail". These folders date back to December 31, 1941. They set out the date, register number, addressee, and disposition of each piece of mail received from that date. They are serving no purpose as the Routing Unit never has cause to check into these folders any further back than about one year.

There are in the Routing Unit folders containing Diplomatic Pouch Mail Receipts dating back to January, 1942. We never have occasion to refer to these prior to one year.

The Routing Unit has a procedure of recording in a folder all enclosures that are received by the Bureau under separate cover. The Routing Unit does not have cause to refer to these prior to one year.

Due to the fact that the Routing Unit does not use this information prior to one year, it is believed that it can be destroyed.

RECOMMENDATIONS: (1) It is recommended that the Routing Unit be given permission to destroy all folders containing records of Incoming Registered Mail, Diplomatic Pouch Mail Receipts, and Records of Enclosures prior to January 1, 1943.

(2) It is recommended that the Routing Unit be given authority to destroy all folders containing records of Incoming Registered Mail, Diplomatic Pouch Mail Receipts, and Records of Enclosures prior to one year on January 1 of each year.

There is attached hereto a sample of each of the above, number one, Incoming Registered Mail; number two, Diplomatic Pouch Mail Receipts; number three, Record of Enclosures.

Attachments

RECORDED & INDEXED 143

66-3286-140X

14 OCT 21 1944

DATE 8-21-92 BY sp/ecw/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

EPR:MJR

TO : MR. NICHOLS

FROM : R. F. CARTWRIGHT

DATE: September 30, 1944

SUBJECT: DAILY OUTGOING MAIL REPORTS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to the attached Daily Reports for the month of January, 1940. These reports were maintained daily from January, 1940 through December, 1942. They were sent to the Routing Unit and filed in a special folder. The Annual Report for the amount of mail dispatched was recapitulated from these reports. Therefore, we have the Annual Reports filed in Administrative Mail File 66-3088. These Daily Reports have since been discontinued and the Routing Unit receives a Monthly Report of all mail dispatched from the Fifth Floor Mail Room. It is believed that these Daily Reports are obsolete and of no value.

RECOMMENDATION: It is recommended that the Routing Unit be given permission to destroy these Daily Reports covering the period from January, 1940 through December, 1942.

Attachment

RECORDER COPY FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

RECORDED & INDEXED

66-3286-140X11

OCT 20 1944

FEDERAL BUREAU OF INVESTIGATION

OUTGOING MAIL REPORT

DATE January 2, 1940

NAME	SIGNED	PRINTED	TOTAL
	ADMINISTRATIVE		
TOLSON	231	159	390
CRIME STATISTICS	11	1	12
CLEGG	29		29
Crime Stat. Forms		2713	2713
TOTAL ADMINISTRATIVE	271	2873	3144
	INVESTIGATIVE		
TAMM	91	213	304
TOTAL INVESTIGATIVE	91	213	304
	IDENTIFICATION		
NATHAN	45	93	138
CRIMINAL RECORDS		9380	9380
TOTAL IDENTIFICATION	45	9473	9518
	SUMMARY		
ADMINISTRATIVE	271	2873	3144
INVESTIGATIVE	91	213	304
IDENTIFICATION	45	9473	9518
GRAND TOTAL	407	12559	12966

Mr. Tolson ✓
Mr. Nathan
Mr. E. A. Tamm ✓
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Q. Tamm
Mr. Tracy
Miss Gandy

REMARKS:

7-27-82 SP4ELW/cal

CC-77 66-3286-140 X 11

J. H. Boger
MAIL CLERK

ENCLOSURE

CFS:CFC

MR. JOHN Q. CANNON, Administrative Assistant
to the Attorney General
Attention: MR. diGIROLAMO
MR. JOHN EDGAR HOOVER, Director, Federal
Bureau of Investigation
DESTRUCTION OF OLD RECORDS

August 31, 1944

38679

Reference is made to my memorandum dated May 31, 1944 requesting authority for the destruction of certain identification files material after an elapse of one year.

This is to advise that all this old material has now been destroyed. By the destruction of this material, the Records Section of the Federal Bureau of Investigation secured 131 four-drawer steel filing cabinets or approximately 1050 linear feet of filing space.

The Records Section of the Federal Bureau of Investigation was urgently in need of these steel filing cabinets and is appreciative for the authority granted to destroy this material.

SEP 1 11 56 AM '44
RECEIVED READING ROOM
F.B.I.
U.S. DEPT. OF JUSTICE

DATE 7-22-82 BY SP4 LLW/cak

SEP 2 12 33 PM '44
RECEIVED READING ROOM
F.B.I.
U.S. DEPT. OF JUSTICE

61-3286

NOT RECORDED
53 SEP 4 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Neese
Miss Gandy

COMMUNICATIONS SECTION
MAILED 8
SEP 2 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

CONFIDENTIAL - AIR POUCH

December 6, 1944

Memorandum Number 247, Series 1944

MEMORANDUM FOR ALL FBI LEGAL ATTACHES

RE: CLOSED AND ADMINISTRATIVE FILES

In view of the possibility that due to unforeseen circumstances it might be found necessary to destroy all the records in your office without warning, it is desired that you be prepared for such an emergency.

You are accordingly authorized to immediately destroy all except one copy of each serial in the administrative and closed investigative files of your office. The one copy of each serial retained should be marked "copies destroyed." It is suggested that a rubber stamp might be secured for this purpose. You should immediately institute this project and advise the Bureau when it has been completed.

This practice should be continued in the future and as quickly as an investigative file is closed, all but one copy of each serial should be destroyed. In the future only one copy of each serial should be placed in the administrative files of your office.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

DECLASSIFIED BY SP4 ELW/cal
ON 9-27-82

COMMUNICTIONS SECTION
MAILED 10
DEC -6 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
172
66-3276-141
27 DEC 9 1944

50 DEC 11 1944

JOHN EDGAR HOOVER
DIRECTOR

CC - 87

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MEG:tlc

November 8, 1944

MEMORANDUM FOR THE DIRECTOR

Re: Closed and Administrative Files in SIS Offices

Mr. Gurnea pointed out to the Conference that due to revolutions and changes in governments, there always exists the possibility that we may find it necessary to destroy all of the records in a given Legal Attache's office without warning. Even under favorable circumstances, the destruction of files is a difficult task in view of the volume. So that we may be better prepared for such an emergency, Mr. Gurnea suggested that the Legal Attaches be instructed to destroy all but one copy of each serial in closed and administrative files. The originals then could be marked "Copies Destroyed."

On November 4, 1944, the Executive Conference composed of Messrs. Coffey, Acers, Clegg, Mumford, E. A. Tamm, Gurnea, Carson, Glavin and Tracy considered this recommendation and was unanimous in its agreement that this should be done.

In the event that this is approved, an appropriate change should be made in the SIS Manual.

Respectfully for the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

RECORDED & INDEXED
166-3286-142
27 DEC 8 1944

EX - 33

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

F 1 DEC 20 1944

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

GWH:ams

TO : MR. D. M. LADD

DATE: November 27, 1944

FROM : C. H. Carson

SUBJECT: Closed and Administrative Files in SIS Offices

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

BACKGROUND

Reference is made to the attached Executive Conference memorandum providing that all but one copy of each serial in the closed and administrative files in SIS Offices shall be destroyed.

ACTION

There is attached a suggested manual change for the SIS Manual containing this provision.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/cal

RECORDED & INDEXED

Attachment.

2 ENCLS. (2-7-23)

Manual changed. 12-6-44

65-2236-143

IF 123 II

EX-33

27 DEC 8 1944

32 DEC 18 1944

SUGGESTED MANUAL CHANGE

6E - FILING SYSTEM:

(20) - Only one copy of each serial shall be placed in any one administrative file.

(21) - When an investigative case file is closed and transferred to the closed files section, all but one copy of each serial shall be removed from the file and destroyed. The one copy of each serial remaining shall be marked "copies destroyed."

DATE 7-27-82 SP4ELWL cal

66-3286-142

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:CFC

TO : MR. NICHOLS

DATE: November 29, 1944

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL

38668

Reference is made to the attached Department of Justice Circular No. 3854, Supplements No. 1 and 2.

In my memorandum of November 8, captioned as above, reporting a discussion between Mr. diGirolamo, of the Department of Justice, and myself, it is noted that Mr. diGirolamo had attended a conference recently at Philadelphia, Pa. in which various officials of the Department of Justice discussed the program of disposition of superfluous records. Mr. diGirolamo informed that this body was to be known as the Records Administration of the Department of Justice and that shortly the Attorney General would issue Departmental orders defining procedures and regulations by which the various officers of the Department of Justice should be guided in the disposal of superfluous records.

Presumably, the attached Circular, Supplements No. 1 and 2, is the program referred to, in action.

It is to be further noted that Mr. diGirolamo, who was previously in charge of the Division of Records in the Department of Justice, has now been made Records Administration Officer, which title will cover his duties as head of the Division of Records as well as his duties in connection with the disposal of surplus records of the Department. As you know, he has been working very closely, for some time, with Mr. Davis of the National Archives on schedules of disposal and accession.

Mr. Seyfarth has informed me that in discussing matters with Mr. diGirolamo this morning, he informed that he intended to pay us a visit within the next few days to go into the matter of regulations for disposal of records.

RECORDED

DEC 29 1944

-3-



A-5

DEPARTMENT OF JUSTICE

WASHINGTON 25, D. C.

38669

November 15, 1944

NOTE PAGE 2.

CIRCULAR NO. 3854
Supplement No. 1

TO ALL UNITED STATES ATTORNEYS:

The inclosed Disposal Table covers records of the Offices of the United States Attorneys which records have been authorized by Congress for destruction after they have been in existence for the period of time indicated.

It is suggested that the records in your office similar to those covered by the Disposal Table be destroyed as soon as they have reached the designated period of time shown for each item. Should the records be needed for reference purposes beyond the time fixed for disposal, they should be destroyed whenever they have no further reference value. Every effort should be made to dispose of records in accordance with the Congressional mandate as soon as they serve no useful purpose.

The Department of Justice is required to furnish the Archivist of the United States with an annual report on disposal of records. Therefore, upon destruction of any records you should forward a report to the Records Administration Officer, Department of Justice, Washington, D. C., stating the number of cubic feet of records disposed, the date of disposal and the manner by which the records were disposed of, such as by sale as scrap or by burning.

JOHN Q. CANNON
Administrative Assistant
to the Attorney General

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HEREIN IS UNCLASSIFIED
DATE 11-17-97 BY 60236 BCE/bac/kp

66-3286-184

ENCLOSURE

38670

DISPOSAL TABLE

DISPOSAL TABLE OF RECORDS in the custody of United States Attorneys, which records have been authorized by Congress for destruction after they have been in existence for the period of time indicated.

Control No. 344-T91
Proposal No. J.D. 44-8

ITEM NO.	FORM OR CHARACTER OF RECORDS	PERIOD OF TIME TO BE RETAINED	CONGRESSIONAL AUTHORIZATION
1.	Closed grand jury ignoramuses; duplicate copies.	3 years	D43-489
2.	Closed deposition files in War Risk Litigation cases, consisting of requests for taking depositions and correspondence relative thereto; originals.	2 years	D43-7
3.	Federal Bureau of Investigation reports; duplicate copies.	5 years	D41-61
4.	Closed quarterly accounts of United States Attorneys; duplicate copies.	22 years	D43-489
5.	Closed office accounts, consisting of carbon copies of Form 25B (Requisition for Authority to Incur Expense) and originals or copies of bills, vouchers, and other supporting papers.	5 years	D43-489
6.	Form J.S. 1, Initial criminal docket report; duplicates.	2 years	D41-61
7.	Form J.S. 2, Final criminal docket report; duplicates.	2 years	D41-61
8.	Treasury Department, Internal Revenue Service Form 1507 (Reports of National Prohibition cases); duplicates.	6 years	D41-61
9.	Treasury Department, Internal Revenue Service Form 1507 (Reports of narcotic cases); duplicates.	5 years	D41-61
10.	Treasury Department, Bureau of Internal Revenue compromise letters in National Prohibition, internal revenue and narcotic cases; duplicates.	9 years	D41-61

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DATE 2/10/83 BY [illegible]

66-32886-14 Encl.



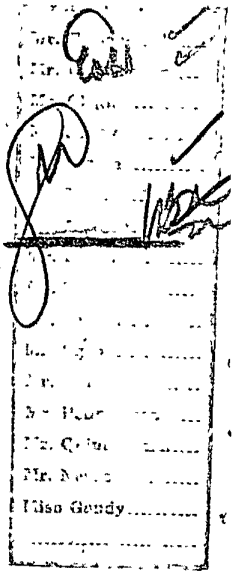
A-5

DEPARTMENT OF JUSTICE

WASHINGTON 25, D. C.

38671

November 15, 1944



CIRCULAR NO. 3854
Supplement No. 2

TO ALL UNITED STATES MARSHALS:

The inclosed Disposal Table covers records of the Offices of the United States Marshals which records have been authorized by Congress for destruction after they have been in existence for the period of time indicated.

It is suggested that the records in your office similar to those covered by the Disposal Table be destroyed as soon as they have reached the designated period of time shown for each item. Should the records be needed for reference purposes beyond the time fixed for disposal, they should be destroyed whenever they have no further reference value. Every effort should be made to dispose of records in accordance with the Congressional mandate as soon as they serve no useful purpose.

The Department of Justice is required to furnish the Archivist of the United States with an annual report on disposal of records. Therefore, upon destruction of any records you should forward a report to the Records Administration Officer, Department of Justice, Washington, D. C., stating the number of cubic feet of records disposed, the date of disposal and the manner by which the records were disposed of, such as by sale as scrap or by burning.

JOHN Q. CANNON

Administrative Assistant
to the Attorney General

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/16/83 BY [illegible]

DISPOSAL TABLE

DISPOSAL TABLE OF RECORDS in the custody of United States Marshals, which records have been authorized by Congress for destruction after they have been in existence for the period of time indicated.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE [illegible]

38672

Control No. 344-T110
Proposal No. JD44-12

ITEM NO.	FORM OR CHARACTER OF RECORDS	PERIOD OF TIME TO BE RETAINED	CONGRESSIONAL AUTHORIZATION
1	Cash books; originals.	5 years	D41-74
2	Cash book liquor sales; originals.	12 years	D41-51
3	Liquor dockets; originals.	7 years	D41-51
4	Records of sales of automobiles; duplicates.	7 years	D41-142
5	Copies of court orders; duplicates.	3 years	D41-74
6	United States Commissioner's Commitment Card (Report by Commissioner to United States Marshal of commitments by an officer other than a deputy United States Marshal); originals.	1 year	D41-74
7	Form No. 450, Notice of commitment of prisoner to jail (Notice from deputy United States Marshal to United States Marshal); originals.	6 years	D41-142
8	Form No. 451, Notice of taking prisoner into custody (Notice from Deputy United States Marshal to United States Marshal); originals.	6 years	D41-142
9	Forms D.C. 41-A and 41-B, jail record cards, reporting the commitment and release of prisoners; originals.	5 years	D41-74
10	Form No. 788, Prisoners in Non-Federal Institutions; duplicates	10 years	D41-74
11	Annual statements of cost of United States prisoners confined in jails and other institutions; duplicates.	3 years	D41-74
12	Form No. 509, Jailer's commitment card; originals.	6 years	D41-142
13	Form No. 510, Jailer's release card; originals.	3 years	D41-142
14	Form No. 511, United States Commissioner's report card to United States Marshals on commitment, release or discharge of defendants; originals.	3 years	D41-74

66-3286-144

(OVER)

ITEM NO.	FORM OR CHARACTER OF RECORDS	PERIOD OF TIME TO BE RETAINED	CONGRESSIONAL AUTHORIZATION
15	Form No. 14-D.A., Report of work done by deputy; duplicates.	7 years	D42-211
16	Requisitions for supplies (Form No. 785A) duplicates.	7 years	D41-74
17	Form 25B, Authority to incur expenses under appropriation "Miscellaneous expenses, United States Courts;" duplicates.	2 years	D40-190
18	Form No. 71, United States Marshal's receipts for fees and costs; duplicates.	5 years	D41-74
19	Proofs of depositary balance; duplicates.	6 years	D41-74
20	Form No. 14, The United States in account current with the United States Marshal; duplicates.	8 years	D42-211
21	Form No. 774, Account Current--Special Account; duplicates.	8 years	D42-211
22	Standard Form No. 1019, Account Current; duplicates.	8 years	D42-211
23	Copies of checks; duplicates.	7 years	D43-170
24	Check book stubs (local depositary); originals.	8 years	D41-74
25	Local bank statements and miscellaneous Treasury statements; originals.	7 years	D41-74
26	Reports of United States Marshals of proceedings under execution or final process; duplicates.	10 years	D41-74
27	United States Treasurer's reports; originals.	8 years	D41-74
28	Standard Form 1013, Pay roll disbursements; duplicates.	7 years	D43-170
29	Stubs of Treasury checks drawn; originals.	6 years	D41-142
30	Check lists and statements of depositary accounts (judiciary); duplicates.	7 years	D41-74
31	Requisitions for judiciary funds; duplicates.	7 years	D41-74
32	Reports of moneys other than judiciary appropriation funds; duplicates.	7 years	D41-74

ITEM NO.	FORM OR CHARACTER OF RECORDS	PERIOD OF TIME TO BE RETAINED	CONGRESSIONAL AUTHORIZATION
33	United States Marshals' quarterly accounts; duplicates.	4 years	D41-74
34	Exceptions to accounts; duplicates.	10 years	D41-74
35	Form 84-08, Pay rolls of witnesses before United States Commissioners; duplicates.	8 years	D42-211
36	Form No. 2-08, Vouchers for reimbursement of travel and other expenses of witnesses; duplicates.	8 years	D42-211
37	Form No. 685-08, Vouchers for fees and mileage of witnesses; duplicates.	8 years	D42-211
38	Form 174 G.A., Abstract of Expenditures, Support of Prisoners; duplicates.	8 years	D42-211
39	Form No. 324, Vouchers for clothing furnished United States prisoners; duplicates.	8 years	D42-211
40	Records of clothing furnished Federal prisoners; duplicates.	5 years	D41-74
41	Form No. 3-08, Voucher for Physician's Visits and Medicine Furnished to Prisoners; duplicates.	8 years	D42-211
42	Form No. 4-08 Voucher for Jailer's expenses for Maintenance of Prisoners; duplicates.	8 years	D42-211
43	Form No. 9A-12, Support of United States prisoners; duplicates.	8 years	D42-211
44	Form No. 21, Voucher for Fees and/or expenses Incurred; duplicates.	8 years	D42-211
45	Form No. 15, General Abstract of Account; duplicates.	8 years	D42-211
46	Form No. 22, Abstract of Marshal's and Deputy's Account Vouchers; duplicates.	8 years	D42-211
47	Form No. 192, Expense of Marshal or Office Deputy Away from Official Residence on Official Business Other Than the Service of Process; duplicates.	8 years	D42-211
48	Form No. 25, Fees and Expenses in Service of Process--Civil Writs, Marshal or Office Deputy; duplicates.	8 years	D42-211

(OVER)

ITEM NO.	FORM OR CHARACTER OF RECORDS	PERIOD OF TIME TO BE RETAINED	CONGRESSIONAL AUTHORIZATION
49	Form No. 194, Fees and Expenses in Service of Process--Criminal Writs, Marshal or Office Deputy; duplicates.	8 years	D42-211
50	Form No. 55, Fees and Expenses in Service of Process--Subpoena, Marshal or Deputy; duplicates.	8 years	D42-211
51	Form No. 34, Fees and Expenses in Service of Process--Venire, Marshal or Deputy; duplicates.	8 years	D42-211
52	Form No. 5-08, Voucher for Bailiffs and Criers; duplicates.	8 years	D42-211
53	Form No. 9-08, Abstracts of disbursements of miscellaneous expenses of United States Courts; duplicates.	8 years	D42-211
54	Form No. 746-08, Voucher for personal services, without expenses; duplicates.	8 years	D42-211
55	Standard Form No. 1012-A, Public Voucher for Reimbursement of Travel and Other Expenses; duplicates.	8 years	D42-211
56	Form No. 178-08, Vouchers for long-distance telephone messages; duplicates.	8 years	D42-211
57	Standard Form No. 1034-A, Voucher for Purchases and Services Other than Personal; duplicates.	8 years	D42-211
58	Form No. 6, Appropriation forms for salaries, fees and expenses of United States Marshals; duplicates.	8 years	D42-211
59	Form No. 69-08, Affidavit of Marshal and Office Deputies to Expense Accounts; duplicates.	8 years	D42-211
60	Form No. 72, Statement of Earnings from Individuals and Corporations; duplicates.	8 years	D42-211
61	Standard Form No. 1025, Schedules of disbursements (fees of jurors); duplicates.	8 years	D42-211
62	Clerks certificates to marshal for payment of jurors and witnesses; originals.	8 years	D41-61

ITEM NO.	FORM OR CHARACTER OF RECORDS	PERIOD OF TIME TO BE RETAINED	CONGRESSIONAL AUTHORIZATION
63	Form No. 1-08, Voucher for Fees and Mileage of Jurors; duplicates.	8 years	D42-211
64	Witness and juror's attendance cards; originals.	5 years	D41-74
65	Court orders for payment to jurors and witnesses; originals.	6 years	D41-142
66	Form No. 8, Summary of Disbursements Under Certain Specified Appropriations; duplicates.	8 years	D42-211
67	Form No. 125, Abstracts of expenditures; duplicates.	8 years	D42-211
68	Form 26A, Monthly Report of Receipts and Disbursements; duplicates.	7 years	D41-74
69	Form 33-11, Voucher for Reimbursement of Expenses of United States Judges While Away From Official Residence Holding Court; duplicates.	8 years	D42-211
70	Requisitions for funds; duplicates.	7 years	D41-74
71	Form No. 740-08, Abstract of Expenditures; duplicates.	8 years	D42-211
72	Form No. 767, Vouchers for judicial salaries; duplicates.	8 years	D42-211
73	Form No. 783, Salaries and expenses of district attorneys; duplicates.	8 years	D42-211
74	Standard Form No. 1043, Notice of Collection of Amounts Suspended or Disallowed (discontinued); duplicates.	7 years	D41-74
75	Form No. 324-08, Vouchers for purchases and services other than personal; duplicates.	8 years	D42-211

OFFICE OF THE ATTORNEY GENERAL
WASHINGTON, D. C.

38674

November 9, 1944

ORDER NO. 3732

Supplement No. 7

TO THE HEADS OF ALL DIVISIONS, BUREAUS AND OFFICES, UNITED STATES ATTORNEYS, UNITED STATES MARSHALS AND FIELD OFFICES

Under the general jurisdiction of the Administrative Assistant to the Attorney General, there has been created the position of Records Administration Officer. The incumbent will serve as head of the Division of Communications and Records, and as consultant and advisor for Divisions, Bureaus and Offices of the Department on records administration problems, procedures and policies. The incumbent will also act as the Attorney General's representative to the National Archives concerning valuation, preparation and submission of disposal lists and schedules of the records of this Department.

All matters concerning recommendations for destruction, retention or accession by the National Archives of records of this Department, as well as matters of organization, procedures and surveys with regard to record keeping should be referred to the Records Administration Officer through the Administrative Assistant.

The position of Chief, Division of Communications and Records is hereby abolished.

ALL FBI INFORMATION CONTAINED
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DATE 5-21-80 BY SP2 [illegible]

Francis Biddle
Attorney General

66-3286-144
ENCLOSURE

LBN:HBM

John Q. Cannon, Administrative Assistant to the Attorney General
John Edgar Hoover, Director, Federal Bureau of Investigation

December 9, 1944.

RECORDED 66-3286-145

I wish to acknowledge your communication of November 29, 1944, with reference to the designation of Mr. A. diGirolamo as the Records Administration Officer of the Department of Justice.

I am very happy to designate Messrs. L. B. Nichols and R. F. Cartwright to represent the Bureau to attend the meeting referred to in your memorandum. Whenever it is convenient to hold such a meeting I suggest that Mr. diGirolamo contact Mr. Nichols direct.

DECLASSIFIED
DATE 7-27-82 DISPELWical

COMMUNICATIONS SECTION
MAILED 3
DEC 12 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

DEC 6 1945 87

DEC 12 11 53 AM '44
RECEIVED-DIRECTOR
F B I
DEPT. OF JUSTICE
DEC 12 11 21 AM '44

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover, Director, Federal Bureau Of Investigation. Attention: Mr. L. B. Nichols, Assistant to the Director
DATE: November 29, 1944
FROM : Mr. John G. Cannon, Administrative Assistant to the Attorney General

SUBJECT: Disposition of Records.

It will be appreciated if officials of the Federal Bureau of Investigation will meet, at their earliest convenience, with Mr. A. di Girolamo, Records Administration Officer of this Department, and Mr. Gerald Davis, Chief of the Division of Justice Archives of the National Archives, to discuss a proposed program for the scheduling of the records of the Federal Bureau of Investigation as required by Public Law 115 of the 78th Congress.

The program will include the taking of an inventory of all of the records of the Federal Bureau of Investigation including field offices and recommendations for appropriate disposition of these records. If possible, the inventory should be taken by employees of the Federal Bureau of Investigation who are engaged in record work or are familiar with the records of the Bureau. Recommendations for disposition should be made and reviewed by officials of the Bureau at a higher administrative level in order to insure appropriate and safe disposition of valuable material. Mr. Davis and Mr. di Girolamo will be glad to give any assistance that the Bureau may require.

Please advise me as to the date and the names of the officials whom you will designate to attend this meeting.

RECORDED & INDEXED 66-3286-145

31 DEC 29 1944

12-1-44

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 8/11/83 BY AUC 160290 BCE/DCG/lmw

From

THE ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

To

OFFICIAL INDICATED BELOW BY CHECK MARK

The Attorney General	
The Solicitor General	
The Assistant to the Attorney General	
Assistant Attorney General Tom Clark	
Assistant Attorney General Sam Clark	
Assistant Attorney General Shea	
Assistant Attorney General Littell	
Assistant Attorney General Berge	
Assistant Attorney General Wechsler	
Assistant Solicitor General	
Mr. Carusi	
Mr. Malcolmson	
Mr. Hoover, Dir., Fed. Bu. of Inv.	
Commissioner, I. & N. S.	
Mr. Bennett, Dir., Bureau of Prisons	
Mr. Lyons, Pardon Attorney	
Dir., Bu. War Risk Lit.	
Mr. Finucane, Bd. of Im. Appeals	
Mr. Andretta	
Mr. Butts	
Mr. Corthell	
Mr. Matchett, Division of Accounts	
Mr. Donaldson, Chief Clerk	
Mr. Di Girolamo, Div. of Records	
Mr. Adler, Chief of Personnel	
Mrs. Plumley, Div. of Personnel	
Mr. Keegin, Chief of Supplies	
Statistical Division	

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66-3286-146

CHANGED TO

66-19087-2

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DATE 7-27-82 BY SP4ELW/cal

MAY 9 1961

mt/mb

THE OFFICE OF THE LEGAL ATTACHE
THE EMBASSY OF THE UNITED STATES
GUATEMALA CITY, GUATEMALA
January 22, 1945

PERSONAL & CONFIDENTIAL

Director, FBI

Re: CLOSED & ADMINISTRATIVE FILES

Dear Sir:

Reference is made to Bureau Memorandum for all FBI Legal Attachés Number 247, Series 1944, dated December 6, 1944, entitled as above.

As was instructed in this memorandum, all except one copy of each serial in the administrative and closed investigative files of this office has been destroyed. This practice is being continued.

Very truly yours,

John J. Mannion

JOHN J. MANNION
L.A.

DECLASSIFIED BY SP4 ELW/cal ON 7-20-82

JJM:RMB
66-00

RECORDED 166-3286-147
EX-56
32 JAN 29

78 FEB 5 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

A-5 44-4-7-14

TO : Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation

DATE: January 30, 1945

FROM : Mr. John C. Cannon, Administrative Assistant to the Attorney General

SUBJECT: Withdrawal of Disposal List

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 8/11/03 BY AUC 60290 BCE/DCB/ymw

Attention: Mr. L. B. Nichols
Assistant Director

In accordance with your request, the Disposal List dated August 9, 1944, covering records of the Federal Bureau of Investigation consisting of reports on closed investigations involving violations of the White Slave Traffic Act has been withdrawn. Samples submitted to the National Archives with the list are herewith returned.

Inclosure No. 88393

RECORDED 166-3286-148

2/1/45
Samples files returned to files and filed in regular order in Ruling Cabinet B.F.

see 66-3286-161
page 2 - par. 5
Handled by Disposal Unit - Dept

STANDARD FORM NO. 64

A-6

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, Federal Bureau of Investigation DATE: January 23, 1945

FROM : John Q. Cannon, Administrative Assistant to the Attorney General

SUBJECT: Disposition of Surplus Property

Further reference is made to your memorandum concerning the surplus equipment located in the various field offices of the Bureau.

It is requested that the Special Agent in Charge of the office indicated be instructed to release the equipment to the Department official indicated:

Office	Equipment	Released to
Detroit	1 each - Line-A-Time machine	U. S. Attorney, Detroit
Huntington	1 each - Desk, single, flat top, double pedestal, genuine walnut, size 60" x 32"	U.S. Marshal, Huntington
Los Angeles	7 each - Error-No machines, 12" 4 each - Line-A-Time machines	U. S. Attorney, Los Angeles
New York City	13 each - Chairs, Walnut finish, Swivel, with arms	U. S. Attorney, Newark, New Jersey
	1 each - Desk, single flat top, wood, walnut finish, 60" x 32"	U. S. Attorney, Newark, New Jersey
	5 each - Desk, oak finish, flat top, 60" x 54" wood	U. S. Attorney, Newark, New Jersey
	2 each - Desks, oak, typewriter, 32" x 54", wood	U. S. Attorney, Newark, New Jersey
New York City	12 each - Line-A-Time machines, Model 12	U. S. Attorney, New York, New York
	6 each - Line-A-Time machines, Model 16	U. S. Attorney, New York, New York
San Diego	2 each - Office chairs, swivel 1 each - Wooden stenographer's chair	U. S. Marshal, Los Angeles, Calif.

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DATE 8/11/03 BY AUC 60290 BCE/DCG/lmw

66-3286-

31 1945

57 FEB 2 1945 62

You will be further advised at a later date concerning the disposition of the property not accounted for by this memorandum.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELWlcal

66-3286-149
CHANGED TO
66-3286-35-1

JOHN EDGAR HOOVER
DIRECTOR

CC-287

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Harbo
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

QT:hmg

January 24, 1945

1-25-45

MEMORANDUM FOR MR. TRACY

I would again like to recommend that the policy of the Identification Division with reference to destroying paper material be changed.

I would like to call your attention to the fact that approximately seven employees in the Identification Division are engaged in tearing up criminal records and other items which have been prepared in connection with searches of the Identification Division files. I feel very definitely that this is a distinct waste of time and does not justify the expenditure necessary.

I recommend that if the Bureau feels that this material which is extremely large in volume should be torn up before it is discarded, rather than have the material destroyed in the Identification Division, it be bundled up and turned over to the Supply Section of the Chief Clerk's Office for disposition.

Respectfully,

Quinn Tamm

66-3286-150

16 FEB 3 1945

RECORDED & INDEXED 106

EX-9

1-26-45

50

DATE 7-27-82

FOR VICTORY
BUY UNITED STATES DEFENSE BONDS AND STAMPS

13
78 FEB 23 1945

JOHN EDGAR HOOVER
DIRECTOR

CC-287

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy ✓
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

SJT:js

January 26, 1945

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Rosen, McGuire, Long and Tracy, considered a suggestion by Mr. Quinn Tamm that the policy of the Identification Division destroying extra copies of criminal records prepared for statistical and other purposes and other paper items which have been prepared in connection with searches of the Identification Division Files not be considered confidential material to be torn up prior to being placed with the waste paper.

The Conference was advised that it takes the full time of several employees just to tear this material in accordance with prior Bureau instructions and it is felt, as a security measure, this is no longer necessary or justified in view of the expense involved.

The Conference unanimously concurred in the recommendation that all waste paper from the Identification Division be disposed of as non-confidential material. This means it will be gathered up and hauled away as any ordinary waste paper is.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EWL cal

FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

RECORDED & INDEXED 66-3286-151 16 FEB 31 1945 EX-9

55 FEB 14 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:CFC
66-3286 cc: 66-818

TO : MR. NICHOLS

DATE: November 8, 1944

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Mr. diGirolamo from the Department File Room called today, in company with Mr. Gerald J. Davis and a Mr. Lenton of the National Archives, primarily to discuss the matter of the destruction of some old WSTA cases from the years 1912 to 1919 and, also, the destruction of reports and correspondence dated during 1919 and 1920 and dealing with violations of the Lever Act, which is concerned with profiteering at the time of the first World War.

You will recall that we have formally requested authorization from the Administrative Assistant to the Attorney General, Mr. John Q. Cannon, for the destruction of these records, basing our request on the fact that they have no current or future value.

During our conversation today, Mr. Davis indicated that the National Archives is considerably interested in both of these types of records from an historical aspect, and Mr. Davis talked considerably of the interest the WSTA records would have as reflecting the early history of the WSTA. He also mentioned that unidentified officials of the Government had recently requested information from the National Archvies as to any data they might have concerning conferences carried on during 1919 and 1920 between representatives of large commercial firms and Fair Price Commissioner Howard Figg, of the Department of Justice, who was in charge, at that time, of investigations of the Lever Act. Mr. Davis suggested the possibility that our files dealing with this Act may contain considerable information along the line above set out.

Mr. Davis stated that due to the potential interest of these records, he would like to suggest that the Bureaus request that these records be placed on the disposal schedule be withdrawn and, instead, that they be turned over to the National Archives by accession in accordance with the regulations of Public Law #115, 78th Congress, which deals with these matters. Mr. Davis stated that in such event, the National Archives would handle the moving of these records to their physical custody and would return the file cabinets, in which they are presently contained, to us, immediately, after their transfer. He stated that, thereafter, they would be maintained in the custody of the National Archives for a certain length of time during which they would not be available for review by outside parties except with the specific approval of the Federal Bureau of Investigation.

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Without raising any obvious issue with Mr. Davis, I suggested to him that the Bureau, of course, in the event approval were granted for the destruction of these records, would not go ahead with the execution

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of this permission without a thorough review of the records, themselves, with the idea in mind of maintaining any parts of the records which would have residual value from an historic point of view, or otherwise.

As background to this discussion, it is to be noted that a Mr. Allen, of the National Archives, visited the Bureau, by arrangement, on October 23, 1944, for the purpose of briefly checking over some of our old WSTA records. During the visit, Mr. Allen suggested the possibility that some of these files may be of considerable interest to individuals in academic life who would be, from time to time, conducting research into matters pertaining to these records.

After concluding our conversation today, Mr. Davis and Mr. Lenton were taken to the eighth floor where they briefly reviewed some of the Lever Act correspondence in company with Mr. Seyfarth. Mr. Seyfarth has informed me that Mr. Davis and Mr. Lenton again referred to the fact that some of the material would be of value, for research purposes, to college professors and research academicians.

While the interest of the Archives officials may be perfectly legitimate, I gained the impression, during the discussion with Mr. Davis, that he was more than casually interested in these specific records, and while he was careful to point out that if they were transferred to the custody of the Archives, that no outsiders would be allowed to review them without the specific approval of the Bureau, it is to be noted that we would be dependent on another agency, in this regard, and would not have complete control.

Mr. diGirolamo informed me during the conference that he had attended, recently, at Philadelphia, a meeting of various officials of the Department of Justice, which he referred to as the Records Administration, at which time a program of disposition of superfluous records was discussed. He stated that there is presently in preparation, under the Attorney General's signature, a departmental order defining the procedures and regulations to be followed by all offices of the Department of Justice in disposing of superfluous records. He stated that as soon as this order is issued, the Department will address a memorandum to the Director requesting that a meeting be arranged between the Records Administration of the Department of Justice, which is under the direction of Mr. Cannon, and Bureau Officials to plan the superfluous records disposition program as it may affect our records.

RECOMMENDATIONS:

(1) It is recommended that the Bureau not agree to the suggestion of the National Archives that our records be turned over to them by accession in accordance with Public Law #115. This should not be done because:

(a) while these files already recommended for disposal or to be recommended in the future, may be of no positive value, they will contain considerable information of a highly confidential nature. For instance, in our old WSTA records there is, undoubtedly, considerable information of a very personal nature and potentially derogatory to the character of persons still living. In many of these cases it is probably true that no legal process was ever issued on the basis of the investigation. If such material should, perchance, become, even

in part, public property, we would BE in an embarrassing position without even the defense of an indictment or authorized complaint.

(2) Inasmuch as the program of destruction of superfluous records will probably continue since it is being fostered by the Budget Bureau, and inasmuch as we will desire, probably, to recommend the destruction of a great deal of obsolete or superfluous records in the subsequent years, and inasmuch as the National Archives is evidently anxious to thoroughly review and retain portions of all material recommended for disposal; it is believed that we may wish to clarify this whole situation by recommending to the Department that none of our records be transferred to the custody of any other agency and that portions thereof pertinent for retention because of historic or archive value remain in our custody. If we do not have this point clarified now, we may find ourselves, later, in a somewhat anomolous position by recommending on the one hand destruction of material because of its superfluous nature, and on the other, of objecting to its destruction when some mechanism for transferring it to the National Archives has been perfected.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

LBN:FBM

TO : THE DIRECTOR

DATE: November 17, 1944

FROM : EXECUTIVE CONFERENCE

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference consisting of Messrs. Tolson, Ladd, Coffey, Hendon, Acers, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin and Nichols considered the request of Mr. Gerald J. Davis, Mr. Lenton and Mr. Allen from the National Archives, which request was orally communicated to Mr. Cartwright by Mr. Davis, that we withdraw our request for destruction of certain files and turn them over to the National Archives.

By way of background, the Bureau recently directed a communication to John Q. Cannon requesting authority for the destruction of the following files: (1) Reports and correspondence received during 1919 and 1920 dealing with violations of the Lever Act, which is concerned with profiteering during World War I. These reports are unindexed. They are not used. They take up needed space. (2) The reports, correspondence and records covering the handling of the White Slave Traffic Act cases from 1912 to 1919. These reports are unindexed and are obsolete.

Mr. Davis pointed out that the White Slave Traffic Act reports would be of interest to historians, sociologists, etc. reflecting the early history of the White Slave Traffic Act, and that for that reason the records should be turned over to the National Archives. Secondly, he pointed out that the records dealing with profiteering in World War I were of an historical nature today in that recently they had received requests from unnamed government officials for information regarding conferences carried on by the representatives of large commercial firms and the Department of Justice in 1919 and 1920, that he thought possibly our files dealing with this act might contain considerable information which would be of value.

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Mr. Davis pointed out that in the event these records were transferred to the Archives that they would be placed in Archives files and our cabinets returned to us, that for a certain length of time after they were taken into the custody of National Archives they would not be available for review by outside persons except on specific approval of the FBI.

Cartwright recently was informed by Mr. DiGiralamo that there had been a conference in Philadelphia attended by various officials of the Department of Justice, at which time a program of disposition of superfluous records was discussed, that there is presently in preparation over the Attorney General's signature a Departmental order defining the procedures and regulations to be followed by all departments of the Department of Justice in disposing of superfluous records.

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DATE 9/17/92

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Memorandum for the Director

The Conference was unanimous in approving the following recommendation:

(1) That the Bureau not agree to the suggestion of the National Archives that our records be turned over to them by accession in accordance with the law because considerable information of a highly confidential nature is contained in the records. For example, in the old White Slave records undoubtedly there is considerable information of a personal nature which might potentially be derogatory to the characters of persons still living, and undoubtedly in many of the instances legal process was never issued on the basis of the investigation. Furthermore, the Bureau is in a position whereby it would be violating a trust in that it would be a party to making available to the public information given to us confidentially. In addition, this is the first time this matter has ever come up, and it would be setting a precedent. Mr. Cartwright, who talked to the Archives people, gained the definite impression that they are definitely anxious to review all information recommended for disposal.

(2) The Conference was also unanimous in recommending that none of our records be transferred to the custody of any other agency and that portions thereof which might be of historical value remain in our custody. Accordingly, it is suggested that we take steps to withdraw the request for authority to destroy this material and ask for the return of our original memorandum.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

This two have been cancelled & requests withdrawn by letters dated 1/31/1950

cc - Mr. Tolson
Mr. Clegg

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

HHC:WKB

TO : MESSRS. NICHOLS AND GLAVIN DATE: DECEMBER 15, 1944

FROM : H. H. CLEGG

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

In the New York Office there are a large number of old files, ten years old and older, which were transferred to the New York Office with the closing of other offices previously existing and subsequently closed in the New England States and in New York State. The release of storage space and the release of a large number of file cabinets greatly needed are involved and are awaiting authorization for the destruction of these files.

The inspection report recently made on the basis of the inspection of the Chicago Office indicates that if a similar type of old files can be destroyed there, it will be unnecessary to acquire additional floor space which has been previously authorized.

I am calling these matters to your attention since I understand that these matters are presently being discussed with Department of Justice and Archives officials with a view to getting authority to dispose of these types of files and the urgency of the situation is as you can see indicated by the above information.

HHC.

Authority for destruction

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

MWA:JD

TO : MR. CLEGG

DATE: January 11, 1945

FROM : M. W. ACERS

SUBJECT:

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The problem of disposal of old investigative files has arisen in connection with the Inspector's recommendations in the New York, Chicago, Los Angeles and other offices. The Los Angeles office has in its possession old Phoenix files; the Chicago office has in its possession some old Milwaukee and Grand Rapids files; and the New York office has old files from New England offices which have been closed.

The principal question involved is what legal authority, if any, is necessary for the destruction of these files. Historically, the Director instructed Mr. Nathan by memorandum of May 14, 1941, to look into the matter of disposing of old files and thereafter, as office inspections were made, the Inspector would go into the individual problem presented in each office. Apparently, old files, ten years or more old, were forwarded to the Bureau for review and disposition. Upon receipt at the Bureau, these files were spot-checked by Mr. Seyfarth to determine that the Bureau file was complete. This being done, the file was subsequently destroyed. At this time the destruction of old papers was covered by Title 15, United States Code Annotated, Section 112, which provided in substance that before any files or papers which are not needed or useful in the transaction of current business or have no permanent value or historical interest may be destroyed or disposed of, the head of the department concerned shall submit to Congress a report accompanied by a list of such papers. Upon receipt of this report by Congress, two Senators and two Representatives, acting as a committee, examine the report and submit a recommendation to the Congress.

Today the destruction of such documents is covered by Public Law 115, passed by the 78th Congress and approved July 7, 1943. Briefly, this Act states that documentary materials made or received by any agency of the United States Government and preserved or appropriate for preservation by that agency shall be destroyed in accordance with the procedure set forth below. It is important to note the following language:

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"Extra copies of documents preserved only for convenience of reference... are not included within the definition of the word "records" as used in the Act."

The procedure required by Public Law 115 is: (1) submission to the Department schedules and sample documents proposed for disposal; (2) submission by the Department to the Archivist of the United States; and (3) submission to Congress by the Archivist at such times as he shall deem expedient the lists or schedules submitted to him in accordance with the Act. The law specifically provides that the Archivist shall not submit to Congress lists or schedules of records of any existing agency in the government in his legal custody without first having obtained the written consent of the head of such agency.

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MEMORANDUM FOR MR. CLEGG

When the Archivist submits the list or schedule to Congress, the documents are considered by two Senators appointed by the presiding officer of the Senate to serve with members of the committee on the disposition of executive papers of the House of Representatives. The decision of this committee is presented by resolution and thereafter the Archivist is furnished the necessary authorization to dispose of the records if this be the finding of the committee.

Section 8 of the law appears important in that it provides, "Whenever it shall appear to the Archivist that any agency has in its custody or is accumulating records of the same form or character as any records of the same agency previously authorized by Congress to be disposed of, he may empower the head of such agency to dispose of such records after they have been in existence a specified period of time, in accordance with regulations, without listing or scheduling them."

It appears, therefore, that if authority can be granted for the destruction of old field office files of a certain age, submission to the Department and to the Archivist might suffice as authority in disposing of files of a similar type in various field offices.

In summary, were there only copies of communications which are available in the Bureau's files, it appears that these copies could be disposed of without any authorization from any source. However, there are in these field files original correspondence received from members of the public. There are also original letters transmitted by the Bureau to the field office. In addition, there are in some files photographs, signed statements and other material which would apparently require authorization before destruction. These problems apparently have not been passed on ~~at~~ to the present time insofar as the Bureau is concerned. There is no reference to such matters in the Bureau's files and individual employees who have handled the destruction of records in the past do not recall this problem having been raised.

Mr. Nichols has advised me that he telephonically instructed the New York office yesterday, January 10, 1945, to send samples of the files proposed for destruction to the Bureau for examination.

RECOMMENDATION: It is recommended upon receipt of these files that an informal discussion be arranged with the Bureau's contact at the Archives to determine whether a similar problem has arisen. It may be that some ruling handed down subsequent to the Act which was approved July 7, 1943, may permit the destruction of this material without preparing complicated schedules and submitting sample material.

There is attached original reference material on which instant memorandum is based.

Attachment
returned by Mr. Seyforth 1/24/45 JF

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:MET

TO : MR. NICHOLS

DATE: January 29, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL IN BUREAU RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

As you know on January 22 a meeting was held in your office attended by, you, Mr. DiGirolamo of the Department of Justice, Mr. Gerald Davis of the National Archives, Mr. Seyfarth and myself. Subject matter of this meeting was to discuss and clarify the general program promulgated by the National Archives Counsel in connection with Public Law 115 of the 78th Congress governing the destruction of government records.

The National Archives Counsel is presently maintaining a great deal of contact with all government departments in an effort to accelerate the development of (1) complete inventories by each department of all records therein. (2) A comprehensive disposal schedule by each department containing recommendations as to the retention either permanently or for a period of years or the immediate disposal of each item.

Presumably it is the National Archives Counsel's sole purpose to act as the central clearing house for all government agencies in this disposal program and by virtue of this to achieve perfect coordination and correlation in the program.

PUBLIC LAW 115-78th CONGRESS

Public Law 115, which is the impowering legislation for the program promulgated by the National Archives Counsel, defines "records" as "all books, papers, maps, photographs or other documentary materials made or received by any agency of the U.S. Government. . ." Among exceptions to the definition of "records" the law lists "extra copies of documents preserved only for the convenience of reference."

With regard to the matters quoted above from the act, for the Bureau's substantial purpose a "record" will consist of any file maintained at the Seat of Government or in the field. There is no distinction as far as the word "records" is concerned between the original report of an Agent filed here at the Seat of Government and the copy of the same report filed in the Field Office file. Duplicate copies in the same files are likewise records and for all of such material authority must be obtained for destruction through National Archives Counsel procedures. The exception quoted above in which "extra Copies" are mentioned refers to our tickler files maintained for the personal convenience of individual supervisors and officials.

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Section 2 of Public Law 115 states "the National Archives Counsel shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government".

* * *

By reason of the above it will be seen that it is necessary for the Bureau to comply with the program of the National Archives Counsel. There are several potential pitfalls which I believe we must guard against in following the program. First, as has happened in connection with the obsolete WSTA material, the National Archives Counsel in appraising records, recommended for disposal by us, can approve or disapprove destruction. Alternatively, it can suggest that the material under appraisal be turned over to the National Archives Counsel under the "Accession Schedule", a procedure separate from the "disposal schedule". Accession, of course, relieves the agency of the problem of maintaining the records further. In most cases the National Archives Counsel would suggest accession on the basis of historical value. You will recall that the Archives desire to take over the old WSTA material on such basis.

In this connection the Executives Conference memorandum dated December 16, 1944, attached recommended that none of our records be transferred to the custody of any other agency and that portions thereof which might be of historical value remain in our custody.

It is being pointed out for the record that during the conversation with Mr. Davis the Bureau policy as expressed in the Executive Conference memorandum was emphatically brought to his attention by you.

STATUS OF MATERIAL PREVIOUSLY REFERRED FOR DISPOSAL TO THE NATIONAL ARCHIVES COUNSEL

WSTA RECORDS, 1912 to 1919.

Under date of August 9, 1944 a disposal list was forwarded to the Archives Counsel by Mr. Cannon of the Department of Justice, requesting that the above captioned material be approved for disposal. Thereafter, Mr. Davis and a Mr. Allen of the Archives came to the Bureau and surveyed these reports after which they informally stated that the National Archives would like to take over this material by accession, feeling that they had considerable historical value. In line with the Bureau policy as above stated we have requested that this disposal list be withdrawn and through Mr. DiGirolamo, of the Department of Justice, a formal memorandum was directed to the National Archives on January 25 to that effect. No further action in this connection is necessary. The National Archives will cancel this disposal list and will return samples of the material used by them in their appraisal to the Bureau.

LEVER ACT: Reports and correspondence, 1919 and 1920, dealing with violation of the Lever Act.

A request for disposal of this material was referred to the Department of Justice on October 31, 1944. No formal request has gone to the National Archives from the Department but Archives representatives have informally surveyed the files here. They feel that this data likewise has historic and research value and would like to take it by accession for retention in the Archives files. Mr. Davis during our conference was informed by you that we would not agree to this transfer. Mr. DiGirolamo has returned our memorandum of October 31 mentioned above and no further action in this connection is necessary.

DAILY REPORT BOOKS, 1908 and 1909, under date of September 27, 1944.

A memorandum was directed to the Department of Justice requesting authority to destroy old daily report books of Special Agents for the years 1908 and 1909. This memorandum was sent to the Assistant Attorney General Mc Granery instead of to Mr. Cannon. It was misdirected in the Department to Judge Holtzoff and no action had been taken on it as of January 24. Through Mr. DiGirolamo this data has been located and a disposal request has been referred to the National Archives in connection with the material.

UNIFORM CRIME REPORTS - RETURN A

By memorandum dated November 7, 1944 authority was requested for the disposal by destruction of all Return A-Uniform Crime Reports over 3 years old. This request has been granted through National Archives and favorably acted upon and the memorandum has been received back giving formal authority for the destruction.

No other material has been referred to the Department or the National Archives for disposal at this point.

QUESTION OF DESTRUCTION OF FIELD FILES OVER 10 YEARS OLD.

Under date of December 15, 1944, Mr. Clegg by memorandum to you and Mr. Glavin raised the question of the possible disposal of old Field Office files. He pointed out that in the New York office there are a large number of files 10 years old and older which were transferred there when other offices previously existing in New England had been closed. A similiar situation, Mr. Clegg stated, existed in Chicago. It is believed that the Los Angeles office also maintains some such files as do possibly other Field Divisions.

At your request 20 samples of such files have been forwarded to the Bureau by the New York and Chicago Field Divisions. During the conference with Mr. Davis these samples were displayed to him and after examination he stated that it was his informal opinion that authority for their destruction could be rather easily obtained from the National Archives Counsel. It was pointed out to Mr. Davis that while the originals of all reports contained in these files were on record at

the Seat of Government, the Field files do contain original correspondence from U. S. Attorneys and Marshalls, and other officials and outside individuals of which material Bureau files did not contain copies. Mr. Davis informally advised that such original records could be cleared for disposal through the National Archives Counsel by submitting such records as part of the Comprehensive Disposal Schedule governing all records of the Bureau to be submitted later or by submitting a separate disposal list immediately requesting approval as to these records only. Accordingly unless you desire otherwise, a separate disposal list will be submitted with samples governing the New York, Chicago and Los Angeles files in question.

BUREAU'S RESPONSIBILITY IN THE GENERAL DISPOSAL PROGRAM.

Under the law and under the promulgations in connection with it, it will be necessary for the Bureau to make a complete inventory of all its records at the Seat of Government and in the Field. After such inventory has been completed it will be necessary to make a detailed survey and appraisal of the records and thereafter to submit to the National Archives Counsel through the Administrative Assistant to the Attorney General, John Q. Cannon, a comprehensive disposal schedule known as National Archives Form 108 (copy attached) listing the items on which authority is requested for disposal either immediately or after a certain period of years.

I have gone into this matter at some length with Mr. DiGirolamo of the Department of Justice, and I find that it is not so difficult as it may seem at first glance. For instance, it will be possible to list as one item, described in a rather brief paragraph, all the investigative case files at the Seat of Government and, potentially at least, to make recommendations for their destruction after the lapse of, say 20 years. At the end of 20 years, granting that approval had been received for destruction, the Bureau could then destroy the material or not as it desired. Authority, as granted originally applying to the old record described, would never need to be obtained again, unless, of course, a new law had superseded Public Law 115.

Similiar Field Office Investigative Case files could be grouped on a nation wide basis as one item and would not require separate listing for each Field Division.

RECOMMENDATIONS:

1. It is recommended that appropriate instructions be issued to the Field to submit to the Bureau immediately a complete inventory listing of the records maintained by each office, the cubic footage displacement of such records and an estimate as to the annual rate of increase of such records. Specific instructions in this regard will have to be drawn up so as to obtain a clear and detailed report from each office.

2. It is recommended that on receipt of such inventory from the Field a complete inventory be drawn up of all Bureau records.

3. It is recommended that on completion of action on recommendations 1 and 2 that a comprehensive disposal schedule be submitted to the National Archives Counsel with appropriate recommendations as to the destruction or retention of Bureau records.

4. It is recommended that immediately a disposal list be prepared for the Field files discussed in Mr. Clegg's memorandum above mentioned so as to relieve congestion and space problems in the Chicago, New York and Los Angeles Field Divisions. The list in preparation if approved by the National Archives Counsel will give authority for disposal of files in other Field Divisions in the same category which may come to the Bureau's attention later.

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

EHB:BJB

TO : Mr. Tracy

DATE: March 5, 1945

FROM : E. H. Buckley

SUBJECT: DESTROYING OLD RECORDING SECTION MANUALS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

It is requested that permission be granted to destroy 297 Recording Section Manuals dated October 15, 1943 inasmuch as this manual has been revised as of January 15, 1945.

ADDENDUM: 3/8/45 (BJB)
The above were destroyed March 8, 1945. (EHB)

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DATE 7-27-82 BY SP4 ELW/cal

66-3286-167

CHANGED TO

66-3286-55-2

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

KRM:MIP

TO : MR. D. M. LADD

DATE: February 22, 1945

FROM : K. R. MCINTIRE

SUBJECT: DISPOSITION OF SURPLUS COPIES OF PAMPHLETS AND PUBLICATIONS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Marginal Notations on publications

In the light of the data set out in the attached memorandum of Mr. Cartwright to Mr. Nichols dated February 21, 1945, it is believed that the recommendation set out should be followed. I should like to suggest, however, that arrangements be made through the Chief Clerk's Office to have made a rubber stamp bearing the following inscription:

> "For evidentiary purposes. This publication must not be marked in any manner except where file numbers are necessary."

As the extra copies of pamphlets and publications are being culled over in order to obtain four satisfactory copies, it is recommended that that copy which has not been marked by pencil or ink or marginal notations be stamped with the above-mentioned inscription. The publication so stamped can then be filed, together with the three other copies of the identical material, no separate file being maintained for the one which has been stamped.

The purpose in making this recommendation is in the light of possible future prosecution of the Communist Party or members thereof. Such a prosecution will, of course, be based largely upon ideological grounds, wherefore it will be necessary to introduce official publications of the Party. Pamphlets and material of this kind which have been marked are not regarded as admissible in evidence, because the marks unduly direct the attention of the jury to material contained therein and the courts have held that this is prejudicial to the interests of the defendant. Consequently, it is believed that the Bureau should maintain at all times at least one unmarked copy.

If this procedure is followed the file clerks handling this material in the future should be instructed that when sending out pamphlets at the request of a Supervisor for study purposes, that pamphlet which is stamped with the above-mentioned inscription will be retained in the Files Section at all times and not, therefore, likely to be marked.

Attachment

ENCLOSURE

100-3281-1671

RECORDED & INDEXED

32 MAR 3 1945

Stamp prepared, 3/2/45

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

BY SP4 EW/Cal

STANDARD FORM NO 64

Office Memorandum • UNITED STATES GOVERNMENT

FWW:MJR

TO : MR. NICHOLS

FROM : R. F. CARTWRIGHT

DATE: February 21, 1945

SUBJECT: DISPOSITION OF SURPLUS COPIES OF PAMPHLETS AND PUBLICATIONS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW

Reference is made to the attached memorandum recommending that surplus copies of the publication "The Communist" be destroyed. It will be noted from a cursory examination of this memorandum, particularly on page two, that an extremely large number of the publications are presently being retained in the Publication Files of the Records Section. A large number of the pamphlets listed in the attached memorandum have just recently been received from Mr. McIntire and have not been filed, awaiting a decision as to the retention of the minimum number of copies necessary. It is urgently requested that consideration be given to disposing of all unnecessary copies.

Miss Rita Molseed, a Records Section employee assigned to the maintenance of the Publication Files, has suggested that the same principle of destroying extra copies, as set out in the attached memorandum, be applied to all material maintained in those files. It has been the practice in the Publication Files to keep all copies of periodicals routed to that section, regardless of the number of duplicates already in file or being submitted for filing. As you know, the publications filed, for the most part, consist of subversive pamphlets secured by Mr. McIntire. It is a known fact that we have many extra copies of various pamphlets throughout Publication Files. We have also received a large group of pamphlets recently from Mr. McIntire which are being prepared for filing. In this group there are also many duplicate copies.

If at all possible, it is suggested that some arrangement be set up whereby only the minimum number of duplicate copies be retained on any given publication or pamphlet. The arbitrary number of four has been suggested. Of course, there will be exceptions to this rule, but as a general policy it could be adopted with the resulting saving in space and equipment in the Records Section.

RECOMMENDATION: (1) That all pamphlets presently being received for filing in Publication Files be carefully checked for duplicate copies, and unless specific exceptions are made, all over four be destroyed. (This survey will cover the large number of pamphlets just recently received from Mr. McIntire's Office and an additional group which is expected momentarily from the same office.)

(2) As time and personnel permit, the Publication Files be reviewed for the elimination of all unnecessary and duplicate copies. The number retained should be reduced to a minimum and, as previously indicated, the arbitrary figure four has been suggested.

ENCLOSURE

1-ENCL

Attachment #1 handed to Mr. Nichols 3/3/45

Plan approved 3/1/45

Memo R.R.C/c Rafferty 2/28/45 (Coffey's clerk)

RECORDED & INDEXED

166-32-96-162

IF- 1 1

32 MAR 3 1945

STANDARD FORM NO. 64

RM:JEJ **Office Memorandum** • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : R. F. CARTWRIGHT

DATE: February 19, 1945

SUBJECT: "THE COMMUNIST"
Publication Periodical File

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cal

This file is made up of copies of "The Communist", a periodical which is published monthly by the Communist Party of the U.S.A.

Following is a list of copies retained in the Publication File for the years extending from 1924 to 1945:

1924

Month	No. of Copies
Nov.	3
Dec.	2

1925

Month	No. of Copies
Jan.	2
Feb.	2
March	2
Apr.	3
May	3
June	2
July	1
Aug.	2
Sept.	2
Oct.	2
Nov.	2
Dec.	2

1926

Month	No. of Copies
Jan.	2
Feb.	3
March	3
Apr.	2
May	2
June	3
July	3
Aug.	3
Sept.	3
Oct.	2
Nov.	2
Dec.	2

1927

Month	No. of Copies
Jan.	1
Feb.	1
March	2
Apr.	6
May	5
June	5
July-Aug.	6
Sept.-Oct.	3
Nov.	4

1928

Month	No. of Copies
Jan.	4
Feb.	3
March	3
Apr.	4
May	3
June	3
July	4
Aug.	4
Sept.	3
Oct.	2
Nov.	3
Dec.	3

1929

Month	No. of Copies
Jan.-Feb.	3
March	2
Apr.	2
May	2
June	2
July	3
Aug.	2
Sept.	2
Nov.	2
Dec.	3

1930

Month	No. of Copies
Jan.	2
Feb.	3
March	2
Apr.	2
May	2
June	4
July	4
Aug.	2
Sept.	2
Oct.	4
Nov.-Dec.	4

1931

Month	No. of Copies
Jan.	8
Feb.	1
March	2
Apr.	3
May	4
June	3
July	3
Aug.	5
Oct.	3
Nov.	3
Dec.	6

1932

Month	No. of Copies
Jan.	6
Feb.	3
March	7
Apr.	3
May	9
June	7
July	10
Aug.	8
Sept.	6

RECORDED 100-3286-167

32 MAR 3 1945

Month	No. of Copies
Oct.	8
Nov.	6
Dec.	4
1933	
Jan.	7
Feb.	5
March	8
Apr.	5
May	11
June	8
July	8
Aug.	7
Sept.	6
Oct.	7
Nov.	10
Dec.	6
1934	
Jan.	6
Feb.	10
March	8
Apr.	10
May	8
June	8
July	5
Aug.	7
Sept.	7
Oct.	16
Nov.	10
Dec.	5
1935	
Jan.	4
Feb.	4
March	7
Apr.	6
May	13
June	9
July	10
Aug.	9
Sept.	8
Oct.	6
Nov.	4
Dec.	14
1936	
Jan.	17
Feb.	23
March	58
Apr.	71
May	12
June	21

Month	No. of Copies
July	91
Aug.	21
Sept.	51
Oct.	70
Nov.	57
Dec.	22
1937	
Jan.	29
Feb.	18
March	19
Apr.	15
May	20
June	15
July	18
Aug.	16
Sept.	15
Oct.	19
Nov.	22
Dec.	19
1938	
Jan.	16
Feb.	15
March	45
Apr.	18
May	16
June	19
July	29
Aug.	37
Sept.	27
Oct.	39
Nov.	35
Dec.	27
1939	
Jan.	22
Feb.	40
March	22
Apr.	40
May	37
June	52
July	28
Aug.	33
Sept.	33
Oct.	17
Nov.	57
Dec.	22
1940	
Jan.	7
Feb.	10
March	11

Month	No. of Copies
Apr.	14
May	10
June	23
July	26
Aug.	14
Sept.	20
Oct.	14
Nov.	30
Dec.	10
1941	
Jan.	10
Feb.	15
March	11
Apr.	22
May	19
June	35
July	11
Aug.	20
Sept.	13
Oct.	16
Nov.	66
Dec.	49
1942	
Jan.	34
March	68
Apr.	78
May	50
June	54
July	87
Aug.	69
Sept.	54
Oct.	27
Nov.	76
Dec.	47
1943	
Jan.	54
Feb.	18
March	5
Apr.	31
May	10
June	22
July	28
Aug.	17
Sept.	23
Oct.	23
Nov.	23
Dec.	10
1944	
Jan.	8

Month	No. of Copies	Month	No. of Copies	Month	No. of Copies
Feb.	3	June	3	Oct.	5
March	1	July	2	Nov.	3
Apr.	4	Aug.	4	Dec.	2
May	4	Sept.	3	1945	
				Jan.	1

The number of requests for this pamphlet does not warrant the retaining of such an excessive amount of copies.

RECOMMENDATION:

Inasmuch as this material is occupying too much space in the Records Section, it is requested that the Communist Research Desk of Division Five, under Supervisor K. R. McIntire, express an opinion as to the disposition of it.

It is recommended that only four copies of each issue be retained and the remainder destroyed. In cases where less than four copies exist, it is recommended that all copies be retained.

CC-247

LBN:aml

March 7, 1945

MEMORANDUM FOR MR. CARTWRIGHT

Inasmuch as numerous Communistic publications which are duplicates, have been authorized to be destroyed, it is suggested that prior to destruction these publications be examined by Mr. McIntire, or the appropriate supervisors in Division Five, in order that they might clip for filing purposes any special articles they deem advisable.

Very truly yours,

L. M. Nichols

Noted. Instructions issued 3/10/45

Enclosing memo from Mr. McIntire to Mr. Ladd 3/22/45

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RECORDED & INDEXED 146-3286-1

52 MAR 21 1945

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

Copy 4/20/45 el

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT
RFC:LMC

To : MR. NICHOLS Date: February 26, 1945

From : R. F. CARTWRIGHT

Subject : DESTRUCTION OF OBSOLETE RECORDS

Reference is made to your memorandum to Mr. Tolson dated February 19, 1945 regarding the Interagency Records Conference at the National Archives on February 23, 1945.

At your instructions I attended this conference and I want to inform you that your forecast that it would "probably be a waste of time" was entirely borne out.

The conference lasted from 9:00 A.M. to 11:00 A.M. There were approximately 200 representatives of various Government agencies present and while I did not have an opportunity to meet many of them, I did note that the I.N.S. sent a representative from Philadelphia for this conference. Mr. Di Girolamo of the Department attended also. The conference was given over for the entire two hours to the panel discussion "Evaluation of Records". Those making up the panel were Mr. Robert Ballentine, of the Adjutant General's Office; Miss Elizabeth Drewry, of the National Archives and Mr. Cyril Paquin, of the Foreign Economic Administration. Dr. Philip C. Brooks of National Archives acted as chairman. The net results were three very wordy and generally meaningless papers read by the panel members with incidental comments by Dr. Brooks. The vast majority of the audience slept through the proceedings.

The only information of particular value to the Bureau was the incidental intelligence dropped by Mr. Paquin of the Foreign Economic Administration who stated in the course of his comments that his agency had 49 missions in foreign countries, ranging in size from a very small one in Iceland, to a very large one in Brazil. He stated that the Brazil mission had numbered at one time, 2400 employees of the Foreign Economic Administration. Dr. Paquin, in general terms went into the screening process carried on by the Foreign Economic Administration, explaining that most of the intelligence information was forwarded to other Government agencies which would have pertinent interest in the particular data.

Throughout his talk Paquin manifested the fact that the Foreign Economic Administration was working on a very intimate basis with the National Archives Council in the Records Destruction Program.

The National Council is entering this program with a great deal of enthusiasm. There is another conference scheduled in a few weeks and their officials seem to be anxious to extend every cooperation to the Government agencies and their representatives with the exception of injecting interesting material in the conference. I shall advise you of further developments at future meetings.

ENCLOSURE
FEDERAL BUREAU OF INVESTIGATION
APR 25 1945
U. S. DEPARTMENT OF JUSTICE
SEARCHED
SERIALIZED
INDEXED
FILED
DATED-27-82 BY SP4 EX-16

Copy 4/20/45 el

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

Date: Friday, February 23, 1945 Time 9:00 a.m.

Place: The National Archives Auditorium
8th and Pennsylvania Ave., N.W.

Program: Evaluation of Records -- a panel discussion.

Participants: Mr. Robert Ballentine, Records Division
The Adjutant General's Office

Miss Elizabeth Drewry, The National Archives

Mr. Cyril Paquin, Records Division
Foreign Economic Administration

Presiding: Dr. Philip C. Brooks, The National Archives

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DATE 8/11/83 BY AVC 60290 BCE/DCG/lyn

66-3286-167X1

ENCLOSURE

3-22

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

Date: Friday, March 23, 1945 Time: 9:00 a.m.

Place: The National Archives Auditorium
8th and Pennsylvania NW

Program: Reports from the Round Tables.

Mr. Stuart H. Portner, presiding
The National Archives

Mr. William Muller
Army Air Forces

Mr. James W. Cummings
The National Archives

What suggestions have you for future Round Tables?

NARS, Washington, D.C.
DATE 7-27-82 BY SP4 Ltr/cal

NN-3086-168
ENCLOSURE

Problem of peace
in the U.S.

Fed. of Budget
Intellectual Movement

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:MET

TO : MR. NICHOLS

FROM : R. F. CARTWRIGHT

DATE: March 28, 1945

SUBJECT: DESTRUCTION OF OBSOLETE RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/cal

On Friday, March 23, I attended the Interagency Records Administration Conference at the National Archives auditorium. Mr. Seyfarth accompanied me. The program consisted of a talk by Mr. William Muller of the Army Air Force. Mr. James Cummings of the National Archives was not present as scheduled and the meeting was conducted by Mr. Stewart Portner of the National Archives. The conference lasted from 9:00 a.m. to 11:00 a.m. and consisted of the formal address by Muller during which he decried the imperfect cooperation extended by various Government departments to the program being forwarded by the National Archives Counsel of formulating a complete inventory of all Government records and of evaluating these for retention and disposal.

At the conclusion of his talk, Mr. Portner and Mr. Phillip Brooks of the National Archives, and Mr. Hogan of the Civil Service Commission entered into the spirit of the occasion by contributing their remarks along the same lines. It became apparent that at least one of the objectives of the Records Disposal Program as far as the National Archives was concerned is to promote a larger appropriation. They evidently hope to do this by demonstrating to the Bureau of the Budget the vital need for an extensive and active program for the evaluation and disposal of records and by gaining strong support from the Bureau of the Budget with the expectation of increasing their appropriation.

Mr. Portner brought out during the discussion the fact that the Federal Government in the United States maintains approximately 18 million cubic feet of records in various degrees of order or chaos. He emphasized the fact that with the "old line" departments, the records of which run back into the last century, there is great confusion and lack of standardization; that with the new temporary agencies of the Government there is a relatively better degree of standardization but a great deal of duplication. He presented with some force the idea that it is immediately necessary for some agency of the Government, preferably the National Archives, to conduct a large scale experimental operation to arrive at perfect standardized methods for file systems throughout the Government. Mr. Portner indicated that while it was apparent that the records officers of the various departments were interested in the program as evidenced by the attendance of so many at the meetings that a corresponding enthusiasm had not been reflected on the part of administrative heads of the departments who had been somewhat lethargic in cooperating. The inference was that it was going to take Budget Bureau pressure to forward this program and that through the Budget Bureau the top officials of the departments would be spurred to more intense interest.

RECORDED & INDEXED 66-3286-168

EX-50 APR 3 1945

With reference to Mr. Portner's compliment to the records officers present on their enthusiasm it might be stated that there were only 50 in attendance compared to 100 last month and that as was noted at the previous meeting most of those present slept fitfully throughout the 2 hours.

After the meeting I visited Mr. Gerald Davis in his office at his request. He is in charge of Justice Department Archives and has a staff of 7 or 8 professional assistants. Enroute to his office it was noted that 2 of his professional assistants were indulging in a late breakfast at approximately 11:00 a.m. and were discussing matters of mutual interest over their coffee. Mr. Davis explained something about the work in his jurisdiction and demonstrated the terrible backlog of work which had been accumulating on his desk and tables. During the conversation with him he directly touched on the question of the Archives appropriation pointing out that at the initiation of the war the Archives appropriation had been cut greatly so that they could not maintain an adequate staff to handle their normal work and accordingly were in no position to forward the records retirement and disposal programs. Davis also reflected his dissatisfaction with the Justice Department set up in the program. This dissatisfaction consisted of lack of approval of di Girolamo as Records Administration Officier of the Department. He stated that after much prodding Mr. Cannon of the Department of Justice acquiesced to Davis' suggestions and had set up a Records Administration within the Department of Justice. Davis as Archives representative desired to have what he termed a "professional man" in the job. I gather that the word professional in Archives parlance means Ph.D.

During the conversation with Davis I pointed out to him that the Federal Bureau of Investigation was of course doing everything that should be done in accordance with the Public Law No. 115 governing the records disposal program. I also pointed out that the Federal Bureau of Investigation did not have the same problems to contend with in the matter of formulating inventories and evaluating records as were present in other agencies; that since 1924 we had had a highly standardized and closely supervised records system in the Bureau both at the Seat of Government and in the Field Divisions and that accordingly much of the necessary work attendant to the inventory and disposal program had been actually accomplished in a systematic way over the years in the Bureau and that the progressive point of view of Bureau leadership would continue of course to seek out the most efficient and satisfactory systems.

Another conference is scheduled for April which I will attend.

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DATE 7-27-82 BY SP4EWlcal

66-3286-169
CHANGED TO
66-3286-35-3

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

HHC/bjb

TO : THE DIRECTOR

DATE: March 23, 1945
(Exec. Conf. of 3/19/45)

FROM : EXECUTIVES' CONFERENCE

SUBJECT:

The Executives' Conference, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Ladd, Tamm, Coffey and Clegg, considered the request of the Cincinnati Office that authorization be granted to destroy the memoranda, handbooks, regulations and other literature pertaining to Civilian Defense matters when such material has been accumulated by Civilian Defense instructors and also when it has been distributed by the Bureau for the information of field offices.

There is retained in the files of the Bureau, a few sets of this material for permanent records, and it was unanimously recommended that the field be authorized to destroy this material unless some of the West Coast Offices have found need for it because of requirements existing there, and these offices will be authorized to destroy the material as soon as the need for it has ceased.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Clegg
Mr. Hendon

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RECORDED & INDEXED 66-3286-170

EX-8

1 APR 12 PM

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:CFC

TO : MR. NICHOLS

DATE: March 14, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL IN BUREAU RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Tracy
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4CLW/Cal 66-3286-16/X

Reference is made to my memorandum to you dated January 29, 1945 captioned as above, which sets out the regulations of Public Law #115 of the 78th Congress and discusses the responsibility of the Bureau in connection with the Law. In connection with the recommendations contained in the memorandum of reference which have been approved, there is attached hereto a suggested letter to all special agents in charge directing that an inventory of all field records be submitted to the Bureau by April 15, 1945. To facilitate submission of the inventory information two forms have been drawn, the first to cover all classified records in the field, the second to cover the alphabetical index in each field division.

Included in the letter to all special agents in charge is a brief outline setting out the origin and development of the Bureau's records system and describing in that connection some of the earlier forms of our files, such as MISCELLANEOUS, OLD GERMAN and MEXICAN. This information is being included to clarify the earlier record procedures in the Bureau in case some field offices still maintain these older forms of files. The letter to all special agents in charge also contains general instructions dealing with the execution of the inventory forms.

The field is being directed to submit the original and one copy of the form to the Bureau by April 15, 1945 and to retain a copy in the field division file.

The letter to all special agents in charge instructs that on April 15, 1945, likewise, a descriptive memorandum should be submitted to the Bureau covering any of the earlier individualized forms of files which may be maintained in the field.

When the inventories are received from the field, the original can be filed and the duplicate copy can be utilized here as a work paper for the necessary correlation and recapitulation in connection with the comprehensive inventory of all Bureau records.

RECOMMENDATION:

RECORDED 66-3286-1111

It is recommended that the attached letter to all special agents in charge and the related forms be forwarded to all field divisions. Each field division should receive three copies each of forms 1 and 2. It is suggested that approximately 500 copies of each form be prepared so as to have a sufficient supply available.

JJM:aml-3/22/45 - Approved by Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, McGuire, Morgan and Ladd.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. R. E. Lee

DATE: March 21, 1945

FROM : Mr. Alfred M. Newman

SUBJECT: Old Records

Since the Manual for Clerical Employees has been issued all Manual of Rules and Regulations issued to Clerks have been returned and the Records adjusted. The Numerical Control Cards on the Manual of Rules and Regulations issued to clerks are of no further use for record purposes. In view of this fact it is suggested that these cards be destroyed.

Cards destroyed 4-24-45 [illegible]

RECORDED 66-32186-172
F B I
MAY 21 1945

57 MAY 19 1945

[illegible] 7-27-82 BY SP4 EJW/ca

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. S. J. Tracy

DATE: April 7, 1945
md:mb

FROM : M. Dawson

SUBJECT: TYPING SECTION MANUALS BEING DESTROYED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Gurnea
Mr. Carter
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The following Typing Section manuals are being returned to the Supply Section because they are beyond further use:

#134	#201	#932	#664	#1125	#383
147	102	1156	495	501	514
426	1070	680	606	246	77
542	1165	949	776	675	516
648	512	374	1167	952	649
573	1107	1111	561	131	251
51	667	1096	1091	492	217
1161					

66-3286

APR 1945

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FILE

WRG

56 MAY 16 1945

11/3/45
SAC Letter #34
Series 1945

(E) INVENTORY OF FBI FIELD DIVISION RECORDS -- In connection with Public Law 115-78th Congress, approved July 7, 1943, governing the disposal of unnecessary and obsolete government records, and in accordance with regulations promulgated by the National Archives Council it is necessary at this time to obtain a complete inventory of all records in the Field Divisions of the Bureau. Accordingly, there are being forwarded to you herewith copies of Field Division Inventory Forms to

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DATE 4-28-81 BY 6383 VRT/ark

166-2284-4

APR 9 1945

76 APR 9 1945

be filled out by your office and submitted to the Bureau no later than April 15, 1945.

For your assistance in properly listing the necessary information and to facilitate the reviewing of records in your office, there is being set out below an outline of the background and development of the Bureau's records system from the time of the inception of the system in July of 1908.

ORIGIN AND DEVELOPMENT OF THE FBI RECORDS SYSTEM

The first investigative body within the Department of Justice was formulated on July 26, 1908. This embryonic organization later became the Federal Bureau of Investigation.

The present classification system utilized by the FBI was not initiated until October 17, 1921. In the interval between 1908 and the above date there were developed only three generic classifications.

At the initiation of the Bureau in 1908, the first file opened was given the number 1. And thereafter as each new case was opened it was given the following number in sequence. At this time all files were grouped in the general classification MISCELLANEOUS.

In 1916 in connection with military activities on the Mexican border, it became necessary to initiate a second generic classification. At this time the FBI had utilized in the MISCELLANEOUS classification all numbers up to 231. In other words, 231 files had been opened. In order to facilitate the handling of the reports on Mexican matters, the new classification MEXICAN was initiated and for facility the number 232 (the next file number in the MISCELLANEOUS sequence) was considered as the classification number in the MEXICAN sequence. Today in the Bureau files the word MEXICAN, or the number 232 may be found as signifying the classification for files containing reports dealing with Mexican border matters during the year 1916, et.seq.

In the year 1917 when the United States entered the World War, many files were opened on individuals in subversive matters. To segregate such files, an additional classification was initiated, namely, OLD GERMAN. At this time the Bureau had utilized in the generic MISCELLANEOUS classification 7999 files and sub-numbers. Accordingly, the classification 8000, the next number in sequence, was utilized to designate the OLD GERMAN classification.

Accordingly, from 1908 to October 16, 1921 among the files used during the period we will find three classifications, MISCELLANEOUS, MEXICAN, with its corresponding code classification, 232, and OLD GERMAN or O.G. with corresponding code classification, 8000.

In summary, as of October 17, 1921 when the current classification system was initiated, the Bureau, at the Seat of Government, had the following classifications and numbers of files in each category:

Classification	Classification No.	Sub Files
MISCELLANEOUS		1 to 43,156
MEXICAN	232	1 to 6,049
OLD GERMAN	8000	1 to 391,901

It is believed that throughout the field in the early days of the Bureau, the three classifications described above were not specifically used. It is known that many field offices at that time utilized only the MISCELLANEOUS classification and sequenced all types of cases in numerical order thereafter without the differentiating between MISCELLANEOUS, MEXICAN, O.G. or other types. However, the above descriptive matter is being set out in case the records of any field division may have followed a breakdown similar to those maintained at the Bureau in the early days.

INITIATION OF CLASSIFICATIONS CURRENTLY USED

On October 17, 1921 the present day classification numbers from 5, signifying INCOME TAX through 60, signifying ANTI-TRUST MATTERS, were initiated. Classifications 1 to 4 were not originally utilized as these were types of cases handled in the Department of Justice, but not by the Bureau. The first four classifications were later utilized by the Bureau, as you know, for NPA, NEUTRALITY ACT, OVERTHROW AND DESTRUCTION OF THE GOVEVRNMENT, and FIREARMS ACT. The classifications 5 through 60 corresponded with the classifications utilized in the Department of Justice files. The Bureau classifications from 61, signifying TREASON AND RELATED STATUTES, through 113, signifying FOREIGN MILITARY AND NAVAL MATTERS, were developed after October 17, 1921 as necessity arising from expanding jurisdiction required.

In view of the fact that the Bureau in its early form did not manifest the unity and conformity to standard, typical since 1924, it may be that certain field divisions have individualized files of various types. One such type of file of which we are aware is concerned with activities of the AMERICAN PROTECTIVE LEAGUE during the first World War. At that time the Chicago Field Division was considered the headquarters of the League and the central files were retained there. There were in existence throughout the United States various sub offices of the League operating in very divergent forms. It is believed that some of the files for the sub offices may be retained in the Bureau field divisions. No doubt other types of individualized files are in possession of some of the field divisions.

GENERAL INSTRUCTIONS

FORM #1. Form #1 attached should be filled out in triplicate.

The original and one copy should be submitted to the Bureau and one copy should be retained in the field division.

This form, as you will note, is for utilization in connection with all files in your office maintained under the classifications 1 to 113. Some of the classifications within the sequence are inactive and presently not utilized. If your office has files under these inactive classifications, the appropriate data should be set out in the columns indicated. In the event your office does not have files in certain classifications, in the columns concerned with the classification, an "X" should be inserted.

MISCELLANEOUS FILES. In connection with the earlier classifications, MISCELLANEOUS, MEXICAN and OLD GERMAN, described in the above caption, ORIGIN AND DEVELOPMENT OF THE FBI RECORDS SYSTEM, if you have such records, you should submit to the Bureau also by April 15, 1945, a memorandum containing information descriptive. This memorandum should specifically cover the following points:

1. Description of material in the particular category.
2. Description of condition of the records.
3. Date of the earliest file.
4. Date and number of the latest file.
5. Number of four drawer cabinets housing.
6. Number of five drawer cabinets housing.
7. Are files indexed completely or partially? Explain fully.

In addition to the above specific points, any additional data which may be of value to the Bureau in connection with this MISCELLANEOUS category should be included.

In the event your office contains old records not coming within any of the categories described, a memorandum should be submitted descriptive of each category of record covering the seven points above set out.

FORM #2. Inventory Form #2 applies to the alphabetical index maintained in your office. No further clarification is necessary in this connection.

JOHN EDGAR HOOVER
DIRECTOR

CC-287

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

SJT:js

April 12, 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMORANDUM FOR MR. TOLSON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EWL cal

With reference to the Laboratory project of reviewing files over three years of age and disposing of them by stripping the file and sending the balance of the file to the Administrative Files Section for permanent retention, the Executive Conference discussion on the recommendation of the Inspectors that the project be expedited resulted in the question as to how many employees should be assigned and how long it would take.

Mr. Coffey will be able to assign two additional employees full time and two employees can be sent from the Identification Division making a total of four full-time employees on the project. Under this arrangement, the work can be completed within 45 days.

If you approve, arrangements will be made and instructions issued.

I feel that the assignment of four will be the most efficient way to handle the project. The files section is rather small and a large number could not be as profitably utilized.

Respectfully,

S. J. Tracy

I concur. HHC

Mrs Florence M. Johnson
Miss Mary P. Whatley
Asst from date 4/16/45
for 45 day expense. HB Lucy edmond

RECORDED & INDEXED
66-3286-173
EP 15 1945
MAY 2 1945

FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

MAY 15 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. S. J. TRACY

DATE: May 12, 1945
md:mb

FROM : M. Dawson

SUBJECT: TYPING SECTION MANUALS TO BE DESTROYED

The following Typing Section Manuals are being returned to the Supply Section to be destroyed. They are beyond further use.

#1018	#978	#524	#640
876	424	1013	803
510	673	718	628
145	1126	972	53
622	557	519	360
250	468	627	467
165	462	665	748
783	363		

13

50 MAY 19 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Roser
Mr. Trac
Mr. Mohr
Mr. Carr
Mr. Hende
Mr. Mumfo
Mr. Jones
Mr. Quinn Tamm
Tele. Ro
Mr. Nease
Miss Beahm
Miss Gandy

66-3286

MAY 16 1945

FILE

WRG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

DATE 7-27-82 BY SP4 CLW

Destruction of Bureau Property - gerle

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 26, 1945

FROM : MR. NICHOLS

SUBJECT: DESTRUCTION OF ERROR SLIPS IN READING ROOM

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

In accordance with instructions in memorandum dated May 8, 1945, prepared incident to the recent inspection of the Reading Room, carbon copies of correction slips are currently being destroyed at the expiration of thirty days.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/Cal

RECORDED 66-3286-17

EX-11

5 JUN 12 1945

May 29, 1945

Sac Letter # 45
series 1945

Destruction of Bureau Record

(C) INVENTORY OF FBI FIELD DIVISION RECORDS -- It is desired that you advise the Bureau by June 15, 1945 as to the quantity of Alien Enemy Registration Forms maintained in your Field Division. The information desired is the number of four-drawer and five-drawer file cabinets utilized for these forms. In connection with the inventory figures previously submitted by the Field Divisions, this data was not specifically requested. Some offices included the information in the inventory and ot hers did not. If the information was not included in your inventory see that it is forwarded to the Bureau by the above date. If the information was included in your inventory, it will not be necessary to resubmit it.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

166-3286-
NOT RECORDED
JUN 2 1945

ORIGINAL COPY FILED IN

ATTACHMENT ON ORIGINAL

50 JUN 4 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DFN:TW
LS 66-00

TO : Director, FBI

DATE: June 8, 1945

FROM : SAC, Louisville

SUBJECT: FIELD OFFICE PUBLICATION

Reference is made to SAC Letter No. 46, Series 1945, dated May 22, 1945, Paragraph D. In accordance with instructions contained in this paragraph D, there are listed below the items in the possession of this office, which appear to have served their temporary value and are of no permanent value to this office:

1938 Year Book for the GERMAN AMERICAN BUND
Photostatic Copies of GERMAN AMERICAN BUND Commands
1937 Year Book of the GERMAN AMERICAN BUND
Organization Book of the NSGWP
Outline of Evidence (GERMAN-AMERICAN BUND)
Circular No. 3589 Supplement No. 5 dated 2/24/42
Five copies Regulations Governing Certificates of Identification for Aliens of Enemy Nationalities
Notice to Aliens of Enemy Nationalities (Certificates of Identification)
Presidential Proclamation (Regulations Pertaining to Alien Enemies)
Regulations Controlling Travel of Alien Enemies
Wanted Notices WALTER KAPPE, RHEINHOLD RUDOLF BART, JOSEPH SCHMIDT
Press Release WALTER KAPPE, RHEINHOLD RUDOLF BART, JOSEPH SCHMIDT
Extra Photos WALTER KAPPE, RHEINHOLD RUDOLF BART, JOSEPH SCHMIDT
Director of Airports and Seaplane Bases
Consolidated Address List (CAA)
Regional Aeronautical Maps of CAA
Enemy Sabotage Equipment
Copies of Public Act #575
Master Responsibility List of War Department 6/15/43
Master Responsibility List of War Department 11/1/43
Master Responsibility List of War Department 3/1/44
Master Responsibility List of War Department 7/15/44
Master Responsibility List of War Department 10/20/44
Photostatic Copies of Membership Book of NSDAP
Photostatic Copies of Membership Book of NSDAP (Envelope)
Photostatic Copies of Membership Card of NSDAP
Photostatic Copies of Membership Card of NSDAP (Envelope).

DECLASSIFIED E.O. 12958 7-27-82 BY SP4 FBI/DOJ CAC

Unless advised to the contrary within thirty days, the above items will be destroyed.

RECORDED 66-3266-175
INDEXED
60
EX-30

52 SEP 7

Destruction of Bureau Property

5-22-45
SAC LETTER NO. 46
Series 1945

(D) FIELD OFFICE PUBLICATIONS -- In the past the Bureau has received a number of requests from SAC's concerning the destruction of certain pamphlets contained in the Field Office.

At your convenience it is desired that you make an inventory of the pamphlets in your office which you feel are of no further value and should be destroyed, listing these pamphlets in a letter to the Bureau with the statement that unless advised to the contrary within thirty days the pamphlets listed in this letter will be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

ORIGINAL FILE IN

166-3281-
NOT RECORDED
80 JUN 8 1945

57 JUN 12 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WRG/kmh

TO : MR. NICHOLS

DATE: May 1, 1945

38667

FROM : MR. GLAVIN

SUBJECT: DESTRUCTION OF OLD RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Destruction of Bureau Property-Gen.

With reference to Mr. Cartwright's memorandum to Mr. Nichols concerning the destruction of old Memorandum Vouchers dated from 1909 to 1917 inclusive, this will advise you that the Old Records Committee of the Bureau has discussed the possible destruction of these records with officials of the Accounting Section of the Department, and it has been ascertained that within the Department Memorandum Vouchers through 1935 have already been destroyed, and there appears to be no reason why the Memorandum Vouchers attached to Mr. Cartwright's memorandum should not at this time be destroyed.

It is therefore the recommendation of the Old Records Committee and of the Executive Conference that authority be secured from the Department for the destruction of these records.

5/3/45
Turned over to Dept for auth. to destroy

ok by Dept to destroy
Held for Disposal List
Recds ok to destroy
memo dated June 21, 1945

JUL 6 1945

66-3286

RECORDED
166-3286
29 JUN
MX-68

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MET

TO : MR. NICHOLS

DATE: January 27, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OLD RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

The Records Section has on hand 6 file cabinet drawers filled with Memorandum Vouchers. The Memorandum Vouchers are dated from 1909 to 1917 inclusive. There never has been a request made for the examination of these Memorandum Vouchers and in view of the fact that the necessary action has been taken and these Vouchers are over 25 years old it is believed that same may be destroyed.

For your information attached hereto are 10 samples of these Memorandum Vouchers.

5/3/45 Turned over to Self for O.K. to destroy 6-73

Department has destroyed similar records through 1933 as per clearance with Disbursing Officer's Certificate. Any material by us if future ref. is necessary Rec destruction etc

Conf Cyd

2/5 Serial 176 mic 11-6-

L6-3286

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

66-3286-178, 179
CHANGED TO
66-19087-5X, 6X

SEP 26 1967 364
Jw / RE

4-528

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

66-3286-180, 181

CHANGED TO

66-19087-6, 5

MAY 9 1961

mt/mb

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WWB:ger

TO : MR. CLEGG

DATE: May 22, 1945

FROM : W. W. BURKE

SUBJECT: DESTRUCTION OF CONFIDENTIAL MATERIAL
"INSTRUCTION FOR INSTALLATION OF TELEPHONE TAPS"

In accordance with the suggestion of Mr. Morgan, which suggestion was approved by you, I am this date destroying the mimographed material entitled "Instruction for the Installation of Telephone Taps" #258.

AUG 7 1945

AUG 9 1945

DATE 7-27-82 BY SP4 EW

Cal FILE

WRG

PEB

140

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:CFC

TO : MR. NICHOLS

DATE: May 16, 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL IN BUREAU RECORDS
Inventory of Field Division Records

Destruction of Surplus Property

Reference is made to my memorandum to you dated January 29, 1945 on the basis of which instructions were issued to the Field Divisions by SAC Letter 34, dated April 3, 1945, to submit an inventory of all records maintained.

The complete inventory figures have been made available and totaled. The following figures are reflected:

Total Classified Files 4-1-45	Total Classified Files 1-1-24	Total Classified Files 1-1-40	Total Four Drawer Cabinets	Total Five Drawer Cabinets	Total Index Cards	Total Index Card Drawers
2,560,568	6,805	593,495	5,991	740	24,846,459	13,191

Field Files Maintained Prior to present Classification System

In addition to the files maintained in the field under the classification system currently used there is a good deal of material dating from the years prior to 1921 when the Bureau's records were not carefully maintained. In addition to the casual manner in which these old files were initiated and kept in the early years, they have probably suffered in the interval between by being poorly maintained. Much of these old records have been kept in packing cases and various forms of receptacles other than file cabinets. In addition to their originally poor order they have become more confused in the years between and many of them are, according to descriptive matter received from the field, in such disarray as to be useless from that standpoint alone if they are not obsolete inherently.

According to the inventory figures received there is presently a total of 240 file cabinets of such old material presently maintained in the field, over half of which material is in the Chicago and New York Field Divisions.

Files Transferred From Closed Field Divisions

Under date of December 15, 1944 Mr. Clegg by memorandum to you and to Mr. Glavin raised the question of disposal of old field office files. In this connection he pointed out that the New York and Chicago Field Divisions were maintaining files ten years old and older which had been transferred to those offices from closed offices within the present territories assigned to New York and Chicago.

RECORDED & INDEXED JUL 31 1945

70 JUL 31 1945

COPIES DESTROYED
20 5 JAN 22 1965

EX-130

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EW Cal

The information developed by the field inventories reflect as follows in connection with these files:

Office Presently Maintained	Office Transferred From	Total File Cabinets	Description of Files
Chicago	Milwaukee	6	The earliest date of these files is May 1, 1917 and the latest is March, 1925. They are partially indexed. The type of violations covered is not set out nor is the date of their transfer. They are in very poor condition.
Chicago	Grand Rapids	5	The earliest date of these files is August 16, 1918 and the latest is March, 1925. They are partially indexed. The type of violations covered is not set out nor is the date of their transfer. They are in very poor condition.
Cincinnati	Indianapolis	7	The earliest date of these files is March 18, 1921 and the latest is October 20, 1928. They are completely or partially indexed. These files number 3,889 and were evidently transferred to this division when the Indianapolis Division was closed in November of 1929. The condition of these files is not set out.
Los Angeles	Phoenix	9	The earliest date of these files is November 9, 1922 and the latest is August 28, 1938. They are completely indexed and the index cards are combined with the Los Angeles general index. These files were forwarded to the Los Angeles Division at the time the Phoenix Division was closed. They are never referred to and are in fair condition.
New York	Portland	1	The earliest date of these files is 1918 and the latest is 1919. They are not indexed. These files number approximately 800 and cover miscellaneous investigations during the above two years. The condition of these files is poor.
New York	Providence	4	The earliest date of these files is January 24, 1916 and the latest is July 11, 1928. These files are not indexed. They pertain to miscellaneous violations including correspondence relating to administrative and personnel files, passport and visa files and investigative files both numerical and classified. The condition of these files is poor.

(Continued)

Office Presently Maintained	Office Transferred From	Total File Cabinets	Description of Files
New York	Boston	32	The earliest date of these files is June 1, 1910 and the latest is February 24, 1932. They are not indexed. These files cover violations of various types and include files pertaining to personnel and administrative matters, old invoices, files regarding the American Protective League and files pertaining to Communist and Anarchist activities. The condition of some of these files is good, some are in a poor condition.
New York	Buffalo	15	The earliest date of these files is 1910 and the latest date is July 22, 1929. They are not indexed. The material in these files consists of investigations of violations of various types and it includes files containing miscellaneous papers and vouchers and investigative files. The condition of these files is poor.
New York	Hartford	5	The earliest date of these files is November 17, 1917 and the latest date is April 29, 1924. There is one drawer containing 600 old index cards apparently relating to these files. They are passport and visa files and investigative files. The condition of these files is very poor.
New York	Springfield	2	The earliest date of these files is 1918 and the latest is May 1, 1923. They are not indexed. These files are investigative files and anarchist files arranged in alphabetical order. The condition of these files is poor.
New York	Syracuse	1	The earliest date of these files is June 6, 1920 and the latest is August 12, 1924. These files are not indexed, and they are investigative files numbering from 93 through 3434. The condition of these files is poor.
New York	Newark	6	The earliest date of these files is January 1, 1915 and the latest is 1925. These files are not indexed. They pertain to personnel and administrative matters, to passport and visa matters, to draft violations and two groups of investigative files arranged in alphabetical order and in date order. Condition - poor.

(Continued)

Office Presently Maintained	Office Transferred From	Total File Cabinets	Description of Files
New York	Concord	1	The earliest date of these files is August 27, 1918 and the latest is September 9, 1921. They are general investigative files and there are approximately 8000 index cards relating to these files. The condition of these files is not set out.
New York	Albany	6	The earliest date of these files is October 12, 1917 and the latest is February 18, 1925. Whether or nor these files are indexed is not set out. They pertain to administrative matters, some are SAC Letters, vouchers, visa and passport files and investigative files. The condition of these files is poor.
Philadelphia	Scranton	2	The earliest date of these files is March 1, 1912 and the latest is 1920. All of the numbered files are indexed in the alphabetical index maintained at the Philadelphia Office. The material in these files pertains to all types of investigations, some of which are draft and security cases, conscription, Mann Act, and others. These files are in poor condition.
Philadelphia	Harrisburg	1	The earliest date of these files is May 8, 1918 and the latest is January 25, 1919. These files are not numbered, and therefore are not indexed at Philadelphia. They contain reports submitted by Special Agent James R. Magee. They are in poor condition.
Portland	Butte	1	The earliest date of these files is June 15, 1931 and the latest is April 22, 1932. Whether or not these files are indexed is not set out. They are 69 administrative files of the Butte Office. The condition of these files is not set out.
St. Louis	Springfield	1	The earliest date of these files is June 13, 1918 and the latest is August 26, 1919. These files are not indexed. Most of these files pertain to National Defense matters, others relate to Mann Act violations and Deserters. These files are in very poor condition.

(Continued)

Office Presently Maintained	Office Transferred From	Total File Cabinets	Description of Files
Salt Lake City	Denver	2	The earliest date of these files is November 25, 1921 and the latest is November 10, 1924. These files are partially indexed. They pertain to investigations conducted regarding War Risk Insurance, National Banking Act, White Slave Traffic Act, Impersonation, Forgery and various other violations. These files are in fair condition.
Seattle	Juneau	1	No information is set out regarding these files
	Total	108	Cabinets

As recommended and approved in my memorandum of reference to you dated January 29, 1945, a disposal list was forwarded to the Department of Justice and thereafter to the National Archives Counsel under date of February 15, 1945 accompanied by samples of these transferred files obtained from the field. This disposal list was approved by the National Archives Counsel by the memorandum attached, which was received from Mr. Cannon of the Department of Justice under date of April 16, 1945.

The Bureau thereby has authority to destroy the above listed files currently maintained at the Chicago and other Field Divisions which have been forwarded to those offices from other offices previously closed. This authority covers closed files for the years from 1910 to 1938. A recommendation is being included in the final section of this memorandum for action in the event the Bureau desires to dispose of these records.

GENERAL

The ultimate objective is to develop a complete inventory of all Bureau records at the Seat of Government and in the Field. This inventory should include, to comply with Public Law 115 of the 78th Congress and the regulations promulgated in connection therewith, not only material maintained in the Records Section at the Bureau and in the Chief Clerk's Offices throughout the Field but should also cover fingerprint records of the Identification Division, possibly material maintained by the Crime Records and Crime Statistics Sections, the Chief Clerk's Office, the Laboratory, and any other Bureau Divisions which develop and maintain "records" within the meaning of Public Law 115. After all figures have been developed and collected a comprehensive schedule should be forwarded to the National Archives Counsel itemizing all Bureau records and, in connection with each item recommending (1) maintenance, either permanent or temporary or (2) disposal, immediately or after a period of time.

In the event the Bureau desires, however, prior to preparation of the comprehensive schedule to obtain approval for destruction of certain records a disposal list applying to one or more items of records can be prepared and forwarded to the National Archives at any time.

RECOMMENDATIONS:

(1) It is recommended that the Bureau's field files maintained under present day classification initiated in October of 1921 be considered from the standpoint of possible disposal of such closed obsolete records as may be desirable in relation to their costs of maintenance from personnel and space standpoints.

(2) It is recommended that consideration be given to the possible disposal of the files maintained in Chicago and other Field Divisions previously transferred from closed field divisions. It is to be noted that authority for destruction of these records has already been obtained as will be reflected by the attached memorandum from Mr. Cannon of the Department of Justice dated April 16, 1945.

(3) As to unclassified miscellaneous files maintained in the field divisions prior to 1922 it is recommended that representative samples of these files be obtained from each office concerned and that thereafter consideration as to disposal or maintenance be given these records.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

JJM:mjm

TO : The Director

DATE: June 23, 1945

FROM : The Executives' Conference

SUBJECT: Destruction of Bureau property - gun

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Copy filed in 66-3554

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Rosen, McGuire, Morgan, Quinn Tamm, and Ladd, on June 6, 1945, considered the destruction of obsolete material in the Bureau's records and was advised that as of January 1, 1924, the complete inventory made of the Field files disclosed a total of 6,805 classified files. Until January 1, 1940, this number increased to 593,495 classified files. As of April 1, 1945, the total number of classified files in the Field was 2,560,568. In other words, the great bulk of the files in the Field were cases handled from 1940 to 1945.

Field files occupy 5,991 four-drawer cabinets and 740 five-drawer cabinets. A total of 24,846,459 index cards are contained in 13,191 index card drawers. According to the inventory figures, there are 240 file cabinets of old files for the years prior to 1921, when the Bureau's records were placed under the classification system. Over half of this material is in the Chicago and New York Offices, and many of these old records are kept in packing cases and various forms of receptacles other than file cabinets. In addition to their originally poor order, this old material has become more confused in the years intervening, and according to the descriptive data received from the Field Offices the data is in such disarray as to be useless from that standpoint alone if they are not obsolete inherently.

It was the opinion of the Conference that since authority for the destruction of records in Chicago and other Field Divisions, which files had been previously transferred from closed Field Divisions and which total 108 cabinets, had been obtained from the National Archives, instructions could now be issued to Special Agents in Charge for the appropriate disposal of these records by burning in their Field Division.

It was also felt desirable by the Conference to obtain the opinion of Archives at this time as to the possibilities of, with their authority, destroying such closed obsolete records in the Field as may in the discretion of the Bureau be desirable.

RECORDED & INDEXED 66-3286-183

Attached hereto is a suggested memorandum of instructions to the Agents in Charge, giving authority for the destruction of the files transferred from other closed Field Divisions.

EX-30

An appropriate memorandum is being directed to the Department to ascertain the opinion of the National Archives Council as to the destruction of obsolete closed Field Division files.

Respectfully,
for the Conference

Clyde Tolson

Edward A. Tamm

Attachment

CC Mr. Hendon
Mr. Clegg

56 AUG 4 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CFS:MAM

TO : MR. NICHOLS

DATE: June 30, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to memorandum dated May 30, 1945 addressed to you by the Director regarding certain findings of the Inspector incident to recent inspection of the Filing Unit with particular regard to certain classifications of material presently located on the eighth floor which may be subject to appropriate disposition and disposal at this time.

In accordance with the Director's instructions the Records Section contacted Bureau Officials and Supervisors of divisions of the Bureau which may conceivably have an investigative or research interest in any of the material in question.

Listed herein are the recommendations made with regard to the material located on the eighth floor, and the disposition made of same.

1. Miscellaneous World War material, 1914 to 1918, consisting of old pamphlets, booklets and papers relating to radical organizations.

   Mr. Mumford was contacted and he advised that this material was of no value and can be destroyed. Material has been destroyed.

2. Miscellaneous material relating to criminal syndicalism in the U. S., various unrelated radical matters and certain exhibits relative to Goldman and Berkman.

   Mr. Mumford stated that this material was of no value and could be destroyed. Material has been destroyed.

3. Records of Congressional hearings on miscellaneous matters, including Russia and labor, and to miscellaneous material on radical literature and Communism.

   Mr. Mumford advised that all this material could be destroyed. Material has been destroyed.

4. Copies of photographs of a number of prominent criminals now dead, such as Dillinger and Nelson.

   RECORD & INDEXED 31 JUL 21 1945

   Mr. Rosen advised that these copies of photographs could be destroyed as copies of same are filed in the respective case files. All photographs have been destroyed.

5. Copies of press releases and running memoranda on various criminals. These are extra copies of write-ups which are contained in the case files.

JUL 31 1945

COPIES DESTROYED
205 JAN 22 1965

Mr. Rosen was contacted and approximately 15 sample copies of these press releases and running memoranda were turned over to him. Mr. Rosen stated that when he gets an opportunity he will check over this material and advise whether or not these extra copies of press releases and running memoranda can be destroyed.

6. Publications used by various Government departments and Governmental agencies, such as the Department of Commerce Appropriation Bill for 1943, Appropriation for the Department of Justice, 1929, and the Civil Aeronautics Journal for 1940.

Mr. Callahan was contacted and he advised that these publications were of no value and could be destroyed. Have been destroyed.

7. Copies of annual reports relative to fingerprints received in the Identification Division for 1934, lists of inactive contributors to the Identification Division for 1935, and copies of the Recording Section Manual.

Mr. Quinn Tamm was contacted regarding this material and he advised that same has no value and could be destroyed. All this material has been destroyed.

Test papers from the National Police Academy for 1935.

Mr. Morgan was contacted and he advised that these test papers could be destroyed. Test papers have been destroyed.

Miscellaneous training material, samples of lectures used in training schools and samples of reports and material used in bankruptcy lectures.

Mr. Rosen and Mr. Scott were contacted regarding this material and they both advised it is of no value and could be destroyed. All this material has been destroyed.

8. Various American publications, such as the Editor and Publishers' International Yearbook, Newsweek Magazine dating back to 1934, the Notre Dame Alumnus dating back to 1935, the Journal of Criminal Law and Criminology dating back to 1927 and the American City Magazine dating back to 1929.

Mr. Suttler was contacted regarding these publications. Mr. Suttler is checking over all this material and he is making the necessary disposition of same. Some of the material is being retained in the F. B. I. Library, some of the material is being sent to the Department Library, and some of the material is being sent to the Congressional Library.

9. Police Department annual reports, police department magazines, pamphlets and so forth.

Mr. Suttler was contacted and he advised that he will check over all these publications and make the necessary disposition of same.

10. Miscellaneous letters received from conscientious objectors during the first World War.

Mr. Mumford was contacted and he advised that these letters are of no value and can be destroyed. Steps being taken to have destroyed.

11. Material relating to the Malleable Castings Company case dealing with violations of the Anti-Trust Law of 1924.

Mr. Rosen advised that these records are the originals and must be retained and cannot be destroyed.

12. Working papers and copies of correspondence of former F. B. I. Accountants relating to cases to which they were assigned to investigate.

Mr. Rosen and Mr. Scott advised that these working papers and copies of correspondence are of no value and could be destroyed. All this material has been destroyed.

13. Material on War Fraud cases from 1922 to 1924, which material was handled by the Department of Justice and in 1924 was turned over to the Federal Bureau of Investigation for further investigation.

Mr. Rosen advised that these records etc., are the originals and must be retained and cannot be destroyed.

14. Telegrams and cablegrams between individuals in Germany and the United States from 1914 to 1918.

Mr. Mumford advised that these telegrams and cablegrams are of no value and can be destroyed. Steps are being taken to destroy same.

15. Letters from various individuals addressed to the Department of Justice and to the Federal Bureau of Investigation during the last World War requesting that certain individuals be exempted from a listing of alien enemies.

Mr. Mumford was contacted and he advised that this material has no value and can be destroyed. Steps being taken to destroy same.

16. Miscellaneous bound books and pamphlets such as the Federal Register for 1937 and out-dated supplements to the United States Code.

Mr. Callahan was contacted and he advised that these books etc. are of no value and can be destroyed. All these books etc. have been destroyed.

17. Miscellaneous collection of German messages, cablegrams and telegrams for the years 1915 and 1916.

Mr. Mumford advised that this material can be destroyed as it is of no value. Steps being taken to destroy same.

18. Material relating to surplus property cases investigated by former Special Agent John M. Keith for the War Department.

Mr. Rosen advised that this material consists of original reports etc.

and cannot be destroyed.

19. Material relating to investigations in 1917 and 1920 inclusive concerning the Northern Pacific District Shipyard. This investigation relates to Frauds Against the Government.

Mr. Rosen advised that this material consists of original reports etc. and cannot be destroyed.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:CFC

TO : MR. NICHOLS

DATE: June 26, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: ~~DESTRUCTION~~ OBSOLETE RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

There are attached hereto letters to the Chicago, Cincinnati, Los Angeles, New York, Philadelphia, Portland, St. Louis, Salt Lake City and Seattle Field Divisions instructing them to dispose of closed files transferred to these offices from other field divisions in the past. The field is being informed that such destruction should be by burning and that the Bureau should be advised when the operation is completed.

As you know, authority for the destruction of such files was received from the Administrative Assistant to the Attorney General, Mr. John Q. Cannon, by memorandum dated April 16, 1945 after approval by the National Archives Counsel.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EWJ/cal

RECORDED & INDEXED 66-286-45

31 JUL 21 1945

126

EX-30

50 AUG 1 - 1945

RFC:CFC

MR. NICHOLS

June 26, 1945

R. F. CARTWRIGHT

DESTRUCTION OF OBSOLETE RECORDS

66-32486-145

There are attached hereto letters to the Chicago, Cincinnati, Los Angeles, New York, Philadelphia, Portland, St. Louis, Salt Lake City and Seattle Field Divisions instructing them to dispose of closed files transferred to these offices from other field divisions in the past. The field is being informed that such destruction should be by burning and that the Bureau should be advised when the operation is completed.

As you know, authority for the destruction of such files was received from the Administrative Assistant to the Attorney General, Mr. John Q. Cannon, by memorandum dated April 16, 1945 after approval by the National Archives Counsel.

2-27-82 SPUELWICAL

Olson
A. Tamm
Legg
Tiffey
Lavin
Ladd
Nichols
Rosen
Tracy
Ayers
Carson
Harbo
Mendon
Mumford
Clarke
Quinn Tamm
Wise
Coddy

140

RECEIVED-DIRECTOR
JUN 28 1 39 PM '45
U.S. DEPT. OF JUSTICE
FBI

RECORDED 62-3-82-186

RFC:MAM

SAC, WASHINGTON July 26, 1945
Attention: Mr. Hennrich
JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

The Bureau is presently studying the problem of its expanding records and in this connection is looking into the possibility of disposal of certain closed Field Office files which may be obsolete or superfluous in character. To assist in the study it is desired to have samples of Field Office files closed prior to January 1, 1941.

You are accordingly requested to forward to the Bureau 12 samples of closed files from your records and these files of course, should not contain material dated later than January 1, 1941. It is desired that these files be representative of the Bureau's overall jurisdiction. 1 sample should be submitted in each of the Classifications Numbers 15, 17, 26, 31, 47 and 52. 3 samples should be submitted in each of the Classifications numbered 65 and 100.

DECLASSIFIED
DATE 7-27-82 SP4 CLW/cal

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

RECORDS SECTION
MAILED 3
JUL 27 1945 P.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

AUG 9 - 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:MAM

TO : MR. NICHOLS

DATE: July 26, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE RECORDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

In accordance with the desire of the Executives' Conference as reflected by the attached memorandum dated June 23, 1945 to ascertain from the National Archives Councel the possibility of destruction of closed obsolete Field records, there is attached hereto a letter to Washington Field Division requesting that office to forward to the Bureau 12 samples of Washington Field Office files closed prior to January 1, 1941.

Consistent with your instructions I have already telephoned Assistant Special Agent In Charge Hennrich, of the Washington Field Office, and discussed with him our needs, explaining the type of files desired and he has a clear understanding in this connection.

As soon as the files are received from Washington Field Office we will prepare a disposal list for the National Archives requesting approval. It is not believed there will be any difficulty encountered insomuch as the records concerned are duplicates in the sense that the originals are already on file in the Bureau. If approval is obtained for the disposal of such records it will apply to all Field Division files and thereafter the Bureau can in its own discretion authorize destruction of certain obsolete Field records if it so desires. Authority from the National Archives to destroy [redacted] records does not make it incumbent on Government Departments to actually destroy the records unless the department concerned wishes to.

Attachment
handled separately

Mr. Tamm

RECORDED & INDEXED

166-3286-186

32 AUG 4 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/cal

Memorandum of Procedure - Field

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/sal

66-3286-187

CHANGED TO

66-19087-7

MAY 9 1961

mt/mb

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RFC:CFC

TO : MR. NICHOLS

FROM : R. F. CARTWRIGHT

DATE: July 11, 1945

SUBJECT: DISPOSAL OF RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EWB/cal

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Executive Conference memorandum dated May 29, 1945 dealing with a recommendation made during the recent inspection of the Personnel Records Section to the effect that letters in the category of informal applications not be retained by the Bureau after answering and that no index record be prepared on such communications.

It is noted that the Executive Conference memorandum under Recommendation No. 1 states, "When an initial letter is received from an individual which only requests an application blank, it should be routed directly to the Administrative Division without being serialized or placed on record and without any index card being made." The language of the recommendation limits the elimination of initial applicant correspondence to that specifically requesting an application blank. It is to be noted that not all initial letters from a prospective applicant specifically request an application blank. As a matter of fact, a great many of them ask for generic information as to the type of positions available in the Bureau, educational and special requirements, information about recommended schools to attain requirements and other data. The vast majority of these letters are answered by form, no copy of which under previous practices has been maintained in the Personnel Records Section.

It is accordingly being recommended below that consideration be given to including in the type of initial correspondence to be destroyed all such letters as those described above which have been in the past generally described as "informal applications."

Authority for the destruction of the backlog of such communications has already been requested from the National Archives Council and approval for such action will be forthcoming in the not too distant future according to informal advice received.

In the event favorable consideration is given to including in the category of such initial letters to be destroyed all "informal application letters" such letters in the future will not be recorded or indexed but will be forwarded for action by the Administrative Division. In the event any specific communication because of its nature would justify retention and recording such action will be taken by the Records Section at the request of the representative of the Administrative Division.

RECORDED & INDEXED
EX - 47 66-3286-188

This matter has been discussed with Inspector Egan and with Supervisor H. L. Edwards of the Administrative Division, both of whom are favorable to the handling outlined above.

8-1945

385

10 AUG 21 1945

RECOMMENDATION:

It is recommended that not only requests for formal application blanks but also generic requests for information about positions in the Bureau in the future not be retained and that the backlog of files containing only such letters written by applicants who did not develop beyond this initial stage be destroyed after official authority is granted by the National Archives Council.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

66-3286-188X

CHANGED TO

66-19087-8

MAY 9 1961

mt/mb

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

HHC:RS

TO : THE DIRECTOR

DATE: AUGUST 11, 1945

FROM : EXECUTIVES' CONFERENCE

SUBJECT: X Refused Upon Completion Report

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executives' Conference on August 6, 1945 those present being Messrs. E. A. Tamm, Glavin, Hendon, Coffey, Rosen, Q. Tamm, Lee, Ladd, McGuire, and Clegg considered a suggestion of SAC Wiley that consideration be given to a suggestion concerning the destruction of RUC reports in the field offices which is a suggestion initially made by Mr. Wiley in December 1943. His proposal was that closed files in all field offices which are more than three years old (using Statute of Limitations) which have been closed by RUCing to the office of origin be destroyed, that the folder of these files be retained as at present and that a 3 x 5 card be stapled to these folders reflecting the complete title of the case, the age, the birth date, race, office of origin, and date the case was RUCd.

The card would be prepared at the time the RUC report was initially prepared and filed in the tickler box for attention three years from the date of preparation. After three years' time the Chief Clerk can pull these cards, staple the cards to the folders, and destroy the file thereby completely culling out the closed files each month.

Mr. Wiley advises that the RUC report serves no purpose except in very few instances, that the auxiliary office cannot rely on information in their files, the file is incomplete in the RUC office, and in most instances the reports themselves are copies of the original which have been sent to the Bureau. He further points out this would relieve congested file space, save considerable money, would make closed files more accessible and compact, and whenever it is necessary to have any information concerning these files after they are destroyed the information can be sought by telephone. The Executives' Conference unanimously disapproved the suggestion.

In the first place, the intelligence work of the Bureau has made it important that each field office have a record of all interviews conducted in the division particularly in security cases for cross-reference purposes and in order that a proper study can be made of all information in the office concerning an individual.

Secondly, very frequently the auxiliary office rather than the office of origin is the office where the case is prosecuted and the RUC reports often contain information as to the final disposition of the case and these records should be available in the same division where the case was tried and court action was taken.

Third, the information contained in RUC reports at the office of prosecution, which is often an auxiliary office, forms a basis for information set forth in a summary report and there should be no destruction of the source material on which some of the reports are prepared.

RECORDED AND INDEXED 66-32386-189

EX-22 AUG 21 1945

58 SEP 7 1945 140

Fourth, arrangements have been made through the Department and office of the archivist to destroy field office files after a period of years and this is believed to be the best way to proceed in the removing of obsolete files.

Fifth, the field office files at present are about two and one-half million in number and two million of them originated within the past five years and thus the information, particularly in intelligence and name search files and in connection with applicant investigations, will be of current value for a considerable period of time and they undoubtedly should not be destroyed.

Sixth, it would become obviously necessary to review these closed files for any original documents, signed statements, and other material before they could be destroyed and this would require the time of SAs or members of the supervisory staff and the setting up of the additional file of ticklers in the preparation of the cards would involve some expense.

Seventh, it is believed that the wise discretion of the SACs in placing the older closed files in cheaper storage space will accomplish practically all the results desired by Mr. Wiley and still have the information available in the field office for review on cross-reference name searches or on other cases where it appears necessary.

Eighth, the likelihood of repeaters in the criminal field would make possession and availability of these files in a period of three years highly desirable and there should be on record in the office the contacts and interviews made by the Agents of the office for a period in excess of three years.

As the Executives' Conference disapproved the suggestion there is attached hereto a letter to Mr. Wiley.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon
Mr. Clegg

mmm

Mr. S. A. Andretta, Administrative Assistant
to the Attorney General
John Edgar Hoover, Director
Federal Bureau of Investigation
TAX IDENTIFICATION CARDS

September 19, 1945

Destruction of Bureau Property

The following Tax Exemption Identification Cards formerly assigned to this Bureau have been returned and destroyed:

1	1733	2910
8	1781	2943
105	1822	2959
136	1859	2961
146	1861	2964
148	1984	2992
170	1987	3003
187	1990	3007
889	2004	3023
1146	2020	3025
1157	2046	3043
1162	2090	3631
1165	2103	3650
1209	2159	3651
1221	2160	3656
1226	2193	3660
1412	2217	3661
1443	2228	3670
1505	2229	3671
1518	2249	3686
1534	2306	3688
1551	2317	3690
1555	2335	3717
1563	2344	3762
1590	2359	3782
1593	2360	3814
1607	2365	3830
1609	2834	3835
1658	2847	3869
1685	2882	3872
1687	2903	3879
		3890
		3897

A[illegible] RECEIVED
FBI
1987-27-82
DY Spy Ed W/ Cal

RECORDED
66-32860 190
FEDERAL BUREAU OF INVESTIGATION
SEP 21 1945
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 20 1945 A.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

140

Mr. S. A. Andretta, Administrative Assistant
to the Attorney General

RE TAX IDENTIFICATION CARDS

3926	4570	5123
3984	4580	5161
4008	4595	5164
4024	4606	5183
4037	4615	5188
4038	4616	5201
4069	4617	5207
4077	4626	5211
4113	4725	5228
4118	4733	5234
4139	4743	5235
4147	4751	5248
4174	4766	5259
4189	4768	5262
4190	4794	5265
4195	4815	5271
4201	4824	5276
4213	4826	5293
4233	4850	5294
4306	4856	5341
4330	4861	5348
4341	4862	5402
4343	4874	5403
4369	4897	5406
4380	4901	5412
4381	4938	5451
4396	4951	5475
4424	4961	5516
4427	4986	5518
4437	5012	5569
4464	5050	5641
4486	5054	5654
4501	5057	5657
4526	5069	5687
4528	5081	5700
4531	5106	5722
4562	5113	5726

Mr. S. A. Andretta, Administrative Assistant
to the Attorney General.

RE TAX IDENTIFICATION CARDS.

5734	6244	7091
5739	6256	7112
5792	6259	7143
5802	6293	7144
5804	6297	7149
5817	6312	7155
5839	6321	7160
5862	6335	7163
5865	6341	7193
5877	6371	7195
5880	6373	8503
5891	6410	8509
5911	6424	8520
5924	6451	8545
5939	6457	8548
5940	6602	8550
5945	6623	8560
5953	6627	8645
5958	6641	8690
5961	6672	8696
5971	6701	8699
5982	6710	8706
5984	6720	8776
5995	6746	8788
6013	6755	8814
6048	6763	8817
6061	6792	8847
6081	6797	8876
6091	6847	8881
6101	6854	8917
6108	6893	8934
6124	6938	8947
6145	6992	8951
6169	7000	8954
6209	7036	8975
6243	7042	9021

Mr. S. A. Andretta, Administrative Assistant
to the Attorney General

RE TAX IDENTIFICATION CARDS

9043	9804
9059	9821
9080	9824
9108	9831
9145	9862
9173	9880
9219	9886
9228	9924
92 40	9933
9245	9968
9253	9978
9255	9988
9256	9994
9298	
9311	
9347	
9370	
9389	
9406	
9423	
9450	
9453	
9465	
9480	
9481	
9487	
9486	
9501	
9554	
9571	
9575	
9611	
9632	
9698	
9717	
9750	
9789	

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

FWW:JM

TO : MR. NICHOLS

DATE: September 12, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: DISPOSITION OF WAR RELOCATION AUTHORITY AND NAME SEARCH FORMS

DESTRUCTION OF BUREAU PROPERTY

Mr. Tolson
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to the attached memorandum of the Executives' Conference dated August 30, 1945 in which approval is given for the immediate disposal of a large accumulation of War Relocation Authority and Name Search forms.

Before this material may be actually destroyed, authority must first be secured from National Archives through the Department. A memorandum for Mr. Andretta with appropriate disposal forms are attached for approval.

Attachments

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

ENCLOSURE

RECORDED & INDEXED 66-13442-2154
36 SEP 18 1945
66-3286
NOT RECORDED
OCT 22 1970

ORIGINAL NOT RECORDED COPY FILED IN 62-117465-1281

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

EPH:BC

TO : THE DIRECTOR

DATE. August 30, 1945

FROM : EXECUTIVES' CONFERENCE

SUBJECT: DISPOSITION OF WAR RELOCATION AUTHORITY FORMS AND NAME SEARCH FORMS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executives' Conference on August 28, 1945, those in attendance being Messrs. E. A. Tamm, Coffey, Tracy, Ladd, Nichols and Morgan, bearing in mind the possibility of further curtailment of Bureau work incident to the war's end, considered two matters originally arising incident to the inspection of the Records Section; viz., the disposition to be made of (1) War Relocation Authority forms and (2) name search forms.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-20-82 BY SP4 ELW/cal

I

Approximately 13,000 War Relocation Authority forms are awaiting filing in the Records Section. These forms were made up on the occasion of movement of Japanese internees and reflect the name of the internee, the Relocation Center, his internee registration number, the point to which he is moving for a temporary stay, and the type of work in which he will engage. It is to be noted that under a Supreme Court decision the authority of the military over the movement of internees has been limited and, further, the information contained on the forms, except for its indication of a single move, is a duplication of that already available. From consultation with employees in the Records Section and through examination of the forms, it has been estimated that the indexing of the forms alone would require the typing of at least 26,000 index cards aside from the other clerical work involved. The agent-supervisor, who formerly handled these matters in the Security Division, has advised that the War Relocation project has been discontinued and that the ratio of citizens to aliens represented in the 13,000 internees is approximately 2½ to 1; that is to say, there are approximately 2½ times as many citizens as there are aliens. Information based on the forms has been furnished the field in the past in a small percentage of instances in the case of internees who are not citizens and whose move was for an indefinite duration. It is noted that the original information is on file with the War Relocation Authority.

Bearing in mind that the 13,000 forms contain little pertinent information and no information that may not be secured in any particular instance through War Relocation Authority records and the further fact that the program has been discontinued, the Conference unanimously recommended that immediate steps be taken with a view to destroying the forms, it being noted that without being indexed and filed the forms have no practical value and that the work entailed in doing this would not be compensated for by any conceivable benefits to be derived.

ENCLOSURE 66-3286
RECORDED
NOT RECORDED
26 SEP 13 OCT 22 1970

II

With respect to name search forms, it is noted that the Records Division has an enormous volume, approaching one million, received by the Bureau from various Governmental agencies for searching through our indices. Pursuant to an Executives' Conference memorandum of March 15, 1944, the Director instructed that the project to record and index such forms be discontinued, no action having been taken however with a view to disposal or retention without indexing of the forms.

cc-Mr. Clegg
Mr. Hendon

Memo to Dept 9/12/45

COPY FILED IN 66-3286-1

A survey made as of November 16, 1944, reflected that the number of forms then accumulated was 789,000 and as of April, 1945, this figure was approximately 839,000. The forms are presently stored on the 8th floor in 27 five-drawer wooden cabinets, 9 four-drawer cabinets and 2 wooden cloak cabinets. Approximately 500 of these forms are received daily, which would require the full time of 2 employees to index and handle, while the 839,000 backlog would require the services of 12 employees for approximately 8 months in order that they might be indexed and filed. The Conference noted that the forms referred to are of investigative value only to the extent that the individuals who are the subjects of the forms may also be subjects of Bureau cases, it being noted that the forms do contain background information reflecting relatives, addresses, former places of employment and material of this nature.

It is obvious, however, that the name search forms, unindexed, have no value to the Bureau and that unless their indexing and filing is contemplated, the time and space devoted to them are completely wasted. In view of the speculative nature of the value to be obtained and the substantial additional personnel needed to handle the backlog and keep the indexing of the forms in a current status, the Conference unanimously recommended that the accumulated forms be not indexed and that the necessary action be immediately taken with a view to disposal of the forms now on hand and of incoming forms as soon as their immediate purpose is served.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

lml

Mr. S. A. Andretta, Administrative Assistant to the Attorney General
John Edgar Hoover, Director
Federal Bureau of Investigation
Holsters for .38 Official Police Revolvers

August 28, 1945

Destruction of Bureau Property - General

This Bureau has on hand at the present time two hundred and thirteen Hip Holsters for the .38 Official Police Revolver which are no longer usable.

Advice is requested as to the disposition to be made of the above holsters.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4EWJ/cal

COMMUNICATIONS SECTION
MAILED 8
AUG 29 1945 P.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 6 1945

166-3856-
NOT RECORDED
AUG 30 1945

Aug 29

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Alfred M. Newman

DATE: August 23, 1945

FROM: L. Marie Lundy

SUBJECT: Destruction of Bureau Property
Defective .38 Official Police Hip Holsters

There are on hand at the present time two hundred and thirteen .38 Official Police Hip Holsters which are no longer usable due to the fact that they are either so worn and scarred until they give an unsightly appearance or they are soft at the top which makes it very difficult to insert the Revolver.

It is requested that authority be granted to dispose of these holsters.

memo to Dept 8/25/45 lml

OK w/r. Dept

66-3286-

NOT RECORDED

DATE 7-27-82 BY SP4ELW/cal

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

LBN:HBM

TO : THE DIRECTOR

DATE: 10/4/45

FROM : EXECUTIVE CONFERENCE

SUBJECT: Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference, consisting of Messrs. Tolson, Long, Ladd, Morgan, Hendon, Tracy, Glavin and Nichols, considered the matter of destruction of files in offices which are presently being closed, along with the recommendations of SAC Cornelius.

The Conference was unanimous in recommending the destruction of the following files: (1) Quarterly intelligence summaries in offices being closed inasmuch as there would be duplicates in the office to which the district office closed will be assigned; (2) Bureau bulletins and SAC letters in offices closed may be destroyed inasmuch as there are duplicates in the offices taking over the territories; (3) FBI Law Enforcement Bulletins and Uniform Crime Reports in offices closed as they will be duplicated in the offices assuming jurisdiction; (4) interesting cases, radio scripts and speech material. These will be destroyed inasmuch as they will be duplicated in the offices assuming jurisdiction; (5) dead files on the photographs of subjects of Identification Orders which contain copies of I.O.'s and photographs but which do not contain investigative reports since they are duplicated in the office assuming jurisdiction; (6) 00 files in the offices closed since these consist of instructions and are duplicated in the offices assuming jurisdiction; (7) files on expired contracts inasmuch as copies are on file in the Bureau, and it is not believed they would be of any further value.

If approved, a letter to all Special Agents in Charge is attached, so that it will be on file for future reference in the various offices.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-27-82 BY SP4 ELW Cal

Respectfully,
For the Conference

RECORDED 166-22
EX-58
30 OCT 18

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

30 OCT 19 1945

Attachment

Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: October 16, 1945

FROM : R. F. CARTWRIGHT

38666 1

SUBJECT: DISPOSITION OF IDENTIFICATION FILES

Destruction of Bureau Property-Gen

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Rumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Mr. Bromwell's memorandum to Mr. Tracy, dated October 5, 1945, concerning the Identification Division files. We agree substantially with the proposal submitted by Mr. Bromwell, and are ready to proceed with the actual destruction of the accumulated material in 202 file cabinets in the Armory.

It is believed that the following problems are immediately presented in connection with the disposition of the old material, and the setting up of a system for the handling of current Identification Division mail:

1. We are ready to immediately place a squad in the Identification Division files to proceed with the actual destruction. It is believed that several Identification Division employees should be a part of this squad in order to properly identify that material which is not to be destroyed and which later may be filed either in the fingerprint jackets or our regular files.

2. Effective with the setting up of the proposed procedure of handling current Identification mail in the Identification Division, we will immediately discontinue our present Identification files. Thereafter, all mail appropriately marked "File", and initialed, will be placed in regular Bureau files. Most of the mail formerly going into the old Identification files will be placed into a General file by state or country. These files are maintained in the 32 classification.

3. In addition to the Identification Division files, we also maintain in the Armory, 318 file cabinets of other material. We have on order 250 new file cabinets for expansion of the files in this building. In order to accept these cabinets, old material necessarily will have to be removed tosome other space. One of the possibilities is the space to be vacated by the Identification Division files in the Armory.

10/18/45

RECORDED & INDEXED

62-32610-1

FEB 1 1946

JAN 31 1946

62 OCT 2 1945

FEB 1 1946

WWB:mc

MR. TRACY

W. W. Bromwell

IDENT FILES

October 5, 1945

38664

DATE 9-27-82 BY SP4 CW/cal

Attached is an analysis of Identification Division mail which was prepared by the Records Section on September 11, 1945. In accordance with your instructions I have checked into the advisability of the Identification Division taking over the Ident Files. The analysis as furnished by the Records Section reflecting to major breakdowns of the mail handler of that file reflects that disposition sheets make up 83% and general mail 17%. My check of the current material being handled by the Ident File employees is substantially 83% disposition sheets and 17% general correspondence.

I believe that the disposition sheets presently being filed in the Ident Files should be destroyed. This position is taken in view of the fact that all dispositions posted into the jacket are reviewed by a reader either in the Posting Section or the Typing Section and any errors made by the typist should be caught. Formerly this was not true and it was felt necessary to retain the dispositions in the event of some inquiry indicating that the dispositions had been erroneously posted. Another fact taken in consideration of my position in destroying dispositions sheets is that cases investigated by the Bureau would have the dispositions recorded in the report in the Administrative File and if it is necessary to refer back to a disposition in a Bureau case it would merely be necessary to check the Administrative File.

EX-52 RECORDED 66-3286-191X

If it was decided that all disposition sheets were to be destroyed after they were posted either in the Posting or the Typing Section such action would immediately reduce the volume of mail in Ident Files 83%. On the basis of this analysis a check was made of the mail handled on October 1 and 2 in an effort to determine what mail within this category might be destroyed or handled in some other manner which would be more economical than under present procedure. Such analysis reflected that the majority of the remaining correspondence was a request for a final record of a letter of transmittal enclosing fingerprints. It is believed that this type of mail could also be destroyed as it is not believed that it is ever necessary to review it or the necessity for reviewing it is so remote that we can not justify the handling of it in order to carry on for those isolated cases. Therefore if the letters of transmittal of fingerprints and letters requesting criminal record were destroyed such action would reduce the volume of mail presently being handled in the Ident Files approximately 95%. This remaining mail which would consist of correspondence pertaining to wanted notices advising of consolidations of two or more records, letters setting forth some correction of a record, personal inquiries by civilians or nongovernmental or law enforcement agencies, and miscellaneous inquiries. In addition copies of Bureau letters returning fingerprints and Bureau acknowledgements would come within this 5%. Most of this mail comprising the 5% I believe should be retained. Its retention could be in several forms. Where there is a fingerprint jacket and the correspondence is positively identical with that jacket, the correspondence could be filed with the duplicator in the jacket. Where the correspondence involves a nonidentification the material could be filed either in a file set up following the same system presently used in the Identification Division files or by serializing the correspondence in the Records Section. These latter types of cases will probably be in minority and

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 FEB 14 1946

orig. and 66-3615-1636X

INITIALS ON ORIGINAL

Destruction of Bureau Ident Duplicate Prints

38665

MR. TRACY October 5, 1945

possibly it would be more desireable to serialize them placing them in general Administrative Files rather than maintaining a separate file. At the present time a copy of any letter written relative to a record in the Identification Division which contains a FBI number is placed in the jacket and under the present procedure a copy of that communication is also filed in either the Records Section or the Ident File depending whether or not it is purely an identification matter or connected with a Bureau case. For a necessity of this nature it would be barely necessary to retain the existing copy in the fingerprint jacket. At the present time there are eight employees assigned to the Ident Files and there are 202 cabinets containing Ident material. If disposition sheets were destroyed and also letters of transmittal of fingerprints and letters requesting criminal records and communications identical with existing records were placed in the jacket, the number of cabinets could be reduced to approximately 15 or 20 which would contain nonident material and miscellaneous inquiries not involving a specific record. One or two employees should be able to handle such a file. Of course, if the material being placed in the file similar to the existing Ident File were serialized then the complete Ident Filing System could be abolished. I believe in view of the small amount of mail which would have to be filed that the best method of handling it would be by serializing and placing it in the Records Section, Division IV.

The space presently occupied by the Ident Files Section is in the Typing Building. The Typing Section at the present time needs additional space to store their index card supplies and other necessary supplies. In addition, I believe that consideration might be given by the Typing Section to placing their Mail Room in this location in view of the fact that it is close to the garage and it would be possible for the post office truck to drive into the basement, backup to the door leading to that Section and receive mail which it now picks up in the main Messenger Station.

RECOMMENDATION: That disposition sheets be destroyed by readers in either the Typing or Posting Section where they are handled. That letters of transmittal of fingerprints and letters requesting criminal records after the necessary action has been taken be destroyed. That communications positively identical with fingerprint records be placed in the jacket. That copies of Bureau correspondence concerning fingerprint matters be retained in the jacket and no copies be placed elsewhere. That the remaining material which would be nonidents be serialized by the Records Section. It is suggested that the Records Section make spot checks for a period of six months on the nonident matter which they serialize with a view to recommending the destruction of additional types of correspondence which it felt would not be necessary to retain. WHR.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
ss Gandy

Sac Letter No. 94
Oct [illegible], 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

Destruction of Bureau Property - General

(D) DESTRUCTION OF FILES -- For future guidance in the closing of offices the following instructions are being issued with reference to the destruction of files. The following files in the office closed may be destroyed since material is either duplicated in the office assuming jurisdiction or is on file in the Bureau and no longer would serve any purpose in the field:

1. Quarterly Intelligence Summaries.

2. Bureau Bulletins and SAC Letters.

3. FBI Law Enforcement Bulletins and Uniform Crime Reports.

4. Interesting cases, radio scripts and speech material.

5. Dead files on the subjects of Identification Orders which contain the copies of I.O.'s and photographs of subjects may be destroyed so long as these files do not contain investigative reports.

6. OO files containing instructions may be destroyed since the material is duplicated in the offices assuming jurisdiction.

7. Administrative files containing expired contracts inasmuch as the contracts are on file in the Bureau and are no longer of any value in the field.

COMM-STAMP
10-18-45
530CT 21 1945

166-3286-
NOT RECORDED
54 OCT 19 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

FROM : M. Dawson

DATE: October 10, 1945
md:mb

SUBJECT: TYPING SECTION MANUALS ISSUED 9-14-42

The following Typing Section Manuals are being returned to the Supply Section to be destroyed.

#1225	915	925	871	891	1037	461	587	642
401	62	275	1217	898	419	655	730	1001
249	277	892	312	693	1150	839	959	851
685	701	963	368	538	47	1208	939	834
1244	857	598	71	572	778	236	173	709
691	513	1116	1114	316	896	593	235	818
748	930	931	370	833	155	717	674	43
1143	770	1263	1120	1159	1021	1279	1172	1203
890	1207	290	232	222	708	88	128	103
493	965	1250	536	811	153	106	786	810
988	879	319	208	430	129	544	435	1218
1023	1234	1074	1260	354	369	562	1079	564
1288	80	626	1098	588	648	732	976	187
125	629	1281	1022	1202	389	1242	1237	85
610	1103	4	42	340	1198	1133	558	110
796	1002	261	771	914	661	439	868	191
408	75	774	494	488	356	1235	466	1131
539	229	1257	1287	1085	762	546	245	569
1264	724	856	579	589	1286	399	782	747
1297	820	1175	455	162	65	522	207	353
999	917	388	842	773	1191	612	697	105
27	1292	937	650	148	683	641	1251	983
231	250	647	180	528	285	1233	1014	1090
164	260	79	926	1206	422	1195	554	1046
205	321	869	605	170	997	924	503	602
637	338	989	48	1240	1256	698	352	979
840	1186	995	481	549	985	1294	736	710
440	1102	1020	161	428	841	1099	847	2
1134	348	300	812	608	418	973	479	785
938	936	268	526	56	97	609	1008	1179
184	72	1254	1295	5	862	1041	1227	1083
1182	57	788	307	489	559	901	82	59
1299	1193	1017	472	136	133	951	427	404
940	474	491	287	563	423	1069	759	471
70	590	154	721	580	1130	1271	984	123
64	1009	1200	705	269	1089	863	248	556
585	60	1289	947	716	437	349	668	1265
764	1113	784	263	1088	68	417	583	1078
329	576	535	141	196	1229	1238	1230	26
1136	15	756	366	415	633	433	172	725
1212	469	830	850	921	271	1154	122	944
904	1247	346	545	790	447	1087	854	396

COPIES DESTROYED

50 DEC 6 1945 20 5 JAN 22 1965

Authorized by Bureau Request

555	1190	870	120	634	550	971	432	720
1093	1178	570	385	67	723	953	227	135
1033	781	980	630	801	521	903	909	108
499	910	885	436	500	568	107	1124	21
397	619	968	900	541	296	757	1267	826
480	551	266	379	320	1204	821	615	1252
858	1162	84	343	305	704	631	684	115
445	429	1012	835	894	171	1272	955	1198
836	341	793	169	127	1095	100	1023	889
83	258	887	248	715	200	1106	1210	1243
911	8	485	1278	241	652	220	1205	792
181	41	996	1241	1196	815	800	543	897
753	994	1072	969	327	860	33	789	86
477	1024	954	981	113	294	824	24	279
601	138	662	159	87	238	1171	645	225
1270	1285	1042	243	387	623	20	36	400
970	344	38	966	575	927	69	1138	560
179	45	1019	267	700	34	1211	163	653
929	945	644	1097	1118	1192	750	207	533
1050	331	337	760	292	152	257	313	216
91	777	670	639	438	923	324	1028	355
699	752	183	694	315	809	1030	1164	553
806	1184	1249	203	143	761	253	1048	234
928	941	987	688	742	311	594	571	197
867	364	1269	713	852	281	1214	11	611
1007	1145	332	755	394	1373	362	194	1194
189	505	907	1077	695	390	578	1081	188
32	1053	1026	744	1262	308	769	1049	1280
666	434	140	846	301	192	877	1220	215
1283	1228	1105	247	961	365	510	960	1268
155	1216	1284	920	617	837	1003	991	948
272	382	918	552	244	1213	1231	893	1282
407	93	547	142	816	681	651	995	1238
130	1277	95	1246	1086	403	256	228	916
825	226	1043	504	768	1082	1117	342	117
604	1112	96	719	739	274	807	671	1044
151	791	599	286	1261	1221	1222	958	1291
98	548	29	872	507	223	504	126	659
738	819	754	679	1259	831	975	849	1100
119	112	805	537	1005	444	1188	328	483
902	922	49	384	600	618	46	224	219
156	111							

The following temporary typing manuals are being destroyed:

68	70	48	44	61	58	41	39	57
60	64	45	40	67	72	73	43	63
69	59	10	71	46				

This temporary manual was a rough draft of the new 1945 issue.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EWJ/cal

66-3286-192

CHANGED TO

66-19087-9

MAY 9 1961

mt/mb

BOARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RGF:MJH

TO : D. M. Ladd

FROM : R. G. Fletcher

DATE: October 30, 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

SUBJECT: PHOTOGRAPHS AND DESCRIPTIONS OF ESPIONAGE AGENTS

As you will recall, during the course of the war the Espionage Section kept a bound volume of the photographs of known and suspected espionage agents.

ACTION:

Since the cessation of hostilities, no further photographs have been added to this album, and the Cartographic Section has been instructed to prepare no further volumes. All photographs which were not made up into an additional volume have been appropriately indexed in the Bureau files.

There is attached a letter to the various field divisions who received copies of this album advising them that such may be destroyed and that a complete copy of the album is being retained at the Bureau.

Attachment

Destruction of Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cal 75

EX-12

RECORDED & INDEXED

66-3286-193

NOV 6 1945

NOV 28 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tracy

DATE: 10/17/45
md:mb

FROM : M. Dawson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

SUBJECT: TYPING SECTION MANUALS TO BE DESTROYED (Issued 9-14-42)

Destruction of Enemy Property

The following typing section manuals are being returned to the Supply Section to be destroyed:

#380
1035
89
37

#176
158
722

#689
295
737

66-3286-194

RECORDED
EX-58 29 NOV 26 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY Spy Jie ELW/Gfw

DEC 10 1945

Send to Dis 12:15 PM 11 P.P.

NDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Newman

DATE: December 19, 1945

FROM : Property and Inventory Section

SUBJECT: Destruction of Code Books

Permission is requested to destroy the following Code Books which are in a mutilated condition and beyond use.

"C" Code Books		"A" Code Books	
151 ✓	112 ✓	5022 ✓	5133 ✓
152 ✓	113 ✓	5036 ✓	5244 ✓
153 ✓	177 ✓	5056 ✓	5476 ✓
		5130 ✓	

These books are presently located in the safe in Room 5524.

Declassified E.O. 12356 7-22-82 BY SP2 alm/baw

66-328 Code Books

Destroyed 12/19/45

Leland E. Johnson

50 JAN 14 1946 FILE WRG PER

Letter of Dec. 8, 1945

Destruction of Inspection Report

38663

(E) DESTRUCTION OF INSPECTION REPORTS, CORRESPONDENCE RELATING TO INSPECTIONS, CONTENTS OF PERSONAL AND CONFIDENTIAL FILES AND MATERIAL RELATING TO THE CONFIDENTIAL FUND -- Effective immediately in each field office there should be promptly destroyed the following types of field office records:

1. The Inspection Reports and correspondence relating to inspections and Inspection Reports after such material is three years old or older in the office.

2. Contents of the Office Personal and Confidential Files after the serials are three years old and after the Special Agent in Charge has personally reviewed the serials in order to retain such of these serials as in his judgment he believes to be of current or continuing interest and of benefit in the adminstration of the office and the affairs of his Division. In other words the Special Agent in Charge is authorized to retain any of the serials more than three years old when to do so is believed to be an advantage to the office.

3. Cancelled checks, check stubs, Special Agent in Charge's vouchers, bank statements and similar material relating to the office's confidential fund after such material is three years old.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-28-81 BY 6383VRT/ad

66-3286-1
NOT RECORDED
DEC 21 1945

ORIGINAL COPY FILED IN 66-0-1

62
56 JAN 17 1946

DEC 21 1945

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

EH:MAM

TO : MR. NICHOLS

DATE: November 29, 1945

FROM : R. F. CARTWRIGHT

SUBJECT: CUBA FOREIGN AGENT
Bureau File #64-1204-82

38661

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Bea
Miss

This enclosure consists of numerous photographs and information sheets regarding persons connected with totalitarian activities in Cuba.

The names listed are not carried as see references in this serial but are indexed elsewhere. At a supervisor's request the part deemed necessary for retention was indexed and placed behind file. In view of these facts it appears that the Bureau could dispose of this material.

HANDLED BY SI

RECOMMENDATION:

Inasmuch as this enclosure is occupying valuable space in the Records Section it is requested that the file be reviewed by the Security Division for an expression as to the disposition of this material.

RECORDED 64-3286-196

It is recommended that this enclosure be destroyed here at the Seat of Government.

OK to destroy attached per court ruling of no value

58 JAN 15 1946

COPIES DESTROYED
20 5 JAN 22 1965

DATE 7-20-82 BY SP4 EW/Cal

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 3

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: : THE DIRECTOR

DATE: January 31, 1946

FROM: : THE EXECUTIVE CONFERENCE

SUBJECT: 20990

The Executive Conference of January 31, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Nichols, Hendon, Harbo, Clegg, Tracy and Glavin considered a suggestion submitted by Miss Marie Lundy of the Administrative Division concerning the disposition of old inventories.

Miss Lundy stated that there are maintained in the Chief Clerk's Office at the present time all Seat of Government inventories since 1936 and recommended that all inventories more than two years old be destroyed.

The Conference was advised that inventories are taken annually and the new inventories are balanced and brought into agreement with the inventories of the year past; and that it is the belief that these inventories need not be retained for a period of more than two years since experience has shown that it is not necessary to go back over that period of time in order to properly bring the inventories into balance.

The Conference recommended approval of this suggestion. Should the Director agree, the attached communication should go forward to Miss Lundy.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Director's Notation: "OK. H."

cc - Mr. Clegg
Mr. Hendon

WRG:val

RECORDED 66-3286-197

A-52

FEDERAL BUREAU OF INVESTIGATION
FEB 14 1946
U. S. DEPARTMENT OF JUSTICE

NR 1-24-86 DeLoach/cal

MAR 1 1946

COPY:mmk

TO: THE DIRECTOR 20989 DATE: January 30, 1946

FROM: THE EXECUTIVE CONFERENCE

The Executive Conference of January 25, 1946, consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Milwaukee concerning the disposition of gasoline rationing records.

The SAC at Milwaukee stated that since gasoline rationing has been discontinued and the unused gasoline coupons were reported to the Bureau, there appears to be no reason for the records of unused coupons being retained at the present time.

Glavin pointed out to the Conference that immediately after gasoline rationing was ended, this particular problem was raised; and it was felt at that time that due to the fact we were receiving inquiries from time to time from the OPA concerning the distribution and use of gasoline rationing coupons, that the Field Office records should be maintained for a period of time.

At the present time, the combined record is maintained at the Seat of Government; and it is not felt that the Field Office record need be maintained. The Conference, therefore, recommends the adoption of the suggestion submitted by the SAC at Milwaukee that the Divisional Offices be advised they may destroy these records at the present time.

Should the Director approve the Conference recommendation, the attached SAC letter should go forward to the Field.

Respectfully submitted.
FOR THE CONFERENCE

Clyde Tolson

Attachment

E. A. Tamm

Director's notation "O.K.-H".

cc- Mr. Clegg
Mr. Hendon

66-3286-198

WRG:val

FEB 19 1946

FBI INVESTIGATION
DEPT. OF JUSTICE

FILED IN VAULT

400 U. S. COURT HOUSE
BUFFALO 2, NEW YORK

December 5, 1945

Director, FBI

RE: SUGGESTION FOR IMPROVEMENT OF FILE PROCEDURE.

"Destruction Program"

Dear Sir:

I would like to make the following suggestion with reference to what I consider to be a possible improvement in Field Office procedure. It has probably been suggested in the past; however it has not been to my knowledge and therefore I desire to submit it to you for your consideration.

We have in every Field Office a large number of closed files which in my experience are never referred to except for reference purposes. It seems to me that considerable space in field offices could be saved by the destruction of all but one serial in closed cases. Of course, some closed cases are reopened for further investigation; however, it is very rare when a case that has been closed for a year is reopened. It is my suggestion, therefore, that all but one serial in cases closed for more than a year be destroyed. I estimate that this will reduce the size of our closed files from twenty-five to thirty percent.

At the present time the files in this Field Division are such that it will be necessary to secure additional file cabinets if the above method or a variation thereof can not be put into effect. So far as the clerical work necessary in the destruction of such serials, it seems to me that it could be done quite rapidly and at a considerable saving to the Government, considering the fact that it would reduce the number of new file cabinets which will have to be purchased in the future as well as having the long range effect of reducing rentals.

So far as the work of a Field Office is concerned I can see no objection to the above suggestion; however, there may be an objection insofar as some Federal Law which may prohibit the destruction of files.

Very truly yours,

JBW:FC

J. B. WILCOX,
SAC

66-3286-199

RECORDED

FEDERAL BUREAU OF INVESTIGATION
FEB 25 1946
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW Cal

IX - 82

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

LBN:aml

TO : The Director

DATE: December 28, 1945

FROM : The Executives Conference

SUBJECT: Destruction of Bureau Property

The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols considered Mr. Jones' suggestion that incoming letters which have no permanent value in our files be destroyed by the supervisors. He has in mind such communications as Thanksgiving Day greetings from Roy Keplinger, a persistent writer; a letter advising that previous correspondence had erroneously been directed to this Bureau; thank you notes from boys for booklets; all form letters, which are generally destroyed now; thank you notes for tours and the like.

The Conference was unanimous in recommending that such communications be destroyed by the supervisors handling the mail.

Respectfully
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Attached

Destruction of

RECORDED & INDEXED
62-32865-1
FEB 27 1946

62-32865-1 ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 SEW/cal

337

56 MAR 11 1946

RECORDED

CC-247

MAJ:mc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

December 17, 1945

MEMORANDUM FOR MR. NICHOLS

RE: LETTERS FROM MENTAL CASES

Attached hereto are a number of communications received in the Bureau from individuals who are definitely known to be mental cases. No action whatsoever is taken with regard to such correspondence and it is not believed that any purpose will be served by wasting time filing this type of letter. Already some files on these "nuts" have grown voluminous. It seems that we have too much to do at the present time to give any consideration whatsoever to this type of letter. Accordingly, I wish to recommend that all correspondence of this type be destroyed in this Section upon its receipt.

M. A. Jones

Attachment

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/cal

RECORDED & INDEXED 66-3286-201 EX-5 22 FEB 26 1946

38 MAR 4 - 1946

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES
TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

HMV

66-3286-202

NOT USED

337

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 Ewical

MR. NICHOLS

February 4, 1946

R. F. CARTWRIGHT

20991

CROATIAN ACTIVITIES IN THE U. S.
Internal Security - G
Bureau File #65-30311-20

O Destruction of Bureau Property - General

This roll of film contains exposures of correspondence and a Croatian mailing list. These exposures were examined by a translator at the Bureau. Upon request from the Field Division copies of the translator's report concerning this material were transmitted to Pittsburgh and Des Moines. Attached to the cover letter is a copy of this report.

In view of the above facts and the fact that the Filing Unit is in need of all available space, it is believed the Bureau could dispose of this film.

RECOMMENDATION:

It is requested the Security Division review this file for an expression as to the disposition of this material.

It is recommended this film be destroyed here at the Seat of Government.

SG:tmb

RECORDED 66-3286-07
FEDERAL BUREAU OF INVESTIGATION
MAR 8 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

59 MAR 19 1946

MR. NICHOLS 20992 February 4, 1946

R. F. CARTWRIGHT

CROATIAN ACTIVITIES IN THE U. S.
Internal Security - C
Bureau File 65-30311-215

The attached Mini-Pan film contains exposures made of all available material at the Des Moines Field Office concerning Croatian activities.

Photostatic copies of this material were submitted to the Field Office as requested.

It is believed this file is of no further value to the Bureau.

RECOMMENDATION:

It is requested this file be reviewed by the Security Division for an expression as to the disposition of this material.

It is recommended this film be destroyed here at the Seat of Government.

SC:tmb

RECORDED
66-3286-204
FEDERAL BUREAU OF INVESTIGATION
MAR 8 1946
U. S. DEPARTMENT OF JUSTICE

EX-69

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 65-30311-607

DW

66-3286-205

CHANGED TO

66-3286-210 X

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW1 cal

MR. NICHOLS

March 12, 1946

R. F. CARTWRIGHT

NEW YORK PM
Bureau File #94-8 sub 1003

Maintenance of Bureau Records

This enclosure contains copie of PM, photostatic copies of Daily Worker, and some cards listing the names of PM employees.

This material is contained in a non-serialized enclosure, most of it is dated for 1940, and it is not indexed. Therefore, this material does not appear to be of any value to the Bureau.

RECOMMENDATION:

Inasmuch as this enclosure is occupying valuable space in the Records Section, it is requested that the file be reviewed by the Security Division for an expression as to the disposition of this material.

It is recommended that this enclosure be destroyed here at the Seat of Government.

JEP:cic

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/Cal

RECORDED
EX - 62 166-3286-20
F B I
48 MAR 20 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

WWB:MLK

TO : MR. TRACY

DATE: December 14, 1945

FROM : W. W. Bromwell

SUBJECT: DESTRUCTION OF IDENT MAIL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Mr. Cartwright's memorandum to Mr. Nichols on November 27, 1945, recommending the destruction of communications from field offices requesting the delivery of fingerprint supplies. I have checked the procedure followed in the Identification Division in handling this type of communication and recommend that Mr. Cartwright's suggestion be adopted and that the correspondence be destroyed after it has been handled.

In order to handle the communications along this line the following procedure will be placed into effect if Mr. Cartwright's recommendation is approved:

Recording Section will prepare the franked address as it has done in the past. It will place a notation on the incoming communication reflecting the supplies to be sent to the contributor and will also prepare a list of the contributors and the supplies to be sent. This mailing list with the incoming correspondence and the franks will then be sent to the Supply Section of the Chief Clerk's Office. No follow-up system will be maintained in the Recording Section and the follow-up letters received relative to supplies will be sent directly to the Supply Section. The Supply Section of the Chief Clerk's Office may consider the problem of destroying the mail there or returning it to the Records Section for destruction, whichever they deem more advisable and efficient.

I do not believe that the mail should be destroyed in the Recording Section at the time the mailing list is prepared but it should accompany the mailing list in order that if any questions might arise before the mailing of the supplies it may be checked back to the original correspondence which is attached.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cal

Exec Conf Memo Sept Loop 12/18/45

RECORDED 66-3286-207

EX-2

32 MAR 20 1946

60 APR 4 1946

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

SJT:obp

December 18, 1945

CC-287

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Harbo
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Harbo, Hendon and Tracy on December 17, 1945, considered a suggestion of Special Agent R. F. Cartwright of the Files Section that correspondence requesting delivery of fingerprint supplies to law enforcement agencies be destroyed after it has been handled.

The Conference unanimously recommends approval of the suggestion.

If you approve, the necessary details will be arranged by the Identification Division, the Records Section and the Chief Clerk's Office.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW Cal

FOR VICTORY
BUY UNITED STATES DEFENSE BONDS AND STAMPS

RECORDED 166-3286-208
EX-2
32 MAR 20 1946

50 APR 2 1946

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

WWB:hmb

TO : MR. TRACY

DATE: January 10, 1946

FROM : W. W. Bromwell

SUBJECT: REQUEST FOR FINGERPRINT SUPPLIES

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to my memorandum of December 14, 1945, entitled "Destruction of Ident Mail", setting forth a recommended procedure from field offices requesting the delivery of fingerprint supplies. This procedure has been approved by the Executive Conference as reported in the Conference memorandum of December 14, 1945 and, accordingly, the Recording Section is being advised to place the following procedure in effect:

Recording Section will prepare the franked address as it has in the past, and will place a notation on the incoming communication reflecting the supplies to be sent to the contributor, and it will also prepare a list of the contributors and the supplies to be sent. This mailing list with the incoming correspondence and the franks will then be sent to the Supply Section of the Chief Clerk's Office. No follow-up system will be maintained in the Recording Section and follow-up letters received relative to previous requests for supplies will be sent directly to the Supply Section.

RECORDED & INDEXED 62 MAR 20 1946

CC - Recording Section

MAR 29 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
EX-2
DATE 7-27-82 BY SP4 EW/ cal

66-3286-210

CHANGED TO

66-19087-9X

SEP 26 1967 364

Jun 1 Bt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

MR. NICHOLS

March 1, 1946

R. F. CARTWRIGHT

CHRISTOPHER DALE
FIRST LIEUTENANT, U.S.M.C.R.
BUREAU FILE 95-9895-1

This enclosure contains photostatic copies of the items mentioned in serial 1.

The Bureau conducted no investigation beyond the Laboratory examination of this material. The results of this examination are contained in the file. Therefore, it appears that this material is of no value to the Bureau.

RECOMMENDATION:

It is requested that the Laboratory review this file for an expression as to the disposition of this enclosure.

It is recommended that this enclosure be destroyed here at the Seat of Government.

Attachment

JEP:JEJ

RECORDED 66-3256
EX-37
F B I
61 MAR 21 1946

INITIALS ON ORIGINAL - 1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4 ELW/cal

50 APR 1 1946

ORIGINAL COPY FILED IN

Distribution of Bureau Property - Fine.

RECORDED

EX-6

166-3286-21

61 MAY 31 1946

FBI

58 JUN 26 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNM

TO : Director, FBI

DATE: February 1

FROM : SAC, Atlanta

SUBJECT: ADMINISTRATIVE PROCEDURES

Reference is made to SAC Letter Number 16, Series 1946, dated Febr 1946, entitled as above.

In connection with the Bureau's request, I wish to advise that con tion given to the streamlining of the Bureau's present administrative proc has indicated the possible desirability of extending the provisions in con with the administrative closing of cases. It is felt that the existing pr in this regard could very well be extended to include such cases as Theft Government Property, which at the present time constitute a large volume o cases under investigation in most offices. For the most part, Theft of Go Property cases presently being investigated entail thefts from military an reservations and successful prosecution is, almost without exception, diff because of the inability of military and naval officials to identify the p as stolen property. In view of this situation, many U. S. Attorneys refus prosecute these cases, which are being closed out in the early stages of t vestigation and considerable work could be avoided if a provision were mad the administrative closing of these cases.

It is further felt that the existing requirements for the stamping "FILE" on particular classifications could be simplified by either elimina the practice entirely or by extending it so as to include reports in all c other than those reflecting statistical accomplishments.

It is further felt that consideration might be given to the use of in connection with cases which are secured in a large volume from a single A specific example of what I have in mind would be the use of forms in reg reports received by the Atlanta Office in connection with National Motor V Theft Act cases referred to this office by the Automobile Underwriters Det Bureau. Under the present procedure, reports are prepared on the basis of forms, most of which are placed in an HUC status and the office of origin nated on the basis of information received. It is felt that a form could well be used, indicating the description of the car, the place of theft, a place of recovery, which constitutes all of the information received in co tion with these cases and thereafter a copy of such letter could be direct the interested office and a copy placed in the 25-C file of this office. procedure could very well be adopted in other localities where similar con exist and would obviate the necessity of opening and closing cases on the of the information received.

It is likewise felt that consideration might be given to the destr of old case files maintained in field offices, which become a problem the necessity for moving offices and changing office space arises. In vie

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HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

the fact that duplicate files are maintained at the Bureau's headquarters, it is felt that it might be advisable to provide for the destruction of old case files after a given period of years in order to guard against the wholesale accumulation of those files which are no longer of any great value to present field office functions.

Further consideration will be given to this matter ~~and the Bureau will be given to this matte~~r and the Bureau will be advised from time to time as to any suggestions which may come up in the course of handling the routine business in this field office district.

JFT:SL

Destruction of Bureau Copy 1-gent

66-3246-210

RECORDED

FBI

61 MAY 9 1946

5 MAY 21 1946 45

ORIGINAL COPY FILED IN

Federal Bureau of Investigation
United States Department of Justice
Newark 2, New Jersey

February 14, 1946

Director, FBI

RE: ADMINISTRATIVE PROCEDURES

Dear Sir:

With reference to SAC Letter #16, Series 1946, dated February 7, 1946, requesting that suggestions be submitted aimed at streamlining Bureau operations and procedures, the following suggestions are submitted by the Newark Office:

I F.B.I. LAW ENFORCEMENT CONFERENCES

It is recommended that consideration be given to discontinuing these conferences as such and replacing them with regional training schools in the various field divisions. This recommendation is made as it is felt a substantial amount of duplication exists in districts where both these conferences and regional schools are held and by supplanting the conferences with the schools, the duplication could be avoided and the instruction afforded would be more complete. It is felt that contacts with Police Chiefs at the regional schools and at State and County Chiefs' Association meetings would afford proper liaison with the heads of the law enforcement agencies in the various field division districts.

II ALIEN ENEMY REGISTRATION FILES

In the recent past, the Bureau authorized this office to take material from alien enemy registration files from the file folders, staple it together, and file this material in alphabetical order as to persons without the use of the file folders. This change has been completed in this office and the net result is a saving in file cabinet space of 49.8%. It is recommended that the Bureau consider authorizing the entire field to adopt this procedure. It is estimated that this procedure will take care of the file cabinet expansion needs of this office for a three year period.

It is noted that the contents of the alien enemy registration files are essentially duplicates of material contained in the records of the Immigration & Naturalization Service and the various United States Attorneys' offices. It is felt that consideration may be given to the making of a survey in this field and if it is determined that identical material is contained in the files of

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

these other agencies that consideration might be given to making some complete disposition of these files as they are contained in Bureau field offices.

III COPIES OF AGENTS' EXPENSE VOUCHERS

Inasmuch as it is felt that reference to duplicate copies of expense vouchers as presently maintained in field administrative files is rather infrequent and in cases where such is necessary after a six month period reference could still be effected through inquiry of the Bureau, recommendation is made that existing requirements be changed so that duplicates of these expense vouchers are retained in the field for only six months instead of one year.

IV AGENTS' DAILY REPORTS AND NUMBER THREE CARDS

Recommendation is made that regulations be changed so as to require the maintenance of Agents' daily reports and Number Three cards for a period of six months rather than one year. It is felt that reference to these records in order to check investigative reports, expense accounts, and analyze the work picture of Agents can well be had within the six month period and that considerable filing space can be acquired by requiring that these records be maintained for only a six month period.

V AGENTS' TECHNICAL QUARTERLY CONFERENCES

Recommendation is made that these conferences as such be held twice a year instead of four times a year, but that the practical training be continued on a quarterly basis. It is believed that with Agent personnel, with limited exceptions, having been in the service for more than two years that there is a certain amount of repetition in the technical conferences and for this reason consideration might be given to requiring the conduct of these conferences only twice yearly. In respect to practical training, it is believed that instead of decreasing or continuing this training on a quarterly basis that it might be held even more frequently.

VI ASSIGNMENTS OF AGENTS

For the past two years, the field has been instructed to rotate Agents on assignments every six months in order that all Agents will be afforded experience in all types of investigations. It is observed that in some instances this procedure has worked a hardship on some investigations and has created a situation whereby the experience an Agent has gained in a particular type of investigation or in respect to a particular case has not been utilized to the fullest advantage by the service. Accordingly, recommendation is made that

the field be authorized to discontinue this procedure in cases where Special Agents have been in the service for a period of three years or more and where the variety of assignments they have had has been broad.

VII CP CHARTS AND MEMORANDA

It is recommended that the field not be required to maintain charts on Communist organizations and other organizations infiltrated by the Communist Party and to submit twice a year complete memoranda showing the composition of the charts. This recommendation is made for the following reasons. A considerable amount of time is required for employees to maintain the charts in a current manner. They contain little information of value which is not contained in the comprehensive reports submitted in the individual cases pertaining to the organizations. The memoranda which are required twice a year would seem to be a duplication of reporting inasmuch as the information contained therein is set out in investigative reports. The charts of necessity are maintained in the vault and are no more readily accessible to Agents than are the investigative files. In addition, both the charts and the memoranda contain the names of all officers of all locals of the various organizations whether or not there is any infiltration into that particular local. This in many cases requires added work inasmuch as only a few locals of a large union may be infiltrated and only the infiltration is pertinent in connection with the case. It is noted that key figure lists are maintained by the field and the Bureau, which lists include the names of important unions in the various organizations and should at any time action be taken towards these important unions, their identities would be readily available through referring to the key figure list.

VIII INTERNAL SECURITY ORGANIZATIONAL INVESTIGATIONS

It is recommended that the field be authorized to place investigations of Communist infiltration into organization cases in a pending inactive status for a period of six months after the initial investigation has been conducted. It is noted that in many cases involving the infiltration into labor unions, the unions elect officers annually and there are very few changes in the officers of the union except for the annual election. Annually the amount of infiltration in the way of Communists holding office in the union can be ascertained and it is felt that through the general coverage of the Communist Party by informants, technical and microphone surveillances, etc., Communist activity can be followed with respect to the various organizations. In most cases, it is not believed practical to submit a report every 45 days because of the relative inactivity of the Communist Party in that particular organization or the lack of changes of importance in Communist infiltration. It is believed that this procedure would reduce the delinquency for this type of case in the field offices and have the effect of the field offices submitting comprehensive reports each six months which would show the complete set up

with regard to infiltration into the organization.

IX BULKY REPORTS

It is observed, particularly in connection with some Security investigations, that bulky investigative reports have been rendered in years past in a considerable number of investigations. In a goodly number of instances, auxiliary offices in years past have forwarded, mainly for the purpose of information, two copies of these bulky reports. Also in some cases, there have been indicated for the reporting office, three, four, and more copies of these bulky reports. It is felt that consideration might be given to conducting reviews of the closed files sections and in instances where these bulky reports are found that consideration might be given to disposing of them by destruction where more than two copies are in the possession of the reporting office and where more than one copy of a report from an auxiliary office, forwarded in the first instance for information only, is found. It is felt that this suggestion should not necessarily be limited to closed files, but might well apply to files which are presently pending.

This need as pointed out by the Bureau will be borne in mind and when additional suggestions occur, they will be submitted to the Bureau.

Very truly yours,

S. K. McKEE
SAC

next

66-3286-212

NOT UCD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/Cal

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

LBN:aml

TO : The Director

DATE: December 28, 1946

FROM : The Executives Conference

SUBJECT:

The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols considered Mr. Jones' suggestion that a yellow not be made in answering correspondence from individuals requesting material or information which is not of a permanent value to the Bureau.

The Conference had previously unanimously approved that the practice be adopted of destroying letters when the individuals requested a booklet, which can be acknowledged by merely placing the booklet in an envelope and sending it out.

However, the Conference was unanimous in recommending that whenever the Director writes a letter, a record should be kept in files and that such correspondence should not be destroyed.

Respectfully,
For the Conference

ATTACHED
INDEXED
SERIALIZED
FILED
RECORDED
DATE 7-27-82 BY SP4 ELW/ca

Clyde Tolson

66 1246-212
F B I
61 MAR 21 1946

Director's Notation: "OK H."

E. A. Tamm

INITIALS ON ORIGINAL

58 MAR 27 1946

66-2554

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 9, 1946

FROM : SAC, RICHMOND

SUBJECT: PLANT PROTECTION

A review of this file reflects the following bulky exhibits:

1 - Booklet entitled, "Manual for the Safety of Employees", 1941 Edition Virginia Electric & Power Company.

2 - Booklet entitled, "Instructions for Use, Inspection and Maintenance of Fire Fighting Equipment", 1941 Virginia Electric and Power Company.

3 - Booklet entitled, "Safeguard Industry Against Fire for National Defense".

The above exhibits will be destroyed unless otherwise instructed by the Bureau in 15 days.

99-00
JEL:MW

66-3286-213X

RECORDED

DATE 7-27-82 BY SP4EW/cal EX-25

19 JAN 16 1946

DEC 27 1956

59 JAN 23 1946

CC-247

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

March 5, 1946

MEMORANDUM FOR MR. NICHOLS

RE: DESTRUCTION OF BULKY ENCLOSURES

We have been reviewing the bulky enclosures maintained in the Records Section and referring certain ones to you and to the interested Bureau officials with a recommendation for their destruction for some months past. This program was initiated on the basis of the last inspection of the Records Section. To date we have handled approximately seventy-five per cent of this job and have something under a thousand enclosures yet to handle.

In line with our recent conversation, there is attached hereto a suggested form memorandum to facilitate the completion of the program. If you approve, as each enclosure is considered it will be referred to the specific desk handling the violation concerned by me and we shall act according to the decision of the Supervisor on that desk in the matter of destruction or retention.

As I informed you, I personally review each of these enclosures prior to referring them and shall continue to do so. All matters concerning Division IV of this nature will, of course, be forwarded for your attention prior to destruction and any particularly important matters will be similarly referred to you prior to action. I believe that the attached form will handle the situation nicely and facilitate the completion of this program.

ENCL.

Respectfully,

RECORDED & INDEXED

62-32886-

IN B

30 MAR

DATE 7-27-82 BY SP4 EC/Sal

EX-30

F. Cartwright

ADDENDUM: LBN:mjm;3/11/46

The Executives Conference unanimously approved the foregoing suggestion, with the modification that Section Chiefs rather than individual Supervisors would approve destruction of exhibits.

RFC:mam

LBN

52 APR 3 1946

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES
TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

RECORDED COPY FILED IN 62-32886-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CARTWRIGHT DATE:

FROM : MISS THOMPSON

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The attached bulky enclosure has been reviewed in the Filing Unit and its destruction is hereby suggested.

The reason on which the above recommendation is based is checked as follows:

_____Duplicate copies
_____Outdated
_____Not indexed
_____Closed status
_____Non serialized
_____Not translated
_____Material available elsewhere
Bureau Library
Other serial or serials in file
Publications

RECOMMENDATION

As this material is occupying valuable space in the Records Section, it is requested that this file be reviewed by _____ for an expression as to its disposition.

It is recommended that the material be destroyed here at the Seat of Government.

DATE 7-27-82 BY SP4 ELW/cal

66-3286-214

ENCLOSURE

4-528

66-3286-214X

CHANGED TO

66-19087-10

MAY 9 1961

mt/mb

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HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. Ladd

DATE: March 13, 1946

FROM : J. C. Strickland

SUBJECT: NATIONALISTIC TENDENCY CHARTS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Several of the field offices have requested permission to destroy discontinued Nationalistic Tendency Charts with respect to German, Italian, Japanese and other foreign groups. It is stated that this material which is now outdated and which has been discontinued, occupies space which could be conveniently used for other material.

ACTION:

There is attached a proposed letter to all Special Agents in Charge authorizing the destruction of the outdated and discontinued charts. It is suggested that this be submitted to the Executive Conference for approval.

HANDLED P

It will also be noted in the attached proposed letter that authority is granted to destroy all excess copies of outdated Communist charts with the exception that one copy which has been prepared of each organization involved in connection with these charts since their inauguration, be retained in order that a ready reference will be available to reflect trends and significant changes.

Attachment

EHW:rol

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RECORDED & INDEXED 66

166-3286-215
F B I
7 MAR 27 1946

50 APR 9 1946

EX-2

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R.T. Harbo RH

FROM : J. A. Sizoo

DATE: March 6, 1946

SUBJECT: DISPOSITION OF BULKY ENCLOSURES BY RECORDS SECTION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mrs. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

We have been receiving numerous administrative files with bulky enclosures from the Records Section. We have been asked to review the enclosures to determine their disposition inasmuch as they occupy much space in the Records Section.

I have noted that the bulky enclosures which they have been forwarding to us consist mainly of positive photographic prints which have been made in connection with examinations conducted in this Section. The cases involved are almost entirely 95 cases. Heretofore, it has been the policy of the Laboratory to have each examiner make positive prints for examination purposes and possible trial use and file these prints as enclosures with the file. The cases which the Records Section are now calling to our attention are those in which prosecution has been completed, or in which no conclusion reports have been submitted. The employees of the Files Section are apparently of the opinion that because a no conclusion report has been submitted the case will not go to trial.

I have discussed the disposition of these positive photographs with other representatives of the Document Section. Some of them are of the opinion that we should retain the positive prints even though negatives are available in view of the possible disposition, at some future date, of the negatives which are now filed in the Photographic Section. If we can be assured that the negatives will not be disposed of by the Photographic Section under any circumstances without consulting the Laboratory, I believe we should give consideration to the disposition of the positive prints in all cases where prosecution is completed and where they serve no further use. With reference to prints of checks, however, I believe they should be retained inasmuch as they form a complete file of all the handwriting of a check artist and, although he may be in jail at this time, after he finishes his sentence, he will undoubtedly return to his previous calling and if we destroyed these prints at this time it would mean considerable reprinting.

EX-88 ENCLOSURE 66-3286-216

Therefore, unless you advise otherwise, we will review each case submitted by the Records Section and authorize the disposition of the positive photographs in those instances where prosecution has been completed, where they do not involve fraudulent checks, and where there appears to be no other reason for retaining the photographs, it being understood that the negatives for these photographs will be available in the Photographic Laboratory, in the event positive prints are needed at some future date.

on 3-8-46 Mr. Blair advised that the plan to dispose of the negatives, RH

APR 4 - 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/CAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: April 16, 1946

FROM : D. M. Ladd

SUBJECT: ~~X~~REPATRIATION INDICES

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

There are being maintained in Room 1243 approximately 14,000 3 x 5 index cards containing names and data on German, Japanese, Italian and United States citizens repatriated to their respective countries during the war. Since sufficient time has now elapsed to have these names in the general indices, there now appears no need to longer maintain these special indices.

The cards are broken down as follows: German repatriates - outgoing, 3600; Japanese and Thai - outgoing, 1900; Italian and miscellaneous - outgoing, 700; United States repatriates - incoming, 7700. Each card contains the name and age of the individual, the date and port of exit or arrival, and the name of the ship.

In addition to the foregoing, there are maintained approximately 2300 cards on Japanese, Germans, and Italians to whose repatriation some objection could be raised. Many of these were interned at the time the index was prepared. The information on these cards appears in the files, of course, and as a matter of fact, the majority of the individuals probably have been repatriated already or their cases otherwise disposed of by Immigration Authorities.

In recent months it has seldom been necessary to refer to these special indices and it does not appear that they will be needed in the future.

RECOMMENDATION

It is recommended that these special indices, consisting in all of approximately 16,300 cards, be destroyed.

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66-3286-217
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RECORDED & INDEXED

EX-37

57 MAY 8 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 18, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #32-G
EMPLOYEE: SAC BROWN
D.E., SAVANNAH FIELD DIVISION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. CLEGG E. E. CONROY
R. C. HENDON E. SCHEIDT

Destruction of Bureau Property - Guards

EMPLOYEE SUGGESTS: That field offices destroy material contained in FBI Law Enforcement Conference files after the material in any one section is more than one year old.

ADVANTAGES: 1. It would save some filing space.

DISADVANTAGES: 1. These old files are of use to SACs in preparing future programs and in determining exactly what the program has been at any prior conferences.

2. They are of value in determining the places at which meetings have been previously held.

3. They are of extreme value to new SACs in preparing future programs and particularly in avoiding duplication of subjects of the speakers.

4. The amount of space saved in any field office is relatively insignificant.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION: Unanimously opposed by Executives' Conference of April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cak

HHC:ER

E. A. Tamm

RECORDED & INDEXED

57 MAY 8 - 1946

66-3286-218

30 APR 30 1946

CC: Mr. Hendon
Mr. Clegg

HHC:rs

COPY: FC

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Box 4312, San Juan 21, Puerto Rico
February 18, 1946

Director, FBI

Re: ADMINISTRATIVE PROCEDURES

Dear Sir:

Reference is made to SAC Letter #16 dated February 7, 1946. The contents of this letter have been read and the desires of the Bureau for suggestions to improve the administrative procedures will be borne in mind in the future.

At the present time I have no specific suggestion to offer. However, I should like to suggest for the study of the committee the problem that is no doubt becoming acute in many offices of rapidly expanding files. I am aware that the Bureau has already, through the periodic destruction of certain administrative files, provided a means of reducing the file space necessary.

Possibly the Bureau can eventually decide on some disposition of the great number of Selective Service files which require a good deal of filing space in every office. In this office particularly a great amount of space is devoted to files in the 25 classification because of the disproportionate number of such cases this office has had to handle. The investigation in many cases is routine and does not result in the arrest of the subject nor the filing of any derogatory information.

It is suggested that thought be given to either storing such files and retaining on an index card a brief summary of the data contained in the file, or even of permitting the destruction of such files where the data is recorded in reports on file in the Bureau.

Attention is also directed to the fact that every office opens a file on the subject of an identification order or wanted flier. In the great majority of instances most offices subsequently conduct no investigation on these cases. The San Juan Office for instance has a great number of such dead files which are relatively bulky because of the necessity of making up exhibit envelopes in which to place copies of the fliers and copies of the photographs which are submitted.

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RECORDED 66-3286
F B I
55 MAY 7 1946

Letter to the Director 2/18/46

Re: Administrative Procedures

It is suggested that consideration be given to the value of retaining these files in every office when the subject has been apprehended and there is no investigative material in the file. Again preparation of an index card might suffice together with the retention of the copy of the identification order to maintain any necessary record of this individual in a particular field office.

I have also requested the personnel of this office to be alert to the possibilities of improving our administrative procedures and am encourgging them to submit suggestions.

Very truly yours

A. C. Schlenker
SAC

ACS:GEH

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DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: March 1, 1946

FROM : SAC, Memphis

DSH:aak

SUBJECT: ADMINISTRATIVE PROCEDURES

Suggestion Letter #64

Reference is made to Bureau letter dated February 7, 1946, instructing that each Special Agent in Charge give consideration to present requirements, policies and procedures with a view to submitting specific recommendations for any changes, modifications, additions or eliminations.

I have given this matter serious thought and desire to make the following recommendations:

Eliminate the rule requiring Special Agents to submit daily reports. In my opinion Daily Reports contribute very little to the efficient administration of a Field Office and the results derived therefrom do not justify the time spent in preparing and handling them.

Eliminate the requirement that each Field Division maintain bank robbery albums. In my opinion these albums are practically useless and the results obtained do not justify their continuation. I realize that my knowledge about the results obtained with these albums is very limited but I do not recall a single instance when they proved to be of any assistance in the investigation of a bank robbery.

I desire to suggest that the Bureau give serious consideration to the advisability of establishing some type of uniform procedure whereby Field Offices, which are not the office of origin or office of prosecution, may dispose of files in those cases which have been Referred Upon Completion. Considerable expensive office space is now required to retain files which are duplicated at the Bureau and elsewhere in the field.

DESTROYING

At least some offices now have a portion of their closed files in dead storage and in the event my last mentioned suggestion is disapproved, I desire to suggest that a procedure be established whereby cases falling in the category which I believe should be destroyed could be filed in dead storage. This would make those files which are apt to be referred to more readily

STANDARD FORM NO.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 26, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #73
EMPLOYEE: SAC CORNELIUS
ALBANY FIELD DIVISION

Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau authorize destruction of field office records on Alien Enemy Registrations.

ADVANTAGES:
1. Reduce space usage.
2. Previous provisions covering registration of alien enemies are no longer in effect.

DISADVANTAGES:
1. Large amounts of useful information frequently referred to are available in these files, which results in considerable saving in investigative effort.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

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DATE 7-27-82 BY SP4ELW/cal

FORWARDED TO STOP DESK

RECORDED & INDEXED 66-3286-321
32 MAY 16 1946

EX-13

CC: Mr. Hendon
Mr. Clegg

RECEIVED MAY 22 1946
RCH:rs

66-2554

Letter to the Director
3-1-46
Administrative Procedures

I regret that my observations concerning these matters were not forwarded to the Bureau on or before February 18, 1946, but for the past two weeks I have been devoting my entire time to the prosecution in the case entitled "FLOYD ALLEN BEASLEY, E. W. HALE, VICTIM - EXTORTION". This fact was called to the Bureau's attention by Memphis teletype dated February 21, 1946.

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COPY:mlp

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : Director,FBI

FROM : SAC, Salt Lake City

SUBJECT : ADMINISTRATIVE PROCEDURES

Reference is made to SAC Letter No. 16, Series 1946, dated February 7, 1946, requesting recommendations for any changes, modifications, additions or eliminations in connection with the Bureau's administrative procedures.

Please be advised that I have the following suggestions to offer at this time:

1. In connection with National Motor Vehicle Theft Act cases it is recommended that when an auxiliary office is requested by teletype to interview the owner of the automobile involved and sutel, the auxiliary office include all pertinent information in its teletype to the office of origin and RUC the case on the teletype, leaving the responsibility to the office of origin to incorporate the information in an investigative report for the benefit of theinterested United States Attorney. Under existing rules the auxiliary office teletypes the results of its interview with the car owner and subsequently submits an investigative report.

2. It is recommended that the closed investigative files more than three years old in each office be reviewed and all duplicate copies of serials be destroyed. Bearing in mind that some of these files are extremely voluminous due to duplication of serials, it is believed that a considerable saving in filing space in each office will be effected.

JCN:JH
66-173

HAROLD L. STOLL, DESI

RECORDED 66-3286-222

EX-26

55 MAY 22 1946

INITIALS ON ORIGINAL - 8

ORIGINAL COPY FILED IN

COPY 5/24/46 vlc

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
305 Realty Building
Savannah, Georgia
February 18, 1946

PERSONAL AND CONFIDENTIAL

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Re: Administrative Procedures

Dear Sir:

Reference is made to SAC Letter No. 16 dated February 7, 1946, requesting suggestions for the elimination of unnecessary requirements and the maintenance of efficiency in the Bureau's standards and operations. In accordance with the request contained in that letter, I am setting forth hereunder several suggestions which I feel certain will tend to improve the efficiency of the Bureau.

1. Elimination of Filing of Copies of Agents' Expense Accounts - - The present practice is to file on copy of Agents' expense accounts in the Field Office. These copies are subsequently destroyed when the entire Agents' administrative files are destroyed in accordance with current regulations. However, the filing of the copies in itself involves some apparently unnecessary clerical work inasmuch as it is seldom, if ever, necessary for the administrative staff of the office to refer to these copies. At the present time Special Agents are permitted to keep copies of expense accounts for their personal information. It would also appear that copies of these vouchers are filed in the Bureau at Washington, and certainly are on file with the Division of Accounts. Should it ever become necessary to refer to such expense vouchers, appropriate communication with the Bureau would, no doubt, solve this problem. It is, therefore, suggested that in the future copies of Agents' expense vouchers not be retained by the Field Office.

2. Communist Charts - - It is presently a requirement that charts reflecting the activities and affiliations of subversive organizations be

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JUL 31 1946

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62-32762-22X

FEDERAL BUREAU OF INVESTIGATION
MAY 24 1946
DEPT. OF JUSTICE

Re: Administrative Procedures February 18, 1948

maintained in each Field Division. At the present time the chart of the Savannah Field Division contains only the names of the three known Communists residing in this territory. None of these individuals associate with each other nor do they participate in the same types of organizations, and it is difficult to see where this chart is of any value either to the Savannah Field Division or to the Bureau. While the chart has been revised on several occasions in an effort to make it of value, the situation is that there simply is no organized Communist or other type of subversive activity in this territory and the maintenance of the chart is most difficult for the reason that there is nothing to put on the chart. It is, accordingly, suggested that the present requirement concerning the maintenance of these charts be modified to require that the SAC of each Field Division have prepared and maintained in an up-to-date condition charts on subversive covenants where such charts would aid in the investigations pending in that office. The regulation should, of course, include a statement to the effect that the Bureau in its discretion might instruct field offices to maintain such charts when the Bureau felt necessary.

3. Exhibits -

One of the administrative checks in each field office which requires a considerable amount of time is the maintenance of bulky exhibit files in an up-to-date condition. A requirement is in existence in most field offices that Agents dispose of bulky exhibits upon dictating a closing report, but the simple fact is that Agents overlook this obligation frequently. In order to eliminate unnecessary bulky exhibits, it is necessary to check the bulky exhibit files and review pertinent files at frequent intervals. These reviews could be made much more quickly if a system could be developed whereby there would be an immediate flag in the file which would enable a supervisory employee to ascertain quickly that a bulky exhibit was in existence. At present bulky exhibit green sheets may be filed at any place throughout these files and it would be

practically impossible for a supervisory employee to completely and thoroughly review these files prior to signing closing communications. It is, accordingly, suggested that it be required that bulky exhibit green sheets be either the first serial in the file in all instances or that they be attached to the back of the file cover. While the latter system is preferable, many field offices use the back of the file cover to make notations concerning routing slips sent to Agents and other offices as well as the assignment of leads. Accordingly, the alternate suggestion is made.

4. Telegrams to Agents' Movements -

It is the present practice to immediately enter information on the Number Three Register card whenever an Agent on a road trip or in the Resident Agencies sends a telegram to the office reflecting that he is to vacate one vicinity to proceed to another. These telegrams are then filed in the Agents' administrative files. This would appear to be a duplication of effort and it involves unnecessary filing. It is, accordingly, suggested that the receptionist or other person charged with maintaining the Number Three Register cards be required to immediately enter the appropriate information on the Number Three Register card and take the telegram in question to the SAC's office. The SAC should then read the telegram for his own information and destroy it. Should it be necessary to subsequently refer to the message, appropriate information can be obtained from the Number Three Register card.

5. Charge Out Slips -

It is the custom in the field when serials are charged out to Agents subsequent to the original charge out to note these charge outs on the face of the charge out slip already in the file. For example, an Agent may charge a serial in the Savannah Field Division on January 20, 1948, and subsequently request that serial 12 be forwarded to him. When this is done a notation is made "12 (2-11-48)". It frequently occurs that several

Re: Administrative Procedures February 19, 1946

notations of this type will be made and that Agents will subsequently return a portion of the serials, necessitating that entries be scratched out. This makes for a poor appearance on the charge out slip and consequently makes it difficult to tell at a glance what serials are in the possession of an Agent. It is, accordingly, suggested that the charge out be revised to include space for additional serials. A suggested revised charge out slip is attached.

6. Manifold Paper -

It is suggested that the Bureau attempt to obtain manifold paper the same width as the regular Bureau stationery. The paper presently in use is about one half inch wider than official stationery, making it difficult to file and to prepare for filing. If the paper is placed in the file without sufficient trimming it also detracts from the appearance of the file and rubs the file in a poor condition.

7. Bad Letters -

It is suggested that an effort be made to work out a system so the Bureau through SAC Letters and Bureau Bulletins are more uniform cautious. A great many letters and bulletins are received in the field which relate to identical topics but which are captioned in an entirely different manner. An example is the 140 letter dated November 29, 1945, captioned "Unauthorized Handling of Information Concerning Irregularities Involving Prominent Government Officials." Bureau Bulletin No. 19 dated December 27, 1945, captioned "Bureau Property Administration - Regulation 15 - Handling of Complaints" pertains to the same subject matter. Both of these relate to fraud against the Government cases and probably should have been captioned merely "Fraud Against the Government". I am not in a position to know exactly what type of system could be worked out at the Bureau except to suggest that an effort be made to place on closed communications those specific

Re: Administrative Procedures February 1, 1966

sections which are listed as characters of cases in Section 16 A of the Manual of Rules and Regulations. This type of action on the part of the Bureau would certainly eliminate the necessity for both SAC's and Chief Clerks to deliberate at some length concerning the proper place for filing Bureau communications.

D. Receiving Slips -

It is suggested that authority be given the Field Offices to destroy Receiving Slips for expendable and non-expendable property immediately after the annual inventory has been prepared for transmittal to the Bureau. These slips would not seem to serve any useful purpose subsequent to that time.

E. FBI - Law Enforcement Conference Files -

It is suggested that authority be granted field offices to destroy material contained in FBI Law Enforcement Conference files after the material in any one section is more than one year old.

10. Charge out of Field Office Property to Employees -

The Field at present has authority to maintain charge out registers for property which will be charged by employees for temporary periods. However, a considerable amount of property such as portable typewriters, handcuffs, field office door keys, etc., is charged on a permanent basis and remains in the employee's possession until such time as he is transferred from the Field Office. In such instances under present regulations it is necessary to prepare a duplicate property receipt clearing and copy in the administrative file and one copy in the inventory file. A review of the administrative files to determine the whereabouts of field office property is a major undertaking and it is believed that a much more efficient system would be to maintain a card on each Special Agent or other employee to whom property is issued. This card would be exactly like that issued by the Bureau for property issued

Per Administrative Procedure — February 19, 1946

to Agents on a permanent basis. These cards could be filed in alphabetical order in the Chief Clerk's Office and would be an up-to-date record of all Field Office property issued for an employee. The card should have appropriate places for the employee to initial each change and as it is made. When an employee resigns or is transferred the fingerprint could be checked in and the card initialed by the Unit to certify the return of the property. The card should be then filed in the employee's administrative file until it is one year old. It is suggested that this system replace all other charge out systems presently maintained in the Field Offices. It is also suggested that the card follow the chart form of SF 52 with the exception of the changes noted on the attached specimen.

The above suggestions are the only ones which I have to make at the present time. As the years pass, I have from time to time made similar suggestions as they occurred to me and I will continue to forward these suggestions at pertinent periods.

Very truly yours,

D. E. Nelson
Special Agent in Charge

Enclosure

Attachments - 2

AIR MAIL SPECIAL DELIVERY

CO-1:FC

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
San Francisco, California
February 21, 1946

MEMORANDUM FOR THE DIRECTOR

Re: SUGGESTION AS TO REDUCING SPACE AND FILE CABINETS NECESSARY FOR CLOSED FILES

During the war period the closed case files of the various field offices increased to such an extent that it presents a problem in many offices as to storage space. In some offices the space now occupied by these closed files is equivalent to the amount of space used by some offices for the entire office operation prior to 1940. Many of these closed files are maintained in office space costing the highest rental. It is difficult in many buildings to find additional or separate storage space for this purpose where the files could be readily referred to. This in many offices gives an undesirable appearance to the office due to the necessity of placing these file cabinets along the walls and in the rooms occupied by the desks of Special Agents. Much of this material will have little value in the future for reference purposes due to the types of individuals referred therein. However, much of this material contains very intimate information as to the history and background of various persons who may be the subject of criminal investigations in the future and it will materially assist in locating these persons should they become the subject of search as to their whereabouts.

As to many case files there are several copies of voluminous reports prepared in mimeograph form which latter increases the bulk of the particular file.

Provided there is no legal restriction on such practice, it is suggested these files be stripped and one copy of each serial in the case file retained to make up the file for such reference purposes as is necessary in the future.

It is believed that this would reduce the fulk of these files approximately 40 percent with a corresponding savings in file cabinets and office or storage space. It would also make the handling of these files easier in the future by reason of their reduced size. If this practice is carried out it should be a selective one as to the

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HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 E-W Cal

RECORDED 166-3286-2
EX-40
55 MAY 23 1946
F B I

52 JUN 10 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-3286

Re: SUGGESTION AS TO REDUCING SPACE AND
FILE CABINETS NECESSARY FOR CLOSED FILES

copy of the material which is retained in order that the best carbon copy would be retained or the copy upon which appears references such as indexing.

Further possibility of reducing the size of these files would be the elimination of the front and back of the case file and the acco fastener, after which the remaining single copy of the various serials would be stapled together and placed in the file jacket. There are many files pertaining to numerous cases such as Selective Service, etc., in which the material is very limited and the case file, front and back plus the acco fastener will be possibly 50 percent of the thickness of the case file. This would be suggested only as to those case files which contain a very limited number of serials.

These suggestions would be made for a definite date in the past, such as January 1, 1945, to all of which files closed prior to January 1, 1945, this practice would be applied.

Thereafter it is suggested that this be either an instructed practice after the elapse of one year at three-months intervals in order to reduce such closed files in this manner or files which were then closed one year or more in the past would be reduced in accordance with the above suggestions or it would be a permissive practice where the problems of office space make it desirable.

The principal objections to carrying out this project would be the time necessary to accomplish the work, provided the personnel is available.

Respectfully submitted,

E. J. CONNELLEY
Assistant Director

EJC:SSH

Property of Bureau

RECORDED - 84

166-3286-2222

FBI

55 JUL 8 1946

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78 JUL 17 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW



Federal Bureau of Investigation
United States Department of Justice
Cincinnati, Ohio
February 18, 1946

Inspection Letter #37

Director, FBI

Re: ADMINISTRATIVE PROCEDURES

Dear Sir:

In answer to your letter of February 7, 1946, the following suggestions are being offered:

1. It is noted that a large number of applicant investigations are referred to the field by the Bureau with instructions that teletype summaries must be submitted to the Bureau by a certain deadline date. It is suggested that the deadline dates be set up for a sufficient period of time so that investigations can be completed in the field and the results of investigations submitted in report form or memorandum form by mail, which would effect a savings in communications expense.

HANDLED BY STOP DESK

2. It is suggested that the Bureau issue instructions for action to be taken by the field a sufficient period of time before the action is to be taken in order that the field might take the action by the deadline date set by the Bureau. Recently it has been noted that instructions have been received by the field after the deadline date. This is particularly true of instructions received from the Bureau recently that the monthly administrative report for the month of January 1946 include three copies of the page showing "number of cases pending by classification". These instructions were not received in this office until after the monthly administrative report had been forwarded to the Bureau.

3. It is recommended that agents be called for In-Service [redacted] every eighteen months instead of the present policy of each twelve months. The agent personnel in the field has declined to the point at the present time that all offices are overloaded, and it is believed that In-Service Training on the basis of each eighteen months instead of each twelve months will result in the maintenance of more agent personnel field to handle the investigations.

31 JUN 28 1946

4. It is recommended that the present special efficiency reports which are submitted sixty days after an employee enters on duty or sixty days after reporting to a field office be submitted after at least

ack 2-21-46 RCN

Joint Committee Memos
4-18-46
"37 A & B
"37 C
"37 D
"37 E

ninety days rather than the sixty days. At the present time, especially due to housing conditions, the agent experiences a great deal of difficulty in locating living quarters, and the Agent in Charge does not have an ample opportunity to observe his work and report on his efficiency fairly in a sixty-day period. It is believed the ninety-day period for efficiency reports would give the Special Agent in Charge a better opportunity to observe the efficiency of the employee.

5. It is suggested that Bureau instructions contained in SAC Letter No. 31, dated March 27, 1945 in regard to the listing of "no card" cases on the monthly administrative report be rescinded. It will be noted that these instructions were that "no card" cases pending in the office should be included with all 25- classification cases in Column 8, Page 2 of the report. It is believed this is an unnecessary amount of work which is entailed by the Chief Clerk's Office in preparing the administrative report as a result of these instructions, as these instructions result in a "padded" condition for the administrative report on Page 2, and the figures desired by the Bureau could be obtained by referring to a separate sheet of the administrative report which sets forth the "no card" cases in the office. This is contained in the sheet that is submitted for the Selective Service Log and will reflect the information desired by the Bureau.

6. It is suggested that the Bureau review its instructions to the field regarding the destruction of administrative files with the view in mind of setting a definite period of time for all administrative files to be destroyed in an office, rather than the present procedure of individual periods of time for each administrative file in the office. For instance, at the present time the following instructions for the destruction of files are in effect:

Telephone logs	90 days
Return Registry Receipts	6 months
Nos. 1, 2, and 3 Registers	1 year
Automobile Card Register #71	3 years
Daily List of Absences	90 days
Monthly Administrative Report	18 months

It is realized that there are reasons for the various times for destroying administrative files, but it is believed that the underlying principles of providing more filing space is not warranted by the maintenance of the large number of ticklers in the field office to effect the destruction of these types of files.

Re: ADMINISTRATIVE PROCEDURES

7. It is suggested that lead cards be made up in the same operation as the making up of the assignment cards when new cases are received in the office, by merely inserting blank pieces of paper behind the duplicate assignment card and tickler card so that the one operation of typing will automatically make the lead cards.

8. It is suggested that the Bureau issue specific instructions regarding the filing and serialization of green sheets in files so that a uniform practice can be established throughout the field. It has been noted that in some offices the green sheets are considered another serial in the file and might be located anywhere in the entire file. In other field offices the green sheets are maintained as 1-B serials in the file, with all such green sheets filed together in the first section or the current section of the file.

It is also suggested that specific instructions be issued regarding the maintenance of 1-A exhibit envelopes where there are more exhibit envelopes than one, and more than one volume to the file. The instructions from the Bureau regarding the maintenance of 1-A exhibit envelopes and green sheets should apply to one section files and more than one section files.

9. It is suggested that the Bureau reconsider the present date set for the submission of the quarterly report of automobile cost which is due the fifteenth of the month following the quarter. In the past this report was due on the last day of the month following the quarter, and it is suggested that the last day of the month following the quarter be set as the deadline date.

Very truly yours,

F. C. HOLLOMAN, SAC

AIR MAIL
SPECIAL DELIVERY

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. D. M. LADD DATE: May 16, 1946

FROM : Mr. J. C. Strickland

SUBJECT: BULKY EXHIBITS IN PLANT SURVEY CASES.

The Files Section has advised that they have ready for review 488 Plant Survey cases. The purpose of the review is to determine whether the bulky exhibits that are comprised for the most part of maps and plats of the industrial facilities surveyed should be destroyed.

As you know, in about 95% of the plant survey reports submitted, the maps and plats which are now listed as bulky exhibits were forwarded to the Bureau as a part of the investigative report. The report writer in describing the plant facilities continually referred to the maps and plats and if these exhibits are destroyed, the reports will in no sense be complete. In view of this fact, it would appear that these exhibits should not be destroyed and for that reason it does not appear that a review of these 488 files will produce the results desired by the Files Section, namely that of having the bulky exhibits destroyed.

RECOMMENDATION:

Since it does not appear that the bulky exhibits can be destroyed in these cases, it is suggested that they be retained in the Files Section as in the past and no review be made of the 488 Plant Survey files.

FJB:edm

166-3286-22

RECORDED

55 JUN 24 1946

ORIGINAL COPY FILED IN

DATE 7-27-82 BY SP4 ELW/ EX-31

INITIALS ON ORIGINAL

AMS:ren

MR. TRACY

May 14, 1946

K. T. Delavigne

MISCELLANEOUS MEMORANDA

Reference is made to the attached folder made available to me by Mr. Cartwright of the Records Section.

The folder contains memoranda prepared in the Fugitive Supervisors' Offices containing information regarding the apprehension of subjects, additional aliases secured by field offices, and other miscellaneous data. This folder also contains memoranda prepared in the Fugitive Supervisors' Offices containing information received telephonically from the Bureau of Prisons relative to the escapes and apprehensions of individuals from United States Penitentiaries, Training Schools, and Federal Prison Camps.

The information included in these memoranda has been posted in the records of the Identification Division, in all cases where records exist, and has been reviewed by a reader. In cases investigated by the Bureau, the information is normally included in investigative reports. As far as the Identification Division is concerned, it is not necessary that these records be maintained.

Mr. Cartwright requested expression of an opinion from the Identification Division as to whether this material should be retained or destroyed.

DESK

RECORDED 166-2336-225

61 JUN 2 1946 FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EW/cal

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 14 1946

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: March 22, 1946

FROM : M. E. GURNEA

SUBJECT: DESTRUCTION OF DUPLICATE COPIES OF SERIALS IN CLOSED FILES

Suggestion #133

Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

As you know, closed filing space is becoming a problem in the field. I have observed during recent inspections that a considerable saving in space may be effected by destroying copies of closed serials. I have in mind particularly voluminous mimeographed reports on German activities and similar matters. In many instances three to five copies of such reports are being retained, each copy being two to three inches in thickness. Some reports are in two sections.

I believe considerable space could be saved by the adoption of the following procedure:

1. At the discretion of the Agents in Charge, copies of reports in closed files may be destroyed, leaving only the indexed copy in the file.

2. No originals of any kind are to be destroyed.

3. The file covers to be stamped "All copies of serials destroyed," giving the date destroyed and the initials of the Agent in Charge or the supervisor authorizing such action.

HANDLED BY STOP THESE

In considering this suggestion it should be borne in mind that the Bureau has copies of all such reports. Likewise, the primary value of closed reports is to serve as reference material. One copy would, under this plan, be retained for such use. It is believed the clerical work involved would be negligible when compared with the saving in space.

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RECORDED & INDEXED

66-3286-226

F B I

32 MAY 23 1946

52 JUN 14 1946

by MEG:elk

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: MAY 22, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #217
EMPLOYEE: ASAC NOEL B. WRIGHT
SAVANNAH FIELD DIVISION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: R. T. Harbo, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau consider destruction of all files consisting of plant survey reports and plant informant data.

ADVANTAGES:

1. Considerable filing space would be saved.
2. It is alleged that the information in the files is of little, if any, current value.

DISADVANTAGES:

1. In view of the present world situation, it is believed highly undesirable to take any action which would make less accessible to the Bureau the information in the plant survey files.
2. A special rule as to the destruction of files should not be made covering only these classifications of matters.
3. This material is of value for reference purposes in connection with other types of matters arising within the Bureau's jurisdiction.

RECOMMENDATION: Unanimously unfavorable.

HANDLED BY [illegible]

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

5/27/46 Executive Conference (Messrs. Tolson, EA Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo). Messrs. Nichols, Hendon, Hince, Rosen, Ladd, and Harbo were opposed to the destruction of any of this material. Messrs. Tolson, Glavin, and Tracy were in favor of the destruction of all files consisting of plant survey reports. Mr. Tamm was in favor of destroying all bulky exhibit material but believed that one copy of the report should be retained in the case file. Mr. Nichols pointed out that if it were decided to destroy all of the plant survey files it would be necessary to get the approval of Archives and that they would probably want to take all the reports.

RTH:AF

66-3286-227

RECORDED
INDEXED
351

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW

JUN 4 1946

cc: Mr. Clegg
Mr. Hendon

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 29, 1946

FROM : SAC, Savannah

SUBJECT: SUGGESTIONS

Suggestion #217

I am forwarding herewith copies in quintuple of the suggestion advanced by ASAC NOEL B. WRIGHT that plant survey and plant informant files be destroyed in order to conserve filing space.

NBW:REB

Enclosure

Copies detached in Division II Edna Lylance

HANDLED BY STOP DESK

5 ENCL

EX-19

Letter to N. B. Wright N.N.C. 5-7-46

Joint Committee Memo R.H. 5-22-46.

Exec Conf. action 5-27-46

EX-19

RECORDED & INDEXED

166-3286-228

1 APR 30 1946

50 JUN 21 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-21-82 BY SP4ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC D. K. BROWN

DATE: April 29, 1946

FROM : ASAC NOEL B. WRIGHT

SUBJECT: SUGGESTIONS

Suggestion #217

I would like to suggest that the Bureau consider the idea of destroying all plant surveys and plant informant files in view of the fact that little, if any, information of value is contained in these files and they take up a considerable amount of filing space.

NBW:REB

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HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/cal

Letter to N. B. Wright
N.Y.C. 5-7-46.
Joint Committee Memo
R.T.H. 5-22-46.

66-3286-228

ENCLOSURE

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

INITIALS ONLY

TO : MR. NICHOLS DATE: May 23, 1946

FROM : R. F. CARTWRIGHT

SUBJECT: BULKY EXHIBITS IN PLANT SURVEY CASES

Reference is made to the memorandum from Mr. Strickland to Mr. Ladd dated May 16, 1946, captioned as above.

On the basis of experience to date, in connection with the files which have been reviewed, it would appear that definite success has been obtained in the matter of elimination of superfluous exhibits in these Plant Survey cases.

A review of our records reflects that during the year of 1944 exhibits were destroyed in eight Plant Survey cases with the approval of supervisory officials in Division Five.

It is also pointed out that during the current year bulky enclosures connected with Plant Survey files have been destroyed with the approval of supervisors in Division Five. This has been successfully done in the cases numbered as follows:

99-6-41	99-6-4
99-6-7	99-56-4
99-155-4	99-45-5
99-276-5	99-0-4210
99-182-7	99-29-32
99-135-7	

A cursory examination of five Plant Survey files picked at random reflects that detailed and specific descriptions of Plant Areas for which bulky exhibits in the form of blue prints and photographs were received, have been included in the reports to which they were enclosures.

Consequently, since we have already reviewed some of these files and found satisfactory basis for destruction of these very bulky exhibits, it would appear that the project of continuing this review if justifiable and desirable.

It is further believed that many of the Plants previously surveyed by the Bureau have been substantially altered in the years since they were surveyed so that photographs and drawings made at the time of the survey are no longer accurate or valuable. In this connection many wartime Plnats have been reconverted to peacetime uses and undoubtedly their physical structures have been greatly changed in the process. In view of the fact that the 488 Plant Survey files remaining to be reviewed carry with them a very large number of bulky exhibits, taking up substantial space in the Records Section, it is believed that it would bedesirable to continue their review for the purpose of destruction of superfluous exhibits.

cc: Mr. Strickland

RFC:mam

RECORDED 166-3286-209

EX-31

55 JUN 24 1946

F B I

ORIGINAL COPY FILED IN

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: MARCH 13, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #99
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
TRAINING AND INSPECTION DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That all closed criminal files over ten years of age be destroyed with the provision that the Special Agent in Charge of the field office in his own discretion will be permitted to retain files dealing with general criminal situations and such files as some of the major kidnapping and bank robbery files which would have value for reference purposes to general criminal activities.

ADVANTAGES:

1. The overwhelming percentage of the closed files of routine criminal cases have no subsequent value in a field office after ten years.

2. The provision that certain files might be retained will give the SAC an opportunity to retain those of archivic value to which reference might be made occasionally.

3. This would provide a definite program whereby the old criminal files will be taken out of an office at periodic intervals and will reduce still further the amount of space required for maintaining closed files.

4. Mr. Nichols has advised that the National Archives has agreed that the Bureau can destroy any old files in field offices which they would have so long as the originals are at the Seat of Government. Thus this would be a legal procedure.

5. The infrequent need for the old files beyond ten years is further accentuated by the fact that when cross references lead to older files, the information is of no value or of very little value in most instances.

6. The only added expense occasioned by this procedure would be the occasional necessity of requesting the Bureau to send to the field office an old file to see if there is material of current value which would be far less expensive then the rental for the space required for these old files.

7. The subsequent criminal activities of a subject after he has served a sentence and has been released from the penitentiary in practically all instances occur within the ten year span, it being recalled that the average life sentence of an individual is less than eight years' actual service in the penitentiary. For those serving shorter sentences, correspondingly shorter time would elapse before their subsequent criminal activities.

ORIGINAL COPY FILED IN

RECORDED 55 JUN 25 1946

52 JUL 1 1946

MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

1. There would be, in Metropolitan areas, more frequent occasion for reference to old files in order to develop leads.

2. This would set up a lack of uniformity as to when files would be destroyed in the field office since a different rule would apply to criminal cases than to intelligence or security cases.

3. It is contingent of some that many of these files are of extreme value beyond a ten year period, particularly in view of the fact that many of the more dangerous types of criminals involved who receive sentences of from two to five or more years will have completed those sentences and again start their criminal activities in the same area.

4. It does not take in a sufficient span of a man's life.

5. On a long range and permanent basis it is believed that the Bureau should adopt the policy which will provide for the retention of these files to which there may reasonably be future reference, and it is believed that a ten year span is entirely too short a period of time.

6. The Bureau's experience in making name checks for certain government agencies during the war time period has definitely proven the value of information contained in our files more than ten years old.

RECOMMENDATION: Mr. Scheidt and Mr. Clegg are in favor of the suggestion. Mr. Hendon and Mr. Conroy are not in favor.

HHC:ELW
EXECUTIVES' CONFERENCE CONSIDERATION:

Mr. Clegg was in favor of the suggestion.

The remainder of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford and Rosen are opposed to the suggestion upon the basis principally that a uniform rule should be established as to the age after which all types of files in a field office may be destroyed and further they believe that there are entirely too many instances in which general criminal files over ten years of age are of extreme value throughout the various field offices. They also feel that a previous recommendation that all files be destroyed in the field after they have reached 25 years of age will adequately and more safely take care of the closed files problem.

Respectfully,
For the Conference

Director's notation: "OK H."

CC - Mr. Clegg

Clyde Tolson E. A. Tamm

RCH:DW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 28, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #221-C
EMPLOYEE: SAC TRAYNOR
SPRINGFIELD FIELD DIVISION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That duplicate serials be destroyed only in those cases which are of more than two sections and that this be done at time of closing.

ADVANTAGES:

1. The greatest saving of filing space is achieved in more voluminous types of files rather than in smaller files.

2. The amount of work required to pull the duplicate serials from all files may not be justified by the amount of space saved.

DISADVANTAGES:

1. Material savings of space often can be had through the destruction of duplicate serials in single section files. This is particularly true in those instances where reports of voluminous nature have been furnished only for informative purposes.

2. This leads to a lack of uniformity in the filing processes which in turn without taking time out to make notations on various files would constantly raise the question as to just how many copies of a particular serial should be in possession of an office.

3. Most frequently it would be the file of more than two sections which would be reopened after closing and if duplicate copies had been immediately destroyed sufficient copies for pending work might not be available.

RECOMMENDATION: Unanimously opposed.

RECORDED 166-3286-231
& INDEXED

RCH:rs

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance.

EX-133

Respectfully,
For the Conference

Clyde Tolson *E. A. Tamm*

58 JUL 19 1946

CC: Mr. Hendon
Mr. Clegg

COPY:EC

May 22, 1946

MEMORANDUM FOR MR. CONRAD

Re: Interference on Western Airlines
Frequency 5692.5 Kc.

Reference is made to the letters from the Portland Field Division dated November 25, 1943, and December 10, 1943, relative to requests from the Salt Lake City Field Division to monitor the above frequency for foreign broadcast interference received by the Western Airlines communication stations (80-670-142X. and 147)

Two records in connection with the monitoring performed at Beaverton were received December 16, 1943, and are presently held in the Laboratory Files Unit.

It would appear that no useful purpose is being served from the continued retention of these records. It is desired that you consider permanently disposing of them and advise me of your views and action.

R. T. Harbo

HBL:AF

RECORDED 66-3256-2-32

F B I

61 JUN 27 1946

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DATE 7-27-82 BY SP4 EWL cal

2 JUL 2 1946

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SAC, El Paso

June 19, 1946

Director, FBI

OBSOLETE FILES
FOREIGN TRAVEL CONTROL

Reference is made to my memorandum of April 8, 1946, in which you were advised that the Bureau did not approve the destruction of these files at that time.

You now state the obsolete files which you requested permission to destroy have not been indexed and the markings which I referred to in my referenced letter merely indicate the names were checked against your files.

In view of this additional information, I can see no objection to the destruction of the seventeen volumes entitled "Passengers Arriving El Paso, Texas, via American Air Lines, Flight 91, from Mexico" at this time.

HWS:edm

APPROVED BY EXECUTIVE CONFERENCE WITH
MESSRS. CLEGG, HARBO, ROSEN, QUINN TAMM AND LADD
ATTENDING 6-20-46 DML

66-3286
F B I

RECORDED
EX-43 58
JUN 24 1946

JUN 21 3:20 PM '46
U.S. DEPT. OF JUSTICE

ALL INFORMATION CONTAINED
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DATE 7-22-82 BY SP4E JWJ
10/18/90 #323,013 SPS cutoff

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

JUL 21 1946

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

RECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: APRIL 18, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #37-D
EMPLOYEE: SAC F. C. HOLLOMAN
CINCINNATI FIELD DIVISION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: R. T. Harbo, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That more uniformity be established as to the time when certain administrative files are to be destroyed in an office. At the present time there is a lack of uniformity in this regard. For example, return register receipts must be retained for six months; daily list of absences for 90 days; and the Monthly Administrative Report for 18 months.

ADVANTAGES:

1. It is very difficult to keep track at the present time as to when the various administrative files are to be destroyed.
2. It requires that a large number of administrative ticklers be maintained to comply with the various time periods.
3. Little is to be gained by the uniformity in so far as filing space savings are concerned.
4. Any advantage through an earlier destruction of a particular file is overridden by the disadvantage of additional clerical operations to do these things at any different times and at more frequent intervals.
5. It appears that there is no logical reason for the wide variation in the periods when material should be destroyed, and it would be preferable to have greater uniformity in such matters.

DISADVANTAGES:

RECORDED & INDEXED 66-3286-234

31 JUN 28 '46

1. A uniform rule might require the maintenance of some of the files in an office beyond their period of usefulness which takes up some little space.
2. There is no great administrative difficulty in abiding by the various rules since it can be followed on administrative tickler.

RECOMMENDATION: Unanimously favorable and it is recommended that such administrative records be destroyed after they have become either one year old or three years old and that in the future the date set for the destruction of any kind of administrative record either be handled on an annual basis or on a three-year basis. Further, that this destruction be permitted on the basis of an annual tickler in the field offices but that destruction more frequently not be prohibited provided the material has attained the minimum required age.

Sac Letter dated 5-28-46.

Memorandum Rivard 6-20-46

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW/Cal

cc: Mr. Clegg
Mr. Hendon

RCH:ER

Specifically, it is recommended that the present rules as to the destruction of the following records be changed as shown:

Administrative Records	Present Requirement	Recommended Requirement
Return Register Receipts	6 months	1 year
#2 and #3 Registers	1 year	1 year
Automobile Register Form #73	After the next quarterly automobile report following report for which register forms were used (6 mos. Maximum)	1 year
Daily List of Absences	90 days	1 year
Administrative files of field office mailing list and change of addresses	6 months	1 year
Office memoranda	1 year	1 year
~~Monthly Administrative Reports~~	~~18 months~~	~~2 years~~
Correspondence in Visiting Agents' files	1 year	1 year
Administrative Files of Bureau autos when one year has elapsed for sale or disposition	1 year	1 year
Correspondence from Bureau transmitting pay checks and expense checks	1 year	1 year
Gun vault charge-out records	1 year	1 year
Original assignment cards	1 year	1 year
Agents' Daily Reports	1 year	1 year
Field Office Register #1	2 years	3 years
General Administrative files, including voucher files	3 years	3 years
Inspection Reports and correspondence relating to Inspections and Inspection Reports	3 years	3 years
Office Personal and Confidential Files	3 years	3 years
Cancelled checks, check stubs, SAC's vouchers, bank statements and similar material relating to office confidential fund.	3 years	3 years
Administrative files of Agents (destroy on monthly basis)	1 year	1 year
Assignment cards on closed cases	1 year	1 year
Standard Form 71 (Leave application)	2 years	3 years
CC-318 (Request for Annual Leave)	90 days	1 year
Coded Communications	30 days	1 year
~~Mail cover cards~~	~~Within 30 days after expiration of cover~~	~~1 year~~
~~Wanted and locate cards~~	~~———~~	~~Within 1 year after withdrawn~~
Duplicate copies of serials in closed files	1 year	1 year

EXECUTIVES CONFERENCE CONSIDERATION

On May 20, 1946, the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols was unanimously in agreement with the recommendation of the Joint Committee.

However, as to the Monthly Administrative Report copies of which are now retained for an 18-month period, Messrs. Tolson and Glavin were of the opinion they could be destroyed at the end of one year.

The other members of the Conference were of the opinion that they should be retained for a period of three years in order to permit a comparison during the course of inspections as to the volume and handling of particular classifications of cases within an office.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

Bulletin # 35
6/26/46

Bureau Property - general

(C) DESTRUCTION OF FILE FOLDERS - The file folders in closed cases should be destroyed after the case has been closed for one year. The file folder should be destroyed when the duplicate serials in closed files are removed and destroyed in accordance with present Bureau regulations.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

jw

166-3286
NOT RECORDED
100 Jul 9 1946

ORIGINAL FILED IN 66-03-75

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78 JUL 11 1946

SAC Letter #66

(D) ADMINISTRATIVE RECORDS -- To establish greater uniformity concerning the time for the destruction of certain administrative records and files, the following rules are established:

ADMINISTRATIVE RECORDS	PRESENT REQUIREMENT
Return Register Receipts	1 year
#2 and #3 Registers	1 year
Automobile Register Form #73	1 year
Daily List of Absences	1 year
Administrative files of field office mailing list and change of addresses	1 year
Office memoranda	1 year
Correspondence in Visiting Agents' files	1 year
Administrative files of Bureau autos when one year has elapsed for sale or disposition	1 year
Correspondence from Bureau transmitting pay checks and expense checks	1 year
Gun vault charge-out records	1 year
Original assignment cards	1 year
Agents' Daily Reports	1 year
Monthly Administrative Reports (copies)	1 year
Field Office Register #1	3 years
General Administrative files, including voucher files	3 years
Inspection reports and correspondence relating to inspections and inspection reports	3 years
Office Personal and Confidential Files	3 years
Cancelled checks; check stubs, SAC's vouchers, bank statements and similar material relating to office confidential fund	3 years
Administrative files of Agents (destroy on monthly basis)	1 year
Assignment cards on closed cases	1 year
Standard Form 71 (Leave Application)	3 years
CC-318 (Request for Annual Leave)	1 year
Coded Communications	1 year
Duplicate copies of serials in closed files with following exceptions:	1 year
Internal Security - C	
Security Matter - C	
Internal Security - SWP	
Security Matter - SWP	
Internal Security - WP	
Security Matter - WP	

Appropriate changes are being made in the revised Manual of Rules and Regulations.

COMM. STAMP ON ORIGINAL 6-5-44 9 JUN 20 1946

66-2281-1
NOT RECORDED
91 JUN 14 1946

DECLASSIFIED BY SP4 ELW Col DATE 7-27-82

ORIGINAL COPY FILED IN

Mr. S. A. Andretta
Administrative Assistant to the Attorney General

June 21, 1946

John Edgar Hoover, Director
Federal Bureau of Investigation
G.T.R. Identification Cards

This is to advise that the G.T.R. Identification Cards issued to the following former Special Agents in Charge were returned and destroyed by this Bureau:

Horace Duffey	#239
Thomas J. Donegan	#245
Frank C. Holloman	#315
Roswell E. Smith	#334
John W. Vincent	#180

HAND DELIVERED

lk

166-3286-235

RECORDED

85 JUN 25 1946

DATE 7-27-82 BY SP4 EW/cal

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 11 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 6/12/46

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #262
EMPLOYEE: William A. Murphy
SAC , San Diego

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: R. T. Harbo, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That duplicate copies of material filed in the zero, double zero and dead files be destroyed after it has become one year old.

Destruction of Bureau Property - General

ADVANTAGES:

1. This would save space.
2. There is less need for duplicate copies of this type of material than there is for duplicate copies of serials in investigative files which under present rules can now be destroyed.
3. This would make uniform the practice of material one year old being destroyed. Destruction

DISADVANTAGES:

1. It entails some clerical work.

RECOMMENDATION: Unanimously favorable

HANDLED BY STOP DESK

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 14, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Mumford and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Bur Bulletin N.Y.C. 6-28-46

Memo Rosen to Ladd 7-1-46

66-3286-238

RECORDED & INDEXED

301

EX-59

58 JUL 22 1946

Submitted by SAC W. A. MURPHY

San Diego, California
May 21, 1946

RE: SUGGESTIONS

It is recommended that the Bureau clarify its desires with respect to destroying duplicate material over one year old now being maintained in zero, double zero, and dead files.

It is recommended the Bureau approve the destruction of such material. It is felt, especially in "25" zero matters, that considerable saving of space will result, and there does not appear to be any good reason at this time for retaining such material.

HANDLED BY

WAM:jec

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

RECORDED
&
INDEXED
350

55 JUL 16 1946

Ex-Yes

Lugg 258

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

Birmingham, Alabama
May 24, 1946

Destruction of Bureau Property - Urine

MEMO SAC:

Reference is made to Section 4-D, subsection 9, entitled PERSONNEL FILES, of the Manual for Clerical Employees, which for ready reference is quoted:

> "When a new employee reports on duty at an office, or when information is received that a new employee will report on duty at a field office, the index cards shall be searched to determine if any investigation has been made of such new employee while an applicant, and in the event such file does exist in the office it shall be delivered personally by the Chief Clerk to the SAC, who will retain this investigative file with the personnel file of the employee."

It is suggested that this section be amended to allow for the destruction of the investigative file after a period of five years. These files have no value in the field and merely take up space in the confidential filing section of the safe. If in rare instances it should become necessary to refer to a file so destroyed in the field, an inquiry could be directed to the Bureau where the main file is located.

Bureau Bulletin No. 19, Series 1946, Section (E), dated April 4, 1946, provides for the removal from files which have been closed for a period of one year or more, all duplicate copies of reports and communications contained in such files. In the case of the above described employees' files, however, it is believed that their complete destruction, after the suggested five-year period, would result in no disadvantage to the field offices.

Rachel L. Gallavan
RACHEL L. GALLAVAN,
Principal Stenographer.

Joint Comm. Memo for Dir. 7/1/46 RC 4-pf.

OCT 2 1946

RECORDED & INDEXED 166-3286-237X

IN EB I

Ex-Yes

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: MARCH 13, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #98
EMPLOYEE: INSPECTOR R. C. HENDON
SEAT OF GOVERNMENT

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That closed files be destroyed after a period of 25 years and to include at the present time all files predating the present Bureau field file system which was instituted in April 1925 or 1926.

ADVANTAGES: Destruction of Bureau Property - general

1. On a long range basis it is impossible to retain all closed files, and a decision must be made as to the date after which such files will be no longer useful.

2. It will save filing space and file cabinets.

3. It will save administrative effort and costs since a fewer total number of files will be handled within an office.

4. It is believed that the possible usefulness of files within a 25 year period makes it inadvisable to destroy them at an earlier date whereas the chance for their usefulness thereafter is very slight, recognizing, of course, that some arbitrary date must be selected.

5. The current experience of Agents in Charge, particularly in large metropolitan areas, is that constant reference is being made or utilized in connection with old files up to the inauguration of the present filing system. On the other hand, it is the experience that the files that predate that period are seldom if ever used for purposes of reference, to the extent that it is not felt worthwhile to maintain them.

6. It is the experience in some of the offices that all pertinent information, particularly in security cases that was accrued during the period of World War Number One, has been brought forward into the current Internal Security files and as a consequence the analysis of those files has been completed and they are no longer useful.

DISADVANTAGES:

1. Conceivably, there might be some future use for any particular file after the date selected for its destruction.

2. In cases of what might be termed "over-age" files it would be necessary to communicate with the Bureau to obtain necessary information where the originals would be on file.

EX-59

RECORDED & INDEXED 166-8286-238

37 JUL 11 1946

58 JUL 18 1946

Bureau Bulletin dtd 6-13-46.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: APRIL 19, 1946

FROM : SAC, KANSAS CITY

SUBJECT: Destruction of Bureau Files
Suggestion #190

With reference to communication from the Bureau dated April 12, 1946, requesting that suggestions be submitted effecting of greater economy and elimination of obsolete practices in the Bureau's administration and operation, there is transmitted herewith a suggestion submitted by RAYMOND E. WOLFE, Clerk in the Chief Clerk's Office at Kansas City, Missouri.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

Enc.
JHH:JF

RECORDED
INDEXED
64

166-3286-2

32 JUL 22

Let to Wolfe
5/2/46

57 AUG 1 1946

Kansas City, Missouri
April 19, 1946

Suggestion #190

MEMORANDUM:

It is noted that Bureau instructions recently issued called for the destruction of all but one copy of each serial in a case file after that case file has been closed for a period of one year or longer. It appears to me that many other files in the field office contain surplus copies of communications which serve no purpose, - in particular, zero files.

I wish to suggest that zero files contain only one copy of each serial regardless of age. This does not mean that material submitted for inclusion in zero files need be prepared without duplicate copies inasmuch as if active investigation must be conducted with reference thereto the material would not be routed to a zero file. If such material were routed to a zero file all copies but the original would be destroyed and the original appropriately indexed and serialized.

This suggestion is being made with the knowledge that in very rare instances material is removed from zero files and placed in investigative files. However, such material is only used for reference purposes and, therefore, duplicate copies would not be needed.

RAYMOND E. WOLFE
Clerk

REW:JF

Previously Handled

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW cal

Sent to Wolfe
5/7/46
MAC

66-3286-238X

MEMORANDUM FOR THE DIRECTOR

RECOMMENDATION: Unanimously favorable.
RCH:ELW
EXECUTIVES' CONFERENCE CONSIDERATION:

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg unanimously approved the recommendation and makes the additional recommendation that when the files over 25 years old are destroyed, the index cards relating thereto be marked with a stamp stating "File destroyed 1946." Thus it would be possible at a later date to purge the index cards from the files while in the meantime they would be available to flag the field office beyond the 25-year period that information on a particular subject or subject matter was available at the Seat of Government from the original reports.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

O.K. but be certain it is legal. This is legal & We have outstanding

CC - Mr. Clegg for legal
& Records

RCH:DW

see file 66-3256-210X?
(210)

Dept. of Justice - Gen'l

66-3286-239

RECORDED
EX-52

61 JUL 18 1946

F B I

50 JUL 26 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN
66-3286-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 28, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #221-A
EMPLOYEE: SAC TRAYNOR
SPRINGFIELD FIELD DIVISION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the folders for closed files should be destroyed at the time the case is closed and dividers placed for guides every ten or fifteen files apart in closed files section.

ADVANTAGES:

1. This would be a material saving since the file folders often take up almost as much space as a small file requires.

2. The folders in the old closed files are of little service or use.

DISADVANTAGES:

1. With the folders it is easier to observe the loss or misplacement of any closed file.

2. The folder serves as a ready repository for a charge-out slip when the file is pulled for use.

3. Under the present system it is far easier to locate, withdraw, and replace a file in the jacket since the file number is readily visible.

4. If the folders were destroyed it would require making up a new folder at such a time as a closed case is reopened. This would frequently happen in the event the folder were immediately destroyed on the closing of a case.

5. Dividers are made invariably of heavy press-board and by placing one of these dividers behind ten or fifteen files there would be no material reduction in space.

6. It would require considerable time and effort to provide dividers every ten or fifteen files in the closed files space particularly in an office such as New York which has approximately 200,000 closed files.

Bureau Bulletin 7/2, No. [illegible]
JAG
6-13-46

CC: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

SUGGESTION #221-A
EMPLOYEE: SAC TRAYNOR
SPRINGFIELD FIELD DIVISION

7. Inasmuch as the folders each occupy only slightly more space than two thicknesses of heavy paper the amount of saving in space which would be effected by removing these folders would not be worth the time and effort required to place this procedure into effect.

RECOMMENDATION: Messrs. Clegg and Hendon are opposed to the destruction of the folders immediately upon the closing of a case but in favor of destruction if case be closed for one year at which time under the present rules the duplicate serials are also to be destroyed. They are also opposed to the use of any dividers as suggested by Mr. Traynor in view of the fact that labels on cabinets show contents.

Messrs. Conroy and Scheidt are opposed to the destruction of folders at any time.

RCH:rs

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference considered this suggestion on May 21, 1946, with Messrs. E. A. Tamm, Hendon, Harbo, Lumford and Rosen in attendance.

Mr. Lumford was opposed to the folders being destroyed at any time.

Mr. Rosen was of the opinion that they should be destroyed immediately upon the closing of the case.

Messrs. Tamm, Hendon and Harbo, Tolson were of the opinion that the folders should be destroyed after the case has been closed for one year, at which time the duplicate serials under present rules are also to be destroyed. These members of the Conference were also opposed to the use of any dividers as suggested by Mr. Traynor since they felt that the labels on the cabinets would sufficiently show the contents thereof.

OK H

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: JUNE 19, 1946.

FROM : SAC, OMAHA

SUBJECT: ADMINISTRATIVE RECORDS Logs & Destruction of Bureau Property Records

Reference is made to SAC Letter No. 66, dated June 4, 1946, Section "D", concerning the destruction of administrative records and files, and establishing a uniform period of either one or three years for the retention of these records.

Your attention is called to SAC Letter No. 63, Series 1945, dated July 5, 1945, providing for the destruction of Night Differential Logs after two years. Kindly advise if this rule is to continue to apply, or if the destruction of the Night Logs might be included in the uniform list and destroyed at the end of either a one year, or a three year period.

Your attention is also called to the fact that there is not included in the list the fact that files dealing with investigation of Bureau automobile accidents may be destroyed when three years old, providing there is no pending litigation, as instructed in SAC Letter #60, Series 1945, dated June 26, 1945.

RMW

Joint Committee 7/18/46 HHC: fmk

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/cal

RECORDED 166-3286-239X

32 SEP 25 1946

56 SEP 30 1946

337

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. E. T. HARBO

DATE: June 19, 1946

FROM : MR. H. B. LONG

SUBJECT: FBI LABORATORY RECORDING AND TYPING MANUAL

This is to advise you that the New FBI Laboratory Recording and Typing Manual has been issued to all clerical employees in the Laboratory and all the old Recording and Typing Manuals have been turned in and destroyed. In all cases where possible the same number was issued to avoid the necessity for signing new property sheets. Inasmuch as there were 129 copies of the old manual and there are only 66 copies of the new manual there are some old manuals in the higher numbers which had to be replaced with new numbers and the attached property sheets were issued to take care of such changes.

Property sheets are also attached for those employees receiving new manuals who did not have old manuals, and also for employees turning in old manuals which were not replaced.

66-2480

NOT RECORDED

91 JUL 23 1946

Attachments

66-5081
EM

DATE 7-27-82 BY SP4 SLW/cal

ORIGINAL FILED IN

SAC, DETROIT

August 8, 1946

RECORDED DIRECTOR, FBI

66-32-FG-240

CODED COMMUNICATIONS

Your letter of July 30, 1946 referred to Section D of SAC Letter Number 66, dated June 4, 1946 which advised that coded messages should be appropriately maintained by each field office for a period of one year.

You suggested that the retention of coded communications for one year is an excessive period of time and requested that the Bureau reconsider this change in policy.

You are advised that in order to obtain more uniformity in the requirements for destruction of certain data in the field, it is desired that coded communications be maintained for a period of one year and then destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

RECEIVED 3:30 PM AUG 8 1946 FBI
U.S. DEPT. OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAC:NB
8 1946 MS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 30, 1946

DST FROM : SAC, Detroit

SUBJECT: CODED COMMUNICATIONS

Destruction of Bureau Property - Jul

Section D of SAC Letter No. 66, Series 1946, advised that coded communications should be appropriately maintained by each field office for a period of one year.

Prior instructions in connection with the maintenance of these communications were that they were to be destroyed after a period of thirty days. It is believed that the retention of coded communications for one year is an excessive period of time. Coded messages always receive priority attention and if there are any errors in transmission, they are rectified usually within a matter of hours.

In the past the maintenance of such communications for a thirty-day period has been sufficient. If the Bureau did mean that these messages should be kept for one year, it is suggested that the Bureau reconsider this change in policy.

DST:LMR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 GLW/cal

RECORDED & INDEXED
166-3286-249
37 AUG 14 1946

Lett. to SAC Detroit
8-8-46
MC. MB

Bulletin #43

8-14-46

Destruction of Bureau Property - gen'l

(F) DESTRUCTION OF CLOSED FILES -- Reference is made to Bureau Bulletin No. 35, Section (B), dated June 26, 1946, granting authority to destroy closed Bureau files in Field Divisions after they become twenty-five years old.

You should advise the Bureau by November 1 as to the number of four or five-drawer filing cabinets made available by the destruction of such files.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

166-3286-
NOT RECORDED
100 AUG 19 1946

63 AUG 21 1946

ORIGINAL FILED IN 66-3

MR. S. A. ANDRETTA
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL
JOHN EDGAR HOOVER, DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
SURPLUS PROPERTY

July 18, 1946

Destruction of Bureau Property

Reference is made to your letter dated January 5, 1946 concerning the disposition of fifteen pairs of metal black out hoods for automobile headlights and seven pairs of metal tail light hoods by competitive bids.

This is to advise that the Bureau was unable to dispose of this equipment by bids and the material is being destroyed as junk.

HR

166-3286-
NOT RECORDED
JUL 19 1946

DATE 7-27-82 BY SP4 ELW/cal

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 18 1946

55 JUL 24 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/12/46

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #258
EMPLOYEE: RACHEL L. GALLAVAN
PRINCIPAL STENOGRAPHER
BIRMINGHAM FIELD DIVISION

Destruction of Bureau Property - gyc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: R. T. Harbo, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the investigative files on Bureau applicants be destroyed after a period of five years.

ADVANTAGES:

1. This would save space generally in the office.

2. It would save space presently taken up in the confidential filing section or office safe wherein investigative files must be maintained on those individuals who are employed in the particular office.

DISADVANTAGES:

1. This would set up a special rule as to this type of file which is not warranted.

2. The amount of space to be saved would be negligible.

3. These files are of value as reference material similar to other files in the office.

RECOMMENDATION: Unanimously opposed.

RECORDED & INDEXED 322

66-3286-241

FBI

JUL 31 1946

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION: EX - 28

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Egan and Rosen in attendance, considered the above suggestion. In the belief that it might be possible to effect a considerable saving in space without loss of any particularly valuable information in the field, the Conference unanimously recommends that this suggestion be submitted to a representative group of SACs including two or three in which the EPP program was carried on extensively in order to secure their recommendation as to the amount of space that might be saved and the advisability of taking this action.

Respectfully,
For the Conference

Clyde Tolson — E. A. Tamm

Joint Committee Memo #258 11-18-46

DATE 7-27-82 BY SP4 EGW Cal

Memo to Messrs. Boardman, Fletcher, Hood, McKee, McGuire, Rhodes, Spivey and Inspectors in charge

CC - Mr. Clegg

Mr. Naughten 7/26/46 NMC O.J.

RECORDED 62-3276-241

ETK - 28

July 26, 1946

MEMORANDUM FOR SAC ACERS, San Antonio
BOARDMAN, Philadelphia
FLETCHER, Pittsburgh
HOOD, Los Angeles
McKEE, Newark
McSWAIN, Chicago
RHODES, St. Paul
SOUCY, Boston
WEEKS, New Orleans
INSPECTOR GURNEA, Seat of Government
INSPECTOR NAUGHTEN, Seat of Government

The suggestion has been made that all files on Bureau applicants be destroyed after they have become five years old.

Please submit your views and recommendations with supporting facts.

Very truly yours,

John Edgar Hoover
Director

RECEIVED - DIRECTOR
U.S. DEPT. OF JUSTICE
JUL 26 5 18 PM '46

FBI

DATE 7-27-82 BY SP4 EWL/cal

RECEIVED - READING ROOM
U.S. DEPT. OF JUSTICE
JUL 26 4 54 PM '46

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

DEC 6 1946

Bureau Bulletin
July 3, 1946

Destruction of Bureau Original Files

(D) DESTRUCTION OF DUPLICATE SERIALS IN FILES.--IDENTIFICATION ORDERS. -- The rules for the destruction of duplicate serials from closed files and dead files over a year old are hereby modified so that duplicate Identification Orders are not to be destroyed unless the file also contains an Apprehension Order.

(E) DESTRUCTION OF DUPLICATE MATERIAL IN CLOSED FILES - SERIALS IN ZERO, DOUBLE ZERO AND DEAD FILES. - Duplicate copies of serials filed in the zero, double zero and dead files shall be destroyed after they have become one year old.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EW/cal

166-9286
NOT RECORDED
91 JUL 9 1946

337
58 JUL 31 1946

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. H. CLEGG

DATE: 6/20/46

FROM : J. A. CARLSON

SUBJECT: DESTRUCTION OF DAILY LIST OF ABSENCES, ETC.

Bureau Project - Jenkins

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

SAC Letter #66 (D), June 4, 1946, sets forth the new requirements concerning the time for destruction of certain administrative records and files. The daily list of absences was one year; standard form 71, leave application, 3 years.

Mr. Long of the FBI Laboratory has raised the question as to whether or not these are to be destroyed at intervals of one and three years respectively or at what period of time they are to be destroyed.

RECOMMENDATION:

That the Special Committee, which adopted the new requirement consider and clarify the provision as to when the records should be destroyed.

JAC:ER

Jenkins Committee Memo

8-6-46

RECORDED

62-3246-24

29 AUG 28 1946

58 SEP 23 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 8/6/46

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #276
EMPLOYEE: H. B. LONG, INSPECTOR
SEAT OF GOVERNMENT

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That it be clarified as to what intervals various records are to be destroyed. In this regard present instructions require that certain types of records are to be destroyed after they have become one year old while others are to be destroyed after they have become three years old. The question is raised as to whether the material should be destroyed on a monthly, annual, or other basis.

RECOMMENDATION: Unanimous that all material to be destroyed on an annual basis be so destroyed at monthly intervals and all material to be destroyed after three years of age be destroyed on an annual basis.

RCH:ER

Destruction of Bureau Property — General

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 7-27-82 BY SP4 ELW/cal

WASH D.C. DIRECTOR

CC - Mr. Clegg

Manual Revised 8-19 JAC:MB

RECORDED 66-3286-243

Ltr. to all SACs 9-9-46 JAC:MB

52 SEP 19 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: August 7, 1946

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF CLOSED FILES

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to Bureau Bulletin No. 35, Section B, dated June 26, 1946, regarding authority to destroy all closed Bureau files in Field Divisions after they become twenty-five years old.

It is necessary to advise the Department the amount of cubic feet of space which is obtained by destroying old obsolete records. This information is for use of the Archives and for the Bureau of the Budget. In view of this it is suggested that the attached bulletin be sent to all SAC's.

CFS:mam

166-3286
NOT RECORDED
29 AUG 22 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

52 AUG 26 1946

COPY: FC

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/19/46

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #341
EMPLOYEE: CHIEF CLERK R. J. MILES
SAVANNAH FIELD DIVISION

EMPLOYEE SUGGESTS: That the glossy photographs and 1-A exhibit envelopes be destroyed in the dead files of Identification Order fugitives who have been apprehended.

ADVANTAGES:
1. This would save space.
2. The possibility of future use of the glossy photographs is not great.

DISADVANTAGES:
1. The saving of space is not material.
2. The glossy photographs are expensive and such fugitives may well later be of interest to many field divisions with the result that the photographs should be available.
3. The amount of time required to remove exhibits such as this would not be repaid by the saving in space.
4. The destruction of exhibit material in this instance would be contrary to the general rule covering exhibits in other files.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy, and Hince in attendance.

Respectfully,
For the Conference
Clyde Tolson

Director's notation: "OK H."

RECORDED 66-3286-214
F B I
55 SEP 9 1946

INITIALS ON ORIGINAL - 12

ORIGINAL COPY FILED IN

DATE 7-27-82 BY SP4 EWL cal

cc: Mr. Clegg
Mr. Hendon
E. A. Tamm

55 SEP 16 1946

Federal Bureau of Investigation
United States Department of Justice

Newark, New Jersey
August 2, 1946

Sugg. #372

MEMORANDUM FOR THE DIRECTOR:

RE: SUGGESTION OF HELEN MONETTI
CHIEF CLERK

SUGGESTION: That duplicate copies of serials be removed from files at the time the files are placed in the closed section.

COMMENTS: It is recommended that duplicate copies of serials be removed from files as they are filed in the closed section rather than after they have been closed for a period of one year. After a case is placed in a closed status, there does not appear to be any reason for maintaining the excess copies of serials until the file is closed for a year as under present Bureau regulations. If a file should be reopened before it has been closed a year, there would be no more disadvantage in having only one copy of serials than there would be in reopening a case which has been closed for more than one year and from which the duplicate copies of serials have likewise been removed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EW/
cal

ADVANTAGES:

1. Considerable space would be saved in the closed file sections.

2. After the closed section has once been gone over, it would eliminate the necessity for checking files monthly to remove serials as at present when the assignment cards one year old serve as a tickler for this purpose.

3. The operation would be performed as a daily function as the cases are closed, and as such would not interfere with clerical operations for any great length of time as under the present system of using the year-old assignment cards.

4. The files from which the serials are to be removed will be all in one place after posting the closing material, and it will not be necessary at a future date to go through the entire closed section removing serials from a few files here and a few files there.

5. The removal of the duplicate serials at the time the case is closed could be handled as a review of the file to insure that the file is in correct order to be placed in the closed section.

DISADVANTAGES: None.

(Helen Monetti, Chief Clerk)

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

RECORDED
INDEXED
Previously Recorded 166-3286-245
37 SEP 11 1946

63 SEP 17 1946

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

GP:RB

TO : MR. TRACY

DATE: August 28, 1946

FROM : Gabriel J. Pease

SUBJECT: DISPOSAL OF FORM T-2

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Mr. Harry W. Kraft, Scrap Paper Foreman of the Government Printing Office visited me this morning to make arrangements for the disposal of Form T-2. Mr. Bromwell was advised.

About an hour later, Mr. Kraft returned to the Armory with a semi-trailer truck and six men. As the paper was being loaded into the truck, I counted the cartons. Each carton contained 5,000 forms. I then witnessed the weight at Lehman's Truck Terminal, 1525 New York Avenue, Northeast. There were 867 cartons or 4, 335,00 sheets and the Net weight is 37,270 lbs.

These forms were delivered to Mr. Arthur M. Scargorough, Assistant Manager, Thomas Stock Paper Company, 2001 - 16th Street, Northeast. I instructed him that care should be used in the handling of these forms because of the facsimile of the Director's signature on each sheet.

62-3286-
NOT RECORDED
7 SEP 6 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EWL/cal

58 SEP 11 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

DATE: 7/9/46

SUBJECT: SUGGESTION #338
EMPLOYEE: RUTH WEEKS
OMAHA FIELD DIVISION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

EMPLOYEE SUGGESTS: That transmittal letters used in transmitting war bonds to employees be permitted to be destroyed at the end of one year.

ADVANTAGES:
1. Saves filing space.
2. Unnecessary

DISADVANTAGES:
1. Better uniformity to have all administrative files destroyed at the end of 3 years.
2. Less ticklers required.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

RECOMMENDATION: Unanimously favorable.

RCH:fvk

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EWT Cal

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,
For the Conference

Clyde Tolson

66-3286-2-16
EF EB I
SEP 20 1946

RECORDED & INDEXED 75

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

Manual Revised 9-6-46 Sec. 16

Ltr. to all SACs typed 9-6-46 5 Encls.
5 SEP 26 1946

SAC, Pittsburgh

September 9, 1946

Director, FBI

DESTRUCTION OF CLOSED FILES

Bureau Property - Steve

Concerning your letters of July 30 and July 1, 1946, regarding the stamping of index cards to show that the file has been destroyed when the file is over twenty-five years old, you are advised that the Bureau is modifying its instructions so that it will no longer be necessary to stamp those cards showing that the file has been destroyed.

HHC:DRU

NOTE: 8/29/46 approved by Exec Conf those present being Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan.

MX-53

RECORDED 166-3286-247

FBI

53 SEP 20 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY Spaeth/cal

COMMUNICATIONS SECTION

MAIL ROOM

☆ SEP 11 1946 P.M.

FEDERAL BUREAU OF INVESTIGATION U.S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mrs. Reese
Miss Gandy

337

SEP 30 1946

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/18/46

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #285
EMPLOYEE: SPECIAL AGENT IN CHARGE K. LOGAN
OMAHA FIELD DIVISION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Bureau Property

EMPLOYEE SUGGESTS: That the rules as to the destruction of administrative records and files be clarified as to how long Night Differential Logs and files dealing with the investigation of Bureau automobile accidents should be retained.

ADVANTAGE:
1. For the sake of uniformity, these records should be destroyed after they have become one year or three years old, while at present the Night Differential Logs are destroyed after two years.

DISADVANTAGE:
1. None.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EWJ Cal

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

RECOMMENDATION: Unanimous that Night Differential Logs be destroyed after they have become three years old since they are of value beyond a one year period, and that files dealing with the investigation of Bureau automobile accidents when they are two years old, if no pending litigation exists. three

Copy filed in 66-2354

HHC:fvk

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, believed that both the night differential logs and files dealing with the investigation of Bureau automobile accidents should be retained for three years. Mr. Glavin advised that this material might be of service at any time during such a period and also other material is held in field offices for periods of either one or three years and this would provide uniformity. Three years were recommended in both instances.

RECORDED
INDEXED 66-3286-246
SEP 25 1946

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Ltr to all SACs
Typed 9-9-46
JRC: NB

Memo Revised 9-7-46 JRC: NB

OK.

cc: Mr. Clegg
Mr. Hendon

5 SEP 27 1946 44

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO: MR. CLEGG

FROM: L. A. HINCE DATE: 9/17/46

SUBJECT: Outlines of Lectures Prepared by Police Officers

When Joseph Kluchesky was Chief of Police in Milwaukee, he used to tell the National Academy students that they could get copies of the lecture outlines prepared by the Milwaukee Police Department. Subsequently, Mr. Kluchesky asked us if we would reproduce these outlines and distribute them to the class members. We have several dozen outlines mimeographed with hundreds of copies of each, and we have distributed them to National Academy students to graduates on request, to our own police instructors and others. We still have a large supply on hand.

SA Frank Grassy of Milwaukee told me, while attending In-service last week, that Captain Hubert E. Dax, now the Number Two man in the Milwaukee Police Department, who was Director of the Milwaukee Police Training School and who claims credit for preparing these outlines, was very much hurt at Kluchesky for spreading his work around the country, particularly since Dax's name did not show. The Milwaukee Police Department has now adopted the policy of refusing to furnish copies of this outline to police officers who write and ask for them, on the grounds that they are obsolete and are under revision.

The question now arises in my mind as to whether we are authorized to distribute these outlines in the future. They are presumably the work of the Milwaukee Police Department and I think we could distribute them only with the at least implied consent of the Milwaukee Police Department. Personally I feel that we should discontinue distributing these outlines which bear the Milwaukee Police Department name on them and that we should destroy them, keeping a limited number for our lecture files and for distribution to our own police instruction classes.

I Concur
H.

wl

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cal

INDEXED RECORDED 66-3286-2

EX-31 18 SEP 27 1946

F B I

IT FILES OR ORIGINAL

2 OCT 3 1946

a

See Letter #98
9-10-46

Destruction of Bureau Property
General

(B) REMOVAL OF FILE FOLDERS FROM CLOSED AND ALIEN ENEMY REGISTRATION FILES -- It has been brought to the attention of the Bureau that in at least one field office file folders are being destroyed at the time they are removed from the closed file section in connection with the present program for conservation of space. It is the Bureau's desire to again bring to the attention of all offices that when the file folder is in good condition it should be re-used. This may be accomplished by reversing the file folder and crossing out the old file number and title. This, of course, applies to file folders removed from any portion of the files maintained in the office.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mrs. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

166-3286-
NOT RECORDED
100 SEP 16 1946

937
56 SEP 18 1946

SERIALIZED FILED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 8-8-46

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #358
EMPLOYEE: F. A. FLETCHER
SAC, PITTSBURGH FIELD OFFICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Mr. Carlson

MEMBERS PRESENT: H. H. Clegg, L. V. Boardman, R. T. Harbo, S. K. McKee

EMPLOYEE SUGGESTS: Bureau Bulletin No. 35, Series 1946, dated June 26, 1946, under Section B, entitled "Destruction of Closed Files" provided that all Bureau files in field offices may be destroyed after they have become twenty-five years old and the index cards relating to the files destroyed should be marked with a stamp stating "File destroyed - 1946."

The suggestion is that the requirement for stamping the index card be eliminated since all files over twenty-five years old bear the "old German" file number of a system of numbering which no longer is used, and the file number of this type shown on the index card will clearly indicate that the file has been destroyed without stamping this index card. It has been discovered in some field offices that it became necessary to search all the names of subjects in the files as they were destroyed and thousands of index cards had to be searched, pulled, compared, and stamped, which made this an enormous project. It was thus felt by those making the suggestion that the mere fact that the index card bore the "old German" file number would be on its face evidence of the fact that the file had been destroyed.

The new system of filing under classification number and file numerical sequence will not become twenty-five years old until April, 1950, and thus it appears it would be a waste of time to examine the files, pull the index cards, identify them, and stamp them between now and 1950. After 1950, some other plan along logical lines can be developed which it is believed will be satisfactory and conserve time, and it is believed that the previous regulation for stamping index cards should be diminated.

JOINT COMMITTEE RECOMMENDATION: Unanimously favorable, and if this is approved, attached hereto is a letter to the Pittsburgh Office, which has requested advice and authority for action of the type recommended, and also a SAC letter to this effect.

HHC:DRU
Attachments

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW/cal

RECORDED 166-3286-250
IF IB
EX-14 29 SEP 26 19

30 OCT 7 44 1946

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance at the Conference on August 29, 1946. Attached hereto for approval is a letter to all Special Agents in Charge setting forth appropriate instructions in this matter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

EPM:ER
cc: Mr. Hendon
Mr. Clegg

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 30, 1946

FROM : SAC, Pittsburgh Bureau Property - Serial

SUBJECT: DESTRUCTION OF CLOSED FILES OVER 25 YEARS OLD

See #358

Reference is made to my communication dated July 1, 1946, captioned "Destruction of Closed Files," in which suggestion was made that the requirement of placing a rubber stamp notation "File Destroyed - 1946" on index cards relating to files prepared prior to the inception of the present Bureau filing system be eliminated.

The Bureau is respectfully requested to advise in this regard at the earliest convenience.

Joint Committee Memo # 358
N N C dtd 8-8-46
Sac Letter 8-9-46 N N C dtd
Letter to Pittsburgh N N C dtd

DATE 7-27-82 BY SP4 ELW/cal

66-3286-254

RECORDED & INDEXED

EX-6 DS

32 SEP 26 1946

53 OCT 3 1946

337

TWO

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: August 1, 1946

FROM : S. K. McKee, SAC, Newark

SUBJECT: SUGGESTION THAT ALL FILES ON BUREAU APPLICANTS BE DESTROYED WHEN THEY BECOME FIVE YEARS OLD.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW/ cal

Attention of: Assistant Director, H. H. Clegg

Reference is made to Bureau memorandum of July 26, 1946 addressed to a number of SAC's and Inspectors requesting views and recommendations on a suggestion having to do with the destruction of all files on Bureau applicants after they had become five years of age.

After studying this matter, I would like to submit the following observations:

Advantages

1. The only advantage I can see in the adoption of this suggestion would be a saving of cabinet and floor space.

Objections

1. In view of the cabinet space presently being made available through destruction of serials, duplicate and triplicate, in closed cases more that one year old, with exceptions in some classifications, a good question arises in my mind as to whether the cabinet space at this time is needed. In this regard it is my observation that the files in question occupy only a comparatively minimum amount of cabinet space.

2. I feel that the derogatory information relating to Bureau applicants should not be destroyed due to the danger of a possible oversight in a possible future investigation incident to a reapplication of the person concerned. In this connection it is also possible that neighbors who furnished derogatory information on one occasion might be contacted in the position of neighbors at the time of a later investigation.

RECORDED INDEXED 166-3266-25 1X

3. I feel that the destruction of these files would logically entail a review of indices in order that the pertinent cards might be destroyed and in the event such cards were not destroyed, it is noted that the general indices would be replete with many useless cards. The cost of this index review from a personnel standpoint would also be considerable.

4. In the light of the projects presently being handled by the personnel of the Chief Clerk's Office, under Bureau instructions, personnel needed in order to handle necessary reviews incident to this suggestion would not be available until completion of the existing projects.

57 DEC 26 1946

SKM:dmc

Memo to Mr. Clegg 10-23-46 E.P.M.

CC-247

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Sugg # 418.
Destruction of Bureau Property - Serie

August 29, 1946

MEMORANDUM FOR MR. CLEGG

RE: FIELD OFFICE ADMINISTRATION

1.

During the one-hour formal discussion on field office administration before the In-service class, SAC Soucy presented a suggestion which was confirmed by SAC's McSwain and O'Connor. This suggestion had to do with alien enemy folders. SAC Soucy stated that dispensing with further maintenance of these folders would afford much additional filing space in field offices. He estimated that approximately forty file cabinets were used to house these alien enemy folders at the present time. He thought that some of the other offices such as New York, Newark and Baltimore had thousands of these folders. In his opinion it was not necessary to continue maintaining them as the Immigration and Naturalization Service has a record of them where the information could be obtained if necessary. An index card, of course, is maintained on each one in the general indices. The index card ~~follows~~ an alien enemy folder. If by any chance a case has been opened on any of these aliens who were required to be registered, the case file would be shown on the index card and would of course be maintained in the field office files. Mr. Soucy stated he had made the same suggestion approximately a year and one-half ago and also about three months ago but it had been turned down in both instances.

2. SAC McSwain stated he thought it was a mistake to destroy the file jackets in closed cases at the time additional copies of serials were removed and destroyed. He said there was not a material saving in space and by destruction of the jacket the files could not be as neatly maintained and when chargeout slips were placed in the file they become wrinkled and sometimes lost. He felt the destruction of these files was a mistake, as did he think the destruction of duplicate copies of serials was a waste of time considering the small amount of filing space that is saved. SAC Soucy was in agreement with these comments.

Respectfully,

J. A. Carlson

DATE 7-27-82 BY SP4 ELW/Gal

166-3286-

RECORDED & INDEXED 73

JAC/vl

Joint Comm. Memo 9/4/46 - Lhc: Ld.

530CT 2 1946

337

FIX - 28

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES
TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

Lugg. #352

Oklahoma City, Oklahoma
July 9, 1946

MEMORANDUM FOR THE DIRECTOR:

RE: INSPECTION OF OKLAHOMA CITY OFFICE
SUGGESTION OF CHIEF CLERK ORVILLE G. AUSEN

Chief Clerk Orville G. Ausen has called to my attention Bureau instructions set forth in Bureau Bulletin #36, Series 1946, dated July 3, 1946, paragraph (E) relating to destruction of duplicate material in closed files - serials in zero, double zero and dead files.

He has requested detailed instructions as to what procedure should be used in following up on the destruction of the serials filed in the zero, double zero and dead files. He has advised that in connection with the investigative files, these can very easily be followed by utilizing the assignment cards, it being noted that they are destroyed at the end of one year's time, and prior to their destruction the case file can be checked and the duplicate serials destroyed.

In view of the fact that there are no specific instructions set forth relating to zero, double zero and dead files it is believed that the Bureau may desire to issue instructions as to what procedure they desire followed in the handling of this type of file, that is whether they desire an administrative tickler set up for this type of file or whether they desire a routine check of all the closed files falling in this category.

Respectfully

T. E. NAUGHTEN
Inspector

JRM:PM

Joint Committee Memo 352
66-3286-253

52 OCT 10 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: July 31, 1946

FROM : SAC, NEW ORLEANS

SUBJECT: SUGGESTION RE DESTRUCTION OF ~~BUREAU APPLICANT FILES~~ Bureau Property file. Destruction of

Reference is made to your letter of July 26, 1946 for SAC ACERS and other SACs and Inspectors requesting comments concerning the suggestion made that all files on Bureau applicants be destroyed after they have become five years old.

I am personally in favor of destroying as many of the office files as we can consistent with current investigative needs and possible future use and convenience of case files. The accumulation of closed files is rapidly becoming an acute problem.

I heartily endorse this suggestion and feel that after five years the applicant files have extremely little possibility of being of use and believe the Bureau files on the applicants should suffice.

About the only use made of closed applicant files are the cases of reapplication or the subsequent application to such positions as Assistant U. S. Attorneys. Usually when it is necessary to refer to such applicant files in the case of these investigations, it will be found the applicant file is much less than five years old. As to the applicant files on employees already in the service, five years should be an extremely safe period for retaining the notes of the investigation in the field offices, this being the only part of such files the Bureau would not have.

CEW:em

Memo to Mr. Clegg 10/23/46 E. P. M.
Joint Committee Memo #238
R & A 11-18-46.

STOP DESK

RECORDED & INDEXED 166-3286-25
FBI AUG 6 1946

EX-4 DEC

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 7-27-82 BY SP4 EEW/cal

TWO

57 DEC 20 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: August 1, 1946

FROM : SAC, Los Angeles

SUBJECT: ~~BUREAU~~ APPLICANT FILES

Reference is made to Bureau memorandum of July 26th requesting my views and recommendations on a suggestion that all files on Bureau applicants be destroyed after they have become five years old.

It is recommended that such files be destroyed after five years, inasmuch as experience has shown that there are very few references to such files after that length of time. Under the present system of not actually writing reports in these cases, it is felt there is practically no need for keeping the files.

RBH:MDL

RECORDED & INDEXED

AUG 1 1946

58 DEC 23 1946

Committee Memo # 258

RCH 11-18-46

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director , FBI - ATTENTION TRAINING AND INSPECTION DIVISION

DATE: August 2, 1946

FROM : SAC, Chicago

SUBJECT: Destruction of Bureau Applicant Files After They Become Five Years Old

Reference is made to the Bureau's memorandum of July 26, 1946, indicating that it has been suggested that all Bureau applicant files be destroyed after they have become five years of age. This suggestion seems to be a logical suggestion. I have talked with the Chief Clerk of this office as well as the Assistant Chief Clerk and they state that very seldom do we have a reference to such files. A summary teletype in most instances which is prepared and sent to the Bureau gives in substance all of the information which is contained in the file. The Bureau file is maintained for a longer period of time and could be utilized for furnishing to the field information in the event such is necessary. It is believed the index cards should be appropriately marked "File destroyed" together with the date of destruction. In the event the file is needed after a period of five years the information would not be up to date and in the event any background data were necessary other than that which appeared in the Bureau file, it is felt that the necessary investigation could then be conducted to gather the desired information which would reflect up to date material with respect to the applicant. This would enable us to destroy a number of files which were opened on Bureau applicants during the early part of the war period, when we conducted numerous investigations with respect to persons who applied for positions with the Bureau. This file space is badly needed at this time. It is felt that the purpose of maintaining the files is outweighed by the advantages to be gained by their destruction after they are five years of age.

In the event this suggestion is put into effect it is suggested that immediately there should be instituted a rule in each field division to call for the dating of the index card at the time the case is opened so that in time a reference to the index card, together with an existing rule to the effect that the file should be destroyed after five years, would not necessitate looking up the index card at the time of the file's destruction.

HANDLED BY STOP DESP

Memo to Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 EW/F

GRM:MG

10-23-31

RECORDED & INDEXED 66-2246-25

AUG 6 1946

Cal. F. P. M.

Joint Committee Memo #258 RC 11-18-46

57 DEC 20 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: August 2, 1946

FROM : SAC, Boston

SUBJECT: DESTRUCTION OF FILES ON BUREAU APPLICANTS AFTER THEY BECOME FIVE YEARS OLD

Reference is made to your memorandum dated July 26, 1946, advising the suggestion has been made that all files on Bureau applicants be destroyed after they have become five years old.

It is my impression these files could very well be destroyed after a five year period. The maintenance of such files does not appear to serve any useful purpose. It would seem, therefore, that if the master file is retained by the Bureau on all applicants, should material contained in such an investigation be required it could be furnished the field by the Bureau. It is believed, however, that this would be infrequent. It is assumed that the destruction of these files would be restricted to the field offices in view of the danger of not having available anywhere this background material.

If the plan suggested is adopted it is my recommendation that the destruction of these files be restricted to the field offices.

EAS:MP

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW/cal

RECORDED & INDEXED 66-3286-253X3 EX-4 1 AUG 6 1946

58 DEC 27 1946

Federal Bureau of Investigation

United States Department of Justice

478 Federal Building
San Antonio, Texas
August 17, 1946

Re: Destruction of Bureau Applicant Files

Director, FBI

Dear Sir:

Reference is made to the Bureau's letter of July 26, 1946 to certain Special Agents in Charge, and Inspectors Gurnea and Naughten, concerning the suggestion that all files on Bureau applicants be destroyed after they have become five years old. This was received upon my return to San Antonio:

The advantages and disadvantages in destroying these files have been weighed and it is believed that they may be destroyed in the field but I feel that they should be retained at the Seat of Government as a source of valuable information. Whether these files would be of value at the Bureau or not could be determined during the next two years, making a test check to see upon how many occasions they are referred to. At the present time, of course, there would be no way the Bureau could know this inasmuch as the files have been available in the field for reference purposes.

Against destroying the files in the field is the following disadvantage:

A source of extensive information on an individual would not be immediately available in the field.

In favor of destroying the files in the field are the obvious advantages of

(1) Saves file space, and
(2) Reference is rarely made to such information.

Provided the original file is to be retained at the Bureau it is believed that all field files on Bureau applicants should be destroyed after they have become five years old.

Very truly yours,

M. W. ACERS
Special Agent in Charge

MWA:JB.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW

FOR VICTORY BUY UNITED STATES SAVINGS BONDS AND STAMPS

Memo to Mr. Clegg
E. P. M.

RECORDED & INDEXED
57 DEC 20 1946

66-3286-25

Joint Committee Memo
#258
RCH 11-18-46

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: August 2, 1946

FROM : SAC, ST. PAUL

Bureau Property - Home

SUBJECT: DESTRUCTION OF FILES.

Reference is made to Bureau memorandum dated July 26, 1946 addressed to Messrs. ACERS, ET AL, in which I was included, requesting our views and recommendations in regard to destroying Bureau applicant files after they have become five years old.

I am heartily in accord with this procedure, and it is my recommendation that the Bureau issue instructions to the field that this be done. I base this recommendation upon my observation that I have had few occasions in the past to consult old applicant files that are five years or more old. The Chief Clerk and the Assistant Chief Clerk of this office inform me that they are in accord with the proposed policy of destruction of these files. They too state that they have little occasion to consult files of this type after they have become five years of age. They take up a lot of space in the office, and that space can be used by closed files and more active case classifications.

MBR:MN

Memo to Mr. Clegg 10-23-46 E.P.M. Joint Committee Memo #258 RC 11-18-46 M

HANDLED BY MAIL DESK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EWL/cal

166-3286-2634

58 DEC 26 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: July 31, 1946

FROM : SAC, PHILADELPHIA

SUBJECT: Destruction of Bureau Records

Reference is made to Bureau memorandum dated July 26, 1946, addressed to several Agents in Charge, requesting views and recommendations relative to the suggestion that all files on Bureau applicants be destroyed after they have become five years old.

I have discussed this suggestion with the members of the field supervisory staff and the Chief Clerk. Our conclusion is that this suggestion is good, provided that the index cards are marked with identifying data reflecting the birth date and other available descriptive data concerning the applicant whose file has been destroyed. At the time the file is ready for destruction, the index card should be pulled, and the aforementioned descriptive data placed on the index card together with a notation that the file has been destroyed, which notation could be made by a rubber stamp captioned "File Destroyed."

The purpose in having such identifying data placed on the index card is first of all, to account for the fact that the file to which the index search relates has been destroyed; secondly, in connection with the consolidation program on indices, to enable the indices checker to identify the individual through the descriptive data; and thirdly, the information on the index card will constitute notice that the individual was an applicant five or more years previously, and should there be need for further inquiry, a request can be made of the Bureau for the information contained in the destroyed file. It is, of course, presumed that the Bureau file on the applicant is being permanently maintained, and that the suggestion relates merely to the destruction of applicant files in the field. Finally, in conducting indices searches in the future, the descriptive data on the index cards will immediately eliminate the person named on the index card from the subjects of future searches.

I do not recall any instances wherein there has been a need for information contained in applicant files after an elapsed period of five years. There have been, of course, frequent occasions to refer to 67-0 serials and even 67 files within a period of from two to four years. Normally, an applicant who has not been successful within a period of five years has given up all idea of becoming employed with the Bureau. There might be isolated instances where 67 references would be of interest in INTERNAL SECURITY - C matters, but even though the file has been destroyed, the descriptive data aforementioned on the index card would enable the office to communicate with the Bureau for any additional data that might be desired.

EX-35 RECORDED 66-3286

It is therefore the recommendation of the supervisory staff of the Philadelphia office that the suggestion be adopted by the Bureau in so far as field office files are concerned.

LVB:MO

Memo to Mr. Clegg 8-3-46 E.P.M.

Joint Committee Memo #258 RCH 11-18-46.

66 DEC 30 1946

66-3286-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: August 2, 1946

FROM : SAC Pittsburgh

SUBJECT: Destruction of Bureau Property - Items.

Please refer to Bureau letter to selected Special Agents in Charge with the addition of Inspector GURNEA and Inspector NAUGHTEN, stating that suggestion has been made that all files on Bureau applicants be destroyed after they have become five years old, and requesting the views and recommendations of the writer.

Insofar as the Pittsburgh Field Division is concerned a removal of closed applicant files five years or more old will do little in supplying storage area. Specific requests or need for information contained in applicant files over five years of age are negligible. It is felt that their retention in the office after that period of time presents a greater burden than it does any assistance to the operation of the office. It has also been found in this office that on those applicant files that are less than five years old practically no cause for reference occurs, so that it appears that even when we get into that period of 1942 and 1943 where a particularly large number of applicants was handled throughout the Bureau, the need for retaining those files will also be negligible.

In the light of the above views, the recommendation that files on Bureau applicants over five years old be destroyed in the field is made.

FAF:CPS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EW/cal

Memo to Mr. N. H. Clegg
10-23-46 E.P.M.
Joint Committee Memo
#258 RC 7th 11-18-46

RECORDED 166-3286-253X7
EX-3F

56 DEC 30 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : T. E. NAUGHTEN

DATE: 8/5/46

SUBJECT: ~~DESTRUCTION OF BUREAU APPLICANT FILES.~~
BUREAU MEMORANDUM OF JULY 26, 1946.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MY RECOMMENDATION: I concur in the suggestion that all field office copies of Bureau applicant cases be destroyed after becoming five years old.

REASONS ADVANCED IN FAVOR:

1. Field divisions only infrequently have need to refer to such files.
2. Due to the large number of applicants considered in recent years most divisions have a considerable collection of this type of file which, if disposed of, would make additional filing space available for present and future needs.
3. In the event reference is needed to data secured in applicant investigations, included in such files destroyed, the field would consult the Bureau for complete data. Hence, no hardship on the field would be experienced in disposing of these files.
4. By suitable notation on index cards of the files destroyed the field offices will always have a flag signalling the fact that the Bureau will have available all needed data.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP3 GLW/cat

ADDED RECOMMENDATION: It is recommended that the suggested rule, if adopted, be extended to include the 67-0 files and all breakdowns of Bureau general applicant files since it is only logical to include such applicant general files in the suggested rule.

TEN:ER

Memo to Mr. Clegg
10-23-46 E.P.M.
Joint Committee Memo #258
Rec'd. 11-18-46 10:32 AM

RECORDED & INDEXED 66-3286-2
32 DEC 18 1946

53 JAN 2 1947

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: MR. NICHOLS

DATE: SEPTEMBER 5, 1946

FROM: R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF IDENT MAIL - IDENT DIVISION

1 Bureau Project 1 - General

Reference is made to memoranda dated November 27, 1945, and December 14, 1945, copies of which are attached. The recommendation set out therein which was approved by the Executives Conference memorandum dated December 18, 1945, has not been put into effect.

It is respectfully suggested that communications from field offices requesting that supplies be sent to law enforcement agencies be destroyed by the Supply Section of the Chief Clerk's Office since they are the last to handle the requests when they send the supplies to the agencies.

RECOMMENDATION

It is recommended that this memorandum be referred to the attention of the Administrative Division for action.

Attachments
CPR:tmb

ALL INFORMATION CONTAINED
HEREIN IS CLASSIFIED
DATE 7-27-82 BY SP4 EWL cal

Encl.

1 ENCL
final with original

RECORDED 66-3256-2
EX-32 48 OCT 11 1946

530CT 17 1946

INITIALS ON ORIGINAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Boston

DATE: September 19, 1946

SUBJECT: MANUAL OF RULES AND REGULATIONS

Reference is made to the Manual of Rules and Regulations, Section 6J-K (4), FILES TO BE DESTROYED WHEN 3 YEARS OLD, ON AN ANNUAL BASIS.

The Boston Office previously had maintained a monthly schedule for destroying material when over three years old.

The Bureau is requested to advise if this material is to be allowed to accumulate for 3 years 11 months before being destroyed, or whether it will be satisfactory for this office to continue destroying the material monthly inasmuch as it takes only about six hours per month to destroy the required material.

EAS:ERB

EX-28

66-2116-255

F B I

29 OCT 4 1946

DATE 7-27-82 BY SP4 ELW cal

RECORDED COPY FILED IN 66-3286-253

SAC, BOSTON

EX-28 DIRECTOR, FBI

OCTOBER 1, 1946

MANUAL OF RULES AND REGULATIONS
SECTION 6 J-K (4)

Reference is made to your letter of September 19, 1946, with respect to the above section of the Manual of Rules and Regulations indicating certain files that should be destroyed when three years old on an annual basis. It is noted that your office has maintained a monthly schedule for destroying such material, pointing out that some six hours per month are required for its destruction.

The Bureau is of the opinion that the manual provision in this matter should be followed and that the destruction of the material should be on an annual basis, thereby avoiding the expenditure of unnecessary time in destroying such material monthly.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EW/cal

epm/er

NOTE: Approved by Executives Conference on September 27, 1946, those present being E. A. Tamm, Glavin, Tracy, Hendon, Rosen, Long, Ladd, and Morgan.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECEIVED
OCT 1 1946 P.M.
FBI

OCT 1 1946
U.S. DEPT. OF JUSTICE
RECEIVED DIRECTOR
FBI

OCT 29 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: September 17, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #389
EMPLOYEE: W. G. Banister
SAC, Butte Division

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg L. V. Boardman
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That the present requirement for the destruction of duplicate file copies of reports in files that have been closed for one year or more be left to the discretion of the SAC of each Division.

ADVANTAGES: Bureau Property - general

1. Not enough space is being saved to justify the amount of work.
2. A specific case recited where the case was reopened in another Division after a year had passed and it was necessary to loan the single remaining copy of the report to another office, thus subjecting the office to some inconvenience and additional work.
3. The SAC could approve the destruction of duplicate copies of thick reports when the amount of saving is substantial and not make a requirement when the reports were very thin.

DISADVANTAGES:

1. Lack of uniformity which would make it difficult to enforce.
2. A saving in space in some offices has been appreciable and believed in some offices at least to have been more than enough to justify the expenditure of time in removing the copies. New York City, for example, has reported 24% saving in its closed file space.
3. It would render the execution of this project much more difficult inasmuch as a decision would have to be made with respect to each individual file as to whether the extra copies of the report should be destroyed in that particular file.
4. In the unusual situation which the suggestion cites there is no reason why copies could not be secured from the Bureau inasmuch as the Bureau in that type case has copies of the report, one of which would be available.
5. It is usually impossible to say which closed cases may subsequently be reopened and hence the designation by the SAC of certain files in which the extra copies would not be removed would be no guarantee that cases would not arise in the future in which the extra copies of reports had been destroyed.
6. The suggestion would complicate what is now a relatively simple procedure.

RECOMMENDATION: Unanimously unfavorable.

Mr. Clegg recommends abandoning the entire project of the removal

cc - MR. HENDON - MR. CLEGG

Bureau Bulletin Typed 10-11-46 E.P.N.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-25-78 BY SP4 ELW/cal

RECORDED 166-3286-236
EX-28
INDEXED 166-3286-236

of surplus copies of serials in files, as soon as the present project has been completed, on the basis that an alleged savings has been accomplished. The shortage of personnel in the future will make it unprofitable to continue this forever after.

The Committee recommended unanimously favorable to Mr. Clegg's suggestion.

HHC:PJ

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on September 19, 1946, those present being Messrs. Ladd, Rosen, Harbo, Quinn Tamm, and Morgan, approved the recommendation of the Joint Committee.

Respectfully,
For the Conference

OK.
H.

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

EPM:ER

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, FBI.

DATE: October 22, 1946.

FROM : SAC Birmingham.

SUBJECT: DESTRUCTION OF RECORDS

Reference is made to SAC letter #100, Series 1946, dated September 17, 1946, particularly to Section G thereof wherein the Bureau instructs that materials be destroyed at monthly intervals when the material is to be destroyed on an annual basis and the materials to be destroyed annually when the material is to be destroyed after the expiration of a three year period.

It is suggested that the Bureau reconsider the aforementioned instructions providing for the destruction of serials at monthly intervals and that all serials, whether on a yearly or three year basis, be destroyed when the last serial in any volume becomes one year old. This will enable offices to destroy these materials on a more or less project basis and it will not be necessary that these files be pulled for this purpose each month, it being noted that very frequently a file must be pulled for the destruction of only one or two serials, or none, on a monthly basis. I believe that the most desirable time for destruction of these old administrative files would be at the beginning of the fiscal year, that is during the month of July each year, in that the work is probably somewhat lighter during that period. This annual destruction of all old administrative files would obviously mean that the old file must be pulled only once during the year, whereas if portions thereof are destroyed at monthly intervals, it is obvious that more time will be consumed to reach the same objective.

This suggestion is submitted for any consideration deemed desirable.

BWS:Mc

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Ack RC 11-20-46

No RC memo prepared. Letter to Birmingham 12/3/46 RCH

EX-69 166-32.86-2

RECORDED

INDEXED

58 DEC 19 1946

COPY:FQ

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: 9/11/46

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #418
EMPLOYEES: SAC SOUCY, BOSTON
SAC MCSWAIN, CHICAGO
SAC H. T. O'CONNOR, CLEVELAND

[redacted] DATE 7-27-82 BY SP4 EWT Cal

MEMBERS PRESENT: H. H. CLEGG L. V. BOARDMAN
R. T. HARBO E. SCHEIDT

EMPLOYEES SUGGEST: That the alien enemy registration files maintained in each Field Office be destroyed.

NOTE: In the Boston Office, for example, there are approximately 45 cabinets. Other offices, SAC Soucy felt sure, had larger quantities. The same information is available in the Immigration and Naturalization Service. In the event the folders were destroyed, the index card would still be available indicating that there had been an alien enemy folder in the office and this would indicate an immediate lead to the Immigration and Naturalization Service for any information desired and would release a great deal of valuable space. It was the opinion of SACs Soucy, McSwain and O'Connor that the infrequent use of such records made it too expensive and unnecessary to retain them.

Messrs. Harbo, Scheidt and Clegg were opposed to the suggestion because they felt it was not the opportune time to destroy records, particularly concerning aliens, in view of world conditions. In some offices there are numerous and frequent name searches still being made; biographical data concerning numerous individuals who have never taken out citizenship papers are available and this provides a good basis for intelligence information and references concerning a segment of our population that might be questionable regardless of the identity of any country with whom the United States might subsequently be involved in an emergency. They were of the opinion that the records should be maintained as is.

Mr. Boardman felt that the actual records could be destroyed because the need for reference to these records is extremely rare. It is further felt that should another international emergency arise, aliens, or at least alien enemies, would be required to register, in which event that data would, it is agreed, be valuable. It is further felt that these files take up a considerable amount of space and that the need for the files does not compensate for the cost of space required to maintain them.

MX-48

66-2-46-2

hhc;hd

EXECUTIVE CONFERENCE CONSIDERATION: The Executives Conference on September 16, 1946, those present being Messrs. Tolson, Q. Tamm, Glavin, Harbo, E. A. Tamm, Rosen, Ladd, and Clegg, unanimously recommend unfavorably.

Respectfully,
for the Conference

INITIALED ON ORIG

HHC:PJ

cc: Mr. Clegg, Mr. Hendon Clyde Tolson E. A. Tamm
Director's notation: "I agree. H.H."

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 30, 1946

FROM : THE EXECUTIVE CONFERENCE

SUBJECT: LABORATORY WORK SHEETS

Destruction of Bureau Records

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

In cases handled by the Laboratory, the examiner's copy of the work sheet, which includes his notations made at the time of the examination, is placed in the case file. In addition, there is a master copy of the work sheet which is filed in the Laboratory in chronological order. Under present regulations the master work sheets are retained for two years at which time they are destroyed.

In view of the policy recently adopted throughout the Bureau, including the field offices, to destroy material either annually or on a three-year basis, the Laboratory recommended that the existing instructions be modified to provide for the destruction of the master work sheets after three years. The examiner's copy of the work sheet is, of course, permanently retained in the case file.

On October 29, the Conference composed of Messrs. E. A. Tamm, Tracy, Hendon, Rosen, Ladd, McGuire and Harbo, was unanimously in favor of the three-year rule for destruction of the master work sheets.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cal

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

HANDLED BY CORR. DESK

1/23/47
see Work sheets
prior to Jan 1, 1944
destroyed
C.F.S.

RECORDED & INDEXED 66-3286-2-3-7
EF IB I
37 NOV 7 1946

EX-28

58 JAN 27 1947

a

See Letter #100
9-17-46

Destruction of Bureau Property
Guard

(D) ADMINISTRATIVE FILES - DESTRUCTION OF -- You are advised to destroy Night Differential Logs and files dealing with the investigation of Bureau automobile accidents when they are three years old.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 LW/cal

66-3286-5
NOT RECORDED
100 SEP 20 1946

COMM. STAMP
9-12-46
ON ORIGINAL

5 OCT 16 1946

MEMO FROM T 66-3286-5

a

See Letter #100
9-17-46
Destruction of Bureau Property - general

(G) DESTRUCTION OF RECORDS -- In order to establish greater uniformity concerning the destruction of certain records you are advised that all materials which are to be destroyed on an annual basis should be destroyed at monthly intervals, and all materials to be destroyed after three years of age should be destroyed on an annual basis.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

COMM STAMP
ON ORIGINAL
9-17-46

66-3286-
NOT RECORDED
100 SEP 20 1946

ORIGINAL FILED IN 66-04-381

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo RH

DATE: November 4, 1946

FROM : Mr. Sizoo JAS

SUBJECT: Color Negatives of Butterfly Trays Retained in Laboratory

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Laboratory has approximately 325 color negatives of butterfly trays which were submitted during the war for examination for secret messages. These negatives were made for making further examinations in the event additional information was received concerning the method of concealing the secret messages in these trays. The Laboratory has no further use for these negatives unless some information comes out of the war trials. It is recommended that this memorandum be routed to Division Five to determine whether they have any use for the negatives for butterfly trays or whether they may be destroyed.

GWD:JC

Mr. Ladd recommends we destroy. 11-5-46 RH

O K & destroy RH

destroyed 11/12/46

UNRECORDED COPY FILED IN

UNIT 7-27-82 SPYEL W/Cal

RECORDED & INDEXED 37

66-3286-24

EX-3

53 NOV 26 1946

COPY: FQ

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: 9/13/46

FROM : T. E. NAUGHTEN

SUBJECT: SUGGESTION
RETENTION OF CODED MESSAGES IN THE FIELD

a Destruction of Bureau Property Year

SUGGESTION: That Section 6 J (3) of the Manual of Rules and Regulations be changed to permit the destruction of field copies of coded messages when such are one month old rather than requiring their retention for one year and destruction on a monthly basis.

REASONS:
(1) Formerly these messages were destroyed on a straight monthly basis. Now they are required to be retained for one year and then destroyed monthly.
(2) Inquiry at various field offices in recent inspections failed to reveal any reason supporting the necessity for their retention for one year.
(3) The clear equivalent of the message is filed in the pertinent file and is sufficient. Rarely is reference made to the coded equivalent which is normally retained in the office safe. All references would not be made later than one month after receipt or dispatch of the coded message itself.

TEN:ER 10/31/46

CONSIDERATION BY JOINT COMMITTEE: Unanimously unfavorable to any change. As a matter of policy it has been decided by the Bureau that materials to be destroyed in field offices can be destroyed either at the end of one or three years. Prior to the issuance of this policy there were innumberable existing rules as to when various types of files and serials were to be destroyed. For the sake of uniformity it was felt that the one and three year provisions are efficent and adequately cover the problem.

RCH:PJ The Joint Committee consisted of Messrs. Hendon, Harbo, Scheidt and McKee 10/25/46.

HANDLED BY

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference consisting of Messrs. Tolson, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg, Ladd and Rosen.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EWJ cal

Respectfully, RECORDED 62-32866-2
For the Conference

EX-88 56 DEC 10 1946

Clyde Tolson E. A. Tamm

Director's notation: "OK H."

11/46

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 11/8/46

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #458
EMPLOYEE: E. SCHEIDT
SAC, NEW YORK FIELD DIVISION

Destruction of Bureau Records - genie.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Colvin
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: R. C. Hendon, E. Scheidt, R. T. Harbo, S. K. McKee

EMPLOYEE SUGGESTS: That the index cards on the cases covered by the "Old German" classification numbers, all of which are now over 25 years old, be destroyed.

ADVANTAGES:
1. This would result in considerable saving in the index sections. For example, it would result in the destruction of some 40,000 index cards in the New York Office.
2. The material to which the index cards relate under present Bureau rules has now been destroyed in the various field divisions.

DISADVANTAGES:
1. The presence of the index card in the field office indices flags the fact that the files relating thereto have been destroyed but that the information is available from the Seat of Government.
2. Cases will arise from time to time where this information would be pertinent and should be available to the field office through a check with the Bureau.
3. A lack of uniformity in this respect would exist if an exception was made for the New York Office.

RECOMMENDATION: Unanimously unfavorable and that the attached letter go forward to the New York Office.

RCH:PJ

HANDLED BY STOP DESK

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on November 27, 1946, with Messrs. Tolson, Tracy, Harbo, Tamm, McGuire, Clegg, Ladd, McCabe, Hendon and Glavin in attendance.

Respectfully,
For the Conference

Clyde Tolson
EX - 31

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 Ewlcal

RECORDED & INDEXED 66-3286-262

RECORDED COPY FILED IN 66-3286-564

cc - Mr. Clegg
Mr. Hendon

54 DEC 19 1946

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 11/18/46

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #258
EMPLOYEE: RACHEL L. GALLAVAN
BIRMINGHAM DIVISION

MEMBERS PRESENT: R. T. Harbo, E. Scheidt, R. C. Hendon, S. K. McKee

EMPLOYEE SUGGESTS: That the investigative files on Bureau applicants be destroyed after a period of five years.

ADVANTAGES:

1. This would save space generally in the office.
2. There is infrequent cause for referring to these files after they have become this old.
3. In unusual situations the field could consult the Bureau where the material would be permanently retained.

DISADVANTAGES:

1. It would set up a special rule as to these types of files which is not warranted.
2. The amount of space to be saved is small in relation to the amount of filing space in any field office.
3. These files are of value as reference material similar to other files in the office and to the great number of personnel investigations which will soon confront the Bureau in connection with the Atomic Commission work and the CIG investigations references will probably be made more frequently to these files.
4. The amount of information contained in the files at the Seat of Government in many instances is not nearly as complete as that in the field office files, particularly with reference to the applicant investigations made in the last few years since they are reported by teletype or memorandum. The Bureau's files are not as complete as the field files wherein are maintained the Agents' notes.
5. Derogatory information relating to Bureau applicants should not be destroyed in view of the danger of a possible oversight in future investigations incident to reapplications. Neighbors who furnished derogatory information initially might not be available or in a position to supply such information at the time of a later investigation.
6. Such a project might logically entail a review of index cards with the placing of notes thereon to reflect the date when the file was destroyed which would add to the clerical effort necessary in achieving this saving of space.
7. It is doubtful that the saving of space warrants the necessary expenditure of clerical time.
8. The information contained in the field office files relative to Bureau applicants might be useful in connection with future dealings with the applicant on the part of the field office.

RECOMMENDATION: The Joint Committee points out that this matter was referred to 9 representative SACs, 8 of whom were in favor of destruction, with SAC McKee opposing, although each indicated that references from time to time were made to the files.

RCH:ER
cc: Mr. Clegg
Mr. Hendon

Tolson, Ladd, A. Tamm, Clegg, Glavin, Nichols, Rosen, Tracy, Carson, Egan, Gurnea, Hendon, Pennington, Quinn Tamm, Tele. Room, Nease, Beahan, Gandy

66-3286-2b3

EX-4

RECORDED & INDEXED

58 DEC 27 1946

FBI/DOJ

HANDLED BY STOP DESK

PERS. FILES

JOINT COMMITTEE RECOMMENDATION: Unanimously that these files not be destroyed after they have become five years old but that they be retained similar to all other files in the office.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on November 27, 1946, with Messrs. Tolson, Tracy, Harbo, Tamm, McGuire, Clegg, Ladd, McCabe, Hendon and Glavin in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. H. CLEGG

DATE: 10/23/46

FROM : E. P. MORGAN

SUBJECT: Destruction of Bureau Property - Serial

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

By memorandum dated July 26, 1946, selected Bureau personnel were requested to supply their views concerning a suggestion that all files on Bureau applicants be destroyed after they have become five years old. The views expressed are summarized as follows:

ACERS - that the suggestion has merit, saves space, and reference is rarely made to Bureau applicant files that have become five years old. He suggests one disadvantage in that a source of extremely valuable information would not be readily available.

BOARDMAN - favors destruction of the files provided the index cards are marked to reflect identifying data, birth date, and descriptive data, together with a notation that the file is destroyed.

FLETCHER (PITTSBURGH) - recommends that the files be destroyed inasmuch as their retention after five years presents a greater burden than assistance to the operation of the office.

HOOD - recommends that the files be destroyed inasmuch as experience has shown there are very few references to such files after five years, particularly inasmuch as under our present system of not actually writing reports, there is no need for keeping the file.

MCKEE - the only advantage would be saving of cabinet and floor space whereas there are four objections:

(1) With the destruction of duplicate serials in cases closed more than one year the question arises as to the need for more cabinet space, particularly inasmuch as the applicant files occupy only a small amount of space.
(2) Derogatory information relating to Bureau applicants should not be destroyed in view of the danger of a possible oversight in a future investigation incident to a reapplication of the person concerned. Neighbors who furnish derogatory information initially might not be available or in a position to supply such information at the time of a later investigation.
(3) Such a project would entail a review of index cards, the cost of such review being considerable.
(4) In view of present projects required by the Chief Clerk's Office personnel would not be readily available for such work.

MCSWAIN - favors the destruction of these files in view of the fact reference is seldom made thereto. He feels the index cards should be appropriately marked "File Destroyed," together with the date of destruction. He

EX-35

66-3286-264

COPIES DESTROYED
20 5 JAN 25 1965

Joint Committee Memo #258 RC H 11-18-46

epm/er

56 DEC 20 1946

observes that the file space is badly needed at this time. McSwain suggests that if these files are destroyed there be immediately instituted a rule in each field division calling for the dating of the index card at the time the case is opened so that in time a reference to the index card together with an existing rule to the effect that the file should be destroyed after five years, would not necessitate looking up the index card at the time of the file's destruction.

RHODES - recommends that the files be destroyed basing his recommendation on his observation that he has had few occasions in the past to consult old applicant files five years or more old. He observes that such files take up a great deal of space in the office which could be used to better advantage.

SOUCY - recommends the destruction of such files inasmuch as their maintenance serves no useful purpose.

NAUGHTEN - recommends that such files be destroyed since:

(1) field divisions refer to same infrequently
(2) great deal of space would be available in view of large number of applicants considered in recent years
(3) in unusual situations the field could consult the Bureau where data would be available
(4) by suitable notation on index cards the field offices would always have a flag signaling the fact that the Bureau will have available all needed data

WEEKS - recommends destruction of these files since after five years the applicant files have little possibility of being used and the Bureau's files on the applicant will suffice.

SUGGESTION:

That field offices be authorized to destroy applicant files over five years old. It seems to me, however, that the idea of marking the index card creates a great deal of clerical work which may be unnecessary. Why wouldn't it be better merely to put in an appropriate "25" file a list of all files destroyed pursuant to the suggested action? Thereafter, should a search be made to an index card and no file found a simple reference could be made to this memorandum where there would be a clear indication that the file had been destroyed.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: December 6, 1946

FROM : Mr. Newman

SUBJECT: Defective Handcuffs

There are presently located in Room 5524 six pair of defective handcuffs with the following numbers:

98498	177219
98528	177234
169902	179343

All of the above handcuffs are defective beyond repair. It is requested that authority be granted to have the above handcuffs destroyed or forwarded to the Department of Justice for disposition.

Recorded 12/9/46 Lee

Handcuffs destroyed

50 FEB 6 1947

DATE 7-27-82 BY SP4 ELW/cal

INITIALS ON ORIGINAL

Mr. Harbo

December 5, 1946

Mr. Sizoo

OBSCENE FILE

There is presently maintained in a wardrobe cabinet located in the Chart Room a large number of obscene cartoon printing plates which are a part of the obscene file. These plates were obtained back in December of 1942 in connection with the case captioned "Joseph Bennett Harris, Interstate Transportation of Obscene Material" Bureau File #71-1484. During the past year these plates were used on only about two occasions for reference purposes and even in those cases booklets printed from these particular plates and which are maintained in the cartoon file in Mr. Cadigan's room could have been used. It is noted that samples of cartoons printed from these plates are also maintained in Mr. Cadigan's room.

In view of the fact that very little use is made of these printing plates and further in view of the fact that they were last used commercially four years ago and further since booklets printed from these plates are maintained separately as a part of the file, it is believed that consideration should be given to destroying these plates. It is noted that the Bureau already has authority to dispose of these plates permanently.

80-662
JCC:RS

RECORDED 66-3286-266

61 DEC. 26 1946

F B I

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO - Room 7639

DATE: January 27, 1947

FROM : C. F. DOWNING

SUBJECT: Cryptanalysis Section; Administrative

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

We are presently maintaining in the Cryptanalysis Section approximately 50 assignment cards for prisoner mail cases dating back to July and August, 1945. There is no other record of the receipt and handling of this material. It would not appear however that these would ever be of any value in view of their age and consequently it is recommended that they be destroyed.

CFD:JCW

RECORDED 66-3286-A66

50 FEB 13 1947

EX-1

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 GW Cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO: Mr. Glavin

DATE: December 20, 1946

FROM: Inventory Section

SUBJECT: Destruction of Control on FBI Form Book

Reference is made to SAC Letter, #134 Series 1946, "It will no longer be necessary for the FBI Form Book and the MATNAP memoranda to be carried on the field office inventory. These should be considered as administrative files and handled accordingly.

The films, "War and Order" and "The Warning," which are presently carried on the field office inventory should be destroyed inasmuch as they are now obsolete and serve no useful purpose."

On December 18, 1946 all Form Books and Matnap memoranda were removed from the field office inventory and the personal inventory records. The control on the form books has been destroyed.

Manual control has been destroyed 12/30/46

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW Cal

66-3286
NOT RECORDED
37 DEC 30 1946

58 JAN 8 1947

THREE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: December 12, 1946

FROM : Mr. Newman

SUBJECT: Disposition of Bureau Code Books

The following Bureau Code Books are worn beyond use:

"A" Code Books		"C" Code Books	
5013	5208	2	178
5042	5210	37	189
5081	5211	89	190
5202	5258	114	11
	5295	88	90

It is requested that authorization be granted to dispose of the above Code Books by burning or some other method. These books are located in Room 5524.

50 JUN 14 1947

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/Sd

PERSONAL ATTENTION

December 10, 1946

SAC LETTER NO. 131
Series 1946

SAC	ALBANY	DENVER	MILWAUKEE	ST. LOUIS
	ANCHORAGE	DETROIT	NEWARK	ST. PAUL
	ATLANTA	EL PASO	NEW HAVEN	SALT LAKE CITY
	BALTIMORE	HONOLULU	NEW ORLEANS	SAN ANTONIO
	BIRMINGHAM	HOUSTON	NEW YORK	SAN DIEGO
	BOSTON	INDIANAPOLIS	NORFOLK	SAN FRANCISCO
	BUFFALO	KANSAS CITY	OKLAHOMA CITY	SAN JUAN
	BUTTE	KNOXVILLE	OMAHA	SAVANNAH
	CHARLOTTE	LITTLE ROCK	PHILADELPHIA	SEATTLE
	CHICAGO	LOS ANGELES	PHOENIX	SPRINGFIELD
	CINCINNATI	LOUISVILLE	PITTSBURGH	WASHINGTON, D. C.
	CLEVELAND	MEMPHIS	PORTLAND	QUANTICO
	DALLAS	MIAMI	RICHMOND	

Bureau Property Guide

(A) FILES - DESTRUCTION OF - From certain inquiries raised in the field, it is believed that there has been a misinterpretation of Bureau regulations with reference to the destruction of various records after they have become one or three years old.

It is not intended that this destruction be accomplished serial by serial. Instead it is intended that a section of a file be disposed of in its entirety when the most recent serial therein has reached the age specified by previous Bureau instructions, whether it be one year or three years.

It is, of course, desired that such items as Number 3 Register Cards, Agents Daily Reports and administrative files of personnel be disposed of on a monthly basis as the accumulation for each month becomes one year old.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW Cal

COMPARED 12-10-46 INDEXED

166-3286-
NOT RECORDED
56 DEC 13 1946
INITIALS ON ORIGINAL

55 DEC 27 1946

ORIGINAL FILED IN

Sac Memo 12-2
December 3, 1946

To

Destruction of Personnel Records

Mr. Tolson
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carlson
Mr. Harbo
Mr. Mohr
Mr. Bishop
Mr. Coffey
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

(C) SPEECH MATERIAL -- As soon as speech material in field office files becomes three years old it should be destroyed. One copy of each Interesting Case write-up and other speech material of continuing interest may be maintained in the files.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

COMM STAMP ON ORIGINAL 12-3-46

66-3256
NOT RECORDED
91 DEC 9 1946

56 DEC 12 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/cal

ORIGINAL COPY FILED IN

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: January 28, 1947

FROM : Mr. Sizoo

SUBJECT: OBSCENE CARTOONS

In connection with the review of old case files for the purpose of eliminating useless exhibits, it was found that six sets of comic strip cartoons taken from various newspapers were being maintained in the above-captioned case which were submitted to the Bureau back in 1940. These comic strips were obtained with the idea in mind of possibly identifying some of the obscene cartoons in the file.

No identifications were ever made from this material and in view of the fact that we are pretty certain of the identity of the three principal creators of obscene cartoons, namely Roy Cate, Jack Coggins and a woman by the name of Trace, and in view of the fact that the remaining classified groups do not appear to be of the style used by any of the modern cartoonists it is extremely unlikely that these known specimens will ever serve a useful purpose and, accordingly, it is recommended that they be destroyed.

This material is Serial 3 in the file.

JCC:JCK

71-1323

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 LTW/cal

RECORDED
INDEXED
FILED
EX 56 FEB 7 1947

52 FEB 19 1947

INITIALS ON ORIGINAL

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: November 27, 1946

FROM: M. E. GURNEA

SUBJECT: OLD FIREARMS AND TECHNICAL TRAINING CARDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

It is now the practice to place in the personnel files old firearms and technical training cards that have been filled. These serve no purpose in that all of our Agent personnel is required to qualify with all firearms and failure on the part of any of them to do so is made a matter of record elsewhere.

RECOMMENDATION: Destruction of Firearms Proficiency Records

It is recommended that all training cards for each Agent be stapled together and maintained in an administrative folder in the Chief Clerk's Office, and that the old cards be destroyed when:

(a) The card is completely filled and a new card begun,
(b) When the new card reflects a qualifying score for each firearm,
(c) When there are no "make ups" necessary, which condition is not reflected on the new card, and
(d) When the new card reflects that training has been had with all pieces of technical equipment.

It is suggested that all filled firearms and technical training cards that are presently in the personnel files be removed.

MEG:elk

RECORDED & INDEXED

66-3286-762

FBI

32 FEB 14 1947

FILED IN SPECIAL FILE ROOM

1-28-87 FBI

NOTED BY TOP DEPT

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 8, 1947

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #217
EMPLOYEE: ASAC NOEL B. WRIGHT
SAVANNAH FIELD DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: R. C. Hendon E. Scheidt H. H. Clegg

EMPLOYEE SUGGESTS: That the Bureau consider destruction of all files consisting of plant survey reports and plant informant data.

This data was considered in May, 1946 and the Director instructed that this matter be re-examined after six months.

ADVANTAGES:

1. Considerable filing space would be saved.
2. It is alleged that the information in the files is of little, if any, current value.

DISADVANTAGES:

1. In view of the present world situation, it is believed highly undesirable to take any action which would make less accessible to the Bureau the information in the plant survey files.
2. A special rule as to the destruction of files should not be made covering only these classifications of matters.
3. This material is of value for reference purposes in connection with other types of matters arising within the Bureau's jurisdiction.

RECOMMENDATION: Unanimously as follows:

1. That all plant survey files and reports now in the field be destroyed at this time and that all such material at the Seat of Government be held. It was felt that there was some likelihood of claims being filed against the Government for a number of years and it was not at all unlikely that included would be claims for reimbursement of expenditures for employees and safeguards for security purposes which were made on the specific recommendation of the FBI. Plants in the meantime have been materially changed and their condition could be reflected only through an examination of the report and the exhibits which are on file at the Bureau. Because the files included the exhibits they should be retained for several years at least. This apparently would not require special approval of Archives or of Congress.
2. It was unanimously recommended that all records of plant informants both at SOG and in the field be destroyed except those which are indicated by symbols in order to obtain a proper identification of plant informants in investigative reports. It was believed that the changing of personnel at plants would make it necessary to develop another group of informants in the event of another war and the records of former informants would be very limited if of any value and certainly not worth the space that the files and records are occupying at the SOG or in the field.

HHC:bjb

RECORDED
INDEXED
EX-1
303
66-3286-269
FEB 14 1947

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on January 13, 1947, those present being Messrs. E. A. Tamm, Harbo, Ladd, Glavin, Tracy, Hendon and Clegg, Tolson unanimously recommended favorably as to suggestion #1 above. OK H

As to recommendation #2 Messrs. E. A. Tamm, Harbo, Hendon, Tolson Tracy and Clegg approved. OK H

Mr. Ladd and Mr. Glavin recommended that the record of Plant Informants be destroyed at the Seat of Government only and that they be retained in field offices as they felt that there was some potential need that might arise in the future in the event of war which would make these records valuable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

COPY:FQ

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: January 6, 1947

FROM : C. H. Carson

SUBJECT: IDENTIFICATION OF HANDWRITING ON MICROSCOPIC LETTERS
ADMINISTRATIVE

There is being held in SIS a quantity of booklets prepared during the investigation of espionage cases in World War II which involved microscopic letters.

These booklets at the present time are of no practical value to the SIS Section. It is possible they may be of some value to the Technical Laboratory.

ACTION:

It is recommended that these booklets be destroyed. However, the Technical Laboratory should be consulted before any action is taken in the matter. These booklets will be held in Room 2250 pending the return of this memorandum.

WCS:KK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4 Ely Cal

RECORDED 16 - 32[illegible]-27

FEB 1

63 FEB 24

ENTIRE CONTENTS ORIGINAL COPY FILED IN

Mr. Glavin

February 13, 1947

Inventory Section

Destruction of Bureau Property Handcuffs

There are presently located in Room 5524 the following defective handcuffs:

90082	130231
98541	178542
115612	

There is also one pair of defective leg irons in Room 5524.

It is requested that permission be granted to have these defective leg irons and handcuffs destroyed.

lw

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Neace
Miss Gandy

57 FEB 27 1947

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW/rad

66-3216
NOT RECORDED
57 FEB 24 1947

ORIGINAL COPY FILED IN

COPY:FQ

SAC Letter #9
2-4-47

(E) PLANT SURVEY FILES AND REPORTS -- PLANT INFORMANTS -- All plant survey files and reports now in Field Offices should be destroyed. These files and reports, however, are not being destroyed at the Seat of Government.

All records of plant informants now in Field Offices should be destroyed, except those which are indicated by symbols. It is necessary to retain those symbol plant informant cards in order to obtain a proper identification of plant informants in investigative reports. The same procedure for destruction of records of plant informants is being followed at the Seat of Government.

Destruction of Bureau Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

166-3286-
NOT RECORDED
56 MAR 4

62 MAR 4 1947

CC - 150

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

February 24, 1947

TO: COMMUNICATIONS SECTION

Transmit the following message to:

SAC, PHILADELPHIA

RECORDED 66 - 3246 - 271

EX

DESTRUCTION OF TWENTY-FIVE YEAR OLD FILES; REURLET JANUARY SIXTEEN, LAST.

FORWARD ALL ITEMS MENTIONED REFERENCED LETTER TO BUREAU IMMEDIATELY.

HOOVER

HOB:MR

CLASSIFIED
BY SP4 ELW/cal
DATE 7-27-82

Mr. Tolson
Mr. L. B. Nichols
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 27 11 35 PM '47

MAR 10 1947

SENT VIA

COPIES DESTROYED
20 5 JAN 25 1965

M Per

ARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 16, 1947

FROM : SAC, Philadelphia

SUBJECT: Destruction of Twenty-Five Year Old Files

Reference is made to Philadelphia letter to the Bureau dated November 7, 1946 advising that certain Communist files over twenty-five years old would be reviewed by this office prior to their destruction. This review has now been completed and all such files of no apparent value have been destroyed.

However, there is appended herewith a list of certain newspapers, magazines, pamphlets and books, some of which may be of possible interest to the Bureau, primarily for historical reasons. These items are being retained temporarily by the Philadelphia Field Division pending Bureau advice as to whether any of this material is of any such interest.

All of these items will be destroyed at the end of forty-five days unless the Bureau advises to the contrary.

JW:AM
66-21
Enc.

Bufiles were checked before returning records for destruction 5-13-74 Phila.

RECORDED 66-3286-271

INDEXED 36 FEB 25 1947

FBI

DATE 7-27-82 BY SP4ELW/cal

NEWSPAPERS

NAME	LANGUAGE	REMARKS
The Anarchic Future No	Italian	Volume 11 No. 8 dated March 19, 1920 published Pisa, Italy
Bread and Freedom No	Yiddish	Volume I No. 1, dated 11/11/06 published Philadelphia, Pa. described as Anarchist - Communist organ
Bulletin, The had that issue	English	Dated March 15, 1920 Chicago, Illinois, issued by National Office Socialist Party
Communist, The No	English	Volume I No. 1, dated 9/27/17 described as National organ Communist Party
Communist, The Have	English	Volume I No. 2, dated July 26, 1919 at Chicago
Communist, The Have	English	Volume I No. 1, dated 9/27/19 Chicago listed as combined with "The Revolutionary Age"
Communist, The Have	English	Volume I, No. 10 dated December 6, 1919
Communist, The Have	English	Volume I, No. 11 dated December 13, 1919
Communist, The Have	English	Volume I, No. 12, dated December 20, 1919
Communist Labor Party News Have	English	September, 1919 published Cleveland, Ohio, described as official organization organ of the Communist Labor Party

61-7559-2-24K3

RECORDED & INDEXED
DATE 7-27-82 BY SP4 ELW/cal

COPIES DESTROYED
20 5 JAN 25 1965

ENCLOSURE

66-3286-271

NAME	LANGUAGE	REMARKS
✓ Communist Labor Party News no	English	November, 1919
✓ Economic Life no	Russian	Issue No. 246, November 3, 1920 published in Moscow, Russia
✓ Economic Life no	Russian	Issue No. 247 dated November 4, 1920
✓ Economic Life no	Russian	Issue No. 248, dated November 5, 1920
✓ Foaia Poporului no	Rumanian	Volume 9 No. 58 dated August 1, 1920 published at Cleveland, Ohio
✓ Glos Robotniczy (Voice of the Workers) no	Polish	Issue of December, 1919 Detroit, Michigan
✓ Golos Truzenika (Voice of the Working Man) no	Russian	Volume I No. 46 October 14, 1919, Chicago, Ill.
✓ Golos Truzenika (Voice of the Working Man) no	Russian	Volume I No. 51. October 25, 1919
✓ Industrial Unionist no	English	Volume I No. 3 November 10, 1921 published New York City and described as the organ of Revolutionary Industrial Unionism
✓✓ Industrial Unionist no	English	Volume I No. 4 November 25, 1921
✓✓ Industrial Worker no	English	Volume I No. 83 November 20, 1920 Seattle, Washington
✓ Izvestia, Americanskaya (American News) no (hard back to 33)	Russian	✓ Volume I, No. 6 2/4/20 New York City
✓ Izvestia, Americanskaya (American News) no	Russian	✓ Volume I, No. 7 2/5/20 ✓ Volume I, No. 19 2/19/20 ✓ Volume I, No. 100 May 27, 1920 ✓✓ Volume I, No. 246 November 3, 1920

NAME	LANGUAGE	REMARKS
✓ ✓ Labor no	English	Volume III No. 1 8/6/21 - Washington, D. C.
✓ ✓ Labor no	English	Volume III No. 9 October 8, 1921 - Washington, D. C.
Molot (Hammer) no	Ukranian	Volume I No. 6 December 1, 1919 - New York City
✓ ✓ Molot no	Ukranian	Volume II No. 1 ~~January 1, 1920~~ Dec. 1, 1919 - New York City
✓ New Appeal, The no	English	January 19, 1918 Girard, Kansas formerly "Appeal to Reason"
✓ New York Communist, The had this issue	English	Volume I, No. 10 June 21, 1919
Novy Mir had these issues	Russian	✓ ✓ June 30, 1919 ✓ September 27, 1919 ✓ October 11, 1919 ✓ November 6, 1919 ✓ November 18, 1919 ✓ December 1, 1919 ✓ December 2, 1919 ✓ ✓ December 12, 1919 - December 27, 1919 - ✓ December 29, 1919 ✓ January 3, 1920
✓ Pravda (Truth) Reel 33	Russian	✓ Volume I No. 13, New York City ✓ October 23, 1919 ✓ Volume I No. 20 December 11, 1919 Volume I No. 22 ✓ December 25, 1919 ✓ Volume II No. 23 ✓ January 1, 1920
✓ Pravda Reel 33	Russian	Issues of October ✓ 28, October ✓ 30, October 31 ✓ and November ✓ 3, 1920 published in Moscow, Russia

NAME	LANGUAGE	REMARKS
Proletarian, The	English	March, 1919 Detroit, Michigan
Robitnyk (The Worker)	Ukranian	Volume 6 No. 106 December 16, 1919 New York City
Russky Golos Have back to 1940	Russian	Issues of December 17, 1919 December 27, 28, 1919 January 1, 2, 4, 1920 February 6, 1920 Published New York City
Social Revolution	English	Volume 15 No. 1 March, 1918 St. Louis, Missouri
Social Builder	English	Volume 15 No. 3 May, 1918 St. Louis, Missouri
Telegram Codzienny	Polish	December 12, 1919 New York City
Toiler, The	English	No. 173, May 28, 1921
Workman and Peasant	Russian	Volume I No. 60 November 8, 1919 New York City
World, The	English	No. 687 Oakland, California 5/23/1919
MAGAZINES		
Christian Scientist, The	English	Volume 4 No. 3 dated November, 1919 Volume 4 No. 5 dated January, 1920 New Orleans, Louisiana
Communist	Russian	June, 1919 published by Council of Russian Workers Colony of Philadelphia
Communist Internationale	German	No. 10 published in Moscow and described as organ of the Executive Committee of the Communist Internationale

NAME	LANGUAGE	REMARKS
Communist Internationale	Russian	No. 11 published in Moscow and described as organ of the Executive Committee of the Communist Internationale
Communist Internationale	Russian	No. 13 published in Moscow and described as organ of the Executive Committee of the Communist Internationale
Golden Age, The	English	Volume I No. 27 September 29, 1920 New York City
Moteru Balsas (The Woman's Voice)	Lithuanian	Issues of March, 1918; February, 1919, April, 1919, July, 1919 September, 1919 published New York City
One Big Union Monthly, The	English	Volume I No. 6 August, 1919 Chicago
Socialist World, The	English	Volume 2 No. 2 February 15, 1921 Chicago
Voice of Labor, The	English	Volume I No. 6 November 1, 1919 and Volume I No. 7 December 15, 1919
Workers Herald, The	Ukranian	December, 1919, October 1919, November, 1919 published New York City by Executive Committee of the Ukranian Federation of the Communist Party of America

NAME	LANGUAGE	REMARKS
✓✓ Young Socialist Magazine, The no	English	✓Volume 12 No. 8 August, 1918 ✓Volume 12 No. 9 September, 1918 ✓Volume 12 No. 10 October, 1918 ✓Volume 12 No. 12 December, 1918

PAMPHLETS & BOOKLETS

✓✓ Bolsheviks and The Soviets, The 61-7559-2-793	English	By ALBERT RHYS WILLIAMS
✓✓ Call to a National Convention for the Purpose of Organizing the Communist Party of America No.	English	
✓✓ Capitalist World and The Communist Internationale 61-7559-2-1268	English	Published by the Communist Party of America, 1920 and described as a manifesto of the second Congress of the Third Communist Internationale
✓✓ Class Struggle, The no	English	February, 1919
✓✓ Class Struggles in America 61-7559-2-1259	English	November, 1905 by A. M. SIMONS
Communist Manifesto had this edition	Russian	by MARX and ENGELS published by the Russian Socialist Federation, 1919
✓✓ Communist Trial, A 61-7559-2-1267	English	Extracts from the testimony of C. E. RUTHENBERG
✓✓ Constitution of the Socialist Labor Party of the USA 61-7559-2-1106 - publ. by N Y Labor News Co.	English	
✓ Debs Decision, The 61-7559-2-1337	English	by SCOTT NEARING
✓✓ Development of Socialism from Science to Action 61-7559-2-1323	English	by KARL RADEK, published by the Communist Party of America
✓✓ Dictatorship of the Proletariat and Elections to the Constitutents Assembly 61-7559-2-3135	English	by V. I. LENIN, 1920

NAME	LANGUAGE	REMARKS
Elements of Socialism no	English	Twelve lessons prepared by ANNA A. MALEY
Flat Iron no	Russian	by M. I. GAIDUK re activities of Russian Military Commission in America New York, 1918
Free World no	English	No. 3, December, 1915 and No. 8, May, 1916
History of the October Revolution no	Russian	by LEON TROTZKY published by the Russian Socialist Federation of New York
Imperialism and Revolution no	Russian	New York, 1919 publication of Russian Socialist Federation
International Council of Trade and Industrial Unions 61-7559-2-1324	English	by A. LOSOVSKY
Labor Opinion no	English	Chicago, August, 1919 published by Union of Industrial Workers of the World
Lessons in Revolution 61-7559-2-2750 (Engrian)	Russian	by V. I. LENIN published by Russian Socialist Federation New York, 1919
Letter to American Working Men 61-7562-2-51	English	by V. I. LENIN, December, 1918 (The Class Struggle Dec 1918)
Manifesto and Progress AM of the Left Wing Section Socialist Party of Greater New York no	English	1919
Manifesto and Progress AM Manifesto & Program - Report to the Communist Int'l. Pub by CP of America, Chicago Ill no date	English	Report to the Communist Internationale published by Communist Party of America Chicago, Illinois
Minutes and Manifesto of the Communist Party of America no	English Russian	1919
New Short Account of Political Economy no	Russian	by A. KARELIN published by Union of Russian Workers New York, 1917

NAME	LANGUAGE	REMARKS
✓✓ One Big Union 61-7562-2-781	English	by EWALD KOETTGEN IWW booklet
Principles of Communism 61-7559-2-1178 (English) (Lenin Red Library)	Russian	by FREDERICK ENGELS published by Russian Federation Communist Party, New York 1919
✓✓ Program for Workers, A no	English	Adopted by the Soldiers, Sailors and Workingmens Council - June 14, 1919
✓✓ Proletarian, The no	English	✓Volume 2, No. 4 - August, 1919 ✓Volume 2, No. 6 - October, 1919
✓✓ Red Ruby, The 61-7559-2-1065	English	Address to the Jury by BENJAMIN GITLOW, published by Communist Labor Party, USA
✓✓ Revolutionary I.W.W.,The no	English	
✓ Revolutionary Age, The no	English	May 31, 1919
Socialist Library no	Ukranian	by TATIANA GREGOROWICH, 1919
✓✓ Soviets at Work, The 61-7559-2-166	English	by V. I. LENIN, 1918
✓✓ Soviet Russia no	English	Issues of June 7, ~~14~~ 1919; November 22, 1919; January 3, 1920 Official publication of the Russian Soviet Government Bureau
✓✓ Social Revolution in Germany 61-7559-2-2876	English	by LOUIS C. FRAINA
✓✓ Statutes of Federation of Russian Socialist Branches no	Russian	New York, 1919
✓✓ Thesis Presented at Second Congress on the Communist Internationale these 2 = Statutes of the Communist International 2nd world Congress 7/17-8/7/20	French English 61-7009-2-825	Petrograd, Russian, 1920
Traitors and Betrayers no	Russian	by E. HARETZ New York, New York Noted as first Russian edition in America

NAME	LANGUAGE	REMARKS
✓✓ Uncle Sam: Jailer 61-7562-2-671	English	by WINTHROP D. LANE
What Do Bolsheviks Want ho	Russian	by B. SHUNIATSKY, 1919 publication of Russian Socialist Federation
✓✓ White Terror ho	Russian	by B. LOSHEN published by General Committee for Protection of IWW
✓✓ Why I Side with the Social Revolution 61-7559-2-3314	English	by RENE MARCHAND, 1920
BOOKS		
History of Political Economics	English	Published by MAX N. MAISEL New York City and issued by the Third Communist Internationale
Introduction to Political Economy	Russian	by A. BOGDANOV
Social Reform and Revolution	Russian	by ROSA LUXEMBURG
What is Bolshevism	Yiddish	by Dr. V. HOFFMAN Brooklyn, 1919 published by Jewish Socialist Federation

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: February 3, 1947

FROM : N. P. Callahan

SUBJECT: Disposition of Contract Records maintained on 8th floor

Under date of January 28, 1947, Mr. Casanges of the Department advised that he was in receipt of a communication from the General Accounting Office wherein they requested to be furnished the letter directed to the Ashley-Dewitt Parking Center of Dallas, Texas, serving the notice of cancellation of contract #J-21816 which contract was awarded for services during the fiscal year 1944.

These contract records have in the past been sent to the 8th floor as each fiscal year expires for storage purposes.

Upon endeavoring to locate these records it was ascertained that the records for the 1944 fiscal year were destroyed which arrangement was approved by the Executive Conference.

In view of the fact the contract section of the General Accounting Office is approximately two or three years behind in matters described hereinabove, it is recommended that these records be retained for at least three years after which they should be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED 7-23-82 BY SP4 EW/mmm

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58 MAR 1 1947

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EX-72

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 2/13/47

FROM : THE EXECUTIVE CONFERENCE

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Destruction of Bureau Property - general

The Executive Conference of February 10, 1947, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Harbo, Clegg, Mumford, Hendon, Nichols and Glavin was advised by Mr. Glavin that due to the delinquency being experienced in the General Accounting Office in the auditing of vouchers and contracts, it was suggested that all contract material be maintained for a period of at least three years.

Mr. Glavin pointed out to the Conference that recently the General Accounting Office had requested certain information regarding the cancellation of a contract awarded in 1944. This material had already been disposed of and the necessary information is being secured from the field.

The Conference is of the unanimous opinion that such records should be maintained for a period of no less than three years.

Should the Director agree, the material in question will be so maintained.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

HANDLED BY STOP DESK

CC - Mr. Hendon
Mr. Clegg

WRG:amb

RECORDED & INDEXED 66-3286-273

1 MAR 1 1947

EX-72

DATE 7-2782 BY SP4EW/cal

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58 MAR 11 1947

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 2/19/47

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #509
EMPLOYEE: SAC HOOD, R. B.
LOS ANGELES DIVISION

SAVINGS: NONE
RECOMMENDATION FOR AWARD: NEGATIVE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

MEMBERS PRESENT: H. H. Clegg, R. T. Harbo, S. K. McKee, E. Scheidt

SUGGESTION: That the file containing miscellaneous correspondence concerning speeches be destroyed after it is 3 years old.

Destruction of Bureau Property - general

ADVANTAGES:
1. Savings of file space. In the Los Angeles Office 2 file drawers would be made available.
2. After 3 years the correspondence would be of little, if any, reference value.

DISADVANTAGES:
1. The material might possibly be of some reference value even though 3 years old.

RECOMMENDATION: Unanimously favorable. In the event this suggestion is approved a Bureau Bulletin and a letter to the employee advising of this suggestion's approval will be prepared.

RTH:ER
EXECUTIVES CONFERENCE CONSIDERATION: On February 27, 1947 Messrs. Nichols and Hendon opposed the suggestion and felt that this correspondence should be retained in field offices indefinitely particularly since copies were not retained at Washington.

Messrs. Tolson, E. A. Tamm, Tracy, Glavin, Ladd, Rosen, Long and Clegg were of the opinion that this material should be destroyed after it is three years old.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HANDLED BY STOP DESK

RECORDED & INDEXED 166-3286-274
32 MAR 25 1947

EX-67

OK. A. H. Belmont
DATE 7-20-82 BY SP4 EW Cal

Sac Letter (typed 3/11/47)
HHC:PJ

cc: Mr. Clegg
Mr. Hendon

60 APR 2 1947

RECORDED COPY FILED IN 66-2708-5754-2

MR. NICHOLS

January 17, 1947

R. F. CARTWRIGHT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4 EW/cal

WORLD WAR II HANDBOOK — NATIONAL ARCHIVES

Destruction of Bureau Property - General

Mr. Homer C. Calkin, Archivist, World War II Project of the National Archives, called on me this morning to discuss the preparation of a handbook being worked out by the National Archives, which will contain data concerning records developed by the various Government Departments and Agencies in connection with World War II.

Mr. Calkin stated that this handbook had been approved by the President and the Bureau of the Budget in June 1945 and that they had been formally working on it since September 1945. It is to be set up by Government Department, under which general heading will be set out in index and narrative form, a description of the various records developed by the Departments and Agencies in connection with their World War II activity and their volume by cubic footage. In the case of the Bureau it would concern itself with investigative case files, fingerprint records and any other auxiliary records that could be shown to be directly developed from the needs of the Bureau in connection with World War II. This handbook will concern itself with the period from September 1939 to December 31, 1946, generally, but in the event activities prior to the first date are within the purview of the book's definition they would be appropriately included.

Mr. Calkin has in preparation a tentative draft of basic historical material which will introduce the Bureau's part in the handbook. I suggested to him that it might be desirable to refer the finished draft of this to the Bureau for review so that all aspects of the material might be edited and any possible misconceptions clarified prior to printing. He stated that he had this in mind and would very positively refer this material to the Bureau before final printing.

Inasmuch as this is a formal aspect of the National Archives' Congressionally approved program, I believe that it is necessary that the Bureau cooperate in making the information desired available and it is my suggestion that ultimately all data supplied be made up in memorandum form for transmittal to the Archives so that there will be no question about the statistics furnished.

There will be little difficulty in the preparation of data from the Records Section standpoint as to the types and volumes of records developed in connection with World War II and I suppose that similar figures can be prepared in the Ident Division, however, I felt that you would want to consider the matter from the standpoint of the Bureau as a whole with the possibility in mind of including records developed by the Crime Statistics Section, the Chief Clerk's office and perhaps other sections of the Bureau.

RECORDED & INDEXED 62-116275

In discussing this matter with Mr. Calkin it was mutually agreed that inasmuch as the Field Divisions' records are duplications of the record at the Seat of Government it would not be necessary to include them.

INITIALS ON ORIGINAL

Tolson
Clegg
Nichols
Nease
Quinn Tamm
Tracy
Carson
Mohr
Nease
Gandy

APR 15 1947

ACTION BEING TAKEN:

Consistent with your approval I shall prepare the necessary data concerning the Records Section and I will discuss these with you as soon as they are set up in a few days.

RECOMMENDATIONS:

It is recommended that this matter be referred to the Identification Division for desirable action in preparing similar figures for inclusion in the handbook.

It is recommended that the Bureau give consideration to what types of records other than that of the Identification Division and Records Section material should be included in the handbook and that appropriate arrangements be made to develop the necessary figures in this connection.

RFC:gl

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 3, 1947

FROM : SAC, Philadelphia

SUBJECT: Miscellaneous Speech Correspondence

Reference is made to SAC Letter #29, dated March 18, 1947, wherein the Bureau advised that all files in field offices containing miscellaneous correspondence concerning speeches are to be destroyed when each section is three years old.

Please advise whether or not correspondence to and from organizations, where speeches have been accepted, is to be considered miscellaneous correspondence to be destroyed.

Destruction of Bureau Property - [illegible]

WLP:AG
66-21

Acke 4-11-47 Jad

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29 APR 16 1947

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SAC Letter # 29
3-18-47

Re: Creation of Bureau Property - ID

Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Tele. Room
Nease
Beahm
Gandy

(C) FILE CONTAINING MISCELLANEOUS CORRESPONDENCE CONCERNING SPEECHES -- All files field offices containing miscellaneous correspondence concerning speeches are to be destroyed after the top serial in each section is three years old.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4 GLW/cal

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NOT RECORDED
MAR 26 1947

50 MAR 29 1947

SAC, PHILADELPHIA

APRIL 11, 1947

DIRECTOR, FBI

RECORDED

MISCELLANEOUS SPEECH CORRESPONDENCE

EX - 31

Reurlet April 3. Correspondence to and from organizations where speeches have been accepted is considered miscellaneous correspondence and may be destroyed when three years old.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/cal

JAC:ER

COMMUNICATIONS SECTION
MAILED 8
APR 12 1947
P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

APR 11

Tamm
Tamm

RECORDED COPY FILED IN 94-1-

Bureau Bulletin No. 12
January 1947
2-28-47

Destruction of Bureau Property, Excess

(B) JAPANESE BALLOONS AND BOMBS - ESPIONAGE - J -- During the period of hostilities the Japanese despatched many balloons with bombs attached, some of which landed in the United States. The Bureau's Field Divisions in the affected areas received photographs and bulky data from the Bureau for information purposes which may still be in the Field Offices as bulky exhibits. Similarly, during investigations of these incidents the Field Offices accumulated photographs, maps, and other bulky material. There seems to be no purpose in keeping such material and this is to be considered as Bureau authority for disposing of any such bulky exhibits.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EWL cal

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85 MAR 7 1947

ORIGINAL COPY FILED IN

58 MAR 14 1947

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: April 19, 1947

FROM : R. F. CARTWRIGHT

SUBJECT: ALASKA TRAVEL CONTROL, File #100-138735
TRANS-PACIFIC TRAVEL CONTROL, File #100-165802

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Ryan
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

In line with our efforts to streamline the main indices and conserve space in the Records Section, the following two files have been reviewed for the purpose of disposing both of the files and index cards. The Alaska Travel Control, File #100-138735, occupies 15 file drawers and has 54 enclosures on a special ramp in the Records Section. The Trans-Pacific Travel Control file occupies three file drawers and has 11 enclosures maintained separately. It is conservatively estimated that there are approximately 75,000 index cards referring to the forms in these files. Several samples of the mail are attached, and as will be noted are nothing more than forms submitted by individuals requesting permission to travel to various points during World War II. During the War these forms were submitted to the Bureau for a name check through our files.

The majority of name search forms handled by the Bureau during the World War II period were maintained in a general file, 100-22. In 1945, the Executives Conference approved the destruction of this file, resulting in the disposal of over one million forms and index cards. Approval was secured from Archives for their disposal. The authority secured from Archives was intentionally made general in nature in order to cover all types of forms received by the Bureau from other Government agencies in connection with name searches. As a result, authority already exists to destroy the above files.

In connection with the contemplated consolidation of the indices, it is believed that we could readily remove 75,000 index cards relating to these two files and destroy them without any further authority from Archives. These files are not referred to either in connection with the processing of mail or handling of name searches and are in exactly the same category as the forms formerly maintained in file #100-22.

HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/cal

RECOMMENDATION:

That the files and index cards relating to Alaska and Trans-Pacific Travel Control, #100-138735 and #100-165802, be destroyed.

Approved by Conference 4/24

Attachments
FWW:tmb

Detached 4/29/47

RECORDED & INDEXED 19 APR 28 1947

166-3286-277

UNRECORDED COPY FILED IN 100-138735 100-165802

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 4/30/47

FROM : THE EXECUTIVE CONFERENCE

SUBJECT: Destruction of Bureau Property - Gen.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference of April 25, 1947, consisting of Messrs. Tolson, E. A. Tamm, Tracy, McGuire, Hince, Ladd, Rosen, Long and Glavin considered an inquiry from the SAC at Miami regarding the disposal of Foreign Travel Control Manuals and Summary of National Defense Investigations.

The Conference recommends that these volumes be destroyed since they are of no further use.

Subject to the Director's approval, there is attached hereto an appropriate letter to all SAC's concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

CC - Mr. Hendon
Mr. Clegg

WRG:amb

58 MAY 12 1947

RECORDED & INDEXED

66-3246-278

F P I

19 MAY 9 1947

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-21-82 BY SP4 EWL/cal

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 13, 1947

FROM : SAC, NEW ORLEANS

SUBJECT: DESTRUCTION OF SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS

Reference is made to SAC Letter #55, Paragraph C, dated May 6, 1947, instructing that the Summary of National Defense Investigations in each Field Division should be destroyed. It is assumed that this instruction pertains to the Quarterly Summary of National Defense Investigations of which New Orleans has 57 volumes.

Unless advised to the contrary by May 26, 1947, these volumes will be destroyed.

JCM:emc

66-3286-271

F B I

RECORDED 34 MAY 16 1947

[redacted]

SEE

60 JUN 5 1947

DATE 7-27-82 BY SP4 EW/cal

COPY: FQ

SAC Letter
No 55
Series 1947

Destruction of Bureau Property - Gen.

(C) FOREIGN TRAVEL CONTROL MANUAL; SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS — This is to advise that it will not be necessary to continue to retain copies of the Foreign Travel Control Manual or copies of Summary of National Defense Investigations which have been charged to your division.

These volumes should be destroyed in such a manner that their contents could not be made available to any unauthorized individual or agency.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4 EW/cal

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NOT RECORDED
75 MAY 14 1947

50 MAY 21 1947

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DATE 7-27-82 SPY EW/cal

66-3286-280

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: May 6, 1947

FROM : R. F. CARTWRIGHT

SUBJECT: FILES ON "PASSENGERS ARRIVING IN U.S. BY AIRPLANE" - 100-161920
"PASSENGERS ARRIVING IN U.S. BY BOAT" - 100-140085

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 11-27-82 BY SP4 EW/cal

These two files for the most part consist of long lists of names of persons arriving in the United States during the War years. The two files together consist of 353 sections, and occupy 20 file cabinet drawers. It is conservatively estimated that there are 500,000 index cards relating to these files in our main indices. A sample section of each file is attached.

During the War, these names were received in the Bureau for name checks, and in a sense can be considered in the same category as thousands of other forms received by the Bureau. As a matter of fact, they do not contain as much information and are of much less potential value than the forms, primarily because of their lack of any identifying information. You will of course recall that we have destroyed practically all of the forms received from other Government agencies.

Because of considerable difficulty experienced in handling this material, several years ago we received permission to break the file down into two categories; one an "Information" file, and the other a "General" file. The objective was to separate all names on which information had been developed in our files from the balance of the material in order to aid our Name Searchers and File Reviewers. As a result, we were able to avoid unnecessary file reviews in the "General" sections which contain for the most part nothing more than long lists of names. It is not contemplated that the "Information" files will be affected by the following recommendation.

Regarding the "General" files, it would now appear to be desirable to remove the index cards from our indices and destroy both the files and cards; this being in line with our efforts to rehabilitate particularly the index in order to make it more productive and accurate. It is also believed that Archives' authority for destruction can be presumed from previous permission secured in connection with the disposal of name search correspondence.

HANDLED BY STOP TWICE

RECORDED COPY FILED IN 100-161920-
100-140085-

RECORDED 166-3286-241
EX-51
IF LB
MAY 23 1947

RECOMMENDATION:

It is recommended that both the files and index cards in the two files referred to above, be removed from our records and destroyed. The files will be reviewed for policy material and only the lists of passengers and names will be destroyed.

Attachments
FWW:tmb

ADDENDUM: 5/9/47 - LBN:MP - Approved by the Executives Conference consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Clegg, Mohr, Harbo, Tracy, and Nichols who unanimously recommended that lists of passengers containing the names of persons entering the U.S. be destroyed along with the index cards.

30 JUN 5 1947

20993

DIRECTOR May 12, 1947

SAC, KNOXVILLE

FOREIGN TRAVEL CONTROL MANUAL;
SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS

Reference is made to SAC letter #55, dated May 6, 1947, wherein Section C states it will not be necessary to continue to retain copies of the Foreign Travel Control Manual and copies of Summaries of National Defense Investigations.

Summaries were received in this office from the period of November 15, 1940 to May 15, 1941, entitled "Quarterly Summary of National Defense Investigations." Summaries were also received in this office from May 15, 1941 to November 15, 1942, which were called "Subversive Activities in the United States." Summaries were received from November 15, 1942 until the present time, which were entitled "Quarterly Intelligence Summary."

The SAC letter does not state definitely that the Quarterly Intelligence Summaries and the Subversive Activities in the United States summaries should be destroyed. However, in view of the fact it does state that summaries on national defense investigations should be destroyed, I am construing this to mean that all of these summaries should be destroyed and they are being destroyed within fifteen days unless advice to the contrary is received from the Bureau.

GDK/bl

FBI-Jan-83 Sec 84 Gwl cal

RECORDED 166-32206-284
42

ORIGINAL COPY FILED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 13, 1947

FROM : J.B. WILCOX, SAC, Buffalo

20994

SUBJECT: Destruction of Summary of National Defense Investigation files.

1-27-82 SPW CLW CA (UNPLANNED)

Reference is made to SAC Letter No. 55 dated May 6, 1947, authorizing the destruction of the Summary of National Defense Investigations file.

RECORDED 66-3286-

Prior to destroying this file, I wish to point out that the information therein has been indexed quite liberally as to individuals and organizations. Eliminating the file will result in many index cards referring to a non-existent file. The Bureau is requested to advise whether it would be deemed advisable to eliminate the index card references to this file, or whether the file should be retained in view of the indexing.

MAY 13 1947 Subs. bulletin 66-3286-283

20395

Director, FBI

May 21, 1947

SAC, Salt Lake City

Destroying Bureau Records

FOREIGN TRAVEL CONTROL MANUAL;
SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS --

Reference is made to SAC letter number 55, Series 1947, dated May 6, 1947 in which instructions are given to the effect that it will no longer be necessary for offices to retain copies of the Foreign Travel Control Manual or copies of the Summary of National Defense Investigations. It is requested that the Bureau advise as to what is intended by these two items. The records of this office do not reflect that any Foreign Travel Control Manual has ever been charged to the Office, or that one is maintained in this office. The only Summary of National Defense Investigations charged to this division is the regular quarterly Intelligence Summary, volumes of which are carried on the office inventory. It is believed that the Bureau does not desire the destruction of the quarterly Intelligence Summary as in many instances material of interest to the Salt Lake City Office was indexed. It would require a considerable amount of effort to locate and withdraw the index cards which would be rendered valueless by the destruction of the quarterly Intelligence Summary.

Clarification as to the exact items to be destroyed is consequently requested.

AHT:LMS

108-00

cc 77-00

Federal Bureau of Investigation
Salt Lake City, Utah
MAY 21 1947

RECORDED 66-3286-284
F B I.
41 JUN 9 1947

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 77-12002-1

43
JUN 13 1947

20938

Director, FBI 6-7-47

SAC, San Juan

FOREIGN TRAVEL CONTROL MANUAL;
SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS

SAC Letter #55 dated May 6, 1947, Section (C) pertaining to the destruction of the Foreign Travel Control Manual and copies of the Summary of National Defense Investigations, was misinterpreted in the San Juan Office, and copies of the Quarterly Intelligence Summary were consequently destroyed.

Since the Bureau desires that each field office retain a copy of these Intelligence Summaries it will be necessary to furnish an entire set to the San Juan Office, if available. It is suggested, however, that the Bureau consider the necessity of replacing these summaries in the San Juan Office. They were seldom used for reference. Although their value is recognized, the difficulty of replacing them might not, at this time, be warranted.

ACS:GTH

RECORDED 66-3286-285
FBI
42
2-10-47

INITIALS OF ORIGINATOR

ORIGINAL COPY FILED IN

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 4

Director, FBI

May 20, 1947

SAC, Philadelphia

FOREIGN TRAVEL CONTROL MANUAL
SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS
66 Destruction of Bureau Records

Reference SAC Letter #55, dated May 6, 1947 concerning destruction of above Manual and Summary.

Please be advised that the Foreign Travel Control Manual has been destroyed. There is no Summary of National Defense Investigations entitled as such in this office. It is requested that the Bureau inform me whether the Summary referred to is the Quarterly Intelligence Summary, so that I can comply with your instructions.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4EHJ/ke

CONFIDENTIAL

66-3286-286
F B I
JUN 10 1947

45

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : D. M. LADD

FROM : J. K. MULFORD

SUBJECT:

DATE: May 24, 1947

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 Elw/pde

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

506-a

SAC Letter 55, dated May 6, 1947, is quoted as follows:

"FOREIGN TRAVEL CONTROL MANUAL; SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS - This is to advise that it will not be necessary to continue to retain copies of the Foreign Travel Control Manual or copies of Summary of National Defense Investigations which have been charged to your division. These volumes should be destroyed in such a manner that their content could not be made available to any unauthorized individual or agency."

This SAC Letter section was dictated by Assistant Director Glavin and approved by Mr. Carlson of the Training and Inspection Division.

The Bureau is in receipt of numerous inquiries from the field for clarification of the meaning of "Summary of National Defense Investigations." The Kansas City Office has sent in a Disposition Sheet showing that they destroyed the Quarterly Intelligence Summaries pursuant to this letter. Other offices have indicated that unless advised to the contrary by certain dates, they will destroy the Quarterly Intelligence Summaries, and other offices have merely asked for clarification on the basis that they have no such thing in their offices.

When this matter was presented to the Executives Conference, there was unanimous concurrence in the suggestion that the Foreign Travel Control Manual be destroyed and it was understood that the phraseology "summaries of national defense investigations" referred to the thousands of teletype summaries sent back on name checks to the offices having travel control panels. They are, of course, duplications of material in the Seat of Government files and are of no real value to the field. They should be destroyed.

RECORDED 66-3286-287

JUN 6 1947

The Quarterly Intelligence Summaries were distributed to G-2 and ONI posts throughout the country and our field offices have heretofore been authorized to destroy all but one copy which is thoroughly indexed in each of the field office indices. The Quarterly Intelligence Summaries should not be destroyed as they are frequently referred to in serials throughout the files and are often the subjects of inquiry from G-2 and ONI which have copies of them.

66-3286-287

Since some of the offices have indicated they will destroy the Quarterly Intelligence Summary on the basis of Bureau Letter 55 in the immediate future if not advised to the contrary, and since a large number of offices are confused by the instant SAC Letter, it is recommended that the attached ~~teletype~~ SAC letter to all field offices be sent out explaining that the Quarterly report should not be destroyed but that the summaries referred to are the name check summaries sent out in connection with Foreign Travel Control which are duplicated in the Seat of Government files.

JKM:MJJ
Attachment

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Charlotte

DATE: February 27, 1947

SUBJECT: Destruction of Old Files

Prior to 1939 all correspondence relating to the contribution of fingerprints and crime statistics by law enforcement agencies were carried in miscellaneous "O", 32, and 33 files. Beginning in 1939 the Bureau authorized the opening of a file on each law enforcement agency pertaining to fingerprinting and crime statistics.

Review of the files in this office shows that there is one cabinet drawer full of these miscellaneous files with nothing filed therein since 1938. These files are not indexed and are never referred to.

It is requested that permission be granted to destroy these files in the Charlotte Field Division.

It is further requested that consideration be given this matter and if deemed worthy that all field offices be given permission to destroy this old correspondence. Throughout the field, using Charlotte as a guide, there would be a savings of approximately one file cabinet drawer in each field office.

FEM:WH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/rtc

Joint Committee Memo #551 4-29-47 RT. H.

aer 3/20/47

5-5-47 Ex. Comm. RH

RECORDED & INDEXED

166-32-86-288

31 JUN 14 1947

63 JUN 26 1947

PERS. FILES

CC-247

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

80364

MEMORANDUM FOR MR. MC GUIRE

RE: "C" Code Book #11

It is requested that arrangements be made with the Chief Clerk's Office to have the above captioned code book destroyed, and removed from the inventory. It will not be necessary to request a replacement, as the number of books on hand at this time is sufficient to meet the present needs of the Code Room.

Respectfully,

Marian E. Tysse

Marian E. Tysse

Book destroyed by burning 6/12/47

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-84 BY SP4ELW/ste

RECORDED 66-3386-290

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

(d) DESTRUCTION OF GENERAL FILES ON IDENTIFICATION MATTERS AND UNIFORM CRIME REPORTING MATTERS -- This is to advise that general files on identification matters and uniform crime reporting matters should be destroyed where they contain correspondence relative to individual law enforcing agencies prior to the time the Field was instructed to set up individual files in these categories.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/ltc

ORIGINAL FILED IN 66-1100

166-3286-
NOT RECORDED
86 JUN 12 1947

24
57 JUN 27 1947

United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.

PERSONAL ATTENTION

SAC LETTER NO. 67
Series 1947

IN REPLY, PLEASE REFER TO
FILE No. _____

June 2, 1947

MEMO FOR MR. HOOVER
TOLSON
TAMM, E. A.
CLEGG
CONNELLEY
GLAVIN
LADD
NICHOLS
ROSEN
TRACY
BAUGHMAN
CALLAHAN
CALLAN
CARLSON
CARROLL, J. F.
CARTWRIGHT
CONRAD
COYNE
DOWNING
EDWARDS, H. L.
EGAN
FITCH
GURNEA
HARBO
HINCE
JONES
KEAY
LAUGHLIN
LEONARD
LONG
McCABE
McGUIRE
MOHR
MUMFORD
NAUGHTEN
NEASE
PARSONS
PENNINGTON
RENNEBERGER
ROGERS
SIZOO
STRICKLAND
TAMM, Q.
AND SUPERVISORS

RE: FOREIGN TRAVEL CONTROL MANUAL; SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS

Reference is made to SAC letter number 55, series 1947, dated May 6, 1947, section (C), captioned as above advising the field that it would not be necessary to continue to retain copies of the Foreign Travel Control Manual or copies of the Summary of National Defense Investigations charged to the various offices.

Many field offices have misinterpreted the phrase "Summary of National Defense Investigations" to mean the Quarterly Intelligence Summary originally known as the Quarterly Report on Subversive Activities in the United States, which was furnished to all offices until August 15, 1945, at which time the issuance was discontinued. As a consequence, numerous letters have been directed to the Bureau indicating that unless advised to the contrary within a certain period of time, the Quarterly Intelligence Summary would be destroyed.

The "Summary of National Defense Investigations" referred to in the referenced SAC letter are name check summaries duplicated in the files at the Seat of Government which were sent out during the war in connection with the Foreign Travel Control program.

It is desired that each field office retain at least one complete set of the Quarterly Intelligence Summary in its files.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4 ELW/rte

66-3276-1
NOT RECORDED
42 6-1-47

1637

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 4/29/47

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #551
EMPLOYEE: SAC J. C. BILLS
CHARLOTTE DIVISION

SAVINGS: None
AWARD: None

MEMBERS PRESENT: R. T. Harbo
S. K. McKee
E. Scheidt

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Destruction of

SUGGESTION: That field offices be authorized and instructed to destroy general files on identification matters and uniform crime reporting matters where they contain correspondence relative to individual law enforcing agencies prior to the time the field was instructed to set up individual files in these categories.

ADVANTAGES:

1. Savings of file space. In the Charlotte office one file drawer would be saved.
2. The information is obsolete and is not currently used.
3. The information is not indexed and is not readily accessible. The correspondence relates to the contribution of fingerprints and crime statistics by law enforcement agencies and was of temporary value to the field office.
4. Copies of pertinent correspondence are available in the files at the Seat of Government.
5. For many years separate files on contributing law enforcement agencies have been maintained with respect to fingerprint and crime statistics and the proposal is that the material be destroyed which was filed in general files prior to the creation of these separate files which are to be continued.

DISADVANTAGES:

1. The files to be destroyed under this proposal probably would include some material which it was not deemed necessary to forward to the Seat of Government and which, therefore, is not in the Bureau files.

HANDLED BY STOP DESK

RECOMMENDATION: Unanimously favorable.
rth/er

EXECUTIVES CONFERENCE CONSIDERATION:

On 5/5/47 unanimously favorable. Those present: Messrs. Tolson, Glavin, Clegg, Tracy, Mohr, Ladd, Rosen, Nichols, Harbo.

RTH:AF #323013

Respectfully,
For the Conference

Clyde Tolson E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/RE

SAC Letter 11/16/90

Typed 5-26-47

RECORDED & INDEXED

317 Ex 22

JUN 2 1947

cc: Mr. Ladd
Mr. Hendon

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 14, 1947

FROM : SAC, New Haven

SUBJECT: ADMINISTRATIVE FILES

Sugg. #594

Reference is made to the Manual of Rules and Regulations, section 6J, paragraph 3, relating to the destruction of files when one year old at monthly intervals and under sub-topic (t.) the present provision that file folders in closed cases after the case has been closed one year should be destroyed. It is respectfully suggested and recommended that this requirement be eliminated.

It is sincerely believed that the savings in space would not be commensurate with the difficulties that arise when file folders are destroyed because there is no convenient manner of handling charge-outs of said closed files when there are no file folders available and for the further reason that the saving of space is not commensurate with the clerical time required to remove the folders. The presence of the file folder also insures accuracy in the filing of closed files, so that they are placed in proper numerical order.

Previously Handled

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/ptc

HANDLED BY STENO DESK

acr
4/26/47
4/NB

RECORDED 66-3286-291

19 JUN 24 1947

821

58 JUN 30 1947

Two

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 16, 1947

FROM : SAC, Albany

80363

SUBJECT:

Destruction of Bureau Property - General

Reference is made to Bureau letter dated May 9, 1947 requesting my recommendation relative to a suggestion that the field offices be instructed to destroy the administrative files opened several years ago in connection with the American Legion contact program and the reasons for the recommendation.

In the Albany Office there are approximately three file drawers utilized for these files at this time and they appear to be of no value. I do not believe that the files will serve any useful purpose now or in the future, but unfortunately in this office the files were assigned a 100 classification.

There are approximately 450 files and approximately 50 to 100 index cards were made out on each file and in some instances even more. It can be seen that it would be a major project which would consume far too much time to be practical to remove the index cards for these files, and in the event the files were destroyed it would mean that periodically references to the 100 classification would be found on index cards and when the references were sought it would be found that the file was not in the closed section at which time a check would be made of the open section, and then when the file was not found the file clerks would be unable to determine whether the file was lost or had been destroyed.

These files in the 100 classification were opened when the American Legion project was first started early in 1941 or late 1940, and it is my recommendation that in this office authorization be granted to destroy the contents of the files and the folders but that the file jackets remain and one serial be placed in each reflecting that the contents of the file have been destroyed. I feel that this will result in considerable saving of space in this office.

With respect to the problem throughout the field generally, I do not know in what classification these files were initially opened in other offices, but in the event they were opened in a 66 or 62 classification I would feel that the files could be destroyed without creating a problem. If however they were opened in the 100 classification, then I would feel that the situation would be the same as in this office.

AC:BJF

RECORDED 66-3286-291

31 OCT 31 1947

INDEXED

RECORDED COPY FILED IN

COPY:FO

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: June 7, 1947

FROM : J. C. Strickland

SUBJECT: ALIEN ENEMY CONTROL
TRANSFER OF APPREHENSION INDEX
TO RECORDS SECTION

There is presently being retained in the Internal Security Section a steel 3 x 5 filing cabinet which contains the only ready reference of Alien Enemies of G, I, J, R, H, B nationality, who were apprehended during the war by this Bureau.

These 3 x 5 cards contain subject's name with aliases, date and place of apprehension, recommendation of the Hearing Board, dispositions ordered by the Attorney General and Bureau file numbers. These index cards are filed alphabetically and geographically and are at the present time referred to several times a month for the purpose of quickly ascertaining whether or not an individual has been apprehended, interned or paroled and the main file number for further information.

In view of the fact that the Alien Enemy Control Program is to all intents and purposes washed up, it is recommended that this steel cabinet with its 3 x 5 cards be transferred to the Records Section where the contents will be readily available. In addition to the apprehension index the cabinet contains the denaturalization index, index of seamen who were apprehended as alien enemies, and also an index of Japanese who renounced their American citizenship. Of this group, it is recommended that the indices pertaining to the Japanese who renounced their American citizenship be destroyed and the other two remaining groups be retained. If you agree, arrangements will be made to have the cabinets and indices transferred to the Records Section.

JCS:EW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/rte

ORIGINAL COPY FILED IN

RECORDED 166-3286-292

F B I

78 JUN 28 19

83 JUL 8 1947

MR. NICHOLS

June 25, 1947

R. F. CARTWRIGHT

QUARTERLY INTELLIGENCE SUMMARIES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4 ELW/rte

SAC Letter Number 55 dated May 6, 1947, instructed the Field that copies of the Summary of National Defense Investigations should be destroyed. In several of the Field Divisions these instructions were construed as referring to the Quarterly Intelligence Summaries and as of this time advice has been received from New Orleans, Portland, Birmingham, Savannah and San Juan that the Quarterly Intelligence Summary copies in their possession were destroyed. These Field Divisions have written in requesting that additional copies to replace the destroyed copies be made available by the Bureau.

The first letter along this line referred to me by the Training Division was from San Juan. After checking into the matter with the Security Division and the Training Division, I prepared a letter to the San Juan Field Division advising that copies of each of the Quarterly Intelligence Summaries dating from November 15, 1940, through August 15, 1945, were being forwarded to them under separate cover.

Since submitting the letter to San Juan the letters from the other offices mentioned have been referred to me for similar action.

Two questions arise as to further action in this matter. The first question is concerned with the number of available copies of these summaries here at the Bureau. Of the fifty-two Quarterly Intelligence Summaries available here dating back to 1940, we have four copies of each with the exception of three of them in which cases only two or three are available. If we submit replacement copies of these Summaries to the four Field Divisions requesting, we will have left, in the vast majority of cases, only the original file copy. I suppose that the volumes which have only two or three copies available here could be reproduced for the Field's benefit. There are occasions, of course, when we need more than the file copy of the Summary, when they are needed at two or more places in the Bureau at the same time.

The first question to be answered is whether the available extra copies of the Quarterly Intelligence Summaries should be sent to the Field and the Bureau's extra supply of these Summaries deleted.

The second question that arises has been brought up by the Mechanical Section in packing the volumes to be sent to San Juan. This question concerned itself as to the value that should be placed on these volumes for shipping purposes. It is to be noted that there are fifty-two volumes of the Summaries to be sent and they contain Quarterly Intelligence data back to 1940, as previously explained.

COMMENT:

RECORDED 166-3286-293 EX-22 FBI 17 1947

It is suggested that the Bureau may wish to consider the possibility of not forwarding the Summaries to the Field Offices requesting and as an alternative advising the Field Offices concerned in the event important situations arise in which reference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

171

ORIGINAL COPY FILED IN

to these Quarterly Intelligence Summaries is necessary in the future that the Field Offices can request from the Bureau, by teletype or letter, advice as to the particular reference desired.

ACTION TO BE TAKEN:

It is recommended that this memorandum be referred to the Training Division and the Security Division for consideration of the questions arising. The letters from the Field Divisions mentioned, with the exception of San Juan which has already been answered as referred to above, are attached.

Attachment

RFC:mg

4-528

66-3286-294

CHANGED TO

66-19087-11

MAY 9 1961

mt/mb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/rte

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 3, 1947

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTIONS #553 and #576
EMPLOYEES: SAC H. T. O'CONNOR, DETROIT — SAVINGS: NONE
INSPECTOR T. E. NAUGHTEN — AWARD: NONE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy
Mrs. Gregg

MEMBERS PRESENT: H. H. Clegg, R. T. Harbo, S. K. McKee, E. Scheidt

Destruction of Bureau Copy of general

SUGGESTION: That field offices be instructed to destroy the administrative files opened several years ago in connection with the American Legion Contact program. The 3 x 5 index cards have previously been destroyed or transferred to the source of information index, and the memoranda are frequently obsolete with the election of new officers of the American Legion Posts.

This matter was submitted to nine offices which have replied, and all the offices approve the suggestion.

The Albany Office pointed out that since this file bore a 100 classification in that office instead of a 66 classification, it would be a major project to go through the indices and remove the many index cards, since 50 to 100 index cards were made out on each file. The Albany Office desired to retain the file jackets with a serial to be placed therein reflecting that the contents of the file have been destroyed.

HANDLED BY STOP DESK

RECOMMENDATION:

That the suggestion for the destruction of these files be approved and that the Albany Office suggestion likewise be approved due to their erroneous classification of this material from its inception. If this is approved, there is attached hereto an SAC Letter to this effect.

Attachment

HHC:elk

RECORDED 66-2246-294X
INDEXED
OCT 30 1947

EXECUTIVE CONFERENCE CONSIDERATION:

The Executive Conference, July 7, 1947, Messrs. Tolson, E. A. Tamm, Callahan, Tracy, Harbo, Mohr, Ladd, Rosen and Clegg being present, unanimously approves the suggestion, concurs with the recommendation of the Joint Committee, and approves the attached SAC Letter and letter to the Albany Office.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

30 NOV 7 1947

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 2-8-82 BY SP4 JRM/cal
211850

COPY:FQ

MR. E. J. CONNELLEY, Chicago Office 7/15/47

DIRECTOR, FBI

Rebumemo 5/9/47 requesting your recommendations concerning types and kinds of files and data in files of field offices and at the Seat of Government, which should be destroyed and the frequency of the destruction. Please submit reply promptly.

HHC:BG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/ltc

RECORDED 166-3286-295
FBI
55 JUL 25 1947

ORIGINAL COPY FILED IN

COPY: FQ

SAC, Albany

July 11, 1947

Director, FBI

Bureau Files Here

DESTRUCTION OF ADMINISTRATIVE FILES
ON AMERICAN LEGION CONTACTS

RECORDED 66-3256-296

The Bureau has approved the suggestion that the field office administrative files initiated in connection with the American Legion Contact program some years ago be destroyed.

It is observed that your office erroneously assigned a 100 classification to this material and made up numerous index cards, and your suggestion for retaining the file folders and placing a serial therein showing that it was an American Legion Contact file which has been destroyed, is approved.

HHC:elk

SUGGESTIONS #553 and #576
Approved by Joint Committee 6/20/47
Messrs. Clegg, Harbo, McKee and
Scheidt being present.

SUGGESTIONS #553 and #576
Approved by Executive Conference, 7/7/47,
Messrs. Tolson, E. A. Tamm, Callahan,
Tracy, Harbo, Mohr, Ladd, Rosen and
Clegg being present.

JUL 14 1947

MR. CLEGG

J. A. CARLSON

6/19/47

DESTRUCTION OF ADMINISTRATIVE FILES
ON AMERICAN LEGION CONTACTS

Sugg. 553
576

A suggestion was made by the Detroit Division and Mr. Naughten that field offices be instructed to destroy the administrative files opened several years ago in connection with the American Legion contact program. It was pointed out that the 3 x 5 index cards so prepared have previously either been destroyed or transferred to the source of information index, and the Field has been instructed not to prepare memoranda supplementing source of information cards except in unusual circumstances.

The suggestion was submitted to the following offices: Albany, Buffalo, Chicago, Detroit, El Paso, Kansas City, Los Angeles, St. Louis, San Francisco and Seattle. An answer has not yet been received from Chicago. All the other offices approved the suggestion that the administrative files be destroyed.

The Albany Office, however, presents a problem, stating that the administrative files mentioned were assigned a "100" classification. There are approximately 450 files, and approximately 50 to 100 index cards were made out on each file. It would be a major project to go through the indices and remove these cards. If the files were destroyed, it would mean that periodically references to the "100" classification would be found on index cards and when the references were sought, it would be found that the file was not in the closed section, at which time a check would be made of the open section, and then when the file was not found, the file clerk would be unable to determine whether the file was lost or had been destroyed. Albany suggests that the files be destroyed, with the exception of the file jackets which would remain, and that a serial be placed in each reflecting that the contents of the file have been destroyed.

RECOMMENDATION:

That the files be destroyed but the Field be advised, in accordance with the problem presented by Albany, that if index cards have been prepared, the folder be retained and an indication made in the folder indicating the file has been destroyed.

JAC:EG

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 EW/pkt

RECORDED 66-3286-296

FBI

55 JUL 25 1947

ORIGINAL COPY FILED IN 66-9330-

INSPECTOR H. H. GURNEA, c/o Detroit Office 7/15/47

DIRECTOR, FBI

Reference 5/9/47 requesting your recommendations concerning types and kinds of files and data in files of field offices and at the Seat of Government, which should be destroyed and the frequency of the destruction. Please submit reply promptly.

HHC:BG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4 ELW/ltc

RECORDED 66-3286-297

EX-29

COMMUNICATIONS SECTION MAILED 10 JUL 15 1947 P.M. FEDERAL BUREAU OF INVESTIGATION U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Director, FBI

July 21, 1947

SAC, Kansas City

FOREIGN TRAVEL CONTROL MANUAL;
SUMMARY OF NATIONAL DEFENSE INVESTIGATIONS

Refer to SAC Letter No. 67, Series 1947, dated June 2, 1947.

This was one of the offices misconstruing the instructions contained in SAC Letter No. 55, Series 1947, dated May 6, 1947, with respect to this matter, and we had prior to receipt of SAC Letter No. 67, dated June 2, 1947, destroyed all copies of the Quarterly Report on Subversive Activities in the United States.

In the event the Bureau has any surplus copies of the Quarterly Intelligence Summary reports originally known as Quarterly Report on Subversive Activities in the United States, it is kindly requested that a set be furnished this office.

DB:mjd

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/pte

RECORDED 166-381-298
EX-34

ORIGINAL COPY FILED IN

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUL 28 1947

TELETYPE

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Boardman
Mr. Tamm
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Parsons
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FBI SPRINGFIELD 7-28-47 6-45 PM CDST MC

DIRECTOR

ATN. H. H. CLEGG

MEMO RE DESTRUCTION OF FILES MAILED FROM CLEVELAND.

GURNEA

END

ACK PLS

7-46 PM OK FBI WASH DC ML

RECORDED 62-29246-299
FBI
25 JUL 31 1947

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/pte

62 AUG 12 1947 86

CC-150

RAL BUREAU OF INVESTIGAT
STATES DEPARTMENT OF JU

To: COMMUNICATIONS SECTION.

JULY 25, 1947

Transmit the following message to:

INSPECTOR H. E. GURNEA
C/O SPRINGFIELD OFFICE

URGENT

RESULETOS MAY NINE AND JULY FIFTEEN CONCERNING DESTRUCTION OF FILES. SUBMIT REPLY ATTENTION H. H. CLEGG TO REACH BUREAU BY JULY THIRTY.

HOOVER

HHC:BG

RECORDED 136-32-86-399
15 JUL 31

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/rtc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SENT VIA _____ COPIES DESTROYED 7 1 9 1 M Per _____

60 AUG 12 1947 8/20

5 JAN 25 1965

80362

August 5, 1947

MEMORANDUM FOR MESSRS. BOARDMAN - Philadelphia
[illegible] - Newark
McSWAIN - Chicago
O'CONNOR - Detroit
SCHMIDT - New York
[illegible] - Boston

Re: Disposition of Alien Enemy Registration Material

The Bureau has noted that administrative correspondence; such as, departure visas, declaration of intention to travel, change of address notices, travel letters, travel permits, and other data relative to Alien Enemy Registration is still being retained in some field offices. In some offices there there were no folders on Alien Enemy Registration, such correspondence was placed in administrative files. Before authorizing the destruction of these files, the Bureau is desirous of knowing what other information may be contained in these files which may have some future value; such as, the inventory of items taken on spot raids, the results of hearings and prosecutions in connection with Alien Enemy cases and other material which may at some future time be needed for various purposes.

It is desired that you advise the Bureau concerning the manner in which such material is filed in your office in order that the Bureau may arrive at a decision relative to the destruction of such material.

Please give this matter your immediate attention and furnish the Bureau with a reply by August 15, 1947.

Very truly yours,

John Edgar Hoover
Director

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-84 BY [illegible]

COMMUNICATIONS SECTION
MAILED 10
AUG 6 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

F B I
AUG 11 1947

U.S. DEPT. OF JUSTICE
AUG 11 9 03 AM '47
RECEIVED DIRECTOR

RECORDED 166-3284-305

FBI

55 AUG 30 1947

ORIGINAL COPY FILED IN 100-2[illegible]

SEP 23 [illegible]

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 31, 1947

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #647
SUBMITTED BY INSPECTOR T. E. NAUGHTEN

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
E. Scheidt

Mr. Tolson
Mr. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUGGESTION: That all the administrative correspondence; such as, departure visas, declaration of intentions to travel, change of address notices, travel letters, travel permits and similar data relating to Alien Enemy Registration be destroyed; that in the Butte Office the nine sections of material captioned "General Japanese Activities--Montana" be destroyed inasmuch as these sections contain serials relating generally to the Alien Enemy Travel Program; and that two additional sections entitled "Italian Seamen Interned at Fort Missoula, Montana", relating to further Alien Enemy Travel and location, be destroyed.

JOINT COMMITTEE CONSIDERATION:

It appears that in many offices where there were no folders on Alien Enemy Registration that these copies of correspondence were prepared and placed in administrative files and in some offices the system of filing was such that this type of correspondence was placed in other than the Alien Enemy Registration folders.

It is the opinion of the Joint Committee that it was the Bureau's intention when authority was extended to destroy the material in Alien Enemy Registration files that all the material which normally would have been placed in these files would likewise be destroyed.

Recommendation: Unanimously favorable.

If approved, there is attached an SAC letter and a special letter to the Butte Office granting authority for the destruction of such data.

HHC:MH
Attachment

EXECUTIVE CONFERENCE CONSIDERATION:

19 AUG 14 1947

The Executive Conference was of the opinion that we should make inquiry of a representative group of SACs in the field to determine exactly what is contained in these records. Mr. Ladd pointed out that such things as the inventory of items taken on spot raids, results of hearings and prosecutions may be contained in these files. Accordingly, letters are being sent to New York, Chicago, Detroit, Boston, Philadelphia, and Newark.

cc: Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Copy mailed for Prof. Urey

COPY FOR [redacted]

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: 7-16-47

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: INTER-DIVISION IDENTIFICATION AND APPREHENSION BULLETIN

The Executives' Conference, with Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Nichols, Tracy, Harbo, Mohr, Ladd, and Rosen in attendance, approved Mr. T. E. Naughten's suggestion that I.O.'s be issued to supersede the three currently outstanding I.I.B.'s and that thereafter the Field be instructed to destroy the I.I.B. and I.A.B. file maintained in each Division. It is not possible to supplement I.I.B.'s 30, 88, and 91, as there are no photographs available of sufficient quality to justify the issuance of an I. O. No. 88 on George Daum has previously been supplemented by a Wanted Flyer, using an artist's conception of Daum's likeness. Nothing would be gained by putting out an I.O. on this fugitive, as there are no fingerprints available.

It was suggested, however, that all I.I.B.'s be considered as obsolete and that the Field be permitted to destroy its I.I.B. and I.A.B. files.

Copies of pertinent data will be found in the investigative files relating to the subjects of the three remaining I.I.B.'s.

A suggested Bureau Bulletin is attached hereto.

Respectfully,

For the Conference

Clyde Tolson

E. A. Tamm

Attachment

AR:WW

RECORDED 1 66-3286-302

F B I

31 AUG 15 [illegible]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/pte

176

RECORDED 166-3286-304
FBI
55 AUG 30 1947

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: July 8, 1947

FROM : T. E. NAUGHTEN

SUBJECT: EXTENSION OF RULE RE DISPOSITION OF AER FILES

Legg. #647

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

In applying the recently issued Bureau rule regarding the disposition of Alien Enemy Registration files, I found the following condition at Butte, which raises the question of how far the field should and can go in applying the rule:

1. Butte File #65-145, "General Japanese Activities--Idaho," contains 7,578 serials in 33 sections. The material for the most part consists of the following:

   Departure Visas
   Change of Address letters from Bureau offices on which no AER
   Form 22-B--Notice of Change of Address signed by Japs on which no AER
   Alien's Declaration of Intention to Travel--no AER
   Copies of letters from United States Attorney to alien regarding travel--no AER
   Copies of I & NS Travel Letters--no AER
   Travel Permits
   ONI flimsies on movement of Jap Nationals or Jap United States citizens

2. Butte File #65-153 consists of 9 sections containing 1,871 serials and is captioned "General Japanese Activities--Montana." The serials are generally of the same alien enemy data as the above file.

3. Butte File #100-3719 consists of 2 sections pertaining to "Italian Seamen Interned at Fort Missoula, Montana," and contains alien enemy material of the same type as referred to above.

This condition arose due to the fact that Alien Enemy Registrations in many instances were not forwarded on to such offices as Butte when the aliens or Japanese-Americans were relocated in that division or were interned there; yet the material outlined above is certainly the type of data which would have been filed in Alien Enemy Registration folders had the Butte Division such folders on hand upon receipt of these types of serials. Since such Alien Enemy Registration folders were not on hand in so many instances, obviously it was necessary to file these data of an administrative and non-intelligence nature in general files.

INDEXED
19 AUG 14 1947

PINK MEMORANDUM

Jt. Comm. Memo
SAC Letter
Ltr to Butte
7/31/47
HHC

Letter to SAC-N.Y., Chic., Det., Newark, Phila., Boston

NHM, MH
8/5/47

2

I do not believe that this is a condition which is peculiar to Butte since Salt Lake City and Denver, as well as other offices, had relocation or internment centers and are believed to have set up similar general files on Japanese, German, Italian, Hungarian, Rumanian, and Bulgarian aliens.

RECOMMENDATION:

My recommendation is that the field be authorized to strip such general files as may be in existence of all data of an administrative type pertaining to changes of address, notice of moving, notice of new employment, travel authorized, undertaken, or completed, notice of departure, etc., retaining, of course, all serials of an intelligence nature. I believe this could well be included in a Bureau Bulletin to the field authorizing this reasonable and intelligent extension in the application of the rule already promulgated.

TEN:AW

MEMORANDUM FOR INSPECTOR NAUGHTEN

Sugg. #652

Destruction of Bureau Property - genl

My recommendations and suggestions are set out hereinafter relative to various administrative matters discussed with you.

I suggest that Inter-Division Identification and Apprehension Bulletins on hand be destroyed as having no practical value. I further suggest that the system of issuing them not be reinstituted and that the Identification Orders be made to serve instead of the Inter-Division Identification Bulletin. SAs make very few "on view" arrests. The Agents will usually have in their possession small photographs of the Fugitive if such a photograph is available, and any arrests they make are made as a result of planned effort.

1. I recommend that any Inter-Office Identification Bulletin on hand be superseded by an Identification Order.

2. I recommend that all Inter-Division Identification and Apprehension Bulletins on hand be destroyed.

HANDLED BY STOP DESK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 1-27-82 BY SP4ELW/rte

W. G. BANISTER
SAC

WGB:FO'S

RECORDED
EX-66

166-3286-305
HQ RB H
27 SEP 5 1947

ack 7/15/47

62 SEP 17 1947

276

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: JULY 30, 1947

FROM : MR. MC CABE

SUBJECT: DESTRUCTION OF FILES

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

On May 9, 1947, a memorandum was sent to all Inspectors requesting that inquiries be made and a survey conducted relative to the types and kinds of files and data in files in field offices and at the Seat of Government which should be destroyed. The purpose of this memorandum is to summarize the suggestions received.

Messrs. Harbo, Long and Nease had nothing to submit relative to this project.

Mr. Gurnea, in his memorandum, points out that the space situation in many offices is becoming very acute and the problem will probably increase in the future. Mr. Gurnea makes the following suggestions:

(1) Security Files -- At the beginning of the security program many offices prepared huge mimeographed reports on activities of various Axis nationalities and often two copies were sent to all field offices. Many of these reports are from two to four pages long with several copies in the file. Suggestion: Previous Bureau instructions be revised to include the stripping of all security files with the exception of the more recent Communist files.

(2) Circular letters, bulletins, etc. forwarded to field offices by state police, bankers' associations, Burns Detective Agency and others. This information is not indexed. Recommendation: Destruction of all these bulletins and instructions to SACs to destroy same upon receipt unless there is contained some information of particular interest to the office. In this case it should be placed in the appropriate case file.

(3) Consolidation of Files — Mr. Gurnea made a test check in Detroit consolidating applicant files which normally only contain two or three serials. File folders fronts and backs take up as much room as serials themselves. By placing ten or twelve files in a common file front and back, space in file drawer was reduced 50%. Recommendation: SACs be instructed to consolidate closed 67- files in common file fronts and backs appropriately labeling each section to indicate file numbers contained therein.

It is further recommended that similar policy be adopted in closed 25, 77, 116 and 118 cases. Mr. Gurnea also recommends that in the future only one copy of reports in these cases be designated for the file.

I think that this is an excellent suggestion and wish to further recommend that when the files are being placed between common file covers that duplicate serials be eliminated in the process.

HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 CAW/KEW

66-3286-306

COPIES DESTROYED 1285 JAN 25 1965

RECORDED #50 SEP 16 1947

Ltr. Quinn Tamm to SAC 8/5/47 HHC/mmk.

Ltr. Quinn Tamm to SAC 8/7/47 HHC/mmk

SEP 24 1947

(4) Destruction of so-called general intelligence and liaison reports received from Army and Navy -- These usually contain "rehash" of information already in possession of Bureau.

(5) Copies of technical logs in Communist files -- excerpts or copies placed in case files and later repeated or summarized in investigative reports. Suggestion: Mr. Gurnea suggests a series of folders be prepared bearing the name of the subject and the file number to which information from technical surveillances can be placed daily. Which a sufficient quantity is collected to justify the preparation of a report, these excerpts and memoranda should be destroyed and only the report itself be placed in file. Mr. Gurnea sees no reason for going through the administrative gymnastics of first placing the information on an original log, taking a copy of that and placing the copies in a file, later reporting the same information in a report and placing the report back in the identical file, keeping all of this duplicated information indefinitely. Further suggestion: that Communist files containing this volume of memoranda and excerpts from logs be reviewed and where such information has been included in a report, these memoranda be destroyed.

(6) Alien Enemy Registration files have been destroyed; however, considerable correspondence is maintained in some offices regarding such matters as travel of enemy aliens. This consists chiefly of correspondence from U. S. Attorneys and copies of travel permits issued by U. S. Attorneys. Mr. Gurnea suggests that this information be destroyed.

It is believed that Mr. Gurnea has submitted some very intelligent suggestions and it is my opinion that they should all be adopted.

Assistant Director Connelley states that the existing instructions concerning the destruction of files are, in his opinion, sufficient and he does not recommend any additional destruction or more frequent destruction of files and records. Mr. Connelley also feels that the instructions covering the handling of bulky exhibits are adequate for practical purposes. He points out that when a case is closed, any exhibits which cannot be disposed of should become a part of the file and should be destroyed in conformity with the rule for the destruction of complete files after 25 years have elapsed. He does not feel that any elaboration should be made on these instructions unless in order to clarify same it could be stated that any and all matters to be destroyed should be considered in the light that the particular material being considered for destruction is a part of a specific file and the instructions as to that specific type of file would apply in the destruction of the particular object.

SAC Brantley has submitted a suggestion which ties in with this suggestion. He states that in many offices there are administrative files which do not carry the 66-classification. He cites, for example, National Academy correspondence which in Kansas City makes up 12 voluminous sections, practically all of which is obsolete after it is one year old. He points out that the same is true of 94 files on some of the larger police departments within a field division. In these instances correspondence may wish to be retained but much of it can be destroyed.

He suggests that a review of these files can be made similar to that made by the SAC on the destruction of office personnel and office confidential files and pertinent material needed could be retained in the file. Mr. Brantley does not feel that an iron-clad rule could be laid down for all divisions but that the destruction of administrative files of these kinds should be left to the discretion of the SAC.

Inspector Naughten makes the following suggestions for the destruction of files:

I. Material to be destroyed immediately.

- ✓ a. Alien Enemy Registration files (instructions have already been issued to do this)
- ✓ b. American Legion Contact files
- ✓ c. Police Bulletins don't have
- ✓ d. Bankers' Protective Bulletins no
- ✓ e. Private Detective Bulletins no
- ✓ f. Field Office Mailing Lists all but current
- ✓ g. All file folders in closed files Handled
- ✓ h. Civilian Defense School files yes
- ✓ i. FBI War Traffic School files yes
- ✓ j. Files on Black Out Data yes
- ✓ k. I.I.B. files Handled
- ✓ l. Gas Mask Training files yes having no Case file
- ✓ m. Unidentified Criminal Records yes
- ✓ n. 67 files prior to time Bureau eliminated reports and results were submitted by teletype. Handled
- ✓ o. General intelligence summaries no
- ✓ p. Alien Enemy Arrest Registers -- previously instructions have been issued but feels re-iteration would be desirable. Handled
- ✓ q. Plant Survey files except 99-00 and symbol files on informants Handled
- ✓ r. Record of Penalty Mail prior to 7/1/41
- s. Empty files made up in anticipation of use or empty because of consolidation no
- t. Gas Ration Books and correspondence--covered by SAC letter No. 17, 2/12/46, but suggests re-iteration. no

II. Material to be destroyed on monthly basis when collection becomes month old.

- a. Coded communications no
- b. Auto inspection forms no
- c. Copies of outgoing teletypes no

III. To be disposed of monthly after becoming one year old:

- a. Investigator material--presently under 3-year rule. no
- b. FBI News Front -- presently under 3-year rule. no
- c. FBI NA News Letter -- presently under 3-year rule. no
- d. Leave application form 71 -- presently under 3-year rule although Leave Form cc-318 under 1-year rule

e. 32-0 and 32 files on police departments
f. 33-0 and 33 files on police departments
g. 95-0 and 95 files on police departments } Covered

IV. To be destroyed on annual basis when 3 years old

a. Agent and clerical training files OK
b. All speech and public relations matters -- already covered by existing regulations Handled
c. Crime Statistics Reports No
d. All 77 files except investigations of Federal officials presently in office, includes OEM, OPM and other Departmental applicants. No
e. 116 files No
f. 118 files No
g. 67-0 files and other files of general applicant type No
OK h. Statistical Accomplishment file
i. Special Service Contact file and any 67 file on contacts. No
✓ j. Overtime files Destroy now

It is believed that Inspector Naughten has given this matter serious consideration and has some excellent suggestions.

Inspector Naughten has submitted the comments of SAC Banister on the suggestions made by Inspector Naughten and it should be noted that he disagrees in part or wholly with the following of Mr. Naughten's suggestions:

I. m, n, q, s

III. a, b, c,

IV. d, e, f, g, i

MEG:MC

MEMORANDUM FOR THE DIRECTOR

Re: Files that should be destroyed

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4ELW/rtc

Reference is made to Bureau memorandum requesting suggestions as to files that should be destroyed.

As the Bureau realizes, the space situation in many offices is becoming very acute due to the large number of closed files. Looking into the future, I believe that this problem will become more and more pressing and eventually materially increase the average square feet of space to each employee. I believe that many of the files referred to below should either be destroyed, eliminated or consolidated as indicated.

Prior Bureau instructions with reference to the stripping of files indicated that Security files were not to be stripped. I have examined the closed files in the offices recently inspected and have found huge quantities of material filed that will in all probability never be used again and if so only as reference material. This includes such material as the activities of German, Japanese and Italian organizations.

At the beginning of our security program, many of our offices adopted the policy of preparing huge mimeographed reports on the activities of the various Axis nationalities and oftentimes two copies were sent to all field offices within the continental United States. Similarly, the offices preparing these reports oftentimes retained as many as five copies for their own offices. I have come across numerous files wherein each section of the file contained only one copy of such reports. Many of these reports are 200, 300 and 400 pages in length. I am of the opinion that previous Bureau instructions should be revised so as to include the stripping of all Security files with the exception of the more recent Communist files. In many offices, this in itself should eliminate a large number of cabinets in the closed file section.

During this examination, I have observed several files containing circular letters and bulletins issued by such organizations as the State Police, Bankers Associations, Railroad Police, City Police, Burns Detective Agency, National Automobile Theft Bureau and others. As a rule, this information is not indexed. I believe the field should

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205 JAN 25 1965

66-3286-306

ENCLOSURE

be instructed to destroy all of this information and in the future to destroy it upon receipt unless it is of particular interest to the office, at which time it should be placed in an appropriate case file.

While in Detroit I conducted the following test check with reference to the applicant files. As the Bureau realizes, most of these applicant files contain only two or three serials. Actually, the file fronts and backs and the file folders take up as much room as the serials themselves. During the test check in Detroit, a representative drawer was selected and the file fronts and backs removed from the individual files and as many as ten or twelve of the files placed in a common file front and back. The file covers, of course, were appropriately labeled to indicate the file numbers contained. This reduced the space of the file drawer from 23 to 10 inches or over 50%.

Each field office does, of course, have a tremendous number of closed 67 files. They are rarely referred to and even more rarely reopened. In the event it should occasionally become necessary to reopen these files, this could of course be done very easily. It is therefore suggested that the entire field be instructed to consolidate the closed 67 files in common sections placing approximately 10 or 12 files to the section and having a common file front and back. Each section should, of course, be appropriately labeled.

I believe that consideration should also be given to adopting a similar policy with reference to the closed Selective Service Act cases, Departmental Applicant cases, Atomic Energy Applicant and Employee cases and Central Intelligence Group Applicant cases.

For further reference to the above classifications, I believe we could eliminate a tremendous amount of stenographic and clerical work, as well as a great saving in space, by designating only one copy of each report in the above classifications for the file. I know of no instance where it was necessary for an office to later transmit a copy of an applicant report to another field office.

During the war, the Army and Navy submitted to the various field offices so-called general intelligence and liaison reports. In most instances, these reports consisted of a re-hash of information originally and primarily submitted to those organizations by this Bureau. In many instances, these reports are filed but not indexed. Even if they are indexed, I can see no reason why they should be retained.

Reference is made to the present method utilized in most offices with reference to technical logs. It is the common practice

to file copies of the logs in each file to which the information pertains. At some later date, an agent reviews all of this information and prepares an investigative report. I have run test checks in field offices and found that a large percentage of the files and serials being handled in the Chief Clerk's Office consist of Communist case files into which these memoranda or excerpts from the logs are being placed. As may be readily realized by following this procedure the information originally obtained over the technical is placed in the log and filed chronologically as such. Excerpts or copies are placed in the case files and later the same information is repeated or summarized in an investigative report and returned to the file.

I believe the Bureau should realize that in most instances Communist files are actually depositaries for information that may be used at some future date. This is particularly true with all of those cases in either the closed or pending inactive status that are not being actively investigated.

To avoid a large amount of unnecessary clerical work and to conserve space, it is suggested that the following procedure be adopted in the field:

A series of folders should be prepared bearing the name of the subject and the file number of those case files into which information from the technicals is being placed daily. These memoranda and excerpts should be loosely filed in these folders until such time as a sufficient quantity is collected to justify the preparation of a report. A report should then be prepared and these excerpts and memoranda destroyed and only the report itself filed in the case file. It should be considered that in the event it should become necessary to check on the information in the report, the report itself will of course identify the source and the date on which the information was secured. Thus it will always be possible to go back to the original log in the event such an inquiry should become necessary. Similarly, I can see no reason for a field office's going through all of the administrative gymnastics of first placing the information on an original log, taking copies of that and placing the copies in a file, later reporting the same information in a report, placing the report back into the identical file and then keeping all of this duplicated information indefinitely.

In line with the above, it is suggested that the Communist files containing this tremendous volume of memoranda and excerpts from the logs be reviewed and where such information has been included in a report, those memoranda should be destroyed.

All of the alien enemy files were of course recently destroyed. In addition to the actual alien enemy files, however, there is considerable correspondence in some of the field offices with reference to such matters as the travel of enemy aliens and Japanese. Much of this information consists of copies of correspondence from the United States Attorneys Offices and copies of travel permits issued by the United States Attorneys. I believe that this information may now be destroyed.

I am firmly of the opinion that if favorable consideration is given to the above, there will be a considerable saving of space in each field office at the present and it will of course provide for an even greater saving in the future without jeopardizing the Bureau's efficiency or the availability of information in any way.

Respectfully,

M. E. Gurnea

M. E. Gurnea
Inspector

Naughten

MEMORANDUM FOR INSPECTOR NAUGHTEN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/ptc

Re: DESTRUCTION OF FILES IN FIELD OFFICES

In compliance with your instructions, I have examined your recommendations and make the following comments:

I. Following Material to be Destroyed In Toto

1. Alien Enemy Registration files. Moot.

2. American Legion Contact Program files. Destroy completely.

3. Police Bulletins. Destroy completely. (We never retained them in this Office.)

4. Bankers' Protective Bulletins. These bulletins should be destroyed.

5. Detective bulletins of any type. These bulletins should be destroyed.

6. SAC Mailing Lists. Except for the current mailing list, I recommend that all lists be destroyed.

7. File folders in closed files. I agree completely with your suggestion.

8. Civilian Defense Schools. Destroy completely.

9. FBI War Traffic Schools for Police. Destroy completely.

10. Blackout data. Destroy completely.

11. Inter-Division Identification Bulletin files. Commented upon in a separate memorandum.

12. Gas Mask Training. Destroy completely.

13. It is my recommendation that these "no record" criminal records, and in many instances the complete criminal record as submitted by the Identification Division, are sent to Divisions for many reasons. I suggest the adoption of a policy of sending these to the Agent working in that territory.

COPIES DESTROYED
205 JAN 25 1965

66-3286-306

If the office has no interest in the record and the Agent working in the territory where the Subject was last arrested has no interest in it, then the records should be destroyed.

14. I am not in favor of destroying Bureau Applicant records. It appears that we will have to make loyalty checks of Government employees in some manner or other. Many Applicants for the Bureau later obtain employment in another Government Agency. Under no circumstances, in my opinion, should Applicant case files be destroyed where reports were not made and teletypes were submitted.

15. General Intelligence Summaries received from G-2. I agree with your suggestion. At the most, we could set up a three-month rule to destroy such material.

16. Alien Enemy Arrest Registers. I agree with your suggestion that previous instructions regarding the destruction of these registers should be reiterated.

17. Plant Survey matters. Agree partly with your suggestion. I recommend that the 99-00 file be retained, but that the Office symbol files on informants and all other material in connection with Plant Surveys should be destroyed. Agree with your suggestion that instructions should be reiterated.

18. Record of Penalty Mail. I agree that this file should be destroyed immediately.

19. "Empty files" can cover a very broad field. Empty file covers made so by consolidation should not, in my opinion, be destroyed if they pertain to an investigative matter or to any particularly important matter where there might be indexing in the body of the file. I agree that instructions should be issued that file covers should not be made in anticipation of future use.

20. Gas Ration books and correspondence. I agree with your suggestion that this material should be destroyed.

II. To be Destroyed on a Monthly Basis when any Month's Collection Becomes a Month Old.

1. Coded communications. I agree with your suggestion.

2. Auto inspection forms. The Bureau's suggested form is retained as the top serial. It is the current form.

3. The second machine copy of outgoing teletypes. We keep second machine copy until after voucher is prepared.

III. To be Disposed of on a Monthly Basis when Any Month's Collection Becomes One Year Old.

1. "Investigator" material file. I recommend the destruction of this on about a three months' basis, at the most not more than six months. The material is then out of date and is of no interest.

2. "FBI News Front." I recommend the immediate destruction of all material in such files. It is out of date.

3. FBI National Academy News Letter. I recommend that only the current issue be retained. All other Letters should be destroyed upon the receipt and filing of a new Letter.

4. Standard Form 71 (Leave Application). I agree with your suggestion.

5. 32-0 and "32" files on individual Police Departments. I agree with your suggestion that the one-year rule could well apply.

6. 33-0 and "33" files on Police Departments. Same comment as for No. 5 applies.

7. 95-0 and "95" files on Police Departments. I agree with your suggestion that it should not be retained for more than one year.

IV. To be Destroyed on an Annual Basis when Three Years Old.

1. Agent and clerical training files. I agree with your suggestion that the three-year rule could well apply - why not one year? These files usually have correspondence regarding the holding of conferences, etc. As a practical matter, I seldom refer to them.

2. All speech and public relations matters, including correspondence and material. The one-year rule could well apply here. I see no reason for retaining it.

3. Crime statistics reports. I believe the Uniform Crime Statistical reports have outlived their usefulness at the end of three years. If any are needed for something like my comming lecture "The Logic of Crime Causation," I can always borrow the material necessary from the Bureau.

4. Departmental and other similar applicant cases in the "77" classification. I believe the destruction of these files at this time would be premature. After the policy has developed in the Loyalty Check Campaign, which might come up, this matter could be decided.

(B) DESTRUCTION OF FILES -- The following files in field offices shall be immediately destroyed:

(1) Bulletins received regularly from bankers' associations, private detective agencies, state police and similar agencies when the bulletins and data received have no pertinency to matters pending in the field office. These communications should be destroyed as received and any existing files containing such data should be similarly destroyed.

(2) Field office mailing lists except the current issue.

(3) Civilian Defense School files.

(4) FBI War Traffic School files.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

(5) Files pertaining to blackout data.

(6) Gas mask training files.

(7) Copies of correspondence from the Identification Division showing "No Record" when the correspondence relates to a person concerning whom there is no case file in the office.

(8) Any records dated prior to July 1, 1946, relating to penalty mail.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1-27-82 BY SP4 ELW/rte

SAC LETTER NO. 116
Series 1947
9/6/47

The following types of files need to be very carefully examined in order that before destruction of the contents, the specific items and serials of correspondence which the SAC believes should be retained will not be destroyed. There should be retained information concerning a police department which is on the black list or whenever there is derogatory information concerning an FBI National Academy Graduate or his department, and whenever there are matters of general instructional value which are still in effect, such data should not be destroyed. Otherwise the same rule applying to the destruction of general administrative files shall apply to the following classifications:

(1) Training matters and FBI National Academy correspondence.

(2) 32 - Fingerprint Identification matters.

(3) 33 - Uniform Crime Reporting matters.

(4) 94 - Research matters.

(5) 95 - Laboratory matters.

NOT RECORDED
76 SEP 10 1947

Federal Bureau of Investigation
United States Department of Justice

Chicago 90, Illinois
July 18, 1947

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/pts

MEMORANDUM FOR THE DIRECTOR:

RE: DESTRUCTION OF FILES

Re Bureau memorandum of May 9, 1947 requesting recommendation as to the types and kind of files and data in files which should be destroyed and the frequency of the destruction in order that the Bureau might draw up a schedule for Field Offices.

Briefly, after considering what is already being destroyed and what files are available in the Field Offices, it is believed that the present instructions are specific and sufficient for all practical purposes and that no ~~further~~ latitudes should be instructed in the disposal of files except within the limitation of these instructions.

The Manual of Rules and Regulations, Section 6J, Sub-sections 3, 4, and 5 provide for files to be destroyed in one year, three years, and twenty-five years and designates specifically the files which are to be destroyed. This covers both the administrative and case files of the Field Office.

These instructions are believed sufficient for all practical purposes in the conservation of space, savings in expense and labor in maintaining and future handling of files. After considering all of these situations, I do not recommend any additional destruction or more frequent destruction of files and records. It is believed that we have reached the point in this operation where we should consider with caution any greater or quicker destruction of such records.

Section 6I, Sub-section 16 of the Manual of Rules and Regulations as to bulky exhibits covers the proper handling and disposal of these types of exhibits and it is believed this is ample for all practical purposes in the disposing of such material. When the bulky exhibits are disposed of when the case is closed any which cannot be disposed of should become a part of the file and then, of course, should only be destroyed in conformity with the rule for the destruction of complete investigative files which is twenty-five years. If there should arise a specific and unusual situation as to a particular file and as

FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

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20 5 JAN 25 1965

RECORDED

66-3286-307

53 SEP 2

R-149

to which authority is only that presently granted by the Bureau's rules and regulations, it is believed necessary to have these evaluated as to the facts and circumstances and destroyed thereafter on specific instructions.

It is not believed that any elaboration should be had on these instructions unless in order to clarify same it could be stated that any and all matters to be destroyed should be considered in the light that the particular material being considered for destruction is a part of or should be a part of a specific file and the instructions as to that specific type of file would apply in the destruction of the particular object. This, in my opinion, will not greatly increase the possibility of additional files and material to be destroyed.

As to case files, there may arise situations where the case is closed and wherein numerous copies of a particular report have been prepared for distribution, if necessary, and as to these it is believed that common sense would dictate that any no longer needed would be disposed of and only sufficient copies retained in the file to meet the Bureau's requirements.

Respectfully Submitted,

E. J. CONNELLEY,
Assistant Director.

EJC:VLS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: September 6, 1947

FROM : Inventory Section

SUBJECT: Destruction of Manual Control
"Manual for Bureau Supervisors"

It is requested that permission be granted to destroy the old records on the November 10, 1944 issue of the Manual for Bureau Supervisors.

This manual has subsequently been revised under date of August 1946. All of the old manuals have been received and destroyed; therefore this control serves no useful purpose.

The Executive Conference of 9/8/47 consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nease, Mohr, Clegg, Nichols, Ladd, Long, Rosen and Glavin, approves the destruction of this old control list. WRG:amb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 7-22-85 BY SP4 LEW/STP

Bureau Property - Journal

ANNEXED STOP DESK

Control Destroy 9/13/47 L. Dalp

File 3 Jur

RECORDED 66-13286-1308

29 SEP 15 1947

62 SEP 22 1947

EX-60

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

See letter 176 Sept 6, 1947

TO : THE DIRECTOR

DATE: AUGUST 5, 1947

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #662
EMPLOYEE: SAC D. BRANTLEY

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
S. K. McKee
E. Scheidt

Destruction of Bureau Property file

SUGGESTION: On May 9, 1947, a memorandum was sent to various Bureau Inspectors asking them to make inquiries as to the types of files and data found in field offices which they believed should be destroyed and to submit to the Bureau their recommendations as to the desirability for immediate, monthly, annual or tri-annual destruction of certain types of files. The purpose was to permit the Joint Committee to study the results and prepare one communication which would resolve most of these problems currently pending in field offices.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee has given consideration to the various suggestions submitted by the Inspectors and makes recommendations as follows:

I. That authority be granted for the immediate destruction of the following field office files:

1. Bulletins received regularly from bankers' associations, private detective agencies, state police and similar agencies when the bulletins and data received have no pertinency to matters pending in the field office. These communications should be destroyed as received and any existing files containing such data should be similarly destroyed.

2. Field office mailing lists except the current issue.

3. Civilian Defense School files.

4. FBI War Traffic School files.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/18/81 BY 6383 VRT/DP

5. Files pertaining to blackout data.

6. Gas mask training files.

RECORDED & INDEXED
166-3256-309
FBI
SEP 18 1947

7. Copies of correspondence from the Identification Division showing "No Record" when the correspondence relates to a person concerning whom there is no case file in the office.

8. Any records dated prior to July 1, 1946, relating to penalty mail.

9. Overtime files.

62 SEP 23 1947
COPIES DESTROYED
20 5 JAN 25 1965

cc: Mr. Clegg
Mr. Mohr

Bureau bulletin (typed 6-27-47)

II. That general administrative correspondence relating to the following classifications be destroyed under the same rules that apply to the destruction of general administrative matters under the classification "66"; that is, after it is one year old:

1. Training matters and FBI National Academy correspondence.

2. 32- Fingerprint Identification matters

3. 33- Uniform Crime Reporting matters.

4. 94- Research matters.

5. 95- Laboratory matters.

HHC:MH

EXECUTIVE CONFERENCE CONSIDERATION:

The Executive Conference of 8/7/47, Messrs.Glavin, Tracy, Nease, Mohr, Ladd, Long, Rosen, McGuire and McCabe being present approved the immediate destruction of all the items mentioned under I with the exception of item 9 -- overtime files. The Conference unanimously recommended that these files be retained since they may be necessary to use in settling claims for overtime at some future date.

With reference to the items listed to be destroyed after one year old, it was pointed out that there may be correspondence in some of these files which should be retained; such as, in laboratory matters a department that is on the black list and derogatory information concerning Academy graduates or their departments, also the "00" files in the classifications set forth above contain instructional material which should not be destroyed. The Conference was in favor of keeping the "00" files in these classifications and also of issuing instructions prior to destroying material in the other files that these files should be gone through carefully in order that material having some future value might be retained.

Respectfully,
For the Conference

NHL:MH

Clyde Tolson

E. A. Tamm

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO - Room 7639

DATE: August 15, 1947

FROM : Roberta G. Costin

SUBJECT: Material of Bureau Property Unit

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnee
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

For your information, the attached material was picked up by the writer in the B-600 corridor between the cafeteria and the 9th Street elevator bank on August 14, 1947 at approximately 12:30 P.M. It would appear that it had been dropped from the trash collection.

DOCUMENT UNIT
REC'D

RGC:JCW

Attachment

RECORDED 66-3286-309X
INDEXED

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-27-42 BY SP4 ELW/pte

359

52 JAN 31 1948

9/25/47
24 cal.

ADRIAN S. FISCHER

The Times Herald newspaper of May 23, 1947, reflects that ADRIAN S. FISCHER was named to the loyalty board of the Department of Commerce, Washington, D. C.

* * *

On April 30, 1947, according to this informant, Mrs. CONDON informed Mrs. WEISSKOPF that she would be too busy giving a tea for the American Physical Society to take her Czechoslovakian lesson this week. Mrs. WEISSKOPF mentioned that she had been helping write a letter in Slovak for Mrs. CONDON to her parents. Mrs. WEISSKOPF said her husband appreciated EMILY'S offer, but inasmuch as it would be necessary for him to have a license, he thought he would stay with UNRRA as long as he could.

Mrs. CHESTER B. WATTS at the Naval Observatory invited the CONDONS to a picnic on Saturday, May 17, 1947.

On May 5, 1947, JOHN HIPPLE informed CONDON that he had planned to go to Pittsburgh to find out about a patent situation. HIPPLE informed CONDON that Westinghouse would like to get the patent rights on everything that he invented "on this project." CONDON asked HIPPLE what kind of a deal Westinghouse had with the Navy. CONDON said that the understanding has always been that inventions went to the Government if they are done with "your actual assigned work" even though he was with Westinghouse, but that if he invented something that was in no way connected with his work, the Government would not make an attempt to grab that. CONDON informed HIPPLE that the only thing he could do was to stall and promise not to make any inventions. HIPPLE said that he thought the magnet would cost about $35,000. HIPPLE asked CONDON how he had made out and CONDON replied "Well, I can put another fifty grand into this; we didn't do so badly, but no so well, either." CONDON said, "Officially, we don't know until noon, so don't talk to anybody until noon, but we got a total of $7,415,000 in the form of a million for

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HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/ltr

66-3286-309X

Mr. S. A. Andretta
Administrative Assistant to the Attorney General
J. Edgar Hoover, Director
Federal Bureau of Investigation
Tax Exemption Identification Cards

November 5, 1947

This is to advise that 101 Tax Exemption Identification Cards have been destroyed between March 29, 1947, and November 4, 1947.

These cards were returned to the Bureau upon the resignation of Special Agents.

Mr. Tolson
Mr. L. B. Nichols
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Beahn
Miss Gandy

COMMUNICATIONS SECTION
RECEIVED 3
NOV 5 - 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

66-2062
INDEXED
5 NOV 10 1947

DATE 7-27-82 BY SP4 E Lwlpb

DIRECTOR, FBI

September 3, 1947

SAC, Salt Lake City

DESTRUCTION OF ALIEN ENEMY REGISTRATION FILES IN FIELD OFFICES

Reference is made to the Bureau's instructions as set forth in SAC Letter No. 78, Series 1947, dated June 24, 1947.

The destruction of these files must necessarily be held in abeyance in the Salt Lake City Office until the weather has become cool enough that the Continental Bank Building, wherein our office is located, can start the big furnace for heating purposes. The building has a small stove in the basement which is sufficiently large to take care of the daily burning of trash. However, the Building Manager advises that any fire as large as that necessitated by the burning of the AER files would have to be made in the large furnace used for heating purposes and that this large a fire at this time of year is prevented by the city regulations, having to do with smoke abatement.

An appropriate tickler has been prepared and as soon as the weather becomes cool enough that the heating system is turned on these files will be appropriately destroyed and a memorandum to that effect made in the administrative file.

LCN:MEN

106-00

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4ELW/kc

RECORDED 66-3286-310

EX-24

SEP 26 1947

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO, Room 7639

DATE: September 22, 1947

FROM : C. F. DOWNING

SUBJECT: DISPOSITION OF "EXPORT CONTROL SCHEDULE".

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Destruction of Bureau Property - gsl

Attached is an "Export Control Schedule #8, July - August 1942", used for cryptanalytic reference during the war. It is suggested that this schedule be destroyed unless the Security Division feels it would be of value if placed in the Bureau's files.

Attachment

VBF:DMS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/pte

pursuant 9/24/47

RECORDED 66-8286-3

F B I

15 SEP 25 1947

INDEXED

50 OCT 1 1947

EX-92

234

Mr. Harbo

September 27, 1947

J. A. Sizoo

ANONYMOUS LETTER FILE
80-691

Destruction of Portions of Property

You will recall that slightly over a year ago the handwritten and handprinted sections of the Anonymous Letter File were reviewed and all non-threatening letters and single unidentified threatening letters over five years old were removed from the active file and placed in an inactive section. This inactive section, consisting for the most part of crank letters, was to be available for search in connection with a major case if the occasion arose. The active section, through which the average extortion letter would be searched, was restricted to actual extortion, kidnapping or threatening letters. It was as a central depository for the latter type material that the ALF was originally intended.

During the 1947 fiscal year, 2114 specimens were searched through the active section of the ALF, resulting in 15 identifications. During this same period the inactive section was not searched once. It is interesting to note that the 0.74% of the specimens searched through the ALF in the 1945 calendar year were identified and that 0.70% were identified for the fiscal year 1947. It thus appears that the reorganization did not materially reduce the results obtained from the Anonymous Letter File but the searching time was cut in half resulting in a real saving of employee time. In addition, we do know that several of the identifications made have been with old material but the basis of the reorganization was sufficiently broad so that these specimens were left in the active section.

HANDLED IN OTHER DEPT.

RECOMMENDATION:

Inasmuch as refraining from searching the inactive section has not effected the results obtained from the ALF and since the active section will soon have to be expanded into additional cabinets, it is recommended (1) that the specimens now contained in the inactive section of the ALF be destroyed, it being noted that these are crank or non-threatening letters and single unidentified letters over five years old; and (2) that the three sections of Remington Rand Kardex visible file which now house the inactive section be used, as needed, in the expansion of the active section.

ADDENDUM: Unanimously approved by Executive Conference 10/7/47. Present Messrs. Tolson, E. A. Tamm, Ladd, N. H. McCabe, Tracy, Glavin, Carlson and Harbo.

DNG/dbb

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

RECORDED 66-3286-312
F E I
56 OCT 16

EX-25

ORIGINAL FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-11-82 BY SP4 CLW/MLT

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 13, 1947

FROM : SAC, Kansas City

SUBJECT: SUGGESTIONS

Supp. 762 + 763
Destruction of Bureau Property & general

SA JOHN ~~B.~~ Y. LITTLE of this office has submitted suggestions contained in the memoranda which are attached hereto.

DB:mjd

Enc.

2 ENCL
1 filed with copy
6/133

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4ELW/pte

RECORDED 66-3286-313
INDEXED 22 OCT 15 1947

Ref to Little (ce-Ind.) 10/24/47 HSMcD

Joint Committee Memo 10/28/47-NHM:dgh

5C DEC 23 1947 289

116 6/133

PERSONNEL

66-3286-313

RECORDED COPY FILED IN

Kansas City, Missouri
October 13, 1947

Suggestion 762

MEMORANDUM:

Re: SUGGESTIONS *DESTRUCTION OF

It is suggested that consideration be given to destroying all unknown subject files in the various Bureau Divisions, which are three years of age or over, in those cases relating to Theft from Interstate Shipment, National Motor Vehicle Theft Act, Impersonation, Theft of Government Property, and National Stolen Property Act Cases relating to fraudulent checks.

This suggestion is made with a view to conserving filing space and in view of the fact that after a three-year period the Statute of Limitations will have expired, which will nullify any possible prosecutive action should the subjects be ultimately identified. It is not believed, however, that such identification would be made after a three-year period in cases within these categories, or that the information contained in the files after this length of time would have any value in subsequent investigations.

The only possibility would be fraudulent check cases under the National Stolen Property Act, in which aliases used by an unknown subject in cashing a fraudulent check would be on record in the National Fraudulent Check File at the Seat of Government.

*Unknown Subject Files

JOHN B. LITTLE,
SA

The heart of this suggestion is being studied by a committee headed by Whelan.

JBL-JCS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/ptc

Joint Committee Memo 10/28/47-NHM:dgk

ack 10/24/47 6742

ENCLOSURE

66-3286-313

COPY:AJH

OFFICE MEMORANDUM - [redacted]S GOVERNMENT

TO : Director, FBI DATE: 10/16/47

FROM : SAC, Indianapolis

SUBJECT: SUGGESTIONS Administration of Bureau

In response to recent Bureau letter asking for suggestions to be made by its personnel, I am enclosing suggestions submitted by the following:

SAC H. G. FOSTER
ASAC J. A. ROCHE
SA JOHN B. LITTLE
SA LAWRENCE E. BROWN

JAR:MJM

1 ENCL.

Enclosures

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 EHW/ftc

RECORDED 66-3286-314
INDEXED 129

OCT 23 1947

Sugg 790

Re: SUGGESTIONS

It is suggested that consideration be given to destroying all unknown subject files in the various Bureau Divisions, which are three years of age or over, in those cases relating to Theft from Interstate Shipment, National Motor Vehicle Theft Act, Impersonation, Theft of Government Property, and National Stolen Property Act Cases relating to fraudulent checks.

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The only possibility would be fraudulent check cases under the National Stolen Property Act, in which aliases used by an unknown subject in cashing a fraudulent check would be on record in the National Fraudulent Check File at the Seat of Government.

JOHN B. LITTLE
SA

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HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/ltc

JBL:JCS/MJM

66-3286-314

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205 JAN 25 1965

66-04-615

MR. CLEGG

October 20, 1947

W. L. WHELAN

SUGGESTION 647
DISPOSITION OF ALIEN ENEMY REGISTRATION MATERIAL
SUMMARY FOR JOINT COMMITTEE

Inspector Naughten suggested that all administrative correspondence such as departure visas, declaration of intentions to travel, change of address notices, and similar data pertaining to Alien Enemy Registration be destroyed as well as the material in AER folders. The Joint Committee recommended favorably, and the Executives' Conference suggested that a representative group of SACs' opinions be obtained as to exactly what these files contain.

SACs Boardman, McKee, McSwain, O'Connor, Scheidt and Soucy were asked for their observations.

SACs Soucy and McSwain advised that there was no problem in their offices since all such material had been destroyed under the program already authorized. They further indicated that material such as receipts for property taken and the receipts for the return of the property to the aliens as well as executive warrants had been placed in the individual case file of any alien having such material in their folders.

SACs O'Connor, Boardman, Scheidt and McKee indicated that there were some general files in their offices having material relating to regulations and pertaining to alien enemies generally which they feel could well be destroyed.

CONCLUSION AND RECOMMENDATION:

That instructions be issued authorizing the field to review any general files and administrative files having material relating to travel and other non-essential activities of alien enemies for the purpose of withdrawing such data and destroying same.

WLW:djb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/RS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Lohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

RECORDED 66-3286-315
FBI
56 NOV 7 1947

ORIGINAL FILED IN 66-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: August 13, 1947

FROM : SAC, Philadelphia

SUBJECT: DISPOSITION OF ALIEN ENEMY REGISTRATION MATERIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 FLW/rtc

Re Bureau memorandum of August 5, 1947. 66-3286-301, 100-200-320,

Administrative correspondence, i.e. departure visas, declaration of intention to travel, change of address notices, etc., enumerated in reference communication was maintained in the Alien Enemy Registration folders and not in administrative files. This material, therefore, has been destroyed. Inventories of items taken on spot raids and the results of hearings and prosecutions in connection with Alien Enemy cases were filed in the investigative case file relating to the Alien Enemy investigated and were not placed in either the folder or administrative files. It, therefore, is not believed to be practical to endeavor to destroy any of this material which has become an integral part of the investigative case file.

A survey of files in this office relating to Alien Enemy Registration reflects that there are in existence a few files, the content of which is briefly itemized below.

39-0 There are 333 sections of this file. The vast majority of the serials relate to Philadelphia copies of form letters received from the Bureau of Immigration and Naturalization Service on persons who had filed a Petition for Naturalization. The instruction was that a check of our files be made for the purpose of disclosing any information in our files that might have a bearing upon the applicant's eligibility to become naturalized. The balance of the serials, of course, are typical 39-0 matters. Inasmuch as a certain small percentage of the index checks resulted in the finding of certain information which was furnished to the Bureau of Immigration and Naturalization, it would appear that it is the type of material which will necessarily have to be maintained to substantiate the information furnished should any question arise as to the type of information actually furnished by this office to Immigration and Naturalization authorities.

HAND CARRIED BY COURIER

100-21743 This file consists of 3 sections and contains exclusively lists of aliens naturalized in the Philadelphia area. These lists were furnished to this office by the Bureau of Immigration and Naturalization Service, and the names contained on these lists have been indexed. I see no need for the retention of this material as there appears to be no reason why any reference should be made to our files for the purpose of determining whether a person is naturalized when the proper place to secure such information would be the Bureau of Immigration and Naturalization. Authority is, therefore, requested to destroy the 3 sections of this file.

RECORDED COPY FILED IN 100-200-320

RECORDED 66-3286-316

FBI

NOV 4 1947

NOV 14 1947

100-7443 This file is captioned "Alien Enemy Registration," and a review reflects it to be an administrative file containing administrative instructions from the Bureau, i.e. Bureau Bulletins, copies of SAC letters, etc., relating to Alien Enemy Registration together with correspondence relating to miscellaneous Alien Enemy Registration matters. It would appear that the material in this file could be destroyed under the existing provisions relating to the destruction of general administrative files that are three years old (Section 6J(4) MRR). Bureau authority is requested to make such disposition.

100-21188 This file consists of 5 sections and relates to Japanese evacuees granted leave from a relocation center. It contains primarily photostatic copies of War Relocation Authority blanks notifying of the address and place of employment to which the released evacuee has gone. It is not felt that this material is of any possible future value to this office, and authority is requested to dispose of this file.

100-10157 This is a 13-serial file containing correspondence between this office and the Albany Office relating to the securing of a list of aliens registered in the Albany Division from the Bureau of Immigration and Naturalization Service. The most recent communication is dated September 25, 1942, and I can conceive of no reason why this material should be retained. Authority is requested to destroy this file.

100-6934
100-8239 These files are both captioned "Alien Enemy Control" and contain primarily copies of United States Attorney's letters covering the return of Alien Enemy property. Also interspersed in these files are copies of teletypes transmitted to the Bureau advising of the results of spot searches and Alien Enemies apprehended in connection with the Alien Enemy Control Program. It is believed desirable to retain these files primarily because of the fact that there are contained therein receipts relating to Alien Enemy property.

The Bureau's advice as to the disposition of the above-outlined files is desired.

LVB/mjm

DIRECTOR, FBI

August 15, 1947

SAC, CHICAGO

DISPOSITION OF ALIEN ENEMY REGISTRATION MATERIAL
Destruction of Bureau Property - Gen'l.

Reference is made to Bureau memorandum dated August 5, 1947 requesting my comments concerning the disposition of certain administrative correspondence in connection with the Alien Enemy Registration Program.

For the Bureau's information all administrative correspondence such as departure visas, declaration of intention to travel, change of address notices, etc., pertaining to specific aliens on whom individual folders were maintained was in each instance filed in the specific folders in this office and this data as well as the folders were recently destroyed with Bureau authority.

In connection with any alien who was arrested, whose property was seized and/or concerning whom a hearing was held by the Alien Enemy Hearing Board and prosecution entertained, it was the procedure in this office to open and maintain a separate case file under the alien's name. Thus all data pertaining to the individual alien were filed therein and, of course, these files are maintained as a permanent record. No separate administrative files of property taken, action of hearing boards etc., were or are maintained in this office.

As a practical matter and for the Bureau's consideration in handling this problem, it is pointed out that copies of material relating to hearings before the Alien Enemy Hearing Boards are undoubtedly retained in the files of the United States Attorney and Immigration and Naturalization Services and hence, should be available to the respective field offices at any time. Also the Bureau previously instructed that all property taken from aliens either be returned to the alien or destroyed, contingent upon the instructions of the United States Attorney and accordingly, there seems little point in continuing to retain separate administrative files containing [illegible] inventories of property which in most instances was returned or destroyed sometime ago.

GRM/go

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/kk

RECORDED EX-98

166-3286-317

1

[illegible] 1947

289

I also feel that 25 years is an excessive length of time to maintain records in the field inasmuch as up to only a few years ago the Bureau received copies of all correspondence between field offices, between field offices and the United States Attorney's offices, and other governmental agencies. Therefore in the event such permission were granted the field to destroy files earlier than the policy now in effect any reference made thereto could be obtained from the Bureau files.

I also pointed out in my suggestion in 1944 that at such time as files were destroyed, rather than to withdraw index cards on any files that are destroyed, inasmuch as it would take a great deal of time and would necessitate reviewing the files to determine what name in the body of the report had been indexed, that a form memorandum be prepared and inserted thereon the file number, the date the file was destroyed, and any reference thereto could be obtained from the Bureau.

Respectfully submitted,

John H. Hinds

JOHN H. HINDS
Chief Clerk

JHH:VMD

Sugg 774

Sac

KANSAS CITY, MISSOURI
OCTOBER 10, 1947

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4ELW/rtc

RE: SUGGESTIONS "Destruction of Bureau Property - general

With reference to the Bureau's desire in the saving of file space, I wish to point out that on November 7, 1944, I submitted the suggestion to the Bureau that there were many classifications of cases where the files could be destroyed after a shorter period of time than the 25-year rule that the Bureau now has in effect. I still feel this to be the case and wish to submit the following in connection therewith.

There are many files in field offices on unknown subjects, particularly in extortion, kidnapping and automobile theft act cases, as well as many others. I feel that the retention of these files serves very little purpose in a field office after a period of time, particularly after the Statute of Limitations has run on the violations. In many of the extortion cases there are files which indicate the United States Attorney has declined prosecution. There is very little information of value in the particular files relating to any one individual and in most instances their addresses have changed, their appearances have changed, their contacts and friends have changed due to the recent war and the shifting of population in the United States. This is also true in many other cases of this kind. In the Unknown Subject NMVTA cases as a general rule the only information of value contained in the file is the description and motor number of the vehicle and the name of its owner. This information is of little value as a general rule.

If the Bureau were to authorize the destruction of files in unknown subject cases after they have become five years old, tremendous saving of space would be accomplished. In some unknown subject files there could possibly be information of value; however as pointed out above, practically all of the individuals have moved, etc., and the information would have to be run down a second time.

It is therefore suggested that the Bureau give further consideration to the destruction of files which are less than 25 years old.

Summary written 12/17/47 - MHM:dgh

66-6029-16 ENCLOSURE

RECORDED COPY FILED IN 66-3286-318

10-25 RECORDED - 35 66-3286-318 Ex. Conf. is considering a request to destroy files in 26 field offices which as such should not be acted on. Whelan

ack 10/16/47 WSM-D matter is under study so this suggestion

INDEXED - 35 MAY 13 1948

SERIAL 318 SMF

52 JUN 30 1948

1-25-65 25

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 28, 1947

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 762
EMPLOYEE: SA JOHN B. LITTLE
INDIANAPOLIS

SAVINGS: NONE
AWARD: NONE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 LW/jw SP5 CI/SH F

MEMBERS PRESENT: N. H. McCabe
R. T. Harbo
S. K. McKee
E. Scheidt

SUGGESTION: That the Bureau give consideration to destroying all unknown subject files in the various Bureau Divisions which are three years of age or older in those cases relating to Theft from Interstate Shipment, National Motor Vehicle Theft Act, Impersonation, Theft of Government Property and the National Stolen Property Act relating to fraudulent checks.

The suggestion was made with a view to conserving filing space and it is pointed out that after a three year period, the Statute of Limitations will have expired.

JOINT COMMITTEE CONSIDERATION: The Joint Committee felt that it would be unwise to destroy the files in the cases mentioned above after a three year period since a definite possibility exists that these files would be useful in cases arising in the future. These files are referred to from time to time to obtain such information as description of unknown subjects contained therein, and it is felt that these files may be of some value and that the proposal should not be adopted at this time in view of the consideration now being given to a proposal where, in many of these cases, most of the reports prepared by the Field Offices will not be forwarded to the Seat of Government. In other words, if the files in the Field Offices were destroyed, there would be no complete record concerning the case available to the Bureau at any source.

It is further felt that there should be uniformity in respect to the destruction of investigative files, such as the twenty-five year rule which is now in effect. It is further pointed out that although the Statute of Limitations is generally three years, in cases of the type mentioned above the possibility exists that conspiracy cases would be applicable where the last action was within the statutory period, although more than three years had elapsed since the substantive violation occurred. Therefore, some of these files might become highly important.

HANDLED BY MAIL DESK

cc: Mr. Clegg
Mr. Mohr

NHM:dgh

RECORDED & INDEXED

166-3286-819

NOV 14 1947

50 DEC 23 1947

289

EXECUTIVE CONFERENCE CONSIDERATION:

The Executives Conference, Messrs. Glavin, Tracy, Harbo, Tamm, Mohr, McGuire, Whelan, Rosen, Ladd and Nease on 10-29-47 agreed with the conclusions of the Joint Committee.

WMW:dgh

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ok.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 6, 1947

FROM : SAC, Indianapolis

SUBJECT: SAVING FILE SPACE

Re: Report of SA EDWARD J. MASON dated at Cincinnati 10-29-47 entitled "W. H. CROWDER, JR.; JAMES B. DEWEESE; MARTHA DELL DEWEESE, wa; FRAUD AGAINST THE GOVERNMENT; SURPLUS PROPERTY ACT."

The Bureau will note from this report that two copies were sent to Indianapolis as well as several other offices, that each copy is one-half inch thick, being on mimeograph paper and 82 pages in length. The Indianapolis office had one lead which was covered and the case RUC'd by letter. This, of course, is an unusual case, but it is suggested that the Bureau give consideration to permitting the agents in charge and supervisors in the various field divisions to destroy one of the two office copies in a case which is being RUC'd. In instant case it would, as you will note, save one-half inch of file space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/ptc

HGF:MJM
46-453

RECORDED & INDEXED

F B I

15 DEC 3 1947

1 DEC 10 1947

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 26, 1947

FROM : SAC, New York

SUBJECT: HOTEL AND PROTECTIVE BULLETINS;
NATIONAL STOLEN PROPERTY ACT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-2282 BY SP4 ELW/pte

Reference is made to SAC Letter #116, Series 1947, dated 9/6/47, paragraph B, "DESTRUCTION OF FILES", wherein is set out that there shall be immediately destroyed "bulletins received regularly from bankers' associations, private detective agencies, state police and similar agencies when the bulletins and data received have no pertinency to matters pending in the field office".

Reference is also made to the inspection of the New York Office in October 1947, Administrative Memorandum, Pages 285 and 286.

During the course of the inspection it was recommended that the file containing hotel and merchant protective bulletins should be destroyed. It was further instructed that steps should be taken immediately to eliminate the automatic filing and indexing of all of these bulletins as received. It was suggested that the bulletins be reviewed with a view to picking out information of real significance rather than maintaining all issues of the bulletins.

Further, consideration has been given to this by this office and it is desired to point out to the Bureau that these bulletins are pertinent to current investigations. Constant reference is had to this file by agents presently working on National Stolen Property Act check cases and impersonation cases. Further, other offices repeatedly make reference to notices appearing in these bulletins and on numerous occasions the only reference in the files of this office on a subject is the information appearing in this bulletin. Since the file is not bulky and is used frequently and serves a definite purpose, it is felt that it should be maintained and that all bulletins received should be immediately indexed as received. It should be noted that the Bureau has granted permission to this office to orally advise the criminal section of the W. J. BURNS DETECTIVE AGENCY when information is received that subjects published in these bulletins have been apprehended and that on occasions the Bureau may advise this office directly to advise the criminal section of the BURNS DETECTIVE AGENCY of the apprehension of some fugitive.

HANDLE AT STOP DESK

In view of the fact that the BURNS DETECTIVE AGENCY's headquarters are located in New York City and constant leads are set out in reports to contact this unit, and it is felt that the maintenance of the file containing the hotel and merchant protective bulletins is a definite asset in the work of this office, unless advised to the contrary by the Bureau, this office will continue to maintain the file containing these bulletins as received and they will be automatically indexed. It is planned that these bulletins will be kept for a period of three years after receipt.

COMMUNICATIONS SECTION
DEC 17 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

DEC 17 1947

DVS:KMG
87-300

RECORDED
INDEXED COPY FILED IN

Destroy 3 yrs after receipt

62-82124

Letter to New York 12/8/47

You are authorized to maintain hotel and merchant protective bulletins in your file.

62-82124-321

eral Bureau of Investi

United States Department of Justice
Los Angeles, California
November 24, 1947

Director, FBI

Re: DESTRUCTION OF CLOSED FILES
IN FIELD OFFICES

Dear Sir:

Reference is made to Bureau memorandum of November 4, 1947, with reference to a suggestion that the Bureau give consideration to destroying some files in from three to five years.

Considerable thought has been given to this matter in the Los Angeles office and it is our recommendation that all files except those in the classifications listed below be destroyed at the end of ten years. It is believed most desirable to have a uniform rule for all types of classifications that can be destroyed at all, as it would be most confusing to have a different rule apply to different classifications. While only a saving of 8% to 10% could be effected in filing space at the present time, over a period of years this will gradually increase until approximately 25% saving of file space could be achieved.

It is recommended, due to continuing work of a security nature, that the files in the following classifications in the field not be destroyed at all:

61 Treason	111 Foreign Social Matters
65 Espionage	112 Foreign Funds
100 Internal Security C & R	113 Foreign Political & Naval Matters
101 Hatch Act	116 Atomic Energy Applicants
102 Voorhis Act	117 Atomic Energy Act
105 Internal Security (except C & R)	121 Loyalty of Government Employees
110 Foreign Economic Matters	

It is believed that a very experienced clerical employee or a special employee, in those offices where they are available, should be assigned to work of actual destruction. It is furthermore believed that a record should be kept, by classification, of the file number destroyed in order that there would be eliminated the possibility of losing files and so that no request would be made of the Bureau for information from an old file when it actually is located in the office and might by chance be out without a charge-out slip. It is not felt that any great burden will be placed upon the Bureau by having an occasional request made to submit a

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP6 [illegible]

FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

RECORDED - 46 166-3256-321X
EX. B II
33 MAY 20 1948

Summary written 12/17/47-TH:dgly

59 MAY 24 1948

EX-54

RECORDED COPY FILED IN 66-3256-321

Director
Re: Destruction of Closed Files
in Field Offices

11-24-47

summary of information from the Bureau's file, or actually transmit investigative reports for the use of field offices. Certainly, savings in space throughout the service would more than compensate for the small amount of work that might be involved in requesting the information from the Bureau.

It is the opinion of the employees of this office that most of the reference material of any consequence is in connection with Security Matters and for that reason, it is recommended that all Security Cases be retained indefinitely.

Very truly yours,

RBH:AB
AIR MAIL

R. B. HOOD, SAC.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
ATTENTION: TRAINING AND INSPECTION DIVISION
DATE: November 25, 1947

FROM : SAC, Chicago

SUBJECT: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES
Bureau Property guide

Reference is made to the Bureau's memorandum dated November 4, 1947. This memorandum was received while I was out of the district on special assignment. However since my return I have given this matter careful consideration and it is my opinion that the destruction of closed files in a field office presents a rather dangerous problem in that the records immediately available have always been one of the most effective tools of our business. I feel that when we begin to destroy records we will endanger a certain effectiveness of the Bureau's operation. It is appreciated, of course, that filing space is presently a considerable problem for the Bureau and will undoubtedly increase as a problem in time to come. In view of the fact that under the present new rules reports will not go to the Bureau in certain instances in connection with specified classifications to which the rule applies, the destruction of files in a field office is, in my opinion, made more undesirable.

I have endeavored through a study of our closed files in this office and through a study of the various classifications to determine which of the classifications could be destroyed sooner than under the present 25 year rule now in existence and I find that in considering certain of the classifications which occur with less frequency, the saving which would be effected by a sooner destruction of the records would be of only small benefit. In connection with the destruction of Unknown Subject files, I think in many instances it would be unwise to destroy these, particularly in view of the fact that subsequent activities might enable us to compare certain of these files or at least through comparisons of modus operandi gain certain beneficial data which might be potentially important.

Rather than to consider destruction of the files, I am of the opinion that we should give careful consideration of the recording of old files on micro-film, which, of course, would save considerable space and would preserve the material for quick reference in the event an occasion demanded such reference. The initial installation of equipment for micro-film usage would, of course, entail the expenditure of money. However, a great deal of our material I feel could be put on micro-film after a period of three to five years from the original closing of a case and our over-all need for space for the maintenance of closed files could be reduced considerably and in time the saving in space would more than pay for the cost of micro-film equipment.

I am further of the opinion that in the larger offices of the Bureau and at the Bureau headquarters are concentrated the larger closed file units which involve the greatest space problem. Perhaps at the outset the use of micro-film could be limited to the offices which are faced with a peculiar space

GRM:MG

AIR MAIL - SPECIAL DELIVERY

RECORDED - 35 66-3286-22(XX)
Summary Written 12/17/47-NHm/dgh
F B I
15 MAI 1948

62 JUN 2 1948

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 ELW/ke

RECORDED COPY FILED IN 66-6027-1

condition. The adoption of such a program would eliminate a great number of administrative hazards which would be necessitated in the event we were to pass upon a number of individual rules covering the destruction of files under certain peculiar conditions. It would enable us to continue our present administrative procedures without adding to the number of exceptions which is always dangerous and cumbersome. I am informed that the use of micro-film is not difficult and that after the negative is once made it is possible at subsequent periods to make photostatic copies from the original negative within a period of time which is practically negligible and at a very trivial cost. Much of the material in our file pertaining to security is reference material and with appropriate micro-film viewers I think Agents could utilize this film with no greater time consumed than is now presently utilized in thumbing through file material.

Before seeing the Bureau destroy its closed files after a short space of time, I would recommend that careful consideration be given to the use of micro-film for the preservation of our material.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, F. B. I. DATE: November 26, 1947

FROM : GUY HOTTEL, SAC, WASHINGTON FIELD

SUBJECT: DESTRUCTION OF Bureau Property - file CLOSED FILES IN FIELD OFFICES

Reference is made to your memorandum of November 4, 1947, requesting to be advised as to the destruction of closed investigative files in this office. The following is recommended:

That all Unknown Subject cases, where reports have been submitted to the Bureau, be destroyed after the case has been opened five years, with the following exceptions - (1) where case identifies stolen property not yet recovered; (2) where extensive background investigation has been conducted regarding a suspect which would be of value in some future investigation.

That all files be destroyed in Court of Claims and Renegotiation Act cases where further Court action has been barred by statute.

It is recommended that all files be destroyed after three years in which we are auxiliary office, and where the only investigation conducted by the Washington Field Office was a check of Government records of a Government agency.

The Washington Field Office has in its closed files a large number of cases which were investigated when the territory covered included the States of Maryland and Virginia. These files are of no practical value whatever to this office. It is believed they should be destroyed and that, should the Richmond, Norfolk or Baltimore offices have occasion to desire the information regarding the investigation, it could be obtained from the Bureau.

When files have been destroyed, it is believed the index card should not be destroyed, but that the number of the file destroyed should be written on the file cover of the next succeeding file with the notation that it has been destroyed.

As to the administrative handling of the destruction of these files, it is suggested that the files be checked once each year, according to the opening date of the file, and that they be reviewed to see whether they would fall within a category which could be destroyed.

GH:AM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4ELW/MLC

HANDLED BY STOP BASE

RECORDED - 35 166-3286-32/X2

F B I

15 MAY 18 1948

Summary Written 11/17/47-NHM:dgh

50 MAY 28 1948

371

RECORDED COPY FILED IN 66-6027-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 11/18/47

FROM : H. H. CLEGG

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

A discussion during a conference in my office attended by Messrs. N. H. McCabe, J. A. Carlson and K. R. McIntire developed the thought that there were obviously certain administrative problems about which facts should be obtained and policies established or modified, if the facts justify, such as the following:

1. SPECIAL EMPLOYEES - Their status; the desirability of employees in this position; the types of examinations given to them; their usefulness; uniformity of action concerning them; and whether the best advantage was being obtained by the Bureau from their assignments.

2. RADIO EQUIPMENT - Suggestions and requests received by the Bureau for radio equipment and types of radio equipment. The application, use, adaptation by use, and service of this equipment might well be made the subject of a study.

3. NEW AGENTS' TRAINING IN THE FIELD - Questions arising under this heading include the determination as to whether the training given initially in Washington is adequate; whether the training given after they arrive at the field office is good, personally supervised and directed by the SAC; is it constructive and uniform?

4. UTILIZATION OF AUTOMOBILES - The number of automobiles is far less than the number of agents. Are they being assigned properly to the field offices, and do the field offices make the best and most advantageous use of these cars? For example, before the Bureau had automobiles for its agents, trains and buses were used and when occasionally a road-work agent needed a car, he would hire the car for a specific purpose. A question arises as to whether this should not be done more frequently in order that automobiles could be used so they would serve the greatest advantage from the standpoint of production, e.g., at Atomic Energy plants.

5. UTILIZATION OF FLOOR SPACE AND FILES - It is probable that crowded conditions in field offices can be alleviated if some files ten years old or older are moved to dead storage or cheaper storage space, or if some of the files of a very old type are destroyed, which will include a study of the Bureau's policy in the Field of destroying files and use of dead storage and cheap storage space.

HHC:BG

Memo for Clegg 12/8/47 WWM:(CJ.)

37 DEC 18 19..

FBI FILES

6. COMPLIANCE WITH BUREAU POLICY ON SEARCHES, SEIZURES, ARRESTS AND INTERVIEWS - In view of the court decisions and the instructions issued to the Field concerning these matters, and in view of the establishment of a log record for covering interviews with suspects and subjects, a spot check should be made to determine if field offices are in reality complying strictly with the Bureau's policy.

Carlson

7. RULE ON SUMMARY REPORTS - A study is needed as to the actual application of the existing policy concerning the preparation of summary reports. Is the policy and are the instructions being followed? Is the policy sound? Does it need modification?

Carlson

8. DEVELOPING APPLICANTS FOR BUREAU POSITIONS - A study can probably be made in Omaha and a few other offices where there is greatest success in developing applicants, in order that instructions can be issued to other offices as to the means used by the more successful offices so that these methods can be applied there.

K.R.M.

Concerning the above problems particularly, and certain others that will need further study and development subsequently, it is believed that these matters are of such importance to the Bureau that surveys need to be made to get necessary facts. The spot check, which should be made in five to six offices concerning each of the problems, might be made in different offices, all as near to Washington as possible.

I have discussed these matters with Mr. Tolson and we are in agreement that the spot-check surveys on the above matters are of such importance that the surveys should be made. These surveys will be made by the Inspectors assigned to the Training and Inspection Division as personnel is available and can be spared, if the Director approves.

V.

Yes very desirable.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 19, 1947

FROM: SAC, Philadelphia

SUBJECT: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES

Rebulet 11-4-47 as above captioned.

A heavy volume of files handled during the period of the war, particularly in the 100-, 98-, 65-, 42-, and 25- classifications, is the primary reason why the Bureau is presently confronted with a space problem in the maintenance of closed files. A comparable problem will exist in classifications 116- and 121-.

An actual count in the Philadelphia Office reflects 300 cabinets are contained in the closed files section. I have ascertained that the so-called war files fill cabinets to the degree indicated below:

25- classification:	44	cabinets
42- "	6	"
46- "	6	"
65- "	13	"
98- "	5	"
100- "	100	"
Total:	174	

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Over 50 per cent of the file space is presently taken up with these war files. This figure does not include the classifications beyond 100-, which classifications were for all practical purposes created subsequent to the war.

It, therefore, seems to me quite essential in any discussion relating to the destruction of files to pay special attention to this group of files.

With reference to the 25- classification, I have discussed the necessity for the retention of these files in field offices with the field supervisory staff; and, after lengthy discussion, it is our considered judgment that there does not appear to be any reason for the retention of these files beyond a period of three years after they have been closed. It is, therefore, felt that a three-year rule could be placed in effect.

The administrative device enabling us to close files three or more years old would not be too difficult because a quick examination of Serial 1 could establish which file number was used on the selected date. For example, if the program were instituted as of January 1, 1948, it could be readily determined what file numbers were being used in classification 25- on January 1, 1945. Assuming the file number to be 25-10000, we would then know that file 25-10001

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EX-61

59 MAY 24 1949

Summary written 1/7/47.

NHM:dgh

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couldn't be destroyed, but that any files preceding 25-10000 might be destroyed. A quick perusal of the top serial in those files preceding 25-10000 would enable the clerk to determine whether the files could be destroyed. The institution of the three-year rule would immediately eliminate an approximately 30 of the 44 cabinets in the 25- classification.

Both the 42- and 98- classifications in our opinion could well come within the three-year rule. The vast bulk of the 98- files constitute investigations which were ascertained to be industrial accident or non-criminal in character, and very little information for reference purposes is to be found in any of these files.

With reference to the 100- classification, which presently occupies 100 file cabinets, it is believed that G - I - J files presently have very little reference value from a criminal informational standpoint. They possibly have reference value from a 116-, 118-, and 121- standpoint. Whether the Bureau files could constitute the necessary reservoir for reference purposes is a problem I do not feel capable of answering. I do not feel that these files need to be retained, as aforementioned, for criminal purposes, and a three-year rule could, therefore, be applied to these cases. Of course, the C cases in the 100- classification would naturally have to be retained. The vast bulk of the 100- cases are the G - I - J group; and if the three-year rule were applied, at least 60 of the estimated 70 cabinets comprising the G - I - J group (it is roughly estimated that 30 of the cabinets comprise the C classification) could be disposed of.

With reference to 46-, 65-, and all general criminal investigative files, it is felt that the retention value for reference purposes of these files is ten years; being very conservative, five years could be added as a margin of safety. We recommend, therefore, that a fifteen-year rule be established as regards those classifications relating to criminal investigative matters. The supervisory staff and myself are unable to recall any instances wherein reference to files ten or more years old has been made with any value. The exception that might exist in the future would be those files in major criminal investigations (e.g., BREKID) and files relating to crime survey matters. It should be left to the discretion of the SAC as to whether such files should be retained or destroyed. The retention of files for twenty-five years is believed to be unnecessary. The savings that could be effected by having a rule different from the fifteen-year rule apply to Unknown Subject and NMVTA cases would not be worth the administrative trouble involved.

The 67-, 77-, 116-, and 118- classifications are comprised of files which have very little value, if any, after a period of three years' time; and it is felt that these files could be destroyed after they had been closed for

three years, utilizing the same administrative device as suggested previously in the discussion of the destruction of files in the 25- classification.

Should it be felt that it is essential for the field to retain the G - I - J files for a period of fifteen years, it is recommended that the files be grouped in the following manner:

The vast majority of these files contain no more than a half dozen serials. The bulk, therefore, is the file back, front, and Acco fastener. As an experiment, I took five inches of these files, amounting to forty-five files, removed the front and file back, stapled the serials relating to one file together, and placed them in an Acco binder in numerical order, i.e., 100-10100 to 100-10125, until the file was approximately one-inch thick. This reduced the forty-five files involved to two and a half volumes which were two and a half inches thick. There was, therefore, effected a 50 per cent saving in space. The files would be nearly as accessible. No information would be destroyed, but a tremendous saving in space would be effected. It is not believed that the administrative procedures would be any more complicated in the charge-out of these volumes than for files at present.

It is felt that some consideration should be given by the Bureau relative to a comparable consolidation of files by placing numerous files together in one Acco binder or in a file jacket in the 116-, 118-, and 121- categories. If any of those files are going to be reopened, they certainly will be reopened within a period of three months' time. Therefore, the likelihood of ever reopening or again referring to these files is extremely limited, and the vast bulk of the file is the file front, back, and Acco binder. So, practically speaking, our file cabinets in those classifications are more than 50 per cent comprised of file fronts, backs, and Acco fasteners, which seems quite wasteful.

In conclusion, it is recommended that a three-year rule for the destruction of files be imposed on files falling within the following classifications: 25-, 42-, 67-, 77-, 98-, 116-, and 118-; that a fifteen-year rule be placed into effect as regards all general criminal investigative cases plus the 65-'s, 100-'s, and other security cases.

It is further recommended that the consolidation of files technique be employed in the 100-, 116-, 118-, and 121- classifications.

LVB/mjm

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI Att: MR. J. P. MOHR DATE: November 22, 1947

FROM : SAC, NEW YORK, N. Y.

SUBJECT: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES

Reference is made to Bureau letter of November 4, 1947, addressed to this office and other offices soliciting suggestions in the matter of destruction of closed files.

It is the recommendation of this office that no files relating to Internal Security C and R and Espionage R (100 and 65) or Hatch Act Investigations (101) be destroyed.

A file is maintained in order (1) that the information in that file be available to assist in other investigations; (2) that we have a record of the particular subject and his violation which would be used in later investigative operationsand (3) to assist in identifying and apprehending a former fugitive. Having these purposes in mind, it is suggested that most cases, when they have been closed or RUC'd for ten years, are of no further value to a field office. In the event a subject is being sought, his fingerprints, his old picture and his up-to-date criminal record are on file in the Identification Division, and the field office file, as far as the previous violation is concerned, would be of no practical value, either in the investigation or prosecution of a subject, after the lapse of ten years. In the second place the information in that file, after it is ten years old, would be of no practical benefit in seeking to locate and apprehend the subject. Likewise, the information in the file ten years old is of little or no value from a general criminal intelligence point of view.

A general exception could be made to this rule which would permit the retention of files on major cases such as the Fried and Lindbergh kidnapping cases and others which could be chosen by the respective field divisions. This would include files on any outstanding I.O. fugitives.

To determine how many closed files were being called for and the age of those files, a two week check was kept in this office of the closed files called for. It was determined that in no instance was a file called for during the spot check which was over ten years old except in the case of the major cases such as the Furdress case, Fried case, etc. It would appear, therefore, that the general conclusions suggested above are supported on a two week check.

If such a rule were put into effect in the New York Office, for instance, there are, exclusive of cases with a 25, 42, 65, 97, 98 and 100 classification, 770 file drawers containing closed files. A check has been made and it is estimated that the closed files in these classifications over ten years old are contained in 328 drawers. It is apparent that a substantial saving could be accomplished.

WMW:IW

Summary Written 12/27/47 - WAM:dgh

RECORDED - 46

EX-13

19 MAY 20 1948

7 1 MAY 28 1948

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WMW:IW
Letter to Bureau 11/22/47

No real saving can be made in many field divisions as far as the closed section is concerned unless there can be a destruction of some of the files in the classifications 25, 42, 65, 97, 98 and 100 (excepting the exclusion of Communist investigations noted above). The greater number of these are less than ten years old. It is suggested, in regard to these categories, that in all cases over three years old in which an office is not the office of origin, the file be destroyed. If such file at a later date was ever needed, it could be located both at the Seat of Government and at the office of origin. Here again an exception would be made in the outstanding cases such as Ducase, etc. The closed files in these six categories in the New York Field Division are contained in 1354 file drawers. It is estimated that if the cases closed over three years, in which we are not office of origin, were destroyed we would save at least one-quarter of the file drawer space.

In regard to the files that would be destroyed, the index cards could either be pulled and destroyed, or left in the file, or a middle position taken. It would be our recommendation that the index cards could be left in the indices in all instances but Unknown Subject cases. It is conceivable that an index card on a subject, even though the file is destroyed, might be of some assistance in the future to at least reference to the fact that there is a file in existence at the Bureau. However, all Unknown Subject index cards in "26" cases, for instance, and every other type of case, after the file has been destroyed, would be of absolutely no value. Since in Unknown Subject cases in most instances only one index card was prepared, it is not felt that the job of pulling and destroying index cards on Unknown Subject cases would be a terrific, time-consuming one.

If such a program for the destruction of files would be approved, it is suggested that the file front be retained and be filed in regular numerical sequence. A rubber stamp could be used to stamp on the front of the file cover the fact that the file was destroyed and the date of destruction. There might also be added a notation as to what office was office of origin in the particular case.

Under such a program it would be kept current by stripping the closed files once a year.

The closed files in this office are contained in 502 file cabinets. If such a program would be approved we could destroy the files contained in approximately 167 cabinets. Considering every file cabinet as occupying $3\frac{1}{2}$ square feet, there would be a saving of 585 square feet.

It is further suggested that substantial file space could be saved by filing several closed AEA (116) cases in one file. Most of these cases

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: November 18, 1947

FROM : S. K. McKEE, SAC, Newark

SUBJECT: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES

Bureau Property - general

ReBurmemo of 11-4-47 requesting consideration and observations as to the above suggestion.

I desire to set forth advantages and disadvantages as follows:

ADVANTAGES

1. Saving of cabinet space.

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DISADVANTAGES

1. Without files or file folders the question of whether a file had been destroyed or lost would exist when references arose as a result of index checks.

2. In order to retain reference material for index cards some part of the file would be necessary, such as possibly a mimeographed memorandum to the effect that the file had been destroyed in connection with such and such a program. Or, a notation across the file front would have to be made to the effect that the file had been destroyed.

3. Pulling all references on index cards relating to files to be destroyed would be costly as to time.

4. Projects of destruction already completed or ordered, have provided considerable cabinet space and a good question exists as to whether cabinet space is needed at this time. It is felt that where the projects of destruction have been completed, there will not be a shortage of cabinet space.

5. In view of files already destroyed under Bureau instructions, a blueprint would be virtually necessary to chart those files still supposedly in existence and those destroyed.

6. A good question exists as to whether there has been uniformity in furnishing copies of reports to the Bureau, under rules, and there is a possible danger of no record remaining either at the Bureau or in the Field in respect to a given case.

7. The Bureau's record and reputation has been built, in good part, on thoroughness and availability of reference material and the destruction of this material would be detrimental in this respect.

RECORDED - 46 66-3286-322X2
15 MAY 18 1948
EX-54
Summary Written 11/17/47-DH
59 MAY 24 1948
RECORDED COPY FILED IN 66-3286-322

Memo to: Director, FBI
From: S. K. McKee, SAC

November 18, 1947
Newark, New Jersey

8. Even though reference material is in unknown subject cases or is concerned in cases where the statute of limitations has run, it is useful in handling current investigations and is impressive to other law enforcement and governmental agencies.

9. Any program of destruction of files, regardless of the age concerned such as five, ten or twenty-five years, would require a very close review program by experienced personnel and would be costly in respect to time.

10. It is felt that only limited classifications and types of investigations such as unknown subject matters could be considered in connection with such a program and I doubt whether the saving in space would offset the cost of implementing the program.

11. In order to make any such program logical it would have to be carried forward periodically and it would thus become a regular project.

12. This suggestion strikes me as only a temporary or stop-gap expedient.

13. I feel the twenty-five year rule on destruction of files should remain in effect.

RECOMMENDATION: Opposed.

SKM:dmc

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 20, 1947

FROM : SAC, Little Rock

SUBJECT: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES

Bureau Property - guid

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/pte

Reference is made to the Director's Memorandum of November 4, 1947, requesting suggestions and recommendations as to the destruction of closed files.

The following suggestions are made:

1) Destroy all closed individual files on police training matters on the various departments, incorporating all police training schools and schedules in a single "1" file.

2) Destroy all 25-0 files three years after the expiration of the Selective Training and Service Act.

3) Destroy all 29 (National Bank and Federal Reserve Act) cases closed for more than three years.

4) Destroy all 33 (Uniform Crime Reporting) cases inactive for more than three years.

5) Destroy all 42 (Deserter) cases closed for more than three years.

6) Destroy all 51 (Jury Investigation) cases closed for more than three years.

7) Destroy all material in 67-0 more than three years old.

8) Destroy all 73 (Restoration of Civil Rights, etc.) cases closed for more than three years.

9) Destroy all 77 (Personnel Matters, Except Bureau) cases closed for more than three years.

10) Destroy all 82 (War Risk Insurance) cases closed for more than three years.

11) Destroy all 83 (Court of Claims) cases closed for more than three years.

12) Destroy all 93 (Ascertaining Financial Ability) cases closed for more than three years.

HANDLED BY DTOP DESK

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12/17/47-NHm:dgh
MAY 24 1948

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13) Destroy all War Relocation Authority Forms 177 and 178. Previous authority has been granted for destruction of similar items relating to aliens; however, many offices have large files covering American citizens, coming under the jurisdiction of War Relocation.

14) Destroy field files on general appearance forms.

15) Destroy speech correspondence and newspaper releases over three years old.

It is believed that the above recommendations can be carried out arbitrarily with a minimum of administrative effort and with no file review other than to determine if the file in fact has been closed three years or more, which could be handled by a Special Employee or clerical employee.

In the Little Rock Field Division, the file space problem would be solved for many years to come by the replacement of present four-drawer legal-size cabinets with five-drawer letter-size cabinets. This would probably apply to many Field Offices, although it is realized that in some, four-drawer cabinets are double-decked. If arrangements could be effected with any other agency for an exchange of equipment without cost to the Government, it is felt that this would be an extremely practical move. It is also suggested that in the future, the Bureau order metal five-drawer letter-size cabinets for general distribution throughout the Field and that justification be required for the use of any other type of file cabinet.

Destruction of Unknown Subject and other types of closed criminal investigative files would be contingent on a careful file review, and in my opinion should be definitely a last resort means of obtaining additional file space.

If this situation has reached the acute stage, it is my recommendation that a review be made of every investigative file which has been closed for more than five years, and in each instance where the files at the Seat of Government contain complete information, that such files be destroyed. The disadvantage of this situation is well known to the Bureau in that it would necessitate communicating with the Bureau concerning these matters any time an inquiry is received in the Field. I do not believe any instructions to destroy criminal files should be dogmatic, but that some leeway should be given the Field in determining whether any one individual subject is of sufficient importance to warrant retaining the file on that case.

Of course, a further disadvantage in connection with the destruction of files is that the Field would be unable to determine whether the former subject is identical with the subject of a present inquiry without communicating with the Bureau and requesting a review of the file. In an office the size of Little Rock, I do not believe these demands would be of an unreasonable number; however, I can readily perceive that throughout the Field inquiries might become so numerous as to necessitate a substantial increase in supervisory personnel at the Bureau to handle this matter.

DRM/rp

Federal Bureau of Investigation

United States Department of Justice

Boston, Massachusetts

November 22, 1947

Director, FBI

RE: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES

Bureau Property - Guld

Dear Sir:

With reference to Bureau memorandum dated November 4, 1947, it is suggested that in the following cases the files be destroyed after five years:

Classification	Character
15	Theft from Interstate Shipment (Unknown Subject cases in this classification where value is less than $500)
26	NMVTA (Unknown Subject)
29	National Bank & Federal Reserve Act
46	Contract Settlement Act, Civil - Renegotiation Act, Civil
60	Anti-Trust Laws
81	Hoarding of Gold
82	War Risk Insurance
83	Court of Claims
93	Ascertaining Financial Ability
96	Alien Employment in Military Aircraft Plants
98	Sabotage
106	Alien Enemy Control
108	Foreign Travel Control

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HANDLED BY STOP DESK

In any of the above cases if deemed necessary the index card can be withdrawn and a description of the individual placed thereon so that in the event any future communication is received concerning a person bearing the same name a check of the indices will reveal whether this person is identical with the person named on the index card. Should it be found that the individuals are identical and should it be necessary to secure information concerning him, a communication could be addressed to the Bureau requesting pertinent details.

By removal of the above classified cases this office would save approximately ten cabinets wherein have been maintained cases of this nature over five years.

Very truly yours,

E. A. Soucy
SAC

66-3286-222X4

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15 MAY 18 1948

EX-20

EAS:MP

Summary Written 11/17/47-NHM:dgh

60 JUN 23 1948

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 18, 1947

FROM : SAC, Kansas City

SUBJECT: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES

Bureau Property - Jml

Re Bulet of November 4, 1947.

Listed below are the classifications I believe many files of which could be destroyed in Bureau Field Offices:

9 - EXTORTION
17 - VETERANS BUREAU MATTERS AND WAR RISK INSURANCE (CRIMINAL)
23 - PROHIBITION
26 - NATIONAL MOTOR VEHICLE THEFT ACT, particularly Unknown Subject cases
29 - FEDERAL RESERVE ACT
31 - WHITE SLAVE TRAFFIC ACT
47 - IMPERSONATION
49 - BANKRUPTCY
52 - THEFT, EMBEZZLEMENT, OR ILLEGAL POSSESSION OF GOVERNMENT PROPERTY
62 - MISCELLANEOUS
67 - PERSONNEL MATTERS
77 - PERSONNEL OR ADMINISTRATIVE MATTERS, EXCEPT BUREAU
81 - HOARDING OF GOLD

There are possibly other files under some other classifications which could be destroyed, but those set forth above, are in my opinion, those which take up the majority of file space in this office.

Should the Bureau authorize destruction of other and obsolete files in Bureau Field Offices, it is suggested that instead of withdrawing index cards on any files destroyed, a memorandum could be inserted in the folder of the file so destroyed which would indicate the date the file was destroyed. Should an occasion arise wherein information would be desired which appeared in the file destroyed, it could possibly be obtaimed from the Bureau.

DB:mf

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EX-4

15 MAY 18 1948

Summary Written 11/17/47-NHM:dgk

62 JUN 2 1948

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Mr. Tamm

November 10, 1947

A. Rosen

REQUEST FOR AUTHORITY TO
DISPOSE OF FIREARMS

PURPOSE

(1) Confiscated Property

To advise that unless instructions to the contrary are received, the Laboratory will be authorized to permanently dispose of the weapons described below. These guns, with the exception of one or two, are of no further value to the referenced firearms collection, according to the Laboratory. They were used in Bureau exhibits in the past but have no further utility from that standpoint. The weapons are described below, and pertinent information which could be located in the files concerning each of them is set out. The Bureau's records do not indicate that we possess any legal authority to dispose of the guns. It would not appear to be possible at this time to secure any legal authority or court order for the disposition of the weapons since most of the cases in point were closed several years ago.

(1) 12 Gauge Browning Automatic Shotgun, Serial No. 148291.

Case: Reo Verne Sankey, et al., Kidnaping.

By letter of March 1, 1934 regarding the firearms taken in the apprehension of Sankey, the SAC at Chicago, in answer to a Bureau inquiry regarding the transmittal of the weapons to the Seat of Government, stated that he had been holding the articles pending a suit which had been filed against him for money found in Sankey's possession. The SAC advised that the U. S. Attorney informed him the suit pertained only to the money. He therefore transmitted the above gun to the Bureau with other property for exhibition purposes. Verne Sankey is deceased.

(2) 12 Gauge Winchester Pump Shotgun, Serial No. 348922.

Case: John Herbert Dillinger, with aliases, et al.

By letter dated December 5, 1934 from the St. Paul Office in the Dillinger case, advice was given that the above gun was located on a farm of Harry Sawyer near St. Paul and was being forwarded for retention in the exhibit cabinet. No other information is available regarding this weapon.

(3) .32 U. S. Revolver, Serial No. 1932.

Case: Brekid (7-576)

This gun was on exhibition in connection with the Bremer kidnaping case. No other information concerning the source of the gun is available.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-83 BY SP2 [illegible]

66-3286-323

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EX-43 56 JAN 5 1948

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

CCN:JEH

359

6 JAN 7 1948

INITIALS ON ORIGINAL

ORIGINAL FILED IN

(4) 12 Gauge Marlin Pump Shotgun, Serial No. 78256.

Case: None

There is no information in the records as to the source of this gun. On February 25, 1937 the Bureau acknowledged to the Chicago Division the receipt of certain weapons, including the above. The letter indicated the gun would be maintained in the firearms collection.

(5) .32 Colt Automatic Pistol, Serial No. 60505.

Case: Arthur Gerard Yeoman, with aliases, Murder on the High Seas (45-790).

The file in this case contains no information regarding the seizure of the above gun. However, when the body of the victim in the case was found aboard a gambling ship off California, a .32 caliber Automatic Pistol was found on the body. The subject in the case was sentenced to life imprisonment.

(6) .38 Hopkins and Allen Revolver, Serial No. F-8888.

Case: Ne Asure Curlee, Impersonation (47-8034).

The SAC at Jacksonville, Florida forwarded the above gun to the Bureau on December 6, 1933. It was taken from the automobile of subject Curlee when he was arrested by the U. S. Marshal, Jacksonville, on October 6, 1932. Curlee, a member of the Coast Guard, claimed to be a U. S. Marshal but was never prosecuted in Federal court. The Marshal turned the gun over to the SAC at Jacksonville. This weapon, although taken from Curlee, was actually the property of A. H. Farabee, who had loaned it to the subject. It does not appear in the file that Farabee authorized confiscation of the gun.

(7) .38 Special Official Police Colt, Serial No. 577272.

Case: Reo Verne Sankey, et al., Kidnaping.

By letter of March 1, 1934 regarding the firearms taken in the apprehension of Sankey, the SAC at Chicago, in answer to a Bureau inquiry regarding the transmittal of the weapons to the Seat of Government, stated that he had been holding the articles pending a suit which had been filed against him for money found in Sankey's possession. The SAC advised that the U. S. Attorney informed him the suit pertained only to the money. He therefore transmitted the above gun to the Bureau with other property for exhibition purposes. Verne Sankey is deceased.

Mr. Tolson
Mr. E. A. Tamm
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Mr. Nichols
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Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Mr. Gandy

(8) .41 Swiss Rifle, Serial No. 206108.

Case: None.

There is no information in the records as to the source of this gun. On February 25, 1937 the Bureau acknowledged to the Chicago Division the receipt of certain weapons, including the above. The letter indicated the gun would be maintained in the firearms collection.

The following weapons were confiscated during the investigation of the case entitled "Earl Rit Barshear, et al., Theft From Interstate Shipment", Bureau File 15-2675:

.38 Special Spanish Revolver, Serial No. 1806
.38 Special Colt Revolver, Serial No. 116986
.38 Colt D. A. Revolver, Serial No. 145269
.38 S. and W. Revolver, Serial No. 11142
.38 Special S. and W. Revolver, Serial No. 139596
.38 Special Spanish Revolver, Serial No. 30182
.38 Special S. and W. Revolver, Serial No. 31565

They were forwarded to the Bureau on August 8, 1934 in answer to the Bureau's request. The file does not indicate any legal authority to bring about the disposition of these weapons.

ACTION TO BE TAKEN

Although the records do not reflect any court order or other legal authority to dispose of the weapons described above, they were taken several years ago and there is nothing presently at hand to indicate that any efforts will be made by anyone to reclaim the weapons. It would be impractical, if not impossible, at the present time to secure court orders to bring about the disposition of this property. Therefore, unless instructions to the contrary are received, the Laboratory will be advised to bring about the appropriate disposition of these weapons.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

November 4, 1947

[illegible]

[illegible]

Bureau Employees - General

The present rule is that investigative files in field offices may be destroyed when the file becomes twenty-five years of age. Suggestions have been made by several employees that the Bureau give consideration to destroying some files, such as, Informant Subject and Mail files, in even three to five years instead of twenty-five years.

The basic advantage of any plan along this line is the saving of space as well as savings in the maintenance of closed files. The known problem that the number of closed files has increased greatly in the last few years. It is requested that you give study to the desirability and feasibility of destroying closed investigative files in the field in less than twenty-five years. Your detailed suggestions and comments as to the classifications which you feel any disposition plan might apply as well as the administrative manner of handling the project, [illegible] should keep in mind that in all instances where reports have been made and furnished to the Bureau, a record of this case will be retained at the Seat of Government. Also, you must consider the administrative workability of such a proposal as well as any major disadvantages that it may have so far as the investigative operations of your office are concerned.

This matter deserves your personal attention. It has been noted that [illegible] of the 400 closed files have been increasing in the past few years and will [illegible] 40 will not be destroyed the space requirements per employee will greatly exceed present standards. A complete [illegible] has been explained to the Governors of the [illegible] Conferences. Your cooperation should be assured by [illegible].

Very truly yours,

John Edgar Hoover
Director

RECEIVED - WFO
NOV 5 3 31 PM 1947
COMMUNICATIONS SECTION
MAILED 4
NOV 5 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

RECEIVED
NOV 5 3 31 PM 1947
U.S. DEPT. OF JUSTICE
DIRECTOR

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
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Mr. Gurnea
Mr. Harbo
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Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

RECORDED - 104
62-323X
15 MAY 29 1948

JUN 1 1948

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RECORDED COPY FILED IN 62-116395-87

Federal Bureau of Investigation
United States Department of Justice
San Francisco 2, California
November 15, 1947

IN REPLY, PLEASE REFER TO
FILE NO. _____

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

AIR MAIL

PERSONAL ATTENTION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EW/ptc

Director, FBI

Re: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES
Bureau Property
general

Reference is made to Bureau letter to certain Special Agents in Charge, a copy of which was designated for me, requesting suggestions from me concerning the possibilities for a further reduction in the number of closed files retained under the present rule that investigative files in field offices may be destroyed when they become twenty-five years of age and which are causing a tremendous problem in space and maintenance in field offices.

The following suggestions are set out hereafter for consideration by the Bureau:

(1) That the present general twenty-five-year rule for the destruction of closed investigative files in field offices be changed to ten years when an office is origin, subject to certain exceptions, such as (a) National Defense and Internal Security files; (b) Major or Important Case files; (c) Such other files as SAC in his judgment might deem necessary to retain.

(2) Destroy all closed investigative files, with exception of those SAC might specifically designate he desires to keep, when an office is an auxiliary office and provided reports have been submitted to Bureau and/or office of origin, after such files have been closed for three years. This also includes unknown subject cases.

(3) Destroy closed investigative files in all Applicant cases, including AEC, Bureau, Departmental and Special Applicant Investigations for other Governmental agencies, in one year when an office is auxiliary office and all except those in which derogatory information is determined when an office is origin or SAC deems advisable to keep file for some specific reason.

I desire to specifically call the attention of the Bureau to the fact that the greatest turnover in cases in many field offices today is in applicant cases and their use for possible future reference, except where derogatory information is developed, is negligible. In the San Francisco Office during the past month of October we closed 759 AEC cases representing 46% of the 1643 cases closed for the month. Taking the usual average of 150 files per drawer, this means the addition of 1¼ four-drawer file cabinets to the closed file section per month in this classification alone.

RECORDED COPY FILED IN 66-6029-1324

66-3256-323X1

Summary Written

COPIES DESTROYED 20 5 JAN 25 1965

RECORDED - 52 IF IB II
15 MAR 1948

EX-4

5 Jan 31 1948 dgh

Director, FBI November 15, 1947
Re: DESTRUCTION OF CLOSED FILES IN FIELD OFFICES

I believe that if such proposals were placed into effect the advantages would far outweigh the slight disadvantages. It will be noted that the Bureau would still have a permanent complete master file in each investigative case where reports have been submitted to the Bureau as would the office of origin for a period of ten years except in applicant cases where no derogatory information is developed and the field office file, even though origin, would be destroyed in one year. Further, there would be a reduction in closed file space requirements and the resultant savings in space rentals and file cabinet needs. It would also cause a reduction in clerical time and effort in the maintenance of closed files.

The general disadvantages to these proposals as I see them would be the very infrequent inability for reviewing ready references in closed files for possible leads, background and identification of new cases with old, and the resultant delay in obtaining such data from the Bureau or office of origin. In such instances, there would also be placed a slight burden on the Bureau or office of origin and the resultant delay of a short period of time in supplying the field office with copies of reports necessary for the proper handling of new investigations.

Very truly yours,

Harry M. Kimball

HARRY M. KIMBALL
SAC

HMK:MES

66-3386-324 IN THIS FILE SKIPPED DURING SERIALIZATION.

JUL 17 1950

FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SAC EHW/rte

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: December 6, 1947

FROM : R. F. CARTWRIGHT

SUBJECT: S.I.S. BRIEF CARDS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

During the War years and while the S.I.S. was in operation, a special method of indexing was inaugurated in connection with the program. In order to afford quick and ready reference to various subject matters, 5" by 8" cards were set up in alphabetical order containing summaries of information from the Bureau's files. This procedure was discontinued approximately three years ago, and for the last two years no reference whatever has been made to these cards by any official. They are obviously out of date because no additions have been made to them for a number of years. Also the same information in more complete form is available in the files themselves and would be normally and logically identified through routine checks of the main indices.

The cards, totalling several hundred thousands, occupy forty-five large cabinets. They are located in our space in the Identification Division Building. Because of the critical space shortage, it is very desirable to use this space for other purposes.

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RECOMMENDATION:

It is recommended that the S.I.S. Brief Cards be destroyed inasmuch as the information contained thereon is obsolete and more complete data is readily available in the Bureau's files.

FWW:tw

RECORDED & INDEXED 66-3286-325 F B I 32 FEB 11 1948

ADDENDUM; JJM:hmc; 12-11-47

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, McGuire, Mohr, E. A. Tamm, Glavin, Harbo and Nease, approved.

66-3286

53 FEB 24 1948

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 5, 1947

FROM : SAC, Los Angeles

SUBJECT: DESTRUCTION OF CLOSED FILES

Bureau - Property - Personnel

This office has in its files, several voluminous files containing the Pan American Passenger Lists for the years during the war and also several files of Passenger Panels as well as files containing Passenger Questionnaires under the Foreign Travel Control Program.

It is suggested that the Bureau consider the destruction of these files in connection with the destruction of other closed files.

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HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4 ELW/ltr

RECORDED - 52

66-3286-325X
F B I
15 MAY 18 1948

59 JUN 5 1948 EX-4

SCANNED BY DEPT. DESK

RECORDED COPY FILED IN

COPY NS

See Letter #161
12/9/47

Destruction of Bureau Property

(1) FBI LAW ENFORCEMENT CONFERENCE FILES -- Authority is hereby granted to destroy all FBI Law Enforcement Conference files now retained in Field offices.

Very truly yours,

SAC LETTER NO. 161
Series 1947
12-9-47

Enclosure for (E)

John Edgar Hoover
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP2 [illegible]

166-3286
NOT RECORDED
56 DEC 11 1947

52 DEC 13 1947

66-3286-326 IN THIS FILE SKIPPED DURING SERIALIZATION.

5-6-48
mcw/md
La/Ld

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DATE 7-27-82 BY SP4ELW/rlc

C

1 ENCL

RECORDED 166-3286-327

F B I

55 FEB 14 1948

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HEREIN IS UNCLASSIFIED
DATE 5/8/81 BY 6383 URT/SP

INITIALS ON ORIGINAL

5 MAR 3 1948

146

Office Memorandum • UNITED [redacted] GOVERNMENT

TO : THE DIRECTOR

DATE: January 20, 1948

FROM : THE EXECUTIVES CONFERENCE

SUBJECT:

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mendoh
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

The Executives Conference on January 15, 1948, Messrs. Tolson, Clegg, Tracy, Parsons, Mohr, Ladd, Nease, E. A. Tamm, and Clegg being present, considered the following suggestions made by Inspector K. R. [redacted] as result of a survey being conducted in connection with Atomic Energy Applicant and Employee cases:

I. Suggestion that a form be adopted, and a sample is attached hereto, on which Agents will record their notes for the synopsized reports in connection with Atomic Energy Applicant and Employee cases, in view of the varying types and sizes of forms being used in the field for recording such notes.

Recommendation of Executives Conference

It was the unanimous recommendation of the members of the Executives Conference present that this suggestion be passed over at this time in view of the fact that during the first quarter of 1948 surveys are going to be made in seventeen field offices concerning the effectiveness of the Agents in making such investigations as reflected by their notes, and the necessity for such a form cannot really be determined until after the survey has been conducted and recommendations obtained as to the need for such a form.

II. Recommendation that at the Seat of Government of the Bureau, following the receipt of synopsized reports in closed Atomic Energy Applicant and Employee cases, that the Bureau copies of such reports not be filed, but that such copies be destroyed.

Recommendation of Executives Conference

FEB 11 1948

32

Since it was pointed out that the copies prepared for the Atomic Energy Commission are sent to them and the contents of the synopsized reports (which do not reflect any derogatory information) merely contain such statements as "Neighborhood investigation: No derogatory information," without any listing of names of persons interviewed, there would be nothing worth while to be gained by keeping this report or copies thereof in the Bureau files. In the file on these cases is a copy of the Personnel Security Questionnaire transmitted to the Bureau by the Atomic Energy Commission; there could merely be noted on this Questionnaire the statement that "Synopsized reports sent to AEC" and the date, and this is a clear indication that there was no derogatory information. It was considered that Congress or some executive agency might want to examine Bureau files in connection with such cases, but in the event a specific instance arose,

Mr. Clegg
Mr. Mohr

EE:eik

it would be an easy matter to obtain a copy of the report from the field office file within a reasonable time. On a basis of 6,000 Atomic Energy cases monthly, about 50%, or 3,000 cases, result in the submission of synopsized reports. In each such case four offices, on an average, are submitting reports; thus, 12,000 reports are being received of this type. Each of these reports has to be processed through the File Room and eventually filed, and the filing can be completely eliminated by having the supervisor destroy the Bureau copy which is intended for the Bureau's file. At present the Bureau receives three copies of the synopsized reports. Two copies are immediately sent as received to the Atomic Energy Commission. The third copy would in the future be held by the supervisor until the case is closed, after which all the synopsized reports in the case would be destroyed by the supervisor. This should be a considerable saving in that it will reduce an estimated 12,000 filing operations in the Records Section each month. The Executives Conference therefore recommended unanimously that such reports be destroyed in the manner described.

III. That the field be instructed not to submit abstract slips with synopsized reports in Atomic Energy cases. Recommendation that since synopsized reports in these cases are not to be filed at the Bureau, the field should be instructed not to submit abstract slips.

Recommendation of Executives Conference

The recommendation of the Executives Conference was unanimously favorable in view of the fact that reports are not to be filed and therefore the need for the abstract is automatically eliminated.

IV. Recommendation that the Bureau discontinue the preparation and filing of a yellow copy of the outgoing letter to field offices on which a new Atomic Energy Applicant or Employee case is opened.

Recommendation of Executives Conference

In view of the fact that a Personnel Security Questionnaire is in the file as a permanent record and as clerical employees already note alongside each lead the field office to which such lead is being sent, there appeared to the majority of the Conference to be no need for this yellow of the outgoing letter to go to the file, particularly since it would avoid the necessity of filing approximately 6,000 pieces of mail monthly. The supervisor maintains a tickler of this letter until the case is closed, which would constitute any necessary record.

The minority of the Conference felt that there should be a record in the file showing an exact copy of the outgoing letter as a double check against the fact that the investigation actually was ordered and ordered properly.

Those favoring the suggestion that the yellows not be prepared for file were Messrs. Tolson, E. A. Tamm, Tracy, Mohr, and Clegg.

Those opposed were Messrs. Glavin, Parsons, Ladd, and Nease.

V. Suggestion that in the event the above suggestions are approved, the quarterly inspection at seventeen selected offices handling the largest number of Atomic Energy cases be deferred for sixty days in order that at that time the check could be made also on the effectiveness of these added suggestions, including the use of the proposed form.

Recommendation of Executives Conference

The Executives Conference unanimously recommended unfavorably since the proposed form is not recommended favorably at this time and since the inspection is for the purpose of determining the adequacy of the investigations as reflected by the notes presently being made, and therefore any delay was believed unnecessary.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

Mr. Entire has done another good job of streamlining. He should be commended

1-22

Yes very good. H.

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : THE DIRECTOR

DATE: February 2, 1948

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/ME

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

FROM : The Executive Conference

SUBJECT:

At a meeting of the Executive Conference on February 2, 1948, with Messrs. Tamm, Harbo, Nease, McGuire, McCabe, Tracy, Rosen and Fletcher present, reference was made to a previous Executive Conference recommendation relating to the destruction of synopsized reports in Atomic Energy applicant and employee cases. It was previously recommended by the Conference that the Personnel Security Questionnaire be retained as a possible file record, and such notations as were necessary for permanent record be made on the Questionnaire.

It was pointed out to the Executive Conference with reference to this recommendation, which you had approved, that it would be necessary to record the names of the offices which received leads and submitted reports so that we would know what offices to check in the future if it ever became necessary to obtain copies of the reports. It was further noted that it would be necessary to record the date on which any report was furnished to the Commission, since reports are transmitted as they are received and are not transmitted in one group. It was further pointed out that it would be desirable to have our files reflect the date that we requested investigation of the field and any special instructions that might have been issued.

It was recommended that in lieu of making notations on the Personnel Security Questionnaire that the white tickler copies of outgoing letters to the field or the yellow of outgoing letters to the field should be retained, and at the time the case is closed, they should be stapled to the Personnel Security Questionnaire so that they would be permanently filed. The only notation then that would be necessary would be to place on the appropriate tickler or yellow copy a notation reflecting the date the report covered and that a tickler copy was forwarded to the Commission.

Messrs. Tamm, Harbo, Nease, Glavin, McCabe, Tracy, Tolson, Rosen and Fletcher were of the opinion that the suggestion and recommendation would be advantageous and recommended that it be adopted, particularly having in mind that there would be no additional filing problems so long as the ticklers or yellow copies were stapled to the Personnel Security Questionnaires, which of necessity would have to be filed.

RECORDED & INDEXED 66-3286-328 FEB 11 1948

It was recommended that the yellow of the outgoing communication be retained rather than the white tickler.

Messrs. McGuire and Mohr were opposed to the suggestion because it would add bulk to the files and because with thenotations on the Personnel Security Questionnaires, the Bureau would be in a position in the future to get any information needed from the various field offices involved in any particular case.

If you agree with the majority, the suggested procedure will be immediately utilized.

Respectfully,
For the Conference

HBF:da

Clyde Tolson E. A. Tamm

cc Mr. Clegg
Mr. Mohr

RECORDED COPY FILED IN 66-1200-116-Sec 1 66-1200-116-Sec 2 66-1200-116-Sec 3 66-1200-116-Sec 4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: February 14, 1948

FROM E. H. McNeely

SUBJECT: DETROYING OLD MANUALS

Unlessadvised to the contrary all Recording Section Manuals issued January 14, 1945 will be destroyed. The new manuals dated February, 1948 will be issued under the same number to each individual and therefor new property sheets will not be executed.

Mr. Tolson
Mr. D.M. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

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HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/kb

EHM:JNC

55 FEB 20 1948

329

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: February 10, 1948

FROM : R. F. CARTWRIGHT

SUBJECT: TRAVEL CONTROL FILES
Destruction of Bureau Property, General

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn
Mr. Rogers
Mr. Nease
Miss Holmes
Miss Gandy

BACKGROUND

By memorandum dated April 19, 1947, authority was secured to destroy the Alaska Travel Control and Trans-Pacific Travel Control files and the index cards relating thereto, (66-3286-277).

The files referred to above were the two largest Travel Control files maintained in the Bureau's records. However, there are numerous other such files, similar to the attached on the USS ADMIRAL EBERLE, (108-1722). It is believed that the previous authority to destroy this type of file should be extended to cover similar files in the same category as the one on the USS ADMIRAL EBERLE.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/pte

PRESENT PROBLEM

In connection with the Loyalty Program in File Review work, many references are being developed requiring an examination of Travel Control files. As indicated in the attached file, the information is of no substantial value, and not only should the references be ignored, but under the current policy of eliminating names unnecessarily indexed, the entire file and related index cards should be destroyed.

RECOMMENDATION:

That the original authority to destroy Travel Control files maintained during World War II be extended to include all such files presently being uncovered in connection with the searches under the Loyalty Program.

RECORDED 66-3286-330
INDEXED 19 32 FEB 20 1948

Attachments Detached

FWW:tw

ADDENDUM; JJM:hmc; 2-12-48

Approved by the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Tamm, Mohr, McGuire, Clegg, Fletcher and Rosen.

59 FEB 26 1948

Director, FBI

February 6, 1948

SAC, Cleveland

RECOMMENDATIONS
(Submitted by Special Agent CLYDE E. SMITH)

Recommendation 1:

Sugg #270

It is respectfully suggested that in the future when an office submits reports in the classifications set out below that only one copy of same be designated for the reporting office:

67 77 93 116 118 121

It is likewise suggested that in all other classifications not set forth above that only one copy of each report be designated for the reporting office when the reporting office is an auxiliary office other than the office of prosecution, unless some unusual circumstances exist that would require the reporting office to maintain more than one copy of a report in its file. This recommendation is made in view of the fact that only rarely is it necessary to furnish a copy of a report to another office.

Recommendation 2:

In connection with the preparation of summary reports and the Brief report submitted in connection with Communist matters, it has been noted that correspondence takes place between various offices for the purpose of ascertaining the identity of confidential informants and whether or not the information furnished by them is admissible. In the interest of saving time, it is suggested that some designation, such as "N.A." (Not Admissible) be set forth after the symbol number of the informant in order that the receiving office will know that particular information is not admissible as evidence from a prosecutive standpoint.

Recommendation 3:

It has also been noted that when individuals who are subjects of Internal Security and Security Matter cases move from one territory to another, it is necessary to prepare an activity report and, in some cases, a summary report setting forth the Communist activities of the individual. These reports, of course, are prepared from a review of the numerous memoranda contained in subject's file and of

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DATE 2-22-82 BY SP4 EW/rla

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MAR 10 1948

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56 MAR 146

February 6, 1948

necessity are appropriately identified as to their original source in the summary or activity report. In view of the fact that the contents of the various memoranda has been reported, it is recommended that those memoranda be destroyed in the interest of saving space.

CES:mmm

Smgl 77 870

COPY: EMC

TO : Mr. R. T. Harbo

DATE: April 5, 1948

FROM : Mr. I. W. Conrad

SUBJECT: Closed Radio Monitoring Files

By memorandum to Mr. Coffey dated September 7, 1945, certain files and indices built up during the war for use in connection with radio monitoring and intercept analysis were placed in a closed-status in the Records Section. It was proposed that consideration should be given to the destruction of this material on six-month intervals.

RECOMMENDATION:

On October 1, 1947, it was felt desirable to continue to retain this material, and, at this time, I have discussed the matter with Mr. Downing who is also interested in the material and we do not feel it should be destroyed at present. Accordingly, unless otherwise instructed, the material will be held for another six-months' period at which time consideration again will be given to its destruction.

IWC:AB
80-670

NO INFORMATION CONTAINED HEREIN IS CLASSIFIED
DATE 2-22-82 BY SP4 ELW/rs

RECORDED 49

66-3286-332

INITIALS ON ORIGINAL

6 0APR14 1948

ORIGINAL COPY FILED IN 62-76611

Mr. Glavin April 30, 1948

Inventory Section

Destruction of Bureau Code Books

The following Bureau Code Books are worn beyond use:

"A" Code Books		"B" Code Books	"C" Code Books
5033	5261	43	160
5129	5262	82	162
5169	5263	113	187
5171	5475		
5326	5225		

There are also ~~eight~~ seven (7) Universal Trade Code Books which are worn beyond use. These books were turned over to the Chief Clerk's Office by the Code Room of Communications Section. It should be noted that these books had previously been used on SIS. Mr. McCoy has advised that these books can be destroyed since they have retained an adequate supply in the Code Room.

There are approximately twelve (12) copies of "Slater's Code", (Telegraphic Code, to Ensure Secresy in the Transmission of Telegrams, by Robert Slater) of which 11 copies are new. Mr. McCoy was also contacted with regard to the use of this book. He stated that these books are not confidential inasmuch as anyone can purchase them. Therefore, since they have no 'secrecy' value to the Bureau, have never been used and in all probability will never be used, it is suggested that they be destroyed or turned over to the Department of Justice for disposal.

It is requested that permission be granted to destroy the Bureau Code Books by burning or some other suggested method.

lw

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/rtc

ENCLOSURE

RECORDED 66-3266-333
F B I
30 JUN 10 1948

EX-15

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ORIGINAL COPY FILED IN 66-3266-333

COPY:

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO DATE: May 7, 1948

FROM : C. F. DOWNING

SUBJECT: DESTRUCTION OF BUREAU CODE BOOKS

Project - General

In connection with the attached memorandum to Mr. Glavin dated April 30, 1948, it is recommended that all code books mentioned therein, including the twelve copies of Slater's Code, be destroyed by burning since all are or have been used for traffic handled over the Bureau's communication circuits.

Attachment

CFD:ABC

1 ENC.

EX-15

DATE 9-27-92 SP4 CLW/kta

RECORDED - 4 66-3286-333

FEB 1 1948

EX-15

51 JUN 16 1948

ORIGINAL COPY FILED IN 66-3286-57

copy acb 7-14-48

OFFICE MEMORANDUM UNITED STATES

TO : MR. NICHOLS

DATE: July 7, 1948

FROM : R. F. CARTWRIGHT

SUBJECT : INDEX PURGE

Reference is made to the attached file on return of evacuees from the Philippines. (105-5120) A number of serials are marked in this file containing lengthy lists of evacuees, upon which there is no derogatory information. These lists were discovered in connection with our work on purging the indices, andin view of the volume involved, authority is requested to go forward with the actual destruction of the references on individuals upon whom our records reflect no derogatory information.

It will be recalled that under previous authority we have been authorized to destroy both the files and references on "travel control" matters. It would appear that this file andthe lists of passengers set out therein fall within this category. It is not believed necessary or desirable to destroy the correspondance, however the references as indicated should be purged as soon as possible from the indices.

FWW:voi

Matter of Bureau's Property

RECORDED
INDEXED
DATE 7-27-82 BY SP4 ELW/ete

66-3286-3334

F B I

57 JUL 16 1948

ORIGINAL COPY FILED IN 105-5120

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO :MR. NICHOLS

DATE: July 7, 1948

80362

FROM :R. F. CARTWRIGHT

SUBJECT: :PURGING OF INDICES

Reference is made to serial 71 in the attached file on "Office of War information". (62-68338) This serial consists of a list of names of persons who are at one time were considered for employment in the Foreign Information Service branch of the OWI. Reference is made in the cover letter to investigation reports on these individuals, however in connection with this particular serial there is absolutely no other information of value concerning address, former employment, birth date, etc.

This serial was noted in connection with our purge program, and in view of the lack of information, it is suggested that the index cards be removed from the indices and destroyed.

FWW:voi

Destroyed by Bureau Request

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY [illegible]

RECORDED 166-3286-335

FBI

57 JUL 16 1948

ORIGINAL COPY FILED IN [illegible]

80361

b7D

WFO 100-13228
100-369

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. CONFIDENTIAL

[redacted] contacted 7/29/54 by SA HERBERT R. ELDER (u)

Referenced letter also set out that the Bureau received a newspaper bearing the title, "I. F. Stone's Weekly." For the information of Mobile, it is to be noted that "I. F. Stone's Weekly" is a news letter published at Washington, D. C., by I. F. STONE. It commenced publication on January 17, 1953. Concerning I. F. STONE himself, the following information is set forth: (u)

LEWIS F. EVANS, former managing editor of the "Daily Worker," now professor at Fordham University, New York, furnished the following information to WILLIAM J. GERHARDT, JR., of the New York Office on June 26, 1950. EVANS advised that he had been acquainted with I. F. STONE for the past 15 or 20 years and that during the mid 1930's STONE became a member of the CP. EVANS stated he had received information substantiating STONE's membership in the CP not only from CP functionaries such as ISRAEL AMTER and JACK STACHEL but also from STONE's brother, [redacted]

CLASS. & EXT. BY 2-22-82
REASON
DATE OF REVIEW 2-22-82

DECLASSIFIED BY Auc 60240 BCE/DCG/gmd
ON 2/20/03
03-R0762

- 2 - CONFIDENTIAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: July 7, 1948

FROM : R. F. CARTWRIGHT

SUBJECT: PURGE OF INDEX - RECORDS SECTION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/pte

BACKGROUND

You will recall that several months ago the Bureau approved a system by which Bureau supervisors, certain designated clerical employees, and Records Section clerks, would direct by routing slips, addressed to the Consolidation Unit, that index cards be removed and destroyed. The idea in back of this program was of course the streamlining and simplifying of our main index, which now contains more than thirty-three million index cards. The theory as a practical matter did not work, and the authority formerly vested in the Agent Supervisors and clerical employees of other Divisions was rescinded. Authority was still left intact for the Records Section to assign clerical employees to the purging of unnecessary index references from the main indices.

ACTION TAKEN

Realizing the serious danger of carelessly destroying important file references, the Records Section has approched this problem with great care. A select group of well-trained employees with at least two years service in the Records Section has been organized into a special squad assigned to the Consolidation Unit. Miss Catherine McWhirt, supervisor of the Classifying Unit has given them detailed instructions as to the present methods of Classifying and has issued specific instructions as to the type of index card which may be removed from the indices. That they might better understand the problem, she also gave instructions concerning obsolete methods of indexing and the objective of this program to eliminate these references from our files.

Mrs. Margaret Mead, supervisor of the Consolidation Unit is in direct charge of the employees assigned to this work and will personally review all cards marked for elimination.

Thus far 34,261 cards have been listed for purge from the indices. None have been actually destoyed, however there is no question that the cards are valueless. It would appear that under the strict controls in effect, and the system of reviewing the cards, no important information will be improperly eliminated. On the other hand, the possibilities are excellent for the elimination of large numbers of unnecessary references from the indices. We are not only uncovering single, isolated references, but have discovered lengthy lists of names in various files, which should be destroyed because they are valueless.

COPIES DESTROYED
20 5 JAN 25 1965

RECORDED & INDEXED
166-3286-336
19 JUL 26 1948

7 AUG 2-1948

C-247

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

August 6, 1948

MEMORANDUM FOR MR. NICHOLS

RE: PURGING OF INDICES

Reference is made to the attached section of the Mattson Kidnaping file wherein certain serials are marked which reflect indexing of the deceased individuals whose fingerprints were compared, and the latent impressions remaining unidentified in the instant case. There has been a considerable amount of such indexing in this file. Thus, it is recommended that the cards for the above be purged from the index.

RECOMMENDATION

That all such type cards be purged from the index in connection with the Mattson Case and any other case where such indexing has been done in the past.

Respectfully,

F. W. Waikart

Attachment
OGM:voi

RECORDED

66-3286-337

10 AUG 25 1948

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY 4 ELW/pkc

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES
TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: August 17, 1948

FROM : F. W. WAIKART

SUBJECT: PURGING OF INDEXES - Gripsholm Repatriation

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to serials 454X and 500 in the attached file which reflects the indexing of individuals who applied for repatriation aboard the SS Gripsholm. Other such lists make up the majority of this file and it is believed that the index cards representing this type of indexing are of no value. Thus, it is recommended that the cards be withdrawn from the index and destroyed.

Recommendation:

It is recommended that approval be granted for the review of this file looking toward the removal of worthless cards in line with the present purge project.

Oh EBW
also approved by H. B. Fletcher

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 EBW/ltr

RECORDED 166-3286-338
FBI
10 AUG 25 1948

OGM:ser

2 Bureau cars to Bureau (Rec'd 8:17 - 9:00 a.m.)

ENCLOSURE FILED IN 100-124646-573

See Letter #68
May 4, 1948

Destruction of Bureau Property
Guards

(B) ADMINISTRATIVE FILES COVERING ACCIDENTS OF BUREAU AUTOMOBILES -- It has been brought to the attention of the Bureau that from time to time administrative files covering accidents involving Bureau automobiles have been retained over the three year period which is presently set up, after which they should be destroyed.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg

In every instance wherein there has been a loss of life or personal injury to a third party or there is a possibility of future damage suits, in so far as the accident is concerned, these files should be maintained by the interested office and should not be destroyed, regardless of the three year time limit, without prior approval of the Bureau.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4ELW/rte

166-3286-✓
NOT RECORDED
56 MAY 14 19

7 1MAY 141948 INITIALS ON ORIGINAL

COPY FILED IN 66-4-769

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: August 17, 1948

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF OLD MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the recent inspection of the Records Section. It was recommended by the Inspectors and approved by the Director that approval be secured from the Department of Justice for the destruction of FBI Investigative reports concerning investigations of White Slave Traffic Act Cases for the years 1912 to 1919 inclusive. As you will recall, these old reports were not indexed and are obsolete. There are attached, hereto, three sample files of these old cases:

1. Lucille Alexander and Pauline Mitchell
2. Mabel Boone
3. C. L. Barnwell.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/ptc

It was also recommended that approval be secured for the destruction of old material relating to investigations made by Special Agents of the FBI in connection with violations of the Lever Act, also known as Profiteering in Food and the High Cost of Living. These investigations were made in the years 1919 and 1920. This material was never indexed and is filed in folders under the name of the city where the investigation was made, in folders under the name of the article, such as sugar, coffee, coal, and under the name of the company or individual charged with violating the Lever Act. There are attached, hereto, three sample files of these old cases:

1. General file regarding High Cost of Living in Los Angeles, California
2. Regarding file on Profiteering in Coal
3. Regarding file on Profiteering in Sugar.

RECORDED - 109 INDEXED - 109 66-1328b-339

You are again reminded that we attempted to obtain approval of the National Archives to destroy this material several years back. They countered with the proposal that they take the records by accession and keep them in their vaults, since they felt that this material had considerable research potentialities. At that time the Bureau was not sympathetic to allowing any other agency to retain its records, particularly in connection with the 31 classification since some of the individuals who are subjects of the files would be living still and in those cases where no prosecution had been initiated, the Bureau would be considerably embarrassed by having information leak out as to them. It is believed that the attitude of the National Archives would be identical if approached again on this subject. ~~It is, accordingly, suggested before the attached memorandum to Mr. Andretta is approved and forwarded, that the Bureau decide whether at this time we will now allow Archives to take this material by accession if they so desire.~~

ADDENDUM; LBN:hmc;8-30-48 - The Executive's Conference consisting of Messrs. Rosen, Nease, Ladd, Carlson, Harbo, Tracy, Glavin and Nichols reconsidered the foregoing suggestion on the destruction of files and recommended unanimously that no action be taken at this time inasmuch as our position would be untenable if the Archives should

Attachments

CFS:FWW:mg

66-3286-

August 11, 1948

Director, FBI

SAC, Springfield

DEFECTIVE GAS MASKS
SPRINGFIELD OFFICE

During the self-inspection conducted by this office two gas masks were found which are ineffective due to crackage of the rubber on the face-piece of the masks, this crackage permitting air to seep into the masked area. Permission is requested to destroy these two masks.

JBP:hg

Destruction of Bureau Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/ptc

ORIGINAL COPY FILED IN 67-129488-420

66-3286
NOT RECORDED
76 SEP 9 1948

60 SEP 10 1948

STANDARD FORM NO.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: October 11, 1948

FROM : F. W. WAIKART

SUBJECT:

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the attached memorandum by E. S. Deiss, of the Single Fingerprint Section, dated September 27, 1948, suggesting that the Single Fingerprint Section be granted permission to review some of their previously handled cases so that any unnecessary indexing contained, therein, could be identified for possible destruction under the present index purge.

It is apparent that the plan suggested would help to cull from the index, many useless cards now occupying valuable space but it is doubtful if any immediate action can be taken by the Records Section along these lines as the Consolidation Unit's personnel has been depleted to the point that only sufficient personnel are now available to handle current work.

RECOMMENDATION:

It is therefore recommended that in the event the attached suggestion is adopted, the Single Fingerprint Section furnish to the Records Section the file numbers and serials, wherein, voluminous unnecessary indexing appears so that the necessary steps can be taken to purge these cards from the index when personnel are again available in the Consolidation Unit for such a project.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 EW/ste

1 ENCL

Attachment

OGM:ser

RECORDED & INDEXED 66-3286-340

19 OCT 21 1948

5 1 DEC 3 1948

Exec. Conf. Memo 11-3-48

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: September 27, 1948

FROM : E. S. Deiss

SUBJECT: ELIMINATION OF NAMES UNNECESSARILY INDEXED FROM RECORDS DIVISION AT SEAT OF GOVERNMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1-22-82 BY SP4 [illegible]

Mr. Tolson
Mr. Boardman
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to the Director's memorandum of January 27, 1948, concerning the above-entitled matter.

Since the establishment of the Single Fingerprint Section correspondence listing the names of over 225,000 suspects have been received in connection with latent fingerprint cases. The names of an additional 100,000 individuals have also been listed in incoming correspondence when the fingerprints of the suspects have been submitted. In addition, there have been thousands of individuals whose names have been listed in incoming correspondence whose prints have been submitted or whose prints were to be secured from the fingerprint files for elimination purposes in latent fingerprint cases.

A number of these cases were in connection with investigations conducted during the war in which whole companies or battalions of soldiers would be named as suspects. In at least one instant that I can recall over 35,000 individuals were named and their prints compared with the latent prints which were identified. Obviously the names of all of the individuals in this case, with the exception of the subjects, should be removed from the index file. Many contributors, such as the Hattiesburg, Mississippi Police Department, list fifty or a hundred names just as general suspects and here again it is believed that these names should not have been indexed.

It is believed that a review of these files would result in the elimination of more than 200,000 cards from the indices of the Bureau.

It is noted in the Director's memorandum that he authorized the Assistant Director of a Division to certify that a clerical employee is qualified to pass upon the removal of these cards. Accordingly, it is suggested that the supervisor in the Single Fingerprint Section be granted authority to review these files as they are received in the Section in connection with current cases and furthermore, as the condition of the work permits, to call for and review other files.

(1) Upon deciding on the names to be removed, the names and other pertinent information could be typed by a clerical employee in the Single Fingerprint Section and the information forwarded to the Records Division.

(2) It is also believed that the supervisor in the Single Fingerprint Section should be authorized to indicate to the Records Division which names should or should not be indexed in connection with current cases in which correspondence is being sent to the Records Division to be blocked.

Weakest point is in agreeing to K.

ENCLOSURE

ESD:CJO

√ Exec. Corr. Memo 11-3-48

SJT: and

RECORDED 66-3286-340

IF ER PI

19 OCT 21 1948

S.F. Pyle

TWO PERFECTLESS

copy ab 11/1/48

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO: THE DIRECTOR DATE: September 23, 1948

FROM: THE EXECUTIVE CONFERENCE

SUBJECT: DAILY SUMMARIES OF FOREIGN RADIO BRAODCASTS

At a meeting of the Executive Conference on September 22, 1948, attended by Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Carlson, McGuire, Rosen, Clegg and Fletcher, the Conference was advised that the Bureau received daily reports of foreign radio broadcasts prepared by the Foreign Broadcast Information Branch, CIA. This material is prepared as a result of monitoring foreign radio stations and a good deal of the material appears in the public press. Occasionally, material is abstracted from these daily reports and placed in individual files as to which they are found to be pertinent. In the past these daily reports as received from CIA have been retained in the files.

Inasmuch as much of the data of the reports is public in character and since the reports are voluminous because of their daily issue, it was suggested that the reports themselves not be retained in the Bureau files, but after they have been properly reviewed that they be destroyed, having in mind that if at any time in the future copies were necessary they could be secured from CIA. The report is not numbered, and the text is classified in part as "restricted."

The Conference was of the unanimous opinion that since this material is as described, that no purpose is served by filing it and it was also of the opinion that it should be destroyed immediately following a proper review of it.

If you agree, in the future this material will be destroyed as received after a prpper review of it has been made.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP6 Lupre

cc - Mr. Clegg
Mr. Mohr

INITIALS ON ORIGINAL

RECORDED - 37 66-3286-341

NOV 22 1948

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-23-2011

MR. NICHOLS

November 15, 1948

F. W. WAIKART

~~CONFIDENTIAL~~

PURGE OF UNNECESSARY CARDS
FROM THE GENERAL INDEX

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

In November 1940, the Bureau opened a file on American boys leaving the United States to serve in the Canadian Pacific Air Service Department of the Canadian Pacific Railway Company, who were to be employed in flying aircraft from Canada to the British Isles. (C) (U)

b7D

[redacted] requested the Bureau to make a name check on each of the individuals leaving the United States and the results of the name check were furnished to [redacted]. Any and all derogatory information revealed as the result of this name check was, of course, furnished to [redacted] and is reflected in the yellows of our answers to [redacted] (C)

It is being suggested that we review the File 100-5853 which is the file for the above mentioned material and purge from the index all cards prepared as the result of the indexing in this file. Any derogatory information appearing in this file was obtained from previous information contained in the Bureau's records. Thus, the indexing in the above file was a duplication of material previously indexed. (C) (U)

RECOMMENDATION:

It is recommended that permission be granted for the Consolidation Unit of the Records Section to review the above file and purge from the General Index, any cards prepared as a result of the indexing in same.

1-27-82 BY SP4 ELW/ltc 3
CLASSIFIED BY 1-2.4.2
EXEMPTION CATEGORY
DATE OF REVIEW 1-27-92

OGM:ser

8/20/03
CLASSIFIED BY ~~Auc 60290~~ BCE/DCG/ymw
DECLASSIFY ON 25X 6
~~AS AMENDED~~
~~Para. #2 Remains classified Per Letter Dated 2-3-04~~

~~CONFIDENTIAL~~ RECORDED 66-3286-342

~~CONFIDENTIAL~~

02 NOV 30 1948

NOV 30 1948

TENTATIVE NO STYLLINI

5/31/06

Approved 04-08-06

DECLASSIFIED BY 60322 auc/sbr/sms
ON 07-11-2006

SAC, Los Angeles

November 12, 1948

Director, FBI

DESTRUCTION OF ADMINISTRATIVE FILES
OVER THREE YEARS OLD.

66-3286-343

RECORDED - 135

Reurlet of November 4, 1948, requesting advice as to whether radio broadcast scripts or correspondence regarding broadcasts could be destroyed after a three year period in line with the instructions contained in Section 6J (4), i. & j. of the Manual of Rules and Regulations.

The Bureau will offer no objection to the destruction of this material after a three year period.

GLC:ulg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4ELW/pre

COMMUNICATIONS SECTION
MAILED 13
NOV 12 1948 P.M.

FBI
L E D I
RECEIVED-MAIL ROOM

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

ulg 62 DEC 6 1948

98 60

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 4, 1948

FROM : SAC, Los Angeles

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12-22-82 BY SP4ELW/ptc

SUBJECT: DESTRUCTION OF ADMINISTRATIVE FILES OVER THREE YEARS OLD.

Bureau Property

Reference is made to Section 6J (4), i. & j. of the Manual of Rules and Regulations.

The question has arisen whether radio broadcast scripts or correspondence regarding broadcasts and the scripts could be destroyed after a three year period.

Considerable space could be conserved if the above matter could be handled.

RECORDED - 135 66-3286-343

4 NOV 23 1948

mc

11-17-48

copy ab 11/30/48

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-23-2011

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : MR. NICHOLS

~~CONFIDENTIAL~~

DATE: November 23, 1948

FROM : F. W. WAIKART

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

SUBJECT : PURGING UNNECESSARY INDEX CARDS FROM THE BUREAU'S MASTER INDICES

b7D

In November, 1940, the Bureau opened a file on the [redacted] and the [redacted] (100-5715). This file contains requests from [redacted] for name checks on individuals residing within the United States and employed in one of the two above mentioned organizations. All the names were indexed and in most cases very little derogatory information was developed as a result of the name search. (C)

It is to be noted that all information furnished [redacted] as a result of our name search work was obtained from other Bureau files. Thus, the indexing of these names in the above mentioned file would appear purged from the indices. (C)

RECOMMENDATION:

It is recommended that the Consolidation Unit of the Records Section be granted permission to remove all cards from the index prepared on file 100-5715, in line with the Bureau's present purge project. (C)(U)

OGM:SER

2/27/82 CLASS. & EXT. REASON-FCIM II 1-2.4.2 BY SP4 ELW/ree 3 OF DECL. 7-27-92

8/20/03
CLASSIFIED BY Auc 66290 BCE/DCG/ymw
DECLASSIFY ON: 25X 6
As Amended #03-R0762
~~Para. # 1+2 remains classified per Letter Dated 2-3-04.~~

RECORDED 66-3286-349

~~CONFIDENTIAL~~

53 DEC 9 1948

~~CONFIDENTIAL~~

CLASSIFIED DECISIONS FINALIZED
BY DEPARTMENT REVIEW COMMITTEE (DRC)
DATE: 7/14/06 60322 Auc/SP Br/DG
Appeal 04-0602 5/31/06

DIRECTOR, FBI 1/4/49

SAC, NEW HAVEN

HUBERT SCOTT-PAINE, et al
ESPIONAGE - G
Destruction of Bureau Property

Re New Haven let of 11/24/48 and bulet of 12/8/48.

The following is a list of photostats furnished by the Bureau which this office desires to destroy:

1. Outline of censored letter from Zygmont Warren to Mr. KARLO ABELE'S; letter dated 9/18/42.

2. Outline of censored letter from MIECZSLAW FLOKSTRUHOF to INGE WEISELAT, which letter was dated 9/16/42.

3. Outline of censored letter from HARRY M. ZUCKER to Miss LUCIA CHASE, which letter was dated 8/27/42 and 8/20/42.

4. Outline of censored letter from LEO Y. CHERTOK to EDWARD S. WEISBLAT dated 9/11/42.

5. Outline of censored letter from Z. WARRE to MARION KARL dated 10/10/42.

6. Photostatic copies of two envelopes and two letters addressed to Senorita MAGDA VARCINSKI, The Franklin Square House, Boston, both letters signed GEORGE, together with translations of these two letters.

7. Ten cablegrams:
   a. Dated 11/12/42 to HARRY ZUCKER, signed BANBURY.
   b. Dated 11/21/42 to HOLLANDER AND BERNHEIMER, signed HARRY ZUCKER.
   c. Dated 11/4/42 to EDUARD WEISBLAT from ALXANDRE LIVY.
   d. Dated 10/10/42 to EDWARD WEISBLAT from LOUIS STILLMAN.
   e. Dated 10/7/42 to JACQUES BAMBASS ELBAUM from HENRIETTE RINGER.
   f. To ALEXANDER LEVY dated 10/14/42 from EDUARD WEISBLAT.
   g. Dated 10/2/42 to Aero Marine from EDUARD WEISBLAT.
   h. Dated 9/24/42 to ALBERT ROBBINS from HARRY ZUCKER.
   i. Dated 10/11/42 to Aero Marine from EDUARD WEISBLAT.
   j. Dated 12/2/42 to Hollander-Bernheimer from HARRY ZUCKER.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4 LEW/ltc

ORIGINAL FILED IN

62 JAN 23 1949

RECORDED - 126

166-3286-345

FBI

JAN 3 1949

8. Photostatic copies of the following letters:

a. Letter dated 9/23/42 to MORALES, Fernandez y Cia, beginning "We have contacted" signed HENSEL, BRUCKMANN, AND LORDACHER, received at New Haven Office 11/16/42.

b. Letter to Mr. ALEXANDER LEVY with check enclosed to A. LEVY dated 9/28/42.

c. Letter to Mr. LEO CHERTOK, dated 9/26/42 from EDWARD S. WEISBLAT, beginning "I authorize you".

d. Letter dated 9/27/42 to "My dear Schura" and beginning "Many thanks for your nice letter".

e. Letter dated 9/26/42 addressed to Mr. LEO CHERTOK, beginning "I acknowledge receipt".

f. Letter to Mr. MAXIMILIAN ABRAMOWICZ dated 10/9/42 with the salutation "My dear President", and beginning "I have received".

65-613
JTH:DB

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : THE DIRECTOR

DATE: December 9, 1948

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 62 SAVINGS: NONE
EMPLOYEE: SAC PERCY WYLY AWARD: NONE
NEW ORLEANS OFFICE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

SUGGESTION: That the Field undertake the destruction of all files which are in the nature of RUC files and which are three years old or over; and that this be a continuing matter handled in the future on an annual basis.

In addition, it was suggested that a new index card be prepared for each file to be so destroyed, the index card to show the subject's name, victim's name, identifying data on the subject, and a notation showing the office of origin. This card would be added to the index and any other card pertaining to the RUC file would be removed.

ADVANTAGES:

1. The office of origin has a more complete file in every instance than an anxiliary office.

2. The auxiliary office must rely on the office of origin in any instance where complete information is needed.

3. It is alleged that there would be no loss in any type of RUC case, since the office of origin or the Bureau would have a complete file.

4. There would be a considerable saving in closed file space.

DISADVANTAGES:

1. It would be dangerous to destroy such files without first reviewing the files because, through error, they might contain original copies of signed statements, interview logs, or other information which should probably be permanently retained.

2. Similarly, correspondence with people outside the Bureau would not be duplicated in any other file, and in some instances this might be important to retain.

RECORDED - 39 66-3286-346
INDEXED - 39
31 JAN 19 1949

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP5 ci/deg
5/2/91

cc: Mr. Clegg
Mr. Mohr

RTH:dgh

60 JAN 18 1949

RECORDED COPY FILED IN 66-2554-9127

3. In security cases, the RUCing office would be in a position to loose valuable information which may subsequently be desired in connection with other security cases. There is information presently in the file in memorandum form which is not necessarily included in any report sent to the Bureau or the office of origin, which may prove helpful in a later investigation of the same subject.

4. Data will be contained in many RUC files concerning local figures in both security and criminal cases which is generally valuable and usable at future times.

5. If RUC files three years of age are destroyed, when additional investigation may be necessary some considerable expense will be involved on a national basis in transmitting background information upon which an investigation would be predicated.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executive Conference on December 10, 1948, composed of Messrs. Tolson, Glavin, Tracy, Mohr, Carlson, Rosen, Ladd, Nichols and Harbo, unanimously concurred in the unfavorable recommendation of the Joint Committee.

Respectfully,
For the Conference

Clyde Tolson.

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : DIRECTOR

DATE: 10/20/48

FROM : T. E. NAUGHTEN

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUBJECT: SUGGESTION - SAC PERCY WYLY, NEW ORLEANS
DESTRUCTION IN THE FIELD OF ALL RUC REPORTS
OVER THREE YEARS OLD

Of Bureau Property - Sugg. #62
Gen'l.

Suggestion:

A. The field undertake the destruction of all files which are in the nature of RUC files and which are three years old or over.

Status

B. This be a continuing matter, so that once each year field offices will purge from their closed section all RUC files which were RUC'd to the office of origin three years prior thereto.

Mechanics:

1. To accomplish the above and to take care of incomplete indexing, as well as to provide quick reference to the material destroyed, Wyly suggested that new index cards be made up on all files destroyed. These index cards would show the subject's name (also victim's where necessary, but no automobile motor numbers in Unsub 26 cases) and identifying data on the subject, as well as a notation as to the office of origin.

2. Fold such index cards into the office indices, purging the cards already there which are identical.

3. To accomplish B above, retain the white assignment cards (always reflecting the office of origin elsewhere) for 3 years after RUC'ing the files to act as ticklers to permit the destruction of such RUC files at the end of 3 years, according to a set plan throughout the field.

Advantages:

1. The office of origin has a more complete file in every instance than an auxilliary office.

RECORDED - 39 66-3286-347

2. The auxilliary office has to turn to the office of origin in any case where fuller material is needed, since only the office of origin has the complete file.

31 JAN 8 1949

INDEXED - 39

3. This would serve to decentralize records to some extent.

4. There would be no loss in any type of RUC case. In applicant types only the Bureau has the complete file, while in criminal cases the office of origin has complete files along with the Bureau.

63 JAN 31 1949

12/10/48
Exp. Conf. Conn.
RH

Jt. Comm. Memo
12/9/48 - RTH:dgh

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EW/ltc

5. Indexing of the RUC files to be destroyed in the manner indicated would negative any complaint that an office would lose references, since by this system there would be always the best method of getting to the complete information anyway.

6. There would be a considerable saving in closed file space necessary.

Disadvantages: None.

Inspector's Comment:

SAC Wyly advised that he had submitted a similar suggestion in 1942 and has given considerable thought to it since then. He has revised his previous suggestion to include what he feels to be a sounder and simpler method of undertaking without loss of valuable reference material.

I am inclined to feel there is much merit to SAC Wyly's suggestion and therefore record my agreement with the suggestion at this time.

TEN:FB

1-12-49 bk

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

DATE: December 9, 1948

48560

TO: THE DIRECTOR

FROM: JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 60
EMPLOYEE: SE ALLISON D. FARLEY
SAVANNAH OFFICE

SAVINGS: NONE
AWARD: NONE

Destruction of Business Property

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
M. W. McFarlin

SUGGESTION: That Section 13J-7 of the Manual of Rules and Regulations be revised to provide that all coded communications based on the three code books shall be kept separately in the office safe, and bound in a file in chronological order, for a period of thirty days, subsequent to which time they shall be destroyed.

The present manual provision is that they shall be kept in a properly labeled envelope for a period of one year, subsequent to which time they shall be destroyed.

In view of the fact that each field office has, or will have in the near future, a radio telegraph station and all messages send over this network are necessarily in code, each office will accumulate a rather large record of coded messages, much larger than in prior years when a radio network was not maintained.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously that the manual provision provide that the coded communications be kept separately in the office safe in a large envelope for a period of thirty days, subsequent to which time they shall be destroyed.

EXECUTIVES CONFERENCE CONSIDERATION:

On December 14, 1948, the Executives Conference with Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, and Clegg present considered that this matter be referred to a representative number of Field Offices and personnel for expression of their viewpoint. There is attached hereto a letter for that purpose, if approved.

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HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/ltc

Respectfully,
For the Conference

Clyde Tolson

66-3286-348

F B I
75 JAN 12 1949

cc: Mr. Clegg
Mr. Mohr

RECORDED - 137

RTH:dgh

JAN 26 1949

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 5

F[redacted]AL BUREAU OF INV[redacted]IGATION

FBI LABORATORY

12-13 1949

TO:

____Director	5633	____Mr. Nease	5633
____Mr. Tolson	5744	____Mr. Harbo	7625
____Mr. Ladd	5736	____Mr. Conrad	7140
____Mr. Clegg	5256	____Mr. Downing	7621
____Mr. Glavin	5517	____Mr. Parsons	7121
____Mr. Nichols	5640	____Mr. Sizoo	7601
____Mr. Rosen	5706	____Reading Room	5531
____Mr. Tracy IB	4130	____Secretary	7625
~~Mr. Fletcher~~	1742	____M _____	
____Mr. Mohr	5744	____See Me _____	

Any objection?

RE

[redacted]

[redacted]

FE

DATE 1-27-50 BY SP4 ELW/ltc

R. T. Harbo

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/ptc

TO : Mr. Glavin

FROM : Mr. Newman

DATE: April 14, 1949

SUBJECT: Disposition of Bureau Code Books

Destruction of Bu

Property - G

The following Bureau code books are worn beyond repair:

"A" Code Books			"C" Code Books		
5155	5252	5207	5	260	
5156	5255	5270	8	261	269
5157	5257	5271	258	265	268
5170	5268	5053	259	266	267
5249	5290	5201			

Books destroyed by burning 12-5-49

It is requested that authorization be granted to dispose of the above books by burning or some other method. These books are located in Room 5524.

66-3286-

NOT RECORDED

3 AUG 4 1949

5 AUG 1949

COM-11

CONFIDENTIAL

094261

F.B.I. RADIOGRAM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

DECODED COPY

FROM SAVANNAH 10-18-48 NR 181700 3-55 PM

DIRECTOR

Destruction of Bureau Property

SUGGESTIONS RE CODED PORTIONS OF TELETYPES AND RADIOGRAMS.

MANUAL OF RULES AND REGULATIONS SECTION 13J-7 STATES ALL CODED COMMUNICATIONS SHOULD BE KEPT SEPARATELY IN THE OFFICE SAFE IN A PROPERLY LABELED ENVELOPE FOR A PERIOD OF ONE YEAR, SUBSEQUENT TO WHICH TIME THEY SHALL BE DESTROYED.

BUREAU LETTER TO SAVANNAH DATED MARCH 23, 1948 ENTITLED QUOTE USE OF ENCIPHERING SYSTEMS FOR BUREAU CODES UNQUOTE STATES IN THE LAST PARAGRAPH IN THE ATTACHMENT QUOTE ALL WORK SHEETS AND USED CIPHER SHEETS SHOULD BE RETAINED IN THE OFFICE SAFE AND BURNED AFTER THIRTY DAYS.

OUR RADIO STATION WILL HANDLE FIFTEEN OR TWENTY MESSAGES EACH MONTH. IF EACH RADIOGRAM IS PLACED IN A SEPARATE ENVELOPE AND KEPT FOR A PERIOD OF ONE YEAR THIS WILL CREATE A SPACE PROBLEM IN THE FIELD OFFICE SAFE. IT WILL BE NECESSARY TO RETAIN ON FILE IN THE SAFE 200 TO 300 MESSAGES AT ALL TIMES.

SPECIAL EMPLOYEE FARLEY SUGGESTS THAT THE FOLLOWING BE GIVEN CONSIDERATION. THAT THE BUREAU MANUAL OF RULES AND REGULATIONS SECTION 13J-7 BE REVISED TO READ AS FOLLOWS: ALL CODED COMMUNICATIONS BASED ON THESE THREE CODE BOOKS SHALL BE KEPT SEPARATELY IN THE OFFICE SAFE, AND BOUND IN A FILE IN CHRONOLOGICAL ORDER, FOR A PERIOD OF THIRTY DAYS, SUBSEQUENT TO WHICH TIME THEY SHALL BE DESTROYED.

RECEIVED 10-18-48 4-09 PM EST MOC

RECORDED - 80 66-3286-344

EX-98

75 JAN 12 1949

CLASS. & EXT. BY 5 P/ BAW/AKE
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 2-28-82

2-28-82

If the intelligence contained in the above message is to be disseminated outside the Bureau, it is suggested that it be suitably paraphrased in order to protect the Bureau's cryptographic systems.

INITIALS ON ORIGINAL

CONFIDENTIAL

AIR MAIL ENVELOPE ATTACHED
ADVISE IF NOT RECEIVED
SLIP(S) 3-12-48
DATE

57 JAN 31 1949

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

FILED IN

OPY 1-12-49 bk

13644

Assistant Director E. J. Connelley
Cincinnati

December 16, 1948

CONFIDENTIAL

Director, FBI

The Bureau is considering a suggestion that Section 13J-7 of the Manual of Rules and Regulations be revised to provide that all coded communications based on the three Bureau code books shall be kept separately in the office safe in a large envelope for a period of 30 days, subsequent to which time they shall be destroyed.

As you know, the Manual presently provides that such coded communications shall be maintained for a period of one year, after which they shall be destroyed. The present time schedule was adopted in an effort to arrange for periodic destruction of obsolete material at the end of one year or, in some cases, three years, in order to eliminate a wide variation in the time schedules for making such disposal of obsolete records. However, it has been pointed out in support of the proposed modification of the Manual that since all offices either have or will have radiotelegraph stations, there has been a substantial increase in the number of coded communications handled by each office and that the present regulation creates a space problem in the field office safe.

It is requested that you advise the Bureau of your recommendation concerning the proposed Manual change, together with your reason therefor. Please forward your recommendation to the Bureau within two weeks of the receipt of this letter.

Mr. Gurnea
Mr. Naughten
SAC, New York
SAC, Chicago
SAC, Los Angeles
SAC, Denver
SAC, New Orleans
SAC, San Diego

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HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4ELW/pte

H:AF

COMMUNICATIONS SECTION

DEC 20 1948

RECORDED - 135

EX-37

JAN 13 1949

66-1363-488

FBI

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: January 24, 1949

FROM : G. J. Engert

SUBJECT: FINGERPRINT MAGNIFIERS — Destruction of Bureau Property - Gen'l.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

A complete check was made of the fingerprint magnifiers used by the employees in the Technical Section.

For the information of the Chief Clerk's Office, the following fingerprint magnifiers have been destroyed, in view of the fact that the frames were broken:

Number	Number	Number	Number
49	330	660	899
74	361	665	903
97	375	676	905
124	393	703	915
138	431	706	921
163	441	718	927
189	522	726	954
196	550	734	1025
198	566	744	1034
203	604	817	1140
209	619	823	1184
212	621	832	1255
223x	645	833	1360
237x	648	882	1374a
280	649	886	1447
284x			1772

The lenses and the other parts of these glasses were used to repair other broken magnifiers.

It is desired that the Chief Clerk's Office remove the above-numbered fingerprint magnifiers from the property list.

fc

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RECORDED - 10

166-3256-30

RECORDED
3 JAN 27 1949

Feb. 7-1949

INDEXED - 10

EX-109

5 FEB 10 1949

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
ATTENTION: TRAINING AND INSPECTION DIVISION

DATE: January 5, 1949

FROM : SAC, Chicago

CONFIDENTIAL

SUBJECT:

66-3286-350
66-16263-483

ReBuMemo December 16, 1948, addressed to Assistant Director E. J. Connelley, copy of which was directed for my attention.

This office has experienced no problem in the past with respect to the maintenance of coded communications, although it is observed that there is apparently no reason why they should be maintained for an entire year and their destruction at the end of thirty days would seem to be quite sufficient for checking back in the event any mistake might be made.

It is recommended that this suggestion be approved.

Destruction of Bureau Property generally

GRM:MG

P. Memo M. Clegg 1/17/49 COM: gmm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 CLW/rte

Ex. Conf. Memo 1/14/49
Sac Ltr. 1/14/49

RECORDED - 4 66-3286-352

F B I
4 FEB 10 1949

TWO FROM

nHmc:dgh

5 FEB 16 1949

(A)

Director, F[illegible] CONFIDENTIAL December 29, 1948

SAC, Denver

37776

Destruction of Bureau Property - 9-16

ReBurlet December 16, 1948, addressed to Assistant Director E. J. CONNELLEY concerning a proposed change in the Manual of Rules and Regulations with respect to disposing of coded communications.

It is my belief that the change suggested by the Bureau is very desirable. I see no point to keeping coded communications longer than thirty days. These coded communications are of value only for checking the accuracy of coding or decoding operations when a discrepancy appears in the decoded copy. Any such discrepancies should be brought to light within a period of thirty days.

During all of my experience as a Special Agent in Charge I know of no single instance where reference was made to a coded communication after the day on which it was received. I think that the experience of others will be similar and that the change suggested by the Bureau is entirely logical and practical in the light of experience.

I think there is also an additional security factor involved. The longer coded communications are maintained and the more of them there are accumulated, the more chance there is for disclosing the Bureau's codes. As a matter of fact, some agencies who use codes require immediate destruction of the coded communication after it has been decoded. I think that a period of thirty days is a maximum from the security standpoint.

RPK:ic

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/ltr

RECORDED - 43
166-3286-353
F B I
75 FEB 14 1949
EX-39

7-165

60 FEB 17 1949

Director, FBI

Jan. 4, 1949

SAC, New Orleans

CONFIDENTIAL

MANUAL CHANGES - CODED COMMUNICATIONS

Destruction of Bureau Property

Re memo addressed to Assistant Director E. J. CONNELLEY, copies of which were designated for several field offices wherein the Bureau stated it was considering a suggestion that Section 13J-7 of the Manual of Rules and Regulations be revised to provide that all coded communications based on the three Bureau code books shall be kept separately in the office safe in a large envelope for a period of 30 days, subsequent to which time they shall be destroyed. The Bureau requested that I furnish my recommendation relative to the above suggestion.

The Bureau is advised that I am in favor of destroying all coded communications within a thirty-day period. In my experience in the Bureau, I have never had an occasion to refer to a coded teletype after the message had been decoded. By destroying all records within a thirty-day period additional space will be made available in the field office safe. Also, obsolete records will have been destroyed within a reasonable time.

PW/mmd

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/ptc

RECORDED - 43 66-3286-354
F B I
75 FEB 14 1949

EX-39

INITIALS ON ORIGINAL - 8

60 FEB 17 1949

ORIGINAL COPY FILED IN

THE DIRECTOR

December 31, 1948

Inspector M. E. Gurnea

DESTRUCTION OF CODED MESSAGES

Reference is made to your memorandum dated December 16, 1948, addressed to Assistant Director E. J. Connelley advising that the Bureau was considering a suggestion providing for the destruction of coded messages after the expiration of 30 days.

I am of the opinion that after 30 days have elapsed all corrections would have taken place in the event the messages are garbled. For this reason, I agree with the suggestion and recommend such messages be destroyed after a period of 30 days has elapsed.

MEG:DMG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 ELW/atc

RECORDED - 43
166-386-355
F. B. I.
75 FEB 14 1949
MAR 16 1949

ORIGINAL COPY FILED IN 65-16263

Director, FBI

1/6/49

SAC, San Diego

CONFIDENTIAL

CODED COMMUNICATIONS

Destruction of Records

Reference is made to Bulet 12-16-48 to Assistant Director E. J. CONNELLEY, with a copy to this office, requesting that my recommendations be furnished to the Bureau relative to a change in Section 13-J-7 of the Manual of Rules and Regulations.

A thorough review has been made of the procedure in handling coded communications in this office, and it is felt that the retention of these communications for one year in unnecessary. There have been no occasions since I arrived at this office on 10-14-48 where it has been necessary to recheck the coded communications more than one or two days after they have been received. The retention of these communications for one year in an office which receives and sends a great many coded communications results in a rather bulky file. The destruction of these communications on a thirty-day basis would not result in any additional work since they are presently destroyed monthly after any one month becomes one year old. The destruction on a monthly basis would result in a saving of valuable space in the office safe and would, in my opinion, decrease the amount of clerical work involved in their handling.

It is my recommendation that the coded communications received during any month be placed in an envelope and destroyed at the end of the next month.

FHM:jec
66-198

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4 ELW/rte

RECORDED - 60

66-3886-356

60 FEB 17 1949

F B I

75 FEB 14 1949

COPY FILED IN ORIGINAL - C

New York, N. Y.
January 3, 1949

Director, FBI

RE: DESTRUCTION OF CODED COMMUNICATIONS

Dear Sir:

Reference is made to Bureau letter dated December 16, 1948, wherein the Bureau requested my recommendation concerning the proposed amendment to Section 13J-7 of the Manual of Rules and Regulations to provide that all coded communications based on the three Bureau code books should be kept in the office safe for a period of thirty days before being destroyed, rather than for a period of one year.

It is recommended that this suggestion be approved as it does not appear to be any advantage to this office to keep coded communications for one year. It has been our experience that since the one-year rule went into effect that these communications had not been referred to for any purpose more than thirty days after the date on which they were sent.

The destruction of coded communications after thirty days would give us the use of more space in one of our office safes inasmuch as practically half the safe in the teletype room is now devoted to the storage of these communications for a period of one year.

Very truly yours,

EDWARD SCHEIDT
SAC

ES:MT

RECORDED - 62 [illegible] - 357
EX-37 15 FEB 16 1949

FEB 21 1949

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4ELW/pkb

Director, FBI

E. J. Connelley, Asst. Director

1-4-49

CONFIDENTIAL

Destruction of Bureau Property

Relet 12-16-48 as to suggestion Section 13J-7 of Manual of Rules and Regulations be revised to provide all coded communications based on the three Bureau code books be kept separately in the office safe in a large envelope for thirty days and then destroyed, the following is recommended:

One of the principal purposes for the retention of the coded message received after decoding or message sent after coding is to provide a check to place responsibility for gross error which was not detected and where this has materially affected the action subsequently taken by the Bureau.

Without this prime necessity there would be no particular purpose in their retention after received or sent if in each situation it was checked to verify it was correctly encoded or decoded. The decode would serve all necessary purposes under the latter situation.

Ordinarily thirty days should be sufficient to detect any errors; however, it might only be detected after a long time as a result of developments.

For the last above reason I would recommend they be retained as now presently required.

The lack of space would be only an extenuating circumstance to justify their earlier destruction.

HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 LCW/tc

RC

RECORDED - 62 66-3256-358
EX-37
F B I
15 FEB 16 1949

ORIGINAL COPY FILED IN 66-1263-3700

THE DIRECTOR

12/27/43

INSPECTOR T. E. NAUGHTEN

RETENTION OF CODED MESSAGES

Destruction of Bureau Property - 9 Sec 30

Rebulet 12/16/43 to Mr. E. J. Connelley, et al, concerning retention of coded communications in Field.

I concur in the suggestion advanced, due to the reasons set forth in reference communication.

TEN:BG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/ste

RECORDED - 143

66-3286-354

F B I

75 FEB 16 1949

MAR 4 1970

Director, FBI

January 4, 1949

SAC, Los Angeles

CODED COMMUNICATIONS

Destruction of Papers

ReBurlet 12-16-48 addressed to Assistant Director E. J. Connelley, copy of which was furnished to this office.

It is agreed with the suggestion contained in your letter of reference that coded communications be kept for a period of thirty days only and then destroyed. It is a definite space problem insofar as keeping messages beyond such a period of time is concerned.

It has not been the experience of this office that it is necessary to refer to any coded messages that are over a week or two old and it is not felt that retaining them longer than thirty days serves any useful purpose.

RBH:AB

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DATE 2-27-82 BY SP4 ELW/ptc

RECORDED - 80

62-32826-360

F B I

75 FEB 16 1949

EX-126

INITIALS ON ORIGINAL -

60 FEB 25 1949

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: February 10, 1949

FROM : Mr. Newman

SUBJECT: Destruction of Old Typing Manual Control "1945"

Inasmuch as the 1945 Typing Section Manual has been recalled and a latter issue of October 1948 issued to all employees, it is requested that permission be granted to destroy this old control.

All of the manuals have been accounted for and destroyed. The following is submitted for record purposes:

11-A	Charged to Mariatta Dawson for reference purposes.
94	Charged to CCO Master Manual Reference File.
503	Charged to CCO Master Manual Reference File.
518	Charged to CCO Master Manual Reference File.
227	Charged to M. A. Dennis - Lost - Memo 9-21-48.
360	Charged to I. A. Mahoney - Lost - Memo 3-20-47.
551	Charged to B. G. Phillips - Lost - Memo 8-9-48.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 SKLW/STP

1 MAR 10 1949

NOT RECORDED
INDEXED - 66
11 FEB 11 1949

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: January 4, 1949

FROM : M. Dawson MD

SUBJECT: 1945 TYPING SECTION MANUALS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to my memorandum of October 27, 1948, regarding above-captioned subject.

Five more manuals have been sent to Supply Section to be destroyed. The numbers of these manuals are 248, 335, 400, 506, and 631.

MD:fmw

Destruction of Bureau Property - general

CC - Mr. Robinson
Mr. Wiley

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY [illegible]

Noted in

file in

66-3286

66-3286-362

RECORDED - 60

EX-141

RECORDED
11 FEB 23 1949

63 FEB 28 1949

EX. 16

MR. TRACY October 27, 1948

M. Dawson

1925 Typing Section Manuals

The 1925 Typing Section manuals have now been recalled and the revised edition issued. As a result we have a surplus of 1088 manual covers. These are black leather, loose leaf for 8x10½ sheets. It is requested that these binders be declared surplus and removed from the Typing Section.

It is also desired to request that arrangements be made to properly dispose of the 1925 manuals, listed below:

1	24	49	78	116	150
2	24-A	50	79	117	151
3	25	50-A	81	118	152
3-A	26	51	82	119	153
4	27	51-A	83	120	154
4-A	27-A	52	84	121	155
5	28	52-A	85	122	156
5-A	29	53	86	123	157
6	30	53-A	87	124	158
6-A	30-A	54	88	125	159
7	31	54-A	89	126	160
7-A	32	55	90	127	161
8	33	56	91	128	162
8-A	34	56-A	92	129	163
10	34-A	57	93	130	164
11	35	58	95	131	165
12	35-A	59	96	132	166
12-A	36	60	97	133	167
13	36-A	61	98	134	168
14	37	62	99	135	169
14-A	38	63	100	136	170
15	38-A	64	101	137	171
16	39	65	103	138	172
16-A	40	66	104	139	173
17	41	67	105	140	174
18	42	69	106	141	175
18-A	42-A	70	107	142	176
19	43	71	108	143	177
19-A	44	72	109	144	178
20	45	73	110	145	179
20-A	46	74	111	146	180
21	47	75	112	147	181
22	48	76	114	148	182
23	48-A	77	115	149	183
22-A					

HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 EW/pt

ENCLOSURE

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545	568	590	612	634	656	677
546	569	591	613	635	657	678
547	570	592	614	636	658	679
548	571	593	615	637	659	680
549	572	594	616	638	660	681
550	573	595	617	639	661	682
552	574	596	618	641	662	683
553	575	597	619	642	663	684
554	576	598	620	643	664	685
555	577	599	621	644	665	686
556	578	600	622	645	666	687
557	580	601	623	646	667	688
558	581	602	624	647	668	689
559	582	603	625	648	669	690
560	583	604	626	649	670	691
561	584	605	627	650	671	692
562	585	606	628	651	672	693
563	586	607	629	652	673	694
564	587	608	630	653	674	695
566	588	609	632	654	675	696
567	589	610	633	655	676	697

Two hundred and seventy-nine 1945 Typing Section manuals without numbers.

1942 Typing Section manual #1.

MD:mb

CC - Mr. Gay
Mr. Robinson

COPY:AJH

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : H. B. Fletcher DATE: February 24, 1949

FROM : R. W. Wall

SUBJECT: LOYALTY OF GOVERNMENT EMPLOYEES
Destruction of Loyalty Forms and Letters by Field Offices

Reference is made to the attached letter from Oklahoma City, which mentions instructions in Bureau Bulletin #28, Series 1948, that copies of the letter and Loyalty form sent to auxiliary offices in preliminary inquiries should be placed in 121-0 pending notification of conversion to full field and destroyed six months after the date of the letter, if conversion is not made. Reference letter states that at least one notice of conversion was received after the six-months lapse of time.

A second question is also raised as to whether the Loyalty letter and form can be destroyed without record of destruction.

As you know, we are constantly receiving duplicate forms on persons who have been previously processed under the Loyalty Program. Further, there are quite a few cases where the Civil Service Commission at a later date, requests a full field investigation based upon a summary returned by the Bureau subsequent to a preliminary inquiry. As a result of these two circumstances, we do have some correspondence with the field which would make it desirable for them to retain the Loyalty Forms and letters for a year.

With respect to a record of the destruction of the Loyalty form and letter, it is believed the field should destroy the index card, and insert in the 121-0 file the chargeout form ordinarily utilized when a serial is destroyed. This will obviate any concern as to misfiling, should it be subsequently noticed that a serial was missing.

RECOMMENDATION

Attached for approval are a reply to Oklahoma City and a proposed Bureau Bulletin setting a one-year limit and requiring that a charge out be filed in 121-0.

Enclosure

FJMB:jks

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/rcc

RECORDED - 17 62-3896-364

62 APR 12 1949

FBI

45 MAR 29 1949

INITIALS ON ORIGINAL

Original copy filed 4a

STANDARD FORM NO. 64

Office Memorandum • UNITED STA

TO : MR. TRACY

FROM : Sam L. Blase

SUBJECT: DESTROYING OBSOLETE MANUALS

At the present time there are in the Assembly Sec
obsolete verifier manuals. These manuals are no longer
the section, and it is recommended that they be destroy

If no word is recieved to the contrary, the write
destroyed.

Destruction of P

SLB:bb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY

4/17/50

RECORDED

I'm number 3 The records destroyed

1-2-3-5-6-7-8-9-10-11-12-15-16-17-18-19-20-21-
22-23-24-26-27-28-29-30-31-32-33-34-35-36-37
38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-
54-57-58-59-60.

Assembly Section

56 APR 21 1949

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: March 24, 1949

FROM : Inventory Section

SUBJECT: Defective Handcuffs - Destruction

The following handcuffs are defective and of no further use to the Bureau:

106820	130456	98521
109908	130607	130494
117424	176724	130627
130402	177918	130629
	179069	

It is requested that permission be granted to destroy the above handcuffs.

57 APR 13 1949

lw

166-3286
NOT RECORDED
6 APR 11 1949

Destroyed by supt's Jon 3-31-49 lw

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/25/03 BY AUC 60290 DCG/lgw

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: March 2, 1949

FROM : M. Dawson

SUBJECT: TYPING SECTION MANUAL

re: Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

This memorandum is submitted to advise that one 1948 Typing Section manual, #199, is being sent to the Supply Section to be destroyed. This manual was accidentally dropped in the snow on Monday and is not in a usable condition.

MD:fmw

CC - Mr. Wiley (Direct with manual)
Bureau Property Clerk (Direct)

66-3286
NOT RECORDED
23 MAR 7 1949

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12-22-82 BY SP4 EAW/ptc

MAR 9 1949

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: March 29, 1949

FROM : M. A. Jones

SUBJECT: SMEAR MATERIAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahn
Miss Gandy

We have presently on file in our Section a collection of loose smear material which generally consists of photostats of news clippings concerning such things as the Dies Committee and the FBI; the Harry Bridges case; the FBI and Pearl Harbor; the situation concerning George Seldes, Editor of "In Fact"; some material concerning wire tapping; the Ducktown case and other similar material.

You will recall that the Executive Conference, by memorandum dated October 25, 1947, allowed us to discontinue smear material.

It is suggested, following your approval, that the loose material described above be destroyed or as an alternative one copy of each item be maintained and duplicate copies be destroyed.

Fey 1 copy

GLC:ulg

RECORDED - 62 66-[illegible]-366

INDEXED - 62

FBI

31 APR 7 1949

53 APR 28 1949

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-81 BY SP4ELW/REC

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: April 13, 1949

FROM : Inventory Section

SUBJECT: Destruction of Assembly Verifier's Manual Control

Destructions of Bureau Property
general

Inasmuch as the 1944 issue of the Assembly Verifier's Manual has been replaced with a later issue of April 1948, it is requested that the control be destroyed. All of the manuals have been destroyed or otherwise accounted for:

#4,	charged to Joseph R. Hyland	Lost
#13	charged to John G. Creighton	Lost
#14	charged to N. A. Nolan	Lost

66-3286
RECORDED
APR 15 1949

53 APR 19 1949

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/pzc

47

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EHW/ate

April 11, 1949

MEMORANDUM FOR MR. NICHOLS

RE: DESTRUCTION OF OLD INDEX CARDS

We have stored in the Records Section approximately 8,500 old fugitive index cards. These cards were apparently sent to the Records Section years ago after the apprehension of the fugitives involved.

In addition we also have approximately 17,000 alphabetical cards containing the names of banks insured by the Federal Deposit Insurance Corporation. It is Mr. Seyfarth's recollection that these cards were made up immediately following the bank holiday in 1932.

There is no other background or information in file on these cards. They have not been used or referred to in any manner for a number of years and since they serve no useful purpose it is believed they should be destroyed.

RECOMMENDATION:

That the old index cards referred to, samples of which are attached, be destroyed.

Respectfully,

F. W. Waikart

FWW:gl
Attachments

RECORDED - 28
INDEXED - 28

166-3286-367

APR 21 1949

APR 22 1949

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: 4/19/49

FROM : G. E. NANNA

SUBJECT: LAW ENFORCEMENT CARDS (1945 and 1946)
AND POLICE INSTRUCTORS COMMITMENT CARDS (1947)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

In accordance with your approval at the Training and Inspection Division Conference held on 4/15/49 the following items have been destroyed for the reason that the information contained therein is in the Bureau's files and these items no longer serve a useful purpose:

1. Police Instructors Commitment Cards for 1947.
2. Law Enforcement Conference Cards for 1945 and 1946.

RECORDED - 72 66-3286-368
INDEXED - 72
27 APR 21 1949

GEN:HD

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 RLW/rtc EXT 1

6U APR 27 1949

THE DIRECTOR

April 12, 1949

THE EXECUTIVES CONFERENCE

Destruction of Bureau Property

The Executives Conference of April 7, 1949, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Carlson, Ladd, McCabe for Clegg, and Glavin, considered the desirability of continuing to maintain a separate card index file on Special Agents who have been given Major Case School training.

It was pointed out to the Conference that the index was set up in 1945 after the Major Case School training was afforded a number of Special Agents and at present contains approximately 200 cards. The names of the Agents contained in this group have not been utilized since the time the index was set up. It was further pointed out to the Conference that instructions which were previously given in the Major Case School training is now given in all In-Service Schools and no particular advantage is had by maintaining such a Major Case School index of Agents who have participated in the special Major Case School.

The Conference is of the unanimous opinion that this index should be destroyed. Should the Director agree, appropriate action will be taken.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/plc

OK

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

RECORDED - 115

INDEXED - 115

66-3286-369

F B I

56 APR 20 1949

VRG:tgh

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

ORIGINAL COPY FILED IN

:AJH

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. NICHOLS DATE: March 2, 1949

FROM : R. F. Cartwright

SUBJECT: DISPOSITION OF TYPES OF IDENTIFICATION CORRESPONDENCE

a Destruction of Bureau Property - Jacket

Reference is made to the attached memorandum of Supervisor J. M. O'Connor to Mr. Tracy dated January 11, 1949, captioned as above.

This matter has been discussed with Mr. McCoy, Supervisor of the Mail Room, Mr. Waikart, who is in charge of Records Section, and Mr. McGuire, and all of us are in accord that the correspondence referred to should be destroyed after action if it is deemed not of permanent value to the Identification Division.

It is definitely felt by all of the above that the active destruction should be handled by Supervisors in the Identification Division rather than clerical personnel either in the Mail Room or the Records Section.

It has been a traditional rule in both of these sections that no correspondence or mail of any kind is ever destroyed there. This is a basic rule for obvious security reasons. You will recall that last year the general security regulations obtaining in the Records Section were reviewed and considerable attention was paid to their observance and additional regulations were promulgated by the Bureau. It is felt that making any exceptions to the rule that correspondence is not destroyed in these two sections would be a basic departure and would leave the way open to error in the matter of destruction.

It is, accordingly, being recommended that in connection with this matter the correspondence be returned to the Identification Division after mailing for appropriate disposal by the supervising personnel of that division. It is suggested that this memorandum be routed to Mr. Tracy for further action. This matter was discussed with Mr. Quinn Tamm on March 1, 1949, who was in accord with our recommendations in this regard.

1-126 ENCL 105

Attachment

RECORDED - 105
INDEXED - 105

166-3246-370
F B I
APR 27 1949

RFC:mrh

EX-126 56

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4ELW/RC

5 MAY 6 1949

ORIGINAL COPY FILED IN 66-3246-1

GT:AJH

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. TRACY DATE: January 11, 1949

FROM : J. M. O'Connor

SUBJECT: DISPOSITION OF CERTAIN TYPES OF CORRESPONDENCE HANDLED IN THE IDENTIFICATION DIVISION

The question has arisen as to the proper disposition of certain types of correspondence that are received and answered in the Identification Division.

The Records Section has sent back the attached samples of correspondence with the statement that they believe these types of correspondence should not be filed in the Records Section. Types of mail returned are:

1. Letters received from law enforcement officials or others entitled to information asking if an individual's fingerprints are or are not identical with another.

2. Letters from individuals informing us of their change of legal name.

3. Letters received from those entitled to a record, either in this country, or in a foreign country, asking whether or not we have the record of an individual.

4. Letters from individuals asking for a copy of their criminal record, or for information to which they are not entitled, and we do not return the correspondence because Bureau stamps have been placed thereon.

5. Letters from Police Departments enclosing fingerprints and asking for a search of the fingerprints through our files, and that they be advised of the results. Sometimes, we do this by letter, or advise that all the fingerprint cards for which they requested a search were not enclosed.

6. Letters received from law enforcement officials informing us that a wanted man is now in custody, and that the wanted notice should be cancelled.

ENCLOSURE

This mail has been reviewed by the Special Agent Supervisors in the Identification Division, and they believe that this type, and similar types of mail, should be destroyed, with one exception. Mr. Anderson believes that in category #3, letters from foreign contributors should be filed in the Identification Division.

RECORDED - 105 166-3286-370

The Agent Supervisors also agreed that disposition should be determined at the time the mail is first handled. They recommend that on the yellow of the outgoing the statement be placed, "this yellow and correspondence should be destroyed in the mail room", or, "this mail should be returned to the Identification Division to be destroyed." Mr. Waikart, of the Records Section, said that the mail

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP2 ellyate

ORIGINAL COPY FILED IN 66-3286-370

MEMO MR. TRACY January 11, 1949

should not be sent to the Records Section for destruction. Mr. McCoy, in the mail room, said that mail should not be destroyed in the mail room, due to a long established policy in that regard. If it is returned to the Identification Division for destruction, there will be extra work in the routing of the mail.

The Agent must be given some latitude, and must use his discretion as to what mail should be kept, and what mail should be destroyed. Of course, if in the process of reviewing the mail, you or others that review the mail feel that a certain type of mail should not be destroyed, a line could be drawn through the statement, "this is to be destroyed."

We feel that the type of correspondence mentioned above will not necessitate reference to it at any future time. In case of wanted notices, once the information is posted in the jacket that the individual is in custody, and from whence the information came, it is believed no longer necessary to retain the letter in our files.

It is recommended, therefore, that favorable consideration be given the plan that Agents, at the time mail is answered, determine the disposition of the mail.

JMO:slm

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: February 3, 1949

FROM : Mr. Newman

SUBJECT: Disposition of Bureau Code Books

The following Bureau Code Books are worn beyond use:

"A" Code Books		"C" Code Books		"B" Code Book
		63		
5020	5044	170	192	#35
5031	5342	188	272	

It is requested that authorization be granted to dispose of the above books by burning or some other method. These books are located in Room 5524.

Books destroyed by burning 8/5/49

RECORDED - 41 66-3284-37

INDEXED - RECORDED

3 AUG 4 1949

62 AUG 12 1949

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 ELW/rte

RD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: March 15, 1949

FROM : MR. CLEGG

SUBJECT: DISPOSITION OF CERTAIN TYPES OF CORRESPONDENCE HANDLED IN THE IDENTIFICATION DIVISION

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

In an effort to eliminate unnecessary filing procedures, the Records Section recently returned several pieces of correspondence to the Identification Division with the suggestion that filing of pieces of this kind be dispensed with at the discretion of the Identification Division. The returned pieces can be grouped as follows:

1. Letters received from law enforcement officials and others entitled to information asking if an individual's fingerprints are or are not identical with another.

2. Letters from individuals informing us of their change of legal name.

3. Letters received from those entitled to a record, either in this country, or in a foreign country, asking whether or not we have the record of an individual.

4. Letters from individuals asking for a copy of their criminal record, or for information to which they are not entitled, and we do not return the correspondence because Bureau stamps have been placed thereon.

5. Letters from Police Departments enclosing fingerprints and asking for a search of the fingerprints through our files, and that they be advised of the results. Sometimes, we do this by letter, or advise that all the fingerprint cards for which they requested a search were not enclosed.

6. Letters received from law enforcement officials informing us that a wanted man is now in custody, and that the wanted notice should be cancelled.

The problem of destroying such incoming correspondence has been the subject of study by Messrs. Tracy, Nichols, McGuire, Cartwright, Tamm, Waikart, McCoy and the Special Agent Supervisors of the Identification Division. All are in agreement that mail

KRMcI:mjd

52 MAY 3 1949

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP1 LEW/ltr

RECORDED - 123 66-3286-37

INDEXED - 123

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: April 12, 1949

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 109 SAVINGS: NONE
EMPLOYEE: SA ARTHUR J. NORSTROM AWARD: NONE
ST. PAUL OFFICE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
L. V. Boardman

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HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/ptc

SUGGESTION: That duplicate logs prepared for insertion in the respective case files affected by the information in the log be destroyed after the information from the log has been incorporated into an investigative report. It was also suggested that sub-files be created in key figure and top functionary cases for the purpose of filing logs containing excerpts of pertinent material from the log.

ADVANTAGES: Maintenance of Bureau Property - Ignore

1. This procedure would reduce the number of serials in the file and enable a more efficient administration of security files.

DISADVANTAGES:

1. Frequently material set forth in the log is not set out verbatim in reports, and at a future date if the occasion arises when the verbatim information would be necessary, several Agents would need to refer to the original log at the same time which would result in confusion and loss of time.

2. The verbatim information contained in the log should be retained in the respective files.

3. The removal of duplicate logs, or excerpts of pertinent material from the log, from the file after a report has been rendered would necessitate the preparation of a memorandum setting forth the contents of the serials removed from the file..

4. Creation of sub-files would present a security problem as it would never be possible to definitely determine in each instance when a sub-file existed.

INDEXED-80 66-P286-372
RECORDED-80

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EX-6

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable. 4/13/49. Present: Messrs. Tolson, Ladd, Glavin, Garlson, N. H. McCabe, Rosen, Fletcher, Q. Tamm, Nease, Harbo. The St. Paul office will be advised of the Director's decision.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

HCB:dgh

62M-1-1949

of this kind should be destroyed at the discretion of Special Agent Supervisory personnel in the Identification Division. These views are expressed in the attached memoranda of Mr. J. M. O'Connor to Mr. Tracy dated January 11, 1949, and Mr. R. F. Cartwright and Mr. Nichols of March 2, 1949. Mr. K. R. McIntire has also discussed this matter with Mr. George Medler and Mrs. Virginia McGrath of the Records Section who feel that destruction is advisable after discretion has been exercised.

If we adopt the procedure of destruction in the above categories, it will be incumbent upon Special Agent Supervisory personnel in Identification Division when dictating upon a piece of mail to decide whether the incoming is to be destroyed after our answer has gone out. Merely because a piece of mail falls within these categories does not mean that it will automatically be destroyed. Destruction must be authorized. If the decision is in favor of destruction, the incoming piece, in addition to being initialed by the proper personnel, will be boldly stamped with the words somewhat as follows: "Return to Ident for Destruction". Mr. McIntire discussed this phase with Mr. McCoy of the Communications Section, who approved this procedure. Under this method there is no need for attaching a yellow sheet of paper to the incoming letter for initials and for inscribing or stamping the destruction notice. It is all done on one piece of paper which is the incoming correspondence. Such pieces, after the replies have been mailed will be returned to Ident where destruction will occur. It may be urged that destruction should occur in our Mail Room in the Justice Building after our reply has gone out. This may be the logical point because it is the "last stop" so to speak. Messrs. McGuire, McCoy, Cartwright and Nichols feel this to be improper because of the caliber of employees in the Mail Room. They are Grade 2 employees and among our newest in point of service. The Mail Room is already burdened with a mass of detailed instructions covering a great variety of mail, much of which requires a special kind of handling. They feel it would, under these circumstances, be undesirable to grant authority to such persons to destroy any mail. Therefore, it is believed all destruction should be handled by the more competent and more specialized employees of Ident.

DISADVANTAGES:

The only disadvantage that can be foreseen is that a party might write in inquiring about some former correspondence had with him. If that occurs, we can write back for added information. On the basis of his recollection on matters of this kind, Mr. O'Connor states he seldom, if ever has any reference to former correspondence which is now filed. Furthermore, it is a current procedure for Mr. Jones' section of Crime Records to destroy a quantity of incoming mail daily. In that instance we

take the same chance on some future request based upon past correspondence. We are willing to take the chance because of the saving effected in our daily work.

ADVANTAGES:

1. We could eliminate typing a yellow file copy when outgoing correspondence is prepared in Ident.

2. We could eliminate the making of abstracts in Ident on such basis.

3. All the filing operation in the Records Section will be eliminated.

4. Indexing will cease. This is a serious problem. There are about 230 such pieces monthly that can be destroyed at discretion. These pieces average more than one index card apiece. But at one index card apiece in a 12-month period we are increasing our general indices by 2,760 cards per year. This is the file we would prefer to purge if we could. On future searches, these cards and the files pertaining thereto will have to be pulled when a matter is being reviewed. The number of times that such cards and files will be pulled will be countless. This will prove to be wasteful in terms of clerical services to an extent that is impossible to estimate.

5. Filing space which is at a premium will be conserved by the destruction of incoming mail of this kind.

RECOMMENDATIONS:

1. That Special Agent Supervisory personnel in Ident be permitted to authorize, at their discretion, the destruction of pieces of mail falling within the six categories listed herein.

2. That the incoming correspondence bear the initials of the approving supervisor and official of Ident certifying to the correctness of the reply which will be attached for mailing.

3. That the incoming correspondence when destruction is deemed advisable bear a bold stamp such as "Return to Ident for Destruction" or similar words.

4. That the Mail Room return such correspondence to Ident for destruction which shall be done under the guidance of Special Agent Supervisory personnel.

OK 3/21/49

3/21/49 3/21/49

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 13, 1949

FROM : SAC, Little Rock

SUBJECT: EXAMINATION OF JUDICIAL OFFICES
WESTERN DISTRICT OF ARKANSAS
(Bureau File Number Not Available)

Reference letter from SA W.S. RICH, Texarkana, Arkansas, to the Bureau dated 4-28-35.

There is maintained in the files of the Little Rock Division an accumulation of working papers of SA W.S. RICH and SA L.M. CHIPMAN compiled during the examination of the judicial offices of the Western District of Arkansas in 1935.

Unless advised to the contrary, within thirty days these working papers will be destroyed.

WLL/gm
77-2

66-3286-372X
~~4-W-10-7~~
~~62-65802-14~~

RECORDED - 42

F B I

3 APR 15 1949

EX-49

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/rtc

G.I.L.T.

53 MAY 11 1949

UNRECORDED COPY FILED IN 62-32466-4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. LADD

DATE: March 10, 1949

FROM : H. B. FLETCHER

SUBJECT: HATCH ACT INDICES - FINAL REPORT

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to attached memorandum from Mr. Wall to me dated February 24, 1948, recommending that the index cards maintained on Hatch Act cases be destroyed. In order that there will be a final record of the statistical data concerning the Hatch Act cases the following is set forth:

HATCH ACT STATISTICS

January 12, 1949

TOTAL CASES CONSIDERED.....6296

NOTIFICATION OF ACTION
by employing Agencies

Employees Discharged.....114

Resigned while investigations in progress.....46

Administrative Action Other than Dismissal.....78

DISPOSITIONS OF REMAINING CASES

Individuals No Longer with Government.....1963

Original Complaint Unfounded.....1144

No Action Taken by Employing Agency.....2818

CASES ON WHICH NO DISPOSITIONS RECEIVED.....90

Cases Pending in Field.....0

Converted to Loyalty.....43

Total Cases 6296

As a matter of further information, it is noted that the last case opened under the Hatch Act "Subversive" is Bureau file number 101-6996.

CHS:mmk

MAY 6 1949

RECORDED - 3

66-3286-373

66-7155-240

RECORDED COPY FILED IN

RECOMMENDATION:

None. This above is being set forth for your information and for a record of the final report under the Hatch Act.

Attachment

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : H. B. FLETCHER HBF

DATE: February 24, 1949

FROM : R. W. WALL RWW

SUBJECT: ANNUAL REPORTS AND INDICES
HATCH ACT

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/ptc

1. ANNUAL REPORTS

There are, at the present time, approximately 31 volumes of reports prepared pursuant to Public Laws No. 135 and 644, 77th Congress (Hatch Act), being maintained in the Loyalty Section. These reports were prepared in conformance with the requirements under these laws for submission to Congress. They contain case summaries of individuals investigated under the above-cited Public Laws.

As you know, the present Loyalty Program has superseded the Hatch Act Program and there is no need to further maintain these reports in the Loyalty Section for reference purposes.

RECOMMENDATION:

It is recommended that these reports, which are neatly bound and clearly identified, be forwarded to the Records Section and maintained there.

2. HATCH ACT INDICES

In connection with the Hatch Act Program a separate index card was maintained on each case. This index card reflected the complete investigative activity in connection with the case, as well as the final disposition. These index cards are presently maintained in the Loyalty Section and have been utilized for statistical purposes for the past year and a half. In view of the fact that there are no active Hatch Act investigations, since the Loyalty Program has superseded the Hatch Act Program, the need for these index cards no longer exists.

RECOMMENDATION:

It is recommended that the index cards on Hatch Act cases, presently being maintained in the Loyalty Section, be destroyed.

RWW:mmk

memo to H.B. dated 3/7/49 cls-cg

RECORDED - 3

ENCLOSURE

66-3286-373

1949

3. HATCH ACT POLICY FILES

At the time the Hatch Act Program was active a very complete policy file, which is serialized and indexed, was set up. This policy file and index has been of extreme value in connection with the Loyalty Program for reference purposes. It is not believed desirable that this policy file and index thereto should be destroyed, but with your approval the file will be neatly bound and maintained in the Loyalty Section for future reference. The index will also be maintained to facilitate reference.

Destructions of Bureau Property-guide

(F) DESTRUCTION OF SCIENTIFIC TRAINING RECORD (FD-41) -- A question has arisen as to the disposition to be made of the record of scientific training form FD-41 after the technical training has been completed for the year.

You are advised that this should be treated as other Agents' administrative records and kept for one year and then destroyed. For example, the form maintained for the calendar year 1949 should be destroyed on January 1, 1951.

Very truly yours,

John Edgar Hoover

Director

4-19-49
SAC LETTER NO. 47
Series 1949

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HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/rtc

166-3286-
NOT RECORDED
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7194
60 MAY 3-1949

ORIGINAL COPY FILED IN 66-04

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: May 12, 1949

FROM : C. F. Downing

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUBJECT: Cryptanalysis-Translation Section
Administrative
Destruction of Bureau Property - Jacket

Maintained in this Section at the present time is the original manuscript for the Bureau publication entitled "Aids to Open Code Analysis".

RECOMMENDATION:

Since the manuscript is unbound and serves no purpose, I recommend that it be destroyed.

64-3286-32

RECORDED - 104
INDEXED - 104
RECORDED
MAY 20 1949

5-12

CFD:AB

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/rcs

56 JUN 15 1949

MR. TRACY

May 5, 1949

J. E. O'Connor

RECOMMENDATION FOR THE DESTRUCTION OF LETTERS FROM INSURANCE COMPANIES

Destruction of Certain Correspondence

We have been receiving in the Identification Division an increasing number of letters from insurance companies asking us for information in our files in order that they might determine the present whereabouts of persons insured by them who have been missing for several years.

In each one of the requests received from these insurance companies we refer a copy of their letter and the information in our files, if there is any, to the Field Office covering the territory where the insurance company is. The Field Office is instructed to orally convey whatever information we have to the insurance company if they deem it advisable and the insurance company is in good contact of theirs. If there is no information they so inform the insurance company.

The original letter from the insurance company and the yellow copy of our outgoing answer are retained in our files. Within our knowledge in the past years there has been no reference to any one of these letters. Consequently, it is recommended that in cases where the insurance companies send in a letter and we send the answer to the Field Office the original incoming not be kept in our files nor any copy of our outgoing answer. As in the case of some other types of mail sent to the Identification Division for answer we would place a stamp on the incoming mail at the time of answer. Prepare no yellow or abstract of the outgoing answer and use the original incoming for the necessary initialing.

JEO:mkg

ADDENDUM 5-12-49 (SJT:smr) Approved by the Executives Conference, consisting of Messrs. Tolson, Rosen, Glavin, Harbo, Carlson, McGuire, H. Fletcher, N. McCabe and Tracy, on May 11, 1949.

ST

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

JUN 27 1949

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/ste

INDEXED - 76

NOT RECORDED
76 JUN 17 1949

EX-42

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

___ Mr. Clegg	___ Mr. Jones
___ Mr. Glavin	___ Mr. Nease
X Mr. Ladd	___ Mr. Quartwright
___ Mr. Nichols	___ Mr. [illegible]nington
___ Mr. Rosen	___ Mr. Prafman
___ Mr. Tracy	___ Mr. Renneberger
___ Miss Gandy	___ Mr. Q. Tamm
___ Mr. Conrad	___ Ident. Division
___ Mr. Egan	___ Records Section
___ Mr. Harbo	___ Mail Room
___ Mr. Mohr	___ Mechanical Section
___ Mr. Fletcher	___ Personnel Files
	___ Dept. Supply Division
	___ Division of Accounts
	___ Appointment Clerk
	___ Miss Day
	___ Mrs. Skillman
___ See Me	___ Washington F. D.
___ Phone Me	___ FBI Laboratory
___ Record & Route	___ M_____
___ Forward To	___ Room_____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/kc

___ Note & Return
___ Send File

OK to destroy?

W. R. Glavin

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

~~CONFIDENTIAL~~

TO : Mr. Glavin

FROM : Inventory Section

DATE: May 18, 1949

SUBJECT: Disposition of Books

Destruction of Bureau Property - Gen'l.

The following monographs have been returned by the Security Section:

Organization Book of the NSGWP
Japanism and Japanese in the U. S. (5 volumes Oct. 1943) 3
(1 volume Sept. 1943)
Graded Reader of Military Japanese
~~Collaboration with Japanese in the Philippines~~
The Philippines Situation
Communist Party of Puerto Rico
~~Summary of Conditions in Puerto Rico~~
Nationalist Party of Puerto Rico
Spanish Falange in Western Hemisphere
Survey of Racial Conditions in U. S.

It is requested that authority be granted to destroy these monographs.

Also: Union Nacional Sinarquista was destroyed

lw
liv

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Copies as indicated and routing slip to Mr. Ladd were all otherwise destroyed 7/25/49 lw

RECORDED - 116

166-3256-1376

12 JUL 29 1949

60 AUG 12 1949

~~CONFIDENTIAL~~

UNRECORDED COPY FILED IN 66-1455-S-1

___Mr. D. M. Ladd
___Mr. Clegg
___Mr. Glavin
___Mr. Harbo
___Mr. Nichols
___Mr. Rosen
___Mr. Tracy
___Mr. Q. Tamm
___Mr. Mohr
___Miss Gandy
___Mr. Nease

___Mr. Keay
___Mr. Laughlin
___Mr. Wall
___M _____
___M _____

___Mr. Ferris
Foreign Service Desk

___Mr. Winterrowd

___Mrs. Davidson
___Miss Waldrep
___Miss Roche

___See Me
___Call Me
___Appropriate actio
___Note & return
___Send file
___Bring up-to-date
___Correct
___Re-date
___Please initial &
return
___Place on record
___Place on record &
return

OK with me except as follows:

___Chief Clerk's Off.
___Records Section
___Personnel Files
___Mechanical Sec.
___Ident. Division
___Technical Lab

MAINTAIN
UNDER
DATE 2-27-82 BY SP4E

Send to

1. Johnson 1 Vol Sept 194
2. Education Interests in Pueblo
3. Conditions in Puerto Rico
W. C. Fletcher
Store copies of all of the listed.

STANDARD FORM NO. 64

Office Memorandum • UNITED S[illegible]OVERNMENT

TO : Mr. R. T. Harbo

FROM : C. F. Downing

DATE: October 21, 1949

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

CONFIDENTIAL

SUBJECT: Cryptanalysis-Translation Section (U)
Administrative.
(D) Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Attached is an inventory of material other than intercepts which has been placed in dead storage and retained for analytical purposes at some future date. (R)(U)

RECOMMENDATION:

It is recommended that the following items be transferred to the appropriate administrative files:

Country	File #	Type of Material
Germany	65-33585	Material removed from Laboratory files.
Italy	65-37236	Material removed from Laboratory files.
Japan	65-33586	Material removed from Laboratory files.
Spanish	65-39295	Material removed from Laboratory files.

material placed behind respective files 1-18-50 ca

It is further recommended that all other items on the attached list be destroyed provided this action meets with the approval of the Security Division. The latter's attention, however, is invited to 65-33780 under "Germany" which pertains to the case entitled "Kurt Frederick Ludwig, alias Joe K., Espionage - G". (R)(U)

DECLASSIFIED BY: SP-7 mac/DB
ON. 12/20/90 #316526

MRT:AB
80-11-3

cc: 80-748

7-27-82 SP4CLW/rte 3
CLASS. & EXT. BY
REASON-FCIM-II 1-2.4.2
DATE OF REVIEW 7-27-92

RECORDED
166-3286-377X
JAN 24 1950

34

Classified by SP4CLW/rte
Declassify on: OADR
7/25/84

CONFIDENTIAL

FEB 8-1950

CONFIDENTIAL

COUNTRY	FILE #	TYPE OF MATERIAL
Argentina	65-41271	Analysis record sheets, worksheets and message logs.
Brazil	65-43217	IBM runs, worksheets and message logs.
Bulgaria	65-57671	IBM runs.
Chile	65-41773	Message logs.
	64-29366	Message record sheets.
Colombia	65-43522	Worksheets.
Dominican Republic	~~65-44583~~ 65-43517	Worksheets.
Finland	65-44518	Worksheets.
France	65-43521	IBM runs, worksheets and message logs.
Germany	65-33585	Material removed from Laboratory files.
placed in subject file.	64-20658	Sample messages and worksheets
	64-21364	"
	64-25150	"
	64-25803	"
	65-8946	"
	65-16273	"
	~~65-30460~~ 64-30460	"
previously destroyed	65-33780	Worksheets
	65-35143	Sample messages and message record sheets.
	~~65-35743~~ 64-30120-A-13-498, 499	
	65-36101	Sample messages and worksheets
	65-36376	"
	65-36982	"
	65-37705	"
	65-38476	"
	65-40570	Worksheets and message record sheets
	65-40962	Sample messages, worksheets and message record sheets.
	65-41274	Sample messages
	65-41411	Sample messages and worksheets.
	65-42280	Sample messages and message record sheets.
	65-42430	"
	65-46383	Sample messages
	65-47120	Sample messages, worksheets and message record sheets.
	65-47429	Sample messages and worksheets.
	65-47845	"
	65-48823	"
	65-49130	"
	65-49131	Sample messages, worksheets and message record sheets.
	65-49890	"
	65-50579	"

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Declassified by SP-1 Mac 10th
on: 12/20/90
#316526

(&)

C#20887
Classified by SP4 ELW
Declassify on: OADR
7/25/84

7-27-82
CLASS. & EXT
REASON-POINT 1, 1-2.4.2
DATE OF REVIEW 7-27-92
SP4 ELW/NCI 3

CONFIDENTIAL

ENCLOSURE

66-3286-377X

CONFIDENTIAL

Memorandum to Mr. Harbo.

COUNTRY	FILE #	TYPE OF MATERIAL
Germany previously destroyed	65-51317	Sample messages and message record sheets
	65-53213	Sample messages
	65-54454	Sample messages and worksheets
previously destroyed	65-14539	"
Israel	100-349903	IBM runs, worksheets, analysis record sheets and message logs.
Italy placed behind file	65-37236	Material removed from Laboratory files.
	65-40178	Worksheets
Japan placed behind file	65-33586	Material removed from Laboratory files.
	65-36852	Message record sheets
Mexico	65-42806	IBM runs.
Poland	65-57669	IBM cards, IBM runs, worksheets, analysis record sheets and message logs.
Portugal	65-41833	Message logs.
Roumania	65-57411	Message logs.
Russia	65-35784	IBM cards, worksheets and message logs.
	65-57670	IBM runs, worksheets and message logs.
material not located	100-352562	Worksheets
Spain placed behind file	65-39295	Material removed from Laboratory files.
	65-39295	IBM runs, worksheets, analysis record sheets and message logs.
Uruguay	65-54414	Worksheets and message logs.
Venezuela	65-43514	IBM runs, worksheets and message logs.
Yugoslavia	65-57668	IBM runs, worksheets, analysis record sheets and message logs.
Miscellaneous (Allied Station)		
material not located	65-53308	Worksheets and message record sheets.

(8)

CONFIDENTIAL

MR. FLETCHER

October 11, 1949

MR. NICHOLS

Bureau Property - Destroy

DESTRUCTION OF OBSOLETE
FILE AND INDEX MATERIAL

During the recent inspection of the Records Section, the disposal of obsolete records was again considered. As you may well appreciate, the Records Section is faced with a critical space shortage and also with a constant need for expansion due to current receipts. If at all possible, something should be done immediately to make available more space.

There is described below file material kept by the Records Section that is of interest to your Division. It occupies floor and cabinet space, yet now appears to be obsolete and of little or no value. It is requested that you have someone review it to determine if you agree that it may be destroyed at this time. The Records Section will provide representative samples upon request.

It will be appreciated if you will give this matter immediate attention so as to provide the Records Section with some much-needed cabinet space.

Y Files

There are three cabinets on the eighth floor containing miscellaneous World War I material from 1914 to 1918. This material pertains to old pamphlets, booklets and papers relating to radical organizations. It is not indexed. There is, however, a card index system maintained in the drawers in which this material is filed. There have been no calls for this material during the past ten years.

Miscellaneous Reports

There is one drawer containing Dies Committee Reports, Economical Act To Purchase And Charter Foreign Vessels and similar material. No requests have been made for this material during the past fifteen years.

166-3256-✓

NOT RECORDED
75 NOV 18 1949

Alien Enemy Control Index

A prior memorandum was submitted May 3, 1949, with a recommendation that the Alien Enemy Control Index be destroyed. This control index pertains to an index of approximately 40,000 aliens taken into custody during World War II. The index was maintained by the Security Division and served to keep that Division advised as to the arrests and disposition of aliens. The field offices when preparing the original permanent register pertaining to these aliens were instructed to likewise prepare a duplicate for transmittal to the Bureau so that the Bureau might have available at the Seat of Government data identical to that possessed by the field. For each individual arrested, two 3x5 cards were prepared. One card being filed in an alphabetical index subdivided by nationalities and the other in a geographical index subdivided by nationalities and field offices. In January, 1944, these cards were consolidated into one permanent 3x5 index. By a memorandum

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
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Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

NOV 8 1951

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DATE 2-27-82 BY SP4 ELW/RTC

ORIGINAL COPY FILED IN

dated January 15, 1946, a recommendation was made that the card index file be transferred to the Files Section where it could be retained as a permanent statistical record of the Bureau's activities during the denaturalization program. By memorandum dated June 7, 1947, Mr. J. C. Strickland recommended that in view of the fact that the Alien Enemy Control Program was to all intents and purposes completed, the index cards be transferred to the Records Section. In addition to the apprehension index, the same cabinets contain a denaturalization index of seamen who were apprehended as Alien Enemies and also an index of Japanese who renounced their American citizenships.

Custodial Detention Index Cards

By memorandum dated November 9, 1939, Mr. A. Cornelius outlined in detail a procedure to be followed by the Security Division on the assembling of data on individuals in this country who in time of war would be a menace to the public peace and safety of the United States Government. The memorandum stated it was planning to assemble material on and prepare a list of the individuals comprising two large groups.

(1) Those with strong Nazi tendencies
(2) Those with strong Communist tendencies

This memorandum described the procedure of preparing 5x8 index cards to be maintained in the Security Division on all such individuals. It was further suggested that metal tabs be prepared on the card in the General Index of the Records Division on each individual included in the Custodial Detention Index. Procedures were adopted whereby a blue index card would be inserted in the Index Section. The Security Division was requested to furnish the Records Section the blue cards bearing the name of the individuals who were being considered for custodial detention. In addition to the blue cards filed in the Records Section the Security Division maintained a duplicate or master set of these same cards. The duplicate or master set maintained by the Security Division is the set presently referred to which is now located on the eighth floor of the Justice Building and numbers approximately 27,000 cards.

An Executive Conference memorandum dated July 25, 1941, recommended that the duplicate master index in the Security Division be transferred to the Records Section and that this index no longer be utilized by the Security Division. The custodial detention subjects in the Records Section were discontinued May 16, 1942. By memorandum dated October 29, 1943, approval was granted to remove the blue cards from the Bureau indices and to destroy them which was done by November 16, 1943.

As previously stated, 27,000 blue cards are presently being maintained by the Records Section which constitutes the master index previously maintained by the Security Division. There appears to be no useful purpose to the Bureau in the retention of these cards.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: October 5, 1949

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the memorandum of instructions from the Director dated September 8, 1949 as a result of the recent Inspection of the Records and Communications Section. Included were instructions to submit recommendations for consideration of the Executives Conference for the destruction of some old and obsolete file material. Material considered herein falls into two major categories: (1) some records presently stored in the file cabinets in the 8100 corridor of the Department of Justice Building, (2) certain records found in the Personnel Files Section.

The material listed in this memorandum should be reviewed by the interested Divisions for possible items of real or potential value that should not be destroyed. Representative samples of the material will be made available to the interested Divisions upon a request of the Records Section. It is not anticipated that it will be necessary to clear these records with the National Archives in the event all or a portion of them are approved for destruction.

The interested Division has been designated in each case.

I. OBSOLETE RECORDS ON EIGHTH FLOOR

There is set out below a list of old and obsolete records properly maintained in file cabinets on the eighth floor, 8100 corridor. For the most part, there have been no requests for this material in the last ten years or more and the value of retaining it longer is questionable. Some of the items were previously recommended for review and destruction in 1945 but no further action was had at that time and it is believed now is an opportune time for reconsideration.

1. Press Releases

These press releases refer to kidnapping and other investigative cases which were handled by the Bureau during the years 1932 to 1936 inclusive. A copy of these releases are filed in the case file to which they are related. Extra copies of these releases are presently in the files on the eighth floor. When one copy is in file the others should be considered for destruction. This does not appear to be a matter for which the Archives would have an interest. It is apparent that much of this material was at one time maintained by a Supervisor. It includes many photographs, fingerprints and other similar bits of material as well as press releases.

Interested Division --- Investigative Division

WMM:gl

Memos to Rosen, Fletcher, Clegg, Glavin 10/11 requesting review prior destruction

F B I
OCT 25 1949

2. Property of Robert H. Laughlin
(Former Chief Clerk)

There are two drawers of material formerly maintained by Mr. Laughlin which relates to baseball and other sports as well as copies of FBI memoranda, phamphlets and personnel material which was used as ticklers. There have been no calls for this material since it has been maintained on the eighth floor. An examination of the material revealed that it pertains to athletic activities handled by the Chief Clerk's Office and Mr. Laughlin was formerly assigned to that office.

Interested Division — Administrative Division

3. Y Files

There are three cabinets on the eighth floor containing miscellaneous World War I material from 1914 to 1918. This material pertains to old pamphlets, booklets and papers relating to radical organizations. It is not indexed. There is, however, a card index system maintained in the drawers in which this material is filed. There have been no calls for this material during the past ten years.

Interested Division — Security Division

4. Blue Slips

Four cabinets and two drawers of a fifth cabinet contain blue slips regarding the payments of confidential informants in connection with investigations regarding Bureau cases from 1913 to 1931. All blue slips from 1931 to date are being retained and not considered for destruction.

Interested Division — Administrative Division,
Chief Clerk's Office

5. Miscellaneous

There is one drawer of Proof Code Books, Charts of Assignments and votes of the Special Agents' Insurance Fund dated 1937.

Interested Division — Administrative Division,
Chief Clerk's Office

6. Miscellaneous

There is one drawer containing manuals of instructions for Special Agents and stenographers dated 1937 and prior thereto. There have never been any requests for this material. It was ascertained that this same material is contained in the Manual Files.

Interested Division — Training and Inspection Division

Memo from Clegg to Nichols 10/6/49

Memorandum for Mr. Nichols
Re: Destruction of Obsolete File and Index Material October 5, 1949

7. Chief Clerk's Material

There are two drawers of material containing Annual Reports of Government Agencies on the State of Finance. This material is contained in book form and dated from 1934 to 1940. There have been no requests for these books for approximately ten years.

Interested Division --- Administrative Division,
Chief Clerk's Office

8. Miscellaneous Reports

There is one drawer containing Dies Committee Reports, Economical Act To Purchase And Charter Foreign Vessels and similar material. No requests have been made for this material during the past fifteen years.

Interested Divisions --- Administrative Division,
Chief Clerk's Office
Security Division

9. Miscellaneous

Status procedure pertaining to national defense, investigative facilities of the FBI and numerous copies of other miscellaneous pamphlets are being retained and there has been no requests for this material during the past five years.

Interested Division --- Administrative Division,
Chief Clerk's Office

10. Laboratory Matters

There are eight drawers containing material in the Polygraph Files, Laboratory Reports, Interesting Case Write Ups from 1935-1941 as well as newspaper clippings pertaining to executions which were sent to the Bureau by a Doctor Hoffman.

Interested Division --- Laboratory Division

11. Congressional Records

Congressional Records contained in the Chief Clerk's Office are kept for three years and destroyed. This particular material dates from 1946 to the present. It is to be noted that a permanent copy of each Congressional Record is maintained in the Publication Files. The Chief

Memorandum for Mr. Nichols
Re: Destruction of Obsolete File and Index Material October 5, 1949

Clerk's material contains copies which frequently are not available in the Publication Files. One complete set of Congressional Records should be maintained in Crime Records Section but other copies are not deemed necessary and it is suggested that they be destroyed. It is suggested that the missing copies from the Publication Files be replaced.

Interested Division ---- Administrative Division,
Chief Clerk's Office

12. Alien Enemy Control Index

A prior memorandum was submitted May 3, 1949, with a recommendation that the Alien Enemy Control Index be destroyed. This control index pertains to an index of approximately 40,000 aliens taken into custody during World War II. The index was maintained by the Security Division and served to keep that Division advised as to the arrests and disposition of aliens. The field offices when preparing the original permanent register pertaining to these aliens were instructed to likewise prepare a duplicate for transmittal to the Bureau so that the Bureau might have available at the Seat of Government data identical to that possessed by the field. For each individual arrested, two 3x5 cards were prepared. One card being filed in an alphabetical index subdivided by nationalities and the other in a geographical index subdivided by nationalities and field offices. In January 1944 these cards were consolidated into one permanent 3x5 index. By a memorandum dated January 15, 1946, a recommendation was made that the card index file be transferred to the Files Section where it could be retained as a permanent statistical record of the Bureau's activities during the denaturalization program. By memorandum dated June 7, 1947, Mr. J. C. Strickland recommended that in view of the fact that the Alien Enemy Control Program was to all intents and purposes completed, the index cards be transferred to the Records Section. In addition to the apprehension index, the same cabinets contain a denaturalization index of seamen who were apprehended as Alien Enemies and also an index of Japanese who renounced their American citizenships.

Interested Division --- Security Division

13. Custodial Detention Index Cards

By memorandum dated November 9, 1939, Mr. A. Cornelius outlined in detail a procedure to be followed by the Security Division on the assembling of data on individuals in this country who in time of war would be a menace to the public peace and safety of the United States Government. The memorandum stated it was planning to assemble material on and prepare a list of the individuals comprising two large groups.

(1.) Those with strong Nazi tendencies
(2.) Those with strong Communist tendencies

Memorandum for Mr. Nichols
Re: Destruction of Obsolete File and Index Material October 5, 1949

This memorandum described the procedure of preparing 5x8 index cards to be maintained in the Security Division on all such individuals. It was further suggested that metal tabs be prepared on the card in the General Index of the Records Division on each individual included in the Custodial Detention Index. Procedures were adopted whereby a blue index card would be inserted in the Index Section. The Security Division was requested to furnish the Records Section the blue cards bearing the name of the individuals who were being considered for custodial detention. In addition to the blue cards filed in the Records Section the Security Division maintained a duplicate or master set of these same cards. The duplicate or master set maintained by the Security Division is the set presently referred to which is now located on the eighth floor of the Justice Building and numbers approximately 27,000 cards.

An Executive Conference memorandum dated July 25, 1941, recommended that the duplicate master index in the Security Division be transferred to the Records Section and that this index no longer be utilized by the Security Division. The custodial detention subjects in the Records Section were discontinued May 16, 1942. By memorandum dated October 29, 1943, approval was granted to remove the blue cards from the Bureau indices and to destroy them which was done by November 16, 1943.

As previously stated 27,000 blue cards are presently being maintained by the Records Section which constitutes the master index previously maintained by the Security Division. There appears to be no useful purpose to the Bureau in the retention of these cards.

Interested Division — Security Division

II. OBSOLETE FILE MATERIAL IN THE PERSONNEL RECORDS SECTION

There follows a description of various files occupying space in our Personnel Records Section, and which appear to be obsolete and of no value. In many cases their destruction has previously been considered by Mr. Glavin and he concurred when the recommendation for their disposal was set out. A notation appears where this holds true. In the event of approval for destruction no Archival authority will be needed.

1. Clerical Tests file

There are presently being maintained in the general files of the Personnel Records Section three sections of a file captioned "Clerical Tests". This file consists of quarterly listings of the grades of clerical personnel regarding their shorthand and typing abilities. The last serial in this file is dated in July, 1942 and it is the present practice to incorporate this type of data into the general files pertaining to the individual division at the Seat of Government.

Memorandum for Mr. Nichols
re: Destruction of Obsolete File and Index Material October 5, 1949

Mr. Glavin concurred in the recommendation for destruction.

Interested Division --- Administrative Division

15. Outstanding Recommendations File

The material contained in this file, which comprises three sections, is dated from 1937 through February, 1941 and consists of a listing regarding the status of various recommendations that have been made as of that time pertaining to appointments and promotions. It appears that these listings are recapitulations submitted on a monthly or a bimonthly basis and were at that time informative in nature.

Mr. Glavin concurred in the recommendation for destruction.

Interested Division --- Administrative Division

16. File Pertaining to Applicants Referred to Interviewing Officials

During the period immediately preceding the entry of the United States into World War II an intensive recruiting program was instituted throughout the United States, designed to secure qualified applicants for employment by the Bureau. At that time there were built up six sections of files dealing with the names of these applicants that had been referred for interview from the Seat of Government to the various offices throughout the country. The last serial contained in this file is dated in October of 1940, and it is the consensus of opinion among employees of the Personnel Records Section that it has not been removed from file for reference purposes for several years past. The file for the most part consists of long lists of names and addresses of prospective agent applicants.

Mr. Glavin concurred in the recommendation for destruction.

Interested Division --- Administrative Division.

17. Applicant General File

It is the present practice to file correspondence pertaining to applicants interested in Bureau employment into a general applicant file whenever the correspondence does not include a formal application. After five pieces of this type of mail are received and included in the general file, a specific applicant file is then opened and the mail contained in the general applicant file is removed therefrom and becomes the basis for a specific applicant file concerning the applicant. Contained in this file are letters from youngsters seeking employment with the Bureau or inquiring

as to the educational qualifications necessary for a Special Agent's position after they grow up. Also there is correspondence received from individuals who obviously are not qualified for employment with the Bureau. In other words, it is a general repository of applicant mail dealing with general applicant matters and not specifically with potential future employees. The safeguard has been previously established that if the individual is a potential future employee that upon receipt of the fifth piece of mail a specific applicant file is opened and all previously received correspondence is incorporated in the new applicant file.

In May of 1946 a project was completed encompassing the review and destruction of 132 sections of this file on the basis that they were of no further value and should not be retained. As a result of this project, all of the index cards pertaining to these serials were removed from file, there being 17,270 serials destroyed.

It was recommended that all serials contained in this file which are over five years old be destroyed at the present time and consideration be given to reducing this period of retention to a three year period. It was likewise recommended that the destruction of old material be done under competent supervision on an individual serial basis on a long range project so as to insure that no information deemed to be of future value be destroyed. As the serials are destroyed arrangements should be made to remove the index cards pertaining to these serials from the indices.

Mr. Glavin concurred in the recommendation for destruction.

Interested Division --- Administrative Division

18. Anonymous Applicant File

This consists of two sections of files containing anonymous informal applications for employment with the Bureau. The last serial in this file was received in the Bureau in October of 1947. It has been the practice to file this type of communication without indexing since the individual writing the letter has neglected to sign his name thereto, and consequently there is no indexing that can be accomplished on this type of mail.

It was recommended that this file be destroyed and that any similar type of communication received in the future be destroyed upon receipt.

Mr. Glavin concurred in the recommendation for destruction.

Interested Division --- Administrative Division

Memorandum for Mr. Nichols
Re: Destruction of Obsolete File and Index Material October 5, 1949

19. Interviews - Identification Division

There is presently being maintained in the Personnel Records Section a general file folder captioned as above. This folder contains eight serials, running from February to October, 1930, consisting of memoranda submitted by the Identification Division recording interviews of officials of the Identification Division conducted during that period of time. It appears to serve no further value as reference material.

Interested Division — Administrative Division

20. Unnamed Applicant File

The above-captioned file consists of communications received from individuals interested in securing job qualifications for applicants for positions with the Bureau. The writer of the communication is not interested in employment himself, however, he is securing the information for an individual whom he does not name.

It was recommended that on correspondence presently being maintained for a longer period of time than three years be destroyed. If this recommendation should be approved, it would enable the Personnel Records Section to destroy three sections of this file and to remove from the indices index cards pertaining to this correspondence. It is likewise pointed out that this file contains some inquiries by Congressmen or prominent individuals and accordingly consideration should be given as to whether three years is sufficient in which to answer any subsequent inquiries.

Interested Division — Administrative Division

21. Personnel Inquiries File

The above-captioned file is utilized to house inquiries and answers received from the individuals who are interested in securing information for other people regarding possibilities of employment with the Bureau. In many instances, the writer of the communication does not mention the name of the person who is interested in employment with the Bureau, but confines his remarks to general requests for educational requirements and opportunities for employment and advancement in the Bureau. This file contains written requests on behalf of organizations and institutions, particularly schools, concerning the qualifications and requirements for employment with the Bureau. It is noted that the question may be raised at some future time as to what data was in fact furnished to the particular organization or institution. The Inspector felt that the retention of this type of correspondence for a five year period would be a sufficient length of time for reference purposes. If this recommendation is approved, Personnel Records Section will be able to destroy five sections of this file which go beyond the five year period and also the index cards pertaining thereto.

Memorandum for Mr. Nichols
Re: Destruction of Obsolete File and Index Material October 5, 1949

Interested Division --- Administrative Division

22. Accounting Zone Files

There are being maintained in the general files of the Personnel Records Section several folders captioned "Accounting Zone" or "Accounting District" dealing with accounting work in the New York, San Antonio, and San Francisco areas. The last material placed in these folders was dated in 1930, and apparently it was the requirement at that time for periodic submission of the status of the accounting work by individual cases then being handled in these accounting zones.

Interested Division --- Investigative Division.

23. Division Organizational Files.

In the past, it has been the practice of all Divisions at the Seat of Government to prepare on a monthly basis the outline of the organization of each Division showing by name all personnel assigned to the Division and listing the grade and salary. A survey of these organizational files maintained in the Personnel Records Section reveals that for the most part the submission of such organizational charts was discontinued in July, 1945. It is, however, the current practice of some Divisions to continue to prepare these organizational charts, and in one instance they are still being designated for the Organizational File in the Personnel Records Section. The Inspector felt that the retention of this type of material serves no definite purpose as illustrated by the discontinuance of the filing of this type of memoranda in July, 1945. He therefore recommended that steps be taken to destroy all previously filed organizational charts consisting of approximately 26 volumes and that in the future should such charts be prepared for informational purposes in the various Divisions that they be treated as temporary memoranda and typed on pink memorandum form. It was recommended that when they have served their purpose they be destroyed. Should the old volumes presently in the file be destroyed, it will allow for one additional filing cabinet in the Personnel Records Section.

It should be noted that these files contain background data as to the organizational and personnel set up of the various divisions years ago, and the material may possess some historical archivial value. It is recommended therefore that these files be carefully reviewed before being destroyed.

Interested Division --- Administrative Division

Memorandum for Mr. Nichols
Re: Destruction of Obsolete File and Index Material October 5, 1949

24. Interviews File

In the Personnel Records Section general files, there are presently being maintained six sections of files captioned "Interviews". This file was originally started in 1927, and the last serial contained therein stops in January, 1933. For the most part it deals with telephone and personal calls at the Seta of Government from prospective applicants for employment with the Bureau. It apparently was the practice to record each inquiry and each call received during the day, these all being incorporated into one memorandum for file. A check reveals that some of these calls were the cause for index cards being prepared as well as abstract slips recording the inquiry. A further check also reveals that in some instances the individual applicant file of the applicant contains a duplicate copy of this memorandum listing the fact that he had made an inquiry of the Bureau as to his prospects for employment here. This procedure has been discontinued and such inquiries are now recorded in longhand on the top serial of the individual applicant file as they are received.

Interested Division --- Administrative Division

RECOMMENDATION:

That the above listed material be reviewed by the interested Divisions and consideration given for its destruction. Any material of actual value should be earmarked for retention. The Records Section will provide representative samples upon request.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

~~CONFIDENTIAL~~

TO : MR. FLETCHER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

DATE: September 23, 1949

FROM : MR. WHITSON

SUBJECT: Cryptanalysis-Translation Section (A)
Administrative
DESTRUCTION OF BUREAU PROPERTY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the memorandum from Mr. C. F. Downing to Mr. R. T. Harbo dated August 8, 1949, in the above-captioned matter. (A) u

Referenced memorandum recommended that certain intercepted communications primarily radio and cablegrams which are now in dead storage be destroyed. These items were previously placed in dead storage to be retained for analytical purposes at some future date. (A) u

It was requested that the Espionage Section advise if it had any objection to the destruction of these items. (A) u

The Espionage Section has no objection to the destruction of the items listed on pages one and two of the referenced memorandum, which is attached. (A) u

RECOMMENDATION:

It is recommended that this memorandum be forwarded to Mr. Harbo for his information. (A) u

non-serialized material destroyed 11-3-49 cw
serialized material turned over to Lenard to be destroyed. 11-3-49 cw

Material checked & destruction witnessed over to Records Section 10/28/49 mmk

ENCL

Attachment

JM/de

~~9-27-82 SP4 EAW/ttc~~
~~CLASS. & EXT. BY SP4 EAW/ttc~~
~~REASON FOR EXT. 1.2.4.2~~
~~DATE OF REVIEW 9-27-92~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EAW/ttc per release

UNRECORDED COPY FILED IN 80-11-3-4

RECORDED

166-3286-377

F IB I

5 NOV 8 1949

NOV 23 1949

~~CONFIDENTIAL~~

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

TO : Mr. R. T. Harbo

DATE: August 8, 1949

FROM : C. F. Downing

CONFIDENTIAL

CLASS. & EXT. BY SP4 ELW/pte 1-2 4.2 3
TOLSON-[illegible] DATE OF REVIEW 2-27-92

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUBJECT: Cryptanalysis-Translation Section
Administrative

Attached is an inventory of intercepted communications primarily radio and cablegrams which have been placed in dead storage and retained for analytical purposes at some future date.

RECOMMENDATION: That the following items be destroyed provided that this action meets with the approval of the Security Division.

OK as to p. 1 + p. 2, Security Div. agrees 9-23 RTH

DECLASSIFIED BY Auc 160290805 beg/jms ON 10/16/03 #03-R0762

COUNTRY	FILE NO.	REMARKS
Miscellaneous	62-62736	
Afghanistan	65-6854	
Argentina	65-41271	Destroy plain text only
Australia	65-6854	
Belgium	65-6854	
	62-62736	
Bolivia	65-6854	
	62-62736	
Canada	65-6854	
	62-62736	
Denmark	65-6854	
	62-62736	
Egypt	65-6854	
Ethiopia	65-3854	
Finland	65-44518	Destroy plain text only
Germany	65-1168	
Greenland	65-6854	
Haiti	65-6854	
India	65-6854	
Indo China	65-6854	
Ireland	62-62736	
Japan	65-33586	Destroy plain text only
Lithuania	65-6854	
Luxembourg	65-6854	
Manchuria	65-6854	
Mexico	65-34229	Destroy plain text only
New Zealand	65-6854	

(S)(U)

Material destroyed 11-3-49 per request to Records Section dated 11-3-49

Material destroyed 11/9/49

Material destroyed pursuant to Bureau instructions 10/28/49

ENCLOSURE 66-3286-377

Attachment
CFD:AB
80-11-3

cc: 80-748

5 NOV 8 1949

CONFIDENTIAL

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COUNTRY	FILE NO.	REMARKS
Nicaragua	65-6854	
	65-45016	
Norway	65-6854	
	65-44512	
	62-62736	
Netherlands	65-44591	
Panama	65-6854	
	62-62736	
Paraguay	65-6854	
San Salvador	65-6854	
Saudi Arabia	65-6854	
South Africa	65-6854	
Spain	65-39295	Destroy plain-text only (u)
Syria	65-6854	
United States	65-6854	
	62-62736	
International Monetary Fund	65-6854	
Weather	65-6854	
	65-43665	
Miscellaneous (Allied Government)	65-6854	
Miscellaneous (Allied Station)	65-53308	
Miscellaneous (OSS)	64-4678	

CONFIDENTIAL

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

COUNTRY	FILE #	# INTERCEPTS	PERIOD	REMARKS
Miscellaneous	62-62736	300	12/37-10/42	Censorship General, all plain text
	62-31941	Approx. 60 rolls of 16 mm film	8/47- 9/48	
Afghanistan	65-6854	3	7/45 - 6/46	
Argentina	62-62736	47	7/42 - 10/42	
	65-6854	1	1942	
	65-41271	3000	9/41-8/48	Approx. 800 plain text
Australia	65-6854	25	1/46 -9/47	
Belgium	62-62736	4	6/42	
	65-6854	10	7/42-9/47	
Bolivia	62-62736	1	2/42	
	65-6854	4	4/45-12/45	
Brazil	62-62736	50	12/41-2/42	
	65-43217	2475	5/42-10/47	
Britain	62-62736	25	1/42-7/42	
	65-6854	2925	8/40-9/47	
	65-33587	525	4/41-1/46	
Bulgaria	65-57671	800	12/41-2/49	Combine
Canada	62-62736	3	2/42	
	65-6854	7	5/43-9/47	
Chile	62-62736	28	1/42-7/42	
	64-29366	150	12/43-3/44	
	65-6854	2	1943	
	65-41773	6700	3/42-9/47	
China	62-62736	1050	1/42-10/42	
	65-6854	3775	4/42-9/47	
Columbia	62-62488	200	2/43-4/45	
	65-43522	227	4/43-2/48	
Cuba	62-62736	4	12/41-2/42	
	65-42472	215	8/42-4/45	
Czechoslovakia	65-6854	1	6/42	
	65-45127	50	3/46-4/48	
Denmark	62-62736	2	1/42	
	65-6854	4	6/42-6/47	
Dominican Republic	65-43517	75	11/42-9/47	
Ecuador	62-62736	3	1/42	
	65-6854	1	7/42	
	65-43520	950	5/43-6/47	
Egypt	65-6854	4	5/43-6/46	
Ethiopia	65-6854	4	1/44-1/48	
Finland	62-62736	25	1/42-2/42	
	65-6854	200	4/42-8/42	
	65-44518	1975	5/41-3/47	150 plain text

7-27-82 CLASS. EXT. BY SP4 ELW/1tc 3
REASON: E.O. 12356 II, 1-2.4.2
DATE OF REVIEW 7-27-92

66-3286-377

ENCLOSURE

DECLASSIFIED BY AUC 60290 BCE/DCG/gmw
ON 10/14/03
#03-R0762

CONFIDENTIAL

COUNTRY	FILE #	# INTERCEPTS	PERIOD	REMARKS
France	62-62736	200	1/42-8/42	
	65-36430	21850	7/41-4/44	
	65-43521	24000	9/42-2/48	
Germany	64-20393	650	8/43-2/45	
	65-1168	30	8/38-9/39	
	65-33584	2150	11/40-11/42	
	65-33585	17250	9/39-5/44	
	65-33588	6225	11/39-11/44	
	65-33733	1800	12/40-8/42	
	65-37233	50	6/42-4/44	
	65-47281	375	2/43-8/43	
	65-49651	30	2/44-4/45	
	65-52986	1	4/45	
Greece	65-6854	1	6/42	
	65-42912	1500	4/42-11/47	
Greenland	65-6854	4	3/43-2/45	
Guatemala	65-42271	75	8/42-8/45	
Haiti	65-6854	20	4/43-1/45	
Hungary	65-57809	400	6/43-2/49	Callahan
India	65-6854	15	6/46-5/47	
Indo China	65-6854	1	5/44	
Iran	65-6854	50	7/42-5/47	
Iraq	62-62736	1	8/42	
	65-6854	50	8/42-9/45	Hamm
Ireland	62-62736	6	1/42-7/42	
Israel	65-6854	60	6/48-7/48	
	65-40693	565	1/42-1/43	
	100-349903	625 Arrow	10/46-4/48	
Italy	62-62736	5	2/42	
	65-6854	3	1/40	
	65-37236	2375	10/41-4/48	
	65-40178	1200	12/40-1/42	
Japan	62-62736	10	12/41-2/42	
	65-6854	5	1/40	
	65-31329	100	7/41-9/41	
	65-33586	80280	8/37-8/45	At least 5000 plain text
	65-36852	2460	5/41-4/43	
	100-50106	375	8/40-12/41	
Lithuania	65-6854	8	6/42-11/43	
Luxemburg	65-6854	3	7/45-4/46	
Manchuria	65-6854	10	5/45-6/45	
Mexico	65-62736	10	1/42-2/42	
	65-34229	1350	1/41-12/41	Mostly plain text
	65-42806	1925	3/41-10/47	

CONFIDENTIAL

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COUNTRY	FILE #	# INTERCEPTS	PERIOD	REMARKS
New Zealand	65-6854	5	1/46-9/47	
Nicaragua	65-6854	2	10/43-2/44	
	65-45016	25	4/43-8/45	
Norway	62-62736	3	1/42	
	65-6854	1	7/42	
	65-44512	4	6/46-7/46	
Netherland	65-44591	25	2/46-4/47	
Panama	62-62736	1	1942	
	65-6854	3	8/43-1/44	
Paraguay	65-6854	45	4/43-7/46	
Peru	65-6854	2	6/42	
	65-44391	400	5/42-9/47	
Poland	62-56597	1500	12/41-4/43	
	62-62736	4	1/42-2/42	
	65-6854	1	6/42	
	65-57669	6700	6/42-3/49	
Portugal	62-62736	10	1/42-8/42	Clayton Riley
	65-41833	9000	12/41-3/48	
Rumania	65-6854	175	3/43-6/44	
	65-57411	200	9/46-3/49	
Russia	62-62736	15	1/42-2/42	
	65-35784	52450	12/41-3/49	
	65-47815	1200	1/43-3/43	
	65-57670	45600	1/42-3/49	
	100-352562	800	12/44-4/45	
San Salvador	65-6854	1	1/47	
Saudi, Arabia	65-6854	10	3/46-9/47	
South Africa	65-6854	5	6/46-6/47	
Spain	62-62736	2	1942	
	65-6854	3	1/43-3/43	
	65-39295	29100	1/40-1/48	At least 500 plain text
Sweden	62-62736	100	1/42-10/42	
	65-41041	7430	2/42-8/47	
Switzerland	62-62736	35	1/42-9/42	
	65-6854	150	4/42-6/42	
	65-42389	9500	8/39-7/47	
Syria	65-6854	6	9/45-2/46	
Thailand	65-6854	200-	5/42-8/47	
Turkey	62-62736	300	1/42-9/42	
	65-6854	1600	6/42-7/48	
United States	62-62736	6	1/42	
	65-6854	950	7/42-7/48	
Uruguay	65-54414	300	2/43-5/47	
Vatican City	62-62736	10	12/41-1/42	
	65-6854	260	2/42-7/45	

CONFIDENTIAL

COUNTRY	FILE #	# INTERCEPTS	PERIOD	REMARKS
Venezuela	62-62736	4	1/42	
	65-6854	3	8/43	
	65-43514	530	1/42-6/47	Cattaneo
Yugoslavia	65-57668	7350	5/43-7/48	
International Monetary Fund	65-6854	2	2/47-9/47	
Weather	65-6854	5	8/46-9/47	
	65-43665	2200	2/42-7/43	
Miscellaneous	65-6854	165	4/44-7/45	
(Allied Government)	65-53308	300	10/44-3/45	
Miscellaneous (OSS)	64-4678	30	10/42-11/43	

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : H. B. Fletcher

DATE: October 31, 1949

FROM : L. Whitson

SUBJECT: CRYPTANALYSIS-TRANSLATION SECTION
ADMINISTRATIVE
© Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to a memorandum from C. F. Downing to Mr. Harbo dated October 21, 1949, in the captioned matter requesting that certain items be destroyed provided the Security Division agrees.

According to referenced memorandum, the items to be destroyed are now in dead storage and are being retained for analytical purposes at some future date.

The Security Division is not in a position to judge the value, if any, of the material in dead storage. Referenced memorandum indicates that the material is being retained for analytical purposes at some future date. If analyzed in the future some of this material may be of value and assistance to the Security Division.

RECOMMENDATION:

The Security Division has no objection to the destruction of any of the material described in referenced memorandum if the Cryptanalysis-Translation Section believes it will be of no value at a future date in the solution or partial solution of espionage cases.

The Security Division, however, does not believe that any material relating to Bureau file 65-33780 (Kurt Frederick Ludwig, alias Joe K., Espionage - G) should be destroyed at this time.

ACTION:

To be forwarded to Mr. Harbo for any action deemed advisable.

JJM:eal

RETAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 EHW/ate

RECORDED
66-3286-377X1
JAN 24 1950
34

JAN 26 1950

Copy:ahs

OFFICE MEMORANDUM — UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 22, 1949

FROM : EXECUTIVES CONFERENCE

SUBJECT: Destruction of Obsolete File and Index Material

Bureau Property

The Executives Conference consisting of Messrs. Tolson, Rosen, Nease, Fletcher, Ladd, Carlson, Mohr, Parsons, Tracy, Glavin and Nichols considered the suggestion arising from the recent inspection of the Records and Communications Division that certain of the old files material be destroyed.

Illustrative of this material is the Alien Enemy Control Index, Miscellaneous Reports of the Dies Committee, three file cabinets of books, pamphlets, and papers relating to radical organizations collected from 1914-1918.

The Conference was unanimous that we include this material in the program of microfilming, that it would be most inadvisable to destroy any of this material, and accordingly, the Conference recommended that portion of the inspection report pertaining to the destruction of old files, etc., be disregarded.

Respectfully,
For the Conference

66-3266
NOT RECORDED
75 NOV 18 1949

Clyde Tolson, Chairman

Directors Notation: "OK. H."

cc- Mr. Clegg
cc-Mr. Mohr

EBM:dmh

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 CLW/ltc

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: October 11, 1949

FROM : MR. NICHOLS

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

During the recent inspection of the Records Section, the disposal of obsolete records was again considered. As you may well appreciate, the Records Section is faced with a critical space shortage and also with a constant need for expansion due to current receipts. If at all possible, something should be done immediately to make available more space.

There is described below file material kept by the Records Section that is of interest to your Division. It occupies floor and cabinet space, yet now appears to be obsolete and of little or no value. It is requested that you have someone review it to determine if you agree that it may be destroyed at this time. The Records Section will provide representative samples upon request.

It will be appreciated if you will give this matter immediate attention so as to provide the Records Section with some much-needed cabinet space.

Miscellaneous

There is one drawer containing manuals of instructions for Special Agents and stenographers dated 1937 and prior thereto. There have never been any requests for this material. It was ascertained that this same material is contained in the Manual Files.

WMM:eo

Obsolescence of Bureau Papers

DECLASSIFIED
DATE 7-27-82 BY SP4 HELW/ltc

Lab to Nichols from Clegg 10/21/49 Compute

RECORDED - 61
INDEXED - 61

66-2286-377X2
NOV 4 1950

OK to check per Mr. May

NOV 6 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ROSEN

DATE: October 11, 1949

FROM : MR. NICHOLS

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/rtc

During the recent inspection of the Records Section, the disposal of obsolete records was again considered. As you may well appreciate, the Records Section is faced with a critical space shortage and also with a constant need for expansion due to current receipts. If at all possible, something should be done immediately to make available more space.

There is described below file material kept by the Records Section that is of interest to your Division. It occupies floor and cabinet space, yet now appears to be obsolete and of little or no value. It is requested that you have someone review it to determine if you agree that it may be destroyed at this time. The Records Section will provide representative samples upon request.

It will be appreciated if you will give this matter immediate attention so as to provide the Records Section with some much-needed cabinet space.

Press Releases

These press releases refer to kidnapping and other investigative cases which were handled by the Bureau during the years 1932 to 1936 inclusive. Copies of these releases are filed in the case file to which they are related. Extra copies of these releases are presently in the files on the eighth floor. When one copy is in file the others should be considered for destruction. This does not appear to be a matter for which the Archives would have an interest. It is apparent that much of this material was at one time maintained by a Supervisor. It includes many photographs, fingerprints and other similar bits of material as well as press releases.

Accounting Zone Files

There are being maintained in the general files of the Personnel Records Section several folders captioned "Accounting Zone" or "Accounting District" dealing with accounting work in the New York, San Antonio, and San Francisco areas. The last material placed in these folders was dated in 1930, and apparently it was the requirement at that time for periodic submission of the status of the accounting work by individual cases then being handled in these accounting zones.

WMM:eo

RECORDED - 61 166-3286-377X3

INDEXED - 61

NOV 4 1950

OK to check
Mr. May

Memo to Mr. Rosen 10/31/49 EAM:mdk

5 JAN 6 1951

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : MR. NICHOLS

DATE: October 12, 1949

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/rtc

During the recent inspection of the Records Section, the disposal of obsolete records was again considered. As you may well appreciate, the Records Section is faced with a critical space shortage and also with a constant need for expansion due to current receipts. If at all possible, something should be done immediately to make available more space.

There is described below file material kept by the Records Section that is of interest to your Division. It occupies floor and cabinet space, yet now appears to be obsolete and of little or no value. It is requested that you have someone review it to determine if you agree that it may be destroyed at this time. The Records Section will provide representative samples upon request.

It will be appreciated if you will give this matter immediate attention so as to provide the Records Section with some much-needed cabinet space. It is noted that in some instances you have already agreed with the Inspector that the listed material should be destroyed, and a notation appears where this holds true.

Property of Robert H. Laughlin
(Former Chief Clerk)

There are two drawers of material formerly maintained by Mr. Laughlin which relates to baseball and other sports as well as copies of FBI memoranda, pamphlets and personnel material which was used as ticklers. There have been no calls for this material since it has been maintained on the eighth floor. An examination of the material revealed that it pertains to athletic activities handled by the Chief Clerk's Office and Mr. Laughlin was formerly assigned to that office.

Blue Slips } They cannot be destroyed at any time - they are original expenditure records.

Four cabinets and two drawers of a fifth cabinet contain blue slips regarding the payments of confidential informants in connection with investigations regarding Bureau cases from 1913 to 1931. All blue slips from 1931 to date are being retained and not considered for destruction. These must be retained

Miscellaneous

There is one drawer of Proof Code Books, Charts of Assignments and votes of the Special Agents' Insurance Fund dated 1937.

WMM:eo

See memo 10-5-50 Wadsworth to Nichols. WMM.

Charts of assignments & votes of SA Ins. Fund to be destroyed

RECORDED - 61 66-3286-377X4

INDEXED - 61

NOV 14 1950

50 JAN 18 1951

Chief Clerk's Material

There are two drawers of material containing Annual Reports of Government Agencies on the State of Finance. This material is contained in book form and dated from 1934 to 1940. There have been no requests for these books for approximately ten years.

Callahan Look at these - let me know

Miscellaneous Reports

Not ours

There is one drawer containing Dies Committee Reports, Economical Act To Purchase And Charter Foreign Vessels and similar material. No requests have been made for this material during the past fifteen years.

See memo from Mr. Nichols to Mr. Fletcher 10-11-49.

Miscellaneous

Status procedure pertaining to national defense, investigative facilities of the FBI and numerous copies of other miscellaneous pamphlets are being retained and there has been no requests for this material during the past five years.

Not ours

Congressional Records

Congressional Records contained in the Chief Clerk's Office are kept for three years and destroyed. This particular material dates from 1946 to the present. It is to be noted that a permanent copy of each Congressional Record is maintained in the Publication Files. The Chief Clerk's material contains copies which frequently are not available in the Publication Files. One complete set of Congressional Records should be maintained in Crime Records Section but other copies are not deemed necessary and it is suggested that they be destroyed. It is suggested that the missing copies from the Publication Files be replaced.

Clerical Tests File

There are presently being maintained in the general files of the Personnel Records Section three sections of a file captioned "Clerical Tests". This file consists of quarterly listings of the grades of clerical personnel regarding their shorthand and typing abilities. The last serial in this file is dated in July, 1942 and it is the present practice to incorporate this type of data into the general files pertaining to the individual division at the Seat of Government.

Mr. Glavin concurred in the recommendation for destruction.

Outstanding Recommendations File

The material contained in this file, which comprises three sections, is dated from 1937 through February, 1941, and consists of a listing regarding the status of various recommendations that have been made as of that time pertaining to appointments and promotions. It appears that these listings are recapitulations submitted on a monthly or a bimonthly basis and were at that time informative in nature.

Mr. Glavin concurred in the recommendation for destruction.

File Pertaining to Applicants Referred to Interviewing Officials

During the period immediately preceding the entry of the United States into World War II an intensive recruiting program was instituted throughout the United States, designed to secure qualified applicants for employment by the Bureau. At that time there were built up six sections of files dealing with the names of these applicants that had been referred for interview from the Seat of Government to the various offices throughout the country. The last serial contained in this file is dated in October of 1940, and it is the consensus of opinion among employees of the Personnel Records Section that it has not been removed from file for reference purposes for several years past. The file for the most part consists of long lists of names and addresses of prospective agent applicants.

Mr. Glavin concurred in the recommendation for destruction.

Applicant General File

It is the present practice to file correspondence pertaining to applicants interested in Bureau employment into a general applicant file whenever the correspondence does not include a formal application. After five pieces of this type of mail are received and included in the general file, a specific applicant file is removed therefrom and becomes the basis for a specific applicant file concerning the applicant. Contained in this file are letters from youngsters seeking employment with the Bureau or inquiring as to the educational qualifications necessary for a Special Agent's position after they grow up. Also there is correspondence received from individuals who obviously are not qualified for employment with the Bureau. In other words, it is a general repository of applicant mail dealing with general applicant matters and not specifically with potential future employees. The safeguard has been previously established that if the individual is a potential future employee that upon receipt of the fifth piece of mail a specific applicant file is opened and all previously received correspondence is incorporated in the new applicant file.

In May of 1946 a project was completed encompassing the review and destruction of 132 sections of this file on the basis that they were of no further value and should not be retained. As a result of this project, all of the index cards pertaining to these serials were removed from file, there being 17,270 serials destroyed.

It was recommended that all serials contained in this file which are over five years old be destroyed at the present time and consideration be given to reducing this period of retention to a three year period. It was likewise recommended that the destruction of old material be done under competent supervision on an individual serial basis on a long range project so as to insure that no information deemed to be of future value be destroyed. As the serials are destroyed arrangements should be made to remove the index cards pertaining to these serials from the indices.

Mr. Glavin concurred in the recommendation for destruction.

Anonymous Applicant File

This consists of two sections of files containing anonymous informal applications for employment with the Bureau. The last serial in this file was received in the Bureau in October of 1947. It has been the practice to file this type of communication without indexing since the individual writing the letter has neglected to sign his name thereto, and consequently there is no indexing that can be accomplished on this type of mail.

It was recommended that this file be destroyed and that any similar type of communication received in the future be destroyed upon receipt.

Mr. Glavin concurred in the recommendation for destruction.

Interviews - Identification Division

There is presently being maintained in the Personnel Records Section a general file folder captioned as above. This folder contains eight serials, running from February to October, 1930, consisting of memoranda submitted by the Identification Division recording interviews of officials of the Identification Division conducted during that period of time. It appears to serve no further value as reference material.

Unnamed Applicant File

The above-captioned file consists of communications received from individuals interested in securing job qualifications for applicants for positions with the Bureau. The writer of the communication is not interested in employment himself, however, he is securing the information for an individual whom he does not name.

It was recommended that on correspondence presently being maintained for a longer period of time than three years be destroyed. If this recommendation should be approved, it would enable the Personnel Records Section to destroy three sections of this file and to remove from the indices index cards pertaining to this correspondence. It is likewise pointed out that this file contains some inquiries by Congressmen or prominent individuals and accordingly consideration should be given as to whether three years is sufficient in which to answer any subsequent inquiries. I have no objection —

Personnel Inquiries File

The above-captioned file is utilized to house inquiries and answers received from the individuals who are interested in securing information for other people regarding possibilities of employment with the Bureau. In many instances, the writer of the communication does not mention the name of the person who is interested in employment with the Bureau, but confines his remarks to general requests for educational requirements and opportunities for employment and advancement in the Bureau. This file contains written requests on behalf of organizations

and institutions, particularly schools, concerning the qualifications and requirements for employment with the Bureau. It is noted that the question may be raised at some future time as to what data was in fact furnished to the particular organization or institution. The Inspector felt that the retention of this type of correspondence for a five year period would be a sufficient length of time for reference purposes. If this recommendation is approved, Personnel Records Section will be able to destroy five sections of this file which go beyond the five year period and also the index cards pertaining thereto. No objection here K

Division Organizational Files

In the past, it has been the practice of all Divisions at the Seat of Government to prepare on a monthly basis the outline of the organization of each Division showing by name all personnel assigned to the Division and listing the grade and salary. A survey of these organizational files maintained in the Personnel Records Section reveals that for the most part the submission of such organizational charts was discontinued in July, 1945. It is, however, the current practice of some Divisions to continue to prepare these organizational charts, and in one instance they are still being designated for the Organizational File in the Personnel Records Section. The Inspector felt that the retention of this type of material serves no definite purpose as illustrated by the discontinuance of the filing of this type of memoranda in July, 1945. He therefore recommended that steps be taken to destroy all previously filed organizational charts consisting of approximately 26 volumes and that in the future should such charts be prepared for informational purposes in the various Divisions that they be treated as temporary memoranda and typed on pink memorandum form. It was recommended that when they have served their purpose they be destroyed. Should the old volumes presently in the file be destroyed, it will allow for one additional filing cabinet in the Personnel Records Section.

It should be noted that these files contain background data as to the organizational and personnel set up of the various divisions years ago, and the material may possess some historical archivial value. It is recommended therefore that these files be carefully reviewed before being destroyed.
They have been very helpful several times in the past - K

Interviews File

In the Personnel Records Section general files, there are presently being maintained six sections of files captioned "Interviews". This file was originally started in 1927, and the last serial contained therein stops in January, 1933. For the most part, it deals with telephone and personal calls at the Seat of Government from prospective applicants for employment with the Bureau. It apparently was the practice to record each inquiry and each call received during the day, these all being incorporated into one memorandum for file. A check reveals that in some instances the individual applicant file of the applicant contains a duplicate copy of this memorandum listing the fact that he had made an inquiry of the Bureau as

to his prospects for employment here. This procedure has been discontinued and such inquiries are now recorded in longhand on the top serial of the individual applicant file as they are received.

No need to keep these 5/10/17

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ROSEN

DATE: October 21, 1949

FROM : E. J. McCABE

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

094260

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the memorandum from Mr. Nichols to you in captioned matter, dated October 11, 1949, wherein it was suggested that certain materials being held in the Records Section be reviewed for the purpose of determining if the same might be destroyed to make available more space. A review has been made of sample portions of the material made available by Records Section and the following observations are made:

1. Press Releases — this material destroyed

It would appear that there would be no objection to the destruction of any duplicate press releases after it has been first definitely determined that a copy of the press release is being maintained in the case file.

2. Accounting Zone Files

These files contain the efficiency reports of the accountants, some of whom are still presently employed in the Bureau. It is not believed, therefore, that these files should be destroyed. New York Accounting Zone file is attached and your attention is called to serial 67-8317-36.

3. Photographs, Fingerprints, and Miscellaneous Materials

The samples reviewed consisted of a copy of a report of Special Agent H. S. Boone, dated Des Moines, Iowa, 12/10/37, in the case entitled "Joseph Hanley, with aliases - FUGITIVE, I. O. 1268; Ernest K. Newman - Victim. Kidnaping; Federal Escape Act; National Motor Vehicle Theft Act."; copies of fingerprints and palmprints submitted by the Sheriff of Dane County, Madison, Wisconsin, apparently for examination on a latent print report marked No. 689583; photographs of latent prints submitted by the West Virginia State Police, Martinsburg, West Virginia, Identification fingerprint number 658553. It would appear, therefore, that material of this type should be maintained or other disposition made on the basis of a recommendation from the Identification Division.

RECORDED - 61 INDEXED - 61 NOV 14 1950

Samples of the above are attached.

Attachment

EJM: bak

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE [illegible] BY [illegible]

Destroy 10 years after case is closed

To check with Mr. Nease

E. J. McCabe: Pls take up with Records Section. On any destruction each item should be passed. We'll have all sorts of misunderstanding unless each piece is O.K.'d. We'll find time to pass on these now. 10/24/49 R

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

FROM : H. H. Clegg

DATE: 10/21/49

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1-27-82 BY SP4 EW/rtc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Neasham
Miss Beahm
Miss Gandy

Reference is made to your memorandum of October 11, 1949, reflecting that one file drawer maintained on the 8th floor contains old Bureau manuals which should be considered for destruction as a part of the over-all destruction of obsolete material recommended during the recent inspection.

This material was reviewed by Messrs. Boswell and Mobley of this Division and found to be of no value. This material is duplicated in the master manual file of the Chief Clerk's Office and can be destroyed.

CDM:mfc

above material destroyed

OK to check per Mr. May

RECORDED - 61 166-3286-37256

NOV 14 1950

1

JAN 6 1951

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: October 26, 1949

FROM : MR. J. A. SIZOO

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4 ELW/ptc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to a memorandum from Mr. Nichols dated October 11, 1949, requesting a review of the material mentioned below to determine if it can be destroyed.

I. POLYGRAPH RECORDS

A separate memorandum is being prepared for file No. 80-5 suggesting that the Polygraph Records be destroyed. ← not prepared records to be kept permn.

II. LABORATORY FILES

These files are dated from 1934 through 1936 and consist of correspondence, worksheets, and original evidence in Laboratory and single fingerprint cases where no Bureau File Number has been assigned. They are filed numerically by Laboratory numbers. Inasmuch as the files contain original evidence and correspondence not duplicated in other Bureau files it is believed that they should not be disposed of. However, it was noted that the majority of the cases contained only one or two serials and it is believed by consolidating this material, in a limited number of folders, a saving in space would be effected.

III. INTERESTING CASE WRITE-UPS

Approximately 300 of these write-ups, dated 1930 through 1934 are maintained in correspondant type folders. They consist of yellow copies of the write-up and are filed in numerical order. In addition there are two index systems, one in a loose leaf notebook listing the cases by number and the other, an elaborate 5x8 inch card system with a case classification break-down (Kidnapping, WSTA, etc.) In view of the age of these write-ups they have little value at this time and the card index system has outlived its usefulness. The loose-leaf index is attached with a memorandum directed to the Record Section for filing in the general Laboratory File No. 80-11.

IV. BOOKS

Several books and pamphlets of a technical nature were among the materials reviewed. It is suggested that this material be forwarded to the Physics and Chemistry section in order that they may determine whether any of the books are of value and if so they should be added to the Laboratory Library.

CET:JA

RECORDED - 61
INDEXED - 61

62-32865-3777

NOV 14 1950

1

Page One

Continued Next Page

NOV 13 1950

Destruction of Bu Records - Proper

Memorandum to Mr. Harbo

V. FILES OF DOCTOR FREDERICK L. HOFFMAN

This is a collection of books, papers, reports, etc. on homicide, capital punishment, and general crimes, which were given to the Bureau in 1935 by Frederick L. Hoffman, who was attached to the University of Pennsylvania at that time. (Bufile No. 62-22444-391,397). This material was reviewed and appears to be of no interest to the Laboratory and if it is of no interest to the Crime Records Section or to any other division it is suggested that it be destroyed.

RECOMMENDATION: It is recommended that this memorandum be forwarded to the Records Section in order that the recommendation contained herein may be carried out.

No Objection
VAT

See memorandum of 10-5-50 from F.W.N. to Nichols from Harbo.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : INSPECTOR T. E. NAUGHTEN

DATE: November 9, 1949

FROM : SA R. G. FLETCHER, San Fran.

SUBJECT: CARD INDEX SYSTEM

Bufile # 305 37775

It was noted during the check of the license numbers being indexed by the Portland Division that a considerable number of index cards prepared on these license numbers were old and of no value. In view of the fact that there are no instructions as to the destruction of these cards after they have served their purpose, it is thought that systematic destruction of these cards, which would save space in various field offices, should be worth considering. One possible solution might be that at the beginning of 1950 a tab be set up with 1950 on it and placed just to the rear of the index cards presently being maintained on these license numbers, and that all 1950 numbers be filed thereafter behind this tab. After a reasonable period of time has elapsed it is thought that the index cards previously made upon license numbers could then be destroyed.

Destroy cards on License Numbers

RGF:plb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY [illegible]

66-3286-378

RECORDED - 104

INDEXED - 104

EX-28

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: December 13, 1949

FROM : C. F. DOWNING

SUBJECT: Cryptanalysis-Translation Section
Administrative

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Neasel
Miss Holmes
Miss Gandy

Destruction of Bureau Property

Listed below is additional German clandestine radio material presently retained in dead storage in the Administrative files:

File #	Type of Material
~~65-35145~~ 64-3112-A 2-86.2	Logs, sample messages and worksheets
65-49322	" " "
65-36376	" " "
65-52986	" " "
65-37233	" " "
65-49651	" " "

previously destroyed

This material is not believed to be of any further technical value to the Cryptanalysis-Translation Section.

RECOMMENDATION:

It is recommended that the above listed items be destroyed providing the Security Division has no objections.

ORA destroy
Sec. Div has no objection.
12-27 RB

IWN:DMD dmd
IWN

Memo from Wannall to Fletcher 12-27-49 WWG/eas

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/ptc

RECORDED 64 166-3286-378X

JAN 24 1950

34

FEB 6 1950

UNRECORDED COPY FILED IN

copy:ahs

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : MR. CLEGG

FROM : H. C. BOSWELL

Destruction of Bureau Property (General)

SUBJECT: MANUAL OF RULES AND REGULATIONS

Purpose:

To obtain authority to include in the Manual of Rules and Regulations additional clarifying instruction regarding the destruction of files when contents become one and three years old.

Background:

Section 6J (3) of the Manual of Rules and Regulations lists the files which may be destroyed when the most recent serial therein is one year old. Section 6J (4) lists those files which may be destroyed when the most recent serial in a section of the file is three years old.

By SAC Letter No. 103, dated 11-9-49, the field was instructed to set up a number of specific administrative files and was advised that in the future, SAC Letters and Bureau bulletins would so far as possible bear a caption corresponding with one of these files in order that there might be a uniform system of filing instructions, etc. In view of SAC Letter No. 103, there were provided a number of administrative files not covered by the instructions in Section 6J (3) and (4). In order that there might be a uniformity in handling correspondence in these various files, it appears desirable to include in the Manual of Rules and Regulations specific instructions as to those files in which the contents may be destroyed at the expiration of one year and to list those files in which the contents may be destroyed when the most recent serial therein is three years old.

Suggestion:

It is suggested that there be included in the next revision of the Manual of Rules and Regulations a break down of the files in which the contents may be destr when they become one year old as follows:

Addressograph
Ammunition
Bills of Lading - Incoming
Bills of Lading - Outgoing
Films
Fiscal Control Members
Forms
GTRs
Property - Nonexpendable charge-out system
Recreation Association - Inventory
Supplies
Telephones and teletypes
Week-end and night duty

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4ELW/pte

ORIGINAL

NOT RECORDED
146 DEC 30 1949

HCB:BAR

194

5 JAN 10 1950

copy:ahs

It is suggested that the contents of the following files may be destroyed when the most recent serial therein is three years old:

Automobiles - general
Bureau Bulletins
Firearms
Household Goods - transportation
Inventory
Jails - approved or condemned
Leave
Personnel - Conduct
Photographic equipment
Photostatic equipment
Radio - FM
Radio - CW Network
Receiving Slips - Nonexpendable
Receiving Slips - Expendable
SAC Letters
Salary matters
Surveillances
Technical Equipment
Technical plants

The current instructions that SAC Letters and Bureau bulletins contained in administrative files should be carefully examined before they are destroyed to insure that instructions which are still applicable and which will be of future value are retained, will remain in the Manual.

The files listed above are in the same caption as included in SAC Letter No. 103.

These files together with those covered already by instructions in the Manual of Rules and Regulations insofar as the destruction of contents is concerned leave the following files which each office was instructed to open:

Arraignment
Arrests
Confidential Informants
Employees' compensation - Civil Service Regulations Ament. - [illegible]
Law Enforcement Bulletins
Report Writing
Retirement
Searches and seizures
Source of Information

No provision is made for the destruction of correspondence in these files since the subject matter of these files is such that it should be retained permanently.

Recommendation:

It is recommended that authority be given for amending Section 6J (3) and (4) of the Manual of Rules and Regulations to include data regarding additional files, the contents from which may be destroyed at one and three year intervals.

(D) ADMINISTRATIVE - INDEXING -- During World War II, passenger lists of individuals arriving in the United States by plane or vessel were obtained by various offices and the names of these lists were indexed. In most instances, there was contacted on this list nothing other than names of those entering the United States. However, in some instances descriptive data, background material or derogatory information was furnished regarding some of the passengers.

These lists should be destroyed providing they contain no descriptive data, background material or derogatory information. The index cards pertaining to the Lists which are destroyed should be destroyed as they are encountered by the clerical employees working with the indices. Index cards should not be destroyed if there is additional information in the files of the office regarding the persons named on these passenger lists.

It is also desired that in the future, index cards or motor numbers, serial numbers, or license numbers of automobiles when such index cards are over five years old be eliminated as encountered by the clerical employees working with the indices.

It is not desired that a special project be made to eliminate the index cards pertaining to passenger lists or those relating to motor numbers, serial numbers, and license numbers over 5 years old.

SPHELPS/ptc

7-27-82

66-3286-

84 DEC 29

61 JAN 4 1950

(3)

Destruction of

Bureau Property - G.N.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

7-28-82
CLASS. & EXT. BY SP4ELW/rtc
REASON FCIM II 1-2.4.2
DATE OF [illegible] 7-28-82

66-3256-
NOT RECORDED
75 JAN 19 1950

ORIGINAL COPY FILED IN 66-3160-1575

INITIALED

FEB 3 1950

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. H. B. FLETCHER

DATE: November 28, 1949

FROM : MR. V. P. KEAY

SUBJECT: SUGGESTION — ELIMINATION OF DAILY TECHNICAL SURVEILLANCE SUMMARIES FROM REVIEW IN BUREAU

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

10/15/03 NSX 60290 Bcs/tdc/lm

AS AMENDED

PURPOSE:

To advise of certain observations made by the Correlation and Review Unit concerning the reviewing of daily technical surveillance summaries and to make recommendations in connection therewith. X

BACKGROUND:

During the preparation of correlation memoranda, as well as various special memoranda, it has been observed that considerable time of the Supervisor is required to review and summarize information appearing in daily summaries of technical surveillance logs furnished by the Washington Field Office. These summaries are most frequently those from the Sub 1 file of the Gregory case and from similar files maintained for the summaries of technical surveillances on the various Embassies in Washington, D. C. It is practically impossible to summarize these references inasmuch as the true meaning might be distorted and, accordingly, the Supervisors preparing correlation memoranda are now following the practice of quoting entirely the pertinent portions of the technical surveillance summaries. In many instances, this necessitates the copying of much material which is of little, if any, value except possibly as investigative leads. In this regard, it is noted that a considerable amount of material is of a purely personal character and, therefore, would seem to have no significance or value. X (U)

It has also been observed that pertinent information obtained during the course of a technical surveillance, already summarized in the Sub 1 file, is also reported in a report, letter or teletype from the Washington Field Office. In many instances, it is only when the information is reported in one of these communications that the true meaning of the reference in the Sub 1 file becomes clear. X (U)

Due to the numerous sections of the Sub 1 files of daily technical surveillance summaries and the many references contained therein, it is extremely difficult, if not at times impossible, to prepare complete and reliable summaries for the Director expeditiously. Oftentimes the Director finds it necessary to request complete information on an individual immediately prior to a conference with that person. The problem of attempting to review and correlate the information in hundreds of files is obvious and is made more difficult because of the numerous references in the daily technical surveillance summaries. This problem is further emphasized by the fact that these summaries X (U)

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are reviewed time and again but seldom, if ever, is any pertinent information found which does not already appear in a report or other communication from the Washington Field Office. XU

Research for information relative to the forwarding of these daily technical surveillance summaries to the Bureau disclosed that the preparation of these summaries apparently is peculiar to the Washington Field Office and that they were originally prepared in order that they might immediately supply information to the Bureau. No other field office appears to have furnished the Bureau with detailed daily summaries of technical surveillance logs. It is, of course, realized that the Washington Field Office had a peculiar problem during the war involving the coverage of the Embassies in that it was necessary that the Bureau be promptly furnished a summary of the information obtained during the coverage of the Embassies. In other words, the primary purpose for submitting these summaries to the Bureau appears to have been that the Bureau be furnished with current information daily in order that appropriate action might be taken. XU

The matter of submitting the summaries of the technical surveillances on the Gregory case to the Bureau by the Washington Field Office was discussed by Supervisor J. S. Ammarell with Supervisor R. L. Jones of the Espionage Section on November 17, 1949. Supervisor Jones advised that the MI and the KAP summaries submitted by the Washington Field Office were discontinued on November 15, 1949. Supervisor Jones explained that originally these summaries were submitted to the Bureau in connection with the Gregory investigation because the Bureau Supervisors handling that case desired to see the summaries daily and have them indexed with the thought that they might note some information of value which the Washington Field Office might miss. Supervisor Jones stated that after doing this for some time the Supervisors concluded that while they still desired to examine these summaries daily they no longer felt it necessary to index them. He said that finally they concluded that it was no longer necessary to see the daily summaries and, accordingly, instructions were issued to the Washington Field Office on November 15, 1949, to discontinue furnishing these summaries to the Bureau. XU

At the present time the Bureau is receiving the technical surveillance summaries from the Washington Field Office on the Soviet Embassy and on the Jewish Agency for Palestine. It is noted that Assistant Director R. T. Harbo in a memorandum to the Records Section on June 15, 1948, instructed that only confidential files with a cover memorandum are to be retained in the Records Section with the exception of the Confidential File EP on the Jewish Agency for Palestine. This confidential file is being filed in Records while all other confidential summaries are to be returned to Supervisor R. L. Jones. Supervisor Jones advised that after reading the other confidential summaries they were returned to the Washington Field Office. XU

Supervisor J. S. Ammarell discussed the possibility of eliminating the daily technical surveillance summaries from review in the Bureau with Supervisor George Medler of the Records and Communications Division. Supervisor Medler subsequently discussed the problem with Mr. Waikart, Section Chief of the Records Section, Records and Communications Division. Supervisor Medler advised that he and Mr. Waikart agreed that considerable time would be saved in the Files and Records Sections if the daily technical surveillance summary references no longer would be reviewed. He pointed out that a considerable amount of time is required to write up the numerous file references, pull the files, and locate files since they are so frequently requested. Supervisor Medler also stated that he and Mr. Waikart were in favor of the suggestion. X(4)

Due to the many references contained in a single section of the Sub 1 files containing these summaries, several Supervisors often request identical sections at the same time. This adds to the confusion and increases the number of special locates. The physical handling and examination of the daily technical surveillance summary references account for a considerable portion of the clerical time in the file room as well as clerical and supervisory time in the Correlation and Review Unit. Thus, it logically follows that the elimination of these summaries from review will eventually lead to a considerable saving in clerical and supervisory time in the Bureau. X(4)

It appears that the Bureau has been receiving these daily technical surveillance summaries from the Washington Field Office for a considerable period of time, even prior to the beginning of World War II. However, it is believed that since October, 1942, pertinent information obtained during the course of technical surveillances has been incorporated in appropriate investigative reports. SAC Letter No. 66, Series 1942, dated October 21, 1942, advised all SAC's that in addition to the weekly summaries which were to be furnished to the Bureau in connection with technical surveillances, it was desired that pertinent information be incorporated in an appropriate investigative report for inclusion in the regular case file. X (4)

In view of these instructions and since the submission of these daily technical surveillance summaries to the Bureau appears to be peculiar to the Washington Field Office, it is believed that these references should no longer be reviewed in the Bureau. It is apparent that the primary reasons for submitting these summaries were in order to give the Supervisor at the Bureau an opportunity to be currently advised of activities and to take appropriate action. It seems that the subsequent indexing of the summaries merely has made more burdensome the reviewing of the information on file on any one individual. In this connection, your attention is specifically referred to the fact that in connection with the Gregory case, it has been X(4)

decided that it is no longer necessary to index the references in the daily summaries and recently the submission of these summaries to the Bureau has been discontinued. Inasmuch as we are no longer indexing the daily summaries on the Gregory case, it seems useless to review the numerous references indexed in summaries on the same case in past years. It is not believed that pertinent information will be lost by discontinuing the review of the references in the daily technical surveillance summaries. X(4)

RECOMMENDATIONS:

1. That references in the daily technical surveillance summaries no longer be reviewed at the Bureau and that instructions be issued to the Files Section to discontinue writing up these references. X(4)

2. That consideration be given to destroying the daily technical surveillance summaries received from the Washington Field Office in the Gregory case and in those files maintained on the technical surveillances of the various Embassies during World War II. In this connection, it is noted that the original daily summaries and technical surveillance logs are maintained on file in the Washington Field Office and that where the exact time, date, and wording of information in these logs are necessary it may be secured by contacting that office in the same manner as is done with other Bureau offices. X(4)

3. That if the daily technical surveillance summaries are destroyed, all index card references in these summaries be withdrawn from the General Indices and destroyed. Thus, we would materially advance our present efforts to purge our constantly increasing index system by eliminating thousands of cards. X(4)

ADDENDUM:

I agree with the foregoing recommendation. I have checked with Supervisor Oberndorf, of the Washington Field Office, and pertinent information received from all technicals is always reported to the Bureau either in report form or by letter or teletype, when required. The daily summaries of log information are therefore duplication on an over-all basis. I have instructed that all daily summaries be discontinued, including those named in the last paragraph on page two. X(4)

HRF:tlc

CC-247

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

file
J.B.N.

December 2, 1949

MEMORANDUM FOR MR. NICHOLS

RE: CARD INDEX DATING FROM 1914 - 1920

There is attached hereto a memorandum recommending the disposal of an old index, maintained by the Records Section, which contains cards dating from about 1914 to 1920. These cards are no longer referred to by anyone in the Bureau, and because of their age and the fact that most of the material referred to is contained in our regular files, there is no further need for their retention.

In view of the fact that Miss Gandy has had some interest in these cards in the past, her views were obtained as to the advisability of their disposal, and she agreed that these cards should be destroyed. Miss Gandy also advised that Mr. J. S. Egan should be contacted in this regard to obtain his views. Mr. Egan concurred with the recommendation that the index be disposed of.

Respectfully,

F. W. Waikart

1 ENC.
70

Attachment
OGM:fr

file

RECORDED - 70
INDEXED - 70

166-3286-379
JAN 24 1950
31

FEB 2 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/tdc

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES
TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/2/49

FROM : F. W. WAIKART

SUBJECT: CARD INDEX DATING FROM 1914 to 1920

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4EHW/ptc

Destruction of Bureau Property

There is presently maintained on the eighth floor of the Department of Justice Building, in the area from 8209 to 8215, an index of 5 x 8 cards dating back before World War I. This index initially constituted what is now known as the security index, and could be more aptly described as abstracts as all reference data contained therein was originally excerpts from our files. There are 208 drawers of these cards with an average of about one thousand cards each, making a total of 208,000 in all.

The Records Section, as you know, has been surveying all of the material on the eighth floor which is in our custody, with the thought in mind of either moving it to the Identification Building or considering it for destruction.

The Service Unit has never received a call for a search of these cards, and Mr. Seyfarth, who is more familiar with the history of this index, cannot recall the last time he had occasion to make reference to same; thus, the following recommendation that we destroy all cards contained therein.

RECOMMENDATION

It is recommended that the above described index be destroyed as all information appearing on these cards was orginally extracted from Bureau correspondence and, of course, such data in our files is available through a search in the general index; also that the wooden cabinets which housed these cards be disposed of, as all are of an obsolete size and beyond repair.

Sample cards attached,

OGM:fr

ENCLOSURE

RECORDED - 20
INDEXED - 20
66-3286-311
JAN 4 1950

ADDENDUM: LBN:dmh 12-9-49

Mr. Egan and Miss Gandy concur with the above subject. The EXECUTIVES CONFERENCE consisting of Messrs. Tolson, McCabe, Fletcher, Nease, Clegg, Ladd, Mohr, Tracy and Nichols. recommended unanimously that the cards be destroyed as well as the old obsolete file cabinets.

W. O.

Approved by Mr. Ladd Mr. Fletcher

Cards destroyed 12/19/49 ogm

COPIES DESTROYED
20 5 JAN 25 1965

FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : H. B. Fletcher

DATE: December 27, 1949

FROM : L. Whitson

SUBJECT: CRYPTANALYSIS-TRANSLATION SECTION
ADMINISTRATIVE MATTER
Destruction of Bureau Property

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the memorandum from Mr. C. F. Downing to Mr. R. T. Harbo, dated December 13, 1949, in the captioned matter requesting that certain items be destroyed, provided the Security Division agrees.

According to referenced memorandum, the items to be destroyed are now in dead storage in the Administrative Division, and are not believed to be of any further technical value to the Cryptanalysis-Translation Section.

The Security Division is not in a position to judge the value, if any, of the material in dead storage.

RECOMMENDATION:

The Security Division has no objection to the destruction of any of the material described in referenced memorandum if the Cryptanalysis-Translation Section believes it will be of no value at a future date in solution of espionage cases.

RECORDED
66-3286-381
JAN 24 1950
34

ACTION:

To be forwarded to Mr. Harbo for any action deemed advisable.

WHG:EAS

JAN 26 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/ltc

copy:ahs

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

DATE: December 12, 1949

TO : MR. L. B. NICHOLS

FROM : JOHN EDGAR HOOVER, DIRECTOR

SUBJECT: Crime Survey Reports - Annual

In order to conserve file space in the Records Section it is desired that in the future all copies of Crime Survey Reports at the seat of government except the original be destroyed three years after their receipt. This instruction, of course, would not be applicable to any portion of the Crime Survey Report which for a special purpose has been placed in a file devoted to matters other than Crime Survey Reports.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1-27-82 BY SP4 ELW/ptc

66-3786-1

NOT RECORDED 6 FEB 1 1950

ORIGINAL COPY FILED IN 62-117-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: February 1, 1950

FROM : J. A. SIZOO

SUBJECT: DESTRUCTION OF RECORDS
(FORM DJ-A1-2
THE DEPARTMENT OF JUSTICE
TIME AND EXPENSE REPORTS)

Destruction of Bureau Property - General

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

Reference is made to the attached memorandum to Mr. Nichols dated December 29, 1949, concerning the destruction of certain Time and Expense Reports for Bureau Accountants for the dates approximately 1922 to 1926.

Mr. Pennington has indicated that he does not feel that this material is of value. It is believed that it should be destroyed and that it may be destroyed without further clearance under National Archives general schedule No. 5. This schedule, promulgated pursuant to the Records Disposal Act, authorizes the destruction of many fiscal and accounting records together with their supporting papers after a period of 5 years or less, and is considered sufficiently broad to cover the material in question.

Recommendation:

That this memorandum be referred to the Records Section for the destruction of this material without further clearance with Archives.

Attachment

JAS:BAR

Material removed from this section and destroyed 2/17/50 HK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4ELW/ptc

RECORDED - 20
INDEXED - 20
166-3286-361
FEB 27 1950

12

EX-115

MAR 8 1950

Mr. Glavin — January 4, 1950

Inventory Section Bureau Property

DESTRUCTION OF OLD POSTING SECTION MANUAL

The new Posting Section Manual dated December 1, 1949 has been issued and all of the old manuals issued in 1941 have been returned or otherwise accounted for.

Manual #5 issued to Helen R. Fitzgerald was reported lost.

It is requested that permission be granted to destroy both the control and the old manuals inasmuch as they are of no further use to the Bureau.

ORIGINAL FILED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 KLW/rtc

166-3286
NOT RECORDED
146 JAN 17 1950

56 JAN 19 1950

INITIALS ON ORIGINAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: February 17, 1950

FROM : Mr. Clegg

SUBJECT: DESTRUCTION OF BUREAU RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/rtc

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

In accordance with the Director's recent notation, "I want Tolson, Clegg, Ladd, and Nichols to immediately consider over-all procedure re destruction of any and all records and submit recommendations for any such continued procedure," a survey has been made of the material now being destroyed at the Seat of Government and in the field, the results of which are set forth in the attached memorandum.

The Records Disposal Act, approved by Congress 7/7/43, amended 7/6/45, is the basic law governing the preservation or destruction of government records. It defines the material included in the term "records" and authorizes the destruction of material which does not fall within the meaning of the term "records." It provides the circumstances under which obsolete material may be authorized for destruction, through the submission of "Disposal Lists." Recurring material is authorized for destruction upon the submission of "Disposal Schedules." Certain material common to many or all government agencies may be destroyed under the Act upon the authority of "General Schedules," approved by Congress at the request of Archives. The Act covers all types of government records and provides that no "records" shall be disposed of except in accordance with the provisions of the Act.

Much of the material presently being destroyed in the Bureau is non-record in character and requires no outside authorization for its destruction. An example is the tickler copy of a memorandum. A considerable amount of obsolete material, as for instance old Bertillon cards covering the period 1903 - 1924, has been destroyed upon the authority of Disposal Lists submitted by the Bureau and approved by Archives and Congress. Other material is being destroyed on a continuing basis upon the authority of General Schedules. Examples are leave requests covered by a general schedule relating to personnel records, and obsolete mailing lists covered by a general schedule concerning records of informational services and relations with the public. Additional material is being destroyed by the Bureau in accordance with Disposal Schedules. An example is the schedule, approved in 1946, authorizing the destruction of closed field office files more than 25 years old.

Certain other material not falling clearly within the aforementioned categories is also being destroyed currently, and additional Disposal Schedules are being recommended in the attached memorandum in order to clarify the situation. In this connection, the Criminal Division, by memorandum dated 2/8/50, indicated that the intention of the preparing agency is a governing factor in determining whether any given material shall be classified as "record" or "non-record" and hence, many of the Disposal Schedules suggested may be unnecessary. No change in the type of material presently being destroyed is recommended.

RECOMMENDATIONS:

RECORDED INDEXED 66-3286-3

1. That the Disposal Schedules suggested in the attached memorandum be prepared by the Bureau Records Officer, Frank W. Waikart, and submitted to Archives.

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Prior to the preparation of the schedules, however, it is suggested that the Records Officer discuss the schedules with the Justice Department Records Officer and the Archives representative, in order to eliminate any considered unnecessary under their interpretations of the Disposal Act and Archives regulations.

2. That in the future, all materials dealing with the destruction or disposal of Bureau records be referred to the Bureau Records Officer prior to the disposal of such material for a determination as to whether it is necessary to obtain additional Disposal Schedules, or Disposal Lists.

3. That a brief statement containing the pertinent provisions of the Records Disposal Act be added to the Supervisors' Manual and to the Manual of Rules and Regulations.

Attachment

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 2/10/50

FROM : H. H. Clegg

SUBJECT: DESTRUCTION OF BUREAU RECORDS

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

In accordance with the Director's instruction, a survey was made with reference to the captioned matter, the results of which are set out hereinafter.

PURPOSE

The purpose of this survey was to determine what material is being destroyed currently and whether or not this destruction is authorized or requires authorization under existing statutes.

LEGISLATION

Records Disposal Act, approved July 7, 1943, as amended July 6, 1945. Title 44, Section 366 - 380, U. S. Code

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1-27-82 BY SP4 ELW/kkc

This Act provides conditions under which government records may be destroyed. It defines the term "records" as "All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristic, made or received by any agency of the U. S. Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency..." The Act further provides that certain material, such as "extra copies of documents preserved only for convenient reference (ticklers), and stocks of publications and of processed documents" are not included in the definition of the word "records," and may be destroyed at will. "Records," on the other hand, can be destroyed legally only upon compliance with regulations promulgated by National Archives under the provisions of the Act.

The records destroyed must be included in (1) Disposal Lists, (2) Disposal Schedules, (3) General Schedules, or (4) be covered by emergency authorization. The Act provides that Disposal Lists or Disposal Schedules shall be submitted to the Archivist (through the Department of Justice). Congressional clearance on all lists and schedules is required. After the appraisal has been completed by the National Archives, the list or schedule with an accompanying appraisal report is transmitted by the Archivist to Congress where it is referred to the Joint Committee on the Disposition of Executive Papers. This Committee makes a report of its examination of and recommendations on the lists and schedules to the.

BCB/JAS:mfc

Nichols 6/20/50
Mrs. Gandy 9/18/50

RECORDED - 45

66-3286-3 1/4

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Senate and the House of Representatives. If favorable, this report constitutes the disposal authorization.

Disposal Lists cover the destruction of non-recurring records which are of no further value, as for instance Old Bertillon cards covering the period 1903 to 1924.

Disposal Schedules authorize the destruction of records of a recurring type after a given period of time on the premise that they are of no further value. An example is the schedule permitting destruction of copies of closed investigative reports in the field offices after they become 25 years old.

General Schedules. Section 4 of the Act authorizes the Archivist to request the issuance of General Schedules from the Joint Committee of Congress for the destruction of records common to any or all government agencies. Six such General Schedules have been issued. They relate to personnel records, selective service deferment records, records of informational services and relations with the public, mail and postal records, fiscal and accounting records, and bankruptcy records of the U. S. Courts of Bankruptcy.

Emergency Authorization. Section 10 of the Act authorizes the destruction of records without following the regular procedures "whenever the Archivist and the head of the agency that has custody of them shall jointly determine that any records in the custody of any agency of the U. S. Government are a continuing menace to public health or life or property. Section 11 authorizes the destruction of records outside the territorial limits of the continental United States "during the existence of a state of war between the United States and any other nation or when any hostile act by a foreign power appears imminent," whenever the head of an agency determines that their retention "would be prejudicial to the interest of the United States," or that they "occupy space urgently needed for military purposes and are ... without sufficient administrative, legal, research, or other value to warrant their continued preservation." In such a case the official who directed the disposal of the records should submit a written report thereon to the Archivist describing the character of such records and stating when and where the disposal was accomplished.

Section 15 of the Act provides that the procedures prescribed in the Act are exclusive and that no records of the U. S. Government shall be alienated or destroyed except in accordance with the Act. Section 2071 of Title 18, U. S. Code, provides certain penalties for the wilful destruction, concealment, etc., of records of the U. S. Government.

DEPARTMENTAL INTERPRETATION

By memorandum dated June 26, 1945, Mr. Andretta advised that

duplicate copies of investigative reports or other material in the same file would be regarded as non-record and that only one copy need be considered as a record copy. He advised, therefore, that duplicate copies could be destroyed without the submission of Disposal Lists or Schedules providing they are in the same file.

Assistant Attorney General James M. McInerney, by memorandum to the Director dated February 8, 1950, furnished the Justice Department's interpretation of the Records Disposal Act (Section 366 - 380, Title 44, U. S. Code) and of the criminal provision (Section 2071, Title 18) with particular emphasis upon the destruction of disc recordings and the associated monitoring slips, and temporary memoranda.

The Criminal Division is of the opinion that such materials do not fall within the statute's definition of "records" and may be disposed of at will by the agency preparing them.

It is the Department's opinion that the words "preserved or appropriate for preservation by that agency" appearing in the definition of records in Section 366, coupled with the Congressional Committee's explanation of the purpose of the Section leave no doubt that whether a particular document, paper or other record falls within the scope of this particular statute, depends entirely on whether the agency making it or having custody of it intends that the document be preserved. "If that agency does not intend that the particular document be preserved then the Act has no application. This is as it should be, for the agency making the record is, after all, the best qualified to make that decision since it is most familiar with the document and its 'administrative, legal, research, or other value, sufficient to warrant....preservation'."

Speaking of sound recordings, temporary memoranda, and other similar data relating to wire taps, the Department states, "It is readily apparent that these temporary memoranda, and other records, do not fall within the purview of this statute since they are not intended to be permanent records in the first instance."

It must be remembered that the foregoing Departmental opinion was furnished in answer to the specific question as to the legality of destruction of sound recordings and allied memoranda and does not, therefore, necessarily apply to the destruction of other types of records. It is interesting to note that considerable stress is laid upon the intent of the agency in determining whether records are temporary or permanent in nature. This interpretation, if applied to all types of records, would appear to broaden materially the authority of the Bureau to determine what records it may legally destroy without reference to Archives.

ARCHIVES' INTERPRETATION OF THE ACT

In determining what disposition should be made of records, Archives has set up certain tests which are necessarily only rough guides. Two points of view are to be considered:

1. The producing agency is responsible for determining the value of its records in connection with its own current or future operations and,

2. Archives considers the value of the records to the scholar and the private citizen, in addition to any future value the records may have to the producing agency.

These further guides have been suggested by Archives to be used by an agency in evaluating its records:

1. Values for administrative, legal and fiscal use by the government. These pertain to the normal, routine fuctions of the agency.

2. Values for the protection of the rights of the private citizen. An agency which becomes an "office of record" or a repository of information establishing various property rights, old age security, pensions, and citizenship status is responsible for the preservation of such records for whatever period is necessary to protect these rights. Archives points out, however, "that the Federal Government is not obligated to retain records that might incidentally or accidentally contain facts useful only to private litigants in settlement of disputes in which the government has no interest."

3. Values for functional documentation. Records of every agency containing the basic facts of its organizational structure and functions should be preserved. "They should show the policies followed and the reasons for their adoption, its working methods and its specific individual transactions, at least in an exemplary form."

4. Values for research. Operation, statistic, and scientific records of an agency may hold considerable interest for scholars and historians and thus would be appropriate for retention by the agency or by the Archives after ceasing to have current value to the agency.

A study of the text of the Archives' instructions on disposal of records indicates that any doubt as to whether material should be preserved indefinitely or destroyed should be resolved by presenting the matter to the Archives in the form of a Disposal List or Disposal Schedule in order that official approval may be obtained.

In discussing this question with Archives' representatives, however, the impression has been gained by Bureau representatives that Archives considers many of the Bureau's routine "housekeeping" correspondence and forms

as non-record material which may be destroyed at will, without submission to Archives. It appears quite probable that this is a personal interpretation and hence subject to change with change of Archives' personnel. As a precaution against some future reversal of this opinion it would appear to be a safer course for the Bureau to have specific authority for the destruction of any record material not clearly covered by some Disposal List or Schedule.

MATERIAL PRESENTLY AUTHORIZED FOR DESTRUCTION

Specimens of the material destroyed at the SOG and in the field were obtained from the various Division at the SOG and from the Washington Field Office for study in connection with this survey.

The following material is representative of the records which are destroyed both at the SOG and in the field. This material is the type considered non-record on the basis of a study of the Act itself, the Departmental interpretation and the Archives interpretation of the Act:

Administrative intra-Bureau memoranda (Those containing information not intended for or appropriate for preservation as having no evidentiary or permanent informational value, the type formerly prepared on pink paper. Departmental interpretation clearly indicates that the intent of the agency at the time the memorandum is prepared is a governing factor.)
Administrative and Informative pages of reports sent out of the Bureau
Agents' original investigative notes
Bureau Bulletins and SAC Letters
Corrected pages of reports, letters, etc.
Cover letters which are of no value in themselves
Daily reports of stenographers and typists
Delinquency reports of all kinds
Directories of all kinds
Duplicate assignment cards
Duplicate copies of criminal reports
Duplicate copies of inspection write-ups
Error slips
File charge-out and transfer slips
Gymnasium registers
Index cards of no further value
Magazines, journals and similar publications
Newspaper clippings
Press releases of other agencies
Recordings (see Departmental Interpretation concerning disc recordings)
Rough draft material
Routing slips
Stenographers notebooks
Stenographic notes
Tickler copies of reports, letters, etc.

Certain other matters peculiar to each Division are being destroyed as non-record and are not being listed in detail here.

Much of the material commonly disposed of in the Bureau is covered by the General Schedules. Representative of this type of material are leave requests covered by General Schedule #1 and mailing lists covered by General Schedule #3. Many old and obsolete records have been disposed of in the past by the Bureau pursuant to specifically obtained disposal lists. Also the Bureau has submitted and obtained clearance on certain Disposal Schedules. For instance, in connection with the handling of mail in the Identification Division, the Bureau obtained a Disposal Schedule, completed on 7/2/45(Job No. 345-5366), (66-3286-188X), which authorized the destruction of correspondence with state and local law enforcement agencies concerning fingerprint and criminal records after the information was posted to the Bureau's records, and considerable material is currently being destroyed pursuant to this authorization. An itemization is not being made of all of the specific records which are being disposed of pursuant to such Disposal Schedules. There are set out hereinafter suggested Disposal Schedules to cover those items now being destroyed which are not clearly covered by any existing Schedules.

66-19287-8

MATERIAL SUGGESTED FOR DISPOSAL SCHEDULES AT SOG

A review of the material being disposed of suggests the desirability of obtaining certain additional Disposal Schedules.

Item #1

1. Crime reports. Uniform Crime Reports received from police departments are incorporated into consolidated reports, copies of which are prepared for permanent retention. It is suggested that a Disposal Schedule permitting the destruction of these reports after they are three years old be obtained.

Item #2

2. Copies of correspondence from other Government agencies. Copies of letters, wires, cables, telegrams, etc., are frequently sent to the Bureau by other government agencies for purposes of general information. It is suggested that a Disposal Schedule be obtained permitting their destruction after perusal if they are of no value.

Item #3

3. Identification Division mail. It is suggested that an additional Disposal Schedule be obtained or the existing Disposal Schedule concerning Identification Division mail (Job No. 345-5366) be broadened to permit the destruction of mail from foreign police departments, other Federal agencies, and private individuals or corporations in order that it may be disposed of on the same basis as that received from other law enforcement agencies, that is, immediately after pertinent information has been posted to the permanent Identification records.

Item #4

4. Information, Bulletins, letters, reports, etc. Bulletins, reports, letters, etc., of an informative or intelligence nature are received from time to time from foreign governments, other Federal agencies or police agencies which are not believed, after review, to have information of permanent value to the Bureau. It is believed that a Disposal

Schedule permitting their destruction after perusal should be obtained.

5. Informative letters from field offices. Many routine letters of a temporary informative nature are received from field offices from time to time and which have no permanent value to the Bureau because the information in such letters is posted to inventory or other card records or is summary material already in Bureau records. This includes such letters as status letters, follow-up letters from the Bureau, etc. It is not felt that letters of this type need be permanently retained but that a Disposal Schedule should be obtained permitting their destruction after noting and making the appropriate entries on record cards to which they may relate.

6. Inventory records. It is suggested that an appropriate Disposal Schedule permitting the destruction of all inventory records three years old be obtained. Present regulations require a new inventory each two years.

7. Leave correspondence. Routine correspondence concerning leave matters and corrections in leave records, etc., are frequently received in the Bureau and have no permanent value. It is believed that the Schedule should permit their destruction immediately after such correspondence has been acknowledged.

8. Correspondence concerning movement of personnel. All correspondence relating to the movement of personnel is posted to movement cards in the Chief Clerk's Office and unless other information of value appears in the communication it serves no other purpose. It is recommended that the Bureau be permitted by Disposal Schedule to destroy all such correspondence after the pertinent information has been posted to the movement cards.

9. Radio intercepts. Material for cryptographic examination is received from time to time in the Cryptanalysis Section of the Laboratory. After the material has been deciphered, much of it is found to have no permanent value. Some of such material also is never deciphered. Much of this material received prior to 1945 has been destroyed. It is felt that a Disposal Schedule should be sought permitting the destruction of this material after a period agreed upon by the Laboratory as being adequate for its retention.

10. Sign-in registers. It is suggested that a Disposal Schedule be obtained to cover the disposition of daily sign-in registers at the SOG after a period of three years.

11. Supply and equipment requests. There appears to be no need to retain for any length of time routine correspondence from field offices requesting supplies, equipment or government property after the SOG has

complied with the field request. It is believed that a Disposal Schedule permitting the disposal of such correspondence after the request has been handled should be obtained.

12. Correspondence with the public. Most routine correspondence with the public requesting miscellaneous information concerning the Bureau or from the Bureau's files does not appear to have any permanent value. It has been the practice in the Crime Records Section and the Identification division to either destroy much of such correspondence or return it after it has been answered. It is believed that a Disposal Schedule should be requested permitting the destruction of this material immediately after it has been answered. It is noted that General Schedule #3 provides for the retention of such miscellaneous correspondence for three months; however, it is believed that the Bureau's experience is such that we should request its destruction immediately. The retention of such correspondence, even for a three-month period, would cause considerable burden because of the volume.

It is observed that the Bureau has a practice, under certain circumstances, of returning correspondence to the sender with the information requested. For all practical purposes such correspondence is disposed of as far as the Bureau's files are concerned, and the disposition of most of such material is covered in existing Disposal Schedules. However, this type of correspondence was also taken into consideration in connection with the Disposal Schedules suggested above.

It is also pointed out that the destruction of records under Disposal Schedules, such as those suggested above, is permissive and not mandatory, and any given correspondence or class of correspondence can be retained for a period longer than that set forth in the above suggested schedules, if our experience indicates that to be desirable.

DESTRUCTION OF RECORDS IN FIELD OFFICES

The Manual of Rules and Regulations, Section 6J, itemizes the material which may be destroyed in field offices. The following administrative files are destroyed on a monthly basis when the most recent serials are one year old:

17 — a. Addressograph
7 — b. Administrative files for Agents
8 — c. Administrative reports - Monthly
9 — d. Agents' daily reports
17 — e. Ammunition
18 — f. Assignment cards on closed cases
10 — g. Automobile Register Form - FD-73
11 — h. Automobiles - Individual car files when one year has elapsed since sale
17 — i. Films

j. Fiscal control numbers
k. Forms
l. GTRs. (only obsolete material of an instructional nature should be destroyed)
m. Gun vault charge-out records
n. Mailing list
o. Office memoranda
p. Recreation Association - Inventory
q. Register No. 2
r. Scientific training record forms - FD-41
s. Supplies
t. Telephones and teletypes
u. Transmittal letters - Checks and bonds
v. Visiting employees
w. Week-end and night duty

The following files are destroyed on an annual basis when the most recent serials are three years old:

a. Administrative - General
b. Automobiles - Accidents (Files relating to accidents should be retained without prior Bureau approval beyond the three year period when there has been a loss of life, or personal injury to a third party, or when there is a possibility of future damage suits.
c. Automobiles - General
d. Bureau Bulletins
e. Confidential fund
f. Firearms
g. Household goods - Transportation
h. Inspections
i. Inventory
j. Jails - Approved or condemned
k. Leave
l. Personnel - Conduct
m. Photographic equipment
n. Photostatic equipment
o. Property - Non-expendable charge-out system
p. Radio - FBI
q. Radio - CW Network
r. Receiving slips - Expendable
s. Receiving slips - Non-expendable
t. Register No. 1
u. SAC Letters
v. Salary Matters
w. Speech material. However, one copy of each interesting case write-up and other speech material of continuing interest shall be maintained in the files.
x. Surveillances
y. Technical equipment

z. Technical plants
aa. Vouchers - By name of companies
bb. Vouchers - General
cc. Files containing miscellaneous correspondence concerning speeches

The Bureau authorizes the destruction of the following types of files in whole or in part, depending upon the content of the file in each office, on an annual basis when the most recent serial is three years old:

1. Training files and FBI National Academy Correspondence
2. 32 - Fingerprint Identification Matters
3. 33 - Uniform Crime Reporting Matters
4. 80 - Public Relations
5. 94 - Research Matters
6. 95 - Laboratory Matters

All Bureau files in field divisions may be destroyed after they become 25 years old. Authority for this destruction was obtained from Archives in 1946 (66-3286-214X) under a Schedule which permits the destruction of closed files containing duplicate copies of investigative reports covering violations of Federal laws and related correspondence.

It is to be noted that certain of the files, or portions thereof, are included within the type of material already covered by one of the General Schedules, as for instance, mailing lists on law enforcement officials, covered by General Schedule #3, which authorizes destruction of the lists when they are superseded or become obsolete. Exactly what is covered by the authority is open to interpretation, particularly in view of the fact that the Bureau's instructions pertain to correspondence in administrative files on mailing lists as well as to the lists themselves.

Likewise, there is no complete uniformity in the field on the filing of material in administrative files. Some offices file considerable instructional and other "record" material in the administrative files, along with non-record correspondence. The Bureau recognizes this in its instructions to the field, which require a careful review of each file to insure against the destruction of current valuable material. It is true that in many instances the material in the field office file is duplicated in the SOG files and hence cannot be considered sole record copies. It must be remembered in this connection that under Archives' interpretation each file should stand independently when the question of destruction is considered.

Representative samples of the material destroyed in the field have been obtained from the Washington Field Office and are being made available to the Bureau Records Officer in order that each item may be discussed with an Archives' representative. Appropriate schedules should be prepared covering the items destroyed in the field which are not considered by the Department and Archives to be non-record material or material already covered by some schedule.

STATUS OF EVIDENCE

A study of the Records Disposal Act and available interpretative material indicates that this Act was not intended to relate to or control the disposition of material which is purely evidentiary in nature. The status of such material is under the control of the courts and it has been the policy of the Bureau to clear its destruction with the Criminal Division of the Department. Page 5A of the Supervisors' Manual provides certain requirements concerning the initialing of correspondence relating to the destruction of evidence. Material acquired by the Bureau as possible evidence but which is later determined to be clearly non-evidentiary in character, such as the known handwriting standards of four suspects in an extortion case when the fifth is identified as the subject, appears to be clearly non-record and can be disposed of at will.

RECOMMENDATIONS

1. That the Disposal Schedules suggested in this memorandum be prepared by the Bureau Records Officer, Frank W. Waikart, and submitted to Archives. Prior to the preparation of the Schedules, however, it is suggested the Records Officer discuss the schedules with the Justice Department Records Officer and the Archives representative, in order to eliminate any considered unnecessary under their interpretations of the Disposal Act and Archives regulations.

2. That in the future, all matters dealing with the destruction or disposal of Bureau records be referred to the Bureau Records Officer prior to the disposal of such material for a determination as to whether it is necessary to obtain additional Disposal Schedules or Disposal Lists.

3. That a brief statement containing the pertinent provisions of the Records Disposal Act be added to the Supervisors' Manual and to the Manual of Rules and Regulations. If this recommendation is approved, the necessary action will be taken.

CC-247

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

December 29, 1949

MEMORANDUM FOR MR. NICHOLS

RE: FORM DJ-Al-2
THE DEPARTMENT OF JUSTICE
TIME AND EXPENSE REPORTS

Destruction of Records Property - Request

The Records Section has retained, over a period of years, forty-seven 3x5 index drawers containing Time and Expense Reports for Special Agent Accountants working on War Fraud Cases, dating from approximately 1922 to 1926. There has, of course, been no requests by any supervisor for this material, and it is the writers understanding that regular expense vouchers were submitted for the periods covered above. The captioned form apparently served as a supporting document only.

RECOMMENDATION

It is recommended that authority be granted to destroy these Time and Expense Reports, as their usefulness has expired. There is attached hereto, the Time and Expense Report for Special Agent Accountant E. J. Armbruster, dated September 14, 1922, as an exhibit.

RECORDED - 20
66-3286-382
FEB 27 1950

Respectfully,

INDEXED - 20 12
F. W. Waikart

OGM:fr

Attachment

EX-115

This appears to be of no value & I have never used any of this material.

Acctg. & Fraud Section
Rm. 4539 Ext. 543

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES
TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2-28-50

FROM : F. W. WAIKART

SUBJECT: "FIERY CROSS", NEWSPAPER

Tolson
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Reference is made to the attached file (44-52) on the "Fiery Cross" a newspaper published at Indianapolis, Indiana in the '20's. Serial 2 of this file consists of an issue of the paper dated July 7, 1923 containing a list of names and addresses totalling about 12,000 which were indexed into the Bureau's indices.

Although the identifying data on page one is now difficult to read with clarity because of missing segments, it appears that the claim is made that it is a copy of a list that purported to constitute membership of the Ku Klux Klan in Indianapolis. In its introduction the "Fiery Cross" denies the authenticity of this list as to Klan membership by stating it was in the first instance merely a poll of Protestant citizens of Indianapolis that was stolen and published in "Tolerance" by persons mistakingly claiming it to be a Klan list. The cover letter dated July 10, 1923, made no attempt to evaluate the list but merely forwarded the paper to the Bureau.

In any event the list itself is now twenty-seven years old and for the most part the persons listed on it would at the present time be old, inactive, or deceased, assuming they were adults in 1923.

Because the list is obviously obsolete and of questionable authenticity, the Bureau approved its elimination from review in the Loyalty Program (121-0-695). It is therefore believed that the names be purged from our indices.

RECOMMENDATION:

That the 12,000 names listed in the newspaper "Fiery Cross" dated July 7, 1923 be purged from the Bureau's records.

FWW:gs
Attachment

RECORDED 166-3286-383
MAR 14 1950
34

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ADDENDUM:

INDEX CARDS ARE CONSIDERED AS "NON-RECORD" MATERIAL BY ARCHIVES. TECHNICALLY WE WILL NOT HAVE TO SECURE ARCHIVAL AUTHORITY TO DESTROY UNLESS THE COMMUNICATION FROM INDIANAPOLIS AND THE NEWSPAPER ISSUE DATED JULY 7, 1923 ARE ALSO DESTROYED.

FWW:gs

Re-labeled & enclosure
2/12/76 - See 44-52-2
MAY 2 1950

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/8/91 BY 6383 VRT/LEP

MR. CLEGG

February 1, 1950

J. A. SIZOO

DESTRUCTION OF Bureau RECORDS General
(CORRESPONDENCE CONCERNING THE MOVEMENT OF AGENTS)

Reference is made to the attached memorandum to Mr. Nichols dated December 29, 1949, indicating that the Executive Conference approved the destruction of correspondence concerning the movement of Agents after the information had been posted to the movement cards and the correspondence had served its purpose in the Movement Section where it has been retained in the past for a period of 2 months.

In connection with the general survey being made concerning the destruction of records, a review made of the Records Disposal Act and the general schedules promulgated pursuant thereto failed to indicate that correspondence of this type is authorized for destruction at this time. It therefore appears that it will be necessary to prepare an appropriate communication to the Department requesting that a schedule be set up for the destruction of these records. Unless advised to the contrary, an appropriate request will be forwarded to the Department for transmittal to Archives in order that appropriate Congressional authority may be obtained for the destruction of this correspondence at the end of a 60-day period. This schedule will be prepared along with several others upon the completion of the survey concerning the subject matter.

In the meantime, it is suggested that all material of this type be maintained in the Movement Section pending the receipt of the approval from Congress.

Recommendation:

That correspondence concerning the movement of Agents be retained in the Movement Section pending the receipt of appropriate authority to dispose of it.

Attachment

JAS:BAR

Tolson
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Sandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 ELW/ate

1-66-3286-
NOT RECORDED
84 MAY 22 1950

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-3286

copy:mwk

MR. TRACY January 25, 1950

W. W. BROMWELL

CORRESPONDENCE - DESTRUCTION OF Bureau Records

The destruction of correspondence was begun in the Identification Division back in the Fall of 1945 and it was at this time that the "Ident Files", which were maintained by the Records Section, were discontinued and procedure set up whereby certain types of correspondence were destroyed. Also, certain file copies of outgoing communications were discontinued. Some of the latter are recorded in a memorandum directed to you under my signature dated November 8, 1945, captioned IDENT FILES. These referred to file copies of forms used in the Recording Section and designated as R-17, R-101, R-116 and R-122. Additional file copies of forms used in the Recording Section were discontinued. This information is contained in a memorandum from me to you captioned IDENT FILES, dated November 21, 1945.

On November 21, 1945, I prepared a memorandum for you captioned IDENT FILES in which it was recommended that communications received in the Bureau informing of consolidations of two or more records should be destroyed after the action was taken.

During the Fall of 1945 conferences were held with representatives of the Records Section and additional correspondence was recommended for destruction. A recap of that which was recommended destroyed is contained in a memorandum under my signature captioned IDENT MAIL and dated November 23, 1945. The following types of correspondence had been recommended to be destroyed after they were handled:

1. All disposition sheets (R-84) and letters and communications which are purely disposition in content.
2. War Department returned to Military control forms (WD AGO Form 0190).
3. War Department corrections of names, numbers and addresses (WD AGO EBMI 1017).
4. War Department death notices (WD AGO 52-1).
5. All other death notices idented with a single print.
6. Letters of transmittal of photographs and/or disposition sheets.
7. Non-idented photographs.
8. Non-idented disposition sheets.
9. United States Board of Parole referral (Parole form 33-April, 1937).
10. War Department dishonorable discharges from Turlock, California.
11. War Department missing in action forms, 180 day letters.
12. War Department approval and disapproval forms relative to alien employment.

NOT RECORDED
75 DEC 1950

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61 JAN 6 1951

13. Contributor letters informing of consolidation of two or more records.
14. Letters of transmittal of fingerprints.
15. Letters requesting criminal records, descriptive data, photographs and present location.
16. Letters incorporating additional arrests not supported by fingerprints.
17. Contributor letters requesting corrections of previously furnished information.

On December 14, 1945, I prepared a memorandum to you captioned DESTRUCTION OF IDENT MAIL which refers to a recommendation by Mr. Cartwright that communications from the Field Offices requesting the delivery of fingerprint supplies be destroyed. This was later approved and put into practice.

Additional instructions regarding correspondence are set forth in a memorandum to all Supervisors and Sections of the Identification Division dated January 12, 1948, and issued by you. Copies of this memorandum were sent to Mr. Quinn Tamm, Mr. Logue, Mr. Cartwright, Crime Records Section, Records Section and the Bureau Mail Room. This memorandum covers, generally, the returning of original correspondence. A copy of this memorandum is attached.

The policy with regard to returning correspondence handled in the Identification Division is further governed by a memorandum dated March 15, 1949, from Mr. Clegg to Mr. Tolson, captioned DISPOSITION OF CERTAIN TYPES OF CORRESPONDENCE HANDLED IN THE IDENTIFICATION DIVISION. This memorandum sets up six categories with regard to handling destruction of mail. They are as follows:

1. Letters received from law enforcement officials or others entitled to information asking if an individual's fingerprints are or are not identical with another.
2. Letters from individuals informing us of their change of legal name.
3. Letters received from those entitled to a record, either in this country, or in a foreign country, asking whether or not we have the record of an individual.
4. Letters from individuals asking for a copy of their criminal record, or for information to which they are not entitled, and we do not return the correspondence because Bureau stamps have been placed thereon.
5. Letters from Police Departments enclosing fingerprints and asking for a search of the fingerprints through our files, and that they be advised of the results. Sometimes, we do this by letter, or advise that all the fingerprint cards for which they requested a search were not enclosed.
6. Letters received from law enforcement officials informing us that a wanted man is now incustody, and that the wanted notice should be cancelled.

Mr. O'Connor, in a memorandum to you dated May 5, 1949, recommended destruction of letters from insurance companies which ask for for information in our files regarding missing persons. This recommendation was approved by the Executive Conference on May 11, 1949.

For your information there are some samples of correspondence which destroyed in the various Secions of the Identification division.

Attachments

WWB:hp

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Mr. Glavin

DATE: April 21, 1950

FROM : Inventory Section

SUBJECT: Disposition of Manual Control
Cryptanalysis Section Manual

It is requested that permission be granted to dispose of the old manual control for the obsolete CRYPTANALYSIS Section Manual. A new manual has been issued as of March 1950. All of the old manuals have been accounted for and destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/ste

RECORDED - 43
INDEXED - 43
RECORDED
2 APR 27 1950

EX-6

UNRECORDED COPY FILED IN

THE DIRECTOR

April 18, 1950

094253

JOINT COMMITTEE

SUGGESTION NO. 358
EMPLOYEE: SAC G. H. CARLSON
MIAMI OFFICE
SEARCHING AND INDEX PROCEDURES

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
E. Scheidt
A. Cornelius

SUGGESTION: That the present instructions authorizing the destruction of index cards on license numbers of automobiles after they are five years old be amended to permit destruction after they are eighteen months old.

ADVANTAGES:

1. Will reduce the number of cards in indices in field offices.
2. The indices will be more active and serviceable and the location of the files will be quicker.

DISADVANTAGES:

1. Existing rules will provide a means for keeping a record for the maximum length of time these license numbers may be necessary or of pertinent interest.
2. Some states permit the continuance of the same number with merely a change in the year tag by a small device attached to the regular license plate; and the continuing use of this same number may be a matter of pertinent interest longer than a period of 18 months.
3. Inadequate information to justify any change in the existing regulations.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-17-82 BY SP4 ELW/ALC

RECORDED - 44
INDEXED - 44

EX-125

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

58 MAY 12 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 19, 1950

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 387
EMPLOYEE: INSPECTOR T. E. NAUGHTEN
DESTRUCTION OF SAC LETTERS AND BUREAU BULLETINS

SAVINGS: None
AWARD: None

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
E. SCHEIDT
A. Cornelius

SUGGESTION: That the rule for the destruction of administrative files after the top serials have become three years old be modified so that the rule will not apply to files containing SAC Letters and Bureau Bulletins.

ADVANTAGES:

1. References are made to old Bureau Bulletins and SAC Letters from time to time with valuable results even though they are more than three years old.

DISADVANTAGES:

1. After three years, if the rule is a permanent one, it will have been incorporated in the Manual, and if it is advisory with continuing effectiveness, the Bureau Bulletin or SAC Letter should be reissued.

2. New Agents entering the service after the issuance of a Bulletin should have their attention called to the Bulletin or SAC Letter at three-year intervals if its contents are still valuable or effective.

3. Whenever the information in a Bulletin or SAC Letter pertains to any investigative technique, method, procedure or interpretation, or even to administrative files of permanent value, there is a method provided for in all field offices (the 00 files in which pertinent portions of this SAC Letter or Bulletin appear for permanent records), or as for administrative files, certain permanent administrative files have been established in each field office.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

RECORDED - 130
INDEXED - 130
66-3256 Sub A 256
MAY 4 1950

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

58 MAY 16 1950

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 FHW/ltc

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: 3/7/50

FROM : T. E. NAUGHTEN, INSPECTOR

SUBJECT: THREE YEAR DESTRUCTION RULE EXEMPTIONS FOR SAC LETTERS AND BUREAU BULLETINS

Sugg # 387

Tolson
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Glavin
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Tele. Room
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The Manual of Rules and Regulations has required for some time that administrative files (with certain exceptions) be disposed of when the top serials of such files become three years old. I have noted that the field generally has been applying this rule to the SAC Letter and Bureau Bulletin files. I have been giving thought recently to the desirability of exempting the SAC Letter and Bureau Bulletin files from the three year disposal rule.

At El Paso I found that the office has determined that the retention of SAC Letters and Bureau Bulletins has been of definite value for reference purposes. Therefore the office has on hand Bureau Bulletins dating from October 1943 and SAC Letters dating from January 1944. The SAC and Chief Clerk there pointed out to me that on numerous occasions during the year they do find the reference material contained in such Bureau communications to have been of definite value. For this reason they have not destroyed these files.

Attached hereto is a copy of the administrative memorandum which was prepared covering this matter at El Paso, in which I specifically recommend that the Bureau give consideration to exempting Bureau Bulletins and SAC Letters from the three year disposal rule for the reasons cited above.

ACTION RECOMMENDED: This is being brought to your attention specifically for appropriate handling.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/ptc

Attachment

TEN:cs

RECORDED - 130

66-3286-387

INDEXED - 130

MAR 21 1950

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MAY 22

WBB:GL

Serial #281

ADMINISTRATIVE FILES

INSPECTOR NAUGHTEN: An examination of the pending administrative files in the El Paso Office revealed that they were being maintained in accordance with Bureau instructions.

An inspection of the closed administrative files reflects that all Bureau Bulletins dating from October 1943 and SAC Letters dating from January 1944 are being retained in the closed file section. The usual three year disposal rule would normally apply to these and would provide for their elimination thereunder. However, the office has found on several occasions that having these items on hand has been of definite reference value, and therefore has felt that the three year rule should not apply to them.

I recognize the merit in the position of the El Paso Office. Hence you may continue your present practice until contrarily instructed by the Bureau.

THE BUREAU ADMINISTRATIVE: It is felt the Bureau could well give consideration to exempting SAC letters and Bureau Bulletins from the provisions of the three year disposal rule applicable to administrative files. It is so recommended.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4ELW/ptc

INSPECTION REPORT
EL PASO OFFICE
INSPECTOR NAUGHTEN
FEBRUARY 24, 1953

ENCLOSURE

66-3286-387

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 3-24-50

FROM : Executives Conference

SUBJECT:

Tolson
Ladd
Clegg
Glavin
Nichols
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Tele. Room
Nease
Candy

The Director instructed that a study be made of the over-all procedure concerning the destruction of records and also instructed that recommendations for a continued procedure be made.

Existing legislation approved July 7, 1943, amended July 6, 1945, defines four methods by which Government records might be destroyed. They are as follows:

(1) Disposal Lists - covering destruction of non-recurring records, e.g., old Bertillon records and cards.

(2) Disposal Schedules - authorizing destruction of recurring records. For example, copies of closed investigative reports in Field Offices after they are 25 years old.

(3) General Schedules - applicable to all Government agencies. Six such general schedules have been issued. They cover Selective Service deferment records, records concerning relations with the public, mail and postal records, fiscal and accounting records, personnel records, etc.

(4) Emergency Authorization - on approval of the Archivist and the head of the agency, when public health or life is menaced, when space occupied is urgently needed for military purposes and their continued preservation is not warranted, when located outside the United States, or when outside the United States and seizure by a hostile power during war is imminent, such as, an embassy or consulate.

No records of the Government shall be destroyed except in accordance with the Records Disposal Act is an additional provision of this legislation.

The Department has ruled as to duplicate copies of investigative reports that only one copy will be necessary as a record and the duplicates can be destroyed. The Criminal Division has authorized the destruction of records and recordings which are of a temporary character in connection with wire taps and the Department ruled that the intent of the agency as to whether documents should be preserved is a controlling factor in determining whether it is to be kept or whether it is to be considered temporary and then destroyed. The Archives interpretation of the Act leaves the determination of the value of the record to the producing agency and in considering value they consider such things as interest to scholars and private citizens, the administrative, fiscal and legal use to the Government, the protection of the rights of private citizens, the basic facts as to organization and functions of an agency and the value of the records for research purposes.

cc-Mr. Mohr
Mr. Clegg

HHC:jmc

RECORDED - 45 66-3286-387X

INDEXED - 45

NOV 2 1950

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/18/81 BY 6383

Memorandum for the Director

Material Presently Authorized For Destruction

There are 25 items of material destroyed at the Seat of Government and in the Field in keeping with the Act and its interpretation by the Archives Office and the Department, including such matters as error slips, duplicate assignment cards, directories, stenographic notes, tickler copies of reports and letters (see page 5 of attached memorandum).

Certain other documents are destroyed by each division based upon the General Schedules which have been issued, including correspondence with state and local police agencies concerning fingerprints and criminal records after the data is posted to the Bureau's records.

Material Suggested For Disposal Schedules

There are listed in the attached memorandum 12 examples of types of data which, it is believed, should be included in additional Disposal Schedules, examples being, Uniform Crime Reports from police departments, informational bulletins and letters received by the Bureau and having no permanent value, inventory records, leave correspondence and sign-in registers (see pages 6 - 8 of attached memorandum).

The Bureau's manuals require the destruction after 1 year of 23 types of records in the Field, such as, gun vault charge-out records, addressograph records and Special Agents' Daily Reports. There are also listed 29 types of records which are destroyed after they are 3 years old, such as, Bureau Bulletins, speech material, SAC Letters and general vouchers (see pages 9 - 10 of attached memorandum). There are 6 additional types of records which can be destroyed after 3 years when in the opinion of the Special Agent in Charge they are no longer needed, such as, training files, FBI National Academy correspondence and research matters. Also, Field Office files may be destroyed after 25 years. This latter item was approved by Archives in 1946.

Executives Conference Action

The members of the Executives Conference present on March 23, 1950, including Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Carlson, Rosen, Nichols and Clegg, unanimously recommended as follows:

I. (a) That the attached memorandum be furnished to the Bureau's Records Officer, Mr. Frank W. Waikart and that he note the various listings of records which the Bureau now instructs should be destroyed.

(b) That this Records Officer also obtain from the various Seat of Government divisions any additional types of records which are recommended for destruction.

(c) That the Records Officer then divide these lists into two categories: (1) those which, according to interpretations or authorizations of the Department or Archivist may now be destroyed without further authority and (2) those types which should be submitted to the Archivist for inclusion on new Disposal Lists and Schedules as authority for destruction.

(d) That these two categories be submitted to the Executives Conference for review since what is no longer needed in one division may be of interest to another.

(e) That the lists as approved then be discussed by the Records Officer with the Department's Records Officer and the Archivist with a view to getting approval and authorization. It might be mentioned that all of those types of records listed which are destroyed on an annual or 3-year basis in the Field have already been considered by the Executives Conference previously and approved.

II. In order to establish a procedure for the destruction of records in the future, all recommendations for such disposal or destruction should be referred to the Bureau Records Officer, Mr. Waikart, so that those which may be destroyed under existing authority may be compiled in one list and those for which additional authority should be obtained can be included in another list and both would be considered by the Executives Conference and approved by the Director. Where necessary, the specific authority of the Archivist would be obtained for destruction when not already authorized.

III. That the Supervisors' Manual and Manual of Rules and Regulations be amended to refer to the Records Disposal Act so as to point out the necessity of following such procedure both at the Seat of Government and in the Field hereafter.

Respectfully,
For the Conference

V.

Clyde Tolson

OK.
H.

6J. RR. Amended Contents
Sec 48 (new) Supervisors Manual redde O.

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OFFICE MEMORANDUM. UNITED STATES GOVERNMENT

TO : MR. NICHOLS DATE: 12-29-49

FROM : F.W. WAIKART

SUBJECT: THE MOVEMENT OF AGENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/pte

Q Destruction of Bureau Records

As you know, the Bureau requires prompt notification of any travel by Agents in the Field or at the Seat of Government to and from the Field, and as a result of this rule, there is received daily at the Bureau a considerable number of wires and letters containing this type of information.

In the past, the procedure followed by the Records Section for processing these wires and letters has been to "Not Record" them into the Agent's alphabetical file. When two or more Agents are mentioned, copies are prepared for the appropriate files.

It has been suggested, by Miss Catherine McWhirt, Supervisor of the Classifying Unit in the Records Section, that after the Movement Section of the Chief Clerk's Office has posted to their records the data regarding the travel of an Agent or Agents, the wire or letter be destroyed.

For your information, the records maintained by the Movement Section are available in the Chief Clerk's Office for two months, after which they are transferred to the Records Section where they are maintained for an additional year. This suggestion is not intended to affect permanent transfers as all records of this nature are, of course, reflected in the Agent's personnel file.

It is the writer's belief that this suggestion if adopted would in no way impair the accuracy of the Chief Clerk's Office records, but would eliminate considerable clerical time necessary in the Routing, Classifying, and Filing Units of the Records Section, as these sections must handle the material before it is ready for filing.

RECOMMENDATION

In view of the above, it is recommended that this suggestion be given favorable consideration and therefore eliminate entirely the handling by the Records Section the wires and letters pertaining to travel by Agents.

There are attached for exhibit purposes a few of the wires and letters which reflect clerly the reason for this suggestion.

Attachment

OGM:fr

The Executive Conference consisting of Messrs. Tolson, Rosen, Carlson, Fletcher, Norman McCabe, Ladd, Mohr, Parsons, Tracy, Glavin, and Nichols were unanimous in approval on January 16, 1950. LBN

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Mr. Clegg

F. M. Kunz

TRAFFIC SOUNDS SLIDE FILMS

Reference is made ot the attached memoranda concerning th traffice sound slide films which are available in the Bureau. Attached is an SAC letter advising the field of the availability of those films which were approved for this purpose. The remaining films will be disposed of as indicaded in the memorandum of December 22, 1949, which is also attached.

With regard to the film entitled "The Man Behind The Star," which is a presentation of Northwestern University Traffic Institute, it is recommended that this film also be destroyed. It was sent to the Bureau presumably through the IACP Traffice Division but is has not been considered desirable for Bureau purposes.

The Film "Stop, Look and Live" should also be destroyed. Previously I had indicated that this film has value for public groups but it is not thought satifactory for police training. I doubt that we will have any use for it in connection with showings before public groups, therefore it is thought we should dispose of it. Based upon the fact it has had no use in the past, there would seem to be no reason to expect it to be used in the future.

FMK:mfc
Attachments

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MR. A. H. BELMONT

March 17, 1950

MR. C. E. HENNRICH

QUARTERLY INTELLIGENCE SUMMARY;
INTERNAL SECURITY
BUFILE 66-8720

The German desk in Room 2244 has four file drawers of Quarterly Intelligence Reports which were prepared on a quarterly basis from November, 1940 to August 15, 1945. These reports, which are copies of reports available in the Records Section, were previously used for reference purposes by the German desk. However, no reference has been made to these reports for the past several months and it is not deemed necessary to retain them in Room 2244.

It is noted that Serial 514 of File 66-8720 is a memorandum from Mr. R. F. Cartwright to Mr. Nichols, dated January 30, 1946, in which it was recommended that all but six copies of each volume of these reports be destroyed. It is also noted in this memorandum that the Records Section has available six copies of these summaries and it appears that there is no reason why the copies maintained in Room 2244 cannot be destroyed.

RECOMMENDATION

It is recommended that in view of the confidential nature of these quarterly intelligence summaries and due to the volume of the summaries being maintained in Room 2244 that the Records Section obtain these summaries for destruction.

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HG/de

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Gandy

65 APR 21 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: November 3, 1949

FROM : F. W. WAIKART

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL

Bureau Records Gen'l

In connection with our efforts to dispose of obsolete material now occupying valuable space on the sixth and seventh floors the following is submitted for your consideration.

At the present time there is maintained in the Filing Unit of the Records Section a number (two four-drawer file cabinets) of enclosures which are considered obscene and are therefore filed in Room 6519. This space having been set aside for highly confidential material and enclosures as mentioned herein.

These enclosures consist of obscene pictures, comic books, suggestive literature, obscene extortion letters, and material from the Field entitled, "Research - Sex Offenders." Review of these enclosures disclose that in many instances the cases have been closed, the United States Attorney has declined prosecution, or the statute of limitations has run. The accumulation of these enclosures is a carry over from the days when the Records Section necessarily maintained such material as possible evidence. However, our procedure now in practically every case is to detach the obscene material, making the proper notations, and directing it to the Laboratory for inclusion in their files.

RECOMMENDATION

It is the recommendation of the writer that a supervisor from the Crime Records Section review the material that may be of value from a research standpoint, and that the Laboratory examine the remainder looking to its ultimate disposal or retention.

OGM:fr

As far as lab concerned obscene pictures, comic books, playing cards or motion pictures can be destroyed. JCC 12/12/49

Sutter will handle MJ

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NICHOLS

CRIME RECORDS

MR. TOLSON 2-13-50

Mr. H. H. Clegg

COPLON CASE - DISPOSITION AND DISPOSAL OF RECORDINGS, DATA SLIPS AND MEMORANDA FROM WIRE TAPS

Background

Mr. Pomerantz, attorney for Valentine A. Gubitchev, during hearings on motions in this case, charged in a memorandum which he attempted to file with the Court that FBI Agents had violated Federal laws by disposing of or destroying certain memoranda, sound recordings, etc., from wire taps in this case. The questions raised by Pomerantz' allegations were submitted to the Department and the Department on 2-8-50 furnished an opinion which is summarized as follows:

Allegation #1 by Mr. Pomerantz

FBI Agents had violated Federal law by destroying memoranda, monitoring slips, sound recordings, etc., without complying with Title 44, Sections 366-380, relating to the preservation and disposition of Government records. (Records Disposal Act)

Summary of Department's Opinion on this Allegation

The Department concluded that the destruction of recordings, data slips and memoranda from wire taps was not a violation of the above code sections inasmuch as such material is considered temporary and can be destroyed. Supporting this view, the Department gave the following reasons: (a) the purpose of the Records Disposal Act was to prevent disposal of records having administrative, legal, research, or other value sufficient to warrant their preservation; (b) to facilitate disposal of records in order to conserve space; (c) to reduce clerical work and the time required for obtaining authorization for the disposal of records. The Department contends that under the above code sections (Records Disposal Act) documents to be preserved as permanent records depend entirely on whether the agency making such documents intend that they be preserved. If the agency does not intend for a document to be a permanent record, then the Records Disposal Act does not apply.

In line with the right of an agency to determine whether documents are permanent in nature, the Departmental policy, according to its memorandum, is that recordings, data slips and memoranda from wire taps are not intended as permanent records and, therefore, do not fall within the provisions of the Records Disposal Act. The Department further states that, since these records are temporary, they should be destroyed when they have served their purpose.

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Harbo
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Nease
Gandy

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The Department concludes that the preservation of this material is not influenced by the mechanics by which it is made pointing out that these memoranda, data slips, etc., are merely notations of what took place and whether the notations were made by hand on a pad of paper or whether recorded on a machine has no effect whatever on their admissibility in evidence, the monitoring Agent himself being the

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best witness of what occurred and who must necessarily testify in any event. Whatever notes or memoranda the monitoring Agent made at the time would not be admissible in evidence except in those rare exceptions governed by the doctrine of contemporaneous memoranda (notes made during any investigation).

In order that no unusual significance is attached to the destruction of such material from wire taps, the Department suggests that the Bureau adopt uniform administrative procedures for the handling of this material.

The Department has stated that any of this material may be retained so long as it is of value and still continue its temporary character.

Allegation #2 by Mr. Pomerantz

FBI Agents had violated Title 18, USC, Section 2071 (Concealment, Removal or Mutilation of Government Records) by the destruction of the above-mentioned records, documents, etc.

Summary of Department's Opinion on this Allegation

The Department states that this code section applies only to certain types of documents that have been filed or deposited with (a) the clerk or officer of a Federal Court or (b) judicial or public officer of the United States. Therefore, any material made by FBI Agents from wire taps for their own use during the course of an investigation are considered "work papers" and are not the types of documents nor public documents which would be covered by this code section. The Department points out that under this code section there must be a wilful destruction to constitute a criminal violation and that a Government agency cannot be considered in violation of this code section when it destroys temporary records by regularly established procedures.

Allegation #3 by Mr. Pomerantz

FBI Agents had committed Contempt of Court by destroying the above-mentioned records in order to prevent their subsequent seizure by Court process in the event these records were desired by the Court.

Summary of Department's Opinion on this Allegation

The Department contends that Mr. Pomerantz' allegations are clearly without merit inasmuch as this material at the time of its destruction was not within the jurisdiction and protection of the Court. The Department points out that it is fundamental that Contempt proceedings cannot issue in the subsequent trial of the case where the actions complained of occur prior to the time that the Court assumed jurisdiction of the subject matter. The Court has no cause to punish by Contempt unless some order or process issued by the Court has been violated.

Memorandum for Mr. Tolson

Current Bureau Instructions Regarding Maintenance of Records Pertaining to Wire Taps

The current instructions regarding the handling of records, including disc recordings, logs, monitoring Agents' notes, etc., are contained in a No Number SAC Letter dated December 22, 1949. These instructions provide that the disc recordings and the rough draft notes made by monitoring employees be destroyed promptly after the log has been prepared and reviewed by a supervisory official and the Agent to whom the case is assigned. The log is retained as are the memoranda which the Supervisor or the reviewing Agent may prepare for different files based on the summary log. These logs are retained in the Sub-One file of the case to which the wire tap relates and such sub file is maintained apart from the regular files and by carefully selected personnel. Summary logs are, of course, serialized and the information contained therein is indexed.

Conclusions

(1) The allegations of Mr. Pomerantz, according to the Department's opinion, are without merit.

(2) All material from wire taps, including recordings, data slips, logs or memoranda based thereon, are temporary in nature and may be destroyed without violation of the law.

(3) There is no prohibition against the retention of this material as long as it is of value to the Bureau and as long as it retains its temporary character.

(4) The Department's suggestion that uniform administrative procedures be adopted for the handling of this material has merit. However, such uniformity was established by the instructions issued in No Number SAC Letter dated December 22, 1949.

(5) The present Bureau instructions provide for the maintenance only of the summary log and for the prompt destruction of the monitoring employee's notes, rough draft logs and disc recordings.

(6) Our present practice of retaining summary logs from wire taps is not inconsistent with the attached Departmental opinion providing they are retained on the basis of being of some value to the Bureau.

(7) Although the Department's memorandum makes no reference to Section 1361, Title 18, USC (Wilful Depredation Against Government Property), it is apparent from the Department's interpretation of the word "wilfully", as appearing in any criminal statute, that the Department feels this code section was not violated through the destruction of recordings, data slips and memoranda from wire taps in the Coplon case. It is noted that the Departmental attorneys have rendered an oral opinion to the effect that the above code section was not involved or violated. However, an additional opinion in writing is being furnished the Bureau specifically relating to this code section. ADDENDUM: CDM:DMG 2/24/50 Departmental memorandum of 2/14/50, received confirming that Title 18, USC, Section 1361 was not violated.

Memorandum for Mr. Tolson

Recommendations:

(1) It is recommended that summary logs from wire taps be destroyed when it has been determined that such logs and material therein are of no value to the Bureau providing that prior Bureau authorization for their destruction is obtained.

While it is recognized that the possibilities of destroying summary logs would occur very infrequently, the foregoing action is desirable in order to clearly establish the temporary character of such logs consistent with the Department's views in the attached memorandum.

(2) It is recommended that the Bureau continue to retain summary logs in Sub-One files as under the present procedures outlined in No Number SAC Letter dated December 22, 1949.

(3) In order to reflect the Bureau's intentions that the above sub-files are temporary in nature, as the Department has stated they must be, it is recommended that the following stamp be affixed to the file cover of Sub-One files as follows: "The contents of this file are temporary but should not be destroyed without prior Bureau authority."

(4) Although it appears that the procedures in effect for the maintenance of these logs are consistent with the Department's opinion as attached, it is recommended that the Department be furnished a complete outline of the procedures we follow in order to insure that the Department agrees in writing with the system now in effect. Attached for approval is a memorandum to the Department to this effect.

Attachment

copy;bw

February 28, 1950

The Director

Executives Conference

37771

DISPOSITION AND DISPOSAL OF RECORDINGS, DATA SLIPS AND MEMORANDA FROM WIRE TAPS (Destruction of Bureau Property)

The Executives Conference on February 27, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Ladd, Nichols, Carlson, Nease and Clegg, considered the application of the opinion submitted in writing by the Department of Justice concerning the disposal and destruction of data, records, and recordings based upon wire taps. You will recall that Attorney Pomerantz in the Coplon Case filed a memorandum with the court stating that Special Agents had violated the Federal law (1) by destroying memoranda, monitoring slips, sound recordings, without complying with the laws relating to the preservation and disposition of Government records, (2) by removal or mutilation of Government records in violation of the law prohibiting the destruction of such records and documents, and (3) by destroying the records in order to prevent their subsequent seizure by Court process the Agents were thus in contempt of court.

These three propositions, together with the further inquiry as to whether there was involved any violation by the destruction of the records as material Government property, were presented to the Criminal Division of the Department of Justice, and opinions and memoranda dated February 8 and February 14, 1950, have been received in each instance advising that there was no violation in any of these propositions by the FBI Agents, and that the same practices could continue without a violation of the law being involved. (A summary of the opinion is attached hereto, which reflects that the allegations of Pomerantz are without merit, that all material from wire taps is temporary in nature and may be destroyed without violation of the law; that there is no prohibition against the retention of this material as long as it is of value and as long as it retains its temporary character.) The Department did suggest that uniform administrative procedures be adopted for the handling of this material, and previously, on December 22, 1949, an SAC Letter was sent to the Field instructing that the longhand or typed memorandums or notes made by the Agent monitoring the lines, the records, discs and recordings of such telephone conversations which were intercepted, and all other records, notes and data pertaining to the product of this telephone tap should be destroyed except a final summary log prepared daily. These materials were to be destroyed promptly after the log had been examined by the Agent to whom the case was assigned and by a Field Supervisor. Thus, there would be retained in the field office the summary log from which data would be subsequently dictated as prt of an individual case when pertinent and advisable into the individual case reports. These logs are maintained in a sub-section of the pertinent file, but they are kept in a locked office separate and apart from the regular file room, under the immediate supervision of select personnel. The pertinent data from these logs is indexed by stenographers especially assignedto this confidential work, and the index cards showing the name or subject and the file number (including sub-section) are then sent to the general indices for filing.

The Executive Conference considered the above matters and recommended as follows:

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cc: Mr. Clegg
Mr. Mohr
HHC:dgh
Attachment

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1. That the instructions in the SAC Letter dated December 22, 1949, be continued as is, calling for the destruction of all notes, records, discs and recordings except the summary log prepared on a daily basis, and for the retention of the summary log in the special confidential room handled by specially selected employees.

2. Messrs. Tolson, Glavin, Tracy, Mohr, Rosen, Ladd and Nichols, recommended that the summary logs be retained and maintained as at present, but that the sub-sections of the files containing these logs be considered as temporary files and records. This characterization of these files as "temporary" would permit the subsequent destruction of these files at any time the Bureau subsequently decided that such files or any part of them should be destroyed. It was recommended, however, that these files be retained but that they be considered as temporary files. The reason for the retention of these files for an extended period is the fact that index cards are prepared on many of these daily logs and the index cards are placed in the general indices. This would make it difficult and impractical to require a subsequent review of the files for the purpose of removing index cards prior to destruction. Also, prior to SAC Letter dated December 22, 1949, most of the memoranda, data, logs and transcripts of telephone taps went directly to the case file, and it would be an impractical task to go back through these numberous files and remove these numberous transcripts, memoranda and records as far as those heretofore accumulated were concerned. Therefore, the recommendation of the majority was that the files containing the logs be retained but be considered as temporary. The Department has ruled that the head of an agency has authority to determine whether a record or document should be considered worthy of retention or whether it should be considered as temporary, and they also ruled that temporary records could be retained as long as they were of value. Thus, the proposal is that they be considered "temporary" and that no automatic system of destruction be set up in view of the practical difficulties involved in destroying them and the index cards and related material pertaining to them.

Messrs. Carlson, Nease and Clegg were of the opinion that these logs should be considered as temporary records and files, and that upon the specific recommendation of a Special Agent in Charge with reference to any of these files, they could be destroyed with Bureau authority.

Mr. George Kneipp, who participated in preparing the Department's opinion, advised Mr. Clegg orally on this date that a memorandum in the Bureau's files showing a decision of the Director that these logs are considered temporary would suffice to establish clearly that they are temporary in character.

3. A recommendation was made and unanimously recommended unfavorably by the Executive Conference that the Department be furnished with a complete outline of the procedures followed in order to be sure that the Department agrees in writing with the system in effect at the Bureau. This was recommended unfavorably in view of the fact that the Attorneys in the Criminal Division who prepared this opinion

were furnished detailed oral information as to the action taken and practices engaged in, they were thoroughly familiar with the procedure, and to advise the Department formally again as to this procedure would have the disadvantage of binding the Bureau to this procdure in the future when, in fact, some variation might become desirable within the limits of the opinions rendered by the Department of Justice

An SAC Letter will be forwarded to the field offices advising that pursuant to the opinion and instructions of the Criminal Division of the Department of Justice, the instructions as approved above by the Director are being submitted.

Respectfully,
For the Conference

Clyde Tolson

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd

DATE: May 17, 1950

FROM : A. H. Belmont

SUBJECT: SUGGESTIONS BY MISS LILLIAN M. MIEDEL OF THE MEXICO CITY OFFICE RELATIVE TO DESTRUCTION OF COMMUNICATION RECORD LOGS

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

Miss Lillian M. Miedel, Chief Clerk of the Legal Attache's office in Mexico, has submitted two suggestions relative to the destruction of communication record logs.

1. With regard to the record logs being maintained on all incoming and outgoing airgrams, Miss Miedel has suggested that these logs be destroyed after they have become one year old.

2. With regard to the record logs being maintained on the incoming and outgoing diplomatic mail pouches, Miss Miedel has recommended that such logs be destroyed after they are one year old.

It will be noted that at present the field has no instructions regarding the destruction of the above-mentioned record logs.

FACTS:

Both sets of record logs mentioned above are maintained to keep track of the sending and receipt of Bureau communications. Each airgram is numbered and a record is made of the date it is sent. The number of each incoming airgram is correspondingly recorded when the message is received. In this way it is possible to determine whether or not any of the airgrams which are sent through the open mail are lost. Since a skip in the consecutive numbers recorded in the logs would indicate within a short period of time that a communication is missing, it would appear that no real purpose would be served by retaining these logs for a long period of time.

The record logs for the transmittal and receipt of mail pouches are also maintained in order to make sure that all of the pouches are delivered. In these logs, a skipped number which would indicate that an envelope of pouch mail had not been received would also show up in a short period of time. In this case also it is not believed that any purpose would be served in retaining these record logs for a long time.

It is believed that both of Miss Miedel's suggestions have merit, but it is felt that a 6-month period would be adequate and that it would not be necessary to retain either of these types of record logs for a whole year.

NLF:hb

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RECOMMENDATION:

It is recommended that Miss Miedel's suggestions be approved with the proviso that both sets of record logs should be destroyed after 6 months.

In the event the above recommendation is approved, it is suggested that the attached letter be transmitted to all of the Legal Attaches and to the interested communications and laboratory personnel instructing that such record logs should be destroyed after 6 months.

It is further recommended that this memorandum be referred to the Administrative Division so that appropriate acknowledgement of Miss Miedel's suggestions can be made.

United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

IN REPLY, PLEASE REFER TO
FILE No. _____

SAC LETTER NO. 31
Series 1950

April 28, 1950

SAC	ALBANY	DENVER	MILWAUKEE	PORTLAND
	ALBUQUERQUE	DETROIT	MINNEAPOLIS	RICHMOND
	ANCHORAGE	EL PASO	MOBILE	ST. LOUIS
	ATLANTA	HONOLULU	NEWARK	SALT LAKE CITY
	BALTIMORE	HOUSTON	NEW HAVEN	SAN ANTONIO
	BIRMINGHAM	INDIANAPOLIS	NEW ORLEANS	SAN DIEGO
	BOSTON	KANSAS CITY	NEW YORK	SAN FRANCISCO
	BUFFALO	KNOXVILLE	NORFOLK	SAN JUAN
	BUTTE	LITTLE ROCK	OKLAHOMA CITY	SAVANNAH
	CHARLOTTE	LOS ANGELES	OMAHA	SEATTLE
	CHICAGO	LOUISVILLE	PHILADELPHIA	SPRINGFIELD
	CINCINNATI	MEMPHIS	PHOENIX	WASHINGTON, D. C.
	CLEVELAND	MIAMI	PITTSBURGH	QUANTICO
	DALLAS			

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Destruction of Bureau Property - General

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST:

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST:

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4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST:

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST:

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST:

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

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INDEXED - 16 66-3286-372

EX. - 78

~~CONFIDENTIAL~~
AIR POUCH

Date : May 24, 1950

To : Legal Attache
Paris, France

From : J. Edgar Hoover - Director, Federal Bureau of Investigation

Subject: COMMUNICATION RECORD LOGS
ADMINISTRATIVE

Under previous instructions, record logs were set up at all of the Legal Attaches' offices and at the Seat of Government for recording incoming and outgoing diplomatic mail pouches. The offices using the airgram system of communication have also set up logs to record the receipt and transmittal of airgrams.

Inasmuch as no purpose would be served by retaining either the airgrams or diplomatic pouch record logs for a long period of time, it is desired that such logs be destroyed after they are 6 months old.

CC- Legal Attache, London
Madrid
Mexico City
Havana
Rio de Janeiro

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/rte

CC: Foreign Service Desk (detached)

NLF:hb

RECEIVED - DIRECTOR
F B I
U.S. DEPT. OF JUSTICE
MAY 23 7 44 PM '50

RECEIVED READING ROOM
F B I
U.S. DEPT. OF JUSTICE
MAY 23 6 56 PM '50

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

3
MAY 25 1950
COMM - FBI

379

OFFICE OF THE LEGAL ATTACHÉ
EMBASSY OF THE UNITED STATES OF AMERICA
MEXICO CITY

PERSONAL AND ~~CONFIDENTIAL~~

May 4, 1950

Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Re: SECURITY OF
COMMUNICATIONS

Dear Sir:

With reference to Bureau letter addressed to the Legal Attache, Paris, France, captioned as above, and dated November 23, 1949, setting up a record log system to record incoming and outgoing mail pouches, it has been noted by the writer that no provision was made for the destruction of these record logs. It is respectfully suggested at this time that these logs be destroyed after they have become one year old.

Very truly yours,

Lillian M. Miedel

Lillian M. Miedel
Chief Clerk

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/pte

RECORDED - 16

EX. - 78

7 JUL 11 1950

OFFICE OF THE LEGAL ATTACHÉ
EMBASSY OF THE UNITED STATES OF AMERICA
MEXICO CITY

PERSONAL AND ~~CONFIDENTIAL~~

May 4, 1950

Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Re: INCOMING AND OUTGOING
~~X~~AIRGRAM LOGS

Dear Sir: Destruction of Government Records

With the institution of airgrams between the Bureau and Mexico City Office, log records are being maintained to record all incoming and outgoing airgrams. No provision has been made for the destruction of these records. It is respectfully suggested that these logs be destroyed after they have become one year old.

Very truly yours,

Lillian M. Miedel

Lillian M. Miedel
Chief Clerk

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4ELW/ptc

JUN 14 1 35 PM '50
FBI - DEPT. OF JUSTICE

RECORDED - 16 66-3386-373

INDEXED - 16

EX-75

4-528

66-3286-394

CHANGED TO

66-19087-10X1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/ltc

JUN 8 1967

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 2, 1950

FROM : SAC, El Paso

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

In accordance with instructions contained in SAC Letter No. 31, Series 1950, dated April 28, 1950, my views concerning the items mentioned are indicated on the attached copy of the SAC Letter.

DKB:adl

Encl.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 LW/ste

RECORDED - 34

66-3286-395

JUN 16 1950

EX-3

EX-3

62 JUN 26 1950

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/rlc

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: X AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: X AGAINST:
   (If No. 1 not adopted)

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: X

66-3286-395

ENCLOSURE

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: X AGAINST:

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: X AGAINST:
(If No. 4 not adopted)

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: X

Remarks as to No. 6:

When it is recognized that considerable indexing is done in the bodies of reports, memos and letters (suspects, automobiles, property, etc.) it will be apparent that destruction of index cards constitutes an almost impossible task. To do so would involve reading each serial and searching each proper name and piece of property to locate index cards which should be destroyed. I doubt that, with the limited clerical help available, the El Paso Office could ever complete such a project and since index cards occupy such a small space comparatively, the time expended would not be justified by the results obtained.

By retaining file fronts of destroyed files and stamping them, "File over 15 years old destroyed. Information is ( ) is not ( ) available at Bureau," problem of retaining index cards on non-existant files would be solved and notice given that Bureau has available information in cases where original investigation was of any consequence

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

Submitted by SAC D. K. BROWN, El Paso, Texas.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 2, 1950

FROM : SAC, Savannah

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Attached hereto is SAC Letter No. 31 dated April 28, 1950, containing my views.

The project of stripping the files, that is throwing away duplicate serials on old files, seems to me to be effort not worth the time expended insofar as savings of space is concerned.

With regard to question No. 1, this would have been easier to answer had it been divided into two questions. The consolidation of applicant files is a good project in my mind; however, I respectfully suggest that criminal cases not be consolidated for these cases are subject to reopening even after the statute of limitations has run, and these criminal files contain background data which will be helpful in future investigations.

I do not feel that we should destroy files at either ten or fifteen years and thus leave ourselves partially crippled or deprived of material which has been amassed over a period of time.

With the thought in mind of the tremendous number of file reviews conducted during the last war and the necessity for file reviews frequently in response to inquiries from other agencies and file reviews necessary in fugitive and other criminal investigations, I feel that the ideal solution would be to devise a procedure whereby everything on one individual will be contained in one file under that individual's name. Insofar as I can see at the moment, this would be a costly and time-consuming project, bearing in mind, however, the millions of files reviewed at the Bureau and in the field in the course of a year, and particularly during a period of national emergency, and also the problem created by many people having the same name and two or more Agents wanting the same file at a given moment, I think it would be very much to the Bureau's advantage to ultimately have a separate file on each person or organization almost like a dossier. Any consolidation project is in the opposite direction and will aggravate rather than facilitate file reviews which problem is proportionately greater as the size of an office increases.

I realize that the Bureau's purpose in this survey is based on a desire to save space, rent and file cabinets. The thoughts that I have expressed have been with a view toward increasing efficiency and facilitating easy access to files, believing that these items will in the end result in greater economy in the time saved by high salaried personnel rather than a minute physical saving of space or file cabinets.

EDM:CLY

Enclosure

RECORDED - 34

JUN 16 1950

COPIES DESTROYED

JUN 26 1950

JAN 25 1965

12

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-17-82 BY SP4ELW/MS

DECLASSIFIED IN PART

Letter to Bureau
Re: Elimination of File Material
in Field Office

May 2, 1950

With regard to duplicate serials in files, the writer respectfully suggests that the rule that two copies (and in some instances three or more) be designated to be retained by the office preparing the report be left to the discretion of the SAC, and that the rule be amended to read one copy of each report should be designated for the office preparing the report unless in the opinion of the SAC more copies are needed.

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4ELW/RLE

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: ✓

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: ✓

66-3286-396

ENCLOSURE

Summ

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: ✓

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: ✓

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: ✓

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/2/50

FROM : SAC, Louisville

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter No. 31, dated April 28, 1950.

I am attaching hereto a copy of the above referenced letter with my views as to the elimination of file material in field offices.

This matter has been carefully considered by me, as well as other employees in the office, and no sound reason can be developed as to why the recommended action should not be taken.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4 ELW/RTC

Attachment
FH:bl

RECORDED - 34

JUNE 16 1950

52 JUN 26 1950

PERSONAL ATTENTION
STRICTLY ~~CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

Views of Louisville office

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-27-82 BY SP2 BTJ/dcg

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: yes. AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: yes.

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: yes. AGAINST:

DECLASSIFIED BY SP8 BTJ/dcg
ON 5/2/83 CR dgg 6/18/84

66-3286-397

ENCLOSURE

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: yes.

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: yes.

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: yes. AGAINST:

Remarks as to No. 6:

We need to save space in the indices as well as in the files section.

Mrs Hallford special agent in charge.

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

Federal Bureau of Investigation
United States Department of Justice

Boston, Massachusetts

May 3, 1950

Director, FBI

RE: ELIMINATION OF FILE MATERIAL
IN FIELD OFFICES

Dear Sir:

Reference is made to SAC Letter No. 31 dated 4/28/50, captioned as above.

I am in favor of the consolidation of reports on individual cases into larger files being applied to all criminal cases as well as all applicant types of cases.

I am recommending against any of the remaining five proposals.

Very truly yours,

E.A. SOUCY
SAC

EAS:MP

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/ste

RECORDED - 34

66-32

JUN 16 1950

12

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

2 JUN 26 1950

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 3, 1950

FROM : SAC, Butte

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES.

Re SAC Letter No. 31, Series 1950, dated April 28, 1950.

I vote as follows:

1. FOR: AGAINST: X

(When we handled a consolidation project in the Butte Office once before, the amount of space saved was not worth the work and effort expended on the consolidation, except for the applicant type cases, such as the 116 classification.)

2. FOR: AGAINST: X

(If we are going to destroy duplicate copies of reports and consolidate criminal cases, we might as well handle crime survey, etc. along with the rest.)

3. FOR: AGAINST: X

(We recently opened a case on an individual and went back more than ten years into the files to get background information. Criminals are continually becoming parole violators, conditional release violators, or in some manner or other coming before us again.

4. FOR: AGAINST: X

5. FOR: AGAINST: X

(If we are going to consolidate files, let us consolidate these too.

6. FOR: AGAINST: X

(If the file on any material in it is destroyed, the index card will show that very probably the Bureau has a record of it.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-82 BY SP4 LCW/sac

RECORDED - 34 66-3284-37

JUN 16 1950

WGB:LBW
AIR MAIL

52 JUN 26 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Director, FBI

DATE: May 4, 1950

FROM : SAC, Indianapolis

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

37750

Re SAC Letter #31, Series 1950 dated April 28, 1950.

Per Bureau instructions contained in reference letter, my vote is as follows:

Question #1	Against - too much time
Question #2	Against - too much time
Question #3	Against
Question #4	Against
Question #5	For
Question #6	For

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-82 BY SP4EW/MLS

Remarks as to No. 6

Prepare a list of file numbers of cases destroyed, then go through indices card by card and destroy all those on which the destroyed file numbers appear.

HGF/hmr

RECORDED - 34

66-3286-400

JUN 16 1950

JUN 26 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI — DATE: May 4, 1950

FROM : SAC, New Haven

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

I am enclosing herewith one copy of SAC Letter No. 31 dated 4/28/50 in the above captioned matter which reflects my answers to the questions raised. This matter was fully considered and discussed also with the ASAC, Joseph Santoiana, who shares my feelings in the answers stated.

GNW:ML

Encl. - 1

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4 EHW/pts

RECORDED - 34

52 JUN 26 1950

JUN 16 1950

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/rte

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: X AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: X AGAINST:

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: X

66-3286-401

ENCLOSURE

SEARCHED.....INDEXED.....
SERIALIZED.....FILED.....
APR 28 1950
FBI - NEW HAVEN

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: X

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: X

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: X

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 4, 1950

FROM : SAC, San Antonio

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter No. 31, 1950 Series dated 4-28-50.

Attached is a copy of SAC Letter No. 31 which reflects my observations concerning the elimination of file material in field offices.

ENAttach.
MPC:cs
62-1937

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 EW/ltc

RECORDED - 34

66-3286-402

JUN 16 1950

52 JUN 26 1950

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4ELW/ste

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: X

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: X

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: X

66-3286-402

ENCLOSURE

SEARCHED.....INDEXED.....
SERIALIZED.....FILED.....
MAY 1 1950
FBI - SAN ANTONIO

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: X AGAINST:

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: X

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: X

Remarks as to No. 6: The location and removal of index cards coincident with the destruction of files would necessitate the expenditure of a great deal of effort which would not be commensurable with benefits that could be expected to be derived from such an undertaking. To maintain the index card on individuals and other subject matters after the file had been destroyed in the field office would be an indication that the Bureau possibly had a record if the case was of sufficient importance to make the extended inquiry. As cards are found during the regular course of business to have originated from a destroyed file, the card could be identified with a large letter "D" for future guidance. In most instances to the personnel familiar with the indices the file numbers on the cards would reflect whether the index card fell in the category of being 15 years of age or older. To leave the index card would be of no particular burden on the field office other than to take up a comparatively small portion of space and would perhaps make searching over a long period of time slightly more difficult.

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/4/50

FROM : SAC, Phoenix

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

ReSacLet #31, 5/28/50.

There is returned herewith copy of referenced letter with check marks reflecting vote on suggested procedures.

Attachment

WAM-kb
66-435

ENCL.

RECORDED - 34

JUN 16 1950

62 JUN 26 1950

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4EW/kc

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 ELW/ste

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: ✓

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: 66-3286-402 AGAINST: ✓

ENCLOSURE

SEARCHED.....INDEXED.....
SERIALIZED.....FILED.....
MAY 2 1950
FBI - PHOENIX

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: ✓

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: ✓

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST:

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 4, 1950

FROM : SAC, Birmingham

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/pte

Re SAC Letter No. 31, dated 4-28-50.

1. The answer for this question would be against if the rule is put into effect that files are to be destroyed in their entirety in 10 or 15 years. In the event the present rule is to continue, that is, the destruction of the files every 25 years, then I am for the consolidation of the reports in larger files.

2. I see no reason for excepting the listed types of cases, and the same answer as set forth in No. 1 above should be applied here.

3. I feel that all criminal and applicant type cases which have been closed for a period of 10 years should be destroyed, with the following exception:

I do not feel that a file should be destroyed while the subject of the file is still serving time in a penal institution as a result of the investigation in instant file considered. The subject always has a right to file a writ of habeas corpus, and even though it is on his part to prove the allegations in the writ, it is possible that he may prove them, and if the file, including the exhibits, which are evidence, is destroyed, then it would be impossible for the Bureau to offer for the use of the United States Attorney any defense to the writ or other legal papers filed. I feel, therefore, that it is mandatory that these cases be excepted. It is suggested that the files be given a review prior to their destruction; and that where the subject has received a sentence in excess of 10 years, a notation be placed on the cover of the file, consisting of the date the sentence is to expire, and that these files be filed together in a separate drawer and be checked annually and destroyed therefrom.

It is further suggested in this regard that the rule not be general that all files that have been closed for a period of 10 years but that all files filed in the closed section up to the first file which has been closed within a period of 10 years be destroyed, and that a general memorandum setting forth the numbers, that is, from a certain number to a certain number, of files have been destroyed. The reason for this suggestion is that it would be impossible to determine, unless the file fronts were kept, whether a file was a misplaced file or a destroyed file. I, of course, do not think it feasible to maintain file fronts. The only other alternative would be to keep a list of all files destroyed.

RECORDED - 34 66-8286-404

JUN 16 1950

GDK:rlg
66-1242

52 JUN 26 1950

COPIES DESTROYED
20 5 JAN 25 1965

4. Requires no answer as answered in 3.

5. I do not feel that the types of cases enumerated in this question should be excepted under the general rule above.

6. I am against the destruction of index cards relating to these files. This index card is the only evidence left in the field office that there was information in the office on an individual, and it is a signal that such information will be in possession of the Bureau files in Washington, where it will be available when needed. I feel that the advantage of having this index card reflecting there is information on an individual, added to the tremendous amount of work required in removing the index cards from the file, would outweigh the advantage of reducing the indices by the removal of the card. It is further suggested that the cards would need no marking thereon inasmuch as a record would be maintained in the office, as set forth above, as to the files destroyed.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 5, 1950

FROM : SAC, SEATTLE

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter #31, Series 1950, dated 4/28/50.

My vote on your inquiry is as follows:

G.M.R.-1

(1) Against
(2) Against
(3) Against
(4) For
(5) Against
(6) Against.

My reason for voting against #6 is because of the enormous amount of work that would be entailed in removing index cards from our indices based upon files destroyed. The definite possibility exists, also, that the destruction of the index cards could cause embarrassment to the Bureau. For example, if a Police Department asked us if we had any record in a field office on a certain individual that we had handled fifteen or more years preceding and our index card had been destroyed, we would have to advise him we had no record. If it were later determined that we had handled the case, I think it would be somewhat embarrassing.

DEFERRED RECORDING

JBW:LM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-27-82 BY SP4ELW/rtc

66-3286-405

RECORDED - 34

JUN 16 1950

52 JUN 26 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

AIR MAIL

TO : Director, FBI

DATE: 5-5-50

FROM : SAC, San Francisco

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/pb

Reference is made to SAC Letter No. 31 dated April 28, 1950.

The following are the views of this office concerning this matter:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: X AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnaping, Bank Robbery, and Antitrust investigations.

   FOR: AGAINST: X

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: X

4. Same as No. 3 above, except substitute 15 years for 10 years.

   FOR: AGAINST: X

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Antitrust, Kidnaping, and Bank Robbery investigations would be excepted.

   FOR: AGAINST: X

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

   FOR: AGAINST: X

RECORDED - 34

66-3286-406

HMK:emb

316

52 JUN 26 1950

JUN 16 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/8/50

FROM : SAC, Houston

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 LW/pte

Re SAC Letter 31 dated 4/28/50.

There is attached an extra copy of this SAC Letter on which my vote is recorded as requested by the Bureau.

I am highly in favor of eliminating virtually all duplicate copies of reports in all categories. While the Chief Clerk here has raised the consideration that the consolidation of reports on individual cases into larger files will be somewhat more of a problem where the individual case files are larger in some classifications, I am also in favor of this. No doubt if one of the devices with which this question is concerned is utilized, the other can be utilized also without any great amount of extra work.

Although I am in agreement with the destroying of the entire file in the field in all types of cases, except security cases, after such cases have been closed for a minimum of fifteen years, I am only in favor of this in the event that the index cards are retained.

As to question No. 6, concerning index cards, I feel that they would definitely be of assistance after a file was destroyed in calling to our attention that reports would be available at the Seat of Government.

ENCL. AFL:NK
66-1
Encl. (1)

RECORDED - 34 66-3286-407

JUN 16 1950

52 JUN 26 1950

PERSONAL ATTENTION
STRICTLY ~~CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 ELW/rte

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: ✓ AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: ✓

66-3286-407

ENCLOSURE

SEARCHED.....INDEXED.....
SERIALIZED.....FILED.....
MAY 3 1950
FBI - HOUSTON
Bureau

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: ✓ AGAINST:

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: ✓

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: ✓

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 8, 1950

FROM : SAC, Minneapolis

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Reference is made to SAC Letter No. 31 dated April 28, 1950.

Attached hereto are my votes on the propositions submitted in the above-mentioned SAC Letter.

MBR:EB

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 EW/ks

1 ENC.

RECORDED - 34

62-2-86-408

JUN 26 1950

52 JUN 26 1950

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 FLW/rtc

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

FOR: AGAINST: ✓

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

FOR: AGAINST: ✓

66-3286-408

ENCLOSURE

FBI - MINNEAPOLIS
MAY 1 1950

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST:

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST:

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST:

Remarks as to No. 6:

I oppose the destruction of these files. There is a tendency to destroy information in them. For example, we constantly refer to the old Bureau and Department cases

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

4-28-50
SAC LETTER NO. 31
Series 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 8, 1950

FROM : SAC, PORTLAND

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter 31, Series 1950, dated April 28, 1950.

Transmitted herewith is one copy of the referenced SAC Letter on which I have indicated my views with respect to the questions asked in that letter.

It is noted that I have voted against all of the suggested proposals. My position on this has been arrived at after a considerable amount of deliberation. I realize that space is at a premium in many offices; however, I feel that our efficiency would be impeded in the field were we to destroy the entire file in all criminal and applicant type cases as suggested. This is especially true for offices located so far distant from Washington as Portland and the others on the West Coast.

I am opposed to Proposition No. 1 for the reason that it requires DEFERRED RECORDING a considerable expenditure of time to consolidate individual cases into larger files in any except applicant-type investigations and results in a large volume which is hard to handle and generally does not justify the time required to effect the consolidation. It is my opinion that if we were to find some way of eliminating large mineograph reports that the question of file space would not arise so often. I feel that too many voluminous mimeographed reports are being written in the field.

RLM:jc

Enclosure

No enc. received

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-22-82 BY SP4 ELW/rte

RECORDED - 34

JUN 16 1950

52 JUN 26 1950

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-82 BY SP4 KLW/rte

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: ✓

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: ✓

66-3286-409

ENCLOSURE

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: ✓

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: ✓

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: ✓

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 10, 1950

FROM : SAC, Charlotte

SUBJECT: Elimination of File Material
in Field Offices

There is attached a copy of SAC Letter No. 31, Series 1950, dated April 28, 1950, indicating my views in connection therewith.

Enclosure

CWB:WH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP4 LW/pte

RECORDED - 34

62-2286-410

JUN 16 1950

52 JUN 26 1950

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4 ELW/ltc

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: X

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: X

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: X AGAINST:

SEARCHED.....INDEXED.....
SERIALIZED.....FILED.....
MAY 2 1950
FBI - CHARLOTTE

ENCLOSURE

66-3286-410

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: X

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: X AGAINST:

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: X

Remarks as to No. 6: Due to the consolidation of index cards various file numbers will be reflected. In some instances these files will not be ten years of age, therefore should remain in the file. In line with the Bureau's present policy of placing the month and year of index card preparation it will be possible at the expiration of ten years to determine merely at a glance at the index card that the file is ten years old and might have been destroyed. Also, at the end of the ten-year period from the institution of dating index cards all unmarked cards might be destroyed that fall within designated classifications. In event the card has an undated file number and a dated file number both on the same card the card should be retained until the dated file is ten years of age.

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED ST.

TO : DIRECTOR, FBI

DATE: May 10, 1950

FROM: SAC, KANSAS CITY

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter No. 31; dated April 28, 1950.

There is attached herewith my views with respect to the questions proposed by the Bureau in the above captioned matter.

WGS:B

Enc. 1

C.I.R. -1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-27-82 BY SP4 EHP/rtc

ENCL

RECORDED - 34

62-2346-4

JUN 16 1950

52 JUN 26 1950

PERSONAL ATTENTION
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 31
Series 1950

April 28, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-27-82 BY SP4ELW/stc

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matter to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: ✓

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: ✓

66-3286-411

ENCLOSURE

FBI - KANSAS CITY
MAY 2 1950

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: ✓

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: ✓ after 15 years. AGAINST:

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: ✓

Remarks as to No. 6:

It is anticipated that index cards relating to files destroyed will be purged from the indices at such time as the cards are 15 years old. The Bureau instructed in SAC Letter No. 113, dated December 27, 1949, that the month and year be placed on index cards. The elimination of these index cards could be effected more readily by following this procedure.

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

AIR MAIL

DATE: 5-10-50

FROM : SAC, San Diego

SUBJECT: ELIMINATION OF FILE MATERIAL
IN FIELD OFFICES

094258

G. I. R. -1

Re SAC Letter No. 31, Series 1950, dated 4-28-50.

I am against all propositions set forth in referenced letter except Number 4, which I am for. I feel that by destroying the files in fifteen years we shall be able to eliminate many files which are useless, especially in the older offices. I also believe that there should be uniformity and that there should be no distinction between the various types of violations. As concerns most criminals, their period of criminal activity should have terminated at the expiration of fifteen years if they are of the routine type, and if prominent and repeaters there will be current information in the file which will serve as the basis for immediate investigative activity in the Field pending the receipt of complete information from the Bureau's records.

With reference to Item Number 6, I feel that too much time would be involved in searching out and destroying the index cards. This should be accomplished as they are discovered in the indices.

jec

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-22-76 BY SP4 ELW/jcs

RECORDED - 34

JUN 26 1950

JUN 26 1950

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 12
Page 141 ~ Referral/Direct
Page 142 ~ Referral/Direct
Page 143 ~ Referral/Direct
Page 144 ~ Referral/Direct
Page 145 ~ Referral/Direct
Page 146 ~ Referral/Direct
Page 147 ~ Referral/Direct
Page 148 ~ Referral/Direct
Page 149 ~ Referral/Direct
Page 150 ~ Referral/Direct
Page 151 ~ Referral/Direct
Page 152 ~ Referral/Direct

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 6

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 12, 1950

FROM : SAC, New York

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

28853

Re SAC Letter No. 31, dated April 28, 1950.

There is submitted herewith my vote on the six propositions submitted to the field concerning the elimination of file material in field offices.

It will be noted that my vote is against propositions 1, 2, 3, 5 and 6. I am in favor of proposition #4.

ES:dw
Enc.

[redacted]

7-29-98 SP4CLW/rcl

66-3286-413

RECORDED - 34

ENCL

52 JUN 26 1950

JUN 16 1950

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

SAC LETTER NO. 31
Series 1950

April 28, 1950

28854

APPROPRIATE AGENCIES
AND FIELD OFFICES
NOTIFIED BY ROUTING
SLIP(S) OF
DATE

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: X

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: X

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: X

66-3286-413

DECLASSIFIED BY 304 Technical
ON 9-26-80

SEARCHED.....INDEXED.....
SERIALIZED.....FILED.....
MAY 1 1950
FBI - NEW YORK

4. Same as No. 3 above, except substitute 15 years for 10 years.

28855

FOR: X AGAINST:

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: X

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: X

Remarks as to No. 6:

The work involved in removing these cards would not be warranted for the results.

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

BOARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 12, 1950

FROM : SAC, Los Angeles

SUBJECT: ELIMINATION OF FILE MATERIAL
IN FIELD OFFICES

28532

Re SAC Letter No. 31 dated April 28, 1950.

The information requested is set forth in the attachment to this communication.

RBH:AB
Enc.

AIR MAIL

Serialized
11-29-72

RECORDED - 34

66-32[illegible]-414

JUN 26 1950

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

SAC LETTER NO. 31
Series 1950

April 28, 1950

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST:

DECLASSIFIED BY SP4 ELW/cal 7-29-82 ON

66-3286-414

ENCLOSURE

FBI - LOS ANGELES
MAY 2 1950

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: ✓

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: ✓ AGAINST:

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: ✓

Remarks as to No. 6:

It is believed that destruction of index cards would be undesirable, for it would never then be known that the office had a previous record on an individual on whom a file had been destroyed and a very important matter would be missed entirely. Even though the file were available only at the Bureau, it would at least be available in such instances.

Inasmuch as the index cards are consolidated, going through them and eliminating a particular reference would be a tremenduous undertaking and not at all worth the expense involved.

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 12, 1950

FROM : SAC, Atlanta

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES.

Reference is made to SAC Letter #31, Series 1950, in captioned matter.

1. It is my belief that the project of eliminating unnecessary duplicate copies of reports, and the consolidation of reports where practicable due to size, should be applied to all criminal cases and all applicant type cases.

2. I do not believe there should be an exception made in Crime Survey, Kidnaping, Bank Robbery and Antitrust investigations.

3. I recommend against the destruction of entire files in any criminal or applicant matters, even though such cases have been closed for a period of ten years.

4. I recommend against the destruction of files even after fifteen years, and I believe that the present Bureau police of the twenty-five year period is more practicable.

5. Having recommended against the destruction of files in Questions 3 and 4, I would also be against the destruction of Crime Survey, Antitrust, Kidnaping and Bank Robbery files.

Remarks

From experience in this field division on the destruction of duplicate copies and consolidation of applicant files, as well as other types as authorized by the Bureau, a saving as high as 60% of file space was effected. I, therefore, feel that a large amount of file space could be saved through the continuance and enlargement of consolidation and destruction of unnecessary duplicate copies of reports.

66-3286-415

JCB:CM
66-765

RECORDED - 34

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 12, 1950

FROM : GUY HOTTEL, SAC, Washington Field Office

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

CONFIDENTIAL

Reference is made to SAC Letter No. 31 dated April 28, 1950, wherein this office is requested to advise the Bureau by May 15, 1950, the votes indicated in mentioned letter.

1. This office has no objection to this proposition other than it is suggested it be on a permissive basis and that it be applied to only criminal and applicant cases which have been closed for more than six months. To undertake to destroy duplicate copies and consolidate, particularly criminal, cases at this time would entail the use of personnel which is not available and would be in the nature of a project. It is observed that it is doubtful that there is much value in the consolidation of multi-section files.

2. This office sees no reason why there should be any exception made in the cases involving Crime Survey, Kidnapping, Bank Robbery and Anti-trust investigations.

3. This office votes "Against".

4. This office votes "For".

5. This office votes "Against".

6. This office votes "Against".

It is believed essential that the offices be aware through their indices of the fact that there has been file material and information available on any current subject somewhere in the Bureau, so that inquiries addressed to the Bureau will be practical and logical.

GH:MCP

DECLASSIFIED BY SP4 ELLWICAL 7-29-82 ON

RECORDED - 34

166-386-416

JUN 16 1950

12

52 JUN 26 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 12, 1950

FROM : SAC, Memphis

SUBJECT: ELIMINATION OF FILE MATERIAL
IN FIELD OFFICES

STRICTLY CONFIDENTIAL

There is being returned herewith one copy SAC Letter No. 31, Series 1950, dated April 28, 1950, on which I have indicated by a check mark my views with respect to the above-captioned subject.

It will be noted that I have voted against all six propositions. With respect to Proposition Number 1, however, I desire to make the following comments:

Should a Field Office have a shortage of space but not a shortage of clerical personnel then I believe it would be sensible and desirable to institute a project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files, which project should include all criminal cases and all applicant type cases. It is desired to emphasize, however, that this project requires considerable time and sufficient clerical personnel would have to be available to handle the work in a short period of time to be of any appreciable value. It is not believed that this project should be instituted by a Field Office which has ample space.

Enclosure

COH:DW

APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP(S) OF Madison DATE 5-10-50 MRH

DECLASSIFIED BY SP4 EWW/cal ON 7-29-82

RECORDED - 34

66-2381-417

52 JUN 26 1950

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

SAC LETTER NO. 31
Series 1950

April 28, 1950

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: AGAINST: ✓

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: ✓ AGAINST:

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: ✓

DECLASSIFIED BY SP4 EW/cal 11-29-82 ON

66-3286-417

ENCLOSURE

FBI - MEMPHIS
MAY 11 1950

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: ✓

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: ✓

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: ✓

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

D. S. Hostetter

D. S. HOSTETTER
Memphis Office

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 5-12-50

FROM : SAC, Dallas

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Attached is a copy of SAC Letter No. 31, Series 1950, dated 4-28-50, which sets forth the views of this office with regard to the items included therein.

As will be noted, it is the considered judgment of the supervisory personnel of this office, as well as the Chief Clerk, that each of the proposals contained in the attached letter should not be adopted. However, there are two alternative proposals which this office desires to submit:

1. As the prime objective of the elimination of file material in field offices appears to be the conservation of space, it would seem desirable to eliminate unnecessary duplicate copies of reports and consolidate reports on individual cases into larger files in all criminal cases and all applicant type cases. However, with respect to criminal cases, it is recommended that the elimination of duplicate copies of reports and the consolidation cover files that are over five years of age. Through the adoption of this proposal many of the problems which would be raised if duplicate serials and reports were eliminated and consolidation were effected up to the current closed cases would be avoided.

2. It is recommended that field offices be authorized to destroy the entire file in all criminal and applicant type cases (not Security cases) when such cases have been closed for a period of 20 years. (Experience in this office has indicated that quite frequently files are needed for reference work that are 10 to 15 years of age, but very infrequently is it necessary to review a file after it has become 20 years old.)

HCB:FB
66-

RECORDED - 34

66-2-251-416

JUN 16 1950

52 JUN 26 1950

DATE 7-29-82 BY SP4 EW/cal

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: ✓

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: ✓

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST: ✓

Remarks as to No. 6:

The time and work involved in the elimination of index cards relating to files destroyed would far outweigh the value which would be derived from the elimination of these cards.

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 12, 1950

FROM : SAC, Chicago

STRICTLY CONFIDENTIAL

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter #31 dated April 28, 1950.

In consideration of the suggestions proposed in reference letter, this office has given very careful consideration to the captioned matter and would like to recommend for the Bureau's consideration that in all field offices when cases of the Criminal and Applicant type (excluding Security Matters) become five years of age that elimination of unnecessary duplicate copies of reports and correspondence be effected and that a consolidation of individual cases into larger files be effected. This above suggestion is slightly in variance to the proposals enumerated in reference letter and for that reason it is being answered by direct communication rather than indicating the answers to the enumerated questions.

Supervisory personnel of the Chicago Office is of the unanimous opinion that files in Criminal and Applicant type cases should not be destroyed until they have become 25 years of age and that the foregoing suggestion offered in the paragraph above be sufficient in the saving of space to justify the retention of files.

In view of the above suggestions, of course, the retention of the index cards is necessary.

GRM:bam

APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP(S) OF Dupkin DATE 8-10-82

DECLASSIFIED BY SP4 Ellwl cal ON 7-29-82

RECORDED - 34

66-3286-419

JUN 16 1950

12

52 JUN 26 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI STRICTLY CONFIDENTIAL DATE: 5/15/50

FROM : SAC, BALTIMORE

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Let 31, 4/28/50.

There is returned to the BU a copy of referenced SAC Let indicating the views of this office with respect to the questions propounded by the BU.

RJL:arf

Attachment

APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP(S) OF 10-18-50 DATE

RECORDED - 34

166-2286-42

JUN 16 1950

62 JUN 26 1950

SPECIAL 7-29-82

DECLASSIFIED ON

EXCEPT AS NOTED

United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

IN REPLY, PLEASE REFER TO
FILE No. _____

SAC LETTER NO. 31
Series 1950

April 28, 1950

SAC

ALBANY	DENVER	MILWAUKEE	PORTLAND
ALBUQUERQUE	DETROIT	MINNEAPOLIS	RICHMOND
ANCHORAGE	EL PASO	MOBILE	ST. LOUIS
ATLANTA	HONOLULU	NEWARK	SALT LAKE CITY
BALTIMORE	HOUSTON	NEW HAVEN	SAN ANTONIO
BIRMINGHAM	INDIANAPOLIS	NEW ORLEANS	SAN DIEGO
BOSTON	KANSAS CITY	NEW YORK	SAN FRANCISCO
BUFFALO	KNOXVILLE	NORFOLK	SAN JUAN
BUTTE	LITTLE ROCK	OKLAHOMA CITY	SAVANNAH
CHARLOTTE	LOS ANGELES	OMAHA	SEATTLE
CHICAGO	LOUISVILLE	PHILADELPHIA	SPRINGFIELD
CINCINNATI	MEMPHIS	PHOENIX	WASHINGTON, D. C.
CLEVELAND	MIAMI	PITTSBURGH	QUANTICO
DALLAS			

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

FOR: ✓ AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

FOR: AGAINST: ✓

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

FOR: AGAINST: ✓

FBI - BALTIMORE
MAY 13 1950

66-3286-420

DECLASSIFIED BY SP4 Glucal
ON 7-22-82

ENCLOSURE

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST:

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST:

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST:

Remarks as to No. 6:

None

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 15, 1950

FROM : SAC, MILWAUKEE

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter No. 31, April 28, 1950.

With respect to Questions Nos. 1 and 2 relating to the consolidation of reports on criminal and applicant cases, I desire to vote against such consolidation.

With respect to Question 3 regarding destruction of entire files in criminal and applicant cases, I desire to vote against the ten year period but vote for the fifteen year period; with further reference to the same subject matter as submitted in Question 5 - to vote for those exceptions.

With respect to Question 6, I desire to vote against the removal of index cards at the time of destruction of files inasmuch as this would be the only means whereby an office would be aware of the existence of information on a given subject.

RNH:jl
66-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-29-82 BY SP4 ELW/cal

RECORDED - 34
66-3286-421
JUN 16 1950

52 JUN 26 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 5/15/50

FROM : SAC, ALBUQUERQUE

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter #31, dated April 28, 1950.

The matters discussed in rebulet have been thoroughly considered and the following is my opinion concerning questions raised:

~~#1 For~~
#2 Against
~~#3 For~~
~~#4 Against~~
~~#5 Against~~
~~#6 Against~~

With regard to Item #6, I do not feel that it would be worthwhile to locate and remove the index cards relating to the files destroyed. The time involved would be excessive; secondly, when a matter is searched and it is found that the file relative thereto has been destroyed, index cards so located can at that time be destroyed. This, of course, will leave a great many unnecessary index cards in the general indices because no subsequent search will ever be made in a great many instances. In many instances the number of index cards relating to a file would be numerous and I believe the cost of locating and removing them would be unwarranted.

pw:ush

VIA AIRMAIL

RECORDED - 34

66-3286-422

JUN 16 1950

52 JUN 26 1950

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-29-82 BY SP4 ELW/CAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : [redacted], FBI

DATE: May 15, 1950

FROM : SAC, Cincinnati

SUBJECT: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

Re SAC Letter No. 31, Series 1950, dated 4-28-50.

Transmitted herewith is my vote concerning the proposition set out in that SAC Letter.

Attachment

AEO:ESG

1 ENCL.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-29-82 BY SP4 ELW/CAL

RECORDED - 34

JUN 16 1950

52 JUN 26 1950

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

SAC LETTER NO. 31
Series 1950

April 28, 1950

RE: ELIMINATION OF FILE MATERIAL IN FIELD OFFICES

On or before May 15, 1950, it is desired that your vote as indicated on this SAC Letter be returned to the Bureau. The problems involved include saving space, and at times rent, and also saving file cabinets. Additional matters to consider are the amount of time spent in eliminating extra copies of reports in files and the consolidation of the files. Please indicate by a check mark in the space provided your views with respect to the following:

1. In the field offices, should the project of eliminating unnecessary duplicate copies of reports and the consolidation of reports on individual cases into larger files be applied to all criminal cases and all applicant types of cases?

   FOR: X AGAINST:

2. Same as No. 1 above, with the exceptions of Crime Survey investigations, Kidnapping, Bank Robbery and Anti-trust investigations.

   FOR: AGAINST:

3. In the Field, should the field offices be authorized at this time to destroy the entire file in all criminal and applicant type cases (not security cases) when such cases have been closed for a period of 10 years?

   FOR: AGAINST: X

DECLASSIFIED BY SP4 ELWICAL 7-29-82 ON

ENCLOSURE

66-3286-42

4. Same as No. 3 above, except substitute 15 years for 10 years.

FOR: AGAINST: X

5. Same as Nos. 3 and 4 above, with the understanding that files relating to Crime Survey investigations, Anti-trust, Kidnapping and Bank Robbery investigations would be excepted.

FOR: AGAINST: X

6. In the event you recommend that files be destroyed under any of the above propositions, do you believe that the index cards relating to the files destroyed should be located and removed coincident with the destruction of the files?

FOR: AGAINST:

Remarks as to No. 6:

It should be observed that the above propositions relate to Field files only, and it is not contemplated that Seat of Government files will be destroyed.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 15, 1950

FROM : SAC, NEWARK

SUBJECT: ELIMINATION OF FILE MATERIAL
IN FIELD OFFICES

Advice as requested is set forth below on each question, by number, as outlined in SAC Letter #31, Series 1950:

1. AGAINST. With possible exception of classifications 42, 67, and 77 which concern cases that are seldom the subject of re-openings.

2. AGAINST

3. AGAINST

4. AGAINST

5. AGAINST

6. AGAINST

Remarks as to No. 6:

In event files are destroyed I feel we should at least maintain the index card record to serve as a flash that we once had information on the subject matter and in order to make it possible to correspond with the Bureau and obtain data from the still existing file. I also feel that the amount of work involved in culling such index cards from the general index would not be commensurate with the space saved.

SKM:DMC

RECORDED - 34

46-3286-424

JUN 16 1950

52 JUN 26 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-29-82 BY SP4 ELW/CAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 19, 1950

FROM : SAC, Mobile

SUBJECT: ELIMINATION OF FILE MATERIAL
IN FIELD OFFICES

Re SAC Letter No. 31, Series 1950, dated 4/28/50.

Pursuant to your request the questions set forth are stated below with the vote of this office.

1. AGAINST

2. AGAINST

3. FOR

6. AGAINST

Remarks as to No. 6: Retention of the cards would guide the office to the main file at the Seat of Government should the persons covered in them ever become of pertinence.

JKM:erz
66-114

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-29-82 BY SP4 EWL/CAL

RECORDED - 34

66-3286-425

JUN 16 1950

12

52 JUN 26 1950

SAC, San Diego June 21, 1950

Director, FBI

DAILY REPORT OF STAMPS USED
FD-161

RECORDED - 25 66-3286-42

Reurlet June 14, 1950, requesting advice as to whether form FD-161 may be destroyed after one year.

SAC Letter No. 32 dated March 15, 1949, Part A, provides, "The form should be maintained for a period of 3 years after its use and then destroyed."

This ruling also appears in the Manual of Rules and Regulations, Section 6W(3).

CMP:jmf

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

JUN 28 1950
COMM-FBI

JUL 7 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Mr. Clegg/HHS

TO : Director, FBI

DATE: June 14, 1950

6cR FROM : SAC, San Diego

SUBJECT: DAILY REPORT OF STAMPS USED
FD-161
FORM

The Bureau is requested to advise whether the above forms may be destroyed after one year.

ltr to SAC San Diego
6/21/50

HB
66-529

Destruction of Bureau
Property

RECORDED - 25
INDEXED - 25

66-3286-426

JUN 27 1950

14

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-29-82 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: 5/17/50

FROM : T. E. NAUGHTEN

SUBJECT: THREE YEAR DESTRUCTION RULE EXEMPTIONS FOR SAC LETTERS AND BUREAU BULLETINS

Suggestion No. 387, captioned as above, was handled by joint committee memorandum of 4/19/50 with the conclusion that SAC Letters and Bureau Bulletins not be exempted from the three year destruction rule.

In view of the fact that the Bureau has now resolved this, it is recommended that the next SAC Letter prepared include a statement to that effect so that those offices which may still be retaining these items will be apprized of the Bureau's desires in this regard.

Attached for ready reference is a tickler copy of the original suggestion memorandum wherein it was pointed out that in El Paso such items are being retained pending contrary instructions received from the Bureau. In addition to El Paso, I am of the opinion that there are other offices of the same mind as El Paso and hence the above recommendation.

TEN:lo

Encl. (1)

EX-43 Lett. to Mr. Naughten 5/24/50 - Attn: dgh

RECORDED - 50 66-3286-427

INDEXED - 50 JUN 30 1950

EX-43

2-Encls

58 JUL 7 - 1950

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-29-82 BY SP4 ELWICAL

MR. CLEGG

3/7/50

T. E. NAUGHTEN, INSPECTOR

THREE YEAR DESTRUCTION RULE EXEMPTIONS
FOR SAC LETTERS AND BUREAU BULLETINS

The Manual of Rules and Regulations has required for some time that administrative files (with certain exceptions) be disposed of when the top serials of such files become three years old. I have noted that the field generally has been applying this rule to the SAC Letter and Bureau Bulletin files. I have been giving thought recently to the desirability of exempting the SAC Letter and Bureau Bulletin files from the three year disposal rule.

At El Paso I found that the office has determined that the retention of SAC Letters and Bureau Bulletins has been of definite value for reference purposes. Therefore the office has on hand Bureau Bulletins dating from October 1943 and SAC Letters dating from January 1944. The SAC and Chief Clerk there pointed out to me that on numerous occasions during the year they do find the reference material contained in such Bureau communications to have been of definite value. For this reason they have not destroyed these files.

Attached hereto is a copy of the administrative memorandum which was prepared covering this matter at El Paso, in which I specifically recommend that the Bureau give consideration to exempting Bureau Bulletins and SAC Letters from the three year disposal rule for the reasons cited above.

ACTION RECOMMENDED: This is being brought to your attention specifically for appropriate handling.

Attachment

TE:cc

7-20-82 NSPHELW CAL

86-427

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callahan

DATE: June 22, 1950

FROM : Mr. Newman

SUBJECT: CHARGE-OUT RECORDS FOR NON-EXPENDABLE PROPERTY

Re the attached communication from the New York City Office regarding the Manual of Rules and Regulations, Section 6J, sub-division 3, captioned "Gun Vault Charge-out Records", and Section 6J, sub-division 4, captioned "Property, Non-expendable Charge-out."

These sections relate to two entirely different systems. Under sub-section 3, GUN VAULT CHARGE OUT, should be used by the field offices when a gun or other item is charged out for a period of time and when the item is returned the charge out is cancelled. These charge outs and cancellations are retained for a period of one year and then destroyed. Under sub-division 4, Property, Non-expendable charge out system, this would tie in the with bi-ennial inventory submitted every two years and whibh the field office is required to keep (the old inventory) for three years. For example, the inventory is taken in 1949, the 1947 inventory which would then be replaced by the 1949 inventory would be retained for three years or until ~~1950~~ 1952. This has proven very useful in the event it is necessary to check back and ascertain just when a field office received items of property or how many were in that office at a certain time.

RECORDED - 5

66-3286-428

1 ENCL 5

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-29-82 BY SP4ELW/ CAL

RECORDED - 5 62-236-428

SAC, New York

July 5, 1950

Director, FBI

CHARGE-OUT RECORDS FOR
NONEXPENDABLE PROPERTY

Reference is made to your communication of June 12, 1950, concerning the above-mentioned subject, wherein it was suggested that the Bureau consider the advisability of making uniform the period of destruction for gun vault records and the charge-out records for nonexpendable property.

In reviewing the suggestion made by you, it is noted that two entirely different types of records are under consideration. The gun vault charge-out record is used where a gun or other item is charged out for a period of time and when the item is returned the charge-out is cancelled. There appears to be no reason to hold these charge-out records for more than a year. However, under Subdivision 4, Property, Nonexpendable Charge-Out System, this system ties in with the biennial inventory submitted by the various divisional offices. The inventory records under present procedures must be maintained for three years. It is felt, therefore, that these charge-outs should be maintained for the same period of time.

WRG:VH

NW
DATE 7-29-82 BY SP4 EW/cal

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Neaso
Gandy

MAILED 10
JUL 6 1950
COMM - FBI

JUL 5 4 01 PM '50
RECEIVED READING ROOM
F B I
U.S. DEPT. OF JUSTICE

FORM NO. 64

Office Memorandum - UNITED STATES GOVERNMENT

100292

TO : Director, FBI

DATE: June 12, 1950

FROM : SAC, New York

SUBJECT: CHARGE-OUT RECORDS FOR NON-EXPENDABLE PROPERTY

NPC Callahan

It is noted that according to the Manual of Rules and Regulations, Section 6J, Sub-Division 3, gun vault charge-out records are to be destroyed after a period of one year. On the other hand, Section 6J, Sub-Division 4 of the Manual of Rules and Regulations provides that the Non-Expendable Charge-Out System for property shall be destroyed when three years old. It is believed that the period of time for the destruction of these records should be uniform so that all charge-out records, whether for firearms or other Non-Expendable Property, shall be destroyed annually.

No particular advantage is gained by maintaining the charge-out records for Non-Expendable Property for a period of three years. The vast majority of this property is charged-out for a short period of time. Where the property is being maintained for an extended period, Form CC-5 is used. This form serves as a receipt from the agent to the Field Office whereby the former certifies that the property is charged out to him.

Consequently, it is suggested that the Bureau consider the advisability of making uniform the period of destruction for gun vault records and the charge-out records for Non-Expendable Property.

[illegible] RECORDED - 5 ENCLOSURE

166-3286-428

[illegible] 7-29-82 [illegible] CAL INDEXED - 5 JUN 1950

[illegible] 13 5 JUN 20

[illegible] DEPT OF JUSTICE

[illegible] RECD - CM CFM

TFR:MCG

COPIES DESTROYED
20 5 JAN 25 1965

Copy;bw

Mr. Nichols

Mr. Jones

Destruction of Civilian Defense Films - Recommended

At the present time the photographic laboratory has on hand several copies each of a number of films utilized during the late war primarily in connection with civilian defense and related matters. It is suggested that all of these be destroyed with the exception of one copy since we have very little if any use for these films at the present time.

The laeaders and trailers of these particular films which would be destroyed will be retained for repair purposes.

Following is a list of the films showing the number of copies of each available and a brief outline as to the content:

"The Warning"
3 copies - Sound - Approx. 35 minutes
Depicts the changeover from peacetime to wartime including, also, the mobilization of defense in England. Shows some ghastly war scenes in a few places.

"London Fire Raids"
10 copies - Approx. 12 Minutes
Actual bombing of London and the firemen in action. Showing the set-up of Civilian Defense.

"Waretime Factory"
11 copies - Approx. 10 minutes
This film shows the set-up of the factory in regard to the treatment and conditions of the manpower. Point meant to be brought home is to strive for as ideal conditions for the factory workers as possible because of the satisfactory results in production attained by these conditions.

"Ack-Ack"
11 copies - Approx. 10 minutes
Explaining the defense and set-up of the anti-aircraft division. Showing that the main object of the anti-aircraft guns is not to solely hit planes but to obstruct their aims for military objects.

MAJ:bcw

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-29-82 BY SP4 EW/cal

NOT RECORDED
84 JUN 30 1950

58 JUL 10 1950

"Home Guard"
8 copies - Approx. 10 minutes
Illustration of the mobilization of the citizens of England. Instructions they receive to relieve the soldiers for more active duties. Akin to our Civilian Defense Corps. activities.

"Stop That Fire"
13 copies - Approx. 3 minutes
Includes the putting out of an incendiary bomb in the home and on the street. Also the cautions that should be taken.

"Mr. Proudfoot Shows a Light"
8 copies - Approx. 10 minutes

Film is trying to bring home the point of the grave importance of complying strictly to the blackout rules and the grave consequences when one person may not cooperate.

"Goofer Trouble"
6 copies - Approx. 10 minutes
Plea to the civilians to keep under cover during air raids as they are a definite hinderance to their pilots. Enemy ships have gotten away because the pilots defending the country have had to avoid machine - gunning to protect civilians watching in the streets.

"War and Order"
2 copies - Approx. 11 minutes
Shows the English police force receiving instructions in their duties. Also, the air raid wardens and the functions that go on behind the lines during a bombing raid, including scenes of a few bombings.

66-3286-429
CHANGED TO
66-19086 11X

JUN 8 1967

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-29-82 BY SP4 EW/cal

4-528

66-3286-430

CHANGED TO

66-19087-12

MAY 9 1961

mt/mb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-29-82 BY SP4 ELW/CAL

Copy JS

MR. TRACY

June 1, 1950

G. J. ENGERT

FINGERPRINT FILES
Dead

The problem of maintaining the fingerprints of deceased individuals has been mentioned in the Identification Division Inspection Report of 1949.

Since 1924 to April 1, 1950, there are 550,075 fingerprint cards of deceased individuals. This figure represents approximately 150,856 individuals. There are 196,513 in criminal and 283,027 in non-criminal Dead Files of individuals who are 75 years of age and older. These are presumed to be dead because of their age.

Space and Cabinets

I. Dead
   1. "Master" Fingerprint File
      18 four-drawer fingerprint cabinets which uses 126 square feet
   2. FBI Number Jacket File
      130 six-drawer cabinets which uses 970 square feet

Death Notice forms - Present Procedure

The Identification Division receives Death Notice Forms concerning individuals who have fingerprints on file. Where there is only a single fingerprint card, the death notice is posted and this card is filed in the dead "Master" fingerprint file by fingerprint classification and the name index cards are filed in dead name index file. Where there is a FBI number, the "Master" fingerprint card is filed by fingerprint classification and the jacket folder is removed from the active file and filed by FBI number in the dead file. Also, the index cards are filed in the dead name index file.

Deceased Fingerprint Cards

The Identification Division daily receives fingerprint cards of deceased individuals and the same procedure as indicated above for both single prints and FBI numbers is followed.

The above procedures apply both to criminal and non-criminal prints. In most cases non-criminal prints (armed Forces prints, Loyalty and others) are together in the individual's FBI number jacket folder.

II. Presumptive Dead - "Master" Fingerprint file (Individuals 75 years or older)
   1. Criminal (4th Floor)
      18 four-drawer fingerprint cabinets which used 126 square feet
   2. Non-Criminal (3rd Floor)
      39 Four-Drawer fingerprint cabinets which uses 323 square feet

EX-13 RECORDED - 86 61-7431-431
INDEXED - 86 AUG 30 1950
48

fw

ORIGINAL COPY FILED IN

MEMORANDUM TO MR. TRACY June 1, 1950

Presumptive Dead

When an individual in the fingerprint files is 75 years or more they are removed from the active "Master" fingerprint file and placed in a separate fingerprint file. There is a separate fingerprint file for the criminal and for the non-criminal. This procedure has materially assisted searching procedures in the Technical Section.

RECOMMENDATION:

I. Dead

1. Present Time
   The space problem at this time is not acute.
2. Future
   Consideration should be given to obtain legal action for the destruction of all prints exclusive of the Army, where information has been received of the death and twenty years has elapsed since the date of death. This will help to keep the Dead file to a relatively small space.

II. Presumptive Dead (75 years of over)

1. Present Time
   The space problem at this time is not acute.
2. Future
   Consideration should be given to obtain legal action for the destruction of all prints exclusive of the Army where the individual has reached the age of 110 years. This would apply to both criminal and non-criminal prints.

The reason the Army fingerprint cards are not included in the destruction is that the FBI has custody of all of these prints and inquiries are received concerning them (Pensions, widow benefits, etc). In those cases where there is an Army fingerprint card all other cards but the Army card is destroyed.

STANDARD FORM NO. 64

cc: Mr. Gresham
Mrs. Wood

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

FROM : WM. C. JACKSON

DATE: July 6, 1950

SUBJECT: TIME LIMIT ON RETENTION OF TIME AND ATTENDANCE REPORTS

28844
DATE 9-30-84 BY SP4 EW/ Cal

In connection with the attached memoranda concerning the destruction of FBI records, it was noted that on the attachment to the memorandum addressed to Mr. Andretta Item 4 is the daily sign-in register sheets used at the Seat of Government, Item 9 is the daily report used by Special Agents in the Field Divisions, and Item 15 is the Field Office Register No. 2 used in recording arrivals and departures of personnel in offices other than their headquarters assigned. All three of these are the source material from which the Time and Attendance Reports required by the General Accounting Office in connection with leave and pay roll matters are prepared.

You will recall that recently the General Accounting Office auditors requested that the Bureau submit for their examination these Field records in connection with a certain employee in order to verify the information shown on his Time and Attendance card. In light of this request, it appears that the General Accounting Office auditors consider these documents to be a part of the Time and Attendance record, and as such must be available for their examination.

In order to verify this inference, I contacted the office of Mr. Smith, who is presently in charge of the agency audit of pay rolls in the General Accounting Office. Mr. Smith was on vacation and a Mrs. Sherrick (phonetic) gave me a citation of a decision dated November 18, 1947 (B-45100) on this subject. It was found that this was an unpublished decision and it was necessary to send someone over to the General Accounting Office to make a typewritten copy. An examination of this decision indicates that the Time and Attendance cards are to be retained for a period of three years, except that the last pay period card on employees who have been separated should be retained for ten years. The decision does not, of course, deal with the question of sign-in registers since the Bureau has special permission to use them and they are not contemplated for use under General Regulations No. 102 put out by the General Accounting Office. I discussed this point with Mrs. Sherrick, and it was her opinion that since we had permission to use the registers that this source material constituted a part of the Time and Attendance record and as such should be retained the same length of time prescribed for the Time and Attendance Reports.

RECORDED - 45
INDEXED - 45

It seems to me that under the above interpretation, Items 4, 9, and 15 on the list mentioned should be revised accordingly. It is further pointed out that no mention is made on the list of the No. 3 Register used by the Field, from which information is also taken in the preparation of the Time and Attendance Reports. It is my understanding that these are destroyed daily by the field offices. Under the above interpretation of the General Accounting Office ruling it would appear that the No. 3 Register should be kept

Attachment

WCJ:mfj

three years. If this is so, it would be necessary to appropriately advise the Field.

A copy of the decision (B-45100) is attached.

Rec'm follow C & decision procedure. mmc 1/7/50

C O P Y

B-45100 November 18, 1947

Administrator,

Federal Security Agency

28845

My dear Mr. Ewing:

There has been received your letter of October 23, 1947, requesting approval by this Office, pursuant to section 9 of the act of July 7, 1943, 57 Stat. 380, of the proposed disposition of Standard Form No. 1130, Time and Attendance Report, in a shorter period of time than that provided in my letter of July 30, 1946.

In said letter it was provided that Standard Form No. 1130 should be retained until the accounts of the disbursing officer in which the payments pertaining to such records have been audited and finally settled by the General Accounting Office. You point out that such an indefinite retention period creates a particularly critical space problem for activities where a large number of people are employed, such as the Federal Security Agency which employs approximately 33,000 persons, Standard Form No. 1130 accumulating therefor at the rate of 858,000 copies per year.

It is appreciated that the date when the General Accounting Office audits and finally settles the accounts of the disbursing officers to which the payments pertain may be unknown to your agency. Furthermore, Public Law 72, approved May 19, 1947, provides that accounts of disbursing, accountable, or certifying officers shall be settled by this office within a period not to exceed three years from the date of the receipt of the accounts by the General Accounting Office. Accordingly, in order to provide a specific period for disposal of the forms in question, you are advised that they may be disposed of after a retention period of

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HEREIN IS UNCLASSIFIED
DATE 1/11/83 BY SP2 [illegible]

66-3286-431

three full years after the end of the month covered by the pay period, except in cases of retirement, resignation, death, or separation from the service of the employees. The form for the last pay period of the employee involved will be retained in all cases for a period of 10 years after such event. My letter dated July 30, 1946, is modified accordingly.

Sincerely yours,

(Signed) Lindsay C. Warren

Comptroller General
of the United States

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: June 20, 1950

FROM : MR. WAIKART

SUBJECT: DESTRUCTION OF BUREAU RECORDS

CONFIDENTIAL

28848

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Reference is made to the Executives Conference memorandum of March 24, 1950, and to memoranda from Mr. Clegg to Mr. Tolson dated February 10, 1950, and February 17, 1950. In accordance with instructions, a meeting with representatives of Archives was held in my office, in order to clarify archival regulations on destruction as applied to our records. Present were Mr. Gerald J. Davis, Assistant Chief Archivist; Mr. Charles L. Stewart, Chief of the Department of Justice and Executive Section; Mr. F. Hardee Allen, Archivist, Justice and Executive Section; all of the National Archives and Special Agent W. M. May. From the discussion it was evident that these Archives officials are anxious to have us schedule as many of our records as possible not already covered by specific or general schedules. Their attitude was that everything destroyed should be covered by schedules except material that is plainly non-record in nature under their interpretation such as extra copies of material in the same file. They pointed out that the Department of Justice has carried out a very comprehensive program of scheduling and intimated that we should do likewise. Before leaving, however, Mr. Charles Stewart stated that Archives would appreciate receiving additional scheduling from us because of budget considerations. It would thus appear that their attitude was motivated in part by budget conditions within their own Agency.

In light of this discussion with Archives officials, it appears probable that much of the material listed in the referenced memorandum of February 10, 1950, could be considered as non-record on the ground that the Bureau's intent at the time of its preparation was that it should not become a permanent record. The fact is, however, that this material is kept for a period of time, therefore, the doubt probably should be resolved in favor of scheduling for destruction. The attached schedule was prepared dealing with items listed in referenced memorandum dated February 10 and further items will be submitted at a future date. It is noted that the Executives Conference already has approved destruction of the field office material listed after the running of the time interval designated in the memorandum.

MATERIAL PRESENTLY AUTHORIZED FOR DESTRUCTION (page 5)

Mr. Stewart of Archives advised that where newspaper clippings are made a part of the case file to which they relate they ought to be considered as record material. The other items listed are clearly of a non-record nature.

Attachments
WMM:rmb

RECORDED - 45
INDEXED - 45

66-3286-41

Memorandum to Mr. Nichols
Re: Destruction of Bureau Records.

Mr. Waikart
6-20-50

MATERIAL SUGGESTED FOR DISPOSAL AT THE SEAT OF GOVERNMENT (pages 6,7,8)

Item 2 ordinarily applies to certain material of a highly confidential nature received "off the record" from other agencies as informational aids. Where it is of no value it is destroyed. It would appear, therefore, that such can be destroyed as non-record under the "intent" interpretation. The same principle applies to item 9 concerning radio interceptions for cryptographic examination, that is, there is no intent to make permanent records of the undeciphered material that is valueless. It is believed that difficulties could be encountered in scheduling material of that nature and that handling it as in the past is the best expediency.

DESTRUCTION OF MATERIAL IN FIELD OFFICES (pages 8,9,10)

File on mailing lists is covered by the general schedule Number 3, items 1 and 2, which permits destruction after they are superseded or become obsolete, or until changes are made.

Where some of the items lend themselves to grouping, this was done for the sake of brevity. The Administrative File for Agents item has been broadened to include clerical personnel as well and the file on visiting employees would therefore be properly included by the schedule. Bureau bulletins and SAC Letters in the field are non-record since they are "extra copies of printed material of which official copies have been retained for purposes of record". The public relations file (page 10) is covered by general schedule Number 3, items 6 and 7, which permits destruction of this type of material after 3 months. Since general schedules are permissive rather than mandatory, the Bureau may destroy this type of material any time after 3 months.

RECOMMENDATION:

If the Bureau approves, the attachments should be sent to the Department for forwarding to Archives.

4-528

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CHANGED TO

66-19087-13

MAY 9 1961

mt/mr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4ELW/cal

CONFIDENTIAL - AIR POUCH

Date: September 20, 1950

To: Legal Attache
American Embassy
Paris, France

From: Director, FBI

Subject: DESTRUCTION OF SIS MANUALS
ADMINISTRATIVE

RECORDED - 11 The Bureau's records show that your office is in possession of SIS Manual No. 154 and the London Office has SIS Manual No. 55.

Inasmuch as the Bureau's foreign offices are no longer following SIS procedures, you and the Legal Attache in London are instructed to destroy your SIS Manuals by burning. The Bureau should be properly advised when this is done.

The Bureau's records further show that you are in possession of a Bureau Handbook and, if the Legal Attache in London finds it necessary to have a Handbook available, he should notify the Bureau at which time consideration will be given to furnishing him with a Handbook.

cc - Legal Attache
American Embassy
London, England

CONFIDENTIAL - AIR POUCH

cc - Foreign Service Desk (detached)

NLF:hke

RECEIVED - DIRECTOR
F B I
U. S. DEPT. OF JUSTICE
SEP 21 4 50 PM '50

SP4 ELW1 cal 7-30-82

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

499 UC
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SEP 22 1950
COMM - FBI

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: September 20, 1950

FROM : V. P. KEAY

SUBJECT: DESTRUCTION OF SIS MANUALS
BUREAU PROPERTY. GENL.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

BACKGROUND:

Since the termination of the SIS Program, the Bureau's foreign representatives have, of course, been following the policies and procedures prescribed for domestic field offices. They, therefore, have no need for SIS manuals inasmuch as the provisions set forth in those manuals are no longer applicable.

FACTS:

On the basis of inspection reports and special Bureau authorization, the SIS manuals in all foreign offices, except Paris and London, have been destroyed. The Paris Office is still in the possession of SIS Manual No. 154, and the London Office is still in possession of SIS Manual No. 55. Inasmuch as these manuals are no longer being followed, it is not believed that it is necessary for them to retain their old SIS manuals any longer. It is to be noted that the Legal Attache in Paris has a Handbook in his office, and, if the Legal Attache in London believes he needs a Handbook, he should request one, at which time consideration will be given to forwarding a Handbook to him.

RECOMMENDATION:

It is recommended that the Legal Attaches in Paris and London be authorized to destroy their SIS manuals. There is attached hereto a proposed letter to the Legal Attaches in Paris and London instructing them to destroy those manuals.

Attachment

NLF:hke

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SEP 26 1950

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October 2, 1950

SAC, Knoxville

b6
b7C

Director, FBI

[redacted] was, etal
FRAUD AGAINST THE GOVERNMENT
BRIBERY

Re your memorandum dated August 30, 1950.

Attached is a copy of a self-explanatory memorandum dated September 15, 1950, from Assistant Attorney General James M. McInerney, regarding disposition of exhibits presently retained in your office. In accordance with the attached memorandum, the exhibits numbered one through three, inclusive, in your memorandum, should be returned to the source from which they were obtained, and it is suggested that the remaining exhibits be forwarded to the U.S. Attorney at Chattanooga, Tennessee, inasmuch as all reports were forwarded to him at the request of Criminal Division.

Attachment

58-1996

GWC:hjk;jjj

[redacted]

[redacted] 7-30-85 [redacted] SPEW/cal

88OCT 91 1950

ORIGINAL FILED IN

288-1

Director, Federal Bureau of Investigation — September 15, 1950

James M. McInerney, Assistant Attorney General, Criminal Division. — AMM:JMcG

[redacted] et al — 51-70-9

FRAUD AGAINST THE GOVERNMENT
BRIBERY

Reference is made to your memorandum dated September 12, 1950, attaching a copy of a memorandum from your Knoxville office briefly describing six classes of exhibits which are no longer needed in connection with the investigation of the matter mentioned above. You request to be advised as to what disposition should be made of these exhibits.

Disposition of all government records should be made in accordance with the provisions of Sections 366 to 380 of Title 44 U.S.C. In this respect your attention is invited to Department Circular 385A dated November 15, 1943, and Supplement No. 3 dated December 19, 1944.

Section 366 of Title 44 U.S.C. provides:

> When used in sections 366-380 of this title, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in sections 366-380 of this title.

Section 367 of Title 44 U.S.C. provides:

> The National Archives Council shall promulgate regulations, not inconsistent with sections 366-380 of this title, establishing (1) procedures for the compiling and submitting to the Administrator of General Services of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal.

NOT RECORDED
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DATE 11-03 BY SUC 60324 DOC/PAC/TP-S

28812

and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

Section 368 of Title 44 U.S.C. provides:

> The head of each agency of the United States Government shall submit to the Administrator of General Services, in accordance with regulations promulgated as provided in section 367 of this title (1) lists of any records in the custody of the agency that have been photographed or microphotographed in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government, (2) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government, and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

Documents obtained from other departments or agencies of the Government that have served their purpose and are of no evidentiary value in connection with a case or a matter under investigation, should be returned to the respective government department or agency from which obtained. Should the head of such department or agency decide that such documents are of no further value, disposition of same should be made in accordance with the provisions of Sections 366-380 of Title 44, supra. Accordingly, exhibits listed under Items 2 and 3 should be returned to the Atomic Energy Commission.

Exhibits listed under Item 1 should be returned to the rightful owner.

Exhibits listed under Item 4 should be disposed of in accordance with the provisions of Sections 366-380 of Title 44 U.S.C.

Supplement No. 3 of Circular 3054 dated December 19, 1944, provides in part as follows:

> Records created or received by any bureau, division or office of the Department of Justice in pursuance of federal law or in connection with the transaction of the business of the Department, are the property of the United States Government and as such cannot be removed from the custody of the Department or in any manner disposed of without the approval of the Archivist and the Congress of the United States (40 Stat. 1122; 57 Stat. 380).

Accordingly, exhibits listed under Items 5 and 6 should be disposed of pursuant to the provisions of Sections 366-380 of Title 44 U.S.C. and Department Circular 3054, supra.

Should you have any additional questions concerning this matter we shall be glad to discuss them further with you.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : C. E. Hennrich

DATE: September 22, 1950

SUBJECT: KOREAN SITUATION
Destruction of Bureau Records - General

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

PURPOSE:

To obtain authorization of CIA and the Records Section of the Bureau for the destruction of reports being received daily by the Bureau and which relate only to military information.

DETAILS: Information remains unclass per Approp Agency ltr dtd 3-3-86 SP8BTJ/cal 8-19-86 211.847

The Bureau is in daily receipt of memoranda from the Central Intelligence Agency captioned "The Korean Situation." The information contained therein is classified as "Secret" and deals entirely with military information relating to the daily current operations of the United Nations Forces. A review of the information contained in these memoranda reflects that although there is information of current interest contained therein they will serve no long-range purpose and have no information which can be indexed into the Bureau's files. It is not believed desirable to serialize these reports and it is believed that after they have been perused by the appropriate Bureau officials they should be destroyed.

RECOMMENDATION:

It is recommended that the Liaison Section contact the appropriate officials and advise them that their daily Korean situation summaries are received by the Bureau with interest; however, the Bureau would appreciate authority to destroy them when they have served their purpose and use, especially in view of the military type of information contained therein. It is also recommended that this suggestion for destruction of these reports be furnished to the Records Section for their approval.

Adm. H. Dest. - CIA advises has no objection to this dest.

RAC:dpk

O.K. with Section Records 9/26

Back copies as of 10-9-50 destroyed + future copies will be destroyed as received

RECORDED - 45 146-3286-434
INDEXED - 45
OCT 6 1950

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1-30-82 SP4EWL/cal

5 1 OCT 20 1950 454

TO: MR. NICHOLS

FROM: F. W. WAIKART

SUBJECT: DESTRUCTION OF "SITUATION REPORTS"

Reference is made to the attached memorandum of Mr. Hennrich dated August 29, 1950, recommending the destruction of "situation reports" which contain military information on the Korean situation.

This is an excellent suggestion and will save considerable time and work in the Records Section. Suggestions such as this are deeply appreciated in Records because of the obvious savings of time and effort in unnecessarily processing material of no permanent value to our records. It is hoped the Security Division can make other suggestions along the same lines involving reports from the various military establishments.

This material can be construed as "non-record" and therefore will need no Archival authority before being disposed.

FWW:eo
Attachment

ENCL.

RECORDED - 45 66-3286-435
INDEXED - 45 OCT 6 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-00 BY SP4 ELW/cal

FWC

OCT 20 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : C. E. Hennrich

SUBJECT: KOREAN SITUATION

DATE: August 29, 1950

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

PURPOSE

To obtain authorization through Liaison for the destruction of "situation reports" presently being received daily by the Bureau and which relate only to military information.

DETAILS

The Bureau is receiving on a daily basis three types of communications that are captioned as follows:

1. "Joint Sititntrep" This is published by the United States Air Force.

2. "Significant Intelligence Briefs Director ate of Intelligence" This also is published by the United States Air Force.

3. "Joint Daily Sitrep" This is prepared by G-2.

The three communications enumerated above are received by the Bureau either as secret or top secret. They deal primarily with the enemy situation in Korea, movements of the United States Army and Air Force, weather information, etc. Although the information contained therein is of current interest in following the prosecution of the war, the inclusion of that information in the Bureau files will serve no long range purpose. It is not believed desirable to serialize these reports and as soon as they have been perused by the appropriate Bureau personnel, it is believed that they should be destroyed.

RECOMMENDATION

It is recommended that the Liaison Section contact the appropriate officials and advise them that the "situation reports" being received daily by the Bureau are of interest however, the Bureau would appreciate authority to destroy them, in view of the type of information contained therein, when they have served their purpose and use.

ENCLOSURE

RAC:eaI:mcd

166-3286-435

RECORDED - 45
INDEXED - 45
OCT 6 1950

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD
MR. GLAVIN
Mr. CLEGG

DATE: 9-21-50

FROM : L. B. NICHOLS

28839

SUBJECT:

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

We have had pending for some time the matter of securing Archives authorization for the destruction of a large volume of old records which have heretofore been destroyed after a certain period of time. The purpose of seeking this authorization is to insure that there will be no question which would arise in the future.

Since the material pertains to work in your Divisions, it will be appreciated if you will look it over and if it meets with your approval send it on through in order that we can have it submitted to Archives for final authorization.

LBN:LH

[redacted]

DATE 7-30-82 BY SP4 SLW/JFM

RECORDED - 45

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66-19087-13X

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: October 4, 1950

FROM : F. W. WAIKART

SUBJECT: DISPOSAL OF OBSOLETE RECORDS

Handled separately

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Telet. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the attached Section 50 of File #94-5, on General Correspondence - Research. Mr. Tracy recently called to my attention how valueless is the bulky material in this file. As will be noted, this Section relates to correspondence received in 1937 requesting various pamphlets and publications put out by the Bureau. There is at least one index card prepared on each serial.

There are presently 430 Sections to this file containing 36,522 serials. As a result, there are a comparable number of index cards in our indices reflecting only that an individual requested a pamphlet of the Bureau. Undoubtedly most of this material could be destroyed and the indices purged. On the other hand, if it is believed necessary to keep, for a limited period of time, recent requests for periodicals and pamphlets of the Bureau, an arbitrary time limit of say 5 years could be set up.

Our own research has developed another file, 62-23533, on Mail Covers, in which most of the data is worthless because of originals already filed in the main case file. Section 53 is attached, and it will be noted that from serial 7851 to 7920, practically all of the mail relates to Mail Covers placed in cases handled by the Bureau and the original or copy is appropriately filed and indexed into the main case file.

There are 54 sections to this file consisting of 8,035 serials. It is estimated that there is an average of 3 index cards to a serial. In other words, there are approximately 24,000 unnecessary and duplicate references in our main indices.

We, of course, are no longer following the procedure of placing a copy of Mail Cover correspondence into this file. We could, if authorized, review the file and retain all policy material but purge and destroy Mail Cover correspondence and related index cards.

66-3286-438

RECORDED - INDEXED OCT 20 1950

RECOMMENDATIONS:

1. That routine correspondence in the General Correspondence - Research file, 94-5, be destroyed up through the year 1945. This will include the purge of related index cards from the main indices.

2. That the file on Mail Covers, 62-23533, be reviewed and all correspondence relating to the placing of Mail Covers, of which a copy or original is in a main case file, be removed and destroyed along with the index card.

Archival approval is presently being awaited in the first category covering General Correspondence. It will not be necessary on the Mail Cover correspondence in view of the fact that only copies are involved.

FWW:eo
Attachment

62-23533-
94-5-

UNRECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT:

DATE: October 10, 1950

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 1/27/82 BY SP2 mm/pm

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

The Executives Conference consisting of Messrs. Glavin, Harbo, Tracy, Mohr, Belmont, Ladd, Rosen, McIntire, Sizoo, Nease and Nichols, considered the following recommendations of the Records Section:

1. File 94-5 on general correspondence research contains 430 sections with 36,522 serials. This file contains routine correspondence directed to the Bureau requesting information, which is answered either by a form letter or a routine type letter sending Bureau publications. It was the recommendation of the Records Section that sections of this file more than five years old be destroyed and that future correspondence of this type be destroyed after the expiration of five years. All members of the Conference, excepting Mr. Mohr, were unanimously in favor of asking Archives' approval for the destruction of the sections of the file.

Mr. Mohr felt that it should be microfilmed. It was pointed out to the Conference that if the file was microfilmed, it would be necessary to maintain an index card; that it would represent a cost; that the reason for destroying the file was two-fold, namely, to provide filing space and to get the unnecessary index cards out of the index.

2. The Conference was advised that file 62-23533 was a file containing copies of original correspondence from the field pertaining to mail covers. There are 54 sections of this file, consisting of 8,035 serials. There are approximately 24,000 index cards. Originals of this correspondence are maintained in the main case file. The Bureau no longer maintains a separate file containing all correspondence on mail covers.

The Conference was unanimous in recommending that this file be destroyed, which does not require any clearance from the Archives inasmuch as all material in this file are duplicates.

Respectfully,
For the Conference

OK.

RECORDED 66-3286-439
INDEXED
Clyde Tolson
OCT 20 1950

CC: Mr. Mohr
Mr. Clegg

OCT 26 1950

LBN:MP

UNRECORDED COPY FILED IN

MR NICHOLS

October 7, 1949

F. W. WAIKART

DESTRUCTION OF OLD GERMAN, MEXICAN, MISCELLANEOUS, AND BUREAU SECTION FILES

28837

Destruction of Bureau Property -

Reference is made to the memorandum of September 8, 1949, from the Director to you dealing with the recent inspection of the Records and Communication Division. This contained instructions to submit recommendations concerning the microfilming of the Old German, Mexican, Miscellaneous, and Bureau Section Files, contemplating their destruction.

By memorandum, from Mr. Cartwright to you dated March 31, 1949, the extent of these files was reflected by the following figures.

CLASSIFICATION	FISCAL YEAR	NO. OF FILES	NO. OF CABINETS
Old German	1914 - 1918	391,901	269
Miscellaneous	1908 - 1919	43,156	42
Mexican	1916 - 1919	47,096	7
Bureau Section	1920 - 1921	25,000 (approximate)	28
Total		507,153	346

In this memorandum, the observation was made that microfilming of these records would be of doubtful advantage because of their age and because the character of the investigative reports therein was such as to make the majority of little value. It was pointed out, however, that some of the Old German Files were found useful in the war years as to German security matters, and during and since the war years as to Communist matters. The recommendation was made, therefore, that the Bureau consider the project of reviewing all the foregoing files for the purpose of saving any valuable information and destroying the remainder.

This general proposition was considered by the Executives Conference on April 7, 1948, with the additional consideration that the valuable portion to be retained would in turn be microfilmed and the originals destroyed. The Conference unanimously approved this recommendation.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Pennington
Quinn Tamm
Mr. Room
Mease
Miss Gandy

WMM:fr

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-25-82 BY Sp4 Ctal

66-3256-

NOT RECORDED
75 NOV 18 1949

INITIALED BY ORIGINAL

91

DEC 28 1949

ORIGINAL COPY FILED IN

In August, 1947, following Bureau approval, the Records Section began pulling all the index cards in our general index pertaining to these files and maintaining them separately on the eighth floor. All supervisors were informed that to secure an indices check of these files, a separate and special request had to be made of the Service Unit. The latter unit kept a record of requests for these files, and as a result only one instance was reported between June, 1948 and January, 1949 where they were of some benefit on a name check.

Available figures show that the Old German, Mexican, Miscellaneous, and Bureau Section Files occupy space equivalent to 484 four-drawer cabinets and 1,645 square feet of floor space. Thus, the savings to be realized by the destruction and microfilming would be very substantial.

It is suggested that the review of these records be made by a representative of the Security Division with the assistance of Mr. Christopher Seyferth of the Records Section. If agreeable, we will proceed to make the necessary arrangements to secure authority from the National Archives for destruction of these records.

I feel that now is an excellent time to move forward on this project to get rid of space-consuming, valueless records. Naturally, the review of one-half million files cannot be accomplished in a short time, but its ultimate achievement is part of a program to counteract our rapid expansion and streamline our records.

RECOMMENDATION

That the Bureau approve a systematic review, for purposes of destruction, of the Old German, Mexican, Miscellaneous, and Bureau Section Files. An exception would be made of files found by the review to possess reference value, and these files would be microfilmed prior to their destruction.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

100290

TO : DIRECTOR, FBI

DATE: AUGUST 15, 1950

FROM : SAC, DALLAS

SUBJECT: DESTRUCTION OF CLOSED FILES

ATTENTION: Training and Inspection Division

b6
b7C

[redacted] Chief Clerk of the Dallas Office, has submitted the following suggestion for the Bureau's consideration regarding the destruction of closed files.

There has been considerable discussion and correspondence relative to whether or not files in divisions of the Bureau should be destroyed after the expiration of a specified period of time. Her specific suggestion is that in the future, all offices except the office of origin, destroy their files exclusive of security cases which have been placed in a RUC status for a period of more than ten years. By retaining the complete file in the office of origin requests for information pertaining to the subject of these files could be directed to the office of origin rather than having all such requests for information submitted to the Bureau. She points out that there was a period of time when the Bureau was not furnished with copies of certain types of reports and therefore by retaining the entire file in the office of origin, full and complete information regarding all investigations would readily be available.

In carrying out this suggestion she states that if it is adopted, the auxiliary offices should retain the file fronts of the files destroyed and there should be noted thereon at the time of the destruction of the files themselves the correct title, the file number of the office of origin, and the office of origin itself. In this manner, should a reference in a file which has been destroyed be material, inquiry could be made of the office of origin without a great deal of added work or confusion on the part of either office. It does not appear that the number of requests for information to any one office would be excessive.

[redacted] points out that the adoption of this suggestion would materially increase filing space in each office and that with the availability of the title of the case, the office of origin and the file number of the office of origin on the file front of the destroyed files, no problem would be encountered in securing any information concerning index reference should it become necessary at a later date.

b6
b7C

The foregoing is submitted to the Bureau for its consideration.

RECORDED - 36 66-3286-440
EX-52
AUG 15 1950

HCP/mb

[redacted]

b6
b7C

Two

PERS. FILES

UNRECORDED COPY FILED IN

Previously Handled 10-30 RH

NW 7-30-82 BY SP4EW/CAL

100291

DIRECTOR, FBI

AUGUST 15, 1950

SAC, DALLAS

COMMUNICATION COSTS

[redacted] Chief Clerk of the Dallas Office, has submitted for consideration the following suggestion: Considerable expense is incurred by offices in sending telegrams and teletypes by including therein the serial number of the deserter where the receiving division has prior correspondence on the case, including the serial number of the deserter. She suggests that the Bureau consider the advisability of informing the field that it is not necessary in telegrams and teletypes between offices to include the serial number of the deserter where the receiving division has prior information on the case, including the serial number. She points out that this same practice should be followed of omitting the serial number in telegrams from the office to resident agents and road trip agents when the agents have the serial number or other correspondence in their possession.

b6
b7C

[redacted] points out that the omission of the serial number will be a saving of approximately eight words in each message.

HCB/ph

5 NOV 22

COPIES DESTROYED
20 5 JAN 25 1965

66-3286-440

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 5, 1950

FROM : SAC, San Antonio

SUBJECT: DESTRUCTION OF FILES 25 YEARS OLD

288?35

According to instructions previously issued by the Bureau on January 1, 1950, all files in the San Antonio Office 25 years old are to be destroyed.

It is pointed out that the "61" classification files in this office contain considerable information relating to Communist activities in Texas during the 1920's and 1930's. Just recently one of the persons active in the Communist movement here during this period became the subject of a new complaint received by this office.

In view of the present international situation it is suggested that it may be desirable to except the "61" classification cases from the general rule that all cases years old should be destroyed.

CEW:cs

RECORDED - 64
INDEXED - 64
66-3286-[illegible]
JAN 4 1951
55 JAN 11 1951

SAC, San Antonio

December 21, 1950

Director, FBI

DESTRUCTION OF FILES 25 YEARS OLD

28834

RECORDED - 64 Reurlet December 5, 1950.

Bureau instructions that files over 25 years old could be destroyed (Bureau Bulletin 35, Series 1948, dated June 26, 1948) did not mean that all files must be destroyed. The destruction of such files was permissive rather than mandatory and in the event there are any files in your office which you believe may be of future value, these files should be retained even though they are over 25 years old.

DEC 22 5 22 PM '50
RECEIVED FLOOR ROOM
F B I
U. S. DEPT. OF JUSTICE

DEC 19 1950

DEC 22 1950

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

DELETED
JAN 11 1951

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: December 16, 1950

FROM : F. W. WAIKART

28835

SUBJECT: DESTRUCTION OF FILES 25 YEARS OLD

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Reference is made to the letter from San Antonio dated 12-5-50 requesting permission to make exception to the 61-classification in the destruction of files in that office over 25 years old.

In January of 1946 a schedule was prepared to clear the destruction of closed investigative files of the F. B. I. field divisions with Archives and Congress. The Joint Committee of Congress on the Disposition of Records approved this schedule on 3-5-46, and as written, the schedule allowed destruction of files as soon as the case was closed or RUC'd. (see 66-3286-214X)

Bureau Bulletin #35, series 1946, dated 6-26-46, issued instructions to the Field that all files of the field divisions may be destroyed after they become 25 years old. This was based on a finding by the Joint Committee of the Bureau on 3-13-46 and was favorably acted upon by the Executives Conference. Some of the factors contributing to this decision were that files over 25 years old were seldom used by the field offices and that any worth-while information of a security nature accruing during World War I had already been brought forward into the current Internal Security files through a program of analysis of these files. (66-3286-238).

From the above it would appear that destruction has been permissive rather than mandatory as far as the Bureau is concerned. However, this appears to be a matter for the decision of the Joint Committee rather than the Records Section.

RECOMMENDATION:

That the reference letter be referred to the Joint Committee for their decision.

I think they should keep every file they think might have a future value

WMM: jw

RECORDED - 64

INDEXED - 64

66-3286-

JAN 4 1951

Destruction of Bureau Property

66-3286-443

CHANGED TO

66-19087-14

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4EWJ cal

MAY 9 1961

mt/mb

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: December 5, 1950

FROM : C. E. Hennrich

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

Bureau Property - General

Re memo Waikart to Nichols dated October 5, 1950, recommending the elimination of "worthless material" in the "Y files" pertaining to radical organizations 1914 to 1918 and miscellaneous Government reports; and destruction of the Alien Enemy Control Index and Custodial Detention Index.

Recommendations with regard to these items were set forth in a memo from Mr. Nichols to Mr. Fletcher dated October 11, 1949. (66-16304-43)

These recommendations were the subject of an executive conference memo to the Director dated October 22, 1949, which stated "The conference was unanimous that we include this material in the program of microfilming, that it would be most inadvisable to destroy any of this material and accordingly, the conference recommended that portion of the inspection report pertaining to the destruction of old files, etc., be disregarded." The Director approved. (66-16304-44)

While there has been no factual change in the content of these items, it now appears that some might be difficult to microfilm in useable form. Accordingly, it is recommended that such items as are not susceptible to microfilming be retained, and not destroyed.

LW:bar:mod

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/Cal

66-3286-447

RECORDED - 17

JAN 18 1951

EX-123

54 JAN 20 1951

FEDERAL BUREAU OF INVESTI[redacted]N

12/15/, 1950

TO:

____Director	____Mr. Mohr 5744
____Mr. Tolson 5744	
____Mr. Ladd 5736	____Miss Gandy 5633
____Mr. Clegg 5256	____Mr. Nease 5633
____Mr. Glavin 5517	
____Mr. Harbo 7625	____Leave Clerk 2706
____Mr. Nichols 5640	____Records Sec. 7235
____Mr. Rosen 5706	____Pers. Records 6635
____Mr. Tracy 4130 IB	____Reading Room 5531
____Mr. Belmont 1742	____Mail Room 5533
	____Teletype 5644
____Mr. McGuire 5642	____Mechanical B-114
____Mr. Holloman 5636	____Supply Room B-118
____Mr. Jones 4236	____Miss Brown
____Mr. Leonard 6222IB	____Miss Corrigan
____Mr. McCoy 5537	____Miss Hudgens
____Mr. Waikart 7204	____Miss Lurz
____Mr. English 5627	
	____Prepare reply
____See me	____Note & return
____Send file	____For appropriate action
____For your info.	

Mr. Lindsey Whitson
Room 6511

[redacted]

Gary Cole

DATE 7-30-82 BY SP4 ELW CAL

Items 16 & 17, the indices, are apparently the only records collected in one place of the identities of persons considered under AE & CD programs. To reconstruct this complete list would necessitate a review of all pertinent files.

L. B. Nichols
Room 5640, Ext. 691

accordingly, unless they can be microfilmed, or the listing of names and file numbers preserved in some other way, we can only recommend they not be destroyed.

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. NICHOLS

DATE: 10-5-50

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL 28832

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Following the last inspection of the Records Section, it was recommended that the Bureau consider the destruction of certain obsolete file material which appeared to have no real value for present or future use. Much of this material has been stored for years on the 8th floor of the Justice Building. Accordingly, memoranda were prepared and directed to the interested Divisions requesting review to determine whether it could be destroyed. As a result, portions of this material have been approved by the Division heads, and these approved portions (only) are listed below. For a more detailed description of this material proposed for destruction, the specific memoranda mentioned below may be referred to.

Memorandum from Mr. Nichols to Mr. Glavin dated October 12, 1949

1. Two drawers of material, the property of Mr. Robert F. Laughlin former Chief Clerk. Destroyed See p. 3.

2. Charts of assignments and votes of Special Agents insurance fund in 1937. Destroyed

3. A file in the Personnel Records Section captioned, Clerical Tests. Destroyed 10-31-51

4. A file in the Personnel Records captioned Applicants Referred To Interviewing Officials. Destroyed 11-1-51

5. A file in Personnel Records entitled, Applicant General. (Portions over 3 years old). 11-15-51 Destroyed Sect 1 & 23

6. A file in the Personnel Records concerning Anonymous Applicants. Destroyed 10-31-51

7. A file in Personnel Records captioned, Unnamed Applicants. Destroyed 11-19-51

8. A file in Personnel Records captioned, Personnel Inquiries. Destroyed 11-19-51

9. File in Personnel Records captioned, Interviews, covering period from 1927 to 1933. Destroyed 7-19-51

10. File in Personnel Records captioned, Outstanding Recommendations. Destroyed 11-19-51

Memorandum from Mr. Sizoo to Mr. Harbo dated October 26, 1949

11. Interesting case write-ups.

WMM:rmb

RECORDED - 17
INDEXED - 17

Destroyed 62-28286-445 JAN 18 1955

54 JAN 20 1951

COPIES DESTROYED 20 5 JAN 25 1965

EX-123

12. Files of Dr. Frederick L. Hoffman (a gift to the Bureau). destroyed

Memorandum from Mr. McCabe to Mr. Rosen dated October 21, 1949

O.K. R 13. A collection of duplicate press releases. destroyed

Memorandum from Mr. Nichols to Mr. Fletcher dated October 11, 1949

14. "Y Files", pertaining to radical organizations 1914 to 1918. 288333

15. Miscellaneous Reports, such as Dies Committee Reports and Economical Act To Purchase Foreign Vessels.

16. Alien Enemy Control Index.

17. Custodial Detention Index.

On October 22, 1949, the Executives Conference considered the destruction of material as recommended in the same inspection. The Conference was in favor of including this material in the program of microfilming, but not of destruction. As is seen from the listings above, the majority of these records in question have no security aspect but are more closely related to administrative matters. Even those records not pertaining to administrative matters are of no particular value to the Bureau, and to reiterate, the respective Divisions have considered and agreed to the destruction because of the obsolete and useless nature of this material.

Although it is possible to microfilm this administrative material, it should be noted that it is not indexed or arranged in any logical fashion lending itself to finding after it has been filmed, thus making it of no value whatever because of the extreme difficulty involved in locating any particular item needed. It would have to be arranged and/or indexed before microfilming and this would be a job of substantial scope and would tie up valuable classifiers and other personnel.

Regarding items 14 and 15, the same reasoning applies, that is, a tremendous amount of work would be involved in systematizing such records so that microfilming would be of practical usefulness. Items 14 and 15, "Y Files" and Miscellaneous Reports, consist mainly of pamphlets and books and it is not proposed that these be either microfilmed or destroyed but they should be retained and made a part of our publication files where their nature and content warrant it. These would first be inspected by competent classifiers so that any worthless material can be eliminated.

Regarding items 16 and 17 which were specialized indices and which served the purpose at one time to allow the Security Division to expedite their work without need for constant reference to the Bureau's General Index,

all the information still may be found through the Bureau's General Index, and so these indices no longer serve any useful purpose and should be destroyed.

It is hoped that all this material may be destroyed but as an alternative, that it may be left stored as is rather than microfilmed.

RECOMMENDATION:

It is therefore recommended that this be reconsidered and that the records listed in this memorandum, excepting items 14 and 15, be destroyed as a space conservation measure.

Hoper
Von
Degnel, Tracy

1-16-51
Items 1, 2, 11, 12, 13 destroyed.
Items 3 through 10 to be destroyed
- on project basis on Personnel files.
Items 14, 15 to Publications files
Items 16, 17 retained for now. Below 1/ per Memo to 12/5/50
O.K. W.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: February 1, 1950

COPY

FROM : J. A. SIZOO

SUBJECT: DESTRUCTION OF RECORDS
(CORRESPONDENCE CONCERNING THE MOVEMENT OF AGENTS)

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

Reference is made to the attached memorandum to Mr. Nichols dated December 29, 1949, indicating that the Executive Conference approved the destruction of correspondence concerning the movement of Agents after the information had been posted to the movement cards and the correspondence had served its purpose in the Movement Section where it has been retained in the past for a period of 2 months.

In connection with the general survey being made concerning the destruction of records, a review made of the Records Disposal Act and the general schedules promulgated pursuant thereto failed to indicate that correspondence of this type is authorized for destruction at this time. It therefore appears that it will be necessary to prepare an appropriate communication to the Department requesting that a schedule be set up for the destruction of these records. Unless advised to the contrary, an appropriate request will be forwarded to the Department for transmittal to Archives in order that appropriate Congressional authority may be obtained for the destruction of this correspondence at the end of a 60-day period. This schedule will be prepared along with several others upon the completion of the survey concerning the subject matter.

In the Meantime, it is suggested that all material of this type be maintained in the Movement Section pending the receipt of the approval from Congress.

Recommendation:

That correspondence concerning the movement of Agents be retained in the Movement Section pending the receipt of appropriate authority to dispose of it.

Attachment

JAS:BAR

RECORDED - 68 66-3286-446
INDEXED - 68
FEB 20 1951

EX-35

Archival approval secured. 12-15-50. See 66-3286-443, ZHW/tom.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EW/cal

62 FEB 16 1951

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/29/49
COPY

FROM : F. W. WAIKART

SUBJECT: THE MOVEMENT OF AGENTS

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 EW/ca

As you know, the Bureau requires prompt notification of any travel by Agents in the Field or at the Seat of Government to and from the Field, and as a result of this rule, there is received daily at the Bureau a considerable number of wires and letters containing this type of information.

In the past, the procedure followed by the Records Section for processing these wires and letters has been to "Not Record" them into the Agent's alphabetical file. When two or more Agents are mentioned, copies are prepared for the appropriate files.

It has been suggested, by Miss Catherine McWhirt, Supervisor of the Classifying Unit in the Records Section, that after the Movement Section of the Chief Clerk's Office has posted to their records the data regarding the travel of an Agent or Agents, the wire or letter be destroyed.

For your information, the records maintained by the Movement Section are available in the Chief Clerk's Office for two months, after which they are transferred to the Records Section where they are maintained for an additional year. This suggestion is not intended to affect permanent transfers as all records of this nature are, of course, reflected in the Agent's personnel file.

It is the writer's belief that this suggestion if adopted would in no way impair the accuracy of the Chief Clerk's Office records, but would eliminate considerable clerical time necessary in the Routing, Classifying, and Filing Units of the Records Section, as these sections must handle the material before it is ready for filing.

RECOMMENDATION

RECORDED - 68 ENCLOSURE
EX-35 166-3286-446
JAN 20 1950

In view of the above, it is recommended that this suggestion be given favorable consideration and therefore eliminate entirely the handling by the Records Section the wires and letters pertaining to travel by Agents.

There are attached for exhibit purposes a few of the wires and letters which reflect clearly the reason for this suggestion.

Attachment

OGM:fr

The Executive Conference consisting of Messrs. Tolson, Rosen, Carlson, Fletcher, Norman McCabe, Ladd, Mohr, Parsons, Tracy, Glavin, and Nichols were unanimous in approval on January 16, 1950. LBN

Encl. detached in Class. Unit

Two cc to Clegg 2/11/50

copy;bw

January 11, 1950

Mr. Nichols

Mr. Jones

1 28831

"THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION"
Destruction of Bureau Property-General

It has been the custom of the Bureau's Library in the past to maintain all copies of The Journal of the American Medical Association, published weekly, which are returned to the Library after they have been reviewed in the Laboratory for any information of value. Those copies which the Laboratory has in the past found to contain articles of permanent interest to the Laboratory have been retained in the Laboratory. Our files therefore, are not complete, but merely are those copies not wanted but have been held here for any calls which might be received concerning them.

These journals are now taking up valuable space in the Bureau's Libary, and as you know we are quite crowded and need every inch of space possible. We have back issues dating back to 1943.

In the event old copies are needed they could always be obtained from the Library of Congress or from the Army Library in Washington.

RECOMMENDATION: For the reasons stated above, it is recommended that all of the old copies of "The Journal of the American Medical Association" be properly disposed of except the issues for 1949. It is also recommended that in the future only the current year's copies be maintained of this journal."

DIRECTOR'S NOTATION: "OK.H."

BMS:fk

166-3206-
NOT RECORDED
96 1951 OCT 5

7-30-82 SEARCHED INDEXED SERIALIZED FILED

INITIALS ON ORIGINAL

ORIGINAL NOT FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: October 11, 1949

FROM : MR. NICHOLS

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

During the recent inspection of the Records Section, the disposal of obsolete records was again considered. As you may well appreciate, the Records Section is faced with a critical space shortage and also with a constant need for expansion due to current receipts. If at all possible, something should be done immediately to make available more space.

There is described below file material kept by the Records Section that is of interest to your Division. It occupies floor and cabinet space, yet now appears to be obsolete and of little or no value. It is requested that you have someone review it to determine if you agree that it may be destroyed at this time. The Records Section will provide representative samples upon request.

It will be appreciated if you will give this matter immediate attention so as to provide the Records Section with some much-needed cabinet space.

Laboratory Matters

There are eight drawers containing material in the Polygraph Files, Laboratory Reports, Interesting Case Write Ups from 1935-1941 as well as newspaper clippings pertaining to executions which were sent to the Bureau by a Doctor Hoffman.

WMM:gl

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4ELW/cal

RECORDED - 90
INDEXED - 90

66-3286-442

NOV 4 1950

1

EX-76

5 NOV 9 1950

Form No. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: December 29, 1950

FROM : F. W. WAIKART

SUBJECT: "DEAD FINGERPRINT FILE"
IDENTIFICATION DIVISION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

DESTRUCTION OF BUREAU PROPERTY - 66

Reference is made to the Executives Conference memorandum of December 9, 1950, and to the memorandum of December 21, 1950, from G. J. Engert to Mr. Tracy, concerning the destruction of "extra" fingerprint cards in the jacket folders of the persons dead 10 years or more.

There has been no previous scheduling of fingerprints for disposal. A schedule is attached for transmittal to the Department and thence to Archives. As prepared, this schedule calls for destruction of the "extra" fingerprints upon notification of death rather than 10 years after death as this will impose less limitation on the Bureau in case it later becomes desirable to depart from the 10-year policy. You will recall that in scheduling the destruction of closed investigative files in the Field, authority was granted to dispose of them at any time after the cases are RUC'd or closed, although as a matter of Bureau policy they are kept for 25 years.

RECOMMENDATION:

That if approved as written, the attached schedule be referred to the Identification Division for their information and approval.

WMM:eo
Attachments

67

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/caf

66-3286-44R

RECORDED - 50

JAN. 12 1951

INDEXED - 50

60 JAN 24 1951

COPY: B

SAC, Washington Field

November 28, 1950

Director, FBI

COPIES OF REPORTS IN COURT OF CLAIMS
AND LUCAS ACT CASES
CLASSIFICATION "83"
COURT OF CLAIMS MATTER

Reurlet November 18, 1950.

Regarding your suggestion to destroy Court of Claims case and Renegotiation Act case files after a period of six months, your attention is directed to the Records Disposal Act which permits the destruction of only such files as are set forth in the Manual of Rules and Regulations, Section 6 J. Your particular attention is called to Section 6 J (5) which authorizes the destruction of field office files only after they become 25 years old.

You also mention that it is the practice of your office to destro one copy of the afore-mentioned reports in an effort to save time and file space. If space is a factor and if the time devoted to the destruction of surplus copies is warranted, the Bureau has no objections to your continuin this practice. You should see to it, however, that the file is complete as to serials before placing such file in the closed file section.

ALM:dlr

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11-30-92 BY SP4 Ewical

66-3286

59 JAN 9 1951

ORIGINAL COPY FILED IN 66-3286-83

copy;bw

November 18, 1950

Director, FBI

GUY HOTTEL, SAC, Washington Field Office

COPIES OF REPORTS IN COURT OF CLAIMS
AND LUCAS ACT CASES
CLASSIFICATION "83"
COURT OF CLAIMS MATTER

Destruction of Bureau Records

ReBulet November 16, 1950.

The Agent responsible for the suggestion in our letter of November 3, 1950, should be Special Agent EDWARD J. ARMBRUSTER. We talked it over, and I suggested that he submit same.

In addition to the above, it is our further recommendation that all Court of Claims and Renegotiation Act cases that are closed by Court decision be destroyed after a six-months' period. After a decision has been rendered, there is a period of sixty days in which an appeal might be made. After this period, there is no recourse. This office has a number of these cases and, to my knowledge, there has never been one of these cases reopened. A large amount of file space could be obtained if these cases could be destroyed. The Bureau is aware that the Bureau, as well as the Department, has copies of these reports. This office has the practice of destroying one copy of the above-mentioned reports in an effort to save time and file space.

GH:MCP

83-0

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EJ/cal

166-3286-V

NOT RECORDED
47 JAN 4 1951

ORIGINAL COPY FILED IN 62-93-13

Mr. Nichols 11-4-50

M. A. Jones

SUBVERSIVE ACTIVITIES IN THE UNITED STATES
QUARTERLY INTELLIGENCE SUMMARY

We have in the Bureau's Library at the present time, some 48 volumes of the Quarterly Intelligence Summary beginning with the quarter ending February 15, 1940, and running through the quarter ending August 15, 1945.

These books were sent up to the Bureau's Library along with the SIS material some time ago and, as no calls have been received for them, they are taking up valuable space in the Library.

The 48 copies are as follows:

DATE	VOLUME NUMBER	COPIES ON HAND
11-15-40	I	1
2-15-41	I, II and III	2 of each
5-15-41	I and II	2 of each
8-15-41	I and II	1 of each
11-15-41	I, II, III and IV	1 of each
2-15-42	I and II	1 of each
8-15-42	I and II	1 of each
11-15-42	I, II and III	1 of each
2-15-43	I and II	1 of each
8-15-43	I, II and III	1 of each
11-15-43	I and II	1 of each
2-15-44	I, II and III	1 of each
5-15-44	I and II	1 of each

DECLASSIFIED BY SP4 ELW/cal ON 7-30-82

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

NOT RECORDED
42 NOV 14 1950

INITIALS ON ORIGINAL

BMS:eht

cc: Mr. Runalduc - cc sent to mr R. with reports BMS

65 NOV 22 1950

ORIGINAL COPY FILED IN

Edna Jones to Nichols 12-6-39

Date	Total Issued	Copies on hand
6-15-14	I and II	1 of each
11-15-24	I and II	2 of each
2-15-25	I and II	1 of each
5-15-15	I and II	1 of each
8-15-15	I and II	2 of each

RECOMMENDED:

It is recommended that these Quarterly Summaries be placed in a file on the eighth floor of the Records Section in locked steel cabinets.

DATE OF REMOVAL 12-9-50

DATE OF MAIL Oct. 20, 1950

HAS BEEN REMOVED FOR MR. LAMPHERE TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM 2242.

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT June

REMOVED BY ch 52

FILE NUMBER 66-3286-✓

PERMANENT SERIAL CHARGEOUT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4ELWlcal

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4ELW/cal

66-3286-449
CHANGED TO
66-~~10987~~ 14X
19067

JUN 8 1967

Jan Hale

copy; b...

1-11-51

MR. NICHOLS

F. W. WAIKART

100289

DESTRUCTION OF NUMBERING UNIT ABSTRACTS PERTAINING TO ADMINISTRATIVE FILES

Bureau Property

An inspection of the abstracts of the 66 classification shows that considerable space in that classification is taken up with abstracts of the Agents' and employees' administrative files. The policy apparently changed in 1941 and alphabetical files were used thereafter and no abstracts made. The present administrative material for Agents is filed in alphabetical folders while administrative material for clerks goes into their personnel files.

[redacted] of the Numbering Unit, advised that these abstracts are rarely if ever referred to. At this date even the files section they represent are quite inactive. Destruction of these abstracts would do no possible harm to our service to the Bureau and should provide at least two more cabinets for further expansion in th 66's. Room is needed particularly for the new files being opened on confidential informants.

If approved the Numbering Unit could readily carry out this destruction through careful inspection of the abstracts and the subject matter thereon, and thus insure that no other type of 66 abstract is destroyed since the employees' files are interspersed with other types.

It is clear that Bureau policy of long standing is not to destroy Bureau abstracts. However, it is believed that making exception of this material would cause no future difficulties and on the contrary it would have distinct advantages.

RECOMMENDATION:

That the abstracts in the Numbering Unit representing material in old administrative files, which abstracts were discontinued in 1941, be removed and destroyed.

WMM:nle

66-3286-

NOT RECORDED
146 JAN 24 1951

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2-26-51

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF OBSOLETE FILE AND INDEX MATERIAL

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Attached are some publications of the U. S. Archives which govern and explain the program for the disposal of federal records. This reference material is as valuable as an aid in the Bureau's destruction of records program.

1. Manual entitled "Disposition of Federal Records".
2. 5 general schedules issued by Archives for all government agencies.

WMM:sb
66-3286
Enclosures

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EL/wlcal

2 ENCL

ENCLOSURE BEHIND FILE

EX. - 83

EX. - 83
RECORDED - 67
FEB 27 1951
INDEXED - 67

1-450

484
FEB 28 1951

4-528

66-3286-451

CHANGED TO

66-19087-15

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 Eiwical

MAY 9 1961

mt/mg

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: April 21, 1951

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF BUREAU RECORDS - general

CONFIDENTIAL

file

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

PURPOSE:

To prepare a list of records which may be destroyed under archival authority and to show the basis for approval, such as specific schedule, general schedule, or non-record material. The following material is mostly exclusive of the items listed in the manual of Rules and Regulations for destruction, authority for which may be found in 66-3286-437. Further details are included in 66-3286-381X.

381X

Description of Material	Basis for Destruction	File Number (or source)
Tickler Copies	Non-record in nature	Archival pamphlet entitled "Disposition of Federal Records" pg.3
Identical duplicate copies of all documents maintained in same file, (including reports).	Non-record in nature	"Disposition of Federal Records"; also 66-3286-179
Extra copies of printed or processed materials where a copy is on record	Non-record in nature	"Disposition of Federal Records," page 3
Preliminary or rough drafts of letters, memoranda, reports, etc. Also, preliminary work sheets and informal notes and stenographic notes which were transcribed.	Non-record in nature	"Disposition of Federal Records" pg. 4
Letters of transmittal which add nothing to information of transmitted material.	Non-record in nature	"Disposition of Federal Records ", pg. 4
Any material of no permanent value where intent of Agency never was to make it "record material" and it was not actually kept as such for any great length of time. (This is a debatable matter and subject to interpretation)	Non-record in nature	Records Disposal Act and Archives Officials Interpretation 66-3286-381X

DECLASSIFIED BY SP4 ELW/cal
ON 7-30-82
declassified per release
To Perlin IN 1979

66-3286-452

RECORDED - 44

APR 24 1951

5-8-81

WMM:rmb

62 MAY 3 1951

CONFIDENTIAL

98-13

CLASS. & EXT. BY 6383 UDT/DP
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 5-8-91

Memorandum to Mr. Nichols
Re: Destruction of Bureau Records

April 21, 1951

CONFIDENTIAL

Description of Material	Basis for Destruction	File Number (or source)
Original correspondence to and from individuals regarding employment and positions in the F.B.I.	Disposal Schedule (Specific)	66-3286-187
Correspondence to and from local and state law enforcement agencies about receipt or transmission of fingerprints and criminal records and informational bulletins.	Disposal Schedule (Specific)	66-3286-188X
Same as above but broadened to include correspondence to and from individuals, companies, organizations and federal and foreign agencies as well as foreign police departments.	Disposal Schedule (Specific)	66-3286-437
Forms received from various Government Agencies for checking names through the FBI indices.	Disposal Schedule (Specific)	66-3286-192
Closed files of FBI Field Divisions (By Bureau policy, can be destroyed only after 25 years.	Disposal Schedule (Specific)	66-3286-214X 66-3286-238
Miscellaneous correspondence with the public as result of routine requests and inquiries. Involves no administrative action, no policy decisions, and no special research for reply. Destroyed after answer is made.	Disposal Schedule (Specific)	66-3286-437 Encl. page 2
Uniform Crime Reports from law enforcement agencies. Destroyed after posting to permanent records.	Disposal Schedule (Specific)	66-3286-437 Encl. page 1

CONFIDENTIAL

CONFIDENTIAL

Description of Material	Basis for Destruction	File Number (or source)
Administrative correspondence with the field such as follow-up letters, holding of conferences, making of speeches, movement of personnel, etc. Destroyed after posting or else after action is taken.	Disposal Schedule (Specific)	66-3286-437 Encl. page 2
Sign-in registers and inventory sheets. Retained for 3 years.	Disposal Schedule (Specific)	66-3286-437 Encl. page 2
"Extra" fingerprint cards exclusive of one master card on persons known to have died.	Disposal Schedule (Specific)	66-3286-451

The following disposal schedules are "general" schedules issued from time to time by the National Archives for the destruction of material common to many government agencies. So far, six such general schedules have been issued. The broad subject covered is listed below but since many specific types of records are covered in the schedules, it will be necessary to refer to the circular letters issued by Archives to determine the items to be destroyed and the period of retention for each one. These schedules are permissive rather than mandatory, so that any of these records maybe retained if desirable.

Description of Material	Basis for Destruction	File Number (or source)
Personnel Records	Disposal Schedule (General)	(66-3286-450) Archives Circular letter 47-3 (5-26-47)
Selective Service Deferement Records	Disposal Schedule (General)	Archives Circular letter 46-2 (3-31-46)
Information Services and Relations with the Public	Disposal Schedule (General)	Archives Circular letter 46-4 (3-23-46)
Mail and Postal Records	Disposal Schedule (General)	Archives Circular letter 47-1 (8-7-46)
Fiscal and Accounting records	Disposal Schedule (General)	Archives Circular letter 47-2 (8-7-46)
Bankruptcy records of the U.S. Courts of Bankruptcy	Disposal Schedule (General)	Archives Circular letter 48-1 (7-7-47)

CONFIDENTIAL

Memorandum to Mr. Nichols
Re: Destruction of Bureau Records

April 21, 1951

CONFIDENTIAL

RECOMMENDATION:

No further action. To be filed for record purposes only.

CONFIDENTIAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 25, 1951

FROM : C. L. Trotter

SUBJECT: Volume of Records Destroyed in Past Year

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Director, Dept. of Justice Records Branch

Mr. DiGiralamo, in charge of the Department of Justice records, requested the volume in cubic feet of records we have destroyed at the Seat of Government during the past year. Inasmuch as we have furnished such figures in the past on an annual basis, I had these figures tabulated and he was furnished them orally.

	Description of Records	Volume
(1)	Investigative cases from 1922 through 1942 in the National Motor Vehicle Theft Act and White Slavery Traffic Act classifications. (Microfilm)	1738 Cubic Feet
(2)	Fingerprints of deceased persons.	101 Cubic Feet
(3)	Administrative material destroyed on annual or periodic basis.	74 Cubic Feet
	TOTAL	1913 Cubic Feet

The record material listed as item 1 was reported as destroyed inasmuch as the original papers are in the process of destruction.

WMM:JSB

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/cal

RECORDED - 118 66-3286-

SEP 8 1951

F 95

62 SEP 19 1951 F 341

The Director

June 21, 1951

The Executives Conference

DISPOSAL OF PERIODIC STATISTICAL AND ADMINISTRATIVE REPORTS

Destruction of Duplicate Papers

The Executives Conference consisting of Messrs. Belmont, Boardman, Rosen, Ladd, Q. Tamm, Callahan, and Nichols considered the recommendation of the Files Section that weekly and monthly delinquency reports, which at one time were prepared on pink paper and destroyed, not be filed.

Since these reports have no permanent value and are housekeeping records as compared to official government documents which are of permanent value to the file, the Conference was unanimous in recommending the adoption of this recommendation. The Files Section will in the future return such delinquency reports as are of no permanent value to the Division from which they emanated.

Respectfully,
For the Conference

Clyde Tolson

LMR:CLC:mb

cc - Mr. Clegg
- Mr. Mohr

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EW/cal

INITIALS OR ORDERED

NOT RECORDED
75 7-13-51

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 9/5/51

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #33
EMPLOYEE: [redacted] ASSISTANT CHIEF CLERK
SPRINGFIELD DIVISION
APPLICANT CASE FILES CONTAINING NO DEROGATORY INFORMATION DESTROYED AFTER 6 MONTHS

b6
b7C

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

MEMBERS PRESENT: Messrs. E. Scheidt, R. T. Harbo, S. K. McKee, E. D. Mason, C. H. Carson

SUGGESTION:

The Field file pertaining to Atomic Energy applicants be destroyed 6 months after the completion of the investigation, provided there is no derogatory information developed. The master index card be stamped indicating that no derogatory data was developed.

ADVANTAGES:

1. Save space in Field Offices.

DISADVANTAGES:

1. Under the Atomic Energy Act program, many cases are opened wherein numerous previous Atomic Energy Act cases are of great assistance. For example, when a relative of an individual previously investigated applies, the material developed in the first investigation is invaluable.

2. During the course of these investigations, documentations have been prepared on individuals and organizations which, if the file were destroyed would entail repetition of work already performed.

3. Numerous requests are received from ONI, G-2 and OSI pertaining to AEA applicants since sub-contractors normally perform functions of interest not only to the Atomic Energy Commission but to branches of the military services. If the files were destroyed we would not be in a position to answer their inquiries, thereby causing duplication of investigation.

Destruction by Bureau property - Unusual

RECORDED - 118

INDEXED - 118

SEP 8 1951

cc: Mr. Mohr
Mr. Clegg
EDM:EHW

SEP

COPIES DESTROYED
20 5 JAN 25 1965

PERS. FILES

DATE 7-30-82 BY SP4 EW/cal

4. *Atomic Energy Act cases are constantly being reopened either for the purpose of supplementary investigation or to bring an investigation up-to-date concerning an individual who has left the employee of an Atomic Energy facility and desires to return.*

The Special Inquiry Section of the Investigative Division expressed an unfavorable opinion of the suggestion.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 8-29-51 considered suggestion unanimously unfavorable.

✓ 9.6

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: August 30, 1951

FROM : C. L. TROTTER

b6
b7C

SUBJECT: SUGGESTION #33 Destruction of Bureau Records

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Reference is made to the attached suggestion by [redacted] Assistant Chief Clerk, Springfield Division, dated August 8, 1951, wherein it is suggested that "all applicant cases files, particularly the Atomic Energy Act Program, containing no derogatory information be destroyed after six months old, and the master index card stamped indicating no derogatory information developed." This suggestion was referred to Agent Medler by Mr. Mason of the Training and Inspection Division for views and comments.

It must be conceded that considerable space could be saved by the periodic destruction of the closed non-derogatory applicant files in the Field. At the Seat of Government the Atomic Energy Cases alone occupy 329 five drawer, letter size file cabinets. The majority of which are of a non-derogatory nature.

From an over-all records point of view it may be advisable to retain at the Bureau the complete file and apply [redacted] suggestion in the Field. It is believed that this was the original intent in the suggestion; however, I merely want to clarify this point as there should be one place in the Bureau to reflect the results of any applicant investigation whether it be derogatory or otherwise.

b6
b7C

It will be necessary to comply with the Records Disposal Act before these Field records may be destroyed. This can be accomplished by the submission of a special schedule to Archives.

Summarizing the above, it would appear that by the adoption of this suggestion, much valuable space would be realized in each of our Field Offices. However, the Investigative Division should also have an opportunity to evaluate this suggestion and submit their views also.

b6
b7C

We have already said we do not agree + [illegible]

RECOMMENDATION:

That the suggestion by [redacted] be given favorable consideration for adoption by the field offices; also that this suggestion be referred to the Atomic Energy Section for final approval.

EX. - 67

100-3286-455

RECORDED - 45
INDEXED - 45
SEP. 25, 1951

ACTION TAKEN:

None. This is being submitted for your information and referral to the Training and Inspection Division.

EX-67

52 OCT 20 1951

OGM:hpd
ATTACHMENT

52 OCT 10 1951

RECEIVED

PERS. FILES

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date August 8, 1951

To: DIRECTOR, FBI

From: [redacted], ASSISTANT CHIEF CLERK

Field Office or Division SPRINGFIELD

Suggestion #33

b6
b7C

SUGGESTION: It is suggested that all applicant case files, particularly the Atomic Energy Act Program, containing no derogatory information be destroyed after six months old, and the master index card stamped indicating no derogatory information developed.

7-30-82 SPUELWAL

Its advantages are: Considerable filing space would be saved if the above suggestion were adopted. In the Springfield office where the Atomic Energy Program is on a smaller scale, it is estimated that approximately twenty-five drawers of files would be eliminated to date if these could be destroyed. The index cards at the present time contain sufficient data to aid in determing whether individuals are ident or not.

b6
b7C

It should save at least $_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]

Comments and recommendation of Supervisor, SAC, or Assistant Director:

The above suggestion appears practical. I recommend its adoption.

_____
(Signature)

_____
(Title)

ENCLOSURE 66-3286-45

Memo to Mr. Nichols / 8-25-51 / Ostrink

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: August 28, 1951

FROM : G. C. Callan

SUBJECT: SUGGESTION 33

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

This suggestion is to the effect that in all applicant cases, particularly Atomic Energy applicants, where no derogatory information is developed, the file in the Field Office should be destroyed after six months and the master index card should be stamped indicating that no derogatory information was developed. The Training and Inspection Division requested our comments concerning this.

OBSERVATION:

It is not felt that this is a good suggestion for the following reasons:

1. What is and what is not derogatory information falls into the opinion field.

2. Considerable time would be spent in reviewing the files to sift out those cases in which there was no so-called derogatory information.

3. In some of the older cases involving synopsised reports, the reports at the Seat of Government were destroyed and the only record of such investigations is in the Field.

4. It is necessary to re-investigate these cases occasionally and the Field should have a record of the investigation already conducted.

5. Even in non-derogatory cases, questions frequently arise as to what was done, who was interviewed, what Agent did this or that, what Special Employee checked certain indices, and so forth. We recently had a non-derogatory case in which it was essential to determine exactly what investigation was conducted, who was interviewed, and by whom. It will be almost impossible to arrive at the answer of such questions if the Field files are destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 Edwical

GCC:ejr
Attachment

memo to Nolan from Joint Committee at Mohr & Clegg request

RECORDED - 108 66-3286-42
INDEXED - 108 SEP 27 1951

OCT 6 1951

15

OCT 9 1951

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date August 8, 1951

To: DIRECTOR, FBI

From: [redacted] ASSISTANT CHIEF CLERK

Field Office or Division SPRINGFIELD

SUGGESTION: It is suggested that all applicant case files, particularly the Atomic Energy Act Program, containing no derogatory information be destroyed after six months old, and the master index card stamped indicating no derogatory information developed.

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 EW/cal

EXPEDITE PROCESSING.

AUG 16 1951

Its advantages are: Considerable filing space would be saved if the above suggestion were adopted. In the Springfield Office where the Atomic Energy Program is on a smaller scale, it is estimated that approximately twenty-five drawers of files would be eliminated to date if these could be destroyed. The index cards at the present time contain sufficient data to aid in determing whether individuals are ident or not.

66-3286-457

It should save at least $_____ annually.

AUG 16 1951

RECORDED - 108

INDEXED - 108

b6
b7C

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

The above suggestion appears practical. I recommend its adoption.

James B Baxter
(Signature)

S.A.C.
(Title)

Destruction of Bureau Property

Let. to Springfield 8/20/51 CDM

Copies of Sugg sent to Messrs Rosen, Suggs

Memo to Tolson from Joint Committee C. Mahon dtd 9-5-51 CDM/fcw

OCT 20 1951

RECORDED - 7
66-3286-458
EX. - 32

Mr. S. A. Andretta
Administrative Assistant Attorney General

October 19, 1951

Director, FBI

CONFIDENTIAL

DESTRUCTION OF CERTAIN LETTERS, TELEGRAMS AND POST CARDS

Reference is made to your memorandum dated October 10, 1951, enclosing samples of material consisting of letters, telegrams and post cards which have been received by the Department from the general public protesting action of the Federal Government and of certain of the State Governments in the following cases:

Willie McGee, your file 144-37

Eleven Communist Leaders, your file 146-1-51-1481

Father Charles E. Coughlin, your file 146-28-10

Earl Browder, your file 39-51-977

Harry Bridges, your file 39-11-254

A review of the enclosures indicates that the material is of no interest to this Bureau. The enclosures are being returned herewith.

DECLASSIFIED BY SP4 E L Wical
ON 7-30-82

Enclosures

PLC:mjt

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

COMM - FBI
OCT 22 1951
MAILED 18

52 NOV 15 1951

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Mr. Tolson	
Mr. Ladd	
Mr. Nichols	
Mr. Belmont	
Mr. Clegg	
Mr. Glavin	
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Laughlin	
Mr. Mohr	
Tele. Room	
Mr. Nease	
Miss Gandy	

TO : Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation

DATE: October 10, 1951

FROM : Mr. S. A. Andretta, Administrative Assistant Attorney General

SUBJECT: Destruction of Bureau Property - General

Recent surveys made in our general files for the purpose of relieving the acute space shortage in that area disclosed a considerable quantity of material of doubtful value which in our opinion and that of the Criminal Division can be destroyed. This material samples of which are attached consists of letters, telegrams and postal cards from the general public protesting action of the Federal Government and of certain State Governments in the cases set out below:

1. Willie McGee, file 144-37, 13 cubic feet dated 1951.

2. Eleven Communist Leaders, file 146-1-51-1481, 44 cubic feet dated 1949.

3. Father Charles E. Coughlin, file 146-28-10, 4 cubic feet dated 1944.

4. Earl Browder, file 39-51-977, 40 cubic feet dated 1941-42.

5. Harry Bridges, file 39-11-254, 4 cubic feet dated 1942.

EXPEDITE PROCESSING. OCT 13 1951

Before taking any action we would appreciate knowing whether this material is of any interest to your Bureau. In view of the urgent need for space your early consideration is requested.

memo S. A. Andretta 10-19-51 DLC

6 ENCL.

Enclosures returned to Andretta with memo. DLC

66-3286-458

RECORDED - 75

INDEXED - 7

OCT 12 1951

12

EX. - 32

5 PM

Basic Gandy

Copy

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/11/03 BY AUC 60290 BCE/DCG/ymw

MR. GLAVIN

October 3, 1951

INVENTORY SECTION

DESTRUCTION BUREAU CODE BOOKS

The following Bureau Code Books are presently located in the Safe in Room 5524:

"A"		"B"		"C"		
5049	5273	47	91	309	316	306
5212	5382	1166	252	313	319	307
5230	5383	1039	253	314	180	308
5229	5405		111	315	179	310

All of the above code books are worn and torn and have been returned by field offices. It is requested that permission be granted to destroy these books by burning as has been done in the past.

lvl

NOT RECORDED
17 NOV 20 1951

INITIALS ON ORIGINAL - 3

NOV 23 1951

ORIGINAL COPY FILED IN

Copy; bw

SAC, MIAMI (PERSONAL ATTENTION)

9/13/51

DIRECTOR, FBI

INDEX CARDS ON INDIVIDUALS REGISTERED UNDER THE ALIEN REGISTRATION ACT

28829

Destruction of Bureau Records - General

Please peruse SAC Letter Number 78, dated June 24, 1947, which provides that index cards concerning Alien Enemy Registration Files should remain in the general office indices even though the Alien Enemy Registration File itself has been destroyed. Each of the index cards pertaining to Alien Enemy Registration Files should have a notation thereon that the file has been destroyed, which notation was intended to refer any inquiry to the headquarters of the Immigration and Naturalization Service for detailed information concerning the forrer Alien Enemy.

The Bureau would appreciate your views, to be received at the Seat of Government marked for the attention of the Training and Inspection Division, absolute deadline date September 20, 1951, In your opinion should these index cards remain in the general indices in an "As is" status, or should these index cards be removed by employees as they are found in the course of normal duties. The Bureau does not contemplate any project to purge the indices of these cards.

cc-SAC, Charlotte (PERSONAL ATTENTION)
Chicago " "
New York " "
Newark " "
Pittsburgh " "
Baltimore " "

DM:DMG

66-3286-1
NOT RECORDED
140 SEP 21 1951

ORIGINAL FILED IN

OCT 20 1951

copy;bw

September 10, 1951

MR. ROSEN

C. A. EVANS

28830

STORAGE AND DISPOSITION OF
PROPERTY ACQUIRED AS EVIDENCE
Destruction of Bureau Records - General

The following examples of cases in which we are taking action to have physical evidence disposed of are being submitted for your information in connection with your discussion of this matter at the Executives Conference this morning:

In several classifications of cases such as accounting cases, fraud cases and bad check cases, we have discovered that the field is maintaining photostatic copies of fraudulent checks, records and other papers. These are not originals but photostatic copies and were acquired as investigative aids in the handling of these cases. In those instances where the case has been closed, the Statute of Limitations expired and there is consequently no further use for the material, we are writing to the field and advising them to dispose of such property.

In one Bank Robbery - Burglary case, we ascertained from the inventory submitted that a crowbar which possibly could have been used in the burglary, there being no definite information, however, that it was, was still being maintained. The Statute of Limitations in this case had long since expired. There is, of course, no need for the maintenance of such items as this and latter has been written instructing that it be returned to the local police department who made it available to us.

These are examples of the type of action which we are taking.

The review of the inventory has indicated a generally satisfactory condition in the field in so far as the maintenance of exhibits is concerned. In the 1745 criminal cases in which the field was holding exhibits, we have found only 148 in which there was any doubt as to the advisability of maintaining such evidence and in those case we are communicating with the field.

A memorandum is being submitted today reflecting the results of the review of the inventory in view of the Director's deadline that a report be submitted by September 10th.

CAE:igo

62 OCT 20 1951

66-3286 —
NOT RECORDED
136 SEP 25 1951

ORIGINAL COPY FILED IN

MR. NICHOLS 8-8-51

C. L. TROTTER

MICROFILMING OF THE OLD GERMAN, MEXICAN, MISCELLANEOUS, BUREAU SECTION, AND ALPHABETICAL WSTA FILES 28828

Since we are in sight of the conclusion of microfilming portions of the 26 and 31 classifications to be filmed, it is appropriate to consider other material to be filmed in this space saving operation. In a memorandum of October 7, 1949 from Mr. Waikart to Mr. Nichols, it was stated that these old files amounted to the equivalent of 484 four-drawer cabinets occupying 1,645 square feet of floor space which would represent a substantial savings in space. It was at that time recommended that a systematic review of these files be made for any information which could be considered of value and that the remainder be destroyed. On 10-22-49 the Executives Conference was unanimous in recommending the inclusion of these files and other old file material in the microfilming program rather than to destroy them altogether (66-16304-41).

The Old German, Mexican, Miscellaneous, and Bureau Section files are presently stored in the Identification Building space belonging to the Records Section including a room on the 1st floor and dead storage space on the top floor. The check with the Service Unit discloses that these records have not been used in the last two years or more. By microfilming them and destroying the paper records, we will release space badly needed for other functions at this time.

Unless advised to the contrary, we will proceed with this microfilming. Also to be included in this program will be microfilming of some 27 four-drawer cabinets of alphabetical White Slave Traffic Act files. These are so old they precede the well known numerical classification system and have not been referred to for years.

The necessary schedule for the destruction of this material following microfilming will be prepared immediately for submission through the Department to the U. S. Archives.

RECOMMENDATION:

That microfilming be continued in the following obsolete records already approved for microfilming by the Bureau: Old German, Mexican, Miscellaneous, Bureau Section and Old White Slave Alphabetical files occupying approximately 1,729 square feet of space.

WMM:jw

66-3286
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149 NOV 27 1951

ORIGINAL FILED IN 66-16304-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: 10/25/51

FROM : EXECUTIVES CONFERENCE

SUBJECT: DESTRUCTION OF FILES 25 YEARS OLD

Destruction of Bureau property - General

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Ndase
Gandy

The Executives Conference on 10/23/51, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference considered the procedure presently followed in the destruction of files 25 years old.

The Joint Committee and the Executives Conference, in March 1946, recommended and the Director approved destruction by SACs of files when the file has become 25 years of age. The Field was advised by Bureau Bulletin on June 26, 1946, of this authorization. The Field was instructed that, when a file is destroyed, the index cards relating thereto shall be marked with a stamp stating "File Destroyed - 1946." The idea was that this would make it possible at a later date to purge from the index those cards relating to destroyed files and in the interim would flag the Field Office that data on that particular subject could be obtained from original reports in the possession of the Seat of Government.

No provision was made nor were any instructions sent to the Field as to how to record which files were destroyed. For instance, if a subject's name was known, it would be easy to find out whether the file had been destroyed by consulting the alphabetical indices. On the other hand, a perusal of the closed files might well reflect in one drawer that the following files are present: 26-106; 26-107; 26-108; 26-110. The question would immediately arise as to what became of file #26-109. There would be no way of ascertaining the subject of this file so that the alphabetical index could be consulted. There would be no way of knowing whether the file is missing or has been destroyed.

The Conference of October 23, 1951, felt that some record should be made of destroyed files.

The majority of the Conference suggested that a list of "Files Destroyed" be prepared for each classification and that this list be filed at the very commencement of each of the 133 classifications in each Field Office. Of course, no list need be prepared until some files are destroyed in that classification. — agree.

RECORDED - 78
INDEXED - 78
NOV 28 1951

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

DEC 5 1951

members voting.

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The minority, consisting of Messrs. Mohr and Mason, felt that the entire file should be destroyed, but that the file front cover should be retained in its usual place in the file drawer and that it should be marked "File Destroyed" so that it would be apparent at a glance without reference to any list which files were destroyed.

The minority view has the advantage of making supplemental lists unnecessary. It has the disadvantage of file fronts taking up more space than a list of destroyed files. To really stretch the imagination, it has a disadvantage in that if the file front itself became misplaced there would then be no record of the file having been destroyed.

Based on the Director's decision, appropriate instructions will be issued to the Field in order that SACs and Inspectors will have a guide.

Respectfully,
For the Conference

Clyde Tolson

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

November 2, 1951

DESTRUCTION OF GOVERNMENT PROPERTY - GENERAL

FEDERAL RECORDS REGULATION NO. 1

TO: Heads of Federal Agencies

SUBJECT: General Schedule No. 1 (June 1951 Revision)

1. General. This Regulation promulgates General Schedule No. 1 (June 1951 Revision), copy attached, relating to certain records common to all Government agencies.

2. Authority. General Schedule No. 1 (June 1951 Revision) is issued in accordance with section 505(b) of the Federal Records Act of 1950 (41 U.S.C. Supp. 284(b)), which provides for the establishment by the Administrator of General Services of standards for the selective retention of records of continuing value, and section 4 of the so-called Records Disposal Act of 1943, as amended (44 U.S.C. 369), which authorizes the preparation of general schedules. Disposal of Government records listed in this schedule as not of continuing value has been authorized by the Congress by H.R. Report 716, 82nd Congress, 1st Session.

3. Coverage of General Schedule No. 1. This schedule describes records relating to civilian personnel which are normally maintained by Federal agencies, including those which are required to be maintained by the Federal Personnel Manual and by applicable General Regulations of the Comptroller General. The records are grouped in two sections:

   a. Those records which are of enduring value and are to be retained indefinitely; and

   b. Those records which are not of enduring value and which should be disposed of after they have been in existence for the periods of time specified in the schedule. The authorization to dispose of them is permissive rather than mandatory, although compliance with the disposal provisions will result in orderly records retirement practices. Disposal authorizations obtained by an agency in previously approved schedules remain in effect although the retention periods may be shorter than those provided for in this schedule.

Permissive provision is made, where applicable, for the transfer of records to a Federal Records Center for storage and servicing. Records designated for transfer to a Center should be held until a substantial quantity exists to avoid scattered transfers of small groups of files. This schedule also indicates an appropriate manner of filing each type of record so as to facilitate maximum effectiveness in its application.

No application to our Personnel records desired at this time.

66-3286-16

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File 66-3286. CL Jwm. EX. 67

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4. Additional Copies and Information. Additional copies of General Schedule No. 1 or information concerning its application may be obtained by communicating with the Records Management Division, National Archives and Records Service, General Services Administration, Washington 25, D. C.; telephone Republic 7500 (Government Dial Code 151), extension 5185.

5. Superseded Material. General Schedule No. 1 (June 1951 Revision) supersedes Revision A of General Schedule No. 1, issued by National Archives Letter 47-3 of May 26, 1947, and General Schedule No. 7, issued by National Archives and Records Service Circular No. 2 of May 15, 1950.

6. Effective Date. This Regulation is effective immediately.

JESS LARSON
Administrator

Attachment

MR. JONES
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U S DEPT OF JUSTICE

GENERAL SCHEDULE NO. 1 (JUNE 1951 REVISION)

Personnel Records

Scope of this Schedule: This schedule supersedes General Schedule No. 1 (Revision A), issued by National Archives Circular Letter No. 47-3 of May 26, 1947, and General Schedule No. 7, issued by National Archives and Records Service Circular No. 2 of May 15, 1950. It governs the retention and disposal of all copies of records relating to civilian personnel wherever located in an agency, exclusive of (1) copies included in disbursing accounts, (2) copies of loyalty and other investigative files, and (3) records of the Civil Service Commission (including records of Boards of U. S. Civil Service Examiners and Committees of Expert Examiners, regardless of the custodian) and the Bureau of Employees' Compensation of the Department of Labor maintained pursuant to their statutory Government-wide functions. In no event, however, can disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted in the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943 (44 U.S.C. 374).

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING*	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Official Personnel Folders and comparable files accumulated prior to establishment of the Official Personnel Folder, excluding papers covered by item 15 below.	Alphabetically by name.	(a) See page R1-36 of the Federal Personnel Manual for instructions relating to folders of employees transferred to another agency. (b) Transfer folders of separated employees to inactive file on separation; close file at end of each year and transfer it to Federal Records Center 1 year thereafter.

66-32866-4169 ENCLOSURE

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*Prescribed methods of filing are indicated by referral to the issuance prescribing them; those recommended under the provision of Sec. 505(a) of the Federal Records Act of 1950 (41 U.S.C. Supp. 284(a)) do not make reference to an established authority. Any new regulations or directives that may be issued from time to time will supersede these recommendations.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
2.	Service Record Card: Standard Form 7 or its equivalent.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part IA.	Transfer to Federal Records Center 5 years after year of employee's separation or transfer to another agency.
3.	Individual earning and service cards (such as Standard Form 1127 or its equivalent), and papers recommended by item 7 as attachments.	Alphabetically by name. For cards relating to active employees start a new file every 3 years.	(a) Cards on transferred and separated employees: Place in inactive file on transfer or separation of employee; close file at end of each year and transfer it to Federal Records Center 1 year thereafter. (b) Cards on active employees: Transfer to Federal Records Center 2 years after close of file.
4.	Position descriptions pertaining to positions abolished after September 1, 1950, and descriptions superseded after that date.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part IC4.	Retain one copy. (See item 12 for disposal of other position descriptions.)
	RECORDS OF TEMPORARY VALUE:		
5.	Correspondence in the operating personnel office and its subordinate units relating to their administration and operation.	By subject or agency filing system; start a new file every 3 years.	Dispose of 3 years after file is closed or 3 years after date of document if filing arrangement differs from that suggested herein.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
6.	Correspondence, letters, and telegrams offering appointments to potential employees.	Alphabetically by name.	(a) If appointment is accepted: Destroy immediately. (b) If appointment is declined: (1) Return to Civil Service Commission with reply and application, if name was received from certificate of eligibles; (2) File inside application, if offered as a result of application for temporary or excepted appointment, and dispose of in accordance with provisions in item 21; (3) All others: Dispose of immediately.
7.	Applications for leave and supporting papers.	Alphabetically by name; start a new file every year.	(a) Applications for leave taken immediately prior to separation: Attach to the earning and service card (see item 3). (b) All others: Dispose of 1 year after file is closed or 1 year after date of application if filing arrangement differs from that suggested herein.
8.	Leave record cards, maintained independently of pay and earning records. (Including Standard Form 1130 when used as a leave record).	Alphabetically by name; start a new file every 2 years if Standard Form 1137 or its equivalent is used, and every pay period if Standard Form 1130 is used.	(a) Final cards showing accumulated leave on separation: Place in separate file upon separation; close file at end of year and transfer to Federal Records Center 3 years thereafter; dispose of 7 years after transfer to Center. (b) All other cards: Dispose of 3 years after audit of related pay records.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
9.	Records of leave data transferred (such as Standard Form 1150).	Alphabetically by name; start a new file every year.	Dispose of 2 years after file is closed or 2 years after date of document if filing arrangement differs from that suggested herein.
10.	Certificate files, consisting of: (a) Requests for certificates of eligibles; (b) Certificates of eligibles.	File requests and certificates by certificate number.	Dispose of 1 year after date of certificate.
11.	Employee record cards used for informational purposes outside personnel offices (such as Form OF-4).	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part IIIB2 and B3.	Dispose of on transfer to another agency or bureau or on separation of employee.
12.	Position descriptions (copies other than those provided for by item 4).	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part IC4.	Dispose of when position is abolished or description is superseded.
13.	Employee interview records.	Alphabetically by name.	Place in inactive file on transfer or separation of employee and start new inactive file every 6 months; dispose of inactive file 6 months after it is closed. If filing arrangement differs from that suggested herein, dispose of records 6 months after transfer or separation of employee.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
23.	Correspondence and forms in operating personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule:		
	(a) Correspondence and forms relating to pending personnel action.	Not applicable.	Dispose of when action is completed.
	(b) All other correspondence and forms.	Alphabetically by name; start a new file every 6 months.	Dispose of 6 months after file is closed or 6 months after date of document if filing arrangement differs from that suggested herein.
24.	Copies of documents duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.	Alphabetically by name; start a new file every 6 months.	Dispose of 6 months after file is closed or 6 months after date of document if filing arrangement differs from that suggested herein.
25.	Memorandum copies of payroll certification sheets (such as Standard Form 1128 or its equivalent).	By pay period with other pay records.	Dispose of 2 years after audit by GAO.
26.	Payroll change slips exclusive of those in Official Personnel Folders (such as Standard Form 1126):		
	(a) GAO audit copy.	By pay period with other pay records.	Dispose of 2 years after audit by GAO.
	(b) Copy used to adjust equipment involved in preparing checks.	By pay period, thereunder alphabetically by name.	Dispose of after adjustment of equipment.
	(c) All other copies.	By pay period, thereunder alphabetically by name.	Dispose of 1 month after end of pay period.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
27.	Withholding tax exemption certificates (such as Internal Revenue Form W-4).	Alphabetically by name.	Transfer to inactive file upon transfer or separation; start a new inactive file every 6 months and dispose of it 6 months after it is closed; or dispose of individual certificates when superseded.
28.	Check lists showing net salary payments and names of recipients.	By pay period with other pay records.	Dispose of 2 years after audit by GAO.
29.	Memorandum copies of payrolls (such as Standard Form 1013 or its equivalent):		
	(a) Where earning record card is maintained.	By pay period with other pay records.	Dispose of 2 years after audit by GAO.
	(b) Where earning record card is not maintained.	By pay period with other pay records.	Transfer to Federal Records Center when 3 years old; dispose of when 10 years old.
30.	Time and attendance reports:		
	(a) Copies used in payroll preparation and processing. (Where Standard Form 1130 is used for both time and attendance and leave posting purposes, the disposal provision for item no. 7 applies).	By pay period with other pay records.	Dispose of 2 years after audit by GAO.
	(b) All others.	By pay period with other pay records.	Dispose of 6 months after end of pay period.
31.	Memorandum copies of fiscal schedules involved in payroll processing.	By pay period with other pay records.	Dispose of 2 years after audit by GAO.
32.	Payroll control registers (such as Standard Form 1125).	By pay period with other pay records.	Dispose of 2 years after audit by GAO.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
14.	Duplicate case files of efficiency rating boards of review, copies of which have been forwarded to the Civil Service Commission.	Alphabetically by name; start a new file every year.	Dispose of 1 year after closing file; if filing arrangement differs from that suggested herein, dispose of records 1 year after completion of case.
15.	All copies of correspondence and forms maintained as temporary records in the Official Personnel Folder in accordance with the Federal Personnel Manual, Chapter R1, pages 35-38 (May 1950).	On left side of folder, chronologically.	Dispose of on transfer or separation of employee, or when 2 years old.
16.	Copies of budget authorizations to operating units that control personnel ceilings and personnel actions.	Organizationally.	Dispose of when superseded.
17.	Position identification strips, used in service control file (such as Standard Form 7) to provide summary data on each position occupied.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part IA.	Dispose of when position is cancelled or new strip is prepared.
18.	Employee suggestion case files, including files relating to management improvement suggestions considered under Title X of P. L. 429, 81st Congress, or comparable legislation.	Alphabetically by name; start a new file every 5 years or every 2 years, as appropriate.	After closing case transfer to inactive file arranged in same way as active file but closed at end of each year; dispose of (a) Basic copies 5 years after closing of the file; (b) Duplicate copies 2 years after close of file.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
19.	Case files on rewards for superior accomplishment under Title VII of the Classification Act of 1949.	Alphabetically within fiscal year; start new file each fiscal year.	Start new inactive file every fiscal year; dispose of each year's file 6 months after close of that fiscal year.
20.	Notifications of personnel action, exclusive of those in Official Personnel Folders:		
	(a) Pay or fiscal copy.	By pay period with other pay records.	Dispose of 2 years after audit of related pay records by GAO.
	(b) Chronological file copies, including face sheets.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part IB4.	Dispose of after 2 years.
	(c) All other copies.	Alphabetically; start a new file every year.	Dispose of after 1 year.
21.	Unsuccessful applications for appointment and related papers, excluding records relating to appointments requiring Senatorial confirmation.	Alphabetically; start a new file every 6 months.	Dispose of 6 months after file is closed or 6 months after date of application if filing arrangement differs from that suggested herein, providing the requirements of the Federal Personnel Manual, Section R2-19.01 are observed.
22.	Statistical reports in the operating personnel office and subordinate units relating to personnel.	By report and chronologically thereunder.	Dispose of 2 years after date of report.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
33.	Individual authorization card and record of payroll allotments (such as Treasury Department Form 2254):		
	(a) Where record of bond deductions is maintained on earning record card.	Alphabetically by name.	Dispose of when superseded by new card or on transfer or separation of employee.
	(b) Where record of bond deduction is not maintained elsewhere.	Alphabetically by name.	Remove to inactive file when superseded or upon transfer or separation; close inactive file at end of each year and transfer to Federal Records Center 2 years thereafter. Dispose of 5 years after close of file.
34.	Receipts for war bonds and checks.	By month and alphabetically thereunder.	Dispose of 3 months after date of receipt.
35.	Dispensary treatment record cards.	File within year alphabetically by name. Set up new file every year and bring cards forward from previous years to it when individual concerned is treated in dispensary.	All cards pertaining to an individual to be disposed of 6 years after date of last entry on the cards pertaining to him.
36.	Logs or registers of visits to dispensaries or welfare rooms operating under P. L. 658, 79th Congress:		
	(a) Where information is summarized on statistical reports.	Chronologically.	Dispose of 3 months after last date on log or register.
	(b) Where information is not summarized elsewhere.	Chronologically.	Dispose of 2 years after last date on log or register.

ITEM NO.	DESCRIPTION OF RECORDS	PRESCRIBED OR RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
37.	Health record case files, comprising forms, correspondence, and related papers documenting employee medical history under programs authorized by P. L. 658, 79th Congress, except pre-employment physical examinations, disability retirement examinations, and fitness for duty examinations (which may be made a part of or associated with the Official Personnel Folder or may be retained separately).	Alphabetically by name. Set up new file each year and bring forward from previous years files related to an individual when that individual is treated.	Dispose of 6 years after date of last papers in the file.
38.	Copies of statistical summaries and reports relating to employee health retained by reporting unit, and related papers.	By report and chronologically thereunder.	Dispose of 2 years after date of summary or report.

JUSTIFICATION FOR AUTHORIZED DISPOSITION

Item 1. The Official Personnel Folder, promulgated in 1947 by the Federal Personnel Manual (RI-35-38), is considered to be the official record documenting employment history. The permanent documents in the folder, which "travels" with the employee throughout his Federal career, comprise papers which give legal force and effect to appointments and all other personnel transactions, and which reflect minimum data on job performance. All other personnel records relating to individuals are subordinate to the permanent papers in the Official Personnel Folder and appropriate provision for disposing of them is made elsewhere in this schedule, individually or as part of the material on the temporary side of the folder. This item includes agency folders maintained as the official folder prior to the promulgation of the Official Personnel Folder.

Item 2. These service record cards are official summaries of the salient facts of employment history that are maintained by personnel offices to obviate frequent references to official folders and to be used as the official record in lieu of lost official folders. The cards serve as a central personnel office record of all aspects of personnel administration, and have continuous significance as a concise reference source after transfer or separation of the employee.

Item 3. These are the official centralized pay records maintained by agencies keeping such records under General Regulations 102 of the Comptroller General or an adaptation thereof. Summaries of service are also normally included. In agencies under payroll site audit, this centralized record is the only record documenting the fiscal aspects of employment history. It is retained as a record related to the Official Personnel Folder and the Service Record Card, which document the employment history itself. Comprehensive payrolls which serve as a fiscal record in lieu of an earning card are retained under item 29 for a ten year period whether or not they are site audited. After the ten year period reference can be made to GAO payroll vouchers.

Item 4. These descriptions must be retained indefinitely in order to protect fully the job restoration rights of persons who are furloughed to enter the military service under the 1948 selective service law. These rights involve restoration to the permanent position held as of September 1, 1950, when personnel actions became temporary under Executive Order 10180 and related legislation.

Items 5 and 6. These files reflect the operation of the personnel office in administering the agency personnel program, and that of the subordinate branches charged with individual phases of the program. Employment policy is normally reflected in agency files at higher administrative levels. Files covered by item 5 serve temporary administrative needs involved in the daily problems arising in personnel work, and the retention period indicated is adequate to serve such temporary needs. Correspondence relating to individuals who receive appointments is provided for elsewhere in this schedule, and item 6 relates to routine papers reflecting pre-appointment negotiations with potential appointees.

Item 7. These records are largely of transitory value only. Information from

them is posted to summary leave cards (items 2, 3 and 8) which are retained for longer periods. Records relating to leave taken immediately prior to separation are being retained to facilitate the adjudication of claims by GAO.

Items 8, 25-26, and 28-33. These records relate to processing, preparation, and maintenance of the payrolls, and comprise the rolls and the related time, leave, tax, and bond records directly related to the pay function. Federal payrolls are prepared and processed generally in accordance with General Regulations 102 of the Comptroller General, although some agencies use adaptations of that directive to a lesser or greater degree depending on local administrative conditions. Under the 102 system, the pay records are site audited by representatives of the General Accounting Office, who examine primarily earning record cards (item 3), payroll change slips that are prepared to document changes in normal pay (item 26), certification sheets and payroll transmittal sheets (item 25), check lists which are prepared in lieu of the more formal payroll by the Treasury or local disbursing personnel (item 28), source personnel documents such as basic time and attendance reports (item 30), and copies of personnel action forms (item 20). The files used in GAO audit are of no fiscal or administrative value two years after audit, by which time GAO exceptions will have been raised and cleared. The key record summaries of the fiscal aspects of an employee's history are the leave record cards for which a sufficient retention period is provided to assure individual rights and to satisfy administrative needs (item 8); pay and earning central record cards (item 3), which are to be retained indefinitely; and the "comprehensive" type of payroll (item 29), still used by segments of the Federal service, which contains pay and earning data on its face, and which is to be retained for a period sufficient to satisfy agency and GAO needs.

Copies of the change slips other than those used by the General Accounting Office in audit are proposed for disposal after a short suspense period, as are subsidiary time and attendance reports. SF 1130 is normally used as a combination time and attendance and leave record. When so used the disposal provisions of item 8 must govern. Item 31 covers related fiscal accounting forms, pertaining to pay, copies of which are retained in some pay offices. Item 32 is a form required under the 102 system which summarizes change slip transactions and which expedites local administrative and GAO audit.

Item 9. General Regulations 111 of the Comptroller General provides for the use of SF 1150 to effect transmittal of leave and lump sum payment information between agencies in transfer cases. The one year retention period provides adequately for local administrative needs. The leave data itself will be retained under item 8 for 3 or 10 years, as appropriate.

Item 10. These forms relate to requests made by the agency to the Civil Service Commission for lists of eligibles from established registers. The certificate itself is of little administrative value once decisions have been taken with respect to the names certified.

Item 11. Optional Form 4 was developed as an informational record for operating units served by the personnel office to obviate requests for employee service and related data. Once the employee leaves the operating unit, the card is of no further administrative value. The permanent summary card record is maintained on

SF 7 (see item 2) by the personnel office itself.

Item 12. Position descriptions, used in classification work and in employment control, are of value as continuing personnel documents while the descriptions they contain are still valid. Except for descriptions which may be of continuing value because of their aptness of content (which may be retained as nonrecord reference material), these records are of little value after they are superseded or obsolete. Descriptions of positions abolished and descriptions superseded after September 1, 1950, are retained for the special reasons noted under item 4.

Item 13. These are primarily employee relations files and involve entrance and exit interviews, and interviews involving complaints by or against the employee. Any action taken by reprimand or otherwise is permanently documented on the right hand side of the personnel folder. Some agencies place these records on the temporary side of the folder, to be disposed of on transfer or separation.

Item 14. These are duplicates of papers submitted by members of Boards of Review to the Civil Service Commission on termination of their terms of office.

Item 15. These are temporary papers dealing either with the inception of personnel actions documented on the permanent side of the Official Personnel Folder or with administrative matters, and are of administrative value only for a short time.

Item 16. These copies of budget authorizations, used as the basis for authorizing positions, are of no further administrative value when new superseding authorizations are made.

Item 17. These visible strips, which are maintained with the service record card files, provide summary data on each position occupied. They have no record or reference value when the related positions are cancelled.

Item 18. These are case files accumulated under agency beneficial suggestion and management improvement programs. They have administrative value in evaluating new suggestions and in documenting current practices and procedures instituted as a result of the suggestions. The disposal period is sufficient to satisfy administrative needs either in reference or in documenting current practices. A lapse of five years after closing of the file will provide for normal reference needs.

Item 19. These are primarily copies of reports submitted to the Civil Service Commission. The copies are of little value to the agencies after a short period following submittal of the report.

Item 20. Copies of notifications of personnel action (other than the Official Personnel Folder copy) which have administrative or fiscal use are the pay copy, which is to be disposed of uniformly with other pay records, and the journal action copies, which will be retained for two years, in accordance with the provision of R1-2 of the Federal Personnel Manual, to satisfy inspection requirements.

Item 21. These are suspense files of job applications which have no further administrative usefulness after the indicated retention period.

Item 22. These reports, which are required administratively and by the Commission on many phases of personnel administration, are normally consolidated into summary reports submitted to higher administrative levels, or are so detailed as to have no further administrative value after the period indicated.

Item 23. This item is intended to provide for the mass of local and other forms and correspondence which is not placed in the Official Personnel Folder because the Federal Personnel Manual does not require it or because it is deemed not to be administratively necessary to do so. Generally, these files relate to aspects of employment history which are documented in the official folders or in fiscal records to be retained for a lengthy period by the provisions of this schedule, and therefore are of little administrative value after relatively short periods.

Item 24. These are copies of forms relating to personnel actions and other matters involving the employee submitted by the operating unit initiating the form to the personnel office.

Items 25-26, see item 8.

Item 27. Withholding exemption certificates, which authorize withholding tax deductions, are to be disposed of after a short suspense period following change, transfer or separation that is sufficient to provide for GAO exceptions in payroll audit and for administrative needs.

Items 28-33, see item 8.

Item 34. These are routine receipts to be retained long enough to answer inquiries.

Items 35 and 37. These are the continuing records of treatment in a health unit of individual employees; any correspondence, memoranda, or other data that come to the health unit are filed in the same jacket. Journal entries are made on record cards or comparable forms recording each visit of the patient, brief diagnosis or statement of referral to private doctor, and treatment given, if any. The documents excepted from disposal are deemed of long term value by both personnel officials and by medical officials, and are normally filed in the Official Personnel Folder (item 1), but the remainder of the papers in each file are of only ephemeral interest. The records have no historical value; they are not of value for documenting the activities of health units; medical officers believe that if no new data has been obtained during the retention period specified, they are of no value medically; and their administrative utility is limited by the five-year statute of limitations on claims for employees' compensation.

Item 36. These are journals on which are recorded the name of each patient coming to a health unit, date on which he came, and, often, other identifying data, time spent, and a very brief notation of the illness or injury that prompted him to come. The records are occasionally used for administrative purposes for about one year after they are created, but not longer. They have no historical value and no value for documenting the history and functions of the unit; medical officers state

that they have no medical value. Since their only administrative use is for statistical purposes, it is possible to dispose of those which are statistically summarized almost immediately and the statistical utility of the others is exhausted within the alternate period specified.

Item 37, see item 35.

Item 38. These are retained copies of reports and summaries compiled by a health unit for transmission to higher administrative echelons, where they are used in combination with other reports for statistical and narrative analysis, and of informational copies of analyses transmitted to health units by higher administrative echelons. In either case, significant data are available at the higher echelons and the records are of no utility in health units beyond the period of time specified.

GSA-WASH DC 52-4939

Government Records - Genl.

(C) DESTRUCTION OF FILES 25 YEARS OLD -- When files 25 years of age are destroyed, this fact should be noted on a list which is to be maintained at the beginning of each classification in the closed files section.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 EWL/cal

ORIGINAL FILED IN 66-9-1446

166-3286-

NOT RECORDED
133 NOV 29 1951

~~7~~ 69
~~7-4411~~
63 DEC 10 1951

66-3286-NR 11-1-51
CHANGED TO
66-19087-NR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4EJW/cal

JUN 8 1967

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

November 16, 1951

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 9, Supplement No. 1

TO: Heads of Federal Agencies

SUBJECT: Records Management Service in General Services Administration Regions

1. General. This Supplement advises Government agencies of the establishment of additional Federal Records Centers.

2. Establishment of Additional Federal Records Centers. In addition to existing Federal Records Centers in New York, Washington, Chicago, and San Francisco, GSA Records Depositories in Atlanta, Dallas, and Denver have now been expanded into Federal Records Centers, and a new Federal Records Center has been established in St. Louis, Mo. These Centers will perform the functions described in Section 3 of General Services Administration Circular No. 9, dated April 30, 1951. GSA Records Depositories, responsible for the functions described in Section 5 of that Circular, will continue to operate in Boston, Kansas City, and Seattle.

JESS LARSON
Administrator

INDEXED-12

66-3256-40

FEB 29 1952

EX-23

GSA-WASH DC 52-5426

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/03 BY AUC 60290 BCE/DCG/ymw

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: 12/18/51

FROM : Executives Conference

SUBJECT: ~~X~~Destruction of ~~X~~Inactive ~~X~~Personnel Files

Destruction of Bureau Records - Gen'l

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Candy

The Executives Conference of December 18, 1951 with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gresham, McGuire and Clegg being present, unanimously recommended that the ~~X~~Identification Division's personnel files (not the personnel files maintained at the Bureau but the ones maintained in the Identification Division) should be destroyed after employees have been out of service for three years. Those who are absent on military leave would not be considered out of service. The conference unanimously concurred in this recommendation.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. H. H. Clegg
Mr. Mohr
HHC:vlr

RECORDED - 108 66-3286-461
DEC 29 1951
INDEXED - 108

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/cal

FBI - FILES

63 JAN 7 1952

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY 28824 DATE: December 7, 1

FROM : Quinn Tamm

SUBJECT: ~~DESTRUCTION OF INACTIVE PERSONNEL FILES~~ Destruction of Bureau Records - Ident. Div.

Reference is made to the Director's letter to you dated March 9, 1950, and the Inspector's recommendation of December 8, 1949, regarding the destruction of inactive personnel files in the Identification Division. To date, no instructions have been received as to whether or not these files should be destroyed.

All inactive personnel files over three years old have been pulled from file and are ready to be destroyed. This memorandum is to request advice as to whether or not these files should be destroyed.

QT/jf

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RECORDED - 108

INDEXED - 108

16-3386-A/62

DEC 29 1951

59 JAN 8 1952

ONE PERS. FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-10-52

FROM : C. L. TROTTER

28823

SUBJECT: VOLUME OF RECORDS DESTROYED
Destruction of Bureau Property

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Candy

Reference is made to my memorandum of August 25, 1951 reporting the volume of official Bureau records destroyed for a yearly period. Mr. DiGirolamo, in charge of the Department of Justice records, has again requested information concerning the volume of records destroyed between the date last reported and the end of the calandar year 1951. He requested that the volume be broken down into three categories: Non-Record material, material destroyed pursuant to official Lists, and material destroyed pursuant to official Schedules. A tabulation of these figures requested is as follows:

CATEGORY	VOLUME DESTROYED
NON-RECORD 135,943 Index Cards	36 cubic feet
LISTS None	- - - - - - -
SCHEDULES 14,028 Fingerprint Cards of Deceased Individuals	26.5 cubic feet
53 File Sections of Personnel Files	6 cubic feet
Movement Wires	8 cubic feet
	40.5 cubic feet
TOTAL	76.5 cubic feet

In the event of approval, I will orally furnish Mr. DiGirolamo's office the volume of destruction in each of the three categories without regard for the specific itemization in the left column.

WMM:jg
66-3286

1-14-52 Given orally to Mr. J. Nelson - DiGirolamo's office by W.M.M.

RECORDED - 122 66-3286-463

JAN 17 1952

4-528

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4ELW/cal

66-3286-464

CHANGED TO

66-19087-16

MAY 9 1961

mt/MB

MR. NICHOLS 2-6-52

C. L. TROTTER

DESTRUCTION OF COPIES OF REPORTS AND LETTERS IN CLOSED CRIMINAL CASES IN ORDER TO SAVE SPACE 28825

BACKGROUND

At your suggestion, we have experimented to determine the amount of space that could be saved by throwing away copies of letters and reports in closed criminal cases. These studies were based on experimentation with 25 closed cases in each of the classifications set forth below. The following table reflects the extent of the experiment.

CLASSIFICATION	NUMBER OF FILES	SAVINGS PER 25 FILES	NUMBER OF CABINETS SAVED
26	84,521	2 inches	56
31	11,949	3/4 inch	3
42	65,400	1/2 inch	11
88	6,800	2 inches	4

The total saving would be 74 cabinets if we could assume that all the above cases were closed. It is estimated according to the December administrative report that 10 per cent of the cases in these 4 classifications are pending. It would, therefore, be safe to assume that we could save 66 cabinets by destroying copies.

A fairly accurate estimate of the number of cases that we could destroy copies in at the present time is 150,000 cases. It is estimated on the basis of a limited survey that 1 employee could dispose of the copies in 25 files per hour. This figure may seem low, but the administrative set up necessary to safeguard against destruction of originals would have to be extensive. Undoubtedly certain short cuts could be made in the event the destruction was initiated on a trial basis. For example, it would have to be determined whether or not it would be necessary to record on the original the fact that a copy has been destroyed. Any notations that appear on a copy would have to be copied on the original.

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LHL:dew

166-3286-
NOT RECORDED
71 FEB 26 1952

DATE 7-20-82 BY Seibel

FEB 29 1952

ORIGINAL FILE IN

Property of FBI

Memo to Mr. Nichols
Re: Destruction of Copies of Reports and Letters in Closed Criminal Cases in Order to Save Space

2-6-52

28828

Assuming that one employee can dispose of the copies in 25 files per hour, 6,000 man hours would be necessary or 800 man days.

Fifty grade 3 employees working a 5 day week would require 3 1/5 weeks to complete the project. The salaries for these employees on a 40 hour week would be $7,536.

CONCLUSION:

By an expenditure of $7,536 it would be possible to save 172 square feet of floor space. This is the space occupied by 66 cabinets. The cost to gain 1 square foot of space would be $43.81.

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 7

64 FEB 14 1952

RECORDED - 103

HANDLED BY STOP DESK 2/11/52

EX-5

66-3266-463

FEB 7 1952

87

DECLASSIFIED BY 6383 UBT/MP

ON 5/8/81

Agent 3042 PUT/mg 9/23/85

205,723

SECURITY INFORMATION - CONFIDENTIAL

Mr. A. Devitt Vanech
Deputy Attorney General

January 11, 1952

Director, FBI

DECLASSIFIED BY 60292 AUC DCG/DEK/YMW
ON 02-24-2009

COMMUNIST PARTY, USA
(Prosecution of Communist Functionaries
Under the Smith Act)
PROCEDURE IN HANDLING DISCS AND RECORDS
FROM TECHNICAL AND MICROPHONE SURVEILLANCES

Reference is made to the memorandum of Mr. James M. McInerney dated February 8, 1950, captioned "United States v. Judith Coplon and Valentine A. Gubitchev. - Disposition and Disposal of Records, Memoranda, etc., Under Sections 366-380 of Title 44 USC and Section 2071 of Title 18, USC," your reference JMM:ABC:tms 146-1-317. In that memorandum Mr. McInerney ruled that all material from wire taps, including recordings, data slips, logs, or memoranda based thereon, is temporary in nature and may be destroyed without violation of law. Also in that memorandum it was suggested that uniform administrative procedures be adopted for the handling of this type of material. In this connection a uniform procedure of destruction of these temporary records has been in operation for sometime.

Reference is also made to the memorandum dated October 19, 1951, from the Attorney General captioned "Communist Party, USA, Policy of the Department of Justice if the Motions to Suppress Illegal Evidence in the Pending Smith Act Prosecutions are Granted and Hearings are Ordered." In that memorandum the Bureau was advised that although the Department was ordered to divulge information in our files which was obtained from technical surveillances the Attorney General was going to refuse to produce same rather than compromise our internal security by allowing the defendants and their attorneys to conduct a general inspection of the Bureau's files.

The Bureau desires the benefit of advice from the Department as to whether the motions and subpoenas such as those in the current Smith Act prosecutions calling for the production of all discs, tapes, records, etc. are to be considered as constructive notice requiring this Bureau to depart from the normal procedure of destroying these discs, tapes, records, etc. after they have served their temporary purpose, or will it be necessary to preserve such records on hand at the time the motion or subpoena was filed and which may accrue thereafter?

Personally delivered to Mr. Vanech 1/11/52 CBH

JAN 21 1952

Tolson
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Tele. Rm.
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Gandy

HOB:vbs:rep

SECURITY INFORMATION - CONFIDENTIAL

In the event it is felt that the Bureau is required to retain such records while the motion or subpoena, is pending, is it the Department's opinion that on the quashing of the subpoena or the denying of the motion by the Federal Court, the Bureau should revert to its normal procedure of no longer retaining these records? Of course, the retaining of these records poses a problem of storage and expense as these discs and tapes are normally reused and not stored.

In view of the pressing nature of this problem an early decision is desired.

cc - Assistant Attorney General
James M. McInerney
Criminal Division

Tolson
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Nichols
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Mohr
Tele. Rm.
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4-528

66-3286-466, 467

CHANGED TO

66-19087-17, 18

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 ELW/cal

MAY 9 1961

mt/mlr

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ~~TOLSON~~ MASON

DATE: April 4, 1952

FROM : H. H. CLEGG

SUBJECT: SUGGESTION: [redacted]
ASSISTANT CHIEF CLERK, NEWARK
(ANNUAL DESTRUCTION OF CERTAIN FILES)

b6
b7C

Suggestion - General - Bureau Property - 117-52

BACKGROUND:

During the Chief Clerks' School 3/24-28/52 the above employee suggested that the present requirement re annual destruction of certain files on monthly basis be amended.

PRESENT RULE:

The Manual of Rules and Regulations 6J3 sets forth a list of certain administrative type files which are to be destroyed when one year old at monthly intervals.

SUGGESTION:

Present rule be amended to provide for destruction of these files at quarterly intervals rather than monthly.

ADVANTAGES:

Lightened burden on Chief Clerk's Office in the examination of all such files for monthly destruction.

During the year the rule would be just as advantageously adhered to by destruction on quarterly basis.

DISADVANTAGES: None

ACTION TO BE TAKEN:

Bureau decision will be brought to the attention of the next Chief Clerks' School 4/21-28/52 in the event no change is desired in the existing rule.

~~EXECUTIVE SESSION CONFERENCE CONSIDERATION:~~

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/cal

Ex Conference Memo 4/10/52

Letter to [redacted] 4/10/52

66-3286-468

RECORDED - 29
INDEXED - 29
APR 21 1952

EX-25

TEN/jcs

57 APR 26 1952

MR. CLEGG 2/27/52

E. D. MASON

SUGGESTION OF SA [redacted] b6 b7C
NEWARK FIELD DIVISION
SUGGESTION #42-52
DISPOSITION OF NEWSPAPER CLIPPINGS
DESTRUCTION OF BUREAU PROPERTY - GEN.

Reference is made to letter from Newark to the Director dated January 30, 1952, setting forth the suggestion of Field Supervisor [redacted] that newspaper clippings utilized in connection with the preparation of the General Intelligence ~~Investigative~~ File be destroyed after they have been used for the purpose collected. [redacted] points out there would be no loss of information and that all pertinent and necessary information would be available in the summary and that all clippings not used could be recorded as to identity and they would be readily available through the newspaper morgue.

The Investigative Division states that this is objectionable since it is believed all clippings which are summarized or quoted in the semiannual General Intelligence ~~Investigative~~ Summary memorandum or in any other written communication or memorandum of the Newark Office should be indexed and filed as a permanent record of original source material.

SAC Cornelius of the Philadelphia Office made reference to SAC Letter #65 dated June 30, 1951, Page 8, which authorized the practice of placing clippings in folders and destroying them when the semiannual memorandum is prepared. He stated Philadelphia uses this authority freely and as a result files very few clippings. He could see no objection, however, to granting offices permission to destroy such news clippings if they had been filed since the original filing of this material was permissible and depended on the judgment of the office.

ASAC Hargett of the New York Office uses the same system as Philadelphia and as a result files very few clippings. He stated that those which are filed are usually filed in the main file under subject matter rather than in the General Intelligence ~~Investigative~~ File. He saw no need for keeping routine clippings which were filed in the General Intelligence ~~Investigative~~ File and felt they could be well destroyed when summarized in the semiannual memorandum.

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Tele. Rm. HBL:ATP
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Gandy

66-38726-
NOT RECORDED
106 MAR 20 1952

69 MAR 28 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EW/CAL

ORIGINAL FILED IN 62-75474-122

This matter was discussed at the Inspectors' Conference on February 21, 1952, by Inspectors Naughten, Long, Simon, Stein, Brown, and Mason. This group was unanimously of the opinion that newspaper clippings after they have served their purpose can be destroyed. It was pointed out that if an Agent should have visited the newspaper morgue in the first place and recorded the information that appeared in some news item there would be no necessity for his having an exact copy of that news item before he could use the material. Therefore, as long as our records accurately reflect the source of the material so that we can go back to the original source there appears no reason why we should retain copies of the newspaper items as such.

The above is for your information in the event you present this suggestion to the Executives Conference.

It is to be noted that SAC Letter #65, referred to above, does not specifically authorize the destruction of material as stated by Cornelius and Hargett. The pertinent paragraph reads: "A folder should be maintained in each office into which can be placed from time to time memoranda in loose-leaf form and other information pertinent to the General Investigative Intelligence Matters so that these items can be more easily assembled into the Semi-Annual Report."

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STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1/30/52

FROM : SAC, NEWARK

SUBJECT: SUGGESTION

DESTRUCTION OF BUREAU PROPERTY - GENERAL

The following suggestion was submitted by Field Supervisor [redacted] b6 b7C

In connection with GIIF, there is maintained a newspaper clipping file. In Newark it amounts to 31 rather bulky sections. Mostly, the clippings refer to gambling and other news items of a general nature which might be pertinent to the semi-annual GIIF memo. The clippings are referred to during preparation of the memo and serve no particular purpose when the memo is completed since the information is summarized and indexed in the memo.

It is recommended that all clippings except those retained since the last semi-annual GIIF memo be destroyed. There would be no loss of information to an office because:

1. All pertinent and important information would be available through the memo.

2. Some clippings are indexed as they are received and then not used in the memo.

   a. This could be cared for by listing all of the clippings destroyed on several sheets of paper in the file as to serial number, name of newspaper, and date. In those rare instances where it would be necessary to refer to clippings not incorporated in any memo, they would be readily available through the newspaper morgue.

ORIGINAL FILED IN 62-75147-1974

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-92 BY SP4 EWL/cal

166-3286-V

NOT RECORDED 106 MAR 20 1952

INITIALS OF ORIGINAL

X-107

MAR 3 1952

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: April 10, 1952

FROM : The Executives Conference

SUBJECT: SUGGESTION: [redacted]
ASSISTANT CHIEF CLERK, NEWARK
Re: ANNUAL DESTRUCTION OF CERTAIN FILES
DESTRUCTION OF BUREAU PROPERTY - GENERAL

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Gandy

Present at the Executives Conference on April 8, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason. The Conference considered a suggestion from [redacted] Assistant Chief Clerk of the Newark Office, that certain files scheduled for retention for a period of one year and presently destroyed on a monthly basis, thereafter be destroyed at quarterly intervals rather than monthly intervals. It was the belief of [redacted] that this would lighten the burden on the Chief Clerk's Office. b6 b7C

Among the files concerned are those involving administrative files of Agents, assignment cards on closed cases, automobile register forms, individual automobile files (one year after the car has been disposed of), files relating to film, forms, supplies, weekend and night duty, et cetera.

The Conference feels that the interval of destruction is about the same to all practical purposes whether it happens to be a year and one month, as at present, or a year and three months as suggested. The Conference believes that the issuing of new instructions and acquainting employees with them would in itself create more work than would be saved by the adoption of the suggestion. The Conference unanimously recommends no change. b6 b7C

If the Director concurs, there is attached a letter of appreciation to [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/CAL

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

EDM:IGS

RECORDED - 29
INDEXED - 29
APR 21 1952

166-3286-468

EX-25

57 APR 26 1952

MANUSCRIPTED

PERS. FILES

66-32 86-470

CHANGED TO

66-19087-18X

SEP 26 1967

3 44

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : THE DIRECTOR

DATE: 4/10/52

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION - CHIEF CLERKS' SCHOOL
3/24 - 28/52
DESTRUCTION OF FILES WHEN THEY
BECOME 25 YEARS OLD
Destruction of Bureau Property - Genl -

Tolson
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Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

The Executives Conference on 4/7/52, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty and Mason.

Under existing rules files may be destroyed when they have become 25 years of age and the file numbers of those destroyed are required to be noted on a list which is maintained in a file at the beginning of each classification.

The recent School for Chief Clerks at the Seat of Government suggested that, when a file is destroyed, the front cover of the file be retained, bearing the file number and a notation that the file itself has been destroyed. The suggestion also included that index cards relating to the file not be purged from the indices and no stamp be placed on those index cards showing that the file was destroyed.

The Executives Conference felt that, since this exact question was considered a year ago and circumstances have not changed during the interim, the present procedure should be continued.

The Conference pointed out that the retention of the file cover will result in the loss of space whereas many file numbers of files destroyed can be listed on one thin sheet of paper at the beginning of each classification. The present procedure of handling index cards is to stamp the index card "file destroyed" so that at a later date the index cards may be purged. (Executives Conference memorandum 10-25-51.)

Although the Chief Clerks' School was unanimously in favor of the suggestion, the Executives Conference was unanimously opposed. If the Director agrees, no change in the present procedure will be made.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
Mr. Harbo
EDM:DMG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EWL/ck

166-3286-417

1 MAY 15 1952 RECORDED - 82
183 INDEXED - 82
APR 29 1952
35 EX-18

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

Mr. Tolson	
Mr. Ladd	
Mr. Nichols	
Mr. Belmont	
Mr. Clegg	
Mr. Glavin	
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Laughlin	
Mr. Mohr	
Tele. Room	
Mr. Holloman	
Miss Gandy	

TO : MR. TOLSON

DATE: April 4, 1952

FROM : H. H. CLEGG

SUBJECT: RECOMMENDATION - CHIEF CLERKS' SCHOOL
3/24-28/52
(DESTRUCTION OF FILES)

Bureau Property - Gen. #116-5

BACKGROUND:

During the course of the above school, the recommendation was made that the listing of files destroyed be eliminated since it had been found that the maintenance of such a list can be eliminated without loss of record of files destroyed by other procedures as set forth below:

RECOMMENDATION:

When under existing rules any files are destroyed, that the file cover be retained with the notation made thereon that the file was destroyed. The index cards relating to the file should not be purged from the indices at the time of the destruction of the file and that there be no need to stamp any index cards of such files to show that the file was destroyed.

REQUIREMENTS:

Section 6J5 of the Manual of Rules and Regulations requires that when Bureau files over twenty five years old are destroyed that the file numbers of such files be noted on a list maintained at the beginning of each classification.

ADVANTAGES:

(1) The file cover is the easiest and at the same time the best record to be obtained showing that the file was destroyed.

(2) It is a conservation of time to ignore purging the indices at the time of the destruction of a file since through a file and indices consolidation, such cards can be purged in routine fashion.

DISADVANTAGES:

None RECORDED - 82 66-3256-478

APR 29 1952

VOTE OF CLASS: Unanimously in favor. 25

ACTION TO BE TAKEN: EX-18

In the event the Bureau agrees with the recommendation, appropriate changes will be made in the Manual of Rules and Regulations.

EXECUTIVES' CONFERENCE CONSIDERATION: 7-10

MAY 14 1952

TEN/jcs

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: 5/5/52

FROM : Streamlining Conference

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL

Tolson
Ladd
Nichols
Belmont
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Tracy
Mohr
Tele. Rm.
Nease
Gandy

The Streamlining Conference on 5/2/52, consisted of Messrs. Glavin, Belmont, Winterrowd, Holloman, SAC Malone of Louisville, SAC F. H. McIntire of San Antonio, SAC O'Connor of Chicago, SAC Hostetter of Boston, SAC Shine of Cleveland, SAC Hood of Washington Field Office, Inspector Naughten and H. H. Clegg. b6 b7C

1. The Conference considered a suggestion from Chief Clerk [redacted] of the Miami Office that when Applicant cases, particularly Bureau Applicant cases, are consolidated the large manila envelopes be disposed of and the investigative notes of Agents be retained in the small white envelope normally contained in the manila envelope. ~~Distribution of Investigative Notes in Applicant Cases~~

The suggestion has reference to the fact that after an Applicant case has been closed for 6 months the contents of each file are consolidated into one large volume as a means of saving space and making available for re-use the old file covers and file backs.

The Conference feels that the suggestion itself will save very little space and any savings in space will be offset by the time required to dispose of the large manila envelope, punch holes in the small white envelope, appropriately identify it and file it.

The Conference was unanimously opposed to this suggestion.

2. As an outgrowth of the discussion relative to this suggestion, the Conference unanimously recommends that there is no value in retaining investigative notes in Applicant cases longer than 6 months after the case is closed.

The Conference unanimously recommends that all such notes be destroyed when these Applicant files are consolidated, but that no special project be engaged in to go through all existing files merely for the purpose of destroying notes in Applicant cases, inasmuch as this project would be expensive and time-consuming.

If the Director agrees, there is attached for signature a letter to [redacted] thanking her for her suggestion. Also attached for signature is a proposed SAC Letter. b6 b7C

Attachments
cc-Mr. Mohr
Mr. Clegg
EDM:DMG

RECORDED - 123
EX. - 28
INDEXED - 123 26
MAY 10 1952

166-3286-1731

64 MAY 27 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 ALM CAL

UNRECORDED COPY FILED IN 66-16206

4-528

66-3286-474

CHANGED TO

66-19087-19

MAY 9 1961

mt/mg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 ELW/cal

C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/13/52

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF OLD GERMAN, MISCELLANEOUS, BUREAU SECTION, AND MEXICAN INDEX CARDS

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

As you know, we are microfilming the above files. The index cards to these files occupy twenty-six index cabinets, of which twelve can be readily used in the General Index. It is desired to microfilm these index cards. An attachment for one of our microfilm cameras, which will photograph 325 cards per minute can be rented for $10 a month. With this attachment it is estimated that these index cards can be photographed in a week or ten days by one employee. We have a sufficient amount of film with which to photograph these cards.

Authority to microfilm the Old German, Miscellaneous, Bureau Section, and Mexican files has previously been granted by Archives and Congress.

RECOMMENDATION:

It is recommended that approval be granted to rent from Recordak Incorporated an attachment for microfilming index cards at an estimated cost of $10.

PFO:mjh

5/10/52 Recordak furnished machine for no charge inasmuch as no installation of attachment or new machine involved. Have been two laborers for Recordak PFO

M. O'Connell to advise Supply Section when ready to use. 5/29/52

RECORDED - 49 166-3286-475

JUN 5 1952

4 JUN 12 1952

4582

Has no cancelled Ex. - 15 will advise when advised to do so. MR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11-30-82 BY SP4 BLW/CAL

UNRECORDED COPY FILED IN 66-16304-

Mark

O Destruction of Bureau Records - General

(F) RETENTION OF INVESTIGATIVE NOTES IN APPLICANT CASES --The present practice of the Field in consolidating Applicant files is to retain investigative notes in the manila envelope by filing them in the consolidated volume. The Bureau has approved the streamlining device of destroying investigative notes in Applicant cases at the time of consolidation. You should follow this practice in the future. You should not engage in any project of going through old consolidated files for the prupose of destroying investigative notes.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-81 BY 6383 VRT/SP

166-3286-
NOT RECORDED
75 MAY 19 1952

5-10-52
SAC Letter No. 44
Series 1952

MAY 20 1952

ORIGINAL COPY FILED IN 66-04-152

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 6/4/52

FROM : W. G. EAMES

SUBJECT: CREW LIST OF PERSONS ARRIVING IN UNITED STATES

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

During World War II when the Bureau was indexing the names of passengers arriving by boat and plane in the United States, we also included in this indexing the names of members of various ship crews. As a result our index is replete with cards containing the names of these crew members.

By previous memoranda dated 5/6/47 (66-3286-281) approval was granted for the Records Section to purge our index of the names representing passengers arriving in the United States. It is now being suggested that like approval be granted to de-index, the list of crew members appearing in our files.

The Consolidation Unit of the Records Section has over a number of years spotted and noted the files containing the crew list. Thus, it would be a comparatively easy task to pull these files and institute a program whereby the cards could be withdrawn from the index and destroyed.

RECOMMENDATION:

In view of the above, it is recommended that the Records Section be granted approval to purge our index of all cards prepared during World War II which contain the names of crew members that reached American shores during the war years.

OGM:wab

Also passengers, per Mr. Eames-Cov. @ Purge Unit.

RECORDED 66-3286-476
INDEXED
F B I
28 JUN 13 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EW/cal

66 JUN 19 1952

one carbon kept made for correlation

SAC Letter #47
May 20, 1952

R.A
mwj

Destruction of Bureau Records (General)

(J) RETENTION OF INVESTIGATIVE NOTES IN APPLICANT CASES -- In further clarification of instructions on this subject issued in SAC Letter 44, Series 1952, dated 5/10/52, section F, investigative notes on Atomic Energy Act - Applicant cases which have been discontinued during the course of the investigation must not be destroyed as many such cases are later reopened and the information developed during the original inquiry can be utilized.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/18/81 BY 6383-VRI/DD

66-3286-1
NOT RECORDED
128 MAY 29 1952

ORIGINAL FILED IN

36

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-21-52

FROM : W. G. EAMES

SUBJECT: SUGGESTION OF [redacted]
File Review Unit
DESTRUCTION OF BUREAU PROPERTY-GENERAL

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Candy

There is attached hereto a suggestion by [redacted] Defense Reviewer, assigned to the File Review Unit of the Records Section. [redacted] has suggested destruction of search slips which have been retained as a result of searches made on IWO lists against the Bureau indices. The searches have been restricted to loyalty of government employees and various applicant type case references.

b6
b7C

The search slips have been retained in line with the Director's memorandum dated 4-6-50 which instructed that in each instance the search slip on processed loyalty forms be attached to the Bureau's copy of the loyalty form for inclusion in the Bureau's files. The memorandum noted that the procedure was being instituted to fix responsibility in connection with any searches which are made of forms under the Loyalty Program.

Inasmuch as the IWO lists are searched for the purpose of ascertaining whether or not IWO members are employees or applicants in connection with government employment, the search slips referred to have been filed.

In view of the above no further recommendations in this regard are made at this time by the Records Section and in the absence of instructions to the contrary, [redacted] suggestion is not being adopted.

b6
b7C

RECOMMENDATION:

That this memorandum be forwarded to the Training and Inspection Division for appropriate acknowledgment to [redacted]

JBE:jw
Attachment

b6
b7C

RECORDED - 143

66-3286-477

JUN 10 1952

EX-130

#309,645

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-19-82 BY SP5 RJG/lew 9803 RDD/cff 7/23/92

6 JUL Fallon 1952

UNRECORDED COPY FILED IN 66-3286-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

b6
b7C

TO : MR. EAMES

DATE: MAY 16, 1952

FROM : [redacted]
DEFENSE REVIEWER

SUBJECT: SUGGESTION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Lohr
Tele. Room
Nease
Gandy

Suggestion (M)
#23 5-52

BACKGROUND:

The International Workers Order files and enclosures (61-7341 and all subs) contain a large number of search-slips which are of a bulky and cumbersome nature. These files and enclosures are utilized constantly throughout the day by File Reviewers and in the handling of this material the searchslips continously become detached and fall out of the files and envelopes.

RECOMMENDATION:

The searchslips in the I.W.O. files and enclosures be destroyed. The writer feels that the destruction of this bulky material would eliminate a lot of unnecessary handling and give the Reviewers more time to spend on other forms. Space now occupied by this material could be utilized for more pertinent files.

b6
b7C

[redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-82 BY SP5 RJG/vlw

Memo to Michels 5/21/52 JBE-jw

b6
b7C

[redacted]

Letter to file about M.B. Michels ca 6-27-52 re Mgt. Survey

ENCLOSURE

66-32 86-477

JUN 10 1952

5

RECORDED - 143

EX-130

2 cpy

REC'D PERS. FILES

66-3286-478
CHANGED TO
66-19087-198

SEP 26 1967 364

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 ELW1 cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS DATE: 5/23/52

FROM : W. G. EAMES

SUBJECT: MICROFILMING, RECORDS SECTION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

EEAMES

PURPOSE: Destruction of Bureau Property

To recommend the microfilming of additional inactive criminal classifications.

BACKGROUND:

As you know, we have microfilmed approximately 70,000 ITSMV and 66,000 WSTA cases, which were over ten years old. A tremendous reduction in space was realized by the microfilming of these records.

We are still in the throes of combating a space problem in the Filing Unit. It is therefor felt that additional inactive criminal classifications over ten years old can be microfilmed with a great amount of space being saved.

Cases ten or more years older in the following classifications are recommended for microfilming:

CLASSIFICATION	CHARACTER	THROUGH CASE NUMBER	DRAWERS OCCUPIED
4	NATIONAL AND FEDERAL FIREARMS ACTS	97	½
5	INCOME TAX	181	3
6	INTERSTATE TRANSPORTATION OF STRIKEBREAKERS	106	3
7	KIDNAPING	3,800	191
8	MIGRATORY BIRD ACT	70	½
9	EXTORTION	10,000	156
10	RED CROSS ACT	700	3
11	TAX (OTHER THAN INCOME)	17	¼
12	NARCOTICS	17,000	9
13	MISCELLANEOUS: SECTION 125, NATIONAL DEFENSE ACT; PROSTITUTION; SELLING LIQUOR WITHIN FIVE MILES OF ARMY CAMPS; FRAUDULENT ENLISTMENT IN U.S. ARMY, ETC.	44	¼

DATE 2-30-82 BY SP4 Ewing Cal

Archival Approval Held Serial 482 All Placed on Schedule to be Filmed.

424413

PRO:mjn

RECORDED-77 66-32864 [illegible]

JUN 25 1952

EX. - 80

CRIME REC.

FILE PROCESSED FOR RELEASE IN CIVIL DISCOVERY
DATE 2/21/78
FBI RUFILE 62-117485

CLASSIFICATION	CHARACTER	THROUGH CASE NUMBER	DRAWERS OCCUPIED
15	THEFT FROM INTERSTATE SHIPMENT	9,000	75
17	VETERANS' ADMINISTRATION MATTERS	5,810	31
18	MAY ACT	310	2
20	FEDERAL GRAIN STANDARDS ACT	2	0
21	FOOD AND DRUG ACT, VIOLATION SECTION 8	43	½
22	NATIONAL MOTOR VEHICLE TRAFFIC ACT	5,495	18
23	PROHIBITION	4,728	27
24	PROFITEERING	1,298	5
27	PATENTS	205	1½
28	COPYRIGHTS	586	2½
29	NATIONAL BANK, FEDERAL RESERVE ACT	10,600	135
30	INTERSTATE QUARANTINE LAW	8	0
	TOTALS	70,100	664

Of course, if any cases in the above tabulation are still open, as for example, the MATNAP 7-1820, they will not be placed on microfilm.

As can be seen, 664 drawers of files can be microfilmed with a saving of 133 cabinets.

RECOMMENDATIONS:

(1) It is recommended that the cases in the above tabulation, all of which are over ten years old, be microfilmed with the exception of those cases which are still open.

(2) That the Investigative Division furnish their approval or objections to the microfilming of these cases.

(3) That upon the approval of the microfilming of these files, the Records Section secure the necessary approval from GSA and Congress.

424415

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 6/26/52

FROM : W. G. EAMES

SUBJECT: ~~DESTRUCTION~~ OF INDEX CARDS, RECORDS SECTION
Destruction of Bureau Property

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

SAC letter #113, series 1949, instructed that index cards on motor numbers, serial numbers, and license numbers of automobiles be destroyed when they are over five years old. There is no need for such index cards in the General Index and accordingly, they are being destroyed in accordance with referenced SAC letter.

PFO:mjh

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/cal

RECORDED - 76 166-3286-480

INDEXED - 76

JUN 30 1952

286

66 JUL 10 1952

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 6/23/52

FROM : W. G. EAMES

SUBJECT: G-2 RECORD CHECKS IN ATOMIC ENERGY ACT - APPLICANT CASES

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

PURPOSE: DESTRUCTION OF BUREAU RECORDS

To advise that the Investigative Division is desirous of destroying rosters containing lists of individuals investigated under the Atomic Energy Act upon whom G-2 has no derogatory information.

BACKGROUND:

Inasmuch as G-2 does not have a centralized records system, the Atomic Energy Section of the Investigative Division furnishes a list daily of AEA applicants on whom they desire G-2 name checks. G-2 distributes these lists to their area offices and returns one as a master list indicating that no derogatory information was developed as a result of their searches. In the event derogatory information is developed by G-2, a notation is made on the roster to this effect and a separate memorandum is submitted by G-2 which is filed in the applicant's case file.

The master list which contains only notations that no derogatory information or derogatory information is in possession of G-2, is not placed in file but is filed in the Atomic Energy Section.

The Atomic Energy Section of the Investigative Division presently has one file cabinet of these lists dating from 1947 and desires to destroy all lists over one year old in order to secure additional space.

FEDERAL LEGISLATION GOVERNING DESTRUCTION OF RECORDS:

The Records Disposal Act of 1943, as amended, specifically exempts work papers from the category of records for which Archival authority is necessary in order to destroy. It likewise exempts those records which are not appropriate for preservation.

66-3286-481

PFO:mjh

RECORDED-86 66-3286-7

RECORDED
JUL 7 1952

EX.-13

68 JUL 15 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP2 CAL

These rosters are considered to be work papers because:

(1) They are only a preliminary means of securing derogatory information from another agency.

(2) They contain no derogatory information. If any derogatory information is developed, it is filed in the case file.

(3) They contain no information of value.

(4) They are not appropriate for preservation, inasmuch as they serve no useful purpose.

CONCLUSION:

These rosters are non-record material, inasmuch as they contain no information of value and are work papers. Therefore, Archival approval is not necessary for their destruction.

RECOMMENDATION:

That the Atomic Energy Section of the Investigative Division destroy those rosters which they consider to be of no current need.

All rosters over 1 yr. old destroyed 7-2-52 CHT.

Agree C.D.J.

66-3286-482

CHANGED TO

66-19087-20

MAY 9 1961

mt/mg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 7/16/52

FROM : SAC, BALTIMORE

SUBJECT: SUGGESTION RE DESTRUCTION OF SERIALS IN FILES OF SECURITY INDEX SUBJECTS

Destruction of Bureau Property - Gen'l

The following suggestion was submitted to me by SA [redacted] and is being forwarded for the Bureau's consideration. b6 b7C

At the present time, all Field Offices are preparing Summary reports on Security Index subjects. The preparation of the Summary reports will bring up to date all information contained in Field Office files.

Inasmuch as all pertinent information contained in each individual's file will be included in the Summary report, it is suggested that the following type serials may be destroyed upon completion of the Summary in order to reduce the size of the file and thereby reduce the amount of space necessary to store files:

1. FD-122 (all except the first and last copies of this form)
2. FD-154 (all except the last copy)
3. Extra copies of reports made prior to the preparation of the Summary.
4. Serials containing background information already reported.
5. Serials reflecting contact with Confidential Sources (such as BA CS-4) which contain information already reported.
6. Extra copies of Identification Record. Only one copy of the last Identification Record received from the Bureau need be kept.
7. Clippings from local newspapers. b6 b7C
8. Serials which have their origin in written reports or signed statements of informants.

cc of Views to Mr. Belmont 7-22-52 Sdm:dmg
Letter to SA [redacted] BAC
Balto. cc-BAC 7-23-52 Sdm:dmg

JFF:mhp

Memo E. J. Baumgardner to Mr. Belmont 7/23/52

INDEXED-101
RECORDED-101
66-3286-
EX-164
12 JUL 24 1952

EXPEDITE PROCESSING
JUL 24 1952

FBI - BALTIMORE
7-30-82
BY SP1 EJW/CAC

PERS. FILES.

RE: SUGGESTION RE DESTRUCTION OF
SERIALS IN FILES OF
SECURITY INDEX SUBJECTS

In connection with Item #8, since it is now necessary for the reporting agent to verify the existence and location of the signed statement in its original form and is reflected on the Administrative Page as to the exact serial, it is suggested that when all pertinent information from these serials has been incorporated in the Summary report, the serial at that time could be destroyed. Likewise, regarding newspaper clippings (Item #7), since the pertinent information has been included and the source has been reported as to the date, page, and column of the newspaper in which it appears, this serial could also be destroyed.

I have discussed the suggestion with the Agent personnel supervising Security investigations in this office and we feel that it merits the consideration of the Bureau.

The possibility of a substantial saving in space necessary for the storage of files appears good. In addition, it is felt that file review and supervision will be considerably less difficult if Agent [redacted] suggestion is adopted.

The above is being submitted for the Bureau's consideration and comments.

b6
b7C

Suggestion
#321-52

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: July 23, 1952

FROM : Mr. F. J. Baumgardner

SUBJECT: SUGGESTION NO. 321-52

DESTRUCTION OF SERIALS IN FILES OF SECURITY INDEX SUBJECTS

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

PURPOSE: Destruction of Bureau Property - Unit

The attached suggestion from Baltimore has been referred to the Internal Security Section by the Training and Inspection Division for our comments. It concerns the destruction of certain types of serials in Security Index cases upon completion of summary reports to reduce the size of the files and storage space for files.

RECOMMENDATION:

It is the recommendation of the Internal Security Section that this suggestion not be adopted.

It should be borne in mind that Security Index cases are very important at this time and will continue to be so as long as we have jurisdiction in security matters. These are the cases of individuals against whom the Government will proceed should such action be warranted at some future date. The Security Section does not recommend destruction of any material in such files inasmuch as to do so might cause the destruction of evidence or intelligence information which could possibly be utilized against such subjects or which may be of value as reference material at a later date. To do so would place the Bureau's security investigative program in jeopardy.

In addition it is pointed out that if such procedure were adopted, the destruction of any serials would necessarily have to be recommended by Agents familiar with the cases. This procedure would involve an extensive amount of Agent time. At the present time we have a tremendous volume of security work in the field. Any time devoted by Agents to such a project as this can better be devoted to bringing security investigations into a current status.

Attachment

RECORDED-101 66-3286-464

INDEXED-101 JUL 25 1952

LGD:dhm

EX-164

7-107

68 AUG 5 1952

CLASSIFIED BY 7-30-82 BY SP4 CAU

handled personally

ACTION:

If you agree, this memorandum and the attached copy of the Baltimore memorandum should be returned to the Training and Inspection Division for further handling.

No action

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation

DATE: June 24, 1952
A-6

FROM : S. A. Andretta
Administrative Assistant Attorney General

SUBJECT: Destruction of Bureau Records-Gen'l

There is transmitted herewith for your information and guidance General Services Administration Transmittal Letter No. 3-2, dated April 25, 1952, containing regulations of the General Services Administration, Title 3, Federal Records.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/20/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

R

66-3286-485
JUL 29 1952

5

RECORDED - 95

X-99

60 AUG 5 1952

Recorded

P.V. O'Connell
C.A. Trotter

GENERAL SERVICES ADMINISTRATION

TRANSMITTAL LETTER NO. 3-2

Washington 25, D. C.

April 25, 1952

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION
TITLE 3, FEDERAL RECORDS

To: Heads of Federal Agencies

1. Material Transmitted

Attached are new subsections 302.07, 302.08, 303.07, and 303.08 of Chapter IV; new Exhibits 5 and 6, Appendix A; revised subsections 302.01, 302.05, and 303.05 of Chapter IV; revised Exhibit 3, Appendix A; revised page 2 of the Table of Contents; and revised page 1 of the explanatory statement, "Regulations of the General Services Administration."

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/20/03 BY AUC 60290 BCE/DCG/gmw
#03-R0762

2. Nature of Revisions and Additions

Subsection 302.01 has been revised to eliminate reference to the list of Federal Records Centers, which now appears in new subsection 302.07; and Exhibit 3, Appendix A, has been revised to include the Federal Records Center, St. Louis, Missouri.

Subsections 302.05 and 303.05 have been revised to include a reference to the regulations published in the Federal Register governing the use of records in Federal Records Centers and the search rooms in the National Archives Building. A copy of the regulations has been added as Exhibit 5, Appendix A. Subsection 303.05 also prescribes the conditions under which records may be borrowed for official use outside the National Archives Building.

New subsection 302.08 prescribes Standard Form 127, Request for Official Personnel Folder (Separated Employee), for use in requesting personnel records from the Federal Records Center in St. Louis.

New subsections 303.07 and 303.08 prescribe policies and procedures covering the transfer of audiovisual and cartographic records to the National Archives.

The last paragraph on the first page of the explanatory statement, "Regulations of the General Services Administration," has been revised to provide that only the date of the transmittal letter will be shown in parentheses under the page identification on pages containing revised or added material.

3. Supply of Form

Standard Form 127 may be obtained on and after June 30, 1952, by the submission of purchase orders to the appropriate GSA regional office.

66-3286-485

ENCLOSURE

4. Rescissions

Circular Letter No. 46-5 (June 3, 1946), "Record Character of Motion Pictures, Still Photographs, and Sound Recordings, and the Accessioning Policy of the National Archives with Respect to Such Records," and Circular Letter No. 48-2 (November 28, 1947), "Record Character of Maps, and the Accessioning Policy of the National Archives with Respect to Them," are hereby superseded.

5. Effective Date

The Regulations transmitted herewith shall be effective immediately.

6. Page Changes

Remove	Insert
3-IV-302.01	3-IV-302.01 (4-25-52)
3-IV-302.04	3-IV-302.04 (4-25-52)
3-IV-303.01	3-IV-303.01
3-IV-303.05	3-IV-303.05 (4-25-52)
	3-IV-303.08 (4-25-52)
Exhibit 3, Appendix A, GSA Reg. 3-IV-302.01	Exhibit 3, Appendix A GSA Reg. 3-IV-302.07 (4-25-52)
	Exhibit 5, Appendix A GSA Reg. 3-IV-302.05 and 303.05 (4-25-52)
	Exhibit 6, Appendix A GSA Reg. 3-IV-302.08 (4-25-52)
Table of Contents, Page 2	Table of Contents, Page 2 (4-25-52)
Regulations of the General Services Administration (Explanatory Statement)	Regulations of the General Services Administration (Explanatory Statement)

JESS LARSON
Administrator

SA-WASH DC 52-11926

Regulations

of the

General Services Administration

General. Regulations prescribed by the Administrator of General Services pursuant to the provisions of Public Law 152, 81st Congress, as amended, and other law, having continuing application to Government agencies and to the public will be codified into a four title edition entitled "Regulations of the General Services Administration." These Regulations will include all policy directives, procedures, general delegations of authority, GSA and Standard Forms and similar regulatory material.

Title Numbers and Subjects. When completed the codified edition of the Regulations will consist of the following:

Title 1 Personal Property Management
Title 2 Real Property Management
Title 3 Federal Records
Title 4 Emergency Procurement

Method of Issuance. Codified Regulations are issued in loose leaf form to permit the insertion or removal of pages upon which additions to, or deletions or revisions of, regulatory statements are made necessary by changes in policy or fact. Revised or added pages will be issued as needed, and the material under each Title shall be kept up to date by all persons who are responsible for the operation of any phase of an agency program which is affected by the Regulations of the General Services Administration.

Internal Numbering System. Titles are divided into numbered and titled chapters, parts, sections and subsections, to denote delineation between subordinate functional areas under the main title.

Parts, sections and subsections are identified by a five digit numbering system. The first digit identifies the part; the second and third digits identify the section; and the fourth and fifth digits identify the subsection. For purposes of reference a subsection will be identified by using the title number, the chapter number and the full section number. For example, the first subsection of the first section under Chapter II of Title 2, will be referenced as GSA Regulation 2-II-201.01. The first number identifies the title and the second number identifies the chapter. Paragraphs and subparagraphs are identified by small alphabetical letters and by arabic numerals respectively: for example, paragraph a, subparagraph 1. Thus a paragraph and subparagraph under section 201.01 of Part 2 will be referenced for identification purposes as subparagraph a.1. of GSA Reg. 2-II-201.01, or GSA Reg. 2-II-201.01a.1. Further subdivisions, when necessary, will be identified in order by letters and numerals in parentheses, e.g., (a) and (1).

Pages are identified in the upper right or left corner to show the title, chapter, part, section and subsection in which they belong. For example, a page bearing the identification "GSA Reg. 2-II-201.04" belongs in Chapter II, Part 2, Section 1, subsection 4, of Title 2, Real Property Management. The identification shown at the top of the page will be the number of the first subsection beginning on that page. When a subsection extends beyond one page, the continuation page is identified by "(Cont'd-)" appearing after the subsection number at the top of the page; for example, (Cont'd-2), (Cont'd-3), etc.

After the original issuance of material under a title, revised or added pages will be further identified by a date, in parentheses, in the upper right or left corner immediately below the page identification. This date will be the same as the date of the covering transmittal letter.

Transmittal Letters. The original issuance and revised and added material will be promulgated and distributed to agencies under cover of a series of consecutively numbered transmittal letters for each title. The transmittal letters will be designed to serve the following purposes:

1. Transmit as an attachment the pages to be substituted or added and give instructions for insertion.

2. State the purpose of the new regulation or the change in policy involved.

3. Give such nonrecurring instructions as may be necessary to effect the new or changed regulation and the date such regulation shall be made effective.

For reference purposes transmittal letters should be retained, and may be placed in the back of the cover for the particular title; or may be detached and filed separately.

REGULATIONS OF THE
GENERAL SERVICES ADMINISTRATION

TITLE 3 FEDERAL RECORDS

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SECTION 302.00 TRANSFER OF RECORDS TO FEDERAL RECORDS CENTERS

302.01 Authority. Section 505 (d) of the Federal Records Act of 1950 authorizes the Administrator of General Services to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies. Such centers are known as Federal Records Centers.

302.02 Procedures for Transfers to Federal Records Centers. The following procedures will govern the transfer of records to Federal Records Centers:

a. Federal Records Centers will accept for transfer any records offered by Federal agencies, subject to the following conditions:

   1. That the records are not authorized for immediate disposal; and

   2. That facilities for housing and providing reference service on the records are available.

   Priority will be given to the removal of records from office space, from space convertible to office use, from leased space, and from filing equipment which can be reused.

b. Transfers may be initiated by either oral or written request to the Deputy Regional Director for Records Management in the General Services Administration region in which the records are located. Requests shall specify the nature and quantity of the records proposed for transfer.

c. Transfers of records on an agency-wide basis may be initiated by central or headquarters offices of agencies by either oral or written request to the Records Management Division, National Archives and Records Service, National Archives Building, Washington 25, D. C. Requests shall specify the nature and quantity of the records proposed for transfer..

d. Federal Records Centers will furnish agencies with a receipt acknowledging the transfer of records.

302.03 Surveys of Records Available for Transfer. Surveys will be conducted by the regional Records Management Service of the records accumulations of field offices of those agencies not operating approved records centers for the purpose of recommending records for transfer to Federal Records Centers. Such recommendations will be submitted to the field office concerned and to the National Archives and Records Service for coordination with the appropriate agency headquarters. Surveys of records of agency headquarters will normally be made by the Records Management Division, National Archives and Records Service.

302.04 Release of Equipment. Equipment received with the transfer of records to a Federal Records Center will, when emptied and if needed, be returned on request to the agency from which the records were received. If the return of such equipment is not required, it will be disposed of in accordance with applicable excess property Regulations.

302.05 Use of Records Transferred to Federal Records Centers. Restrictions lawfully imposed on the use of transferred records will be observed and enforced by the Federal Records Centers, subject to the provisions of section 507 (b) of the Federal Records Act of 1950. The regulations (15 F.R. 7713; Exhibit 5, Appendix A), in so far as they concern the use of records in the Federal Records Centers, apply to official use of the records by Federal agencies as well as to the public. Subject to any restrictions on their use, such records may be borrowed by Federal agencies and the Congress for official use outside the Federal Records Centers.

302.06 Disposal Clearances. No records of a Federal agency still in existence shall be disposed of by a Federal Records Center except with the concurrence of the agency concerned.

302.07 Location of Federal Records Centers. A list of regional Federal Records Centers, showing the areas served thereby, is attached as Exhibit 3, Appendix A. The Federal Records Center, St. Louis, Missouri, is the national center for civilian personnel records of former Federal employees.

302.08 Requests for Official Personnel Records of Separated Employees. Standard Form 127, Request for Official Personnel Folder (Separated Employee), Exhibit 6, Appendix A, is specifically designed for use by all agencies in requesting transmission of personnel records of separated employees from the General Services Administration, Federal Records Center, St. Louis 3, Missouri. Use of this form insures prompt transmission of the desired folders. It should be submitted to the Center in duplicate.

SECTION 303.00 TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES

303.01 Authority. The Administrator of General Services is authorized by section 507 (a) of the Federal Records Act of 1950 to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government.

303.02 Transfers via Records Centers. Records will normally be transferred to the National Archives from a Federal Records Center or an approved agency records center. When such transfers are made, the agencies concerned will be furnished an inventory of the records transferred.

303.03 Direct Transfers. The classes of Federal records listed below may be offered for direct transfer to the National Archives. Such transfers shall be initiated by Federal agencies by written request to the National Archives and Records Service, specifying the nature and quantity of the records proposed for transfer. Existing arrangements for the transfer of records of the Congress of the United States will be continued.

a. Records of the Executive Office of the President and of Presidential Boards, Commissions, and Committees

b. Records of the Congress of the United States

c. Records of the Supreme Court of the United States

d. Audiovisual records (motion pictures, still photographs, sound recordings, etc.)

e. Cartographic records (maps, charts, etc.)

f. Series of records of unquestionable value that are not susceptible to screening or other processing (such as microfilming) to reduce their bulk.

g. Records that have been in existence 25 or more years and that are considered to have enduring value

303.04 Release of Equipment. Equipment received with the transfer of records to the National Archives will, when emptied and if needed, be returned on request to the agency from which the records were received. If the return of such equipment is not required, it will be disposed of in accordance with applicable excess property Regulations.

303.05 Use of Records Transferred to the National Archives. Restrictions lawfully imposed on the use of transferred records will be observed and enforced by the National Archives and Records Service, subject to the provisions of section 507 (b) of the Federal Records Act of 1950. The regulations (15 F.R. 7710; Exhibit 5, Appendix A), in so far as they concern the use of records in the search rooms of the National Archives Building, apply to official use of the records by Federal agencies as well as to the public. In cases of demonstrated need and subject to any restrictions on their use, records deposited with the National Archives may be borrowed for official use outside the National Archives Building by Federal agencies and the Congress, provided:

a. That documents of exceptionally intrinsic value shall not be removed from the National Archives Building except with the written approval of the Archivist.

b. That records in fragile condition, or otherwise deteriorated to an extent that further handling will endanger them, will not be loaned.

c. That each official who borrows records shall provide a receipt for them at the time they are delivered, and that he shall assume responsibility for their prompt return upon the expiration of the time for which they are borrowed.

303.06 Disposal Clearances. No records of a Federal agency still in existence shall be disposed of by the National Archives and Records Service except with the concurrence of the agency concerned.

303.07 Transfer of Audiovisual Records. The following policies shall govern the transfer of audiovisual records to the National Archives:

a. Motion Pictures. Government-owned motion picture records on nitrocellulose film normally will not be accepted for deposit with the National Archives. Federal agencies having nitrate motion pictures, deemed to have sufficient value to warrant transfer to the National Archives for permanent preservation, will obtain from the National Archives and Records Service agreement to accession the motion pictures prior to converting the nitrate film to safety acetate film. Normally, the following shall be considered the minimum number of copies of motion picture film necessary for security, duplication, and use by the National Archives:

> The negative (original or duplicate) that most nearly represents the action originally photographed in pictures of actual events, or that best represents the edited production of a picture for which action is staged, with a master positive print and one "use" or projection print. In most cases these will be the negative after laboratory cutting is done, or the composite negative of sound film, the master fine-grain positive print, and one other print.

b. Still Photographs. A negative and a captioned print (whether on film, glass, paper, or other medium) of each still photographic image are necessary for security, duplication, and use by the National Archives, and such copies, when available, shall be included in collections of still photographs offered for transfer.

c. Sound Recordings. The following copies, when available, shall be included in collections of sound recordings offered for transfer to the National Archives:

For conventional disc recordings the matrix or stamper of each sound recording unit or the original instantaneous recording if no matrix or stamper is made, and a pressing or dubbing of the recording, if one has been made. For magnetic sound recordings on wire or tape, for scribed or embossed recordings on tape, or for recordings photographically reproduced on sensitized film, a "dubbing" if one has been made; otherwise the original magnetic embossed or photographed recording.

d. Copies of existing finding aids (such as data sheets, continuities, review sheets, scripts, or indexes) that are necessary or helpful in the proper identification and the use of audiovisual records shall be transferred with these materials.

303.08 Transfer of Cartographic Records. The following classes of cartographic records when no longer needed for purposes of current administration will be offered for appraisal and, if accepted, for direct transfer to the National Archives.

a. Manuscript maps; printed and processed maps on which manuscript changes, additions, or annotations have been made for record purposes, or which bear manuscript signatures to indicate official approval; single printed or processed maps that have been attached to or interfiled with other documents of a record character or in any way made an integral part of a record.

b. Master sets of printed or processed maps in the custody of the agency by which they were issued. Such master sets should be kept segregated from the stock of maps held for distribution and from maps received from other agencies. A master set should include one copy of each edition of a printed or processed map issued.

c. Index maps, card indexes, lists, catalogs, or other finding aids that may be helpful in using the cartographic records transferred.

d. Preliminary or intermediate materials such as manuscript field notebooks of surveys, triangulation and other computations, "fair drawings" for individual color plates, and aerial photographs for mapping purposes.

e. Related records that bear on the preparation, compilation, editing, or printing of maps, such as project folders containing specifications to be followed and appraisals of source materials to be used.

GENERAL RECORDS SCHEDULE 14

Informational Services Records

This schedule covers certain records created since January 1, 1921, pertaining to informational services performed by Government agencies in their day to day affairs and to their relations with the public. It applies to copies of these records wherever located in an agency. The records described in this schedule are only a few of the types of records created by Federal agencies in performing these functions, but in many offices they are relatively voluminous and may be disposed of after a very short time. Essentially they consist of routine inquiries, replies thereto and other correspondence in which no unusual administrative decisions, policies, or efforts are involved.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Requests for publications and photographs (including applications and requests made by form and by letter) and acknowledgments and replies to them.	File all requests, acknowledgments and replies together, under a single subject, and chronologically thereunder.	Dispose 3 months after acknowledgment or fulfillment.
2.	Acknowledgments of inquiries and requests that have been referred to other Government agencies for reply.	File under a single subject, and chronologically thereunder.	Dispose 3 months after acknowledgment.
3.	Letters referring inquiries and requests to other Government agencies for reply.	File under a single subject, and chronologically thereunder.	Dispose 3 months after referral.
4.	Requests for information and replies thereto involving no administrative action, no policy decisions, and no special compilations or research for reply, including requests for information and inquiries to which replies are made by printed or duplicated material.	By subject or agency filing practice.	Dispose 3 months after reply.
5.	Anonymous letters and letters of commendation, complaint, criticism, and suggestion and replies to them, excluding those on the basis of which investigations were made or administrative action taken and those incorporated in individual personnel records.	By subject or agency filing practice.	Dispose 3 months after letter or reply, whichever is applicable.

Items 1-4. These records are of transitory value and after the lapse of period of time specified will not have sufficient value to warrant their preservation. Inquiries and requests from the public are of such nature that the retention of the material for statistical purposes would serve no significant purpose.

Item 5. Those anonymous letters and letters of commendation, complaint, criticism, and suggestions and replies for which investigations or administrative action has been taken are not covered by this item. The residue are of little use in the documentation of agency programs and are of no value beyond the specified time.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: May 26, 1952

FROM : Mr. Rosen

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: G-2 RECORD CHECKS IN ATOMIC ENERGY ACT - APPLICANT CASES

NO DESTRUCTION OF BUREAU RECORDS

Since 1947 we have been requesting a search of G-2 files on appropriate applicants being investigated under the Atomic Energy Act by referring daily to the Army a roster of their names. The Army indicates after each name whether or not they have a record on the individual. The roster is returned to the Bureau together with a memorandum on each individual on whom they have derogatory information. The memoranda are detached and placed in the individual case files and the rosters are filed in the mail room of the Atomic Energy Unit. The roster is the only record of the negative file checks by G-2. It is not feasible to record the negative file search in the individual case file because of the volume of cases involved and more particularly because there is a delay in returning the roster, and for the most part they are received long after the cases are closed. We long since ceased to keep these cases in a pending status waiting for the return of this roster, for we rarely find any information in the G-2 files not already known to the Bureau.

A

These rosters have been accumulated in the Atomic Energy Unit until we now have one file cabinet filled to capacity and additional space will be necessary if we are to continue saving them. A check with the supervisors and clerks in the Unit failed to disclose reference ever having been made to these records for any purpose whatsoever. In fact, the only purpose these rosters could serve would be to prove that a search of G-2 files had been requested and that the search was negative. It is not felt that the purpose justifies the continued maintenance of these rosters, and it is recommended that all rosters over one year old be destroyed.

ACTION:

Unless advised to the contrary, all rosters over one year old will be destroyed.

66-3286-486

CPH:jmj

RECORDED 86

66-3286-8

RECORDED

JUL 7 1952

EX. - 13

68 JUL 22 1952

~~68 JUL 15 1952~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

DATE 6-30-98 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 7-30-52

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS - GENERAL

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

Reference is made to my memorandum dated January 10, 1952 wherein I advised that Mr. DiGirolamo of the Department of Justice Records had been furnished with the volume of records destroyed during the first six months of the fiscal year of 1952. Mr. DiGirolamo has again requested the volume of records destroyed for the entire fiscal year. This is an annual request and separate from the statistical summary of records holdings which we will furnish the Department in compliance with the Federal Records Act of 1950 as required by General Services Administration.

These figures were furnished to [redacted] of Mr. DiGirolamo's office in his absence on 7-25-52. [redacted] was advised that these figures pertain only to records disposed of at the Seat of Government and that such figures from the Field could not be expected at this early date.

b6
b7C

[redacted] was furnished the total of the following breakdowns:

CATEGORY	VOLUME DESTROYED
NON-RECORD	
135,943 Index Cards	36 cubic feet
GENERAL LISTS	
None	--
SCHEDULES	
14,028 Fingerprint Cards of Deceased Individuals	26.5 cubic feet
53 File Sections of Personnel Files	6 cubic feet
Movement Wires	8 cubic feet
Old German Files 1113 legal size drawers @ 2 cu. ft. per drawer	2226 cubic feet

INDEXED - 50
RECORDED - 50
66-3286-497
AUG 6 1952

PFO:mjh:cerw

68 AUG 14 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 ELW/cal

Memo to Mr. Nichols 7-30-52

CATEGORY		VOLUME DESTROYED
Mexican Files 24 letter size drawers @ 1½ cu. ft. per drawer		36 cu. ft.
Bureau Section Files 40 letter size drawers @ 1½ cu. ft. per drawer		60 cu. ft.
	Total	2398½ cu. ft.

ACTION TO BE TAKEN:

None. For your information.

FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

b6
b7C

TO :

DATE: June 20, 1952

FROM : [redacted] Clerk, Buffalo Office

SUBJECT: Destruction of Files on Monthly Basis

Re: Section 6J (3) Manual of Rules and Regulations.

It is suggested that the rule requiring certain files to be destroyed when 1 year old, at monthly intervals, be changed to require the same files to be destroyed when 1 year old at yearly intervals.

The experience of the Buffalo office has been that the small amount of space acquired by the monthly check does not justify the time required to physically check all of these files.

By changing this procedure to a yearly one rather than monthly, these files, as well as the files to be destroyed on a three yearly basis, could be checked simultaneously.

RECORDED-114

EX-115

AUG 22 1952

COPY:pap

7/30/52

TO: Director, FBI

FROM: SAC GALEN N. WILLIS

Field Office or Division Norfolk

Reduction of Closed Investigative Files

SUGGESTION: As a means of conserving filing space and the unnecessary handling of closed files, the following is suggested. This has special application to investigative files of I. O. Fugitives. Most offices, being origin in I.O. cases, submit to the field two copies of the initial summary report. In most cases these are quite lengthy. In addition, there are included in the file five copies of the I.O., and it is the uniform practice of the Bureau to advise the field by teletype or radiogram when a particular I.O. fugitive is apprehended. It is thought some filing space would be saved by permitting offices to destroy one copy of the summary report and four copies of the I.O. when such notices of apprehension are received. In addition, the Bureau sends to all offices and A.O. forms. A copy of this is likewise included in the file, which is in fact duplicity. To illustrate, the A.O. form prepared by the Bureau dated 7/10/52 related to the cancellation of six I.O.'s. To place a copy of this A.O. in each of the six files and for 52 offices would mean that approximately 312 closed files had to be pulled in order that the A.O. form be placed therein. To abide by this suggestion would mean retaining in the closed file only the bare minimum of information needed for its future attention, and by not being required to place the A.O. form in the file would mean that it remain in the closed file section.

Its advantages are: Saving of paper, saving of file space, and saving of unnecessary clerical handling of these files.

It shoudl save at least $ (unable to estimate) annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4 EW/cal

(Signature of Suggestor)

GNW:snb

Comments and recommendation of Supervisor, SAC or Asst. Director.

64-3286-

NOT RECORDED
123 AUG 26 1952

(Signature)

INITIALS ON ORIGINAL -

(Title)

SEP 4 1952

ORIGINAL FILED IN 66-

66-3286-489 IN THIS FILE SKIPPED DURING SERIALIZATION.

JUN 25 1953

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-30-82 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: August 28, 1952

FROM : Inventory Section

SUBJECT: Destruction of BUREAU PROPERTY - GENL
Old Inspectors' Manual Control

It is requested that permission be granted to destroy the control on the old issue (May 21, 1945) of the Inspectors' Manual. A new manual was issued under date of April 1952.

All of the old manuals have been returned and not any of the manuals were lost or unaccounted for. All manuals have been destroyed with the exception of the Reference File copies and the copy in the Training Division which they are retaining for reference purposes.

Control Destroyed 9-12-52 jmf

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EX. 80

62-3286-490 INDEXED - 40 RECORDED SEP 17 1952

62 OCT 1 1952

Y:fcr

TO: MR. NICHOLS DATE:10-10-52

FROM: W. G. EAMES ° Destruction of Bureau property

SUBJECT: OFFICE COPY, UNIFORM CRIME REPORTS BULLETIN

Reference is made to the attached memorandum from Mr. Leonard to Mr. Nichols dated 10-1-52, wherein Mr. Leonard recommends that the above captioned subject matter not be retained after it is a full three years old. He further suggests that the material less than three years old be retained in the Statistical Section and that the file be cancelled.

AUTHORITY FOR DESTRUCTION:

The above material is filed in 33-12, occupies 2½ drawers, is not indexed or recorded, and contains no correspondence or memoranda.

The Records Disposal Act of 1943, as amended, specifies that material must be "preserved or appropriate for preservation" in order to be considered "record" material and exempts preliminary work papers. This material has been "preserved", yet, from its nature is not "appropriate for preservation." The material falls under the category of work papers and therefore, the agency head can destroy this material without Archival authority.

RECOMMENDATION:

That Mr. Leonard's suggestion be adopted.

PFO:mjh

ADDENDUM: (INSPECTOR VECHERY)(FDV:ehw)

The above referenced material has been examined. I concur with Mr. Leonard's suggestion that material contained in file 33-12 prior to the year 1949 be destroyed. I concur that a three-year limitation for the retention of material should be imposed, with material older than three years destroyed once each year.

1 ENCL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-30-82 BY SP4ELW/cal

166-3286-
NOT RECORDED
14 DEC 17 1952

67 DEC 19 1952

ORIGINAL COPY FILED IN 33-12-1949

Exhibit 3, Appendix A
GSA Reg. 3-IV-302.07
(4-25-52)

FEDERAL RECORDS CENTERS

A. National

GSA Region	Area Served	Mailing Address
	Entire Federal Government (For personnel records of separated Federal employees.)	Federal Records Center Records Management Service, Region 6 General Services Administration 1724 Locust Street St. Louis 3, Missouri

B. Regional

2	New York, Pennsylvania, New Jersey, and Delaware	General Services Administration 250 Hudson Street New York 13, New York
3	District of Columbia, Maryland, West Virginia, Virginia, Puerto Rico, and the Virgin Islands	General Services Administration GSA Regional Office Building Washington 25, D. C.
4	North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida	General Services Administration 50 Whitehall Street, S. W. Atlanta, Georgia
5	Kentucky, Illinois, Wisconsin, Michigan, Indiana, and Ohio	General Services Administration Room 528, Court House 219 South Clark Street Chicago 4, Illinois
7	Texas, Louisiana, Arkansas, and Oklahoma	General Services Administration 1114 Commerce Street Dallas 2, Texas
8	Colorado, Wyoming, Utah, and New Mexico	General Services Administration Bldg. 41, Denver Federal Center Denver, Colorado
9	California, Arizona, Nevada, and the Territory of Hawaii	General Services Administration 630 Sansome Street San Francisco 11, California

GSA RECORDS DEPOSITORIES*

1	Maine, Vermont, New Hampshire Massachusetts, Connecticut, and Rhode Island	General Services Administration Post Office & Courthouse Boston 9, Massachusetts

* Transfers limited at present to types of records specified in GSA Circular No. 9, as amended.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-24-2009 BY 60292 AUC DCG/DEK/YMW

GSA Region	Area Served	Mailing Address
6	Missouri, Kansas, Iowa, Nebraska, North Dakota, South Dakota, and Minnesota	General Services Administration Room 1800, Federal Office Building Kansas City, Missouri
10	Washington, Oregon, Idaho, Montana, and the Territory of Alaska	General Services Administration 909 First Avenue Seattle 4, Washington

TITLE 44—PUBLIC PROPERTY AND WORKS

Chapter I—General Services Administration

Subchapter A—Archives and Records Management

AVAILABILITY OF OFFICIAL RECORDS

1. Consonant with section 3 (c) of the Administrative Procedure Act (50 Stat. 238; 5 U. S. C. 1002 (c)) the rules prescribed herein govern the availability to the public of matters of official record within the General Services Administration. The Administrator of General Services has custody of: (1) Official records created by the General Services Administration, (2) records deposited with the National Archives of the United States, (3) historical material in the Franklin D. Roosevelt Library, and (4) records deposited in regional Federal records centers. These four types of material are governed respectively by the provisions of Parts 1, 2, 3, and 4 of Title 44, Code of Federal Regulations, hereby prescribed.

2. The rules issued by the War Assets Administrator as to the disclosure of official records, July 23, 1948 (13 F. R. 4389, 4391), are hereby revoked.

3. The rule issued by the Director, Bureau of Federal Supply, as to the disclosure of official records, May 27, 1949 (14 F. R. 2812), is hereby revoked.

4. The rules issued by the Archivist of the United States governing the use of records, archives, and historical materials in the custody of the Archivist, December 10, 1948, as redesignated and amended (13 F. R. 7743, 15 F. R. 1346, 1913; 44 CFR Parts 1, 2, and 5) are hereby superseded.

PART 1—AVAILABILITY OF RECORDS CREATED BY GENERAL SERVICES ADMINISTRATION

Sec.
1.0 Scope.
1.1 Legal custody.
1.2 Records not to be disclosed.
1.3 Requests.
1.4 Authentication and attestation of copies; costs.
1.5 Service of subpoena or other legal demand; compliance.

AUTHORITY: §§ 1.0 to 1.5 issued under sec. 205, 63 Stat. 389; 41 U. S. C. Sup., 235.

§ 1.0 *Scope.* The provisions of this part apply to official records created by the General Services Administration.

§ 1.1 *Legal custody.* The Administrator has legal custody of all official records created by the General Services Administration.

§ 1.2 *Records not to be disclosed.* The following records will not be disclosed:

(a) Records relating solely to internal management.

(b) Records that are confidential by law, or for reasons of national security, or otherwise in the public interest.

§ 1.3 *Requests.* (a) Requests for access to official records of the General Services Administration shall be addressed in writing to the Administrator, General Services Administration, Washington 25, D. C. Such requests shall (1) set forth the reasons why the applicant is properly and directly concerned, and (2) identify, exactly as may be, the particular documents desired.

(b) Each application will be judged on its specific merits, the nature of the applicant's concern, the records sought, and the public interest. A brief statement of reasons will be furnished if an application directly related to an agency proceeding cannot be granted.

§ 1.4 *Authentication and attestation of copies; costs.* The Assistant General Counsel, Claims and Litigation Division, Office of General Counsel, and the Administrative Officer, Office of General Counsel, as alternate, are authorized to authenticate and attest, for and in the name of the Administrator of General Services, copies or reproductions of official records. Such copies or reproductions will be furnished in appropriate cases upon payment of costs.

§ 1.5 *Service of subpoena or other legal demand; compliance.* When a subpoena duces tecum or other legal demand for the production of matters of official record within the General Services Administration is served upon the Administrator notwithstanding the provisions of this part for making available upon request records and authenticated copies of records, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such records, or the original records if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. When such subpoena or demand is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such records on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

PART 2—PRESERVATION AND USE OF RECORDS DEPOSITED WITH THE NATIONAL ARCHIVES OF THE UNITED STATES

Sec.
2.0 Scope.
2.1 Legal custody.
2.2 Availability of records; restrictions.

ADMISSION TO SEARCH ROOMS

2.3 Application for admission.
2.4 Admission card.
2.5 Application, motion pictures and sound recordings.
2.6 Withdrawal of admission privilege.
2.7 Hours of admission.

SEARCH ROOM RULES

2.8 Register of searchers.
2.9 Requests.
2.10 Searcher's responsibility.
2.11 Protection of records.
2.12 Keeping records in order.
2.13 Limitation on quantity.
2.14 Removal prohibited.
2.15 Disturbances.
2.16 Smoking and eating prohibited.

PHOTO-COPYING

Sec.
2.17 Photo-copying by the National Archives.
2.18 Photo-copying by a searcher.

UNLAWFUL REMOVAL OR MUTILATION

2.19 Penalty for unlawful removal or mutilation.

AUTHENTICATION AND ATTESTATION

2.20 Authentication and attestation of copies; costs.

LEGAL DEMANDS

2.21 Service of subpoena or other legal demand; compliance.

AUTHORITY: §§ 2.0 to 2.21 issued under sec. 205, 63 Stat. 389; 41 U. S. C. Sup., 235. Interpret or apply secs. 507, 509, Pub. Law 754, 81st Cong.

§ 2.0 *Scope.* The provisions of this part apply to records deposited with the National Archives of the United States.

§ 2.1 *Legal custody.* The Administrator has legal custody of all records deposited with the National Archives of the United States.

§ 2.2 *Availability of records; restrictions.* (a) Records will be made available subject to the conditions under which they have been transferred to the National Archives and subject to such restrictions as may be imposed by the Archivist.

(b) Records that contain information the disclosure of which would be prejudicial to the national interest or security of the United States or contrary to standards of propriety (save in cases where the public interest nevertheless requires disclosure) will not be made available.

ADMISSION TO SEARCH ROOMS

§ 2.3 *Application for admission.* Records deposited with the National Archives of the United States may be consulted only in the search rooms designated for this purpose, which in the National Archives Building includes the central search rooms, the branch search rooms, and the theater. Admission to the search rooms may be obtained only by making application to the Archivist of the United States on a form provided for that purpose and stating clearly therein the purpose for which

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records are to be consulted. Such applications must be made at the office of the Chief of the General Reference Section, except that applications to view motion pictures or hear sound recordings must be made at the office of the Chief Archivist of the Audio-Visual Records Branch. An applicant may be required to submit an acceptable letter of introduction or otherwise to identify himself.

§ 2.4 *Admission card.* If the application is approved, a card of admission will be issued. This card is not transferable and must be produced when required. It is valid for a period not in excess of one year and may be renewed upon application. The possession of this card does not entitle a searcher to examine any records the use of which is restricted.

§ 2.5 *Application, motion pictures and sound recordings.* Applications for admission for the purpose of viewing motion pictures or hearing sound recordings should be made sufficiently in advance of the time such service is desired to permit the completion of necessary arrangements. A group of persons must be represented by an authorized spokesman who, in making application for admission, must give the identity of the group he represents. On receipt and approval of the application, a time will be fixed for the rendering of the service, and the applicant will be notified thereof.

§ 2.6 *Withdrawal of admission privilege.* The privilege of admission to the search rooms may be withdrawn by the Archivist of the United States for the violation of the provisions of this part, or for disregarding the authority of the supervisor in charge.

§ 2.7 *Hours of admission.* Records and library books will be available for consultation in the central and branch search rooms from 8:45 a. m. to 5:15 p. m. Monday through Friday, Federal holidays excepted. In addition the central search rooms will remain open from 5:15 p. m. to 10:00 p. m. on Mondays through Fridays, and from 8:45 a. m. to 5:15 p. m. on Saturdays, Federal holidays excepted, *Provided,* That requests for records and library books are filed with the supervisor in charge of the central search rooms before 4:00 p. m. on the day on which they are to be used or before 3:00 p. m. on Friday, if they are to be used on Saturday. Under special circumstances, by direction of the Archivist of the United States, the search rooms may be closed during any of the hours specified in this section or may be opened at other times. The theater is opened only by special appointment.

SEARCH ROOM RULES

§ 2.8 *Register of searchers.* Each day that a searcher uses records in a search room he must sign the register of searchers maintained in that search room.

§ 2.9 *Requests.* Requests for records should be made to the supervisor in charge of the search room on a form provided for that purpose.

§ 2.10 *Searcher's responsibility.* When a searcher has completed his use of records, or leaves the search room other than for short periods of time, he must notify the supervisor. A searcher is responsible for all records delivered to him until they have been returned by him to the supervisor.

§ 2.11 *Protection of records.* A searcher is required to exercise all possible care to prevent damage to any records delivered to him. Except when a supervisor authorizes the use of a fountain pen, the use of ink at desks upon which there are records is prohibited. Records may not be leaned upon, written upon, folded anew, traced, or handled in any way likely to damage them. The use of paper clips, rubber bands, or other fasteners not on records when delivered to a searcher is prohibited. The use of records of exceptional value or in fragile condition is subject to such special restrictions as the supervisor may deem necessary.

§ 2.12 *Keeping records in order.* The searcher must keep unbound papers in the order in which they are delivered to him. If records are found to be in disorder, the searcher must not attempt to restore them to order, but should call this condition to the attention of the supervisor.

§ 2.13 *Limitation on quantity.* The supervisor in charge of a search room may limit the quantity of records delivered to a searcher at any one time.

§ 2.14 *Removal prohibited.* No records or other property of the National Archives and Records Service may be taken from the search rooms except by members of the staff of the National Archives and Records Service acting in their official capacities.

§ 2.15 *Disturbances.* Loud talking and other activities likely to disturb searchers are prohibited. Persons desiring to use typewriters or to carry on proofreading or similar work may be assigned desks in a room designated for such purposes.

§ 2.16 *Smoking and eating prohibited.* Smoking and eating in the search rooms are prohibited.

PHOTO-COPYING

§ 2.17 *Photo-copying by the National Archives.* Requests for photographic copies of records to be made by the National Archives and requests for certification or authentication of such copies should be made to the search room supervisor.

§ 2.18 *Photo-copying by a searcher.* Records may be copied by a searcher with his own photographic equipment only by permission of the head of the branch having physical custody of the records.

UNLAWFUL REMOVAL OR MUTILATION

§ 2.19 *Penalty for unlawful removal or mutilation.* The unlawful removal or mutilation of records is forbidden and is punishable by fine or imprisonment or both (62 Stat. 695; 18 U. S. C. Sup., 2071).

AUTHENTICATION AND ATTESTATION

§ 2.20 *Authentication and attestation of copies; costs.* The Director of the Federal Register Division, the Chief Archivist of any Records Branch, or the Chief of the General Reference Section of the National Archives are authorized to authenticate and attest, for and in the name of the Archivist of the United States, copies or reproductions of records deposited with the National Archives of the United States. Such copies or reproductions of records will be furnished in appropriate cases upon payment of costs.

LEGAL DEMANDS

§ 2.21 *Service of subpoena or other legal demand; compliance.* When a subpoena duces tecum or other legal demand for the production of records and material deposited with the National Archives of the United States is served upon the Administrator notwithstanding the provisions of this part for making available upon request records and authenticated copies of records, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such records or material, or the original records or material if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. When such subpoena or demand is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such records or material on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

PART 3—PRESERVATION AND USE OF HISTORICAL MATERIAL IN THE FRANKLIN D. ROOSEVELT LIBRARY

Sec.

3.0 Scope.
3.1 Definitions.
3.2 Legal custody.
3.3 Availability of historical material; restrictions.

ADMISSION TO SEARCH ROOMS

3.4 Application for permission to use historical material.
3.5 Admission card.
3.6 Withdrawal of admission privilege.
3.7 Hours of admission.

SEARCH ROOM RULES

3.8 Requests.
3.9 Searcher's responsibility.
3.10 Protection of historical material.
3.11 Limitation on quantity.
3.12 Removal prohibited.
3.13 Disturbances.
3.14 Smoking and eating prohibited.

LOANS AND REPRODUCTIONS

3.15 Loans.
3.16 Permission to make reproductions or to publish historical material.

AUTHENTICATION AND ATTESTATION

3.17 Authentication and attestation of copies; costs.

LEGAL DEMANDS

3.18 Service of subpoena or other legal demand; compliance.

MUSEUM

3.19 Admission fee.
3.20 Waiver of admission fee.
3.21 Hours of admission.

AUTHORITY: §§ 3.0 to 3.21 issued under sec. 205, 63 Stat. 389; 41 U. S. C. Sup. 285. Interpret or apply sec. 207, 53 Stat. 1065.

§ 3.0 *Scope.* The provisions of this part apply to historical material in the Franklin D. Roosevelt Library.

§ 3.1 *Definitions.* As used in this part, unless the context otherwise requires:

(a) The term "act" means the Joint Resolution of Congress, approved July 18, 1939, "to provide for the establishment and maintenance of the Franklin D. Roosevelt Library, and for other purposes" as amended by sec. 104 of the Federal Property and Administrative Services Act (53 Stat. 1062, as amended by 63 Stat. 381; 41 U. S. C. Sup. 214).

(b) The term "Library" means the Franklin D. Roosevelt Library, Hyde Park, New York.

(c) The term "building" means the building occupied by the Library at Hyde Park, New York.

(d) The term "Administrator" means the Administrator of General Services.

(e) The term "Archivist" means the Archivist of the United States.

(f) The term "Director" means the Director of the Franklin D. Roosevelt Library.

(g) The term "historical material" includes books, correspondence, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, and other similar material.

§ 3.2 *Legal custody.* The Administrator has legal custody of historical material in the Library.

§ 3.3 *Availability of historical material; restrictions.* (a) Historical material will be available subject to the conditions under which it has been acquired by the Library and subject to such restrictions as may be imposed by the Archivist.

(b) Historical material that contains information the disclosure of which would be prejudicial to the national interest or security of the United States, or contrary to the conditions under which the historical material has been acquired by the Library, or contrary to standards of propriety (save in cases where the public interest nevertheless requires disclosure) will not be made available.

(c) Inquiries as to the availability of historical material should be addressed to the Director.

ADMISSION TO SEARCH ROOMS

§ 3.4 *Application for permission to use historical material.* Permission to use unrestricted historical material may be obtained by making advance written application to the Director on a form provided for the purpose, and stating clearly therein the specific subject of the applicant's interest, and the purpose of his study. An applicant must satisfy the Director that he is qualified to do research, and that his proposed study has a serious and important purpose.

§ 3.5 *Admission card.* If the application is approved, a card of admission will be issued. This card is not transferable and must be produced when required. It is valid for a period not in excess of one year and may be renewed upon application. The effective beginning date on each newly-issued card of admission will be scheduled in advance in such a manner as to prevent over-crowding in the search room, and the applicant will be notified as far in advance as possible of the effective beginning date assigned to his card of admission. The possession of this card does not entitle a searcher to examine historical material the use of which is restricted.

§ 3.6 *Withdrawal of admission privilege.* The card of admission may be withdrawn by the Director for any violation of the provisions of this part, or for disregarding the authority of the supervisor in charge.

§ 3.7 *Hours of admission.* The search rooms will be open from 9 a. m. to 5 p. m. Monday through Friday, Federal holidays excepted, and at such other times as the Director may authorize.

SEARCH ROOM RULES

§ 3.8 *Requests.* Requests for historical material available under § 3.3 (a) should be made to the search room supervisor on a form provided for that purpose.

§ 3.9 *Searcher's responsibility.* When a searcher has completed his use of the historical material, or leaves the search room other than for short periods of time, he must notify the supervisor. A searcher is responsible for all historical material delivered to him until it has been returned by him to the supervisor.

§ 3.10 *Protection of historical material.* A searcher is required to exercise all possible care to prevent damage to the historical material delivered to him. Except when a supervisor authorizes the use of a fountain pen, the use of ink at desks upon which there is historical material is prohibited. Historical material may not be leaned upon, written upon, folded anew, traced or handled in any way likely to damage it. The use of paper clips, rubber bands, or other fasteners not on the historical material when delivered to a searcher is prohibited. The use of historical material of exceptional value or in fragile condition is subject to such special restrictions as the supervisor may deem necessary.

§ 3.11 *Limitation on quantity.* The supervisor in charge of a search room may limit the quantity of historical material delivered to a searcher at any one time.

§ 3.12 *Removal prohibited.* No historical material shall be taken from the search rooms except by members of the staff of the Library acting in their official capacities.

§ 3.13 *Disturbances.* Loud talking and other activities likely to disturb searchers are prohibited. Persons desiring to use typewriters or to carry on proofreading or similar work may be assigned desks in a room designated for such purpose.

§ 3.14 *Smoking and eating prohibited.* Smoking and eating in the search rooms are prohibited.

LOANS AND REPRODUCTIONS

§ 3.15 *Loans.* Historical material may not be borrowed for use outside the Library except upon authorization in each instance by the Archivist.

§ 3.16 *Permission to make reproductions and to publish historical material.* Historical material referred to in § 3.3 (a) may not be reproduced or published except upon the written authorization of the Director.

AUTHENTICATION AND ATTESTATION

§ 3.17 *Authentication and attestation of copies; costs.* The Director is authorized to authenticate and attest, for and in the name of the Archivist, copies or reproductions of available historical material. Such copies or reproductions will be furnished in appropriate cases upon payment of costs.

LEGAL DEMANDS

§ 3.18 *Service of subpoena or other legal demand; compliance.* When a subpoena duces tecum or other legal demand for the production of historical material in the Franklin D. Roosevelt Library is served upon the Administrator notwithstanding the provisions of this part for

making available upon request material and authenticated copies thereof, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such material, or the original material if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. In the event that a subpoena or other demand is served for historical material of the type referred to in § 3.3 (b), the Administrator will produce or submit copies of such historical material only with the approval of the President of the United States. When a subpoena or demand for historical material is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such material on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

MUSEUM

§ 3.19 *Admission fee.* A charge of 25 cents, inclusive of tax, if any, shall be collected from each person visiting and viewing the exhibit rooms or museum portion of the Library.

§ 3.20 *Waiver of admission fee.* The Director is authorized to waive the admission fee (a) for children 12 years of age or under when accompanied by an adult assuming responsibility for their safety and orderly conduct, (b) for persons from non-profit organizations or educational institutions, when such persons are accompanied by official instructors, and when application is made in advance, (c) for persons in the support or care of charitable institutions and their attendants, (d) for officials of States, counties, and municipalities, and organizations, semi-public or private, which may be engaged in activities affecting the Library, and (e) for employees of the Federal Government and others on official business: *Provided,* That the applicable tax will be collected from such persons unless exempt by law, in accordance with the act of June 29, 1939, as amended (53 Stat. 189; as amended; 26 U. S. C. 1700).

§ 3.21 *Hours of admission.* The museum portion of the Library will be open from 10 a. m. to 5 p. m. Tuesday through Sunday, including holidays. When a holiday falls on Monday the museum will be open on the holiday and not on the following day.

PART 4—PRESERVATION AND USE OF RECORDS IN REGIONAL FEDERAL RECORDS CENTERS

Sec.
4.0 Scope.
4.1 Definitions.
4.2 Legal custody.
4.3 Restrictions on use of certain records.
4.4 Requests.
4.5 Penalty for unlawful removal or mutilation.
4.6 Photo-copying by regional Federal records centers.
4.7 Authentication and attestation of copies; costs.
4.8 Service of subpoena or other legal demand; compliance.

AUTHORITY: §§ 4.0 to 4.8 issued under sec. 205, 63 Stat. 389; 41 U. S. C. Sup., 235. Interpret or apply secs. 505, 509, Pub. Law 754, 81st Cong.

§ 4.0 *Scope.* The provisions of this part apply to records in regional Federal records centers of the General Services Administration.

§ 4.1 *Definitions.* As used in this part, unless the context otherwise requires:

(a) The term "regional Federal records center" means a records center operated by the General Services Administration primarily to serve other Federal agencies.

(b) The term "Administrator" means the Administrator of General Services.

(c) The term "Regional Director" means the Director of a region established by the General Services Administration.

(d) The term "Chief" means the Chief of a regional Federal records center.

§ 4.2 *Legal custody.* The Administrator has legal custody of records in regional Federal records centers.

§ 4.3 *Restrictions on use of certain records.* Records in regional Federal records centers that contain information the disclosure of which would be prejudicial to the national interest or security of the United States or contrary to standards of propriety (save in cases where the public interest nevertheless requires disclosure) will not be made available. Otherwise records will be made available to persons properly and directly concerned subject to conditions or restrictions under which they have been transferred to the respective regional Federal records centers, and such restrictions respecting their use as may be imposed by the respective Regional Directors.

§ 4.4 *Requests.* Requests for access to records in regional Federal records centers shall be addressed in writing to the appropriate Regional Director of the General Services Administration. Regional offices are located in Boston, Mass., New York, N. Y., Washington, D. C., Atlanta, Ga., Chicago, Ill., Denver, Colo., Kansas City, Mo., Dallas, Tex., San Francisco, Calif., and Seattle, Wash.

§ 4.5 *Penalty for unlawful removal or mutilation.* The unlawful removal or mutilation of records is forbidden and is punishable by fine or imprisonment or both (62 Stat. 695, 18 U. S. C. Sup., 2071).

§ 4.6 *Photo-copying by regional Federal records centers.* Requests for photographic copies of records in regional Federal records centers and requests for certification or authentication of such copies should be made to the Chief of the appropriate regional Federal records center.

§ 4.7 *Authentication and attestation of copies; costs.* The Chiefs of the several regional Federal records centers are authorized to authenticate and attest, for and in the name of the appropriate Regional Director of the General Services Administration, copies or reproductions of records in regional Federal record centers. Such copies or reproductions of records will be furnished in appropriate cases upon payment of costs.

§ 4.8 *Service of subpoena or other legal demand; compliance.* When a subpoena duces tecum or other legal demand for the production of matters of official record within a regional Federal records center is served upon the Administrator notwithstanding the provisions of this part for making available upon request records and authenticated copies of records, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such records, or the original records if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. When such subpoena or demand is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such records on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

Dated: November 9, 1950.

JESS LARSON,
Administrator.

[F. R. Doc. 50-10210; Filed, Nov. 13, 1950; 8:48 a. m.]

(Published in Federal Register, November 14, 1950 - 15 F.R. 7710)

TITLE 44—PUBLIC PROPERTY AND WORKS

Chapter I—General Services Administration

Subchapter A—Archives and Records Management

PART 3—PRESERVATION AND USE OF HISTORICAL MATERIAL IN THE FRANKLIN D. ROOSEVELT LIBRARY

MISCELLANEOUS AMENDMENTS

Part 3 under the subheading of Museum is hereby amended by—

(1) Inserting after the word "business" in paragraph (e) of § 3.20 the following language: "and uniformed members of the armed forces of the United States", and

(2) Adding at the end thereof a new section to read as follows:

§ 3.22 *Checking of certain personal property.* Visitors to the museum rooms of the Franklin D. Roosevelt Library must check all parcels, luggage, and such other personal property as may be determined by the Director at a place designated by the Director.

(Sec. 205, 63 Stat. 389; 41 U. S. C. Sup. 285. Interpret or apply sec. 207, 53 Stat. 1065)

These amendments shall become effective upon publication in the FEDERAL REGISTER.

Dated: August 30, 1951.

JESS LARSON,
Administrator.

[F. R. Doc. 51-10814; Filed, Sept. 6, 1951; 9:02 a. m.]

(Published in the Federal Register, September 7, 1951, 16 F.R. 9093)

TITLE 44—PUBLIC PROPERTY AND WORKS

Chapter I—General Services Administration

Subchapter A—Archives and Records Management

PART 1—USE OF RECORDS IN THE CUSTODY OF THE ARCHIVIST OF THE UNITED STATES

AUTHENTICATION AND ATTESTATION OF COPIES; COSTS

Section 1.4 of rules relating to the availability of official records of General Services Administration as set forth in Part 1, Subchapter A, Chapter I, Title 44, Code of Federal Regulations (15 F. R. 7710) hereby is amended to read:

§ 1.4 *Authentication and attestation of copies; costs.* The General Counsel, with respect to official records located within the Central Office of General Services Administration, and the Region Counsel, with respect to official records located within each regional office of General Services Administration, are authorized to authenticate and attest, for and in the name of the Administrator of General Services, copies of reproductions of official records. Such copies or reproductions will be furnished in appropriate cases upon payment of costs.

(Sec. 3, 48 Stat. 1122, as amended; 44 U. S. C. 300c)

Dated: January 3, 1952.

RUSSELL FORBES,
Acting Administrator.

[F. R. Doc. 52-242; Filed, Jan. 8, 1952; 8:48 a. m.]

(Published in the Federal Register, January 9, 1952, 17 F.R. 234)

EXHIBIT 6, APPENDIX A
GSA REG. 3-IV-302.08 (4-25-52)

STANDARD FORM 127
PRESCRIBED BY
GENERAL SERVICES
ADMINISTRATION
REG. 3-IV-302.

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

Submit in duplicate to the Federal Records Center, St. Louis, Missouri

SECTION I - TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Missouri

2. NAME *(Last, first, middle)*	3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY *(If other than item 2)*	4. DATE OF BIRTH

5. FORMER FEDERAL EMPLOYING OFFICE *(Agency; bureau or equivalent; address; and dates of employment)*

(If formerly employed by agencies in addition to above, list under item 7)

6. PERSONNEL FOLDER ACTION *(Check appropriate box)*

☐ a. Currently employed. Request transmission of folder covering previous Federal employment for permanent retention

☐ b. Request transmission of folder for temporary use

☐ c. Consolidate attached papers with official personnel folder previously forwarded

7. REMARKS

SECTION II - FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MISSOURI

8a. ☐ CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED

b. ☐ FOLDER ENCLOSED

c. ☐ FOLDER NOT LOCATED

d. ☐ FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED

e. ☐ FOLDER PREVIOUSLY REQUESTED IS ENCLOSED

f. ☐ FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

NOTE: **Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.**

TO:

ADDRESS:

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-24-2009 BY 60292 AUC DCG/DEK/YMW

REQUESTING AGENCY WILL TYPE NAME AND ADDRESS OF OFFICE SUBMITTING REQUEST IN ADDRESS BOX. TO BE USED TO MAIL FOLDER OR REPLY.

ATTN:

COPY:fcr

TO: MR. NICHOLS DATE: 10/1/52

FROM: A. E. LEONARD

SUBJECT: OFFICE COPY, UNIFORM CRIME REPORTS BULLETIN

PURPOSE:

It is desired to call to your attention that certain bulky material relative to the Uniform Crime Reports bulletin has been filed in the Records Section since 1933. This material consists of our work papers used in preparing the Uniform Crime Reports bulletin for publication. In view of the critical nature of our space it is desired to establish a "records retention schedule" for this material.

BACKGROUND:

There is on file in the Records Section in file 33-12 various material used in the preparation of the Uniform Crime Reports bulletin from the year 1933 through 1949. Material for 1950 to date is on file in the Statistical Section. These files contain lists of cities used in the various compilations in the bulletin as well as the raw figures used in preparing rate tables, etc. It is believed that all of this data with the exception of the last three years can be destroyed although there are certain advantages in keeping this material indefinitely as set out below:

1. These files show the various cities used in preparing tabulations, and upon request it could be ascertained what cities were used for any particular table or tabulation.

2. Summary totals of crimes by geographic divisions, population groups, States, etc. are available in these files which would make it easier to compile data concerning long-term trends, etc. Some of these totals are not published in the bulletin and it would be necessary to tabulate from individual record cards in the event any such data were needed after the files had been destroyed. However, it is not believed that the slight possibility of saving some employee time in the future warrants the retaining these files.

7-30-82 BY SP4 EJM CAL
166-3286
NOT RECORDED
DEC 17 1952

RECOMMENDATION:

It is recommended that the Records Section forwarddto the Statistical Section all sections of file 33-12 at which time all material prior to the year 1949 will be destroyedd The years 1949,1950,1951, and the current year will be retained temporarily in the Statistical Section. Once each year the material for the oldest year will be destroyed leaving only three years on file.

File 33-12 will thereafter not be in existence.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 13, 1952

FROM : SAC, WFO

b6
b7C

SUBJECT: SUGGESTION BY [redacted]
Special Agent

#5105

Forwarded herewith is a suggestion dated October 7, 1952, from the above-named employee, in which he recommends that closed files be reviewed periodically and, in those instances when the subject has attained his seventieth birthday, the file be set aside in a special section for a three-year period. The information relative to the subject's seventieth birthday would be placed on a green colored memorandum form which would be retained as the top serial in the file. When the subject is seventy-three years old, the file would be destroyed.

It is not felt that the extra work of reviewing the files, preparing the green sheets and setting the files aside for a three-year period is a necessary step. If the Bureau will agree that the files can be destroyed when subjects are seventy years of age, it is recommended that the rule to that effect be placed in operation. This can be done without any particular difficulty or any special devices or procedures to carry it out. The procedure is complicated by the fact that inmany instances the birth dates of subjects are not known. In recent years there is more complete data of this type in the files, but in the old reports such information is frequentl missing and this would handicap the operation of the plan to some extent.

EXPEDITE PROCESSING.
OCT 15 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/cal

RBH:MCP
Attachment

66-3286-491

RECORDED - 116

b6
b7C

OCT 15 1952

EX-23

60 NOV 10 1952

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date October 7, 1952

To: DIRECTOR, Federal Bureau of Investigations

From: SA [redacted] b6 b7C

Field Office or Division Washington Field Office

SUGGESTION:

See Insert A

Its advantages are:

See Insert B

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/CAL

EXPEDITE PROCESSING OCT 15 1952

It should save at least $ Undetermined annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of Suggestor)

b6
b7C

Comment [redacted] commendation of Supervisor, SAC, or Assistant Director:

ENCLOSURE

RECORDED - 116 66-3286-491

OCT 15 1952 (Signature)

20

(Title)

EX-23

68 NOV 4 1952

INSERT A

1. A review of all closed files located in the various field offices for the purpose of ascertaining the date of birth of each subject, the date of his seventieth birthday, and the date of his seventy-third birthday. This information would then be placed on a green colored memo form and would be retained as the top serial in the file.

2. As each pending case is closed, the Agent to whom it is assigned would prepare a form, as outlined above.

3. At a regular interval, to be prescribed by the Bureau (preferably annually or semi-annually), the CCO would review all closed field office files, and in those cases in which the subject had attained his seventieth birthday, the file would be pulled and placed in a special section known as the "Dead File," and which would be maintained on the same basis as the zero and double zero files. These files would then be retained in the "Dead File" for a three year period, and upon the completion of three continuous years subsequent to the age of seventy, without any activity on the subject's part, the files would be considered for destruction. In this connection, a list of such files would then be prepared for transmission to the Bureau, and would be destroyed within a 60 or 90 day period, UACB.

INSERT B

1. Such a program, adopted as a supplement to the present "twenty-five" year rule (Section 6-J (5), Manual of Rules and Regulations) would permit the field to destroy files in cases where the subject's age would, in all probability, bar future activity, and would give the field offices access to additional file space in the closed files sections.

   Example: At the present time, a 65 year old man becomes a subject in a Bureau case. His file must be retained until he would reach the age of 90, assuming that he lives that long. Under the suggested program, his file, in the absence of additional activity, could be destroyed when the subject was 73, for a difference of 17 years.

2. In the event of activity after the destruction of a file, the Bureau's copies could be made available to the field so that no valuable information would be lost. Exceptional cases could be retained at the discretion of the SAC.

3. By using a green colored memo form, the information would be flagged, and would facilitate file reviews for such information in cases where files have been consolidated, thus eliminating time lost in looking for a particular piece of mail. (See sample form.)

4. It is estimated that approximately one-third of the present files would affected within the next twenty years, if this suggestion were adopted, and approximately one-fifth would be affected upon adoption.

Enclosure

#510-52

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 10/23/52

FROM : The Executives Conference

SUBJECT: SUGGESTION BY SA [redacted] b6 b7C

Present 10/22/52: Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy and Mason.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

The Conference considered the suggestion from Special Agent [redacted] of the Washington Field Office to the effect:

(1) Closed files in the field be reviewed periodically and where the subject of a file has attained his 70th birthday, the file be set aside in a special section for a 3-year period.

(2) A green-colored memorandum form be placed in the file as the top serial, indicating that the subject thereof has reached 70 years of age.

(3) When the subject of a field investigative file has reached the age of 73, the file be destroyed.

The Conference was unanimously opposed to this suggestion, feeling that the maximum destruction of files permissible by law is already in effect under the program of destroying investigative files when they become 25 years old and of destroying certain administrative files at more frequent intervals.

The Conference felt that adoption of the suggestion would result in considerable administrative work to separate the files without any benefits being apparent.

In forwarding the suggestion to the Bureau, SAC Hood pointed out complications attendant to the suggestion.

Conference unanimously opposed. If you agree, no further action is necessary. [redacted] has already been thanked for his idea. b6 b7C

RECORDED - 116 66-3286-49

OCT 29 1952

EX-23

EDM:EHW

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP5CI/LAT 7-21-92

NOV 4 1952

RECORDED COPY FILED IN 66-3286-49

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 23, 1952

FROM : M. A. Jones

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL
BUREAU PROPERTY - GENERAL

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

There ~~is~~ are contained at the present time in the Bureau Library twelve obsolete catalogues of George Washington University dating from 1937 through 1950. It is recommended these catalogues be destroyed. They are serving no purpose and we have a current catalogue in the Library as well as a current catalogue in the Director's office.

destroyed
10/24/52

10/23

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cat

66-3286-438

BMS:ps

62 NOV 4 1952

21 OCT 29 1952

CRIME REC.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 23, 1952

FROM : M. A. Jones

SUBJECT: ~~DESTRUCTION OF OBSOLETE PUBLICATIONS~~ Destruction of Bureau Records

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

There is contained in the Bureau Library at this time eight copies of a publication titled "A Graded Reader of Military Japanese."

These publications were contained in the SIS Library at one time and you will recall that we took over the entire SIS Library at the time of its dissolution.

It is recommended that these publications be destroyed.

One of the publications is attatched for examination.

done 10-31-52 BMS

no value to Tr and Insp Div. 10-28-52 MA

RECORDED - 4 66-2[illegible]-494

INDEXED - 4 5 NOV 4 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12-2-82 BY SP4 ELW/cal

BMS:ps

79 NOV 13 1952

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

DESTRUCTION OF BUREAU PROPERTY

Date October 22, 1952

To: S. K. McKEE, SAC

From: [redacted] Assistant Chief Clerk

b6
b7C

Field Office or Division NEWARK

SUGGESTION: It is suggested that the following files be destroyed on an annual basis when three years old. The destruction of these files should be performed only after they have been carefully examined to be sure that instructions and material which are still applicable and which will be of future value are retained.

Accomplishments - Statistical
Administrative - Indexing
- Filing System
- Office (confined to matters relating to individual office)
Arraignment
(Continued on Page 1A)

Its advantages are:

This would permit the retention of current instructions or those still applicable and would permit the destruction of instructions which have been superseded or revised. This would facilitate reviewing the above listed files for proper procedures and methods, eliminate the possibility of following instructions which are out-of-date and weed out what is no longer of value. It would release filing space for other filing needs and assist in controlling the growth and expansion of the administrative filing section throughout the years.

It should save at least $_____ annually.

b6
b7C

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EWical

[redacted]
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

I think this suggestion is worthy of considerable thought.

ack. letter 11/3/52 EDM

66-3286-498

(Signature)

Special Agent in Charge
(Title)

EXPEDITE PROCESSING
OCT 24 1952

COPIES DESTROYED
20 5 JAN 25 1965
67 NOV 21 1952

RECORDED - 58
INDEXED - 58
OCT 24 1952

PERS. FILES

Arrests
Confidential Informants - Criminal - General (instructions)
- Security - General (instructions)
Interviews
Report Writing
Resident Agencies - General
Retirement
Searches & Seizures
Sources of Information (instructions)
Space
Double Zero Files

In accordance with the Manual of Rules and Regulations, Section 6J (3) and (4), certain of our files containing instructional material are destroyed after they are one year or three years old, as the case may be. Certain files, also containing instructions, which are destroyed monthly as they become one year old could be retained for three years for the purpose of uniformity and are as follows:

Addressograph
Films
Forms
GTR Instructions
Mailing List (instructions)
Office Memoranda
Supplies (instructions)
Telephone & Teletype (instructions)

SAC, NEW YORK

November 3, 1952

RECORDED-62 DIRECTOR, FBI

EX-102

DISPOSITION OF BUREAU REPORTS
IN POSSESSION OF
ASSISTANT CHIEF OF STAFF, G2, FIRST ARMY

Your letter of October 28, 1952, requests advice as to what policy should be adopted regarding a request from Colonel Vendell G. Johnson with reference to the disposition of Bureau reports presently in possession of the Assistant Chief of Staff, G2, First Army, when these reports are no longer of current value. Your attention is called to the comment in the letter to your office from Colonel Johnson that the old reports would appear to have little value, since, if information were needed concerning an individual or organization, they would have to make a further request in order to obtain current information.

The Bureau does not desire to have the reports which are now in the possession of Colonel Johnson returned to the FBI. The Bureau has no objection to G2's burning these reports under proper security regulations. In discussing this matter with Colonel Johnson, you should specifically point out that our files will continue to reflect the information has been made available to G2 and that in our dissemination of material in the future we will rely upon this fact and will consider our responsibilities as having been discharged by having at one time furnished to G2 information which we considered to be of interest to them. You should further point out that in the event reports are destroyed by them which they may later need, we may not have extra copies to make available to them.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

WCEH:LL

MAILED 10
NOV 5 1952
COMM-FBI

79 NOV 25 1952

RECEIVED-READING ROOM
F B I
U.S. DEPT. OF JUSTICE

NOV 4 5 22 PM '52

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP

FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11-18-52

FROM : W. G. EAMES

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

SUBJECT: ~~DESTRUCTION OF RECORDS~~ DESTRUCTION OF BUREAU PROPERTY

On a semiannual and annual basis we are required to furnish statistics on the volume of records destroyed to the Department for transmittal to GSA. The volume of records destroyed as a result of microfilming constitutes the greatest percentage of volume of records destroyed. To facilitate the compilation of these statistics for inclusion in the above reports, it is desired that a form be utilized. Such a form has been devised, and a rough draft copy is attached. As indicated, this form is to be used purely as a work sheet.

RECOMMENDATION:

That 200 copies of the attached form be printed on 8½ x 11 bond, three-ring notebook paper.

PFO:fkr
Attachment

Form numbered 4-96

RECORDED - 111 66-3386-497
INDEXED - 111
DEC 16 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/cal

DEC 22 1952

Character

SCOPE		SPACE REAQUIRED					MICROFILMING				
[redacted]od	Number of Cases	Legal size cabinets		Letter size cabinets		TOTAL CUBIC FEET	Date		Reels		Total cu. Occupied By Reels
		Number of Drawers	Cubic Feet at 2.0 cu. ft. per drawer	Number of Drawers	Cubic Feet at 1.5 cu. ft. per drawer		Started	Completed	Review	Safety	
[redacted]											

66-3286-497

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/cal

Remarks:

Classification

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

FROM : I. W. Conrad

DATE: December 23, 1952

SUBJECT: SURPLUS EQUIPMENT
DESTRUCTION OF PROPERTY - GEN.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

It is recommended that authorization be granted for the dismantling and destruction of 2 Carrier-Call communication units and one RCA Victor 12 inch disc recorder maintained at the technical storage space, 810 H Street, Northwest. Each of these 3 units have been completely examined and found to be valueless to the Bureau as well as any outside personnel. It is possible however a few mechanical parts and tubes can be salvaged. No serial numbers appear on these units and are the only units of this type ever purchased by the Bureau.

RFP:vrh

Above units dismantled 1/2/53

INDEXED-45

66-3256-498

NOT RECORDED
13 JAN 26 1953

EX-130

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW/cal

PLEASE FILE UNDER DESTRUCTION OF PROPERTY FILE

File

3/wrg/mtb

53 FEB 4 1953

STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

December 11, 1952 WASHINGTON 25, D. C.

MEMO FOR MR. HOOVER	CALLAHAN	HOLLOMAN	ROGERS
TOLSON	CALLAN	JONES, M. A.	SCATTERDAY
LADD	CLEVELAND	KEAY	SIZOO
NICHOLS	CONRAD	LAUGHLIN	STANLEY
BELMONT	CROSBY	LEONARD	STEIN
CLEGG	DeLOACH	MALLEY	STRONG
CONNELLEY	DONELAN, C. A.	MASON, E. D.	TAMM, Q.
GLAVIN	DOWNING	McGUIRE	TROTTER
HARBO	EAMES	MOHR	VAN PELT
ROSEN	EDWARDS, H. L.	NEWBY, R. A.	VECHERY
TRACY	EGAN	PARSONS	WHERRY
BAUMGARDNER	GEARTY, G.	PENNINGTON	WICK
BOWLES	GRESHAM	PRICE	WINTERROWD
BRANIGAN	HENNRICH	RENNEBERGER	AND SUPERVISORS
BROWN, B. C.	HOOD	RUMANS, L. H.	

Gen'l

RE: DESTRUCTION OF Bureau Property - Gen'l ALL FORMS USED BY FIELD OFFICES TO NOTIFY THE BUREAU OF STATUS OF CASE

Under existing regulations the field offices notify the Bureau of the status of a case by use of Form 0-1, Form 64, FD-205 and in some instances by a mimeographed sheet of paper. After Form 0-1 is acknowledged by the field it is as a general rule destroyed by the Supervisor at the Seat of Government, after a notation has been made in the appropriate case file. This procedure is not being complied with in every instance, as the Records Section is being requested to file many of these forms.

Special Agent Supervisory personnel should follow the practice of not sending the above forms to the Records Section for filing in the absence of a reason which can be justified by the Supervisor. In those instances where it appears that time would be saved in filing such forms rather than placing a notation in the file, the Supervisor should mark the form "file" and place his initials thereon. It is believed that it will only be in rare instances when it will be considered necessary that these forms be filed. In all other instances these forms should be destroyed after an appropriate notation has been made in the pertinent case file.

Very truly yours,

John Edgar Hoover

Director

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED 66-3286 DATE June 8-82 BY SP4 ELW/cal
NOT RECORDED 86 DEC 15 1952

2 ENCL. filed with 95-6

70 DEC 18 1952

ORIGINAL FILED IN 66-3286-1915

Director, FBI

11/24/52

Attention: ADMINISTRATIVE DIVISION

SAC, Norfolk (100-1716)

WEEKLY INTELLIGENCE REPORTS
ADMINISTRATIVE HANDLING

W DESTRUCTION OF BUREAU PROPERTY

For the Bureau's information, the Norfolk Office currently has 10 volumes of weekly intelligence reports received from Second Army Headquarters, Fort George G. Meade, Md., since 1942 and which are over three years old. These 10 volumes take up considerable filing space and of course are not indexed and serve no value to our present intelligence work. Unless the Bureau directs otherwise by 12/8/52, these 10 volumes of intelligence reports will be destroyed.

GNW:snb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/Cal

100-3286-

NOT RECORDED
15 DEC 4 1952

INITIALS

79 DEC 9-1952

ORIGINAL COPY FILED IN CENTRAL

WESTERN UNION ADDRESS:
WUX - EdW, N. Y. C.

LICENSED BY RCA
ESTABLISHED 1928

ESPEY MANUFACTURING COMPANY, INC.

ELECTRONIC TEST EQUIPMENT SIGNAL
GENERATORS AUDIO OSCILLATORS

RADIO RECEIVERS
PHONOGRAPHS TELEVISION

528 EAST 72ND STREET-NEW YORK 21, N.Y.

TRAFALGAR 9-7000

December 23, 1952. Destruction of Bureau Property - Instr.

F. B. I. Laboratory,
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Gentlemen:

Referring to your letter dated November 28th regarding up-to-date tube charts for Models 105 and 104 tube testers, we only made these instruments exclusively for the U. S. Government during World War II and they are not numbered among our standard products. As a result, upon completion of the contract, we were no longer interested and had no reason to keep charts up-to-date or carry any parts.

We regret indeed that we are unable to be of assistance to you in this specific instance, and remain,

Very truly yours,

ESPEY MANUFACTURING COMPANY, INC.

W.W. Jablon
Vice President

WWJ:fn

No reply made to this.

2 - 104
1 - 105

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-2-82 BY SP4ELW/cal

RECORDED-45
66-3286-499
DEC 29 1952
1-26-53
DEC 30 1952
INDEXED-PROCESSED

EX-108
FEB 3 1953
SEVEN

66-3286-500

CHANGED TO

66-1987-20X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4EL w/cal

SEP 26 1967

JW / LE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 2/2/53

FROM : C. C. Smith

SUBJECT: DISPOSAL OF TIME AND ATTENDANCE REPORTS FOR THE YEARS 1948 and 1949.

DESTRUCTION OF BUREAU PROPERTY - GENERAL

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

Reference is made to Mr. Jackson's memo, November 20, 1952, which reflects Time and Attendance Reports can be destroyed two years after auditing of such reports. It is noted, however, that written permission of the General Accounting Office is necessary to destroy such reports.

At the present time only the reports for the calendar years 1948 and 1949 are subject to disposal. It has been determined that there are some 513,000 reports for these years and they are stored in the Identification Division.

RECOMMENDATION

It is recommended that the attached letter be forwarded to the Comptroller General, GAO, requesting permission to destroy the Time and Attendance Reports for the calendar years 1948 and 1949.

Attachment

CQS:vs

53 FEB 12 1953

RECORDED - 44

FEB 6 1953

INDEXED - 44

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: December 31, 1952

FROM : I. V. Conrad

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: 3 ESPEY TUBE TESTERS

Destruction of Bureau Property - Gen'l

Reference is made to the attached letter from Espey Manufacturing Company, Inc., dated 12-23-52 advising that no parts or up-to-date tube charts are available for the Espey model 104 and 105 tube testers. The Radio and Electrical Section has 2 model 104 units and one model 105 unit presently on its inventory.

RECOMMENDATION

It is recommended that authorization be granted to dismantle these 3 Espey tube testers for the meter elements and resistor components because of their high quality. These instruments would have no value as surplus inasmuch as they would be unserviceable to any user in their present form.

RFP:vrh

Attachment

OK RB

1/1/53

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/cal

66-3286-
NOT RECORDED
20 JAN 29 1953

PLEASE FILE UNDER DESTRUCTION OF PROPERTY FILE

File
3/wvg/mvb

184

79 FEB 3 - 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1/23/53

FROM : SAC, PHILADELPHIA (66-2157)

SUBJECT: DESTRUCTION OF 25 YEAR OLD FILES

Re Manual of Rules and Regulations, Section 3 to 13 (7), Bureau advice is requested as to whether it is necessary to retain file fronts on 25 year old files when destroyed as well as to keep a list of these files in the beginning of each classification.

The Bureau's attention is called to the fact that many of these file fronts will have to be destroyed during the consolidation of files.

ROD:mgl

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 LW

RECORDED-102 66-3286-504 FEB 4 1953

RA

SAC, Philadelphia (66-2157) January 30, 1953

Director, FBI 100-32-86-382

DESTRUCTION OF 25-YEAR-OLD FILES

VIDE ENCLOSED

RECORDED-100

Reurlet 1/23/53.

When 25-year-old files are destroyed, a list of the files destroyed is to be kept at the beginning of each classification. The file fronts of such files are not to be retained.

CAD:PM

Nichols
Belmont
Egg
Gavin
Harbo
Mason
Tracy
Laughlin
Mohr
Tele. Rm.
Holloman
Sandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

MAILED 16
FEB 2 1953
COMM-FBI

62 FEB 17 1953

February 3, 1953

RECORDED - 106 66-32826-503

Honorable Lindsay C. Warren
Comptroller General of the United States
General Accounting Office
General Accounting Office Building
441 G Street, Northwest
Washington 25, D. C.

My dear Mr. Warren:

Reference is made to General Records Schedules, dated August, 1952, and issued by General Services Administration, National Archives and Records Service. Schedule No. 2, which pertains to payroll records, authorizes the disposal of time and attendance reports, two years after audit by the General Accounting Office. This authorization is contingent, however, upon written approval of the General Accounting Office for such disposal.

This Bureau has approximately 513,000 time and attendance reports covering the calendar years 1948 and 1949, which are eligible for disposal under these regulations. Accordingly, authority is hereby requested to dispose of the above-listed time and attendance reports.

Best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Tele. Rm.
Holloman
Gandy

CQS:vs

MAILED 6
FEB 4 1953
COMM-FBI

53 FEB 25 1953

FEB 4 10 59 AM '53
U.S. DEPT. OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: January 28, 1953

FROM : H. L. Edwards

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: Accounting and Fiscal Records -- Disposal
Destruction of Bureau Records

Reference is made to recommendation number 2 in the attached memorandum stating that permission to destroy Time and Attendance Reports 2 years subsequent to the audit by the General Accounting Office is to be requested in writing to the General Accounting Office; and recommending that such a request be made.

The Bureau operates under the central leave system thereby maintaining a leave card on each employee. The information submitted to the Bureau by means of the Time and Attendance Reports is recorded on the leave record card by pay periods. This leave record card reflects the amount of sick leave taken each pay period; however, the dates and whether the sick leave was covered by a doctor's certificate are not indicated.

In connection with this matter the only occasions when older Time and Attendance Reports are referred to are the few remote instances where the Bureau of Employees Compensation requests information as to dates of absences and whether the employee was under the care of a physician. There are so few of these cases that it is not felt they should prevent the Bureau from requesting permission to destroy the Time and Attendance Reports according to the schedule contained in recommendation number 2.

RECOMMENDATION

Unless advised to the contrary, the payroll office will request permission to destroy such records, as provided in recommendation number 2. It is noted that at the present time permission to destroy records for calendar 1948 and 1949 may be requested.

memo to Glavin
Letter to Lindsay C. Warren
2/3/52 cas/as

RKW:jse

RECORDED - 106 66-3286-503
INDEXED - 106
FEB 10 1953

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW lcal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callahan

DATE: November 20, 1952

FROM : Wm. C. Jackson

SUBJECT: Accounting and Fiscal Records -- Disposal

Synopsis: Destruction of Bureau Records - General

Punch cards containing accounting or fiscal data not considered to be basic accounting documents (except in rare cases which are not applicable to FBI) may be destroyed when desired. Number One Registers, Daily Reports, and Number Three Cards for time being must be considered as basic attendance and leave documents, along with the Time and Attendance Cards; some doubt exists at GAO about all but the Time and Attendance Cards; matter being submitted to Comptroller General for ruling. Copies of Revised Schedules of Disposal for Records secured, being distributed direct to Divisions, Sections and Units concerned.

Background:

As you will recall, the question of the disposition of accounting documents and records has been a problem for some time. The last inspection reports on both the Administrative and the Records and Communications Divisions have dealt with this question and recommended that the Administrative Division take the necessary steps to obtain permission for the disposition of whatever records could be eliminated. Specifically, the punch cards used in recording accounting and budgetary data in the Statistical Section were mentioned. Also, the Time and Attendance cards submitted for each employee every pay period. The last previous schedule for the disposal of records was the one issued by the National Archives as a circular letter (#47-2) under date of August 7, 1946. This dealt primarily with Standard Forms relating to fiscal and accounting records. It did not answer such questions as what constituted basic accounting documents with respect to punch cards, or the reports prepared from such cards, nor whether the documents from which the data were taken to prepare the Time and Attendance Cards were to also be retained for the same length of time as such cards.

Details:

RECORDED - 109 66-3286-504

INDEXED - 106 FEB 10 1953

In an effort to get specific answers to the above questions numerous efforts were made to contact the proper officials of the General Accounting Office. I finally was referred to a Mr. Humphrey in the Administrative Planning Section of that office, together with his assistant, a Mr. Hatter. These gentlemen handle all questions on the disposal of records involving fiscal and accounting elements. After several unsuccessful attempts I was able to meet with these gentlemen on November 6, 1952 and discuss our problems with them. I was shown a copy of a document entitled "General Records

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Schedules" which I was told contained a revised disposal schedules for records. I was further advised that had been drawn up by the General Services Administration with the assistance of the General Accounting Office, the Civil Service Commission, and the Bureau of the Budget, in August, 1952. It was indicated that this was not the final draft as they would appear over the signature of the head of the General Services Administration, and that only a limited number of copies were being released. A hasty perusal of the copy there at the meeting indicated that it dealt primarily with records involving accounting, fiscal, leave, or personnel matters. I was referred to a Mr. Ned Campbell in the National Archives and Records Service of the General Services Administration, Code 151, Extension 5185, to obtain copies of this document. Mr. Humphrey was careful to point out that the retention periods indicated in the schedules were permissive and not mandatory. It was also pointed out that the documents dealt with in schedules numbered 2, 3, 4, 6, 7, 8, 9, and 10 could not be disposed of without the written permission of the General Accounting Office even though they may have been held the required length of time.

Although these gentlemen said that the revised schedules would answer most questions on the disposal of records, it was evident from my hasty perusal and the remarks of these men that it was not specific enough to answer our questions on punch cards and subsidiary records on attendance and leave, with respect to a definition of basic documents. Therefore those items were discussed with the following results:

Time and Attendance Cards
and Related Documents

A discussion of this Bureau's method of preparing Time and Attendance Cards for its investigative personnel, through the use of the Number One Registers, the Daily Reports, and the Number Three Cards was entered into with these gentlemen in order that they might be in a position to judge as to whether the Bureau could consider that only the Time and Attendance Cards were to be treated as basic documents in connection with attendance and leave. It was pointed out that the Bureau already has informal permission from the General Accounting Office to prepare the Time and Attendance Cards from the other documents. It was further pointed out to them that it was the Bureau's feeling that once the information was recorded on a Time and Attendance Card and the card signed by the Timekeeper, that it became the basic attendance and leave document and the others constituted more or less work sheets and could be disposed of whenever the Bureau desired. In support of this contention they were advised that Mr. Treadway, in charge of Site Audit of Payrolls for the General Accounting Office had advised me informally that as far as audit purposes were concerned, the Time and Attendance Card would be considered the basic accounting document and the other records could be disposed of according to the Bureau's own desires. I was careful to point out to them that Mr. Treadway had at the same time made it clear that he was speaking

purely from the standpoint of audit and had no authority to speak for the General Accounting Office with regard to the disposition of the records in question. Both Mr. Humphrey and Mr. Hatter disagreed with Mr. Treadway's view as far as disposal of records was concerned and felt that the Number One Registers, the Daily Reports, and the Number Three Cards should be kept the same length of time as the Time and Attendance Cards. However, they did agree that since the first three mentioned records were primarily designed for Bureau purposes and that at least the Daily Report might contain confidential information and making it undesirable to make it available for payroll audit purposes, that there was sufficient doubt about it to warrant submitting the question to the Comptroller General for a ruling. It was their recommendation that this be done, since it was the only way to dispose of the question.

Punch Cards

These gentlemen were asked whether punch cards constitute basic accounting documents, thereby being subject to the regulations of their office as to their disposal. It was their unanimous opinion that normally punch cards constitute merely "working tools" and once the information contained therein had been printed in the form of a report, that the retention of the cards would be up to the Agency. It was pointed out by them, however, that whenever the punch cards constitute the one and only accounting record, they would then have to be considered as basic documents, subject to the rules of the General Accounting Office as to their disposal. Examples of such basic documents would be cases where time worked by an employee is reported directly on a punch card, the calculation of his pay is made directly from and on the card, and the employee paid on the basis of that card. In such a case the punch card would be the first accounting document and even though a payroll was run off from the cards, it would still be necessary to retain the punch cards according to their regulations. It is my belief that this Bureau does not have any such comparable situation. The nearest approach to such a situation would be in the case of a statutory pay increase where the new payrolls of employees are computed on a mass basis in the punch card unit. It might conceivably be construed that the first set of punch cards in such an operation, containing the new pay, would be the basic documents. I discussed such a situation with them but it was their view that such cards were not basic documents.

Recommendations:

1. With respect to punch cards on accounting and budget data it is evident that this Bureau may set its own disposal schedule for these, and it is my recommendation that we follow the three year rule, i.e., retain them for the current fiscal year plus the two previous years. If this is approved, this memorandum should be routed to Mr. Leonard in the Statistical Section.

Memo received 1-2-52

2. With regard to the Time and Attendance Cards, it is evident that we must follow the disposal rules of the GAO. These rules now require that they be held for two years following the GAO audit, at the expiration of which time written permission must be secured from GAO to destroy them. It is my recommendation that the Payroll Preparation Unit examine its records and prepare a letter to the GAO requesting permission to destroy all cards that meet the disposal requirements. This should be done now 11/20

3. The Number One Registers, the Daily Reports, and the Number Three Cards must still be retained for the same period as the Time and Attendance Cards, which is two years beyond the GAO audit. However, a separate letter has been prepared for the signature of the Attorney General addressed to the Comptroller General presenting the Bureau's contention that only the Time and Attendance Cards should be considered basic documents for attendance and leave, and that the Bureau should be permitted to destroy the others when it so desires, and requesting a ruling in the matter. This letter was prepared in connection with a suggestion from a Field employee that the Number Three Cards be retained only one year. Being handled separately 11/24

4. Only three copies of the revised disposal schedules could be obtained. However, photostat copies have been made and are being sent direct to the following, under separate cover: Records Section, Training Division, Administrative Division (Personnel Section, Voucher Unit, Payroll Preparation Unit, and Inventory and Supply Unit).

Attachment

V. J. Fox 11/24

Stat. ? and copy sent Ledbetter 12/18/52

wcj

Be certain that we comply with all legal requirements 11/24

Statistical section handling this. Let Comet know from 1/30/53

GENERAL RECORDS SCHEDULES

Authority for the disposal provisions in these schedules is contained in the following House Reports:

H. Rept. 1596, 79th Cong., 2d sess. for deferment records;

H. Rept. 2052, 79th Cong., 2d sess. for informational services records;

H. Rept. 716, 82nd Cong., 1st sess. for civilian personnel records;

H. Rept. 2471, 82nd Cong., 2d sess. for all other records covered by these schedules.

General Services Administration
National Archives and Records Service
Washington 25, D. C.
August 1952

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66-3286-504

ENCLOSURE

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INSTRUCTIONS FOR USING GENERAL RECORDS SCHEDULES

General. General Records Schedules are issued by the Administrator of General Services to provide standards for Federal agencies in handling their non-current "housekeeping" types of records. Section 505(b) of the Federal Records Act of 1950 (41 U.S.C., Supp. 284(b)) directs the Administrator to establish standards for the selective retention of records of continuing value. The Records Disposal Act of 1943 (44 U.S.C. 369) authorizes him to submit to Congress schedules proposing the disposal, after the lapse of specified periods of time, of records of specified form or character common to several or all agencies that apparently will not, after the lapse of the periods specified, have sufficient value to warrant their further preservation by the United States Government. The records covered by General Records Schedules include those pertaining to civilian personnel, fiscal, accounting, and procurement matters, and other common functions; they constitute a large proportion of the total volume of records created by each Federal agency.

When approved by the Joint Committee on the Disposition of Executive Papers, General Records Schedules constitute authority to dispose of the records included therein as disposable. Agencies may apply this authority subject (1) to approval of the Comptroller General of the United States in the cases required by Section 9 of the Records Disposal Act; and (2) to compliance with the record keeping requirements of regulatory bodies (such as the Federal Power Commission, the Interstate Commerce Commission, and others) insofar as Federal agencies or parts of agencies are subject to the jurisdiction of such regulatory bodies.

General Records Schedules are comprehensive records retirement plans that not only include disposal authorizations, but also provide for the retirement to Federal Records Centers of non-current records that must be retained for specific periods of time and for the economical preservation of those records that are of continuing value. The authorizations and recommendations contained in them may be used by any agency in their entirety or in part; they are permissive and not mandatory. Because these Schedules are designed to cover records problems common to several agencies they are not intended to fit the precise needs of any given agency. They represent generally accepted standards for the retirement of the records covered and are phrased in such terms as to permit those responsible for records retirement activities to adapt them to their agency's own peculiar needs. By use of them an agency may, without further Congressional authorization, provide for the retirement of the bulk of its "housekeeping" records.

Method of Issuance. General Records Schedules are issued in loose-leaf form to permit the insertion or removal of pages upon which additions, deletions, or revisions have been made. Revised or added pages will be issued as changing conditions require and as necessary Congressional and other approvals are obtained.

Coverage of General Records Schedules. General Records Schedules refer only to record copies of documents. It is not the intent of these schedules to impart record character to extra copies of documents previously defined in an agency as non-record material.

Copies of documents covered by these schedules, however, may in certain cases have become an integral part of subject or case files documenting activities different from those covered by the schedules. In such cases the disposition of the copies should be the same as that of files of which they are a part.

General Records Schedules, except as definitely specified in the several schedules, are not applicable to records created prior to January 1, 1921. Records created prior to this time in many cases were not sufficiently standardized to be susceptible to evaluation on a Government-wide basis. Those of each agency must therefore be separately appraised.

The schedules may with the consent of the agency concerned be applied to records in Federal Records Centers.

Each schedule has three parts: (1) an introductory analysis; (2) the schedule itself; and (3) an explanation of the reason for the retention or disposal of each type of record covered.

Previously approved agency schedules providing for shorter retention periods may be continued in force if an agency prefers; likewise, although it is believed this will usually be unnecessary, agencies may extend retention periods in order to meet needs peculiar to their own activities.

Permissive provision is made, where applicable, for the transfer of records to a Federal Records Center for storage and servicing. Records designated for transfer to a Center should be held until a substantial quantity exists, even although this means a longer retention in office space, to avoid scattered transfers of small groups of files. Each agency's transfer program should be cleared with appropriate General Services Administration officials prior to making the first transfers, especially in the case of personnel and pay records eligible for transfer to the Center in St. Louis.

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General Records Schedules also indicate a recommended or prescribed method of filing each type of record so as to facilitate use and disposal. Prescribed methods of filing are indicated by referral to the issuance prescribing them; those recommended under the provisions of Section 505(a) of the Federal Records Act of 1950 do not make reference to an established authority and any new regulations or directives that may be issued from time to time will supersede those recommendations.

Transmittal Letters. The original issuance and revised and added material will be promulgated and distributed to agencies under cover of transmittal letters. The transmittal letters will be designed to serve the following purposes:

1. Transmit as an attachment the pages to be substituted or added and give instructions for insertion.

2. State the Congressional authorization for disposal of records, if any new disposal authorization is involved.

For reference purposes transmittal letters should be retained, and may be placed with the schedules or may be detached and filed separately.

GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

Agency civilian personnel records relate to the supervision over and management of Federal civilian employees, for the most part pursuant to regulations of the Civil Service Commission, the staff agency charged with the administration of the Civil Service Act, and related regulations, orders, and legislation. This schedule covers all copies of records relating to civilian personnel created since January 1, 1921, wherever located in an agency, exclusive of (a) copies of loyalty and other investigative files, (b) program records of the Civil Service Commission (including records of Boards of U. S. Civil Service Examiners and Committees of Expert Examiners, regardless of the custodian), and (c) records of the Bureau of Employees' Compensation and the Public Health Service maintained pursuant to statutory Government-wide responsibilities for the health and welfare of Government employees. Records of agency units functioning as staff personnel policy groups, rather than as operating personnel units, are not covered by this schedule.

The Official Personnel Folder, a case file documenting employment history, was established in 1947 by the Federal Personnel Manual (Rl 35-38) and constitutes the key record relating to civilian personnel. Prior to 1947 the contents of personnel folders varied somewhat with agency practice but these practices have been essentially similar since about 1921. Specific personnel forms, such as the Notification of Personnel Action (Standard Form 50) have been standardized since 1941. An auxiliary to the Official Personnel Folder is the Service Record Card (Standard Form 7), a mandatory form which replaced multiple types of similar forms used in the agencies. The Official Personnel Folder and Service Record Card are described in Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, which prescribes a simplified system of record keeping for Federal personnel offices.

The Official Personnel Folder, which now travels with the Federal employee as he moves from agency to agency, contains papers of continuing value, listed as such in the Federal Personnel Manual, on the right hand side, and papers of temporary value on the left side. Until November 1951, the contents of the left hand side of the folders were described in detail in the Federal Personnel Manual. Now, however, only the records required to be kept are described in detail.

Records normally maintained in addition to the official folder and its related service record card concern phases of personnel administration involving the selection of personnel and the supervision over the work history and on-the-job performance, as follows:

Position classification: These records include copies of position classification sheets and related records.

Recruitment and selection: These include interview files and related data.

Training: These include evidence of skills acquired and made available to the agency.

Other records pertaining to individual employees normally include service record cards and various other controls maintained for purposes of convenience at the operating levels; agency dispensary records; and, for the period of World War II, draft deferment records.

Provision is made in this schedule for the disposition of copies of forms either duplicated in the Official Personnel Folder or maintained in separate personnel files, as well as files maintained for temporary processing or expediting purposes. This schedule also covers correspondence files not relating to individuals maintained by operating personnel offices, involving their administration and operation. The disposition of pay and payrolling records, normally maintained by agency fiscal units, is provided for in Schedule 2.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING*	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Official Personnel Folders and comparable files accumulated prior to establishment of the Official Personnel Folder, excluding papers covered by item 11 below.	Alphabetically by name.	(a) See page Rl-36 of the Federal Personnel Manual for instructions relating to folders of employees transferred to another agency. (b) Transfer folders of

*Prescribed methods of filing are indicated by referral to the issuance prescribing them; those recommended under the provision of Sec. 505(a) of the Federal Records Act of 1950 (41 U.S.C. Supp. 284(a)) do not make reference to an established authority. Any new regulations or directives that may be issued from time to time will supersede these recommendations.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
			separated employees to inactive file on separation; close file at end of each year and transfer it to Federal Records Center 1 year thereafter.
2.	Service Record Card (Standard Form 7 or its equivalent).	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part I A.	Transfer to Federal Records Center 5 years after year of employee's separation or transfer to another agency.
3.	Position descriptions pertaining to positions abolished after September 1, 1950, and descriptions superseded after that date.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part I C 4.	Retain one copy. (See item 8 for disposal of other position descriptions.)
	RECORDS OF TEMPORARY VALUE:		
4.	Correspondence in the operating personnel office and its subordinate units relating to their administration and operation.	By subject or agency filing system; start a new file every 3 years.	Dispose 3 years after file is closed or 3 years after date of document if filing arrangement differs from that suggested herein.
5.	Correspondence, letters, and telegrams offering appointments to potential employees.	Alphabetically by name.	(a) If appointment is accepted: Destroy immediately. (b) If appointment is declined: (1) Return to Civil Service Commission with reply and application, if name was received from certificate of eligibles; (2) File inside application, if offered as a result of application for temporary or excepted appointment, and dispose of in accordance with provisions in item 16; (3) All others: Dispose immediately.
6.	Certificate files, consisting of:		
	a. Requests for certific 'es of eligibles.	File requests and certificates by certificate number.	Dispose 1 year after date of certificate.
	b. Certificates of eligibles.	File requests and certificates by certificate number.	Dispose 1 year after date of certificate.
7.	Employee record cards used for informational purposes outside personnel offices (such as Form OF-4).	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies. Oct. 1950, Part III B 2 and B 3.	Dispose on transfer to another agency or bureau or on separation of employee.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
8.	Position descriptions (copies other than those provided for by item 3).	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part I C 4.	Dispose when position is abolished or description is superseded.
9.	Employee interview records.	Alphabetically by name.	Place in inactive file on transfer or separation of employee and start new inactive file every 6 months; dispose of inactive file 6 months after it is closed. If filing arrangement differs from that suggested herein, dispose of records 6 months after transfer or separation of employee.
10.	Duplicate case files of efficiency rating boards of review, copies of which have been forwarded to the Civil Service Commission.	Alphabetically by name; start a new file every year.	Dispose 1 year after closing file; if filing arrangement differs from that suggested herein, dispose of records 1 year after completion of case.
11.	All copies of correspondence and forms maintained as temporary records in the Official Personnel Folder in accordance with the Federal Personnel Manual, Chapter R1, pages 35-38 (May 1950).	On left side of folder, chronologically.	Dispose on transfer or separation of employee, or when 2 years old.
12.	Position identification strips, used in service control file (such as Standard Form 7) to provide summary data on each position occupied.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part I A.	Dispose when position is cancelled or new strip is prepared.
13.	Employee suggestion case files, including files relating to management improvement suggestions considered under Title X of P. L. 429, 81st Congress, or comparable legislation.	Alphabetically by name; start a new file every 5 years or every 2 years, as appropriate.	After closing case transfer to inactive file arranged in same way as active file but closed at end of each year; dispose of (a) basic copies 5 years after closing of the file; (b) duplicate copies 2 years after close of file.
14.	Case files on rewards for superior accomplishment under Title VII of the Classification Act of 1949.	Alphabetically within fiscal year; start new file each fiscal year.	Start new inactive file every fiscal year; dispose of each year's file 6 months after close of that fiscal year.
15.	Notifications of personnel action, exclusive of those in Official Personnel Folders.		
	a. Chronological file copies, including face sheets.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part I B 4.	Dispose after 2 years.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	b. All other copies.	Alphabetically; start a new file every year.	Dispose after 1 year.
16.	Unsuccessful applications for appointment and related papers, excluding records relating to appointments requiring Senatorial confirmation.	Alphabetically; start a new file every 6 months.	Dispose 6 months after file is closed or 6 months after date of application if filing arrangement differs from that suggested herein, providing the requirements of the Federal Personnel Manual, Section R2-19.01 are observed.
17.	Statistical reports in the operating personnel office and subordinate units relating to personnel.	By report and chronologically thereunder.	Dispose 2 years after date of report.
18.	Correspondence and forms in operating personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.		
	a. Correspondence and forms relating to pending personnel action.	Not applicable.	Dispose when action is completed.
	b. All other correspondence and forms.	Alphabetically by name; start a new file every 6 months.	Dispose 6 months after file is closed or 6 months after date of document if filing arrangement differs from that suggested herein.
19.	Copies of documents duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.	Alphabetically by name; start a new file every 6 months.	Dispose 6 months after file is closed or 6 months after date of document if filing arrangement differs from that suggested herein.
20.	Files pertaining to the deferment of Federal employees from military training under the Selective Service and Training Act of 1940, as amended (excluding records held by the Selective Service System and the Review Committee on Deferment of Government Employees and their predecessor and successor agencies).		
	a. Reports to the Review Committee on Deferment of Government Employees or its predecessors on the Selective Service status of employees (WMC Form 27 or equivalent).	Conform to agency practice.	Dispose after 6 months.
	b. Requests for occupational deferment (DSS Form 42, 42a, or equivalent) and all supporting and accompanying papers.	Conform to agency practice.	Dispose after 6 months.
	c. Appeals to the Review Committee on Deferment of Government Employees or its predecessors for occupational deferments and all accompanying and supporting papers.	Conform to agency practice.	Dispose after 6 months.
	d. Correspondence between individual agencies and the Review Committee on Deferment of Government Employees and its predecessors.	Conform to agency practice.	Dispose after 6 months.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	e. Requests to the Review Committee on Deferment of Government Employees and its predecessors for the designation of certain positions as "Key Positions."	Conform to agency practice.	Dispose after 6 months.
	f. Reports made within an agency by individual employees on their Selective Service status.	Conform to agency practice.	Dispose after 6 months.
21.	Dispensary treatment record cards.	File within year alphabetically by name. Set up new file every year and bring cards forward from previous years to it when individual concerned is treated in dispensary.	All cards pertaining to an individual to be disposed of 6 years after date of last entry on the cards pertaining to him.
22.	Logs or registers of visits to dispensaries or welfare rooms operating under P. L. 658, 79th Congress.		
	a. Where information is summarized on statistical reports.	Chronologically.	Dispose 3 months after last date on log or register.
	b. Where information is not summarized elsewhere.	Chronologically.	Dispose 2 years after last date on log or register.
23.	Health record case files, comprising forms, correspondence, and related papers documenting employee medical history under programs authorized by P. L. 658, 79th Congress, except pre-employment physical examinations, disability retirement examinations, and fitness for duty examinations (which may be made a part of or associated with the Official Personnel Folder or may be retained separately).	Alphabetically by name. Set up new file each year and bring forward from previous years files related to an individual when that individual is treated.	Dispose 6 years after date of last papers in the file.
24.	Copies of statistical summaries and reports relating to employee health retained by reporting unit, and related papers.	By report and chronologically thereunder.	Dispose 2 years after date of summary or report.

Item 1. The Official Personnel Folder, promulgated in 1947 by the Federal Personnel Manual (Rl 35-38), is considered to be the official record documenting employment history. The permanent documents in the folder, which "travels" with the employee throughout his Federal career, comprise papers which give legal force and effect to appointments and all other personnel transactions, and which reflect minimum data on job performance. All other personnel records relating to individuals are subordinate to the permanent papers in the Official Personnel Folder and appropriate provision for disposing of them is made elsewhere in this schedule, individually or as part of the material on the temporary side of the folder. This item includes agency folders maintained as the official folder prior to the promulgation of the Official Personnel Folder.

Item 2. These service record cards are official summaries of the salient facts of employment history that are maintained by personnel offices to obviate frequent references to official folders and to be used as the official record in lieu of lost official folders. The cards serve as a central personnel office record of all aspects of personnel administration, and have continuous significance as a concise reference source after transfer or separation of the employee.

Item 3. These descriptions must be retained indefinitely in order to protect fully the job restoration rights of persons who are furloughed to enter the military service under the 1948 Selective Service law. These rights involve restoration to the permanent position held as of September 1, 1950, when personnel actions become temporary under Executive Order 10180 and related legislation.

Items 4 and 5. These files reflect the operation of the personnel office in administering the agency personnel program, and that of the subordinate branches charged with individual phases of the program. Employment policy is normally reflected in agency files at higher administrative levels. Files covered by item 4 serve temporary administrative needs involved in the daily problems arising in personnel work, and the retention period indicated is adequate to serve such temporary needs. Correspondence relating to individuals who receive appointments is provided for elsewhere in this schedule, and item 5 relates to routine papers reflecting pre-appointment negotiations with potential appointees.

Item 6. These forms relate to requests made by the agency to the Civil Service Commission for lists of eligibles from established registers. The certificate itself is of little administrative value once decisions have been taken with respect to the names certified.

Item 7. Optional Form 4 was developed as an informational record for operating units served by the personnel office to obviate requests for employee service and related data. Once the employee leaves the operating unit, the card is of no further administrative value. The permanent summary card record is maintained on Standard Form 7 (see item 2) by the personnel office itself.

Item 8. Position descriptions, used in classification work and in employment control, are of value as continuing personnel documents while the descriptions they contain are still valid. Except for descriptions which may be of continuing value because of their aptness of content (which may be retained as non-record reference material), these records are of little value after they are superseded or obsolete. Descriptions of positions abolished and descriptions superseded after September 1, 1950, are retained for the special reasons noted under item 3.

Item 9. These are primarily employee relations files and involve entrance and exit interviews, and interviews involving complaints by or against the employee. Any action taken by reprimand or otherwise is permanently documented on the right hand side of the personnel folder. Some agencies place these records on the temporary side of the folder, to be disposed of on transfer or separation.

Item 10. These are duplicates of papers submitted by members of Boards of Review to the Civil Service Commission on termination of their terms of office.

Item 11. These are temporary papers dealing either with the inception of personnel actions documented on the permanent side of the Official Personnel Folder or with administrative matters, and are of administrative value only for a short time.

Item 12. These visible strips, which are maintained with the service record card files, provide summary data on each position occupied. They have no record or reference value when the related positions are cancelled.

Item 13. These are case files accumulated under agency beneficial suggestion and management improvement programs. They have administrative value in evaluating new suggestions and in documenting current practices and procedures instituted as a result of the suggestions. The disposal period is sufficient to satisfy administrative needs either in reference or in documenting current practices. A lapse of five years after closing of the file will provide for normal reference needs.

Item 14. These are primarily copies of reports submitted to the Civil Service Commission. The copies are of little value to the agencies after a short period following submittal of the report.

Item 15. Copies of notifications of personnel action (other than the Official Personnel Folder copy) which have administrative or fiscal use are the pay copy, which is to be disposed of uniformly with other pay records, and the journal action copies, which will be retained for two years, in accordance with the provision of R1-2 of the Federal Personnel Manual, to satisfy inspection requirements.

Item 16. These are suspense files of job applications which have no further administrative usefulness after the indicated retention period.

Item 17. These reports, which are required administratively and by the Commission on many phases of personnel administration, are normally consolidated into summary reports submitted to higher administrative levels, or are so detailed as to have no further administrative value after the period indicated.

Item 18. This item is intended to provide for the mass of local and other forms and correspondence which is not placed in the Official Personnel Folder because the Federal Personnel Manual does not require it or because it is deemed not to be administratively necessary to do so. Generally, these files relate to aspects of employment history which are documented in the official folders or in fiscal records to be retained for a lengthy period by the provisions of this schedule, and therefore are of little administrative value after relatively short periods.

Item 19. These are copies of forms relating to personnel actions and other matters involving the employee submitted by the operating unit initiating the form to the personnel office.

Item 20. These records, created by Federal agencies as a result of operations pursuant to the Selective Service and Training Act of 1940, as amended, are of no further administrative value to the agencies. Actions taken with respect to individuals have been documented in retained Official Personnel Folders or their equivalents existing prior to 1947.

Items 21 and 23. These are the continuing records of treatment in a health unit of individual employees; any correspondence, memoranda, or other data that come to the health unit are filed in the same jacket. Journal entries are made on record cards or comparable forms recording each visit of the patient, brief diagnosis or statement of referral to private doctor, and treatment given, if any. The documents excepted from disposal are deemed of long term value by both personnel officials and by medical officials, and are normally filed in the Official Personnel Folder (item 1), but the remainder of the papers in each file are of only ephemeral interest. The records have no historical value; they are not of value for documenting the activities of health units; medical officers believe that if no new data have been obtained during the retention period specified, they are of no value medically; and their administrative utility is limited by the five-year statute of limitations on claims for employees' compensation.

Item 22. These are journals on which are recorded the name of each patient coming to a health unit, date on which he came, and, often, other identifying data, time spent, and a very brief notation of the illness or injury that prompted him to come. The records are occasionally used for administrative purposes for about one year after they are created, but not longer. They have no historical value and no value for documenting the history and functions of the unit; medical officers state that they have no medical value. Since their only administrative use is for statistical purposes, it is possible to dispose of those which are statistically summarized almost immediately and the statistical utility of the others is exhausted within the alternate period specified.

Item 24. These are retained copies of reports and summaries compiled by a health unit for transmission to higher administrative echelons, where they are used in combination with other reports for statistical and narrative analysis, and of informational copies of analyses transmitted to health units by higher administrative echelons. In either case, significant data are available at the higher echelons and the records are of no utility in health units beyond the period of time specified.

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civil employees of the Government for personal services. This schedule applies to the pay records created since January 1, 1921, that are common to all agencies, but it excludes (a) retirement record cards (Forms 2806 or equivalent) that are maintained during employee duty and then are transferred to the Retirement Division of the Civil Service Commission; (b) files physically transmitted to the General Accounting Office or maintained in agency space for audit under Section 117(b) of the Budget and Accounting Procedures Act of 1950 and the Post Office Financial Control Act of 1950; (c) records relating to tax withholding, defense bonds, or fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; (d) or to Bureau of the Budget files reflecting agency personnel needs and problems. Evaluation and disposition of these records must be provided for separately.

Normally copies of papers required by the Comptroller General to be maintained for site audit or to be physically transferred to the General Accounting Office for centralized audit, technically constitute segments of accountable officers' accounts (Schedule 6). In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the agency concerned has written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of 1943, as amended (44 U.S.C. 374).

About 70 percent of Federal civilian pay accounts are prepared and maintained in accordance with General Regulations No. 102 of the Comptroller General, issued in 1944. This regulation provided, among other things, that the pay record for each employee be maintained on a separate card form (Standard Form 1127 or equivalent) and abandoned the comprehensive payroll fairly universal in the Federal Government since about 1880. The regulations induced a strong measure of uniformity, although the exemption of the Post Office Department and the Postal Service from its purview immediately removed about one-fourth of all Federal employees from its scope. However, there are at present three basic systems in use in the Federal Government for the preparation and processing of payrolls: (a) The simplified payroll system promulgated by General Regulations No. 102, serving the administrative interests of the agencies, the General Accounting Office audit responsibilities, and the Division of Disbursement of the Treasury Department. Although the regulations are specifically formulated for per annum employees, the system is used in an adapted form for per diem and other employees of the Departments of the Army and the Air Force, and certain civilian executive departments. The Navy, while not specifically exempt, has arranged to use its traditional procedures in preparing civilian payrolls, although its departmental rolls are prepared under an adaptation of the regulations; (b) The Navy system for its field employees, which retains the older type of comprehensive payroll; and (c) The Post Office Department and United States Postal Service systems.

The various adaptations of Regulations No. 102 which have been permitted by the Comptroller General and the non-use of the regulations have resulted in the creation of records which are equivalent to the individual pay card in value but often differ radically in physical nature and format. Some agencies, for example, post pay and deduction data both to a pay card and to the older type of comprehensive payroll. Other agencies use no pay card and rely on the comprehensive payroll where it is felt that use of the simplified system, geared as it is to occasional changes in normal pay, is not administratively feasible because pay changes may be the agency norm rather than the exception.

The key file in any of the payroll systems is the record which contains the deduction and service data. This data appears in either the centralized pay card or on the face of the older type of comprehensive payroll traditionally used.

In the payrolling process, a group of diverse records are accumulated. Under the Regulations 102 system, the pay records are normally site audited by representatives of the General Accounting Office, who examine primarily the earning record cards, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signature of the agency certifying officer, check lists prepared in lieu of the more formal payrolls by Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms advising of personnel actions resulting in changes in pay. In addition pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a summary leave card, to which information is posted from more detailed records kept by time and attendance clerks located throughout an agency. Two basic forms are used by most agencies: (a) Standard Form 1137, which shows leave taken by an employee over a two-year period; and (b) Standard Form 1130, which is a combination time and attendance and leave record designed to be maintained in agencies in which the timekeeping function is decentralized. One Standard Form 1130 is maintained for each employee each pay period, and the current leave status figure is accumulated from pay period to pay period.

Other records incidental to the payrolling process are withholding tax and defense bond records,

reports made to Treasury Department units and the Civil Service Commission on income tax and retirement transactions, and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Individual earning and service cards (such as Standard Form 1127 or its equivalent).		
	a. Cards on transferred and separated employees, and papers recommended by item 8 as attachments.	Alphabetically by name of employee.	Disposal not authorized by this schedule. (Place in inactive file on transfer or separation of employee; close file at end of each year and transfer it to Federal Records Center after audit by the General Accounting Office.)
	b. Cards on active employees.	Alphabetically by name of employee; start a new file every 3 years.	Disposal not authorized by this schedule. (Transfer to Federal Records Center 2 years after close of file.)
	RECORDS OF TEMPORARY VALUE:		
2.	Correspondence files maintained by operating units responsible for payroll preparation and processing, pertaining to administration and operation of the units.	Conform to agency practice.	Dispose after 2 years.
3.	Time and attendance reports.		
	a. Copies used in payroll preparation and processing. (Where Standard Form 1130 is used for both time and attendance and leave posting purposes, the disposal provision for item 9 applies.)	Standard Form 1130 for each employee per pay period, arranged by pay period; one copy of Standard Forms 1135 and 1136, chronologically.	Dispose 2 years after audit by the General Accounting Office.
	b. All others.	By pay period with other pay records.	Dispose 6 months after end of pay period.
4.	Individual authorization card and record of payroll allotments (such as Treasury Department Form 2254).		
	a. Where record of bond deductions is maintained on earning record card.	Alphabetically by name of employee.	Dispose when superseded by new card or on transfer or separation of employee, whichever is earlier.
	b. Where record of bond deductions is not maintained elsewhere.	Alphabetically by name of employee.	Dispose 4 years after close of file. (Remove to inactive file when superseded or upon transfer or separation; close inactive file at end of each year and transfer to Federal Records Center 2 years thereafter.)
5.	Issuing agents' copies of bond registration stubs.	By year and bond number thereunder.	Dispose after 2 years.
6.	Receipts for U. S. Savings Bonds, and checks.	By month and alphabetically thereunder.	Dispose 3 months after date of receipt.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
7.	Reports of deposits and purchases of bonds, and related papers.	By month.	Dispose after 4 years.
8.	Applications for leave and supporting papers.		
	a. Applications for leave taken immediately prior to separation.	Alphabetically by name; start a new file every year.	Disposal not authorized by this schedule. (Attach to individual pay or earning card (see item 1).)
	b. All others.	Alphabetically by name; start a new file every year.	Dispose 1 year after file is closed or 1 year after date of application if filing arrangement differs from that suggested herein.
9.	Leave record cards, maintained independently of pay and earning records. (Including Standard Form 1130 when used as a leave record.)		
	a. Final cards showing accumulated leave on separation.	Alphabetically by name; start a new file every 2 years if Standard Form 1137 or its equivalent is used, and every pay period if Standard Form 1130 is used.	Dispose after 10 years. (Close file at end of year and transfer to Federal Records Center 3 years thereafter; dispose 7 years after transfer to Center.)
	b. All other cards.	Alphabetically by name; start a new file every 2 years if Standard Form 1137 or its equivalent is used, and every pay period if Standard Form 1130 is used.	Dispose 3 years after audit of related pay records.
10.	Records of leave data transferred (such as Standard Form 1150).	Alphabetically by name; start a new file every year.	Dispose 2 years after file is closed or 2 years after date of document if filing arrangement differs from that suggested herein.
11.	Notifications of personnel action, exclusive of those in Official Personnel Folders.		
	a. Pay or fiscal copy.	By pay period with other pay records.	Dispose 2 years after audit of related pay records by the General Accounting Office.
	b. Chronological file copies, including face sheets.	In accordance with Civil Service Handbook S-812, Basic Personnel Records and Files System for Federal Agencies, Oct. 1950, Part I B 4.	Dispose after 2 years.
	c. All other copies.	Alphabetically; start a new file every year.	Dispose after 1 year.
12.	Copies of budget authorizations to operating units that control personnel ceilings and personnel actions.	By organization.	Dispose when superseded.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
13.	Memorandum copies of payrolls and related certification sheets (such as Standard Forms 1013, 1128 or equivalents).		
	a. Where earning record card is maintained.	By pay period with other pay records.	Dispose 2 years after audit by the General Accounting Office.
	b. Where earning record card is not maintained.	By pay period with other pay records.	Dispose when 10 years old. (Transfer to Federal Records Center when 3 years old.)
14.	Payroll control registers (such as Standard Form 1125).	By pay period with other pay records.	Dispose 2 years after audit by the General Accounting Office.
15.	Payroll change slips exclusive of those in Official Personnel Folders (such as Standard Form 1126).		
	a. General Accounting Office audit copy.	By pay period with other pay records.	Dispose 2 years after audit by the General Accounting Office.
	b. Copy used by disbursing officer in preparing checks.	By pay period, thereunder alphabetically by name.	Dispose after preparation of check.
	c. All other copies.	By pay period, thereunder alphabetically by name.	Dispose 1 month after end of pay period.
16.	Memorandum copies of fiscal schedules involved in payroll processing.		
	a. General Accounting Office audit copy.	By pay period with other pay records.	Dispose 2 years after audit by the General Accounting Office.
	b. All other copies.	Varies with agency practice.	Dispose 1 month after end of pay period.
17.	Administrative reports and data relating to payrolling operations and pay administration.		
	a. Reports and data used for workload and personnel management purposes.	Conform to agency practice.	Dispose after 2 years.
	b. All other reports and data.	Conform to agency practice.	Dispose after 4 years.
18.	Withholding tax exemption certificates (such as Internal Revenue Form W-4).	Alphabetically by name.	Dispose 4 years after card is superseded or obsolete.
19.	Returns on income taxes withheld (such as Internal Revenue Form W-2).	By return and chronologically thereunder.	Dispose after 4 years.
20.	Reports of withheld Federal taxes and related papers.	Conform to agency filing practice.	Dispose after 4 years.
21.	Retirement reports and registers.	Chronologically.	Dispose after 4 years.

Item 1. These are the official centralized pay records maintained by agencies keeping such records under General Regulations No. 102 of the Comptroller General or an adaptation thereof. Summaries of service are also normally included. In agencies under payroll site audit, this centralized record is the only

file documenting the fiscal aspects of employment history. It is retained as a record related to the Official Personnel Folder and the Service Record Card, which document the employment history itself. Comprehensive payrolls which serve as a fiscal record in lieu of an earning card are retained under item 13 for a ten-year period. After that time reference can be made to the payroll transmitted to the General Accounting Office as a supporting voucher.

Items 2, 7, 12, 17. These files reflect the general operation and administration of the organizational unit responsible for preparation of the payroll. The subject matter is normally of a routine administrative nature, and policy documentation is normally available in files at higher administrative levels.

Items 3-6, 8-11, 13-16, 18-21. These files, accumulated in the course of processing and preparation of the payroll, are generally disposable after agency administrative and General Accounting Office audit needs have been met, as follows:

a. Check lists, payrolls, and related papers, posting media, and controls (Items 3, 11, 13-16). These copies of the payrolls or check lists and the papers immediately attached are held long enough after site audit to satisfy agency needs. Such General Accounting Office sets of these records as are involved are retained for at least 12 years, while the pay information in most agencies is posted to centralized pay cards (item 1).

b. Savings bonds, retirement, and income tax files (Items 4-6, 18-21), involving Treasury and Civil Service Commission programs. These records consist of employee authorizations for payroll deductions, held long enough to serve Treasury and agency needs, and reports and returns to staff agencies. Agency savings bond records are deemed disposable in view of the extensive bond history files maintained by the Bureau of the Public Debt, Treasury Department.

c. Leave records (Items 8-10). The applications for leave are held for a minimum period, since they are posted to summary leave record cards (item 9). Most cards are disposable after retention for three years to satisfy normal reference needs, but cards showing accumulated leave upon separation are disposable after a sufficient period to provide for their use in answering claims brought within the statutory ten-year period. The records of leave data transferred, submitted to the receiving agency on employee transfer, is posted to the new leave record shortly after receipt of the data.

GENERAL RECORDS SCHEDULE 3

Procurement and Supply Records

Agency procurement and supply records include the papers and files involved in obtaining goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations rather than staff or policy functions. The basic procurement files reflect a considerable range of procedure, from simple small purchases to complicated prime contractor and subcontractor operations.

This schedule covers procurement files dated since 1894, when such files began to be somewhat standardized. All contract records prior to 1894, for example, are not of permanent value, but their unstandardized nature makes it necessary for these older files to be evaluated on their own merits and they are therefore not covered by this schedule. Frequently copies of procurement papers become integral parts of other files in the agency, such as project files of various types or general subject files pertaining to program operations; such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files of which they are a part. Furthermore, written findings pertaining to procurement methods, required by Section 7(c) of the Armed Services Procurement Act of 1947 (41 U.S.C. 156) and Section 307(c) of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 257), are not covered by this schedule.

This schedule does not apply to records held by the General Accounting Office reflecting Government-wide responsibilities, or to those held by the General Services Administration or other agencies to which Government-wide procurement or related responsibilities have been delegated under the provisions of the Federal Property and Administrative Services Act of 1949. Normally originals of papers required by the Comptroller General to be maintained for site audit, or to be physically transferred to the General Accounting Office for centralized audit, technically constitute segments of accountable officers' accounts. These original papers are therefore excluded from coverage in this schedule for the reasons set forth in Schedule 6. Similarly, this schedule does not apply to documents submitted to or created by other coordinating or regulatory agencies, such as the National Production Authority, the Economic Stabilization Agency, and others, in the course of their program operations.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U.S.C. 374).

Since 1949 Federal agencies have operated their procurement and supply systems under regulations issued by the Federal Supply Service of the General Services Administration, although the Secretary of Defense under Section 201(a) of the Federal Property and Administrative Services Act of 1949, may exempt his Department from General Services Administration procurement regulations and orders.

Records documenting procurement and supply in the agencies are largely standardized by various regulations of the Comptroller General and the Administrator of General Services. Forms to be used and reports to be made both ad hoc and as part of the returns of Federal disbursing officers are prescribed. General Regulation No. 4 of the Administrator of General Services, for example, makes mandatory the use of certain standard supply contract forms. The physical arrangement of the transaction files themselves differs in the various agencies, however. In all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

Procurement files fall into a number of functional categories, depending on the role of the file in the total supply process and its administration.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, initiating requisitions, invoices, and correspondence. Other copies of these documents, made for expediting and other administrative purposes, are scattered throughout the inspection, shipping, expediting, and other units of the agency procurement organization. Conformed copies of most procurement documents involving sums over $5,000 for military agencies and over $2,000 for other agencies, and leases, are submitted to the General Accounting Office at the time of their execution. The General Accounting Office contract file normally includes only those basic papers which enable its auditors to pass on the propriety of the expenditure or obligation. In agencies whose accounts are under site audit, the pertinent copies are maintained in agency space for the General Accounting Office.

Agency files may pertain to one or more of several procurement methods: (1) purchases against Federal Supply Service schedule contracts, record copies of which are in the appropriate Federal Supply Service regional office, (2) transactions initiated pursuant to the agency's own purchasing authority, or (3) requisitions from Federal Supply Service current inventories. Normally, in transactions not arising from Federal Supply Service schedule contracts, purchase orders are used for transactions under $2,000 in value, and the more formal contract instruments are used for transactions involving larger sums of money.

Certain basic legislation normally governs procurement policies. The First and Second War Powers Act, enacted early in World War II, laid down general policies which gave to contracting officers wide latitude in contract determinations. The Armed Forces Procurement Act of 1948 (62 Stat. 21) stated policy for armed forces procurement. Title III of the Federal Property and Administrative Services Act of 1950 restated over-all procurement policy and methods for the Government as a whole. Specialized legislation, such as the various renegotiation and price adjustment acts following World War II, produced temporary modifications of procedures.

The Federal procurement field has been affected from time to time by specialized legislation, some of which has been enacted for ad hoc purposes, while other laws have resulted in standard contract articles. Thus the Contract Settlement Act of 1944 (58 Stat. 649) prescribed procedures and policies to be used in the termination of World War II contracts; the Fair Labor Standards Act of 1938 prescribed certain standards of working conditions and employment that are still in effect; and the Anti-Kickback Act of 1940 attempted to outlaw illegal arrangements by which employees returned parts of their wages to their employers under duress. Other legislation and administrative policies have imposed other legal safeguards and prohibitions, particularly in the field of real property procurement. In most instances the procurement files are required to document actions taken under the various laws.

Legislation which governs the procurement process inevitably affects the content of procurement files but not in such a way as to affect the long term value of the files except in the cases of those involving certain aspects of real property acquisition.

Other files related to the procurement and supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with Government-wide programs, local requisition and stock inventory files, and other minor supply papers.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Procurement files (as described in item 4 below) involving transactions of $25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement or to major procurement programs.	Conform to agency practice.	Disposal not authorized by this schedule.
2.	Title papers documenting the acquisition of real property (by condemnation proceedings or otherwise).	Conform to agency practice.	Disposal not authorized by this schedule. (Transfer to Federal Records Center 3 years after sale of property.)
	RECORDS OF TEMPORARY VALUE:		
3.	Correspondence files of procurement operating units pertaining to their internal operation and administration that are not covered elsewhere in this schedule.	Conform to agency practice.	Dispose after 2 years.
4.	Contract, requisition, purchase order, lease, bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment (other than those covered in items 1 and 2).		
	a. Procurement or purchase organization copy.		
	(1) Transactions of $1,000 or less.	By contract or lease symbol and number thereunder; by purchase order number.	Dispose 4 years after final payment.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	(2) Transactions of more than $1,000 and less than $25,000.	By contract or lease symbol and number thereunder; by purchase order number.	Dispose 7 years after final payment. (Place in inactive file on final payment; transfer to Federal Records Center 3 years thereafter.)
	(3) Transactions of $25,000 or more.	By contract or lease symbol and number thereunder; by purchase order number.	Dispose 11 years after final payment. (Place in inactive file on final payment; transfer to Federal Records Center 3 years thereafter.)
	b. Obligation copy.	By appropriate number in suspense file for posting.	Dispose when funds are obligated.
	c. Other copies of papers described in 4a.		
	(1) Papers duplicated in item 4a.	As appropriate.	Dispose 1 year after completion of transaction.
	(2) Papers not duplicated in item 4a.	As appropriate.	Dispose in accordance with provision for item 4a.
5.	Files of volume and workload reports on procurement and supply operations and procedures (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense reports reflecting procurement under exemptions authorized by Section 201(a) of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 231).		
	a. Copies received from other units for internal purposes or for transmission.	By report and chronologically thereunder.	Dispose 2 years after date of report.
	b. Copies in other reporting units, and related work papers.	By report and chronologically thereunder.	Dispose 1 year after date of report.
6.	Bid files.		
	a. Successful bids.	One copy of each bid with procurement file (item 4).	Dispose in accordance with provision for item 4.
	b. Unsuccessful bids.	One copy of each bid with procurement file (item 4).	Dispose in accordance with provision for item 4.
	c. Lists or cards of acceptable bidders.	Alphabetically by stock item or by name of bidder.	Dispose when new list or card is made.
7.	Records relating to requisitions on the Public Printer, and all supporting papers.		
	a. Printing procurement unit copy of requisition, invoice, specifications and related papers.	By requisition number.	Dispose 4 years after completion or cancellation of requisition.
	b. Accounting copy of requisition, Government Printing Office invoice, transfer of funds voucher, and receiving report.	Attach to related vouchers.	Dispose 4 years after period covered by related account.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
8.	Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)).	By requisition number.	Dispose after 1 year.
9.	Requisitions for supplies and equipment from current inventory.		
	a. Stockroom copy.	Numerically by requisition number.	Dispose 2 years after completion or cancellation of requisition.
	b. All other copies.	Numerically by requisition number.	Dispose after 6 months.
10.	Inventories of supplies and equipment.		
	a. Stockroom inventory lists.	Numerically by stock number or alphabetically by item, as appropriate.	Dispose 2 years from date of list.
	b. Stockroom inventory cards.	Numerically by stock number or alphabetically by item, as appropriate.	Dispose 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification.
	c. Card files on office equipment.	Numerically by stock number or alphabetically by item, as appropriate.	Dispose 2 years after equipment is removed from agency control.
11.	Telephone statements and toll slips.	Attached to related vouchers.	Dispose 4 years after period covered by related account.
12.	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 231).		
	a. Copies received from other units for internal purposes or for transmission to staff agencies.	By report and chronologically thereunder.	Dispose after 2 years.
	b. Copies in other reporting units, and related work papers.	By report and chronologically thereunder.	Dispose after 1 year.

Item 1. These procurement files, normally selected by the agency as of continuing value, consist of procurement papers and related records which may or may not have been physically located in the agency principal procurement file. The records are retained not because of the individual transaction they represent, but because (a) they represent new departures in administrative arrangements not documented elsewhere in the agency, (b) they are an integral part of a file which may illustrate the inception and accomplishments of a major procurement program, or (c) they represent procurement procedures radically different from those normally followed and therefore are deserving of separate consideration. Normally they will be found in only a few agencies, such as the Defense departments and Atomic Energy Commission, which have unusual procurement problems.

Item 2. These records are of enduring legal, administrative, and historical value since they constitute the basic evidence of acquisition of real property by the Government, including statements of legal boundaries and restrictions that may run for generations. Other evidence of the same facts is legally secondary to the statements in the title papers.

Item 3. These are routine administrative files not part of other case files, and they do not include records of agencies or parts of agencies involved with the development of top procurement policy. Rather, these files are held by the units responsible for the day to day detailed procurement transactions. They are held long enough to satisfy administrative and reference needs.

Item 4. Agency procurement files (other than those described in items 1 and 2) have the following conceivable values:

a. Legal and fiscal value: The principal values of procurement files are those pertaining to the rights of the Government as a contractor and as claimant or claimee and those involving audit or investigation by the General Accounting Office, the Congress, or others of transactions and payments. The General Accounting Office, which receives most claims involving procurement, has noted that claims quite consistently involve transactions of $25,000 or more. The longest applicable statute of limitations on claims brought before the Comptroller General is 10 years (54 Stat. 1061); certain types of claims are governed by a six-year statute. The standard which has been developed for the disposition of procurement files therefore requires that contracts relating to transactions of $25,000 or more must be retained until eleven years after final payment. Files relating to transactions between $1,000 and $25,000 and below $1,000 are retained until seven and four years, respectively, after final payment. Audit needs of the General Accounting Office are satisfied under normal conditions after three years, since accounts must be settled within three years from date of submission.

b. Historical value: Modern agency procurement files as a class are not of permanent historical or archival value since they represent essentially routine transactions and merely bind the usual buyer-seller relationships. These agency files are very voluminous and necessarily most of the transactions involved are of no historical importance. Important policies and procedures are established by the Comptroller General, the Administrator of General Services, and agency staff groups, and compliance with these procedures and policies is checked by the General Accounting Office so that irregularities of significance are documented in that agency.

c. Agency administrative value: Normally procurement files are of little reference interest to the agency after final payment has been made. Such needs, however, are adequately provided for by the retention period.

Item 5. These are workload and activity reports, with related subsidiary reports, made to staff agencies or to organizational superiors and are used for consolidated agency reports or for work measurement and other management purposes. These copies have no administrative value after the lapse of the period specified.

Item 6. The unsuccessful bids are retained for a period sufficient to serve needs of the contracting agency and other interested Federal units.

Item 7. These are case files on printing and binding jobs performed by the Government Printing Office. The files, comprising originating papers, agreements, and all related correspondence are normally maintained in the service organization involved in the printing and publication function. The period specified is sufficient to safeguard agency administrative needs arising from fiscal adjustments with the Government Printing Office, or from audit of the related accounts.

Item 8. These are requisitions for routine agency services. They are of minor value after the services have been performed.

Item 9. These are routine internal requisitions originated by operating units and filled from agency or Federal Supply Service inventories. They do not directly result in procurement action. The period provided is sufficient for local administrative needs and for posting to stock records.

Item 10. These are inventories maintained to provide replenishment data, stock control data, and property maintenance data, and are normally of administrative value as long as the individual stock items involved are in current use. The periods provided are sufficient to allow for administrative and management uses, including those involving the property accounting system audit responsibilities of the General Accounting Office.

Item 11. Toll slips are in effect invoices authorizing payment via public vouchers for long distance telephone calls, and are usually filed with the related vouchers. Disposal is based on the three-year statutory period for the settlement of disbursing accounts, plus one year for agency administrative needs.

Item 12. These are reports required externally by the General Services Administration (Federal Supply Service) and internally by the agency to show agency needs and procurement for Federal Supply management purposes. The period of time specified is sufficient to satisfy internal agency needs for the information contained in these reports.

GENERAL RECORDS SCHEDULE 4

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. The act creating the General Services Administration transferred the staff functions of the former War Assets Administration relating to property disposition to the new agency. This schedule is not applicable to transaction or policy files created by the General Services Administration and predecessor agencies, to records in the Interior Department relating to the public domain, and to records relating to overseas property under State Department control. Surplus property transaction files dated prior to the establishment of the former Procurement Division in 1933 are also not covered. Such files are not necessarily of continuing value but they must be evaluated separately from later similar records because prior to assignment of program responsibility to the Procurement Division the files are incomplete and of varying nature.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U.S.C. 374).

In discharging its responsibilities, the Federal Supply Service, General Services Administration, has issued Personal Property Management Regulation No. 3, which sets up procedures for screening, redistribution, and sale of personal property in the Federal Government. Three forms are prescribed for use by any agency selling surplus personal property under the regulation:

a. Standard Form 144 (Sale of Government Property, Invitation, Bid, and Acceptance). Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids and other notices of sale, invoices, and sales slips.

b. Standard Forms 120 (Report of Excess Personal Property) and 121 (Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property). Form 120 reports personal property which is excess to the agency reporting to the regional General Services Administration offices, which initiate screening action. The quarterly reports are submitted to the Personal Property Utilization Division of the Federal Supply Service, General Services Administration, which consolidates the data.

Procedures relating to real property are governed by Public Buildings Circular No. 1, but no forms are prescribed.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Case files on sales of surplus personal property (as described in item 6 below) involving transactions of $25,000 or more, and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	Transaction files in alphabetical order by name of purchaser.	Disposal not authorized by this schedule.
2.	Case files on disposal of surplus real and related personal property.	Alphabetically by location or by control number, as appropriate.	Disposal not authorized by this schedule. (Transfer to Federal Records Center 3 years after close of file.)
3.	Reports of excess real property.	Conform to agency practice.	Disposal not authorized by this schedule.
	RECORDS OF TEMPORARY VALUE:		
4.	Correspondence files maintained by operating units responsible for property disposal, pertaining to their operation and administration, not otherwise provided for.	Conform to agency practice.	Dispose after 2 years.
5.	Reports of excess personal property.	Chronologically by reporting unit.	Dispose after 3 years.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
6.	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1 and 2).		
	a. Transactions of $1,000 or less.	Transaction files in alphabetical order by name of purchaser.	Dispose 4 years after final payment.
	b. Transactions of more than $1,000 and less than $25,000.	Transaction files in alphabetical order by name of purchaser.	Dispose 7 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 3 years thereafter.)
	c. Transactions of $25,000 or over.	Transaction files in alphabetical order by name of purchaser.	Dispose 11 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 3 years thereafter.)

Item 1. These files, normally selected by the agency for permanent retention, are retained because they document transactions involving new departures in the administration of surplus personal property disposal and as such may be of continuing value. Those not warranting continued preservation must be appraised on their own merits.

Item 2. Almost all contracts for the sale by the Government of surplus real property include recapture clauses, reservations on fissionable materials, reservations on water rights, and other restrictions. These reservations are not limited in time and therefore the sales files must be kept indefinitely. Older sales files and current ones not including such reservations may be disposable but since they represent sales taking place under unstandardized policies and procedures they must be appraised on their own merits. The related personal property described in this item is property sold with the real estate or with similar reservations.

Item 3. Reports of excess real property contain justifications for declaring the property excess and contain data on the methods by which the property was acquired. Continuing legal needs for this information preclude scheduling their disposal on a Government-wide basis.

Items 4-6. Since these agency sales case files represent a contractual relationship in which the Government is a seller instead of a buyer, the factors governing the disposal of most procurement files (item 4, Schedule 3) apply also to personal property disposal records. The routine case files are therefore held for four, seven, or eleven years after final payment, depending upon the cash value of the transaction. Agency copies of the declarations and reports have a relatively short term administrative value to the agency since they primarily serve the management purpose of the General Services Administration as the Federal procurement staff agency. General correspondence files are retained long enough to serve routine needs.

GENERAL RECORDS SCHEDULE 5

Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in an agency in the course of formulating its budget for submission to the Bureau of the Budget and to the Congress; in defending its requests for funds before both bodies; and after enactment of an appropriation bill, in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. The funds are made available to the agency by the Bureau of the Budget, usually in quarterly portions, and the agencies must indicate and justify regularly to the Bureau their proposed rate of expenditure. After the funds have been made available to the agency, its own controls over the funds are in its expenditure accounting records (Schedule 7) and detailed information relative to expenditures is contained in the accountable officers' accounts (Schedule 6).

This schedule applies to records of budget preparation, presentation, and apportionment created since January 1, 1921, in all agencies, except that it does not apply to records of the Bureau of the Budget and the Treasury Department reflecting the Government-wide budget responsibilities of those agencies.

Agency budget records are normally created at all levels of agency organization. They show proposals from all operating levels as well as the bureau-wide and agency-wide coordinating work done by formally organized budget offices. Therefore the records consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared at the bureau or equivalent level and forwarded to the agency budget officer, and the records at the highest level pertaining to the budget submission for the entire agency.

The nature of the budget presentation itself is standardized by Circular A-11 of the Bureau of the Budget, Instructions for the Preparation and Submission of Budget Estimates, which prescribes format and procedures for all Federal agencies. However, the internal reports and papers which support the budget and are used in its preparation vary radically from agency to agency. The budget submission, a record copy of which is usually designated by the agency, is a duplicate of the set of papers submitted to the Bureau of the Budget. These include summary statements of appropriations and expenditures, statements of contract authorizations, and statements of receipts as well as narrative summary statements which highlight the principal features of the agency requests and immediately related supporting documents. The narrative presents the policies and the programs of the agency which the budgetary requests are to support. In addition to the summaries, the submission includes schedules of obligations and statements pertaining to each type of appropriation and fund under which the individual agency operates. Finally, the Bureau of the Budget requires additional supporting data pertaining to objects of expenditure, particular agency programs, and figures based on the cost of various types of service operations, such as personnel and payrolling activities.

After the Bureau of the Budget examines the agency presentations to determine whether the proposed expenditures are in accord with the President's program, revision of agency requests are made. The agency budget file will therefore show the revisions made at the direction of the Budget Bureau prior to submission to Congress as part of the total presidential budget. In addition it will include copies of testimony before Congressional appropriation committees and of various exhibits and other data submitted in defense of the budget.

Apportionment and reporting are other aspects of budget work in the Federal Government. These budgetary activities are governed by Budget-Treasury Regulation No. 1, which prescribes records and procedures relating to apportionments and reports on the status of appropriations and other authorizations. In setting up the control over the budgetary and financial programs of the Government, the regulation prescribes a series of Standard Forms (SF 131-133, SF 141-143). The major functions of these forms are to make formal request of the Bureau of the Budget for amounts of obligations to be incurred during a specified period under an appropriation, for contract authorization, or for statutory authorizations, and to report on the status of the various appropriation accounts, by appropriation title.

Requests for apportionment (Standard Forms 131 and 141) and for reapportionment (Standard Form 132) are submitted by agencies in original and two copies for each appropriation account subject to apportionment. The original is returned to the agency by the Budget Bureau with a notation indicating the action taken, while the duplicate remains with the Bureau, and the triplicate is sent to the Bureau of Accounts, Treasury Department. To apprise the Budget Bureau of the fiscal status of each appropriation account, agencies submit monthly reports (Standard Forms 133 and 143) showing total amounts still available, the nature of the amounts available, and the relation of the obligations to the payments.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Correspondence files of formally organized budget offices showing agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.	Conform to agency practice.	Disposal not authorized by this schedule.
2.	File copies of budget estimates prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational levels, comprising appropriation language sheets, narrative statements, and related schedules and data.	Chronologically.	Disposal not authorized by this schedule. (Transfer to Federal Records Center 3 years after the close of the fiscal year covered by the budget.)
	RECORDS OF TEMPORARY VALUE:		
3.	Correspondence files of budget offices not otherwise covered in this schedule.	Conform to agency practice.	Dispose after 2 years.
4.	Work papers, cost statements, and rough data accumulated in preparation of annual budget estimates, including duplicates of papers included in file copies of budget estimates (described in item 2).	Conform to agency practice.	Dispose 1 year after close of fiscal year covered by budget.
5.	Periodic reports on the status of appropriation accounts and apportionments.		
	a. End of fiscal year report.	By report and chronologically thereunder.	Dispose 5 years after close of fiscal year involved.
	b. All other reports.	By report and chronologically thereunder.	Dispose 4 years after close of fiscal year involved.
6.	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Chronologically.	Dispose 2 years after close of fiscal year involved.

Items 1 and 3. Papers relating to budgeting processes and to substantive policy decisions pertaining to the expenditure aspects of agency programs are retained as permanent program records of the agency. All other correspondence is held for a minimum period to satisfy normal reference needs.

Items 2 and 4. File copies of budget estimates prepared or consolidated in formally organized budget offices at the bureau or higher organizational levels have two values:

Values for administrative and management purposes in budget functions: These submissions are of potential value in tracing the budgetary development of program and operations. This use of the files makes necessary its retention for a period sufficient to make such reference possible. Agency experience indicates that administrative and management reference is heaviest for the five fiscal years following the year covered by the submission, and that after ten years such reference is virtually non-existent. Many programs prosecuted by Federal agencies are completed within a ten-year period.

Values for historical purposes in documenting the program of the agency: Much of the information contained in file copies of budget estimates is also contained in high echelon files of the agency that are retained permanently and in published hearings on the budget held by Congressional committees. In addition copies of recent submissions to the Budget Bureau are in the custody of that Bureau.

Several years ago the Budget Bureau copies of agency estimate submissions through the fiscal year 1940 were destroyed under authority granted by the Archivist of the United States and the Congress. However, the Bureau has not decided to treat this file as a permanent record. Section 157 of the Examiner's Handbook, dealing with the disposition of Estimates Division records, provides that official record copies of submissions, including "correspondence and memoranda; exhibits and appendices; and related papers reflecting Budget Bureau review of agency estimates" be sent to the Bureau's depository

after retention in the operating unit for two fiscal years after the close of the fiscal year to which the submission pertains. Bureau of the Budget copies are available for the fiscal years beginning with 1941.

Despite the degree to which the data in bureau and agency budget files are duplicated elsewhere, however, the volume of these files is not extensive except in those agencies in which many types of work papers and various ephemera are present. Such papers are of little value and are disposable soon after preparation of the budget estimates is completed. The estimates formulated in formally organized budget offices are not all of continuing value, but there are enough instances in which they are convenient or sole sources of information as to agency plans and hopes that it does not seem practicable to consider them disposable on a Government-wide basis. Many of them may be valuable for research, particularly because they are retained with other records of the agency concerned and therefore can be used easily in conjunction with other files of the agency. Their disposal is therefore not authorized by this schedule.

Items 5 and 6. The apportionment and reapportionment records are retained for a period sufficient to satisfy the management reference needs of the agency. Bureau of the Budget copies are retained as permanent records.

GENERAL RECORDS SCHEDULE 6

Accountable Officers' Accounts

Accountable officers' accounts include record copies of all papers concerned with the accounting for, availability, and status of public funds. "Accountable officers" are of two types: (a) the disbursing officer, who accomplishes the actual payment of public monies to proper Federal creditors, and (b) the certifying officer, whose signature on a summary schedule attests to the authenticity of vouchers listed on the schedule. The latter official, who is bonded, takes the responsibility of approving for payment by the disbursing officer the sums due other agencies, contractors, employees and others who have provided goods and services to the Government. Within the Federal Government the certifying officer and the disbursing officer are usually different individuals.

Disbursements for virtually all Government agencies, except the Department of Defense, the Postal Service, the Department of State, and certain Government corporations, are made by the Chief Disbursing Officer of the Treasury, who heads the Division of Disbursement within the Bureau of Accounts, Treasury Department. The Division was created by Executive Order 6166 of June 10, 1933. Prior to that time agencies had their own disbursing organizations. Traditionally agencies transmitted individual vouchers, covering schedules, and summaries on the basis of which payment was made and the papers were then forwarded to the General Accounting Office for audit. Since about July 1949, however, disbursements have been made for an increasing number of agencies merely on the basis of certified schedules, with the detailed vouchers transferred to the General Accounting Office from the agency or held in agency space if site audit was involved. This procedure was extended and confirmed by General Accounting Office General Regulations No. 115, issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Forms 1166 and 1167 for use by all agencies effective July 1, 1952) and formally eliminated the transfer of vouchers to the Chief Disbursing Officer. This schedule applies to the accounting and the fiscal records of agencies, which may be held by either agency disbursing or certifying officers or by both.

Another procedural change with major record implications was the inception and gradual extension of the on-the-site audit of agency accounts. Under this system the vouchers, contracts, schedules, accounts current, and other related supporting documents are to be retained in agency space for the General Accounting Office auditors. Section 5 of the Post Office Department Financial Control Act of 1950 and Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that the audit shall be conducted at the site) require agencies to retain these records, which are under General Accounting Office cognizance. Section 7(a) of General Accounting Office General Regulations No. 115 gives general authority to the agencies, if the records are no longer required for administrative purposes and subject to the written approval by the Comptroller General, to transfer records audited at the site to Federal Records Centers after two years. Because the records heretofore transferred to the General Accounting Office are retained in the agency and available, several agencies have eliminated the creation of memorandum copies.

This general schedule covers the memorandum copies of the accountable officers' accounts created since January 1, 1921, whether or not the agencies are assigned for an audit-on-the-site. Conversely, it does not apply to the papers which have been submitted to the General Accounting Office either by physical transfer or by retention in agency space for audit purposes. Nor does the schedule apply to the management copies of the schedules and related papers held by the Chief Disbursing Officer, from which he makes payment. These are covered by a separate authorization.

Because of special General Accounting Office needs, vouchers and related papers pertaining to freight transportation charges are excluded from disposition. Under General Accounting Office General Regulations No. 115 voucher schedules and supporting basic documents covering transportation services are forwarded to the General Accounting Office, Washington, D. C., regardless of whether the forwarding agency is under on-the-site audit. The memorandum copies, which are included in Schedule 9, are designated for transfer to a Federal Records Center. Similarly, because of their value as auxiliary personnel records, the records relating to pay of civilian personnel are excluded from coverage in this schedule and are separately treated in Schedule 2.

In addition to the memorandum copies of returns, this schedule also covers records in other agencies which are related to the audit of the accounts by the General Accounting Office. These include (1) the notices of exception by which the General Accounting Office notifies the proper accountable officer that it takes exception to a specific payment or transaction, and (2) certificates of settlement that show the status of his account.

Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide disbursing officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Agency copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule. The copies received by the Fiscal Service of the Treasury Department are not covered by this schedule and are provided for separately.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Disbursing returns, comprising memorandum copies of accounts current, all supporting vouchers, schedules, documents, and related papers not otherwise provided for in this schedule (exclusive of freight records covered by Schedule 9 and payroll records covered by Schedule 2).	Conform to agency practice.	Dispose 4 years after period covered by the account.
2.	General Accounting Office notices of exception (formal or informal) and related correspondence.	Chronologically.	Dispose 1 year after exception is reported as cleared by the General Accounting Office.
3.	Copies of certificates of settlement of accounts of accountable officers (disbursing and certifying), statements of differences, and related papers.		
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Case file or schedule in chronological order.	Dispose 2 years after date of settlement, providing certificate is cleared.
	b. Certificates covering periodic settlements.	Case file or schedule in chronological order.	Dispose when subsequent certificate of settlement is received.
4.	Schedules of certificates of settlement of claims settled by the General Accounting Office.	Chronologically or by schedule number.	Dispose 2 years after date of settlement.
5.	Records relating to the availability, collection, custody and deposit of funds, including appropriation warrants.	Chronologically.	Dispose 4 years after date of document.
6.	Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.		
	a. Files used for workload and personnel management purposes.	Conform to agency filing system.	Dispose after 2 years.
	b. All other files.	Conform to agency filing system.	Dispose after 4 years.

Items 1-4. Under Public Law 72, 80th Cong., 1st Sess. (68 Stat. 101), the General Accounting Office must complete the audit of accounts within three years from the date of the submission of the account. The disposal period provided includes the three-year period, plus an additional year for administrative purposes. Necessary reference after the four-year period can be made to the originals of the papers held by the Audits Division of the General Accounting Office. Exception and certificate files are scheduled for disposal after periods based on clearance of the exception as well as the total accounts. Schedules of certificates of settlement of claims are listings of claims settled by the General Accounting Office and are retained for a shorter period than the certificates themselves.

Item 5. These records, relating to the availability, deposit and status of available funds, are held for the same four-year period provided for the memorandum copies of disbursing returns, which reflect the expenditures of the funds. Key ledger records summarizing disbursing accounts are retained for substantial periods in the Office of the Treasurer of the United States, Treasury Department. The originals of appropriation warrants (Treasury Department copies) are not scheduled for disposal.

Item 6. Files used for personnel and other non-fiscal management purposes are disposable after a minimum period necessary for administrative and reporting needs. Other files are held for a somewhat longer period, since they may contain substantive fiscal data and may be useful in General Accounting Office comprehensive agency audits.

GENERAL RECORDS SCHEDULE 7

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by all Federal agencies to show in summary fashion how their funds, appropriated and non-appropriated, are spent after allotment by the Bureau of the Budget, and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also as a primary source of data for top management concerned with agency solvency, with expenditures and with program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and papers further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and thereby provide a safeguard against over expenditure by operating officials. The allotment ledgers are general controls over expenditures, and they in turn summarize and are supported by more detailed controls that normally take the form of project or job orders which authorize exact and specific expenditure.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

a. Copies of various obligation or expenditure documents, such as vouchers and schedules, which flow through the ledger unit for posting.

b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source for the data included in the basic apportionment reports to the Budget Bureau, and the Treasury Department, and over-all reports of agency fiscal condition which may be required by the General Accounting Office (Schedules 6 and 8). The adequacy for audit purposes of the general ledger accounts is normally considered by General Accounting Office comprehensive auditors to be a prime source of information on the suitability of the agency's entire accounting system and the value of its summary reports.

This schedule provides for the disposal of expenditure accounting records created since January 1, 1921, in the several agencies. It does not apply to such records maintained on a Government-wide basis by the Treasury Department and the Bureau of the Budget, or to those formerly maintained by the General Accounting Office.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U.S.C. 374).

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Correspondence files maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.	Conform to agency practice.	Dispose after 2 years.
2.	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	One set of accounts by each established account covering asset and liability.	Dispose 10 years after close of fiscal year involved.
3.	Allotment records, showing status of obligations and allotments under each authorized appropriation.	One set of allotment records by established allotment.	Dispose 10 years after close of fiscal year involved.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
4.	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not otherwise provided for in this schedule.		
	a. Original records.	One set of each control.	Dispose after 4 years.
	b. Copies.	One set of each control.	Dispose after 2 years.

Item 1. These are routine correspondence files maintained incidentally to the key accounting functions and are held long enough to satisfy agency administrative needs.

Items 2-3. As the central fiscal records, the general ledgers and the allotment records immediately supporting them have a longer retention value than any other agency fiscal records, with the exception of individual pay cards (Schedule 2), because of the summary nature of the information they contain. Their prime administrative and fiscal values to the agency are as sources of fiscal, expenditure and cost data for managerial purposes, and for use in budget preparation. Occasionally the general and allotment ledgers are brought into play in the administrative examination of claims. Although the ledgers are of considerable value they are not permanent records, for they serve needs which are essentially temporary in nature. The retention period in this schedule for the general ledgers is geared not only to the conceivable administrative needs of the agency, which normally arise within five years, but to the ten-year statute of limitations governing the presentation of most claims against the Government. Summary data on agency expenditures for historical and other purposes are available in permanently retained appropriation ledger files and the annual Combined Statement of Receipts, Expenditures and Balances of the United States Government, both of which are responsibilities of the Bureau of Accounts, Treasury Department. Such Bureau of Accounts records are not covered by this schedule. In addition, the basic program activities of agencies are inevitably reflected in the permanently retained upper echelon files of the agencies no less extensively than they are revealed in the general and allotment ledgers, which are often couched in technical, cryptic terms.

Item 4. These posting media and detailed appropriation and expenditure controls are held for a period sufficient for administrative needs after posting and after completion of the action contemplated by detailed project or work controls.

GENERAL RECORDS SCHEDULE 8

Stores, Plant, and Cost Accounting Records

Specialized stores, plant, and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. The records created pursuant to these specialized accounting activities since January 1, 1921, are covered by this schedule. They are voluminous and often diverse, but they are integral parts of the fiscal and supply controls of the agencies.

a. Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to provide information as to the monetary worth of such materials. Custody is established by accomplished copies of material movement documents, and stores accounting information is posted from the documents covering the movement of goods to intermediate records. Stores accounting data are normally reviewed and consolidated by means of reports and returns submitted to agency headquarters, where the information is used for procurement planning, budget, and other management purposes. These records do not include papers reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary agency stores information is reflected in the pertinent general ledger accounts.

b. Plant Accounting. These records consist primarily of cards recording the principal characteristics of each item of physical plant and equipment, including real property. They constitute primarily a type of inventory control, but in addition are a principal source of data on the value of physical plant and other items not normally represented in the stores or stock inventory system. Summary data on plant value is available in the pertinent general ledger accounts.

c. Cost Accounting. These records are designed to accumulate and show data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel, are ultimately posted to the accounts in the agency general ledgers concerned with operating and program costs. Material costs information is collected by posting requisitions for material or procurement documents to intermediate records, and labor cost information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are utilized in evaluating economy of agency operation and in preparing budget estimates.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Plant account cards and ledgers pertaining to structures.	Conform to agency practice.	Disposal not authorized by this schedule.
	RECORDS OF TEMPORARY VALUE:		
2.	Correspondence files of units responsible for plant, cost and stores accounting operations.	Conform to agency practice.	Dispose after 2 years.
3.	Invoices or equivalent papers used for stores accounting purposes.	Conform to agency practice.	Dispose after 4 years.
4.	Stores accounting returns and reports.	Conform to agency practice.	Dispose after 4 years.
5.	Work papers used in accumulating stores accounting data.	Conform to agency practice.	Dispose after 2 years.
6.	Plant account cards and ledgers, other than those described in item 1.	By plant item number or numerically by plant account.	Dispose 3 years after item is withdrawn from plant account.
7.	Copies of cost accounting reports.		
	a. Copies in units receiving reports.	Conform to agency practice.	Dispose after 4 years.
	b. Copies in reporting units, and related work papers.	Conform to agency practice.	Dispose after 4 years.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
8.	Ledgers, forms, and machine records used to accumulate data for use in cost reports.		
	a. Ledgers and forms.	Conform to agency practice.	Dispose after 4 years.
	b. Machine records.		
	(1) Detail cards.	Conform to agency practice.	Dispose after 6 months.
	(2) Summary cards.	Conform to agency practice.	Dispose after 6 months.
	(3) Tabulations.	Conform to agency practice.	Dispose after 1 year.

Item 1. These cards are retained because they document the physical features, placement and nature of structures on Government areas and installations.

Item 2. These are routine administrative correspondence files, not containing accounting data, held long enough to satisfy reference needs.

Items 3-5. The invoices are held long enough for posting of stores accounting data to intermediate records and to allow for internal recheck of transactions involving the movement of goods, while the returns and reports are retained for a sufficient period to permit utilization of the data they contain for management purposes. Summary general ledger data are retained for a ten-year period. Work papers are disposable after an appropriate period shorter than that provided for the records which they support.

Item 6. These records are held long enough to permit administrative control over the plant account item while it is active, and for reference after the item is no longer carried on the account. Basic data is available in procurement or project files which are retained permanently or for a substantial period, while specialized legal circumstances surrounding real property are documented in retained records of continuing value.

Items 7-8. The cost records containing data reflected in general ledger accounts being retained for a ten-year period are disposable after they have served agency budget and other management needs. Subsidiary records involved in the accumulation of cost data are scheduled for an appropriately short period. Information as to the cost of individual projects of importance are shown in project files, and copies of cost reports that are of major significance are contained in agency management or administrative files not covered by the schedule.

GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records created since January 1, 1921, that pertain to the movements of goods and persons under Government orders. The record keeping involved in the movement of goods centers about the bills of lading, related vouchers, and associated records prescribed by General Regulations No. 97 of the Comptroller General, while General Regulations No. 88 and several executive orders govern passenger movement and reimbursement. Copies of some records used to support payments become part of the accountable officers' accounts, but because of temporary circumstances noted below they are excluded from coverage in Schedule 6 and their retirement is provided for separately in this schedule.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consigners, consignees, and the carriers themselves. The papers related to and normally filed with the bill of lading itself are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other descriptive data which completely document the administrative aspect of freight transportation. Copies of the bills of lading themselves are used for encumbrance of funds. Included are records relating to the shipment of household effects, which is authorized by law and regulation for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, papers relating to claims which may ensue, and other pertinent documents.

b. Movement of persons. The movement of persons is essentially documented by copies of travel orders, which authorize travel and subsequent payment, and standard form vouchers showing payment for official travel. The two primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and copies used for the encumbrance of funds.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Papers covering payment of freight transportation charges, consisting of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents, and including files pertaining to the shipment of household effects.		
	a. Issuing office memorandum copy.	By bill of lading number.	Disposal not authorized by this schedule. (Transfer to inactive file on completion of transaction; break inactive file every 3 years and transfer to Federal Records Center 1 year later.)
	b. Consignee memorandum copy for encumbrance of funds.	Attach to related vouchers.	Disposal not authorized by this schedule. (Withhold from disposal when other vouchers are disposed of and transfer to Federal Records Center at that time.)
	RECORDS OF TEMPORARY VALUE:		
2.	Correspondence files maintained by operating units responsible for travel and transportation, pertaining to their operation and administration, not otherwise provided for.	Conform to agency practice.	Dispose after 2 years.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
3.	Papers covering passenger transportation charges, consisting of vouchers and related papers. (Travel vouchers are covered by item 4.)		
	a. Issuing office memorandum copy.	By transportation request number.	Dispose 4 years after completion of transaction.
	b. Consignee memorandum copy for encumbrance of funds.	Attach to related vouchers.	Dispose 4 years after period covered by related account.
4.	Records relating to official travel of officers, employees, dependents, or others authorized to travel by law (exclusive of records covered by items 1 and 3).		
	a. Travel administrative unit copies.	In folders arranged alphabetically by name of employee; break file every 2 years.	Dispose after 4 years.
	b. Obligation copies.	In appropriate fashion for posting.	Dispose when funds are obligated.
5.	Schedules of valuables shipped, and related papers and reports.	Chronologically in case fashion.	Dispose after 4 years.

Item 1. Prior to the end of World War II agencies were permitted by the Comptroller General, together with the National Archives and the Congress, to dispose of bills of lading and related papers after periods ranging from three to five years. National Archives General Schedule 5, issued in 1946, provided a five-year retention period.

A number of audit and reaudit programs conducted by the General Accounting Office have arisen to delay disposition of many freight records. An extensive reaudit of wartime freight charges has been in progress since 1947, requiring the indefinite retention of agency copies of bills of lading and supporting papers. A pending railroad rate case, Docket No. 17000, Part 2 (164 I.C.C. 1), concerned with rates charged by land-grant railroads west of the Mississippi River, has also made it advisable to retain agency railroad freight transportation files, in some instances as far back as 1931, until settlement of the case.

For the time being, therefore, files relating to freight movements are designated as records of continuing value since they must be retained until the various legal requirements affecting their use no longer exist.

Item 2. These are routine correspondence files retained long enough to serve reference needs.

Items 3-4. These files, comprising all papers, requests, vouchers, and correspondence relating to travel and transportation at Government cost and the reimbursement of traveller and carrier, are held long enough to satisfy both agency reference needs and the audit needs of the General Accounting Office in settling related accounts.

Item 5. Files relating to the administration of the Government Losses in Shipment Act are retained for substantial periods by the Bureau of Accounts, which has Government-wide responsibility. These agency copies are retained long enough to satisfy local administrative and legal needs.

GENERAL RECORDS SCHEDULE 10

Motor Vehicle Maintenance and Operation Records

These records pertain to the management, maintenance, and operation of motor vehicles used by agencies. Responsibility for Government-wide motor vehicle management policy was transferred in 1950 from the Budget Bureau to the General Services Administration by the act which created the latter. Agency records created since January 1, 1921, during the period of Budget Bureau cognizance were essentially the same as those now kept, and are therefore subject to the same disposition.

Personal Property Management Regulation No. 24 prescribes policies and procedures. Standard Form No. 82, which is an annual motor vehicle report required by the Federal Supply Service, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule does not cover the disposition of records of the Bureau of the Budget (to 1950) and the Federal Supply Service pertaining to motor vehicle management on a Government-wide basis, but it does cover agency records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Federal Supply Service (Standard Form No. 82, Annual Motor Vehicle Report); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers and claims correspondence and forms.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	Conform to agency practice.	Dispose after 2 years.
2.	Motor vehicle operating and maintenance records.		
	a. Operating records.	By chauffeur or car number as appropriate.	Dispose after 3 months.
	b. Maintenance records.	By car number.	Dispose after 1 year.
3.	Motor vehicle ledger and work sheets providing cost and expense data.	By subject.	Dispose 3 years after discontinuance of ledger or date of work sheet.
4.	Reports on motor vehicles (other than accident, operating, and maintenance reports).	By report and chronologically thereunder.	Dispose 3 years after date of report.
5.	Records relating to motor vehicle accidents, maintained by transportation offices.	In case fashion.	Dispose 6 years after case is closed.

Items 1-5. These records are retained long enough to satisfy report, fiscal, management, and automotive maintenance needs of the agency. Claims files have little legal or administrative value after the period indicated.

GENERAL RECORDS SCHEDULE 11

Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in an agency, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (or equivalent agency with similar Government-wide responsibilities) as directed by law and by regulation (60 Stat. 257 and GSA Real Property Management Regulation No. 3); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); (b) records of procurement and supply (Schedule 3); (c) records which reflect Government-wide programs (such as the records held by the Public Buildings Service of the General Services Administration); and (d) records created prior to the establishment of the Public Buildings Administration in 1939 or other space and maintenance records created in connection with the management of space not under Public Buildings Administration or Public Buildings Service cognizance (such records vary sufficiently in their nature to warrant specific evaluation on their merits).

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Conform to agency practice; start a new file every 2 years.	Dispose 2 years after file is closed or 2 years after date of document if breaks in the file differ from that suggested herein.
2.	Records relating to the allocation, utilization and release of space under agency control, and related reports to General Services Administration.		
	a. Building plan files and related agency records utilized in space planning, assignment and adjustment.	Conform to agency practice.	Dispose 2 years after termination of assignment, or when lease cancelled, or when plans are superseded or obsolete.
	b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.		
	(1) Agency reports to General Services Administration regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.	Conform to agency practice.	Dispose 2 years after date of report (in accordance with item 1).
	(2) Copies in subordinate reporting units and related work papers.	Conform to agency practice.	Dispose 1 year after date of report.
3.	Correspondence, forms and other records relating to the compilation of directory service listings.	Conform to agency practice.	Dispose 2 months after issuance of listing.
4.	Identification credentials and related papers.		
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	Chronologically by date of return of credentials to issuing office.	Dispose of credentials 3 months after return to issuing office.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	b. Receipts, indices, listings and accountable records.	Conform to agency practice.	Dispose after all listed credentials are accounted for.
5.	Requests for building and equipment maintenance services, excluding fiscal copies.	Numerically by control or requisition number.	Dispose 3 months after work performed or requisition cancelled.

Item 1. These are routine files with related data reflecting the activities of the service operation group in administering its internal management and operation. Policy documentation is normally reflected in files at higher administrative levels. The records are maintained a sufficient period to satisfy administrative needs and have no other significant values.

Item 2. These files accumulate in the process of assigning and utilizing agency space. Reports are submitted to General Services Administration as directed by the Federal Property and Administrative Service Act of 1949, and GSA Real Property Management Regulation No. 3. Administrative needs have been met after the lapse of period indicated and the value of summary records held by the General Services Administration reflecting Government-wide trends and policies must be determined separately.

Item 3. The memoranda, completed questionnaires, forms and reports are accumulated in the compilation of directory service listings and are of temporary value after issuance or publication of listing. They are held long enough to satisfy administrative needs.

Item 4. These records relate to the issuance of and accountability for identification credentials, issued to individuals. The credentials themselves and the related control records have little value after they have served their immediate purpose.

Item 5. Requests for maintenance service normally originate in the operating units. Their purpose is served and they have little further value when the services which they request have been performed or the request has been cancelled.

GENERAL RECORDS SCHEDULE 12

Communications Records

The principal records documenting communication functions include messenger service data; wire and wireless service control and operational records; summary of long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; and agency copies of penalty mail reports to the Post Office Department formerly required by statute.

This schedule covers the records described below, wherever located in an agency, but it does not cover records created prior to January 1, 1921, and does not cover records which reflect Government-wide programs, such as records held by the Post Office Department, the Postal Service and the Public Buildings Service of General Services Administration, rather than administrative management functions.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Messenger service records including daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules and related and similar records.	Conform to agency practice.	Dispose after 2 months.
2.	Correspondence and report files of the unit responsible for the communication function, pertaining to its own administration and operation, and related papers.	Conform to agency practice; start a new file every 2 years.	Dispose 2 years after file is closed or 2 years after date of document if break in file differs from that suggested herein.
3.	Wire and wireless service control and operational records.		
	a. Machine copies of incoming and outgoing messages, message registers, operator's and equipment service logs, performance reports, daily load reports, and related and similar records.	Conform to agency practice.	Dispose after 6 months.
	b. Teleautograph and telescribers tapes.	Not applicable.	Dispose after message is dispatched.
	c. Original copies of outgoing messages retained by wire and wireless service.		
	(1) Authorization copy not duplicated elsewhere showing time of dispatch.	Chronologically.	Dispose after 2 years.
	(2) Authorization copy duplicated elsewhere and showing time of dispatch.	Chronologically.	Dispose after 6 months.
4.	Summaries of long distance telephone reports used to indicate authorized use of telephone service as well as to audit expense voucher.	By organizational unit and chronologically thereunder.	Dispose after close of fiscal year in which audited.
5.	Postal records consisting of Post Office forms and supporting papers, exclusive of records held by the Post Office Department and Postal Service.		
	a. Record of received or dispatched registered mail pouches.	Chronologically.	Dispose after 1 year.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	b. Application for postal registration and certificate of declared value of matter subject to postal surcharge.	Chronologically.	Dispose after 1 year.
	c. Receipt for incoming registered and insured mail.	Chronologically.	Dispose after 1 year.
	d. Record of incoming and outgoing registered and insured mail.	Chronologically.	Dispose after 1 year.
	e. Return receipts for registered, insured, and special delivery mail.	Chronologically.	Dispose after 1 year.
	f. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	Chronologically.	Dispose after 1 year.
	g. Statement of Reading of Metered Registers.	Chronologically.	Dispose after 1 year.
6.	Mail control records and supporting and related papers.		
	a. Records of receipt and routing of incoming and outgoing mail other than (1) those listed in item 5, and (2) records used as indexes to correspondence files.	Alphabetically by name and chronologically thereunder.	Dispose after 1 year.
	b. Statistical reports of postage used on outgoing mail (air mail, special delivery, registered, foreign and parcel post over 4 pounds).	Chronologically.	Dispose after 6 months.
	c. Requisition for stamps, (exclusive of copies used as supporting documents to payment vouchers).	Chronologically.	Dispose after 6 months.
	d. Production reports of mail handled and work performed, with compilations derived therefrom.	Chronologically.	Dispose after 1 year.
	e. Record in agency mail units of remittances (check, cash, stamps and money orders) and other valuable enclosures received through agency's mail unit in incoming mail.	Chronologically.	Dispose after 1 year.
	f. Record of and receipts for mail and packages received through the Official Mail and Messenger Service.	Chronologically.	Dispose after 6 months.
7.	Official penalty mail reports formerly required by statute, and all related papers.	Chronologically.	Dispose after 2 years.

Item 1. These files pertain to the administrative management of messenger services. Their purpose is served and they have little further value after the activities to which they relate are accomplished.

Item 2. These are routine files with related data reflecting the activities of the communication unit in administering its internal management and operation. Policy documentation and reports are normally reflected in files at higher administrative levels. The records are maintained for a sufficient period to satisfy administrative needs and have no other significant value.

Item 3. These records relate to the control and operation of wire and wireless service exclusive of the Government-wide program records of the Public Buildings Service of General Services Administration. The disposal of original copies of outgoing messages by the wire and wireless service are qualified due to the varied practices of agencies in preparing and maintained elsewhere within the agency copies of the

message actually showing time of dispatch. The agency needs have been met after the lapse of period indicated.

Item 4. The summaries of long distance telephone reports are of temporary value and are utilized as an administrative tool to indicate authorized use of telephone services as well as for auditing telephone tolls. They have no further value after audit has been performed.

Item 5. These records control the handling of special types of mail and related or equivalent material received or sent via the Postal Service. The records have value for a short time only. Claims resulting from the loss of registered, insured, or other types of special mail must be filed with the Post Office Department within one year after the date of mailing. The period of time indicated is sufficient to exhaust the value of the records for administrative and legal purposes.

Item 6. These mail control records and supporting papers are utilized to maintain control over the receipt and routing of ordinary and special mail, received from sources outside of the agency. The description of these files excludes any records used as indexes to correspondence or other files.

Item 7. The Penalty Mail Act of 1948, Public Law 785, repealed the requirement that the Postmaster General make periodic reports to Congress and the Bureau of the Budget on the amount of penalty mail sent by individual agencies of the Government. This report was based on information received from the agencies concerned. The records in the agencies were, in themselves, only of temporary value and the lapse of period of time indicated is sufficient to exhaust any value they may have had to the Post Office Department.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
4.	Control registers pertaining to requisitions and work orders.	Numerically by control or requisition number.	Dispose 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.
5.	Mailing lists and related material.		
	a. Correspondence, request forms and other records relating to changes in mailing lists.	Alphabetically by name within mailing group.	Dispose after appropriate revision of mailing list or after 3 months, whichever is earlier.
	b. Card lists.	Alphabetically by name.	Dispose of individual cards when cancelled or revised.
	c. Plate or stencil mailing lists.	Alphabetically by name within mailing group.	Dispose of plates or stencils when cancelled or revised.
6.	Reports to Congress and related records.		
	a. Agency reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Conform to agency practice.	Dispose after 3 years.
	b. Copies in subordinate reporting units and related work papers.	Conform to agency practice.	Dispose 1 year after date of report.
7.	Records relating to internal management and operation of the unit.	Conform to agency practice.	Dispose after 2 years.

Item 1. Many agencies depend on their duplication or distribution units to retain record copies of all documents of this type. For that reason it is not possible to authorize by general schedule the disposal in such units of these copies because the documents are of basic value in documenting the history and activities of the agency. If agency procedures provide for retention of record copies in the units originating the document or elsewhere, other copies, including those in the printing or distribution units, may be disposable but such determinations must be made in the case of each agency.

Items 2 and 7. These are routine files reflecting the activities of the service operation group in administering its internal management and operations. Policy documentation is normally available in files at higher administrative levels. The records are held long enough to satisfy administrative needs and have no other significant value.

Item 3. These files are the technical, operational, production, and related papers pertaining to the planning and execution of the printing, binding, duplication and distribution jobs. The requisitions on the Public Printer and records relating to services obtained outside the agency are not covered by this item since they are provided for in Schedule 3. The records are retained for a sufficient period to satisfy administrative and reference needs after completion of the job.

Item 4. These registers are utilized in the operating units to control the receipt of requisitions and work orders to which production, distribution and cost analysis data are posted. Their purpose is served when the activities to which they relate are completed.

Item 5. These records are utilized in the maintenance and administration of mailing lists. The Printing and Binding regulation published by the Congressional Joint Committee on Printing requires agencies that maintain mailing lists to revise them at least once a year by making inquiry as to whether the publications distributed are desired by the person to whom addressed. The files have little further value when the services to which they relate have been performed.

Item 6. The Congressional Joint Committee on Printing requires that all heads of Departments or Agencies operating "printing plants" submit reports on forms furnished by the Committee, not later than 30 days after the close of specified periods. These reports and related papers are held long enough to satisfy the needs of the agency.

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

This schedule provides for the retention or disposal of all copies, wherever located in the agency of records created since January 1, 1921, that relate to printing, binding, duplicating and distribution, except as indicated in the several items. The principal records documenting these functions are: (a) Records pertaining to requests for service, control, production and distribution of individual jobs or projects; this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions, and to record the production, distribution and cost analysis within the operating units; and (b) Correspondence and report files reflecting the activities of the unit responsible for handling the printing, binding, duplication and distribution matters within the agency.

The Congressional Joint Committee on Printing is responsible for regulating the operation of agency "printing plants." The Committee is authorized to remedy any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications. No "printing plant," as defined in the Printing and Binding Regulations published by the Committee, can legally operate without prior authorization. The Committee further requires all agencies operating "printing plants" to submit reports not later than 30 days after the close of specified periods. Each agency maintaining a mailing list is required to revise it at least once each year by making inquiry as to whether the publications distributed are desired by the persons to whom addressed.

This schedules does not cover (a) records retained by agencies for on-the-site audit by the General Accounting Office; (b) agency memorandum copies which are part of the accountable officers' accounts (Schedule 6); and (c) records which reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing) rather than administrative management functions.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF CONTINUING VALUE:		
1.	Copy, in duplicating or distribution unit, of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar material. (This item does not cover copies and related program material retained in originating office.)	By series and thereunder chronologically or by established numbering practice.	Disposal not authorized by this schedule. (Transfer to Federal Records Center when 5 years old.)
	RECORDS OF TEMPORARY VALUE:		
2.	Correspondence files of the unit responsible for the printing, binding, duplication and distribution matters, pertaining to its administration and operation, and related papers.	Conform to agency practice; start a new file every 2 years.	Dispose 2 years after file is closed or 2 years after date of document if break in file differs from that suggested herein.
3.	Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.		
	a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	Numerically by control or requisition number.	Dispose 1 year after completion of job.
	b. Files pertaining to planning, standards, cost and related technical matters.	By series and thereunder chronologically or by established numbering practice.	Dispose after 3 years.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : ~~MR. TOLSON~~ Clegg Attn

FROM : ~~MR. CLEGG~~ Wason

DATE: February 11, 1953

SUBJECT: DESTRUCTION OF EXHIBITS
BUREAU PROPERTY

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SYNOPSIS

Director inquired as to procedure for destruction of exhibits. ¶ At Seat of Government: Records Section reviews exhibits yearly and, after consultation with divisions supervising investigations, destroys exhibits where retention is no longer justified. FBI Laboratory as general rule returns exhibits to submitting field office after examination. In some cases at latter's request Laboratory will destroy exhibits of no evidentiary value e.g. known soil specimens where examination is negative. ¶ In the Field: rule is that property must be acquired in accordance with laws of search and seizure, and that it must not be unnecessarily taken, ~~and Bureau authorizing~~ authorizing Bureau to dispose of property. Each agent has responsibility to promptly recommend disposal of exhibits in his cases when no longer needed. Property not necessary for evidentiary purposes must be returned to owner as soon as possible and if it remains in field office for thirty days, Bureau must be advised of reason for retention. Field checks retention of exhibits by tickler system and semiannual inventory is submitted to Bureau by all offices of exhibits on hand. Inspectors check exhibits during field inspections. Where prosecution is involved, disposition is authorized by courts or United States Attorneys.

All valuable exhibits are personally inventoried by new SAC's and by Inspectors in presence of SAC's during field inspections. Unsuccessful efforts made in 1951 to have U. S. Marshals take over retention of exhibits. Department advised on 11/20/51 that property seized by Bureau during investigations should not be turned over to U. S. Marshals for safekeeping except in certain cases where property is less than $100 in value, has been on hand for six months, or in cases on gambling devices.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/81 BY 6383 VRT/DP

RECOMMENDATION:

That no change be made in current procedure since it appears that all reasonable precautions as to retention and disposition of exhibits are being taken.

When property is turned over to agent for court use, it should be released to Bureau as soon as possible.

68 FEB 26 1953

RECORDED - 82

166-3286-505

FEB 18 1953

EX-113

EDM:bp

DETAILS:

The Director has requested information as to the procedure in the destruction of exhibits. The procedures at the Seat of Government and in the Field are set forth below.

(1) Seat of Government

(a) Records Section:

Exhibits at the Seat of Government, and this is by far the smallest portion of the exhibits in the custody of the FBI, are checked once each year by the Records Section to determine if they can be destroyed. The Records Section secures the concurrence of the interested supervisor and officials of the appropriate investigative division having jurisdiction of exhibits. If there is agreement after file review and check of all ramifications and an indication in the file that the United States Attorney has agreed to destruction of the exhibit, it is destroyed by the Records Section. There is one exception: If the exhibit has become part of the official file, it may be destroyed only after a check has been made with the Department of Justice and Archives.

(b) FBI Laboratory:

As a general rule exhibits sent to the FBI Laboratory from the Field will in most instances be returned to the submitting office after the examination has been completed. In some cases, however, in the interests of economy the FBI Laboratory will itself dispose of exhibits, e.g. known specimens of soil, submitted for comparison with soil on the suspect's clothing, will be disposed of when examination proves negative and the expense of sending the specimen back to the submitting office would not be justified. In such cases the field office will instruct the Laboratory that it may dispose of the exhibit. Another exception to the rule is in the case of firearms. The field offices are not permitted to dispose of firearms. After court action, and after order of the Court or a personal waiver has been obtained, the gun is submitted to the Laboratory where it is declared surplus and destroyed.

(2) Field

In the Field it is a rule that property must be acquired in accordance with the laws of search and seizure or by voluntary delivery. Property must not be unnecessarily taken and there is a rule that whenever property is turned over to an agent, a written release should be obtained, if possible, authorizing the Bureau to dispose of the property. It is the responsibility of each individual agent in the field to whom a case is assigned to recommend promptly that exhibits be disposed of when no longer needed. Property which has been acquired and which will not be needed as evidence must be returned to the owner as soon as possible. If such property remains in the possession of a field office for 30 days, the Bureau must be advised by letter of the nature of the property and the reason for its retention. Bureau approval for retention is initiated by the Bureau supervisor handling the case.

Field supervisors are required to check on the retention of exhibits. Semiannually the field submits a list to the Bureau of exhibits retained, and these lists are examined by Bureau supervisors. The Chief Clerk in each field office maintains a listing of all bulky exhibits and appropriate ticklers so that these may be examined periodically to determine whether disposition is possible.

Exhibits are checked in pending files during all self-inspections and all Bureau conducted inspections to ascertain whether they are being unnecessarily retained. Bulky exhibits retained in closed files are spot checked as to maintenance and disposition and security. All pertinent files relating thereto are reviewed to determine if action can be taken to dispose of the exhibit.

Disposition in cases resulting in prosecution is authorized by the United States Attorney in those instances where the Federal Judge himself has not directed as to the disposition of exhibits.

During the last few months of 1951 field inspectors were checking <u>every</u> bulky exhibit in the field but the Bureau modified these instructions because of the time consumed and the costs and in view of the submission of exhibit lists to the Bureau each 6 months.

All valuable exhibits are personally inventoried by an SAC when he assumes the position of SAC in a field office and during the course of each field inspection these valuable exhibits are again inventoried in detail by the field inspector personally in the presence of the SAC.

The above techniques are designed to assure that exhibits are disposed of as promptly as possible and are being securely retained where retention is necessary. In any instance of doubt as to whether an exhibit can be returned or otherwise disposed of, the United States Attorney is consulted.

In 1951 efforts were made to arrange for U. S. Marshals to take over the retention of exhibits. These efforts were unsuccessful. After an exchange of correspondence the Division advised the Bureau by memorandum dated 11/20/51 that property seized during the course of investigations and arrests should not be turned over to the marshals for safekeeping except as provided by Circular No. 4189 (which authorized the Bureau to turn over to marshals property valued at $100 or less on hand for 6 months or longer, coming into our custody during the course of investigations, not used as evidence and which could not be returned to its lawful owners) and except as provided by Order #4173 (pertaining to gambling devices).

CONCLUSION:

It appears that the FBI is taking all reasonable precautions as to the retention of exhibits and as to efforts to dispose of exhibits.

RECOMMENDATION:

No change in present procedure.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2-3-53

FROM : J. C. TAMES

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS, PLANT SURVEY CLASSIFICATION ENCLOSURES

You will recall that the 99 classification, Plant Survey Matters, was recently microfilmed. As usual, tremendous savings in space were realized. Numerous enclosures, however, were not suitable for microfilming. We are maintaining them in 11 four-drawer cabinets and 15 bulky enclosure bins. A survey of these enclosures reflects they consist entirely of material pertaining to the physical layout of the various plants and related articles which would bear on the security conditions. The following are typical of the contents of these enclosures: separate photographs of all sizes, some of which are mounted in albums, aerial photographs, blueprints, literature on "safety rules" for the individual plant, brochures on company operations, organization charts, employment forms, forms for obtaining passes and badges, and other related material. These enclosures vary in size and some are filed in small envelopes while others are filed in large tubular containers and boxes.

CURRENT VALUE OF THESE ENCLOSURES:

This material is believed to be obsolete and of no value inasmuch as it is more than ten years' old. We are not and have not been performing plant surveys for more than ten years. The material should be destroyed so that the space can be appropriately utilized.

Of course, if any material is found of a non-plant survey nature, it should be retained.

RECOMMENDATION:

That the enclosures for the 99 classification, Plant Survey Matters, be destroyed and that prior to destruction, Archival authority be secured.

PEO:fkr

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/ca

INDEXED

66-3286-506

NOT RECORDED

26 FEB 26 1953

63 MAR 9 1953

Destruction of Bureau Records - General

ORIGINAL FILED IN 66-6206-99-1A

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: February 13, 1953

FROM : Mr. F. J. Baumgardner

SUBJECT: DESTRUCTION OF RECORDS
PLANT SURVEY CLASSIFICATION MATTERS
Bureau file 66-3286

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW

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Belmont
Clegg
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Harbo
Rosen
Tracy
Gurnea
Mohr
Tele. Rm.
Nease
Sandy

REFERENCE

Memorandum of W. 3. Eames to Mr. Nichols dated February 3, 1953.

SYNOPSIS

Referenced memorandum recommends the destruction of exhibits to the Plant Survey Reports recently microfilmed. These exhibits consist of physical layouts of plants, aerial photographs and similar data. It is recommended that since the reports are incomplete without the exhibits and consequently of little value, destruction of the exhibits be deferred until (1) the microfilms of the Plant Survey Reports themselves are destroyed, or (2) the passage of time renders use of the microfilms highly improbable.

PURPOSE

To submit observations in connection with the recommendation contained in referenced memorandum that the exhibits in Plant Survey Matters be destroyed.

DETAILS

Referenced memorandum recalls that files in the 99 classification, involving Plant Survey Matters, were recently microfilmed. It was suggested that the exhibits and enclosures, described as unsuitable for microfilming, be destroyed. These were stated to consist of material pertaining to the physical layout of plant, aerial photographs and similar data.

The destruction of Plant Survey and Plant Informant files was suggested by ASAC Noel B. Wright on April 24, 1946. (66-3286-228) This suggestion received an unfavorable recommendation.

JCR:eok

INDEXED 66-3286-507
NOT RECORDED
35 FEB 26 1953

63 MAR 9 1953

Destruction of Bureau Records - General

ORIGINAL FILED IN 66-6200-99-1-42

The matter was later reconsidered, as reflected in the Joint Committee memorandum to the Director dated January 8, 1947, (66-3286-269) at which time the Field was authorized to destroy Field copies of Plant Survey and Plant Informant files.

It was then recommended that the Bureau files be retained. The following issues on this question have been raised:

Arguments in Favor of Destruction

1. There would be a saving of space.

2. It has been alleged that little, if any, information of current value existed in the files.

3. The information was outdated being in excess of ten years old.

4. As of December 1, 1952, at least 3,292 of the approximately 3,900 plants on the Defense Department list of Key Facilities had been surveyed by the Armed Forces and provide more up-to-date information.

Arguments Against Destruction

1. The exhibits would be of possible value in the event of war with Russia.

2. The exhibits are of value for reference purposes in connection with other matters.

3. Archives, if asked for approval of destruction of the exhibits, may ask for the material.

4. The material would be of value in the event that a claim was made against the United States Government involving the security recommendations made by the FBI.

5. It has been estimated that about ninety-five per cent of Plant Survey Reports were accompanied by exhibits which were continually referred to in the reports and without which the reports would be incomplete. (66-3286-294)

It is believed that the first four arguments against the recommendation are not sufficient to justify unfavorable consideration of the suggestion in referenced memorandum. However, the Plant Survey Reports have been microfilmed and may be referred to in the future. Many of the reports would apparently be meaningless without the opportunity to refer to the exhibits.

RECOMMENDATION

That destruction of the exhibits in the Plant Survey Classification be deferred until (1) it may be desirable to destroy the microfilm of the reports themselves or (2) the passage of time has rendered it highly improbable that the microfilm of the reports would be of any use.

SAC, Newark (66-1711) 2/26/53

Director, FBI

DESTRUCTION OF FILES AND RECORDS

RECORDED-84

66-3916-501

Reurlet 2/18/53 requesting authority to destroy certain records on a monthly basis as they become one year old.

By Government regulation the Bureau is required to maintain the files to which you refer for a period of one year, after which they may be destroyed at any time. The requirement that the files be purged of material over one year old on "an annual basis" is a Bureau rule imposed to avoid unnecessary duplication of work. The Bureau feels that the monthly destruction of such files would represent unnecessary duplication of effort and that the job can be done in practically all instances more efficiently once a year.

However, the Bureau feels that if it comes to a point where you must rearrange files in cabinets, which alone represents a considerable expenditure of time for planning and execution, and the destruction of overage file material would obviate such work, good judgment would require that the overage material be then destroyed even though it is not time for the annual purge.

You are authorized, therefore, to destroy overage files as listed in the manual, on other than an annual basis, where to do so would eliminate the work involved in any rearrangement of file space required because of the accumulation of such overage material. Of course, no material should be destroyed until it reaches the appropriate age, as listed in the manual. The Bureau does not feel that the arbitrary monthly purge of overage files should be undertaken, since such a practice would result in unnecessary work. You should use as a criterion a comparison of the work involved in destroying the overage files and the work involved in rearranging the files because of the accumulation of current material on top of overage material.

NAW:pm

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Belmont
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MAILED 16
FEB 27 1953
COMM-FBI

68 MAR 10

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2/18/53

FROM : SAC, NEWARK (66-1711)

SUBJECT: DESTRUCTION OF FILES AND RECORDS - BUREAU - GENERAL

Re Manual of Rules and Regulations 3-15 (e).

It is suggested that the files and records listed in reference section of the Manual be destroyed when one year old on a monthly basis rather than an annual basis. Certain of these files and records are voluminous and quickly become a space problem, such as administrative files of agents, assignment cards on closed cases, automobile register forms FD-73, and transmittal letters - checks and bonds. In destroying these files and records on an annual basis it would be necessary to maintain some of them for close to two years, which involves permanently tieing up considerably more filing space; whereas, if these items are destroyed when one year old on a monthly basis less filing space would be required and space would be released on a continuing basis for re-use. The nature of these items is such that it is rarely necessary to refer back beyond two or three months and there would seem to be no need to have such data available for more than one year.

Also, the destruction of these files and records on a monthly basis has in the past required no more than two hours a month. On an annual basis there would be twelve times as much to destroy; conceivably it could take as long as three days.

DJ

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DATE 8-2-82 BY SP4ELW/cal

RECORDED-84 66-3286-507
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17

FILES. FILES

2-naw

Memo SAC - 2/26/53 Dan Ahern

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2-25-53

FROM : W. G. EAMES

SUBJECT: F.B.I.R.A. FILE
© DESTRUCTION of BUREAU PROPERTY

Tolson
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SYNOPSIS:

Suggestion that the FBIRA file be purged of all nonpolicy material and this type correspondence be retained in folders by the president and destroyed every three years. Question arises as to Bureau's authority to handle this correspondence in the Records Section out of budget funds. Suggestion that only policy establishing material be retained in the Bureau's file. Year's activity to be summarized and included with annual audit for record and filing purposes in the FBIRA file.

RECOMMENDATION:

(1) That the suggestion be given favorable consideration so that the serials in the FBIRA file will be of a policy establishing nature only.

(2) That each calendar year annual report be submitted as has been the practice, summarizing all activities for the year. This together with annual audit of funds be made a matter of permanent record.

(3) That this memorandum be forwarded to the Training and Inspection Division for review and possible presentation to the Executives Conference.

[redacted] of F.B.I.R.A. agrees and if you also agree the Records Section will be furnished with proposed procedure. 2/27/53 F.W.W.

b6
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RECORDED 166-3286-509
MAR. 13 1953

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OGM:wab

FEB 6 1953

67 MAR 20 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/Cal

Memo to Mr. Nichols 2-25-53
Re: F.B.I.R.A. File

BACKGROUND:

Together with the organization of the FBIRA as such, a file was created intended to contain material and background information dealing specifically with the problems and policies of this organization. Over the years, however, material has been included in this file which had no lasting value and dealt entirely with activities for a particular year. This file has naturally created some problem for the Records Section to maintain, and is questionable as to whether or not budget funds are actually available to cover the cost of processing material being received in the Records Section. Thus, it is suggested that the following plans be adopted for the future handling of correspondence dealing with FBIRA activities.

(1) That the present FBIRA file be purged of all non-policy establishing material.

(2) That folders be set up by years in the office of the president of the FBIRA where the nonpolicy material could be maintained.

(3) That the elected president each year, review prior material for his information and that only three year folders be retained.

(4) That the present FBIRA file be continued and that it include only policy establishing material such as Executives Conference consideration of a particular issue.

It is believed that considerable clerical time and effort is being devoted to the processing, filing and maintenance of material in the FBIRA file which is unwarranted. Most of the material has no lasting value and deals with memoranda reporting the success of one venture or another. It has also been recommended that at the termination of each calendar year, an annual report be submitted as has been the practice summarizing the FBIRA activities for that year. This report together with the annual audit of FBIRA funds would be made a matter of permanent Bureau record in the file making it unnecessary for the preparation of miscellaneous interim memoranda.

MEMO 2-25-53 from Mr. Eames to Mr. Nichols re FBIRA FILE

ADDENDUM - March 4, 1953

As required by law, all records relating to the payment of taxes on admissions to social events promoted and sponsored by the FBIRA as such, must be maintained by the FBIRA for a minimum period of four years.

[redacted]

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b7C

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Destruction of Bureau Records Date 2-26-53

To: ~~DIRECTOR, FBI~~ b6 b7C

From: [redacted] Suggestion of AO #115-52

Field Office or Division ALBUQUERQUE

SUGGESTION: In order to save cabinet space the following suggestion is being made. When a field office has a case that has been closed five years and was an auxiliary office that it keep only the first page of all reports. By keeping the first page of reports the auxiliary office could tell from the synopsis the violation and the main facts of the case. The first page also shows the office of orgin in case information comes to the auxiliary office after five years. In most cases an auxiliary office does not have complete facts of a case, such as final disposition, and would have to write to the office of orgin in case of a new violation. In cases that are handled by letter the auxiliary office should keep all the correspondence. This suggestion does not apply to security cases. The office of orgin would keep all correspondence on file for the 25 years.

Its advantages are:

Saving of file cabinet space

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It should save at least $? annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

b6 b7C [redacted]

(Signature of Suggestor)

Ref to Insp Div for views Div Sug 3-10-53 appm. dwg

Comments and recommendation of Supervisor, SAC, or Assistant Director:

I would object to the practice of destroying all but the synopsis page of a report inasmuch as much of the material contained in the body of a report is indexed, particularly where information is furnished concerning people or

J C Keeley

(Signature)

(Continued Next Page)

SPECIAL AGENT IN CHARGE

(Title)

Ref to Insp Div for views Div Sug 3-10-53 appm. dwg 3-11-53 appm. 4 2053

MAR 20 1953

b6 b7C [redacted]

RECORDED

166-3286-510

PERS. FILES

13 MAR 17 1953

Suggestion #115-53

instances in the auxiliary office. There would be too many exceptions necessary in order to have a workable rule.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

b6
b7C

Date 2-26-53

To: DIRECTOR, FBI

From: [redacted]

Field Office or Division ALBUQUERQUE

SUGGESTION: It is suggested that the zero and double zero files be destroyed after the material is three years old. The material that goes into the zero files is information that is received where there is no violation. If the material does not develop into a violation after three years it should be of little value after that time and could be destroyed. This suggestion would not apply in security cases.

The double zero file contains instructions. Most of the instructions are later put into manual changes or changed by new instructions at a later date.

DESTRUCTION OF BUREAU PROPERTY

Its advantages are: a saving of file cabinet space

ALL INFORMATION CONTAINED
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DATE 8-2-82 BY SP4 ELW/COLOT

RECORDED - 23

It should save at least $? annually.

66-3286-611

MAR 18 1953

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

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[redacted]
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:
I would object to the destruction of the zero or double zero files. Zero files contain some considerable background information about people even though no violation is charged, and are well indexed to serve a useful purpose in subsequent

(Continued Next Page)

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(Signature)

SPECIAL AGENT IN CHARGE
(Title)

APR 1 1953

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investigations. While it is true that the instructions in the double zero files change from time to time, it is occasionally necessary to go back beyond three years to determine policy and instructions then in effect.

2/11/53 Investigator concurs with Ellsworth and approves suggestion
Rm

3-12-53 Domestic Intelligence agrees with Sac Ellsworth
AB

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 3/16/53

FROM : MR. H. H. CLEGG

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b7C

Tolson
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Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: SUGGESTION #123-53
MADE BY [redacted]
CLERK, ALBUQUERQUE OFFICE
DESTRUCTION OF BUREAU PROPERTY

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Clerk [redacted], Albuquerque Office, suggested that Zero and Double Zero files be destroyed after the material therein is 3 years old. This suggestion pertains to field files. Zero files are those files containing nonspecific or general information concerning a particular classification of work whenever such information is not worthy of being incorporated into a specific investigative case file. Double Zero files are files of instructions as to how to handle matters (Investigative or Administrative) in a particular classification of work.

In other words, there is a Zero file and a Double Zero file for each classification of Bureau investigative activity. The present rule is to retain these files indefinitely. Arrangements exist for the destruction of material when it has become 25 years of age. SAC Ellsworth of the Albuquerque Office is opposed to destroying Zero and Double Zero material when it becomes 3 years of age as Bauer suggests. He points out that it is necessary at times to go back through files over 3 years old to determine policy and instructions then in effect. Messrs. A. Rosen and A. H. Belmont agree with SAC Ellsworth.

In view of the opposition to this suggestion at the Seat of Government, it is recommended that no further action be taken. [redacted] has already been thanked for his idea.

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DATE 8-2-82 BY SP4 EW/cal

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MAR 18 1953

EX. - 107

63 APR 2 1953

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COPY P.Z.K.

COMPTROLLER GENERAL OF THE UNITED STATES

WASHINGTON 25

February 27, 1953

B-45100

Honorable J. Edgar Hoover, Director
Federal Bureau of Investigation
Department of Justice

My dear Mr. Hoover:

Reference is made to your letter of February 3, 1953, requesting approval of this Office to dispose of time and attendance reports in accordance with the standards contained in General Records Schedule No. 2, issued by the General Services Administration in August 1952.

You are advised that this Office approves of the application of the cited standards with respect to leave records of your Bureau, except as to final leave cards showing accumulated leave on separation, which records should be retained for a period of not less than ten years. See in this connection item No. 9 of Schedule No. 2. It is to be understood, however, that no records pertaining to outstanding exceptions, cases under litigation, or incomplete investigations should be alienated or destroyed until clearances thereof are obtained.

Sincerely yours

Acting Comptroller General
of the United States

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DATE 8/20/03 BY AUC 100290 BCE/DCG/ym

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96 MAY 15 1953

INITIALS ON ORIGINAL

MAY

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

DATE: 3/6/53

FROM : C. L. Trotter

SUBJECT: FILING OF TRAINING SCHOOL SCHEDULES

Destruction of Bureau Property - general

A Training School schedule is prepared each week. At present a copy is sent to the Records Section for filing as "not recorded" material. A question has come up as to the value of retaining this material in our general files.

The Training Section has had occasion to use old schedules for the following reasons:

1. To ascertain the identity of an instructor who lectured before a particular class
2. To identify all the instructors who appeared before a particular class
3. To ascertain whether a particular class received instruction on a given subject
4. To ascertain the amount of instruction a particular class received on a certain subject
5. To ascertain dates on which certain groups went to or returned from Quantico
6. For use in preparation of annual report

There has been no occasion so far as known to refer to any schedule over a year old.

RECOMMENDATION:

That schedules not be sent to the Records Section for filing but that the Training Division keep schedules for a period of one year, after which they should be destroyed.

NAW:pm

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Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Training Section's schedules dated prior to Jan. 1, 1952 have been destroyed. Schedules after Jan. 1, 1952 have been retained for 1 year. Authority Mr. Trotter to Mr. Clegg, memo 3-31-53 Conrad, Jr.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-22-78 BY SP2 AW Cal

UNRECORDED COPY FILED IN 66-3286-513

Source of all copies prior to Jan. 1, 1952 will be destroyed per Letter Comm 66-3286-513

RECORDED - 31
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MAR 27 1953

28 APR 9 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-11-53

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF BUREAU PROPERTY RECORDS
"Dr. Albert's Papers"

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 LEW

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Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

During World War I a Dr. Henrich E. Albert was the German Commercial Attache in New York City. There are many references to this individual in the Old German files. These files are now on microfilm.

It appears that during World War I the Alien Property Custodian seized the contents of Dr. Albert's office consisting of bank statements, canceled checks, expense accounts, personal letters to his wife in Germany, other personal correspondence and ledger and office books. Also included were personal photographs, military decorations and a strong box containing untranslated letters in German dating back to 1906. A report dated November 4, 1921 at Washington, D. C. reflects that all of this material was turned over to the Bureau by a George B. Williams, Managing Director, Alien Property Custodian's office.

In 1936 a request was received from the Alien Property Custodian's Office for permission to review the diary and expense accounts of Dr. Albert in connection with a World War I steamship seizure case. This is the last known request made for any of this material. Actually, it is not known whether or not these records were in fact reviewed in 1936 or what value, if any, they were to the Alien Property Custodian's office. In any event it would now appear that any statute of limitations has long since expired.

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All of this material is contained in 6 file cabinets in the Records Section. It is not suitable for microfilming. It is obsolete and should be destroyed. Representatives of the Internal Security Section and also [redacted] agree that Dr. Alberts papers are no longer of any value to the Bureau. However, before Archival permission is requested to destroy these records it has been suggested that the Alien Property Custodian be asked if they desire the return of this material.

RECOMMENDATION:

If it is agreed that "Dr. Albert's papers" maybe disposed of by the Bureau, it is recommended that first the Alien Property Custodian be asked by letter if they have any further interest in these papers and in the event they have all of the material should be returned.

In view of their Historic Value They Should be Kept.

FWW: rmb

166-3286-514

MAR 27 1953

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66-3286-515

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STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Mr. Nichols

DATE: February 26, 1953

FROM : M. A. Jones

SUBJECT: ~~FORMAL~~ INVITATIONS

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Sandy

There are attached a number of formal ~~speech~~ invitations which already have been appropriately acknowledged or otherwise handled. The question has arisen whether or not this type of thing should be placed in file for permanent retention.

Destruction of Bureau Property

You will recall that, in the Speech Room maintained in the Crime Records Section, we keep a brief notation as to the content of the incoming formal invitation and the action taken, if any, in handling the same.

RECOMMENDATION:

It is recommended that hereafter formal ~~speech~~ invitations of this type be destroyed after appropriate action has been taken unless, of course, there is some particular reason for filing a specific one.

After 30 days

Attachment

JJ:rm

Routing proposed rule card 3/11/53

RECORDED-12 66-3286-516

INDEXED-12 MAR 25 1953

APR 6 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW ICC

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-12-53

FROM : W. G. EAMES

SUBJECT: SUGGESTION

Tolson
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SYNOPSIS: Destruction of Bureau Records - General

Suggestion by supervisor of Routing Unit that Bureau File 62-0 (Miscellaneous General) be reviewed for purge purposes. File now contains over 56,000 serials in 126 sections and could be reduced to less than 35 sections with appropriate savings of space according to [redacted]. Archival authority for destruction of this material contained in schedule paragraph six dated 10-10-50. (66-3286-443) Recommendation that this file be referred to Consolidation Unit in Records Section for inclusion with other projects of similar nature.

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RECOMMENDATION:

(1) That this suggestion be adopted and the necessary work be started in the Consolidation Unit to purge the file in question.

(2) That the attached suggestion together with instant memorandum be forwarded to the Training and Inspection Division for their consideration.

(3) That the suggestion be acknowledged by letter over the Director's signature thanking [redacted] for her interest in this regard.

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OGM:wab
Attachment

45 MAY 8 1953

PERS. FILES

Memo to Mr. Nichols 3-12-53
Re: Suggestion

SUGGESTION:

[redacted] in the attached has suggested that the general file (62-0 Miscellaneous General) be thoroughly reviewed and material found to be of no value removed. She states that this file has now grown to 126 sections made up of over 56,000 serials and that valuable space can be reclaimed by the logical and systematic removal of many hundred worthless items. b6 b7C

BACKGROUND:

File number 62-0 is the general correspondence file which houses material of a general nature that cannot be specifically identified with any investigation over which the Bureau has primary jurisdiction. As you know, each classification has an "0" file where nonspecific complaints are filed, but do at least refer to some aspect of the particular violation and thus can be identified with the "26-0", Interstate Transportation of Stolen Motor Vehicle or Aircraft, "47-0", Impersonation, or some other specific classification. This is not the case in our "62-0" file, and because of the very nonspecific nature of the correspondence contained therein, this file bears the appropriate title of "Miscellaneous General."

DETAILS

A review of 3 sections of the file selected at random, revealed a volume of material that cannot possibly have any lasting value as an investigative aid. These serials include outdated newspaper clippings and correspondence that could be and would be destroyed under present policy. Thus, it appears that this file is a fertile field for purging and should be reviewed by one of the employees of our Consolidation Unit. It is believed that considerable space could be reclaimed by the purge and destruction of many nonspecific items included in this file.

-2-

62-135-53

Memo to Mr. Nichols 3-12-53
Re: Suggestion

Bureau authority for the removal of the material in question is contained in the disposal schedule submitted to the Department of Justice by the Bureau on 10-10-50, listing 40 individual categories of material. Item number 6 quoted in part herewith, covers the material in question, "miscellaneous correspondence with the public as result of requests and inquiries generally of a routine nature and usually involving the supply of duplicated informative material to the inquirer." The Department of Justice approved the entire schedule by memorandum dated December 15, 1950. (66-3286-443)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. F. W. WAIKART

DATE: 3-9-53

FROM : MARY C. WOLFE

SUBJECT: MISCELLANEOUS MATTERS, GENERAL FILE (62-0)

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
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Tele. Rm.
Nease
Gandy

Suggestion #135-53

Attached you will find Sections 1, 50 and 100 of the 62-0 file.

I have checked through these sections and find that the material therein seems to have very little information of value to the Bureau. Some of this material is over twenty-five years old. This file now comprises 126 sections of over 56,000 serials.

It is suggested that this file be thoroughly reviewed and material that would be considered of no value be removed. Since this material is now part of the official records of the Bureau, permission would have to be secured for its destruction. However, it appears from the spot check of the file that this would be worthwhile. It is possible, that after weeding out the non-valuable material this file could be reduced from the present 126 sections to 35 or even less. This would mean a saving of space in the Filing Unit, Numbering Unit, and Service Unit.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/cal

Memo to Mr. Nichols 3-10-53 mcw

Ack to ... ce-Mr. Nichols 3-23-53 EPM:dmg

b6 b7C

ENCLOSURE

RECORDED: 62-32865-517

MAR 30 1953

21

PERS. FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2-16-53

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Obsolete and Inactive Records,
Personnel Records Section

[redacted] Supervisor of the Personnel Records Section, has caused a survey to be made to determine obsolete and inactive records in the Personnel Records Section. There is attached a list of these records. These records are contained in seven 4-drawer cabinets.

b6
b7C

These files should either be destroyed or microfilmed in order to conserve space.

RECOMMENDATION:

That the Administrative Division and the Domestic Intelligence Division authorize the destruction or microfilming of the records described in the attached list.

PFO:fkr
Attachment

I agree Jones.

This material for the most part (except for possibly PSIS material listed on pages 3 & 4) is considered obsolete and should be destroyed.

Jones

microfilming completed Ann. Rec.

archival authority not required as items appeal for destruction are not the type of records to be included in the Official Personnel Folder prescribed in 1947. Authority likewise not necessary for material to be filmed as authority to destroy is covered in General Records Schedule #1 issued by G.S.A.

66-3286-518

RECORDED - 118

MAY 8 1953

UNRECORDED COPY FILED IN

OBSOLETE AND INACTIVE RECORDS,
PERSONNEL RECORDS SECTION

43 Civil Service Files for year 1939
These files contain outgoing correspondence regarding positions and listing persons eligible under Civil Service.

5 Accounting Zone Files for years 1927 to 1930
These files consist of material pertaining to accountants, courses, and duties at that time.

6 Old Field Office Files for years 1924 to 1937
Files of old Field Offices since closed and discontinued. Mail is of a general nature pertaining to various duties and occurrences in the office.

Miscellaneous:

Chief Clerks School for year 1937
This file contains material advising that certain employees attended Chief Clerks School at S.O.G., and a list of those who did attend and the results. All personnel listed are red X'd and copies were placed in their respective files.

Dest. 8-11-53 WKP

Alcohol Beverage Unit for years 1933 to 1934
132 pieces of mail pertaining to the work being done by this unit.

Research Division Inspection for years 1936 to 1938
Contains only 8 serials on the inspection of this unit.

Dest. 8-11-53 WKP

Supply Division for years 1932 to 1935
Contains mail of a general nature, chiefly requests for additional employees.

Dest 8-11-53 WKP

Survey-S.O.G. for year 1927
This is a survey conducted setting out the duties, grades, and salaries at S.O.G. with suggestions for improving certain conditions and doing away with some that were not necessary.

War Service Exchange for year 1918
Information Forms, War Department, Adjutant General's Office, regarding War Service Exchange.

Tests-In the Service for year 1928
Various tests given the employees by the Inspectors while inspecting the different offices.

Dest. 8-11-53 WKP

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/20/03 BY AUC 60290 BCE/DCG/ymw

66-3286-518

ENCLOSURE

Student Fingerprint Classifiers for years 1928 to 1940

Eight sections containing lists of clerks assigned as Fingerprint Classifiers and mail pertaining to their work. Also various transfers of above employees.

SIS Movement Sheets for years 1944 to 1947

Four sections of Movement Sheets of SIS personnel.

School Speeches for years 1935 to 1947

Eleven sections containing outgoing and incoming correspondence as a result of speeches made at high schools, colleges, and universities, setting out requirements and asking for applicants for positions as clerks and agents with the Bureau. When a group of names are mentioned, they are red or blue X'd and the original is filed in School Speeches and the copies are filed in the respective files.

Special Agent Personnel Program for the years 1942 to 1946

Two section, 360 serials. Personnel mail pertaining to the obtaining of SA applicants through the SA Personnel Program. Also incoming mail from the SA's in the field conducting interviews and attempting to get SA applicants.

Inspection Report - Steno Pool for years 1932 to 1933

An inspection report setting out delinquencies and other unsatisfactory condictions with recommendations for decreasing them.

Personnel Data Lost in the Department for years 1935 to 1936

Seven serials consisting of memos from the Director resubmitting memos and reclassifying material to the Department. The originals were lost while being handled by the Department.

Personnel Orders for years 1936 to 1938

Pink memos setting forth action on resignations, transfers, salary changes, etc.

Employees Assigned Outside Bureau for years 1931 to 1938

Mail concerning employees on FBI payroll but assigned to the Department.

Employees Assigned to Civil Investigations for years 1938 to 1941

Lists of Agents qualified only for light or moderate physical exertion and other statements of physical condition.

General Personnel for years 1932 to 1933

Photostats setting out jobs in the Department of Justice authorized by the President to be filled.

Gym Absentees for years 1940 to 1944 Dest. 8-11-53 WKP
Twenty five serials of a general nature concerning supervisors who failed to report to the gym as instructed.

Civil Service Eligibles for year 1939
Three sections containing mail setting forth qualifications of stenos, typists, and messengers who were civil service eligibles.

Agents for Dangerous Assignments for years 1934 to 1937 Dest. 8-11-53 WKP
Files concerning agents of that period who were qualified for and could be used on kidnapping and other dangerous assignments.

Emergency Personnel Program for years 1942 to 1951
Ten sections containing material and reports on recruiting applicants during the past emergencies.

Emergency Applicants Unfavorable
Unfavorable interviews and formal applications of persons who were contacted during the years of WW II. All are unfavorable.

Liaison and Embassy Files during World War II.

Asuncion, Paraguay		67-383621-112	
" " " "	Insp.	383621-1-1	
Bogata, Columbia		383633-183	
" " " "	Insp.	383633-1-2	
Buenos Aires		383638-277	2 sections
" " " "	Insp.	383638-1-1	
Carocas, Venezuela		383719-134	
" " " "	Insp.	383719-1-2	
Cuidad Trujillo, Dom. Rep.		383661-62	
" " " "	Insp.	383661-1-1	
Guatemala City		383659-56	
" " " "	Insp.	383659-1-2	
Kingston, Jamaica		383650-8	
La Pay, Bolivia		383665-135	2 sections
" " " "	Insp.	383665-1-1	
Lima, Peru		383679-112	
" " " "	Insp.	383679-1-2	
Lisbon, Portugal		383170-41	
" " " "	Insp.	383170-1-1	
Managua, Nicaragua		383685-63	
" " " "	Insp.	383685-1-2	
Manila		400990-114	
Montevideo, Uruguay		383689-106	
" " " "	Insp.	383689-1-1	

Port-Au-Prince, Haiti	67-383693-54	
" " " " Insp.	383693-1-1	
Port of Spain, Trinidad	383729-19	
" " " " Insp.	383729-1-1	
Quita, Ecuador	383701-121	
" " " " Insp.	383701-1-1	
San Jose, Costa Rica	383710-108	
" " " " Insp.	383710-1-2	
San Salvador, El Salvador	383713-76	2 sections
" " " " Insp.	383713-1-2	
Santiago	383717-158	2 sections
" " Insp.	383717-1-1	
Tegucigalpa, Honduras	400520-14	
" " " " Insp.	400520-1-1	

The above files contain mail pertaining to the work and set up of these offices and the SIS personnel assigned and the inspections of the offices.

SIS Personnel Expense Vouchers (Ten Cabinets)

Retain "as is".
NPC/8

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cal

66-3286-519
CHANGED TO
66-19087-21X

364
SEP 26 1967
Jw / Bt

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4-27-53

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF BUREAU RECORDS - Gen

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW

Re: Lever Act cases

We are maintaining 4 cabinets containing inactive and obsolete reports and related correspondence made or obtained by Special Agents of the Bureau of Investigation during the years 1919-1920 which pertain to investigations under the Lever Act. These investigations concerned profiteering on certain food items, sugar, coffee, etc.

In 1944, the Records Section recommended and received approval to destroy this material. A formal request was made of the Department to secure Archival authority to destroy them. The Department presented the matter informally to Archives, and Archives stated it desired to secure the records by accession as the records had a historical and research value. As the files contained confidential information and a formal request had not gone to Archives, the Bureau withdrew its request for authority to destroy these records.

Executive Conference approval 66-3286-12C

We are required to secure Archival and Congressional authority to microfilm records so that Archives can be assured that we are microfilming in accordance with standards established. It is not believed that Archives will interpose any objection or have the right to object to the destruction of these records after they have been placed on microfilm, due to their confidential nature, as long as the standards established by them are adhered to. We strictly adhere to these standards.

This material, as previously stated, is obsolete and as it is suitable for microfilming, it should be microfilmed in order to conserve space.

RECOMMENDATION:

That the attached memorandum to Mr. S. A. Andretta, Administrative Assistant Attorney General, requesting Archival authority to microfilm these records be approved.

PFO:fkr
Attachment
memo to Andretta 4-28-53 PFO:FKR

Archival approval sought 66-3286-525 has been placed on schedule 7-1-53 PFO

G. I. R. - 3 EX-107

424412

66-3286-520

RECORDED
13 MAY 5 1953

REC. SECT.

RECORDED-57

INDEXED-57

UNRECORDED COPY FILED IN 66-3286-

UNRECORDED COPY FILED IN 66-3286-

UNRECORDED COPY FILED IN 66-3286-

93 COPY

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

American Embassy
1, Grosvenor Square
London, W. 1

DECLASSIFIED BY AUC 66290 BCE/DCG/ymw
ON 8/20/03

SECRET - AIR COURIER

SECRET

Date: April 16, 1953

To: Director, FBI — Attention: Training & Inspection Division (66-62)

From: Legal Attache
London, England

Destruction of Property

Subject: INSPECTION LONDON OFFICE
NOVEMBER, 1952

Remylet 3/25/53, setting forth a list of closed files which have now been reviewed and were recommended for destruction.

There is set forth below a further list of files which have now been reviewed and are likewise recommended for destruction:

X(U)

LONDON FILE	BUFILE	SUBJECT AND CONTENTS
65-3	None	STAMP COLLECTING (used as cover for espionage activities); GOTZ PFEIL-SCHNEIDER, with alias; COLOMBIA ESPIONAGE - G. Last entry September 26, 1944.
65-4	None	Correspondence regarding operation of double agents by the British. Last entry September 17, 1943.
65-7	None	JOHN CASE. File contains correspondence regarding efforts to establish identity of a suspected German agent. Last entry May 16, 1943.
65-8	65-40282	HEINZ AUGUST LUNING, was., et al; ESPIONAGE-G. Last entry February 3, 1944. Sentenced to thirty years imprisonment for espionage.
65-10	None	A German espionage case based on Ostrich material. Last entry May 18, 1943.

ORIGINAL COPY FILED IN

10-17-79
CLASS. & EXT. BY 284 AUC/ymw
REASON-FCIM II 1-2.4.2 1,2,3
DATE OF REVIEW 10-17-99

-P-

JAC:CFJ

56 MAY 26 1953

SECRET

MAY 19 1953

COPY - 93

Director, FBI 4-16-53

LONDON FILE	BUFILE	SUBJECT AND CONTENTS
65-11	None	ANGELO POZZI, was, et al;ARGENTINE ESPIONAGE - I. Last entry May 11, 1945. Italian espionage in Argentina.
65-12	None	HEINRICH PESCOLLER, was; ESPIONAGE - G. Last entry June 10, 1943. File contains correspondence concerning German agents en route to Brazil.
65-13	None	INTERAVIA NEWS SERVICE, et al; ESPIONAGE- G. Last entry June 14, 1946. A Swiss company believed to be used for German espionage purposes.
65-14	None	INTERCEPTED RADIO MESSAGES FROM UNKNOWN STATION. Last entry April 12, 1943. File contains correspondence relating to checks made with Ostrich source.
65-17	None	ROGERIO DE MAGALHAES PEIXOTO DE MENEZES; ESPIONAGE - G & I. Last entry July 27,1943. A German agent in the Portuguese Embassy in London who was sentenced to life imprisonment during World War II in the British Courts.
65-18	65-29939	ALBRECHT ARCHIBALD DOUGLAS;ESPIONAGE - G. Last entry February 7, 1947. German espionage investigation handled by the Bureau in the Argentine.
		JANOS SALAMON; ESPIONAGE - G. Last entry May 24, 1943. German espionage case in Brazil. Subject apprehended and later confined British Camp 020.
65-19	None	MADEIRA TELEGRAPH & JOAO PURVIS; ESPIONAGE - G. Last entry November 29, 1944. Case involves reporting shipping and convoy movements from the Madeira Islands, which is believed to have been done by the Portuguese.

SECRET

93 copy

Director, FBI

4-16-53

LONDON FILE	BUFILE	SUBJECT AND CONTENTS
65-23	65-47474	GEORGE BARDAC D'ARNOUX; ESPIONAGE - G. Last entry February 4, 1943. German espionage case.
65-24	65-337880	KURT FREDERICK LUDWIG; ESPIONAGE - G. Last entry May 12, 1947. Subject LUDWIG and other agents in his network convicted and sentenced in New York on about March 13, 1942 to long terms of imprisonment.
65-27	None	EUGEN SOSTORIC-PISACIS, was; ESPIONAGE - G. Last entry June 21, 1943.
65-28	None	OSCAR LIEHR; ARGENTINE ESPIONAGE - G. This is a German espionage case handled by the Bureau in Argentina. Last entry January 8, 1944.
65-29	None	EUGENIO ZILAHY KISS, was; ESPIONAGE - G. Last entry February 25, 1946. This case involves a double agent operation.
X(u)		GEORGE (JORGE) RICHTER; ESPIONAGE - G. Last entry September 29, 1947. A German espionage case handled in the Argentine.
65-30	65-36595	KURT ADAMS, et al; ESPIONAGE - G. Last entry February 9, 1944. This case involves a German agent in the United States.
	64-24172	JEAN (IGNACE) HUYSMANNINS; ESPIONAGE - G. Last entry October 25, 1943. Subject is a German spy who was interned in Camp 020, London, England.
65-33	65-15188	HANS HELMUT GROS, was., et al; ESPIONAGE - G. Last entry November 15, 1945. Case involves a German agent convicted in the United States in 1942.

SECRET

May 21, 1953

PROPOSED CHANGE IN
MANUAL OF RULES AND
REGULATIONS

The third paragraph of Section 3, C, 7, e, (1), is to be amended to read as follows:

The search slip is to be stapled to the document to which it pertains and filed as an enclosure to that document. If there is no pertinent document, the search slip is to be serialized in the appropriate file. Index cards on combinations, variations, and contractions are to be destroyed, where advisable.

Destruction of Bureau Records - General

DOJ/FBI DECLASSIFICATION REVIEWED
BY SP4 ELW
DATE 8-2-82

FMB

INDEXED - 72
EX-102
166-3286-12
NOT RECORDED
46 JUN 3 1953

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

RECEIVED
MAY 22 10 25 AM '53
FBI

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: June 9, 1953

FROM : A. Rosen

SUBJECT: Destruction of Bureau Records - Bind

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

[redacted] advised me that the National Archives had sent a memorandum to the Department of Justice, which had been given to Di Girolamo, in charge of the Records Section of the Department of Justice.

This memorandum contains a schedule of the items which can be destroyed by various agencies and sets up various proposals with reference to the destruction of Government records after a sufficient lapse of time.

[redacted] stated that this was in the nature of proposed legislation which he thought we might be interested in and that it contained an attachment of some 26 pages in length which related to the various schedules to be followed in connection with the destruction of records.

[redacted] wanted to know if we wanted to look at this copy. I advised him that we would appreciate knowing the Department's views concerning the proposal inasmuch as he had indicated to me that the entire matter related to the destruction of records on the part of the Government after the matter had been through judicial proceedings.

b6
b7C

[redacted] was advised that the matter would be brought to the attention of our records section but that it appeared we ought to have an opinion from the Department as to whether or not they believed the proposed schedules were sound and in accordance with the Department's views.

cc: Mr. Nichols

AR:JMT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/Cal

66-3286-523

RECORDED-42

JUN 25 1953

5 JUN 25 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: June 16, 1953

FROM : I. W. Conrad

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: 3A DIAL RECORDER UNIT 205
DESTRUCTION OF BUREAU PROPERTY

It is requested that the Chief Clerk's office be advised that the above-mentioned unit has been dismantled for parts. This unit was found to be beyond repair and its components were used in two other units.

REB:vrh

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

PLEASE FILE IN THE GENERAL FILE 66-3286 DESTRUCTION OF BUREAU PROPERTY

File
3/wrg/mb

45

JUL 1 - 1953

66-3286
NOT RECORDED
12 JUN 25 1953

4-528

66-3286-524

CHANGED TO

66-7225-780X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/cal

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66-3286-525

CHANGED TO

66-19087-22

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

MAY 9 1961

mt/mr

C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 15, 1953

FROM : Mr. Rosen

SUBJECT: DISPOSITION OF SIGNED STATEMENTS IN FIELD OFFICE FILES TWENTY-FIVE YEARS OLD

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW cal

Property of Bureau — Destroy Entire Memo

SYNOPSIS:

The question has arisen as to need for clarification of Bureau instructions pertaining to retention of signed statements in the field divisions when files over twenty-five years old are destroyed. By Bureau Bulletin of June 26, 1946, the field divisions were advised that files over twenty-five years old may be destroyed and set forth procedures for destruction, and same instructions included in Manual of Rules and Regulations, Section 3(D) (7-a). SAC Letter #53-29 (I), dated April 28, 1953, reiterated existing Bureau instructions that signed statements should not be destroyed, but should be retained as an integral part of the case file. This SAC Letter raised the question as to signed statements in case files over twenty-five years old.

Request for permission to destroy closed field office files included statement that reports in files are duplicates of originals in permanent files at Seat of Government. Signed statements may be of value after twenty-five years in cases in which subjects may attempt to invalidate convictions to avoid deportation, to clear personal records and to avoid application of habitual offender laws. In noncriminal matters, cases may be reopened on grounds of fraud or interim incompetency of parties in interest.

RECOMMENDATIONS:

1. As signed statements taken in investigations may have value after a twenty-five year period, it is recommended that signed statements be retained even though the field division files to which they pertain are destroyed.

RECORDED - 55 66-3286-52
INDEXED - 55 JUL 21 1953

2. In view of the fact that the matter of retention of signed statements needs clarification in connection with the destruction of files over twenty-five years old, it is recommended

Recommendation not followed — being filed however on new Research as obtained in details

Attachments
cc: Mr. Glavin
cc: Mr. Clegg
CLG:os/rmk/meb

63 AUG 3 1953

Conf. memo 7/15/53

Memorandum to Mr. Ladd

that the attached SAC Letter and proposed change in the Manual of Rules and Regulations be forwarded to the Training and Inspection Division for dissemination.

DETAILS:

Events Leading to Destruction of Files Twenty-Five Years Old:

By memorandum to Mr. S. A. Andretta, Administrative Assistant to the Attorney General, on January 29, 1946, National Archives Form #108 was transmitted, requesting permission to destroy closed field office files in which duplicate reports are on file at the Bureau.

By memorandum dated March 8, 1946, from Mr. Andretta, the Department advised that the Joint Committee on the Disposition of Executive Papers had approved the request (HR 1680, 79th Congress, 2nd Session). This procedure is in accordance with the law as set forth in Sections 366 to 380, Title 44, USCA.

The National Archives Form #108, mentioned above, described the files in question as follows:

> "Closed Files of the Federal Bureau of Investigation Field Divisions containing duplicate copies of investigative reports covering violations of Federal Laws. Originals of these reports were filed in the permanent files of the Federal Bureau of Investigation at Washington, D. C. These closed files also contain original correspondence addressed to the Special Agent in Charge from United States Attorneys and Marshals, law enforcement officials and from the general public. This correspondence is not duplicated in our files, but is in the great majority of cases on record by having been made part of the various reports submitted, to be retained until case is closed. Sole record copies."

Memorandum to Mr. Ladd

Sections 366 to 380, Title 44, USCA, defines the word "records," empowers the National Archives Council to establish certain procedures pertaining to the disposal of records, submission by heads of Government agencies of lists of records to be disposed of and for the approval for destruction of the records by the Joint Congressional Committee. Also within these sections are covered matters of microfilming of records which is not pertinent to the subject matter of this memorandum.

Bureau Bulletin #35, Series 1946, (B), dated June 26, 1946, is quoted as follows:

> "Destruction of Closed Files -- All Bureau files in Field Divisions may be destroyed after they become 25 years old. At the present time all files predating the present Bureau Field file system instituted in April, 1925, shall be destroyed."
>
> "When files over 25 years old are destroyed the entire cards relating thereto shall be marked with a stamp stating 'The file destroyed - 1946.' This will make it possible at a later date to purge the entire card, while, in the meantime, they would be available to flag the Field Office beyond a 25-year period that information on a particular subject or subject matter was available at the Seat of Government from the original reports."

The Manual of Rules and Regulations (Section 3 (D) (7-a) incorporates the foregoing instructions as follows:

> "Files and records in field divisions may be destroyed after they become twenty-five years old. Keep at beginning each classification listing of files destroyed. Do not retain file fronts."

Bureau Bulletin #35, referred to above, was prepared by Inspector Carlson of the Training and Inspection Division, based on memorandum of March 13, 1946, reporting action of the Joint Committee and the Executives Conference in consideration

of an employee's suggestion that files over twenty-five years of age be destroyed and that the system of stamping the index card be adopted. The recommendation of the Executives Conference was approved by the Director.

Concerning files at the Seat of Government, files twenty-five years old and in some instances not that old are being microfilmed at the present time. The file, of course, is destroyed after the microfilming has been completed.

Existing Instructions as to Retention of Signed Statements:

The question as to need of clarification of Bureau instructions relative to retention of signed statements was raised as a result of SAC Letter #53-29 (I), dated April 28, 1953, which restated instructions previously given in Bureau Bulletin #19 and the Manual of Instructions, as pointed out hereinafter. This SAC Letter was prepared by the Administrative Division in view of the fact that signed statements taken in 1935 in an antitrust case were discovered to have been destroyed in a field office during 1947 and these signed statements were desired for use in a current case.

Bureau Bulletin #19, Series 1948, (B), dated March 24, 1948, instructed that all signed statements be retained as a permanent and integral part of the investigative case file and the field offices should refrain from requesting the Bureau's authority to dispose of signed statements. The Bureau Bulletin referred to SAC Letter #15, dated January 26, 1948, Series 1948, which provided for the destruction of signed statements under prescribed conditions in investigation of War Labor Dispute Act cases and stated that Bureau Bulletin #19 did not alter instructions contained in SAC Letter #15.

Manual of Instructions (Section 2) (3) (K), page 18, which deals with the preparation of signed statements in Bureau investigations contains the provision "statements are an integral part of the investigative case file and cannot be destroyed without prior Bureau authority."

The problem of handling exhibits in cases was studied by the Training and Inspection Division and the results were set forth in two memoranda, Mr. Clegg to Mr. Tolson, dated February 13, 1953, and February 16, 1953. The study was made on the

instructions of the Director that a study be made concerning the acquisition, maintenance and destruction in the Colepaugh-Gimpel case, and that information be set forth concerning the handling of exhibits generally in FBI cases.

It was stated that exhibits are of varied nature and when no longer needed as evidence should be disposed of. Disposition is effected by returning to owners, by court order when prosecution completed, by turning over to U. S. Marshal when the ownership is in doubt and the property has a value of less than $100, and by consultation with the Bureau in individual cases where the method of disposition appears to present individual problems. Disposition of many exhibits is effected by their introduction as evidence in court whereby they are then part of the court record and retained by the court.

With regard to the maintenance and disposition of exhibits no distinction is made between bulky exhibits and those retained in the 1-A envelope of the case file, except as to the physical size and quantity. The problem is one of convenience in maintenance. Any class of exhibit, so far as problems of disposition are concerned, can be either in the 1-A envelope or in bulky exhibits.

As a result of the Bureau policy of disposition of exhibits as soon as possible, consistent with the needs of the case, the file when twenty-five years old would likely contain as exhibits only such physically small items as signed statements, photographs and investigative notes.

Memoranda of February 13, 1953, and February 16, 1953, prepared by the Training and Inspection Division does not deal specifically with Bureau policy as to maintenance of signed statements.

With reference to accounting work papers, Section 4, page 10 (e), Manual of Rules and Regulations, provides that "work papers on which (accounting) report is based are to be filed in the office of the United States Attorney."

In cases in which a convicted individual has already completed his sentence, the signed statements may still become useful in a variety of situations despite a considerable lapse of time. Some of these situations are set out below.

1. Habitual Offender Laws - An individual may attempt to invalidate any previous conviction in order to avoid life imprisonment or other severe sentence imposed because of previous convictions.

2. Deportation Matters - An alien may attempt to invalidate any prior convictions to avoid deportation by reason of two felony convictions.

3. Restoration of Civil Rights - Efforts to invalidate any conviction may be made at any time.

To invalidate a prior conviction a previously convicted person may allege violation of rights such as time of arraignment, not properly represented by counsel or similar grounds. It is thought that convictions obtained in Federal as well as State Courts could be invalidated under application of present legal standards.

False Arrest Suits:

As statutes of limitations in the various jurisdictions are comparatively short as to the time in which tort actions must be brought, it is not believed the possibility of suits alleging false arrests is particularly pertinent to this problem. However, the retention of signed statements is desirable so far as such possibilities are considered.

Civil and Claims Cases

These cases can be reopened at any time, despite being res adjudicata for all other reasons, on allegations of fraud going to the original judgments. Statutory time limits for appeals and new trials, therefore, may be circumvented. An example of this is a suit involving the Singer Sewing Machine Company and the American Safety Table Company in which the Government entered as amicus curiae. The suit was reopened because of fraudulent actions involving the court itself in the person of the late J. Warren Davis, U. S. Court of Appeals Judge in the Third Circuit. Also there exists the possibility of reopening these cases because of an interim legal incompetency of a party in interest.

Memorandum to Mr. Ladd

OBSERVATIONS:

There exists a distinct possibility for the need of signed statements after a twenty-five year period. Signed statements, particularly confessions, may be the best remaining evidence in a case. Although signed statements are incorporated into investigative reports, it would be preferable to have the original statement rather than introducing into evidence the entire report under the best evidence rule. This points out the desirability of permanent retention of signed statements.

MR. S. A. ANDRETTA
Administrative Assistant Attorney General

7-22-53

DIRECTOR, FBI

DESTRUCTION OF RECORDS

Bureau Records - General

During the fiscal year, which ended June 30, 1953, this Bureau destroyed 2382.47 cubic feet of records at the Seat of Government. It is to be noted that the volume of records destroyed by our field divisions is not available at this time. However, as required by the Federal Records Act of 1950, this additional information will be set forth in the Annual Statistical Summary of Records Holdings of this Bureau which will be furnished you in the near future.

7-22-53
ADDENDUM:

The information on the attached list is furnished to the Department at the end of each fiscal year. Mr. Di Giralomo of the Department's record section has advised that he needs the schedule of records destroyed at the Seat of Government prior to the time the schedule of records destroyed in the divisional offices will be available. It is accordingly being furnished to him at this time.

WGE:bjc
Attachment

7/23/53 - Mr. Nichols advises me that all of these files were microfilmed before destruction.

DML

RECORDED-39 62-3286-527

JUL 27 1953

130

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW

1 ENCL.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo

MAILED 4
JUL 24 1953
COMM-FBI

AUG 5 1953

22-233

FBI - DIRECTOR A 54 PM '53
RECEIVED RECORDS ROOM

FBI
RECEIVED RECORDS ROOM
U.S. DEPT. OF JUSTICE

JUL 24 9 06 AM '53
FBI
RECEIVED RECORDS ROOM

MATERIAL DESTROYED
FISCAL YEAR
1953

CLASSIFICATION	CUBIC FEET
Old German, Bureau Section, Mexican and Miscellaneous Index Cards	249.0
White Slave Traffic Act Alphabetical Files	112.0
Bureau Section Files	174.0
Mexican Files	36.0
Miscellaneous Files	260.0
National Firearms Act	4.0
Income Tax Matters	6.0
Interstate Transportation of Strike Breakers	4.0
Kidnapping	82.0
Migratory Bird Act	4.0
Alphabetical Administrative Files	644.0
Bulky Enclosures	32.0
Plant Surveys	288.0
Chief Clerk's records	18.0
Statistical Section	434.0
FBI Academy	6.5
Identification Division	28.97
TOTAL	2382.47

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cal

ENCLOSURE
66-3286-527

July 9, 1953

Mr. Nichols,

Mr. Waikart has been discussing the possibility of destroying the attached yellow copies instead of sending them to file as is presently done. You will note from the attached routing slip from Mr. Davidson that Mr. Glavin suggested that this matter be discussed at the Executives Conference. He indicated that he would vote for the destruction of Group #1 which instructs Agents to report to the Seat of Government for training but would not vote in favor of not retaining Group #2 which includes wires concerning cancellations and substitutions for training classes. It might be possible on substitutions to retain ticklers and make any notations necessary on the yellow copy of the memorandum which indicated that the training has been completed. In any event, it would be very helpful to us to have Group #1 not retained.

WGE:nle
Attachment

RECORDED-35
166-3256-528
EX-127
37 AUG 5 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ~~WAIKART~~ Nichols LBNc DATE: 8-11-53

FROM : ~~J.N. OLIVER~~ F.W. WAIKART FWC

SUBJECT: ~~X~~ DESTRUCTION OF OBSOLETE MATERIAL

DESTRUCTION OF BUREAU PROPERTY - GEN.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

By memorandum dated 11-3-49 Mr. Medler pointed out that there was maintained in the Filing Unit of the Records Section two 4 drawer file cabinets of enclosures which were considered to be obscene. It was his recommendation that a Supervisor in Crime Records review the material to determine whether it had any research value and that the Laboratory examine the remainder, looking to its ultimate disposal or destruction. By pen notation the Laboratory advised that as far as they were concerned the material could be destroyed. Mr. Suttler was designated by Mr. Jones to review the material for Crime Records, "66-3286-390."

During Mr Harbo's inspection of Records Section, (1951) Mr. Flanagan made a recommendation that the material stored in the cabinet be analyzed with a view towards the disposal of it. Your comments were that since that date a representative of Crime Records Section has been reviewing the material, as time permitted during his regular work, that many enclosures had been destroyed, and that in line with the Inspectors recommendation the material was being destroyed and that the project would be expedited.

I wish to point out at this time that subsequent to the date I took over as Night Supervisor there have been a total of ten enclosures destroyed: two additional enclosures were returned to the cabinets because the cases were still pending. At the present time there are no enclosures charged to Crime Records for reviewing in line with our policy of destruction.

RECOMMENDATION:

None: for your information.

JNO:dbb

Since this material has no further value it would be a waste of time for a Supervisor in Crime Records to review and it should be destroyed by Burning.

Now being reviewed for destruction, ka

66-3286-529

INDEXED-50
RECORDED-50

AUG 20 1953

54 JAN 19 1954

OBSCENE FILES

9-15727
9-16145
9-17036
25-277337
25-295644
31-64781
31-73041
31-74669
31-75257
54-603-Sec. 14
62-73-Sec. 2
62-70552
62-80301
68-462
70-11129
70-14942
70-15471
70-15944
71-897
71-5415
94-4-980(All sections & Sub A's)
95-38607
100-182836
105-12189 (All sections, Sub A,Encls.)
123-5168

OBSCENE ENCLOSURES

9-5484-21
9-7429-1,7
9-10203-12
9-1187-12,13,17
9-11973-12
9-12774-10
9-12910-4
9-13028-1
9-13715-1
9-13777-1
9-13963-2
9-14251-3
9-14348-1
9-14505-1,2
9-14704-1
9-15500-39
9-15727-13 Kept - C - 9/12/54
9-15987-1
9-16052-1
9-16275-6 Kept in C Room
9-16302-1
9-16330-2
9-17312-1,2
14-2318-2
25-130879-3
25-186770-7,8,12
31-42729-4
31-42904-99
31-57721-2,3,18
22,55,137,142
152,164,182
31-68669-1
31-69691-4
31-71122-9
31-71719-6,7,8 Kept in 7231
31-73411-10X
31-74005-13
31-75668-3
32-18177-182 Kept in 7231
32-19859-28
32-26795-7
32-28090-3
42-15492-1
44-3268-10 Kept in 7231
45-3024-1 Kept in 7231
48-627-10
61-7632-(not rec. ser.)
62-1007-1X,2,5,15,21
62-26225-8,161
62-26225-25,33
62-33838-14
62-46381-2,5,8,24
62-52121-3,10,15
62-57092-4
62-58761-11
62-75147-26-103,104,312
62-75147-47-111
62-78507-9
62-80750-1520
62-80832-X2,1
62-81518(not rec.ser.)
62-87672-5
62-93383-1
62-96173-43-8
65-6980-18,26
65-34392-6
65-40157-1373
65-41806-4
70-419-14
70-5502-7
70-9178-3
70-9819-2
70-11155-2
70-11680-1
70-12320-14,15
70-14738-20
70-15509-23
71-0-122,123,546
71-883-1
71-2443-152,161,162,165
71-2455-37
71-2502-6
87-318-1204
88-5869-502
95-4962-(not rec.encl.)
95-5174-1
95-11657-129
95-13541-2
95-16032-1
95-16558-1
95-16603-1
95-17980-1
95-17593-1,5
95-18619-1
95-20695-1
95-25162-1
95-25303-1
95-26425-2
98-27574-7
100-53046-467
100-[illegible]344-4
116-14488-3
118-1683-9

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/03 BY AUC 60290 BCE/DCG/lyn

ENCLOSURE
62-32881-521

File

July 18, 1953

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

DESTRUCTION OF FILES (SECTION 3 (D) (7-a))

1K

Files and records in field divisions may be destroyed after they become twenty-five years old. Keep at beginning of each classification listing of files destroyed. Do not retain file fronts. When files over twenty-five years old are being destroyed, signed statements in these files may also be destroyed. However, files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are twenty-five years old. If there is any doubt, ~~the~~ Consult the Bureau, ~~should be consulted.~~

Destruction of Bureau Records (Section)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EWL/cal

Rules & Regulations
Records
Funk

66-3256-
NOT RECORDED
105 AUG 20 1953

EH

916
62 AUG 25 1953

ORIGINAL COPY FILED

2-Funk

COPY: JB
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: JULY 16, 1953

FROM : THE EXECUTIVES CONFERENCE

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

SUBJECT:

Destruction of Bureau Property -

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Clegg, Clayton, Holloman and Nichols, considered Mr. Waikart's suggestion that copies of teletypes in the following two categories no longer be filed but be maintained in the Administrative Division for sixty days and unanimously recommended the adoption of the suggestion.

(1) Teletypes addressed to Special Agents in Charge instructing specific Agents attend a specific school.

(2) Teletypes to Special Agents in Charge approving the cancellation of attendance at specific schools on the part of specific Agents and officials.

cc: Mr. Clegg
Mr. Mohr

LBN:MP

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW/cal

66-3286-V
NOT RECORDED
141 AUG 12 1953

ORIGINAL COPY FILED IN

63 AUG 21 1953

236

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo RH

DATE: July 14, 1953

FROM : I. W. Conrad IWC

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: SURPLUS PACIFIC SOUND PLAYBACK UNITS

DESTRUCTION OF BUREAU PROPERTY - GENERAL

Technical storage advises there are now 32 Pacific sound playback units on hand. These units are no longer satisfactory for maintenance and overhaul operations. They have been in operation throughout the field for a period of 10 years or better and due to the assembly and materials used therein they are not deemed adequate for salvage or surplus sales value.

The surplus units presently on hand bear identifying numbers as follows:

10 ✓
11 ✓
12 ✓
13 ✓
15 ✓
16 ✓
17 ✓
18 ✓
23 ✓
25 ✓
33 ✓
} completed 8/17/53

36 ✓
38 ✓
} completed 8/17/53

8/12/53 39 SALVAGED

41 ✓
46 ✓
52 ✓
55 ✓
56 ✓
57 ✓
61 ✓
} completed 8/17/53

8/12/53 63 SALVAGED ✓

64 ✓
1579 - now 66 ✓
1584
1607 ✓
1608 ✓
1613 - now 27 ✓
1617 ✓
1629 - now 43 ✓
1635 - now 49 ✓
1 no number
} completed 8/17/53

RECOMMENDATION

It is recommended that authorization be granted to completely dismantle 32 Pacific sound playback units presently maintained at technical storage and such parts as may be usable retained in stock.

RFP:urh

66-3286-
NOT RECORDED
17 SEP 23 1953

DATE 8-2-82 BY SP4 ELW/cal

Units being dismantled
Completed 8/17/53
10 employees only 1 field — in R+E section
24 good speaker units to start - remainder (8) good
8/13/53

Please file in 66-3286 General File FOR THE DESTRUCTION OF BUREAU PROPERTY

File
3 Wrg/mb

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : MR. D. M. LADD

DATE: July 14, 1953

FROM : MR. A. H. BELMONT

SUBJECT: QUARTERLY INTELLIGENCE SUMMARY
INTERNAL SECURITY - C
Bureau file 66-8720

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EL/

DESTRUCTION OF BUREAU PROPERTY - General

During the period from November 15, 1940, to August 15, 1945, the Bureau prepared quarterly intelligence summaries which were disseminated to the field offices and to outside agencies. During this period, 18 quarterly summaries were prepared and disseminated, consisting of from one to four volumes each.

Three copies of the summaries were furnished to each field office with the exception of Anchorage, Buffalo, Honolulu, Kansas City, Memphis, Omaha, San Juan, Springfield and St. Paul, which offices received only one copy.

SAC Letter No. 54 (D) dated March 5, 1946, authorized the field offices to destroy all copies of the quarterly intelligence summaries excepting one copy of each issue. This should permanently remain on file.

There is attached herewith a memorandum from the San Diego Office dated June 30, 1953, which advises that copies retained by the San Diego Office take up one entire four-drawer file cabinet. The San Diego Office further advises that inasmuch as these intelligence summaries have very little practical value, authorization be granted the San Diego Office to destroy the remaining intelligence summaries by burning.

A check with the Records Division revealed that the Bureau is presently maintaining a complete set of these intelligence summaries in Bureau file 66-8720 and five additional sets of these summaries are maintained as bulky exhibits to the file. On November 4, 1950, a memorandum was prepared from Mr. M. A. Jones to Mr. Nichols indicating that a set of the Quarterly intelligence summaries maintained in the Bureau's Library was taking up valuable space in the Library and inasmuch as there had been no calls for same, permission was given to have these copies maintained in the Library destroyed. This was done on November 9, 1950.

RECOMMENDATION:

Inasmuch as the San Diego Office finds very little practical use for these summaries which are now at least 8 years old, it is believed

Attachment
NOP:mmr

JUL 21 1953

ORIGINAL COPY FILED IN

authorization should be granted to destroy same. If you agree, there is attached herewith a letter to the San Diego Office so authorizing.

Inasmuch as the San Diego Office finds these old quarterly intelligence summaries to be of very little practical value and inasmuch as a set of same takes up one entire four-drawer file cabinet, it is believed that all of the field offices should be instructed to consider the practical value of these intelligence summaries and destroy same if the particular office does not find them of any practical value today. If you agree, there is attached herewith a proposed SAC Letter for your approval.

COPY P.Z.K.

TO : MR. NICHOLS DATE: 3-31-53

FROM : W. G. EAMES

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON SEVENTH FLOOR IDENTIFICATION BUILDING - RECORDS SECTION

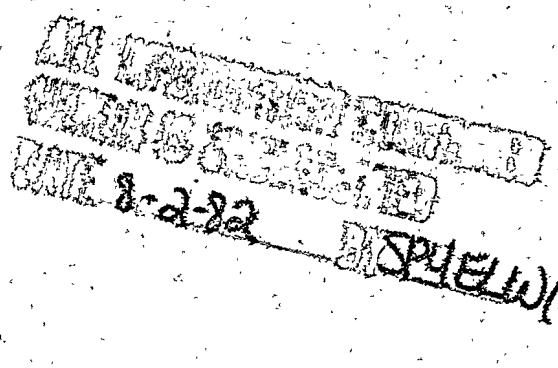
37878

We have stored on the seventh floor of the Identification Building forty-three folders of field office publications occupying two file cabinets. These publications were printed during the war years by several of the field offices and contains news items of interest concerning field office personnel, etc. These publications were sent to the Records Section for storage in March, 1949, by the Bureau library. They have never been used and it is felt that they can be destroyed.

RECOMMENDATION:

That this memorandum be referred to the Crime Records Section and a decision be rendered as to the retention or disposition of these publications.

JWM:bjc



66-3286-
NOT RECORDED
35
APR 30 1953

Disposition of Records - Unusual

ORIGINAL FILED IN 66-3286-

2-165

MAY 1 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 7-22-53

FROM : SAC, New York

CONFIDENTIAL

SUBJECT: CLOSED FILES IN CLASSIFICATION 81 (GOLD HOARDING)

Destruction of Bureau Property

This office has recently stepped up its program of consolidating closed files where appropriate and destroying those files over 25 years old. During the course of this program, we have been alert to uncover any additional procedures which might effect a saving in space. It is to be noted that the 81 classification is obsolete, and that very few, if any, calls are made to check references in this classification. It has been determined that there are five file drawers of closed 81 cases. A survey has been made to determine how much it would cost to microfilm these closed files. There are approximately 24,000 pages to be microfilmed. The estimated cost of film for this job would be $177.60. It is estimated that the total cost for man hours used would be approximately $240.00. The total cost of the entire job amounts to $417.60.

The cost of labor, however, should be considered in the light of the fact that the work would be performed by our own employees in the Photographic Laboratory. These men would not, of course, receive any additional remuneration for this type of service, and would handle it along with their other duties. In fact, it is believed that we would be able to perform this microfilm project without utilizing any additional personnel whatsoever.

The Bureau is requested to advise whether this office may microfilm the above-captioned cases.

RECORDED-74

66-3286-530

AUG 10 1953

AUG 27 1953

COPIES DESTROYED
205 JAN 25 1965

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8/6/53

FROM : W. G. EAMES

(Y) Destruction of Bureau property

SUBJECT: DESTRUCTION OF RECORDS
GOLD RESERVE ACT OF 1934
(GOLD HOARDING-81 CLASSIFICATION)

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

The New York office in the attached letter has requested permission to microfilm five file drawers of Gold Hoarding cases which they state are obsolete and to which they have had little, if any, reference at a cost of $417.60. This cost appears rather excessive as our experience in microfilming indicates the total cost would be slightly less than $240.00.

As the New York office would only gain one 5 drawer cabinet, which today costs approximately $63.00, it would not appear beneficial to expend $417.60 to regain one cabinet.

We have Archival and Congressional authority to destroy closed field office files at any time (66-3286-214X), yet Bureau policy requires these files to be retained twenty-five years.

The Bureau had jurisdiction on the Gold Reserve Act of 1934 from August 28, 1933 to January 31, 1935 at which time the Department advised that the U.S. Secret Service would have jurisdiction (81-1-178).

As the Bureau has not had jurisdiction on violations of this Act for eighteen years, and the originals of reports are filed at the Bureau, there appears to be no objection to the New York office being given outright authority to destroy these files. Of course, this would be an exception to the twenty-five year retention rule, yet a reasonable one when it is considered we have not had jurisdiction in this classification for eighteen years.

RECOMMENDATION:

That if the Investigative Division concurs the attached letter, authorizing the New York office to destroy its closed Gold Hoarding files (81 Classification), be approved.

PFO:sb

Approved unanimously by the Executives Conference on 8/12/53 consisting of Messrs. Glavin, Tracy, Harbo, Ladd, Belmont, Clegg, McGrath, Rosen, Mohr and Nichols.

LBN

RECORDED-74 66-3286-216

AUG 19 1953

25

DATE 8-2-82 BY SP4EW/cal

Mr. Tolson August 18, 1953

The Executives Conference
DESTRUCTION OF BUREAU RECORDS - gen.
DISPOSAL OF RECORDS

The Executives Conference, consisting of Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Clegg, Gearty, Holloman, Mohr, and Nichols, considered the following situation.

The Records Section has eleven file cabinets containing material on the American Protective League. This material consists of a 5 x 8 index on badge holders, numerous badges, a short personal history on each individual, miscellaneous records and books the League apparently collected, and one drawer of various letters and post cards. No record can be found in the files concerning the receipt of this material; however, Mrs. Mae C. Bartley of the Classifying Unit recalls they were turned over to the Bureau of Investigation after the organization was disbanded.

The American Protective League was an organization formed in March, 1917 by private individuals for patriotic purposes, to work under the direction of the Bureau of Investigation, U. S. Department of Justice, for the purpose of assisting the Government in securing information on the activities of agents of foreign governments, persons unfriendly to the Government, and for the protection of public property, etc. The members received no pay, and when the emergency passed, Congress made no provisions for benefits or pensions, as the members were not employees of the Government. The American Protective League was disbanded in 1919.

On February 16, 1953, the Executives Conference authorized the Chicago Office to forward approximately three thousand American Protective League badges, which a former officer of the League had found stored in a basement, to the Bureau for disposition. These badges were returned to the Department of Justice.

While the foregoing records are of no contemporary value to the Bureau, they are of historical significance, and at periodic intervals in the past, questions have arisen which have necessitated checking these records.

It was the unanimous recommendation of the Conference that rather than destroy the records, since they are not original records

cc: Mr. Clegg
Mr. Mohr
LEN:arm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/cal

62-3286-1
NOT RECORDED
102 SEP 8 1953

60 SEP 14 1953

ORIGINAL FILED IN 62-82755-14

of the Bureau, they should be offered to Archives, and then if Archives does not want them, the Bureau can retain them and will not have them destroyed.

If approved, there is a memorandum to the Department attached.

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: August 14, 1953

FROM : Mr. Rosen

SUBJECT: RETENTION OF TICKLERS IN BRIBERY, FRAUD, CIVIL, SELECTIVE SERVICE AND ACCOUNTING SECTION

Destruction of Bureau Property - Dept

SYNOPSIS:

Mr. Tolson's approval is being requested to retain ticklers for more than 60 days in important Antitrust, Fraud Against the Government, Bribery, Administrative Inquiry, Obstruction of Justice, Veterans Administration Matters, Anti-Racketeering and in Selective Service cases wherein requests are made for investigation in foreign countries, as well as reference and policy material. Only ticklers containing pertinent background data and more important memoranda are desired to be retained to give a "bird's eye" view of the case. Supervision of case is from file, not tickler.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to Mr. Tolson's office in order for approval to be obtained for retention of the ticklers listed for more than a 60 day period.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW/cal

DETAILS:

This memorandum is being submitted in accordance with the Director's instructions that Mr. Tolson should approve the retention of ticklers for any period over 60 days from the date of the tickler.

Permission is requested to retain ticklers in the following cases for a period in excess of 60 days.

166-3286-✓
NOT RECORDED
26 AUG 27 1953

ANTITRUST - Allied Stores Corporation
American Optical Company
Atlantic Refining Company
Banana Industry
Baton Rouge Insurance Exchange
Better Business Bureau, Pittsburgh
Cement Institute
Central Coat, Linen & Apron Service
Cigarette Lighter Industry

GWC:wjt/ceh

ORIGINAL FILED IN 66-3286

ANTITRUST (Contd.)

Cotton Industry, California
Crescent Amusement Company
E. I. du Pont
Ice Cream Industry, Philadelphia
Magnaflux Corporation
Major League Baseball & Pro Football
Mortgage Loan & Auto Financing, D. C.
Motor Wheel & Rim Industry
Music Bureaus & Concert Agencies
National Linen Service Corporation
Investigation of Onion Market
Packaged Chocolate Industry
Rate Making Organizations
Retail Apparel Merchants Association
Schine Chain Theaters
Sun Oil Company
Underwood Elliott Fisher
Yellow Corn Grits Industry

ANTI-RACKETEERING - Alleged Labor Racketeering, Housing Projects, St. Louis

[redacted]

United Fruit Company
Alfred Embarrato

[redacted]

Bay Ridge Operating Company,
New York Waterfront Investigation
Newark Waterfront Investigation
Alleged Labor Racketeering in Kansas City
Labor Racketeering in Chain of Rocks, Springfield, Illinois

VETERANS ADMINISTRATION MATTERS - b6 b7C

Berlitz School of Languages
Murfreesboro Practical Trade School

FRAUD AGAINST THE GOVERNMENT -

Hycon, Oedekerk and Ludwig

[redacted] et al

FRAUD AGAINST THE GOVERNMENT (Contd.)

[redacted] et al
North American Shipping and Trading Company
Alleged FHA Irregularities, Grand Rapids,
Michigan

[redacted]

BRIBERY - [redacted]

b6
b7C

SPECIAL INQUIRY - Office of Alien Property

ADMINISTRATIVE INQUIRY (FORMERLY MISCONDUCT IN OFFICE)

Peyton Ford, et al
David L. Bazelon

MISCELLANEOUS - Chelf Committee Reports

Permission is requested to retain ticklers on the aforementioned cases for a period in excess of 60 days because of frequent inquiries which are received for information concerning these cases. Inasmuch as the files are located in the Identification Building, it would result in unnecessary delay in answering these inquiries if the ticklers were not retained. The cases are supervised from the files and not ticklers.

SELECTIVE SERVICE

It is necessary for the Selective Service Desk to request numerous investigations in foreign countries. With few exceptions the results are not received within a period of 60 days. In inaccessible regions the results are not available for upwards of six months. These ticklers are destroyed upon receipt of the information requested and the ticklers are only used to follow the requests for investigation. The file is checked before a follow-up is sent.

POLICY AND REFERENCE FOLDERS

The various supervisors in this section retain policy and reference folders for use in the operation of their desk. The policy folders contain copies of memoranda showing the development

Memorandum to Mr. [illegible]

POLICY AND REFERENCE FOLDERS (Contd.)

of the policy in a particular instance or the actual policy to be followed in the operation of the desk. Reference material includes writeups prepared for the Administrative Division to use in preparation of the Bureau's annual budget, material prepared for the Crime Records Section for use in preparation of the annual report and other items necessary for the efficient operation of the desk.

This material, while it is a copy of an item previously submitted, is not retained as a tickler to follow a particular matter, but is retained solely for future reference.

GENERAL

The afore-mentioned cases wherein permission is requested to retain ticklers, are followed from the file. The ticklers that are retained are not complete and actually duplicates of the file. Only ticklers containing pertinent background data and more important memoranda are retained. These are necessary to give a "bird's eye" view of a case in the event inquiries are received.

ACTION

If this is approved by Mr. Tolson we will hold the above ticklers for a period in excess of 60 days. The necessity of destroying ticklers after a 60 day period is fully appreciated and every effort is being made to comply with this policy. These cases will again be reviewed in October, 1953, and another memorandum submitted.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date 8/25/53

To: Director, FBI

From: [redacted] Suggestion #4/2 [illegible]

Field Office or Division NORFOLK

SUGGESTION: DESTRUCTION OF BUREAU RECORDS - [illegible]

b6
b7C

All offices receive periodically from the Bureau a tabulation consisting of some 40 pages entitled, "Bureau Employees Who Have Left for Military Service." These are filed in an administrative file and serve as a basis for making contact with these former employees, either in person or by letter. As new lists are received, the old ones serve no purpose. For this reason, [redacted] has suggested that the Field be authorized to destroy their old lists upon receipt of a new one.

Its advantages are:

The advantages of this would, of course, be in saving filing space since the lists over a period of time do take up quite a bit of filing space.

b6
b7C

It should save at least $_____ annually. Unable to estimate.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

[redacted] (Signature of Suggestor)

EXPEDITE PROCESSING.

Comments and recommendation of Supervisor, SAC, or Assistant Director:

I feel the suggestion of [redacted] is well taken and should be adopted. [redacted] has submitted his resignation as a clerk to be effective 8/28/53. His home address is [redacted] Portsmouth, Virginia.

RECORDED - 30
EOI-NK-3286-532
AUG 26 1953

Galen N. Willis (Signature) Galen N. Willis

Special Agent in Charge (Title)

cc to Mr. Glavin, Admin. Div., for news
EDM:dmg 8/27/53.
Exec Conf memo 9-8-53
WRG:gf
Letter to [redacted] 9-8-53
WRG:gf

b6
b7C

SEP 21 1953

PERS. FILES

THREE

and) O DESTRUCTION OF BUREAU PROPERTY

(F) SIGNED STATEMENTS - RETENTION -- Reference is made to Bureau Bulletin #35 (B), Series 1946, dated June 26, 1946, advising that files over 25 years old in the field divisions may be destroyed and setting out a procedure to be followed in such destruction.

Reference is also made to Bureau Bulletin #19 (B), Series 1948, dated March 24, 1948, which instructs the field offices to retain signed statements and maintain them as a permanent and integral part of the investigative case file to which the statements relate.

When files 25 years old are destroyed, the signed statements taken in connection with the case may also be destroyed.

These instructions, however, do not apply to an important investigation or case, the file of which may be 25 years or older. Good judgment must be exercised and the file relative to an important case or case having many ramifications should not be destroyed. If there is any question along these lines, advice from the Bureau should be obtained.

Appropriate change in the Manual of Rules and Regulations is being distributed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

166-3286-
NOT RECORDED
126 AUG 26 1953

ORIGINAL FILED IN 66-0-1-1

AUG 31 1953

31191

MR. S. A. ANDRETTA
ADMINISTRATIVE ASSISTANT ATTORNEY GENERAL

8-19-53

DIRECTOR, FBI

DESTRUCTION OF BUREAU RECORDS - GEN.

AMERICAN PROTECTIVE LEAGUE

The American Protective League was an organization formed in March, 1917, by private individuals for patriotic purposes, to work under the direction of the Bureau of Investigation, U.S. Department of Justice, for the purpose of assisting the Government in securing information on the activities of agents of foreign governments, persons unfriendly to the Government, and for the protection of public property, etc. The members received no pay, and when the emergency passed, Congress made no provisions for benefits or pensions, as the members were not employees of the Government. The American Protective League was disbanded in 1919.

This Bureau has approximately eleven file cabinets containing material on the League. This material consists of a 5 X 8 index on badge holders, numerous badges, a short personal history on each individual, miscellaneous records and books the League apparently collected, and one drawer of various letters and post cards. This material was turned over to the Bureau of Investigation after the organization was disbanded.

These records have no contemporary value to this Bureau but since they undoubtedly have historical significance, it is believed the National Archives may want to secure these records by accession.

Accordingly if you agree it is suggested that these records be made available to the National Archives.

PFO:ww

8-21-53

166-32-[illegible]
NOT RECORDED
102 SEP 8 1953

RECEIVED REMAINING ROOM
AUG 20 12 33 PM '53
U.S. DEPT. OF JUSTICE
F B I

SENT FROM D. O.
TIME
DATE 8-22-53
BY

FOR APPROVAL

RECEIVED - DIRECTOR
AUG 20 09 PM '53
U.S. DEPT. OF JUSTICE
F B I

Tolson
Ladd
Clegg
Mavin
Nichols
Boardman
Belmont
Mohr
Tele. Room
Nease
Sandy

ORIGINAL FILED IN

SAC, NEW YORK (66-3286)

8/14/53

DIRECTOR, FBI (66-3286)-531

RECORDED-74

GOLD RESERVE ACT OF 1934
(GOLD HOARDING-81 CLASSIFICATION)

Reurlet 7/22/53.

Inasmuch as the Bureau has not had jurisdiction on violations of the Gold Reserve Act of 1934 since January 31, 1935, and the estimated cost to microfilm is rather high when it is considered that a five drawer file cabinet can be purchased for $63.00, it is felt that the best economy can be effected by the outright destruction of these files at this time. Accordingly, you may destroy all files referred to in referenced letter. You should advise the Bureau when these files have been destroyed, and the amount of cabinet space reacquired.

PFO:sb
(7)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rcd

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Gearty
Mr. Mohr
Mr. Winterrowd
Tele. Room
Mr. Holloman
Mr. Sizoo
Miss Gandy

58 705

MAILED 3
AUG 15 1953
COMM-FBI

AUG 14 4 53 PM '53

NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: August 28, 1953

FROM : Mr. V. P. Keay

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/Cal

Destruction of Bureau Records-Instr.

At the present time, the Bureau's Publications File has on hand copies of the following publications:

1. "Ammunition" - monthly magazine of the United Automobile Workers of America - CIO; copies from 1943 to 1948.

2. "The American Federationist" - monthly publication of the American Federation of Labor; copies from 1943 to 1953.

3. "Crisis" - monthly publication of the National Association for the Advancement of Colored People; copies from 1924 to 1949.

4. "The American Exporter" - a monthly trade magazine dealing with export-import matters; copies during 1941.

5. "Bulletins From Britain" - weekly publication issued by the British Government during World War II; copies from 1939 to 1942.

None of these publications are primarily political in nature and none of them have any value from an intelligence or reference standpoint. They are not indexed, and in the unlikely event that they are ever needed, all are available at the Congressional Library.

RECOMMENDATION:

In view of the space problem faced by the Publications File, it is recommended that authority be given to destroy its file of the above-named periodicals.

RDC:mpm
cc: Records Section

RECORDED-59 166-3286-533
INDEXED-59
SEP 1 1953
13

EX-123

58 SEP 10 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Mr. A. H. Belmont

DATE: August 31, 1953

FROM : Mr. V. P. Keay

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE
Destruction of Bureau Property - Gen'l

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

The Bureau's Publications File presently has on file a series of transcripts of official foreign broadcasts made during the wartime period 1941-1943. This material, which is in the form of mimeographed daily bulletins, was issued by the Federal Communications Commission during the war and is entitled "Daily Digest of Official Short Wave Broadcasts Beamed to North America from Germany, Italy, Great Britain, the USSR, China, France and Japan."

None of this material is indexed and, since it consists wholly of routine propaganda broadcasts by the nations enumerated, it is of no current value either from an intelligence or from a reference standpoint. The material occupies eight full file drawers or two file cabinets of Publications File space.

RECOMMENDATION:

Inasmuch as this material is serving no useful purpose at the present time and has no potential value for the future, it is recommended that the Records Section be allowed to destroy this material. It may be noted that the Publications File is presently confronted with a pressing space problem.

RDC:mpm

cc: Records Section

RECORDED - 146 - 3286 - 534

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW

62 SEP 29 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-25-52

FROM : W. G. FAMES

SUBJECT: RECORDS SECTION

RE: Proposal to Destroy Obsolete SIS Abstracts

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

During the war when the SIS Division was in existence additional abstracts were prepared on green paper for the purpose of having an index reflecting Political, Economic, Social, Military, Naval, Smuggling Matters, etc. contained in correspondence filed alphabetically by country. For example, if mail contained information regarding the political situation as well as economic information on Peru, two green abstracts were prepared. One bore the caption PERU-POLITICAL and the other, PERU-ECONOMIC. These abstracts were filed alphabetically by country and by subject matters, and are duplicates of the white and blue abstracts.

The abstracts are old and receive no use today. They have not been used in many years. They occupy 130 index drawers which can be utilized elsewhere in the Records Section. Miss Evelyn V. Brooks has previously made a suggestion recommending that these abstracts be microfilmed inasmuch as they no longer are of value and the information is somewhat out-dated.

It is believed that no useful purpose can be gained by microfilming these abstracts. They should be destroyed in view of the fact that the correspondence can be readily located by a search of the alphabetical abstracts.

RECOMMENDATION:

It is recommended that the Domestic Intelligence Division authorize the destruction of the SIS abstracts.

C.L.T.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW/cal

OCT 30 1952

(SEE ADDENDUM ATTACHED)

Abstracts Destroyed 10/30/52

OCT 30 1952

10-7-52
ADDENDUM:

The Records Disposal Act of 1943, as amended, specifically exempts "extra copies of documents preserved only for convenience of reference" from the definition of "Records."

The SIS abstracts are copies which were made and retained solely for the purpose of ready reference. Therefore, Archival and Congressional approval for destruction is not required.

PFO:mjh

10-9-52

copy:nem

31192

Mr. R. T. Harbo July 29, 1952

I. W. Conrad

FM RADIO STATION LOGS

DESTRUCTION OF BUREAU PROPERTY - Gen

Reference is made to the attached letter from Birmingham suggesting that the FM station logs be destroyed on an annual basis when the last serial becomes one year old.

BACKGROUND

Since existing Bureau policy has been to retain copies of various forms for a period of one year and destroy them after that time on a monthly basis, this same policy was applied to the FM station instruction manual when it was written. Insofar as the Radio section is concerned there is no preferred length of time for the log forms to be retained nor preferred time for destruction other than compliance with what was understood to be a general over-all Bureau policy.

ACTION

Since the attached letter is in the form of a suggestion, in accordance with your instructions, it isrecommended the letter be referred to the Bureau Suggestion Committee for appropriate action. It would appe r that the factors leading to the original policy of monthly destruction of material on an annual basis would apply here. However, as indicated above the only recommendation which we wish to make is that general Bureau policy apply.

GLD:vrh

Attachment

NOT RECORDED
138 AUG 14 1952
INITIALS ON ORIGINAL

ENCL.

NOV 3 1952

ORIGINAL COPY FILED IN

copy-cm

Mr. William P. Rogers
Deputy Attorney General

August 14, 1953

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/03 BY AUC 60290 BCE/DCG/ymw
03-A0762

Director, FBI

S. 2505,
EIGHTY-THIRD CONGRESS,
FIRST SESSION - DESTRUCTION OF Bureau Property

Reference is made to your memorandum dated August 10, 1953, which requested my views concerning S. 2505, Eighty-third Congress, First Session, which is a bill to amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes.

The bill would provide the following:

That during a state of war or when hostile action appears imminent, the head of any federal agency may authorize the destruction of any records in his custody that cannot otherwise be effectively disposed of under statutory provisions when the retention of such records, in US establishments outside of the United States or, in the case of records within the United States, when the retention of such records would imperil the security of the United States.

That during the existence of a state of war or when hostile action appears imminent, the head of any federal agency may authorize the destruction of any records, books, maps, photographs, documents, papers, or written or printed material pertaining to Government contracts and required to be retained in the custody of any person when their retention would imperil the security of the United States.

That the head of each federal agency by regulation shall, in the interest of economy and efficiency, authorize the destruction of such war contract records, notwithstanding provisions in individual contracts to the contrary, at any time from three years after disposition of termination inventory or three years after final settlement of such war contract. Such regulation may include provision for making and retaining of photographs or microphotographs which would have the same force and effect as the originals thereof and would be treated as originals for the purpose admissibility in evidence.

ORIGINAL FILED IN

166-3286-
NOT RECORDED
AUG 18 1953

In so far as the FBI is concerned, there appear no objections to the provisions of the bill concerning destruction of records, etc., during wartime or when hostile action appears imminent and such destruction cannot be made in accordance with exidting statutory provisions.

The provisions of the bill pertaining to the destruction of war contract records do not contemplate the period of hostility and provide that the head of the federal agency destroying such records may provide for microphotographs of the records. You may wish to consider the fact that such war contract records might be needed for evidentiary purposes subsequent to the three-year period and whether microphotographs thereof would suffice.

5 C AUG 20 1953

FSS:hkr

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 3
Page 73 ~ Referral/Direct
Page 74 ~ Referral/Direct
Page 75 ~ Referral/Direct

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 8

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Mr. A. H. Belmont

DATE: August 31, 1953

FROM : Mr. V. P. Keay

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE
Destruction of Bureau Property

The Bureau's Publications File presently has on file a number of issues of Pravda, official organ of the Central Committee of the Communist Party of the Soviet Union, dating from September, 1943, to June, 1950. The New York Office formerly subscribed to this publication and furnished copies to the Bureau for translation. However, by letter dated August 17, 1950, the Bureau instructed New York to discontinue this subscription inasmuch as we now have available the Current Digest of the Soviet Press, containing translations of the leading articles in Pravda, as well as all other Soviet journals and newspapers. (61-2543-83)

Pravda is written in the Russian language and the old copies of this newspaper currently maintained by Publications would seem to have no present or future value for the Bureau, either from an intelligence or reference standpoint. However, in the event this publication were ever needed, the Library of Congress has a complete set of issues which could easily be obtained. The issues of Pravda retained by Publications are not indexed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/rte

RECOMMENDATION:

In view of the foregoing and in view of the fact that Publications File has a definite space problem, it is suggested that the Records Section be authorized to destroy the back issues of Pravda now kept by the Bureau. This move would effect a savings of four full file drawers of Publications File space.

ADDENDUM (WAB:GAS) 9-1-53: Proposed action has been reviewed in the Espionage Section and there appears to be no valid objection.

RDC:mpm
cc: 61-2543 (Pravda)
CC: Records Section

RECORDED 14 66-3586-535

62 SEP 29 1953

9/28/53

RECORDED COPY FILED IN 61-2543

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: August 31, 1953

FROM : Mr. V. P. Keay

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/RTC

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE
Destruction of Bureau Property - Izvestia

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
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Rosen
Tracy
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Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

The Publications File presently maintains copies of the newspaper Izvestia, official organ of the Soviet Government, from October 3, 1940, to June 30, 1950. This newspaper, which is in Russian, was formerly furnished to the Bureau by the New York Office. Occasional articles were translated into English; however, in general the publication had little practical value for the Bureau.

By letter dated August 17, 1950, the Bureau directed New York to discontinue the purchase and submission of Izvestia. This letter pointed out that the Bureau now has available the Current Digest of the Soviet Press as a guide to articles of possible interest in Izvestia and, consequently, the latter publication was no longer being translated by the Bureau. (100-341761-30)

Inasmuch as a complete set of Izvestia issues is maintained by the Library of Congress in the event that a review of this publication ever becomes necessary, and inasmuch as this newspaper is no longer serving any useful function to the Bureau, it is recommended that the Records Section be allowed to destroy its copies or turn them over to the Library of Congress if the latter institution desires them.

If this move is authorized, the Publications File, which has a pressing space problem on its hands, would thereby save four full file drawers or one cabinet. The Izvestia copies maintained by Publications File are not indexed.

RECOMMENDATION:

That the Records Section be authorized to destroy its copies of the 1940-1950 issues of Izvestia, unless it is determined that the Library of Congress desires this material.

ADDENDUM WAB:GAS 9-1-53: Proposed action has been reviewed in the Espionage Section and there appears to be no valid objection.

RDC:mpm
cc: Records Section
cc: 100-341761 (Izvestia)

RECORDED-14 66-3286-531
SEP 10 1953

UNRECORDED COPY FILED IN 100-341761

Library of Congress does not want. Exchange & Gifts Div., 9/17/53

SEP 29 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: August 31, 1953

FROM : Mr. V. P. Keay

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE
Destruction of Bureau Property

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

The Bureau's Publications File is presently maintaining copies of the Baltimore "Afro-American," Negro daily newspaper published at Baltimore, Maryland, for a continuous period from May, 1942, to December, 1944. No issues subsequent to 1944 are on file.

This newspaper is an independent Negro publication which, while strongly championing Negro rights, is in no way affiliated with the Communist Party or any Communist front organization. Back copies of this newspaper dating 1942-1944 have no current intelligence or reference value for the Bureau and are rarely, if ever, referred to by Bureau supervisors. The publication has not been indexed. A complete set of "Afro-American" issues is available at the Congressional Library.

RECOMMENDATION:

It is therefore recommended that the Records Section be directed to destroy its 1942-1944 files of the "Afro-American," thereby effecting a saving of three full file drawers of Publications File space. This would help materially in solving the pressing space problem now faced by the Publications Unit.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/rtc

RDC:mpm
cc: Records Section
cc: Internal Security Section (Mr. Kleinkauf)
cc: 100-221481 (Baltimore "Afro-American")

Handled

RECORDED-146-3286-537

62 SEP 29 1953

UNRECORDED COPY FILED IN 100-221481

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

FROM : Mr. V. P. Keay

DATE: August 31, 1953

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE
Destruction of Bureau Property - Gen'l

The Bureau's Publications File presently retains practically a complete set of the now-defunct daily newspaper PM, which was published from 1940 to 1948. As you know, PM was a decidedly left wing publication whose editorial policies frequently coincided with the Communist Party line and whose staff was heavily infiltrated by Communist Party members and sympathizers. There were a number of references to the FBI in PM, often of a critical nature, and the publication was therefore of considerable interest to Bureau officials while it was in existence.

Despite the foregoing, however, there seems to be no reason for the Publications File to retain its file of PM, which takes up eight file drawers or two full file cabinets of space. A complete set of PM issues is available at the Congressional Library if this publication is ever desired for review, and it may be presumed that all pertinent individual articles from the newspaper have been clipped and filed in appropriate case files. The copies maintained by Publications are not indexed. It may be noted that PM has not been cited as a subversive publication by the Attorney General or by any recognized legislative committee.

RECOMMENDATION:

In view of the pressing space problem confronting Publications File at the present time, and in view of the fact that copies of PM can be secured through the Library of Congress if they are ever needed, it is recommended that Publications be authorized to destroy its old copies of this newspaper.

A good idea. BMS

RECORDED-14 66-3286-538

RDC:mpm
cc: 94-8-1003 (PM)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/pla
11/26/85 9145 Auth 269,172

62 SEP 29 1953

Handled

UNRECORDED COPY FILED IN 94-8-1003

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Mr. A. H. Belmont

DATE: August 31, 1953

FROM : Mr. V. P. Keay

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE
Destruction of Bureau Property - Serial

The Bureau's Publications File presently retains copies of the weekly publication Editor and Publisher from June, 1945, to September, 1951. The Bureau has a current subscription to this magazine for the benefit of the Crime Records Section, which has found it of invaluable assistance in maintaining current mailing lists. (94-3-4-25-131). However, Crime Records merely reviews each new issue of the magazine and then destroys it without filing.

It is recommended that Publications File be allowed to destroy its old copies of this magazine dating from 1945 to 1951. These back issues are rarely, if ever, referred to either by Crime Records or by other sections at the Bureau. However, if necessary, they could easily be obtained through the Congressional Library which has a complete set of the publication. The back issues presently maintained by Publications are not indexed.

If this suggestion is approved, Publications File would thereby effect a saving of three full file drawers of space.

RECOMMENDATION:

That Publications File be allowed to destroy its copies of Editor and Publisher dating from 1945 to 1951.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/ptc

RDC:mpm
cc: Crime Records
cc: 94-3-4 Sub 25 (Editor and Publisher)

9/9 Handled.

RECORDED-14 66-3286-539
20 SEP 10 1953

62 SEP 29 1953

UNRECORDED COPY FILED IN 94-3-4-25

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 1, 1953

FROM : Mr. V. P. Keay

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: PUBLICATIONS FILE
ADMINISTRATIVE
Destruction of Bureau Property - Dept

A recent review of the Publications File reveals that this unit has on file a number of outdated, foreign language publications dealing with criminology, penology, criminal law, sociology, criminal psychology, and similar topics of a nonsubversive and strictly academic nature.

A large part of this material consists of official publications of various South American governments (written in Spanish or Portuguese) during the 1930's or early 1940's. A typical example is the "Archivos de Medicina Legal E Identificacao," an official publication of the Brazilian Director of Prisons during the period 1937-1940. However, some of the material is not South American in origin but is Japanese, German, French, etc.

None of this material is indexed in the general indices and none of it has even been translated, except that in some instances the table of contents has been translated. It does not appear that this literature has any current value, or any future potential usefulness, to the Bureau.

RECOMMENDATION:

It is recommended that the Records Section be allowed to destroy this material, thereby helping materially to solve the pressing space problem confronting the Publications File. It is estimated that approximately 20 file drawers or five full file cabinets could be saved if this move is approved.

I think this material should be destroyed.

RDC:mpm
cc: Records Section
Training Division (Inspector Rogers)
Crime Records Section (Mr. B. M. Suttler)
Crime Statistical Section (Mr. A. E. Leonard)

RECORDED-166-3286-540
SEP. 10 1953

Handled 9/9 gmm

62 SEP 29 1953

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/rtc

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-31-53

FROM : W. G. EAMES

SUBJECT: NATIONAL STOLEN PROPERTY INDEX

Destruction of Bureau Property - Cont.

Tolson
Ladd
Nichols
Belmont
Clavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

b6
b7C

[redacted] Supervisor General Index Unit, has suggested through [redacted] General Index Unit representative on the Records Section Streamlining Committee, that cards five years or more old relating to liquor in the National Stolen Property Index be destroyed.

There are approximately 5000 index cards in this portion of the National Stolen Property Index contained in four drawers. The majority of the cards are filed by a Federal Strip Stamp Number; others are filed by barrel or case number. Very few cards have been added to the index since 1948, and very little use has been made of the liquor portion of the National Stolen Property Index since that time. The four drawers accupied by these cards represent a cabinet cost of approximately $25. This does not include maintenance cost.

RECOMMENDATION:

1. That the cards in the National Stolen Property Index five or more years old relating to liquor be destroyed. The remaining cards should be consolidated into the miscellaneous portion of the index.

2. That this be referred to the Training and Inspection Division for review and acknowledgment to [redacted]

JBE:dbb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-12-82 BY SP4EW/rtk

b6
b7C

46-3286

RECORDED

1953

5 1953

ORIGINAL FILED IN 66-3286

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

DATE: 8/12/53

FROM : B. C. Brown

SUBJECT: DESTRUCTION OF FILES LESS THAN 25 YEARS OLD - BUREAU RECORDS - GEN'L

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

Closed investigative files now may be destroyed in the field offices when they become 25 years old, under a schedule reflected in the National Archives Form #108. Many files could be destroyed sooner without harm. It is suggested that consideration be given to the following schedule for destruction:

(A) To be destroyed when they have become 15 years old:

(1) Security Matter files predating World War II, and including World War II, except Espionage and all Communist, satellite, and related Security Matter - C and R files.

(2) General Criminal Investigative files, except those in which the subjects have received sentences extending beyond the 15-year period.

(B) To be destroyed after 5 years:

(1) Unknown subject files in Criminal cases could generally be destroyed in 5 years since the statute of limitations would usually have run, and in the majority of cases witnesses and even evidence necessary for conviction will have disappeared within that time.

Each file to be considered for destruction would have to be reviewed to determine whether it contained material which should be retained, since material of permanent value would be saved.

Prior to destruction of any file, an informative index card must be prepared containing sufficient identifying data concerning the subject of the file to be able to readily identify the case, should it be necessary for a field office to call upon the Bureau for a resume of the file. This card would then reflect the fact that the file had been destroyed and would serve as notification that the Bureau files contained information concerning the subject.

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BCB:EHW

RECORDED-8 166-3286-54

SEP 14 1953

SEP 22 1953

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ASAC H. B. Fletcher of Washington Field Office, the supervisory staff of Washington Field, and the Aides assisting in the inspection of Washington Field Office concur in the feasibility and advisability of the above destruction schedule. Fifteen years is considered preferable to 10 since too many exceptions would be necessary under a 10-year schedule.

RECOMMENDATION:

That the Executives Conference consider this matter.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

DATE: 8/13/53

FROM : E. D. Mason

SUBJECT: DESTRUCTION OF FIELD FILES (BUREAU RECORDS - SEUL)

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

Space in field offices is already a pressing problem. It is getting more pressing each year and, since the General Services Administration must reduce the amount of leased space by several million square feet this fiscal year, it would seem that consideration should be given as to whether the FBI can release any space. Each year we are accumulating more files in the field. Already some field offices are requesting authority to microfilm old files.

According to the National Archives Authority we can legally destroy field files at any time inasmuch as the originals of the field files are on hand in Washington. The present Bureau policy is to destroy field files after they have been closed at least 25 years. The thought occurs that perhaps we should arrange to destroy criminal and applicant files in the field after ten years and thus save a considerable volume of space.

In early 1950, a survey was made of the field and at that time eight offices favored destroying criminal and applicant files after they became ten years old while the remainder of the offices were opposed to the idea. During that same survey 18 offices favored destroying these files (excluding security) after 15 years while the remainder of the offices were opposed. Since then we have had thousands of cases opened and it has been necessary for many of our offices to request more and more space.

Since the General Services Administration will have to give up some space this fiscal year, the pressure probably will ultimately be put on us to reduce space holdings. In some offices while space cannot be given up the destruction of files will provide needed working space for FBI employees. It is believed that some consideration should be given to ascertaining whether the Executives Conference would agree to another survey of the field as to the advantages and disadvantages attendant to destroying field files after ten years or after 15 years. The

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cc: Clegg
EDM:mew 8/14/53

EDM:mew

50 SEP 24 1953
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RECORDED-8 166-3286-542
EX-123
SEP 14 1953

files I have in mind are the general criminal and applicant files excluding crime survey files and, or course, only cases which have been closed throughout the specified period. (I think we should keep security files.)

The alternatives are to keep asking for more space or to have our offices get more crowded. At the same time it will be necessary to keep hiring more employees to keep the files in good shape, search indices on the files, etc. I do not think the destruction of the files will seriously impair our name check program inasmuch as we now point out that a reliable check can only be made through Bureau files in Washington.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: 8/14/53

FROM : The Executives Conference

SUBJECT: DESTRUCTION OF FILES LESS THAN 25 YEARS OLD (BUREAU RECORDS - GEN'L)

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

The Executives Conference of August 13, 1953, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Sizoo and Mason considered the question as to whether a survey should be made by obtaining the views of SACs as to the possibility of disposing of certain closed field files in less than 25 years. The current rule is that field files may be disposed of after they have been closed for 25 years.

It was proposed that a survey be made to see if closed files in Criminal and Applicant categories only could be destroyed by field offices after the files had been closed 10 years, or after the files had been closed for 15 years. The purpose of the proposal was to make available additional working space in field offices or to possibly present an opportunity to give up small amounts of existing field office space.

A survey was made in 1950 and at that time only 8 SACs favored destroying Criminal or Applicant files after they had been closed 10 years. When the question was presented as to whether Criminal and Applicant files should be destroyed after they have been closed 15 years a total of 18 SACs were found to be in favor.

Since then we have accumulated additional thousands of files, some of our offices have become crowded and it has become necessary to obtain additional space and it was presented to the Conference that possibly through making a survey by means of an SAC Letter, we would find the opportunity of saving space, saving the employees who are now required to maintain the files, speed up searching time in the field because fewer cards will be in the index, and still not impair our name check program inasmuch as it is generally understood that a complete name search can be made only in Washington.

cc: Mr. Clegg
Mr. Mohr
EDM:EHW

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RECORDED - 54 66-3286-543

SEP 14 1953

58 SEP 23 1953

Legally, we can destroy field files whenever we wish inasmuch as the National Archives Authority recognizes that the originals of field files are on hand at the Seat of Government. Consequently, Archives has no objection to destroying field files.

The majority of the Conference, Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty and Sizoo were opposed to making a survey. Those opposed to the survey pointed out that a previous survey of the field was made at which time only eight Special Agents in Charge favored destroying Criminal or Applicant files after they had been closed ten years, and all of the other Special Agents in Charge were opposed. Therefore, it was felt there was no need for an additional survey of the field.

Further, those opposed felt that the field offices would have need to refer to these old files too often and also that the space saved would be negligible compared to the amount and time of clerical help which would be necessary to carry out such a program, and they, therefore, felt that the present rule requiring the destruction of field office files after twenty-five years should remain in force.

The minority, Mr. Mason, felt that such a survey should be made.

No action to effect such a survey will be made unless the Director so instructs.

Respectfully,
For the Conference

V.M.

Clyde A. Tolson

- O'Connor.

4.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 19, 1953

FROM : M. A. Jones

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-92 BY SP4FLW/ptc

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: BUREAU PROPERTY - GEN.
DESTRUCTION OF OBSOLETE MATERIAL

There is contained in the Bureau's Library volumes which are felt to be obsolete at the present time, and it is going to be recommended that they be destroyed. These volumes were made up in Mr. Gauthier's section and contain black acco binders with silver lettering. They are too bulky to send with this memorandum and are being retained in Agent Suttler's office for disposal.

The titles of these brochures or books are as follows:

1. Court Rooms Photographs Saboteur Trial.
2. Charts-National Defense Investigations.
3. Documentary Evidence of Axis Espionage in Argentina.
4. Charts-National Defense Investigations.
5. This volume shows the National penetration in South America, Nazi activities in Latin America, as well as the Nazi military, economic and intelligent activities in South America.
5. An album of photographs dealing with the visit of Jorge Hernandez Mendez and Rodrigo Mendez Soto during the course of their visit to the FBI in 1943. (two copies)
6. Western Venezuela Oil Production.
7. Charts-Latin America showing strategic war materials, Axis concentration areas, Axis communications, Axis Nationals. (two copies)
8. A photograph album depicting the visit of Plinio Brasil Milano to the FBI in 1943.
9. Charts-National Defense Investigations covering the Republic of Columbia and the Panama Canal and showing the Nazi concentration in those areas.

RECOMMENDATIONS:

okd by SAH

1. It is recommended that the photograph albums on Mendez Soto, and Milano be given to SAC Hank Sloan for the files at Quantico, as many of the pictures shown in the photograph albums deal with Quantico scenes.

SAH says keep

2. It is recommended that all the charts dealing with various aspects of Nazi activities and National Defense Investigations in South America be destroyed. Mr. Gauthier concurs in this recommendation.

BMS:nma

RECORDED-62
166-3286-344
SEP 21 1953

337 1115
SEP 30 1953

CRIME REC
5

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: September 2, 1953

FROM : C. Q. Smith

SUBJECT: OBSOLETE PAYROLL RECORDS

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

The writer and [redacted] Payroll Supervisor, b6 b7C made a personal survey of the payroll records maintained in the Identification Division Building on September 1, 1953.

These records are maintained on the 6th floor and in the storage area on the 7th floor. They consist primarily of out-of-service pay jackets, machine accounting payroll and bond listings, time and attendance reports, GAO audit copies of payrolls and payroll cards.

GSA has set up a schedule covering retention and destruction of certain records and the following applies to payroll records maintained by this Bureau.

TIME AND ATTENDANCE REPORTS - may be destroyed 2 years after audit on authority of GAO. GAO audit copies of payrolls and related documents maintained for 10 years.

PAYROLL CARDS - No schedule for destruction of payroll cards has been set up and therefore, they must be maintained for an indefinite period or transferred to a Federal record center when they are no longer of use to the Bureau.

GSA has no regulations covering out-of-service pay jackets which are administrative files maintained by the Payroll Section and machine accounting copies of payroll and bond listings which are merely used by the Payroll Section for checking purposes. Therefore, the above two categories of records can be destroyed whenever they have served their purpose.

Inspection of the payroll material maintained in the Ident Building reflects there are approximately 77 four and five drawer cabinets stored there. Approximately 15 four drawer and 9 five drawer cabinets contain out-of-service pay jackets and machine accounting listings which are no longer of any value to the Payroll Section and which need not be retained.

ENCLOSURE

RECORDED-1 66-3286-545 EX-124 SEP 21 1953

[redacted] the records section employee, in charge of these records was advised that the above material could be destroyed and he stated this would be done, thereby making available space for 24 additional cabinets. In addition to the above, there are approximately 53 cabinets containing time and attendance reports, payroll cards and General Accounting Office audit copies of payrolls and related documents. None of this material can be destroyed at this time.

b6 b7C

CQS:vs

memo to Mr. Glavin
9-22-53

You will recall that we received authority from GAO in February of this year to destroy time and attendance records for the years 1948 and 1949. All time and attendance records since that time must be maintained until 2 years after audit by GAO. We will, therefore, not be able to destroy any additional records until December 1954. This matter will be followed by the Payroll Unit and recommendations concerning destruction of these records will be submitted at that time.

During the course of this survey it was noted that there were numerous cabinets stored in the Identification Building which contained leave records, material relating to budget matters, and material stored by the Legislative Unit of this Division. It is possible that some of this material is no longer of value and could be destroyed.

RECOMMENDATION

I recommend that the Supervisors handling leave, budget matters and the Legislative Unit survey the material they have stored in the Ident Building and submit recommendations as to what part of it, if any, may be destroyed.

Handled by Leave & Legislative Unit 6/10/53 pgs

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: September 10, 1953

FROM : P. G. TRAVERS

SUBJECT: ~~OBSOLETE~~ PAYROLL RECORDS

Jackson

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Destruction of Bureau Property - Gen.

Reference is made to the attached memorandum to you dated September 2, 1953, wherein it was reported that there is maintained a number of file cabinets with material relating to leave, budget and legislative matters. It was recommended that the supervisors of the above units survey the material that is stored in the Identification Building for the purpose of determining if some of the material can be destroyed.

This is to advise that the Leave and the Legislative Units have reviewed the material maintained by the Records and Communications Division in the Identification Building and have instructed [redacted], who supervises these files, to destroy those files which are obsolete. Due to the pressure of other matters, Mr. Jackson of the Budget Unit has not had an opportunity to review the files maintained in the Identification Building and will do so within the near future and instruct [redacted] to destroy any files that are obsolete.

b6
b7C

ACTION

For informational purposes.

ENCL 1

Attachment

PGT:fsb
CC: Mr. Jackson (Sent Direct)

RECORDED-1 66-3286-545
INDEXED-1
SEP 24 1953
EX-124

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/ltc

63 SEP 28 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: September 3, 1953

FROM : M. Dawson MD

SUBJECT: DESTRUCTION OF FILM RETURNED BY "FLASHDEX."

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

Arrangements have been made for the Record Section to destory the film returned to the Bureau by "Flashdex." This film shows copies of non-criminal fingerprint cards. These arrangements were made after we were advised by [redacted] of the Administrative Division, that the "Flashdex" account has been completed. b6 b7C

MD:jas

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66-3286-

NOT RECORDED

24 SEP. 9 1953

[redacted]

62 SEP 16 1953

copy: jb

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

TO : MR. NICHOLS DATE: 9/1/53

FROM : W.G. EAMES

SUBJECT: BULKY ENCLOSURES
RECORDS SECTION

Reference is made to my memorandum to you dated 6/3/53, attaching memoranda to Mr. Belmont and Mr. Rosen, containg a partial list of bulky enclosures presently on hand with the request that these enclosures be reviewed by the appropriate substantive Supervisor and a decision rendered as to their retention or disposition.

The primary prupose of the entire program is, of course, to weed out those bulky exhibits which will serve no useful prupose by being retained, thus giving us badly needed filing space.

There are attached hereto, memoranda to Mr. Belmont and Mr. Rosen containing an additional partial list of bulky enclosures with the request that these enclosures be reviewed and a decision rendered as to their retention or disposition.

RECOMMENDATION:

That the attached memoranda be forwarded to Mr. Belmont and Mr. Rosen. DESTRUCTION OF BUREAU PROPERTY

JWM:ww
Attachments

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rte

66-3286-
NOT RECORDED
148 NOV 5 1953

63 NOV 9 1953

ORIGINAL FILED IN 66-3286-7

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURE
58-942-104	Sub.: [redacted] et.al. Bribery.	Lab File. b6 b7C
58-2000-1393	Sub.; Louis Campagna, was, et.al. Bribery.	Departmental correspondence file. Transcript of testimony taken by House Sub-Committee on Expenditures.
58-2000-1781	Sub.; Louis Campagna, was, et.al. Bribery.	Photographs taken at Baltimore Hotel in Las Vegas, Nevada, June 20,1948.
58-2000-1994	Sub.; Louis Campagna, was, et.al. Bribery.	Original and file copy of brief prepared for possible testimony before a Congressional Committee.
58-2000-2007	Sub.; Louis Campagna, was, et.al. Bribery.	Relet copies of briefs filed with U.S. Court of Appeals.
58-2324-106	Sub.; Commerce International Inc., et.al. Fraud against Government Surplus Property Act. Bribery	Copy of report prepared by Col. John E. Murray, O.S.I., U.S.A.F. of investigation.
58-2767-25	Sub.; Rep. Cecil R. King, 17th Congress. Dist., Calif., Rep. Chet Holifield, 19th Congress. Dist., Calif., Jefferson Puper; Unkn. Sub. Bribery	Exhibits for report by Eduard J. Hayes 10-10-52.
58-2767-97	Sub.; Rep. Cecil R. King, et.al. Bribery	Photostatic copies of personal papers of John H. Fahey.

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DATE 8-2-82 BY SP4ELW/lte

66-3286-1
ENCLOSURE

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURE
60-1501-4317 Can be destroyed after	Sub.; [redacted] was. Harbering, Conspiracy to Harbor, Perjury. Anti Trust.	Lab. File. b6 b7C
60-2455-3132 Can be destroyed after	Sub.; Central Supply Association et.al. Anti Trust.	Lab File.
60-2565-92 Being returned to Newark after	Sub.; Incandescent Lamp Industry. Anti Trust.	Copy of the Decision of Judge and press report dated 1-20-49.
60-2735-979 Can be destroyed after	Sub.; The Great Atlantic & Pacific Tea Company, et.al. Anti Trust.	Photostats of Logs of price lists, account records and invoices.
60-3193-24 Can be destroyed after	Sub.; Liquid Chlorine Industry. Anti Trust.	One roll developed microfilm of exhibits and schedules.
60-3412-20 being sent to antitrust div. after	Sub.; American Cotton Manufactures Assn. et.al., Garment & Textile Industries. Anti Trust.	Photo record film containing pictures of pertinent documents at Pacific Coast Garment Manufactures.
60-3549-16 Can be destroyed after	Sub.; Anderson & Misken, Ltd., et.al. Investigation of Primary Salmon Distributors. Anti Trust.	Schedules on conjunction with report of S.A. William E. Dent, 9-28-48, at Seattle, Wash.
60-3749-331 Retain in Buffalo after	Sub.; Restraints of Trade in Group Health or Prepaid Medical Care Plans. Anti Trust.	Exhibit logs for named case. Case awaiting decision re further action by Antitrust Division
60-3813-29 Can be destroyed after	Sub.; Mechanite Metal Corp. & Licensees. Anti Trust.	Photostatic copies of original license and new contract.

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66-3286
ENCLOSURE

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURE
56-959-17	Sub.; Unkn. Subj's; Congressman Ralph W. Gwinn, Complainant 27th District, New York. Election Laws.	Parts of hearings before House Select Committee on Lobbying Activities.
56-975-186	Sub.; Unkn. Subj's: Alleged Irregularities General Election, State of Md. 11-7-50. Election Laws.	Exhibits-Election Laws-Perjury. Report SAC Richard B. Wood 1-31-52, Baltimore, Md.
56-975-194	Sub.; Unkn. Subj's: Alleged Irregularities General Election State of Maryland, 11-7-50. Election Laws.	Report SAC Richard B. Wood 2-20-52, Baltimore, Md.
56-1010-5	Sub.; [redacted] et.al. Kealing Arts Group of Fayette Co. Amer. Med. Ass. Election Laws. Election Laws.	Exhibit for report of S.A. [redacted] 2-13-51 at Pittsburg.
56-1033-5	Sub.; Failure to File Financial Statements Gen. Elect. 1950 by Candidates & Comm., Manhattan & Bronx Dists. Election Laws.	Photostatic copies of "Reciepts & Expenditures of Candidates for election as a Representative in Congress."

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DATE 8/12/03 BY AUC 60290 BCE/DCG/lynn

66-3280-V
ENCLOSURE

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURE
56-485-329	Sub.; Harland County, Ken. Election Laws.	Lab File.
56-639-1107 Pertinent R3H	Sub.; Kansas City Election Frauds. Election Laws.	Sub. B of original file contained in envelopes 1-17.
56-639-1276 Pertinent R3H	Sub.; Kansas City Election Frauds. Election Laws.	Copies of hearings before Senate Committee on Expenditures.
56-639-1332	Sub.; Kansas City Election Frauds. Election Laws.	Lab File.
56-699-11 Pertinent R3H	Sub.; Missouri General Election Nov. 5,1946. Election Laws.	Photostatic copies of Investigation reports.
56-699-351	Sub.; Alleged irregularities Missouri Primary Election 8-6-46, Precinct 2, Richland, Township, Scott Co., Mo. Election Laws.	Lab File. b6 b7C
56-717-41 Pertinent	Sub.; [redacted] Election Laws.	Photostatic copies of testimony before House Sub-Committee on Appropriations.
56-741-10	Sub.; Unknown Subjects. Alleged Irregularities Ill. Primary Election, April 13,1948. Election Laws.	Photostatic copies of primary election tally sheets and statement of notes.
56-834-324	Sub.; [redacted], Election irregularities, Bourbon Co., Ken. 11-2-48. Election Laws.	Lab File.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/12/03 BY AUC 60290 BCF/DCS/gmw

66-3386-L

ENCLOSURE

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURE
52-47751-677 *	Sub.; [redacted] Theft of Government Property.	Photostats of income tax returns.
52-47853-5	Sub. [redacted] Theft of Government Property.	Lab File.
52-50038-21	Sub.; Cumberland, Md. Theft of Government Property.	Lab File.
52-51158-9 *	Sub.; [redacted] Theft of Government Property.	Copies of testimony of witnesses.
52-56570-2 *	Sub.; [redacted] Theft of Government Property.	Photostatic copies of newspaper clippings.

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* Sent to Records for destruction per Sullivan 9-17-53 Gsm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/03 BY AUC 60290 BCE/DCG/gms
#03-R0762

[redacted]

62-32610
ENCLOSURE

MR. ROSEN

9/1/53

L. B. NICHOLS

BULKY ENCLOSURES
RECORDS SECTION

Destruction of Bureau Property - Gen

There is attached hereto, a partial list of bulky enclosures presently being maintained in the Filing Unit of the Records Section. Inasmuch as the majority of these enclosures pertain to inactive cases, will serve no further useful purpose by being retained, and are occupying badly needed filing space, it is requested that you have the appropriate substantive Supervisor review these bulky enclosures and render a decision as to the retention or disposition of the material contained therein. If it is decided that the material should be destroyed, a notation should be placed on the cover letter indicating disposition. It is also requested that the proper notation be made by each file number on the attached list and when completely reviewed, this list be returned to the Filing Unit of the Records Section, Room 1113, Identification Building.

RECOMMENDATION:

That the attached list of bulky enclosures be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

To facilitate review by the various supervisors, the list is broken down by classification on separate pages. So that this program may be completed as quickly as possible, it is requested that the extra copies attached be appropriately disseminated and the results correlated and noted on the original.

JMM:ww
Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/rte

166-3286-
NOT RECORDED
86 OCT 9 1953

INITIALS ON ORIGINAL

58 NOV 6 1953

ORIGINAL FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO :

FROM :

SUBJECT:

Referenced [illegible] attaching new revised [illegible] partial list of bulky exhibits [illegible] that these enclosures [illegible] Supervisor and a decision [illegible] sition.

The primary purpose of the entire [illegible] of weed out those bulky exhibits which will serve no useful purpose by being retained, thus giving us badly needed filing space.

There are attached hereto, memoranda to Mr. Belmont and Mr. Rosen containing an additional partial list of bulky enclosures with the request that these enclosures be reviewed and a decision rendered as to their retention or disposition.

RECOMMENDATION:

That the attached memoranda be forwarded to Mr. Belmont and Mr. Rosen.

JWM:ww
Attachments

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols ✓
Belmont
Gregg
Glavin ✓
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : MR. NICHOLS

DATE: 9/14/53

FROM : W. G. EAMES

SUBJECT: HEARINGS ON THE APPROPRIATION BILLS

There is presently maintained on the seventh floor of the Identification Building, two cabinets of Appropriation Hearings and Reorganization Reports, dated from the years 1924 to 1946. These Hearings were forwarded to the Records Section on 1/28/49 by the Bureau Library for storage purposes. We have never received any requests for these Hearings and it is felt that consideration should be given to the destruction of this material.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and consideration be given to the destruction of this obsolete material concerning the Appropriation Hearings.

JWM:ww

Destroyed per memo Rogers to Callahan dated 7-10-58 mm

RECORDED - 46
INDEXED - 46
EX. - 118

62-[illegible]-546

SEP 24 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

SEP 30 1953

53 OCT 26 1953

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

b6
b7C

Date September 8, 1953

To: Director, FBI

From: [redacted] Chief Clerk

Field Office or Division El Paso

#318-53

SUGGESTION: Destruction of Bureau Records, etc.

SEE ATTACHED

DESTRUCTION OF INDEXES

Its advantages are:

This suggested procedure would help purge the general indices in a systematic, orderly manner of superfluous, obsolete index cards of no further value without adding any burden to the labors of the employees involved.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ptc

It should save at least $_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

b6
b7C

[redacted]
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

This is a good suggestion since the routine deletion of unnecessary cards will help the economy program by reducing the purchase of new index cabinets.

Charles K. Brown
(Signature)

Special Agent In Charge
(Title)

EXPEDITE PROCESSING.

SEP 14 1953

Ltr to [redacted] SAC, El Paso 9/21/53
cc: EDM: bp
3 ENCL

(Copy sent to Supv. Brown's Desk for Incentive Awards bp)

166-12786-547

RECORDED-88
INDEXED-88

SEP 14 1953

79 OCT 20 1953

PERS. FILE

SUGGESTION:

SAC LETTERS AND BBs ARE NOT ALL DESTROYED

Throughout the field indices are located index cards reflecting references to SAC Letters and Bureau Bulletins which SAC Letters and Bureau Bulletins have been destroyed under the three year destruction rule as provided for in the Manual of Rules and Regulations, Section 3 (7)c. These cards serve no useful purpose as the reference material is not available. Then, too, instructions originally furnished in SAC Letters and Bureau Bulletins are subsequently incorporated into the manuals.

NOT RECORDED

IT IS THEREFORE SUGGESTED THAT INDEX CARDS CONTAINING REFERENCES TO SAC LETTERS AND BUREAU BULLETINS, WHICH REFERENCES ARE THREE YEARS OLD OR OLDER BE DESTROYED AS ENCOUNTERED EITHER WHILE FILING OR SEARCHING.

This would help purge the indices in a systematic, orderly manner of superfluous, obsolete cards of no further value without adding any burden to the labors of the clerical staff.

This suggested procedure would not apply to old index cards containing many such references old and new. It is not intended that any retyping of cards be undertaken. This suggestion applies only to those cards containing references which go back three years and beyond. For example:

"RECORDS, DESTRUCTION OF" 66-647

SAC LETTER #100, Series 1946 (G), 9-17-46

"FILES, ADMINISTRATIVE, DESTRUCTION OF 66-647

SAC LETTER #100, Series 1946 (D), 9-17-46

There are undoubtedly many thousands of such cards throughout the field indices of ancient vintage that would be weeded out on a continuous basis through this proposed system of purging index cards as encountered.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EBW/rec

b6
b7C

OCT 12 10 31 AM '46

FBI - WASHINGTON FIELD OFFICE

ENCLOSURE

66-5866-7

The views of Inspectors Loach & Brown are set forth below concerning Sugg. #518-53.

1) Suggestion is O.K. & favorable recommendation, however;

a) the CCO in each office should automatically remove obsolete cards of this nature as a matter of practice. We should make up a rule for this —

b) The letters, Bur. Bulletins, etc. are not indexed in all offices as they are in Ec Pros. K.C. & New Orleans are examples. There are very few obsolete cards in these offices relating to such matters —

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2009 BY 60292 AUC DCG/DEK/YMW

I concur with above. There would be only a drop in most offices, use usual special instructions of Thursday, although the basic idea is sound and employee would be alert to attach consideration. I suggest — BS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: Sept. 18, 1953

FROM : Mr. F. [illegible] Baumgardner

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Mrs. Gandy

SUBJECT: BULKY ENCLOSURES
RECORDS SECTION

Reference is made to the memorandum from Mr. Nichols to you dated September 1, 1953, containing a partial list of bulky enclosures in the Filing Unit of the Records Section with the request that these be reviewed to determine if they should be retained or destroyed.

One of the enclosures listed was 61-7307-124 on the subject of United States versus Gerald B. Winrod, et al, James C. True - Defendant, Sedition, Internal Security, and consists of 73 copies of the newspaper "The X-Ray" dated September 3, 1941, which was edited and published by Court Asher, Muncie, Indiana. These 73 copies were obtained from the trash removed from the apartment of James C. True, one of the defendants in the mass sedition trial of 1944, by [redacted], Arlington, Virginia. It appears no useful purpose would be served in retaining all of these copies and they are requiring considerable space.

b6
b7C

RECOMMENDATION:

It is recommended that all but one copy of this newspaper be destroyed and it is suggested that the copy retained could be filed behind serial 61-7307-124 in the file.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

66-32466
NOT RECORDED
147 SEP 28 1953

ACTION:

If you agree, this memorandum should be routed to the Records Section in order that it may make the appropriate disposition.

INITIALS ON ORIGINAL

RWC:glg

28 SEP 23 1953

ORIGINAL FILED IN 62-

33745
SEP 30 1953

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, FBI (66-3286)

DATE: 9-29-53

FROM : SAC, New York (81-00)

SUBJECT: GOLD RESERVE ACT OF 1934
(GOLD HOARDING - 81 CLASSIFICATION)

Rebulet 8-14-53, authorizing this office to destroy all files in captioned classification, and requesting that the Bureau be advised when the files have been destroyed and the amount of cabinet space reacquired.

This is to advise that the destruction of the files was completed on 9-25-53, and a total of six file drawers was reacquired.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EJW/pte

RECORDED - 58

SEP 30 1953

EX-124

EJW:MAR

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 10/7/53

FROM : H. H. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: SUGGESTION #518-53
DESTRUCTION OF BUREAU RECORDS-GENERAL

Per presentation by Mason at the Executive Conference 10/6/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

b6
b7C

[redacted] Chief Clerk, El Paso Division.

SUGGESTION:

Whenever employees in the field encounter index cards containing references to SAC letters or Bureau bulletins and these references are three years old or older, the index cards be destroyed.

OBSERVATION:

Bureau bulletins and SAC letters are kept for a minimum period of three years. It is permissable for an SAC to keep a Bureau bulletin or SAC letter for a longer period of time in the event the document contains pertinent information which should be on file in the field division.

The idea to destroy index cards as a means of keeping the general indices small has some desirable attributes, but it will be seen that to adopt such an idea would mean that as soon as an index card is encountered it would then be necessary to go and check the files to see whether that particular SAC letter or Bureau bulletin has been kept on file in the field office. The net result would undoubtedly be greater effort expended and in many instances the same index cards would be checked over and over again. Inspector Brown pointed out that there would be only a few cards in most offices and he does not believe that special instructions as to this topic are necessary or desirable. From the presentation by the suggesting employee and the concurrence of SAC C. W. Brown of the El Paso Division in the suggestion, it becomes apparent that the El Paso Office is probably conducting a greater degree of indexing than the field is generally as to SAC letters and Bureau bulletins. Inasmuch as the El Paso Office will be shortly inspected, the Inspector will be alerted to inquire specifically into indexing procedures.

EDM:pcn

3 COPIES DESTROYED
20 5 JAN 25 1965

66-3286-542

79 OCT 20 1953

EX-124

OCT 9 1953

RECOMMENDATION:

In view of objections to the proposal, it was recommended that no further action be taken. Clerk [redacted] *has already been thanked for his idea.*

b6
b7C

Copy:sdj

MR. GLAVIN

September 30, 1953

P. G. Travers

DESTRUCTION OF 66
CLASSIFICATION FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/pte

Pursuant to your instructions, a review was made of the mail on file in the 66 classification subsequent to 1950 to determine if it was possible to destroy or microfilm the material in order to conserve space and to rid the files of obsolete material. It was reported that the great bulk of mail in the 66 classification presently housed in 85 cabinets in the Identification Building relate to general administrative matters and the Records Section Streamlining Committee suggested the destruction of microfilming of these records.

Destruction of Bureau Property - Gen'l

This review reflects that this material dates back to December of 1921 and pertains chiefly to such items dealing with space, the acquisition of supplies, correspondence relating to shipments made by bills of lading, return of unused Government bills of lading, field office automotive equipment, bids relating to acquisition of garage space, solicitation for the purchase of gas and oil, instructions regarding the use of automotive equipment, firearms matters such as the training in firearms, qualifications of certain employees to use firearms, the receipt and disposition of firearms, letters relating to the transmittal of vouchers, etc. This review also disclosed that there are many files that contain Bureau Bulletins and SAC letters issued prior to 1950, and also in these files were matters which appeared to be of a confidential nature such as the internal security situation in the Canal Zone in 1940 at the time the Canal Zone Field Office was closed.

It is felt that the great bulk of the material in the 66 classification files prior to 1950 contains information of no future use to the Bureau and can be destroyed. It is desirable, however, to have each file carefully reviewed and any material dealing with policy, such as SAC letters, Bureau Bulletins and matters of a confidential nature should be retained. Many of the files contain primarily bids which have been rejected and under the regulation these bids can be disposed of in three years. It is necessary that prior to the destruction of these records the person who has the responsibility of reviewing these files should be familiar with the instructions issued by the General Services Administration in August of 1950, governing the disposition of records maintained by Government agencies.

RECOMMENDATION

It is recommended that a careful review be made of each file in the 66 classification housed in the Ident Building for the purpose of destroying material that is obsolete in order to conserve space in the Bureau's Records Section.

166-3386-1
NOT RECORDED
JUL 16 1954

53 JUL 16 1954

cc: Mr. Mason (Sent Direct)
PGT:gmo

ORIGINAL FILED IN 66-818-09

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/25/53

FROM : The Executives Conference

SUBJECT: SUGGESTION #469-53
Destruction of Bureau Property - Cards

Present at the Executives Conference of September 24, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen, Gearty, Holloman and Mason.

The Conference unanimously recommends adoption of a proposal from [redacted] Supervisor of the General Index Unit, Records Section, that 5,000 index cards on liquors be removed from the National Stolen Property Index and be destroyed. b6 b7C

Very few cards have been added to this index since 1948, very little use has been made of the liquor portion of the National Stolen Property Index and four drawers of index card space will be saved through the destruction of these cards whenever they get to be 5 years old.

The cards relate to Federal Strip Stamp Numbers, barrel numbers or case numbers of stolen liquors.

The Investigative Division concurred with the Records Section endorsement of this suggestion and the Executives Conference was unanimously in favor of destroying the cards.

If you agree, appropriate action will be taken and a copy of this memorandum has been made available to Mr. Nichols in order that he may see to it that the destruction of the cards is done.

There is attached for approval a letter of appreciation to [redacted]. b6 b7C

Done 9/29/53 mse

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rte

66-3286

cc: Mr. Mohr
Mr. Clegg
Mr. Nichols

NOT RECORDED
140 OCT 14 1953

EDM:mew

20 OCT 20 1953

INITIALS ON ORIGINAL - EM

ORIGINAL FILED IN

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9/24/53

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

SUBJECT: SUPERVISION OF ACCOUNTANTS
63 CLASSIFICATION

XClassification 63

XMail only

XMail only

In the early 1920's, expert Accountants and expert Bank Accountants were assigned to Accounting Districts which had offices in the major cities. The 63 classification, "Supervision of Accountants", was established in 1922. Correspondence on matters pertaining to the Accounting Districts and Accountants, such as administrative reports on deliquent cases, reports showing the location of agents and cases they were working on, supply and inventory matters, property receipts, reports on deliquent and pending cases, etc., were filed in this classification. In addition to file 63-0, there is a file 63-150 with subs for each Accounting District. The other case numbers were assigned to the individual Accountants and were used to contain administrative mail on the Accountants, but these files were consolidated into the regular administrative files years ago. The 63 classification material is housed in 1¼ file drawers. An examination of this material fails to reflect any policy decisions or correspondence on cases.

We are interested in keeping the number of classifications as small as possible and, for that reason, it is felt that, as the 63 classification has not been used since approximately 1931, the existing material should be destroyed and the classification number reused.

As this material is of a purely administrative nature and General Records Schedule Number 1, issued by General Services Administration, gives blanket authority to destroy material of this nature, Archival authority will not be necessary for such destruction.

RECOMMENDATION:

That the 1¼ drawers of the administrative files pertaining to accounting matters which are in excess of 22 years old, be destroyed in order that the classification may be reused.

PEO:ww

Serial 550 SNIF 10-25-65

66-32816-551

INDEXED

53 OCT 28 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : MR. NICHOLS

DATE: 10/14/53

FROM : W. G. EAMES

SUBJECT: RECORDS SECTION STREAMLINING COMMITTEE
SUGGESTION #638-53
DESTRUCTION OF BUREAU PROPERTY - GENERAL

b6
b7C

[redacted] has suggested through the Classifying Unit representative on the Records Section Streamlining Committee that requests for information from private individuals, which is normally acknowledged and filed under the caption "Research-General" Bureau file 94-5, no longer be filed but be destroyed before coming to file after retention for a reasonable length of time. [redacted] feels that the majority of these routine requests are of little or no value and serve no real purpose by being placed on record and filed.

The Executives Conference has approved the destruction of this material after it is over five years old (66-3286-439). All of the routine mail over five years old was destroyed prior to March 1, 1953. No instance has come to the attention of the Records Section where this destruction has proven embarrasing. It is believed that no real purpose is served by filing any of this correspondence.

Since the majority of this correspondence is handled either in the Crime Records Section or the Laboratory, they of course should be consulted.

RECOMMENDATIONS:

(1) That the views of the Crime Records Section and the FBI Laboratory be obtained.

(2) That this suggestion be referred to the Training and Inspection Division for evaluation and acknowledgement.

LML:dbb;jw

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/rte

ack 10/26/53
cc- Mr. Nichols (attn: Eames)
EDM:bp
(Referred to Crime Records & Lab. for views - EDM:bp)
Exec. Conf. memo 11/20/53 EDM:dmg

66-3286-552

RECORDED-39

OCT 26 1953

EX-126

63 DEC 1 1953

UNRECORDED COPY FILED IN 94-5-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 15, 1953

FROM : M. A. Jones

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: RECORD SECTION STREAMLINING COMMITTEE
SUGGESTION NUMBER 638-53

PURPOSE: DESTRUCTION OF BUREAU PROPERTY

To furnish Crime Record Section views re proposal that mail filed under the caption "Research-General" (Bureau File 94-5) no longer be filed but be destroyed before coming to file after retention for a reasonable length of time.

OBSERVATIONS:

With regard to the above suggestion, we have checked a considerable sampling of mail in the Research-General file and we feel there are a number of objections to such a proposal.

This file contains the bulk of requests for Bureau reprints, Director's statements, et cetera, which are sent out. A goodly number of the people requesting these data are prominent individuals, clergyman, educators, and businessmen. It is of considerable value to us to be able to determine what material such a person has been sent previously. It reflects favorably on the Bureau's efficiency if we can, for example, refer by date to the correspondent's previous request for material and send him data which does not duplicate reprints furnished him earlier.

There would be definite problem to evaluate which of these letters can be safely destroyed. This ought to be an Agent's job and we doubt that an Agent's time should be spent reviewing these letters. Volume 148 of this file, for example, includes a letter to the young movie actor Brandon de Wilde. This boy met the Director and a press release indicates that this boy is aiming for an FBI career. Obviously, the press story and the Director's letter should be saved because they might well have considerable "publicity value" later on. This same volume contains a memorandum and letter re an article on the Bureau's role in plant protection in World War II as well as correspondence from several congressmen. The problem of evaluating this mail, therefore, would appear to be excessively time consuming.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/82 BY SP4 ELW/rlc

HPL:dep

166-3286-553
RECORDED-39
OCT 26 1953

EX-126

DEC 1 1953

220

CRIME

UNRECORDED COPY FILED IN 94-5

Memorandum to Mr. Nichols October 15, 1953

Too,

Too, these 94-5 files assist our correspondence section in being consistent in their replies to an individual. Not infrequently people request the Director's opinion or ask for advice and thereafter transmit another request. Naturally, it would be embarassing if we should send out conflicting data or opinions.

RECOMMENDATION:

In view of the above, it is recommended that no change be made in the present system of retaining the mail in the Research-General file for a period of five years.

ED FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. TOLSON

DATE: 11/20/53

FROM : EXECUTIVES CONFERENCE

b6
b7C

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: SUGGESTION #638-53
MADE BY [redacted]
RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION
Destruction of Bureau property - General

SUGGESTION:

It is suggested that requests for information from private individuals, normally acknowledged and filed under the caption "Research - General," Bureau file #94-5, no longer be filed but be destroyed before coming to file after retention for a reasonable length of time. The suggesting employee feels that the majority of these routine requests are of little or no value and serve no real purpose by being placed on record and filed.

OBSERVATIONS:

The Executives Conference has approved the destruction of this material when it is over five years old (66-3286-439), and all of the routine mail over five years old was destroyed prior to March 1, 1953. No instance has come to the attention of the Records Section where this destruction has proven embarrassing.

The Crime Records Section is opposed to the adoption of this suggestion, pointing out that the mail consists of requests for Bureau reprints, Director's statements, and so forth, which are sent out. Many of these requests are received from prominent individuals, clergymen, educators and businessmen and it is of considerable value to the Crime Records Section to be able to determine what material has been sent previously to such a person. Crime Records Section believes it reflects favorably on the Bureau's efficiency to be able to refer by date to the correspondent's previous request for material and send him data which does not duplicate reprints furnished earlier. There would be a definite problem in evaluating which letters could be safely destroyed and should be done by an Agent. Crime Records Section doubts that an Agent's time should be spent reviewing these letters.

cc-Mr. Mohr
Mr. Clegg
EDM:dmg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/ate

RECORDED-19 66-3286-554

NOV 24 1953

LADD

F850 304

79 DEC 4 - 1953

UNRECORDED COPY FILED IN 94-5-1-1-1

Volume 148 of the file containing this material includes a letter to the young movie actor Brandon de Wilde. This boy met the Director and a press release indicates the boy is aiming for an FBI career. Crime Records Section believes the press story and the Director's letter should be saved because they might well have considerable publicity value later on.

The 94-5 files assist the Correspondence Section in being consistent in their replies to individuals. Of course, it would be embarrassing if the Bureau sent out conflicting data or opinions.

Therefore, the Crime Records Section recommends no change be made in the present system of retaining the mail in the Research - General file for a period of five years.

The FBI Laboratory feels the suggestion is too general and all-inclusive for them to concur. Requests for information are received by the Laboratory from individuals concerning evidence examined by the Laboratory, whether the Bureau would examine evidence under certain conditions and similar inquiries. In such situations it is believed the yellow file copy should definitely appear in the file. When the inquiry pertains to a specific case the yellow file copy is, of course, designated for that case file where it properly belongs. The Laboratory handles very little correspondence which does not pertain to a specific criminal case. Within the present week a private individual who heads a private laboratory made an inquiry of the FBI Laboratory and it is feared that under the proposed suggestion the yellow file copy of such correspondence might be destroyed, and it is believed this would be improper.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs.

The Executives Conference of 11/18/53, those present being Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy and Clegg, recommended unfavorably for the reasons stated.

V.

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : Mr. S. J. Tracy

DATE: November 18, 1953

FROM : G. J. Engert

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON 7th FLOOR OF THE IDENTIFICATION BUILDING - RECORDS SECTION

Destruction of Property

Reference is made to Mr. Eames' memorandum addressed to Mr. Nichols, dated November 6, 1953, in connection with the above-entitled matter.

A spot check of the material maintained in these two drawers indicates that these files contain copies of photographs of latent prints on which identifications were made by the experts of the Single Fingerprint Section. These latent print identifications appearing in these old folders were made from the latter part of 1932 up to the early part of 1935. During those years in the Single Fingerprint Section copies of photographs of latent prints, as well as copies of letters reporting the identifications were maintained in these special folders. Subsequent to 1935 all this material was made part of the Bureau's files.

It is believed that after all these years these latent print identifications would not serve any further purposes. As indicated by the Records Section, this material has never been used.

RECOMMENDATION:

It would appear that this material does not serve any useful purpose at this time and, accordingly, it can be destroyed.

GJE:fm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rte

NOT RECORDED 159 DEC 1 1953

ORIGINAL COPY FILED IN

MR. NICHOLS 11/10/53

W. G. EAMES

BULKY ENCLOSURES - RECORDS SECTION
Destruction of Bureau Property - Cont'd

As you know, we are preparing a schedule of those bulky enclosures presently on hand, with the view of submitting lists to the various divisions so that we may have a weeding-out of those bulky exhibits which will serve no useful purpose by being retained. The primary purpose of the entire program is, of course, to give us badly needed filing space.

There is attached hereto, a memorandum to Mr. Belmont, containing a partial list of bulky enclosures presently on hand, with the request that these enclosures be reviewed by the appropriate substantive supervisor and a decision rendered as to their retention or disposition.

RECOMMENDATION:

That the attached memorandum be forwarded to Mr. Belmont.

JWM:ww
Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-2-82 BY SP4 ELW/plt

66-3286-1
NOT RECORDED
143 DEC 18 1953

60 DEC 31 1953

MR. BELMONT 11/12/53

L. B. NICHOLS

BULKY ENCLOSURES - RECORDS SECTION

Destruction of Bulky Property - Gen.

There is attached hereto, a partial list of bulky enclosures presently being maintained in the Filing Unit of the Records Section. Inasmuch as the majority of these enclosures, pertaining to inactive cases, will serve no further useful purpose and are occupying badly needed filing space, it is requested that you have the appropriate substantive supervisor review these bulky enclosures and render a decision as to the retention or disposition of the material contained therein. If it is decided that the material should be destroyed, a notation should be placed on the cover letter indicating the disposition. It is also requested that the proper notation be made by each file number on the attached list and, when completly reviewed, this list be returned to the Filing Unit of the Records Section, Room 1113, Identification Building.

RECOMMENDATION:

That the attached list of bulky enclosures be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JJM:ww
Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/pkc

[illegible]

NOT RECORDED
143 DEC 18 1953

ORIGINAL

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 07-28-2011

~~SECRET~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

10/16/03
CLASSIFIED BY AUC 60280 BCE/DCS/jm
DECLASSIFY ON: 25X 6
As Amended

CONFIDENTIAL

(U)

FILE NUMBER	TITLE OF CASE (U)	CONTENTS OF BULKY ENCLOSURE
64-175-233-5X	Italy Intelligence Report	Two copies of the Naval Intelligence Report
64-175-233-8	Foreign Miscellaneous, Italy	Film
64-175-234-98	Foreign Miscellaneous, Japan	Photostats and Film
64-175-249-105	Foreign Miscellaneous, Hungary	Photostats and Film
64-175-252-127	Foreign Miscellaneous, Austria	Books and Pamphlets
64-175-253-54	Foreign Miscellaneous, Greece	61 copies of Greek newspaper, "The Nation"
64-200-161	C.P. - General	Microfilm
64-186-2	Spanish Falange, General	Copy of Dispatch regarding activities of Spanish Falange
64-186-1/	Spanish Falange, General	Photostat
64-200-205-367	Communist Party of Brazil	Pamphlets, photographs, and other miscellaneous material
64-200-205-443	Communist Party of Brazil	Photostatic copy of report prepared by Dept. of Political & Social Order, Sao Paulo, Brazil
64-200-205-496	Communist Party of Brazil	Develops film setting forth employees of the Communist Party of Brazil
64-200-205-561	Communist Party of Brazil	Photographic negatives membership registration cards of the Communist Party of Brazil

CLASS. BY [illegible] 3
REASON: EXEMPTION 11, 1-2-4-5
DATE OF REVIEW: 8-2-82 DADR

ENCLOSURE

CONFIDENTIAL
~~SECRET~~

~~SECRET~~

CONFIDENTIAL

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-200-205-562	Communist Party of Brazil	Negatives of correspondence and miscellaneous documents concerning activities of Communist Party of Brazil
64-200-205-731	Communist Party of Brazil	Catalog listing names and authors of Communist Publications being distributed
64-200-207-179	Communist Party of Chili	Film and Documents
64-200-210-187	Communist Party of Cuba	Albums of Photographs prepared by the Bureau of Identification of Cuba
64-200-210-717X	Communist Party of Cuba	Documents concerning conversations between Cuban Communists and Mexican delegates of the CTAL
64-200-210-1009	Communist Party of Cuba	Voting Registration list of the Cuban Communist Pa of 1951.
64-200-221-357	Communist Party of Mexico	Lab File
64-200-221-426	Communist Party of Mexico	Memo entitled "History of the Mexican Communist Party
64-200-227-78	Communist Party of Uruguay	Negatives and positives showing photographs of ou standing individuals asso- ciated with the Communist Party of Uruguay.
64-200-231-238	Communist Party of France	French Language Publications
64-200-231-285	Communist Party of France	Material concerning review entitled "Communist Coverage in France"

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-200-232-410	Communist Activities in Germany (U)	Photostat of portion of captured German document together with English translation
64-200-234-121	Communist Party of Japan (C)	Copy of the Counter Intelligence Essential Elements of Information, Japan, prepared by OSI
64-200-237-381	Communist Party of Spain	Communist propaganda pamphlet written in Spanish
64-200-237-392	Communist Party of Spain	Microfilm
64-200-237-397	Communist Party of Spain	Film of document entitled "Communist Party of Spain through 1949"
64-200-237-420	Communist Party of Spain	Film referring to the activities of the Communists of Spain
64-200-239-168X	Communist Party of Philippine Islands	Copy of Counter Intelligence Essential Elements of Information, Republic of the Philippines
64-200-243-448	Communist Party, Canada	Booklet entitled "Communist Organizations in Canada"
64-200-246-315X	Communist Party, China	Document entitled "Alphabetical List of Chinese Communists"
64-200-246-401	Communist Party, China	Charts
64-200-257-55	Communist Party, India	Photostat copy of booklet entitled "India and Communism"
64-200-282-37	Communist Party, Iraq	Document entitled "Secret Document on the Secret Communist Party of Iraq"

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURE
64-211-33	Sodac - General (U)	List of Soviet Diplomats and Officials serving abroad, dated 6/1/51
64-211-221-192	Sodac - Mexico	Copies of the Soviet Information Bulletin for 1945.
64-211-231-82X	Sodac - France (S)	Microfilms of subversive files of [redacted]
64-211-246-32X1	Sodac - China	Photo records of 7th Fleet regarding Communist Activities abroad.
64-1000-297	Western Hemisphere, General (U)	Charts or papers and templates b7D
64-1000-432	Western Hemisphere, General (S)	Charts of organizational structure of the [redacted]
64-1000-E-31	Western Hemisphere, Spanish Activities	Photostats
64-1001-21	Western Hemisphere, Political	Work papers and data Charts on Latin-American armed strength
64-1006-A-68	Western Hemisphere, German Penetration	Film concerning Nazi activities in Latin-American Countries
64-1016-49	Western Hemisphere, Plant Survey	FBI Surveys of Strategic facilities in Latin-America, June, 1943
64-1016-64	Western Hemisphere, Plant Survey	Work papers and negatives concerning FBI Survey of strategic facilities in Latin-America
64-1200-44	Cuba - General	Enclosures dealing with tr[illegible] made by Confidential Infor[illegible] ant through Cuba

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-1204-543	Foreign Agents	Lab File
64-1204-B-102	Japanese Agents, Habana, Cuba	Files and records concerning meetings of the Japanese Society of Cuba
64-1604-189	Foreign Agents, Peru	Lab File
64-1608-53	Peru - Foreign Residents-List of aliens in Peru	
64-2700-40X	Mexico - General	Map of Mexico showing communication facilities, air fields, etc.
64-2700-3852	Mexico - General	Roll of undeveloped film concerning report of the City of Veracruz, Mexico
64-2700-3933	Mexico - General	Lab File
64-2701-1437	Political - Mexico	Lab File
64-2704-867	Foreign Agents, Mexico	Lab File
64-2705-B-16	Mexico Propaganda, Japanese	Motion picture concerning Osaka
64-2800-1933	Argentina - General	Lab File
64-2800-A-1377	Argentina, Security Matter - General	Copies of the second summary from a German Espionage activity from Argentina
64-2800-D-102	Communist Activities, Argentina	Information concerning Communism, Bolsheviks and Anarchists in Argentina and vicinity
64-2801-2136	Argentina Political Activities	Exhibits and photographs concerning Argentina situation.
64-2804-A-3188	Foreign Agents, Argentina	Lab File

FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-2814-A-76	German Submarine Activities, Argentina	Film containing pictures and descriptions of the crew members of the German Submarine, U-530
64-2900-A-149	German Submarine Activities	Books of the former German Consulate in Potosi, Bolivia
64-2916-24	Bolivia, Plant Survey	Film and negatives
64-3000-1874	Brazil - General	Lab File
64-3000-1909	Brazil - General	July, 1949, issue of "Brazil Constroi" magazine
64-3000-1911	Brazil - General	Contents of the Brazilian publication "Brasil Constroi
64-3000-1912	Brasil - General	May, 1950, issue of the "Brasil Constroi" magazine
64-3000-1931	Brazil - General	Book on "Brasil Constroi"
64-3001-1592	Political - Brazil	Magazine entitled "Brasil Moderno"
64-3001-1600	Political Matters, Brazil	Magazine entitled "Brasil Moderno"
64-3002-587	Economic Matters, Brazil	One copy of pamphlet entitl "Retrospecto Comercial"
64-3004-573	Brazil - Foreign Espionage	Lab File
64-3012-A-3-5	Radio Station CEL	Photographs
64-3012-A-3-502	Radio Station CEL	Lab File
64-3100-1210	Chili - General	Lab File
64-3100-A-523	Chili - General	Photographs
64-3101-892	Chili - Political	Copies of the report on political situation in Chili, and photographs.

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-3104-240	Chili - Foreign Agents	Lists of names of Axis Nationals in Chili
64-3104-313	Chili - Foreign Agents-	Lab File
64-3110-6	Chilean Navy	Photographs of documents obtained from Chilean Navy
64-3112-A-2-873X	Radio Station PYL	Lab File
64-3200-371	Columbia - General	Chart and work papers on the SIS Survey in Columbia
64-3204-85	Columbia - Foreign Agents	Photographs
64-3300-587	Equador - General	Lab File
64-3705-A-18	German Propaganda in Paraguay	Lab File
64-3800-238	Uruguay - General	Film packs and copies of English translation of material written in Spanish contained on this film
64-3800-A-266	Uruguay - German Activities	Photographic evidence received from C.I. S.I.S. #142 pertaining to subject
64-3900-423	Venezuela - General	"Memorias and Cuentas" of ministers
64-3902-58	Venezuela - Economic	Copy of reports and exhibits resulting from survey of protective facilities of oil
64-3908-C-6	Venezuela - Italian Residents	Copies of documents pertaining to Italian Residents in Venezuela
64-3908-E-6	Venezuela - Spanish Residents	Copies of documents pertaining to Spanish Residents in Venezuela

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-4102-483	Confidential Informants in the U. S.	Copies of memo entitled "Sources of Information; Foreign Experts"
64-4102-531	Contacts in the U. S.	Cards received from San Francisco Office dealing with subject.
64-4104-574	SIS Administrative SIS Photographs	Negative and surplus matter on SIS Charts & photographs
64-4104-732	SIS Officers SIS Administrative	Photographs depicting views of SIS Offices abroad
64-4104-777	SIS Administrative	Copies of memo pertaining to commendation of SIS program
64-4123-201-1599	Confidential Informants SIS, Argentina	Records of information furnished Bureau representative in Buenos Aires during 1943 and part of 1944
64-4469-312	Embassy, Quito, Ecuador	Album containing photograph of office of Legal Attache
64-4480-314	Embassy - Brazil SIS Photographs	Copy of print of photos and surplus matter on SIS chart and photographs
64-4502-290	American Embassy, Administrative Files, San Jose, Costa Rica C.	Administrative files from San Jose, Costa Rica SIS Office which has been close
64-4524-152	American Embassy, Guatemala City	Photographs, SIS office, Ciudad, Trujillo, Dominican Republic
64-4524-220	Embassy, Guatemala Administrative	Lab File
64-4532-364	Embassy, Mexico SIS Photographs	Copy of print and surplus material on SIS charts and photographs

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-4729-71	Liaison Office Kingston, Jamaica	Files and card index boxes of SA J. F. Sullivan
64-4985-24X2	Spanish Embassy Caracus, Venezuela Subversive Activities	Mini-pan film containing photographs of most important documents in Spanish Legation
64-5001-193	Argentina Espionage	Volume Documentary Evidence of Axis Espionage in Argentina
64-5001-294	Minister, Argentina Espionage	Album entitled "Documentary Evidence of Axis Espionage in Argentina
64-5001-340	Minister (U)	Folders containing documents which St. Dept. prepared on the Argentine question
(U) 64-5004-275	[redacted]	Memo Bureau maintained since beginning of World War II on Activities of [redacted]
64-20005-430	Juan Enquirez	Lab File
64-20005-434	Sr. Juan Enquirez	Lab File
64-20015-11	Karl Friedrick Gansberg, Brazil - Subversive Activities	Lab File
64-20026-2624	Cocase	Lab File
64-20039-22	[redacted] et al	Lab File
64-20083-691	Rule Case, Espionage-G	List of ships denoting the names, type, etc.
64-20083-741	Rule Case	Lab File
64-20083-743	Rule Case	Lab File
64-20113-198	Major Elias Belmonte, was., Espionage, G	Lab File

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-20122-63	[redacted]	Lab File
64-20268-36	[redacted] Ecuador - Espionage - G	Lab File
64-20393-328	EFE Case [redacted]	Film pertaining to two cases, (1) EFE Case and (2) [redacted] Espionage
64-20393-897	EFE Case	Lab File
64-20489-334	[redacted] Security Matter - C	Lab File
64-20422-7	Plant Survey, Cuba	Album of exhibits concerning Cuban Electric Company, Havana, Cuba
64-20433-68	Argentina Foreign Funds	Film with exposures comprising report by Banco Central
64-20514-142	[redacted] was, et al	Lab File
64-20613-12	Plant Survey, Nicaragua	Work papers and surplus exhibits in captioned matter are being submitted
64-20725-19	Argentina Plant Survey	Negatives, work papers and extra copies in mentioned survey
64-20752-6	FBI Survey, Terrocarril Del Pacifico	Album of exhibits in captioned case
64-20753-9	Port of Antafogasta, Plant Survey	Work papers and photographic prints of Bureau case, FBI Survey, Terrocarril Del Pacificio
64-20757-12	Plant Survey	Album of exhibits dealing with captioned matter

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-20758-15	Andes Copper Mining Co., Plant Survey	Copy of exhibits in which is included work papers & prints in captioned matter
64-20783-3	Cerro de Pasco Copper Company; FBI Plant Survey	Album of exhibits pertaining to captioned matter
64-20803-4	Plant Survey - Brazil	Album of photographs and maps of entitled mine
64-20843-285	[redacted] et al	Lab File
64-20846-24	Letters to and from [redacted] Rpt. #31 N. Y., N. Y.	Lab File
(U) 64-20986-61	Spanish Legation Quito Ecuador	Copies of contents of a Spanish Diplomatic Pouch
64-21028-5	FBI Survey, International Petroleum Company	Album of photographs and documents dealing with entitled matter
64-21029-8	FBI Survey, Compania Petrolio, Ganzo Azul	Folder of exhibits dealing with subject
64-21067-138	England, Internal Security-C, Free German Committee, Mexico, Internal Security-C & R	Material compiled by Bureau on major individuals who aid in forming Free German Committees
64-21127-58	[redacted] was	Lab File
64-21131-5	Plant Survey, Peru	Album containing photographs and maps dealing with subject
64-21361-169	[redacted] was, et al, Espionage-G	Lab File
64-21464-28	[redacted] et al, Peru - Espionage-G	Lab File

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-21562-5	Cotopaxi Exploration Company, Plant Survey	Folder of exhibits dealing with subject
64-21775-32	[redacted] was, etal, Argentina, Espionage - G	Lab File b6 b7C
64-21826-1	Col. Friederich Wolf, Chile	Pictures of documents taken from wife of Col. Wolf, Military Attache
64-21826-27	Col. Friederich Wolf, Chile	Lab File
64-21882-9	Panagra Airlines, FBI Survey, Pan-American Grace in Peru	Exhibits for subjects prepared in subject survey
64-21889-43	German Embassy, Argentina	Film of documents taken by representatives of Office of Legal Attache
64-21889-44	German Embassy, Argentina Espionage-G, Buenos Aires, Argentina	Developed film of exposures of records found in German Embassy Residence in Buenos Aires.
64-21889-46	German Embassy, Buenos Aires, Argentina	Developed film of exposures of records found in German Chancellary in Buenos Aires
64-21889-87	Buenos Aires, Argentina, German Embassy	Roll of exposures of interesting documents found in personal cabinet of former Ambassador
64-21889-101	German Embassy, Argentina	Lab File
64-21966-57	[redacted]	Lab File b6 b7C
64-21970-153	[redacted]	Lab File
64-22013-4	FBI Survey, Cuban Mining Co., Cuba, Plant Survey	Folder containing exhibits pertaining to subject survey

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-22025-44	[redacted]	Lab File
64-22113-70	[redacted] was, Mexico	Lab File
64-22231-37	[redacted] El-Salvador	Lab File
64-22291-5	Documents Taken From [redacted]	Folders of documents belonging to [redacted]
64-22332-25	[redacted] was, Interavia News Service Argentina	Lab File
64-22490-90	[redacted], Peru Espionage - G	Lab File
64-22721-5	FBI Survey, Port of Santos, Brazil, Plant Survey	Folder of photographs and maps collected as exhibits in subject survey
64-22724-5	FBI Survey, Port of Bahia	Photographs and maps collected in subject survey as exhibits
64-22725-5	FBI Survey, Port of Cabadelo, Brazil, Plant Survey	Album of photographs collected as exhibits in subject survey
64-22727-3	FBI Plant Survey, Port of Manaus, Brazil	Album of map and photographs collected as exhibits in subject survey
64-22729-3	FBI Plant Survey, Port of Rio Grande, do Bul Brazil	Album of maps and photographs collected as exhibits in subject survey
64-23119-326	Basque Intelligence Organization; Argentina, Foreign Miscellaneous	Photostatic copy of envelopes and contents made up of reports contained in envelopes of Basque Intelligence Organization in Buenos Aires
64-23211-89	[redacted]	Lab File

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-23309-309	Apple, Sabotage - G	Lab File
64-23384-1	The Patino Mines and Enterprises Consolidated, Inc., Dallagua, Bolivia, Plant Survey	Photographs of properties of mentioned subject, copies of plant protection survey of subject & letters
64-23405-42	Banco Aleman Transatlantico - Argentina	Film obtained from subject organization
64-23453-34	[redacted] Unsub, was, "Manuel" and "Sixto", Cuba - Mexico	Lab File
64-23603-249	[redacted], Latin American Matters, Censorship Matters	Lab File
64-23610-24	[redacted] Brazil	Lab File
64-23627-2	Figorifico Nacional, Montevideo, Uruguay	Folder of exhibits collected during subject survey.
64-23645-81	Majap; Japanese interned on Temixco Ranch, State of Morelos; Mexico Subversive Activities-J	Undeveloped film, the first part being devoted to photographs of notebook kept by [redacted]
64-23645-135	Majap, Mexico Espionage	Lab File
64-29833-265-13	Police Matters - Korea	Sample badges and buttons of R.O.K. police mounted
64-23808-69	[redacted]	Lab File
64-23814-2	Companhia Paulista de Estrades de Terro, Sao Paulo, Brazil, Plant Survey	Folder of maps and photographs collected as exhibit in subject survey
64-24184-526	Deportation of Alien Enemies from Latin America to United States	Exposures made with photo-record camera, first part photos of questionnaires, second part shows present address of German nationals in Guatemala

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-24184-561	Enemy Aliens deported from Latin America Interned in the U. S.	Prints of negatives on biographical information on German Deporters and repatriates.
64-24239-91	[redacted] et al	Lab File
64-24462-2	FBI Survey, Port of Monterideo, Plant Survey	Folder of maps and photographs collected as exhibits in subject survey
64-24484-2	Monterideo, Uruguay Plant Survey	Folder of exhibits collected in subject survey
64-24485-2	FBI Survey, Compania Swift de Monterideo	Folder of exhibits collected in subject survey
64-24486-2	FBI Survey, Frigorifico Artigas, SA, Plant Survey	Folder of exhibits collected in subject survey
64-25077-25	[redacted] was	Lab File
64-25150-689	Radio Station PQZ	Lab File
64-25526-4	German, Subversive Activities-G, Potosi, Bolivia	Lab File
64-25803-361	Kobar Case	Lab File
64-25958-645	Alcase	Lab File
64-26553-2	FBI Survey, Empresa Electra, Ecuador, Plant Survey	Folder containing exhibits collected in subject survey
64-26921-175	Soap Case	Lab File
64-26923-82	Unsub; Alias "Pierre"	Lab File
64-27116-154	[redacted] was, 1	Lab File

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-27299-1	Pan-American Airways, Inc., Venezuela and Central America, Plant Survey	Exhibits listed in cover letter
64-27446-180	[redacted] aka	Photostatic copies of pertinent information contained in records of House Committee
64-27449-5	Aerovias Nacionales de Columbia (Avianca) Air Lines, Columbia, Plant Survey	Folder of photographs and maps collected as exhibits in subject survey b6 b7C
64-28126-9	[redacted]	Negative of photograph of [redacted]
64-28259-69	[redacted]	Lab File
64-28705-24	German Embassy Archives, Alien Enemy Control, Chile	Folders containing photostatic copies of unnamed material
64-28728-28	Spade Case	Lab File
64-28970-143	[redacted] Registration Act	Copy of cover letter and 2 records cut by SA [redacted] reflecting interview of [redacted]
64-29297-75	Virgilei, Mexican Subversive Activities - S	Lab File b6 b7C
64-29373-39	[redacted] et al	Lab File
64-29520-142	[redacted]	Lab File
64-29520-156X	[redacted] Shirt Movement in Brazil	Photographs, etc. pertinent to subject organization
64-29607-3	Two packages: From Universidad Popular Sudamericana; Buenos Aires, Argentina, Registered	Lab File

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-29681-71	[redacted] Security Matter-C, Peru	Lab File b6 b7C
64-29833-221-294	Second National Mexican Police Congress Guadalajara, Jalesco, Mexico, 10-1 - 10-3-45, Police Matters	Photographs of delegates, proposals introduced by delegates and newspaper articles, all dealing with Second National Mexican Police Congress
64-29833-233-37	Police Natters - Italy	Copies of the Bulletin of the Receiche
64-29833-241-X114	Police Natters - England	Folders of exhibits presented to Jury by Detective Officers of West Riding Constabulary
64-30049-43	[redacted] was, et al	Lab File b6 b7C
64-30278-6	[redacted] Guatemala Subversive Activities	Lab File
64-30283-80	Cape Case, Cuba	Lab File
64-30497-9 (C) (U)	Centro Popular Hebreo, Cuba	Film of membership book of entitled organization
64-31159-70	Unsub., alias Erneste	Lab File
64-31960-540	[redacted], et al b6 b7C	Photostatic copy of transcript of military court-martial of Col. Jack Durant
64-33267-17	[redacted] Treason, Fraud, Embezzlement	Copies of military investigative report relating to trial of Col. Jack W. Durant
64-34444-1 (U)	Military Attaches, Foreign (C)	Binder containing compilation of biographical sketches of foreign military attaches.
64-200-205-860	Communist Party of Brazil	Undeveloped film utilized in photographing a monograph regarding Communist Party of Brazil

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FILE NUMBER	TITLE OF CASE	CONTENTS OF BULKY ENCLOSURES
64-22723-6	FBI Survey, Port of Fortaleza, Brazil, Plant Survey	Folder of photographs collected as exhibits in subject survey
64-23628-4	FBI Survey, Alcohol Y. Portland, Montevideo, Uruguay, Plant Survey	Album of photographs, charts and maps on entitled survey
64-23645-139	Majap, Mexico	Lab File

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CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NIC

FROM : F. W. WAIKART

DATE: 11-9-53

Tolson
Ladd
Nichols
Belmont
Mohr
Glavin
Harbo
Rosen
Tracy
Carty
Nease
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/pcf

SUBJECT: PROPOSED DESTRUCTION OF OLD NUMBERING UNIT ABSTRACTS

SYNOPSIS:

Inspector recommended that numerical abstracts for all Bureau closed case files be destroyed after 10 years in order to conserve space and save equipment. Three day survey of all units in the Records Section using numerical abstracts reflects they were referred to an average of 46 times each day. These abstracts do not now create a space problem nor is any space problem regarding these abstracts anticipated for many years to come. Used equipment available as result of microfilming the alphabetical abstracts will be utilized for expansion of the numberical abstracts and, accordingly, there is likewise no equipment problem.

The numerical abstracts are an integral part of the Bureau's records and essential information security control. They have been used in the past to reconstitute changed records and would be indispensable in locating and/or replacing a lost file. In addition, these abstracts would be the only check we would have on the completeness of a file. Without them an investigative report could be removed from the file and there would be no way of knowing this, particularly if a serial number was placed on an old clipping and inserted in file. The Executives Conference in December, 1938, recommended that the numerical abstracts not be destroyed in the future (at that time they had been destroyed after a lapse of three years) and if any problem was presented in the future this could be very simply solved by moving the abstract slips to dead storage space.

RECOMMENDATION:

No further action.

Agree

66-32-85-1

NOT RECORDED
120 NOV 21 1953

FWW:rmb

MATERIALS ON ORIGINAL

ORIGINAL FILED IN 66-32-85

GSA GEN. REG. NO. 27

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11/6/53

FROM : W. G. EAMES

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Tamm
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON 7th FLOOR OF THE IDENTIFICATION BUILDING - RECORDS SECTION

Destruction of Property

There are maintained by the Records Section on the 7th floor of the Identification Building, two drawers of Identification jackets, concerning the Van Senders and John Dillinger cases in 1934, which material was received from the Identification Division for storage purposes. This material is never used, and it is believed that consideration should be given to the destruction of this material. If it is decided that the material should not be destroyed, it is felt that the material could possibly be incorporated into the Identification fingerprint jackets concerning the individual subjects.

RECOMMENDATION:

That this memorandum be returned to the Identification Division and consideration be given to the destruction of the above described material. In the event it is not deemed feasible to destroy this material, it is recommended that it be incorporated into the Identification fingerprint jackets concerning the individual subjects.

JWM:ww

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rte

66-3286

NOT RECORDED
199 DEC 1 1953

INDEXED - ORIGINAL

58 DEC 10 1953

ORIGINAL COPY FILED IN 66-3286-218

[redacted]

[redacted]

[redacted] in order that, where appropriate, the enclosures could be disposed of.

The Supervisors handling the cases in question in this Division have reviewed each case and have either indicated that the enclosure should be retained or have prepared a memorandum recommending its disposition. Such form memoranda are attached to this cover memorandum in order that the same may be filed in the appropriate case file. There is one exception and that is in connection with the case entitled [redacted] et al" (61-7317-134), which dealt with the question of the retention or destruction of certain newspapers which are handled as bulky enclosures. A separate memorandum dated September 18, 1953, was prepared recommending disposition in this case. b6 b7C

RECOMMENDATION:

That this memorandum, together with its attachments, be referred to the Records Section in order that appropriate disposition may be made in accordance with the recommendations in the attachments.

Attachments

JAS:mrm

cc: Mr. Tamm

[redacted]

DATE 8-2-82 BY SP4ELW/ptc

Copy:sdc

MR. NICHOLS 10/29/53

W. G. EAMES

CLASSIFICATION 63
MISCELLANEOUS - NON-SUBVERSIVE
Destruction of Bureau Property General

By memorandum to you dated September 17, 1953, (66-5084-547), I recommended that the 63 Classification, which has been inactive for many years, be reopened and entitled "Miscellaneous - Non-Subversive."

By memorandum to you dated September 24, 1953, entitled "Supervisor of Accountants - 63 Classifications", it was recommended that the old 63 material on Supervision of Accountants be destroyed. This was approved, and the destruction is being accomplished.

Instructions have been issued to start using Classification 63 for Miscellaneous-Non-Subversive communications. This will prevent the listing, under the Name Check program, of Non-Subversive references in the old 62 Classification. We will still use files in the 62 Classification but will open no new cases in the classification unless there is some subversive information or allegation.

RECOMMENDATIONS:

(1) That reference memoranda and this memorandun be used to open the Supervision File (66-6200-63).

(2) That appropriate changes to reflect Classification 63 with character Miscellaneous-Non-Subversive, be made in the following. (Traning and Inspection Division can handle without formal submission of manual revisions.)

(a) Agents' Handbook, Part 1, Page 46-A.
(b) Field Stenographers' Manuals, Section 5, Page 3.
(c) Manual of Rules and Regulations, Section 9, Page 3.

(3) That the attached sac letter be approved.

LML:WGE:jw
Attachment

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ate

66-3286-
NOT RECORDED
199 DEC 14 1953

DEC 14 1953

ORIGINAL COPY FILED IN

py:sdj

Destruction of Bureau Property

Mr. Tolson

H. H. Clegg

10/19/53

SUGGESTION #537-53

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rte

Per presentation by Mr. Mason at the Executives Conference 10/6/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

[redacted] and [redacted] (Resigned) b6 b7C
Records and Communications Division.

glm

SUGGESTION:

All material in "66" (Administrative) classification through 1950 be destroyed or microfilmed with the exception of material relating to policy matters and war plans.

OBSERVATIONS:

A survey by the Records and Communications Division reflects the "66" classification is housed in 85 file cabinets and relates to general administrative matters such as disposition sheets, bills of lading, automobile accident forms, and furniture inventories which are seldom used after they are 3 years old. A survey by the Administrative Division discloses that this material dates back to December 29 1921 and pertains chiefly to correspondence regarding bills of lading, field office automotive equipment, bids on the acquisition of garage space, solicitation for the purchase of gas and oil and similar administrative matters. The survey also disclosed that many files contain Bureau Bulletins and SAC Letters issued prior to 1950, in addition to matters of a confidential nature. The Administrative Division advised that the great bulk of the material in the "66" classification prior to 1950 contains information of no future use to the Bureau and can be destroyed. It will be necessary to have each file carefully reviewed and any material dealing with policy such as SAC Letters, Bureau Bulletins, and matters of a confidential nature should be retained. The Administrative Division pointed out that prior to destruction of these records the person who has the responsibility of reviewing the files should be familiar with the instructions issued by the General Services Administration which set forth the types of records that may be destroyed legally and the procedure for such destruction, in accordance with Sections 366-38, Title 44, USC, providing for the destruction of administrative records having no permanent retention value.

Attachment

MHS:gs JUL 16 1954

66-2286
NOT RECORDED
8 JUL 16 1954

ORIGINAL FILED IN 66-818-7961

RECOMMENDATIONS:

It is recommended that

(1) The Administrative Division make a careful review of each file in the "66" classification for the purpose of destroying material that is obsolete in order to conserve space in the Records Section.

(2) That the attached letter go forward to [redacted] No acknowledgment is necessary to [redacted] since he has resigned.

b6
b7C

Mr. Clegg

October 19, 1953

C. D. DeLoach

PROPOSED DESTRUCTION OF SOME OLD NUMBERING UNIT ABSTRACTS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/pte

SYNOPSIS: Destruction of Bureau Property

There are an estimated 20,119,100 abstracts filed in the Numbering Unit and 1,240,000 per year are being added. By purchasing additional cabinets present space will allow three years' expansion, otherwise cabinets are on hand for two years' expansion. It appears that abstracts in cases closed ten years or more and abstracts over ten years old in miscellaneous matters could be destroyed without materially affecting usefulness of Numbering Unit abstracts since most uses are made of abstracts that are more current. Problem of limiting the number of abstracts that can be retained will have to be faced sooner or later because of space problem and gradual means of controlling size would be preferred to waiting until problem becomes urgent. Destruction of all abstracts in cases closed ten years or more would make available an estimated 3,015 file drawers (67 cabinets). Initial cost of destruction estimated at $2,950, compared with value of 67 cabinets saved or $15,641.15 plus the value of three rooms of floor space released for other use. Yearly cost to keep the file current estimated at $690, compared with the savings of 14 cabinets it would be unnecessary to purchase or $3,628.30 plus the value of approximately one-half room of floor space per year. Mr. Nichols objects because: (1) abstracts are integral part of records' keeping system; (2) even old abstracts are occasionally used; (3) Numbering unit abstracts afford only way of reconstructing a missing file and would substitute for file in case of destruction of files as result of enemy attack, provided abstracts not also destroyed; (4) abstracts provide "security control" of our records' system; (5) abstracts occupy relatively little space and little would be saved by destroying any; and (6) a selective distinction would absorb a good deal of employee time to offset part of economy otherwise gained. Abstracts are integral part of records' keeping but they are essentially useful to our system in connection with current matters. In an eight-day survey only ten of 1,247 requests, or one and one-fourth per day, were for information from abstracts that would have been destroyed if recommendation had been in effect previously. Files contain complete information and can adequately serve in place of old abstracts where occasional reference is necessary. Present space and

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INITIALS ON ORIGINAL

50 DEC 1 1953

CONFIDENTIAL

equipment used for storage is far too valuable for the occasional use made of these old abstracts. It would seldom, if ever, be important to reconstruct a file in a case closed more than ten years. There is little reason why "security control" should be necessary with obsolete records. Space in Numbering Unit is adequate at present, but additional space will be necessary in next few years at present rate of growth. Three rooms of present space can be released if above proposal is adopted. It would be relatively simple for an employee to distinguish from the abstracts those cases closed more than ten years and to sort those out, as well as those abstracts in miscellaneous matters over ten years old. At 15 drawers per day one employee could complete this project in approximately 250 days. After first year, approximately 22 days per year would be required to keep file current to ten-year period. By keeping size of unit relatively small and compact it can be operated more efficiently and can continue to be useful to the entire Bureau.

RECOMMENDATION:

It is recommended that all Numbering Unit abstracts in cases that have been closed ten or more years and that all abstracts ten or more years old in miscellaneous matters, such as classifications One - "Training Schools," 32 - "Ident Matters," "O" files and "Sub" files be destroyed, and that abstracts which fall in one of these categories continue to be destroyed on a yearly basis.

DETAILS:

Growth of Numbering Unit

There are an estimated 20,118,100 abstracts filed in the Numbering Unit. These require a total of 8,747 three-by-five file drawers or approximately 194 forty-five drawer cabinets. These are the total Numbering Unit abstracts that have accumulated since 1936. Prior to 1936, all abstracts were destroyed after they were three years' old. The abstracts in the Numbering Unit occupy all of the floor space of ten rooms. At the present time abstracts are being added at the rate of 1,440,000 per year, which will require each year 14 cabinets for expansion. There are now available 27 empty cabinets or sufficient cabinets for a little less than two years' expansion. There are spaces for 10 additional cabinets and by purchasing these cabinets at about $233.45 each, there would be sufficient filing space for an additional year's expansion.

The Problem

In view of the rapid expansion of this unit and a continued problem of space in the Records Section, an inquiry was made concerning the possibility of destroying some of the old abstracts, particularly in cases which have been closed for a number of years.

Proposal for Destruction of Obsolete Abstracts

It appears that all Numbering Unit abstracts in cases that have been closed more than ten years (or not active within the past ten years) and that all abstracts over ten years old in miscellaneous matters, such as classifications One - "Training Schools," 32 - Ident Letters," "Zero" files and "Sub" files, could be destroyed without appreciably diminishing the usefulness of Numbering Unit abstracts to the Records Section or to the individual supervisors of those various cases. Abstracts which fall in one of the above categories could continue to be destroyed on a yearly basis in order to keep the unit at a good workable size and to keep obsolete material eliminated from the unit. The job of destroying such abstracts would be relatively easy. In cases where a file has been closed ten or more years [illegible] the abstracts [illegible] eliminated by simply removing the [illegible] abstracts. In those cases where there is no information [illegible] case has been closed, the fact that there had been no activity in the last ten years should suffice. In most instances this would occur only in cases involving

one or two serials. It would be necessary to check through only those drawers containing old abstracts for the purpose of picking out those to be eliminated since it would be unnecessary to check any drawers further than the point where files had been opened within the last ten years. This would be a few more than the 3,015 drawers it is estimated would ultimately be destroyed.

Abstracts in cases closed ten or more years and abstracts over ten years old in miscellaneous matters are used only occasionally for quick review purposes and, of course, the files contain more information than is available on the abstracts and are available for those occasional uses. It would appear that the space and equipment (file cabinets) occupied by old abstracts that may be considered obsolete are far too valuable for the occasional use made of them.

The Bureau will not be able to keep Numbering Unit abstracts forever but it will eventually be necessary to purge these as it has become necessary to purge the General Index. It would be desirable to take purge measures before the Unit becomes cumbersome and unduly expensive from the standpoint of space, personnal and equipment. The current abstracts in the Numbering Unit will remain most useful to all of the Bureau if the size of this unit can remain workable and efficient by adopting measures of keeping obsolete and little-used material culled from the Unit.

During a four-day survey September 25 to September 30, 1953, there was one request made of the Numbering Unit for information from an abstract in a file that had been closed more than ten years ago and two requests for information from abstracts over ten years old in miscellaneous matters. There were a total of 600 telephone requests handled on these four days. During a second four-day survey October 13 to October 16, 1953, there were three requests for information from abstracts in files closed more than ten years ago and four requests for information from abstracts over ten years old in miscellaneous matters. There were a total of 647 telephone requests handled during the latter four days. In eight days there were ten requests out of 1,247 requests for information from abstracts in cases closed or inactive over ten years and abstracts in miscellaneous matters over ten years old. This would amount to one and one-fourth requests per day now handled by abstracts which would have to be handled by calling a file if the above standard for destroying old abstracts had previously been in effect. In other words, 1.80 per cent of the telephone requests now handled for abstracts could not be handled if the abstracts in the above categories were not obtainable.

During the month of September there were no requests for abstracts or for information from abstracts in the following classifications: 3 through 6, 8, 10, 11, 14, 18, 19, 21, 23, 27, 28, 35, 36, 38, 41, 45, 54, 55, 57, 63, 75, 78, 84 through 86, 89, 99, 106 through 108, 110, 111, 113, 119, 125, 127, 129, 130, 135 and 136. Requests in other classifications were as follows:

Class.	Requests	Class.	Requests	Class.	Requests
1	5	61	51	97	23
22	1	62	193	98	6
7	3	64	65	100	773
9	7	65	254	101	15
12	7	66	54	102	4
15	6	68	1	104	2
17	6	70	7	105	174
24	1	69	1	109	7
25	348	71	7	114	2
26	51	72	3	115	1
29	18	73	1	116	98
31	5	74	6	117	36
33	2	76	10	118	1
39	4	77	22	120	2
40	8	79	2	121	83
42	17	80	8	122	6
43	1	81	1	123	8
44	23	82	1	124	2
46	22	83	2	126	1
47	23	87	54	128	1
48	3	88	18	131	3
49	44	90	1	132	1
50	8	91	1	133	2
51	12	92	2	134	5
52	8	93	1	137	1
56	2	94	28	138	17
58	12	95	28	139	2
60	11	96	2	140	12

It is estimated that no more than about 22 of these requests were on cases closed over 10 years.

There were no Numbering Unit abstracts for the following classifications: 13, 16, 20, 22, 30, 34, 37, 53, 59, 67.

It was noted that there are a large number of requests for information from abstracts in security cases. Of course, security cases are not closed on the same basis that criminal cases are closed,

but usually remain active over a longer period of time. Therefore, abstracts in cases presently useful to us would not fall within one of the above categories to be considered for destruction. Many of the older security cases which have been closed more than ten years would be those opened on the basis of unconfirmed complaints and would consist of only one or two serials each. The large number of requests in Selective Service cases (classification 25) has been noted, but it is pointed out two-thirds of these cases have not been closed for as much as ten years and, of course, these abstracts would not fall within any of the above categories.

Space Savings

It is estimated that approximately 3,015 drawers of abstracts would be destroyed if cases closed for ten years or more and abstracts over ten years old in miscellaneous matters were used as a basis for elimination. This would amount to 67 cabinets or approximately three rooms of floor space. Ten rooms are now used for Numbering Unit abstracts and this would amount to a savings of 30 per cent of this space.

Cost of Destroying Abstracts

It is estimated a Grade GS-3 employee could check through at least 15 drawers of abstracts a day for purposes of picking out those in cases closed more than ten years or those over ten years old in miscellaneous matters. A point would be reached within each classification beyond which it would be unnecessary to check the abstracts for the above purpose, i.e. the point where files had been opened within the ten-year period. Allowing 500 drawers more than the 3,015 it is estimated fall within the categories of those which would be destroyed, a total of 3,515 drawers would have to be checked and it would take a Grade GS-3 employee 234 days to complete. Allowing an additional 16 days to rearrange the remaining abstracts in the cabinets, a total of 250 days of one Grade GS-3 employee's time would be required which would amount to approximately one year's salary for such an employee. This would be $2,950 as compared with the value of 67 cabinets made available for other use at $233.45 each, or a total of $15,641.15, plus the value of three rooms of floor space released for other use.

The yearly cost of keeping the file current to a ten-year period would amount to approximately $490. This is based on the estimate that it would take a Grade GS-3 employee about 42 days to

check the 620 drawers of abstracts added yearly. The cost of buying 14 cabinets each year for these abstracts would be $3,200.50, which does not include the value of over one-half the floor space of one room necessary for this expansion each year. Neither does this take into account the over-all savings of employees' time who must check abstracts in that this work could be done more economically by retaining the abstract file in a convenient and compact manner. It is not believed that consolidating the remaining abstracts to seven rooms would make working conditions too crowded for efficiency.

Records Section Objections

Mr. Nichols objects to the destruction of abstracts for the following reasons:

1. Abstracts are an integral part of our records' keeping system.

2. Abstracts are of occasional use to supervisors in old cases as well as in recent ones.

3. Abstracts afford the only way there is of reconstructing a missing file; admittedly there are few missing files to reconstruct. Also, in the event of the destruction of our files as a result of enemy action, the abstracts would substitute for the files, providing, of course, the abstracts had not also been destroyed.

4. Abstracts provide a "security control" over our records' system in that anyone trying to tamper with a file by removing parts of it would presumably be unable to remove the abstracts as well.

5. Abstracts occupy relatively little space so that very little space would be saved by destroying any of them.

6. A selective distinction would absorb a great deal of employee time, enough perhaps to offset any economy otherwise gained.

Additional Observations

Abstracts are an integral part of our records' keeping system but they are essentially useful to our system while they are current and serve little, if any, useful purpose when they become obsolete. The files contain complete information in all these cases and will even more adequately serve in place of these old abstracts where an

occasional reference is necessary. It would seldom, if ever, be important to reconstruct a file in a case closed more than ten years. "Security control" over our records' system, while necessary with current records, would be unnecessary with obsolete records. This would be particularly true of security cases where any matter of a current nature remains in an open file for a long period of time and would not likely be included in one of the categories where the abstracts would have been destroyed if the above recommendation is adopted. "Security control" is not likely to be necessary in a criminal case. The method of picking out the old abstracts would be relatively simple, and as pointed out herein, the cost would be much less than the value of the cabinets and floor space occupied by such abstracts.

It is true that space in the Numbering Unit is adequate at the present time, but at the present rate of growth it will be necessary to obtain additional floor space for this unit within a few years. The unit can be operated more efficiently and can continue to be more useful to the Bureau if its size can be controlled through eliminating obsolete material and through adopting a procedure for continued elimination of such material on a yearly basis.

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. NICHOLS

DATE: 11/24/53

FROM : W. G. EAMES

SUBJECT: Destruction of Bureau Records - Genl
LABORATORY MATERIAL STORED ON 7th FLOOR, IDENTIFICATION BUILDING - RECORDS SECTION

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

There is stored on the 7th floor of the Identification Building, the following Laboratory material which has been turned over to the Records Section for storage purposes:

DESCRIPTION OF MATERIAL	NUMBER OF CABINETS	
(1) Examination made on evidence.	1	retain
(2) Polygraph files, 1944 - 1945. Material refiled on individual card files 11/6/53	2	OK to destroy
(3) Case write-ups by Mr. Hoover on the Emma Goldman and Alex Berkman case (1919 - 1920).	1	Retain per Holloman Eames
(4) Laboratory work sheets, 1932 - 1942.	12	retain

This material is very rarely used and it is felt that all, or at least the majority of this material, could be destroyed. It is being requested that a representative of the Laboratory review this material and render a decision as to its retention or destruction.

RECOMMENDATION:

That this memorandum be referred to the Laboratory and that a representative of the Laboratory be assigned to review the above decribed material and render a decision as to its retention or destruction.

JWM:dbb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-12-82 BY SP4ELW/rte

RECORDED - 7 66-3286-583
EX-126
38 DEC 17 1953

INDEXED - 7

5 DEC 23 1953

ENC. SECT.

INDEXED [illegible] FILED IN 66-3286-583

Copy:sdc

MR. TOLSON December 7, 1953

THE EXECUTIVES CONFERENCE

Destruction of Bureau Property - Genl

The Executives Conference of December 3, 1953, consisting of Messrs. Tolson, Maguire, Clegg, Rosen, Ladd, Belmont, Trotter, Tracy, Harbo, and Glavin, considered a suggestion submitted by Special Agent Supervisor J. S. Johnson, in charge of the Voucher Unit, concerning the destruction of old copies of SAC Letters from 1935 to 1949.

It was pointed out to the Conference that under Bureau regulations three copies of each SAC Letter issued are maintained in cabinets in question. It was also pointed out that the original of these SAC Letters, which date back to 1935, are in Bureau files and that it does not appear that any useful purpose is being served by continuing to maintain three copies in the Voucher Unit.

It was further pointed out that these SAC Letters fill eight five-drawer locked cabinents which could be much better utilized for the filing of confidential blue slip expenditure vouchers.

The Conference unanimously recommended that the SAC Letters from 1935 to 1949 destroyed at this time.

Attachment

WRG:mfs

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-83 BY SP4ELW/plc

RECORDED - 71 66-3286-

NOV 28 1953

108

INITIALS ON ORIGINAL

60 JAN 4 1954

Office Memorandum

TO : A. H. BELM[redacted]

FROM : W. A. BRANIGAN

[redacted]ecember 4, 1953

SUBJECT: BULKY ENCLOSURES - RECORDS SECTION

Destruction of Bureau Property-Central

Reference is made to the memorandum from Mr. Eames to Mr. Nichols dated 11-10-53 attaching a memorandum from Mr. Nichols to you dated 11-12-53. The latter memorandum forwarded a list of approximately 230 bulky enclosures which the Records Section desires be reviewed by the substantive supervisors to determine whether the enclosures must be retained or may be disposed of to gain needed filing space. This program appears to be an outgrowth of a memorandum to Bureau Officials and Supervisors dated 12-24-52 which directed that all bulky enclosures that will serve no definite purpose by being retained be returned to the field or to the original source.

This is a problem of considerable magnitude, particularly with respect to the method presently devised to review old bulky enclosures. As you are aware, assignment of cases in this Division is not by classification number. Accordingly, lists of the type attached must be carefully perused and where the subject matter does not permit a ready recognition of the substantive Supervisor in the best position to judge the value of the enclosure nor even the identity of the responsible Section of this Division, then files must be called to determine this preliminary information.

The handling of one memorandum listing 230 enclosures for review is accordingly rendered extremely difficult when it is considered that three Sections of the Division are involved and considerable "spade work" is necessary to determine what Supervisors should logically review the material. It is apparent that the list should not be routed from one Supervisor to another until full routing and action is completed for unreasonable delay could be anticipated. Thus, even after each of the 230 enclosures were designated for review by the appropriate Supervisors, an administrative system must be set up to coordinate the matter, notify each Supervisor of the items he is to review, correlate the replies, and prepare a coordinated reply to the Records Section. This is a time-consuming process.

DEC 1 8 53 M

SBB:bsd

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-28-82 BY SP4 ew/ste

NOT RECORDED
143 DEC 18 1953

DEC 17 1953

ORIGINAL FILED IN

TYPED ON ORIGINAL

Memorandum to Mr. Nichols 11-9-53
Re: Proposed Destruction of Old
Numbering Unit Abstracts

DETAILS:

Reference is made to the attached memorandum from Inspector DeLoach to Mr. Clegg dated 10-19-53 recommending that all Numbering Unit abstracts (numerically filed) in cases that have been closed 10 or more years be destroyed on a yearly basis in order to save space and equipment.

It is reiterated, and this was acknowledged by the Inspector, that there is no present space problem in connection with the maintenance of abstracts in the Numbering Unit. Neither is there any anticipated problem in this regard for many years to come. At the present time the Numbering Unit abstracts actually occupy 2,604 square feet of floor space. During the past three years they have only expanded 371 square feet in cabinet area which is no more than the size of an average room. While the Numbering Unit abstracts do expand from 10 to 15 cabinets a year a supply of this equipment will be readily available without cost to the Bureau inasmuch as we are presently microfilming alphabetical abstracts. It is estimated that we will obtain from the microfilming program 119 abstract cabinets. Accordingly, we will have plenty of used equipment for approximately the next 10 years.

Irrespective of the amount of space occupied by the Numbering Unit's abstracts and the cost of equipment to house it, their importance to the Bureau's records system must not be overlooked. As pointed out on numerous occasions these abstracts are the only independent control for the Bureau's entire records system. From a security standpoint this is of incalculable value. Any missing file or any item within the file that might be tampered with can be immediately identified as to source, date, and content through these abstracts. One particular instance may be cited of the extreme importance of these abstract records in reconstituting files. This involved the Kansas City Case which was the subject of Congressional inquiry a number of years ago, and the major part of controversy involved the replacing of the Bureau's Kansas City file from the numerical abstracts. This would, of course, have been impossible if the abstract records had been previously disposed of.

It is of interest to note that the Executives Conference on December 12, 1938, (66-3286-70) recommended that numerical abstracts no longer be destroyed and that if any problems were ever presented in the future concerning their maintenance they should be resolved by removing the abstracts to dead storage space. Prior to

Memorandum to Mr. Nichols 11-9-53
Re: Proposed Destruction of Old
Numbering Unit Abstracts

this date we had been destroying numerical abstracts after they were 3 years old. Innumerable problems were presented and the previous procedure was abandoned. Even to this day we occasionally run into difficulty in attempting to account for files or mail dated prior to 1938 inasmuch as the abstracts are not available for checking.

In referenced memorandum the Inspector made a survey concerning the use of numerical abstracts. It is noted that this survey was limited to reference requests received by 3 employees handling telephone calls in the Numbering Unit. A survey was made on November 3, 4 and 5 which included the Service, Numbering, Filing, General Index, Name Check and Consolidation Units, which reflected that it was necessary to refer to abstracts over 10 years old 138 times during this 3 day period.

Concerning the mechanics of purging abstracts on closed cases 10 years or more old, the problem is over-simplified by the Inspector. It is sometimes extremely difficult to determine from the abstract records alone that a case is in fact "closed". There would be considerable doubt in many instances as to whether or not abstracts of a certain age could be destroyed and such questions could not be resolved without reference to the file itself. The administrative complications of such a procedure are readily apparent when it is realized that all of the case files are maintained in another building.

In summary, the numerical abstracts currently present no space problem and none is anticipated for many years to come. Used equipment is readily available which will take care of maximum expansion for the next 10 years. If and when such difficulty does arise the abstracts can be moved to dead storage space. The point is this record should never be destroyed inasmuch as it is our only control and check on the Bureau's accumulation of record material.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: December 3, 1953

FROM : C. L. Rogers

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

SUBJECT: OLD SUITCASES IN BASEMENT STORAGE VAULT OF 9TH AND H STREET BUILDING

Destruction of Bureau Property - Old

In the basement vault of the 9th and H Streets Building are four old suitcases that were the property of some subjects of a German saboteur case. With the exception of one suitcase, all are unusable in that the linings inside have been torn loose. These were held for possible use as exhibits. The suitcases are described as:

1. Dark brown colored Gladstone-type bag about 14 inches high and 26 inches long which was the property of Heinrich Heinck.

2. Light tan, cardboard-type construction suitcase about 13 inches high and 24 inches long which was the property of Werner Thiel.

3. Tan colored Gladstone-type bag about 23 inches high and 22 inches long which was the property of George Dasch.

4. Black colored Gladstone-type bag about 18 inches high and 24 inches long which was the property of Edward J. Kerling. This bag is in fair condition.

RECOMMENDATION:

Since the possible need of this old material for exhibit purposes is small, it is recommended that unless the Domestic Intelligence Division has some objection that it be disposed of immediately.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ttc

Completed 12-23-53

NOT RECORDED 86 JAN 6 1954

CLR:jmr.

ADDENDUM 12/8/53:

INITIALS ON ORIGINAL

The Domestic Intelligence Division has no objection to the disposition of this material as recommended above.

58 JAN 7 1954

DEC 30 1953

AHB:Pubs

ORIGINAL FILED IN 98-10-2-98

the location of the National Training School of the Communist Party in June, 1946. The name of an individual given by Zeiger as a reference appeared on two 1941 Communist Party nominating petitions. In 1937 and from 1939 through 1950, Zeiger registered with the American Labor Party. Anna Zeiger, subject's mother, registered with the American Labor Party in 19[illegible] and in 1944 through 1948 inclusive.

DISSEMINATION:

Copies of reports reflecting results of the Loyalty of Government Employees investigation were transmitted to the Civil Service Commission and to the Criminal Division of the Department on Mar 15, 1952.

ACTION TAKEN BASED ON PRIOR INVESTIGATION:

By form letter dated May 28, 1952, the U. S. Civil Service Commission advised that Zeiger was eligible for loyalty. To date the Criminal Division has not advised of any action taken with respect to the subject.

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. GLAVIN

DATE: December 21, 1953

FROM : P. G. Travers

SUBJECT: DESTRUCTION OF 66 CLASSIFICATION FILES
Record Section
Suggestion #537-53

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

A suggestion was approved to destroy certain files in the "66" classification relating to general administrative matters. These files are housed in 85 file cabinets in the Identification Building. A survey disclosed that this material dates back to December of 1921, and pertains chiefly to correspondence regarding disposition sheets, bills of lading, field office automotive equipment, bids for services, etc. These files also contain Bureau Bulletins, SAC Letters and matters of confidential nature.

It was reported that the bulk of the material in the "66" classification can be destroyed. However, it will be necessary to have each file carefully reviewed and any material dealing with policy such as SAC Letters, Bureau Bulletins, and matters of a confidential nature should be retained. Further, sections 366-380, Title 44, U. S. Code, provides for the destruction of administrative records having no permanent retention value and places certain restrictions on destruction of records.

This project will require a review of voluminous files. A representative from the Voucher Unit and the Property Management Unit who are familiar with General Services Administration instructions relating to destruction of certain types of records should assist in this review.

RECOMMENDATION

That this project be initiated during the first part of January, 1954, as a number of the employees are presently on Christmas leave and would handicap the operations in Units affected if started at this time. This recommendation meets the approval of Mr. John Marshall, who has supervision over the "66" classification files.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rte

66-3386-557

JAN 22 1954

RECORDED - 76

INDEXED - 76

cc: Mr. Johnson
Mr. Newman

PGT:gmo

5 5 JAN 27 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : MR. NICHOLS

DATE: 1/18/54

FROM : W. G. EAMES

SUBJECT: SUGGESTION #779-53
Destruction of Bureau Records - Gen D

[redacted] the clerical supervisor of the Correlation Unit, and [redacted] the Correlation Unit representative of the Records Section Streamlining Committee, have suggested that index cards in the following categories be destroyed. By way of background under out dated indexing procedures of many years ago we automatically indexed many of these names any time they appeared in mail or reports regardless of whether or not positive or worth while information concerning the group or organization was also set forth.

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	Category	# of Cards
1.	Communist Party a. Several variations pertaining to this breakdown also appear, i.e. Communistic, Communism, Communist Party Plan, Communist Party Policy, etc.	56,400
2.	Communist Political Association	7,200
3.	Daily Worker	12,600
4.	Young Communist League	3,600
5.	Rueckwander Marks	900
6.	Friends of New Germany	1,200
7.	German American Bund	6,000
8.	National Maritime Union	2,400
9.	American Youth for Democracy	1,200
10.	United Electrical Radio and Machine Workers of America	2,400

b6
b7C

Messrs. [redacted] and [redacted] point out that many of these cards contain more than one reference and that over 100,000 serials will have to be examined if we are to check the files before destroying each card. They feel that an employee who is familiar with the rules of indexing and the general contents of the files could go through the cards and eliminate those which would not be indexed under the present rules without referring to the files. We would of course review files as necessary to insure that no index card of value was improperly destroyed. They note that after contacting several people they have not found anyone who could remember ever receiving a request for a search of the "Communist Party".

WGE:jw:mcg

Lets to employees 2/4/54 - ce Mr. Nichols

Let to employees 2/19/54 atm

66-3286-551X

MAR 2 1954

RECORDED-19

EX-104

50 MAR 12

Memo to Messrs Tolson, Nichols 2/19/54 atm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW/sbs

UNRECORDED COPY FILED IN

Memorandum to Mr. Nichols 1/18/54
Re: Sugg. #779-53

It would appear that a large portion of this list could be destroyed without review. The most likely possibilities are the cards on the Communist Party, Communist Political Association, Daily Worker, Young Communist League, and German American Bund. However it is felt that the views of the Domestic Intelligence Division should be obtained before any further action is taken.

RECOMMENDATION:

That this matter be referred to the Training and Inspection Division for review and acknowledgement.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: January 15, 1954

FROM : I. W. Conrad

Tamm
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Candy

SUBJECT: SURPLUS EQUIPMENT
BOX TYPE DETECTAPHONE ~~SERIAL~~ UNIT 211
DESTRUCTION OF BUREAU PROPERTY - GENERAL

The above-captioned unit has been declared obsolete and surplus to the needs of the Bureau and has been dismantled for parts. It is suggested that the Chief Clerk's office be notified so their records may be adjusted accordingly.

REB:vrh

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

noted in prop. rec. sec. Records charged ps#52 submitted from electrical section

52 FEB 15 1954

66-3286

NOT RECORDED
29 FEB 12 1954

3/wrg

PLEASE FILE IN GENERAL FILE FOR DESTRUCTION OF BUREAU PROPERTY 66-3286

File
3/wrg

52 FEB 15 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: January 12, 1954

FROM : I. W. Conrad

SUBJECT: Destruction of Bureau Property - General
SURPLUS EQUIPMENT
PORT-ELEC PLAYBACK
MODEL 20 M, SERIAL 5384

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Candy

It is suggested that the above-captioned unit be declared surplus and dismantled for parts as it is beyond repair. The Chief Clerk's office should be advised as to the disposition of this unit so their records may be adjusted accordingly.

JFS:vrh

OK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rte

Please file in General file for destruction of Bureau property 66-3286

66-3286 NOT RECORDED 7 JAN 19 1954

Noted in Prop. Sec. Port-Elec playback #5384 motor ind. MB

52 JAN 20 1954

File 3/wmg MB

2-7-8.

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

DATE: 1/4/54

TO : MR. NICHOLS

FROM : W. G. EAMES

SUBJECT: BULKY ENCLOSURES

As you know, we are in the process of having reviewed all Bureau exhibits presently on hand in order to weed out those which will serve no useful purpose by being retained. The primary purpose of the entire program is, of course, to give us badly needed file space.

In order to speed up this review the attached form has been devised, which, if you approve, will be prepared on each bulky exhibit and forwarded to the appropriate Division for review. When a decision has been reached by the appropriate substantive supervisor as to the retention and disposition of a bulky exhibit, this form will be placed in the individual case file.

RECOMMENDATION:

(1) That the attached form be assigned an FPI form number..

(2) That this memorandum be forwarded to the Mechanical Section and 3000 copies of the attached form be printed and forwarded to the Filing Unit of the Records Section, room 1113 Identification Building.

JWM:dbb
Attachment

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/rlc

TO :

DATE:

FROM :

SUBJECT:

Bulky Exhibit File Number:

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Trotter
Mr. W. Sterrow
Tele. Room
Mr. Holloman
Miss Gandy

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Section, room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/rle

ENCLOSURE

MR. WILLIAM P. ROGERS
DEPUTY ATTORNEY GENERAL

2-2-54

DIRECTOR, FBI

RECORDED - 36 Lab - 32 76 - 558

UNITED STATES ATTORNEY'S OFFICE
CINCINNATI, OHIO

EX-127

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/pte

On January 22, 1954, 75 copies of FBI reports pertaining to the Interstate Transportation of Stolen Motor Vehicles, which had been designated by this Bureau for the U. S. Attorney in Cincinnati, Ohio, and which bore the U. S. Attorney's Office date stamp, were turned over to our Cincinnati Office by the Local Police Department. These reports were found by school children on a truck which had broken down and was parked near a school. Investigation developed that the truck, which was operated by the Liberty Scrap Materials Company, Inc., was transporting baled waste paper, which had been purchased from the General Services Administration in Cincinnati, to a paper mill.

b6
b7C

[redacted] Chief Secretary to Mr. Hugh K. Martin, U. S. Attorney, advised their office on December 4, 1953, pursuant to regulations of the Department, had delivered over to the General Services Administration certain old material for "waste paper, after maceration." She further advised that Mr. Martin had directed a letter to the Records Administration Office of the Department on that date advising of the action taken.

Regulations of the General Services Administration governing the destruction of records provide that if the disclosure of information contained in the records might be prejudicial to the public interest, the records may be destroyed by maceration, burning or other appropriate means. The Office of the U. S. Attorney in Cincinnati apparently was complying with the above provisions, as they were delivered to the General Services Administration for "waste paper, after maceration." It appears, however, that closer control over actual destruction of the records of this Bureau is needed.

b6
b7C

[redacted] General Services Administration, U. S. Post Office Building, Cincinnati, related that they, if requested to do so, would arrange for the burning of confidential mail at the city incinerator. He stated recently the U. S. Marshal had designated certain material as being confidential and General Services Administration had provided a truck for the U. S. Marshal's office which delivered the confidential material directly to the city incinerator where it was disposed of in the presence of a representative of the

Tolson
Ladd
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Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Tele. Rm.
Holloman
Gandy

FEB 3 1954
COMM-FBI

Prosecute

63 FEB 23 1954

UNRECORDED COPY FILED IN

U. S. Marshal. Inasmuch as facilities for burning confidential material are available in Cincinnati, it would appear the U. S. Attorney's Office there could follow the same procedure. As correspondence from this Bureau to the various U. S. Attorneys throughout the country will be destroyed on a continuing basis in the future, as allowed by Departmental regulations, it would appear desirable that instructions be issued to the U. S. Attorneys requiring that records of this Bureau be burned in the presence of a representative of the respective U. S. Attorney's Office. As the U. S. Attorneys' Offices are located in the larger cities, it would seem that little difficulty would be encountered in having the records destroyed in the local city incinerator.

If such procedures are instituted, the unfortunate occurrence wherein 75 copies of reports of this Bureau were allowed to fall into the hands of unauthorized individuals, will not occur again. Your prompt consideration of this matter will be appreciated.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-27-54

FROM : W. G. EAMES

(no) ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EL/ Plate

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: U. S. ATTORNEY, CINCINNATI, OHIO

"Destruction of Bureau Reports - Fail

On January 22 the Cincinnati Office advised that 75 ITSMV Bureau reports bearing dates March 3, 1940, through February, 1942, which had belonged to the U. S. Attorney's Office in Cincinnati had been turned over to the Cincinnati PD by school children who had found them among other trash on a truck parked near a school. It developed that the U. S. Attorney's Office, in complying with Departmental regulations concerning the disposition of records, had culled these reports from their files as they were over five years old and did not involve prosecution and delivered them to the GSA for "waste paper after maceration." The instructions of the U. S. Attorney's Office apparently had not been observed by GSA and the reports were among other papers to be baled and sold as waste to a private consumer. The U. S. Attorney's Office advised that Departmental instructions allow for the destruction of files not involving prosecution at the end of five years and those involving prosecution at the end of fifteen years. It would appear that these regulations present no problem to the Bureau, yet the method of destruction could be standardized in order to prevent any unauthorized individuals having access to them. The Records Disposal Act of 1943 as amended provides that Federal Agencies follow GSA regulations governing the method of disposing of records. GSA regulations provide that if the disclosure of information contained in the records might be prejudicial to the public interest, the records may be destroyed by maceration, burning or other appropriate means.

The Cincinnati Office determined at the GSA Office in Cincinnati that the office did, if the material was marked confidential, deliver it to the Cincinnati City Incinerator for burning. GSA advised that the U. S. Marshal had so designated some records and that these records were burned at the City Incinerator in the presence of a representative of the U. S. Marshal.

RECORDED - 36 166-32385

EX-127

FEB 15 1954

CONCLUSIONS:

It would seem that as the U. S. Attorneys' Offices are located in the larger cities that little difficulty would be encountered by the U. S. Attorneys' Offices in having Bureau records which were being disposed of destroyed by burning in the presence of one of their employees who could accompany the material to the city incinerator. It would further seem desirable that the Department be advised of this incident and requested to issue instructions to all of their field establishments requiring that Bureau correspondence in the files of these establishments which is being disposed of be destroyed in the above manner.

PFO:nle;mcg

I think we should make strong protest to Rogers. PFO

Memo to Rogers
Memo to Cincinnati
2/15/54 PFO

CRIME REC

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62-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: January 19, 1954

FROM : I. W. Conrad

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: SURPLUS EQUIPMENT
Destruction of Bureau Property

The following equipment was secured from Military surplus sometime ago. Inasmuch as it is in poor condition it is being dismantled for parts some of which can be used in connection with our development projects.

2 Magnavox Illustravox Combination Playback Units, serials X94375 and X94365. Pass Student Safety Law.

ACTION

The above is noted for inventory purposes.

66-3286
NOT RECORDED
7 FEB 25 1954

IWC:vrh

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-12-82 BY SP4ELW/rtc

DS #54 submitted for playback #94365 2-17-54.

PLEASE File in General File for destruction of Bureau property 66-3286

File
3/wrg/mrb

5 MAR 1 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 22, 1954

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 LW/ltc (RD)

FROM : SAC, Cincinnati (62-

SUBJECT: LOSS OF MISCELLANEOUS GOVERNMENT PAPERS, INCLUDING U. S. ATTORNEY'S COPIES OF OLD FBI REPORTS IN CUSTODY OF CONTRACT SCRAP DEALER OBTAINED FROM GENERAL SERVICES ADMINISTRATION, CINCINNATI, OHIO, January 22, 1954
MISCELLANEOUS - INFORMATION CONCERNING

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Trotter
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

Withdrawal of Subpoena Property - Smith

Reference is made to Cincinnati telephone call to Assistant to the Director D. M. LADD on January 22, 1954.

On January 22, 1954, a Cincinnati Police Department patrolman telephonically contacted this office in connection with captioned matter. He stated that school children at the Heberle Elementary School, located at Bank and Freeman Avenues in Cincinnati, had turned over to the police an envelope containing copies of FBI reports.

Examination of the material in the manila envelope reflected approximately seventy-five copies of FBI reports which had been designated for the U. S. Attorney's office at Cincinnati, Ohio, and which bore the U. S. Attorney's office date stamp. Instant reports were all in the ITSMV category and bore dates from March 3, 1940, to February, 1942.

Interstate Transportation of Stolen Motor Vehicle

According to the Cincinnati Police, one [redacted] age 8, a student at the Heberle School, who had possession of the above-mentioned FBI reports, had removed the envelope from a motor truck that had sustained damage and was parked near the school. [redacted] thereafter had given the manila envelope, with its contents intact, to another second grade student at the Heberle School by the name of [redacted], who in turn presented the envelope, with the papers intact, to one [redacted] age 8, also of the Heberle School.

b6
b7C

Agents of this office interviewed the above-mentioned boys and confirmed the police officer's statement. [redacted] stated that he had given one or two of the papers to his friend, [redacted], a schoolmate, and thereafter young [redacted] took the papers home to his mother. [redacted] thereafter returned to the school the papers her son had given to her.

All of the young boys concerned with this matter were thoroughly interviewed by agents of this office, and all papers that came into their

TJG:LM

RECORDED - 36 166-386-159
INDEXED - 36

EX-124

29 JAN 29 1954

364 FEB 10 1954 BFO:jw

UNRECORDED COPY FILED IN

possession have been retrieved and accounted for. In this regard a thorough search of the area surrounding the place where the truck was parked was conducted, and no additional items of Bureau property were found.

In an effort to trace back the aforementioned FBI reports from the office of the U. S. Attorney, it was learned through contact with the U. S. Attorney that the following procedures are being followed in accordance with current Departmental instructions:

It appears that for the past ten years there has been no necessity for the office of the U. S. Attorney to dispose of files or other types of records. However, as space requirements for the U. S. Attorney's office have increased in recent months, the U. S. Attorney directed that the Departmental regulation concerning destruction of records be invoked, and same was accomplished early in December, 1953.

[redacted] Chief Secretary, U. S. Attorney's office, Cincinnati, Ohio, exhibited a copy of a letter dated December 4, 1953, sent and signed by Mr. HUGH K. MARTIN, U. S. Attorney, to the Records Administration Office, Department of Justice, Washington 25, D. C., entitled, "Disposal of Records." This letter informed the Records Administration Office of the Department that pursuant to regulations, certain identified old material had been delivered over as of December 4, 1953, to the General Services Administration for "waste paper, after maceration." Among other matters not of interest to the FBI were items described as "miscellaneous files, 1940 to 1948," (consisting of FBI reports, separate from files, and in cases falling within the five-year period for destruction category). b6 b7C

[redacted] readily identified the above-described FBI material recovered on January 22, 1954, as falling within the "miscellaneous files and papers" category. She stated without hesitation that this material was that selected by her for destruction and identified as such in the U. S. Attorney's communication of December 4, 1953.

According to the U. S. Attorney, the selection of material for destruction, pursuant to current Departmental instructions, is that miscellaneous and routine papers unconnected with a case requiring prosecution may be disposed of after the fifth year. Files containing material for prosecution on which cases are opened in the U. S. Attorney's office and the file built up, may be destroyed after the lapse of fifteen years. The recovered material relates only to the five-year miscellaneous category.

It is the understanding of [redacted] that GSA is supposed to macerate any such material delivered over to it by the office of the U. S. Attorney, pointing out that the U. S. Attorney has no provision for arranging for destruction of material other than through GSA. She added that the material in question was loaded into canvas carts in the office of the U. S. Attorney and then delivered to representatives of GSA in the Post Office Building. The disposition thereafter is unknown to the U. S. Attorney's office. b6 b7C

[redacted] General Services Administration, U. S. Post Office Building, Cincinnati, informed that all material turned over to his service which is not described as confidential, is removed to the Waste Section of the Post Office Building, where it is baled and sold as scrap, to an organization holding a contract, identified as the Liberty Scrap Materials Company, Inc., Cincinnati, Ohio. He recalled that approximately six months ago the U. S. Marshal's office was utilizing space in the sub-basement of the Post Office Building, and that GSA assisted the U. S. Marshal in destroying some obsolete material. He recalled further that a representative of the U. S. Marshal made a distinction between some of the material which had to be incinerated, and others which could be handled routinely on a scrap basis. GSA provided a truck for the Marshal's office, which delivered the confidential material directly to the City Incinerator, where it was disposed of in the presence of a representative of the U. S. Marshal. According to [redacted] it would be impossible for him to identify any material as having been baled or selected for destruction by incineration, but added that it is the procedure of his office to handle as routine any material put out for waste or disposal unless otherwise instructed. He further informed that the waste paper is then baled with a baling machine owned by GSA, but that no attempt is made at maceration, this process being carried out by paper mills, etc. b6 b7C

[redacted] Liberty Scrap Materials Company, Inc., 2020 Winchell Avenue, Cincinnati, informed that on or about the afternoon of January 19, 1954, one of his trucks picked up trash paper at the U. S. Post Office Building in the form of 150-300 pound bales, wrapped with four wires on the sides, the top and bottom being unbound. This truck was returned to the Liberty Company, where it was parked in a lot adjacent to the premises, where it remained overnight. The destination of the baled waste was the Volney Paper Mill Company, Brookville, Ohio. [redacted] continued that on the following morning it was necessary to switch tractors on the truck, in which process the dolly on the trailer

broke, causing the trailer body to fall to the ground. A second trailer was then backed up to the original trailer, and two-thirds of the load removed to the new trailer, so that the first could be jacked up. During the noon hour, the switching crew left for lunch, leaving the load unattended.

[redacted] continued that he did not notice anyone tampering with the load. He gave the opinion that if any of the paper was missing, it would have to have been taken between noon and 12:30 P.M., when the load was unattended. This corresponds with the information furnished by [redacted] one of the children who took the envelope from the truck, who stated that he was returning from his lunch at 12:15 P.M. when this incident occurred.

b6
b7C

[redacted] of the U. S. Attorney's office informed that in her ten years of service in the U. S. Attorney's office, this was the first occasion when it became necessary to dispose of records and reports in that office.

The U. S. Attorney's Office is greatly concerned over this incident, however have stated that their regulations do not provide for destruction of records in any other manner, nor have they provision for arranging for destruction by incineration. In the interest of security, the Bureau might desire to consider an arrangement between the U. S. Attorney's office and this office to dispose of FBI material by referring same to this office at the time it is ready for disposal, and thereafter it would be incinerated with regular FBI trash material.

It would be appreciated if the Bureau would advise in this regard.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

FROM : Mr. F. J. Baumgardner

DATE: January 22, 1954

SUBJECT: SUGGESTION #779-53
Destruction of Bureau Records - Index Cards

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Above suggestion recommends destruction of thousands of index cards automatically prepared under outmoded indexing procedures whether the material was pertinent or not. For example, according to a Record Section survey, there are 12,600 index cards on the east coast Communist newspaper, "Daily Worker."

Since more than one hundred thousand serials would have to be examined if the files were checked prior to destroying the cards, the suggestion is to have clerical employees, thoroughly familiar with the current rules of indexing and the general contents of Bureau files, destroy the cards following inspection of the same without referral to the files. File reviews would be undertaken, where necessary, to make sure that no index cards of value are destroyed.

RECOMMENDATION:

The proposal appears to have merit provided adequate safeguards are imposed to make sure that no pertinent information is lost in the elimination process. In fact, it undoubtedly could be extended to numerous other organizations. It is suggested that this be returned to Assistant to the Director Nichols for appropriate action.

Ltr to employees 2/4/54 - cc: Mr Nichols aln
Exec Conf. memo 2/15/54 RTH:es
Ltr to employees 2/19/54 aln
AED:hlf:lad
Memo Nease Tolson & Nichols 2/19/54 - aln

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-12-82 BY SP4 RLW/RAC

RECORDED-19 166-3286-560
EX.-104
31 MAR 2 1954

53 MAR 9 1954

UNRECORDED COPY FILED IN 66-5084-

February 19, 1954

RECORDED-20 66-3286-561

MEMORANDUM TO MESSRS. TOLSON
NICHOLS

Your attention is directed to the suggestion that index cards in the categories (1) Communist Party; (2) Communist Political Association; (3) Daily Worker; (4) Young Communist League; (5) Fueckwander Marks; (6) Friends of New Germany; (7) German American Bund; (8) National Maritime Union (9) American Youth for Democracy; (10) United Electrical, Radio and Machine Workers of America be destroyed. You will recall that the Executives Conference on February 15, 1954, recommended that this could be done.

You are instructed to assign an employee who is familiar with the rules of indexing and general contents of the files to go through the cards and eliminate those which would not be indexed under the present procedure. This can be done without referring to the files, but when necessary to make sure no index card of value would be destroyed, the file should be reviewed. You must make certain that proper safeguards are imposed so that no pertinent information is lost in the elimination process.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 11
FEB 23 1954
COMM-FBI

(Sugg. #779-53) NW 55000 Docld:32989634

(Based on Exec Conf. memo 2/15/54. Present were Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo.)

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

364 atn

55 MAR 9 1954

FBI U.S. RECEIVED READING ROOM FEB 19 5:30 PM '54

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/18/81 BY 63183
6/25/85 VRT/AP sp4 Edwidd 4217509

UNRECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 2/15/54

FROM : EXECUTIVES CONFERENCE

b6
b7C

SUBJECT: SUGGESTION NO. 779-53
MADE BY [redacted]
AND [redacted]
RECORDS SECTION STREAMLINING COMMITTEE

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Trotter
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

Destruction of Bureau Records - Gen'l

SUGGESTION:

That index cards in the following categories be destroyed: (1) Communist Party (also several variations under this breakdown, such as, Communistic, Communism, Communist Party Plan, Communist Party Policy, etc.); (2) Communist Political Association; (3) Daily Worker; (4) Young Communist League; (5) Rueckwander Marks; (6) Friends of New Germany; (7) German American Bund; (8) National Maritime Union; (9) American Youth for Democracy; (10) United Electrical Radio and Machine Workers of America.

The employees point out that under outdated indexing procedures of many years ago we automatically indexed many of these names any time they appeared in mail or reports, regardless of whether positive or worth-while information concerning the group or organization was also set forth. They state that many of these cards contain more than one reference and that over 100,000 serials will have to be examined if the files are to be checked before destroying each card. However, they feel that an employee who is familiar with the rules of indexing and the general contents of the files could go through the cards and eliminate those which would not be indexed under the present rules, without referring to the files. Files would, of course, be reviewed where necessary to insure that no index card of value would be improperly destroyed. They noted that after contacting several people they have not found anyone who could remember ever receiving a request for a search of the "Communist Party".

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/18/87 BY 6383 VRT/PP
9/25/85 SP4 Elwold #21509

OBSERVATIONS:

The Domestic Intelligence Division states that the proposal appears to have merit, provided adequate safeguards

cc: Mr. Mohr
Mr. Harbo

b6
b7C

atn [redacted]

Let w employees 2/19/54 - atn
Mrs. Tracy Tolson & Nichols 2/19/54

RECORDED-20 166-3286-541
INDEXED-20
MAR 2 1954

MAR 10 1954

UNRECORDED COPY FILED IN

are imposed to make sure that no pertinent information is lost in the elimination process. It is noted that the Domestic Intelligence Division feels the elimination process could undoubtedly be extended to numerous other organizations as well.

The Records Section states it would appear that a large portion of this list could be destroyed without review. The most likely possibilities are the cards on the Communist Party, Communist Political Association, Daily Worker, Young Communist League, and German American Bund.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Unanimously favorable, 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

RJ

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-28-54

FROM : W. G. EAMES

SUBJECT: MONTHLY NARCOTICS INTELLIGENCE BULLETIN
Bureau File 62-22592

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

The above file presently consists of 12 sections and 341 serials. Within this file there are many not-recorded serials which consist principally of the above captioned bulletin which was formerly received on a weekly basis. Samples attached.

The bulletin reports narcotics seizures and indicates arrests and court action against narcotics peddlers. These bulletins normally do not contain information of permanent value to the Bureau. Over a period of years they have not been indexed.

These bulletins have been routed to (1) the General Investigative Division, (2) Crime Records, (3) the Laboratory, (4) the Identification Division, or (5) the Domestic Intelligence Division depending on the contents of the bulletin.

RECOMMENDATION:

1. That the Records Section no longer file the monthly Narcotics Intelligence Bulletin unless a supervisor indicates necessary indexing in which case we would, of course, file the bulletin.

2. That this memorandum be referred to (1) the General Investigative Division, (2) Crime Records, (3) the Laboratory, (4) the Identification Division, and (5) the Domestic Intelligence Division for their views.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY [illegible]

Attachments
LME:nle

66-3276
NOT RECORDED
199 FEB 24 1954

53 MAR 2 1954

FEB 23 1954

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Mr. Tolson	
Mr. Ladd	
Mr. Nichols	
Mr. Belmont	
Mr. Clegg	
Mr. Glavin	
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Mohr	
Mr. Trotter	
Mr. Winterrowd	
Tele. Room	
Mr. Holloman	
Miss Gandy	

TO : Mr. J. Edgar Hoover
Director, Federal Bureau of Investigation

DATE: February 26, 1954

FROM : The Deputy Attorney General

SUBJECT: United States Attorney's Office
Cincinnati, Ohio

66-3286-553

This refers to your memorandum of February 2, 1954, concerning the 75 copies of FBI reports which were turned over to your Cincinnati office by the Police Department after being found by school children on a truck.

The United States Attorney for the Southern District of Ohio has been advised, in accordance with your suggestion, to arrange with the General Services Administration for the burning of all confidential material at the city incinerator in the presence of an authorized representative when disposing of old records and files.

Issuance of appropriate instructions to other United States Attorneys throughout the country, particularly in the larger cities where facilities are available, is under consideration.

MAR 3 1954

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rte

RECORDED - 3 66-3286-562

EX-115

MAR 3 1954

Memo to SAC, Cincinnati
From: Director, FBI
3/5/54 WGE:wm

MAR 12 1954

COPIES DESTROYED
205 JAN 25 1965

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: March 4, 1954

FROM: William P. Rogers
Deputy Attorney General

SUBJECT:

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Trotter
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

Reference is made to your memorandum of February 2, 1954, re: United States Attorney's Office, Cincinnati, Ohio. I attach hereto a copy of my letter to the United States Attorney which is self-explanatory.

In addition to that, we are arranging to have the instructions in the United States Attorney's Manual amended.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rtc

Attachments - 2

Memo to: SAC, Cincinnati
from Director, FBI
3/8/54 - WAE:ww

2 ENCL

RECORDED - 90 66-3286-563

EX-103 13 MAR 4 1954

COPIES DESTROYED
20 5 JAN 25 1965

MAR 19 1954

REC. SECT.

February 26, 1954

Mr. Hugh K. Martin
United States Attorney
Cincinnati, Ohio

Dear Mr. Martin:

You are undoubtedly familiar with the fact that on January 22, 1954, 75 copies of FBI reports pertaining to the Interstate Transportation of Stolen Motor Vehicles, which had been designated by the FBI for your office in Cincinnati, and which bore your office date stamp, were turned over to the Cincinnati FBI office by the local Police Department. Investigation disclosed that these reports were found by school children on a truck which had broken down and was parked near a school. The truck was transporting baled waste paper which had been purchased from the General Services Administration.

It further appears that this material had been turned over to the General Services Administration on December 4, 1953, for "waste paper, after maceration", in accordance with Departmental regulations.

To prevent recurrence of similar situations, it is believed that closer control over the actual destruction of confidential material is needed. The General Services Administration of Cincinnati advises that, if requested to do so, they will arrange for the burning of such material at the city incinerator in the presence of an authorized representative.

It is requested that you make arrangements to follow this procedure in the disposal of all confidential memoranda in the future.

Very truly yours,

WILLIAM P. ROGERS

William P. Rogers
Deputy Attorney General

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/rte

66-3286-542

ENCLOSURE

Mr. S. A. Andretta
Administrative Assistant Attorney General

February 26, 1954

The Deputy Attorney General

WILLIAM P. ROGERS

Disposal of Confidential Records

Attached hereto is a copy of a memorandum from the FBI concerning 75 copies of FBI reports which were turned over to their Cincinnati office by the local Police Department after having been found by school children on a truck.

United States Attorney Martin has been instructed to arrange for the destruction of all confidential material by burning at the city incinerator, as recommended in the memorandum.

Wherever local facilities permit, it is believed that this procedure should be followed by the United States Attorneys in other districts. Will you please arrange to have the instructions in the United States Attorney's Manual amended accordingly.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 CLW/rtc

66-3276-563
ENCLOSURE

OFFICE MEMORANDUM * UNITED STATES GOVERNMENT

TO : Mr. Tamm DATE: March 2, 1954

FROM : A. K. Bowles

Destruction of Bureau Record

SUBJECT : ALFRED MARKEY
Theft of Government Property

On June 17, 1942, the Boston Office forwarded one roll of Mini-Pan film containing signatures of numerous infividuals on payroll checks and YMCA registration cards. These signatures were compared with the questioned signature on the pawn shop receipt book in instant case. A definite conclusion could not be reached whether any of the individuals prepared the questioned signature or not.

Photographs of the checks and registration cards were made from the film and the film was returned to Boston on July 27, 1942. At present, the photographs of this material are retained in a bulky enclosure on the bulky ramp. There are approximately six hundred and nineteen photographs in this enclosure which occupies one bulky enclosure folder.

For your information, the instant case was subsequently closed by the Boston Office on September 4, 1943, after all logical leads were covered.

Inasmuch as a definite conclusion could not be reached and the case has been closed, it does not seem necessary to retain these photographs.

52-14241

EHW:bdf

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rte

166-3284-

NOT RECORDED 1 MAR 8 1954

INITIALS ON ORIGINAL

20 384
53 MAR 11 1954

ORIGINAL COPY FILED IN 52-14241

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2/26/54

FROM : W. G. EAMES

SUBJECT: MICROFILMING - RECORDS SECTION

Reference is made to my memorandum to you dated 2/17/54, wherein I recommended that authority be granted Records Section to microfilm the files pertaining to the Servicemen's Dependents Allowance Act of 1942. This recommendation was approved.

Attached hereto is a memorandum to Mr. Andretta, Administrative Assistant Attorney General, forwarding an original and three copies of the necessary forms in order to request authority to destroy the original records pertaining to the Servicemen's Dependents Allowance Act of 1942 subsequent to their being microfilmed.

JWM:dbb
Attachment

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/pls

NOT RECORDED
199 MAR 3 1954

INITIALS ON ORIGINAL

93 MAR 12 1954

MAR 3 1954

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

TO : Mr. Tamm

DATE: 2-17-54

FROM : I. W. Conrad

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EHW/rbc

SUBJECT: PRESTO 3D RECORDER UNIT NO. 36

Destruction of Equip.

The above-captioned unit was found beyond repair and has been dismantled for parts.

Property

RECOMMENDATION

The Chief Clerk's Office should change their records accordingly.

1 - Mr. Newman, Room 5525

REB:VH

RECORDED-96
EX. - 107

PLEASE FILE IN GENERAL FILE 66-3286 FOR DESTRUCTION OF PROPERTY

66-3286

MAR 9 1954

B

DS submitted pursuant #36 from Chicago.

6 MAR 22 1954

File rec

3/wyg/mb

INDEXED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: Feb. 15, 1954

FROM : I. W. Conrad

SUBJECT: PRESTO 3D RECORDER
UNIT NO. 77

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Candy

Destruction of Bureau property - General

The above-captioned unit was found beyond repair and has been dismantled for parts.

RECOMMENDATION:

The Chief Clerk's Office should change their records accordingly.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/RC

1 - Mr. Newman, 5525

DS #106 submitted for 3-D #77 from Chicago. MB

IWC:KMB

FEB 12 2 10 PM '54

NOT RECORDED
29 FEB 1954

03 MAR 1 1954

364

COPIES DESTROYED
20 5 JAN 25 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/ltc

66-3286-565
CHANGED TO
66-19087-22X1

SEP 26 1967
Jun 1 Bl

STANDARD FORM NO. 64

4-341

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: 3/11/54

FROM : MR. NICHOLS IBM:c

b6
b7C

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Begg
Mr. Gleason
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Trotter
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Holmes
Miss Gandy

SUBJECT: ESPIONAGE GENERAL; [redacted]
ESPIONAGE

Bulky Exhibit File Number: 65-0-[illegible]

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Section, room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JWM:dbb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-12-82 BY SP4 ELW/ltr

NOT RECORDED 126 APR 5 1954

INITIALS ON ORIGINAL

27

58 APR 13 1954

ORIGINAL FILED IN

2/26/54

Mr. S. A. Andretta
Administrative Assistant
Attorney General

Director, FBI

Disposal of Records

Attached hereto are the required number of copies of Standard Form 115 requesting authority to destroy the originals of records after they have been microfilmed.

It is requested that this request be forwarded to the National Archives Service of the General Service Administration for appropriate action.

Attachment

1 ENCL.

2 ENCL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/kte

ORIGINAL COPY FILED IN

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

JWM:dbb
66-3286

58 MAR 9 1954

COMM — FBI

FEB 26 1954

MAILED 31

Standard Form No. 115
Prescribed by
General Services Administration
The National Archives

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

LEAVE BLANK

DATE RECEIVED | JOB NO.

DATE APPROVED

CONGRESSIONAL AUTHORIZATION

HOUSE REPORT NO. | CONGRESS | DATE

SESSION

NOTIFICATION TO AGENCY

CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.

(Date) | Archivist's Representative

TO THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TEL. EXT.
A. H. Belmont | 2331

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A [ ] The records have ceased to have sufficient value to warrant further retention.

B [ ] The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or upon the occurrence of the event specified.

C [X] The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(Date) | Signature of Agency Representative | (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	[illegible] correspondence relating to investigations made by agents of the Federal Bureau of Investigation in relation to the service men's readjustment allowance act of 1943, as amended. These files do not include personnel or policy matters. The servicemen's readjustment allowance act of 1943 has been substantially repealed and the statute of limitations has run on the great majority of these cases. Retention period: Until ascertained that microphotographic copies obtained are satisfactory. Destruction of the original material.		

ENCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/03 BY AUC 60290 BCE/DCG/ym

#03-R0762

Four copies, including original, to be submitted to the National Archives

18- 59420-1 GPO

Statement of Microfilm Procedures

For each type or series of records the records will be microphotographed in a normal and orderly sequence.

Each roll of film will contain an identification of its contents adequate for meeting reference needs thereon.

The records will be microphotographed with a reduction not to exceed 24 diameters.

A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping.

The film stock used complies with specifications of the National Bureau of Standards for permanent records.

W G Carnes

Chief, Records Section
Federal Bureau of Investigation

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/03 BY AUC 60290 BCE/DCG/gmw
#03-R0762

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-12-82 BY SP4ELW/ltr

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gea
Mohr
Winterrowd
Tele Room
Holloman
Gandy

TO : MR. NICHOLS DATE: 2/17/54

FROM : W. G. EAMES

SUBJECT: MICROFILMING - RECORDS SECTION

As you know, we have been conducting surveys to determine any additional record material the Records Section maintains which would be feasible to microfilm. It is our purpose to obtain approval for microfilming at least 6 months ahead.

The Servicemen's Dependents Allowance Act of 1942 (the 104 classification) consisting of 23 file cabinets of material, has been determined, as a result of our survey to be relatively inactive and suitable for microfilming. During a 30 day survey recently conducted by the Records Section, only 72 references were reviewed in this classification under the Bureau's Name Check program and only 76 file requests were received. It is pointed out that this act has been substantially repealed and the Statute of Limitations has run on the great majority of the cases investigated by the Bureau. There are very few pending cases in this classification and, of course, consistant with our present policy, these pending cases will not be microfilmed.

The Investigative Division has indicated that from their standpoint, there would be no objection to the microfilming of this material.

As previously indicated, the microfilming of this material will enable the Records Section to gain 23 file cabinets as well as the space for these cabinets, both of which we can advantageously use.

RECOMMENDATION:

That authority be granted the Records Section to microfilm the files pertaining to the Servicemen's Dependents Allowance Act of 1942. Upon receipt of this authorization, the Records Section will proceed through the usual channels to secure the necessary Archival approval in accordance with the statutory provisions and will place this material on schedule for microfilming.

NOT RECORDED
199 MAR 3 1954

JWM:dkt

MAR 3 1954

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: 2-17-54

FROM : I. W. Conrad

SUBJECT: BOX-TYPE DETECTAPHONE
NO UNIT NUMBER
#246

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Room
Holloman
Gandy

The above-captioned unit was found beyond repair and has been dismantled for parts.

RECOMMENDATION

The Chief Clerk's Office should change their records accordingly.

1 - Mr. Newman, Room 5525

66-3286

NOT RECORDED
13 MAR 24 1954

File in destruction of Bureau property

REB:VH

Bu. records corrected

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ltr

66-3286

58 MAR 26 1954

file
3/wrg/mfb

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO	:	Mr. J. Edgar Hoover Director, Federal Bureau of Investigation	DATE: March 10, 1954
FROM	:	William P. Rogers Deputy Attorney General	
SUBJECT:		Disposal of Confidential Records	

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tamm
Mr. Tracy
Mr. Mohr
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

G. I. R. - 7

Reference is made to your memorandum of February 2, 1954, under the subject "United States Attorney's Office, Cincinnati, Ohio".

The procedure for the destruction of records which is set forth in the United States Attorneys' Manual is being amended to the extent that confidential records shall be destroyed by burning in the presence of a representative of the United States Attorney's Office and records which are sold as waste paper shall be macerated by the purchaser in the presence of a representative of the United States Attorney's Office.

Destruction of Records Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rte

RECORDED-96

EX. - 104

66-3286-566

MAR 22 1954

4-LBNc

58 MAR 31 1954

UNRECORDED COPY FILED IN 62-53476

TO: MR. NICHOLS 3/17/54

FROM: W. G. EAMES

With reference to previous memoranda concerning our recommendation that the Plant Survey Enclosures be destroyed, it is noted that there are 373 enclosures in this category, which occupy 11 bulky enclosure bins, covering a floor space of 38 square feet. Although this does not appear to be a great deal of space, our space problem has become critical in the Identification Building and it will be necessary for us to ask the Identification Division to furnish us with space to house several hundred cabinets during the coming year.

It is noted that records reflect that these enclosures are never used. In addition, there is a definite question in my mind as to whether any of these plants have the same physical layout they had over 10 years ago when the surveys were made. I believe that there is a natural tendency on the part of the various divisions to hold on to useless record material. There is a reluctance to take the responsibility for the destruction and a natural tendency to feel that time should be conserved for more urgent matters.

I think we will have to aggressively follow these requests since the space required for the Records Section for even the next year does not appear to be available. We would appreciate anything you can do.

WGE:ww

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-24-2009 BY 60292 AUC DCG/DEK/YMW

GSA FPMR (41 CFR) 101-11.6
UNITED FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2/15/54

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
PLANT SURVEY CLASSIFICATION ENCLOSURES
BUFILE 66-3286

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12-12-82 BY SP1 ETC/ste

On February 3, 1953, I recommended, inasmuch as the entire 99 classification, Plant Survey Matters, had been microfilmed, that eleven four-drawer cabinets and fifteen bins of enclosures which were unsuitable for microfilming be destroyed as they were obsolete and of no value. A survey of these enclosures reflected they consisted entirely of material pertaining to the physical layout of the various plants, such as photographs and blueprints and other related material bearing on the security conditions. The following are typical of the contents of these enclosures: separate photographs of all sizes, some of which are mounted in albums, aerial photographs, blueprints, literature on "safety rules" for the individual plant, brochures of company operations, organization charts, employment forms, forms for obtaining passes and badges and other related material.

The Domestic Intelligence Division, on February 13, 1953, recommended that the destruction of these enclosures be deferred until (1) it may be desirable to destroy the microfilm of the reports themselves, or (2) the passage of time has rendered it highly improbable that the microfilm of the reports will be of any use.

Every year the space problem becomes more critical in the Filing Unit of the Records Section. Since my recommendation a year ago, no calls have been received for any of this material. The Domestic Intelligence Division based their recommendation against destruction mainly on the basis that the files themselves would not have an intelligence value unless the enclosures were available. Since no calls have been received for this material, it is believed that no future calls will be received and that the destruction of these enclosures should be considered again at this time.

RECOMMENDATION:

That all enclosures for the Plant Survey Matters classification which were unsuitable for microfilming be destroyed.

PFO:ww

memo Baumgardner to Belmont 2/25/54

EX. - 104

66-3286-567

RECORDED-1

INDEXED-1

MAR 24 1954

13

70 APR 7 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Mr. A. H. Belmont

DATE: February 25 1954

FROM : Mr. F. J. Baumgardner

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: DESTRUCTION OF RECORDS
PLANT SURVEY CLASSIFICATION ENCLOSURES
Bufile 66-3286

A memorandum from Mr. Eames to Mr. Nichols dated February 15, 1954, points out that files on plant survey matters have been microfilmed; however, the bulky exhibits are not suitable for microfilming. A suggestion was made that these bulky exhibits be destroyed.

The Bureau ceased conducting plant surveys in 1941, at which time the Army took over this activity. The files pertaining to this matter are, therefore, over ten years old. These bulky enclosures, however, contain diagrams, pictures, blueprints, etc., of the various plants surveyed and the survey reports are of no value without this material since the enclosures are referred to throughout the various reports. These files and the accompanying blueprints, diagrams, etc., contain information of potential value to the Bureau for reference purposes. It is not believed possible to arbitrarily state at the present time that these files are of no further value to the Bureau.

RECOMMENDATION:

It is recommended that these bulky exhibits to the plant survey files be retained.

ADDENDUM, LBN:MP 3/18/54 Considered by the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Hennrich, Boardman, Rosen, Harbo, Holloman and Nichols, who unanimously agreed to the destruction of the above-described bulky exhibits.

L. B. Nichols

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/pts

RECORDED - 70 66-3286-58
INDEXED - 70
MAR 24 1954

RDS:nnv

53 APR 7 1954

RECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: March 29, 1954

FROM : I. W. Conrad

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin ✓
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: ~~5B~~ DIAL RECORDER
UNIT NO. 617

The above-captioned unit has been found beyond repair and has been dismantled for parts.

RECOMMENDATION:

The Chief Clerk's Office should be advised so they may adjust their records accordingly.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/rtc

1 - Mr. Newman

REB:kmb

Rec. records adjusted. mb

Release File in Destruction
66-3386
Bureau Property

INDEXED-58

66-3386-3

NOT RECORDED
13 APR 8 1954

File

6 MAY 5 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-30-54

FROM : W. G. EAMES

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rts

SUBJECT: AMERICAN PROTECTIVE LEAGUE
DESTRUCTION OF BUREAU PROPERTY

You will recall the American Protective League was an organization formed in March, 1917, by private individuals for patriotic purposes to work under the direction of the Bureau of Investigation, U. S. Department of Justice, for the purpose of assisting the Government in securing information on activities of agents of foreign governments, persons unfriendly to the Government and for the protection of public property, etc. It was disbanded in 1919. Records of the organization were subsequently turned over to the Bureau.

On August 18, 1953, the Executives Conference recommended that rather than destroy the records of the League contained in 11 file cabinets, since they were not original records of the Bureau, they should be offered to Archives. However, the Conference further recommended that if Archives did not want them the Bureau could retain them and not have them destroyed.

Archives has examined these records and has taken approximately one-quarter of a drawer of records from the 11 cabinets as being a representative sample suitable for preservation. Mr. Harde Allen, Assistant Archivist, of the National Archives, who appraised the records recommended to Agent Supervisor O'Connell that inasmuch as Archives desired samples only, that the Bureau destroy the remainder of the records in order to secure the additional space which the Bureau would have acquired if Archives had taken all of the records by accession.

62-1857-238

It should be noted that the above records were those of the American Protective League and that we have an 8 section file (62-1857) containing background material and any correspondence concerning the League. This file will not be destroyed.

RECOMMENDATION:

62-1857-238

Accordingly, since Archives has taken all of the material they want; the records have no current value to us; and the records do occupy needed space (11 file cabinets), it is recommended that the balance of the records of the American Protective League not taken by accession by Archives be destroyed.

PFO:jw:hmo

66-3286
NOT RECORDED
MAR 28 1975

APR 13 1954

MAR 28 1975

MR. TOLSON

3/19/54

Mr. S. J. Tracy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4EL/prt

INTERNAL SECURITY SUBCOMMITTEE OF THE
SENATE COMMITTEE ON THE JUDICIARY
MISCELLANEOUS INFORMATION CONCERNING
DESTRUCTION OF BUREAU RECORDS

Reference is made to airtel from the Washington Field Office dated March 17, 1954, setting forth information given to Special Agent George Gould, of the Washington Field Office, by Senator Arthur V. Watkins (R.-Utah) that a former Agent of the Bureau had stated to Senator Watkins that he could testify under oath that instructions were issued in the field while he was an Agent to "soft pedal" Communist investigations.

Special Agent Gould and the writer met with Senator Watkins in his office this morning. The Senator was asked for more detail concerning his previous observation to Agent Gould. The Senator recalled that he made the statement on a strictly personal basis with Agent Gould and emphasized the point that he had not and would not repeat this statement to other sources, further, that there had not been and would not be any testimony before the Committee in this regard. He has always had the highest regard for the Bureau and full confidence in the Director and has so expressed himself to both Agent Gould and the writer on many occasions.

With reference to background, Senator Watkins stated that quite some time ago a former Agent of the Bureau, who, he emphasized, was not from Utah, made the statement to him that the field had received instructions to "soft pedal" or "close" Communist cases, that this occurred while this Agent was working in the field.

I advised Senator Watkins that during my more than 20 years with the Bureau I knew that investigations of Communism had never been restricted by the Bureau and that I recalled no order going out to that effect. Agent Gould pointed out that in his 13 years he recalls no such order.

The Senator was informed that such a statement, whether made by a former Agent or not, was a dangerous statement and that it is possible, of course, that an individual might misinterpret an instruction; nevertheless, it was of sufficient importance to

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Winterrowd
Tele. Room
Holloman
Miss Gandy

cc - SAC, Washington Field Office

SJT:edm

5 APR 1 1954

166-32816-
NOT RECORDED
18 MAR 30 1954

ORIGINAL COPY FILED IN

the Bureau to warrant being looked into very thoroughly, that it would be most unfortunate should testimony or information be in the possession of the Senator or his Committee that is based on an erroneous premise. The Senator agreed and advised that the former Agent is not in Washington, that, however, he would personally ask him at the earliest possible time for specific details and pin it down and advise us.

With reference to his handling of it immediately by mail, he stated he preferred not to put the subject matter in a letter, that if the former Agent were one of the young men from Utah and whom he knew implicitly, he would not hesitate to write such a letter. He thinks it would be much better for him to handle it personally and he agreed to do so.

Agent Gould and the writer will continue to follow this until the matter is resolved.

Copy:sdc

MR. ROSEN

3/18/54

MR. NICHOLS

MIDWEST PRINTING COMPANY, INTERSTATE
TRANSPORTATION OF LOTTERY TICKETS
INTERSTATE COMMERCE, MISC.

Bulky Exhibit File Number: 71-2185-1 Property - General
DESTRUCTION OF BULKY

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Section, room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JWM:dbb

ALL INFORMATION CONTAINED
HEREIN IS CLASSIFIED
DATE 8-2-82 BY SP4ELW/plc

166-3286-
NOT RECORDED
189 MAR 1, 1954

INITIALS ON ORIGINAL

60 APR 5 1954

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Copy:sdc

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. ROSEN

DATE: 3/18/54

FROM : MR. NICHOLS

DESTRUCTION OF BUREAU PROPERTY - CASES

SUBJECT: INTERSTATE TRANSPORTATION OF GAMBLING DEVICES, GENERAL; PUBLIC LAW 906
INTERSTATE COMMERCE MISC.

Bulky Exhibit File Number:71-3380-58

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Section, room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JWM:dbb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ltc

66-3386-1

NOT RECORDED
126 APR 2 1954

INITIALS ON ORIGINAL

5 APR 16 1954

BUREAU FILE DESTROYED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [illegible]

DATE: 3/18/54

b6
b7C

FROM : MR. [illegible] ZIEGLER

SUBJECT: [redacted]

REGISTRATION [illegible]
SPECIAL

Bulky Exhibit File Number: 65-[illegible]-77

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Trotter
Mr. W. Sullivan
Tele. Room
Mr. Holloman
Miss Holmes
Miss Gandy

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Section, room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JWM:dbb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-28-82 BY SP4 EAW/pte

[illegible]
Photographic display - maintain in file
3/31/

NOT RECORDED
126 APR 5 1954

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1067-[illegible]

STANDARD FORM NO. 64 Copy: sdc

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TAMM

DATE: 3/18/54

FROM : MR. NICHOLS

SUBJECT: HERMAN ALEX BRASSERT, MISC.
ESPIONAGE

Bulky Exhibit File number: 65-899-243

~~Destroy~~ DF Bureau property

We ~~are presently in the process of reviewing~~ all bulky exhibits presently on hand, in order that we may week out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Section, room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JWM:dbb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-12-82 BY SP4ELW/ptc

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189 APR 8 1954
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5 5 APR 14 1954

ORIGINAL COPY FILED IN 65-899-243

AIR-TEL

3-17-54

WASHINGTON FROM WASH FIELD 17

DIRECTOR URGENT

INTERNAL SECURITY SUBCOMMITTEE OF THE SENATE COMMITTEE ON THE JUDICIARY, MISCELLANEOUS - INFORMATION CONCERNING. SENATOR ARTHUR V. WATKINS, MEMBER OF ABOVE-CAPTIONED SUBCOMMITTEE, ADVISED SA W. GEORGE GOOLD THE SUBCOMMITTEE IS INQUIRING INTO AN ORDER SUPPOSEDLY GIVEN SHORTLY AFTER U.S. ENTERED WORLD WAR II, THAT COMMUNIST INVESTIGATIONS BE CURTAILED AND RECORDS KEPT ON COMMUNISTS DESTROYED. HE STATED COMMITTEE KNOWS OF FORMER SPECIAL AGENT OF THIS BUREAU WHO WILL TESTIFY UNDER OATH THAT AN ORDER WAS GIVEN TO BUREAU FIELD OFFICES AT THAT TIME TO "SOFT PEDAL" INVESTIGATIONS OF COMMUNISM. SA GOOLD STATED HE KNEW OF NO SUCH ORDER, AND INQUIRED AS TO THE IDENTITY OF THIS FORMER AGENT. WHEN PRESSED ON THE MATTER, SENATOR WATKINS STATED THAT THE FORMER AGENT HAD WORKED IN THE FIELD, KNEW OF THE ORDER, AND COULD TESTIFY TO IT UNDER OATH. HE DID NOT REVEAL NAME OF AGENT, AND STATED HE DESIRED TO DROP MATTER AT THAT POINT. SENATOR WATKINS HAS BEEN A PERSONAL FRIEND OF SA GOOLD FOR SEVERAL YEARS, AND THIS INFORMATION WAS GIVEN ON A PERSONAL BASIS, IN A PERSONAL CONVERSATION, AND UNDOUBTEDLY WOULD NOT HAVE BEEN GIVEN TO OTHER AGENTS. IN VIEW OF THIS, IT IS RECOMMENDED THAT MATTER BE FOLLOWED WITH SENATOR WATKINS BY ASSISTANT DIRECTOR S. J. TRACY, SINCE SA GOOLD KNOWS THE SENATOR TO BE A

WGG:mss

62-NEW

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/rte

NOT RECORDED
MAR 24 1954

55 APR 2

AIR-TEL

PERS. FILES

ORIGINAL COPY FILED IN

CONTACT OF MR. TRACY, ACCOMPANIED BY SA GOOLD, IN ORDER TO OBTAIN FULL FACTS AS TO IDENTITY, AND NATURE OF INFORMATION FORMER AGENT FEELS HE CAN TESTIFY TO.

LAUGHLIN

MAR 23 RECEIVED 154 P

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: March 15, 1954

FROM : I. W. Conrad

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

SUBJECT: BOX TYPE DETECTAPHONE UNIT #238
DESTRUCTION OF BUREAU PROPERTY - GEN.

The above-captioned unit has been found beyond repair and dismantled for parts.

ACTION:

The Chief Clerk's Office should be notified so that their inventory may reflect this action.

66-3286-
NOT RECORDED
13 MAR 24 1954

JFS:kmb

Bu. records contacted JMB

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-22-82 BY SP4E LW/tk

79 MAR 25 1954

Please file in 66-3286 for destruction of Bureau property

File 3/w rg/JMB
R.S.
J.F.S.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/rtc

66-3286-570

CHANGED TO

66-19087-22X

~~SEP 26 1967~~ 364

Jwe / Be

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

FROM : G. C. Gearty

DATE: 4/15/54

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rte

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

SUBJECT: CIVILIAN DEFENSE MATERIAL STORED ON THE SEVENTH FLOOR OF THE IDENTIFICATION BUILDING - RECORDS SECTION

Destruction of Bureau Property

Two drawers of civilian defense lecture material is stored on the seventh floor of the Identification Building. Mr. Eames of the Records Section has inquired as to whether it is possible to destroy this material since the drawer space is needed by the Records Section.

This material was used during 1942 when the Bureau conducted war traffic schools and we have not had an occasion to use this material since that time.

SAC Letter #4, January 10, 1951, reflects that the personnel of the FBI are not to discuss or teach civilian defense policies, programs and operations. SAC Letter #27 dated April 18, 1950, reflects that Bureau representatives will not participate in any training program for civilian defense.

In view of our policy in not participating in any civilian defense instructional work, I believe that this material should be destroyed. Mr. Parsons of the Laboratory and Mr. Hennrich, Domestic Intelligence Division, also agreed with this view.

RECOMMENDATION:

That this memorandum be referred to the Records Section and the Records Section should dispose of this material.

EXECUTIVES CONFERENCE CONSIDERATION:

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, unanimously concurs in the recommendation that the foregoing material be disposed of by the Records Section.

LHR:cs

Being handled 4/20/54 gm

66-3816-571

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13 APR 21 1954

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713

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tamm
Mr. Tracy
Mr. Mohr
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

WPR:FC:GWC:evc

April 19, 1954

Honorable Clare E. Hoffman
Chairman, Committee on Government Operations
House of Representatives
Washington, D. C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/pls

Dear Mr. Chairman: Destruction of Bureau Property General

This is in response to your request for the views of the Department of Justice relative to the bill (H.R. 6742) "To amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes."

Section (a) of the bill would add to section 506 of the Federal Property and Administrative Services Act a new subsection (b), applicable during time of war or when hostile action appears imminent, permitting the head of any federal agency to authorize the destruction of records in his custody when, in the case of records outside the continental United States, their retention would be prejudicial to the interests of the United States, and when, in the case of records within the continental United States, their retention would imperil the security of the United States, and permitting the head of any federal agency to authorize the destruction of records and related material pertaining to Government contracts in the custody of any person when their retention would imperil the security of the United States.

Section (b) of the bill would have the effect of repealing section 11 of the Records Disposal Act (44 U.S.C. 376), which presently furnishes certain authority for the destruction of records outside the United States for records supported by military emergency.

Section (c) of the bill would require the head of each federal agency to authorize the destruction of any "war contract" records at any time after three years after the occurrence of stated events related to the termination of the contract.

The Records Disposal Act, as amended (44 U.S.C. 359 et seq.), together with the Federal Records Management Act, as amended (44 U.S.C. 391 et seq.), serve to furnish an integrated and adequate management and disposal program for Government records. The provisions of the Records Disposal Act with respect to the destruction of records outside the continental United States (44 U.S.C. 376) are broader than those of the instant bill, permitting such destruction in certain circumstances when space occupied by records is required for military

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purposes, as well as when the retention of the records would be prejudicial to the United States, and such broader authority would appear very desirable with reference to depositories such as ships. Further, the civil defense program developed by the General Services Administration in cooperation with the several departments and agencies of the Government makes provision for the movement of records important to the operation of the Government from their present depositories in the event of an emergency warranting such action.

The Records Disposal Act does not extend to authorizing the emergency destruction in the interests of national security of records in the hands of Government contractors during the period when such records are otherwise required to be retained. If such authority should be deemed necessary or desirable, it could be granted by appropriate amendment of the Records Disposal Act.

While there would appear to be some question as to the need for this proposed legislation, the Department of Justice would have no objection to the enactment of the bill.

The Bureau of the Budget has advised that there is no objection to the submission of this report.

Sincerely,

WILLIAM P. ROGERS

William P. Rogers
Deputy Attorney General

cc to Budget
cc to Mr. Andretta
cc to Criminal Div.
cc to FBI
cc to Office of Legal Counsel
cc to Tax Div.
cc to Attorney General

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: April 9, 1954

FROM : I. W. Conrad

SUBJECT: ALLIED PORT-ELEC PLAYBACK UNIT #51

Tolson
Ladd
Nichols
Belmont
Clegg
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

The above-captioned unit has been found beyond repair and has been dismantled for parts.

RECOMMENDATION:

The Chief Clerk's Office should be advised so their records may be adjusted accordingly.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-82 BY SP4 ELW/rlc

REB:KMB

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13 APR 26 1954

53 APR 20 1954

GSA GEN. REG. NO. 27

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

TO : Mr. Harbo

DATE: 4/7/54

FROM : J. C. Gearty

SUBJECT: AIR FORCE MANUALS CONTAINING JAPANESE POLICIES STORED ON THE SEVENTH FLOOR OF THE IDENTIFICATION BUILDING - RECORDS SECTION

There is one drawer that contains twenty manuals prepared by the Army Air Force on Japanese policies. This was prepared in 1944 and the manuals are as follows:

Administration of Occupied Areas
Public Welfare
Safety
Transportation
Commerce
Industry
National Resources
Money
Banking
Government Finance
Legal Affairs

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ptc

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[redacted] of the Records Section has made inquiry as to possibly destroying these materials inasmuch as cabinet space is needed.

These twenty manuals were in the Bureau Library but SA [redacted] by memo dated 8/31/51 to Mr. Nichols, requested that these manuals be stored by the Records Section. [redacted] pointed out that the material is obsolete and no one has called at the Bureau Library for any of the publications.

SA [redacted] advised SA [redacted] that these manuals are not needed and he believes that they should be destroyed. These manuals were never used by the Training and Inspection Division, and I do not know of any reason for keeping them. [redacted] of the Laboratory and [redacted] Domestic Intelligence Division, also agreed with this view.

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RECOMMENDATION:

That this memorandum be referred to the Records Section

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and that the Records Section destroy these manuals.

EXECUTIVES CONFERENCE CONSIDERATION:

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, recommended unanimously that Liaison check with the Air Force to ascertain whether they want the twenty manuals returned to them; that if the Air Force does not desire return of the manuals, they be destroyed by the Records Section.

4/12/54.
Col Pickard, SMJ, AF says O.K.
To destroy if not classified.
J.E.H.

4/21

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: 4/8/54

FROM : G. C. Gearty

SUBJECT: Special Agents' Work Papers on Audits Of Various Bureau Funds Stored on the 7th Floor of the Identification Building - Records Section

O Destruction of Bureau Property

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

J. Gearty

Mr. Eames advised that the Records Section has stored on the 7th floor of the Identification Building one drawer containing Agents' work papers on audits of various Bureau funds. Mr. Eames made inquiry as to the possibility of destroying these records inasmuch as the drawer space is needed.

SA [redacted] examined this material and found that the material, referred to by Mr. Eames, consists of Special Agents' work papers on the audits of various Bureau funds. All of the work papers are being kept in one cabinet drawer and the Bureau files pertaining to these various funds contain memoranda concerning the results of these audits.

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The Agents' work papers stored on the 7th floor of the Identification Building consists of the following:

1. Agents' work papers on audits of the FBI Agents Insurance Fund - 1940 to 12/16/53.

2. Agents' work papers on audits of the Group Hospitalization Records - 12/17/52, 7/6/53, and 12/29/53.

3. Agents' work papers on audits of the FBIRA Funds - 2/11/48 to 6/30/49.

4. Agents' work papers on audits of the FBI Academy Mess Fund, Quantico, Virginia - 1/6/45 to 8/31/45.

5. Agents' work papers on audits of the claims paid by the Prudential Insurance Company for hospitalization and medical expense of the SAMBA.

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ptc

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APR 21 1954

APR 26 1954

6. Agents' work papers on audits of the Confidential Fund - 1940 through 1953.

7. Agents' work papers on audits of the SIS Fund - 8/11/41 to 5/31/43 and 6/30/44 to 10/31/49.

8. Agents' work papers on audits of Mr. E. A. Tamm's Account - 6/30/42 to 5/7/46.

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SA [redacted] conferred with Mr. Glavin concerning the retention of these audit work papers. Mr. Glavin advised that the Agents' audit work papers for the past three years should be retained and the rest should be destroyed with the exception of the Agents' work papers on audits of the Confidential Fund, the SIS Fund and Mr. E. A. Tamm's Account. Mr. Glavin advised that due to the confidential nature of these three funds and the fact that the General Accounting Office does not get copies of the blue slips, we should keep the work papers on these three audits indefinitely. Mr. Mason, Training and Inspection Division, Mr. D. J. Parsons of the Laboratory, and Mr. Hennrich, Domestic Intelligence Division, agreed with these views.

RECOMMENDATIONS:

1. That the Special Agents' work papers on audits of the Confidential Fund, SIS Fund and Mr. E. A. Tamm's account be retained indefinitely.

2. That the Agents' work papers on the other mentioned audits of various Bureau funds be retained for the past three years.

see p 3.

3. That this memorandum be referred to the Records Section and the Records Section should destroy all audit work papers that were not made within the last three years with the exception of the audits of the Confidential Fund, SIS Fund and Mr. Tamm's account which are to be retained indefinitely.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 4/12/54

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd and Harbo, unanimously concurred in the foregoing recommendations.

RJ

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Nichols
Belmont
Clegg
Glavin
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Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : MR. NICHOLS

DATE: 3/2/54

FROM : W. G. EAMES

SUBJECT: OBSOLETE MATERIAL STORED ON 7th FLOOR, IDENTIFICATION BUILDING--RECORDS SECTION

There is stored on the 7th floor of the Identification Building, the following Training and Inspection Division material which has been turned over to the Records Section for storage purposes.

DESCRIPTION OF MATERIAL	NUMBER OF CABINETS	NUMBER OF DRAWERS
1. Air Force Manuals - Japan		1
2. National Academy Material	1	
3. Foreign Language Material (Test books and Examinations)	1	
4. Translated Lectures - Spanish	1	
5. Civilian Defense Material		2
6. Introduction to Traffic Law Enforcement		1
7. Agent's work papers on Audits of Various Bureau Funds		1

This material is very rarely used and it is felt that all, or at least the majority of this material, could be destroyed, thus giving us additional file cabinets and additional space, both of which we can most advantageously use. It is being requested that a representative of the Training and Inspection Division review this material and render a decision as to its retention or disposition.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rte

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division and that a representative of the Training and Inspection Division be assigned to review the above described material and render a decision as to its retention or disposition.

JWM:dbb

53 APR 26 1954

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13 APR 21 1954

REC. SECT.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 4/30/54

FROM : EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/ste

Tolson
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Nichols
Belmont
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Glavin
Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

SUBJECT: SUGGESTION #172-54
MADE BY SA JOSEPH V. BAKER
NEWARK OFFICE

SUGGESTION

It is suggested that once initial summary reports are prepared in Security cases all but one copy of the previous investigative reports be destroyed.

CURRENT REGULATION

Manual of Instructions, Section 87C,7g(10)(b) requires the maintenance of three carbon copies of each Security report in the case file of the office of origin.

OBSERVATIONS

The suggesting employee has in mind that a more compact file would result which should reduce the need for repairs in files and allow easier filing in the cabinets. He pointed out this would conserve office space and reduce the need for purchasing additional floor space and filing cabinets. He felt an insignificant amount of clerical time would be necessary to remove the serials.

SAC D. S. Hostetter of Newark believes the suggestion has considerable merit and could in many instances reduce a two-volume file to one volume and reduce larger files correspondingly. It would improve physical maintenance of closed files by reduction in bulk and Mr. Hostetter recommends adoption of this idea.

Mr. H. B. Fletcher of Washington Field Office states that if the destruction of all but one copy of previous investigative reports is limited to those cases where a summary report is submitted in the future, there will be no real advantage gained. The value of the suggestion lies in that it will make possible cleaning out the files and reducing the space devoted to maintenance of files by reviewing the closed files and even the pending files group to destroy excess file material in those cases where a summary report has been

cc-Mr. Mohr
Mr. Harbo

66-3286

NOT RECORDED
126 MAY 10 1954

INITIALS ON ORIGINAL

53 MAY 13 1954

BOARDMAN

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COPY: pj

MR. MOHR

April 26, 1955

C. Q. SMITH

SPECIAL AGENTS' INSURANCE FUND -
TRANSMITTAL LETTER FROM FIELD OFFICES
FORWARDING CONTRIBUTIONS

Matters pertaining to the Special Agents' Insurance Fund are filed in Bureau file #66-4182. I recently had occasion to review this file and found that its 16 volumes are made up to a large degree of transmittal letters received from the various field offices covering contributions forwarded for each assessment. These letters are of no value for record purposes since each individual who contributes has the executed portion of the beneficiary form filed in his personnel file and the receipt portion returned to him. In addition, the Administrative Division maintains a card file of the members and each payment is recorded therein. Further, the general ledger for the Special Agents' Insurance Fund has the name of each contributor entered therein.

I feel that the filing of these letters in the Special Agents' Insurance Fund file serves no purpose and should be discontinued. This would cut down appreciably the space used and time consumed servicing this file.

RECOMMENDATION

It is recommended that in future assessments the transmittal letter from the field be retained with other Special Agents' Insurance Fund books and records in the Administrative Division until the following assessment at which time the previous letters would be destroyed. Letters covering the last assessment only would be retained during the period intervening between assessments.

CQS:gt
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/ltc

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76 MAY 5 1955

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MAY 11 1955

UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4-28-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rte

SUBJECT: SUGGESTION #168-55
Destruction of Bureau Property

The Training and Inspection Division has requested your views on the above suggestion which was submitted by [redacted] of the Cleveland Division. [redacted] suggests that copies of memoranda reporting information from informants be destroyed after a report is dictated. He suggests that a memorandum be prepared for subject's file listing in numerical order the serial numbers of the memoranda destroyed and desires that this be applied only when the documentation page indicates that the original is filed in a file other than the subject's file. He estimates that copies of these memoranda constitute in excess of 60 per cent of our security files. b6 b7C

Inasmuch as the original of these memoranda will be filed elsewhere, (probably in informant's control file) these copies could properly be considered as work papers and no Archival authority would be necessary for destruction. This appears to be a sound suggestion, the adoption of which will result in a substantial savings in file cabinets and floor space.

It should be pointed out that a second file will have to be pulled on occasion in connection with the documentation of a report which is being prepared on a subject who is cross-indexed into another report. In other words, a name check may reflect a "see" reference in a report on another subject. When the dictator reviews the file, he will find that the memoranda reporting information from the informant has been destroyed. If he is to document from the original source it will be necessary for him to refer to the informant's control file or some other file where a copy of the original information is still available.

RECOMMENDATION:

Favorable.

WGE:jg
(2)

24 MAY 6 1955

66-3286

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128 MAY 10 1955

53 MAY 16 1955

ORIGINAL FILED IN 66-3286-3

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

FROM : Mr. S. J. Tracy

DATE: April 20, 1954

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - CONFIDENTIAL

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

There are attached four publications which should be routed to the Library or the Records Section for retention or disposal at their discretion. The publications are:

Retained in Bu Lib

1. Technical Aspects of Sabotage, A Handbook for Law Enforcement Officers and Investigators - Copy 12
2. Republic of Haiti, March 1946
3. The Police of Latin America, February 1946
4. A Graded Reader of Military Japanese

I recommend these be destroyed. They are of no value. Dup copies are in our files and in Lib. They will be held in Lib pending approval of this

APR 30 1954

4-29-54

Attachments

SJT:gdm

adopted

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66-3286-

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submitted. If this idea is adopted, Mr. Fletcher believes it would be advantageous to use clerical time and help in reviewing thousands of Security-type files in Washington Field Office to take advantage of the destruction of file material along the lines of this suggestion. He believes considerable filing space could be saved through adoption of this idea.

Mr. Belmont of the Domestic Intelligence Division advised the suggestion is premised upon the assumption that once a summary report is prepared there is little need for the investigative reports in Security Index cases. He advised this is not correct, that summary reports embody all pertinent data in the case files, but since they are but summarizations they obviously do not spell out the complete investigative histories of these cases. The submitting office must retain one copy of each prior investigative report at all times and a second copy must always be retained for transmittal to any subsequent office of origin under the basic Bureau requirement that the office of origin be in possession of all pertinent serials. Thus, two copies of prior reports may never be destroyed under any circumstances.

Mr. Belmont stated that many variables are to be considered with regard to the Detention Program. The possibility exists that files of certain of these subjects conceivably may have to be reconstituted in the field. Circumstances may preclude this from being done from Seat of Government files, necessitating recourse to field office files. With this in mind, it is felt that under only the most compelling circumstances should any of the reports in these particular cases be destroyed. Considering the Bureau's basic and long-range responsibility for these cases, Mr. Belmont of the Domestic Intelligence Division is categorically opposed to the destruction of any previous reports.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/29/54, composed of Messrs. Boardman, Glavin, Rosen, McGuire, Holloman, Belmont, Tamm, Tracy and Harbo, recommended unanimously unfavorable.

Copy:sdc

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation

April 9, 1954

S. A. Andretta, Administrative Assistant Attorney General

Destruction of Bureau Property - Ltr

This will refer to your memorandum of February 11, 1954 transmitting a disposal list "Standard Form No. 115" requesting authority to destroy the remainder of the records of the American Protective League which the National Archives does not desire to acquire by accession.

On February 19, 1954, the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records "House Report No. 1467, 83rd Congress, 2nd Session." A copy of the disposal list as approved by Congress is attached for your information.

dfm

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FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 9

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/ltc

TO : MR. TOLSON

DATE: April 22, 1954

FROM : EXECUTIVES CONFERENCE

Destruction of Bulkier Property

SUBJECT: DISPOSITION OF SOURCE OF INFORMATION INDEX CARDS CONTAINED IN GENERAL INDICES

The Denver Office by letter dated April 12, 1954, advised that their source of information cards are being brought up to date. Denver inquired as to what should be done with the index cards in the general indices at the time a source of information is discontinued and the card is removed from the source of information index and destroyed. The Manual of Rules and Regulations provides for destruction of the source of information index card but no mention is made of cards appearing in the general indices of the office.

ADVANTAGES OF DESTRUCTION OF GENERAL INDICES CARDS

(1) Purges the general indices of unnecessary index cards. (Source of information cards are generally not supported by a given file. They may or may not be supported by a memorandum in the office files.) In some offices the practice has been to destroy both the source of information card and the general indices index card.

(2) If the source of information is no longer available to the FBI, there appears to be no value in having an index card in the general indices any more than we would index people in the city directory.

DISADVANTAGES OF DESTRUCTION OF GENERAL INDICES CARDS

(1) There may be a memorandum somewhere in the files of the office furnishing some background on the source of information and if the index card is removed, then the memorandum may never be found.

(2) Time is required to proceed to the general index and remove the general index card on a source of information who has been discontinued.

(3) If a question ever is raised in the future as to whether a given person served as a source of information for the FBI, we would be unable to say yes or no if the index card has been destroyed.

POSSIBLE PROCEDURES:

(1) At the time the source of information card is destroyed,

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RECORDED - 58 66-3216-574

INDEXED - 58

13 APR 1954

cc: Mr. Mohr
Mr. Harbo

EDM: jmf

BOARD PLAN

THREE

destroy the index card; or

(2) At the time the source of information card is destroyed, destroy the index card if there is no memorandum in file relating to the source of information; or

(3) At the time the source of information card is destroyed, make a handwritten notation on any supporting memorandum that the source of information is no longer usable; or

(4) At the time the source of information card is destroyed, make an entry on the general index card as to the date the source was discontinued; or

(5) Leave index as is.

EXECUTIVES CONFERENCE CONSIDERATION: *RTH:cs 4/26/54*

Conference of 4/26/54, composed of Messrs. Rosen, Parsons, Hennrich, Holloman, Glavin, Mohr, Nichols, Tracy and Harbo, unanimously recommends that the index card placed in the field office general index be retained at the time a Source of Information is discontinued; the card removed from the special index of Sources of Information will, of course, be destroyed as heretofore. The Denver Office and the field generally will be advised in accordance with Bureau decision.

Ltr to SAC Denver 5/5/54 Manual Chgs submitted at same time.

Manual of Rules & Regulations Revised to date

MR. TOLSON April 22, 1954

EXECUTIVES CONFERENCE

DISPOSITION OF SOURCE OF INFORMATION INDEX CARDS

The Denver Office by letter dated April 12, 1954, advised that their source of information cards are being brought up to date. Denver inquired as to what should be done with the index cards in the general indices at the time a source of information is discontinued and the card is removed from the source of information index and destroyed. The Manual of Rules and Regulations provides for destruction of the source of information index card but no mention is made of cards appearing in the general indices of the office.

ADVANTAGES OF DESTRUCTION:

(1) Purges the general indices of unnecessary index cards. (Source of information cards are generally not supported by a given file. They may or may not be supported by a memorandum in the office files.) In some offices the practice has been to destroy both the source of information card and the general indices index card.

(2) If the source of information is no longer available to the FBI, there appears to be no value in having an index card in the general indices any more than we would index people in the city directory.

DISADVANTAGES OF DESTRUCTION:

(1) There may be a memorandum somewhere in the files of the office furnishing some background on the source of information and if the index card is removed, then the memorandum may never be found.

(2) Time is required to proceed to the general index and remove the general index card on a source of information who has been discontinued.

(3) If a question ever is raised in the future as to whether given person served as a source of information for the FBI, we would unable to say yes or no if the index card has been destroyed.

POSSIBLE PROCEDURES:

(1) At the time the source of information card is destroyed,

Tolson
Ladd
Nichols
Belmont
Clegg
Gurnea
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

Mr. Mohr
Mr. Harbo

M: jmf

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destroy the index card; or

(2) At the time the source of information card is destroyed, destroy the index card if there is no memorandum in file relating to the source of information; or

(3) At the time the source of information card is destroyed, make a handwritten notation on any supporting memorandum that the source of information is no longer usable; or

(4) At the time the source of information card is destroyed, make an entry on the general index card as to the date the source was discontinued; or

(5) Leave index as is.

EXECUTIVES CONFERENCE CONSIDERATION: *RTH:cs 4/26/54*

Conference of 4/26/54, composed of Messrs. Rosen, Parsons, Hennrich, Holloman, Glavin, Mohr, Nichols, Tracy and Harbo, unanimously recommends that the index card placed in the field office general index be retained at the time a Source of Information is discontinued; the card removed from the special index of Sources of Information will, of course, be destroyed as heretofore. The Denver Office and the field generally will be advised in accordance with Bureau decision.

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Director, FBI

DATE: April 12, 1954

FROM : SAC, Denver

SUBJECT: SOURCES OF INFORMATION
DENVER DIVISION

Destruction of Bureau Property -

We are bringing our source of information cards up to date. However, a check of the Manual of Rules and Regulations, Section 6, Page 6, does not reflect information concerning the disposition of the index card in the general indices at the time a source of information is discontinued.

Inasmuch as this office is unable to locate instructions in this regard, please advise whether the index card should be retained or destroyed.

JBP/jj

Ltr to Law, Procurement - to be advised if/when destroyed 4/27/54 Smith, Clerk

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Exec Conf memo RVK: esl 4-21-54

RECORDED - 58 66-3256-575

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SAC, Denver

May 5, 1954

Director, FBI (66-3286)

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SOURCES OF INFORMATION
DENVER DIVISION

DESTRUCTION OF BUREAU PROPERTY

Reurlet of 4-12-54 and Bulet of 4-22-54.

For your information, the Bureau has considered the question of what should be done with the index cards in the general office indices at the time a source of information is discontinued and the card is removed from the source of information index and destroyed. It has been concluded that such index cards contained in the general office indices should not be removed but should be retained for future reference.

An appropriate instruction in this regard is being inserted in the Manual of Rules and Regulations in order that such practice will be uniform throughout the field.

RECEIVED BUREAU ROOM
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FBI

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MAILED 5
MAY 6 - 1954
COMM-FBI

RECORDED - 5
INDEXED - 5
EX-129

68 MAY 14 1954

MR. NICHOLS 5/10/54

W. G. EAMES

DESTRUCTION OF EXTRA COPIES
OF INVESTIGATIVE REPORTS

Destruction of Extra Copies

BACKGROUND:

The Bureau has approved form letter WFO-28, which transmits to Liaison Section of the Identification Division copies of investigative reports which erroneously set forth leads for Washington Field Office to check records of Armed Services. Liaison Section, Identification Division, covers these leads and advises the Office of Origin by letter.

CURRENT PROCEDURE:

The Bureau receives two or more copies of each such report. The two copies sent to the Identification Division by WFO Form 28 are surplus to needs of the Seat of Government and serve only to take up valuable space.

RECOMMENDATION:

That the Identification Division Liaison Section employee preparing replies to the Office of Origin destroy both copies of investigative reports transmitted by WFO Form 28, and note such destruction opposite "Reference" to such report.

LML:jg

cc 66-3286

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 5/24/54

FROM : The Executives Conference

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Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

SUBJECT: DESTRUCTION OF EXTRA COPIES OF INVESTIGATIVE REPORTS

DESTRUCTION OF BUREAU PROPERTY - GENERAL

The Executives Conference consisting of Messrs. Tolson, Boardman, Mohr, Sizoo, Mason, Nichols, Rosen, and Tamm considered a suggestion submitted by the Records Section with regard to copies of reports in Bureau investigative cases which are erroneously forwarded to the Washington Field Division for a check of the records of the armed services.

The Identification Division through its Liaison Section covers record checks of the armed services, and the Washington Field Office forwards to the Identification Division by form letter copies of investigative reports which have erroneously been transmitted to the field division for such a search.

It is recommended and the Conference unanimously agrees that after the search has been made by the Identification Division, the copies of the investigative report be destroyed by the Identification Division and such destruction noted opposite the "Reference" to such report.

If you approve, there is attached hereto a memorandum to the Identification Division so instructing.

Attachment 5-25-54

cc - Mr. Harbo
Mr. Mohr

QT:edm

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INDEXED - 97
EX. - 108

66-3286-577

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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Belmont
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Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

TO : MR. NICHOLS

DATE: 5-19-54

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
BUREAU FILE 66-3286

SYNOPSIS:

Attached report of the Investigations Division of the Senate Appropriations Committee prepared by Paul E. Kamerick, D.C. Chief, Investigations, and former Agent of the FBI, entitled Records Management, United States Government, presented to demonstrate the urgent need for immediate remedial action toward solution of complex and costly Federal Records Management problems is summarized herein. Principal purpose is to survey and apparently legislate if necessary to control the vast accumulation of record material in government. Of primary interest to Bureau is suggested exception "---in the case of the substantive files of investigative agencies having responsibilities under law for the detection of crime or subversive activity."

RECOMMENDATION:

That through Liaison channels with the Senate Appropriations Committee the progress of this report be followed, particularly the exception which presumably will safeguard the Bureau records against involvement in the government-wide records management program referred to.

ENCLO. ATTACHED

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Attachment

RECORDED-29 66-3286-578

INDEXED-29

MAY 27 1954

EX-127

60 JUN 1

Memorandum to Mr. Nichols 5-19-54
Re: Destruction of Records
Bureau file 66-3286

DETAILS:

There is attached a report of the Investigations Division of the Senate Appropriations Committee prepared by Paul E. Kamerick, Chief, Investigations, entitled Records Management, United States Government. This report was presented to demonstrate the urgent need for immediate remedial action toward solution of complex and costly Federal Records Management problems.

Specifically, it points out that the annual cost of records management in government approximates four billion dollars; that government agencies generally consider 31% of records permanent as compared with private firms which consider 10% permanent; that unless percentage is reduced space must be secured in next few years for seven million cubic feet of records or enough to fill 7 additional buildings as large as the National Archives; and that although 4.2 million cubic feet of records were created in 1953 and 4.1 million cubic feet were either retired to records centers or destroyed, civilian agencies were able to destroy about as many records as created but Department of Defense destroyed little more than 50% created.

The report cites that the over-all problem of records management is aggravated by the lack of centralization of control. It points out that General Services Administration has attempted to synchronize management of records under its jurisdiction by the establishment of records centers and depositories. The principal agencies not using these centers are the Department of Defense, the General Accounting Office, the Selective Service System, and the Veterans Administration. (Neither is the FBI.)

The report points out the need for a government-wide survey of records management techniques to include the creation, maintenance, and disposal of records to be made by non-government records management specialists. It cites that GSA received many benefits from a survey conducted by Records Engineering, Incorporated, during the past year. As a result of the survey GSA received a complete analytical report on all phases of government microfilming along with suggested solution to all problems presenting themselves in this field.

The report further cites that the States of Maryland and Virginia recently engaged outside records management specialists to examine their records management procedures and as a result of the

surveys, new records management procedures and techniques were established which would result in considerable monetary savings. The report also points out that an outside agency has been surveying the Post Office Department files since March 1, 1954. The report states that by July of this year the survey is expected to result in savings of approximately half a million dollars.

The report further states that many private firms, Radio Corporation of America, Montgomery Ward, Inc., B. F. Goodrich, Inc., etc., have effectively utilized reports of surveys made by records management specialists.

It is also brought out in the report that unless remedial action is taken in the near future the problem will become almost incapable of solution and that it has been estimated that about twenty to thirty-three per cent of the present cost of records management can be reduced by a records management survey conducted for the United States Government as a whole. Based on this estimate, savings could reach as high as $1,100 million. The report contains recommendations that (1) funds be made available to the Administrator of General Services Administration to arrange for surveys of records procedures in all government agencies, both civilian and military, by competent non-government specialists; that (2) responsibility for this activity be vested in the Director of the Records Management Division, Archives and Records Service, under supervision of the Administrator of GSA, to be assisted by the Director of Bureau of the Budget; that (3) copies of all reports together with estimates of savings be made available upon completion of each survey to the Director of Records Management Division, Archives and Records Service, the Director of the Bureau of the Budget, and to the Appropriations Committees of the Senate and the House of Representatives; that (4) an exception be made in the case of the substantive files of investigative agencies having responsibilities to law for the detection of criminal or subversive activities; that (5) each agency be required to refund any such savings to the United States Treasury; and that (6) vigorous action be taken to insure benefits from the surveys and to hold additional accumulation of records to a minimum.

Several agencies were suggested as starting places for any surveys to be undertaken: the Veterans Administration; the Securities Exchange Commission; the Department of Health, Education, and Welfare;

the Railroad Retirement Board (Chicago); the Bureau of Reclamation (Department of Interior); FOA and the Maritime Commission (Department of Commerce).

CONCLUSIONS:

An appropriation to be used by GSA to hire non-government records management specialists to survey records management procedures on a government-wide basis is entirely possible. Two such surveys have been undertaken, one of government microfilming operations which was conducted for GSA by Records Engineering, Incorporated, a company headed by former Senator Gerald P. Nye, and the other a survey currently being conducted of the Post Office Department by an unnamed firm. It is believed that if such a survey is made it will be done by non-government personnel, as throughout the report statements are made that experience has shown that internal surveys are rarely successful; that personnel tend to form emotional attachments to records and regard them as a source of personal security, and thus are loathe to relinquish them for disposal; and that an outside agency provides the only really objective approach since such an agency has no personal relation to the creation of the records and is interested only in finding money saving methods for the client.

It is further believed that liaison with the Senate Appropriations Committee would be appropriate in connection with recommendation #5 contained on page 14 of the attached report which states "that an exception be made in the case of the substantive files of investigative agencies having responsibilities under law for the detection of crime and subversive activity."

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ENCLOSURE

[COMMITTEE PRINT]

83D CONGRESS
2d Session

SENATE

RECORDS MANAGEMENT, UNITED STATES GOVERNMENT

REPORT

OF THE

INVESTIGATIONS DIVISION OF SENATE APPROPRIATIONS COMMITTEE

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DATE 8-4-82 BY SP4EW/mlc

MAY 1954

Printed for the use of the Committee on Appropriations

UNITED STATES
GOVERNMENT PRINTING OFFICE
46791 WASHINGTON : 1954

66-3286-578

UNITED STATES SENATE,
COMMITTEE ON APPROPRIATIONS,
May 7, 1954.

Hon. STYLES BRIDGES,
United States Senate, Washington, D. C.

DEAR MR. CHAIRMAN: I am attaching hereto a report compiled in accordance with your directions by the Investigations Division on the subject of Federal Government records. The information contained herein was secured from the files of this office, and from staff investigative activity.

The report describes the staggering volume of 25 million cubic feet of records now in existence in the Federal Government and the prospects if corrective action is not taken soon. Your particular attention is directed to—

(1) The estimated cost of $4 billion annually necessary to maintain this mountain of records,

(2) The fact that efforts to date have served only to decrease the rate of accumulation,

(3) The desirability of a survey by competent and disinterested persons,

(4) The great savings possible from such a survey. According to our estimate from facts available, this may reach $900 million to $950 million. Some estimates reach as high as $1,100 million and higher.

(5) The fact that savings accomplished through this means will be immediately effective rather than brought about at some distant future date.

While it will be necessary, of course, to safeguard the documents of historical or permanent-records value, there is every indication that great economies can be brought about by the disposal of useless records and by the installation of a system whereby (1) useless records are not created, (2) records having only a temporary value are destroyed upon termination of their value, and (3) records having permanent value, but not actively in use, can be maintained in inexpensive quarters.

There is every indication that money spent on such a project will be money well spent.

With every good wish, I am,

Very truly yours,

PAUL E. KAMERICK,
Chief, Investigations.

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RECORDS MANAGEMENT, UNITED STATES GOVERNMENT

This report is presented by the Investigations Division to demonstrate the urgent need for immediate remedial action toward solution of the complex and costly Federal records management problems.

INTRODUCTION

The problem of records management in the Federal Government is one which has reached immense proportions over the years. The annual records management cost to the United States Government now is approximated at $4 billion. Through uneconomic practices in the creation, maintenance, and disposal of Federal records, the volume now threatens to become so cumbersome and expensive as to make beneficial use difficult.

The problem is one which cannot be approached with generalizations, but rather must be solved through a composite study of individual projects and methods of records management throughout the governmental structure. It is not an area, unfortunately, conducive to a pilot study of a small segment, thereafter enlarging the findings into general conclusions. It is a field in which the problems are peculiar to a particular portion of the program, and one incapable of mass solution, since the functions and problems of various Government agencies vary widely.

The enormity of the problem can be illustrated by the fact that Government agencies generally consider 31 percent of their records as permanent, or at least without definite disposal dates; private firms usually figure about 10 percent of their records as permanent. Unless this percentage can be reduced, it will mean that permanent quarters will have to be found in the next few years for 7 million cubic feet of records, enough to fill seven additional buildings as large as the National Archives. As the situation now stands, the quantity of Federal records is continuously growing, increasing in 1953 from 24 million cubic feet to 25.2 million, the equivalent of 7½ Pentagon buildings full of records.

The civilian agencies managed in 1953 to destroy about as many old records as they created; that is, about 1.4 million cubic feet were destroyed while an equal amount was being created. The Department of Defense created about 2.8 million cubic feet of records and destroyed only about 1.6 million. But, taking the Government as a whole, and all agencies, military as well as civilian, in the fiscal year 1953, the number of records that were either retired to a center or destroyed not quite equaled the quantity of new records created; that is, about 4.2 million cubic feet of records were created and about 4.1 million cubic feet were either destroyed or retired to records centers.

The very size of the United States Government itself, and the variety of its operations, makes the problem an enormous one. Without an orderly system of records management it will be quite impossible to put an end to cases such as one which arose last year in the files of the Department of Defense. Thousands of used laundry slips which had been utilized by WAVE personnel in the last war, turned up in the files, and were destroyed through legislative action only after having occupied file space for more than 5 years. To put an end to situations such as this, and to avoid the impending crisis in the keeping of Government records, it is indicated that a survey be made by a qualified group, which survey should undertake solution of the myriad problems arising within the various areas of records management.

THE PROBLEM

The overall problem of records management is aggravated by the lack of centralization of control. A good part of the Government records are administered by the General Services Administration, which has attempted to synchronize the management of records under its jurisdiction by the establishment of records centers and depositories. This affects retired records only—i. e., those not needed by the agencies for day-to-day operations.

At the end of fiscal year 1953, GSA had in operation 9 Federal records centers and 2 depositories, which facilities held 1,881,000 cubic feet. By the end of fiscal year 1955, it is expected that 2½ million cubic feet of records will be accommodated.

The principal agencies that are not using the centers are the Department of Defense, which has its own centers administering about 2,800,000 cubic feet of records, just slightly more than the GSA capacity; the General Accounting Office, which is a great records producing agency, having about 1,400,000 cubic feet of records in its centers; the Selective Service System, with its own system of records depots holding about 275,000 cubic feet of records; and the Veterans' Administration, whose records center at Columbus, Ohio, houses about 185,000 cubic feet of records.

It is expected that an outside survey would examine the possibility of economies to be effected through the inclusion of the above agencies under a centralized records-control jurisdiction, and would undertake to revamp and simplify the record-keeping procedures of various Government departments which have been described as particularly backward in proper records management. Several agencies are listed below as a suggested starting place for any survey to be undertaken: The Veterans' Administration, the Securities Exchange Commission, the Department of Health, Education, and Welfare, the Railroad Retirement Board (Chicago), the Bureau of Reclamation (Department of Interior), FOA and the Maritime Commission (Department of Commerce).

THE COST

An estimate of the overall cost to the Government of records management is of necessity on a general basis. The best estimate, however, seems to be in the vicinity of $4 billion. The foregoing figure has been arrived at through two different means in collaboration with Mr. Herbert E. Angel, Director of Records Management Division, National Archives and Records Service, GSA:

A. In the first method, the three branches of records management are analyzed individually, and then added to arrive at a total. That operation is as follows:

Creation

It costs $638.40 to create 1 cubic foot of records. There is annually generated by the United States Government 4,200,000 cubic feet of records. Therefore, the cost of creation of those records is annually $2,681,280,000.

Maintenance

The Hoover report indicates that $29 is the cost of space and maintenance for a record cabinet. On this basis, space and maintenance for 2 million record cabinets of active records is $58 million. To this figure is added space and maintenance for the equivalent of 1 million cabinets of inactive records at $14, yielding a total of $14 million. Personnel required to maintain these records is approximated at $925 million (250, 000 people at an average salary of $3,700 per year). This establishes a grand total of $997 million for the maintenance of records. This figure probably is a little higher when there is added to it the cost of space and supplies used by the personnel referred to above.

Disposal

The estimated figure for disposal of records is approximately $30 million in total, of which something over $20 million is for salaries of personnel involved in this operation. This operation, as can be easily seen, is by far the least expensive part of overall records management.

Total

The sum of the above categories is $3,708,280,000, plus the cost of space and supplies used by the personnel as referred to above.

B. The second means of arriving at an overall figure is by working with figures submitted by the various civilian agencies plus a fair estimate of figures with regard to the military agencies. Based on 365,000 out of 900,000 workers, the results are as follows:

365,000 employees at an average annual salary of $3,700	$1, 354, 000, 000
Use of 3 million cabinets (or equivalent) at $50 each	150, 000, 000
18 million square feet of space (6 feet per cabinet, but some think should be 7) at $2.38 per foot	42, 000, 000
Supplies at $50 per person	18, 000, 000
Equipment, other than cabinets, at $700 to $800 per person (desks, chairs, rugs, tables, IBM equipment, computing machines, etc.)	[1] 275, 000, 000
Total	1, 839, 000, 000
Supervision and mail handling, transportation, postage, etc., at approximately 10 percent	161, 000, 000
Total	2, 000, 000, 000
Military operations account for more than one-half of paper creation and cost is at least equivalent to civilian creation	2, 000, 000, 000
Total	4, 000, 000, 000

[1] Estimated.

The fact that the two methods of computation coincide almost exactly (only 7 percent differential) is indicative that the $4 billion figure is about as accurate an estimate obtainable without a survey.

It has been illustrated by an outside survey of Government microfilming, that microfilming is not useful except for permanent records so far as space savings are concerned. On a strictly cost basis as between the use of records centers for records that have to be kept for varying periods of time up to 30 or 40 years, they can be held and administered more cheaply in a records center than by microfilming them. The expense of microfilming is considerably greater than keeping those records in the centers where the space and equipment are inexpensive, unless the records are to be maintained for more than the above period.

An outside survey is indicated in the field of records management in general, as well as in the field of microfilming, since both fields are rather controversial in nature, and any internal survey is apt to be unduly influenced by conflicts of interest, and clouded by years of established routine.

Results of surveys by GSA in fiscal year 1953 began to manifest themselves with the transfer to Federal records centers during the year of about 300,000 cubic feet of records from agencies that have been surveyed. At the same time, in the course of surveys conducted during the year, on-the-spot disposal resulted in destruction of more than 100,000 cubic feet of records.

This problem has received legislative attention as far back as 1943.

The legislative procedure with regard to the disposal of Federal papers is to be found in the Records Disposal Act approved July 7, 1943, as amended July 6, 1945 (57 Stat. 380–383; 59 Stat. 434). A copy of the act is attached as exhibit A.

The procedure under the act is as follows:

The agency desiring destruction of records notifies the National Archives of such desire. The Archives then prepares a list of the records to be disposed of and submits the list to the Joint Select Committee of the Senate and House of Representatives, which committee has been appointed in compliance with the provision of the above-mentioned act. The present committee is composed of C. W. Bishop and Edward A. Garmatz, members on the part of the House, and Frank Carlson and Olin D. Johnson, members on the part of the Senate. The clerk of the committee checks the lists as submitted by the Archives and certifies the list to the committee members for their signatures. When the signatures have been obtained, the list is sent back to the Archives where it is photostated and returned to the committee clerk. The committee clerk thereupon submits the list to the tally clerk of the House who assigns to it a report number. That number is then dispatched to the Archives and to the Senate where it is noted in the Senate records. The Archives officers next send notification to the requesting agency, citing the authority and the report number and authorizing disposal of the requested papers. The disposal thereof is thereupon entered into the records of both House and Senate. A sample House report, as described herein, is attached as exhibit B.

The problem has been further examined in 1949 by the (Hoover) Commission on Organization of the Executive Branch of the Government.

In its Task Force Report on Records Management (appendix C), the Commission cited the following objectives and general recommendations:

I. OBJECTIVES

Recordmaking and recordkeeping in the Federal Government represent (1) indispensable tools in the conduct of the Government's operation, (2) the greatest consumer of salaries, space and equipment of all the housekeeping activities of the Federal Government, (3) the sum of the recorded obligations of the Federal Government at home and abroad, (4) an invaluable store of hard-earned experience recorded in our national effort to sustain a system of democracy and private enterprise.

The objectives of this report with recommendations are balanced accordingly; (1) to sharpen the efficiency of these management tools, (2) to eliminate excessive costs in salaries, space and equipment, (3) to safeguard the essential records of our obligations, (4) to capitalize on our invaluable store of recorded experience.

II. GENERAL RECOMMENDATIONS

A. That a Federal records administration be established and that the existing National Archives establishment become an integral part thereof.

B. That a law be cited as the "Federal Records Management Act of 1949" be enacted to provide for the creation, preservation, management and disposal of records of the United States Government.

C. That a minimum program for records management be required in each department and agency of the United States Government.

As a result of the Hoover Commission survey, as well as of the obvious need for records management procedures, there was passed in 1949 the Federal Property and Administrative Services Act of 1949. The policy of the act is set forth in section 2 as follows:

It is the intent of the Congress in enacting this legislation to provide for the Government an economical and efficient system for (a) the procurement and supply of personal property and nonpersonal services, including related functions such as contracting, inspection, storage, issue, specifications, property identification and classification, transportation and traffic management, management of public utilities services, repairing and converting, establishment of inventory levels, establishment of forms and procedures, and representation before Federal and State regulatory bodies; (b) the utilization of available property; (c) the disposal of surplus property; (d) records management.

Title I, section 104, of the act sets forth a summary of the records management provisions:

The National Archives establishment and its functions, records, property, personnel, obligations, and commitments are hereby transferred to the General Services Administration. There are transferred to the Administrator (1) The functions of the Archivist of the United States, except that the Archivist shall continue to be a member or chairman, as the case may be, of the bodies referred to in subsection (d) of this section, and (2) the functions of the Director of the Division of the Federal Register of the National Archives establishment. The Archivist of the United States shall hereafter be appointed by the Administrator.

(b) There are also transferred to the General Services Administration the following bodies together with their respective functions and such funds as are derived from Federal sources: (1) The National Archives Council and the National Historical Publications Commission, established by the Act of June 19, 1934 (48 Stat. 1122); (2) the National Archives Trust Fund Board, established by the act of July 4, 1941 (55 Stat. 581); (3) the Board of Trustees of the Franklin D. Roosevelt Library, established by the joint resolution of July 18, 1939 (53 Stat. 1062); and (4) the Administrative Committee, established by section 6 of the act of July 26, 1935 (49 Stat. 501), which shall hereafter be known as the Administrative Committee of the Federal Register. The authority of the Administrator under section 106 hereof shall not extend to the bodies or functions effected by this subsection.

(c) The Administrator is authorized (1) to make surveys of Government records and records management and disposal practices and obtain reports thereon from Federal agencies; (2) to promote, in cooperation with the executive agencies, improved records management practices and controls in such agencies, including the central storage or disposition of records not needed by such agencies for their current use; and (3) to report to the Congress and the Director of the Bureau of the Budget from time to time the results of such activities.

The substantive provisions for the amalgamation and control of the governmental records are set forth in title V of the act. This title is attached as exhibit C, and is known as the Federal Records Act of 1950.

As can be seen from the act, the Administrator of General Services is vested with staff responsibility for coordinating and improving standards, procedures, and techniques with respect to all three areas of records management in the Federal Government: (1) The creation of records; (2) the maintenance of current records; and (3) the retirement and disposal of records when no longer needed for current operations. In each area, the Administrator is directed to develop improved practices and promote their adoption by all Federal agencies. He is required to establish standards for the guidance of Federal agencies in determining the classes and types of records that should be retained and those that should be disposed of; and he must assist agencies in the application of such standards. To the Administrator also goes responsibility for assisting agency heads in protecting the records of their agencies against unauthorized physical damage or removal. He is given power to inspect or survey each agency, in person or by a deputy, enabling him to obtain first-hand information concerning records management problems and programs. As can be further noted from the act, the Administrator has authority to establish, maintain, and operate records centers for the storage, processing, and servicing of records of Federal agencies. The economies made possible through the establishment of records centers have been amply proved by the experience of the Government agencies during the last few years. The need for centralized facilities was emphasized by the (Hoover) Commission on Organization of the Executive Branch of the Government, and in this respect the instant act carries out the Commission's recommendations.

The central staff responsibility for records management placed with the Administrator by title V makes it entirely logical that, except to the extent otherwise provided by law, authority to issue regulations governing the interagency transfer of records should also be vested in the Administrator.

In carrying out his functions under the act, the Administrator of General Services is closely assisted by the Archivist of the United States and by the Director of the Records Management Division, National Archives and Records Service, GSA. However, in the annual report on the National Archives and Records Service by the Administrator of General Services for fiscal year 1953, it is recommended that "a more careful evaluation of the so-called permanent records would be profitable and should be undertaken as soon as possible." There is no evidence that substantial action ever has been taken on this recommendation.

The functions of the Records Management Division of the National Archives and Records Service are set forth in the United States Government Organization Manual, as follows:

> This Division is responsible for surveying records management and disposal practices of Federal agencies and obtaining reports thereon; for developing standards and methods for efficient records management and promoting their adoption by Federal agencies; for the management of central records centers established by GSA to serve as economical storage depositories for retired records of Federal agencies; and for compiling agency reports of records management activities for submission through the Administrator to the Bureau of the Budget and the Congress.

FUTURE ACTION

While there has been some governmental activity toward solution of the records problem, a more vigorous approach seems necessary.

As a possible guide to the solution of the records problem on a Federal level, there is presented herein, examples of what has been done along those lines on the State level. Two States, Maryland and Virginia, are singled out for this report as examples of successful attempts toward solution of State records management problems.

The State of Maryland has undertaken to effectuate a streamlining of its records management procedures. In order to accomplish this end, the State provided appropriate legislation as follows:

(Senate bill 441)

AN ACT To repeal section 156 of article 41 of the Annotated Code of Maryland (1951 edition), title "Governor—Executive and Administrative Departments," subtitle "Hall of Records Commission," and to enact in lieu thereof, a new section to said article to be known as section 156 and to stand in the place and stead of the section so repealed, providing that every State agency shall establish a continuing program for management of its records, and for the disposal of its records, and further providing that it shall be the duty of the Hall of Records Commission to supervise said management and disposal and to review and make recommendations concerning said management

Section 156 of article 41 of the Annotated Code of Maryland (1951 edition), title "Governor—Executive and Administrative Departments," subtitle "Hall of Records Commission," be and it is hereby repealed, and that a new section to be known as section 156 of said article, be and it is hereby enacted in lieu thereof and all to read as follows:

"156.

"(a) It shall be the duty of each State agency to develop a continuing program for the economical and efficient management of its records, including the establishment and/or revision of record retention schedules, in order to insure prompt and orderly disposal of records not required by the operations of the agency. Prior to becoming operative all such retention schedules must receive the approval of the Hall of Records Commission, but schedules providing for the destruction of records must also receive the written approval of the Board of Public Works.

"(b). It shall be the duty of the Hall of Records Commission to further the aforesaid program; to inspect the records and records management practices of all State agencies, boards and commissions; to review proposals for the purchase or rental of record equipment, storage space and services, including the microfilming and photocopying of records, and to make recommendations thereon to, the Department of Budget and Procurement or to the Board of Public Works as appropriate.

"SEC. 2. And be it further enacted, That this Act shall take effect June 1, 1953."

Approved April 11, 1953.

The State decided that an outside survey was necessary to accomplish the desired end. The story is best told in the 18th Annual Report of the Archivist of the State Hall of Records as follows:

SURVEY OF STATE RECORDS

Up to 1941 there was no general supervision over the records-management practices employed by the various State and county agencies. The records of a few agencies were controlled by statute; opinions of the Attorney General governed others, but for the most part, records problems were left to the custodian to solve. The creation of the hall of records commission (ch. 18, Acts of 1935) and the construction of an archives building were beneficial insofar as the older records were concerned but had little effect on the care of modern records.

A permissive law was enacted in 1941 (ch. 825, Acts of 1941) which provided that records no longer necessary to the operations of an agency could be offered to the hall of records commission for deposit. If the commission decided that the records were of no archival value, they were refused for deposit and the agency could then apply to the board of public works for permission to destroy them.

Legislation passed in 1945 (ch. 248, Acts of 1945) required that all records created prior to April 28, 1788, be deposited in the hall of records. An act of 1949 (ch. 518, Acts of 1949) required that microfilming done for the purpose of destroying the original records must meet standards established by the hall of records commission. A law (ch. 755, Acts of 1949) of the same year provided a means of establishing records-disposal schedules, and it also defined certain categories as nonrecord in nature and, therefore, subject to disposal by the record custodian. Working under these laws, the Archivist succeeded in assisting many agencies toward a solution of their records problems. At the same time, however, it was realized that the problems of proper records control were increasing rather than diminishing.

At this point, as records problems were approaching an acute stage, it was proposed to Governor Lane that a survey be made of all State records. Although Governor Lane favored the proposal, he left it to his successor in office to make the final decision. It was, therefore, Governor McKeldin who requested the general assembly to appropriate $48,000 for the survey (miscellaneous appropriations No. 2, item 45, 1953 budget).

The contract between the State, represented by the board of public works, and Records Engineering, Inc., was signed on April 28, 1952. Work on the survey began immediately.

Governor McKeldin appointed a "Special commission on records management" to maintain liaison between the State and Records Engineering, Inc. The commission members were: Joseph O'C. McCusker, chief deputy comptroller and secretary to the board of public works, James G. Rennie, director of the department of budget and procurement, Michael J. Potthast, assistant State auditor, and Morris L. Radoff, archivist, chairman.

The survey of records and recordkeeping practices of the State government, which was started by Records Engineering during the last quarter of fiscal year 1952, was completed in January 1953. On March 2, 1953, the Governor's special commission found that the terms of the contract had been met and recommended that the contractor be paid in full and released from any further obligation to the State. Records Engineering, on March 9, 1953, was notified that the contract had been completed.

The survey, which was conducted under the direction of Irving Zitmore, general manager, Records Engineering, Inc., and Albert Rosenfeld, field supervisor, covered 98 different State and county agencies and was presented in 35 separate reports. In addition, seven other reports were prepared consisting of a summary report and specialized reports on records-management practices. During the course of the survey, orientation conferences were held within the agencies being studied so that agency personnel were acquained with the purposes of the analysis as well as the methods used and the results desired. Following the conferences, the first step in the preparation of the report was an inventory of the principal files and records of the agency. Employees were then interviewed to ascertain the use made of the individual records. Drafts of the reports were submitted, with a request for comments, to the agency heads, the commission members and to Robert M. Thomas, assistant attorney general, assigned as legal consultant to the commission. All agencies surveyed received final copies of the reports.

The Governor's special commission at its March meeting proposed, subject to the approval of the Governor and the hall of records commission, that the hall of records commission assume the administration of the State records management program. The Governor's special commission, with the assistance of Records Engineering, Inc., drafted appropriate legislation. On March 19, 1953, Senators Della and Kimble introduced the bills in the general assembly which on passage became chapters 436 and 437 of the Acts of 1953 and which are reprinted under "Acts of Assembly" in this report.

The responsibilities of the hall of records commission under these acts required an increase in staff, and accordingly, an additional appropriation of $11,942 was asked for. This amount was included in the Governor's supplemental budget and was granted by the general assembly, April 1, 1953.

The records management division of the hall of records commission came into being on July 1, 1953. While the survey prepared by Records Engineering, Inc., afforded an excellent base for the beginning of such a program, there is much work that must be accomplished before it can become fully effective. It is too soon to know how much money can be saved but there is every reason to believe that, with the cooperation of the agencies, the total will be large. It is interesting to note that Records Engineering, Inc., estimated in their summary report that

the accumulation of records inventoried at the time of the survey can be reduced from 25,000 to 12,500 linear feet, and that the net annual increment can be reduced from 1,750 to 250 linear feet. J. Millard Tawes, comptroller of the treasury, generalized the results of the survey cogently when he said for the press:

"For the first time in Maryland history we have a complete inventory of records held by the State, their volume, how fast they accumulate, and their value, need and use from a legal, archival, and business standpoint. This information together with the retirement schedules which have been carefully worked out with legal approval, will be of utmost value in making operations of all State agencies more efficient and economical."

An interview with the State archivist, Dr. Morris L. Radoff, elicited the information that the State was well satisfied with the results of the outside survey and now is taking steps to effectuate the procedures.

Members of the Maryland government staff under Dr. Radoff estimated that since the survey, the State has been able to destroy 40 or 50 tons, or 3,000 cubic feet of material, out of several hundreds of tons based on initial inventories, or approximately 17,000 cubic feet as a direct result of the survey, and is making great strides in furthering this record in conformance with survey recommendations.

Attached are some forms used by the Maryland government in its records management program as a result of the survey. Exhibit D is a form letter sent to all State agencies informing them of the records management program and individual agency responsibility thereunder.

Exhibit E is a form to be submitted by the State agency to the archivist requesting disposition of records described therein. The form then is kept as a permanent descriptive record of papers destroyed.

Exhibit F is a certificate which states that certain records have been destroyed. The certificate merely lists the records and references to descriptive material contained in a form such as exhibit E.

Exhibit G is a form used by the archivists in analyzing agency records in an attempt to aid the agency in setting up and managing its own records and in establishing a schedule of disposal for them.

The Commonwealth of Virginia also engaged an outside organization to undertake the survey and reorganization of State records management. In 1949 they undertook a records survey of all State agencies, institutions, and departments.

The initial benefits to the State from the survey included destruction of 25 years' accumulation of records at an estimated saving in space and equipment of $150,000 and a conservative estimate of savings to the Commonwealth is approximately $50,000 per year.

Former Gov. William M. Tuck, of Virginia, now a Member of Congress from that State, was the official who instituted the outside survey in Virginia. In his words, the survey resulted in a "very large savings of public funds." Furthermore, as a result of his experience on a State level, he has made the following observation:

In view of the tons of Federal records, involving millions of cubic feet of floorspace for their storage and the public funds necessary to be expended, it would seem to me that much savings could be accomplished and I would strongly recommend that provision be made for a study of this subject.

PRIVATE INDUSTRY

The results of large private industries' efforts to solve the problem of records management show promise of good results on the Federal Government level.

Radio Corporation of America, Inc., as a result of a highly satisfactory outside survey conducted for Montgomery Ward, Inc., contracted with an outside organization to survey the records of RCA.

It is indicated that RCA was extremely successful with its survey, which resulted in the destruction of some 25 to 30 tons of records and the saving of many thousands of square feet of space.

The outside firm was able to change antiquated company policies of records management by pointing out more satisfactory methods employed by other companies of comparable size. For example, the survey cut down the time for retaining certain employment records from 21 years to 2 years. This resulted in release of much filing equipment, space, and administrative cost.

RCA officials felt that an outside group had no personal feelings about the records under consideration and thus would be able to exercise considerably more objectivity of judgment in the destruction thereof.

When the project was under consideration, the survey organization was asked to submit an estimate of proposed time and expense to be involved in the survey. It was then undertaken to keep the survey within the proscribed limits.

Another example of the successful records-survey project in private industry is to be found in the one conducted for the B. F. Goodrich Co. of Akron, Ohio.

Company officials long were aware of the records-management problem but, until the outside surveyors took over, were unable to convince their various department officials that certain records should be retired or destroyed for economy purposes.

When the outside surveyors completed the job, they were able to show these officials on an objective basis that their records program was inefficient and uneconomic.

The survey was successful from a financial standpoint since it cost the company some $7,500 to $8,000 and has directly resulted in savings of some $60,000 annually since its completion, plus the elimination of several tons of records which took up valuable office and storage space and a great deal of administrative time and effort.

SURVEYS ON A FEDERAL GOVERNMENT LEVEL

Outside records surveys on a Government level seem also to have shown eminently satisfactory results to date.

As mentioned previously in the instant report, there has been an outside survey conducted on behalf of GSA in the field of Government microfilming activities.

As a result of that survey the agency now has a complete analytical report on all phases of Government microfilming, along with suggested solutions to all problems presenting themselves in this field. For example, the agency was shown that its microfilming equipment was operating at only 19 percent of capacity. Suggestions were made for improvement of this situation.

The survey referred to above became the subject of discussion in the hearings on the Independent Offices Appropriations for 1955 before a subcommittee of the Committee on Appropriations of the House of Representatives. In that hearing the results were described in the following exchange between Congressman Yates and Mr. Wayne C. Grover, Archivist of the United States:

> Records Engineering, Inc., found that there are about 230 going projects in the Government. They examined several projects in detail, projects now in existence on which expenditures of around $800,000 are being made annually. They recommended the discontinuance of some of the microfilming, and changes in other projects, which amount to a saving of $400,000 on that $800,000 that is being expended right today.
>
> Mr. YATES. The summary in the survey itself, page 4, subparagraph (d), states:
>
> "Savings estimated at $2,400,000 in present operations were in view at the time of the survey and $6,600,000 of proposed projects were found unacceptable in the light of modern records-management standards."
>
> Mr. GROVER. As to the $6,600,000 of proposed projects, one of them was a proposal to microfilm X-ray, which is not feasible at all, and another one had to do with the proposed microfilming of some securities of public debt service at Chicago. I think the reports on those two projects killed them. I don't think there is any more to worry about those.
>
> The figure of $2.4 million represents a saving of 50 percent of the total expenditures the Government is making today on microfilming, which this firm found to be running at around $4,800,000.

Another executive agency of Government, the Post Office Department, presently is taking steps to combat the records problem through use of a private records-survey organization.

The outside agency has been at work on the Post Office Department files since March 1, 1954. The decision to hire an outside agency to do the job was made because experience has shown that internal surveys rarely are successful. Personnel tend to form emotional attachments to records and regard them as a source of personal security, thus are loathe to relinquish them for disposal. An outside agency provides the only really objective approach to economy in records management, since such an agency has no personal relationship to the creation of the records and only is interested in finding moneysaving methods for the client.

The work performed by the outside group to date has resulted in estimated savings to the Department of approximately $150,000 to $200,000, and by July 1 of this year it is expected that the savings will reach one-half million dollars.

Since the cost to the Government of the survey is $47,000, it is obvious that after only 2 months of operation the survey group has more than paid for itself.

CONCLUSIONS

1. There are at present more than 25 million cubic feet of Government records in existence.
2. The annual cost to the United States Government of records management approximates $4 billion. Under present conditions this figure must necessarily increase.
3. Unless some remedial action is taken with regard to records management in the near future, the problem will become almost incapable of solution.
4. Indications are that the existing means of dealing with the growing problem are inadequate.
5. It has been established through the experience of State governments and private industry, as well as some agencies of the United States Government, that private records surveys are successful in drastically reducing costs of records management.
6. It has been estimated that about 20 to 33 percent of the present cost of records management can be reduced by a records-management survey conducted for the United States Government as a whole. Based on this estimate it appears possible to save $900 million to $950 million. Some estimates reach as high as $1,100 million and higher.
7. An outside survey is preferable to an internal one for the reason that the subject is one requiring objectivity of judgment, which can only be exercised by a disinterested outside group whose main interest is savings on a dollar and cents basis, and whose trained personnel are free from departmental self-interest.

RECOMMENDATIONS

1. It is recommended that funds be made available to the Administrator of General Services Administration to arrange for surveys of record procedures, to embrace creation of records, maintenance of records and disposal of records as well as the administrative procedures utilized in these functions. These surveys should eventually embrace all Government agencies, both civilian and military. The surveys should be conducted by competent, non-Government records management specialists.

2. It is recommended that responsibility for this activity be vested in the Director of the Records Management Division, Archives and Records Service under the supervision of the Administrator of the General Services Administration.

3. It is recommended that the Director of the Records Management Division of the Archives and Records Service be assisted by the Director of the Bureau of the Budget in implementing recommendations.

4. It is recommended that copies of all reports, together with an estimate of the savings to be effected, be made available upon completion of each survey to the Director of the Records Management Division, Archives and Records Service, the Director of the Bureau of the Budget, and to the Appropriations Committees of the Senate and the House of Representatives.

5. It is suggested that an exception be made in the case of the substantive files of investigative agencies having responsibilities under law for the detection of crime or subversive activity.

6. In order that savings effected by means of these surveys not be dissipated, it is recommended that each agency be required to refund any such savings to the United States Treasury.

7. It is recognized that surveys covering the vast and complex structure of government will require time to complete. However, it is recommended that immediate, continuous, and vigorous action be taken so as to assure the benefits of these surveys as soon as possible.

8. It is recommended that in each case the services to be rendered by the records management specialists include recommendations which will hold additional accumulation of records to a minimum so that economies effected will apply into the future.

EXHIBITS

EXHIBIT A

RECORDS DISPOSAL ACT, APPROVED JULY 7, 1943, AS AMENDED JULY 6, 1945 [2]

[57 Stat. 380-383; 59 Stat. 434]

AN ACT To provide for the disposal of certain records of the United States Government

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That when used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.

SEC. 2. The National Archives Council shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

SEC. 3. The head of each agency of the United States Government shall submit to the Archivist of the United States, in accordance with regulations promulgated as provided in section 2 of this Act (1) lists of any records in the custody of the agency that have been photographed or microphotographed in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government; (2) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government; and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

SEC. 4. The Archivist shall submit to Congress, at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of section 3 of this Act, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government: *Provided,* That the Archivist shall not submit to Congress lists or schedules of records of any existing agency of the Government in his legal custody without first having obtained the written consent of the head of such agency.

The Archivist may also submit to Congress, together with recommendations of the National Archives Council with respect thereto, and at such times as he may deem expedient, schedules proposing the disposal, after the lapse of speci-

[2] Secs. 4, 6, 7, and 12 appear as amended July 6, 1945.

fied periods of time, of records of a specified form or character common to several or all agencies that either have accumulated or may accumulate in such agencies and that apparently will not, after the lapse of the periods specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the United States Government.

SEC. 5. Whenever the Archivist shall submit lists or schedules to Congress, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee to which all such lists or schedules shall be referred, and the joint committee shall examine such lists or schedules and submit to the Senate and House of Representatives, respectively, a report of such examination and its recommendations.

SEC. 6. If the joint committee reports that any of the records listed in a list or schedule referred to it do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government, the Archivist shall notify the agency or agencies having such records in their custody of the action of the joint committee and such agency or agencies shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act: *Provided*, That authorizations granted pursuant to schedules submitted under the last paragraph of section 4 of this Act shall be permissive and not mandatory.

SEC. 7. If the joint committee fails to make a report during any regular or special session of Congress on any list or schedule submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the agency or agencies having in their custody records covered by such lists or schedules to cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

SEC. 8. Whenever it shall appear to the Archivist that any agency has in its custody, or is accumulating, records of the same form or character as any records of the same agency previously authorized by Congress to be disposed of, he may empower the head of such agency to dispose of such records, after they have been in existence a specified period of time, in accordance with regulations promulgated as provided in section 2 of this Act and without listing or scheduling them.

SEC. 9. Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorizations granted pursuant to the provisions of sections 6, 7, and 8 of this Act, until such claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon the written approval of the Comptroller General of the United States.

SEC. 10. Whenever the Archivist and the head of the agency that has custody of them shall jointly determine that any records in the custody of any agency of the United States Government are a continuing menace to human health or life or to property, the Archivist shall cause such menace to be eliminated immediately by whatever method he may deem necessary. If any records in the custody of the Archivist are disposed of under this section, the Archivist shall report the disposal thereof to the agency from which they were transferred.

SEC. 11. At any time during the existence of a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, the head of any agency of the United States Government may authorize the destruction of any records in his legal custody situated in any military or naval establishment, ship, or other depository outside the territorial limits of continental United States (1) the retention of which would be prejudicial to the interests of the United States or (2) which occupy space urgently needed for military purposes and are, in his opinion, without sufficient administrative, legal, research, or other value to warrant their continued preservation: *Provided*, That within six months after the disposal of any such records, the official who directed the disposal thereof shall submit a written report thereon to the Archivist in which he shall describe the character of such records and state when and where the disposal thereof was accomplished.

SEC. 12. The Archivist shall transmit to Congress at the beginning of each regular session reports as to the records authorized for disposal under the provisions of section 7 of this Act and as to the records disposed of under the provisions of sections 10 and 11 of this Act.

SEC. 13. Photographs or microphotographs of any records made in compliance with regulations promulgated as provided in section 2 of this Act shall have the same force and effect as the originals thereof would have and shall be treated as originals for the purpose of their admissibility in evidence. Duly certified or

authenticated reproductions of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

SEC. 14. All moneys derived by agencies of the Government from the sale of records authorized for disposal under the provisions of this Act shall be paid into the Treasury of the United States unless otherwise required by existing law applicable to the agency.

SEC. 15. The procedures herein prescribed are exclusive and no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of this Act.

SEC. 16. The Act entitled "An Act to provide for the disposition of certain records of the United States Government," approved August 5, 1939 (53 Stat. 1219), the Act entitled "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes," approved September 24, 1940 (54 Stat. 958), and all other Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

EXHIBIT B

[H. Rept. No. 1541, 83d Cong., 2d sess.]

DISPOSITION OF SUNDRY PAPERS

The joint select committee of the Senate and House of Representatives, appointed on the part of the Senate and House of Representatives and acting in compliance with the provisions of the act approved July 7, 1943 (57 Stat. 380), as amended by the act approved July 6, 1945 (59 Stat. 434), respectfully reports to the Senate and House of Representatives that it has received and examined the report of the Archivist of the United States No. 54–11, dated April 7, 1954, to the 83d Congress, 2d session, submitting the following lists or schedules covering records proposed for disposal by the Government agencies indicated:

Job No.	Agency by which submitted	Job No.	Agency by which submitted
II-NNA-872	Housing and Home Finance Agency.	II-NNA-1059	Department of the Army.
		II-NNA-1060	Department of Commerce.
II-NNA-922	Do.	II-NNA-1068	Post Office Department.
II-NNA-924	Do.	II-NNA-1072	General Services Administration.
II-NNA-926	Do.	II-NNA-1073	Veterans' Administration.
II-NNA-938	Department of Commerce.	II-NNA-1074	Do.
II-NNA-971	Do.	II-NNA-1079	Department of the Army.
II-NNA-1000	Department of the Navy.	II-NNA-1086	Department of Agriculture.
II-NNA-1007	Department of Commerce.	II-NNA-1090	General Services Administration, National Archives and Records Service (General Schedule).
II-NNA-1010	Department of the Navy.		
II-NNA-1011	Do.		
II-NNA-1031	Do.		
II-NNA-1032	Department of State.	II-NNA-1095	Post Office Department.
II-NNA-1033	Do.	II-NNA-1096	Do.
II-NNA-1037	General Services Administration.	III-NIR-74	General Services Administration.
II-NNA-1038	Department of the Navy	III-NIR-82	Do.
II-NNA-1040	Do.	III-NNR-92	Do.

Your committee reports that the records proposed for disposal in the said lists or schedules reported by the Archivist of the United States do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government and recommends that their disposal be accomplished subject to the proviso of section 6 and the provisions of section 9 of the aforementioned act, as amended.

Respectfully submitted to the Senate and House of Representatives.

C. W. BISHOP,
EDWARD A. GARMATZ,
Members on the Part of the House.

FRANK CARLSON,
OLIN D. JOHNSTON,
Members on the Part of the Senate.

EXHIBIT C

"TITLE V—FEDERAL RECORDS

"SHORT TITLE

"SEC. 501. This title may be cited as the 'Federal Records Act of 1950'.

"CUSTODY AND CONTROL OF PROPERTY

"SEC. 502. The Administrator shall have immediate custody and control of the National Archives Building and its contents, and shall have authority to design, construct, purchase, lease, maintain, operate, protect, and improve buildings used by him for the storage of records of Federal agencies in the District of Columbia and elsewhere.

"NATIONAL HISTORICAL PUBLICATIONS COMMISSION

"SEC. 503. (a) There is hereby created a National Historical Publications Commission consisting of the Archivist (or an alternate designated by him), who shall be Chairman; the Librarian of Congress (or an alternate designated by him); one Member of the United States Senate to be appointed, for a term of four years, by the President of the Senate; one Member of the House of Representatives to be appointed, for a term of two years, by the Speaker of the House of Representatives; one representative of the judicial branch of the Government to be appointed, for a term of four years, by the Chief Justice of the United States; one representative of the Department of State to be appointed, for a term of four years, by the Secretary of State; one representative of the Department of Defense to be appointed, for a term of four years, by the Secretary of Defense; two members of the American Historical Association to be appointed by the council of the said association, one of whom shall serve an initial term of two years and the other an initial term of three years, but their successors shall be appointed for terms of four years; and two other members outstanding in the fields of the social or physical sciences to be appointed by the President of the United States, one of whom shall serve an initial term of one year and the other an initial term of three years, but their successors shall be appointed for terms of four years. The Commission shall meet annually and on call of the Chairman.

"(b) Any person appointed to fill a vacancy in the membership of the Commission shall be appointed only for the unexpired term of the member whom he shall succeed, and his appointment shall be made in the same manner in which the appointment of his predecessor was made.

"(c) The Commission is authorized to appoint, without reference to the Classification Act of 1949 (Public Law 429, 81st Congress, approved October 28, 1949), an executive director and such editorial and clerical staff as the Commission may determine to be necessary. Members of the Commission who represent any branch or agency of the Government shall serve as members of the Commission without additional compensation. All members of the Commission shall be reimbursed for transportation expenses incurred in attending meetings of the Commission, and all such members other than those who represent any branch or agency of the Government of the United States shall receive in lieu of subsistence en route to or from or at the place of such service, for each day actually spent in connection with the performance of their duties as members of such Commission, such sum, not to exceed $25, as the Commission shall prescribe.

"(d) The Commission shall make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for printing or otherwise recording at the public expense. The Commission shall also cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States. The Chairman of the Commission shall transmit to the Administrator from time to time, and at least once annually, such plans, estimates, and recommendations as have been approved by the Commission.

"FEDERAL RECORDS COUNCIL

"SEC. 504. The Administrator shall establish a Federal Records Council, and shall advise and consult with the Council with a view to obtaining its advice and assistance in carrying out the purposes of this title. The Council shall include

representatives of the legislative, judicial, and executive branches of the Government in such number as the Administrator shall determine, but such Council shall include at least four representatives of the legislative branch, at least two representatives of the judicial branch, and at least six representatives of the executive branch. Members of the Council representing the legislative branch shall be designated, in equal number, by the President of the Senate and the Speaker of the House of Representatives, respectively. Members of the Council representing the judicial branch shall be designated by the Chief Justice of the United States. The Administrator is authorized to designate from persons named by the head of any executive agency concerned, not more than one representative from such agency to serve as a member of the Council. Members of the Council shall serve without compensation, but shall be reimbursed for all necessary expenses actually incurred in the performance of their duties as members of the Council. The Council shall elect a chairman from among its own membership, and shall meet at least once annually.

"RECORDS MANAGEMENT; THE ADMINISTRATOR

"SEC. 505. (a) The Administrator shall make provisions for the economical and efficient management of records of Federal agencies (1) by analyzing, developing, promoting, and coordinating standards, procedures, and techniques designed to improve the management of records, to insure the maintenance and security of records deemed appropriate for preservation, and to facilitate the segregation and disposal of records of temporary value, and (2) by promoting the efficient and economical utilization of space, equipment, and supplies needed for the purpose of creating, maintaining, storing, and servicing records.

"(b) The Administrator shall establish standards for the selective retention of records of continuing value, and assist Federal agencies in applying such standards to records in their custody; and he shall notify the head of any Federal agency of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of such agency that shall come to his attention, and assist the head of such agency in initiating action through the Attorney General for the recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

"(c) The Administrator is authorized to inspect or survey personally or by deputy the records of any Federal agency, as well as to make surveys of records management and records disposal practices in such agencies, and shall be given the full cooperation of officials and employees of agencies in such inspections and surveys: *Provided*, That records, the use of which is restricted by or pursuant to law or for reasons of national security or the public interest, shall be inspected or surveyed in accordance with regulations promulgated by the Administrator, subject to the approval of the head of the custodial agency.

"(d) The Administrator is authorized to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

"(e) Subject to applicable provisions of law, the Administrator shall promulgate regulations governing the transfer of records from the custody of one executive agency to that of another.

"(f) The Administrator may empower any Federal agency, upon the submission of evidence of need therefor, to retain records for a longer period than that specified in disposal schedules approved by Congress, and, in accordance with regulations promulgated by him, may withdraw disposal authorizations covering records listed in disposal schedules approved by Congress.

"RECORDS MANAGEMENT; AGENCY HEADS

"SEC. 506. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

"(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of

current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder.

"(c) Whenever the head of a Federal agency determines that substantial economies or increased operating efficiency can be effected thereby, he shall provide for the storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Administrator or, when approved by the Administrator, in such a center maintained and operated by the head of such Federal agency.

"(d) Any official of the Government who is authorized to certify to facts on the basis of records in his custody, is hereby authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the Administrator.

"(e) The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Administrator. Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380–383), as amended July 6, 1945 (59 Stat. 434), and (2) the penalties provided by law for the unlawful removal or destruction of records.

"(f) The head of each Federal agency shall notify the Administrator of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Federal agency whose records have been transferred to his legal custody.

"(g) Nothing in this title shall be construed as limiting the authority of the Comptroller General of the United States with respect to prescribing accounting systems, forms, and procedures, or lessening the responsibility of collecting and disbursing officers for rendition of their accounts for settlement by the General Accounting Office.

"ARCHIVAL ADMINISTRATION

"SEC. 507. (a) The Administrator, whenever it appears to him to be in the public interest, is hereby authorized—

"(1) to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government;

"(2) to direct and effect, with the approval of the head of the originating agency (or if the existence of such agency shall have been terminated, then with the approval of his successor in function, if any), the transfer of records deposited (or approved for deposit) with the National Archives of the United States to public or educational institutions or associations: *Provided*, That the title to such records shall remain vested in the United States unless otherwise authorized by Congress; and

"(3) to direct and effect the transfer of materials from private sources authorized to be received by the Administrator by the provisions of subsection (e) of this section.

"(b) The Administrator shall be responsible for the custody, use, and withdrawal of records transferred to him: *Provided*, That whenever any records the use of which is subject to statutory limitations and restrictions are so transferred, permissive and restrictive statutory provisions with respect to the examination and use of such records applicable to the head of the agency from which the records were transferred or to the employees of that agency shall thereafter likewise be applicable to the Administrator, the Archivist, and to the employees of the General Services Administration, respectively: *Provided further*, That whenever the head of any agency shall specify in writing restrictions that appear to him to be necessary or desirable in the public interest, on the use or examination of records being considered for transfer from his custody to the Administrator, the Administrator shall impose such restrictions on the records so transferred, and shall not

remove or relax such restrictions without the concurrence in writing of the head of the agency from which the material shall have been transferred (or if the existence of such agency shall have been terminated, then he shall not remove or relax such restrictions without the concurrence of the successor in function, if any, of such agency head): *Provided, however,* That statutory and other restrictions referred to in the provisos of this subsection shall not remain in force or effect after the records have been in existence for fifty years unless the Administrator by order shall determine with respect to specific bodies of records that such restrictions shall remain in force and effect for a longer period: *And provided further,* That restrictions on the use or examination of records deposited with the National Archives of the United States heretofore imposed and now in force and effect under the terms of section 3 of the National Archives Act, approved June 19, 1934, shall continue in force and effect regardless of the expiration of the tenure of office of the official who imposed them but may be removed or relaxed by the Administrator with the concurrence in writing of the head of the agency from which material has been transferred (or if the existence of such agency shall have been terminated, then with the concurrence in writing of his successor in function, if any).

"(c) The Administrator shall make provisions for the preservation, arrangement, repair and rehabilitation, duplication and reproduction (including microcopy publications), description, and exhibition of records transferred to him as may be needful or appropriate, including the preparation and publication of inventories, indexes, catalogs, and other finding aids or guides facilitating their use; and, when approved by the National Historical Publications Commission, he may also publish such historical works and collections of sources as seem appropriate for printing or otherwise recording at the public expense.

"(d) The Administrator shall make such provisions and maintain such facilities as he deems necessary or desirable for servicing records in his custody that are not exempt from examination by statutory provisions or other restrictions.

"(e) The Administrator may accept for deposit—

"(1) the personal papers and other personal historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: *Provided,* That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs: *And provided further,* That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values;

"(2) motion-picture films, still pictures, and sound recordings from private sources that are appropriate for preservation by the Government as evidence of its organization, functions, policies, decisions, procedures, and transactions.

Title to materials so deposited under this subsection shall pass to and vest in the United States.

"(f) The Administrator is hereby authorized to make and preserve motion-picture films, still pictures, and sound recordings pertaining to and illustrative of the historical development of the United States Government and its activities, and to make provisions for preparing, editing, titling, scoring, processing, duplicating, reproducing, exhibiting, and releasing for nonprofit educational purposes, motion-picture films, still pictures, and sound recordings in his custody.

"REPORTS

"SEC. 508. (a) The Administrator is hereby authorized, whenever he deems it necessary, to obtain reports from Federal agencies on their activities under the provisions of this title and the Act approved July 7, 1943 (57 Stat. 380–383), as amended July 6, 1945 (59 Stat. 434).

"(b) The Administrator shall, whenever he finds that any provisions of this title have been or are being violated, inform in writing the head of the agency concerned of such violations and make recommendations regarding means of correcting them. Unless corrective measures satisfactory to the Administrator are inaugurated within a reasonable time, the Administrator shall submit a written report thereon to the President and the Congress.

"LEGAL STATUS OF REPRODUCTIONS

"SEC. 509. (a) Whenever any records that are required by statute to be retained indefinitely have been reproduced by photographic, microphotographic, or other processes, in accordance with standards established by the Administrator, the indefinite retention of such photographic, microphotographic, or other reproductions will be deemed to constitute compliance with the statutory requirement for the indefinite retention of such original records. Such reproductions, as well as reproductions made in compliance with regulations promulgated to carry out this title, shall have the same legal status as the originals thereof.

"(b) There shall be an official seal for the National Archives of the United States which shall be judicially noticed. When any copy or reproduction, furnished under the terms hereof, is authenticated by such official seal and certified by the Administrator, such copy or reproduction shall be admitted in evidence equally with the original from which it was made.

"(c) The Administrator may charge a fee not in excess of 10 per centum above the costs or expenses for making or authenticating copies or reproductions of materials transferred to his custody. All such fees shall be paid into, administered, and expended as a part of the National Archives Trust Fund provided for in section 5 of the Act approved July 9, 1941. There shall be no charge for making or authenticating copies or reproductions of such materials for official use by the United States Government: *Provided,* That reimbursement may be accepted to cover the cost of furnishing such copies or reproductions that could not otherwise be furnished.

"LIMITATION ON LIABILITY

"SEC. 510. With respect to letters and other intellectual productions (exclusive of material copyrighted or patented) after they come into the custody or possession of the Administrator, neither the United States nor its agents shall be liable for any infringement of literary property rights or analogous rights arising thereafter out of use of such materials for display, inspection, research, reproduction, or other purposes.

"DEFINITIONS

"SEC. 511. When used in this title—

"(a) The term 'records' shall have the meaning given to such term by section 1 of the Act entitled 'An Act to provide for the disposal of certain records of the United States Government', approved July 7, 1943 (57 Stat. 380, as amended; 44 U. S. C. 366);

"(b) The term 'records center' means an establishment maintained by the Administrator or by a Federal agency primarily for the storage, servicing, security, and processing of records that must be preserved for varying periods of time and need not be retained in office equipment and space;

"(c) The term 'servicing' means making available for use information in records and other materials in the custody of the Administrator—

"(1) by furnishing such records or other materials, or information from such records or other materials, or copies or reproductions thereof to agencies of the Government for official use and to the public; and

"(2) by making and furnishing authenticated or unauthenticated copies or reproductions of such records and other materials;

"(d) The term 'National Archives of the United States' means those official records that have been determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, and have been accepted by the Administrator for deposit in his custody;

"(e) The term 'unauthenticated copies' means exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence; and

"(f) The term 'Archivist' means the Archivist of the United States."

SEC. 7. The Federal Property and Administrative Services Act of 1949 is further amended by—

(a) striking out the word "and" preceding "(2)" in subsection (d) of section 3 thereof; substituting a semicolon for the period at the end of said subsection; and adding at the end of such subsection the following: "and (3) records of the Federal Government.";

(b) striking out, in section 208 (a) thereof, the expression "and V", and inserting in lieu thereof the expression "V, and VI";

(c) striking out, in section 208 (b) thereof, the expression "and V", and inserting in lieu thereof the expression "V, and VI";

(d) striking out the word "and" at the end of paragraph (30) of section 602 (a); striking out the period at the end of paragraph (31) of section 602 (a) and inserting in lieu thereof a semicolon; and adding at the end of section 602 (a) the following new paragraphs:

"(32) the Act entitled 'An Act to establish a National Archives of the United States Government, and for other purposes', approved June 19, 1934 (48 Stat. 1122–1124, as amended; 44 U. S. C. 300, 300a, 300c–k); and

"(33) section 4 of the Act of February 3, 1905 (33 Stat. 687, as amended; 5 U. S. C. 77)."

(e) amending subsection 602 (b) and (c) thereof to read as follows:

"(b) There are hereby superseded—

"(1) the provisions of the first, third, and fifth paragraphs of section 1 of Executive Order Numbered 6166 of June 10, 1933, insofar as they relate to any function now administered by the Bureau of Federal Supply except functions with respect to standard contract forms; and

"(2) sections 2 and 4 of the Act entitled 'An Act to provide for the disposal of certain records of the United States Government', approved July 7, 1943 (57 Stat. 381, as amended; 44 U. S. C. 367 and 369), to the extent that the provisions thereof are inconsistent with the provisions of title V of this Act.

"(c) The authority conferred by this Act shall be in addition and paramount to any authority conferred by any other law and shall not be subject to the provisions of any law inconsistent herewith, except that sections 205 (b) and 206 (c) of this Act shall not be applicable to any Government corporation or agency which is subject to the Government Corporation Control Act (59 Stat. 597; 31 U. S. C. 841)."

(f) amending paragraphs (17), (18), and (19) of section 602 (d) thereof to read as follows:

"(17) the Central Intelligence Agency;

"(18) the Joint Committee on Printing, under the Act entitled 'An Act providing for the public printing and binding and the distribution of public documents' approved January 12, 1895 (28 Stat. 601), as amended or any other Act; or

"(19) for such period of time as the President may specify, any other authority of any executive agency which the President determines within one year after the effective date of this Act should, in the public interest, stand unimpaired by this Act."

(g) striking out the period at the end of section 603 (a) thereof and inserting in lieu thereof a comma and the following: "including payment in advance, when authorized by the Administrator, for library memberships in societies whose publications are available to members only, or to members at a price lower than that charged to the general public."

SEC. 8. (a) Subsection 3 (b) of the Federal Property and Administrative Services Act of 1949 is amended to read as follows:

"(b) The term 'Federal agency' means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction)."

(b) Section 201 (b) of the Federal Property and Administrative Services Act of 1949 is amended by striking out the expression "or the Senate, or the House of Representatives,".

(c) Section 602 of the Federal Property and Administrative Services Act of 1949 is amended by redesignating subsection (e) thereof as subsection (f), and inserting, immediately after subsection (d) thereof, the following new subsection:

"(e) No provision of this Act, as amended, shall apply to the Senate or the House of Representatives (including the Architect of the Capitol and any building, activity, or function under his direction), but any of the services and facilities authorized by this Act to be rendered or furnished shall, as far as practicable, be made available to the Senate, the House of Representatives, or the Architect of the Capitol, upon their request, and, if payment would be required for the rendition or furnishing of a similar service or facility to an executive agency, payment therefor shall be made by the recipient thereof, upon presentation of proper vouchers, in advance or by reimbursement (as may be agreed upon by the Administrator and the officer or body making such request). Such payment may be credited to the applicable appropriation of the executive agency receiving such payment."

SEC. 9. The Federal Property and Administrative Services Act of 1949, section 205 (h), is hereby amended by striking out the last word of the sentence "title" and inserting in lieu thereof the word "Act".

SEC. 10. (a) Whenever any contract made on behalf of the Government by the head of any Federal Agency, or by officers authorized by him so to do, includes a provision for liquidated damages for delay, the Comptroller General upon recommendation of such head is authorized and empowered to remit the whole or any part of such damages as in his discretion may be just and equitable.

(b) Section 306 of the Federal Property and Administrative Services Act of 1949, is hereby repealed, and this section shall be effective as of July 1, 1949.

SEC. 11. All laws or parts of laws in conflict with the provisions of this Act or with any amendment made thereby are, to the extent of such conflict, hereby repealed.

Approved September 5, 1950.

EXHIBIT D

HALL OF RECORDS,
Annapolis, Md., July 29, 1953.

To All State Agencies:

The general assembly of 1953 enacted into law (acts of 1953, ch. 436) the requirement that each State agency shall establish a continuing program for the economical and efficient management of its records. Under the same act the responsibility for guiding and advancing the program was placed with the hall of records commission. A copy of the law is attached.

Recognizing the importance of the records management program, the hall of records commission has established the records management division under the general direction of the archivist and under the immediate supervision of the newly created position of assistant records administrator. On July 15, 1953, Mr. Edward N. Johnson was appointed to this post.

The recent survey by Records Engineering Inc., has highlighted the urgent need for immediate attention to records administration in the State and it is the desire of this office to render every possible assistance to the agencies of the State in solving their records problems. The staff of the records management division will visit personally each State office and discuss its program but, since the size of the staff is necessarily very small, it will require a little time before these discussions can be completed. Visits will be made as soon as possible. In the meantime each office is urged to develop, to the fullest extent possible, its own records management and disposal program, bearing in mind the need for prior approval before any record materials are destroyed.

From time to time, the records management division will issue instructions and recommendations to assist the agencies in the management of their records. Should questions arise while preparing and administering the agency records program, the records management division will be pleased to offer any needed assistance.

Sincerely yours,

MORRIS L. RADOFF, *Archivist.*

CHAPTER No. 436

AN ACT To repeal Section 156 of Article 41 of the Annotated Code of Maryland (1951 Edition), title "Governor—Executive and Administrative Departments", subtitle "Hall of Records Commission," and to enact in lieu thereof, a new section to said Article to be known as Section 156 and to stand in the place and stead of the section so repealed, providing that every State Agency shall establish a continuing program for management of its records, and for the disposal of its records, and further providing that it shall be the duty of the Hall of Records Commission to supervise said management and disposal and to review and make recommendations concerning said management.

SECTION 1. *Be it enacted by the General Assembly of Maryland,* That Section 156 of Article 41 of the Annotated Code of Maryland (1951 Edition), title "Governor—Executive and Administrative Departments", subtitle "Hall of Records Commission", be and it is hereby repealed, and that a new section to be known as Section 156 of said Article, be and it is hereby enacted in lieu thereof and all to reads as follows:

156.

(a) It shall be the duty of each State agency to develop a continuing program for the economical and efficient management of its records, including the establishment and/or revision of record retention schedules, in order to insure prompt and

orderly disposal of records not required by the operations of the agency. Prior to becoming operative all such retention schedules must receive the approval of the Hall of Records Commission, but schedules providing for the destruction of records must also receive the written approval of the Board of Public Works.

(b) It shall be the duty of the Hall of Records Commission to further the aforesaid program; to inspect the records and records management practices of all State agencies, boards, and commissions; to review proposals for the purchase or rental of record equipment, storage space, and services; including the microfilming and photocopying of records, and to make recommendations thereon to the Department of Budget and Procurement or to the Board of Public Works, as appropriate.

SEC. 2. *And be it further enacted*, That this Act shall take effect June 1, 1953.

EXHIBIT E

FORM HR-RM 1 (8-1-53) Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 11B

PAGE NO. 1

1. Requesting Agency: COMMISSIONER OF INTERURBAN RAILWAYS

2. Division or Bureau of Requesting Agency: RATE DIVISION

3. Authorization Requested (Check only one of the squares below).

A [ ] Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention

B [X] Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C [ ] Microfilm and destroy original. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet) Show recommended retention period.	6 Recommendation of Hall of Records and Board of Public Works.
1.	CORRESPONDENCE - GENERAL This file consists of correspondence (mostly 8½" x 11") with interstate, county and municipal agencies, other state and federal agencies, civic groups, individuals, private businesses, etc. It relates to the functions of the Division in regulating rates charged by the Interurban Railway System between various points. The material is filed alphabetically by name of correspondent. It occupies 10 drawers (15 cubic feet) for the years 1947 to date in the office area and 25 drawers (37 cubic feet) in the basement storeroom (State Office Building, Baltimore) for the years 1930 through 1946 - a total of 52 cubic feet. Approximately 45 cubic feet will be disposed of upon approval of this schedule. The annual rate of accumulation is 2 drawers (1½ cubic feet). RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.	
2.	RATE FOLDER A rate folder is maintained for each rate area of the Interurban Railway System. The contents of the folders consist of one or more of the following documents: Form CIR-1 (8½" x 11") Rate Application. This is the original application of the Railway for approval of their proposed rate. It was made at the time a particular area began operations. Form CIR-2 (8½" x 11") Rate Approval. This is a transmittal form indicating that the rate application noted on this form was approved by the Commissioner. Form CIR-1b (8½" x 14") Change in Rate Application. This is	

7. Agency, Division or Bureau Representative

[signature] — Signature

Administrative Assistant — Title

January 4, 1954 — Date

Schedule Authorized as indicated in Col 6 by Hall of Records Commission.

Date — Archivist

Disposal Authorized as indicated in Col. 6 by Board of Public Works.

Date — Secretary

SPECIMEN

(5-1-52) Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 1
PAGE NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendatio of Hall of Records and Board of Publi Works.
	a form similar to Form CIR-1, Rate Application and serves the same purpose. Form CIR-10 (8½" x 11") Notice of Hearing. This form indicates the time and place, requesting body or individual and subject of hearing. Attached to each form is a list of individuals, government agencies, civic groups and other interested persons to whom the Notice of Hearing has been mailed. All material relating to the hearing and a transcript of the proceedings are in the Hearing File (Item 5 of Records Retention Schedule No. 107). Other materials included in the folder are: Occasional correspondence Interoffice Memorandums These folders are filed by county and municipality and then numerically by rate area. These records are necessary as long as the rate area remains operative. There has been no occasion to refer to any of the records of an inoperative rate area after a period of 5 years from date area ceased to operate. In instances where the rail system has been displaced by motor bus service, a new file has been established. (Motor Transit Division) A copy of each of the above forms is also filed with the Clerk of Court for the county in which the rate area is located. Form CIR-10, Notice of Hearing, must be retained for not less than 3 years (art. 200, sec. 38, 1951 Code). The rate folders occupy 9 drawers (13½ cubic feet) actively for the years 1930 to date. The inactive (inoperative areas) material in the basement storeroom is in boxes and occupies 15 cubic feet for the period 1930 to date. The material in this file accumulates at an annual rate of 1½ cubic feet. Approximately 10 cubic feet of records will be disposed of upon approval of this schedule. RECOMMENDATION: Withdraw folder from active file at the time the rate area ceases to operate; retain folder in inactive file for five years and then destroy.	

FIGURE 7

SPECIMEN

EXHIBIT F

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

2. Division or Bureau of Reporting Agency

3 Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records Prior to Disposal.	9. Method of Disposal
		Schedule No.	Item No.				

10. I certify that the above listed records were disposed of as indicated:

Signature | Title | Date

EXHIBIT G

HR-RM 10 (12-1-53)
Hall of Records Com.

RECORDS ANALYSIS SHEET

TITLE OF RECORD (Or File)	AGENCY
LOCATION	REPRESENTATIVE

TYPE OF RECORD

- ☐ Correspondence
- ☐ Report
- ☐ Tabulation
- ☐ Punched Card
- ☐ Case File
- ☐ Form (Admin)
- ☐ Form (Operational)
- ☐ Worksheet
- ☐ _____

IDENTIFYING DATA (Physical)

Form No.	Size	Title

USE (Activity, Function, Program)

HOW FILED	PERIOD COVERED

DUPLICATION IN AGENCY OR OTHER STATE AGENCIES (Copies Or Content including microfilm)

RESTRICTIONS AFFECTING DISPOSAL (Ardit Requirements, Statutes, Etc.)

VOLUME	TOTAL	REQUIPMENT	TYPE	NO.	CONDITION	RECOMMENDED DISPOSITION
	To Be Disposed Of					
	Annual Accumulation					

REMARKS

RECOMMENDATION

SIGNATURE AND DATE

66-3286-579, 580

CHANGED TO

66-16304-141X

63-52222-X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/rte

MAY 11 1959

MB

C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

TO : Mr. Harbo

DATE: 4/7/54

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/rte

FROM : G. C. Gearty

SUBJECT: SPANISH TEXTBOOKS
SPANISH LECTURE MATERIAL STORED ON THE SEVENTH FLOOR OF THE IDENTIFICATION BUILDING - RECORDS SECTION

Destruction of Bureau property - Gen. Inst. II

There are two cabinets containing spanish textbooks, examinations, National Academy lecture material translated into spanish and products used in South American countries that are stored on the seventh floor of the Identification Building by the Records Section. Mr. Eames of the Records Section has made inquiry as to the possibility of destroying this material for the cabinet space is needed.

This material was used during the early 1940's, when we were conducting spanish classes in connection with the SIS program. This material has not been used for approximately ten years and there is no indication that this program will be re-instituted; therefore, I believe that this material should be destroyed.

SA B. M. Suttler, Crime Records Section, advised that the spanish books are not needed in the Bureau Library, but he requested that the books be sent to the Bureau Library and the books will be used in exchange of books with the Library of Congress.

Mr. Parsons of the Laboratory and Mr. Heanrich, Domestic Intelligence Division, advised that they do not need any of the material.

RECOMMENDATIONS:

1. That this memo be referred to the Records Section and the Records Section should send the spanish text books to the Bureau Library.

2. That the Bureau Library should use the text books in exchange of books with the Library of Congress.

3. That the Records Section should destroy the rest of the material.

66-3286-

INDEXED

APR 7 1954

ORIGINAL FILED IN 62-90545-1-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-12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EXECUTIVE CONFERENCE CONSIDERATIONS: RTH:cs

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Lamm, Mohr, Holloman and Harbo, unanimously concurred in the foregoing recommendations.

BOOKS SENT TO GIFT AND EXCHANGE DIVISION
LIBRARY OF CONGRESS ANNEX

1 copy
Diccionario Militar
Part 1
English-Portuguese
Part II
Portugues-Ingles

8 copies
Elementary Portuguese Conversation
By Charles E. Kany and Fidelino De Figueiredo

1 copy
Portuguese Self-Taught
By E. da Cunha

19 copies
Iberoamerica
By Americo Castro

16 copies
Contos e Anedotas
brasileiros
A Graded Portuguese Reader
By Henry Hare Carter

32 copies
Los Otros Americanos
By Nina Lee Weisinger and Marjorie C. Johnston

16 copies
An Introductory Portuguese Grammar
By Edwin B. Williams

1 copy
Dicionario
Ingles-Portugues
Portugues-Ingles
By Alvaro Franco

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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1 copy
Appleton's New English-Spanish and Spanish-English Dictionary

ENCLOSURE

Mr. Tolson 5/25/54

R. T. Harbo

Destruction of Bureau Property - Gen'l

MICROFILMING OF BUREAU RECORDS TO CONSERVE SPACE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/pte

The increasing interest of government officials in reducing the volume of records on hand, recent newspaper publicity and the call from Mr. Paul Kamerick, Senate Appropriations Committee, to Mr. Nichols on 5/8/54 advising that the Appropriations Committee is getting up a report calling for a survey of all government records by a private firm, indicates a need for consideration of the problem of conserving space now utilized by Bureau records.

The Records Section, SOG, since 7/1/53, has microfilmed a total of 17,798,969 images of various Bureau records representing a saving of 2,323.5 cubic feet by microfilming. An additional 350.3 cubic feet was saved since 7/1/53 by destruction of cards and serials. During the past four months 396 bulky exhibits have been destroyed, thus saving additional space.

There have been file consolidations in the field, and the field has also been granted authority to destroy certain types of files at various times in the past; however, the volume of records, both in the field and SOG, continues to grow. During the period from 7/1/52 to 6/30/53 the field increased its volume of records by approximately 9,781 cubic feet. The over-all increase of Bureau records during this period was 13,027.17 cubic feet, despite having saved in excess of 6,000 cubic feet by microfilming, destruction and consolidation. The following tabulation reflects the volume of records on hand as of 7/1/52 and 6/30/53:

Location of Records	7/1/52	6/30/53
Field	79,411.7 cu. ft.	89,268.22 cu. ft.
Legal Attaches	106.1 cu. ft.	120.90 cu. ft.
Seat of Government	164,233.1 cu. ft.	167,389.12 cu. ft.
Totals	243,750.9 cu. ft.	256,778.24 cu. ft.

In an effort to arrive at some workable means of keeping our records volume in the field at a minimum, and still have available all necessary records needed to carry out our responsibilities, authority is requested to make a sixty-day survey in

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Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

cc - Mr. Nichols
Attachment
JEI:cs

66-3286-
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66-15324-1

ORIGINAL FILED IN

the Norfolk, Miami and New York Offices to determine the number of times during the period it is necessary to refer to closed files by classification which are:

(1) Up to 5 years old

(2) 5 years one day to 10 years old

(3) 10 years one day to 15 years old

(4) 15 years one day to 20 years old

(5) 20 years one day to 25 years old

Age of file is to be determined by date of most recent serial in file.

If authority to conduct a survey is granted, the SACs at Norfolk, Miami and New York will be requested to advise as to the number of files in each classification referred to, by age group, the advantages and disadvantages of destruction or microfilming in each category. Memorandum to SACs, Miami, New York and Norfolk attached.

The findings of this survey will be presented to the Executives Conference with recommendations aimed at conservation of space in field offices.

ASAC MacLennan at New York has advised that such a survey would create no serious problem in New York and estimated that it would take not more than one day of clerical time to make the necessary recording for the sixty-day period. A correspondingly less time would be required in both Norfolk and Miami.

RECOMMENDATION:

That permission be granted to conduct the survey as outlined above.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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TO : MR. NICHOLS

DATE: May 18, 1954

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/RC

UNRECORDED COPY FILED IN 66-3286-1-5-6-7-8-9-10-11-12-13-14-15

SYNOPSIS:

General Services Administration, during the past year, has accelerated its program on retirement or destruction of records. In February, 1954, Records Engineering Incorporated, after completing survey of government microfilming operations at the request of GSA, recommended GSA be given authority to control all microfilming in government to more effectively utilize equipment, materials, space, etc. On March 26, 1954, Mr. C. L. Guthrie telephoned me to advise he had just been appointed Control Officer under National Archivist and that his office would assist agencies in microfilming, storing, and disposing of records, as well as approving requests to microfilm. Guthrie suggested Bureau consider storing block of inactive records in Federal Records Center on trial basis. He stated any type security could be afforded. Years ago we stored inactive records in Archives space. Facilities were deplorable and we reacquired records. On May 5, 1954, a Deputy Regional Director of Records Management Service, GSA, called at Little Rock Division to solicit cooperation of that Division in storing it's inactive records at GSA Records Center at Fort Worth, Texas. Little Rock advised the official its records were used on daily basis and such storage not feasible. Doubt exists as to whether GSA can afford adequate security. Obviously it would not be practical for Little Rock to store records at Fort Worth and request Dallas Office to make file checks for them through Resident Agent at Fort Worth. In view of apparent intention by GSA to take more aggressive stand in controlling microfilming, storing and disposings of records, it is felt the Field should be advised of Bureau's position in this matter. Recommended that attached SAC Letter be approved.

RECORDED - 63 7 JUN 8 1954

RECOMMENDATION:

That the attached SAC Letter be approved.

PFO:jaj
Attachment

REC'D, SELECT

Approved by the Executives Conference on May 24, 1954, consisting of Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Sizoo, Boardman, Mason, Rosen and Nichols.

52 JUN 24 1954

Memorandum to Mr. Nichols May 18, 1954
Re: DESTRUCTION OF RECORDS
(66-3286)

DETAILS:

General Services Administration, during the past year, has accelerated its program on destruction or retirement of obsolete or inactive records to Records Centers operated by GSA. In September of 1953, Records Engineering Inc., a private records management firm headed by former Senator Gerald P. Nye, completed a survey on Government microfilming operations at the request of GSA. Records Engineering Inc., in February, 1954, recommended that GSA be given authority to approve all Government microfilming in order to determine whether microfilming or storage of records in Records Centers is more economical to Government and in order to more effectively utilize equipment, materials, space, etc.

On March 26, 1954, a Mr. C. L. Guthrie called me concerning Bureau's request for Archival authority to microfilm Lab Work Sheets and Servicemen's Dependants Allowance Act files which we had recently requested. Mr. Guthrie stated he had just been appointed Control Officer under the National Archivist and that his office would assist various agencies in microfilming, storing, and disposing of records, as well as approve microfilming requests. Mr. Guthrie stated although question existed in his mind as to the advisability of microfilming Lab Reports twelve years old, because he thought storage in a GSA Records Center might be more economical, they would still approve the microfilming of the records. He suggested that as Bureau was not using any Government storage facilities we should consider storing block of inactive records in such storage on trial basis. He stated local facilities were available and that any type security could be afforded. From Guthrie's call, it appeared GSA intends to take more aggressive stand in controlling microfilming, storing, and disposing of records.

We previously stored inactive records in Archives space. Our experience was so disappointing that we reacquired the records. Records had been stored close together in poorly lighted area and it was always necessary to send two male employees to review records as they had to physically move cabinets to get into them and use flashlights to locate material.

On May 5, 1954, the Little Rock Office advised that a Deputy Regional Director of Records Management Service, GSA, Dallas, Texas, called at the Office to solicit cooperation in storing Little Rock Office's inactive records at GSA Records Center, Fort Worth,

Conp.

Texas. Little Rock advised the GSA official all records were used on a daily basis and such storage could not be considered feasible.

It is extremely doubtful that GSA could guarantee us adequate facilities and security for our records. Obviously it would not be practical in the Little Rock instance, for example, for Little Rock to request the Dallas Office to have the Resident Agent at Fort Worth check its records. The cost would be prohibitive and the practice absurd. This same instance further illustrates the impracticality of removing records from confines of an office as regardless of distance time will be wasted in securing information.

66-3286-582

CHANGED TO

66-19087-24

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/pte

MAY 9 1961

mt/mz

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Glavin
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Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

TO : MR. NICHOLS

DATE: 5/21/54

FROM : W. C. EAMES

SUBJECT: FORMS SURVEY - RECORDS SECTION

Upon the completion of the survey which is being conducted at the present time, there will be no further need for Form 4-122 which is attached. It is accordingly suggested that it be abolished.

RECOMMENDATION:

That Form 4-122 be abolished.

WCE:jg
Attachment

REC'D

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-83 BY SP4 ELW/pte

NOT RECORDED
180 JUN 1 1954

ORIGINAL FILED IN

F186

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/[illegible]/54

FROM : W. G. EAMES

Tolson
Boardman
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Holloman
Miss Gandy

SUBJECT: DESTRUCTION OF APPLICANT TYPE PERSONNEL FILES

b6
b7C

[redacted] Supervisor of the Personnel Records Unit, recently conducted a survey and has determined that approximately 32,000 applicant type personnel files dated prior to 1945 contain only the application for employment and the results of the interview with the applicant. These files represent approximately 25 five-drawer cabinets and an estimated 65,000 index cards.

In order to provide critically needed expansion space in the Personnel Records Unit, it is believed that consideration should be given to the destruction of the above described applicant type files (samples attached). It is noted that in connection with the destruction of the files the index cards as well as abstract slips relating to the files would also be destroyed.

RECOMMENDATION:

1. That consideration be given to destroying applicant type personnel files dated prior to 1945 and containing only an application blank and an interview sheet, as well as the destruction of the index cards and abstracts relating to these files.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/rtc

2. In the event the above recommendation is not considered feasible, it is felt that consideration should be given to microfilming the applicant type files at this time.

LLS:ww
Attachment

RECORDED - 86

EX-103

JUL 6 1954

[illegible]-583

NOT FILED IN THIS CASE

57 JUL 13 1954

(See Addendum next page)

ADDENDUM: LBN:ptm 6-8-54

The Executives Conference consisting of Messrs. Mohr, Tamm, Parson Sizoo, Belmont, Boardman, Winterrowd, Harbo, Holloman and Nichols were unanimously opposed to the destruction of the applicant personnel files inasmuch as information is obtained from time to time from these files in connection with our name checks. Since there appears to be some question whether Archives would grant authorization for microfilming these documents, it was the unanimous view of the conference that these documents be kept unless an informal inquiry of Archives would reflect that our request would be granted.

Memorandum to Mr. Nichols
Re: DESTRUCTION OF APPLICANT
TYPE PERSONNEL FILES

6/24/54

ADDENDUM (Continued) 6/24/54

example of a "ridiculous and expencive" request for microfilming in his conversation with me. Accordingly, unless advised to the contrary, we will take no further action on this request.

(B) RECORDS - DESTRUCTION OF -- Recently an official of the Records Management Service, General Services Administration, appeared in the Little Rock Office and solicited cooperation in retiring inactive records of that office to the Federal Records Center operated by GSA in Fort Worth, Texas. The official was advised that the records of the Little Rock Office were utilized on a day-to- day basis, and that such storage of records would not be possible or practical.

Field office records are too active to be placed in such dead storage.. Accordingly, you should advise any representative of the General Services Administration in the event such a request is made of you, that the activity afforded your records prohibits their retirement to Federal Records Center.

You should immediately inform the Bureau by letter if such a request is received.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-28-81 BY 3842 pmv/mac/jc

66-3286-
NOT RECORDED
46 JUN 24 1954

JUL 12 1954

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : Executives Conference

DATE: 6/24/54

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/RS

Tolson
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Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

SUBJECT: DESTRUCTION OF NOTES OF SPECIAL EMPLOYEES AND SPECIAL AGENTS HANDLING LIAISON AND RECORD CHECKS AFTER CONTENTS BEING INCORPORATED IN REPORTS

66-16263 GENERAL

Destruction of Bureau Property

Problem:

During the course of full-field loyalty investigation of [redacted] Mathematician, Department of the Air Force, Washington, D. C., Security of Government Employees, in 1951, New York Office erroneously reported that Board of Election Records in Brooklyn, New York, reflected [redacted] registered in 1945 as affiliated with the American Labor Party. This record check was made by SA (then a Special Employee) Edward J. Kirk and was reported by SA [redacted] in report dated 11/30/51. b6 b7C

At hearing before Air Force Security Board 3/31/54, [redacted] denied affiliation with American Labor Party in 1945. Supplemental investigation initiated 5/7/54 at request of Air Force. New York's supplemental report 5/20/54 reflected recheck. Board of Election records shows [redacted] in 1945 did not designate any party affiliation. In view of this discrepancy in New York's report, New York was requested to submit full explanation and recommendation for any administrative action.

b6 b7C

New York letter of 5/27/54 explained these Board of Election records were checked in 1951 by SA (then a Special Employee) Kirk, who furnished results to Agent [redacted] by routing slip. Agent [redacted] in turn dictated that portion of his report from notes furnished him by Kirk and these notes were subsequently destroyed. New York advises that due to lapse of time (2½ years) and since Kirk's notes have been destroyed, responsibility cannot now be definitely fixed.

RECORDED - 86 66-3286-584
INDEXED - 86

Present Procedure:

Concerning the retention of notes, work sheets and flimsies of Special Employees conducting routine investigations such as credit, criminal and Government agency checks, Bureau Bulletin #57 dated 11/15/49, instructed the field that they may be destroyed. These instructions have not changed.

cc: Mr. Sizoo
Mr. Harbo

CWS:dmb

EX-123

71 JUL 19 1954

Attachment

BOARD OF AAY

RECORDED COPY FILED IN 66-16263-1

UNRECORDED COPY FILED IN 66-16263-1

Proposed Procedure:

New York has suggested in order to fix responsibility for this type of error in the future, it institute a procedure whereby notes of Special Employees and Agents handling liaison and record checks will be preserved as part of case file whenever derogatory or unfavorable information is being reported.

Advantages of Proposal:

Responsibility could be fixed if there was a discrepancy between the Agents or Special Employees notes and the communication reporting that information.

Disadvantages of Proposal:

1. It would require the preparation of a great number of exhibit envelopes which would involve much clerical time.

2. These exhibit envelopes would occupy much filing space which is now at a premium in most offices.

Observations:

It is noted that New York's suggestion does not appear to limit the above procedure to Security of Government Employee cases.

The Investigative Division of the Bureau recommended that New York's suggestion be considered by the Bureau for adoption or non-adoption on a Bureau-wide basis.

Executives Conference Consideration: *EDM:ATN 6/24/54*

Present at the Executives Conference 6/24/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Boardman, Belmont, Rosen, McGuire, and Mason.

The Conference unanimously recommended no change in the present procedure.

The Conference considered whether it would be desirable to retain notes of Special Employees and Agents making record checks, but felt that the desirability would be offset by the amount of clerical work involved in preparing exhibit envelopes, labelling such envelopes, inserting such envelopes as the bottom serial in the field case file. The Conference recognized the disadvantages attendant to the additional space which would be required through the retention of such exhibit envelopes.

The Conference was aware that the retention of such notes would not prevent an error such as occurred in this case, but would assist in fixing responsibility as to whether the error was the fault of the Special Employee in that his notes were at variance with the actual record checks; or whether the notes of the Special Employee were correct but the dictating Agent who used the notes made an error; or whether such dictation was correct but the stenographer made an error.

There are already procedures in existence for recording the identity of an employee who makes record checks, even though his notes are not retained, and in this instance there was no question as to the identity of the employee, the only question being what did the employee find out and what did he tell the dictating Agent.

After weighing these factors, the Conference felt no change should be made in the current rule.

Attached hereto is a letter to the New York Office, advising that it should not require retention of notes of Special Employees and Agents handling liaison and record checks. New York said in its letter of May 27, 1954, that it would retain such notes unless advised to the contrary.

V. [illegible]

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Parsons

DATE: June 28, 1954

FROM : I. W. Conrad

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: THORDARSON AMPLIFIER
MODEL 25W26, SERIAL #4195
ASSIGNED FBI ACADEMY
QUANTICO, VIRGINIA

Destruction of Surplus - Property - Gendot

The above-captioned unit has been found to be beyond repair and has been dismantled for parts.

ACTION:

The Chief Clerk's office and the SAC at Quantico should be notified so that their inventory may reflect this action.

noted in proof of PS submitted by Quantico

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/pte

Please file in the General File for Destruction of Property - 66-3286

1 - SAC, Quantico

1 - Mr. Newman

66-3286-585

NOT RECORDED
13 JUL 2 1954

52 JUL 15 1954

CKC:KMB

INDEXED-35

CKC

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. J. Parsons

DATE: 6-28-54

FROM : I. W. Conrad

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: ELECTRIC MEGAPHONE, UNIT #6, SERIAL #8910
Destruction of Bureau Property - Gen'l

The above-captioned unit has been found beyond repair and dismantled for parts.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/rtc

ACTION:

The Chief Clerk's Office should be notified so that their inventory may reflect this action.

66-3286 - in General Destruction of Bureau Property

JFS:ctw

NOT RECORDED 13 JUL 8 1954

Please file for Bureau

60 JUL 12 1954

RECEIVED CH CLK OFF

File 3/7/54

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8/18/54

Tolson
Boardman
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Glavin
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Rosen
Tamm
Tracy
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

FROM : W. G. EAMES

Bureau Property - Gen. Inf.

SUBJECT: DESTRUCTION OF INDEX CARDS, INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLES

Sug. # 769-54

In accordance with instructions set forth in Bureau Bulletin #53-15, paragraph A, dated June 25, 1953, motor numbers in Interstate Transportation of Stolen Motor Vehicles cases, where the subject is known, no longer are indexed at the Seat of Government.

[redacted] supervisor of the General Index Unit, has suggested that all such cards made up under the old rule and which would not be made up under present procedures, be destroyed. Specifically, she suggests that all index cards made up on the motor number, which have a subject listed on the index card, be destroyed.

b6
b7C

Under present procedures, these cards would be destroyed eventually since authority has been given to destroy such cards as they become five years old. It would save clerical time to complete the project in one operation and there would be an immediate savings of approximately three index card cabinets.

RECOMMENDATIONS:

1. It is recommended that [redacted] suggestion to destroy all index cards on motor vehicle motor numbers which have a subject listed on the card be ~~destroyed~~ adopted.

b6
b7C

2. It is recommended that this suggestion be referred to the Criminal Section of the Investigative Division for its views.

3. That this be forwarded to the Training and Inspection Division for ~~its views~~ review.

4. That a copy of this suggestion be designated for [redacted] personnel file. No acknowledgment is necessary to her since the suggestion was made orally and the suggestion would fall within her normally assigned duties.

JBE:wm

Exec. Conf. Memo 9/2/54 RTH/jam

61 SEP 29 1954

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/rte

NOT RECORDED 137 SEP 24 1954

ENCLOSURE FROM ORIGINAL FILE

Springfield
7-29-54

Re Destruction of Bureau Records - Genl.

1. SUGGESTION #712-54

I suggest that we discontinue destroying all but one copy of serials in the file after the file has been closed for six months and that that operation take place only after the file has been closed for a period of one year. Such destruction could be handled by using the assignment card as a tickler for when the assignment card is destroyed, then the serials could be stripped from the file.

2. PRESENT PROCEDURE

Closed files are stripped of all extra copies of serials after the file has been in a closed status for a period of six months.

3. ADVANTAGES

A. Under the present procedure where all but one copy is destroyed after six months, many files are reopened shortly thereafter, making only one copy of a serial available when two copies are desirable and most often needed both by the Agent personnel and the clerical staff. The chances of a file being reopened after it has been closed one year or more are of course more remote.

B. From a supervisory standpoint, this suggestion would make available to the Supervisor the entire file and eliminate the necessity of attempting to supervise an investigation or review the file without having the pertinent serials available to him. It would definitely afford the Supervisor a better opportunity to adequately and intelligently handle the file.

HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/rte

4. DISADVANTAGES

For a period of six months there would be a temporary loss of space occupied by the additional serials left in the files for that period of time.

5. RECOMMENDATION

I recommend that this suggestion be put into effect.

Exam Corr Memo 9/28/54 dtn/EDM:eu

Referred to Asst. Dir. W20 & Records & Comm. Dir 8/16/54 - dtn

Springfield ltr 7/29/54

66-3286-
NOT RECORDED
80 OCT 1 1954

Enclosure

64 OCT 18 1954

PERS. FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 7/19/54

FROM : Executives Conference

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/rte

SUBJECT: SUGGESTION NO. 284-54
MADE BY [redacted] b6 b7C
RECORDS AND COMMUNICATIONS DIVISION

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Trotter
Winterrowd
Tele. Room
Holloman
Miss Gandy

THE SUGGESTION:

That all enclosures, both in file and behind file, be checked for pamphlets, folders, booklets, and other forms of miscellaneous material for possible removal and destruction. The suggesting employee cites an instance wherein the file on the Florida Police Chiefs Association contains a 1937 calendar advertising the annual convention of the Florida Police Unit.

PRESENT PROCEDURE:

The Records and Communications Division is presently reviewing all bulky enclosures for destruction. They are also alert to identify and recommend for destruction obsolete and useless material in the files. This is accomplished during regular file consolidations, reviews, and purge programs.

ADVANTAGES OF THE SUGGESTION:

The employee feels adoption would result in a saving of space; would facilitate evacuation of files in case of an emergency; would eliminate repair of enclosures; and eliminate enclosure handling.

DISADVANTAGES OF THE SUGGESTION:

NOT RECORDED
117 AUG 3 1954
INITIALS ON ORIGINAL

Mr. Nichols, Records and Communications Division, is opposed. He states that while it is true such a calendar as mentioned by the employee has no value at the present time, other pamphlets, folders, booklets, etc., are integral parts of the file and the letters or memoranda to which they are attached would be meaningless if they were removed or destroyed. It is believed it would be too difficult to determine which material is an integral part of the file and that material which is not. The Records Section is not able to make the final decision as to destruction of such material but it is necessary to secure the approval of the interested division. Too much time and lost effort would be involved in pulling every enclosure with the file and forwarding it to the interested division for its approval before its destruction.

53 AUG 9 1954

cc: Messrs. Sizoo & Harbo
atn

BOARDMAN THREE

ORIGINAL COPY FILED IN

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: EDM:mew

Present at the Executives Conference of 7/19/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Nichols and Mason. The Conference was unanimously unfavorable.

V

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/ltc

TO : MR. NICHOLS DATE: 7-2-54

FROM : W. G. EAMES

SUBJECT: SUGGESTION [redacted] RECORDS SECTION EMPLOYEE

Tolson
Boardman
Nichols
Belmont
Glavin
Harbo
Rosen
Tamm
Tracy
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

The captioned employee in the attached suggestion has suggested that all enclosures, both in file and behind file, be checked for pamphlets, folders, booklets, and other forms of miscellaneous material for possible removal and destruction. He cites an instance wherein the file on the Florida Police Chiefs Association contains a 1937 calendar advertising the annual convention of the Florida Police Unit. [redacted] believes such removal would result in space saving and facilitation in handling of files and enclosures. b6 b7C

While it is true that such a calendar at the present time has no value, other pamphlets, folders, booklets, etc. are integral parts of the file and the letters or memoranda to which they are attached would be meaningless if they were removed or destroyed. It is believed that it would be too difficult to determine which material is an integral part of the file and that material which is not. It is to be noted that we are presently reviewing the bulky enclosures for possible destruction. The Records Section cannot make the final decision. It is necessary for us to secure the approval of the interested Division for the destruction of each individual bulky enclosure. Too much time and lost effort would be involved in pulling every enclosure with the file and forwarding it to the interested Division for its approval before its destruction.

RECOMMENDATION:

That [redacted] suggestion not be adopted and that this memorandum be forwarded to the Training and Inspection Division. b6 b7C

PEO:nle
Attachment

ADDENDUM: 7-6-54. FWW:nle

NOT RECORDED
AUG 28 1954

In addition to systematically reviewing bulky enclosures for destruction we are also alert to identify and recommend for destruction obsolete and useless material in our files. This is accomplished during regular file consolidations, reviews and purge programs.

50 AUG 5 1954

ORIGINAL COPY FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION # 284-54

Date: 6/29/54

To: Director, FBI

From: [redacted] b6 b7C

Division of assignment: R&C

SUGGESTION: I suggest that all enclosures both in file and behind file be checked for pamphlets, folders, booklets and other form of misc. material for possible removal and destroying. This material has originated from various outside sources and has no particular usage in the current indices of the Bureau. EXAMPLE: I cite this as an example of my suggestion and which motivated the idea.

Today I went thru a FLORIDA POLICE CHIEF ASSOCIATION file for de-indexing purposes. I checked an enclosure within file and found a 1937 calender denoting the annual convention of the Florida Police unit.

In my opinion, material like this represents a handicap to the effectiveness of the Bureau indices and would take up considerable time and space in evacuation.

Current practice or rule (include manual citation as well as facts):

NONE IN EFFECT

Advantages of suggestion:

1. Space saving potential
2. Would facilitate evacuation of files
3. Eliminate repair of enclosures
4. Eliminate enclosure handling

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/ptc

Disadvantages of suggestion:

1. Determination of which material if any should be kept on hand.
2. Labor involved

NOT RECORDED
117 AUG 3 1954

b6 b7C

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted] IGINAL

(Signature of suggestor)

Recommendations and comments of Division Head:

13 JUL 28 1954

PERS. FILES

68 AUG 11 1954

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-24-54

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/ptc

SUBJECT: DESTRUCTION OF RECORDS BUREAU GENL
66-3286

Tolson
Boardman
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Winterrowd
Tele. Room
Holloman
Gandy

By memoranda dated May 19, 1954, and August 13, 1954, I briefed and commented on a report made for the Senate Appropriations Committee prepared by Paul E. Kamerick, former Agent of the Bureau, entitled Records Management, U. S. Government, which had been presented illustrating need for solution to costly federal records management problems. Report also recommended remedial action which would involve surveys of records of various agencies by outside specialists. Report cited work done by Records Engineering, Incorporated, a firm headed by Former Senator Gerald P. Nye, in surveying records for States of Maryland and Virginia and of the Post Office Department. I advised in latter memorandum that Senator Bridges had proposed an amendment to the Appropriations Bill for fiscal year 1955 which would give GSA $500,000 to conduct surveys by outside specialists.

There are attached newspaper clippings which state the appropriation was whittled to $300,000. Both articles point out the outside specialists may be Nye's firm, Records Engineering, Inc. The article from the Washington Post and Times Herald is a rather critical one in that it states that Kamerick's report was not an Appropriations Committee report and received little circulation. The article was further critical in that it inferred that Records Engineering, Inc., would get the contract because Kamerick's report cited accomplishments by the company 16 times in the report and that no other private records management firms were mentioned in Kamerick's report. The article stated that the report "heaps enconiums" on Irving Zitmore, Vice President, and Albert Rosenfeld, Field Supervisor. The article points out that Nye, who was "America's leading prewar isolationist," is never mentioned in the report by name. The article stated that Kamerick's report recommended surveys be started in seven government agencies: Veterans Administration; Maritime Commission; Securities Exchange Commission; Department of Health, Education and Welfare; Railroad Retirement Board; Foreign Operations Administration; and the Bureau of Reclamation.

RECORDED-27 66-3286-586

2 ENCLS 27

RECOMMENDATION:

You will be advised of any further developments. A copy of the Appropriations Bill will be obtained and the provisions for the survey will be examined.

PFO:nle
Attachments

AUG 31 1954

Firm Hailed as A-1 Cost Cutter Turns Out to Be Gerald Nye's

By Warren Unna
Staff Reporter

Included in the Supplemental Appropriations Bill before the Senate last night was a $500,000 item for surveying the management of Government records. The House, in a conference report, earlier decided the survey could be done for $300,000.

The survey has the noble objective of whittling down the estimated four billion dollars a year the Government spends for clerical help and preservation of old records.

The measure, however, has what some might consider a peculiar history.

It stems from an unnoticed 31-page Senate Appropriations Committee "print" prepared last May by Paul E. Kamerick, Committee investigations chief and a former FBI agent. Kamerick recommends an "outside" survey, claiming an inter-Government one would be "rather controversial in nature."

They print 16 times cites testimonials for Records Engineering, Inc., a private management survey group incorporated in Delaware with headquarters at 815 15th st. nw. in Washington. Records Engineering's president, although never mentioned in Kamerick's print, is Gerald P. Nye, former Republican Senator from North Dakota and known as America's leading prewar isolationist.

Kamerick's report mentions the Nye firm 16 times in connection with record management surveys it made for the State of Maryland, General Services Administration and the Post Office Department.

The Post Office testimonial is given by Postmaster General Arthur E. Summerfield.

In addition to the above, the print mentions the State of Virginia, Radio Corporation of America, Montgomery Ward and the B. F. Goodrich Co. as "examples of the successful records-survey project." A check with Nye's office showed all four groups had employed Records Engineering, Inc.

The print heaps enconiums on Irving Zitmore, Records Engineering vice president and general manager, and Albert Rosenfeld, the firm's field supervisor. No reference is made to Nye's name nor position.

Questioned on why no other private management survey firms had been mentioned in his report, Kamerick replied: "There's nothing in our own narration mentioning anyone. We don't intend to sell any firm. Records Engineering is always in quotations. And we had quite a problem about that—deciding whether or not to cut it out of somebody else's quotation."

In Kamerick's report, although not specifically stated in the Supplemental Appropriations bill, is the recommendation that records surveys be started in seven Government agencies: Veterans Administration, Maritime Commission, Securities Exchange Commission, Department of Health Education and Welfare, Railroad Retirement Board, Foreign Operations Administration and the Bureau of Reclamation.

Kamerick's wording gives the impression his research was gained from Herbert E. Angel, director of the National Archives records management division.

Since the Kamerick report was only published in "print" and not as a Senate Appropriations Committee report, it only gained circulation when somebody, knowing of its existence, phoned for a copy.

Angel made it quite clear he had never even known of the print's existence, much less had a copy been sent to him. What's more, he declared, he would never publicly declare which agencies' records were in worst shape—"That would be revealing an inter-client relationship."

For his part, Nye said the seven Government agencies were the ones which "General Services Administration (Archive's parent organization) had referred to as being most in need of service."

As for why Kamerick's print failed to mention any competitors, Nye replied: "I don't know as to that. The Senate investigative staff did the whole job."

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THE WASHINGTON POST AND
TIMES HERALD
AUGUST 18, 1954

66-3286-586
ENCLOSURE

Study of Government Records May Be Assigned to Nye Firm

Congressional approval of the administration's supplemental appropriations bill for 1955 may mean more work for the Records Engineering, Inc., firm of former Senator Gerald P. Nye, Republican, of North Dakota.

The bill, now awaiting Senate approval, carries an appropriation of $300,000 for "surveys of Government records, and records creation, maintenance, management and disposal practices in Federal agencies." If the past pattern of Government activity continues, Mr. Nye's company is likely to get a major share of the business.

In a preliminary report on the problem of handling the Government's estimated 25 million cubic feet of records, which he filed with the Senate Appropriations Cohmmittee in July, Chief Committee Investigator Paul A. Kamerick noted that Records Engineering, Inc., had received high praise from the Post Office Department, the State of Maryland and several private firms for its activities in bringing about economies in Government record-keeping.

The report quoted a July 12, 1954, letter from Postmaster General Summerfield to Appropriations Chairman Bridges, Republican of New Hampshire, stating that the Nye company, in its first three months on the job, found ways to dispose of documents which would make 100 piles as high as the Washington Monument.

The Kamerick report recommended that an over-all survey of Government record-keeping, such as is contemplated in the supplemental appropriation, be carried forward by an "outside" agency. It also recommended a survey of Government microfilming.

Use of an "outside" agency, the report said, would be advisable because both these fields "are rather controversial in nature, and any internal survey is apt to be unduly influenced by conflicts of interest, and clouded by years of established routine."

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THE EVENING STAR
AUGUST 18, 1954

66-3286-586
ENCLOSURE

Memo Bible to Bridges 8-24-54

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66-3236-587

ENCLOSURE

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Calendar No. 2055

83D CONGRESS
2D SESSION

H. R. 9936

IN THE SENATE OF THE UNITED STATES

JULY 31 (legislative day, JULY 2), 1954
Ordered to lie on the table and to be printed

AMENDMENT

Intended to be proposed by Mr. BRIDGES to the bill (H. R. 9936) making supplemental appropriations for the fiscal year ending June 30, 1955, and for other purposes, viz: On page —, beginning in line —, insert the following:

SURVEY OF GOVERNMENT RECORDS, RECORDS MANAGEMENT, AND DISPOSAL PRACTICES

For necessary expenses, including administrative expenses, in connection with conducting surveys of Government records, and records creation, maintenance, management and disposal practices in Federal agencies, pursuant to sections 505 and 506 of the Federal Property and Administrative Services Act of 1949, as amended, $500,000: *Provided*, That notwithstanding any other provision of said Act, the

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83D CONGRESS
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H. R. 9936
AMENDMENT
Intended to be proposed by Mr. BRIDGES to the bill (H. R. 9936) making supplemental appropriations for the fiscal year ending June 30, 1955, and for other purposes.
JULY 31 (legislative day, JULY 2), 1954
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Administrator shall have final authority in all matters involving the conduct of surveys and the implementation of recommendations based on such surveys: *Provided further*, That the General Services Administration is authorized to procure services in accordance with section 15 of the Act of August 2, 1946 (5 U. S. C. 55a): *Provided further*, That a detailed quarterly report on the progress of each survey conducted hereunder shall be made to the Appropriations Committees of the Congress.

[COMMITTEE PRINT]

83D CONGRESS
2d Session

SENATE

CREATION AND MANAGEMENT OF UNITED STATES GOVERNMENT RECORDS

REPORT

OF THE

INVESTIGATIONS DIVISION OF SENATE APPROPRIATIONS COMMITTEE



JULY 1954

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DATE 8-4-82 BY SP4 Lutz

Printed for the use of the Committee on Appropriations

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UNITED STATES SENATE,
COMMITTEE ON APPROPRIATIONS,
May 7, 1954.

Hon. STYLES BRIDGES,
Chairman,
United States Senate, Washington, D. C.

DEAR MR. CHAIRMAN: I am attaching hereto a report compiled in accordance with your directions by the Investigations Division on the subject of Federal Government records. The information contained herein was secured from the files of this office, and from staff investigative activity.

The report describes the staggering volume of 25 million cubic feet of records now in existence in the Federal Government and the prospects if corrective action is not taken soon. The problem presented is not only one of managing this great accumulation of records, but of the easy creation of records, much of it unnecessary and wasteful. Still another costly phase of the records problem is the creation of reports by Government agencies and departments, a phase lending itself to large savings through the elimination of much duplication of effort and paperwork.

Your attention is particularly directed to the recent experience of the Post Office Department, as related on page 11 of the report, where much economy has been effected through an objective study of both the creation and management of records by a disinterested group of specialists. Your further attention is directed to—

(1) The estimated cost of $4 billion annually necessary to maintain this mountain of records.

(2) The fact that efforts to date have served only to decrease the rate of accumulation.

(3) The desirability of a survey by competent and disinterested persons.

(4) The great savings possible from such a survey. According to our estimate from facts available, this may reach $850 million to $950 million. Some estimates reach as high as $1 billion and higher.

(5) The fact that savings accomplished through this means will be immediately effective rather than brought about at some distant future date.

While it will be necessary, of course, to safeguard the documents of historical or permanent-records value, there is every indication that great economies can be brought about by the disposal of useless records and by the installation of a system whereby (1) useless records are not created, (2) records having only a temporary value are destroyed upon termination of their value, and (3) records having permanent value, but not actively in use, can be maintained in inexpensive quarters.

There is every indication that money spent on such a project will be money well spent.

With every good wish, I am,
Very truly yours,

PAUL E. KAMERICK,
Chief, Investigations.

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CREATION AND MANAGEMENT OF UNITED STATES GOVERNMENT RECORDS

This report is presented by the Investigations Division to demonstrate the urgent need for immediate remedial action toward solution of the complex and costly Federal records management problems.

INTRODUCTION

The problem of records management in the Federal Government is one which has reached immense proportions over the years. The annual records management cost to the United States Government now is approximated at $4 billion. Through uneconomic practices in the creation, maintenance, and disposal of Federal records, the volume now threatens to become so cumbersome and expensive as to make beneficial use difficult.

The problem is one which cannot be approached with generalizations, but rather must be solved through a composite study of individual projects and methods of records management throughout the governmental structure. It is not an area, unfortunately, conducive to a pilot study of a small segment, thereafter enlarging the findings into general conclusions. It is a field in which the problems are peculiar to a particular portion of the program, and one incapable of mass solution, since the functions and problems of various Government agencies vary widely.

The enormity of the problem can be illustrated by the fact that Government agencies generally consider 31 percent of their records as permanent, or at least without definite disposal dates; private firms usually figure about 10 percent of their records as permanent. Unless this percentage can be reduced, it will mean that permanent quarters will have to be found in the next few years for 7 million cubic feet of records, enough to fill seven additional buildings as large as the National Archives. As the situation now stands, the quantity of Federal records is continuously growing, increasing in 1953 from 24 million cubic feet to 25.2 million, the equivalent of 7½ Pentagon buildings full of records.

The civilian agencies managed in 1953 to destroy about as many old records as they created; that is, about 1.4 million cubic feet were destroyed while an equal amount was being created. The Department of Defense created about 2.8 million cubic feet of records and destroyed only about 1.6 million. But, taking the Government as a whole, and all agencies, military as well as civilian, in the fiscal year 1953, the number of records that were either retired to a center or destroyed not quite equaled the quantity of new records created; that is, about 4.2 million cubic feet of records were created and about 4.1 million cubic feet were either destroyed or retired to records centers.

The very size of the United States Government itself, and the variety of its operations, makes the problem an enormous one. Without an orderly system of records management it will be quite impossible to put an end to cases such as one which arose last year in the files of the Department of Defense. Thousands of used laundry slips which had been utilized by WAVE personnel in the last war, turned up in the files, and were destroyed through legislative action only after having occupied file space for more than 5 years. To put an end to situations such as this, and to avoid the impending crisis in the keeping of Government records, it is indicated that a survey be made by a qualified group, which survey should undertake solution of the myriad problems arising within the various areas of records management.

THE PROBLEM

The overall problem of records management is aggravated by the lack of centralization of control. A good part of the Government records are administered by the General Services Administration, which has attempted to synchronize the management of records under its jurisdiction by the establishment of records centers and depositories. This affects retired records only—i. e., those not needed by the agencies for day-to-day operations.

At the end of fiscal year 1953, GSA had in operation 9 Federal records centers and 2 depositories, which facilities held 1,881,000 cubic feet. By the end of fiscal year 1955, it is expected that 2½ million cubic feet of records will be accommodated.

The principal agencies that are not using the centers are the Department of Defense, which has its own centers administering about 2,800,000 cubic feet of records, just slightly more than the GSA capacity; the General Accounting Office, which is a great records producing agency, having about 1,400,000 cubic feet of records in its centers; the Selective Service System, with its own system of records depots holding about 275,000 cubic feet of records; and the Veterans' Administration, whose records center at Columbus, Ohio, houses about 185,000 cubic feet of records.

It is expected that an outside survey would examine the possibility of economies to be effected through the inclusion of the above agencies under a centralized records-control jurisdiction, and would undertake to revamp and simplify the record-keeping procedures of various Government departments which have been described as particularly backward in proper records management. Several agencies are listed below as a suggested starting place for any survey to be undertaken: The Veterans' Administration, the Securities Exchange Commission, the Department of Health, Education, and Welfare, the Railroad Retirement Board (Chicago), the Bureau of Reclamation (Department of Interior), FOA and the Maritime Commission (Department of Commerce).

THE COST

An estimate of the overall cost to the Government of records management is of necessity on a general basis. The best estimate, however, seems to be in the vicinity of $4 billion. The foregoing figure has been arrived at through two different means in collaboration with Mr. Herbert E. Angel, Director of Records Management Division, National Archives and Records Service, GSA:

A. In the first method, the three branches of records management are analyzed individually, and then added to arrive at a total. That operation is as follows:

Creation

It costs $638.40 to create 1 cubic foot of records. There is annually generated by the United States Government 4,200,000 cubic feet of records. Therefore, the cost of creation of those records is annually $2,681,280,000.

Maintenance

The Hoover report indicates that $29 is the cost of space and maintenance for a record cabinet. On this basis, space and maintenance for 2 million record cabinets of active records is $58 million. To this figure is added space and maintenance for the equivalent of 1 million cabinets of inactive records at $14, yielding a total of $14 million. Personnel required to maintain these records is approximated at $925 million (250,000 people at an average salary of $3,700 per year). This establishes a grand total of $997 million for the maintenance of records. This figure probably is a little higher when there is added to it the cost of space and supplies used by the personnel referred to above.

Disposal

The estimated figure for disposal of records is approximately $30 million in total, of which something over $20 million is for salaries of personnel involved in this operation. This operation, as can be easily seen, is by far the least expensive part of overall records management.

Total

The sum of the above categories is $3,708,280,000, plus the cost of space and supplies used by the personnel as referred to above.

B. The second means of arriving at an overall figure is by working with figures submitted by the various civilian agencies plus a fair estimate of figures with regard to the military agencies. Based on 365,000 out of 900,000 workers, the results are as follows:

365,000 employees at an average annual salary of $3,700	$1,354,000,000
Use of 3 million cabinets (or equivalent) at $50 each	150,000,000
18 million square feet of space (6 feet per cabinet, but some think should be 7) at $2.38 per foot	42,000,000
Supplies at $50 per person	18,000,000
Equipment, other than cabinets, at $700 to $800 per person (desks, chairs, rugs, tables, IBM equipment, computing machines, etc.)	[1] 275,000,000
Total	1,839,000,000
Supervision and mail handling, transportation, postage, etc., at approximately 10 percent	161,000,000
Total	2,000,000,000
Military operations account for more than one-half of paper creation and cost is at least equivalent to civilian creation	2,000,000,000
Total	4,000,000,000

[1] Estimated.

The fact that the two methods of computation coincide almost exactly (only 7 percent differential) is indicative that the $4 billion figure is about as accurate an estimate obtainable without a survey.

It has been illustrated by an outside survey of Government microfilming, that microfilming is not useful except for permanent records so far as space savings are concerned. On a strictly cost basis as between the use of records centers for records that have to be kept for varying periods of time up to 30 or 40 years, they can be held and administered more cheaply in a records center than by microfilming them. The expense of microfilming is considerably greater than keeping those records in the centers where the space and equipment are inexpensive, unless the records are to be maintained for more than the above period.

An outside survey is indicated in the field of records management in general, as well as in the field of microfilming, since both fields are rather controversial in nature, and any internal survey is apt to be unduly influenced by conflicts of interest, and clouded by years of established routine.

Results of surveys by GSA in fiscal year 1953 began to manifest themselves with the transfer to Federal records centers during the year of about 300,000 cubic feet of records from agencies that have been surveyed. At the same time, in the course of surveys conducted during the year, on-the-spot disposal resulted in destruction of more than 100,000 cubic feet of records.

This problem has received legislative attention as far back as 1943.

The legislative procedure with regard to the disposal of Federal papers is to be found in the Records Disposal Act approved July 7, 1943, as amended July 6, 1945 (57 Stat. 380–383; 59 Stat. 434). A copy of the act is attached as exhibit A.

The procedure under the act is as follows:

The agency desiring destruction of records notifies the National Archives of such desire. The Archives then prepares a list of the records to be disposed of and submits the list to the Joint Select Committee of the Senate and House of Representatives, which committee has been appointed in compliance with the provision of the above-mentioned act. The present committee is composed of C. W. Bishop and Edward A. Garmatz, members on the part of the House, and Frank Carlson and Olin D. Johnson, members on the part of the Senate. The clerk of the committee checks the lists as submitted by the Archives and certifies the list to the committee members for their signatures. When the signatures have been obtained, the list is sent back to the Archives where it is photostated and returned to the committee clerk. The committee clerk thereupon submits the list to the tally clerk of the House who assigns to it a report number. That number is then dispatched to the Archives and to the Senate where it is noted in the Senate records. The Archives officers next send notification to the requesting agency, citing the authority and the report number and authorizing disposal of the requested papers. The disposal thereof is thereupon entered into the records of both House and Senate. A sample House report, as described herein, is attached as exhibit B.

The problem has been further examined in 1949 by the (Hoover) Commission on Organization of the Executive Branch of the Government.

In its Task Force Report on Records Management (appendix C), the Commission cited the following objectives and general recommendations:

I. OBJECTIVES

Recordmaking and recordkeeping in the Federal Government represent (1) indispensable tools in the conduct of the Government's operation, (2) the greatest consumer of salaries, space and equipment of all the housekeeping activities of the Federal Government, (3) the sum of the recorded obligations of the Federal Government at home and abroad, (4) an invaluable store of hard-earned experience recorded in our national effort to sustain a system of democracy and private enterprise.

The objectives of this report with recommendations are balanced accordingly: (1) to sharpen the efficiency of these management tools, (2) to eliminate excessive costs in salaries, space and equipment, (3) to safeguard the essential records of our obligations, (4) to capitalize on our invaluable store of recorded experience.

II. GENERAL RECOMMENDATIONS

A. That a Federal records administration be established and that the existing National Archives establishment become an integral part thereof.

B. That a law be cited as the "Federal Records Management Act of 1949" be enacted to provide for the creation, preservation, management and disposal of records of the United States Government.

C. That a minimum program for records management be required in each department and agency of the United States Government.

As a result of the Hoover Commission survey, as well as of the obvious need for records management procedures, there was passed in 1949 the Federal Property and Administrative Services Act of 1949. The policy of the act is set forth in section 2 as follows:

It is the intent of the Congress in enacting this legislation to provide for the Government an economical and efficient system for (a) the procurement and supply of personal property and nonpersonal services, including related functions such as contracting, inspection, storage, issue, specifications, property identification and classification, transportation and traffic management, management of public utilities services, repairing and converting, establishment of inventory levels, establishment of forms and procedures, and representation before Federal and State regulatory bodies; (b) the utilization of available property; (c) the disposal of surplus property; (d) records management.

Title I, section 104, of the act sets forth a summary of the records management provisions:

The National Archives establishment and its functions, records, property, personnel, obligations, and commitments are hereby transferred to the General Services Administration. There are transferred to the Administrator (1) The functions of the Archivist of the United States, except that the Archivist shall continue to be a member or chairman, as the case may be, of the bodies referred to in subsection (d) of this section, and (2) the functions of the Director of the Division of the Federal Register of the National Archives establishment. The Archivist of the United States shall hereafter be appointed by the Administrator.

(b) There are also transferred to the General Services Administration the following bodies together with their respective functions and such funds as are derived from Federal sources: (1) The National Archives Council and the National Historical Publications Commission, established by the Act of June 19, 1934 (48 Stat. 1122); (2) the National Archives Trust Fund Board, established by the act of July 4, 1941 (55 Stat. 581); (3) the Board of Trustees of the Franklin D. Roosevelt Library, established by the joint resolution of July 18, 1939 (53 Stat. 1062); and (4) the Administrative Committee, established by section 6 of the act of July 26, 1935 (49 Stat. 501), which shall hereafter be known as the Administrative Committee of the Federal Register. The authority of the Administrator under section 106 hereof shall not extend to the bodies or functions effected by this subsection.

(c) The Administrator is authorized (1) to make surveys of Government records and records management and disposal practices and obtain reports thereon from Federal agencies; (2) to promote, in cooperation with the executive agencies, improved records management practices and controls in such agencies, including the central storage or disposition of records not needed by such agencies for their current use; and (3) to report to the Congress and the Director of the Bureau of the Budget from time to time the results of such activities.

The substantive provisions for the amalgamation and control of the governmental records are set forth in title V of the act. This title is attached as exhibit C, and is known as the Federal Records Act of 1950.

As can be seen from the act, the Administrator of General Services is vested with staff responsibility for coordinating and improving standards, procedures, and techniques with respect to all three areas of records management in the Federal Government: (1) The creation of records; (2) the maintenance of current records; and (3) the retirement and disposal of records when no longer needed for current operations. In each area, the Administrator is directed to develop improved practices and promote their adoption by all Federal agencies. He is required to establish standards for the guidance of Federal agencies in determining the classes and types of records that should be retained and those that should be disposed of; and he must assist agencies in the application of such standards. To the Administrator also goes responsibility for assisting agency heads in protecting the records of their agencies against unauthorized physical damage or removal. He is given power to inspect or survey each agency, in person or by a deputy, enabling him to obtain first-hand information concerning records management problems and programs. As can be further noted from the act, the Administrator has authority to establish, maintain, and operate records centers for the storage, processing, and servicing of records of Federal agencies. The economies made possible through the establishment of records centers have been amply proved by the experience of the Government agencies during the last few years. The need for centralized facilities was emphasized by the (Hoover) Commission on Organization of the Executive Branch of the Government, and in this respect the instant act carries out the Commission's recommendations.

The central staff responsibility for records management placed with the Administrator by title V makes it entirely logical that, except to the extent otherwise provided by law, authority to issue regulations governing the interagency transfer of records should also be vested in the Administrator.

In carrying out his functions under the act, the Administrator of General Services is closely assisted by the Archivist of the United States and by the Director of the Records Management Division, National Archives and Records Service, GSA. However, in the annual report on the National Archives and Records Service by the Administrator of General Services for fiscal year 1953, it is recommended that "a more careful evaluation of the so-called permanent records would be profitable and should be undertaken as soon as possible." There is no evidence that substantial action ever has been taken on this recommendation.

The functions of the Records Management Division of the National Archives and Records Service are set forth in the United States Government Organization Manual, as follows:

> This Division is responsible for surveying records management and disposal practices of Federal agencies and obtaining reports thereon; for developing standards and methods for efficient records management and promoting their adoption by Federal agencies; for the management of central records centers established by GSA to serve as economical storage depositories for retired records of Federal agencies; and for compiling agency reports of records management activities for submission through the Administrator to the Bureau of the Budget and the Congress.

FUTURE ACTION

While there has been some governmental activity toward solution of the records problem, a more vigorous approach seems necessary.

As a possible guide to the solution of the records problem on a Federal level, there is presented herein, examples of what has been done along those lines on the State level. Two States, Maryland and Virginia, are singled out for this report as examples of successful attempts toward solution of State records management problems.

The State of Maryland has undertaken to effectuate a streamlining of its records management procedures. In order to accomplish this end, the State provided appropriate legislation as follows:

(Senate bill 441)

AN ACT To repeal section 156 of article 41 of the Annotated Code of Maryland (1951 edition), title "Governor—Executive and Administrative Departments," subtitle "Hall of Records Commission," and to enact in lieu thereof, a new section to said article to be known as section 156 and to stand in the place and stead of the section so repealed, providing that every State agency shall establish a continuing program for management of its records, and for the disposal of its records, and further providing that it shall be the duty of the Hall of Records Commission to supervise said management and disposal and to review and make recommendations concerning said management

Section 156 of article 41 of the Annotated Code of Maryland (1951 edition), title "Governor—Executive and Administrative Departments," subtitle "Hall of Records Commission," be and it is hereby repealed, and that a new section to be known as section 156 of said article, be and it is hereby enacted in lieu thereof and all to read as follows:

"156.

"(a) It shall be the duty of each State agency to develop a continuing program for the economical and efficient management of its records, including the establishment and/or revision of record retention schedules, in order to insure prompt and orderly disposal of records not required by the operations of the agency. Prior to becoming operative all such retention schedules must receive the approval of the Hall of Records Commission, but schedules providing for the destruction of records must also receive the written approval of the Board of Public Works.

"(b) It shall be the duty of the Hall of Records Commission to further the aforesaid program; to inspect the records and records management practices of all State agencies, boards and commissions; to review proposals for the purchase or rental of record equipment, storage space and services, including the microfilming and photocopying of records, and to make recommendations thereon to, the Department of Budget and Procurement or to the Board of Public Works as appropriate.

"SEC. 2. And be it further enacted, That this Act shall take effect June 1, 1953."

Approved April 11, 1953.

The State decided that an outside survey was necessary to accomplish the desired end. The story is best told in the 18th Annual Report of the Archivist of the State Hall of Records as follows:

SURVEY OF STATE RECORDS

Up to 1941 there was no general supervision over the records-management practices employed by the various State and county agencies. The records of a few agencies were controlled by statute; opinions of the Attorney General governed others, but for the most part, records problems were left to the custodian to solve. The creation of the hall of records commission (ch. 18, Acts of 1935) and the construction of an archives building were beneficial insofar as the older records were concerned but had little effect on the care of modern records.

A permissive law was enacted in 1941 (ch. 825, Acts of 1941) which provided that records no longer necessary to the operations of an agency could be offered to the hall of records commission for deposit. If the commission decided that the records were of no archival value, they were refused for deposit and the agency could then apply to the board of public works for permission to destroy them.

Legislation passed in 1945 (ch. 248, Acts of 1945) required that all records created prior to April 28, 1788, be deposited in the hall of records. An act of 1949 (ch. 518, Acts of 1949) required that microfilming done for the purpose of destroying the original records must meet standards established by the hall of records commission. A law (ch. 755, Acts of 1949) of the same year provided a means of establishing records-disposal schedules, and it also defined certain categories as nonrecord in nature and, therefore, subject to disposal by the record custodian. Working under these laws, the Archivist succeeded in assisting many agencies toward a solution of their records problems. At the same time, however, it was realized that the problems of proper records control were increasing rather than diminishing.

At this point, as records problems were approaching an acute stage, it was proposed to Governor Lane that a survey be made of all State records. Although Governor Lane favored the proposal, he left it to his successor in office to make the final decision. It was, therefore, Governor McKeldin who requested the general assembly to appropriate $48,000 for the survey (miscellaneous appropriations No. 2, item 45, 1953 budget).

The contract between the State, represented by the board of public works, and Records Engineering, Inc., was signed on April 28, 1952. Work on the survey began immediately.

Governor McKeldin appointed a "Special commission on records management" to maintain liaison between the State and Records Engineering, Inc. The commission members were: Joseph O'C. McCusker, chief deputy comptroller and secretary to the board of public works, James G. Rennie, director of the department of budget and procurement, Michael J. Potthast, assistant State auditor, and Morris L. Radoff, archivist, chairman.

The survey of records and recordkeeping practices of the State government, which was started by Records Engineering during the last quarter of fiscal year 1952, was completed in January 1953. On March 2, 1953, the Governor's special commission found that the terms of the contract had been met and recommended that the contractor be paid in full and released from any further obligation to the State. Records Engineering, on March 9, 1953, was notified that the contract had been completed.

The survey, which was conducted under the direction of Irving Zitmore, general manager, Records Engineering, Inc., and Albert Rosenfeld, field supervisor, covered 98 different State and county agencies and was presented in 35 separate reports. In addition, seven other reports were prepared consisting of a summary report and specialized reports on records-management practices. During the course of the survey, orientation conferences were held within the agencies being studied so that agency personnel were acquained with the purposes of the analysis as well as the methods used and the results desired. Following the conferences, the first step in the preparation of the report was an inventory of the principal files and records of the agency. Employees were then interviewed to ascertain the use made of the individual records. Drafts of the reports were submitted, with a request for comments, to the agency heads, the commission members and to Robert M. Thomas, assistant attorney general, assigned as legal consultant to the commission. All agencies surveyed received final copies of the reports.

The Governor's special commission at its March meeting proposed, subject to the approval of the Governor and the hall of records commission, that the hall of records commission assume the administration of the State records management program. The Governor's special commission, with the assistance of Records Engineering, Inc., drafted appropriate legislation. On March 19, 1953, Senators Della and Kimble introduced the bills in the general assembly which on passage became chapters 436 and 437 of the Acts of 1953 and which are reprinted under "Acts of Assembly" in this report.

The responsibilities of the hall of records commission under these acts required an increase in staff, and accordingly, an additional appropriation of $11,942 was asked for. This amount was included in the Governor's supplemental budget and was granted by the general assembly, April 1, 1953.

The records management division of the hall of records commission came into being on July 1, 1953. While the survey prepared by Records Engineering, Inc., afforded an excellent base for the beginning of such a program, there is much work that must be accomplished before it can become fully effective. It is too soon to know how much money can be saved but there is every reason to believe that, with the cooperation of the agencies, the total will be large. It is interesting to note that Records Engineering, Inc., estimated in their summary report that

the accumulation of records inventoried at the time of the survey can be reduced from 25,000 to 12,500 linear feet, and that the net annual increment can be reduced from 1,750 to 250 linear feet. J. Millard Tawes, comptroller of the treasury, generalized the results of the survey cogently when he said for the press:

"For the first time in Maryland history we have a complete inventory of records held by the State, their volume, how fast they accumulate, and their value, need and use from a legal, archival, and business standpoint. This information together with the retirement schedules which have been carefully worked out with legal approval, will be of utmost value in making operations of all State agencies more efficient and economical."

An interview with the State archivist, Dr. Morris L. Radoff, elicited the information that the State was well satisfied with the results of the outside survey and now is taking steps to effectuate the procedures.

Members of the Maryland government staff under Dr. Radoff estimated that since the survey, the State has been able to destroy 40 or 50 tons, or 3,000 cubic feet of material, out of several hundreds of tons based on initial inventories, or approximately 17,000 cubic feet as a direct result of the survey, and is making great strides in furthering this record in conformance with survey recommendations.

Attached are some forms used by the Maryland government in its records management program as a result of the survey. Exhibit D is a form letter sent to all State agencies informing them of the records management program and individual agency responsibility thereunder.

Exhibit E is a form to be submitted by the State agency to the archivist requesting disposition of records described therein. The form then is kept as a permanent descriptive record of papers destroyed.

Exhibit F is a certificate which states that certain records have been destroyed. The certificate merely lists the records and references to descriptive material contained in a form such as exhibit E.

Exhibit G is a form used by the archivists in analyzing agency records in an attempt to aid the agency in setting up and managing its own records and in establishing a schedule of disposal for them.

The Commonwealth of Virginia also engaged an outside organization to undertake the survey and reorganization of State records management. In 1949 they undertook a records survey of all State agencies, institutions, and departments.

The initial benefits to the State from the survey included destruction of 25 years' accumulation of records at an estimated saving in space and equipment of $150,000 and a conservative estimate of savings to the Commonwealth is approximately $50,000 per year.

Former Gov. William M. Tuck, of Virginia, now a Member of Congress from that State, was the official who instituted the outside survey in Virginia. In his words, the survey resulted in a "very large savings of public funds." Furthermore, as a result of his experience on a State level, he has made the following observation:

In view of the tons of Federal records, involving millions of cubic feet of floor-space for their storage and the public funds necessary to be expended, it would seem to me that much savings could be accomplished and I would strongly recommend that provision be made for a study of this subject.

PRIVATE INDUSTRY

The results of large private industries' efforts to solve the problem of records management show promise of good results on the Federal Government level.

Radio Corporation of America, Inc., as a result of a highly satisfactory outside survey conducted for Montgomery Ward, Inc., contracted with an outside organization to survey the records of RCA.

It is indicated that RCA was extremely successful with its survey, which resulted in the destruction of some 25 to 30 tons of records and the saving of many thousands of square feet of space.

The outside firm was able to change antiquated company policies of records management by pointing out more satisfactory methods employed by other companies of comparable size. For example, the survey cut down the time for retaining certain employment records from 21 years to 2 years. This resulted in release of much filing equipment, space, and administrative cost.

RCA officials felt that an outside group had no personal feelings about the records under consideration and thus would be able to exercise considerably more objectivity of judgment in the destruction thereof.

When the project was under consideration, the survey organization was asked to submit an estimate of proposed time and expense to be involved in the survey. It was then undertaken to keep the survey within the proscribed limits.

Another example of the successful records-survey project in private industry is to be found in the one conducted for the B. F. Goodrich Co. of Akron, Ohio.

Company officials long were aware of the records-management problem but, until the outside surveyors took over, were unable to convince their various department officials that certain records should be retired or destroyed for economy purposes.

When the outside surveyors completed the job, they were able to show these officials on an objective basis that their records program was inefficient and uneconomic.

The survey was successful from a financial standpoint since it cost the company some $7,500 to $8,000 and has directly resulted in savings of some $60,000 annually since its completion, plus the elimination of several tons of records which took up valuable office and storage space and a great deal of administrative time and effort.

SURVEYS ON A FEDERAL GOVERNMENT LEVEL

Outside records surveys on a Government level seem also to have shown eminently satisfactory results to date.

As mentioned previously in the instant report, there has been an outside survey conducted on behalf of GSA in the field of Government microfilming activities.

As a result of that survey the agency now has a complete analytical report on all phases of Government microfilming, along with suggested solutions to all problems presenting themselves in this field. For example, the agency was shown that its microfilming equipment was operating at only 19 percent of capacity. Suggestions were made for improvement of this situation.

The survey referred to above became the subject of discussion in the hearings on the Independent Offices Appropriations for 1955 before a subcommittee of the Committee on Appropriations of the House of Representatives. In that hearing the results were described in the following exchange between Congressman Yates and Mr. Wayne C. Grover, Archivist of the United States:

> Records Engineering, Inc., found that there are about 230 going projects in the Government. They examined several projects in detail, projects now in existence on which expenditures of around $800,000 are being made annually. They recommended the discontinuance of some of the microfilming, and changes in other projects, which amount to a saving of $400,000 on that $800,000 that is being expended right today.
>
> Mr. YATES. The summary in the survey itself, page 4, subparagraph (d), states:
>
> "Savings estimated at $2,400,000 in present operations were in view at the time of the survey and $6,600,000 of proposed projects were found unacceptable in the light of modern records-management standards."
>
> Mr. GROVER. As to the $6,600,000 of proposed projects, one of them was a proposal to microfilm X-ray, which is not feasible at all, and another one had to do with the proposed microfilming of some securities of public debt service at Chicago. I think the reports on those two projects killed them. I don't think there is any more to worry about those.
>
> The figure of $2.4 million represents a saving of 50 percent of the total expenditures the Government is making today on microfilming, which this firm found to be running at around $4,800,000.

Another executive agency of Government, the Post Office Department, presently is taking steps to combat the records problem through use of a private records-survey organization.

The outside agency has been at work on the Post Office Department files since March 1, 1954. The decision to hire an outside agency to do the job was made because experience has shown that internal surveys rarely are successful. Personnel tend to form emotional attachments to records and regard them as a source of personal security, thus are loathe to relinquish them for disposal. An outside agency provides the only really objective approach to economy in records management, since such an agency has no personal relationship to the creation of the records and only is interested in finding moneysaving methods for the client.

The survey undertaken in the Post Office Department, and which is being recommended in this report for other agencies, undertook to review not only practices relating to the filing of printed matter but, what is probably at least as important, the practices in creation of records. In addition, there was considered the necessity for various categories of agency reports. There appears to be a tendency in the executive branch of the Government when a temporary need is filled by the preparation of a report to have such a report prepared at regular intervals even long after the use for such information is ended. A disinterested survey can eliminate such practices.

Even with only a few weeks of operation and with the survey incomplete, the economies already effected are such that the cost of the survey represents only a fraction. These savings, in a great measure, can be duplicated every year.

The value of this type operation is amply demonstrated by the following letter which was sent to the chairman, Senator Styles Bridges, on this subject by Postmaster General Arthur E. Summerfield:

OFFICE OF THE POSTMASTER GENERAL,
Washington, D. C., July 12, 1954.

HON. STYLES BRIDGES,
United States Senate:

DEAR SENATOR BRIDGES: This is in reply to an oral request from your office which we received on Saturday July 10, regarding our experience in dealing with the problem of records management. It is my understanding that you wish this information for your guidance in attacking the problem of records management throughout the Federal service.

On March 1, 1954, we instituted an aggressive program of eliminating our accumulations of unnecessary records and of undertaking procedural studies which would lead to the curtailment of unnecessary records creation for the future. We found it necessary to engage the services of an outside consultant in order to obtain outside objectivity. Apparently one of the most precious things for an office worker is his store of records. Consequently, someone with no emotional attachment for those records must make the independent evaluations which will lead to their removal.

We gave to Records Engineering, Inc., the task of assisting us in making substantial accomplishments in curtailing records both for the immediate and for the future. Also, we directed them to assist us in establishing a records management unit which will carry on this work on a continuing basis as part of the Post Office Department organization.

Although this firm has been on the job little more than 3 months, it has been able to remove from Washington headquarters alone an accumulation that would make over 100 piles, each as high as the Washington Monument. From our field installations they have also provided for the removal and disposal of additional personnel records that will add to the scrapheap another 32 stacks, each as high as the Washington Monument. It would require 22 miles of filing space to house the departmental and field records so far scheduled for disposal or removal.

The savings accomplished thus far may be identified in space, file cabinets, and personnel. In the departmental headquarters alone, 15,000 square feet has been recaptured which was formerly occupied by old and useless records. In the old Post Office Building across the street from us, we freed an additional 16,000 square feet of floor space. At the Post Office Department record center at Asheville, N. C., we saved over 20,000 square feet of floor space by closing down the center through the destruction or removal of record holdings.

The savings in filing equipment will be identified materially over a period of several years. For 1952 we impounded and did not spend $200,000 previously earmarked for the purchase of filing equipment. For fiscal year 1955 we had budgeted $325,000 for the purchase of filing equipment. This money is also now being impounded. The surplus filing equipment which will be made available should provide a storehouse to take care of future requirements over a period of years.

Identifiable savings will also be found in the elimination of personnel as a result of the elimination of the paper on which they had been working or the removal of the files they had been caring for. If we take our personnel record-keeping for example, we have eliminated the flow to Washington from field offices of over 1 million pieces of paper a year. We have had various estimates of the number of people which this should eliminate, and although I cannot give you a specific figure today, it will be substantial. The report of Records Engineering suggests the elimination of around 40 people on just this 1 activity. Similarly, in each of the surveys that are made the report includes the recapitulation of identifiable savings which can be made in space, filing equipment, and personnel. Simultaneously, the contractor is examining our paperwork practices throughout all of our operations. They are examining paperwork in the postal transportation service, in the procurement and supply, in accounting, in reporting, in postal savings, money orders, etc. Should you desire it, we will be glad to give you a subsequent report of accomplishments as our findings materialize and are translated into action and savings.

Our approach to records management through the medium of Records Engineering, Inc., is different from that of the orthodox records management programs which are found in Government agencies. We have not been content merely with cleaning out file drawers of existing accumulations. Nor have we been content with establishing or curtailing retention periods so that records may be on hand for a specific period. Rather, we would like to avoid all of the costs which precede the filing of unnecessary paper. Accordingly, the approach we have used is to examine the work performed and ask ourselves whether the work

needs to be done at all, or whether it can be done more simply. In this way we are able to go beyond the mere cleaning out of file cabinets; we are able to eliminate the creation of a lot of unnecessary paperwork. Therein lies the real opportunity for substantial savings. I am sure that the experience we are having in the Post Office Department should be fully applicable throughout the Federal service. It is for this reason that we included in the contract of Records Engineering, Inc., the responsibility for dealing with the problem "records creation."

Last week representatives of the Bureau of the Budget called upon us also to inquire about our records management program and our experience with this particular consultant firm. These staff members wanted particularly to know what techniques were being used which could be extended to other areas of the Federal Government. Specifically, they were interested in the records creation aspect of the work.

We told them that in the first instance we insisted upon the assignment of a senior member of Records Engineering, Inc., to monitor the contract. We had canvassed available consultants and obtained clientele appraisals. While we found most satisfactory appraisals of Records Engineering, Inc., we also found that particular credit was given to the work of the vice president and general manager of the firm, Mr. Irving Zitmore. Because of the immense problems we have here in the Department, we required that this project be under his personal supervision.

Mr. Zitmore agreed to assign to the project not "records analysts" as such, but broad-gaged procedures analysts who could make thorough procedural surveys and see the creation and use of records in their larger operating framework. Then, we required—as we do with other consultants engaged by us—that the product of the contract not be an expensive report which might or might not be implemented. Instead, we required that the firm work with us in the actual implementation and follow through our approved recommendations. In many instances our operating officials put their recommendations into effect even before a formal report is filed. The final element in our working formula is executive follow through. A representative of our top management works with the consultant in removing barriers and in achieving execution of approved recommendations.

May I add that we assigned to this firm, also, the problem of formulating for us our records protection program to assure continuance of Post Office Department operations in case of war and following a war. They are well along on this project. Their approach here parallels that which they have used on other studies. They immediately obliged each of our bureaus to canvass our operating assumptions in times of emergency and to review both our minimum operating requirements and our requirements for historical recordkeeping. As you know, microfilming can be most expensive. This firm developed for us a very simple solution involving the use of existing Government facilities which will enable us to have the advantages of microfilm protection at least cost to the Government.

I am pleased that your attention should have been called to the work that we have been doing here at the Post Office Department. Should you desire any further information on this subject now or in the future, please do not hesitate to call upon us.

Sincerely yours,

ARTHUR E. SUMMERFIELD,
Postmaster General.

CONCLUSIONS

1. There are at present more than 25 million cubic feet of Government records in existence.
2. The annual cost to the United States Government of records management approximates $4 billion. Under present conditions this figure must necessarily increase.
3. Unless some remedial action is taken with regard to records management in the near future, the problem will become almost incapable of solution.
4. Indications are that the existing means of dealing with the growing problem are inadequate.
5. It has been established through the experience of State governments and private industry, as well as some agencies of the United States Government, that private records surveys are successful in drastically reducing costs of records management.
6. It has been estimated that about 20 to 33 percent of the present cost of records management can be reduced by a records-management survey conducted for the United States Government as a whole. Based on this estimate it appears possible to save $850 million to $950 million. Some estimates reach as high as $1 billion and higher.
7. An outside survey is preferable to an internal one for the reason that the subject is one requiring objectivity of judgment, which can only be exercised by a disinterested outside group whose main interest is savings on a dollar and cents basis, and whose trained personnel are free from departmental self-interest.

RECOMMENDATIONS

1. It is recommended that funds be made available to the Administrator of General Services Administration to arrange for surveys of record procedures, to embrace creation of records, maintenance of records and disposal of records as well as the administrative procedures utilized in these functions, these surveys also to include a study of the need for and the practices utilized in the Government reporting practices, particularly interagency reports. These surveys should eventually embrace all Government agencies, both civilian and military. The surveys should be conducted by competent, non-Government records management specialists.

2. It is recommended that responsibility for this activity be vested in the Administrator of the General Services Administration.

3. It is recommended that the Administrator of the General Services Administration be assisted by the Director of the Bureau of the Budget in implementing recommendations.

4. It is recommended that copies of all reports, together with an estimate of the savings to be effected, be made available upon completion of each survey to the Director of the Records Management Division, Archives and Records Service, the Director of the Bureau of the Budget, and to the Appropriations Committees of the Senate and the House of Representatives, as well as to the Government Operations Committees of the Senate and the House of Representatives.

5. It is suggested that an exception be made in the case of the substantive files of investigative agencies having responsibilities under law for the detection of crime or subversive activity.

6. In order that savings effected by means of these surveys not be dissipated, it is recommended that each agency be required to refund any such savings to the United States Treasury.

7. It is recognized that surveys covering the vast and complex structure of government will require time to complete. However, it is recommended that immediate, continuous, and vigorous action be taken so as to assure the benefits of these surveys as soon as possible.

8. It is recommended that in each case the services to be rendered by the records management specialists include recommendations which will hold additional accumulation of records to a minimum so that economies effected will apply into the future.

EXHIBITS

EXHIBIT A

RECORDS DISPOSAL ACT, APPROVED JULY 7, 1943, AS AMENDED JULY 6, 1945[2]

[57 Stat. 380-383; 59 Stat. 434]

AN ACT To provide for the disposal of certain records of the United States Government

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That when used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.

SEC. 2. The National Archives Council shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

SEC. 3. The head of each agency of the United States Government shall submit to the Archivist of the United States, in accordance with regulations promulgated as provided in section 2 of this Act (1) lists of any records in the custody of the agency that have been photographed or microphotographed in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government; (2) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government; and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

SEC. 4. The Archivist shall submit to Congress, at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of section 3 of this Act, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government: *Provided*, That the Archivist shall not submit to Congress lists or schedules of records of any existing agency of the Government in his legal custody without first having obtained the written consent of the head of such agency.

The Archivist may also submit to Congress, together with recommendations of the National Archives Council with respect thereto, and at such times as he may deem expedient, schedules proposing the disposal, after the lapse of speci-

[2] Secs. 4, 6, 7, and 12 appear as amended July 6, 1945.

fied periods of time, of records of a specified form or character common to several or all agencies that either have accumulated or may accumulate in such agencies and that apparently will not, after the lapse of the periods specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the United States Government.

SEC. 5. Whenever the Archivist shall submit lists or schedules to Congress, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee to which all such lists or schedules shall be referred, and the joint committee shall examine such lists or schedules and submit to the Senate and House of Representatives, respectively, a report of such examination and its recommendations.

SEC. 6. If the joint committee reports that any of the records listed in a list or schedule referred to it do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government, the Archivist shall notify the agency or agencies having such records in their custody of the action of the joint committee and such agency or agencies shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act: *Provided*, That authorizations granted pursuant to schedules submitted under the last paragraph of section 4 of this Act shall be permissive and not mandatory.

SEC. 7. If the joint committee fails to make a report during any regular or special session of Congress on any list or schedule submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the agency or agencies having in their custody records covered by such lists or schedules to cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

SEC. 8. Whenever it shall appear to the Archivist that any agency has in its custody, or is accumulating, records of the same form or character as any records of the same agency previously authorized by Congress to be disposed of, he may empower the head of such agency to dispose of such records, after they have been in existence a specified period of time, in accordance with regulations promulgated as provided in section 2 of this Act and without listing or scheduling them.

SEC. 9. Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorizations granted pursuant to the provisions of sections 6, 7, and 8 of this Act, until such claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon the written approval of the Comptroller General of the United States.

SEC. 10. Whenever the Archivist and the head of the agency that has custody of them shall jointly determine that any records in the custody of any agency of the United States Government are a continuing menace to human health or life or to property, the Archivist shall cause such menace to be eliminated immediately by whatever method he may deem necessary. If any records in the custody of the Archivist are disposed of under this section, the Archivist shall report the disposal thereof to the agency from which they were transferred.

SEC. 11. At any time during the existence of a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, the head of any agency of the United States Government may authorize the destruction of any records in his legal custody situated in any military or naval establishment, ship, or other depository outside the territorial limits of continental United States (1) the retention of which would be prejudicial to the interests of the United States or (2) which occupy space urgently needed for military purposes and are, in his opinion, without sufficient administrative, legal, research, or other value to warrant their continued preservation: *Provided*, That within six months after the disposal of any such records, the official who directed the disposal thereof shall submit a written report thereon to the Archivist in which he shall describe the character of such records and state when and where the disposal thereof was accomplished.

SEC. 12. The Archivist shall transmit to Congress at the beginning of each regular session reports as to the records authorized for disposal under the provisions of section 7 of this Act and as to the records disposed of under the provisions of sections 10 and 11 of this Act.

SEC. 13. Photographs or microphotographs of any records made in compliance with regulations promulgated as provided in section 2 of this Act shall have the same force and effect as the originals thereof would have and shall be treated as originals for the purpose of their admissibility in evidence. Duly certified or

authenticated reproductions of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

SEC. 14. All moneys derived by agencies of the Government from the sale of records authorized for disposal under the provisions of this Act shall be paid into the Treasury of the United States unless otherwise required by existing law applicable to the agency.

SEC. 15. The procedures herein prescribed are exclusive and no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of this Act.

SEC. 16. The Act entitled "An Act to provide for the disposition of certain records of the United States Government," approved August 5, 1939 (53 Stat. 1219), the Act entitled "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes," approved September 24, 1940 (54 Stat. 958), and all other Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

EXHIBIT B

[H. Rept. No. 1541, 83d Cong., 2d sess.]

DISPOSITION OF SUNDRY PAPERS

The joint select committee of the Senate and House of Representatives, appointed on the part of the Senate and House of Representatives and acting in compliance with the provisions of the act approved July 7, 1943 (57 Stat. 380), as amended by the act approved July 6, 1945 (59 Stat. 434), respectfully reports to the Senate and House of Representatives that it has received and examined the report of the Archivist of the United States No. 54–11, dated April 7, 1954, to the 83d Congress, 2d session, submitting the following lists or schedules covering records proposed for disposal by the Government agencies indicated:

Job No.	Agency by which submitted	Job No.	Agency by which submitted
II-NNA-872	Housing and Home Finance Agency.	II-NNA-1059	Department of the Army.
II-NNA-922	Do.	II-NNA-1060	Department of Commerce.
II-NNA-924	Do.	II-NNA-1068	Post Office Department.
II-NNA-926	Do.	II-NNA-1072	General Services Administration.
II-NNA-938	Department of Commerce.	II-NNA-1073	Veterans' Administration.
II-NNA-971	Do.	II-NNA-1074	Do.
II-NNA-1000	Department of the Navy.	II-NNA-1079	Department of the Army.
II-NNA-1007	Department of Commerce.	II-NNA-1086	Department of Agriculture.
II-NNA-1010	Department of the Navy.	II-NNA-1090	General Services Administration, National Archives and Records Service (General Schedule).
II-NNA-1011	Do.		
II-NNA-1031	Do.		
II-NNA-1032	Department of State.	II-NNA-1095	Post Office Department.
II-NNA-1033	Do.	II-NNA-1096	Do.
II-NNA-1037	General Services Administration.	III-NIR-74	General Services Administration.
II-NNA-1038	Department of the Navy	III-NIR-82	Do.
II-NNA-1040	Do.	III-NNR-92	Do.

Your committee reports that the records proposed for disposal in the said lists or schedules reported by the Archivist of the United States do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government and recommends that their disposal be accomplished subject to the proviso of section 6 and the provisions of section 9 of the aforementioned act, as amended.

Respectfully submitted to the Senate and House of Representatives.

C. W. BISHOP,
EDWARD A. GARMATZ,
Members on the Part of the House.

FRANK CARLSON,
OLIN D. JOHNSTON,
Members on the Part of the Senate.

EXHIBIT C

"TITLE V—FEDERAL RECORDS

"SHORT TITLE

"SEC. 501. This title may be cited as the 'Federal Records Act of 1950'.

"CUSTODY AND CONTROL OF PROPERTY

"SEC. 502. The Administrator shall have immediate custody and control of the National Archives Building and its contents, and shall have authority to design, construct, purchase, lease, maintain, operate, protect, and improve buildings used by him for the storage of records of Federal agencies in the District of Columbia and elsewhere.

"NATIONAL HISTORICAL PUBLICATIONS COMMISSION

"SEC. 503. (a) There is hereby created a National Historical Publications Commission consisting of the Archivist (or an alternate designated by him), who shall be Chairman; the Librarian of Congress (or an alternate designated by him); one Member of the United States Senate to be appointed, for a term of four years, by the President of the Senate; one Member of the House of Representatives to be appointed, for a term of two years, by the Speaker of the House of Representatives; one representative of the judicial branch of the Government to be appointed, for a term of four years, by the Chief Justice of the United States; one representative of the Department of State to be appointed, for a term of four years, by the Secretary of State; one representative of the Department of Defense to be appointed, for a term of four years, by the Secretary of Defense; two members of the American Historical Association to be appointed by the council of the said association, one of whom shall serve an initial term of two years and the other an initial term of three years, but their successors shall be appointed for terms of four years; and two other members outstanding in the fields of the social or physical sciences to be appointed by the President of the United States, one of whom shall serve an initial term of one year and the other an initial term of three years, but their successors shall be appointed for terms of four years. The Commission shall meet annually and on call of the Chairman.

"(b) Any person appointed to fill a vacancy in the membership of the Commission shall be appointed only for the unexpired term of the member whom he shall succeed, and his appointment shall be made in the same manner in which the appointment of his predecessor was made.

"(c) The Commission is authorized to appoint, without reference to the Classification Act of 1949 (Public Law 429, 81st Congress, approved October 28, 1949), an executive director and such editorial and clerical staff as the Commission may determine to be necessary. Members of the Commission who represent any branch or agency of the Government shall serve as members of the Commission without additional compensation. All members of the Commission shall be reimbursed for transportation expenses incurred in attending meetings of the Commission, and all such members other than those who represent any branch or agency of the Government of the United States shall receive in lieu of subsistence en route to or from or at the place of such service, for each day actually spent in connection with the performance of their duties as members of such Commission, such sum, not to exceed $25, as the Commission shall prescribe.

"(d) The Commission shall make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for printing or otherwise recording at the public expense. The Commission shall also cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States. The Chairman of the Commission shall transmit to the Administrator from time to time, and at least once annually, such plans, estimates, and recommendations as have been approved by the Commission.

"FEDERAL RECORDS COUNCIL

"SEC. 504. The Administrator shall establish a Federal Records Council, and shall advise and consult with the Council with a view to obtaining its advice and assistance in carrying out the purposes of this title. The Council shall include

representatives of the legislative, judicial, and executive branches of the Government in such number as the Administrator shall determine, but such Council shall include at least four representatives of the legislative branch, at least two representatives of the judicial branch, and at least six representatives of the executive branch. Members of the Council representing the legislative branch shall be designated, in equal number, by the President of the Senate and the Speaker of the House of Representatives, respectively. Members of the Council representing the judicial branch shall be designated by the Chief Justice of the United States. The Administrator is authorized to designate from persons named by the head of any executive agency concerned, not more than one representative from such agency to serve as a member of the Council. Members of the Council shall serve without compensation, but shall be reimbursed for all necessary expenses actually incurred in the performance of their duties as members of the Council. The Council shall elect a chairman from among its own membership, and shall meet at least once annually.

"RECORDS MANAGEMENT; THE ADMINISTRATOR

"SEC. 505. (a) The Administrator shall make provisions for the economical and efficient management of records of Federal agencies (1) by analyzing, developing, promoting, and coordinating standards, procedures, and techniques designed to improve the management of records, to insure the maintenance and security of records deemed appropriate for preservation, and to facilitate the segregation and disposal of records of temporary value, and (2) by promoting the efficient and economical utilization of space, equipment, and supplies needed for the purpose of creating, maintaining, storing, and servicing records.

"(b) The Administrator shall establish standards for the selective retention of records of continuing value, and assist Federal agencies in applying such standards to records in their custody; and he shall notify the head of any Federal agency of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of such agency that shall come to his attention, and assist the head of such agency in initiating action through the Attorney General for the recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

"(c) The Administrator is authorized to inspect or survey personally or by deputy the records of any Federal agency, as well as to make surveys of records management and records disposal practices in such agencies, and shall be given the full cooperation of officials and employees of agencies in such inspections and surveys: *Provided*, That records, the use of which is restricted by or pursuant to law or for reasons of national security or the public interest, shall be inspected or surveyed in accordance with regulations promulgated by the Administrator, subject to the approval of the head of the custodial agency.

"(d) The Administrator is authorized to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

"(e) Subject to applicable provisions of law, the Administrator shall promulgate regulations governing the transfer of records from the custody of one executive agency to that of another.

"(f) The Administrator may empower any Federal agency, upon the submission of evidence of need therefor, to retain records for a longer period than that specified in disposal schedules approved by Congress, and, in accordance with regulations promulgated by him, may withdraw disposal authorizations covering records listed in disposal schedules approved by Congress.

"RECORDS MANAGEMENT; AGENCY HEADS

"SEC. 506. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

"(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of

current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder.

"(c) Whenever the head of a Federal agency determines that substantial economies or increased operating efficiency can be effected thereby, he shall provide for the storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Administrator or, when approved by the Administrator, in such a center maintained and operated by the head of such Federal agency.

"(d) Any official of the Government who is authorized to certify to facts on the basis of records in his custody, is hereby authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the Administrator.

"(e) The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Administrator. Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380–383), as amended July 6, 1945 (59 Stat. 434), and (2) the penalties provided by law for the unlawful removal or destruction of records.

"(f) The head of each Federal agency shall notify the Administrator of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Federal agency whose records have been transferred to his legal custody.

"(g) Nothing in this title shall be construed as limiting the authority of the Comptroller General of the United States with respect to prescribing accounting systems, forms, and procedures, or lessening the responsibility of collecting and disbursing officers for rendition of their accounts for settlement by the General Accounting Office.

"ARCHIVAL ADMINISTRATION

"SEC. 507. (a) The Administrator, whenever it appears to him to be in the public interest, is hereby authorized—

"(1) to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government;

"(2) to direct and effect, with the approval of the head of the originating agency (or if the existence of such agency shall have been terminated, then with the approval of his successor in function, if any), the transfer of records deposited (or approved for deposit) with the National Archives of the United States to public or educational institutions or associations: *Provided*, That the title to such records shall remain vested in the United States unless otherwise authorized by Congress; and

"(3) to direct and effect the transfer of materials from private sources authorized to be received by the Administrator by the provisions of subsection (e) of this section.

"(b) The Administrator shall be responsible for the custody, use, and withdrawal of records transferred to him: *Provided*, That whenever any records the use of which is subject to statutory limitations and restrictions are so transferred, permissive and restrictive statutory provisions with respect to the examination and use of such records applicable to the head of the agency from which the records were transferred or to the employees of that agency shall thereafter likewise be applicable to the Administrator, the Archivist, and to the employees of the General Services Administration, respectively: *Provided further*, That whenever the head of any agency shall specify in writing restrictions that appear to him to be necessary or desirable in the public interest, on the use or examination of records being considered for transfer from his custody to the Administrator, the Administrator shall impose such restrictions on the records so transferred, and shall not

remove or relax such restrictions without the concurrence in writing of the head of the agency from which the material shall have been transferred (or if the existence of such agency shall have been terminated, then he shall not remove or relax such restrictions without the concurrence of the successor in function, if any, of such agency head): *Provided, however,* That statutory and other restrictions referred to in the provisos of this subsection shall not remain in force or effect after the records have been in existence for fifty years unless the Administrator by order shall determine with respect to specific bodies of records that such restrictions shall remain in force and effect for a longer period: *And provided further,* That restrictions on the use or examination of records deposited with the National Archives of the United States heretofore imposed and now in force and effect under the terms of section 3 of the National Archives Act, approved June 19, 1934, shall continue in force and effect regardless of the expiration of the tenure of office of the official who imposed them but may be removed or relaxed by the Administrator with the concurrence in writing of the head of the agency from which material has been transferred (or if the existence of such agency shall have been terminated, then with the concurrence in writing of his successor in function, if any).

"(c) The Administrator shall make provisions for the preservation, arrangement, repair and rehabilitation, duplication and reproduction (including microcopy publications), description, and exhibition of records transferred to him as may be needful or appropriate, including the preparation and publication of inventories, indexes, catalogs, and other finding aids or guides facilitating their use; and, when approved by the National Historical Publications Commission, he may also publish such historical works and collections of sources as seem appropriate for printing or otherwise recording at the public expense.

"(d) The Administrator shall make such provisions and maintain such facilities as he deems necessary or desirable for servicing records in his custody that are not exempt from examination by statutory provisions or other restrictions.

"(e) The Administrator may accept for deposit—

"(1) the personal papers and other personal historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: *Provided,* That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs: *And provided further,* That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values;

"(2) motion-picture films, still pictures, and sound recordings from private sources that are appropriate for preservation by the Government as evidence of its organization, functions, policies, decisions, procedures, and transactions.

Title to materials so deposited under this subsection shall pass to and vest in the United States.

"(f) The Administrator is hereby authorized to make and preserve motion-picture films, still pictures, and sound recordings pertaining to and illustrative of the historical development of the United States Government and its activities, and to make provisions for preparing, editing, titling, scoring, processing, duplicating, reproducing, exhibiting, and releasing for nonprofit educational purposes, motion-picture films, still pictures, and sound recordings in his custody.

"REPORTS

"SEC. 508. (a) The Administrator is hereby authorized, whenever he deems it necessary, to obtain reports from Federal agencies on their activities under the provisions of this title and the Act approved July 7, 1943 (57 Stat. 380–383), as amended July 6, 1945 (59 Stat. 434).

"(b) The Administrator shall, whenever he finds that any provisions of this title have been or are being violated, inform in writing the head of the agency concerned of such violations and make recommendations regarding means of correcting them. Unless corrective measures satisfactory to the Administrator are inaugurated within a reasonable time, the Administrator shall submit a written report thereon to the President and the Congress.

"LEGAL STATUS OF REPRODUCTIONS

"SEC. 509. (a) Whenever any records that are required by statute to be retained indefinitely have been reproduced by photographic, microphotographic, or other processes, in accordance with standards established by the Administrator, the indefinite retention of such photographic, microphotographic, or other reproductions will be deemed to constitute compliance with the statutory requirement for the indefinite retention of such original records. Such reproductions, as well as reproductions made in compliance with regulations promulgated to carry out this title, shall have the same legal status as the originals thereof.

"(b) There shall be an official seal for the National Archives of the United States which shall be judicially noticed. When any copy or reproduction, furnished under the terms hereof, is authenticated by such official seal and certified by the Administrator, such copy or reproduction shall be admitted in evidence equally with the original from which it was made.

"(c) The Administrator may charge a fee not in excess of 10 per centum above the costs or expenses for making or authenticating copies or reproductions of materials transferred to his custody. All such fees shall be paid into, administered, and expended as a part of the National Archives Trust Fund provided for in section 5 of the Act approved July 9, 1941. There shall be no charge for making or authenticating copies or reproductions of such materials for official use by the United States Government: *Provided*, That reimbursement may be accepted to cover the cost of furnishing such copies or reproductions that could not otherwise be furnished.

"LIMITATION ON LIABILITY

"SEC. 510. With respect to letters and other intellectual productions (exclusive of material copyrighted or patented) after they come into the custody or possession of the Administrator, neither the United States nor its agents shall be liable for any infringement of literary property rights or analogous rights arising thereafter out of use of such materials for display, inspection, research, reproduction, or other purposes.

"DEFINITIONS

"SEC. 511. When used in this title—

"(a) The term 'records' shall have the meaning given to such term by section 1 of the Act entitled 'An Act to provide for the disposal of certain records of the United States Government', approved July 7, 1943 (57 Stat. 380, as amended; 44 U. S. C. 366);

"(b) The term 'records center' means an establishment maintained by the Administrator or by a Federal agency primarily for the storage, servicing, security, and processing of records that must be preserved for varying periods of time and need not be retained in office equipment and space;

"(c) The term 'servicing' means making available for use information in records and other materials in the custody of the Administrator—

"(1) by furnishing such records or other materials, or information from such records or other materials, or copies or reproductions thereof to agencies of the Government for official use and to the public; and

"(2) by making and furnishing authenticated or unauthenticated copies or reproductions of such records and other materials;

"(d) The term 'National Archives of the United States' means those official records that have been determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, and have been accepted by the Administrator for deposit in his custody;

"(e) The term 'unauthenticated copies' means exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence; and

"(f) The term 'Archivist' means the Archivist of the United States."

SEC. 7. The Federal Property and Administrative Services Act of 1949 is further amended by—

(a) striking out the word "and" preceding "(2)" in subsection (d) of section 3 thereof; substituting a semicolon for the period at the end of said subsection; and adding at the end of such subsection the following: "and (3) records of the Federal Government.";

(b) striking out, in section 208 (a) thereof, the expression "and V", and inserting in lieu thereof the expression "V, and VI";

(c) striking out, in section 208 (b) thereof, the expression "and V", and inserting in lieu thereof the expression "V, and VI";

(d) striking out the word "and" at the end of paragraph (30) of section 602 (a); striking out the period at the end of paragraph (31) of section 602 (a) and inserting in lieu thereof a semicolon; and adding at the end of section 602 (a) the following new paragraphs:

"(32) the Act entitled 'An Act to establish a National Archives of the United States Government, and for other purposes', approved June 19, 1934 (48 Stat. 1122–1124, as amended; 44 U. S. C. 300, 300a, 300c–k); and

"(33) section 4 of the Act of February 3, 1905 (33 Stat. 687, as amended; 5 U. S. C. 77)."

(e) amending subsection 602 (b) and (c) thereof to read as follows:

"(b) There are hereby superseded—

"(1) the provisions of the first, third, and fifth paragraphs of section 1 of Executive Order Numbered 6166 of June 10, 1933, insofar as they relate to any function now administered by the Bureau of Federal Supply except functions with respect to standard contract forms; and

"(2) sections 2 and 4 of the Act entitled 'An Act to provide for the disposal of certain records of the United States Government', approved July 7, 1943 (57 Stat. 381, as amended; 44 U. S. C. 367 and 369), to the extent that the provisions thereof are inconsistent with the provisions of title V of this Act.

"(c) The authority conferred by this Act shall be in addition and paramount to any authority conferred by any other law and shall not be subject to the provisions of any law inconsistent herewith, except that sections 205 (b) and 206 (c) of this Act shall not be applicable to any Government corporation or agency which is subject to the Government Corporation Control Act (59 Stat. 597; 31 U. S. C. 841)."

(f) amending paragraphs (17), (18), and (19) of section 602 (d) thereof to read as follows:

"(17) the Central Intelligence Agency;

"(18) the Joint Committee on Printing, under the Act entitled 'An Act providing for the public printing and binding and the distribution of public documents' approved January 12, 1895 (28 Stat. 601), as amended or any other Act; or

"(19) for such period of time as the President may specify, any other authority of any executive agency which the President determines within one year after the effective date of this Act should, in the public interest, stand unimpaired by this Act."

(g) striking out the period at the end of section 603 (a) thereof and inserting in lieu thereof a comma and the following: "including payment in advance, when authorized by the Administrator, for library memberships in societies whose publications are available to members only, or to members at a price lower than that charged to the general public."

SEC. 8. (a) Subsection 3 (b) of the Federal Property and Administrative Services Act of 1949 is amended to read as follows:

"(b) The term 'Federal agency' means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction)."

(b) Section 201 (b) of the Federal Property and Administrative Services Act of 1949 is amended by striking out the expression "or the Senate, or the House of Representatives,".

(c) Section 602 of the Federal Property and Administrative Services Act of 1949 is amended by redesignating subsection (e) thereof as subsection (f), and inserting, immediately after subsection (d) thereof, the following new subsection:

"(e) No provision of this Act, as amended, shall apply to the Senate or the House of Representatives (including the Architect of the Capitol and any building, activity, or function under his direction), but any of the services and facilities authorized by this Act to be rendered or furnished shall, as far as practicable, be made available to the Senate, the House of Representatives, or the Architect of the Capitol, upon their request, and, if payment would be required for the rendition or furnishing of a similar service or facility to an executive agency, payment therefor shall be made by the recipient thereof, upon presentation of proper vouchers, in advance or by reimbursement (as may be agreed upon by the Administrator and the officer or body making such request). Such payment may be credited to the applicable appropriation of the executive agency receiving such payment."

SEC. 9. The Federal Property and Administrative Services Act of 1949, section 205 (h), is hereby amended by striking out the last word of the sentence "title" and inserting in lieu thereof the word "Act".

SEC. 10. (a) Whenever any contract made on behalf of the Government by the head of any Federal Agency, or by officers authorized by him so to do, includes a provision for liquidated damages for delay, the Comptroller General upon recommendation of such head is authorized and empowered to remit the whole or any part of such damages as in his discretion may be just and equitable.

(b) Section 306 of the Federal Property and Administrative Services Act of 1949, is hereby repealed, and this section shall be effective as of July 1, 1949.

SEC. 11. All laws or parts of laws in conflict with the provisions of this Act or with any amendment made thereby are, to the extent of such conflict, hereby repealed.

Approved September 5, 1950.

EXHIBIT D

HALL OF RECORDS,
Annapolis, Md., July 29, 1953.

To All State Agencies:

The general assembly of 1953 enacted into law (acts of 1953, ch. 436) the requirement that each State agency shall establish a continuing program for the economical and efficient management of its records. Under the same act the responsibility for guiding and advancing the program was placed with the hall of records commission. A copy of the law is attached.

Recognizing the importance of the records management program, the hall of records commission has established the records management division under the general direction of the archivist and under the immediate supervision of the newly created position of assistant records administrator. On July 15, 1953, Mr. Edward N. Johnson was appointed to this post.

The recent survey by Records Engineering Inc., has highlighted the urgent need for immediate attention to records administration in the State and it is the desire of this office to render every possible assistance to the agencies of the State in solving their records problems. The staff of the records management division will visit personally each State office and discuss its program but, since the size of the staff is necessarily very small, it will require a little time before these discussions can be completed. Visits will be made as soon as possible. In the meantime each office is urged to develop, to the fullest extent possible, its own records management and disposal program, bearing in mind the need for prior approval before any record materials are destroyed.

From time to time, the records management division will issue instructions and recommendations to assist the agencies in the management of their records. Should questions arise while preparing and administering the agency records program, the records management division will be pleased to offer any needed assistance.

Sincerely yours,

MORRIS L. RADOFF, *Archivist.*

CHAPTER No. 436

AN ACT To repeal Section 156 of Article 41 of the Annotated Code of Maryland (1951 Edition), title "Governor—Executive and Administrative Departments", subtitle "Hall of Records Commission," and to enact in lieu thereof, a new section to said Article to be known as Section 156 and to stand in the place and stead of the section so repealed, providing that every State Agency shall establish a continuing program for management of its records, and for the disposal of its records, and further providing that it shall be the duty of the Hall of Records Commission to supervise said management and disposal and to review and make recommendations concerning said management.

SECTION 1. *Be it enacted by the General Assembly of Maryland,* That Section 156 of Article 41 of the Annotated Code of Maryland (1951 Edition), title "Governor—Executive and Administrative Departments", subtitle "Hall of Records Commission", be and it is hereby repealed, and that a new section to be known as Section 156 of said Article, be and it is hereby enacted in lieu thereof and all to reads as follows:

156.

(a) It shall be the duty of each State agency to develop a continuing program for the economical and efficient management of its records, including the establishment and/or revision of record retention schedules, in order to insure prompt and

orderly disposal of records not required by the operations of the agency. Prior to becoming operative all such retention schedules must receive the approval of the Hall of Records Commission, but schedules providing for the destruction of records must also receive the written approval of the Board of Public Works.

(b) It shall be the duty of the Hall of Records Commission to further the aforesaid program; to inspect the records and records management practices of all State agencies, boards, and commissions; to review proposals for the purchase or rental of record equipment, storage space, and services; including the microfilming and photocopying of records, and to make recommendations thereon to the Department of Budget and Procurement or to the Board of Public Works, as appropriate.

SEC. 2. *And be it further enacted,* That this Act shall take effect June 1, 1953.

EXHIBIT E

FORM HR-RM 1 (8-1-53)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 11-B-11

PAGE NO. 1

1. Requesting Agency	2. Division or Bureau of Requesting Agency
COMMISSIONER OF INTERURBAN RAILWAYS	RATE DIVISION

3. Authorization Requested (Check only one of the squares below).

A ☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B ☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C ☐ Microfilm and destroy original. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet) Show recommended retention period.	6 Recommendation of Hall of Records and Board of Public Works.
1.	CORRESPONDENCE – GENERAL This file consists of correspondence (mostly 8½" x 11") with interstate, county and municipal agencies, other state and federal agencies, civic groups, individuals, private businesses, etc. It relates to the functions of the Division in regulating rates charged by the Interurban Railway System between various points. The material is filed alphabetically by name of correspondent. It occupies 10 drawers (15 cubic feet) for the years 1947 to date in the office area and 25 drawers (37 cubic feet) in the basement storeroom (State Office Building, Baltimore) for the years 1930 through 1946 – a total of 52 cubic feet. Approximately 45 cubic feet will be disposed of upon approval of this schedule. The annual rate of accumulation is 2 drawers (1½ cubic feet). RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.	
2.	RATE FOLDER A rate folder is maintained for each rate area of the Interurban Railway System. The contents of the folders consist of one or more of the following documents: Form CIR-1 (8½" x 11") Rate Application. This is the original application of the Railway for approval of their proposed rate. It was made at the time a particular area began operations. Form CIR-2 (8½" x 11") Rate Approval. This is a transmittal form indicating that the rate application noted on this form was approved by the Commissioner. Form CIR-1b (8½" x 14") Change in Rate Application. This is	

7. Agency, Division or Bureau Representative

Signature	Title	Date
[signature]	Administrative Assistant	January 4, 1954

Schedule Authorized as Indicated in Col 6 by Hall of Records Commission.

Date _____ Archivist _____

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date _____ Secretary _____

SPECIMEN

(9-1-53) Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO.

PAGE NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	a form similar to Form CIR-1, Rate Application and serves the same purpose. Form CIR-10 (8½" x 11") Notice of Hearing. This form indicates the time and place, requesting body or individual and subject of hearing. Attached to each form is a list of individuals, government agencies, civic groups and other interested persons to whom the Notice of Hearing has been mailed. All material relating to the hearing and a transcript of the proceedings are in the Hearing File (Item 5 of Records Retention Schedule No. 107). Other materials included in the folder are: Occasional correspondence Interoffice Memorandums These folders are filed by county and municipality and then numerically by rate area. These records are necessary as long as the rate area remains operative. There has been no occasion to refer to any of the records of an inoperative rate area after a period of 5 years from date area ceased to operate. In instances where the rail system has been displaced by motor bus service, a new file has been established. (Motor Transit Division) A copy of each of the above forms is also filed with the Clerk of Court for the county in which the rate area is located. Form CIR-10, Notice of Hearing, must be retained for not less than 3 years (art. 200, sec. 38, 1951 Code). The rate folders occupy 9 drawers (13½ cubic feet) actively for the years 1930 to date. The inactive (inoperative areas) material in the basement storeroom is in boxes and occupies 15 cubic feet for the period 1930 to date. The material in this file accumulates at an annual rate of 1½ cubic feet. Approximately 10 cubic feet of records will be disposed of upon approval of this schedule. RECOMMENDATION: Withdraw folder from active file at the time the rate area ceases to operate; retain folder in inactive file for five years and then destroy.	

SPECIMEN

EXHIBIT F

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

2. Division or Bureau of Reporting Agency

3 Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records Prior to Disposal.	9. Method of Disposal
		Schedule No.	Item No.				

10. I certify that the above listed records were disposed of as indicated:

Signature	Title	Date

EXHIBIT G

HR-RM 10 (12-1-53)
Hall of Records Com.

RECORDS ANALYSIS SHEET

TITLE OF RECORD (Or File)	AGENCY
LOCATION	REPRESENTATIVE

TYPE OF RECORD

- ☐ Correspondence
- ☐ Report
- ☐ Tabulation
- ☐ Punched Card
- ☐ Case File
- ☐ Form (Admin)
- ☐ Form (Operational)
- ☐ Worksheet
- ☐ _____

IDENTIFYING DATA (Physical)

Form No.	Size	Title

USE (Activity, Function, Program)

HOW FILED	PERIOD COVERED

DUPLICATION IN AGENCY OR OTHER STATE AGENCIES (Copies Or Content including microfilm)

RESTRICTIONS AFFECTING DISPOSAL (Ardit Requirements, Statutes, Etc.)

VOLUME

- TOTAL _____
- To Be Disposed Of _____
- Annual Accumulation _____

EQUIPMENT

TYPE	NO.	CONDITION	RECOMMENDED DISPOSITION

REMARKS

RECOMMENDATION

SIGNATURE AND DATE

STYLES BRIDGES, N. H., CHAIRMAN
HOMER FERGUSON, MICH.
GUY CORDON, OREG.
LEVERETT SALTONSTALL, MASS.
MILTON R. YOUNG, N. DAK.
WILLIAM F. KNOWLAND, CALIF.
EDWARD J. THYE, MINN.
JOSEPH R. MCCARTHY, WIS.
KARL E. MUNDT, S. DAK.
MARGARET CHASE SMITH, MAINE
HENRY C. DWORSHAK, IDAHO
EVERETT MCKINLEY DIRKSEN, ILL.
RICHARD B. RUSSELL, GA.
PAT MCCARRAN, NEV.
DENNIS CHAVEZ, N. MEX.
BURNET R. MAYBANK, S. C.
ALLEN J. ELLENDER, LA.
LISTER HILL, ALA.
HARLEY M. KILGORE, W. VA.
JOHN L. MCCLELLAN, ARK.
A. WILLIS ROBERTSON, VA.
WARREN G. MAGNUSON, WASH.
EVERARD H. SMITH, CLERK
THOMAS J. SCOTT, ASST. CLERK

United States Senate

COMMITTEE ON APPROPRIATIONS

August 2, 1954

Honorable J. Edgar Hoover, Director
Federal Bureau of Investigation
Washington 25, D. C.

Destruction of Records - Gen'l

Dear Mr. Hoover:

On May 12, 1954 I forwarded to you copies of a report entitled "Records Management." Subsequent to this date I also forwarded directly for the attention of Mr. Paul G. Travers additional copies.

This is to advise that the report has been revised and while the revisions do not effect the items in which I believe the Bureau has a particular interest, yet I am forwarding the copies of the revised report for your attention. The revised report bears the title, "Creation and Management of United States Government Records".

While it is not contemplated at the moment that there will be a public release of this report, it is now being made available to any government agency requesting a copy of it and, for that reason, my original request that its use be limited is hereby withdrawn.

With every good wish, I am

Sincerely,

Paul E. Kamerick,
Chief, Investigations

PEK/ds/emn

ENCLO. ATTACHED

66-8286-58

RECORDED - 23

INDEXED - 23

AUG 3 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/ptc

66-3286-588

ENCLOSURE

66-3256-375

August 5, 1954

RECORDED - 23

Mr. Paul E. Kamerick
Chief, Investigations
Committee on Appropriations
United States Senate
Washington 25, D. C.

Dear Mr. Kamerick:

This is to acknowledge your letter dated August 2, 1954, wherein you transmitted copies of the revised report entitled "Creation and Management of United States Government Records."

I am very pleased to receive these reports relating to problems of record management in the Federal Government and the other report that you were so kind to furnish Mr. Travers of this Bureau.

Your co-operation in this matter is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/ATC

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

PGT:naf

COMM - FBI
AUG 6 1954
MAILED 31

RECEIVED

Mr. Mohr

August 12, 1954

H. L. Edwards

HANDBOOK FOR FBI EMPLOYEES

It is recommended that the section of the handbook appearing on Page 21 captioned "Loss or Destruction of Official Property" be changed by inserting the underscored words:

"LOSS OR DESTRUCTION OF OFFICIAL PROPERTY

Employees should be extremely careful to prevent the loss or destruction of Bureau property issued to or used by them. The loss or theft of such property shall be reported immediately to your supervisor and a written memorandum containing all pertinent details should be submitted to him at the earliest possible time. Administrative action will be taken against any employee responsible for carelessness in this respect."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 ELW/ptc

JIC:mj

66-3381-
NOT RECORDED
46 SEP 28 1954

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

DATE: September 14, 1954

SUBJECT: DESTRUCTION OF NOTES OF SPECIAL EMPLOYEES AND SPECIAL AGENTS HANDLING LIAISON AND RECORD CHECKS AFTER CONTENTS BEING INCORPORATED IN REPORTS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/pte

Problem:

During loyalty investigation in 1951 of [redacted] employed by Air Force, New York Office erroneously reported 11-30-51 that check of records Board of Elections, Brooklyn, New York, revealed [redacted] registered American Labor Party (ALP) in 1945. [redacted] denied this. A recheck these records by New York, May, 1954, reflected its report dated 11-30-51 was in error and that [redacted] did not designate party affiliation in 1945. New York letter 5-27-54 explained this record check in 1951 was made by SA (then special employee) Edward J. Kirk who furnished results to SA [redacted] by routing slip who dictated the 11-30-51 report. Notes subsequently destroyed and responsibility could not be fixed. New York suggested it institute procedure to keep notes of special employees and agents making records checks in case file where derogatory or unfavorable information is being reported. This proposal considered by Executives Conference 6-24-54 which unanimously recommended no change in Bureau procedure. In August, 1954, [redacted] called at Washington Field Office and questioned accuracy of Board of Elections records checks concerning his mother, father, and brother. Recheck of these records by New York on [redacted] and his family revealed New York report 11-30-51 was in error in 7 instances. New York still advises it unable to fix responsibility due to lapse of time and since notes were destroyed.

b6
b7C

Present Procedure:

Notes, work sheets and flimsies of special employees conducting routine investigations such as credit, criminal, and Government agencies checks may be destroyed.

RECORDED - 55
INDEXED - 55
66-3286-589

Proposed Procedure:

New York previously suggested in order to fix responsibility for this type of error in future it institute a procedure whereby notes of special employees and agents handling liaison and record checks will be preserved as part of case file whenever derogatory or unfavorable information is being reported. New York did not limit its proposal to Security of Government Employees (SGE) cases only.

SEP 24 1954

EX-103

cc: Mr. Sizoo
Mr. Harbo

Attachment

SENT DIRECTOR
9-15-54

OCT 12 1954

Advantages of Proposal:

Responsibility could be fixed if discrepancy occurred between agents or special employee's notes and communication reporting information, providing stenographer or typist correctly transcribed her notes or rough draft.

Disadvantages of Proposal:

(1) Considering volume of SGE and other cases requiring such records checks, if these notes were retained in case file it would require preparation and filing of a great number of exhibit envelopes requiring much clerical time. (2) Such large volume of exhibit envelopes would occupy much needed filing space now at a premium in most offices. (3) The proposal valueless if stenographer or typist errs in transcription of her notes or copying data from special employee's notes. To correct such error, dictating agent would have to compare final report with notes of special employee. (4) Proposal is not limited to SGE cases. In those rare instances when such errors as this occur, they might not be confined solely to SGE cases and, therefore, proposal valueless if adopted in SGE cases only and same type error occurred in any other type of Bureau investigation.

Observations:

Current Bureau instructions in SGE and other type cases are that dictating agents should be permitted to review their reports after transcription which would permit dictating agent to compare final report with notes given him by special employee or other agent.

Executive Conference Consideration: AR:je 9-8-54

This proposal was again considered on 9-8-54 by the Executives Conference. Those present were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Harbo, Holloman and McGuire. Mr. Mohr recommended adoption of New York's proposal in SGE cases only. All others in attendance recommended no change in the present procedure. The Conference after weighing the advantages and disadvantages previously enumerated above, felt no change should be made in the current rule.

Attached is a letter to New York Office furnishing the SAC with corrective measures he should take to assure thorough investigations, accurate reporting and transcription of reports, but making no change in present procedure.

Respectfully,
For the Conference

Clyde Tolson

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8/13/54

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/pte

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

Tolson
Boardman
Nichols
Belmont
Glavin
Harbo
Rosen
Tamm
Tracy
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

By memorandum dated 5/19/54, I summarized a report of the Investigative Division of the Senate Appropriations Committee prepared by Paul E. Kamerick, former Agent of the Bureau, entitled, Records Management, United States Government, which had been presented to demonstrate urgent need for immediate remedial action towards a solution of complex and costly Federal Records Management problems. Principal purpose was to survey and apparently legislate, if necessary, to control the vast accumulation of record material in Government.

In connection therewith, an exception was suggested, "---in the case of the substantive files of investigative agencies having responsibilities under law for the detection of crime or subversive activity." Mr. Kamerick on August 2, forwarded revised copies of this report to the Bureau. Review of attached revised report reflects report changed to include comments concerning survey of records in Post Office Department by outside specialists, Records Engineering, Inc. It includes letter to Senator Bridges from Postmaster General which points out savings accomplished from 3/1/54 through 7/12/54. Briefly, Post Office was able to reacquire approximately 51,000 square feet of floor space and approximately $525,000. in filing equipment. Approximately one million pieces of paper a year flowing to Post Office from its field offices have been eliminated. The elimination of about 40 people on one activity has been suggested. Postmaster General accentuated fact that survey had been successful because it was being conducted by outsiders who have no emotional attachments to the records. He further pointed out that Records Engineering Inc. developed for them a system for microfilming wherein existing Government facilities were used which gave them microfilming protection at less cost to the Government. No other pertinent changes are noted.

4 ENCL. ENCLO. ATTACHED

Major recommendation in report is that funds be made available to GSA to arrange for surveys by competent non-Government records management specialists, of records procedures in Government embracing creation, maintenance, and disposal of records. The recommendation that exceptions be made in the case of substantive files of investigative agencies remains.

RECORDED - 86 66-3286-
INDEXED - 86

There is attached an amendment proposed by Senator Bridges to Bill H.R. 9986 (Supplemental Appropriations Bill for fiscal year 1955) which would authorize $500,000 for expenses in conducting surveys of Government Agencies Records Systems.

PFO:mcg;jg
Attachments

07 SEP 2 1954

785

Memorandum to Mr. Nichols 8-13-54
Re: Destruction of Records (66-3286)

RECOMMENDATIONS:

That ~~H.R.~~ H.R. 9936, ~~Supplemental~~ Supplemental Appropriations Bill for 1955, be followed to see whether Senator Bridges' proposed amendment is adopted.

Mail Room: Please route the attached memorandum to Mr. Nichols' office. Thank you. 8/16/54 PJF

9/15/54
Public Law 663, 83rd Congress approved 8/26/54 making supplemental appropriations for Fiscal year 1955 included $300,000 for GSA for above purposes.
P. O'Connell

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : Mr. Rosen

DATE: August 24, 1954

FROM : Mr. Price

SUBJECT: DESTRUCTION OF INDEX CARDS
INTERSTATE TRANSPORTATION
OF STOLEN MOTOR VEHICLE

Reference is made to memorandum dated August 18, 1954, from Mr. W. G. Eames to Mr. Nichols which suggests that all index cards on motor vehicle motor numbers which have a subject listed on the card be destroyed.

It is estimated that approximately once a week the Interstate Transportation of Stolen Motor Vehicle Desk has occasion to attempt to identify a case by checking the motor number which usually results from the receipt of a citizen's letter. On occasions in the past, it has been found advantageous in answering inquiries to promptly identify the case through the motor number of the automobile involved. However, it is usually necessary to contact the field in these matters anyway and it is felt that the advantage of retaining the index cards referred to above is not sufficient to counterbalance the advantages of destroying these cards as outlined in Mr. Eames' memorandum.

RECOMMENDATION:

It is recommended that the suggestion to destroy these index cards as outlined in the referenced memorandum be adopted.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 LW/PTC

cc: 1-Mr. Nichols

ESH:erk

RECEIVED
SEP 20 1954

NOT RECORDED
76 SEP 20 1954

ORIGINAL COPY FILED IN 62-82986-[illegible]

PERS. FILE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation

DATE: September 16, 1954

FROM : S. A. Andretta
Administrative Assistant Attorney General

SUBJECT: Quarterly Report
Destruction of Bureau Property - Genl.

In accordance with G. S. A. Regulations, the Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property is now due.

The information required by the Department is indicated on the enclosed form, copies of which were furnished you with my memorandum of June 16, 1954. This form is to be completed and returned to this office not later than October 20, 1954 inasmuch as the Department's report must be transmitted to the General Services Administration within 30 days following the close of the quarter. Your cooperation in the early submission of this report will be appreciated.

Detached

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/ltc

RECORDED-59

66-3286-590

RECORDED

INDEXED-59

13 SEP 27 1954

50 OCT 1 1954

FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

FROM : Mr. Stanley

DATE: September 9, 1954

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/rte

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF NOTES OF SPECIAL EMPLOYEES AND SPECIAL AGENTS HANDLING LIAISON AND RECORD CHECKS AFTER CONTENTS BEING INCORPORATED IN REPORTS

Problem:

Prior to November 15, 1949, the Bureau required that work sheets and forms used by Special Employees reflecting the results of their records checks concerning credit, criminal, and similar matters be placed in the 1A exhibit envelope of the case file. The Joint Committee by memorandum for the Director dated October 18, 1949, recommended adoption of a procedure suggested by the St. Louis Office that no record check work sheets be filed, but that the name of the employee making the check be shown on the administrative page of the investigative report. This suggested procedure which would result in a saving of time and space was approved by the Director, and Bureau Bulletin #67 dated November 15, 1949, instructed the field that such work sheets or flimsies of Special Employees may be destroyed. These instructions have not changed. During a loyalty investigation of [redacted], employed by the Department of the Air Force, in April, the New York Office erroneously reported that Board of Election records, Brooklyn, New York, reflected that [redacted] registered in 1945 as affiliated with American Labor Party (ALP). This record check was made by SA (then a Special Employee) Edward J. Kirk and was reported by SA [redacted] in report dated November 30, 1951. At a hearing before the Air Force Security Board March 31, 1954, [redacted] denied affiliation with ALP in 1945. New York was instructed to recheck Board of Election records concerning [redacted] registration with Election Board for 1945 and this check reflected [redacted] in 1945 did not designate any party affiliation.

b6
b7C

New York letter of May 27, 1954, explained that Board of Election records were checked in 1951 by SA (then a Special Employee) Kirk, who furnished results to Agent [redacted] by routing slip. Agent [redacted] dictated that portion of his report from notes furnished by Kirk and these notes were subsequently destroyed.

b6
b7C

ATTACHMENT (Attachment not recorded as serial dated and initialed)

RP:je

INDEXED - 23

61-3211-591
RECORDED
12 SEP 30 1954
29 SEP 30 1954

61 OCT 15 1954
144

EX-125

ORIGINAL FILED IN

New York advised that due to lapse of time (two and one-half years) and since notes have been destroyed, responsibility cannot now be definitely fixed.

New York suggested that in order to fix responsibility for this type of error in the future, it institute a procedure whereby notes of Special Employees and Agents handling liaison and record checks be preserved as part of the case file whenever derogatory or unfavorable information is being reported.

This proposal was considered by the Executives Conference on June 24, 1954, which unanimously recommended no change in present Bureau procedure. A letter was directed to the New York Office on June 25, 1954, advising it that no change should be made in current Bureau ruling to the effect that such notes may be destroyed.

[redacted] subsequently in August, 1954, called at the Washington Field Office and questioned the accuracy of the Board of Election records checks with respect to his mother, father, and brother as were furnished him by the Air Force in its letter of charges. b6 b7C

New York was then instructed to make a complete recheck of these Board of Election records and submit an up-to-date report for dissemination. New York report dated August 20, 1954, reflects the results of a recheck of Board of Election records which is at variance with the data set forth in its previous report of November 30, 1951, in seven instances.

New York now advises it is still unable to fix responsibility due to lapse of time involved and since SA Kirk's notes have been destroyed.

Present Procedure:

Concerning retention of notes, work sheets and flimsies of Special Employees conducting routine investigations such as credit, criminal, and Government agencies checks, Bureau Bulletin #57 dated November 15, 1949, instructed the field that they may be destroyed. These instructions have not been changed.

Proposed Procedure:

New York previously suggested in order to fix responsibility for this type of error in the future it institute a procedure whereby notes of Special Employees and Agents handling liaison

and record checks will be preserved as part of the case file whenever derogatory or unfavorable information is being reported.

Advantages of Proposal:

Responsibility could be fixed if there were a discrepancy between the Agent's or Special Employee's notes and the communication reporting that information, providing the stenographer or typist correctly transcribes her notes or the rough draft report.

Disadvantages of Proposal:

1. It would require the preparation of a great number of exhibit envelopes which would involve much clerical time.

2. These exhibit envelopes would occupy much filing space which is now at a premium in most offices.

With respect to the above two listed items, the following should be noted:

Since the inception of the loyalty program (Executive Order 9835), the Bureau has conducted approximately 26,500 full-field investigations and approximately 26,800 preliminary inquiries (PI's).

Since the inception of the Security of Government Employees program (SGE) in May, 1953, the Bureau has as of July 31, 1954, conducted approximately 3,500 full-field investigations and 3,000 PI's. In most full-field and in the large majority of PI's of loyalty and SGE investigations such checks as credit, criminal, and other record checks were made by a Special Employee or Agent other than the Agent dictating the report.

As will be seen from the above, if this proposal is adopted a very great amount of clerical time would be taken up in filing these notes or flimsies and a great space problem would result over a period of a year or several years in keeping such notes or flimsies in the case file.

In addition to the above, during the last fiscal year (1954) the Bureau conducted approximately 800 investigations under Executive Order 10422, approximately 26,000 investigations under Public Law 298 (which includes Atomic Energy Act investigations), approximately 5,500 Departmental and other applicant-type

investigations. All of the above investigations have required checks such as credit, criminal and other records checks which were made in the large majority of the cases by Special Employees.

The above figures do not account for the huge volume of investigations conducted by the Investigative Division in the field of criminal investigations or investigations handled by the Domestic Intelligence Division, which in the majority of cases require many such checks by Special Employees.

It should also be noted that in those rare instances when errors such as this occur, they might not be confined solely to Security of Government Employees cases. In view of this possibility, nothing would be gained if the proposal were adopted in SGE cases and the same type of error should occur in any other type of Bureau investigation.

3. The proposal has no value if the stenographer or typist makes an error in transcription of her notes or rough draft or in copying data from Special Employees notes. To correct an error such as this the Agent or Special Employee would have to compare the final report with the notes of the Special Employee.

Observations:

It is noted that New York's suggestion does not appear to limit the above procedure to Security of Government Employees cases.

Current Bureau instructions in SGE cases and other classifications instruct that dictating Agents should be permitted to review their reports in these cases after they have been transcribed. (Manual of Instructions, Section 69E(2) - for SGE cases only, and general instruction is in Manual of Rules and Regulations, Section 4, page 22.) It is felt that responsibility can be fixed in cases of this type if the Agent dictating the report utilizing notes or flimsies furnished him by other Agents or Special Employees reflecting results of their investigation, such as records checks, would carefully read the report upon transcription or as soon thereafter as possible to insure the information contained therein is accurate before he initials the file copy.

Executives Conference Consideration: AR:jh 9-8-54

Present at the Executives Conference on 9-8-54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Harbo, Holloman and McGuire.

Mr. Mohr recommended adoption of New York's proposal in SGE cases only.

All others in attendance recommended no change in the present procedure.

The Conference considered whether it would be desirable to retain notes of Special Employees and Agents making record checks, but felt that the desirability would be offset by the amount of clerical work involved in preparing exhibit envelopes, labeling such envelopes, inserting such envelopes as the bottom serial in the field case file. The Conference recognized the disadvantages attendant to the additional space which would be required through the retention of such exhibit envelopes.

The Conference was aware that the retention of such notes would not prevent an error such as occurred in this case, but would assist in fixing responsibility as to whether the error was the fault of the Special Employee in that his notes were at variance with the actual record checks; or whether the notes of the Special Employee were correct but the dictating Agent who used the notes made an error; or whether such dictation was correct but the stenographer made an error.

There are already procedures in existence for recording the identity of an employee who makes record checks, even though his notes are not retained, and in this instance there was no question as to the identity of the employee, the only question being what did the employee find out and what did he tell the dictating Agent.

Current Bureau instructions in SGE cases and other classifications instruct that the dictating Agents should be permitted to review their reports after transcription, which would permit the dictating Agent to compare the final report with the notes given him by the Special Employee or other Agent.

After weighing these factors and the disadvantages previously enumerated above, the Conference felt no change should be made in the current rule.

Attached hereto is a letter to the New York Office. This letter forcefully brings to the attention of the SAC the absolute need for accurate reporting and transcription of reports. The

letter instructs the SAC to discuss with Special Agents and Special Employees, stenographers and typists handling similar cases the absolute necessity for accurate and thorough investigations and accurate reporting and transcribing of reports. It also calls his attention to Bureau instructions regarding the review of the reports upon transcription by the dictating Agents and points out the need for Agents who dictate reports, utilizing the notes of other Agents or Special Employees, to make certain that the report submitted to the Bureau contains accurate information as reflected from these notes. This will assist the SAC in fixing responsibility and assuring accurate reporting in the future.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 9/30/54

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #793-54
MADE BY [redacted]
RECORDS AND COMMUNICATIONS DIVISION
DESTRUCTION OF CERTAIN CORRESPONDENCE
IN BUREAU FILES

(RS) b6 b7C

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

RECORDS - Gen'l

SUGGESTION

Certain types of correspondence be removed from Bureau files and destroyed, as follows:

1. Requests for Pamphlets, books and tours

Records and Communications Division Views

Mr. L. B. Nichols, Records and Communications Division, states current requests received for pamphlets (including material on the FBI, Communism, Identification, et cetera) are presently handled in Crime Records Section to a great extent merely by sending the material to the correspondent in an envelope, without a cover letter. Incoming request is destroyed, not filed. Mr. Nichols states, inasmuch as current requests are handled in this manner, he does not see that any useful purpose can be served by maintaining in Bureau files similar requests handled in past years.

With regard to tours, Executives Conference memorandum of 9/23/52, approved the procedure for Crime Records Section to acknowledge letters requesting tours, without preparing a yellow file copy or abstract. Incoming letter is destroyed after acknowledgement is sent. Mr. Nichols stated, inasmuch as this procedure is currently in effect, no purpose appears to be served by retaining correspondence received in past years requesting tours.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 RW/Ltr

Copy filed in 66-3286-592

RECORDED-140 66-3286-592

EX-122

18 OCT 6 1954

2. Mail regarding violations not within the Bureau's jurisdiction

Records and Communications Division Views

Mr. Nichols believes mail of this nature should be retained in Bureau files, both incoming letter and acknowledgement. Executives Conference memorandum of 9/23/52, previously considered this matter and at that time it was felt, inasmuch as there were only 30 such letters received a week, the risk of not having the

XEROX DEC 1 1961

destroyed 12-6-61

64 OCT 28 1954

cc Messrs. Sizoo and Harbo

dmg

ATTACHMENT Sent 10-1-54

BOARDMAN

letter in file would outweigh any advantages to be gained by not handling the correspondence in the regular manner. Mr. Nichols feels that this correspondence should be retained in the Bureau files in order that there will be a record to indicate the correspondence was properly referred to other Government agencies interested in the information furnished.

3. Correspondence from mental cases

Records and Communications Division Views

Mr. Nichols advised that not too much mail from mental cases is presently being filed. At present the Bureau destroys incoming correspondence from mental cases if the correspondent does not indicate something of interest to another agency; does not indicate the correspondent believes his life is in danger, or if the incoming correspondence does not contain allegations against Bureau personnel or against the Bureau generally. Index of mental cases in Crime Records Section identifies the particular piece of correspondence upon which the "mental" card is based and the danger exists that a general destruction of old correspondence in Bureau files from mental cases would also include a destruction of the particular piece of correspondence upon which the "mental" card in Crime Records Section is based. Because of this, it is felt there should be retained in Bureau files that correspondence which already has been received from mental cases, but that correspondence currently being received should continue to be destroyed, based on the exercise of good judgment

4. Greeting cards

Records and Communications Division Views

Mr. Nichols states very little correspondence acknowledging greeting cards is presently maintained in the Bureau files proper. Christmas cards are acknowledged without a file copy yellow or abstract and the Christmas card is destroyed after it has been "logged in." Letters acknowledging birthday cards are not filed in the actual Bureau files, although some such acknowledgements are retained in the personal files of the Director. Acknowledgements to other greeting cards are retained in Bureau files and it is felt they should continue to be retained there, and not be removed or destroyed because they are a strong point in establishing the particular friendship of an individual with the Bureau.

5. Requests for recommendations of schools for study of law enforcement and crime detection

Records and Communications Division Views

Executives Conference memorandum 9/23/52, approved acknowledgement of such correspondence, without yellow file copy or abstract. Incoming letter is destroyed when acknowledgement is sent. Since this is the current procedure, Mr. Nichols believes it is logical that old correspondence of this nature, which is already in Bureau files, could be destroyed without any loss to the Bureau.

6. Requests for copies of Identification Orders received from persons who are not in law enforcement field and who have no legitimate reason for receiving Identification Order

Records and Communications Division Views

Such correspondence is presently acknowledged by advising the correspondent it is not possible to comply with the request. Occasionally copies of several canceled Identification Orders are sent to correspondent. No yellow file copy or abstract is prepared. Incoming letter is destroyed when acknowledgement is sent. Mr. Nichols sees no useful purpose in maintaining old correspondence of this type in Bureau files, inasmuch as Bureau is not now filing mail of this nature.

7. Requests for information regarding women in police work

Records and Communications Division Views

Executives Conference memorandum 9/23/52, approved acknowledgement of such communications by referring writer to Government Printing Office pamphlet entitled "The Outlook for Women in Police Work" and by furnishing appropriate Bureau publications, where indicated. No yellow file copy or abstract is prepared. Mr. Nichols advised such correspondence could be removed from Bureau files without any loss to the Bureau.

8. "Thank You" notes requiring no further action and containing no further information of interest

Records and Communications Division Views

Mr. Nichols is opposed to removal of this type of correspondence from Bureau files and states that anytime the Director signs a letter like this it should be kept.

9. Letters regarding bribery, graft, pay-offs, corruption, inefficiency, political squabbling in Federal, state or municipal organizations, et cetera

Records and Communications Division Views

Mr. Nichols advised it is incumbent upon the Bureau to make such information available to the appropriate agency concerned; this is done under present procedures. Mr. Nichols feels correspondence of this nature should be retained in Bureau files to show the FBI is carrying out its responsibilities along these lines in the event a question arises in the future. Therefore, he is opposed to removing correspondence of this type from Bureau files.

10. Mail not regarding a Bureau case.

Records and Communications Division Views

Mr. Nichols believes correspondence of this nature should be retained in Bureau files and is opposed to removing such communications from Bureau files, inasmuch as it shows the FBI has properly referred the information to the interested agency.

11. Letters from children who want to work for the FBI.

Records and Communications Division Views

At present such communications are acknowledged, but no yellow file copy is made and no abstract is prepared. The correspondent is advised of Bureau requirements for employment and appropriate Bureau publications are furnished. Incoming letter is destroyed when acknowledgement is sent. This procedure was approved by Executives Conference memorandum of 9/23/52. Mr. Nichols sees no useful purpose in retaining old correspondence of this type in Bureau files in view of the fact current letters of this nature are destroyed.

12. Requests for data not available in the Bureau, but on which Bureau has related material

Records and Communications Division Views

Correspondents are presently advised the specific data is not available, but that material of a related nature is enclosed. Acknowledgements are prepared without yellow file copy or abstract. Incoming letter is destroyed

when acknowledgement is sent. Procedure approved by Executives Conference memorandum 9/23/52. In view of the fact that current correspondence of this nature is not filed, Mr. Nichols recommends that previous communications of this type be removed from Bureau files.

13. That all mail which has been marked for de-indexing be destroyed, as distinguished from the particular types of mail specifically set out above.

Records and Communications Division Views

Mr. F. Waikart, Supervisor in Charge of Administrative and Personnel Records, Records and Communications Division, states such a procedure is not practical inasmuch as a piece of mail is an integral part of a case file whether it bears indexing or not. Currently in file is much mail that does not contain any indexing whatsoever. He is opposed to the adoption of this proposal.

EXECUTIVES CONFERENCE CONSIDERATION EDM:mew

Present at the Executives Conference of 9/30/54 were Messrs. Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Holloman, Nichols and Mason. The Conference unanimously concurred in the views of Mr. Nichols in each instance regarding the destruction or retention of certain information contained in Bureau files as listed below:

1. Destroy requests for pamphlets, books or tours.

2. Retain letters to Bureau concerning violations not within FBI jurisdiction.

3. Retain correspondence from mentally disturbed individuals when such correspondence is already on file.

4. Retain the greeting cards and letters which are already on file.

5. Destroy requests for recommendations for schools in which individuals can study law enforcement and crime detection inasmuch as this data adds nothing to our files and we do not currently file incoming correspondence of this type.

6. destroy that data already in the files relating to requests for identification orders received from persons who are not in the law enforcement field and have no legitimate reason for receiving identification orders.

7. Destroy that data in file requesting information regarding women in police work.

8. Retain in the file "Thank you" notes.

9. Retain in file letters regarding bribery, graft, corruption, inefficiency or political squabbling on the local, state or Federal level.

10. Retain in file mail received which does not relate to a Bureau case.

11. Destroy that data in file which consists of letters from children who want to work for the FBI.

12. Destroy that data in file requesting material not available in the Bureau but pertaining to matters concerning which the Bureau has related material.

13. Retain in file mail which has been marked for de-indexing.

b6
b7C

If you agree, appropriate action will be taken.

A letter to suggesting employee, [redacted] is attached.

Archival authority
To destroy contained
in 66-3286-443 (#6)
P.O'Connell

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: September 13, 1954

FROM : A. H. Belmont

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/bc

SUBJECT: OBSERVATIONS ON SUGGESTION RE DESTRUCTION OF CERTAIN CORRESPONDENCE IN BUFILES

Destructions of Bureau Records - Files C

PURPOSE: Destruction of mail requesting pamphlets, books, tours, etc.; mental cases; [illegible] and immigration; N.A.A.C.P. data.

To set forth the observations of this section with regard to the suggestion which has been made for the destruction of certain correspondence in Bufiles.

b6
b7C

DETAILS:

Employee [redacted] of the Records and Communications Division has made a suggestion to the effect that certain types of correspondence be removed from Bufiles and destroyed. There is being set forth below the suggestion with regard to each type of correspondence mentioned, as well as the comments of the Crime Records Section on each suggestion:

A. Requests for pamphlets, books, and tours.

Comments

It is believed that no purpose is served in retaining correspondence requesting pamphlets and tours in Bufiles. As you know, requests for pamphlets (including material on the Bureau, on Communism, on Identification, et cetera) are presently handled in the Crime Records Section, to a great extent, by merely sending the material to the correspondent in an envelope without a cover letter, and the incoming request is then destroyed and not filed. Since this procedure is followed with requests of this nature which are currently being received, it does not appear that any useful purpose can be served in maintaining in the Bureau files similar requests which were handled in past years. You will also recall that Executives Conference memorandum of September 23, 1952, approved the procedure for this section of acknowledging letters requesting tours by preparing a letter without a yellow file copy and without an abstract; the incoming letter is then destroyed after the acknowledging letter has been sent. Since this procedure is currently in effect, no purpose appears to be served in retaining correspondence requesting tours which were received in past years.

[redacted]

b6
b7C

71 OCT 13 1954

COPIES DESTROYED
20 5 JAN 25 1965

EX-110

RECORDED-45 INDEXED-45

PERS. FILES

B. Mail regarding violations not in the Bureau's jurisdiction.

Comments

It is felt by this section that mail of this nature should be retained, both the incoming letter and the Bureau's acknowledgment to it. The above-mentioned Executives Conference memorandum refused to approve a proposed procedure of acknowledging these letters without a yellow file copy or an abstract since it was felt that the Bureau should have a record of some sort to indicate that it has properly referred to other Government agencies information received by the Bureau which is of interest to the other Government agency. The Crime Records Section concurs in this view.

C. Correspondence from mental cases.

Comments

The Crime Records Section is of the opinion that correspondence which is received from mental cases and which is presently filed should be retained. Under our present procedure, we destroy incoming correspondence from mental cases if the correspondent does not indicate something of interest to another agency, does not indicate that the correspondent believes his life is in danger, or if the incoming correspondence does not contain allegations against Bureau personnel or against the Bureau generally. Therefore, not too much mail received from mental cases is presently being filed. Our index of mental cases in the Crime Records Section identifies the particular piece of correspondence upon which the "mental" card is based, and the danger exists that a general destruction of old correspondence in Bufiles from mental cases would also include a destruction of the particular piece of correspondence upon which our "mental" card is based. Because of this danger, it is felt that we should retain in the Bureau files that correspondence which already has been received from mental cases but that we should continue our present practice of destroying correspondence currently being received from them, basing the decision on the exercise of good judgment.

D. Greeting Cards.

Comments

Under present procedure, very little correspondence acknowledging greeting cards is presently maintained in the Bureau files proper. As you know, Christmas cards which are received are acknowledged without a file copy yellow or an abstract, and the Christmas card is destroyed after it has been "logged in." Similarly, letters acknowledging birthday cards are not filed in the actual Bureau files although some such acknowledgments are retained in the personal files of the Director. Acknowledgments to other greeting cards are retained in the Bureau files, and it is felt that they should continue to be retained and not be removed from the files and destroyed because they are a strong point in establishing the particular friendship of an individual with the Bureau.

E. Requests for recommendations of schools for study of law enforcement and crime detection.

Comments

It is felt by the Crime Records Section that no useful purpose is served by retaining correspondence of this nature in the Bureau's files. Such letters are acknowledged by referring the correspondent to the Commissioner of Education and, under a procedure approved by the Executives Conference memorandum of September 23, 1952, current communications of this nature which are received are acknowledged without a yellow file copy or an abstract, and the incoming letter is destroyed when the acknowledgment is sent. Since this is the current procedure, it is believed logical that old correspondence of this nature which is already in the Bureau's files could be destroyed without any loss to the Bureau.

F. Requests for copies of Identification Orders received from persons who are not in the law enforcement field and who have no legitimate reason for receiving Identification Orders.

Comments

At the present time, we acknowledge such letters by advising the correspondent that it is not possible to comply with the request, and we occasionally send the correspondent copies of several canceled Identification Orders. Our acknowledgment is prepared without an abstract and without a yellow file copy, and the incoming letter is destroyed after the acknowledgment is sent. This procedure was approved by Executives Conference memorandum of September 23, 1952. In view of the fact, therefore, that we are not currently filing correspondence of this nature, it is not felt that any useful purpose would be served by retaining old correspondence of this type in the Bureau's files. The Crime Records Section feels that such old correspondence could be destroyed without any loss to the Bureau.

G. Requests for information regarding women in police work.

Comments

We currently acknowledge such communications by referring the writer to the Government Printing Office for a pamphlet entitled "The Outlook for Women in Police Work" and by furnishing appropriate Bureau publications where indicated. Our acknowledgments are prepared without an abstract or yellow file copy, and the incoming letter is destroyed when the acknowledgment is sent. This procedure was approved by Executives Conference memorandum of September 23, 1952. In view of our current procedure of handling this type of correspondence, there appears to be no useful purpose served in retaining in the Bureau's files old correspondence of this nature which was received in the past. The Crime Records Section, therefore, believes that such correspondence could be removed from the Bureau's files without any loss to the Bureau.

H. "Thank you" notes which require no further action or contain no further information of interest.

Comments

Under the present procedure, "thank you" notes which require no further action and contain no additional information are retained in the Bureau's files. They serve no useful purpose whatsoever and are merely acknowledgments of letters sent by the Bureau. It is believed by the Crime Records Section that "thank you" notes of this nature which have been received in the past and which are received in the future should not be filed. Accordingly, it is recommended that "thank you" notes which have been received in the past be removed from the files and destroyed and that notes of this nature which are received in the future be destroyed upon receipt. No. Anytime Dir signs letter he reads it should be kept

I. Letters regarding bribery, graft, pay-offs, corruption, inefficiency, political squabbling in Federal, state or municipal organizations, et cetera.

Comments

It is felt by the Crime Records Section that this type of correspondence falls in the same category as that set out above under "B." Data of this nature is of interest to other Government agencies, both Federal and local, and it is incumbent upon the Bureau to make such information available to the appropriate agency concerned. This we do under our present procedure. It is felt that we should retain correspondence of this nature in the Bureau's files in order to show that we are carrying out our responsibilities along these lines should a question ever arise in the future. The Crime Records Section, therefore, does not feel that correspondence of this nature should be removed from the Bureau's files.

J. Mail not regarding a Bureau case.

Comments

It is felt that mail of this nature falls under the same consideration as that set forth above under "B" and "I" and for the same reasons should be retained in the Bureau's files indefinitely.

K. Letters from children who want to work for the FBI.

Comments

Under present procedure, letters of this nature are acknowledged but no abstract or yellow file copy is prepared for the acknowledging letter. Our replies to such letters merely advise the correspondent of the requirements for Bureau employment and appropriate Bureau publications are sent. The incoming letter is then destroyed after the acknowledgment has been sent. This procedure was approved by Executives Conference memorandum of September 23, 1952. In view of our handling of current letters of this nature, it is not believed that any useful purpose is served by retaining in the Bureau's files old correspondence of the same type. Accordingly, the Crime Records Section recommends that correspondence of this nature which is presently in the Bureau's files should be removed and destroyed.

L. Requests for data not available in the Bureau but on which the Bureau has related material.

Comments

Under our present procedure, these letters are acknowledged by advising the correspondent that the specific data requested is not available but that material of a related nature is being enclosed. Our acknowledgments to these letters are prepared without an abstract or yellow file copy, and the incoming letter is destroyed after the letter has been acknowledged. This procedure was approved by Executives Conference memorandum of September 23, 1952. In view of our present procedure in handling correspondence of this nature, it is not felt that any useful purpose is served in retaining in the Bureau's files correspondence of the same type which was received in the past. The Crime Records Section, therefore, recommends that correspondence of this nature be removed from the Bureau's files and destroyed.

CONCLUSIONS:

It is recognized, of course, that before any steps can be taken toward removing data from the Bureau files the procedure must be agreed to by the Executives Conference and that, therefore, the proposals should be presented to the Executives Conference. It is requested, however, that you indicate on this memorandum whether you agree with any or all of the recommendations of the Crime Records Section with regard to the suggestions and that this memorandum then be returned to this section so that an appropriate memorandum can be prepared setting forth the suggestions and recommendations for presentation to the Executives Conference.

RECOMMENDATION:

That you indicate your views with regard to the above suggestions and recommendations, indicating those with which you agree and with which you disagree, and that you return this memorandum to the Crime Records Section so that an appropriate memorandum can be prepared presenting the suggestions and recommendations to the Executives Conference for its consideration.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

CONFIDENTIAL

DATE: 9/16/54

FROM : W. A. BRANIGAN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

SUBJECT: COMMUNIST PARTY, USA
INTERNAL SECURITY - C

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

1) Baumgardner
2) W. C. Sullivan

DESTRUCTION OF BUREAU RECORDS - GENL

The Espionage Section has maintained a number of monographs and briefs for reference purposes which it now desires to dispose of because of infrequent need and the limitations of cabinet space to retain them. They are as follows:

1. Communist Party, USA
Brief - February 3, 1948
Set No. 6 (10 volumes)
destroyed 9-17-54 SBD

2. Brief to Establish the Illegal Status of the Communist Party of the United States of America - Supplement No. 2
Set No. 6 (9 volumes) - Feb. 1, 1949.
destroyed 10-4-54 SBD

3. Glossary of Marxist Words and Phrases, Section I (undated).
returned to Files & Communications done 10-4-54 SBD

4. Communist Party, USA
Summary - Activities
(January 1 to June 30, 1949)
Copy No. 35
GIVEN TO H.O. BLY 9-23-54 SBD

5. Communist Party, USA
Summary - Activities
(July 1 to December 31, 1949)
Copy No. 34

6. Communist Party, USA
Summary - Activities
(July 1 to December 31, 1950)
Copy No. 38
GIVEN TO H.O. BLY 9-23-54 SBD

7. Communist Party, USA
Summary - Activities
(January 1 - June 30, 1951)
Copy No. 40

8. Communist Party Line
March, 1951 - June, 1951
Done 10-4-54 SBD
Return to C.I. Files.

DECLASSIFIED BY AUC 60290 BCE/pos/lyn
ON 8/21/03
#03-R0762

SBD:hmm

NOT RECORDED
44 OCT 13 1954

CONFIDENTIAL

Ec. Sec
INT. SEC

ORIGINAL COPY FILED IN

~~CONFIDENTIAL~~

9. The Communist Party Line
October, 1951 - July, 1952
Bears Number (52-0-28)

Return to C.R.U. DONE 10-4-54 SBD

10. Communist Party, USA
Organizational Apparatus
April 1, 1949
Copy No. 24

Given to H.O. B14 9-23-54 SBD

11. Communist Party, USA
Origins - Developments - Trends
June 24, 1949
Copy No. 28

Return to C.R.U. DONE 10-4-54 SBD

12. Communist Party, USA
Organization and Extent of Russian Influence
(Contains 4 charts dated 11/15/47

(S)(W) destroyed 10-4-54 SBD

RECOMMENDATION:

It is recommended the Internal Security Section and the Central Research Desk of the Liaison Section indicate whether they desire any of these items for reference purposes. If they are not needed they will be destroyed.

charge outs being removed on those returns prepared by Internal Security Section and marked destroyed.

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9-2-54

FROM : Executives Conference

SUBJECT: SUGGESTION NO. 769-54
MADE BY [redacted] b6 b7C
GENERAL INDEX UNIT
RECORDS AND COMMUNICATIONS DIVISION

Tolson
Boardman
Nichols

Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Destruction of Bulky - General

THE SUGGESTION:

In accordance with instructions set forth in Bureau Bulletin #53-15, (A), dated 6/25/53, motor numbers in Interstate Transportation of Stolen Motor Vehicle cases, where the subject is known, no longer are indexed at the Seat of Government. It is suggested that all such cards made up under the old rule and which would not be made up under the present procedures be destroyed; that is, all index cards made up on the motor number which have a subject listed.

ADVANTAGES:

Under present procedures, these cards would be destroyed eventually, since authority has been given to destroy such cards as they become five years old. It would save clerical time to complete the project in one operation and there would be an immediate savings of approximately three index card cabinets.

DISADVANTAGES:

None apparent.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/rtc

RECOMMENDATIONS:

Mr. L. B. Nichols, Records and Communications Division, and Mr. A. Rosen, Investigative Division, recommend the suggestion be adopted. Mr. Rosen estimates that approximately once a week the Interstate Transportation of Stolen Motor Vehicle Desk has occasion to attempt to identify a case by checking the motor number which usually results from receipt of a citizen's letter. In the past it has been found advantageous in answering inquiries

cc: Mr. Sizoo
Mr. Harbo

atn

66-1 32856-1

NOT RECORDED
76 SEP 20 1954

SEP 24

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Memorandum to Mr. Tolson

to promptly identify the case through the motor number of the automobile involved. It is, however, usually necessary to contact the field in these matters and it is felt the advantage of retaining the index cards referred to in the suggestion is not sufficient to counterbalance the advantages of destroying the cards.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:jaw 9-2-54

The Conference of 9-1-54, composed of Messrs. Nichols, Boardman, Tamm, Parsons, Sizoo, Hennrich, Mohr, Rosen and Harbo, unanimously recommended favorable.

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION # 7953-54

Date: August 30, 1954

To: Director, FBI

From: [redacted] Division of assignment: FOUR

b6
b7C

SUGGESTION:

I suggest that the following mail be removed from the files in the 62, 63, and 94 classifications:

1. All mail that has been completely deindexed as a result of the Purge Program.

2. The mail which is received today would be sent directly to Crime Records and in most cases is never returned to the Records (continued page 2).

Current practice or rule (include manual citation as well as facts):

None in effect

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/RE

Advantages of suggestion:

1. Suggestion would save space in file as well as in General Index, which is evidently needed.

2. Time involved in expanding 62, 63, and 94 classifications.

3. Save time of searcher reviewes and file reviewers. Thus

(Continued page 2)

Disadvantages of suggestion:

1. Time involved in Review of files to determine the mail or files which could be eliminated.

2. Time spent in the removal of mail and cards from files and index.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

66-3286-594

RECORDED-45

EX-11[redacted]

b6
b7C

(Signature of suggestor)

Recommendations and comments of Division Head:

Memo Eames To Nichols
9/1/54 PFO:JG
Ack 9/13/54
cc Mr. Nichols

(Signature & Title)

SUGGESTION: (continued)

Section because it does not merit being filed. Examples of this mail are as follows:

a. Requests for pamphlets, books, and tours.

b. Mail regarding violations not in the Bureaus jurisdiction.

c. Correspondence from mental cases.

d. Greeting Cards.

e. Requests for recommendations of schools for study of law enforcement and crime detection.

f. Requests for copies of I.O's not from persons in law enforcement field.

g. Information regarding women in policework and requests for.

h. Thank you notes.

i. Letters regarding bribery, graft, pay-offs, corruption, inefficiency, political squabbling in federal state or municipal organizations, etc.

j. Mail not regarding a bureau case.

k. Letters from children who want to work for the F. B. I. .

l. Request for data not available in the Bureau, but the Bureau has related said material.

ADVANTAGES OF SUGGESTION: (continued)

time involved in the review of mail.

4. While deindexing references in file to contribute more space in General Index for cards which are valuable in any name check or search, it would then seem logicial as well as profitable to discard the mail in file and cards in index that will not be of use in the future.

b6
b7C

[redacted]

Leg. #193-34

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8/18/54

FROM : W. G. EAMES

SUBJECT: SUGGESTION #712-54
Destruction of Bureau Property

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

The Training and Inspection Division has requested your views concerning the attached suggestion which was submitted by the Springfield Division. That Division has proposed that the Bureau discontinue destroying all but one copy of serials in the file after the file has been closed for six months, and that that period be extended to one year.

The Springfield Division points out that files are frequently reopened during the first year after they are closed and two copies are needed by the Agent personnel and Clerical staff.

Although the adoption of this suggestion would require additional space, it is believed that the advantages outweigh this disadvantage, and that this suggestion should be adopted.

WGE:jg
Attachment

Rec - Favorable

ENCLOSURE
74

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/rte

RECORDED-74 66-3211-595

INDEXED-74 29 OCT 6 1954

EX.-117

71 OCT 14 1954

UNRECORDED COPY FILED IN 66-3211-

Destruction of Bureau Property

1. SUGGESTION #712-34

I suggest that we discontinue destroying all but one copy of serials in the file after the file has been closed for six months and that that operation take place only after the file has been closed for a period of one year. Such destruction could be handled by using the assignment card as a tickler for when the assignment card is destroyed, then the serials could be stripped from the file.

2. PRESENT PROCEDURE

Closed files are stripped of all extra copies of serials after the file has been in a closed status for a period of six months.

3. ADVANTAGES

A. Under the present procedure where all but one copy is destroyed after six months, many files are reopened shortly thereafter, making only one copy of a serial available when two copies are desirable and most often needed both by the Agent personnel and the clerical staff. The chances of a file being reopened after it has been closed one year or more are of course more remote.

B. From a supervisory standpoint, this suggestion would make available to the Supervisor the entire file and eliminate the necessity of attempting to supervise an investigation or review the file without having the pertinent serials available to him. It would definitely afford the Supervisor a better opportunity to adequately and intelligently handle the file.

4. DISADVANTAGES

For a period of six months there would be a temporary loss of space occupied by the additional serials left in the files for that period of time.

5. RECOMMENDATION

I recommend that this suggestion be put into effect.

Mansfield

F-1 27

Memo
Ed 7/28/54

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 ELW/ale

ENCLOSURE

62-32950-595

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9/1/54

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM : W. G. EAMES

SUBJECT: SUGGESTION # August 1954 b6 b7C
Destruction of Bureau Records - General

[redacted] a Records Section employee who has been assigned to the program of de-indexing names from files as a result of obsolete indexing rules, has submitted the attached suggestions.

SUGGESTION:

That all mail that has been completely de-indexed in the 62, 63, and 94 classifications, be destroyed.

COMMENT:

Such a procedure is not practical inasmuch as a piece of mail is an integral part of a case file whether it bears indexing or not. We currently file much mail that does not contain any indexing whatsoever. This suggestion should not be adopted.

SUGGESTION:

That miscellaneous mail received from the public such as requests for pamphlets, books, and tours; requests regarding violations not in the Bureau's jurisdiction; correspondence from mental cases; thank you notes, greeting cards, requests for recommendations of schools for study of law enforcement, etc., which are currently sent to the Crime Records Section immediately upon receipt without processing, be destroyed as they are found in the files.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/ltc

COMMENT:

2 ENCL 45

For the past several years, the above type of mail is not filed unless the supervisors or clerks in the Crime Records Section designate the mail to be filed; actually a great majority of this type of correspondence is destroyed and not filed. Accordingly, such mail in file could also be destroyed as [redacted] suggests. However, it should be noted that this type of mail which will be found in a few general files will likewise be found in many case files on individuals, organizations, etc. Before our employees could commence removing and destroying such mail from file, detailed instructions as to the type which should be retained should be secured from the Crime Records Section. It is accordingly felt this part of [redacted] suggestion should be adopted, and that the Crime Records Section should furnish us detailed instructions on that type of mail which can be purged from files.

[redacted] INDEXED-45

PFO:jg
Attachment

cc Mr. Nichols

71 OCT 19 1954

RECORDED-45

PERS. FILES

Memorandum to Mr. Nichols 9/1/54
Re: Suggestion #

RECOMMENDATIONS:

(1) That if you agree, detailed instructions for the destruction of obsolete file material in the 94 and the 62 classifications, be worked out between the Records Section and the Crime Records Section.

(2) That this suggestion be forwarded to the Training and Inspection Division for acknowledgment.

b6
b7C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/28/54

FROM : Executives Conference

SUBJECT: Destruction of Bank Records Proposed
SUGGESTION NO. 712-54
MADE BY SPRINGFIELD OFFICE

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In accordance with SAC Letter #54-36 (Q) dated 7/13/54 requesting the field to submit their thoughts relative to further streamlining the Bureau's work, the following was received:

SUGGESTION: Destruction of Closed Files

That we discontinue destroying all but one copy of serials in the file after the file has been closed for six months and this operation take place only after the file has been closed for a period of one year. This could be handled by using the assignment card as a tickler, for when the assignment card is destroyed, then the serials could be stripped from the file.

PRESENT PROCEDURE:

CERTAIN Closed files are stripped of all extra copies of serials after the file has been in a closed status for a period of six months.

ADVANTAGES:

(1) If a file is reopened within the period of one year after it is closed, all copies of the serials will be available. It is noted that under the present procedure, files are frequently reopened after stripping; however, there is less chance of a file being reopened after being closed for one year. (2) Would definitely afford a supervisor a better opportunity to adequately and intelligently handle the file, since all the serials would be available.

DISADVANTAGES:

There would be a temporary loss of space.

RECORDED-74 66-3286-596

INDEXED-74

29 OCT 6 1954

cc: Mr. Sizoo
Mr. Harbo

atn

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/atc

66 OCT 19 1954

UNRECORDED COPY FILED IN

Memorandum to Mr. Tolson

OBSERVATIONS:

Mr. L. L. Laughlin, SAC, Washington Field Office, is opposed to the suggestion. He states in Washington Field extra copies of serials are destroyed and files consolidated as rapidly as clerical assistance permits after the six months' period. He states he cannot see where any purpose would be served in holding them for one year, as those instances where additional copies of reports are needed are relatively rare, and does not see where any harm is done where only one copy is available, even in those few instances.

Mr. L. B. Nichols, Records and Communications Division, is in favor of the suggestion, stating that although adoption would require some additional space, he believes the advantages would outweigh this disadvantage.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, recommends unanimously that the present procedure be continued.

WFO-1

FEDERAL BUREAU OF INVESTIGATION

8/19, 1954

TO:

___Director
___Mr. Tolson
___Mr. Ladd
___Mr. Nichols
___Mr. Belmont
___Mr. Clegg
___Mr. Glavin
___Mr. Harbo
___Mr. Rosen
___Mr. Tracy
___Mr. Renneberger
___Identification Unit
___Technical Laboratory
___Chief Clerk's Office
✓ Mr. E. P. MASON
___Room # 5252

RE: SUGGESTION #712-54

I cannot see any merit to this suggestion and recommend against its adoption. We destroy extra copies of serials and consolidate our files as rapidly as clerical assistance permits after the six months' period. I cannot see where any purpose would be served in holding them for one year. Those instances where additional copies of reports are needed are relatively rare, and I don't see where any harm is done where only one copy is available, even in those few instances.

L. L. LAUGHLIN
WASHINGTON FIELD DIVISION

(These are Mr. Laughlin's personal views - per phone call 9/23/54. atn)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 ELW/ntb

ENCLOSURE

66-3286-596

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12-17-54

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS - 66-3286
DE-INDEXING OF "ANONYMOUS COMMUNICATIONS FILE"
(62-108)

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
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There are 102 sections of captioned file containing anonymous communications. Oftentimes the anonymous communicator mentioned individuals, organizations, etc., in the communication. These names have been indexed. It is felt that information contained in these communications is trash. In the event anything substantial was furnished individual cases were opened. Accordingly, it is felt that all mail in this file more than five years old should be de-indexed in order to reacquire space in the General Index. There are 5,600 serials over 5 years old.

RECOMMENDATION:

That all mail more than five years old in file "Anonymous Communications," 62-108, be de-indexed.

PFO:nle
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/rtc

Destruction of this + similar mail being considered separately.

Unnecessary - General Records Schedule #14 item 7 authorizes destruction of this material.
P. O'CONNELL

Completed 3/15/55 yrsm
3/4/57 reference de-indexed.

RECORDED 66-3286-597
INDEXED

24 DEC. 28 1954

DEC 30 1954

UNITED STATES GOVERNMENT

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TO : Mr. Nichols DATE: December 13, 1954

FROM : M. A. Jones

SUBJECT: RECOMMENDED HANDLING OF FORM LETTERS REQUESTING CHARITABLE CONTRIBUTIONS FROM THE DIRECTOR

As you are aware, the Director receives a great deal of form letters soliciting contributions from him for various charitable groups, organizations, causes, etc. In the past, we have handled these, when they were form letters, by writing a brief memorandum to you pointing out the form nature of the letter and recommending that the letter not be acknowledged. A similar memorandum was prepared on each individual request.

It is not believed necessary to prepare individual memos on form requests of this nature. In the future, this section proposes to handle such requests in the following manner:

(1) If it is felt that the request has no permanent value to the Bureau and should not be filed, it will be destroyed by this section without acknowledgment.

(2) If this section believes that the request may have some future value in our files, a notation will be placed on the incoming form letter to the effect that it is a form letter and no acknowledgment is necessary and then it will be sent to files without acknowledgment.

In the event, of course, a particular letter should be received which you or some other Bureau official feels should be individually acknowledged, it will be so handled.

RECOMMENDATION:

That this section be given authority to handle form letters requesting contributions from the Director for charitable causes in the above-indicated manner.

TEB:pdc
(4)

62-86-4788

4363

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 MELP/Mlw

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STANDARD FORM 64

Office Memorandum • UNITED STATES GOVERNMENT

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TO : MR. NICHOLS

DATE: 12-9-54

FROM : W. G. EAMES

SUBJECT: SUGGESTION #1077-54

[redacted] and [redacted] have suggested that the Identification (Fingerprint Matters) classification 32 be reviewed for destruction. They point out that many of these files contain a single form letter which was sent to a law enforcement agency and contains negative information. They also propose that the file backs, indicating that numbers in this classification are skips or are not used, be consolidated or destroyed.

b6
b7C

This suggestion has been discussed with Mr. Trotter who agrees that the form letters mentioned above can be destroyed. It is noted that the Identification Division destroys correspondence of this nature without sending it to file at the present time. We have Archival authority to destroy this type of correspondence.

This suggestion has merit and is being adopted.

RECOMMENDATION:

That the attached letter be directed to [redacted] is a member of the Streamlining Committee and her suggestions will be acknowledged at the conclusion of the program.

WGE:jg
Attachment
cc - Personnel file, [redacted]
(6)

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 ELW/rte

66-3286

NOT RECORDED
76 DEC 16 1954

ORIGINAL COPY FILED

INITIALS ON ORIGINAL

79 DEC 20 1954

MR. NICHOLS

W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/rte

SAFEGUARDING OF OFFICIAL RECORDS (66-7225)

Philadelphia Office by letter dated 11-26-54, has advised local office of Office of Special Investigations (Air Force) contemplates disposition of Bureau reports in future in view of limited storage facilities. OSI states they will in certain instances prepare digest of information contained in reports and destroy reports. Philadelphia Office has requested instructions how to advise OSI if they make formal request in future.

Problems of destruction of reports by other Government Agencies has not arisen before, although storage of our reports in Federal Records Centers by other Agencies, and method of destruction of Bureau reports in possession of United States Attorneys and other Branch Offices of Department has. On 7-8-54, Executives Conference considered suggestion by Honolulu Office that standards be established for security in Federal Records Centers of Bureau reports retired by other Government Agency. Conference unanimously concurred responsibility for security of Bureau reports furnished other Government Agencies rested with Government Agency to which forwarded. (66-7225-890) As result of United States Attorney, Cincinnati, Ohio, disposing of old Bureau reports by delivery to GSA for sale as waste paper in January, 1954, Department requested to instruct all Branch Offices of Department that any files containing FBI correspondence being destroyed, be done by burning in presence of representative of that particular office. (66-3286-558)

Department also requested in August, 1954, to instruct all Branch Offices of Department that whenever Office retired files containing FBI correspondence to Federal Records Centers that Federal Records Centers be instructed to consider them confidential and afford them complete protection. (66-7225-925, 950, 951)

RECORDED

Executive Order 10501 establishing regulations relating to Defense information provides that material marked "Top Secret", "Secret", or "Confidential" shall be destroyed by burning or equally complete method of destruction. Of course, OSI will have copies of our reports not classified under Executive Order 10501. Accordingly, it is felt that in the event OSI, Philadelphia, should request method of disposition of Bureau reports, Philadelphia Office should advise OSI of provisions in E.O. 10501 pertaining to destruction of documents containing classified information and further advise them that it is the Bureau's desire that all Bureau reports be so destroyed.

PFO:wab;jg
Attachment
(2) 66-3286

ORIGINAL FILED IN

A second question arises, that is one wherein OSI indicated they would prepare digest of information contained in our reports which would be suitable for their purposes. Again Executive Order 10501 provides that classified information shall not be reproduced in any form or by any method without consent of originating department or agency. Again, it is felt that Philadelphia Office should be permitted to tell OSI that such a practice would be permissible.

RECOMMENDATION:

That the attached letter to Philadelphia Office be approved.

SAC, Philadelphia (66-21) 12-3-54

Director, FBI (66-7225)

SAFEGUARDING OFFICIAL RECORDS

Reurlet dated 11-26-54.

In the event local office of OSI raises question as to means of disposition of copies of Bureau reports disseminated to them, you should advise OSI they should be guided by provisions of Executive Order 10501 regarding destruction of records containing classified information. The order provides that Defense information marked "Top Secret", "Secret", or "Confidential" shall be destroyed by burning or equally complete method of destruction. The Bureau desires in addition that all copies of Bureau records not falling under this Executive Order be destroyed in the same manner.

In the event OSI prepares digests of information contained in the reports, you should advise them that as required by provision of Executive Order 10501, the Bureau has no objection to this practice provided adequate security is afforded such digests.

You should advise the Bureau of any further developments in this matter.

PFO:wab;jg
(6)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/ptc

Copy/tre

To: Mr. A. H. Belmont Date: November 2, 1954

From: Mr. F. J. Baumgardner

Subject: UNSUB; FIRE IN ELECTRICAL EQUIPMENT WAREHOUSE,
COLUMBIA STEEL CO., GENEVA, UTAH, 11/16/42
SABOTAGE

Destruction of Bureau Records - General

Re memo Mr. Nichols to Mr. Belmont October 28, 1954, concerning disposition bulky exhibit 98-14826-3.

File reflects case closed in 1943. No evidence of sabotage developed. Statute of Limitation has operated to bar prosecution. Exhibits are photographs taken by Bureau Agents during investigation. They appear to be of no further value.

RECOMMENDATION:

That this memorandum be furnished to the Records Section authorizing them to destroy the exhibit.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/rtc

PRB;jla

66-3286
NOT RECORDED
76 NOV 12 1954

ORIGINAL COPY FILED IN

F84

66 NOV 16 1954

Copy/tre

To: A. H. Belmont Date: October 22, 1954

From: W. A. Branigan

Destruction of Bureau Records - General

Subject: CAPTURED GERMAN DOCUMENTS

By memo dated 10-6-54 it was recommended that the bulky exhibit filed behind 65-48824-393 be reviewed to determine if it should be retained in Bureau files.

This exhibit was furnished to the Bureau by the Department of Army in July, 1946, and is a mimeographed copy. It is not an original document. This exhibit consists of 52 fragments of stenographic transcripts of conferences which took place in Hitler's headquarters during the period from 1942 to 1945. This material was salvaged from hastily burned documents near the end of World War II. The documents are in German and have not been translated or indexed. A review of the documents reflects that the information therein has to do with Hitler's conversations with members of his military and personal staff. There is no information of an intelligence nature in which the Bureau has or would have an interest other than historical.

RECOMMENDATION:

It is recommended that this exhibit be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/rtc

65-48824
JED:et

66-32386-
NOT RECORDED
76 NOV 12 1954

F-38

66 NOV 16 1954 FF4

ORIGINAL COPY FILED IN 65-48824-393

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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TO : MR. NICHOLS

DATE: 12/27/54

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF Bureau Property RECORDS 66-3286

File on captioned subject is quite voluminous, 7 sections with subs, and all requests for authority to destroy mail in Bureau files directed to Archives are filed in this file. We are continually reviewing our files in an effort to destroy inactive and obsolete material.

Because of the size of this file, it is difficult to readily refer to material that Archives has given us authority to destroy. Accordingly, copies of approved requests to destroy records, approved by Archives, have been made and are being maintained in tickler form by SA Paul F. O'Connell for ready reference purposes.

RECOMMENDATION:

For your information.

PFO:bas
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-14-82 BY SP4 EW/pk

RECORDED-1 66-3286-598

13 DEC 29 1954

4-LBNe

EX-157

26

60 DEC 30 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/28/54

FROM : W. G. EAMES

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Tele. Room
Holloman
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SUBJECT: DESTRUCTION OF RECORDS - GENERAL
66-3268

RE: ~~X~~MAILING LIST
62-21531

The file on "Mailing List", 62-21531, contains 11,000 serials, 10,520 of which are over five years old. The serials over five years old occupy approximately 1 1/3 filing cabinets. The mail consists of additions and deletions to the Bureau's mailing lists in the form of letters and memoranda. All names are indexed and it is estimated that there is one or more indexed names for each serial.

It is felt that correspondence in the file over five years old pertaining to additions and deletions to the mailing list has no contemporary value and that the names indexed should be de-indexed and destroyed. The mail itself likewise should be destroyed. Archival authority will not be necessary for its destruction inasmuch as the mail pertains to requests for library type documents which are considered non-records under the Records Disposal Act of 1943, as amended.

RECOMMENDATION:

That the Crime Records Section authorize the de-indexing and destruction of mail five or more years old in the file on "Mailing List". Of course, history, policy, and related mail will not be destroyed.

PFO:wm
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/rtc

Mr. Nichols concurs

RECORDED - 66-3286-599
INDEXED - 4-IDNc

13 DEC 30 1954

74 27

64 JAN 4 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/27/54

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS - General
66-3286

Tolson
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RE: AIRPLANE TRANSPORTATION
File #62-21861

Sub-captioned file is a three-section file containing 153 serials concerning airplane transportation. The file was opened in 1929. It contains correspondence pertaining to passenger rates, contacts with airline officials by the various SACs and Officials at the Seat of Government, authority to use air travel, and thank-you notes to airline officials for courtesies rendered. The file also contains considerable literature, time schedules, and magazines published by airline companies. The last serial in file is dated 1947.

This file appears to have no contemporary value today. The miscellaneous material not pertaining to authority to use air travel and other policy material should be destroyed in order to conserve filing space.

RECOMMENDATION:

That authority be given to the Records Section to destroy all mail in 62-21861, subject Airplane Transportation, that is not of a policy nature.

PFO:wm
(P93)

Done 1/10/54
P. O'Connell

Archival Authority
Unnecessary - Not within
definition of "Record Material,"
Records Disposal Act of 1943
as amended.
P. O'Connell 12-28-54.

66-3286-600

RECORDED - 55

13 JAN 4 1955

INDEXED - 55

4-LSMc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 FLW/rtc

64 JAN 10 1955

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/17/54

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS, Ca 11
PURGE OF INDICES
BuFile 66-3286

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Serials 43 and 92 of 100-30969 contain a large number of Japanese names which are indexed. This file is on the subject of "Seattle Japanese Chamber of Commerce and Japanese Association of North America - Seattle Field Division." The serials are dated in 1942 and 1943 respectively and pertain to translated minutes of the meetings of the organization prior to the entry of the United States into World War II. There is little or no identifying information concerning the individuals and in serial 92, page 32, the translator comments that owing to abbreviated nature of the writing and large number of variations in the reading of Japanese names, it is impossible to be certain of a large number of the spellings of the names.

Since there appears to be no identifying information on these names, it is not believed that they have sufficient record value to warrant their retention.

RECOMMENDATION:

That the Domestic Intelligence Division authorize the deindexing of the names contained in serials 43 and 92 of 100-30969.

PFO:mcg:hmo
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EHW/Te

RECORDED - 15 66-3286-60

18 JAN 4 1955

53 JAN 7 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: December 30, 1954

FROM : Mr. A. H. Belmont

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SUBJECT: SUGGESTION NUMBER 932-54
Destruction of Surplus Material

Reference is made to the attached memorandum dated December 21, 1954, from W. G. Eames to Mr. Nichols concerning captioned suggestion which suggestion recommends destruction of index cards prepared under outdated indexing procedures on certain organizations which are listed in the attached memorandum. This same procedure was suggested regarding various other organizations under Suggestion Number 779-53 and was approved by the Executive Conference on February 15, 1954. This proposal appears to have merit provided the same safeguards are imposed to make sure that no pertinent information is lost in the elimination process as was done in connection with the suggestion which was approved by the Executive Conference on February 15, 1954.

RECOMMENDATION:

The Domestic Intelligence Division imposes no objection to the destruction of these index cards provided that the necessary safeguards are imposed to make certain that no pertinent information is lost in the elimination process.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/ptc

1 cc 3286
NOT RECORDED
170 JAN 16 1955

cc - Mr. Nichols
Mr. Belmont
Mr. Branigan
Mr. Baumgardner
Mr. Kleinkauf

13 JAN 21 1955 ON ORIGINAL

Attachment

JHK:eje
(6)

53 JAN 21 1955

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12-21-54

FROM : W. G. EAMES

Tolson
Boardman
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Belmont
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Gandy

SUBJECT: SUGGESTION #932-54

Assistant Attorney General [redacted] has suggested through the Name Check Unit representative of the Records Section Streamlining Committee that index cards prepared under outdated indexing procedures on certain organizations be destroyed. The organizations noted by [redacted] and the approximate number of index cards are as follows: b6 b7C

American Peace Mobilization — 1,000 cards

(Bufile 61-10498. Cited by the Attorney General under Executive Order 10450. A number of extensive summaries in file such as 61-10498-248x, 861; 100-7254-140.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/rte

Abraham Lincoln Brigade — 600 cards

(Bufile 100-7060, cited by Attorney General. Summaries in 100-7060-87)

Daily Worker Press Club — 400 cards

(Bufile 100-360429. Cited by the Attorney General. Several summaries in file such as 100-360429-1,2,3)

Black Dragon Society — 400 cards

(Bufile 65-4306. Cited by the Attorney General. Several summaries and memoranda to the Department in file such as 65-4306-14x, 21x1, 29, 46, 94)

Kuffhaeuser Bund
Kuffhaeuser Hilfswerk — 1,000 cards

(Bufile 65-12352. Kuffhaeuser Bund cited by the Attorney General. Several summaries in file such as 65-12352-3, 35, 38, 45, 45x, 77, 90, 129, 141.

SUBS: 39

cc Personnel file Donald C. Morris

(5) Ret. registry copy. Nichols memo

Referred to Dom. Intel Div. for

Attn: Reg. Unit

TWO

58 JAN 21 1955

65-58254-128

NOT RECORDED
170 JAN 16 1955

ORIGINAL COPY FILED IN

International Workers Order	3,000 cards
(Bufile 61-7341. Cited by the Attorney General. Several summaries in file including 61-7341-533, 619, 952, 977, 987, 1455 and 61-7341 sub 15-344.)	
National Negro Congress	1,000 cards
(Bufile 61-6728. Cited by the Attorney General. Summaries in file 61-6728-148, 254, 287. Also 100-7254-140)	
German Library of Information	500 cards
(Bufile 65-2697. Summary memorandum 65-2697-432.)	
Southern Conference for Human Welfare	1,000 cards
(Bufile 100-10355. Summary memoranda 100-10355-281, 435.	

[redacted] in presenting his suggestion, made reference to the previous suggestion number 779-53 by [redacted] and [redacted] (66-3286-557x)wherein it was suggested that similar index cards prepared on such organizations as the Communist Party, Communist Political Association, and Daily Worker be destroyed. It was noted at that time that outdated indexing procedures of several years ago we automatically indexed many of these organizations by name any time they appeared in mail or reports regardless of whether or not positive or worthwhile information concerning the organization also was set forth. b6 b7C

By memorandum from Mr. Baumgardner to Mr. Belmont, 1-22-54, (66-3286-560) it was noted that the suggestion appeared to have merit provided adequate safeguards were imposed to make certain that no pertinent information was lost in the elimination process. The memorandum noted that the suggestion undoubtedly could be extended to numerous other organizations.

Under the procedure suggested and approved by the Executives Conference (66-3286-561) employees familiar with the rules

of indexing and general contents of the files went through the index cards and eliminated those which would not be indexed under present procedures. This was done without referring to the files except when necessary to make certain index cards of value were not destroyed. 39,937 index cards, or almost the equivalent of an entire index cabinet were eliminated as the result of the previous suggestion.

This suggestion should be referred to the Domestic Intelligence Division for comment prior to adoption.

RECOMMENDATION:

That this suggestion be referred to the Training and Inspection Division for review and acknowledgment.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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TO : A. H. Belmont

DATE: December 27, 1954

FROM : W. A. Branigan

SUBJECT: DESTRUCTION OF RECORDS, Bureau 66-3256
PURGE OF INDICES

CONFIDENTIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/pte

Rememo from Mr. W. G. Eames to Mr. Nichols dated 12-17-54 which recommended that the names in serials 43 and 92 of 100-30969 be deindexed. This memorandum noted that the file in this matter is on the subject of "Seattle Japanese Chamber of Commerce and Japanese Association of North America - Seattle Field Division." The serials are dated in 1942 and 1943 respectively and pertain to translated minutes of the meetings of the organization prior to the entry of the United States into World War II. According to this memorandum there is little or no identifying information concerning the individuals, and in serial 92, page 32, the translator comments that owing to abbreviated nature of the writing and large number of variations in the reading of Japanese names, it is impossible to be certain of a large number of the spellings of the names.

OBSERVATION:

As you are aware the Japanese Government has re-established its Embassy and Consulates in this country, and the Japanese are again beginning to assume a prominent position in world affairs. It is to be expected that the Japanese will reactivate a number of organizations which were friendly to them prior to World War II. It is to be expected that a number of the individuals formerly active in these organizations will again assume positions of prominence in them.

RECORDED - 15 66-3286

13 JAN 4 1955

RECOMMENDATIONS:

That no deindexing of the above names be made even though it is noted that there is little identifying data concerning a number of these names. It is felt that the names should be retained in our indices so that the Bureau will be in a position to immediately follow the activities of the organizations and individuals who were connected with them in the event they again become active in this country.

CONFIDENTIAL

66-3286

Ticklers - Mr. Belmont, Mr. Branigan, Mr. Nasca

3 JAN 7 1955

JVHN: jaa
(4)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 12/31/54

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS 66-3286

RE: DEPARTMENT OF AGRICULTURE FILE
62-25783

Captioned file contains numerous mimeographed schedules of courses offered by the Department of Agriculture Graduate School. It also contains mimeographed statistical reports on farm products and crops. This material is dated in the thirties and early forties and consumes approximately two of the six sections of the file.

It is felt no useful purpose exists for retention of ~~indexed~~ This material, and that it should be destroyed. Archival authority for destruction is unnecessary as informative literature such as this does not fall within definition of "record material".

RECOMMENDATION:

That Records Section be granted authority to purge all schedules of courses offered at the Agriculture Graduate School and all statistical reports on farm products and crops which are dated in the thirties and early forties.

APFO:bas
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 ELW/ltc

INDEXED
RECORDED
66-3286-603

One carbon made for correlation

58 JAN 20 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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Winterrowd
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TO : MR. NICHOLS

FROM : W. G. EAMES

DATE: JAN 3 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/plc

SUBJECT: DESTRUCTION OF RECORDS 66-3286

RE: BOYS CLUB AND JUNIOR G-MAN CLUBS
62-36610

Sub-captioned file opened in 1935 and contains approximately 3,000 serials. Just about every serial is from a young boy or girl inquiring about organizing or joining a "Junior G-Man Club", or asking for identification orders, wanted flyers, etc., so they could help capture criminals. This correspondence includes names of boy or girl friends also interested in joining clubs. Each incoming letter has a yellow, and all replies advise that Bureau has no authority to establish or endorse such clubs. Correspondent most always furnished pamphlets, etc., concerning Bureau's work.

File also contains correspondence as a result of inquiries to the Field concerning Junior G-Man Clubs that were highly organized and had widespread operations. File also contains material on Bureau policy concerning such activities.

This file has approximately 3,000 serials, occupies 1 1/3 file drawer and has approximately 4,000 names of boys and girls indexed in the General Index. It is felt that such incoming letters from boys and girls concerning clubs patterned after law enforcement activities have no current value after they are a year old. Accordingly, it is felt that correspondence to and from young boys and girls concerning Junior G-Man Clubs, etc., should be de-indexed and destroyed if they are over one year old. Of course, we should retain any mail concerning policy or inquiries concerning activities of organized clubs, etc.

RECORDED - 66-3286-604
INDEXED -

RECOMMENDATION:

That Records Section be authorized JAN 14 1955 to de-index and destroy correspondence in 62-36610 that is over one year old, providing it isn't mail on policy matters or mail advising of inquiries concerning clubs established and operating in a questionable or large scale manner.

PFO:bas (3)

ADDENDUM: PFO:bas 1/7/55:

Archival authority to destroy this and like material previously obtained. (66-3286-443, Item 6)

8 JAN 20 1955

CT 66-19087-14

One autostat made for Correlation

Destruction of Bureau Records - Gen'l

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: January 4, 1955

Tolson
Boardman
Nichols
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Winterrowd
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Holloman
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FROM : The Executives Conference

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - FILING OF COPIES OF TELETYPES, AIRTELS, LETTERS AND MEMOS BY THE CHECKING UNIT OF THE RECORDS SECTION

general

The Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, Hennrich, Harbo, Holloman and Nichols considered the following matter which was presented by Mr. Nichols.

The Conference was advised that the Records Section over an extended period of time have been following the practice of destroying duplicates of teletypes, airtels, letters and memoranda of one page in length. When two pages in length, one copy would be kept. During the recent inspection of the Records Section it was recommended and approved that all extra copies of letters, memoranda, teletypes and airtels be destroyed rather than filed unless there was a notation thereon or unless there was some indication a copy would be needed. The Records Section will, of course, make a notation on the originals of such documents of the number of copies destroyed. If, however, a copy of a memorandum is kept or if the duplicate copy of a teletype is kept as a tickler by a Supervisor, which is permissible, no notation will be made on the original when it is filed inasmuch as it will be known, should it be necessary to account for documents, that where no notation appears thereon, copies would not have been destroyed by the Records Section and it would be known what Supervisor would have kept additional copies.

The Conference saw no problem involved in this.

cc - Mr. Harbo
cc - Mr. Sizoo

LBN:ptm
(5)

Records Section
Placed in effect
1/12/55

66-32486

JAN 17 1955

INITIALS OF ORIGINAL

BOARDMAN

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/ke

58 JAN 20 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : EXECUTIVES CONFERENCE

DATE: 1/4/55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EJW/ltr

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #932-54
MADE BY [redacted] b6 b7C
RECORDS & COMMUNICATIONS DIVISION
INDEX CARDS

SUGGESTION

Index cards prepared under outdated indexing procedures be destroyed after removal from general indices of Bureau. Example: Cards prepared on Abraham Lincoln Brigade; Daily Worker Press Club; Black Dragon Society; Kyffhaeuser Bund, Kyffhaeuser Hilfswerk; International Workers Order; National Negro Congress; German Library of Information; Southern Conference for Human Welfare.

ADVANTAGES TO SUGGESTION

Saving of file drawer space; elimination of index cards prepared automatically on certain organizations whether or not positive or worth-while information concerning the organization was also set forth.

DISADVANTAGES TO SUGGESTION

None noted by suggesting employee.

NOT RECORDED
170 JAN 16 1955

b6
b7C

JAN 18 1955

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum to Mr. Tolson 2/15/54, recommended favorably as to Suggestion #779-53, made by [redacted] and [redacted] who proposed destruction of index cards prepared on Communist Party (also several variations under this breakdown, such as, Communistic, Communism, Communist Party Plan, Communist Party Policy, et cetera); Young Communist League; Rueckwander Marine; Friends of New Germany; German American Bund; National Maritime Union; American Youth for Democracy; United Electrical and Radio and Machine Workers of America. These organizations had been indexed whenever they appeared in mail or reports, regardless of whether positive or worth-while information concerning the group or organization was also set forth. Most of these cards contained more than one reference; over 100,000 serials would have to be examined if files were to be checked prior to destruction of each index card. It was felt an employee familiar with indexing rules and general contents of files could go through the cards and eliminate those which would now be indexed under present rules, without referring to files. Files would be reviewed where necessary to insure no index card of value would be improperly destroyed.

INITIALS ON ORIGINAL

cc-Messrs. Sizoo and Harbo

Attachment

dmg (6)

64 JAN 24 1955

ENCLOSURE FILED IN

The Domestic Intelligence Division stated the proposal had merit, provided adequate safeguards were imposed to make sure no pertinent information is lost in the elimination process. The Domestic Intelligence Division felt undoubtedly this elimination process could be extended to numerous other organizations as well.

Memorandum from the Director to Messrs. Tolson and Nichols 2/19/54, instructed that this suggestion be put into effect and that proper safeguards be imposed so that no pertinent information would be lost in the elimination process.

OBSERVATIONS

Mr. V. P. Keay, Domestic Intelligence Division, states there is no objection to the destruction of these index cards provided the necessary safeguards are imposed to make certain no pertinent information is lost in the elimination process.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 1/4/55, composed of Messrs. Tolson, Nichols, Boardman, Mohr, Sizoo, Tamm, Parsons, Hennrich, Holloman, Rosen and Harbo, unanimously recommended favorably with the understanding that the proper safeguards will be imposed by the Records Section in handling this project as indicated herein.

RH

OFFICE MEMORANDUM

Mr. Rosen

Mr. Evans

DISPOSAL OF RECORDS BY
SELECTIVE SERVICE SYSTEM
1940 ACT
SELECTIVE SERVICE

This is to advise that at 4:20 p.m. 1/10/55 Mr. Samuel Reis, Criminal Division, Department of Justice, telephonically requested from Supervisor Henry Onsgard a list of pending Selective Service cases under the 1940 Act.

In view of the contemplated destruction of part of the Selective Service files under the 1940 Act, as set forth in memorandum from Mr. Evans to Mr. Rosen on 1/4/55, the Department desires to advise the Selective Service System of the cases pending prosecutive action so the Selective Service files on these cases can be excepted in event destruction of the 1940 files is ordered.

ACTION:

By airtel on 1/10/55 the 14 offices having pending Selective Service cases under the 1940 Act were instructed to submit by airtel, no later than 1/12/55, a list identifying the cases pending in their offices, which information will be furnished the Department when received.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/pte

66-32486-V
NOT RECORDED
102 JAN 13 1955

HAO:sjf
(6)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: January 4, 1955

FROM : Mr. A. H. Belmont

SUBJECT: [redacted]
SECURITY MATTER - C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4 ELW/tsl

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

A memorandum dated December 21, 1954, (attached) advised of a brief case bearing the initials [redacted]" being held by the cashier at Rectors Restaurant on Connecticut Avenue. It was believed that the brief case contained Communist material and belonged to [redacted], Americans for Democratic Action (ADA). This matter was discussed with Assistant Attorney General Tompkins, who advised that he thought the contents of the brief case should be checked.

b6
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A discreet examination of the brief case revealed that the contents consisted of documents in two manila folders entitled "Rauh - Burnham, Town Meeting of the Air 10/12/54" and "On Removing McCarthy as Chairman of Government Operations Committee," as well as a few loose documents and notes. [redacted] was identified on several of the items in the brief case as the [redacted] for the ADA.

The folder on "Rauh - Burnham, Town Meeting of the Air 10/12/54" contained material which apparently was written for publication and concerned the debate between ADA Vice Chairman Joseph Rauh, Jr. and James Burnham on the subject "Is the Fear of Communism Endangering our Freedom?"

The moderator introduced Joseph L. Rauh, Jr., as a Washington attorney and Vice President of ADA. James Burnham was introduced as an authority on International Communists and Communism, whose latest book is "The Web of Subversion."

The second folder entitled "On Removing McCarthy as Chairman of the Government Operations Committee" contained press releases, letters to various members of Congress, as well as resolutions of the ADA on McCarthy and news clippings relating to the McCarthy question.

Also contained in the brief case was a financial statement for the month ending October, 1954, and for the first ten months of 1954, for the ADA. It is noted that the total income for the first ten months of 1954 was $104,191.78 and the total expenses were $115,632.0

Attachments (Rec't 1-6-55)
cc- L. V. Boardman
A. H. Belmont
L. B. Nichols
H. P. Higgins

HPH:mlf:sfd

66-3286-

JAN 17 1955

INITIALS ON ORIGINAL

JAN 18 1955

The only piece of material found in the briefcase which was of a Communist nature was a copy of "The Worker," a Communist publication, dated April 4, 1954. This item was in the folder concerning McCarthy and contained articles on the McCarthy issue.

The contents of the brief case were photographed (102 photographs, 11 X 14) and furnished to the Bureau. A duplicate set of photographs, as well as the original film are being maintained in the files of the Washington Field Office.

RECOMMENDATIONS:

(1) Inasmuch as there appears to be no pertinent subversive information of interest to the FBI at this time in the photographs of the data contained in the brief case and because of the bulky nature of these photographs it is recommended that the Bureau copy of these photographs be destroyed and no further action taken. A copy of the photographs is being retained by the Washington Field Office for any future reference necessary. The briefcase and the contents contained therein have been returned to the original source, the Rectors Restaurant on Connecticut Avenue.

(2) It is recommendedthat the attached letter be forwarded to Assistant Attorney General Tompkins for his information.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1-10-55

FROM : Mr. Harbo

SUBJECT: DESTRUCTION OF FIELD FILES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SYNOPSIS:

This memorandum proposes consideration of the destruction annually by auxiliary field offices of all non-security type files over 15 years old; the complete file to be retained only by the Bureau and office of origin. Fifteen year age to be determined from most recent RUC serial in file. New index card to be prepared at time file destroyed to include date of destruction, office of origin and identifying data re principal subject. (Senate Appropriations Committee interest in reduction of volume of all government records evidenced by telephone call from Mr. Paul Kamerick, Investigative Staff, to Mr. Nichols, May 8, 1954, advising that committee contemplated survey by private firm. Previous proposal that problem be solved by microfilming certain field files rejected by Executives Conference on November 29, 1954.) Following factors favor proposed destruction: (1) A computation from Seat of Government administrative report as of November 30, 1954 reflects that on an average each field office acts as an auxiliary office in 68.5 per cent of its total cases, thus making possible considerable potential savings in cost of file cabinets and leased space. (2) Value of references to auxiliary office files is questionable inasmuch as only Bureau and office of origin files contain complete information. (3) In connection with microfilming proposal, New York office survey reflected relatively few referrals to files 15 years of age and older. (4) That survey also reflected destruction of files 15 years old would result in disposing of 16,188 files in first year and 87,297 files in 5th year resulting in savings of approximately $7,000 for these two years in the New York office (no estimated savings figures available for interviewing 2nd, 3rd and 4th year).

Inspectors B. C. Brown, J. E. Nugent and H. C. Van Pelt recommend proposal be adopted. Mr. F. L. Price, Investigative Division, ASAC H. B. Fletcher, WFO, Mr. Wendell Eames, Records and Communications Division, interposed no objections. Assistant Director Belmont and W. A. Branigan, Domestic Intelligence Division, opposed destruction of security type files. Assistant

cc: Mr. Mohr
Mr. Rosen

RECORDED - 10

66-3276-605

21 JAN 17 1955

EX-125

GEN/ATH:gsr/rlc

(7)

ATTACHMENTS - Sent

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4LEW/sbs

1-year ago 2/2/77

Director Mohr, Administrative Division, Inspector G. C. Callan, Special Inquiry Section, and Supervisor J. A. Reilly, Employee Security Section, recommend views of SACs in field be obtained with respect to applicant type cases (in which Bureau is office of origin) as to: (1) Whether proposal would result in considerably increased correspondence between field offices to check indices on applicants, relatives and references of applicants. (2) Whether such correspondence would result in some delay in meeting deadlines in these cases.

RECOMMENDATIONS:

(1) a. The attached letters be sent to 10 selected field offices requesting each to conduct a survey for the week January 17 through January 21, 1955, to determine the number of references made to files of the non-security type over 15 years old in connection with applicant type cases as compared with references to files up to 15 years of age.

b. That SACs of these offices submit their recommendations by January 27, 1955, as to whether the proposal should be adopted and specifically as to whether it would result in delays in applicant type cases.

(2) That the proposal be submitted for consideration by the Executives Conference on receipt of replies from the Special Agents in Charge.

- 2 -

(Details continued on next page.)

DETAILS:

Problem:

There is a need to develop a workable solution to the problem of reducing our records volume in the field without impairing the efficiency of field office operations.

Proposal:

That auxiliary offices destroy annually all files of non-security type which are more than 15 years old, date of destruction to be determined by top serial on RUC file; files in Bureau and offices of origin to be maintained as before.

Background:

Based upon a survey made in 3 field offices for 60 days for the purpose of determining whether certain field records should be microfilmed. The Executives Conference of 11/29/54, decided no further action should be taken in this regard.

The increasing interest of government officials in reducing the volume of records was evidenced by a call from Mr. Paul Kamerick, Senate Appropriations Committee, to Mr. Nichols on May 8, 1954, advising that the Appropriations Committee is getting up a report calling for a survey of all government records by a private firm.

Findings:

The New York office from June 10 to August 10, 1954, tabulated by classification the number of closed files in various age groups and the number of references to these files. Results are set out:

Category	Number of Closed Files in Category	Number of References to These Files During 60-Day Period
Up to five years old	202,068	25,250
Five years to 10 years	135,137	12,439
10 to 15 years	146,279	13,455
15 to 20 years	13,279	517
20 to 25 years	14,988	114

There were 28,267 files more than 15 years old. Of these, 16,188 were non-security type files which could be destroyed in the New York Office if this proposal is approved. This estimate is based upon a computation made from the Seat of Government monthly administrative report of 11/30/54, which reflects that, based upon averages, each office acts as an auxiliary office in 68.5% of its total cases. Similarly other offices could reduce non-security type files substantially. In the case of Bureau applicant investigations New York Office has 3080 more than 15 years old which can all be destroyed since the Bureau is origin. The New York Office survey reflects that there is a substantial decline in the number of references made to closed files (including RUC files) after they become 15 years old. The number of references in the 10 to 15 year old group was 13,465 or 9.1% of the total files in that age group; 15 to 20 year old group 517 or 3.9%; 20 to 25 year old group 114 or .8%. Inasmuch as files over 15 years old are referred to rarely, the question arises as to whether they are actually needed in auxiliary offices, particularly since an auxiliary office never has the complete "picture" of a Bureau case but only that which pertains to the particular phase of an investigation which it has conducted. An auxiliary office is dependent upon office of origin or Bureau for complete information in all cases regardless of age.

Inspectors B. C. Brown, H. C. Van Pelt and J. E. Nugent recommend the proposal be adopted.

At time of contact Mr. Rosen, Investigative Division, was not available; however, Mr. Frank Price offered no objection but pointed out the need for maintenance of the index card on each RUC case destroyed, the card to reflect the office of origin and file number, auxiliary office file number, date and place of birth, race, and name of principal subject and date of top RUC serial. It is observed that this could be accomplished without difficulty by preparing a new index card at the time the file is destroyed. The file number of the RUC file would be listed at the beginning of each classification in accordance with existing procedures.

Mr. Fletcher, ASAC, Washington Field Office, offered no objection but emphasized the fact that the destruction of such files would require the services of an experienced clerk (GS-3) to insure the work was done accurately. He estimated that one clerk could process about 275 cases or about 1½ file drawers daily. In the case of applicants' files over 15 years old, they could be destroyed since the Bureau is origin. He further raised the question as to the major cases such as the Matnap case, part of which is maintained in the closed section. He observed that more than 2/3 of each file drawer in cases other than applicants could be destroyed so that extra space would be gained on a daily basis as the work progressed. Concerning major cases, no difficulty should arise since the file would be destroyed after the top serial on each RUC file is 15 years old. Therefore, cases which are active from time to time cannot be destroyed.

Mr. Callan, Section Chief in charge of applicant type investigations (other than Bureau) advised that if this proposal were adopted he believed it would result in (1) additional traffic from one office to another based upon the need for checking out relatives and references of the applicant, and (2) delays in some instances since auxiliary offices would be setting out leads to the offices of origin entailing new deadlines. The Bureau makes an indices check on applicants only and relies on the field for indices checks on references and relatives on all applicant type cases (except Bureau). Mr. Callan stated that he would interpose no objection if the SACs in the field are in accord with the plan following a survey which indicated the advisability of adopting the proposal.

Mr. J. A. Reilly, Loyalty Section, stated that the Loyalty Section concurred with the observations made by Mr. Callan and would likewise be in accord with the proposal if the results of a field survey are favorable to the adoption of the proposal.

Mr. Wendell Eames, Records Section, offered no objection but stated that other government agencies sometimes request name checks in field offices. This could be overcome since the identity of the office of origin for each case and identifying data regarding the subject would appear on the index card. If the name being checked could not be eliminated field office could refer the inquiring agency to the office of origin.

Mr. Mohr, Administrative Division, stated he would have no objection to the destruction of Bureau applicant files over 15 years old in auxiliary offices if the SACs in the field felt that this plan should be adopted. He suggested that the views of the field be obtained.

ESTIMATED SAVINGS IN NEW YORK OFFICE

If the proposal is approved, based upon the survey in New York, 16,188 files in that office could be destroyed the first year; figures for the second, third and fourth years are not available from the survey; at the end of the fifth year 87,297 files could be destroyed. The resultant savings are set out below:

SAVINGS IN CABINET COST AND LEASED SPACE

Cabinets	4-drawer	5-drawer
1st. year	20 cabinets at $50 - $1000	16 cabinets at $58 - $928
5th. year	109 cabinets at $50 - $5450	87 cabinets at $58 - $5046
Space		
1st. year	20 cabinets at 4.5 square feet or 90 square feet x $1.65 - $148.50	16 cabinets at 5.5 square feet or 88 square feet at $1.65 - $145.20
5th. year	109 cabinets at 4.5 square feet or 490.5 square feet at $1.65 - $809.32	87 cabinets at 5.5 square feet or 478.5 square feet at $1.65 - $789.52
Total Savings	$7407.82	$6,908.72

The savings for the first and fifth years alone would be either $6,908.72 or $7,407.82 depending upon whether 4- or 5-drawer cabinets are used.

(New York Office uses both types of cabinets, 4- and 5-drawer; pays $1.65 a foot for leased space; estimate of 200 files of the consolidated type to a drawer was used.)

In attempting to determine if any additional measures could be taken with regard to the destruction of files consideration was given to security type files. Mr. Belmont stated he does not believe security type files in auxiliary offices over 15 years old should be destroyed since this matter has been considered many times before and the cost of retyping copies needed is a disadvantage outweighing the advantage to be gained in saving space. Mr. Branigan, Espionage Section, pointed out with regard to World War II security cases relating to German, Italian and Japanese matters that many of these cases were opened for example under the caption "German" and later were found to involve individuals who were Communists.

Conclusion:

It is believed that files in auxiliary offices of the non-security type over 15 years old are rarely used, particularly since auxiliary offices do not have complete information on Bureau cases at any time; that the potential problem in connection with applicant and loyalty cases could be resolved by a survey in the field to determine whether there would be a substantial amount of additional traffic or any delays in investigations conducted in the handling of investigations in the field. Files of the security type in auxiliary offices over 15 years old should not be destroyed.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/28/54

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/pte

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
66-3286

RE: ~~CLASSIFICATION OF FINGERPRINTS~~
62-19767

Since September 23, 1952, the Crime Records Section has handled requests for pamphlets (including material on FBI, Communism, Identification, etc.) merely by sending material to correspondents in envelopes without cover letters and by destroying the incoming requests.

The Bureau prepared a booklet on "Classification of Fingerprints" in 1935 which is more or less the bible of law enforcement officers and identification officers. File 62-19767 on this subject contains approximately 4,700 serials. It occupies 61 sections in 2/3 of a file cabinet. Although the file contains history of the creation of the booklet, restrictions on its publication and distribution, and other related policy data, a vast majority of the serials are requests from citizens and police officers for a copy of the booklet. Thousands of names of individuals who have received or requested the booklet have been indexed.

Since August 27, 1953, the Government Printing Office has been selling copies outright to individuals writing in on letterhead of law enforcement agencies in accordance with previous Bureau approval. GPO does refer all requests not on letterhead to the Bureau. The Crime Records Section does not keep these requests but returns letters of request to GPO with a rubber stamp notation authorizing GPO to sell or returns letters of request with a 5 by 3 form card advising requestor the booklet is available only to law enforcement personnel who submit requests on letterhead of the agency.

Accordingly, no record is kept of purchasers of booklet by the Bureau or GPO if request is sent directly to GPO. New requests now directed to GPO for this booklet as Bureau publicizes that booklets should be purchased at GPO. Some requests do come directly to the Bureau, however, and the request with yellow is filed whether or not a copy of the booklet is furnished. There appears to be no need to file such requests if addressed to the Bureau inasmuch as identical requests received at GPO (some of which are forwarded to the Bureau and returned by the Bureau to GPO) are not filed or made a matter of record. Now that the booklet has received such wide dissemination and is being distributed mainly by GPO, it is felt it falls in the category of other Bureau literature which is disseminated for which no incoming requests or yellows are filed. 66-3286-606

PFO:wm:hmo
(3)

INDEXED RECORDED

FEB 1 1955

JAN 1955

(Recommendation on Page 2)

One autostat made for Correction

Memorandum to Mr. Nichols *12/28/54*
Re: Destruction of Records, 66-3286

RECOMMENDATIONS:

1. That all requests for copies of the booklet "Classification of Fingerprints" prior to August 27, 1953, (date GPO commenced selling booklet to duly constituted law enforcement officers) be de-indexed and destroyed. Of course, all correspondence relating to policy, history, etc. would be retained.

2. That all requests subsequent to August 27, 1953, be likewise destroyed and that in the future requests for the booklet and yellows not be filed and that only mail relating to policy revisions, history, etc., be filed.

I agree

ADDENDUM: JJM:ptm 1-4-55

I agree. Past requests where copies of the booklet "Classification of Fingerprints" have no value and the Bureau's files can be de-indexed and destroyed We should, of course, keep all correspondence relating to policy, history, etc. As to keeping copies of incoming letters received in the future requesting this booklet, I feel there is no reason for preparing yellows or abstracts on outgoing letters answering requests of this nature. Therefore, I recommend we in the future answer such requests with a typed letter for which no yellow or abstract will be prepared and that the incoming communication be stamped "Return to Room 4236" (Crime Records Section). After the letter has gone out we can therefore destroy the incoming communication. Of course, any correspondence in the future relating to policy, revisions, etc., on this booklet will be retained and yellows and abstracts will be prepared for any outgoing letters on thi ssubject matter that do deal with policy.

1/6/55

1-5

Completed 2/14/55

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. BELMONT

FROM : W. A. BRANIGAN

DATE: January 14, 1955

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/ptc

SUBJECT: DESTRUCTION OF RECORDS -- 66-3286

RE: LISTS OF LICENSED COMMERCIAL AND AMATEUR RADIO OPERATORS (FEDERAL COMMUNICATIONS COMMISSION -- 62-40185)

Reference is made to the attached memorandum from W. G. Eames to Mr. Nichols dated 1/12/55 recommending that the Records Section de-index approximately 17,000 names appearing on lists which had been received by the Bureau from FCC between June, 1941, and April, 1945. A perusal of these lists reflects that the individuals identified thereon were either holders of FCC licenses or qualified to secure such licenses. There is no indication that these individuals were or might have been subversives.

Normally, the holders of FCC licenses are not of any interest to the Bureau unless they have subversive backgrounds. In that connection, it is pointed out that the Bureau has a program entitled "Clandestine Radio Communications -- Potential Operators," the purpose of which is to identify subversives, who by training and experience, could be utilized in clandestine radio activity. The identities of any FCC license holders uncovered under this program is brought to the attention of FCC periodically.

Inasmuch as the FCC lists referred to above merely identify a number of license holders of over ten years ago and there is no indication that these individuals were or might have been subversives, it is not foreseeable that the retention of these lists will serve any useful purpose or be of any value to any of our investigations.

RECOMMENDATION:

That the Espionage Section interpose no objection to the de-indexing of names recommended in the attached memorandum.

Attachment

66-3286-607

RECORDED

INDEXED

24 JAN 18 1955

cc - A. H. BELMONT
W. A. BRANIGAN
L. B. NICHOLS
A. P. LITRENTO

APL:mg (5)

JAN 20 1955

Completed 1/21/55

3954 references re-indexed (CA)

Purge Unit

One autostat made for Correlation

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 1-12-55

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/rte

SUBJECT: DESTRUCTION OF RECORDS -- 66-3286

RE: LISTS OF LICENSED COMMERCIAL AND AMATEUR RADIO OPERATORS (FEDERAL COMMUNICATIONS COMMISSION -- 62-40185)

In June, 1941, the Federal Communications Commission advised it had secured certain information concerning holders of both commercial and amateur radio licenses. This information included class of license; state of residence; year of birth; place of birth; past military service, and kind of discharge; present rank if in military service; whether operator born in axis country and whether operator had military service in axis country (62-40185-164X). Although the Federal Communications Commission said they had this information on approximately 130,000 licensed operators and that they would furnish same to Bureau in coded form by using IBM equipment, we only received approximately 27,000 names between June of 1941 and April 27, 1945. The latter date appears to be the last one on which the FCC submitted names of individuals. The later lists contained names of individuals who were qualified to receive operators licenses; however, none had been issued to them as operation of stations had been discontinued during the war. Lists received toward the end of period contained only home addresses of person qualified for a license.

It is believed that the type of information contained in these lists has no contemporary value to us today as lists merely identify holders of radio licenses over 10 years ago. Approximately 17,000 names were indexed and because there are so many common names amongst them the references are listed over and over again on name checks of persons with the same common names.

Accordingly, it is felt that the names of individuals holding radio operator licenses or qualified to receive licenses should be de-indexed in order to prevent unnecessary file reviews as well as to save space in the General Index.

We already have Archival Authority to destroy Name Checks and as these lists of names can be construed in this category further Archival Authority to destroy these lists in unnecessary.

RECOMMENDATION

Continued next page

ENCLOSURE

66-3286-607

RECORDED - 24 JAN 18 1955

PFO:hmo
(4) cc 62-40185

Memo Eames to Nichols 1-12-55
Re: Destruction of Records -- 66-3286

RECOMMENDATION:

That authority be granted Records Section to de-index names, furnished to the Bureau by the Federal Communications Commission during the period June, 1941, through April 27, 1945, of individuals who possessed radio operators licenses or who qualified for issuance of a radio operators license.

Done 2-4-55
Bulky list
w/2 - 40185-164X+178
Destroyed because
of no value & because
Daily determined.
Arch. Authority contained
in 66-3286-192.
P.O'Connell

66-19187-9

5,192 references
de-indexed

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-11-55

FROM : F. W. WAIKART

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4ELW/pcl

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: XDESTRUCTION OF ROUTINE INTELLIGENCE SUMMARIES RECEIVED FROM OTHER AGENCIES

Reference is made to the attached memorandum from Mr. [redacted] to Mr. Belmont entitled [redacted] INFORMATION CONCERNING (ESPIONAGE), referring to the efforts of the Office of Special Investigations to retrieve all copies of a Counterintelligence Summary prepared by OSI dated 3-17-53. A check of Bureau files for a copy of this document which was presumably furnished us has been negative for the obvious reason that it was destroyed pursuant to Bureau authority granted in October, 1950, to destroy all intelligence summaries from other Agencies in the event there was no reason for the Bureau to retain them. As indicated in the referenced memorandum this type of document is submitted to the Bureau by various Intelligence Agencies in large quantities for informational purposes. They are reviewed by Bureau Supervisors and if no information of value is developed, they are destroyed, usually by the Supervisor reviewing the summary. Mr. Boardman raises the question as to whether or not it would be feasible to make some kind of record of items such as this that are destroyed.

I do not feel that there is any feasible or practical method by which a worthwhile record could be retained except with the expenditure of much time and effort. A log or inventory over and above the administrative difficulties of maintenance would soon become extremely lengthy and unwieldy. This is particularly true with regard to instant case inasmuch as the document in question is almost 2 years old. During such a long lapse of time we would receive literally thousands of these summaries. Bearing in mind the end result, namely the fact that the Bureau's copy has in fact been destroyed, such an inventory would be a complete waste of time. We have every reason to believe the summary has been destroyed and an inventory record to reflect that fact seems to me to be completely unnecessary.

RECOMMENDATION:

That no changes be made in our present procedures concerning the destruction of routine intelligence summaries from other Agencies and, since in this case we obtained authority from OSI to destroy such data, that that Agency accordingly be advised through liaison of the Bureau's destruction of their publication dated 3-17-53.

FWW:nle
Attachment
(3)

b6
b7C

62-93153-2

UNRECORDED COPY FILED IN

JAN 18 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: January 7, 1955

FROM : R. R. ROACH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/ptc

SUBJECT: [redacted]
INFORMATION CONCERNING (ESPIONAGE)

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

On 11/4/54, the Bureau received an envelope postmarked November 3, 1954, at League City, Texas, containing the return address of [redacted] Texas. The envelope contained two photographs purporting to be photographs of the cover of a pamphlet entitled "Office of Special Investigations, Counter Intelligence Summary, United States Air Forces in Europe." The classification "Secret Security Information" appears thereon. There was no letter accompanying these photographs. b6 b7C

By memorandum dated 11/15/54, we instructed our Houston Office to locate and interview [redacted] to determine his purpose for sending these photographs to the Bureau and to conduct logical investigation as this may involve unlawful disclosure of classified matter. Since the full facts surrounding these photographs and the identity and occupation of [redacted] were not known, OSI was not advised at that time. It was felt more desirable to be able to furnish OSI with specific information since the identity of the sender of the photographs appeared to be readily available. By memorandum dated 12/7/54, our Houston Office set forth their logical investigation which had been conducted and which indicated that [redacted] was a fictitious name and that the individual transmitting these photographs to the Bureau had not been identified. Copies of the photographs together with a summary of the investigation conducted was turned over by our Houston Office to OSI locally. OSI advised our Houston Office it was conducting an investigation to determine if pamphlet is missing and also to determine the identity of the sender of instant photographs. OSI further advised instant photographs parallel other instances where airmen had photographed secret documents and sent them to friends and relatives in an effort to impress them with their importance. Based on this information it did not appear necessary for us to notify OSI Headquarters. Our Houston Office advised OSI that no further

Ticklers: Mr. Belmont
Mr. Branigan
Mr. Waikart
Mr. Philcox
Mr. Jones
Section Tickler

NWP:ARJ:mm:rmw:fjm/bmm

(7)

ENCLOSURE

NOT RECORDED
167 JAN 20 1955

investigation was being conducted by the Bureau and if any information of interest to the Bureau was uncovered during its investigation, they should so advise us.

Subsequent inquiries were received regarding this matter from OSI Headquarters on 12/30/54. Upon request, the original photographs received by the Bureau through the mail were turned over to OSI on 1/4/55, together with the envelope in which the photographs were mailed. In an effort to trace the leak of the OSI document classified "Secret," OSI is attempting to retrieve all copies of the document which were disseminated to other Government agencies. They officially requested the Bureau on 1/3/55, to locate and return its copy to OSI. This is identified as a Counterintelligence Summary prepared by OSI in Europe dated March 17, 1953, issue number 37. A complete search has been made by our Records Section, and this document has not been located in Bureau files.

A memorandum in Bureau files dated October 12, 1950, entitled "Processing of Intelligence Summaries Received from Other Agencies" indicates that we obtained authority from other agencies, including OSI, to destroy intelligence summaries in the event there was no reason for us to retain them. This is the type of document which is submitted to the Bureau by various intelligence agencies in large quantity for information purposes. These documents are reviewed by Bureau supervisors and if we have no reason to retain them in Bureau files, they are destroyed. Nor is this type of summary furnished to the field by the Bureau. On rare occasions certain items are abstracted from the summaries and furnished to the field but the summary itself is never sent. Since this document has not been located in Bureau files, it is apparent that it was destroyed in line with our policy.

ACTION:

OSI is being advised by Liaison that this document was destroyed by the Bureau in accordance with authority granted by OSI in October, 1950.

b6
b7C

GAO FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : W. G. EAMES

DATE: 1-11-55

SUBJECT: DESTRUCTION OF RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/pte

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

RE: DESTRUCTION OF OBSOLETE MAIL IN THE ADMINISTRATIVE CLASSIFICATION (66 Classification)

As a result of a suggestion by Records Section employees, the Administrative Division commenced a review of the 66 classification for the purpose of removing and destroying obsolete mail of no value today. The 66 classification contains thousands of pieces of mail in files on Field Offices and other varied subject matters, which pertained to procurement of supplies, physical maintenance of space, and other miscellaneous housekeeping matters.

There are thousands of files that should be reviewed. The Administrative Division has been making good progress considering the limited personnel it has been able to assign to this work and the review of the files is being done on a part time basis by three employees in the Administrative Division.

You will recall about a year ago the Administrative Division furnished us with a set of standards to follow in destroying alphabetical administrative files on Agents and Clerks. We were able to gain badly needed space at that time and it is proposed that the same procedure be reinstituted in destroying the above mentioned material. As you know, we have received no additional space to house last years' order of file cabinets and it is imperative that we take immediate action or our files service will be seriously impaired. Upon receipt of an appropriate set of standards we will remove personnel from other work in order to expedite this project.

RECOMMENDATION:

That the Administrative Division allow the Records Section to take over the destruction of obsolete mail in the 66 classification and further, furnish us with a set of standards with which to do so.

PFO:nle;jg
(3)

ENCL.

INDEXED
RECORDED

66-3286-608

JAN 33 1955

FEB 1 1955

67 FEB 9 1955

one attestat made for Correlation

CORRESPONDENCE IN 66-FILES THAT CAN BE PURGED

1. Listing of salary checks - over 1 year old. OK eyf - no longer sent to field
2. Listing of expense checks - over 1 year old. OK eyf - no longer sent to field
3. Orders for extra copies of IO's - over 1 year old. OK per prof
4. Correspondence relating to supplies prior to last inventory (1951) OK eyf
5. Duplicate copy can be destroyed generally on all correspondence OK eyf
6. Correspondence relating to Manual of Instructions, Manual of Rules and Regulations, etc. prior (1951) last inventory. OK eyf
7. Forms letters on errors found in reports over 10 years (prior to 1944.) OK eyf
8. Forms letters relating to vouchers over 10 years (1945) OK JSJ
9. Correspondence relating to bids or contracts over 10 years (1944) OK eyf
10. Correspondence pertaining to vouchers over 10 years (1944) OK JSJ
11. Correspondence on the movement of employees over 5 years old, (prior 1949) OK ER per prof
12. Correspondence relating to issuance of telephone directories over 3 years old, (prior 1952) OK WE. per prof
13. Correspondence relating to office supplies prior to last inventory 1951. OK eyf
14. Correspondence relating to request or transmittal of books of Government Transportation Requests. — 3 yrs old OK eyf
15. Correspondence relating to purchases authorization prior to last inventory 1951. OK eyf
16. Correspondence on space matters over 10 years old (1945) OK eyf
17. All inventory lists over three years old. OK eyf
18. All mail requesting expendible or nonexpendable material over three years old as well as mail acknowledging same over three years old. OK eyf
19. All mail which bears stamp "Original filed in" or "Recorded copy filed in". OK eyf
20. All mail in connection with detention rooms. OK eyf
21. Letters transmitting commission cards or acknowledging receipt of old commission cards after two years. OK eyf

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HEREIN IS UNCLASSIFIED
DATE 8/3/82 BY SP4 ELW/rte

ENCLOSURE

66-3286-608

XEROX
APR 1 1963

22. Letters transmitting new pages of manuals and letters adknowledging same, after two years - also letters returning old pages of manuals. OK

23. Teletypes requesting supplies and teletypes advising they have been sent - after two years. OK

24. Mail requesting Identification Orders or advising they have been sent - after two years. OK EIF procs

25. Missing files - ~~unless located~~ - after ten years. OK

26. Inventories of Bureau Property - after three years. OK

27. All statistics on new or old cases - after ten years. OK by auditor

28. Automobile Inventories - after three years. OK

29. Mail in connection with Black-out material after five years. OK

30. Mail in connection with car accidents unless an unusual case - ~~after ten years.~~ AFTER 10 YEARS OR CASE STILL PENDING. OK EIF procs

31. Acknowledgment from the field office for receipt of supplies and equipment. OK

32. Copies of transfer letters IN OTHER THAN PERSONNEL FILE. OK ERC

33. Intra-Bureau memoranda regarding supplies and equipment or other miscellaneous items, ~~of minor nature - not confidential~~ OK

34. Field office requests for authority to repair equipment and authority for other miscellaneous services. OK

See 66-3286-134 for other mail distinguished in these files.

3-46 (Rev. 2-3-60)

FEDERAL BUREAU OF INVES[redacted]GATION

Room 5515 3/30/ , 1960
Telephone 315

___	Director	___	Mr. Anderson
___	Mr. Tolson	___	Mr. Bassett
___	Mr. Mohr	___	Mr. Beaver
___	Mr. Parsons	___	Mr. Cavanaugh
___	Mr. Belmont	___	Mr. Clark
___	Mr. Callahan	___	Mr. L.L. Davidson
___	Mr. DeLoach	___	Mr. Hereford
___	Mr. Malone	___	Mr. Hershey
___	Mr. McGuire	___	Mr. Hunsinger
___	Mr. Rosen	___	Mr. Hunzeker
___	Mr. Tamm	___	Mr. Leishear
___	Mr. Trotter	___	Mr. McDaniel
___		___	Mr. Morrell
___	Mr. Clayton	___	Mr. Nally
___	Miss Gandy	___	Mr. O'Connell
___	Mr. Ingram	___	Mr. Rogers
___	Mr. Tavel	___	Mr. Smith
		___	Mr. Travers
___	See me	___	Mr. Walsh
___	Call me		
___	For your infor.	___	Mr. Armstrong
___	For approp. action	___	Mrs. Axtell
___	Note & return	___	Miss Campsey
		___	Miss Conlon
___	Mr. Hyde	___	Mr. D. Cox
___	Mr. C.R. Davidson	___	Miss Guigon
___	Mr. Gauthier	___	Mr. Jackson
___	Mr. Gunsser	___	Mrs. Jacobs
___	Mr. J.S. Johnson	___	Miss Kennedy
___	Mr. Rennebergen	___	Miss Kirwan
		___	Mr. Lockhart
___	Miss Tietgen	___	Mr. Marsden
___	Miss Klein	___	Miss Nelson
___	Miss Doyle	___	Mr. Newman
		___	Mr. Row
___	Mr. M.A. Jones	___	Mrs. Salpini
___	Mr. Millen	___	Miss Usilton
___	Reading Room	___	Mrs. Wood
___	Mail Room		

DATE 8-3-82 BY [illegible]

re #25

[redacted] Room ___

Murder statistical
library coverage does not
include words can be
obtaining at Sta. 10 Room.

N. P. CALLAHAN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-11-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS -- 66-3286

RE: JAPANESE PASSENGERS
65-3046

Subcaptioned file is a file on the movement of Japanese passengers by air plane, train and other carriers within and without the United States prior to World War II. There are approximately 890 serials which pertain to travel by Japanese prior to December 7, 1941. Approximately 27 serials pertain to travel by Japanese through the end of December, 1941. There is absolutely nothing derogatory in the vast majority of serials concerning the Japanese whose movements are mentioned. In fact, there is nothing to indicate who the Japanese are, the mail merely states that an airlines office advised that a Japanese had secured a reservation.

It is felt that this information has no contemporary or even informational value today and that it should be de-indexed. The de-indexing will eliminate approximately 4,000 index cards from the General Index.

Archival Authority for destruction of mail completely de-indexed will be secured at a later date along with other types of mail.

RECOMMENDATION:

That the Records Section be authorized to de-index names of Japanese contained in 65-3046, who were moving in, out, and within the United States by airplane and other carriers if no derogatory information is shown concerning the Japanese.

PFO:nle:hmo
(3)

Completed 2/2/55
2,354 references de-indexed.
Purge limit

INDEXED
RECORDED

66-3286-609

JAN 26 1955

4 - [illegible]

Memo Belmont to Nichols
cc - Mr. Tracy
1/19/55
VHN:lmw

5 - mvd

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EHW/pfc

68 FEB 1 1955

(One duplicate made for Correlation)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. BELMONT

FROM : W. A. BRANIGAN

DATE: January 19, 1955

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS - 65-3286

RE: ~~JAPANESE~~ PASSENGERS
65-3046

Re memorandum 1/11/55 from W. G. Eames to Mr. Nichols which recommended that the Records Section be authorized to de-index names of Japanese contained in Bureau file 65-3046, who were moving in, out, and within the United States by airplane and other carriers if no derogatory information was shown concerning the Japanese. It was noted the information was obtained prior to January, 1942.

OBSERVATION:

In view of the fact that the referenced memorandum recommended that only the names of those Japanese in file 65-3046 concerning whom there is no derogatory information in the file be de-indexed it would appear advantageous to have the indices purged of these names since the travel information of itself would be of little value to the Bureau.

RECOMMENDATION:

It is recommended that the Records Section be authorized to de-index the names of the Japanese in file 65-3046 providing no derogatory information is shown therein concerning the Japanese.

Completed 2/1/55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EHW/ptc

Tickler: Mr. Belmont
Mr. Branigan
Mr. Nichols
Mr. Nasca

VHN:baw
(5)

66-3286-610

RECORDED

JAN 26 1955

INDEXED

53 FEB 1 1955

REG. SECT.

One autostat made for Correlation

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 1/21/55

FROM : W. G. EAMES

SUBJECT: "Y" FILES - RECORDS SECTION

We are presently maintaining in the Publications Section of the Filing Unit, three cabinets of documents known as the "Y" files. These documents consist of publications, newspaper clippings, etc., prepared during the World War I period. They are not indexed and we receive no requests for them.

In view of the inactiveness of these records, it is requested that they be reviewed by the Domestic Intelligence Division and a decision rendered as to whether they should be retained or whether they should be destroyed.

RECOMMENDATION:

This memorandum be referred to the Domestic Intelligence Division in order that the "Y" files can be reviewed to determine if they should be retained or if they can be destroyed. Examples of these files are attached hereto.

WWM:kb
(3)
Attachments - 4

10 ENCL, 32 attached & returned to rld. 12/16/55 gm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/rte

RECORDED-32 66-3256-611

INDEXED - 32

EX-128

13 JAN 31 1955

5 - CENTRAL RESEARCH

ack. by memo 2/10/55

SHF:dfe

10 FEB 17 1955

UNRECORDED COPY FILED IN 66-3256-4

SAC, New York

Director, FBI

1-11-55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/pte

Bureau Property - Control

DESTRUCTION OF FIELD FILES

Destruction of Field Files Destruction of

Consideration is being given by the Bureau to a proposal that auxiliary offices destroy annually all non-security type files over 15 years of age; the complete file to be retained only by the Bureau and the office of origin.

The proposal contemplates that the 15 year age limit will be determined on the basis of the most recent RUC communication appearing in the auxiliary office file. A new index card would be prepared at the time of destruction reflecting the office of origin and file number, auxiliary office file number, Bureau file number, date and place of birth, race, and name of principal subject, date of most recent RUC serial and the date the auxiliary office file was destroyed. Auxiliary offices receiving leads requiring reference to a file which has been destroyed would send the incoming leads to the office of origin for handling. Files destroyed would be listed by number at the beginning of each classification as is currently done.

The New York office and offices receiving copies of this communication will submit the following information:

(1) Your observations and recommendations as to whether the proposal should be adopted for all non-security type cases.

(2) Your views as to the effect the plan would have on applicant type investigations in which the Bureau is origin, for example, classifications 67, 77, 116, 121, 123, 124, 128, 133, 138, and 140 (applicant type and Security of Government Employee cases). Specifically your comments are requested as to whether such a proposal would result in (a) considerable additional correspondence between field offices to check indices on applicant, relatives and references of the applicant (or employee) in applicant and Security of Government

ENCL 6

63

Tolson
Boardman
Nichols
Belmont
Harbo
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Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

cc: Louisville (Attachment) Los Angeles (Attachment) (1)
Newark (1) Cincinnati
Seattle Chicago
Detroit Knoxville
Boston

66-3284-612

RECORDED - 63
INDEXED - 63

MAILED 8
JAN 12 1955
COMM-FBI

13 JAN 31 1955

ATH:dlc
(13)

EX-103

RECEIVED
JAN 11 3 14 PM '55
U.S. DEPARTMENT OF JUSTICE
FBI

Employee investigations and (b) delays in some instances in meeting deadlines as a result of auxiliary offices setting out leads to the offices of origin to check indices.

(3) In order to appraise the possible effect of items 2a and 2b (above) each office will conduct a survey for the work week January 17 through January 21, 1955. You will record the number of times it is necessary to refer to non-security type RUC files over 15 years old in connection with name checks of applicant (or employee), references and relatives in both applicant and Security of Government Employee cases as compared with the number of references of this kind to all files now maintained. The tabulation should be broken down according to the following age groups:

(a) All non-security type files up to 15 years of age.

(b) All non-security type files 15 to 20 years of age.

(c) All non-security type files in excess of 20 years of age.

The name checks involved in survey (3) above will, of course, include references to a variety of classifications. The age group is to be determined by the most recent serial in the file. In considering your recommendations as to the proposal with reference to applicant type cases, you will bear in mind that in these cases (except Bureau applicant) the Bureau makes an indices check on the applicant only and relies upon field offices to check indices on relatives and references of the applicant. Your reply as to the survey should be in the form similar to that attached.

Each Special Agent in Charge will submit his recommendations, together with the results of the survey, to reach the Bureau, Attention Training and Inspection Division, by January 27, 1955.

Attachment (1)

The following chart reflects the number of non-security type files in each classification by age group and the number of times to which each is referred in connection with name checks of applicants, references and relatives (include employees and their references and relatives in SGE cases). These name checks are those which would normally be made in the course of investigations relating to classifications 67, 77, 116, 121, 123, 124, 128, 133, 138 and 140 (applicant and SGE type cases).

Classifications (List all non-security type classifications. Omit those such as 62 which contain both security and non-security type information)	Up to 15 years	15 to 20 years	Over 20 years
	#Files Referrals	#Files Referrals	#Files Referrals

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/03 BY Auc 160290 BCE/DCG/jrw

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: February 10, 1955

FROM : MR. W. C. SULLIVAN

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: "Y" FILES - RECORDS SECTION

Destroyed 3 cubic feet

Reference is made to the memorandum of Mr. W. G. Ward Eames to Assistant to the Director Nichols, dated January 21, 1955, captioned as above and referring to the maintenance of the "Y" files.

The "Y" files were reviewed by the Central Research Section. The files in almost every instance are paper pamphlets published within the first quarter of this century. They are maintained in manila envelopes and are in excellent condition.

The files were found to be original publications of subversive and radical individuals and organizations. Among the latter were publications of The Socialist Labor Party, The Communist Party of the Soviet Union, The Communist International, The Communist Party of America, and the Workers Party, which were noted to be irreplaceable source material. It is doubtful that much of this material could be readily found in even the best libraries, and is, therefore, a valuable reservoir for research.

RECOMMENDATION:

Since the "Y" files are largely irreplaceable and are valuable for research purposes, it is recommended that they be retained.

SHF:dje
(5)

1 - Mr. Belmont
1 - Mr. Sullivan
1 - section tickler
1 - S. H. Fuehrer

Watch slips from

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/ptc

RECORDED - 6 66-3284-613

INDEXED - 6

EX-112

18 FEB 16 1955

64 FEB 25 1955

TO : THE DIRECTOR

FROM : L. V. BOARDMAN

SUBJECT: DESTRUCTION OF RECORDS BY AGENCY HEADS DUE TO IMMINENCE OF HOSTILE ACTION (S. 1005) o Destruction of Bureau Records

AWK

The Deputy Attorney General by letter dated February 16, 1955, received February 21, 1955, requested IIC comments on a proposed bill (S. 1005), which would authorize an agency head to destroy records under his jurisdiction outside the United States because of a state of war or the imminence of hostile action and would authorize the head of a Federal agency to destroy records under his jurisdiction in the United States due to imminence of hostile action.

Special Agent Edward S. Sanders has discussed this matter with the other members of the IIC, and they have noted they see no particular reason for this legislation in so far as they are concerned inasmuch as they can presently make such destruction of records due to imminence of hostile action. The Bureau in a separate communication to the Deputy Attorney General deferred to his judgment in this matter.

RECOMMENDATION:

Attached is a suggested IIC letter to the Deputy Attorney General advising that, while the IIC agencies have no particular need for this legislation, they have no objection.

Attachment

ESS:hkg
(5)

1-Mr. Boardman
1-Mr. Belmont
1-Mr. Sanders
1-Section Tickler

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-8603-1069

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/ptc

66-3286-
NOT RECORDED
117 MAR 16 1955

INITIALS OR

ORIGINAL COPY FILED IN 66-8603-1069

CONFIDENTIAL

66-3286-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

PERSONAL AND CONFIDENTIAL
VIA ARMY COURIER

Date: March 1, 1955

To: Liaison Representative (66-21) [X] U
Salzburg, Austria

From: John Edgar Hoover, Director
Federal Bureau of Investigation

Subject: WAR PLANS
SALZBURG, AUSTRIA, LIAISON OFFICE [X] U

Reference is made to your letter of February 11, 1955. Bureau approves destruction of file covers at the time the file itself is destroyed; assignment cards bearing your file number and the Bureau file number may be retained indefinitely.

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 66-17388-(7-19-52)

cc: Mr. Mohr (sent separately)
Mr. Belmont (sent separately)
Foreign Liaison Desk (sent separately) [X] U

WNINTEL

CLASS. BY SPH ELW/pte
REASON-FCIM II, 1-2.4.2 2.3.
DATE OF REVIEW DATE

EDM:js
(7)

Cover memo 2/28/55 from Mr. Harbo to Mr. Tolson re: War Plans - Salzburg, Austria, Liaison Office; [X] U
EDM:js.

DECLASSIFIED BY Auc ca#2290 BCE DCG/ymw
ON 11-5-03

ORIGINAL COPY FILED IN 66-17388-2352-

Tolson
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LEGAT
F3[illegible]
COMM-FBI

CONFIDENTIAL

CONFIDENTIAL

DIRECTOR, FBI

February 11, 1955

Liaison Representative (66-21)
Salzburg, Austria

SALZBURG LIAISON OFFICE
Administrative

(a)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

Re: Destruction of Bureau Property

Rebulet 10/29/52 and Sallet 11/20/52 entitled, "Inspection of the Salzburg Liaison Office" (C) U.

Pursuant to Bureau instructions, all files in this office are destroyed 60 days after date of closing and the file covers are maintained in numerical sequence.

It is believed that the retention of file covers in closed cases in this office serves no useful purpose. It is requested that instead the Bureau permit this office to retain indefinitely all assignment cards and that those assignment cards bear in addition to the usual data the Bureau file number where known.

In the event Soviet hostilities are directed against Austria, it would be a simple matter to destroy assignment cards which is the reason why instant request is made. (C) U

CAH-mal

(U)

ORIGINAL COPY FILED IN 66-1750-2

UNRECORDED COPY FILED IN 66-3286-

CLASS. BY SP4 ELW/rte
REASON-FCIM II, 1-2, 3
DATE OF REVIEW 8/3/82 DADR

66-3286-

117 MAR 8 1955

INITIALS ON ORIGINAL

CC - CONFIDENTIAL

DECLASSIFIED BY AUC 66290 BCE/DCB/ymw
ON 11/5/03

@ DESTRUCTION OF BUREAU PROPERTY - General

166-3286-1
NOT RECORDED
80 FEB 25 1955

ORIGINAL FILED IN

100-375988-740

58 MAR -1 1955

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-13-81 BY 6383 VRT/mm

February 21, 1955

MEMORANDUM FOR MR. TOLSON
MR. NICHOLS
MR. BOARDMAN
MR. BELMONT

Last Friday evening the Attorney General called me and stated it was imperative for him to have a conference with me that night. By reason of the fact that he was going to his brother's for dinner, I met the Attorney General at his brother's home, 5015 Fulton Street, N. W.

The Attorney General stated that just before leaving the office that evening he had been advised by the Security Division of the Department that the FBI was making extensive changes in the files of the Department as pertained to the contents of the reports furnished to the Department in the Matusow Case. He stated it had been indicated to him, the Attorney General, that there were approximately 140 odd pages being inserted in the Department files and old pages being removed therefrom and being destroyed by the FBI. He stated this action had created quite some concern upon the part of the Security Division of the Department and it was for that reason that they had brought it to his attention.

I told the Attorney General that I did not know anything about any such action being taken by the FBI and I could not believe that the FBI was actually removing original pages and substituting them with other pages with changes thereon weeks, months, and even years after the original reports had been submitted. The Attorney General stated that he could not believe that any such procedure was being indulged in but that he had been advised as indicated above by the Security Division of the Department. He asked that I at once look into this matter to ascertain exactly what was being done and why.

21 FEB 25 1955

Upon my return to my residence I immediately contacted Associate Director Tolson and related to him the story as given to me by the Attorney General and directed that there be immediately initiated that evening, under the supervision of Assistant to the Director Nichols, a complete and thorough inquiry into this situation to determine whether the information furnished by the Attorney General was correct.

Shortly thereafter I was advised by Mr. Tolson that he had been in touch with Mr. Nichols who himself had not been informed of the action being taken but who had ascertained that in substance the Attorney General's

Tolson
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Nichols
Belmont
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Mohr
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Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SENT FROM D. O.
TIME 12:06P
DATE 2-21-55

report to me was substantially correct. I then talked with Mr. Nichols and he confirmed what he had told Mr. Tolson. I ordered that the most complete and thorough inquiry be initiated to determine responsibility for the action which had been taken without the knowledge of myself, Mr. Tolson or Mr. Nichols.

I have since received the report upon this matter and, as indicated by my notations on that report, I am astounded at the initiation of such a procedure as was followed in the Matusow situation and as apparently has been the general practice of the Bureau for some time. It savors of dishonesty and deliberate misrepresentation and, as indicated by my notations on the report, henceforth there is to be no alteration of any document after it has left the FBI. There is to be no alteration of any document within the FBI once it has been incorporated in any file, either in the Field or at the Seat of Government. If a change is to be made it is only to be made in ink with the date of the alteration and the initials of the person making the same. No alteration is to be made other than by an Agent Supervisor. If it is necessary to correct or amend or alter in any way any document which has left the Bureau through dissemination, then that should be covered in the form of a memorandum to the persons receiving the original document with indication of what changes are to be effected.

Under no circumstances ever is a document in the files to be removed in whole or in part and destroyed.

The Training and Inspection Division has already been ordered by me to make a thorough check as to why the voluminous number of errors and changes which apparently have had to be made were never called to my attention and apparently no steps were taken by either the Intelligence or the Investigative Divisions to place the responsibility for such errors.

Henceforth there is to be submitted to me each week a report similar to that which I receive from the Reading Room indicating the number of changes or errors which it has been necessary to make in reports, letters, and memoranda received from the field. I am shocked at the complete indifference upon the part of executives of this Bureau in not sensing this growing tide of errors and placing the responsibility for the same and curtailing them at the source by proper administrative action.

I am also shocked at the failure of the executives of this Bureau to sense the implications involved in the procedure that was followed in the Matusow Case. The executives of this Bureau are presumed to be more than mere automatons and should, if they had the proper attitude and interest, be constantly considering the consequences and implications of any procedures,

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

policies, or actions which may detrimentally affect the Bureau.

Very truly yours,

John Edgar Hoover
Director

Tolson
Boardman
Nichols
Belmont
Harbo JEH:mpd
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. b3

March 2, 1955

CONFIDENTIAL

BY COURIER SERVICE

[redacted]

Communications Division
Central Intelligence Agency
2430 E Street, Northwest
Washington, D. C.

Information is declassified
Per Approp Agency's
letr dtd 3-3-86
SP8BTJ/CSL 8-19-86

Dear Mr. Bosco: # 211,847 Destruction of Bureau Property Ltr.

Enclosed is a card certifying the destruction by burning of CIA cryptographic material [redacted] (C) U b3

DECLASSIFIED BY SP8BTJ/CSL
ON 8-19-86

Sincerely yours, # 211,847
Per Approp Agency's
letr dtd 3-3-86

John Edgar Hoover
Director

CLASS. BY SP4ELW/rte
REASON-FCIM II, 1-2.4.2 2
DATE OF REVIEW OADR

Enclosure

CONFIDENTIAL

[redacted] b3

cc - Miss Wassink (sent separately)

LEW:dep Dep
(4)

RECORDED - 40 LEW 66-3296-64

Tolson
Boardman
Nichols
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Harbo
Mohr
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Rosen
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Winterrowd
Tele. Room
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CONFIDENTIAL

BY COURIER SVC.
27 MAR 2
COMM - FBI

INDEXED - 40 10 MAR 3 1955

P I

MAR 10 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

2/25/55

TO : MR. NICHOLS

DATE: 2/18/55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
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Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS, 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 RHW/pt

RE: OFFICE OF NAVAL INTELLIGENCE FLIMSIES (NAVY DEPARTMENT FORM B-10)

96-0-1104

It is estimated that the general file on Alien Enemy Employment, 96-0, contains approximately 25,000 ONI flimsies. No record can be found identifying why these flimsies have been retained through the years. There are no cover letters or memos attached. They were apparently all forwarded to the Bureau during World War II.

The form, which is a 5 X 3 flimsy slip of paper, merely lists the name of the individual, his address, his nationality, the name of the company by whom he is employed, a statement that the Navy Department does not object to employment as of a certain date, and other miscellaneous information. During this period Navy Department cleared all Aliens employed on certain defense contracts. Part of clearance involved a name check on Alien by Bureau. These flimsies are apparently forms used by ONI in submitting names for name checks. The forms all bear penciled notation "N.M.F.", (no main file) They are actually "No Record" forms.

Accordingly, inasmuch as we do not maintain no record name check forms, these flimsies should be destroyed. You will recall that we recently, with Executives Conference approval, purged the name check file of all no record serials. We have Archival authority (66-3286-192) to destroy no record name check forms. As stated previously, it is estimated that there are 25,000 such flimsies and the names of all have been indexed. The index cards on these names should be removed from the index and destroyed in order to conserve space and to prevent unnecessary file reviews.

RECOMMENDATION:

That the Records Section be given authority to destroy all no record ONI flimsies filed in 96-0.

PFO: hmo
(4)

RECORDED - 63

66-3286-615

24 MAR 3 1955

One autostat made for Correlation

EX-103

67 MAR 9 1955

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 2-21-55

Tolson
Boardman
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Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

FROM : W. G. EAMES

SUBJECT: SUGGESTION #932-54

Reference is made to my memorandum dated 12-21-54 which set forth the above suggestion by [redacted] of the Records Section to destroy certain index cards on ten organizations (including American Peace Mobilization, Abraham Lincoln Brigade, Black Dragon Society, Kyffhaeuser Bund) prepared under outdated indexing procedures. The purpose of this memorandum is to set forth estimated cash savings. b6 b7C

The actual computable cash savings resulting from this suggestion is figured at $93.75. This is based on the cost of file cabinet space saved as a result of the destruction of the index cards. Estimated cost of employee time taken in the review and destruction of the index cards is $65.60, which is at the rate of 40 hours GS-5 time. There are, of course, additional advantages to be gained from any destruction of index cards. These include a more workable index and an alleviation of our continuing space problem resulting from our ever expanding index.

RECOMMENDATION:

That [redacted] be given a cash award commensurate with the net first year's savings of $28.15. b6 b7C

JUBE:nle
(5)

CC: Personnel file of [redacted]

ADDENDUM BY TRAINING AND INSPECTION DIVISION: LJL:jla 2/28/55

The Training and Inspection Division concurs.

RECOMMENDATION BY TRAINING AND INSPECTION DIVISION:

That the minimum cash award of $10 be given to [redacted]

(over)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 EW/rte

Attachments (2)

TWO,

NOT RECORDED
174 MAR 11 1955

MAR 18 1955

ORIGINAL FILED IN

ADDENDUM OF THE ADMINISTRATIVE DIVISION WLRH:rk 3/2/55

The Administrative Division concurs. If you approve, the appropriate letter to the employee and the award authorization are attached.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: 2/25/55

FROM : W. A. BRANIGAN

Tolson
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Gandy

SUBJECT: DESTRUCTION OF RECORDS
Destruction of Bureau Records

Memo from W. G. Eames to Mr. Nichols, 2/18/55, proposes destruction of about 25,000 Office of Naval Intelligence (ONI) flimsies filed in 96-0. Mr. Eames' memo indicates as follows:

No record found why flimsies retained. No cover letters or memos attached. All apparently forwarded Bureau during World War II. Flimsy is ONI Form B-10, listing name of individual, address, nationality, name of company employing, miscellaneous data and statement Navy does not object to employment as of certain date. During this period Navy Department cleared all aliens employed on certain defense contracts. Part of clearance involved name check by Bureau. All forms bear notation "N.M.F." (no main file). Records Section concludes these are "No Record" forms, points out Bureau has archival authority to destroy no record name check forms and recommends their destruction and removal of related index cards to conserve space and prevent unnecessary file reviews. Your views were requested.

Research by this Division reveals these forms very probably received in connection with name checks and investigations conducted by Bureau for War and Navy Departments regarding alien employment in aircraft and munitions production. (66-2254-1961, 66-6200-96-28, 39, 88) It is not concluded, however, that these ONI forms are no record name check forms. Since the forms indicate Navy has no objection to employment of person named it is more likely they are merely forms showing final Navy action. It is believed the "N.M.F." (no main file) notation merely indicates the form was checked on receipt, filed in main file of person if one existed, and if none existed all "N.M.F." forms were filed and indexed in general file 96-0..

It is not believed these forms now serve any worthwhile purpose in Bureau files.

SBD:hmm
(6)
66-3286
cc: Belmont
Nichols
Branigan
Roach
Rosen

RECORDED-96 66-3286-616

16 MAR 3 1955

EX-105

70 MAR 16 1955

UNRECORDED COPY FILED IN

UNRECORDED COPY FILED IN

RECOMMENDATIONS:

b6
b7C

1. It is recommended Liaison check with ONI to determine whether they have any objection to our destruction of the forms.

[redacted] Investigative Section, ONI, advised no objection to destroying forms

W7W - 3-1-55

2. If ONI has no objection it is recommended we concur with the destruction proposed by Records and Communications Division subject to concurrence of Investigative Division which originally handled this program.

No objection Request. Dest.
3-11-55

Completed 5/11/55
11,433 recs. de-indexed.
Purge Unit

Copy 62

TO : MR. NICHOLS DATE: 1-17-55

FROM : W. G. EAMES

SUBJECT: GENERAL APPLICANT FILES
PERSONNEL RECORDS UNIT

Destruction of Bureau Records

In the Personnel Records Unit, we have five general type files which contain various types of inquiries for employment with the Bureau. Occasional difficulty is experienced in locating correspondence because of the necessity for checking all possibilities. Mrs. Marie Vanable, Supervisor of Personnel Records Unit, has suggested that only one general applicant file be maintained and that the material in the general applicant file which is more than three years old be destroyed.

We have the "Applicants - General" file which material is destroyed after a period of three years. We have an "Informal Applications" file containing correspondence dated from 1947. We have an "Unnamed Applicants" file which material is destroyed after three years. We have a "Suggested Applicants" file containing material from 1945. Also, we have the file called "Personnel Inquiries" which material is destroyed after a period of five years.

Item 16, General Records Schedule, #1, covering all applications and related papers except "Successful Applications" allows destruction of this type material after two years of Civil Service Commission Audit whichever occurs first.

RECOMMENDATION:

That all general applicant material be contained in one file and that all such material be destroyed after a period of three years.

LES:bas:glc
(2)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/82 BY SP4 ELW/rtc

RECORDED - 33

A-125 66-3286-617

MAR 16 1955

1 21 1955

ORIGINAL FILED IN 62-82555-1

Copy 62

TO : MR. NICHOLS DATE: 2/14/55

FROM : W. G. EAMES

Destruction of Bureau Records

SUBJECT: CONGRESSIONAL FILES --
PERSONNEL RECORDS UNIT

I am attaching hereto a sampling of files maintained in the Personnel Records Unit which contain correspondence from or to members of Congress. In all instances the material contained in these files reflects the request for application blanks of the Bureau or for current information concerning qualifications for various positions within the Bureau.

There are 984 such files in the Personnel Records Unit with all but 13 containing material dated prior to 1950. As reflected by the attached material, some of the correspondence dates back to 1918.

Material in these files is of no value in the Personnel Records Unit.

RECOMMENDATION:

That the file material relating to Congressional inquiries be destroyed after a three-year period in the same manner in which other general applicant material is presently destroyed.

LES:bas
(3)
Attachment Individual Files on Congressmen no longer used. Requests such as this are filed in a General Inquiry File. 2/14.

F.W.W.

Memo to Mohr. 2/21/55.

ALH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 FLW/ltc

RECORDED - 33

66-2286-618

MAR 16 1955

142

EX-125

51 MAR 21 1955

ORIGINAL COPY FILED IN 66-2286-618

Destruction of Bureau Records

4

RECORDED - 33
EX-125

66-3286-619
MAR 16 1955
142

51 MAR 21 1955

ORIGINAL COPY FILED IN
67-80002-586

REVISED FORM NO. 63

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 2/21/55

FROM : H. L. Edwards

SUBJECT: GENERAL APPLICANT FILES
CONGRESSIONAL FILES
Personnel Records Unit

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

By memorandum dated 1/17/55 from Mr. Eames to Mr. Nichols it was recommended that all general applicant material be contained in one file and that all such material be destroyed after a period of three years. By memorandum dated 2/14/55 Mr. Eames further recommended that the file material relating to congressional inquiries be destroyed after a three year period in the same manner in which other general applicant material is presently destroyed. The material in this latter instance would merely pertain to requests from Congressmen for application blanks or current information concerning qualifications for various positions. There are 984 such files in the Personnel Records Unit, all but 13 containing material dated prior to 1950. They are contained in individual files on Congressmen which are no longer used since requests for such information are now filed in a general inquiry file. This material contains no names of applicants since in cases where Congressmen refer applicants, indiviaual files are made up on the applicants.

In connection with the first recommendation that all general applicant material be contained in one file it has been pointed out that presently there exists in the Personnel Records Unit five separate files containing general applicant material. They are: (1) "Applicants - General"; (2) "Informal Applications"; (3) "Unnamed Applicants"; (4) "Suggested Applicants"; (5) "Personnel Inquiries."

In the past authority was given to destroy the material contained in the Applicant - General and Unnamed Applicant files after three years. The material in the Personnel Inquiries file is destroyed after a period of five years. The Records Section has pointed out that Item 16, General Records Schedule, #1, covering all applications and related papers except "Successful Applications" allows destruction of this type material after two years or Civil Service Commission audit, whichever occurs first. The foregoing was primarily designed for the Competitive Service and is still applicable to the Bureau insofar as having records available in connection with veterans' preference is concerned. Therefore, the adoption of a three year waiting period before destruction would appear to be entirely ample.

RECORDED - 141 80002-586

SA Supervisor C. Ray Davidson personally looked into this matter, conferred with Mr. Short and [redacted] of the Records Section, as well as [redacted] and [redacted] of the Employee Procurement and Placement Unit to determine whether there appeared to be any objection to the recommended action of the Records Section. There was none since actually efforts to locate various types of correspondence that might be placed in the five aforementioned files would be facilitated if they were

CRD:alh/erb
(2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 ELW/ste

b6
b7C

all placed in one general file. Should difficulty be encountered in locating a referenced communication through an inability to locate an abstract it would be necessary to review only the one general file rather than five.

In connection with the suggestion that authority be given to destroy this material after a period of three years there appears to be no objection to this since there is seldom any reference made to communications over three years old and in practically every instance such a reference would pertain to a person who had filed an application in which case individual files would have been made up.

RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION:

(1) That all general applicant material in the Personnel Records Unit be contained in one file.

3-8-55 Files being Consolidated. L. Short

I agree JFP Jr

OK I. Peress

(2) That the Administrative Division entertain no objection to the destruction of such material after a period of three years.

3-8-55 Material will be destroyed after 3 year period. L. Short

I agree JFP Jr

OK I. Peress

(3) That the Administrative Division entertain no objection to the destruction of file material relating to congressional inquiries after a three year period in those cases only where names of applicants are not mentioned and the requests received from Congressmen merely ask for applications and information.

3-8-55 Will be destroyed after 3 year period L. Short

I agree JFP Jr

OK I. Peress

COPY PM

MR. NICHOLS

3-3-55

W. G. EAMES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EHW/ptc

SUGGESTION #1077-54

C - D - T

On December 9, 1954, I advised that [redacted] and [redacted] made a suggestion that Identification (Fingerprint Matters) Classification 32, be reviewed for destructionand that this suggestion had been adopted.

There are many old files in this classification containing miscellanious fingerprint records. This type of mail is now destroyed by the Identification Division after handling and for this reason these employees made this suggestion. It is estimated that there are 17,000 files, occupying 25 file drawers, and that 20,000 index cards are in the General Index as a result of this mail.

To review, de-index, and destroy files will cost approximately $3,045. while first year savings from reuse of five cabinets, reduction in number of file references to review, files to locate, time to search and list references, and reuse of space in General Index, amounts to approximately $1,066. It is impossible to measure savings in floor space that these files and index cards occupy. This savings, if calculable, would recur year after year. As can be seen it will cost, dollar wise, more to destroy this material than will be realized as afirst year savings, however, we are required by statutory and regulatory provisions to reduce our records holdings. Obviously, such effort will cost money. It should be noted that 3.9 years after destruction of these records, savings in an estimated amount of $683. will be accrued annually thereafter (reduction in searching, file reviewing and locate work).

As there are no net savings during first year, after adoption of this suggestion, it would appear that two employees making this joint suggestion would be entitled to joint receipt of minimum cash award for its adoption.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division.

FO:jg
(6)
c - Personnel file - [redacted]

b6
b7C

NOT RECORDED
17 MAR 31 1955

INITIALS ON ORIGINAL

ORIGINAL FILED IN

30 APR 6 1955

TO: MR. NICHOLS

FROM: W. G. EAMES

SUBJECT: SUGGESTION BY [redacted] GENERAL INDEX UNIT, RECORDS SECTION

Tolson
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

There is attached hereto a suggestion by [redacted] the Assistant Supervisor of the General Index Unit, to destroy approximately 5,000 index cards made up under outdated indexing procedures under the words "Applicant," "Applicants," "Statement," and "Statements." Examples of the cards are attached. b6 b7C

In each case referred to, the individuals concerned were indexed by name. Indexing on the words "Statement" and "Statements" alone where an individual was involved has not been done since 1941. Indexing on the words "Applicant" and "Applicants" where an individual was involved was discontinued 10-31-38. Employees using the index advise they can recall no instance where they have referred to these cards.

Estimated cash savings based on drawer space alone amounts to $51.50. There are, of course, other advantages to be gained on any destruction of index cards which results in a more workable index.

RECOMMENDATIONS:

1. It is recommended that favorable consideration be given to [redacted] suggestion to destroy index cards made up under outdated indexing procedures on the words "Applicant," "Applicants," "Statement," and "Statements." If approved, care will be taken to make sure that other indexing exists pertaining to the particular file material.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 EW/rte

66-3216-
NOT RECORDED
44 MAR 22 1955

b6 b7C

2. This should be forwarded to the Training and Inspection Division for review and acknowledgement. As Assistant Supervisor of the General Index Unit, the suggestion is considered to fall within [redacted] regularly assigned duties. Therefore, it is recommended that no cash award be given.

1 ENCL

(Memo Harbo to Tolson 3-14-55 DJD:hcc)

WBE:wm;nle
Attachments (3)
(5)

cc: Mr. Personnel File of Millared E. Enright

ack 3/8/55 - hcc
Expos Conf Memo to be prepared - hcc
Memo Harbo to Tolson 3/8/55 DJD:hcc

ORIGINAL COPY FILED IN 66-3216

RECEIVED
MAR 22 1955
FBI

SUBJECT: SUGGESTIONS

Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

I would like to suggest that the cards on APPLICANT and APPLICANTS be destroyed.

We have 1,500 mains and 100 sees on APPLICANTS and 500 mains and 15 sees on APPLICANT taking up space of 3 index drawers. Each reference has a subject on which we have a main file as the "Re" on the attached card shows. A few mains and the see references would need to be checked. These cards were made around 1941.

I also suggest that we destroy STATEMENT (1,200) cards and STATEMENTS (1,200) cards.

On these cards, the dropdown shows by whom the statement was made. We have cards in the index on the individuals mentioned. A card is attached to show how they are made. These cards are dated around 1941. ~~This is~~ no longer classified.

[redacted]

b6
b7C

Ack 3/8/55 - hcc
Extra Mem to be prepared - hcc
Memo Harbo to Tolson 3/9/55 - hcc

ENCLOSURE
66-3286-
NOT RECORDED
44 MAR 22 1955

Received 3-25-55 JGB

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4ELW/rtc

(5)

Memo Conrad to Nichols 3/2/55

ORIGINAL COPY FILED IN 66-3286-60

Orig.-Rogers
1-IIC files
3- (G-2, ONI and OSI)
1-Mr. Boardman
1-Mr. Belmont
1-Mr. Sanders
1-Section Tickler

March 8, 1955

AWK 66-5886-

Honorable William P. Rogers
Deputy Attorney General
U. S. Department of Justice
Washington, D. C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4ELW/rtc

Dear Mr. Rogers:

Reference is made to your letter dated February 16, 1955, which requested the observations of the Interdepartmental Intelligence Conference concerning Senate Bill 1005. This Bill would authorize the head of any Federal agency to destroy records under his jurisdiction beyond the continental limits of the United States because of the existence of either a state of war or the imminence of hostile action at the place where records are located. The Bill would also authorize the head of any Federal agency to destroy records under his jurisdiction within the continental limits of the United States when their retention would imperil the security of the United States because of the imminence of hostile action at the place where the records are located.

The military members have advised that they have the authority to destroy such records under these conditions at the present time and, therefore, do not need the legislation proposed. The FBI has previously deferred to the judgment of the Attorney General in connection with this proposed legislation.

Sincerely yours,

Chairman
Interdepartmental Intelligence Conference

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ESS:hke
(10)

(Attached to cover memo from Mr. Boardman to Director, 3/2/55, re "Destruction of Records by Agency Heads Due to Imminence of Hostile Action, (S. 1005)")

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-8603-1069

51 MAR 21 1955

ORIGINAL COPY FILED IN 66-8603-1405

OFFICE OF
THE DEPUTY ATTORNEY GENERAL

Destruction of Bureau Records.

Feb. 16, 1955

To: Mr. Hoover
Chairman, Interdepartmental Intelligence Committee

The Attorney General has been requested by the ~~Bureau of the~~ Budget ~~Senate~~ House Committee on Government Operations to submit views as to the merits of the annexed bill (S. 1005 HR)

Please examine the same and submit to this office a memorandum in duplicate, summarizing its effect on existing law, together with your views regarding its merits.

Since the Department is required to submit its views to Congressional Committees within a specified time, and since such reports must be cleared by the Bureau of the Budget before submission, your comments on this matter should be received in this office as soon as possible.

In addition to your office comments on this measure have been requested of the following: Andretta, Crim, OLC, FBI

1 ENCL. filed with 1 ENCL.

145-102-01

INITIALS ON ORIGINAL

66-3286-

NOT RECORDED
124 MAR 11 1955

William P. Rogers
Deputy Attorney General

LIAISON

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 ELW/ste

DECLASSIFIED PER 66-3286-69 IN FILE

51103

Mr. Tolson 3/3/55

Mr. Harbo

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 LW/tcc

WAR PLANS - ~~AMENDED~~ PAGES

Destruction of Bureau Records.

Current Bureau instructions are to the effect that amended pages will not be submitted for investigative reports in the future.

Supervisory personnel in Records Section advised that Records Section is unable to accept amended pages for war plans. Prior Bureau instructions have been that any adjustments necessary to field war plans should be submitted in the form of amended pages. The field has been submitting amended pages to their war plans reflecting changes in their chain of command, changes in their proposed emergency relocation sites and any other changes which relate to essential phases of their emergency planning.

War plans are not disseminated outside the FBI; the amended pages are solely to keep Seat of Government records up to date. Economy of operation indicates that amended pages for war plans should be continued to be accepted and filed at SOG.

Filing procedures to date in the Records Section have been to insert the new or amended page in its appropriate place in the war plans of each field office and to cross out the old page and place it at the back of the existing plan.

There appears to be no useful purpose in keeping the old page to the war plans of any one office since we are interested only in the current and up-to-date plan at any given time and henceforth the Training and Inspection Division has not been retaining the old page when it has been superseded by a new page for that copy of the war plans maintained in the Training and Inspection Division.

Submitting changes to Bureau war plans by letter will make it very confusing and difficult over a period of time to ascertain the exact status of the war plans of each field office.

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Mohr
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Trotter
Tele. Room
Holloman
Gandy

RECOMMENDATION:

1. That the field continue to submit amended pages of the war plans whenever changes are necessary.

JEH:gsr
(4)

INDEXED-66-3286-620

EX-117

117 MAR 17 1955

58 MAR 23 1955

ORIGINAL COPY FILED IN 66-3286-620

2. That the Records Section be authorized to file the amended pages after Seat of Government action has been completed.

3. That the Records Section be authorized to dispose of the old copies of each page which has been replaced by amendment submitted by each division head, either field or Seat of Governm

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

FROM : W. A. Branigan

DATE: March 10, 1955

Tolson
Boardman
Nichols
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Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

CONFIDENTIAL

SUBJECT: BUREAU WAR PLANS
VITAL RECORDS TO QUANTICO

Destruction of Bureau Records - See 1-38

There is attached for the SAC, Quantico, a record captioned, "Soviet Bloc Personnel in Washington, D. C., and New York." This document, which is current for March, 1955, should be substituted for the document bearing a similar caption which was current for February, 1955. The February item should be destroyed.

cc - SAC, Quantico (Attachment - 1)

Done 3/14/55

LW:fjm
(6)

WNINTEL

cc - Mr. Belmont
Mr. Branigan
Mr. McArdle, Room 5250
Mr. Whitson

CLASS. BY 64 Elw/rtc
REASON-FCIM II, 1.4.(c) 2.3
DATE OF REVIEW 8/4/82

DECLASSIFIED BY Auc 60290 BCE/Dcg/jmw
ON 11/5/03
#03-R0762

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117 MAR 18 1955

INITIALS ON ORIGINAL

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CONFIDENTIAL

66 MAR 23 1955

ORIGINAL COPY FILED IN 66-1738-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 3/11/55

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: DESTRUCTION OF FIELD FILES

Tolson
Boardman
Nichols
Belmont ✓
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/3/82 BY SP5 CI/JS 2/18/82 FOIPA #306,696 #323,013

SYNOPSIS:

There is need to develop workable solution to problem of reducing records volume in field without impairing efficiency of field operations. Following survey in three office for 60 days, Executives Conference, 11/29/54, decided no further action should be taken with regard to suggestion that certain field files be microfilmed to conserve storage space.

Proposal made that auxiliary offices annually destroy all non-security files more than 15 years old, determined by date of top serial in file; files at Seat of Government and office of origin to be retained. Prior to destruction a new index card would be prepared on each file reflecting office of origin, file numbers of Bureau, office of origin and auxiliary office, name, race, date and place of birth of principal subject, date of most recent serial and date of file destruction.

Inspectors B. C. Brown, H. C. Van Pelt and J. E. Nugent favor adoption of proposal as do F. L. Price, Chief of Criminal Section, Wendell Eames of Records Section and ASAC Fletcher, WFO. Inspector G. C. Callan, Special Inquiry Section and J. A. Reilly, Loyalty Section, have no objection provided SACs in field approve, but pointed out possibility of extra correspondence between auxiliary offices and offices of origin regarding content of destroyed files in applicant and Security of Government Employee (SGE) cases, as well as possible delays in investigations.

With Director's approval, survey made in ten offices to determine frequency of references to files over 15 years old in Applicant and SGE cases, and to get views of field regarding proposal. New York, Louisville, Cincinnati, Detroit and Los Angeles offices favor adoption. Seattle favorable except in Kidnaping, Extortion and Bank Robbery cases. Boston approves but with regard to files 20 years of age only. Newark, Chicago and Knoxville offices opposed. Survey disclosed average of ten references per office in one week to files over 15 years old; Chicago reported 58 references, considerably more than other offices. Adoption of proposal would save ~~file storage~~ space in field. Opponents believe it would require additional correspondence and possibly cause delays in some cases as well as considerable work to place proposal into effect.

MAR 18 1955

64-3286-GBH

cc - Mr. Sizoo
Mr. Harbo

RECORDED - 65

INDEXED - 65

BOARD

GILL

MAR 24 1955

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 3/11/55

Present at the Executives Conference on 3/10/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Holloman, McGuire and Mason.

The Conference unanimously recommends that no steps be taken at this time to destroy field files in auxiliary offices where those files relate to nonsecurity types of cases and particularly Applicant and Security of Government Employees matters. The Conference felt that the objections cited and the frequent use to which these files are put necessitate their continuance; their destruction after they have reached the age of 15 years might result in additional correspondence and delays so that the Bureau would be worse off rather than better off.

The Conference suggests no change in the current requirements with regard to the retention of files. (It would be legal to destroy old files in auxiliary offices inasmuch as the original communications would be on hand at the Seat of Government and in the office of origin.)

DETAILS:

Problem:

There is a need to develop a workable solution to the problem of reducing our records volume in the field without impairing the efficiency of field office operations.

Background:

Based upon a survey in three field offices for 60 days for the purpose of determining whether certain field records should be microfilmed to conserve storage space, the Executives Conference on 11/29/54 decided no further action should be taken in this regard.

In view of the increasing interest of government officials in reducing the volume of records, the proposal was made that auxiliary offices annually destroy all files of nonsecurity type which are more than 15 years old, date of destruction to be determined by top serial in RUC file; files at Seat of Government and offices of origin to be maintained as before. (Memorandum from Mr. Harbo to Mr. Tolson, 1/10/55, captioned as above.) Prior to destruction, a new index card would be prepared on each file reflecting the office of origin and its file number, auxiliary office file number, Bureau file number, name and race of principal subject together with date and place of his birth, date of most recent RUC serial and the date the auxiliary office file was destroyed.

Views on Proposal:

This proposal was submitted to Inspectors B. C. Brown, H. C. Van Pelt and J. E. Nugent, all of whom recommended it be adopted. Mr. Mohr, Administrative Division, F. L. Price, Chief of Criminal Section, Investigative Division, Wendell Eames, Records Section and ASAC Howard Fletcher, WFO, advised they have no objection to the proposal being adopted. Inspector G. C. Callan, Special Inquiry Section and J. A. Reilly, Loyalty Section, stated they would interpose no objection to the proposal if the SACs in the field approve it, but Messrs. Callan and Reilly believe the adoption of the proposal would result in (1) additional traffic between offices based upon need for checking out relatives and references of applicants, and (2) delays in some instances due to necessity of setting out leads to offices of origin in applicant and Security of Government Employee cases.

Results of Survey:

With the Director's approval, a survey was conducted in ten field offices for a period of one week to determine the number of references made to non-security type files more than fifteen years old in connection with name checks of applicant (or employee) references and relatives in both applicant and Security of Government Employee cases. Each office was instructed to give its recommendation as to whether the proposal should be adopted for all non-security type cases and as to the effect the plan would have on applicant type investigations.

The New York, Louisville, Cincinnati, Detroit and Los Angeles offices advised they favor adoption of the proposal. In addition, the SAC at Seattle favors adoption except for Kidnaping, Extortion and Bank Robbery cases which, he points out, cover most of the Bureau's major cases and he feels these should not be destroyed. The Boston Office approved the proposal but suggested it apply only to files which are more than 20 years of age. SAC Malone at Los Angeles suggested the files be microfilmed before destruction as an added safeguard.

The Newark, Chicago, and Knoxville Offices were opposed to the proposal. SAC Hostetter, Chicago, recommended placing files over 15 years of age in cheap dead storage space instead of destroying them.

The ten offices making the survey reported a total of 100 references to files over 15 years of age during the week of the survey. Although this gives an average of ten such references per office, it should be noted that the Chicago Office reported 58 of the 100 references, Los Angeles 12, New York 4, Newark 9, Cincinnati 9, Boston 3, Louisvile 3, Detroit 1, Knoxville 1 and Seattle none.

Advantages of Proposal:

The Offices approving the proposal listed the following advantages and observations:

1. Considerable file storage space would be saved in most offices. (Some few Bureau Offices are not old enough to have many files over 15 years of age.)

2. From the small number of referrals to files over 15 years of age during the survey period, there is little reason to expect that destruction of such files in auxiliary offices would entail much additional correspondence between offices to obtain information from office of origin files.

3. The preparation of the new index card on files being destroyed would in many instances provide sufficient information to make it unnecessary to communicate with office of origin for more data.

4. Delays which might occur in some instances because of the necessity to write to office of origin could be avoided by requiring expedite handling of such requests made to the office of origin.

Disadvantages of Proposal:

The Newark, Chicago and Knoxville Offices listed the following disadvantages of the proposal:

1. Considerable correspondence might be necessary between offices to check indices not only in applicant and Security of Government Employee cases but in other cases also.

2. Delays could result in some instances in meeting deadlines due to necessity of setting out leads to offices of origin.

3. In some instances the auxiliary office file contains information not furnished to office of origin or Bureau; for example, an auxiliary office might conduct investigation and on authority of office of origin close the case administratively by memorandum for the file.

4. Considerable work would be necessary to place the program into effect and the cost of the additional work as well as the cost of extra correspondence between offices would exceed the saving on cost of file storage space.

Mr. Tolson 3/14/55

R. T. Harbo

O Destruction of Duplicate Records - Cen

SUGGESTION #105-55
MADE BY [redacted] b6 b7C
RECORDS AND COMMUNICATIONS DIVISION

SUGGESTION:

It is suggested that cards on APPLICANT, APPLICANTS, STATEMENT, and STATEMENTS be destroyed. The suggester points out that there are 1,500 main cards and 100 "see" cards on APPLICANTS and 500main cards and 15 "see" cards on APPLICANT, taking up space of 3 index drawers. Each reference has a subject on which there is a main file as the "Re" on the attached card. There are 1,200 STATEMENT cards and 1,200 STATEMENTS cards. On these cards, the dropdown shows by whom the statement was made. There are cards in the index on the individuals mentioned. A card is attached to show how they are made. These cards are dated around 1941 and are no longer classified.

ADVANTAGES:

The adoption of this suggestion would result in savings of index space.

DISADVANTAGES:

None noted by suggester.

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OBSERVATIONS:

Mr. Eames of the Records Section states that employees using the indices are unable to recall any instance in which they referred to the cards which the suggestion would abolish. Mr. Walkart agrees.

Mr. Eames points out that this suggestion is considered to fall within [redacted] regularly assigned duties inasmuch as she is an Index Research Analyst. She is a grade GS-7 employee.

The new Incentive Awards Program allows cash awards for a suggestion either within or without the employee's job responsibility. In the "within" category, however, a higher degree of superior merit is essential to warrant special recognition. It is believed the suggestion made here is not sufficiently unusual or impressive in scope to be considered sufficiently meritorious for special recognition of any kind. b6 b7C

Attachment
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SAVINGS:

Mr. Eames states that cash savings based on floor space alone amount to $51.50 annually.

RECOMMENDATIONS:

1. That the Records and Communications Division be authoriz to destroy these index cards.

2. That no additional action be taken concerning an award or a letter to [redacted]. She has already been thanked by letter for making this suggestion.

b6
b7C

ADDENDUM OF THE ADMINISTRATIVE DIVISION LRH:rk 3/15/55

The Administrative Division concurs. Her suggestion has been acknowledged by a commendatory letter and it is recommended no further action be taken.

Copy 62

TO : MR. N... Date: 3/15/55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORD MATERIAL - Destruction of Bureau Property - General
PERSONNEL RECORDS UNIT

The file "APPOINTMENT NOTICES" (67-5800), consisting of 13 sections is maintained in the Personnel Records Unit. This file contains the yellow copies of memoranda listing the names of various employees and setting forth information concerning promotion from one grade to another or from one salary level to another. There has been no mail placed in this file since January 13, 1944. It appears therefore, that this material should be considered for destruction.

Accordingly, Section 1 of above-mentioned file is attached hereto. It is suggested that the Administrative Division review this material to determine if reasons exist for the retention of the appointment notices in the Personnel Records Unit.

RECOMMENDATION:

This be referred to the Administrative Division for appropriate action.

LES:bas
(3)
Attachment

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DATE 8-3-82 BY SP4 FLW/pte

OK to destroy 3/21.
HR

OK 3/21
JPM

Destroyed 3/22/55.
[redacted]
Pers. Records

b6
b7C

EX-115

RECORDED - 78 166-32[illegible]-62

MAR 28 1955

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

March 9, 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/92 BY SP4ELW/pte

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 101

TO: Heads of Federal Agencies

SUBJECT: ~~Records Management Handbook:~~ Federal Records Centers HANDBOOK

1. General. The General Services Administration has developed and published the second in a series of Records Management Handbooks entitled "Federal Records Centers."

The handbook describes the steps in transferring records, from the initiation of the request for transfer to the making of the final arrangements for shipping, and explains how Government agencies can save money and protect their records by using the facilities of General Services Administration Federal Records Centers.

A few copies of the handbook are being transmitted to the liaison office in each agency as reported under subsection 102.06, Chapter I, Title 3, Federal Records, Regulations of the General Services Administration. It is suggested that agencies further bring the handbook to the attention of other employees who have staff responsibility for records management.

2. Availability of Additional Copies. The handbook is available as a General Services Administration stores stock item and will be stocked exclusively by General Services Administration Region 3, Federal Supply Service, Stores Depot, Washington 25, D. C., at the current price of $0.12 each. The General Services Administration Stores Stock Catalog number is 35-F-624-300.

The handbook also is available to the public from the Government Printing Office, Superintendent of Documents, Washington 25, D.C., at $0.20 per copy.

Instructions of Bureau of Records - Manual

ENCLO. ATTACHED
Bureau suggested use Federal Records Centers for storing records.
P. O'Connell

F. Mansure

EDMUND F. MANSURE
Administrator

66-3286-623

66 APR 6 1955

INDEXED - RECORDED

12 MAR 31 1955

GSA-WASH DC 55-8064

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ENCLOSURE

RECORDS MANAGEMENT HANDBOOK

Managing noncurrent files

FEDERAL RECORDS CENTERS

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
RECORDS MANAGEMENT DIVISION

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RECORDS MANAGEMENT HANDBOOKS are developed by the National Archives and Records Service as technical guides to reducing and simplifying Government paperwork.

RECORDS MANAGEMENT HANDBOOKS:

Managing correspondence: *Form Letters* .....1954...33 p.
Managing noncurrent files: *Federal Records Centers*.....1954...25 p.

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I. WHY THE GOVERNMENT HAS RECORDS CENTERS 3

II. SELECTING FILES FOR TRANSFER 4

III. INITIATING THE TRANSFER REQUEST 5

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V. PREPARING THE TRANSFER FORMS 9

VI. HOW TO SHIP THE RECORDS 15

VII. HOW TO GET REFERENCE SERVICE 17

VIII. DISPOSAL OF RECORDS IN THE CENTERS 19

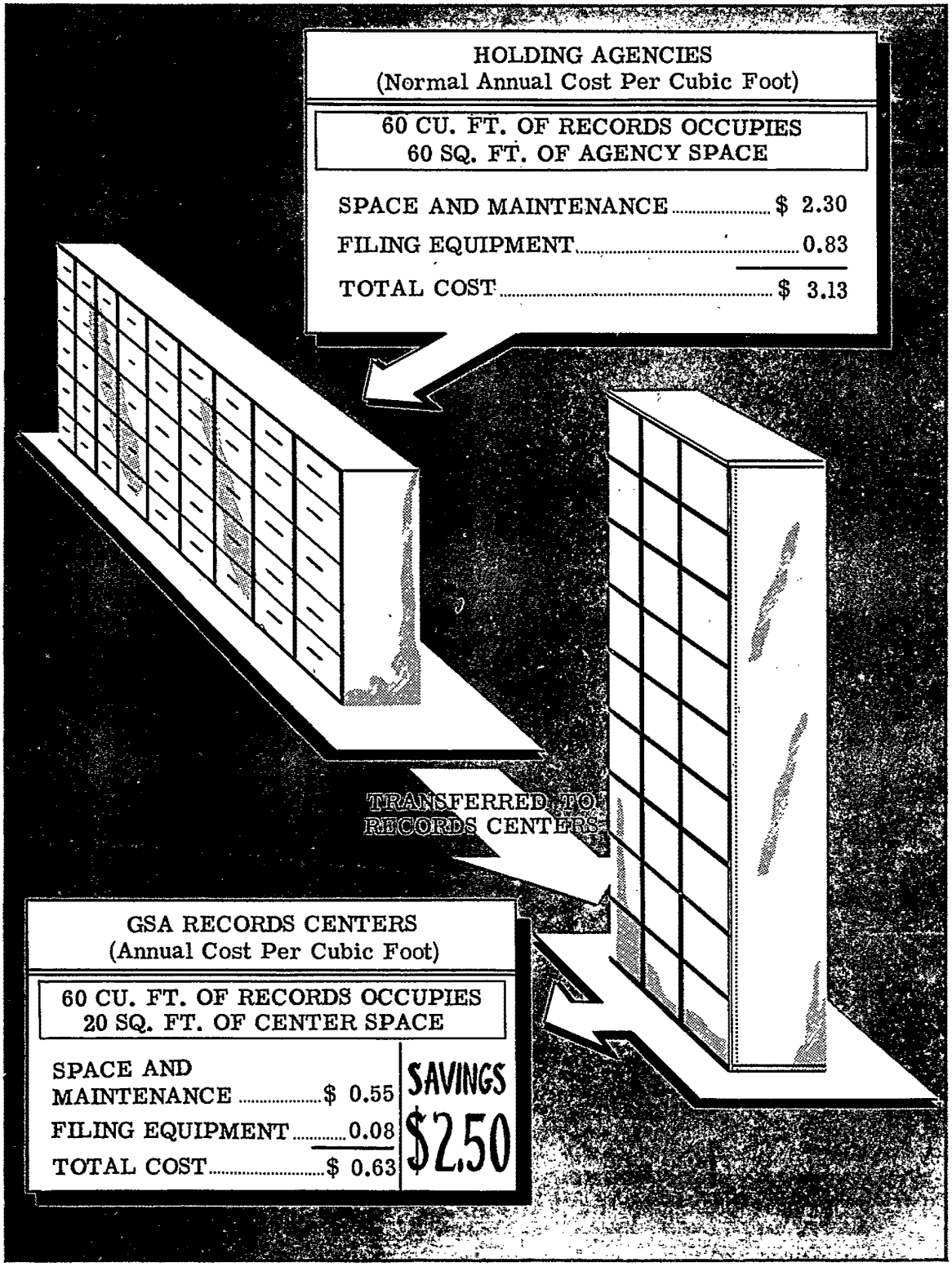
IX. THE ST. LOUIS FEDERAL RECORDS CENTER 21

CHECK LIST 25

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FIGURE 1

HOW CENTERS SAVE MONEY



I. WHY THE GOVERNMENT HAS RECORDS CENTERS

The Federal Government is producing records at the rate of 2.9 million cubic feet annually - enough to fill 9,000 four-drawer file cabinets every week in the year.

To handle this accumulation of files economically and efficiently Federal agencies are now required by law to establish and maintain effective records management programs.* Such programs include setting up controls over the creation, organization, maintenance, use, and disposition of records.

One of the major objectives of an agency's records management program is to keep noncurrent records moving out of high-cost space and filing equipment into low-cost records centers as rapidly as possible. Experience in a growing number of agencies proves that at least *one-half* of an agency's records can be moved from high-cost to low-cost space under a continuing and effective records transfer program. An agency can reach this goal, with the resultant benefits in annual savings, by transferring an average of 10 percent of its records to a Center each year.

As the chart on the opposite page shows, files can be kept in low-cost records centers at a saving to the Government of $2.50 a cubic foot of records. This saving is possible because:

Center storage space costs less. (Compare: $2.30 a cubic foot average for agency space with 55 cents a cubic foot for center space.)

Center storage equipment costs less. (Compare: $50 for an agency filing cabinet with 77 cents for 7 cardboard containers plus $3.90 for shelving.)

Center space is better utilized. (Compare: 3 cubic feet of records in each square foot of space at the center with 1 square foot for each cubic foot in the agency.)

Ten low-cost records centers, a specialized center for personnel records, and several annexes are now being operated by the General Services Administration. Federal agencies are legally authorized to transfer their noncurrent records to these facilities. This handbook tells how your agency can save money, protect its records, and get quick and valuable reference service by using the Federal Records Centers. The steps in transferring records, from initiating the request for transfer to making the final arrangements for shipping, are explained and illustrated on the following pages.

---

*Federal Records Act of 1950 (41 U. S. C. Supp. 280-290).

II. SELECTING FILES FOR TRANSFER

If the records of an agency are completely covered by General Records Schedules and comprehensive agency schedules, there is no problem in deciding what files to transfer to a Center. Comprehensive records control schedules specify *what* files to transfer and *when* to transfer them.

In an agency which has no specific instructions on transferring, the selection of files for transfer to Federal Records Centers normally is based on three considerations:

1. How often agency personnel actually need to refer to the file;

2. How much longer the files must be kept before they can be destroyed; and

3. How much it will cost to transport the records to the Center.

A criterion has been developed indicating that files which are referred to not more than once a month per file drawer should be transferred to a Center, provided transportation cost does not wipe out space savings.

Files meeting the above criterion usually should be transferred to a Center:

1. Regardless of how few records are involved;

2. Regardless of how urgent the need for the infrequent references; and

3. Regardless of how important or how highly security-classified the records or how extensive the restrictions on their use.

Most records over 4 years old will be referred to less than once a month per file drawer. To distinguish their age, correspondence files should be maintained in blocks, according to calendar or fiscal year. This technique is called "breaking" the files, and simply means that on a given date a new set of files will be established for material dated after that time. Files can be "broken" every year, every two years, or every three years, depending on the rate with which the material gathers. Different colored labels can be used on folder tabs to distinguish one time period from another.

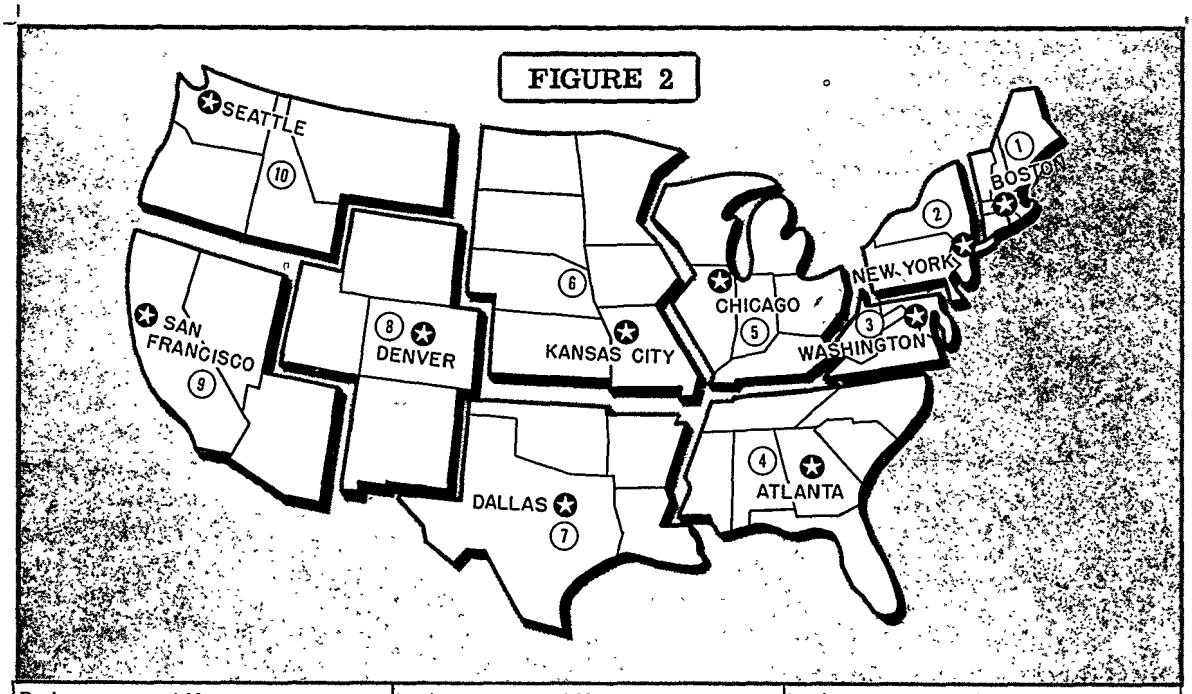
Closed out case files are seldom, if ever, referred to more than once a month per file drawer. Case files are usually closed out when a given event occurs - an employee separates from the Government, a claim is settled, a purchase order is paid, and so on.

Each agency has records officers who are available to inspect files and make recommendations as to transfers. Such recommendations may also be requested from GSA by the agency.

III. INITIATING THE TRANSFER REQUEST

To initiate a transfer of files to a Federal Records Center all an agency official needs to do is inform his records management officer. Under the usual procedure, the records management officer begins the transfer arrangements by telephoning or writing the Chief in charge of the nearest Federal Records Center or Annex. Figure 2 shows the 10 regions in which the General Services Administration operates Federal Records Centers. The mailing addresses of the Centers and Annexes are shown below.

FIGURE 2



Region	Address
1	Federal Records Center, GSA 620 Post Office and Courthouse Bldg. Boston 9, Massachusetts
2	Federal Records Center, GSA 641 Washington Street New York, New York
2	Federal Records Center Annex, GSA 5000 Wissahickon Avenue Philadelphia, Pennsylvania
3	Federal Records Center, GSA Bldg. 1, King and Union Streets Alexandria, Virginia
4	Federal Records Center, GSA 221 St. Joseph Street East Point, Georgia
5	Federal Records Center, GSA 7201 South Leamington Avenue Bedford Park, Illinois
6	Federal Records Center, GSA 2306 East Bannister Road Kansas City, Missouri
6	Federal Records Center, GSA 1724 Locust Street St. Louis 3, Missouri
7	Federal Records Center, GSA 424 W. Vickery Street Fort Worth, Texas
7	Federal Records Center Annex, GSA 401 Custom House Building New Orleans, Louisiana
8	Federal Records Center, GSA Bldg. 25, Denver Federal Center Denver, Colorado
9	Federal Records Center, GSA P. O. Box 708 South San Francisco, California
9	Federal Records Center Annex, GSA 2401 E. Pacific Coast Highway Wilmington, California
9	Federal Records Center Annex, GSA P. O. Box 673 Honolulu, Hawaii
10	Federal Records Center, GSA 601 West Nevada Street Seattle 4, Washington
10	Federal Records Center Annex, GSA 729 N. E. Oregon Street Portland 18, Oregon

If on the other hand an agency wishes to transfer records from its central office and from its field offices on a nationwide basis, its records management officer deals with the Records Management Division, National Archives and Records Service, General Services Administration, Washington 25, D. C.

IV. GETTING FILES READY FOR SHIPMENT

Federal Records Center standard cardboard containers are available for use in shipping files to the Records Centers. Unless an agency is being liquidated or urgently requires immediate removal of its records, it should ship records in these standard containers rather than in filing cabinets or similar equipment.

A standard cardboard container has inside dimensions of 15 by 12 by 10 inches and holds 1 cubic foot of records. Thus for each cubic foot of records to be transferred you will need 1 cardboard container.

A good rule to follow in estimating the total cubic feet of records is this:

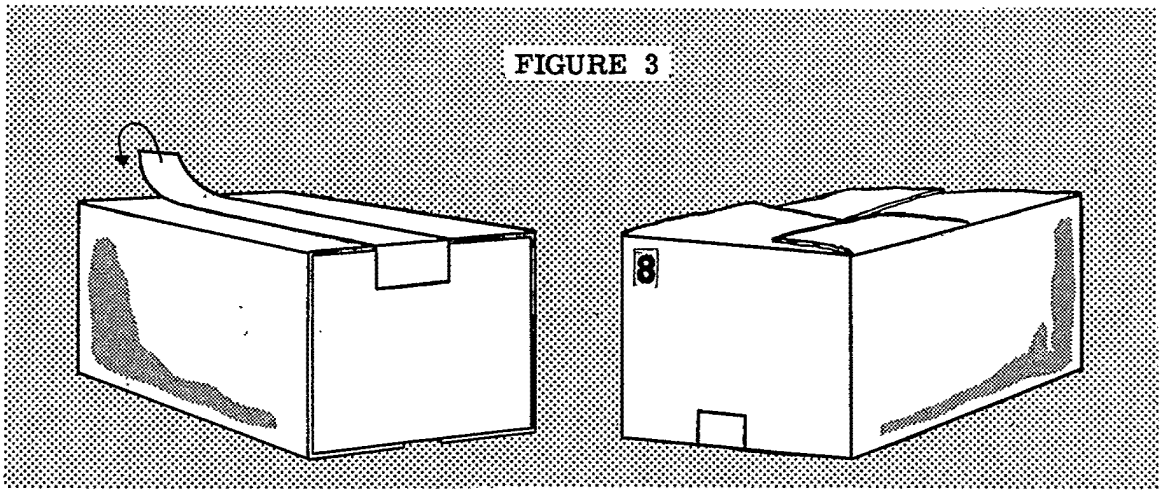
Count each full letter-size file drawer as 1½ cubic feet of records; count each full legal-size file drawer as 2 cubic feet of records.

Standard containers may be obtained either from a Federal Records Center or from the Federal Supply Service (Stock No. 53-B-24992-128). The boxes cost about 11 cents apiece, but the Center usually supplies them without charge to an agency. Requests for boxes should be made far enough in advance to be sure they are on hand when packing is scheduled to begin.

Assembling the boxes. When an agency and a Records Center are located in the same general metropolitan area, the boxes may be delivered already assembled. Otherwise, they are delivered "knocked-down."

To assemble a "knocked-down" box, the bottom must be secured either by gummed kraft tape at least 2 inches wide or by machine-applied heavy-duty stitching. The tape should be placed longitudinally on the outside, after the flaps on both ends of the carton have been folded inside. (See Figure 3.) The tape should extend at least 2 inches up each end of the box for extra strength.

FIGURE 3



Screening. Before putting files in boxes, it is advisable to screen out all unnecessary nonrecord material and all record material clearly authorized for disposal. This screening usually results in a cost savings and should be omitted only:

1. If the need for the agency space occupied by the records is urgent;

2. If the agency office is being liquidated immediately; or

3. If the labor costs of screening or other cost factors outweigh the savings in transportation and storage costs.

In addition to screening before packing, an agency should downgrade security-classified records whenever such downgrading is warranted by changed circumstances, lapse of time, or other conditions affecting the classification.

Packing the records. Without disturbing the existing filing arrangement, pack the records firmly in the box. Do not force them. To make future reference easier, fairly active files should be packed less tightly than files which are expected to be inactive. Place the file folders in an upright position, with letter-size folders the 12-inch way, and legal-size folders the 15-inch way. The folder labels may then be read while facing either the 12-inch or 15-inch side. Regardless of how the records are packed, the unstitched 12-inch side of the container is considered the front.

Insofar as is practical, records with widely different retention periods should not be placed in the same carton. And records from more than one bureau or office should never be packed in the same carton.

Numbering the boxes. Boxes should be numbered consecutively in heavy black crayon or its equivalent, starting with No. 1 for each transfer. Write the number on the box in the upper left corner of the front or unstitched side. Each transfer will be assigned a separate accession number by Center personnel after the records are received at the Center.

(Container labels showing the contents of each box are optional with the agency. They are not required, because Federal Records Centers use a permanent location number system. Labels are extremely useful at a Center, however, if the files are arranged in name or numerical sequence.)

Finding aids. The records should be accompanied, where possible, by any relevant finding aids, such as indexes. The Center should be notified of any finding aids retained by the agency.

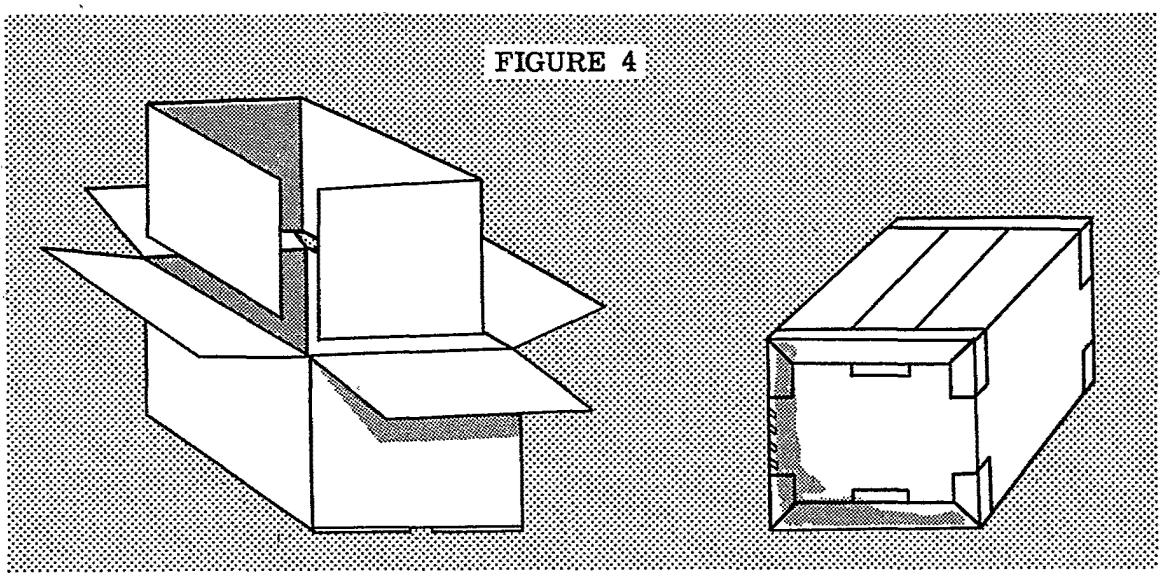
Closing the boxes. To close the box, simply tuck the flaps alternately over and under each other. (See Figure 3.)

Reinforcing the cartons. If the boxes are to be shipped to the Records Center by freight, express, or parcel post, it may be desirable to reinforce them. As a general rule, boxes should be reinforced if they will be handled more than four times during shipment, as may happen in freight shipments of less than carload lots.

Two methods of reinforcement are equally satisfactory. The easier method is to place a cardboard liner inside the box before it is packed. By this method the sides of the box may be lined and the bottom and top padded with cardboard. Liners cost about 3 cents each; pads about a penny apiece. (Federal Supply Service Stock Nos. 53-L-2942-975 and 53-P-385 respectively.)

The second reinforcement method is to tape all corners and edges of the boxes, top and bottom, thoroughly and skillfully. In this way it is possible to secure all points where the box may come apart if mishandled during shipment.

FIGURE 4



Oversized records. Oversized records, such as ledgers and similar volumes, which will not fit into standard containers, should be tied in bundles with sturdy identification tags attached. Each bundle should be handled just as another box in the numbering sequence. The number should be written on the tag, along with any other necessary descriptive data. Just as in the case of cartons, bundles shipped out of the area should be prepared with extra care to protect them against rough handling.

Undersized records. Small records, such as cards or papers 3 by 5 inches, 5 by 8 inches, and 3 by 11 inches, may be shipped in standard cartons, but they should be arranged in small to medium length lots and bound with heavy rubber bands. Arrange them in as many rows as possible, using cardboard pads between layers.

Filing cabinets. As indicated in Part IV, records should be transferred to Centers in filing cabinets in exceptional cases only. In preparing records for shipment in filing cases, press the compressing devices inside each drawer tightly against the records. Then secure the drawers by ropes or metal bands regardless of whether they have locking devices. Finally number the cabinets in consecutive order.

V. PREPARING THE TRANSFER FORMS

The transfer of records to a Federal Records Center requires preparation of two simple forms. These forms serve:

1. To record the transfer of custody of the files to the Federal Records Center subject to any legally binding restrictions on use which an agency may impose; and

2. To provide an accession inventory sufficiently detailed to enable the Center to give an agency any reference service it may need.

The forms, known as Standard Form 134 and Standard Form 135, may be obtained from a Federal Records Center, or from the source that normally supplies your agency with standard forms.

Standard Form 135, Transmittal of Government Records (Figure 5), is the basic transfer document. It should be filled out carefully and in detail. An original and one copy are forwarded to the Center to which the records are being transferred. (Note: When transferring records to the Center in Washington, D. C., the agency should forward an original and two copies.) The Center returns one copy to the agency, signed by a Center official. This copy is the agency's receipt for the transfer.

When records that have been site-audited by the General Accounting Office are being transferred, an additional copy of Standard Form 135 should be prepared and forwarded to the Examination and Settlement Branch, Division of Audits, General Accounting Office, Washington 25, D. C.

Standard Form 134, Records Shelf List (Figure 6), is an accession or box-by-box inventory which enables the Center to provide reference service on the records. It should be prepared with the same number of copies and forwarded in the same manner as Standard Form 135. One copy will be returned to the appropriate agency official with his copy of Standard Form 135.

Standard Form 134 is not necessary when Standard Form 135 can be made to serve as an accession inventory. Standard Form 135 can serve as an accession inventory:

1. When the total volume involved is no more than 10 cubic feet; or

2. When the records are considered so inactive that no further reference demands are anticipated.

When the volume is small, a box-by-box inventory, if necessary, can be included on Standard Form 135 as part of the description of records. When need for reference service is not anticipated, a box-by-box inventory is unnecessary and only the inclusive box numbers for each type of record need be given on Standard Form 135.

STANDARD FORM 135
APRIL 1953
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION REG. 3-IV-302

TRANSMITTAL OF GOVERNMENT RECORDS

DO NOT USE THIS BOX
ACCESSION NO.
RECORD GROUP NO.

INSTRUCTIONS.—Submit this form to your area GSA regional office. When submitting to GSA region 3 office, Washington, D. C., submit an original and two copies. When submitting to other GSA regional offices, submit an original and one copy only.

1. FROM (*Name and address of agency transferring the records*)
Bureau of Special Revenue
Special Revenue Bldg.
Washington 25, D. C.

2. AGENCY WHICH CREATED RECORDS (*If different than transferring agency*)

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (*Signature*): J. S. Smithson | TITLE: Administrative Officer | DATE: 1-8-53

4. CUSTODIAN OF RECORDS IN TRANSFERRING AGENCY (*Name, address, and telephone number*)
James Smith, Rm. 1163, Special Revenue Bldg., Code 165 - 87654

5. DESCRIPTION OF RECORDS (*With inclusive dates. Use reverse if additional space is required*)

Ruling Files and related records of the former Sales Tax Division (1918-Aug. 15, 1952) and former Miscellaneous Tax Division (1941-Aug. 15, 1952).

These two divisions were abolished in the bureau reorganization of Aug. 15, 1952. The functions of the divisions were transferred in part to the field offices and in part to a new Excise Tax Ruling Branch. The records document the work of the divisions in issuing interpretative rulings and opinions to the public and to bureau field offices regarding tax regulations and laws.

No. 7 -(continued). Sales Tax Claims for Credit (Boxes 503-619) covered by BSR Sched. No. 27, Dec. 15, 1949 - 12 yr. retention.

6. RESTRICTIONS ON USE OF RECORDS (*If no restrictions, write "none"*)
No access to be given other than to Bureau of Special Revenue officials concerned without prior approval of branch officials concerned or their superior officers, for a period of 15 years.

7. ARE THESE RECORDS COVERED BY AN AUTHORIZED DISPOSAL SCHEDULE?
[X] YES (*If "yes," identify schedule*) Only in small part.
[ ] NO (continued under 5 above)

8. CUBIC FEET OF RECORDS TRANSFERRED: 1607

9. CUBIC FEET OF RECORDS DISPOSED OF IN AGENCY: None

10. SQUARE FEET OF SPACE RELEASED

Office	*Storage*
300	510

LOCATION

11. FILING EQUIPMENT (*Enter, where applicable, quantity of each type*):

	FILING CABINETS		TRANSFER CASES		OTHER (*Specify*)
	STEEL	WOOD	STEEL	WOOD	
EMPTIED AND RETAINED AT AGENCY	300				
RECORDS SHIPPED IN					1607 FRC containers
TO BE RETURNED					
CUBIC FEET OF SHELVING EMPTIED AT AGENCY					

DO NOT WRITE BELOW THIS LINE

THE ABOVE-DESCRIBED RECORDS WERE RECEIVED , 19
SHORTAGES, DAMAGED CONTAINERS, ETC.

SIGNATURE | TITLE | FEDERAL RECORDS CENTER ADDRESS

U. S. GOVERNMENT PRINTING OFFICE 16—68454-1

FIGURE 5

Although transfer documentation may be prepared by Center personnel, usually it is better for agency officials to prepare it by use of these standard forms. The documentation may be as varied as common sense dictates. In preparing the descriptions of the records, use any special terminology or information which may make the transfer documents more meaningful for serving your future reference needs.

Most of the entries on Standard Forms 135 and 134 are self-explanatory, but a few require some explanation.

The accession number and the record group number, which distinguish the records of one agency or bureau from all others, are filled in by the Center on both forms.

STANDARD FORM 135, TRANSMITTAL OF GOVERNMENT RECORDS

Description of Records. The description of your records should provide enough information -

1. To clearly identify them;

2. To enable the Center to give reference service on them; and

3. To enable the Center to prepare schedules covering any records not covered by agency or general records control schedules. Such schedules specify which records are of continuing value and how long the other records need to be retained.

Normally, the description given on Standard Form 135 will be general, serving to identify and describe the total group of records being transferred. (Exception: Description should be broken down by individual records series if Standard Form 134 is not used.) The general description should include such information about the records as:

1. Their administrative origins, including past organizational changes when significant and relevant;

2. Their inclusive dates;

3. The purpose for which they were created, their relationship to the program activities of the organization creating or using them, and any other significant purpose or function they may or do serve;

4. Their general content; and

5. Their significant relationships with other records, including duplication.

The order of the information does not matter as long as the description is adequate. Figure 5 illustrates a sample general description.

STANDARD FORM 134
APRIL 1953
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
REG. 3-IV-302

RECORDS SHELF LIST

FROM (*Name of agency*)
Bureau of Special Revenue

ADDRESS OF AGENCY
Special Revenue Bldg.,
Washington 25, D. C.

AGENCY WHICH CREATED RECORDS		TOTAL NO. OF CONTAINERS
Bureau of Special Revenue		1607
FRC ACCESSION NO.	RECORD GROUP NO.	DATE
		1/8/53

AGENCY CONTAINER NO.	FRC CONTAINER NO.	DESCRIPTION AND DATE
		Sales Tax Ruling File. 1918-Aug. 15, 1952.
		File of former Sales Tax Division, Excise Tax Unit, containing rulings, advisory opinions, memoranda, correspondence on routine sales tax collection matters with the public, reports of delinquency and collections. Rulings concern not only general policy but also decisions in individual cases. Includes case files on routine tax investigations.
		Not scheduled
1.		A - Aceb
2.		Acec - Acez
3.		Acf - Ado
. . . . .	. . . . .	. . . . .
		Sales Tax Ruling File, Collectors File 1918-Aug. 15, 1952.
		Not scheduled
407.		A - Bu
408.		Bu - Co
. . . . .	. . . . .	. . . . .
		Sales Tax Claims for Credit. 1918-Aug. 15, 1952.
503-619		Closed claims by taxpayers for credits against future tax obligations. Claims develop as a result of rulings favorable to the taxpayer. Arranged alphabetically by name. BSR Sched. 27, Item 3
. . . . .	. . . . .	. . . . .
1607		Miscellaneous Tax Ruling File. 1941-Aug. 15, 1952.
		Not scheduled

U. S. GOVERNMENT PRINTING OFFICE 16—68453-1

FIGURE 6

If records are security-classified, the description must include the degree of classification. If the classified materials are not specifically named or described, or if no security-classified information is revealed, the standard forms documenting the transfer do not need to be classified. Whenever actual security-classified information is revealed, however, the agency should stamp the transfer document involved with the highest security classification borne by the information.

Restrictions on Use of Records. Particular attention should be given to this item. The specific restrictions an agency imposes on the use of transferred records should rest on legal considerations or considerations of the public interest. All restrictions dealing with access to the records will be rigidly enforced by the Center.

Coverage of Records by Disposal Schedules. To enable the Center to make proper and economical disposition of transferred records, you should specifically indicate what records are scheduled for disposal and the approved agency or general schedules which cover them. Even though such schedules authorize the disposal of your records after a specified date or the meeting of certain conditions, the Center will always secure your approval before it disposes of the records.

STANDARD FORM 134, RECORDS SHELF LIST

Description of Records. The description on this form should be broken down by individual records series. For each series the title and the inclusive dates should be given. If the title is not self-explanatory additional information must be included. Immediately following the title line or the explanatory paragraph, cite the disposition authority by schedule and item numbers.

A records series consists of documents, volumes, or folders that are arranged under a single filing system or are kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form. A series may consist of a single folder or of hundreds of feet of files; volume is not a factor. As a practical matter, single folders and similar small volumes of records may at times be lumped together into an artificially created series with a title indicating the general nature of the records, but such descriptions are much less useful for servicing records.

Each records series needs to be described only once. If a series fills several boxes, a breakdown of the chronological, numerical, or alphabetical coverage of each box should be given whenever necessary to facilitate future reference service on the records. In such breakdowns, the file designations (filing symbol, name, number, or date) of the first and last folders or documents within each box are usually sufficient. Any evident gaps in the series should be indicated.

The description of each series should include much the same kind of information that is included in the generalized description for the total transfer on Standard Form 135. In addition, information should be included on (a) the physical type and form, for example, sound recordings, maps, tabulating cards, correspondence, directives, estimates, reports, inquiries, instructions, memoranda, orders, summaries, or vouchers, and (b) internal organization or arrangement, for example, alphabetical, numerical, chronological, or classified system such as Dewey-decimal. Figure 6 shows a sample description of a series.

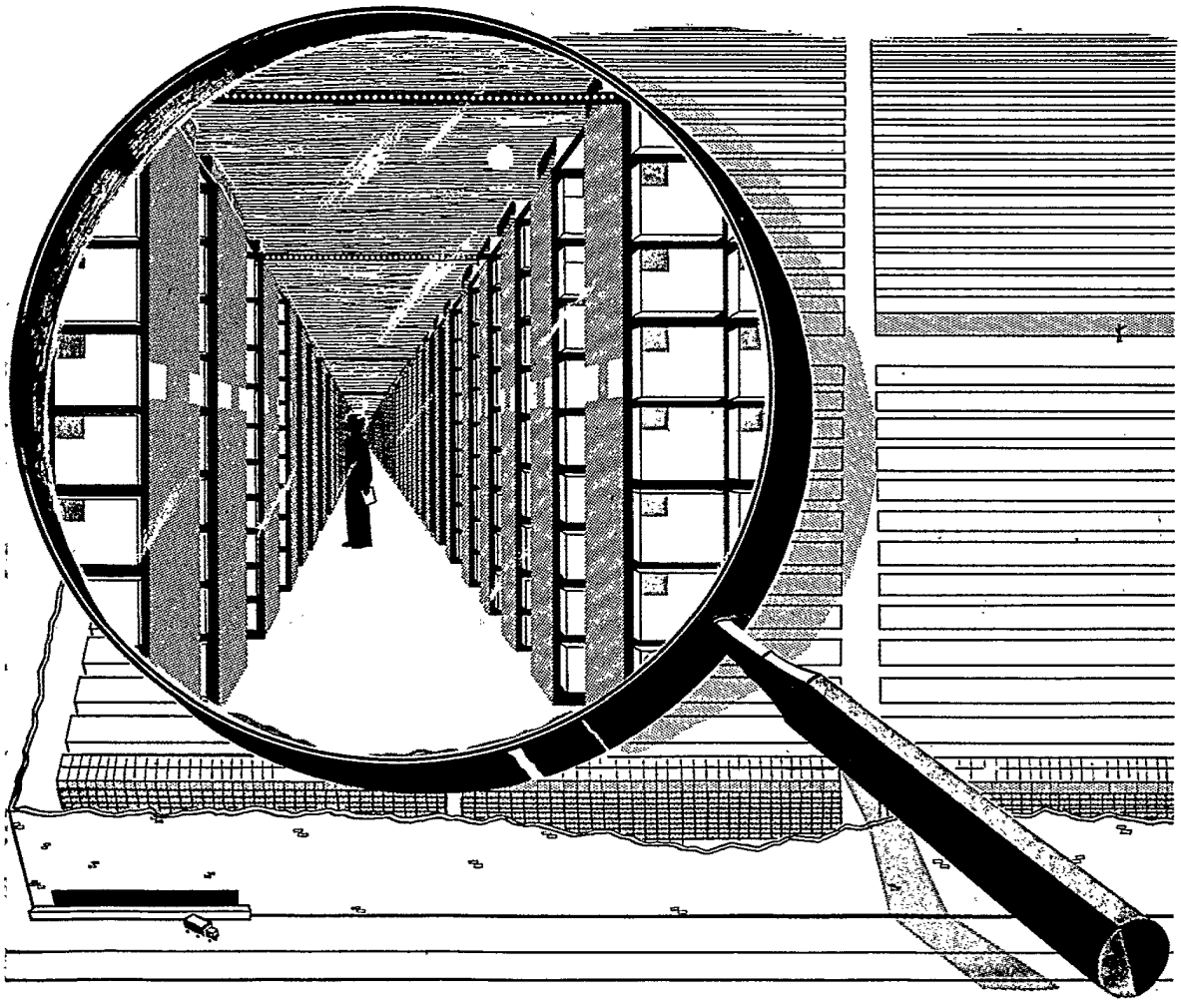
An index or other finding aid is itself a series and should be carefully described.

If the records are security-classified, the degree of classification must be given on Standard Form 134. The same principles of classification apply to this form as to Standard Form 135 (see above).

Agency Container Number. As has been indicated, boxes should be numbered consecutively. If a series description applies to the records in several boxes and there is no further box-by-box breakdown, the inclusive box numbers should be entered; for example, 29-41. If by chance a box number is skipped during packing, the agency should still enter that number on the Records Shelf List, with the statement "No box." It is essential that the container numbers on Standard Form 134 be accurate and correspond exactly with the numbers on the boxes.

FRC Container Number. This column on Standard Form 134 should be left blank. The Center will assign and fill in Center storage location space numbers. These numbers will be noted on the copy of the form the Center returns to an agency.

INTERIOR VIEW OF A TYPICAL RECORDS CENTER



VI. HOW TO SHIP THE RECORDS

Obviously, the most economical means available should be used to move files to Records Centers. If they are to be moved only a short distance, trucks owned by the Center will usually pick them up. In any case, if the agency so requests, the Center will assist in making the necessary transportation arrangements.

When Center trucks are not used, shipment may be made by parcel post, freight, or express.

Shipments by parcel post should be sent registered mail.

To get special tariff rates for Government records, shippers using commercial carriers should put the following statement on bills of lading and shipping orders:

> "The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding 3-1/2 cents per pound."

This statement entitles the shipper to special tariff rates for Government records.

When records are shipped by rail and there is sufficient weight for a carload, they should be loaded as heavily as possible. Railroads have two weight minimums: a 30,000-pound minimum for which 4th-class rates prevail, and a 40,000-pound minimum for which 5th-class rates prevail. Commercial trucks have a minimum weight of 20,000 pounds for special rates.

The following yardsticks may be useful in planning the movement of records:

One Center box holds 1 cubic foot of records and weighs 30 pounds.

One ton of records equals 70 cubic feet.

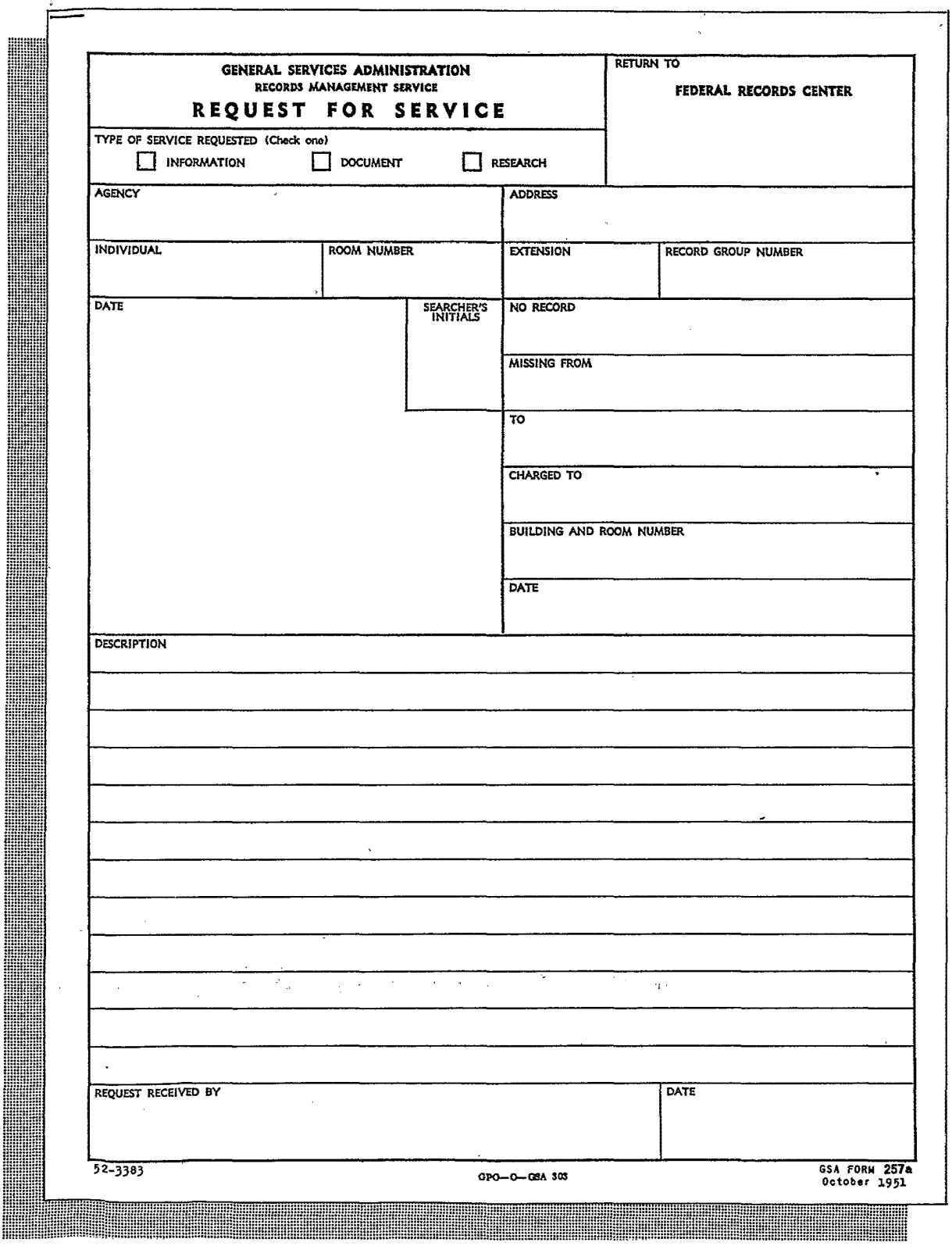
One empty filing cabinet weighs 150 pounds if steel; 105 pounds if wood.

One 40-foot tractor-trailer will transport 1,600 cubic feet of records.

One cubic foot equals 3,000 letter-size sheets of paper.

One cubic foot equals 10,000 tabulating punch cards.

If records are forwarded in file cabinets or transfer cases the agency must indicate in item 11 of Standard Form 135, Transmittal of Government Records, how many cabinets or cases, if any, it wants returned. The Center packs records received in file equipment in regular Center boxes and either returns the equipment to the transferring agency or turns it over to the Federal Supply Service, whichever the transferring agency desires. If the agency does not want the file equipment returned, it should prepare Standard Form 120, Report of Excess Personal Property, so that the Center can dispose of the equipment.



GENERAL SERVICES ADMINISTRATION
RECORDS MANAGEMENT SERVICE

REQUEST FOR SERVICE

RETURN TO
FEDERAL RECORDS CENTER

TYPE OF SERVICE REQUESTED (Check one)
☐ INFORMATION ☐ DOCUMENT ☐ RESEARCH

AGENCY

ADDRESS

INDIVIDUAL

ROOM NUMBER

EXTENSION

RECORD GROUP NUMBER

DATE

SEARCHER'S INITIALS

NO RECORD

MISSING FROM

TO

CHARGED TO

BUILDING AND ROOM NUMBER

DATE

DESCRIPTION

REQUEST RECEIVED BY

DATE

52-3383

GPO—O—GSA 305

GSA FORM 257a
October 1951

FIGURE 7

VII. HOW TO GET REFERENCE SERVICE

Agency officials can get quick and reliable reference service on records transferred to a Federal Records Center by requesting the service in whatever way is most convenient—by telephone, in writing (as by a letter or form), by messenger, or by personal call.

The requester may ask for information from the records, for photographs of them, for authenticated copies, or for the loan or return of the records themselves. No reference service will be honored, however, if it conflicts with restrictions established by the transferring agency. And no telephone information may be given on records with a security classification of confidential or higher.

In making a reference request specify:

1. The name of the agency and the name and location of the person for whom the request is being made;

2. The accession number of the particular transfer in which the records were included, as shown on the agency copy of Standard Form 135, Transmittal of Government Records;

3. A description of the information and/or records desired; and

4. The number of the Records Center box in which the records will probably be found, if it is possible to determine it from the copy of Standard Form 134, Records Shelf List, that was returned by the Center when the records were transferred.

By giving the Center the accession number and the Federal Records Center container number, the agency greatly facilitates the Center's search for the records.

When requests for service are received in writing or by telephone, the Center normally supplies the requested service within 24 hours.

No special form is needed to make written requests for Center reference service, although agencies wishing to do so may obtain and use GSA Form 257a, Request for Service. The Center will be glad to supply copies of this form, which is shown in Figure 7. The form is primarily designed for Center use; therefore an agency using it should ignore the irrelevant items.

Some agencies find it desirable to require all telephone or written requests to be made by, or channeled through, one or two persons in the agency. The names of such persons should be given to the Center.

The Center delivers requested records to "out-of-town customers" by regular United States mail, observing all necessary security requirements in doing so. If an office is in the same metropolitan area as the Center, however, the Center can deliver requested records or information by regular mail, by regular daily Center-operated "Archival Messenger Service," or by Center special delivery service. The last is used only if the need is urgent.

An agency should make general arrangements with the Center as to the normal type of delivery service to be provided. As a rule of thumb, when time is not important, it is more economical for the Center to send small amounts of records by regular mail. When deliveries are to be made by Archival Messenger Service, it is desirable for the agency to designate a single agency delivery point, such as the agency mail room, and to inform the Center of such delivery point.

Messengers sent to a Center to pick up requested records or information or agency officials who make personal visits to a Center for reference service purposes must always provide:

1. Clear identification;

2. Evidence of security clearance, if needed; and

3. Authorization to refer to records if their use is restricted.

Records may be requested for loan or permanent withdrawal. If on loan, the records may be retained as long as an agency desires. The Center exercises a limited follow-up control only if the agency requests such service, or if the records are of permanent value.

If information is sought rather than the records themselves, it is important to remember that Centers can only report findings of fact as stated in the records. Centers cannot provide interpretations and should not be requested to do so. If interpretations are needed, whenever practicable the relevant documents or copies of them will be furnished to permit the interpretation to be made by the requesting individual or agency.

Photo-reproductions of records can be furnished only if such reproduction is not contrary to agency restrictions, security requirements, or statutory restrictions. For example, there is a legal prohibition against the reproduction of naturalization papers. Centers will do microfilming only on a reimbursable basis. Charges also will be made for photo-reproductions involving an excessive expenditure of Center resources or unusual technical problems. A request involving more than 10 pages of photo-reproductions may be considered excessive if the agency concerned has its own reproduction facilities.

VIII. DISPOSAL OF RECORDS IN THE CENTERS

The transfer of records to Federal Records Centers is not a substitute for disposal. Rather it goes hand in hand with disposal. Experience has shown that Centers speed up disposal of records.

Disposition activities at Federal Records Centers have three major objectives:

1. To assist the National Archives and Records Service in identifying the records of enduring value of departmental and field activities of the Federal Government;

2. To assist Federal agencies in establishing retention periods for records that do not have enduring value; and

3. To remove from Federal Records Centers all disposable records promptly, always with agency concurrence, regardless of whether record or nonrecord material is involved.

If these three objectives are maintained, there will be few records in any Center marked "Disposal date not established," or "Retain indefinitely."

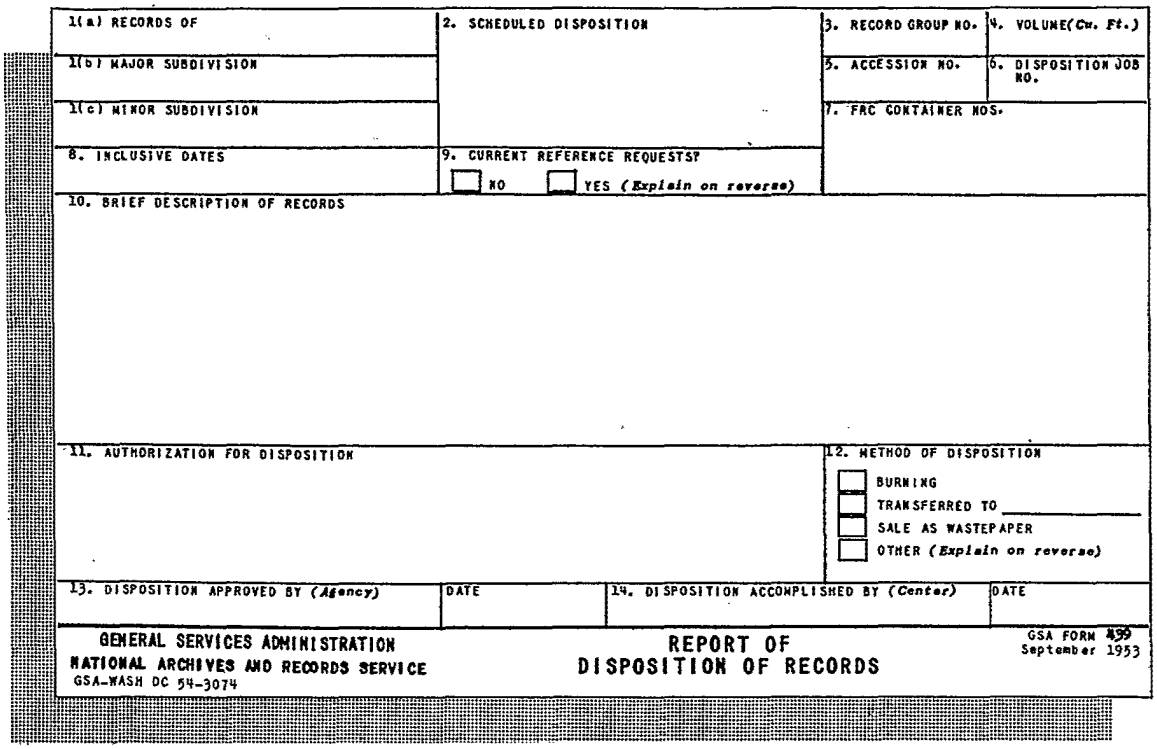
In accordance with GSA Regulations 3-IV-302.06, no record material can be disposed of without the agency's written concurrence, even though Congress has authorized the disposal. Such concurrence is received from the records-creating agency, the records-transferring agency, or any responsible successor agency, whichever is applicable.

If the records-creating or records-transferring agency is discontinued after the records are received in the Center and no agency succeeds to its functions or is entrusted with its liquidation, approval for the disposal of the records is obtained from the Records Management Division, National Archives and Records Service.

The Center likewise obtains agency approval for the disposal of nonrecord material in order that there will be no misunderstanding as to the record or nonrecord nature of particular files.

Before disposing of any records, the Center fills out and sends the agency concerned GSA Form 439, Report of Disposition of Records (See Figure 8). The agency then determines whether the authorization for disposal is still in effect, and whether the records are active enough to warrant keeping them longer. The relation between the volume of the records, shown in item 4 of Form 439, and the number of current requests for reference service has a direct bearing on the decision as to whether they should be kept. For example, 6 requests for service in 1 year on 6,000 cubic feet of records, would provide little justification for keeping them longer.

If the agency approves the disposition, it signs Form 439 and returns it to the center as authority for disposal action.



1(a) RECORDS OF

2. SCHEDULED DISPOSITION

3. RECORD GROUP NO.

4. VOLUME(Cu. Ft.)

1(b) MAJOR SUBDIVISION

5. ACCESSION NO.

6. DISPOSITION JOB NO.

1(c) MINOR SUBDIVISION

7. FRC CONTAINER NOS.

8. INCLUSIVE DATES

9. CURRENT REFERENCE REQUESTS?
☐ NO ☐ YES (Explain on reverse)

10. BRIEF DESCRIPTION OF RECORDS

11. AUTHORIZATION FOR DISPOSITION

12. METHOD OF DISPOSITION
☐ BURNING
☐ TRANSFERRED TO _____
☐ SALE AS WASTEPAPER
☐ OTHER (Explain on reverse)

13. DISPOSITION APPROVED BY (Agency)

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
GSA-WASH DC 54-3074

REPORT OF
DISPOSITION OF RECORDS

GSA FORM 499
September 1953

FIGURE 8

If a field office authorizes disposal of records under existing schedules, but does not know whether necessary clearance with the General Accounting Office has been obtained, the Center, before disposing of the records, requests clearance from the Records Management Division, National Archives and Records Service.

IX. THE ST. LOUIS FEDERAL RECORDS CENTER

The General Services Administration maintains at 1724 Locust Street, St. Louis 3, Missouri, a Federal Records Center for all personnel and pay records of former civilian employees of the Federal Government. Because of the specialized nature of this Center, transferring records to it and getting reference service from it require some special procedures.

Each Federal agency should transfer the following three types of records to the Center at St. Louis:

1. Official Personnel Folders of separated employees and comparable files accumulated before Official Personnel Folders were established;

2. Service Record Cards (Standard Form 7 or its equivalent) of separated or transferred employees; and

3. Individual Earnings and Service Cards (such as Standard Form 1127 or its equivalent) *or* Comprehensive Payrolls or Individual Pay Folders.

Personnel Folders. Civil Service Commission Regulations (Title 5, Administrative Personnel, Part 28, Code of Federal Regulations) require that Official Personnel Folders of persons who have been separated from the Federal service for 1 year be transferred to the Federal Records Center, St. Louis. Military agencies are required, however, to transfer similar records within 30 days after the separation of their civilian employees.

When an employee is separated from an agency, the agency should take these steps in regard to his Official Personnel Folder:

1. Remove it from the active file.

2. Examine all the documents in it to ensure that all the permanent ones are on the right-hand side.

3. Remove and destroy the temporary material on the left-hand side.

4. Record the date of separation in pencil on the face of the tab of the folder, for example: S-9/30/54.

5. File the folder alphabetically in an inactive file.

6. Once a month, in civil agencies, screen the file and remove, for transmittal to the St. Louis Center, the folders of employees who have been separated for a year.

To make the screening easier, metal signal tabs, marked with the name of the month, may be placed on the folder tab to indicate the month the folder should be transferred to the Federal Records Center. Each office may determine whether the use of the signal tabs is warranted—perhaps using a criterion of whether it has 50 or more inactive folders. After the folders have been pulled, the tabs may be removed and used again.

In the military agencies, the entire inactive file is transferred at the end of each month.

Unless the quantity of folders is too great, they may be placed in a penalty envelope for mailing to the St. Louis Center. Parcel post is recommended for larger quantities.

A transmittal memorandum similar to Figure 9 should be forwarded to the St. Louis Center with the records. The folders do not need to be listed by name, since their transfer is noted on the corresponding Service Record Cards. To avoid an unwarranted drain on its manpower the Center does not acknowledge receipt of records sent it.

Federal Records Center
1724 Locust Street
St. Louis 3, Missouri

Transmitted herewith are _____ official personnel
(No.)
folders of former Federal employees who separated from the

Agency during _____, _____ .
(Month) (Year)

Signed _____

Title _____

Agency _____

Address _____

Encl:

FIGURE 9

Before sending the folders to the Center, the agency should make every effort to find and place in the folders any pertinent papers that are held elsewhere in its offices. If stray documents are found later, they should be sent to the Center with a separate copy of Standard Form 127, Request for Official Personnel Folder, for each individual involved. (See Figure 10.) When this form is used for transmitting loose papers, blocks 2, 4, 5, and 6c should be filled out. The date of the person's separation must be entered in block 5.

The personnel office can be of material assistance to medical offices holding industrial health records by informing them of a transfer of personnel records. The information, including the names of the individuals whose folders are being transferred, should be given to a medical office at least a week before shipment.

To request a folder from the St. Louis Center, use Standard Form 127, mentioned above. A separate form, in duplicate, should be completed for each individual whose personnel folder is desired. A memorandum in lieu of Standard Form 127 should be used to request *information* from the folders.

Service Record Cards. Standards governing the transfer of Service Record Cards, or their equivalent, are proposed in General Records Schedule No. 1, item 2.

Upon transfer or separation of an employee, an agency will remove his Service Record Card from the Service Control File, prescribed in the United States Civil Service Commission's Handbook S-812, and place it alphabetically in a vertical inactive file. This inactive file should be broken every 5 years, and by the time the second file is to be closed and a third one established, the first can be sent to the Federal Records Center, St. Louis. In this way Service Record Cards will be retained from 5 to 10 years after separation of an employee, and cards sent to the St. Louis Center in 5-year blocks.

The St. Louis Center will not lend Service Record Cards in its custody except to the transferring agency. Photocopies will be provided upon request, however.

Fiscal records relating to pay. The St. Louis Center will accept IER cards, comprehensive payrolls, or individual fiscal folders as outlined in General Records Schedule No. 2. Such records should be transferred 1 year after completion of the audit. They are used to provide service record data when the Official Personnel Folder is missing or incomplete.

Shipment should be made in standard Federal Records Center cardboard cartons, described in Part IV, obtainable from the nearest Center or Annex. Standard Forms 134 and 135 (see Part V) should be used to transmit fiscal records and to inventory them.

Fiscal records sent to the St. Louis Center will not be merged with the Official Personnel Folder nor transferred to another agency. Photocopies will be provided as needed, however.

STANDARD FORM 127
APRIL 1952
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION REG. 3-IV-302.

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Mo.

2. NAME (*Last, first, middle*)	3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (*If other than item 2*)	4. DATE OF BIRTH

5. FORMER FEDERAL EMPLOYING OFFICE (*Agency, bureau or equivalent, address, and dates of employment*)

(If formerly employed by agencies in addition to above, list under item 7)

6. PERSONNEL FOLDER ACTION (*Check appropriate box*)

☐ a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION

☐ b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE

☐ c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8.

☐ a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED

☐ b. FOLDER ENCLOSED

☐ c. FOLDER NOT LOCATED

☐ d. FLAGGED. FOLDER TO BE FORWARDED WHEN LOCATED

☐ e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED

☐ f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

TO:

ADDRESS:

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

ATTN:

U. S. GOVERNMENT PRINTING OFFICE 16—66697-1

FIGURE 10

CHECK LIST

The questions are so worded that check marks in the "NO" column indicate the need for corrective action.

	YES	NO
1. Has your agency designated a records management liaison office with the General Services Administration in accordance with GSA Regulations, Title 3, Section 102.06?	☐	☐
2. Are all of the records of your agency covered by records disposition instructions?	☐	☐
3. Do the records disposition instructions of your agency indicate what records should be transferred to Federal Records Centers, and when?	☐	☐
4. Does your agency make certain that "record copies" of all issuances and publications are made a part of the official files before the files are transferred to a Federal Records Center?	☐	☐
5. Are "desk drawer files" or "personal collections" scrutinized for record material to be incorporated in official files before the files are transferred to a Federal Records Center?	☐	☐
6. Does your agency utilize the knowledge and experience of staff members of the Federal Records Centers in making transfers of records to those Centers?	☐	☐
7. If your agency undergoes on-site audit by the General Accounting Office, does it follow General Regulations 115 of the Comptroller General insofar as using a Federal Records Center is concerned?	☐	☐
8. Does your agency screen records before packing them?	☐	☐
9. Does your agency include finding aids in transfers of records?	☐	☐
10. Does your agency document all transfers to Federal Records Centers by Standard Form 135, Transmittal of Government Records?	☐	☐
11. Does your agency also prepare Standard Form 134, Records Shelf List?	☐	☐
12. When your agency requests reference service, does it give the Center box number and accession number?	☐	☐
13. Does your agency transfer to the Federal Records Center, St. Louis, Official Personnel Folders of separated employees *monthly* 1 year after separation?	☐	☐
14. Does your agency use Standard Form 127, Request for Official Personnel Folder, to request service from the St. Louis Center?	☐	☐
15. Does your agency send appropriate fiscal records to the St. Louis Center each year?	☐	☐
16. Has your agency also transferred its older Service Record Cards to the St. Louis Center?	☐	☐

GSA P&D WASH DC 55-3337



Washington: 1954

Destruction of Bureau Property -

GENERAL

63 APR 6 1955

RECORDED - 66-3286-694

MAR 31 1955

142

ORIGINAL FILED IN 67-80002-592

Mr. Tolson 3/16/55

R. T. Harbo

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/ptc

SUGGESTION #1077-54
MADE JOINTLY BY [redacted]
AND [redacted]
RECORDS & COMMUNICATIONS DIVISION

b6
b7C

SUGGESTION:

[redacted] and [redacted] jointly suggested that old files of the 32 Classification on Identification (Fingerprint Matters) be reviewed for destruction. The suggestion was adopted.

[redacted] made the suggestion as a GS-6 Clerk in the Correlation Unit and [redacted] as a GS-7 Co-ordinator in the Correlation Unit. Neither employee was a Supervisor. The suggestion is not within the purview of their normal duties. The Supervisor of these employees is Frank W. Waikart.

[redacted] was a member of the Streamlining Committee when this suggestion was made but [redacted] was not.

BACKGROUND:

When the suggestion was made, there were an estimated 17,000 files of the referenced type, occupying 25 file drawers, and 2,000 cards indexing these files in the General Index. A survey showed the files and cards to run from 1921 to 1926, inclusive. During recent years, the Identification Division has destroyed the type of mail found in these files after the mail has been handled. Because of this practice, the 2 employees above suggested that the Bureau also destroy the old files set up under the previous practice in which this mail was filed and kept.

ADVANTAGES:

Extra space will be made available in file cabinets and the General Index. There will be a reduction in the number of file references to review, files to locate and time required to search and list references previously found in the old files being destroyed.

DISADVANTAGES:

There is a cost involved in reviewing and destroying the old files.

SAVINGS:

Annual savings of $683.00 are estimated by the Records Section to accrue year after year from reuse of cabinets and other space and elimination of searching and reviewing these old file references. The cost of destroying these records offsets the savings for the first 3.9 years.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

DJD:mew (3)

Attachments - 3

INITIALS ON ORIGINAL

166-3286-✓
NOT RECORDED
14 MAR 31 1955

ORIGINAL FILED IN

80 APR 6

OBSERVATIONS:

Adoption of this suggestion will result in cash savings which begin to accrue in 3.9 years and intangible benefits through greater efficiency in the Records Section as a result of these excess records being gotten out of the way. It is noted that the Records Section made an actual survey and found that 270 useless references to these outdated files were made in a 4-week period. This indicates a saving of time, money and effort by eliminating the records.

The table of awards for suggestions having both tangible and intangible benefits shows that where the benefit is "minor" and the area of the application is "limited" the minimum award is $10 and the maximum award is $50.

RECOMMENDATION:

That an award of $20 be granted jointly to [redacted] *and* [redacted] *to be shared in the amount of $10 each.*

b6
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(OVER)

b6
b7C

ADDENDUM OF THE ADMINISTRATIVE DIVISION EJI:ilw 3/22/55

It appears from the foregoing that [redacted] and [redacted] have met one of the standards for a cash award under the Incentive Awards Plan as follows: "Ideas which have resulted in improved operation."

It is believed advisable to process this suggestion under the above standard rather than on the basis of estimated saving since such saving will not accrue for a period of nearly four years. Accordingly, the Administrative Division concurs in the recommendation of the Training and Inspection Division that [redacted] and [redacted] be granted a joint cash award of $20.00, to be divided equally between them. If you approve, the appropriate letters and the authorization for the cash aware are attached.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3/28/55

FROM : W. G. EAMES

SUBJECT: PROPOSED DESTRUCTION OF RECORD MATERIAL, PERSONNEL RECORDS UNIT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Records Section

At the present time, there is maintained in the Personnel Records Unit file number 67-03 captioned "Errors in the Field." The first piece of correspondence in this file is dated August 19, 1929 and the last piece of correspondence is dated February 21, 1942. Inasmuch as this file is no longer used, it is felt that consideration should be given to destroying the material contained in the file.

As you know, material relating to errors in the various Field Offices is now filed in the Field Office file of the particular office involved.

RECOMMENDATION:

That this be referred to the Administrative Division in order that consideration may be given to the destruction of material contained in file 67-03.

LES:um
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/ptc

no objection

66-3286-6237

RECORDED-99

MAY 13 1955

EX-125

67-80000-180

RECORD SECTION

MAY 11 1955

FEDERAL BUREAU OF INVESTIGATION

63 MAY 18 1955

ORIGINAL COPY FILED IN

EMPLOYEE SUGGESTION

Date: March 18, 1955

To: Director, FBI

From: [redacted], SA

b6
b7C

Field Office or Division Cleveland

SUGGESTION: Destruction of Duplicate Property.

See attached.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/92 BY SP4ELW/ste

Its advantages are:

Saving of space.

It should save at least $_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

1 ENCL

NOT RECORDED
128 MAY 10 1955

[redacted]
(Signature of Suggestor)

b6
b7C

Comments and recommendation of Supervisor, SAC, or Assistant Director:

The suggestion submitted by this employee appears to be an excellent one. It appears that by adopting this suggestion considerable filing space will be saved. Therefore, it is recommended that favorable consideration be given this suggestion.

H. G. Swarts
Special Agent in Charge
(Title)

ORIGINAL FILED IN

As the Bureau knows, information in security informant reports is disseminated to appropriate files as indicated in the attached sample memo. Copies of this memo go to all pertinent files. The original, along with the informant's report, goes into informant's file, being Serial [redacted] in sample case.

When an agent writes a report on a subject, all pertinent information in the serials in subject's file is incorporated into that report. Hence all pertinent information in 100-14899-460 (sample memo) would be in this report. It is seldom that the need ever arises to again review this serial (100-14899-460), but should such occasion arise, the documentation page of subject's report will show that the original of this memo can be located in [redacted] Consequently no justification appears to exist for retaining this serial (100-14899-460) in subject's file. b7D

It is recommended that when a report is written, the dictating agent submit a memo for the subject's file, listing in numerical order the serial numbers of the memoranda reviewed and incorporated into the report. This applies only to those memoranda where the documentation page shows the original to be in a file other than subject's file. This memo, to be directed to the Chief Clerk, would authorize the destruction of the serials listed. This memo will serve as an explanation for the missing serials.

Memoranda, such as the sample copy, are disseminated on an average to fifteen to eighteen files. They constitute in excess of 60% of the bulk of a security file. Their destruction would save approximately 60% of the filing space hereafter required for security files. To retain them actually amounts to maintaining duplicate records which serve no useful purpose.

Cleveland, Ohio
December 14, 1954

MEMO, SAC

100-10776
100-20948
100-15197
100-20742
100-20087
100-16923
100-17033
100-11826

[redacted]

b6
b7C

100-20116
100-20534
100-15575
100-20817
100-18406
100-18185
100-16538
100-11899

[redacted]

Following is the verbatim report of [redacted] dated November 27, 1954, received by SA ROBERT E. KEHRES on December 3, 1954. The original memo will be found in Serial [redacted]

b7D

(Informant's report is copied here, followed by any explanation or comments on this report.)

ROBERT E. KEHRES
SA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4ELW/ltc

SAMPLE
100-14039-48
MAR 10 1971

66-3276-

ENCLOSURE

UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3/15/55

FROM : W. G. EAMES

SUBJECT: SUGGESTED DESTRUCTION OF FILE MATERIAL - PERSONNEL RECORDS UNIT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In the Personnel Records Unit we have 8 sections of a file containing yellow copies of memoranda to the Department of Justice setting forth the names of individuals entering on duty with the Bureau. First memorandum is dated December 16, 1941, and the last memorandum is dated January 28, 1952. There has been no material added to this file since January, 1952.

Inasmuch as the individual files of employees contain oaths of office and other data reflecting their entrance on duty, it appears feasible to destroy the copies of the memoranda directed to the Department.

I am attaching hereto Section 1 of the file labeled "E. O. D. MEMOS FOR THE DEPARTMENT" (67-046). It is suggested that this file be reviewed by the Administrative Division to determine if any objection exists to the destruction of this material.

RECOMMENDATION:

That this be referred to the Administrative Division for appropriate action.

LES:bas
(3)
Attachment

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/3/82 BY SP4 ELW/ptc

RECORDED

Searched
Indexed
Filed
2 MAR 25 1955
FEDERAL BUREAU OF INVESTIGATION

FBI
RECEIVED-MAIL ROOM

FBI
RECEIVED-MAIL ROOM

SAC, New York

4/1/55

b6
b7C

Director, FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/ptc

SUGGESTION NUMBER 168-55
MADE BY [redacted]
CLEVELAND OFFICE

Attached is a suggestion concerning the destruction of Bu Records memoranda in files after those memoranda have been incorporated into a report. Advise the Bureau of your views, Attention Training and Inspection Division, within 3 days following receipt of this memorandum. Estimate percentage of file space saved if suggestion were adopted. Recommend specifically for or against adoption, giving reasons.

Gen file

Enclosures (2)

2 - Baltimore with enclosures (2)

2 - Philadelphia with enclosures (2)

RECORDED
COMM-FBI
APR 1 - 1955
MAILED 28

73 66-3286-

20 APR 5 1955

EX-107

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

DJD:hcc
(11)

1 - Domestic Intelligence Division

1 - Records and Communications Division
NOTE: Consider for policy in records matters if any.

1 - Investigative Division
NOTE: Consider whether or not suggestion should be adopted for files in criminal cases.

16 APR 8

STANDARD FORM NO. 64

Office Me[illegible] UNIT[illegible]VERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. MOHR

DATE: 4-4-55

FROM : N. P. CALLAHAN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/Ltr

SUBJECT: ~~DISPOSAL OF PUNCH CARDS~~ Destruction of Papers
CRIME STATISTICS SECTION

Existing instructions in the Crime Statistics Section pertaining to the destruction of punch cards in the waiting file consisting of unliquidated accounting documents (purchase orders, purchase authorizations, etc.) for object classifications 06, 08 and 09 at the close of the three-year availability period should be amended to read as follows:

> A listing of the punch cards in the waiting file for 06, 08 and 09 should be prepared as of June 30, two years subsequent to the close of the fiscal year covered, and furnished to the Budget Unit. Listing should show the type of document, object classification, month charged, document number, field office, amount obligated, amount liquidated and the unliquidated balance. The cards may then be destroyed.

RECOMMENDATION: That this memo be approved and forwarded to Crime Statistics Section.

RECORDED - 25

INDEXED - 25

66-3286-6

EX-126

21 APR 7 1955

1n

cc - Mr. Row

58 APR 14 1955

UNITED STATES GOVERNMENT

Memorandum

DATE: April 29, 1955

TO : Mr. A. H. Belmont

FROM : [redacted] b6 b7C

SUBJECT: SUGGESTION NUMBER 168-55
MADE BY SA [redacted]
CLEVELAND OFFICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rtc

Boardman
Belmont
Baumgardner
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Information obtained from a security informant is incorporated into a memorandum, copies of which are designated for all pertinent files. SA [redacted] has suggested that copies of all such memoranda in an individual's case file be destroyed at the time the next report is written, which report would contain information secured from the copies of these memoranda. He suggests that the Agent dictating the report also prepare a memorandum listing the various memoranda by serial numbers which are used in the preparation of the report. This memorandum would be the basis for the destruction of copies of memoranda reflecting information from the informants and would also serve to explain the missing serials.

OBSERVATIONS:

1. The copies of the memoranda reflecting information secured from an informant if maintained in individual case files would eliminate the necessity of file reviews to locate this information. The information in these memoranda is normally paraphrased when including the data in a report and should be retained in order that an individual file will be complete in itself.

2. It should be noted that notations of an administrative nature are frequently made on such serials. The destruction of such serials may later result in extreme difficulty in fixing responsibility in the event a question arises as to the handling of a particular case.

3. It is also possible that the memoranda may contain information concerning a subject which is not presently pertinent to the investigation and, therefore, not included in the report. Such information pertaining to the subject of a case file should, of course, be retained in the individual case file.

cc - Boardman
cc - Belmont
cc - Baumgardner
cc - Simpson

RDS:amc
(5)

NOT RECORDED
126 MAY 10 1955

MAY 6 1955

INITIALS ON ORIGINAL

Copy Confirming memo to Mr. Belmont 4/20/55 DJD

FILED IN

MAY 16 1955

RECOMMENDATION:

The Domestic Intelligence Division recommends that Suggestion 168-55 not be adopted.

TO: DIRECTOR, FBI ATTN: TRAINING & INSPECTION DATE: 4/28/55

FROM: SAC, BALTIMORE 66-6

b6
b7C

SUBJECT: SUGGESTION NUMBER 168-55
MADE BY [redacted]
CLEVELAND OFFICE

168-55

ReBUlet to NY 4/1/55. "Destruction of Bureau Property"

This suggestion appears to have merit from standpoint of saving space. However, this is outweighed by amount of extra time consumed in referring to original source. Having informant's memo always available in subj's file saves considerable agent time when need arises for future file review in such cases as preparing prosecutive reports, SI reviews, contemplated interview with subj review for possible violations arising out of subj's appearance at Congressional hearings, possible changes in SI standards, etc.

Should this suggestion be adopted, demands made for informant's original rept would be such as to greatly impede the submission of subsequent reports as numerous SAs would have occasion to refer to it at same time.

Further, constant handling of informant's original rept by a large number of employees would eventually so deface the original report that its future value as evidence might be destroyed.

In addition, it would appear that the considerable amount of clerical time involved in destroying memoranda in the substantive case files would more than offset any financial saving gained.

DKB:arf
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/rtc

66-3286-√

NOT RECORDED
126 MAY 10 1955

INITIALS ON ORIGINAL

APR 1955

71 MAY 16 1955

ORIGINAL FILED IN 66-2542-3-9411

COPY:MSH

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO Mr: DIRECTOR, FBI

DATE: 4-5-55

FROM: SAC, PHILADELPHIA

SUBJECT: Destruction of Bureau Property
SUGGESTION NUMBER 168-55
MADE BY [redacted]
CLEVELAND OFFICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/pte

Attention Training and Inspection Division

b6
b7C

ReBulet 4-1-55 enclosing a memorandum of 3-18-55 incorporating the suggestion of SA [redacted] (168-55). The memorandum and its attachment are returned herewith. The suggestion has been reviewed by and discussed with the security supervisors of this office, and based on their views, it is recommended it not be adopted.

The Bureau requests an estimate of the percentage of file space saved if the suggestion were adopted. Philadelphia estimates 50%. In Philadelphia it is estimated this would total about 41 four drawer file cabinets or 33 five drawer file cabinets.

The recommendation against the suggestion is based on the fact that the suggestion is believed to incorporate a false premise. A report written on a security subject, particularly one who is quite active, will normally incorporate a summary of the CP activity rather than all conceivably pertinent details. For intelligence purposes or for an evaluation of the dangerousness of the subject, the information contained in the report is adequate. If the point should be reached when the subject must be prosecuted, the U. S. Attorney will require the maximum possible detail regarding each meeting attended so that he can (1) prepare his case; (2) interview and prepare witnesses; and(3) be prepared for cross examination. For this purpose the U.S. Attorney is normally furnished with the original informant reports or the disseminating memoranda. Most of our security reports to which the suggestion would apply involve persons on security index, formerly on security index, or being considered for security index. Should the

NSH:emc
(2 Bu 1 Ph)
Enclosures 3

MAY 17 1955

166-3286-√
NOT RECORDED
MAY 10 1955

INITIAL

ORIGINAL FILED IN 66-2548-3-94

DIRECTOR, FBI
SUGGESTION NO. 168-55
BY SA [redacted]
CLEVELAND OFFICE

b6
b7C

4-5-55

Detcom Program go into effect Government attorneys would require detailed information regarding many persons simultaneously. To the extent that the original information or copies thereof is available in the master file, the task of preparing and presenting the cases will be facilitated. If the Bureau places itself in a position where information needed for the preparation of many cases must be sought simultaneously from the file of a single informant it is feared that great confusion will result. It is felt that the principal purpose in these investigations is a determination of dangerousness and preparation of cases that can be presented to a Court or Hearing Board with the greatest facility under conditions that might prevail should the Detcom Program go into effect. Accordinglyy the possible saving in space must become a secondary consideration.

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 10

INDEXED
RECORDED

RECORDED
110 APR 19 1955

66 APR 21 1955

One autoclet Mack
for Correlation -6-80335-47

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4-11-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

RE: Employees Transferred to State Department from Other Government Agencies (62-80335)

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Winterrowd
Tele. Room
Holloman
Gandy

During latter part of 1945 and early part of 1946 the Bureau conducted name checks on employees being considered for transfer to the State Department from other Government Agencies. These name checks were submitted to the Bureau in list form. These lists are filed in 62-80335. Alongside the name is the symbol of the results of the name search. If an ident was made a blank memorandum was prepared. Yellows of these blank memoranda are filed on top of each list.

It is proposed that all names on which derogatory information was not developed be de-indexed in order to prevent unnecessary file reviews and to reacquire additional space in the General Index. These are merely name checks and we do not retain "no-record" name checks today.

RECOMMENDATION:

That all names in above captioned file on which derogatory information was not developed be de-indexed, and that the index cards on such names be destroyed.

PTO:nle
(3)

4-13-55
OK in Liaison Section. OTB

4-14-55
OS in Name Check

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 aw/dcb

Approval given to destroy list by O'Connell 6-27-55

APR 13 8 15 AM
FBI
RECEIVED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4/21/55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

O'Connell

RACKETEERS AND GANGSTERS, 62-29950

Above captioned file was opened in 1933 after the Field was requested to submit to the Bureau a list of notorious criminals. The Field was advised that it was desired to assemble in the Identification Division full and complete data as to individuals who were members of well-known gangs. There are approximately 1,000 names indexed in this file. A review of the file reflects that all of the mail was forwarded to the Identification Division. The file merely contains the criminal records of various men and this information is duplicated in the Identification Division. Accordingly, inasmuch as this information is duplicated in the Identification Division, it is felt that these names should be de-indexed to prevent unnecessary file reviews.

RECOMMENDATION:

That above captioned file be de-indexed.

PFO:bas
(3)

O.K. To DeINDEX
Per Leggett.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

66-3286-62

RECORDED

66-3286-62

INDEXED RECORDED
23
MAY 2 1955

ORIGINAL FILED IN 62-29950

53 MAY 2 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/20/55

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM : The Executives Conference

SUBJECT: SUGGESTION #168-55 made by
SA [redacted]
CLEVELAND OFFICE

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 CAW/dcj

SUGGESTION: That informative memoranda in subject files be taken from those files and destroyed after the pertinent information in each memorandum has been incorporated into a report written on that subject. When the Agent has dictated his report he would also dictate written notification to the Chief Clerk of the memoranda in the subject files which had been incorporated into this report and the Chief Clerk would then destroy those memoranda. Should the originals ever be needed they could be found in the files of the informants who gave the information.

This suggestion comes within the purview of Special Agent's duties. The suggestor's supervisor is SAC Hawkins.

PRESENT PROCEDURE: The informative memoranda appearing in the subject's file remain there as integral parts of the file even after a report has been written to incorporate the data shown in those memoranda in official report form.

ADVANTAGES STATED: Would save over half of the filing space for security files inasmuch as these memoranda constitute in excess of 60% of the bulk of a security file.

DISADVANTAGES STATED: The memoranda are not available in the subject file should it be desired to review them after the report has been written. The originals of those memoranda, however, can be found in the files of the informants who provided the information.

SAVINGS: None estimated in terms of dollars.

OBSERVATIONS: SAC Hawkins, Cleveland, recommends adoption of the suggestion, stating that considerable filing space will be saved. Mr. Eames, Records Section, recommends adoption, stating that there would be a substantial savings

cc - Mr. Sizoo
Mr. Harbo

66-3286-21
NOT RECORDED
128 MAY 10 1955

MAY 6 1955

58 MAY 13 1955

ORIGINAL FILED IN 66-3286-1

against adoption citing the same conclusions as those shown immediately above. Mr. Cleveland, Domestic Intelligence Division, recommends against adoption, stating that each subject file should be complete in itself (it would not be if the memoranda were partially paraphrased in a report and then destroyed) and that if the memoranda were destroyed, the Bureau would lose the notations of an administrative nature which are frequently made on the subject memorandum. It would then be more difficult to fix responsibility. Also, memoranda often contain information which does not appear important now but becomes highly important later. This information should be in the subject's file.

RECOMMENDATIONS: (1) That the suggestion not be adopted.

(2) That if the suggestion is adopted no financial award be given because this suggestion comes within the purview of the suggestor's duties.

EXECUTIVES CONFERENCE CONSIDERATION: *EDM:DMG 4/20/55*

The Executives Conference on 4/20/55, with Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Mason and McGuire present, unanimously opposed to this suggestion. The Conference felt that adoption of the suggestion would make it impossible to trace errors or fix responsibility and that original source information should continue to appear in FBI files. No further action necessary.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/12/55

FROM : R. T. Harbo

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION NUMBER 195-55
MADE BY [redacted]
RECORDS AND COMMUNICATIONS DIVISION

Dest Rec Section Of Surplus Records Center 5254

Enclosed suggestion from employee [redacted] and memorandum W. G. Eames to Mr. Nichols 4/6/55 show that [redacted] has made a suggestion for elimination of file copies of documents from the file when the original of the same document is in the file. This applies to files for 1949 and prior years.

Referenced memorandum also shows that a 30-day survey is being run on [redacted] suggestion, to conclude on or about May 6, 1955. b6 b7C

RECOMMENDATION: 1. That the enclosed letter be sent to [redacted] to officially acknowledge the suggestion.

2. That no further action be taken by Training and Inspection Division until survey results received from Records and Communications Division.

DJD:hcc
(3)

Enclosures

2 ENCL.,
1 ENCL.

cc: Mr. Nichols

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EZW/dcg

66-32386-
NOT RECORDED
76 APR 22 1955

71 APR 29 1955

ORIGINAL COPY FILED IN

UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4/6/55

FROM : W. C. FAIES

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

195-55

SUBJECT: SUGGESTION BY [redacted]
RECORDS SECTION EMPLOYEE

In the attached suggestion [redacted] suggests that employees reviewing files to remove obsolete index references be allowed to remove extra copies of correspondence in the files. He points out that out of 50 files surveyed that 634 pages of file copy material could be destroyed. b6 b7C

Space is at a premium. It is felt that [redacted] suggestion warrants consideration, and that we should extract extra copies of reports and letters in the files as they are reviewed, for a 30-day period to determine effectiveness, savings of space, and costs. We are limiting files to be reviewed under the purge program to those files dated prior to 1949. Subsequent to that date our indexing has been highly selective and little de-indexing is possible.

The removal of identical copies filed behind originals is legal and does not require archival authority, as identical copies so filed fall within the definition of "non-record material."

[redacted] is a File Clerk, GS-5, who is assigned to training and indoctrinating new employees assigned to de-indexing work. While he is required to make minor and limited improvements in de-indexing, it is felt this is a suggestion that is over and above normal duties required of him.

ENCLOSURE
60-32256-56
NOT RECORDED
76 APR 25 1955

RECOMMENDATIONS:

(1) That [redacted] suggestion be ~~acknowledged~~ ORIGINAL b6 b7C

16 APR 22 1955

(2) That extra copies of reports and letters, et cetera be removed from files being reviewed for ~~de-indexing for~~ a period of 30 days to determine the effectiveness of such a procedure.

(3) That recommendations concerning adoption of this suggestion be deferred until the conclusion of the above survey.

Program

(2)
Enclosure - memo Nichols to Tolson
Personnel file - [redacted]
Memo Nichols to Tolson dtd 4/6/55 re suggestion by [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY hsp-4cw/dg

ORIGINAL COPY FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION

145-55

Date: 4-4-55

b6
b7C

To: Director, FBI

From: [redacted] Division of assignment: Four

SUGGESTION: That file copies in files being reviewed on the Purge Project be destroyed when the original copy is in file. This Project only handles files through 1949 and it is believed that on mail over 4 years old a file copy would only serve to take up valuable filing cabinet space and reviewing time. As an example of the volume of mail that could be destroyed, fifty files in consecutive order were taken from the 15 Classification (presently being de-indexed) and it was found that they contained 634 pages of file copy material that could be destroyed.

Since these files on the Purge Program are being reviewed page by page it would be relatively simple to extract these report copies from file with little loss of time. This practice could also be used in other units such as Repair and Consolidation.

Current practice or rule (include manual citation as well as facts):

File copies are retained in file even though original is filed.

Advantages of suggestion:

Save cabinet space and filing unit and file review time. My theory on the saving of filing unit and file review time is that these copies hinder the employee in finding a certain serial.

ENCLOSURE
66-3276-1
NOT RECORDED
76 APR 25 1955

Disadvantages of suggestion:

Small amount of time spent in removing material from file.

ENCLOSURE

b6
b7C

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DATE 8/21/03 BY AUC 60290 BCE/DCG/ymd
#03-R0762

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of suggestor)

Recommendations and comments of Division Head:

Memo Harbo-Tolson Rec
no further Action until
survey completed. DJD:hcc

Edmund L. Reid
(Signature & Title)

ORIGINAL COPY FILED IN

UNITED STATES GOVERNMENT

TO : Director, FBI
Att: Training and Inspection Division
FROM : SAC, New York (66-7111)

DATE: 4-12-55

SUBJECT: SUGGESTION #168-55 MADE BY [redacted] CLEVELAND OFFICE

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 CW/dmg

Reurmemo 4-1-55 requesting recommendation for or against adoption of captioned suggestion.

This office does not recommend adoption for the following reasons:

A. Investigative Reasons

1. On most occasions, all information in the dissemination memo may not be included in the investigative report. Nevertheless, the remaining information might still be valuable for future use and if the memo were destroyed, such information would not be available for review without going to the informant's file. For example, if the informant had given some information concerning subject's place of employment and we had the actual employment record from another source, we would not be reporting information concerning employment from both sources.

2. Cases involving organizations, particularly those which may be brought before the SACB or similar hearing body, require constant review looking towards the establishment of competent witnesses and development of evidence. In such cases, it is important that the dissemination memo be available for scrutiny by the Agent to whom the case is assigned, at a particular time, and it would be time consuming to expect him to be reviewing informant's reports not contained in the investigative file.

3. The informant's file would, of necessity, have to be made available to many more employees than is required under the present system. This would possibly jeopardize the security of the informant, and there would be a tremendous amount of handling of the informant's file.

4. The possibility of detecting an error committed in the investigative report would be lessened if the dissemination memoranda filed in the case files were destroyed.

66-3286

NOT RECORDED
128 MAY 10 1955

B. Administrative Reasons

It is estimated that 15% of filing space in security cases would be saved if the suggestion were adopted. Nevertheless, it is felt that the grounds for objection outweigh the advantage of the saving of space. From an administrative standpoint, these grounds for objection are:

EWW:MRK

55 MAY 13 1955

ORIGINAL FILED IN 66-3286

1. It would increase the work in the serializing section approximately 20%, in that on receipt of the dictating agent's memo listing serial numbers of memoranda incorporated into the report, it would be necessary for the serializer to prepare individual charge-out slips indicating the serial destroyed, remove the serial in question, and insert charge-out in its place.

2. The addition of another step naturally increases the possibility of error along the line. For example, typist could make a typographical error resulting in the destruction of the wrong serial or serializer could inadvertently destroy the wrong serial. The frequent dissembling of the files will increase the possibility of misfiling serials.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

b6
b7C

Date 4/19/55

To: Director, FBI

From: SA [redacted]

Field Office or Division NEW YORK

SUGGESTION:

See attached #1

Its advantages are:

Space required by closed files in field offices will be reduced approximately one-fifth.

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DATE 8-10-82 BY SP4 EW/dy

It should save at least $5,000.00 annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of Suggestor)

b6
b7C

Comments and recommendation of Supervisor, SAC, or Assistant Director:

See Attached #2

ack 4/26/55 - Ree
cc SAC, N.Y.

Referred to ENCL. Domestic Intelligence Section for review 4/26/55 - Ree

Memo Harbo - Tolson 5/11/55 DTD

NOT RECORDED
117 JUN 13 1955
21 JUN 13 1955

James J. Kelley
(Signature)
Special Agent in Charge
(Title)

66 JUN 15 1955

ENCL

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ATTACHMENT #1

It is noted that the Manual of Rules and Regulations provides (Sec. 3. D,5) that when applicant, selective service, and criminal files are closed six months they must be consolidated and that only one copy of the serials in those files is to be retained.

It is suggested that the above and Sec. 3. D.7 relating to destruction of files and records be extended as follows:

(1) When any case is closed only 1 copy of each serial shall be retained except that in security cases (espionage, internal security, security matter) the office of origin shall retain two copies of reports.

(2) When all cases, except security cases, are closed 6 months, they must be consolidated.

(3) When security cases are closed 10 years, they must be consolidated at which time the office of origin shall retain only 1 copy of reports.

It is requested that the above suggestions be considered both separately and together.

A. While desirable to wait 6 months to consolidate files, there is no advantage in delaying the destroying of extra useless serials, as they are of no value if the case is re-opened.

B. The retaining by the office of origin of 2 copies of reports in security cases at the time they are closed is sufficient if future contingency requires dissemination by the field.

C. Consolidating applicant, selective service, and criminal files is a tremendous space-saverand maintains the files in better condition, while not diminishing utility. It would appear desirable to similarly handle all other cases, except security cases.

D. It is believed desirable to wait 10 years to consolidate security files due to their frequent handling after closing and the possibility that material may be added for several years after closing.

E. It would appear desirable and more efficient to keep the size of closed file sections to a minimum on a current basis rather than have a purge of such material every few years. Further, in the event of future emergency, field offices should have maximum mobility without delay.

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#03-R0762

ENCLOSURE

Comments and recommendation of Supervisor, SAC, or Assistant Director:

SA [redacted] suggestion under sub-division (1)(A) is not believed desirable for the following reasons: b6 b7C

1. When cases are reopened it is essential that we have more than one copy of pertinent serials so that when serials are charged out to the Agent or Agents to whom the case is assigned, the file will not be stripped.

2. There is an advantage in delaying the destruction of the extra serials since to perform destruction and consolidation in two separate operations would involve a duplication of clerical time since the same review of the files would be necessary by clerical personnel to handle each operation.

SA [redacted] suggestion incorporated in Item (2) and in Item (B) is not recommended since this would, of course, include the LGE and SGE classifications. If these cases were consolidated, an adequate number of copies would not be on hand for dissemination later on in connection with name checks, and our experience has b6 b7C shown that these cases are reopened frequently. For example, during the past 30 days, 23 LGE cases have been reopened in this office. Then too, there is frequent reference to these files. In the SGE classification, during the 60 day period, such files were referred to in this office a total of 679 times. Had these files been consolidated, it is estimated that the clerical time involved in charging them out would be three times that experienced under present procedures.

SA [redacted] suggestion under heading (3) is not recommended since our experience indicates that there is constant reference to security cases which are more than ten years old. During a survey made by this office, covering 60 calendar days, it was determined that reference was made to security files ten years and one day old to 15 years old, a total of 9,164 times. Had these files been consolidated, the problem of charging them out upon request would have been tremendous, because of the additional clerical time required to charge out a file from a consolidated binder. b6 b7C

While SA [redacted] suggestions are sincerely appreciated, it does not appear that they can be favorably recommended at this time.

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HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY AUC 60290 BCE/DCG/ymw

ENCLOSURE

ENCLOSURE 66-3916

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4/29/55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-81 BY SP4EW/dcg

Re: Suggestions for Protection of Industrial Facilities (booklet) 94-3-6-7.

In 1940, Bureau prepared the above captioned booklet to be used as a plant protection manual for distribution to federal, state, and local officials, law enforcement agencies and officials of industrial establishments. File on this booklet currently consists of 176 sections which occupy 2 filing cabinets, and file consists of letters to and from individuals who have received this booklet. Names of all recipients have been indexed. It is estimated that 25,000 names are indexed in this file.

The Bureau no longer distributes this booklet and refers anyone who might request the booklet to the Facilities Protection Board, Department of Commerce, inasmuch as the Board is responsible for the formulating of the Facilities Protection program. The booklet at one time was classified confidential, which of course, would make the identity of the individual who had received this booklet necessary. However, on June 17, 1948, the Library of Congress was advised that this booklet was no longer classified as confidential, and that it could be made available as it saw fit. (94-3-6-7-23428)

This file has no useful purpose today and, accordingly, correspondence concerning distribution of the booklet should be deindexed and destroyed in order to conserve filing space and to prevent unnecessary file reviews. We already have archival authority to destroy correspondence of this type. Of course, all mail of a policy and history type will be retained.

PFO:mbm
(3)

INDEXED
RECORDED

66-3286-1629

MAY 11 1955

One autostat made for Correlation

MAY 17 1955

UNRECORDED COPY FILED IN 94-3-6-7-1

MEMORANDUM FOR MR. NICHOLS 4/29/55
RE: DESTRUCTION OF RECORDS
(66-3286)
Re: Suggestions for Protection of
Industrial Facilities (book-
let) 94-3-6-7

RECOMMENDATION:

That authority be granted to deindex and destroy mail in above captioned file. Mail relating to policy and history, etc., will, of course, be retained.

Completed Aug. 1955. 25,360 references deindexed ② Purge Unit; 6½ drawers material destroyed

575

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/4/55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
(66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 AW/KG

RE: CUSTOMS BUREAU
(62-36000)

For Consult

Subcaptioned file on Customs Bureau, U. S. Treasury Department, opened in 1935 and contains reports of imported firearms received from Customs Bureau. File consists of 54 sections and occupies 2 file drawers. File reflects on August 18, 1948, Customs was advised that experience had failed to establish value of such reports to the FBI, and that it would no longer be necessary for Customs to submit such reports to the Bureau in the future. (62-36000-946)

No idents have been made in this file and it should be noted no lists have been received for past 7 years. Presumably, Customs Bureau maintains record of firearms imported into this country. In any event, the fact remains that in 1948 an evaluation of the receipt of these forms for previous 13 years was made, and a conclusion reached that they were of no value. Coupled with fact that no forms have been received during past 7 years, it appears these old reports are worthless and merely occupy valuable space.

Thousands of index cards were prepared on firearms, as well as on names of importers and shippers. Reports received from Customs should be de-indexed and destroyed in order to prevent unnecessary file reviews on names and to pick up space in the General Index and Filing Units. Of course, mail of historical and policy nature will be retained.

Archival authority will be necessary for destruction of these forms. Such approval will be secured at later date along with other material.

UNRECORDED COPY FILED IN 62-36000

F B I
RECEIVED - NICHOLS

RECOMMENDATION:

That authority be granted to de-index above captioned file and to destroy reports on firearms imported into this

PFO:mbm
(4)
One autostat made for Correlation

RECORDED - 66-3286-630
INDEXED -
1 MAY 13 1955

71 MAY 17 1955

MEMORANDUM TO MR. NICHOLS
RE: DESTRUCTION OF RECORDS
(66-3286)

5/4/55

country which were furnished by Customs. (Destruction of mail will take place after archival authority is secured.)

Investigative Div. 5/10/55
Weapons involved are not lost or stolen and therefore should not be in National Stolen Property File.
Concur in recommendation
5/10/55

Completed by Index Reebirth Unit 8/11/55
24,898 references purged

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-10-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

~~X~~ NAZI PARTY MEMBERSHIP FILE
100-25208

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In March, 1946, the Senate Military Affairs Committee released a booklet in four parts containing world-wide Nazi Party Membership records. On June 29, 1949, the Executives Conference considered whether indexing should be continued on members of the Nazi party outside the United States (66-5084-~~35X1~~). The observation was made that it was not probable that the Bureau would attempt to index the world-wide membership of the Communist Party if such was available because of the magnitude of the job and the doubtful value to the Bureau. The Conference further believed that little benefit would be obtained by indexing the names of Nazi Party members outside the United States and that the project of indexing them should be discontinued. This was done.

There are thousands of index cards which were prepared prior to the time the Executives Conference approved discontinuing indexing of members outside the U. S.

RECOMMENDATION:

That Nazi Party members outside the U. S. whose names were indexed prior to date Executives Conference approved not indexing them be de-indexed.

PFO:hmo
(3)

Compiled 10/22/56 @ Purge unit 105,61 Records Purged

66-3286-631

INDEXED
RECORDED
MAY 17 1955

63 MAY 18 1955

One autostat made for Correlation

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-86 BY SP4 2w/dcp

UNRECORDED COPY FILED IN 100-352008-1

SAC, Kansas City (66-1674) 5/12/55

Director, FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-10-82 BY sp-4cw/def

PERSONNEL MATTER
TRAINING AND INSTRUCTING PERSONNEL

Destruction of Property

Reurlet 4/19/55. For your information, no exceptions are being made to the present rule that notes taken by employees at training schools and conferences shall be turned over to the SAC for destruction not later than 90 days following the completion of the training. In addition to the Inspectors' Manual, to which you refer, these instructions are also set forth in Section 1, page 6, of the Manual of Rules and Regulations. The Bureau has checked this with several field offices and they agree that the 90-day rule is proper and adequate.

RECORDED-45
INDEXED-45

66-3286-632

GCG:ATP/EDM:dmg
(5)

(~~Based on cover Exec. Conf. memo 5/11/55, re Retention of School and Conference Notes EDM:DMG~~)

EX-113

Based on Exec. Conf. memo to Mr. Tolson 5/12/55 RTH:gsr re RETENTION OF NOTES TAKEN AT TRNG. SCHOLS AND CONFS.

COMM—FBI
MAY 12 1955
MAILED 25

MAY 20 1955

RH

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

DIRECTOR, FBI

DATE: 4-19-55

FROM : SAC, KANSAS CITY (66-1674)

SUBJECT: PERSONNEL MATTER
TRAINING AND INSTRUCTING PERSONNEL
Destruction of Property

Reference is made to the Inspector's Manual, Section 6, Paragraph F, Item 12, entitled "Notes", instructing that notes taken at training schools shall be turned over to the SAC for destruction within a 90 day period. A number of the agents in this division who have attended specialized schools in Sound Training, Informants, Security, Kidnapping and particularly Accounting, have inquired as to whether these notes might be retained indefinitely.

These notes represent information not found elsewhere in field division files and while utilized infrequently, are of invaluable assistance.

The Bureau's comments are solicited in the interest of clarification and interpretation of the instructions in the Inspector's Manual.

CAJ:vjb
(3)

66-1674

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HEREIN IS UNCLASSIFIED
DATE 8 to 82 BY sp 4aw/acg

RECORDED-45

66-3286-633

EX.-113

11 MAY 18 1955

MAY 20 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/12/55

FROM : The Executives Conference

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: ~~RETENTION OF NOTES TAKEN AT TRAINING SCHOOLS AND CONFERENCES~~ DESTRUCTION OF BUREAU PROPERTY

The Conference of 5/12/55 was composed of Messrs. Boardman, Mohr, Trotter, Parsons, Sizoo, Hennrich, Winterrowd, DeLoach and Harbo. The Conference considered the possible desirability of a modification in the recently adopted regulation requiring that notes taken at all types of training schools and conferences be destroyed after a period of 90 days.

The Conference was advised that a check with one In-Service Class indicated no difficulty with the present rule. However, there were no sound men in the class. Accordingly, a check was made with the Washington, New York and Newark Field Offices as to whether agents who had received sound training, lock training and chamfering training felt that notes should be retained beyond the 90 days. After checking with such employees these offices advised that the present 90-day rule is adequate.

The Conference unanimously recommends continuance of the present rule requiring destruction of notes taken at all training schools and conferences after a period of 90 days. The Conference agreed that this would include any printed note guides or similar material which may be distributed by instructors for insertion in their notebooks.

If the foregoing is approved the attached letter should be sent to Kansas City.

Enclosure

cc - Mr. Harbo
Mr. Sizoo
Mr. Gearty

RTH:gsr
(6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ewd/dcg

RECORDED - 83 66-3286-

INDEXED - 83

1 MAY 19 1955

EX-122

63 MAY 26 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: May 12, 1955

FROM : H. L. Edwards

SUBJECT: SUGGESTION RE CONSOLIDATION OF FILES AND DESTRUCTION OF SERIALS IN CASES CLOSED FOR PERIOD OF SIX MONTHS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Manual of Rules and Regulations (Section 3 D.5) provides that when applicant, selective service, and criminal files are closed six months they must be consolidated and only one copy of the serials of [illegible] is to be retained. It has been suggested as set out in the attached memorandum that this procedure be extended to other type cases [illegible] security cases in which the office of origin only would retain two copies of investigative reports. The recommendation of the Administrative Division has been requested by the Training and Inspection Division regarding this suggestion.

The Administrative Division is primarily interested in only two types of investigative reports: (1) Bureau applicant reports and (2) Bureau automobile accident reports. The present suggestion would not apply to Bureau applicant reports since they are already covered by the present rule set out in the Manual of Rules and Regulations referred to above. The suggestion would apply to automobile accident reports since most field offices presently prepare two copies of such reports for the field office file. The manual presently requires three copies for the Bureau but does not specify the number of copies for field offices since the number may vary according to the circumstances involved. Records Section has advised there is no rule at present regarding consolidation of files and destruction of extra copies of serials in automobile accident cases. With regard to automobile accident reports there appears to be no objection to adoption of the suggestion. However, there may be occasions from time to time when a suit will be filed in connection with an accident six months or more after the accident occurred. In such occasions it is necessary for the field office to furnish a copy of the report to the United States Attorney and this would entail preparing a copy of the report for that purpose. It is believed, however, that instances of this kind will be relatively few and that the other advantages of this suggestion would offset this one disadvantage.

ENCL.

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EJI:emj
(3)
Attachment

CC: C. R. Davidson (Direct)

OVER 9-1-55

Destruction of Duncan Property - Lu

66 MAY 25 1955

166-3286-

NOT RECORDED
167 MAY 18 1955

1 ENCL.

ORIGINAL FILED IN 66-2

RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION:

In view of the foregoing it is recommended:

(1) That the Administrative Division go on record as favoring the adoption of the suggestion referred to above.

(2) That this memorandum be routed to the Training and Inspection Division for handling.

EJP

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: 5/9/55

FROM : W. A. BRANIGAN

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTIONS - USE OF FORM 0-1
SUGGESTIONS #299-55, 300-55, 301-55, 302-55

Los Angeles Office (LA) submitted several suggestions regarding use of Form 0-1 which is form designed for routine follow-up action by Seat of Government Supervisors. Each suggestion being set forth with our comments and overall recommendations as to position of this Division appear at end of memo. Your comments desired by Training and Inspection Division.

1. No. 299-55 - Suggests field be allowed to note receipt of 0-1 and destroy it if action requested by Bureau has been or will be complied with in accordance with Bureau instructions.

Comment: LA points out regulations require 0-1 forms be returned to Bureau. In support of suggestion it cites fact that 0-1 forms often cross in mail with reports or letters which are responsive to the 0-1 inquiry. 0-1 form is designed to make four numbered inquiries: (1) deadline has passed and no report - asks when report was or will be submitted and reason for delay; (2) advise Bureau status of case; (3) advise when report may be expected; and (4) submit report immediately. First three directly ask for replies and 4 constitutes instruction. Definitely not believed we should authorize field to destroy 0-1 form and not return it simply on premise it will be complied with. Likewise, not believed any substantial benefits would accrue if we permit not returning form if action already taken. Very little effort required to mail it back and it has been of assistance in locating misrouted mail, mail sent in with title changed, location of mail which may be in process of recording, etc.

166-3482-✓
NOT RECORDED
117 MAY 23 1955

2. No. 300-55 - Suggests survey be made at Bureau to determine extent of problem where 0-1 form has been sent to field but information requested by 0-1 was already at Bureau prior to execution of 0-1 by Bureau Supervisor. LA suggests steps be taken at Bureau to reduce time lag between receipt of mail at Bureau and delivery to Supervisor initiating 0-1.

Comment: This time lag is essentially the lag between time mail received in Records Section and time mail received by Supervisor. It varies depending upon whether mail routed

SBD:hmm
(6)
cc: Belmont
Branigan
Baumgardner
Roach

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1 MAY 19 1955

53 MAY 25 1955

ORIGINAL COPY FILED IN

directly to Supervisor by stop desk or through expedite processing or whether mail goes through recording process which takes longer. No objection to such survey but not believed essential as not believed very large proportion of O-1's sent fall in this category. Supervisor, except in absolute deadline cases, will normally allow for time lag for mail to reach him before sending O-1.

3. No. 301-55 - Suggests consideration be given to elimination of O-1 form entirely.

Comment: This is not believed to have any merit. O-1 Form is economical follow-up system. As long as Bureau Supervisor is responsible for following cases there will have to be follow-up communications. Not believed we should abandon form which would mean we would have to substitute more costly, dictated correspondence.

4. No. 302-55 - Suggests, if form continued, that field be allowed to initiate O-1 form when purpose is to extend deadline or to advise when report will be forthcoming. States there should be no reason for O-1 form from Bureau if it is intended to set deadline which is "standard." Suggests field could be given standard instructions to include in its initial communication to Bureau date by which report will reach Bureau. Date would be within standard deadlines and, if not, field could offer reason why later date should be tolerable.

Comment: The basic idea that field should be allowed to initiate O-1 is not entirely new. Field has a comparable form available. Field Form FD-205 already exists and manual (Rules and Regulations, Section 3, Page 27) instructs it be used to advise Bureau deadline in case will not be met. As matter of practice it is believed form is used primarily in cases like applicant matters where specific date deadline exists. It is definitely believed this form could be more widely used if above rule reworded to require field use form to advise Bureau when deadline in case will not be met and when case, in which Bureau has received prior correspondence will be delinquent because report not being submitted (normal delinquency period is 45 days). By encouraging such usage it is believed we could achieve real economy and more effective field supervision. By

requiring field to initiate form apprising Bureau of status we eliminate one step from a two-step operation as O-1 is now used. Present system requires Bureau Supervisor to send O-1 and field to return it. New system would mean field would merely send FD-205 to Bureau saving one step and eliminating considerable time lag. Not intended by advocating this system to eliminate any responsibility of Bureau Supervisor to follow case. O-1 would still be used but would not be sent unless report or other communication desired by Bureau or the FD-205 was not received from Field.

Second part of suggestion which advocates field could be given standard instructions to include in its initial communication to Bureau date by which report will reach Bureau not entirely clear. In great number of instances report itself is first communication to Bureau and in many other instances Bureau communication indicates case and report from field should be first communication of substance. No recommendation as to this part of suggestion in absence of more clarifying data as to what LA had in mind.

RECOMMENDATIONS:

Recommend Domestic Intelligence position on each suggestion be as follows:

1. (299-55) - Oppose allowing field to note receipt of Form O-1 and destroy it if requested action has been or will be complied with.

2. (300-55) - No objection to survey at Bureau to reduce time lag between time mail received at Bureau and time received by Supervisor but not believed problem warrants extensive survey.

3. (301-55) - Oppose elimination of O-1 Form.

4. (302-55) - Favor extending required use of FD-205, a form used by field to advise Bureau when deadline will not be met, to also require field initiate FD-205 to notify Bureau when cases, in which Bureau has received prior correspondence, will be delinquent.

While this would be ideal I doubt practical because of volume involved if applied to all cases

4/29/55

RE: SUGGESTIONS 299-55, 300-55
301-55, 302-55

Please give specific recommendations on each of the 4 suggestions numbered here by 5/4/55.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY AUC 60290 BCE/DCG/gmw

memo to Belamont
5/2/55
SBD.

ENCLOSURE

ENCLOSURE

Form 0-1 Los Angeles

Bureau regulations require that the Field return all 0-1's. Very often, the matter about which inquiry by the SOG Supervisor is being made or the action requested has been met. It is apparent that reports and letters are often crossing in the mails for frequently an 0-1 will be received several days after the report requested by the 0-1 has been sent.

When it is apparent that the action requested in the 0-1 has been met or will be complied with, it is not believed that any worthwhile purpose is served in returning the 0-1 to theBureau.

It is suggested that consideration be given to allowing the Field to notereceipt of the 0-1 andto destroy it, if the action requested by the 0-1 has been or will be complied with in accordance with Bureau instructions.

It is further suggested that a survey be made at the Bureau to determine the extent to which these forms are being used by Bureau supervisors. If it is determined that 0-1's are being returned by the field denoting that the information requested by the 0-1 had been at the Bureau prior to execution of the 0-1, means should be taken to reduce the time lag between receipt at the Bureau and delivery to thesupervisor initiating the 0-1. It is believed possible to appreciably reduce the number of 0-1's and thereby reduce the extra handling of the file both in the field and at the Bureau.

It is suggested that consideration be given to elimination of this form entirely.

If the form is continued, it is suggested that the Field beallowed to initiate the 0-1 when the purpose is to extend a deadline or advise when the report will be forthcoming. There should be no reason for an 0-1 from the Bureau if it is intended to set a deadline which is considered "standard". The Field could be given standard instructions to include in its initial communication to the Bureau the date by which the report will reach the Bureau. The date would be within the standard deadlines now being utilized by the Bureau and if not, the Field could offer a reason why a later date should be tolerable.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-82 BY SP-4 EW/dcg

ENCLOSURE

1-HF

ENCLOSURE

UNITED STATES DEPARTMENT OF JUST[illegible]
FEDERAL BUREAU OF INVESTIGATIO[illegible]

42-55

EMPLOYEE SUGGESTION

b6
b7C

Date 4-27-55

To: DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

From: [redacted]

Field Office or Division ALBUQUERQUE

SUGGESTION: The Manual of Rules and Regulations, Section 3, page 4,(6c) states that index cards on motor numbers, serial numbers, or license numbers are to be destroyed when they are five years old. It is suggested that if the index cards are to be destroyed after five years that the files on ITSMV cases be destroyed where it is an unknown subject case. The file would be of little value if the index cards are destroyed. Since this deals with the destruction of official records, it is suggested that the Bureau request authority to destroy these files.

Bureau Records - general

Its advantages are: Savings of filing space

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 aw/dg

RECEIVED MAY 16 1955

It should save at least $? **annually.**

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of Suggestor)

b6
b7C

Comments and recommendation of Supervisor, SAC, or Assistant Director:

The above suggestion definitely has merit and I concur with same. It is respectfully recommended that this matter be given further consideration by the Bureau.

Ack 5/17/55 - Rec
Referred to Rec & Comm Div
Cmdg Investigative Div 5/18/55 - Rec

66-3286
NOT RECORDED
46 MAY 23 1955

MAY 13 8 50 AM '55

D. A. BRYEN (Signature)

(Title) 1955

ORIGINAL COPY FILED IN

TWO

FBI FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 5/17/55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS - 66-3286

BOY SCOUTS OF AMERICA - AUTOGRAPHED PHOTOGRAPHS SENT TO SCOUTS ATTENDING THE JAMBOREE, SUMMER 1937
94-1-208-4

Sub-captioned file consists of yellows of letters transmitting autographed photographs of the Director to Boy Scouts who attended Boy Scouts' Jamboree in Washington in 1937. File consists of 8 sections and occupies one-half of ~~the~~ file drawer. This material is not indexed, and in view of its age should be destroyed in order to conserve filing space.

We already have Archival authority to destroy miscellaneous correspondence with the public.

RECOMMENDATION:

That sub-captioned file as described above be destroyed.

PFO:hmo
(4)
cc: (94-1-208-4)

I Agree

Completed 6/1/55 mcw

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EAW/dcq

66-3286-635

RECORDED - 34 MAY 1955

55 JUN 2 1955

~~58 MAY 25 1955~~

One serialized Mail for Correlation

UNRECORDED COPY FILED IN 94-1-208-4

Copy/dpg

TO: MR. TOLSON 5/17/55

FROM: The Executives Conferences

SUBJECT: RECORDING EQUIPMENT

On May 16, 1955, the Executives Conference, consisting of Messrs. Tolson, Holloman, Nease, Boardman, Belmont, Sizoo, Tamm and Parsons, considered recording equipment used in the field, principally for microphone and telephone surveillances.

During the last war there were purchased for the field 323 disc type recording units. This type equipment recorded the intelligence on discs such as can be played back on the ordinary phonograph. All of this equipment was in use in the field during the war. In 1950, the Laboratory instituted a program of replacing this equipment with a more modern type of recorder which records the intelligence on magnetic tape.

Based on information as to the use and need of recording equipment in the field, the Laboratory proposed to buy 54 additional magnetic tape recorders to supplement 212 now in field and complete the replacement program. The Laboratory further proposed to recall all of the disc type recorders from the field and dispose of all of these units except 50 of the disc units to be retained in storage as a reserve supply for emergency purposes. The reason the Laboratory desired this reserve supply is because of the difficulty which was experienced during thelast war and which arises during any emergency period in obtaining electronic equipment.

During the recent inspection of the Laboratory, the Inspectors disagreed with the Laboratory's proposal and recommended that all of the disc type recorders be recalled and destroyed as the new equipment is received and place in the field. As a reserve for the emergencies, the Inspectors proposed a 20% increase in the Laboratory's proposed purchase or 11 more magnetic tape recorders for a total of 65. The Laboratory is opposed to the purchase of the additional 11 recorders because of the undesirability of purchasing new equipment to put in storage for emergency use when and if needed. The magnetic tape recorders costapproximately $1,000 each, which makes an increase of $11,000 in the purchase proposed by the Inspectors.

The Conference unanimously agreed with the Inspectors that disc type recording equipment not be put in storage or retained for an emergency supply and recommends that this equipment be destroyed. The Conference further unanimously recommends the purchase of 54 magnetic recorders as proposed by the Laboratory and that additional units not be purchased and put in storage for emergencies.

66-3286

NOT RECORDED
17 AUG 2 1955

64 AUG 5 1955

Mr. Harbo
Mr. Sizoo
DJP:edm (6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-22-94 BY SP4 ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-20-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

RE: NATIONAL BUREAU OF CASUALTY AND SURETY UNDERWRITERS
(62-41302)

Sub-captioned file contains two hundred and four "Claim Information Bulletins" furnished Bureau by this organization. Bulletins advise individuals had filed claims for faked injuries, or they solicited information concerning individuals who had submitted claims for various injuries sustained.

Bulletins for all practical purposes are police bulletins. We do not retain police bulletins unless pertinent information contained therein. These bulletins all dated prior to 1937 and have no continuing value.

Thousands of index cards have been prepared as a result of aliases of individuals. These cards should be pulled from the index and destroyed, and the bulletins themselves should likewise be destroyed.

We have Archival authority to destroy police bulletins and related material.

RECOMMENDATION:

That authority be granted to de-index and destroy above described bulletins.

PFO:mbm;nle
(4)

cc: 62-41302

RECORDED - 66-3286-636
INDEXED -
24 MAY 27 1955

NOTE:
Investigative Division has no objection to de-indexing and destroying this material.

Completed 7-29-55 PFO/mwr 2234 references destroyed

53 MAY 31 1955

One autostat made for Candidacy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ewl/dcp

UNRECORDED COPY FILED IN 62-41302-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS ZBN

FROM : W. G. EAMES

DATE: 5/27/55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 CLW/dcq

Tolson
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Nichols
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Gandy

SUBJECT: DESTRUCTION OF RECORDS
66-3286

RE: NATIONAL STOLEN PROPERTY INDEX
87-290

Captioned file, with subs for Police Departments, occupies four file cabinets and contains police bulletins which have been filed because firearms and fraudulent check matters mentioned therein have been indexed. Average police bulletin consists of many pages and lists thefts, arrests, wanted notices, automobile thefts, etc. Policy over years has been that if no firearms or fraudulent check matters of interest contained in bulletin, bulletin is destroyed and not filed. Entire bulletin is filed if any of aforementioned matters are contained therein.

Generally, firearms stolen are all listed on one or two pages. Because entire bulletin is filed, upwards of 20 or more non-pertinent pages are filed. Accordingly, the following procedures are proposed.

If it is necessary to file the bulletin because of indexing, only first page of bulletin and pages containing indexing will be filed. All non-pertinent pages will be destroyed. Considerable filing space in the future will be saved as result of this procedure. Of course, any search slips with file reviewers notations pertaining to firearms will be likewise retained.

In view of great amount of space required to house accumulated bulletins, we will go through the files and pull out all non-pertinent pages leaving only the first page of the bulletin and pages with indexing, and search slips. Again, considerable space will be realized as a result of this purging.

Archival authority is not necessary for either procedure. We already have authority to destroy police bulletins.

RECOMMENDATION:

That prior to placing above procedure into effect, this memorandum be forwarded to the Investigative Division for their information.

PFO:jg:bas
(4)
CC: National Stolen Property Index File (87-290)

RECORDED - 83 66-3286-637

6 JUN 8 1955

60 JUN 15 1955

UNRECORDED COPY FILED IN 87-290

Office Memorandum - UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/11/55

FROM : R. T. Harbo

SUBJECT: SUGGESTION NUMBER 233-55
MADE BY SA [redacted]
NEW YORK OFFICE

Destruction of Bureau Records - Gen'l

SUGGESTION: The Manual of Rules and Regulations provides that when Applicant, Selective Service, and Criminal files are closed 6 months they must be consolidated and that only one copy of serials in those files be retained. SA [redacted] suggests that the following instructions be added:

b6
b7C

(1) When any case is closed retain only one copy of each serial except that in Security cases the office of origin shall retain two copies of reports.

(2) When all cases except Security cases are closed 6 months they must be consolidated.

(3) When Security cases are closed 10 years they must be consolidated and the office of origin shall retain only one copy.

ADVANTAGES STATED: Space required by closed files in field offices will be reduced approximately one fifth.

DISADVANTAGES STATED: None.

SAVINGS: Estimated at $5000 annually but computation not shown.

OBSERVATIONS: Suggestion Number One was recently considered and disapproved. SAC Kelly, New York City, recommends unfavorably, giving the following reasons:

(1) There is an advantage in destroying extra serials when files are consolidated rather than when they are closed because to perform destruction and consolidation in two separate operations involves a duplication of clerical time.

DJD:hcc
(2)

ENCLOSURE
ENCLOSURE
NOT RECORDED
117 JUN 8 1955
JUN 6 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 aw/dcj

JUL 22 1955

ORIGINAL COPY FILED IN

(2) When cases are reopened it is essential that the offices have more than one copy of pertinent serials so that the file will not be stripped when serials are charged out.

(3) The suggestion that all cases except Security cases be consolidated after they are closed 6 months would include those in the Security of Government Employees classification. There would not be sufficient copies on hand for dissemination later on in connection with name checks, and not enough copies for cases reopened (which happens frequently) and the one copy left would be insufficient for the frequent reference made to these cases.

(4) Security cases 10 years old should not be consolidated because there is constant reference to them and the problem of charging them out would be much greater if they were consolidated--it is harder to charge out a serial from a consolidated file. A survey made by New York over a period of 60 calendar days showed heavy use of Security files as much as 10 and 15 years old.

Assistant to the Director Boardman recommends unfavorably on Suggestion Number Three, giving reasons similar to those given by SAC Kelly and pointing out the necessity of dissemination of copies in old Security type reports even after they had been closed for a long time, as in the case where a subject accepts employment at a key facility, requiring dissemination of reports to intelligence services. Mr. Boardman was not asked to comment on Suggestion Number One because this same suggestion had recently been rejected and he did not comment on Item Number Two because it does not apply to Security cases.

RECOMMENDATION: That the suggestion not be adopted.

RHH

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: April 28, 1955

FROM : Mr. F. J. Baumgardner

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTIONS RE COPIES OF REPORTS AND CONSOLIDATION OF FILES IN SECURITY CASES

Attached are three suggestions pertaining to copies of reports and consolidation of files in security cases. Mr. Mason's routing slip, attached, notes that suggestion (1) need not be commented upon since it has been received previously under a similar suggestion of the same nature. Item (2) is not being commented upon since it specifically exempts security cases.

Suggestion number (3) recommends that when security cases are closed ten years, they be consolidated at which time the office of origin retain only one copy of reports.

OBSERVATIONS:

It cannot be anticipated with any degree of accuracy that a security case which has remained in closed status for a period of ten years will not be reopened because of receipt of additional information. If consolidated, the reopening of the case would require that the serials regarding a subject be removed from the consolidated section and that the file be reopened. In each such instance considerable clerical time would be expended in reconstituting the individual case file.

Even though the case has been closed for an extended period, the possibility always remains that dissemination of reports may be required. For instance, the subject may subsequently accept employment at a key facility or defense plant, requiring dissemination of pertinent reports to intelligence services. It should

1 - CSC
3 ENCL.

cc - Belmont
Baumgardner
Rushing
Training and Inspection

INDEXED

NOT RECORDED
117 JUN 10 1955

TDR:WGO:mam
(5)

62 JUL 13 1955
62 JUL 6 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 aw/dkg

ORIGINAL COPY FILED IN

be noted that in previous suggestions the decision of retaining three copies of security reports by the office of origin has extended to all individual cases without regard to Security Index status or to the length of time the case may have been in a closed status.

Numerous name searches are made through security files for various intelligence agencies of the Federal Government and consequently the proposed suggestion would impede and complicate work involved in conducting these name searches.

Files are consolidated in sequence. Frequently low-numbered 100 files are among the most active open files in the field. As an example, the Bureau file 100-39 is the main file on a key figure in the New York Office and is maintained constantly in a pending status.

RECOMMENDATION:

For the reasons set out above, it is recommended that this memorandum be referred to the Training and Inspection Division to indicate that the Internal Security Section recommends against adoption of the above suggestion.

Destruction of Bureau Property - General

D

639

RECORDED-46

66-3286

JUN 14 1955

EX. - 116

100

60 JUN 15 1955

ORIGINAL COPY FILED IN 67-8000-1/14

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-27-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORD MATERIAL, PERSONNEL RECORDS UNIT

Tolson
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Nichols
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I am attaching hereto Section 2 of the personnel file entitled "Temporary Employees." This file has 110 serials with the last piece of mail dated July 10, 1942. Inasmuch as this file is no longer utilized, it appears that consideration should be given to destroying the material contained in this file.

RECOMMENDATION:

For referral to the Administrative Division in order that consideration may be given to authorizing the destroying of the file captioned "Temporary Employees."

ABS:mcg
(3)
Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 CW/dcg

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Nichols
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Harbo
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Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 5-27-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORD MATERIAL, PERSONNEL RECORDS UNIT

I am attaching hereto a personnel file captioned "Personnel Classification Sheets" which is maintained in the Personnel Records Unit. The last piece of mail in this file is October 3, 1928, and accordingly, it would appear that consideration should be given to the destruction of material in the event it is of no permanent value to the Bureau.

RECOMMENDATION:

That the Administrative Division review the file "Personnel Classification Sheets" to determine if the material contained therein may be destroyed.

WGE:mcg
(3)
Enclosure

RECORDED-61

JUN 14 1955

67-80000-1812

6 JUN 2 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY sp/ew/dag

CLASSIFYING

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Nichols
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Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 6/15/55

FROM : W. G. EAMES

SUBJECT: INDEX CARDS, DESTRUCTION OF

There is attached hereto, for record purposes, a list of names on which index cards have been destroyed either entirely or in part. The list has been maintained by the Supervisor of the General Index Unit and was compiled as authority has been received to destroy index cards in a particular instance.

This list is being filed in order to make a permanent record of the names and so that an appropriate index card may be prepared on each subject on which the following notation is being made: "Cards on this subject have been purged and removed from the index."

RECOMMENDATION:

For informational purposes.

JBE:wm:bas
Enclosure
(7)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/81 BY 6383
6/25/85 VRT
SP4 Elwood
#217509

RECORDED - 108 66-3286-641

INDEXED-108 12 JUN 17 1955

ENCL.
178

4-LDNC

JUN 20 1955

one attestat made for correction

LIST OF SUBJECTS ON WHICH
INDEX CARDS HAVE BEEN DESTROYED

ABRAHAM LINCOLN BRIGADE - Per Exec. Conf. 1-4-55 (66-5084-641)
AIRPLANE - Per Exec. Conf. 5-20-54 (66-5084-589)
AIRPLANE - Model Number per Exec. Conf. 5-20-54 (66-5084-589)
AIRPLANE - Make per Exec. Conf. 5-20-54 (66-5084-589)
AMERICAN PEACE MOBILIZATION - Per Exec. Conf. 1-4-55 (66-5084-641)
AMERICAN YOUTH FOR DEMOCRACY - Per Exec. Conf. 2-15-54 (66-3286-561)
ANONYMOUS COMMUNICATION, Eames to Nichols 12-17-54 (66-3286-597)
BLACK DRAGON SOCIETY - Per Exec. Conf. 1-4-55 (66-5084-641)
COMMENDATION - Per Exec. Conf. 9-16-53 (66-5084-553)
COMMUNICATIONS INDUSTRY, Eames to Nichols 11-19-52 (66-5084-473)
COMMUNIST PARTY - Per Exec. Conf. 2-15-54 (66-3286-561)
COMMUNIST POLITICAL ASSOCIATION - Per Exec. Conf. 2-15-54 (66-3286-561)
CRITICISM - Per Exec. Conf. 9-16-53 (66-5084-553)
CRITICISM - REACTION TO - Per Exec. Conf. 9-16-53 (66-5084-553)
DAILY WORKER PRESS CLUB - Per Exec. Conf. 1-4-55 (66-5084-641)
FRIENDS OF NEW GERMANY - Per Exec. Conf. 2-15-54 (66-3286-566)
GERMAN AMERICAN BUND - Per Exec. Conf. 2-15-54 (66-3286-561)
GERMAN LIBRARY OF INFORMATION - Per Exec. Conf. 1-4-55 (66-5084-641)
INTERNATIONAL WORKERS ORDER - Per Exec. Conf. 1-4-55 (66-5084-641)
INTERVIEW (Cross reference cards except in 66 classification or other policy information). Nichols to Tolson 10-12-49 (66-3286-377X4)
KYFFHAEUSER BUND - Per Exec. Conf. 1-4-55 (66-5084-641)
KYFFHAEUSER HILFSWERK - Per Exec. Conf. 1-4-55 (66-5084-641)
NATIONAL NEGRO CONGRESS - Per Exec. Conf. 1-4-55 (66-5084-641)
NATIONAL MARITIME UNION - Per Exec. Conf. 2-15-54 (66-3286-561)
RADIO INDUSTRY - Eames to Nichols 11-19-52 (66-5084-473)
RUECKWANDERER MARKS - Per Exec. Conf. 2-15-54 (66-3286-561)
SOUTHERN CONFERENCE FOR HUMAN WELFARE - Per Exec. Conf. 1-4-55 (66-5084-641)
UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA - Per Executive Conference 2-15-54 (66-3286-561)
YOUNG COMMUNIST LEAGUE - Per Exec. Conf. 2-15-54 (66-3286-561)
DAILY WORKER - Per Exec. Conf. 2-15-54 (66-3286-561)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/18/81 BY 6383 VRT/SP
6/25/85 SP4 Exec/OO
#217509

66-3286-641

ENCLOSURE

Eames to Nichols 6/15/55 JBE:wm:bas

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS DATE: 6-2-55

FROM : W. G. EAMES

SUBJECT: INDEX CARDS - DESTRUCTION OF BUREAU RECORDS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

CONFIDENTIAL

Under the Intensification Program, initial mail received is captioned something such as "UNKNOWN SUBJECT: Male, Observed Leaving USSR Delegation, NYC, on 5-6-54; Internal Security - R." On receipt in the Records Section, an index card to this case is prepared under the word "Male" together with the remainder of the descriptive information. In most cases, the individual subsequently is identified through investigation, and reports submitted will carry the individual's name and the title will be changed to delete the previous unknown subject title.

In view of the volume of this type case, the cards made prior to identification of the subject are becoming numerous and difficult to search. Mrs. [redacted] Assistant Supervisor of the General Index Unit, has suggested that we destroy the unknown subject card upon receipt of the communication identifying the individual. The only problem which may arise would be in those cases where other offices are conducting investigation. It appears, however, that most cases are confined to one office. The suggestion would materially assist the indexing and searching problem in this type case if adopted.

8/21/03 CLASSIFIED BY: AUC 60290 BCE/DCG/lgmw
REASON: 1.4(d)
DECLASSIFY ON: X 6
AS AMENDED

RECOMMENDATION:

1. That Mrs. [redacted] suggestion be adopted so that upon receipt of communications from all interested offices identifying the previously unknown subject in Intensification Program cases, the Records Section be permitted to destroy the old card made up from the unknown subject communications.

2. If the suggestion is adopted, it is recommended that an appropriate letter be directed to Mrs. [redacted] (Letter Enclosed)

Since the suggestion is considered to fall within Mrs. [redacted] regularly assigned duties, it is recommended that a cash award is necessary.

66-3286-1
NOT RECORDED
174 JUN 13 1955

JBE:bas:mcg
CC: Personnel file [redacted]
(4) Enclosure

CLASS. BY 60260 UC/lmw
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW

CONFIDENTIAL

DECLASSIFIED BY 60260 UC/lmw ON 12/1/04
CLASS. & EXT. BY
REASON - FCIM, 1, 1-2. 4. 2
DATE OF REVIEW

ORIGINAL FILED IN 66-3286

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS LBN

DATE: 6-14-55

FROM : W. G. EAMES E

SUBJECT: ~~X~~ DESTRUCTION OF RECORD MATERIAL, PERSONNEL RECORDS UNIT

I am attaching hereto a file captioned ~~Departmental~~ Classification Board Minutes which is maintained in the Personnel Records Unit. The last correspondence in this file is dated July 12, 1935.

Inasmuch as this file is no longer used, it is believed that consideration should be given to destroying the material contained in the file.

RECOMMENDATION:

For referral to the Administrative Division in order that consideration may be given to authorizing the destruction of file captioned Departmental Classification Board Minutes.

LES:mcg
Enclosure
(3)

OK to destroy
6/15

Destroyed 6/17/55

Administrative Division Records - Unit

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/dcq

RECORDED-16 64-3286-642

12 JUN 22 1955

INDEXED-16

1 copy sent 6/29/55 (29)

50 JUL 1 1955

FBI - FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 5-27-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORD MATERIAL, PERSONNEL RECORDS UNIT

I am attaching hereto the file "Personnel Recommendations-Salaries" which is maintained in the Personnel Records Unit. This file is no longer utilized, and the last mail in this file is dated April 22, 1940. It appears that consideration should be given to the destruction of this material in the event it serves no purpose in so far as the Bureau's official records are concerned.

RECOMMENDATION:

That the Administrative Division review the attached file to determine if such may be destroyed.

WGE:mcg
(3)
Enclosure

Discussed 6/9
Destroy all w here copies in other files. Keep only policy + material of historical value.
F.W.W.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 62W/dcg

66-3286-643

RECORDED-16

12 JUN 22 1955

INDEXED-16

(copy auth 6/29/55 (3))

50 JUL 1 1955

FBI/DOJ

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-19-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/dlg

Re: Field Office Administrative Files

By letter dated 5-16-55, SAC Baltimore requested advice as to when certain administrative files could be destroyed. He stated Manual of Rules and Regulations required establishment of certain files, but gave no retention period for them.

Pages 8 and 9, Section 3, Manual of Rules and Regulations, requires opening of following files. Manual, while setting retention periods on pages 13 and 14 for other files, does not specifically provide for retention period for these files.

Administrative Files - Office: Manual requires opening of "Administrative - General" and "Administrative - Office" (confined to matters relating to individual office) files. Page 13, item 7, C (1) of the Manual, provides that "Administrative - General" files and records be destroyed on an annual basis when three years old if of no value. From Records SECTION standpoint these two files are the same and retention period for material contained in each should likewise be same.

1. Records Section Recommendation: Material in this file should be destroyed after it becomes three years old.

Space: General Records Schedule #11, Title 3, Regulations of General Services Administration, requires varying retention periods for records relating to allocation, utilization, and release of space under agency control, and related reports to GSA. Maximum period is two years after termination of assignment, or when lease cancelled, when plans are superceded or obsolete, or after date of certain documents. This file contains, among other miscellaneous matters, copies of leases, memoranda giving history and background information concerning efforts to secure better or more adequate space, memoranda concerning cooperation or lack of cooperation with GSA concerning space, etc. It is felt no iron-clad retention period can be determined for certain of this material as it is permanent until the matter is finally resolved.

PFO:jg
(4)

Let to BA

66-3286-674

RECORDED-38

2 JUL 8 1955

63 JUL 15 1955

2-7

2. Records Section Recommendation: That all material in this file be retained five years, or until matters contained therein have finally been resolved and are no longer of value.

Accomplishments - Statistical: Material in this file could be filed in "Administrative - Office" file but for convenience is filed separately under separate heading.

3. Records Section Recommendation: Material in this file should be destroyed after it is three years old.

Bill of Lading: General Records Schedule #9, Title 3, Regulations of GSA requires that files containing issuing office memorandum copies of Bills of Lading be retained 10 years.

4. Records Section Recommendation: That material in this file be destroyed after it is 10 years old.

? Law Enforcement Bulletins: Publications are "Library material" and as such are "non-record" material.

5. Records Section Recommendation: That Training and Inspection Division establish a retention period for this type of material.

Report Writing: This is policy material such as SAC Letters, etc. Manual provides that SAC Letters may be destroyed after three years old.

6. Records Section Recommendation: Material in this file should be destroyed after it is three years old unless instructions contained therein are still applicable and have further future value.

Resident Agency Files: A Resident Agency File would appear to be the same as a "Administrative - Office" file.

7. Records Section Recommendation: That material in this file should be destroyed after it is three years old.

Memorandum to Mr. Nichols 5-19-55
Re: Destruction of Records
66-3286
Field Office Administrative Files

RECOMMENDATION:

(1) That this memorandum be referred to the Administrative Division for its' comments.

(2) That thereafter this memorandum be referred to the Training and Inspection Division.

ADDENDUM - 6/3/55, WST:MAH

With respect to files on space matters, bills of lading, and resident agencies, the three subject matters which are handled by the Administrative Division, the retention periods recommended by the Records and Communications Division are concurred in by the Administrative Division.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 6/17/55

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION NUMBER 422-55
MADE BY [redacted]
ALBUQUERQUE OFFICE

Tolson
Boardman
Nichols
Belmont
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Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

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SUGGESTION: Manual of Rules and Regulations, Section 3, page 4, (6c) states index cards on motor numbers, serial numbers, or license numbers are to be destroyed when they are five years old. Mr. [redacted] suggests that the files on Interstate Transportation of Stolen Motor Vehicle cases be destroyed after five years where it is an unknown subject case. Suggester points out that file would be of little value if the index cards are destroyed.

ADVANTAGES STATED: Savings of filing space.

DISADVANTAGES STATED: None.

OBSERVATIONS: SAC Bryce, Albuquerque Office, believes the suggestion has merit and recommends that it be given further consideration. Assistant Director Rosen is opposed to the suggestion that these files be destroyed. Automobiles do not wear out in five years and one car may be stolen a second time at a later date, or subsequent information may be developed tieing an old stolen car into a ring case and these files could be of later value.

Mr. Eames, Records and Communications Division, recommends unfavorably, stating index cards on unknown subject cases in this category are not destroyed at the Seat of Government. Number cards are destroyed only when there is a known subject who is properly indexed. This card on the individual remains in the Bureau's index and is never destroyed. Motor numbers on unknown subject investigations are considered to be in the same category and are never destroyed. It is believed that, even though motor number cards have been destroyed in the past, the file should not be destroyed since it may contain other valuable information concerning individuals who are properly indexed. Mr. Eames proposes that the field be advised to discontinue destroying motor number cards on unknown subject cases.

cc-Messrs. Sizoo
Harbo
EDM:HCC
(5)

NOT RECORDED
161 JUN 23 1955

11 JUN 22 1955

50 JUN 27 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EW/alg

ORIGINAL FILED IN BOARDMAN

EARLIER CONSIDERATION OF RELATED TOPIC: The Executives Conference of 11/3/49 considered the results of a survey of 14 offices during which survey 9 offices recommended that index cards on motor numbers, serial numbers and license numbers be destroyed when such cards become 5 years old. Five offices were opposed. Arguments in favor were: Saving of space; relieve indices congestion; the cards can be easily located for destruction; the index cards serve no useful purpose after becoming 5 years old. Arguments against destruction of index cards were: Cards should not be eliminated on active pending cases but no objection to eliminating index cards on closed cases; although license numbers are of little value after one year, motor and serial numbers should be retained because in some unknown subject cases the motor or serial number will appear in the title; most offices did not (in 1949 but they do now) put dates on index cards; cases are s ometimes pending over 5 years.

The Executives Conference of 11/3/49 unanimously recommended that the index cards be destroyed on license, motor and serial numbers after cards have become 5 years old.

EXECUTIVES CONFERENCE CONSIDERATION OF 6/14/55 *RTH:gsr*

On 6/14, the Conference composed of Messrs. Tolson, Boardman, Nichols, Trotter, Parsons, Sizoo, Hennrich, Rosen and Harbo, unanimously recommended that the presently existing procedures be continued.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/19/55

FROM : W. G. EAMES

SUBJECT: SUGGESTION #422-55

Tolson
Boardman
Nichols
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Winterrowd
Tele. Room
Holloman
Gandy

The Training and Inspection Division has requested your views on the attached suggestion which was submitted by [redacted] of the Albuquerque Division. Mr. [redacted] proposes that the files on ITSMV cases be destroyed on unknown subject cases. He points out that the Manual of Rules and Regulations indicates that index cards on motor numbers, serial numbers, or license numbers are to be destroyed when they are five years old.

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We do not destroy index cards on unknown subject cases in this category at the Seat of Government. Number cards are destroyed only when there is a known subject who is properly indexed. This card on the individual remains in the Bureau's index and is never destroyed. Motor numbers on unknown subject investigations are considered to be in the same category and are never destroyed.

It is believed that the Field should be advised to discontinue destroying motor number cards on unknown subject cases. Even though this has been done in the past, the data should not be destroyed since it may contain other valuable information concerning individuals who are properly indexed.

RECOMMENDATION:

That these views be furnished the Training and Inspection Division in accordance with the request of that Division.

WGE:wm
Enclosure
(2)

Memo Boardman to Tolson 5/19/55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/acy

JUN 22 1955

NOT RECORDED
JUN 23 1955

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2-DF

SUGGESTION NO. 422-55

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[redacted], employee of the Albuquerque Division, has pointed out that Manual of Rules and Regulations presently provides that index cards on motor numbers, serial numbers or license numbers are to be destroyed when they are five years old. He suggests that files of unknown subject ITSMV cases also be destroyed after five years since they are of little value after the index cards are destroyed.

INVESTIGATIVE DIVISION RECOMMENDATIONS:

While it is true that since the index cards are destroyed after five years these files are of no value since it is impossible to locate them through the index, the Investigative Division is opposed to the suggestion that these files be destroyed.

Automobiles do not wear out in five years and one car may be stolen a second time at a later date, or subsequent information may be developed tieing an old stolen car into a ring case and these files could be of later value. The Investigative Division feels that those cards on motor, serial, and license numbers should not be destroyed after five years but should be retained so that any old files on unknown subject ITSMV cases may be located as the information in such files may be of value to an investigation at a subsequent date.

RECEIVED

SAC, Baltimore (66-1651) June 17, 1955

Director, FBI
66-3286-645

RECORDED-38

DESTRUCTION OF ADMINISTRATIVE FILES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 aw/dcg

Reurlet 5/16/55.

In answer to your inquiry as to when certain field office administrative files may be destroyed, set out below is the Bureau's reply as to each type of file included in your inquiry:

Administrative files - Office: Destroy after three years old.

Space files: Retain for five years or until matters contained therein have finally been resolved and are no longer of value.

Accomplishments - statistical: Destroy after three years old.

Bill of Lading file: Destroy after ten years old.

Law Enforcement Bulletins: Current Bureau instructions require that you keep two sets of Law Enforcement Bulletins. The set which is indexed and filed as a Bureau file should be kept permanently. The second set, kept as "Library material" in the office need be kept for only five years back unless reference to the material indicates need for it. There is no objection to keeping a complete set in this instance also.

Report Writing files: May be destroyed after three years old.

Resident Agency files: Destroy after three years old.

Note: The instructions given above are in accordance with the recommendations of the Records Section, Records and Communications Division (Memo Eames to Nichols, 5/19/55, captioned "Destruction of Records"). Such recommendations were concurred in by the Administrative Division, 6/6/55, as to space matter, bills of lading and resident agencies, the three matters handled by that Division.

SENT FROM FBI JUN 17 1955 MAILED 25

Tolson
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Holloman
Gandy

AGG:lab/hcc
(4)

6 JUL 15 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 5/16/55

FROM : SAC BALTIMORE

SUBJECT: DESTRUCTION OF ADMINISTRATIVE FILES

Re Section III, pages 8 and 9 of Manual of Rules and Regulations which sets forth a list of Administrative files to be set up in each office.

In regard to the destruction of these files, Section III, pages 13 thru 15 sets forth when the files should be destroyed, but does not include all the files listed in Section III, pages 8 and 9.

Please advise when the following files may be destroyed.

Administrative, Office
- Space
Accomplishments, Statistical
- Bill of Lading
Law Enforcement Bulletins
Report Writing
- Resident Agency Files

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/dcg

mlf
66-1651

RECORDED-38
EX-107
66-3286-67
2 JUL 8 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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TO : Mr. Tolson

DATE: 6/27/55

FROM : R. T. Harbo

SUBJECT: MANUAL OF RULES AND REGULATIONS

By letter dated 5/16/55, the Baltimpre office inquired as to when the following administrative files may be destroyed: Administrative - Office; Space; Accomplishments Statistical; Bills of Lading; Law Enforcement Bulletins; Report Writing; Resident Agency Files.

Baltimore was advised by letter dated 6/17/55 as to the destruction of these files and the Manual of Rules and Regulations should be amended accordingly. Enclosed for approval is a proposed revision.

The periods for destruction of these files, as set forth in the letter to Baltimore of 6/17/55 and in the proposed Manual change, are based on recommendations of the Records and Communications Division and the Administrative Division.

RECOMMENDATION:

That this enclosed revision be approved.

2 ENCL. 38
1 Baltimore Detached & filed with copy
6 Enclosure

FMB: idj/mag
(3)

Destruction of Records

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4E2W/deg

Manual Rules & Regulations Revised

66-3286-676

RECORDED-58

EX-101

2 JUL 8 1955

36 JUL 20 1955

2 fmk

1 authentic copy made

66-14134-

UNRECORDED COPY FILED IN

June 27, 1955

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY AUC 60290 BCE/DCS/ymw

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

The following should be inserted in the Manual of Rules and Regulations in section 3D 7:

c. Files and records to be destroyed on an annual basis when ten years old if of no value
(1) Bills of lading

d. Files and records to be destroyed on an annual basis when five years old if of no value
(1) Space
(2) Law Enforcement Bulletins kept in the library

The present c section should be made e and the other sections relettered accordingly.

The following items should be added to the present c section of 3D 7, which sets forth the files and records to be destroyed on an annual basis when three years old if of no value. These items should be set out in alphabetical order.

Administrative - Office
Accomplishments - Statistical
Report Writing
Resident Agencies

Section 6B 3, concerning FBI Law Enforcement Bulletin, should be amended to read as follows:

3. Filing and indexing:
a. In a 66 classification file, bound on the side and fully indexed
Informative matter to be indexed under subject matter.
This file is to be kept permanently.
b. Second set should be in loose-leaf binder in bookcase available to all Agents. This set may be destroyed after five years unless reference to the material indicates need for it.

RECEIVED READING ROOM
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FBI
DEPT. OF JUSTICE

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Based on memo Harbo to Tolson dated 6-24-55.

FMB:idj
(4)

ENCLOSURE

62-3226-646

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
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Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 6/23/55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORD MATERIAL - PERSONNEL RECORDS UNIT

There is maintained in the Personnel Records Unit the attached file captioned "Reclassification." This file is no longer used, and the last piece of correspondence in the file is dated December 10, 1934. It is suggested that the Administrative Division review the contents of this file to determine if material contained therein is of pertinent value as far as Bureau records are concerned. If the file does not contain pertinent data, consideration should be given to the destruction of the material.

RECOMMENDATION:

For referral to the Administrative Division.

WGE:bas
(3)
Enclosure

Reviewed in classification unit. no material retained as of value should be retained as of value from position classification viewpoint. 7/6/55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4CEW/deg

66-3286-647

RECORDED - 83

JUL 13 1955

E-109[illegible]-80 000-1819

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : F. W. WAIKART

DATE: 7-5-55

Tolson
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Parsons
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Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF APPLICANT-TYPE PERSONNEL FILES

Records Section

By memorandum dated 5-24-54 the Records Section recommended that the Bureau consider the destruction of applicant-type personnel files dated prior to 1945 (older than 10 years) which contained only an application blank and an interview sheet. It was ascertained that some 32,000 files could be purged from our voluminous personnel records with a substantial savings in space.

The Executives Conference in considering this suggestion in 1954 opposed the destruction of these applicant-type personnel files on the theory that they might sometimes be used in connection with name check work. To our knowledge during the past year they have not been used for this purpose and have been of no value whatever except to occupy valuable space in 25 5-drawer file cabinets.

It is proposed that the destruction of these files again be considered, bearing in mind that we will not dispose of any applicant files where investigations have been conducted or any other derogatory information is reflected in the file. We have previously considered other methods of disposing of or storing these obsolete records but have rejected all of them in view of the expenses involved (microfilming) and the fact that we would be subject to severe criticism by General Services Administration, Archives, and possibly the Hoover Commission if we occupy even dead storage space with such notoriously valueless material. As you are aware, existing Government regulations provide for the ultimate destruction of personnel mail including applicant-type material after a reasonable period of time, on the theory that the data contained therein is only of temporary value.

While this material is valueless from a records standpoint, we could keep the Index cards in the Personnel Files indices, noting on each one "Destroyed--date." This would preserve a complete record of all persons who have applied for jobs with the Bureau.

RECOMMENDATION: RECORDED-35

That consideration again be given to the destruction of applicant personnel files over ten years old, where no information of value is contained therein. The Personnel Files index cards would be retained with the notation "Destroyed" and the date.

FWW:nle

(3) FBI

RECEIVED - MAIL ROOM

65 JUL 21 1955

JUL 19 1955

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HEREIN IS UNCLASSIFIED
DATE 9-18-81 BY SP-4 aw/dcg

Memorandum to Mr. Nichols
Re: Destruction of Applicant-Type
Personnel Files

6-16-55

ADDENDUM: LBN:arm 6-16-55. The Executives Conference consisting of Messrs. Tolson, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Harbo, and Nichols recommended the approval of the foregoing procedure.

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Winterrowd
Tele. Room
Holloman
Gandy

TO : Mr. Tolson

DATE: 7/5/55

FROM : Executives Conference

SUBJECT: FILES - DESTRUCTION OF OFFICE PERSONNEL FILE

ASAC Simon, New York Office, has raised the question as to how long the office personnel file should be kept in the field offices.

Memorandum to the Director 8/11/48 reflected that the Executives Conference considered and approved the recommendation that office personnel files should contain following types of material and be kept under lock and key under the personal supervision of the SAC:

A. Data reflecting favorably or unfavorably on the office or its personnel. Letters from the Bureau to SACs by name or title which comment or criticize with respect to the general operation of the office. This should include correspondence in connection with inspections when such correspondence relates to personnel matters in whole or part.

B. Recommendations concerning personnel for supervisory assignments and Bureau policy (copies to be placed in the appropriate individuals' personnel files).

C. Recommendations concerning the attendance of personnel at special schools (copies to be placed in the appropriate individuals' personnel files).

D. General or group recommendations of personnel for advancement in the service (copies to be placed in the appropriate individuals' personnel files).

E. Information relating to public officials or individuals with whom Bureau has official contacts and concerning whom no investigation contemplated when the information is of such a confidential nature that it should not be available to all office personnel. (This type of material

cc - Mr. Harbo
Mr. Sizoo

Enclosure - 1

WWW:raf
(5)

RECORDED-86

63 JUL 21 1955

JUL 19 1955

CLASSIFYING

Copy filed in 66-2554 - Item 2 of Memo 7-15-55 (6)

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THREE

has been maintained in what has been referred to as the "Personal and Confidential" file. This Personal and Confidential file as such is abolished under this recommendation and material previously maintained in such a file would in the future be consolidated with the office personnel file.)

The instructions concerning the office personnel file were incorporated in SAC Letter #124 - Series 1948.

Manual of Rules and Regulations Section III-D, page 10 presently sets forth items A through E mentioned above and also includes a sixth item "personal and confidential letters to the SAC."

Section III-D 7 of the Manual of Rules and Regulations provides that files and records in field divisions may be destroyed after they become 25 years old. This section further provides for the destruction of described administrative files and records which may be destroyed in some instances after 3 years and others after one year under specified conditions. There are no specific instructions as to the destruction of the office personnel file other than the general regulation pertaining to files that are 25 years old.

OBSERVATIONS:

On June 23 the destruction of office personnel files was discussed at the Inspectors' Conference and it was unanimously agreed among the Inspectors that office personnel files after a review by the SAC may be destroyed after 3 years unless there are essential items which the SAC considers desirable to be retained. A notation should be made by the SAC on those items he desires to retain after 3 years.

Executives Conference Consideration: *EDM:DMG 7/5/55*

Present at the Executives Conference on 7/5/55, were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Belmont, Rosen, Boardman, McGuire and Mason. The Conference considered how long the field should retain the office personnel file which contains information relating to the efficiency or lack thereof of the office, copies of communications recommending groups of people for advancement; communications recommending various individuals for supervisory assignments or for training, and related data. The office inspection file is destroyed after three years; various administrative files are destroyed after three years.

(continued on following page)

The Conference unanimously felt that the office personnel file may be destroyed after three years with the proviso that the SAC review the file prior to destruction and specify any pertinent documents which should be retained for longer than three years.

If you agree, there is attached an appropriate SAC Letter.

RHR

Have we the right to do this?

Memo Mr. Nichols
7/15/65 WGE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 7-1-55

FROM : W. G. EAMES

Tolson
Boardman
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SUBJECT: SUGGESTION BY [redacted]
ASSISTANT CHIEF CLERK - DALLAS DIVISION
Destruction of Property - General

Your views have been requested concerning the above suggestion by Miss [redacted] of the Dallas Division. Miss [redacted] refers to the current practice in the Field of pulling and destroying serials and index cards pertaining to no record checks on applicants and relatives in Atomic Energy Act Applicant Cases and suggests rather than searching for and pulling the index cards in each case, that the index cards be purged as they are found through regular index searching operations.

b6
b7C

Destruction of Index Cards in Atomic Energy Act Applicant Cases

This suggestion appears sound providing appropriate procedures are set up to insure that the cards are actually purged during the normal course of business. There is also the possibility that some of these cards might remain in the index over an extended period and cause needless work by being listed when name checks are made by employees who are not familiar with the fact that the cards are to be destroyed. One of the most effective safeguards against this is to require that these cards be removed from the indices when periodic checks for misfiles are made.

RECOMMENDATION:

Favorable.

JBE:WGE:mcg
(3)

Personnel file of [redacted]

b6
b7C

1 ENCL.

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HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EZW/dcp

Memo Harbo-Tolson to [redacted] 7/8/55

RECORDED - 1
INDEXED - 1

66-3286-65

27 JUL 20 1955

EX-125

66 AUG 2 1955

I-APP

66-03-1167

Bureau Bulletin Number 7 dated 2/28/55 instructed the field to periodically destroy old order letters and questionnaires received in Atomic Energy Applicant cases when the only lead for the field office was to check indices on relatives and references and the result of the check was negative. The index cards prepared in these cases were also to be destroyed by purging indices periodically. The purpose was to save space in the file cabinets and the office indices as the information contained on the questionnaire and the index card was of no value after the investigation had been completed. The index card and questionnaire were not destroyed upon completion of the investigation because the discontinuance of these cases was great during the years when we handled 90,000 cases per year and more and consequently, the field felt it necessary to have the questionnaire and index card for a reasonable period after the completion of the investigation. Therefore, it was decided that the questionnaires, enclosures and index cards should be destroyed periodically and no less than once a year.

The suggestion contemplates the continuance of destroying questionnaires and other enclosures per instructions in the above-referred-to Bureau Bulletin; however, it is stated that the index cards would be purged as they are observed during regular use. This suggestion has merit as it appears the purging of the indices during regular use will save considerable time. In view of the decrease in volume of these cases, space is not the problem it once was. The Special Inquiry Section has no objection to the suggestion.

CPH:jrj

66-3286-650

ENCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY AUC 60290 BCE/DCG/gmw

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

RA

EMPLOYEE SUGGESTION

"Destruction of" Property—General

Date: June 13, 1955

To: Director, FBI

From: [redacted] Asst. Chief Clerk / Division of assignment:

SUGGESTION:
That questionnaires and other attachments to transmittal letter be destroyed, but that it be no longer necessary to pull index cards pertaining to no record checks on applicants and relatives in AEAA inquiries; that index cards be purged as observed during regular use.

Current practice or rule (include manual citation as well as facts):
Pull and destroy serials and all index cards. BB 7(A), 2/28/52.
Advantages of suggestion:
Save employee time searching and pulling index cards; space saved by deletion of cards not commensurate with time expended; operation of general loyalty file under similar circumstances apparently entirely satisfactory.

Disadvantages of suggestion:

None known.

RECORDED - 1 66-3286-651
6 JUN 20 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY sp4ew/dcg

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted] Mr.
[redacted] Mrs.
[redacted] Miss

(Signature of Suggester)

Recommendations and comments of Division Head:
I can see no reason why in this one instance it is necessary to search and pull index cards when we have other instances where indices are purged of cards only as they are encountered in [illegible] use.

(Signature & Title)

64 JUL 26 1955

FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RA

TO : Mr. Tolson

DATE: 7/14/55

Tolson
Boardman
Nichols
Belmont
Harbo
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM : R. T. Harbo

SUBJECT: Destruction of Property-General

SUGGESTION NUMBER 486-55
Made By Miss [redacted] b6 b7C
Dallas Office

Destruction of Index Cards

CARPENTER 5284
BUCHANAN 52443

BACKGROUND: In some Atomic Energy Act Applicant cases an auxiliary office will have nothing to do except to check its indices for information on certain relatives and references of the applicant as listed in the order letterfrom the Bureau. If the check is entirely negative a file is not opened on that case; the Bureau letter listing relatives and references is placed in a subfile such as 116-0-A (in WFO). In the meantime, an index card has been made on the applicant and placed in the indices. It is dated and it bears the subfile number (such as 116-0-A) in which the Bureau letter was placed after it was determined that the indices check on the applicant's relatives and references was negative. Bureau Bulletin 52-7 (A) directed the field to periodically destroy these letters and index cards on negative name checks in Atomic Energy Act Applicant cases and to do so not less than once a year.

SUGGESTION: That it not be mandatory to destroy the index cards mentioned above at the time negative name check letters are destroyed. These index cards can be noted and destroyed as the clerical employees come across them during regular use of the indices.

ADVANTAGES STATED: Would save space and save the time required for the special project of locating and pulling these cards at least once a year.

DISADVANTAGES STATED: None.

OBSERVATIONS: SAC Murphy, Dallas, can see no reason why in this one instance it is necessary to search and pull index cards when there are other instances where cards are destroyed as they are encountered in general use.

Mr. Eames, Records Section, recommends favorably, providing that appropriate procedures are set up to make sure that these useless index cards are actually eliminated during the normal course of business (such a procedure has been followed in eliminating old index cards in the Records Section). One of the most effective means to make sure these obsolete index cards are removed would be to require that they are taken out of the indices at those times when periodic checks for misfiles are made.

RECORDED - 1 66-3286-652

Enclosures (2)

27 JUL 20 1955

DJD:hcd

64 JUL 26 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dg

1 - VP

R. T. Harbo memo for Mr. Tolson 7/14/55

Mr. Malley, General Investigative Division, advises that there is no objection to this suggestion. Considerable time would appear to be saved by eliminating obsolete index cards on Atomic Energy Act Applicant cases during regular use of the field indices. Space will also be saved but this is not so important as previously because of the lower volume of these cases.

Miss [redacted] Chief Clerk in the Washington Field Office, says the suggestion is feasible. The index cards and the letters on Atomic Energy Act Applicant checks are destroyed once every 6 months in the Washington Field Office. The index cards could be left alone and instructions given to clerical employees to check for and destroy all such cards 6 months old or older when they are checking index cards for misfiles. Miss [redacted] prefers the present system in order to get the whole job done at one time but states that the number of these cases will vary so widely from one office to another that no two offices would have exactly the same problem.

b6
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RECOMMENDATION: 1. That the suggestion be adopted on a permissive basis; field office to follow either the suggested system or present system, according to the volume of cards and indices.

2. That no cash award be given; no saving of money can be shown. Enclosed is suggested letter to Miss Dixon.

3. That the enclosed SAC Letter directing the field how to proceed with the removal of these cards under the new system be approved.

Sent Letter sent Rm & Mechanical Section 7/15/55 mpm

Destruction of Bureau Property -

GENERAL

66 JUL 28 1955
377

RECORDED - 9 | 66-3286-653
EX-113 JUL. 26 1955
100

ORIGINAL COPY FILED IN 67-80 000 - 1826

UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 7-11-55

FROM : V. C. BAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORD MATERIAL, PERSONNEL RECORDS UNIT

Records Section

There is maintained in the Personnel Records Unit a file captioned "Supervisors' Conference" which contains 60 serials dating from August 11, 1936, through December 19, 1940. The material contained in this file sets forth the names of personnel in attendance at Quarterly Conferences as well as the test grades and the list of absentees.

Inasmuch as this file is inactive, it appears that consideration should be given to the destruction of this material.

RECOMMENDATION:

That the attached file captioned "Supervisors' Conference" be reviewed in the Training and Inspection Division with a view toward authorizing destruction of the material contained in the file.

mcg

Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 gwl/dcg

67 8 0 0 0 - 1826

9

2 JUL 22 1955

FEDERAL BUREAU OF INVESTIGATION

THREE COPIES CLASSIFYING

Destruction of Bureau Property - General

66 JUL 28 1955

377

RECORDED - 9 66-3286-154

EX-113 JUL 26 1955

100

ORIGINAL COPY FILED IN 67-50000-1827

Memorandum

TO : Mr. Nichols

DATE: 7/19/55

FROM : G. C. Gear

SUBJECT: DESTRUCTION OF RECORD MATERIAL, PERSONNEL RECORDS UNIT

Records Section

Attached memorandum Mr. Eames to Mr. Nichols dated 7/11/55 refers to a file maintained in the Personnel Records Unit entitled "Supervisors' Conference" which at this time is an inactive file and has been inactive since 12/19/40. The views of this Division were requested as to whether the material contained therein could be destroyed. 67-024

It is pointed out that the material referred to is concerned with the names of personnel in attendance at weekly, monthly and quarterly conferences as well as the grades the men received on examinations.

We no longer have quarterly conferences nor do we record the weekly or monthly conferences. The material relating to Semiannual Agents' Conferences goes in a different file. I feel we should interpose no objection to the destruction of the file.

ACTION:

The Training and Inspection Division interpose no objection to the destruction of the file. This memorandum should be referred to the Records and Communications Division.

Suggest destroy 7/11/55 memo RHM OK

ENCL. BLK

RECEIVED - RICHMOND

80 000 - 1027

JUL 18 2 08 PM

RECORDED - 139

GCG:rlc
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/dcg

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 7/18/55

FROM : W. G. EAMES

SUBJECT: ~~DESTRUCTION OF RECORDS~~ Destruction of Bureau Property - Legal
66-3286

Tolson
Boardman
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Belmont
Harbo
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Rosen
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

RE: HOLY NAME SOCIETY - NEW YORK (94-1-123), DAUGHTERS OF AMERICAN REVOLUTION (94-1-135), SPEAKING ENGAGEMENTS (94-1 General)

The above captioned files consist of yellows of letters transmitting copies of the Director's address entitled "Patriotism and the War Against Crime," and letters of thanks from individuals for a copy of the Director's address "True Cost of Crime." These files contain a number of sections and occupy considerable file space. This material is not indexed and in view of its age being the period 1936 it should be destroyed to conserve valuable filing space.

We already have Archival authority to destroy this type of correspondence with the public.

RECOMMENDATION:

That authority be granted to destroy the above captioned files.

WGEAR:kb
(7)

cc: (94-1-123)
(94-1-135)
(94-1 General)

94-1-123-
94-1-135-
94-1 General

UNRECORDED COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 elw/dcg

RECORDED-16 66-3286-655

INDEXED-16

JUL 29 1955

RRG. SECT.

60 JUL 29 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF BUREAU RECORDS (66-3286)

RE: S. 2364

DATE: AUG 9 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 CAW/dtg

Tolson
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S. 2364 is bill which would amend the Federal Records Act of 1950 in two instances as follows: (changes are underlined)

> SEC. 505. (a) The Administrator shall, with due regard to the program activities of the agencies concerned, prescribe the policies and principles to be followed by Federal agencies in the conduct of their records management programs, and make provisions for the economical and efficient management of records of Federal agencies.....

Committee on Government Operations report #1183 states purpose of underlined portion is to broaden and clarify authority of Administrator of General Services with respect to establishing standards, policies, and principles designed to improve the management of Federal records. It is contended that Administrator of GSA at present has only authority to analyze and develop records management standards but not authority to prescribe policies and principles to be followed by other departments and agencies. GSA contends authority presently exists but not clearly defined in statute. Amendment designed to correct deficiency.

While this part of the amendment will broaden, clarify, and strengthen GSA's control of records management procedures, it can not be seen how we could object to this amendment as it does not appear to materially change the intent of original legislation.

The second amendment provides that the Administrator of GSA shall be authorized to direct the transfer of any records over 50 years of age to Archives unless agency heads certify in writing that records are necessary for day to day operations. This part of the amendment is identical to H.R. 6091 and S. 1928. We have already advised the Department that we have no objection to H.R. 6091 inasmuch as heads of agencies can retain records by certifying that they are necessary for day to day operations. National Archives Act of 1934 empowered Archives to define classes of material to be transferred to Archives. Federal Records Act which abolished National Archives Act did not contain

PFO:sak;mfc
(3)
Enclosures - 2 ENCL.

(continued next page)

RECORDED - 54 66-3286-656
INDEXED - 54
10 AUG 9 1955
REC. SECT.

30 AUG 10 1955

this authority. Accordingly, this amendment designed to correct this deficiency. The Committee on Government Operations has reported this bill out favorably.

RECOMMENDATION:

None. Progress of bill will be followed.

Bill S. 2364 Senate on Consent the 7-30-55; I X is same bufile pending and extent Committee on Government Operations unless unanimous consent is obtained to call up bill earlier. Hearings on bill were held 1-3-56. Committee reported bill favorably on 8-1-56.

Will Follow 8/5/55
P. O'CONNELL

84TH CONGRESS
1ST SESSION

S. 2364

IN THE SENATE OF THE UNITED STATES

JUNE 29, 1955

Mr. SMATHERS (for Mr. KENNEDY) introduced the following bill; which was read twice and referred to the Committee on Government Operations

FBI
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY AUC 60290 BCE/DCG/gmw

A BILL

To amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Federal Property and Administrative Services Act of 1949, as amended, is hereby further amended by inserting a comma after the word "shall" in the first line of section 505 (a), and adding the following: "with due regard to the program activities of the agencies concerned, prescribe the policies and principles to be followed by Federal agencies in the conduct of their records management programs, and".

SEC. 2. The Federal Property and Administrative Services Act of 1949 is hereby further amended as follows:

I

1/h 3271-6656

84TH CONGRESS
1ST SESSION

S. 2364

A BILL

To amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes.

By Mr. KENNEDY

JUNE 29, 1955

Read twice and referred to the Committee on Government Operations

ALL INFORMATION CONTAINED
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DATE 8/21/03 BY AUC 60290 BCE/DCG/gms

Calendar No. 1199

84TH CONGRESS, 1st Session | SENATE | REPORT No. 1183

AMENDING THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED

JULY 28, 1955.—Ordered to be printed

Mr. KENNEDY, from the Committee on Government Operations, submitted the following

REPORT

[To accompany S. 2364]

The Committee on Government Operations, to whom was referred the bill (S. 2364) to amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes, having considered the same, report favorably thereon, without amendment, and recommend that the bill do pass.

PURPOSE

The purpose of this bill is to amend section 505 (a) of the Federal Property and Administrative Services Act of 1949, as amended, to clarify the authority of the Administrator of General Services with respect to establishing standards, policies, and principles designed to improve the management of Federal records.

Under the existing statutory authority, it is contended that the GSA has only the authority to analyze and develop records management standards whereas this bill would permit the Administrator to prescribe policies and principles to be followed by other departments and agencies of the Government.

Section 2 of the bill authorizes the Administrator of General Services to direct and effect the transfer to the National Archives of any Federal records that have been in existence for more than 50 years, the Archivist to determine whether they have sufficient historical value to warrant their continued preservation. The authority would not apply in those cases where the head of the agency certifies to the Administrator that the records must be retained in his possession for the conduct of current official business.

The proposed legislation was submitted to the committee by the Administrator of General Services as a part of his legislative program for 1955, with a request for favorable action.

55006

FBI
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DATE 8/21/03 BY Auc 60290 BCE/DCG/ymd

Memo to Mr. Nichols
PFO; mfc 8/3/55

66-3286-656

66-3286-656

7-29-55

TO: Mr. Tolson

FROM: R. T. Harbo

SUBJECT: PROPOSED REVISION
MANUAL OF RULES AND REGULATIONS

Destruction of Bureau Property

SAC Letter 55-49 (A), 7-26-55, advised the field that delinquency letters sent to the field and filed in the zero file in classifications 77, 116, 118, 121, 123, 124, 126, 127, 128, 130, 132, 133, 138, and 140, may be destroyed when they are one year old. Enclosed is an appropriate change for the Manual of Rules and Regulations.

RECOMMENDATION: That the enclosed revision for the Manual of Rules and Regulations be approved and returned to the Training and Inspection Division for handling.

MPM:idj
(2)

Enclosures

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DATE 8-10-82 BY SP4 EW/dcg

1 ENCL.

166-3286-
NOT RECORDED
199 AUG 9 1955

273

50 AUG 10 1955

ORIGINAL COPY FILED IN 94-1-7317

July 29, 1955

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Section 3, 7, g, page 15, of the Manual of Rules and Regulations, which pertains to destruction of files and records, should be amended to read as follows:

g. Files and records to be destroyed when one year old on annual basis if of no value

...

(6) Automobiles - After car has been disposed of

(7)) Delinquency letters from the Bureau filed in the zero file in classifications 77, 116, 118, 121, 123, 124, 126, 127, 128, 130, 132, 133, 138, and 140 may be destroyed. Place charge-out slip in zero file showing destruction.

...

The present items (7)) through (20)) of g above should be renumbered (8) through (21)).

MPM
(4)

Based on memo Harbo to Tolson 7/29/55 re "Proposed Revision; Manual of Rules and Regulations."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY Auc 60290 BCE/DCG/ym

ENCLOSURE

66-3286-✓

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : Mr. Tolson **DATE:** 7/12/55

FROM : R. T. Harbo b6 b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ewl dds

SUBJECT: SUGGESTION NUMBER 496-55
Made By Miss [redacted]
New York Office

Destruction 07

Property of Bureau - Destruction 07

BACKGROUND: In applicant-type cases the Bureau sends "delinquency letters" to the field, listing the cases becoming delinquent. Security of Government Employees Section is sending out about 15 a week, each listing from one to three cases, to remind the field of the Director's instructions that these cases must be completed within 45 days. These "delinquency letters" are marked for the personal attention of the SAC; they are not routine followups. After action is taken in the field these "delinquency letters" are filed in the zero file, owing to the fact they frequently list more than one case. They are not indexed.

The Bureau also sends "discontinue correspondence" when the agency for which investigation is being made countermands its request. If the field office has not yet opened a case on the request both the request and "discontinue" communication are filed in the zero file. In addition there are a few situations where a lead was erroneously sent to an office and it is necessary for the field to advise the Bureau of that fact. This communication and the document on which it was based are also filed in the zero file. The enclosed suggestion also mentions "status letters" but these have been discontinued in favor of "delinquency letters."

SUGGESTION: That "delinquency letters" and communications on "discontinue investigation" or on "no lead or misdirected lead" which are found in the zero file be destroyed when 3 years old and an appropriate charge-out slip placed in the file. Suggester wants this plan to apply to the following classifications:

77- Departmental Applicant;- World Health Organization and other minor volume categories.

116- Applicant - Atomic Energy Act

118- Applicant - Central Intelligence Agency

121- Security of Government Employees

123- Applicant - Voice of America

RECORDED - 88 66-3286-657
INDEXED-88
EX-121 16 AUG 11 1955

Enclosure (2) 73 Memorandum 7/12/55 Letter

DJD:hcc AUG 16 1955

(2)

INCOMING, Room 7119

124- European Recovery Program

126- Special Inquiry - National Security Resources Board

127- Applicant for Sensitive Position - U. S. Government

128- Applicant - International Development Program

130- Armed Forces Security Agency

132- Applicant - Office of Defense Mobilization

133- National Science Foundation Act - Applicant

138- Loyalty of Employees of the United Nations or other public International Organizations

140- Security of Government Employees or Security of Government Employees-Fraud Against the Government

ADVANTAGES STATED: Savings of space.

DISADVANTAGES STATED: None.

OBSERVATIONS: SAC Kelly, New York, recommends favorably on destruction of delinquency letters; they serve no useful purpose in the field after 3 years. Recommends unfavorably on remainder of suggestion because in each case the original request for investigation should remain in the file as information on the applicant should another case ever be opened on him.

Inspector McGuire questions value of keeping any of this material in zero file after action taken on it. Original copy is always on file at SOG. Field copies to be destroyed when action taken and notation made in field to that effect. Recommends this system be followed.

Assistant Director Rosen recommends all material mentioned by suggester be destroyed at end of one year. Training and Inspection Division recommends as follows:

1. Destroy "delinquency letters" in field file when one year old. These letters should remain in field file for one year in order to make sure that all action has been taken on the case and to aid the inspectors in checking operations of the office for current year.

2. Do not destroy "discontinue" correspondence or "no lead or misdirected lead" correspondence and the serials on which they are based This correspondence occurs infrequently and to destroy it would require more employee time and cost in going through the zero files than is justified by the extremely small amount of filing space that would be

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saved. Additional work would be required to remove the index cards. (Note that these files are indexed whereas "delinquency letters" are not). Miss [redacted] Chief Clerk in the Washington Field Office, agrees with this observation.

3. That an SAC Letter be sent out, directing SACs that they may destroy these "delinquency letters" when those letters are one year old but not making it mandatory that they do so. The reason for this is as follows: In the Washington Field Office the 118 (Applicant - Central Intelligence Agency) zero file is still in its first volume whereas the 121 zero file (Security of Government Employees) is in volume 639. Valuable space could be saved by destroying delinquency letters in the latter files but not in the former. SAC should be allowed to destroy these delinquency letters where they are a problem but should not be forced to search out each and every one where they are not a problem.

RECOMMENDATION: 1. That one part of the suggestion be adopted; namely, that field offices be authorized to destroy "delinquency letters" in those files in which a significant space savings can be had.

V.

2. That the enclosed SAC Letter on destruction of "delinquency letters" be approved.

Send letter sent & memorial - 7/22/55 mjm

V.

J P Mohr

$10

3. That the minimum cash award (for savings in first year of $1 to $200) be granted to Miss [redacted] on the basis of a small but undetermined saving in filing space.

b6
b7C

Authorization + letter L H H: jo 8/2/55

RLM

V.

JBC 9/19

fw

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DATE 8-10-82 BY SP4 ELW/kcg

O Destruction of Property

(B) ATOMIC ENERGY ACT APPLICANT INVESTIGATIONS - NAME CHECKS ON REFERENCES AND RELATIVES -- Bureau Bulletin 52-7 (A) directed field offices to destroy periodically, not less than once a year, Bureau letters requesting name checks in Atomic Energy Act Applicant cases (when the name check resulted negatively) and the index cards made in the field office for that case. In the future it will be permissible to either destroy the index cards when the Bureau letter is destroyed or to destroy them as they are observed during regular use of the indices. If the latter system is used, a check should be made for these cards when the indices are checked periodically for misfiles. Under either system, the index cards will not be destroyed sooner than 6 months from the date on which the letter was received and the index card made up.

X

-2260

58 AUG 16 1955

S.A.C. Letter No 55-47
July 19, 1955

166-3286
NOT RECORDED
133 AUG 10 1955

ORIGINAL FILED IN 66-04

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 2W/dcg

10 Destruction of Property

(F) FIELD OFFICE PERSONNEL FILE -- The contents of the field office personnel file may be destroyed after three years; SAC should review file prior to destruction and specify any documents which should be retained longer than the three-year period.

X

-2260

58 AUG 16 1955

S.a.c. Letter No 55-47
July 19, 1955

66-3286
NOT RECORDED
133 AUG 10 1955

ORIGINAL FILED IN 66-04

copy 1 pg

PERSONAL ATTENTION
STRICTLY ~~CONFIDENTIAL~~
SAC LETTER NO. 55-49

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

JULY 26, 1955 Washington 25, D. C.

(A) DELINQUENCY LETTERS -- You are familiar with "delinquency letters" sent by the Bureau to field offices to list certain types of cases which are becoming delinquent and to require, through personal attention of the Special Agent in Charge, that action be taken immediately to remove the delinquencies. When action has been completed, these letters are filed in the zero file. Effective immediately, you are authorized to institute the practice of destroying these letters when they are one year old and to place a charge-out slip in the zero file showing such destruction. You are not required, however, to search out every "delinquency letter" and destroy it when it is one year old. The purpose of these instructions is to permit you to destroy these letters in those classifications in which they are taking up considerable space in the file but not to require you to search out every letter in those files in which they occupy only a negligible amount of space. These instructions apply to the following classifications: 77, 116, 118, 121, 123, 124, 126, 127, 128, 130, 132, 133, 138, 140.

Destruction of Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EIW/dcg

166-3286
NOT RECORDED
133 AUG 17 1955

58 AUG 19 1955

ORIGINAL FILED IN

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

496-55

EMPLOYEE SUGGESTION

b6
b7C

Date 6/21/55

To: DIRECTOR, FBI

From: [redacted] #8881, Supervisory Clerk, GS 9 (In Charge of Section I)

Field Office or Division NY

SUGGESTION: X Destruction of delinquent letters filed in Zero Files - General Destruction of Bureau Property

It is suggested that all delinquent letters be destroyed in the zero files of applicant-type and employee security-type classifications when they are three years old and an appropriate charge-out inserted. These classifications are:

77, 116, 118, 123, 124, 126, 127, 128, 130, 132, 133, 121, 138, 140.

These letters are merely long lists from the Bureau to various field divisions--usually WFO, NY, Baltimore, and others--setting forth the titles and order letter numbers of delinquent cases. The
(see page 2)

Its advantages are:

Saving in space.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY Auc lecd290 BCE/DCG/ymw

Rental for floor space occupied by file cabinets.
Purchase price of file cabinets.

It should save at least $_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of Suggestor)

RECORDED-16
INDEXED-16 66-32389-658

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b7C

Comments and recommendation of Supervisor, SAC, or Assistant Director:

17 JUN 27 1955

See Page 3

ack 6/28/55 - Rec
Referred to Domestic Intelligence Investigative and Records + Comm. Dev. for info 6/27/55 - Rec
273

James J. Kelley
(Signature)
Special Agent in Charge
(Title)

Memo Hambo-Tolson 7/1/55 Rec

SAC Letter Typed 7/12/55 DJD

66 AUG 16 1955

titles are listed in alphabetical order and the appropriate field division is indicated. All of the titles on the letters do not pertain to all offices receiving the letter. Because of the length of the letters, they are filed in the zero file even though there are case files on the individuals.

The titles of the cases on these letters are not indexed (since there are case files on the individuals), so there is no necessity to destroy index cards. Since there are no cards in the Indices, reference is not made to the letters.

- - -

It is also suggested that "discontinue" and "status" letters and "no lead" correspondence filed in the zero files of the above classifications be destroyed when three years old. It is also suggested that the corresponding index cards be destroyed.

"Discontinue" correspondence--instructions received to discontinue investigation before case was opened.

"Status" letters-- list of cases set forth in letter and status of case requested.

"No Lead" correspondence--correspondence and Personnel Security Questionnaire forwarded to incorrect division.

If permission cannot be granted to destroy all of the above correspondence--and the index cards, it is suggested that the files be stripped of the PSQ forms and the forms be destroyed.

- - -

Suggestion to Bureau 6/21/55

Following are results of survey of two sections of zero files in the NYO:

123-0 (95 serials in this section)

33 delinquent letters (3 over 9 pages long)
2 status letters
12 "no lead" letters - misdirected correspondence
3 discontinue

116-0 (44 serials in this file)

12 "no lead" letters
2 "discontinue" letters
8 delinquent letters--(all photostats)--averaging 11 pages each
9 delinquent letters--(onionskin)--consisting of total number of pages as follows: 43, 22, 7, 5 (3 letters), 3, 2 (2 letters).

Comments and recommendation of Supervisor, SAC or Assistant Director:

It is recommended that this suggestion be adopted since the purpose of the letters in question is for the Bureau to follow up with various field offices on delinquent cases. When the investigations have been completed, these follow-up letters actually serve no useful purpose by remaining in the file.

The portion of the suggestion recommending that "Discontinue," "Status," and "No Lead" correspondence be destroyed when three years old is not recommended at this time since, although usually no positive information of an investigative nature would be contained in such correspondence, we would be destroying evidence of the fact that the particular individuals concerned were applicants at one time, and it is likely that should investigations be ordered with respect to such individuals, investigative leads could be developed on the basis of the information now on file. Unless the Bureau indices were checked, the field office would have no information as to the existence of personnel security questionnaires, etc., if these "Status," "Discontinue" or "No Lead" correspondence and relating index cards were destroyed.

MR. WILLIAM P. ROGERS
DEPUTY ATTORNEY GENERAL

June 29, 1955

DIRECTOR, FBI

INDEXED - 62-99214-195X
H. R. 6091 62-102359
RECORDED - 19 66-328-658X

Reference is made to your memorandum dated June 24, 1955, concerning captioned subject.

H. R. 6091 amends Title V, known as Federal Records Act of 1950, of the Federal Property and Administration Services Act of 1949 as amended.

Act presently authorizes Administrator of General Services Administration to: (1) accept for deposit in National Archives records of any Federal Agency having historical or other value; (2) transfer, with approval of originating agency, records in National Archives to public educational institutions or associations; and (3) to accept for deposit in National Archives material from private sources. Amendment will give Administrator additional authority to require all records over 50 years old to be transferred to National Archives unless head of the agency which has custody of them shall certify in writing to Administrator that they must be retained in his custody for use in conduct of regular current business of agency.

Inasmuch as agency can retain records over 50 years old by certifying in writing that records are necessary for current operations, no adverse effects can be seen to the operation of this Bureau by H. R. 6091.

PFO:nle
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP2 [illegible]

RECEIVED READING ROOM
JUN 29 6 49 PM '55
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Holloman
Gandy

MAILED 2
JUN 30 1955
COMM-FBI

5 9 JUL 13 1955

AUG 31 1955

Form No. G-7
(Ed. 3-8-55)

OFFICE OF
THE DEPUTY ATTORNEY GENERAL

June 24, 1955

TO: Federal Bureau of Investigation

The Attorney General has been requested by the ~~Bureau of the~~ House Committee on Government Operations to submit views as to the merits of the annexed bill (~~H.R.~~ H.R. 6091)

Please examine the same and submit to this office a memorandum in duplicate, summarizing its effect on existing law, together with your views regarding its merits.

Since the Department is required to submit its views to Congressional Committees within a specified time, and since such reports must be cleared by the Bureau of the Budget before submission, your comments on this matter should be received in this office as soon as possible.

In addition to your office comments on this measure have been requested of the following: Andretta, OLC, Pris, I&N

Return to Bureau Property

1 ENCL., 198

Memo to Deputy AG from P. Rogers PFO:ale 6-29-55
Reading on G. S. Jackson 6-29-55

66-3286-658X
~~62-992 14-195~~

William P. Rogers
Deputy Attorney General

62 102359-1

RECORDED
EX-129

11 JUL 7 1955

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/21/03 BY AUC 60290 BCE/DCG/ypw

to have sufficient historical or other value to warrant their continued preservation by the United States Government, unless the head of the agency which has custody of them shall certify in writing to the Administrator that they must be retained in his custody for use in the conduct of the regular current business of the said agency;".

84TH CONGRESS
1ST SESSION

H. R. 6091

A BILL

To amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes.

By Mr. DAWSON of Illinois

MAY 9, 1955
Referred to the Committee on Government Operations

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/21/03 BY ANC 60290 BCE/DCG/gmc

Form No. G-1E
(Ed. 6-9-55)

From

THE DEPUTY ATTORNEY GENERAL

to

Official indicated below by check mark

The Attorney General	
The Solicitor General	
Assistant Attorney General, Antitrust	
Assistant Attorney General, Tax	
Assistant Attorney General, Civil	
Assistant Attorney General, Lands	
Assistant Attorney General, Criminal	
Assistant Attorney General, Legal Counsel	
Assistant Attorney General, Alien Property	
Assistant Attorney General, Internal Security	
Administrative Assistant Attorney General	
Director, F.B.I.	✓
Director, Bureau of Prisons	
Commissioner, Immig. and Naturalization	
Pardon Attorney	
Parole Board	
Board of Immigration Appeals	
Executive Assistant to the Attorney General	
Director, Public Information	
Records Administration Branch	

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Sizoo
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

MEMORANDUM

Director
6-27-55

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/21/03 BY AUC 60290 BCE/DCG/gmw

FBI

Mr. Tolson	✓
Mr. Boardman	✓
Mr. Nichols	✓
Mr. Belmont	✓
Mr. Harbo	✓
Mr. Mohr	✓
Mr. Parsons	
Mr. Rosen	
Mr. Tamm	
Mr. Sizoo	
Mr. Winterrowd	
Tele. Room	
Mr. Holloman	
Miss Gandy	

SEP 9 1955

Honorable William L. Dawson
Chairman, Committee on Government Operations
House of Representatives
Washington, D. C.

Dear Mr. Chairman:

This is in response to your request for the views of the Department of Justice concerning the bill (H.R. 6091) "To amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes."

Section 507 of the Federal Property and Administrative Services Act of 1949, as amended (44 U.S.C. 397), authorizes the Administrator of General Services to accept the deposit of the historical records of any agency, but it does not require them to be deposited. The bill would amend section 507 so as to authorize the Administrator to require the deposit of such records if they have been in existence for more than fifty years unless the head of the agency which has custody of them certifies in writing to the effect that their retention is necessary in the conduct of the regular current business of the agency.

Whether the bill should be enacted involves a question of policy concerning which this Department prefers to make no recommendation.

The Bureau of the Budget has advised that there is no objection to the submission of this report.

Sincerely,

WILLIAM P. ROGERS

William P. Rogers
Deputy Attorney General

66-3286-658X1

INDEXED
RECORDED

6 SEP 26 1955

3 cys

INSP'TD AND MAILED
COMMUNICATIONS SEC.
SEP 9 1955

68 OCT 3 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 aw/dcg

Bt
6/13
Bureau Records - General
Destruction of

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : W. G. EAMES

SUBJECT: SUGGESTION #496-55

DATE: 6-29-55

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

The Training and Inspection Division has requested your views on the attached suggestion which was submitted by Supervisory Clerk [redacted] of the New York Division. Miss [redacted] has suggested that all "delinquent" letters be destroyed in zero files of applicant-type and employee-type classifications (which she lists) when such letters are 3 years old and that appropriate charge-outs be inserted. She also proposes that "discontinue," "status," and "no-record" correspondence filed in zero files of the same classifications be destroyed when it is 3 years old. In addition, she suggests that the index cards referring to this correspondence be destroyed.

b6 b7C

There is some question as to whether the space saved by the adoption of this suggestion would justify the use of the employee time necessary to destroy this correspondence, particularly since the suggestion is made that each item of correspondence be replaced by a charge-out. Since the file copy of such correspondence is on file at the Seat of Government, it is believed that consideration should be given to making a penciled notation in the individual case files when letters in the above categories are received and thereafter destroying them without indexing or processing and filing. This would result in an immediate savings of space, a savings in processing and indexing time, and would not require that the file be reviewed or the index checked at a later date to destroy the correspondence and the index cards.

RECOMMENDATION:

That "delinquent" "discontinue" and "status" letters be destroyed after receipt by the Divisional Offices after notations are made in the files.

WGE:nle
Enclosure (4)

RECORDED-16 66-3286-59

INDEXED-16

16 AUG 11 1955

CC: Personnel file of [redacted]

b6 b7C

OCT 31 1955

66 AUG 16 1955

Destruction of Bureau Property-Removal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

FROM : Mr. Callan

DATE: July 5, 1955

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dcg

SUBJECT: SUGGESTION NUMBER 496255
"DELINQUENT," "DISCONTINUE," "STATUS" AND "NO LEAD" CORRESPONDENCE

The New York Office has suggested that correspondence emanating from the Bureau in applicant-type and Security of Government Employees classifications, which has to do with "delinquent cases pending in a field office," "discontinuance of investigations," "status lists" and "no lead or misdirected correspondence," be destroyed when three years old and an appropriate charge out slip inserted in the file.

The delinquency letters are those directed to the field periodically by the Special Inquiry and Security of Government Employees Sections for the purpose of advising a field office of its most delinquent cases. These letters list the delinquent cases setting forth titles and order letter numbers. Because of the length of the letters, they are filed in the zero file even though there are case files on the individuals. The titles of the cases on these letters are not indexed (since there are case files on the individuals), so index cards are not destroyed.

The "discontinue" correspondence referred to is that which is received by the field prior to the opening of the case in the field. It is not uncommon to receive notification of a termination from the requesting agency shortly after receipt of the request to order the investigation. Bureau immediately advises the field to discontinue and consequently, the correspondence is received before any active investigation has been started.

The status letters referred to are no longer in use having been replaced by the "delinquent letters."

The "no lead" correspondence referred to is that received in one field office which was either inadvertently misdirected or sent believing the receiving office could handle the lead.

RECORDED-16 INDEXED-16 62-3286-68

SAC, New York, recommends that the delinquent letters be destroyed as they serve no useful purpose remaining in the files.

16 AUG 31 1955

SAC recommends with reference to ~~discontinue,~~ "status" and "no lead" correspondence that such not be destroyed as it may serve a useful purpose in the future by presenting investigative leads in the event investigations are subsequently opened.

CPH:ijn
(5) 16 AUG 16 1955

Memo Belmont to Mohr DID
Harbo + SAC Foley Typed 7/12/55 Rec

2 Destruction of Government Property Memo

Memorandum to Mr. Rosen

OBSERVATIONS OF THE SPECIAL INQUIRY AND SECURITY OF GOVERNMENT EMPLOYEES SECTIONS:

The Special Inquiry and Security of Government Employees Sections recommend that the correspondence in question relating to delinquent cases, discontinued cases and the status of cases be destroyed at the end of one year and a notation reflecting such action be made in the file. There appears to be no reason to extend the period to three years. Such correspondence will not serve any useful purpose by retaining it in the files. The Bureau is origin in these cases and a review of the files at the Bureau will reflect the administrative handling of the cases.

The "no lead" correspondence can be destroyed as soon as appropriate action has been taken to get the lead covered. Such action is taken by immediately notifying the Bureau and the interested field offices. Incidents of this kind are infrequent and usually involve one field division sending a lead to an office in a State in which several offices exist not knowing that the records to be reviewed are not located within the territory of the office receiving the lead.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Training and Inspection Division pursuant to its request for the views of this division concerning this matter.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-24-82 BY SP5 RG

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS DATE: 7-22-55

FROM : W. G. EAMES

SUBJECT: IWO INDEX - CONSOLIDATION UNIT
RECORDS SECTION
Destruction of Bureau Property - General

Since inception Security Government Employees Program, it has been Bureau's responsibility to search membership lists of subversive organizations against all Loyalty Forms received to determine if member past or present Government employee. The Bureau received International Workers Order membership lists containing names of several hundred thousand members which were so searched. Membership lists were in form of monthly copies of insurance premium payments by Lodge. Much duplication of names existed because same names would appear month after month and, accordingly, procedure placed in effect in Records Section whereby 5 X 3 card prepared on each member first time name received and searched against Loyalty Forms. As subsequent lists received, names searched first against these cards. If card already prepared, no search of Loyalty Forms necessary. However, if name not previously received, card prepared and name searched against Loyalty Forms. These 5 X 3 cards maintained in what was called "IWO Index," which was maintained in Consolidation Unit. Name of each member is indexed in the General Index and these cards are merely duplicates made to facilitate searching. They are filed alphabetically by Lodge Number. Thousands of searching hours were saved by this procedure.

You will recall that the International Workers Order was phohibited by Court Order from continuing in the insurance field. All policies issued by the IWO were taken over by private insurance companies.

Accordingly, we no longer receive names of members of IWO who appeared as members because they held insurance policies. The above IWO Index has no further use to us and accordingly it should be destroyed.

RECOMMENDATION: INDEXED - RECORDED 66-3286-6681

That if the Domestic Intelligence Division approves, the IWO Index described above be destroyed.

PEO:nle/sak
(3)

Done 9-8-55
P. O'CONNELL

27 SEP 6 1955

ADDENDUM (7/28/55):

Employees Security Section sees no objection to the destruction of the IWO Index.

7/29/55 Internal Security Section concurs.

CHS:jmc

UNRECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-15-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

RE: FEDERAL COMMUNICATIONS COMMISSION
FOREIGN BROADCAST INTELLIGENCE SERVICE
62-40185-3

There are 167 sections of captioned file, occupying 1½ file cabinets. File consists entirely of mimeographed daily reports on foreign radio broadcasts prepared by Foreign Broadcast Intelligence Service, Federal Communications Commission. Reports are for period September, 1942, through April, 1946. Contents are not indexed; however, there is spotty indexing of captions.

This file does not appear to have any contemporary value and it should be de-indexed and destroyed in order to re-acquire valuable filing equipment and space.

Archival authority for the destruction of this type material is not required as it is a mimeographed publication of another Governmental Agency and such is "library type" material which is "no-record" in nature.

RECOMMENDATION:

That authority be granted to de-index and destroy above captioned file.

PFO:nle
(3)

Completed 8/19/55 PFO/mms

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4AW/dcd

It is agreed material in this file has no value, and file should be destroyed and de-indexed.
Gtt Lake
Espionage 8-16-55

Spec. authority for Correlation for 167 sections destroyed.

RECORDED 66-3286-661

10 AUG 18 1955

68 SEP 1 1955

UNRECORDED COPY FILED IN 62-40185-3

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: AUG 11-55

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EAW/dcg

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

RE: NEWSPAPER CLIPPINGS (66-1897)

Above captioned file was opened in 1925 and contains newspaper clippings and letters transmitting newspaper clippings which are for most part obsolete and which should be destroyed. File consists of 17 sections plus 87 Sub A Sections which occupy two file cabinets. In the past each Field Office regularly forwarded clippings from their territory. The Sub A of this file contains clippings only, no correspondence.

These clippings contain miscellaneous information concerning items which were of possible interest to the Bureau - current events, crime in general, etc., plus editorials and items either commending or criticizing the Bureau. No clippings have been filed in the Sub A File since ~~1951~~ 1943.

The majority of these clippings are not indexed. However, some indexing was done on the cover letters transmitting the clippings and on some of the clippings. The vast majority of these clippings have no contemporary value today, and they are occupying premimum filing space. The present policy is to file only those clippings marked "File" and these are filed in a case file or a general file on the subject matter.

Archival authority is not necessary for destruction of this type of material as it is "Library-type" material which is non-record in nature.

66-3286-660X1

RECORDED-20 ~~66-3286~~ 659

EX-121

AUG 17 1955

RECOMMENDATION:

1. That all unindexed newspaper clippings in the above file be destroyed.

2. That all indexed newspaper clippings and transmittal letters accompanying the clippings in the above file be de-indexed and destroyed except those pertaining to policy matters, cases in which Bureau had jurisdiction, and those either commending or criticizing the Bureau.

PFO:mcg
(3)

66 OCT 20 1955

58 AUG 26 1955

These Are Of Historical Interest

RECORDED COPY FILED IN 66-1897-14 Xerox Copy Made

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 8-2-55

FROM : F. J. Baumgardner

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
HARVEY MATUSOW
FORMER SECURITY INFORMANT
Bufile 100-375988

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

By memorandum May 4, 1955, you were advised that controls concerning corrective action in captioned case were being retained by Supervisor J. Harold Glascock in Room 1264. These controls consist of carbon copies of letters from the field identifying instances where corrective action was necessary in order to characterize Matusow as being of "known unreliability." Attached to these controls in some instances are carbon copies of field correspondence reflecting that such corrective action has been completed in individual cases. Also attached in some instances are amended pages which were submitted by the field but were not inserted in the original reports under current regulations for handling such corrections. In some instances tickler copies of outgoing Bureau correspondence relative to these corrections are also attached.

These controls were originally set up to follow necessary corrective action and to insure its completion. This project has been completed for sometime and appropriate copies of all correspondence has, of course, been filed in proper files.

These controls have proved to be of no value since the completion of the project correcting Bureau files and no future use for them can be foreseen.

RECOMMENDATION: That these controls be destroyed inasmuch as there appears to be no future need for them. In this connection it is noted that copies of correspondence included in these controls would not be filed in the pertinent case files in the regular course of business under existing filing regulations, that is, if this material were furnished to the Records Section now it would be cc Belmont against their regulations to file it.

Baumgardner
Glascock
JHG:pat
(4)

GLASCOCK ADVISES J. HAROLD MATUSOW FILE CONTAINS LETTER IDENTIFYING EVERY COMMUNICATION CORRECTED. 8/8/55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-13-82 BY SP4 EW/dcg

62-32956-

RECORDED

INDEXED

AUG 9 1955

INT SEC

ORIGINAL FILED

62 AUG 15 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BOARDMAN

DATE: August 5, 1955

FROM : A. H. BELMONT

SUBJECT: RETENTION OF TICKLERS
DOMESTIC INTELLIGENCE DIVISION

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Attached are memoranda submitted by the Espionage, Internal Security, Liaison, and Central Research Sections of the Domestic Intelligence Division, reflecting their requests for authority to retain certain ticklers beyond the normal sixty-day retention period. These ticklers are being retained with the understanding that they will be disposed of as soon as they no longer serve a useful purpose.

Such ticklers are periodically reviewed to determine the desirability of their retention. I will continue to follow this matter, and an additional memorandum in this regard will be submitted on November 5, 1955.

Enclosures
LL
(4)

cc - Mr. Boardman
Mr. Belmont

AUG 12 1955

INT SEC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EW/dlg

fw

0 Destruction of Bus. Property

4 REYES enclosure filed with original fw

58 AUG 25 1955

66-3286 - ✓

NOT RECORDED

133 AUG 22 1955

ORIGINAL FILED IN 66-3202

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-1-55

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

Tolson ✓
Nichols ✓
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: COMPROS
(BUFILE 100-3-74)
Destruction of Duplicate Material

There are approximately 202 Smith Act Subjects who have either been indicted, convicted and awaiting appeal, or to be indicted on whom field reports whereabouts on monthly basis. Approximately 40 to 45 offices submit Air-tels captioned "LOCOM" (Location of Communists) reporting whereabouts of subjects in their Divisions. Each month after all Air-tels for month are received, substantive desk in Domestic Intelligence Division prepares memorandum summarizing by office number of subjects whose whereabouts are known or unknown.

These Air-tels are merely status type letters to show number of subjects whose whereabouts are known and unknown which become obsolete upon receipt of next monthly Air-tel from the Field. They are presently filed in the Compros General File and are not indexed. Approximately 500 are received and filed annually.

As these Air-tels are not indexed, have no bearing on the individual case, (they are not filed in case file) are merely status type letters, and are obsolete after next monthly one received, it is felt they should not be filed but rather be retained by the substantive desk 30 or 60 days after summary memorandum prepared on them and then destroyed. This will save classifying, numbering and recording of mail as well as filing mail and abstracts in Records Section. It will also keep approximately 500 pieces of mail annually out of the Compros File which itself is large and voluminous. No purpose can be served by cluttering file up with these Air-tels.

RECOMMENDATION:

1. That Air-tels from the Field reporting whereabouts of past, present and future Smith Act Subjects not be processed or filed in the Records Section but rather be retained by substantive desk in Domestic Intelligence Division for 30 to 60 days after they have been combined into a summary memorandum.

2. That inasmuch as this program has been in effect for several years, Records Section be authorized to go through the Compros File and remove such Air-tels that are now obsolete. These Air-tels have not been indexed.

DATE STAMPED BLOCKS STAMPED

AIR-TELS WILL BE RECEIVED IN ROUTING UNIT. THEY UPON RECEIPT THEREAFTER IN 5266 WILL BE KEPT UNTIL DESTROYED.

FFO:mcg:cag
(3)

See Addendum - Page 2.

66-3286-✓
NOT RECORDED
126 AUG. 18 1955
INITIALS ON ORIGINAL

61 AUG 19 1955

ORIGINAL FILED IN 100-3-24-14

ADDENDUM: August 9, 1955

The Domestic Intelligence Division has no objection to the above procedure but reserves the right to mark for filing any individual airtels which might contain information of a pertinent nature above and beyond the statement as to the whereabouts of the various subjects.

EBR:nbs

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 8-29-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)
Destruction of Bureau Records - General
RE: ALIEN NON-ENEMY NATIONALITY (100-540)

Sub-captioned file was opened in 1943 and contains over 1,200 two page forms which are copies of applications submitted to Immigration and Naturalization Service, on individuals attempting to change their World War Two alien status from that of enemy to non-enemy. File consists of 23 sections and occupies 3/4 drawer of file space.

This file was opened when the Immigration and Naturalization Service requested the Bureau to conduct a name check on these individuals for any political or subversive activities. File contains only those forms on individuals where no record could be found in Bureau indices. If a main file was found on an individual the form was filed in the main file. Over 1,200 cards were prepared on these applications.

Since this file actually contains "No Record" name check forms and we have Archival authority to destroy such forms (66-3286-192) these forms be deindexed and destroyed.

RECOMMENDATION:

That the Records Section be authorized to deindex and destroy no-record name check forms contained in above file.

PEO:hmo

9-19-55 Deindexed OK

Done 1,616 references deindexed Purge Unit

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-28-82 BY SP4AW/dcg

RECORDED
INDEXED

66-3286-663

16 SEP 1 1955

One autostat made for Correlation

68 SEP 7 1955

UNRECORDED COPY FILED IN

copy/dpg

August 11, 1955

TO: MR. A. H. BELMONT

FROM: W. A. Branigan

SUBJECT: OASIS BOOK COMPANY
REGISTRATION ACT

Memo from Mr. Nichols to you 8-8-55 requested that bulky exhibit 97-2956-45 in captioned case be reviewed and decision made as to retention or disposition of this exhibit. Exhibit consists of 5 Chinese pictorial magazines furnished the San Francisco office on 9-12-51 by an informant who purchased these magazines from captioned firm.

Four of these magazines are the March, April, May and June, 1951, issues of "The Liberation Army Pictorial." The fifth magazine is dated July, 1951, captioned "Chinese CP--30th Anniversary." These magazines are made up principally of Photographs with descriptive comments which generally laud the exploits of the Chinese Communist regime. San Francisco letter 11-13-51, with which above were enclosed, advised they were submitted as of interest to the Bureau and need not be returned. Captioned firm is known to be an outlet for Chinese Communist propaganda. There appears to be no need to retain these exhibits.

RECOMMENDATION:

That the Records and Communications Division be advised that these exhibits may be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EW/dcg

HEW:kfc
(4)

1 - Mr. Belmont
1 Mr. Branigan
1 - Mr. Welbonn

66-3286-
NOT RECORDED
45 SEP 9 1955

71 SEP 14 1955

ORIGINAL FILED IN

RA

Destruction of Bureau Property

8/30/55
SAC LETTER NO. 55-56

(C) MONTHLY AUTOMOTIVE INSPECTION FORM FD-212--- Effective immediately Monthly Automotive Inspection Forms (FD-212) should be held for a twelve-month period and then destroyed on a monthly basis, i.e., September, 1954, forms should be destroyed when September, 1955, forms are filed, etc. Destroy all FD-212's in your files that are over twelve months old.

8/30/55
SAC LETTER NO. 55-56

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

166-3286-
NOT RECORDED
SEP 12 1955

234

65 SEP 13 1955

ORIGINAL FILED IN 66-04-22714

copy/dpg

TO: MR. PARSONS

CONFIDENTIAL

FROM: L. B. NICHOLS

SUBJECT: RED EYE GLASSES FOUND IN ENGLAND BY SERVICEMAN; DETECTION AND PRODUCTION OF SECRET INVISIBLE AND SYNTHETIC INK AND WRITING; LABORATORY (X)(U)

Bulky Exhibit File Number: 80-604-421

Destruction by Bureau Deputy

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Section, room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JWM:mbm
(2)

CLASS. BY Sp-4 ELW/dcg
DECLASSIFY ON 1-24-72 X 3
DATE OF REVIEW BY OADR

66-8256-4

DECLASSIFIED BY AUC 60290 BCE/DCG/ym
ON 8/21/03
#03-R0762

NOT RECORDED
117 SEP 7 1955

58 SEP 12 1955 377

UNCONFIDENTIAL

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: August 19, 1955

FROM : MR. F. J. BAUMGARDNER

SUBJECT: SECURITY INDEX LIST

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

The Security Index list as of August 15, 1955, has been prepared. One copy is attached herewith for transmittal to the SAC, Quantico, for retention in his personal custody with the other vital records maintained at the FBI Academy.

RECOMMENDATION:

1. That this memorandum and attached list be forwarded to the SAC, Quantico, marked Personal and Confidential, Registered, Return Receipt Requested.

2. That upon receipt, the SAC, Quantico, place the attached list with the other vital records maintained at Quantico, personally destroy by burning the old Security Index list in his possession and note hereon that such action has been taken.

NOT RECORDED
199 AUG 31 1955

3. That thereafter, this memorandum be returned to the Bureau, marked for my attention.

Enclosure

TDR:mjt
(4)

cc - SAC, Quantico
cc - Mr. Rushing

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EWJ/dg

ORIGINAL COPY FILED IN

58 SEP 7 1955

copy/dpg

SECRET

August 17, 1955

CONFIDENTIAL

CLASSIFIED DECISIONS FINALIZED
INTERDEPARTMENT REVIEW COMMITTEE (DRC)
DATE 2/11/05 60322 AUC/LP/tcm/lm
Approved all or pt. 5/31/06

TO: A. H. Belmont

FROM: W. A. Branigan

(S) SUBJECT: [redacted]
ESPIONAGE - SWEDEN

(S) The Chicago office was successful in [redacted] in Chicago. On 4-23-55 that office, through (S) the services of an anonymous source, obtained numerous 35 (S) mm and 3¼ x 4¼ photographs of one-time [redacted] a slide rule used for [redacted] (S) [redacted]

Photographs of the material of interest to National Security Agency were transmitted to that Agency on 5-16-55 (S) after Chicago obtained further photographs [redacted] on 5-8-55. One positive print of all film in question has been retained in the [redacted] of the FBI (S) Laboratory. Material of possible interest to the Bureau is being translated and the resultant translation will be reviewed (U) by Supervisor Kuno in the Espionage Section for any information requiring further investigation. (S)

From the above it appears that neither the Chicago office (U) nor the Bureau has further need for the film originally submitted in this matter by Chicago. (S)

RECOMMENDATION:

(U) In view of the fact this film serves no purpose at this time, it is recommended that it be destroyed. (S)

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 65-62456-1

65-62456-267 (S)

(U) Ticklers - Mr. Branigan
Mr. Belmont
Mr. Schweppe

Hws:jmm
(4)

10/20/03
CLASSIFIED BY AUC 60290 BCE/DCG/gmw
DECLASSIFY ON: 25X - 6
As Amended

65-3286
NOT RECORDED
145 AUG 25 1955

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE: 25X(1)
DATE 08-11-2011
FBI INFORMATION ONLY

CLASS. BY Sp-4 ELW/dcg
REASON: 1.4 (c)
DATE OF REVIEW 2nd 3

JAIT/EXC

CONFIDENTIAL

SECRET

AUG 29 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-29-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)
Destruction of Bureau Records-General
RE: WAR DUTY SUGGESTIONS FOR POLICE EXECUTIVES (BOOKLET) (94-3-6-12)

In 1942 the Bureau prepared the above captioned booklet for distribution to police executives throughout the United States. File on this booklet currently consists of 9 sections which accupy 1/3 of a file drawer. This file consists of letters to and from police officers and individuals in Civilian Defense who received booklet. Names of recipients have been indexed. Approximately 1000 names are indexed in this file.

Bureau no longer distributes this booklet and no correspondence has been placed in this file since 1944. It appears this file has no useful purpose today and, accordingly correspondence concerning distribution of the booklet should be deindexed and destroyed in order to conserve filing space and to prevent unnecessary file reviews. Since this booklet is similiar in nature to "Suggestions for Protection of Industrial Facilities" booklet and authority was granted to deindex and destroy that material, it is believed the same authority should be extended to captioned file.

We have archival authority to destroy this type material. (66-3286-443, Item 6.)

RECOMMENDATION:

That Records Section be authorized to deindex and destroy mail in above captioned file. Mail relating to action and history, of course, will be retained.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 CW/dcg

RFO:hmo
(4)

Completed 9/13/55 Range Unit

RECORDED: 66-3286-463
INDEXED:

62 SEP 7 1955

16 SEP 1 1955

GRIME SEC.

UNRECORDED COPY FILED IN 94-3-6-12

Attached copy 9-3-55 Range Unit

See attached memo for Circulation

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
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Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 Lawdey

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

RE: ALIEN APPLICANTS FOR PROFESSIONAL LICENSES IN NEW YORK STATE (65-19176)

Destruction of Bureau Records - General

Above captioned file was opened in 1940 and contains over 2,000 application forms for professional licenses in the state of New York sent in by the State Education Department at Albany, New York during period 1940 - 1942. File consists of 6 sections and occupies ½ drawer of a file cabinet.

This file was opened when the Director of Professional Education of the New York State Department of Education requested an agent to contact him in connection with possible "Fifth Column" activities. As a result of this interview this Department started sending these application forms to the Bureau. The forms have a limited amount of background information and nothing of a derogatory nature. Over 2,000 index cards were prepared on these forms.

Since the information in this file is no longer of any contemporary value, it is suggested that it be deindexed and the application forms destroyed. Of course, all mail of a policy and history type will be retained.

We have Archival authority to destroy name check forms. (66-3286-192)

RECOMMENDATION:

That the Records Section be authorized to deindex and destroy forms contained in above file.

PFO:hmo
(4)

Completed 9/23/55 29 54 Rep. Pages 0 Pages Destroyed

INDEXED - 66-3286-664
RECORDED -

16 SEP 1 1955

Microstat made for circulation

SEP 6 1955

UNRECORDED COPY FILED IN 65-19176-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 8-26-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS (66-3286) - Bureau - General

RE: FREE PASSAGES FURNISHED BY HAMBURG-AMERICAN LINE; REGISTRATION ACT; INTERNAL SECURITY; ESPIONAGE - G.

65-1730-50 is voluminous four section serial containing photostatic copies of free and reduced passage granted by Hamburg-American Steamship Line and North German Lloyd Line during period 1935 to 1939. These lines, as members of Trans-Atlantic Passengers' Conference, agreed to give reduced passenger rates only under certain conditions and to report identities of persons receiving reduced rates periodically to Conference. Approximately 11,000 names are indexed in this serial. List only shows a name, the amount of reduction and reason for reduced rate. Only reasons shown are that person was "principal" conductor of tour and in a few instances word counselor or diplomatic employee, or child of such employee.

This list has no contemporary value whatsoever and it should be deindexed in order to reduce file reviews and to make available additional space.

RECOMMENDATION:

That the Domestic Intelligence Division authorize deindexing of this serial.

PFO:hmo
(3)

Serial 12-2-55 Passenger Conference cards destroyed 1-9-62 @ Records Unit

INDEXED
RECORDED

66-3286-65

27 SEP 6 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 auw/sbg

Type autostat made for Correlation

64 SEP 12 1955

Xerox copy made 8-26-55

UNRECORDED COPY FILED IN 65-1730-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
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Harbo
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : A. H. Belmont

DATE: September 1, 1955

FROM : W. A. Branigan

SUBJECT: FREE PASSAGES FURNISHED BY HAMBURG - AMERICAN LINE; REGISTRATION ACT; INTERNAL SECURITY ESPIONAGE - GERMANY

Attached is the memorandum dated 8/26/55 to Mr. Nichols recommending that the Domestic Intelligence Division authorizes the deindexing of Serial 50. This Serial contains approximately 11,000 names of individuals who were granted free, reduced, or special transportation by the subject company during the 1930's. These names were obtained by the New York office from an official of the Trans-Atlantic Passenger Conference. The names as such have no intelligence or security significance. The information would be useful only in showing travel of some person in whom the Bureau is interested if that person obtained special considerations in traveling from the United States to Europe or return and if that person book his transportation with captioned subject. Only names are listed with no other identifying data except occasional references to an individual's profession. It is not believed that this Serial has any value for the Domestic Intelligence Division.

RECOMMENDATION:

It is recommended that the above Serial be deindexed in order to reduce the number of unproductive references in file reviews and to make space available.

Enclosure - 1

Ticklers - Mr. Belmont
Mr. Branigan
Mr. Dunn

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EIW/dcg 4/17/89 SP4 EIW/dcg 242948

66-3286-666

65-1730

RECORDED

INDEXED

27 SEP 6 1955

JED:abd
(4)

ESP SEC

Completed 12-2-55 Mailer personnel

64 SEP 12 1955

UNRECORDED COPY FILED IN 65-1730-

(Excerpt)

Memorandum to Mr. Nichols from W. C. Sullivan 8/16/55
Re: Economy Suggestions
Records Section

Destruction of Bureau Property
GEM.

SUGGESTION #20: That the Bureau destroy Bureau reports which are returned after they once have been disseminated to another agency.

Advantages: Under existing procedure, several Government Agencies return numerous FBI reports with a cover letter setting out caption of each. These are filed in individual files and appropriate notations made. In order to do this, it is frequently necessary to search reports since file number is not on copy of report or has been obliterated. The adoption of this suggestion would result in savings in filing space as well as employee time.

Savings: Cannot be estimated.

Disadvantages and Risks: Bureau would not have record in individual file that report was returned. This information could be obtained by checking incoming letters from agencies and reviewing cover letters which could be filed in general file.

Agree J. D. Jones Jr.

Favorable
I RHM
Jones Jr.
8/19

Additional economy suggestions are receiving further study and will be submitted at an early date.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 CAW/dcg

66-3286-
NOT RECORDED
199 SEP 23 1955

63 SEP 30 1955

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

140-0

EMPLOYEE SUGGESTION

b6
b7C

Date 8/10/55

To: DIRECTOR, FBI

From: [redacted] #8881

Field Office or Division NY

RE: SECURITY OF GOVERNMENT EMPLOYEE CASES

SUGGESTION:

It is suggested that all copies of letters initiating preliminary inquiry which are furnished to all offices having possible leads in the event conversion to a full field investigation occurs, that are filed in the 140-0 file, be destroyed after a period of one year.

The Manual of Instructions, Section 69-E-4, page 9, reads as follows: Destruction of Bureau Reply (continued on page 2)

Its advantages are:

Saving of space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 AW/dfg

NOT RECORDED
46 OCT 19 1955

It should save at least $ _____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of Suggestor)

b6
b7C

Comments and recommendation of Supervisor, SAC, or Assistant Director:

It is recommended that this suggestion be adopted inasmuch as our experience has indicated that the retention of the preliminary inquiry letters for more than one year would be of no particular value to this office.

JAMES J. KELLY
(Signature)

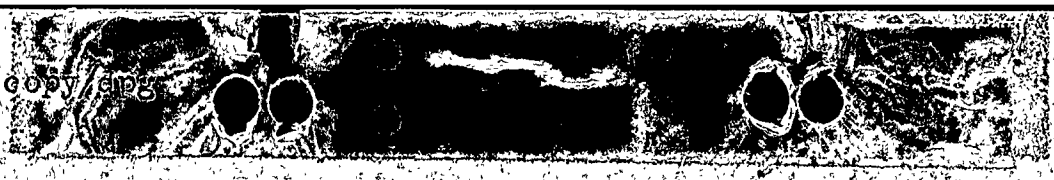
SPECIAL AGENT IN CHARGE
(Title)

AUG 15 1955

84 OCT 21 1955

EX-PROC AUG 15 1955

ORIGINAL COPY FILED IN



8/10/55

TO: MR. NICHOLS

FROM: W. G. EAMES

SUBJECT: MICROFILMING - SIS VOUCHERS

Destruction of Bureau Property

Ten four-drawer cabinets of SIS Vouchers (Blue Slips for confidential information and services) are being retained in Personnel Records Unit of the Records Section.

These vouchers are completely inactive and accordingly it would appear that they should be either destroyed or microfilmed in order to make available the ten file cabinets and space for other material.

We have archival authority to microfilm "Blue Slips" over five years old. Phraseology describing material for which we have authority to microfilm is broad--"Forms five or more years old which support charges for confidential information furnished and services rendered in connection with official investigations of the Federal Bureau of Investigation." Our request to the Department for this authority instructed the Department to forward our request for approval to General Accounting Office. Accordingly no further authority to microfilm this material is necessary.

RECOMMENDATION:

(1) That consideration be given to destroying SIS Vouchers for confidential information, etc. maintained in the Personnel Records Unit.

(2) That in event this material must be retained that it be microfilmed. It should be remembered that in event paper copies are ever needed that they can be made by the Photo Laboratory. These paper reproductions would be the same size as the original document.

PFO:sak
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-2-82 BY SP4 EAW/dcg

166-2016-J

NOT RECORDED
191 SEP 27 1955

ORIGINAL COPY FILED IN

28 SEP 28 1955

TO DIRECTOR, FBI
8/10/55

"Copies of the letter initiating a preliminary inquiry together with copies of the employee security form will be furnished by the Bureau to all offices having possible leads in the event conversion to a full field investigation occurs. These offices should conduct no investigation until notified that identification has been effected or substantive pertinent information has been developed. The copies of the letter and employee security form should be placed in the 140-0 file pending such notification and if notification is not received within one year from the date of the letter the employee security form, all copies of the letter except one, and the index card are to be destroyed."

When these letters are received in the NYO, they are filed in a subfile of the zero classification--140-0B. Prior to SAC Letter 69, 7/17/51, all copies of correspondence of this nature were destroyed. Since that time the rule set out above is followed.

Since there is no index card in the Indices, reference is never made to these files. Since all letters are filed in a separate section, it would not be necessary to insert chargeouts showing the destruction of these serials. A notation could be made on the file cover.

At present time in the NYO Sections 1 through 35 of 121-0B have been destroyed. (These were destroyed prior to 7/17/51.) There are 9 more sections of this file which could be destroyed, if this suggestion is adopted.

There are presently 19 sections of 140-0B on file, ten of which could be destroyed, if this suggestion is adopted.

STANDARD FORM NO. 64

Office M[illegible] • UNITED ST[illegible]ERNMENT

TO : MR. TOLSON

DATE: Aug. 5, 1955

FROM : The Executives Conference

SUBJECT: DESTRUCTION OF EVIDENCE

Tolson ✓
Boardman ✓
Nichols
Belmont ✓
Harbo
Mohr ✓
Parsons ✓
Rosen ✓
Tamm
Sizoo ✓
Winterrowd
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-2-82 BY SP4 EW/dcg

On August 4, 1955, the Conference, consisting of Messrs. Mohr, Tamm, Sizoo, Belmont, Boardman, Rosen, Harbo, Nichols and Parsons, considered the destruction of evidence by the Laboratory.

The question arose as a result of inquiry by an investigator of the Kefauver Committee on Juvenile Delinquency as to whether the Bureau could furnish testimony in a possible perjury case on an obscene matter dealer, Louis Shomer. Shomer testified that he had not dealt in obscene matter since 1947, and did not know Edgar Levy. In 1953, an obscene film was recovered from Levy by the Connecticut State Police. This film was turned over to our New Haven Division by the Connecticut State's Attorney who did not desire its return and advised that it might be destroyed if it was of no value to the Bureau. Laboratory examination of this film disclosed that it was a very common one which had been reproduced to the extent that it was not possible to determine its source. The film was thereafter destroyed.

As a general rule evidence is not destroyed by the Laboratory but is returned to the field after examination. There are two exceptions to this policy, namely, firearms and obscene material. These two types of evidence are disposed of by the Laboratory in view of the obvious need for controlling their disposition and to avoid the embarrassment that would result if evidence of this nature was later again recovered and found to have been at one time in the Bureau's possession. Firearms are disposed of by the Laboratory only after the field obtains (1) a court order or (2) a signed waiver from the owner. Military weapons are returned to the military and non-military weapons are disposed of by turning them over to the Naval Gun Factory for melting up.

Very little obscene material is received directly from local law enforcement agencies and returned to those agencies if requested. If its return is not desired by the local agency, it will be destroyed upon specific authorization from that agency. obscene material received from Bureau field divisions is returned to the field if needed for prosecution, but after prosecution the field must return the obscene material to the Laboratory for destruction. The obscene material is held in the Laboratory until specific authorization is received from the field that it may be destroyed. In the Laboratory

1- Mr. Harbo
Mr. Sizoo

66-3286
NOT RECORDED
117 SEP 26 1955

29 SEP 22 1955

DJP/mek
(6)

66 SEP 28 1955

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the obscene material is searched in the reference file and if it is not identified in the file, a specimen adequate for further comparisons is retained in that collection. If it is identified in the file, the Laboratory report will reflect the results of the comparison and examination and is, of course, retained as a permanent record and therefore, the same information is available at any future time even after the material is destroyed. In the absence of specific authorization from the field, the obscene material is retained and a tickler is set up to follow the field until such authority is received.

On the basis of these standards, approximately eight legal-size file cabinet drawers of obscene material are destroyed in a year and to retain all such material would obviously create both a space problem and a problem of protecting this material from getting out of our possession.

In view of the fact that the policy and practice stated above have been followed for more than ten years and there has been no instance in which material has been destroyed and the report would not suffice for any future consideration, the Conference unanimously recommends that the above policy and practice be continued.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-17-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
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Winterrowd
Tele. Room
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Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 CAW/leo

SUBJECT: PRISONERS OF WAR CORRESPONDENCE (100-2555)

Destruction of Bureau Records - Gen'l

Captioned file consists of 81 Sections and approximately 1600 serials. It is estimated that over 100,000 names of persons corresponding with Prisoners of War are indexed. By and large, the vast majority of the names were submitted in list form by the Office of Censorship, by the Office of Canadian Censorship, and by the [redacted] b7D The correspondence in the file falls into two general types. One type is that which has a cover letter from the U. S. Office of Censorship, [redacted], or other government agency, enclosing names of correspondents with comments that persons so corresponding had indicated pro-Nazi sentiments or that writers were suspect in some manner.

The other general type consists of lists received from U. S. Office of Censorship listing the name and address of the POW, the name and address of the correspondent, the date of the communication, and the relationship between the two. Many of these lists are entitled, "U. S. Residents Corresponding With Enemy Prisoners of War or Internees, (Harmless)." Many other lists are captioned in the same manner, yet the word "harmless" is not included in the caption. This type of list is the same as above, yet, under the names of certain correspondents a comment has been inserted as to the general contents of the letter. These comments in most instances appear to be all miscellaneous in nature and purely social chit-chat concerning personal problems of the internee or correspondent. Internees and correspondents are in most instances relatives.

It is felt that all names indexed in lists which do not have the contents of the communications paraphrased should be deindexed. It is further felt that if contents of a communication have been paraphrased beneath the names of the list that it should likewise be deindexed unless anti-allies or Pro-Russian or Satellite sentiment is shown by the correspondent.

INDEXED - RECORDED - 66-3286-667

Lists of names transmitted by cover letter with a notation that correspondents may have pro-Nazi sentiments, etc., should not be deindexed at this time. Nor should names be deindexed in any correspondence which were referred to State Department, G-2, [redacted] or any other organization. In some instances as a

PFO:sak
(3)

Memo Eames to Belmont 8/24/55 JED:ahm

b7D

27 SEP 6 1955

64 SEP 13 1955

Our autostat made a correction

UNRECORDED COPY FILED IN 100-2555-

result of information contained in incoming communications field offices were requested to conduct investigations to identify the correspondents. The names in these communications should not be deindexed, nor should the reply from the field be deindexed.

Archival authority for the destruction of correspondence deindexed will be secured along with other correspondence at a later date.

RECOMMENDATIONS:

(1) That all names appearing as correspondents on lists which are captioned "Harmless" and which do not have contents of communication paraphrased be deindexed.

(2) That all names appearing as correspondents on lists which are not captioned "Harmless" but which do not have contents of communication paraphrased underneath correspondents be likewise deindexed.

(3) That all names appearing as correspondents on lists which have paraphrased version of communication underneath names be deindexed unless anti-allies, or pro-Russian or Satellite sentiments are expressed or indicated in communication.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: August 24, 1955

FROM : Mr. W. A. Branigan

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-28-82 BY SP4 AW/dlr

Tolson
Boardman
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Rosen
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Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: PRISONERS OF WAR CORRESPONDENCE
Destruction of Bureau Records-Gen

Enclosed herewith is the memorandum to Mr. Nichols dated 8-17-55 recommending that certain names listed in captioned file be deindexed. The names being recommended for deindexing are those which were received from the United States Office of Censorship during World War II. Other serials in this file, which were received from foreign intelligence agencies and other government agencies, are not being considered for deindexing. It was recommended (1) that all names furnished in lists captioned "Harmless," and which do not have contents of the communication paraphrased be deindexed. There appears to be no objection to deindexing such names. It was also recommended (2) that all names not captioned "Harmless," but which do not have the contents of the communication paraphrased be likewise deindexed. There appears to be no reason why such names should not be deindexed. Recommendation (3) states "that all names appearing as correspondents on lists which have paraphrased version of communication underneath names be deindexed unless anti-allies, or pro-Russian or Satellite sentiments are expressed or indicated in communication." The deindexing of such names would have to be considered individually, and it would appear that this procedure would be uneconomical.

RECOMMENDATION:

1. It is recommended that the Domestic Intelligence Division concur in recommendations numbered 1 and 2 of enclosed memorandum.

2. The Domestic Intelligence Division does not concur in recommendation numbered 3 of enclosed memorandum since this procedure would appear to be uneconomical and take more time than the value of the deindexing would warrant.

Completed 8/27/56 @ Purge Unit

Enclosure
100-2555
JED:ahm
(4)
Ticklers: Mr. Belmont
Mr. Branigan
Mr. Dunn

RECORDED - 66-3286
INDEXED -
27 SEP 6 1955

64 SEP 13 1955

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
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Harbo
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Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 9-2-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS - Bureau
(66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 AW/MD

RE: CIVIL SERVICE COMMISSION APPLICANTS
(100-38679)

Sub-captioned file on name checks of Civil Service Applicants was opened in 1941. It consists of 8 sections, occupying 1/3 of a file drawer. Approximately 2500 names are indexed. File was opened as a result of the request of the Civil Service Commission to have the Bureau check not only the criminal files but the subversive index of the Bureau for each person C.S.C was investigating. The Bureau complied with their request for such name checks. (62-17890-211X).

File consists mainly of form letters, one name to a letter. These requests were submitted in duplicate and a notation was made on the copy indicating the results of the search. One reply was sent covering numerous names. If information was available, a Bureau memorandum was attached to the duplicate and a yellow copy retained for Bureau files.

It is proposed that all names on which derogatory information was not developed be de-indexed and destroyed in order to prevent unnecessary file reviews and to reacquire additional space in the General Index Unit. These are merely name check forms and we do not retain "no record" name check forms today.

Bureau approval was previously given for deindexing thousands of no record forms filed in the "Name Check" file. We have Archival authority to destroy "no record" name check forms (66-3286-192).

RECOMMENDATION:

That all "no record" name check forms in above captioned file be de-indexed and destroyed.

PFO:sak
(3)

INDEXED
RECORDED

66-3286-669

16 SEP 8 1955

63 SEP 13 1955

Done 9-15-55 1,525 Ref. purged

UNRECORDED COPY FILED IN 100-38679-1

SAC, Newark

September 2, 1955

Director, FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 aw/dg

DESTRUCTION OF Bureau RECORDS - General

The SAC San Francisco, in the light of the acute situation regarding space for storing closed files in his office, makes the following suggestions: (a) that the Bureau authorize the destruction of all closed Selective Service Act (SSA) (1940) files over 10 years old; or (b) authorize the destruction of all closed SSA (1940) files over 10 years old with the exception of those in which prosecution was had; or (c) authorize destruction of all serials in closed SSA (1940) files with the exception of the closing reports. It was his opinion that the closing reports in these cases contain all pertinent information for the Bureau's purpose in the field. It has been pointed out that the Selective Service System has destroyed or is in process of destroying all files in this category. Present Bureau regulations permit destruction of these files after 25 years.

It is desired that you submit your recommendations with respect to the proposals made, together with the reasons for your recommendations. In the event you agree with one of the 3 propositions, you are requested to advise as to what you would suggest with reference to the index cards on these cases. Your reply should be forwarded to the Bureau so as to arrive not later than September 15 (all SACs receiving a copy of this letter), attention Training and Inspection Division.

cc - 1 Chicago
St. Louis
Albany
New Orleans
Omaha

cc - Mr. Nolan (Sent separately)
cc - Inspector E. C. Brown (" ")
Inspector H. C. Van Pelt (" ")
Inspector W. H. Buys (" ")

VPK:raf
(14)

Based on memo Mr. Eames to Mr. Nichols 8/30/55, PPO:eak.

RECORDED-37 66-32286-674

EX-121

16 SEP 7 1955

Tolson
Boardman
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Belmont
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SEP 14 1955

COMM — FBI
SEP 2 1955
MAILED 26

Serialized UNRECORDED COPY FILED IN 66-6200-25-

RECORDED - 71 66-3286-671

September 2, 1955

Director, FBI

EX-121

DESTRUCTION OF RECORDS

Reference is made to your letter of 8/25/55 suggesting destruction of closed Selective Service Act (1940) files over 10 years old. You are requested to advise what you suggest with reference to the index cards on these cases in the event this destruction is authorized by the Bureau. Consideration is being given to your suggestion and other field offices are being contacted inasmuch as this is a common problem. You will be advised when a decision is reached by the Bureau. Submit your answer this letter to reach the Bureau no later than September 15.

VPK:raf
(5)
Based on memo Mr. Eames to Mr. Nichols 8/30/55, PFO:sak.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 2W/dcg

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Gandy

COMM — FBI
SEP 2 1955
MAILED 26

58 SEP 15 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-30-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/dly

Destruction of Bureau Re Dates

Reference is made to attached letter from SAC Whalen, San Francisco Office dated 8/25/55. SAC Whalen points out that space situation for storing closed files is acute in his office and he recommends consideration be given to destroying files in selected classifications prior to the time they become 25 years old. Bureau regulations presently permit destruction of files when they become 25 years old.

SAC Whalen points out that storage alone for one file cabinet is $24.50 per year. He further points out that even though the consolidation of files project is receiving continuous attention and that they have stacked cabinets so that one aisle is used for opening drawers of cabinets from either side of the aisle, that expansion limit of present facilities and crowded conditions of cabinets makes it extremely difficult to maintain closed files in accordance with Bureau standards.

While proposing that consideration be given to considering destroying, for example, the "7", "26" and "42" classification cases, SAC Whalen specifically suggests the following:

(A) That the Bureau authorize this office to destroy closed SSA ('40) files over ten years old, or

(B) Authorize the destruction of all closed SSA ('40) files over ten years old with the exception of those in which prosecution was had, or

2 ENCLOSURES

(C) Authorize destruction of all serials in closed SSA ('40) files with the exception of the closing report.

In recommending above, he states closing report in these cases in his opinion contains all pertinent information for the Bureau's purpose in the field. He further states that Selective Service System has destroyed or is in the process of destroying all their files in this category.

RECORDED - 71 66-3286- 671

PFO:sak
(3)
Enclosure

Ltr to Sac, SF 9/2/55 VPK/mag

Ltr to Sac, NK 9/2/55 VPK/mag

EX-121

9 SEP 8 1955

He further estimated that a minimum of 35 filecabinets out of 43 now containing SSA ('40) closed files or 81% will be made available immediately for use in his office. He felt proportionate savings would be felt throughout the field.

Records Section in May 1953 pointed out the average field division had 500 to 1000 cubic feet of files and that the six largest divisions had 3,570 to 8,476 cubic feet of files. (As of July 1, 1955, the six largest offices had 4,133 to 12,607 cubic feet of records.) As existing Bureau regulations require retention of all records for a minimum period of 25 years, Records Section proposed that consideration be given to microfilming field division files 5 or more years old or reducing period of retention of files in selected categories to 10 years. The Training and Inspection Division subsequently studied this matter throughout the field and concluded that circumstances at time would not warrant change of policy. Executives Conference unanimously felt no further action should be taken in regard to microfilming files at the time. SAC Whalen is voicing a problem that is common to all field offices. ~~Files~~ For all practical purposes all Bureau files and all field files were created after and including 1940. Retention of these files for 25 years under existing Bureau regulations means that no appreciable volume of files can be destroyed until 1965. There is no question but that space problems are going to be more acute every year between now and then. Much labor, time and money will be lost in order to shift these cabinets of closed files around in order to find space and cabinets to file current material needed on day to day basis. General Services Administration furnishes all Bureau space. It pays from its appropriation for leased space provided the Bureau. GSA likewise is responsible for promoting improved current records management and disposal practices in federal agencies for federal records. Annually we report to GSA through the Department our volume of records in cubic feet, both in the field and at the Seat of Government. GSA is taking aggressive steps to cause agencies to destroy or retire old inactive files to federal records centers. Sooner or later we are going to feel pressure from GSA to destroy or retire our older records. Many old closed files in the field are not felt to be necessary. We should destroy these older files in selected classifications after 10 years or even 5 years, not only to furnish our field offices with more working space and better working conditions but to show GSA that we are taking positive steps to efficiently manage our records. All field offices together destroyed 4,311 cubic feet of records during the last fiscal year. Records and Communications

Division destroyed 5,570 cubic feet. Originals or at least summaries of all investigative matters are retained at Bureau and accordingly, it is felt field should naturally be destroying a much greater volume of records.

Either one of SAC Whalen's suggestions concerning destruction of SSA ('40) files is a step in the right direction.

RECOMMENDATIONS:

(1) That consideration be given to authorizing the destruction of SSA ('40) files as suggested by SAC Whalen.

(2) That serious consideration be given to SAC Whalen's suggestion that other closed criminal classifications be likewise studied with the same purpose in mind.

I agree F.W.C.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI ATTENTION: J. J. MAGUIRE DATE: 8/25/55
RECORDS SECTION

FROM : SAC, San Francisco

SUBJECT: RECORDS, DESTRUCTION OF

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 E2W/dcg

Endeavoring to anticipate a situation which is rapidly becoming acute in this office and probably in other offices, I have had a survey conducted of the closed Selective Service files in this office and, in connection therewith, I am submitting the following observations and suggestions for the Bureau's consideration:

GSA allows 7 square feet of space for each filing cabinet, which at the present estimated leased rate on outside space amounts to $24.50 per year for each cabinet. These cabinets cost $59.00 each. This office has been successful in securing 300 five-drawer letter-size cabinets for our closed files and by arranging them in double rows, back to back, and utilizing the same drawer opening space for opposite cabinets a considerable saving in space has been effected.

At the present time this office has 491 cabinets of closed files located on the 4th floor and 97 located on the 6th floor, or a total of 588 cabinets occupying approximately 3300 square feet of space, at a cost of approximately $11,000 per year. For the same number of cabinets GSA allows 4,116 square feet, which amounts to $14,396. This office is closing approixmately 2,000 cases per month and these files require approximately four additional cabinets a month.

We are rapidly approaching the expansion limit of our present facilities and the crowded condition of our cabinets makes it extremely difficult to maintain the closed files in accordance with Bureau standards.

The consolidation of files project is receiving continuous attention and at present is approximately one-quarter completed in the criminal files. So far, this project has made available five cabinets which were immediately utilized to alleviate the crowded condition in the "100" classification cabinets. It is now apparent that this project will not make available sufficient cabinets to handle the voluminous incoming material in this office on a month-to-month basis.

62-32586-4

SEP 2 1955

This office has 43 filing cabinets, after consolidation, of closed SSA ('40) files. These files are maintained on the 6th floor of the Federal Office Building, together with closed files in the oldest "7," "26" and "42" classification cases, which experience has shown to be least active on a day-to-day basis for name checks and reference purposes.

WMW:ekk

Director, FBI

Attention: J. J. Maguire
Records Section

Re: Records, Destruction of

A review of approximately 300 of these SSA ('40) files reveals complete inactivity in the past ten years. Further, that the bulk of these files is composed of non-pertinent and space-consuming serials such as reports from auxiliary offices endeavoring to locate subject, criminal records of possibly identical individuals, form letters from the Selective Service Local Board and 1-A exhibit envelopes containing, for the most part, bulky returned Selective Service form letters.

It is questionable that the purpose served in retaining these files is commensurate with the cost of maintaining them and, accordingly, with the view of making available critical cabinet space and effecting a considerable savings to the Government, I desire to submit the following suggestions, in the alternative, in connection with these particular files:

(A) That the Bureau authorize this office to destroy all closed SSA ('40) files over ten years old, or

(B) Authorize the destruction of all closed SSA ('40) files over ten years old with the exception of those in which prosecution was had, or

(C) Authorize destruction of all serials in closed SSA ('40) files with the exception of the closing report.

In my opinion, the closing report in these cases contains all pertinent information for the Bureau's purpose in the field.

In connection with suggestion (A), the Bureau is aware that the Selective Service System has destroyed, or is in the process of destroying, all their files in this category.

In the event the Bureau adopts any one of the above suggestions, it is estimated that a minimum of 35 filing cabinets out of 43 now filled with SSA ('40) closed files, or 81 per cent, will be made available immediately for use in this office, and it is believed that a proportionate number will be made available in all field offices.

Director, FBI

Attention: J. J. Maguire
Records Section

Re: Records, Destruction of

If the Bureau would approve this suggestion, I would like to recommend that, based on the experience obtained from this program, we study other closed criminal classifications with the same purpose in view.

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

RA

EMPLOYEE SUGGESTION

105-56

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-28-82 BY SP4 EAW/dcg

Date: September 2, 1955 b6 b7C

To: Director, FBI

From: [redacted]

Division of assignment: Oklahoma City

SUGGESTION:

That files and records in field divisions be destroyed after they become twenty years old. Destruction of files and records after twenty years

Destruction of Files of Bureau Property

Current practice or rule (include manual citation as well as facts):
(Section 3, Page 13, Paragraph 7, Manual of Rules and Regulations)
"Files and records in field divisions may be destroyed after they become twenty five years old"

Advantages of suggestion:

1. ECONOMY - In the event this suggestion could be adopted, it is estimated that an office the size of the Oklahoma City Office could clear 10 four drawer, file cabinets. It is further estimated that at least 1,000 four drawer, file cabinets, could be cleared by all field divisions. According to the current GSA Catalogue the price of one four drawer file cabinet is $49.32.
2. It would not be necessary for the Bureau to purchase any file cabinets in the field divisions for at least 3 years.

Disadvantages of suggestion:

1. The provisions of Section # 369, Title 44, USCA are not known, and therefore it may be impossible for this suggestion to be adopted.

EX-106
RECORDED-48
INDEXED-48
66-3286-612

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. b6 b7C

ack 9-8-55 - lhc

16

☒ Mr.
☐ Mrs.
☐ Miss

[redacted]
(Signature of Suggester)

Recommendations and comments of Division Head: I believe this suggestion is worthy of careful study. If adopted it would certainly result in considerable savings both in Closed file space and in a monetary sense through the elimination of purchases of additional file cabinets. Recommend adoption.

66 SEP 30 1955

(Signature & Title)
Special Agent in Charge

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: September 14, 1955

FROM : MR. F. J. BAUMGARDNER

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF Bureau RECORDS - general
Bufile 66-3286

Re memorandum from W. G. Eames to Mr. Nichols dated 9-7-55 recommending de-indexing of serial 100-120818-X144 which is dated 3-15-41 and contains a list of individuals reported to be secretaries, chairmen, couriers and agents of the National Maritime Union.

Although the information in this serial is of no positive value for a security report, there is recorded the membership book and ship assignment of each member listed along with the Departmental assignment of a number of them. This information could be of considerable investigative value in attempting to identify an individual from a name only as it would give us a reference to union records and shipping company records.

RECOMMENDATION:

It is recommended that the above-mentioned serial not be de-indexed.

GWH:lll
cc - Belmont
Baumgardner
Hall
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EWD/cg

RECORDED - 54

66-3286-673

EX-121

21 SEP 22 1955

63 SEP 28 1955

INDEXED

UNRECORDED COPY FILED IN 100-120818-X144

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-7-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols ✓
Belmont ✓
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF BUREAU RECORDS - General
BUFILE 66-3286

100-120818-X144 is list of approximately 1400 names. List is captioned "National Maritime Union," bears date March 15, 1941, and was dictated by former Special Agent K. R. McIntire. List is preferenced with following statement. "The following individuals are reported to be secretaries, chairmen, couriers, and Agents of the National Maritime Union": Along side each name is a series of numbers which is possibly a serial number of some sort and ship to which individual apparently assigned.

From condition of this serial, it is apparent that many references are ~~received to~~ REVIEWED ON it. However, there is nothing apparent in the serial that requires its retention. There is nothing on which to make an ident, and the mere fact that an individual was a member of the National Maritime Union does not appear to be of value today. It is accordingly felt that this serial should be de-indexed to prevent unnecessary listing of this reference for review and in order to remove index cards of no value from the General Index.

RECOMMENDATION:

That Records Section be authorized to de-index above described serial.

PFO:mcg
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 2w/dcg

memo Belmont to Nichols 9-14-55 gmt

RECORDED - 54 66-3286-6

EX-124

SEP 22 1955

6 SEP 28 1955

INT. SEC.

UNRECORDED COPY FILED IN 100-120818-X144

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/21/55

FROM : E. D. Mason

b6
b7C

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION NUMBER 175-56
Made By [redacted]
Oklahoma City Office

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 AW/dcb

CARPENTER

Destruction of Bureau property

SUGGESTION: That files and records in field divisions be destroyed after they become 20 years old.

PRESENT PROCEDURE: Section 3, page 13, Manual of Rules and Regulations, instructs that files and records in field divisions may be destroyed after they become 25 years old.

ADVANTAGES STATED: Saving of file space. Suggester estimates 1000 four-drawer file cabinets could be cleared by adopting suggestion.

DISADVANTAGES STATED: None known.

OBSERVATIONS: SAC Johnson, Oklahoma City, believes suggestion worthy of study. To adopt suggestion would result in considerable savings in file space.

Training and Inspection notes that on 3/13/46 the Executives Conference unanimously approved the suggestion by [redacted] that closed files be destroyed when 25 years old. The subject has come up recurrently since that time, with suggestions that destruction be made at the end of a shorter period of time, but the Bureau has not seen fit to change its rule. On 8/14/53 the Executives Conference considered the question again following a suggestion that the field be surveyed to get the opinions of SACs on destroying field criminal and applicant files after 10 to 15 years. The majority of the Executives Conference opposed the survey and the Director concurred.

b6
b7C

RECOMMENDATION: That the suggestion not be adopted.

hcc (2)

EX-118

66-3286-67

RECORDED - 43

66 SEP 30 1955

16 SEP 27 1955

Pers. Files

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-31-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF COPIES OF REPORTS IN POSSESSION OF OSI

Bureau Property - General

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

This is to advise that Major George A. McCaffrey, Mail and Records Branch Management Division, OSI, called Agent Medler to determine whether or not he could destroy copies of certain reports previously disseminated by the Bureau to OSI. Major McCaffrey stated that the reports in question had served their purpose and unless the Bureau advised otherwise they will be destroyed.

There appears to be no objection to the destruction of these reports as the Bureau of course has retained the originals with appropriate notations as to dissemination. They would serve no useful purpose in the Bureau's files and by not returning and filing these extra copies we avoid further aggravating our space problem. It is therefore requested that permission be granted to advise Major McCaffrey that he may through proper maceration and burning dispose of the reports in question or reports of a similar nature without further reference to the FBI.

RECOMMENDED ACTION:

Unless advised to the contrary the Major will be telephonically advised that the Bureau has no objections to the destruction or disposal of Bureau reports that are of no further use to his agency.

OGM:kb
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 2w/dcg

Memo Medler to Belmont 9-6-55, Bau/jk

RECORDED - 36

66-3286-676

811-113

27 OCT 12 1955

EXEC. SEC.

OCT 19 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 15, 1955

FROM : Mr. R. R. Roach

SUBJECT: DESTRUCTION OF COPIES OF REPORTS IN POSSESSION OF OSI

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Memorandum Mr. Eames to Mr. Nichols, August 31, 1955, enclosed, reports that OSI had asked whether they could destroy copies of certain reports previously disseminated by the Bureau to OSI. That memorandum recommended that unless advised to the contrary OSI would be telephonically advised that the Bureau had no objection to the destruction of the reports. Mr. Belmont noted by routing slip that we should check with OSI to see just what reports they had in mind and to determine whether there is any possibility that OSI would rerequest the reports in the future.

Major George A. McCaffrey, Mail and Records Branch, Management Division, OSI, advised on September 7, 1955, that OSI desired to destroy reports that have been furnished them by the Bureau and for which they have no further use. He explained that frequently OSI disseminated a copy of a Bureau report to one of the Air Force Field Commands. At the same time OSI retains one copy of the report in their central files. They desire permission to destroy the copy furnished to the field as it is of no further use to that Command. The copy kept in OSI Central Files will not be destroyed. Therefore, OSI will not in the future request additional copies of such reports from the Bureau.

Authority was previously granted OSI to destroy FBI correspondence on December 3, 1954, at a local level provided the destruction of records was done under provision of Executive Order 10501. The order provides that Defense information marked "Top Secret," "Secret," or "Confidential" shall be destroyed by burning or equally complete method of destruction. The Bureau desires in addition that all copies of Bureau records not falling under this Executive Order be destroyed in the same manner.

BAW:jlf
Enclosure
(5)
1 - Mr. Belmont
1 - O. G. Medler
1 - Liaison Section
1 - Mr. Wells

RECORDED - 36

66-3286-C77

INDEXED - 36

27 OCT 12 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP-4 aw/dcg

64 OCT 17 1955

Memorandum for Mr. Belmont

ACTION:

If you approve, Major McCaffrey will be advised that the Bureau has no objection to the destruction of Bureau reports that are of no further use to his agency, that the destruction be complete in accordance with Executive Order 10501 and that Bureau unclassified data be destroyed in the same manner.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Sept. 6, 1955

FROM : SAC, Albany (66-

Att: Training and Inspection Division

SUBJECT: DESTRUCTION OF RECORDS

Re Bureau letter dated September 2, 1955, addressed to Newark.

It is suggested that favorable consideration be given to Section C for the reason indicated, namely, sufficient information will appear in closing reports to satisfy the needs of a Field Office for future reference.

This will entail a review of each file and the purging of index cards other than those appearing in the title of the closed report. Otherwise, a considerable number of index cards will be retained and a future check against them will lead only to speculation as to the identity of the name. It is conceivable that the name thus indexed could be an additional alias of the subject or a name appearing in the body of one of the destroyed reports or serials of an individual. For example, - a complainant or an individual whose name appeared to be relevant at the time the investigation was conducted. It is for this reason that the file should be reviewed and the cards obviously prepared during the course of the investigation, as noted in the file review, removed from the indices.

To destroy the serials and the index cards in the manner described above constitutes considerable clerical work and the question arises whether the result in the saving of space is overcome by the cost of accomplishing this purpose, bearing in mind that the great bulk of selective service cases are not voluminous.

EAS:hmm
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EZW/deg

RECORDED - 22
66-3286
OCT 12 1955
71 OCT 18 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: September 8, 1955

FROM : M. A. Jones

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: BOOKLET ENTITLED "FEDERAL ESPIONAGE AND SABOTAGE STATUTES" PROPOSED CANCELLATION

As you are aware, captioned booklet, copy of which is attached, was first prepared during World War II, primarily for use in connection with the Bureau's plant protection and related work. In 1951, the booklet was brought up to date.

Inasmuch as extensive changes have been made since 1951 in the espionage and sabotage statutes, the booklet is no longer current. The preparation of a new, revised edition would entail considerable expense, which does not appear warranted in view of the fact that the Bureau is not out of plant protection work and we have been receiving very few requests for the booklet.

There are several hundred copies of the booklet presently on hand, but we have not been distributing it recently because it is not current.

RECOMMENDATIONS:

(1) That this booklet be cancelled.

(2) That the copies presently on hand be destroyed, with the exception of the usual reference copies.

Enclosure

MLL:wa:flp
(2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/ldcg

DESTRUCTION OF BUREAU PROPERTY

66 SEP 19 1955

166-32867-V
NOT RECORDED
133 SEP 16 1955

ORIGINAL FILED IN 94-43825-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : R. T. Harbo

DATE: 9/8/55

b6
b7C

SUBJECT: SUGGESTION NUMBER 120-56
Made By Miss [redacted]
New York Office

Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Trotter
Winterrowd
Tele. Room
Holloman
Gandy

CORRECTED COPY

BACKGROUND: On initiating preliminary inquiry in Security of Government Employee cases the Bureau sends photostatic copies of the basic document to all offices which might have leads to cover if the preliminary inquiry is later converted to a full field investigation which occurs in from 35 to 50 per cent of cases. This has been found to be the most economical system. Field offices getting these copies prepare an index card and file the photostatic copies, conducting no investigation until further notification from the Bureau, if any. Manual of Instructions, Section 60 E-4, Page 9, states "One copies of the letter and employee security form should be placed in the 140-0 file pending such notification and if notification is not received within one year from date of the letter, the employee security form, all copies of the letter except one, and the index card are to be destroyed." Prior to SAC Letter 68 on 7/17/51, which initiated above practice, all copies of correspondence of this nature were destroyed. Referenced SAC Letter changed this practice because it was considered cheaper to leave one copy in the file than to make a charge-out for each serial destroyed and the amount of file space required would be the same either way.

SUGGESTION: It is suggested that all copies of letters initiating preliminary inquiry which are furnished to all offices having possible leads in the event conversion to a full field investigation occurs, that are filed in the 140-0 file, be destroyed after one year. Since there is no index card in the indices, reference is never made to these files. Since in New York all letters are filed in a separate section, it would not be necessary to insert charge-outs showing the destruction of these serials. A notation could be made on the file cover.

New York has 19 sections of the 140-0 files, 10 of which could be destroyed if this suggestion is adopted. It could also destroy 9 sections of the 161-0 file under same circumstances

NJD:hcd
(2)

E B I
RECEIVED DIRECTOR

NOT RECORDED
46 OCT 19 1955 OCT 18 1955

64 OCT 21 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 2W/dcg

ORIGINAL COPY FILED IN

(under Executive Order 9835 these Security of Government Employee cases were handled under a 121 classification. When Executive Order 9835 was superseded by 10450 Bureau changed classification to 140 for statistical purposes).

OBSERVATIONS: Assistant Director Rosen states the Employees Security Section has no objection to the adoption of this suggestion. The necessity for placing charge-outs in the file to cover each serial destroyed, which initiated present practice as set out in SAC Letter mentioned under "background" above, can be obviated by noting on the file cover the serials destroyed. Mr. Rosen requests that necessary Manual changes be prepared in the Employees Security Section.

SAC Brown, Baltimore, recommends that favorable consideration be given this suggestion, stating further that the current practice of destroying the index cards and all copies of the letter except one means that we have material in the file which will never be referred to and therefore serves no useful purpose whatever.

SAC Laughlin, Washington Field, believes this is a good suggestion and would result in space saving. Washington Field Office has no 140-0 subfiles. All 140-0 material is filed together and all material is indexed. When eliminating this information from the files, it would be necessary also to destroy the cards in the indices. SAC Laughlin advises that this suggestion, if adopted, would result in the saving of approximately 2½ file drawers a year.

Training and Inspection notes that New York files this material in a 140-0 subfile whereas Washington Field Office files it in the regular 140-0 file. The difference in procedure is believed to be of no significance. In either case each serial must be taken out and checked individually against the office index in order that index cards may be removed. When New York has finished this work its files are empty whereas the 140-0 file in Washington Field Office will contain a few serials on matters such as complaints, estimated to be about 1% of the material in the 140-0 file.

The problem is not of much significance in most offices. A review made by Security of Government Employees Section in 104 cases shows that photostatic copies of the material on which the case was opened went to New York in 12 cases, to St. Louis in 59 cases, to Baltimore in 60 cases and to Washington Field Office in 82 cases. Sixteen offices received nothing at all and the other 32 offices received material in an average of 2.3 cases out of a total of 104. This shows that for the great majority of offices there is no problem, even on a basis of approximately 3000 cases annually.

RECOMMENDATION: Training and Inspection Division makes the following recommendations:

1. That the suggestion be adopted.

b6
b7C

2. That Miss [redacted] be granted the minimum cash award of $10 for suggestion on which there is definite saving in file space, amount not clear.

3. That the Security of Government Employees Section prepare necessary SAC Letter and Manual Changes as requested by Assistant Director Rosen.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/19/55

FROM : E. D. Mason

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION PROGRAM - DESTRUCTION OF CORRESPONDENCE SETTING FORTH VIEWS OF VARIOUS SACs AND BUREAU OFFICIALS AS TO MERITS OF SUGGESTION

Dalbey
Lee
~~Carpenter~~
~~Beck~~

BACKGROUND:

Upon receipt of a suggestion the views of various Bureau officials and SACs are solicited as to the advantages and disadvantages of the suggestion. These views are then summarized in a memorandum prepared for your approval.

PRESENT PROCEDURE:

Routing slips are used to solicit the views of Bureau officials and SACs who sometimes reply by routing slips. The great majority of replies, however, are by memorandum. These memoranda and routing slips are presently filed.

PROPOSED PROCEDURE:

The memoranda and routing slips from the Bureau officials and SACs to be destroyed after the views expressed therein as to the merits of the suggestion have been summarized in the memorandum prepared for your approval.

DISCUSSION:

The memoranda and routing slips from SACs and Bureau officials regarding the merits of suggestions merely concern viewpoints as to the internal administration of the Bureau and no reason exists for maintaining them as a part of the Bureau's records since the views expressed therein have been incorporated into the memorandum proposed for your consideration.

MMS:njs:raf
(8)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 2 W/dcg

ORIGINAL COPY FILED IN

NOT RECORDED
198 SEP 29 1955

INITIALS ON ORIGINAL

ADVANTAGES:

Will prevent cluttering the files with material that serves no purpose, in addition to saving the time spent in handling, serializing, indexing, and filing.

RECOMMENDATION:

That the proposed procedure be approved.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Liaison
Boardman
Nichols
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Harbo
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Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS DATE: 9-1-55

FROM : F. W. WAIKART FWE

SUBJECT: ECONOMY SUGGESTIONS
RECORDS SECTION

CFW, Destruction of Bureau Property

Reference is made to memoranda dated 8-16-55 and 8-19-55 submitted to you by Mr. Eames suggesting ways of economizing our operations. Those that were approved by you and Messrs. Mohr, Mason, Nease and DeLoach are being put into effect. The following suggestions resulted in a split opinion and are being re-submitted for further consideration.

(1) Suggestion: Place all messenger runs except Director's Run and Signature Run on 30 minute schedules. Present runs are scheduled as follows:

Director's Run	---------	Every 10 minutes
Signature Run	---------	Every 15 minutes
Acct. & Fraud Run		" " "
Records II Run	---------	Every 20 minutes
Records I Run		" " "
Laboratory Run		" " "
Espionage Run		" " "
Security Run		" " "
S. G. E. Run		" " "
Liaison Run		" " "
Applicant Run	---------	Every 30 minutes
Division II Run		" " "
Teletype Run		" " "

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INITIALS ON ORIGINAL

Advantages: The adoption of this suggestion would permit us to save the services of 2 employees. 2 additional employees could be saved in the event the Director's Run and the Signature Run were reduced to 30 minute schedules.

Savings: $5,920.00.

Disadvantages and Risks: Material which should be expedited would not reach Assistant Director's offices as rapidly. When expeditious service is essential, additional special

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FWW:nle:mbm
(4)

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messenger service would be required or higher grade clerical employees would be utilized to perform messenger work.

Vote: For--Messrs. Mason and DeLoach. Against--Messrs. Nichols, Mohr and Nease.

(✓) Suggestion: That X salary changes and X test grades be posted in personnel files in ink at the file cabinets.

ADVANTAGES: Eliminate charging file out and refiling. Two employees are required to handle this work at the present time and the Personnel Records Unit estimates that it could be handled by one GS-2 employee if the suggestion were adopted.

Savings: $2960.00, salary of one GS-2 employee.

Disadvantages and Risks: Posting on cover sheet might not be as legible, if written in ink as it would be if typed. However, it should be noted that new cover sheet has adequate space for legible penned figures.

Vote: For--Messrs. Nichols, Mason, Nease, and DeLoach. Against--Mr. Mohr.

OK

Memorandum to Mr. Nichols
Re: Economy Suggestions
Records Section

9-1-55

(3) SUGGESTION: Prepare only top sheet Form FD-185 of Annual Performance Rating. Prepare top sheet only.

Advantages: Supervisory and clerical time would be saved in preparing check sheets. Adoption of suggestion would also result in savings in paper and filing space.

Savings: Cannot be estimated.

Disadvantages and Risks: Performance Ratings would not reflect differences in employees receiving same adjective rating.

Vote: For--Mr. Nichols. Against--Messrs. Mason, Nease, DeLoach, and Mohr.

(4) SUGGESTION: That we discontinue preparation and distribution of efficiency floaters.

Advantages: Saving in preparation, printing, and distribution cost.

Savings: Not known.

Disadvantages and Risks: Although worthwhile reminders may not be brought to attention of employees as effectively without floaters, employees could be reminded during regular training classes and conferences.

Vote: For--Messrs. Mason and Nease. Against--Messrs. Nichols, Mohr, and DeLoach.

Memorandum to Mr. Nichols 9-1-55
Re: Economy Suggestions
Records Section

(5) SUGGESTION: That the Bureau destroy Bureau reports which are returned after they once have been disseminated to another agency.

Suggested above be destroyed

Advantages: Under existing procedure, several Government Agencies return numerous FBI reports with a cover letter setting out caption of each. These are filed in individual files and appropriate notations made. In order to do this, it is frequently necessary to search reports since file number is not on copy of report or has been obliterated. The adoption of this suggestion would result in savings in filing space as well as employee time.

Savings: Cannot be estimated.

Disadvantages and Risks: Bureau would not have record in individual file that report was returned. This information could be obtained by checking incoming letters from agencies and reviewing cover letters which could be filed in general file.

Vote: For--Messrs. Mohr, Nease, Mason, and DeLoach.
Against--Mr. Nichols.

Refer to Inspector's Division

(6) SUGGESTION: Discontinue filing fanfold on all new employees which reads "Excepted Indefinite Appointment." This fanfold apparently indicates that employee is excepted from usual Civil Service status and requirements.

Advantages: Savings in processing, filing, and space.

Savings: Not known.

Disadvantages and Risks: None known.

Vote: For--Messrs. DeLoach and Mason. Against--Messrs. Nease, Nichols, and Mohr. Mr. Mohr notes, "This is an official form and must be made a part of the file."

No

(7) SUGGESTION: X Look files up to date in Personnel Records only upon specific request.

Advantages: Surveys reflect 90% of personnel files are up to date at the time they are taken from the cabinets. Unless requestor advises it is not necessary to look file up to date, this is automatically done. Only four or five requests a day specify not necessary to look file up to date. 18 hours employee time required daily to look files up to date. It is believed that adoption of suggestion would save full time of one grade GS-3 employee.

Savings: $3175.00

Disadvantages and Risks: Employee requesting files will be required to advise if they desire file looked up to date. It should be noted that this is the present procedure in requesting investigative files.

Vote: For--Messrs. DeLoach and Mason. Against--Messrs. Nichols, Mohr, and Nease.

Letter to all Supervisors - Approved - Exec. Conf. Memo. 9/12
Memo to Asst. Directors 9/14
FWW

OK

Memorandum to Mr. Nichols 9-1-55
Re: Economy Suggestions
Records Section

(8) SUGGESTION: Discontinue recording (preparing abstracts) on all Bureau forms.

Advantages: Although the savings cannot be accurately estimated, the adoption of this suggestion would result in a very substantial savings in personnel in the Records Section. Although it is realized that form-type correspondence makes up an important portion of our files, abstracts contain little if any identifying data not already placed on index cards. Many of the abstracts on form correspondence simply set out the number of form.

Savings: Cannot be estimated but would be substantial.

Disadvantages and Risks: There would be no numerical control by abstracts in the Numbering Unit of these forms. Many forms are not abstracted at the present time, and we are recording only those which are most important. It would appear that this type of correspondence more than any other could be not recorded with the least risk. Recording mail is our most expensive process since it requires the typing of abstracts, sequencing and filing of two abstracts in separate files, and serializing. In the event this suggestion merits further consideration, each Division should be requested to evaluate all Bureau forms used in that Division which are placed on record.

Vote: For--Messrs. DeLoach, Mason, Mohr, and Nease.
Against--Mr. Nichols.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MASON

DATE: September 7, 1955

Tolson
Boardman
Nichols
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Tamm
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Winterrowd
Tele. Room
Holloman
Gandy

FROM : INSPECTOR H. C. VAN PELT

SUBJECT: DESTRUCTION OF RECORDS

Property - Gen.

BACKGROUND: Bulet to Newark, 9/2/55, requested recommendations concerning following proposals by SAC, San Francisco:

(a) that the Bureau authorize the destruction of all closed SSA (1940) files over ten years old; or

(b) authorize destruction of closed SSA (1940) files over ten years old, except those in which prosecution resulted; or

(c) authorize destruction of all serials in closed SSA (1940) files, except closing reports.

SAC, San Francisco, with reference to (c), above, expressed opinion that closing reports in these cases contain all pertinent information for the Bureau's purpose in the field. He also called attention to the fact that Selective Service System has, or is in the process of destroying all 1940 Selective Service files.

You instructed that I submit my recommendations regarding above proposals and in the event I agree with one, a recommendation should be made concerning index cards on such cases.

ACTION: Analysis made of SSA (1940) files, Chicago Office. Chicago file 25-16938 contains correspondence, all of which is more than ten years old. This would indicate that destruction of cases over ten years old would result in the destruction of approximately 16,938 cases. Not all of these could be destroyed under the proposed ten year rule since some undoubtedly have been re-opened and would contain correspondence less than ten years old. The approximate 16,938 cases, from 25-1 through 25-16938, are presently filed in 58 file drawers, or more than 14 4-drawer cabinets. Destruction, therefore, would make this space available.

WLS:BJK
(3)

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EX. - 122

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2 - Mr.

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4. I feel that some record should be retained of the investigation conducted since in many instances these individuals are the subject of additional investigation and background data and descriptions concerning them is of value.

FINDINGS: It appears the primary purpose of proposals is to alleviate space problem. The primary objection is that information contained in the files that are destroyed would be lost to the field office. It is felt that information in SSA (1940) files over ten years old is of very little, if any, value to the field office in facilitating current investigations or answering inquiries from outside agencies. It appears there would be only infrequent occasions requiring the re-opening of these cases. It also seems there would be only infrequent occasions to refer to information in the old files, and in matters of considerable importance, such information could be obtained from the Bureau.

It might be undesirable to destroy all SSA (1940) cases over ten years old for the reason that the subjects of some cases might develop into security subjects, e.g., numerous cases over ten years old in the Chicago Office contain information regarding individual members of the Muslim Cult, some of whom were prosecuted as Conscientious Objectors, and some of whom are now of interest from a security standpoint. Therefore, information in the old files is of value for research and investigative purposes. This, of course, leads to the suggestion that the SAC be allowed to exercise discretion in maintaining certain files over ten years old.

In the event authority is granted to destroy these cases over ten years old, it will be necessary to review each case in that category and retain those which have been re-opened or contain correspondence less than ten years old, e.g., Chicago file 25-938 although opened under the 1940 Act, much longer than ten years ago, was not closed until January 27, 1954.

ADVANTAGES: (a) that all SSA (1940) files over ten years old be destroyed:

1. Alleviate space problem.

(b) that SSA (1940) files over ten years old, except prosecutive files be destroyed:

1. Alleviate space problem.

2. Retain information re subjects who have been prosecuted.

(c) Retain only closing report in SSA (1940) files:

1. Alleviate space problem.

2. Retain limited information regarding cases in which Chicago was origin. Generally, this would consist of name of subject, Local Board with which delinquent, nature of delinquency, and manner in which delinquency cleared.

3. Automatically result in destruction of files in which Chicago was auxiliary office.

DISADVANTAGES: (a) that all cases over ten years old be destroyed:

1. Loss to field office of information in destroyed files.

(b) that SSA (1940) files over ten years old be destroyed, except prosecutive cases:

1. Loss to field office of information in destroyed files.

2. Time necessary to review cases and compile list of cases destroyed.

(c) retain closing reports:

1. Loss to field office of information in destroyed files.

2. Closing reports in many instances did not contain descriptive data, therefore, making it impossible to determine if reference identical to name being searched.

3. Time necessary to review cases and compile list of cases destroyed.

4. Considerable time necessary in removing and re-filing closing reports.

CONSIDERATION OF PROCEDURE
RE INDEX CARDS: Considering advisability of preparing index cards for General Indices on subject of file destroyed, it might be desirable to prepare such a card on each subject, recording on the card brief descriptive data, identity of Local Board, and a notation that file destroyed. This, however, would require a considerable amount of work and it does not appear the results would be commensurate. To obviate this work, it would appear desirable to leave the index cards in the General Indices without making any notation either that the file has been destroyed or descriptive and other information. If the index card is destroyed and an inquiry is received concerning the subject of a destroyed file, the office would report no information when, in fact, it may have had a complete investigative file.

RECOMMENDATIONS: 1. That the field be authorized to destroy all closed SSA (1940) cases over ten years old, except those files which, in the discretion of the SAC, should be retained.

2. That index cards on such destroyed files be retained as is.

3. That the files be destroyed on an annual basis and a list of those destroyed furnished Bureau.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
ATTENTION: TRAINING & INSPECTION DIVISION

DATE: 9-8-55

FROM : SAC, ST. LOUIS

SUBJECT: DESTRUCTION OF RECORDS

Re Bureau letter to SAC, Newark dated 9-2-55.

This matter has been discussed. We do not agree with any of the three suggestions, but as an alternative suggest the following:

1. That each office be permitted to destroy in its entirety the Selective Service Act (1940) files over 10 years old where it was the auxiliary office.

2. That each office retain the opening and closing report in those cases where it was the office of origin.

3. That each office destroy the index cards on those files which are destroyed in its entirety.

The reasons for the above are:

1. More than likely the individual was from the area which was carried as the office of origin and the auxiliary office more than likely only had an incidental part of the investigation such as contacting relatives, former employers, or acquaintances.

2. By keeping the opening report a description of the individual would be available sparse as it would be in some instance it nevertheless would be better than none. By keeping only the closing report such information would more than likely not be available.

3. Ultimately it will be necessary to reduce our indices on some logical basis and it would appear appropriate to do so at the time the files are destroyed, as suggested above.

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EX-107

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Mr. Tolson
Mr. Boardman

Office Memorandum · UNITED GOVERNMENT

TO : Director

FROM : SAC, San Francisco

SUBJECT: [redacted] RECORDS

DATE: 10-3-55

In the event the Bureau authorizes the destruction of closed SSA (1940) files over ten years old, it is my suggestion that the index cards not be destroyed. I feel that is is important that we know if we ever had a file in this office, in case information is required at a later date. We could then request the Bureau to furnish information concerning this file.

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FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 11

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 9/9/55

FROM : SAC, NEW ORLEANS

SUBJECT: DESTRUCTION OF RECORDS

ATTENTION: TRAINING AND INSPECTION DIVISION

Reference is made to the Bureau's memorandum to the Newar Division dated 9/2/55.

In analyzing the destruction of Selective Service Act (SSA) 1940 files over ten years old, it is my opinion that suggestion "B" outlined in the referenced memorandum should be adopted. The reason for this destruction is that these investigations, in most instances, were administrative in nature.

The more aggravated type of case which brought about a criminal prosecution contains the type of information which might possibly be of value to the field office during a period exceeding ten years.

With regard to index cards, it is suggested that each index card be stamped with the words "File Destroyed" at the time the case files are removed from the cabinets for destruction. In most instances, the Selective Service subject has no aliases, so the project of stamping these cards would not be as great as it would be in the normal criminal-type violation.

Should the Bureau adopt the suggestion of destroying SSA of 1940 files over ten years old, with the exception of those in which prosecution was had, it is estimated this would make available approximately 32 file drawers in this office.

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EX-104

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: September 9, 1955

FROM : SAC, CHICAGO

ATTENTION: TRAINING AND INSPECTION DIVISION

SUBJECT: DESTRUCTION OF RECORDS
Rebulet to Newark 9/2/55.

Rebulet to Newark 9/2/55, requested recommendations on proposals by the SAC, San Francisco concerning the destruction of closed SSA (1940) files.

After due consideration and evaluation of each of these plans, it is my conclusion that Plan (a), that all closed SSA (1940) files over ten years old be destroyed, would best achieve the purpose of alleviating the space shortage with the least expenditure of employee time to accomplish this purpose.

Adoption of this plan by the Bureau would effect a savings to the Chicago Office of approximately 50 square feet of floor space and the use of approximately 17 four-drawer file cabinets for other purposes.

It is felt, however, that there should be certain exceptions to this plan, as it would appear undesirable to destroy those files in which the subjects may develop into security subjects. Numerous SSA (1940) cases over ten years old in the Chicago Office contain information concerning individual members of the Muslin Cult of Islam, an organization which is the subject of a security investigation. Certain other exceptions should also be made, as in those cases containing a dual character or where exclusion proceedings were authorized. It is therefore suggested that the SAC be permitted to exercise discretion in maintaining certain files over ten years old.

It is believed that while the other plans would also effect a savings of space, Plan (a) offers the greatest savings of space with the lowest cost in employee time of achieving this purpose. It is recognized that the destruction of these files will result in the loss of the information contained therein, but it is believed that in view of the nature of the information contained therein, and the further fact same will be available at the Bureau, if needed, that these files can be dispensed with. It is therefore suggested that the Bureau authorize

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the destruction of all closed SSA (1940) cases over ten years old, except those files which, in the discretion of the SAC, should be retained.

It is also suggested that closed SSA (1940) files be destroyed on an annual basis as they become ten years old and a list of the destroyed files be furnished the Bureau and also retained in the field office.

With reference to the index cards of these cases, it is felt that these cards should be maintained in the general indices of the Chicago Office, but that any effort to record on these cards, descriptive data concerning the subject or the case or a notation that the file was destroyed, would require more time than the results would warrant. It is therefore suggested that the index cards pertaining to the destroyed SSA (1940) files be maintained in the general indices as is.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
Attn: Training and Inspection Division

DATE: September 10, 1955

FROM : SAC, NEWARK

SUBJECT: DESTRUCTION OF RECORDS
Rebulet 9/2/55 concerning suggestions with respect to destruction of closed Selective Service Act files

This matter has been thoroughly considered and it is felt that none of the suggestions should be adopted. It has been pointed out that since the Selective Service system has or will shortly destroy all its files with respect to the 1940 Act, the information contained in Bureau files will be available only from that source. These files contain a wealth of background information concerning associates, employments, addresses, etc. It is considered to be of extreme value in connection with any current investigation. The type of information contained in these files is valuable, whether the current investigation is of the applicant type, criminal type or security type.

It is not felt that the destruction of all serials in closed files, with the exception of closing reports, would be acceptable. While it is acknowledged closing reports in the files regarding the investigations conducted during the later years in which the Selective Service Act was in effect do contain all pertinent information for the Bureau purposes, it is felt that many of the closed files concerning earlier cases have considerable pertinent information in reports other than the closing one.

In view of the foregoing considerations, it is not felt that any of these files should be destroyed.

KEC:sel
(3)

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60 OCT 17 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
ATTENTION: TRAINING AND INSPECTION DIVISION

DATE: 9/13/55

FROM : SAC, OMAHA

SUBJECT: DESTRUCTION OF RECORDS

ReBulet to Newark dated 9/2/55.

It is recommended that in lieu of 3 suggestions set forth in referenced communication that each office be authorized to destroy all serials in those files of Selective Service Act Cases (1940) except the report or other communication RUCing the investigation where file is 10 or more years old.

Files of office of origin should be handled under the present regulations.

All indices cards should remain as they are.

In the event information is desired by an auxiliary office concerning a subject, it will only be necessary to obtain full details from the office of origin and it will not be necessary for every office to write the Bureau for such information.

In connection with suggestion C, the closing report would not always carry a description of the subject or other background information and would, therefore, be of little value in determining whether identical with a name being checked.

WRH:asm
(3)

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: September 14, 1955

FROM : C. A. Evans

Tolson
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Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
SELECTIVE SERVICE

This memorandum is being prepared to consider suggestion that Selective Service Act files over ten years of age be destroyed and to express opposition of Investigative Division to such a suggestion.

REASONS FOR DESTRUCTION OF SELECTIVE SERVICE FILES

Under the 1940 Act over 300,000 cases have been closed by reports. Thus the volume of these reports is very large. To eliminate these files would save money for the storage of these records.

The bulk of this information in the files would be available at the Seat of Government and could be secured by the field from that source.

REASONS FOR KEEPING FILES

A few Selective Service Act cases over ten years of age are still pending prosecution. Obviously those files could not be destroyed. In hundreds of cases, Public Law 431, 78th Congress, has been applied expatriating subjects if they are citizens and barring their re-entry if they are aliens. This action is based on the Selective Service violation, and in these cases the Selective Service reports would have to be maintained. To separate these cases from all other Selective Service cases would necessitate voluminous file reviews and would be an expensive project.

Signed statements and other items of evidentiary value must be preserved. Additional time and expense would be necessary to make certain this was done if the Selective Service files were destroyed.

RECORDED - 7 — 66-5-32-686

OCT 12 1955

All files would have to be reviewed for substance prior to destruction. Many files in the field bearing a 25 classification actually contain information in connection with other violations which were developed during the investigation. This file review would be voluminous and expensive.

INDEXED - 7

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cc: 1 - Training and Inspection Division

Copy Mem 9/16/55 to Rosen from Evans re Destruction of Records Selective Service

60 OCT 17 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/dcg

Memorandum to Mr. Rosen

There is no more reason to destroy Selective Service files after ten years than any other files of the Bureau. Destruction of these files would set a dangerous precedent. The background information in such files is frequently used in criminal cases, applicant-type cases, security matters, and in name checks for ourselves and other Government agencies. Our files are a vast reservoir of information and thousands of dollars have gone into the securing of this information. These files contain information concerning thousands of men, many of whom will later be subjects of other types of investigations or inquiries.

It is not believed the index cards should be destroyed even if it is decided to destroy the Selective Service files after ten years. To do so would involve a great deal of work and an expensive project. By maintaining these cards it would be apparent in making a name check in the field that a previous case had existed. Thus, if necessary, the field could check with the Bureau for information about the case. Of course, this would be slow and expensive, but it might be cheaper and more satisfactory than not getting the information at all. By getting this background information the field might save much investigative time. Some of this information could be secured by investigative activity but some of it could never be secured except from our files since the Selective Service System has destroyed their records except in cases pending prosecution.

It was also suggested that if all the Selective Service Act files over ten years are not destroyed that only those be kept in which prosecution was had. This would not overcome the objections stated above against the destruction of the files.

It was further suggested that only closing report in Selective Service cases be maintained. This would be of little value. Each closing report would show original cause for Selective Service delinquency and how delinquency was cleared but in most cases would not contain description of subject so that subject could be fully identified. It also would not have the background information regarding subject and full information developed during the investigation.

In view of the economy program the field should keep their clerical employees to a minimum. The proposed destruction of Selective Service files would necessitate additional work in the Chief Clerk's Office at a time when we should be reluctant to start new programs causing additional expense.

Memorandum to Mr. Rosen

It is noted that information involving failure of registrants to have Selective Service cards in their possession is placed in field office 25-0 files. Under no circumstances could 25-0 files be destroyed inasmuch as information in these files is not available elsewhere.

RECOMMENDATION

The suggestion that Selective Service files over ten years of age be destroyed should not be adopted.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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Tele. Room
Holloman
Gandy

TO : MR. MASON

DATE: September 14, 1955

FROM : INSPECTOR W.H. BUYS

SUBJECT: DESTRUCTION OF RECORDS

Property - Gen.

BACKGROUND:

SAC, San Francisco suggested (a) that Bureau authorize destruction of all closed Selective Service Act (SSA) (1940) files over ten years old; or (b) authorize destruction of all closed SSA (1940) files over ten years old with exception of those in which prosecution was had; or (c) authorize destruction of all serials in closed SSA (1940) files with exception of closing reports.

CONCLUSION:

INSPECTOR BUYS agrees with proposal (c) above, inasmuch as Bureau regulations covering necessary contents of such closing reports apparently insure sufficient pertinent information would be contained in such reports to satisfy any purpose which would arise in the field. It would appear that index cards on these cases should remain, inasmuch as any proposal benefits from removal would not appear to justify expense involved.

RECOMMENDATIONS:

1. That Bureau authorize destruction of all serials in closed Selective Service Act (1940) files with exception of closing reports.

2. That index cards on these cases remain in field office index files.

WHB/lp

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66-3286-687

RECORDED - 36
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OCT 20 1955

SAC, San Francisco (66-1696) 9/29/55

Director, FBI

RECORDED - 36 66-3286-68

DESTRUCTION OF RECORDS

Reurlets 8/25/55 and 9/8/55, same caption.

Your suggestion to destroy closed Selective Service Act of 1940 files over 10 years old is disapproved. These files contain too much information of value for background reference and search elimination purposes to permit their destruction at this time.

DJD:hc
(4)

Note: This proposal was put to the SACs at New Orleans, Albany, Newark, St. Louis, Omaha and Chicago. Two of them approved and 4 disapproved. Check of WFO use of old Selective Service files shows that they are used constantly for file review purposes. On 9/26/55, the Executives Conference unanimously recommended disapproval of this proposal.

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 9/26/55

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #204-56
MADE BY SAN FRANCISCO OFFICE

Tolson
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Nichols
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Sizoo
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Holloman
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SYNOPSIS-

Destruction of Bureau Property - Gen.

San Francisco Office, in an effort to save field filing space, proposed with regard to Selective Service files which have been closed 10 or more years that one of the alternatives below be employed: (1) Destroy; (2) Destroy all except those in which prosecution was had, or (3) Destroy all serials except closing reports.

SACs of the following offices recommended favorably: New Orleans and Albany. The following SACs recommended unfavorably: Newark, St. Louis, Omaha, Chicago.

A test in Washington Field Office showed that, out of 100 Selective Service files closed between 1941 and 1944 the same or similar names of 53 of the 100 individuals appeared in 53 Security and other types of cases distinct from Selective Service; a one-day check of work in the File Review Unit of Washington Field Office showed 75 Civil Service Commission forms on which 19 Selective Service references were checked, 20 reviews were G-2, involving 15 Selective Service references; 23 Applicant matters involving 4 Selective Service references.

EXECUTIVES CONFERENCE RECOMMENDATION:

Present at the Executives Conference on 9/26/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Hennrich, Winterrowd, McGuire, Holloman and Mason.

Conference unanimously opposed destruction of Selective Service files more than 10 years old in any of the three categories proposed by the San Francisco Office.

RECORDED 66-3286-

If you agree, no further action is necessary.

21 OCT 12 1955

EX-110

cc-Mr. G. A. Nease
cc-Training and Inspection Division
EDM:DMG
(5)

Ltr to San Francisco 9/28/55 advising S's suggestion approved. DHD

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 LEW/dcg

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-16-55

FROM : W. G. EAMES

SUBJECT: COPIES OF REPORTS
Destruction of Bureau Property

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Records Section proposes that extra copies of reports in file be destroyed, that no extra copies of reports be filed in future, and that in future consideration be given to reproducing copies of reports to be disseminated from original in file by Bruning Copyflex method currently utilized in Identification Division, or similar method.

For Bureau needs original only of report is necessary, but because of Bureau's responsibilities, large volume of copies of reports must be disseminated. Dissemination can be handled in two ways--by retaining extra copies in file or by maintaining original of report only and photostating or otherwise reproducing copies of this original as needed.

RETAINING EXTRA COPIES:

Bureau has followed procedure of filing extra copies for future needs. As result, it is estimated that nearly 1/3 of cabinets in Filing Unit contain copies only. Cabinets valued at $75,000.00 and occupy 6,750 sq. ft. of floor space.

On May 17, 1955, I advised suggestion by Records Section employee, that extra copies of reports, letters, etc., in file be destroyed as file reviewed for obsolete indexing, had been successfully tried for 30 days. Approximately 39% savings in space was realized during trial period in 65 (Espionage) classification. Files in 3 cabinets after copies removed were filed in 2 cabinets. All copies of reports, etc., were 5 or more years old as purge of obsolete cards limited to period prior to 1950 inasmuch as indexing has been on highly selective basis since that time. Records Section has been removing extra copies of communications as files are reviewed for obsolete indexing.

65-3256
NOT RECORDED
DEC 23 1955

Field by Bureau Bulletin #55-3 recently instructed to cut back on number of copies furnished Bureau in practically all investigative matters as Records Section had discontinued practice of immediately filing "file copy" of reports. By memorandum August 3, 1955, I advised approximately 63 less cabinets would be needed yearly as result of cutback.

10 DEC 9 1955

PFO:nle
(4)
Enclosure

64 JAN 18 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 ELW/dg

ORIGINAL FILED IN 66-3256

Memorandum to Mr. Nichols
Re: Copies of Reports

9-16-55

It is estimated that currently 60 cabinets yearly are required for extra copies of reports being filed after above cutback. This means that 10 years from today 600 cabinets will contain copies and 20 years from now 1,200 cabinets will contain copies only. In addition, 5,500 sq. ft. of space for cabinets will be needed at end of 20 years.

Extra copies in file create great many disadvantages. Experience has shown extra copies have been a burden. At one period we were required to file one copy of an identical form letter sent to each office. In other words, if 40 offices received identical letter, we filed 40 identical copies. Following are major advantages of not filing extra copies.

1. Smaller, compact files.
2. Less filing equipment required.
3. Floor space saved.
4. Cost of file fronts, backs, and Acco fasteners reduced.
5. Files are lighter. At present upwards of 1/3 of every file pulled and delivered between buildings consists of extra superfluous copies.
6. Files can be reviewed more quickly. At present supervisors and file reviewers must wade through extra copies in file which take up almost 1/3 of file. (Numerous suggestions have been made in past that copies be filed apart in order to facilitate reviewing of file.)
7. Files are closer together. File reviewers and Filing Unit employees would not have to walk as far during day to do their work.
8. Mail easier to file.
9. Less file repairing required. Majority of file repairs are to thick, bulky files which are bulky because they contain extra copies.

10. Delivering files, reviewing files, returning files to cabinets, looking files up-to-date, etc., will be expedited because files are lighter and greater number can be physically carried by female employees.

11. More files can be transported between buildings in one container.

12. In criminal cases, preparation for microfilming will be faster.

13. Fewer file numbers on file fronts will be typed.

14. Fewer drawer labels will be typed and inserted.

Of course, at present time extra copies system still requires photostating to secure copies of reports, as many reports are disseminated after extra copies used up (applicant type cases). Approximately 50% of all reports disseminated are applicant type cases.

MAINTAINING OF ORIGINAL REPORT ONLY:

From efficient records management standpoint, original only of reports should be retained. All disadvantages of extra copies would be eliminated. Copies for dissemination would have to be made by photostat or other means. Of course, being selective as to type of reports to be disseminated would cut reproduction costs.

Recent survey of number of pages of copies disseminated by Name Check Section of Investigative Division reflected 6,148 pages of reports disseminated daily. If volume disseminated remained constant, cost to photostat pages if there were no copies in file would be $38,000.00 a year. (Mechanical Section estimates photostat cost at 12¢ per page.) Even though this cost high, it is believed savings in filing equipment, space, and facility in handling and maintaining files would be much higher. Actually, however, photostating is not best means of reproducing reports. It is too slow and too expensive.

Memorandum to Mr. Nichols 9-16-55
Re: Copies of Reports

CHEAPER, FASTER METHOD OF REPRODUCTION:

Identification Division now uses Bruning Copyflex method for reproducing copies of "rap" sheets (Identification records). This process can be easily used for reproducing our reports (it can possibly be used at a later date for all other type communications). Even now reports can be reproduced if typewriting is good and black on report. Attached is copy of report made from report recently received. Majority of reports in file can be satisfactorily reproduced on Copyflex today.

However, for best quality copies it would be necessary to prepare original pages of reports on better grade translucent paper (which might be used). Government Printing Office stocks such paper at 61¢ per thousand more than present cost for report paper. It is estimated 2,000,000 original report pages are received yearly. At 61¢ per thousand, paper cost would increase only $1,220.00 yearly. Including 10 year amortization of Copyflex machine, copy paper and chemicals, cost to reproduce volume of pages currently being disseminated annually by Name Check Section of Investigative Division would be $1,869.00 yearly. By adding annual cost of higher grade paper for original pages of reports cost would be approximately $3,319.00 per year. This is against $36,000.00 per year to photostat same number of copies.

CONCLUSIONS:

Filing of extra copies of reports undesirable practice. Requires too many extra cabinets and too much floor space. We no longer file extra copies of letters, air-tels, teletypes, memoranda, etc. In addition, we are delivering and handling a file which contains upwards of 1/3 extraneous copy material. Destruction of extra copies of reports in file and discontinuance of filing extra copies will make available approximately $75,000.00 worth of filing equipment and give Filing Unit expansion for several years. Lack of extra copies will mean all reports disseminated in future must be reproduced. Cost of photostat reproduction, while at first glance high, is still cheaper than purchasing extra filing equipment, space, materials, and services for extra copies. However, with use of Bruning Copyflex process or similar system, reproduction costs can be cut to mere fraction of photostating costs. Application of Bruning Copyflex process to reproduction of Bureau reports for dissemination warrants conclusive study.

Memorandum to Mr. Nichols
Re: Copies of Reports

9-16-55

RECOMMENDATIONS:

1. That present procedure of filing extra copies of reports, if received in Records Section, be immediately discontinued.

2. That a survey be made of number of copies presently being prepared by Field and that any copies which are prepared as an extra Bureau file copy be eliminated.

3. That all copies of all communications presently in Bureau files be destroyed.

4. That Records Section contact Charles Bruning Company, Incorporated, and discuss with representatives of this company the possibility of utilizing Bruning Copyflex method of reproduction for Bureau reports.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 10/6/55

FROM : EXECUTIVES CONFERENCE

SUBJECT: NUMBER THREE CARDS OF RESIDENT AGENTS

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Sizoo
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

PRESENT RULE: Destruction of Bureau Property - Gen.

SAC Letter #40, Series 1952, 4/26/52, instructs that field may destroy after review by a Supervisor in the field office the Number Three Cards of resident Agents. Daily Reports are submitted by the Agents whose Number Three Cards are destroyed. All other Number Three Cards (which actually are attendance records) as well as Daily Reports are retained for period of three years.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION:

On 4/8/52, a majority of the Executives Conference agreed with four SACs and Inspector Stein that Number Three Cards should continue to be used by resident Agents but should be destroyed in the field office after perusal by a supervisory official, since their Daily Reports would serve as a complete record the same as do Number Three Cards of headquarters city Agents.

RECOMMENDATION:

Inspector E. D. Mason recommends that Number Three Cards of resident Agents be destroyed by the Senior Resident Agent after they have been checked by him and that they not be forwarded to the field office for perusal and destruction. This would save some mailing costs, although such would be quite small, and also would save some time in the field office. The Daily Reports are forwarded to the field office on a daily basis and would provide the field office with full information for supervisory purposes.

EXECUTIVES CONFERENCE CONSIDERATION: BCB:DMG 10/6/55

Present at the Executives Conference on 10/6/55, were Messrs. Tolson, Belmont, Mohr, Tamm, Parsons, Holloman, McGuire, Nease, Hennrich and B. C. Brown (for Training and Inspection Division) The Conference was unanimously in favor of the above recommendation.

If you approve, an appropriate revision for the Manual of Rules and Regulations is attached hereto.

Enclosure
cc-Mr. G. A. Nease
cc-Training and Inspection Division
BCB:DMG

66-3286-689

RECORDED - 71
INDEXED - 71

20 OCT 20 1955

TOLSON
BOARDMAN
THREE
PERS. FILES
TWO

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY sp4 ezl/dg

66-3286-690

CHANGED TO

66-19087-24X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 aw/dcy

MAR 6 1967

C

~~CONFIDENTIAL~~

Orig - Clause
1 - Yellow
3 - ONI, OSI, G-2
1 - IIC files
1 - Mr. Whitson
1 - Boardman
1 - Belmont
1 - Bates
1 - Sec. Tickler
1 - Mr. Day
1 - Mr. Coyne, NSC

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-13-82 BY SP-4SP-4AW/deg

November 30, 1955

VIA LIAISON

Honorable Lewis L. Strauss
Chairman
Atomic Energy Commission
19th and Constitution Avenue, N. W.
Washington 25, D. C.

to Strauss 12-1-55 cmb

Dear Admiral:

Your letter of November 23, 1955, advised that destruction of the "unclassified description of fusion weapons" would satisfy the request contained in your letter of October 21, 1955.

This information has been furnished to the IIC members and each has, accordingly, ordered destruction within his own Department of all copies of the material in question.

Sincerely yours,

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 117-268-(8-1-52)

Interdepartmental Chairman
Interdepartmental Intelligence Conference

66-3286
NOT RECORDED
145 DEC 6 1955

RECEIVED READING ROOM NOV 30 2 PM '55 U.S. ATOMIC ENERGY COMMISSION

Attachment to memo from Belmont to Boardman 11-29-55 re: Public Release of an Unclassified Description of Fusion Weapons; GAD:amk.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

GAD:amk
(13)

RECEIVED
DEC 8 1955

DEBI OFFICE
RECEIVED
NOV 30 10 32 AM

~~CONFIDENTIAL~~

ORIGINAL COPY FILED IN 117-268-93

TO : Mr. Nichols November 29, 1955

FROM : M. A. Jones

SUBJECT : SUGGESTION #307-56
MADE BY [redacted]
FILE REVIEW UNIT, RECORDS SECTION

Re: Destruction of Copies of
"This Is Your FBI" Radio Scripts
Bufile 94-33002

In regard to the suggestion that one set of the "As Broadcast" radio scripts be destroyed, it is suggested that those on the 7th floor of the Identification Division be disposed of.

ECK:grs
(2)

copy/ki

NOT RECORDED
191 DEC 29 1955

ORIGINAL COPY FILED IN

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-8 BTJ/dg

30 JAN 3 1956

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: November 29, 1955

FROM : Mr. A. H. Belmont

SUBJECT: PUBLIC RELEASE OF AN UNCLASSIFIED DESCRIPTION OF FUSION WEAPONS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-13-82 BY

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Atomic Energy Commission (AEC) letter, October 21, 1955, requested return of the unclassified description of fusion (hydrogen) weapons which had been furnished to the IIC and ICIS on January 6, 1955. This unclassified description was disseminated to all SACs by attachment to No Number SAC Letter 55-B and was disseminated by Navy to its major commands together with authorization for further internal distribution.

Since return of SAC Letter attachments and of Naval communications was believed undesirable, IIC letter, October 31, 1955, asked AEC if destruction would be equally satisfactory.

AEC letter, November 23, 1955, attached, states "we shall be entirely satisfied with your statement that you have ordered the destruction of the material in question."

ACTION:

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 117-268-(8-1-55)

1. Attached for approval is a No Number SAC Letter instructing that the unclassified description furnished as an attachment to No Number SAC Letter 55-B be destroyed.

2. Also attached for approval is a letter for the Director's signature as IIC chairman informing AEC that the IIC members ordered the destruction of the material in question. Copies of AEC letter, November 23, 1955, are being furnished to the IIC members, who have advised that they have ordered destruction of the unclassified description within their own Departments.

Enclosures (2)

cc - Mr. Boardman
Mr. Belmont
Mr. Whitson
Mr. Bates
Liaison Section
Mr. Day

GAD:amk (7)

66-3286
NOT RECORDED
145 DEC 2 1955

DEC 1 1955

INITIALS GEO

57 DEC 2 1955

ORIGINAL COPY FILED IN

Destruction of Russian Weapons - Gen.

UNITED STATES GOVERNMENT

Office Memorandum

TO : MR. NICHOLS b6 b7C DATE: 11/21/55

FROM : L. E. SHORE

SUBJECT: SUGGESTION #307-56 DESTRUCTION OF BUREAU PROPERTY
MADE BY [redacted]
FILE REVIEW UNIT, RECORDS SECTION

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Re: Destruction of Copies of
"This Is Your FBI" Radio Scripts
Bufile 94-33002

SUGGESTION: Miss [redacted] suggests that 94-33002 sub 2 and 94-33002 sub 3, which contain copies of radio scripts of the radio program "This Is Your FBI" be destroyed inasmuch as the radio series has been discontinued and a complete set of the scripts is stored on the seventh floor of the Identification Building. Suggestion does not come within the purview of employee's duties. b6 b7C

BACKGROUND: File 94-33002 is the main file concerning the radio program "This Is Your FBI" and contains all background, policy, etc., concerning the program since its inception in 1945. As you are aware the program was discontinued in December, 1952. File 94-33002 sub 2 contains the preliminary and revised radio scripts for this program and correspondence to Jerry Devine, Producer, concerning script revisions, and approval. File 94-33002 sub 3 contains the scripts as they were actually broadcast. In addition, a complete set of "As broadcast" scripts are stored on the seventh floor of the Identification Building, per memorandum from Jones to you dated 9/3/54 (94-33002-1585).

ADVANTAGES: Some savings in space would be realized.

DISADVANTAGES: None from the Records Section's standpoint.

SAVINGS: Some small savings in space. Not possible to convert to monetary savings.

OBSERVATIONS: Radio series discontinued in 1952. Two complete sets of "as broadcast" radio scripts presently being maintained, one in file and one stored on the seventh floor of Identification Building. It is felt that if it is decided not to destroy such files as suggested

JWM:wm
Enclosure
(4)

NOT RECORDED
191 DEC 23 1955

b6 b7C

CC: Personnel file of [redacted]

DEC 21 1955

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 [illegible]

Mrs. Nichols 11-29-55

50 DEC 29 1955

ORIGINAL COPY FILED IN 94-33002-1585

PERS

Memo Short to Nichols
Re: Suggestion #
Made By [redacted] Records Section 11/21/55

by Miss [redacted] consideration should be given to destruction of duplicate copies of scripts maintained on the seventh floor. b6 b7C

The comments of the Crime Records Section should be secured prior to considering this suggestion for adoption.

RECOMMENDATIONS:

1. That this memorandum be referred to the Training and Inspection Division for acknowledgment.

2. That the comments of the Crime Records Section be secured prior to considering this suggestion for adoption.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/14/55

FROM : E. A. Tamm

b6
b7C

SUBJECT: SUGGESTION MADE BY [redacted]
GENERAL INDEX UNIT
RECORDS AND COMMUNICATIONS DIVISION
DESTRUCTION OF [illegible]

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUGGESTION:

Mrs. [redacted] suggests: (1) Destroy cross reference index cards which are five years of age or more which are made up solely on addresses. (2) Destroy address cards which are main subject matter cards but which were made up initially on an address prior to the identification of the subject but where the subject has now been identified. If necessary, first review the file.

ADVANTAGES:

Would save cabinet space occupied by approximately 30,000 index cards or essentially one index file cabinet. Possible savings, $337.32 which is the cost of one Shaw-Walker steel 54-drawer index cabinet.

COMMENTS:

Mr. Winterrowd, Investigative Division, has no objection to adoption of these suggestions but notes this is matter not closely related to work of his Division.

Messrs. Boardman and Belmont recommend:
1. Address index cards based on World War II censorship material should be destroyed where the individual's name is also indexed.

2. Address cards relating to Communist Party mailing lists or mail drops should not be destroyed.

3. Main index cards on addresses should not be destroyed in 105 classification cases (security matter - N cases) where the subject is later identified. Bureau coverage may later bring up another case involving same address and a quick check of the address in the indices may eliminate needless investigation.

cc: Mr. Nichols
Mr. Belmont

AGG:mjs (4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP [illegible]

NOT RECORDED 76 DEC 15 1955

64 DEC 19 1955

ORIGINAL COPY FILED IN

Memorandum Eames to Nichols
Re: Suggestion Re The Detcom File (100-356062)
Made By [redacted] Records Section

10/28/55

b6
b7C

RECOMMENDATIONS: (Continued)

2. That the views of the Domestic Intelligence Division be secured before a decision is rendered as to the adoption of the suggestion.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 10/28/55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION RE THE DETCOM FILE (100-356062) MADE BY [redacted] CONSOLIDATION UNIT, RECORDS SECTION

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 100-356062-876

#785-58

Destruction of Bureau Property

b6
b7C

There is attached hereto a suggestion submitted by the above captioned employee wherein she suggests that all incorrect pages in the Detcom file (100-356062) be destroyed. Mrs. [redacted] points out that the adoption of her suggestion would save considerable space in the Confidential Room where this file is maintained and would save time on the part of Consolidation Unit employees when making substitutions.

As you know, the Detcom file contains Departmental authority and the Bureau's plans concerning the detention of Communists during a period of emergency. These plans are reviewed periodically and the pages containing obsolete instructions or plans are filed at the back of the serial to which they relate.

The adoption of this suggestion would save a relatively small amount of space and employee time, neither of which can be accurately estimated, and would make the Detcom files less bulky. It is pointed out that obsolete pages in the Bureau War Plans file, which is comparable to the Detcom file, are destroyed when substitutions or revisions are made.

The Records Section feels it would be advantageous to adopt this suggestion since we would derive some benefits; however, the views of the Domestic Intelligence Division should be solicited before any decision is made as to adoption of this suggestion.

This suggestion does not come within the purview of Mrs. [redacted] duties. In view of the relatively minor savings which will accrue if this suggestion is adopted, it is felt that a letter of acknowledgment to the employee will suffice in this case.

RECOMMENDATIONS:

1. That this memorandum be referred to the Training and Inspection Division for acknowledgment.

ORIGINAL FILED IN

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166-356062-876

NOT RECORDED
167 NOV 23 1955

NOV 22 1955

WM:wm
Enclosure
CC: Personnel file of [redacted]
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 BTJ/dcy

65 DEC 5 1955

INITIALS ON ORIGINAL

4. Opposed in principle to the setting up of a time element (5 years) for destruction of cross reference index cards on addresses. Time does not necessarily lessen value of security and intelligence data; we should consider destruction of categories on basis of merit, not strictly on time element.

Mr. W. G. Eames, Records Section, believes a provision for destruction of these address cards is desirable to remove outdated material and keep address portion of index concise and workable. He suggests that we destroy address cards 5 or more years old with the exception of those cards which indicate they represent Communist Party mailing lists or mail drops. In latter category, longer period of retention could be established (7 or 10 years) or a review of that portion of the index could be made to destroy all but latest reference to each particular Communist Party address. If this is not desirable, then individual lists relating to Communist Party addresses could be considered for discussion on individual basis; this would call for file review which is a costly procedure.

CONCLUSIONS: There appears to be agreement that address index cards based on World War II censorship material, where individual's name is also indexed, should be destroyed. Messrs. Boardman and Belmont believe address cards relating to Communist Party mailing lists or mail drops should not be destroyed. Observations of Messrs. Boardman and Belmont raise doubt as to advisability of destroying main index cards on addresses in 105 classification cases even though the subject is later identified. Investigative Division has no objection to suggestions.

RECOMMENDATIONS: 1. That the Records Section be authorized to destroy address index cards based on World War II censorship material where the individual's name is also indexed.

2. That Records Section be authorized to destroy address cards in criminal cases only which are 5 or more years old and also address cards which are main subject matter cards, but which were made up initially on an address prior to identification of the subject but where subject has now been identified. (Investigative Division has no objection to doing this).

b6
b7C

3. The attached letter be sent to Mrs. [redacted] advising her of the adoption of her suggestion in part.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
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Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : A. H. BELMONT

DATE: October 27, 1955

b6
b7C

FROM : W. A. BRANIGAN

SUBJECT: SUGGESTION BY [redacted]
GENERAL INDEX UNIT, RECORDS SECTION

E. D. MASON

"Destruction of Obsolete Security-General"

Memo 10/10/55 Eames to Nichols propounded two suggestions relative to destruction of certain index cards on addresses. My memo 10/12/55 opposed one suggestion but recommended obtaining additional data regarding second suggestion. Additional data supplied in memo 10/24/55 Eames to Nichols. Training and Inspection Division desires your comments by 10/28/55.

Suggestion in point is that cross reference index cards made up solely on addresses be destroyed after 5 years. Records Section feels destruction is desirable after 5 years to remove outdated material and keep index concise. Examples of types of cards involved are: (1) cards derived from World War II censorship where address card made up as well as name card -- this type of indexing no longer done; (2) mail drop addresses; (3) address card made on White Slave Traffic Act survey; (4) address card on Communist Party mailing addresses. Records Section points out some indexing no doubt has continuing intelligence value and recommends no destruction of Communist Party address list or mail drop cards. Records Section observes we should not retain unnecessary index cards just on remote possibility of referring to them at some future date and cites Mr. Tolson's desire that we should keep after reduction of indices.

Records Section advises present de-indexing procedures permit destruction of cards which would not be prepared under current indexing rules which should require review of files in each case. One of purposes of suggestion is to arrive at means whereby we could destroy these cards on a time basis (5 years) and avoid costly file reviews.

Ticklers - LBNichols
AHBelmont
WABranigan
FJBaumgardner
ARosen
EDMason
JFBland

66-32364-1

NOT RECORDED
7 DEC 13 1955
DEC 15 1955

ORIGINAL COPY FILED IN 66-[illegible]-711

JFB:bbm
(6)

54 DEC 19 1955

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 BLW/dlg

MEMORANDUM FOR A. H. BELMONT

In 10/24/55 memo Records Section again brings up suggestion which we originally opposed that main cards on addresses be destroyed where subject later identified. They cite 105 case as example. We opposed this. As result of investigations under Intensification Program we open number of cases initially involving unknown subjects with address as only identifying data. We may later identify subject. This is not the point. Our coverage may later bring up another case involving same address and quick check of address may eliminate needless investigation.

Investigative Division by routing slip interposes no objection to either of the suggestions.

RECOMMENDATIONS:

1. Recommend this Division agree with destruction of address index cards based on World War II censorship material where individuals name is also indexed. Bureau does not follow this indexing procedure now anyway. Address cards of this type are believed to have outlived their usefulness.

2. Recommend address cards relating to Communist Party mailing lists or mail drops not be destroyed. Records Section apparently shares this view.

3. Recommend this Division continue to oppose suggestion that main cards on addresses be destroyed when subject later identified in 105 cases for reasons cited.

(over)

- 2 -

MEMORANDUM FOR A. H. BELMONT

4. Recommend this Division oppose in principle the setting up of a time element (5 years) for destruction of cross reference index cards on addresses. It does not seem that this is a solution to the problem of when to destroy. If there was a reason to index, then conversely there should be a reason to destroy. Records Section already has procedure to destroy index cards which would not be prepared under present indexing rules. Our changed indexing rules are evidently based on reappraisal of value. Time does not necessarily lessen value of security and intelligence data and it is believed we should consider destruction of categories on basis of merit primarily and not strictly on a time element.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Deardaman
Nichols
Belmont
Haylo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 10/24/55

FROM : W. G. EAMES

b6
b7C

SUBJECT: SUGGESTION BY [redacted] GENERAL INDEX UNIT
RECORDS SECTION

4/ Destruction of Duplicate Address Index Cards

By memorandum to you, 10/10/55, suggestion of Mrs. [redacted] set forth to destroy certain index cards made on addresses. By memorandum to Mr. Belmont, 10/12/55, Mr. Branigan has stated an opinion cannot be expressed without further details on that portion of the suggestion to destroy cross reference index cards five years or more old made up solely on addresses. His memorandum has been referred by the Training and Inspection Division for further comment.

Samples of some of the index cards referred to are attached for information. Example (1) is of the type which were prepared automatically on addresses even though the individuals' names also were indexed. Preparation of such cards on World War II censorship matters was discontinued 6/19/43 (62-62736-1688) except where the address related to a mail drop. Example (2) shows a card prepared after that date on a mail drop contained in a list. Example (3) is of the type made from an address in a White Slave Traffic Act Survey made in 1944. Example (4) refers to a Communist Party mailing address, which in this case is Post Office Box 1132, Old Post Office Building, Chicago, Illinois, a post office box rented by District 8 Communist Party. In this instance, as in many others, there are a number of index cards relating to the same address.

As pointed out in my memorandum, 10/10/55, some of the indexing to Communist Party address and mailing lists no doubt has a continuing intelligence value. Present de-indexing procedures permit destruction of cards which would not be prepared under current indexing rules. However, this should require a review of the file in each case. One of the purposes of the suggestion is to arrive at a means whereby we could destroy these cards on a time basis (five years suggested) to avoid the more costly file review. In addition, we cannot de-index address cards made on such items as the mail drop cards from censorship matters without authority, since these cards would continue to be made under today's procedures.

JBE:jmc
(3)

1 ENCL

NOT RECORDED
76 DEC 15 1955
20 DEC 13 1955

50 DEC 20 1955

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP8 BTJ/dkg

ORIGINAL COPY FILED IN

b6
b7C

Memo W.G. Eames to Mr. Nichols 10/24/55
RE: SUGGESTION BY [redacted] GI UNIT, RECORDS SECTION

The Records Section suggests the following as a possible answer: Destroy address cards five or more years old with the exception of those cards which indicate they represent Communist Party mailing list or mail drops. In the latter category a longer period of retention could be established such as seven or ten years, or a review of that portion of the Index could be made to destroy all but the latest reference to each particular Communist Party address. If this is not believed desirable, then individual lists relating to Communist Party addresses could be considered for destruction on an individual basis. This would call for file review, which is a more costly procedure.

As to the second portion of the suggestion, to destroy main subject matter cards made up initially on addresses where subject later identified, there is attached as Example (5) a card, showing a 105 case opened on "Unknown Subject Box X, Talmage, California." Washington Field identified the subject as [redacted], and San Francisco determined that Box X, Talmage, California, is the Mendocino State Hospital, a mental institution. We, therefore, have the two cards in file relating to the case. In this case, as in virtually all such cases, the address card was made solely as a means of identifying the case until the subject was identified, at which time the title of the case was changed to the known subject. It should be noted that if the individual's name was known in the first instance, the address would not have been indexed.

b6
b7C

A review of telephone requests received by the Service Unit for address checks for the period 9/1/55 through 10/14/55 reflects three checks for addresses. In each case the check was for a main file on a specific unknown subject case, and in each case the 105 main file was identified and furnished the requestor. In two other cases, address cards were checked since the subject matter given contained addresses. However, no specific request was made for an address check and no record was found in that portion of the index.

We shouldn't retain unnecessary index cards merely because by some remote stretch of the imagination there is a possibility of referring to them at some future date. In order to maintain our records as an economical and workable mechanism, we must constantly thin out the deadwood. As reported in Mr. Waikart's memorandum, 9/28/55, through purging the index of obsolete reference, we were able, during the months of July and August, to destroy over 22 per cent more cards than were filed during the same period. Mr. Tolson noted, "We should keep after this."

RECOMMENDATION:

That this be forwarded to Training and Inspection Division for appropriate action.

- 2 -

10/18/55
SAC LETTER NO. 55-65

8 Destruction of Bureau Property

(B) CENTRAL RESEARCH MONOGRAPHS -- SAC Letter No. 55-46 (E), dated July 12, 1955, advised the number of copies forwarded to each field office would be increased so that sufficient copies would be available for immediate circularization and study by field office Agents.

To conserve space in the field offices after the monographs have served their purpose, a minimum of two copies should be retained; the excess may be destroyed.

You will be responsible for maintaining a record of the serial numbers of all monographs destroyed by your office. It will be unnecessary to report these serial numbers to the Bureau but the records should be available in the event the Bureau desires to check the disposition of specific copies.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 EZW/dcg

166-3286-
NOT RECORDED
191 NOV 1 1955

63 NOV 3 1955

F235

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 10-18-55

FROM : J. W. WAIKART

SUBJECT: COPIES OF REPORTS ~~O~~ Destruction of Bureau Property

By memorandum dated 9-16-55 the Records Section pointed out that nearly 1/3 of all the file cabinets in the Records Section contained copy material. In order to recoup some of this space and make our files more efficient, it was proposed that we no longer file extra copies of reports and that we purge existing files of all copies of original material contained therein. For a number of years we have been destroying extra copies of letter mail before the originals go to file. However, no action has ever been taken in connection with destroying extra copies of reports. The principal objection has been the use of copies of reports for dissemination to other agencies. It was anticipated that this dissemination problem could be solved by a cheap and quick means of reproducing copies such as the Bruning Copyflex method.

The opinions of other Divisions were solicited concerning the merits of this recommendation. Both the Domestic Intelligence Division and Investigative Division are opposed to the destruction of all extra copies of reports at this time. In connection with the problem of dissemination, the principal objections appear to be the difficulties of reproducing from the original in view of notations, corrections, Records Section symbols, etc., most of which should not be reflected on disseminated copies. As a result, in order to handle dissemination, a good deal of typing of extra copies would be necessary. In order to overcome this, the Investigative Division suggests that all extra copies except the original and one clear, unmarked, correct copy be retained. This unmarked copy would also afford a method of checking since it would normally be an exact replica of any copies that were disseminated to other agencies.

CONCLUSIONS:

The Records Section still feels that serious consideration must be given to the disposal of the tremendous volume of paper in the nature of copies that have accumulated in our files over the years. As pointed out, it is estimated that they occupy almost 1/3 of the total volume of our files. It is not believed that 1/3 of our

FWW:nle
(4)

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/dcg

Edwards

TWO

ORIGINAL FILED IN 66-2435-181

records should consist of a "stock room" of extra copies for possible dissemination to other agencies. The great majority of these copies will never be disseminated, and as a matter of fact, it will take years to purge them from our files.

While the objection to disposing of extra copies of reports has merit, it is my firm opinion that some method must be devised to overcome this problem of unnecessarily accumulating extra copies of correspondence. It is estimated that we are still accumulating copies of reports at the rate of 60 file cabinets each year. This has always been one of the great criticisms of Government, their penchant for making so many copies of everything that is prepared. I think that the Records Section should be authorized when personnel is available to go ahead on a selective basis reviewing our oldest files to destroy extra copies of all types of mail. It has been pretty well established that most of the copies currently used for dissemination are taken from files that have developed in the last 5 years. Accordingly, if we were authorized to proceed with this program we would start many years before this 5-year period with little effect on our current dissemination program, while at the same time gaining valuable space in our records.

Meanwhile, research will be continued to determine efficient methods of reproduction and to so mark original reports that reproductions of them will not be handicapped because of notations and other markings thereon. Concerning reproduction of copies from original reports in file, it is anticipated that the Records Section would take over this responsibility from the Mechanical Section in order to confine the operations of removal and reproduction in the shortest period of time possible.

RECOMMENDATION:

That these observations be furnished to the Training and Inspection Division for their consideration in resolving this problem.

See Addendum on Page 3.

Memo Waikart to Nichols 10/18/55

10/25/55
ADDENDUM:

You raised two questions as follows:

(1) What would be the difference in space savings if the original and one copy of investigative reports were kept?

Same as above but only if original and one copy kept five years.

Concerning question #1, it is estimated that if we destroy surplus copies of all kinds in our case files, we would save the equivalent of 1,500 five-drawer file cabinets. If, in addition to the original of investigative reports, we would keep one copy, it is estimated this savings would be reduced by almost two-thirds. In other words, we would only net 535 file cabinets. This is a rough estimate based on a quick survey of copies in five different classifications.

(2) Question #2 appears to be based on the theory that we would go through our files and destroy everything except the original and one copy of investigative reports. After a five-year period has elapsed, we would go through them again and destroy the extra copy. I think the cost is prohibitive to go through our files twice. However, if we would not touch files for the purpose of purging extra copies unless they are at least five years old and once the five-year period has elapsed all copies could be destroyed in a single purge, then it would be worthwhile. It has been determined that approximately two-thirds of copy dissemination to other agencies occurs during the first five years.

The difficulty in setting a time limit on the age of reports or mail in the file is complicated by the fact that any given file may cover a span of many years, requiring that each report be evaluated as to its particular age.

As indicated, I think the Records Section should be authorized to begin purging all copies in our oldest files. Bear in mind that it would probably take several years before we even begin to approach the current files (five years old) in any given classification.

FWW:wm
(4)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: October 12, 1955

FROM : W. A. BRANIGAN

b6
b7C

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION BY [redacted]
GENERAL INDEX UNIT, RECORDS SECTION

Your comments requested on suggestion incorporated in memorandum from W. G. Eames to Mr. Nichols dated 10/10/55. Views of Investigative Division likewise requested. Suggestion is divided into two parts. (1) Suggestion is made we destroy cross reference index cards 5 years or more old made up solely on addresses. Savings in storage space cited as advantage. Records Section points out some address cards made under old procedures of automatic indexing, some made up on basis of censorship material during World War II, considerable number prepared from criminal surveys, and others from Communist mailing lists. Records Section points out some may have intelligence value. Person making suggestion found that in most cases names and addresses both indexed which we do not do today.

COMMENT: History and mechanics of indexing procedures for addresses not clear and not believed opinion can be expressed at this time on this part of suggestion. Apparently we followed certain practices in address indexing in past which are not followed now, although these changes not set forth nor reasons indicated why changes effected. More data needed as to what cross reference index cards are on addresses. Records Section estimates suggestion would save 1 file cabinet. Believed desirable to have more data as to whether cost involved in reviewing all such cards to select those which could be suitably destroyed would represent worthwhile savings in long run.

(2) Suggestion is made that we destroy main subject matter cards made up initially on addresses where subject later identified. Cites fact this occurs mostly in 65 and 105 cases.

COMMENT: Believe this Division should oppose this. We continually open such cases based on data received where address only is known. Where address card exists quick check may reveal we have previously checked out address and made identification. This enables us to eliminate needless investigative effort.

SBD:hmm
(8)
cc: Belmont
Nichols
Rosen
Mason
Branigan
Bland
Baumgardner

NOT RECORDED
20 DEC 13 1955

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-8 BTJ/dcg

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MEMORANDUM FOR MR. BELMONT

RECOMMENDATION:

1. Recommend this Division reserve opinion on part 1 of suggestion pending further details from Records Section.

2. Recommend this Division oppose part 2 of suggestion as present procedure serves worthwhile purpose.

L.O. Destruction of Bureau Property - general

10/11/55
SAC LETTER NO. 55-63

(L) SECURITY OF GOVERNMENT EMPLOYEES (SGE), PRELIMINARY INQUIRIES (PI) -- Manual of Instructions, Section 69 F, 2, b., (3), page 4, instructs that those offices having no leads in PI should place Bureau correspondence in 140-0 file pending conversion to full field or receipt of specific leads to be covered during PI. If no specific leads received and case not converted, the employee security form, all copies of the PI letter, except one, and the index card are to be destroyed within one year from date of Bureau letter initiating PI.

Effective immediately, you are instructed to destroy all copies of the PI letter, enclosures, and index card if no specific leads received within one year from the date of such letter. Disposition of this material should be noted on the file cover. This will eliminate placing of individual charge-out slips in the file for each serial destroyed. The New York Office maintains these letters in a 140-0 subfile and by utilizing the above procedure will effect a material saving in file drawer space. Other offices, especially those offices receiving a large volume of SGE - PI letters, should determine the practicability of utilizing a 140-0 subfile and adopt same where a saving of space can be effected. Manual of Instructions being revised accordingly.

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66-3286-
NOT RECORDED
46 OCT 20 1955

64 OCT 25 1955
F233

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

FROM : W. G. Ennes

DATE: 10/10/55

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EL w/dcy

b6
b7C

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION BY [redacted] GENERAL INDEX UNIT, RECORDS SECTION

Optional Action Memorandum

There is submitted herewith a suggestion by Mrs. [redacted] File Supervisor, GS-7, General Index Unit, Records Section.

SUGGESTION: 1. To destroy cross reference index cards five years or more old made up solely on addresses.

2. On main subject matter cards she suggests destroying those address cards which were made up initially on an address prior to the identification of the subject. If the subject has been identified she suggests destroying the card, after review of the file if necessary.

ADVANTAGES: Would save index cabinet space occupied by approximately 25,000 to 30,000 index cards or essentially one index file cabinet.

DISADVANTAGES: None noted by the suggestor.

POTENTIAL SAVINGS: $337.32, the cost of one Shaw-Walker steel 54-drawer index cabinet.

VIEWS OF RECORDS SECTION: Since searches of the address cards primarily are requested by supervisors of the Domestic Intelligence Division, their views should be obtained. From our standpoint a provision for destruction of such cards after five years is desirable to remove outdated material and to keep the address portion of the index concise and workable. As pointed out in the suggestion some of the old address cards were made at a time when addresses under certain circumstances automatically were indexed along with the names. Many of the cards were made up from censorship matter received during World War II. Also a considerable number were prepared from White Slave Traffic Act surveys and general Crime Surveys. There are, of course, many cards made up which contain the subject "Communist Party U. S. A. Confidential Mailing List". Many of these, no doubt, have a continuous intelligence value.

As to the main subject matter cards, many of these were made up from the first piece of mail in an unknown subject 65 or 105 classification case. Most of these, no doubt, could well be destroyed once the subject has been identified.

ENCLOSURE

66-3286-1

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DEC 13 1955

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DEC 15 1955

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Memo to Mr. Nichols 10/10/55
Re: Suggestion by [redacted]
General Index Unit, Records Section

RECOMMENDATIONS:

1. That this be forwarded Training and Inspection Division for review and acknowledgment.

2. That this be refered to the Domestic Intelligence Division and the Investigative Division for their views.

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b7C

3. It is recommended that no cash award be made since the suggestion falls within Mrs. [redacted] normally assigned duty.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: October 6, 1955

FROM : C.A. Evans

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: COPIES OF REPORTS
Destruction of Bureau Property

Memorandum from W.G. Eames to Mr. Nichols, 9/16/55, made suggestions on which comments of Investigative Division are desired by Training and Inspection Division. Suggestions concern saving of space by not filing extra copies of reports and other communications. As a result of consideration by Accounting and Fraud, Criminal, Name Check, Security of Government Employees and Special Inquiry Sections, following comments are offered in summarization of the views of the Investigative Division:

Suggestion #1 - That present procedure of filing extra copies of reports, if received in Records Section, be immediately discontinued.

Investigative Division Comment - Favorable only if suggestion modified to indicate retention in file of original and one clear, unmarked, correct copy where available. Any additional copies of reports may be destroyed. Retention of one copy in addition to original is only means of providing exact replica of what has been disseminated. This is particularly important in applicant and security of Government employees cases, which constitute over 50 per cent of our dissemination. The original report contains handwritten notations as to changes and corrections, but a copy of the report provides the only proof that the changes were properly made.

The bulk of the applicants we handle these days occupy important positions since the Civil Service Commission handles routine applicant checks. Individuals we investigate frequently reappear as applicants for other Government posts and we Photostat old reports for transmittal with new reports of investigation bringing matter up to date. When we need copies for Attorney General or White House, we must have excellent copies from which to make positive Photostats. Original reports are marked up considerably by time stamps, routing stamps and marks, names and initials of supervisory personnel, classification, searching, indexing, checking, recording and filing marks, handwritten, dated and initialed changes and corrections, et cetera, all of which make original undesirable for reproduction purposes.

66-3286-1

NOT RECORDED
13 DEC 22 1955

cc: Training and Inspection Division
Records and Communications Division

WJH:md
(11)

19 DEC 9 1955

52 JAN 10 1956

ALL INFORMATION CONTAINED
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DATE 8-2-82 BY SP-4 ELW/dcg

TWO

ORIGINAL FILED IN 66-3286-1

copies of reports - destroy copies of all communications presently in Bureau files) in view of the problems cited. While space problem recognized not believed recommendations should be considered at this time until Bureau in position to accomplish cheap, volume, legible, rapid, mechanical reproduction. At such time as this can be accomplished it is suggested recommendations again be presented accompanied by detailed study of costs and problems involved and savings to be gained.

2. Recommend this Division favor recommendation 4 which calls for study of Bruning Copyflex method of reproduction of Bureau reports, which method might be more economical.

3. Recommend this Division not favor another survey for reduction of number of copies of reports required as this was recently done and Supervisors have been authorized to reduce required copies where possible.

4. Recommend this memo be routed to Investigative Division since comments of that Division have likewise been requested.

recording and indexing steps, etc. Majority of these notations can be blocked out in mechanically reproducing but it takes time and it detracts from appearance. Deserving of even more consideration is fact that present rules required any corrections not accomplished by amended pages be made in ink on the original with notations as to initials of Supervisor and date of corrections. These corrections are now made on all other copies by typing where inked corrections would damage legibility or presentability to any extent. Mechanical reproduction of such report, and subsequent dissemination, might reflect unfavorably on quality of Bureau reports and rather than do this undoubtedly from time to time we will actually have to prepare typed copies for subsequent dissemination. This will obviously require additional typing personnel and be an expensive proposition. While all copies of security reports are not always disseminated at time of receipt, the extensive demands on Bureau as a clearing house for security data and the vast volume of name checks handled annually creates a considerable demand for copies of our reports. If we reduce our files to the original only we must anticipate longer periods of time in answering requests, and handling matters where copies of communications are needed because experience has shown mechanical reproduction takes time.

The recommendation that a survey be made of copies presently being prepared by field and that any copies which are prepared as extra Bureau file copies be eliminated is not believed necessary from standpoint of this Division. Required copies were recently reduced where possible to meet needs of immediate and foreseeable future dissemination and extra Bureau file copy not considered in estimated needs. Each Supervisor is authorized to reduce the number of copies required of field according to needs of individual case.

The recommendation that "all copies of all communications presently in Bureau files be destroyed" is a rather broad one and it is believed some safeguard should be set up to transpose to the original any action notations or comments of Bureau officials appearing on copies and not appearing on originals in order to preserve the necessary record. We should likewise recognize, too, that we utilize "copy routing" in the Bureau whereby supervisors or officials may receive informative copies of incoming material. Destruction of all copies therefore may not preserve a complete record of all persons who reviewed the material.

RECOMMENDATION:

1. Recommend this Division go on record as not in favor at this time of recommendations 1 and 3 (discontinue present procedure of filing extra

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: September 30, 1955

FROM : W. A. BRANIGAN

SUBJECT: COPIES OF REPORTS
Destruction of Bureau Property

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Memorandum from W. G. Eames to Mr. Nichols, 9/16/55, make suggestions on which your comments are desired by Training and Inspection Division.

Essentially, suggestion is made that (1) extra copies of reports now in Bureau files be destroyed; (2) in future only original report be filed; (3) consideration be given to utilization of Bruning Copyflex method, or similar method, to reproduce original report in file for dissemination. To implement these suggestions memo recommends (1) present procedure of filing extra copies of reports received in Records Section be discontinued; (2) a survey be made of number of copies presently being prepared by field and any copies which are prepared as an extra Bureau file copy be eliminated; (3) that copies of all communications presently in Bureau files be destroyed; (4) that discussions be entered into by Bureau to explore utilization of Bruning Copyflex method of reproduction of Bureau reports.

Elimination of filing of copies in future and destruction of those on hand is aimed primarily at savings of space. Records Section estimates about 1/3 savings in number of cabinets could be accomplished, citing savings in space, less filing equipment needed, files would be lighter and closer together, files easier to review, mail easier to file, less file repairs needed, easier transportation of files and reduced typing operations attendant to filing. Records Section recognizes if only original report retained costs of Photostats would materially rise but they believe savings accrued from advantages cited would more than outweigh expense. To offset cost of increased Photostats they propose exploring Bruning Copyflex method which according to their estimates would only cost about 9% of what Photostats would cost.

COMMENT: No serious disagreement with factors cited is perceived but there are other factors which should be considered. If we reduce our filing of reports to the original only, we must anticipate that presentability of copies subsequently mechanically reproduced will be of lesser quality. This is occasioned by several factors. Original copy of report acts as its own record as to what is done with report - handwritten notations are placed thereon as to action taken, dissemination made, follow-up record, various

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SBD:hmm
(8)
cc: Belmont
Nichols
Branigan
Baumgardner
Bland
Training and Inspection Division
Walkart - 3304

66-3256-1
NOT RECORDED
133 DEC 12 1955

10 DEC 9 1955

ORIGINAL FILED IN

The experience of the Name Check Unit is that the Bruning Copyflex method will not produce acceptable copies except where a light or translucent paper is used. Accordingly, reports in file on heavy paper could not be reproduced by this method. In addition, it is the observation of the Name Check Unit that the Bruning Copyflex does not reproduce copies as sharp and clear as Photostats.

RECOMMENDATION:

That this memorandum be routed to the Training and Inspection Division for its consideration of the suggestions by the Records and Communications Division.

Suggestion #2 - That a survey be made of number of copies presently being prepared by field and that any copies which are prepared as an extra Bureau file copy be eliminated.

Investigative Division Comment - Unfavorable. Such a survey was made last April and all reports in investigations handled by this Division were reduced to the absolute minimum consistent with the fulfillment of our responsibilities. Most violations were reduced one or more copies at that time. This matter is watched continuously and further reductions are made as developments permit; e.g., a recommendation that we reduce the number of copies in Fraud Against the Government - Dependents Assistance Act of 1950 cases and several Veterans Administration Matters subcategories is now being prepared based on receipt of word from the Department that they no longer need copies of such reports.

Suggestion #3 - That all copies of all communications presently in Bureau files be destroyed.

Investigative Division Comment - It is understood that reports are included in this suggestion. Favorable as to extra copies of airtels, letters, memoranda and other correspondence in file but unfavorable as to reports to the same extent and for the same reasons as set out concerning Suggestion #1 above.

Suggestion #4 - That Records Section contact Charles Bruning Company, Incorporated, and discuss with representatives of this company the possibility of utilizing Bruning Copyflex method of reproduction for Bureau reports.

Investigative Division Comment - Favorable. This study should not necessarily be limited to the Bruning Copyflex method of reproduction since it is believed that some less expensive and more rapid copying procedure is essential before consideration can be given to destruction of extra copies of reports on any greater scale than is now permitted.

Photostating of reports in any volume would seriously affect the work of the Name Check Unit and add approximately two days to the time required for a name check. The clerical work of taking reports from file, ordering Photostats, transmitting material between buildings, reproducing it, checking Photostats and reassembling files is all time consuming as well as costly.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callahan

DATE: 9/14/55

FROM : A. M. Newman

SUBJECT: Inventory Records

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

As you know it has always been the policy of the Bureau to retain in an active file, inventory control cards on guns, typewriters, handcuffs and automobiles which have been sold or traded-in.

General Records Schedule 3 of Regulations of the General Services Administration Title 3, Federal Records, authorizes disposition of this type records two years after the equipment is removed from the agencies control. I would like to point out that it is permissive and not mandatory that these records be destroyed.

Recommendation: In view of the fact these records are seldom referred to, I recommend they be disposed of as authorized by General Services Administration Regulations.

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GSM/geh
(3)

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50 DEC 14 1955

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12-2-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF Bureau RECORDS - General
66-3286

RE: MERCHANT MARINE CASUALTY LISTS
62-72674

Sub-captioned file opened in 1943 and contents consist mainly of lists of dead and missing Merchant Marine Seamen, which lists were prepared by the Navy Department during World War II. File contains 26 sections and occupies one file cabinet. This information was apparently obtained so that the listed names could be checked against the Bureau indices as an aid in clearing up Selective Service cases inasmuch as a large number of Seamen were reported delinquent during this period. No correspondence has gone into this file since 1945 and the last list was received in July, 1945.

While not all of the lists were indexed, it is estimated that approximately 2,500 names were indexed from these lists. Inasmuch as it does not appear that this information is of any value to the Bureau today, in accordance with our Records Management Program, it is felt that these lists should be de-indexed and destroyed to prevent unnecessary file reviews and to gain filing space in both the General Index and Filing Units.

Archival authority will be necessary for the destruction of these lists. Such authority will be secured at a later date along with other material.

RECOMMENDATION:

That the Records Section be authorized to de-index and destroy all Merchant Marine Casualty Lists maintained in file 62-72674. (Destruction of lists will take place after necessary Archival authority is secured.)

AWM:nle
(4)

Scheduled for destruction 12/15/55

RECORDED-91

66-3286-693

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EX-125

50 DEC 16 1955

Completed Destroyed 6-5-56

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DATE 8-2-82 BY SP-4 ELW/dg

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12-7-55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

RE: PAYMENTS BY AMERICANS TO MUSSOLINI
(105-2491)

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

The above captioned file opened in 1944 and contains lists of Americans who made payments to Mussolini during years 1935 and 1936. These lists were made available to the Bureau by the Intelligence Officer of the Allied Control Commission, Rome, Italy. This file contains only 6 serials but hundreds of names have been indexed. No material has been placed in the file since December of 1944.

In view of the nature of this information and the lack of identifying information concerning the names which appear on the lists, (majority of names contain only city and state of residence), it is felt that these lists are of no value to the Bureau today and in accordance with our records management program should be de-indexed to reduce file reviews and to make available additional space in the General Index Unit.

RECOMMENDATION:

That the Records Section be authorized to de-index the above described material.

JWM:nle
(5)

CC: Bureau file 105-2491

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 ELW/dcg

RECORDED - 22

66-3286-6124

16 DEC 9 1955

EX-107

50 DEC 14 1955

UNRECORDED COPY FILED IN 105-2491-1

SAC, Philadelphia 12-12-55

Director, FBI (66-3286)
66-3286-694

RECORDED - 26
EX-107

FBI REPORTS BEING RETURNED BY HEADQUARTERS SECOND ARMY FORT GEORGE G. MEADE, MARYLAND ADMINISTRATIVE MATTER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-13-82 BY SP-4 EWJdg

Reurlet dated 12/5/55. The reports returned by the Headquarters Second Army to your office can be destroyed.

The Baltimore Office should contact Lt. Colonel V. P. G. MUNOZ, Chief, Management and Records Division, Headquarters Second Army, Fort George G. Meade, Maryland, and inform him that in the event Bureau reports and correspondence in the possession of the Army are of no further use to the Army, they may be destroyed provided the destruction is carried forth under the provisions of the Executive Order 10501. This order provides that Defense Information marked "Top Secret," "Secret," or "Confidential" shall be destroyed by burning or an equally complete method of destruction. The Bureau desires in addition that all copies of Bureau records not falling under this Executive Order be destroyed in the same manner.

The Bureau should be advised of any further developments in this matter.

JWM:sak
(7)
cc - Baltimore
cc - 66-7225

MAILED 5
DEC 12 1955
COMM-FBI

Philadelphia letter dated 12/5/55 informed that Lt. Colonel MUNOZ had transmitted by letter to the Philadelphia Office, reports submitted in several Bureau cases in World War II, indicating he desired to return these reports to the office of origin in lieu of retiring them to the A G Records Center at Kansas City.

Similar situations have previously occurred and Bur... has taken position that if FBI correspondence of no further valu... to agency to whom disseminated, it is permissible for agency to destroy correspondence provided destruction is done under the provisions of Executive Order 10501. Most recent occurrence in September 1955 when OSI authorized to destroy copies of FBI correspondence (66-3286-677).

Nelson
Hardman
Nichols
Belmont
Mohr
Parsons
Tamm
Trotter
Terrowd
Tele. Room
Holloman
Sandy

FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 5, 1955

FROM : SAC, Philadelphia

SUBJECT: ~~FBI~~ REPORTS BEING RETURNED
~~BY~~ HEADQUARTERS SECOND ARMY
~~FORT~~ GEORGE E. MEADE, MARYLAND
ADMINISTRATIVE MATTER
Destruction of Bureau Property

I am in receipt of a letter dated November 28, 1955, from Lt. Colonel W. P. C. MUNOZ, Chief, Management and Records Division, Headquarters Second Army, Fort George G. Meade, Maryland, attaching reports submitted in several Bureau cases during World War II, and stating that the Headquarters Second Army desires to return these reports to the office of origin in lieu of retiring them to the AG Records Center at Kansas City.

It is recommended that the Bureau authorize the Baltimore Office to contact Lt. Colonel MUNOZ and suggest that in the event these reports are no longer desired by the Army, they be destroyed, since the offices to which they are being returned already have copies of the reports in their files.

The reports returned by the Headquarters Second Army to the Philadelphia office are being destroyed UACB. A check has been made and we have determined that we already have copies in our files.

2 - Bureau
1 - Baltimore
1 - Philadelphia

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 aw/dcf

NHM:AVM
(4)

RECORDED - 25

INDEXED - 25

66-3286-694

1 DEC 13 1955

cc - Baltimore

Ltr. to SAC Phila.
CC Baltimore
12/12/55
gum-sak

EX-107

REC. SECT.

UNRECORDED COPY FILED IN 66-3286-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: December 7, 1955

FROM : F. J. Baumgardner

SUBJECT: DESTRUCTION OF RECORDS
66-3286

RE: MERCHANT MARINE CASUALTY LISTS
62-72674

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Memorandum dated 12-2-55 from Mr. W. G. Eames to Mr. Nichols captioned as above recommends that Merchant Marine Casualty Lists, file 62-72674, consisting of 26 sections be destroyed and de-indexed. It points out that the file, which was opened in 1943 and has not had any material added since July, 1945, contains lists of dead and missing World War II Merchant Marine servicemen compiled by the Navy Department and originally obtained by the Bureau as an aid in connection with Selective Service matters.

A review of the file does not indicate that the investigative responsibilities of the Domestic Intelligence Division would be adversely affected in any way by destruction of that file or de-indexing of names contained therein.

RECOMMENDATION:

Domestic Intelligence Division concurs with Mr. Eames' recommendation that the file be de-indexed and destroyed.

cc - Mr. Nichols
Mr. Belmont
Mr. Branigan
Mr. Baumgardner
Mr. Bland
Mr. Eames
Mr. Rozamus

MJR:fmb
(8)

RECORDED-27
INDEXED-27
EX-126
66-32-86-695
DEC 15 1955

Completed 4/13/56 Purge Unit

One autostat made for Correlation

66 DEC 22 1955

UNRECORDED COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT DATE 8-2-82 BY SP4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/9/55

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF RECORDS
BUFILE 66-3286

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Bufile 64-2708-539, which is attached, contains a list of approximately 2,500 names of individuals of other than Mexican nationality residing in Mexico as of September 1943. This information was received from the Mexican Government by our Mexico City Office and transmitted to the Bureau for its information, a copy having been retained in the files of the Mexico City Office.

There is no information furnished concerning the individuals on the list except their names, nationality and residence addresses. It is obvious that this information can serve no useful purpose in the future and it should be de-indexed.

RECOMMENDATION:

That authority be granted to de-index all names set forth in the list described above.

DMB:mbm:wmw
Enclosure
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 HELW/dcg

Cover memo fails to indicate additional info on names only that they are Mexican nationality residing in the State? Prefer memo indicate no objection to the de-indexing of the names

RECORDED - 79

66-3286-696

1 DEC 15 1955

FOUR DEC

Completed 3/23/56 Purge limit 994 reference destroyed

Prepared for Circulation

Scheduled for Circulation

65 DEC 20 1955

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11-9-55

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS, - genl
66-3286

RE: MAILING LISTS

All correspondence pertaining to additions, deletions, corrections, etc., to the mailing lists is forwarded to the Crime Records Section for handling immediately upon receipt in Bureau. After being handled in Crime Records, all mail except additions to the lists is destroyed. Crime Records notifies Mechanical Section by memoranda of additions, corrections, deletions, etc. Yellow copies of memoranda are retained by Crime Records Section for one year and then sent to file. These memoranda are not indexed but require processing. Volume is approximately two to three inches per year of copies and Crime Records is only Section which has interest in them. It is accordingly felt that Crime Records should maintain these yellow copies of memoranda to the Mechanical Section for any period they deem necessary and not send them to the Records Section. If Crime Records has a need for them, a complicated search is necessary as they are only filed once a year in a large file. Time is also wasted in pulling file, delivering it to Crime Records, and returning it to file.

By memorandum 12-28-54 (see serial 599) I recommended that correspondence in 62-21531 (the general Mailing List file) concerning additions and deletions to Bureau's Mailing List be destroyed after correspondence became five years old. This recommendation was approved by the Crime Records Section.

Below files are also Mailing List files which were formerly maintained by subject matters. It is proposed that they likewise be purged of correspondence concerning additions, deletions, etc., which is five or more years old.

62-14854 MAILING LIST FOR IDENTIFICATION ORDERS

This file was opened in 1927. It was closed in 1953 and since that time correspondence on this subject has been filed in 62-21531, the general Mailing List file.

62-3286-

PFO:wm/br

(4)

RECORDED-42

INDEXED-42

DEC 15 1955

EX-126

50 DEC 20 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY sp4 STW/dg

UNRECORDED COPY FILED IN 94-3-1-, 62-21531, 62-14854, 94-1-

Date

Twenty-two sections of mail five or more years old occupy one file drawer. An estimated 1,500 index cards could be removed and destroyed.

94-6 MAILING LIST FOR PUBLICATIONS SECTION

This file was opened in 1944 and closed in 1953. Correspondence formerly filed in this file is also filed in 62-21531, the general Mailing List file. 118 sections of mail five or more years old occupy five file drawers. An estimated 10,00 index cards could be removed and destroyed.

94-3-1 MAILING LIST - FBI LAW ENFORCEMENT BULLETIN

This file was opened in 1936. 166 sections containing mail five or more years old occupy six file drawers. An estimated 15,000 index cards could be removed and destroyed.

33-1 (with subs for each State) CRIME STATISTICS - GENERAL

This file occupies five cabinets and much of the mail pertains to additions, deletions, etc., to the uniform crime reports Mailing Lists. A considerable number of index cards can be removed and destroyed.

Archival authority is unnecessary for destruction of above correspondence. General records schedule 13, issued by National Archives and Records Service, which provides for disposal of printing, binding, duplication, and distribution records authorizes destruction of correspondence, request forms, and other records pertaining to changes in mailing lists after appropriate revision of mailing list or after three months, whichever is earlier. In addition, we previously secured authority to destroy requests from the public for publications and informative data. (66-3286-443)

RECOMMENDATIONS:

(1) That yellow copies of memoranda prepared by Crime Records Section for the Mechanical Section concerning additions, deletions, and changes to Mailing Lists not be filed but retained by the Crime Records Section.

(2) That authority be granted to de-index and destroy correspondence five or more years old in the above files. Of course, all mail of a history, policy, or related nature will be retained.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/25/55

FROM : E. D. Mason

SUBJECT: DESTRUCTION OF RECORDS - gene
MAILING LISTS
66-3286

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

BACKGROUND: Memorandum of Section Chief W. G. Eames to Mr. Nichols 11/9/55 proposed correspondence relating to additions, deletions and changes in Bureau mailing lists be eliminated from files and destroyed when it becomes 5 years old. Mail of a history, policy or related nature would be retained. The Bureau's general Mailing List file (62-21531) has been handled in this way by the Records Section since 12/28/54. Mr. Eames proposal would apply to the following additional mailing lists:

1. Mailing List for Identification Orders (62-14854); this file was closed in 1953, and pertinent correspondence has been filed since then in the general Mailing List file. Twenty-two sections of such mail five or more years old occupy 1 file drawer; estimated 1,500 index cards could be destroyed.
62-14854 Completed 2-14-56 Purge Unit

2. Mailing List for Publications Section (94-6); file closed 1953; correspondence since filed in general Mailing List file. One hundred eighteen sections of mail 5 or more years old occupy 5 file drawers; estimated 10,000 index cards could be destroyed. Handled destruction of mail completed 11/15/63 Const Unit eHG

3. Mailing List-FBI Law Enforcement Bulletin (94-3-1); file opened in 1936; contains 166 sections containing mail 5 or more years old; occupies 6 file drawers. Estimated 15,000 index cards could be destroyed. Handled.

4. Crime Statistics-General (33-1); occupy 5 cabinet files, much of which pertain to additions, deletions, etc., to Uniform Crime Reports mailing list.

Mr. Eames memorandum also recommended that yellow file copies of memoranda of Crime Records Section to Mechanical Section concerning changes in Mailing Lists not be filed but be retained by Crime Records Section and destroyed after they have served their purpose. RECORDED-42 66-3286- INDEXED-42 27 DEC 15 1955

FINDINGS OF INSPECTOR V. KEAY: 1. At present all correspondence pertaining to additions, deletions, corrections, etc., in Bureau Mailing Lists is forwarded to

OCT 24 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 CLW/MLP

UNRECORDED COPY FILED IN

Crime Records Section for handling, and thereafter all mail except additions to these lists is destroyed. Correspondence relating to additions is filed in Records Section.

2. Little or no use is made of correspondence relating to additions to Mailing Lists after filing. Both Crime Records Section and Files Section agree that there is no reason why this correspondence should be retained.

3. Correspondence already in above files listed serve no better purpose than that being currently received, that is, there is no sound reason to retain it - even for 5 years.

4. Yellow file copies of memoranda of Crime Records Section to Mechanical Section are used only by Crime Records Section; they are retained in that section for 1 year, and then forwarded to files where they are not indexed and are not used. After they have served their purpose in the Crime Records Section, they could be destroyed.

5. No special authority is needed for destruction of above-listed correspondence. General Records Schedule #13 issued by General Services Administration provides that correspondence, request forms and other records relating to changes in mailing lists are authorized for destruction after appropriate revision of mailing lists, or after 3 months, whichever is earlier.

RECOMMENDATIONS: 1. That Files Section be authorized to de-index and destroy correspondence in above-listed categories relating to additions, deletions or changes in Bureau Mailing Lists for Identification Orders, Publications Section, FBI Law Enforcement Bulletin, and Crime-Statistics-General and that such correspondence not be retained for five years.

Same information in file 66-2282 destroyed Cons E46

Same info. in file 62-27652 destroyed (58 serials dated 1932-1937) Cons E46

2. That after corrections are made in Mailing Lists in connection with current correspondence, said communications relating to additions be destroyed, the same as is now done relating to deletions and corrections, unless there is a special reason to retain said correspondence. Correspondence relating to histroy, policy or related matters should be retained.

3. That yellow file copies of memoranda of Crime Records Section to Mechanical Section concerning additions, deletions, and changes in Mailing Lists not be placed in file after they have served their purpose in Crime Records Section, but be destroyed.

Scheduled for destruction in January 1956

cc - Mr. Nichols
M. A. Jones
F. W. Waikart

VPK/HCVP:raf
(7)

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 ELP/ACT

TO : Mr. Tolson DATE: 12/5/55

FROM : E. D. Mason

SUBJECT: SUGGESTION #307-56 Proposed Destruction of Bufiles
Made by Miss [redacted] b6 b7C
Records and Communications Division

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

BACKGROUND: Bufile 94-33002, which is the main file on the radio scripts "This Is Your FBI," was opened in July, 1944, after Director discussed with Mr. Paul Warwick the possibility of a radio series on the FBI. The first broadcast was on April 6, 1945 and the last broadcast (program number 402) was on December 19, 1952. Bufile 94-33002 contains all background, policy, etc., concerning the program, and is composed of 84 sections. In addition, there are two sub numbers of this file; 94-33002 sub 2, which contains 43 sections concerning the preliminary and revised radio scripts for this program and correspondence to Mr. Jerry Devine, Producer, relating to script revisions and approval; 94-33002 sub 3, contains 32 sections concerning scripts as they were actually broadcast. There is also a complete set of "as broadcast" scripts stored on the seventh floor of the Identification Building.

SUGGESTION: That Bufile 94-33002 sub 2 and sub 3 be destroyed inasmuch as the radio series has been discontinued and a complete set of scripts is stored on the seventh floor of the Identification Building. Miss [redacted] b6 b7C also suggests that since some of these same scripts are filed in the main file, that this file be reviewed and where mimeographed copies of the scripts are found, they be removed and destroyed.

ADVANTAGES STATED: Some savings in space would be realized.

OBSERVATIONS: Mr. F. W. Waikart, Records and Communications Division, states that if it is decided not to destroy such files as suggested, consideration should be given to destruction of duplicate copies of scripts maintained in the Identification Building.

Inspector McGuire, Records and Communications Division, recommends that those on the seventh floor of the Identification Building be disposed of. (ONE SET OF "AS BROADCAST" SCRIPTS.)

Training and Inspection Division feels that a considerable amount of extra work would be imposed upon the Records Section to review the 84 sections of the main file in search of mimeographed copies of the scripts, as suggested by Miss [redacted] b6 b7C This does not appear justified.

RECORDED-68 66-3256-
EX-107
50 DEC 29 1955
27 DEC 21 1955

(Savings and Recommendations are listed on page 2)

PERS. FILES

UNRECORDED COPY FILED IN 94-33002 SUB 2
UNRECORDED COPY FILED IN 94-33002 SUB 3

SAVINGS: Some small savings in space would be realized, although no accurate monetary savings can be computed.

RECOMMENDATIONS: 1. That the suggestion be adopted with modification in that Records Section be authorized to destroy the set of duplicate radio scripts now stored on the seventh floor of the Identification Building.

Destroyed 12/14/55 MM

2. That no further consideration be given to reviewing main file 94-33002 in search of mimeographed copies of these scripts as it does not appear justified at this time.

Natalie Procedure Miss MM

3. If you approve, the enclosed commendatory letter be sent to Miss [redacted] advising her of the adoption of her suggestion with certain modification.

b6
b7C

Enclosure

ceh
(3)

cc: 1 - Bufile 94-33002

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION #304-56

Date: November 10, 1955

To: Director, FBI

From: SA [redacted] Division of assignment: DETROIT

b6
b7C

SUGGESTION: In order to provide needed space in the closed section of the Detroit Office for expansion, that there be a consolidation of closed security files by the following method:

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-89 BY SP4 LW/dcq

Current practice or rule (include manual citation as well as facts):
There has been no consolidation of closed security files in the Detroit Office. However, the Manual of Rules and Regulations and the Detroit file on consolidation do not specifically prohibit such consolidation.

Advantages of suggestion:
Space is at a premium in the closed section of the Detroit Office and there is no space available for expansion. This space will be necessary for the proper administration of the closed section.

Disadvantages of suggestion:
The matter has been discussed with the clerk in charge of the Closed Section, as well as with the Chief Clerk, and there appears to be no disadvantages to consolidation by the methods set out.

NOT RECORDED
191 JAN 3 1956
12-56
NOV 18 1955

EXPEDITE
ORIGINAL COPY FILED IN

The use by the United States of my suggestion shall not form the basis of any further claim of any nature by me, my heirs, or assigns upon the United States.

ack 11/22/55 - Cb.

XX Mr.
☐ Mrs.
☐ Miss

[redacted]

(Signature of Suggester)

b6
b7C

Letter to SA [redacted] 12/29/55
cc - SAC Detroit
AGG: dmg

Recommendations and comments of Division Head: The suggestion is good provided the Bureau feels that security type cases should be consolidated.

12/19/55
AGG: ch; cc to SAC Detroit
EDM: gsn 12/20/55

(Signature & Title)

PERS. FILES

54 FEB 7 1956

METHOD OF CONSOLIDATION OF SECURITY FILES IN CLOSED SECTION OF DETROIT OFFICE.

1. Reduction of 100-0 memos presently filed.

It is believed that under the authority of the SAC, a great number of copies of a particular memo, all designated for 100-0, can be destroyed when it is apparent they are not advantageous to retain. As an example, there were approximately 420 copies of a particular distribution memorandum, consisting of 14 pages, designated for 100-0. To hold these copies, approximately 18 volumes of 100-0 were necessary. At the time this memorandum was prepared, there was a purpose for preparing this number of copies as references on each individual mentioned had to be examined for any outgoing communication; however, upon completion of that project there was no need to retain these copies, and it is believed that the majority can be destroyed with no disadvantage.

2. In the latter part of 1945 the Grand Rapids Office of the FBI was closed and the files were transferred to Detroit. There are approximately 36 drawers of 100 files which if consolidated could be placed in approximately nine drawers. It is noted that no material has been filed in these files since the transfer of the files to Detroit, and in the great majority of cases, each file consists of only a very few serials. Hence, the space in these drawers is consumed by file backs. There is no apparent disadvantage in consolidating these ten-year old, dead files. In the event it is necessary to reopen a Grand Rapids file, the procedure in the Detroit Office has been to remove these serials from Grand Rapids file and open a new Detroit case.

3. There are approximately 60 drawers in the Closed Section, which are 100-G, I, and J cases. These cases, which in the main were closed in 1945 or before, consist of only a few serials and the drawer space is consumed largely by file backs. If these files were consolidated, it is believed they could be placed in approximately 20 drawers.

This proposal was rejected by Exec. Conf. 1/6/55 on Suggestion #676-54.

66-3286-700
CHANGED TO
94-33002-1587X

DEC 2 8 1955

RL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/03 BY AUC 60290 BCE/DCG/gmw

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. EAMES

b6
b7C

DATE: 11/16/55

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM :

SUBJECT: "THIS IS YOUR F.B.I." (94-33002)

This file was opened in July, 1944 after the Director had discussed with Mr. Paul Warwick the possibility of a radio series on the F.B.I.

File 94-33002 has 84 sections. There are also two sub numbers of this file, 94-33002 sub 2 containing 43 sections and 94-33002 sub 3 containing 32 sections. These sub files consist of copies of the radio scripts. There are 28 volumes of these same radio scripts in storage on the seventh floor of the Ident. Building. (See 94-33002-1585 Memo Jones to Nichols, 9/3/54)

Since this radio series has been discontinued and since there is a complete set of the scripts available on the 7th floor, it is suggested that the sub 2 and sub 3 files be destroyed, thus making one complete filing cabinet available for the use of the Filing Unit. Also since copies of some of these same scripts are filed in the main file, it is suggested that this file be reviewed and where the mimeographed copies of the scripts are found, they be removed and destroyed. This would make additional space available since it would reduce the size of the main file.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/dag

RECORDED - 4

66-32416-151

27 DEC 21 1955

50 DEC 29 1955

ack 11/25/55 - ccs
Letter to employee 12/5/55 - Cole
Thanks Head & Tickler
Telecon 11/21/55
Memo Mason to Nelson 12/5/55 - Cole

FBI RECEIVED

CRIME REC.

PERS. FILES

UNRECORDED COPY FILED IN 94-33002
UNRECORDED COPY FILED IN
UNRECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/15/55

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ECW/dcg

RE: PRISONERS OF WAR CORRESPONDENCE (100-2555)

Reference is made to my memorandum to you dated 8/17/55 (66-3286-667) recommending the deindexing of lists received from the U. S. Office of Consorship, setting forth the names of persons corresponding with Prisoners of War during World War II. I recommended (1) that all names appearing as correspondents on lists which are captioned "Harmless" and which do not have contents of communication paraphrased be deindexed, (2) that all names appearing as correspondents on lists which are not captioned "Harmless" but which do not have contents of communication paraphrased underneath correspondents be likewise deindexed. By memorandum from Branigan to Belmont dated 8/24/55 (66-3286-668) these recommendations were approved.

Also contained in the Prisoners of War Correspondence file are many other similar lists received from foreign intelligence agencies and other government agencies. It is proposed that in accordance with our Records Management Program, these lists also be deindexed unless one of the following conditions exists: (1) an indication of subversive sentiment by a correspondent appears on the list; (2) the lists have been disseminated to other government agencies; (3) the Bureau conducted an investigation to identify correspondents.

The deindexing of these lists will result in the savings of space in our index and will prevent unnecessary file reviews concerning information which appears to be of no value to the Bureau today.

RECOMMENDATION:

That all Prisoners of War Correspondence lists received from foreign intelligence agencies and other government agencies be deindexed unless one of the above three cited conditions exists.

WM:sak (3)

Memo Branigan-Belmont 12/21/55 JED

One autostat made for Correlation ~73

RECORDED - 72

66-3286-702

7 1 FEB 6 1956

EX-107

DEC 28 1955

ENCLOSURE

UNRECORDED COPY FILED IN 100-2555

Auto stat made

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 12-21-55

FROM : W. A. Branigan

SUBJECT: DESTRUCTION OF RECORDS — Gen'l
PRISONERS OF WAR CORRESPONDENCE

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Reference is made to the attached memo dated 12-15-55 from Mr. Eames to Mr. Nichols, recommending that all Prisoners of War Correspondence lists received from foreign intelligence agencies and other Government agencies be deindexed unless one of the following conditions exists:

(1) An indication of subversive sentiment by a correspondent appears on the list.

(2) The lists have been disseminated to other Government agencies.

(3) The Bureau conducted an investigation to identify correspondents.

The lists referred to contain the names of individuals who corresponded with Axis prisoners who were in Allied custody. Furthermore part of the lists contain only names and addresses and no other identifying data. The lists, as such, are not now of intelligence interest to the Domestic Intelligence Division, and there appears to be no reason why they should not be deindexed as recommended above.

RECOMMENDATION: It is recommended that the Prisoners of War Correspondence lists be deindexed in accordance with the recommendation in referenced memo.

Enclosure

66-3286

cc - 100-2555

Ticklers: Belmont
Branigan
Dunn

JED/eh
(5)

RECORDED - 72
66-3286-703

EX-107

DEC 28 1955

Completed 8/27/56
Purge Unit
191,584 names de-indexed

Scheduled deindexing 1956/156 B 1743

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-9-82 BY SP4 CAM/MJG

UNRECORDED COPY FILED IN 100-2555-

SAC, Detroit

12/20/55

Director, FBI

FILING MATTERS

b6
b7C

You will recall that Special Agent [redacted] submitted a suggestion on November 10, 1955, relating to consolidation of certain files.

This has been carefully considered by the Bureau with the following results:

1. Where extra copies of the same document exist in 100-0 file, and where these copies can be put to no foreseeable use, the duplicate copies should be removed and destroyed.

2. You are authorized to consolidate the 100 classification files of the former Grand Rapids Office.

3. You are not authorized to consolidate the German, Japanese and Italian files in classification 100 inasmuch as Communist cases are numerically interspersed with them. The Bureau would not object to the consolidation of German, Japanese and Italian files if there were no Communist cases; however, it is felt that since such Communist cases do exist, gaps and confusion would result because only partial consolidation is possible.

COMM - FBI
DEC 22 1955
MAILED 18

RECEIVED REAR ROOM

EDM:gsr
(4)

Based on Executives Conference memo to Mr. Tolson, 12/[illegible]/55 re SUGGESTION #304-56, Made by SA [redacted], Detroit Office, AGG:ceh

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b7C

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FEB 3 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EW/dcg

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/19/55

FROM : The Executives Conference

SUBJECT: SUGGESTION #304-56
Made by SA [redacted]
Detroit Office

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 ELW/deg

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Tele. Room
Holloman
Gandy

SUGGESTION: SA [redacted] suggests:

(1) Where extra copies of memoranda were originally prepared and filed in 100-0 file for possible future dissemination, but never used, these extra copies should now be destroyed.

(2) That Detroit Office be permitted to consolidate approximately 36 file drawers of 100 classification files transferred to it in the latter part of 1945 when the Grand Rapids, Michigan, Office was closed. These are mostly thin files in which no material has been filed since transfer of the files to Detroit.

(3) The Detroit Office be permitted to consolidate approximately 60 file drawers of closed files in the 100-German, Italian and Japanese classification. Most of these cases were closed in 1945 or before and consist of only a few serials each.

ADVANTAGES: (1) Would save filing space; example given of where 420 copies were made of a 14-page memo which now take up 18 volumes of the 100-0 file in Detroit Office.

(2) It is believed adoption of this part of suggestion would reduce present 36 drawers of 100 classification files in Detroit Office to approximately 9 drawers OF GRAND RAPIDS FILES.

(3) Consolidation would reduce necessary drawer space for these files from 60 to approximately 20 drawers.

PRESENT PROCEDURE: Recent Detroit Inspection disclosed office follows practice of making numerous extra copies of channelizing memoranda where memorandum contains a number of names on whom no file has been opened. These copies are filed in 100-0 file for possible future use in event case is later opened on each person listed. One instance noted where over 400 copies of one memo prepared but never used. New York Office prepares only one extra copy and indexes names on whom files not opened. Washington Field Office makes extra copies for retention in 100-0 file only where appears warranted and only where

Copy filed in 66-2554-1

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NOT RECORDED
191 JAN 16 1956

Letter to SA [redacted] Detroit
12/29/55 AGG:dmg

cc: Mr. Nease
Mr. Mason

Enclosure
AGG:deh
(5)

RECEIVED
Detroit
ADVISED
12/20/55
EDM:asr

JAN 20 1956

b6
b7C

2-44

PRESENT PROCEDURE: (Continued)

two or three names involved; otherwise, list of names is indexed from one copy.

Field is now permitted to consolidate Applicant, Selective Service and Criminal files when closed six months; also certain other closed files (including three of Security type*) 96, 97*, 98*, 106*, 108, 121 and 140 classifications. Not permitted to consolidate most security type files including 100 classification files.

OBSERVATIONS: Inspector L. O. Teague, Training and Inspection Division, concluded Detroit Office had in several instances prepared and retained unreasonable number of copies of channelizing memoranda. Inspector called this to attention of SAC and believes Detroit should be authorized to destroy excess unneeded copies.

Inspector Teague also favors permitting Detroit to consolidate the 100 classification files obtained when Grand Rapids Office was closed.

PREVIOUS EXECUTIVES CONFERENCE ACTION: On 1/6/55, the Conference unanimously agreed that no effort should be made at that time to consolidate Italian, German and Japanese files throughout the field. This decision followed an experiment in the New Orleans Office where the SAC found uniform consolidation was not possible since Communist files were interspersed with the other 100 classification files and the large amount of manpower necessary to do the job was not justified.

CONCLUSIONS: (1) There appears to be no reason to retain numerous copies of the same memorandum in the Detroit 100-0 file where time has shown no need for the extra copies. The problem seems to be peculiar to Detroit Office.

(2) Since Detroit does not reopen any of the old Grand Rapids files but instead, where necessary, removes serials and opens a new Detroit file, there appears to be no objection to consolidation of the old Grand Rapids 100 classification files.

(3) Executives Conference action earlier this year decided after an extensive experiment that consolidation of 100 classification files on German, Japanese and Italian subjects is not practical at this time.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:gsr

Present at the Executives Conference December 19, 1955, were Messrs. Nichols, Boardman, Parsons, Tamm, Mohr, Nease, McGuire,

Rosen, Belmont, Holloman and Mason. The Conference unanimously recommends that the Detroit Office be advised:

1. No reason to maintain numerous copies of the same memorandum in the Detroit 100-0 file when it is obvious those copies will not be needed.

2. Authority granted to Detroit to consolidate the old files of the former Grand Rapids Office now contained in classification 100 in Detroit.

3. Do not endeavor to consolidate the 100 classification files on Germans, Japanese and Italians inasmuch as Communist cases are numerically interspersed with the German, Japanese and Italian files; such consolidation would leave numerous gaps because the Communist cases should not be consolidated.

If you agree, the attached memorandum to Detroit, incorporating above views, should be sent.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
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Tele. Room
Holloman
Gandy

TO : MR. NICHOLS

DATE: 12/27/55

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/dcg

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

RE: CRIME - GENERAL (62-954)

By memorandum dated 11/9/55 I proposed that correspondence relating to additions, deletions and changes in Bureau mailing list be deindexed and eliminated from files and destroyed when it becomes five years old. I listed four files to which this should apply: 62-14854, mailing list for Identification Orders, 94-6, mailing list for Publications Section, 94-3-1, mailing list for FBI Law Enforcement Bulletin and 33-1, Crime Statistics - General. By memorandum from Mason to Tolson dated 11/25/55 (66-3286-698), it was approved to deindex and destroy correspondence in this category up to the current period and that this type of correspondence not be retained in the future. Of course, correspondence relating to history, police or related matters will be retained.

File 62-954, entitled Crime - General, appears to fall in this general category. This file which was opened in 1921 and contains no correspondence since 1936, consists of 20 sections and occupies 1½ drawers of filing space. Approximately 2,200 names have been indexed. The file consists mainly of requests for information or booklets concerning crime conditions and requests to be placed on the Bureau mailing list for such information.

This material appears to be of no value today and is similar to material already approved for destruction per referenced memorandum Mason to Tolson dated 11/25/55. In accordance with our Records Management Program, it is recommended that this material be deindexed and destroyed to prevent unnecessary file reviews and to gain filing space in both the General Index and Filing Units.

Archival authority is unnecessary for the destruction of above correspondence. General Records Schedule 13, issued by National Archives and Records Services, authorizes destruction of correspondence, request forms and other records pertaining to changes in mailing lists after appropriate reviews of mailing list or after three months which ever is earliest. In addition, we previously secured authority to destroy requests from the public for publications and informative data (66-3286-443).

WWM:sak (4)
CC: 62-954

66-3286-764

RECORDED-35

EX-118

JAN 9 1956

DEC 30 1955

One Autostat Made for Correlation

UNRECORDED COPY FILED IN 62-954-95

CRIME REF. FILES

Memo Eames to Nichols 12/27/55
Re: Destruction of Records
(66-3286)

RECOMMENDATION

That the Records Section be authorized to deindex and destroy correspondence in the above captioned file relating to requests for information or booklets concerning crime conditions and requests to be placed on the Bureau mailing list for such information.

Mr. Jones, Crime Records Section agrees.

Scheduled for De-indexing 1-4-56

Completed 2/20/56 1821 references destroyed. Purge Unit

~~CONFIDENTIAL~~

cc - Mr. Simpson

100-357297

Date: December 27, 1955

BY REGISTERED MAIL

To: Senior Member
Key Facilities List Section
Joint Staff
Room 2D-882
The Pentagon
Washington 25, D. C.

From: John Edgar Hoover, Director
Federal Bureau of Investigation

Subject: DESTRUCTION OF KFL (I)

In accordance with the instructions contained in KFL (J), I wish to advise that copies number five, six and seven of the Master Alphabetical KFL (I) and copies number five, six and seven of the Master Geographical KFL (I), previously issued to the Federal Bureau of Investigation, have been destroyed.

NOTE ON YELLOW:

Above address is proper per information received from Colonel Paul W. Shumate, Key Facilities List Section, Department of Defense. Per instructions from Key Facilities List Section a certificate of destruction for KFL (I) is necessary. This letter is acceptable in lieu of a certificate of destruction.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/dcg

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RDS:dae
(4)

COMM - FBI
DEC 27 1955
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76 DEC 28 1955

6 JAN 3 1956

ORIGINAL COPY FILED IN

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 12/23/55

FROM : H. L. Edwards

SUBJECT: SUGGESTION #3 42-56
Retention of Registers
Destruction of Bureau Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EW/dcg

Tolson
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Winterrowd
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Gandy

[redacted] a clerical employee of the New York Office, points out that registers #1 and #3 are destroyed on an annual basis when three years old if of no value. Register #1 is the sign-in-and-out register used in field offices. Register #3 is the card on which investigative employees indicate where they are going, when they leave the office, when they return, any leave they use, etc.

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b7C

The suggestion of [redacted] #3 42-56, is that the regulations be changed to permit destruction of the #1 registers on an annual basis when three years old, or as each section of the file becomes three years old, whichever is more convenient. Because of the size of the New York Office, a new section of this file is made up every two or three days. She suggests that the regulations be changed also to permit destruction of the #3 registers on a monthly basis when three years old.

She points out that the registers for one entire year in the New York Office fill 10 file drawers, and she feels that permission to destroy the registers when three years old on a monthly basis (#3 register) or as each section of the file becomes three years old (#1 register) would save considerable space. She further feels the suggested change would require very little additional effort so far as the destruction process is concerned.

66-3386
NOT RECORDED
103 JAN 23 1956

The SAC, New York, recommends adoption of the suggestion because he says it would not require expenditure of additional clerical time and would save space.

INITIALS ON ORIGINAL

Section 3, Manual of Rules and Regulations, was revised in 1948, to require destruction of various kinds of material on an annual basis. The purpose of the revision was to attain uniformity. Further, it is noted that when material is destroyed on an annual basis, the work need be done only once a year; whereas, destruction on a monthly basis means the work is done 12 times a year, instead of one. Of course, destruction on an annual basis means the material is retained up to 11-plus months longer than it would be on a monthly destruction basis.

The smaller offices probably have no acute space problem similar to that of New York. Saving of space is a valid objective, particularly where it can be done without appreciable extra effort.

Enclosure

WEC:jrd
Cc: Mrs. Good

1/13/56

29 JAN 19 1956
RECOMMENDATION AND Addendum

ORIGINAL FILED IN 66-3386

RECOMMENDATION:

It is recommended that the various divisions be permitted to destroy #1 and #3 registers triennially on a monthly or other staggered basis rather than on an annual basis if they prefer, and that this view be forwarded to the Training Division.

OIC

12/28

ADDENDUM BY TRAINING AND INSPECTION DIVISION 12/30/55 - hcc

Training and Inspection Division agrees with recommendation of Administrative Division that this suggestion be adopted with the modification that the field divisions be permitted to destroy Registers #1 and #3, when 3 years old, on a monthly or other staggered basis rather than on an annual basis if they prefer.

If you approve, the Statistical Section should prepare appropriate revision for the Time and Attendance Manual and the Training and Inspection Division will prepare a revision for the Manual of Rules and Regulations. If approved, the enclosed letter should be forwarded Miss [redacted] advising that a modification of her suggestion has been adopted.

b6
b7C

1/2/55

American Embassy
Paris 8, France

Date: December 20, 1955

To: Director, FBI (100-352546)

From: Legal Attache, Paris (66-131-45)

Subject: CENTRAL RESEARCH MATTERS
Destruction of Bureau Publications

Re SAC Letter 55-70, 11/8/55.

All Bureau monographs in the possession of this office are maintained in a steel filing cabinet protected with adequate security measures. Periodically these publications are checked so that only material of current value is retained. These publications were last reviewed in this connection on September 7, 1955, when it was decided to destroy some of these monographs in order to conserve needed filing space. The records of this office disclose that the following monographs were burned on September 7, 1955, since they were mostly outdated and no longer of practical value to this office:

CP USA, SUMMARY OF ACTIVITIES Jan 1, 1950 through Dec 31, 1953
The Communist Party Line - 1947 through December 1953
Identification and Security Significance of the Communist "Classics"
United Labor Party - August 1952
Soviet Intelligence Communications
Operational Security in Soviet Intelligence - April 1952
The Communist Party and the Negro - February 1953
Communist Principles and Tactics Concerning National Liberation and Colonial Movements - November 1952
CP USA Inconsistencies - April 1952
Marxist-Leninist Principles Governing the Communist Press in the USA - May 1952
Attitude of the CP USA Toward the Smith Act - July 1952
Relationship of the CP USA to Soviet Russia - May 1952
Independent Socialist League formerly Workers Party April 1952
Marxist Scientific Socialism (Communism)
Ministry of State Security of the USSR (MGB) - Nov. 1950

ROL:AM

66-3286-4
NOT RECORDED
117 JAN 5 1956

21 JAN 6 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY sp 4 Alw/dlw
ORIGINAL COPY FILED IN 66-3286-3

Director, FBI 12/20/55

Re: CENTRAL RESEARCH MATTERS

Estimate of Current Strength & Prospects of Western European Communists - December 1950
Lenin School - April 1951
CP USA Versus Earl Russell Browder & Browderism - March 1953
Reasons why People Accept and Reject Communism - Dec. 1951
Identification of Certain Foreign Communist Publications Subject to Citation by Communists in the USA - Dec. 1951
Known Objectives of Soviet & Satellite Intelligence in the U. S. - December 1951
Federal Espionage and Sabotage Statutes - 1951

The remaining monographs are being retained UAC since they contain information which is still of current interest and useful as reference material.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/27/55

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
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Winterrowd
Tele. Room
Holloman
Gandy

By memorandum dated 11/25/55, I attached a letter to Mr. S. A. Andretta of the Department transmitting, in accordance with Archival regulations, a request for authority to dispose of records consisting of (1) forms and related correspondence listing firearms imported into the United States during years 1935--1948, which were furnished to the Bureau by the Customs Bureau of the Treasury Department (62-36000) and (2) letters and related correspondence to and from field offices concerning movement of Japanese individuals who were passengers on planes, trains, etc. within and out of the United States prior to World War II (65-3046). These had been approved for destruction by the Bureau.

Mr. Hardy Allen, Justice and Executive Section, National Archives telephonically contacted me last week and informed that in accordance with their standard procedure, prior to submitting any material to Congress for final authority to destroy, they are required to review samples of the material. He requested that we transmit appropriate samples of this material to the Archives for review. I informed him that we would make available at the Bureau samples of this material and he could come over and review them. Mr. Allen indicated that he could probably manage to handle in this manner.

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Mr. Allen subsequently contacted SA [redacted] and stated that he had discussed the matter with his superior, Miss Bess Glenn, Chief, Justice and Executive Section of National Archives who indicated that she would like to see samples of this material and requested that we transmit samples to Archives in accordance with standard procedures. Mr. Allen indicated that based on our description of the material, there did not appear to be any reason, why our request for destruction would not be authorized.

JWM:sak
(5)
CC: 65-3046
62-36000

65-3286

RECORDED-35

EX-118

DEC 30 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/dcb

60 JAN 3 1958

Memo Eames to Nichols 12/27/55
Re: Destruction of Records
66-3286

Based on the type of material involved, there appears to be no reason why samples of this material can not be exhibited to representatives of National Archives and unless advised to the contrary, SA [redacted] will take samples of this material over to Archives and discuss the matter with Miss Glenn and Mr. Allen. Mr. Allen indicated that Miss Glenn would be on annual leave until 1/4/56.

b6
b7C

O.K. F.W.W.

Handled 1/6/56 gmm,

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1/3/56

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF Bureau RECORDS - general
(66-3286)

Re: ~~List~~ of Post Office Box Renters
La Paz, Bolivia
64-2900-82

Tolson
Boardman
Nichols
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Parsons
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Winterrowd
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Gandy

The above serial is a list of persons renting post office boxes at La Paz, Bolivia, which was furnished by confidential informant SIS #194, on May 18, 1942. This list comprises about 1,300 names, all of which have been indexed and none of which can possibly be of any future value to the Bureau.

RECOMMENDATION:

That authority be granted to de-index all of the names in the captioned serial.

DMB:wm
(3)

ALL INFORMATION CONTAINED
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DATE 8-13-82 BY SP4 EW/dcg

RECORDED-20

INDEXED - 20

66-3286-706

EX-126

1 JAN 19 1956

Approved by Messrs. Roach, Branigan & Clarke for Belmont. 1/19/56 FWW.

Celebrated 1/11/56

Completed 1/25/56 Purge Unit Four

One autostat made for Correlation

~~51~~ JAN 17 1956

1 JAN 20 1956

156

UNRECORDED COPY FILED IN 64 section (9-1-1/st/s.f.)

1 - Yellow file copy
1 - Mr. H. O. Bly
1 - Section tickler

Liaison Representative, Ottawa

January 3, 1956

Director, FBI (100-352546)

CENTRAL RESEARCH MATTERS

Reurairtel dated December 27, 1955, which in part stated that enumerated sections of the "Communist Party, U.S.A., Summary - Activities" are no longer necessary for your office.

In accordance with SAC Letter No. 55-79 dated December 27, 1955, captioned "(A) Central Research Matters," you may destroy the above summaries along with other material listed in your communication which is not included in the "Bibliography of Central Research Section Monographs, Section I, August, 1947 -- January, 1955" and Central Research Section monographs published subsequent thereto. This material should be destroyed in a Bureau-approved manner and the Bureau promptly advised as to the exact volumes destroyed. In this manner, the record of summaries may be amended at the Bureau.

1 - Foreign Liaison Unit (Route through for review)

RWS:mjh
6

NOTE: Policy established Bulet to Legat, Havana, 12/5/55, captioned "Central Research Matters."

Tolson
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Winterrowd
Tele. Room
Holloman

FBI
MAIL ROOM

COMM - FBI
JAN 3 1956
MAILED 31

FBI - JUSTICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 ELW/dg

ORIGINAL COPY FILED IN 100-352546-1

Mr. Tolson
Mr. Nichols
Mr. Boardman
Mr. Belmont
Mr. Mason
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Nease
Mr. Winterrowd
Tele. Room
Mr. Holloman

b7D

Liaison Office [redacted]

Airtel
//////

Airmail Registered
Special Delivery

Director, FBI
Washington, D.C.

December 27, 1955

CENTRAL RESEARCH MATTERS
Bufile 100-342546 ○ Destruction of Bureau Property - Inv

Re SAC letter No. 55-70 dated November 8, 1955, Section G, requesting that a review be made of the monographs dealing with Communist theory and tactics as well as Soviet and satellite espionage activity to determine if any of these monographs are no longer of any practical value.

The monographs received in this office have been of considerable assistance as reference material and of great assistance in handling liaison duties with [redacted] b7D

A review of the monographs received in this office reveals only the following which it is believed are no longer necessary:

Communist Party, USA - Summary - Activities
(ten volumes)
January - June, 1949
July - December, 1949
January - June, 1950
July - December, 1950
January - June, 1951
July - December, 1951
January - June, 1952
July - December, 1952
January - June, 1953
July - December, 1953

Communist Party Line (nine volumes)
- 1947 -
August, 1950 - February, 1951
March, 1951 - June 1951
July, 1951 - September, 1951
October, 1951 - July, 1952
August, 1952 - December 1952
January, 1953 - April, 1953
May, 1953 - August, 1953
September, 1953 - December, 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 ELW/dap

DEC 23 3 12 PM '55 FBI - WASH. D.C.

66-3286-

NOT RECORDED
117 JAN 5 1956

GHB:eh

INITIALS ON ORIGINAL

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Airtel
///////

December 27, 1955

Disposal of the above monographs is recommended since the space for filing facilities in the Liaison Office Ottawa is limited.

Since all other Central Research Section monographs which have been forwarded to this office are of value for information and research purposes, it is recommended that they be retained at this time. The monographs in the library in this office will again be reviewed in six months' time and no action is of course being taken regarding the disposition of any monographs until further Bureau instructions are received.

Bethel.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12-28-55

FROM : W. G. EAMES

b7D

SUBJECT: NAME CHECKS - [redacted]

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
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Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Destruction of Bureau Property - General

In the interest of economy from both the standpoint of man hours necessary to handle and space, it is suggested that the Records Section not receive for processing and filing the "no-record" type name check forms from [redacted]. One sample attached shows the results of a productive search which should be filed while the other two are forms which resulted in negative information at the time they were processed through the Name Check Unit.

The Bureau gains nothing by adding to its records the results of a "no-record" name search. We have successfully over the years avoided filing literally millions of negative "no-record" name check requests. The only substantial exception has been Federal Employee Security forms which we have not processed but maintained separately by orders from a former Attorney General. We are about to recommend reconsideration of this program again.

RECOMMENDATION:

It is recommended that this be referred to the Espionage Section for their consideration as to the advisability of retaining the "no-record" forms referred to above.

OGM:mfc;nle
(3)
Enclosures (2)ENCL.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-8 BTJ/dcg

ADDENDUM: RLC: 12/29/55.

Espionage Section sees no need to retain "no-record" forms and, based on recommendations of Records Section, will destroy duplicate copies of such forms and not send them for filing. It is pointed out that Bureau is advised of identities and background data concerning all Soviet officials [redacted] in periodic communications from [redacted] caption, Bufile 64-221-243.

66-3286-1

b7D

NOT RECORDED
61 JAN 5 1956

60 JAN 11 1956

13 JAN 4 1956

LIAISON

ORIGINAL FILED IN 64-221-243

4-312

DATE OF MAIL 1-17-56

HAS BEEN REMOVED FOR MR. ~~LAMPHERE~~ TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM ~~1736~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 EW/dg

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL Destruction of Bureau Property Seal.

REMOVED BY 57 FEB 7 1956

FILE NUMBER 66-3286-V

PERMANENT SERIAL CHARGEOUT

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1/17/56

FROM : A. E. LEONARD

SUBJECT: DESTRUCTION OF MATERIAL

Tolson
Boardman
Nichols
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Harbo
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Winterrowd
Tele. Room
Holloman
Gandy

As you will recall, statistical reports on Atomic Energy Cases and Selective Service Act cases were discontinued in accordance with Bureau instructions. We still have on file various tabulating cards and worksheets concerning cases of these types.

RECOMMENDATION

Inasmuch as we no longer record such statistics, it is recommended that all these cards and work sheets be destroyed at this time.

MFR:fhj
(3)

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RECORDED - 31

JAN 31 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-87 BY SP4 EDW/dlg

50 FEB 3 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO: Mr. Parsons

DATE: 1/6/56

FROM: C. F. Downing

SUBJECT: TRANSLATION CORRESPONDENCE

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Reference attached memorandum Mr. EAMES to Mr. NICHOLS dated 1/4/56 suggesting that negative correspondence from the field relative to translation matters be destroyed. Example is letter from Albuquerque dated 12/6/55 under caption TRANSLATION OF FOREIGN LANG AGE PUBLICATIONS, replying to SAC Letter 55-68 (F).

Laboratory has no objection to procedure recommended. As a matter of fact, all recurring communications of such a nature have for a number of years past been destroyed after review and the letter from Albuquerque constitutes an isolated case.

ACTION:

This memorandum should be referred to the Records and Communications Division.

w/ENCL 1 cy filed with orig

ENCL.

66-3286-

NOT RECORDED
117 JAN 16 1956

1 JAN 13 1956

REC. SECT.

CFD:EB
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/dcg

62 FEB 1 1956

ORIGINAL COPY FILED IN

GSA FPMR (41 CFR) 101-11.6
UNITED STATES GOVERNMENT

Office Memorandum

TO : MR. NICHOLS

DATE: 1-4-56

FROM : W. G. EAMES

SUBJECT: TRANSLATION CORRESPONDENCE

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In the interest of economy, it is suggested that negative type material such as the attached not be forwarded to the Records Section for processing after it has been noted in the Translation Unit.

Present rules provide that the attached be forwarded to the Translation Unit immediately upon its receipt in the Bureau as it appears to have been submitted for information purposes only and has no permanent or lasting value. Thus the following recommendation that this type mail not be returned to the Records Section unless some special reason requires that it be filed.

RECOMMENDATION:

In view of the above it is recommended that the Translation Unit not return to the Records Section material such as the attached but instead destroy same after its contents have been noted.

OGM:mfc
(3)
Enclosure

2 ENCL: copy filed with ENCL

ENCLOSURE
166-3286-
NOT RECORDED
117 JAN 16 1956

ENCLOSURE

JAN 13 1956

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 BLW dg

REC'D SECT.

Sac Albuquerque
12-6-55

office receives no foreign language newspapers, magazines or other publications for review.

2-Bureau
1- Albuquerque
/tgh
(3)

66-3286-1

ENCLOSURE

ALL INFORMATION CONTAINED
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DATE 8-2-82 BY SP-4 BOJdg

62 JAN 27 1956

ALL INFORMATION CONTAINED
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DATE 8-2-82 BY SP-4 ELW/dcg

66-3286-708

CHANGED TO

66-19087-25

MAY 9 1961

mt/mb

Destruction of Bureau Property

GENERAL

166-3286-709

FEB 20 1956

100

50 FEB 24 1956

RECORDED-20

ORIGINAL COPY FILED IN 67-80000-1872

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-27-56

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF APPLICANT-TYPE PERSONNEL FILES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

By memorandum from Waikart to you dated 6-16-55 (67-800000-1823), it was recommended that consideration be given to the destruction of applicant personnel files over ten years old where no information of value was contained therein. I indicated personnel files' index cards would be retained with the notation "Destroyed" and the date. The Executive Conference approved this procedure on 6-16-55, and the Director concurred.

We have now completed this project, and the results are far beyond our wildest expectations. We originally estimated that we could destroy approximately 32,000 files which would occupy 25 five-drawer file cabinets. As we got into the project, we realized that our original estimate was extremely conservative; and upon the completion of the project we actually destroyed 119,480 files and gained approximately 100 five-drawer cabinets. Of course, the space in these cabinets will take care of our expansion needs for some time to come. In addition, we destroyed an estimated 477,920 abstracts thus saving 3½ index cabinets, and an estimated 120,000 index cards maintained in the General Index Unit saving an additional three index cabinets.

This destruction project was directly supervised by Mrs. [redacted] GS-5 File Clerk, from its inception—of course, under the indirect supervision of Mrs. [redacted], Clerical Supervisor of the Personnel Records Unit. This was a most difficult assignment since there were several phases of the destruction operating simultaneously (for example, review of files, pulling abstracts, pulling index cards, etc.), and Mrs. [redacted] did a highly satisfactory job. She was on top of all phases of the assignment at all times in an effort to complete the job as expeditiously as possible, and the finished results are most gratifying. It is felt that she should be commended by letter for her performance in this assignment.

b6
b7C

RECOMMENDATION:

Mrs. [redacted] be commended by letter for the highly satisfactory performance of her duties in supervising the above project.

JWM:lhw
(4)

CC: For the personnel file of [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 ELW/dcg

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 1/27/56

FROM : MR. E. D. MASON

SUBJECT: Destruction of Property
X COPIES OF REPORTS
X [illegible]

To effect about one third saving in file cabinets utilized and make files more efficient, Records Section proposed: (1) Hereafter only original of reports be filed. (2) All copies, except original, be purged from existing files. Investigative and Domestic Intelligence Divisions opposed to (1) above because excessive time and expense involved in later reproduction by photostating or retyping of reports required for dissemination and opposed to (2) above because notations, routing stamps, handwritten changes placed on original make it unsuitable for subsequent photostating for dissemination purposes. Training and Inspection Division after inquiry notes regarding proposal (1) that, following survey to determine minimum number of copies required to meet normal dissemination, Bureau Bulletin #55-3 reducing number of copies in 119 types of cases was issued 6/9/55. This reduced to essential minimum number of copies being received by Bureau. Regarding proposal (2), it is noted Name Check Section now disseminating reports at 1,500 pages per day; 500 pages are Photostats and 1,000, extra copies of reports from files. If files purged of all extra copies, it would be necessary to reproduce full 1,500 pages. Additional photostating costs of $31,200 per annum would be incurred. Such costs would be direct, immediate, out-of-pocket expenses, as opposed to projected space saving for future file storage as contemplated by Records Section proposal.

Records Section is cognizant of increased costs which would result from additional photostating and proposes in lieu of photostating to reproduce by Bruning Copyflex method. This method not readily adaptable to reports already in file because to obtain legible copies requires use of a better grade translucent paper than is now being used for investigative reports.

CONCLUSIONS: (1) Because of dissemination requirements it appears minimum number of copies of reports are now being received at Bureau.

(2) Considering present operating deficit and in view of expense entailed in subsequent photostating for dissemination purposes, cabinets should not be purged of extra copies now in file.

cc-Messrs. L. B. Nichols
A. H. Belmont
A. Rosen
J. P. Mohr

JEN:DMG

66-3286
NOT RECORDED
133 FEB 12 1956

66-24235

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 aw/dcg

ORIGINAL FILED IN 66-24235

Memorandum to Mr. Tolson
Re: Copies of Reports 1/27/56

RECOMMENDATIONS:

(1) No change be made in number of copies of reports now being received and filed at the Bureau.

(2) Files not be purged of extra copies of reports already in file.

(3) Records Section to continue research to find an inexpensive method of reproduction which would make economically feasible the destruction of extra copies of reports now in file.

Noted FBI

DIRECTOR, FBI

93117
1/27/56

SAC, WFO (100-19927)

KEY FACILITIES -
PLANT INFORMANT

Destruction of Government Property - Washington, D.C.

Re SAC Ltr 55-97, section 3, dated 12/13/55 and Bulet to WFO, dated 12/19/55, entitled "Security Index - Key Facilities - Adjustment to Key Facilities List". Re SAC ltr enclosed 6 copy of District of Columbia section of KFL-73 (J), dated September 1955. Re Bulet also furnished WFO one copy each of page nine of Maryland State section and page 11 of Virginia State section of KFL - 73 (J), reflecting other KF's located in D. C. Metropolitan area, for information.

Re SAC ltr directed attention be given to changes, deletions and additions reflected in KFL - 73 (J) and that portions of KFL-73 (I) previously furnished with SAC ltr 55-97, dated 5/31/55, be destroyed when no longer needed to assist in making corrections and adjustments in connection with the Plant Informant and Security Index programs.

You are advised that attention had been given to the above matter and all changes appropriately noted and recorded. The portions of KFL-73 (I) previously furnished WFO have therefore been destroyed.

(3) - Bureau
3 - WFO
(1-135-5)(PIP)
(1-66-2196)(SI-KFL)

JHC:mmo
(6)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 EDW/dcg

66-13286-53

INDEXED
76 JAN 27 1956

INITIALS ON ORIGINAL

66 JAN 31 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2/16/56

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EAW/dcg

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Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #491-56
RECORDS SECTION STREAMLINING COMMITTEE
"Destruction of Bureau Records - General

SUGGESTION: Mrs. [redacted] GS-4, an employee of the Classifying Unit, has suggested through the Classifying Unit representative of the above committee that, in connection with the purge of references contained in the Nazi Party Membership file (100-25208), the employee pulling the index cards work directly from the membership lists which are in alphabetical order. Mrs. [redacted] feels that this method would be faster and more accurate. This suggestion does not come within the purview of Mrs. [redacted] duties.

b6
b7C

PRESENT PROCEDURE: By memorandum dated 5/10/55 (66-3286-631) authorization was obtained to deindex the Nazi Party Membership file. This file contains approximately 100,000 names and we have already purged over 50 percent of these.

Each individual name is written on a 3 x 5 card, the cards are sequenced alphabetically and the corresponding index cards are pulled from the General Index. It is pointed out that only some of the membership lists in this file are conducive to handling under the suggested procedure. Many of the lists are short, run from "A" to "Z" and obviously because of the size of our index it is more economical to handle these under the present procedure.

ADVANTAGES: (1) Eliminate the necessity of writing up 3 x 5 card on each individual name; (2) Expedite pulling of index cards.

DISADVANTAGES: (1) Necessary to disassemble and reassemble serials if assigned to more than one employee; (2) 3 x 5 cards will still have to be written up where employee pulling index cards cannot find reference card, in order that more exhaustive search can be conducted.

SAVINGS: Impossible to convert to monetary savings; however it is felt that savings will be relatively small when all factors are considered.

RECORDED-48 66-3286-710
125
6 FEB 27 1956

WWM:sak
Enclosure
(5)
cc: Personnel file of Mrs. [redacted]

b6
b7C

64 MAR 1 1956

Memorandum to Mr. Nichols 2/16/56
Re: Suggestion #491-56
Records Section Streamlining Committee

CONCLUSIONS: Suggestion has some merit and is being adopted on a limited and modified basis to apply only to those lists which are conducive to handling under suggestion procedure. It is not practical to apply procedure to all lists in this file because many of the lists are short with names running from "A" to "Z" and it is more economical to write these up and pull them under the present procedure.

RECOMMENDATIONS:

(1) Favorable with modifications listed above.

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b7C

(2) That the attached letter be directed to Mrs. [redacted].

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

DATE: 2-15-56

FROM: A. M. NEWMAN

SUBJECT: DESTRUCTION OF CODE BOOK B
SAC LETTER 56-5 (B)

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

Re SAC Letter 56-5 (B) dated January 24, 1956, discontinuing Code Book B and instructing that all copies be destroyed by burning.

The following Code B Books are in Room 5524:

13	117	1010	1192
55	118	1013	1195
61	120	1172	
98	136	1173	

This includes all of the Code B Books which had been maintained at the Seat of Government to be used as replacements.

The inventory will be adjusted at the time the books are burned.

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-629-(2-18-52)

RECOMMENDATION

That the Security Patrol obtain these books and burn them with the confidential trash.

66-3286-✓
NOT RECORDED
191 FEB 23 956

PLEASE FILE IN BUREAU FILE 66-629

AMN:lmi
(8)

inventory controls changed & above codebooks destroyed, 2-20-56. mkt

64 FEB 27 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/2/82 BY sp4 EW/dcg

ORIGINAL COPY FILED IN

MR. TOLSON

2/14/56

E. D. MASON

DESTRUCTION OF BUREAU PROPERTY

MANUALS AND WORKING GUIDES

SYNOPSIS

PROPOSAL: That routine correspondence from Field and SOG covering status of their specialized local Manuals and Working Guides be destroyed after review by Manuals Control Desk of Training and Inspection Division, and that the Bureau's control file be purged of such communications.

PRESENT PROCEDURE: All Field and SOG divisions are required to submit memoranda on 5-15 and 11-15 of each year, advising that all specialized local Manuals and Working Guides authorized by the Bureau have been examined and are up-to-date and complete. These memoranda are reviewed at the Manuals Control Desk in the Training and Inspection Division. Postings are made in a register at said desk to facilitate any follow-ups required and insure compliance with above requirement. After approval, said memoranda are then filed by the Records Section in the SOG control file, 66-18942, which presently consists of three sections made up of 274 serials.

ADVANTAGES: These memoranda are merely for housekeeping purposes, and are of no permanent value. Their destruction after they have served their purpose will save time, money and effort through eliminating routing to Records Section and filing and maintenance by that Section. Purging of the control file will reduce number of serials now maintained, which are of no further value.

DISADVANTAGES: None.

RECOMMENDATIONS

(1) That Manuals Control Desk of Training and Inspection Division be authorized to destroy routine memoranda required from all Field and SOG Divisions on 5-15 and 11-15 of each year advising that all specialized local

Tolson
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Tele. Room
Holloman
Gandy

cc: Mr. Nichols
Mr. Vaikart
Mrs. Buchanan

HCVP:ate
(6)

66-3286-
NOT RECORDED
119 FEB 28 1956

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/2/82 BY SP4EW/dlg

ORIGINAL FILED IN 66-18942-277

Manuals and Working Guides authorized by Bureau have been examined and are up-to-date and complete, following posting of such communications in the register maintained at that desk and determination that no further action is necessary. Mr. Nichols concurs.

(2) That Manuals Control Desk of Training and Inspection Division be authorized to designate for Records Section such memoranda as described above which are now on file in the SOG control file, 66-18942, and that Records Section be authorized to destroy said serials. Mr. Nichols concurs.

ST. STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
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Holloman
Gandy

TO : MR. NICHOLS

DATE: 2/6/56

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/dg

SUBJECT: SUGGESTION #449-56
RECORDS SECTION STREAMLINING COMMITTEE

SUGGESTION: Mrs. [redacted], Assistant Supervisor of the Routing Unit, has suggested through the Routing Unit representative of the above committee that when bids, leases or contracts are sent to the Records Section for filing, that the Administrative Division destroy all copies of these documents. Mrs. [redacted] points out that at the present time, all copies are sent to file, whether the bid is accepted or not. This suggestion does not come within the purview of Mrs. [redacted] duties. b6 b7C

PRESENT PROCEDURE: Each bid, lease, or contract is recorded and copies are attached to original. According to the Administrative Division, approximately 3,750 bids are received each year, five copies of each bid are received.

ADVANTAGES: (1) Savings in employee time on part of routers.
(2) Savings in space.

DISADVANTAGES: None from Records Section standpoint.

SAVINGS: Impossible to convert to monetary savings unless a survey conducted. If this suggestion is adopted, efforts will be made to compute savings.

CONCLUSIONS: Suggestion has merit from Records Section standpoint, however, inasmuch as handling of bids, leases and contracts [redacted] the responsibility of the Administrative Division, it is recommended that comments of the Administrative Division be secured prior to considering the suggestion for adoption.

RECOMMENDATIONS:

(1) That this suggestion be referred to the Administrative Division for their consideration.

NOT RECORDED

(2) That this suggestion be referred to the Training and Inspection Division for review and acknowledgment.

Supervisor J.W. Marshall advised Employee meant suggestion to apply only to bids. 2-20-56. b6 b7C

Personnel file of [redacted]

Memo E.D. Mason to Mr. Tolson 2/23/56 - ccb
Ltr to Director 2/24/56 - ccb

ENCLOSURE COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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Winterrowd
Tele. Room
Holloman
Gandy

TO: Mr. Parsons

DATE: 1/27/56

FROM: C. F. Downing

SUBJECT: CODE B

The use of Code B is being discontinued pursuant to SAC Letter 56-5, paragraph B, dated 1/24/56. Accordingly, I am attaching hereto for inclusion in the Bureau's files a copy of Code B numbered 1007, which is no longer needed in the Cryptanalysis-Translation Section. This code book is being deleted from my personal inventory on which it has been previously carried and the property records of the Administrative Division should be adjusted accordingly. For this purpose, I am attaching to a copy of this memorandum a Government Property Receipt indicating the above disposition of this copy of Code B.

RECOMMENDATION:

That this memorandum be forwarded to the Division of Records and Communications.

Attachment

1 - Mrs. Lockhart

66-629
PAN:EB
(5)

29 FEB 1 1956

Noted in Comm. Sect. Code Books should be burned by Security Patrol 4-EW 1/30/56

Code book destroyed 1/30/56

ORIGINAL COPY FILED IN

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191 FEB 2 1956

6 FEB -6 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 2-20-56

FROM : W. G. EAMES

Tolson
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SUBJECT: SUGGESTION #513-56
RECORDS SECTION STREAMLINING COMMITTEE
Destruction of Bureau Property

SUGGESTION: Miss [redacted] GS-6, an employee of the Correlation Unit, has suggested through the Correlation Unit representative of the above committee that one or possibly two destruction copies of the General Activities, Communist Party file (61-7559) be destroyed. She points out that the first 510 sections of this file consist of an original and photostatic copies marked copy A and copy B and occupy 19½ four drawer file cabinets. She feels that copies A and B should be destroyed and would be a savings of 13 four drawer cabinets. Miss [redacted] also suggests that the Filing Unit, File Review Unit, Correlation Unit and other units be alerted for similar file copies that might be destroyed. This suggestion does not come within the purview of Miss [redacted] duties. Destruction of

b6
b7C

OBSERVATIONS: As you know, the Records Section recently proposed that all copies except the original be purged from the existing files. The Bureau made an exhaustive study of this problem and by memorandum from Mason to Tolson dated 1/27/56 (66-2435-1817), it was concluded that because of dissemination requirements and cost entailed in reproduction for dissemination purposes, that the files should not be purged of extra copies already in file. In view of the Bureau's ~~current~~ recent decision, Miss [redacted] suggestion is not recommended for adoption.

b6
b7C

RECOMMENDATION:

(1) Unfavorable.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/dcg

(2) That the attached letter be forwarded to Miss [redacted]

JWM:sahd
Enclosure
(5)

RECORDED - 77
INDEXED - 77
EX-118

66-3286-711

b6
b7C

cc: Personnel file of Miss [redacted]

2 1956

63 MAR 16 1956

(1) Autostat UNRECORDED COPY FILED IN 61-7559-1

Feb

3-6-56

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Section 7 B, pertaining to supplies, of the Manual of Rules and Regulations should be amended by adding the following new paragraph.

4. Disposal of property and supplies.

When disposing of material in any manner, i.e., either through sale, as excess property or as junk, any markings or wrappings identifying the item with this Bureau must be removed prior to its release.

FMB:bjo
(4)

Based on memo from Mr. Mason to Mr. Tolson
dated 3-6-56, captioned, Manual of Rules and Regulations
FMB:bjo

junk

ALL INFORMATION CONTAINED
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DATE 8-2-82 BY SP-4 EZW/dcg

RECEIVED
MAR 8 1956

Tolson
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Gandy

66-3256-712

ENCLOSURE

FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3-6-56

FROM : Mr. Mason

Tolson
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Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/dcg

SUBJECT: MANUAL OF RULES AND REGULATIONS

Destruction of Bureau Property

SAC Letter 56-11 (E) advised the field that when disposing of material in any manner, any markings or wrappings identifying the item with this Bureau must be removed prior to its release. This regulation should be added to the Manual of Rules and Regulations.

RECOMMENDATION: That the enclosed revision be approved for the Manual of Rules and Regulations and returned to the Training and Inspection Division for handling.

Enclosure

FMB:bjo
(2)

2 ENCLOSURE
(1 serial detached and filed in case file)

Rules & Regulations Revised

RECORDED - 15
EX-118

66-3286-1934-712

16 MAR 8 1956

50 MAR 13 1956

Buchanan 5248

66-3286-1934-1
UNRECORDED COPY FILED IN

2-fmb

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Feb. 28, 1956

FROM Legat, Havana (66-33)

SUBJECT: CIPHER PADS
HAVANA
ADMINISTRATIVE

SECRET - AIR COURIER

Returned herewith to the Bureau, via courier pouch, is the following:

Empty Deciphering Pad (Airgram), Series 107, which contained Serial Numbers 01751 to 01800.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 EW/dcg

NOT RECORDED
101 MAR 13 1956

INITIALS ON ORIGINAL

Enclosure (1) - Detached and destroyed on Feb 3/9/56 - EDE

CDA:nk
(2)

ORIGINAL COPY FILED

MAR 16 1956

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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Holloman
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DATE: 2-24-56

TO : MR. MOHR

FROM : H. L. EDWARDS

Suggestion #540-56

SUBJECT: DESTRUCTION OF REGISTERS AND DAILY REPORTS (Bureau Records - Records)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/ca

In December, 1955, a field clerk suggested that #1 registers could be destroyed on an annual basis when three years old or when each section of the file became three years old, whichever is more convenient; and that #3 registers could be destroyed on a monthly basis when three years old.

Register #1 is the sign-in and -out register used in field offices and register #3 is the card on which investigative employees indicate what time they leave the office, where they are going, when they return, etc. The regulations had provided registers #1 and #3 should be destroyed on an annual basis when three years old if of no value. The purpose of the suggested change was to save filing space, the effect of the suggestion being that the registers in question would be kept for a shorter time. The Bureau approved the suggestion so that the various divisions could destroy #1 and #3 registers triennially on a monthly or other staggered basis rather than on an annual basis if they preferred.

Mrs. [redacted] GS-8 Clerical Supervisor of the Leave Unit, observes that the Agents' Daily reports, the field #2 registers, and the Seat of Government sign-in registers are destroyed on an annual basis when three years old. She feels that the various offices should be permitted to destroy these records under the same schedule as that approved for registers #1 and #3 if they prefer - namely, when three years old on a monthly or other staggered basis rather than on an annual basis.

Daily reports, the #2 registers, and the Seat of Government sign-in registers are the same kind of records as #1 and #3 registers, and no reason is seen why they should not be governed by the same kind of rules.

166-2016-1
NOT RECORDED
46 MAR 9 1956
27 MAR 8 1956

b6
b7C

RECOMMENDATION:

It is recommended that destruction of the Agents' Daily Reports, the #2 registers, and the Seat of Government sign-in registers be done triennially on a monthly or other staggered basis if preferred. If this recommendation is approved, appropriate changes will be prepared for the Time and Attendance Manual and Manual of Rules and Regulations.

Enclosure - 3 Manual of Rules + Regulations removed from files

50 MAR 22 1956

WEC:aly:dji
(4)

CC: Statistical Section
Mrs. Wood

Let & Mem [redacted] 3/1/56 - ECL

Addendum

ORIGINAL COPY FILED IN 166-2016-1

Memo H. L. Edwards to Mr. Mohr
re: DESTRUCTION OF REGISTERS AND DAILY REPORTS

2/24/56

ADDENDUM BY TRAINING AND INSPECTION DIVISION: 2/28/56 - ceh

b6
b7C

Training and Inspection Division agrees with the Administrative Division that Agents' Daily Reports, #2 Registers, and the Seat of Government sign-in and -out register be destroyed on a monthly or other staggered basis when same become three years old. It is noted that no mention was made with regard to the Seat of Government sign-in and -out registers at the time approval was granted for the field to destroy #1 and #3 registers on this basis.

If you approve, enclosed is a commendatory letter to Mrs. [redacted] advising that her suggestion has been adopted; Administrative Division will prepare the appropriate manual revisions for the Time and Attendance Manual and Training and Inspection Division will prepare the manual revisions for the Manual of Rules and Regulations.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : E. D. Mason b6 b7C

DATE: 2/23/56

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Dedrick 5264

SUBJECT: SUGGESTION #449-56
Made by Mrs. [redacted]
Records and Communications Division

SUGGESTION: That when bids are sent to the Records Section for filing, the Administrative Division destroy all carbon copies of these documents, leaving only the original to be filed.

PRESENT PROCEDURE: Each unaccepted bid is recorded and copies are attached to original. According to Administrative Division, approximately 3,700 bids are received each year, five copies of each bid being received. Accepted bids are not sent to file.

ADVANTAGES STATED: Savings in employee time on part of Routers and savings in space.

OBSERVATIONS: Inspector McGuire, Records and Communications Division, states the suggestion has merit from the Records Section standpoint.

Inspector Callahan, Administrative Division, states in order to comply with current Government regulations regarding the disposal of records, he feels that one copy of each unaccepted bid should be retained in file with the letters from the field divisions forwarding the bids to the Bureau.

RECOMMENDATIONS: 1. That the suggestion be adopted in that the original unaccepted bids be retained in Bureau files along with the letters from the field forwarding same.

2. That the Administrative Division be authorized to destroy all copies of unaccepted bids except the original, which should be sent to file.

66-2741-
MAR 23 1956

b6 b7C

3. That the enclosed letter go forward to Mrs. [redacted] advising of the adoption of her suggestion.

66-3286-
NOT RECORDED
170 MAR 23 1956

Enclosure
ceh
(2)

30 APR 4 1956

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: March 16, 1956

FROM : Mr. R. R. Roach

SUBJECT: DESTRUCTION OF BUREAU Records REPORTS BY ACSI, DEPARTMENT OF THE ARMY

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Tolson
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Winterrowd
Tele. Room
Holloman
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On March 14, 1956, Lieutenant Colonel [redacted] Personnel Security Division, Assistant Chief of Staff, Intelligence (ACSI), advised that the Records Administration Branch of ACSI had obtained authority from the Adjutant General, Department of the Army, to destroy all files pertaining to plant surveys made during World War II. In conjunction with this, the question has arisen of the disposal to be made of Bureau reports contained in these files relfecting the results of plant survey work conducted by the Bureau. Colonel [redacted] requested to be advised whether the Bureau wished these reports returned to them or whether the Department of the Army might have the Bureau's permission to destroy same.

ACTION:

If you approve, ACSI will be advised through Liaison that if in the opinion of the Department of the Army the plant survey reports disseminated by the Bureau to the Army are of no further value, they may be destroyed.

Lt-Col [redacted] advised on 3-21-56 DJS

b6
b7C

DJS:jlf
(6)
1 - Mr. Nichols
1 - Mr. Waikart
1 - Mr. Belmont
1 - Liaison Section
1 - Mr. Sullivan

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-22-82 BY SP4 EW/dg

66-3286-713

RECORDED - 12

MAR 22 1956

EX-108

51 MAR 22 1956

UNRECORDED COPY FILED IN 62-19853-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-4-56

FROM : W. G. EAMES

Tolson
Boardman
Nichols
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Mohr
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Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
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SUBJECT: PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY AND SECURITY OF GOVERNMENT EMPLOYEES FORMS
DESTRUCTION OF BUREAU PROPERTY-gml

In view of the period of economic stress currently facing the Bureau, I think this is a propitious time to again consider the possibility of the outright destruction of the "No Record" Loyalty and Security of Government Employees Forms. As you are aware, we have consistently opposed the retention of these forms and on several occasions since the inception of the Loyalty Program, have recommended they be destroyed.

VOLUME ON HAND:

121-4's on microfilm (This group of forms indexed at inception of Loyalty Program, indexing subsequently discontinued and forms filed in alphabetical sequence.)	802,589
Alphabetically sequenced forms on microfilm,	4,371,560
Forms maintained in cabinets in alphabetical sequence (Estimated)	1,500,000
Total estimated "no record" forms	6,674,149

BACKGROUND: RE: RETENTION AND CURRENT USE OF THESE FORMS

It appears that the principle reason these forms are being retained was the opinion of a former Attorney General at the beginning of the Loyalty Program that the Bureau should keep "no record" loyalty forms to facilitate rechecking if necessary when organizations were declared to be subversive by him. In this connection, at periodic intervals during the Loyalty Program, new organizations were added to the list of previously declared subversive organizations. This raised the question as to whether or not we should recheck loyalty forms of Government employees through our files to determine if they were members of the newly declared subversive organizations. To cover this contingency we have kept the "no record" loyalty forms; however, as a practical matter we never rechecked all of them on the basis of newly issued subversive lists of organizations.

WWM:sak
(3)

1 ENCL.

1 6 6-3256-

NOT RECORDED
20 JAN 20 1956

17 JAN 19 1956

5 JAN 23 1956

50 FEB 3 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/dlg

ENCLOSURE ATTACHED

Memorandum to Mr. Nichols
Re: Proposed Destruction of "No Record" Loyalty and Security of Government Employees Forms

1-4-56

From time to time we do refer to an old "no record" loyalty form because of some question raised concerning its original processing by the Bureau or upon the request of the Civil Service Commission in order to clarify their records. When a Loyalty investigation is opened, we occasionally pull an old "no record" form on the individual to place in the investigative file which is opened.

In addition, subversive membership lists received from informants or from other sources are searched through these forms to determine if individuals on membership lists can be identified as Government employees and if such an identification is made, a loyalty case is opened.

Because space and economic reasons forced us successively to discontinue indexing "no record" forms; to file them alphabetically and to microfilm them, at the present time we must make three searches for every name received, (1) in General Index, (2) through forms on microfilm, (3) through alphabetical sequence.

ESTIMATED SAVINGS FOR NEXT YEAR IF FORMS DESTROYED NOW:

Annual Cost to Handle - Employee's Salaries	$27,707.33
Equipment:	
File Cabinets Currently Occupied (76 x $59.03, current replacement cost)	4,486.28
Index Cabinets (Forms indexed at beginning of Loyalty Program, index cards occupy 18 index cabinets)	6,082.00
File cabinets for next year (25 x $59.03)	1,475.75
Total Savings:	$39,751.36

Of course the above figures do not include many intangible cost items on which no monetary figure can be arrived at, for example, space used, handling and transportation of forms to Identification Building, etc.

Memorandum to Mr. Nichols 1-4-56
Re: Proposed Destruction of "No Record" Loyalty and Security of Government Employees Forms

ESTIMATED COST OF MAINTENANCE ANNUALLY:

EMPLOYEE SALARY:

Arranging Forms (Based on average monthly receipt of 33,088 forms x .0193 -- cost to arrange form as reflected on most recent Cost Survey)	$ 7,663.18
Filing Forms (Based on average monthly receipt of 33,088 forms x .0446--cost to file form as reflected on most recent Cost Survey)	17,708.70
Searching Forms	
Alphabetical Sequence (Based on average monthly searches of 456 forms x .2642--cost to search form in alphabetical sequence)	1,445.70
Microfilm (Based on average monthly searches of 456 forms x .1626--cost to search form on film)	889.75
Estimated Annual Cost Employee Salaries:	$27,707.33

This represents approximately 9 GS-2 employees.

EQUIPMENT USED:	
Estimated 25 file cabinets per year (Current cost $59.03)	1,475.75
TOTAL COST ANNUALLY:	$29,183.08

Projecting this figure for, say the next five years, the cost of maintaining the loyalty forms would be $145,915.40 assuming that cost factors and volume remain at the present level. Here again, this figure does not include many intangible cost items such as space, etc.

CONCLUSIONS:

If forms destroyed now, an estimated savings of $39,751.36 will be realized the first year and an additional estimated savings of $29,183.08 will be realized each year thereafter plus many intangible cost factors. In view of current and anticipated future

periods of economic stress facing the Bureau, I do not feel that we can continue to justify the retention of these forms when we weigh the value received against the cost of maintaining the forms, cost of search, and space occupied. I strongly feel that our present policy of retaining no record loyalty forms should be thoroughly reconsidered and that consideration should be given to the outright destruction of these forms.

RECOMMENDATION:

That in this critical economic period, the Bureau reconsider its policy of maintaining "no record" loyalty forms and consider the outright destruction of these forms.

I agree

HISTORY REGARDING RETENTION
OF "NO RECORD" LOYALTY FORMS

10/9/47

Memorandum from Cartwright to you recommending that Bureau give consideration to returning of original and copies of "no record" loyalty forms to the Civil Service Commission or destroy the original at the Bureau and no index card be maintained concerning the form. (66-16304-16x1)

10/10/47

Memorandum from Cartwright to you in reference to above listed memorandum proposes that in the event the destruction of "no record" loyalty forms not approved, consideration should be given to microfilming these forms. (66-6200-121-148)

10/18/47

Executives Conference considered above proposals. Mr. Tracy and yourself recommended that the "no record" loyalty forms be destroyed with no index cards being made. Remaining members of the conference, consisting of Messrs. Tolson, Nease, Ladd, McCabe, Rosen, E. A. Tamm, Harbo, Quinn Tamm, and Glavin, were opposed and recommended as an alternative that each form be indexed by name, date of birth and agency submitting and the date on which the form was stamped "No Record" and that all "no record" forms of that date be bundled up and placed in storage by date. A note appearing on this memorandum reflects the following: "No index, keep forms by days in storage." (66-6200-121-144)

Finally decided to keep alphabetically

4/14/48

Letter to Attorney General requesting that consideration be given to the policy to be followed by the Bureau in checking the names of government employees against possible membership in or association with those additional organizations to be declared subversive by the Attorney General. (66-6200-121-609)

5/19/48

Memorandum from Attorney General referring to memoranda of 4/14/48 wherein the Attorney General advised he did not feel, as additional organizations are declared subversive by him, it would be necessary to re-examine the loyalty forms already processed in order to determine whether additional investigation should be conducted. (62-82273-473)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/18 BY AUC 60290 BCE/DCG/ywm
#03-R0962

File as attachment to
Memo Eames to Nichols 1/4/56

ENCLOSURE

~~ENCLOSURE~~

66-3286-

5/27/48

Memorandum to Attorney General referring to his memorandum of 5/19/48 pointing out that under the procedures devised by the Bureau for discharging its responsibilities under the loyalty program, there is no method whereby we could recheck any forms for the purpose of determining whether certain government employees are associated in any way with newly designated organizations. The Attorney General noted that Bureau should have devised different procedures, for the Executive Order provides for continual study and subsequent designations. (66-6200-121-756)

6/3/48

Memorandum to the Attorney General referring to the memorandum of 5/27/48 and his notation appearing thereon. This memorandum points out that in a case of a newly established organization coming within the purview of the loyalty order, the only way the Bureau could insure that a complete survey was made would be to conduct a recheck of the loyalty forms. Attorney General Clark noted on this memorandum as follows: "I think we should insist that an index be kept of government employees, then when a new organization is placed on list, you could check its membership--if you did not have membership list we could secure same through subpoena." (66-6200-121-805) (This is apparently basis for keeping no record loyalty forms.)

6/29/48

Executives Conference considered the matter of indexing the 2,000,000 "no record" loyalty forms in line with the Attorney General's notation appearing on the memorandum of 6/3/48. Conference unanimously recommended that each of these forms be indexed. The Director concurred on this recommendation. (66-6200-121-803)

7/7/48

Memorandum from Cartwright to you pointing out that in connection with the Executives Conference memorandum dated 6/29/48, that the "no record" loyalty forms would be indexed and thereafter be maintained in a file folder in numerical sequence. (66-6200-121-804)

6/29/49

Executives Conference considered a suggestion by the Inspection staff to the effect that a further survey should be made concerning the indexing of the loyalty forms. It was the unanimous opinion of the conference that we are required to index the loyalty forms since this program was initiated on a ruling of the Attorney General. (66-5084-325x1)

10/19/49

Memorandum from Waikart to you recommending that an opinion should be secured from the new Attorney General McGrath as to whether the Bureau must maintain an index of government employees in order to comply with Executive Order 9835. (66-6200-121-1303)

11/14/49

Memorandum from Waikart to you proposing that we not index the "no record" loyalty forms but maintain these forms in an alphabetical sequence. (66-6200-121-1240)

11/18/49

Executives Conference memorandum wherein it was decided that the forms should be sequenced alphabetically and as membership lists of new subversive organizations were secured, a search could be made through these forms. The Director concurred with this course of action. (66-6200-121-1239)

12/22/52

Memorandum from Eames to you recommending that, when personnel becomes available, those "no record" loyalty forms received prior to 1952 be placed on microfilm and then destroyed. This was approved by the Executives Conference on 12/31/52. (66-16304-103)

2/3/53

Memorandum from Keay to Belmont recommending that consideration be given to maintaining a copy of all no record Name Check forms in our files. (Only copies of "no record" loyalty forms are maintained in Bureau files, all other no record Name Check forms are returned to the submitting agency.) The Executives Conference considered this suggestion on 2/11/53 and unanimously recommended no change in the procedure of maintaining no record name checks. The Director noted "The suggestion is good but the cost prohibitive. (66-60527-32752x2)

5/27/53

Memorandum from Waikart to you recommending that consideration be given to destroying "no record" loyalty forms rather then microfilming them. Comments of the Domestic Intelligence Division were obtained and it was subsequently decided to microfilm the "no record" loyalty forms. (66-16304-109)

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3/8/56

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #566-56
RECORDS SECTION STREAMLINING COMMITTEE b6 b7C
Destruction of SERB Records Property

SUGGESTION: Mrs. [redacted], GS-5, employee of the Consolidation Unit, has suggested through the Consolidation Unit representative of the above committee that (1) employees handling substitutions be permitted to destroy incorrect original pages of reports and letters after corrected pages have been inserted and (2) that the index cards made on the incorrect pages be pulled from the Index and destroyed when such indexing is not repeated on the corrected pages. At the present time, incorrect original pages are inserted at the back of the original report or letter and incorrect carbon copies are destroyed. The index cards prepared concerning indexing appearing on the incorrect pages are left in the index. Mrs. [redacted] points out that employee time will be saved in the Consolidation Unit and obsolete index references will be destroyed. This suggestion does not come within the purview of employee's duties.

OBSERVATIONS: In regard to part one of suggestion, it is pointed out that the report may have been disseminated to other agencies prior to the submission of corrected pages by the Field and the question might arise in the future as to what information was originally disseminated. This is obviously a major disadvantage and for this reason, part one of the suggestion is not practical and is recommended unfavorably for adoption.

In regard to part two, indexing done on incorrect pages should be deindexed if not repeated on corrected pages and this part of the suggestion is being adopted. It is felt that the volume of such indexing will be exceedingly small and the attached letter of acknowledgment is deemed sufficient in connection with this suggestion.

64-3286
NOT RECORDED
19 MAR 19 1956

27 MAR 1956

RECOMMENDATIONS:

1. Unfavorable as to part one, favorable as to part two.

2. That the attached letter be forwarded to Mrs. [redacted]

WM:sak
Enclosure
(5)

20 MAR 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EDW/dcp

b6 b7C

cc: Personnel file of Mrs. [redacted]

ORIGINAL COPY FILED IN 62-83764

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3/7/56

FROM : W. G. EAMES

SUBJECT: SUGGESTION #546-56
RECORDS SECTION STREAMLINING COMMITTEE

Tolson
Boardman
Nichols
Belmont
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SUGGESTION: Miss [redacted] GS-5, employee of the Name Check Unit has suggested through the Name Check Unit representative of the above committee that when Visa forms are filed in the Visa name check file (105-16424), previous references in the file on the same subject be pulled and destroyed. She points out that references in this file are eliminated in all name check searches except Visa requests and then the supervisor is only interested in the most recent reference. Miss [redacted] states that this would result in a savings in space in the index and a saving in time on the part of the searchers. This suggestion does not come within the purview of the employee's duties.

OBSERVATIONS: A review of this material reflects that the contents of the files consist mainly of Visa name check requests where no identifiable information developed. The possibility exists that this type of material can be destroyed, however inasmuch as it relates to the work of the Domestic Intelligence Division, their view should be secured for consideration of this suggestion.

RECOMMENDATIONS:

(1) That this memorandum be referred to the Training and Inspection Division for review and acknowledgment.

ack 3/14/56 - ceh

(2) That the views of the Domestic ~~and~~ Intelligence Division be secured for use in considering this suggestion.

JMM:calcal
(5)
cc: Personnel file of [redacted]

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EW/dcg

7440

RECORDED 44 MAR 22 1956
INITIALS ON ORIGINAL

20 MAR 23 1956

Memo to Mason & Mrs Tolson 3/19/56 - ceh

2

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: March 7, 1956

FROM : C. L. ROGERS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL
STORED SEVENTH FLOOR
IDENTIFICATION BUILDING

Destruction of Surplus Property - Gen'l.

A review has been made of the various material stored in the seventh floor storage area of the Identification Building. This review was made in accordance with the Director's instructions following the review of the recent inspection findings of Inspector Tamm. Items listed below are recommended for destruction at this time.

1. Monthly Administrative Reports - Reports from the various field offices for the months June, 1950, through August, 1955, are on file. It is suggested we keep only the last two fiscal years and destroy those reports for the months of January, 1950, through June, 1953.

2. SIS Administrative Reports - These reports are on file for the months of August, 1943, through February, 1952. In following the same suggested policy as under Item One, it is believed that all of these reports should now be destroyed.

3. Administrative Reports from Legal Attaches - Reports from March, 1952, through March, 1953, are on file. In following the same suggested policy under Item One above, it is believed that all of these reports may now be destroyed.

4. Copies of Congressional Records - Copies of the Congressional Record are on file dating back to about January, 1951. The Legislative Unit believes we need only keep such records for two years after they go to file. In accordance with this suggestion, it is recommended that all [illegible] prior to January 1, 1954, be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 aw/dcg

MAR 19 1956

CLR:eam
(4)

166-3286-

NOT RECORDED
149 MAR 20 1956

50 MAR 22 1956

ORIGINAL FILE IN 66-1855-E

5. Copies of the Federal Register - Copies of the Federal Register are on file beginning from about January, 1952. The Legislative Unit believes it is only necessary to keep this item for two years after the copies go to file. It is, therefore, recommended that all copies of the Federal Register dated prior to January 1, 1954, be destroyed at this time.

6. Copies of House and Senate Bills - Copies of House and Senate bills of the 82nd and 83rd Congresses are on hand. The Legislative Unit suggests that only those from the 83rd Congress need be retained at this time, and in accordance with this suggestion, it is recommended that all of the copies of the House and Senate bills from the 82nd Congress be destroyed.

7. Copies of Various Public and Private Laws - Copies of various public and private laws of the 81st and 82nd Congresses are on file and since these no longer serve any purpose, it is recommended that they be destroyed.

8. Tickler Copies of Memoranda Regarding Legislation of Interest to FBI - These tickler copies pertain generally to items of legislation passed from the 1950 fiscal year through the 1954 fiscal year. These items are no longer needed and should be destroyed.

9. Copies of Printed Hearings Pertaining to Other Government Agencies - This item pertains to printed hearings for the fiscal years 1950 through 1955. Those for the years of 1950 through 1954 are no longer of any use and it is recommended they be disposed of at this time.

10. Copies of Supreme Court Decisions - These are copies of decisions for the 1951, 1952 and 1953 terms of court. They are no longer of value, and it is recommended they be destroyed.

11. Daily Synopsis of General Accounting Office Decisions - These decisions are on hand dating back to about November, 1951. It is recommended that all copies pertaining to 1954 and prior years be destroyed since after one year the decisions are placed in a bound volume by the General Accounting Office and are indexed.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3/14/56

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
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Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #597-56
RECORDS SECTION STREAMLINING COMMITTEE
Destruction of Bureau Property

SUGGESTION: Mrs. [redacted] GS-6, employee of the Consolidation Unit, has suggested through that unit's representative of the above committee that when Consolidation Unit employees, in the performance of their regular duties, review files containing obsolete information, that these files be routed through the proper channels for authority to destroy them. She points out that this would save space and subsequent file reviews. This suggestion does not come within the purview of employee's duties.

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b7C

OBSERVATIONS: As you know, in connection with the destruction of files and records, we are bound by Congressional directives and need Congressional authority to destroy record material. In connection with our Records Management Program, requests concerning material of an obsolete nature which is of no value to the Bureau are forwarded to Archives to obtain Congressional authority for destruction, after securing Bureau approval. It is pointed out that it is impractical from an economy standpoint to attempt to obtain authority to destroy individual case files containing obsolete information as suggested by Mrs. [redacted]. Accordingly, this suggestion is not recommended for adoption.

RECOMMENDATIONS:

1. Unfavorable.

RECORDED - 94
INDEXED - 94
66-3286-714

2. That the attached letter be ~~forwarded to~~ Mrs. [redacted].

MAR 22 1956

b6
b7C

JWM:sak
Enclosure
(5)

cc: Personnel file of Mrs. [redacted]

65 MAR 26 1956

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HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 ELW/dcg

Destruction of Bureau Property - General

JC

RECORDED - 25

EX-122

166-3286-715

APR 13 1956

100

53 APR 18 1956

F-233

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67-8000-1720

GSA FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3/16/56

FROM : W. G. KAMES

SUBJECT: DESTRUCTION OF OBSOLETE RECORDS
PERSONNEL RECORDS UNIT - RECORDS SECTION

RE: ADMINISTRATIVE PROMOTIONS
FILE (67-044)

Tolson
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Winterrowd
Tele. Room
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There is maintained in the Personnel Records Unit a file captioned Administrative Promotions (67-044). This file consists of six sections containing 763 serials and occupies approximately one-half of a file drawer. This file contains a record of employees promoted under the Uniform Promotion Act. No mail has been placed in this file since March of 1951 inasmuch as uniform promotions are being handled under a different procedure.

It is pointed out that the information contained in this file is also contained in the individual employees' personnel files. Because of this fact and because the file has been inactive since 1951, due to the change in the method of handling uniform promotions, it is felt that consideration should be given to the destruction of this file. Inasmuch as the file relates to a matter handled by the Administrative Division, this memorandum is being referred to that Division for their consideration.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and that consideration be given to destroying the Administrative Promotions file maintained in the Personnel Records Unit.

JMM:eak
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY S-4EZW/dcg

SEE ADDENDUM OF ADMINISTRATIVE DIVISION, 3/13 ON PAGE 2

62-80000-1899
Searched
Indexed
Filed
APR 9 1956
FEDERAL BUREAU OF INVESTIGATION

ADDENDUM OF THE ADMINISTRATIVE DIVISION: JBA:cp 3/19/56

The Administrative Promotions file (67-044) contains lists of agents recommended for promotion from one grade to a higher grade in addition to lists of employees being considered for uniform promotions. Inasmuch as the information appearing in this file is duplicated in the individual personnel files of the employees, there is no reason to continue the Administrative Promotions file. Mr. Hereford of the Agent Reallocation Unit, and Mr. Adams, of the Personnel Actions Unit (where uniform promotions are handled), concur in the recommendation that this file be destroyed.

RECOMMENDATION:

It is recommended that the Personnel Records Unit be authorized to destroy the six sections of the Administrative Promotions file (67-044). This file has been inactive since March of 1951 and the information is duplicated in permanent personnel files.

Being handled. 4/10/56 gwm

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

FROM : A. H. BELMONT

DATE: March 13, 1956

Tolson
Boardman
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Tele. Room
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SUBJECT: CURRENT COMMUNIST SUBVERSION AND ESPIONAGE IN THE UNITED STATES

Reference is made to my memorandum of March 12, 1956, accounting for copies of the narrative statement, brief, and charts utilized by the Director in connection with his address before the National Security Council (NSC) meeting March 8, 1956, regarding captioned subject matter. It was pointed out in referenced memorandum that 20 sets of the charts had been passed out to members attending the NSC meeting and that 10 of these sets had been returned to the Bureau on March 9, 1956, by Mr. J. Patrick Coyne. It was further noted that these 10 sets of charts were being destroyed and the binders being forwarded to the Exhibits Section to be retained for possible future use.

On March 12, 1956, the Director's Office received one additional set of these charts in White House envelopes. The person transmitting this set did not identify himself.

ACTION:

This additional set of charts will also be destroyed and the binder forwarded to the Exhibits Section for possible future use.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EW/dcg

65-3286
NOT RECORDED
145 MAR 19 1956

16 MAR 16 1956

cc - Mr. Holloman
Mr. Nichols
Mr. Boardman
Mr. Belmont
Mr. L. J. Gauthier
Mr. Wannall

WHW:jmr
(7)

NO INSTRUCTIONS AS TO DISSEMINATION SEE FILE 65-55209-454

ORIGINAL COPY FILED IN

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION # 24-5-56

Date: 4-23-56

To: Director, FBI

From: [redacted] GS-9 Division of assignment: PITTSBURGH

SUGGESTION: In order to save additional filing space it is suggested that the Bureau consider the destruction of all duplicate serials in all security type cases and the consolidation of all security type files into a single file as they become five years old.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EW/dcg

Current practice or rule (include manual citation as well as facts): At the present time, after criminal and applicant cases have been closed for six months, duplicate serials are destroyed and as many as possible cases are consolidated into a single file. An auxiliary Office is to destroy all copies except one of each report before placing security type files on organizations or individuals in closed files section.

Advantages of suggestion: It is estimated that the consolidation of security type cases in the Pittsburgh Office, as well as many other Offices, would result in a 30% reduction in space occupied by these files. Security files occupy approximately 50% of the entire closed files section of this Office.

Disadvantages of suggestion: Occasionally, old reports in security type cases are needed for additional dissemination, although the reproduction of such reports could be performed with a minimum of [illegible] with an autostat machine available in most Field Divisions.

INDEXED-61

NOT RECORDED
101 MAY 24 1956

116 9
18 MAY 1956

ORIGINAL COPY FILED

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Let to Emp 5/4/56 ch
note on yellow
give reason for rejection

[XX] Mr.
[ ] Mrs.
[ ] Miss

[redacted]
(Signature of Suggester)

Recommendations and comments of Division Head: I have discussed with ASAC and Security Supervisor, and believe suggestion warrants consideration.

JUN 4 19

J. G. Shanklin
J. G. SHANKLIN, Special Agent in Chr.
(Signature & Title)

MRS. FILES

F 93115

AIR MAIL
REGISTERED

Date: April 3, 1956

To: Director, FBI (100-352546)

From: Liaison Representative (94-8)
Ottawa, Canada

Subject: CENTRAL RESEARCH MATTERS
Destruction of Bureau property - Gen'l

Reyair-tel December 27, 1955, in which it was stated that enumerated sections of the "Communist Party, USA - Summary - Activities" were no longer necessary in the Liaison Office, Ottawa.

Reference is also made to BUlet dated January 3, 1956, which authorized destruction of those sections of the above summaries that were not necessary.

This is to advise that the following sections of the "Communist Party, USA - Summary - Activities" were burned by me personally in accordance with Bureau instructions on April 2, 1956:

January - June, 1949 (no. 14)
July - December, 1949 (no. 15)
January - June, 1950 (no. 17)
July - December, 1950 (no. 17)
January - June, 1951 (no. 18)
July - December, 1951 (no. 18)
January - June, 1952 (no. 18)
July - December, 1952 (no. 21)
January - June, 1953 (no. 21)
July - December, 1953 (no. 23)

GHB:jhc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 ELW/dcg

66-32864

NOT RECORDED
149 APR 12 1956

58 APR 13 1956

INITIALS ON ORIGINAL

COPY (meh)

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: MR. NICHOLS DATE: 3-27-56

FROM: W. G. EAMES

b6
b7C

93116

SUBJECT: SUGGESTION # 641-56
RECORDS SECTION STREAMLINING COMMITTEE

Destruction of Records proposed by [redacted]

SUGGESTION: Miss [redacted] GS-6, employee of the Consolidation Unit, has suggested throughthat unit's representative of the above committee that the classifiers in the Consolidation Unit when consolidating files be permitted to destroy copies of the same correspondence contained in the consolidated files and delete the cross referencing on the original copies. For example, when a letter is received and it is determined that a copy should be placed in another file, if these two files are consolidated the copy would be destroyed inasmuch as the original copy will be contained in the consolidated file. This suggestion does not come within the purview of employee's duties.

PRESENT PROCEDURE: These copies are filed in the new file directly behind the original.

ADVANTAGES: (1) Elimination of duplicate copies, thus saving space.

(2) Save time of employee consolidating files in not having to refile copies.

DISADVANTAGES: None.

SAVINGS: Savings will be minor in view of the small volume of files consolidated where duplicate copies can be destroyed.

CONCLUSIONS: Suggestion has merit and is being adopted. Will result in minor savings, accordingly the attached letter of acknowledgment is deemed sufficient in connection with this suggestion.

RECOMMENDATIONS:

(1) Favorable.

(2) That the attached letter be forwarded to Miss [redacted]

JWM:sak
Enclosure
(5)

b6
b7C

cc; Personnel file of Miss [redacted]

NOT RECORDED
APR 27 1956

6 APR 11 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-12 BY [redacted]

COPY(meh)

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-23-56

FROM : W. G. EAMES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #636-56
RECORDS SECTION STREAMLINING COMMITTEE
DESTRUCTION OF BUREAU RECORDS

SUGGESTION: [redacted], GS-5, employee of the Name Check Unit, has suggested through that unit's representative of the above committee that index cards prepared under out-dated indexing procedures on certain organizations be destroyed. Mr. [redacted] in presenting this suggestion makes reference to his previous suggestion #932-54 (66-5084-639) and to Suggestion #779-53 (66-3286-5574) by [redacted] and [redacted] which related to similarly prepared index cards concerning other organizations. Both of these suggestions were adopted. In considering the previous suggestion submitted by Mr. [redacted] the Domestic Intelligence Division felt the elimination process of index cards concerning organizations could be extended to numerous other organizations provided adequate safeguards were imposed to make sure no pertinent information was lost in the elimination process. The Executives Conference considered this matter and recommended favorably (66-5084-541).

b6
b7C

In connection with Mr. [redacted] current suggestion, he listed the following organizations which he feels should be considered:

United Federal Workers
Civil Rights Congress
Socialists Workers Party
Veterans of Abraham Lincoln Brigade
Joint Anti Fascist Refugee Committee
National Federation for Constitutional Liberties
Workers Aliance
National Lawyers Guild
American Labor Party
Political Action Committee
Industrial Workers of the World
Workers Party
National American Soviet Friendship
World Federation of Trade Unions

(Continued on next page)

66-3286-
NOT RECORDED
102 APR 5 1956

20 APR 5 1956

b6
b7C

JWM:sak
(5)

cc: Personnel file of [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/MLG

55 APR 11 1956

ORIGINAL FILED IN 66-5084-639 - Name Check

FILES

Memorandum to Mr. Nichols
Re: Suggestion #636-56
Records Section Streamlining Committee

3-23-56

Progressive Citizens of America
Progressive Party
Jewish Peoples Fraternal Order
Socialist Party
Russian War Relief
Workers School
International Labor Defense
Works Progress Administration
National Association for Advancement of Colored People

OBSERVATIONS: Suggestion is merely a continuation of the already existing approved procedure concerning the elimination of out-dated index cards pertaining to organizations. It is our desire, when personnel becomes available for research in the index to proceed further along the lines of eliminating index cards prepared under out-dated indexing procedures. In connection with this suggestion, when personnel becomes available, we will present the organizations cited by Mr. [redacted] as well as any other organizations applicable to the Bureau for authority to dispose of the index cards. In view of the fact that this suggestion is a continuation of a procedure already in existence, Mr. [redacted] has been orally thanked and informed that when personnel is available, we will proceed further along the suggested lines. No acknowledgment is deemed necessary.

b6
b7C

RECOMMENDATION:

Suggestion is already an existing procedure and Mr. [redacted] has been orally thanked and informed that procedure will be carried further when personnel is available. This memorandum should be referred to the Training and Inspection Division for review and no acknowledgment is deemed necessary.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: March 19, 1956

FROM : E. D. Mason

SUBJECT: SUGGESTION #546-56
Made by Miss [redacted] b6 b7C
Records and Communications Division
(Records Section Streamlining Comittee Suggestion)

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUGGESTION: That when Visa forms are filed in the Visa name check file (105-16424), previous references in the file on the same subject be pulled and destroyed.

ADVANTAGES STATED: Suggester points out that references in this file are eliminated in all name check searches except Visa requests and then the supervisor is only interested in the most recent reference. Suggester feels this would result in a savings in space in the index and a saving in time on the part of the searchers.

OBSERVATIONS: Mr. F. W. Waikart, Records Section, states that a review of this material reflects that the contents of the files consist mainly of Visa name check requests where no identifiable information developed. The possibility exists that this type of material can be destroyed.

Inspector Hennrich, Domestic Intelligence Division, recommends unfavorably. While each successive Visa form filed concerning a specific individual contains identical background data, each form reflects an entry into the United States and the date of that entry. For investigative purposes, it is frequently significant that we know the date of entry in a particular case and, in certain instances, the frequency of entry and the intervals thereof are of value. These Visa forms for the most part deal with the entry of Soviet and satellite officials in whom we have an investigative interest.

RECOMMENDATION: In view of the fact that these Visa forms serve a distinct purpose from an investigative standpoint, it is recommended that the suggestion not be adopted.

ceh
(2)

66-3286-

NOT RECORDED
14 MAR 22 1956

MAR 22 1956

INITIALS ON ORIGINAL

APR 6

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY 9-4 EJW/dcp

ORIGINAL COPY FILED IN

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

ST

EMPLOYEE SUGGESTION #829-56

Date: 6/13/56 Destruction of Duplicate Records - General

To: Director, FBI

From: CARTER E. JONES, SA Division of assignment: Salt Lake City

SUGGESTION: In order to conserve a great deal of cabinet space in the various field offices, it is suggested consideration be given to the destruction of channelizing memoranda in security cases six months or one year after the information in the channelizing memoranda has been reported in an investigative report. It is felt this can be done as the original information will be retained in the informant's report and the vital information pertaining to each subject will be in the investigative report showing the location of the original information.

A charge-out slip could replace the destroyed serials accounting for the skipped serial numbers.

Current practice or rule (include manual citation as well as facts):

Section 107, Page 6, subsection G of the Manual of Instructions. The security files in each office at the present time are cluttered with channelizing memoranda which are frequently several pages in length. As a result of this practice, the security files have grown to several volumes.

Advantages of suggestion:

If the above suggestion is followed, the security file on each subject would consist of one or two volumes rather than several volumes, which would conserve a great deal of office and cabinet space. These channelizing memoranda at the present time are useless and have no real value after the information has been incorporated in an investigative report.

Disadvantages of suggestion:

None.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 ELW/dcg

RECORDED - 73

EX-109

INDEXED - 79

66-3276-717

1-CC designated for employee's personnel file - Cole

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

29 JUN 18 1956

Letter to employee 6/20/56 advising suggestion previously considered but not adopted

[X] Mr.
[ ] Mrs.
[ ] Miss

Carter E. Jones
(Signature of Suggester)

Recommendations and comments of Division Head: It is recommended the suggestion be adopted, with the proviso the destruction of such memoranda be permissive and not mandatory.

66 JUL 12 1956

A. Cornelius, Jr.
(Signature & Title)
Special Agent in Charge

EXPEDITE PROCESS

UNRECORDED COPY FILED IN

FROM : Director, FBI

SUBJECT: Destruction of Bureau Property

Tolson
Boardman
Nease
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

We are aware of our Purge Program to eliminate obsolete and unnecessary cards from our indices now totaling 46 million references.

For the past year ending 3-31-56 we have actually destroyed or marked for destruction 80% as many index cards as new cards filed (1,307,702 destroyed as against 1,633,424 filed).

During the last quarter of this period (1-1-56 to 3-31-56) we actually destroyed or marked for destruction 24% more than we filed (499,319 destroyed against 403,938 filed).

Although a difficult and tedious job, we hope to keep up with this program because the benefits are incalculable in reducing unnecessary work and improving efficiency.

ACTION:

Informative.

FVV:nle
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EZW/dcg

66-3-46-

NOT RECORDED
191 MAY 9 1956

ORIGINAL COPY FILED IN

MAY 23 1956

4244
50 MAY 11 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 7/2/56

FROM : H. L. Edwards

SUBJECT: DESTRUCTION OF APPLICANT INDEX CARDS

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Each field office maintains an index card system representing clerical applicants who contact the office and indicate interest in being employed only in that office. This index is so arranged as to assure that applicants who are veterans will receive the proper preference under the Veterans Preference Act.

The Federal Personnel Manual, page X-1-21 discusses destruction of applicant records in the competitive service. The instructions thus do not specifically apply to us and SA W. E. Clark telephonically contacted Inspector [redacted] of the Civil Service Commission on 7/2/56 to secure his opinion as to how long we had to maintain such records. b6 b7C

He referred to the portion of the instructions relative to the competitive service providing that an office which has not been inspected by the Civil Service Commission within two years can destroy all records more than two years old with prior approval of the appropriate office of the Commission. He said that he felt that we could apply a two-year rule; that anything we wanted to do which was uniform would be all right. He added that having inspected our procedures several years ago as part of a Civil Service Commission inspection of the Department of Justice he was sure that we would act equitably on this problem.

He also said that inasmuch as the Commission does not inspect our field offices and we have our own inspection service we could consider our inspectors to be like Commission inspectors and apply the rule that applicant records could be destroyed if they had been on file as long as one year prior to the date of inspection.

RECORDED - 79 66-3286-718

At the Seat of Government we apply a two-year destruction schedule. It is believed we ought to apply the same rule in the field offices.

INDEXED - 79

25 JUL 24 1956

EX. - 129

RECOMMENDATION:

It is recommended that the two-year destruction rule be applied in the field offices regarding records of applicants for clerical positions in those offices. A current suggested revision of the Manual of Instructions which is being sent through separately under its own cover memo incorporates this rule.

66 AUG 1 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 ELW/dch

WEClay (2)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-7-56

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: INDEX CARDS - DESTRUCTION OF

Index research clerks of the General Index Unit have purged approximately one thousand index references prepared under outdated index procedures on the words:

Robbery
Burglary
Governor

In each instance the clerks verified that other indexing exists under the name of the individual or through better descriptive information in connection with the robbery or burglary.

RECOMMENDATION:

For record purposes.

JBE:fkp
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/alg

66-3286-719

RECORDED - 28

18 AUG 8 1956

INDEXED - 28

Enc 107

55 AUG 10

106

Destruction of Indexes Proposal - Cont'd

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. TOLSON

DATE: August 2, 1956

FROM : MR. MASON

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: EXECUTIVES CONFERENCE MEMORANDA -- RETENTION OF TICKLER COPIES BY TRAINING AND INSPECTION DIVISION

°Destruction of Bureau Property

We propose that the Training and Inspection Division limit the retention of tickler copies of Executives Conference memoranda to those for the current and prior calendar year. We now maintain a file of tickler copies of these memoranda dating back to July 1, 1945; retention authorized, memorandum H. H. Clegg to Mr. Tolson, 2/9/50, on basis of usefulness for ready reference in handling SAC Letters, Bureau Bulletins and Bureau Manuals.

We have had under consideration the reduction of this file, which now occupies two file drawers, in order to conserve both file space and clerical time devoted to maintenance. Because of relative infrequency of reference to the older memoranda, we feel that retention can be limited. It is suggested we be authorized: (1) to destroy the tickler copies for all years prior to January 1, 1955, at this time; (2) to destroy, as of December 31 each year, all of these ticklers for the prior calendar year; that is, as of December 31, 1956, we would destroy all copies for the calendar year 1955.

NOT RECORDED
141 SEP 7 1956

Because of relatively infrequent use of these older memoranda, we can utilize Records Section copies without unduly slowing down operations. Records Section maintains yellow copies of Executives Conference memoranda in date order (two separate files, one for personnel action, other for all other Executives Conference action); original copies filed as to subject matter. These memoranda are indexed by Records Section, both as to subject matter and as to serial number of yellow copy; Training and Inspection Division does not maintain separate index on tickler copies. We feel it is necessary to continue to retain a full prior year's copies because of frequent referral to the more recent memoranda primarily in connection with preparation of SAC Letters and Manual Revisions (questions frequently arise as to intent behind rules which have been decided by Executives Conference), and in considering suggestions under Bureau's suggestion program (many suggestions are of a recurring nature and have previously been presented to Executives Conference).

ATH:wmj
(3)

destroyed up to 1-55
Tickler out 8-31-56

ENCLOSURE SEP 4 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 Caulfield

ORIGINAL COPY FILED IN

Memo for Mr. Tolson

RECOMMENDATIONS:

(1) That we be authorized to destroy at this time all tickler copies of Executives Conference memoranda up to January 1, 1955.

(2) That we destroy as of December 31 each year all tickler copies of Executives Conference memoranda up to January 1 of the same year.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 2w/dcg

66-3286-720,721
CHANGED TO
66-19087-25x1,25x2

MAR 6 1967

Jw/BK

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 8/31/56

FROM : W. A. Branigan

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: WEEKLY INTELLIGENCE SUMMARIES
ARMED SERVICE FORCES

Memphis 8/16/56 requested Bureau authority to destroy Weekly Intelligence Summaries from the Armed Service Forces which are over three years old. Memphis pointed out material had never been indexed because pertinent portions covering Memphis Division summarized information already contained in the Memphis files.

This matter has been discussed with the Processing and Research Section of the Records Branch, Records and Communications Division. Archives approval is required for such destruction even though the material has not been indexed and even though the Military has printed on the documents in question permission to destroy them by burning.

The Records Branch regularly negotiates with Archives for permission to destroy unneccessary records.

RECOMMENDATIONS:

1. There is enclosed a letter to Memphis stating that its request is being referred to Archives and it will be advised of the results.

16 SEP 18 1956

2. Inasmuch as other field offices may have bulky collections of Weekly Intelligence Summaries from the Armed Services which are becoming obsolete and useless with the passage of time, it is respectfully suggested that the Records Branch obtain blanket authorization from Archives for the destruction of such material which is over three years old in the possession of any field office of the Bureau.

Enclosure
cc - Belmont
Walkart
Branigan
Roach
Tolson
LW:blb (6)

NOT RECORDED
44 SEP 19 1956

67 SEP 21 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP2 [illegible]

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: August 30, 1956

FROM : W. A. BRANIGAN

SUBJECT: COMMUNIST PARTY, USA - Gen
INTERNAL SECURITY - C

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Espionage Section is running into cabinet space problem in retention of reference material. For that reason we are reviewing our reference material to retain that most applicable to work of this Section. At same time we desire to dispose of material to which we do not have need for regular reference, recognizing we can find such material in Bureau files. Similarly, we recognize necessity to record disposition of such material. Accordingly, we are returning such material to originating Sections so that it may be utilized there, maintained for future use or destroyed.

ACTION:

Attached for disposition by Internal Security Section are:

1. Copy #38 of monograph dated 2/9/55 entitled "Communist Party, USA, Summary Activities (July 1 - December 31, 1954)."

2. Copy #38 of monograph dated 8/8/55 entitled "Communist Party, USA, Summary Activities (January 1 - June 30, 1955)."

3. Copy #38 of monograph dated 2/8/56 entitled "Communist Party, USA, Summary Activities (July 1 - December 31, 1955)."

4. Copy #53 of monograph dated 8/8/56 entitled "Communist Party, USA, Summary Activities (January 1 - June 30, 1956)."

SBD:hmm
(4)
cc: Belmont
Branigan
Baumgardner

Enclosure

66-3276

NOT RECORDED
199 SEP 5 1956

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ewl/dg

Copies destroyed 8/31/56 per notation made on memorandum

66 SEP 10 1956

61 AUG 31 1956

ORIGINAL COPY FILED IN

GSA GEN. REG. NO. 27

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: August 16, 1956

FROM : MR. A. H. BELMONT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY sp1 aw/dg

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION 52-57
AMERICAN LEGION PROGRAM

Commencing in 1950, the Bureau initiated a program which required the contacting of a representative number of legionnaires in each American Legion Post throughout the country. A separate file was maintained on each American Legion Post in which were placed memoranda reflecting these contacts. In August, 1954, this program was discontinued; and since then, the SAC or ASAC has been required to contact only the National Officers, Departmental (State) Officers, and members of the American Legion Americanism Commission. A letter is submitted to the Bureau on March 15 of each year by each field office indicating these contacts have been made.

A suggestion was received from [redacted], a clerk in the Albany Office, that offices be given authority to destroy or consolidate these files in order to conserve file space. We requested the recommendations of 10 offices which included large, small, and average sized offices regarding the desirability of destruction, consolidation, or retention of these files and the amount of file space which could be conserved as a result. All offices reported these files have little, if any, potential value. Eight of the offices unequivocally recommended destruction of the files since they are not used, are not up to date, and serve no useful purpose. They pointed out that in the event the program should be reinstituted in the future, these files would not be of any value since they would not reflect the identity of the present members. Two offices recommended consolidation as they felt these files might be of a potential value at some future date in connection with development of anonymous sources in security cases, ascertaining reliable persons to contact in neighborhood or fugitive investigations, or in considering possible sources and potential security informants.

RECORDED-74 62-7336-370

The savings in file space in the event the files are destroyed, based on the average of the above 10 offices, is 6 file drawers per office. In the event of consolidation the savings is estimated at about 2½ file drawers per office.

OBSERVATIONS:

NOT RECORDED
126 SEP 19 1956

6 AUG 31 1956

It does not appear that the potential value of these files warrants their retention at this time. There have been no American Legion recontacts, except those mentioned above, since August, 1954.

Enclosure
RWC:lll:jet
cc - Boardman
Belmont
Training and Inspection Division
(5) Corman

SENT DIRECTOR 5-21-56

SEP 21 1956

ORIGINAL FILED IN

and, therefore, the files do not reflect current information concerning present membership in the American Legion. If the program were reinstituted these files would be of little, if any, value. In the event an office desires to contact American Legion members in a particular area, it can ascertain their identities through a list of the current American Legion membership in the possession of each office.

RECOMMENDATIONS:

1. It is recommended that the field be authorized to destroy these files and remove the index cards based on these files from the general indices. If you agree, there is attached a proposed SAC Letter to the field authorizing their destruction. No manual or handbook changes are involved.

Let Here being held by Mr Belmont Pending Approval

2. This memorandum should be furnished to the Training and Inspection Division for appropriate action on the suggestion of the Bureau employee of the Albany Office.

August 21, 1956

ADDENDUM BY RECORDS SECTION:

Records Section agrees that the Field be authorized to dispose of these American Legion files. However, Archival authority to actually destroy this material must be secured prior to issuing instructions to the Field to destroy these files. If the suggestion is approved, Records Section will submit the appropriate schedules to Archives.

RWC:jet
(5)

Robert W. Wick 9/4
Nancy Andrews 9/5

Memorandum for Mr. Boardman

RECOMMENDATION:

If you approve, this memorandum should be sent to the Records Section to prepare the appropriate schedules to Archives, and the attached SAC Letter should not be sent until authority to destroy the files is actually received from Archives.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-10-56

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

Reference is made to my memorandum dated 9-4-56 attaching a memorandum to the Department transmitting the request for authority to dispose of records relating to (1) the American Legion Contact Program maintained in the Field Offices and (2) records relating to Weekly Intelligence Summaries maintained in the Field Offices. I recommended that this request be forwarded to the Department for subsequent referral to the National Archives Records Service.

Mr. Hardee Allen, National Archives Records Service, telephonically contacted me today and subsequently discussed our request with SA Marshall. He requested that we resubmit Item 2 of referenced request on a separate form. He stated that with regard to Item 1, we had indicated that all records would be destroyed whereas in connection with Item 2 we had indicated that the material would be retained for three years and then destroyed. He continued that from the Archival standpoint, these are two different categories of records to be destroyed and requested resubmission of Item 2 as a separate request.

There is attached hereto a memorandum to the Department transmitting a separate request in accordance with the request of the National Archives Records Service.

RECOMMENDATION:

That the attached memorandum be approved and forwarded to the Department.

WWM:fk
(5)
Enclosure
~~CC: R. D. Simpson, Rm. 1515~~
~~CC: E. Whitson, Rm. 1730~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-11-82 BY SP4JRM/cal

66-3286

RECORDED - 71

17 SEP 24 1956

EX-113

52 SEP 26 1956

EXEC. SECT.

UNRECORDED COPY FILED IN

Destruction of Bureau Property - General

66-3286-723

RECORDED-13

SEP 27 1956

1100

153

60 OCT 2 1956

FX-108

ORIGINAL COPY FILED IN 67-80000-1931

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-10-56

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL
PERSONNEL RECORDS UNIT

There is maintained in the Personnel Records Unit a file entitled "Administrative School" (67-026), consisting of 51 serials. These serials consist of reports submitted and observations concerning Agents in attendance at Administrative Schools held in the Bureau. Copies of the majority of this mail have been placed in individual personnel files of Agents in attendance at these schools. No mail has been placed in this file since 1939.

This file is not used and inasmuch as it appears to contain obsolete information which is duplicated elsewhere, it is felt that the file should be destroyed. Archival authority is not necessary for the destruction of this file.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and the Training & Inspection Division for a decision as to the possible destruction of material contained in the file captioned "Administrative Schools."

WWM:nle
(3)
Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 AW

RECORDED - 148

80 000 - 1931
32

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-19-56

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF OBSOLETE BUREAU RECORDS
(66-3286)

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

RE: DUAL HEADQUARTERS FILE
(66-2596)

There is maintained in the Records Branch a file entitled "Dual Headquarters"(66-2596). This file, which was opened in 1929, consists of five sections of 416 serials. Serial 413 is dated in July 1938 and since that time only three recorded serials have been placed in this file. The majority of the file consists of lists containing the names of Bureau employees who have dual headquarters or have headquarters in a city other than a Field Division headquarters city. The fact that the employee has dual headquarters would also be reflected in the employee's personnel file.

This file is very rarely used and it appears that the majority of the information contained in the file is of no value to the Bureau today. Similar information is contained elsewhere in the Bureau's files. It is being recommended that the Records Branch be authorized to dispose of all lists and form letters contained in this file and retain only matters involving policy or matters which may be of historical interest. Archival authority is not necessary for the destruction of this type of material.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and that the Records Branch be authorized to destroy all material in this file which is not of a policy nature or which may be of value from a historical standpoint.

WWM:nle
(4)

CC: Bufile 66-2596

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW Baker

2 copies but serials flagged in file should be retained for historical and policy purposes

RECORDED 66-3286-124

11 OCT 1 1956

71 OCT 3 1956

UNRECORDED COPY FILED IN

STANDARD FORM No. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: September 26, 1956

FROM : MR. R. R. ROACH

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF FBI REPORTS
OFFICE OF THE PROVOST MARSHAL GENERAL
DEPARTMENT OF THE ARMY

Bureau Records - General

On September 25, 1956, Miss [redacted], Administrative Officer, Office of the Provost Marshal General, through Bureau Liaison advised that that office had on file numerous FBI reports concerning officer personnel under the control of the Provost Marshal General. [redacted] explained that some years ago a name check had been made of FBI files concerning these officers. A great deal of the information reflected in the Bureau reports, according to [redacted], if of a derogatory nature at all is of a very minor nature and under current Army regulations is prohibited from being put in an individual's Army personnel file (201 file). [redacted] stated that her inquiry was to ascertain whether the Bureau desired these reports returned or whether permission could be granted to destroy same.

b6
b7C

It was ascertained from [redacted] that copies of these reports are maintained in the files of the Central Records Facility (CRF), Fort Holabird, Maryland, on each of the individuals involved. Hoffman was advised by SA D. J. Sullivan, Liaison Section, that if assurances could be given that copies of these reports were maintained in the CRF files and that if the Office of the Provost Marshal maintained a record of the destruction of such reports, it would be within the discretion of that office whether they should be destroyed or not since the Bureau did not desire that they be returned to the Bureau. [redacted] gave assurances that copies of the reports in question were maintained at CRF.

ACTION:

None. For information.

66-3286-
NOT RECORDED
SEP 28 1956
2 SEP 27 1956

DJS:jlf
(5)
1 - Mr. Belmont
1 - Mr. Vaikart
1 - Liaison Section
1 - Mr. Sullivan

60 OCT 2 1956

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP2 [illegible]

NATIONAL COPY FILED IN

4-312 (1-23-56)

DATE OF MAIL 9-11-56

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

SEE FILE 66-2554-7530 FOR AUTHORITY.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 AWL/dg

SUBJECT JUNE MAIL Destruction of Property

REMOVED BY 59 OCT 1 1956 393

FILE NUMBER 66-3286-V

PERMANENT SERIAL CHARGEOUT

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 10-12-56

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
66-3286
SUGGESTION #189-57

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-28-82 BY

In connection with our records management policy designed to eliminate valueless and obsolete material from the Bureau's records, Miss [redacted], Supervisor of the Consolidation Unit, has suggested that the files set forth below, all pertaining to the work of the Identification Division, be considered for destruction. This suggestion comes within the purview of Miss [redacted] duties and no acknowledgement is deemed necessary.

b6
b7C

1. Criminal Fingerprints 66-1631-5. File contains statistics regarding the number of criminal fingerprints received from police departments of cities containing over 100,000 population. File was opened in 1925, consists of five sections, 409 serials and the last piece of mail in file is dated July 7, 1943. Serial 409, which is the last serial, contains these statistics for the fiscal years 1925 through 1943 inclusive and should be retained from a historical standpoint. The remainder of the material in file appears to be of no value to the Bureau and it is felt that the material should be destroyed. Of course, any material relating to historical or policy matters would be retained.

2. Visitors to the Identification Division 66-1631-10. File contains a record of visitors to the Identification Division and individuals desiring fingerprint data between the years 1929 and 1936. Consists of 16 sections, 2,586 serials and the last serial is dated July 21, 1936. The names of visitors were indexed as well as the individuals referring these people to the Bureau. It is estimated that there are approximately 7,000 names which have been indexed in this file. This material appears to be of no value to the Bureau today, and it is felt that all names indexed should be deindexed to eliminate unnecessary file reviews. Material in this file which is not of a historical or policy nature should be destroyed to gain space which can be more efficiently used.

RECORDED-35 66-3286-725

18 OCT 25 1956

JFM:vk
(6)
CC: Identification Division
Bufile 66-1631
CC: Personnel File [redacted]
Enclosure

b6
b7C

EX-116

Will be 5 NOV 56 handled in Unit 10/26/56

autostat made for cancellation

3. Report of delinquencies in Identification Division 66-1631-16. This file contains copies of delinquency reports submitted by the Identification Division. The file was opened in 1942 and the last serial in file is dated in August 1952. File consists of one section and 40 serials. Material in file does not appear to be of any current value to Bureau and suitable for destruction. Material of a historical or policy nature will be retained.

Destruction of the above listed material will enable us to gain the space occupied by approximately ten index drawers and approximately one and one half file cabinet drawers. Archival authority not necessary for administrative type material of this nature.

RECOMMENDATIONS:

1. That this memorandum be referred to the Training and Inspection Division for review. No acknowledgement is deemed necessary in view of the fact that the suggestion comes within the purview of Miss [redacted] duties as a supervisor. b6 b7C

2. That this memorandum be referred to the Identification Division for consideration as to the possible destruction of the above material in line with the Bureau's records management program designed to eliminate valueless and obsolete material from the Bureau's records. Sections of the files recommended for destruction are attached for review.

Completed 11-26-56
#Refs de-indexed 7,315
Cs. Ltrs.

Good idea

(C. L. Trotter)

(R. K. Moore)

www
recd

ADDENDUM: 10/18/56 - ceh

Identification Division considers the suggestion a good idea.

Training and Inspection Division concurs. If approved, Records Branch should take necessary action to destroy files as indicated.

Dec 1, 1956

The American Embassy

Rome, Italy

Date: October 10, 1956

To: Director, FBI (66-17380-233)

From: Legal Attache (66-5)
Rome, Italy

Subject: BUPLANS
Destruction of Property

Rebumemo of 9/21/56. UACB this Office will continue to destroy all, other than original, copies of serials upon closing cases and consolidating cases on a quarterly schedule after they have been closed for six months or more.

66-3286-
NOT RECORDED
133 OCT 29 1956

PJC:mpd (4)

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4AW/dcg

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 66-17380-7-18-52

15

31 OCT 31 1956

ORIGINAL FILED IN 66-17380-233

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: October 10, 1956

FROM : Mr. F. J. Baumgardner

SUBJECT: PURGE OF INDEX CARDS

PROTECTION OF CLASSIFIED INFORMATION (PROCLI)
ESPIONAGE - R

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Reference is made to the attached memorandum dated October 4, 1956, from Mr. Short to Mr. Nichols.

Prior to 1953, the names of facilities holding classified contracts were indexed in Bureau indices. This entailed the preparation of many thousands of index cards during a year which were seldom, if ever, referred to. We have not been indexing these names since 1953 and the identity of plants holding classified contracts are known only to the field offices. Under the Bureau's present plan of the Plant Informant Program we, of course, contact only the security officer of the plant. In reporting information affecting these plants, the field indicates that the plant holds a classified contract thus setting forth the reasons for the dissemination of the report to interested agencies.

The plants indexed in Bureau files prior to 1953 are completely out of date and are of no value to the Bureau at the present time. Many of these plants would no longer be engaged in contract work with the military forces and the continuation of indexed cards has no worthwhile purpose.

RECOMMENDATION:

It is recommended that the Records Section be granted authority to de-index the material referred to. If you approve, this memorandum should be routed to the Records Section.

1

Enclosure
cc - Mr. A. H. Belmont
Mr. F. J. Baumgardner
Mr. R. D. Simpson
Records Section

RDS:hjf
(5)

100-349987

166-3286-

NOT RECORDED
167 OCT 18 1956

14 OCT 17 1956

60 OCT 22 1956

ORIGINAL FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/dcg

MR. NICHOLS 10-10-56

L. E. CHONT

PURGE OF INDEX CARDS

JAPANESE VISITORS TO WRIGHT AERONAUTICAL CORPORATION
ESPIONAGE - J
File 65-10407 Destruction of Bureau Property - General

The above file consists of a single serial which is a copy of the booklet prepared by the Wright Aeronautical Corporation summarizing information concerning contacts with representatives of the Japanese Government. Included are numerous lists of Japanese who visited the Wright Aeronautical Plant in Patterson, New Jersey, from 1932 to 1940. All of the names have been indexed. This material appears to have no present value and should be de-indexed.

RECOMMENDATION:

That this memorandum be forwarded to the Domestic Intelligence Division for its views as to whether this file should be de-indexed.

LED:gab
(4)

cc File 65-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 ELW/dcg

ADDENDUM: HUL:ssp 10-11-56

The above-referred-to-booklet was received from G-2 in February, 1942, and contains the names of representatives of the Japanese Government who visited the Wright Aeronautical Corporation plant at Paterson, New Jersey from 1932 to 1940. There appears to be no useful purpose in maintaining the names of these individuals in the Bureau indices at this time. It is, therefore, recommended that the names contained in the booklet be deindexed.

65-3286 ✓
NOT RECORDED
140 OCT 15 1956

60 OCT 18 1956

DIGITAL COPY FILED IN

C O P Y pim

2 - Or[illegible]pi
1 - ye[illegible]
1 - Se[illegible]
1 - Mr. Belmont
1 - Mr. McArdle
1 - Mr. Estill

Legal Attache, Paris (66-107)

October 8, 1956

Director, FBI

BUPLANS
DESTRUCTION OF Property FILES IN EVENT
OF EMERGENCY

Reference is made to Bulet May 24, 1956, to Paris with copies to Legal Attaches receiving copies of this communication which initiated a survey in connection with captioned problem and to subsequent correspondence relative thereto.

From a study of data submitted by all offices in connection with the use made of closed files and considering the relative exposure to potential occupation by hostile forces, the following policy has been formulated:

I EUROPEAN AND FAR EASTERN OFFICES

European and Far Eastern offices may destroy investigative files after they have been closed for a specified period. Before distruction, however, these files must be carefully reviewed for any material which in your judgement should not be destroyed. Material that should not be destroyed would include information of possible future value which has not been furnished to the Bureau, copies of correspondence whith U.S. or foreign agancies not duplicated at the Bureau which might reasonably become the subject of controversy at a future date, cases in which future activity can be reasonably anticipated or any other material which in your best judgement should not be destroyed.

The specified periods are as follows:

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-17380-(7-18-52)

Bonn -

"Criminal" and "applicant and other" files when closed one year.
Security-type cases when closed three years.

1 - Legal Attache, Rio de Janeiro
1 - Legal Attache, Rome
1 - Legal Attache, London (100-312)
1 - Legal Attache, Bonn (66-16)
1 - Legal Attache, Mexico (66-94)
1 - Legal Attache, Tokyo
1 - Legal Attache, Madrid
1 - Legal Attache, Havana (66-54)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 6383 VBT/bcy 66-3286-

NOT RECORDED
133 OCT 16 1956

WFE:vec:ojk
(15)
1 Foreign Liaison Unit (detached).

66 OCT 18 1956

(COVER MEMO ROACH TO BELMONT 10/1/56 RE: BUPLANS, DESTRUCTION OF FILES IN EVENT OF EMERGENCY WFE:awj)

ORIGINAL FILED IN 66-17380-

Letter to Legal Attache, Paris

All Other European and Far Eastern Offices -

"Criminal" and "applicant and other" when closed three years.
Security-type cases when closed five years.

When files are destroyed a record whould be made of such in the same manner as provided on page 13 of Section 3 of the Manual of Rules and Regulations. If portions only of a file are destroyed a brief memo should be placed in the file stating what has been done.

With the exception of informant files the breakdown appearing on page 25 of Section 3 of the Manual of Rules and Regulations may be used as a guide in determining what are "criminal", "security" and "applicant and other" files.

Where security information is included in criminal and other type files, however, it should be treated as security information and not destroyed except as provided for security information. Informant files hsould not be destroyed.

Index cards should not be destroyed; thus if reference is fould to an individual in your indices and if that particular file has been destroyed, it will be an immediate flag to have the Bureau indices checked if necessary.

If now or at any time in the future any office feels that the period for retaining closed files as previously outlined in this letter should be either lengthened or shortened, you should immediately submit your recommendations to the Bureau furnishing full facts.

Each office should survey the magnitude of this project and furnish an estimate to the Bureau as to the date when all files over the age limit will have been reviewed and those to be destroyed will have been destroyed. Ticklers should be set to review and destroy files reaching the age limit on a monthly basis. When the project is brought to a current basis each office should advise the Bureau and also state that considering the potential danger the volume of files on hand is manageable and could be destroyed in any foreseeable emergency,

or furnish your further recommendations designed to meet this end. An annual tickler should also be set to reconsider this problem and you should advise the Bureau between August 1 and September 1 of each year that this has been done and that the files are manageable and that those on hand could be destroyed in the event of any foreseeable emergency.

II WESTERN HEMISPHERE OFFICES

The political situation in the host countries and the geographical location of these offices is such that the potential danger is appreciably less than in those countries outside the western hemisphere.

The possible disadvantages in destroying files when weighed against the potential danger indicate that no special instructions for destruction of files in these offices should be issued at this time. It will be incumbent upon you, however, to to call to the Bureau's attention any embryo threat whether due to changing political atmosphere in that country or otherwise and to furnish your recommendations relative to this matter as soon as detected. It is, of course, your responsiblity also to be informed of such a threat. You should also set up a tickler to report to the Bureau each year between August 1 and September 1 furnishing the same assurances, and recommendations of necessary, as do the offices outside the western hemisphere.

From a review of the survey material submitted by the Havana Office it appears that certain files are being retained unnecessarity. Havana should review pages 13 through 15 of Section 3 of the Manual of Rules and Regulations and take appropriate action relative to the destruction of these files.

Mexico City space problem will be made the subject of a separate communication.

Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 10/5/56

FROM : Q. T[illegible]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP-4 EZW/[illegible]

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #156-57
Made by SA Harry F. Clifford, Jr.
SA Warren W. Richmond
SA Leo A. Schon
San Francisco Division

Destruction of Bureau Property Rec'd

PRESENT PROCEDURE: When information is received from a security informant, either his report or a memo on information furnished is prepared and it is placed in a subfile relating to that informant. A memo is then prepared setting forth the various items of information furnished and copies of this memo are placed in each file to which the contents of the memo relate. The original memo furnished by the informant is placed in the subfile of the informant and also any memo prepared therefrom or any memo which is prepared on the basis of oral information is likewise placed in this file and referred to as a channelizing memo.

SUGGESTION: Channelizing memoranda now serialized be destroyed, after pertinent information has been received in report. A form memorandum could be prepared to be placed in each volume to show the serial numbers of the eliminated channelizing memoranda and the location of the original material on which the channelizing memoranda are based.

Those channelizing memoranda which are not yet serialized should be marked "DO NOT SERIALIZE" and treated as inserts in the file, but never serialized. When the report is written, the documentation on the administrative page of the report will show the location of the original information (in the informant's report file), and the copies of the channelizing memoranda in the case files can be destroyed.

ADVANTAGES STATED: Suggesters believe the suggestion will save literally hundreds of thousands of dollars per year in the salaries of serializers in pending and closed files, in the cost of file cabinets and in the cost of the ever-increasing space occupied by these millions of channelizing memoranda.

OBSERVATIONS: SAC Whelan, San Francisco, believes the suggestion has merit and will save a tremendous amount of space. He notes that the three suggesters have a combined [illegible] over 40 years experience on security matters.

ORIGINAL COPY FILED

62-93276-1

62-93276

cch cc - Personnel file of Harry F. Clifford, Jr.
(5) Personnel file of Warren W. Richmond
Personnel file of Leo A. Schon

64 OCT 26 1956

21 OCT 24 1956

Domestic Intelligence Division recommends that the suggestion not be adopted. A security subject who merely attends a meeting of a subversive organization will often report the dates and places of these meetings. The names of other individuals present, and various circumstances surrounding such meetings will often not be included in the report. Agents preparing for interviews with such subjects should certainly have available every known fact surrounding the meetings attended by the subject and the activities engaged in by him in order to conduct a productive interview. Destruction of channelizing memoranda would necessitate time-consuming search for the original report concerning the various meetings and activities.

Security reports are prepared for future prosecution of one type or another which would, in the event of an emergency, be conducted on a wholesale basis involving many Security Index Subjects simultaneously. In such an event, it would be virtually impossible for the many Agents attempting to review original informant reports or original copies of channelizing memoranda contained in the informants' files, preparatory to either interview or cross-examination of the subjects, to find the informant files available due to the demand on the part of the number of Agents for the same file at the same time.

In destroying channelizing memoranda, often valuable intelligence information would be destroyed which is not incorporated into a report but is of real importance in subsequent investigations. If memoranda containing such information were destroyed, the information would then be located only in the informant's original reports, thus entailing expenditure of additional Agent time in locating and reviewing these reports.

Domestic Intelligence Division agrees that some savings would be realized in so far as filing cabinets and space are concerned. No appreciable amount of money would be saved in clerical duties.

With regard to that portion of the suggestion recommending that channelizing memoranda be treated in files as inserts, Mr. Belmont states it is dangerous to put information into a file without serialization as the element of accountability then is missing, leaving no assurance the information either gets to the file or will stay in the file until the report is dictated.

The Executives Conference of July 6, 1953, considered a similiar suggestion and was unanimously opposed to it as it would involve considerable additional work on the part of the Agents and

clerks in removing the channelizing memoranda from the files and then destroying them; and these memoranda, usually one page in length, do not pose a problem of considerable bulk which would justify this additional work. The Conference felt that the channelizing memoranda should remain in the file for purposes of future reference.

RECOMMENDATION: That the suggestion not be adopted. No further action appears necessary as the suggesters have been thanked for expressing their observations.

Tamm

MR. NICHOLS 10-4-56

L. E. SHORT

PURGE OF INDEX CARDS

PROTECTION OF CLASSIFIED INFORMATION (PROCLI)
ESPIONAGE - R
File #100-349987

By SAC Letter dated April 14, 1947, the Bureau instituted a program whereby each Field Office was required to obtain from field establishments of the armed forces, the names of all companies and universities handling classified research projects. The Field Offices then were to establish liaison with all such organizations within their territories to insure proper coverage of our responsibilities in the espionage field. Numerous lists of these projects were received both from our Field Offices and from the intelligence services. These were completely indexed by the Records Branch until 1953 when the Domestic Intelligence Division advised that such indexing would no longer be necessary. This type of mail has not been indexed since. It appears that the names of all companies and universities indexed in this file can now be de-indexed.

RECOMMENDATION:

That this memorandum be referred to the Espionage Section, Domestic Intelligence Division for its opinion as to whether the material described above should be de-indexed.

DMB:gmb
(4)

Destruction of Bureau Property

CC File #66-3286

Complete

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP-4 aw/dcg

66-3286-√

NOT RECORDED
167 OCT 17 1956

71 OCT 19 1956

ORIGINAL FILED IN

Memorandum for Mr. Belmont

A 60-day survey conducted by the Legal Attaches' offices, tabulating the number of times their closed files were referred to, discloses that all types of files decrease in value with age. Closed security files are referred to with much greater frequency than are other type files. During the 60-day period Spain had no occasion to refer to a file closed more than 5 years old although space used to store these files is over twice the space used to store files closed less than 5 years. England, during the survey period, referred to security files closed over 5 years 28 times but referred to security files closed under 5 years 133 times during the same period.

Practically all information in both criminal and security files of the foreign offices is duplicated at the Seat of Government. In all instances the Bureau acts as office of origin in cases handled by foreign offices. A large volume of the work of the foreign offices is handling of specific leads at the direction of the Bureau.

Considering the foregoing, it is believed that the most satisfactory solution to this problem of disposing of files in an emergency is to destroy files closed for more than a certain period on a selective basis now. Indices cards will not be destroyed. This will entail some additional correspondence between the foreign offices and the Bureau where their indices cards indicate prior record on an individual. It is believed that this is preferable, however, to the risk of continued accumulation of files of such security importance in foreign countries where a possibility of falling into the hands of the enemy exists.

The advisability of delaying destruction of files on a selective basis until a critical phase when war appears imminent has been considered. It is not believed advisable to further delay this action.

From a review of the data submitted by the foreign offices, it appears that for all offices outside the western hemisphere with the exception of Bonn, Germany, the Legal Attaches should be authorized to destroy all security files on a selective basis after they have been closed 5 years and non security files after they have been closed 3 years. The Legal Attache must retain, however, any material which in his opinion should not be destroyed. This would include material of possible future value which has not been furnished to the Bureau, copies of correspondence with U.S. or foreign agencies not duplicated at the Bureau which might reasonably become the subject of controversy at a future date, cases in which future activity can be reasonably anticipated, informant files, or any other material which in the best judgment of the Legal Attache should not be destroyed.

Memorandum for Mr. Belmont

Bonn, Germany, is so close to Russian controlled territory (approximately 150 miles) that this office could almost be overrun and occupied during the evening hours if hostilities started. The problem, therefore, is more acute. For this reason it is recommended that this office be authorized to destroy security files closed more than 3 years and non security files when closed over one year.

The danger of sudden occupation of the offices in the western hemisphere is remote. In view of the possible disadvantages occasioned by destruction of files, it is believed that there should be no change in present policy with regard to these offices. These offices should, however, review their situations annually and assure the Bureau that considering any potential danger they are in a position to cope with the situation. They are also being placed on notice that should the situation change at any time, the Bureau should be promptly notified and their recommendation submitted.

RECOMMENDATION:

That the attached letter to the foreign offices be approved. This letter authorizes the Legal Attaches' offices outside the western hemisphere (Paris, London, Bonn, Madrid, Rome and Tokyo) to destroy their files as previously noted in this memorandum. Mexico, Havana and Rio are advised that they should submit assurances to the Bureau annually as previously noted in this memorandum. Ottawa being in no greater danger than domestic field offices has not been included in the survey.

ADDENDUM: (WFE:mls - 10/3/56) Archival authority granted to Bureau is sufficiently broad to cover destruction of files as recommended.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: October 1, 1956

FROM : R. R. Roach

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: BUPLANS - DESTRUCTION OF FILES IN LEGAL ATTACHES' OFFICES

In the event of hostilities the destruction of files by our foreign offices, particularly the European offices, to prevent capture by the enemy could present a serious problem. These files contain information not only relative to the contacts, sources and information in the foreign country, but also much specific information relative to double agents, espionage cases, Bureau operations and other information about the continental United States that would be highly detrimental to the interests of the United States if placed in the hands of the enemy.

Research still has developed no practical method for the destruction of a large volume of files other than by fire. Complete burning of voluminous material other than in a blast furnace or similar apparatus is slow. Embassy incinerator facilities are limited and will be overtaxed by their own file destruction problem. Other facilities in foreign countries cannot be relied upon. The situation is further complicated by inadequate facilities to remove voluminous files from the office buildings where located. Reduction of the volume of files to be destroyed would, of course, reduce the magnitude of the problem. While a priority system has been established for the destruction of files, even the criminal-type files contain information as to sources and Bureau operations which should not fall into the hands of the enemy.

Microfilming the files has been considered. Memorandum dated May 11, 1956, from L. E. Short to Assistant to the Director Nichols considered this problem. The foreign offices do not have the equipment for microfilming nor the viewers to review them if microfilmed. Preparation of the material for photographing, the actual photographing of the material, transportation of the film to the Seat of Government, its development here and return to the foreign office, and its eventual arrangement in file sequence would require a substantial expenditure in supplies and man hours. The records branch, based upon their experience with microfilming at the Seat of Government, does not consider the microfilming of files in foreign offices feasible.

WFE:awj
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 RW/dcp

66-3286
NOT RECORDED
133 OCT 15 1956

1 - Mr. Belmont
1 - Mr. McArdle
1 - Section
1 - Mr. Estill

18 OCT 12 1956

Enclosure

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-17380-7-18-52

ORIGINAL FILED IN 66-17380-

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 7
Page 100 ~ Referral/Consult
Page 101 ~ Referral/Consult
Page 102 ~ Referral/Consult
Page 103 ~ Referral/Consult
Page 104 ~ Referral/Consult
Page 105 ~ Referral/Consult
Page 106 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 12

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: October 15, 1956

FROM : C. L. ROGERS

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR OF IDENTIFICATION BUILDING

Destruction of Bureau Property - Gen

It is recommended that the following material be destroyed at this time:

1. - Copies of Congressional Record - We have been retaining such records for two years after they go to file. In keeping with this schedule, Congressional Records from January 1954 through June 1954 may be destroyed at this time.

2. - Copies of Federal Register - These records have also been retained for two years after going to file. Accordingly, those from January 1954 through June 1954 may be destroyed now.

Destruction of

3. - House Bills, Senate Bills, Senate Resolutions, Documents and Reports, Public and Private Laws, Hearings re appropriations of various agencies - Those pertaining to the 83rd Congress are on hand. We have been retaining these particular items for just the most recent session of Congress which is the 84th Congress. Accordingly, the items above pertaining to the 83rd Congress may now be destroyed.

ACTION:

It is recommended that the Records Section remove and destroy the above described items.

ADDENDUM: House and Senate Bills and Resolutions for the 83rd Congress should be retained. They will be destroyed when Bills for the 84th Congress sent to Records Branch on or about 1-1-57. We still get requests for copies of Bills introduced in 83rd Congress. This is approved procedure.

CLR:vlj

UNRECORDED COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-21-82 BY SP4

RECORDED - 77 66-3286-726

INDEXED - 77

OCT 30 1956

6 NOV 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11-28-56

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

RE: File Entitled "Number One Man"
(66-2460)

The above captioned file was opened in 1928 and contains information between the Bureau and the various Field Offices concerning Special Agents designated as Number One Men in the Field Offices, who would act as Agents in Charge in the absence of the SAC. The file consists of six sections and contains 1,207 serials. No material has been placed in this file since February, 1941.

When this file was set up, it apparently was the practice to place copies of this type of material in five different files: (1) the Agent's personnel file, (2) Field Office personnel file, (3) Agent's administrative file, (4) Field Office administrative file, and (5) the Number One Man file. This matter was considered by the Executives Conference on January 20, 1940, and it was concluded that it would only be necessary to file this type of material in the Agent's personnel and administrative files (66-2460-1205). As a result of this decision, the use of this file was discontinued.

In view of the fact that the majority of this material is duplicated in the individual personnel files, and in accordance with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that the material in this file should be destroyed. Of course, any mail relating to policy or historical matters would be retained.

Archival authority is not necessary for the destruction of administrative-type material of this nature.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-89 BY SP4 EW/ca

RECOMMENDATION:

That this memorandum be referred to the Administrative Division for consideration as to destruction of the material contained in the file entitled "Number One Man" in line with the Bureau's Records Management Program designed to eliminate obsolete and valueless material from our records. Sections of this file are attached for review.

Reviewed and found to be of no value. Recommend that they be destroyed.

66-3286-727

RECORDED - 95

DEC 5 1956

WWM:nle
Enclosures (3)

61 JAN 2 1957

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

cc: Nichols
Belmont
Branigan
Bird

DATE: November 5, 1956

FROM : W. A. Branigan

Tolson
Nichols
Boardman
Belmont
Mason
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Tele. Room
Holloman
Gandy

SUBJECT: INDEX PURGE MATTERS
MOVEMENT OF NATIONALS

Rememo 10-30-56 from Mr. L. E. Short to Mr. Nichols concerning the captioned matter. Rememo proposed that the Domestic Intelligence Division submit its recommendations relative to indexing this file which contains lists of travelers of various nationalities to and from foreign countries, mainly those in South and Central America. It was suggested that such information, which is ten or more years old, has no further value and should be de-indexed.

This matter has been discussed with the appropriate supervisors in the Espionage Section handling the pertinent South and Central American countries and they are agreed that referenced material is not of sufficient value at this time to warrant its continued reference in the Bureau's indices.

RECOMMENDATION:

That this memorandum be forwarded for appropriate consideration and action by the Records and Communications Division.

64-5003

ETB:kg
(5)

NOT RECORDED
44 NOV 16 1956

23 NOV 15 1956

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EW/cal

58 NOV 20 1956

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 10-30-56

FROM : L. E. SHORE

Tolson
Nichols
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Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: INDEX PURGE MATTERS
MOVEMENT OF NATIONALS
File #64-5003

The above file contains numerous lists of persons of various nationalities traveling to and from foreign countries, mainly those in South and Central America. These lists were obtained from numerous sources including various United States and foreign government agencies and from various transportation companies. All of the thousands of names contained in them were indexed. The file consists of thirty-four sections, the first thirty of which cover the years from 1940 to 1946. It appears that none of this information ten or more years old has further value and it should be de-indexed. It is not proposed to destroy the mail at this time. Archival authority for destruction will be secured at a later date along with other material.

RECOMMENDATION:

That this memorandum be referred to the Domestic Intelligence Division for its evaluation of this material and its opinion as to whether it should be de-indexed. Sections fourteen and twenty-seven of this file which contain mail typifying this problem are attached.

DJB:gmb:fk
(4)
Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 LEW/Cal

ORIGINAL COPY FILED IN

NOT RECORDED
44 NOV 16 1956

13 NOV 15

58 NOV 20 1956

SEC.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. F. Bland

DATE: October 19, 1

FROM : Mr. T. D. Rushing

SUBJECT: SECURITY INDEX LISTS

Director of Bu. ent. Photostat - Seal

To: Ni Bis Bes Ma Mo Pe R Lam Nea Wim Tel Holl Gan

Enclosed herewith is one copy each of the following lists for transmittal to the SAC, Quantico, for storage with other vital records maintained by him:

SAC, Quantico

(1) Alphabetical list of Security Index subjects.

(2) Geographical list of Security Index subjects.

(3) Special Section of the Security Index.

(4) List of key figures and top functionaries.

(5) List of Security Index subjects out of the country.

(6) List of missing Security Index subjects.

(7) List of subjects whose citizenship status is unknown.

(8) List of aliens.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-88 BY SP4EL C4C

The SAC should destroy by burning the lists furnished in September, 1956. When this action has been taken, he should so note on this memorandum and return it to the Subversive Control Section.

Burned 10/26/56 S

ACTION:

If you approve, this memorandum and the attached lists will be forwarded to Quantico for the above action.

RECORDED - 30 1956

Enclosures

cc - SAC, Quantico
cc - Mr. Rushing

58 NOV 5 1956

TDR:pjm

ORIGINAL COPY FILED IN

DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Date: October 16, 1956

To: Director, FBI

From: LA, Madrid, Spain

Re: BUPLANS
DESTRUCTION OF FILES IN EVENT
OF EMERGENCY

Property

ReBulet 10-8-56 to LA, Paris.

It is estimated that the reviewing of the closed files, the destruction of those which are considered not necessary to retain, and the preparation of memoranda where files may be partially destroyed, will be completed in approximately 2 months.

The Bureau will be advised when this has been accomplished.

JEP:ems

1 - 66-3286-1

NOT RECORDED
133 OCT 26 1956

EXPEDITE

5

RECD-FOREIGN DIVISION FBI
OCT 23 11 08 AM '56

DIVISION SECTION FBI
OCT 22 1956

1 - Paris Liaison 10/23/56/ja

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4GLW/Cal

16 OCT 1956

DIVISION SECTION FBI

RECD-FOREIGN DIVISION
OCT 25 1 25 PM '56

57 NOV 9 1956

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TROTTER

DATE: 12-7-56

FROM : G. J. Engert

SUBJECT: FINGERPRINTS OF DECEASED INDIVIDUALS
DESTRUCTION OF FINGERPRINT CARDS

Tolson
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Tele. Room
Holloman
Gandy

On 2-6-51 the Bureau received authority to destroy extra copies of fingerprint cards of deceased individuals after notice of death was received. The authority was granted by the Joint Committee on the Disposition of Executive Papers (Bufile 66-3286-450). The authority to do this reads as follows:

"Fingerprint cards of persons who have died with the exception that one 'master' fingerprint card shall be retained. The fingerprint cards to be destroyed are sole record copies; however, a 'master record sheet (T-2)' bears a record of all fingerprint cards received on the individual. The cards to be destroyed include, but are not restricted to, criminal, non-criminal, military service, U. S. Civil Service, and alien registration fingerprints received from law enforcement agencies, other governmental agencies, and private industry. Retention period: Until proper notification of death of individual in whose file there is more than one fingerprint card."

At that time, it was decided by the Bureau that these fingerprint cards should be destroyed ten years after notice of death. This ten-year waiting period has more than adequately handled any situations.

This waiting period can be reduced. The fingerprint cards of deceased individuals can be destroyed five years after notice of death without any difficulty. This will help also to save space. The above is submitted for the Bureau's consideration.

GJE:ljw
(2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/CAL

66-3286-728

RECORDED - 96
INDEXED - 96

16 DEC 17 1956

EX-117

ONE CC FILED

66 DEC 20 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: December 11, 1956

Tolson
Nichols
Boardman
Belmont
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Parsons
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Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

FROM : The Executives Conference

SUBJECT: FINGERPRINTS OF DECEASED INDIVIDUALS
DESTRUCTION OF FINGERPRINT CARDS

Present at the Executives Conference on December 10, 1956, were Messrs. Nease, Tamm, Rosen, Nichols, Parsons, Holloman and Trotter. Trotter presented for consideration a proposal to destroy some of our fingerprint records of deceased individuals.

On February 6, 1951, the Bureau was granted authority by the Joint Committee on the Disposition of Executive Papers to destroy certain of the fingerprint cards of deceased individuals after they have been placed in our fingerprint dead file. Under the terms of this authority, one master fingerprint card shall be retained indefinitely along with the copy of the complete record of the individual. All other fingerprint cards in that particular individual's record could then be destroyed.

As a matter of policy, the Bureau has followed the practice of retaining for a period of ten years after the individual has died the complete fingerprint record. Thus, under our present practice we do not destroy those cards authorized for destruction until ten years after date of death. We now, therefore, will place a record in the dead file, leave it there for ten years, and then destroy all but one fingerprint card and a complete copy of the man's record.

Trotter proposed that this ten year period be reduced to five years. It was felt that we would pick up some space by doing this. Although the exact amount of space cannot be calculated if the decision to reduce the waiting period to five years is followed, this will affect 39,000 records in our files. It was pointed out that we have had no requests for a deceased individual's record which would require producing the fingerprint cards in the file which go beyond five years after death.

RECORDED - 96 66-3286-729
INDEXED - 96
16 DEC 17 1956

The Executives Conference was unanimously in favor of destroying all but one fingerprint card and complete copy of the record of deceased individuals five years from the date on which the individual was declared deceased. Should you agree this policy will be placed in effect immediately.

1 - Mr. Tamm
1 - Mr. Nease

CLT:VH
(6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/cal

Destruction of Bureau Property - General

ORIGINAL COPY FILED IN 67-80000-1957

1 ENCLOSURE

EX-125

RECORDED - 95

166-3286-730

DEC 20 1956

100

50 DEC 27 1956

TO : MR. NICHOLS

FROM : W. C. RANKIN

DATE: 11-29-56

SUBJECT: ALPHABETICAL ADMINISTRATIVE FILES - PERSONNEL RECORDS UNIT RECORDS BRANCH

Tolson
Nichols
Boardman
Belmont
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Parsons
Rosen
Tamm
Trotter
Winterrowd
Tele. Room
Holloman
Gandy

As you know, all administrative types of mail relating to Bureau employees is now filed in the individual personnel files. Previously it was the practice to file this mail alphabetically by employee in separate individual files referred to as "alphabetical administrative files," however since 1946, this particular type of mail has been filed in the personnel files of clerical employees and since July 1, 1951, in the personnel files of Special Agents.

In 1952, we had 104 file cabinets containing an estimated 38,000 administrative files of which approximately 30,000 related to out-of-service personnel. On 12-31-52 the Executives Conference approved the destruction of all correspondence in the out-of-service administrative files with the exception of those categories of correspondence shown on the attached list (67-80002-525). The correspondence retained was integrated into the out-of-service personnel file.

At the present time, we have 24, 4-drawer cabinets maintained in the Personnel Records Unit containing administrative types of mail dated prior to July 1, 1951, concerning in-service personnel. These files are very infrequently used, occupy valuable space and equipment which could be utilized to better advantage and in conformance with good records management procedures, it is proposed that consideration be given to the destruction of all material in these files with the exception of those categories shown on the attached list. The material which should be retained will be integrated into the employee's personnel file.

Archival authority is not necessary to destroy this type of material.

67-80000-1954

Personnel are not available at the present time to perform this operation; however, if the recommendation is approved, it will be done as soon as personnel are available.

RECOMMENDATION:

RECORDED - 45

2 DEC 17 1956

FEDERAL BUREAU OF INVESTIGATION

That all correspondence retained in the "alphabetical administrative files" on in-service employees be destroyed with the exception

(Continued page 2)

WM:fkk
(4)
Enclosure

ENCLOSURE

45

ITEM IS UNCLASSIFIED
DATE 8-04-82 BY SP4EW/cal

THREE

CLASSIFYING

Memo to Mr. Nichols 11-23-56
Re: Alphabetical Administrative Files -
Personnel Records Unit
Records Branch

RECOMMENDATION: (continued)

of those categories shown on the attached list. (This is similar procedure which was applied to the alphabetical administrative file on out-of-service employees in 1952). If approved, this will be done when personnel becomes available.

12-4-56
ADDENDUM

This has been discussed with the Administrative Division and that Division agrees provided all material which should be maintained in the Official Personnel Folder as set up in the attached list of the contents of the Official Personnel Folder is retained. This will be done.

WGE:mcg
(2)
Enclosure

OK V. Tolson
12/6

Noted. Will be done when personnel available. Jackets set to follow. 12/12/56

LIST OF MATTERS ADMINISTRATIVE FILES TO BE RETAINED

Compensation and Injury reports

Leave--Correspondence to and from other agencies regarding an employee's leave

Overseas assignment--Briefing of Bureau policy on time of departures (SIS matters)

Passport--Issued to employees transferred overseas (SIS matters)

Resignations--Acknowledging receipt of resignation and advising of acceptance

Retirement Fund

Tax Adjustments

Accidents--Advising date of trial regarding Agent's accident in Bureau car; details of accident in Bureau car; transmitting papers for use in connection with accident in Bureau car; inquiries as to whether court action is pending with regard to accident in Bureau car. (If the original is not filed in an appropriate 66 file)

Assistance-- Special Agents' offer of assistance to the Bureau

Association of Former Special Agents--Membership, advising Bureau does not sponsor

Code Instructions--Transmitting and deciphering code messages (SIS matters)

FBI pledge for law enforcement officers

Injuries--Advising of injuries incurred by Agents

Liaison material--Correspondence from SIS employees regarding liaison matters

Medical expenses--In connection with SIS assignment

Military leave--Employee killed in action

Overseas assignment--Letters from Agents relating information on foreign posts.

Retirement--Annuity computations, exemption from compulsory retirement law, requests for refunds

(Continued on page 2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/cal

66-3246-730

ENCLOSURE

ENCLOSURE 67-80 000

Memo Barnes to Nichols, 11/23/56, JWM:fk.

Salaries--Advising of loss of salary checks; correspondence to the disbursing office from the Bureau stopping payment of lost check

SIS Training--Reports regarding Agents trained by commercial agencies

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12-4-56

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
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Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Re: Files entitled
"Salaries and Expenses (66-2613)"
"Salaries and Expenses (66-1986)"

In connection with our records management program designed to eliminate valueless and obsolete material from the Bureau's records, there is set forth below information concerning the above captioned files which appear to contain information of no current value to the Bureau.

1. Salaries and Expenses (66-2613). File opened in 1929, consists of six sections, 182 serials and the last serial is dated in 1942. This serial contains a notation, "See file 66-1986 for subsequent memos re these matters." This file contains information concerning supplies used by Bureau field offices and the appropriation to be used in connection with such expenditures. The majority of the information contained therein consists of memoranda attaching schedules of shipments and invoices. It does not appear that this material is of any current value to the Bureau and it is felt that the material should be destroyed. Of course, any material relating to policy or historical matters would be retained. Archival authority not necessary for destruction of ~~the~~ administrative type ~~of~~ material of this nature.

2. Salaries and Expenses (66-1986). File was opened in 1926, consists of five sections, 590 serials and contains information up to the current date. Approximately the first 490 serials consist of weekly reports to the Director entitled "Employees paid from 'Detection and Prosecution of Crimes.'" In November 1933 the title of this report was changed to "Employees paid from 'Salaries and Expenses, Division of Investigation.'" These reports appear to be of no current value and should be destroyed. It appears that the majority of the material maintained in the first four sections of this file could be destroyed. Section 5 which is the last section contains information of a more current nature, contains some policy material and should be retained at the present time. Archival authority is not necessary for destruction of administrative type ~~of~~ material of this nature.

66-3286-731

(See ~~Recommendation~~ page 2)

WM:fkv
(3)
CC: File 66-1986

60 JAN 10 1957

RECORDED
20 JAN 15 1957

UNRECORDED COPY FILED IN

Restriction Compliance Classification 11/25/57 mmk

memo to Mohr 1-4-57 NRC/7

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-4-82 BY SP4EWL cat

Memo to Mr. Nichols 12-4-56
Re: Destruction of Records
66-3286

RECOMMENDATION:

That this memorandum be referred to the Administrative Division for consideration as to possible destruction of the above material, as set forth, in line with the Bureau's records management program designed to eliminate valueless and obsolete material from the Bureau's records. Sections of these files recommended for destruction are attached for review.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: January 2, 1957

FROM : N. P. CALLAHAN

Tolson
Nichols
Boardman
Belmont
Mason
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Rosen
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Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS --
FILES ENTITLED: "Salaries and Expenses (66-2613)"
"Salaries and Expenses (66-1986)"

Reference is made to the memorandum of Mr. Eames to Mr. Nichols dated December 4, 1956, on the above subject which recommended that the Administrative Division consider the possible destruction of the files involved.

The files in question have been reviewed and the following conclusions reached:

1. - Salaries and Expenses (66-2613)

Destroyed in Consolidation 1/25/57 mcw

All sections of this file should be destroyed except a few serials relating to policy matters which should be transferred to the appropriation files for the fiscal years involved. The various sections of this file have already been returned to Mr. Marshall in the Records Section with the serials to be retained appropriately marked.

2. - Salaries and Expenses (66-1986)

From a review of all sections of this file it is felt that they should all be retained because the weekly reports filed therein constitute our only record of the Bureau's personnel on the rolls from 1924 through June, 1941. From June, 1941 to the current time such information is contained on 3 x 5 cards maintained in the Budget Unit of this Division. It is necessary from time to time to refer to these old reports as the basis for making comparative tabulations of the Bureau's personnel and for preparing other budgetary information. During the review, it was found there were quite a few pieces of correspondence filed in this file which belonged in 66-2613. This correspondence can now be destroyed since it is on the same subject as that recommended above to be destroyed. There are certain other serials in this file which it is felt should be transferred to the regular "appropriation" files. The material left relates to the number of employees by classes (agents, clerks, etc.) paid from FBI funds. It is felt that the subject should be changed to reflect this fact.

RECORDED

66-3286-732

20 JAN 15 1957

WCJ:vlj
(7)

60 JAN 13 1957

UNRECORDED COPY FILED IN

66-2613-1986

Memorandum to Mr. Mohr

RECOMMENDATION:

It is recommended that all of the material in 66-1986 except that relating to the number of employees on the Bureau's payrolls be transferred to the regular appropriation files for the fiscal years involved. Serials in all sections of this file that should be removed have been marked with 3 x 5 slips of paper. The title for the file that will be left should be revised to indicate something along the line of "Employees paid from FBI appropriations (Salaries and Expenses, FBI)." The file is being retained in my office and if recommendation is approved it will be turned over to the Files Section for appropriate action.

11/56

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-9-57

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

Tolson
Nichols
Boardman
Belmont
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Winterrowd
Tele. Room
Holloman
Gandy

RE: MATERIAL MAINTAINED IN FILE ENTITLED " IN-SERVICE SCHOOL" (1-19)

There is maintained in the Records Branch a file entitled "In-Service School" (1-19) with a sub file for each field office. These sub files contain administrative memoranda concerning Special Agents attending In-Service Training, cancellations of In-Service Training, replacement due to cancellations, etc. At the present time, this type of material is not being filed unless it contains something of an unusual nature. It is retained in the Movement Unit of the Administrative Division for 60 days and then destroyed.

In line with our Records Management Program designed to eliminate valueless and obsolete material from the Bureau's records, it does not appear that this material is of any current value to the Bureau and accordingly should be destroyed. This matter has been discussed with SA Clayton of the Administrative Division who agreed that this type of material should be destroyed; however, anything placed in the files within the past year should be retained. Of course, anything contained in these files of a historical or policy nature will be retained.

Archival authority not necessary for destruction of administrative type of material of this nature.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EJW/Cal

RECOMMENDATION:

That the Records Branch be authorized to destroy all material maintained in the sub files of File 1-19 which is not of a historical or policy nature with the exception of material placed in these files in the past year. (This recommendation is in accordance with conversation with SA Clayton of the Administrative Division).

Mr. Tamm agrees.
F.W.W.

WM:lhw
(4)
Enclosure
CC: File entitled In-Service School (1-19)

66-3286-733

per conversation with Insp. H. L. Edwards completed 9/12/62 Cone. etc

RECORDED 20 JAN 15 1957

all similar material in main file can be destroyed 3/15/61

67 JAN 24 1957

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-16-57

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
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RE: SEMI-ANNUAL INVENTORY OF PROPERTY ACQUIRED AS EVIDENCE

Manual of Rules and Regulations, Section 8E, page 21, requires each field office to submit to the Bureau in triplicate, on August 1 and February 1, an inventory of property acquired during investigations. The originals of this inventory are detached, sent to the substantive supervisor handling the particular violation, and are subsequently filed in the individual case files to which they relate. The copies of this inventory are filed in the administrative (66) file for the submitting field office. Obviously, these inventories are extremely bulky, especially those received from the larger field offices, and occupy substantial filing space.

It appears that the most recent or current inventory submitted supercedes the previous inventory and renders the previous inventory valueless at the Seat of Government. Accordingly, in line with our records management program designed to eliminate valueless and obsolete material from the Bureau's records, it is proposed that in the field office administrative files maintained at the Bureau, we retain only the most recent inventory and destroy all prior inventories. This same procedure would be applied to all subsequent inventory submissions. Substantial space would be gained from this operation. It is pointed out that the individual case files would still contain copies of property acquired relating to the particular case.

RECORDED 66-3286-734

Archival authority is not necessary to destroy administrative-type material of this nature.

RECOMMENDATION:

That this memorandum be referred to the Investigative Division for consideration that only the most recent or current submission of the semi-annual inventory of property acquired as evidence be retained in the field office administrative files at the Bureau and all prior submissions be destroyed.

WWM:nle
(4)
CC: Evidence File (66-6034)

UNRECORDED COPY FILED IN 66-6034-

Handled & completed in Specialized Mail Room 3/8/57

CONTAINED IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EW/Cal

6 JAN 28 1957

67 FEB 1 1957

SAC, Seattle (7-61) February 7, 1957

Director, FBI (7-1820) 70043

RECORDED-184 MATNAP FILE

66-3286-735

Consideration is being given to purging from the Bureau's general index some of the numerous names indexed in the captioned case which now appear to be no longer of value at the Seat of Government. Among the categories of names indexed are those of 17,000 owners of Model-A Fords, who were eliminated as suspects. Also under consideration are the names of 7,200 parolees from Washington State penal institutions which are set out in letter from your office to the Bureau dated August 18, 1937.

You are requested to determine by spot check if these names appear in the indices of your office and to advise the Bureau promptly of the results of this check.

NOTE: This letter written per request of Mr. Rosen to assist in his consideration of the problem of de-indexing the MATNAP file. See memorandum from L. E. Short to Mr. Nichols dated January 9, 1957, subject: INDEX - PURGE MATTERS, File #66-3286, Re: De-Indexing of Matnap File (7-1820).

DMB:gmb:fk
(5)

01 to see immediately
to Quelch 2/1/57

SEARCHED INDEXED
SERIALIZED FILED
DATE 9-4-82 BY SP4 EJW/ca

Tolson
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Gandy

MAILED 10
FEB 8 1957
COMM-FBI

7869

FEB 8 1957

UNRECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1/9/57

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: INDEX - PURGE MATTERS
FILE # (66-3286)

RE: DE-INDEXING OF MATNAP FILE (7-1820)

The above file presently contains about 47,000 serials in which we have indexed an estimated 225,000 names. Ninety per cent of this mail is dated prior to 1950 at which time we adopted the policy of drastically reduced indexing. A portion of this mail has been de-indexed, but there still remains the possibility of de-indexing an estimated 33,000 cards. Since extreme care is necessary in the handling of this particular file it is contemplated that de-indexing should be considered only within the following categories:

1. Persons interviewed who furnished no information of value.

2. Mass checks in which no suspects were developed, such as:
   (a) Names of 17,775 owners of model A Ford automobiles which were checked through Bureau records for criminal information and photographs.
   (b) Names and prison numbers of 7,200 parolees from Washington State penal institutions which were submitted to the Identification Division for latent fingerprint comparisons.

3. Names of law enforcement officials, routinely contacted.

4. References in undeveloped [illegible]

5. Miscellaneous phrases and words of no particular value, such as: "tire tread prints", "footprints", etc.

RECORDED-134 66-3286-735
INDEXED-134
8 FEB 8 1957

UNRECORDED COPY FILED IN 7-1820

8-4-82 Both categories indexed in Seattle office BN Spuewl Cal

DMB:gmb
(5)

cc: File # (66-3286)
cc: File # (7-1820)

memo Sac Seattle 2/12/57 DMB

Answer 7-1820-45301. DL Pew Room + Pond

E. E. SHORT MEMO TO MR. NICHOLS 1/9/57

INDEX - PURGE MATTERS
FILE # (66-3286)
RE: DE-INDEXING OF MATNAP FILE (7-1820)

Under the present classification rules, we do not index material in any of the above categories unless there is a specific request to do so.

RECOMMENDATION:

That this memorandum be referred to the General Investigative Division for its views as to the desirability of de-indexing in accordance with the above.

RECOMMENDATION INVESTIGATIVE DIVISION:

This is a pending case and extreme care is necessary in any de-indexing. No index card should be destroyed on any individual on whom investigation has been conducted. This applies to 2(a) since sufficient investigation was conducted to eliminate each of these individuals. It appears reasonable to destroy the index cards in the other listed categories.

4-528

66-3286-736, 737

CHANGED TO

66-19087-26, 27

MAY 9 1961

mt / mb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EJW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-13-57

FROM : E. E. SHORT

SUBJECT: DESTRUCTION OF BUREAU RECORDS
66-3286

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

RE: "BUILDING PASSES"
(66-2659)

The above captioned file was opened in 1929 and contains correspondence relating to the issuance of Department of Justice building passes to Bureau employees. There are four sections of this file containing 986 recorded serials and thirteen sections containing non-recorded mail. These seventeen sections occupy approximately one file drawer.

The majority of the mail in this file consists of memoranda between the Bureau and the Department relating to passes requested or cancelled. In August of 1951, the use of the present type of badge was instituted thus eliminating the Department of Justice passes and identification badges utilized up to that time. (66-2659-986)

In accordance with our records management program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt the majority of the material in this file should be destroyed. Of course, any mail relating to policy or historical matters will be retained.

Archival authority is not necessary for the destruction of material of this type. General Records Schedule number eleven, item four, issued by the General Services Administration relating to identification credentials, authorizes the destruction of this type of material after all credentials have been accounted for.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EW/ca

RECOMMENDATION:

That this memorandum be referred to the Administration Division for consideration as to the destruction of material maintained in file entitled "Building Passes" (66-2659) with the exception of mail of policy and historical nature. Sections of this file are attached for review.

RECORDED - 66-3286-738

JWM:dm
(4)
ENCLOSURES -3

18 MAR 20 1957

CC: Building passes (66-2659)

MAR 21 1957

(Over)

UNRECORDED COPY FILED IN 66-2659-1

ADDENDUM: AMN:lwl

I agree. In view of the fact that there have been no inquiries in the past three years the material maintained in the file entitled "Building Passes" (66-2659) should be destroyed.

Agree
DeLoach
3/18

V
Mohr
3/18

4-312 (1-23-56)

DATE OF MAIL 3-14-57

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL Distribution of Bureau Records - General

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/cal

REMOVED BY 57 APR 5 1957

FILE NUMBER 66-3286 ✓

PERMANENT SERIAL CHARGEOUT

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. F. Bland

DATE: March 22, 1957

FROM : Mr. T. D. Rushing

SUBJECT: SECURITY INDEX LISTS - General

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

Enclosed herewith is one copy each of the following lists for transmittal to the SAC, Quantico, for storage with other vital records maintained by him:

1. Alphabetical list of Security Index (SI) subjects.
2. Geographical list of SI subjects.
3. Special Section of the SI.
4. List of key figures and top functionaries.
5. List of SI subjects out of the country.
6. List of missing SI subjects.
7. List of subjects whose citizenship status is unknown.
8. List of aliens.

The SAC should destroy by burning the lists furnished in February, 1957. When this action has been taken, he should so note on this memorandum and return it to the Subversive Control Section.

ACTION:

If you approve, this memorandum and the attached lists will be forwarded to Quantico for the above action.

Handled at Quantico

Enclosures

1 - SAC, Quantico
1 - Mr. Rushing

TDR/pjm
(3)

100-7286-13-25-57-Jrs

NOT RECORDED
14 MAR 27 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/cal

67 APR 4 1957

ORIGINAL COPY FILED IN

Destruction of Security Index Records - Bureau Authority

March 19, 1957

Office of the Chief Signal Officer
Department of the Army
The Pentagon
Washington 25, D. C.

Attention: SIGAC-3

Gentlemen:

You are advised that copies numbered 25 and 26 of ICS 103 Telephone Directory (classified section), issued to this Bureau July 13, 1956, have been destroyed by burning. This action has been taken in accordance with instructions contained in your letter of February 25, 1957, forwarding revised copies numbered 17 and 18 of this manual.

Very truly yours,

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 64-17385-(7-18-52)

John Edgar Hoover
Director

1 ENCLOSURE

(Note: Copies 25 and 26 of ICS 103 destroyed by burning March 18, 1957.)

ACF:mlr (4)

64-32386-

NOT RECORDED
76 MAR 21 1957

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 ELW cal

51 MAR 25 1957

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: March 13, 1957

FROM : MR. R. R. ROACH

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DEFENSE PLANS - OPERATION ALERT 1956

General
"Destruction of Bulkey Records"

Reference is made to my memorandum to you dated July 27, 1956, pointing out that all incoming communications and memoranda prepared while at the relocation site during Operation Alert 1956 had been placed in a box and sent to Records Section for retention and future reference and destruction.

All of the foregoing communications, memoranda, et cetera, have been reviewed and all copies destroyed where possible. The original of each document has been retained for future reference. All documents retained have been placed in a box approximately 12" X 10" X 12".

ACTION:

The remaining materials have been placed in a smaller box and returned to the Special Mail Room.

JEM:bjt
(5)

1 - Mr. Belmont
1 - Mr. Wherry
1 - Section Tickler
1 - Mr. McArdle

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-17381-(7-18-52)

66-13281-

NOT RECORDED
76 MAR 15 1957
MAR 14 1957

ALL INFORMATION CONTAINED HEREIN IS CLASSIFIED
DATE 8-4-82 BY SP4ELW/ca

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. NICHOLS

DATE: 3-5-57

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DISPOSITION OF IDENTIFICATION DIVISION CORRESPONDENCE

Destruction + Disposal Program

Reference is made to memorandum from Mr. Clegg to Mr. Tolson dated 3-15-49 (66-3286-371). This memorandum provided that Special Agent Supervisory personnel in the Identification Division be permitted to authorize, at their discretion, the destruction of pieces of mail falling within the six categories listed. These categories are set out as follows:

1. Letters received from law enforcement officials or others entitled to information asking if an individual's fingerprints are or are not identical with another.

2. Letters from individuals informing us of their change of legal name.

3. Letters received from those entitled to a record, either in this country, or in a foreign country, asking whether or not we have the record of an individual.

4. Letters from individuals asking for a copy of their criminal record, or for information to which they are not entitled, and we do not return the correspondence because Bureau stamps have been placed thereon.

Letters from Police Departments enclosing fingerprints and asking for a search of the fingerprints through our files, and that they be advised of the results. Sometimes, we do this by letter, or advise that all the fingerprint cards for which they requested a search were not enclosed.

6. Letters received from law enforcement officials informing us that a wanted man is now in custody, and that the wanted notice should be cancelled.

66-3286-

NOT RECORDED
141 MAR 20 1957

ORIGINAL COPY FILED IN

LML:vkk
(3)

MAR 19 1957

53 MAR 26 1957

REC'D FBI

MEMO SHORT TO NICHOLS 3-5-57
RE: Disposition of Ident
Div. Correspondence

It is believed that the provisions for destroying such mail are sound and should be reiterated to personnel in both the Identification Division and the Records and Communications Division.

In order to minimize filing of worthless material and to cut down on indexing, the following additions should be made to the types of mail that may be destroyed.

Through the facilities of our San Diego radio station many requests for criminal records are received by way of teletype. It is believed that the mere fact that a Bureau field office is assisting on a police cooperation matter, which if handled by the police department directly with the Bureau would not result in mail being filed in this Division, that no good reason exists for filing and indexing that mail merely because Bureau communications are involved.

It should make no difference whether the request is a "no record" or a record is actually furnished. In either event, the filing and indexing of the mail in the Records Branch is unnecessary. This matter has been discussed with representatives of the Communications Section and the Identification Division, and they know of no reason why this mail need be filed.

RECOMMENDATION:

That this be referred to the Identification Division for their consideration and approval. If the new procedure is approved, steps will taken to purge material indexed under the old procedure. (Archival authority already secured to destroy all of the above described mail and such authority could be extended to include the new material recommended for disposal.)

OK
6.L.J.
3.8

4-312 (1-23-56)

DATE OF MAIL 3/7/57

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL Destruction of Bureau records - general,

51 MAR 27 1957

REMOVED BY

DATE 8-4-82 BY SP4 ELW/cal

FILE NUMBER 66-3286-✓

PERMANENT SERIAL CHARGEOUT

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 2/27/57

FROM : Q. Tamm

SUBJECT: SUGGESTION #408-57
Made by Mr. [redacted]
Identification Division

b6
b7C

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUGGESTION: When criminal fingerprint cards are received in the Identification Division and found to be duplicate of a print already answered with the exception of a disposition of a prior arrest added, that the duplicate prints be destroyed the same as disposition sheets. Disposition sheets (Form R-84) are submitted by law enforcement agencies to indicate disposition of a prior arrest; however, some agencies are submitting another fingerprint card to indicate the disposition.

PRESENT PROCEDURE: Duplicate fingerprint cards are returned to the contributor.

ADVANTAGES STATED: Would save time in returning fingerprint cards.

OBSERVATIONS: Mr. R. K. Moore, Identification Division, recommends unfavorably. The Identification Division feels that fingerprint cards should never be destroyed by employees as it is an unsound practice.

166-3286-
NOT RECORDED
MAR 20 1957

Mr. Moore advises in this particular instance, where a duplicate card is received wherein the only additional information given is the disposition of the prior arrest, the Identification Division is considering the preparation of a form to be used for the purpose of returning the card to the contributor. On the form, it is proposed that it be explained that the disposition information could have been forwarded to the FBI on a regular disposition sheet (Form R-84). Mr. Moore believes the proposed form, over a period of years, will eventually eliminate the forwarding of duplicate cards. (Proposed form will be the subject of a separate memorandum.)

RECOMMENDATION: 1. That the suggestion not be adopted.

2. That the enclosed letter be forwarded to Mr. [redacted] thanking him for his suggestion and advising that it is not being adopted.

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/cal

F27

56 MAR 27 1957

20 MAR 19 1957

2 - Mr. Tolson

1 - Mr. Nease

1 - Mr. Tamm

1 - Mr. Belmont

1 - Mr. Mohr

1 - Mr. Parsons

1 - Mr. Rosen

1 - Mr. Trotter

1 - Mr. Winterrowd

1 - Mr. Tele. Room

1 - Mr. Holloman

1 - Mr. Gandy

1 - Mr. Boardman

1 - Mr. Nichols

1 - Mr. Belmont

1 - Mr. Mohr

1 - Mr. Parsons

1 - Mr. Rosen

1 - Mr. Tamm

1 - Mr. Trotter

1 - Mr. Nease

AJK

° Destruction of Bureau Property- Gen

2/26/57
SAC LETTER NO. 57-12

(I) WEEKLY INTELLIGENCE SUMMARIES -- Copies of Armed Service Forces Weekly Intelligence Summaries which have been furnished to field offices may be destroyed after retention for three years per authority of Archivist of the United States, February 5, 1957.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EW/cal

66-3286-
NOT RECORDED
117 MAR 4 1957

52 MAR 7 1957

ORIGINAL COPY FILED IN 66-04-25691

Feb 20, 1957

cc - Whitson
J.W.Marshall

PROPOSED CHANGE IN MANUAL OF
RULES AND REGULATIONS
SECTION 3. ADMINISTRATION OF OFFICES
(original and 1 typed)

f. Files and records to be destroyed when three years old on a monthly or other staggered basis if preferred

(1) Register No. 1(FD-31)
(2) Register No. 2(FD-48)
(3) Register No. 3(FD-256)
(4) Seat of Government Time and Attendance Register - 0-10
(5) Agent's Daily Reports - FD-28
(6) Confidential Fund (canceled checks only)
(7) Armed Service Forces Weekly Intelligence Summaries) (or Monthly)

NO CHANGE NECESSARY IN BALANCE OF PAGE.

Destruction of Original Records

MAIL ROOM TELETYPE UNIT

LW:blb
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-88 BY SP4CLW/cal

NOT RECORDED
6 MAR 1 1957

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

4

ENCLOSURE

UNRECORDED COPY FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

1/

EMPLOYEE SUGGESTION # 408-57

Date: 2-18-57 Destruction of Duplicate Fingerprints

To: Director, FBI

From: [redacted] b6 b7C

Division of assignment: Identification

SUGGESTION: Any criminal fingerprint card received in the Identification Division and is found to be a duplicate of a print already answered with the exception of a disposition added, that these duplicate prints be handled as disposition sheets.

Current practice or rule (include manual citation as well as facts):
All duplicate criminal prints are returned. See attached manual citation on duplicate criminal prints.

66-3236
NOT RECORDED
141 MAR 20 1957

Advantages of suggestion:

Saves time and necessary preparation for returning these prints. Attached is a survey kept for one week on duplicate prints which could have been treated as dispositions.

HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/CA/TWO

Disadvantages of suggestion:

None

20 MAR 19 1957

2 ENCLOSURE

2 ENCLOSURE

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

[redacted]
(Signature of suggestor)

Recommendations and comments of Division Head:

See attached memo.

b6 b7C

CLO:ej
(4)

67 MAR 27 1957

cc - designated for empl. pers. file

C. D. Tratter
(Signature & Title)

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 2-20-57

TO : C. L. Trotter

FROM : R. K. Moore

SUBJECT: EMPLOYEE SUGGESTION #408-57
DESTRUCTION OF DUPLICATE
FINGERPRINT CARDS

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

We in the Identification Division feel that any suggestion recommending the destruction of fingerprint cards by employees of the Identification Division is an unsound one. We do not feel our employees should ever destroy fingerprint cards.

In this particular instance, where a duplicate card is received wherein the only additional information is the disposition of the prior arrest, we are considering the preparation of a form to be used for the purpose of returning the card to the contributor. On this form we will explain that this information could have been forwarded to us on a regular disposition sheet (our form R-84).

It is believed that by utilizing this type of form over a period of time we will eventually eliminate the forwarding of the duplicate card.

Enclosure

RKM:hs
(2)

DECLASSIFIED BY SP4 EW/cal ON 8-4-82

NOT RECORDED
141 MAR 20 1957

ORIGINAL COPY FILED IN

ENCLOSURE

See memo Nelson to James 7/27/57

20 MAR 19 1957

2-2

ENCLOSURE

67 MAR 27 1957

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-29-57

FROM : L. E. SHORTY

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

Re: Police Training Schools
File 1-16

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

The above-captioned file was opened during the early thirties to record information concerning police schools held throughout the country. In the beginning a different sub file number was assigned, in the order received, to each police school. The title of the file reflected the police department or law enforcement agency conducting the school. This procedure was continued until 1947, at which time 2,450 sub files had been opened concerning police training schools.

In February, 1947, in an effort to alleviate some of the difficulty being encountered in the maintenance of police training school files, general file, file #1-1152, was opened with a sub file for each field division. (Background data concerning change found in 1-1152, serials 9 and 10.) This general file and the sub files for each field division have been used since that time and the 1-16 file with subs was discontinued.

The 2,450 1-16 files which were opened contained approximately 98,000 serials and an estimated 25,000 names have been indexed. A spotcheck of some of these files indicates that the majority of the indexing which was done related to the following matters: (1) the names of police officers in connection with the organization conducting the police training school, (2) newspapers, (3) titles of pamphlets and bulletins, (4) titles of films, (5) names of organizations and clubs.

It appears that a great majority of this indexing in the 1-16 files is now obsolete and WNDSR the current indexing procedures is not indexed. In connection with our records management program designed to eliminate valueless and obsolete material from the Bureau's records, it appears that the majority of this material can be deindexed unless the indexing relates to something of an unusual or derogatory nature. Undoubtedly file 1-1152 and subs also contain obsolete indexing, and it is felt that material indexed which relates to the above types of indexing categories can also be deindexed unless the material is of an unusual or derogatory nature.

(See Recommendation next page)

WMM:fk
(5)
1 - File #1-1152
1 - File #1-16
Enclosures

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/cal

RECORDED-42 66-3286-739

6 APR 5 1957

EX-111

UNRECORDED COPY FILED IN 1-1152-1 1-16-1

Memo Short to Nichols 3-29-57
Re: Destruction of Records (66-3286)

RECOMMENDATION:

That this memorandum be routed to the Training and Inspection Division and that consideration be given to authorizing the Records Branch to deindex that material which falls within the indexing categories set forth above unless the material is of an unusual or derogatory nature. Sample files attached.

Files detached & sent to F. 71. mer

4/29/57

Started 4/23/57 By Purge

- 2 -

Employee Suggestion
FD-252 (14-14-55)

#449-57

b6
b7C

Date: 3/11/57

To: Director, FBI	From: [redacted] GS-9	Employee assigned to (Division) NYO

SUGGESTION

It is suggested that when zero and general files over twenty-five years old are destroyed that the index cards for these serials in the general Indices also be destroyed.

X Destruction of Index Cards when twenty-five years old

Current practice or rule (Include manual citation as well as facts)

Section 3, page 13, item 8a of the Manual of Rules and Regulations reads as follows: "Files and records in field divisions
(Cont'd. on page 2)

Advantages of suggestion

1. As index cards are not destroyed, time is wasted in listing these references on Indices search slips. Agent time is consumed by the agent going to the file and finding that the reference has been destroyed.

2. An agent may request the Bureau by letter to check its records on this reference. However, only miscellaneous information and material on which there is insufficient information to open a case is filed in a zero or general file and in many instances this information is never forwarded to the Bureau. Where it has been
(Cont'd. on page 2)

Disadvantages of suggestion

[redacted]
DATE 8-4-82 BY SP4 EW/ca

RECORDED - 33
INDEXED - 33

66-3286-740

Annual Savings (Show basis for estimate)

ack 3/19/57 - EH.
T+I Div handling
Ltr copy memo to Mr Tolson 3/22/57
WWW: HH.

EX 105

7 MAR 12 1957

b6
b7C

(The use by the United States of my suggestion shall not form the b[illegible] or assigns upon the United States)

[ ] Mr. [ ] Mrs. [✓] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have considerable merit.

51 APR 17 1957

James F. Kelley

Signature and Title

cc- designated for emp's pers file

UNRECORDED COPY FILED IN

CURRENT PRACTICE OR RULE (cont'd.)

may be destroyed, signed statements in these files may also be destroyed" When these files are destroyed the index cards are not destroyed.

ADVANTAGES OF SUGGESTION (cont'd.)

forwarded to the Bureau it is believed that the possibility of the information being sufficiently important to warrant a request from the Bureau is remote after twenty-five years.

3. Saving of space in the general Indices.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 3/22/57

FROM : THE EXECUTIVES CONFERENCE

Telson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF CLOSED FILES - AFTER 25 YEARS OLD

b6
b7C

Destruction of Bureau Property -

SUGGESTION: Miss [redacted] New York Office submitted Suggestion #449-57 proposing that when 0 and general files over 25 years old are destroyed, that the index cards for these files also be destroyed.

PRESENT PROCEDURE: The Manual of Rules and Regulations, Section 3 - D - 8 - a, page 13 provides for destruction of files and records. Files and records in Field Divisions may be destroyed after they become 25 years old. This section also provides for destruction of files and records under certain circumstances when they become 1, 3, and 5 years old respectively.

BACKGROUND: Bureau Bulletin #35 - Series 1946 issued on June 26, 1946, sets forth instructions concerning the destruction of closed files as follows: All Bureau files in Field Divisions may be destroyed after they become 25 years old; when files over 25 years old are destroyed, the index cards relating thereto shall be marked with a stamp stating "File destroyed - 1946." The instructions concerning the stamping of the index cards are not included in the Manual of Rules and Regulations. The Manual provides for the destruction of the files after they become 25 years old.

ADVANTAGES STATED: Suggester states that as index cards are not presently destroyed, time is wasted in listing references on search slips since Agent time is consumed by the Agent going to the file and determining the reference has been destroyed. Further, adoption of suggestion would result in saving of space in the general index. SAC New York considers suggestion to have considerable merit.

INDEXED - 33 RECORDED - 33 66-3286-741

OBSERVATIONS: It is indicated by the suggestion that the New York Office does not presently stamp the index cards on files which are destroyed after 25 years old or the searching employee does not show on the search slip, by

APR 15 1957

b6
b7C

Enclosure

cc - Mr. Nease
Mr. Tamm
Personnel file of [redacted]

EX 105

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EJW/

WWW:vfb
(6)

51 APR 17 1957

Manual revised Jan

2 - [illegible]

Copy filed in 66-3286-741

UNRECORDED COPY FILED IN

notation, that the referenced material has been destroyed. It would appear that it is necessary to reiterate present instructions to the field, if the suggestion is not adopted, to the effect that as files are destroyed after 25 years the index cards should be appropriately marked destroyed and the year destroyed.

Washington Field Office has advised that the office stamps the index card as files over 25 years old are destroyed. Records Branch advised that no instance can be recalled where the field has written for information in the Bureau files because the field file was destroyed under the 25-year-old rule.

It is suggested that Executives Conference consider two propositions: (1) whether rule relating to the destruction of files and stamping of index cards should be amended to require the field to destroy the index cards when the file is destroyed under the 25-year rule; (2) if the first propostion does not receive approval of the Executives Conference, consideration should be given to reiterating the instructions as to stamping index cards destroyed and the year destroyed and appropriate manual changes be prepared for the Manual of Rules and Regulations. Training and Inspection Division, after Executives Conference consideration, will prepare necessary instructions and manual changes.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 3/20/57 considered the suggestion of Miss [redacted] to destroy index cards for files which are destroyed after they are 25 years old and unanimously concluded that the suggestion should not be adopted. The Executives Conference stated that the Bureau instructions, that when files over 25 years old are destroyed the appropriate index cards should be stamped -- file destroyed and year destroyed, should be reiterated at this time and appropriate manual revisions prepared.

b6
b7C

Present at the Executives Conference were Messrs. Tolson, Nichols, Holloman, Boardman, Nease, Parsons, Trotter, Mohr, Belmont and Tamm.

Continued

Executives Conference memo to Mr. Tolson
RE: DESTRUCTION OF CLOSED FILES -
AFTER 25 YEARS OLD

RECOMMENDATIONS: 1. That the attaced SAC Letter be approved.

2. That the attached manual change be approved.

File

3/22/57

PROPOSED MANUAL CHANGE
MANUAL OF RULES AND REGULATIONS
SECTION 3 - D - 8 - a, PAGE 13

The Manual of Rules and Regulations should be amended to include the following instruction to the above-cited section:

"~~When files over 25 years old are destroyed,~~ MARK the index cards relating thereto ~~should be marked~~ with a stamp -- File Destroyed (year)."

DATE 8-4-82 BY SP4ELW/cal

NOT RECORDED
16 APR 16 1957

66-193f

Manual revised fmb

66-3286-741

2-fmb

ENCLOSURE

SAC, Los Angeles (66-9) 5/1/57

RECORDED - 1 66-3286-42

Director, FBI

ADMINISTRATIVE - FILING SYSTEM
DESTRUCTION OF FILES OVER 25 YEARS OLD

Reurlet 4/18/57 and SAC Letter 57-19 (B) which sets forth instructions that files over 25 years old may be destroyed and that index cards relating thereto should be marked with a stamp indicating file destroyed and year destroyed.

It is noted that you refer to previous instructions in SAC Letter 112 (C), series 1951, in which the field was advised to maintain a list at the beginning of each classification in the closed files section on which the fact that a file has been destroyed should be noted. These instructions currently appear in the Manual of Rules and Regulations, Section 3, page 13. Further, you indicate that there will be certain disadvantages under the new procedure of stamping the index cards and you feel that the present requirement of listing the files destroyed in the closed section is adequate.

The Bureau considers the new procedure to serve a useful purpose in that an employee searching the general indices can at a glance determine that certain files have been destroyed and such a notation may be made on the search slip without going to the closed section of file. Therefore, it is desired that the new procedure be followed. However, in order to better evaluate your observations as to possible disadvantages, the Bureau desires you to conduct a 90-day survey and report the following at the completion of that period: (1) determine number of files destroyed which are over 25 years old; (2) determine number of index cards to be stamped; (3) estimate the amount of clerical time used in stamping such index cards; and (4) your observations and specific recommendations. You should submit the results of your survey by letter marked, "Attention: Training and Inspection Division."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EW/cal

WWW:vfb
(4)

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

NOTE: SAC Letter 57-19 (B) was sent to the field as a result of Executives Conference consideration on 3/20/57 when of suggestion number 449-57 which proposed that index cards for files which are destroyed after they are 25 years old be destroyed. Executives Conference recommended against adoption of suggestion and proposed stamping of index cards as indicated.

50 MAY 6 1957

MAIL ROOM

MAILED 10
MAY 1 1957
COMM-FBI

UNRECORDED COPY FILED IN 66-3286-26

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 18, 1957

FROM : SAC, Los Angeles (66-9)

Attention: Training and Inspection Division

SUBJECT: ADMINISTRATIVE - FILING SYSTEM
DESTRUCTION OF FILES OVER 25 YEARS OLD

Re SAC Letter 57-19, paragraph (B) Administrative - Filing System - Destruction of Files over 25 years old.

It is noted that the new procedure of stamping the index cards "File destroyed-Year destroyed" was established to insure uniformity. The original instructions issued in Bureau Bulletin 35, Series 1946, Section (B) and in SAC Letter 100, 9/17/46, stated that "It is unnecessary to stamp the index cards relating to the files destroyed, or to check the indices of the office to see that there was an index card as the absence of these files will be a clear indication that they have been destroyed."

In 1951, in SAC Letter 112, instructions were given to maintain in the front of each classification a list of the files destroyed. Since the index cards were not mentioned in this letter it was assumed that the listing of the files destroyed was intended as a device to provide a ready means at the files of knowing what files had been destroyed and that it in no way nullified the previous instructions of not marking the index cards.

No index cards in this office have been marked in any way since the inception of the destruction of the 25 year old files program. It is felt that the present procedure will create problems in the index rather than establish uniformity.

With the consolidation of index cards many file numbers may be listed on the same card. There is the possibility of the stamping being done in such a way as to be misleading or as to create the impression that all the files so listed had been destroyed.

Further, with the economy program and the interest of the Bureau in streamlining and in the elimination of unnecessary steps it appears that this procedure will be time-consuming and will add nothing that is not already available thru the lists maintained in the front of each classification. There is not frequent reference made to files that are 25 years old but there is extensive indexing in many of these files from 1931 on as well as a considerably greater volume of files to be destroyed.

RECORDED - 1 66-3286-742

It is suggested that consideration be given to the continuance of the original procedures as outlined in the SAC Letters noted above.

17 MAY 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EWK Cal

2 - Bureau
1 - Los Angeles

ER:cjl
(3)

Ltr to SAC 5-1-57

UNRECORDED COPY FILED IN 66-3286-26

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. F. Bland

DATE: April 19, 1957

FROM : Mr. T. D. Rushing

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: SECURITY INDEX LISTS — Destruction of Bureau Records — General

Enclosed herewith is one copy each of the following lists for transmittal to the SAC, Quantico, for storage with other vital records maintained by him:

1. Alphabetical list of Security Index (SI) subjects.
2. Geographical list of SI subjects.
3. Special Section of the SI.
4. List of key figures and top functionaries.
5. List of SI subjects out of the country.
6. List of missing SI subjects.
7. List of subjects whose citizenship status is unknown.
8. List of aliens.

The SAC should destroy by burning the lists furnished in March, 1957. When this action has been taken, he should so note on this memorandum and return it to the Subversive Control Section.

ACTION:

If you approve, this memorandum and the attached lists will be forwarded to Quantico for the above action.

Handled at Quantico 4-22-57 - JFB

Enclosures

1 - SAC, Quantico
1 - Mr. Rushing

TDR/pjm
(3)

64-3286

NOT RECORDED
76 APR 25 1957
APR 24 1957

57 APR 29 1957

ORIGINAL COPY FILED IN 100-358086-1-2337

DECLASSIFIED BY SP4 BW 8-4-88

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

DATE: April 17, 1957

FROM : M. NEWMAN

SUBJECT: DESTRUCTION OF CONTROL OF BUREAU PROPERTY
ASSEMBLY SECTION VERIFIERS MANUAL
IDENTIFICATION DIVISION

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

The Assembly Section of the Identification Division has issued a revised manual called The Identification and Verification of Fingerprint Records for use of Assembly Verifiers. See memorandum enclosed from Sam L. Blase to Mr. Trotter, dated April 11, 1957.

Inasmuch as the old manuals have been collected and destroyed and new manuals issued, it is requested that permission be granted to destroy the old control on the Assembly Verifiers Manual. A new control has been set up in the Property Management Section for the new manual.

There were no instances of the old manual having been lost or misplaced by anyone. All manuals were accounted for prior to destruction.

RECOMMENDATION:

That permission be granted to destroy the old control.

ORIGINAL FILED IN

old control destroyed 4-23-57

66-32861

NOT RECORDED
102 APR 26 1957

Enclosure

APR 24 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EL/wlcal

63 MAY 1 1957

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION # 551-57

Date: April 16, 1957

To: Director, FBI

From: SA [redacted] Division of assignment: Detroit

SUGGESTION:

That Informant Distribution Memoranda in each case file on a security subject be destroyed when the pertinent information contained in that memorandum has been incorporated into a report on the subject of that file.

Current practice or rule (include manual citation as well as facts):

Informant Distribution Memoranda are retained indefinitely even after pertinent information has been incorporated into a report.

Advantages of suggestion:

Conservation of Space: The floor space taken up by closed security cases constitutes a very large area in those offices having a large number of security cases. This area taken up by closed security files increases every year, thereby decreasing floor space available for other functions. This necessitates the eventual leasing of additional floor area, thereby appreciably increasing the operational expenses of that office.

Disadvantages of suggestion: (continued next page)

None known.

66-3286
NOT RECORDED
133 MAY 7 1957

EXP PROC APR 29 1957

ORIGINAL COPY FILED IN

CM UNCLASSIFIED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP1EW/Cal

The use by the United States of my suggestion shall not form the basis of any further claim of any nature by me, my heirs, or assigns upon the United States.

15 APR 29 1957

b6
b7C

☑ Mr.
☐ Mrs.
☐ Miss

[redacted]

(Signature of Employee)

Recommendations and comments of Division Head: So long as this procedure is confined to those dissemination memoranda which are prepared on the

(Continued on Page 3)

66 MAY 15 1957

Co-designated for empl's pers file

Charles H. Brown
(Signature & Title) SAC

Advantages of suggestion (continued)

By destroying the "useless" Informant Distribution Memoranda after the pertinent information has been incorporated into a report, the Detroit Office could decrease the floor space taken up by closed security files by at least fifty per cent. As an example, the case file on one particular Detroit subject, which consists of seven volumes, was reviewed. If the "useless" Informant Distribution Memoranda were destroyed, this file would consist of less than three volumes.

Also, it is felt that a second advantage would be achieved, and that is that pertinent information in a particular file would not be buried under a volume of useless paper.

How Can This Be Achieved: When an Agent reviews a file in preparation for dictating a security report, he will note those distribution memoranda which can be logically destroyed as the pertinent information will appear in the report which he is preparing. Naturally, this information will be documented on the administrative page of the report. When the Agent completes the dictation of the report, he will dictate an office memorandum directing that the Chief Clerk destroy certain designated serials. The Agent will also indicate in this office memorandum the location of the original copy of that serial in the event that it ever became necessary to know the information which any one particular destroyed distribution memorandum contained. (It is noted that as an established practice, when an Agent dictates an Informant Distribution Memorandum, he places a copy of that distribution memorandum as an A serial of the Informant report itself. As an example, if the Informant report is serialized [redacted], then the Informant Distribution Memorandum dictated regarding that Informant report will be serialized [redacted]) In view of this practice, a copy of each destroyed distribution memorandum will always be available and easily accessible. b7D

This procedure is intended to apply only to the destruction of memoranda containing information which will be incorporated in future reports. It would not require the review of existing files to identify for purposes of destruction those memoranda which have already been included in past reports.

The adoption of this suggestion will not cause any additional work on the part of an Agent as all the information necessary for preparing the office memoranda will be available to that Agent during the file review for the report. Nor is it believed that any information will be "lost" by the adoption of this suggestion as the office memoranda will always point to a carbon copy of the destroyed serial.

It is felt that this suggestion may be extended to all closed security files if deemed desirable by the Bureau.

Recommendations and comments of Division Head (Continued)

basis of a written report from an informant, it would thus provide for permanent retention of at least one copy which would be available for future reference. It appears it would be necessary in order to avoid any possibility of confusing in further paraphrasing for the Agent to always refer to the original source whenever he had occasion to use the information in a summary report. This should not contribute to any undue delay and it is recommended that this suggestion be afforded favorable consideration since it would result in a material savings of file space.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: April 13, 1957

FROM : L. B. Nichols

SUBJECT: CW NETWORK ACCOUNT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

A year ago on April 12, 1956, I advised by memorandum to you that the CW Network account had been closed and that in view of the bulky nature of the account files we were having them stored in the Records Section for future reference. In the intervening year, we have had no occasion to have any recourse to the old check books, memoranda, etc., in this file, and accordingly, I recommend at this time that the Records Section destroy the material in the CW Network account file. Inspector N. P. Callahan agrees.

cc - Mr. Mohr
Attention: Inspector N. P. Callahan

cc - Mr. Waikart

TO BE DESTROYED AFTER 3 YEARS PER MR NICHOLS.

NOT RECORDED
141 MAY 3 1957

JJM:jh
(4)

5-1-57 Tickler prepared to follow & destroy after 3 year period

APR 25 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/cal

61 MAY 8 1957

THREE

ORIGINAL COPY FILED IN

DECLASSIFIED BY 60292 AUC DCG/DEK/YMW
ON 02-19-2009

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :MR. A. H. BELMONT ~~CONFIDENTIAL~~ DATE: April 9, 1957

FROM :MR. F. J. BAUMGARDNER

1 - Mr. Belmont
1 - Mr. Tamm (SAC, Quantico)
1 - Mr. Donohue

SUBJECT: WAR PLANS - VITAL RECORDS TO QUANTICO

Reference is made to the Executives Conference memorandum dated September 14, 1954, concerning the preparation of duplicate records for retention in Quantico for use in the event of an emergency.

Photostats of alphabetical 3x5 active security informant index cards have been made and are maintained in Quantico.

There are attached 31 Photostats of additions which should be placed in the index at Quantico alphabetically and by field division as follows:

- Albany
- Albuquerque
- Birmingham
- Boston
- Buffalo
- Chicago
- Chicago
- Chicago
- Chicago
- Detroit
- Denver
Kansas City
- Los Angeles
Mobile
Norfolk
New Haven
- Newark
- New York
- New York
- New York
Philadelphia
Phoenix
San Diego
San Diego
San Francisco
- San Francisco
- San Francisco
Washington Field
Washington Field
Washington Field
Washington Field

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-17381-(7-18-57)

166-3286-
NOT RECORDED
76 APR 15 1957

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

4-10-57

CLASS. BY SP4 EJW/cal
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 8-4-82

~~CONFIDENTIAL~~

64 APR 17 1957

ORIGINAL COPY FILED IN

~~CONFIDENTIAL~~

Memorandum Mr. Baumgardner to Mr. Belmont
RE: WAR PLANS - VITAL RECORDS TO QUANTICO

The following Photostats now in Quantico should be destroyed as the informants named are no longer active:

- Albuquerque
Baltimore
- Baltimore
Chicago
Chicago
- Detroit
Detroit
- Indianapolis
Minneapolis
- Newark
- Newark
- New York
- New York
- New York
- New York
- New Orleans
- San Francisco
- San Francisco
- Seattle
- Seattle
- Washington Field
- Washington Field

b7D

ACTION:

Is is recommended that this memorandum and attachments be sent to Quantico in order that the necessary action may be taken. When Quantico has taken action, this memorandum should be returned to the Security Informant Desk for filing.

~~CONFIDENTIAL~~

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: April 8, 1957

FROM : R. R. Roach

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: BUPLANS
DESTRUCTION OF CLASSIFIED DOCUMENTS

Bureau Records - General

By letter 3/28/57, Legat, Paris, called the Bureau's attention to NATO Document AC/35-D/167, a memorandum produced by the NATO Security Committee regarding the various methods of destroying classified documents. This document was obtained from the Central U.S. Registry for NATO Documents at the Pentagon. A Photostat was made, and the original document was returned on 4/5/57. The Photostat is enclosed.

A review of this document indicates that it is a summary prepared by the Secretary of the NATO Security Committee based on information supplied by seven NATO countries regarding the various methods of destroying classified documents. It discusses the following methods:

(1) Burning
(2) Reducing to pulp
(3) Shredding
(4) Pulverizing

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-17380 - (7-18-52)

The problem of the destruction of Bureau records in the event of an invasion of the United States has been under consideration for sometime. It appears that this document contains nothing which we have not already considered; however, it is being referred to the Laboratory and the Records Section for information.

RECOMMENDATION:

That this memorandum and its enclosure be referred to the Laboratory and the Records Section for information.

Enclosure

1-Mr. Belmont
1-Mr. Parsons
1-Mr. Waikart
1-Mr. Philcox
1-Section Tickler

NWP:mad (6)

ENCLOSURE

66-3286-

APR 16 1957

APR 15 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/cal

64 APR 17 1957

62 MAY 2 1957

ENCLOSURE

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. PARSONS

DATE: 4/5/57

FROM : C. F. DOWNING

SUBJECT: Destruction of Bureau Records - General
BUPLANS
COMMUNICATIONS
BUREAU RELOCATION SITE

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Following out-dated ICS cryptomaterial has been destroyed pursuant to NSA instruction and appropriate destruction report forwarded to NSA: KAB-10/TSEC, #89, 95; KAG-10/TSEC, #438; KAK-491Q/TSEC, #13, 14, 130, 131; KAK-491R/TSEC, #19, 20, 130, 131; KAK-519T, U/TSEC, #23, 24; KAK-999D, E/TSEC, #13; KAG-4A/TSEC, #231; KAB-8/TSEC, #7607, 7608, 7610, 7611, 7647, 7648; KAT/TSEC YX 20805, #2.

ACTION:

For information.

66-13286-

NOT RECORDED
15 APR 16 1957
APR 15 1957

CDS:jgd
(8)

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-17385-(7-18-52)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EWJCal

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144

64 APR 17 1957

4/2/57
SAC LETTER NO. 57-19

Destruction of Bureau Records

(B) ADMINISTRATIVE - FILING SYSTEM - DESTRUCTION OF FILES OVER 25 YEARS OLD -- To insure that a uniform procedure is being followed throughout the field, the Bureau desires to reiterate the instructions relative to the destruction of files over 25 years old. Such files may be destroyed when over 25 years old and the index cards relating thereto should be marked with a stamp -- file destroyed and year destroyed. Appropriate instructions, as to the stamping of index cards, are being added to the Manual of Rules and Regulations and will be furnished to the field in the near future.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 Cal

66-3286-
NOT RECORDED
140 APR 10 1957

F 26
67 APR 16 1957

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/2/57

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: BUREAU Records - gen'l
DESTRUCTION OF OBSOLETE MATERIAL (66-3286)

During World War II in connection with the Foreign Travel Control Program, all passengers entering the United States by boat from foreign ports were interviewed. Passenger lists were obtained from the steamship companies and all names on the passenger lists were searched through the Bureau's indices. A summary of the information obtained as a result of this search, even though in many cases an ident could not definitely be established, was furnished by blind memorandum to the field office where the ship was docking.

Separate individual 100 (Internal Security) files were opened on the subject of these summaries and the summary was filed therein, (Several files attached to illustrate this procedure.) From all indications there were a large number of files opened during this program which contained only the summary. These files do not appear to be of any value to the Bureau today, and in connection with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that files of this type should be destroyed. The information contained therein is duplicated elsewhere in Bureau files and in many cases is not definitely established as being identical with the subject of the file.

Archival authority is not necessary for the destruction of these files inasmuch as they are merely summaries of information contained elsewhere in other Bureau files.

RECOMMENDATION:

That this memorandum be referred to the Domestic Intelligence Division and the Investigative Division for consideration as to the destruction of files containing summaries of information concerning individuals entering the United States by ship during World War II unless the file contains information of an unusual nature or contains other material in addition to the summary. If this recommendation is approved, these files will be destroyed whenever uncovered incidental to other file reviews being conducted.

JWH:fk (3)

See addendum page (2)

Enclosures (7)

66-32486-743

8 MAY 14 1957

61 MAY 22 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EHW

Records

MEMO TO MR. NICHOLS
DESTRUCTION OF OBSOLETE MATERIAL

ADDENDUM - DOMESTIC INTELLIGENCE DIVISION, 5/3/57 (SBD:hmm):
Based on premise these summaries consist of data found elsewhere in Bureau files there appears to be no justifiable reason for their retention. Absence of any serial in file other than summary would indicate individual was probably not identical with passenger arriving under Foreign Travel Control program. If the passenger were of subversive interest additional data would have been received. Recommend concurrence with destruction of such files containing only this summary serial.

ADDENDUM - INVESTIGATIVE DIVISION, 5/8/57 (JRM:lml)
Recommend concurrence with destruction of such files containing only this summary serial.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-14-57

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

Tolson ✓
Nichols ✓
Boardman
Belmont ✓
Mohr ✓
Parsons
Rosen ✓
Tamm ✓
Trotter
Nease
Tele. Room
Holloman
Gandy

In connection with our Records Management Program designed to eliminate valueless and obsolete material from the Bureau's records, there is set forth below a list of files relating to the work of the Identification Division which contain information which appears to be obsolete and of no further value to the Bureau. The majority of these files have not been used for many years and it is felt that they should be considered for destruction.

66-1631-1 Reports (Escapes) - File consists of one section, 22 serials. Opened March 1926, last mail dated July 1926. Contains weekly reports relating to cases in which information concerning escaped prisoners had been transmitted to law enforcement officials as result of search of Ident files.

66-1631-3 Monthly Statistical Report - File consists of four sections, 329 serials. Opened 1925, last mail dated January 1951. Consists mainly of monthly statistical reports covering volume of fingerprints received and handled in the Identification Division.

66-1631-4 Weekly report on work in Identification Division - File consists of four sections, 429 serials. Opened 1926, last mail dated September 1928. Contains weekly reports on work of employees assigned to Identification Division during this period.

66-1631-8 Statistics re fugitives whose apprehension caused by Identification Division - File consists of one section, 32 serials. Opened in 1928, last serial in file dated in 1930. Contains memoranda reflecting fugitives whose apprehension was caused by Identification Division.

Completed in Consolidation 6/24/57 mm

UNRECORDED COPY FILED IN

JWM:nle
(4)

RECORDED - 66-3286-744

cc: Identification Division File 66-1631

21 MAY 22 1957

58 JUN 5

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/cal

66-1631-11 Monthly Report of Wanted Notices - File consists of one section, 8 serials. Opened in 1930, last serial dated in 1935. Consists mainly of information concerning status of work in Posting Section.

66-1631-12 Extension of fingerprints - File consists of three sections, 519 serials. Opened in 1930, last serial dated 1937. File contains information regarding results of extending fingerprint files and numerous statistical memoranda reflecting reports of checking of files for accuracy. Policy or historical memoranda would be retained--statistical material should be destroyed.

Butler Rec'd

66-1631-13 Weekly Report on Posting Section - File consists of one section, 143 serials. Opened in 1930, last serial dated 1933. Contains weekly reports on accomplishments of Posting Section.

66-1631-14 Report on work of Card Index Section - File consists of two sections, 436 serials. Opened in 1930, last serial dated 1933. Contains statistical reports on work of employees assigned to Card Index Section.

66-1631-15 Typing Section - File consists of one section, two serials dated in 1930 and 1931 showing production of readers in the Typing Section.

66-1631-18 Daily Report of Overtime - File consists of one section, 10 serials. Opened in 1931, last mail dated 1941. Consists of reports reflecting overtime ~~for forms~~ and report of delinquent correspondence.

66-1631-19 Report of Assembly Section Typists - File consists of one section, 13 serials. Opened in 1931, last serial dated 1933. Contains monthly reports on work of Assembly Section Typists.

66-1631-21 Schedule showing Bureau Supervisors on duty in Identification Division after usual working hours - File consists of one section, 76 memoranda. Opened in 1938, last mail dated in 1940. Consists of memoranda setting out schedules of Bureau Officials or Supervisors on duty in Identification Division after usual working hours.

Memorandum to Mr. Nichols 5-14-57
Re: Destruction of Records

The majority of the material contained in the above listed files appears to be outdated and of no value to the Bureau today. Accordingly, it is felt that this material should be destroyed in line with sound records management and in the interests of making space available for the housing of current records. Of course, any material contained in these files which appears to be of a historical or policy nature will be retained. Archival authority not necessary for destruction of administrative-type material of this nature.

RECOMMENDATION:

That this memorandum be referred to the Identification Division for consideration as to the possible destruction of the above material in line with the Bureau's Records Management Program designed to eliminate valueless and obsolete material from the Bureau's records.

5/17/57
Messrs. Trotter, Moore, Anderson, Enguet agree.
F.W.W.

4-17 (Rev. 4-15-57)

FEDERAL BUREAU OF INVESTIGATION
RECORDS BRANCH

5/10, 1957

____Mr. Tolson
____Mr. Nichols
____Mr. Boardman
____Mr. Belmont
____Mr. Mohr
____Mr. Parsons
____Mr. Rosen
____Mr. Tamm
____Mr. Trotter
____Mr. Holloman
____Mr. Nease
____Mr. McGuire
____Miss Gandy

____Mr. Edwards
____Mr. Jones
____Mr. McMichael
____Mr. Renneberger
____Mr. Wherry

____M
____Rm.

____RECORDS BRANCH
IDENT BUILDING
____Mr. Short
____Mr. Brady
____Mr. Freund
____Mr. Stultz
____Miss Bryant
____Mrs. King

____Miss Kephart
____Mr. Lawrence
____Mrs. McGrath

____See Me
____Note & Return
____Phone Me

____Mr. Waikart
____Mr. Eames
____Mr. Brown
____Mr. Linton
____Mr. Marshall
____Mr. Medler

____Mrs. Cole, 7105
____Miss Ervin, 7204
____Miss Gibson, 7206
____Miss Lilly, 7264
____Mrs. Milikin, 7103
____Miss Walden, 7231

____Mr. Allwine
____Miss Brooks
____Mr. Cleaver
____Mrs. Collins
____Mrs. Conover
____Mrs. Genau
____Mr. Glover
____Mrs. Mead
____Miss Murphey
____Mr. Oliver
____Mr. Runaldue
____Miss Rusnak
____Miss Thomason
____Mrs. Venable
____Miss Wolfe

____Send File
____Per Conversation
____For your info.
____For appropriate action

What think?

FROM: WAIKART

CONFIDENTIAL

Classified by SP8 BTJ/DD
Declassify on: OADR 8/21/83

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HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

DECLASSIFIED BY Auc 60290 BCE/DCG/ymw
ON 8/26/03

Bureau Property - General

(D) BUPLANS - DESTRUCTION OF RECORDS -- Individual field office working and operational records and messages beginning and ending with the words EXERCISE UNCAP relative to previous defense plans tests may be destroyed. Bureau instructions and correspondence concerning policy should be retained in compliance with existing instructions relative to destruction of Bureau records. (u)

Henceforth, working records and EXERCISE UNCAP messages should be retained for six months following the completion of the test exercise prior to destruction of the records. (u)

5/21/57
SAC LETTER NO. 57-31

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EL/tm Cal

66-3286-
NOT RECORDED
176 JUN 3 1957

50 JUN 7 1957

CONFIDENTIAL

ORIGINAL FILED IN 66-04-2626

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-27-57

FROM : W. G. EAMES

b6
b7C

SUBJECT: SUGGESTION # 598-57
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUGGESTION: Mrs. [redacted] GS-7 in the Classifying Unit, has suggested through her representative on the Streamlining Committee that correspondence with firms for the purpose of ordering supplies or returning equipment for repairing for the Bureau at the Seat of Government be held in the Chief Clerk's Office and then destroyed. She states her suggestion would also be applicable to letters from the Justice Department reporting excess property.

CURRENT PROCEDURE: Correspondence as indicated above is now filed in the Chief Clerk file (66-1855-E) or into the administrative file on the type of equipment.

ADVANTAGES: Employee states that her suggestion would save the expense of processing mail which is later destroyed by the Consolidation Unit.

CONCLUSIONS: From the Records Branch's point of view, this suggestion would save work and space in the Records Branch.

RECOMMENDATIONS:

(1) That this memorandum be referred to the Administrative Division for consideration of this suggestion.

Referred 5/31/57-cal

(2) That this suggestion be referred to the Training and Inspection Division for acknowledgment.

Jack 6/3/57

NFS:fk
(5)

CC: Personnel file of [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 cal

RECORDED-9 66-3286-745

JUN 25 1957

b6
b7C

Destruction of Bureau Property - Gen'l

See memo Tamm - Jones 6/14/57-cal.

67 JUL 17 1957 7-310

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 5-15-57

FROM : H. L. Edwards

SUBJECT: STREAMLINING COMMITTEE
ADMINISTRATIVE DIVISION
SUGGESTION #584-57
Suggestion to Discontinue Certain Index Cards Maintained in Physical Examination Unit
(Made by [redacted] of Physical Examination Unit)

Tolson
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Boardman
Belmont
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Nease
Winterrowd
Tele. Room
Holloman
Gandy

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b7C

GS-7

[redacted], Clerical Supervisor, Physical Examination Unit, has suggested that index cards (sample attached) maintained in Physical Examination Unit on Special Agents and Special Employees be destroyed except in cases where examining physician indicates some physical defect and that the typing of such cards upon receipt of physical examination reports be discontinued except in "physical defect" cases. These index cards contain a summary of the employee's last physical examination and reflect such information as employee's name and position, date of last physical examination, date of birth, blood type, and any defects disclosed by examination.

Present Procedure: Physical Examination Unit maintains index card on each of approximately 6,300 SAs and SEs, as well as medical folder on each of these employees which contains copy of his physical examination reports. Upon receipt of physical examination reports, index card is prepared and copy of physical examination report is placed in employee's medical folder. In cases where physical defect is noted, tickler is set up to follow with SAC or Assistant Director to insure employee is taking action to correct physical defect. Each time employee receives new physical examination (normally once a year) old index card is destroyed and new one prepared. Procedure of maintaining index cards established several years ago for purpose of (1) providing ready reference to results of latest physical examinations since copies of physical examination reports were then maintained at National Naval Medical Center, Bethesda, Maryland, (2) serving as ticklers to reschedule employees for physical examinations when they came to SOG for In-Service, etc. Reasons for maintaining index cards in cases other than "physical defect" cases no longer exist since (1) copies of physical examination reports are now kept in Physical Examination Unit where they are available for ready reference, and (2) field now schedules examinations for SAs and SEs in field, obviating necessity of this being done and followed at SOG in case of field employees (separate tickler system is maintained to schedule examinations for employees in Washington area.)

ORIGINAL COPY FILED IN

FDH:ajh
(3)
Enclosure

NOT RECORDED
141 JUN 12 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/cal

14 JUN 10 1957

53 JUN 17 1957

Suggested Procedure: Eliminate all index cards except those of approximately 800 employees with physical defects which require following to insure corrective action is being taken. (Cards in these 800 cases would be retained so cases could be followed.) This would eliminate typing and maintaining of approximately 5,500 cards per year. Information now reflected on these 5,500 cards can be readily obtained from physical examination folder of employee.

Advantages: Elimination of duties involved in preparing, processing and maintaining these 5,500 cards would enable Physical Examination Unit to operate with one less employee as these duties presently require equivalent of full-time services of one employee to handle following steps necessary upon receipt of physical examination report: (1) pull old index card, (2) prepare new card, (3) stamp and initial physical examination report to indicate card prepared, (4) recheck information on new card against physical report for accuracy, (5) file new card. Minimum of 15 to 20 minutes per card is now required to completely handle and process each of the 5,500 cards which are proposed to be eliminated. Over the period of a year this would amount to practically the full-time of one employee.

Disadvantages: None

Savings: $3175 per year based on eliminating necessity for one GS-3 clerk typist.

Observations: Streamlining Committee of Administrative Division feels maintenance of these 5,500 index cards no longer serves useful purpose since information reflected thereon can be readily obtained from employee's medical folder. Committee feels suggestion has merit, would eliminate index which is no longer necessary and should be adopted. b6 b7C

RECOMMENDATIONS:

1. That this suggestion be adopted.

2. If approved, that the Physical Examination Unit release a GS-3 clerk typist for assignment elsewhere.

b6
b7C

3. That if the above is approved, Mr. [redacted] be commended and afforded a cash award of $105 based on the annual savings of $3175 which would result from the elimination of one employee in the Physical Examination Unit through adoption of his suggestion. While it is noted Mr. [redacted] is Clerical Supervisor of the Physical Examination Unit, we have previously afforded cash awards to key clerical supervisors in comparable cases where substantial cash savings have resulted from suggestions they submitted regarding operations in their own units.

ADDENDUM BY TRAINING AND INSPECTION DIVISION: 5/21/57 - WWW:ceh

Training and Inspection Division believes that supervisory personnel, in the course of carrying out their assigned duties and responsibilities, should be alert to make suggestions for improving the efficiency of Bureau's operations. The procedure suggested in this instance is one which is considered to represent a part of the normal requirements of the duties of employee's position as supervisor. Therefore, Training and Inspection Division recommends a letter of commendation to the employee and that no award be granted. If approved, attached letter will suffice.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/14/57

FROM : Q. Tamm

SUBJECT: SUGGESTION #598-57
Made by Mrs. [redacted] b6 b7C
Records and Communications Division

Tolson
Nichols
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Belmont
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Holloman
Gandy

SUGGESTION: That correspondence with firms for the purpose of ordering supplies or returning equipment for repairing for Seat of Government be held in the Property Management Unit of the Administrative Division and then destroyed. Suggested that this procedure also be applicable to letters from the Department of Justice regarding our excess property.

PRESENT PROCEDURE: Records Branch advises that the material mentioned above is filed in the Chief Clerk file (66-1855-E) or in the administrative file on the type of equipment involved.

ADVANTAGES STATED: Would save expense of processing mail which is later destroyed by the Consolidation Unit of the Records Branch.

OBSERVATIONS: From Records Branch's point of view, the suggestion would save work and space.

Administrative Division advises that at the present time no letters with firms for the purpose of ordering supplies are sent to the Records Branch for filing. Purchase orders are issued when ordering material, and letters regarding quotations are held in Property Management Unit and then destroyed.

Copies of correspondence with firms returning equipment for repairing and all correspondence pertaining to surplus property with the exception of the final memoranda from the Department of Justice and the release papers which have been signed indicating that the property has been turned over to a particular agency can be held in the Property Management Unit of the Administrative Division and then destroyed. Correspondence regarding the final disposition of surplus property should be filed.

[redacted] DATE 9-4-82 BY SP4EWL cal

RECORDED - 9 66-3286-746

INDEXED - 9

JUN 25 1957

Enclosure

Cc-ceh (4)

EX-105

(Recommendations on page 2) b6 b7C

1 - Mr. Mohr
1 - Personnel file of [redacted] (sent separately)

F-329

61 JUL 26 1957

Destruction of Property - Gen'l

Proposal of Suggestion

*Correspondence Regarding Ordering of Supplies

J-cyh

RECOMMENDATIONS: 1. That suggestion be adopted to the extent that copies of correspondence with firms returning equipment for repairing and all correspondence pertaining to surplus property with the exception of the final memoranda from the Department of Justice and the release papers which have been signed indicating that the property has been turned over to a particular agency be retained in Property Management Unit of Administrative Division and then destroyed.

b6
b7C

2. That the enclosed letter be sent to Mrs. [redacted] advising of the adoption of her suggestion in part.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: June 12, 1957

FROM : W. A. BRANIGAN

Tolson
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Winterrowd
Tele. Room
Holloman
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SUBJECT: PUBLICATIONS MATERIAL - HANDLING UNDER EXECUTIVE ORDER 10501

In September, 1950, procedures set up for review, routing and filing or destruction of intelligence publications, summaries, and similar material received from other agencies. Proper screening and selective filing of such material is essential to prevent voluminous accumulation of such records which are primarily of temporal value keyed to the times. Authority secured via Liaison in October, 1950, for destruction of those items not needed for filing from Central Intelligence Agency, Army Intelligence, Air Force Intelligence, Naval Intelligence and State Department (66-3665-2050, 2065).

Under above procedure we have followed practice of reviewing, filing and indexing such material as is of direct or foreseeable reference value to Bureau. Where material is of no filing interest we have destroyed material in accordance with Bureau disposal system for highly confidential trash and without recording receipt and destruction of each item. We have re-examined this procedure to be certain we are on sound ground in our handling of it in relation to Executive Order 10501 (The Safeguarding of Official Information in the Interests of the Defense of the United States.)

Title 44, Section 366, U. S. Code deals with matter of preserving records material and specifies that library or museum material acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference and stocks or publications of processed documents are not included with definition of records material for which there are prescribed methods for recording receipt and disposal as well as for actual disposal itself. It is believed very definitely that the material we receive such as intelligence publications, research documents, etc., falls within meaning of library-type material which is not record material. Sections 1202 and 1203 of Departmental regulations regarding the Executive Order specifically state that non-record material containing classified data shall be destroyed by burning or by equally complete methods

66-7225
SBD:hmm
(12)
cc: Belmont
D. E. Moore
Branigan
Rosen

ORIGINAL COPY FILED IN 66-7225-1

NOT RECORDED
46 JUL 1 1957

57 JUL 3 1957

MEMO TO: BELMONT
PUBLICATIONS MATERIAL - HANDLING
UNDER EXECUTIVE ORDER 10501

of destruction, which is done. Section 1204 of these regulations requires that records of destruction shall be maintained for record material. SAC Letter 53-79 dated 12/9/53 states the Attorney General had informed Bureau that we were authorized to follow procedure for destruction of classified material then followed by FBI. It is believed, therefore, we are on sound ground in destroying classified publications material where we have no need for filing based on above analysis.

This position was more recently affirmed when Bureau prepared proposed response for Attorney General to questions set forth in letter 10/15/56 from Commission on Government Security regarding operations of this Executive Order. Commission inquired as to procedure followed for keeping records of destruction of classified documents. Bureau's proposed reply was that classified documents from other agencies are destroyed with permission of the agency and a record is made of recorded material so destroyed (Memo Tamm to Tolson 10/31/56, 66-7225-1108).

RECOMMENDATIONS:

1. Recommend our liaison representatives with Central Intelligence Agency, State Department, Army Intelligence, Naval Intelligence and Air Force Intelligence reaffirm with those agencies our prior agreement that we can destroy publications, research studies and similar non-record (library and reference) material received by us when no longer needed. If special handling and retention of some particular regularly or irregularly issued publication (classified or unclassified) is required by an agency, it should be specified. This will bring our policy up to date.

[redacted] discussed with Mrs [redacted] CIA. She advised agreement as described above is satisfactory to CIA. - 6/17/57 b6 b7C

[redacted] ONI, advised agreement still satisfactory to ONI, 6/18/57 Bew

OSI, agrees 6/20/57

Bew. Consider criteria for destruction for Dan P. Reynolds, ACSI 6/19/57 OK

2. Recommend Liaison secure permission of U. S. Information Agency for similar handling of such material emanating from them. We are receiving material from them in limited quantities.

Joseph Walsh, USIA agrees - 6/20/57

OK

5.

Destruction of Bureau Property -

(E) MANUAL OF RULES AND REGULATIONS -- Revision #48 for the Manual of Rules and Regulations will be forwarded to your office in the near future. This revision consolidates the Manual of Rules and Regulations and the Operations and Procedures Manual on Personnel Matters. The combined manuals will hereafter be known as the Manual of Rules and Regulations.

The material formerly contained in the Operations and Procedures Manual on Personnel Matters and the present Section 1 of the Manual of Rules and Regulations have been made Part I of the Manual of Rules and Regulations. Except for Section 1, the material now contained in the Manual of Rules and Regulations will be Part II. Sections 1, 2, and 7 of Part II of the Manual of Rules and Regulations have been revised to remove duplicate material. Except for those pages requiring revision, the remaining material in Part II is not being reprinted at this time to show "Part II" on each page, as this part number will be added as pages are reprinted due to revisions. Dividers to separate the parts will be furnished your office in the future.

Upon receipt of Revision #48, the Operations and Procedures Manual on Personnel Matters should be destroyed. The old inventory cards for this manual should be returned to the Bureau. If additional manuals are required, the Bureau should be advised.

6/11/57
SAC LETTER NO. 57-35

ORIGINAL COPY FILED IN 11-04-3638

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EWJCal

166-3286-
NOT RECORDED
141 JUL 8 1957

7-370

67 JUL 17 1957

61754

July 19, 1957

Mr. S. A. Andretta
Administrative Assistant Attorney General

Director, FBI

BUREAU
DESTRUCTION OF RECORDS - GEN.

Enclosed is the required number of copies of Standard Form # 115, "Request for Authority to Dispose of Records," which contains description of records of no further value which this Bureau desires to destroy.

Enclosures (5)

CMM:dm
(5)

EX 105

RECORDED - 91

66-32867

16 JUL 30 1957

RECEIVED
JUL 19 1957
COMM-FBI

JUL 19 3 29 PM '57
RECD-READING ROOM
FBI

64 AUG 1 1957

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 7/15/57

FROM : Q. Tamm

b6
b7C

Tolson
Nichols
Boardman
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Mohr
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Rosen
Tamm
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Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #779-57
SUBMITTED BY MRS. [redacted]
RECORDS AND COMMUNICATIONS DIVISION

SUGGESTION: That serial 3 of file 87-300 be reviewed to determine whether the index cards on the jewelry listed in report can be destroyed. There are approximately 1,000 such index cards.

ADVANTAGES STATED: National Stolen Property Index now consists of nearly 500 index drawers. It is imperative to eliminate all unnecessary cards so as to minimize the cost of searching and maintenance.

OBSERVATIONS: Records and Communications Division states that the above-described serial is a report from Cincinnati in the case entitled "Alfred Brady, was. etal; Robbery of the Sol Partner Jewelry Store, Dayton, Ohio; National Stolen Property Act. Report sets out entire inventory of items taken in robbery which vary in value from $4.50 to $1,000; of $72,000 worth of stolen property, $5,000 worth was recovered. There was no Federal prosecution in this case. Case is over 20 years old.

Records Branch states that it appears that retaining the cards in question can serve no useful purpose and they should be eliminated in the interest of the sound records management. Approval of the Archives Department is not necessary.

66-7286-7
NOT RECORDED
141 JUL 29 1957

Investigative Division commented that duly reduction of the number of index cards will, of course, reduce the possibility of effecting an identification in this file. However, it is believed that a determination that certain cards in this file have become obsolete and should be destroyed is a matter for the consideration of Records and Communications Division. Investigative Division interposes no objection in the event it is decided that these index cards should be destroyed.

Records Branch reviewed comments of Investigative Division and is still of the opinion that the index cards should be destroyed.

JUL 26 1957

twwb:boc
(3)

64 JUL 30 1957

1 - Personnel file of Mrs. [redacted]

b6
b7C

ORIGINAL COPY FILED IN

RECOMMENDATIONS: 1. That suggestion be adopted.

2. If approved, Records and Communications Division will handle.

b6
b7C

3. That attached letter be sent to Mrs. [redacted]

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. EAMES

b6
b7C

DATE: June 26, 1957

FROM: (MRS.) [redacted] GS-9)
6525

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen ✓
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Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF INDEX CARDS

It is suggested that serial 3 of file 87-300 be reviewed for the possibility of destroying the index cards on jewelry listed in the report. (approximately 1,000 cards).

This jewelry was stolen over twenty years ago and a good part of it consisted of rings valued at less than $20.00 at that time.

These cards are filed in the National Stolen Property Index by scratch number.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/cal

NOT RECORDED JUL 29 1957

ORIGINAL COPY FILED

ADDENDUM: 6-27-57

The above serial is a report from Cincinnati in the case entitled, "Alfred Brady, was.. etal; Robbery of the Sol Partner Jewelry Store, Dayton, Ohio; National Stolen Property Act, Bufile, 87-300." This report sets out the entire inventory of items taken in this robbery which vary in value from $4.50 to $1000. Of the $72,000.00 worth of the property stolen $5.000.00 worth was recovered. There was no Federal prosecution.

ENCLOSURE

The National Stolen Property Index now consists of nearly 500 drawers of index cards. It is imperative that we eliminate all unnecessary cards so as to minimize the cost of searching and maintenance. It appears that retaining the cards in question can serve no useful purpose and they should be eliminated.

JUL 26 1957

RECOMMENDATION: memo A Tamm to Mr. Tolson 7/15/57 www/ler

That this memorandum be forwarded to the Training and Inspection Division for the securing of views of Division 6 as to eliminating these index cards.

let to Mrs. Lenow 7/16/57 www/ler

LBN:dm

62 JUL 30 1957

2 copies typed in T + I Div

1/ Acknowledged 7/5/57-Cch. Copy referred to Invest. Div. for views 7/3/57-Cch.

File 87-300 sent to Invest. Div. 7/3/57-Cch.

2

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: June 20, 1957

FROM : MR. R. R. ROACH

Tolson
Nichols
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Belmont
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Tele. Room
Holloman
Gandy

SUBJECT: PUBLICATIONS MATERIAL - HANDLING UNDER EXECUTIVE ORDER 10501

By memorandum in captioned matter dated June 12, 1957 from Mr. Branigan to you, it was pointed out that the Bureau by agreement with the Central Intelligence Agency (CIA), State Department and the Intelligence Divisions of the respective services, could destroy publications, research studies and similar nonrecord materials received by us when no longer needed. In this memorandum it was recommended that Liaison recontact these respective agencies to reaffirm the prior agreement.

On June 17, 1957, this matter was discussed with Mrs. [redacted] of CIA by Supervisor S. J. Papich. Mrs. [redacted] advised that the prior agreement was satisfactory to CIA and that the Bureau could continue handling the material received from CIA as it has in the past.

Mr. [redacted], Office of Naval Intelligence, on June 18, 1957, advised SA B. A. Wells that the prior agreement had with the Bureau by the Navy concerning this matter was satisfactory and as far as the Navy was concerned was still in effect.

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On June 18, 1957, Mr. [redacted], State Department, advised SA O. H. Bartlett that the agreement was satisfactory with the Department of State and that the Bureau had State's authority to destroy any such material if it was of no further value to the Bureau.

On June 18, 1957, Brigadier General Royal Reynolds, Jr., Director of Plans, Programs and Security, Office of the Assistant Chief of Staff, Intelligence (ACSI), Department of the Army, advised SA D. J. Sullivan, Liaison Section, that the Bureau could set its own criteria for the destruction of the publications, intelligence summaries, research studies, etc., received from ACSI and that anything decided upon by the Bureau would be satisfactory with ACSI.

[redacted], Special Assistant, Office of Special Investigations, U. S. Air Force, on June 20, 1957, advised SA W. T. Whaley that the prior arrangement was satisfactory with that office. On the same date, Joseph Walsh, Director, Office of Security, U. S. Information Agency, stated that any arrangement that the Bureau

DJS:jlk (6)

1 - Mr. Belmont
1 - Mr. D. E. Moore
1 - Mr. Branigan
1 - Liaison Section
1 - Mr. Sullivan

66-3286-17

JUN 27 1957

NOT RECORDED
46 JUL 1 1957

71 JUL 3 1957

LIAISON

ORIGINAL COPY FILED IN

REC'D-HQ

Memo Roach to Belmont RE: PUBLICATIONS MATERIAL - HANDLING UNDER EXECUTIVE ORDER 10501

desires for the destruction or retention of this material would be satisfactory with USIA.

ACTION:

For information.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS DATE: 8/13/57

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS-(66-3286)

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

In connection with our Records Management Program, designed to eliminate obsolete material from the Bureau's records, it is proposed that the following files, which are no longer used and which contain information which does not appear to be of any current value to the Bureau, be destroyed.

(1) File entitled "FBI National Academy - Questions and Answers" - 94-3-6-5. This file consists of one section and contains 88 serials. The file was opened in 1939 and has not been used since 1945. The file relates to a booklet prepared concerning the FBI National Academy and contains letters requesting and acknowledging ~~the~~ booklet and letters from the field offices requesting additional copies of the booklet.

(2) File entitled "Training in the FBI" - 94-3-6-2. This file which was opened in 1939 and has not been used since 1945 consists of two sections, 97 serials. The file relates to a booklet prepared on the FBI's training activities and the majority of the information in the file relates to requests for copies of the booklet and acknowledgments concerning the receipt of the booklet.

(3) File entitled "The Federal Bureau of Investigation" - 62-21440. This file which was opened in 1929 and has not been used since 1946 consists of 19 sections, 1,615 serials. This file concerns a booklet relating to the work of the Bureau, published for the information of peace officers and law enforcement officials in the United States. The great majority of the file consists of incoming letters requesting copies of the booklet, replies thereto, acknowledgments of the booklet and letters from the field forwarding surplus copies of the booklet back to the Bureau. The file contains some indexing and it is felt that this material could be de-indexed and destroyed.

66-3286-748
RECORDED-85 3 AUG 29 1957

Archival authority has been previously secured, granting us permission to destroy correspondence relating to requests for publications and ~~the~~ informative data (66-3286-443).

(Recommendation Page 2)

WM:car
(3)

66-190871-14

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 FELW/CO Approved: CAL

7 6 OCT 22 1957

Memorandum Eames to Nichols 8/13/57
Re: Destruction Of Records (66-3286)

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division for consideration as to the possible destruction of the above listed files, which appear to contain obsolete information of no current value to the Bureau.

Agreed as to destruction

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. J. Parsons

DATE: 8/6/57

FROM : B. J. White

Tolson
Nichols
Boardman
Belmont
Mohr
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Tele. Room
Holloman
Gandy

SUBJECT: PHOTOGRAPHIC PLATE FILE
Destruction of Bureau Property

It is believed necessary to reduce the size of the file of photographic plates which is maintained in the corridor opposite room 7309. This file contains the photographic plates taken in the Laboratory in connection with cases received for examination. Each year considerable time is consumed in consolidating this file to maintain it in as small a space as possible. It is the consensus of the examiners in the P & C Section that rather than reviewing the old photographic plates and consolidating several cases together as has been done in the past, it would be better to destroy all plates ten years old or older.

Need for older plates has been extremely limited, and it is felt that the destruction of these plates would have no ill effect.

Consideration was given to microfilming the plates. Obtaining suitable microfilms of plates is extremely difficult and, it is believed, unwarranted because of the expense involved. There are approximately 2000 plates in the 95 classification alone which are ten years old or older.

The Domestic Intelligence and Investigative Divisions have been contacted about this matter and they have no objections to disposing of the plates as indicated.

RECOMMENDATION:

That the plates in the Photographic Plate File which are more than ten years old in those file classifications which contain the majority of the cases, such as the 95 classification (outside contributor) and the 98 classification (sabotage), be destroyed on a yearly basis.

RAF:FT/mlc
(4)

OK

66-3286-

NOT RECORDED
15 AUG 8 1957

NOT RECORDED
191 AUG 12 1957

AUG 28 1957

F-629

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 SLW Cal

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : L. V. Boardman

DATE: August 2, 1957

FROM : A. H. Belmont

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
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Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: MATERIAL CONSISTING OF FBI REPORTS, MEMORANDA, LETTERS, AND MISCELLANEOUS DOCUMENTS IN POSSESSION OF FORMER ASSISTANT DIRECTOR E. J. CONNELLEY (DECEASED) ADMINISTRATIVE - CINCINNATI DIVISION

DESTRUCTION OF RECORDS

Cincinnati, by letter 7-26-57, forwarded Bureau above-described material for review and disposition.

This material has been reviewed at the Bureau by SA [redacted], Domestic Intelligence Division, and SA Edward H. Hughes, Investigative Division. b6 b7C

The material consists of Mr. Connelley's copies of memoranda, letters, teletypes, reports, and his notes (longhand and shorthand) pertaining to the following cases:

Frederick Joubert Duquesne, was, et al; Espionage - G (Ducase), Bufile 65-8946

Unknown Subjects; Slaying of George P. McNear, Jr., President, Toledo, Peoria and Western Railroad, 3-10-47; Obstruction of Justice; Civil Rights and Domestic Violence, Bufile 72-397

Letter from Mr. Connelley to Bureau 7-13-54, cc all Bureau Offices, captioned:
Mocase, Espionage - R; Bufile 100-352385, CP, USA, COMFUGS, IS-C; Bufile 100-3-98
Harbury; Bufile 62-95804, CP, USA, Underground Operations, IS - C; Bufile 100-3-94
Robink; Bufile 91-5535
Tenuca; Bufile 88-3277

66-3286-
NOT RECORDED
133 AUG 14 1957
8 AUG 15 1957

This letter instructs offices to discontinue sending copies of reports and communications in above cases to Mr. Connelley.

Capga; Bufile 62-81093

George John Dasch, was; et al. Sabotage; Bufile 98-10288

Thomas M. McKenicle; Thora Chamberlain - Victim; Kidnaping; Bufile 79-15906 b6 b7C

Unknown Subjects; [redacted] Victim; Kidnaping; Bufile 7-4390

(Ticklers on page 2)

SENT DIRECTOR 8/5/57

EHH/sls (9)

ORIGINAL FILED IN 62-81093

RECORDED COPY FILED IN [illegible]

DECLASSIFIED BY SP4 [illegible] ON 8-4-88

Memorandum Belmont to Boardman
Re: Material Consisting of FBI Reports,
Memoranda, Letters, and
Miscellaneous Documents in
Possession of Former Assistant Director
E. J. Connelley (Deceased)
Administrative - Cincinnati Division
66-19

John Frederick Benson, was. Fugitive, IO No. 2080; Federal Escape Act, Assaulting Federal Officer, MMVTA; Bufile 26-95655

Matnap; Kidnaping (Mattson Kidnaping Case)
Bufile 7-1620

Also among this material were originals of Bureau letters to Mr. Connelley instructing him to handle certain assignments in security and other matters in various offices, including the Hiss-Chambers case, the Mocase, and the Kansas City Election Fraud case.

RECOMMENDATION:

It is recommended that all the material described herein be destroyed at the Seat of Government. A review of same reveals that copies of communications are either in appropriate Bureau or Field Office files. Mr. Connelley's notes are of no value now since they were made by him for his own future reference, and most of them are shorthand notes.

Ticklers:
Mr. Nichols
Mr. Boardman
Mr. Belmont
Mr. Rosen
Mr. Mohr
Mr. Tamm
Mr. E. H. Hughes
Mr. F. L. Jones

- 2 -

Destroyed
8-9-57
TJG.

...ggestion
...14-55)

b6
b7C

Date: July 22, 1957

...re for FBI | From: SA [redacted] SA H. EDWARD McNULTY | Employee assigned to Division: SEATTLE

...SUGGESTION

It is recommended that all channelized memoranda emanating from security informants' reports be purged from Security Index subjects' case files following the submission of a summary type or annual type report which contains the necessary information concerning the particular subject and the reported event.

(See Addendum)

...ation, rule (include manual citation as well as facts): Manual of Instructions, Vol. IV, Section 107 G - Reporting By Informants. 1. "All information furnished by informant orally or in writing must be made a matter of record, properly indexed, evaluated and channelized."

Advantages of suggestion

The principal and the prime reason for this suggestion is to keep the individual case files from becoming bulky and voluminous and thereby resulting in an enormous saving in file drawer space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/KAT

Disadvantages of suggestion: The only disadvantage in purging the files in the above-described method is that "ready" reference to other persons attending a certain function with the particular subject is not readily available in the subject's case file. Need for this information arises only on rare occasions, such as when a subject is interviewed and it is desired to question the subject about persons he should know. It is believed that this disadvantage is greatly outweighed by the savings possible.

Annual Savings (Show basis for estimate): Ltr 7-29-57 (Ltr to McNulty & ltr to [redacted] 8-15 JUL 25 1957

See Addendum.

b6
b7C

Refer to Domestic Intelligence Div. 7-26-57
Memo Quinn to Mr Tolson 8/14/57 Ltr

(The use by the United States of my suggestion shall not form the b... ny heirs, or assigns upon the United States)

[redacted] Mr. [ ] Mrs. [ ] Miss H. Edward McNulty

Signature and Title of Suggester

Recommendations and comments of Division Head

I feel this is an excellent suggestion - see addendum

66-32886-
NOT RECORDED
170 AUG 15 1957

60 AUG 16 1957

Signature and Title

Destruction of Bureau Property

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EXP PROC

TWO

ADDENDUM

It is believed that this purging of channelized memoranda should be limited, at first at least to SI subject case files since these cases all have had summary reports prepared. On the other hand, it is believed that channelized memoranda should not be purged from security-type cases of individuals not now in the Security Index, inasmuch as the possibility exists that these channelized memoranda would be necessary for the preparation of a summary-type report in the future. It is our opinion that once the channelized memoranda have been properly utilized and included in a subsequent report, the channelized memoranda then lose their value to the particular case as compared to the excessive drawer space utilized by these voluminous case files. Purging the case file of these memoranda does not deprive the particular case file of any of the information originally contained therein, inasmuch as each report by cover letter carries the administrative information as to the location of the original informant report in the office files of the informant. Further, the "A" file of the security informant will continue to maintain an identical copy of the purged channelized memoranda. To illustrate this space problem, suppose six different security informants report information concerning a "People's World" fund-raising function at which fifty S.I. subjects were in attendance. Each channelized memorandum of each informant's report would probably require at least two pages, and therefore each case file would contain twelve pages of channelized memoranda. Once this event and the subject's participation thereat has been reported in a report, these channelized memoranda could be destroyed without depriving the case file of any of the information previously contained therein.

Inasmuch as security-type reports were prepared with the location of the original informant's report in the administrative section at the time of the inauguration of the summary report project on all Security Index subjects in 1954, it is believed that all channelized memoranda which contained information already and subsequently incorporated in a subsequent report could be purged as far back in the S.I. subject's case files as the summary report. Again, this purge should be limited to only those channelized memoranda used in the preparation of a report.

This purging system should not include channelized memoranda based on information from Misur, Tesur, Fisur, or other sources, but should be limited to only live security informants and their reports.

This purging system would not raise any problem with reference to serializing, since at the time of purging a charge-out slip could be placed on the top serial of the volume indicating which serials had been destroyed.

By such a system of purging, it is believed that vast amounts of drawer and cabinet space could be saved throughout the field offices and would improve the efficiency of security-type investigations. Estimates of space savings are set out below.

Channelized memoranda normally are not used for indexing and they are practically never referred to after the information contained therein has been included in a report in the individual case file. If reference to a particular destroyed channelized memorandum is needed, the administrative section of the report immediately indicates the location of the original informant notes. Further, the exhibit envelope containing the informant's notes also contains a notation indicating the serial number of the channelized memorandum in the informant's "A" file.

An examination of some individual case files reveals that by such a purging system the case files could be reduced to one-third their present size.

1. A review was made of only the last five volumes of the multi-volume case file entitled "MILFORD ADOLF SUTHERLA was.; IS-C," Seattle file 100-12883, who is carried as a Key Figure in the Seattle S.I. The following observations were noted:

   A. In its present form, the last five volumes of this case file alone measures 6½ inches in depth, including file covers.

   B. If channelized memoranda used in the preparation of reports in this case file were purged, 717 pages of paper would be eliminated. These 717 pages measure approximately 3 3/4 inches, which would amount to a saving of 3 3/4 inches of space in five volumes.

   C. A cabinet drawer permits 24 inches of usable space and, conservatively estimating, it is believed that a cabinet drawer normally accommodates 21 volumes of security-type case files. Therefore, it is estimated that in a full drawer approximately 15 1/2 inches of space would be saved if such specialized files were purged of channelized memoranda as described above.

2. A review was made of only the last 7 volumes of the case entitled "[redacted], was.; SM-SWP," Seattle file 100-22579, and the following observations were noted:

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A. In its present form, the last 7 volumes of this case file measure 8 inches in depth, including file covers.

B. If channelized memoranda used in the preparation of reports in this case file were purged, 1,166 pages of paper would be eliminated. These 1,166 pages measure approximately 5 1/2 inches, which would amount to 5 1/2 inches of space saved in only 7 volumes.

C. Again, a cabinet drawer permits 24 inches of usable space, and conservatively estimating, it is believed that a full drawer of similar type case files with the same type of purging would eliminate 16 1/2 inches of space now used. Thus, a saving of 16 1/2 inches of space would be saved in each drawer. It is noted that the savings in this review compare most favorably with the estimate made in example No. 1 above.

At the present time, the Seattle Office has 384 S.I. subjects, and it is estimated that each case file would average about four volumes per subject. With 384 S.I. subjects, it is then estimated that S.I. subject's case files number 1,536 volumes. Considering 21 volumes per cabinet drawer, it is estimated that S.I. subject case files take up 73 cabinet drawers, or 14.5 cabinets. If 16 inches or 2/3 of each cabinet drawer space could be saved through this purging system, it is estimated that in the Seattle Office alone 9.5 cabinets could be saved now. Since each cabinet costs about $66.30, it is believed that $629.85 could be saved if this purging system were put into effect. Considerable other savings would result as this purging system is put on a continuing basis after the submission of a report on each S.I. subject. On a Bureau-wide basis this savings would be considerable, not only from a monetary standpoint but from a space standpoint.

As time progresses, space allotted for case files becomes more critical when considered with the rapid growth of security-type case files, as compared with other classifications. At the present time in the Seattle Office there are 530 cabinet drawers being used in the closed section for 100-classification only, while 860 cabinet drawers are presently being used in the closed section for all other classifications. The 100-classification files now occupy 38 per cent of the closed file space, and this 38 per cent is the most rapid-growing section of the entire closed file section.

As far as the Seattle Office is concerned, the cost of office space is $3.10 per square foot per year, and 2,287 square

feet of space is alloted to cabinet space consumption at the cost of $7,089.70 per year. It is estimated that each cabinet plus sufficient space for opening the drawers consumes nearly 4 square feet of space, and therefore each cabinet saved could save about $12.00 per year. Saving cabinet space does not immediately bring about a savings to the office involved, but it could have a bearing in the long run when an office outgrows its present space and requires an additional floor or rooms. The acquisition of new floor space costs large sums of money, and at the same time increases additional security problems, etc.

Generally speaking, it is estimated that the Seattle Office security file situation ranks about 8th or 9th in size within the Bureau, and therefore there is bound to be more savings in the larger offices in the Bureau.

Other Administrative Matters to be Considered

Channelized memoranda meeting all other purging qualifications should not be purged if one of the following exists:

A. Containing a notation indicating an O-1 form has been received, etc.

B. Containing notation for opening and assigning case, or other administrative notation.

C. Containing any indexing.

It is believed that purging should be the responsibility of the reporting agent, who could make notations of serials to be purged on the indices search slip which must be filed in the case file when a report is submitted. The CCO could then purge the file as indicated, and make proper notation on a green charge-out slip for each file from which channelized memoranda were purged.

This suggestion is being submitted in the interest of economy to the Bureau and with the thought of possible streamlining of a Bureau procedure.

Recommendations and Comments of Division Head

With the ever-increasing problem of file drawer space and the similarly increasing cost not only for cabinets but also for floor area, I feel that the Bureau should consider the suggestion of these two agents very, very carefully. Both of these agents have been handling in this field for a considerable period of time, and it appears that this is a very sensible, economical, actual money-saving idea. It is recommended that it be adopted. Should there be any problem in connection with this, it is suggested that the Bureau "sample" the situation in the larger-sized security working offices.

Routing Slip
FD-4 ~~(9-18-54)~~

Date 7-5-57

To

[X] Director Mr. Nichols
Att. .....
[ ] SAC .....
[ ] ASAC .....
[ ] Supv. .....
[ ] Agent .....
[ ] SE .....
[ ] CC .....
[ ] Steno .....
[ ] Clerk .....

FILE # .....

Title .....

Boardman
Adelman
Rosen
Tamm
Nichols

ACTION DESIRED

[ ] Reassign to	[ ] Initial & return	[ ] Open Case
.....	[ ] Search & return	[ ] Expedite
[ ] Send Serials	[ ] Recharge serials	[ ] Correct
.....	[ ] Prepare tickler	[ ] Call me
[ ] Submit report by	[ ] Return serials	[ ] See me
.....	[ ] Acknowledge	[ ] Type
[ ] Submit new charge-out	[ ] Bring file	[ ] File
[ ] Leads need attention	[ ] Delinquent	

[ ] Return with explanation or notation as to action taken.

Dear Mr. Nichols: Asking that you excuse this imposition, I am taking the liberty of sending you the attached rough draft suggestion for your consideration, asking that if it has any merit, it simply be referred to the persons responsible for formulating a new program rather than put it on the record as an official suggestion. Feeling that the program in the Bureau Bulletin may saddle the files for years with an unlimited amount of cumbersone exhibits most of which will never be used, we thought

SAC .....

(Over)

Office .....

62-32776-

NOT RECORDED
76 AUG 1957

15 JUL 24 1957

ENCLOSURE

1 ENCLOSURE

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DATE 8-4-82 BY SP4EWlal

63 AUG 9 1957

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that we did not have the prerogative of withholding our views when it appeared they may be of some use to the Bureau.

I am taking the liberty of forwarding it to you in thismanner, however, to avoid controversy and to preclude any implications that an answer is required.

Many thanks for your consideration.

[redacted]

b6
b7C

RECEIVED - ROSEN
JUL 17 5 21 PM '57
FBI
U.S. DEPT. OF JUSTICE

JUL 17 11 39 AM '57

JUL 11 11 12 AM '57

RECEIVED - TAMM

JUL 19 5 01 PM '57 FBI - JUSTICE

RECEIVED - NICHOLS
JUL 10 11 35 AM '57
F B I

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ENCLOSURE

15 JUL 24 1957

Personnel file

Re: REPORT WRITING

Reference is made to Bureau Bulletin no. 57-1 which outlines future procedures in recording interviews and writing reports.

This letter is being submitted to offer most respectfully a counter proposal which it is humbly believed will save a great deal of the administrative work and other problems, which the system outlined in the Bureau Bulletin will inevitably engender, and will still satisfy the requirements of the Jenck's decision.

It is respectfully suggested that rather than utilize the interview form propounded in the Bureau Bulletin that pertinent interviews which would go on the interview form simply be started at the top of a separate page in the usual report form, and if necessary to go to a subsequent page that nothing else be recorded on the last page of this recorded pertinent interview. The same practice could be used with signed statements, and signed statements combined with additional oral pertinent information.

The agent preparing the report would initial each page on which was reported a pertinent interview in the original of the report, thus certifying it and identifying it for permanent record in the original report.

It would then be necessary in furtherance of our proposal that henceforth the original report written by any office in a case be forwarded to the office of origin rather than the Bureau, so the office of origin will have assembled at one place all the original reports which can be produced if necessary in court, and the pertinent parts of this or these reports can be turned over to the court or the defendant as the case may be, having been disassembled from the non-pertinent parts of the report.

It is further suggested that administrative pages be utilized as they are now rather than be discontinued, but that these pages not be attached to the original report, but only to copies thereof.

Reliability and identity of informants can be put on the administrative page, but of course when necessary this information would have to be submitted to the U. S. Attorney in a separate letter as already proposed.

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ENCLOSURE

ENCLOSURE 62-32826-1

ADVANTAGES: This proposal will save considerable time on the part of agents in learning and executing a new system by preserving so much of the old system; will save considerable time of stenographers who will be spared typing several separate types of communications to satisfy one reporting project; and will save immeasurable time and space in the Chief Clerk's office who will not have to sustain the tremendous bulky exhibit problem entailed in the proposed system by the Bureau Bulletin. This will, it is believed also satisfy the requirements propounded by the Jenck's decision.

Further, the office of origin will have in one place all the record needed to satisfy a demand by the court. If several offices under the proposed system in the Bureau Bulletin investigate a master check case for example, or any other case calling for widespread investigation, there would be interview report forms all over the country in bulky exhibits the assembling of which in one place would be a major undertaking in the event of a demand, whereas under the system being proposed here, the office of origin would have all the necessary material without further correspondence or the necessity of forwarding interview forms, utilizing merely the original reports.

This will prevent errors in the handling of the several interview forms and prevent the inefficiency of cover memoranda involving the labor of detachments, extra serialization, filing, extra abstracts, and all the other work that cover letters entail.

This will simplify the continued efficiency of the destruction of files program as the original report will always be available in the office of origin and bulky exhibits containing interview forms will not have to be permanently maintained.

This will certainly save considerable filing space in the future.

This proposed system would entail very little if any, additional administrative handling on the part of supervising personnel and agents; would not increase costs of typing and stenographic assistance, nor increase costs through the transmittal and filing of extra communications.

DISADVANTAGES: It is realized that the problem of numbered pages should be considered, but it is believed that this can be counteracted by an explanation of the system to the court, explaining that we have designed this very system for the purpose of producing the necessary material in court when called upon and for the purpose of dividing pertinent from non-pertinent material. It may be possible in the alternative to either not number the pages of the original report or number only the first and last pages neither of which would have pertinent material on them.

The question might come up as to the administrative pages in the file destruction program. This can be overcome by retaining the administrative pages of the copy in the office of origin as a separate serial or as an "a" supplement to the original report serial number, thus retaining the integrity of the original intact.

It is fully realized that this writer who collaborated on this letter with SA [redacted] who originally thought of this proposal, as well as [redacted] are not as fully cognizant of all the problems involved in the Jenck's decision as is the Bureau, but as we see it now this suggestion is humbly submitted for the Bureau's consideration in any further deliberations in this matter.

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(F) AMERICAN LEGION - ADMINISTRATIVE FILES OF -- The field office administrative files which were initiated in connection with the American Legion Contact program several years previously should now be destroyed.

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DATE 8-4-82 BY SP4 Equical

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166-3886-1
NOT RECORDED
63 JUL 18 1947

50 JUL 22 1947

The following sound equipment charged to Lab Storage, but not in storage as of 5-28-57, when the inventory was taken:

SD-2 Pre-Amplifier

43*
84*

*Note, one unit was sent to Pittsburgh on 5-22-57, as serial number 34, Pittsburgh checking to see if this could be one of the above units. Number 34 is presently assigned to New York City.

3-A Dial recorder

75
85
99
159-A
179
246
~~264~~
342
~~352~~

~~5-AX Dial recorder~~

~~586~~

5-B Dial recorder

612

Presto type D-7 sound recorder

7

G.E. wire recorder

4

Aurex detectaphone

7 each

Briefcase detectaphone

6	44
38	57
39	150
40	183
X-46	
59	
66	

Destruction of Bureau Property Gen'l

The items on these two pages are being removed from inventory and the control cards in Property Section noted as dismantled for parts and destroyed or turned over to the Navy for destruction, 6-7-57.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 EW/Kal

66-3286-
NOT RECORDED
7 JUL 24 1957

31 JUL 25 1957

Please file in Destruction of Bureau Property 66-3286

3-unit

Briefcase detectaphone continued

99
133
137
143
146

Power detectaphone

54

Box detectaphone

205
207
220
239
249
255

Presto 3-D sound recorder

61

Telediphone

1044
2274

Telecord

2859

683

Electric megaphone

8909
8912
8914
8915
M-119-1290

1-A dial recorder

18
21
29
37
38

Rotary Converter

22	30	7	35
27	32	12	
28	33	13	
29	34	19	

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

DATE: 7-11-57

FROM M. M. NEWMAN

Newman

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DISPOSITION OF OLD INVENTORY RECORDS
DESTRUCTION OF BUREAU RECORDS Genl

In 1954 the new inventory system was put into effect on the new form FD-222. We presently have the old inventories of all the field offices on form CC-103 which is now obsolete.

It is suggested that these old inventory records be destroyed as they are of no further use and are presently over the 3 year period for holding old records of this nature.

Records destroyed
7-22-57
ec

OK
7/11

Recommended
7/12

JUL 23 1957

1 W 1
(2)

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66-3286-V

NOT RECORDED
102 JUL 23 1957

7548

66 JUL 24 1957

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EW

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: July 3, 1957

FROM : Q. TAMM

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: RETENTION OR DESTRUCTION OF RECORDS
LOCKBOURNE AIR FORCE BASE
COLUMBUS, OHIO

Cincinnati by letter dated June 27, 1957, informs that the Provost Marshal at the Lockbourne Air Force Base, Columbus, Ohio, states that his office has numerous copies of FBI reports dated in 1953, 1954 and 1955, which are no longer of value to the Air Force and the Provost Marshal proposes to destroy these reports by burning. Provost Marshal also proposes to furnish a certificate of destruction identifying each item to the FBI.

SAC Cincinnati requests advice as to whether it is permissible for the Provost Marshal to so destroy Air Force copies of Bureau reports or whether the reports should be returned to the FBI and an entry made in FBI records.

RECOMMENDATION:

That the SAC be advised that these reports were furnished to the Air Force by the FBI under the terms of the Delimitation Agreement - what the Air Force does with these reports is their responsibility. We should not approve their proposed action or raise any objection to it and we need have no record of what reports they destroy.

If the situation arises in the future and it is found that the Air Force has destroyed information it should have kept, we should in no way be a party to it. Once we have furnished information to the Air Force, we should be in a position to assume for all time that they have that information. Under no circumstances should we go to the expense of making appropriate entries in various files that the Air Force has destroyed their copy of the report.

There is attached a proposed letter to Cincinnati advising them of these instructions.

Enclosure sent 7-8-57

WMW:dps
(2)

64 JUL 15 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EWL cal

JUL 9 1957

62-3286-

NOT RECORDED
102 JUL 11 1957

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: June 21, 1957

TO : Mr. Callahan

FROM : J. S. Johnson

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: RETENTION OF COPIES OF VOUCHERS
BUREAU FIELD DIVISIONS
PROPOSED SAC LETTER

Reference is made to my memorandum dated June 14, 1957, which in part recommended that copies of all vouchers and invoices maintained by the field should be destroyed when they are one year old, except those records and copies of vouchers pertaining to payments from the confidential fund, which should be retained indefinitely.

On June 19, 1957, this matter was considered by the Executives Conference and the recommendation was approved. In view of this, the field should be advised and proper changes made in the Manual of Rules and Regulations.

RECOMMENDATIONS:

1. That the attached proposed SAC Letter go forward.

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2. That Section 3, Item 8 of the Manual of Rules and Regulations be amended. The appropriate change is attached.

Enclosures (2)

DEC: jdm (2)

66-3226
NOT RECORDED
JUN 26 1957

JUN 28 1957

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66-3286-749

CHANGED TO

66-19087-28

MAY 9 1961

mt/mb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 EWJ/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-21-57

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

In line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, there is set forth below information concerning two files relating to the work of the Identification Division which appear to contain obsolete information and could be destroyed:

1. File 94-3-6-3 entitled "Identification Facilities of the FBI"--This file which consists of five sections, 397 serials, was opened in 1939 and has not been used since 1945. The file relates to a booklet prepared on the work of the Identification Division and consists mainly of letters requesting this booklet, the outgoing replies and subsequent acknowledgments. The file contains some indexing, and it is proposed that the file be deindexed and destroyed.

2. File 62-22684 entitled "Criminal Identification"--File consists of five sections, 372 serials, was opened in 1929 and has not been used since 1942. The file relates to a booklet entitled "Criminal Identification" and the majority of the material in file relates to incoming and outgoing correspondence concerning this booklet. The names of the individuals requesting the booklet were indexed. It is proposed that this file be deindexed and subsequently destroyed.

We have previously secured Archival authority to destroy correspondence relating to requests for publications and informative data (66-3286-443).

RECOMMENDATION:

That this memorandum be referred to the Identification Division and that consideration be given to the deindexing and destruction of file 94-3-6-3 entitled "Identification Facilities of the FBI" and file 62-22684 entitled "Criminal Identification" in view of the obsolete nature of these files and in line with our Records Management Program designed to eliminate such material from the Bureau's records.

RECORDED-98 66-3286-75

6 SEP 5 1957

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-4-82 BY SP4EW/CAL

OCT 7 - 1957

EX-111

94-3-6-3

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 8/14/57

FROM : Q. Tamm

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

b6
b7C

Destruction of

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EWJ Cal

SUBJECT: SUGGESTION #93-58
Made by SA [redacted]
and SA H. EDWARD McNULTY
Seattle Division

SUGGESTION: That all channelized memoranda emanating from Security informants' reports be purged from Security Index subjects' case files following the submission of a summary type or annual type report which contains the necessary information concerning the particular subject and the reported event.

PRESENT PROCEDURE: Section 107G, Manual of Instructions, requires that all information reported by an informant, orally or written, must be made a matter of record, properly indexed, evaluated and channelized.

ADVANTAGES STATED: Will keep individual case files from becoming bulky and voluminous and thereby resulting in considerable savings in filing space.

DISADVANTAGES STATED: Information concerning other persons attending a certain function with the particular subject is not readily available in the subject's case file. The suggesters believe that this information is needed only on rare occasions, such as when a subject is interviewed and it is desired to question him about persons he should know.

OBSERVATIONS: SAC Auerbach, Seattle, recommends that the Bureau consider this suggestion in light of the ever-increasing problem of filing space and the similarly increasing cost of file cabinets and floor space.

Domestic Intelligence and Training and Inspection Divisions recommend unfavorably. Variations of this suggestion have been considered unfavorably on several occasions in the past. The Executives Conference on 7/6/53 considered Suggestion #272-53 which called for the removal and destruction of channelizing memoranda after the reports had been prepared incorporating pertinent contents thereof. The Conference was unanimously opposed, pointing out that this suggestion, if adopted, would involve considerable additional work on the part of agents and clerks in

ORIGINAL COPY FILED IN

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66-3286-

ceh
(4)
1 - Personnel file of SA [redacted] (sent separately)
1 - Personnel file of SA H. EDWARD McNULTY

NOT RECORDED
191 AUG 23 1957

52 AUG 27 1957

OBSERVATIONS: (continued)

in removing channelizing memoranda from the file and then destroying them. The Conference also felt that channelizing memoranda should remain in the file for purposes of future reference. The previous objections to the destruction of channelizing memoranda still exist.

RECOMMENDATION: That the suggestion not be adopted. No further action recommended since the suggesters have been thanked for their suggestion.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS LBNc

DATE: 8-19-57

FROM : W. G. EAMES E

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS - JUN. (66-3286)

There is maintained in the Records Branch a file entitled "Technical Laboratory" (94-3-6-1) which appears to be suitable for destruction in line with our records management program designed to eliminate valueless and obsolete material from the Bureau's records. This file consisting of two sections, 107 serials, was opened in 1938 and has not been used since 1945. The file relates to a booklet published by the Bureau entitled "Technical Laboratory" and the majority of the material in the file relates to requests for copies of the booklet and acknowledgments of these requests. The names of the individuals corresponding with the Bureau were indexed.

Inasmuch as the material contained in this file appears to be of no current value to the Bureau, it is recommended that the file be deindexed and subsequently destroyed. Archival authority has previously been secured permitting us to destroy correspondence relating to requests for publications and informative data (66-3286-443). 66-19087-14

RECOMMENDATION:

That this memorandum be referred to the Laboratory for consideration as to the destruction of file 94-3-6-1 entitled "Technical Laboratory" in line with our efforts to eliminate valueless and obsolete material from the Bureau's records in accordance with a sound records management program.

WWM:fdf
(3)

Completed and Cancelled 10/2/57

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW

RECORDED-45

EX-105 66-3286-751

10 SEP 6 1957

F69

52 SEP 12 1957

REC. SECT.

94-3-6-1

UNRECORDED COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. J. Parsons

DATE: August 27, 1957

FROM : A. K. Bowles

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

E Eames

SUBJECT: DESTRUCTION OF RECORDS - SEN. (66-3286)

Re memorandum from Mr. Eames to Mr. Nichols 8/19/57, recommending that file 94-3-6-1 be destroyed if Laboratory concurs.

Laboratory has no objection to destroying file 94-3-6-1 entitled "Technical Laboratory." This memorandum is written for record purposes to summarize information in the file which is to be destroyed.

Most of the serials in 94-3-6-1 consist of requests for copy of publication "Technical Laboratory" and acknowledgements of these requests, dated between March, 1940, and December, 1944. The file reflects that the booklet "Technical Laboratory" was prepared pursuant to instructions in the Director's memorandum to Mr. Ladd and Mr. Coffey dated December 20, 1939. Mr. Ladd's memorandum to the Director dated February 1, 1940, enclosed a draft of the proposed booklet. This draft had been reviewed and approved by Mr. Coffey of the Laboratory and by all members of the Executive's Conference. Mr. Tolson and the Director approved the printing of the booklet by Mechanical Section, February 2, 1940.

Mr. Hendon's memorandum to Mr. Nichols dated 11/27/41, reflects the booklet was revised and another 15,000 copies were printed by Mechanical Section.

The Director approved Executive Conference's memorandum dated May 24, 1945, recommending that the publication "Technical Laboratory of the FBI" be reprinted in Spanish for distribution in South America in connection with the Bureau's SIS and police liaison work. The publication was translated into Spanish by the police liaison agent in Caracas, Venezuela, and reviewed by Dr. Antonio Fernandez Martinez, who had held an official position with the Bureau of Prisons of the Spanish Republic and who had an excellent grammatical knowledge of the Spanish language. The Translation Section of the Bureau then translated the publication and it was printed in Spanish in August or September, 1945.

RECORDED-45 EX-105

66-3286-757

RECOMMENDATION:

That this memorandum be filed for record purposes.

Project complete in Crash Letters 10/2/57 Mohr

AKB:mb
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

SEP 6 1957

71 OCT 3 1957 8-4-82 DJ SP4 ELW/cal

94-3-6-1

1 copy sent

UNRECORDED COPY FILED IN

MR. CALLAHAN August 28, 1957

A. M. NEWMAN

DESTRUCTION OF DEFECTIVE HANDCUFFS Destruction of Property - Govt

The following handcuffs and leg irons which have been received from the field offices for the past several years are defective:

102328	115799	176732
102332	117525	178443
109856	130385	179071
109925	170206	181175
114838	170116	226275
114847	170371	226431
106763	179468	226604

2 pair of leg irons

It is requested that permission be granted to destroy these handcuffs and leg irons as we have done in the past.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/1 Cal

lwl
(3)

166-3256
NOT RECORDED
138 SEP 11 1957

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 62-3

F69

67 SEP 13 1957

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8-21-57

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF Bureau RECORDS - Gen
(66-3286)

In connection with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is proposed that consideration be given to the deindexing and destruction of file 66-3701 entitled "Personnel Selection and Training in the FBI." This file which consists of five sections, 625 serials, was opened in 1932 and has not been used since 1943. The file relates to a pamphlet which was prepared concerning the selection of personnel and training in the FBI. The majority of the material in file relates to letters requesting this pamphlet, outgoing answers to these letters and acknowledgments of the pamphlet.

The last serial in the file which was dated in 1943 indicates that the pamphlet was out of print. This file contains some indexing, and it is felt that the file could be deindexed and destroyed in view of the obsolete information contained therein.

We have previously secured Archival authority to destroy correspondence relating to requests for publications and informative data (66-3286-443).

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and that consideration be given to the deindexing and destruction of file 66-3701 entitled "Personnel Selection and Training in the FBI" in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records.

JWM:fkp
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW1 cal

RECORDED 66-3286-753

16 OCT 17 1957

memo W. L. Edwards to Mr. Mohr 9/12/57 WST/jfp

64 DEC 30 1957

UNRECORDED COPY FILED IN 66-3701

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 9/12/57

FROM : H. L. Edwards

SUBJECT: DESTRUCTION OF RECORDS - Gen
(66-3286) Bureau

Tolson
Nichols
Boardman
Belmont
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Parsons
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Tele. Room
Holloman
Gandy

By memorandum 8/21/57 the Records and Communications Division requested the views of the Administrative Division regarding the possible de indexing and destruction of file number 66-3701 entitled "Personnel Selection and Training in the FBI."

This file has been reviewed and it consists basically of copies of a mimeographed publication which was gotten out by the Bureau during the period from about 1932 to about 1942 pertaining to the training and selection of personnel in the FBI. Much of the material in this document was similar to that now contained in the qualification sheets which we put out for the agent and clerical positions in the Bureau. The document was revised periodically and there are copies in this file of a number of different revisions over a period of years. The file also contains a number of memoranda prepared periodically over a period of years from about 1932 to 1940 showing in synopsis form how many agents were on duty at that time, percentage having law degrees or accounting degrees, and the various occupational backgrounds of the agents in service.

Although this material is, of course, similar to that maintained now in Vocation Records and although we could compile such information readily from our present records concerning our present agent staff it would seem that the information pertaining to the number of agents on duty at various times during the 1930's, the percentage of agents having law or accounting degrees during that period, and the training afforded agents at that time as set out in the mimeographed publication might be of some historical interest. It is recalled that during the very early stages of assembling material for Mr. Don Whitehead's book and even before that when it was thought that the Bureau itself might compile some publication of the Bureau's history a search was made for historical material pertaining to the chronological development of various divisions and procedures at various stages of the Bureau's development and it was found that historical material was in some cases difficult to locate because a great deal of administrative material had been destroyed as being obsolete.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/cal

RECORDED pgs 66-3286-754

WST:jfb
(3)
CC: Records and Communications Division

16 OCT 17 1957

64DEC 30 1957

F415 memo to Tamm 9/13/57 HBF

UNRECORDED COPY FILED IN 66-3701

The instant file also contains a large number of requests from various outside individuals for copies of the mimeographed pamphlet and letters acknowledging receipt of same and of course these are of no value whatsoever. The file also contains some mention of speeches delivered by Bureau personnel during which the publication was mentioned.

It is felt that certainly all of the material in this file consisting of correspondence concerning the distribution of the pamphlet could be destroyed. However, it is felt that before destruction of copies of the mimeographed pamphlet itself or the material concerning the number of agents on duty at various times and their educational or occupational background or material relating to speeches which Bureau personnel have delivered should be examined by the Crime Records Section and the Training and Inspection Division for their comment.

RECOMMENDATIONS:

1. It is recommended that this file be examined by the Crime Records Section and the Training and Inspection Division prior to destruction of any material.

2. Administrative Division recommends that all material concerning the distribution of the mimeographed pamphlet on training and selection of personnel in the FBI be destroyed.

(OVER)

3. That at least one copy of the mimeographed pamphlet and the memoranda showing the number of Special Agents on duty and the educational and occupational background be retained in file as of possible historical interest in the future unless, of course, this data is available elsewhere in the Records Section.

9/12

9/13/67

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TAMM

DATE: 9/13/57

FROM : H. B. FLETCHER

SUBJECT: DESTRUCTION OF RECORDS — General Bureau
(66-3286)

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

I scanned the contents of Sections 1 to 5 of 66-3701. Most of the files consist of incoming and outgoing correspondence relating to requests for material dealing with the training and selection of personnel during the period 1932 to and through 1942. Throughout the file are various drafts and copies of releases and memoranda relating to the training and selection of personnel. It is quite clear that there is not a copy of each and every revision made throughout the years and there is not a copy of all booklets or pamphlets which were prepared and distributed from time to time on this subject matter. Since the file is not complete in that respect it seems that no purpose would be served in retention of any of the memoranda, releases or pamphlets. I noted several items which I believe should not be destroyed - serials 533, 534, 557 and 559 which relate to background investigations conducted as to individuals who have requested copies of pamphlets dealing with training and selection of personnel.

RECOMMENDATION:

It is recommended that the Records Section be authorized to destroy all the material in this file with the exception of serials 533, 534, 537 and 539 and any other similar material which might be found in the file.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EW

cc - Records and Communications Division

RECORDED 66-3286-755

16 OCT 17 1957

HBF:dps
(3)

memo to Nichols 9-17-57 MAS

F415

64 DEC 30 1957

UNRECORDED COPY FILED IN 66-3701-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: September 27, 1957

FROM : M. A. Jones

SUBJECT: DESTRUCTION OF RECORDS - GEN (66-3286) Bureau

Tolson
Nichols
Boardman
Belmont
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Tamm
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Nease
Tele. Room
Holloman
Gandy

Bufile 66-3701 has been previously reviewed by the Administrative Division and the Training and Inspection Division to determine if any of the serials in this file which relates to a pamphlet prepared concerning the selection of personnel and training in the FBI can be destroyed. It was recommended and approved that this file be reviewed by Crime Records for any data of possible value for retention.

It is felt that the following serials should be retained: Serials 1, 8, 11, 18, 24, 199X, 533, 534, 557, 559 and 624. They include data concerning the initial preparation of the pamphlet; the date it was no longer available; statistics concerning the educational background of Special Agents for a period prior to the time such data was compiled by Vocational Records in the Administrative Division; research on specific individuals and a memorandum personally prepared by former Assistant Director H. H. Clegg dated 3-3-36 concerning the preparation of such pamphlets which contains a humorous but nevertheless penetrating analysis of Bureau publications. His observations could well be reviewed periodically by all those charged with the preparation of such documents.

RECOMMENDATION:

That all serials in Bufile 66-3701 except those listed above be destroyed.

cc - Mr. Eames

cc - Mr. Nichols

RECORDED 66-3286-756

16 OCT 17 1957

HEH:ijj
(4)

Destruction Completed in Consolidation 12/30/57 mcw

F415

64 DEC 30 1957

UNRECORDED COPY FILED IN 66-3701-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/ca

J. Edgar Hoover, Director
Federal Bureau of Investigation
S. A. Andretta, Administrative
Assistant Attorney General

November 4, 1957

The attached copies of efficiency rating lists of Federal Bureau of Investigation employees dating from 1942 to 1945 are of no further value to the Department. They are forwarded to you for whatever disposition you deem appropriate.

DESTRUCTION OF BUREAU RECORDS

RECORDED - 22 | 66-32-86-74

NOV 21 1957

69

ORIGINAL FILED IN 77-43532-1

377

60 NOV 25 1957

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/03 BY AUC 60290 BCE/DCG/ymw

ANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 10/31/57

FROM : Q. Tamm

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #310-58
Made by SA W. Donald Stewart
Domestic Intelligence Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4AU

SYNOPSIS

SUGGESTION:

PART I - That all copies of reports (except originals) prepared on active cases which have been succeeded by a summary report be destroyed. Domestic Intelligence Division recommends unfavorably. Summary reports are not as detailed as the investigative reports and in many instances when disseminating information to other agencies we would have to give the results of all of our investigation - not just a summary. In these instances, copies of the actual investigative reports are necessary.

PART II - That all files, active and inactive, be reviewed and additional copies of reports destroyed whether or not a summary report has been prepared. Domestic Intelligence Division recommends unfavorably. The value of destroying copies as a space-saving device has long been recognized. Extensive Bureau study in 1955 revealed that we could not do this until we get a less expensive copying method than photostat. Records Branch advises that extensive research is currently being conducted to achieve copy-destruction aims of the 1955 survey.

PART III - That substantive supervisors handling the particular cases review all active cases and advise the field of the actual number of copies of reports that are needed. Domestic Intelligence Division recommends unfavorably. The problem of determining the number of copies needed in various cases has been the subject of extensive study. Present Bureau instructions have been based on the normal need recognizing the high cost of subsequent reproduction if the initial requirements are set too low. Supervisors presently control copy requirements in unusual cases; however, to follow this in all cases would result in useless confusion in the field.

Further details concerning this suggestion can be found in attached memo from SA W. Donald Stewart to Director dated 10/25/57.

RECOMMENDATIONS:

1. That the suggestion not be adopted.

17 NOV 6 1957

2. ~~That the enclosed letter be forwarded to~~ THREE, SA Stewart.

Enclosures sent 11-4-57 eh

1 - Personnel file of SA W. DONALD STEWART (sent separat

o Destruction of Bureau
Property - Gen.

66-3286-

NOT RECORDED
117 NOV 8 1957

65 NOV 15 1957

ORIGINAL COPY FILED IN
66-24357-7231

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director

DATE: October 25, 1957

Ticklers: Mr. Belmont
Mr. Branigan
Mr. Meehan
Mr. W.D. Stewart

FROM : W. Donald Stewart

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION: 10-30-58
Reduction of Bureau Files and Number of Report Copies, Effecting a Savings in File Cabinets, Floor Space, Office Material and Stenographic and Clerical Time.

During reviews of Bureau files, it has been noted that many files are large and bulky due to several additional copies of reports bearing the same date. These reports are retained until such future time when they may be disseminated; however, there may never be a reason to disseminate these reports and, if so, probably only one copy is disseminated and the other copies remain in file. The individual files grow, necessitating additional cabinets and floor space.

It is, therefore, suggested that the following items be considered in an effort to reduce volume of Bureau files, thereby, effecting an annual saving to the Bureau in the number of file cabinets necessary and their necessary floor space needed.

1. In cases which have been active for an extended period of time, a great many reports have been written and finally a Summary Report has been prepared. When disseminating, we would normally only furnish a Summary Report to the interested agency; therefore, all preceding copies of reports other than the original prepared prior to the Summary Report are just unnecessary space and cabinet tenants. These unwanted copies could then be destroyed. Multivolume Criminal, Espionage, and Security cases could be greatly reduced by this method.

2. All files, active and inactive cases, should be reviewed and additional copies of reports destroyed whether a Summary Report exists or not.

3. A review of all active cases should be made by the supervisor handling cases on his desk. The number of copies actually needed by him should be determined by him and the field advised. Typical examples of additional unnecessary copies are in contact type cases where State and CIA are frequently the only interested agencies. Five copies are now required. If more than three copies are necessary, the field would be advised that in the future other copies will be necessary. The field has knowledge of the Bureau's dissemination responsibilities and the field could furnish additional copies, if or

WDS:bgc

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(SEE ADDENDUM PAGE 2)

NOV 6 1957

Cover memo Q Tamm - Mr Tolson 10/31/57 - 4L
Letter to SA Stewart 11/1/57 - 2L

THREE

Destruction of Bureau Property - Gen

65

66-3286

NOT RECORDED
117 NOV 8 1957

280

65 NOV 15 1957

ORIGINAL COPY FILED IN
66-24235-2030

example, contact case type reports when it is obvious from the contents of the report that G-2, OSI, or ONI, might be interested. The Bureau would then advise the field if the additional copies were not needed. Changes in number of copies could be handled readily by use of a small form comparable to the form used by the field requesting the Bureau file number, or by a letter directed to the field.

The particular advantages in #3 to the Bureau would be a savings field wise in materials, stenographic time utilized in correcting additional unnecessary copies and clerical time handling same. Bureau wise the saving would appear in unnecessary handling of unwanted copies and filing of same.

The only possible disadvantage of destroying additional copies of reports would be that at some later date it may be necessary to disseminate some reports. A Photostat of the original report would have to be made and furnished to the interested agency; however, this cost would be negligible compared to the annual savings earned in each cabinet conserved and its associated floor space. In the past, the Bureau has "housed" additional copies of reports for several years before it became necessary to disseminate one of the retained copies of each report; In the event a situation develops in the field which necessiates a particular office being furnished a copy of a report, a short letter or form could be directed to the appropriate field office instructing them to furnish the necessary copies to the particular field office needing same; hence, it would not be necessary for the Bureau to Photostat the originals in this situation.

ADDENDUM (SBD:hmm) 10/29/57; Espionage Section: Following comments submitted regarding numbered suggestions:

1. Destroy all copies, except original, of all reports preceding a summary report. This is based on assumption by Agent Stewart that we would only disseminate summary report when need for further dissemination arose. This assumption is not necessarily correct since summaries are generally written for a specific purpose, are not as detailed as the investigative reports, and in many instances we would have to give another agency results of all of our investigation - not just the summary. Idea of destroying copies is treated in No. 2 below.

2. Review all files and destroy all copies of all reports now in file. Value of destruction of copies as space saving device has long been recognized. It was subject of extensive Bureau study in 1955 (65-2435-1807, 1808, 1809, 1810 and 1817) when conclusion reached we could not do this until we could get a less expensive copying method than Photostat. Check with Records Branch reveals considerable research currently being done on copying methods in order to achieve copy-destruction aims of 1955.

MEMO TO: DIRECTOR
RE: SUGGESTION: Reduction of Bureau Files and Number of Report Copies, Effecting a Savings in File Cabinets, Floor Space, Office Material and Stenographic and Clerical Time.

3. Review of all pending cases by each Bureau Supervisor to instruct field as to number of copies needed in each case. Number of copies of reports for Bureau needed in each classification has been subject of extensive study. Requirements set have been based on normal need recognizing high cost of subsequent reproduction if initial requirements set too low. Supervisors already control copy requirements in individual cases of unusual nature by issuing necessary instructions to field. It is believed that following this practice in each and every case, however, would result in useless confusion in field and for this reason it is definitely felt that we must have the set pattern of copy requirements that we do have. Question of reducing copies required of Inpro contact cases being studied separately in Espionage Section.

RECOMMENDATION:

1. Recommend that Domestic Intelligence Division not favor adoption of these suggestions. Although there is definite merit to principle involved, any systematic purge of report copies must be considered in conjunction with a speedy, economical copy production method which is under study.

2. Recommend this memo be routed to Training and Inspection Division for acknowledgment and consideration.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: October 29, 1957

FROM : Mr. R. R. Roach

SUBJECT: IMMIGRATION AND NATURALIZATION SERVICE (INS)
DESTRUCTION OF REPORTS DISSEMINATED BY BUREAU

Tolson
Nichols
Boardman
Belmont
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Parsons
Rosen
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Nease
Tele. Room
Holloman
Gandy

On October 25, 1957, [redacted], Security Officer, INS, advised the Liaison Agent that his Service plans to destroy certain FBI reports which are not believed necessary for retention in INS records. [redacted] explained that INS will maintain index cards which will clearly identify the reports which were received and will indicate the date when they were destroyed. [redacted] stated that the foregoing would not be done unless it met with the Bureau's approval.

b6
b7C

This matter was discussed with the Records and Communications Division and inasmuch as INS is maintaining a record identifying the reports received and further recording the date of the destruction, that agency is complying with procedures heretofore followed by other agencies which have received our reports and have found a reason to destroy some documents.

On October 28, 1957, the Liaison Agent informed [redacted] that the Bureau had no objection to INS destroying Bureau documents as long as a record is maintained as indicated above.

b6
b7C

ACTION:

None. For your information.

166-3286-
NOT RECORDED
199 NOV 4 1957

SJP:bjt (6)

1 - Mr. Belmont
1 - Mr. Nichols
1 - Mr. Walkart
1 - Liaison Section
1 - Mr. Papich

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/ Cal

LIAISON

6 OCT 31 1957

2 NOV 5 1957

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Classified by: SP8BJ3/dd
Declassify on: OADR
8-19-83

CONFIDENTIAL

DESTRUCTION OF BUREAU RECORDS - GENERAL

(u)

(A) BUPLANS - DESTRUCTION OF RECORDS -- Outdated copies of memoranda advising of changes in relocation sites or manner by which contacted, together with outdated lists of relocation sites, may be purged from your Buplans file and destroyed. (u)

Henceforth, each office incurring any changes in relocation site information will add to the bottom of the memorandum furnished to the Bureau in accordance with SAC letter 57-27 (C) the statement, "Subsequent to posting the information herein to the master list maintained in your Buplans file, this memorandum should be destroyed." (u)

10/8/57
SAC LETTER NO. 57-57

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

[redacted]

66-3286-
NOT RECORDED
126 OCT 24 957

DECLASSIFIED BY Auc 60290 BCE/DCB/gmw
ON 8/26/03

ORIGINAL FILED IN 66-04-3621

52 OCT 25 1957

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 10-3-57

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF COPIES OF BUREAU REPORTS
CIVIL SERVICE COMMISSION

Tolson
Nichols
Boardman
Belmont
Mohr
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Nease
Tele. Room
Holloman
Gandy

Mr. John Mang, Section Chief, Investigative Division, Civil Service Commission, telephonically contacted the writer on 10-2-57 concerning the possible destruction of copies of Bureau investigative reports in the possession of the Civil Service Commission.

Mr. Mang recalled that several years ago he had been informed by the Bureau that we were not interested in getting back copies of FBI investigative reports that have been forwarded to the Civil Service Commission by the Bureau in cases in which they are interested. He wondered what our policy currently was inasmuch as they were considering the disposal of old record material, some of which included copies of Bureau investigative reports. The Commission has not finalized any plans in this regard; however, he was looking for general information in the event they proceed with tentative plans to dispose of their records. He was advised that we, of course, would like to know specifically what he had in mind in connection with disposal of copies of the Bureau's reports but that generally we were not asking that they be returned to the Bureau. He was reminded of the necessity for complying with the provisions of Executive Order #10501, if and when he did dispose of any record material originating from us. This order provides that such material should either be disposed of by burning or maceration and that a record of the destruction should be maintained by the destroying agency. For your information, we have been advising other Government departments along this line when they have raised the question of disposing of copies of Bureau reports.

Mr. Mang was also advised that if and when the Civil Service Commission decided on material that they were going to dispose of, he should contact us again concerning the specific reports in question and the Bureau could give him a definite answer. He stated that at the present time they did not contemplate destroying any reports under the old Loyalty Program or the new Security of Government Employees Program.

ACTION: For information.

FWW:neb
(4)

397

66-[illegible]

NOT RECORDED
145 OCT 14 1957

68 OCT 17 1957

ORIGINAL COPY FILED IN 62-104180

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-80 BY SP1 ELW Cal

16 OCT 11 1957

REC. SECT.

Destroy 10 yrs after Bureau Records - General

FILE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EWW Cal

TO: MR. NICHOLS

FROM: J. V. VAIKART

RE: DUPLICATION OF COPIES

You are generally familiar with the data set forth in the attached memorandum concerning our efforts to secure a machine that will quickly and effectively reproduce copies of reports.

As outlined in the attached, current developments indicate that we could get this machine rent-free for a 3-week period, 9-30 through 10-21-57, (machine ordinarily rents for $1850). In order to perform our experiments and research there would be a cost to the Bureau of approximately $250 for supplies.

We would very much like to get this machine, and if you talk to Mr. Mohr, we would also desire that Mr. Renneberger look over the machine and evaluate its effectiveness with us. The big question, of course, is does the Bureau have several hundred dollars available for this very worthwhile experiment?

Please note that I should notify the sales representative by Friday of this week.

FEB 10 1958

RECEIVED - RICHMOND

FEB 26 1958

JVV:nle
(4)
~~ENCLOSURE~~

66-3286-

NOT RECORDED
FEB 27 1958

2 ENCLOSURE

58 MAR 4 1958

ORIGINAL COPY FILED IN 66-24351-2017

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-17-57

FROM : W. G. EAMES

SUBJECT: COPIES OF REPORTS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/cal

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
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OBJECTIVE: As you are aware, for sometime the Records Branch has been conducting extensive research in an effort to find an inexpensive and rapid method of copy reproduction which would make economical and feasible the destruction of extra copies of reports now in file.

The Bureau has followed the procedure of filing extra copies of reports for future needs. As a result, it is estimated that nearly one-third of the 7500 cabinets that house the Bureau files or approximately 2500 cabinets contain copies only. For Bureau needs, original only of reports is necessary, however, because of Name Check and Security of Employees programs and other dissemination responsibilities, large volume of copies of reports must be disseminated. At the present time, copies are disseminated if available; if no copies are in file, original is Photostated and Photostat is disseminated. According to a recent survey, approximately 50,000 pages of reports are disseminated monthly. Approximately 40[illegible] of these pages required Photostating and the remaining 60 per cent were extra copies of reports already in file.

Records Branch feels that from efficient records management standpoint, original only of report should be retained and all copies of reports presently filed should be purged. (As a practical matter, the purging of copies of reports presently in file would take some period of time and would depend on the availability of personnel. Obviously we would start with the older files first and inasmuch as the majority of reports disseminated are reports prepared within the past five years, the purging of copies would have little effect on our current dissemination program for sometime to come.) This would eventually mean, however, that we would have to reproduce all copies of reports to be disseminated and the research conducted by the Records Branch has been directed along the line of finding a suitable reproduction method which would be more economical than the present photostat operation. It is our contention that with such a reproduction method which could possibly be operated in and by the Records Branch, certain other economies could be effected in connection with the removal of serials, elimination of the transportation of

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material between buildings for photostating purposes, speed up in reproduction of copies for dissemination, decrease number of locates, return of files to cabinets faster, etc.

BACKGROUND:

This problem of excessive copies of investigative reports in our files was presented for consideration by the Records Branch in September of 1953. (The problem is more critical now because of continued expansion of our records and space to put them in.)

Opinions were obtained from the Domestic Intelligence Division and the Investigative Division, and the Training and Inspection Division, after obtaining these facts, also looked into the problem (66-2435-1807, 1808, 1809, 1810, and 1817). Predicated on the objections that the disposal of extra copies would hamper dissemination to other agencies, it was recommended and approved that we would not purge extra copies of reports in file at that time but the Records Branch should continue research to find an inexpensive method of reproduction which would make destruction economically feasible.

RESEARCH CONDUCTED:

In connection with our research, we secured data concerning and experimented with a number of reproduction processes. For possible future use, information concerning each of these processes and its applicability to our needs are set out in the attached blind memorandum listed as Item #1.

PROCESS WHICH APPEARS TO BEST SUIT OUR NEEDS:

HALOID - COPYFLO

Haloid Copyflo - Manufactured by Haloid Co., Rochester 3, N. Y. Local distributor - Haloid Co., 3306 Reservoir Rd., N. W., Washington, D. C. Cost - varies depending upon machine utilized. Can be rented on a monthly rental basis. Cost data and additional details set forth below.

PROCESS:

Dry process similar to Haloid - Zerox process described in the attached blind memorandum. Machine is automatic printer and reproduces copies of either opaque or translucent originals at a very rapid speed. With

special type of head can also reproduce microfilm copies. Cost of reproduction of copies approximately 3 3/4 cents a copy (based on our volume); however, as volume of copies reproduced increases, cost to reproduce each copy decreases.

OBSERVATIONS:

Excellent process for economical mass reproduction of copies. Copies reproduced are permanent reproductions because dry process used. Cost of reproduction of copies includes machine rental and all supplies necessary. Additional data set forth below.

Based on the data obtained to date, this process appears to be the process which would most suitably fit our needs both from the standpoint of economy and quality. (Literature concerning process and sample copies reproduced attached as Item #2.)

Our reproduction problems and ultimate objectives have been discussed in some detail with Mr. [redacted], local representative of the Haloid Company. Mr. [redacted] informs that the Haloid Company manufactures three models of the Copyflo machine, model #1 with microfilm head, cost $72,000, monthly rental $1,250, reproduces positive single copies from 16 mm or 35 mm microfilm; model #2 with opaque head, cost $80,000, monthly rental $1,550, reproduces single copies of opaque or translucent originals; model #3 with dual heads, cost $85,000, monthly rental $1,850, reproduces either from microfilm or original documents. Mr. [redacted] informed that model #3 with dual heads will not be available for sale or rental until later this year.

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Mr. [redacted] has informed that based on our anticipated volume of copy reproductions (copies reproduced for dissemination if all copies now in file destroyed, approximately 50,000 reproductions monthly), a copy could be reproduced for approximately 3 3/4 cents per page which cost includes machine rental and necessary supplies. According to the Administrative Division, a Photostatic reproduction costs approximately 12 cents which cost includes labor, supplies, etc.

Based on these figures it would appear that there would be a substantial savings in the reproduction of copies, however it is pointed out that these figures are not conclusive and it would be impossible to set forth a definite cost figure or savings unless an actual experiment is conducted. It is pointed out that in addition to a possible savings in reproduction costs, the Records Branch feels

that many additional economies would be realized in connection with such intangible items as the removal of serials, elimination of the transportation of material between buildings for photostatic purposes, speed up the reproduction for dissemination, decrease in the number of locates, return of files to cabinets, etc., which would effect further savings and streamline procedures. It is possible that additional avenues of use would be uncovered which would further justify the use of this machine. b6 b7C

Through arrangements perfected by Mr. [redacted], Messrs. Waikart and Marshall observed one of these machines in operation and the attached copies of Bureau correspondence were reproduced (copy attached as Item #3). They were extremely impressed with the speed of reproduction, the quality of the copies reproduced, and the versatility of the machine. They feel that the machine offers unlimited possibilities for streamlining some of the work presently performed in and by the Records Branch. For our purpose model #2 which reproduces copy from the original documents or model #3 which reproduces both microfilm and the original document could be very effectively utilized. However model #3 is not commercially available at this time.

While we strongly feel that this machine offers excellent possibilities as far as our reproduction problem is concerned, we have purposely not recommended the rental of one of these machines up to this time because of the Bureau's stringent economy program and because the company ordinarily will not rent the machine for a period less than one year.

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On 9-16-57, Mr. [redacted] contacted SA Marshall and informed that a model #2 machine is being delivered to the Washington area for two demonstrations during September and October. He stated that between these two demonstrations, there will be a three-week period when the machine will be idle. Mr. [redacted] informed that his company was willing to make this machine available to the Bureau rent free for the three-week period, September 30 through October 21, for experimental purposes. The only expense to the Bureau would be the cost of supplies necessary for this experiment. It is anticipated that this cost would be no more than $250 and of course the copies reproduced during this period would be suitable for dissemination.

Records Branch feels that this is a golden opportunity to experiment with this machine, with very little cost to the Bureau, to actually determine if any economies can be realized by the use of this type of equipment. We are confident that the use of this equipment will enable us to effect many economies and will result in a substantial savings to the Bureau. Mr. [redacted] has informed that his

company would like to know by the end of this week if such an arrangement is satisfactory.

It is our plan that this machine would be installed in the Identification Building near the Name Check Section of the Investigative Division where the majority of reports are disseminated.

RECOMMENDATIONS:

(1) That the Records Branch be authorized to negotiate with ~~through~~ Mr. [redacted], Haloid, Company Representative, 3306 Reservoir Rd., N.W., Washington, 6, D. C., for the installation of a model #2, Copyflo machine in the Identification Building for a three-week period, September 30 through October 21st, for experimental purposes on a rent-free basis. The only expense to the Bureau would be the supplies necessary which would probably cost no more than $250 depending upon how much we use the machine. Extensive experiments will be conducted during this period to determine the machines applicability to our needs. (Mr. [redacted] has requested that he be informed by the end of this week if the Bureau would like the machine installed). b6 b7C

9/19 [redacted] agreeable
also to go ahead with
machine in Mechanical section
F.C.W.

9/20 [redacted] advised.

(2) If the machine during the experimental period does the job anticipated, further recommendations will be made at a later date regarding the rental of the machine and the destruction of extra copies of reports now in file.

RESEARCH CONDUCTED AND INFORMATION OBTAINED CONCERNING REPRODUCTION PROCESSES

In connection with our research, we have secured data concerning and experimented with a number of other reproduction processes. For possible future use, information concerning each of these processes and its applicability to our needs are set out below.

VERIFAX

Verifax Copying Machine - Manufactured by Recordak Corporation - 415 Madison Ave., New York 17, N. Y. Local distributor - Recordak Corporation, 705 12th St., N. W., Washington 5, D. C. Cost $360.00

PROCESS:

Material to be copied placed face to face with matrix (sensitized paper) and inserted in machine. Light produces copy on matrix. Copy paper then attached to matrix, inserted in machine and copy is made. At least 3 to 6 copies can be made from matrix, however, printing on each one becomes noticeably lighter.

OBSERVATIONS:

Single copies more expensive than Autostat (reproduction process presently used to reproduce copies for filing purposes) copies. Additional copies made from same matrix become noticeably lighter. Good process but too slow for mass reproduction of copies.

THERMOFAX

Thermofax Duplicating Process - Manufactured by Minnesota Mining and Manufacturing Co., St. Paul, Minnesota. Cost $425.00

PROCESS:

Dry process wherein infra red rays burn image on special thermofax paper. Process requires approximately 15 seconds. Copies cost approximately 5 cents each. Paper is light in weight, resembles carbon paper in appearance and texture.

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OBSERVATIONS:

Not suitable for our use. Good for temporary copies but paper too flimsy, susceptible to tearing and not satisfactory for permanent copies. Can be reinforced with a lamination process which takes additional time.

COPEASE

Copease Duplex Photocopier - Manufactured by Copease Corporation, New York, N. Y. Local distributor - Haloid Co., 3306 Reservoir Rd., N. W., Washington, D. C.

PROCESS:

Operates similar to autostat process. Copy takes approximately 40 seconds to make.

OBSERVATIONS:

Similar to autostat process. Good for small number of copies but too slow for mass reproduction of copies. No particular advantage over autostat machine presently being used.

SMOKEPRINTER

Electronic Developing Process - Developed by Standard Register Co., Albany and Campbell Sts., Dayton, Ohio. No cost data available, still in process of development.

PROCESS:

Copy made by use of electronic principle. Information received from Standard Register Co. that machine still in research stages, not available commercially.

OBSERVATIONS:

Copies supposedly can be made at a cost of a fraction of a cent. Machine still being developed. Development will be closely followed.

BRUNING COPYFLEX

Bruning Copyflex - Manufactured by Charles Bruning Co., Inc. Headquarters - Teterboro, N. J. Local Branch Office - 1025 Connecticut Ave., N. W., Washington 6, D. C. Cost - varies upon size of machine utilized.

PROCESS:

Original document and sensitized copyflex paper are exposed to light rays which deactivate the diazo coating wherever they pass through original. After exposure, the copyflex sheet passes through rolls which apply a thin film of developer which converts the latent image on the paper into sharp black lines thus making a positive reproduction.

OBSERVATIONS:

Good process (same process used by Identification Division to reproduce copies of identification records). Translucent paper necessary for best quality copies. We have experimented with this machine and while our reports can be reproduced, quality of some reproductions only fair and not suitable for dissemination because paper is not sufficiently translucent. Copies can be reproduced for a fraction of a cent per copy.

HALOID - ZEROX

Haloid Zerox - Manufactured by Haloid Co., Rochester 3, N. Y. Local distributor - Haloid Co., 3306 Reservoir Rd., N. W., Washington, D. C. Cost of equipment necessary $4,335.00. Same equipment can be rented for $90 per month.

PROCESS:

Dry, electrical copying process. Powders used instead of chemicals or water. Primary purpose of this process is to make master copy for use in preparing multiple copies. Takes 3 minutes to make master copy, then additional copies can be made very rapidly.

OBSERVATIONS:

Not suitable for mass reproduction of copies. Too slow and expensive. Only advantage would be where large number of copies of same document required.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-9-57

FROM : W. G. EAMES

SUBJECT: SUGGESTION #389-58
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
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Boardman
Belmont
Mohr
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SUGGESTION: Miss [redacted] GS 8 Assistant Supervisor in the Consolidation Unit, has suggested through the Streamlining Committee that the destruction of Japanese relocation files be indicated in the abstracts of the Numbering Unit as follows: remove tab card if one exists and all abstracts except serial 1. Destroy the abstracts and tab card. Stamp the abstract for serial 1 "Destroyed--See 66-3286-431X1."

CURRENT PROCEDURE: The Records Branch has received authority for the destruction of a number of files concerning the relocation of Japanese aliens. The abstracts for these files should also be destroyed. However, the Numbering Unit abstracts destroyed are replaced by forms in the numerical sequence currently filed in the abstracts indicating the file number destroyed and the file containing the authority for destruction.

ADVANTAGES: Employee states that her suggestion would eliminate filling in the forms replacing abstracts destroyed.

CONCLUSION: Adoption of this suggestion is recommended on a modified basis. In those instances where there is a series of numbers of files destroyed, the Records Branch will use a form to indicate the scope of file numbers so destroyed. When there appears to be only a single file which has been destroyed, the Records Branch will retain the abstract of serial 1 and stamp "Destroyed--See Serial 66-3286-431X1." A stamp has been ordered and the suggestion will be placed into effect immediately.

RECOMMENDATION:

(1) Favorable as modified.

EX.-126 66-3286-259
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(2) That this memorandum be referred to the Training and Inspection Division for acknowledgment. Enclosed letter prepared by Training and Inspection Division.

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1 - Personnel file of [redacted]

Enclosure

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. R. R. ROACH

DATE: December 2, 1957

FROM : MR. D. J. SULLIVAN

SUBJECT: DESTRUCTION OF FBI REPORTS BY DEPARTMENT OF THE ARMY LIAISON MATTERS

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By letter dated August 20, 1957, the Baltimore Office advised that according to information received from the G-2, Second Army, Fort George G. Meade, Maryland, that G-2 had stated that the problem of filing FBI reports in general investigative matters (criminal cases) had become increasingly difficult because of space problems at Second Army. The G-2 requested Baltimore to advise whether or not in reports in the general investigative file, once they had served their purpose, could be destroyed. Baltimore suggested that possibly other Army areas were encountering the same difficulty and suggested that the Bureau endeavor to have the Department of the Army establish an over-all policy on this question.

This matter was taken up through Bureau Liaison with the Office of the Assistant Chief of Staff, Intelligence (ACSI), Department of the Army. At that time advice was received from ACSI that the Department of the Army would, after taking the matter up with all continental Armies, establish a policy which would be submitted to the Bureau for approval prior to being issued formally. On November 29, 1957, Major [redacted], Plans and Policy Section, ACSI, advised SA D. J. Sullivan, Liaison Section, that after canvassing all continental U. S. Army areas, it had been determined that all the Armies were more or less encountering the same problem, that is a shortage of storage space. In order to alleviate this problem, Major [redacted] stated that if the Bureau approved, an order would be put out by the Department of the Army concerning the disposition of Bureau reports in criminal matters which would be substantially as follows:

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In order to reduce the amount of files held in the commands and agencies, this headquarters proposes to establish a procedure to provide for final disposition of criminal-type FBI reports as follows:

(a) Upon completion of Army action or at the end of a one-year period, if the case is inactive, reports on members of the Army and Department

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(5)

1 - Mr. Nease
1 - Mr. Waikart
1 - Liaison Section
1 - Mr. Sullivan

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of Army civilians containing loyalty or criminal-suitability type information will be forwarded to the Central Records Facility (CRF), Fort Holabird, Maryland. The reports will be incorporated into dossiers at CRF and maintained permanently.

(b) All other criminal-type reports not included in (a) above will be destroyed by burning by the command or agency concerned. This destruction will take place after the reports have been retained for a one-year period or upon receipt of notification from the Department of the Army that action has been completed.

Major [redacted] states that in order to avoid asking the FBI for duplicate reports at a later date, those reports other than those forwarded to CRF which, in the opinion of the command or agency concerned, might be of future value to the Army, should be retained beyond the one-year period. This would be discretionary with the respective commands. Major [redacted] further stated that it was proposed that criminal-type Bureau reports which had been included as exhibits in military police criminal investigative reports were being exempted from the destructive provisions of the proposed Army regulation. At the time of issuance of the new regulation, all commands would be advised that the new regulation would in no way alter procedures currently being followed with respect to the final disposition of intelligence-type FBI reports which are forwarded to CRF for permanent maintenance. b6 b7C

It is noted that when this question was first brought to the attention of the Baltimore Office by the G-2 of the Second Army he pointed out that correspondence from the Bureau always carried "a loan" provision, which the G-2 assumed to imply that the Bureau might sometime seek physical recovery of the documents at a later date. While the Bureau can always recall reports disseminated to other agencies, it is not deemed practical or desirable to have a wholesale return of these reports by the Department of the Army when the Army is of the opinion that the reports are no longer of current interest. The biggest objection to the destruction of Bureau reports in the hands of other agencies comes from the fact that at some future time that agency might request the Bureau for duplicate copies, thus adding an extra expense and burden on the Bureau. It is noted that in the proposed Army regulation they

specifically propose mentioning that to avoid asking the Bureau for duplicate reports at a later date it is being left within the discretion of the command or agency concerned as to whether Bureau reports are or are not to be destroyed under specific circumstances.

Since the proposed regulation provides for the permanent retention of criminal-type Bureau reports in cases involving Army personnel and Department of the Army civilian personnel, it is thought that the bulk of the destruction would take place in cases involving fraud, bribery and related matters. In any event, all reports will be maintained for at least one year or until completion of the action.

Since the Bureau does not desire the return of these reports from the Army, it is not thought that the Bureau can object to the destruction by the Army.

ACTION:

If you approve, Liaison will advise ACSI that it is entirely within the discretion of the Department of the Army as to whether they initiate a procedure for the destruction of criminal-type Bureau reports. ACSI will further be requested to keep the Bureau advised if and when such a procedure is initiated.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 11/12/57

FROM : H. L. Edwards HLE

SUBJECT: EFFICIENCY RATINGS

Tolson
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By memo dated 11/4/57 from Mr. Andretta, Administrative Assistant Attorney General, there were attached four files containing copies of efficiency rating lists of Bureau employees dating from 1942 to 1945 which, according to Mr. Andretta, are of no further value to the Department. They were forwarded to the Bureau for whatever disposition was deemed appropriate.

These lists apparently were forwarded to the Department on an annual basis and were broken down by Seat of Government and Field Payroll. There was a further break down by grade and under the break down the employees were listed in their respective adjective rating categories.

All of the foregoing information is contained in the Bureau's personnel records and it is not felt these lists would be of any value to the Bureau. Accordingly, it is recommended that permission be given to destroy them.

11/13

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Done 11/13/57

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FEDERAL BUREAU OF INVESTIGATION

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DESTRUCTION OF BUREAU RECORDS

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: November 21, 1957

FROM : R. C. Renneberger

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Tele. Room
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SUBJECT: COPYING OF REPORTS IN BUREAU FILES
RECORDS SECTION MEMORANDUM
SEPTEMBER 17, 1957

Destruction of Bureau Records - General

The Records Section of the Records and Communications Division is faced with the problem of files expansion and has made inquiry concerning a satisfactory and inexpensive method of reproducing copies of reports now in file when copies are necessary for dissemination. At the present time the files contain, in most cases, extra copies of reports. The Records Section estimates that one-third of the 7500 file cabinets now in use contain nothing but additional copies of reports. They contend that if the Records Section is only required to maintain one copy of each report that the space occupied by 2500 file cabinets could be saved.

Supervisor [redacted] of the Records Section made arrangements with Mr. [redacted] of the Haloid Company to furnish, rent free, a #2 Copyflo Machine for the Bureau to experiment with for a three week period beginning the first of October, 1957. The machine we experimented with rents for $1550.00 per month or sells for $80,000.00. b6 b7C

A Model #2 Copyflo Machine was placed in the Mechanical Section and used for a three week period during October, 1957. This machine reproduces, electro-statically, from the original material on to a roll of plain unsensitized paper. It makes a good permanent, positive reproduction and can be used for 90 per cent of our work. There are certain types of light blue ink which do not satisfactorily reproduce on this machine but this type of work can easily be screened and reproduced on the Photostat Machines. The Copyflo Machine is capable of reproducing 1200 8"x10½" sheets per hour under ideal conditions however, due to the type of work which we reproduce, (we have to block out Bureau notations and use the Bureau Property Stamp) we can average about 500 pieces per hour With further experience and planning on this machine we will be able to increase that average to between 700 and 800 pieces per hour.

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The Foreman of our Photostat Unit [redacted] and the other Photostat operators were very much impressed with the machine. We have estimated the cost per 8"x10½" reproduction at $.05 per copy as against $.08 per copy for a Photostat.

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The Haloid Company manufactures three models of the Copyflo Machine, Model #1 which reproduces from 16mm or 35mm film and rents for $1250.00 per month or sells for $72,000.00; Model #2 which reproduces directly from the original rents for $1550.00 per month or sells for $80,000.00; Model #3 which reproduces either from microfilm or directly from the original rents for $1850.00 monthly or sells for $85,000.00. We experimented with the Model #2 machine.

The Mechanical Section Photographic Laboratory does a good bit of reproduction work from microfilm and if we had a model #3 machine we could speed up our microfilm work.

Mr. [redacted] advises that if we desire to rent or purchase a Copyflo machine it will take from 60 to 90 days for delivery. Mr. [redacted] also stated that if we rent a machine for a six-month period and then desire to purchase a machine, the rental fee could be applied to its cost.

If the Bureau desires to eliminate extra copies of reports from the files and reproduce copies as necessary, I believe that our present force could easily keep up with the additional work we would receive.

RECOMMENDATIONS:

That this memorandum be referred to the Records and Communications Division for their information and further recommendation.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. W. A. Branigan

DATE: November 13, 1957

FROM : Mr. S. B. Donahoe

SUBJECT: COPIES OF REPORTS — Destruction of Bureau Records - General

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Attached memo October 30, 1957, from W. G. Eames to Mr. Nichols deals with proposed plan for destruction of copies of reports in file as space-saving device of considerable magnitude. Your comments are desired by Mr. Nease.

This over-all idea was presented in September, 1955. Basically the idea is a sound one since the Bureau cannot gear itself to copy storage based solely on possible future use. After considerable study the idea was rejected in January, 1956, until an inexpensive copy reproduction method could be assured which would meet vast needs of Bureau to disseminate data on a continuing basis.

Attached memo shows considerable research on copy reproduction with another method tested but new equipment not yet authorized, purchased or installed. Principal "bug" in this new equipment is that it is not susceptible to a large-scale blocking out of notations, names, and filing records noted on the original of the report. Records Branch, in effect, wants to go ahead with a copy destruction program, saving, with the original report, one unmarked copy of page one from one of the copies to be destroyed. While this is a partial solution to the problem of masking out data during copy reproduction it does not fully answer the question of whether, if we destroy copies now, our present reproduction facilities will be able to meet the daily needs of the Bureau. For example, Name Check Section uses report copies to handle name checks in a daily amount of about 1900 pages, of which about 700 pages are Photostat copies. Copy destruction could increase Photostat or other reproduction requirements around 1000 pages daily in this phase of Bureau work alone.

Enclosure

cc - Mr. Belmont
cc - Mr. Baumgardner
cc - Mr. Bland
cc - Mr. Donahoe
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Eames to Nease memo 12/26/57

F-231

Memorandum for Mr. Branigan
RE: COPIES OF REPORTS

RECOMMENDATIONS:

(1) This problem affects other divisions and it is believed views of other divisions should be secured. Recommend this Division favor a copy destruction program in principle providing the Bureau is simultaneously in a position to meet promptly all copy reproduction needs. Destruction without facilities to meet reproduction needs would be false economy.

Internal Security Section and the Subversive Control Section agree with this position.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 10-30-57

FROM : W. G. EAMES

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Nichols
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SUBJECT: COPIES OF REPORTS

OBJECTIVE: As you know for sometime the Records Branch has been conducting extensive research in an effort to find an inexpensive and rapid method of copy reproduction which would make economically feasible the destruction of extra copies of reports now in file. The destruction of these copies, which we estimate occupy nearly 1/3 of our 7500 file cabinets housing Bureau files, would save a tremendous amount of space and equipment and would make our filing operation more efficient from the standpoint of maintenance and normal day-to-day use.

BACKGROUND: The Bureau has followed the practice of filing extra copies of reports for possible future needs. For Bureau needs only original copy of report is necessary, however, because of Bureau responsibilities, large volume of copies of reports must be disseminated. This dissemination can be handled in two ways: (1) by retaining extra copies of reports in file as is now done or (2) by maintaining only original copy of report in file and reproducing copies as needed. It has been the contention of the Records Branch for sometime that from an efficient records management standpoint, only the original copy of the report should be retained in file.

On 9-16-55, (66-2435-1807) I sent you a comprehensive memorandum setting forth the background concerning this problem and the advantages and disadvantages which would occur if only the original copy of the report was retained in file. I recommended that the procedure of filing extra copies of reports be discontinued and that all such copies in the Bureau files be destroyed.

ENCLOSURE

Referenced memorandum was referred to the Domestic Intelligence Division and the Investigative Division for comment and by memoranda from Branigan to Belmont dated 9-30-55 (66-2435-1808) and Evans to Rosen dated 10-6-55 (66-2435-1809) some pertinent and logical disadvantages were set forth concerning our proposal; the principal disadvantages having to do with: (1) the difficulty in reproducing acceptable copies from the original in view of notations, corrections, Records Branch symbols, etc. (Majority

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(Continued on page 2)

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Mr. Renneberger
Rm. B-114

of these markings appear on first page of report and proposed solution to this problem set forth later in this memorandum.) (2) additional time required to reproduce copies (This can be overcome if faster method of reproduction used. Such a method presently under consideration by Mechanical Section).

The Training and Inspection Division considered this problem and by memorandum from Mason to Mr. Tolson dated 1-27-56 (66-2435-1817) recommended that the files not be purged of extra copies of reports in file but the Records Branch should continue to conduct research to find an inexpensive method of reproduction which would make destruction economically feasible.

Since that time, the Records Branch has conducted extensive research and experimented with a number of reproduction processes. By memorandum to you dated 9-17-57, I set forth the results of this research and in particular, information concerning the Haloid Copyflo reproduction process which process reproduces permanent copies very rapidly and economically. Arrangements were made with the Haloid Company to install a Copyflo machine in the Mechanical Section for experimental purposes at no cost to the Bureau. The Mechanical Section is currently analyzing the results of this experiment to determine if this process is suitable for the Bureau's use.

Main Problem In Mass Reproduction Of Copies: The main problem which would be encountered in the mass reproduction of copies and a problem which even now causes considerable work on the part of the Mechanical Section in the photostat operation, is the blocking out of certain information on our documents being reproduced for dissemination purposes. All Bureau markings, notations, symbols, etc. are blocked out and the character of some reports is blocked out (for example, Bureau, CIA or Departmental applicant investigations). The great majority of the material blocked out appears on the first page of the report. This blocking-out process is a time consuming yet necessary operation which would naturally be increased if all copies of reports were destroyed.

The blocking-out process is one of the main difficulties encountered in our experiment with the Haloid Copyflo reproduction system. This system is an extremely fast operation, reproduces permanent copies very rapidly and economically but is not susceptible to a large blocking-out operation because the material being reproduced is sent through the machine by rollers. While we can never completely overcome the blocking-out problem, we can substantially alleviate this difficulty by the proposed solutions set forth in the subsequent paragraphs.

(Continued on page 3)

Memo to Mr. Nichols 10-30-57
Re: Copies of Reports

Proposal by Records Branch to Alleviate Blocking-Out Problem: As previously set forth, the great majority of the notations, symbols, etc. which must be blocked out of a report being reproduced for dissemination purposes are located on the first page of the report. The remaining pages of the original report are normally free of any markings which require blocking out and thus can be reproduced very easily and rapidly. Since minor changes are made in ink and may appear on pages other than the first page of the report, the question of reproducing ink notations has been given careful attention. It was found that this machine does an excellent job of reproducing all ink notations with the exception of those which are very faint or in light pastel shades. In rare instances where such ink has been used, it would be advisable to use existing Photostat equipment. This could be done at the present cost of reproduction and since it would be necessary only on very infrequent occasions, it does not present a problem.

The Records Branch proposes that we go through our files at the present time, beginning with the older files, and destroy all copies of reports now in file. In addition to the original copy of the report, we would retain the first page of a copy of the report. This first page, which will normally be free of any markings, would be attached to the original report. Thus, when any future reproduction of the report is necessary, the first page of the copy could be used along with the remaining pages of the original report for reproduction purposes. This system would alleviate to a large extent the main difficulty in the reproduction of reports (the blocking out of markings) and we will be able to reap big dividends from the destruction of the remaining copies of reports in file.

This proposal will alleviate the problem encountered with the reports already in file. In connection with the reports presently being prepared, there are three alternatives which could alleviate or eliminate the blocking-out problem: (1) require Field to submit extra copy of first page of report (This could be done very easily at little expense.), (2) place all markings, symbols, notations, etc. on lower half of first page of report form, thus blocking out would be a simple proposition, (3) attach extra page to report for purpose of placing thereon notations, symbols, etc., thus original report would be free of any markings and could be reproduced very easily.

CONCLUSIONS: Large percentage of Bureau records consist of copies of reports and from efficient and sound records management standpoint should be destroyed. Destruction of these copies would save substantial space and equipment and make records more efficient. Because of

(Continued on Page 4)

dissemination program, to make this feasible requires economical and rapid reproduction method. Such a method currently being studied and experimented with. One of problems encountered to date is the necessity to block out Bureau markings, notations, symbols, etc. Since majority of these markings appear on first page of report, Records Branch proposes that duplicate copy of first page of report be retained for reproduction purposes and all other copies be destroyed, thus saving substantial space and equipment and making records more efficient for day-to-day use.

RECOMMENDATIONS:

(1) That the Bureau again consider the destruction of copies of reports now in Bureau files in the interest of sound records management operations and more efficient utilization of space and equipment. If the Bureau authorizes the destruction of reports, the duplicate first page of a copy of the report will be retained and attached to original report for use for reproduction purposes.

(2) If Recommendation #1 is approved, further consideration will be given to possible revision in submission or processing of reports currently being prepared.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 11/6/57

FROM : H. L. Edwards

SUBJECT: PAMPHLETS ISSUED NEW EMPLOYEES

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

Exhibit I, Benefits for Special Agents Under Civil Service Retirement Legislation, and Exhibit II, Benefits of Working for the FBI, are the two most recently issued pamphlets furnished new Special Agents to advise them of such matters. In addition, we presently furnish new agents with Exhibit IV, Memorandum for All Special Agent Personnel, dated 9/28/55, and Exhibit V, Memorandum for All Special Agent Personnel, dated August 9, 1956, which brings the 9/28/55 memorandum up to date on revised retirement benefits. These latter memos are not maintained in stock and it is necessary to have them printed each time additional copies are needed. We continued distributing them after the pamphlet Benefits of Working for the FBI was prepared since they contained more detailed information on retirement benefits. Now, however, with the preparation of the pamphlet specifically covering retirement legislation, the two memos do not appear to be necessary and duplicate information contained in the two pamphlets.

We previously issued to new clerical employees, a Memorandum for all Non-Agent Personnel, dated August 13, 1956, Exhibit III, which summarized their employment benefits. We discontinued issuing this memorandum upon the preparation of the pamphlet entitled "Benefits of Working for the FBI" since this pamphlet covered their benefits as well as benefits of the Special Agent personnel.

We now have only a small supply of the two memos for Special Agent personnel and upon approval, they will no longer be issued new agents and the existing supply will be destroyed.

RECOMMENDATION:

It is recommended that the existing supply of Exhibits IV and V, Memorandum for all Special Agent Personnel dated 9/28/55 and supplement dated 8/9/56, be destroyed since the information contained therein is now adequately covered by the two pamphlets entitled "Benefits of Working for the FBI" and "Benefits for Special Agents Under Civil Service Retirement Legislation," Exhibits I and II.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/ calgm

NOV 19 1957

NOT RECORDED 76 NOV 20 1957

ORIGINAL COPY FILED IN

67 NOV 22 1957

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 1/6/58

FROM : Q. TAMM

b6
b7C

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTIONS #421-58, 422-58, 423-58
SUBMITTED BY [redacted]
CHARLOTTE DIVISION

Destruction of Bureau Property - G-2

SUGGESTIONS: #421-58 -- that all serials in 67-0 (Applicant Matters) over 10 years old be destroyed; #422-58 that all serials in 25-0 (Selective Service cases) over 10 years old be destroyed; #423-58 -- that all 25 cases over 10 years old be destroyed except where office is the office of origin and prosecution was authorized.

CURRENT PROCEDURE: Files in the categories mentioned may be destroyed in the field when they become 25 years old.

ADVANTAGES STATED: If adopted, procedure would result in saving of filing space. For example, in the Charlotte Office in the 67-0 category 6 drawers could be saved, in the 25-0 three drawers, and in the 25 investigative cases 48 drawers.

OBSERVATIONS: As to suggestion #423-58 that all 25 cases over 10 years old be destroyed except where office is the office of origin and prosecution was authorized, the same suggestion was previously made (#204-56) and was considered by the Executives Conference on 9/26/55. The Conference unanimously opposed adoption of the suggestion. It is noted that in connection with this action, the Conference considered a survey made by the Washington Field Office which reflected that of 100 Selective Service Cases closed between 1941 - 1944, the same or similar names on 53 of 100 individuals appeared in 53 security or other type of cases than Selective Service. A one-day check showed that of 75 Civil Service Commission Forms, there were 19 Selective Service references checked; of 20 reviews made for G-2, 15 Selective Service references were involved; and of 23 applicant matters, 4 Selective Service references were involved. (66-3286-688)

In view of the action taken by the Executives Conference it is not felt that any further consideration should be given to #423-58 at this time.

RECORDED - 48 66-3286-760

b6
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EX-131

8 JAN 15 1958

Enclosure

1 - Personnel file of [redacted] (sent separately)

WWW:vfb
(3)

68 MAR 6 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EL W1 cal

Memorandum to Mr. Tolson
Re: Suggestions #421-58, 422-58, 423-58
Submitted by [redacted] b6 b7C
Charlotte Division

As to Suggestions #421-58 and 422-58 recommending destruction of serials in 67-0 and 25-0 be destroyed after 10 years old, the Training and Inspection Division is of the opinion that the proposals do have merit and further survey should be made of a representative number of field offices to secure their comments and recommendations.

RECOMMENDATIONS: 1. That Suggestion #423-58 not be approved.

1/9

2. That a survey be made of a representative number of field offices as to the destruction of serials in 67-0 and 25-0 (Suggestions #421-58 and #422-58).

1/9

3. If approved, that attached letter be sent to the Albany Office with copies to Chicago, Denver, Detroit, El Paso, Los Angeles, New Orleans, New York, Richmond, and San Francisco.

1/9

4. On receipt of views from field office, Training and Inspection Division will make further study and submit memorandum.

1/9

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. Rosen

DATE: December 20, 1957

FROM : L. N. Conroy

SUBJECT: COPIES OF REPORTS

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82

Destruction of Bureau Records - General

Comments have been requested as to the attached memorandum, dated 10/30/57, from W. G. Eames to Mr. Nichols, relating to the destruction of copies of reports in our files to save space. The Domestic Intelligence Division has considered and submitted its recommendations as to this memorandum. It has been the subject of several conferences with all the Section Chiefs in the Investigative Division as well as with representatives of the Records Section. This matter was previously considered in 1955 when it was recommended that the files not be purged and efforts be made to find an inexpensive method of reproduction.

Mr. Eames' memorandum indicates research has been made and that a Copyflo machine now in use on an experimental basis produces clear copies rapidly and economically. It was indicated, however, that the machine would not handle a large blocking out operation as is sometimes necessary due to notations on the first page of the original report. Mr. Eames stated that if and when all extra copies of reports now in file are destroyed an extra copy of the first page, clear of notations, would be retained and used for reproducing purposes. As to reports submitted in the future, suggestions were made that the Field submit an extra page for such markings or that the lower half of the first page be used for that purpose.

INVESTIGATIVE DIVISION COMMENTS

There is no objection within the division to a program which would reduce the number of extra copies of investigative reports in FBI files. The use of the Copyflo machine is satisfactory to us provided it reproduces everything which would normally appear in an investigative report and it produces clear, clean, attractive copies, rapidly and economically. The main problem involved relates to what should be retained in file for dissemination and for record purposes.

Enclosure - Attached are Rotation of Memo.

1 - C. H. Stanley, Room 2254
1 - G. C. Callan, Room 4746
1 - F. L. Price, Room 5714
1 - C. A. Evans, Room 4720
1 - F. W. Waikart, Room 7204

LNC/sjc
(8)

Memo Eames to Nease 12/30/57 jurisdiction

66-3286-1
NOT RECORDED
46 FEB 27 1958
16 FEB 26 1958

ORIGINAL COPY FILED IN 66-24352-2079

37 FEB 28 1958

Memorandum to Mr. A. Rosen
Re: Copies of Reports

Information disseminated in Security of Government Employees, United Nations Loyalty and applicant-type cases is used in taking administrative action, such as dismissal from or denial of employment, against the individuals investigated. It is, therefore, essential that the Bureau retain an exact duplicate of the material disseminated so that in the event of any subsequent controversy, such as rehearings or court action, the Bureau's records will be infallible with respect to what information was disseminated.

It is often necessary to transmit to highly placed Government officials, such as the Attorney General or the President, copies of investigative reports from closed cases. This will require retyping, in order to provide copies, unless the files contain one report completely free on all pages of notations, changes, stamps and other marks, which make the original undesirable for reproduction purposes. This does not mean we should retain two complete reports in file. It is sufficient if one copy, free of markings, of each page of the report be retained. In most instances this will comprise one complete report plus one additional copy of the first page.

In connection with investigations supervised by both the Employees Security Section and the Special Inquiry Section, a stamp is sometimes impressed on a carbon copy of a report. The stamp reads that the amended copy should not be disseminated but that it may be used to reproduce a copy for dissemination purposes. It is desired that when such a stamp appears on a report that none of the pages of the stamped report be destroyed.

The recommendations of this division as outlined above have been discussed with Mr. F. W. Waikart of the Records Branch. He has advised that he is in agreement with these recommendations and that it is contemplated under the proposed program to handle such matters in the manner outlined above.

It is believed that the program as outlined is workable. There are, however, certain objections which should be considered with regard to this matter. The program will cause delay in the handling of name checks and other similar operations within the Bureau, the exact amount of which cannot be accurately estimated at this time. This is true as no matter what equipment is used or where it is placed, more time is required to reproduce copies of reports than is needed to merely remove them from our files. There will be a greater possibility of error as all reports will have to be reproduced. It will be further complicated by the fact that in most instances pages will have to be rearranged and substituted *for those pages on which markings appear. Experience has shown that there must be a substantial increase in the use of clerical help where Photostats or methods of reproducing reports are required. It would appear desirable, before this program is

instituted, to have a survey made to determine whether it would be economically advantageous to the Bureau to change its present procedures in order to conserve space.

Some of the above suggestions were previously set out in memorandum from C. A. Evans to Mr. Rosen dated 10/6/55. (66-2435-1809)

RECOMMENDATION:

That this memorandum be forwarded to the Records and Communications Division for information purposes.

Employee Suggestion
FD-252 (Rev. 2-4-57)

~~#~~ 4/21-58

b6
b7C

Date

December 12, 1957

To: Director, FBI

From: (Suggester's name)

Division of Assignment

Charlotte, NC

SUGGESTION

It is suggested that all serials in 67-0 over 10 years old be destroyed and Section II-3-15 of the Manual of R & R be changed to have this done on an annual basis in the future. These serials consists mainly of applicants that were unfavorably recommended and none of them warranted investigation. These serials over 10 years old do not appear to be of any value and their destruction would save 6 drawers of filing space in the Charlotte office.

Destruction of Bureau Property. Gen.

Current practice or rule (Include manual citation as well as facts)

To be destroyed when 25 years old, Section II-3-15 of Manual of R&R.

Advantages of suggestion and annual savings (include basis for estimate)

Adoption of this suggestion would save 6 drawers of filing space in the Charlotte office.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4GWJ cal

Disadvantages of suggestion

Non apparent.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion seems to have merit and is recommended for reasons stated above.

M. P. Gibbs

Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-5

NOT RECORDED
117 JAN 15 1958

ack. 12/18/58 WWW:mfb
Memo Q. Tamm to Mr. Tolson 1/6/58
Memo Q. Tamm to Mr. Tolson 3/4/58 WWW:mfb

(1) - Personnel file

28 MAR 6 1958

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Employee Suggestion
FD-252 (Rev. 2-4-57)

422-58

b6
b7C

Date	
December 12, 1957	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Charlotte, NC

SUGGESTION

It is suggested that all 25-0 serials over 10 years old be destroyed and section II-3-15 of the Manual of Rules and Regulations be changed to have this done on an annual basis in the future. The majority of these serials were no-card cases and the others did not warrant investigation or a case would have been opened. These serials over 10 years old do not appear to be of any value in our files and their destruction would save 3 drawers of filing space in the Charlotte office.

Current practice or rule (Include manual citation as well as facts)

To be destroyed when 25 years old, Section II-3-15 of Manual of R&R.

Advantages of suggestion and annual savings (include basis for estimate)

Adoption of this suggestion would save 3 drawers of filing space in the Charlotte office.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EW1 cal

Disadvantages of suggestion

Non apparent.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion seems to have merit and is recommended for reasons outlined above.

M. P. Gibbs
Signature and Title

(Do not write in this space - for Bureau use only)

Ack. 12/18/58 WWW:ufb
Memo Q. Tamm to Mr. Tolson 1/6/58.
Memo Q Tamm to Mr. Tolson 3/4/58 WWW:ufb

(1) - Personnel file

Employee Suggestion
FD-252 (Rev. 2-4-57)

#423-58

b6
b7C

Date: December 12, 1957

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Charlotte, NC

SUGGESTION

It is noted that the majority of 25 cases Consists mainly of cases where investigation disclosed delinquency not willful and after delinquency removed the USA declined prosecution and case closed. It is suggested that 25 cases over 10 years old be destroyed, retaining only 60 cases and cases in which this office is origin and prosecution authorized. It is suggested that Section II-3-15 of Manual of Rules and Regulations be changed to have this done on an annual basis in the future.

Current practice or rule (Include manual citation as well as facts)

To be destroyed when 25 years old, Section II-3-15 of Manual of M.R.

Advantages of suggestion and annual savings (include basis for estimate)

Adoption of this suggestion would save 40 drawers of filing space in the Charlotte office.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW1 cal

Disadvantages of suggestion

Non apparent.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Recommendations and comments of Division Head

This suggestion appears to have merit and is recommended for reasons outlined above.

M. B. Chiles
Signature and Title

(Do not write in this space - for Bureau use only)

Ack. 12/18/58 WWW:ime
Memo G Tamm & Mr. Tolson 1/6/58

(1) - Personnel file

Employee Suggestion
FD-252 (Rev. 2-4-57)

421-58

b6
b7C

Date: December 12, 1957

To: Director, FBI

From: (Suggester's name) [redacted] GG-8 Asst Chief Clerk

Division of Assignment: Charlotte, NC

SUGGESTION

It is suggested that all serials in 67-0 over 10 years old be destroyed and Section II-3-15 of the Manual of R & R be changed to have this done on an annual basis in the future. These serials consists mainly of applicants that were unfavorably recommended and none of them warranted investigation. These serials over 10 years old do not appear to be of any value and their destruction would save 6 drawers of filing space in the Charlotte office.

o Destruction of Bureau Property- O-en

Current practice or rule (Include manual citation as well as facts)

To be destroyed when 25 years old, Section II-3-15 of Manual of R&R.

Advantages of suggestion and annual savings (include basis for estimate)

Adoption of this suggestion would save 6 drawers of filing space in the Charlotte office.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW1 cal

DEC 13 1957

Disadvantages of suggestion

Non apparent.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Recommendations and comments of Division Head

This suggestion seems to have merit and is recommended for reasons stated above.

52 MAR 18 1958

M. P. Chiles
Signature and Title

(Do not write in this space - for Bureau use only)

RECORDED - 48

66-3286-761

1 15 58

17 DEC 18 1957

cc-designated for empl's pers file 12-19-57, since

Memo Quinn to Mr Nolan 1-6-58 with ltr to Albany 1-8-58 with ack 12-18-57 attached

Memo Quinn to Mr Nolan 3-4-58 attached

61753

RECORDED - 48

Sac, Albany 1/9/58

Director, FBI 66-3286-762

SUBVERSIVE ON RACE

EX-131

The Bureau has received suggestions recently that have appeared to have a bearing on the following cases in the field when they become ten years old: SM (Colorado Springs Letter) and OO-3 (Baltimore Letter). In order to properly evaluate these suggestions, the Bureau desires that each office receiving this letter carefully study the above-mentioned suggestions and submit comments as to the advantages and disadvantages of the proposals and the most appropriate implementation as to each. Your reply should be submitted not later than 1/20/58 and should contain results and recommendations of Security Division.

You should, in weighing the merits of these suggestions, consider the value of having such reference material available to your office manner as it relates to new cases in your office and for other records. However, if you are of the opinion that no additional new files in other classifications which should be considered as carryovers in the field after they are ten years old, you should submit your comments and specific recommendations for such classification involved.

2 - Chicago
2 - Denver
2 - Detroit
2 - El Paso
2 - Los Angeles
2 - New Orleans
2 - New York
2 - Richmond
2 - San Francisco

1-4-58 [illegible]

b6
b7C

NOTE: Based on memo Q. Tamm to Mr. Tolson, 1/6/58, re, "SUGGESTIONS #421-58, 422-58, 423-58, SUBMITTED BY [redacted] CHARLOTTE DIVISION." WWW:vfb

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

WWW:vfb:imc
(22)

MAIL ROOM

COMM - FBI
JAN 9 1958
MAILED 31

68 MAR 6 1958

GSA GENERAL SERVICES ADMINISTRATION FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12/30/57

FROM : W. G. EAMES

SUBJECT: COPIES OF REPORTS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/al

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

O Destruction of Bureau Records - General

PURPOSE: The purpose of this memorandum is to summarize information relating to our efforts to destroy copies of reports now in Bureau files and to make recommendations based on this information.

BACKGROUND: In the interest of sound records management operations and more efficient utilization of space and equipment, the Records Branch has been conducting extensive research for some period of time in an effort to find an inexpensive and rapid method of copy reproduction which would make economically feasible the destruction of extra copies of reports now in file. We estimate that nearly one-third of our 7,500 file cabinets housing Bureau files consists of extra copies of reports. Because of the Bureau's responsibilities, a large volume of reports must be disseminated. Thus, in order to make feasible the destruction of copies of reports, we need an inexpensive and rapid method of copy reproduction. By memorandums dated 9/17/57 and 10/30/57, I set forth information concerning the "Haloid Copyflo" reproduction process which appeared to be suitable for a large reproduction operation. Arrangements were made with the Haloid Company to conduct a 3-week experiment with this machine at no cost to the Bureau. This experiment was conducted by the Mechanical Section.

RESULTS OF EXPERIMENT WITH MACHINE: By memorandum from Renneberger to Mr. Mohr, dated 11/21/57, the Mechanical Section reported the results of their experiment with the Copyflo Machine. This memorandum indicated that the foreman of the Photostat Unit and the other Photostat operators were very much impressed with the machine. According to the Mechanical Section, the Copyflo makes a good permanent, positive reproduction and could be used for 90% of our reproduction work. They estimate that a copy can be reproduced at a cost of approximately $.05 per copy as compared to a cost of approximately $.08 per copy for a Photostat (reproduction process presently used) or a savings of approximately $.03 per copy. The memorandum further indicates that it was felt that the

(Continued Page 2)

2 ENCLOSURES

2 ENCLOSURES

RECORDED 46-328 6-25

NOT RECORDED 46 FEB 26 1958

ORIGINAL COPY FILED IN 46-243-8080

(7)

1 - Mr. L. V. Conroy, Room 6125 IB
1 - Mr. S. P. Donahoo, Room 1529
1 - Mr. R. G. Renneberger, Room B-138

present complement of personnel in the Mechanical Section could handle the additional work received if the Bureau eliminated extra copies of reports in file and thus increase the reproduction of copies. Mr. Mohr indicated to you that he felt the program was good and the Mechanical Section would do the reproduction work if the program was approved.

COMMENTS OF DOMESTIC INTELLIGENCE DIVISION AND INVESTIGATIVE DIVISION: The memorandum from Donahoe to Branigan, dated 11/13/57, set forth the comments of the Domestic Intelligence Division. They agree that the program is a sound one and favorably recommend the program in principle, providing the Bureau is simultaneously in a position to ~~[illegible]~~ promptly all copy reproduction needs. Acquisition of Haloid Copyflo reproduction machine would adequately handle the additional reproduction needs.

A memorandum from Conroy to Mr. Rosen, dated 12/20/57, set forth the comments of the Investigative Division. They indicate no objection to a program which would reduce the number of extra copies of reports in file and indicated the use of the Copyflo reproduction process was satisfactory, providing it reproduces rapidly and economically the complete report in a clear, clean, attractive manner. The comments of the Mechanical Section set forth above answer this latter question. The Investigative Division raises certain problems and objections which should be taken into consideration. These problems and objections are set forth below, along with pertinent observations relating to them: (1) It is essential that the Bureau retain exact copy of material disseminated in Security of Government Employee, United Nations Loyalty and Applicant type cases in view of the possibility of a hearing or court action against the individuals investigated. This is done at the present time and, of course, will be continued. (2) It is often necessary to transmit reports to highly placed Government Officials, such as the President or the Attorney General and the report disseminated must be freed of all markings. Our proposal set forth in memorandum dated 10/30/57, that the first page of a copy of a report be retained to be used for reproduction purposes, would take care of this problem. If reproduction not satisfactory, report can be retyped. It is pointed out that the volume of reports disseminated to such offices is very small in ratio to the overall dissemination program. (3) In connection with investigations supervised

(Continued Page 3)

by both the Employees' Security Section and the Special Inquiry Section, a stamp is sometimes impressed on a carbon copy of a report which reads that the amended copy should not be disseminated, but that it may be used to reproduce a copy for dissemination purposes. The Investigative Division desires that when such a stamp appears on a report that none of the pages of a stamped report be destroyed and, of course, these reports would be retained in accordance with their desires. (4) The program will cause delay in handling of Name Checks and other similar operations within the Bureau because of the additional administrative operations involved. While we cannot make any definite comment on this objection, the Records Branch feels there will be very little, if any delay, in the dissemination on an overall basis because of the many Records Branch operations which will be expedited. In addition, the Copyflo process reproduces copies much faster than the present Photostat equipment. (5) There will be a greater possibility of error, as all reports being disseminated will have to be reproduced. The institution of tight controls will greatly minimize this objection. (6) The Investigative Division feels that it will be desirable before the program is instituted, to have a survey made to determine whether it would be economically advantageous to the Bureau to change the present procedures in order to conserve space. The Mechanical Section advises that the present complement of personnel could handle the additional reproduction work. They further advise copies made on the Copyflo Machine can be reproduced for approximately $.05, as compared to $.08 by the Photostat method presently used. Based on the current estimated dissemination of 50,000 pages monthly, this would represent an outright money savings to the Bureau of approximately $1,500 per month or $18,000 a year. The Records Branch would possibly tie up ADDITIONAL employees in removing serials, but this would be more than compensated for by the many other economies the Records Branch would realize both from the standpoint of the servicing and maintenance of the Bureau's files.

Our surveys and experience have shown that a great majority of the reports disseminated are reports prepared within the past five years. Thus, as a practical matter and as we have previously pointed out, it will be some period of time before the destruction of copies has any material effect on the dissemination program, inasmuch as we would start first with the earlier files in each classification and destroy copies before destroying copies in the more current files.

(Continued Page 4)

Memorandum W. G. Eames to Mr. Nease 12/30/57
Re: Copies of Reports

RECOMMENDATIONS:

(1) That the Bureau approve destruction of extra copies of reports now in Bureau files in interest of sound records management operations and more efficient utilization of space and equipment. If program approved, the Records Branch will retain duplicate copy first page of report which will be attached to original report and used for reproduction purposes.

(2) That the Bureau rent the Haloid Copyflo Machine from the Haloid Company for use to produce copies of reports. The Mechanical Section prefers the Model #3 Machine, which reproduces either from the original or from microfilm. The Haloid Company advises it will take from sixty to ninety days for delivery of this equipment.

(3) If Recommendation #1 is approved, further consideration will be given to the possible revision in the submission or processing of reports currently being prepared.

ADVANTAGES IN NOT FILING EXTRA ~~FILES~~ COPIES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4 ELW/ Cal

1. Smaller, compact files.

2. Less filing equipment required.

3. Floor space saved.

4. Cost of file fronts, backs, and Acco fasteners reduced.

5. Files are lighter. At present upwards of 1/3 of every file pulled and delivered between buildings consists of extra superfluous copies.

6. Files can be reviewed more quickly. At present supervisors and file reviewers must wade through extra copies in file which take up almost 1/3 of file. (Numerous suggestions have been made in past that copies be filed apart in order to facilitate reviewing of file.)

7. Files are closer together. File reviewers and Filing Unit employees would not have to walk as far during day to do their work.

8. Mail easier to file.

9. Less file repairing required. Majority of file repairs are to thick, bulky files which are bulky because they contain extra copies.

10. Delivering files, reviewing files, returning files to cabinets, looking files up-to-date, etc., will be expedited because files are lighter and greater number can be physically carried by female employees.

Files, with many sections can be consolidated into about half as many sections thus making fewer file sections to pull, deliver and return.
3/7/58
HB

11. More files can be transported between buildings in one container.

12. In criminal cases, preparation for microfilming will be faster.

13. Fewer file numbers on file fronts will be typed.

14. Fewer drawer labels will be typed and inserted.

ENCLOSURE

66-3286-1 UNRECORDED

There is attached a list of general advantages in not having extra copies in our files.

The preceding data relates to copies already accumulated in our files. We think this should be approved now as a separate program. When and if it is, we will then submit recommendations as to how current submissions of reports and extra copies should be modified to fit into the program. Briefly, this involves a slight change in the front page of reports to allow more room for all file stamps, numbers, routing, initials, dissemination stamps, etc. Copies could then be prepared from an original submission only on a need basis. You asked for a list of the number of copies required in the various classifications. An autostat copy from the pertinent section of the Manual of Rules and Regulations is attached. It has been estimated that even with the limited number of copies of reports currently received, they require 60 five-drawer file cabinets a year to house.

Waikart

HALOID COPYFLO MACHINE
(Eliminating Extra Copies of Reports in File)

This machine was tried in our Mechanical Section for three weeks. It rapidly makes good, permanent, positive reproductions at 5 cents a copy compared to 8 cents a copy for present photostating."

The machine rents for $1850.00 a month. We could secure it on a trial rental basis at this price for six months and, if the machine proves itself, this rental could be applied to the total purchase price of $85,000.00. This is the best machine put out by the Haloid Company and reproduces not only original material but also microfilm. All of our criminal files over 10 years old are on microfilm.

It is estimated that 1/3 of our 7500 cabinets of file material consists of copies. After all copies now in file are destroyed, we would recoup 11,250 sq. ft. of floor space which would take care of normal expansion in our files for about five years. In addition, the approximately 2500 file cabinets saved are valued on the present market at over $150,000.00.

It is also estimated that copy reproduction after all copies now in file are destroyed would average about 50,000 pages monthly. (This figure related only to reproduction of reports. There is a great deal of other copy work handled by the Mechanical Section that could be done on the new machine.) On copy reproduction of reports alone, the new machine at 5 cents a copy would save $18,000.00 a year over the present cost of photostating at 8 cents a copy.

None of the above savings would accrue immediately. On a progressive basis, as fast as we could get into the files and destroy extra copies, we would save both cabinets and space. Nevertheless, savings would be just as effective because for many years we would no longer be asking for new cabinets and space to put them in. On the other hand, if we don't do this very soon we will be asking for more space and equipment each year. For approximately the last five years we have not asked for additional space (we have had to get a few new file cabinets), principally because of our microfilming program of criminal files. The bulk of this is accomplished and we are now microfilming only the single yearly increments each year. During the past year we accrued records at the rate of 17 file drawers a day (equal to 3 2/5 five-drawer file cabinets). We microfilmed at the rate of 2 1/3 drawers a day for a net accumulation of 14 2/3 drawers or about 3 file cabinets a day.

ENCLOSURE

84-80 SPYGLW/cal 66-3286-1

Employee Suggestion
FD-252 (Rev. 2-4-57)

422-58

b6
b7C

Date
December 12, 1957

To:
Director, FBI

From: (Suggester's name)

GS-8

Division of Assignment
Charlotte, NC

SUGGESTION

It is suggested that all 25-0 serials over 10 years old be destroyed and section II-3-15 of the Manual of Rules and Regulations be changed to have this done on an annual basis in the future. The majority of these serials were no-card cases and the others did not warrant investigation or a case would have been opened. These serials over 10 years old do not appear to be of any value in our files and their destruction would save 3 drawers of filing space in the Charlotte office.

o Destruction of Bureau Property - Gen

Current practice or rule (Include manual citation as well as facts)

To be destroyed when 25 years old, Section II-3-15 of Manual of R&R.

Advantages of suggestion and annual savings (include basis for estimate)

Adoption of this suggestion would save 3 drawers of filing space in the Charlotte office.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-92 BY SP4ELW/CAR

RECORDED - 48 66-3286-762

EX-131

1 15 56

17 DEC 18 1957

DEC 13 1957

Disadvantages of suggestion

Non apparent.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss

Recommendations and comments of Division Head

This suggestion seems to have merit and is recommended for reasons outlined above.

MAR 18 1958

M. P. Chiles
Signature and Title

b6
b7C

(Do not write in this space - for Bureau use only)

Memo & Summ to Mr Nelson 1-6-58 mmw:mfe
Ltr to Albany 1-8-58 mmw:mfe
Ack 1-13-58 mmw:mfe

cc-designated for empl's pers file

12-19-57
time

Memo & Summ to Mr Nelson 3-4-58 mmw:mfe

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: January 14, 1958

FROM : MR. R. R. ROACH

SUBJECT: DESTRUCTION OF CRIMINAL-TYPE FBI REPORTS BY DEPARTMENT OF THE ARMY LIAISON MATTER

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

DESTRUCTION OF BUREAU PROPERTY - GENL

By letter dated August 20, 1957, the Baltimore Office advised that the G-2, Second Army Area, Fort George G. Meade, Maryland, had stated that the problem of filing FBI reports in general investigative matters (criminal cases) had become increasingly difficult because of space problems in Second Army. G-2 requested Baltimore to advise whether or not Bureau reports in this category could be destroyed by G-2 once they had served their purpose. Since it was thought that this might be a country-wide problem, the matter was taken up through Bureau Liaison with Assistant Chief of Staff, Intelligence (ACSI). ACSI canvassed all continental U. S. Army areas and determined that the respective Armies were encountering the same problem, that is a shortage of storage space, as Second Army had. ACSI then drew up a proposed order which provided, with reference to criminal-type FBI reports, that they could be destroyed by the command or agency concerned after retention for a one-year period or upon receipt of notification from the Department of the Army that action on the case had been completed. However, in order to avoid asking the Bureau for duplicate reports at a later date, it was left to the discretion of the command or agency concerned within the Army to make a determination whether or not the reports might be of future value to the Army and if so a provision was made that they could be retained beyond the one-year period. (Reports on members of the Army itself and Department of the Army civilian employees containing loyalty or criminal-suitability information were excepted from this order and a provision made for these reports to be forwarded to the Central Records Facility, Fort Holabird, Maryland.) The proposed order was furnished to the Bureau prior to issuance and was not found objectionable.

INDEXED-30 RECORDED-30 66-32863

On January 13, 1958, Major [redacted] of the Plans and Policy Branch, ACSI, furnished the attached copy of an order dated January 7, 1958, which has now gone out to all interested commands providing for the disposition of criminal-type Bureau reports as outlined above. In order to preclude Bureau field offices from raising the question with the Bureau of whether this procedure is acceptable to the Bureau, it is thought that an SAC Letter notifying offices of the Army's procedure is in order.

b6
b7C

ENCLOSURE

JAN 22 1958

Enclosures (1) Auto STOP UNRECORDED COPY FILED IN 66-2435

Recd 1-20-58

PJS:jlk (6)

1 - Mr. Nease
1 - Mr. Belmont
1 - Mr. Walkart
1 - Liaison Section
1 - Mr. Sullivan

57 JAN 29 1958

EBI 8-4-88 BY SP4 LW/cal

Memo Roach to Belmont RE: DESTRUCTION OF CRIMINAL-TYPE FBI REPORTS BY DEPARTMENT OF THE ARMY LIAISON MATTER

ACTION:

Attached is an SAC Letter advising as to the disposition of criminal-type Bureau reports by the Department of the Army.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

IN REPLY REFER TO
AGAM-P (M) 313.5 (19 Dec 57) ACSI

7 January 1958

SUBJECT: Disposition of Criminal Type FBI Reports

TO: The Inspector General
The Judge Advocate General
Deputy Chief of Staff for Logistics
The Adjutant General
The Provost Marshal General
Heads of Technical Staff
Commanding Generals
US Army Air Defense Command
US Continental Army Command
Zone of Interior Armies
Military District of Washington, US Army
US Army Intelligence Center
Chief, US Army Security Agency

1. In order to reduce the amount of files held by major commands and Department of the Army agencies the following procedure is announced for final disposition of criminal type FBI reports:

a. Upon completion of action, or at the end of a one-year period if the case is inactive, reports on members of the Army and Department of the Army civilians containing loyalty or criminal-suitability type information will be forwarded to the Central Records Facility.

b. All other reports will be destroyed by the command or agency concerned after retention for a one-year period or upon receipt of notification from the Department of the Army that action has been completed. However, to avoid asking the FBI for duplicate reports at a later date, those reports, other than in paragraph 1a, which the command or agency concerned believes may be of future value to the Army may be retained beyond the one-year period as deemed necessary.

2. Criminal type FBI reports included as exhibits in Military Police Criminal Investigation Reports are exempt from the provisions of this letter.

3. The proposal in paragraph 2 will in no way alter procedures currently followed with respect to final disposition of intelligence type FBI reports.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/26/03 BY AUC 60290 BCE/DCG/lmw
#03-RD762

memo routed to Belmont 1-14-58, DJS/dkk

66-3286-763
ENCLOSURE

4. Headquarters, Federal Bureau of Investigation is aware of the procedures prescribed herein.

By Order of Wilber M. Brucker, Secretary of the Army:

Herbert M. Jones

HERBERT M. JONES
Major General, USA
The Adjutant General

Copies furnished:
Assistant Chief of Staff,
Intelligence
Chief, Armed Forces Special
Weapons Project
Superintendent, US Military Academy

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 1-22-58

FROM : L. E. SHORT

SUBJECT: FILES REHABILITATION

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

The Records Branch has a voluminous file 94-1-135 which contains correspondence concerning the Daughters of the American Revolution. In addition to the recorded material which is serialized and filed in numerical sequence, there are eight sections of material in the file containing correspondence relating to the Director's speech "Patriotism and the War Against Crime" made before the Daughters of the American Revolution April 23, 1936. This correspondence includes file copies of letters from the Bureau transmitting copies of the speech to various individuals through out the country as well as letters to the Director acknowledging receipt of the speech. Samples of this correspondence attached.

The material contained in the eight file folders is not recorded and was not indexed. It appears, therefore, that the correspondence serves no useful purpose and should be destroyed at this time.

DESTRUCTION OF BUREAU PROPERTY

RECOMMENDATION:

That the unrecorded correspondence relating to letters of transmittal and letters of acknowledgment of the Director's speech before the D. A. R. April 23, 1936, be destroyed. This material is contained in eight file folders and is not recorded.

LES:vkmk
(3)

Destroyed 2/5/58

I agree

1/22

94-1-135-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP5 SLW/Cal

166-3286-1
NOT RECORDED
167 FEB 14 1958

FEB 18 1958

68 FEB 19 1958

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE 1/16/58

FROM : The Executives Conference

SUBJECT: PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY OF GOVERNMENT EMPLOYEES AND SECURITY OF GOVERNMENT EMPLOYEES FORMS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

On 1/15/58 the Executives Conference gave consideration to a suggestion by Mr. Nease that now might be the proper time to dispose of some 7,312,061 no-record loyalty of Government employees and security of Government employees forms which are maintained in the Records Branch. Mr. Nease pointed out that it is estimated there is an annual personnel cost of some $35,774, exclusive of filing cabinets and space to handle these forms and they appear to be of limited value to the Bureau. Likewise, it was pointed out that there is no legal requirement for the Bureau to maintain these no-record forms, but on the other hand there is no other central repository for such information in existence.

In June, 1948, Attorney General Tom Clark stated in an informal notation: "Edgar: I think we should insist that an index be kept of government employees. Then when a new organization is placed on list you could check its membership -- if you do not have membership lists we could secure same thru subpoena." The Attorney General had in mind checking membership lists of organizations put on the Attorney General's list. We have never, however, followed the procedure of checking these lists. To do so would be extremely time consuming and impractical at this point.

During the first 10 months of 1957, 5,415 names were searched through the no-record forms. Only one out of every 47 names was considered possibly identical with a no-record form, making a total of only 115 possible idents located out of the total names searched. In order to search a name through these forms now requires 3 searches. One is through the General Index, another through forms on microfilm, and again through forms filed alphabetically in file cabinets. Current procedure is to file these forms as received alphabetically. Nease was of the opinion that these forms serve very little useful purpose so far

GAN:hpf
(6)

cc - Mr. Tamm
cc - Mr. Clayton
cc - Mr. L. E. Short

NOT RECORDED
133 FEB 3 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/cal

16 JAN 30 1958

EMP. SEC. SECT.

65 FEB 17 1958

TWO

ORIGINAL COPY FILED IN

Memo to Mr. Tolson
PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY
OF GOVERNMENT EMPLOYEES AND SECURITY OF
GOVERNMENT EMPLOYEES FORMS

as the Bureau is concerned other than to be able to determine whether a loyalty form has been submitted on an individual.

This matter was last considered during the 1956 inspection of the Records Branch and Inspectors recommended that the entire matter be reconsidered after the Commission on Government Security had made its report.

The Conference at this time is of the opinion that we should continue to maintain these forms and that reconsideration be given to the possible destruction of the forms after the current session of Congress, having in mind that the Congress might conceivably pass another loyalty bill of some kind which would have a bearing upon the need for these forms. It was likewise recommended that close attention be given to reducing the number of requests for searches through no-record loyalty forms. Searches are now made only when there is a special request for such.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 1-9-58

FROM : L. E. SHOPE

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: PROPOSED DESTRUCTION OF "NO RECORD" (NR) LOYALTY OF GOVERNMENT EMPLOYEES (LGE) AND SECURITY OF GOVERNMENT EMPLOYEES (SGE) FORMS

NO INFORMATION CONTAINED
HEREIN IS CLASSIFIED
DATE 8-4-82 BY SP4 ELW/cal

SYNOPSIS:

The need for continuing economy of operations requires consideration of previous decision to retain indefinitely No Record Security of Government Employee forms. Estimated annual cost of retaining such material $35,774.54. Under provisions of Executive Order 9835 3-21-47 superseded by Executive Order 10450 4-27-53 Bureau receives copies of Standard Form 85 for purpose of conducting name checks. One copy of all forms on which no disloyal data developed retained by Records Branch. Procedure resulted from an interpretation of E.O. 9835 by former Attorney General (AG) Tom C. Clark who in 1948 indicated that an index be kept of Government employees for the purpose of checking membership in organizations added to Attorney General's subversive list. 7,312,061 forms now on hand requiring three separate searches to check a name. Records Branch previously recommended destruction of forms and matter considered during 1956 inspection. Inspector recommended matter be reconsidered after Commission on Government Security (CGS) made report and pointed out that Bureau had never checked membership of organizations added to A.G. list. Review of CGS report failed to disclose new data which would be pertinent to Bureau's consideration of proposal to destroy forms. Review of E.O. 10450 indicates Bureau has no responsibility for maintaining index of Government employees. Order directs each Department or Agency to insure suitability of personnel. One factor in determining such suitability is membership in subversive organization. Other factors include dishonesty, immorality, habitual use of intoxicants, drug addiction, etc. Bureau does not assume responsibility of checking persons so accused against No Record forms. Accordingly, there appears to be little basis for contention that Bureau is responsible for maintaining forms to check membership lists. Retention of forms becoming more costly. In 1955 annual cost estimated at $29,183.08 against 1957 cost of $35,774.54. The accumulation of more than 7,000,000 forms provides reference material for current work and a history of accomplishments in Loyalty - Security Program. Although desirable these factors do not justify [illegible] forms.

RECORDED COPY FILED IN 66-6-[illegible]

(4)

NOT RECORDED
138 FEB 3 1958

65 FEB 17 1958

L. E. SHORT TO M[redacted]NEASE [redacted] 1-9-58
RE: PROPOSED DESTRUCTION OF NO RECORD
LGE AND SGE FORMS

RECOMMENDATIONS:

1. That the present accumulation of 7,312,061 No Record Security of Government Employee forms be destroyed.

(N)

2. That in future submissions the Bureau not retain a copy of No Record forms.

I agree. We should seriously try to stop this expensive program
1/9 F W.W

DETAILS:

NATURE AND PURPOSE: The need for continuing economy in Bureau operations requires that we again consider previous decisions to retain indefinitely No Record Loyalty of Government Employees and Security of Government Employees forms submitted to the Bureau for indices searches. The retention of this material costs the Bureau an estimated $35,774.54 annually plus intangible factors such as space.

BACKGROUND: Under provisions of Executive Order 9835, 3-21-47, superseded by Executive Order 10450, 4-27-53, the Bureau receives copies of Standard Form 85 "Security of Investigation Data" for the purpose of conducting name searches. One copy of all forms on which no disloyal data is developed is retained and filed by the Records Branch. The retention of this material is based upon an interpretation of Executive Order 9835 by former Attorney General Tom C. Clark who pointed out that the Executive Order provided for continual study and subsequent designation of new organizations on the Attorney General's list of subversive organizations. By notation on the Director's memorandum 6-3-48 (66-6200-121-805) former Attorney General Clark stated "Edgar: I think we should insist that an index be kept of government employees. Then when a new organization is placed on list you could check its membership -- if you do not have membership lists we could secure same thru subpoena."

ORIGINAL COPY FILED IN

As a result of this notation by former Attorney General Clark the Bureau began preparing an index of Government employees by taking the information from the forms submitted to the Bureau under the Loyalty of Government Employees Program. The first 802,589 forms were indexed and cards placed in the general indices of the Bureau. However, because of lack of personnel, workload, and for economy reasons the indexing was stopped in 1949. The Bureau then approved filing the No Record forms in alphabetical sequence in lieu of indexing. Space problems resulted in microfilming in 1953 of the No Record forms received during the first five years of the loyalty program. Of the 7,312,061 No Record forms now on hand 802,589 are in file 121-4 on microfilm according to numerical sequence, 4,371,560 are on microfilm in alphabetical sequence, and the remaining 2,137,912 are arranged alphabetically in cabinets. To search a name in the No Record forms now requires a search (1) through the general index, (2) through forms on microfilm, and (3) through forms filed alphabetically in file cabinets.

The Records Branch has recommended destruction of the No Record forms on numerous occasions since inception of the Loyalty Program in 1947. It was last considered during the 1956 inspection of the Records Branch. The inspector recommended that the entire matter be reconsidered after the Commission on Government Security made its report.

BUREAU RESPONSIBILITY UNDER EXECUTIVE ORDER 10450 AND RESULTS OF THE REPORT OF THE COMMISSION ON GOVERNMENT SECURITY: Section two of Executive Order 10450 provides that "the head of each department and agency of the Government shall be responsible for establishing and maintaining within his department or agency an effective program to insure that the employment and retention in employment of any civilian officer or employee within the department or agency is clearly consistent with the interests of the national security."

The terminology in this section indicates that responsibility is definitely fixed with each department or agency to insure suitability of personnel for employment. A factor in determining such suitability is membership in a subversive organization. To comply with the provisions of Section two it appears that each department or agency should obtain from personnel, through periodic canvass or other means, current information concerning organization affiliation. This would provide the opportunity for checking questionable organization membership against the Attorney General's list of subversive organizations. As a matter of information, the Bureau requires each employee to submit a Personnel Status Form (FD-285) yearly which provides for the listing of present or former organization membership.

L. E. SHORT TO MR. NEASE 1-9-58
RE: PROPOSED DESTRUCTION OF
NO RECORD LGE & SGE FORMS

Section eight of instant Executive Order provides that "The investigations conducted pursuant to this order shall be designed to develop information as to whether the employment or retention in employment in the Federal service of the person being investigated is clearly consistent with the interest of national security. Such information shall relate, but shall not be limited, to the following:" All of these factors are not being set forth in this memorandum, however, they include "(1) behavior, activities or associations which tend to show that the individual is not reliable or trustworthy, (2) any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of [illegible] to excess, drug addiction, or sexual perversion, (3) [illegible], or affiliation or sympathetic association with, any [illegible] domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means."

It is pointed out that the more than seven million No Record forms now in the possession of the Bureau are retained at the suggestion of former Attorney General Clark for the purpose of checking membership lists against such forms when a new organization is added to the Attorney General's list of subversive organizations. As reflected above, Executive Order 10450 encompasses a great deal more than membership in a subversive organization and includes such items as habitual use of intoxicants to excess, drug addiction, dishonesty, immorality and criminal conduct. It is obvious Executive Order 10450 does not intend that the Bureau assume responsibility for checking all persons accused of dishonesty, immorality, habitual use of intoxicants and drug addiction against an index of government employees. Accordingly, there appears to be little basis for the contention that the Bureau has responsibility for maintaining an index to check membership lists.

The report of the Commission on Government Security recommended that the Attorney General's list of subversive organizations be retained. A review of this report failed to disclose new data which would be pertinent to the Bureau's consideration of the proposal to destroy No Record forms.

L. E. SHORT TO MR. NEASE 1-9-58
RE: DESTRUCTION OF NO RECORD
LGE AND SGE FORMS

VALUE AND USE OF NO RECORD FORMS: As a practical matter, the Bureau has never rechecked all No Record forms on the basis of membership in organizations added to the Attorney General's subversive list. However, names appearing on miscellaneous lists indicating membership in subversive organizations obtained from informants and other Bureau sources are searched through the No Record forms with slight results due to the lack of identifying information concerning individuals on the lists. No Record forms are sometimes referred to for background information concerning some present or former government employee. The current volume of forms received averages 26,860 monthly. During the first 10 months [illegible] from miscellaneous lists were [illegible] forms. Only one out of every 47 [illegible] considered possibly identical with a No Record form, making a total of only 115 possible idents located out of the 5,415 names searched.

The average volume of No Record Loyalty and Security of Government Employees forms received in the Filing Unit is set forth as follows:

YEAR	DAILY AVERAGE	MONTHLY AVERAGE	TOTAL RECEIVED
1954	1028	21,591	259,095
1955	1504	31,576	378,909
1956	1494	31,502	378,027
1957*	1273	26,860	268,600*(1st 10 months)

Total forms received 1/54 - 10/57 1,284,631

1/15
Keep forms - file up separately
we all necessary
file up for origin
Bur

L. E. SHORT TO MR. NEASE
RE: PROPOSED DESTRUCTION OF NO RECORD LGE AND SGE FORMS

1-9-58

CURRENT ESTIMATED COST OF MAINTENANCE ANNUALLY:

EMPLOYEE SALARY:

Arranging Forms	(Based on 1957 average monthly receipt of 26,860 forms @ .0335 --cost to arrange form as reflected on 1957 Cost Survey)	$10,797.72
Filing Forms	(Based on 1957 average monthly receipt of 26,860 forms @ .0596 -- cost to file as reflected on 1957 Cost Survey)	19,210.27
Searching Forms Alphabetical Sequence	(Based on 1957 average monthly searches of 771 names @ .2134--cost to search name in alphabetical sequenced forms filed in file cabinets)	1,974.38
Microfilm	(Based on 1957 average monthly searches of 771 names @ .2471 --cost to search name in forms on microfilm)	2,286.17
Estimated Annual Cost Employee Salaries:		$ 34,268.54

This represents approximately 12 GS-2 employees.

EQUIPMENT USED:

Estimated 20 file cabinets per year.	(Current cost $66.30 for five-drawer letter size file cabinets without locks.)	1,326.00
Use of two microfilm readers.	(Rental value $7.50 each per mo.	180.00
TOTAL COST ANNUALLY:		$ 35,774.54

OBSERVATIONS OF THE TRAINING AND INSPECTION DIVISION:

During the 1956 inspection of the Records and Communications Division the inspector reviewed the background concerning the retention of No Record forms. The inspector observed that on several occasions organizations had been added to the Attorney General's list of subversive organizations but that, as a practical matter, the Bureau never rechecked all of the No Record loyalty forms on the basis of newly issued subversive lists. Further, it was indicated to recheck such a large number of forms (at that time approximately seven million) under existing conditions would take many months and be extremely costly. The inspector recommended that the Bureau retain these No Record forms until after the Commission on Government Security made its report and then consider the complete destruction of all No Record loyalty and security of government employees forms.

CONCLUSIONS:

It is the opinion of personnel in the Records Branch that the provisions of Executive Order 10450 do not require the maintenance of an index of government employees by the Bureau. The No Record forms have been kept as the result of an opinion of former Attorney General Tom C. Clark that membership lists of organizations added to the list of subversive organizations could be checked against the forms. The procedure of obtaining membership lists has not been implemented by the Department. The accumulation of forms is becoming more difficult and more costly to maintain with each passing year. In 1955 it was estimated that the forms cost $29,183.08 annually to keep. The estimated annual cost in 1957 is $35,774.54.

The more than 7,000,000 forms provide a source of information for Bureau personnel in handling current work and can be used for reference material. It has also been pointed out that the forms provide a record of Bureau accomplishments in the Loyalty - Security Program and permits a determination as to what was done with each form processed. These factors, although desirable, certainly do no justify the tremendous cost of keeping and maintaining the forms. Additionally, the Bureau processes thousands of other name check forms each year which if kept would provide reference data and a history of action taken. They are not retained because of the cost involved.

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Director, FBI

DATE: January 21, 1958

FROM : SAC, Detroit (66-1868)

61752

SUBJECT: DESTRUCTION OF FILES
Bureau Property - General

ReBulet January 9, 1958, referring to the suggestions that 25-0 (Selective Service Matters) and 67-0 (Applicant Matters) files be destroyed when they become ten years old.

The merits of these suggestions have been carefully considered by the supervisory staff, including the Chief Clerk and other interested individuals in this office. It is the consensus of opinion that the use of the above-mentioned files is so limited that it does not warrant the use of the space to maintain these files in the excess of ten years. It is believed that the space saved would offset the clerical time necessary to purge the Indices of all Index cards prepared on the material contained in the files which would be destroyed under this program.

The matter of considering additional zero files has been considered, and it is believed that the only other classification worthy of serious consideration at this time is the 42-0 (Deserter) files. It is believed that the 42-0 files older than ten years could be destroyed without impairing the efficiency of the office; therefore, it is this office's recommendation that files older than ten years in the above classifications be destroyed.

3 - Bureau (Attention: TRAINING AND INSPECTION DIVISION)
1 - Detroit

WLS:JEP
(4)

Comments to be consistent with page 4 thereof

66-3286-96

RECORDED-85

INDEXED-85

18 JAN 28 1958

65 JAN 30 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

DATE: 1-16-58

FROM : I. NEWMAN

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF CONTROL MANUAL
CORRESPONDENCE MANUAL
FINGERPRINT CORRESPONDENCE SECTION
IDENTIFICATION DIVISION

Bureau Property GENL

[redacted] Reference is made to the enclosed memorandum to Mr. Trotter, dated 1-10-58.

b6
b7C

Inasmuch as Miss [redacted] has advised that all old copies of this manual have been destroyed, and our records have been adjusted, it is recommended that the control for this manual maintained by our section be destroyed.

There were no instances of any of the old manuals being lost or misplaced and the usual three copies were filed in the manual file.

RECOMMENDATION:

That the control on the old manuals be destroyed.

Control destroyed 1-16-58

Enclosure

ENCLOSURE

NOT RECORDED
JAN 22 1958

66-3286-1
NOT RECORDED
149 JAN 23 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP2EW1CAL

64 JAN 27 1958

ORIGINAL FILED IN

MR. TROTTER 1-10-58

[redacted] b6 b7C

MANUALS

Revised copies of the Correspondence Manual used in the Fingerprint Correspondence Section have now been received and issued. Property sheets are attached for old manuals turned in as well as for new ones issued. All old manuals have been disposed of.

As a matter of information, two manuals are in use in the Fingerprint Correspondence Section. The one referred to above is known as the "Correspondence" manual; whereas, the other book is "Manual of Instructions."

Three unnumbered copies of new manual forwarded to Miss [redacted], Room 5524 Bu, b6 b7C

RECOMMENDATION:

Refer to Chief Clerk's Office for appropriate action.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EJW/cal

Enclosures
B-Mrs. [redacted] (Direct) b6 b7C
DPV:PAN
(4)

ENCLOSURE

66-3286-✓

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1/22/58

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

FROM : The Executives Conference

SUBJECT: STAMPING OF INDEX CARDS IN FIELD OFFICES FOR FILES DESTROYED AFTER 25 YEARS OLD

PURPOSE: To consider proposals relative to the stamping of index cards -- files destroyed and year when destroyed -- for those files which may be destroyed when they are 25 years old.

CURRENT PROCEDURE: When files which are over 25 years old are destroyed the index cards relating thereto should be marked with a stamp -- file destroyed and year destroyed. When such files are destroyed a list of the files is maintained at the beginning of each classification.

BACKGROUND: On 3/20/57 the Executives Conference considered a suggestion (#449-57) that when 0 and general files over 25 years old are destroyed, the index cards for such files in the general index also be destroyed. Executives Conference recommended that the suggestion not be adopted and that the previous instructions issued by Bureau Bulletin No. 35, Series 1946 (6/26/46), be reinstituted. The field was advised by SAC Letter 57-19 that when files are destroyed after 25 years old the index cards relating thereto should be marked with a stamp - file destroyed and year destroyed. Appropriate manual instructions were placed in the Manual of Rules and Regulations.

OBSERVATIONS: As a result of numerous inquiries and proposals to reconsider the current instructions to stamp index cards when the files are destroyed after 25 years the Inspection Section of the Training and Inspection Division made an extensive study of the proposals, which study included detailed surveys made in seven field offices. The field offices concerned recommended the following with reference to handling index cards in the general index for files which are destroyed after 25 years: Los Angeles recommended destroying cards and not to stamp them as required; Dallas and Chicago recommended leaving such cards in index and not to stamp or destroy; New York recommended to discontinue stamping such index cards; San Francisco recommended, first, to destroy the cards and, second, to leave such cards in the index and not stamp them; Washington Field Office recommended that the cards not be stamped and leave them in index and Philadelphia recommended not to stamp such cards and to leave them in the index.

ENCLOSURE

1 - Mr. Clayton
1 - Mr. Tamm
Enclosures - SAC letter attached

WWW:vfb

67 FEB (5) 1958

RECORDED - 4 66-3286-76

INDEXED - 4

JAN 28 1958

66-1934

UNRECORDED COPY FILED IN

Recommendations, as cited above, were based on careful studies including time required to stamp such cards and it was the general opinion of these offices that the clerical time used in stamping the cards was not worthwhile when compared to the advantages of stamping same; that the time required to perform this operation was not justified. Inspection staff is of the opinion that the current procedure of stamping the index cards should be discontinued.

In view of the observations set forth above it is proposed that the Executives Conference consider the following relative to index cards in the general index for files which are destroyed after 25 years: (1) whether the present procedure should be continued to require stamping off such cards; (2) whether such index cards should be removed from the general index and destroyed; and (3) whether such cards should remain in the general index and not be stamped as now required.

EXECUTIVES CONFERENCE CONSIDERATION: On 1/22/58 the Executives Conference, consisting of Messrs. Tolson, Belmont, Clayton, Holloman, Mohr, Nease, Parsons, Sizoo, Tamm and Trotter, considered the above matter. It was the unanimous opinion of the Conference that the current instructions requiring the stamping of index cards in the general index for those files which are destroyed after 25 years be rescinded. It was recommended that the field no longer be required to stamp such cards and that the field be required to show on the list, kept at the beginning of each classification, the date the file was destroyed in addition to the present requirement of listing the files destroyed.

RECOMMENDATIONS: 1. That the present instructions in Manual of Rules and Regulations, Part II, Section 3, page 13, requiring the stamping of index cards for files which are destroyed after 25 years old be rescinded.

continued

2. That field offices be required to show the date file is destroyed on the list presently kept at the beginning of each classification showing which files have been destroyed.

3. That the attached SAC Letter be approved.

4. That attached revision for the Manual of Rules and Regulations be approved.

January 22, 1958

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

The following revision should be made in the Manual of Rules and Regulations, Part II, Section 3, 8a, page 13:

Files and records in field divisions may be destroyed after they become 25 years old. Keep at beginning each classification list of files destroyed and date destroyed. Do not retain file fronts.

The following should be deleted from the same cited item:

Mark the index cards relating thereto with a stamp -- "File Destroyed (year)."

NOTE: Based on memo from the Executives Conference to Mr. Tolson, 1/22/58, re: Stamping of Index Cards in Field Offices for Files Destroyed after 25 Years Old. WWW:vfb

(WWW:vfb
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP1EJW1
CAL

JAN 23 1 REC'D-READING ROOM FBI
NOT RECORDED
JAN 23 1958
'58

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy
MAIL ROOM

ENCLOSURE

66

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 2-21-58

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

RE: SELECTIVE SERVICE SYSTEM - GENERAL
25-00-A

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

There is maintained in the Records Branch 17 sections of a file entitled, "Selective Service System - General" (25-00-A). This file, which was opened on October 1, 1940, contains newspaper clippings relating to selective service matters. Only 8 pieces of mail have been placed in the file since 1949, and the last piece of mail is dated in March, 1956. The file contains some indexing.

It does not appear that this material is of any value to the Bureau today; and in line with our Records Management Program, designed to eliminate obsolete and valueless material from the Bureau's records, it is proposed that the material in this file be de-indexed, and subsequently destroyed. Sections of the file are attached for review.

Archival authority is not necessary for destruction of this type of material as it is "public source library type" material which is non-record in nature.

RECOMMENDATION:

That this memorandum be referred to the Investigative Division, and that consideration be given to the de-indexing and destruction of file 25-00-A entitled, "Selective Service System - General," in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records.

WM:jal
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EJW/Cal

REC 66-3286-766

20 FEB 26 1958

Enclosure - 1

cc - Selective Service System - General, 25-00

Review of material in these files has disclosed that it is of no value to Selective Service investigation. Division 6 concurs that it should be destroyed.

65 MAR 3 1958

UNRECORDED COPY FILED IN CENTRAL FILES

Destruction of Bureau Property - Gen

(E) DESTRUCTION OF FILES AND RECORDS -- The requirements as set forth in the Manual of Rules and Regulations, Part II, Section 3, page 13, requiring that index cards for files which are destroyed

after they become 25 years old are to be stamped -- "File Destroyed (year)" is rescinded. Effective immediately you are to record the date such files are destroyed on the list of files destroyed which is maintained at the beginning of each classification. Appropriate manual changes will be forwarded to the field.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EWJ/cal

1 66-3286-
NOT RECORDED
199 FEB 5 1958

65 FEB 11 1958

Mr. Parsons 2-11-58

R. L. Millen

SURPLUS TECHNICAL EQUIPMENT
(Bufile 62-27316)

The following listed technical equipment is beyond repair at a reasonable cost and, therefore, should be declared surplus. This equipment has served its useful life and has been replaced with new equipment. Unless otherwise noted, the equipment should be turned over to the Navy for confidential destruction; thereafter, the Bureau's inventory records should be properly adjusted to reflect the disposition.

Model L Playback Unit Number 124 - has been destroyed in the Laboratory

Power Detectaphones Numbers 21 and 29

5 B Dial Recorder Amplifiers

#560	#566
#562	#567
#563	#570
#564	8 amplifiers with no serial number

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP2 CAL

The above equipment was sent in by the Newark Field Office with cover letter dated 1-28-58.

RECOMMENDATION:

It is recommended that the Property Management Section arrange for the confidential destruction of the above-listed Power Detectaphones and 5B Dial Recorder Amplifiers.

166-32-86
NOT RECORDED
170 JUN 5 1958

(1) Mr. Mohr (Attention: Mr. Newman)

CKC:ctw
5

INITIALS ON ORIGINAL

59 JUN 5 1958

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 1-31-58

FROM : A.H. NEWMAN

SUBJECT: B CODE BOOK
NUMBER 1162

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

The above B Code Book, which is obsolete per SAC Letter 56-5, was returned on 1-30-58, by the Director's Office. This book was charged to the Director and is the only book which was outstanding.

All B Code Books previously returned were accounted for under Bureau regulations and destroyed as instructed in SAC Letter 56-5 which is attached.

Destruction of Bureau Property - General

RECOMMENDATION:

The Security Patrol be instructed to burn this book with the other confidential trash and note the destruction on this memorandum. The book can be secured from Room 5524 for burning.

Destroyed 2/6/58 JE

Our control book on the B Code Book be destroyed as it is of no further use.

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 66-629 7-18-52

RECORDED FEB 7 1958

1/31

Destroyed from Report

66-13286-

NOT RECORDED 76 FEB 7 1958

PLEASE FILE IN BU FILE

66-629

ORIGINAL COPY FILED IN 66-629-5276

55 FEB 10 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 1-28-58

FROM : F. W. WAIKART

SUBJECT: ~~DISPOSAL OF EXTRA COPIES OF INVESTIGATIVE REPORTS~~ Destruction of Bureau Records-General

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

In order to gain essential expansion and working space in the file room, it is necessary to purge from our 7,500 file cabinets all extra copies of investigative reports. It is estimated that 1/3 of the space in these cabinets is taken up with nonessential copies.

Through such destruction we would gain 11,250 sq. ft. of file room expansion space which would last for approximately five years plus the re-use of 2,500 file cabinets valued at over $150,000. Many other incidental advantages would also accrue such as easier review of files, handling, repair, etc.) For many years the Field has had a program of destroying extra copies of mail in specifically designated classifications such as the criminal- and applicant-type files after they have been in a closed status for six months. Only one copy of each serial is retained and groups of smaller files are combined together into a single file with the file scope indicated on the front cover. Because of the activity even in our old files at the Seat of Government, we do not plan initially to consolidate different subject matter files but will restrict our program to the elimination of extra copies. As we progress into a program of copy destruction and run across large numbers of small inactive files containing only a few pieces of mail, we will experiment with consolidating these into one file.

We propose to start with our older files where the greatest savings in space will occur. Surveys reflect this would be in the security classification beginning in the late 30's and continuing through the early 40's. For instance, in the 100 classification we can save 78.8% of the space contained in the files covering those years. In later years (1957) this decreases to 27.5%. In the 65 classification the ratio in space savings between the old files and the new ones is 35% down to 19% on current cases.

(Continued page 2)

FWW:neb:pl
Enclosure
(7)
1 - Mr. Mohr
1 - Mr. Parsons
1 - Mr. Rosen

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 LW/SR

66-3286 FEB 26 1958

NOT RECORDED 30 FEB 27 1958

64 MAR 31 1958

ORIGINAL COPY FILED IN 66-2435-2051

The reason for the disparity is that in recent years the number of copies of reports submitted to the Bureau has been reduced. The point here is that our savings in current copy material is not nearly as important as disposing of the older copies first. In addition to the marked difference in copy accumulation between older and newer material in the same classification, the same situation exists between different classifications. From our limited surveys up to this point, it appears that this is caused also by the difference in the number of copies submitted as well as the type of investigation, i.e., Internal Security, Espionage, Treason, etc.

We plan to integrate this program with our regular work and as personnel are available, assign them to the purging of non-essential copies. We will always keep one clear and legible copy substantially free of all markings. The Investigative Division has pointed out that in transmitting copies to highly placed Government officials, the President or the Attorney General, such copies must be free of all markings. We in Records do not believe that a photostated duplicate of originals showing file markings indicating indexing would be objectionable or offensive to other Agencies, including the top people in Government. A sample of a purged file is attached. Note the marked reduction in size and the sparcity of file markings on all pages except the first one.

The detailed mechanics of purging, which will vary somewhat in each classification, will encompass taking each file apart, carefully separating copies from originals, and saving one "clear" copy of the first page of each report for subsequent duplication if necessary. The single first page copy will be attached to the back of the original to which it relates. This will be done in order to avoid tearing apart each original report to insert first page copies. The top serial in each file will be currently stamped as to the date of purge and initialed by the person who did it. (The attached sample reflects longhand notation. A rubber stamp will be larger and more legible.) It is not believed necessary to stamp or note on each report the destruction of copies because it will be obvious from the stamp on the top serial what has occurred to file material beneath that serial and that the Records Branch has destroyed all copies not otherwise accounted for. This will comply with regulations relating to classified information (Executive Order 10501).

All work will then be checked by another employee before the extra copies are thrown away. We feel the result as illustrated by the attached sample will be a more compact and usable file susceptible to quick reproduction with minimum effort.

Reproduction of copies for the immediate future will be handled exactly as it is currently done. The Name Check Unit of the Investigative Division is by far the largest user of copies of reports for dissemination to other Agencies. After the Supervisor has marked the reports from which he needs copies prepared, Records Branch employees remove the serials and forward to the Mechanical Section for photostat reproduction. They are returned to us, appropriate notations as to dissemination are placed on the originals, the originals are refiled in the case file, and the photostat copies are turned over to the Supervisor for dispatch to the other Agencies.

Duplication of copies should present no immediate problem because we will be working on old material and past surveys reflect that copies from these files are rarely, if ever, needed for dissemination. We do not feel at this point that the problem of extra copies on current reports coming into the Bureau is too pressing. In addition to the fact that copies are kept to the minimum number believed necessary, some desks such as those in the Espionage Section have what might be referred to as delayed dissemination. In other words, of the five copies that are sent into the Bureau none would be immediately sent to the Department and other Agencies until the circumstances of the case warranted. This could extend into a period of months after receipt in the Bureau. If it is believed that current submissions of extra copies are excessive, another survey such as was done several years ago could be made in the various Divisions to see if the number could be reduced. This would further minimize the need at a later date to go through files presently active to purge copies.

As previously pointed out, the Investigative Division, while not opposed to the idea of destroying extra copies because of the compelling space need in this Division, is concerned with the need to have "clean" copies for dissemination with a minimum of markings which will be acceptable and not require excessive retyping and delay in clearing them to other Agencies. The Investigative Division is also concerned with the need for exact copies of everything disseminated being retained in the Bureau's file and certain specially designated extra copies in Employee Security and Special Inquiry cases being retained. The Records Branch will do this. They also point out that in direct ratio to our increased

1-28-58

Memorandum to Mr. Nease
Re: Disposal of Extra Copies
of Investigative Reports

use of mechanically reproduced copies, there will be additional delay in handling Name Check operations and a greater possibility of error. We believe that efficient operating methods and tight controls will minimize these factors.

Accordingly, if approved, the Records Branch would like to proceed under the above plan as quickly as possible.

ADDENDUM:
2-13-58

On 2-12-58 members of the committee considering this matter viewed two groups of cabinets in the file room which had been stripped of all extra copies. One group consisted of 3 — 100-355653 to 100-356137 cabinets originally and now there is one totally empty and the other two are full but workable (33 1/3% saving). The other group consisted of 6 cabinets of which 3 or 50% are now empty and 3 are comfortably filled. 100-168789 to 100-172108

FWW:neb
(7)

Bureau Records - Gen.

(E) DESTRUCTION OF CRIMINAL-TYPE FBI REPORTS BY DEPARTMENT OF THE ARMY -- For your information, in order to reduce the amount of files held by major commands and Department of the Army agencies, the Department of the Army, under date of January 7, 1958, issued an order providing that Bureau reports in general investigative matters (criminal cases) could be destroyed by the command or agency concerned after retention for a one-year period or upon receipt of notification from the Department of the Army that action on the case has been completed. In order to avoid asking the Bureau for duplicate reports at a later date, those reports which the command or agency concerned believes may be of future value to the Army may be retained beyond the one-year period if deemed necessary.

This order further provides that upon completion of action or at the end of a one-year period, if the Army's case is inactive, reports on members of the Army and Department of the Army's civilians containing loyalty- or criminal-suitability-type information will be forwarded to the Army's Central Records Facility, Fort Holabird, Maryland. Criminal-type FBI reports included as exhibits in Military Police Criminal Investigation Reports are exempt from the provisions of the Army's order. Security- and intelligence-type Bureau reports are also exempt. The Army's program was discussed with the Bureau prior to being initiated.

1/21/58
SAC LETTER NO. 58-3

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EL W/Cal

166-3286
NOT RECORDED
199 JAN 24 1958
INDEXED ON ORIGINAL

64 FEB 5 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 2-26-58

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

E Eames
Marshall

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

RE: NEWSPAPER CLIPPINGS (66-1897)

The above-captioned file was opened in 1925 and contains newspaper clippings and letters transmitting newspaper clippings which are for the most part obsolete and should be considered for destruction. The file consists of 17 sections plus 87 Sub-A sections containing newspaper clippings only. No clippings have been filed in the Sub-A file since 1943.

In the past each field office regularly transmitted to the Bureau clippings from their territory and up to 1943, these clippings were filed in the "newspaper clippings" file. The newspaper clippings relate to information of possible interest to the Bureau such as current events, crime in general, clippings commending or criticizing the Bureau, etc. The majority of these clippings were not indexed. The present policy requires the filing of all newspaper clippings marked "file" and these clippings are filed in a case file or a general file relating to the subject matter of the clipping.

The vast majority of these newspaper clippings are of no contemporary value today and in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that the destruction of this material should be considered.

Archival authority is not necessary for destruction of this type of material as it is "library type" material which is non-record in nature.

(Recommendations on second page)

JWM:jal
(5)
Enclosures - 2 detached returned to file

cc - Newspaper Clippings (66-1897)

EX-128

REC-88 66-3286-267

Bungalone 3/3/58

16 MAR 4 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/cal

64 MAR 6 1958

RECOMMENDATIONS:

(1) That all unindexed newspaper clippings in the above file be destroyed.

(2) That all indexed newspaper clippings and transmittal letters accompanying clippings in the above file be de-indexed and destroyed except those pertaining to policy matters, cases in which the Bureau has jurisdiction, and those commending or criticizing the Bureau. (Samples of the file are attached for review.)

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont
1 - Mr. Belmont
1 - Mr. Branigan
1 - Mr. F. L. Jones
DATE: 2-26-58

FROM : W. A. Branigan

SUBJECT: SUMMARY OF SOVIET ESPIONAGE ACTIVITIES IN THE UNITED STATES
DESTRUCTION OF BUREAU RECORDS - GEN'L

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

The following listed copies of captioned summary, each consisting of three volumes, were destroyed February 26, 1958, inasmuch as their continued retention was no longer necessary:

Copy No. 2 - Previously issued to Associate Director Clyde Tolson

Copy No. 11- Previously issued to Supervisor F. L. Jones

ACTION:

None. Submitted for file.

100-345686

slm
(4)

66-3286 - ✓
NOT RECORDED
102 MAR 3 1958

FEB 28 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SPUEWlcal

F.L. ⑤ EMG

MAR 4 1958

MR. NEASE 2-27-53

L. E. SHUNT

MICROFILMING
Bufile 66-16204

WORLD WAR I - SELECTIVE SERVICE ACT INVESTIGATIONS

We have approximately 11,950 investigative case files on World War I - Selective Service violations, which are filed in 8 five-drawer file cabinets. There is practically no activity in these files due to the age of the material contained therein. Practically all of this mail is dated 1923 or before.

The Records Branch believes that this 35-year-old material should be microfilmed.

RECOMMENDATION:

That approval be granted to microfilm the World War I - Selective Service Act cases which will save approximately 8 five-drawer file cabinets of space.

LML:gbh:neb
(5)

1 - Bufile 25-00 (Selective Service Supervision)
1 - Bufile 66-3286 (Destruction of Records)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4CLW Cal

66-3286-1

NOT RECORDED
117 MAR 6 1958

INITIALS ON ORIGINAL

MAR 4 - 1958

ORIGINAL COPY FILED IN 66-16204-186

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 2-21-58

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: DESTRUCTION OF EXTRA COPIES OF INVESTIGATIVE REPORTS

Bureau Records - General

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

On 2-19-58 the Executives Conference, consisting of Messrs. Tolson, Mohr, Trotter, Parsons, Clayton, Sizoo, Belmont, Tamm, and Nease, unanimously agreed with the recommendation of the Records Branch that extra copies of investigative reports now in file be destroyed. Through such destruction the Bureau will gain 11,250 sq. ft. of file room expansion space which will last for approximately five years plus the re-use of 2,500 file cabinets valued at over $150,000.00. Many other incidental advantages will also accrue such as easier review of files, handling, repair, etc.

Copies of reports in file are convenient to use for dissemination to authorized agencies; however, most of them will never be used for this or any other purpose. It is estimated that 1/3 of the space in the Bureau's investigative files consists of extra copies of reports, and in the immediate future the Records Branch will be faced with a critical space shortage. On the other hand, copies as needed for dissemination can be mechanically reproduced by the Mechanical Section as is done at present.

If copy destruction is approved, the Records Branch proposes to start with the older files where the greatest savings in space will result. (There is very little dissemination of copies from these files.) Surveys reflect this would be in the security classifications beginning in the late 30's and early 40's where we can save 78.8% of the space contained in these files. In later years, due to the tighter restrictions placed on the submission of extra copies of reports, approximately 19% of the space within the files is occupied by extra copies. Extra personnel will not be needed to perform this work. It will be integrated with the regular work of the Records Branch and as personnel become available they will be assigned to purging of

Copy filed in 66-2537

ORIGINAL COPY FILED IN 66-24375-2082

1 - Mr. Tamm
1 - Mr. Clayton

GAN:neb:glc
(8)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-80 BY SP4 EW Cal

66-3286-

NOT RECORDED
46 FEB 27 1958
FEB 26 1958

64 MAR 31 1958

Executives Conference Memorandum *2-21-58*
Re: Destruction of Extra Copies of Investigative Reports

nonessential copies. One exact copy substantially free of all markings will be retained. Occasionally the copies retained, which ordinarily will be the originals, will bear certain file and index markings. Most of these will be on the first page. Accordingly, an extra "clean" copy of the first page where available will be retained. Other index markings that may appear on succeeding pages will appear on any mechanically reproduced copies which may be used for dissemination to other agencies. This situation has, however, occurred in the past where only the original is available for reproduction and is not deemed objectionable. Each report will be clearly stamped as to the date of the purge of extra copies and initialed by the person who removed them. All work will be finally checked by another employee before the extra copies are thrown away.

If the Director agrees, the Records Branch will be authorized as outlined above to proceed immediately with the disposal of extra copies of investigative reports now in our files.

GPC
2/21

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: February 21, 1958

FROM : Mr. F. J. Baumgardner

1 - Mr. Belmont
1 - Mr. Baumgardner
1 - Mr. Lenz

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: COMMUNIST PARTY, USA
UNDERGROUND OPERATIONS
(UNDERGROUND PARTICIPANTS)
INTERNAL SECURITY - C

DESTRUCTION OF BUREAU RECORDS - GEN'L

At the time the underground became active, index cards were prepared on those individuals who were either known or suspected to be active in the underground. These cards have been maintained by the Underground Desk in the Internal Security Section. These cards are kept two ways, alphabetically and by field offices. This index served the purpose for which it was created, i. e., to readily determine the extent and areas of underground concentration.

Inasmuch as underground activities of the Party are non-existent at this time, it is felt that continuation of this card index, presently located in Room 1706, is no longer necessary and should be destroyed. It is believed, however, that the attached alphabetical list of names taken from these index cards, which represents those individuals determined to have had a connection with the underground, should be maintained in the general underground file for ready references in the future.

RECOMMENDATION:

(1) That the index cards referred to above be destroyed and that the attached list of former known or suspected underground participants be filed in the general underground file (100-3-94). No indexing of individual names in the attachment is necessary. However, the caption of this memorandum should be indexed for future reference.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-88 SBHEW/JW

FEB 28 1958

(2) If you approve, this memorandum should be returned to C. C. Lenz, Room 1706, at which time these index cards may be destroyed.

66-3286-

RECORDED
102 FEB 24 1958

ENCLOSURE

(3) Following approval, this memorandum should be forwarded to the Records Section for appropriate action.

Enclosure
100-3-94
CCL:blm (4)

F-21

26 MAR 1958

ORIGINAL FILED IN 100-3-94

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 2/27/58

FROM : W. S. TAVEL

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS—
(66-3286)

By memo February 25, 1958, Mr. Eames of the Records and Communications Division pointed out that a file entitled "Training School" (67-022) contains serials relating to New Agents Training Classes, for the most part consisting of memoranda relating to the assignment and departure of these classes to the field. Copies of individual memoranda prepared on each agent trainee reflecting his progress in training school have been filed in the personnel file of each agent with the original going in to the 67-002 file prior to April 1951. Since May 1951, these have not been filed in the Training School file and Records and Communications Division recommends that these individual memoranda on the agents program in training school be deleted from the Training School file since duplicates of these memoranda are contained in the agents' personnel files. Records and Communications Division states that archival authority is not necessary for destruction of such material in view of its administrative nature.

RECOMMENDATION:

Since duplicates of the memoranda are contained in the agents' individual personnel files, the Administrative Division has no objection to the destruction of this material in the Training School file.

Done 3/11/58

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-88 BY SP4 ELW

WST:lae
(3)
1 - Records and Communications Division

EX-135

REC-19 66-3286-78

TRAINING & INSPECTION DIV. HAS NO OBJECTION TO DESTRUCTION OF THIS MATERIAL 2-28-58

MAR 6 1958

MAR 13 1958

PERS. FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 2-25-58

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

There is maintained in the Personnel Records Section a file entitled "Training School" (67-022). This file, which consists of 30 sections, contains 498 serials, relates to the New Agents' Training Classes which had been held over the years and for the most part consists of memoranda relating to the assignment and departure of these classes to the field.

Prior to April, 1951, ~~the~~ an individual memorandum was prepared on each Agent trainee reflecting his progress in the training school. This memorandum was filed in the training school file and a copy of the memorandum was filed in the Agent's personnel file. Beginning with the class which departed for the field on May 12, 1951, the practice was discontinued of filing in the training school file, the individual memorandum prepared on each Agent, and these memoranda are filed in the Agent's personnel file only.

In line with the Bureau's Record Management Program designed to eliminate obsolete, valueless and duplicate material from the Bureau's records, it is felt that the individual memorandum contained in the training school file concerning each Agent trainee can be destroyed in view of the fact that duplicates of these memoranda are contained in each individual Agent's personnel file.

Archival authority is not necessary for the destruction of this type of material in view of the administrative nature of the material.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division and to the Administrative Division for consideration as to the destruction of the individual memorandum contained in the training school file relating to the progress of each Special Agent trainee during assignment to the New Agents' Training Classes. (Samples of files attached for review.)

JWM:jalpc
(4)
Enclosures- 3 - Retained & ret. to file
cc - Training School, 67-022

REC- 19 66-3286

MAR 6 1958

61 MAR 13 1958

PERS. RECS.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 2/3/58

FROM : H. L. Edwards

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF FILES IN FIELD
SUGGESTIONS #421-58 AND #422-58

Destruction of Bureau Property - Gen'l

Suggestions have been made that all serials in 67-0 and 25-0 files over ten years old be destroyed on an annual basis. The Training and Inspection Division has requested the observations and recommendations of the Administrative Division concerning these suggestions. 67-0 and 25-0 files are in field offices only.

The 67-0 and 25-0 files are nonsubstantive files in which serials reflecting information on which no action will be taken is filed. For instance, in the 67-0 file there may be placed letters from individuals requesting information regarding FBI positions, applications from unfavorably recommended clerical employees, and the like. No action is taken on information placed in this file. Likewise, much the same type information is placed in the 25-0 file which contains nonspecific or nonsubstantive information relating to selective service matters.

Training and Inspection Division advised that a survey was made of ten offices and all but two of these offices recommended the destruction of 67-0 files in the field as the serials are of little value after they are ten years old. If the suggestion is adopted, a saving in filing space would result. The other two offices were of the opinion that the 67-0 files should not be destroyed after they are ten years old as there is reference material available in these files which would be of assistance, that additional clerical and supervisory time to review serials before destroying them would be required. According to the Training and Inspection Division, present rules state that certain files may be destroyed in the field after they become 25 years old. This matter was discussed with Mr. Wendell G. Eames, Records Branch, Records and Communications Division, and he advised that the Bureau destroys files pertaining to nonsuccessful applicants after ten years. Also, we retain inquiries from correspondents seeking general information regarding Bureau employment and positions for only 90 days after which these letters are destroyed. These communications referred to immediately above compare substantially with the information placed in the 67-0 files in the field.

Applications and other communications over ten years old are of doubtful value as reference material. Since the Bureau destroys information of the type sought to be destroyed in the field and because such information is of doubtful reference value, it would appear that the advantages of destroying this material after ten years outweigh the disadvantages. Considerable space could be saved.

DCM:klf
(3)
1 - Mr. Tamm

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DATE 8-4-82 BY SP4EW/cal

66-3286-720

52 MAR 18 1958

REC-95

MAR 11 1958

PERS. FILES

Memo to Mohr
Re: Destruction of Files in Field

RECOMMENDATION:

Accordingly, it is recommended that the Administrative Division go on record as approving the suggestion that serials in 67-0 files in the field over ten years old be destroyed on an annual basis. No recommendation is made regarding serials in the 25-0 category as that is not within our administration.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3/4/58

FROM : Q. Tamm

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTIONS #421-58 AND 422-58
SUBMITTED BY [redacted]
CHARLOTTE DIVISION

b6
b7C

Destruction of Bureau Property Ltr.

SUGGESTIONS: #421-58 - that all serials in 67-0 (applicant matters) over 10 years old be destroyed. #422-58 - that all serials in 25-0 (Selective Service Cases) over 10 years old be destroyed.

CURRENT PROCEDURE: Files in the 67-0 and 25-0 classifications may be destroyed in the field when they become 25 years old.

ADVANTAGES STATED: If adopted, procedure would result in savings of filing space. For example, in the Charlotte Division in the 67-0 category 6 drawers could be saved and in the 25-0 category 3 drawers could be saved.

OBSERVATIONS: Per your approval a field survey was made of ten offices as to the two suggestions and the results are summarized as follows:

1. 25-0 - Albany, Chicago, Denver, Detroit, New Orleans, Richmond and San Francisco offices are in favor of adoption of suggestion relative to 25-0 files and in general commented that to adopt same would result in savings of filing space; that serials in the categories concerned are of little value after 10 years old. El Paso, Los Angeles and New York offices were opposed to adoption of the suggestion regarding 25-0 files and in general commented that a review of such files reflected that considerable amount of background data is available in those files which may be of assistance in subsequent investigations; that considerable clerical and supervisory time would be required to review such material before destroying; and that data would be destroyed which would be useful in future investigations. New York office specifically pointed out that data in 25-0 files generally pertains to matters concerning subjects who were in their teen age and who have later become subjects in other types of criminal violations. Therefore, the data is of use.

Investigative Division is opposed to destruction of the serials in 25-0 files as most of these serials relate to individuals under the Selective Service Act of 1940 and original Selective Service files of the

1 - Mr. Mohr
1 - Mr. Rosen
1 - Personnel file of [redacted]

Per direct

REC- 95

b6
b7C

66-3286-77

(sent separately)

MAR 11 1958

52 MAR 10

WWW:vfb (5)

Pers. File

1940 Act have been destroyed by the Selective Service System. Background data in these files are of value in applicant, loyalty of Government employees, security and some criminal type investigations now being conducted or which will be conducted in the future.

2. 67-0 - Albany, Chicago, Los Angeles, Denver, Detroit, New Orleans, Richmond and San Francisco offices are in favor of adopting suggestion relative to 67-0 files over 10 years old and in general commented that to adopt same would result in savings of filing space; that serials in this category have little value after 10 years old. The El Paso and New York offices were opposed to adoption of the suggestion. El Paso pointed out that very little space would be saved, approximately one half of a drawer, if such files were destroyed. The New York office has noted that 67-0 files, although over 10 years old, have been very useful to that office in connection with Bureau applicants reapplying for positions in that office; that on numerous occasions applicants applied in early 1940s, and were recommended unfavorably, have subsequently reapplied and the information on file concerning them is of a great help in connection with future recommendations.

Administrative Division is of the opinion that applications and other communications over 10 years old which appear in 67-0 files are of doubtful value as reference material. Further, that the Bureau destroys data of the type referred to in 67-0 files in the field, and as such data is of doubtful reference value, it would appear the advantages of destroying such material outweighs the disadvantages as considerable space could be saved.

Training and Inspection Division has carefully studied the two suggestions and the comments of the SACs and Administrative and Investigative Divisions and has concluded that they should not be adopted. Training and Inspection Division feels that it is better to keep the rule uniform as to destruction of files in the investigative categories at 25 years rather than to make a few exceptions. Further, it is noted that the Investigative Division and El Paso, Los Angeles and New York are opposed to adoption of the suggestion as it relates to the 25-0 files and that the El Paso and New York offices are opposed to the adoption of the suggestion relating to destruction of the 67-0 files. Therefore, it is recommended that both suggestions not be adopted.

RECOMMENDATIONS: 1. That suggestion #421-58 relating to 67-0 files not be adopted.

2. That suggestion #422-58 relating to 25-0 files not be adopted.

3. If recommendations approved, no further action is necessary as the suggester has been thanked for both suggestions.

12 — 3/5

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 3-12-58

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

Destruction of Bureau Records - General

RE: FILE ENTITLED "RECORDS SECTION" (67-80000)

There is maintained in the Personnel Records Unit a file entitled "Records Section"(67-80000). This file, which consists of 16 sections, 2,109 serials, contains policy and administrative material relating to the Records Branch from 1935 up to the present time. A large volume of the administrative-type material, particularly that placed in file during the early years of the Bureau, is obsolete and valueless to the Bureau or is duplicated in other files. Accordingly, in line with our Records Management Program designed to eliminate such material from the Bureau's records, thus gaining needed space and making our records operation more efficient, we intend to review this file and "weed" out this type of material.*

Archival authority is not necessary for the destruction of administrative-type material of this nature.

RECOMMENDATION:

For record purposes.

JWM:neb
(4)

* Sample file attached with types of material marked.
F.W.W.

1 - Bufile 67-80000

Agree
G.P.

Done! (Disc. Jan. 1200) 3/26/58

REC-98 3/13 66-3286

772

MAR 18 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT DATE 8-4-82 BY SP4 ELW/cal

65 MAR 27 1958

PERS. RECS.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 3-18-58

FROM : W. G. EAMES

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS (66-3286)

RE: FILE ENTITLED "HOLY NAMES SOCIETY"
(94-1-123)

There is maintained in the Records Branch a file entitled "Holy Names Society" (94-1-123). This file, which was opened on June 26, 1936, consists of 3 sections, 271 series. No mail has been placed in the file since June 20, 1942. The majority of the correspondence in the file consists of requests for copies of a speech entitled "True Costs of Crime" which was made by the Director on September 19, 1936, before the Third National Convention of the Holy Names Society at New York City.

It does not appear that this material is of any value to the Bureau today; accordingly, in line with our Records Branch Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that this material should be destroyed.

Archival authority has previously been secured to destroy this type of correspondence (66-3286-443-Item 6).

66-19087-14

RECOMMENDATION:

That the Records Branch be authorized to destroy file 94-1-123 entitled "Holy Names Society" in accordance with a Records Branch Program designed to eliminate obsolete and valueless material from the Bureau's records. Sections of the file are attached for review.

WWM:jal
(4)

Enclosures - 2

REC- 93 66-3286-793

MAR 19 1958

EX-128

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/ Cal

64 MAR 24 1958

Employee Suggestion
52 (11-14-55)

619-58

Date: 3/13/58

To: Director, FBI

From: SA [redacted] (jointly)

Employee assigned to (Division): NEW YORK

b6
b7C

SUGGESTION

DESTRUCTION OF FILES
(CP,USA District reports maintained by NYO)

It is suggested that all CP,USA District reports, and administrative memoranda pertaining to them (excepting NY District and CP,USA, NY origin) maintained by the NYO that are over one year old, be destroyed immediately, and in the future these reports be destroyed on an annual basis when over one year old.

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as facts)

Current practice is to retain indefinitely (25 yrs.) reports and administrative memoranda pertaining to CP,USA District investigations, prepared by other divisions and forwarded to the NYO for information.

Manual of Rules & Regulations, Part II, Sec. 3, No. 8 pertains.

Advantages of suggestion

(See Schedule A)

[redacted] INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EWJ/Cal

Disadvantages of suggestion

None

66-3286-[illegible]
NOT RECORDED
46 MAR 27 1958

Annual Savings (Show basis for estimate)

(See Schedule B)

b6
b7C

(The use by the United States of my suggestion shall not form the basis for any claim against the United States by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] SA SA

Signature and Title of Suggester

Recommendations and comments of Division Head

It is recommended that this suggestion receive favorable consideration by the Bureau.

Edward J. Powers

Signature and Title

EDWARD J. POWERS
Special Agent in Charge

Applications 3-19-58 memo to Legal Counsel Intelligence Files & Comm. Sec. 3-19-58 memo to

EXP PROC

ORIGINAL COPY FILED IN 100-3-64022

SCHEDULE A

Advantages and Substantiation of Suggestion

1. There are currently 35 CP,USA District case files, excluding the New York District, maintained by the NYO (32 Districts and 3 territories). In the past year, 4 new case files have been opened but these represent breakdowns of the above.

2. In most instances the District case files were opened in 1940 or 1941 (18 years ago).

3. The major portion of the CP District case files maintained by the NYO contain copies of reports and administrative memoranda pertaining to the reports. The original report has been forwarded to the Bureau and a copy has been maintained by the Division that prepared the report. Thus the copy furnished the NYO (origin of CP,USA) has information value when furnished, but after a year its value is limited. However, copies of these reports are maintained at both the Bureau and the office that prepared the report.

4. Such reports have not been extensively indexed.

5. The District #13 (California) is probably the largest District case file (88 volumes) maintained at the NYO, and the District #28 (Oklahoma) case file (15 volumes) is representative of one of the smallest.

6. As of 1/1/58, there were a total of 664 file volumes of CP,USA District files, exclusive of New York District and National files, maintained by the NYO. These files occupy 41½ file drawers and 8 3/10 five-drawer file cabinets.

7. Maintenance of the above reports and related administrative memoranda, that have been submitted to the NYO for information purposes, constitutes a duplication of records maintained at the Bureau and at least one other Field Division, necessitates additional storage space and clerical upkeep at the NYO, and after their contents have been noted at the NYO and a period of time lapses, their value is limited.

SCHEDULE B

Estimated Savings Resulting to the NYO as a Result of Suggestion

Cost of five-drawer, letter size, file cabinet (per GSA catalogue).....$ 59.75 ea.

Annual cost of building rental space per file cabinet:

Rental cost per sq. ft., annually at NYO	$3.08
Actual space occupied by file cabinet	2.6 sq. ft.
Allowance for drawer and aisle space	2.6 sq. ft.
Total space required per file cabinet	5.2 sq. ft.
Total annual cost for space occupied by file cabinet ($3.08 x 5.2 sq. ft.)	$ 16.016
Cost per cabinet and annual space rental per cabinet	$ 75.766

Volume of files that may be eliminated if suggestion adopted:

Number of volumes of CP,USA quarterly report, exclusive of NY District and National Reports, on hand as of 1/1/58 (actual)	664 volumes
Number of file drawers occupied by above volumes (16 volumes equal one file drawer per actual average count)	41½ drawers
Number of file cabinets occupied by above volumes (41½ divided by 5)	8 3/10 cabinets

Savings effective 1/1/59, if suggestion adopted and 8 3/10 file cabinets eliminated (8 3/10 x $75.766).....$628.86 *

* Although rental costs for NYO building space is a fixed charge, space rental has been used as a basis for calculating savings as the future may necessitate a reduction of space or the space may be required for other needs. The savings noted above would progressively increase annually as an estimated 37 file volumes are added annually to the present accumulated CP,USA District files maintained by the NYO.

66-3286-774

CHANGED TO

66-19087-28X

MAR 1 4 1967

Jur. Spmd.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EWJ/cal

C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 3-19-58

FROM : W. G. EAMES

"Destruction of Bureau Property"

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm ✓
Trotter
Nease
Tele. Room
Holloman
Gandy

Campbell 5228

SUBJECT: SUGGESTION #619-58
SUBMITTED BY SAs [redacted] AND
[redacted] NEW YORK DIVISION

b6
b7C

The Training and Inspection Division has requested your views on the attached suggestion which was submitted by Special Agents [redacted] and [redacted] of the New York Office. Messrs. [redacted] and [redacted] have proposed that all Communist Party, USA District reports and administrative memoranda pertaining to them for districts other than those covered by the New York Office be destroyed after being retained one year. The suggesting Agents point out that the adoption of this suggestion will save 8 3/10 file cabinets. The Records Branch favors the adoption of this suggestion. It appears that there is no legal objection since it is assumed the offices where the report originated will retain a copy of the report. It is noted that the New York Office feels that the value of these reports is too limited to warrant retention and that copies are available at the Seat of Government and in the Division preparing the report.

RECOMMENDATION:

Favorable.

WGE:mcg
(2)
Enclosure

[redacted]
DATE 8-4-82

66-3286

6 APR 9 1958

NOT RECORDED
128 APR 10 1958

50 APR 14 1958

ORIGINAL FILED IN 100-3-[illegible]

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 3-18-58

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF COPIES OF REPORTS RETURNED FROM OTHER GOVERNMENTAL AGENCIES

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

It is current practice of a number of governmental agencies to return to the Bureau copies of FBI reports we have previously disseminated to them, after the need no longer exists in their agencies for the retention of these reports. Through Liaison some of the larger agencies (such as Army, Navy, and Air Force) have been informed that it is not necessary to return these reports provided they are destroyed in accordance with Executive Order 10501 (this order provides that classified information shall be destroyed by burning or an equally complete method of destruction).

Under the existing procedure, the copies of reports returned are filed in the individual files to which they relate, and a notation is made on the original report that the copy has been returned.

As you know, per Executives Conference memorandum dated February 21, 1958, (66-2435-2082), we received authority to destroy copies of reports currently being maintained in Bureau files. In view of this development, it is proposed that we also be authorized to destroy copies of Bureau reports returned to the Bureau by agencies to whom we have previously disseminated these reports. The reports will be destroyed when received. Of course we would make a notation on the original report that the disseminated copy has been returned and destroyed.

RECOMMENDATION:

That the Records Branch be permitted to destroy, when received, copies of Bureau reports returned to the Bureau by agencies to whom we previously disseminated the reports. Proper notation reflecting return and destruction of copy of report disseminated would be made on original of report.

JWM:jal
(4)

ORIGINAL COPY FILED IN

DATE 8-4-82 BY SP4EW/Cal

66-3286

NOT RECORDED
145 MAR 27 1958

MAR 31 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 4/3/58

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF RECORDS - 66-3286

RE: FILE ENTITLED "SECRET SERVICE"
62-27799

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

The above captioned file was opened in 1926 and consists of 10 sections, 340 serials. This file, for the most part, consists of correspondence relating to requests of private individuals for information concerning matters handled by the Secret Service or requests for investigation of matters under the jurisdiction of the Secret Service. In accordance with established policy, these letters have been referred to Secret Service for necessary action.

The earlier sections of the file contain considerable correspondence relating to a nationwide educational program conducted by the Secret Service, entitled "KNOW YOUR MONEY," which was designed to enable citizens to recognize counterfeit money. This type of material does not appear to be of any value to the Bureau today. In line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is proposed that we destroy all correspondence received from the public over ten years old, requesting information about matters handled by Secret Service or requesting investigation of matters under Secret Service jurisdiction. It is also proposed that we destroy all correspondence relating to the Secret Service Program, entitled "KNOW YOUR MONEY."

We have previously secured Archival authority for the destruction of miscellaneous correspondence from outside individuals relating to data falling in the above categories.

There ARE attached hereto pertinent sections of the above file for your information.

(Continued Page 2)

APR:car
(5)
Enclosures (2) Returned to file room

1 - 62-27799

66-3286-275

APR 10 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY 8-4-82 BY SP4ELW/CRIMREC/cal

50 APR 21 1958

UNRECORDED COPY FILED IN 62-27799

Memorandum L. E. Short to Mr. Nease 4/3/58
RE: Destruction Of Records - 66-3286

Re: File Entitled "Secret Service"
62-27799

RECOMMENDATIONS:

(1) That the Bureau approve the destruction of all correspondence received from the public over ten years old, requesting information about matters handled by Secret Service or requesting the investigation of matters under Secret Service jurisdiction.

O.K. JM

(2) That the Bureau approve the destruction of all correspondence relating to the Secret Service Program, entitled "KNOW YOUR MONEY."

4/4/58 M. A. Jones, Crim Records - agrees.

O.K. JM

66-3286-NR 3/28/58

CHANGED TO

66-19087-NR

MAR 14 1967

FBI/DOJ

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EWW/cal

C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/29/58

FROM : The Executives Conference

SUBJECT: Destruction of Bureau Records-General
SUGGESTION #453-58
SUBMITTED BY [redacted] b6 b7C
EL PASO DIVISION

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUGGESTION: That in security-type cases, Office of Origin be permitted to consolidate into volumes those files which have not had any work done on them or serials added within last 5 years; that where office is not Office of Origin, they be allowed to consolidate closed security cases when they have been closed 6 months.

PRESENT PRACTICE: Current instructions do not provide for consolidation of security files such as Espionage (65), Internal Security and Security Matters (100). Manual provides that auxiliary offices are to destroy all copies except one of each serial before placing file in closed section in categories of Espionage, Internal Security and Security Matters on organizations or individuals.

ADVANTAGES STATED: Suggester points out to adopt suggestion would result in considerable savings of space through consolidation of files in security-type categories.

BACKGROUND: The same or similar suggestions have been considered on several occasions in the past and were not adopted, the last suggestions being #272-56 and #745-56 which were considered on 11/7/55 and 5/4/56 respectively.

OBSERVATIONS: As to the current suggestion to consolidate security-type cases a survey was made by the Los Angeles, Minneapolis, San Francisco, New York and Washington Field Offices with the following results: Los Angeles, Minneapolis and San Francisco recommended in favor of the consolidation of security-type files; New York and Washington Field Office were strongly opposed to the adoption of the suggestion.

The Domestic Intelligence Division has consistently opposed consolidation of security-type files on the grounds it cannot be anticipated with any degree of accuracy that a security case which has remained in a closed status for any particular period of

Enclosures - See letter detached fmb
1 - Mr. Tamm
1 - Mr. Clayton
1 - Personnel file of [redacted]

REC-4 66-3286-176 66-1934

MAY 8 1958

b6 b7C

WWT:vfb (6)

Manual of Rules & Regulations revised 2nd copy 3-13-58 fmb

85 MAY 21 1958

RECORDED COPY FILED IN 66-1630-1934
UNRECORDED COPY FILED IN 66-2554-1845

ENCLOSURE

time would not be reopened because of additional data being received. That if files are consolidated, reopening of case would require that serials regarding a subject would be removed from consolidated section and file reopened, which requires considerable clerical time. Further, numerous name searches are made through security files for various intelligence agencies of the Government and the adoption of the suggestion would complicate the work involved in conducting such name searches. Domestic Intelligence Division is of the opinion that the advantages of consolidation would be greatly outweighed by the inconvenience and expense involved in reopening cases and making name checks. Therefore, it is recommended that the suggestion not be adopted. Training and Inspection Division concurs with the views of the Domestic Intelligence as to consolidation of security-type files.

COUNTERPROPOSAL: During the survey conducted relative to the consolidation of security-type files, the offices concerned were also requested to submit comments and recommendations as to the destruction of extra copies of serials in security-type files in lieu of consolidation of such files. Los Angeles, Minneapolis, New York, San Francisco, Washington Field Offices unanimously recommended that the serials in security-type files be destroyed. Washington Field Office recommended that the destruction of such serials be accomplished after the file has been closed for a period of 10 years.

Domestic Intelligence and Training and Inspection Divisions have studied the counterproposal and concur in the proposal to destroy all but one copy of serials in the Espionage (65), Internal Security and Security Matters (100) and Internal Security - Nationalistic Tendency (105) after the files have been closed for 10 years. It is felt that considerable savings of file cabinets could be accomplished by stripping these files, which constitutes the majority of the security-type cases, with a minimum amount of disadvantages. If approved, the field would be instructed to accomplish the stripping of the files at the earliest possible time with the present number of personnel assigned to the office.

ACTIONS TO BE CONSIDERED: 1. Whether the suggestion to consolidate security-type files after 5 years should be adopted. Domestic Intelligence and Training and Inspection Division recommend against adoption.

Continued

2. Whether or not the counterproposal to strip security-type files of all but one serial after 10 years in the 65, 100 and 105 classifications should be adopted. Domestic Intelligence and Training and Inspection Divisions recommend approval.

EXECUTIVES CONFERENCE CONSIDERATION:

On 4/28/58 the Executives Conference consisting of Messrs. Tolson, Belmont, Clayton, Mohr, Nease, Parsons, Rosen, Sizoo, Trotter and Tamm considered the suggestion to consolidate security-type files and the counterproposal of destroying all but one serial of security-type files after ten years in the 65, 100 and 105 classifications. The Executives Conference unanimously recommended that the suggestion to consolidate security-type files not be adopted and that the counterproposal be adopted with the provision that when copies of serials are destroyed that the date of destruction and the initials of the employee destroying the copies be placed on each serial for which copies are destroyed.

RECOMMENDATIONS: 1. That suggestion to consolidate security-type files not be adopted. No further action required as Mr. [redacted] has been previously thanked by letter for his suggestion.

b6
b7C

2. That counterproposal to permit office of origin to destroy all copies except one of each serial in the files which are over ten years old in classifications Espionage (65); Internal Security and Security Matter (100); Internal Security - Nationalisitic Tendency (105) be approved.

3. That attached SAC Letter be approved.

4. That attached revision for the Manual of Rules and Regulations be approved.

April 29, 1958

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS
PART II - SECTION 3 - PAGE 12

6. Closed files

....

b. Security-type files (65 - 100 - 105 classifications)

(1) Office of origin may destroy all copies except one of each serial after file has been closed for ten years. Employee destroying copies must place date of destruction and employee's initials on each remaining serial in file for which copies have been destroyed.

WWW:vfb
(4)

b6
b7C

NOTE: Based on Executives Conference memo to Mr. Tolson, 4/29/58, re: Suggestion #453-58, Submitted by [redacted] El Paso Division. WWW:vfb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EW/cal

MAY 1 11 35 AM '58
REC'D-READING ROOM
F B I

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

MAIL ROOM

66-3286-176
ENCLOSURE

MR. NEASE 4-22-58

W. G. EAMES

MISSING PERSONS CORRESPONDENCE
BUFILE 79-00

The Executives Conference on 3-1-55 considered the question of the retention of missing persons correspondence in the Identification Division. The Conference unanimously recommended that the material be forwarded from Identification to Records three years after the missing persons notice had been canceled and that Records retain this material. It was pointed out then that there might be photographs or other important documents which the original contributor might request the return of.

To the best of our knowledge, no use has been made of any of this material since this procedure has been in effect. There are presently eight boxes of this type of material filed in the bulky ramp in the Filing Unit of the Records Branch in the Identification Building. It is believed that we should destroy this material. Inspector R. K. Moore of the Identification Division has advised that his division has no objections to the destruction of this correspondence provided any important documents such as discharge papers are retained.

K

RECOMMENDATION:

That missing persons correspondence be destroyed three years after the missing persons notice has been canceled and that only that correspondence containing important documents be retained in the Records Branch. In the event this is approved, Archival authority will be obtained for permission to destroy this material.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EW/cal

LML:pl
(4)

66-3286-✓
NOT RECORDED
145 MAY 16 1958

1 - 66-3286 (Destruction of Bureau Records)

INITIALS ON ORIGINAL

66 MAY 21 1958

ORIGINAL COPY FILED IN

66-3286-777

CHANGED TO

66-19087-29X1

MAR 14 1967

Jw/ fpmd

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4EWS/cal

C

5/6/58
SAC LETTER NO. 58-29

BUREAU RECORDS - GENERAL

(F) - CLOSED FILES - DESTRUCTION OF COPIES OF SERIALS -- Effective immediately the office of origin may destroy all copies except one of each serial in the files which are over ten years old in the following security-type classifications: Espionage (65); Internal Security and Security Matter (100); and Internal Security - Nationalistic Tendency (105). Files in these categories are not to be consolidated. When copies of serials are destroyed, employee must place date of destruction and employee's initials on each serial for which copies have been destroyed.

The Bureau desires that the program of destroying copies of serials in security-type files, described above, be given expeditious and continuous attention so that it will be completed at the earliest possible date with the personnel available.

ORIGINAL FILED IN 66-3286-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW1

166-3286-
NOT RECORDED
102 MAY 15 1958

62 MAY 16 1958

4-528

66-3286-778

CHANGED TO

66-19087-29

MAY 9 1961

mt/MB

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW1 Cal

4-528

66-3286-779

CHANGED TO

66-19087-29X

MAR 14 1967

FBI/DOJ

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW1 cal

C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: May 21, 1958

FROM : MR. S. B. DONAHOE

SUBJECT: "THE NATION"
ATHENS, GREECE, NEWSPAPER

Tolson
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Re memorandum from W. G. Eamos to Mr. Nease dated 5/15/58 referring to bulky exhibit file number 64-175-253-54 and requesting that this bulky exhibit be reviewed and a recommendation made as to whether it should be retained or destroyed.

A review of this serial, a memorandum dated 8/23/55 from Mr. Clegg to Mr. Nichols, discloses that the Bureau received 61 copies of a Greek newspaper, "ΕΘΝΟΣ" ("The Nation"), printed in the Greek language. These newspapers, which have been retained as a bulky enclosure to this serial, were presented to the Bureau by Achilles Kryiasis, owner of that newspaper, who was then on a tour of the U. S. Each of the 61 editions carries an installment of a favorable story concerning the Bureau written by the wife of a member of the Greek Ministry of Justice who had toured the Bureau in the Fall of 1949.

RECOMMENDATION:

A review of this material discloses that its retention is no longer justified and it is recommended that this bulky enclosure be destroyed.

MAY 23 1958

NAT INT. SEC.

166-3286-1
NOT RECORDED
128 MAY 26 1958

EMB:hfm (5)
1 - Mr. Bird
1 - Mr. Nease
1 - Mr. Donahoe
1 - Mr. Belmont

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWW cal

60 MAY 28 1958

ORIGINAL FILED IN 64-175-253-57

4-312. (1-23-56)

DATE OF MAIL 5-16-58

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL Destruction of Bureau Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ETW/cal

REMOVED BY 58 JUN 2 1958 f484

FILE NUMBER 66-3286-C

PERMANENT SERIAL CHARGEOUT

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: May 14, 1958

FROM : Mr. J. A. Sizoo

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: JOHN CYRIL HELLMAN
INTERNAL SECURITY - C
SMITH ACT OF 1940

In connection with the Hellman trial under the Smith Act presently in progress at Butte, Special Agent Norbert S. Donahue of Butte (Agent assigned to sit at counsel table) telephonically furnished the following information at 3:00 p.m. today.

b6
b7C
b7D

Under the Jencks law, Trial Judge Murray has been furnished for review, memoranda and portions of investigative reports covering interviews with Government witnesses [redacted] At this morning's session of the trial, Judge Murray requested to be furnished the handwritten notes of the Agents who conducted the interviews from which the memoranda and investigative reports were prepared. The judge indicated he desired these notes for comparison with the memoranda and investigative reports already furnished to him. Judge Murray stated that if the notes have been destroyed and are not available he desires to be so advised together with the reason for their destruction OF BUREAU RECORDS

Special Agent Donahue stated that the Government attorneys feel the judge is completely out of line but that since some action must be taken, they, the Government attorneys, have suggested the following four alternatives.

1) They will confer with Judge Murray and advise him, if such is the fact, that the files of the pertinent offices have been searched and the interviewing Agents contacted and that the notes are not available, having been destroyed in accordance with established Bureau procedure.

2) Exhibit portions of the memoranda and investigative reports to the witnesses for a statement as to the accuracy of the Agents' accounts of the interviews.

1 - Mr. Belmont
1 - Mr. Reddy
100-355321
JAS:pat
(3)

10 MAY 22 1958

Just what is our procedure re destruction of notes?

5 CBR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-5-82 BY SP4 ELW/cal

3) Have a Bureau official who is custodian of records testify that the notes are not available and further testify as to Bureau policy regarding destruction of notes after dictation.

4) Have each Agent who conducted the pertinent interviews testify that his handwritten notes were destroyed after dictation in accordance with established procedure.

Special Agent Donahue stated that the court had recessed for lunch and the matter would probably have to be resolved at the afternoon session. I instructed Special Agent Donahue to follow this matter very closely, promptly transmit all necessary requests from Government attorneys to auxiliary offices and to keep the Bureau advised of developments.

Following Special Agent Donahue's call two teletypes were received at the Bureau from Butte, instructing the Chicago, New York and Washington Field Offices to review pertinent files relating to witnesses [redacted] and [redacted] to ascertain if pertinent handwritten notes are available and to immediately contact the interviewing Agents (3 of whom are involved at this point) to determine if notes were taken by the Agents and, if so, the Agents' recollection of their disposition. b6 b7C b7D

At 3:40 p.m. Department Attorney [redacted] telephonically advised that he had just discussed this situation with Government attorneys at Butte. [redacted] also stated that Judge Murray is far out of bounds in holding a hearing within the trial to establish the good faith of the Government. [redacted] stated he had instructed the Government attorneys at Butte to further discuss this situation with Judge Murray to see what could be worked out. [redacted] stated that no further action is necessary by the Bureau at this time and he feels the situation may resolve itself during the afternoon session. b6 b7C

ACTION:

None. For information. You will be advised of further developments.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

FROM : L. E. SHORT

DATE: 5-13-58

SUBJECT: DESTRUCTION OF RECORDS 66-3286

RE: FILE ENTITLED "SAC SCHOOL" (67-021)

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

There is maintained in the Personnel Records Unit a file entitled "SAC School" (67-021). This file, consisting of 46 serials, was opened in 1935 and has not been used since July of 1942. The file for the most part contains comments concerning the speaking ability of Special Agents in Charge who were attending SAC conferences being held at the Seat of Government. Copies of these memorandums were placed in the personnel files of the SAC's to whom they related.

In view of the fact that copies of this material have been placed in the individual personnel files and the fact that the material appears to be completely obsolete and valueless to the Bureau today, it is recommended that this file be destroyed in line with our records management program designed to eliminate such material from the Bureau's records.

Archival authority is not necessary for the destruction of administrative type material of this nature.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and to the Training and Inspection Division for consideration as to the destruction of the file entitled "SAC School" which is attached.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ETW/cal

REC- 78 66-3286-180

6 JUN 12 1958

JWM:pl
(3)
Enclosure

50 JUN 19 1958

Memo to Mr. Nease
Re: Destruction of Records 66-3286
re file entitled "SAC School" (67-021)

ADDENDUM: 5/27/58 WST:akc - A review of this file reflects that the majority of the serials in this file are evaluations of the ability, particularly the speaking ability, of various Special Agents in Charge from 1935 to 1942. Since the Records and Communications Division states that copies of such material are in the individual personnel files, the Administrative Division has no objection to the destruction of such material in this file.

Done 6/3/58 mm

5/28

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

1 - Donahoe
1 - Callahan
1 - W. G. Eames

DATE: 6/16/58

FROM : D. F. X. Callahan

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: MEMOIRS OF GEORGE PERCZEL
FOREIGN MISCELLANEOUS - HU

Records Section memo of 5/15/58 requested review of bulky enclosure in captioned matter which consists of a photographic copy (372 pages) of a portion of a rough draft manuscript in the Hungarian language prepared by one George Perczel, a Hungarian displaced person. The enclosure also contains a roll of film by which the original document was copied.

The original document was furnished the Cincinnati Office on 10/8/52 by an acquaintance of Perczel, also a resident of Cincinnati. The document purportedly outlined the background and experiences of Perczel who allegedly spent many years in the European underground and in Russian internment camps. It was submitted for possible Bureau interest. Perczel was described as a "physical wreck" because of his ordeals and was further described as "simple, but not simple-minded."

A review of the document was subsequently made by SA Alex G. Nagy, familiar with the Hungarian language and by letter dated 2/13/53, WFO advised that the material contained no items of security interest to the Bureau.

It is noted that the original document was returned by the Cincinnati Office to the individual (Mrs. [redacted] who made it available.

b6
b7C

RECOMMENDATION:

Since this bulky enclosure contains no data of security significance to the Bureau and no future use for it can be anticipated, it is recommended that the contents of this bulky exhibit be destroyed by the Records Branch.

NOT RECORDED
140 JUN 24 1958

64-175-249

25 JUN 20 1958

DFXC:egg
(4)
64-175-249-105

5 7 JUN 26 1958

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW/cal

ORIGINAL FILED IN CENTRAL FILES

4-3[illegible] (Rev. - 12-28)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 5-20-58

FROM : W. G. EAMES

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: PICTURES OF THE LEGAL ATTACHE AMERICAN EMBASSY, QUITO, ECUADOR

Bulky Exhibit File Number: 64-4469-312

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

LML:gb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EJW/cal

1 66-3286
NOT RECORDED
170 JUN 6 1958

5/26/58

ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION

This exhibit consists of photographs of Legal Attache office space in Quito, Ecuador. No reason to retain.

NOT RECORDED
16 JUN 5 1958

WFE:awj

L. M. LIGHTON

5 C JUN 12 1958

ORIGINAL COPY FILED IN 64-4469-312

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: May 29, 1958

FROM : Mr. S. B. Donahoe

SUBJECT: NAZI FLAG

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

EW. G. EAMES

By memo of 5-26-58, from Mr. Eames to Mr. Nease, it was noted that bulky exhibit number 65-12411-1 contains a homemade Nazi flag and it was recommended that a decision be reached as to whether this bulky exhibit should be retained or disposition thereof made.

The homemade Nazi flag was furnished to the Bureau on 5-17-1940 by the auditor of the University of North Carolina who advised that the flag had been placed on the water tower belonging to the University by some unknown individual.

No reason exists to maintain the bulky exhibit in Bufiles and no request was made that the homemade flag be returned to the individual who turned it over to the Bureau.

ACTION:

It is recommended that appropriate disposition be made of the bulky exhibit referred to.

6-4-58

ESS:dmn
(4)

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Sanders

65-12411-1

RECORDED
14 JUN 5 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

0 Destruction
Bureau Property Copy

66-3286

NOT RECORDED
117 JUN 5 1958

59 JUN 11 1958

ORIGINAL FILED IN 62-24411-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: June 4, 1958

FROM : Mr. S. B. Donahoe

SUBJECT: HITLER'S YACHT
MISCELLANEOUS - INFORMATION CONCERNING

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

By memo of 5-26-58 from Mr. Eames to Mr. Nease, it was noted that a bulky exhibit is maintained in connection with serial 62-90658-3 and it was recommended that a decision be reached as to whether the bulky exhibit should be retained or disposition thereof made.

The bulky exhibit in question, in Bin Number 50, consists of photographs of an instruction book, apparently concerning the radio equipment in the communications room of the yacht which was once owned by Hitler, and the negatives of the photographs of the pages of the instruction book. Information relating to the equipment in the radio room of the yacht was obtained in September, 1949, at the request of Colonel Carter Clark of Arlington Hall and is of no interest to the Bureau. Copies of the appropriate photographs in this connection were furnished to Colonel Clark in 1949.

There appears to be no reason why the film and the prints contained in the bulky exhibit should be retained since there is no current interest in this matter either by the Bureau or the Army. Photos were obtained surreptitiously by Bureau agents. Destruction of Property

ACTION:

It is recommended that appropriate disposition be made of the bulky exhibit maintained in connection with serial 62-90658-3.

166-3286
NOT RECORDED
133 JUN 18 1958
REC-67

62-90658-4

7 JUN 10 1958

ESS:dmn
(4)

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Sanders

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/Cal

Classifying

55 JUN 18 1958

ORIGINAL FILED IN 62-90658-4

4-528

66-3286-781

CHANGED TO

66-19087-30

MAY 9 1961

mt/mb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 EWJ/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

FROM : C. L. ROGERS

DATE: July 10, 1958

SUBJECT: Administrative Division Material Stored on Seventh Floor Identification Building

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Items listed below are recommended for removal from the storage files and destruction at this time:

1. - Copies of Congressional Record - These are on hand beginning with January, 1955. It is recommended that those dated in 1955 be destroyed. Destroyed 7/16/58 N.O.I/gh

2. - Copies of Federal Register - Copies now in storage are dated from January, 1955. It is recommended that those dated in 1955 be removed from storage and destroyed. Destroyed 7/16/58 N.O.I/gh

3. - House and Senate Bills; House and Senate Resolutions; Public and Private Laws - These items in storage concern the 84th Congress and it is recommended that those pertaining to the 84th Congress be removed and destroyed at this time. Destroyed 7/16/58 N.O.I/gh

4. - Copies of Printed Hearings Pertaining to Other Government Agencies - The Printed Hearings in storage date back to the 84th Congress. It is recommended that those from the 84th Congress be removed and destroyed at this time. Destroyed 7/16/58 N.O.I/gh

5. - U. S. Attorneys Bulletins - Cabinet 121, drawer 3, contains some of these bulletins dated in 1955 and 1956. It is recommended that they be removed and destroyed. Destroyed 7/16/58 N.O.I/gh

6. - Monthly Administrative Reports - We have been retaining these reports for three years and then destroying them. They are on hand from January, 1954. It is recommended that those from January, 1954, through June, 1955, be removed and destroyed. This will leave those pertaining to the fiscal years 1956, 1957, and 1958, on hand. Destroyed 7/16/58 N.O.I/gh

REC- 22 66-3286-782

ACTION:

If you agree, arrangements will be made with the Records and Communications Division to remove the items from storage.

CLR:ams ams 177

(6) 52 JUL 28 1958

THREE

DESTRUCTION OF BUREAU PROPERTY - GENL

Material removed and destroyed 7-16-58 mo

1958

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: July 7, 1958

FROM : MR. A. H. BELMONT

1 - Mr. Boardman
1 - Mr. Belmont
1 - Mr. Corman

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: MS "ODENWALD"
SALVAGE - MISCELLANEOUS
DESTRUCTION OF BUREAU RECORDS - GEN'L

By memorandum W. G. Eames to Mr. Nease dated 4-21-58, it was recommended bulky Exhibit 2-452-104 be reviewed and a decision rendered as to the retention or disposition of the material therein.

The German motor ship "Odenwald" was captured by the United States Navy on 11-6-41 after it was sighted in the South Atlantic disguised as the SS "Willmoto" of Philadelphia flying the United States flag and after attempts were made by the crew to scuttle the ship when it was challenged by the Navy. The United States Attorney (USA) at San Juan filed a libel for common-law salvage against the vessel and its cargo on 11-18-41, and the USA requested the Bureau to assist in the investigation to develop evidence to support the libel action. Numerous items and documents taken from the ship were forwarded to the Laboratory for examination, and many original items were retained in the Laboratory file which on 7-24-46 was transferred to the Records Section to be maintained as an enclosure behind file and is the exhibit in question. After our entry into the war, the responsibility for the "Odenwald" and its cargo was transferred to the Alien Property Custodian, and the USA advised the salvage trial would not commence until after the war. San Juan on 6-8-45 advised its bulky exhibits were turned over to the USA, San Juan.

By letter dated 4-25-58, we instructed San Juan consult with the USA and determine if final disposition had been made of the case and ascertain from him what disposition, if any, could be made from the items being retained by the Bureau. By letter dated 6-27-58, San Juan advised that final action in the case was taken by the United States Circuit Court of Appeals, First Circuit, on 6-14-48, and the USA, San Juan, advised all exhibits in this case maintained by the Bureau should be disposed of. He advised his office also has retained a large volume of exhibits and they will be disposed of.

66-3286-1
NOT RECORDED
102 JUL 11 1958

RECOMMENDATION:

It is recommended the Records Section be authorized to dispose exhibits in this case and that this memorandum be routed Branch, Room 1113, Identification Building, as its appropriate disposition.

ORIGINAL FILED IN 7-452-104

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/Cal

JUL 10 1958

70 JUL 16 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: July 3, 1958

FROM : LEGAT, BONN (66-1)

SUBJECT: BONN - ADMINISTRATIVE
Destruction of Bureau Property

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Reference is made to the suggestion of Inspector L. O. Teague that the so-called "Old German" index cards in this office be eliminated.

There are about 5,000 "Old German" cards. These relate to files which were originally transferred to this office from the Paris Office and subsequently destroyed per Bureau instructions in connection with the establishment of the over-all policy of periodic file destruction in this office. These files pertain to information gathered by Bureau operations in the years immediately following World War II.

Bureau authority is requested to destroy these cards.

2 - Bureau
1 - Bonn
GAV:tlc
(3)

66-3286-1
NOT RECORDED
141 JUL 23 1958

ORIGINAL COPY FILED IN 62-77193-2

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-98 BY SP4EWLCAL

ltr to Bonn 7/18/58 LOT/wmj

REC-6

EX-128

7 JUL 14 1958

27 JUL 31 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: June 23, 1958

FROM : F. L. Price

b6
b7C

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: [redacted]
MRS. MORRIS WEINBERGER - VICTIM;
EXTORTION
Destruction of Bureau Property

Reference is made to memorandum from L. E. Short to Mr. Nease dated 6/18/58, recommending that Bulky Exhibit File Number 9-30629-35 be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

This exhibit is a tape recording of two telephonic contacts between subject [redacted] and Mrs. [redacted] who was impersonating Mrs. Morris Weinberger in instant case. Tape recording was obtained to compare voice of subject [redacted] with those recorded by the New York Office during their investigation of the kidnaping of Peter Weinberger. Instant tape has no evidentiary value. The Laboratory Division has previously advised that they were not interested in this recording, but the Training and Inspection Division in 11/56, expressed an interest in obtaining same for review and consideration as to its possible use in their training program. The Charlotte Office by letter dated 12/12/56, sent instant tape recording to the Bureau marked for the attention of the Training and Inspection Division.

b6
b7C

RECOMMENDATION:

Inasmuch as instant tape has no evidentiary value and the Training and Inspection Division previously expressed an interest in the tape for consideration in its training program, it is recommended that they review this exhibit to determine whether it should be retained or disposed of in accordance with referenced memorandum.

1 - Training and Inspection Division

CB:jlp
(3)

66-3286

NOT RECORDED
117 JUL 9 1958

59 JUL 16 1958

ORIGINAL FILED IN 9-30629-39

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: June 26, 1958

FROM : S. B. Donahoe

SUBJECT: FBI SURVEY OF JAPANESE RELOCATION CENTERS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

In a memorandum dated 5/27/44, Supervisor Strickland to Mr. Ladd, reference was made to a Bureau survey of the Japanese Relocation Centers. It was stated a number of copies of the survey were retained and were being forwarded to the Records Section. The survey was prepared in two sections. Part I includes the recommendations with summarized supporting data and consists of 96 mimeographed pages. Part II contains notes taken during the interviews with War Relocation Authority (WRA) personnel at the centers and consists of 384 mimeographed pages. The approximate weight of the two sections is five pounds. The Records Section has advised there are presently twenty copies of Part I and fifteen copies of Part II available in the files. The Records Section has recommended that the material be reviewed and a decision made as to whether the material should be retained or destroyed. (62-69030-535)

ORIGINAL COPY FILED

OBSERVATIONS:

This survey was made at the request of Dillion Meyer, Director of WRA, for the purpose of submitting recommendations that would be of assistance to the WRA in maintaining law and order within the centers. This matter was discussed with the Liaison Section, as it has the responsibility for Bureau defense planning and the survey is of no present value to that Section with regard to defense planning. The survey is likewise of no present value to the Nationalities Intelligence Section.

166-3786-1
NOT RECORDED
141 JUL 7 1958

RECOMMENDATION:

It is recommended that all copies of the survey be destroyed.

62-69030

HWL:mlf
(4)
1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Little

12 SEP 11 1958 FBI — INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 GLW

15 JUL 3 1958

Done 7/7/58

52 JUL 10 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: June 16, 1958

FROM : H. L. EDWARDS

SUBJECT: OLD FBI EMPLOYEES CONSOLIDATED CHARITY FUND RECORDS FIELD DIVISIONS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

By SAC Letter 56-51, we instructed our field divisions to discontinue conducting the FBI Employees Consolidated Charity Fund Campaign in view of the fact that the Federal Policy which was issued by the White House in 1956 prohibited us from conducting a one-package campaign.

We have received some inquiries from our field offices concerning the destruction of bank statements, cancelled checks, etc., and it is felt that we should send an SAC Letter out to advise all field divisions that there is no objection to destroying all of the old FBI Employees Consolidated Charity Fund records. We have not had an FBI Employees Consolidated Charity Fund since 1956 and there does not appear to be any reason for field divisions to retain such records because our records at the SOG are complete with regard to solicitations and contributions for the years that the FBI Employees Consolidated Charity Fund was in existence.

RECOMMENDATION:

That the attached SAC Letter be approved.

RWB:pah/llw
(2)
Enclosure

NOT RECORDED
128 JUN 26 1958

19 JUN 26 1958

ORIGINAL FILED IN 62-104523-1059

77 JUL 8 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: May 28, 1958

FROM : Mr. S. B. Donahoe

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: MAGAZINES FROM GERMANY

E.W. G. EAMES

By memo of 5-1-58 from Mr. Eames to Mr. Nease, it was noted that the bulky exhibit for serial 61-7560-1782 possibly could be disposed of at this time. It was recommended that the bulky exhibit be reviewed and a decision reached as to the retention or disposition thereof. Destruction of Bureau Papers - OK

The bulky exhibit in question consists of three issues, in 1937 and 1939, of the German magazine "Freude und Arbeit" which had been sent unsolicited to Charles Edison, the Acting Secretary of the Navy.

These magazines serve no useful purpose and should be disposed of at this time.

ACTION:

It is recommended that appropriate disposition be made of the bulky exhibit referred to. (destroy)

SSS:lmn

166-3276-

NOT RECORDED
199 JUN 13 1958

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Sanders

16 JUN 12 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-89 BY SP4EWJ cal

NAT. INT. SEC.

77 JUN 18 1958

ORIGINAL COPY FILED IN 61-7560-1782

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont 5-29-58

FROM : S. B. Donahoe

DATE: May 26, 1958

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Linton
(Room 1113 IB)
1 - Mr. Nasca

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: LATIN AMERICA POPULATION CHARTS
LATIN AMERICA STRATEGIC WAR MATERIAL CHARTS
(BULKY EXHIBIT FILE NUMBER: 64-1000-297)

Rememo W. G. Eames to Mr. Nease 5-20-58 requesting review of above-listed bulky exhibit relative to its retention or disposition. A review of the bulky exhibit reflects that it contains a series of charts dealing with axis communications, (radio, mail drops and courier communications); axis concentration areas; location of axis nationals; and location of strategic war materials in South and Central America. The charts were prepared by the Cartographic Section in 1942.

OBSERVATIONS:

There is no use to which the above charts can be put in the foreseeable future, as they are now ~~16 years old~~ and outdated.

RECOMMENDATIONS:

7 JUN 3 1958

That the Records Branch, Room 1113 IB, ~~be advised~~ that the Nationalities Intelligence Section has no use for the above charts.

VHW:jlc
(5)

ORIGINAL COPY FILED IN 64-1000-297

NOT RECORDED
99 JUN 4 1958

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4EW1 cal

59 JUN 6 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-19-58

FROM : L. E. SHORT

SUBJECT: MATERIAL MAINTAINED ON SEVENTH FLOOR Identification Building

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

There is maintained on the seventh floor of the Identification Building editions of the Official Catholic Directory for the years 1936, 1939, 1941, 1943, and 1946. This material was previously maintained in the Bureau Library and it has been determined that the Bureau Library maintains the current issues of this publication.

This material is not used and is occupying one drawer of a file cabinet which could be used for the storage of current material. Accordingly, in line with our Records ~~Branch~~ Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that this material should be destroyed. Archival authority is not necessary for the destruction of this material inasmuch as it is "library" type material.

RECOMMENDATION:

That the editions of the Official Catholic Directory presently maintained by the Records Branch on the seventh floor of the Identification Building be destroyed in line with our Records ~~Branch~~ Management Program designed to eliminate obsolete and valueless material from the Bureau's records.

LEW:gbh
(3)

These should be destroyed. No value now. BM Sutter 8/20/58

Destroyed 8/26/58 LWM/gbh

102

66-3286-7

RECEIVED 12 AUG 27 1958

DATE 8-5-80

FBI/DOJ

File in 66-3286

66 SEP 3 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: 7-22-58

FROM : F. A. Frohbose

SUBJECT: BULKY EXHIBITS
SELECTIVE SERVICE
Destruction of Bureau Property

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

All conscientious objector investigations conducted by the Bureau under the 1940 Act resulted in the accumulation of bulky packages of Photostats of the registrant's selective service file.

All of selective service files under the 1940 Act have been destroyed by all of the local draft boards. These same reports and Photostats have been sent to Archives by the Conscientious Objector Unit of the Department of Justice.

There does not appear to be any need for the Bureau to retain these bulky Photostats.

RECOMMENDATIONS

(1) That all bulky exhibits (Photostats) of registrants' selective service files under the 1940 Act be destroyed.

(2) If recommendation No. 1 approved, this memorandum should be referred to Records Division for handling and destruction.

ABF:aeo:eem
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/Cal

66-3286-
NOT RECORDED
141 AUG. 6 1958

57 AUG 11 1958

55 AUG 1 1958

10 AUG 4 1958

ORIGINAL COPY FILED IN 66-3286

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 7/22/58

FROM : The Executives Conference

SUBJECT: DESTRUCTION OF SAC LETTERS IN LEGAL ATTACHES' OFFICES

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

The Executives Conference on 7/21/58, with Messrs. Tolson, Holloman, Mohr, Trotter, Parsons, Clayton, Belmont, Rosen, Nease and Tamm being present, considered a suggestion submitted by Inspector Lee O. Teague that Legal Attaches be permitted to destroy SAC Letters after office personnel have read the SAC Letter and it does not apply to foreign work or general Bureau policy.

It was pointed out that present requirements are that SAC Letters be retained for a period of three years. It is further noted that many of the SAC Letters do not apply to work in the foreign offices. While it is important that each Legal Attache receive the SAC Letters so that he and his personnel may keep abreast of Bureau instructions and regulations, because of limited space, they should not have to retain them. Of course, proper accountability for receipt and destruction of SAC Letters would have to be made.

The Conference unanimously recommends that Legal Attaches be permitted to destroy SAC Letters after office personnel have read the SAC Letter and the SAC Letter does not apply to foreign work or general Bureau policy. If you approve appropriate instructions will be issued.

66-3286-

NOT RECORDED
102 AUG 5 1958

16 AUG 4 1958

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Clayton
1 - Mr. Tamm

Letter to Legat-Paris
cc: London, Madrid, Rome, Bonn, Havana, Ottawa, Mexico City, Rio de Janeiro & Tokyo

QT:dps
(7)

67 AUG 5 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-5-58

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 [illegible]
Bufile 66-3286 Records
DATE BY

RE: FBI LAW ENFORCEMENT OFFICERS PLEDGE (Bufile 66-10584)

There are maintained on the Seventh Floor of the Identification Building, 2 five-drawer cabinets containing pledges captioned, "FBI Law Enforcement Officers Mobilization Plan For National Defense." In addition, a number of these pledges are maintained in the file relating to this matter. These pledges were made during World War II by law enforcement officers throughout the country. A sample of the pledge is attached. These pledges are not used and they occupy space and equipment which could be used for other more essential records. It is felt that consideration should be given to the destruction of these pledges.

By memorandum from Mr. Eames to Mr. Nichols dated 2-21-55, (66-10584-364), it was recommended that this material be destroyed. The Training and Inspection Division agreed; however, Mr. Nichols did not feel that the pledges should be destroyed inasmuch as there was wide-spread publicity at the time these pledges were put out and the Bureau said it would maintain these pledges for all time.

The Records Branch feels that this matter should be reconsidered consistent with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records.

EX-102

REC. 10 66-3286-784

23 SEP 3 1958

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division so that consideration can be given to the destruction of the FBI Law Enforcement Officers Pledges which were prepared during World War II, and are not being used.

JWM:gs
(4)
Enclosure - 1

57 SEP 4 1958

ADDENDUM: HBE:dps 8/8/58. Training and Inspection Division has no objection to the destruction of the material described above.

EX-102

CC: Bufile 66-10584

1 ENCLOSURE

REC. 10 Destroyed 9/4/58 gwm/gk

oga information handled per letter d. 3/15/2011

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

b1
b3

TO : A. H. Belmont

1 - Belmont
1 - Donahoe
1 - J. W. Marshall
1 - Parker

DATE: 8/5/58

FROM : S. B. Donahoe

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-20-2011

Tolson
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room

SUBJECT: NICHOLAS HALASZ, was.
IS - R - HU

CONFIDENTIAL

(C)

Subject, a naturalized citizen of Hungarian extraction, was b7D
investigated by Bureau 1949-1952. He was registered agent of the
Hungarian Central News Agency with Department of Justice 1948-1949. He
visited France in 1949 and while there reported he
transmitted a series of intelligence reports to an official of the
Hungarian Legation in Paris. Extensive investigation conducted of his
activities in U.S. developed no information indicating he had engaged
in espionage or subversive activities. When interviewed by NYO in
May, 1952, subject readily admitted visiting Hungary on several occasions
for business purposes. With respect to his activities in Paris, he
admitted preparing a series of articles for an official of the
Hungarian Legation stating, however, that this was in no way connected
with espionage since it consisted merely of research work and obtaining b1
data from English-language publications. Subject categorically denied b3
membership or affiliation with the Communist Party.

(C)

100-358508
JPP:egs
(5)

REASON-FCIM II, 1-2.4.2
DATE OF REVIEW: DADR 8-25-82

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

6 AUG 13 1958

CONFIDENTIAL

NAT. INT. SEC.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: August 4, 1958

FROM : G. C. Kiehan

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: DISPOSAL OF ATOMIC ENERGY COMMISSION (AEC) COVER LETTERS PRESENTLY BEING MAINTAINED IN DIVISION VI MAIL ROOM (4637)

There are presently being maintained in the Division VI mail room Atomic Energy Commission cover letters which date back to the date when the Bureau began to be reimbursed by Atomic Energy Commission for investigations conducted for that agency.

The Atomic Energy Commission cover letters list the names of the individuals who were to be investigated for Atomic Energy Commission and transmitted to the Bureau the Personnel Security Questionnaires of the individuals listed on the cover letters.

Unless it is required that the Bureau for record purposes maintain these cover letters, it is suggested that only the cover letters for the past fiscal year be maintained and the remainder of the cover letters be destroyed.

663286-1

NOT RECORDED
47 AUG 22 1958

RECOMMENDATION

It is recommended that this memorandum be forwarded to the Administrative Division and to the Records Section for their comments and if they agree, all Atomic Energy Commission cover letters except those for the past fiscal year will be destroyed and in the future only the cover letters for the preceding fiscal year will be retained.

ORIGINAL COPY FILED IN

62-82321-1925

Destruction of Bureau Property

O.K. with Records Branch (See note attached) 8/6/58 FWW

ENCLOSURE

AUG 19 1958

DISPUEW1 Cal

AUG 26 1958

STANDARD FORM NO. 64

Office Memorandum UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: July 16, 1958

FROM : S. B. Donahoe

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: JOSEPH (JUPP) BENEDICT LIEBLEIN, et al
ESPIONAGE - GERMANY

Case is closed and no prosecutive aspect pending. Records and Communications Division has on 7/11/58 furnished certain photographs and film in case which had been held in Administrative Division per instructions of Mr. Nichols. Advice was requested as to disposition.

Research in this extensive file reveals Bulet 6/4/45 (serial 700) which requested motion pictures and still photos be forwarded by NY to Bureau for study as to possible training use and approved destruction of other material. NY forwarded voluminous film and photos 8/2/45 (serial 704X) indicating it could be disposed of as seen fit by Bureau. Memo L. L. Tyler to D. M. Ladd 2/1/46 (serial 714X) said film not of value for training and recommended disposal. Notation thereon indicates it was not to be destroyed until Mr. Nichols has personally reviewed.

Photographic material in point here consists of few still photos and negatives and one roll of film taken in connection with this case apparently through X-ray mirror set up similar to that used in Duquesne case. It is of no current interest, is by no means entire group of material sent in with NY letter 8/2/45, and was apparently retained for Mr. Nichols as matter of personal interest. It bears no Bureau file recording notations.

RECOMMENDATION:

Recommend material be destroyed. Material has been returned to Crime Records Section for disposition.

65-38075
1 - Belmont
1 - Walkart
1 - M. A. Jones
1 - Donahoe
SBD:bbr
(5)

60 AUG 26 1958

Destruction of Bureau Property

Material returned by Security patrol 8/5/58

166-3286-
NOT RECORDED
47 AUG 22 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP2 [illegible]

14 AUG 19 1958

NAT. INT. SECT.

ORIGINAL COPY FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION #118-59

EXP. PROC.
AUG 11 1958

Date: August 8, 1958

To: Director, FBI

From: SA GORDON B. PLAYMAN GS-13 Division of assignment: Minneapolis

8-5-82 BY SP4 EWO/CAL

SUGGESTION: It is suggested that in the future, when reports are prepared on security subjects and organizations, the reporting agent also prepare a memorandum listing the serial number of each channelizing memorandum which contains information obtained from security informants, is pertinent to the subject of the report, and is included in the report. He will not list channelizing memoranda which contain other information which may be of future value in the investigation of the subject, or which contain material which has been indexed. He will direct the Chief Clerk to destroy the serials listed. After completion of the report and upon receipt of this memo, the Chief Clerk will destroy each serial listed, since the pertinent information is now duplicated in the completed report, and the informant is clearly shown in the report's cover letter, which also contains the location of the informant's original report, should this info be needed for review in the future.

Current practice or rule (include manual citation as well as facts): Part II, Section 3, page 12, Manual of Rules and Regulations, provides that in 65, 100 and 105 classifications, the office of origin may destroy all copies except one of each serial after the files have been closed 10 years.

Advantages of suggestion: Chief advantage would be a reduction in the increasing number of file cabinets necessary in the storage of the ever expanding files of the closed 100 classification. It is estimated that with the Bureau's increased informant coverage and the consequent increase in channelizing memos, these memos constitute over 75% of the total bulk of serials now going into 100 case files. Of this amount, 80% of all channelizing memos could be destroyed each year in accordance with this suggestions. This would means a 60% reduction in future space required for storage of these files.

Disadvantages of suggestion: Chief disadvantage would appear to be the unavailability in the case file of a separate memorandum for each item of information furnished by each informant. However, the information is duplicated in the current report and can be located easily by a review of the report. Moreover, the original info in the informant's file, rather than that set out in the channelizing memo, is the proper place to recheck the accuracy of the information.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

18 Aug 1958 B Playman
(Signature of suggestor)
Special Agent

NOT RECORDED
149 AUG 19 1958

Recommendations and comments of Division Head:
Recommendation favorable. This will materially reduce the space necessary for filing. It will eliminate needless material in the files at no sacrifice of content.

EO4 designates employees for Incentive Awards

3 - Bureau
2 - Minneapolis
GBP:RSK
(5) Log to employee Awards file

FBI AUG 21 1958

J. F. Milnes
(Signature & Title)
Special Agent in Charge

ORIGINAL FILED IN WFO
FBRS. FILE NO.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-11-58

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: ~~ALL INFORMATION CONTAINED~~ Property
DESTRUCTION OF RECORDS
Bufile #66-3286
~~HEREIN IS UNCLASSIFIED~~
~~DATE 8-5-82 BY SP4 EW/cal~~

RE: IDENTIFICATION ORDERS

There are maintained on the Seventh Floor of the Identification Building two drawers of files containing Identification Orders, (I. O.), Nos. 1 through 975, which orders were issued during the 1920's and early 1930's. Subsequent to the issuance of Identification Order No. 975, all I. O's. are filed in the appropriate case files.

These Identification Orders are not used and in view of this inactivity and the age of the material, it would appear that this material is obsolete and could be destroyed in accordance with our Records Branch Management Program designed to eliminate obsolete and valueless material from the Bureau's records. Archival authority would be necessary for the destruction of this material.

RECOMMENDATION:

That this memorandum be referred to the Investigative Division and that consideration be given to the destruction of this material. If destruction is authorized, Records Branch will secure Archival authority for destruction.

JWM:gbh
(3)

ADDENDUM: ABE COMMENTS OF INVESTIGATIVE DIVISION

The material referred to above is of no value and it is to be noted that the Fugitive Unit has a complete set of all Identification Orders issued by the Bureau. It is therefore recommended that the Records Branch be authorized to destroy the material per the above recommendation.

I.O.'s destroyed 9/3/58 - JWM

EX-102

REC-34 66-3286-785

57 SEP 9 1958

1 auto copy 9-5-58

23 SEP 4 1958

UNRECORDED COPY FILED IN 66-3286-7

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-20-58

FROM : L. E. SHORT

SUBJECT: MATERIAL MAINTAINED ON THE SEVENTH FLOOR Identification Building

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

There is maintained on the seventh floor of the Identification Building two cabinets of investigative files pertaining to the investigations conducted in connection with the examination of judicial offices during 1935, 1936, and 1937. The files concerning these investigations (sample attached) are not used and occupy space and equipment which can be used for the filing of current material. While these files cannot be destroyed due to the fact that they are reports of actual investigations conducted of judicial offices, they are suitable for microfilming. It is requested that consideration be given to the microfilming of these files and the subsequent destruction of the original material.

Archival authority has been previously secured for the microfilming and subsequent destruction of the original material falling in this category.

RECOMMENDATION:

That consideration be given to the microfilming of two cabinets of material presently stored on the seventh floor of the Identification Building relating to investigations conducted regarding the examinations of judicial offices during the 1930's.

LWM:gbh
(9)

ORIGINAL COPY FILED IN

NOT RECORDED
191 SEP 5 1958

23 SEP 4 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/cal

66-16364
cc-66-3256

59 SEP 8 1958

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: August 15, 1958

FROM : MR. F. J. BAUMGARDNER

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: GABRIEL ALLEN
INFORMATION CONCERNING
(INTERNAL SECURITY)
Destruction of Bureau Property

Memo from L. E. Short to Mr. Nease dated 8-14-58 requests the bulky exhibit of serial one of captioned matter be reviewed and a decision rendered as to its retention or destruction.

Bufiles reflect the receipt of numerous communications from captioned individual furnishing information of little or no value to the Bureau. He has, on several occasions, offered his services to the Bureau; however, his services have never been utilized. He has been afforded cordial acknowledgments.

The above bulky exhibit consists of two 8" x 32" negatives of pictures Allen submitted to the Bureau with a letter dated 2-5-44. These pictures are panoramic photographs of persons attending an outing of the Yokohama Specie Bank Club on 5-24-41, Queens, New York. None of the numerous persons in the pictures are identified. Allen does not describe the club or the reasons for furnishing the negatives but does state that a Japanese takes care of the clubhouse and the president of the bank had a chauffeur of German extraction. His letter transmitting the negatives to the Bureau was acknowledged 2-26-44 and the negatives have been retained since their receipt.

66-3286

NOT RECORDED
15 AUG 22 1958

RECOMMENDATION:

The information forwarded by Allen in the above letter was nonspecific and of no value when received and no action was taken by the Bureau. The negatives described above are completely worthless to the Bureau. It is recommended that this bulky ~~exhibit be destroyed~~. If you approve, this memo should be routed to the Filing Unit of the Records Branch, Room 1113 Ident Building, for destruction of this bulky exhibit.

1 - Mr. Nease
1 - Mr. Belmont
1 - Mr. Baumgardner
1 - Mr. Simpson
1 - Records Branch

62-93536

RDS:ers
(6)

67 SEP 3 1958

15 AUG 22 1958

REC. SECT.

SUBV. CONTROL

ORIGINAL COPY FILED IN 62-93536-18

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: August 19, 1958

FROM : MR. S. B. DONAHOE

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: OWEN LATTIMORE
MISCELLANEOUS - INFORMATION CONCERNING
(Nationalities Intelligence)
Destruction of Bureau Property

In connection with the Records Section's project of destroying those bulky exhibits for which there is now no need, the index cards reflecting the names of the interviewees in this case have been considered. These cards (approximately 3000) are an enclosure to serial 5188 and were prepared during the investigation of Lattimore for ready reference in the event the question came up as to whether a particular person had been interviewed. It was felt such an index would be most helpful during the preparation for the trial of the subject and during the trial itself.

The Lattimore case is closed and it does not appear that this index will be of use in the future. No good reason remains for its existence.

RECOMMENDATION:

That the index in the Lattimore file (enclosure to serial 5188) be destroyed.

100-24628
Done 8-29-58
JFW:jas
(5)
1 - Mr. Belmont
1 - Mr. L. E. Short
1 - Mr. Donahoe
1 - Mr. Wacks

166-3286-1
NOT RECORDED
141 AUG 29 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWJ Cal

AUG 28 1958

66 SEP 3 1958

NAT. INT. SEC.

ORIGINAL COPY FILED IN 100-24628-67

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-20-58

FROM : L. E. SHORT

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON 7th FLOOR IDENTIFICATION BUILDING

There is maintained on the seventh floor of the Identification Building two drawers of material consisting of copies of the transcript record relating to the Kurt Fredrick Ludwig and Hermann Lang testimony. This material was forwarded to the Records Branch for storage purposes by memoranda from Jones to Nichols dated February 4, 1949, (65-33780-2696) and February 4, 1949, (60-42520-162). This material is not used, is occupying space and equipment which could be used to better advantage, and it is felt that the material should be considered for destruction in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records. It is pointed out that the files concerning these two cases are very complete as to the investigation and subsequent trial.

RECOMMENDATION:

That this memorandum be referred to the Crime Records Section and that consideration be given to destroying the transcript record relating to the Kurt Fredrick Ludwig and Hermann Lang testimony.

WWM:vmkp
(3)

Sent to Settle for disposition 9/5/58

Destruction of Bureau Property

REC-29 66-3286-786

23 SEP 9 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWJ cal

61 SEP 11 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 8-13-58

FROM : S. B. Donahoe

SUBJECT: NAZI PARTY MEMBERSHIP RECORDS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Records and Communications Division requests advice re disposition of bulky exhibit (100-25208-1302) consisting of Nazi Party membership records. These records were put out in pamphlet form by the Committee on Military Affairs of the U. S. Senate (Kilgore Committee) in 1946 and printed by U. S. Government Printing Office. Pamphlets are in four parts plus a supplement and up to seven copies of each are maintained in bulky exhibit. The source for the compilation of the names listed in the pamphlets were microfilms which had previously been furnished Bureau by the War Department and subsequently made available by War Department to Senate Committee. We have occasionally had inquiry concerning names on these lists by members of Congress.

RECOMMENDATION:

That the originals of Part I, II, III, IV and the supplement be retained and the copies destroyed. Material has been returned to Records Branch for disposition.

100-25208

ARJ:slm
(6)

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Waikart
1 - Mr. J. W. Marshall
1 - Mr. A. R. Jones

NOT RECORDED
102 SEP 11 1958

12 SEP 9 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW1CAL

NAT. INT. SEC.

77 SEP 15 1958

F-396

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-21-58

FROM : L. E. SHORT

Tolson
Boardman
Belmont
Mohr
Nease ✓
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON 7th FLOOR IDENTIFICATION BUILDING

Destruction of Bureau Property

There are maintained on the seventh floor of the Identification Building 30 cabinets of material pertaining to War Fraud Cases during the period 1922 to 1924 which material was originally handled by the Department of Justice and in 1924 was turned over to the FBI for further investigation.

By memorandum from the Director to Mr. Nichols dated May 30, 1945, (67-80000-766) it was pointed out that as a result of an inspection by Inspector Egan it was determined that this material was not used and instructions were issued that the Records Branch should confer with any division interested in the material for the purpose of determining if the material could be destroyed.

A memorandum from Mr. Cartwright to Mr. Nichols dated June 30, 1945, (66-3286-184, item 13) reflects that Mr. Rosen advised that these records are original, must be retained and cannot be destroyed.

This material is not used. Because of the age of the material, it is difficult to maintain properly and is occupying space and equipment which could be used to better advantage with more current material. Accordingly, it is recommended that this material be re-evaluated and consideration be given to the destruction of the material in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records. If the destruction of this material is approved, archival authority will be required prior to destruction.

Check of the Tolson Unit indicates material destroyed per Arch. Auth 66-19087-38 X mcw 8/23/67

RECOMMENDATION:

That this memorandum be referred to the Investigative Division and that consideration be given to the destruction of this material. If destruction is authorized, the Records Branch will take the necessary steps to secure archival authority.

7 SEP 8 1958

66-3286-187

WM:vmk
(3)

This material is not indexed, hence never to be used nor able to be used in future. Recommend destruction.

REC-29

EX-135

23 SEP 9 1958

memo Short to Nease enclosing 9/12/58 re seeking to secure archival authority

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TEASE DATE: 9-5-58

FROM : L. B. SHOEMAKER

SUBJECT: CINRAD
Purge of Obsolete Index Cards In Cinrad Case

Destruction of Bureau Property

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

By memorandum 7-20-46 J. C. Strickland to Mr. Ladd it was indicated that Manhattan Engineering District furnished a list of names of individuals who had access to information not contained in the Smyth Report. Although there is no identifying information concerning the individuals named in the list, the names were indexed and made a part of our general indices. The list contains 1,038 names and because of the lack of pertinent identifying information are referred to frequently in connection with File Review projects.

In view of the lack of identifying data concerning individuals mentioned in the list, it is believed that consideration should be given to de-indexing the list and removing the index cards from the general index.

RECOMMENDATION:

For referral to the Domestic Intelligence Division for comment concerning proposal to de-index list of names furnished to the Bureau by MED in 1946.

LES:vmk
(3)

REC-67 66-3286-788

NOT RECORDED
47 SEP 11 1958

ADDENDUM: JFW:jas 9/10/58

Domestic Intelligence Division cannot make use of these names in view of lack of identifying data. If Records and Communications Division desires to destroy the index cards on which these names are listed, Domestic Intelligence Division will not object.

23 SEP 11 1958

NAT. INT. SEC.

WACKS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWL/CAL

F396

ORIGINAL COPY FILED IN 100-190625-5420

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe
1 - Donahoe
1 - Nease
1 - Short
1 - Jones

DATE: 9/5/58

FROM : A. R. Jones

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: CARTELS
DESTRUCTION OF BUREAU RECORDS-GEN.

L. E. Short

Reference is made to memorandum from Mr. Short to Mr. Nease dated 8/18/58, requesting that bulky exhibit file number 62-72116-5 be reviewed for a determination as to disposition or retention.

This bulky exhibit has been reviewed and consists of a mimeograph copy of "Statement of Reports Released" for each month from July, 1943, to February, 1944, inclusive by the Economic Warfare Section of the War Division of the Department. This was furnished to us on 3/15/44 by Mr. Sims Carter who was one of the assistants in this Division of the Department of Justice at that time and it concerns Cartels which were in operation at the time.

RECOMMENDATION:

This exhibit is of no present value and should be destroyed.

66-3286-

NOT RECORDED
102 SEP 16 1958

ARJ:egs
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/Cal

SEP 15 1958

ORIGINAL FILED IN 62-72116-5

61 SEP 19 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

1 - Donahoe
1 - Short
1 - Nease
1 - Bird

DATE: 9/3/58

FROM : E. T. Bird

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: FOREIGN MISCELLANEOUS - ITALY
Italian Historical Films
DESTRUCTION OF BUREAU RECORDS - GENL

Re memorandum 8/18/58 from Mr. L. E. Short to Mr. Nease referring to bulky exhibit file 64-175-233-8 and requesting its review for a determination as to the retention or disposition of this material.

This bulky exhibit consists of two reels of motion picture film which were received as enclosures to a memorandum of 1/5/45 from the Bureau's representative at Rome, Italy, advising the film had been furnished to him by G-2. The memorandum stated the film was believed to have been obtained from the Office of Giuseppe Frediani, former inspector for the Fasci-All' Estero. One of the reels is described as a film of a demonstration held at Pavia, Italy, and replete with scenes of Mussolini. The other film is described as a record of the Balilla Movement in Italy. They were forwarded by the Bureau's representative inasmuch as they were considered to be of historical interest.

RECOMMENDATION:

Inasmuch as the material in this bulky exhibit is no longer of any apparent value to the Bureau, it should be destroyed.

66-3286-

NOT RECORDED
102 SEP 18 1958

SEP 15 1958

Done 9/12/58

ETB:egs
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/ Cal

61 SEP 19 1958

ORIGINAL FILED IN 64-175-233-325

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-29-58

FROM : L. E. SHORT

SUBJECT: PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY OF GOVERNMENT EMPLOYEES AND SECURITY OF GOVERNMENT EMPLOYEES FORMS

Tolson
Boardman
Belmont
Mohr
Nease
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Rosen
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Trotter
Clayton
Tele. Room
Holloman
Gandy

By memorandum to you dated 1-9-58 it was recommended that consideration be given to the destruction of more than seven million loyalty forms now on hand. It was indicated that the estimated annual cost of maintaining this material amounted to $35,774.54. The Executives Conference considered this matter on 1-15-58 and by memorandum 1-16-58 it was indicated that the Bureau should continue to maintain these forms and that the matter be reconsidered after the current session of Congress. It was pointed out that Congress might conceivably pass another loyalty bill of some kind which would have a bearing upon the need for these forms. The attached clipping, taken from the Washington Post - Times Herald, August 25 edition, reflects that Congress failed to take any action with respect to loyalty-security program. The clipping further indicates that the President plans to recommend his own security program next year and the bill under consideration by the recent Congress would have been a temporary measure effective until June 30, 1959.

RECOMMENDATION:

That consideration again be given to the destruction of no-record loyalty forms which will effect a substantial monetary savings to the Bureau.

LES:mk
(3)
Enclosure

ENCLOSURE

166-3286-1
NOT RECORDED
184 SEP 18 1958

20 SEP 17 1958

63 SEP 18 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/Cal

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-5-58

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF Bureau Records
66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP1 [illegible]

Tolson
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Parsons
Rosen
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Trotter
Clayton
Tele. Room
Holloman
Gandy

In connection with the current purging of obsolete 3x5 index cards from the Bureau indices the file entitled Carrier Pigeons (62-54553) was reviewed. This is a five section file opened in July, 1939, and contains numerous index cards on racing pigeon leg bands. For the most part, the file contains correspondence from individuals who found leg bands or pigeons with leg bands and forwarded the information to the Bureau. The Bureau then would forward the information to various Pigeon Fanciers Associations.

It has been determined the life expectancy of a pigeon is from 8 to 10 years and it is believed the indexing of the band is of no value to the Bureau.

RECOMMENDATION:

1. That index cards and non-pertinent mail on pigeon leg bands be destroyed through 1948.

2. That this memorandum be referred to the Domestic Intelligence Division to determine if there is any objection to the destruction of these records.

3. If approved, Archival authority will be obtained to destroy these records.

TCH:br:um
(3)

Ok - Enclosure 8-11-58

REC-13 66-3286-789

15 SEP 9 1958

1 auto copy 9/11/58

Re-Indexed by Purge. 3/3/59 by

Tickler set — , archival authority will be secured at a later date along with a group of other requests.

67 SEP 15 1958

UNRECORDED COPY FILED IN 62-54553-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. S. B. DONAHOE

DATE: September 17, 1958

FROM : HARRY J. JAQUISS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: JACOB BERMAN, with aliases,
MAIL FRAUD
INFORMATION CONCERNING

CONFIDENTIAL

Information declassified per STATE letr DTD 10-22-85 SPOBTS/COL 8-19-86 211,847

Reference is made to the memorandum from Mr. Short to Mr. Nease, dated 9/8/58, concerning bulky exhibit 100-39313-13, which requested that a determination be made as to whether this bulky exhibit should be retained or destroyed.

This bulky exhibit consists of a roll of 35-millimeter film submitted by the Legat, London in January, 1944, and prints which have been made from this film. The documents which are photographed on this film are the United States Embassy file on one Joseph Berman and consists of miscellaneous correspondence of the Embassy, and reports and investigation conducted by New Scotland Yard, concerning Berman. (2)U

The British authorities at first had a security interest in Berman upon his arrival in England in 1941. They later decided he was merely a crook and that his trip to England was for one of two purposes, either in furtherance of some confidence trick which had been perpetrated by him in the United States, or alternatively to recover the proceeds of some old crime. Berman was arrested shortly after his arrival in England on the charge of offenses against the Aliens (movements) Restriction Order, and after a few months was deported to the United States. It was alleged that Berman had $500,000 in bonds in a safe deposit box in London, which were the proceeds of a mail fraud, for which he was convicted in 1928. However, when the box was opened in the presence of the American Vice-Consul and the Metropolitan Police Department, the box was found to be empty. (2)U

66-3286
NOT RECORDED
141 SEP 25 1958

ORIGINAL COPY FILED IN 100-39313-2

RECOMMENDATION:

It is recommended that this film and the prints made from it be destroyed. The material is a reproduction of the U.S. Embassy file and could be obtained again if necessary. It has not been indexed, and is of no value in the files.

Destruction of Bureau Records

HJJ:jas (3)
1 - Mr. Donahoe
1 - Mr. Jaquiss

53 SEP 30 1958

SEP 25 1958

CLASS. & EXT. BY SP4EWJ/cal
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 8-5-86 OADR

CONFIDENTIAL

DECLASSIFIED BY SP0BTS/COL
ON 8-19-86
211,847 Per STATE letr DTD 10-22-85

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-5-58

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON SEVENTH FLOOR Identification Building

There is maintained on the seventh floor of the Identification Building one drawer of exhibits relating to investigations conducted in connection with the case entitled "Report of Subcommittee on Publicity and Propaganda to the Committee on Expenditures in the Executive Departments, House of Representatives; re Socialized Medicine - Miscellaneous - Special Inquiry", (62-84363).

Memorandum from Pennington to Rosen dated 5-17-49, (62-84363-168), indicates that the Department had returned to the Bureau numerous exhibits in connection with this investigation. This memorandum suggested that these exhibits be retained in the Bureau for the present in view of the possibility that the Bureau may be called on by the Department or members of Congress for information or further investigation. This investigation was closed in December, 1947, and there has been no activity since that time. These exhibits are not used and are occupying space and equipment which could be used to better advantage for maintaining current material, and in view of the period of time that has elapsed since the investigation was closed, it is felt that the exhibits should be destroyed in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records.

Destruction of Property

RECOMMENDATION:

That this memorandum be referred to the Investigative Division and that consideration be given to destroying the exhibits described above.

JWM:gbh (3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82

66-32867-90

REC-13 SEP 11 1958

EX-133

59 SEP 18 1958

Exhibits destroyed 9/12/58 JWM

1 auto copy 9-16-58

UNRECORDED COPY FILED IN 62-84363-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callahan

DATE: 9/11/58

FROM : J. S. Johnson

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON THE SEVENTH FLOOR IDENTIFICATION BUILDING

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
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Trotter
Clayton
Tele. Room
Holloman
Gandy

Upon receipt of the attached memorandum, the material referred to therein, located in the Identification Building, was examined on September 5, 1958. The three cabinets contained records pertaining to SIS Operations, specifically check stubs, vouchers, payroll records, blue slips, and related items. Under the present regulations, the majority of this material must be maintained inasmuch as it represents the original accounting documents. The Voucher Unit now maintains all records in connection with the offices of the Legal Attaches', and most of the financial records in connection with SIS activities. At present, there is sufficient space for housing the records, and since none of them can be destroyed, it is believed the records should be located in the Voucher Unit.

RECOMMENDATION:

That the three cabinets of material be moved to the Voucher Unit, Room 331, Old Post Office Building. If you agree, arrangements will be made to have these records moved.

Enclosure

JSJ:ksa:bmm
(2)

EX-124

9/15/58

3 cabinets of material sent to Voucher Unit 9/15/58

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/cal

REC-72 66-3286-139

ENCLOSURE

SEP 24 1958

SEP 17 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-3-58

FROM : L. E. SHORT

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON THE SEVENTH FLOOR Identification Building

Tolson
Nichols
Boardman
Belmont
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Parsons
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Trotter
Nease
Tele. Room
Holloman
Gandy

There are maintained on the seventh floor of the identification Building three file cabinets of material consisting of vouchers, cancelled checks, payroll material, ledgers, and expense account material which apparently were maintained in connection with the SIS Program during World War II. This material is not used and in view of the period of time that has elapsed since these records were prepared, it is felt that consideration should be given to the destruction of this material in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division that consideration be given to the destruction of the material described above.

JWM:gbh
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/cal

See memo Johnson to Callahan 9/11/58.

EX-124

ENCLOSURE

REC- 72 62-32856-191

16 SEP 17 1958

THREE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-4-58

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON THE SEVENTH FLOOR Identification Building

There are maintained on the seventh floor of the Identification Building several editions of the book entitled "Digest of Appropriations" similar to the attached copy. These books occupy one drawer of a file cabinet. These books were formerly maintained in the Bureau Library.

SA Suttler, Crime Records Section, has advised that the Library has no further interest in this material and suggested that the Administrative Division be contacted to determine if the retention of this material is necessary. These books are not used and are occupying space and equipment which could be used for more current material. In accordance with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is recommended that this material be destroyed.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and that consideration be given to the destruction of the books entitled "Digest of Appropriations".

JWM:gbh
(3)
Enclosure - 1

Material destroyed 9/17/58

Modification should read Bureau Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 9-5-82 BY SP4EWJ Cal

REC- 19 66-2286-792

SEP 17 1958

SEP 22 1958 F396

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: September 15, 1958

FROM : MR. S. B. DONAHOE

SUBJECT: CINRAD

Tolson
Boardman
Belmont
Mohr
Nease
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Clayton
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 LEB/cal

DESTRUCTION OF BUREAU RECORDS - 9 ENCL

In 1945 the Smyth Report was issued by the War Department under the title "Atomic Energy for Military Purposes." This report prepared by Professor Smyth of Princeton University included most of the basic physical knowledge of atomic fission available at that time.

During May, 1946, the Bureau instituted investigation of former employees of the Manhattan Engineering District (MED) Project who through their official duties had firsthand knowledge of data not contained in the Smyth Report regardless of whether there were any allegations of communist affiliations on the part of these persons. To assist the field, the Bureau at that time requested from MED the names and identifying data of these persons so that their names could be checked through Bufiles and the data contained therein furnished the field. In reply, MED furnished only the names without any identifying data explaining that the MED staff had been so drastically cut it could not fully comply with our request. This memo Strickland to Ladd 7-20-46 recommended no further attempt be made to conduct file reviews on these persons in view of the incompleteness of the information. These names were, however, indexed.

The Records and Communications Division has requested the views of the Domestic Intelligence Division as to the retention of these index cards. (Memo Short to Nease, 9-5-58)

RECOMMENDATION:

The list furnished by MED serves only to name the individuals who had access to classified data at MED in 1946. Without further identifying information, it appears to be of no use in file reviews. Accordingly, should the Records and Communications Division desire to destroy the index cards relating to the names on this list, the Domestic Intelligence Division would have no objections.

JFW:jas
(5)
1 - Mr. Belmont
1 - Mr. L. E. Short
1 - Mr. Donahoe
1 - Mr. J. F. Wacks

166-3286-
NOT RECORDED
102 SEP 18 1958

20 SEP 17 1958

NAT. INT. SEC.

60 SEP 19 1958

ORIGINAL FILED IN 121-17062 5-6-82

66-3286-793

CHANGED TO

66-19087-30X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4EWJ cal

MAR 14 1967

FBI - Jpm d.

C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-12-58

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF RECORDS Bureau Property

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy
C. Sullivan

By memorandum dated 8-21-58 (66-3286-787), it was recommended that consideration be given to the destruction of material pertaining to War Fraud Cases during the period 1922 to 1924, which material was originally handled by the Department of Justice and in 1924 was turned over to the Federal Bureau of Investigation for further investigation. I indicated that if destruction was approved, [redacted] Archival authority would be required.

Referenced memorandum was referred to the Investigative Division who have reviewed this material and recommend that it be destroyed.

There is attached hereto a memorandum to the Department of Justice transmitting the required number of copies of Standard Form 115 (Request for Authority to Dispose of Records) with the request that these forms be transmitted to the National Archives for the purpose of securing the necessary Archival authority.

RECOMMENDATION:

That the attached memorandum to the Department of Justice enclosing the required number of copies of SF-115 (Request for Authority to Dispose of Records) be approved and forwarded to the Department.

JMM:gbhgtw
(3)
Enclosure

9-12-58

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/cal

REC-92 66-3286-794

EX-108

RECORDED 2 SEP 18 1958

59 SEP 25 1958

REC. SECT.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9-11-58

FROM : The Executives Conference

SUBJECT: PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY OF GOVERNMENT EMPLOYEES AND SECURITY OF GOVERNMENT EMPLOYEES FORMS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy
W. C. Sullivan

Destruction of Bureau Property - General

On 9-8-58 the Executives Conference again considered the suggestion of Mr. Nease that 7,500,408 "no record" Loyalty of Government Employees and Security of Government Employees forms maintained by the Records Branch be destroyed. This matter was last considered by the conference on 1-15-58 at which time they were of the opinion that we should continue to maintain these forms pending the adjournment of Congress. It was pointed out that Congress might conceivably pass another Loyalty Bill which would have a bearing upon the need for these forms. Congress adjourned without passing a new Loyalty measure.

Under the provisions of Executive Order 9835, 3-21-47, superseded by Executive Order 10450 effective 5-27-53, the Bureau receives copies of Security of Government Employees forms for the purpose of conducting name searches. Two copies of each form are forwarded by the Civil Service Commission. Upon completion of the file search, one copy is stamped "No Derogatory Data" if there is no identifiable data and returned to the Civil Service Commission for subsequent forwarding to the submitting agency. It is understood most of the agencies retain these in the personnel folders of the employees involved. The remaining copy is retained by the Bureau and filed in alphabetical sequence. The estimated cost for retention of this material is $35,774.54 annually plus the cost of approximately 150 file cabinets housing the existing accumulation and the file room space occupied by them. Infrequent searches are made of these forms to check on former submissions. Very few identifications of any value are made. We are currently receiving an average of 22,726 forms per month.

There is no legal requirement for the Bureau to maintain these "no record" forms. The retention of the material is based upon interpretation of the Executive Order 9835 by former Attorney General Tom C. Clark who in June, 1948, noted, "Edgar, I think we should insist that an index be kept of Government employees. Then

GAN:neb
(6)
Enclosure
1 - Mr. Tamm
1 - Mr. Clayton

140-00

166-3286-✓
NOT RECORDED
46 SEP 17 1958

20 SEP 17 1958

59 SEP 23 1958

EMP. SEC. SECT.
THREE
TWO

ORIGINAL COPY FILED IN

when a new organization is placed on list, you could check its membership--if you do not have membership lists, we could secure same through subpoena." The Attorney General had in mind checking the "No Record" Loyalty Forms against membership lists of organizations then being added periodically to the Attorney General's list of designated organizations. As a practical matter, membership lists of newly designated organizations have never been subpoenaed for this purpose.

Section Two, Executive Order 10450, provides that "the head of each department and agency of the Government shall be responsible for establishing and maintaining within his department or agency an effective program to insure that the employment and retention in employment of any civilian officer or employee within the department or agency is clearly consistent with the interests of national security." It is clear from this terminology that responsibility is definitely fixed with each department or agency to insure suitability of personnel for employment. "Suitability" under this second order was also broadened to encompass not only membership in designated organizations but also to include such factors as dishonesty, immorality, habitual use of intoxicants, drug addiction, etc. On our initial name and fingerprint check we appropriately cover all these matters, but there is no continuing responsibility under either Executive Order to maintain an index of Government employees and applicants in order to periodically check it for this type of information.

It was the unanimous opinion of the Conference that these "no record" Loyalty of Government Employees and Security of Government Employees forms be destroyed. However, inasmuch as retention of this material is based on a decision by former Attorney General Clark, it is believed that written permission for destruction should be obtained from the present Attorney General. Accordingly, a proposed memorandum for the Attorney General is attached.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEALE

DATE: 8-20-58

FROM : L. E. SHORT

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON 7th FLOOR IDENTIFICATION BUILDING

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Marshall

There is maintained on the seventh floor of the Identification Building two cabinets of material consisting of maps, photographs, monographs and miscellaneous material relating to the SIS Program during World War II. This material was previously maintained in the Bureau library and was forwarded to the Records Branch for storage by memoranda from Jones to Nichols dated September 9, 1949, (66-818-2729) and May 5, 1950, (62-22444-1226). This material does not relate to any Bureau files, and apparently is supplementary material maintained in connection with the SIS Program.

This material is not used, is occupying space and equipment which could be used for the housing of more current and valuable material, and accordingly, in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that a re-evaluation of this material should be made to determine if the material can be destroyed. Archival authority is not necessary for the destruction of "library" type material.

RECOMMENDATION:

That this memorandum be referred to the Crime Records Section and that consideration be given to the destruction of the material relating to the SIS Program which was previously maintained in the Bureau library.

JWH:vmk/mh
(3)

This is a matter for Mr. N. L. Ferrill to decide.

Sent to Ferris for review & disposition. 9/10/58 gm

ORIGINAL COPY FILED

NOT RECORDED
101 SEP 24 1958

63 SEP 29 1958

EBI

DECLASSIFIED BY SP4 EWL cal
DATE 8-15-82

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: August 7, 1958

FROM : L. E. Wherry, Jr.

SUBJECT: BUREAU CODES (66-629)

DESTRUCTION OF BUREAU PROPERTY

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

We have in our Coding Unit one copy of Slater's Telegraphic Code, 8th Edition, numbered copy number 50. To our knowledge, this code book has never been used, and we have been unable to find any record showing why or when it was originally issued to us.

We are, therefore, forwarding this code book to the Cryptanalysis-Translation Section of the Laboratory for appropriate disposition.

RECOMMENDATION:

None. For record and information purposes.

1 - Mr. Downing
1 - Mrs. Powell

LEW:nma
(4)

Destroyed in Crypt-Translation 8/28/58 lmw

FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY 65-3286

NOT RECORDED
126 SEP 17 1958

1-lmw

FOR INSTRUCTIONS AS TO DISPOSITION SEE FILE 66-629 (2-18-52)

12 SEP 16 1958

INITIALS ON ORIGINAL

FBI SEP 24 1958

ORIGINAL FILED IN 66-629 — 3812

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe
1 - Donahoe
1 - Nease
1 - Short
1 - Jones

DATE: 9/4/58

FROM : A. R. Jones

SUBJECT: "N. S. PIONIER"
Guatemala Propaganda - G
DESTRUCTION OF BUREAU RECORDS - Genl

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

L. F. Short

Reference is made to memorandum from Mr. Short to Mr. Nease dated 7/30/58, requesting that bulky exhibit file number 100-25208-395 be reviewed for a determination as to disposition or retention of this bulky exhibit.

This exhibit has been reviewed and consists of issues of the magazine "N. S. Pionier" for years 1936, 1937, and 1938 which were obtained from the German club in Coban, Guatemala. These magazines contain a section devoted to the activities of the Nazi Party in Guatemala.

RECOMMENDATION:

These magazines have no present value and should be destroyed.

Done 9/8/58

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWJ Cal

66-3286-

NOT RECORDED
102 SEP 18 1958

ARJ:egs
(5)

SEP 17 1958

NAT. INT. SEC.

67 SEP 23 1958

ORIGINAL FILED IN 100-25208-395

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

FROM : L. E. SHORT

DATE: 9-3-58

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 10-6-80 BY SP1 AMS

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON SEVENTH FLOOR Identification Building

There is maintained on the seventh floor of the Identification Building one index cabinet containing approximately 27,000 index cards relating to the Custodial Detention Index which was prepared during World War II. This index relates to those individuals in the United States, who, just prior to World War II, were considered to be a menace to the public peace and safety of the United States Government.

By memorandum from Mr. Nichols to Mr. Fletcher dated 10-11-49 (66-16304-43) it was recommended that this index be destroyed in view of the fact that it appeared to be obsolete and of no value. On 10-22-49 (66-16304-41), the Executives Conference considered the destruction of this and other material. It recommended that we include this material in the program of microfilming and that it would be most inadvisable to destroy any of the material.

By memorandum from Mr. Waikart to Mr. Nichols dated 10-5-50 (66-3286-445) it was recommended that this be reconsidered and that the Custodial Detention Index be destroyed. By memorandum from Mr. Henrich to Mr. Belmont dated 12-5-50 (66-3286-444) it was recommended that this index be retained. A routing slip attached to this memorandum indicates that these records are the only records collected in one place, of the identities of people considered under the Custodial Detention Program.

This index is not used, the information contained in the index is of no value to the Bureau today nor is it felt to be of any future value to the Bureau, and the material is occupying space and equipment which could be used to better advantage for more current material. Accordingly, in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is recommended that the destruction of this material be reconsidered.

RECOMMENDATION:

That this memorandum be referred to the Domestic Intelligence Division and that consideration be given to the destruction of the Custodial Detention Index presently being maintained on the seventh floor of the Identification Building.

WWM:gbh (3) F191

SEP 29 1958

66-3286-795

REC 88

SEP 23 1958

(See addendum on page 2.)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 10-6-80 BY SP1 AMS
UNRECORDED COPY FILED IN

September 17, 1958

DOMESTIC INTELLIGENCE DIVISION

Details relating to the prior consideration given to destruction of the Custodial Detention Index are set out previously herein.

A survey within the Subversive Control Section reflects that this Index is not utilized; therefore, the Domestic Intelligence Division concurs with the recommendation that this Index be destroyed because (1) it is not used; (2) information contained therein is also contained elsewhere in individual case files and (3) if we needed the information in connection with a specific individual the information would be picked up through an indices search.

TDR/pmt

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-3-58

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: OBSOLETE MATERIAL MAINTAINED ON SEVENTH FLOOR Identification Building

There is maintained on the seventh floor of the Identification Building one index cabinet containing the Alien Enemy Control Index, which index relates to approximately 40,000 aliens who were taken into custody during World War II. This index was maintained by the Security Division and served to keep that division advised as to the arrests and dispositions of aliens.

By memorandum from Mr. Nichols to Mr. Fletcher dated 10-11-49 (66-16304-43) it was recommended that this index be destroyed in view of the fact that it appeared to be obsolete and of no value. On 10-22-49 (66-16304-41), the Executives Conference considered the destruction of this and other material. It recommended that we include this material in the program of microfilming and that it would be most inadvisable to destroy any of the material.

By memorandum from Mr. Waikart to Mr. Nichols dated 10-5-50 (66-3286-445) it was recommended that this be reconsidered and that the Alien Enemy Control Index be destroyed. By memorandum from Mr. Hennrich to Mr. Belmont dated 12-5-50 (66-3286-444) it was recommended that this index be retained. A routing slip attached to this memorandum indicates that these records are the only records collected in one place, of the identities of people considered under the Alien Enemy Control Program.

This index is not used, the information contained in the index is of no value to the Bureau today nor is it felt to be of any future value to the Bureau, and the material is occupying space and equipment which could be used to better advantage for more current material. Accordingly, in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is recommended that the destruction of this material be reconsidered.

RECOMMENDATION:

That this memorandum be referred to the Domestic Intelligence Division and that consideration be given to the destruction of the Alien Enemy Control Index presently being maintained on the seventh floor of the Identification Building.

UNRECORDED COPY FILED IN 66-3286-96

UWM:gbh (3)

REC- 83 66-3286-96

SEP 23 1958

F191

63 SEP 29 1958

(See Addendum on page 2.)

September 17, 1958

DOMESTIC INTELLIGENCE DIVISION

Details relating to the prior consideration given to destruction of the Alien Enemy Control Index are set out previously herein.

A survey within the Subversive Control Section reflects that this Index is not utilized. Therefore, the Domestic Intelligence Division concurs with the recommendation that this Index be destroyed because (1) it is not used; (2) information contained therein is also contained elsewhere in individual case files, and (3) if we needed the information in connection with a specific individual the information would be picked up through an indices search.

TDR/pmt

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-20-58

FROM : L. E. SHORT

SUBJECT: MATERIAL MAINTAINED ON THE SEVENTH FLOOR Identification Building

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

There is maintained on the seventh floor of the Identification Building six record cabinets containing various records and tape recordings which have been made over the years relating to matters of interest to the Bureau. These records are not used and the possibility exists that a review of this material might result in the destruction of some of the obsolete records.

RECOMMENDATION:

That this memorandum be referred to the Crime Records Section and that a review be conducted of the records stored on the seventh floor of the Identification Building for the purpose of eliminating any material which is obsolete and valueless to the Bureau in line with our Records Branch Management Program designed to eliminate such material from the Bureau's records.

WWM:gbh
(3)

Records reviewed on 8/25/58, and interested Divisions requested to advise disposition

Div 2 advised disp. gbm 9-2-58 gbm

See memo M.A. Jones to Nease 9/12/58 GEM:jc

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWK/ [illegible]

REC- 13

66- 3286- 1797

EX. - 133

SEP 30 1958

60 OCT 2 1958

DESTRUCTION OF BUREAU PROPERTY - GEM

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

1 - Donahoe
1 - Jaquiss

TO : Mr. Donahoe

DATE: 9-23-58

FROM : Harry J. Jaquiss

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL
Bureau Property
SEVENTH FLOOR, IDENTIFICATION BUILDING

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Nease
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. W.C.Sullivan
Tele. Room
Mr. Holloman
Miss Gandy

Belmont
L. E. Short
1520 JS

Reference is made to a memorandum from Mr. Short to Mr. Nease, 9-17-58, concerning the captioned matter.

There are maintained on the seventh floor (the "attic") of the Identification Building several cabinets of bulky exhibits which pertain to investigations conducted by the Bureau's predecessor organizations. These investigations, conducted during World War I period, are known as the Old German Files. The bulky exhibits have not been indexed. The files were indexed at one time but the cards have been withdrawn from the indices and microfilmed. The files have also been microfilmed. The only way one can get a reference to this material, while checking the indices, is to specifically request a check of the Old German Files. As a result, the Records Branch advises, these bulky exhibits are never used.

The Records Branch has recommended, unless the Domestic Intelligence Division objects, that they be permitted to review this material and destroy that which is of no value to the Bureau.

In this regard a spot check reflects that in some cases the paper in these exhibits is so fragile, because of age, that merely opening the package to examine the contents results in it shattering to bits. A spot check of six items picked at random from the cabinets reflects that in one instance there is nothing on the exhibit to indicate what file it belongs to nor what it purports to be. It appears to be the investigating agent's work papers, copies of signed statements and miscellaneous papers relating to an investigation in 1918-19 concerning the election campaign of Truman H. Newberry as Republican candidate for U. S. Senator from Michigan. Another exhibit consists of several copies of a newspaper published in 1918; another of photographs of the Theosophical Institute, and the Raja Yoga Academy taken in 1912-17; still another of eight issues of a magazine published in 1909-10-12-14; and still another consists of numerous pieces of paper, each bearing a name and address, and a scale drawing of the arrangement of a ship.

A separate memorandum concerning [redacted] five exhibits examined is attached.

66-3286

Enclosure
HJJ:gds

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EWT cal

RECORDED 170 SEP 29 1958

INDEXED SEP 29 1958

69 SEP 30 1958

ENCLOSURE

ORIGINAL COPY FILED IN

RECOMMENDATION:

It is recommended specifically, that the bulky exhibits in the six cases which have been examined and referred to above, be destroyed.

It is also recommended that the Records Branch be permitted to examine the rest of the exhibits, all of which are now approximately forty years old, and destroy those which are of no value to the Bureau. Any items which might be questionable should, of course, be referred to the Domestic Intelligence Division for a decision.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-17-58

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF OBSOLETE MATERIAL SEVENTH FLOOR, IDENTIFICATION BUILDING

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

There are maintained on the seventh floor of the Identification Building several cabinets containing bulky exhibits relating to the Old German files. As you know, these files relate to investigations conducted during the World War I period and are on microfilm. In line with our current program of reviewing all bulky exhibits to determine if they should be retained and in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that these exhibits should be destroyed. The exhibits are never used, appear to have no value to the Bureau and unless the Domestic Intelligence Division has some objection, we intend to review these exhibits and destroy the material which is of no value to the Bureau.

RECOMMENDATION:

That this memorandum be referred to the Domestic Intelligence Division and if they have no objection to the destruction of the exhibits relating to the Old German files, that the Records Branch be authorized to review and destroy this material.

WWM:vmk
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWJ/cal

166-3286-V

NOT RECORDED
170 SEP 29 1958

Memo to [illegible]
9-3 [illegible]

60 SEP 30 1958
F396

SEP 29 1958

ORIGINAL COPY FILED IN 66-818-99

4-312 (1-23-56)

DATE OF MAIL 9-11-58

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4EL/WJCal

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL Restoration of Bu. Property

REMOVED BY 55 SEP 25 1958

FILE NUMBER 66-3286-✓

PERMANENT SERIAL CHARGEOUT

23

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

FROM : M. A. Jones

DATE: September 12, 1958

SUBJECT: MATERIAL MAINTAINED ON THE SEVENTH FLOOR IDENTIFICATION BUILDING

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/Cal

Reference is made to memorandum from Mr. L. E. Short to Mr. Nease dated 8-20-58 captioned as above in which it was indicated six record cabinets containing various records and tape recordings are maintained on the 7th floor of the Identification Division and the records are not frequently used. It was recommended and approved by you that these records be reviewed for the purpose of eliminating any material which is obsolete and valueless to the Bureau in line with the Records Branch Management Program designed to eliminate such material from the Bureau's records.

The records and tape recordings are indexed. The index cards set forth the name of the speaker or speakers, the time and event, as well as the size of the record, the speed at which the record should be played and the filing number for each particular record.

The index to the recordings has been reviewed by SA Malmfeldt of the Crime Records Section. Index cards to recordings dealing with lectures, speeches and other matters relating to the FBI National Academy were forwarded to the Training and Inspection Division. Assistant Director Quinn Tamm has indicated there is no good reason to retain the following recordings:

12" Recordings

Numbers 20, 29, 31, 32, 81, 82, 150-161, 170-176, 201-253, 260

16" Records and tape recordings

Numbers 1-16, 18-25, 33, 34, 44-46, 73-78, 84-101, 128, 129, 153-158, 246-273, 276-319, 322-335, 348-350, 357, 370-373, 384-394, 396-415, 454, 456, 468-486, 488-496, 500-507, 641-658, 664-711, 715-720, 722, 726, 823.

1 - Mr. L. E. Short

GEM:jc
(5)

REC-13 66-3286-798

EX.-133

SEP 30 1958

78 OCT 2 1958

Bulky destroyed per form 4-341 dated 4/29/69 Destroyed 4/29/69

DESTRUCTION OF BUREAU RECORDS AND PAPERS

The index cards to all other records have been reviewed by SA Malmfeldt and me for any reason to retain the recordings. All items which contain the Director's voice according to the index cards, items in which the Director's Office has expressed an interest or which are otherwise believed to be of value are being retained. The following records and tape recordings containing speeches, radio programs, publicity matters, etc., are no longer deemed of value:

12" Records

Numbers 15-19, 33, 34, 42, 43, 47-56, 58-69, 73-76, 78-80, 85, 86, 88-90, 93-96, 101, 102, 108, 109, 117, 118, 126, 127, 136-138, 141-143, 162, 163, 165-169, 177-200, 254-257, 261-264, 272-280.

16" Records

Numbers, 17, 26-32, 38-43, 47, 48, 57-72, 80, 105, 106, 108-120, 139, 140, 146-152, 159-170, 178, 179, 191-193, 195, 196, 201, 202, 205, 206, 208, 209, 220, 223, 224, 227-245, 274, 275, 320, 321, 336, 337, 339-347, 351-356, 358-369, 374-383, 395, 416-419, 422-433, 437-440, 446-449, 453, 460-465, 466, 497-499, 508-511, 516-537, 539, 540, 549, 550, 555, 557, 558, 560, 561, 569-583, 590, 591, 594, 595, 598, 599, 610-612, 615, 616, 627-629, 639, 640, 659-662, 714, 721, 727-796, 798-803, 805, 806, 810, 812, 813, 815-820, 822, 824, 825, 830-833, 838-843.

The following records should be kept:

12" Records

Numbers 1-14, 21-28, 30, 35-41, 44-46, 57, 70-72, 77, 83, 84, 87, 91, 92, 97-100, 103-107, 110-116, 119-125, 128-135, 139, 140, 144-149, 164, 258, 259, 265-271.

16" Records

Numbers 35-37, 49-56, 79, 81-83, 102-104, 107, 121-127, 130-138, 141-145, 171-177, 180-190, 194, 197-200, 203, 204, 207, 210-219, 221, 222, 225, 226, 338, 420, 421, 434-436, 441-445, 450-452, 455, 457-459, 467, 487, 512-515, 538, 541-548, 551-554, 556, 559, 562-568, 584-589, 592, 593, 596, 597, 600-609, 613, 614, 617-626, 630-638, 663, 712, 713, 797, 804, 807-809, 811, 814, 821, 826-829, 834-837, 844-846.

index cards relating to records destroyed maintained as enclosure to this memo.

Done 9/30/58 gh

RECOMMENDATION:

It is recommended that the above enumerated recordings described as no longer of value be destroyed.

O.K. 9-3

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-30-58

FROM : W. G. EAMES

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #322-59
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

SUGGESTION: Miss [redacted] a GS-5 employee assigned to the Classifying Unit of the Records Branch, has suggested through the Streamlining Committee that a survey be made of the mail ready for filing to determine the advisability of destroying extra copies of letters, reports, and other correspondence.

PRESENT PROCEDURE: Miss [redacted] advised that at the present time many copies of correspondence are filed and never used for dissemination or review purposes. It should be pointed out that Miss [redacted] statement of the existing procedure is not accurate in that copies of letters and teletypes are destroyed in the Checking Unit before mail is sent to file. In addition, the Bureau authorized a Copy Destruction Program which permits us to destroy copies of reports after reviewing files. This is being done with the old files first.

b6
b7C

ADVANTAGES: She related that the primary advantage of her suggestion would be the savings realized in connection with the space problem.

DISADVANTAGES: Miss [redacted] concedes that a disadvantage would occur if it were determined at a later date that a copy of a report or other correspondence, which had been destroyed, was needed for dissemination.

b6
b7C

CONCLUSIONS: The Records Branch has surveyed mail ready for file on numerous occasions and the copies of a portion of our correspondence are destroyed before the mail is sent to file. A solution to the problem of deferred dissemination has not yet been found and accordingly, it is not possible to destroy copies of all investigative reports before the original goes to file until this problem can be resolved.

EX-108 66-3286-799
REC-1
16 OCT 3 1958

RECOMMENDATION:

Miss [redacted] has been orally thanked and no formal acknowledgment is necessary. Training and Inspection Division concurs.

WGE:dvh
(5)
1 - Personnel file of Miss [redacted]

b6
b7C

53 OCT 9 1958

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW/cal2

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Donahoe

DATE: 9-25-58

FROM : Harry J. Jaquiss

SUBJECT: GERMAN AMERICAN BUND

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Reference is made to a memorandum from Mr. Short to Mr. Nease dated 7-24-58 concerning bulky exhibit 102-1-226 X 1.

This bulky enclosure was sent the Bureau 6-23-43 by the Immigration and Naturalization Service (INS) and consists of several hundred "analysis sheets" concerning the principal Bund newspapers. The analysis covers roughly the period from January, 1934, to December, 1941, and was prepared for use in denaturalization proceedings. It appears from the file that the Bureau requested this material from INS after it was learned that such a project had been started by INS. The material has not been indexed and does not serve any purpose in the Bureau files at the present time. INS has indicated that complete sets of these analysis sheets were furnished the Criminal Division of the Department, at whose request the project was undertaken, and to each of the United States Attorneys in whose districts denaturalization proceedings were to be held.

Destruction of Bureau Property

RECOMMENDATION:

It is recommended that the bulky enclosure to serial 102-1-226 X 1 be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW1cal

MJJ:lmc:lmc

53 OCT 8 1958

166-3286-

NOT RECORDED
OCT 6 1958

1 - Mr. Donahoe
1 - Mr. Jaquiss

ORIGINAL COPY FILED IN 102-1-390

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. J. Parsons

DATE: August 14, 1958

FROM : W. D. Griffith

SUBJECT: DESTRUCTION OF OLD PHOTOGRAPHIC NEGATIVES

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SYNOPSIS:

Photographic negatives of original Laboratory and Latent Fingerprint evidence dating back to 1932 maintained by Mechanical Section in 167 file cabinets. Less active negatives stored GAO Building in approximately 130 file cabinets. Previous destruction photographs based on preservation these negatives. Due to storage problem, policy should be formulated for destruction old negatives. Of course, destruction of these negatives would involve a calculated risk. Approval previously granted for destruction Physics and Chemistry Section photographic plates after ten years of inactivity. Old negatives referred to only on rare occasions. Recommend dating all additions to negative folders for systematic and periodic future destruction of negatives based on ten years inactivity after case closed as reflected by abstracts in Records Section. Certain exceptions should be made in major kidnaping cases, cases of national interest and cases where a life sentence was imposed.

RECOMMENDATIONS:

1. That the Mechanical Section should henceforth date all additions to the negative folders on Laboratory cases to facilitate future destruction.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 ELW/cal

2. That the Mechanical Section should prepare a list by file number of all Laboratory and Latent Fingerprint cases where there is a negative folder on file.

Memo Branigan to Belmont 8-29-58 LWL/pmk

8 DEC 8 1958

REC-13
EX-133

66-3316-800

1 - Identification Division
1 - Administrative Division
1 - Records and Communications Division

OCT 10 1958

SEVERED

memo to Mr Deane LWGE:dvk 9/5/58

GFM:mb (13)

3. That this list be searched by the Records Section against the abstracts for each file number listed. Notations should be placed opposite each file number listed by Records Section as to the date the investigation was closed and the date of the last activity in the file. If the case was of national interest, a major kidnaping or a life sentence was imposed, a notation as to this effect should be placed opposite the file number.

4. That this list of file numbers be routed to the substantive supervisor for his recommendation as to destruction of negatives in major kidnaping, national interest or life sentence cases as indicated on list by Records Section. After review by substantive supervisor this list should be routed to Laboratory and Latent Fingerprint Section for review of those cases the substantive supervisor recommended for destruction and the Laboratory and Latent Fingerprint Section recommendations noted on the list.

5. That when this list is received back from Records Section, substantive supervisor, Laboratory and Latent Fingerprint Section, the Mechanical Section destroy all Laboratory and Latent Fingerprint negatives on those cases where there has been no activity in the last ten years and where substantive supervisor, Laboratory and Latent Fingerprint Section have approved the destruction of negatives in the excepted cases. Where there has been activity in the past ten years a notation as to the date of the last activity should be placed on the negative folder to facilitate future review and destruction.

6. That each year the Mechanical Section destroy old negatives in Laboratory and Latent Fingerprint cases as determined by the procedure set forth above. If there is a date on the negative folder within the last ten years the negatives in that folder need not be considered for destruction that year.

7. That this memorandum be routed through the Records and Communications, Identification, Administrative, Investigative and Domestic Intelligence Divisions and Crime Records Section for their observations and be considered by the Executive Conference.

OK here
C.A.J.
9-11-58

DETAILS:

Problem: Mechanical Section presently has approximately 130 file cabinets containing the less active photographic negatives which are stored in Bureau space at the GAO Building. Most negatives pertain to Laboratory and Latent Fingerprint matters and date back to 1932. No provision has been made for the reduction in volume of these negatives. It is believed that a policy for the periodic destruction of old photographic negatives should be formulated. It should be emphasized that the destruction of Laboratory photographs in the past to save storage space in the Records Section was based on the retention of these photographic negatives. Photographs of evidence in Latent Fingerprint cases are currently maintained in the case file in the Records Section. None of these have been destroyed.

Background: The great bulk of Laboratory negatives concern evidence in cases handled by the Document Section. A small portion concerns cases handled in the Physics and Chemistry and Cryptanalysis Sections. Up to eighteen months ago negatives in Latent Fingerprint cases were filed in the negative folders with Laboratory negatives when the evidence involved both Sections. For the last eighteen months negatives in Latent Fingerprint cases have been filed in the Identification Division and not in the Mechanical Section.

These negatives have accumulated for over twenty-five years. The storage space needed for negatives in the future will be considerably less than in the past since the majority of the evidence is now photographed on 35 mm and 70 mm film which requires considerably less storage space.

Memorandum to Mr. Parsons
Re: Destruction of old Photographic Negatives

In 1944 authority was granted for the destruction of photographs of evidence when Laboratory files are closed (66-3286-130). In 1946 destruction of photographs in bulky enclosures in Records Section was approved (66-3286-216). This approval was granted on condition the photographic negatives were available if needed.

It is the concensus of the Laboratory and Latent Fingerprint examiners that there would be little need to retain photographic negatives in any case where the investigation has been closed and there has been no activity for ten years with the exception of major kidnaping cases, cases of national interest or cases where a life sentence has been imposed. The substantive supervisor should make the decision as to whether the negatives should be destroyed in these cases. The recommendations of the substantive supervisors should be reviewed by the Laboratory and Latent Fingerprint Section to determine whether they agree with these recommendations.

If extensive file reviews are needed for the destruction of these negatives, it would be more economical to retain the negatives in their present state.

In 1957 approval was granted for the destruction of photographic plates over ten years old. These plates pertain to certain types of cases handled in the Physics and Chemistry Section.

Only on rare occasions in the past has there been any need to refer to negatives where there has been no activity in ten years. Recently the negatives on the Urschel Kidnaping case (1933) were referred to in connection with an appeal for new trial by Mrs. Kathryn Kelly. This is an isolated case but it is felt a calculated risk must be borne in the interest of saving space and reducing the number of file cabinets.

If the negative folders are dated each time negatives are added to the folder, the review problem in the future will be simplified. Unfortunately, the negative folders have not been dated in the past.

If the procedure outlined above is adopted, a considerable number of photographic negatives can be eliminated.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 10-2-58

FROM : P. G. Travers

SUBJECT: BUREAU PROPERTY
DESTRUCTION OF CONGRESSIONAL RECORDS

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

The Congressional Record is substantially a verbatim report of proceedings of the House of Representatives and Senate and related legislative matters. Because of limitation of space we maintain in Room 5525 only Congressional Records covering the last two or three months of the current session of Congress and prior Congressional Records are filed for two years on the 7th floor of Records Branch in the Identification Building. Under the existing policy Congressional Records are retained by Records Branch for two years. These records are filed in 12 cabinets of 4 drawer size which require considerable space.

Since few requests are received for Congressional Records which are over a year old and the need to conserve space, it is believed desirable only to maintain Congressional Records for current session of Congress and prior session of Congress. This in effect will mean that Records Branch will retain Congressional Records for one year, as an example, during year 1958 the Records Branch will destroy all Congressional Records prior to 1957.

RECOMMENDATION:

That Congressional Records be retained only for the current session and prior session of Congress.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

66-3286-
NOT RECORDED
102 OCT 1 1958

cc: 1 - Mr. C. L. Rogers
1 - Mr. J. W. Marshall (Miss Hazzard)

PGT:vcs
(4)

24 OCT 9 1958

67 OCT 15 1958

ORIGINAL FILED IN 66-1731-15-74

4-341 (Rev. 3-12-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [illegible]

DATE: 10-2-58

FROM : L. E. [illegible]

SUBJECT: CHILEAN POLITICAL
FOREIGN POLITICAL MATTERS
Chile

Destruction of Bureau Property

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 64-3101-892

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building. This memorandum will be filed in the case file.

DOCUMENT

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

66-3286-
NOT RECORDED
47 OCT 16 1958

GWM:gbh

ADDENDUM RDC:jlw 10/3/58

This exhibit consists of seven photographic negatives of various Chilean military and political figures as of 1944. This material was forwarded as an enclosure to report of SIS representative in Santiago, Chile, dated 10/16/44 entitled "Chilean Political, Foreign Political Matters." There is no reason to retain these negatives and it is recommended that this exhibit be destroyed.

NOT RECORDED
16 OCT 8 1958

done 10-8-58 pma

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/cal

66 OCT 13

ORIGINAL COPY FILED IN

10-12-201-

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 1
Page 69 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 8/29/58

FROM : W. A. Branigan

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF OLD PHOTOGRAPHIC NEGATIVES

Re memorandum Griffith to Parsons, 8/14/58, which proposes destruction of certain photographic negatives of Laboratory and Latent Fingerprint evidence after cases have been inactive for ten years as reflected by abstracts in Records Section. Exceptions are proposed in kidnaping cases, cases of national interest and cases involving life sentence of subject. Negatives in these cases would be referred to substantive supervisor for recommendation as to destruction.

RECOMMENDATIONS:

1. It is recommended that the exception to the destruction procedure be expanded to include cases handled by the Domestic Intelligence Division, so that photographic negatives in such cases cannot be destroyed without the recommendation of the substantive supervisor.

2. It is further recommended that this be forwarded to Assistant Director Parsons.

LW:smk
(5)

1 - Mr. Belmont
1 - Mr. Parsons
1 - Mr. Branigan
1 - Mr. Whitson

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

REC-13

66-3286-801

EX.-133

10 OCT 10 1958

SEVEN

63 OCT 27 1958

50 OCT 28 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-5-58

FROM : W. G. EAMES

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF OLD PHOTOGRAPHIC NEGATIVES

Reference is made to Mr. Griffith's memorandum to Mr. Parsons dated August 14, 1958, which recommends that the Records Branch review case file abstracts on a list of file numbers which refer to old photographic negatives maintained in the Mechanical Section. Although this will require considerable employee time it appears to be a worthwhile project which should be done.

Recommendation number three on referenced memorandum suggests that a notation be placed opposite the file number providing a case is (1) "of national interest" (2) "a major kidnapping," or (3) "a life sentence was imposed." It is doubtful whether our Numbering Unit employees, who are in grade GS-3, are in position to determine this information from the abstracts, and it is suggested that the Laboratory note this information on the folders if possible.

Considerable time can be saved on this project if the list of file numbers is furnished in numerical order, and it is requested that they be so arranged when the list is prepared.

RECOMMENDATION:

That this be furnished to the Laboratory and the Mechanical Section for information and appropriate action.

WGE:dvh
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW

REC-13 66-3286-80

EX.-133

OCT 10 1958

63 OCT 27 1958

SEVEN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: October 8, 1958

FROM : W. S. Tavel

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: INCENTIVE AWARDS
DESTRUCTION OF RECORDS - General Bureau

During the course of the recent inspection of the Administrative Division a memorandum was prepared by Inspector Malone in which reference was made to the necessity for maintaining certain index cards for an indefinite period of time.

At the time the program was inaugurated, 11/30/54, the Bureau's over-all Incentive Awards Plan was submitted and approved by the Department and in turn by the Civil Service Commission. The Commission requested that the Bureau maintain two indices reflecting pertinent information regarding employees approved for incentive awards. The first was a master card, by award, which was to be maintained on a fiscal-year basis in proper numerical order. The second index is maintained by award subject matter and is cross-indexed to the first index. These latter cards are filed according to the subject matter on which the award was based, such as performance ratings, bank robbery investigations, etc. We also maintain a third index which is kept in alphabetical order by the employees' names and from this index we can obtain the number of times an employee has received an incentive award.

Inspector Malone pointed out that with regard to the first two afore-mentioned master record indices no immediate problem existed with regard to the space necessary to maintain these indices. However, it was suggested that a space problem might arise at some time in the future and therefore when the opportunity presents itself in discussing the Incentive Awards Program with the Civil Service Commission or the Department of Justice it should be determined if the first two mentioned indices could be destroyed on a periodical basis.

Miss [redacted] in the Incentive Awards Headquarters Office at Civil Service Commission, who has been a personal contact of SA C. R. Davidson for several years, advised that under the over-all Incentive Awards Program there would be no objection whatsoever to destroying these records after two fiscal years had transpired. Therefore, all records for the 1955 and 1956 fiscal years could be destroyed.

Inasmuch as we currently maintain a complete running record of all approved incentive awards, both in a master file in the Records Section which contains authorization memo prepared for each incentive award given, and in the alphabetical indices maintained in the Commendation Unit, the maintenance of the two separate indices heretofore mentioned for over a two-year period would be of no benefit to the Bureau.

b6
b7C

RCRD:mfs
(3)

66-3286
NOT RECORDED
46 OCT 30 1958

RECOMMENDATION on next page.

66 NOV 3 1958

OCT 29 1959

ORIGINAL COPY FILED

66-162620-740

DATE 8-5-82 BY SP4

Memorandum to Mr. Mohr
Re: Incentive Awards
Destruction of Records

RECOMMENDATION:

In view of the foregoing, it is recommended that approval be given to destroying on a two-fiscal-year basis the index cards maintained in numerical order on a fiscal-year basis and those maintained according to the type of performance upon which the award was based. If approved, we will destroy the foregoing index cards for fiscal years 1955 and 1956 and will set up an administrative tickler to destroy the obsolete cards maintained in these boxes on an annual basis.

1578

4-341 (Rev. 3-12-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-8-58

FROM : L. E. SHORT

SUBJECT: Destruction of Bureau Property

X PERSONS REGISTERING UNDER COMMUNIST BANNER FOR NOVEMBER, 1940, ELECTIONS IN NEW YORK, PENNSYLVANIA, AND ILLINOIS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 100-3-4-60

We are presently in the process of reviewing all bulky exhibits presently on hand, in order that we may weed out those which will serve no useful purpose by being retained. Inasmuch as a great many of these bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that you have the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to the retention or disposition of the material contained therein. A notation as to the decision rendered should be placed on this memorandum, and it should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building. This memorandum will be filed in the case file.

RECOMMENDATION:

That the above-listed bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material contained therein.

JTK:gbh *Bufile 100-16832, serial 7, indicates above material deindexed 4-22-54. It would serve no purpose to index material now since it is likely that a large part of it is duplication of information now indexed. Recommend exhibits be destroyed since material is 18 years old and has no apparent evidentiary value.*

OK E&S CMSC

OK WFB/MA

166-3286-863
NOT RECORDED
47 OCT 15 1958

NOT RECORDED
14 OCT 14 1958

REC- 77

ORIGINAL COPY FILED IN 100-3-4

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/cal

J. W. MARSHALL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-16-58

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF RECORDS
"Dr. Albert's Papers"

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy
W. C. Sullivan

Destruction of Bureau Property

By memorandum dated 3-11-53, (66-3286-514), I recommended that consideration be given to the disposal of "Dr. Albert's Papers." Mr. Nichols stated that in view of their historic value, they should be kept.

Dr. Henrich F. Albert was the German Commercial Attache in New York City during World War I. There are many references to him in the Old German files which are now on microfilm.

It appears that during World War I, the Alien Property Custodian seized the contents of Dr. Albert's office consisting of bank statements, cancelled checks, expense accounts, personal letters to his wife in Germany, other personal correspondence and ledger and office books. Also included were personal photographs, military decorations and a strong box containing untranslated letters in German dating back to 1906. A report dated November 4, 1921, at Washington, D. C., reflects that all of this material was turned over to the Bureau by a George B. Williams, Managing Director, Alien Property Custodian's Office.

This material is not used, is occupying space and equipment which could be more advantageously used for current material and in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is felt that the value of this material to the Bureau should be re-evaluated and consideration should be given to the disposal of this material. If disposal of the material is authorized, Archival authority will be necessary for the destruction of the material. Before we destroy the material, however, it is felt that we should determine if the Alien Property Custodian has any further interest in this material. In the event they have, the material should be returned to them.

It is noted that the book, "The FBI Story" contains some references to Dr. Albert.

(See recommendation on Page 2)

JWM:gbh:mmt
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/cal

66-3286-804

NOV 4 1958

50 NOV 12 1958

L. E. Short to Mr. Nease 10-16-58
Re: Destruction of Records
"Dr. Albert's Papers"

The Domestic Intelligence Division has advised it has no occasion to refer to these papers and has no need for the material.

RECOMMENDATION:

That consideration be given to the disposal of "Dr. Albert's Papers". If disposal is authorized, it is recommended that the Alien Property Custodian be asked by letter if they have any further interest in these papers and if they have, the material should be returned to them. If they have no further interest in the papers, the Records Branch will secure the necessary Archival authority for the destruction of this material.

ADDENDUM: 10/22/58

"Dr. Albert's Papers" are contained in approximately five or six file cabinets and largely concern German efforts (1914-1916) to prevent British and French from obtaining munitions from the United States through the means of buying up the products themselves. The value, if any, of this material would appear to be historical regarding World War I records. The Domestic Intelligence Division knows of no occasion in the recent years of referral to these records or is there a foreseeable need for reference to this material.

JFB:mjt

-2-

Short memo to Nease 10/30/58 enclosing memo to Asst. AG, Office of Alien Property. gwm/gbh

See 66-3286-806 memo to Records destroyed. gwm

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-30-58

FROM : L. E. SHORT

Tolson ✓
Belmont ✓
Mohr
Nease ✓
Parsons
Rosen ✓
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF BUREAU RECORDS - genl
"Dr. Albert's Papers"

By memorandum dated 10-16-58, I recommended that consideration be given to the disposal of "Dr. Albert's Papers". As you recall, Dr. Henrich F. Albert was the German Commercial Attache in New York City during World War I, and the Alien Property Custodian seized the contents of Dr. Albert's office and turned this material over to the Bureau on 11-4-21. Referenced memorandum indicated that if disposal is authorized, that an inquiry be made of the Alien Property Custodian to see if they have any further interest in these papers prior to their disposal.

Bureau has approved the disposal of this material and in accordance with referenced memorandum, there is attached hereto a letter to the Assistant Attorney General, Office of Alien Property, Department of Justice, inquiring if they are interested in this material.

RECOMMENDATION:

That the attached letter to the Department of Justice be approved and appropriately forwarded.

JWM:gbh (3)

Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/cal

Mr Hoover believes the Dr albert papers should be retained

11-4

EX. - 124

11-5-58

PROPOSED LETTER TO DEPT. DETACHED AND DESTROYED. L. Short

Sent to National Archives 11/20/75 JMcEnny

REC. 4

66-3284-506

10 NOV 5 1958

52 NOV 13 1958

Special 805 SNTF 1-25-65

90

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-17-58

FROM : L. E. SHORT

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: PURGE OF GENERAL INDICES
Bufile 66-3286

File 100-3-4-A (The Daily Worker 1-13-44) which contains approximately 2,500 names is a listing of those who congratulated The Daily Worker on its twentieth anniversary. The list of names is not in alphabetical order.

In reviewing the reference, which is attached, it is noted there is little identifying information. In many instances, there is only a first name; a last name; or a last name and first initial. In view of the limited identifying data, the Records Branch believes the names could be de-indexed and the index cards purged from the general index.

RECOMMENDATION:

That this memorandum be routed to the Domestic Intelligence Division for their views to determine if serial 100-3-4-A, The Daily Worker of 1-13-44, can be de-indexed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/aal

TCH:gbh:vmk
(3)
Enclosure

ADDENDUM: 10-21-58

Inasmuch as the information referred to above constitutes information of a subversive nature and in view of the fact that the names of those individuals who congratulated the "Daily Worker" are listed according to geographical location, the Domestic Intelligence Division recommends that the purge of the general indices concerning those 2500 names be confined to common names and incomplete names. It is further recommended this memorandum be referred to the Special Inquiry and ~~Government~~ Employees Security Sections of the Investigative Division as well as to the Personnel Section of the Administrative Division for their consideration and comments.

66-3286-807

PDP:ef

REC-51

5 NOV 4 1958

SEE ADDENDUM PAGE TWO

EX.-133

67 NOV 12 1958

ADDENDUM: 10/22/58 JAR: ap.

The Employees Security Section concurs in the observations as furnished in addendum on page 1 of this memorandum regarding the handling of this matter.

ADDENDUM:

Special Inquiry Section concurs with Employees Security Section.

ADDENDUM:

Personnel Section agrees with recommendation of Domestic Intelligence Division as set forth in Addendum on page one.

Employee Suggestion
FD-252 (Rev. 2-4-57)

b6
b7C

#584-59

Date
October 27, 1958

To:
Director, FBI

From: (Suggester's name) [redacted] (21421)

Division of Assignment
Birmingham

SUGGESTION

SAC LETTER NO. 58-29(F) ENCLOSED FILES - DESTRUCTION OF COPIES OF SERIALS instructs the office of origin to destroy all copies except one of each serial in the files which are over ten years old in certain security-type classifications and that the remaining copy of each serial destroyed be dated and initialed by the employee handling destruction. I suggest that the top serial only be dated and initialed by employee destroying the serial. I would not suggest the file cover itself be initialed in lieu of initialing each serial being destroyed inasmuch as the Bureau may later decide to consolidate these security files in similar manner as criminal files are now consolidated.

EXP PROC
OCT 29 1958

Current practice or rule (Include manual citation as well as facts)

The practice now is to put the date and initial of employee destroying duplicate serial on EACH serial where duplicate is destroyed.

Advantages of suggestion and annual savings (include basis for estimate)

This would save approximately 80% of time consumed in destroying duplicate serials where destroying office is office of origin. The serial where date and initial have been placed would indicate that all duplicate serials beyond initialed serial have been destroyed. The Birmingham Office has 5,582 security files in which approximately 4,430 are ten years old. As determined from experience, approximately 100 files can be handled per day, per employee; therefore, it would take approximately 44.3 days to destroy duplicate serials and to date and initial all duplicate serials where Birmingham is office of origin. It is noted that approximately 50% of security files in the Birmingham Office are office of origin here. Calculation shows that

(See page 2)

Disadvantages of suggestion

None known, as all remaining copies of serials would remain in file underneath the initialed top serial, except in instances where serial may be transferred to another file for pertinent reasons. If done, then a charge-out is placed in file to show disposition of serial being removed permanently.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

It is recommended this suggestion be given favorable consideration since it appears to have merit.

cc-designated for empl's pers file

C.M. KELLEY Signature and Title SAC

(Do not write in this space - for Bureau use only)

124

REC-15 66-3286-888

25 OCT 29 1958

1-13

Memo to Inspector [redacted] Mr. Tolson, Mr. Belmont, Mr. Mohr, Mr. Parsons, Mr. Rosen, Mr. DeLoach, Mr. Mintz, Mr. Wick, Mr. Gale, Tele. Room, Mr. Holloman, Miss Gandy

03 DEC 4 1958

Ack 11-4-58 CEH

Planning Sect, TVI Div, Considering Suggestion.

b6
b7C

0-Destruction of Bureau Records-General

UNRECORDED COPY FILED IN 66-6029-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-22-80 BY [illegible]

b6
b7C

17.7 days could be saved in the Birmingham Office annually. Of the 53 FBI offices, 938.1 days could be saved annually and a savings of $12,582.00 based on GS-3 salary. This is a minimum estimate, as there are some very large offices, where the number of cases possibly would be 3 or 4 times greater than in the smaller offices.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-16-58

FROM : L. E. SHORT

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF BUREAU RECORDS
Bufile 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4ELW/CLC

In connection with the current copy destruction project, spot checks are being made in advance of files being processed to determine if the files contain sufficient copies to make the project fruitful. During such a check, it was discovered there are several thousand 100 classification main files which contain only one serial. This serial is a small photostat strip stapled to a piece of paper. The source of the material is from [redacted] (100-769) and the information contained therein is a number; one name with no other identifying data; and a second name and address. b7D

Although from reviewing the one serial in these main files, it cannot be determined just what the information pertains to, it was determined by a review of the [redacted] file that this serial was probably a part of a list of Prisoners of War who were corresponding with residents of the United States.

A survey was made of several of the files and it was found in most instances the only references to the individual was the main file mentioned above. In some cases, several main files as described above were found on the same individual and in other cases additional references were located in file 100-2555, which is the Prisoner of War main file. The following background was located which indicates the handling of Prisoner of War lists in the past:

1. By memorandum dated 10-29-43 from O. H. Patterson to Mr. Nichols, it was recommended and approved that Prisoner of War lists be filed unindexed, (100-2555-656).

2. By memorandum dated 11-11-43 from J. C. Strickland to Mr. Ladd, it was pointed out that a list of United States residents corresponding with enemy Prisoners of War would not have sufficient value to warrant their continued receipt from Censorship and Censorship was advised that they should no longer furnish the FBI with the list. On this memorandum, Mr. Nichols noted there was no need to keep unfiled or unrecorded lists and they can be torn up, (100-2555-657).

66-3286-809

(Continued on Page 2)

UNRECORDED COPY FILED IN 66-3286-809

TCH:gbh
(4)
Enclosure
1 - Bufile 100-2555

EX-101 REC-21

NOV 14 1958

RECORDS

Memo Jaquiss to Donahoe 10-31-58 HJJ:lmk

50 NOV 19 1958

10-16-58

3. By memorandum dated 12-21-55 from Mr. Branigan to Mr. Belmont, it was approved that Prisoner of War lists could be de-indexed unless one of the following conditions existed:

1. An indication of subversive sentiment appears on the list.

2. The list has been disseminated to other Government agencies.

3. The Bureau conducted an investigation to identify correspondents.
(66-3286-703)

As a result of the above authority, the vast majority of Prisoners of War lists have been de-indexed and index cards destroyed.

RECOMMENDATION:

1. Since information contained in the above mentioned files, samples of which are attached, is of little or no value to the Bureau, it is recommended the index cards as well as the files be destroyed in line with the above mentioned policy.

2. It is recommended that this memorandum be forwarded to the Domestic Intelligence Division for their views and to determine if they concur that these files can be destroyed.

3. Archival authority will be necessary to destroy these files, and if approved, this authority will be obtained and the files destroyed.

Not necessary as original is filed in 100-769 in some cases, approval being obtained in other cases.
TCH
9/4/59

CONFIDENTIAL

DECLASSIFIED BY AUC 60290 BCE/DCG/jms
ON 8/26/03

RAFFA, JOHN, Bank of New York
5 Union St. at Columbia St.
Brooklin N.Y.

original sent to dept
for destruction approval
see 66-3886-89

Destroyed 10/14/59

DEC 17 1941

FEB 27 1942

NOT RECORDED

SQUELWICAL

FEDERAL BUREAU OF INVESTIGATION
12 FEB 24 1942
U. S. DEPARTMENT OF JUSTICE

CONFIDENTIAL

8-5-88

DECLASSIFIED BY Auc lec290 BCE/DCG/gmw
ON 8/26/03
#03-R0162

CONFIDENTIAL

FBI

CLASS. BY SPU EWW/Cal
REASON FCIM II 1.5 (c)
DATE OF REVIEW 8-5-82

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

ROGLSTELE, STEFANO

Roglsiele, Salvatore Box 584 Peetrs-
till N.J. (13.7.41.)

original sent to Lent.
for destruction approval
per 66-3286-809
Lab 5/19/59

RECORDED 100-77370-1
INVESTIGATION
17 FEB 2 1942
RECORDED U.S. DEPARTMENT OF JUSTICE

CONFIDENTIAL

RECEIVED

8-5-82 SPU EWW/cal

33

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Donahoe

DATE: 10-31-58

FROM : Harry J. Jaquiss

SUBJECT: DESTRUCTION OF BUREAU RECORDS
Bufile 66-3286

1 - Mr. Donahoe
1 - Mr. Nease
1 - Mr. Short
1 - Mr. Jaquiss

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Reference is made to a memorandum from Mr. L. E. Short to Mr. Nease dated 10-16-58, captioned as above.

Reference memo advises that there are several thousand main files bearing a 100 classification which contain only one serial. This serial is a small Photostat strip stapled to a larger sheet of paper. The Photostat strip contains a number; a name with no identifying data; and another name with an address. Occasionally both names will have an address and occasionally there is a series of figures which appear to be a date. It is indicated that this material was received from [redacted] and referenced memo indicates that these serials probably were a part of a list of Prisoners of War who were corresponding with residents of the U. S.

b7D

Reference memo points out that Bureau policy was that Prisoner of War lists may be filed unindexed (10-29-43); that unfiled or unrecorded lists of U. S. residents who corresponded with enemy Prisoners of War could be torn up (11-11-43); and, unless there was an indication of (1) subversive sentiment appearing on the list, (2) list had been disseminated to other Government agencies, or (3) Bureau had conducted investigation to identify correspondents, that Prisoner of War lists could be de-indexed (12-21-55).

Reference memo also states that a search of the indices was made concerning the subject of several of the files in question and it was noted that in most instances the only reference to the individual was the file involved. In some cases, several files of this type on the same individual were located, and in some cases references were located in file 100-2555, which is the Prisoner of War main file.

66-3286-810

EX-124 REC-85

Reference memo recommends that these files be destroyed, and has been referred to the Domestic Intelligence Division for the Division's views. Archival authority will be necessary to destroy these files. Reference memo states that if approval to destroy these files is given, the necessary authority will be obtained and the files destroyed.

Enclosures

HJJ:lmc
(5)

ENCLOSURE - ATTACHED
1 - LIST OF 327 FILES DESTROYED

2 NOV 14 1958

52 NOV 18 1958

Ed 4-Record

DECLASSIFIED BY 8PQEUW1CAL
DATE 8-5-82

b7D

While collectively these files may make up a list or lists of Prisoners of War and their correspondents in the U. S., individually, as they now stand, they have no source indicated other than [redacted] Any of these files which might be referred to in an indices search would be of no value to the reviewer since there is nothing to indicate the nature of the information contained therein and no source, other than [redacted] The mere fact that a Prisoner of War wrote to a resident of the U. S., or that a resident of the U. S. received a letter from a Prisoner of War is of no particular value without the contents of such letters being available.

There would seem to be two possible courses of action to take with regard to these files. One such course would be to actually determine the exact source of each of the Photostat strips in these files and place this information in each individual file. This action, of course, would be prohibitively expensive in view of the number of files involved and that even if such action were taken the information in the files would be of little, if indeed any, value to the Bureau, especially since other lists of apparent similar nature have been de-indexed or destroyed. The second possible course of action would be to destroy both the index cards and the files as recommended in reference memo.

RECOMMENDATION:

In view of the above, it is recommended that the files, samples of which are attached, referred to in the reference memo, be destroyed.

100-72457	100-72481	100-72504	100-72530
100-72458	100-72482	100-72505	100-72531
100-72459	100-72483	100-72506	100-72532
100-72460	100-72484	100-72507	100-72533
100-72461	100-72485	100-72508	100-72534
100-72462	100-72486	100-72509	100-72535
100-72463	100-72487	100-72510	100-72536
100-72464	100-72488	100-72511	100-72537
100-72465	100-72489	100-72512	100-72538
100-72466	100-72490	100-72513	100-72539
100-72467	100-72491	100-72514	100-72540
100-72468	100-72492	100-72515	100-72541
100-72469	100-72493	100-72516	100-72543
100-72470	100-72494	100-72517	100-72544
100-72471	100-72495	100-72518	100-72545
100-72472	100-72496	100-72519	100-72546
100-72473	100-72497	100-72520	100-72547
100-72474	100-72498	100-72521	100-72548
100-72476	100-72499	100-72522	100-72550
100-72477	100-72500	100-72523	100-72551
100-72478	100-72501	100-72524	100-72553
100-72479	100-72502	100-72527	100-72554
100-72480	100-72503	100-72528	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP1 CLW cal

ENCLOSURE 66-3286-810

100-72555	100-72578	100-72602	100-72627
100-72556	100-72579	100-72603	100-72628
100-72557	100-72580	100-72604	100-72629
100-72558	100-72581	100-72606	100-72630
100-72559	100-72582	100-72607	100-72631
100-72560	100-72583	100-72608	100-72632
100-72561	100-72585	100-72610	100-72633
100-72562	100-72586	100-72611	100-72634
100-72563	100-72587	100-72612	100-72635
100-72564	100-72588	100-72613	100-72636
100-72565	100-72589	100-72614	100-72637
100-72566	100-72590	100-72615	100-72638
100-72567	100-72591	100-72616	100-72639
100-72568	100-72592	100-72617	100-72640
100-72569	100-72593	100-72618	100-72641
100-72570	100-72594	100-72619	100-72642
100-72571	100-72595	100-72620	100-72643
100-72572	100-72596	100-72621	100-72644
100-72573	100-72597	100-72622	100-72645
100-72574	100-72598	100-72623	100-72646
100-72575	100-72599	100-72624	100-72647
100-72576	100-72600	100-72625	100-72648
100-72577	100-72601	100-72626	100-72649

100-72650	100-72673	100-72698	100-72722
100-72651	100-72674	100-72699	100-72724
100-72652	100-72675	100-72700	100-72725
100-72653	100-72676	100-72701	100-72726
100-72654	100-72677	100-72702	100-72727
100-72655	100-72679	100-72703	100-72728
100-72656	100-72680	100-72704	100-72729
100-72657	100-72681	100-72705	100-72730
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100-72665	100-72689	100-72714	100-72739
100-72666	100-72690	100-72715	100-72740
100-72667	100-72691	100-72716	100-72741
100-72668	100-72693	100-72717	100-72742
100-72669	100-72694	100-72718	100-72743
100-72670	100-72695	100-72719	100-72744
100-72671	100-72696	100-72720	100-72745
100-72672	100-72697	100-72721	100-72746

100-72747	100-72770	100-75416
100-72748	100-72771	100-75417
100-72749	100-72772	100-75418
100-72750	100-72773	100-75419
100-72751	100-72774	100-75782
100-72752	100-72775	
100-72753	100-72777	
100-72754	100-72778	
100-72755	100-72779	
100-72756	100-72780	
100-72757	100-75316	
100-72758	100-75317	
100-72759	100-75318	
100-72760	100-75321	
100-72761	100-75322	
100-72762	100-75325	
100-72763	100-75328	
100-72764	100-75329	
100-72765	100-75331	
100-72766	100-75332	
100-72767	100-75333	
100-72768	100-75414	
100-72769	100-75415	

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: 10-30-58

FROM : R. R. ROACH

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY OF GOVERNMENT EMPLOYEES AND SECURITY OF GOVERNMENT EMPLOYEES FORMS

As indicated on the enclosed copy of Departmental memorandum of October 27, 1958, Records and Communications Division is considering destruction of approximately 7,500,000 copies of Name Check Forms (Standard Forms 85 and 86) which have been retained by the Bureau after the Civil Service Commission (CSC) has been advised that no derogatory data was found in each instance. On October 29, 1958, Records and Communications Division requested that CSC be contacted by Liaison, in line with the desire of the Department, to solicit CSC's views regarding the proposed destruction and our proposal not to retain copies of these forms submitted by CSC in the future. The Department also pointed out that CSC may wish to make administrative adjustments including revision of the number of copies submitted to the Bureau in the future.

On October 29, 1958, this matter was taken up with Mr. [redacted] of CSC who in turn discussed it with his superior, Mr. Kimbell Johnson, chief of Investigations Division at CSC. Mr. [redacted] stated that CSC would have no objection to our destruction of the accumulated forms and to the initiation by us of the practice of not retaining copies of future copies. He said that some years back when the loyalty program started, CSC began the practice of submitting two copies of the forms for name check purposes at our request in order that the Bureau could retain a copy in its files. [redacted] said that in the event the Bureau goes through with the idea of disposing of the forms on hand and of not retaining a copy in the future, CSC will take steps to issue instructions to agencies in the Executive Branch to reduce the number of copies of these forms. He said that CSC will not take any action in this matter until it is informed by letter of the Bureau's final decision.

b6
b7C

ORIGINAL COPY FILED IN 140-00-66

JMF:ph
(6)
Enclosure

NOT RECORDED
199 NOV 13 1958

11 NOV 13 1958

1 - Mr. Nease, Room 5640
1 - Mr. Waikart, Room 7204

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-5-82 BY SP4 ELW/cal

EMP. SEC. SECT.

60 NOV 14 1958

(Continued on page 2)

[redacted] further stated that in the case of standard Form 85 (covering nonsensitive positions in Executive Branch) the forms are made out in quadruplet in a fan-fold arrangement by each Executive Agency. The signed original is retained by the employing agency in the event it is needed for prosecutive purposes arising from fraud. The copy which is returned by the Bureau to CSC with our stamp indicating no derogatory data found is kept in the CSC file. If nothing is developed by CSC concerning the individual of material significance on loyalty or suitability, the file is destroyed by the CSC Regional Office after 90 days. However, a record is maintained in the Security Investigations Division of CSC at Washington showing what name checks were made. This card is destroyed after 10 years. If anything of material significance from any source is developed in any of these nonsensitive cases, the file is never destroyed. In every instance, a copy of the Name Check Form is sent back by CSC to the employing agency with an endorsement showing what checks were made by CSC and this becomes a permanent part of the person's personnel folder. b6 b7C

Standard Form 86, according to [redacted] is used regarding persons holding sensitive positions and the same number of copies is originally made up by the employing agency. The copy used for requesting the Bureau name check is retained by CSC in the investigative file at Washington and it is never destroyed. A copy of the Form 86 is sent back to the agency with endorsements by CSC showing what name checks were made. This is retained in the permanent personnel folder on the individual.

ACTION: This memorandum should be routed to the Records and Communications Division, Records Branch, for its information.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

FROM : A. R. Jones

DATE: 10-29-58

1 - Mr. Nease
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. A. R. Jones

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: FRITZ KUHN
PERJURY; IMMIGRATION AND NATURALIZATION

Reference is made to memorandum from Mr. Short to Mr. Nease dated 10-20-58 requesting that bulky exhibit file number 61-7594-40 be reviewed for determination as to disposition or retention. This bulky exhibit has been reviewed and consists of Photostats from magazines and newspapers, some of which are in the German language and some in English, which were furnished Bureau in 1939. The translations appear in report form to show how closely U.S.-German publications followed propaganda material published in Germany. Fritz Kuhn, according to masthead of newspaper, assumed full responsibility for statements appearing therein.

This case is closed as it is of no further investigative interest to Bureau. The bulky exhibit is of no present value.

RECOMMENDATION:

That this bulky exhibit be destroyed.

Done

Destruction of Bureau Property

61-7594-3286
NOT RECORDED
126 NOV. 6 1958

61-7594

ARJ:lmc
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 EWICA

NOT RECORDED
4 NOV 5 1958

ORIGINAL FILED IN 61-7594-40

52 NOV 6 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: October 24, 1958

FROM : S. B. Donahoe

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: SURVEY OF CHINESE COMMUNIST ACTIVITIES IN THE UNITED STATES IS - CH

Re memo Short to Nease dated 10/6/58 entitled "Communist Party - China" concerning bulky exhibit file number 64-200-246-401. This bulky exhibit consists of Photostats of a large pamphlet. This pamphlet which was returned to its source was originally obtained 5/21/51 by the San Francisco Office from a confidential informant. It had been received by the "Chinese Nationalist Daily," San Francisco, California, during week of 5/14/51 from an undisclosed source on Formosa. A Photostat of the pamphlet was made and forwarded to the Bureau where a translation of the Chinese characters appearing therein was obtained. The translation disclosed the pamphlet consisted of a series of charts showing the organizational structure of the Chinese Communist Government, Party and Army. Bufiles reveal that Photostats of the pamphlet were disseminated to interest Government agencies and that small size copies are actually available in Bufile 100-40-167.

RECOMMENDATION:

In view of the availability of copies in Bufiles, it is recommended that this bulky exhibit be destroyed.

FEJ:slm
(4)
1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. James.
1 - Records Section

Done 11/5/58

64-32286
NOT RECORDED
126 NOV 24 1958

20 NOV 20 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 SPU-EC-WI-Cal

ORIGINAL FILED IN 64-200-246-G 72

50 NOV 28 1958

VIA LIAISON

Date: November 13, 1958

To: Comptroller General of the United States
General Accounting Office
General Accounting Office Building
441 G Street, Northwest
Washington, D. C.

delivered to Campbell 11/14/58 jm

Attention: Mr. T. A. Flynn

From: John Edgar Hoover, Director
Federal Bureau of Investigation

Subject: ~~DESTRUCTION OF FBI APPLICANT-TYPE REPORTS~~
BY THE GENERAL ACCOUNTING OFFICE

66-7225
66-7225-

Reference is made to a conversation between Mr. Robert F. Keller, General Counsel of the General Accounting Office, and Mr. Joseph M. Fitzgerald, FBI Liaison Representative, on November 5, 1958, concerning your agency's desire to destroy rather than return FBI applicant-type reports in your agency's possession on General Accounting Office personnel who have died, retired, or otherwise left the General Accounting Office.

This is to inform you that this Bureau interposes no objection to the destruction of such FBI material that has been determined to be of no further use to your agency provided the destruction is carried out in accordance with the provisions of Executive Order 10501. This Executive Order provides that classified defense information shall be destroyed by burning or an equally complete method of destruction. It is also the desire of this Bureau that any FBI reports not falling under this Executive Order be destroyed in the same manner.

EX-102

REC-30 66-3286-811

20 NOV 17 1958

WBLWB:ph
(9)
Bufile 66-3286
1 - 66-7225
1 - 66-2435
1 - Liaison Section, Attn: Mr. J. M. Fitzgerald detached
1 - Mr. Nease, Rm. 5640

NOTE: Based on memorandum Holmes to Nease dated 11/13/58.

60 NOV 26 1958

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EWB/cal

RECD-READING ROOM FBI DEC 30 1958 UNRECORDED COPY FILED IN

DESTRUCTION OF BUREAU PROPERTY Lien

Olson
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Parsons
Rosen
Tamm
Trotter
C. Sullivan
Tele. Room
Holloman
Gandy

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: 11-6-58

1 - Mr. Donahoe
1 - Mr. Kayne

FROM : August Kayne

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: ITALIAN ACTIVITIES IN THE UNITED STATES
SUBVERSIVE ACTIVITIES

Re memo 10-20-58 from Mr. Short to Mr. Nease requesting a review of bulky exhibit 61-7602-192 for a determination as to the retention or disposition of the material contained therein.

This exhibit contains five Photostats each of the first four issues of the "Blackshirt" dated February, March, April 7 and May, 1939, at New York City; five Photostats of a circular captioned "Portrait of a Leader"; and five Photostats of a circular bearing the name "American Fascists (Incorporated)." This material was voluntarily furnished to the New York Office by Paul Castorina on 10-26-39. Castorina described himself as the one real Fascist in the U. S. He was the national leader of the American Fascists, Incorporated, and editor of its publication, "Blackshirt."

The March, 1939, issue carried the "Blackshirt's Policy" on its editorial page. This policy is quoted on page 3 of the report of SA George J. Starr dated 11-1-39 at New York City under the above caption. The material in the exhibit contains no indexing whatsoever and appears to be of no further value to the Bureau.

Destruction of Bureau Property

RECOMMENDATION:

That the bulky exhibit be destroyed.

Done 11/17/58

ORIGINAL COPY FILED IN 61-7602-1

66-3286-
NOT RECORDED
47 NOV 14 1958

NOT RECORDED
NOV 13 1958

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 ELW/cal

61-7602

AK:lmc/lmc
(3)

60 NOV 14 1958

November 3, 1958

Assistant Attorney General
Internal Security Division

Director, FBI

140-( ) -

PROPOSED DESTRUCTION OF "NO RECORD"
LOYALTY OF GOVERNMENT EMPLOYEES AND
SECURITY OF GOVERNMENT EMPLOYEES FORMS

66-3286-

Reference is made to my memorandum to the Attorney General dated September 15, 1958, and to your memorandum in response dated October 27, 1958, concerning the captioned matter.

Representatives of the Civil Service Commission have no objection to the destruction of copies of these forms retained by the FBI. They point out that the Civil Service Commission keeps copies of these same forms for varying periods of time while the employing agency keeps a copy as a permanent part of the person's personnel folder with appropriate endorsements on the copy indicating what checks were made. Also, as surmised by you, the representatives of the Civil Service Commission stated that when and if the FBI destroys copies in its possession, they will make certain administrative changes such as reducing the number of copies of the form when originally prepared.

It is hoped that this information will facilitate a favorable decision by the Department at the earliest opportunity on the destruction of the copies in the possession of this Bureau.

FWH:neb
(6)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4EW/cal

Memorandum R. R. Roach to Mr. Belmont, 10-30-58,
regarding PROPOSED DESTRUCTION OF "NO RECORD"
LOYALTY OF GOVERNMENT EMPLOYEES AND SECURITY OF
GOVERNMENT EMPLOYEES FORMS

MAILED 4
NOV 3 1958
COMM-FBI

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

RECEIVED
FBI

NOV 14 1958

ORIGINAL COPY FILED IN

OCT 27 1958

Director, Federal Bureau of Investigation

J. Walter Yeagley
Acting Assistant Attorney General
Internal Security Division

PROPOSED DESTRUCTION OF "NO RECORD"
LOYALTY OF GOVERNMENT EMPLOYEES AND
SECURITY OF GOVERNMENT EMPLOYEES FORMS

Destruction of Bureau Property

Reference is made to your memorandum to the Attorney General of September 15 last proposing destruction of approximately 7,500,000 copies of Loyalty of Government Employees and Security of Government Employees forms, parenthetically identified as Standard Forms 85 or 86, presently maintained by the Bureau. You also advise that your Bureau does not propose to retain a copy of future submissions of said forms.

It is to be noted the stated forms, as well as the related but discontinued Standard Form 84, were promulgated by the Civil Service Commission in implementation of Executive Order Nos. 9835 and 10450. Accordingly, pending further consideration it would be appreciated if the Bureau would solicit the views of the Commission regarding the proposed destruction and your proposal not to retain copies of future submissions. As to the latter the Commission may wish to revise the number of copies called for in the instructions on the 85 and 86 or possibly make other administrative adjustments.

ORIGINAL COPY FILED IN 140-6-3286

166-3286
NOT RECORDED
199 NOV 13 1958

FBI
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/03 BY AUC 60290 BCE/DCB/gmw

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 11-10-58

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF FBI REPORTS BY THE GENERAL ACCOUNTING OFFICE Wash. D.C.

Tolson
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W.C. Sullivan
Tele. Room
Holloman
Gandy

The Liaison Agent, Joseph M. Fitzgerald, advised that in a conversation with Mr. Robert F. Keller, General Counsel of the General Accounting Office, (GAO) on 11-5-58, Keller stated that GAO would like very much to be able to destroy rather than return FBI applicant-type reports in GAO's possession on GAO personnel that have died, retired, or otherwise left GAO. Keller wondered if the Bureau would write a letter to the Comptroller General, Attention Mr. T. A. Flynn, giving GAO the authority to destroy such FBI reports in the future when they have been determined to be of no further use to GAO.

It is the current practice for GAO to return to the Bureau copies of FBI reports we have previously disseminated to them after the need no longer exists in their agency for the retention of these reports. The Records Branch is authorized to destroy, when received, copies of Bureau reports returned to the Bureau by agencies to whom we previously disseminated the reports. Proper notations reflecting return and destruction of copies of reports disseminated are made on the original of each report (66-2435-2094).

When similar inquiries have been received in the past, it has been the determination of the Bureau that the Bureau would rather have the respective agency destroy the reports by burning instead of returning same. Through Liaison, some of the larger agencies (such as Army, Navy, and Air Force) have been informed that it is not necessary to return these reports provided they are destroyed in accordance with the provisions of Executive Order 10501. This order provides that Defense Information marked "Top Secret," "Secret," or "Confidential," shall be destroyed by burning or an equally complete method of destruction, and that a record of the destruction shall be maintained by the destroying agency.

UNRECORDED COPY FILED IN 66-2225-1
UNRECORDED COPY FILED IN 66-2435-2094
UNRECORDED COPY FILED IN 66-3286-812

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(6)
Enclosure

REC-55 66-3286-812

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4CLW/CAR

14 NOV 25 1958

(Continued - Page 2)

Bufile 66-3286
1 - 66-7225
1 - 66-2435
1 - Liaison Section, Attn: Mr. J. M. Fitzgerald
1 - 62-56866 GAO

52 DEC 1 1958

CRIME REC.
11-10-58
146

Memorandum to Mr. Nease 11-10-58
Re: Destruction of FBI Reports
By the General Accounting Office

RECOMMENDATION:

That the attached letter be sent via Liaison to the GAO advising that the FBI will interpose no objection to the destruction of the FBI reports in question provided the destruction is carried out in accordance with the provisions of Executive Order 10501.

2 - Orig &
1 - Yellow
1 - Mr. Eames
1 - Liaison Section
1 - Mr. Fitzgerald

VIA LIAISON

Date: November 28, 1958

To: Comptroller General of the United States
General Accounting Office
General Accounting Office Building
441 G Street, Northwest
Washington, D. C.

Attention: Mr. T. A. Flynn

From: John Edgar Hoover, Director
Federal Bureau of Investigation

Subject: DESTRUCTION OF FBI REPORTS BY
THE GENERAL ACCOUNTING OFFICE

Destruction of Bureau Records

delivered to Flynn 12/1/58 FBI jmf

NOV 28 3 16 PM '58
REC'D-READING ROOM

Reference is made to memorandum dated November 13, 1958, entitled "Destruction of FBI Applicant-type Reports by the General Accounting Office," in which you were advised that this Bureau interposes no objection to the destruction of FBI applicant-type reports furnished to you which you have determined to be of no further use to your agency provided the destruction is carried out in accordance with the provisions of Executive Order 10501. Referenced memorandum pointed out that this Executive Order provides that classified defense information shall be destroyed by burning or an equally complete method of destruction. It was also pointed out that it is the desire of this Bureau that any FBI reports not falling under this Executive Order be destroyed in the same manner.

Reference is also made to oral conversation on November 25, 1958, between Special Agent Joseph M. Fitzgerald of this Bureau and Mr. [redacted] of your organization during which Mr. [redacted] asked if there would be any objection to the destruction by the General Accounting Office of all other types of FBI reports which have been disseminated to the General Accounting Office and have been found to be of no further use to that organization.

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8-15-82 DISPLEUS

REC-19 66-3286-813

EX 105

20 DEC 2 1958

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JMF:bjt (6)

Bureau file 66-3286

✓ See Note on Yellow, Page 2

MAIL ROOM

67 DEC 4 1958

Comptroller General of the United States

Provided the method of destruction outlined in paragraph one is followed, this Bureau has no objection to the destruction of any FBI reports which the General Accounting Office finds are of no further use.

Note on Yellow:

Destruction of FBI applicant-type reports by the General Accounting Office (GAO) was authorized on the basis of memorandum Eames to Nease dated November 10, 1958. Previously GAO had followed the practice of returning these reports to us after the employee's connection with GAO was terminated. Current authorization to GAO to destroy all types of Bureau reports found to be of no further use is in line with previous policy whereby the Bureau has authorized other agencies to destroy our reports rather than return them. This matter was discussed with the Records Section, Records and Communications Division, prior to the preparation of instant memorandum.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/19/58

FROM : Q. Tamm

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b7C

Tolson
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SUBJECT: SUGGESTION #584-59
SUBMITTED BY MR. [redacted]
BIRMINGHAM DIVISION Destruction of Bureau Property

PRESENT PROCEDURE: SAC Letter 58-29(F) dated 5/6/58 instructed that the office of origin may destroy all copies except one of each serial in files which are over 10 years old in the following security-type classifications: Espionage (65); Internal Security and Security Matter (100); and Internal Security - Nationalistic Tendency (105). Referenced SAC Letter pointed out that files in these categories were not to be consolidated. When copies of serials were destroyed, employee must place date of destruction and his initials on each serial of which copies have been destroyed.

SUGGESTION: That the original of each serial not be dated and initialed when the copies are destroyed but that the date of destruction and the employee's initials be placed on the top serial only in the file.

ADVANTAGES STATED: Suggester stated that suggetion would save 80% of time now consumed in destroying the serials. Initials and date placed on top serial in file would indicate that all duplicate serials beyond initialed serial have been destroyed. Suggester calculated savings of this suggestion at $12,582.00 annually on field-wide basis.

OBSERVATIONS: SAC C. M. Kelley, Birmingham, recommended suggestion be adopted as it appears to have merit.

Similar suggestion submitted by SAC, Los Angeles 7/2/58 (Bureau file 66-16306-1310) which was not adopted per Bureau letter to SAC, Los Angeles 7/9/58. Suggestion was that authority be granted to stamp and initial the inside file cover "Duplicate Serials Removed." Authority to stamp file cover not granted as Executives Conference on 4/28/58 specifically recommended the requirement that date of destruction and initials of employee destroying copies be placed on each serial when copies are destroyed.

66-32866-
NOT RECORDED
DEC 3 1958

Training and Inspection Division has considered the suggestion of Mr. [redacted] and his savings claim. It is believed that his estimate of annual savings is grossly exaggerated. The employee destroying the serials must handle each individual serial in the file to be destroyed and it only takes a few seconds to affix his initials and date of

12 DEC 1 1958

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DATE 8-5-82 BY SP4ELW/cal

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(3)

1 - Personnel file of MR. [redacted] (sent separately)

ORIGINAL COPY FILED IN

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #584-59

11/19/58

OBSERVATIONS: (continued)

destruction. Training and Inspection Division feels that the date of destruction should be on the original serial that is retained so that there will be some indication as to what happened to the copies. Otherwise, if serials are lost or removed from the file, there will be no record or method of checking.

RECOMMENDATION: That the suggestion not be adopted. No further action is necessary as Mr. [redacted] was thanked by letter 11/4/58 for his suggestion.

b6
b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : J. B. Donahoe

DATE: 11-13-58

FROM : A. R. Jones

1 - Donahoe
1 - Nease
1 - L. E. Short
1 - A. R. Jones

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SUBJECT: NATIONAL SOCIALIST GERMAN WORKERS PARTY
(NAZI PARTY)
IS - GERMANY
DESTRUCTION OF BUREAU TRIPLICATE MATERIAL

Reference is made to memorandum from Mr. Short to Mr. Nease dated 10-8-58 requesting that bulky exhibit file number 100-25208-1394 be reviewed for a determination as to disposition or retention. This bulky exhibit has been reviewed and consists of a mimeograph copy of the official transcript of American Military Tribunal at Nurnberg, Germany, in the matter of the "United States of America against Ernst von Weizsaecker, et al." This Tribunal started handing down its decision in April, 1949. This material was furnished to the Bureau by Dr. Robert M. W. Kempner, a former employee of the Philadelphia Office who was then the Deputy Chief of Counsel for War Crimes, Nurnberg, Germany. The decision reflects the judgment of the Tribunal and the names of the defendants and their sentences have been incorporated in a Bureau memorandum and the names have been indexed. There has been no indexing in the transcript of the proceedings which make up the bulky exhibit.

RECOMMENDATION:

This mimeograph of the transcript of the proceedings in this case is of no present value to the Bureau. If we ever had occasion to refer to the records of these proceedings we could always check the original documents in possession of the military. It is recommended that this bulky exhibit be destroyed.

11/21/58

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELB

100-25208

66-3286

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117 DEC 4 1958

11 DEC 4 1958

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ARJ:lmc/lmc
(5)

1 ENCLOSURE

ORIGINAL FILED IN 100-25208-1394

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE — Destruction of Bureau Records DATE: 12-12-58

FROM : W. G. EAMES

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SUBJECT: SUGGESTION #723-59
RECORDS BRANCH STREAMLINING COMMITTEE

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SUGGESTION: Mrs. [redacted] a GS-6 employee assigned to the Consolidation Unit of the Records Branch, has suggested through the Streamlining Committee that employees assigned to the Consolidation Unit be permitted to destroy all copies of field office reports, blocked enclosures, letterhead memoranda from field offices and outgoing yellows during the course of the regular work when the material is either five or ten years old.

CONCLUSIONS: The Records Branch currently has a copy destruction program in operation. This program is destroying excess copies of communications in Bureau files. The destruction of these copies is controlled in one unit within the Records Branch and it is believed that we should not extend this copy destruction program to other units within the Records Branch.

RECOMMENDATIONS:

(1) Unfavorable.

(2) For referral to the Training and Inspection Division for proper acknowledgment. Enclosed letter to Mrs. [redacted] prepared by Training and Inspection Division covers this suggestion and #747-59 also submitted by her.

PBC:bpr
(5)
1 - Personnel file of [redacted]

b6
b7C

Enclosure

REC-4 66-3286-814

DEC 19 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW1 Cal

7 DEC 24 1958

December 15, 1958

66-3286

Mr. Charles N. Keating
Director
Office of Personnel, Security and Integrity
International Cooperation Administration
Washington 25, D. C.

Dear Mr. Keating: Destruction of Bureau Property

I have received your letter of December 9, 1958, in which you request continuing authority to destroy your copies of FBI investigative reports on employees of, and unsuccessful applicants to, the International Cooperation Administration. You point out that the destruction would be accomplished under the provisions of Executive Order 10501.

We have no objection to the destruction of the referenced FBI material provided only that each such item shall be destroyed, as you indicate, in accordance with Executive Order 10501. We note specifically that this Executive Order provides that classified defense information shall be destroyed by burning or by an equally complete method of destruction. It is our desire also, that any FBI reports not falling under this Executive Order be destroyed in the same manner.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 19
DEC 17 1958
COMM-FBI

1 - Mr. Nease (Attention: Mr. Walkart)

DJD:vfb
(4)

SEE NOTE ON PAGE 6

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NOTE: This reply follows the requirements of Executive Order 10501 and is in accordance with Bureau policy on such requests as shown in the letter of November 13, 1958, from the Director to the Comptroller General of the U. S. authorizing the latter official to destroy copies of FBI reports in the same manner as indicated in the current outgoing. Bufile 66-3286-811. It should also be noted that during the time these reports are deposited in the Federal Records Center they will be granted the security required by their classification.

INTERNATIONAL COOPERATION ADMINISTRATION

Washington 25, D. C.

December 9, 1958

Honorable J. Edgar Hoover, Director
Federal Bureau of Investigation
Department of Justice
Washington 25, D.C.

Dear Mr. Hoover:

ICA is planning to retire to the Federal Records Center security investigation folders of ICA employees and folders of unsuccessfull applicants who have not been employed by ICA for the past four years. Each year in the future we plan to retire another group of folders on the same basis. We also plan to seek authority under provisions of the Records Disposal Act of 1943 to permit destruction of those records 10 years after employees have separated from ICA or, in effect, 6 years after the folders have been placed in GSA storage.

Included in these folders are copies of FBI investigative reports. As your organization has the originals of these reports we request continuing authority to destroy our copies under provisions of Executive Order 10501 on the same basis as the rest of the material in these folders. This will make it possible to dispose of complete folders rather than piecemeal destruction of folders.

Sincerely yours,

Charles N. Keating
Director
Office of Personnel, Security and Integrity

166-32-86-

NOT RECORDED
199 DEC 19 1958

FBI
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/03 BY AUC 60290 BCE/DCG/gmw

1960 DEC 29

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

December 10, 1958 WASHINGTON 25, D. C.

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

Bureau Property

(A) DESTRUCTION OF "NO RECORD" LOYALTY OF GOVERNMENT EMPLOYEES AND SECURITY OF GOVERNMENT EMPLOYEES FORMS -- The Department of Justice has approved a recommendation by the Bureau concerning the destruction of copies of Standard Forms 85 and 86 ("No Record" Loyalty of Government Employees and Security of Government Employees forms) maintained in the Records Branch. In view of the disposal of these "No Record" forms, it will no longer be possible to conduct name searches of this material.

Very truly yours,

John Edgar Hoover

Director

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/cal

166-3286-

NOT RECORDED

47 DEC 17 1958

5 DEC 18 1958

31

ORIGINAL COPY FILED IN

VIA LIAISON

'66-3216-

Date: December 8, 1958

To: Mr. Kimbell Johnson
Chief, Investigations Division
U. S. Civil Service Commission
Washington 25, D. C.

From: John Edgar Hoover, Director
Federal Bureau of Investigation

Subject: Destruction of "No Record"
Loyalty of Government Employees and
Security of Government Employees Forms

[redacted] delivered to Secretariat 12/10/58 gm

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Reference is made to conversation between Mr. [redacted] of the Commission and Mr. Joseph M. Fitzgerald of this Bureau on October 29, 1958, concerning the proposed destruction of Standard Forms 85 and 86 (Security Investigative Data for Nonsensitive and Sensitive Positions) presently being maintained by the Bureau. At that time, Mr. [redacted] stated that the Commission had no objection to the destruction of these forms. Further, it was indicated that in the event the Bureau received approval to dispose of the forms, the Commission would take the necessary steps to issue instructions to Agencies in the Executive Branch of the Government to reduce the number of copies submitted.

Approval has now been received for the disposal of these forms. Accordingly, it is requested that the Commission take the necessary steps to reduce by one the number of copies of Standard Forms 85 and 86 submitted to this Bureau for necessary action.

JWM:gbh:vmk
(5)

NOTE: See Memo L. E. Short to Mr. Nease dated 12-8-58 re Destruction of "No Record" Loyalty of Government Employees and Security of Government Employees Forms. JWM:gbh:vmk

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DATE 2-5-82 BY SP4 EWJ/cal

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65 DEC 23 1958

MR. NEASE 12-8-58

L. E. SHORT

DESTRUCTION OF "NO RECORD"
LOYALTY OF GOVERNMENT EMPLOYEES AND
SECURITY OF GOVERNMENT EMPLOYEES FORMS
Destruction of Bureau Property

By memorandum dated 11-25-58, the Attorney General approved the destruction of Standard Forms 85 and 86 ("No Record" Loyalty of Government Employees and Security of Government Employees forms) maintained in the Records Branch. By memorandum dated 12-2-58, I transmitted to the Department the necessary forms for the purpose of securing Archival authority for the destruction of this material.

There is attached hereto a memorandum to all Bureau Officials and Supervisors setting forth this information and advising that it will no longer be possible to conduct a search of the "No Record" Loyalty of Government Employees and Security of Government Employees forms.

As a result of the disposal of this material, in the future it will only be necessary for the Civil Service Commission (CSC) to submit one copy of these forms to the Bureau for name check purposes instead of the two copies presently being submitted. The Liaison Section has discussed this matter previously with a representative of the CSC who advised that in the event the Bureau received authority to dispose of the forms on hand and of not retaining a copy in the future, CSC would take steps to issue instructions to Agencies in the Executive Branch of the Government to reduce the number of copies of these forms. He indicated that CSC would not take any action in this matter until it is informed by letter of the Bureau's final decision.

There is attached hereto a proposed letter to CSC confirming the previous discussion with them, advising of the Bureau's action in this matter and requesting them to issue the necessary instructions to reduce the number of copies of these forms submitted to the Bureau.

RECOMMENDATIONS:

1. That the attached memorandum to Bureau Officials and Supervisors be approved. (Appropriate changes for Supervisors' Manual attached.)

(Continued on Page 2)

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JWM:gbh
(4)
Enclosures - 4

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW cal

66-3216-

NOT RECORDED
DEC 19 1958

ORIGINAL COPY FILED IN

Memo L. E. Short to Mr. Nease 12-8-58
Re: Destruction of "No Record"
Loyalty of Government Employees and
Security of Government Employees Forms

RECOMMENDATIONS:

2. That the attached proposed letter to the Civil Service Commission be approved and forwarded to the Liaison Section for delivery to the CSC.

Mr. S. A. Andretta 12-3-58
Administrative Assistant Attorney General
66-3286
Director, FBI

Proposed Destruction of "No Record"
Loyalty of Government Employees and
Security of Government Employees Forms

Reference is made to memorandum to this Bureau from the Attorney General dated 11-25-58 approving the proposed destruction of the copies of Standard Forms 85 and 86 (Security Investigative Data for Nonsensitive and Sensitive Positions) presently being maintained by the Bureau.

In accordance with this approval, there is attached hereto Standard Form 115 (Request for Authority to Dispose of Records) for the purpose of securing the necessary Archival authority for the destruction of these records.

It is requested that these documents be forwarded to the National Archives Records Service of the General Services Administration for appropriate action.

Enclosures - 5

JWM:ebh
(5)

NOTE: See Memo L. E. Short to Mr. Nease dated 12-2-58 re Proposed Destruction of "No Record" Loyalty of Government Employees and Security of Government Employees Forms. -JWM:ebh

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/cad

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ENCLOSURE

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ORIGINAL COPY FILED IN 140-00-669

November 25, 1958

Director, Federal Bureau of Investigation

The Attorney General

Proposed Destruction of "No Record" Loyalty of Government Employees and Security of Government Employees Forms

The proposed destruction of the copies of Standard Forms 85 and 86 presently maintained by the Bureau referred to in your memoranda of September 15 and November 3, 1958, is approved.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW1 cal

NOT RECORDED
199 DEC 16 1958

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. S. B. DONAHOE

DATE: December 9, 1958

FROM : MR. A. R. JONES,

Tolson
Boardman
Belmont
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SUBJECT: KURT FREDRICK LUDWIG, was.
et al
ESPIONAGE - GERMANY

Reference is made to memorandum from Mr. Short to Mr. Nease dated 10/15/58 captioned "Obsolete Material Maintained on Seventh Floor, Identification Building" requesting that bulky exhibit file number 65-33780-2696 be reviewed for determination as to disposition or retention.

This bulky exhibit has been reviewed and consists of a Photostat of the transcript of record of the trial in this case captioned "United States of American versus Kurt Fredrick Ludwig, et al." By Bulet 11/7/58 New York was requested to advise whether it had a copy of this transcript and/or whether the original transcript is maintained in the court records of the trial and if so, whether the court records would be maintained ad infinitum.

New York by letter 11/28/58 advised that it did not have a copy of the transcript of this case but that the original transcript is maintained in the United States District Court, Southern District of New York and that transcript under the present regulations would be maintained ad infinitum.

RECOMMENDATION: DESTRUCTION OF BUREAU PROPERTY GEN.

Since the original transcript is available in the event we should ever have occasion to refer to it, it is recommended that the Photostat of this transcript presently maintained in Bufiles be destroyed.

~~65-33780~~

66-3286-

NOT RECORDED
16 DEC 15 1958

Done 12/11/58 L. Short

ARJ:jas
(4)
1 - Mr. Nease
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Jones

2 DEC 12 1958

60 DEC 17 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

ORIGINAL COPY FILED IN 65-33780-2696

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: 12/2/58

FROM : Mr. S. B. Donahoe

Tolson
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SUBJECT: PROPOSED DEINDEXING OF THE NAMES OF OFFICIAL REPRESENTATIVES FOR THE PROGRAM OF EMERGENCY AID TO CHINESE STUDENTS

Destruction of Bureau Property

Re memorandum Short to Nease November 21, 1958.

General

Re memorandum recommended Domestic Intelligence consider deindexing lists (33 pages, 493 names) of officials for administering Program of Emergency Aid to Chinese Students.

This is a list of official college representatives on various college campuses throughout the U. S. In most institutions these men were the foreign student advisors and in many of the larger institutions the field had already contacted them at the time the list was received at the Bureau in 1950.

List furnished as enclosure to Washington Field Office letter to Bureau December 22, 1950. List not furnished field but retained SOG for supervising security cases involving Chinese students.

List now thoroughly outdated. By now many of the individuals listed have advanced academically or have transferred to other schools or private industry. Even if the list was current, we no longer have a substantial Chinese student population. Those Chinese who were students in 1950 have for the most part completed their studies and have returned to China or Formosa; are now assimilated into U.S. private industry or are now themselves on the faculties of institutions of learning and field offices have established sources in most universities and colleges. This list no longer of assistance for SOG supervision.

RECOMMENDATION:

Deindex list and destroy.

12 DEC 11 1958

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Nease
1 - Mr. Ruehl

166-328[illegible]
NOT RECORDED
176 DEC 12 1958

VER:mlj:clb
53 DEC 16 1958

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ORIGINAL FILED IN 100-40-53-11

DECLASSIFIED BY SP2 ALM/MLC ON 5-22-82

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: 12-4-58

FROM : A. R. Jones

1 - Mr. Nease
1 - L. E. Short
1 - Mr. Donahoe
1 - A. R. Jones

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Gandy

SUBJECT: DEUTSCHES AUSLANDS INSTITUT
IS - GERMANY
REGISTRATION ACT
DESTRUCTION OF BUREAU PROPERTY

Reference is made to memorandum from Mr. Short to Mr. Nease dated 10-10-58 requesting that bulky exhibit file number 100-884-133 be reviewed for determination as to disposition or retention.

This bulky exhibit has been reviewed and consists of two mimeograph copies of the Accession List, dated 10-10-45, of the books and files of captioned organization. G-2, Seventh Army, captured the entire library of subject organization. This exhibit lists items captured by Army and maintained by Seventh Army Document Center. At time lists were received in November, 1945, these lists were reviewed for any documents of value in our investigations.

RECOMMENDATION:

These lists are of no present interest to us. If for any reason we wish to refer to these lists in the future, serial 133 of this file contains complete identification of these lists which can be secured from the Army. It is recommended these lists which can be secured from the Army. It is recommended bulky exhibit file number 100-884-133 be destroyed.

66-3286
NOT RECORDED
126 DEC 10 1958

100-884

ARJ:lmc
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/cal

12 DEC 10 1958

NAT. INT. SEC.

DEC 25 1958

ORIGINAL FILED IN 100-884-133

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: 12-5-58

FROM : A. R. Jones

1 - Mr. Nease
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. A. R. Jones

Tolson
Boardman
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Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: GRETE ERNA EVA TONN, was.
IS - GERMANY
DESTRUCTION OF BUREAU PROPERTY / L. Short

Reference is made to memorandum from Mr. Short to Mr. Nease dated 10-31-58 requesting that bulky exhibit file number 100-1756-4 be reviewed for determination as to disposition or retention.

This bulky exhibit has been reviewed and consists of photographs of certain papers, correspondence and photograph album found among subject's effects on board SS. "Howell Lykes" docked at Corpus Christi, Texas. Subject was leaving U. S. for Germany via Japan. She was reported to Bureau as being suspicious since her plans to return to Germany evolved precipitously. Photographs of these items made by Bureau agents and film sent to Bureau for development and translation of the correspondence that was written in the German language. Copies of the photographs and correspondence sent to Houston Office. The material contains no information of pertinence and case was closed in 1940.

RECOMMENDATION:

That enlarged photographs and negatives of film be destroyed and that the positive microfilm containing this material be retained and placed in the file in this case.

100-1756

100-3256-
NOT RECORDED
126 DEC 10 1958

2 9 1958

ARJ:lmc
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWLCAL

MAIL ROOM

ORIGINAL FILED IN 100-1756-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: 12-4-58

FROM : W. B. Welte

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: UNKNOWN SUBJECTS;
ALLEGED IRREGULARITIES,
ILLINOIS PRIMARY ELECTION,
APRIL 13, 1948
ELECTION LAWS

DESTRUCTION OF BUREAU PROPERTY

The exhibits in this matter consist of Photostats of statements of votes in the primary election in Precinct #12, East St. Louis, Illinois, and Photostats of tally sheets from Precinct #12, East St. Louis, Illinois, for the primary election 4-13-48.

Fourteen individuals were indicted for violations of Sections 51 and 52 of Title 18 (now Sections 241 and 242 of Title 18) in that illegal ballots had been cast and registration cards were found to have been falsified. The indictment was returned on 5-6-49. On 4-19-50 the county clerk, who was supervisor of the county election machinery entered a plea of nolo contendere on each of three indictments and the counts as to all other defendants were dismissed. The Department by memorandum of 4-20-51 advised that no further action would be taken in this case at that time.

In view of the fact that prosecution in this matter has been completed and as the statute of limitations would be a bar to any further action in this case and, further, inasmuch as the Supreme Court of the State of Illinois did, in 1950, confirm a decision of the court of appeals removing certain officials from office, the election judges and the election clerks, it is recommended that the Photostats be destroyed.

CLM:pms
(2)

OK
RW

FBI - ST. LOUIS
DEC 8 1958
BY SPUELL/Cal

66-3286-
NOT RECORDED
126 DEC 10 1958

DEC 9 1958

1 ENCLOSURE

57 DEC 11 1958

SIX

FILED IN 66-1746-96

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-2-58

FROM : L. E. SHORT

SUBJECT: PROPOSED DESTRUCTION OF "NO RECORD" LOYALTY OF GOVERNMENT EMPLOYEES AND SECURITY OF GOVERNMENT EMPLOYEES FORMS

Bureau Property - General

Tolson
Boardman
Belmont
Mohr
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Rosen
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Clayton
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Gandy

W. C. Sullivan

Reference is made to my memoranda to the Attorney General dated 9-15-58 and to the Assistant Attorney General, Internal Security Division, dated 11-3-58, concerning our proposal to destroy the "No Record" Loyalty of Government Employees and Security of Government Employees Forms presently being maintained in the Records Branch. By memorandum dated 11-25-58, the Attorney General approved the proposed destruction of these forms.

There is attached hereto a memorandum to the Department transmitting the required number of copies of Standard Form 115 (Request for Authority to Dispose of Records) with the request that these forms be transmitted to the National Archives for the purpose of securing the necessary Archival authority prior to the final destruction of these forms.

RECOMMENDATION:

That the attached memorandum to the Department of Justice enclosing the required number of Standard Form 115 (Request for Authority to Dispose of Records) be approved and forwarded to the Department.

JWM:gbh
(3)

Sent 12-4-58

66-3286-

NOT RECORDED
9 DEC 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW1 cal

60 DEC 14 1958

14 DEC 9 1958

ORIGINAL COPY FILED IN 140-0-0-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. J. Parsons

DATE: October 7, 1958

FROM : W. D. Griffith

Tolson
Boardman
Belmont
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Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
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SUBJECT: DESTRUCTION OF OLD PHOTOGRAPHIC NEGATIVES

My memorandum dated 8/14/58, advised of a storage problem in the Photographic Laboratory and recommended that photographic negatives of original Laboratory and Latent Fingerprint evidence be considered for destruction after ten years of inactivity. Domestic Intelligence, Administrative, Records and Communications, Investigative and Identification Divisions have reviewed the 8/14/58, memorandum and are generally in agreement.

It was recommended with certain exceptions that all negatives be destroyed without further supervisory review after ten years inactivity, based on review of abstracts by Records Section employees. Cases of national interest, major kidnaping or those in which life sentences imposed were excepted. Such files would be reviewed by substantive supervisors and Latent Fingerprint and/or Laboratory personnel for decision regarding destruction.

Domestic Intelligence memorandum (Mr. Branigan to Mr. Belmont, 8/29/58) recommended all Domestic Intelligence cases be subject to supervisory reviews prior to destruction of negatives. Records Section memorandum (Mr. Eames to Mr. Nease, 9/5/58) requested the "exception" cases be specifically marked by Photographic Laboratory for benefit of clerical personnel reviewing abstracts.

For this plan to be workable the recommendations regarding the "exception" cases, subject to supervisory review, must be refined. The "exception" cases must be identifiable by classification rather than by individual case.

Enclosure

1 - Identification Division
1 - Administrative Division
1 - Investigative Division
1 - Records and Communication Division
1 - Inspection and Training Division
1 - Domestic Intelligence Division

REC-4

66-329-815

19 DEC 19 1958

WDG:mb
(10)

ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/18/81 BY 6383 VRT/AD

66 DEC 29 1958

Memorandum to Mr. Parsons
Re: Destruction of Old Photographic Negatives

Supervisor D. J. Dalbey, Inspection and Training Division, has surveyed U. S. Code book regarding federal crimes penalty for which may be life imprisonment. Such crimes within Bureau jurisdiction plus all Domestic Intelligence Division cases should provide necessary supervisory review of important cases (see list attached).

RECOMMENDATION: That lists of photographic negative file numbers of cases ten years old or older be sent by Photographic Laboratory to Records Section for review of abstracts. If no activity in ten years, files on "exception" cases should then be forwarded to the substantive supervisor and thereafter to Latent Fingerprint or Laboratory supervisors for review regarding destruction of negatives. Negatives of "non-exception" cases will be destroyed automatically by Photographic Laboratory if Records Section advises there was no activity in past ten years.

CLASSIFICATION	CHARACTER	REASON FOR SUPERVISORY REVIEW
2	Neutrality Matters	Division 5 case
3	Overthrow or Destruction of Government	Division 5 case
4	Sedition	Division 5 case
7	Kidnaping	Possible life imprisonment
14	Sedition	Division 5 case
45	Crime on High Seas	Possible life imprisonment
61	Treason	Division 5 case
64	Foreign Miscellaneous	Division 5 case
65	Espionage	Division 5 case
66	War Plans	Division 5 case
89	Assault Federal Officer	Possible life imprisonment
91	Bank Robbery	Possible life imprisonment
97	Registration Act	Division 5 case
98	Sabotage; Federal Train Wreck Statute	Division 5 case
100	Security Matters, etc.	Division 5 case
102	Voorhis Act	Division 5 case
105	Internal Security, etc.	Division 5 case
106	Alien Enemy Control	Division 5 case
109	Foreign Political Matters	Division 5 case
110	Foreign Economic Matters	Division 5 case
111	Foreign Social Conditions	Division 5 case
112	Foreign Funds	Division 5 case
113	Foreign Military and Naval Matters	Division 5 case
117	Atomic Energy Act	Possible life imprisonment
122	Labor Management Relations Act	Division 5 case
134	Security Informants, etc.	Division 5 case
135	Plant Informants	Division 5 case
136	American Legion Contacts	Division 5 case
149	Destruction of Aircraft, etc.	Division 5 case

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-92 BY SP4ELW/ca

ENCLOSURE
66-3286 — 815

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

FROM : W. S. TAVEL

DATE: 12/22/58

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b7C

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W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #727-59
RECORDS BRANCH STREAMLINING COMMITTEE
Made by Mrs. [redacted] Personnel Records Unit
Destruction of Bureau Property

Comments of Administrative Division have been requested on suggestion that field personnel files be destroyed immediately after field employee, either clerk or agent, has been transferred to Seat of Government (SOG). Prior to destruction, pertinent information not in SOG personnel file would be removed for filing in SOG file. Two alternate suggestions were made: (1) that only clerical field files be so destroyed or (2) that field file be placed in SOG personnel file as one unit rather than being filed separately in Personnel Records Branch.

PRESENT PROCEDURE:

Field personnel files on employees transferred to SOG are permanently retained in Personnel Records Branch. Separate set of cabinets are used to house these files. In addition, field files on employees who have resigned are retained for 30 days; thereafter, files of separated field employees are destroyed after pertinent material not found in SOG file is removed and filed in SOG file. If former field employee assigned at SOG is returned to field, his field file is sent to new office and letter summarizing his services at SOG is also forwarded to field.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4CLW

COMMENTS OF ADMINISTRATIVE DIVISION:

It is desirable for SACs to possess complete resume of an agent's background in order for SAC to determine best assignment for agent. Field files contain copies of performance ratings which include narrative comments which describe type of cases agent handled in past, and other related material. In the event these files were destroyed, it would be necessary for SOG to summarize this information for SAC. It is felt that it would be more economical to retain file than to make lengthy summaries from SOG personnel file since there are only about 475 agents files retained, including field files of SACs.

NOT RECORDED
REC- 10 66-32867-816
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On other hand, an SAC seldom needs to know background of clerical employee since employee is transferred to field to handle a specific assignment such as typing, stenographic or clerical duties. It is felt that field files of clerical employees can be immediately destroyed after such employees are transferred to SOG. There are very few clerical employees transferred to field so that no great problem would be encountered in preparing the summary of employee's prior record such as EOD date, salaries, censures, commendations, etc.

Enclosure
PFO:bak
(3)
1- Personnel File of Mrs. [redacted] (Sent separately)

60 FEB 17 1959

Discussed in Supv. Conf 1/6/59

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THREE

It is not felt that Records Branch would experience any benefits by filing field file and SOG file as one unit since this would require the same amount of filing space and SOG files would merely be bulkier.

RECOMMENDATION OF ADMINISTRATIVE DIVISION:

That Records Branch suggestion be adopted with following modifications:

1. That field files of agents transferred to SOG be permanently retained until they are transferred back to field.

2. That field files on clerical employees transferred to SOG be destroyed immediately after receipt in Bureau. Files should only be destroyed after pertinent material is removed for inclusion in SOG file.

12-22

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ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG/ 12/24/58

Training and Inspection Division agrees with both of above recommendations. If approved, the attached letter to Mrs. [redacted] should be sent advising her of the adoption of her suggestion with modification.

12/29

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-27-58

FROM : W. G. EAMES

SUBJECT: SUGGESTION # 504-59
RECORDS BRANCH STREAMLINING COMMITTEE
Destruction of Property

Tolson
Boardman
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SUGGESTION: Mrs. [redacted] a GS-4 employee assigned to the General Index Unit of the Records Branch, submitted two separate suggestions to the Streamlining Committee suggesting certain changes in the handling of Navy Department Form F-103 (Notification of Return of Deserter to Military Custody). (1) She suggested that form F-103 be searched in the general indices of the Records Branch prior to being indexed. She suggested that if a main ident deserter file is found pertaining to any of the names contained on F-103 that the name not be indexed. She further suggested that the F-103 be destroyed by the Deserter Desk if there are no names indexed on it. She noted that if there is no indexing the form will not receive a serial number, and accordingly, will be of no use in future file reviews. (2) She also suggested that all sections of the file 42-0 (Deserters - General) be reviewed and all names that are indexed on the F-103 be purged if a main ident deserter file is found on the individual. Accordingly, she suggested that after purging the names on these forms that the forms be destroyed if there is no indexing remaining.

ADVANTAGES: Employee advised that the adoption of her suggestion would eliminate the indexing of approximately 80 percent of the names contained on form F-103. Her suggestion would also save some time in conducting searches of the indices. The suggestion would eliminate some cards in the index and through the destruction of old material would save some valuable space.

CONCLUSIONS: Form F-103 is received by the Bureau to notify the Bureau of the return to military custody of a deserter. The form is searched through the deserter index in the Investigative Division. The Investigative Division maintains index cards on all deserters for a period of 30 days after their date of apprehension. If a card is found in the deserter index which is identical with a name listed on F-103 the Investigative Division places a notation beside the name indicating the date that the case was closed. On those individuals where a card is not found the Investigative Division places a notation beside the name "NRDI" indicating no record deserter index. These forms are thereafter forwarded to the Records Branch

ENCLOSURE

TBC:vmk:glc
(5)
1 - Personnel File of [redacted]

166-38186
NOT RECORDED
23 FEB 6 1959

DATE 11/5/58 BY SP4 ELW

42-82-1207

ORIGINAL FILED IN

FEB 17 1959

where they are processed and all names bearing the notation "NRDI" are indexed indicating that an index card is prepared and the form is filed in 42-0. The Records Branch conducted a survey and determined that 59.6 percent of the names indexed on form F-103 also had a main 42 file. Thus, on many individuals we currently have a main 42 file and also an index card reflecting a reference to 42-0. This matter was discussed with the Investigative Division and the only disadvantage noted to the suggestion would be the rare possibility of a request for investigation being received from the Navy Department subsequent to the date of the receipt of the F-103 in the Bureau. This would arise when the request for Bureau assistance was delayed through processing of the various forms through Navy channels and the request for investigation did not clear the Navy Department until after the individual had been apprehended. The Investigative Division advised that they maintain an index card in their index for a period of 60 days on any individual who has been apprehended and the Bureau has not received a request for assistance. These cards would enable the Deserter Index to determine that an individual had been apprehended if a request for investigation was requested subsequently. The second objection would arise in cases of habitual deserters. It is possible that a main 42 file would be in existance on an individual, however, he may subsequently desert and be apprehended by military authorities prior to the Bureau's assistance being requested. If this situation existed we would have no information in our files to indicate that the individual deserted other than the desertion contained in his main file; however, this information would be obtained in any subsequent Bureau investigation from the individuals service file. The Records Branch considers the suggestion worth while, and if the Investigative Division concurs, necessary action will be taken to have the names listed on the F-103 searched through the general indices prior to being processed through the Records Branch and index cards prepared.

With regard to Mrs. [redacted] suggestion concerning the purging of old index cards and destroying F-103's which do not have indexing, the purging of the 42-0 cards on which there is a main file will be handled in connection with the general rehabilitation of the Records Branch indices at some future date when employees can be assigned to this type of work. Regarding the destroying of F-103, it is noted that this is the only notification which the Bureau receives from the Navy Department indicating that a deserter has been returned to military custody. The Investigative Division should comment concerning the destruction of these forms which do not have indexing.

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SAVINGS: The adoption of the afore-mentioned suggestion will undoubtedly result in some monetary savings within the Records Branch. If the suggestion is approved and adopted, a separate memorandum will be submitted with appropriate recommendations concerning any incentive award.

RECOMMENDATIONS:

1. For referral to the Investigative Division for their review and comments. Rcvd 10-30-58

2. For referral to the Training and Inspection Division for appropriate acknowledgment.

ack 10-31-58
Rjso:

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 11-21-58

FROM : W. G. EAMES

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #504-59
RECORDS BRANCH STREAMLINING COMMITTEE
Destruction of Property

Reference is made to my memorandum dated October 27, 1958, captioned as above. Referenced memorandum set forth two suggestions of Mrs. [redacted], a GS-4 employee assigned to the General Index Unit of the Records Branch. Mrs. [redacted] suggestions concerned the handling of Navy Department form F-103, "Notification of Return of Deserter to Military Custody." The Records Branch favored Mrs. [redacted] suggestions and the views of the Investigative Division were requested. The Investigative Division had no objections to the suggestions and recommended the adoption of both suggestions. b6 b7C

A survey was conducted within the Records Branch and it was determined that the adoption of Mrs. [redacted] suggestions will eliminate the preparation of 305 index cards during one year. It has previously been determined that the cost of preparing and filing an index card is $.1914. Accordingly, the suggestion will result, through the elimination of these index cards, in a savings of $58.38 during the first year. b6 b7C

It is noted that the adoption of Mrs. [redacted] suggestion will create an additional expense in the Name Check Unit through searching certain names to determine if a main identical file is in existence on the individuals concerned. However, these expenses will be negligible and offset by the space saved and through the savings which will result in eliminating the filing of certain of these forms. These additional expenses will also be offset through a more efficient operation and more efficient utilization of the general indices of the Bureau.

RECOMMENDATION:

That Mrs. [redacted] be granted a cash award of $10 based on the savings of $58.38 during the first year.

TDC:vmk
(5)
1 - Personnel file [redacted] b6 b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EJW/Cal

66-3286-
NOT RECORDED
FEB 9 1959

FEB 6 1959

FEB 17 1959

ORIGINAL FILED IN 62-570 1-12-11

Working Hours of Mrs. [redacted]
9:00 a.m. to 5:30 p.m.

b6
b7C

Lunch Period of Mrs. [redacted]
1:30 p.m. to 2:15 p.m.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/25/58

FROM : Q. Tamm

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #504-59
SUBMITTED BY MRS. [redacted]
RECORDS AND COMMUNICATIONS DIVISION
Destruction of Property

SUGGESTION: Mrs. [redacted] suggested that Navy Department Form F-103 (Notification of Return of Deserter to Military Custody) be searched in the Bureau's general indices prior to being indexed; if a main deserter file is found, the name should not be indexed and the Deserter Desk of Investigative Division should destroy such a form when no longer needed. She also suggested that all sections of the 42-0 file (Deserters - General) be reviewed and all names that are indexed on the F-103 forms previously received, be purged if we have a main deserter file on the individual. After purging such names, the forms could be destroyed if no indexing remains.

ADVANTAGES STATED: Mrs. [redacted] stated that the adoption of her suggestion would eliminate the indexing of approximately 80% of the names appearing on Navy Form F-103 received at the Bureau and would also save some time in conducting searches of the indices. It would eliminate some index cards in the index and would save space through the destruction of old forms now in file.

OBSERVATIONS: The Investigative Division recommends adoption of both parts of the suggestion, as does the Records Branch.

A survey was conducted within the Records Branch and it was determined that the adoption of Mrs. [redacted] suggestion will eliminate the preparation of 305 index cards during one year. It has previously been determined that the cost of preparing and filing an index card is $.1914. Accordingly, the suggestion will result, through the elimination of these index cards, in a savings of $58.38 during the first year

RECOMMENDATIONS: (1) That the suggestion be adopted.

23 FEB 6 1959

(2) That Mrs. [redacted] be granted an incentive award in the amount of $10, based on a savings of $58.38 for first year of operation. ($10 award granted for savings of $1 to $200.) If approved, Administrative Division will process award.

66-3286-
NOT RECORDED
133 FEB 9 1959

AGG:ceh
(5)

1 - Mr. Mohr (attention: Mr. C. R. Davidson) (sent separately)
1 - Mr. Nease (attention: Mr. Waikart) (sent separately)
1 - Personnel file of Mrs. [redacted] (sent separately)

FEB 17 1959

ORIGINAL FILED IN 42-0 (2) - 12/2

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 1/12/59

FROM : W. S. TAVEL

Tolson
Boardman
Belmont
Mohr
Nease
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Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #791-59
RECORDS BRANCH STREAMLINING COMMITTEE
Destruction of Bureau Property

Our views have been requested by Training and Inspection Division concerning a suggestion made by [redacted] Personnel Records Unit, Records Branch. She suggests that all mail received from field offices captioned (1) Field Eligibility List, (2) Stenographic Needs, and (3) Clerical Needs, be kept in the Administrative Division until its purpose has been served and that it then be destroyed. She advised that yellow file copies of letters acknowledging these items could still be filed. She estimates this would save processing and filing about 5500 pieces of mail a year and save space and the necessity to prepare some autostats. The present procedure is to file such mail in the field office general administrative file of the submitting office and placing a copy in the personnel file of each employee mentioned. She advised that it would be disadvantageous for the Administrative Division to retain such mail until it had served its purpose.

It would be most disadvantageous for the Administrative Division to retain such mail until its purpose has been served. When the Placement Office and Applicant Recruitment Unit respectively evaluate a field office's request for authority to recruit or hire someone from its clerical eligibility list it frequently becomes necessary to compare it current staffing needs with staffing factors existing a year ago. For example, applicant briefs must contain a paragraph to justify hiring a named individual and in preparing such paragraph must refer to prior correspondence some times dating back as far as a year. The same need applies for the Placement Office in preparing memoranda recommending authority be granted the field office to recruit a candidate. There are times when these two units must show efforts made to keep an office sufficiently staffed and to also show what recommendations SACs have made in the same respect, requiring reference to prior correspondence as far back as a year. Also these two units do not have the space or staff to maintain 5500 pieces of mail a year and Mrs. [redacted] suggestion in effect would be to transfer the filing function and for the Administrative Division to act as custodian of records. Mrs. [redacted] was apprised of these facts 1/7/59. She now agrees that such mail should be filed. Although her suggestion does not mention this, she explained that her suggestion was confined solely to the 53 field office general administrative files and was not intended to pertain to individual applicant or personnel files.

ORIGINAL COPY FILED IN

WBH:vlj (7)
1 - Mr. W. W. Wood
1 - Mr. Waikart
1 - Mr. Morrell (Attention Mrs. Jacobs)
1 - Mrs. Axtell
1 - Miss Carney

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4CLW/al

53 FEB 5 1959

NOT RECORDED 161 FEB 4 1959

INDEXED 53 FEB 4 1959

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It was suggested to Mrs. [redacted] as an alternate solution to save space and time to record such mail that it be purged from the field office general administrative files after its obsolescence one year from its date. She stated that it is more economical to purge unrecorded than recorded mail. The question of recording or not recording the three categories has been discussed between the Placement Office and the Applicant Recruitment Unit. We are agreeable to have such mail not be recorded for a 60-day trial experiment to see if there are any difficulties encountered. If we find no serious difficulties arise, a recommendation will be made that such mail continue to be sent by the Routing Unit directly to the Placement Office and Applicant Recruitment Unit without being recorded and be purged after it becomes one year old.

RECOMMENDATIONS:

1. - That the suggestion made by Mrs. [redacted] not be adopted.

2. - That for the next 60 days mail captioned (1) Field Eligibility List, (2) Stenographic Needs, and (3) Clerical Needs, not be recorded and be sent directly to Administrative Division Front Office by Routing Unit. The situation will be re-evaluated after 60 days.

ST

ADDENDUM BY TRAINING AND INSPECTION DIVISION: 1/15/59 - AGG:ceh

Training and Inspection Division should be advised of the ultimate decision in this matter so that further action may be taken if necessary.

STANDARD FORM NO. 64

Office Memorandum UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-30-58

FROM : W. G. EAMES

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b7C

Tolson
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Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #791-59
RECORDS BRANCH STREAMLINING COMMITTEE
Destruction of Bureau Property

SUGGESTION: Mrs. [redacted] a GS-8 employee assigned to the Personnel Records Unit of the Records Branch has suggested through the Streamlining Committee that mail received from field offices captioned; (1) Field Eligibility List, (2) Stenographic Needs, and (3) Clerical Needs, be retained at the Administrative Division until the mail has served its purpose and then be destroyed. Copies of yellow outgoing designated for either Applicant or Out-of-Service personnel files could be sent to the Personnel Records Unit of the Records Branch for appropriate filing if necessary.

PRESENT PROCEDURE: Any mail received captioned as above is filed in the field office file of the field office submitting same and a copy is prepared and placed in the personnel file of each individual employee mentioned.

ADVANTAGES: Mrs. [redacted] advised that the adoption of her suggestion would save processing and filing of approximately 5500 pieces of mail per year. The adoption of the suggestion would also save some space in the file cabinets. It is also noted that many times it is necessary to prepare autostat copies of mail captioned as above for filing in the individual files. This would be an additional expense which could be eliminated.

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DISADVANTAGES: Mrs. [redacted] advised that a disadvantage to her suggestion would be the necessity of the Administrative Division retaining the mail until it had served its purpose.

CONCLUSIONS: The Records Branch favors adoption of the suggestion based on the savings in processing and filing mail which would result. The views of the Administrative Division should be obtained.

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NOT RECORDED
141 FEB 4 1959

(Continued on page 2)

WBC:dlh (5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82

1 - Personnel file of [redacted]

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FEB 4 1959

Memo W. S. Tamm to Mr. Nease 1/12/59 - WBH:dlh

53 FEB 5 1959

2-

Memorandum to Mr. Nease
Re: SUGGESTION #791-59

12-30-58

RECOMMENDATIONS:

1. For referral to the Training and Inspection Division for proper acknowledgment.

1 Ref 1/7/59-eeu

2. For referral to the Administrative Division for their consideration.

1 Ref 10/6/59-eeu

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson DATE: 12/30/58

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

FROM : Q. Tamm

SUBJECT: SUGGESTION #750-59
SUBMITTED BY MRS. [redacted] b6 b7C
RECORDS AND COMMUNICATIONS DIVISION

SUGGESTION: That all field office inspection files over five years old be reviewed for the purpose of purging administrative memoranda contained herein. Suggester cited as examples of administrative memoranda physical maintenance of the office, condition and maintenance of firearms, automobiles and other supplies, pending work, errors of form, dictation ability of Special Agents and numerous other headings as set out in individual inspections. Suggested as an alternative that all inspection reports over ten years old be destroyed. If necessary the summaries of the reports could be retained.

PRESENT PROCEDURE: At the present time the only material in the field office inspection files which is destroyed are inspection write-ups. These are destroyed after a period of five years.

ADVANTAGES: Mrs. [redacted] advised that the adoption of her suggestion would save considerable space in the Personnel Records Unit.

OBSERVATIONS: The Records Branch believes that the material cited by Mrs. [redacted] could be destroyed after a period of five years and after a period of ten years all inspection reports could be destroyed. In destroying the entire inspection report, the summary of the inspection could be retained. Authority was previously given the Records Branch to destroy inspection write-ups by memorandum dated May 26, 1958, (66-818-4545 & 4546). Training and Inspection Division favors adoption of the suggestion that inspection report administrative memoranda over 5 years old be destroyed with the provision that the inspection summaries be retained.

RECOMMENDATIONS: 1. That this suggestion be adopted. b6 b7C

2. That attached letter be sent to Mrs. [redacted] advising of the adoption of her suggestion.

67-[redacted]
166-3286
NOT RECORDED
141 FEB 2 1959
JAN 28 1959
N 27 1959

3. That Records Branch take steps to carry out the provisions of this suggestion.

Enclosure -
AGG:vfb (3)
1 - Personnel file of [redacted] (sent separately)

ORIGINAL COPY FILED IN 66-818-4546

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-11-58

FROM : W. G. EAMES

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #750-59
/RECORDS BRANCH/ STREAMLINING COMMITTEE

SUGGESTION: Mrs. [redacted], a GS-8 employee assigned to the Personnel Records Unit of the Records Branch, has suggested through the Streamlining Committee that all Field Office Inspection Files over five years old be reviewed for the purpose of purging administrative memoranda contained therein. She cited as examples of administrative memoranda, physical maintenance of the office, condition and maintenance of firearms, automobiles and other supplies, pending work, errors of form, dictation ability of Special Agents and numerous other headings as set out in individual inspections. She suggested as an alternative that all inspection reports over ten years old be destroyed. If necessary, the summaries of the reports could be retained.

PRESENT PROCEDURE: At the present time the only material in the field office inspection files which is destroyed are inspection write-ups. These are destroyed after a period of five years.

b6
b7C

ADVANTAGES: Mrs. [redacted] advised that the adoption of her suggestion would save considerable space in the Personnel Records Unit.

CONCLUSIONS: The Records Branch believes that the material cited by Mrs. [redacted] could be destroyed after a period of five years and after a period of ten years all inspection reports could be destroyed. In destroying the entire inspection report, the summary of the inspection could be retained. Authority was previously given the Records Branch to destroy inspection write-ups by memorandum dated May 26, 1958, (66-818-4545 & 4546). The views of the Training and Inspection Division should be obtained.

RECOMMENDATION:

For referral to the Training and Inspection Division for their consideration and proper acknowledgment.

67-
Searched ____ Numbered ____
JAN 27 1959

ark 12/18/58-ek

TBC:umk
(5)
1 - Personnel File [redacted]

EX-102

b6
b7C

66-3286-A
NOT RECORDED
141 FEB 2 1959

Memo Belmont to Mohr 12-30-58
Ref to suggestion 12-30-58 ek

60 FEB 5 1959

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-5-82 BY SP4 ELW/ST
cal

ORIGINAL COPY FILED IN 66-818-4545

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: January 15, 1959

FROM : MR. R. R. ROACH

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DEPARTMENT OF THE INTERIOR
REQUEST REGARDING DESTRUCTION OF
BUREAU REPORTS AND MEMORANDA

On January 14, 1959, while discussing other matters with Liaison Agent Fields, Mr. Cordell Moore, Director of Security, Interior, advised his office is in possession of numerous informational-type reports and memoranda furnished by the Bureau since 1952, pertaining particularly to Nationalist Party of Puerto Rico activities. He mentioned as example extensive data furnished concerning the attempted assassination of President Truman and the shooting incident which took place in Congress.

Mr. Moore stated much of this data is now outdated for Interior's purposes and asked if there would be any objection to his having this material destroyed, on a selective basis where such material is over two years old. He added this would assist in making room in the classified files for more current data. He stated most of the pertinent material is classified "confidential" or unclassified, but some of it is classified up to "secret." According to Mr. Moore, Interior Department desires greatly to continue to receive such information, which has been very helpful, and no monograph-type material would be destroyed.

This matter was checked with the Processing and Research Section. It is noted the question has arisen several times in the past, and it has been the Bureau's policy to allow such destruction of our reports provided the provisions of Executive Order 10501, concerning the handling of such destruction, are adhered to. Accordingly, Mr. Moore was advised that there would be no objection to his having above-mentioned reports and memoranda destroyed provided provisions of the Executive Order are followed. Mr. Moore said this would be done and that mail personnel authorized to handle classified data would personally take the material to the incinerator and insure that it is completely burned. Moore also stated that a list of the items destroyed would be made and maintained in the files for future reference.

ACTION:

JAN 19 1959

None. For information and record purposes.

PHF:jlk (6)
1 - Mr. Belmont
1 - Records and Communications Division
1 - Mr. Jones

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

LIAISON 1-66-3286
NOT RECORDED
170 JAN 22 1959

67 JAN 26 1959

Request by Bureau for Destruction

62-34434-245

INITIAL COPY FILED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: January 6, 195[illegible]

FROM : Mr. F. J. Baumgardner

SUBJECT: COMMUNIST PARTY, USA
UNDERGROUND OPERATIONS
COMMUNIST ALBUM
INTERNAL SECURITY - C

Reference is made to my memorandum dated 12-19-58 concerning the communist album. This album is a collection of photographs of individuals active in certain categories of Party activities. It was established in 1953 at which time the Party's underground activities were at the maximum. Duplicate copies of this album were maintained in each field office in order to facilitate the investigation of underground activities. Inasmuch as the primary purpose for which this album was established has disappeared with the severe contraction of the Party's underground apparatus, my memorandum recommended that the album be discontinued. An appropriate SAC letter was attached recommending this discontinuance. This SAC letter has now been published under date of 12-30-58 and is designated as SAC Letter Number 58-82 (G).

In considering the disposition of the photographs of the 244 individuals who are included in this album, Supervisor [redacted] has discussed this matter with Supervisor F. W. Waikart of the Records Section. Inasmuch as the photographs in this album are merely duplicates of photographs which are already in the main files of these individuals, Supervisors [redacted] and Waikart agreed that the most desirable course of action from an economical standpoint would be to merely destroy these photographs rather than attempt to return them to their appropriate files.

b6
b7C

ACTION:

If you approve, the duplicate copies of these photographs which were maintained in the communist album will be destroyed.

1 - Mr. Belmont
1 - Mr. Baumgardner
1 - Mr. Waikart

5 7 JAN 12 1959

NOT RECORDED
170 JAN 8 1959

JAN 8 1959

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/18/81 BY 6383 CRT/INP

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: 1-8-59

FROM : W. B. Welte

SUBJECT: ELECTION FRAUDS - MARYLAND ELECTION LAWS; PERJURY

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

This case involved the senatorial election in the State of Maryland on 11-7-50 when Senator Millard E. Tydings, Democrat, was defeated by John Marshall Butler, Republican candidate. The Bureau conducted a full investigation in this matter upon the specific request of Assistant Attorney General James M. McInerney, Criminal Division of the Department. Following the election, Senator Tydings presented written and oral charges to the chairman of the Senate Subcommittee on Privileges and Elections of the Committee of Rules and Administration, U. S. Senate, alleging unfair election practices. The perjury phase of the investigation concerned testimony given in the hearings held by the Senate Subcommittee.

Bulky Exhibit File #56-975-186 consists of Photostats of election campaign publications; Photostats of accounts and statements of expenditures in connection with the election; Photostats of newspaper articles, etc., as well as Photostats of letters to former Special Agent Donald A. Surine concerning his dismissal from the Bureau.

The Department by memorandum dated 10-16-53 advised that a review of the matter had been completed and it was the Department's conclusion that the evidence failed to establish the commission of any criminal offense. In view of this and since the statute of limitations has run, it appears that the bulky exhibits as listed above are of no further use and should be destroyed.

JTS:pms
(2)

Handled 1/14/59 gv

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW

JAN 14 1959

66-3286
NOT RECORDED
145 JAN 15 1959

66 JAN 19 1959

ORIGINAL COPY FILED IN 56-975-2

DESTRUCTION OF BUREAU PROPERTY GENL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1/12/59

FROM : Q. Tamm

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Sandy

SUBJECT: PROPOSED DELETION OF FORM 4-283 (NO RECORD SECURITY OF GOVERNMENT EMPLOYEES CHARGEOUT)

DESTRUCTION OF BUREAU PROPERTY

Memorandum from Mr. Short to Mr. Nease, 12/8/58, captioned "Destruction of 'No Record' Loyalty of Government Employees and Security of Government Employees Forms" advised that the "No Record" Loyalty of Government Employees and Security of Government Employees forms which had been filed in the Records Branch were being destroyed. The memorandum deleted references to these forms from the Supervisors' Manual.

Attached is a form 4-283 (No Record Security of Government Employees Chargeout) which is believed obsolete as the result of the above memorandum.

If you approve, form 4-283 will be deleted and all copies destroyed.

RECOMMENDATIONS:

(1) That form 4-283 be deleted and all copies destroyed.

1-19-59 Records Branch agrees, Supply destroyed L. Short

(2) That this memorandum be referred to the Records and Communications Division for consideration.

1-19-59 Rec Branch agrees, L. Short 66-3286 NOT RECORDED 126 JAN 22 1959

20 JAN 20 1959

(3) If approved, that this memorandum be returned to the Training and Inspection Division for handling.

ENCLOSURE detached Records Branch agrees 1/13 FBW

66-3482 sent to SYRB

Enclosure

1 - Records and Communications Division

MPM:sms

(3)

60 JAN 21 1959

4-283 deleted in Forms Book. Dir 1/14/59

ORIGINAL FILED IN 140-00-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-31-58

FROM : W. G. EAMES

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: CONFIDENTIAL PERSONNEL MATTERS FILE
RECORDS BRANCH
Destruction of Bureau Property

b6
b7C

Mrs. [redacted] the supervisor of the Personnel Records Unit, has suggested that the above-captioned file be destroyed. A review of this file reflects that it contains lists of Bureau employees together with the names of prominent individuals who sponsored them. The last serial in this file is dated December 24, 1935. You will recall, that the Endorsement File which consisted of indices of prominent endorsers was destroyed with the Director's approval in August of 1958 (File 67-80000-2183). It is not believed that archival authority is necessary to destroy the material contained in this file.

RECOMMENDATION:

That the above file be destroyed.

WGE:dlh dlh
(3)

1-14-59.

REC-10 66-3280-818

JAN 9 1959

10c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW1

PERSONNEL

JAN 30 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-11-58

FROM : W. G. EAMES

Destruction of Bureau Property

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #727-59
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

6444

SUGGESTION: Mrs. [redacted] a GS-8 employee assigned to the Personnel Records Unit of the Records Branch, has suggested through the Streamlining Committee that the field personnel files of employees who have transferred to the Seat of Government be reviewed and pertinent material filed in their Seat of Government file immediately upon receipt. The material that Mrs. [redacted] refers to is any type of information of a personnel nature of which the original or copy has not been previously filed in the Seat of Government file, including memoranda concerning Moot Court Training, information concerning the employee's possession of a driver's license for a particular state, Field Firearms Training Records, and Duplicate Property Records. She suggested that all remaining material be destroyed. As an alternative she proposed that the suggestion be applicable only to clerical personnel instead of all personnel. As a second alternative she suggested that all material contained in the field personnel file be placed in the Seat of Government file as one unit rather than being filed separately in the field personnel file cabinets.

b6
b7C

PRESENT PROCEDURE: Field personnel files on employees who have either resigned or transferred to the Seat of Government are sent to the Bureau and filed in alphabetical order in the field personnel file cabinets in the Personnel Records Unit. They are retained in these cabinets for 30 days in resignation cases at which time all material other than that set forth in the original suggestion is destroyed. Field personnel files on employees who have transferred to the Seat of Government are retained in the field personnel file cabinets until the employee again is transferred to the field or resigns.

ADVANTAGES: Mrs. [redacted] advised that if her first suggestion were adopted it would release 26 file cabinet drawers for use in the Personnel Records Unit. It would also eliminate locates for

b6
b7C

WBC:ph
(5)
1 - Personnel file of Mrs. [redacted]

REC-10 | 66-3286-817

JAN 9 1959

100

(Continued on page 2)

Memo W. J. Jones to Mr. Mohr
12-22-58 170 Book

Let to Mrs. [redacted]
12-29-58

52 JAN 23 1959

THREE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/cal

PERSONNEL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. S. B. Donahoe

DATE: December 18, 1958

FROM : Mr. J. F. Wacks

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: DOCUMENTS ISSUED BY THE STATE DEPARTMENT FOR THE UNCIO; GOLDEN

During the United Nations Conference on International Organization held in San Francisco in 1945 the State Department issued publications regarding the work of the various committees, the agendas, the resolutions presented, the draft proposals, etc. By letter 5/16/45 San Francisco sent the Bureau a great number of these documents prepared prior to 5/16/45 by State.

Memo Short to Nease 11/5/58 recommended that these documents be reviewed and a determination made as to their retention or disposition.

RECOMMENDATION:

Since these documents appear to have no security significance or value to this section, and since State, which prepared them, undoubtedly has copies available for perusal, there is no need for us to retain them. They should be destroyed.

62-77787

NOT RECORDED
126 DEC 29

JFW:jas
(5)
1 - Mr. Nease
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Wacks

2 DEC 24 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EWL cal

66 JAN 2 1959

ORIGINAL FILED IN 62-77787

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. S. B. Donahoe

DATE: December 17, 1958

FROM : Mr. J. F. Wacks

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: LOTHER WOLFGANG NORDHEIM
THEFT OF GOVERNMENT PROPERTY
ATOMIC ENERGY ACT

Subject, a scientist, on 7/9/47 resigned from his employment at the Monsanto Chemical Company, Oak Ridge, Tennessee. When he left he placed in boxes all his personal effects for removal from Oak Ridge. AEC examined these boxes and found therein AEC documents classified "Restricted" and "Secret," which subject was authorized to have prior to his resignation but which he should have turned in at the time he quit. The Department on 11/3/47 declined prosecution. Two rolls of exposed photo record film comprising photographs of the unclassified as well as the classified documents in the afore-mentioned boxes were sent to the Bureau on 7/11/47 by Knoxville for the Bureau's information. The originals remained in AEC's possession (Serial 9). Since these were unreadable Knoxville on 7/17/47 sent eleven packs of exposed speed graphic film to the Bureau which reflected the same data (Serial 34).

Memo Short to Nease 11/17/58 recommended that the documents be reviewed and a determination made as to their retention or destruction of Bureau Property

RECOMMENDATION:

There appears to be no good reason either from an evidential, intelligence, or historical viewpoint to retain these photographs and film; hence, they should be destroyed.

116-11465
one 17/22/58 file

JFW:jas
(5)
1 - Mr. Nease
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Wacks

66-3286-
NOT RECORDED
117 DEC 29 1958

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

11 DEC 24 1958

NAT. INT. SEC.

FALSE REPORT

66 JAN 2 1959

FILED IN [illegible] - 116-11465

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 2-20-59

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF EXTRA COPIES OF INVESTIGATIVE REPORTS

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

On 2-19-58 the Executives Conference unanimously agreed with a recommendation of the Records Branch that extra copies of investigative reports in file be destroyed.

Since that time employees have been assigned to copy destruction as the condition of the regular work permitted. To date we have processed the file material contained in 2,047 file cabinet drawers. Sufficient material has been destroyed to permit the re-use of 921 drawers or 230 four-drawer file cabinets. These figures show that extra copies represented 45% of the total filing space.

The copy destruction rehabilitation program has produced excellent results and will be continued to provide filing space for new records material received each day.

RECOMMENDATION:

For information.

LES:vmk
(3)

EX-132

REC-33 66-3286-819

23 FEB 27 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/ Cal

53 MAR 5 1959

THREE

DESTRUCTION OF PAPERS PERMITTED BY RECORDS RETENTION ACT

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. R. Roach

DATE: February 11, 1959

FROM : Mr. N. L. Ferris

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SPECIAL INTELLIGENCE SERVICE (SIS)
Destruction of Duplicate Mat'l.

In connection with the consolidation of old SIS material which has been maintained in the Foreign Liaison Unit with some material which has been on file in the storage section of the Records Division, the following publications issued by the Library of Congress have been destroyed since they no longer serve a useful purpose. Report on British Guiana, Part 3, Section, (Copy Number 11), Section 2, (Copy Number 12), Section 3, (Copy Number 6), Section 4, (Copy Number 7), all dated April 8, 1944, and Section 5, (Copy Number 5), dated May 1, 1944; "Studies of Migration and Settlement - East Indies of British Guiana, (Copy Number 33), dated May 27, 1944, "Report on Trinidad, British West Indies, (Copy Number 33), dated March 3, 1944.

Also destroyed was the pamphlet "Women in Nazi Germany, Part 4, Readjustment Program," dated August 15, 1944, prepared by Ruth and Robert M. W. Kempner.

ACTION:

File.

NLF:jaw (5)

1 - Liaison Section
1 - Mr. Ferris

100-32660
NOT RECORDED
170 FEB 13 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82

17 FEB 12 1959

SPUEWW Cal

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: February 11, 1959

TO : Mr. R. R. Roach

FROM : Mr. W. L. Ferris

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SPECIAL INTELLIGENCE SERVICE (SIS)

As a result of the consolidation of the SIS manuals and pamphlets which were kept in the Foreign Liaison Unit and the publications which were formerly filed in the storage section of the Records Division, there is attached a list of War Department "Intelligence Reviews" which have been destroyed. Those "Intelligence Reviews" were published by the Intelligence Division of the War Department during World War II and shortly thereafter and no longer serve any useful purpose. They have, therefore, been destroyed.

ACTION:

File.

Enclosure
WLF:jaw
(3)

1 - Mr. Ferris
1 - Liaison Section

ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWJCal

NOT RECORDED
170 FEB 13 1959

17 FEB 12 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Donahoe

1 - Donahoe
1 - Short
1 - McGuire
1 - Dunn

DATE: 2-9-59

FROM : J. J. Dunn

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: THOMAS ALDEN CULLEN, was.
IS - R

Destruction of Bureau Property

Re memoranda Mr. Short to Mr. McGuire, both dated 1-30-59, which recommended that bulky exhibits 100-47760-115 and 100-47760-191 be reviewed and a decision rendered as to the retention or disposition of the material.

Bulky exhibit 100-47760-191 consists of nine rolls of film taken by two Agents of Miami Office on 8-30-49 of four-volume diary and other personal papers of subject which were stored in two foot lockers of subject and photographed by above Agents while foot lockers were enroute Key West, Florida, from France. The above nine rolls of film were submitted to the Bureau via Miami letter 8-31-49. The above film was developed at the Bureau and prints were sent to New Orleans (office of origin) 2-21-51 for review. Bulky exhibit 100-47760-115 consists of prints of the above nine rolls of film.

Subject is an American citizen who has resided in England since 1952. He was identified as a member of the Communist Party in Los Angeles prior to World War II and was formerly a writer for the "People's World," West Coast communist newspaper. An informant who has furnished both reliable and unreliable information advised that subject, while in Paris in 1948, worked with French communists preparing himself to better serve Soviet Union. Subject removed from Security Index in June, 1955. Legal Attache, London, has been periodically following this case in order that the Bureau may be advised if subject plans to return to U. S.

New Orleans report 6-3-58 reflects a review of the above-mentioned prints indicated Cullen admitted being homosexual and admitted spending much time in company of other homosexuals during previous period of residence abroad. New Orleans report further reflects the above review had been completed and no logicial investigative leads were found. It is believed that the above-mentioned nine rolls of film (bulky exhibit 100-47760-191) should be retained in view of their value as future reference material and in view of our continuing interest in Cullen and his activities. Prints of the above-mentioned film (bulky exhibit 100-47760-115) are available in the files of New Orleans Office and it is believed that there is no longer a need to retain copies in Bureau files.

RECOMMENDATION:

That bulky exhibit file number 100-47760-191 be retained and bulky exhibit file number 100-47760-115 be destroyed.

100-47760
JJD:mtb
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-8-5-82 BY SP4ELW/ca

ORIGINAL COPY FILED IN 100-47760-

66-3286 NOT RECORDED 141 MAR 3 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HOLLOMAN

DATE: February 19, 1959

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

FROM : Streamlining Committee
Director's Office

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
Destruction of Certain Type of Memoranda without filing
SUGGESTION #951-59

On occasion, memoranda for the Director's use are prepared strictly on abstracts. It is felt that these memoranda are not complete and may be misleading in the future in view of the fact that abstracts were used in the preparation rather than calling all files involved. Furthermore, after the memoranda are filed, someone might depend upon the same at some future date. If such memoranda are destroyed rather than placing them in file, it would decrease the work of the Records Section and preclude possible error and embarrassment in the future. (Two examples of the type memorandum referred to above are attached.)

The Committee feels the above should be referred to the Training and Inspection Division for consideration.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/CAL

Enclosures (2)

edm (2)

ADDENDUM BY TRAINING AND INSPECTION DIVISION: 2/20/59 AGG:ceh

Training and Inspection Division recommends that this suggestion be adopted provided it meets with the approval of Crime Records and Records and Communications Divisions. If approved, the notation "Do Not File" should be placed near the bottom of each such memorandum when prepared.

REC-25 66-3286-820

EX-102

23 MAR 11 1959

ADDENDUM BY CRIME RECORDS DIVISION: 2-26-59 - DGH:mlw

The Crime Records Division approves of the above procedure.

ADDENDUM: (JJM:jmr) 2-27-59 - The Records and Communications Division concurs with the suggestion.

68 MAR 13 1959

Ltr & memo to Director 2/5/59

2-

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: March 3, 1959

FROM : J. F. Wacks

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: PAUL HARVEY AURANDT, wa., et al.
AEA
Destruction of Bureau Property

Harvey, as subject Aurandt is more commonly known, is a radio and television news commentator. On 2-6-51 for the purpose of testing security, he, along with two other individuals, entered an exclusion area at the Argonne National Laboratory, Chicago, where they were apprehended by AEC guards. The USA, Chicago, presented this case to a Federal Grand Jury as a possible violation of Section 793 (d) and (g), Title 18, U.S.C. A "no bill" as to all three defendants was returned on 4-4-51.

On 2-9-51, the Chicago Office received info from AEC that subject's newscast scheduled for 2-11-51 would contain data re the above incident. Mr. Nichols instructed SAC, Chicago, to make a recording of this broadcast. A dub of this recording was sent to the Bureau by Chicago let 2-13-51 and pertinent excerpts from the newscast were set out in Chicago report 2-13-51. Subject during the newscast mentioned the Argonne Laboratory incident only once when he stated he had entered the grounds uninvited. The rest of the newscast is devoted to a recital of Harvey's efforts to combat communism and his concern over security weaknesses. No action was taken by the Bureau as a result of the broadcast.

Memo Short to Nease 1-28-59 requested that with reference to the dub of the recording of subject's 2-11-51 newscast, a decision be rendered as to its retention or disposition.

RECOMMENDATION:

There appears to be no security or evidentiary significance in this exhibit and no reason exists for its retention. It should be destroyed.

Done 3/9/59

117-997

1 - Mr. Donahoe
1 - Mr. McGuire
1 - Mr. Short
1 - Mr. Wacks

JFW:tw
(5)

166-3286-
NOT RECORDED
176 MAR 9 1959

62 MAR 16 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EJW COALW

NAT. INV. SEC.

ORIGINAL FILED IN 117-997

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: March 5, 1959

FROM : The Executives Conference

DESTRUCTION OF BUREAU PROPERTY - GENERAL

SUBJECT: DESTRUCTION OF CERTAIN TYPE OF MEMORANDA WITHOUT FILING SUGGESTION #951-59

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

On March 4, 1959, the Executives Conference, consisting of Associate Director Tolson, Messrs. Belmont, Mohr, Rosen, Trotter, DeLoach, McGuire, Holloman, Clayton, and J. F. Malone, considered a suggestion made by the Streamlining Committee of the Director's Office recommending that memoranda for the Director's use which are prepared strictly on abstracts be destroyed rather than being placed in file.

Mr. McGuire and Mr. Holloman were in favor of adopting the suggestion because they felt that these memoranda were not complete and that they could be misleading in the future in view of the fact that they were based solely on information contained in abstracts and the files involved were not reviewed. Furthermore, if such memoranda were destroyed rather than being placed in the file it would decrease the work of the Records Branch and preclude possible error and embarrassment in the future.

Associate Director Tolson, Messrs. Belmont, Mohr, Rosen, Trotter, DeLoach, Clayton, and Malone were not in favor of the suggestion because it would mean destroying memoranda which could prove dangerous. It was felt that if the memoranda clearly indicated that they were based solely on abstracts only that any danger of embarrassment or possible error in the future would be reduced to a minimum, if not entirely eliminated.

RECOMMENDATION:

If you approve, it is recommended that the suggestion as set forth above not be adopted.

66-3286-821

REC-25
EX-102

23 MAR 11 1959

Respectfully,
For the Conference

Clyde Tolson

JFM:wmj (6)
1 - Mr. Tamm
1 - Mr. Clayton

68 MAR 13 1959

3 ENCLOSURES CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-92 BY SP4 ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. DeLoach

DATE: March 2, 1959

FROM : M. A. Jones

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION NUMBER 960-59

Routing

It has been suggested that in connection with letters going out to Boy Scouts and Scoutmasters concerning the Fingerprint Merit Badge Program, no yellows be prepared or placed in files. It was pointed out that the main disadvantage would be the fact that there would be no record in the event of future correspondence with the boy.

Crime Records presently handles several different types of letters in this way (this procedure has been officially approved for certain types of letters). The original incomings of such letters are returned to Crime Records and held for 90 days, and this, to a large extent, overcomes the stated disadvantage of captioned suggestion. Accordingly, we are very much in favor of this suggestion as it would reduce the volume of mail going to the file and would expedite the handling of the Fingerprint Merit Badge letters.

RECOMMENDATION:

That this suggestion be adopted.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EL W/cal

REC-53 66-32886-822

4 MAR 20 1959

1 - Mr. Tamm

MLL:cr
(3)

Memo Bauler to Trotter 3/4/59-AKB:cw

57 MAR 25 1959

PERS. FILES

DESTRUCTION OF BUREAU PROPERTY

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 3-4-59

FROM : W. G. EAMES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #960-59

The Training and Inspection Division has requested your views on the attached suggestion which was submitted by Miss [redacted] of the Director's Office. Miss [redacted] has proposed that no yellows be prepared or filed on letters directed to Boy Scouts and their Scoutmasters in connection with the requirements for the Fingerprinting Merit Badge.

b6
b7C

I have served as a Fingerprinting Merit Badge Counselor for several years and have noted that it is difficult for young boys to take properly inked prints and it is often necessary for them to make several submissions. Mrs. [redacted] of the Identification Division, who handles this matter, advised me that they retain ticklers of each letter for a period of six months and that she anticipates no problem on subsequent correspondence since most applicants for the Merit Badge would submit additional prints within that period. Accordingly, it will save time and space in the Records Branch and apparently will not create any problem in the Identification Division.

RECOMMENDATION:

Favorable.

WGE:dvh
(3)
Enclosure - attached

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWL/cal

REC-53 66-3286-823

6 MAR 20 1959

PERS. FILES

Memo Bowlby to Trotter 3/4/59 - DVH:lw

57 MAR 25 1959

DESTRUCTION OF BUREAU PROPERTY

Mr. Tolson ✓
Mr. Belmont
Mr. DeLoach
Mr. McGuire
Mr. Mohr ✓
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. W.C.Sullivan
Tele. Room
Mr. Holloman
Miss Gandy

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

MEMO NO. 258

April 13, 1959

DESTRUCTION OF BUREAU PROPERTY

TO : HEADS OF DIVISIONS, BUREAUS AND OFFICES, UNITED STATES ATTORNEYS AND MARSHALS

SUBJECT: Records Administration

To accomplish the purposes of Section 15-a-1 of Order 175-59, the Records Administration Officer will serve as head of the Records Administration Office, and as consultant and advisor for Divisions, Bureaus and Offices of the Department on records administration problems, procedures and policies. The incumbent will also act as the Attorney General's representative to the National Archives concerning valuation, preparation and submission of disposal lists and schedules of the records of this Department.

All matters concerning recommendations for destruction, retention or accession by the National Archives of records of this Department, as well as matters of organization, procedures and surveys with regard to record keeping should be referred to the Records Administration Officer through the Administrative Assistant Attorney General.

This memo is in lieu of Supplement No. 7 to Order 3732, which was superseded by Order 175-59, and is effective April 1, 1959.

/s/ S. A. Andretta

Administrative
Assistant Attorney General

REC- 23 66-3286-824

NOT RECORDED
11 MAY 5 1959

62 MAY 7 1959

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/22/03 BY AUC 60290 BCE/DCG/lpw

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: April 8, 1959

FROM : J. J. Dunn

SUBJECT: RULE CASE
ESPIONAGE - GERMANY

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Re memo Mr. Short to Mr. Nease 10-8-58 which recommended that Bulky Exhibit 64-20083-741 be reviewed and a decision rendered as to the retention or disposition of the above bulky exhibit.

Bufile in this matter reflects that material in bulky exhibit had been retained in FBI Lab until 6-5-48 when memo from Mr. Parsons to Mr. Harbo recommended that material be removed from Lab and filed as enclosure behind file.

The above bulky exhibit consists of two parts. Part one contains FBI Lab work sheets regarding subject case and also miscellaneous business correspondence in German language. The latter material has not been indexed and there is no indication in bulky from whence it was received. Part two contains thirteen envelopes, each bearing FBI Lab work sheet. The contents of these thirteen envelopes were submitted by various field offices in 1943 and 1944 for Lab examination in connection with subject case.

Subject case involved Hermann Heinrich Bullhusen Spalthoff, German espionage agent who was apprehended in Colombia, South America, and turned over to custody of U.S. Government for internment. While in Colombia, he operated a clandestine radio and sent messages to Germany by means of secret ink and elaborate code system.

Referenced memo bears notation by Lab that duplicate Lab material has been destroyed and Lab indicated remaining material of no further value to Lab and recommended it be destroyed if substantive supervisor agrees.

It is believed there is no longer any need to retain the above-mentioned bulky exhibit as case no longer in pending status, and in view of above notation by Lab.

66-3286-
NOT RECORDED
47 APR 15 1959

RECOMMENDATION:

That bulky exhibit 64-20083-741 be destroyed.

59 APR 16 1959

64-20083
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. McGuire
1 - Mr. A.R.Jones
1 - Mr. Dunn

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
APR 14 1959
FBI
DATE 8-4-82 BY SP4 EW/cal

ORIGINAL COPY FILED IN

Destruction of Bureau & Property - Geneva

64-20083 - 741

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : J. A. Donahoe

DATE: April 2, 1959

CONFIDENTIAL

FROM : J. J. Dunn

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: RULE CASE
ESPIONAGE - GERMANY
bm Destruction of Bureau Property

Re memo Mr. Short to Mr. Nease 10-8-58 which recommended that bulky exhibit 64-20083-743 be reviewed and a decision rendered as to the retention or disposition of the above bulky exhibit.

The above bulky exhibit consists of letters and miscellaneous correspondence between subject Hermann Heinrich Rullhusen Stalhuth and various business concerns in New York City; Rullhusen Stalhuth and various business concerns in New York City; Havana, Cuba; Dallas, Texas; Bogota, Colombia; and several other cities. Bulky exhibit also contains correspondence between subject Rullhusen and Johannes Bischoff, Ludwig Bischoff, Giovanno Grimo and Hans Holl. [Bufile in this matter indicates that the above letters and correspondence were seized by Colombian Police at Bogota, Colombia, 2-7-44, in search of Rullhusen's residence at Bogota and submitted to Bureau by Legat, Bogota, in 1944.] The above letters and correspondence were written in both Spanish and German languages and translations were made at Bureau and these translations comprise part of above bulky exhibit. The above letters and miscellaneous correspondence and translations thereof were not indexed.

Bufile in this matter indicates Rullhusen was German espionage agent who was apprehended in Colombia and turned over to custody of U.S. Government for internment. He conducted his operation under the above-mentioned Johannes Bischoff. The above-mentioned Giovanno Grimo and Hans Holl also worked for Johannes Bischoff. The above-mentioned Ludwig Bischoff was later indicted for conspiracy to violate peace-time espionage statute.

As material in bulky exhibit was never indexed and as this case is no longer in pending status, it is believed there is no longer a need to retain above bulky exhibit. Ref memo indicates Lab recommended bulky exhibit be destroyed if substantive supervisor concurs.

RECOMMENDATION: That bulky exhibit 64-20083-743 be destroyed.

64-20083-743

1 - Mr. Donahoe
1 - Mr. Belmont
1 - Mr. Nease
1 - Mr. Jones

CONFIDENTIAL

APR 14 1959

66-3286- NOT RECORDED 140 APR 15 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

ORIGINAL COPY FILED IN 64-20083-743

DECLASSIFIED BY AUC 60290 BCE/DCG/ymw ON 8/27/03 Per G-1 Guide

SP4 ELWL cal REASON-FCIM II, 1.4.2 DOWNGRADE TO: DECLASSIFY ON: 8-5-82

Office Memorandum

TO : S. B. Donahoe — 1 - Donahoe, 1 - Shor, 1 - McGuire, 1 - Kayne, 1 - Dunn

DATE: March 25, 1959

CONFIDENTIAL

FROM : J. J. Dunn

Tolson, Boardman, Belmont, Mohr, Nease, Parsons, Rosen, Tamm, Trotter, Clayton, Tele. Room, Holloman, Gandy

SUBJECT: MADAME ANDREE VIOLLIS, was., et al.
IS - R - FRANCE
Destruction of Bureau Property - General

Re memorandum Mr. Short to Mr. Nease 2/12/59 which recommended that bulky exhibit 100-338974-57 be reviewed and a decision rendered as to the retention or disposition of the material contained in the above bulky exhibit.

Bulky exhibit consists of 228 pages of Photostats, mainly in French language and English translation thereof. This material submitted to Bureau on film via Chicago letter 3/1/45 which reflects that contents of brief case of subject Madame Etiennette Benichon contained on this film. Above Photostats and translation thereof indicate subject Benichon's brief case contained typewritten and handwritten articles chiefly in French but occasionally in English apparently for publication, extensive series of cables to all Toulouse newspapers which Benichon represented, calendar pad, printed matter, portraits of Hollywood stars who are French and other miscellaneous papers. Bufile on this matter reflects Madame Etiennette Benichon was one of two French communists who toured U. S. and Canada with six other French journalists under auspices of the Office of War Information in 1945. Bufile reflects Madame Etiennette Benichon returned to France approximately 5/45. Bureau covered Benichon and subject Viollis, other French communist, during their stay in this country. Certain names appearing in English translation of above Photostats have been indexed. Chicago letter 3/1/45 contains penciled notation "Nothing to assist WFO. LW." (u)

A review of summary translation of material contained in subject Benichon's case reveals no material contained therein bearing on any Communist Party activity on part of subjects Viollis or Benichon. (u)

As this case no longer in pending status and in view of above notation re nothing of assistance to office of origin contained in material in subject Benichon's brief case, it is believed there is no longer a need to retain bulky exhibit in this matter. (u)

RECOMMENDATION:

66-3286
NOT RECORDED
140 MAR 30 1959

That the above-mentioned bulky exhibit be destroyed.

Done 3/27/59

100-338974

JJD:jlw:bcb
(6)

CONFIDENTIAL

MAR 27 1959

APR 1 1959

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

NAT'L SEC.

DISPOSED

CLASS. BY SP4 EJS/cdd
DATE OF REVIEW 6-21-82
CHGE

DECLASSIFIED BY SP4 EJW ON 11-14-84

100-338974-57

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Donahoe

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. McGuire
1 - Mr. Parsons
1 - Mr. Kayne

DATE: March 6, 1959

FROM : A. Kayne

CONFIDENTIAL

(S)(U)

SUBJECT: BASQUE INTELLIGENCE ORGANIZATION
IS - ARGENTINA
Destruction of Bureau Property

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Reference is made to memorandum from Mr. Short to Mr. Nease dated November 14, 1958, which recommended that bulky exhibit 64-23119-326 be reviewed and decision rendered as to retention or disposition of material contained therein.

Bulky consists of roll of film and photographs of 44 pages of material apparently in the Spanish language, and photographs of three envelopes. These photographs were prepared from three envelopes of reports of the Basque Intelligence Organization in Buenos Aires, Argentina, addressed to Sr. Don Jose Antonio de Aguirre, 30 Fifth Avenue, New York City, and were submitted to the Bureau by Legat, Buenos Aires 5-9-46 with request that Bureau deliver the three envelopes to Aguirre at the Basque Delegation in New York in accordance with previous arrangements made with the Basque group in the United States. (S)(U)

The Laboratory translated the material, pertinent data was summarized, indexed, and retained in the main case file. The Laboratory, by letter to Legat, Buenos Aires 6-3-46, advised that non-staining treatment revealed no secret ink on specimens and cryptanalytic examination of specimens revealed no code or cipher. The Laboratory indicated the material would be delivered to the Basque Delegation in New York per Legat's request. (S)(U)

The exhibit itself was never indexed, there is no obligation to return, and of no foreseeable use to the Bureau.

RECOMMENDATION:

Classified by SPUELWI Cal
Declassify on: OADR 6/20/83 166-3286-

Domestic Intelligence Division recommends that bulky exhibit (64-23119-326) be destroyed. However, in view of Laboratory interest in this matter, it is recommended that Laboratory concurrence be obtained prior to destruction of exhibit.

64-23119

AK:ces:gmp
(6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

DECLASSIFIED BY SP1 AG JC ON 5/24/82

CONFIDENTIAL

23 APR 13 1959

64-23119-49

APR 9 1959

NAT. INT. SEC.

DATE 8-5-82 BY SP1 ELW Cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/22/59

FROM : Q. Tamm

SUBJECT: DESTRUCTION OF CLOSED FILES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Since 1946 the destruction of files in field divisions after they become 25 years old has been authorized. The time element involved is one arbitrarily selected, having in mind the maintenance of file material for ready reference. The expansion of closed files sections in field offices is creating requests for more space, more filing equipment, changes in filing equipment, and is causing makeshift space utilization such as the placing of closed files in corridor or dead storage space.

Expansion in field files began in late 1941 and early 1942. Since 1943 cases have been closed in rate corresponding to total received. Under 25-year rule, requests for more space and more equipment will be continuing until 1967 and 1968, when rate of destruction will be comparable to additions to closed files sections.

If destruction of files were permitted after they became 20 years old, potentially pertinent file material would be available for ready reference in a degree comparable to the present. Most offices would not require additional space for file maintenance now or in the future. There should be a substantial reduction (estimated minimum 50%) in requisitions for additional filing equipment in the next 3 years with only replacement equipment necessary by 1963 and thereafter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 ELW/cal

RECOMMENDATION:

That the field be authorized to destroy files after they become 20 years old provided that files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are 20 years old. If approved, manual changes will be prepared. The original of these files & material contained therein are maintained at the Seat of Government and, of course, would not be destroyed.

1 - Mr. Mohr
1 - Mr. Rosen
1 - Mr. Belmont
1 - Mr. McGuire

HBF:jsp
(6)

ADDENDUM: 4/30/59. The Executives Conference on 4/29/59, Messrs. Tolson, McGuire, Rosen, Sizoo, Clayton, Conrad, Trotter, Holloman, Mohr, Edwards & Tamm present, unanimously recommended approval of the above change in the destruction of files. QT:hd

REC-75 66-3286-825

MAY 14 1959

MAY 18 1959 EX-113

DETAILS

Present regulations provide that "files and records in field divisions may be destroyed after they become 25 years old.... When files over 25 years old are destroyed, signed statements in these files may also be destroyed. However, files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are 25 years old. If there is any doubt, consult the Bureau." (Manual of Rules and Regulations, Part II, Section 3, D, 8a) This regulation was first placed into effect as a result of Executives Conference action, March 13, 1946.

From time to time suggestions to destroy closed files after ten and fifteen years have elapsed and to microfilm and microtape closed files have been made which were not adopted. Field offices also have written to the Bureau concerning their need for additional space or need with reference to additional filing equipment or need to modify their filing equipment, changing from file cases to open-shelf filing to adjust available space to meet the expansion taking place in the closed file sections of the offices. The field personnel of the Bureau has not been increased for several years, yet the space needs of the offices are constantly increasing because of the closed files problem. It is recalled that in the recent past the Oklahoma City Office was given additional space because the closed files had expanded to the point that it was essential that additional space be obtained. Other offices have put in open-shelf filing systems which cause closed files to be maintained on open shelves, the upper shelves having to be reached by ladders. It creates problems of cleanliness, neatness, to a degree increases the safety hazard and its only real advantage is that it saves space.

The Washington Field Office now has a large number of file cases in the fifth-floor corridors of the office whereas at the time the office was moved into the Old Post Office Building, all of the closed files were set up in rooms as contrasted to corridor space. The room space was such that it was believed that it was sufficient to handle expansion in the section devoted to closed files for a minimum of 5 years. Actually, the space was adequate to handle the 5-year expansion, but following this period, it has been necessary to take care of the expansion in the closed file section by setting up blocks of closed file sections in the corridors immediately adjacent to the closed file section of the Chief Clerk's Office.

Recent inspections of the Minneapolis and Milwaukee Offices reflect space problems created by closed file expansion. The Minneapolis Office space

problem created by continuing closed file expansion is such that the office space is critical. Milwaukee Office space problem can be presently handled by making a major move of the Chief Clerk's Office into the office space across the public corridor from the office of the SAC and the ASAC which would be undesirable.

The big expansion in the files of the Bureau began in late 1941 and early 1942, with approximate balance in cases opened and closed per year existing 1943 to date. This is reflected in the following tabulation reflecting number of cases closed fiscal years 1940 through 1958 for all offices:

	TOTAL INVESTIGATIVE MATTERS	
Fiscal Year	Received	Closed
1940	64,127	79,444
1941	243,426	157,699
1942	436,494	385,722
1943	510,485	525,833
1944	458,991	489,303
1945	390,557	432,771
1946	279,604	284,758
1947	308,342	317,383
1948	547,523	528,464
1949	457,240	466,770
1950	423,761	427,235
1951	775,660	709,055
1952	835,000	832,635
1953	676,232	694,829
1954	609,348	617,566
1955	536,006	550,970
1956	508,511	509,276
1957	527,217	524,694
1958	522,487	518,281

It is believed that beginning in 1967 or 1968 that the 25-year rule for the destruction of files will cause files to be destroyed at about the same rate they are being placed in the closed section and the space problems of most offices (offices open or opened as of 1941) will become static by 1968. If we were now to approve destruction of closed files after they have become 20 years old, we would probably be able to achieve a static condition now rather than 8 or 9 years hence.

Savings would be effected in that we would not have to rent additional floor space or otherwise acquire additional space. Also, we would not have to consider the purchase of open-shelf filing equipment to replace our present filing equipment simply to gain space. Purchases of file cases would be sharply reduced.

The Chief Clerks of both the Minneapolis and Milwaukee Offices were of the opinion that if they could now destroy files in their closed files section after they had become 20 years old, they would now be able to solve their problems with reference to closed filing space.

A survey was made of the closed file section of the Minneapolis Office to be certain that this suggestion would have the effect desired. It was ascertained that the expansion rate in the Minneapolis Office was equivalent to almost 11 five-drawer letter size filing cabinets per year. If they were permitted to destroy files that had become 20 years old, they would actually gain immediately 10 - 11 five-drawer file cases. Having in mind that in 1961 and 1962 a greater volume of files would become 20 years old and thus could be destroyed, the opinion was reached that the office would not require additional office space, and there was a good possibility that no additional filing equipment would be needed for the present. It could be anticipated no additional file cases would be needed during fiscal year 1960 and not more than 5 or 6 additional file cases would be requested in each of the fiscal years 1961 and 1962. Thereafter, file cases would be necessary only as replacements for equipment that had become unserviceable.

The 25-year rule is arbitrary in character; it envisions that pertinent file material will be available for ready reference with rare exceptions. The suggested 20-year rule for destruction will not cause any substantial volume of pertinent file references to become immediately unavailable. If they are of particular pertinence and had any importance and value when recorded, they will be duplicated in the headquarters file. It is believed that the number of pertinent file references of pertinent character more than 20 years old will not be substantially greater than those under the 25-year rule.

0-21 (Rev. 10-18-50)

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: APR 17 1959

FROM : L. E. [redacted]

b6
b7C

SUBJECT: [redacted], was - FUGITIVE
ITSP; IMP; IVO; ITSMV

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 87-17232-165

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

Destruction at Bureau Records

Handled 5/...

OK to destroy bulky exhibit except lab. worksheets & forms.
5/7/59

NOT RECORDED
111 MAY 12 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-92 BY SP4 ELW/cal

F 310

NOT RECORDED
47 MAY 13 1959

66-3286-

ORIGINAL COPY FILED IN 87-17232-165

87 MAY 14 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Ruehl

DATE: 4/16/59

FROM : Mr. Donahoe

SUBJECT: NIPPON YUSEN KAISHA LINE
INTERNAL SECURITY - J

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Re memo Short to Nease dated 1/28/59.

Re memo recommended bulky exhibit 100-85022-1 be reviewed and a decision rendered as to its retention. Re memo contains a pencil notation, "Bulky exhibit of no value to Cryptanalysis-Translation Section. Recommend it be destroyed provided substantive supervisor agrees."

By letter dated 3/12/42 SAC, San Francisco furnished bulky exhibit to Bureau which is described as "Book containing pertinent information regarding all ships under Japanese registry." The bulky exhibit is written completely in Japanese. SAC, San Francisco advised exhibit need not be returned.

RECOMMENDATION:

Inasmuch as this bulky exhibit is written completely in Japanese, it is of no assistance to the supervisor handling Internal Security - Japanese cases. It is, therefore, recommended exhibit be destroyed.

VER:ces
(4)

ORIGINAL FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

NOT RECORDED
140 APR 30 1959

31 APR 29 1959

53 MAY 1 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Ruehl

DATE: 4/16/59

FROM : Mr. Donahoe

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

b6
b7C

SUBJECT: SOEDARPO SASTROSATOMO;
[redacted]
INTERNAL SECURITY - INDONESIA

L. E. Short

Re memoranda Short to McGuire dated 4/2/59 in captioned matter.

Reference memoranda recommended bulky exhibits 105-16173-1 and 2 be reviewed and a decision rendered as to their retention.

Bulky exhibits are identical. They are Photostats of information pertaining to discussions of the 1952 World Tin Situation between W. Stuart Symington, former Director of the Reconstruction Finance Corporation, and a representative of the Indonesian Embassy as well as information which could have come from public sources in this matter. Originals of Photostats were found in a Washington, D.C., taxical 11/9/51. On 1/11/52 Symington, after reviewing these documents, advised they contained no classified material. No further investigation was conducted.

RECOMMENDATION:

In view of the fact that bulky exhibits are unclassified and outdated material, it is recommended they be destroyed.

VEH:ces
(4)

4/28/59

ORIGINAL COPY FILED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/cal

NOT RECORDED
140 APR 30 1959

63 MAY 1 1959

4-341 (Rev. 12-15-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE APR 1 1959

TO : MR. MCGUIRE

FROM : L. E. SHORT

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: COMMUNIST PARTY, U.S.A.
District #13, Los Angeles, California
INTERNAL SECURITY - C

Bulky Exhibit File Number: 100-3-25-1428

Bauer

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

Destruction of Bureau Records

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

100-3-25-1428

166-3286-
NOT RECORDED
APR 29 1959

JWM:gbh

April 16, 1959

ADDENDUM DOMESTIC INTELLIGENCE DIVISION

Bulky exhibit consists of recordings of forum debate over Radio Station KLAC-LA, 11/47, concerning whether United States should cancel visas of all Russian citizens in this country. The four participants include Leo Gallagher, a one-time prominent communist attorney of Los Angeles; the remaining three participants had no known subversive connections.

The above recordings were transcribed and TRANSCRIPTIONS are located attached to Serial 1428 of this file. A review of this transcription indicates that the recordings have no evidentiary value whatsoever and, further, inasmuch as the recordings have been transcribed and are available for review, it is recommended that the recordings be destroyed.

AJD:bam

Handled 4/24/59 MM

NOT RECORDED
APR 30 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 Lwl cal

MARSHALL

4191

52 APR 30 1959

ORIGINAL COPY FILED IN

4-341 (Rev. 12-15-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: APR 14 1959

FROM : L. E. SHORT

SUBJECT: [redacted] et al
- Informant
INTERNAL SECURITY - R
Bulky Exhibit File Number: 100-351201-1

b6
b7C
b7D

Tolson
Boardman
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION: Destruction of Bureau Property

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

mwgbh

Handled 5/7/59

ADDENDUM:

This bulky exhibit consists of photostats of material the originals of which are in file. This bulky exhibit may be destroyed.

E.S. YOUTZ
5-1-59

ORIGINAL COPY FILED IN 100-351201-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4GLW1

166-3286-
NOT RECORDED
47 MAY 7 1959

NOT RECORDED
4 MAY 6 1959

1 autoroom
5-7-59

J. W. MARSHALL

67 MAY 7 - 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 5-12-59

FROM : W. G. EAMES
BUREAU

SUBJECT: DESTRUCTION OF RECORDS
Bufile 66-3286

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Holloman
Gandy

RE: FILE ENTITLED
"LISTS OF POLICE OFFICERS"
Bufile 62-385

There is maintained in the Records Branch a file entitled "Lists of Police Officers" (62-385). This file consists of 42 sections, 7,143 serials. The file was opened in 1921 and the last serial is dated in 1925. The file contains correspondence to Police Officers during this period relating to the investigative jurisdiction of the Bureau and numerous lists of Police Officers throughout the country during the early 1920's. The first 2,183 serials consist of a form letter addressed to Police Officers throughout the United States explaining to them the jurisdiction of the Bureau and requesting their support and cooperation.

This material is not used, is obsolete and appears to be of no value to the Bureau today. Accordingly, in line with our records management program designed to eliminate obsolete and valueless material from the Bureau's records, it is being recommended that this file be considered for destruction.

Archival authority is not necessary for the destruction of administrative-type material of this nature.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division and that consideration be given to the destruction of this file in line with our records management program designed to eliminate obsolete and valueless material from the Bureau's records. There are attached four sections of this file to illustrate the type of material contained therein.

RWM:gbh
(3)

Enclosures

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

REC 66-3286-826

11 MAY 21 1959

No objection to destruction detached
H. B. Fletcher
T.V. Insp. Div.

Destroyed
MK/cah
5/25/59

67 MAY 26 1959

1 authentic copy made 5/20/59 cah

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Donahoe

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. McGuire
1 - Mr. Jones

DATE: April 30, 1959

FROM : A. R. Jones

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: HANS P. KOENIG
IS - GERMANY
DENATURALIZATION PROCEEDINGS - GERMANY
DESTRUCTION OF BUREAU RECORDS - GEN.

By memo dated 4/2/59 from Short to McGuire, it was requested that bulky exhibit 100-171822-23 be reviewed for decision as to its retention or disposition.

This exhibit has been reviewed and consists of Photostats made by FBI Laboratory of correspondence exchanged between subject and his friend, Mrs. Gertrude Garrido, New York City, in 1944-45 while subject was incarcerated in Federal prison. Nothing of pertinence contained in this correspondence and subject's name was deleted from the active prisoners' mail list in 1945.

Subject was sentenced in Federal Court at Newark, New Jersey, on 1/7/44 for a term of eight years for violation of the espionage statutes. Case is closed.

RECOMMENDATION:

The exhibit is of no evidentiary value and has no historical or security significance, and it is recommended that it be destroyed.

ARJ:ces
(5)

66-3286-
NOT RECORDED
102 MAY 12 1959

MAY 12 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW/cal

ORIGINAL FILED IN 100-171822-23

F310

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

DATE: May 18, 1959

FROM : C. L. ROGERS

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Items listed below are recommended for removal from the storage files and destruction at this time:

1. - Copies of Congressional Record - Under present policy, those pertaining to the current and prior session of Congress are retained. Copies are now on hand beginning in January, 1957. It is recommended that those dated in the first six months of 1957 be disposed of now, and that those dated during the last six months of 1957 be disposed of in December, 1959. Destroyed 5/22 JWM/gh

2. - Copies of Federal Register - These are now on hand dating back to January, 1956. In line with the retention period covering the Congressional Record, it is recommended that those copies of the Federal Register dated in 1956 and the first six months of 1957 be disposed of now, and that those dated the last six months of 1957 be disposed of in December, 1959. Destroyed 5/22 JWM/gh

3. - Monthly Administrative Reports - We have been retaining these reports for three years. They are now on hand beginning with July, 1955. It is recommended that those from July, 1955, through June, 1956, be removed and destroyed. This will leave on hand those pertaining to fiscal years 1957, 1958, and 1959. Destroyed 5/22 JWM/gh

4. - Supreme Court Decisions (cabinet 160, top drawer) - These are on hand dating back to the October, 1954, term. It is believed we need only retain these for a couple of years and it is recommended those pertaining to the October 1954, 1955, and 1956 terms be removed and destroyed. This will leave those regarding the 1957 term and the 1958 (current) term on hand. Destroyed 5/22 - JWM/gh

5. - Civil Service Commission Transmittal Sheets dated in 1957 (cabinet 159, drawer 1) Destroyed 5/22 JWM/gh

Department of Justice Circulars dated in 1951, 1952, and 1953 (cabinet 159, drawer 2) Destroyed 5/22 JWM/gh

U. S. Attorney's Bulletins dated in 1957 (cabinet 159, drawer 3) Destroyed 5/22 - JWM/gh

Civil Service Commission Bulletins and Circulars dated in 1956 (cabinet 159, drawer 4) Destroyed 5/22 JWM/gh

REC- 18 66-3286-721

MAY 27 1959

CLR:ams (5)
1 - Mr. P. G. Travers (sent direct)
1 - Mr. Wm. C. Jackson (sent direct)

52 JUN 1 1959

Memorandum to Mr. Callahan

Since none of this material is of current use, it is recommended it be destroyed.

6. - Copies of Public Laws of the 84th Congress (cabinet 158, drawer 1) - Copies of Public Laws for the 84th, 85th and 86th Congresses are on hand. It is not believed we need retain any more than those pertaining to the 85th and 86th. Accordingly, it is recommended that those pertaining to the 84th Congress be removed and destroyed. Destroyed 5/22 JW mlgh

7. - Copies of air express receipts dated from 1949 to 1951, and copies of bills of lading dated in 1951 (cabinet 158, drawer 3) - Copies of bills of lading dating from 1953 are on hand, those for 1952 ~~and 1953~~ having been previously destroyed. It is recommended that those bills of lading copies dated in 1951, as well as the copies of air express receipts dated from 1949 to 1951 be destroyed. Destroyed 5/22 JW mlgh

8. - Treasury Department Circulars dated in 1957 (cabinet 158, drawer 4) - These are extra copies since copies were routed to interested persons at the time the circular was issued. It is recommended that they be destroyed. Destroyed 5/22 JW mlgh

ACTION:

If you agree, arrangements will be made with the Files and Communications Division to remove the items from storage.

Agree JWP 5/18

OK JWP 5/18

4(S.T.)

Destruction of Bureau Records -

5/12/59
SAC LETTER NO. 59-31

(B) FILING SYSTEM - DESTRUCTION OF FILES AND RECORDS -- Files and records in field divisions may be destroyed after they become twenty years old. Other regulations concerning destruction of files remain unchanged. Manual changes will be forwarded.

285

ORIGINAL COPY FILED IN 66-3386-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 ELW/cal

66-3386-
NOT RECORDED
141 MAY 26 1959

1921
63 MAY 27 1959

May 6, 1959

DESTRUCTION OF BUREAU PROPERTY GENL

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Part II, Section 3, D, 8a, page 13, should be amended to read as follows:

a. Files and records in field divisions may be destroyed after they become twenty years old. Keep at beginning each classification list of files destroyed and date destroyed. Do not retain file fronts.

When files over twenty years old are destroyed, signed statements in these files may also be destroyed. However, files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are twenty years old. If there is any doubt, consult the Bureau.

66-3286

NOT RECORDED
8 MAY 12 1959

REC'D-READING ROOM
MAY 7 12 08 PM '59
F B I

HBF:jsp
(4)

NOTE: Based on memo Q. Tamm to Mr. Tolson re Destruction of Closed Files, 4/22/59, HBF:jsp & also on Executives Conference recommendation on 4/29/59.

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

62 MAY 15 1959

MAIL ROOM TELETYPE UNIT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWS/cal

PERS. FILES

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [redacted]

DATE: MAY 6 1959.

FROM : V. C. [redacted]

SUBJECT: POLISH ACTIVITIES IN BRAZIL
SECURITY MATTER - C

Mr. ____
Nease ____
Parsons ____
Rosen ____
Tamm ____
Trotter ____
W.C. Sullivan ____
Tolson ____
Belmont ____
Gandy ____

Bulky Exhibit File Number: 105-5169-65

Destruction of Bureau Property

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

Highbaugh

Exhibit consists only of samples of type of Polish propaganda items distributed in Brazil in 1951. They have no present or future value & should be destroyed. 5-8-59

105-5169-

NOT RECORDED
11 MAY 12 1959

1063286

NOT RECORDED
47 MAY 13 1959

ORIGINAL FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-5-82 BY SP4 EW/cal

F 310

67 MAY 14

4-341 (Rev. 12-15-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. McGUIRE

DATE: MAY 1 1959

FROM : L. E.

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DONALD MARQUAND DOZER
INFORMATION CONCERNING
SECURITY OF GOVERNMENT EMPLOYEES

Bulky Exhibit File Number: 140-6597-15

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION: Destruction of Bureau Property

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

[redacted]gbh

Handled 5/5/59 [illegible] Photocopies of same material [illegible] may be destroyed.

5-4-59

66-3286-
NOT RECORDED
16 MAY 8 1959

NOT RECORDED
MAY 6 1959

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4EWS/cal

J. W. MARSHALL

ORIGINAL COPY FILED IN 140-6597-

67 MAY 7 1959

66-3286-828, 829

CHANGED TO

66-19087-31, 32

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4EWL/CAL

MAY 9 1961

mt/MB

Employee Suggestion
FD-252 (Rev. 2-4-57)

#1220-59

Date 5/14/59

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SAC J. E. MILNES GS-15	PORTLAND

SUGGESTION

Destruction of

Part I, Page 33 of the Agent's Handbook be amended to authorize the field to destroy the extra copies of reports by the office of origin at the time the file is consolidated rather than at the time the case is closed.

Current practice or rule (Include manual citation as well as facts)

At the time the office of origin closes a case, the extra copies of reports received by it from auxiliary offices to be dispatched to the Bureau later, if considered necessary, are destroyed.

Advantages of suggestion and annual savings (include basis for estimate)

It will eliminate the necessity of reviewing the file at the time the case is closed for the sole purpose of destroying extra copies of reports. The files are consolidated at the end of six months at which time all extra serials are removed except for one for the file anyway.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/cal

EXP PROC MAY 18 1959

Disadvantages of suggestion

none

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss

J. E. Milnes
Special Agent in Charge
Signature and Title of Suggester

Recommendations and comments of Division Head

REC-60 66-3286-830

cc-designated for empl's pers file OK

Signature and Title

MAY 18 1959

(Do not write in this space - for Bureau use only)

Letter to SAC Milnes 5/21/59-ecl

50 JUN 10 1959

TWX

Destruction of Bureau Records - Copies

4-341 (Rev. 12-15-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

FROM : L. E. SHORT

DATE: APR 14 1959

Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: NATHAN EINHORN
IS-PO & REGISTRATION ACT

Bulky Exhibit File Number: 100-340620-102

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION: Destruction of Bureau Property

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

66-3286
66-3286

NOT RECORDED
7 MAY 7 1959

LEW:gbh
Handled 5/5/59

ADDENDUM:

Material in this bulky exhibit was forwarded to Bureau, attention Central Research Unit, in 1955 as examples of public relations work being done by Polish Embassy. Material has no evidentiary value and is now outdated. It may be destroyed.

E.S.YOUTZ
5-1-59

All information contained herein is unclassified
Date 8-5-82 By SP4ELW/cal

NOT RECORDED
4 MAY 6 1959

J. W. MARSHALL

JUL 15 1965
7 MAY 7 1959

ORIGINAL COPY FILED IN 100-340620-

Date: March 25, 1959

To: Domestic Intelligence Streamlining Committee

From: [illegible]

Subject: Destruction of Bureau Property
(Stenographers' and Typists' Daily Report)

Reference is made to the memorandum from J. P. Parker to S. B. Donahoe dated 3-17-59 in which it was suggested that the rule be revised to eliminate retention of Stenographers' and Typists' Daily Reports (Form 0-33) for 120 days and to make rules for Seat of Government and for field offices consistent, thus permitting destruction when they have served purpose for which prepared.

The Domestic Intelligence Streamlining Committee on 3-25-59 considered this matter and recommends adoption of the suggestion. After the end of month production figures are compiled, there is no foreseeable need for retention for 120 days.

RECOMMENDATION:

1. This suggestion be put into effect.

2. This suggestion be referred to the Training and Inspection Division for its consideration.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4GW/cal

66-3286-
NOT RECORDED
17 MAY 19 1959

ORIGINAL COPY FILED IN 66-3286-42

MAY 15 1959

cc - Domestic Intelligence Streamlining Committee

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: 5/25/59

FROM : Mr. Welte

SUBJECT: SECRET MOTOR NUMBERS
ITSMV

BULKY EXHIBIT FILE NUMBER 26-14859-387

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Sullivan
Tamm

Material contained in the bulky exhibit consists of two boxes of obsolete miscellaneous items with reference to location of motor and serial numbers on passenger cars and trucks dating back to the 1920's and 1930's. These items are no longer of any value with regard to the identification of automobiles.

The bulky exhibit consists of automobile number charts showing the location of confidential automobile numbers from 1940 to 1952 automobiles. These are no longer needed since the Confidential Automobile Identification Numbers book was revised in 1958 and brought up to date. The revisions were subsequently furnished to the field.

RECOMMENDATION:

It is recommended that this memorandum be routed to the Filing Unit of the Records Section, Room 1113 Ident Building, instructing that the bulky exhibit be destroyed as it is no longer of any value to the Bureau.

Destruction of Bureau Records

JAW:jm
(2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EW/cal

66-3286-
NOT RECORDED
MAY 28 1959

52 JUN 1 1959

Ed MAY 27 1959

ORIGINAL COPY FILED IN 26-14859-385

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. S. D. Donahoe

DATE: [illegible] 1959

FROM : Mr. J. P. Harbor

b6
b7C

SUBJECT: SUGGESTION #1025-57
DESTRUCTION OF FORM 0-33 (Stenographers' and Typists' Daily Report)
Destruction of Bureau Property

Mrs. [redacted], Stenographic Unit Supervisor, GCI, Nationalities Intelligence Section, suggests that rule be revised to eliminate retention of Stenographers' and Typists' Daily Reports (Form 0-33) for 120 days. She suggests revision so that rules for Seat of Government and for field offices are consistent thus permitting destruction when they have served purpose for which prepared. She also suggests that whatever period of retention is decided upon be included in Manual of Rules and Regulations along with other rules for destruction of records noting that present rule exists only in a 1952 memorandum.

Manual of Rules and Regulations, Part II, Section 3, page 15, permits destruction in field of Stenographers' Daily Reports (FD-70) when they have served purpose for which prepared.

At Seat of Government a memorandum to officials and supervisors, 3-24-52, requires Stenographers' and Typists' Daily Reports be retained for period of 120 days and thereafter destroyed on monthly basis. As soon as first report of any month is 120 days old all reports for that month should be destroyed. (66-02-1165)

Streamlining Committee of Nationalities Intelligence Section considered this matter on 3-17-59 and recommends adoption of the suggestion. In this Section these reports are used as a current and daily basis for supervisory purposes and at end of month production figures are compiled therefrom. After this they have served their purpose and there is no foreseeable need for retention for any [illegible]. Elimination of unnecessary retention will save cabinet space.

RECOMMENDATION

66-3286-
NOT RECORDED
47 MAY 19 1959

Recommend this be forwarded to [illegible] for his consideration and for acknowledgment to [illegible]. Mrs. [redacted] be commended for her interest and [illegible]

b6
b7C

53 MAY 25 19[illegible]

ORIGINAL NOT FILED IN 66-3482-[illegible]

[illegible] MERELY NOTED AND FILED
DATE 8-5-82 BY SP4 EW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: May 19, 1959

FROM : R. R. Roach

SUBJECT: HANDLING OF SENATE INTERNAL SECURITY SUBCOMMITTEE TESTIMONY

Tolson
Belmont
Mohr
McGuire
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Reference memoranda Keay to Belmont dated May 4, 1953, and Clegg to Tolson dated May 6, 1953, which respectively, set forth the procedure for, and approval of, the handling of above-captioned testimony.

In conjunction with the compiling of statistics regarding the above testimony and in order to assist in the location of particular items of testimony, index cards have been prepared and are maintained by the testimony desk concerning each volume of testimony and the witnesses testifying before the subcommittee. To date, all of these cards have been retained.

In view of the large number of these index cards and since the information described by the cards can be located by a review of indices, it appears desirable to destroy these cards after they become three years old.

If you approve, all index cards bearing a date of 1955 or earlier will be destroyed and hereafter on January 1, each year, these index cards will be reviewed and all cards three years old will be destroyed.

RECOMMENDATION:

That above-mentioned index cards which are three years old be destroyed in the manner indicated.

BLH:sal (4)

1 - Mr. Belmont
1 - Liaison Section
1 - Mr. Hoelstamp

66-3286-
NOT RECORDED
145 MAY 25 1959

11 MAY 22 1959

LIAISON

DESTRUCTION OF BUREAUS PROPERTY

ORIGINAL COPY FILED IN 62-82917-25

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-5-82 BY SP4ELW/cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 6-3-59

FROM : W. W. WAIKART

SUBJECT: DESTRUCTION OF BUREAU APPLICANT PERSONNEL FILES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

On 6-16-55 the Executives Conference approved the recommendation of the Records Branch that Bureau Applicant personnel files over ten years of age wherein unfavorable recommendation concerning the applicant had been made and no investigation conducted be destroyed. Since that date over 139,000 files have been destroyed. This has enabled us to save a large amount of valuable filing equipment and has made available to us expansion space for current applicant files. On each file destroyed we have retained an index card on the name of the applicant indicating that the file has been destroyed.

We are presently making plans to go through our applicant personnel files again in order to destroy those that have now become ten years of age in order to secure necessary expansion space and equipment. The question is raised as to whether or not we should continue to retain an index card on each of the files destroyed. It is our considered opinion that such cards are unnecessary, clutter up our personnel files indices, and have never been utilized since this program started.

Our personnel files indices contains 588,000 index cards. When our current purge program is completed during the summer, it is estimated that approximately 160,000 of these cards will relate to destroyed applicant personnel files. In other words, 27.21% of the indices will be of no value except to show that an applicant file has been destroyed. As indicated, we have no recollection of these cards having been utilized even for this negative purpose since the institution of the destruction program in 1955. Assuming such a query does come up at some time in the future, it would be self-evident if we had no record, that a file of this type had in fact been destroyed. Of more importance is the fact that in making current searches through this indices we are constantly confronted with the practical problem of thumbing through a large number of cards that are valueless and only serve to delay a searching and identification of current material.

FWW:neb
(4)

REC 69 66-3286-831

23 JUN 10 1959

(See Recommendation next page)

90

53 JUN 18 1959

1 auto copy 6-17-59

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EJW/rcal

Memorandum to Mr. McGuire *6-3-59*
Re: Destruction of Bureau
Applicant Personnel Files

RECOMMENDATION:

Accordingly, it is proposed that as an adjunct to the resumption of this destruction program during the summer, we also be authorized to destroy the index cards and purge from the index the 139,000 cards presently contained therein on previously destroyed applicant files.

Addendum of Administrative Division 6/4/59 DCM

There appears no worthwhile reason to maintain index cards of files no longer in existence, and since to destroy such index cards would serve to help Records Branch, Administrative Division interposes no objection to proposed action.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: June 8, 1959

FROM : MR. F. J. BAUMGARDNER

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

b6
b7C

SUBJECT: SUGGESTION PERTAINING TO DESTRUCTION OF EXTRA COPIES OF REPORTS AND MEMORANDA PRIOR TO INITIAL FILING

Suggestion # 1282-57

SUGGESTION: Form FD 252, attached, contains suggestion from SA [redacted] Internal Security Section, that any copies of investigative reports received at the Bureau which are not needed for dissemination be destroyed by the reviewing supervisor at the time he initials the reports for filing rather than being sent to file with the originals. Likewise, any copies of letterhead memoranda prepared by the Field for dissemination at the Bureau and not used for dissemination should be destroyed by the supervisor at the time he sends the original to file. The supervisor should record on the original the number of copies destroyed in addition to recording the copies disseminated so that all copies may be accounted for when the reports or letterhead memoranda are checked for filing by the Records Branch.

b6
b7C

CURRENT PRACTICES: At present all copies of investigative reports and letterhead memoranda not disseminated are filed with the originals.

ADVANTAGES: According to SA [redacted] this suggested practice would effect an immediate savings in the space required by the Records Branch for filing new material. It would also assist in keeping files at a minimun size and easier to handle by the employees using them. Further, it would eliminate the filing of copies of reports and letterhead memoranda and a subsequent need to remove these copies from the file and destroy them under the copies destruction program. Although the number of copies of investigative reports sent to the Bureau has been reduced to a minimum dissemination varies from case to case in the same classification, particularily in the security field where four to six or more copies are received. In many cases copies of reports or letterhead memoranda which could be destroyed under this new system are retained. SA [redacted] is not in a position to compute an estimated annual savings from this suggestion, however, the Records Branch might be able to compute such a figure.

1 - Mr. Belmont
1 - Mr. McGuire (Mr. O. G. Medler)
1 - Mr. Baumgardner
1 - Mr. D. R. Roderick
1 - Mr. [redacted]
1 - Mr. Bly

b6
b7C

REC- 51
EX-113
66-3286-832
20 JUL 7 1959

Enclosure

HOB:ejp
(8)

ENCLOSURE
50 JUL 17 1959

1 auto copy
7-9-59

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UNRECORDED COPY FILED IN 66-3286-832

Destruction of Bureau Property

Memo to Mr. Belmont
Re: SUGGESTION PERTAINING TO DESTRUCTION
OF EXTRA COPIES OF REPORTS AND MEMORANDA
PRIOR TO INITIAL FILING

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b7C

OBSERVATIONS: The Streamlining Committee of the Internal Security Section has carefully reviewed the suggestion of SA [redacted] and has conducted considerable inquiry into this matter. Since 1955 various suggestions and studies have been made as to the best procedure for reducing files thereby making available badly needed filing space. Pertinent information in this connection is recorded in file 66-2435 serials 1807-1810, 1817, 2010, 2030, 2031, 2078-2083. By memorandum dated February 21, 1958, (66-2435-2082) the plan was placed in operation to purge all cases which are ten years or older of all extra copies of reports retaining only the original in file. The Records Branch advised that in addition to the original report the first page of an extra clean copy of a report is retained for duplication purposes which does not carry Bureau markings. The remaining pages of the original are used for any necessary duplicating work. This purge program involving cases ten years or older is working out very well and valuable filing space is being made available. The Records Branch would like to see the purge of extra reports expanded to cover all cases including reports currently being received from the Field. According to previous surveys approximately one third of all file drawer space could be saved if extra copies of reports were not retained.

The principal opposition to the destruction of all extra copies of reports comes from the Name Check section of the Domestic Intelligence Division which disseminates approximately 40,000 pages of investigative reports a month. The cost and quality of reproduction and time involved are the deterrent factors. When extra copies of reports are readily available, the dissemination is a simple and rapid procedure. When extra copies are not available, they must be reproduced from the original by the relatively slow and expensive Photostat process. The new autostat machine in the Records Branch which can duplicate at a cheaper and faster rate than the Photostat process however, is not adequate to handle the increased load of reproducing all the reports used by the Name Check section in its daily dissemination in those instances where original copies of reports only are available. The Name Check section therefore opposes the destruction of the extra copies of reports in those cases less than ten years old (most disseminations are within that period) until a cheaper, faster, and simpler process of reproduction becomes available to handle the large volume of work. The Name Check section has pointed out however that very rarely is it necessary to disseminate a report on an organization or group subject type case. The vast majority of reports disseminated are reports on individuals.

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In view of the foregoing the Streamlining Committee of the Internal Security Section feels that SA [redacted] suggestion has a somewhat new approach over the previous suggestions in that he is not recommending a purge of extra copies of the reports already filed but recommends that beginning now the Seat of Government supervisors will file only the original, disseminate or destroy all other copies received. The Stream-

Memo to Mr. Belmont
Re; SUGGESTION PERTAINING TO DESTRUCTION
OF EXTRA COPIES OF REPORTS AND MEMORANDA
PRIOR TO INITIAL FILING.

OBSERVATIONS - Con't:

lining Committee recommends that SA [redacted] suggestion be partially adopted: Supervisors handling organization cases, infiltration of union and other group subject type cases be instructed to file only the original reports and letterhead memoranda in these categories and disseminate or destroy all extra copies. When adequate reproduction equipment is installed which would handle the volume of report duplicating necessary in an expeditious manner at a nominal cost then consideration should be given to adopting the balance of SA [redacted] suggestion. Namely: file only the original report and letterhead memoranda in all type cases including individual cases and disseminate or destroy all extra copies. Under the current reporting system now in operation the first page of the original report being disseminated does not receive Bureau markings as these are placed on a cover page to the report. The reproduction of reports from the original now do not involve the additional problem of removal of Bureau markings. If adequate reproducing machines are installed then consideration could be given to purging the files of all extra copies of reports including those cases less than ten years old.

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RECOMMENDATION: It is recommended that SA [redacted] suggestion as modified above be adopted. If you approve, this memorandum should be routed to the Training and Inspection Division for further consideration and acknowledgment.

RECOMMENDATION INVESTIGATIVE DIVISION:

The problem of excessive copies of reports and memoranda is negligible within the Investigative Division. Except in rare cases the field submits only enough copies required in accordance with existing Bureau regulations. Therefore, other than the fact the suggestion places additional responsibility of a clerical nature upon the supervisory staff at the Bureau, no objection would be interposed to its acceptance by this division.

RV WJK

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HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4ELW1 Cal

Employee Suggestion
FD-252 (Rev. 2-4-57)

esa

1282-59

Date: June 8, 1959

To: Director, FBI

From: (Suggester's name) [redacted] 85-14

Special Agent

Division of Assignment: Domestic Intelligence

SUGGESTION

It is suggested that any copies of investigative reports received at the Bureau which are not needed for dissemination be destroyed by the reviewing supervisor at the time he initials the reports for filing, rather than being sent to file with the originals. Likewise, any copies of letterhead memoranda prepared by the Field for dissemination at the Bureau and not used for dissemination should by destroyed by the supervisor at the time he sends the original to file. The supervisor should record on the original the number of copies destroyed, in addition to recording the copies disseminated, in order that all copies may be accounted for when the report or letterhead memorandum is checked for filing by the Records Branch.

b6
b7C

Current practice or rule (Include manual citation as well as facts)

At present all copies of investigative reports and letterhead memoranda not disseminated are filed with the originals.

Advantages of suggestion and annual savings (include basis for estimate)

This suggested practice would effect an immediate savings in the space required by the Records Branch for filing new material. It would also assist in keeping files at a minimum size and easier to handle by the employees using them. Further, it would eliminate the filing of copies of reports and letterhead memoranda and the subsequent need to remove these copies from file and destroy them under the copy destruction program. Although the number of copies of investigative reports sent to the Bureau has been reduced to a minimum, dissemination varies from case to case in the same classification, particularly in the security field, and in many cases copies of reports or letterhead memoranda are received which could be destroyed under this system. No basis is known to the writer for computing an estimated annual savings.

Disadvantages of suggestion

Instances will arise in which dissemination not originally contemplated will be necessary at a later date. This will require the reproduction of copies from originals on an infrequent basis, as is now done when copies are exhausted.

REC-51 66-3286-432

(The use by the United States of my suggestion shall not form the basi[redacted]eirs, or assigns upon the United States)

XX Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

cc-designa[illegible]
empl's pe[illegible]

FX-113

Signature and Title

JUL 7 1959

(Do not write in this space - for Bureau use only)

Ref to Dunn 5, 4, 26 6-11-59 [illegible]
Memo Dunn to Mr. Nease 6-24-59 [illegible]
Ans 6-12-59 [illegible]
1 auto copy 7-9-59

Let to [redacted] 6-25-59 [illegible]

UNRECORDED COPY FILED IN 66-2485-2257

HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 EW/ Cal

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 6-16-59

FROM : W. G. EAMES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #1282-59
DESTRUCTION OF EXTRA COPIES
OF REPORTS AND MEMORANDA

Reference is made to suggestion submitted by SA [redacted] Domestic Intelligence Division, wherein SA [redacted] suggested that any copies of investigative reports received at the Bureau which are not needed for dissemination be destroyed by the reviewing supervisor at the time he initials the reports for filing, rather than filing these copies of reports. He also proposes that any copies of letterhead memoranda prepared by the Field for dissemination at the Bureau and not used for dissemination should also be destroyed by the supervisor. SA [redacted] suggests that the supervisor record on the original report, the number of copies destroyed and the copies disseminated in order that all copies may be accounted for when the report or letterhead memorandum is checked for filing by the Records Branch. SA [redacted] feels that this suggestion would effect an immediate savings in the space required in the Records Branch for filing new material and would simplify the maintenance and servicing of the Bureau's files. This suggestion has been referred to the Records Branch for your comments and recommendations.

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b7C

OBSERVATIONS:

As you are aware, the Records Branch has been engaged in the copy destruction program since February, 1958, when based on a plan instigated and submitted by the Records Branch, in line with our records management program designed to eliminate obsolete and valueless material from the Bureau's records, authorization was received to purge all extra copies of reports pertaining to cases ten years old or older. In addition to the original report, we retain the first page of a copy of the report, which is free of Bureau markings, to be used if subsequent reproduction is necessary.

(Continued on Page 2)

WWM:gbh
(7)

1 - Mr. Hall
1 - Mr. Bly

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REC-51 66-3286-833

20 JUL 7 1959

1 auto copy 7-9-59

53 JUL 16 1959

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Destruction of Bureau Property

Memo W. G. Eames to Mr. McGuire 6-16-59
Re: Suggestion #1282-59
Destruction of Extra Copies
of Reports and Memoranda

This program has proven to be extremely beneficial to the Records Branch and has resulted in the savings of valuable filing space (since program's inception, 1,172 drawers, which is equivalent to 234½ five-drawer cabinets, have been destroyed even though we have been unable to operate the program on a full-time basis due to unavailability of personnel) and many other intangible benefits.

The Records Branch is very much in favor of the adoption of SA [redacted] suggestion and feels that the suggestion should be implemented to the greatest degree possible consistent with the dissemination requirements of the various supervisory desks. We feel that the adoption of this suggestion will further minimize our maintenance and service problems created as a result of the constant growth and expansion of the Bureau's records. Records management experts agree that the most efficient records management programs attempt to control the creation of records and once created strive to keep the filing of these records to a minimum on the proven theory that records once created and filed are extremely expensive to maintain and are even more expensive to dispose of. SA [redacted] suggestion is consistent with the idea that if possible records should be eliminated prior to being filed and is certainly a step in the right direction from a sound records management standpoint. b6 b7C

Inasmuch as the Records Branch is responsible for an accounting of all copies, if this suggestion is adopted, it will be incumbent upon the substantive supervisors to make proper notations reflecting the disposition of copies and accounting for all copies submitted. ~~The Records Branch also desires that in addition to retaining the original report, that the first page of one copy of the report be retained to conform with our present copy destruction procedure, this copy to be used for reproduction purposes in the event future dissemination is necessary.~~

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division in accordance with their request.

To : All Supervisors
Domestic Intelligence Division

Date: July 1, 1959

From : Mr. A. H. Belmont

REC-51 66-3286-134

Subject: DESTRUCTION OF UNNECESSARY COPIES OF INVESTIGATIVE REPORTS REGARDING ORGANIZATIONS

EX-113

The Manual for Bureau Supervisors carries the following instruction on page 25a: "Supervisors should be alert to cases in which the number of copies of reports required by the Bureau will be larger or smaller than provided for by Bureau regulations. When such situations are anticipated, the supervisor may direct the field to submit a larger or smaller number of copies."

A suggestion has been made which has been approved that if copies of investigative reports dealing with organizations are received at the Bureau which are not needed for dissemination, such extra copies are to be destroyed by the supervisor when he initials the original report for filing. A notation must be made on the original regarding the number of copies destroyed, which notation should be initialed by the supervisor. This applies only to reports regarding organizations and does not extend to reports on individuals.

The practice of destroying these unnecessary copies of organizational-type reports should be placed in effect immediately.

NOTE ON YELLOW:

See memorandum from Mr. [illegible] to Mr. Tolson dated 6-24-59 entitled "Suggestion #1282-59 Submitted by SA [redacted] Internal Security Section, Domestic Intelligence Division," NAW:mbk.

b6
b7C

HOB:GWH:ebc

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

20 JUL 2 1959

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57 JUL 17 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 24, 1959

FROM : Q. Tamm

b6
b7C

SUBJECT: SUGGESTION #1282-59
SUBMITTED BY SA [redacted]
INTERNAL SECURITY SECTION
DOMESTIC INTELLIGENCE DIVISION

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUGGESTION: That copies of reports and letterhead memoranda not needed for dissemination be destroyed by Seat of Government supervisors and only originals be filed. Note on original number of copies disseminated and number destroyed.

PRESENT PRACTICE: All copies not disseminated are filed with originals.

ADVANTAGES: Saving of file space. Reduction of need for later purging of unneeded copies from files.

DISADVANTAGES: Copies needed for dissemination at later date would have to be mechanically reproduced, incurring both expense and delay.

OBSERVATIONS: Divisions primarily concerned are Domestic Intelligence Division and Records Branch. Investigative Division has no objection as problem is rare in their cases. Records Branch recommends favorably as suggested procedure will minimize maintenance and service problems with files. Domestic Intelligence Division recommends modification: Name Check Section opposes destruction of extra copies until cheaper, faster and simpler process of reproducing is available. Present Auto-Stat machine is too slow to handle volume of reproducing reports needed on daily basis, and Photostat process is slow and expensive. Name Check Section now disseminates about 40,000 pages of reports monthly, and the more we have to reproduce mechanically the slower and more expensive the process becomes. Vast majority of disseminations are made in cases on individuals and not on organizations, and the Domestic Intelligence Division recommends that extra copies be destroyed only in organizations cases but that extra copies be filed as at present in cases on individuals to provide for future dissemination. If and when better, faster and cheaper reproducing equipment becomes available, extension of process to cases on individuals can be considered.

Enclosure

NAW:mbk
(2)

REC-51 66-3286-834

20 JUL 7 1959

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DATE 8-5-82 BY SP4 EW/cal

2 - MW

Destruction of Bureau Property

DESTROYED 1959

Memorandum to Mr. Tolson
Re: SUGGESTION #1282-59
Submitted by SA [redacted] b6 b7C
Domestic Intelligence Division

RECOMMENDATIONS:

1. That suggestion be adopted as modified, viz., extra copies in organizations cases be destroyed as suggested but that present procedure of filing extra copies be continued in cases on individuals. (If approved, Mr. Belmont should issue instructions to supervisors handling organizational-type cases. No Manual changes necessary as only a few supervisors will be affected.)

Memo prepared by Mr Belmont to all supervisors in Dom. Intel. Div. instructing that extra copies of reports be destroyed (yellow of instructions attached) JAB

2. That enclosed letter to suggester be sent advising him of adoption of modification of his suggestion.

6/25

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 7/21/59

FROM : Q. Tamm

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #15-60
SUBMITTED BY SA H. EDWARD MC NULTY
SEATTLE OFFICE

SUGGESTION: That in security matter cases in the 100 classification the office of origin be permitted to destroy extra copies of serials in a case where the subject's death has been verified.

PRESENT PROCEDURE: Manual of Rules and Regulations, Part II, Section 3, 6, b, (1), page 11b provides that in security type files (65, 100 and 105 classifications)* the office of origin may destroy all copies except one of each serial after file has been closed for 10 years. Current rules also permit the destruction of extra copies of all serials in Applicant, Selective Service, Criminal and several other specified classifications of files at the time the files are consolidated which is when they have been closed six months.

ADVANTAGES STATED: SA McNulty states adoption of this suggestion will help to reduce cabinet space now occupied by files relating to deceased security subjects.

OBSERVATIONS: Domestic Intelligence Division favors adoption of this suggestion and feels it should include classifications 65 and 105 also; however, the field should be instructed that no special project is to be undertaken to purge files but they should be handled as cases come to their attention.

Training and Inspection Division agrees with views of Domestic Intelligence Division.

RECOMMENDATIONS: 1. That this suggestion be adopted and be extended to also cover similar cases in the 65 and 105 classifications.

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REC- 89 EX-140 66-3286-825

JUL 29 1959

2. If approved, enclosed letter to SA McNulty should be sent commending him for his worthwhile idea.

Enclosures (3)

1 - Personnel file of SA H. Edward McNulty (sent separately)

AGG:vfb (4)

* 65- Espionage
100- Internal Security or Security Matter
105- Internal Security-Nationalistic Tendency

60 AUG 6 1959

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Memorandum to Mr. Tolson
Re: Suggestion #15-60
Submitted by SA H. Edward McNulty
Seattle Office

RECOMMENDATIONS (CONTINUED)

3. If approved, enclosed SAC letter should be sent instructing that no special project is to be undertaken to purge files on deceased security subjects.

7/23

4. The enclosed revision for Manual of Rules and Regulations should be approved and returned to Training and Inspection Division for further handling.

7/23

July 15, 1959

DOMESTIC INTELLIGENCE DIVISION

The Domestic Intelligence Division feels that the suggestion of SA McNulty could very well be adopted to include not only the 100 classification but classifications 65 and 105. It is recommended, however, that, if adopted, the field be instructed that no particular project be undertaken to purge its files; rather, that such be handled as the cases come to their attention.

TDR/pmt

JAN 16 15 54 64 '59

7/21/59

REVISION FOR
MANUAL OF RULES AND REGULATIONS

Part II, Section 3, 6, b, (1), page 11b should be revised to read as follows:

b. Security-type files (65, 100, and 105 classifications)
(1) Office of origin may destroy all copies except one of each serial after file has been closed for ten years or upon verification of death of subject. Employee destroying copies must place....

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DATE 8-5-82 BY SP4 EW/cal

JUL 23 11 09 AM '59
RECD-READING ROOM
FBI

AGG:vfb
(4)

NOTE: Based on memo Q. Tamm to Mr. Tolson, 7/21/59, re: Suggestion #15-60 Submitted by SA H. Edward McNulty, Seattle Office. AGG:vfb

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
Sullivan
Room

MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286-835
ENCLOSURE

2 cys to copy
7-3-59

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: July 14, 1959

FROM : A. Kayne

SUBJECT: DOCUMENTS ISSUED BY THE STATE DEPARTMENT FOR THE UNCIO; GOLDEN

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Re memorandum Mr. Short to Mr. McGuire dated April 3, 1959, which recommended that bulky exhibit 62-77787-1023 be reviewed and a decision rendered as to retention or disposition of the material. During the United Nations Conference on International Organization held in San Francisco in 1945, the State Department Document Division issued various publications regarding the proposals by different delegations, the agenda for different meetings, and the reports of various committees, etc. San Francisco letter 6-25-45 forwarded to the Bureau approximately 275 of the above-mentioned publications.

None of these publications has been indexed and there is no indication as to what purpose they served. Since the publications appear to have no security significance or value to the Bureau and as State undoubtedly has copies of these publications, it is believed there is no longer any need to retain them.

RECOMMENDATION:

It is recommended that bulky exhibit 62-77787-1023 be destroyed.

62-77787
1 - Mr. Donahoe
1 - Mr. McGuire
1 - Mr. Short
1 - Mr. Kayne

AK:tw
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWLEB

EX-124

REC-63 62-77787-1023

JUL 21 1959

166-3286-
NOT RECORDED
71 NOV 25 1959

NOV 25 1959

ORIGINAL FILED IN 62-77787-1023

DESTRUCTION OF BUREAU RECORDS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: July 9, 1959

FROM : Mr. W. C. Sullivan

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SEATTLE FIELD DIVISION
INFORMATION CONCERNING
(CENTRAL RESEARCH MATTER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EJW/Cal

Suggestion #15-60

While conducting a seminar in the Seattle Office recently, W. C. Sullivan was given for the consideration of the Bureau the following suggestion offered by SA H. Edward McNulty.

21-13 DESTRUCTION OF BUREAU PROPERTY

SUGGESTION:

It is suggested that in security matter cases in 100 classification the office of origin be permitted to destroy extra copies of reports and memoranda contained in the particular case upon the verified death of the subject involved. This suggestion is made with a view toward reducing cabinet space now occupied by old duplicate correspondence and reports of deceased subjects.

Current Bureau Rules:

Manual of Rules and Regulations, Part II, Section 3, paragraph 6, (b), (1), states that the office of origin in 65, 100, and 105 classifications may destroy all copies except one of each serial after the case file has been closed for ten years.

Example:

William Jonathan Pennock, aka., IS - C, SA of 1940, Seattle file 100-1203, Bufile 100-9856.

This case file consists of 27 volumes and now occupies space of one and a portion drawers in the Seattle Office closed file section. Subject died in 1953.

This case file contains 24 separate reports concerning the deceased subject and copies of these reports vary from 2 copies to 5 copies each.

Memo Mamm to Belmont 7-21-59
Let to McNulty 7-23-59 ltr
SAC Letter Retention for Rules & Regulations 2-25-59 ltr
66-32-16-82

1 - Mr. Belmont
1 - Mr. DeLoach
1 - Mr. Baumgardner
1 - Mr. Sullivan

Advised by letter to employee 7/14/59 vfb.

REC- 89

2 JUL 31 1959

WCS:bam
(5)

3 cys EX-160 8-3-59

20 AUG 6 1959

2 - Mr. [illegible]

UNRECORDED COPY FILED IN

Memorandum to Mr. Belmont
Re: SEATTLE FIELD DIVISION

A review of this case file indicates that 54 extra report copies amounting to 1,003 pages could be destroyed without reducing the information contained in the case file. It is believed that with the destruction of these extra report copies approximately 6 to 8 inches of drawer space could be saved immediately upon the death of the subject rather than wait for the 10-year period to lapse.

An additional amount of space could be saved by the immediate destruction of extra copies of memoranda contained in this particular case file.

In the event following destruction of report copies there arose the need for an extra copy of a report, it could be easily reproduced by any duplicating method.

Within the past year 2 additional Security Index subjects have died and 1 case file contains 13 volumes and the other contains 8 volumes. It is believed that similar savings in space could be had with the destruction of extra report copies and memorandum copies in these case files.

RECOMMENDATION:

That this suggestion be referred to the Training and Inspection Division for consideration and action.

oga information handled per letter d. 3/21/2011

Office Memorandum · UNITED STATES GOVERNMENT

TO : S. B. Donahoe

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-20-2011
10 CLA DEC As Amended

DATE: May 13, 1959

FROM : A. Kayne

1 - Mr. Donahoe
1 - Mr. Kayne
1 - Mr. McGuire
1 - Mr. Short

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUBVERSIVE FILES IN THE SERVICE D'ORDRE IS - FRANCE

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

CONFIDENTIAL

(C) Re memo Mr. Short to Mr. Nease dated 1-21-59, captioned "Sodac-France," recommending that bulky exhibit maintained in captioned file be reviewed and decision rendered b1

ORIGINAL FILED IN

4-34 (Revised 12-15-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: MAY 13 1959

FROM : W. C. SULLIVAN

Tolson
Boardman
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: COMMUNIST PARTY, USA - BRIEF
INTERNAL SECURITY - C

Bulky Exhibit File Number: 100-3-74-1117

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JVM:gbh)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 ELW/cal

NOT RECORDED
140 MAY 22 1959

NOT RECORDED
11 MAY 21 1959

J. W. MARSHALL

SEE ADDENDUM, PAGE TWO

MAY 22 1959

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION MAY 15, 1959

This bulky exhibit consists of Photostats of approximately 72 documents furnished to the Los Angeles Office in 1947 by an informant of that office. The documents came into the possession of the informant while [redacted] the "Daily Worker" in New York City. Many of the documents were the property of Benjamin Gitlow and Jay Lovestone and bear dates covering the years 1927-1932. The original documents are maintained in the Los Angeles Office. b7D

OBSERVATIONS:

There does not appear to be any reason why these Photostats should be retained at the Bureau as long as the originals are available in Los Angeles. The Photostats have not been indexed at the Bureau.

RECOMMENDATION:

It is recommended that Bulky Exhibit 100-3-74-1117 be destroyed.

PWD:bba

oga information handled per letter d. 3/21/2011

STANDARD FORM NO. 64

Office Memorandum

UNITED STATES GOVERNMENT

1 - McGuire
1 - Bams
1 - Donahoe
1 - Edwards

DATE: May 12, 1959

TO : S. B. Donahoe

FROM : F. L. Edwards

Tolson
Dandelin
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tolo. Room
Holloman
Gandy

CONFIDENTIAL

SUBJECT: CHARLES D. NOVAK, AKA
IS - YU

Destruction of Bureau Property

Reference W. G. Bams to Mr. McGuire 5/6/59 b1

(C) concerning above caption wherein it was recommended that bulky exhibit maintained in instant file be reviewed and a decision rendered as to its retention or disposition.

Bulky exhibit consists of one Photostat each of two letters

[redacted]

Info is Classified Per Approp Agency letter DTD 3-3-88 SP8BTS/cal 2-13-90 # 211847

EXEMPTED FROM AUTOMAT DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-20-2011

RECOMMENDATION:
That bulky exhibit be destroyed inasmuch as there is to be no need for its retention.

105-12034

All [illegible] FILE: [illegible] (5) CONTAINED HEREIN [illegible] CLASSIFIED DATE 5-15-82 BY SP4G Wical

66-3286
NOT RECORDED
17 MAY 18 1959

Classified by SP8BTS/cal
Declassify on: OADR 2-13-90 211847

ORIGINAL CO

13 MAY 15 1959

[illegible] CONTAINED HEREIN [illegible] CLASSIFIED [illegible]

5 7 MAY 20 1959

CONFIDENTIAL

10/14/03
CLASSIFIED BY AUC 60240 BCB/DCG/ymw
DECLASSIFY ON: 25X 1, 2
As Amended

UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: May 7, 1959

FROM : MR. F. J. BAUMGARDNER

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: COMMUNIST PARTY, USA
EDUCATION
INTERNAL SECURITY - C

Attached airtel from Detroit states that the Michigan District of the Communist Party (CP) plans to conduct a CP Marxist school for two weeks commencing about the 20th of June.

It appears that the information which is briefed in the attached memorandum may be of interest to the Crime Records Division.

ACTION:

If you approve, the attached memorandum should be forwarded to Assistant Director DeLoach for appropriate handling.

Destruction of Bureau Property

Enclosure
1 - Mr. Belmont
1 - Mr. DeLoach
1 - Mr. Baumgardner
1 - Mr. Gregg
1 - Mr. Onsgard
1 - Mr. Decker

AJD:med
(7)

66-3286-
NOT RECORDED
17 MAY 18 1959

1 ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4EWJCal

MAY 21 1959

62 MAY 21 1959

INTERNAL SEC.

1-7-3-82 FILED IN CRIME RECORDS

May 7, 1959

COMMUNIST PARTY, USA
EDUCATION
INTERNAL SECURITY - C

The Michigan District of the Communist Party, USA, plans to conduct a Communist Party Marxist school commencing about the 20th of June, 1959. This school is to run for two weekends and one week of evenings. The instructor will be Hyman Lumer, a leading Communist Party, USA, functionary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 LLW/cal

66-3286-

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

1 - Mr. Donahoe
1 - Mr. McGuire
1 - Mr. Short
1 - Mr. Kayne

DATE: April 29, 1959

FROM : A. Kayne

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: COMMUNIST PARTY - FRANCE
INTERNAL SECURITY - FRANCE

Re memorandum Mr. Short to Mr. Nease dated 1/9/59 recommending that bulky exhibit maintained in captioned file be reviewed and decision rendered as to retention or disposition of material contained therein.

Bulky consists of a review of the French press from January 1 until January 30, 1945, dealing with political developments in France during that period. Primarily, the material is in the French language and was submitted by Legat, Paris. There is no obligation to return, no indexing on bulky exhibit, and of no foreseeable use if retained.

1653

RECOMMENDATION:

That the bulky exhibit (64-200-231-285) be destroyed.

AK:ces
(5)

Handled 5/7/59

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 BWL/cal

CENTRAL FILES

NOT RECORDED
140 MAY 13 1959

MAY 12 1959

60 MAY 19 1959

NAT. INT. SEC.

6-381 (Rev. 12-15-50)
UNITED STATES PRINTING OFFICE NO. 00

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOORE

DATE: APR 24 1959

FROM : L. E. [illegible]

SUBJECT: COMMUNIST PARTY U. S. A.
VOORHIS ACT

Tolson
Boardman
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 102-4-12-6

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

WFM:bjo

Done 5/14/59 gh

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

102-4-12-6
NOT RECORDED
23 MAY 18 1959

NOT RECORDED
191 MAY 19 1959

MARSHALL

See addendum page 2.

MAY 19 1959

FBI / DOJ

ORIGINAL COPY FILED IN

ADDENDUM DOMESTIC INTELLIGENCE DIVISION APRIL 29, 1959

This bulky exhibit consists of approximately 19 photographs of examples of literature emanating from the Carter Print Shop in Cleveland. In 1942 the Carter Print Shop printed most of the literature for the Communist Party of Ohio. There is nothing in the file to reflect the source of these photographs and they do not appear to have any evidentiary value. Copies of these photographs were also forwarded to the New York Office by Cleveland, New York, having been office of origin in this Voorhis Act case.

RECOMMENDATION:

It is recommended that this bulky exhibit, file number 102-4-12-6, be destroyed.

4-341 (Rev. 12-15-50)

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [illegible]

DATE: MAY 6 1959

FROM : V. C. [illegible]

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tolb. Room
Holloman
Gandy

SUBJECT: AGENTS INSURANCE FUND ACCOUNTING PAPER

Bulky Exhibit File Number: 66-4182-692

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION: Destruction of Bureau Property

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

Fitzgerald

Exhibit consists of 2 large boxes of material. Will be sent to Supt. upon request.

OK to Destroy
5-12-59

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/cal

66-3246
NOT RECORDED
47 MAY 18 1959

NOT RECORDED
14 MAY 15 1959

J. [illegible]

60 MAY 19 1959

66-4182-692

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : . . Donahoe

DATE: July 20, 1959

FROM : J. F. Wacks

SUBJECT: INSTITUTE OF PACIFIC RELATIONS
ESPIONAGE - R

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

In 1950 the Bureau received from various sources thousands of pages of IPR documents (letters, memos, brochures, etc.) which we used in our investigation of the organization. Since daily recourse was had to these documents, copies were made and maintained in the room of the supervisor handling the case. Memo 5-5-53 returned these documents to the file as a bulky enclosure to serial 1139. A separate index of these documents was also made a part of this exhibit. The documents in the exhibit in question are copies of bulky enclosures to serials 271, 488, 530 and 615 of this file.

Memo Eames to McGuire 6-5-59 requested that the bulky exhibit to serial 1139 be reviewed to determine whether it should be retained.

RECOMMENDATION:

There is no need for copies of IPR documents at this time and those comprising the bulky exhibit to serial 1139 should be destroyed. The index cards in this exhibit (serial 1139) should also be destroyed since they duplicate those in the main index.

100-64700

1 - Mr. Donahoe
1 - Mr. Eames
1 - Mr. Wacks

JFW:tw
(4)

NOT RECORDED
170 JUL 28 1959

14 JUL 27 1959

ESP. SEC

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: JUL 7 1959

FROM : V. G. EALES

SUBJECT: UNITED PUBLIC WORKERS OF AMERICA - CIO
INFORMATION CONCERNING

Tolson
Boardman
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 100-344835-137

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION: DESTRUCTION OF BUREAU PROPERTY

Done 7/10/59 - C That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

66-3286 -
NOT RECORDED
126 JUL 17 1959

ORIGINAL FILED IN 100-344835-137

SEE ADDENDUM PAGE TWO.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/CAL

NOT RECORDED
3

V. W. MARSHALL

ADDENDUM - DOMESTIC INTELLIGENCE DIVISION - JULY 9, 1959

This bulky exhibit consists of (1) three Photostats of a letter dated 4/25/47 to James B. Burns, president of the American Federation of Government Employees, reporting on a meeting of the United Public Workers of America (UPWA) on 4/24/47 enclosing literature passed out at this meeting and (2) three Photostats each of the February and March, 1947, issues of "The Public Record," a publication of the UPWA. One Photostat of the letter of 4/25/47 and its enclosures should be retained for future reference and one Photostat of each issue of "The Public Record" should be maintained in Publication Files. The additional Photostats appear to be of no future value.

RECOMMENDATION:

It is recommended that one Photostat of the letter of 4/25/47 and its enclosures be placed in this file as a part of Serial 137, that one Photostat each of the February and March, 1947, issues of "The Public Record" be filed in Publication Files and that the balance of this bulky exhibit be destroyed. By so doing, one Photostat of each document will be retained permanently and the extra copies destroyed.

GWH

Memorandum • UNITED STATES GOVERNMENT

TO : MR. DE LOACH

DATE: JUL 7 1959

FROM : W. C. RAMEY

SUBJECT: PEACE INFORMATION CENTER
INTERNAL SECURITY - C

DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 100-369498-108

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

7/2/59

SEE ADDENDUM PAGE 2

166-32486
NOT RECORDED
126 JUL 17 1959

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-82 BY SP4 EW/GL

ORIGINAL FILED IN 100-369498

Mr. J.W. MARSHALL

4-1

DOMESTIC INTELLIGENCE DIVISION

July 10, 1959

PEACE INFORMATION CENTER
INTERNAL SECURITY - C

ADDENDUM

This was a Registration Act case tried in the District Court of the District of Columbia and on November 20, 1952, a judgment of acquittal was entered.

Captioned organization was designated by the Attorney General pursuant to Executive Order 10450. This organization has been defunct since 1951. Bulky Enclosure Bin # 199, in this case, contains Photostats of pamphlets, leaflets and newspapers, the originals of which are contained in the files of the New York Office.

RECOMMENDATION

Inasmuch as there is no further action to be taken by the Department in this case, it is recommended that these Photostats be destroyed.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. McGUIRE

DATE: JUN 5 1959

FROM : W. G. [redacted]

Tolson
Boardman
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: JAROSLAV POZAR
IS - CZ
DESTRUCTION OF BUREAU PROPERTY

Bulky Exhibit File Number: 105-40028-3

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

[redacted]:gbh

Done 7/14/59

Addendum: 7-13-59. The microfilm being maintained as Bulky Enclosure 105-40028-3 may be destroyed, since prints made from this microfilm are maintained as enclosure 105-40028-3.

E. S. Youtz

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 ELW/ca

66-3286
NOT RECORDED
126 JUL 21 1959

J. W. MARSHALL

ORIGINAL FILED IN 105-40028-3

NOT RECORDED
JUL 1959

184

6-41 (Rev. 12-15-54)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. GIESE

DATE: APR 14 1959

FROM : L. E. SHORT

SUBJECT: FOREIGN PROPERTY OWNERS

Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

DESTRUCTION OF BUREAU PROPERTY, 1529

Bulky Exhibit File Number: 100-81813-12

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:bjo

ORIGINAL FILED IN 100-81813-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4ELW/cal

66-3286
NOT RECORDED
126 JUL 21 1959

NOT RECORDED
11 [illegible] 59

SEE ADDENDUM PAGE TWO

J. W. MARSHALL

4-

5-

ADDENDUM VRS:gds 7/13/59 July 13, 1959

The above bulky exhibit is a list of USA residents with assets abroad which was furnished to us by [redacted] on 3/26/42. The list consists of 286 pages of names of individuals, their addresses, dates of letters, where the assets are held, source of income, amount (if stated) and observations. The material is unclassified and all names were deindexed on 6/17/57. b7D

RECOMMENDATION:

In view of the fact that instant bulky exhibit is unclassified, all names have been deindexed and the fact that material is outdated, it is recommended it be destroyed.

SD/Ma

Employee Suggestion
FD-252 (11-14-55)

Referred to 102
7-29-59

35-60

b6
b7C

Date: 7/22/59

To:	From:	Employee assigned to (Division)
Director, FBI	[redacted] FILE SUPERVISOR, GS-5	NEW YORK

SUGGESTION

It is suggested that the Alien Enemy Registration Index Cards in the Field Office Main Indices be destroyed. The New York office has approximately 300,303 cards.

After World War II correspondence in the AER files was reviewed and that which was of value was placed in the individual case file, if one existed. If no file existed, it was placed in a general file and indexed to that file. Where the information was of no value, the AER file was destroyed.

These cards contain little information; in some instances, the name, address, and AER number appear; in others, only the name. Since the
(See page 2)

Current practice or rule (Include manual citation as well as facts)

See page 2

Destruction of Bureau Records

Advantages of suggestion

A saving of time would result in not listing these references in searching. Would be a saving of time for Agents endeavoring to locate these references when listed for them on Indices search slips and mail. Would also be a saving of approximately 10 Indices cabinets in New York Office.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 EW/CAL EX-

REC-65 66-3286-837

Disadvantages of suggestion

None

8-1

25 JUL 23 1959

b6
b7C

Annual Savings (Show basis for estimate)

Actual saving cannot be estimated inasmuch as determinable factors would be the number of times these cards are listed on indices search slips and number of hours Agents and File Reviewers spend looking for specific reference.

TWO

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[ ] Mr. [X] Mrs. [ ] Miss [redacted] - File Supervisor

Signature and Title of Suggester

Recommendations and comments of Division Head

Streamlining Committee and ASAC Conference, NYO recommend favorably. Suggestion would result in saving of clerical and agent's time.

Recommend $25.00 award.

M. J. Fahey

Signature and Title

cc-designated for employees file

PERS. FILES

7-29-59 AGG/mmc

X-Conf. Memo 9/14/59 AGG:mbk

1 auto 10 as of 9-59

JUL 23 1959

SUGGESTION

(Continued)
File Reviewers and Agents are not able to check these references, they serve only as a flag to the Agent indicating than an individual by that name registered as an alien. A great deal of time is consumed in listing these references and considerable space is utilized for the maintenance of these cards. Many of these individuals are now deceased, have been relocated or have become citizens.

All aliens are required to register at the beginning of each year and if an Agent desires to check on a specific alien or determine if an individual is an alien, he can check this at Immigration.

CURRENT PRACTICE OR RULE

SAC letter #98, Series 1951, dated 10/31/51 (F) instructs that Alien Registration Index cards should be retained in the indices as at present. These cards relate to Alien Registration Files which have been destroyed. These references are listed on all Indices searches.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: July 20, 1959

FROM : MR. S. B. DONAHOE

SUBJECT: FILING SYSTEM for RECORDS MANAGEMENT
Suggestion # 113-60

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

RE SAC Letter 59-43, paragraph (C), which requests suggestions to strengthen the records management program.

It has been recommended by SA W. D. Stewart that upon receipt of information re death of the subject of an investigation, authority be granted to destroy extra copies of reports in file relating to this individual or microfilm the entire file or very old sections of the subject's file. This suggestion may also be of interest to our field offices to assist them in reducing files.

This suggestion was considered by the Nationalities Intelligence Streamlining Committee and the adoption of this suggestion was recommended.

RECOMMENDATION:

That the above suggestion be routed to the Records Branch for consideration.

ADDENDUM: SBD:bcf 7-21-59

66-3246-1
NOT RECORDED
141 SEP 15 1959

Suggestion along similar lines by Seattle Division was recently submitted and recommended favorably by this Division.

Recommend this suggestion be routed to Training and Inspection Division for acknowledgment and for consideration in conjunction with prior suggestion.

WDS:llg
1 - Belmont
Donahoe
McGuire
Parker
Stewart
(6)

ADDENDUM BY TRAINING & INSPECTION DIV.
Referenced SAC Letter asked Bureau Supervisors to submit ~~these suggestions~~. This is not, therefore, being considered under Bureau's voluntary Suggestion Program. No acknowledgment necessary.

ORIGINAL COPY FILED IN 66-3246-1

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

September 14, 1959 WASHINGTON 25, D. C.

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

(A) RECORDS MANAGEMENT - DESTRUCTION OF COPIES -- As a result of several suggestions submitted in line with strengthening the Bureau's Records Management Program, the substantive supervisors are hereby authorized to destroy all surplus copies of reports, letters, teletypes, memoranda, etc., prior to sending the original document to file. This procedure will eliminate unnecessary filing of a considerable volume of copies of documents for which no further need exists. In destroying these copies, it will be incumbent upon the supervisor to make a notation on the original document reflecting the disposition of copies and accounting for all copies submitted. This notation is necessary for control purposes.

Very truly yours,

John Edgar Hoover

Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4 EW/ Cal

66-3286

NOT RECORDED
170 SEP 17 1959

63 SEP 22 1959

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9-4-59

TO : MR. MC GUIRE

FROM : L. E. SHORD

SUBJECT: DESTRUCTION OF PHOTOSTAT COPIES OF SELECTIVE SERVICE FILES

Bureau Records - General

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Reference is made to memorandum Mr. Conroy to Mr. Rosen dated July 24, 1959, whereby it was proposed to eliminate unnecessary Photostats in Conscientious Objector cases. It was recommended and approved that the Bureau no longer receive from the field Photostat copies of the selective service file in Conscientious Objector cases.

Since it has been determined that it is unnecessary to receive this material in the future, it should follow that it is no longer necessary to retain such items in the Records Branch of the Files and Communications Division. There are numerous Photostats of selective service files filed in the Records Branch which have been obtained over the years in the investigation of Conscientious Objector cases. If these Photostats could be destroyed, a great deal of filing space could be recouped for future expansion.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 SP4EW/cal

Attached hereto are samples of the material referred to above.

RECOMMENDATIONS:

1. That the Files and Communications Division be permitted to destroy all Photostat copies of selective service files retained in the selective service cases in conjunction with their Copy Destruction Program. Archival authority will not be required if destruction of this material is approved.

2. That this memorandum be routed to the Investigative Division for their views.

66-32867
NOT RECORDED
46 SEP 17 1959

SEP 16 1959

ORIGINAL COPY FILED IN 66-32867-1170

TCH:umh
(3)
Enclosures - detached per TCH -

9-9-59 - Investigative Division interposes no objection to the elimination and destruction of Photostats relating to Conscientious Objector Investigations. This applies to the 1940 act as well as to the 1948 act. A.B. Fulton

SIX

MR. MC GUIRE 8-31-59

L. E. SHORT

RECORDS MANAGEMENT
Buffile 66-16966
Suggestion #122-60

Reference is made to SAC Letter 59-43, C, wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

By memorandum from Donahoe to Belmont dated July 20, 1959, SA V. D. Stewart, Domestic Intelligence Division, recommended that (1) copies of investigative reports regarding individuals now retained in the main file on an individual be destroyed if the main file contains a summary report which incorporates all pertinent information appearing in previously submitted investigative reports. He further recommended that (2) at such time as a summary report is disseminated, the clerk, with the supervisor's approval, be permitted to destroy copies of investigative reports submitted prior to each summary dissemination. SA Stewart stated that the original investigative report would remain in file bearing the notation that the copies were destroyed. He feels that this procedure would assist in reducing our files during the daily course of our work.

RECORDS BRANCH OBSERVATIONS:

Records Branch of Bureau Records has in operation and has had since February, 1958, a copy destruction program designed to remove unnecessary copies of material from Bureau files. In the interest of efficiency and economy, this is being done in an orderly fashion by classification (consistent with availability of personnel) and eventually will result in destruction of unnecessary copies in all Bureau files. However, in the event a Bureau supervisor through the normal course of his work uncovers a file which appears to contain a large volume of copies, instructions could be issued to refer this file to the Records Branch for review as to possible destruction of copies. Because of our complex records operation, the Records Branch should handle the destruction of any material being removed from file. SA Stewart's suggestion as such is not recommended for adoption; however, Records Branch feels that instructions could be issued to Supervisors at Seat of Government to refer any files to the Records Branch which appear to contain a large volume of excess copies. If this proposal is approved,

JWM:vmk
(5)
1 - Buffile 66-3286

66-3286-
NOT RECORDED
117 SEP 14 1959

60 SEP 21 1959

ORIGINAL FILED IN 1-32-1

DATE 8-5-82 BY SP4EW/ca

Records Branch will issue such instructions.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division for review and acknowledgment if deemed necessary. If the Records Branch proposal is approved, these instructions will be issued to supervisors at the Seat of Government.

ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG:jmp 9-2-59

Training and Inspection Division concurs in the recommendatio of Files and Communications Division that SA Stewart's suggestion not b adopted since Records Branch already has an established procedure for removing unnecessary copies of material from Bureau files and it would be undesirable to permit other than Records Branch employees to remove material from files and destroy it. If approved, no communication to SA Stewart is necessary since his suggestion was submitted in response to specific request for records management ideas and per memo Q. Tamm to Mr. Tolson dated 7-23-59, such suggestions are not acknowledged unless adopted.

It is recommended that Records Branch be authorized to issue appropriate instructions to alert Bureau supervisors to watch for files containing a large number of copies of communications which should be reviewed for possible destruction.

MR. MC GUIRE 9-2-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen Bureau's Records Management program.

By memorandum from Conroy to Rosen dated 7-28-59, the Fugitive Section of the Investigative Division suggested that the following letters no longer be filed: (1) monthly letters received from the field concerning missed fugitive dead lines and (2) monthly letters submitted by each office setting forth the number of unlawful flight complaints filed during the previous month. The Fugitive Section pointed out that these letters, which are captioned, "Unlawful Flight Cases, _____ Division," are now filed in file 88-85. The Fugitive Section points out that these communications, which are submitted by each office on a monthly basis, serve as important tools in the supervision of fugitive matters. However, since administrative folders are maintained on each office, the originals of these letters could be retained in these folders on a temporary basis, such as on a fiscal year basis and then destroyed rather than maintained as a permanent part of the Bureau's records. The Fugitive Section recommends that these two items no longer be filed, but be routed directly to the General Fugitive Unit, Fugitive Section, for handling. They also recommend that the necessary steps be taken to obtain authority for the destruction of letters in these two categories which have already been placed in file.

RECORDS BRANCH OBSERVATIONS

From records management standpoint, the above suggestions have considerable merit in that records which are of temporary value only will not be maintained as a permanent part of Bureau records. As a result of these suggestions, the Records Branch will take the necessary steps to route these types of letters directly to the Investigative Division for handling and will not

JWM:lib
(6)
1 - 66-3286
1 - 88-85
1 - 88-00

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-5-82 BY SP4 EWC/cld

170 SEP 14 1959

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put them on record. Upon a determination by the Investigative Division as to how long these types of records should be maintained, the Records Branch will then proceed with the destruction of those letters already in file. Archival authority is not necessary for the destruction of records of this type since the records are prepared for administrative purposes only.

RECOMMENDATIONS:

1. That this memorandum be referred to the Training and Inspection Division for review.

2. That this memorandum be referred to the Investigative Division for information and that the Investigative Division, upon determining the retention period of this type of material, advise the Records Branch in order that appropriate steps can be taken to dispose of the material already in file.

MR. MC GUIRE 9-11-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Re: Discontinuing of Parole Reports

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management program.

By letter dated 8-17-59, the SAC, Memphis, recommended that the Bureau give consideration to discontinuing the preparation of parole reports.

The Manual of Rules and Regulations, Part II, Section 4, page 25, requires that the office of prosecution must submit promptly a parole report after a subject has been sentenced in a Bureau case to imprisonment for more than 180 days or given an indeterminate sentence under the provisions of the Federal Youth Corrections Act. A separate parole report is required on each subject. The original and two copies of this report are sent to the Bureau, one copy is prepared for the office of origin, and one copy for the reporting office.

RECORDS BRANCH OBSERVATIONS

Inasmuch as this suggestion relates to investigative matters supervised by the Investigative Division, the comments of that division should be secured regarding the adoption of this suggestion.

RECOMMENDATIONS:

(1) This memorandum be referred to the Investigative Division for comments regarding the adoption of the above suggestion.

(2) This memorandum be referred to the Training and Inspection Division for review.

JWL:llb
(5)
1 - 66-3286

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170 SEP 15 1959

62 SEP 16 1959

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MR. MC GUIRE

9-11-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

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HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 CAL

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management program.

Two suggestions have been received relating to the destruction of 67-0 (Bureau applicant general) files in the field. They are as follows:

(1) By letter dated 8-12-59, the SAC, Atlanta, suggested that these files be destroyed after five years. He pointed out that these files contained numerous rejected applications and correspondence with applicants which is of little value.

(2) By letter dated 8-18-59, the SAC, Charlotte, suggested that the Bureau might reconsider the suggestion submitted by Assistant Chief Clerk, [redacted], on 12-13-57, who suggested that serials in file 67-0 over ten years old be destroyed.

b6
b7C

PREVIOUS BACKGROUND

Memorandum from Tamm to Tolson dated 3-4-58, relates to the suggestion previously submitted by [redacted]. When this suggestion was submitted, the Administrative Division expressed the opinion that applications and other communications over ten years old, which appear in 67-0 files, are of doubtful value as reference material. They observed that this type of material is destroyed at the Bureau and as the material is of doubtful reference value, it would appear that the advantages of destroying such material outweighs the disadvantages in view of the space savings. The Training and Inspection Division conducted a survey of ten offices regarding this suggestion. Eight of the ten were in favor of adopting the suggestion and two were opposed to the adoption of the suggestion. The Training and Inspection Division concluded that it was better to keep a uniform rule as

JEM:llb
(6)
1 - 66-3286 (Destruction of records)
1 - 67-2 (General)

66-3286-

NOT RECORDED
170 SEP 15 1959

62 SEP 16 1959

to destruction of files in the investigative categories rather than to make a few exceptions. The present rule permits field offices to destroy investigative files after twenty years. Mr. [redacted] suggestion was not adopted.

b6
b7C

RECORDS BRANCH OBSERVATIONS

In light of the Bureau's intensified records management program designed to eliminate obsolete and valueless material from Bureau's records both at the Seat of Government and in the field, Records Branch feels that the previous decision regarding the destruction of this material should be re-evaluated at the present time. The Records Branch feels that this material is of little value to the field and could be destroyed after a reasonable period of time. The current comments of the Administrative Division and the Training and Inspection Division should be secured prior to the final consideration of these suggestions.

RECOMMENDATION:

That the comments of the Administrative Division and the Training and Inspection Division be secured regarding the above suggestions prior to the final consideration of these suggestions for adoption.

MR. MC GUIRE 9-11-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Destroying Bureau Records

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management program.

To date, several suggestions have been received regarding the consolidation and stripping of files in the field offices. These suggestions are as follows.

(1) By letter dated 8-4-59, the SAC, Washington Field Office, suggested that they be given the authority to consolidate criminal type cases in the same manner that they consolidate applicant type cases. The SAC indicated Bulet, dated 4-21-53, authorized the Washington Field Office to consolidate applicant files as rapidly as they are closed and as rapidly as they can be put together in groups of twenty-five consecutive numbers. The SAC pointed out that if they could follow this procedure in criminal files it would not be necessary to make a special project each six months to consolidate these files.

(2) By letter dated 8-5-59, the SAC, Newark, suggested that consideration be given to consolidating security type files (65-Espionage, 100-Internal Security, and 105-Internal Security Nationalistic Tendencies) after the case has been closed for a period of five years, and at that time extra copies of serials could also be destroyed. The SAC advised that the adoption of this suggestion would effect a space saving.

The Manual of Rules and Regulations, Part II, Section 3, provides that in security type files the office of origin may destroy all extra copies of serials after the cases have been closed for ten years.

(3) By the same letter, the SAC, Newark, suggested that the field be permitted to consolidate certain control type files, for example the General Investigative Intelligence file, similar

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(5)
1- 66-3286

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170 SEP 5 1959

8-5-82 /SPHELLOT Cal

to the procedure wherein the criminal cases are consolidated after they have been closed for a period of six months. The SAC points out that consolidation of these types of files would save considerable space.

(4) By letter dated 8-18-59, the SAC, Charlotte, suggested that the Bureau permit consolidation of security type files as allowed in other types of files. The SAC suggested that those files into which current information is being channeled and those files on current organizations be exempt from this rule. The SAC estimates that at least ten file drawers of space could be saved in the Charlotte Office if this consolidation is permitted.

(5) By letter dated 8-21-59, the SAC, Los Angeles, suggested that consideration be given to consolidation of files in the 105 (Internal Security-Nationalistic Tendencies) classification, in the interest of saving space.

(6) By letter dated 8-26-59, the SAC, St. Louis, suggested that security type files be consolidated. They also suggested that the office of origin be permitted to destroy extra copies of each serial in security type files at an earlier date than the present ten year requirement.

(7) By letter dated 8-31-59, the SAC, Seattle, suggested that the office of origin be authorized to strip security type files (65, 100, and 105) of all copies, except one of each serial after the file has been closed for five years, instead of the present ten year retention period.

(8) In the same letter, the SAC, Seattle, suggested that in any type of Bureau case, at the time a report is prepared, the file be purged of all but one copy of office memoranda as the reason for preparation of more than one copy has been fulfilled.

(9) In the same letter the SAC, Seattle, suggested that authority be granted for the stripping of criminal files to a single copy of each serial immediately after the statute of limitations has run.

(10) In the same letter, the SAC, Seattle, suggested that in connection with files opened on subjects of an Identification Order, that in those instances where there have been no leads from within a division, that upon receipt of information from the office of origin that the I.O. fugitive has been apprehended, the file on that subject be stripped and nothing be retained except the I.O. The SAC points out that in the event this is done it may be advisable to retain, in addition to the I.O, the first sheet of the

summary report which contains the synopsis. He feels that if an investigation has been conducted in the I.O. case by an auxiliary office that the suggested stripping should not be done.

(11) In the same letter the SAC, Seattle, suggested that the Bureau consider authorizing the field offices to strip any criminal file to a single copy of each serial at the time the file is closed in the office of origin. He points out that stripping the files in this manner would effect an immediate savings of space, permit the disposal of extra serials at a time when the file is being worked on, and eliminate the necessity of pulling the file at the end of six months, when under the current rules, it can be stripped and consolidated.

RECORDS BRANCH OBSERVATIONS

Suggestions have merit from records management standpoint and would undoubtedly result in a substantial savings of space throughout the field. Inasmuch as suggestions relate solely to field operations, they should be referred to the Training and Inspection Division for consideration.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division for consideration of the above suggestions relating to the consolidation and stripping of field office files.

MR. MC GUIRE

9-8-59

L. E. SHORT

RECORDS MANAGEMENT
(66-16366)

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HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 CLW/Cal

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Record Management program.

To date, several suggestions have been received relating to the Selective Service (SSA-25) classification for consideration.

(1) By letter dated 8-10-59, the SAC, Savannah, suggested that in SSA cases only one copy of reports be submitted to the Bureau, except for the initial report, which states the delinquency and the closing report which indicates the manner in which the delinquency is cleared. The SAC states that if a report contains information which would have a bearing on the selective service status of the subject, (physical or mental disability, criminal record, etc.) an additional copy could be submitted for dissemination at the Seat of Government. He also pointed out that this would generally occur under the present procedure wherein a copy of this type of report is submitted to the United States Attorney. The SAC pointed out that the majority of the reports submitted in SSA cases primarily concern efforts to locate the subject and appear to be of no particular value to agencies outside the Bureau.

The Manual of Rules and Regulations, Part II, Section 9, page 2, requires the field to submit two copies of reports to the Bureau in all SSA cases with the exception of SSA--1940 (one report required) and Public Law 414, 82nd Congress and Public Law 431, 78th Congress (five copies required).

(2) By letter dated 8-14-59, SAC, Philadelphia, suggested that the Bureau consider having the field handle SSA--1948 cases without submitting a report to the Bureau. The SAC indicated that while his office is aware that the Bureau disseminates these reports to the National Selective Service headquarters, he feels that they are probably basicly interested in statistical data only, which the field office could furnish

JWM:lld
(6)
- 66-3286 (Destruction of records)
- 25-00 (Selective Service supervision)

66-3286-

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191 SEP 15 1959

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to the Bureau at regular intervals and eliminate the necessity of congesting the Bureau's files with reports in these cases. The SAC indicated that if adopted, an exception should be made to SSA fugitive cases and Conscientious Objectors.

(3) By letter dated 8-18-59, the SAC, Charlotte, suggested that the Bureau might reconsider the suggestions submitted by Assistant Chief Clerk, [redacted] 12-12-59, that all 25-0 serials over ten years old be destroyed and that the majority of 25 cases consisting mainly of cases where investigation disclosed that the delinquency was not wilful, that those files over ten years old be destroyed.

(4) By letter dated 8-21-59, the SAC, Los Angeles, recommended that all 25-0 files be destroyed prior to 1948. The SAC pointed out that this would save nine feet and eleven inches of space in the Los Angeles Office.

(5) By the same letter the SAC, Los Angeles, suggested that all SSA files prior to 1948 be destroyed in "No Card" cases. The SAC pointed out that in the majority of cases of this type the individual has registered and the information, once checked out, appears to have no permanent value. This material occupies 32 feet and 7 inches of space in the Los Angeles Office.

RECORDS BRANCH OBSERVATIONS

From a records management standpoint all of these suggestions have merit in that they would effect a reduction in the volume of permanent records being retained in the field and at the Seat of Government. Inasmuch as these suggestions relate to a classification supervised by the Investigative Division, the comments of that division should be secured concerning each suggestion prior to final consideration of the suggestions. The comments of the Domestic Intelligence Division should also be secured inasmuch as some of the suggestions, if adopted would effect the availability of information in SSA cases for dissemination.

RECOMMENDATIONS:

(1) That the comments of the Investigative Division and the Domestic Intelligence Division be secured concerning the merits of these suggestions prior to final consideration of the suggestions.

(2) That this memorandum be referred to the Training and Inspection Division for review.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: August 28, 1959

FROM : S. B. Donahoe

b6
b7C

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: [redacted]
INTERNAL SECURITY - X

On March 8, 1948, information was received from the mother-in-law of the subject to the effect that the subject had made many statements that she had obtained enough information to sell to the Russians at a high price; that her father had been a Russian spy; that she and her mother made a lot of money during the war by spying. The mother-in-law also advised that the subject was corresponding with somebody in a foreign language. In addition, the mother-in-law charged that the subject was avaricious, immoral and a heavy drinker. Subject is a native of Poland who in 194[redacted] married [redacted] who was stationed at the Army Post, Frankfurt, Germany. They left Germany on [redacted] with their baby daughter. b6 b7C Investigation indicated that the mother-in-law and the subject were battling over the custody of the child and it appeared that the charges made against the subject which were never substantiated were based on the dislike of the mother-in-law for the subject. During the course of the investigation, the mother-in-law turned over to the Bureau a letter written in the Polish language directed to the subject's husband from an individual in Canada. From the translation of this letter it was apparent that it was meant for the subject and its contents were purely social in nature. The Norfolk Office furnished to the Bureau a film pack containing a photograph of this letter and the developed film forms the bulky exhibit to serial 2 of instant file. The film pack is also a part of this exhibit. The Norfolk Office was furnished a copy of the translation of this letter which has been indexed in the Bureau file. There is no obligation to furnish this instant exhibit to anyone and there appears to be no foreseeable use for the exhibit if retained. Its destruction would not eliminate from the Bureau files data to which we might have to refer in the future. It appears to have no evidentiary value.

Handled by letter

RECOMMENDATION:

NOT RECORDED
140 SEP 9 1959

That the bulky exhibits to serial 2 of the instant file be destroyed.

105-10472
1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Eames
1 - Mr. Wacks

JFW:tw
(5)

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14 SEP 9 1959

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GPO : 1954 O - 16-97 (3)

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: August 28, 1959

FROM : [illegible] Jones

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
T.S. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: COMMUNIST ACTIVITIES IN GERMANY
INTERNAL SECURITY - GERMANY

DESTRUCTION OF BUREAU RECORDS - GENL.

By memo from Short to McGuire dated 4-14-59 it was requested bulky exhibit 64-200-232-410 be reviewed for decision as to its retention or disposition.

In connection with captured German Document Program, WFO reviewed German documents in possession of Army and submitted pertinent ones to Bureau for review. Copies of these documents were made and the originals returned to Army authorities. The documents in this exhibit were furnished to Bureau in May, 1949, and contained names, background data and photographs of a number of persons reportedly active in the Communist movement in Germany. This material is in the German language. It has been translated into English and the English translation thereof is in the case file and all indexing was made on the translation. There appears to be no reason why the photographic copies of instant documents in the German language should be maintained since we have the translation thereof in the Bureau files.

RECOMMENDATION:

That this exhibit be destroyed.

64-200-232

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Jones

ARJ:tw
(4)

66-3286-
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102 OCT 19 1959

24 OCT 19 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EWJ/cal

ENCLOSURE

REC'D
52 OCT 19 1959

ORIGINAL FILED IN 64-200-232

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

FROM : A. R. Jones

DATE: August 26, 1959

SUBJECT: ABWEHR - SPAIN

CONFIDENTIAL

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

INFORMATION IS declassified Per Approp Agency's letr dtd 3-3-82 SP8BTJ/COL 211,847

By memo 4-14-59 from Short to McGuire it was requested bulky exhibit 65-37193-237-99 be reviewed for decision as to its retention or disposition.

This exhibit has been reviewed and consists of copy number 36 of the Spanish Primer entitled "Officers, Agents, and Employees of the Axis Intelligence Services in Spain, Spanish Possessions and Tangier, 1945." This info was compiled by Gerstle Mack, formerly of OSS, and made available to our Legal Attache in London who furnished it to Bureau by memo dated April 16, 1944. The names appearing in this exhibit have never been indexed and exhibit serves no useful purpose at this time and there appears to be no foreseeable use for it in the future. There is no need for this exhibit to be returned.

RECOMMENDATION:

That this exhibit be destroyed.

DECLASSIFIED BY SP8BTJ/COL 8-21-86 211,847

65-37193-237

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Jones

ARJ:tw
(4)

Classified by SPEELWCAL Declassify on: OADR 6/24/83

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3 SEP 2 1959

CONFIDENTIAL

o Destruction of Bureau Property - Gen.

166-3286

NOT RECORDED
117 SEP 12 1959

SEP 8 1959

ORIGINAL FILED IN 62-97113-1217

CONFIDENTIAL

CONFIDENTIAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. E. Donahoe

DATE: August 26, 1959

FROM : J. F. Wacks

SUBJECT: SUBMARINE ACTIVITIES GENERAL

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

During the period January, 194[illegible], to August 15, 1945, a running memorandum was prepared setting forth the salient facts concerning submarine activity off the coasts of the United States. The data contained in this memorandum was taken from the different files on the individual cases relating to submarine activities as well as from the control file in which were placed incidents not worthy of investigation. This information was received from various private individuals and Government agencies. The running memorandum was prepared for the use of the Director but it is not indicated whether it was ever used by him or any other Bureau official. It was not indexed; however, the various documents from which the information in the running memorandum was taken were indexed.

Memo Short to McGuire 4-22-59 recommended that this running memorandum, which is serial 486 of the instant file, be reviewed and a decision rendered as to the retention or disposition of the material. It does not appear that the destruction of this exhibit will eliminate from the Bureau files data to which we might have to refer in the future. The information contained therein at this time appears to have no security significance but it may be of historical value.

RECOMMENDATION:

Since there appears to be no foreseeable use of this document in the future, it is recommended that it be destroyed despite the remote possibility that it may be of value from the historical viewpoint.

65-39557

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Wacks

JFW:tw
(4)

66-2016
NOT RECORDED
128 SEP 14 1959

16 SEP 11 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EW/Cal

ORIGINAL FILED IN

5-341 (Rev. 12-15-58)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: APR 22 1959

FROM : L. E. SHORT

SUBJECT: JAPANESE CONSUL
NEW YORK, N. Y.

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 65-38635-X

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:bjo

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HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 EW/cal

12 SEP 4 1959

SEE ADDENDUM PAGE 2

J. W. MARSHALL

4

Destruction of
Bureau Property

66-3286-
NOT RECORDED
117 SEP 8 1959

SEP 11 1959

ORIGINAL FILED IN

ADDENDUM VRS:dmd 8-26-59

On 12-29-39, Captain E. B. Nixon, U.S.N. requested of the Bureau five copies of a set of numerous photographic exhibits of a group of Japanese documents which were photographed by Naval Intelligence. Bureau on 1-6-40 furnished Naval Intelligence the requested number of copies and returned the negatives from which the copies were made. The Bureau maintained a set of the exhibits (which is instant bulky exhibit) for possible future reference. Naval Intelligence did not advise Bureau as to the source of photographs or as to their contents. The entire set is written in Japanese and as a result of a summary translation of the material made by Michael M. Miyatake on 8-20-59 it was determined the material consists of a sectional map of China (four copies) and, the now defunct Japanese Imperial Navy's Officers' Register, undated. The bulky exhibit has not been indexed and has no security classification.

RECOMMENDATION:

In view of the contents of instant bulky exhibit, fact it has no security classification and since there appears to be no useful purpose for Bureau's retention, it is recommended it be destroyed.

SUMMARY FROM JAPANESE

The materials herein consist of a sectional map of China (four copies) and, the now defunct Japanese Imperial Navy's Officers' Register, undated.

[redacted]

8-5-82

SP4 ELLWICA

ENCLOSURE 66-3456

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 8-20-59

FROM : L. E. SHORT Sc Destruction of Bureau Papers

SUBJECT: RECORDS MANAGEMENT
Bufile 66-18966
Suggestion # 113-60

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Gillilan
Buchanan

Reference is made to SAC Letter 59-43, Paragraph C, wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

By memorandum from Mr. Donahoe to Mr. Belmont dated July 20, 1959, a suggestion was submitted by SA W. D. Stewart, Domestic Intelligence Division, who suggested that upon receipt of information regarding the death of the subject of an investigation, authority be granted to destroy extra copies of reports in the file relating to this individual or microfilm the entire file or very old sections of the file. He stated that this suggestion may also be of interest to the field to assist them in reducing files.

SA H. Edward McNulty, Seattle Office, recently submitted a suggestion along the same lines, that in security matter cases in the 100 classification, the office of origin be permitted to destroy extra copies of serials in cases where the subject's death has been verified. The Domestic Intelligence Division recommended SA McNulty's suggestion be adopted and felt that it should also include classification 65 (Espionage) and classification 105 (Internal Security-Nationalistic Tendency). By memorandum from Mr. Tamm to Mr. Tolson dated July 21, 1959, (66-3286-835) it was recommended that SA McNulty's suggestion be adopted to include the 65 and 105 classifications. An SAC Letter was sent to the field advising them of the adoption of this suggestion.

66-3286-
NOT RECORDED
141 SEP 15 1959

RECORDS BRANCH OBSERVATIONS RE SA STEWART'S SUGGESTION:

In regard to SA Stewart's suggestion as it relates to investigative files maintained at the Seat of Government, Records Branch has presently in effect a copy destruction program designed to remove all unnecessary copies of material from Bureau files. This program has been in effect since 1958 and to date approximately 250 five-drawer letter size file cabinets of material has been destroyed in spite of the fact that the program has been operating on a part-time basis consistent with the availability of personnel. In regard to SA Stewart's suggestion that the file be microfilmed, it is not

14 SEP 17 1959

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1- 66-1934
Enclosure 8-20-59

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feasible to microfilm individual files because of the many problems which would be created if this were done. In order to maintain our files system sequence, we microfilm large blocks of files, these files being microfilmed in a systematic numerical order.

In regard to SA Stewart's suggestion as it relates to the field office files, the suggestion has already been adopted pertaining to the 65, 100 and 105 classifications. Records Branch feels that this suggestion could possibly be extended to include all of the field office files in the interest of strengthening the Bureau's overall Records Management Program and conserving space throughout the field.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division for review and that consideration be given to adopting SA Stewart's suggestion to permit destruction of copies of reports in the field in all files where subject's death has been verified.

ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG:jmp, 8-28-59

Training and Inspection Division concurs in the recommendation that the field be permitted to destroy extra copies of serials in all cases where the death of the subject has been verified.

If approved, the enclosed letter should be sent commending SA Stewart for his suggestion.

If approved, Training and Inspection Division will adjust the wording in Bureau manuals to set forth this rule which now applies only to certain classifications.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-10-2011

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. S. B. Donahoe

DATE: August 17, 1959

FROM : Mr. A. Kayne

1 - Donahoe
1 - McGuire
1 - Short
1 - Cadigan
1 - Kayne

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: ITALIAN INTELLIGENCE SERVICE-
ESPIONAGE - R

~~CONFIDENTIAL~~

Destruction of Bureau Property

Re memorandum Mr. Short to Mr. McGuire dated 4/14/59 which recommended that bulky exhibit 65-52127-79 be reviewed and a decision rendered as to retention or disposition of the material. Bulky consists of Photostats of material submitted by Legat, Lisbon, Portugal, 5/3/44. Legat indicated he had obtained this material, consisting of summaries on various allied intelligence services prepared before the Italian armistice, through the cooperation of Dr. Romeo Foselli, head of the Italian "SIM" (Servizio Informazioni Militari), Counterintelligence, Lisbon, Portugal. Pursuant to Legat's request, material was translated and copies of the translation were made available to him. There is no translation of the material in the bulky. A recent translation of the table of contents prepared by the Laboratory indicates that the material pertains to intelligence service centers in Portugal, intelligence service and communism, intelligence service and Jewish problem, intelligence service and the DeGaullist movement, intelligence service and sabotage, information services of other nations collaborating with the intelligence service, and particular directions of the activity of the intelligence service. A review of the bulky reveals that all this material relates to the years 1941-1942.

None of this material has been indexed and there is no indication as to what purpose it has served. Material appears to be of no current or foreseeable use to Bureau and there is no indication that this material is to be returned to source.

Laboratory has indicated that the bulky is of no value to the Laboratory and, likewise, it is of no value to the Domestic Intelligence Division.

CLASSIFIED BY 1403 DECLASSIFY ON: X
8-24-82 AK Amended

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

3 SEP 2 1959

RECOMMENDATION:

It is recommended that bulky exhibit 65-52127-79 be destroyed.

65-52127

AK:bcm:gmp
(6)

166-3286-
NOT RECORDED
191 SEP 2 1959

ESP. SEC.

8-5-82

~~CONFIDENTIAL~~

ORIGINAL COPY FILED IN 65-52127-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

1 - Belmont
1 - Records Branch
1 - Training and Inspection
1 - Branigan
2 - Martin
1 - Baumgardner
1 - Bland
1 - Donahoe
1 - Frohbose
1 - Scatterday
1 - Sullivan

DATE: August 10, 1959

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

FROM : W. A. Branigan

SUBJECT: FILING SYSTEM - RECORDS MANAGEMENT
REDUCTION OF NUMBER OF COPIES OF
REPORTS AND LETTERHEAD MEMORANDA
FILED IN SECURITY CASES

In connection with the records management survey being conducted pursuant SAC letter number 59-43, consideration has been given to any possible reduction in the number of reports and letterhead memoranda which are submitted and filed in security cases. It is noted that at present only the original of any other type of communication is filed in any one file; however, all five copies of letterhead memoranda and all four to six copies of reports which are submitted to the Bureau are filed with the exception of those which may be disseminated. It has been concluded that no change in the number of letterhead memoranda and reports being submitted is desirable since it has been found that any attempt to reduce the number would be subject to so many contingencies and qualifications that the regulations concerning them would necessarily become overly complicated. It has been concluded, however, that in many instances it does not appear necessary to file all of the copies which are received, since it cannot be anticipated from a practical standpoint that there will be any future need for such copies. The largest group consists of those letterhead memoranda and reports which contain no derogatory information concerning the subject. There appears to be no reason why excess copies should not be destroyed by the supervisor prior to filing.

1 66-3286
NOT RECORDED
145 SEP 4 1959

RECOMMENDATIONS:

(1) It is recommended that supervisors be given authority on a permissive basis to destroy excess copies ~~of letterhead~~ memoranda and reports in any case where they contain no derogatory information or where there is no other reason to anticipate any future need for such copies. Notation of this action would be placed on original.

(2) This memorandum should be referred to the attention of the Records Branch in connection with the Records ~~Management Program~~.

4 SEP 3 1959

(3) This memorandum should also be referred to the Training and Inspection Division for approval.

57 SEP 9 1959

LHM:ces
(13)

DESTRUCTION OF BUREAU PROPERTY CONT'D

ORIGINAL COPY FILED IN 66-18966-3

ENCLOSURE

8-5-82 BY SP4ELW/cab

Jlyn 66-18966
Jlyn 66-3286

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: August 26, 1959

FROM : A. R. Jones ARJ.

SUBJECT: GERMAN ACTIVITIES IN U.S.
INTERNAL SECURITY - GERMANY

Belmont
L. B. Short

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

By memo 4-15-59, from Short to McGuire, it was requested that bulky exhibit 61-7560-11690 be reviewed for decision as to its retention or disposition.

This exhibit has been reviewed and consists of Photostats of the publication entitled "Deutscher Reichsanzeiger und Preussischer Staatsanzeiger" which were made by the Mechanical Section of the Laboratory from originals obtained by the WFO from the Library of Congress. The Photostats of this publication cover the year 1939 and contain lists of names of German citizens who were expatriated. These Photostats were furnished Bureau on October 11, 1940. The names appearing on the Photostats have not been indexed. There appears to be no present use for this exhibit and there is no future foreseeable use to Bureau of this exhibit.

RECOMMENDATION:

That this exhibit be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-5-82 BY SP4 EW/cal

61-7560

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Jones

ARJ:tw
(4)

SEP 2 1959

5 - ARJ

Dep. of Interior
66-2286-

NOT RECORDED
117 SEP 1 1959

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: August 26, 1959

FROM : J. F. Wacks

SUBJECT: DR. J. ROBERT OPPENHEIMER
INTERNAL SECURITY - R

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

BELMONT
E. SHORT

By airtel 5-25-55 New York Office sent to the Bureau a tape recording of an interview with Oppenheimer by Edward R. Murrow during his 1-4-55 television program "See It Now." This conversation was reduced to a memo, a copy of which was sent to AEC on 6-16-55. This memo is appropriately indexed. The transcript indicated that conversation covered the work and personnel at the Institute for Advanced Study, Princeton, New Jersey, of which Oppenheimer then was and still is director. There was nothing of a security nature discussed.

Memo Short to McGuire 7-29-59 requested that this tape recording be reviewed and a decision rendered as to its retention or disposition. It is noted the New York Office made this recording from a film furnished it by the television station. The film was returned to the television station and there is no need to return the tape recording to the New York Office. There appears to be no foreseeable use for this recording if it is retained. Neither does it appear that destruction of this tape recording will eliminate from our files data to which we might have to refer in the future.

RECOMMENDATION:

That the tape recording which is the bulky exhibit to serial 2189 of this file be destroyed.

100-17828

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Wacks

JFW:tw
(4)

166-3286-
NOT RECORDED
141 SEP 2 1959

14 SEP 2 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP2 ELW/cal

53 SEP 10 1959

ORIGINAL COPY FILED IN 100-17828-

Destroy in accordance with Bureau Property-

UNITED STATES GOVERNMENT

DATE: August 17, 1959

TO : Mr. S. B. Donahoe

FROM : Mr. A. Kayne

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. McGuire
1 - Mr. Kayne

Tolson
Belmont
Mohr
Nease
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: FRAUDULENT PASSPORTS
INTERNAL SECURITY - ITALY

CONFIDENTIAL

Classified by SPEW/cal
Declassify on: OADR 6/23/83

Re memorandum Mr. Short to Mr. McGuire 4/14/59 which recommended that bulky exhibit 65-21187-17 be reviewed and a decision rendered as to retention or disposition of the [illegible] photographic copies of two [illegible] issued to Johanna Christine Bushmann, and the [illegible] to Joseph Piel. These were furnished to the Bureau through the Italian Central Office of International Criminal Police in December 1949. We were advised that these resulted through the [illegible] of a group of forgers of passports in Milan. These data, [illegible] with photographic reproductions of the passports, were furnished to the Department of State on 1/16/50 and, at the same time, we advised the Italian police of this reference. On 3/9/50 we were advised by State that the data that we furnished to State had also been communicated to that Department through the American Consulate General at Milan, Italy; that an investigation instituted by the Department was then under way; and that appropriate information would be communicated to the Italian authorities through the Consulate General at Milan when the investigation was completed. This information was relayed by us on March 21, 1950, to the Italian police. (S)(W)

No investigation concerning this matter was conducted by the Bureau; there appears to be no obligation to return bulky to original source; data relating to the passports are contained in the main case file and names appearing on passports have been indexed. There appears to be no foreseeable use of this material by the Bureau and it is believed there is no longer any reason to retain material.

CONFIDENTIAL

166-3286
NOT RECORDED
AUG 24 1959

RECOMMENDATION:

It is recommended that bulky exhibit 65-21187-17 be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

65-21187 ENCLOSURE

AK:bam:gmp

53 AUG 28 1959

DE AUG 21 1959

SPEW/cal

NAT. INT. SEC.

DECLASSIFIED BY AUC 60290 BCE/DCG/lpw
ON 8/27/03

ORIGINAL COPY FILED IN 65-21187-17

ST file

PERSONAL ATTENTION
SAC LETTER NO. 59-47

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

July 28, 1959 WASHINGTON 25, D. C.

In Reply, Please Refer to File No. DESTRUCTION OF BUREAU RECORDS - Gen'l

(A) FILING SYSTEM -- In security-type cases (classifications 65, 100 and 105) the office of origin may destroy all copies except one of each serial upon verification of death of the subject. No project should be undertaken to purge existing files but the action should be taken as cases come to your attention.

ORIGINAL FILED IN 66-04-2880

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-5-82 BY SP4 EWY Cal

166-3286-
NOT RECORDED
102 AUG 10 '59

DEC 1 1959

29

Employee Suggestion
FD-252 (Rev. 2-4-57)

b6
b7C

H 47-60

Date: 9/2/59

To: Director, FBI

From: (Suggester's name) GS-13
SA [redacted]

Division of Assignment: SEATTLE

SUGGESTION: Destroy files in 15, 26, 45, 52, 70, 103 and 149 (False Report) classifications when all of the following conditions exist:

1. UNSUB cases where no suspects are developed.
2. Loss of property involved is less than $5,000, and
3. Statute of Limitations has run (5 years.)

When case is closed or RUC, notation could be made on file cover that file and index card can be destroyed after (date)

(34) EXEMPT SEP 4 1959

Current practice or rule (Include manual citation as well as facts)

Files and records in field division may be destroyed after they become 20 years old (Part II, Section 3, Page 13, Manual of R & R).

Advantages of suggestion and annual savings (include basis for estimate)

Provides more space for records.

Approximately 120 drawers are now utilized by the Seattle Division for storing closed cases in the above classifications. It is estimated that at least 8 drawers would be available immediately if files were destroyed under these rules, and at least 4 drawers per year would be available each year thereafter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EW/cal

REC-36 66-3786-838
EX 105
39-23
11 SEP 22 1959

Disadvantages of suggestion

None known

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] SA

Signature and Title of Suggester

Recommendations and comments of Division Head

See attached sheet

[signature], SAC

Signature and Title

(Do not write in this space - for Bureau use only)

Re-designated for emp's file

ENCLOSURE

Ltr. to SAC, NY Detroit Cleveland Miami Kansas City + 50 on F for news 9/11/59.

9-11-59 asc:jmp

3 OCT 30 1959

Designation of file to Personnel

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD:

It is believed that if this project were confined to the limitations outlined a great deal of good could be accomplished in the way of space-saving, with little likelihood of anything being destroyed of real or material value.

It is observed that only UNSUB. cases are involved where the Statute of Limitations has already run and where the loss of property is less than $5000.

In view of this, my recommendation is favorable.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/27/03 BY AUC 60290 BCE/DCG/ymw

66-3286-838
ENCLOSURE

MR. MC GUIRE 9-16-59

W. C. EAMES

Destruction of Bureau Property - General

APPLICANT FILE DESTRUCTION PROGRAM

We have just completed destroying unsuccessful Bureau applicant files over ten years' old. During the summer months we reviewed and destroyed 34,575 files and the same number of index cards. We saved 288 file drawers, which enabled us to release 58 five-drawer file cabinets for badly needed expansion elsewhere.

Mrs. [redacted], a Personnel Records Unit employee, was placed in charge of this project and trained as well as supervised the many temporary summer employees who worked on it. She did an outstanding job in every respect. Morale was excellent and she obtained maximum productivity and accuracy from the inexperienced personnel under her supervision. It is believed that her efforts merit formal commendation.

b6
b7C

RECOMMENDATION:

That an appropriate letter of commendation be directed to Mrs. [redacted]

b6
b7C

WGE:dvh
(6)

1 - Personnel file of Mrs. [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EWL/CAC

REC-3 66-3286-839

SEP 22 1959

51

EX-102

53 SEP 25 1959

ORIGINAL FILED IN 77 Personnel 5 Bureau Copy - 1

MR. TOLSON 9-10-59

J. J. MC GUIRE

RECORDS MANAGEMENT
Bufile 66-18966
Suggestion #139-60

As a result of SAC Letter 59-43, C, wherein we requested suggestions to strengthen the Bureau's Records Management Program, several similar suggestions have been received suggesting that substantive supervisors destroy surplus copies of documents prior to sending the original material to file. In addition, SA W. D. Stewart, Domestic Intelligence Division, has suggested that the second copy of the cover page (FD-263) of reports be destroyed. Details of these suggestions are set forth in the attached memorandum from Short to me dated September 2, 1959.

Records Branch is very much in favor of adoption of this procedure and feels it should be implemented to the greatest possible degree. The suggestion is consistent with sound records management procedures which attempt to keep filing of records at a minimum. The Domestic Intelligence Division, the Investigative Division and the Training and Inspection Division are in agreement with the adoption of this suggestion. This procedure is already being followed in the Administrative Division in the handling of Bureau applicant reports (two copies received, one of these copies is used for work purposes and is subsequently destroyed).

In regard to SA Stewart's suggestion, the preparation of the second copy of the cover page of a report by the field is necessary and is used in many instances where multiple files are involved. Of course, this cannot be predetermined and in those instances where the copy is not needed, it could be destroyed.

RECOMMENDATIONS:

1. That substantive supervisors be authorized to destroy all surplus copies of material prior to sending the original material to file. If approved, there is attached a proposed memorandum to all Bureau Officials and Supervisors.

2. If approved, the enclosed letter should be sent to SA W. Donald Stewart advising of the adoption of his suggestion that the second copy of cover page (FD-263) of reports be destroyed before filing.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 EWalsh

66-3286-
NOT RECORDED
170 SEP 18 1959

JWM:vmk
(5)
Enclosures
(2)-Bufile 66-3286

33 SEP 25 1959

Dictation by Bureau Supervisor

1-137-8025-93

MR. MC GUIRE 9-10-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)
Suggestion #151-60

RE: Submission of Copies of Reports

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management Program.

By memorandum from Donahoe to Belmont dated 7-20-59, SA W. D. Stewart, Domestic Intelligence Division, suggested that a printed form be utilized, similar to SF-64 (Office Memorandum) in heading, and having a single printed sentence as follows: "The Bureau desires that it be furnished ____ copies of reports in captioned matter." He further proposed that a few inches below this sentence could appear in capital letters printed or typed the words "Copy Change." SA Stewart feels that the above described form could be used to give the Bureau greater flexibility in decreasing the number of copies of reports required for appropriate dissemination. He suggests that one copy of the form would be maintained in the main file of the subject and one copy would be forwarded to each interested field office for retention in its main file for guidance in submitting future reports in that particular case. He points out that this suggestion would bring about a savings in the preparation of a dictated letter to the field and would reduce the bulk of unnecessary copies of reports in Bureau files. He also feels that some savings would be effected in mailing costs. It is SA Stewart's idea that this form would be used only for the purpose of reducing the number of copies of reports being designated for the Bureau and not for the purpose of requesting more copies of reports than required by the Manual of Rules and Regulations.

The Streamlining Committee of the Nationalities Intelligence Section, Domestic Intelligence Division, considered that suggestion and recommended its adoption.

JWM:bpr:mlm
(5)
1 - 66-3286 (Destruction of Records)

Bureau

166-3286-
NOT RECORDED
176 SEP 28 1959

DATE 8-6-82 BY SP4 GWL cal

(Cont'd on next page)

ORIGINAL FILED IN

RECORDS BRANCH OBSERVATIONS

The Manual of Rules and Regulations specifies the number of copies of reports the field is required to submit in all investigative classifications. Undoubtedly there are many instances where the field in compliance with these Manual requirements submits copies which are not used. The substantive supervisor supervising the investigation at the Seat of Government knows how many copies are needed for dissemination in each case. The use of a form as suggested by SA Stewart would permit the supervisor to decrease the number of copies submitted if the need for these copies did not exist. The Records Branch believes that this form could also be used to increase the number of copies submitted if necessary in a particular investigation.

The Records Branch recommends adoption of suggestion.

RECOMMENDATIONS:

(1) That the comments of the Investigative Division be secured prior to final consideration of this suggestion.

(2) That this memorandum be referred to the Training and Inspection Division for review.

ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG:jmp 9-15-59

The Investigative Division advises it will have no use for the proposed form since the number of copies of reports being submitted by the field has been very carefully analyzed on a number of occasions and the minimum number of reports are being received in all classifications supervised by that Division at the present time. In view of the limited use to be made of the proposed form, Training and Inspection Division is opposed to adoption of it for general use. It is doubtful that Domestic Intelligence Division would have sufficient use for the form to justify adoption as a division form in view of the fact dissemination to be made of many security-type reports is rather definitely pre-determined and has been considered in deciding how many copies should be prepared by the field.

RECOMMENDATION: That this suggestion not be adopted. If approved, no further action is necessary.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-10-2011

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: September 8, 1959

FROM : A. Kayne

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SPANISH LEGATION
QUITO, ECUADOR
SUBVERSIVE ACTIVITIES -

Reference is made to memorandum from Mr. Eames to Mr. McGuire, dated 5/22/59, which recommended that bulky exhibit 64-20986-61 be reviewed and a decision rendered as to retention or disposition of the material. Bulky consists of Photostats of various communications in the Spanish language, together with copies of the translation, between Spanish Legation in Quito, Ecuador, and the Spanish Government in Madrid, relating to work of routine nature pertaining to Spanish affairs, as well as accepted duties of Spanish Legation in Quito to be custodian of German, Italian, and Japanese nationals in Ecuador, pertaining to years 1942 and 1943. Material was obtained through source [redacted] b7D

Material was translated from the Spanish to English language and copies of translation furnished to Legat, Quito, and to State Department. Pursuant to Bureau instructions, Legat incorporated into report form pertinent data contained therein which is maintained in substantive case file.

There is no obligation to return material to original source; material in bulky was never indexed; and there is no foreseeable use of this material if retained.

RECOMMENDATION:

Recommended that bulky exhibit 64-20986-61 be destroyed.

166-3286
NOT RECORDED
141 SEP 29 1959

64-20986

1- Kayne
1- Donahoe
1- McGuire
1- Eames

AK:bb
(5)

CLASS. BY SP4GLW/cal 23
REASON-FCIM II, 1-2.4.2
DECL OF REVIEW

85-82

14 SEP 29 1959

NAT. INT. SEC.

CONFIDENTIAL

CLASSIFIED BY 8787/43
DECLASSIFICATION: 25X
AS AMENDED

CLASSIFIED DECISIONS FINALIZED
BY DEPARTMENT REVIEW COMMITTEE (DRC)
DATE: 7/14/05 60322 mcb/cal/sw/AG
Appeal # 04-0602 5/31/06

ORIGINAL COPY FILED IN 64-20986-1

MR. LEE GUINN 9-4-59

L. E. SHORT

RECORDS MANAGEMENT
(66-16966)

NOT RECORDED
FILED
DATE 8-6-82 BY SP4 ELW/ Cal

Reference is made to SAC Letter 59-43 (C) wherein we requested ideas to strengthen the Bureau's Record Management program.

By letter dated 8-13-59, the SAC, New Orleans, pointed out the negative contacts with criminal informants and potential criminal informants are presently recorded on form FD-209. The originals of this form are filed in the informant file and copies are routed to the various files on which the informant was contacted. These copies are then made inserts in the file and routed to the Agent to whom the case is assigned. They are subsequently destroyed when the negative data is incorporated in a report or other communication. The SAC pointed out that the original FD-209 filed in the informant file then serves no useful purpose other than to record a contact with the informant.

The SAC suggests that a sheet be placed in the informant files to record the date and identity of Agent making negative contact and that such contacts be reported by routing slip, which after being recorded in the informant file, would be routed to the Agent to whom the case is assigned. The SAC proposes that the routing slip be destroyed after the information has been incorporated in a report or other communication. The SAC points out that this would relieve the Chief Clerk's Office of the necessity of serializing and filing negative FD-209's, as well as the necessity of making inserts of the copies and forwarding them to the Agent to whom the substantive case is assigned. He pointed out that this would also eliminate the retention of unnecessary negative type material in the informant files.

RECORDS BRANCH OBSERVATIONS

Records Branch feels suggestion has merit from records management standpoint in that negative type information would not be permanently filed. Use of form as recommended would

JJM:lib
(6)
1 - 66-3286 (Destruction of records)
1 - 137-00 (Criminal informants)

Properly

66-3286
NOT RECORDED
141 SEP 28 1959

SEE ADDENDUM PAGE 3 & 4

ORIGINAL COPY FILED IN 66-16966

permanently record informant contacts and at same time would eliminate filing of a piece of mail each time a contact is made, thus effecting savings of time in the Chief Clerk's Office and a savings of filing space. Inasmuch as the criminal informant program is administered by the Investigative Division, comments of that division should be secured prior to final consideration of suggestion. Inasmuch as it is possible that this same type of procedure might be applied to contacts with security informants, the observations of the Domestic Intelligence Division should be secured.

RECOMMENDATIONS:

1. That the comments of the Investigative Division and the Domestic Intelligence Division be secured concerning the merits of this suggestion.

2. That this memorandum be referred to the Training and Inspection Division for review.

ADDENDUM BY TRAINING AND INSPECTION DIVISION:

The views of the Domestic Intelligence and Investigative Divisions have been obtained and both divisions recommend the suggestion not be adopted. Neither division can see any advantage to using a "floating serial" in each informant's file for recording instances of negative contacts with the informant. The Bureau has always been opposed to "floating serials" because of the careful handling required, the chance for mistake and the extra work incident thereto. It is important that our informants be used to full advantage; our present procedure helps assure this; the suggested procedure would not be as effective.

RECOMMENDATION: That this suggestion not be adopted. If approved, no further action is necessary.

FD-209 is record maintained in the administrative file of the informant on which is recorded the date and file numbers of cases involved when contacts with informants prove negative and the date only when contacts result in positive information. Results of positive information are recorded by memoranda in the informant's subfile. By means of this form there is maintained, in a convenient manner, the identities of the cases concerning which a specific informant has been contacted.

When an Agent desires a security informant questioned, the practice is to set forth the information desired on a routing slip and submit it to the Agent who is assigned to contact the informant. If inquiry with informant proves negative, the routing slip is returned to the inquiring Agent with notation. The inquiring Agent then incorporates this information in the substantive case file by report or other communication and destroys the routing slip. The contacting Agent in turn indicates the negative contact on the FD-209 and places it in the informant's administrative file. Instructions in Section 107F of the Manual of Instructions pertaining to security informants permits FD-209 to be used for several contacts.

SAC New Orleans notes negative contacts with criminal informants are presently recorded on FD-209. This form is thereafter filed in informant's file and copies are forwarded to the case Agent. SAC points out that after the case Agent has incorporated the negative information in a report or other communication it is then destroyed. In place of FD-209 he suggests that a sheet be placed in informant's file to compile such negative contacts and that negative results be handled by routing slip to be later destroyed when incorporated in a report or other communication by case Agent.

There appears to be no advantage in substituting a sheet of paper in lieu of the present practice of the field in using FD-209 in security cases involving negative contacts with informants. A similar suggestion re handling of FD-209 was set forth in Baumgardner to Belmont memorandum 4-14-59 captioned "Suggestion Number 1095-59, Special Agent [redacted] Norfolk Office." It was recommended and approved that no change be made in the use of form FD-209.

b6
b7C

RECOMMENDATION:

The practice of administering negative security informant contacts through use of FD-209 has proven efficient, practical, and simple and no change in its current use insofar as it concerns security informants is recommended.

ADDENDUM: INVESTIGATIVE DIVISION HJM:swb September 11, 1959

The suggestion from the New Orleans Office recommends the FD-209 not be utilized in negative contacts but that a sheet be placed in the informant's file to compile such negative contacts. The SAC said that this would eliminate the retention of unnecessary negative-type material in the informant's file.

The Investigative Division recommends that the present use of FD-209 for recording of negative contacts with criminal informants be continued for the following reasons:

(1) One of the important things in contacts with our informants is to make certain that the Agents are utilizing the full potential of informants in criminal cases. The only way we can actually know whether our informants are being contacted is to list the cases concerning which a contact is made. This is done by the use of FD-209.

(2) To have a sheet of paper on top of the informant's file to record negative contacts would be in the nature of a "floating serial." The Bureau has consistently opposed the use of "floating serials."

MR. MC GUIRE 9-3-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Record Management program.

By letter dated 8-5-59, the SAC, Newark pointed out that security type cases, especially in the 100 (internal security) classification, contain numerous memoranda which are prepared for the purpose of disseminating information furnished by informants. The SAC stated that since the original copy of this memoranda is maintained in the informant's file in all instances, it is suggested that the duplicate copies which are maintained in various substantive files be destroyed after the pertinent information is included in a report.

RECORDS BRANCH OBSERVATIONS

From a records management standpoint the suggested procedure is desirable in that permanent retention of copies of documents of this type are eliminated. Even though a copy of the informant's report would be destroyed (original copy available in informant file), the report prepared on the subject would contain information furnished by the informant. The comments of the Domestic Intelligence Division should be secured prior to final consideration of this suggestion.

RECOMMENDATIONS:

1. That this memorandum be referred to Domestic Intelligence Division for comments prior to the final consideration of this suggestion.

2. That this memorandum be referred to the Training and Inspection Division for review.

JWM:llb
(6)
1 - 66-3286 (Destruction of records)
1 - [redacted] (Security informants) b7D

66-3756-1
NOT RECORDED
141 SEP 21 1959

SEE ADDENDUM PAGE 2

53 SEP 23 1959

ORIGINAL COPY FILED IN 66-18966-354

66-18966-2 HQ Pleading Col

ADDENDUM DOMESTIC INTELLIGENCE DIVISION 9-9-59

In considering the suggestion by SAC, Newark, for destruction of duplicate copies of channelizing memoranda after pertinent information is included in a report, Domestic Intelligence Division (DID) finds this proposal has a major disadvantage which militates against its adoption. It is true the original of a channelizing memorandum, retained in the informant's file, contains a notation showing a copy was designated for a particular investigative file. However, unless such copy is kept permanently in the investigative file, there can always be a reasonable doubt that the copy designated never reached the case file if subsequent inquiry develops that pertinent information from an informant or source was not included in report form. Presence of a copy of the channelizing memorandum in the investigative case file precludes rise of such doubt. It is the final proof that the informant's information did get into the proper file and that its inclusion or omission in subsequent reports is a matter resting solely on the Agent handling the particular case subject involved.

In view of the above, and because the importance of an informant's information sometimes cannot be truly evaluated except in light of future events, DID does not feel any loophole should be left - as it could through destruction of copies of channelizing memoranda - and recommends against adoption of Newark's suggestion.

Training and Inspection Division concurs in recommendation this suggestion not be adopted. If approved, no further action is necessary.

DJM:djm
(3)

MR. MC GUIRE 9-3-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)
Suggestion #1142-10

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Records Management program of the Bureau.

By letter dated 8-13-59, the SAC, Indianapolis, submitted a suggestion by Chief Clerk [redacted] who suggested that consideration be given to discontinuing the maintenance and filing of newspaper clippings pertaining to the Crimdel program. The SAC, Indianapolis, indicated that that office maintains an individual file containing newspaper clippings which are used as basis for information set out in the Crimdel airtels to the Bureau, and also maintains an individual file for resident agencies. It is the SAC's opinion that all field offices maintain these newspaper clippings in a similar fashion. The SAC points out that at the present time the Indianapolis Office has approximately twenty-seven to twenty-eight volumes of this material which take up considerable space and also require much clerical work to maintain.

The SAC recommends that newspaper clippings that are the basis for the Crimdel airtels not be maintained but be destroyed immediately upon the pertinent information being incorporated in the Crimdel airtel and that the Crimdel airtel reflect the source of the pertinent information contained therein. The SAC indicated that this can be done by placing at the beginning or end of a paragraph, the source (newspaper, date, etc.).

RECORDS BRANCH OBSERVATIONS

Records Branch feels that this suggestion has merit from records management standpoint and would result in considerable saving of space throughout the field. However, since administration of the Crimdel program is handled by the Central Research Section, Domestic Intelligence Division, their comments should be secured prior to final consideration of this suggestion.

JWM:llb
(5)
1 - 66-3286 (Destruction of records)

66-3286
NOT RECORDED
102 SEP 29 1959

8-6-82 SP4EW Cal

CRIMDEL FILE IN CENTRAL FILES

Memo: SHORT TO MC GUIRE re Records Management (66-18966) 9-3-59

RECOMMENDATIONS:

1. That this memorandum be referred to the Domestic Intelligence Division for comments prior to the final consideration of this suggestion.

2. This memorandum be referred to the Training and Inspection Division for review and acknowledgement if deemed necessary. No acknowledgement required unless suggestion is adopted.

ADDENDUM: 9/9/59 CGC:mst

Field offices have never been instructed by the Bureau to maintain a file which would contain newspaper clippings for Crimdel purposes. If the need should ever arise to locate the original source of a questioned item it is believed the office involved could readily obtain the information desired by going to the newspaper morgue, local library, or in extreme cases to the Congressional Library. In addition, the office can always go to the police agency which, in the vast majority of cases, is the newspaper's original source. Occasionally, it might be necessary for an office to maintain a newspaper clipping when the source might be questionable or documentation might be difficult to secure at a future date.

Central Research Section feels that these records should be destroyed if the original source is available.

benefits. We are proceeding as rapidly as possible with this program consistent with the availability of personnel.

The Records Branch is very much in favor of the several suggestions advanced by the various divisions that surplus copies of all documents not needed be destroyed by substantive supervisory employees and feels that this suggestion should be implemented to the greatest possible degree. This approach of destroying surplus copies of material prior to being filed is consistent with efficient records management which attempts to control creation of records and once created strive to keep the filing of these records to a minimum. Records Branch feels that the substantive supervisor supervising the investigation is in the best position to know whether copies will be of any future value for dissemination purposes or otherwise.

Inasmuch as the Records Branch is responsible for an accounting of all copies, if suggestion is adopted it will be incumbent on supervisory employees destroying copies to make proper notation on original reflecting disposition of copies accounting for all copies submitted.

Records Branch recommends that substantive supervisors be authorized to destroy all surplus copies of documents prior to sending the original material to file. If approved, there is attached "Memorandum To All Bureau Officials and Supervisors" concerning this matter.

OTHER SUGGESTIONS RECEIVED CONCERNING DESTRUCTION OF COPIES:

As a result of SAC Letter 59-43, C, a number of other suggestions have been received suggesting that copies be purged from existing files. These suggestions we received from the following sources: (1) Memorandum from Tamm to Tolson dated 7-15-59, page 2, paragraph 2; (2) memorandum from Donahoe to Belmont dated 7-20-59, suggestion submitted by SA W. D. Stewart; (3) memorandum from Donahoe to Belmont dated 7-20-59, items 3, 5 and 6; memorandum from Conroy to Rosen dated 7-28-59, items 2, 3, 4 and 5. As previously set forth, the Records Branch already has authority to purge copies from existing files and has been engaged in this operation since February, 1958, and we are progressing as rapidly as possible consistent with the availability of personnel. Inasmuch as we already have in operation this procedure, no further action is necessary in regard to the suggestions listed above.

(See Recommendations Page 3)

MR. MC GUIRE 9-2-59

L. E. SHORT

RECORDS MANAGEMENT
Buffile 66-18966
Suggestion #139-60

Reference is made to SAC Letter 59-43, C, wherein we requested observations and suggestions regarding ways to strengthen the Bureau's Records Management Program.

We have received several similar suggestions relating to the destruction of surplus copies of documents by the substantive supervisors. These suggestions are as follows: (1) By memorandum from Conroy to Rosen dated July 18, the Accounting and Fraud Section, Investigative Division, suggested that instructions be issued to supervisors at the Seat of Government (SOG) to send only one copy of teletypes, airtels and memoranda to file. (2) In the same memorandum, the Employees Security Section pointed out that in the handling of Security of Government Employees and United Nations loyalty cases, for various reasons, it is sometimes not necessary to disseminate all copies of a report in a particular case and suggested that the supervisors be permitted to destroy any excess or surplus copies of reports at the time the mail is assembled for transmittal to the Records Branch. (3) In the same memorandum, the Special Inquiry Section proposed that all copies of airtels, letters, etc., be destroyed before the serials are placed in file. (4) By memorandum from Donahoe to Belmont dated July 20, 1959, SA W. D. Stewart, Domestic Intelligence Division, proposed that the second copy of the cover page (FD-263) of reports be destroyed. (5) By memorandum from Branigan to Belmont dated August 10, 1959, the Domestic Intelligence Division proposed that supervisors be given authority on a permissive basis to destroy excess copies of letterhead memoranda and reports in any case where they contain no derogatory information or where there is no other reason to anticipate any future need for such copies.

RECORDS BRANCH OBSERVATIONS:

As you know, the Records Branch has been engaged in a Copy Destruction Program since February, 1958, when we were given authority to purge all extra copies of reports and correspondence from Bureau files pertaining to cases ten years old or older. This program has been of considerable benefit to the Records Branch already resulting in a substantial savings in filing space and many other intangible

JTM:vmk
(5)
Enclosure
(1) - Buffile 66-3286

66-3286-86
NOT RECORDED
170 SEP 18 1959

52 SEP 30 1959

DATE 8-2-82 BY SP4EJW cal

DESTROY COPY AFTER FILING

RECOMMENDATIONS:

1. That substantive supervisors be authorized to destroy all surplus copies of material prior to sending the original material to file, in line with our Records Management Program designed to eliminate valueless and obsolete material from the Bureau's files. If approved, there is attached a proposed Memorandum to all Bureau Officials and Supervisors.

2. That this memorandum be referred to the Training and Inspection Division for review and acknowledgment if necessary.
Training and Inspection Division concurs in above recommendation.

3. If approved, enclosed letter should be sent to SA W. Donald Stewart advising of the adoption of his suggestion that second copy of cover page (FD-263) of reports be destroyed before filing.

MR. MC GUIRE 9-2-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management program.

By a letter dated 8-14-59, the SAC, Boston, suggested that routine correspondence maintained in the speech files be destroyed one year after date of same rather than three years as is done at the present. The SAC indicated that this would save two file drawers of space in the Boston Office.

The Manual of Rules and Regulations, Part II, Section 3, page 14, permits destruction of this type of material after three years.

RECORDS BRANCH OBSERVATIONS

This suggestion is desirable from a records management standpoint in that the period of retention of correspondence of temporary value only is decreased, and it would result in a savings of filing space in the field. However, inasmuch as this program is supervised by the Crime Records Division, comments of that division should be secured prior to the final consideration of this suggestion.

RECOMMENDATIONS:

1. That this memorandum be referred to the Crime Records Division for comment in connection with the above listed suggestion.

2. This memorandum be referred to the Training and Inspection Division for review.

JVM:llb
(5)
1 - 66-3286 (Destruction of records)

66-3286
NOT RECORDED
141 SEP 9 1959

ORIGINAL COPY FILED IN 66-18966-5

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4ELW/cal

ADDENDUM BY TRAINING AND INSPECTION DIVISION:

Crime Records Division recommends adoption of this suggestion pointing out that there appears to be no valid reason for retaining this correspondence for over one year. Training and Inspection Division concurs.

If approved, the enclosed revision for Manual of Rules and Regulations should be approved and returned to Training and Inspection Division for further handling.

DISCARDED FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [illegible]

DATE: 9-2-59

FROM : L. E. SHORT (SIP)

SUBJECT: RECORDS MANAGEMENT
(66-18966)
Destruction of Bureau Property

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons ✓
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management program.

By letter dated 8-14-59, the SAC, Boston, suggested that authority be granted to destroy routine correspondence to various law enforcement officials maintained in the police files and newspaper clippings relative to police schools after one year. The SAC indicated that this would save one five drawer file cabinet in the Boston Office.

RECORDS BRANCH OBSERVATIONS

This suggestion has merit from a records management standpoint in that the retention period for correspondence of temporary value only is decreased and adoption of suggestion would result in the saving of file space in the field. Inasmuch as the administration of this program is handled by the Training and Inspection Division, the comments of that division should be secured prior to final consideration of this suggestion.

RECOMMENDATION:

66-3286-
NOT RECORDED
14 SEP 24 1959

That this memorandum be referred to the Training and Inspection Division for comments prior to the final consideration of this suggestion.

WM:llb
(5)
1 - 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 BLW SAC

ADDENDUM BY TRAINING & INSPECTION DIVISION: AGG:mcc 9/11/59

57 SEP 28 1959

SAC Letter 56-52 (10/2/56) instructed the field to file in individual files of police agencies the newspaper clippings relative to each police school in which the FBI participated for that agency. The clippings are to retained 3 years after which they may be destroyed. During inspection of each office, the file on each police agency is checked to see that adequate publicity has been given concerning the schools in which we participated. For an effective check, these clippings should be retained for at least two years.

Manual of Rules & Regulations revised tmb

1-66-1934

10 SEP 28 1959

ORIGINAL COPY FILED IN 66-18966

Memorandum to Mr. McGuire
re: RECORDS MANAGEMENT
66-3286

The routine correspondence to various law enforcement officials which the Boston office wants to destroy after one year appears to be that relating to police training schools and is maintained in a separate file from correspondence relating to cooperation or difficulties with a police agency. Training and Inspection Division has no objection if this routine police school correspondence is destroyed after one year but since the newspaper clippings are needed for two years, perhaps the same rule should apply to the routine correspondence. This would eliminate some duplication of effort in removing material for destruction and would assure coverage of an adequate period of time for checking during field inspections.

RECOMMENDATION:

That the field be authorized to destroy when two years old, the routine correspondence and newspaper clippings relative to police training schools. If approved, Training and Inspection Division will list these items in appropriate section of Manual of Rules and Regulations. The printing of the manual revision will be sufficient notice to the field.

9/16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/14/59

FROM : The Executives Conference

b6
b7C

SUBJECT: SUGGESTION #35-60
Submitted by Mrs. [redacted]
New York Office

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Destruction of Bureau Records

SUGGESTION: That Alien Enemy Registration Index Cards in Field Office Indices be destroyed. These cards originally referred to Alien Enemy Registration files maintained in our offices, but which were destroyed after World War II; any data of importance or value was placed in an individual case file or indexed in a general file and the rest was destroyed.

BACKGROUND: SAC Letter 78, Series 1947, dated 6-24-47, advised the field that the Bureau had received authority from National Archives for the destruction of all Alien Enemy Registration Files in the field offices of the FBI. It was instructed that the index cards concerning these files should remain in the general indices since the notation on these cards that the subject was involved in Alien Enemy Registration would serve as notice that further information could be obtained by contacting the Immigration and Naturalization Service.

On 12-5-52 the Executives Conference considered and recommended unfavorably the suggestion that the Alien Enemy Registration Index Cards in the San Francisco Office (some 60,000 to 70,000 of them) be destroyed as no longer needed. (Bufile 100-200-332) It was estimated that these cards in the San Francisco Office were occupying cabinet space costing approximately $675. At that time the New York Office, which had approximately 300,000 such Alien Registration Index Cards, was opposed to destruction of the cards since they provided a lead and a flag to search Immigration and Naturalization Service files when necessary. The current suggestion is from the New York Office and has the approval of the office streamlining committee, the ASAC conference of that office, and the SAC.

66-3286-841

1 - Mr. Tamm
1 - Mr. Clayton
1 - Personnel file of Mrs. [redacted] (sent separately)

REC-8 EX 12 SEP 30 1959

OCT 2 1959

AGG:mbk
(7)

Ltr. to Mrs [redacted] 9/18/59 agg:gmp
SAC Let. Typed 9/17/59 agg:gmp

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 [illegal]

Copy filed in 66-2555X

Executives Conference Memorandum
Re: Suggestion #35-60
Submitted by Mrs. [redacted] b6 b7C
New York Office

ADVANTAGES STATED: The suggester points out that with all these Alien Enemy Registration Index Cards in the office indices, it is necessary each time an indices search is made to list any of these which might be on the same name. This means considerable work on the part of the Chief Clerk's Office in listing such references and time on the part of the agents and file reviewers. Many of these former alien enemies are now deceased, have been relocated or have become citizens, and the bare information that subject was once an alien enemy is of little help. All aliens are now required to register annually and current records can be checked if it is desired to determine whether or not a given person is an alien. Destruction of these cards would save about 10 indices cabinets in the New York Office alone.

RECOMMENDATION: The Training and Inspection Division favors destruction of these Alien Enemy Registration Index Cards in all field offices at this time; the Bureau already has Archival authority to destroy them. (100-200-319)

EXECUTIVES CONFERENCE CONSIDERATION: On 9/14/59 the Executives Conference, consisting of Messrs. Tolson, McGuire, Rosen, Clayton, Trotter, Parsons, Callahan, Wick and Tamm, unanimously recommended the adoption of the above suggestion. If approved, appropriate instructions will be issued to the field. QT:HD

SAC Letter #59-56 (G) 9/22/59

V.

GMC 9/15

oga information handled per letter d. 3/21/2011

Office Memorandum · UNITED STATES GOVERNMENT

TO : S. E. Donahoe

DATE: September 8, 1959

FROM : A. Kayne

CONFIDENTIAL

SUBJECT: REPATRIATION OF SPANISH POWS FROM RUSSIA
ESPIONAGE - R - SPAIN

Telcon
Domestic
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tolo. Room
Holloman
Gandy

Information Remains Classified per Agency's letter dtd 3-3-86 SP8BTJ/cal 8-20-86 211,847

Reference is made to memorandum from Mr. Short to Mr. McGuire dated 4/29/59, which recommended that bulky exhibit 65-62599-40 be reviewed and a decision rendered as to retention or disposition of the material. Bulky consists of photographs of personal history and descriptive data (in Spanish language [redacted] material refers were indexed in main case file; bulky not indexed. b1

By letter August 29, 1956, the Bureau commented to Legat, Madrid, that prior to furnishing any additional information of a similar nature, Legat should carefully review information to determine if it was of interest to the Bureau. Legat, Madrid, had been forwarding to Bureau [redacted] to translate documents at the Bureau and appeared to be duplication of [redacted] There is no indication [redacted] that use this particular material was made by [redacted] appears to be of no foreseeable use [redacted] Legat, Madrid, has been instructed b1

(C)

65-62599

Classified by Auc tw/sp Bue/Dds/ymd
Declassify on: 25X 1-6
As Amended
10/4/03

NO RECORDED SEP 15 1959

SP4 ELW1 cal

2

8-5-82

1-Kayne
1-Donahoe
1-Short
1-McGuire
AK:bb:blw
(5)

CONFIDENTIAL

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-20-2011

ORIGINAL COPY FILED IN

60 SEP 21 1959

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CONFIDENTIAL

that it is imperative that he maintain very close liaison both with the Spanish authorities [redacted] to be furnished data regarding any repatriate who migrates to the United States, or who attempts to migrate to the United States, and to be alert for data indicating that any repatriate is currently in the United States, and that such information should be promptly furnished to the Bureau.

(C)

RECOMMENDATION:

Recommended that bulky exhibit 65-62599-40 be destroyed.

CONFIDENTIAL

oga information was handled per letter d. 3/21/2011

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

FROM : A. Kayne

DATE: September 8, 1959

10/14/03
CLASSIFIED BY AUC 10.290 BAE/DCG/ymw
DECLASSIFY ON: 25X 1-6
As Amended

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Belmont
L. E. Short

SUBJECT: REPATRIATION OF SPANISH POWS FROM RUSSIA
ESPIONAGE - R - SPAIN

~~CONFIDENTIAL~~

Information Remains Classified per approp. Agency's letr DTD 3-3-86 SP8BTJ/COL 8-21-86 211,847

Reference is made to memorandum from Mr. Short to Mr. McGuire dated 4/29/59, which recommended that bulky exhibit 65-62599-43 be reviewed and a decision rendered as to retention or disposition of the material. Bulky consists of two rolls of photorecord film containing personal history and descriptions [redacted] b1

[redacted] request to furnish his office with one copy of prints of [redacted] (C) os.

WNINTEL

By letter 8/29/56, Bureau furnished Legat, Madrid, one print each of photographs made from this film and advised that no prints of this material were being maintained in the Bureau in view of its bulk and the fact that it had not been translated (from the Spanish language). Legat, Madrid, was instructed to peruse the prints and forward to the Bureau any information contained therein which would be of interest. Legat was also instructed that prior to furnishing any additional information of a similar nature, he should carefully review the information to determine if it was of interest to the Bureau.

CLASS. BY SP4 EWL/COL REASON-FCIM II, 1-4.2.4 DECL OADR

Legat, Madrid, had been forwarding to Bureau photorecord film of personal history data on individuals. b1

[redacted] (C) The documents were in the Spanish language. It was noted that it did not appear economically feasible to translate documents at the Bureau and appeared to be duplication of effort [redacted] (C)

There is no indication as to what use this particular material was made by the Bureau; appears to be of no foreseeable use; [redacted] (C) original source. Legat, Madrid, has been instructed that

NOT RECORDED
140 SEP 16 1959

b1

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-30-2011

Received 9/4/59 65-62599

1-Kayne
1-Donahoe
1-Short (Extra)
1-McGuire
AK:bbja
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

14 SEP 15 1959

ORIGINAL COPY FILED IN

60 SEP 21 1959

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(C) b1 b7D

It is imperative that he maintain very close liaison [redacted] to be furnished data

(C) [redacted] regarding any repatriate who migrates to the United States, or who attempts to migrate to the United States, and to be alert for data indicating that any repatriate is currently in the United States, and that such information should be promptly furnished to the Bureau.

RECOMMENDATION:

Recommended that bulky exhibit 65-62599-43 be destroyed.

CONFIDENTIAL

CONFIDENTIAL

MR. MC [redacted]

9-8-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management Program.

By memorandum from Donahoe to Belmont dated 7-31-59, SA W. D. Stewart, Domestic Intelligence Division, suggested (Suggestion #72-60) that the field be permitted to exercise good judgment and reduce the number of copies for itself in pending inactive cases from two or three copies to one copy when it has no need for the additional copy or copies and the only reason for their preparation is to comply with Manual instructions (Manual of Rules and Regulations, Part II, Section 9, Pages 1-15, specifies the number of copies the field is required to prepare in each classification).

SA Stewart points out that if the field is authorized and encouraged to reduce the number of copies designated for itself in particular cases, where good judgment dictates and where it is obvious that additional copies are not needed, a savings in file space can be made. He feels that it would be impractical to issue instructions to the field to submit a particular number of copies of a report for individual situations, however, the objective could be accomplished if the field had authority to reduce copies for itself where practical. He points out that the field could, if deemed necessary, set forth a statement on the cover page of the report as to why it is deviating from the required number of copies of reports prepared for itself.

The Streamlining Committee, Nationalities Intelligence Section and the Espionage Section, recommended that this suggestion be adopted. The Subversive Control Section is opposed to the extension of this suggestion to security cases of subjects who may be subject to apprehension/detention under the emergency detention program on the basis that the copies required by the Manual would be needed in the event of a national emergency.

166-3286
NOT RECORDED
199 OCT 8 1959

JWM:bpr
(5)
1 - 66-3286 (Destruction of Records)

53 OCT 13 1959

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW/Cal

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Several similar type suggestions have been received from the field concerning the preparation of copies. These suggestions are as follows:

(1) By letter dated 8-5-59, the SAC Albuquerque, suggested that in most cases where the only leads set out are in the headquarters city, one copy of a report for the submitting office would be sufficient instead of the two copies presently required by the Manual. The SAC recommends that the preparation of two copies of a pending report for the submitting office be made optional with a second copy being prepared only when the dictating Agent feels it is necessary.

(2) By letter dated 8-14-59, the SAC Philadelphia, suggested that the Bureau modify the regulations which require that the office of origin be furnished with two copies of all reports unless otherwise indicated. The SAC points out that one copy of the report would be sufficient in those instances where leads are not set out in a report and even though it might be necessary at times to charge out the only copy of the report to the Agent handling the case, the space savings that would accrue would overcome this drawback.

(3) By letter dated 8-21-59, the SAC Los Angeles, indicated that in security type cases in which Los Angeles is the office of origin, two copies of the report are considered sufficient and suggested that the preparation of a third copy be discontinued inasmuch as the second copy is available for dissemination when necessary.

(4) By letter dated 8-20-59, the SAC St. Louis, suggested that the necessity of preparing multiple copies for office of origin in security cases should be re-evaluated and feels that the office of origin copies could be reduced from three to two or even one copy.

(5) By letter dated 8-28-59, the SAC Baltimore submitted a suggestion by SA [redacted] who suggested that the number of copies of reports prepared for the office of origin in Security Matter - C cases be reduced from three to two copies. He pointed out that a large volume of these reports are prepared and that three copies are retained in the event of hostility, with one copy to go to the U. S. Attorney and one copy to the Hearings Board. SA [redacted] feels that the copy forwarded to the U. S. Attorney could be furnished to the Hearings Board if necessary. b6 b7C

(Con't on next page)

RECORDS BRANCH OBSERVATIONS:

While suggestions do not relate to Records Branch operations at the Seat of Government, they do relate to strengthening the Records Management Program throughout the field in that the number of copies of reports prepared for field office files could be reduced based upon the judgment of the dictator. This would result in a savings of both space and materials needed in the field. Undoubtedly, there are many instances where preparation of additional copies of reports for the field are unnecessary. The dictator is in the best position to determine this and be having some latitude in the preparation of copies could effect substantial savings to the Bureau. From a records management standpoint, the Records Branch feels these suggestions have considerable merit and should be adopted.

Comments are being requested from the Investigative Division and the Domestic Intelligence Division prior to final consideration of these suggestions.

RECOMMENDATIONS:

1. That the observations of the Investigative Division and the observations of the Domestic Intelligence Division as relates to the suggestions received from the field be secured prior to the final consideration of these proposals.

2. That this memorandum be referred to the Training and Inspection Division for review and acknowledgment if adopted.

MR. MC G[illegible]E -59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management Program.

Several suggestions have been received concerning the destruction of number three cards, daily reports, and the number one registers. These suggestions are as follows:

Number Three Cards

1. By letter dated 8-4-59, SAC, Washington Field Office, suggested that consideration be given to their destruction at the end of two years rather than three years in the interest of saving space.

2. By letter dated 8-5-59, the SAC, Alburquerque, suggested destruction immediately after inspection of every office with the exception of those submitted during the preceding three months.

3. By letter dated 8-4-59, the SAC, Boston, suggested destruction one year after the date of same. The SAC pointed out that this would save forty-eight drawers of a five by eight index file cabinet in the Boston Office.

Daily Reports

1. By letter dated 8-5-59, the SAC, Albuquerque, suggested destruction immediately after inspection of every office with the exception of those submitted during the preceding three months.

2. By letter dated 8-14-59, the SAC, Boston, suggested destruction one year after date of same. The SAC pointed out this would save one five drawer filing cabinet in the Boston Office.

3. By letter dated 8-28-59, the SAC, Baltimore, submitted a suggestion by SA Francis X. Jahn, who suggested destruction of these reports after a period of one year.

JWM:llb
(5)
1 - 66-3286 (Destruction of Bureau property)

66-3286
NOT RECORDED
170 OCT 12 1959

[illegible]

DATE 8-6-82 BY SP4ELW/cal

Memo: SHORT TO MC[redacted]RE re Records Management (66-18966) 9-1-59

Number One Registers

1. By letter dated 8-18-59, the SAC, Charlotte, suggested that the Bureau allow all field offices to destroy the number one register files containing number one registers prepared by the Resident Agency Offices. The SAC pointed out that the preparation of this register is no longer required, however, the existing rules set out in the Manual of Rules and Regulations, Part II, Section 3, page 15, states that this register will be retained for a period of three years.

The Manual of Rules and Regulations, Part II, Section 3, page 15, authorizes destruction of number one registers, number three cards, and daily reports, when these records are three years old.

RECORD BRANCH OBSERVATIONS

These suggestions have merit from the Records ~~Branch~~ MANAGEMENT standpoint in that the period for retention of records of temporary value only would be decreased. Destruction of these files would undoubtedly make available a substantial amount of filing space. This memorandum is being referred to the Administrative Division and to the Training and Inspection Division for comments prior to the final consideration of these suggestions.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and to the Training and Inspection Division for comments as to the suggestions recommending a decrease in the retention period of number three cards, daily reports, and number one registers in the field, prior to the final consideration of these suggestions.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CALLAHAN

DATE: September 28, 1959

FROM : WM. C. JACKSON

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DISPOSAL OF TIME AND ATTENDANCE RECORDS

Destruction of Bureau Property

Reference is made to the memorandum from Mr. Short to Mr. McGuire dated 9/1/59 entitled "Records Management," in which he reviews several suggestions from SACs for destroying number three cards, daily reports, and number one registers. Since these records are also construed to be primary or basic accounting documents from which salary costs are computed, and since the writer in the past has had occasion to deal with similar suggestions on the same subject, Mrs. [redacted] in the Personnel Section, asked me for my views in the matter. b6 b7C

This whole question boils down to the necessity for getting a clear perspective of the basic functions of the mentioned documents. With respect to time and attendance and salary cost computations, under General Accounting Office (GAO) Regulation 102, none of the documents mentioned above are prescribed and agencies are required to have employees initial the Time and Attendance Cards (Standard Form 1130) for any absences. This card thus constitutes the primary and basic attendance and leave record. Under GAO regulation it must be kept for a period of three years before being destroyed, and in the event of resignation, the final card is kept for a period of ten years. Under this procedure in the event of a dispute concerning an employee's attendance or absence, the only document that need be consulted is the Time and Attendance Card (SF-1130).

At the time Regulation 102 originally went into effect, the Bureau, with respect to Special Agents, requested and received from GAO permission to substitute for Standard Form 1130 the number three cards, the daily reports, and the number one registers (which are also used by clerical employees), together with a posting on Standard Form 1130 of the information derived from those records of the data relating to (1) the carry forward of leave, (2) the accrued leave, (3) the leave taken, and (4) the leave remaining to be credited an employee at the beginning of the next pay period. Thus, under the Bureau's procedure, all four of the mentioned documents go to make up the primary or basic documents from which the information is taken as to an employee's attendance or leave and on which salary computations are based. Thus, in case of a dispute concerning an employee's attendance or

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1 66-3286-
NOT RECORDED
170 OCT 12 1959

WCJ:ams
(9)

28 OCT 20 1959

10 OCT 1959

ORIGINAL COPY FILED IN

absence, it might be necessary to examine all three documents.

RECOMMENDATION:

I recommend that the number three cards, daily reports, and number one registers continue to be retained for a period of three years. GAO officials concerned with payroll audit and records retention have informally stated to me that they agree with me on this recommendation.

9-30

MR. MC GUIRE 8-20-59

L. E. SHORT

RECORDS MANAGEMENT
Bufile 66-18966

Destruction of Property

Reference is made to SAC Letter 59-43, Paragraph C, wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

By memorandum from Mr. Donahoe to Mr. Belmont dated July 20, 1959, a suggestion was submitted by SA W. D. Stewart, Domestic Intelligence Division, who suggested that upon receipt of information regarding the death of the subject of an investigation, authority be granted to destroy extra copies of reports in the file relating to this individual or microfilm the entire file or very old sections of the file. He stated that this suggestion may also be of interest to the field to assist them in reducing files.

SA H. Edward McNulty, Seattle Office, recently submitted a suggestion along the same lines, that in security matter cases in the 100 classification, the office of origin be permitted to destroy extra copies of serials in cases where the subject's death has been verified. The Domestic Intelligence Division recommended SA McNulty's suggestion be adopted and felt that it should also include classification 65 (Espionage) and classification 105 (Internal Security-Nationalistic Tendency). By memorandum from Mr. Tamm to Mr. Tolson dated July 21, 1959, (66-3286-835) it was recommended that SA McNulty's suggestion be adopted to include the 65 and 105 classifications. An SAC Letter was sent to the field advising them of the adoption of this suggestion.

RECORDS BRANCH OBSERVATIONS RE SA STEWART'S SUGGESTION:

In regard to SA Stewart's suggestion as it relates to investigative files maintained at the Seat of Government, Records Branch has presently in effect a copy destruction program designed to remove all unnecessary copies of material from Bureau files. This program has been in effect since 1958 and to date approximately 250 five-drawer letter size file cabinets of material has been destroyed in spite of the fact that the program has been operating on a part-time basis consistent with the availability of personnel. In regard to SA Stewart's suggestion that the file be microfilmed, it is not

JWM:vmk
(5)
1 - Bufile 66-3286

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HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4EW/cal

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NOT RECORDED
18 SEP 1 1959

feasible to microfilm individual files because of the many problems which would be created if this were done. In order to maintain our files system sequence, we microfilm large blocks of files, these files being microfilmed in a systematic numerical order.

In regard to SA Stewart's suggestion as it relates to the field office files, the suggestion has already been adopted pertaining to the 65, 100 and 105 classifications. Records Branch feels that this suggestion could possibly be extended to include all of the field office files in the interest of strengthening the Bureau's overall Records Management Program and conserving space throughout the field.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division for review and that consideration be given to adopting SA Stewart's suggestion to permit destruction of copies of reports in the field in all files where subject's death has been verified.

ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG:jmp 8-28-59

Training and Inspection Division concurs in the recommendation that the field be permitted to destroy extra copies of serials in all cases where the death of the subject has been verified.

If approved, the enclosed letter should be sent commending SA Stewart for his suggestion.

If approved, Training and Inspection Division will adjust the wording in Bureau manuals to set forth this rule which now applies only to certain classifications.

Destruction of Bureau Property

(G) ADMINISTRATIVE - OFFICE INDICES -- You are authorized to destroy all Alien Enemy Registration index cards in the office indices.

9/22/59
SAC LETTER NO. 59-56

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW cal

166-3286-
NOT RECORDED
133 OCT 5 1959

50 OCT 8 1959

ORIGINAL FILED IN 66-04-2880

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: August 27, 1959

FROM : A. R. Jones

SUBJECT: PEASANT CASE
ESPIONAGE - GERMANY

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

By memo from Short to McGuire dated 4-17-59 it was requested bulky exhibit 65-51317-610 be reviewed for decision as to its retention or disposition.

This exhibit has been reviewed and consists of a set of index cards reflecting messages prepared or cleared by the Joint Chiefs of Staff. These index cards were prepared by the supervisor at the SOG who was handling this case in 1945 and they were maintained by him as a ready reference as this was the only way the deceptive messages sent could be readily grouped. This case is closed. It involved a double agent operation involving radio contact with Germany. All messages are duplicated in files, both in reports and radio logs.

RECOMMENDATION:

There appears to be no present use for this exhibit and no future foreseeable use to Bureau. Recommend this exhibit be destroyed.

65-51317

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Jones

ARJ:twjw
(4)

NOT RECORDED
191 SEP 23 1959

14 SEP 23 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4CW/SBP

53 SEP 25 1959

ORIGINAL COPY FILED IN 65-51317-671

66-3286-843

CHANGED TO

66-19087-32X

MAR 21 1967

JW / KBW.

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4EJW/cal

STANDARD FORM NO. 64

oga information handled per letter d. 3/21/2011

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

~~CONFIDENTIAL~~

DATE: 10-22-58

FROM : A. Kayne

1 - Mr. Donahoe
1 - Mr. Kayne

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: COMMUNIST PARTY OF SPAIN
SECURITY MATTER - C

10/14/03
CLASSIFIED BY AUC 60290 BCE/DCE/JMF
DECLASSIFY ON: 25X 1,6
#03-10762 As Amended

~~INFORMATIONAL~~ Reasons Classified Per Approp. Agency's letter DTD 3-3-86
SP8BTS/CO 211.84
8-22-86

Re memorandum 10-6-58 from Mr. L. E. Short to Mr. Nease requesting a review of bulky exhibit 64-200-237-381 for a determination as to the retention or disposition of the material contained therein.

This bulky exhibit consists of material resulting from the arrest of leaders of the Partido Socialista Unificado de Cataluna (Unified Socialist Party of Cataluna - PSUC, the Catalan Communist Party) in Barcelona, Spain, July, 1951. It contains examples of communist propaganda and issues of "Mundo Obrero," Spanish Communist Party organ, and "Treball," PSUC organ, all of which are in the Spanish language. Copies of translations of this material were furnished to Madrid by Bulet 7-1-52. (C) b1

Other items contained in this bulky exhibit are Photostats [redacted] These data are summarized in enclosure to serial 64-200-237-381 filed in the case file. (C) b7D

The bulky exhibit also contains a Photostat furnished by [redacted] of a report in Spanish of the interrogation which the Spanish conducted in connection with the arrest of PSUC members. A translation of this item was furnished to Legat, Madrid, by Bulet 8-29-52, at which time he was instructed that in the event the State Department [redacted] did not receive this information from [redacted] he should arrange to disseminate this material to them. (C) b1 b7D

The afore-mentioned items were submitted to the Bureau by Legat, Madrid, on 5-20-52. They appear to be of no further value to the Bureau.

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~
11 OCT 30 1958

~~CONFIDENTIAL~~

RECOMMENDATION: That the bulky exhibit be destroyed.

Done 10/24/58 glc

ENCLOSURE

AK:lmc

NOT RECORDED
126 OCT 31 1958

53 NOV 4 1958

INT. SEC. SPY EWI cal 203

8-5-82

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-20-2011

1 - 64-200-237-381 (BULET)

oga information handled per letter d. 3/21/2011

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe ~~CONFIDENTIAL~~

DATE: 10-22-58

1 - Mr. Donahoe
1 - Mr. Kayne

FROM : A. Kayne

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
PROGRAM AND STATUTES OF THE COMMUNIST PARTY OF SPAIN
SECURITY MATTER - C

~~INFORMATION Remarks Classified~~ per Approp. Agency ltr dtd 3-3-86 Sp8B1C2 8-22-86 211,842

Re memorandum 10-6-58 from Mr. L. E. Short to Mr. Nease requesting a review of bulky exhibit 64-200-237-482 for a determination as to the retention or disposition of the material contained therein.

b1

This exhibit contains film submitted by letter of 12-7-54 from Legat, Madrid

(C) [redacted]

In reply, Bulet 1-3-55 [redacted] to furnish the developed from the film and Legat was instructed to furnish the prints Bureau a summary of pertinent information in the event the contained information which would be of interest to the Bureau. He was advised that no prints or translations thereof were being retained in Bufiles.

b1

(C) The general scope [redacted] is set forth by paragraph headings in afore-mentioned Legat letter 12-7-54.

(C) Legat also advised [redacted] Therefore, it appears that the material in the bulky exhibit is of no further value to the Bureau.

66-3286
NOT RECORDED
126 OCT 31 1958

RECOMMENDATION:

That the bulky exhibit be destroyed.

[redacted] 64-200-237

Done 10/24/58 jb

8 OCT 29 1958

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

~~CONFIDENTIAL~~

SPUELW Cab 2 3

8-5-82

AK:lmc (3)

~~NOV 6 1958~~

10/14/03
CLASSIFIED BY Auc 60290 BCE/DCG/ymw
DECLASSIFY ON: 25X ~~1-6~~
As Amended

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-20-2011

ORIGINAL FILED IN 64-200-237-482

Memo to Mr. Belmont
Re: Subversive Files in the Service d'Ordre

64-211-231

~~CONFIDENTIAL~~

None of this material has been indexed; it has been of no use to us whatsoever; there appears to be no foreseeable use of it and its destruction will not eliminate from our files data to which we might have to refer to later. It is not believed we should initiate any large-scale translation and review of this material over 10 years after its receipt.

ACTION:

That the bulky exhibit (64-211-231-82X) be destroyed.

ah

~~CONFIDENTIAL~~

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

1 - McGuire
1 - Eames
1 - Donahoe
1 - Kayne

DATE: October 2, 1959

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

FROM : A. Kayne

SUBJECT: JEAN L. MUSA, aka.
ESPIONAGE - F
PASSPORTS AND VISAS
REGISTRATION ACT

Re memorandum Mr. Eames to Mr. McGuire dated June 10, 1959, which recommended that bulky exhibit 65-31442-59 be reviewed and a decision rendered as to retention or disposition of the material. Musa was the subject of an extensive investigation which resulted in an indictment being returned against him in the Southern District of New York charging him with acting as an unnotified agent of the French Government. A naturalized citizen of Swiss birth, Musa was accused specifically of having been paid by French Ambassador Gaston Henry-Haye for disseminating Vichy Government propaganda. On September 22, 1942, Musa, through his attorney, filed a demurrer to this indictment claiming that it charged insufficient allegations to enable Musa to properly defend himself. Although the U.S. Attorney for the Southern District of New York indicated that he would reindict Musa, he subsequently advised that no further prosecutive action would be taken against this individual.

The bulky consists of a roll of film and translation from French of items relating to captioned matter. Most of the material was dated in 1940 and 1941, related to both personnel and official items of Musa, some of which were on stationery of the French Embassy, Washington, D. C., and translations were furnished to the New York Office with instructions to incorporate pertinent material in investigative report.

ORIGINAL COPY FILED IN

RECOMMENDATION:

Inasmuch as some of the names contained in this material have been indexed, it is recommended that the original of the translation only be retained; the copies of the translation and the roll of film be destroyed.

AK:ces
(5)

65-31442

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NOT RECORDED
140 OCT 20 1959

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR

DATE: 8-26-59

FROM : L. E. [illegible]

RECORDS MANAGEMENT

SUGGESTION NO. 59-60

DESTRUCTION OF BUREAU PROPERTY - GENL

Reference is made to page 66 of SAC Letter 59-39 (C) wherein a suggestion was made to strengthen the Bureau's records management program.

There is attached hereto a memorandum from Frontier Section dated September 1, 1959, submitting a suggestion from Special Agent Bernard L. Boulshamp, Liaison Section, Crime Records Division, who proposes a system whereby the destruction of informative type memoranda which contain information of temporary value only. Briefly, Agent Boulshamp suggests that when a memorandum containing [illegible] type is prepared, the dictator or stenographer would tag with wording such as "File may be destroyed on (date)" to the memorandum. [illegible] would be routed to the Section Chief [illegible] where a final decision could be made [illegible]. In an official decides that the [illegible] he would merely destroy the [illegible] would handle [illegible]. No [illegible] type of procedure would be required [illegible].

[illegible] these memoranda [illegible] destruction could be [illegible] would be periodically purged [illegible]

In the memorandum Mr. Belmont indicates [illegible] this suggestion both from the standpoint of material "Not Filed" and [illegible] and [illegible] would be worthy [illegible]

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166-3286-
NOT RECORDED
149 OCT 7 1959

2 ENCLOSURE

ORIGINAL FILED IN 62-116395

INSPECTION DIVISION: ACG:jmp

Inspection Division concurs in the recommendation
not be adopted. If approved, no acknowledgment
see this idea was submitted since records [illegible]
acknowledgment is not made unless suggestion is adopted
form to Mr. Tolson, 7-23-59, re: Suggestions or Records
Control.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 1, 1959

FROM : F. A. Frohbose

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: RECORDS MANAGEMENT - FILING SYSTEM SUGGESTION CONCERNING Suggestion #131-60

Special Agent Bernard L. Huelskamp, Liaison Section, Domestic Intelligence Division, submitted a suggestion concerning above-captioned matter which is set forth in the enclosed memorandum.

Briefly the suggestion deals with the setting up of a filing and records destruction system for administrative, informative, and similar-type materials.

The Liaison Section Streamlining Committee, after consideration, concluded that the determination of the suggestion's merit lies within the prerogative of the Records Branch, Files and Communications Division.

RECOMMENDATION:

That this suggestion be referred to the Training and Inspection Division for referral to, and consideration by the Records Branch, Files and Communications Division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EW/cal

Enclosure

BLH:sal (6)

1 - Mr. Belmont
1 - Mr. Tamm
1 - Files and Communications Division
1 - Liaison Section
1 - Mr. Huelskamp

ENCLOSURE

ENCLOSURE
66-3285
NOT RECORDED
149 OCT 7 1959

12 OCT 6 1959

ORIGINAL FILED IN 66-18966-1385

Incoming mail of this type from field offices; i.e, Results of Bureau-instituted field office surveys or evaluation of field programs, could be similarly flagged by the submitting office and upon receipt at the Bureau handled accordingly.

Recording and Filing

The material sent to file marked for later destruction would be filed separately. Abstracts would be destroyed. The recording of the article for file would be by destruction date rather than character number. For example, a piece of mail whose value is estimated to not exceed October 15, 1960, would be recorded as follows:

60 - 10 - 15 - 6
(Year) (Month) (Day) (Serial Number)

It is recognized that two (or more) items dealing with the same subject matter, but with different dates, would not be filed together. However, the over-all advantage gained by the system should outweigh this limitation. At any time prior to the destruction of the item, if its value were reassessed, it could be removed from the destruction file and refiled for a later destruction date or for permanent retention.

Destruction of Article and Index Cards

The location of material for destruction then becomes a simple matter since the destruction dates are arranged [illegible].

As a further refinement, index cards concerning these items could be periodically purged from indices by using colored [illegible] i.e., file destruction system set up on 2-year [illegible] when every 3 months a new colored card would be used [illegible]. After 2 years the first colored index card used [illegible] pulled and destroyed, after 2 years and 3 months, the [illegible] etc. This system could be altered to fit the need.

Personnel

It is recognized that this plan as all plans, has [illegible] limitations. However, the system basically should afford [illegible] possibility of files without any increase in personnel. [illegible] material is not handled in this fashion, it [illegible] be handled in the normal manner which would require at least an [illegible] work load with the same number of employees [illegible] functions. Present employees engaged in the [illegible] destruction of obsolete material of this type, [illegible] required.

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 9-23-59

FROM : S. B. Donahoe

SUBJECT: RECORDS MANAGEMENT - DESTRUCTION OF COPIES of Bureau
Suggestion #176-60

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Memorandum to all Bureau officials and supervisors dated 9-14-59 authorized substantive supervisors to destroy all surplus copies of reports, letters, teletypes, memoranda, etc., prior to sending the original document to file. In destroying these copies, it is incumbent upon the supervisor to make a notation on the original document reflecting the disposition of copies and accounting for copies submitted. Notation necessary for control purposes.

SA Daniel F. X. Callahan * ON 9-21-59 has suggested obtaining a stamp for each substantive supervisor which shows:

"___ cc( ) destroyed _____ by _____." The second space for date and last space for initials.

The Streamlining Committee of the Nationalities Intelligence Section has considered the suggestion and has voted against it. It is the opinion of the Committee that the use of the stamp would involve more time i.e., obtain stamp, stamp pad, placing impression on the serial and then filling in the spaces than it would take to make a penciled notation, "1 d JJM," which is all that is required according to Wendell G. Eames, Files and Communications Division.

JJM:dmd
(4)

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Middleton

66-3286-
NOT RECORDED
199 OCT 5 1959

RECOMMENDATION: (SBD:bcf)

Recommend suggestion not be adopted. Route to Training and Inspection Division for acknowledgement.

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP2 AUG/cal

19 OCT 6 1959

(See addendum page 2)

Enclosure

ORIGINAL COPY FILED IN 66-5439-

PERS. FILES,

ASSISTANT IN CHARGE, TRAINING AND INSPECTION DIVISION: ASG:fmp 9-25-50

Training and Inspection Division concurs in the recommendation that the suggestion not be adopted since the use of a rubber stamp is an unnecessary expense and it is permissible to use a very brief notation in accomplishing this same purpose.

If approved, enclosed letter should be sent to SA Callahan thanking him for his suggestion.

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 4
Page 293 ~ Referral/Consult
Page 295 ~ Referral/Consult
Page 296 ~ Referral/Consult
Page 297 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 15

SAC, New York

9-11-59

Director, FBI

DESTRUCTION OF BUREAU PROPERTY

b6
b7C

SUGGESTION #147-60
Submitted by SA [redacted]
Seattle Division

[illegible] IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELL/rc

It has been suggested that the field be permitted to destroy files in classifications 15, 26, 45, 52, 70, 103 and 149 when all of the following conditions exist:

1. Unknown Subject case where no suspects are developed.
2. Loss of property involved is less than $5000.
3. Statute of Limitations has run (5 years).

The Bureau has been advised that approval of this suggestion will result in the recovery of sufficient filing space to justify the work involved in destroying applicable files. Each office receiving copies of this letter is requested to give thought to this proposal and advise the Bureau within ten days of the receipt of this letter on the following points:

1. Do you recommend adoption of the suggestion?
2. If approved, will savings in filing space justify time involved in destroying these files now and on annual basis?
3. How do you suggest these files be identified for future destruction? Suggestor proposes notation on file cover when case is closed but under consolidation program, file covers are discarded six months after closing.

Please mark your reply for the attention of the Training and Inspection Division.

2 - Cleveland
2 - Detroit
2 - Miami
2 - Kansas City
2 - San Francisco

MAILED 2
SEP 11 1959
COMM-FBI

844
66-3286-
SEP 11 11 08 AM '59
RECD-READING ROOM

20 OCT 21 1959

AGG:jmp
(14)

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

EX-104

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 10-21-59

FROM : L. E. SHORTLEY

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

File entitled "Communist Party Activities" contains a letter (100-3-14-1108) from the SAC, Chicago, dated 12-22-42 which letter enclosed a 52 page list of names of individuals who were alleged to be Communist labor organizers.

By memo from F. W. Warner to R. W. Wall dated 3-13-48 (100-3-14-3149) it was pointed out the informant who furnished the list of names was discontinued because it had been found his reports were not reliable. It was recommended and approved that the list be disregarded in connection with the Loyalty Program.

This list comes up frequently in connection with name search work in the Records Branch. It is the opinion of the Files and Communications Division that since this list is not reliable and the information not utilized it should be deindexed.

RECOMMENDATIONS:

1. That the list enclosed with 100-3-14-1108 be deindexed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/RTC

2. This memo be routed to the Domestic Intelligence Division for their views.

TCH:ftt:vmk
(3)

EX 100

SEE ADDENDUM PAGE 2

Completed By Purge
#1503 References
de-indexed 11/20/59 ds

REC-92

66-3286-845

RECORDED
15 NOV 5 1959

52 NOV 12 1959

143

ADDENDUM DOMESTIC INTELLIGENCE DIVISION OCTOBER 27, 1959

1. The list of names to which this memorandum refers was originally provided to the Bureau by an informant who was subsequently discontinued because his reports were found to be unreliable. The list, therefore, has no value in connection with our security investigations since the significance of the list is not accurately known. To save time and money in searching our indices, it is believed desirable to delete these names from the indices.

2. The Domestic Intelligence Division recommends the list of names enclosed with Serial 100-3-14-1108 be deindexed. If you approve, this memorandum should be forwarded to the Records Branch for appropriate action.

PWD:cef

Office Memorandum • UNITED GOVERNMENT

TO : Mr. McGUIRE

DATE: 10-14-59

FROM : L. E. SHOBE

SUBJECT: RECORDS MANAGEMENT
(66-18966)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/ptl

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Destruction of Bureau Records

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management program.

Two similar suggestions have been received to date suggesting the destruction of files in routine type criminal cases. These suggestions are as follows:

(1) By letter dated 8-10-59, the SAC, Savannah, submitted a suggestion by SA Johnnie W. Dyer, who suggested that in routine type criminal cases, when the case is closed or the appeal has expired, the office of origin could summarize the case, execute a form similar to the attached form, and forward copies to each auxiliary office. SA Dyer suggests that the form be retained and the file be destroyed.

The SAC points out that this suggestion does not appear feasible since the office would lose the value of the background information and the sources of the various type of information appearing in these files.

(2) By letter dated 9-24-59, the SAC, Denver, suggested that a review be made of files in criminal categories which were not prosecuted. He points out that as an example, in Unknown Subject Interstate Transportation of Stolen Motor Vehicle cases, no apparent purpose is served in retaining these files past the running of the statute of limitations. He further points out that in instances where prosecution was declined, it would appear feasible to destroy all serials but perhaps the first and last serial which would set out the narrative of the offense and the basis for declining prosecution.

The Manual of Rules and Regulations permits destruction of files in the field after twenty years.

RVH:llb
(4)
Enclosure

66-3286-
NOT RECORDED
128 OCT 28 1959

ENCLOSURE
60 NOV 2 1959

ORIGINAL FILED IN 66-18966-27

OBSERVATIONS OF INVESTIGATIVE DIVISION

The Investigative Division does not feel that it is practical to destroy criminal files prior to expiration of the present (or proposed) retention period for the following reasons:

(1) The so-called "routine type criminal cases" cannot be accurately defined so as to clearly establish policy for destruction of files in these cases, ie. an unknown subject ITSMV case is a "routine" case only so long as the subject remains unidentified. Even though the subject may not be identified before the statute of limitations runs, the background information in the file may become important in the identification of vehicles handled by a professional car theft ring which is broken after the statute expired. Similar situations can exist with other types of cases.

(2) The above observations also hold true for the second suggestion. In addition, it must be realized that a declination by a United States Attorney is not a bar to further prosecution. Additional facts or repeated offenses by the subject may call for a re-consideration of the prosecutive merits of the case.

For these reasons the Investigative Division does not feel the suggestions can be adopted at this time.

Memo: Mr. Short to Mr. McGuire 10-14-59
Re: Records Management
(66-18966)

RECORDS BRANCH OBSERVATIONS

Several suggestions have been received to date relating to the destruction of files in the field. By memorandum to you dated 9-16-59, I set forth several suggestions submitted by the field regarding the destruction of files by auxiliary offices prior to the present twenty year retention period. By memorandum dated 10-5-59, I set forth a suggestion that the retention period of all field files be reduced from twenty years to ten years. These suggestions are presently receiving consideration and if adopted, will substantially alleviate space problems throughout the field.

Records Branch feels that the suggestions regarding destruction of routine type criminal cases in the field have merit and offer further possibilities for destruction of files. While not practical in all cases, there are many criminal files, such as unknown subject cases and simple cases where no prosecution results, which contain little or no background information and which could be destroyed with no material effect on the operations of a field office. The Records Branch feels that serious consideration should be given to the destruction of these types of files completely after the statute of limitations has run in the interest of sound records management and in the interest of eliminating material maintained throughout the field, the retention of which is not essential to the efficient operations of the Bureau. Inasmuch as these suggestions related to the destruction of files in the criminal category maintained in the field, the views of the Investigative Division and the Training and Inspection Division should be secured regarding the merits of these suggestions.

RECOMMENDATION:

(1) That this memorandum be referred to the Investigative Division for comments regarding the merits of these suggestions.

(2) That this memorandum be referred to the Training and Inspection Division for comments, review, and acknowledgement if deemed necessary.

-2-

ADDENDUM BY TRAINING AND INSPECTION DIVISION:
(MW) - 10/21/59)

Savannah office suggests that in routine-type criminal cases where case is closed or appeal has expired that office of origin summarize case and destroy file. Training and Inspection Division concurs with the observations of the Investigative Division and recommends that suggestion not be adopted for the same reasons as indicated by the Investigative Division.

SAC, Denver, recommends that review be made of files in criminal categories which were not prosecuted and then destroy all serials but the first and last. Training and Inspection Division again concurs with Investigative Division that suggestion should not be adopted for the same reasons as indicated by the Investigative Division.

10/23

10/22

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

FROM : L. E. SHORT

DATE: OCT 26 1959

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: LEONID I. PIVNEV
ESPIONAGE - R
65-60319

Destruction of Bureau Property

Bulky Exhibit File Number: 65-60319-407, 408

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:ftt-ptt

Bulky exhibits 407 and 408 (65-60319) are stock items and may be destroyed. /s/ Tolson

66-32826-

NOT RECORDED
191 OCT 29 1959

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rtc

J. W. MARSHALL

NOT RECORDED
2 OCT 29 1959

F/14
58 OCT 30 1959

ORIGINAL COPY FILED IN 65-60319

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 10-13-59

FROM : L. E. SHORT

SUBJECT: RECORDS MANAGEMENT
(66-18966)

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/JAS

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

By memorandum from Tamm to Tolson dated 7-15-59, the Training and Inspection Division indicated that there seems to be no need to retain for more than a year the monthly memoranda prepared on "Law Review Articles." These are prepared to advise each division of articles of possible interest. The Training and Inspection Division indicates that perhaps the rule should be that as each new volume of memoranda is opened the old volume be thrown away.

RECORDS BRANCH OBSERVATIONS:

This proposal has merit from a records management standpoint in that it would permit the destruction of material of temporary value.

The law review memoranda are filed in Bufile 62-105083 containing 12 serials. The material dates back to 10-27-58. Apparently the purpose of the "Law Review Articles" is served after it has been seen by interested divisions. Accordingly, it would seem feasible to return each memorandum to the Training and Inspection Division where it would be destroyed after preparation of the next monthly memorandum. In addition to saving filing space, this procedure would also save the cost of processing such memoranda through the Records Branch.

RECOMMENDATION:

66-3286 - [redacted]
NOT RECORDED
167 OCT 30 1959

For referral to the Training and Inspection Division.

[redacted]
OCT 30 1959

JWM:llb:umk
(5)
1 - 66-3286 (Destruction of Records)

ADDENDUM: TRAINING AND INSPECTION DIV JRN:s 10/19/59
Concurs with the modification proposed by Files and Communications Division. If approved, memo should be routed to latter Division for information and appropriate arrangements to effect change.

ORIGINAL COPY FILED IN

66-3286-[redacted]

MR. MC GUIRE 10-7-59

L. L. LEDET

RECORDS MANAGEMENT
(66-18960)

DESTRUCTION OF BUREAU PROPERTY

Reference is made to SAC Letter 59-23 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

The Manual of Rules and Regulations, Part II, Section 3, page 11b, item 6c authorizes the office of origin in 65 (Espionage), 100 (Internal Security), and 105 (Internal Security Nationalistic Tendencies) classifications to destroy all copies except one of each serial after the files have been closed for ten years or upon verification of death of the subject. Auxiliary offices are authorized to destroy all copies except one of each serial before placing the file in the closed file section.

By letter dated 8-31-59, the SAC, Seattle, suggested that these files be stripped further and retain only a single copy of reports and other correspondence, destroying copies of channelizing memorandums and other serials such as FD 154's (verification of information on Security Index cards) informant contact memorandums, criminal records, office memorandums setting out leads, etc. The SAC feels that the only information necessary for retention regarding a deceased security subject would be contained in reports and correspondence between field offices or with agencies or organizations outside the Bureau. The SAC points out that if the information in other types of serials was not of sufficient significance to be incorporated into a report, letter, or dissemination memorandum, it would not be important enough to retain permanently on a deceased subject. The SAC states that if files on deceased subjects contain serials subsequent to the last written report, one copy of each serial could be retained if the Bureau feels it desirable inasmuch as information in such serials would not be evaluated for inclusion in a report.

The SAC feels that the adoption of this suggestion would reduce the size of files on deceased subjects to a fraction of their present size without sacrificing any information which is currently useful.

JCM:llb
(5)
1 - CC-3888 (Destruction of Records)

See addendum page 2.

OCT 26 1959

66-3286-
NOT RECORDED
184 OCT 21 1959

ORIGINAL COPY FILED IN 66-3286-1

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/pto

Memo: Short to McGuire 10-7-59
Re: Records Management

RECORDS BRANCH OBSERVATIONS

This suggestion has merit from a records management standpoint inasmuch as it would result in the destruction of material containing information which has been placed in a report or other correspondence. Inasmuch as the subject of the file is deceased, it would not seem necessary to retain this type of material. Inasmuch as this suggestion relates to field office files the comments of the Domestic Intelligence Division and the Training and Inspection Division should be secured concerning the merits of the suggestion.

RECOMMENDATION:

That the memorandum be referred to the Domestic Intelligence Division and the Training and Inspection Division for comments concerning the merits of the above suggestion.

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION 10-9-59

With respect to cases which have been closed for ten years, the Domestic Intelligence Division definitely opposes the suggestion made by Seattle. There is no way to determine with accuracy that cases of this type may not be necessarily reopened upon the receipt of new information and in that event all available information concerning the subject should be available in the file. As to cases involving deceased persons, it is believed that the relatively small savings in space to be achieved is overbalanced by the administrative effort which would be needed in purging, handling of indexing, and other necessary procedures. It is also impossible to say that the information which would be lost by this suggestion, particularly information which would refer to contacts with other persons, is valueless and may not be needed in the future.

JJH:baw

1
NOT RECORDED
184 OCT 21 1959

ADDENDUM TRAINING AND INSPECTION DIVISION: JRN:mcc 10/14/59

Training and Inspection Division concurs with recommendation of omestic Intelligence Division. If approved, no further action is necessary.

5-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: SEP 10 1959

FROM : L. E. SHORT

b6
b7C

SUBJECT: [redacted]
INTERNAL SECURITY - COLOMBIA
Destruction of Bureau Property
Bulky Exhibit File Number: 100-3020-285

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:ftt

Of no value To laboratory
Recommend bulky
enclosure be destroyed. If
substantive supervisor concurs
9-13-59 JWS

166-3286-
NOT RECORDED
191 OCT 30 1959

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/rte

NOT RECORDED
12 OCT 30 1959

J. W. MOHR

53 OCT 30 1959

SEE ADDENDUM PAGE 2.

ORIGINAL COPY FILED IN 100-3020-285

Memorandum to Mr. McGuire

Re: [redacted]
INTERNAL SECURITY - COLOMBIA

b6
b7C

ADDENDUM: HWL:jlw:dmd 10-20-59

Investigation predicated on information received from ONI that [redacted] of Los Angeles, California, ~~was~~ an American-born student who had studied in Italy, was approached by subject in February, 1942, when he learned [redacted] was to be drafted and requested he obtain information concerning troop movements and gun emplacements. Subject furnished [redacted] with a cipher to be used. Thereafter, [redacted] communicated with subject three times furnishing information, but no other activity developed on part of subject. Subject and friends interviewed in September, 1943. Subject stated he was trying to impress [redacted] during political discussions and denied knowledge of German espionage agents. On 9-28-43 Bureau advised Los Angeles Office case would not be presented to Department since facts failed to develop violation of espionage statutes.

Subject was an undergraduate at the University of Southern California, was born [redacted] in Cartagena, Colombia, and is the son of [redacted], a lawyer and publisher in that city. Subject had record of being pro-German, pro-Hitler and of criticizing U.S. In 1952 subject was admitted to U.S. as UN delegate from Colombia. On 12-7-44 exhibits were reviewed and 279 were destroyed because of their indistinctness due to poor photography or poor photostating and because of the brevity of the writing. Remaining exhibits were retained that were not duplicated in the investigative file.

b6
b7C

Remaining exhibits are samples of handwriting of [redacted], letters and photographs of letters from subject to family and friends, photographs of correspondence of subject's friends, miscellaneous items found in subject's apartment, specimen of typewriters available to subject and friends and charred paper found in subject's apartment. Since this case has been closed for 16 years and there is no foreseeable prosecution, there appears no reason to retain the exhibits.

RECOMMENDATION:

That Records Section be authorized to destroy the remaining exhibits.

- 2 -

MR. MC GUIRE

9-17-59

L. E. SHORT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 Hwpte

RECORDS MANAGEMENT
Bufile 66-18966

Re: Destruction of Administrative Control Files

Reference is made to SAC Letter 59-43, C, wherein we requested observations and suggestions for strengthening the Bureau's Records Management Program.

To date, several similar suggestions have been submitted regarding the destruction of material maintained in administrative control files. These suggestions are as follows: (1) By letter dated August 14, 1959, the SAC, Philadelphia pointed out that it is the Bureau's policy in many instances to provide that administrative control files of various types be maintained for a period of three years. The SAC referred to recent SAC Letter 59-43 dated July 7, 1959, which informed the field that the control file having to do with dissemination of criminal information to other agencies be maintained for the three-year period. The SAC pointed out that administrative type control files are already building up in a voluminous manner and from statistics recently provided by the Bureau, it appears that some of the offices are placing as many as two or three hundred items a month in these files. The SAC feels that these files should not be retained for more than one year since statistical data regarding dissemination is submitted to the Bureau regularly and if any question arises as to a particular dissemination it can always be located in the regular case file. The SAC suggested that the Bureau analyze this requirement to determine if it is necessary to retain such files for a three-year period. (2) By letter dated September 4, 1959, the SAC, Louisville suggested that the Bureau authorize that the administrative control file on dissemination of criminal information be purged monthly of items 30, 60 or 90 days old as deemed advisable by the Bureau. The SAC pointed out that if the purpose of the control file is to facilitate the preparation of the monthly report to the Bureau on dissemination and offer an administrative check on the accuracy of the monthly report, it would appear that the retention of the copies of this administrative file would not be necessary beyond one month and at the most not more than three months. (3) By letter dated 8-28-59, the SAC, Houston pointed out that in connection with SAC Letter 59-30, E, and 59-43, I, dealing with "the dissemination of criminal information to other agencies" a separate control file was established in each office. Placed in this control file are communications reflecting the dissemination of criminal information to other

JWM:vmk:mlm
(5)

66-3286

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1 - Bufile 66-3286

agencies. Also placed in this file are the monthly letters submitted to the Bureau summarizing the number of criminal matters disseminated to other agencies. The SAC proposes that following the inspection of a field office, that office be permitted to destroy all copies of communications which have been used as a basis for the preparation of the monthly summary letter. The SAC points out that in this way the administrative control file would be limited in volume to the monthly summary letters to the Bureau plus any material which has accumulated since the last inspection.

RECORDS BRANCH OBSERVATIONS:

These suggestions have merit from a records management standpoint in that the retention period of administrative control files would be decreased, resulting in a substantial savings in space throughout the field. The comments of the Investigative Division and the Domestic Intelligence Division should be secured prior to the final consideration of these suggestions.

RECOMMENDATIONS:

1. That the comments of the Investigative Division and the Domestic Intelligence Division be secured prior to the final consideration of these suggestions.

2. That this memorandum be referred to the Training and Inspection Division for review.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callahan

DATE: 9/17/59

FROM : J. S. Johnson

SUBJECT: DESTRUCTION OF TIME AND ATTENDANCE RECORDS

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

General Record Schedule Number 2, dated 10/8/57, provides that leave record cards (Time and Attendance Reports), where such reports were used for both time and attendance and leave record purposes, may be destroyed according to the following schedule:

1. Final cards showing accumulation of leave on separation - ten years after date of last entry on cards.

2. All other cards - three years after audit of related pay records.

The information on all our Time and Attendance Records prior to the 1955 leave year have been posted to Standard Form 1137 and filed in the personnel file of each employee. These records show the accumulated leave on separation. It is, therefore, believed we can destroy all Time and Attendance Records prior to the 1955 calendar year.

Beginning with 1955 and thereafter, all Time and Attendance Cards are, in effect, tabulating cards. It is, therefore, possible for us to separate from these cards, without any appreciable cost, the final cards showing accumulated leave on separation. Since the 1955 payroll records were audited early in 1956, we can now destroy Time and Attendance Cards for 1955, except the final card for resigned employees.

It is desired to point out that the space required to store these cards is critically needed in this Section.

RECOMMENDATIONS:

1. That all Time and Attendance Cards prior to 1955 be destroyed.

2. That all 1955 Time and Attendance Cards, with the exception of the last card for employees who resigned during the 1955 leave year, be destroyed.

MFR:des
(3)

ORIGINAL FILED IN 66-2716-7-4-9-2716

ALL INFORMATION CONTAINED HEREIN UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rte

166-3286-
NOT RECORDED
199 NOV 18 1959

60 NOV 23 1959

MR. MC GUIRE 9-18-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

8-10-82 BY SP4 ELW/pte

Reference is made to SAC Letter 59-43 (C) wherein we requested observations to strengthen the Bureau's Records Management Program.

By letter dated 8-12-59, SAC, Atlanta, pointed out that frequently a reporting office will furnish to another office five or six copies of a report for the purpose of covering widely scattered leads. The SAC proposes that when these leads have been completed the office, at its discretion, be allowed to destroy all but two copies of the report until the appropriate time comes to retain only one copy.

RECORDS BRANCH OBSERVATIONS:

From a records management standpoint, the above proposal is desirable in that it would permit the destruction of extra copies of reports in the field. The Records Branch feels that the suggestion has merit and that the field offices should have some latitude in being able to destroy surplus copies that are not needed. By Memorandum to All Bureau Officials and Supervisors dated 9-14-59 the Seat of Government supervisors were authorized to destroy all surplus copies of reports, letters, teletypes, memoranda, etc., prior to sending the original document to file. The Records Branch feels that this same procedure might be extended to the field permitting the field to destroy any copies of any documents which are not needed. Inasmuch as this suggestion relates solely to field operations, the comments of the Training and Inspection Division should be secured prior to final consideration of the suggestion.

RECOMMENDATION:

That this suggestion be referred to the Training and Inspection Division for their consideration.

JWM:hpr
(5)
1 - 66-3286 (Destruction of Records)

66-

NOT RECORDED
176 DEC 14 1959

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62 DEC 18 1959

ADDENDUM, TRAINING AND INSPECTION DIVISION:
(MWJ - 10/21/59)

SAC, Atlanta, proposes that when leads have been completed the office at its discretion be allowed to destroy all but two copies of a report until the appropriate time comes to retain only one copy. Under usual circumstances, no real purpose is achieved in retaining more than two copies of a communication by either the office of origin or auxiliary office after appropriate investigative and administrative action has been taken. Training and Inspection Division concurs with Atlanta's recommendation; however, in addition, [redacted] recommends that the suggestion not be limited to reports only but be expanded to include letters, airtels and memoranda and to include offices of origin as well as auxiliary offices. If approved, it is recommended this memorandum be returned to the Training and Inspection Division in order that the field can be appropriately advised.

Files & Communications Division prepared necessary instructions authorizing field to destroy all surplus copies of communications not needed. See memo short to Mr. Mohr 11/16/59 changing manual 11/16/59 gum

MR. MC GUIRE 9-17-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/ptc

Re: Suggestion #124-60

Reference is made to SAC Letter 59-13 (C) wherein we requested suggestions and observations to strengthen the Bureau's Records Management program.

By letter dated 8-28-59, the SAC, Baltimore, submitted a suggestion made by supervisor James C. Dunlap, who pointed out that the Baltimore Office received from the Second Army Headquarters, Fort Meade, Maryland, a list of absentees who have returned to military control. Dunlap stated that until 1952 upon receipt of such a list, a teletype was sent to the Bureau concerning each absentee with the contents of the teletype as follows: [redacted] b6 b7C FUDE. Provost Marshal, Headquarters, Second Army, Fort Meade, Maryland, advised subject returned to military control 8-29-51, Fort Knox, Kentucky. Indices negative. Information only." Dunlap pointed out the teletype was indexed and filed in 42-0, and he presumed the other offices that cover Army Headquarters might follow the same procedure as the Baltimore Office. Dunlap suggests that such serials and index cards be removed and destroyed since they are of no value. He pointed out that the Baltimore Office could destroy approximately twenty-five sections of the 42-0 file.

RECORDS BRANCH OBSERVATIONS:

This suggestion has merit from a records management standpoint inasmuch as it would involve a destruction of material of no value to the Baltimore Office and possibly to other field offices, thus saving space and gaining the use of file equipment. Inasmuch as this suggestion relates to a matter supervised by the Investigative Division the comments of that division should be secured prior to further consideration of this suggestion for adoption.

RECOMMENDATIONS:

(1) That the comments of the Investigative Division be secured prior to further consideration of the above suggestion for adoption.

JWM:llb
(6)
1 - 66-3236 (Destruction of Records)
1 - 42-0 (Deserters--Supervision)

58 NOV 20 1959

66-3236

NOT RECORDED
191 NOV 9 1959

Memo: SHORT TO MC GUIRE Re: RECORDS MANAGEMENT (66-16966) 17-59

(2) This memorandum be referred to the Training and Inspection Division for review and acknowledgment if deemed necessary.

ADDENDUM BY INVESTIGATIVE DIVISION: RJM:rjm 9-24-59

The serials mentioned by Baltimore are of no value from an investigative standpoint and are duplicated in the Bureau's files. This division, therefore, has no objections to Baltimore's suggestion and concurs in its adoption.

MR. MC GUIRE

9-16-59

L. E. SHORT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/pte

RECORDS MANAGEMENT
Bufile 66-18966 Destruction of Bureau Files

Reference is made to SAC Letter 59-43, C, wherein we requested suggestions and observations for strengthening the Bureau's Records Management Program.

By letter dated August 18, 1959, the SAC, Charlotte suggested that the Bureau might consider the destruction of files in the 18 (May Act) classification and files in the 82 (War Risk Insurance) classification when they become ten years old. The SAC estimates that approximately ten file drawers of space would be saved in the Charlotte Office alone if this suggestion is adopted.

The Manual of Rules and Regulations Part 2, Section 3, page 13 permits the field to destroy all files after they become 20 years old.

RECORDS BRANCH OBSERVATIONS:

This suggestion has merit from a records management standpoint in that the period of retention of files in these categories would be reduced. Inasmuch as this suggestion relates to the destruction of files in the field and in particular to the destruction of files in two criminal classifications, the comments of the Investigative Division and the Training and Inspection Division should be secured prior to final consideration of this suggestion.

RECOMMENDATION:

That the comments of the Investigative Division and the Training and Inspection Division be secured regarding the above suggestion prior to affording this suggestion final consideration.

JWM:vmk
(6)
1 - Bufile 66-3286
1 - Bufile 18-00
1 - Bufile 82-00

66-3286-
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that in many cases multiple copies of long mimeographed reports in involved cases are filed in the main file as well as in related cases, particularly in Bank Robbery investigations. SA Jahn recommends that when these cases are closed the extra copies be destroyed. He points out that the Agent upon closing the case could send a routing slip to the Chief Clerk as to the copies that are not necessary with the recommendation that they be destroyed.

RECORDS BRANCH OBSERVATIONS

These suggestions have merit from a records management standpoint in that they would curtail the preparation, distribution, and retention of voluminous type reports. Inasmuch as these suggestions relate to field operations, and concern the preparation of voluminous reports in criminal type cases, the comments of the Investigative Division and the Training and Inspection Division should be secured prior to the final consideration of these suggestions for adoption.

RECOMMENDATION:

That the comments of the Investigative Division and the Training and Inspection Division be secured regarding the merits of these suggestions prior to the final consideration for adoption.

ADDENDUM: TRAINING AND INSPECTION DIVISION
(DER:mbk 10-27-59)

Suggestions 1 and 2 have been handled by separate memorandum. Relative to Suggestion #3, forwarded by the Baltimore Office suggested that copies of lengthy reports in involved cases which are filed in related cases as well as in the main file be destroyed when the cases are closed. This concerns copies of the report which have been placed in related files. This seems to be entirely a field office administrative matter and can be handled within the framework of existing rules relative to destruction of extra copies of documents. No change in existing rules is considered necessary.

MR. MC GUIRE 9-25-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18960)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rtc

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

Several suggestions have been received to date, regarding the preparation, distribution, and destruction of voluminous reports. These suggestions are as follows:

(1) By letter dated 8-12-59, the SAC, Atlanta, suggested in connection with the preparation of voluminous reports that vast amounts of negative information generally accumulated in Unknown Subject Bank Robbery cases not be inserted in reports, and that reports be confined to the initial elements of the violation and such data as the Bureau requires concerning protective devices, etc, with negative information on neighborhood investigations, file checks, suspects readily eliminated, etc, being confined to memos for the file.

(2) In the same letter the SAC suggests the elimination of the distribution of voluminous reports. The SAC points out that this would apply to practices that have grown up rather than the requirements of rules in general. He makes the observation that in Bank Robbery cases and in similar cases, voluminous reports are frequently disseminated widely throughout the Bureau, even after leads had already been set out by Airtel or other communication and the report merely restates the leads. He points out that these reports are rarely of any value to the receiving office and are rarely read inasmuch as they contain a great number of pages of negative information involving neighborhood investigations, suspects, etc, of no interest to the receiving office. The SAC feels that this practice might be discouraged by rquiring the disseminating office to state the reason for disseminating reports over twenty-five pages in length.

(3) By letter dated 8-28-59, the SAC, Baltimore, submitted a suggestion by SA Francis X. John, who points out

JMW:llb
(5)
(1) - 66-3286 (Destruction of records)

66-3286-
NOT RECORDED
167 NOV 20 1959

27

57 NOV 27 1959

ORIGINAL COPY FILED IN 67-41847-1

ADDENDUM: 10-5-59 - WBS:eem

COMMENTS OF INVESTIGATIVE DIVISION:

The retention beyond 10 years of files in May Act (18 classification) cases, which were a police type case, would not seem to serve any practical purpose which would justify the space occupied.

While these type cases were handled in only a limited number of offices, the affected offices would be able to save space if destruction after 10 years was authorized.

All material relating to instructions as to the handling of the classification should, of course, be retained.

As pertains to War Risk Insurance cases (82 classification) here again there does not appear to be any particular reason for maintaining in the field a particular case file in excess of 10 years after completion of investigation. In the event information in the field is needed, we would be able to furnish it at the Bureau.

As noted above, although there would appear to be no objection to destruction of files after 10 years in these two classifications, in the event approval was granted, we would then have exceptions in these two classifications to the general rule providing for the retention of investigative files for 20 years before destruction.

ADDENDUM: *JWM:llb* *11-9-59*

Suggestion presently being considered to lower retention period of all files in field from twenty to fifteen or ten years. Pending outcome of this suggestion, no further consideration is recommended at this time regarding above suggestion.

(6)

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 9-23-59

FROM : W. C. EAMES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #167-60
DESTRUCTION OF BUREAU PROPERTY

b6
b7C

The Training and Inspection Division has requested your views on the attached suggestion which was submitted by Mrs. [redacted] of the Investigative Division.

Mrs. [redacted] has proposed that hand stamps be provided for all Bureau Officials and Supervisors who destroy copies of reports and other correspondence to read as follows:

_____ Copies Destroyed
at Bureau.

It is not believed that we should adopt this suggestion since a notation 1D followed by the initials, or 2D followed by the initials, is sufficient to indicate the fact that a copy or copies were destroyed by a particular Supervisor or Bureau Official. Since most Officials and Supervisors will destroy copies at irregular intervals, it is believed that more time would be necessary to use a hand stamp than to make the above brief notation.

RECOMMENDATION:

Unfavorable.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/pte

ORIGINAL FILED IN 66-3286-

WGE:dvh
(2)
Enclosure

ADDENDUM TRAINING AND INSPECTION DIVISION: JRN/s 10/14/59
Concurs with views of Files and Communications Division. There are mnay rubber stamps being used now and time necessary to locate the suggested one for destruction of copies at irregular intervals, would be greater than simple pencil notation. If approved, no further action necessary since suggestion has been acknowledged.

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MR. MC GUIRE 9-23-59

L. E. SHORT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 LW/pkc

RECORDS MANAGEMENT
Bufile 66-18966

BUREAU RECORDS - gen'l

RE: Destruction of Security Patrol Reports

Reference is made to SAC Letter, 59-43, C, wherein we requested suggestions and observations for strengthening the Bureau's Records Management Program.

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b7C

Two suggestions have been received to date regarding the retention of Security Patrol reports. These suggestions are as follows: (1) By letter dated 9-8-59, the SAC, Jacksonville, submitted a suggestion by [redacted], Clerk, GS-4, who suggested that form FD-215 (Security Patrol Daily Report) be eliminated. Mrs. [redacted] pointed out that at the present time, the Security Patrol Clerks make certain prescribed checks of the entire office during the time when the office is not open for business, and thereafter, they are required to prepare form FD-215 showing the exact time these checks were made. These reports are initialed by the Chief Clerk and a supervising official and are filed and retained for a period of six months prior to destruction. Mrs. [redacted] feels that each Security Patrol Clerk is aware of his duties, has responsibility for the security of the office during his tour of duty and that the preparation of these reports and their subsequent retention is unnecessary.

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b7C

The SAC agrees with Mrs. [redacted] and indicated that the responsibility for the security of any field office can be readily placed on the Security Patrol Clerk on duty at any given time without the necessity of preparing and filing this particular form.

(2) By letter dated 9-10-59, the SAC, San Juan, suggested that the retention period for Security Patrol reports be lowered from six months to one month.

RECORDS BRANCH OBSERVATIONS:

These suggestions have merit from a records management standpoint in that suggestion number one would eliminate the preparation and subsequent retention of Security Patrol reports and suggestion number two would lower the retention period from six months to one month. Inasmuch as the supervision of these matters is the responsibility of the Administrative Division, the comments of that Division should be secured

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1 - Bu file 66-3286

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relative to the merits of these suggestions.

RECOMMENDATIONS:

1. That the comments of the Administrative Division be secured relative to the merits of these suggestions.

2. That this memorandum be referred to the Training and Inspection Division for review.

MR. MC GUIRE 9-17-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/pte

Reference is made to SAC Letter 59-43 (C) wherein we requested observations and suggestions to strengthen the Bureau's Records Management program.

By letter dated 8-14-59, the SAC, Boston, suggested that the field be given authority to destroy sub-files containing newspaper clippings when the case is of a criminal or security nature and has been closed for a period of one year. The SAC states that this would conserve two five-drawer file cabinets in the Boston Office.

RECORDS BRANCH OBSERVATIONS

Records Branch feels this is a good idea from a records management standpoint and would result in a considerable savings of filing space and equipment throughout the field. Normally the fields sends into the Bureau pertinent newspaper clippings reflecting publicity concerning the Bureau's investigation and these newspaper clippings are filed in the related case file here at the Seat of Government. It is felt that newspaper clippings maintained in the field would be of very little value from a reference standpoint, are probably infrequently referred to, and could be destroyed after a reasonable period of time. Inasmuch as this matter relates solely to field operations, the comments of the Training and Inspection Division should be secured relative to this proposal prior to final consideration of the suggestion.

RECOMMENDATION:

This memorandum be referred to the Training and Inspection Division for comments prior to final consideration of suggestion.

JWM:llb
(5)
(1) - 66-3286 (Destruction of Records) — Bureau — Gen'l

66-3286
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ADDENDUM DOMESTIC INTELLIGENCE DIVISION OCTOBER 9, 1959

The consensus of opinion of the Domestic Intelligence Division is that broad authority for SACs to destroy the sub-A files containing newspaper clippings in security cases after they have been closed one year should not be established. The adoption of such a broad rule could give the impression that it is the Bureau's desire that all such sub-A files be destroyed. Of course, there is no objection for sub-A newspaper clipping files to be purged of all duplications and articles of a similar type nature. However, there is often a need in security cases to have public source material on the subject, and newspaper clippings are sometimes our best source. Newspaper clippings are often extremely valuable adjuncts to case files. This often develops many years after security cases have been closed. We should handle the destruction of newspaper clippings on an individual case basis, and if the newspaper clipping sub-A file in a particular case contains no information of pertinence to the case, it should be destroyed. However, this disposal should be on an intelligent selective case basis, and should not be based primarily or merely on a desire to obtain file drawer space.

HOB:djw

Views of Investigative Division

The destruction of newspaper clippings should be handled by a field office on a case to case basis. There should be no general rule with regard to the destruction of all newspaper clippings. In most cases newspaper clippings can probable be destroyed. However, in other cases the clippings may have a real value. It is only by a review of each case where the clippings may have become voluminous that an accurate determination may be made as to the advisability of destroying the clippings. In this connection no reliance can be placed by a field office on the adequacy of clippings in the Bureau's file because clippings retained at the Bureau are usually very limited.

ADDENDUM:JRH/td CRIME RECORDS DIVISION OCTOBER 12, 1959

The Crime Records Division feels that sub-A files containing newspaper clippings in security and criminal cases should not be destroyed by field offices unless a critical space problem exists in a particular office and then only on a very selective basis. It has been the frequent experience in attempting to secure old background data to locate much of the desired data in old newspaper clippings. The availability of such material in the field office has saved the Bureau considerable investigative effort which would be required to verify old arrests, convictions, confinements, etc., from official documents or other appropriate sources of information. It is the recommendation of the Crime Records Division that the suggestion of the Boston Office not be adopted.

[redacted]

ADDENDUM: TRAINING AND INSPECTION DIVISION
(DER:mbk 10-23-59)

Boston suggested field be given authority to destroy subfiles containing newspaper clippings, when the case is of a criminal or security nature, and has been closed for one year. Domestic Intelligence Division feels that broad authority for field to destroy such subfiles in security cases should not be established, (but points out there is no objection to such subfiles to be purged of duplications), also suggests nonpertinent newspaper clippings could be disposed of on a selective case basis. Investigative Division feels destruction of newspaper clippings be handled on a case-to-case basis, but that there should be no general rule regarding such destruction because in many cases the clippings may have real value.

Crime Records Division feels subfiles containing newspaper clippings should not be destroyed by field unless critical space problem exists and then only on very selective case basis.

The Training and Inspection Division notes we have existing rules which permit destruction of duplicate serials or newsclippings, but feels field should not be authorized to destroy newspaper clipping subfiles, even on a selective case basis, because of the difficulty of establishing necessary criteria for destruction; destruction would be performed on basis of judgment of individual file reviewers, which would result in dangerous lack of uniformity. Recommend suggestion not be adopted.

MR. MC GUIRE

9-16-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/plc

Re: Destruction of Files by Auxiliary Offices

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions and observations to strengthen the Bureau's Records Management program.

Several similar suggestions have been received to date regarding the destruction of files by auxiliary offices prior to the present twenty year retention period. These suggestions are as follows:

(1) By letter dated 8-4-59, the SAC, Washington Field Office, suggested that all files in the criminal and applicant categories be destroyed by auxiliary offices after the files become ten years old. The SAC points out that this would create a substantial savings in space, particularly in the larger field offices. The SAC informed that from a practical standpoint in criminal cases, the information in files over ten years old is of no value inasmuch as the auxiliary office must communicate with either the office of origin or the Bureau for current information anyway. The SAC points out the destruction of these files would not fall within the category of "Destruction of Files" since both the Bureau and the office of origin would retain complete copies of such files.

(2) By letter dated 8-5-59, the SAC, Albuquerque, suggested that in all cases, except security type cases, the auxiliary office be permitted to destroy an entire file five years after the file has been closed, with the exception of the cover page of the last report or other communication in the file which would show the title, office of origin, and the file number of the office of origin. The SAC points out that auxiliary offices seldom need information from this file after five years and if such information is needed it could be obtained from the office of origin with little effort.

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Original to Mr. Rosen 9/18/59
& all Div.

53 DEC 14 1959

See Addendum on page 4.

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(3) By letter dated 8-12-59, the SAC, Atlanta, suggested that auxiliary offices be permitted to destroy applicant files after one year, criminal files after five years, and security files after ten years since the auxiliary file is a duplicate of the same matter maintained by the office of origin. The SAC proposes that index cards could be made to reflect the office of origin by appropriate symbol number, and the destruction of these files would save a large amount of filing space. The SAC pointed out that in a recent review of files in the Atlanta Office, it was observed that whole cabinets of files appeared to have been untouched for long periods of time.

(4) By letter dated 8-26-59, the SAC, Phoenix, suggested that while destroying and consolidating files that a project be considered whereby auxiliary offices would scrutinize the fugitive classification so that all material of a negative nature might be destroyed and that only sufficient data which will positively identify an individual in the future or which might be of some help in apprehending him in the future, if he becomes a fugitive and the information pertains to that territory, be saved. The SAC feels that this would eliminate records which have no value.

(5) By letter dated 9-2-59, the SAC, Dallas, suggested that the Bureau and auxiliary offices continue to place more dependence on the office of origin as the repository of all the information in a case and as the source of all details regarding the investigation. The SAC indicates that if additional information is needed by other offices it could be obtained from the office of origin. The SAC suggested that all auxiliary office files with the exception of security classification, which have been closed for a period of five years, be destroyed. The SAC states that inasmuch as original evidence cannot be destroyed, it should be transmitted to the office of origin at the time the case is RUC'd. Thus the office of origin would then become the central repository for all evidentiary items. The SAC further proposes that at the time the auxiliary office file is destroyed a notation could be placed on the index card for that file, on a file jacket, or in a central file indicating the office of origin, and in the event information is desired from the field, it could be obtained from the office of origin.

RECORDS BRANCH OBSERVATIONS

Records Branch feels that serious consideration should be afforded these suggestions relating to destruction of files by auxiliary offices in view of the fact that (1) several field offices have submitted relatively the same idea (2) from records management standpoint, highly destrable in that maintenance of duplicate

records would be decreased (3) complete file available at office of origin (4) would save a tremendous volume of filing space and equipment throughout the field.

Prior to the final consideration of these suggestions the comments of the Investigative Division, the Domestic Intelligence Division, the Administrative Division, and the Training and Inspection Division should be secured as to the relative merits of these suggestions. Consideration should also be given to conducting a survey of a representative number of field offices to determine the potential problems, if any, which might be created if such a prodecure were placed into effect and the observations of these offices as to the adoption of such a procedure. In the event these suggestions are favorably considered, archival authority has already been secured for the destruction of files maintained in the field.

RECOMMENDATION:

That the comments of the Investigative Division, Domestic Intelligence Division, Administrative Division, and the Training and Inspection Division be secured prior to the final consideration of these suggestions.

ADDENDUM: 11-9-59 JWM:llb

Suggestion presently being considered to lower retention period of all files in the field from twenty to fifteen or ten years. Pending outcome of this suggestion, no further consideration is recommended at this time regarding above suggestions.

(5)

MR. MC GUIRE 9-3-59

L. E. SHORT

RECORDS MANAGEMENT
Bufile 66-18966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/pe

Destruction of Bureau Property

Reference is made to SAC Letter 59-43, C, wherein we requested observations and suggestions regarding ways to strengthen the Bureau's Records Management Program.

Several suggestions have been received concerning the submission of Personnel Status Forms. These suggestions are as follows: (1) By letter dated August 21, 1959, the SAC, Butte, suggested that the personnel status form (FD-285) be maintained as the top serial in the personnel file along with the employee's salary and assignment changes form (FD-189) and each subsequent change in the personnel status of the employee be posted on the FD-285. The SAC proposed that when a birth or death is reported, that the field could prepare the proper form for transmittal to the Bureau and post the pertinent information on the FD-285 in the field file. He indicated that once a year each employee could be contacted for any other changes on the FD-285 (as is done at present on the vocation record form) and the Bureau could be advised by routing slip of such changes which could be posted to the FD-285 in the Bureau personnel file. He proposed that office of preference changes could also be posted in this manner. The SAC felt that when an employee marries or a great many changes have been made on the original FD-285, a new one could be prepared and the original could be filed as a serial. The SAC pointed out that the adoption of this suggestion would materially reduce the number of items serialized in file both in the field and at the Seat of Government. In addition, the posting of information relating to births, deaths and office of preference changes on the FD-285 in the field would further reduce filing time. The SAC indicated that a review of one personnel file in the Butte Office revealed there were 15 copies of FD-285 and the other forms used to report births, deaths and office of preference changes, all of which could have been consolidated on one copy of FD-285. (2) By letter dated August 10, 1959, the SAC, Savannah, recommended that the personnel status form be submitted only when changes occur instead of on a periodic basis. (3) By letter dated August 5, 1959, the SAC, Albuquerque, also recommended that personnel status forms be submitted only when changes occur.

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1 - 67-2-(General)

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RECORDS BRANCH OBSERVATIONS:

This suggestion is highly desirable from a records management standpoint. The adoption would save a substantial amount of employee time in preparing the form and in the subsequent processing and filing of the form, both in the field and at the Seat of Government. Under the present procedure, when a new form is received for filing at the Seat of Government, the previous form is destroyed. It would appear from the Butte suggesti on that the field does not have this authority and retains the previous form. The Records Branch feels that these suggestions have merit, however, the comments of the Administrative Division, which is responsible for the preparation and handling of these forms, should be secured prior to the final consideration of this suggestion.

RECOMMENDATIONS:

1. That this memorandum be referred to the Administrative Division for their comments prior to the final consideration of this suggestion.

2. This memorandum be referred to the Training and Inspection Division for review.

(See addendum page 3)

ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG:jmp 9-8-59

On at least ten occasions in past two years consideration has been given to suggestions similar to those presented here. All have been rejected on recommendation of Administrative Division or because of prior consideration on basis that information required by Personnel Status Form is essential and many employees would forget to advise of changes if they were not required annually to go back over each question. While submission of the form on an annual basis appears justified, we see no reason why the field could not be authorized to destroy the prior copy of the form each time a new one is submitted. This is now done at the Bureau and we recommend it be authorized for the field. If approved, Administrative Division should prepare instructions for the field.

Office Memorandum • UNITED STATES GOVERNMENT

TO: Mr. [illegible]

DATE: AUG 12 [illegible]

FROM: L. B. [illegible]

SUBJECT: JAPANESE BALLOON LANDINGS - GENERAL
ESPIONAGE - J
Destruction of Bureau Property
Bully Exhibit File Number: 65-[illegible]-6b3

We are in the process of reviewing all bully exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bully exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bully exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bully exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

[illegible] INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/ptc

11-23-59

Prepare w/ Letter
from Exhibits Dept
Returned to Laurs

Return to Crime Records Section
Suggest destroy Encl

SEE ADDENDUM PAGE 2

166-3286
NOT RECORDED
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[illegible] NOV [illegible] 1959

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102

Memorandum to Mr. McGuire
Re: JAPANESE BALLOON LANDINGS - GENERAL

APPROPRIATE: FWS:hcf 11/30/59

Bulky exhibit consists of six folders of photographs of Japanese balloons and bombs found in the U.S. from 1944 to 1945. Some of the photographs were furnished by Army and Navy. Others were taken by Bureau agents. Copies of the folders were distributed to [redacted] In 1955 bulky exhibit was reviewed and at that time contained two sets of above-described folders. Recommended and approved one set of folders be destroyed. (Belmont to Boardman memo 7/6/55; 65-54413-1581) Bulky exhibits not indexed and contains no information of present or future investigative value. b7D

RECOMMENDATIONS:

1. From standpoint of investigative value it is recommended this exhibit be destroyed. However it is believed the views of the Crime Records Division should be obtained (prior to destruction) as to whether exhibit should be retained as item of future news; historical or research value.

2. Route to Crime Records Division.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

S.T. 201

TO : Mr. Tolson

DATE: 11-10-59

FROM : Q. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/pte

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION: #147-60
Submitted by SA [redacted] b6 b7C
Seattle Field Office
X Destruction of

SUGGESTION: Destroy files in 15, 26, 45, 52, 70, 103 and 149 (False Report) classifications when all of the following conditions exist:

1. UNSUB cases where no suspects are developed.
2. Loss of property involved is less than $5,000.
3. Statute of Limitations has run (5 years).

PRESENT PROCEDURE: Files and records in field division may be destroyed after they become 20 years old (Part II, Section 3, Page 13, Manual of R & R).

ADVANTAGES STATED: Provides more space for records. Approximately 120 drawers are now utilized by the Seattle Division for storing closed cases in the above classifications. It is estimated that at at least 8 drawers would be available immediately if files were destroyed under these rules, and at least 4 drawers per year would be available each year thereafter.

OBSERVATION: The views of the New York, Cleveland, Detroit, Kansas City, San Francisco, and Miami field divisions were solicited in this regard and reflect that Detroit, Cleveland, and Kansas City have surveyed their files in this category and recommend the suggestions not be adopted because the cost would exceed the savings attained. The New York, Miami, and San Francisco offices concur in the opinion that the cost of employee time would be great in comparison to the good accomplished, but feel that the program would be beneficial if allowed to be implemental as personnel becomes available. The San Francisco office recommends adoption of the suggestion in spite of cost involved because of space need.

The Training and Inspection Division recommends that this suggestion not be adopted. The surveys conducted reflect that the files falling within the prescribed group consists for the most part of two to four serials and the excessive clerical time necessary to cull their files in order to insure that

REC 4 66-3286-846

KWW:ejh
(3)

EX-116

NOV 16 1959

1 - Personnel File of SA [redacted] (Sent separately)

58 NOV 19 1959

103

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DESTRUCTION OF BUREAU RECORDS

Memo Tamm to Tolson
Suggestion: #147-60
Submitted by SA [redacted]
Seattle Field Office

b6
b7C

information of value is not destroyed is not commensurate with potential saving of space.

RECOMMENDATION: That the suggestion not be adopted. If approved, no further action is necessary since the author of the suggestion has been previously thanked for his interest.

11/12

MR. MC GUIRE 11-5-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

UNRECORDED COPY FILED IN
DATE 8-10-82 BY SP4ELW/ptc

Reference is made to SAC Letter 59-43, (C), wherein we requested suggestions to strengthen the Bureau's Records Management Program.

By letter dated 9-17-59, the SAC, New York, indicated that there are numerous cards in their indices which relate to file numbers of a system used prior to the present classification system and for the most part, these cards are not supported by files. The SAC proposes that cards of this type be destroyed as they are encountered.

RECORDS BRANCH OBSERVATIONS:

The suggestion has merit and should be adopted. From a records management standpoint, indices should be continually purged of obsolete material. No purpose is served in keeping an index card which is not supported by the original file material. There is attached hereto a proposed letter to the SAC, New York, authorizing the destruction of index cards of the type described in this suggestion.

RECOMMENDATION:

That the attached letter be forwarded to the SAC, New York, authorizing the destruction of suggested material.

JWM:gbh
(5)
Enclosure

1 - 66-3286 (Destruction of Records)

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MR. MC GUIRE 11-5-59

L. E. SHORT

RECORDS MANAGEMENT
Bufile 66-18966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/RE

Re SAC Letter 59-43, C, which requested suggestions and observations for strengthening the Records Management Program.

The SAC, Los Angeles, suggested the destruction of file material contained in 62-0 after it becomes five years old. Further, the SAC proposed that index cards be prepared summarizing the correspondence so destroyed and indicating the disposition of such material. These cards would then be filed in the field office index. According to the SAC, the 62-0 file presently occupies 36' 10" of cabinet space in the Los Angeles office.

RECORDS BRANCH OBSERVATIONS:

Current Bureau regulations permit the destruction of field office file material after it becomes 20 years old. The material placed in file 62-0 is normally nonspecific in nature and, of course, cannot be properly placed in any other file classification. In connection with the SAC's suggestion, the Records Branch does not believe it practical to create a record by typing an index card summarizing pertinent information and on the other hand destroying a piece of correspondence.

Several suggestions have been received concerning a reduction in the retention period of field office file material. These are being handled by separate memorandum. If adopted, the file material referred to by the SAC Los Angeles will be included and space saved through outright reduction.

RECOMMENDATION:

No further action.

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(4)
1 - 66-3286 (Destruction of Records)

ADDENDUM BY TRAINING AND INSPECTION DIVISION: RWB:jmp 11-6-59

Training and Inspection Division agrees with the views outlined by the Files and Communications Division and accordingly it is recommended that the suggestion not be adopted.

18 NOV 10 1959

MR. MC GUIRE 11-5-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

Re: SUGGESTION #124-60

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

In connection with this program, the SAC, Baltimore, submitted a suggestion made by supervisor James C. Dunlap, who pointed out that the Baltimore Office received from the Second Army Headquarters, Fort Meade, Maryland, a list of absentees who have returned to military control. Dunlap stated that until 1952 upon receipt of such a list, a teletype was sent to the Bureau concerning each absentee with the contents of the teletype as follows: [redacted] FUDE. Provost Marshal, Headquarters, Second Army, Fort Meade, Maryland, advised subject returned to military control 8-29-51, Fort Knox, Kentucky. Indices negative. Information only." Dunlap pointed out the teletype was indexed and filed in 42-0 (Deserter-General) and he presumed the other offices that cover Army Headquarters might follow the same procedure as the Baltimore Office. Dunlap suggests that such serials and index cards be removed and destroyed since they are of no value.

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OBSERVATIONS:

This suggestion has merit from a records management standpoint inasmuch as it would involve the destruction of material of no value to the Baltimore Office and possibly to other field offices, thus saving space and gaining the use of file equipment.

The Investigative Division has advised that the serials mentioned by Baltimore are of no value from investigative standpoint and are duplicated in Bureau files. The Investigative Division recommends that the suggestion be adopted.

(Continued on Page 2)

JAM:gbh
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1 - 66-3286 (Destruction of Records)
1 - 42-00 (Deserters - General)

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62 NOV 19 1959

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Memo L. E. Short to Mr. McGuire 11-5-59
RE: Records Management
(66-18966)

Files and Communications Division recommends adoption of the suggestion in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records. In view of the fact that material of the type suggested for destruction by SA Dunlap may also be retained in many other field offices, there is attached a proposed SAC Letter authorizing destruction of this material. There is also attached a letter to SA Dunlap thanking him for the submission of this suggestion.

RECOMMENDATIONS:

1. That the attached SAC Letter authorizing the field to destroy this suggested type of material be approved and sent out.

2. That the attached letter be forwarded to SA James C. Dunlap thanking him for the submission of this suggestion.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. J. Parsons

FROM : B. J. White

DATE: November 5, 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ste

Tolson
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W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: TEST SPECIMEN FILE

DESTRUCTION OF BUREAU PROPERTY GENERAL

The Test Specimen File consists of bullets and cartridge cases from all weapons fired in the Laboratory and test specimens received from contributors. In addition an index card filed by file number and an index card filed by caliber is maintained for each weapon represented by test specimens in this file. The file has been in existence since 1932. It fills two filing cabinets and in the near future will require additional cabinets unless the size of the file is restricted.

It is believed that the tests in this file which are over fifteen years serve no useful purpose and will be of little or no further value for reference purposes. For this reason and to conserve space it is believed that these older specimens should be destroyed.

RECOMMENDATION:

(1) That test specimens in Test Specimen File which are fifteen years old and older be destroyed. | Started 12/3/59 R

(2) That fifteen-year-old specimens be destroyed on an annual basis in the future during the month of January. | Tickler Set for Jan. 1960 Started 12/3/59 R

(3) That the index cards representing the tests destroyed also be removed from the file and destroyed. | Started 12/3/59 R

80-14

no objection by Inv. Div.

RAF:nw
(4)

ADDENDUM: 11/30/59. DJP:HD.
Approved by the Executives Conference on 11/30/59, Messrs. Tolson, Mohr, Trotter, Tamm, Clayton, Sizoo, McGuire, DeLoach and Parsons being present.

166-3286-

NOT RECORDED
140 DEC 10 1959
15 DEC 9 1959

58 DEC 14 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/18/81 BY 6383 UCT/ste

ORIGINAL FILE IN 5 - 14 - 1959

UNITED STATES

TO : SAC, Honolulu

FROM : Director, FBI

SUBJECT: RECORDS MANAGEMENT PROGRAM (CG-2000)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/rte

DESTRUCTION OF BUREAU PROPERTY

Reference is made to SAC Letter 59-49, (G), wherein we requested suggestions to strengthen the Bureau's Records Management Program.

In connection with the above program, the SAC, Honolulu, has submitted three suggestions relating to the destruction of material maintained in field office files. These suggestions are as follows: (1) The SAC suggests that complaint form (FD-71) be destroyed when a communication is sent to the Bureau, another field office, the U. S. Attorney, or any other outside agency, incorporating data in the complaint form. The SAC indicated that destruction should not take place until the case is closed. (2) The SAC suggests that when results of investigations by an auxiliary office are transmitted to the office of origin by letter, the office of origin be permitted to destroy the letter after the contents are incorporated into a report. (3) The SAC suggests that informative letters, airtels, or other communications sent to the Bureau or other offices be destroyed when a case is closed, providing the contents are set out elsewhere in the file, report, memorandum or other communication.

66-3286-1
NOT RECORDED
126 NOV 10 1959

RECORDS BRANCH OBSERVATIONS:

Records Branch recommends that the above three suggestions not be adopted. Prior to the destruction of the material cited above, it would be necessary to compare this material against the report or other communication prepared in order to insure that the information contained therein is identical. This would be an unwieldy administrative operation and the time taken to conduct the comparison would more than offset any advantage which would be derived by the destruction of the material. It is pointed out that many times the information maintained in a complaint form, transmittal letter, airtel, or other communication is not completely set out in a subsequent report or communication thus necessitating a close comparison prior to destruction.

RECOMMENDATION:

That these suggestions not be adopted.

10 NOV 10 1959

(See ADDENDUM page 2)

53 NOV 13 1959

ORIGINAL FILED IN 66-1486-1 & 66-3286-1

ADDITION BY TRAINING AND INSPECTION DIVISION: [illegible] 22-6-43

Training and Inspection Division agree that suggestions should not be adopted for persons indicated by the Files and Communications Division.

CONFIDENTIAL

Office Memorandum UNITED STATES GOVERNMENT

TO : S. B. Donahoe - 1 - Donahoe
- 1 - Little

DATE: October 28, 1959

FROM : H. W. Littlefield

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: [redacted] b7D
INTERNAL SECURITY - ARGENTINA

Destruction of Bureau Property

The Records Section has made available bulky exhibits received from subject in 1943 for review and for a determination as to whether they should be retained or destroyed. Subject, an Argentine citizen, was [redacted] until June, 1943, and served as [redacted] committee charged with the duty of [redacted] on the part of the Axis powers. In mid 1943 the committee was in considerable disfavor with the existing government in Argentina as the committee's reports had been considerably pro-Allied. [redacted] was a confidential informant of the Bureau's representatives in Argentina, although he did not know their true identity. [redacted] expecting possible arrest, left Argentina and arrived in U. S. on [redacted] He was brought to the U. S. by the [redacted] for the purpose of social research.

Prior to subject's departure from Argentina, he presented certain documents to [redacted] in Buenos Aires, with the request that the American Embassy send the documents to the U. S. by a safe means. This was apparently done as [redacted] feared he would have difficulty in carrying the documents out of Argentina. The Legat was of the opinion that [redacted] intended to use the information in the documents as material for a book or magazine articles which he probably planned to have published in the U. S. [redacted] request for the [redacted] was refused and the documents were reproduced on microfilm and the film was forwarded to the Bureau by the Legal Attache on 10/23/43. The Legat stated the Embassy had suggested that prints be made and copies furnished to the Department of State and to the Office of Naval Intelligence (ONI) and to Assistant Chief of Staff for Intelligence (ACSI). On 11/11/43 copies of the [redacted] documents were made available to the Department of State, ONI and ACSI.

66-3286-
NOT RECORDED
170 NOV 9 1959

The documents apparently pertained to investigations conducted by the Argentine congressional committee. The documents are comprised of Photostats of the original document in Spanish and several copies of the translation of each document and they pertain to pro-Axis groups and activities in Argentina. Since there is a possibility at some later date Mr. [redacted] might desire a return of this material, it is felt same should not be destroyed. Since there are several copies of each

b7D

64-26953
HWL:jlw
(3)

CONFIDENTIAL

11 NOV 6 1959

NAT. INT. SEC.

ORIGINAL COPY FILED

DECLASSIFIED BY AUC 10c290 BAE/DAG/ygm ON 8-22-03 #03-R0768

b7D

CONFIDENTIAL

translation, there appears no need to retain more than one copy and the Photostat from which the translation was made. It is suggested that the Photostat of the original document in Spanish be retained as well as the original copy of the translation of each document and the other copies of the translations be destroyed by the Records Section. The material has not been indexed.

ACTION:

That the extra copies (only) of the translations be destroyed by the Records Section as outlined above.

SB Dipan

Done 11/5/59 pbr

CONFIDENTIAL

MR. MC GUIRE

10-21-59

ST
REC

L. E. SHORT

RECORDS MANAGEMENT
Bufile 66-18966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/pte

Re SAC Letter 59-43, C, which requested suggestions and observations for strengthening the Records Management Program.

The SAC Los Angeles by letter 8-21-59, proposed that certain files created during World War II now be disposed of. He listed the following material in this category: Army and Navy Flimsies, Coast Guard Identification Reports of Suspected Selective Service Delinquents, Applications for Return of Contraband, Japanese Permission to Travel During War, List of Japanese Repatriated to Japan, Alien Enemy Disposition of Property and Immigration Clearance letters. The SAC indicated that this material is of no significance at the present time in the Los Angeles office.

RECORDS BRANCH OBSERVATIONS:

The above suggestion has merit from a records management standpoint because it would result in the destruction of material of no current value. Material similar in nature to some of the items set out by the SAC has been destroyed at the Seat of Government. For example, the travel control files established during World War II have been destroyed.

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:vmk
(4)
1 - 66-3286 (Destruction of Records

66-3286-
NOT RECORDED
176 NOV 18 1959

ADDENDUM: JWM:llb 11-6-59

Suggestion presently being considered to reduce retention period of field office files from twenty to fifteen or ten years. If retention period reduced, these files would fall in the category of files which could be destroyed now. No further action recommended at this time regarding destruction of these files pending outcome of suggestion regarding reduction in retention period of all files in the field.

60 NOV 19 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 10-21-59

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: FREDERICK EMERSON PETERS
ITSP
87-6840

DESTRUCTION OF BUREAU RECORDS - GENL

This case consists of 706 serials and 16 file sections. Peters was a check passer with a criminal record of over fifty years. During his check passing career, Peters used hundreds of aliases.

On 7-27-59, Peters died of a cerebral hemorrhage at New Haven, Connecticut. Since Peters is dead there is no logical reason from Records Branch standpoint to retain index cards on all aliases. Many of the names used by Peters are of the common variety such as Taylor, Moore, Grant, etc. Accordingly, this file presents a continuing problem for employees engaged in work on the Name Check Program and deindexing of aliases will save unnecessary work. The case involving Peters is properly indexed under his true name and such cards will remain in the index.

ORIGINAL FILED IN 87-6840

RECOMMENDATION:

That all index cards representing aliases used by Peters be removed from the index and destroyed.

TCH:ftt:umk
(3)

OK - Director 6 - ERD. 10/26/59.

OK. - Dir 7 - S 10/27/59

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rtc

66-3286-

NOT RECORDED
102 NOV 4 1959

11 NOV 3 1959

SAC, New York

November 20, 1959

Director, FBI (66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/82 BY SP4ELW/pts

DESTRUCTION OF CLOSED FIELD FILES

Bureau Property

In the interests of improved records management and in order to save more space and equipment at an earlier date, the Bureau is again considering a reduction in the period of time closed files are retained before they are destroyed in our divisional offices. You will recall the last time this occurred was in May of this year when the period of retention was reduced from 25 to 20 years, apparently without difficulty. For your additional information, if all files over 10 years old were destroyed now, the field could dispose of an estimated 3,500,000 files; if all over 15 years old were destroyed, 1,500,000 files could be disposed of. These files now occupy approximately 7,000 five-drawer file cabinets.

Before a decision is made, all offices receiving a copy of this letter should carefully survey from now until 12-15-59 the use of files between 10 and 15 years old and between 15 and 20 years old. Within these two age brackets, you are instructed to tabulate the total number of file checks according to those made for (1) outside agencies and (2) those made for our own purposes in Bureau investigations. It is theorized that if the period of retention is in fact reduced, outside agencies can be advised of the limited nature of the field indices name checks and be referred to the Seat of Government for a more complete check. Accordingly, it is believed desirable to separately total this type of indices search during the survey period. In connection with name checks and file reviews of the balance of these files for Bureau investigations, you are to objectively evaluate their immediate importance to field operations in relation to the continued availability of this information in files that will be retained at the Seat of Government.

In setting forth the number of times these files are referred to in the two age categories, you are requested to parenthetically estimate the total number of files in each group. This is necessary in order for the Bureau to develop a ratio between the actual number of files and the number of times they are checked.

FWW:neb

(23)

2 - Chicago
2 - Cincinnati
2 - Dallas
2 - Los Angeles
2 - Miami
2 - Newark
2 - Philadelphia
2 - San Diego
2 - Seattle

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

MAILED 31
NOV 20 1959
COMM-FBI

EX-105 REC-25

66-3286-

(over)

MAIL ROOM TELETYPE UNIT

55 NOV 30 1959

Letter to New York
Re: Destruction of Closed Field Files
66-3286

Your observations and a specific recommendation as to whether the period of retention of field files can be reduced to (1) 10 years, (2) 15 years, or (3) remain as is (20 years) should be forwarded to the Bureau marked for the attention of the Records Branch not later than December 21, 1959.

Note: On 11-16-59 the Executives Conference, attended by Messrs. Tolson, Mohr, Trotter, Parsons, Clayton, Tamm, Belmont, and Waikart for McGuire, unanimously approved the recommendation of the Files and Communications Division that a survey of 10 field offices be conducted preparatory to reconsidering the present retention period of closed field office files for 20 years.

See memorandum L. E. Short to Mr. McGuire, 11-10-59, JWM:llb, re: RECORDS MANAGEMENT

Mr. Tamm 11/19/59

H. L. Edwards

RECORDS MANAGEMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/82 BY SP4 ELW/ATC

Under the Bureau's current Records Management Program several suggestions have been received from the field regarding the possible destruction of zero (General) and double zero (Policy) files throughout the field. Suggestions ranged from destruction of both files after 5 or 10 years following careful screening, to permanently maintaining them. Comments and observations were obtained from appropriate divisions relative to this matter, which are set forth as follows:

ZERO FILES. Records Branch recommends destruction of this material in the field after a reasonable time. Investigative Division feels this material can be destroyed after a period of 10 years. Both feel this material would be of little value to the field after an extended period of time. The Domestic Intelligence Division feels that material in security classifications is of considerable value and should be retained indefinitely.

The Training and Inspection Division agrees with the Domestic Intelligence Division that zero files in security classifications should be retained indefinitely as this material is of considerable value. While screening and destruction of material in criminal and applicant-type matters, which information is generally negative or inconsequential might be desirable, considerable confusion is foreseen unless specific guidelines applicable to the entire field are formulated. Without them, there would be as many opinions as there are reviewers. Unless such guidelines can be established no change in the present rules for retaining zero file material in these classifications is recommended.

1 - Files and Communications Division, (Records Branch)
1 - 66-3286 (Destruction of Records)

PCY:dlh
(4)

66-3286
NOT RECORDED
126 NOV 23 1959

53 NOV 24 1959

DOUBLE ZERO FILES. Records Branch and Domestic Intelligence Division recommend permanent retention. Investigative Division recommends careful screening and destruction of less valuable material after 10 years. Training and Inspection Division feels that double zero files which are the policy files in the various classifications, are of definite value to the field and should be permanently retained. These files generally represent no real problem for space and in addition are periodically reviewed in the field for the purpose of removing surplus or unnecessary material. A detailed review of these files after an extended period of time would not be necessary or practicable.

RECOMMENDATIONS:

1. That there be no change in the existing rules for the permanent retention of zero and double zero files.

2. That this memorandum be referred to the Records Branch of the Files and Communications Division for information.

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. E. Donahoe

DATE: 11/19/59

FROM : A. Kayne

SUBJECT: NAZI CAMPS IN THE UNITED STATES OF AMERICA, SUBVERSIVE ACTIVITIES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Destruction of Bureau Property - General

Re memorandum from Short to Mc Guire dated 4-27-59 recommending that Bulky Exhibit 61-7560-297 be reviewed and decision rendered as to retention or disposition of the material. Bulky exhibit consists of ninety-six enclosures which is conglomeration of copies and Photostats of news articles, magazines, pamphlets, and programs relating to the activities of the German-American Bund in the United States, particularly of an anti-Semitic nature, furnished via New York letter 12-10-37, which itemizes bulky exhibit. These items are indexed on the aforementioned New York letter; however, there is no indexing on the bulky exhibit itself. There is no indication of what use, if any, was made of these items; no foreseeable use if retained; no obligation to return to anyone; and no reasonable possibility that destruction will eliminate from our files data to which we might have to refer in the future.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rtc

Recommendation:

It is recommended that Bulky Exhibit 61-7560-297 be destroyed.

Done 11/24/59 gb

AK:prg
(4)

1 - Donahoe

1 - Eames

1 - Kayne

1 - ENCLOSURE

66-3286 -
NOT RECORDED
46 NOV 25 1959

16 NOV 24 1959

53 NOV 30 1959

61-7560-1

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : A. H. Belmont

FROM : S. B. Donahoe

SUBJECT: MAX RUEFF (MUELLER)
ECUADOR - ESPIONAGE - G

DATE: 11-16-59

1 - Mr. Belmont
1 - Mr. Eames
1 - Mr. McGuire
1 - Mr. Donahoe
1 - Mr. Wacks

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

O Destruction of Bureau Property - approved

In 1943 subject was a German employee at the Spanish Embassy in Ecuador. On 11-23-43 he was arrested by representatives of the Ecuadoran Government on charges of engaging in espionage for the German Government and was turned over to U.S. authorities in Ecuador for deportation. When arrested he had numerous documents in his possession and our representative in Ecuador was allowed to make photographs of these documents. A single photographic copy of each document in subject's possession was sent to the FBI Laboratory for processing. These documents consisted of numerous photographs of airplanes of German origin; aerial photographs of unidentified cities; photographs of individuals who appear to be Germans; a photograph of a map; and photographs of 40 handwritten pages pertaining to the ancestry of Wendell Willkie. The FBI Laboratory found no codes, ciphers or concealed messages in this material. A copy of these photographs was maintained in the FBI Laboratory. Serials 36 of instant file dated 10-10-46 from Mr. Long to Mr. Harbo attached the Laboratory file containing these photographs and pointed out the file should be maintained as an enclosure in the instant file.

The contents of Serial 36 appear to be identical with the material described in Serial 31 of the instant file. This serial is a Laboratory report indicating a negative examination of the material and pointing out that 2 copies of these photographs were enclosed for the National Defense Division for review. The enclosures to Serial 31 were destroyed as a result of an approved recommendation of 12-13-45 since it appeared the material was of no value to the Bureau. The instant enclosure which is the Bulky Exhibit to Serial 36 is a copy of that previously destroyed and at this time appears to be of no value for the Bureau. There is no obligation to return these photographs to anyone; the photographs are not indexed; and their destruction would not eliminate from our files any data which we might have to refer in the future. Bureau's file does not indicate what happened to the subject after his internment at Camp Kennedy, Texas, in 1943.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 Elyfte

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64-29868
Serials
(5)

62 DEC 1 1959

NOT RECORDED 25 1959

NOV 25 1959

Memorandum to Mr. Belmont
Re: MAX RUEFF (MUELLER)

RECOMMENDATION:

With respect to the request contained in memorandum Eames to McGuire 6-4-59 that the Bulky Exhibit to Serial 36 of instant file be reviewed for retention or disposition, it is recommended that this Bulky Exhibit be destroyed. Since the FBI Laboratory recommended retention in 1946 it is recommended its concurrence be obtained prior to destruction.

Lab concurs

MR. MC GUIRE 11-12-59

L. E. SHORT

RECORDS MANAGEMENT
Bufile 66-18966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/pls

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

In connection with this program, the SAC, Phoenix, pointed out that file fronts, when they accumulate, take quite a bit of space. The present rule is to destroy them only after the file is twenty years old at which time the file number and date destroyed are placed on a list in front of the classification showing which files have been destroyed. The SAC feels that this rule could be extended to apply to all files that are destroyed or consolidated since a quick referral to the list would serve the same purpose as finding a file cover standing alone in the file.

The Manual of Rules and Regulations, Part II, Section 3, page 13, requires that when files are destroyed, the file front should be retained and written on it should be the reason for destruction unless the file has become twenty years old and is being destroyed. If this is the case, a list of files destroyed is placed at the beginning of the classification.

RECORDS BRANCH OBSERVATIONS:

The above suggestion is not recommended for adoption. When files are destroyed after twenty years, destruction consists of large groups of files in numerical sequence and a list in the front of the classification showing which files have been destroyed is practical. When files are destroyed or consolidated on an individual basis, it is our feeling that a list at the beginning of the classification is not practical and would require a longer time to review to determine if the file has been destroyed or consolidated, particularly as the size of the list increases. Furthermore, maintaining such a list for individual files destroyed at the beginning of each classification would necessitate a check in two places to determine if an individual file has been destroyed, (1) in file sequence where file is normally filed, and (2) at the beginning of the classification.

(See Recommendations Page 2)

JWH:gbh
(5)

166-3286
NOT RECORDED
140 NOV 20 1959

① - Bufile 66-3286 (Destruction of Records)

58 NOV 27 1959

ORIGINAL COPY FILED IN

Memo D. E. Short to Mr. McGuire 11-12-59
Re: Records Management
Bufile 66-18966

RECOMMENDATIONS:

1. That this suggestion not be adopted.

2. For referral to the Training and Inspection Division.

ADDENDUM BY TRAINING AND INSPECTION DIVISION: KWW:jmp 11-16-59

This division concurs with the observations of the Files and Communications Division and therefore recommends against the adoption of this suggestion.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 11-12-59

FROM : S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Wacks

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: R. S. ARIES AND ASSOCIATES
ROBERT SAMUEL ARIES, was.
ATOMIC ENERGY ACT
DESTRUCTION OF BUREAU PROPERTY

In 1951 we instituted investigation of subject company because of series of letters written to [redacted] Continental Distilleries, Philadelphia, from [redacted] of subject company requesting information in the field of fluorine derivatives. AEC considered the requests made in this letter suspicious. [redacted] was determined to be the person employed by the subject company who recommended the letters be addressed to [redacted]. By letter 3-23-51, Philadelphia sent to the FBI Laboratory Photostats of employment applications executed by [redacted] and Aries head of subject company for comparison with known handwriting in the National Security File. Such comparison was negative but these Photostats were made a bulky exhibit to Serial 11 of this file. This investigation failed to indicate any subversive activities and on 2-19-52 the case was closed.

b6
b7C

Memorandum Mr. Short to Mr. McGuire 11-2-59 requested the afore-mentioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material. It is noted the documents involved are not indexed; that there is no obligation to return them to anyone; that there appears to be no foreseeable use for these documents; and that there appears to be no reasonable possibility that destruction will eliminate from our files data which we might have to refer in the future.

RECOMMENDATION:

66-3286-
NOT RECORDED
NOV 21 1959

That the bulky exhibit to Serial 11 of instant file be destroyed.

1 ENCLOSURE

100-7330

JFW:jlp
(5)

24 NOV 23 1959

NAT. INT. SEC.

62 DEC 1 1959

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 Elwood

ORIGINAL FILED IN 100-7330-30

MR. MC GUIRE 11-10-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

CLASSIFIED
DATE 8-10-82 BY SP4 ELW/rtc

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

In connection with this program, the SAC, Cincinnati, has suggested that the field be permitted to destroy files after ten years in the interest of alleviating space and maintenance problems throughout the field. The SAC points out that if the Bureau doubts the wisdom of destroying files after ten years, that consideration be given to immediate destruction of files fifteen years old and after a few months, during which period experience will show no problem has been encountered, the Bureau may revise the retention period to ten years.

The Manual of Rules and Regulations, Part II, Section 3, page 13, item 8, permits field offices to destroy files after they become twenty years of age.

PREVIOUS BACKGROUND:

Based on a memorandum from Mr. Tamm to Mr. Tolson, dated 4-22-59, (66-3286-825) the Executives Conference unanimously recommended a reduction in the retention period of files throughout the field from twenty-five years to twenty years. This was done in the interest of alleviating space problems in the field and reducing requests for file equipment.

FILES AND COMMUNICATIONS DIVISION OBSERVATIONS:

The Files and Communications Division feels that the suggestion to destroy files prior to the present twenty year retention period has considerable merit from a records management standpoint and is the real solution to space and maintenance problems in the field. The recent reduction in the retention period from twenty-five years to twenty years was a step in the right direction from a records management standpoint but as

JWM:llb
(5)
1 - 66-3286 (Destruction of records)

Bureau Record | 66-3286-
NOT RECORDED
176 NOV 25 1959

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168

ORIGINAL FILED IN 66-3286-

reflected by the following figures showing the number of cases closed during the fiscal years 1940 - 1949, it will be 1962 before the field really reaps any benefit from a space standpoint:

Fiscal Year	Case Closed
1940	79444
1941	157699
1942	385722
1943	525833
1944	489303
1945	432771
1946	284758
1947	317383
1948	528464
1949	466770

Based on the above figures, if the retention period is reduced now to fifteen years the field would be able to destroy over one and one-half million files. If the retention period is reduced to ten years, the field would be able to destroy over three and one-half million files. As shown by these figures, a further reduction in the retention period of field files now would result in a tremendous savings in space and equipment, and it is our feeling that this advantage would outweigh any possible problems that may be caused by the shorter retention period of files. Archival authority has previously been secured to destroy all field files, and a twenty year retention period is a requirement imposed by the Bureau.

The Files and Communications Division proposes that this suggestion be presented to the Executives Conference to determine if the Bureau will consider a further reduction to fifteen or ten years in the retention period of field files at the present time. If the Bureau approves further consideration, a survey should be conducted of a representative number of field offices regarding the advantages of this suggestion and the potential problems, if any, which might be created prior to the final consideration of this suggestion.

RECOMMENDATIONS:

1. That the Files and Communications Division present this suggestion to lower retention period of field files to fifteen or ten years to the Executives Conference to determine if the Bureau at the present time will approve further consideration.

2. If the Bureau approves further consideration, a survey should be conducted of a representative number of field offices regarding the advantages of this suggestion and the potential problems, if any, which might be created, prior to final consideration of the suggestion.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: October 29, 1959

FROM : Mr. W. C. Sullivan

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: PROPOSED CHANGES IN MANUAL OF RULES AND REGULATIONS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW

It is believed desirable to incorporate into the Manual of Rules and Regulations the attached instructions pertaining to the Current Intelligence Analysis (Cinal).

The proposed instructions are not new, except for provision relating to destroying copies of Cinal letter after three years, having been previously issued to the field in various SAC letters. The proposed instructions involve no policy changes.

RECOMMENDATION:

That the proposed additions to the Manual of Rules and Regulations concerning the Cinal letter be approved and forwarded to the Training and Inspection Division for appropriate action.

Enclosure
JEM:bam (8)

1 - Mr. Belmont
1 - Training and Inspection Division
1 - 66-1934 (Rules and Regulations)
1 - 100-422089 (Cinal)
1 - Section tickler
1 - Mr. McHale
1 - Cinal Administrative folder

REC- 117

66-3286-848

DEC 2 1959

57 DEC 7 1959

UNRECORDED COPY FILED IN 100-422089-66-1934

2 - Original & one
1 - Mr. Belmont
1 - Training & Inspection Div
1 - Cinal Administrative folder

1 - Yellow
1 - Section tickler
1 - Mr. McHale
1 - 100-422089 (Cinal)

October 29, 1959

PROPOSED CHANGES IN MANUAL OF RULES AND REGULATIONS

The following additions (all new) should be made to Part II, Section 8:

N. CINAL (CURRENT INTELLIGENCE ANALYSIS) LETTER

1. The purpose of the Cinal letter is to disseminate each week to high-level officials of the Executive Branch of the Government and to other agencies having responsibilities in the internal security field a concise, up-to-date picture of developments in the intelligence field.

2. Material to be submitted for use in the Cinal letter includes information pertaining to:

   a. The Communist Party, USA
   b. Communist front groups
   c. Marxist splinter groups
   d. So-called "hate" groups
   e. Timely issues of international interest

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ste

3. Information being forwarded for inclusion in the Cinal letter should be submitted:

   a. By airtel
   b. Under the substantive case caption, bearing the subcaption "CINAL."

      (1) Except for items of an intelligence nature regarding current topics of international interest (see 2, e, above), which should be submitted under the substantive caption without the subcaption "CINAL."

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

NOTE: Based on memo Sullivan to Belmont, 10-29-59, same caption, JEM:bam.

JEM:bam (9)

MAIL ROOM ☐ TELETYPE UNIT ☐

66-32[illegible]-84

ENCLOSURE

c. With separate items of information being made the subject of separate airtels if submitted on the same date.

d. With individuals and organizations mentioned in the incoming airtels fully identified and the source of the information set forth.

e. With quoted material clearly indicated.

f. So worded as to avoid any ambiguity in phraseology.

4. All offices are to remain alert for items of interest as set forth under 2, a, above. The following offices, however, are specifically instructed to submit regular airtels when pertinent information is developed:

a. Albany
b. Baltimore
c. Boston
d. Buffalo
e. Chicago
f. Cincinnati
g. Cleveland
h. Denver
i. Detroit
j. Indianapolis
k. Los Angeles
l. Milwaukee
m. Minneapolis
n. Newark
o. New Haven
p. New York
q. Philadelphia
r. Pittsburgh
s. Portland
t. St. Louis
u. San Diego
v. San Francisco
w. Seattle
x. Washington Field

5. Each office receives at least one copy of the Cinal letter, which is to be retained in the office files and which may be destroyed after three years if of no value. Those offices receiving multiple copies are to destroy the extra copies within one week of receipt, except the New York Office, which may retain two copies.

6. Dissemination

a. Each Legal Attache should insure that the dissemination of Cinal information is handled under the prevailing rules for dissemination of classified information to foreign agencies, and that adequate protection is afforded Cinal information in accordance with the classification set forth on each Cinal.

b. Page 1 of the Cinal letter now bears the statement: "This document is loaned to you by the FBI, and neither it nor its contents are to be distributed outside the agency to which loaned."

c. Before the Legal Attaches' copies of the Cinal letter are sent from the Bureau, the material contained therein is reviewed, and the items which may be discussed with foreign sources by the Legal Attaches are marked with asterisks. The items which do not have an asterisk are not to be discussed with foreign sources.

d. Selected items from the Cinal letters may be discussed by the Legal Attaches with the U. S. Embassy and intelligence representatives where they are assigned, but the letter itself is not to be disseminated to these persons.

e. The Legal Attache, [redacted], is permitted to disseminate one copy of each Cinal letter to [redacted] b7D

The following addition should be made to Part II, Section 3, D, 8, e page 14

(35) Current Intelligence Analysis (CINAL) letter

L. E. SHORT

RECORDS MANAGEMENT
Bufile 66-18966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rte

Reference is made to SAC Letter 59-43, Paragraph C, wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

By memorandum from Tamm to Tolson dated July 15, 1959, the Training and Inspection Division suggested that (1) files concerning investigations of a "nonrecidivist nature" such as Federal Tort Claims Act, Jury Panel Investigations, Miscellaneous Civil Suits and War Risk Insurance could be destroyed entirely within two years after the claim is settled by court decision or otherwise on the basis that the subject of the investigation is very unlikely to be involved in a subsequent case of this nature, and even if he was, there is little value in the earlier file. It was also suggested that (2) in connection with those subjects who are approaching an age where people no longer commit Federal crimes, that consideration be given to placing on the front file cover of each criminal file at the time the file is closed the year of closing and the subject's age in that year. There could then be a predetermined age for destroying criminal files, so that when any subject reaches that age, the entire file could be thrown away unless it has shown some activity during the previous five years. Referenced memorandum indicated that this predetermined age might be different for different types of crime, based on a study to determine "an experience factor." For example, confidence men remain active in their "profession" much longer than bank robbers.

RECORDS BRANCH OBSERVATIONS:

Because of the Bureau's Name Check Program which in many instances requires dissemination of criminal as well as security type information or any derogatory information concerning the subject of the name check or in many cases relatives of the subject, we have never considered the "outright" destruction of any files wherein the Bureau has conducted an investigation. In those cases where we have destroyed the original investigative file, the contents of the file are placed on microfilm prior to destruction of the original material.

JJM:vmk:mlm
(5)
1 - 66-3286

See addendum, page 3

1 66-3286 -
NOT RECORDED
128 NOV 17 1959

62 NOV 19 1959

Bureau Record Destruction

Up to this time, we have not placed on schedule for destruction any of our investigative files. Investigations of a "nonrecidivist nature" as referred to above could conceivably be placed on schedule and considered for destruction after a specified period of time has elapsed from the time the investigation is closed. In line with this suggestion and in the interest of strengthening our records management, the Records Branch proposes that consideration be given to the destruction of those files falling into this category which contain no derogatory information, after an established period of time has elapsed. Upon the conclusion of the investigation, the substantive supervisor could make a determination whether the file contained information which should be permanently retained or could be subsequently destroyed and so advise the Records Branch. We could then set these files up on schedule to be destroyed after the establish period of time has elapsed. Of course, archival authority would have to be secured prior to the destruction of this type of material.

In regard to the destruction of criminal files (suggestion #2), all criminal files are microfilmed after ten years and the original files are destroyed. This results in a considerable savings in space and at the same time permits us to retain a permanent record of the complete investigation which is available for review and dissemination.

Records Branch feels that suggestion number one has some merit and proposes that consideration be given to the destruction of those files containing no derogatory information (to be determined by substantive supervisor when case closed) after established period of time has elapsed.

Inasmuch as these suggestions relate to destruction of Bureau files and indirectly to availability of information for dissemination, it is recommended that this memorandum be referred to the Investigative Division and the Domestic Intelligence Division for their comments prior to the final consideration of the proposed suggestions.

RECOMMENDATION:

1. That the comments of the Investigative Division and Domestic Intelligence Division be secured prior to the final consideration of these suggestions.

2. That this memorandum be referred to the Training and Inspection Division for review.

Memorandum to Mr. McGuire
RE: RECORDS MANAGEMENT
Bufile 66-18966

ADDENDUM: September 9, 1959

Comments of the Domestic Intelligence Division:

Relative to suggestion number 1, this Division opposes the outright destruction of any Bureau investigative file even though the file may be of a "nonrecidivist nature" and contain only non-derogatory data. These files may contain background information or other information of value which would be pertinent in handling a request concerning an individual received from the Director, the White House, the Attorney General, etc., or they may contain information of value concerning individuals involved in a current investigation. In other instances, information in these files might be used to establish an identification or to eliminate other references. Rather than the outright destruction of files, this Division recommends that the practice of microfilming certain categories of the files after a specified lapse of time be continued.

Relative to suggestion number 2, this Division concurs with the comments of the Records Branch that criminal files should continue to be microfilmed after ten years and the original files destroyed.

DRR:fjb

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-10-2011

Memorandum to Mr. McGuire
RE: RECORDS MANAGEMENT
Bufile 66-18966

ADDENDUM: September 24, 1959

Comments of the Investigative Division

1. Suggestion that files of nonrecidivist nature be destroyed entirely within two years after final settlement by court decision or otherwise has some merit. Nonrecidivist matters handled by this division fall principally in following: False Claims (Civil), Renegotiation Act (Civil), Lands Division Matters, Miscellaneous - Civil Suit, War Risks Insurance, National Service Life Insurance, Court of Claims, Ascertaining Financial Ability, Alien Property Custodian Matters, Federal Tort Claim Act and Admiralty Matters.

Under existing policy field office files are destroyed after they become 20 years old. If Bureau files are destroyed in accordance with the suggestion, copies of reports would be available in field offices and possibly in Department files; however, such files would not be immediately available for review. Copies of such items as Bureau memoranda and certain Bureau correspondence might not be available at all.

At times the Department or a U. S. Attorney will request "Ascertaining Financial Ability" investigations some years after final settlement in False Claims (Civil), Miscellaneou Civil Suit, Federal Tort Claim Act cases, Admiralty Matters, etc. While the Bureau's investigative file would ordinarily have information pertinent to such investigations, the Bureau could obtain copies of field office files and could possibly obtain copies of reports from the Department, but this would be a time consuming and probably a costly process.

2. This division concurs with comments of the Domestic Intelligence Division and the Records Branch that criminal files continue to be microfilmed after 10 years and the original files destroyed.

WWW:pam

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-10-2011

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: 11-9-59

FROM : A. Kayne

1 - Mr. Donahoe
1 - Mr. Kayne
1 - Mr. Eames

SECRET

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Roden
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: PARTIDO SOCIALISTA OBRERO ESPANOL
(Spanish Socialist Workers' Party)
SECURITY MATTER - C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

WNINTEL

Re memorandum from Mr. Eames to Mr. McGuire dated 7-13-59, recommending that Bulky Exhibit 64-26668-14 be reviewed and a decision rendered as to retention or disposition of the material. Bulky exhibit consists of film and one photographic copy of 534-page report in Spanish language obtained by Legat, Madrid, [redacted] in June, 1954, concerning captioned organization. Document was photographed by Legat, the original returned to [redacted] and undeveloped film submitted to Bureau for processing. The material was not translated at the Bureau; Legat, Madrid, was furnished photographic copy of report and was instructed to review report and furnish Bureau with concise summary of information contained therein which would be of value. This was done. (Legat, Madrid, letter 7-17-56, with enclosures - Serial 64-26668-16). b7D

There is no indexing on bulky; there is no obligation to return it to [redacted] and there is no foreseeable use for it inasmuch as all pertinent data is contained in letterhead memorandum in Serial 64-26668-16, noted above. b7D

CLASS. BY SP5 FLW/ste
REASON-FCIM II, 1-2.2 1, 2, 3
DATE OF REVIEW OADR

RECOMMENDATION:

It is recommended that Bulky Exhibit 64-26668-14 be destroyed.

64-26668

AK:jlc
(4)

66-3286-
NOT RECORDED
170 NOV 18 1959

NOV 16 1959

INT. SEC.

178
58 NOV 19 1959

SECRET

CLASSIFIED BY 60322AUC/ALM/MB
DECLASSIFY ON: 25X
1/27/05

8/27/03
CLASSIFIED BY 60290 BCE/DCG/gmw
DECLASSIFY ON: 25X 6
As Amended

Destruction by Bureau Property Clerk - Gym

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-10-2011

STANDARD FORM NO. 64

Office Memorandum - UNITED STATES GOVERNMENT

TO : A. H. Belmont

SECRET

DATE: 11-16-59

FROM : S. B. Donahoe

1 - Mr. Donahoe
1 - Mr. Belmont
1 - Mr. Eames
1 - Mr. McGuire
1 - Mr. Wacks

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: UKRAINIAN TERRORISTS
INTERNAL SECURITY (UKRAINIAN)

O Destruction of Bureau Property - general

On 2-28-42 [redacted] furnished the Bureau a list of reported Ukrainian terrorists. After each name are descriptive data including background information and his reported subversive activities. On 2-15-42 Henry Field of the Office of Coordinator of Information and Henry W. Rodney, Special Agent, United States Secret Service, furnished a list of names and addresses of individuals whom they believed to be Ukrainian terrorists and suspects. Memorandum 5-23-42 from Flinn to Mumford pointed out that the information furnished by Field and Rodney was carefully reviewed and in each instance where the individual was in the U.S. investigation was conducted. Flinn is his memorandum also pointed out that the names furnished by Field and Rodney were identical with those furnished by [redacted] on 2-28-42. Flinn's memorandum which is Serial 108 of instant file pointed out that the information received from [redacted] and the information furnished by Field and Rodney "are kept together so that the File Section, following its examination, can determine which is the easier to index." Actually the information furnished by Field and Rodney is in instant file as Serial 102X. The enclosure to Serial 108 which we were requested to review and render decision as to retention or disposition consists of a number of index cards on which appear exactly the same data as in the aforementioned [redacted] memorandum. There appears to be no reason why the cards which do not appear to be indexed in our general indices should be retained since actually they are duplications of information already indexed. Their destruction would not take from our files any data which we might have to refer in the future.

b7D

MINTEL

CLASSIFIED BY Auc lecy 20 BCE/Dcs/lynn
DECLASSIFY ON: 25X
As Amended
8/24/03

CLASS. BY SP5ELW/ltc
REASON-FCIM II, 1.4.2 1, 2, 3
DATE OF REVIEW 8/24/82 DADR

ORIGINAL COPY FILED IN 61-10497-3

RECOMMENDATION:

That the Bulky Exhibit to Serial 108 be destroyed.

Done 12/1/59

61-10497
JFW:jlc
(6)

66-3286
NOT RECORDED
46 DEC 2 1959

4 NOV 25 1959

62 DEC 3 1959

SECRET

INTELL. SEC.

Employee Suggestion
FD-252 (Rev. 2-4-57)

b6
b7C

271-60

November 23, 1959

To: Director, FBI	From: (Suggester's name)	Division of Assignment: Four

SUGGESTION

X PURGING OF

That all "67" Field Office files be reviewed for the purpose of purging certain types of mail over 5 years old. For example: requests for application blanks, lists of home addresses and telephone numbers, office of preference lists, or anything of no permanent value. (See samples flagged in attached file.)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rte

Current practice or rule (Include manual citation as well as facts)

No material is ever purged from these files. It should be noted that administrative memoranda contained in "67" Field Office Inspection files is purged after 5 years.

Advantages of suggestion and annual savings (include basis for estimate)

1. Save space in file cabinets.

2. Destruction of Bureau property

REC-19 66-3286-849

23 DEC 11 1959

Disadvantages of suggestion

None to my knowledge.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☒ Mrs. ☐ Miss _____ - Supv.
Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable

J. J. McGuire
Signature and Title

(Do not write in this space - for Bureau use only)

ack ltr 11-19-59 [illegible]

memo Tamm to Mr. Tolson 11-18-59 [illegible]

ack 11-5-59 [illegible]

A207

Fourth

Memo Eames to Mr. Sizoo 11/3/59 WGE:dad

58 FEB 9 1960

Director, FBI 1/21/60

SAC, Memphis (66-792) (66-797)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rtc

REPORT WRITING -
FD-302s and OF-10s
DESTRUCTION OF COPIES
(BUREAU RECORDS)

Page 11c, Section 3, Part II, Manual of Rules and Regulations, in part is as follows:

"(2) Copies of inserts, FD-302s, and OF-10s used in connection with report writing and in excess of the required number needed for copies of reports as specified in Part II, Section 9, of this manual may be destroyed when they have served the purpose for which prepared."

In view of the fact that numerous reports are typed daily which include inserts, FD-302's and OF-10s prepared by the submitting office and by various auxiliary offices and inasmuch as a number of these reports include as many as 30 different FD-302s and OF-10s and inserts, and in some instances more than 100 of such items, the following procedure is being followed whenever reports are written and it is necessary to destroy extra copies of inserts, FD-302s and OF-10s:

The notation, "Extra copies of pages 1 through 20 of this report have been destroyed", followed by the date of destruction and initials of employee, will appear on the FD-263 of one of the file copies of the report containing the FD-302s, etc. In connection with the above, consideration has been given to the fact that the Manual of Rules and Regulations now permits the transmittal of FD-302s and OF-10s from office to office by routing slip.

Whenever a case is closed without the submission of an investigative report, the originals of the FD-302s and OF-10s will be serialized in the Memphis file. In addition, one carbon copy of each of the FD-302s and OF-10s also will be serialized in the Memphis file. One carbon copy of investigative inserts

2 - Bureau
2 - Memphis
FCH:ME
(4)

66-3286 -
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126 JAN 27 1960

58 FEB 10 1960

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ME# 66-792

will be serialized in the Memphis file. There will appear on each of the carbon copies of these items, "Extra copies destroyed", followed by the date of destruction and initials of the employee.

Please advise as to whether the practice being followed by the Memphis Office meets the approval of the Bureau.

MR. MC GUIRE 10-27-59

L. E. SHORT

RECORDS MANAGEMENT
(SC-189066)

DATE 8-10-82 SP4ELW/pte

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

By memorandum to you dated 10-21-59, I set forth a suggestion from the SAC, Los Angeles, proposing that certain files created during World War II be disposed of. Several similar suggestions have been received concerning the destruction and consolidation of certain other files and material created during World War II. These suggestions are as follows: (1) By letter dated 8-24-59, the SAC, Denver, suggested that consideration be given to the destruction of certain files created during World War II which contain information of no current value. He pointed out as examples, files relating to "FBI Survey of Japanese Relocation Centers", files consisting of filmsics furnished by Army Intelligence (G-2) in the early 1940's, files relating to "German Funds" and other similar type files. The SAC also indicated that he feels the "Communist Party, U.S.A." reports prepared in the early 1940's, which were furnished to each office, could be destroyed inasmuch as the information pertinent to each division has usually been abstracted and placed in individual case files. The SAC feels that files mentioned above and similar type files could be destroyed by auxiliary offices inasmuch as information contained therein is of no current use. (2) By letter dated 10-2-59, the SAC, Knoxville, suggested that the field be authorized to destroy quarterly intelligence summaries issued during World War II. He pointed out that the Knoxville Office has four file drawers of these summaries dating from December, 1940, to August, 1945, and these summaries are of little or no use to the Knoxville Office. (3) By letter dated 10-7-59, the SAC, Salt Lake City, suggested that the field be given authority to consolidate the Alien Enemy Control files (German Bund files) in the interest of conserving space. (4) By letter dated 10-14-59, the SAC, Kansas City, suggested that the Bureau consider authorizing the destruction of routine German security-type matters which were created during World War II. The SAC feels that these files could be destroyed without loss of any important security type information.

(Continued on page 2)

JWMgbh

(5) - 66-3286 (Destruction of Records)

62 DEC 11 1959 143

66-3286-
NOT RECORDED
176 NOV 18 1959

ORIGINAL FILED IN

Memo L. E. Short to Maguire 10-27-59
Re: Records Management
(66-18966)

RECORDS BRANCH OBSERVATIONS:

These suggestions have merit from a records management standpoint inasmuch as their adoption would result in the destruction throughout the field of material of no current value. Material similar in nature to some of these items has been destroyed at the Seat of Government.

Several suggestions have already been submitted and are being considered concerning the destruction of files by field offices prior to the present twenty-year retention period. In the event the field is authorized to destroy files prior to the present twenty-year retention period, the above-suggested files would be covered and would be destroyed. In the event the Bureau does not lower the retention period from the present twenty-year requirement, Records Branch feels that consideration should be given to the destruction of files similar to the type listed above. Inasmuch as these suggestions relate to the destruction of files throughout the field, they should be referred to the Training and Inspection Division for further consideration.

RECOMMENDATION:

That these suggestions be referred to the Training and Inspection Division for further consideration.

ADDENDUM: JWM:llb 11-6-59

Suggestion presently being considered to reduce retention period of field office files from twenty to fifteen or ten years. If retention period reduced, these files would fall in the category of files which could be destroyed now. No further action recommended at this time regarding destruction of these files pending outcome of suggestion regarding reduction in retention period of all files in the field.

MR. MC GUIRE 10-19-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/pte

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

Several suggestions have been received regarding the possible destruction of zero (General) and double zero (Policy) files throughout the field. These suggestions are as follows:

(1) By letter dated 9-17-59 the SAC, New York, suggested that in the interest of saving space, the field be given authority to destroy zero files in classifications not of security nature at the end of ten years. The SAC also feels that under a carefully supervised program, the zero files of some classifications could be destroyed after five years, and specifically mentioned the 67 (Bureau Applicant) classification.

(2) By letter dated 9-24-59 the SAC, Denver, suggests that zero files and double zero files ten years old or older in all classifications could be destroyed without loss of material information or instructions to field office. He states that if the Bureau does not feel that this should pertain to all classifications, that the zero files in the 25 (Selective Service) and 67 (Bureau Applicant) classifications could be destroyed when ten years old.

(3) By letter dated 9-29-59 the SAC, Portland, suggested that all double zero files in each classification be destroyed after five years. He points out that these files are presently being maintained on a permanent basis.

RECORDS BRANCH OBSERVATIONS

Consideration is already being given to the destruction of 25-0 and 67-0 files (per memos to you dated 9-8-59 and 9-11-59). As pointed out previously, the Records Branch feels that material maintained in zero files is of little value to the field and could be destroyed after a reasonable period of time. Inasmuch as the double zero files are the policy files concerning the various classifications, the Records Branch feels that this file should continue to

1 66-3286-
NOT RECORDED
DEC 11 1959

JWM:llb
(5)
(1) - 66-3286 (Destruction of Records) (P. 1, 2 see addendum page 3, 4, 5

62 DEC 11 1959

Memo: Short to McGuire 10-19-59
Re: Records Management
(66-18966)

be permanently retained. Since these suggestions relate to the destruction of files throughout the field, they should be referred to the Investigative Division and the Domestic Intelligence Division for comments and to the Training and Inspection Division for final consideration.

RECOMMENDATION:

(1) That this memorandum be referred to the Investigative Division and the Domestic Intelligence Division for comments concerning the above suggestions.

(2) That memorandum be referred to the Training and Inspection Division for final consideration.

DOMESTIC INTELLIGENCE DIVISION ADDENDUM:

October 20, 1959

Domestic Intelligence Division agrees with Records Branch that double zero files should be permanently retained inasmuch as they set forth the policy concerning the particular classification. The zero files in security classifications do contain some material which is of questionable value, but they also contain a considerable volume of material which is of substantial value and which could not be destroyed without real loss. There is no time limit after which this information ceases to be of value. Any effort to remove a part of the information in the zero files would raise questions as to the materiality of each individual item considered and it is believed that the complexity of such an effort would present a task so difficult as to be almost insurmountable. We, therefore, recommend against the destruction of zero files in the security classifications.

JJH:baw

ADDENDUM October 22, 1959

RECORDS MANAGEMENT - SUGGESTION
TO DESTROY FIELD ZERO (GENERAL)
AND DOUBLE ZERO (POLICY) FILES

COMMENTS AND RECOMMENDATIONS OF INVESTIGATIVE DIVISION

With regard to the zero (general) files, it is realized that much of this material is negative or inconsequential and has no value for retention as permanent Bureau records. At the same time, quite often these files will contain substantial derogatory information concerning an individual. While this information did not result in a Bureau investigation, it would have value from an intelligence standpoint, either criminal or security, as the case may be. Much of this material would not be available in the Bureau central records here in Washington.

As to double zero (policy) files in the field, it would appear that a similar situation exists. Much of the material in these field office files has no current value; however, many policy changes result from field problems and no doubt details concerning the background and facts which relate to such policy matters would be found in the field policy files. It is felt that whereas much of the material in field zero and double zero files could be destroyed, it would not be wise to do so without screening the material involved.

It is recommended that consideration be given to authorizing the field to review zero and double zero files after the material becomes ten years old and to thereafter destroy that material determined through the review to have no value as permanent records.

JBE:sp
-3-

COMMENTS AND RECOMMENDATIONS OF TRAINING AND INSPECTION DIVISION:
PCY:mcc 11/16/59

ZERO FILES. Training and Inspection Division agrees with Domestic Intelligence Division that zero files in security classifications contain material of considerable value, which because of its very nature should be retained indefinitely. In criminal and applicant-type classifications where much of the material is negative or inconsequential; Investigative Division recommends careful screening and destruction of material having little value after 10 years.

While screening and destruction of material in criminal and applicant-type would be desirable from a records management point of view, considerable confusion is foreseen unless specific guidlines applicable to the entire field are formulated. Without them, there would be as many opinions as there are reviewers. Unless such guidlines can be established, this division recommends no change in the present rules for retaining zero file material in these classifications.

DOUBLE ZERO FILES. Domestic Intelligence Division recommends permanent retention. Investigative Division recommends careful screening and destruction of less valuable material after 10 years. This division feels that policy files after 10 years are of little current value to the field and should be destroyed. Any questions of prior policy if and when they arise could be resolved in the field by communicating with the Bureau where these files would be permanently retained.

RECOMMENDATION:

That this matter be referred for final determination to the Records Branch, which has primary responsibility for analyzing such matters.

MR. MC GUIRE 10-29-59

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rte

In accordance with Mr. Tolson's request, there is set forth below additional data concerning a suggestion, presently being considered as a result of our Records Management Program, that all 25-0 (Selective Service Act - General) serials over ten years old be destroyed as well as the majority of 25 (Selective Service Act) cases where investigation disclosed delinquency was not willful and files are over ten years old. For purposes of clarity, data regarding the 25-0 files and the 25 files as a whole are separated below:

DATA REGARDING 25-0 FILES:

The 25-0 file maintained at the Seat of Government consists of 4,335 serials and occupies three file cabinet drawers. 3,611 of these serials occupying 2 and 3/4 file cabinet drawers are ten years old or older. Destruction of this material over ten years old at the Seat of Government would result in savings of space and equipment but of even more importance, would result in destruction of material of little reference value to Bureau thus eliminating the necessity to review this material when name checks are conducted.

Destruction of 25-0 material throughout the field would undoubtedly result in similar benefits to the field offices.

Records Branch recommends that 25-0 material ten years old or older and all references to this material be destroyed both at the Seat of Government and in the field.

DATA REGARDING 25 FILES:

In the 25 classification maintained at the Seat of Government, a total of 447,539 files occupying 499 five drawer file cabinets have been opened to date. Of this amount, 309,714 files occupying 277 five drawer file cabinets are ten years old or older.

(Continued on Page 2)

JWM:gbh
(6)

1 - 66-3286 (Destruction of Records)
1 - 25-00 (Selective Service Supervision)

66-3286-

NOT RECORDED
170 DEC 11 1959

62 DEC 21 1959

DOCUMENT COPY FILED

In an effort to determine approximately what percentage of these files would relate to investigations which disclosed that the delinquency was not willful, we have reviewed 100 files interspersed throughout the 25 classification. This review reflected that in only four cases was the subject prosecuted based on a willful violation. Applying this ratio to the 309,714 files ten years old or older, we would be able to destroy 90 per cent of these files or 297,325 files and would gain 265 five drawer file cabinets and the space of these cabinets. Here again, the most important savings to the Bureau would be realized by the destruction of the material, thus eliminating a substantial volume of work created by the necessity to review these files when name searches are conducted.

Destruction of 25 files ten years old or older throughout the field would obviously result in a tremendous savings in space and equipment in the field and would also result in a substantial savings in file review work. Records Branch feels that destruction of these files would have very little, if any, effect on the day-to-day operations of the field offices.

Records Branch recommends that all 25 files ten years old or older in which investigation discloses that delinquency was not willful and all references to these files be destroyed both at the Seat of Government and in the field. In the event this destruction is approved, it will be necessary to secure Archival approval for destruction of files at the Seat of Government. We already have Archival authority to destroy files maintained in the field.

RECOMMENDATIONS:

1. That all material ten years old or older maintained in 25-0 files and all references to this material be destroyed both at the Seat of Government and in the field.

2. That all 25 files, ten years old or older in which investigation disclosed that delinquency was not willful, and all references to these files be destroyed both at the Seat of Government and in the field. In the event this recommendation is approved, Archival authority will have to be secured prior to the destruction of files at the Seat of Government. We already have Archival authority to destroy files throughout the field.

(Continued on Page 3)

RECOMMENDATIONS: (Con't)

3. In connection with Recommendation #2 above, as an alternative proposal in the event the Bureau feels that we should keep a record of the individual cases, Records Branch recommends that files be destroyed and index cards relating to the files be retained.

ADDENDUM: 11/10/59 QT:HD

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/9/59, Messrs. DeLoach, McGuire, Rosen, Belmont, Clayton, Parsons, Trotter, Mohr & Tamm being present, unanimously recommended: (1)that all material ten years or over maintained in 25-0 files and all references to this material be destroyed both at the Seat of Government and in the field.

(2) that all 25 files ten years old or older in which investigation disclosed delinquency was not willful and all references to these files be destroyed, be destroyed both in the field and at the Seat of Government.

(3) that, in the event these recommendations are approved, archival authority will have to be obtained for destruction of files at the Seat of Government, it being noted we have authority to destroy files throughout the field.

- 3 -

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/pac

TO : MR. MC GUIRE DATE: 11-3-59

FROM : W. G. EAMES b6 b7C

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #271-40
SUBMITTED BY [redacted]
DESTRUCTION OF

Mrs. [redacted] Supervisor of the Personnel Records Unit, has suggested that the Records Branch be authorized to destroy certain types of mail from field office files when the mail is over five years old. She has attached a section of the New York Field Office file and marked appropriate samples which are described as "housekeeping records" by the National Archives. It is conservatively estimated that the destruction of this material would save three five-drawer file cabinets. b6 b7C

The adoption of Mrs. [redacted] suggestion would be beneficial to the Bureau from a records management standpoint. The mail in question is of no value and its destruction would conserve needed space, reduce repair cost and facilitate file reviews.

RECOMMENDATIONS:

1. That the above suggestion be adopted.

DESTRUCTION OF BUREAU PROPERTY

2. That the suggestion be referred to the Training and Inspection Division for review and acknowledgment. No recommendation is being made for a cash award since Mrs. [redacted] is the Supervisor of the Personnel Records Unit and would normally be expected to make suggestions for the improvement of her unit. b6 b7C

EX-124 REC-19 66-3286-850

23 DEC 11 1959

WGE:dvh
(4)
Enclosures

1 - Personnel file of Mrs. [redacted] (Sent separately)

See Addendum of the Administrative Division P. 3.

(See Addendum page 2)

58 FEB 9 1960

ADDENDUM BY TRAINING AND INSPECTION DIVISION: RWB:jmp 11-4-59

Training and Inspection Division feels that the views of the Administrative Division should be obtained before final action is taken on this suggestion since the mail which is proposed to be destroyed was sent to file by them. Accordingly it is recommended that this memorandum be referred to the Administrative Division for their recommendation. Attached is a thank you letter to Mrs. [redacted] for approval.

b6
b7C

(over)

ADDENDUM OF ADMINISTRATIVE DIVISION DCM:dpm 11-9-59

When instant memorandum was received in Administrative Division, there were no samples of mail to be destroyed after they had reached the age of 5 years, as memorandum indicated. Accordingly, Mrs. [redacted] was contacted, and she brought Section 12 and Section 16 of the New York Field Office file and marked serials of the type she suggests be destroyed after they are 5 years of age. As examples, there was a letter dated 1-25-38 reflecting the stenographic and typing grades received by New York employees during the quarterly conference. Likewise, a letter of 1-20-38 reflected the same thing. Also, a letter of 12-13-37 which in whole stated there was enclosed a list of SA applicants in the New York District to be interviewed and examined by the SAC, New York at the earliest possible date. Another letter reflected the examination grades of agents at a quarterly conference at a quarterly technical conference. Another letter set forth the names of agents to be interviewed and another was a memorandum for Mr. Tamm reflecting errors of field divisions in reports for the month of May, 1937. Other correspondence related to applicants to be interviewed and the number of interviews outstanding, as well as correspondence reflecting the division of stenographers in the New York Office.

b6
b7C

It certainly seems that mail of this type could be destroyed after it is 5 years old because it is essentially administrative correspondence of an informative nature and would not have to be referred back to from time to time. More important our views have recently been requested in connection with a proposal for improved records management by having a memorandum of a distinctive color clearly marked at the bottom to show that it is for informative purposes only and would not be filed after its purpose has been served. If information of the type set forth above is placed on informative memoranda and not filed after its purpose has been served, it will, in effect, cure the problem that Mrs. [redacted] has recognized in making her suggestion.

b6
b7C

RECOMMENDATION:

Accordingly, it is recommended that Mrs. [redacted] suggestion be approved with the proviso that a responsible agent supervisor in both Records Branch and Administrative Division approve the particular serials purged in order that no information which might have to be referred back to at some future date is destroyed.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11-18-59

FROM : Q. Tamm

Tolson
Belmont
DeLoach
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #271-60
Submitted by Mrs. [redacted]
Files and Communications Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/10/82 BY SP4 SLW/ltr

b6
b7C

SUGGESTION: That the Records Branch be authorized to destroy certain types of mail from field office files when the mail is over five years old. The mail to be destroyed includes letters from the field requesting application blanks, listings of home address and telephone numbers of Bureau personnel, office of preference listings, et cetera. The mail is essentially administrative correspondence of an informative nature and would not have to be referred back to from time to time.

CURRENT PRACTICE: No material is ever purged from the field office files.

OBSERVATIONS: If the suggestion is adopted it will save much needed file cabinet space. The Administrative Division recommends that the suggestion be adopted with the proviso that a responsible agent supervisor in both the Records Branch and Administrative Division approve the particular serials purged in order that no information which might be of value at a later date is destroyed.

It is felt that this is an excellent proposal since it will conserve space. Training and Inspection Division agrees with the views of the Administrative Division. Files and Communications Division should insure that an agent supervisor consults with Administrative Division as indicated before any serials are destroyed so that important data is not destroyed. Mrs. [redacted] suggestion was acknowledged by letter dated 11-5-59.

RECOMMENDATIONS: (1) That the attached letter to Mrs. [redacted] be approved advising that her suggestion has been adopted.

EX-124 REC-19 66-3286-857

b6
b7C

23 DEC 1959

(2) That this memorandum be referred to the Files and Communications Division so that this proposal is carried out as outlined above.

Enclosure

1 - Personnel File of Mrs. [redacted] (Sent separately)

RWB:jmp
(3)

FEB 9 1960

4-528

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/ste

66-3286-852

CHANGED TO

66-1f966-477X2

DEC 23 1959

dw

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : A. H. Belmont

DATE: 2-3-60

FROM : S. B. Donahoe

SUBJECT: ALBANIAN ACTIVITIES IN THE U.S.
IS - AL
Destruction of Bureau Property - general

Memo Short to McGuire 1-29-60 requested bulky exhibit to serial 163, instant file, be reviewed for retention or destruction. Bulky exhibit was reviewed by SA W. D. Stewart on 2-2-60.

This bulky exhibit consists of newspapers and magazines, dated between 1949 and 1951, printed in the French and Albanian languages. A review of the English summary of the above-mentioned material reveals that articles contained therein extol Albanian internal progress in fields of agriculture, construction, and hydroelectric development; laud Russia; and denounce anticommunist countries. The above-mentioned material, which contains nothing of an intelligence interest to the Bureau, was forwarded to the Bureau by WFO via letter 4-30-51. It was furnished WFO on 4-17-51 by [redacted] naturalized in 1942. [redacted] name, prior to its being changed in court, was [redacted] When he wrote to his parents in Albania, he used last name of [redacted] Bulky material was mailed to him in Washington, D. C., from Paris, France, without explanation, probably to induce him to return to Albania. Material furnished Bureau for its interest. No obligation to return. No indexing done re material. No foreseeable use if retained.

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-16-82 BY SP4 ELW/RC

100-211013-31

ORIGINAL COPY FILED IN

RECOMMENDATION:

That material contained in bulky exhibit 100-211013-163 be destroyed.

Done 2/8/60

248

166-3286-
NOT RECORDED
46 FEB 10 1960

WDS:dmd
(4)
1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Stewart
100-211013

7 FEB 9 1960

52 FEB 16 1960

GSA GEN. REG. NO. 27 (Rev. 8-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ~~MOHR~~ DeLOACH

DATE: NOV 19 1959

FROM : L. E. ~~GEBERT~~ SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DON MARTIN LUIS DRAGO
SUBVERSIVE ACTIVITIES - J
DESTRUCTION OF BUREAU PROPERTY GENL

Bulky Exhibit File Number: ~~100-111258-74~~

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

Dec 1/59 60

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/pc

Laboratory has no further use for this exhibit. Recommend destruction of exhibit. Peter Lab Worksheets pertaining

166-3286-
NOT RECORDED
29 JAN 14 1960

NOT RECORDED
24 JAN 13 1960

SEE ADDENDUM PAGE 2

J. W. MARSHALL

ORIGINAL FILE IN 100-111258

58 JAN 15 1960

ADDENDUM, TRAINING AND INSPECTION DIVISION, RWB/KWW:mgj/mbk, 2-3-60

This Division recommended that this material be destroyed under the guidance of a Special Agent supervisor of the Domestic Intelligence Division since it is felt that the decision concerning what material falls within the five conditions should be made by a Special Agent who is familiar with the security aspects of the Bureau's work. Since the Domestic Intelligence Division feels this responsibility can be properly discharged by an Agent supervisor in the Files and Communications Division, this Division has no objection to such a procedure as long as responsibility is fixed upon an Agent supervisor. Assistant Director McGuire advises that the Files and Communications Division would be able to destroy this material as outlined in the five conditions listed.

RECOMMENDATION:

That the material in question be destroyed by the Files and Communications Division in accordance with the five conditions as set forth in their original suggestion.

Memorandum to Mr. McGuire
Re: DON MARTIN LUIS DRAGO

ADDENDUM: HJJ:dmd 1-6-60

On 12-12-41, ONI advised it had received report indicating Japanese Consul Toshito Sati and Argentine Consul Martin Luis Drago, both of San Francisco, had been extremely friendly during the preceding sixty days. State Department authorized discreet investigation of Drago to determine if engaged in espionage or other activities inimical to security of U.S.

Investigation did not disclose any particular friendliness between Japanese Consul and Argentine Consul, although it was developed that he had indicated pro-Axis and anti-American sympathies. During the investigation 89 exhibits were submitted to the Laboratory for examination. These exhibits were envelopes, letters, cards, memoranda and various papers mailed to Martin Luis Drago, Argentine Consul, San Francisco. Laboratory examination revealed nothing of value. Photographic copies of the material were retained in Laboratory file and originals and translations were returned to substantive supervisor. No indication of disposition of originals and translations by supervisor.

On 1-30-45, State Department advised investigation could be terminated unless for some reason Bureau wanted to continue. Investigation was finally terminated in October, 1945.

By memorandum 11-19-46, Laboratory file was incorporated into main case file as enclosure behind file to serial 74, the bulky exhibit under consideration for retention or disposition.

RECOMMENDATION:

Neither the investigation nor the material submitted for Laboratory examination revealed anything of value. Material in bulky exhibit has no evidentiary value. Laboratory has indicated that it has no objection to destruction of bulky enclosure (serial 74) with the notation "Retain Lab Work Sheets."

Domestic Intelligence Division concurs in recommendation to destroy bulky exhibit 100-11253-74, except for Laboratory work sheets.

Done 1/12/60

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

DATE: November 30, 1959

FROM : A. R. Jones

SUBJECT: DESTRUCTION OF BUREAU PROPERTY / McGuire
GERMAN EMBASSY, CHILE
ESPIONAGE - GERMANY

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Holloman
Gandy

By memorandum Short to McGuire dated 11-19-59, it was requested that bulky exhibit 64-28705-24 be reviewed for determination as to disposition or retention. This exhibit has been reviewed and contains a copy of a registration list of Germans in Chile who voted in the 1938 Plebiscite concerning the annexation of Austria. This list was secured from the German Archives in Chile and forwarded to Bureau by Legal Attache, Chile, by memorandum dated 10-15-45. It was requested that a negative of this material be secured and this would be forwarded to the Military Attache at the American Embassy in Santiago. By memo 1-4-46 a negative of this material and the original material were returned to the Legat in Santiago, Chile, for return to the German Archives and the film placed at the disposal of the Military Attache.

It is noted that a report was prepared dated 5-21-46 from photographs of all important material contained in the Archives of the former German Embassy in Santiago, Chile. Copies of this report were furnished to the State Department and there are copies of the report in the file which have been indexed.

Since anything of value in connection with this exhibit has been incorporated in a report, the retention of the photographs is not necessary and it is recommended this exhibit be destroyed.

66-3286-
NOT RECORDED
126 DEC 7 1959

RECOMMENDATION:

That bulky exhibit 64-28705-24 be destroyed.

Done 12/3/59 jw

64-28705-10

57 DEC 10 1959

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Jones

ARJ:tw
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ATE

DEC 4 1959

NAT. INT. SEC.

ORIGINAL FILED IN 64-28705-24

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: November 24, 1959

FROM : Mr. S. B. Donahoe

1 - Belmont
1 - Donahoe
1 - James
1 - Bell

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/tlc

SUBJECT: PAUL MERKER
INTERNAL SECURITY - C
DESTRUCTION OF BULKY EXHIBIT

Memorandum of Mr. Short to Mr. McGuire dated 9/15/59 requested that bulky exhibit, file number 100-49516-87, be reviewed for the purpose of determining whether it should be retained or destroyed.

Subject had 20 years membership in German Communist Party and advocated collaboration with Soviet Union at time of Weimar Republic. He went to Mexico in 1941 where he became prominent in the leadership of the "Alemania Libre" (Free Germany) and maintained correspondence with leading communists in other countries. He was a passenger on the Russian ship SS "Gogol", which arrived Honolulu, 5/7/46 enroute to Vladivostok, Russia.

Letter from SAC, Honolulu 7/31/46 (serial 90) enclosed the entire reel of movie film which had been taken of certain individuals involved in captioned case by Lieutenant Harold Hughes, DIO, USN, Honolulu, and ASAC, J. Sterling Adams during stay of SS "Gogol" at pier 27 during May, 1946. Individual frames from this reel of movie film had been clipped and enclosed with the report of Special Agent Richard C. Crane 6/24/46 at Honolulu (serial 87). It appears that the reel of film is only additional frames of individuals whose photographs are already contained as an exhibit in the file proper. The names of these individuals have been indexed and it is recommended that these be retained in the main file as presently is the case; however, no forseeable use of the reel of movie film is seen if retained. It has not been indexed and there is no reasonable possibility its destruction would eliminate from our file data which we might have to refer in the future.

ORIGINAL COPY FILED IN 100-49516-87

RECOMMENDATIONS:

NOT RECORDED
NO DEC 14 1959

That the reel of movie film that comprised the bulky exhibit to serial 90 of captioned file be destroyed since it is actually the bulky exhibit in question in lieu of that which is referred to in serial 87.

6 DEC 11 1959

NAT. DIT. SEC

100-49516-87

TIB:bcm:jrb
(5)

F42

161

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

FROM : A. R. Jones

DATE: November 30, 1959

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

ALL INFORMATION HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/jte

SUBJECT: HUBERT SCHNUCH, was
DENATURALIZATION PROCEEDINGS - G
Destruction of Bureau Property

By memorandum to McGuire from Short dated 11-19-59 it was requested that bulky exhibit 100-94542-94 be reviewed for determination as to disposition or retention.

This case was closed by Chicago report 10-30-44 pursuant to USA, Chicago, advice that successful denaturalization proceedings could not be sustained. On 9-14-48 Chicago sought Bureau authority to destroy exhibits in this case. Bulet 9-23-48 instructed Chicago to obtain written authorization from USA as to method of disposal of the exhibits. Chicago let 1-25-49 advised USA, Chicago, under date of 1-14-49 advised "You are authorized to destroy or otherwise dispose of all exhibits maintained by you in any manner you see fit." By Bulet 2-24-49 Chicago was advised that inasmuch as subject was national president of the Friends of New Germany in 1934 and 1935, it did not appear advisable to destroy exhibits in the case at that time and they should be forwarded to Bureau. It was felt subject might later become involved in German activities. He did not.

1. Exhibit consists of four 25-foot spools of film containing negatives of photos taken by Kansas City Office of material received from a confidential source. (Translator's comments re above have been placed in file.)

2. Photograph of application made by [redacted] b6 b7C

3. Photographs of subject.

4. Samples of [redacted] and the subject's handwrit.

5. Copy of article appearing in "Chicago Sun" of 7-28-42.

6. Pamphlets and articles in leaflets advertising the appearances of subject.

b6-32 b7C
NOT RECORDED
199 DEC 10 1959

RECOMMENDATION:

This exhibit has no present value and should be destroyed.

4 DEC 9 1959

100-94542
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Jones
ARJ:twj
(4)

ORIGINAL COPY FILED IN 100-94542-94

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: November 25, 1959

FROM : S. B. Donahoe

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: GERMAN AMERICAN BUND
AMERIKA DEUTSCHER VOLKSBUND
INTERNAL SECURITY - G

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 HELW

Memo 4-24-59 Short to McGuire requested bulky exhibit to serial 22, instant file, be reviewed for retention or disposition. This bulky exhibit consists of one Photostat each of a membership book of a cash journal record book, of pages of a visitor's book and of Ordnungs Dienst attendance and record book, all of the San Francisco local of German-American Bund.

(1) The originals from which Photostats were made by San Francisco of the above-described contents of the bulky exhibit were obtained by agents of the San Francisco Office on January 5, 6, 1942, in connection with an authorized search of a locker formerly maintained by the Friends of New Germany at the California Hall, Turk and Polk Streets, San Francisco.

(2) No obligation to return above-mentioned Photostats of records which were made of original records by San Francisco Office which retained original records in its file. San Francisco furnished Bureau and USA, San Francisco, with Photostats of these records.

(3) Photostats furnished Bureau for its information.

(4) No indexing was done re the Photostats of the above-described records.

(5) No foreseeable use if retained. The entire contents of these exhibits are set out in serial 22 of this file.

(6) Destruction of the above-described Photostats will not eliminate anything from our files which would be of any interest later.

RECOMMENDATION:

That the above-described Photostats contained in bulky exhibit 102-1-48-22 be destroyed.

Done 12/1/59
102-1-48

66-3286-

NOT RECORDED
2 DEC 9 1959

1 - Mr. Belmont
1 - Mr. Donahoe
1 - W.D. Stewart

62 DEC 11 1959

143 WDS:tw:dmd (5)

NATIONAL ARCHIVES

ORIGINAL FILE IN

Destroyed 12/11/59 - Genl. Property Bureau

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : W. A. Branigan

DATE: November 24, 1959

SUBJECT: WORLD TOURISTS, INC.
ESPIONAGE - R
Destruction of Bureau Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/rtc

1 - Belmont
1 - Branigan
1 - DeLoach
1 - Aull

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

By letter dated November 12, 1959, Benjamin Mandel, Research Director, Internal Security Subcommittee, forwarded to Assistant Director C. D. DeLoach typewritten copies of names contained in Photostats of cash books of World Tourists, Inc., from March, 1929, to September, 1939. World Tourists was a Soviet-sponsored travel agency headed by Jacob Golos, who died in 1943. Golos was identified by Elizabeth Bentley as her Soviet espionage superior until the time of his death, in 1943. The lists furnished by Mr. Mandel contain approximately 4,000 names and there is no identifying data furnished with the names. In some instances only the last name appears and in many instances an initial appears for the first and middle name of the individual listed in the cash books of World Tourists. Mr. Mandel advised that the Internal Security Subcommittee has Photostats of these books and that the Bureau may make copies if it is desired to do so.

The original source of the cash books of World Tourists apparently was the Department of State. The records of World Tourists were subpoenaed in 1940. At the time, the organization and Jacob Golos were charged with violation of the Registration Act. It is from these records that the State Department determined that a number of communists were obtaining passports that were being paid for through Communist Party funds. From a review of the list of names furnished by Mr. Mandel it has been determined that many of the names are the same as those of well-known security subjects on whom the Bureau has previously conducted investigations. There is, however, no identifying data with the names appearing on the lists and it is therefore not possible to definitely state that the names on the lists furnished by Mr. Mandel are identical with those of known security subjects.

Furthermore, the appearance of a name on the lists does not necessarily mean that the person had subversive connections or that the person actually traveled to Russia. For this reason no definite conclusion can be drawn in so far as the purpose of the contact of the individual with World Tourists is concerned.

We have consulted the Record Section for an opinion as to the value of indexing these names and it appears that an indexing project would involve considerable time and expense with no particular value

61-7574
1 - 61-6328 (Jacob Golos)
WAA:eeo:obo
(6)

66-3286-

NOT RECORDED
191 NOV 30 1959

NOV 27 1959

ORIGINAL COPY FILED IN

to be derived from the indexing because of the lack of identifying data. Furthermore it is noted that the lists cover the years 1929 through 1939 and that in all probabilities a considerable number of the persons whose names appear in the early records of World Tourists are now deceased.

In the event we desire to refer to the cash books of World Tourists in connection with any investigation we would want to check the original record, if it was available, and in the absence of the original record we would want to examine the Photostats which are available in the files of the Senate Internal Security Subcommittee according to Mr. Mandel's letter of November 12, 1959.

RECOMMENDATION:

In view of the above, it is felt that no useful purpose will be served by maintaining the typewritten lists furnished by Mr. Mandel, and it is, therefore, recommended that the lists of names from the cash books of World Tourists be destroyed.

11/27/59

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

CONFIDENTIAL

TO : L. V. Boardman

DATE: 11/23/59

FROM : A. Rayne

SUBJECT: MAX FRITZ ERNST RUDLOFF,
with aliases, et al.;
ESPIONAGE - G

Tolson
Belmont
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Re memorandum from Short to McGuire dated 4/24/59 recommending that Bulky Exhibit 65-37233-1743 be reviewed and decision rendered as to retention or disposition of the material. This case involves use of double agent and Bureau-controlled radio communications with German Intelligence during World War II. Jorge Jose Mosquera, a citizen of Argentina, born 6/30/95, went to Germany in 1924, and engaged in business. At the beginning of World War II he began espionage activities for the Germans and in 1941 he was sent to Uruguay to obtain information about the United States and transmit it to Germany. Mosquera received training in codes and communications from the Germans. On arriving in Uruguay, Mosquera contacted the US Embassy there and it was arranged with the Bureau to have him come to the United States. He arrived in the United States in November, 1941, and was operated as a double agent by the Bureau, with radio communication established with Germany. The last radio contact with control station operated by his German principals was on 5/1/45; his services were terminated 9/30/45; and case closed. (S) U

Bulky consists of approximately 500 photographs of correspondence obtained from the files of Otto Albert Christian Hagen, which correspondence covered period of 1933 to 1939 between Hagen and Hans Blum of Remy and Company, Hamburg, Germany, one of subjects in this case; submitted with Philadelphia letter 3/2/44. Hagen advised during interview that his relations with Blum and with Remy and Company were purely business. The files in Hagen's office were reviewed and photographs taken with Hagen's permission at time of interview, which was conducted for purpose of ascertaining information regarding Blum and his activities. This was one of several interviews conducted with contacts of Blum in order to determine whether he was in the U. S. subsequent to 1937, and whether he was in the U. S. about July, 1939. (S) U

1 - Boardman
1 - Rayne
1 - Short

65-37233

4 DEC 1 1959

CONFIDENTIAL

- Destruction of
Bureau Property - Gen -

66-3286-

NOT RECORDED
117 DEC 3 1959

62 DEC 7 1959

ORIGINAL FILED IN
65-37433-281

CONFIDENTIAL

Memorandum from Mr. Kayne to Mr. Donahoe
Max Fritz Ernst Rudloff, was., et al.
65-37233

There is no indexing on bulky; no indication what use, if any, was made of material contained therein; no foreseeable use if retained; no obligation to return to anyone; and no reasonable possibility that destruction would eliminate from our files data to which we might have to refer in the future.

Recommendation:

It is recommended that Bulky Exhibit 65-37233-1743 be destroyed.

CONFIDENTIAL

Suggestion
(11-14-58)

b6
b7C

-60

Date
November 16, 1959

Employee assigned to (Division)
HONOLULU

It is suggested a survey be made at the Bureau to establish which sections of SAC letters over five years old are no longer applicable or are covered in the Manual of Rules and Regulations or the Manual of Instructions, that a list be prepared and sent to the Field offices which will permit the destruction of these serials in the double zero files.

C

Present practice or rule (include manual citation as well as facts)

Maintain double zero files permanently. (No Bureau instruction exist for the destruction of double zero files.)

Advantages of suggestion

It is believed over half of the serials in the double zero files could be destroyed, which would save many man hours and space in the field.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/rlc

Disadvantages of suggestion

Time spent compiling [illegible]

Annual Savings (Show basis for estimate)

Undetermined amount

NOT RECORDED
184 DEC 3 1959

NOV 19 1959

ORIGINAL COPY FILED IN

Mailed for
Comments

(Use By the United States of my suggestion shall not form the basis of a further claim against the United States)

[ ] Mr [ ] Mrs [X] Miss

Chief Clerk
Signature and Title of Suggester

b6
b7C

Recommendations and Comments of Division Head

I believe this suggestion merits serious consideration.

62 DEC 7 1959 42

Honolulu (65-611)

Special Agent in Charge
Signature and Title

(5)

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 11-25-59

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF BUREAU INDEX CARDS

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Description of List: The German Armed Forces (Die Deutsche Wehrmacht) IS-G, 65-48824-52

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

TCH:ftt
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/RS

166-32867-

NOT RECORDED
16 DEC 1 1959

ADDENDUM: *ARJ:tw* November 30, 1959

This exhibit consists of a copy of the third edition of the "Order of Battle of the German Army" dated March, 1945, which was prepared by the Military Intelligence Division, War Department, Washington, D. C., widely distributed and not necessary to return to Army. It bears classification "Restricted." Pages 521 to 647 inclusive of this pamphlet contain a roster of senior officers of the German Armed Forces. Because it was believed the individual names appearing on this roster would come to our attention in the future, these names were indexed, but as pointed out above, there is not sufficient identifying data concerning the individuals appearing on this roster to effect an identification.

15 NOV 30 1959

IWO

ORIGINAL COPY FILED IN 65-48824-52

RECOMMENDATION:

It is not believed any purpose is served by the retention of this exhibit and it is recommended that it be destroyed and that the material be de-indexed through removal of the cards from the Bureau's indices.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: November 19, 1959

FROM : S. B. Donahoe

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/sbc

SUBJECT: GERMAN AMERICAN BUND
AMERIKA-DEUTSCHES VOLKSBUND
INTERNAL SECURITY - G

Destruction of Bureau Property - General

Memo 4-24-59 Short to McGuire requested bulky exhibit to serial 179, instant file, be reviewed for retention or disposition. This bulky exhibit consists of seven official rubber stamp seals of the German American Bund. In connection therewith, the following is noted:

(1) Only reference to stamps is in serial 179 (memo English to Hanratty 1-23-46) which indicates they were obtained from New York unit of the Bund.

(2) No obligation to return rubber stamps.

(3) No apparent use of these stamps was made by Bureau.

(4) No indexing was done re stamps.

(5) No foreseeable use if retained.

(6) Destruction of these stamps will not eliminate anything from our files which would be of any interest later.

RECOMMENDATION:

That seven rubber stamp seals of the German American Bund contained in bulky exhibit 102-1-54-179 be destroyed.

66-3286-
NOT RECORDED
46 DEC 4. 1959

102-1-54-179

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. W.D.Stewart
1 - A. R. Jones

WDS:ew
(5)

DEC 3 1959

53 DEC 10 1959

NATIONAL ARCHIVES

ORIGINAL COPY FILED IN 102-1-54-179

Employee Suggestion
FD-252 (Rev. 2-4-57)

b6
b7C

11-19-59

To: Director, FBI

From. (Suggester's name) [redacted] 1

Division of Assignment: EL PASO

SUGGESTION

Index Cards referring to SAC Letters and Bureau Bulletins over three years old be destroyed as encountered.

Destruction of Bureau Property - Gen

RECORDED - 34
NOV 23 1959

Current practice (include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 3, P.14, e (7) and (25) provides for the destruction of SAC Ltrs. & Bur. Bulletins when three years old.

Advantages of suggestion and annual savings (include basis for estimate)

It would provide for a systematic purging of cards from the indices no longer of value due to the destruction of material to which the cards refer. This would eliminate obsolete and valueless material in line with the Bureau's Records Management Program.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/rte

Disadvantages of suggestion

None

66-3286-
NOT RECORDED
199 DEC 7 1959

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

XXXX Mr. ☐ Mrs. ☐ Miss [redacted] Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Excellent suggestion.

James E. Gooley, SAC
Signature and Title

(Do not write in this space - for Bureau use only)

1961 53 3 27 6H 28

ack ltr dtd 11/27/59
Rec'd BF/mcb

12-3
18 NOV 23 1959

TWO

ORIGINAL COPY FILED IN 66-16263-

(E) FILING SYSTEM - DESTRUCTION OF RECORDS -- The Baltimore Office receives from Second Army Headquarters, Fort Meade, Maryland, lists of absentees who have returned to military control. Up until 1952, upon receipt of such a list, a teletype was sent to the Bureau concerning each absentee for information purposes advising of the return of the subject to military control. The Baltimore Office files these serials in file 42-0 (Deserters - General).

In the event similar material is on file in other offices, all offices are authorized to destroy this type of material and the index cards relating thereto, in line with the Bureau's Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records.

11/17/59
SAC LETTER NO. 59-69

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/etc

62 DEC 1 1959

166-3286-
NOT RECORDED
133 NOV 25 1959

ORIGINAL FILED IN

MR. MC GUIRE

11-23-59

L. E. SHORT

RECORDS MANAGEMENT
Bufile 66-18966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/ste

RE: DESTRUCTION OF SELECTIVE SERVICE ACT (25) FILES

Reference is made to my memorandum to you dated 10-29-59 which recommended that all Selective Service Act (25) files, ten years old or older in which investigation disclosed that delinquency was not willful, and all references to these files be destroyed both at the Seat of Government and in the field. I indicated that in the event this recommendation was approved, Archival authority would have to be secured prior to the destruction of these files at the Seat of Government. We already have Archival authority to destroy field files.

This matter has been considered by the Executives Conference who recommended the destruction of these files. Mr. Tolson approved this recommendation.

There is attached hereto a memorandum to the Department of Justice transmitting the required number of copies of Standard Form 115 (Request for Authority to Dispose of Records) with the request that these forms be transmitted to the National Archives for the purpose of securing the necessary Archival authority prior to the final destruction of this material. Several 25 files are attached for transmittal to the National Archives illustrating the type of material we desire to destroy.

RECOMMENDATION:

That the attached memorandum to the Department of Justice including the required number of copies of Standard Form 115 (Request for Authority to Dispose of Records) and sample files be approved and forwarded to the Department.

JWM:gbh
(6)
Enclosures

66-3286-
NOT RECORDED
133 DEC 7 1959

1 - Bufile 66-3286 (Destruction of Records)
1 - ~~Bufile 25-00~~ (Selective Service - Supervision)

6 DEC 7 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : S. B. Donahoe

SUBJECT: CARL EMIL KREPPER
INTERNAL SECURITY ACT OF 1950
REGISTRATION ACT

DATE: 11-13-59

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Eames
1 - Mr. Vacks

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW

Subject on 2-21-45 was found guilty in Federal Court, Newark, New Jersey, for obstructing the war effort of the U.S. and the Censorship Law (Title 40 Sections 102 and 105, and Title 50, Sections 618 Appendix USC). Actually our investigation indicated he had acted as an agent of the German Government and that his missions in the U.S. were to aid German saboteurs landing in this country and to disseminate German propaganda. He was sentenced to 12 years but was released on 2-3-51. During the Bureau's investigation (1942-1945) intercept coverage between the subject and persons abroad resulted in voluminous letters being furnished the Bureau through National Censorship. Photographs were made of these letters and the originals returned to National Censorship.

Memorandum Eames to McGuire 5-29-59 requested that this bulky exhibit be reviewed and a decision rendered as to retention or disposition thereof. The originals of these photographs when received at the Bureau were processed for evidence of espionage character. These examinations were negative. The photographs were not indexed. There appears to be no foreseeable use for these photographs and their destruction would not eliminate from our files data which we might have to refer in the future. It does not appear that any of these photographs or the originals thereof were of evidentiary value at the time of subject's trial and at present they do not appear to be of evidentiary or historical value.

RECOMMENDATION:

That the exhibit to Serial 659 of instant file be destroyed.

98-15929

JFV:jlp
(5)

NOV 30 1959

66-3206

NOT RECORDED
128 DEC 1 1959

ENCLOSURE

62 DEC 13 1959

Destruction of Bureau Property

ORIGINAL FILED IN 98-15929-659

Employee Suggestion
FD-252 (Rev. 2-4-57)

[redacted] b6 b7C

300-60

Date: November 10, 1959

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Four - Personnel Records

X SUGGESTION — Destruction of Bureau Property

That the following files be destroyed in connection with the conservation of space:

1. Division and S. O. G. "Overtime" files (total: 69 sections) (Closed since 1955)

2. S. O. G. Division "Organization" files (total: 22 sections) (Closed since 1943)

Current practice or rule (Include manual citation as well as facts)

All sections are closed and files not being used for any purpose.

Advantages of suggestion and annual savings (include basis for estimate)

1. Save space - (1 4-drawer cabinet)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rte

Disadvantages of suggestion

None to my knowledge.

b6 b7C [redacted]

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] Supv.

Signature and Title of Suggester

Recommendations and comments of Division Head

re-designated for empl's pers file

REC-50 66-3286-853

Signature and Title

(Do not write in this space - for Bureau use only)

DEC 28 1959 6

REC-117 EX-115

6 DEC 15 1959

LWB:bvh 11-13-59

PERS. FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : MR. MCGUIRE

DATE: 11-13-59

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/jrc

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION # 300-60
SUBMITTED BY [redacted]
Destruction of Bureau Property

[redacted], Supervisor of the Personnel Records Unit, has suggested that the Records Branch be authorized to destroy (1) the 69 sections of Division and Seat of Government (SOG) "Overtime" files (closed since 1945), and (2) the 22 sections of SOG Division "Organization" files (closed since 1955) presently maintained in the Personnel Records Section. Destruction of

b6
b7C

Attached are the Knoxville and Memphis Divisions Overtime files and the Identification Division and Domestic Intelligence Division Organization files as samples. It is conservatively estimated that the destruction of these 91 sections of files would save one four-drawer file cabinet.

As far as the Records Branch is concerned, the contents of these files are of no value and the adoption of Mrs. [redacted] suggestion would be beneficial to the Bureau from a records management standpoint inasmuch as these files occupy valuable space that is sorely needed. The material in these files is described as administrative type records not requiring archival authority for destruction.

b6
b7C

RECOMMENDATIONS:

1. That the above two-part suggestion be adopted.

REC-50 66-3286-854

2. That the suggestion be referred to the Training and Inspection Division for review and acknowledgment prior to referral to the various Seat of Government Divisions for their comments.

6 DEC 15 1959

cc-designated for empl's pers file

EX-117

LWB:dvh
(4)
1 - Personnel file of Mrs. [redacted]

b6
b7C

Enclosures

Letter to [redacted] 12/9/59 RWB:

DEC 28 1959

11-19-59

PERS. FILES

grade, and salary. A spot check of these lists discloses they were submitted for the most part on a monthly basis during the early 1940s. There likewise appears to be no reason for continuing to maintain these old organization lists since they have been inactive since 1943 and do not appear to have any value at this time.

RECOMMENDATION:

That the suggestion to destroy these files be favorably considered for the reason set out above.

11-23

ADDENDUM BY TRAINING AND INSPECTION DIVISION: RWB:jmp 12-3-59

It is agreed that suggestion should be adopted. It is felt that the material should be reviewed by a responsible Agent Supervisor in the Administrative Division before it is destroyed and the Administrative Division agrees. This is the same manner in which similar projects have been carried out in the past. Mrs. [redacted] proposal was acknowledged by letter dated 11-19-59. b6 b7C

RECOMMENDATIONS: 1. That the attached letter of commendation be sent to Mrs. [redacted] for her alertness in making this proposal.

12/3

2. That this memo be referred to the Files and Communications Division for the carrying out of the suggestion.

I agree EPC 12/4

12/3

Files destroyed 3/1960 JM

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 11-23-59

FROM : W. S. Tavel

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rtf

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #300-60
SUBMITTED BY [redacted]
Destruction of Bureau Property

The Training and Inspection Division has requested views of the Administrative Division concerning the captioned suggestion that the Records Branch be authorized to destroy (1) the 69 sections of Division and Seat of Government "Overtime" files (closed since 1955) and (2) the 22 sections of SOG Division "Organization" files (closed since 1943) presently maintained in the Personnel Records Section.

There appears to be no reason why the "Overtime" files referred to should continue to be retained. These files have been closed since 1955 and consist mainly of agent overtime reports submitted by the various divisions in 1950, 1952 and 1953 before the Fringe Benefits Act providing payment to agents for overtime became effective. The figures in the overtime reports have been posted to the personnel files of the various agents and copies of the overtime reports are maintained in the Personnel Briefing Unit and for inclusion in permanent briefs as they are brought up to date. Any claims by former agents for overtime compensation based on overtime performed during the period covered by these reports would now be barred by the Statute of Limitations since all of this overtime was performed more than six years ago (the last report covers the month of April, 1953.) The files in question do not contain any other monthly overtime reports submitted since February, 1955 in connection with the Fringe Benefits Act. Overtime reports submitted under the Fringe Benefits Act are not sent to file, the original being maintained in the Voucher-Statistical Section and a copy in the Personnel Briefing Unit. In some instances the old "Overtime" files in question contain correspondence to and from the field in early 1955 relating to administrative matters connected with submission of initial overtime reports under the Fringe Benefits Act. However, the overtime reports themselves are not kept in these files and the correspondence mentioned is administrative in nature and not basic policy material. No apparent reason exists for continuing to retain any of the overtime reports or correspondence of the type contained in these old "Overtime" files.

With respect to the SOG Division "Organization" files referred to, these files have been closed since 1943 and contain lists of personnel assigned to the various SOG Divisions, broken down by position,

REC-50 66-3286-855

ENCLOSURE

DEC 117

(see ADDENDUM page 2)

DEC 15 1959

FDH:mbm
(3)
1 - Training and Inspection Division

PERSONNEL FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : W. A. Branigan

DATE: 12/8/59

1 - Mr. Belmont
1 - Mr. Branigan
1 - Mr. Baumgardner
1 - Mr. Bland
1 - Mr. Donahoe
1 - Mr. Whitson

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
GENERAL

In connection with the review and destruction of bulky enclosures, the Photographic Laboratory and the Records Section are also engaged in a program for the destruction of certain photographic negatives of original Laboratory and Latent Fingerprint evidence. Such negatives are being considered for destruction if they relate to cases which have been inactive for ten years. At the present time, there are photographic negatives in the following approximate numbers of matters inactive for ten years which fall in the following classifications of cases handled in the Domestic Intelligence Division:

Classification	Character	Number Inactive
2	Neutrality Matters	11
3	Overthrow or Destruction of Government	1
64	Foreign Miscellaneous	273
65	Espionage	1870
97	Registration Act	27
98	Sabotage	2935
100	Security Matters	4518
105	Nationalistic Tendency	139
117	Atomic Energy Act	3

These negatives, files, and pertinent exhibits will, of course, be furnished to the Domestic Intelligence Division personnel in substantially the same volume that the regular bulky exhibit reviews have been furnished.

In addition to the usual considerations in connection with the review of bulky exhibits, cases of national interest or those cases in which life sentences could be imposed were excepted from routine destruction. (66-3286-815)

REC- 75 66-3286-856

Review of photographic negatives is handled in the same manner by the substantive desk and by the Laboratory or Latent Fingerprint Section as are the regular bulky exhibits. However, it should be

66-3286

LW:skm
(7)

58 DEC 22 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rtc

15 DEC 16 1959

pointed out that reviewing Agents may find instances where a bulky exhibit consisting of photographic prints in a particular case has been destroyed at sometime in the past under the bulky exhibits program on the basis that the prints were no longer necessary because the photographic negatives from which the prints had been made were on file and new prints could be made up if the necessity ever arose. Reviewing Agents should, therefore, before authorizing destruction of photographic negatives, make certain that prints of those negatives have not been destroyed at some prior time on the understanding that the negatives would remain on file. In making this check reviewing Agents should bear in mind that the serial to which the negatives pertain may not be the serial to which the photographic prints were an enclosure.

ACTION:

For your information.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. McGUIRE DATE: 1-5-60

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/ltr

SUBJECT: RECORDS DISPOSAL MATTERS CIVIL SERVICE COMMISSION

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire ✓
Rosen ✓
Damm
Trotter
W.C. Sullivan
Tele. Room
Gandy

While discussing another matter with Mr. Hardee Allen of the National Archives he advised that the Civil Service Commission had submitted a request for authority to destroy nonderogatory applicant investigations and related papers after 90 days total retention. I asked him if this request included the Standard Form 79 which we furnish to the Civil Service Commission when we conduct security investigations. He said he thought that the request included the file and all supporting records.

I have since discussed this matter with Carlton Gloyd and others in the Civil Service Commission and have been advised that the Standard Form 79 is to be retained permanently under existing policy. Form 79 and a similar form, which sets out the name of applicants investigated by the Civil Service Commission, are retained in an index referred to by the Commission as their master indices. Security investigation files are destroyed after 30 years under approved disposal schedules and officials in both the Civil Service Commission and the National Archives feel certain that the request will be approved to permit the destruction of nonderogatory files which reflect the results of investigations by Civil Service Commission investigators after 90 days retention.

This is submitted for your information and no further action is necessary.

Destruction of Routine Records

WGE:dvh:bpr
(3)

Enclosures

2 ENCLOSURE

REC. 79 66-3286-857

24 JAN 8 1960

EX-137

58 JAN 19 1960

NAME (*Last*) (*First*) (*Middle or middle initial*) (*Maiden or other names*)

PRINT OR TYPE

DATE OF BIRTH (*Month, day, year*)	PLACE OF BIRTH (*City, State or country*)

ADDRESS (*Street and number or R. F. D., City and State*)

DATE INVESTIGATION INITIATED	POSITION

DEPARTMENT OR AGENCY

NAME AND ADDRESS OF OFFICE IN WHICH THE REPORT OF THIS INVESTIGATION WILL BE AVAILABLE

FBI

INSTRUCTIONS: This form is required for each applicant and employee on whom your department or agency conducts a security investigation. Submit it in *duplicate* when the investigation is initiated, to the United States Civil Service Commission, Bureau of Departmental Operations, Investigations Division, Washington 25, D. C.

STANDARD FORM 79
JULY 1954
U. S. CIVIL SERVICE COMMISSION
(CHAPTER 12, F. P. M.)

NOTICE OF SECURITY INVESTIGATION

16—68969-2 GPO

NAME (*Last*) (*First*) (*Middle or middle initial*) (*Maiden or other names*)

PRINT OR TYPE

DATE OF BIRTH (*Month, day, year*)	PLACE OF BIRTH (*City, State or country*)

ADDRESS (*Street and number or R. F. D., City and State*)

DATE INVESTIGATION INITIATED	POSITION

DEPARTMENT OR AGENCY

NAME AND ADDRESS OF OFFICE IN WHICH THE REPORT OF THIS INVESTIGATION WILL BE AVAILABLE

FBI

INSTRUCTIONS: This form is required for each applicant and employee on whom your department or agency conducts a security investigation. Submit it in *duplicate* when the investigation is initiated, to the United States Civil Service Commission, Bureau of Departmental Operations, Investigations Division, Washington 25, D. C.

STANDARD FORM 79
JULY 1954
U. S. CIVIL SERVICE COMMISSION
(CHAPTER 12, F. P. M.)

NOTICE OF SECURITY INVESTIGATION

16—68969-2 GPO

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/16/82 BY SP4 ELW/ksc

Memo Eames to Mc Guire 1/5/60 WEE:DVH:fpw

66-3286-857

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: December 31, 1959

FROM S. B. Donahoe

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: 35 MM MICROFILM FOUND
MIAMI, FLORIDA, 6-22-56
DOUGLAS AIRCRAFT COMPANY
[redacted] - INFORMANT
ESPIONAGE - X

b6
b7C
b7D

Destruction of Bureau Property

Miami let 7-2-56 furnished captioned film which was found 6-22-56 by [redacted], aged 12, in Miami, and turned over to Miami Office by his father. This film portrays what appears to be blueprints of aircraft design bearing markings of Douglas Aircraft. Co. advised that the film did not contain classified information and actually pertained to shop drawings of the B-26 aircraft. Memo Short to McGuire 12-3-59 requested that this film which comprises the bulky exhibit to serial 4 of instant file be reviewed and a decision rendered as to its retention or destruction. Actually, the film has no value and there appears to be no need to return it to the finder. Its destruction would not eliminate from our files data to which we might have to refer in the future and there appears to be no foreseeable use if it is retained. It is not indexed.

RECOMMENDATION:

That the bulky exhibit to serial 4 of instant file be destroyed.

65-64060

1/7/60

166-3286-
NOT RECORDED
141 JAN 11 1960

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Wacks

JFW:tw
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/82 BY SP5 EHW/rte

4 JAN 11 1960

58 JAN 14 1960

ORIGINAL COPY FILED IN 65-64060

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: December 30, 1959

FROM : S. B. Donahoe

Tolson
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: UNAUTHORIZED DISCLOSURE OF CLASSIFIED DATA IN ARTICLE ENTITLED "MISSILE NAVY WITH 47 ROCKET SHIPS 1961 GOAL," BY "CHICAGO TRIBUNE" ESPIONAGE - X

AEC 8-21-56 advised that captioned article contained info classified Secret - Restricted Data. The article pointed out that the data contained therein were obtained from testimony before the Senate Armed Services Subcommittee on Air Power and that this subcommittee had prior to public release deleted more than 80 per cent of the testimony of certain individuals for security reasons. Pursuant to our request, AEC furnished the 23-volume report of afore-mentioned subcommittee. This comprises the bulky exhibit to serial 2 of instant file. AEC also pointed out that the classified information included in the article did not appear to come from this report as claimed in the article. Department declined prosecution in this case.

Memo Short to McGuire 12-3-59 requested the instant bulky exhibit be reviewed and a decision rendered as to its retention or disposition. It is noted the exhibit is a copy of the hearings before the subcommittee issued by the United States Government Printing Office, Serial Number 76922. It is of no further use in the instant case, which is closed, and it has not been indexed. Its destruction would not remove from our files information to which we might have to refer in the future and at any rate another copy can easily be obtained from the U.S. Government Printing Office. There is no foreseeable use for this exhibit, if retained. There is no obligation to return this exhibit to AEC.

RECOMMENDATION:

That the exhibit to serial 2 of instant file be destroyed.

65-64137

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Wacks

JFW:tw (5)

Done 1/6/60

66-3286
NOT RECORDED
141 JAN 8 1960

20 JAN 7 1960

63 JAN 12 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 Lw/pc

ORIGINAL COPY FILED IN 65-64137-0

Destruction of Bureau Property -

Office Memorandum • UNITED STATES GOVERNMENT

TO : S. B. Donahoe

FROM : F. L. Edwards

DATE: 12/29/59

SUBJECT: SLAVIC COUNCIL OF SOUTHERN CALIFORNIA
IS - R - YU

Mr. Tolson
Mr. Belmont
Mr. DeLoach
Mr. McGuire
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. W.C.Sullivan
Tele. Room
Mr. Holloman
Miss Gandy

Reference made to memo L. E. Short to Mr. McGuire 12/22/59 captioned as above which recommended that bulky exhibit relating to serial 57 of 100-332879 be reviewed and decision rendered as to retention or disposition of the material.

Bulky exhibit in point consists of 77 exhibits submitted to Bureau in conjunction with prosecutive summary report prepared on above organization 8/4/55 at Los Angeles. Exhibits are Photostats, originals retained by Los Angeles.

Prosecutive summary report forwarded to Department 8/18/55. By letter dated 12/23/55. Department advised report reviewed for purpose of determining if sufficient evidence existed to support a petition to the Subversive Activities Control Board requiring captioned orgainization to register as a Communist-front organization. Department advised it determined there was insufficient evidence to support a petition against captioned organization at that time (12/23/55). Department stated further review would be undertaken as additional reports concerning the organization were received. Four reports were submitted subsequent to that date, the last being a closing report 12/18/57 which disclosed organization dissolved. The other reports contained little or no information concerning the organization's activities inasmuch as plans were being formulated to disband it.

Observations: Possibility of Department petitioning Subversive Activities Control Board re captioned organization appears remote. Inasmuch as Los Angeles has originals of exhibits, there is no need for Bureau to retain Photostats since it creates duplicate filing.

Recommendation: That bulky exhibit be destroyed.

100-332879

FILE: bja
(4)

66-3286-
NOT RECORDED
JAN 8 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-10-82 BY SP4 ELW

JAN 6 1960

62 JAN 12 1960

ORIGINAL COPY FILED IN 100-332879

Destruction of Bureau Property -
Dana Hyde

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: December 28, 1959

FROM : W. A. Branigan

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

SUBJECT: POLISH INTELLIGENCE ACTIVITIES
IN THE UNITED STATES
INTERNAL SECURITY - PO

DESTRUCTION OF BUREAU PROPERTY GENERAL

By memorandum 12/21/59, Short to McGuire, it was requested that the bulky exhibit to Serial 100-350264-1021 be reviewed and a decision be made concerning its retention or disposition.

b7D

The bulky exhibit consists of 17 items published by the Polish Government furnished by [redacted] on 9/6/51. Eight are in the Polish language and nine are in English. They were forwarded to the Bureau as examples of literature and propaganda disseminated by the Polish Consulate, Chicago. They cover such topics as Poland's economy and political structure, Polish-German relations, anti-State activity of the West in Poland, and strongly urge the "peace" theme. A review of this material indicates that it is of no present intelligence or operational significance. It appears to be of no value to the Central Research Section.

RECOMMENDATION:

Done 1/7/60 That the bulky enclosures to Serial 100-350264-1021 be destroyed. If approved, forward to Files and Communications Division for appropriate action.

JJMcD:bb
(4)

1- Mr. Belmont
1- Mr. Branigan
1- Mr. McDermott

166-3286-
NOT RECORDED
140 JAN 13 1960

12 JAN 12 1960

ORIGINAL FILED IN 100-350264

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/25/82 BY SP4 ELW/rte
AGREED (U) 6080 LCD/ELW
#211847 7-25-84

62 JAN 14 1960

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. McGUIRE

DATE: DEC 22 1959

FROM : L. E. SHORT

SUBJECT: RICHARD L. CONES
SECURITY MATTER - C

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 100-407502-5

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JAM:lib

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELB/ptc

NOT RECORDED
18 JAN 6 1960

F189
53 JAN 7 1960

NOT RECORDED
191 JAN 7 1960

ORIGINAL COPY FILED IN 100-407502

7-941 (Rev. 5-15-50)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [illegible]

DATE: DEC 22 1959

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: [redacted], aka
SECURITY MATTER - C

b6
b7C

Bulky Exhibit File Number: 100-120871-X

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

WM:lh

ORIGINAL COPY FILED IN 100-[illegible]

NOT RECORDED
191 JAN 7 1960

NOT RECORDED
18 JAN 6 1960

53 JAN 7 1960

5041 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: DEC 3 1959

FROM : L. E. SHORT

Tolson
Nichols
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SIDNEY JUSTIN HIRSCH
INTERNAL SECURITY - C

Bulky Exhibit File Number: 100-295537-75

1730

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rtc

166-3286
NOT RECORDED
184 JAN 7 1960

NOT RECORDED
6 JAN 6 1960

SEE ADDENDUM PAGE 2

F184
JAN 7 1960

DESTRUCTION OF BUREAU PROPERTY

ORIGINAL COPY FILED IN 100-295537-

ADDENDUM EBR:djd 1-5-60

The attached exhibit consists of Photostats of various documents submitted with the Smith Act Prosecutive Summary Report on Hirsch in 1955.

Since Hirsch is no longer under consideration for prosecution and since the originals of the documents are available in the Chicago Office, it is recommended that the attached exhibit be destroyed.

TO : Mr. Robert [illegible]

DATE 12/29/59

FROM : W. B. Welt

SUBJECT: RECORDS MANAGEMENT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Re memorandum from L. E. Short to Mr. McGuire dated 10/28/59, regarding a San Diego suggestion that the retention period of Form FD 283 (FM Radio Station Log), which is now destroyed after one year, be changed to permit destruction after 30 days.

Destruction of Property

Communications Section has indicated it has no interest in these logs. The Laboratory considered the San Diego suggestion acceptable. The Training and Inspection Division requested the views of both the Investigative and Domestic Intelligence Divisions in this regard. The Domestic Intelligence Division saw no necessity for retaining the logs as their destruction would be permissive on the part of the SAC rather than mandatory.

From an investigative and evidentiary standpoint FM Radio Station Logs as currently maintained serve only to corroborate information that is available through other primary sources. Their destruction after 30 days upon the authority of the SAC on a permissive basis would appear to have no adverse effect upon criminal and related operations in the field. It is felt, however, that any instructions in this regard should include the proviso that in unusual cases or where circumstances should dictate the SAC may authorize the retention of these Radio Station Logs for an appropriate period of time. Pertinent portions of the FM Radio Station Logs retained would then be included as a 1-A exhibit to the investigative file and their ultimate destruction would depend upon the status of the case involved.

66-3286-

NOT RECORDED
133 DEC 29 1959

ACTION:

It is suggested that this be referred to the Training and Inspection Division for appropriate handling.

1 - Training and Inspection Division

HAS:jpr
(9)

ENCLOSURE

DEC 30 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rtc

(See addendum page 2)

143

ORIGINAL FILED IN 66-159666-

ADDENDUM by Training and Inspection Division: AG:ag 12-17-59

We are of opinion FM Radio Station Logs (Form FD 283), copy of which is attached, could be destroyed on monthly basis in field after retention thirty days. Consideration has been given to their possible use in recording instructions to Agents by a field supervisor and their availability should the instruction later be checked for some reason; however, the form does not require and its instructions in the Manual of Instructions do not require that the message be recorded. Too, in major cases, offices keep an independent running log. Further, in interest of security of our communications, radio messages are normally terse or merely Agent whereabouts messages or discontinue messages etc. Log would still be available for thirty days re these. There is no required uniformity among field offices re entry of the message. The form answers normal needs for the day's traffic, and is also used by field offices as basis for monthly traffic summary report to Bureau. In larger offices where there is heavy radio-car traffic these logs accumulate rapidly.

RECOMMEND: Field be permitted to destroy Log on monthly basis after thirty days old.

If approved, Training and Inspection Division will handle pertinent Manual of Rules and Regulations and Manual of Instructions revision to so permit.

OK

1 - Mr. Rosen
1 - Mr. Conroy
1 - Mr. McGuire
2 - Mr. Fipp

Mr. Rosen

September 18, 1959

L. N. Conroy

RECORDS MANAGEMENT
(66-18966)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/PC

By memorandum dated September 8, 1959, from L. B. Short to Mr. McGuire captioned as above it was reported that the Files and Communications Division had received various suggestions toward the Streamlining of the Bureau's Record Management Program. Several suggestions related to Selective Service matters and referenced memorandum listed five suggestions requesting the Investigative Division's reply to each. They are:

(1) The SAC Savannah suggested that only one copy of reports in Selective Service Act cases be submitted to the Bureau except for the initial report and the closing report.

At the present time, the Manuals require the submission of two copies of all Selective Service reports including Conscientious Objector reports except in Public Law cases wherein the Manual requires the submission of five copies of the report. (Under the old 1940 Act only one copy of reports is necessary.) It was previously proposed by the Investigative Division that only one copy of all routine reports (not including Conscientious Objector or Public Law cases) be submitted to the Bureau with the exception of the closing report. At the time this proposal was submitted, the Training and Inspection Division was of the belief that this would make too many exceptions and that for sake of uniformity two copies of all reports were to be submitted. Notwithstanding the above, the Investigative Division recommends that only one copy of all reports except Public Law and Conscientious Objector cases be forwarded to the Bureau with the exception of the closing report. The vast majority of the approximately 3600 pending Selective Service cases would fall in the

1 - 66-3286 (Destruction of Records)
1 - 25-00 (Selective Service Supervision)

Enclosure
ABF:lpr
(5)

SEE ADDENDUM ON PAGE 5

1 66-3286
NOT RECORDED
145 DEC 11 1959

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

53 JAN 4 1960

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL COPY FILED IN

category of necessitating only one copy of a report except the closing report.

(2) SAC Philadelphia suggested that Bureau consider having the field handle SSA-48 cases without submitting a report to the Bureau except SSA Fugitive cases and Conscientious Objectors.

Investigative Division recommends that this suggestion not be approved inasmuch as National Headquarters of Selective Service has requested one copy of every closing report in Selective Service cases which are used by them for various surveys in addition to the statistical data. In addition, the Bureau always wants reports reflecting statistical accomplishments, convictions, apprehensions, and recoveries. These statistics would be missed if the SAC suggestion were to be adopted.

(3) SAC Charlotte suggests Bureau reconsider suggestion by their assistant chief clerk to the effect that all 25-0 serials over ten years old be destroyed and that the majority of the 25-[illegible] cases consisting mainly of cases where investigation disclosed that the delinquency was not willful and the files are over ten years old also be destroyed.

Investigative Division concurs with this and recommends that all Selective Service investigative files wherein the delinquent was not willful and is over ten years old be destroyed. Investigative Division also recommends that the 25-0 serials over ten years old be destroyed. The reason for this recommendation is that the majority of these cases are opened shortly after the subject is eighteen years of age and has failed to register, has been picked up as a "no card" case or has failed to show up for induction at approximately age 22½ years. In all of these cases the subject's delinquency

has been removed and he has been inducted into the armed forces or has been deferred as a military reject. In these cases after ten years the subject would in every case be beyond the age of twenty-six years which is the maximum age of induction and the Investigative Division does not feel as though the retention of these type records would be of any useful value in the future.

In considering the adoption of this suggestion, it should also be borne in mind that while these nonwillful Selective Service investigative files do contain some background information regarding the subject, this same basic background information can be secured by the Bureau if necessary at any time in the future from the original Selective Service files which are maintained by the local draft boards. Also, it is believed that after the elapse of ten years the usefulness of this background information will be remote.

(4) SAC Los Angeles recommends that all 25-0 files be destroyed prior to 1948.

This suggestion is comparable to No. 3 above but is not as broad and consequently Investigative Division suggestion under No. 3 above would more than include the suggestion by the SAC in Los Angeles.

(5) SAC Los Angeles suggested that all Selective Service files prior to 1948 be destroyed in "no card" cases.

This suggestion also ties into suggestion No. 3 above but it is believed that No. 3 is even broader in that the time element as ten years rather than cases prior to 1948.

The above recommendations by the Investigative Division if approved should be considered as applying to all of the field offices as well as to the Seat of Government.

Memorandum to Mr. Rosen
Re: Records Management
(66-18966)

RECOMMENDATIONS:

(1) That referenced memorandum which is attached and instant memorandum be forwarded to the Domestic Intelligence Division for their comments and suggestions.

(2) That this memorandum and referenced memorandum along with the comments of the Domestic Intelligence Division be referred to the Training and Inspection Division for review and appropriate action.

Memorandum to Mr. Rosen
RE: RECORDS MANAGEMENT
66-18966

ADDENDUM: September 24, 1959

Comments of Domestic Intelligence Division

The following comments pertain to the suggestions regarding Selective Service matters and are being set out numerically as they are set forth in instant memorandum.

(1) The Domestic Intelligence Division concurs with the comments of the Investigative Division relative to this suggestion.

(2) This Division concurs with the comments of the Investigative Division and it should be stated that these reports might also contain information of interest to outside agencies and would be disseminated to those outside agencies in the event a request was received concerning the individual involved.

(3) Relative to this suggestion, this Division opposes the outright destruction of any Bureau investigative file even though the file contains only nonderogatory data. The files proposed for destruction by this suggestion may contain background information or other information of value which would be pertinent in handling a request from the Director, the White House, the Attorney General, an outside agency, etc., or they may contain information of value concerning individuals involved in a current investigation. In other instances, information in these files might be used to establish an identification or to eliminate other references. Rather than the outright destruction of files in the category mentioned, this Division recommends that consideration be given to microfilming said files after a specified lapse of time as is presently done in certain criminal categories.

(4) It is believed that the comments set forth above under (3) are applicable to this suggestion.

(5) It is believed that the comments set forth above under (3) are applicable to this suggestion.

OBSERVATIONS:

The suggestions in this memorandum basically are similar to suggestions concerning the destruction of nonderogatory files of a "nonrecidivist nature" commented upon by this Division in a

DRR:rjb

memorandum to Mr. McGuire captioned "Records Management" on 9-9-59. Both memoranda propose the outright destruction of files containing only background information of a nonderogatory nature after the files reach a certain age. This Division has opposed this outright destruction for the reasons stated above and has in each instance recommended that the files be placed on microfilm. It is recognized that there is a considerable cost factor involved and it is believed that prior to the submission of additional memoranda along the same basic lines but involving other categories of files, the question should be considered in Executive Conference as to whether the savings which would result from the destruction of the files would outweigh the value to the Bureau of retaining these files for the reasons stated.

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. McGUIRE

DATE: DEC 22 1959

FROM : L. E. SHORT

SUBJECT: LABOR CONDITION FOR FOREIGN COUNTRIES - MEXICO
SECURITY MATTER - C

Tolson
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 100-341561-221-28

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

GVL:llb

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HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 Sloplte

SEE ADDENDUM PAGE 2

NOT RECORDED
140 DEC 31 1959

NOT RECORDED
14 DEC 30 1959

68 JAN 4

ADDENDUM: RAM:mst 12/30/59

This exhibit is comprised of documents concerning the meeting of the III Conference of American States, International Labor Organization, which was held 4/1-17/46, at Mexico City. They concern the agenda and official activities of the conference. A report concerning the conference covering the participation of communist and communist front organizations at the meeting was submitted by Mexico. The material was not indexed.

RECOMMENDATION:

Since the pertinent information concerning the participation of subversive groups in the conference was included in a report and since the exhibit contains only the official activities of a UN sponsored group, the Domestic Intelligence Division recommends that this exhibit be destroyed.

4-561 (Rev. 5-15-59)

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [illegible]

DATE: DEC 22 1959

FROM : L. E. [illegible]

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: ROBERT WILLIAM MORRELL, was
INTERNAL SECURITY - C

Bulky Exhibit File Number: 100-414935-37

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JJM:llb

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/pte

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140 DEC 29 1959

NOT RECORDED
DEC 28 1959

SEP 4 1962 7477

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: DEC 21 1959

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF BUREAU PROPERTY GENL
INDEX OF NAMES FOUND AT U.S.
POST OFFICE, 30TH AND MARKET STS.
PHILADELPHIA, PA.
INTERNAL SECURITY - C
Bulky Exhibit File Number: 100-415939-1

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

Done 1/12/60

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ltc

J. W. Appersmith

166-3286-

NOT RECORDED
149 JAN 14 1960

NOT RECORDED
24 JAN 18 1960

100-415939-1

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See addendum page two

58 JAN 15 1960

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: DEC 21 1959

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: POLISH INTELLIGENCE ACTIVITIES IN THE UNITED STATES
INTERNAL SECURITY - R & PO

Bulky Exhibit File Number: 100-350264-1006

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:llb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/rtc AGREED(U) 6080 LEO/EAW 7-2584 #211847

65-350264-1006
NOT RECORDED
140 DEC 30 1959

NOT RECORDED
7 DEC 29

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4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: DEC 14 1959

FROM : L. E. SHORT

SUBJECT: JACOB DAVID KARACHUNSKY
IS-C

Tolson
Boardman
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Sandy

Bulky Exhibit File Number: 100-166849-55

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:lle

HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rte

See addendum, page 2.

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NOT RECORDED
140 DEC 29 1959

NOT RECORDED
13 DEC 23 1959

1 cy To Copy
12/28/59

62 DEC 29 1959 793

Addendum: DOMESTIC INTELLIGENCE DIVISION 12-21-59

b7D

During March, 1954, the Buffalo Office, through [redacted] obtained photographs of material in the possession of Karachunsky who was at that time active in a leadership capacity in the Communist Party Underground. The film was developed by the New York Office and one copy of each photograph was forwarded to the Bureau and to the Albany and Buffalo Offices. New York retained a copy of each photograph and returned to Buffalo the three rolls of film. The enclosure was never indexed at the Bureau.

Subject is currently a Security Index subject of the New York Office, and was active in the Communist Party as late as 1957. Information was received in 1958 that he was no longer a member of the Communist Party; however, he was uncooperative with Bureau Agents when approached for interview in March, 1959.

RECOMMENDATION:

It is recommended that the bulky exhibit be destroyed.

The material was furnished to appropriate offices for evaluation, dissemination to proper files, and indexing, and serves no [illegible] in the Bureau.

TWK:lmk

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. C. D. DELOACH

DATE: 12/9/59

FROM : A. E. LEONARD

SUBJECT: UNIFORM CRIME REPORTING SECTION STREAMLINING OPERATIONS

Tolson
Belmont
Mohr
DeLoach
McGuire
Mease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

We are about completing microfilming old record cards for individual contributors from 1930 through 1956. This was previously approved and will save a tremendous amount of file space.

In the years gone by we have posted annually the crime reporting data of contributing cities to a "10-year record card" for each city in order to review that and pick up cases of extreme fluctuation in reported crimes to form the basis of correspondence to determine the reason. We no longer need to do that because we have these comparisons made from tabulating cards by the Voucher-Statistical Section in a much more convenient fashion. The "10-year record cards" occupy nearly two file cabinets of space. They are large cards, 10 by 16 in size, and posting them takes approximately 80 man days per year.

Since the pertinent data are on microfilm and the "10-year record cards" are no longer needed for year-to-year comparisons we can see no need to continue to post them or retain the cards we have.

RECOMMENDATION:

If you have no objection we will destroy our present supply of posted "10-year cards" and will refrain from posting such cards in the future.

AEL:fmb
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 Elw/ltr

66-3286
NOT RECORDED
145 DEC 23 1959

DONE 12-21-59

ORIGINAL COPY FILED IN 33-1-R0400

DESTRUCTION OF 13 SCREEN RECORDS - CANCEL

73

DEC 23 1959

RA

RA

SAC, Chicago (60-718) 12/14/59

66-3286-

Director, FBI ~~(60-2735)~~

THE GREAT ATLANTIC AND PACIFIC TEA COMPANY, ET AL.
ANTITRUST

Reurlet 10/29/59.

Enclosed is one copy of Antitrust Division memorandum dated 12/11/59.

In view of the contents thereof, there appears to be no reason why the bulky exhibits enumerated in relet cannot now be destroyed.

Enclosure

FJB:mc
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rte

MAILED 31
DEC 14 1959
COMM-FBI

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 60-2735-1348

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Federal Bureau of Investigation DATE: DEC 11 1959

FROM : Robert A. Bicks, Acting Assistant Attorney General, Antitrust Division File: 60-4-106

SUBJECT: The Great Atlantic and Pacific Tea Company, et al. - Antitrust

°Destruction of Bureau Property

Reference is made to your memorandum of November 12, 1959, relating to files retained in your Chicago office containing documents "previously furnished to the Antitrust Division; rolls of developed film and negatives from which prints were made and previously forwarded to the Antitrust Division and notes prepared by investigating Agents regarding interviews as well as file searches."

We do not see any objection to the Bureau making such final disposition of these files as you may deem appropriate.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rte

66-3286 -
NOT RECORDED
DEC 16 1959

DEC 14 1959

60-2735-1342

ORIGINAL FILED IN

Let to SAC, CG
FJJ:mc
12-14-59

DEC 14 8 29 AM '59

DEC 14

(Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [illegible]

DATE: DEC 14 1959

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: CHRISTIAN [illegible] OF AUSTRIA
INTERNAL SECURITY - G
[illegible] OF BUREAU PROPERTY

Bulky Exhibit File Number: 100-134621-4

Copies

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:llb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rtc

ORIGINAL COPY FILED IN

Belmont Lab. has no further need for bulky enclosure material other than original worksheets and one photograph each of incoming material available. The material for suggested retention is encased in envelope attached. Division FIVE supervision must concur before the destruction of any material.

100-358616
NOT RECORDED
140 DEC 23 1959

NOT RECORDED
7 DEC 22 1959

65

62 DEC 28 1959

MARSHALL

✓ FILE

Copies

ADDENDUM, PAGE TWO

DOMESTIC INTELLIGENCE DIVISION

ADDENDUM December 18, 1959

This file concerns an antiwar, anti-British and anti-Semitic propaganda circular entitled "An Open Letter to President Roosevelt From the Christian Mothers of America," copies of which were mailed on 8-28-42 from the New York City area to the White House, Congressmen, Federal judges, journalists, clergymen and Government officials. All copies were identical in content. Copies received by various recipients were furnished the Bureau and sent to the FBI Laboratory for examination. Investigation failed to identify the author of the circular and the case was closed on authority of the Department on 3-6-44.

The bulky exhibit is the Laboratory file maintained on this matter. The Laboratory has determined there is no further need for the bulky enclosure material other than original worksheets and one photograph each of the incoming material which has been separated by the Laboratory and placed in a separate envelope. The Laboratory suggests the destruction of the remainder of the enclosure but asks for the concurrence of the Domestic Intelligence Division.

The Statute of Limitations has run against any action in this matter and all letters were identical, several copies of which are in the case file. The Domestic Intelligence Division, therefore, has no objection to the disposal of the Laboratory file in accordance with the recommendation of the Laboratory.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE. December 16, 1959

FROM : Mr. S. B. Donahoe

SUBJECT HUNGARIAN ACTIVITIES IN THE U.S.
IS - HU
Destruction of Bureau Property - Gen.

Records Section requested review of 100-89-11-28, a bulky enclosure, to determine if the enclosure could be disposed of.

Enclosure consists of 6[illegible] issues dated 1948-1949 of the procommunist Hungarian-language newspaper "Magyar Jovo," together with brief translations of articles therein of possible security interest. Publication went out of business in 1953. These issues were obtained through fictitious subscription by New York Office. There has been no prosecution in this case, none is foreseeably anticipated, and if ever necessary other means would be used to introduce issues of this paper for evidentiary purposes.

The translations, which are indexed and should be retained, consist of editorial comments from a procommunist Hungarian viewpoint on the political and public issues of the time, comments concerning Hungarian emigre activities in the U.S., etc.

RECOMMENDATION:

Since these newspaper issues are of no current or foreseeable future value, it is recommended they be destroyed. The indexed translations should be retained for informative purposes.

Done 12/18/59

DFXC:llg
1 - Belmont
1 - Donahoe
1 - L.E. Short
1 - Callahan
(5)

66-3286-
NOT RECORDED
170 DEC 22 1959

16 DEC 21 1959

1 ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ltc

62 DEC 24 1959

CLASSIFIED COPY FILED - 89-11-28

1-31 (Rev. 3-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: DEC 4 1959

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: MEXICO - GENERAL
Destruction of Bureau Property

Bulky Exhibit File Number: 64-2700-2201

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

Done 12-9-59 pwa

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/10-82 BY SP4 Elw/pte

166-32-86
NOT RECORDED
191 DEC 10 1959

NOT RECORDED
15 DEC 10 1959

SEE ADDENDUM PAGE 2.

L. E. SHORT

62 DEC 11 1959 143

ORIGINAL COPY FILED IN 64-2700-2201

ADDENDUM: RAM:jlw 12/8/59

This exhibit is the film of various documents photographed by a confidential informant at three cities in Mexico in September, 1942. The film was developed, material was translated and copies of the translation are maintained in the case file. Only one item pertains to a Bureau investigation and copies of the pertinent item is maintained in that file.

RECOMMENDATION:

Since Bufiles already contain the substance of the exhibit and since the one substantive case involved was closed during World War II and there is no possibility of a further need for the film, the Domestic Intelligence Division recommends destruction of this exhibit.

SBD/RAM

Done 12/9/59 pwa

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: 12-1-59

FROM : W. G. EAMES

SUBJECT: TELETYPES - DESTRUCTION OF MACHINE COPY

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

b6
b7C

In connection with our present program for destroying extra copies of material so only originals are filed, a suggestion by Miss [redacted], coordinator of the Checking Unit, has been received to extend this procedure to the machine copy of outgoing teletypes. Copies of incoming teletypes are already destroyed under approved procedures before going to file. It was observed in this regard there is one copy retained 90 days in the Communications Section for the incoming and 30 days for outgoing messages. Consequently, the control for verification purposes in the event a particular message is questioned at some later date seems to be adequate.

This suggestion deals exclusively with the machine copy of each outgoing message and if adopted, it would permit the Checking Unit to destroy the pink machine copy prior to forwarding the yellow to file. It is not believed the filing of this copy adds anything to the record, and as previously indicated, the other copy available for 30 days should resolve questions that might arise later. Thus, the following recommendations.

RECOMMENDATION:

(1) In view of the above, it is recommended that this suggestion be given favorable consideration so that the Records Branch will be permitted to destroy the pink or machine copy of all outgoing teletype messages before filing the yellow copy.

(2) It is also recommended that the instant memorandum be referred to the Training and Inspection Division for their attention and appropriate action.

OGM:jao
(4)

66-3286-
NOT RECORDED
149 DEC 14

7 DEC 11 1959

(See ADDENDUM page 2)

TWO

62 DEC 21 1959

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/ptc

ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG:jmp:lnm 12/8/59

Training and Inspection Division does not concur in the recommendation that Records Branch be permitted to destroy the pink or machine copy of all outgoing teletype messages before filing the yellow file copy. A true copy of the message sent would not be on record and there would be no means to check if there is a discrepancy in the message. For example in a Laboratory examination on a gun if the incorrect serial number is put in the teletype to a Police Department there would be no means to determine the serial number given although the yellow reflects the correct number. Inasmuch as we would not have any proof of the outgoing message this suggestion should not be adopted.

RECOMMENDATION:

That this proposal not be adopted because of the disadvantages indicated above.

We spell out digits to prevent juxtaposition of numerals when cutting tape and running off page limited copy for proofing prior to transmission. Although rare, it is humanly possible to have a complete omission of a word and the error slip in proofing prior to transmission. In an isolated instance should this happen the disadvantage of the suggestion is obvious.

UNITED STATES
ATOMIC ENERGY COMMISSION
WASHINGTON 25, D. C.

DEC 10 1959

Honorable J. Edgar Hoover, Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington 25, D. C.

Attention: Mr. Joseph M. Fitzgerald
Liaison Representative

Dear Mr. Hoover:

We are in the process of developing procedures for the orderly disposal of personnel security files such as files of deceased persons and others whose return to the AEC program is remote. In other cases it would involve disposing of duplicate copies which are no longer of value.

Inasmuch as the investigative reports, memoranda, letters and other communications are on loan from the Federal Bureau of Investigation to the AEC, your approval is requested for the destruction of such material.

Both classified and unclassified material will be destroyed in accordance with the procedures for the destruction of classified government documents and appropriate records will be maintained of the material destroyed.

Sincerely yours,

J. A. Waters, Director
Division of Security

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/21/03 BY AUC 60290 BCE/DCS/ymd

166-3286-
NOT RECORDED
184 DEC 18 1959

62 DEC 22 1959

ORIGINAL COPY FILED IN

Destruction of Bureau Records

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MOHR

DATE: January 6, 1960

FROM : J. J. MC GUIRE

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

SUBJECT: ~~X~~ RECORDS MANAGEMENT -
~~X~~ DESTRUCTION OF OBSOLETE
INDEX CARDS

During the past year we were fortunate in being able to destroy more obsolete index cards than new cards put into our master indices. 1,204,649 new cards were filed. However, we removed and destroyed 1,288,331, a net gain of 83,682 cards.

This is a rare accomplishment, having occurred only once before during the year 1957 when we destroyed 64,408 more cards than were filed.

For many reasons the purging of obsolete references from our master indices is one of our primary and continuing objectives in line with good records management procedures. Beyond any actual savings in space and equipment, there are incalculable benefits of faster, more accurate and efficient indices searches. These savings are thus projected through the Bureau's whole operation wherein fewer files are handled and reviewed not only in the Records Branch but by the entire supervisory staff at the Seat of Government.

ACTION:

Informative.

FWW:neb
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/83 BY SP4ELW/tde

116 66-3286-858

REC- 24
EX-139

24 JAN 8 1960

62 JAN 14 1960

PERS. FILES

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 12-15-59

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/10/82 BY SP4ELW/ste

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DESTRUCTION OF BUREAU APPLICANT PERSONNEL FILES

On 6-16-55, the Executives Conference approved destruction of Bureau applicant personnel files over 10 years old wherein no investigation was conducted and no derogatory information was reflected therein. By memorandum dated 11-20-59, I proposed destruction program be expanded to include Bureau applicant personnel files over 10 years old wherein investigations have been conducted but no derogatory information developed. If proposal adopted approximately 14,781 files could be destroyed now and an additional number each year hereafter. No Archival authority necessary since files of this type throughout Government service are on a general schedule permitting destruction.

Domestic Intelligence Division has no objections provided the index cards relating to the files to be destroyed are retained, but stated these index cards should reveal the name, birth date, and birthplace together with a notation as to the date the applicant-type investigation was completed and the fact that no derogatory information was developed. These index cards would enable the Bureau to know that an applicant was investigated and no derogatory information developed in case any question arises at some future date. The Administrative and Investigative Divisions concur with the proposal as modified by the provision of the Domestic Intelligence Division that the index cards be retained as indicated. The Investigative Division noted this would not cause any duplication of previous investigation inasmuch as the Bureau applicant index card would be picked up on a search and, when ordering investigation in a current applicant case, all field offices involved would be advised that Bureau files reflect a prior Bureau applicant investigation. The field would review their files in the prior investigation and incorporate the results of prior investigation in the current reports bringing the investigation up to date. Mr. Mohr noted this proposal should be taken up at Executives Conference where pros and cons can be carefully considered.

RECOMMENDATION:

That the Executives Conference consider the desirability of authorizing the Records Branch to destroy Bureau applicant personnel files over 10 years old wherein investigations have been conducted but no derogatory information developed. If proposal approved, the index cards relating to these files will be retained as indicated above.

LWB:dvh
(8)
1 - Administrative Division
1 - Domestic Intelligence Division
1 - Investigative Division

EX-117

REC-96 62-32864-859

11 DEC 31 1959

Executive Conference memo 12-21-59 rqm

57 FEB 4 1960

DESTRUCTION OF BUREAU RECORDS GENL.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 11-20-59

FROM : W. G. EAMES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP2 EW/pt

SUBJECT: DESTRUCTION OF BUREAU APPLICANT PERSONNEL FILES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

On 6-16-55, the Executives Conference granted approval for the Records Branch to destroy Bureau applicant personnel files over 10 years old wherein no investigation was conducted and no derogatory information was reflected therein (67-80000-1823). Since that date we have destroyed 173,655 files in this category. The related abstracts and index cards have also been destroyed. This program has enabled us to save a large amount of expensive filing equipment and valuable expansion space, thus making it possible to contain the Personnel Records Unit in the same space for a number of years. Space is again becoming a problem.

In line with efforts to strengthen the Bureau's Records Management Program, it is proposed that the Records Branch be authorized to expand the Bureau applicant personnel file destruction program to include Bureau applicant personnel files over 10 years old wherein investigations have been conducted but no derogatory information developed. It is estimated that this would enable us to destroy approximately 14,781 Bureau applicant personnel files now and an additional number each year hereafter. No Archival authority is necessary. Files of this type throughout Government service are on a general schedule permitting destruction at any time.

It is realized that Bureau applicant investigative reports are sometimes referred to in connection with the Name Check Program. However, inasmuch as the files in the category proposed for destruction would be 10 years old and contain no derogatory information, their retention for this purpose alone is questionable.

REC- 96 66-3286-860

Inasmuch as this suggestion relates to the destruction of Bureau applicant personnel files and to the availability of information for dissemination (favorable only), it is recommended that this memorandum be referred to the Administrative Division, the Domestic Intelligence Division, and the Investigative Division for their comments prior to the final consideration of this proposal.

LWB:bpr:neb
(8)
1 - Administrative Division
1 - Domestic Intelligence Division
1 - Investigative Division

EX-117

11 DEC 31 1959

SEE ADDENDUM ON PAGE 3

See Addendum page 4
See Addendum page 5
See Addendum page 6

57 FEB 4 1960

DESTRUCTION OF BUREAU RECORDS GEN L

RECOMMENDATIONS:

(1) That the Records Branch be authorized to destroy Bureau applicant personnel files over 10 years old wherein investigations have been conducted but no derogatory information developed.

(2) That this memorandum be referred to the Administrative Division, the Domestic Intelligence Division and the Investigative Division for their comments prior to the final consideration of this proposal.

Memorandum to Mr. McGuire
Re: Destruction of Bureau Applicant
Personnel Files

ADDENDUM: November 24, 1959

The Domestic Intelligence Division concurs with the suggestion of the Files and Communications Division that Bureau applicant personnel files over ten years old, when investigations have been conducted and no derogatory information developed, be destroyed. Similarly, there is no objection to the destruction of abstracts pertaining to these investigations. It is believed, however, that index cards concerning the destroyed files should be retained. This is necessary because of the following:

(1) Under the Bureau's Name Check Program, a requesting agency submitting a name check to the Bureau has in almost all instances checked the files of other governmental agencies. In those cases where we have previously disseminated reports of Bureau applicant investigations over ten years old to these other agencies, a reply of "No record" to the requesting agency would be inconsistent with information already in its possession and the requesting agency would undoubtedly recheck with the Bureau.

(2) In many instances, a requesting agency has previously been furnished Bureau applicant reports over ten years old. Should they resubmit a request on the same individual an answer of "No record" would be inconsistent with the answer previously given that agency.

(3) A request might be received from the Director, the Attorney General, or other highly placed Government official wherein there is knowledge on the part of the requestor that an individual has been the subject of a Bureau applicant investigation. Under these circumstances, we should be able to state that the person has been so investigated.

To adequately overcome the above problems, the index card retained should reveal the name, birth date, and birthplace of the person investigated together with a notation as to the date the applicant-type investigation was completed and the fact that no derogatory information was developed.

DMDRR:fjb

ADDENDUM OF ADMINISTRATIVE DIVISION 11-25-59 DCM:jkp WST per WSH

Administrative Division concurs in the recommendation of the Domestic Intelligence Division. Applicant files as old as ten years are of little value should a supplemental investigation have to be conducted in case the applicant should reapply. A full investigation would be necessary and the index card would clearly indicate that the previous investigation disclosed no derogatory information.

This Division is on record as having favored destruction of applicant files this old when similar suggestions of this type had been made.

RECOMMENDATION:

Accordingly, it is recommended that the Administrative Division concur in the suggestion of the Files and Communications Division as modified by the recommendation of the Domestic Intelligence Division.

This should be taken up at E.C. when Inspection Reports can be conferred considered.

DCM
11/27

Memorandum to Mr. McGuire
Re: Destruction of Bureau Applicant
Personnel Files

12/24/59

ADDENDUM OF EMPLOYEES SECURITY SECTION, INVESTIGATIVE DIVISION

Consideration has been given by the Employees Security Section to the suggestion of the Records Branch that Bureau applicant files be destroyed after a ten-year period in those cases in which no adverse information was developed. The Employees Security Section wishes to submit the following observations regarding this suggestion:

(1) Under the provisions of Executive Order 10450 in cases involving sensitive positions, it is required that a full field investigation be conducted, generally by the Civil Service Commission (CSC). As part of its investigation, CSC requests a name check of Bureau and other Government agencies and Bureau is obliged to furnish all pertinent information in its files to CSC. In cases where applicant-type cases have been conducted and reports prepared, copies of such reports are furnished to CSC.

(2) Information contained in previously conducted applicant-type investigations is utilized by the Bureau in conducting current investigations and it is often not necessary to duplicate prior investigation since available reports can be disseminated.

(3) We would have no knowledge of dissemination of reports. If these files are destroyed, then the only record as to dissemination made of them would likewise be destroyed. Destruction of these records would eliminate any possible evidence the Bureau had properly fulfilled its obligation to furnish available information to interested agencies.

(4) The suggestion raises the issue as to who will be responsible for deciding that a given case does not contain derogatory and/or disloyal allegations. What would appear to be trivial material at this time could very well be a highly pertinent fact in a future investigation.

CDC:lmc

Memorandum to Mr. McGuire
Re: DESTRUCTION OF BUREAU APPLICANT PERSONNEL FILES

SPECIAL INQUIRY SECTION

ADDENDUM OF INVESTIGATIVE DIVISION

December 1, 1959

The Investigative Division concurs with the recommendation for the destruction of Bureau Applicant files, over ten years old, where investigation was conducted but nothing derogatory developed.

Occasionally we receive a request from another governmental agency to conduct an applicant-type investigation of an individual who has previously been investigated as a Bureau applicant. These situations fall into two categories:

(1) Where the individual was hired by the Bureau
(2) Where the individual was not hired

In category 1, the other governmental agency is usually furnished with a summary memorandum reflecting the individual's Bureau service and the investigation is brought up to date from the date of the termination of Bureau service. In category 2, the old Bureau applicant file is reviewed. If the reports are suitable for dissemination they are furnished to the requesting agency and the field brings the investigation up to date. If the reports are not suitable for dissemination the field incorporates the results of the prior investigation in the current reports and brings the investigation up to date. In dealing with the instant suggestion we are concerned only with cases in category 2.

Due to the infrequency wherein we receive requests in category 2, it is felt that if the index cards (which are to be maintained) contain sufficient identifying data, there is no objection to the destruction of such files. We would pick up the index card on our search at the Seat of Government. When ordering the current applicant case, all field offices involved would be advised that Bureau files reflect a prior Bureau applicant investigation. They would be instructed to review their files in the prior investigation and bring the current investigation up to date. They would also be instructed to incorporate the results of the prior investigation in the current reports. Since the suggestion proposes only for the destruction of such files at the Seat of Government and not in the field, there would not be any duplication of the previous investigation.

SFC:kkn

This was based on memo for Executive Conf discussion 11/25/59 wherein Adm. Division heretofore expressed a favorable reaction. I am now advised there is a need for the reports. see memo 12/28/59 favoring retention 12/28 JK

See Addendum of Employees Security Section, page 6.

Memorandum to Mr. McGuire
Re: DESTRUCTION OF BUREAU APPLICANT
PERSONNEL FILES

12/28/59

ADDENDUM OF SPECIAL INQUIRY SECTION, INVESTIGATION DIVISION

The Special Inquiry Section has given consideration to the proposal to destroy Bureau applicant files over ten years old in which investigation has developed nothing derogatory. Many people seek other Government employment and are investigated by either the Civil Service Commission or the FBI and consequently, the reports in these files will be significant. They can be utilized for dissemination purposes and, of course, the information would be of interest to the other Government agency, even though it was not derogatory.

The Special Inquiry Section could function without these files, but they do have some value, particularly if the FBI was called upon to bring up to date the old investigation.

The Special Inquiry Section concurs with the comments of the Employees Security Section and would, therefore, prefer not to have the files destroyed.

GCC:fil

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/plc

TO : THE DIRECTOR

DATE: December 28, 1959

FROM : THE EXECUTIVES CONFERENCE

DESTRUCTION OF BUREAU RECORDS - GENL.

SUBJECT: ~~DESTRUCTION OF BUREAU APPLICANT PERSONNEL FILES TEN YEARS OLD~~

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

The Executives Conference of 12-21-59, consisting of Messrs. Mohr, Trotter, Tamm, Parsons, DeLoach, McGuire, Belmont, Rosen, and Clayton, was advised by Mr. McGuire that on June 16, 1955, the Bureau approved destruction of Bureau applicant personnel files over ten years old wherein no investigation was conducted and no derogatory information was reflected therein. A suggestion by Mr. W. G. Eames of the Files and Communications Division has been made proposing the destruction program be expanded to include Bureau applicant personnel files over ten years old wherein investigations have been conducted but no derogatory information developed. If this proposal is approved, approximately 14,781 files could be destroyed now and an additional number each year hereafter. No Archival authority is necessary since files of this type throughout Government service are on general schedule permitting destruction.

The Conference was advised that the Domestic Intelligence Division had no objection provided the index cards relating to the files to be destroyed are retained and that the cards reveal the name, birth date, and birth place, together with a notation as to the date the applicant-type investigation was completed and the fact no derogatory information was developed. Mr. Belmont concurred that this was the view of his division as the index cards so prepared would enable the Bureau to know that an applicant was investigated and no derogatory information developed in case any question arises at some future date. He stated no inconsistency would develop on future name check requests received on a person on whom dissemination had previously been made as the form would be sent back with a notation "no derogatory information developed in previous investigation."

Mr. Mohr advised that as a matter of theory he felt all investigation of personnel applicants should be kept as there might arise at some future date need to disseminate even nonderogatory information to the Civil Service Commission (CSC) or elsewhere. He advised Civil Service had an index card on each investigation of personnel we ordered and at some future date might

57 FEB 4 1960

1-Mr. Parsons
1-Mr. Clayton
1-Mr. Belmont (detached)
1-Mr. Mohr (detached)
1-Mr. Rosen (detached)
JJM:jmr
(9)

REC- 96 66-3286-8

#139

11 DEC 31 1959

THREE

TWO

request copies of any investigative report. (This refers to Standard Form 79, two copies of which are furnished by the Bureau to CSC on each applicant investigation ordered. This form was adopted by CSC in 1953 on the basis of Executive Order 10450 dated 4-27-53 covering security of Government employees and is not involved in old Bureau applicant cases now ten years old. Civil Service now has pending before Archives, according to Hardy Allen of CSC, a request to destroy after 90 days all applicant records of CSC on persons not hired. We do not know, however, if the CSC index of Form 79's is included.) Mr. Mohr also pointed out that if original copies were destroyed at the Bureau, copies of these reports in the field might at some future time also be authorized for destruction and, further, that no criteria are indicated as to what is to be considered nonderogatory, nor who is to decide what is a favorable investigation or who is qualified to make such a decision. Since the Bureau is origin in Bureau applicant cases, destruction of old investigations at Bureau would be decentralization and records remaining would be spread in numerous field files. Mr. Mohr also felt there might be criticism if favorable investigations are purged on old cases, yet unfavorable files retained. Microfilming would not serve any useful purpose as there would be nothing to disseminate if the files were destroyed and all we had were microfilm copies.

The Investigative Division favors retention of these reports as the Employees Security Section, when requested by CSC for a name check, furnishes all pertinent information in Bureau files to CSC, including old applicant-type cases. Also, such old reports are used in current investigations making duplication of old reports unnecessary and, further, if destroyed these records would make it impossible for the Bureau to properly prove it fulfilled its obligation to furnish available information to interested agencies. Additionally, the Investigative Division feels what may now be considered trivial information could be highly pertinent in a future investigation. The Special Inquiry Section feels while it could function without these files, that such files have value if the FBI is called upon at some future date to bring old investigations up to date.

The majority of the Conference, consisting of Messrs. Mohr, Trotter, Tamm, Parsons Rosen, Clayton, and DeLoach opposed adoption of Mr. Eames' suggestion on the basis that all investigations of personnel should be kept regardless of the reasons why they were not hired.

(over)

Executives Conference Memorandum
Re: Destruction of Bureau Applicant Personnel Files Ten Years Old

The minority, consisting of Messrs. McGuire and Belmont, favored the destruction of investigative files on Bureau applicants where no derogatory information was developed on the basis that little use is ever made of this information and that if a person ever reapplied in view of the length of time since the earlier investigation the applicant would have to be investigated again up to date.

Respectfully,
For the Conference

V.

Clyde Tolson

EBC
12/28

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: January 11, 1960

FROM : Mr. Malone

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/RTE

Tolson
Belmont
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McGuire
Mohr
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Rosen
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Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTIONS #394-60
400-60

SUBMITTED BY MISS [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION

SUGGESTIONS: 1. That the Correlation Unit be granted authority to purge names appearing on visit request forms from the Government Purchasing Commission of the Union of Soviet Socialist Republics. (This file contains 113 sections.)

2. That authority be given to Records Branch to destroy Transcript of Record on Richmond, Virginia, Police Department.

CURRENT PRACTICE: Rules in the Files and Communications Division do not grant authority for the purging of such material

With regard to the purging of names appearing on visit request forms, the name of the applicant applying for admission to the United States to visit various manufacturing plants is generally listed with one or two initials and the last name and no further identifying information. The Files and Communications Division is in favor of adopting this suggestion since there is no information in this file to identify these individuals. By eliminating these cards from the indices it will save time in referring to these names in searches. The Domestic Intelligence Division is opposed to the adoption of this suggestion because the form does indicate that an individual of that name was in the United States on the dates indicated. The form also lists the type of identification utilized by the individual which in many instances are State Department identification cards. From an investigative standpoint the potential of the names being indexed on these forms in assisting to identify former, current, or future Soviet intelligence agents is too great to permit the purging of the indices.

With respect to Miss [redacted] proposal to destroy Transcript of Record on Richmond, Virginia, Police Department, the Files and Communications Division is in favor of the destruction of these fingerprint records because the originals are maintained in the Identification Division. This file occupies approximately one and three-fourths drawers and contains mainly copies of identification records and transients. The submission of these reports was discontinued in September, 1943. The Identification Division has no objection to

RWB:mgj
(2)
1-Personnel file Miss [redacted]

EX-102 REC-58 66-3286-862

b6 b7C

20 JAN 28 1960 (direct)

UNRECORDED COPY FILED IN

Destruction of Bureau Property

2 cert copies 1/21/60

2 Encl

04 FEB 1 1960 F140

destroying duplicate transcript because the originals are maintained in the Identification Division Files.

The Training and Inspection Division agrees that the suggestion concerning the destruction of identification records should not be adopted since this is duplicate material, but is opposed to the idea of purging names appearing on visit request forms for reasons indicated by the Domestic Intelligence Division.

Miss [redacted] suggestions were acknowledged by letter dated December 30, 1959.

b6
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RECOMMENDATIONS:

1. That the suggestion with regard to destroying copies of identification records which were prepared prior to 1943, be adopted and that the attached letter of appreciation be sent to Miss [redacted]

Completed By Purge
7/27/61 AM
40 Inches of Mail dest.

2. That the suggestion with regard to purging names appearing on visit request forms not be adopted.

3. That this memorandum be referred to the Files and Communications Division for carrying out the destruction of identification records.

1/14

UNITED STATES GOVERNMENT

Memorandum

TO : MR. BELMONT

FROM : L. B. SHORT

SUBJECT: RECORDS MANAGEMENT
(66-18966)

DATE: January 12, 1960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 FLW/ltc

Destruction of Bureau Property.

RE: SELECTIVE SERVICE ACT (25) GEN
INVESTIGATIVE REPORTS

In connection with our Records Management Program, you will recall that the Executives Conference approved the destruction of nonprosecutive Selective Service Act cases over ten years old in both the Field and the Seat of Government (66-18966-514). Archival authority was not necessary for field implementation of this program and appropriate instructions have been issued to the field. However, it was necessary to request specific authority from Archives for Seat of Government destruction. This has been done (66-18966-507) and we expect final approval for handling at the Seat of Government from the present session of Congress that has just started. 66-19087-34

Collateral to the above, consideration was also given to decreasing the number of copies of investigative reports currently being submitted to the Bureau in Selective Service Act cases. The Investigative Division recommended (66-18966-477XB) that only one copy of all reports (two copies presently required) except Public Law cases (five copies required) and Conscientious Objector cases (two copies required) be submitted to the Bureau with the exception of the closing report which would still necessitate two copies. The Domestic Intelligence Division concurred with this recommendation. The Training and Inspection Division has also concurred with the recommendation and recommended that the Files and Communications Division prepare appropriate instructions (66-18966-470).

There is attached an appropriate manual revision to effect the recommended changes in the number of copies of Selective Service Act reports being submitted to the Bureau.

RECOMMENDATION:

66-3286
NOT RECORDED
199 JAN 22 1960

SEE JAN 21 1960

For referral to the Investigative Division and the Training and Inspection Division for approval of the attached revision relating to the number of reports to be submitted to the Bureau in Selective Service Act cases.

51 JAN 26 1960

66-18966-511
ENCLOSURE

oga information handled per letter d. 3/21/2011

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : W. A. Branigan

1 - Belmont
1 - Branigan
1 - Aull

DATE: December 23, 1959

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Belmont
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McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Holmes
Gandy

SUBJECT: SAMUEL JAMES SOULE
INTERNAL SECURITY - R

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

Classified by SP8BTG/CAL 2-13-90 211847
Declassify on: OADR

~~CONFIDENTIAL~~

By memorandum dated 12/18/59 from Mr. Short to Mr. McGuire, a bulky exhibit (serial 141) in the file on Samuel James Soule, was referred to the Espionage Section for review in order to determine whether the exhibit could be destroyed. (C) [redacted] Copies of this material were made available to the Seattle Office by the Bureau by letter dated 2/28/48. Investigation in this case ultimately showed that money was being transferred out of China by Morris I. Soulevitch, brother of the subject, through religious organizations and, as a result, Samuel James Soule was assessed taxes and penalties by the United States Government in 1953 in the amount of $33,000. Extensive investigation has failed to show any espionage activities insofar as the subject is concerned.

b1

OBSERVATIONS: Destruction of Property - Gen'l

This material has served its purpose insofar as the previous investigation is concerned. Should it become necessary to introduce the material as evidence at any future time, (C) [redacted] in order to establish a proper chain of evidence.

166-3286
NOT RECORDED
133 DEC 30 1959

RECOMMENDATION:

In view of the above, it is recommended that the exhibit be destroyed and that this memorandum be forwarded with the exhibit to the Filing Unit of the ~~Records~~ Branch, Room 1113, Identification Building.

DEC 29 1959

Enclosure

100-347328

WAA:cdl (4)

~~CONFIDENTIAL~~

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

10/10/03 CLASSIFIED BY 60290 BCE/DCG/ym
DECLASSIFY ON: 25X1
As Amended

ORIGINAL FILED IN 100-347328-288

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 Elmore

Info Classified Per Approp Agency Ltr DTD 3-3-86 SP8BTG/CAL 2-13-90 211847 Done 12/29/59

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. McGUIRE

FROM : L. E. SHORT

DATE: DEC 14 1959

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-10-82

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Gandy

SUBJECT: EDWIN WILLIAM DUSEDAU
CENSORSHIP MATTERS
SECURITY MATTER - G

Bulky Exhibit File Number: 100-130527-66

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION: DESTRUCTION OF BUREAU PROPERTY FOE VL

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWW:lb

66-3286-

NOT RECORDED
149 JAN 12 1960

NOT RECORDED
11 JAN 18 1960

ADDENDUM: Domestic Intelligence Division, January 14, 1960

Subject corresponded with mother in Germany through intermediary in Spain. Laboratory exams did not disclose code; subject on interview, explained intermediary was member same stamp club and mail drop used to insure continued contact during war with mother, only living relative. Denied letters had other than open meanings. Department declined prosecution 4/3/45. Exhibits are photographs and Photostats of correspondence, carbons of lab reports and lab worksheets. Laboratory requests worksheets be retained (see pencil notation above). No future value can be attached to other exhibits by Domestic Intelligence Division (DID).

87 JAN 20

RECOMMENDATION:

DID recommends all bulky exhibits, except lab worksheets, be destroyed.

ORIGINAL FILE IN 100-130527

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Parsons

DATE: November 9, 1959

FROM : Mr. Mille

SUBJECT: RECORDS MANAGEMENT Destruction of Bureau Property

Tolson
Belmont
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W.C. Sullivan
Tele. Room
Holloman
Gandy

Re memo from L. E. Short to Mr. McGuire dated 10/28/59, requesting observations of Laboratory Division regarding San Diego suggestion to change period of retention of Form FD 283 (FM Radio Station Log) from the present one year requirement to thirty days.

The Laboratory has previously agreed to the retention of Form FD 283 for a period of one year for various reasons which have since been nullified by the use of other administrative devices. For instance, faulty operation of any part of the FM radio system is now recorded in the equipment maintenance logs rather than in the FM station log. Interference on the Bureau FM radio frequencies is now reported immediately on FD-276 (Radio Interference Report) instead of relying on the station log. Therefore, insofar as the Laboratory is concerned, the San Diego suggestion is acceptable.

The only reason the Laboratory sees for the retention of the FM station log form for a period longer than thirty days would be that the SAC or an Inspector might have occasion to use the log as an administrative check on movements of or instructions given to Agents. This possible use would fall within the realm of the Training and Inspection Division's desires.

ACTION: None. For the information of Training and Inspection Division.

1 - Mr. McGuire (Attention: Mr. Short)
1 - Training and Inspection Division

DFA:PCC
(6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED 8-10-82 BY SP4EW/ptc

66-3286-
NOT RECORDED
10 JAN 19 1960

ADDENDUM: AJB:PCC. It is noted that the Training and Inspection Division may wish to obtain the views of the Investigative and Domestic Intelligence Divisions as to any necessity for retaining logs containing information pertaining to activities in major cases for a longer period of time.

Memo W.B. Weeks to Mr. Rosen 11/23/59. HAS:jpr (66-18966-520)

10 JAN 18 1960

ORIGINAL COPY FILED IN 66-9981-99

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 10-28-59

FROM : L. E. SHORT

SUBJECT: RECORDS MANAGEMENT
(66-18966)

Destruction - Gen
of Bureau Property

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Belmont
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W.C. Sullivan
Tele. Room
Gandy

Reference is made to SAC Letter 59-43 (C) wherein we requested suggestions to strengthen the Bureau's Records Management Program.

By letter dated 9-28-59, the SAC, San Diego, suggested that the retention period of Form FD-283 (FM Radio Station Log), which is now destroyed after one year, be changed to permit destruction after thirty days.

The Manual of Rules and Regulations, Part II, Section 3, Page 15, Item I-2, authorizes the destruction of this Log on a monthly basis when one year old if of no further value.

RECORDS BRANCH OBSERVATIONS:

The suggestion has merit from a records management standpoint in that it would result in a reduction in the retention period of material presently being retained throughout the field. Inasmuch as the supervision of material relating to FM Radio Stations throughout the field is handled by the Laboratory, this suggestion should be referred to that Division for observations prior to final consideration.

COMMUNICATIONS SECTION HAS NO INTEREST IN THESE LOGS. 10/29

RECOMMENDATIONS:

1. That the observations of the Laboratory Division be secured regarding the above suggestion prior to final consideration.

2. That this suggestion be referred to the Training and Inspection Division for review.

MJM:lgbh
(4)

Memo W. B. Wells to Sullivan & Rosen 11/23/59
HAS: jgw (66-18966-521)

66-3286-19

NOT RECORDED
199 JAN 19 1960

2

ORIGINAL COPY FILED IN 66-18966-99

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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W.C. Sullivan
Tele. Room
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RA

TO : A. H. Belmont

DATE: January 8, 1960

FROM : S. B. Donahoe

SUBJECT: Destruction of Bureau Property
ALIEN ENEMIES DEPORTED FROM LATIN AMERICA
INTERNED IN THE UNITED STATES
ESPIONAGE - GERMANY

Memorandum from Mr. Short to Mr. McGuire dated 11/19/59 requested review of bulky exhibit of serial 561 of captioned file.

This exhibit consists of approximately 353 prints made from negatives furnished with Legat, Guatemala, letter of 6/25/45 (serial 538) which contained biographical information and photographs of German deportees and repatriates made available by the Guardia Civil of Guatemala City. All of the information contained therein is in the Spanish language and no translation has been made.

Copies of these negatives were made at the request of Legat, Guatemala, and furnished to him and to ONI, Washington, D. C. Memorandum of Mr. Carson to Mr. Ladd dated 9/10/45 forwarded this exhibit to the Records Section to index each name which was done noting, however, that the information contained in these prints was largely a duplication of information which had previously been secured. In view of this no foreseeable use of this exhibit is seen if retained, and there is no reasonable possibility destruction would eliminate from our files data to which we might have to refer to in the future.

RECOMMENDATION:

That the bulky exhibit of serial 561 of captioned file be destroyed.

64-24184

1 - Belmont
1 - Donahoe
1 - Short
1 - Bell
TIB:sbs
(5)

ALL INFORMATION CONTAINED HEREIN IS CLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-10-82 BY SP4 ELW/rtc

12 JAN 13 1960

66-3286-
NOT RECORDED
128 JAN 14 1960

58 JAN 15 1960

64-24184-1

ORIGINAL FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: January 7, 1960

FROM : S. B. Donahoe

1 - Belmont
1 - Donahoe
1 - Short
1 - Bell

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Tele. Room
Gandy

SUBJECT: HITLER JUGEND (HITLER YOUTH ORGANIZATION)
INTERNAL SECURITY - GERMANY
DESTRUCTION OF BUREAU PROPERTY

Memorandum from Mr. Short to Mr. McGuire dated 12/18/59 requested review of bulky exhibit of serial 35 of captioned file to determine if it should be destroyed or retained.

This exhibit consists of a copy of a book entitled "The Hitler Jugend" (The Hitler Youth Organization) prepared by the Supreme Headquarters Allied Expeditionary Force Evaluation and Dissemination Section, G-2, (Counter Intelligence Subdivision) and is considered a basic handbook on the Hitler youth movement. This book contains information pertaining to the historical background, development, organization, conscription, training, and other phases of this youth movement. This material was made available to Special Agent S. W. Reynolds by Lt. Colonel B. P. Haynes in December, 1944, for possible interest of this Bureau. This book is classified "~~Confidential~~" and bears serial number 84227.

Considerable indexing of the names of leaders and officials of this organization has been made, however, no identifying data regarding them is available. There is no obligation to return this exhibit, and it was furnished to the Bureau for information purposes. No foreseeable use if retained in Bureau files is seen of this exhibit. There is no reasonable possibility destruction would eliminate from our files data to which we might have to refer to in the future.

RECOMMENDATION:

That bulky exhibit of serial 35 of captioned file be destroyed.

100-197219

TIB:sbs
(5)

ORIGINAL FILED IN 100-197219

66-3286
NOT RECORDED
126 JAN 14 1960

16 JAN 13 1960

58 JAN 15 1960

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/pte

4-528

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/ptc

66-3286-863

CHANGED TO

66-19087-33

MAY 9 1961

nt/MB

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

oga information handled per letter d. 5/2/2011

OPTIONAL FORM NO. 10

UNITED STATES G

Memora

SECRET

1/7/03
ASSIFIED BY AUC 60290 BCE/DCG/gmw
DECLASSIFY ON: 25X 1 #03-R0762

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Tele. Room
Ingram
Gandy

TO : Mr. A. H. Belmont

DATE: February 4, 1960

CONFIDENTIAL
WNINTEL

FROM : Mr. S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Kayne

SUBJECT: COMMUNIST PARTY OF SPAIN
SECURITY MATTER - C

Destruction of Bureau Property - Gen.

Reference is made to memorandum from Short to McGuire dated 12/16/59 which recommended that bulky exhibit 100-163705-116 be reviewed and decision rendered as to retention or disposition of material. Bulky consists of submission slips from the U. S. Office of Censorship covering communications during 1942 and 1943 of Antonio Mije Garcia, described as leader of Spanish communists in Mexico, whose name had been placed on the General Watch List. (X) (U)

Antonio Mije Garcia was born in Spain 9/24/05. He was a member of the Spanish Communist Party (PCE) before the establishment of the Spanish Republic and was also a member of the Party Central Committee (PCC) before 1931. He was trained at the Leninist School of the Comintern and was part of Spanish delegation to VII Congress of Communist International. From 1936 to 1937 (during Spanish Civil War) he was PCE representative to War Department. From 1937 until end of the war (1939) he was member of Political Bureau of PCC. At end of the war he went to Mexico and was important director of PCE affairs. In 1946 he went to France where he was member of Politburo of PCE in France. In 1950 he was exiled from France as communist and eventually left France clandestinely for Rumania. In 1953 he reportedly was back in France. In 1954 he reportedly was member of Central Committee of PCE, elected at the 5th Party Congress held in early November, 1954, in Paris, France. In 1955 he reportedly visited USSR. Latest information received concerning Mije

b1

(S) [redacted] was one of three individuals who went to France to institute the "new line" which the Soviets had decided to follow with the Spanish exile groups. At that time, the Foreign Division of the Communist Party of the Soviet Union was renewing its efforts to establish united fronts among various Spanish emigrant groups and within the antiregime underground movements inside Spain. Mije is not of current interest to Bureau. (No main file - approximately 150 references on Mije.)

Done 2/9/60 Bulky material was placed in file and never indexed. There is no indication as to what use this particular material was made by the Bureau; appears to be of no foreseeable use; and no need to return to original source.

RECOMMENDATION:

166-3286-
NOT RECORDED
167 FEB 18 1960

20 FEB 10 1960

It is recommended that bulky exhibit 100-163705 be destroyed.

52 FEB 16

100-163705

AK:gmh (5)

CLASS. BY SP5 ELW/Rlc
REASON-FCIM II, 1-2.2 2.3
DATE OF REVIEW OADR
9/24/82

SECRET

NAT. INT. SEC.

CONFIDENTIAL

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ORIGINAL COPY FILED IN 100-163705-2

Mr. Tamm February 4, 1960

W. D. Griffith

MARTIN KENNETH TYTELL
TYPEWRITING EXPERT
DESTRUCTION OF Useless Property - General

With a letter dated 1/27/60, the New York Office forwarded to the FBI Laboratory six reels of a monitored broadcast over station WOR, New York, from 12:00 M to 5:00 A. M., 1/23/60, in a program billed as "Hiss Case Expert on the Air." On the panel were JULES B. ST. GERMAIN (phonetic) and BEN ISKOWICZ (phonetic), with "LONG JOHN" NEBEL acting as moderator.

The featured guests were introduced as MARTIN KENNETH TYTELL, a document analyst and typewriter expert, a man who sprang to national prominence in 1951 in the ALGER HISS case, and his wife, PEARL TYTELL, a handwriting expert and forgery expert. Both were also featured in an article appearing in the February, 1960, issue of CORONET magazine.

Brash, arrogant, and with a "private eye" complex, 46 year-old MARTIN TYTELL stated he had appeared as an expert in court many times in both civil and criminal cases. About 1951 he spent a year in reconstructing a Woodstock typewriter which duplicated the typing of the Woodstock typewriter used in preparing the so-called Baltimore pumpkin papers in the ALGER HISS case. Only [redacted], a Boston document expert, had the "guts" to confirm his work in this case; everyone else refused to do so because of the hysteria which prevailed at that time. This established, he claimed, that any typewriter can be duplicated, a job he said he could perform in 3 or 4 days provided he had access to the machine itself. He would do this by making casts of the type faces, then he would realign the type bars, and the resulting typewriting would be so well duplicated that the experts could not tell them apart.

MARTIN TYTELL went on to say that he visited all the important crime detection laboratories in the world, including Scotland Yard, the Irish Police, the Post Office Department, and the Veterans Bureau. Of

ORIGINAL FILED IN 100-506875

1 - Bureau file 80-98-2259 (Expert file of MARTIN TYTELL)
1 - Bureau file 80-98-324 (Expert file of [redacted])
1 - Bureau file 100-366875

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DMM:pb
(8)

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166-3286-
NOT RECORDED
126 FEB 10 1960

50 FEB 12 1960

MAIL ROOM TELETYPE UNIT

those in this country, he had special praise for the Veterans Bureau, which he said hired most of its people from the FBI because the FBI does not give civil service status. But the best in the world, he said, is the one at Wiesbaden, West Germany, where they use IBM computers in connection with their typewriting examinations. He plans to go there to write a thesis and to complete his studies in preparation for his doctorate. The FBI Laboratory was never mentioned.

MARTIN TYTELL's enthusiasm carried him so far as to say that he could identify the typist of any document, even if an electric typewriter had been used. The panel was noticeably skeptical of this claim.

PEARL TYTELL stated that she had appeared in court as an expert many times. Most of the questions were directed to her, and she appeared to handle the matter reasonably well. During the interview, members of the panel handed her a series of handwriting tests, but she refused to give a positive answer on the ground that the standards were inadequate. When confronted with the question of why experts sometimes appeared on opposite sides of an issue, she responded that "in many cases there is room for a difference of opinion." She claims to have learned her profession by working with [redacted], and by observing details during the conduct of her practice. b6 b7C

Both stated that they had conducted two courses in document examination in the graduate school of public administration at New York University, for which three credits were allowed. The first such course was given in 1955. Both discussed numerous cases in which they apparently conducted most of the field investigations, too. Except for the HISS case, none was identifiable with any of the Bureau's cases.

The FBI was mentioned in some three instances, but never in a derogatory manner.

The six reels of tape covering this broadcast are in the custody of SA Fred M. Miller who audited them. They will remain in his custody until authority to destroy them is received.

RECOMMENDATION: That the six reels of tape be retained for 60 days, and that they be destroyed after that time.

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MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10

UNITED STATES G[illegible]NT

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Tele. Room
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TO : A. H. Belmont

DATE: January 29, 1960

FROM : S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Kayne

WNINTEL

CONFIDENTIAL

SUBJECT: FRENCH MILITARY MISSION
INTERNAL SECURITY - FRANCE

[illegible] CONTAINED
[illegible] CLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

DECLASSIFIED BY AUC 60290 BCE/DCE
ON 11/7/03

Reference is made to memorandum from Short to McGuire dated 12/18/59 which recommended that bulky exhibit 100-181575-33X be reviewed and decision rendered as to the retention or disposition of material. Bulky consists of two copies each, translated from the French language, of following reports made available in 1945 by [Major Jacques Chevallier, Head of the Counter-Intelligence, French Military Mission, Washington, D. C.:] (S) (U)

"Vichy Correspondence - Far East"
"Vichy Correspondence - American Labor Disturbances and Reactions"
"Vichy Correspondence - Activities in Canada, Central America, Great Britain, Mexico, Panama and South America"
"Vichy Correspondence - [illegible] War and Political Activities" (S) (U)

These reports were obtained unofficially by [Major Chevallier] with the cooperation of the Washington Field Office prior to turning over the old Vichy Chancery to the French representatives in 1945. This correspondence reveals that the Vichy Government was very active in reporting all pertinent information of a military, naval, economic and sociology nature prior to America's entry into World War II and to the breaking of relations between this country and the Vichy Government. [Chevallier] also furnished this material to French Counter-Intelligence in Paris. (S) (U)

The material in the bulky has been indexed. However, there is no indication as to what use this particular material was made by the Bureau; appears to be of no foreseeable use; and no need to return to the original source.

CLASS. W SPHELW/rte 2,3
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 8/24/82 OADR

RECOMMENDATION:

It is recommended that bulky exhibit 100-181575-33X be destroyed.

AK:gmh
(5)

100-181575

66-3286-[illegible]

FEB 12 1960

ENCLOSURE

NOT RECORDED
128 FEB 15 1960

CONFIDENTIAL

ORIGINAL FILED IN

Done 2/12/60

Destruction of Bureau Property

100-181575-33X-1 5/7/44

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : A. H. Belmont

DATE: January 26, 1960

FROM : S. B. Donahoe

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/rtc

SUBJECT: SUGGESTION 349-60
SUBMITTED BY MRS. [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

"Destruction of Bureau Property - General"

Original suggestion in this matter was that foreign language publications presently occupying twenty 5-drawer file cabinets in Publications Section of Filing Unit be destroyed based on fact they were (1) old, (2) in a foreign language, (3) untranslated, (4) not indexed and (5) never called by Agent Supervisors.

In my memo to you 12/22/59 it was pointed out extensive research, title by title, to determine reason for acquisition of this material and necessity for retention would be required to make firm determination as to destruction which would be expensive and time-consuming. It was felt that destruction was warranted based on five conditions itemized above and it was so recommended.

Memo Malone to Mohr 1/21/60 represents final consideration of suggestion and recommends destruction on basis of five conditions noted but with proviso that responsible Agent Supervisor in Domestic Intelligence Division review material prior to destruction.

It appears reasonable to conclude that material was reviewed by responsible Supervisor at time of acquisition and since not translated apparently it was of little use, if any. It is respectfully pointed out that without translation proposed review of this material by a responsible Agent Supervisor would not be practical. These publications include over 130 different types in different languages ranging in date from 1919 to 1955. Any practical review to assure data of value was not destroyed would require summary translations of each publication by Cryptanalysis-Translation Section, subsequent review by number of Agent Supervisors familiar with varied subject matters and extensive tracing of reasons for acquisition. Much of it was received on unsolicited basis. On the basis of five conditions in suggestion itself, which emanated from and was endorsed by Records Branch, it is not believed expense involved in such a review is justified.

66-3286

RECOMMENDATION: Recommend the provision for individual review be reconsidered by Training and Inspection Division.

1 - Parsons
1 - Tamm
1 - Malone
1 - Belmont
1 - McGuire
1 - Donahoe
SBD:bbr(7)

NOT RECORDED
98 FEB 12 1960

10 FEB 10 1960

2 - Brash

SEE ADDENDUM BY TRAINING AND INSPECTION DIVISION PAGE 2.

(OVER)

ORIGINAL COPY FILED IN 66-8184-97

OPTIONAL FORM NO. 10

UNITED STATES GOVER

Memorandu

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : A. H. Belmont

FROM : S. B. Donahoe

DATE: January 20, 1960

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. McGuire
1 - Mr. Short
1 - Mr. Dunn

CONFIDENTIAL

SUBJECT: SANTIAGO MARZANO
ESPIONAGE - G

Property Destruction of Bureau

Re memorandum Mr. Short to Mr. McGuire dated 11/19/59 which recommended that bulky exhibit 64-29373-39 be reviewed and a decision rendered as to the retention or disposition of the material contained in the above bulky exhibit. It is to be noted that re memo bears notation that "Laboratory has no objection to destroying bulky enclosure (serial 39) except Lab. worksheets should be retained in file."

Above bulky exhibit contains approximately 75 Photostats of letters with Photostats of envelopes in which these letters were mailed. Bulky also contains Lab work sheets on these letters and envelopes. The above Photostats were forwarded to the Bureau by our representative in Buenos Aires, Argentina, in 1944 and 1945 and were obtained by our representative as a result of arrangements made with two confidential informants in Buenos Aires to intercept all mail addressed to Post Office Box 1527 in that city. Above letters are in German and Spanish languages and cover letters transmitting Photostats of these letters to the Bureau contain English translations of portions of some of these letters. They were submitted for cryptographic and document examination by the Laboratory. File reveals that Heinrich G. Homann, managing editor of firm which was closely connected with all Nazi activities in Argentina, was receiving mail through above-mentioned Post Office box in Buenos Aires. Mail was addressed to subject. Bufile in this matter reveals subject was dentist in Buenos Aires and investigation conducted revealed no derogatory information concerning subject. Homann became fugitive from justice in Argentina subsequent to his being up for deportation from that country. (S) (U)

Above Photostats not indexed. There is no foreseeable use for them if retained and no reasonable possibility that their destruction will eliminate from Bufiles data to which we might have to refer in future.

ORIGINAL COPY FILED IN 64-29373-40

166-3286
NOT RECORDED
199 FEB 3 1960

CLASS. BY SPSELW/ntc
REASON-FCIM II, 1-2.4.2 2, 3
DATE OF REVIEW OADR 8/25/82

16 FEB 2 1960

JJD:bwd
(6)
64-29373

F 206

CONFIDENTIAL

NAT. INT. SEC.

9 FEB 9 1960

DECLASSIFIED BY AUC 60290 BCE/DCB/gmc
ON 10/10/03

Memorandum S. B. Donahoe to A. H. Belmont
Re: SANTIAGO MARZANO
Bufile 64-29373

CONFIDENTIAL

RECOMMENDATION:

That Photostats in above-mentioned bulky exhibit be destroyed and that Lab work sheets contained therein be retained.

CONFIDENTIAL

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: JAN 29 1960

Tolson
Belmont
DeLoach
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Rosen
Tamm
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W.C. Sullivan
Tele. Room
Holloman
Gandy

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - CONFIDENTIAL
INTERNATIONAL LITERATURE
SECURITY MATTER - C

Bulky Exhibit File Number: 100-352562-20

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JMM:lxb

Done 2/4/60

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/rtc

NOT RECORDED
149 FEB 5 1960

NOT RECORDED
24 FEB 4 1960

SEE ADDENDUM, PAGE TWO

MAR 1 1974

ORIGINAL FILED IN 100-352562-87

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION February 3, 1944

This bulky exhibit consists of two rolls of microfilm taken in 1944 at the New York Public Library of certain copies of "International Literature," a Russian publication. The film covers 38 issues of the magazine during the period 1934-42.

A check with the Publications Section, Records Division, discloses that they are maintaining in their files prints of the microfilm with respect to all issues which were photographed at the New York Public Library. No prosecutive action involved or contemplated.

RECOMMENDATION:

Inasmuch as photographs of these issues of "International Literature" are on file in the Publications Section, which fact is indicated on the pertinent serial on the Bureau file, it is recommended the microfilm being retained as bulky exhibit 100-232562 serial 20, be destroyed.

PWD: ras

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. S. B. Donahoe

DATE: January 21, 1960

FROM : Mr. D.F.X. Callahan

SUBJECT: DR. FRANZ ERNST PAUL FIEDLER
DENATURALIZATION PROCEEDINGS - G
DESTRUCTION OF BUREAU PROPERTY

Memorandum Short to McGuire 1-11-60 referred bulky exhibit 100-35806-147 to this Division for review and disposition. Exhibit consists of 3 sets of photographic copies of voluminous miscellaneous personal and business papers, correspondence with relatives, attorneys and stockbrokers, income tax returns, address books, working notes on chemical formulas, proposed wills and burial instructions, pages from foreign language dictionaries, certificates of service in German army prior to and during World War I, and similar material, a great deal of which is in the German language. Material was obtained during investigation and eventual arrest of subject 5-3-43, and submitted to Bureau Laboratory for translation and comparison in connection with handwriting and typewriting examination. Original data was returned to Pittsburgh Office for possible use in subject's trial. At trial on sedition charges 6-1-43, subject pled guilty, was sentenced to 10 years in prison, fined $5,000, and the case was closed 8-25-44.

RECOMMENDATION:

There is no foreseeable value to this material and no future use can be anticipated. It is recommended that this entire bulky exhibit be destroyed. The Laboratory agrees with this disposition.

Done 2/1/60 gbe

100-35806

DFXC:llg
1 - Donahoe
1 - Callahan
(3)

ENCLOSURE

F207

62 FEB 9 1960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/ste

24 FEB 3 1960

66-32586

NOT RECORDED
126 FEB 4 1960

ORIGINAL FILED IN 100-35806-150

OPTIONAL FORM NO. 10

UNITED STATES GOVE

Memorandum

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W.C. Sullivan
Tele. Room
Ingram
Grady

TO : A. H. Belmont

DATE: January 20, 1960

FROM : S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. McGuire
1 - Mr. Short
1 - Mr. Dunn

SUBJECT: E. LUTHI-FRASCOLLI
ESPIONAGE - G

Destruction of Bureau Property

Re memo Mr. Short to Mr. McGuire, 12/14/59, which recommended that bulky exhibit 100-157268-30 be reviewed and a decision rendered as to the retention or disposition of this bulky exhibit.

It is to be noted that the above bulky has been reviewed by the Laboratory and the Laboratory noted on re memorandum, "Laboratory has no objection to destruction of bulky exhibit (serial 30) except Laboratory worksheets which should be retained in file."

Above bulky contains Photostats of approximately 50 letters and Laboratory work sheets pertaining thereto. Letters are in English, French, and German languages. They were not indexed and examination of letters in English language indicates that they deal with business transactions. The above letters were directed from addresses in Venezuela and Argentina to Berne, Switzerland, and vice versa. File in this matter indicates address in Switzerland to which majority of above letters were directed was "drop" utilized by Germans. b7D

Majority of above Photostats were received from Office of Censorship, Washington, D. C., in 1944 and 1945 for examination by Lab. Bulky also contains Photostats of material received from [redacted] which material was returned to [redacted] after examination by Lab.

It is not believed that the above Photostats would be utilized in the future nor is there any reasonable possibility that destruction of these Photostats would eliminate any material from our files to which we might have to refer at future date. As noted above, Photostats not indexed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rks

RECOMMENDATION:

That Photostats in above bulky exhibit be destroyed and that Laboratory work sheets contained in bulky be maintained.

JJD:bwd
(6)
100-157268

58 FEB 9 1960

166-3286-
NOT RECORDED
128 FEB. 3 1960

FEB 1 1960

MAIL ROOM

100-157268-31

ORIGINAL FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE DATE 03-15-2011

Tolson
Mohr
Parsons
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Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

Memorandum

~~CLASSIFIED BY AUC 65179 BCE/DCB/kmw 8/27/03~~
~~DECLASSIFY ON: 25X 1-6~~
~~AS AMENDED~~

TO : Mr. A. H. Belmont

DATE: January 19, 1960

FROM : Mr. S. B. Donahoe

~~CONFIDENTIAL~~

Mr. Belmont
1 - Mr. Donahoe
1 - Short

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

SUBJECT: MIGUEL VIDAL GUARDIOLA
ESPIONAGE - SPAIN

O Destruction of Bureau Property - General

Reference is made to memorandum from Short to McGuire 12/18/59 which recommended that bulky exhibit 100-198702-36 be reviewed and decision rendered as to retention or disposition of material. Bulky consists of Photostat of case history prepared by Censorship, Miami, Florida, relating to subject, including resume of his activities from time of birth (1887) to 1943, and brief biographical sketches of associates, furnished Bureau 1944. The names contained in this case history have been indexed.

Subject born Barcelona, Spain, 11/3/87; studied political economy at University of Berlin; received Doctor of Law Degree at University of Madrid in 1910. He arrived in U.S. for permanent residence 10/12/43. He was described as internationally prominent businessman having wide circle of contacts in government, business and cultural fields and was renowned authority on subject of economics. He professed to be anti-fascist, but allegations had been made that he supported Franco during Spanish Civil War; however, as of 1944 he reportedly was in favor of restoration of monarchy. [redacted] advised that in 1940 subject was reported to have worked with Germans in Barcelona for several years although he cooperated with [redacted] in 1941 and had often been source of useful information to [redacted] was ostensibly favorable to Allied cause and not pro-Franco; however, he was characterized as very clever individual and somewhat of intriguer. When subject was interviewed at Miami before Security Panel Board in October, 1943, he denied Falangist sympathies although he admitted an acquaintanceship with Franco. He further stated he was never active politically with Franco nor had he ever advised him concerning economics or financial matters. Subject was interviewed by Bureau 1944 at which time he advised he was member of moderate liberal party in Spain, that he had represented this party in Parliament from 1931 until 1936, fled from Spain at outbreak of Spanish Civil War and claimed to be no longer active in Spanish politics. Case closed since 1944.

b7D

There is no indication as to what use this particular material was made by Bureau; it appears to be of no foreseeable use; and no need to return to Censorship, the original source.

Classified by 25X1 E.W. Pete
Declassify on: OADR 6/27/83

RECORDED
2 FEB 1 1960

RECOMMENDATION:

It is recommended that bulky exhibit 100-198702-36 be destroyed.

166-3286-
NOT RECORDED
46 FEB 3 1960

AK:sen (5)
100-198702

58 FEB 9 1960

~~CONFIDENTIAL~~

NAT. INT. SECT.

ORIGINAL COPY FILED IN 100-198702-47

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

TO : S. B. Donahoe

DATE: January 12, 1960

FROM : A. R. Jones

SUBJECT: GEORGE J. RUCHERT, was.
ALIEN ENEMY CONTROL - GERMANY
Destruction of Bureau Property

By memo Short to McGuire dated December 18, 1959, it was requested that bulky exhibit 100-181338-30 be reviewed for determination as to disposition or retention. Investigation of this case instituted February, 1943, on info that subject was attempting to recruit persons for purpose of assassinating prominent Jews in American public life, some of whom being Governor Herbert Lehman, Justice Felix Frankfurter and Mayor LaGuardia (sic). Subject was interned as enemy alien on August 8, 1944, and was released December 5, 1945, at direction of AG. This exhibit is a booklet prepared by FBI Laboratory consisting of Photostats of anonymous letters and cards written by subject to prominent individuals containing anti-Semitic statements and threats to harm the recipients. It was used as a ready reference for Lab and was not indexed and Lab recommends its destruction. The original evidence is retained in files of Lab.

66-3286 -
NOT RECORDED
47 FEB 3 1960

RECOMMENDATION:

Since there appears to be no foreseeable use for this exhibit, if retained, and since there appears to be no reasonable possibility that destruction will eliminate from our files data to which we might have to refer in the future, it is recommended that the bulky exhibit to serial 30 of this file be destroyed.

100-181338

1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Jones

ARJ:twjw
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/pte

24 FEB 1 1960

NAT. INT. SEC.

58 FEB 9 1960

ORIGINAL COPY FILED IN 100-181338-88

UNITED STATES GO

Memoran

TO : A. H. Belmont

DATE: 1/21/60

FROM : S. D. Donahoe

1 = Belmont
1 = Donahoe
1 = Mohr
1 = Wacks

SUBJECT: INSTITUTE OF PACIFIC RELATIONS (IPR)
ESPIONAGE - R

Memorandum Short to Mc Guire 1/11/60 requested bulky exhibit to serial 825 of this file be reviewed and a decision rendered as to its retention or disposition. This bulky exhibit consists of 261 Photostats of IPR documents, the originals of which were loaned to us by the McCarran Committee in 1951. After Photostats were made, the originals were returned to the Committee. A review of these documents indicated that we had previously received copies of them as a result of our review of IPR documents conducted during May and June of 1950 at the home of [redacted] Lee, Massachusetts. No use was made of these Photostats in 1951 or since, and there appears no logical reason for their retention. They are not indexed, and their destruction would not eliminate from our files information to which we might have to refer in the future. In this regard it is noted that they are duplicates of documents already in file.

b6
b7C

RECOMMENDATION:

The bulky exhibit to serial 825 of this file should be destroyed.

100-64700

JFH:prg
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/pte

166-3286-
NOT RECORDED
141 FEB 9 1960

ENCLOSURE

FEB 18 1960

ORIGINAL COPY FILED IN 100-64700-1854

Destruction of Bureau Property - Done 2/5/60

~~SECRET~~

oga information handled per letter d. 3/21/2011

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

b6
b7C

FROM : G. D. Eanes

~~Information Remains Classified Due to Equity of Agency's Interest~~ Letter Dtd 3-3-86 Subject: Classified 211,849

8/24/82 CLASS. BY SP5ELW/rte
REASON: E.O. 11, 1-2.4.2 2,3
DATE OF REVIEW OADR

SUBJECT: ESPIONAGE SECURITY - R

WNINTEL

O Destruction of Bureau Records - general

Memorandum from Mr. Shore to Mr. Bishop dated 12/10/59 requested review of bulky exhibit to serial six of captioned file to determine if it should be retained or destroyed.

(S) b1

[redacted]

CLASSIFIED BY Auc (60340 BCE/DCG/gmc
DECLASSIFY ON: 25X1, 6 ~~AS AMENDED~~

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

66-3286
NOT RECORDED
46 JAN 25 1960

ORIGINAL COPY FILED IN 100-16274-90

~~SECRET~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

oga information handled per letter d. 3/21/2011

Office Memorandum • UNITED STATES G

TO : A. H. Belmont

DATE: January 6, 1960

1 - Belmont
1 - Donahoe
1 - Short
1 - Kayne

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

FROM : ~~CONFIDENTIAL~~ B. Donahoe

~~Information is classified~~ ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/tc
~~Per letter Agency ltr dtd 8-3-82 SP8BTJ/CL 5-11-88 # 211,847~~

SUBJECT: REPATRIATION OF SPANISH PRISONERS OF WAR FROM RUSSIA
ESPIONAGE - R - SPAIN

(C) DESTRUCTION OF BUREAU PROPERTY

Reference is made to memorandum from Mr. Short to Mr. McGuire dated 12/8/59 under caption [redacted] IS - SPAIN (C) nd R" which recommended that bulky exhibit 65-62599-47 be reviewed and decision rendered as to retention or disposition of the material.

[redacted]

In connection with captioned matter Legat, Madrid, had been instructed 8/29/56 that prior to furnishing any additional information of a similar nature, he should carefully review the information to (C) determine if it was of interest to the Bureau. Legat, Madrid, had been forwarding to the Bureau [redacted] on individuals repatriated from Russia to Spain. The documents were in the (C) Spanish language. It was noted that it did not appear economically feasible to translate documents at the Bureau and appeared to be duplication (C) of effort [redacted] b1

(C) [redacted] Legat, Madrid, has been instructed (C) that it is imperative that he maintain very close liaison [redacted] with [redacted] to be furnished data regarding any repatriate (C) who migrates to the United States, or who attempts to migrate to the United States, and to be alert for data indicating that any repatriate b1 b7D is currently in the United States, and that such information should be (C) promptly furnished to the Bureau.

66-3286-
NOT RECORDED
126 JAN 14 1960

(C) There is no indication as to what use this particular material was made by the Bureau; appears to be of no foreseeable use [redacted]

RECOMMENDATION:

~~Classified by SP8BTJ/CL 5-11-88 211847~~ ~~CONFIDENTIAL~~

It is recommended that bulky exhibit 65-62599-47 be destroyed.

65-62599

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

AK:sbs (5)

Done 1/12/60

10/10/03 CLASSIFIED BY Auc 60290 BCG/bcg/jmw
DECLASSIFY ON: 25X 1, 6
As Amended

MAIL INT. SEC.

~~CONFIDENTIAL~~

ORIGINAL FILED IN 65-62599-167

oga information handled per letter d. 3/21/2011

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: January 6, 1960

1 - Belmont
1 - Donahoe
1 - Short
1 - Kayne

Tolson
Belmont
Mohr
McGuire
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

CONFIDENTIAL

FROM : S. B. Donahoe

Classified by SP8BTJ/CAL
Declassification: OADR 5-11-88
211,847

INFORMATION IS CLASSIFIED PER Agency Ltr. dtd. 3-3-88 SP8BTJ/CAL 5-11-88 211847

SUBJECT: REPATRIATION OF SPANISH PRISONERS OF WAR FROM RUSSIA
ESPIONAGE - R - SPAIN
DESTRUCTION OF BUREAU RECORDS - GENL

(C) Reference is made to memorandum from Mr. Short to Mr. McGuire dated 12/8/59 under caption "[redacted], IS - SPAIN and R", which recommended that bulky exhibit 65-62599-21 be reviewed and a decision rendered as to retention or disposition of the material. The bulky consists of five volumes [redacted] b1

(C) [redacted]

(C) [redacted] Legat, Madrid, has been instructed that it is imperative that he maintain very close liaison [redacted] wit[redacted] to be furnished data regarding any repatriate who migrates to the United States, or who attempts to migrate to the United States, and to be alert for data indicating that any repatriate is currently in the United States, and that such information should be promptly furnished to the Bureau. b1 b7D

(C) [redacted] A summary translation was prepared of this material and is contained in the case file on captioned matter, fully indexed. There is no indication as to what use this bulky material was made by the Bureau; appears to be of no foreseeable use. [redacted]

RECOMMENDATION:

(C) It is recommended that bulky exhibit 65-62599-21 be destroyed. b1

8-10-82 SP4ELW/ke

65-62599

AK:sbs
(5)

ENCLOSURE

66-32896

NOT RECORDED
14 JAN 14 1960

JAN 13 1960

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

CONFIDENTIAL

ORIGINAL COPY FILED IN

DECLASSIFIED BY Axe 66-32896-BCE/D 25X-1-6 As Amended 10/10/23

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-11-2011

oga information handled per letter d. 3/21/2011

STANDARD FORM NO. 64

Office Memorandum

UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : S. B. Donahoe

DATE: January 6, 1960

~~CLASSIFIED BY 60290~~ BCE/DCB/ymw
~~DECLASSIFY ON: 25X1,6~~
AS AMENDED

1 - Belmont
1 - Donahoe
1 - Short
1 - Kayne

~~CONFIDENTIAL~~

~~INFORMATION IS Classified per~~
~~Ltr dtd 3-3-86~~
~~SP8B3/CAL 5-11-88 2H 847~~

SUBJECT: REPATRIATION OF SPANISH PRISONERS OF WAR FROM RUSSIA
ESPIONAGE - R - SPAIN

DESTRUCTION OF BUREAU RECORDS - GENL

(C) Reference is made to memorandum from Mr. Short to [redacted] IS - SPAIN b1
Mr. McGuire dated 12/8/59 under caption [redacted]
and R" which recommended that bulky exhibit 65-62599-32 be reviewed and a decision rendered as to retention or disposition of the material.

[redacted]

(C) Subsequently, in connection with captioned matter, Bureau instructed Legat, Madrid, 8/29/56 that prior to furnishing any additional information of a similar nature, he should carefully review the information to determine if it was of interest to the Bureau. b1

(C) Legat, Madrid, had been forwarding to the Bureau [redacted]

(C) [redacted] It was noted that [redacted] at the

(C) it did not appear economically feasible [redacted] Bureau and appeared to be duplication of effort [redacted]

(C) [redacted]

(C) [redacted]

(C) [redacted] Legat, Madrid, has been instructed [redacted] that it is imperative that he maintain very close liaison [redacted] to be furnished data regarding any repatriate who migrates to the United States, or who attempts to migrate to the United States, and to be alert for data indicating that any repatriate is currently in the United States, and that such information should be promptly furnished to the Bureau. b1 b7D

66-3286

(C) There is no indication as to what use this particular material was made by the Bureau; appears to be of no foreseeable use [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/RC

NOT RECORDED
145 JAN 14 1960

RECOMMENDATION:

57 JAN 18 1960

It is recommended that bulky 65-62599-32 be destroyed.

65-62599-32
ENCLOSURE
WK:sbs
(5)

1 - 211847

5-11-88/JW/pr

oga information handled per letter d. 3/21/2011

UNITED STATES GOVERNMENT

Office Memorandum

TO : A. H. Belmont

DATE: January 5, 1960

CONFIDENTIAL

FROM : S. B. Donahoe

1 - Belmont
1 - Donahoe
1 - Kayne
1 - Short

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 AWL/pfb

Information is Classified Per Approved Agency Tets 11-99 211842 3-3-11 SP2B JSC/pfb

Tolson
Belmont
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Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holmes
Gandy

SUBJECT: REPATRIATION OF SPANISH PRISONERS OF WAR FROM RUSSIA
ESPIONAGE - R - SPAIN

(C) DESTRUCTION OF BUREAU RECORDS - GENL

b1

(C) Reference is made to memorandum from Mr. Short to [redacted] IS - Spain & McGuire dated 12/8/59 under caption [redacted] which recommended that bulky exhibit 65-62599-12 be reviewed and a decision rendered as to retention or disposition of the material [redacted]

By letter dated 9/22/54 the Bureau advised Legat, Madrid, that no information identifiable with these thirty individuals was contained in Bureau files other than information previously submitted by him. He was advised that the Bureau did not desire that he send additional [redacted]

(C) (C) Legat, Madrid, had been forwarding to the Bureau [redacted] It was noted that [redacted] at the

b1

(C) t did not appear economically feasible [redacted] ureau and appeared to be duplication of effort [redacted]

(C) [redacted]

Legat, Madrid, has been instructed [redacted] is imperative that he maintain very close liaison [redacted] with [redacted] to be furnished data regarding any repatriate

(C) ho migrates to the United States, or who attempts to migrate to the United

(C) tates, and to be alert for data indicating that any repatriate is currently in the United States, and that such information should be promptly furnished to the Bureau.

b1
b7D

Classified by SP2BJSC/AC
Declassify on: OADR 5-11-82 211842

(C) (C) There is no indication as to what use this particular material [illegible] to return to [redacted]

CONFIDENTIAL

57 JAN 18 1960

(C) [illegible] that bulky exhibit 65-62599-12 [illegible]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED [illegible]

66-3286

NOT RECORDED
145 JAN 14 1960

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

ORIGINAL COPY FILED IN

DECLASSIFY ON: 10/10/03 AS AMENDED

UNITED STATES GOVERNMENT

Memorandum

TO : W. A. Branigan

DATE: 2/3/50

FROM : L. Whitson

1 - Branigan
1 - Hartley
1 - Whitson

SUBJECT: ABRAHAM HERWITZ
IS - R

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/ste

AGREED(W) 6080 LED/ELW #211847 7-25-84

Bulky Exhibit File Number: 100-337251-14

DESTRUCTION OF BUREAU PROPERTY

This memorandum has been prepared for the purpose of explaining Espionage Section concurrence in disposal of bulky exhibit, Serial 14. This bulky exhibit consists of photographic prints representing documents seized from subject by Travelers' Censorship at Brownsville, Texas, 1/5/45. Documents were examined by the Laboratory for secret writing and cryptographic significance, and handwriting and typewriting were checked against the National Security File without effecting an identification.

Herwitz, a candy salesman from New York whose wife and family resided in Brookline, Massachusetts, had spent considerable time in Mexico with Constancia de la Mora, a Spanish loyalist refugee who was employed by the Soviet Embassy in Mexico City. There were indications that Herwitz had a very personal interest in her. The correspondence obtained by Censorship related primarily to two situations, (1) the difficulties Herwitz had with the other members of his candy firm, Alfred Jurzykowski and Alfred Schenker and (2) correspondence regarding Constancia, who was attempting to get a visa to enter the United States. In this regard, some efforts were being made by a New York communist attorney, Jacob B. Aronoff.

For the completion of the file in this matter, it should be recorded that Aronoff is deceased, De la Mora was killed in an automobile accident in Guatemala in 1950, Alfred Schenker apparently died in the Winter of 1957-1958, and Jurzykowski pleaded guilty in 1957 to an indictment charging him with attempted evasion of [illegible] income taxes and in 1953 was residing in Brazil where he had taken out Brazilian citizenship. There are no current references in Abraham Herwitz in Bureau files; however, it is probable that Abraham Herwitz is dead. His wife's name was shown as Frances Oniell Herwitz of Brookline, Massachusetts, at the time he [illegible] States, 1/5/45.

100-337251-15

66-3286-

LW:skn
(4)

F-201

FEB 4 1950

58 FEB 9 1950

ORIGINAL FILED IN

Memorandum from Mr. Whitson to Mr. Brannigan
Re: Abraham Herwitz

In the case entitled "Lenton Morrill, Departmental Applicant, U.S. District Judge, New Jersey," the report of Special Agent Lawrence J. Quinn dated at Boston [illegible] (77-77424-35) shows that Frances Herwitz, nee Morrill, also known as Mrs. Abraham Herwitz of Brookline, Massachusetts, the sister of the departmental applicant, took over a commodity company in 1954 upon the death of her husband.

RECOMMENDATION:

Since the documents represented by the photographic prints do not have value as evidence and the principals to which they refer are of no further interest to the Bureau, the Laboratory Section has no objection to disposal of this bulky exhibit.

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

FROM : S. E. Donahoe

DATE: 1-6-60

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Wacks

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: JOSEPH WOODROW WEINBERG
IS - R
PERJURY

Memo Short to McGuire 12-22-59 requested bulky exhibit to Serial 255 instant file be reviewed and a decision rendered as to its retention or disposition.

Subject, in testimony before HCUA in May, 1949, advised he had never met Steve Nelson prior to 1949. CIC had previously advised that on 8-17-43 its agents connected with Manhattan Engineer District conducted surveillance on subject and observed him meeting with Nelson, Bernadette Doyle, another Communist Party functionary, and others. We instituted perjury investigation re subject. Pursuant to Department's request San Francisco obtained an enlarged map illustrating routes followed by Nelson and Doyle on the occasion of the 8-17-43 meeting and also showing route taken by Doyle on the occasion of a 9-15-43 meeting with Weinberg. In addition there was transmitted a map showing an area surrounding Doyle's home which was visited by Weinberg 6-10-43. The originals of these maps were sent to Department and Photostats retained in Bufiles. These Photostats comprise bulky exhibit to Serial 255 of instant file. They are not indexed. Since Weinberg was acquitted of perjury charge their appears to be no use for this exhibit if retained and its destruction would not remove from our files information to which we might have to refer in the future.

RECOMMENDATION:

That bulky exhibit to Serial 255 of instant file be destroyed.

JFW:jla
(5)

100-333474

166-3286-
NOT RECORDED
194 JAN 28 1960

15 JAN 27 1960

62 FEB 5 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/ltc

DESTRUCTION OF BUREAU PROPERTY

UNRECORDED COPY FILED IN 100-333474-10

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : A. H. Belmont

DATE: January 28, 1960

FROM : S. B. Donahoe

1 - Belmont
1 - Donahoe
1 - W.D. Stewart

SUBJECT: SICHERHEITSDIENST
ESPIONAGE - G

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/82 BY SP4 ELW/rcs

During World War II the Sicherheitsdienst, known as the S.D., was the Security Service for the German Nazi Party. Originally subject organization was principally concerned with political matters of interest to, or concerning, the Nazi Party and its members; however, the subject organization branched out into the fields of espionage and counterespionage, entering into competition with the Abwehr, the traditional German intelligence service.

In conjunction with the Bureau's SIS program and related responsibilities concerning internal security during World War II, a control file was opened concerning subject organization. This file also encompassed data re other German foreign intelligence organizations and data relating to German internal police matters.

Memo Short to McGuire 1/19/60 requested bulky exhibit to serial 288, instant file, be reviewed for retention or destruction. Bulky exhibit was reviewed by SA W. D. Stewart on 1/26/60.

This bulky consists of memorandums and other correspondence, bearing dates between 5/41 and 11/32 in the German language, found in the personal files of Walter Schellenberg, Commandant of the Reichsicherheitshauptant (RSHA), a German counterespionage group, affiliated with subject organization. The above-mentioned material was forwarded to the Bureau by cover letter 6/8/45 from Frankfurt, Germany, by SA Frederick Ayer, Jr., and it was translated at the Bureau. No obligation to retain material, which was not indexed and was furnished for information. A review of this material fails to reveal any information of an intelligence nature which would now be of any value to the Bureau and its retention in Bufiles would serve no useful purpose. 66-3286-

NOT RECORDED
134 FEB 8 1960

RECOMMENDATION:

That the material contained in bulky exhibit 65-47826-288 be destroyed.

WDS:mst
(4)

11 FEB 2 1960

ENCLOSURE
62 FEB 5 1960

DESTRUCTION OF PERSONAL RECORDS

ORIGINAL COPY FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. A. H. Belmont

DATE: January 22, 1960

FROM : Mr. S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Stewart

SUBJECT: SICHERHEITSDIENST
ESPIONAGE - G

INFORMATION IN ID 4 REMAINS UNCLASSIFIED PER E.O. 12958 SP8 BTS/SCL 4-30-97 211.845

During World War II the Sicherheitsdienst, known as the S.D., was the Security Service for the German Nazi Party. Originally, subject organization was principally concerned with political matters of interest to, or concerning the Nazi Party and its members; however, the subject organization branched out into the fields of espionage and counterespionage, entering into competition with the Abwehr, the traditional German intelligence service.

In conjunction with the Bureau's SIS program and related responsibilities concerning internal security during World War II, a control file was opened concerning subject organization. This file also encompassed data re other German foreign intelligence organizations and data relating to German internal police matters.

Memo Short to McGuire requested bulky exhibit to Serial 385, instant file, be reviewed for retention or destruction. Bulky exhibit was reviewed by SA W. D. Stewart on 1/22/60.

This bulky exhibit consists of one roll of film forwarded to the Bureau for developing via letter 3/20/46 from Legat, London. The film contains photographs of Situation Report Number 8 entitled "AMT VI of the RSHA GRUPP VI C" dated 2/28/46. The film was made available to Legat, London, by the SSU, War Department. Bulet to Legat, London, 4/25/46, Serial 385 of instant file, advised the Legat that above-described film was overexposed and was illegible to a large degree and that the Legat should obtain a legible copy of the above-mentioned Report since this Report seemed to deal with activities of the German Intelligence Service. Legat, London, letter 5/16/46 transmitted a printed copy of the above-described Report which is filed with Legat letter 5/16/46 in instant file, Serial 387.

No obligation to return film which serves no useful purpose in our files. No indexing was done re film.

NOT RECORDED
191 JAN 29 1960

RECOMMENDATION:

That the film contained in bulky exhibit 65-47826-385 be destroyed.

FILED & INDEXED (4) 1960

HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/tdc

ORIGINAL COPY FILED IN 65-47826-415

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : A. H. Belmont

FROM : S. B. Donahoe

DATE: January 20, 1960

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Stewart, W.D.

Tolson
Mohr
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Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4LHW/RC

AGREED(W) 6080 LEO/EFW 7-23-84 #211847

SUBJECT: SICHERHEITSDIENST
ESPIONAGE - G

During World War II the Sicherheitsdienst, known as the S.D., was the Security Service for the German Nazi Party. Originally subject organization was principally concerned with political matters of interest to, or concerning the Nazi Party and its members; however, the subject organization branched out into the fields of espionage and counterespionage, entering into competition with the Abwehr, the traditional German intelligence service.

In conjunction with the Bureau's SIS program and related responsibilities concerning internal security during World War II, a control file was opened concerning subject organization. This file also encompassed data re other German foreign intelligence organizations and data relating to German internal police matters.

Memo Short to McGuire 1-12-60 requested bulky exhibit to serial 25 (Parts I and II), instant file, be reviewed for retention or destruction. This exhibit was reviewed by SA W.D. Stewart on 1-20-60 and found to contain in Parts I and II three rolls of German propaganda film from which two sets of prints were prepared and thirteen books in German relating to such topics as German police law, criminology, international crime, international police cooperation, and the organization of intelligence services. The books and films were obtained by the Legat in Lisbon, Portugal, from the office of Dr. Erich Schroeder, head of the Gestapo in Portugal who worked under the cover of Police Attache in the German Mission prior to its closing. These books and films were furnished Bureau by letter 8-31-45 by Legat, Portugal, for the Bureau's interest. There is no obligation to return the books or films. No indexing was done re these items; they are of no foreseeable use if retained; and nothing of value would be eliminated from our files by their destruction to which we may wish to refer to in the future. The films were forwarded with the idea that they were of no security value but Bureau may wish to use pictures for preparation of exhibits from time to time. Pictures are of a propaganda nature, glorifying the German army and are of no use to Bureau and apparently have never been used by the Bureau.

65-47826-236
WDS:dmd
(4)

ENCLOSURE

166-3286-5
NOT RECORDED
14 JAN 28 1960

16 JAN 27 1960

51 FEB 2 1960

ORIGINAL COPY FILED IN 65-47826-236

Memorandum to Mr. Belmont
Re: SICHERHEITSDIENST
65-47826-236

RECOMMENDATION:

That the films and their prints as well as the thirteen books in the German language re German police matters contained in bulky exhibit 65-47826-236-25 Parts I and II be destroyed.

1/26/60

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Belmont

FROM : Mr. Donahoe

DATE: 1-22-60

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Marshall
1 - Mr. Bell

Tolson
Mohr
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Belmont
Callahan
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Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: ABWEHR - GERMANY

Memorandum Short to McGuire dated 12-4-59 requested review of bulky exhibit of Serial 61 of captioned file to determine if it should be retained or destroyed.

This exhibit consists of 11 folders of Photostats made from 2 rolls of microfilm furnished to the Bureau by Colonel R. L. Hopkins, MIS, who had received them from Captain E. Bondy of G-2, European Theater in December, 1945. This microfilm was given to Laboratory and 2 copies were made of the data contained therein, one copy being retained in Bufiles and the other copy furnished to MIS along with the original microfilm.

These records consist of personal files of former agents of Abwehr Nebenstelle, Bremen and of the files concerning Dr. Paul Kuhner. It is in the German language and no translation of these records has been made nor has the information been indexed.

In view of this, it is believed there is no reasonable possibility its destruction would eliminate from our files data to which we might have to refer in the future. There appears to be no foreseeable use of this exhibit if retained.

RECOMMENDATION:

That bulky exhibit of Serial 61 of instant file be destroyed.

65-37193-232

TJB:jlc:sbs
(6)

66-3286
NOT RECORDED
184 JAN 28 1960

23 JAN 27 1960

NAT. INT. SEC.

ORIGINAL COPY FILED IN 65-37193-232

DESTROYED BY BUREAU PARTY

HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/rte

62 FEB 1 1960

GENERAL SERVICES ADMINISTRATION
UNITED STATES GOVERNMENT

Memorandum

TO : A. H. Belmont

FROM : S. B. Donahoe

DATE: January 20, 1960

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Stewart, W.D.

Tolson
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McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: SICHERHEITSDIENST
ESPIONAGE - G

During World War II the Sicherheitsdienst, known as the S.D., was the Security Service for the German Nazi Party. Originally subject organization was principally concerned with political matters of interest to, or concerning the Nazi Party and its members; however, the subject organization branched out into the fields of espionage and counterespionage, entering into competition with the Abwehr, the traditional German intelligence service.

In conjunction with the Bureau's SIS program and related responsibilities concerning internal security during World War II, a control file was opened concerning subject organization. This file also encompassed data re other German foreign intelligence organizations and data relating to German internal police matters.

Memo Short to McGuire 1-12-60 requested bulky exhibit to serial 107, instant file, be reviewed for retention or destruction. This exhibit was reviewed by SA W.D. Stewart on 1-20-60 and found to contain issues dated in 1943 of the German Criminal Police Journal which is the official publication of the German Criminal Police. The above-referred-to issues are in the German language. They were obtained by SA F.A. Fletcher, Washington, D.C., in April, 1944, from Lt. Col. J. F. Perry, Counterintelligence Branch, G-2. There is no obligation to return this material which was not indexed and which was furnished to the Bureau for its information concerning activities of the German Security Police whose head was also head of captioned organization. At the time this material was furnished the attached Bureau memo recommended "no action." This material is of no foreseeable use if retained. Nothing would be eliminated from our files to which we might have reason to refer to in the future.

RECOMMENDATION:

That the material in exhibit 65-43980-107 be destroyed.

NOT RECORDED
191 JAN 29 1960

W.D. Stewart:jmf
(4)
65-43980

ORIGINAL COPY FILED IN

DECLASSIFIED
E.O. 12356
8-10-82 BY SP4 EHW/ltr

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : A. H. Belmont

DATE: January 19, 1960

FROM : S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Stewart, W.D.

Tolson
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Callahan
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Rosen
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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: SICHERHEITSDIENST
ESPIONAGE - G

CLASSIFIED
DATE 8-10-82 BY SP4 ELW/ptc

Information in #4 Remains Unclassified per Appropriate Agency DTD 4-18-91
SP8TS1CL 4-30-91 21184

During World War II the Sicherheitsdienst, known as the S.D., was the Security Service for the German Nazi Party. Originally subject organization was principally concerned with political matters of interest to, or concerning the Nazi Party and its members; however, the subject organization branched out into the fields of espionage and counterespionage, entering into competition with the Abwehr, the traditional German intelligence service.

In conjunction with the Bureau's SIS program and our responsibilities concerning internal security during World War II, a control file was opened concerning subject organization. This file also encompassed other German foreign intelligence organizations as well.

Memo 1-12-60 Short to McGuire requested bulky exhibit to serial 380, instant file, be reviewed for retention or destruction. Bulky exhibit was reviewed by SA W.D. Stewart on 1-19-69.

100-358286-

NOT RECORDED
16 JAN 27 1960

1. This bulky exhibit consists of two copies of a Weekly Intelligence Summary No. 23 dated 12-20-45, distributed 1-7-46 by Headquarters, United States Forces, European Theater, Office of the Assistant Chief of Staff, G-2. Bulky also ~~contains one roll~~ of film of photographs of the above-mentioned Weekly Intelligence Summary No. 23. This roll of film was developed at the Bureau and the above-mentioned copies of the Weekly Intelligence Summary No. 23 were prepared from it. Bureau received film via letter 1-16-46 from Legat, London, who received film from Lt. Winston M. Scott, SSU, War Department. This intelligence report deals primarily with general economic and political conditions existing within the various zones of occupied Germany during 12-45 and within other European countries for same periods. The report also reveals statistics re the arrests of counterintelligence personnel, SD agents included, for the periods of 3-16-45/11-29-45 and 11-30-45/12-6-45.

2. There is no obligation to return the above-mentioned film.

16 JAN 27 1960

3. The film was sent to the Bureau for general intelligence purposes and it was reviewed for material of specific interest.

1 - ENCLOSURE

Recommend Destruction of Bureau Property

FILED IN 62-117290-379

FEB 3 1960

4. No indexing was done.

5. No foreseeable use if retained.

6. No material contained in this bulky would be referred to at a later date.

7. No memo in file recommending film be retained.

RECOMMENDATION:

That the film and two copies of Weekly Intelligence Summary No. 23 be destroyed since information contained therein is no longer of any value.

WDS

done 1/20/48 WDS

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. A. H. Belmont

DATE: January 19, 1960

FROM : Mr. S. B. Donahoe

1 - Belmont
1 - Donahoe
1 - Short
1 - Laboratory
1 - Kayne

SUBJECT: MANUEL ENVAGUE PENELLA
ESPIONAGE - SPAIN - GERMANY

Destruction of Bureau Property - Gen.

Reference made to memorandum from Short to McGuire dated 12/8/59 which recommended that bulky exhibit 65-47053-83 be reviewed and decision rendered as to retention or disposition of material. Bulky consists of case history on subject prepared by Censorship, Miami, Florida, and furnished to Bureau January, 1943. Case history includes photographs of subject, history of his activities and biographical sketches of his contacts. None of this material indexed. Bulky also contains three sheets of press dispatch, each sheet bearing caption "Agencia EFE Madrid," in foreign language, typewritten and blurry; examined Cryptographic-Document Section of Laboratory. Lab advised no objection to destruction of afore-mentioned material.

Subject, described as Spanish fascist, had been EFE Spanish News Agency correspondent in Guatemala from March, 1942, to October, 1944, when he returned to Spain. Gist of his dispatches had been of such nature that State Department had indicated he ought not to be allowed to continue his journalistic activities in this hemisphere. After his return to Spain, subject advised an Associated Press correspondent in Madrid that he was then (1945) residing with his family in Barcelona Province, Spain, writing a book on life of Adolf Hitler. Since his return to Spain, he had been unable to secure permission from Spanish press authorities to continue his profession as newspaperman. He protested he had always been pro-Allied and when working in Berlin, Germany, as newspaper correspondent, he was able to be of assistance to British and American Embassies there. This has been closed case since 1945.

There is no indication as to what use was made of this particular material by Bureau; appears to have no foreseeable use; and no need to return to Censorship, the original source.

65-47053-84

NOT RECORDED
167 JAN 26 1960

65-

JAN 25 1960

66-3286-

RECOMMENDATION:

It is recommended that bulky exhibit 65-47053-83 be destroyed.

Done 1/26/60

Attached (5)
65-47053

51 FEB 1 1960

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/rte

NOT RECORDED

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. S. B. Donahoe

DATE: January 18, 1960

FROM : Mr. D. F. X. Callahan

CONFIDENTIAL

WHINTEL

SUBJECT: ALEMANIA LIBRE
MEXICO SUBVERSIVE ACTIVITIES - G (S) (U)
Destruction of Bureau Property - Gen.

Bulky exhibit 100-72924-792 submitted for evaluation and possible destruction, consists of 5 Laboratory examinations conducted 1943-1944 of various documents concerning the Free Germany Movement (FGM) (communist) in Latin America submitted by Legats. Cryptanalysis-Translation and Document Sections have no objections to destruction of these enclosures provided Laboratory worksheets are retained. (S) (U)

The documents are as follows: (S) (U)

1. 9-21-43 item. Photographic copies of personal correspondence dated August, 1943, and translations thereof written by individual connected with FGM. Correspondence obtained through mail cover. No significant data noted. (S) (U)

2. 9-18-43 item. Two letters (originals) taken from American Embassy files, Mexico City, submitted as known handwriting specimens of several individuals connected with the FGM. Transmittal letter requested these documents be preserved for return to Embassy if it ever became necessary to do so. (S) (U)

3. 2-10-44 item. Photograph of typewritten letter and envelope of FGM publishing house submitted by Legat, Mexico City. No current significance. (S) (U)

4. 2-14-44 item. Photographic copies of envelope and letter in German language obtained by Legat from confidential source in Mexico City which was written by Guatemalan resident to FGM, Mexico. Of no current pertinence. (S) (U)

5. 5-24-44 item. Photographic copies of envelope and letter in Spanish language submitted by Mexico City for Laboratory examination in connection with investigation of FGM. (S) (U)

~~100-72924~~

DFXC:llg
1 - Donahoe
1 - Callahan
(3)

166-3286-1
NOT RECORDED
167 FEB 1 1960

JAN 29 1960

51 FEB 3 1960

CONFIDENTIAL

DECLASSIFIED BY 1648DKM/lgs
ON 7-31-92
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Tolson
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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

CLASS. BY sp5ewlrac 2.3
REASON FCIM II, 1-2.4.2
DATE OF REVIEW 8/24/92 OADR

ORIGINAL COPY FILED IN 100-72924-792

Memo D.F.X. Callahan to Donahoe
RE: ALEMANIA LIBRE
100-72924

CONFIDENTIAL

RECOMMENDATION:

Since items 1, 3, 4, and 5 are photographic copies, nonevidentiary, not indexed, submitted originally for Laboratory examination to determine if coded writing exists, or as handwriting specimens concerning individual subjects of the FGM investigation which is no longer pertinent, it is recommended these items be destroyed. The restriction relating to the destruction of item 2 is still apparently in effect and this item should be retained. As indicated above, Laboratory worksheets should also be retained. (S) (U)

CONFIDENTIAL

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : S. B. Donahoe

DATE: January 15, 1960

FROM : A. R. Jones

SUBJECT: DR. HERMAN RANKE
ALIEN ENEMY CONTROL - GERMANY

Tolson
Mohr
Parsons
Belmont
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W.C. Sullivan
Tele. Room
Ingram
Gandy

Destruction of Bureau Property -

Memo Short to McGuire dated November 16, requests bulky exhibit 100-477-30 be reviewed for determination as to retention or disposition.

This bulky has been reviewed and consists of photographic copies of letters and notes in German language which were developed by the Bureau from film sent to Bureau from Philadelphia Office, the film having been taken by agents of the Philadelphia Office in connection with the investigation of subject. Copies of the prints, as well as the film, were sent to the Philadelphia Office. This material has never been indexed. The Laboratory conducted an examination of this material and nothing of pertinence was developed. A translation of the prints was made and it was determined that it was correspondence which was chiefly of a personal nature and otherwise completely innocuous.

Subject was a German refugee who lost his position as a professor at Heidelberg University, Heidelberg, Germany, in [illegible] and secured appointment as visiting professor at the University of Pennsylvania and taught there 1938 to 1940. We received info that he may be engaged in espionage; however, our investigation never substantiated this. He was taken into custody as an alien enemy in Philadelphia on December 10, 1941. On [illegible], the AG ordered his parole, which order was [illegible] and the alien enemy was repatriated. If living, subject would be 83 years of age.

[illegible] recommended this exhibit be destroyed. [illegible] Laboratory [illegible]

66-3286-

NOT RECORDED
46 JAN 25 1960

JAN 23 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/ltr

100-477-001 ORIGINAL COPY FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Mason
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

TO : A. H. Belmont

DATE: January 11, 1960

FROM : S. B. Donahoe

1 - Belmont
1 - Donahoe
1 - Parker

SUBJECT: CHARLES SCHOTT
INTERNAL SECURITY

Destruction of Bureau Property

Bulky Exhibit File Number: 100-120139-3

By letter dated 6/29/42, New York Office furnished to Bureau letters and communications in German language taken from subject who arrived in U.S. on 6/1/42 on the M/S "Drottningholm." These letters and communications were taken from subject by U.S. Customs authorities in New York who made them available to the New York Office. New York requested the material be appropriately translated to see if the material is of interest to Bureau. A summary translation was made and the originals returned to New York so they could be returned to U.S. Customs authorities. Photographic copies of the material were retained by Bureau in a bulky exhibit.

The material taken from subject consisted of letters to subject from friends and relatives in Germany. Nothing of significance was contained in this material to warrant investigation.

RECOMMENDATION:

Inasmuch as the bulky exhibit contains photographs of material in possession of U.S. Bureau of Customs and in view of insignificance of the material, it is recommended that the bulky exhibit be destroyed.

166-3286-
NOT RECORDED
167 JAN 21 1960

JPP:ces
(4)

4 JAN 21 1960

51 JAN 27 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/pkv

ORIGINAL COPY FILED IN 100-120139-4

INT. SEC.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: November 17, 1959

FROM : Mr. W. A. Branigan

SUBJECT: RECORDS MANAGEMENT

Destruction - Gen of Bureau Records

Marshall

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Holloman
Gandy

Re memorandum from L. E. Short to Mr. McGuire dated 10-28-59 and memorandum from Mr. Millen to Mr. Parsons dated 11-9-59 regarding a San Diego suggestion that the retention period of Form FD 283 (FM Radio Station Log) which is now destroyed after one year be changed to permit destruction after 30 days.

Communications Section stated it has no interest in these logs. The Laboratory considered the San Diego suggestion acceptable. The Training and Inspection Division requested the views of the Investigative and Domestic Intelligence Divisions as to any necessity for retaining logs containing information pertaining to activities in [redacted] cases for a longer period of time.

It is the view of the Espionage, National [redacted] Intelligence, and Internal Security Sections, which handle major cases in the Domestic Intelligence Division, that destruction of FM Radio Station Logs [redacted] 30 days, since any necessary data [redacted] major cases would appear in the surveillance logs maintained in such cases or would appear elsewhere [redacted] It is noted that destruction would be permissive rather than mandatory and in an unusual situation, the [redacted] office concerned could, if the needs of the case required, retain a log for longer than 30 days.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/82 BY [redacted]

ACTION:

It is suggested this be referred to the Training and Inspection Division.

LW:fgg (8)

1 - Belmont
1 - Tamm
1 - Rosen
1 - Branigan
1 - Donahoe
1 - Baumgardner
1 - [redacted]

166-3286-
NOT RECORDED
29 JAN 19 1960

Memo W. A. Branigan to Mr. Rosen 11/23/59
Re: Destruction of Bureau Records

ORIGINAL COPY FILED IN 66-1819-79

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 12/22/59

FROM : L. E. SHORT [redacted]

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION # 394-60
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

SUGGESTION: Miss [redacted], a GS-5 employee assigned to the General Index Unit of the Records Branch, has suggested through the Streamlining Committee that authority be given for Records Branch to destroy Transcript of Record on Richmond, Virginia, Police Department "transients". (32-17337).

PRESENT PROCEDURE: This file which occupies approximately one and three-fourths drawers contains mainly copies of identification records on transients. The keeping of statistics and the submission of these reports was discontinued in September, 1943.

CONCLUSIONS: Records Branch is in favor of the destruction of these fingerprint records as the originals are maintained in the Identification Division. The serials in the file referring to the statistics of this program will be maintained.

RECOMMENDATIONS:

1. Favorable.

166-3786-
NOT RECORDED
141 JAN 21 1960

2. For referral to the Training and Inspection Division for appropriate action.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/82 BY SP4ELW/rte

3. For referral to the Identification Division for their comments.

[redacted]

59 JAN 29 1960

TCH:gbh
(7)

Memo Malone to Mohr 1/19/60

DESTRUCTION OF Transcript of Record on Richmond, Virginia, Police Department "transients".

[redacted]

b6
b7C

ORIGINAL COPY FILED IN 32-17337

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TROTTER

DATE: 12-30-59

FROM : R. C. Anderson

[redacted]

SUBJECT: SUGGESTION 394-60
RECORDS BRANCH
STREAMLINING COMMITTEE

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Suggestion involves destroying copies of identification records which were prepared prior to 1943 on a survey of transients in Richmond, Virginia.

As suggestion points out, the originals of the Identification records are in the Identification Division files.

The Identification Division sees no objection in destroying these duplicate transcripts which are filed in Bureau file #32-17337 in the Records Section.

RECOMMENDATION:

Refer Training and Inspection Division to record the above views of the Identification Division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ptc

66-32861
NOT RECORDED
141 JAN 21 1960

ORIGINAL COPY FILED IN 32-17337

[redacted]

JAN 19 1960

RCA:mhm
(2)

52 JAN 27 1960

UNITED STATES GOVERNMENT

Memorandum

TO : A. H. Belmont

DATE: 1/13/60

FROM : S. B. Donahoe

1 - Belmont
1 - Donahoe
1 - Short
1 - Marshall
1 - Bell

SUBJECT: HEINRICH KARL STAHL, aka.
REGISTRATION ACT

Memorandum from Short to Mc Guire dated 12/18/59 requested review of bulky exhibit of serial 33 of captioned file to determine if it should be retained or destroyed.

This exhibit consists of two folders containing photographic copies of correspondence furnished the Bureau by the warden of the Federal Correctional Institution, Sandstone, Minnesota, in 1943. They were furnished in accordance with instructions for the handling of correspondence of prisoners convicted of espionage, sabotage, and failure to register as foreign agents.

This exhibit was examined by the Laboratory for evidentiary purposes; however, nothing of value was noted. There is no obligation to return this exhibit, and the Laboratory has noted on 12/18/59 that it has no objection to the destruction of this exhibit. No indexing has been made and no foreseeable use is seen for this exhibit if retained in Bureau files. There is no reasonable possibility that destruction would eliminate from our files data to which we might have to refer in the future.

Recommendation:

That the bulky exhibit of serial 33 of captioned file be destroyed.

100-171261

TJB:prg
(6)

166-3286
NOT RECORDED
JAN 20 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY [illegible]

ORIGINAL COPY FILED IN 100-171261

Destroy on cf. Bureau Property

MR. MC GUIRE January 27, 1960

L. E. SHORT

RECORDS MANAGEMENT
(66-18966)

As you will recall, in connection with our Records Management Program, we received the following suggestions from the field recommending the destruction or consolidation of various categories of files throughout the field:

(1) Memo Short to McGuire dated 9-11-59 (66-18966-520) sets forth several suggestions received recommending consolidation of security type files. Present authority permits field to destroy all extra copies of serials which are not needed and no further action is considered warranted in connection with this suggestion.

(2) Memo Short to McGuire dated 9-16-59 (66-18966-397) sets forth several suggestions relating to destruction of files by auxiliary offices.

(3) Memo Short to McGuire dated 9-16-59 (66-18966-399) sets forth suggestions to destroy files in the 18 (May Act) and 82 (War Risk Insurance) classifications after ten years.

(4) Memo Short to McGuire dated 10-19-59 (66-18966-511) sets forth several suggestions regarding the destruction of 0 (General) and 00 (Policy) files throughout the field.

(5) Memo Short to McGuire dated 10-21-59 (66-18966-480) sets forth suggestions recommending destruction of certain files created during World War II.

(6) Memo Short to McGuire dated 10-27-59 (66-18966-479) sets forth several other suggestions recommending disposition of certain files created during World War II.

(Continued on page 2)

JWM:llb
(5)
1 - 66-3286 Destruction of Property

66-[illegible]

NOT RECORDED
199 JAN 29 1960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/rtc

52 FEB 1 1960

Memo Short to McGuire January 27, 1960
Re Records Management
(66-18966)

Inasmuch as a suggestion was also being considered which would reduce the retention period of all field files from the present twenty year period, we recommended the above-listed suggestions be held in abeyance pending the outcome of this suggestion. In connection with this suggestion a survey was conducted of a representative number of field offices to determine if it was feasible to reduce the retention period of field files. By memorandum to Mr. Mohr dated 1-19-60 you set forth the results of this survey and after consultation with the Investigative Division and the Domestic Intelligence Division, who after being apprised of the results of the field survey, strongly recommended no change in the current twenty year retention period for field files, it was recommended that no further consideration be given at this time to reducing the retention period of field files. Accordingly, no further action is recommended in connection with the above suggestions relating to the destruction of various categories of files maintained throughout the field prior to the present twenty year retention period.

RECOMMENDATION:

For record purposes.

NATIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : A. H. Belmont

FROM : S. B. Donahoe

DATE: January 21, 1960

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Stewart, W.D.

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: SICHERHEITSDIENST
ESPIONAGE - G

Destruction of Bureau Records - General

During World War II the Sicherheitsdienst, known as the S.D., was the Security Service for the German Nazi Party. Originally subject organization was principally concerned with political matters of interest to, or concerning the Nazi Party and its members; however, the subject organization branched out into the fields of espionage and counterespionage, entering into competition with the Abwehr, the traditional German intelligence service.

In conjunction with the Bureau's SIS program and related responsibilities concerning internal security during World War II, a control file was opened concerning subject organization. This file also encompassed data re other German foreign intelligence organizations and data relating to German internal police matters.

Memo Short to McGuire 1/12/60 requested bulky exhibit to serial 256, instant file, be reviewed for retention or destruction. This exhibit was reviewed by SA W. D. Stewart on 1-21-60 and found to contain 136 photographs and related negatives of German S.S. men and other officials who formed Adolf Hitler's retinue on his visit to Italy in 1938. These photographs along with a list of the names relating to individuals in the photographs were furnished to the Bureau via letter 2/20/45 by Legat, Rome, who obtained same on 2/20/45 from Vincenzo Gentile, personal secretary to the Minister of the Interior. These photographs were sent to the Bureau for its information and at the time of the receipt of the above-mentioned material from Legat, Rome, the list of 136 names was indexed. No foreseeable use of photographs if retained as they are of no value now to Bureau. There are no memos in file which previously have authorized the destruction of these photographs providing the negatives were retained; therefore, both can be destroyed.

65-47826

WDS:bja-kjp
(4)

1 ENCLOSURE

66-3286-
NOT RECORDED
46 JAN 29 1960

16 JAN 28 1960

5 - Mr. Belmont

51 FEB 2

F 14

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EAW/pkc

ORIGINAL COPY FILED IN 65-47826

Memo to [redacted] H. Belmont from S. B. Don[redacted]be
RE: SICHERHEITSDIENST

RECOMMENDATION

That the above-mentioned photographs and negatives contained in bulky exhibit 65-47526-250 be destroyed.

That index cards relating to the names of individuals (contained in serial 256) appearing in the photographs be purged from our indices as no identifying data accompanies these names and no useful purpose is served in retaining them.

WAL

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 16

4-528

66-3286-864

CHANGED TO

66-19087-34

MAY 9 1961

mt/MBC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4EWJCal

C

OPTIONAL FORM NO. 10

UNITED STATES G

Memora

TO : MR. MC GUIRE

DATE: 1-28-60

FROM : W. G. EAMES

SUBJECT: REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

There are attached hereto letters from S. A. Andretta, Administrative Assistant to the Attorney General, dated January 25 and January 26, which advised that our requests for permission to dispose of records have been approved by the Joint Committee on the Disposition of Executive Papers.

The request referred to in Mr. Andretta's letter of January 25 gives us permission to destroy letters from individuals advising us of the location of pigeons with leg bands and transmittal letters submitting lists of names and addresses of residents of the United States and Latin America who corresponded with Axis prisoners of war during the early part of World War II.

Mr. Andretta's letter of January 26 reports the committee's approval for the destruction of Selective Service Records in which the investigation disclosed that the delinquency was not willful or no aggravated circumstances involved and no prosecutive action taken. Approval is granted to destroy these records after they are ten years old.

The destruction of these records will be accomplished at the earliest possible date consistent with the availability of personnel. You will be advised as to our progress.

RECOMMENDATION:

For information.

WGE:bpr
(3)
Enclosures

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EW/Cal

1179 66-3286-265

REC- 35

12 FEB 10 1960

62 FEB 18 1960

RECORDS

OPTIONAL FORM NO. 10

UNITED STATES GO

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: 2-11-60

FROM : W. G. EAMES

SUBJECT: DESTRUCTION OF OLD PHOTOGRAPH NEGATIVES

By memorandum dated 10-7-58, Mr. W. D. Griffth furnished to Mr. D. J. Parsons (66-3286-815) the circumstances surrounding a storage problem in the Photographic Laboratory and at the same time, outlined certain action to correct the situation. The plan, which was approved later with certain exceptions, provided that all negatives be destroyed without further supervisory review after ten years inactivity based on checks of abstracts by the Records Branch.

The Administrative Division completed the task of listing all file numbers taken from the negatives to be considered under this program and the Records Branch has since reviewed the pertinent abstracts for purposes of indicating those cases ten years old and inactive. As a result of this review and subsequent action by the Investigative Division, the negatives for the criminal cases have been withdrawn and destroyed. Thus, the recommendation the Domestic Intelligence Division approve similar action in connection with the negatives in their cases under the subversive classification.

The Domestic Intelligence Division in 1958 recommended that all cases under their supervision be subject to supervisory review prior to the destruction of these negatives. However, in view of the fact we are only working with negatives, all originals of these photographs are in file and in the event additional prints of any one individual are needed, the original can be used for reproduction purposes. It is believed also the file review work by the supervisor of such a large number of files will create many problems for both the Records Branch as well as the Domestic Intelligence Division.

EX

REC-41 66-3286-866

20 FEB 16 1960

RECOMMENDATION:

Thus in view of the fact no original material is being disturbed by this suggestion, it is recommended the Domestic Intelligence Division reconsider and approve for destruction all negatives ten years old and inactive.

OGM:jao
(3)

58 FEB 19 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-6-82 BY SP4 EW/Cal

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-15-2011

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

10/15/03
CLASSIFIED BY AUC 60290 BCE/DCG/gmw
DECLASSIFY ON: 25X
AS AMENDED
#03-R0762

TO: A. H. Belmont

DATE: February 10, 1960

FROM: W. A. Branigan

1 - Mr. Belmont
1 - Mr. Branigan
1 - Mr. Beers

SUBJECT: DONALD SUBJECT, [Homer,] aka
ESPIONAGE - R

DO SECRET

Bureau Property - Destroyed

To recommend the destruction of a bulky exhibit. (X)

By memo dated 2/4/60 from Mr. Short to Mr. McGuire, it was requested that bulky exhibit file number 100-374183-119 be reviewed to determine if it should be destroyed or retained. (X)

The bulky exhibit was submitted to the Bureau by letter of New York Office dated 6/7/51 captioned as above. The title of this case has been changed and is now "Donald Duart Maclean; Guy Francis DeMoncy Burgess, Espionage - R." The exhibit consists of 424 photographs of personal possessions of one Gustav Glueck which were made available to the New York Office by an anonymous source on 2/10/48. These photographs were submitted in 1951 when it was determined that among them was an address book of Glueck which contained the name and address of Donald Maclean. (X)

In addition, Glueck was friendly with Martha Dodd Stern, subject in the Mocase, and also had been contacted by Boris Morros in Vienna in 1951 in Glueck's official capacity as a banker. (X)

No information connecting Glueck with the espionage operations of Maclean or the Sterns was developed. When the New York Office forwarded these photographs, it was stated they were one set of photographs indicating that another set was in the possession of the New York Office. New York Office advised the names contained therein had been indexed in its indices. Supervisor handling the Mocase advised these items are of no further interest in that case. Glueck is now residing in Austria. (X)

Classified by 41613
12-10-76
Exempt from GDS, Category 3
Date of Declassification Indefinite

SPUTNIK CASE 213
8-10-82
1-180 RSB 2-3
DATE OF REVIEW 2-19-80
11-1-79

ACTION:

Done 2/15/60 It is recommended that bulky exhibit 100-374183-119 be destroyed. (X)

66-3286-
NOT RECORDED
167 FEB 17 1960

JPL:gds (4)

13 FEB 16 1960

64 FEB 25 1960

Confidential DO SECRET ESP - R

ORIGINAL COPY FILED IN

Mr. Mohr 2-15-60

J. F. Malone

OF

MANUAL/RULES AND REGULATIONS

DESTRUCTION OF FILES IN BUREAU PROPERTY
CLASSIFICATION 25,
SELECTIVE SERVICE

PRESENT REGULATIONS:

Part II, Section 3D, 8b, of the Manual of Rules and Regulations provides for the destruction of the following classification 25 (Selective Service) files when 10 years old:

Zero files and the index cards relating thereto.

Files in which investigation disclosed delinquency was not willful and the index cards relating thereto.

Part II, Section 3D, 8, of the Manual of Rules and Regulations provides that when files are destroyed, except the 20-year-old files, the file fronts are to be retained, writing thereon the reason for their destruction. In connection with the destruction of 20-year-old files, a list of the files destroyed and the date thereof is to be kept at the beginning of each classification.

INQUIRY FROM WASHINGTON FIELD OFFICE (WFO):

By letter dated 2-4-60, WFO requested permission to destroy, when 10 years old, all 25 cases in which other offices are office of origin, because the majority of 25 cases in that office originated in other offices and WFO has no way of determining whether or not the delinquency was willful. WFO also suggested that the reason for destruction be placed on the file front of a consolidated volume beneath the file numbers; e.g.,

25-11210 - 25-11250

All files destroyed with the exception of the enclosed per Manual of Rules and Regulations.

Enclosure
FMB:job
(3)
Bufile 66-1934

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NOT RECORDED
149 MAR 7 1960

8-6-82 SPUELDral

ORIGINAL FILE IN

Memo to Mr. Mohr
Re: Manual Rules and Regulations

Destruction of files in Classification 25, Selective Service

OBSERVATIONS:

The question raised by WFO will be a common one to all field offices. This matter has been discussed with the Files and Communications Division and it is of the opinion that field offices should be allowed to destroy all 25 files in which they are not office of origin or the office of prosecution when these files are 10 years old. The Investigative Division and the Training and Inspection Division have no objections to such destruction and agree with the opinion of the Files and Communications Division. Further, it is felt that the reason for destruction should be shown on the file front of a consolidated volume as proposed by WFO. This procedure will allow for the destruction of file fronts which in turn will be a savings in space.

RECOMMENDATIONS: (1) That the enclosed letter be sent to WFO granting permission to destroy all 25 files in which they are not office of origin or the office of prosecution when they are 10 years old and to make the appropriate notations on the file front of a consolidated volume.

(2) That the enclosed revision for the Manual of Rules and Regulations providing for the destruction of these files as set forth above and the notation on the file front of a consolidated volume be approved.

OPTIONAL FORM NO. 10

UNITED STATES GO

Memorandum

TO : MR. MC GUIRE

DATE: 2/5/60

FROM : L. E. SHORE

SUBJECT: DESTRUCTION OF PHONOGRAPH RECORDS
Code 422

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen ✓
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

Five metal base records, which are enclosures to File 100-32785, were approved for destruction by memorandum which is serial 311 of the above file and are now available for destruction. Additionally, the Records Branch has twenty metal base records of music that were used by the Records Branch before the present Muzak system was installed. These, too, should be destroyed. The above records are available in Room 7264, Justice Building.

In view of the fact that the Records Branch does not have facilities for the appropriate destruction of these records, it is requested that the Laboratory Division make appropriate disposition of the records.

RECOMMENDATION:

That this memorandum be referred to the Laboratory Division for their attention and appropriate action.

GPR:jao;gbh
(4)

Rundle will deliver records to Electronics Section for destruction
2-12-60 gmm

Records destroyed
2-16-60 gmm

EX-130

REC-74 66-3286-867

NOT RECORDED
3 FEB 19 1960

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DESTRUCTION BY BUREAU PROPERTY - CONT.

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DATE 11/24/93 BY SP4 STM/mj

52 FEB 26 1960

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: February 18, 1960

FROM : L. E. SHORT

SUBJECT: SUGGESTION # 592-60
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

SUGGESTION: Mr. [redacted], a GS-5 employee assigned to the Correlation Unit, Records Branch, has suggested through the Streamlining Committee that while Purge Clerks assigned to the Correlation Unit are reviewing files with the objective in mind to delete obsolete references, they should also process the file according to the rules of the copy destruction project and destroy all unnecessary copies. by Purge Clerks

PRESENT PROCEDURE: Purging files of obsolete references and destroying excess copies in files are two separate and distinct operations.

CONCLUSIONS: Records Branch is not in favor of adopting this suggestion since the Purge Clerk is a GS-5 employee making the purging of references an expensive operation. Even though this operation is expensive, the renovation that is accomplished in the General Index is more than worth the expense as it is lasting and will save money for a period of years. Copy destruction is handled by GS-4 clerks and to make it a thorough operation must be handled systematically, whereby adopting the suggestion would cause it to be a spotty operation. In addition, having Purge Clerks do copy destruction work would cause their productivity to decrease sharply which would slow down the rehabilitation of the General Index.

RECOMMENDATIONS:

1. Unfavorable

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 SP4ELW/cal

2. For referral to the Training and Inspection Division for acknowledgment and appropriate action.

66-3286-868

REC- 65
EX. - 131

24 FEB 25 1960

Enc. Search - 2/23/60

TCH:cag;lrr
(6)

SEE ADDENDUM BY TRAINING AND INSPECTION DIVISION PAGE 2.

1 - Personnel file of [redacted] (sent direct)

b6
b7C

51 FEB 29 1960

2 - Bureau

Destruction of Bureau Property

RWB

ADDENDUM BY TRAINING AND INSPECTION DIVISION RWB:mgj 2/19/60
mgj

This division agrees that this suggestion should not be adopted for reasons indicated in this memorandum. Attached for approval is an appropriate letter to Mr. [redacted]. b6 b7C

OK
JPM
2/23

RKM

OPTIONAL FORM NO. 10
UNITED STATES GOVERNMENT

Memorandum

TO : MR. MC GUIRE DATE: 2-13-60

FROM : W. G. EAMES

Tolson
Mohr
Nease
Winterrowd
Tele. Room
Holmes
Gandy

SUBJECT: RECORDS DISPOSAL MATTERS
Destruction of Bureau Property - Gen.

By memorandum dated February 12, 1960, Mr. S. A. Andretta, Administrative Assistant to the Attorney General, forwarded a draft of a proposed General Records Schedule for the Bureau's comments. Everette O. Allredge, Assistant Archivist of the United States, noted in his letter transmitting the proposed schedule to Andretta that "The opinion of the Federal Bureau of Investigation will also be appreciated." The proposed schedule includes all types of security and protective service records. Most of the records covered are of the instruction or housekeeping variety and are proposed for destruction in from one to three years. Item #6 however, covers top secret document accounting and control files for which destruction is proposed 10 years after documents represented by forms are downgraded, transferred or destroyed. These records consist of registers reflecting accountability for top secret documents and indicate the identity of individuals receiving, dispatching or destroying such documents. It is noted that Archives suggests that these records which they describe as accountable records be retained for a greater length of time to insure their availability for investigative purposes in determining final disposition of the documents. These records, of course, would be valuable to the Bureau in investigating leaks of information in other Governmental agencies.

Item #23 consists of personnel security clearance case files including investigative reports and related papers covering investigations under Executive Order 10450 and prior orders. Archives has recommended each agency receive permissive authority to destroy these files 30 years after date of last action. In justifying the 30-year retention period, Archives points out that the results of the investigation is summarized in employee's official personnel folder if he is employed by the Government and that much of the information contained in the files is in the form of allegations of a confidential nature. As a result of the confidential nature of the contents they note that there is no potential

WGE:bpr
(5)
Enclosure sent
1 - Mr. Parsons

66-3286-
NOT RECORDED
167 FEB 26 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4CLW/cal

FEB 26 1960

RECORDS

(Con't on next page)

54 FEB 29 1960

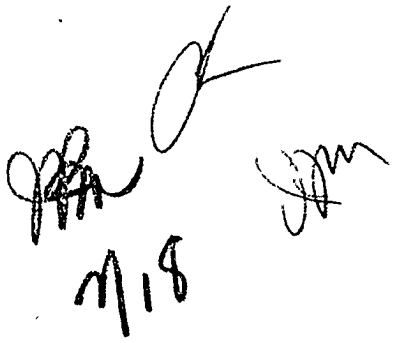
ORIGINAL COPY FILED IN 66-7225

historical value to the records and conclude that 30 years is a sufficiently long period to satisfy the administrative need for which the record was created. It appears that the retention periods as proposed are reasonable and that we should interpose no objection to their submission to the appropriate congressional committee since there is a dire need for records storage space throughout the Government service.

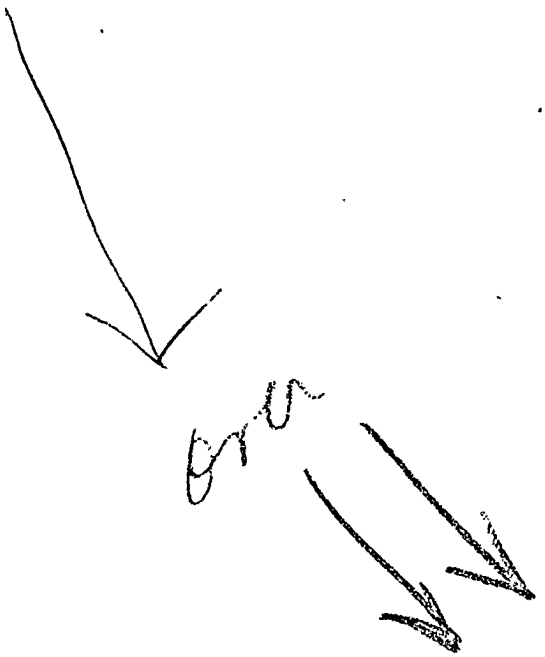
A proposed letter to Andretta is attached and should be approved by the Domestic Intelligence and General Investigative Divisions.

RECOMMENDATION:

That the attached letter be sent to S. A. Andretta, Administrative Assistant to the Attorney General.



See addendum on attached pages.



Addendum Memo Eames to McGuire 2-18-60
Re: Records Disposal Matters

ADDENDUM: 2-23-60

Mr. Stanley and Mr. Coleman of the General Investigative Division have suggested that the Department be reminded of pertinent portions of Executive Order 10450 and the Federal Personnel Manual which limit the storage of facilities of records referred to under Item 23 of the proposed General Records Disposal Schedule.

Section 9 (c) of Executive Order 10450 provides as follows: "The reports and other investigative material and information developed by investigations conducted pursuant to any statute, order, or program described in section 7 of this order shall remain the property of the investigative agencies conducting the investigations, but may, subject to considerations of the national security, be retained by the department or agency concerned. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given thereto except, with the consent of the investigative agency concerned, to other departments and agencies conducting security programs under the authority granted by or in accordance with the said act of August 26, 1950, as may be required for the efficient conduct of Government business."

The Federal Personnel Manual, Chapter I-2, page 5, under the caption Agency Custody of Reports and Other Investigative Material Received From the Commission, interprets Section 9 (c) of Executive Order 10450 as follows: "This material may be retained by the employing agency until the person investigated is separated from the agency for any reason (resignation, transfer, removal, etc.), or it may be returned to the Commission as soon as it has served its purpose in the agency.

When retained by the employing agency, such reports and material must be maintained in confidence in accordance with the provisions of Executive Order 10450. If classified information is involved, the requirements of Executive Order 10501, with respect to safeguarding official information in the interests of the defense of the United States, should be met also. Such investigative reports and material will not be made a part of the Official Personnel Folder. They will not be included in any files disposal schedule of the agency, and may be recalled by the Commission at any time. Therefore, they should be maintained by the agency where they are readily available for return to the Commission upon request."

Addendum Memo Eames to McGuire 2-18-60
Re: Records Disposal Matters

The General Investigative Division also proposes that the Bureau interpose no objection to the storage of material set out in Item 23 in Federal Records Centers so long as only the agency storing the material has access to it. These instructions have been referred to in the attached letter to the Department.

Mr. Sizoo of the Domestic Intelligence Division has reviewed the provisions of the proposed General Records Schedule and advised that his division has no objection to the schedule.

Mr. S. A. Andretta
Administrative Assistant Attorney General

February 23, 1960

Director, FBI

66-3286-

RECORDS DISPOSAL MATTERS

C

The proposed General Records Disposal Schedule pertaining to security and protective services records was received with your letter of February 12, 1960, and has been reviewed.

It is assumed that the proposed schedule will supersede the restrictions on the storage and disposal of personnel security clearance case files imposed on the agencies by Executive Order 10450 as interpreted by the Federal Personnel Manual. These regulations are found in Section 9 (c) of Executive Order 10450 and chapter I-2, page 5, of the Federal Personnel Manual.

This Bureau interposes no objection to the storage of the material described under Item 23 in the Federal Records Centers providing only the agency storing the material has access to it. The remaining provisions of the proposed schedule appear to be reasonable and this Bureau has no objection to their adoption.

WGE:bpr
(7)

1 - Mr. Parsons (Sent Direct)

FEB 23 10 04 AM '60

NOTE: Based on memo W. G. Eames to Mr. McGuire, dated 2-13-60
WGE:bpr

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 GLW/cal

MAILED 25

MAIL ROOM ☐ TELETYPE UNIT ☐

27 MAR 4 - 1960

66-7225-15

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : J. Edgar Hoover, Director
Federal Bureau of Investigation

DATE: February 12, 1960

FROM : S. A. Andretta, Administrative
Assistant Attorney General

SUBJECT:

I will appreciate if you will let me have at your earliest convenience any comments you may wish to make on the attached proposed general schedule pertaining to security and protective services records.

Mr. Mohr
Mr. Tamm
Mr. Trotter
Mr. W.C. Sullivan
Tele. Room
Mr. Ingram
Miss Gandy

Destruction of Bureau Property - Gen.

FEB 26 1960

ENCLOSURE

(Original enclosures returned to Dept of Justice w/letter dated 2/26/60. Copy made for Records 2/25/60. ogm)

RECORDS

FEB 12 1960

66-7225-1

ORIGINAL COPY FILED IN

66-3286-

NOT RECORDED
167 FEB 25 1960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCB/ymw

UNITED STATES GOVERNMENT

Memorandum

Destruction of Bureau Property - Authority

TO : Mr. Callahan

DATE: 2/26/60

FROM : J. S. Johnson

SUBJECT: TABULATIONS FOR HOUSE APPROPRIATIONS COMMITTEE STAFF

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

Reference is made to my memo of 12/18/59 regarding the above matter.

Special Agent Peter J. Murphy, Jr., of this Bureau on loan to the House Appropriations Committee Staff has advised that the tabulating cards used to prepare the tabulations may now be destroyed.

ACTION TO BE TAKEN:

Unless advised to the contrary, this material will be destroyed.

WMR:gao
(3)

66-3316

NOT RECORDED
191 MAR 1 1960

20 FEB 29 1960

Jenkins stated these cards are to be destroyed with

Destroyed this date 4/29/60 WMR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EWlcal

51 MAR 3 1960

ORIGINAL COPY FILED IN 66-3316-458

UNITED STATES GOVERNMENT

Memoran

TO : Mr. A. H. Belmont

DATE: 2-29-60

FROM : Mr. S. B. Donahoe

SUBJECT: FREE GERMAN COMMITTEE
INTERNAL SECURITY - GERMANY

Reference is made to memorandum from Short to McGuire dated 2-17-60 which recommended that bulky exhibit 100-249323-18 be reviewed and decision rendered as to retention or disposition of material. Bulky consists of six copies each of two volumes (Volume 3 "Free Germany - Memorandum" and Volume 4 "Free Germany - Biographies and Appendices"), consisting of over 800 pages, relating to Free Germany (Freies Deutschland) and biographical data regarding individuals connected therewith, prepared 5-25-45. The first 300 pages set out data relating to the organization; the last 500 pages set out biographical data concerning those German immigrants who took flight from Germany and were known to have taken residence in the USSR where they remained during the World War II years. It was noted that substantially all were identified with the German Communist Party. Many were acknowledged to have initiated the Free Germany Movement in the Soviet Union. The volumes have been indexed in Publication Files and it is believed desirable to retain one copy of each volume for future reference purposes.

RECOMMENDATION: Destruction of Bureau Property

It is recommended that one copy each of Volume 3 and Volume 4 of "Free Germany" described above be retained and that the other five copies of each be destroyed.

100-249323

AK:bcm:dmd
(5)
1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Kayne

66-3286-

NOT RECORDED
116 MAR 15 1960

MAR 14 1960

ORIGINAL COPY FILED IN 100-249323-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 SP4EW1 cal

F157

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: FEB 24 1960

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: VITAL FACILITIES
THE NATIONAL MILITARY ESTABLISHMENT
INTERNAL SECURITY - R

Bulky Exhibit File Number: 100-357297-343

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION: Destruction by Bureau Property - Jm

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

SEE ADDENDUM PAGE TWO

166.3286
NOT RECORDED
170 MAR 10 1960

J. W. MARSHALL

DATE 8-6-82

NOT RECORDED
5 MAR 9 1960

ORIGINAL COPY FILED IN 100-357297

ADDENDUM DOMESTIC INTELLIGENCE DIVISION March 3, 1960

This bulky exhibit consists of a security survey report of the Big Inch and Little Big Inch pipeline facilities conducted by the Department of the Army in early 1951. These pipelines extended from Texas to New York and the report is, therefore, necessarily large and bulky.

Similar security survey reports on various plants and facilities have been furnished to interested offices by Army, however, these reports are not normally as bulky as the one on these pipelines. Offices have been authorized to destroy these security survey reports when they have become outdated and no longer of any value.

Instant report is now nearly nine years old, is outdated and does not appear to be of any further value to the Bureau. Through Liaison, we determined from Major James Nix, Assistant Chief of Staff for Intelligence, Department of the Army, on 3-2-60, that the survey of the above facilities was conducted every two years, the latest survey having been made in 1959.

RECOMMENDATION:

Since the continued retention of the bulky exhibit consisting of a survey conducted in 1951 does not serve any worthwhile purpose to the Bureau, it is recommended that it be destroyed.

Done 3/8/60

UNITED STATES GOVERNMENT

Memorandum

TO: Mr. A. H. Belmont

DATE: February 26, 1960

FROM: Mr. S. B. Donahoe

SUBJECT: GERMAN ESPIONAGE ACTIVITIES IN US
any O DESTRUCTION OF BUREAU PROPERTY

Memorandum Short to McGuire 2-16-60 requested review of bulky exhibit of Serial 407 of captioned file to determine if it should be retained or destroyed.

This exhibit consists of leather bound albums containing pictorial charts prepared by the Cartographic Section showing the organizational structure of German activities for various regions of the U.S. and their connections to the Nazi Party.

These charts are dated 12-4-41, however, they were not ready for distribution until several months following the outbreak of World War II. By then the data was obsolete and due to fast changing conditions they became of practically no value. These exhibits have not been indexed. There is no foreseeable use if retained and there is no reasonable possibility their destruction would eliminate from our files data to which we might have to refer in the future.

RECOMMENDATION:

That bulky exhibit of Serial 407 of captioned file be destroyed.

65-9180

TIB:fag
(5)
1 - Belmont
1 - Donahoe
1 - J.W. Marshall
1 - Bell

66-3286
NOT RECORDED
126 MAR 10 960

12 MAR 9 1960

DATE 8-6-82

ORIGINAL FILED IN 65-9180-37

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memoran[redacted]

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. S. B. Donahoe

DATE: March 10, 1960

FROM : Mr. J. J. Dunn

1 - Donahoe
1 - Dunn
1 - Short

SUBJECT: DOMINICAN ACTIVITIES IN THE UNITED STATES
IS - DOMINICAN REPUBLIC

DESTRUCTION OF BUREAU RECORDS GENL

Re memorandum Mr. Short to Mr. McGuire 2/23/60 which recommended that bulky exhibit 100-237194-814 be reviewed and a decision rendered as to its retention or disposition.

Above bulky consists of 25 copies of various issues of "CARIB" dating from 5/58 to 6/59. "CARIB" is published in the Dominican Republic by the "Caribbean Anticommunist Research and Intelligence Bureau." This publication is a highly slanted one of a pro-Trujillo nature and generally contains a number of articles denouncing various critics and opponents of the Dominican Republic. The above copies of "CARIB" were received on 8/18/59 by WFO from [redacted] Chief Warrant Officer, United States Marine Corps, retired. [redacted] resides Annandale, Virginia. He was contacted by WFO on Bureau instructions after he had written a letter to the Bureau advising of the receipt of the above copies of "CARIB" through the mail on 7/27/59. Upon interview [redacted] was unable to advise as to reason for his receiving the above copies and he made them available to the Bureau for whatever disposition was deemed appropriate.

b6
b7C

The above copies of "CARIB" have not been indexed, there is no indication that we have any obligation to return them to [redacted] and it is not believed that their destruction would eliminate from our files data to which we might have to refer in the future. Copies of "CARIB" are regularly submitted by NYO for Bureau's information.

RECOMMENDATION:

Done 3/11/60 That above copies of "CARIB" presently maintained in bulky exhibit 100-237194-814 be destroyed.

66-3286-

NOT RECORDED
149 MAR 23 1960

100-237194

JJD:bcm
(4)

1 ENCLOSURE

1 ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EW/cal

4

ORIGINAL FILED IN 100-237194-814

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: FEB 23 1960

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DOMINICAN ACTIVITIES IN THE US

Bulky Exhibit File Number: 100-237194-814

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:lmb

J. W. MARSHALL

memo Mason to Donahoe
JJ D:bsm
3/1/60

66-3286 - 5-98

ENCLOSURE

ENCLOSURE

8-6-82 SPHQ WICAL

Memorandum

TO : W. A. [redacted] Sullivan

DATE: [redacted] 10, 1960

FROM : J. P. Lee

1 - Mr. Branigan
1 - Mr. Lee

Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: ABRAHAM BROTHMAN
SECURITY MATTER - C

DESTRUCTION OF BUREAU RECORDS GENL

To recommend destruction of certain bulky exhibits in this case.

Brothman was born 8/15/13 in New York City and is a chemical engineer. Elizabeth Bentley and Harry Gold, admitted Soviet agents, advised they acted as espionage contacts of Brothman, picking up blueprints for delivery to their Soviet superiors. Brothman was convicted of obstruction of justice in 1950 and served a 2-year sentence in U. S. Penitentiary, Atlanta.

An examination of the bulky exhibit 100-365040-569 shows it consists mainly of Photostats of handwriting of Brothman and Miriam Moskowitz, Brothman's partner, and copies of Laboratory reports. The originals have been returned to the field office.

This exhibit includes results of examinations of the following items:

(1) Business card on reverse side of which Harry Gold wrote his instructions for meeting Brothman. The Laboratory was requested to determine the age of the card and identify the writing as that of Harry Gold. The card was returned to the field.

(2) Photostats of material found in the search of Gold's house which allegedly included Brothman's handwriting was examined and no conclusion was reached.

(3) Photostats of handprinting of Brothman and Moskowitz from registration cards of hotels in Europe. Positive identifications were made and Photostats returned to the field.

(4) Documents received from Rufert Chemical Company, Connecticut, which contained the handwriting of subject. Photographs were made and the originals returned to the field.

66-3286-

11 MAR 21 1960

3/21/60 ENCLOSURE
100-365040

ENCLOSURE

JPL:gds
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-6-82

STUDY CONTROL

SPUEWL Cal

ORIGINAL FILE IN 100-365040-569

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: FEB 23 1960

FROM : L. E. SHORT

SUBJECT: ABRAHAM BROTHMAN, aka
SM - C

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 100-365040-569

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:lhk

Laboratory has no objection to destruction of bulky exhibit. 3/17/60

ENCLOSURE

66-3286-

ENCLOSURE

DATE 8-6-82

(5) Copies of the letters the subject wrote from prison which were submitted for cryptanalytic examination with negative results.

RECOMMENDATION:

In view of the fact that the attached are Photostats and copies of Laboratory reports and the originals have been returned to the field and, further, since Brothman has served his time in the penitentiary and these exhibits would be of no assistance in the prosecution of any other subject, it is recommended that these bulky exhibits be destroyed.

No objection by Lab.

Memorandum

TO : A. H. Be[redacted]

FROM : S. B. Donahoe

DATE: [redacted], 1960

Belmont
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Wacks

Belmont
Callahan
DeLoach
Mohr
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: OWEN LATTIMORE
ESPIONAGE - R

This memorandum recommends that the bulky exhibit to Serial 5853 of instant file be destroyed.

Memorandum Short to McGuire 2/26/60 recommended that the above-mentioned bulky exhibit be reviewed and a decision rendered as to its disposition. This exhibit consists of a film containing exposures of a typewritten manuscript of 118 pages prepared by Vincent Godfrey Burns, a public lecturer who in 1954 at the time he allowed us to make these photographs, was connected with the University of Wisconsin. The manuscript prepared by Burns attempted to prove that Lattimore was subversive. When this film was developed, a copy of the manuscript was furnished the Department. Previously the manuscript was summarized in a Milwaukee report dated 4/22/54 in this case. The Milwaukee Office, which made the photographs with the permission of Burns, returned the original manuscript to him and there is no need for us to furnish the instant film to any one. It is not indexed. Actually the manuscript prepared by Burns was based in its entirety on public source information, and, from our standpoint, there was nothing new contained therein. It is of no value at the present time and its destruction would not remove from our files data to which we might have to refer in the future. In fact, the information is repeated elsewhere in this file.

RECOMMENDATION:

That the bulky exhibit of Serial 5853 be destroyed.

100-24628

JFW:gmh
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EW/cal

23 MAR 17 1960

66-3286-

NOT RECORDED
123 MAR 18 1960

52 MAR 23 1960

ORIGINAL FILED IN 100-24628 6943

UNITED STATES GOVERNMENT

Memoran[redacted]

TO : A. H[redacted]

DATE: M[redacted] 1960

FROM : S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Wacks

Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: INSTITUTE OF PACIFIC RELATIONS (IPR)
ESPIONAGE - R

Destruction of Bureau Property

This memorandum recommends retention of bulky exhibit to Serial 1035 of instant file.

Memorandum Short to McGuire 3/2/60 recommended that above-mentioned bulky exhibit be reviewed and decision rendered regarding disposition thereof. This exhibit consists of Photostats of 200 IPR documents.furnished the Bureau on 12/3/51 by the McCarran Committee. Upon receipt, these documents were reviewed and were found to consist for the most part of letters and memoranda between officials of the IPR. The review indicated no logical leads existed. There is no need to furnish these Photostats to anyone and they are not indexed.

RECOMMENDATION:

All of these documents at the present time appear to have no value. It is noted that the captioned organization is, however, most controversial and may again be the subject of much publicity. Accordingly, it is possible the material contained in the instant exhibit may be of some value in the future. This, plus the fact that the originals of these documents were returned to the IPR by the McCarran Committee, indicates that the documents comprising this bulky should be retained. It is so recommended.

100-64700

JFW:gmh
(5)

12 MAR 16 1960

166-32861
NOT RECORDED
46 MAR 17 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EW/Cal

ORIGINAL COPY FILED IN 100-64700-1035

UNITED STATES GOV

Memoran

TO : A. H. Belmont

FROM : S. B. Donahoe

DATE: March 11, 1960

1 - Mr. Belmont
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Wacks

Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: OWEN LATTIMORE
ESPIONAGE - R

6 Destruction of Bureau Property

This memorandum recommends that the bulky exhibit to Serial 1153 of instant file be destroyed.

In our investigation of Lattimore in an effort to prove that his writings followed the Communist Party line, the New York Office in 1950 obtained from the Overseas News Agency, New York City, the file containing the columns Lattimore wrote for this outfit during the period 1945-49. New York made Photostats of these columns and returned the files to the Overseas News Agency. We furnished a set of the Photostats to the Department on 4/27/50. We also reviewed each column and any leads resulting therefrom were run out. This exhibit was not indexed. There appears to be no need to retain this public source information which, of course, may if needed in the future be obtained at the Library of Congress. Destruction of this exhibit would not eliminate from our files information to which we might have to refer in the future. There is no present value in these columns.

RECOMMENDATION:

That the bulky exhibit to Serial 1153 be destroyed.

100-24628

JFW:gmh
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EWLCal

12 MAR 16 1960

66-3286
NOT RECORDED
46 MAR 17 1960

ORIGINAL COPY FILED IN 100-24628 6794

UNITED STATES GOVERNMENT

Mem

TO : A.

DATE: 1960

Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

FROM : J. B. Donahoe

SUBJECT: OWEN LATTIMORE
ESPIONAGE - R

This memorandum recommends that the bulky exhibit to serial 4414 of instant file be destroyed.

Memo 2-26-60 from Short to McGuire requested afore-mentioned exhibit be reviewed to determine its disposition. During instant investigation we made Photostats of documents maintained in the Department of State for the period 12/36-9/37 relating to the political situation existing between the Chinese communists and the Chinese nationalists. At the time this was important as corroborating evidence indicating Lattimore in his writings followed the Communist Party line. In 1955 the Supreme Court knocked out four of the counts in the indictment against Lattimore as result of which the Department decided not to prosecute. Our investigation of Lattimore was closed in 1955. One set of these Photostats was furnished to the Department and another was maintained as the instant bulky enclosure. There is no need to retain these Photostats and their destruction will not eliminate from our files data to which we might have to refer in the future. They are not indexed. Additional Photostats, if ever needed, of course, can be made from the permanent records maintained by State Department.

RECOMMENDATION:

That the bulky exhibit to serial 4414 be destroyed.

100-24628

23 MAR 17 1960

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Short
1 - Mr. Wacks

JTW:tp
(5)

66-32486-4

NOT RECORDED
123 MAR 18 1960

DATE 8-6-82

MAR 22 1960

Destruction of Bureau Property

100-24628-1 ENCLOSURE FILED IN

UNITED STATES GOVERNMENT

Memorandum

TO : A. H. Be

FROM : S. B. Donahoe

DATE: Mar 1960

1 - Mr. Belmont
1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Wacks

SUBJECT: OWEN LATTIMORE
ESPIONAGE - R

Belmont
Callahan
DeLoach
Mohr
Nease
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

This memorandum recommends destruction of the bulky exhibit to Serial 351. Memorandum Short to McGuire 3/4/60 recommends the above-mentioned exhibit be reviewed for the purpose of making a recommendation as to its disposition.

This exhibit consists of Photostats of 51 communications received from the office of the late Senator Joseph McCarthy during March, 1950. These communications for the most part are letters from citizens throughout the United States and contain allegations not only against Lattimore but against numerous other individuals. At the time these were received in the Bureau, copies were given to appropriate sections and indicated action was taken. They are not indexed and they need be furnished to no one. These Photostats appear to be of no value at the present time and their destruction would not eliminate from our files information to which we may have to refer at sometime in the future.

RECOMMENDATION:

That the bulky exhibit to Serial 351 of this file be destroyed.

100-24628

JFW:gmh
(5)

23 MAR 17 1960

Destruction of Bureau Property

ORIGINAL FILED IN 100-24628-

NOT RECORDED
128 MAR 18 1960

66-3286-4

4-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: MAR 16 1960

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: NATIONAL MARITIME UNION OF AMERICA
INTERNAL SECURITY - C

DESTRUCTION OF BUREAU RECORDS GENL

Bulky Exhibit File Number: 100-120818-975

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:lib
Done 3/21/60

J. W. MARSHALL

SEE ADENDUM, PAGE 2.

[redacted]
LRT 8-6-82

66-3286
NOT RECORDED
11 MAR 21 1960

[redacted]
CAL

7840
52 MAR 22 1960

ORIGINAL FILE IN 100-120818-975

ADDENDUM 3/17/60:

This bulky exhibit consists of photographs of the minutes of meetings of various bodies of this union during 1941 and 1942. These photographs were submitted by San Francisco 6/11/43 and their source is not indicated. A set of the photographs was furnished the New York Office, office of origin, 7/2/43. The purpose in retaining a set of the photographs at the Bureau is not apparent, as they are not indexed either as to the names of individuals or contents. Our active investigation of the communist infiltration of this union was closed in 1952.

The retention of this material appears to serve no conceivable purpose now or in the future. It is recommended that this bulky exhibit be destroyed.

GWH.

done 3/21/60 JV

March 18 1960

Director, Federal Bureau of Investigation

J. Walter Yeagley, Assistant Attorney General,
Internal Security Division

Federation of Italian World War Veterans
in the USA, Inc.

~~CONFIDENTIAL~~

This is in response to your memorandum dated March 1, 1960 addressed to Malcolm R. Wilkey, Assistant Attorney General, Criminal Division, concerning the disposition of various exhibits pertaining to the captioned organization. You are advised that there now appears to be no necessity for the retention of this material, and the Bureau may therefore dispose of it.

66-3256-

NOT RECORDED
141 MAR 23 1960

~~CONFIDENTIAL~~

50 MAR 25 1960

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCS/ymd

ORIGINAL COPY FILED IN 65-3153-311

Destruction of Duplicate Papers

PERSONAL FORM NO 10

UNITED STATES GOVERNMENT

Memorandum

TO A. H. Belmont

DATE: March 18, 1960
1 - Belmont
1 - Donahoe
1 - Marshall
1 - Bell

FROM S. B. Donahoe

SUBJECT: GERMAN EMBASSY
WASHINGTON, D. C.

O Destruction of Bureau Property - gen'l

Memorandum from Mr. Short to Mr. McGuire dated 3/11/60 requested review of bulky exhibit of Serial 864 to determine if it should be retained or destroyed.

This exhibit consists of wax and ink impressions taken of the metal seals and rubber stamps respectively, which were found in the former German Embassy, Washington, D. C., by Washington Field Office in 1946. These impressions were submitted to the Bureau to be included in the Bureau's collection.

This exhibit has not been indexed. The Laboratory has advised it is of no value to them. This exhibit has no foreseeable use if retained and there is no reasonable possibility its destruction would eliminate from our files data to which we might have to refer to in the future.

RECOMMENDATION:

Bulky exhibit of Serial 864 of captioned file be destroyed.

65-28688

TIB:sbs
(5)

Tolson
Belmont
Parsons
Belmont
Callahan
DeLoach
Malone
Rosen
Sullivan
Tele Room
Holmes
Gandy

Short

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 EW/ Cal

18 MAR 23 1960

66-3286-

NOT RECORDED
46 MAR 24 1960

MAR 28 1960

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 2-4-57)

#696-60

b6
b7C

Date	
3/10/60	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	ALBANY

SUGGESTION That as an economy and space saving measure, when 66 files and certain other classifications are destroyed, according to Manual of Instructions each year, on the basis of one yr. old or three yrs. old, the file fronts and backs be destroyed at that time also. It appears that by placing a long hand notation on the current volume being retained to the effect that previous sections have been destroyed on such and such a date per Manual of Instructions, it would answer the same purpose and also give additional needed file space.

Destruction of Bureau Property Gen'l

Current practice or rule (Include manual citation as well as facts) Current practice is to retain the empty file front and back.

Advantages of suggestion and annual savings (include basis for estimate) No way to estimate the annual savings as it would vary from office to office and be governed by the amount of material that would be destroyed thereby giving more file space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4ELW1 Cal

Disadvantages of suggestion None apparent.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

CLERK Signature and Title of Suggester

Recommendations and comments of Division Head This suggestion has merit and it is recommended Bureau afford it favorable consideration.

H B Fitzgibbon
SPECIAL AGENT IN CHARGE Signature and Title

(Do not write in this space - for Bureau use only)

EX-135 REC-53 66-3286-869

24

12 MAR 14 1960

MAR 14 1960

30 MAR 28 1960

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: MAR 11 1960

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: COMPROS - SEATTLE
IS - C

Bulky Exhibit File Number: 100-3-74-50-259

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:lls

J. W. MARSHALL

ADDENDUM EBR:djd 3-24-60

This bulky exhibit consists of Photostats of certain reports of former Seattle Informant [redacted] b7D

Since the indictment in the Seattle case was dismissed by the [redacted] and the defendants ordered acquitted, there is no need to retain these Photostats. The originals of these reports are maintained in the files of the Seattle Office.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY SPECIFIC AUTHORITY DATE 8-6-82

NOT RECORDED 140 MAR 29 1960

NOT RECORDED 11 MAR 28 1960

63 MAR 30 1960

ORIGINAL FILED IN

ORIGINAL

UNI[redacted]

TO : MR. MC GUIRE

DATE: 3-18-60

FROM : L. E. SHORT

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
[redacted]
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: SUGGESTION #511-60
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

Destruction of Bureau Property - Gen'l.

Reference is made to my memorandum dated 1-27-60 wherein Mrs. [redacted] a GS-5 employee assigned to the Correlation Unit of the Records Branch, suggested that a form be prepared, which form would be used as an error slip in connection with the copy destruction project.

The use of this form was tried for a thirty-day period and since the copy destruction project is only in effect when employees are available, it was determined that this form was not used frequently enough to justify designation of a permanent Records Branch form.

RECOMMENDATIONS:

1. That the form not be adopted.

2. For referral to the Training and Inspection Division for appropriate action.

b6
b7C

66-3286-

NOT RECORDED
46 MAR 24 1960

TCH:gbh
(6)
1 - Personnel file of [redacted]

(ADDENDUM BY TRAINING AND INSPECTION DIVISION, PAGE 2)

[redacted]
DATE 8-6-82

12 MAR 24 1960

TWO

63 MAR 30 1960

66-2406-63

ORIGINAL COPY FILED IN

ADDENDUM BY TRAINING AND INSPECTION DIVISION, KWW:meh 3/22/60.

This division concurs with the observations of the Files and Communications Division as a result of the thirty-day trial period. It is, therefore, recommended that this suggestion not be adopted. If approved, no further action is necessary since Mrs. [redacted] has been previously thanked for her suggestion.

b6
b7C

HLE R

JTM R

UNITED STATES GOVERNMENT

Memoran

TO : S. B. Donahoe

DATE: [redacted] 1960

FROM : J. J. Dunn

1 - Mr. Short
1 - Mr. Donahoe
1 - Mr. Dunn

Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: NATIONAL SOCIALIST GERMAN WORKERS PARTY (NSGWP)
INTERNAL SECURITY - GERMANY

Destruction of Bureau Property

Reference is made to memorandum from Mr. Short to Mr. McGuire dated March 17, 1960, which recommended that bulky exhibit number 100-25208-39 be reviewed and a decision rendered as to its retention or disposition.

Above bulky exhibit contains ten copies of the translated version (German to English) of the organization book (610 pages) of the NSGWP (Nazi Party) and one copy of a book (71 pages) which contains the "Uniforms and Insignia" of the NSGWP. The above book was published by the Central Publishing House of the NSGWP, Munich, Germany, and was translated and reproduced at the Bureau. Copies of the translated version were furnished to all Bureau offices via Bureau letter of December 18, 1942. Copies of the translated version were also furnished to certain outside agencies.

The extensive organization of the NSGWP is explained in detail in the above-mentioned book. The German version was distributed in Germany to a limited number of Nazi Party members and particularly the political leaders of the Party for their use in Party administration and instructions. Party rules precluded the taking of the book outside Germany. Bureau file on the NSGWP indicated that, insofar as it was known to the Bureau, the book as of 1942 had not been translated into any other language prior to the work done by the Bureau.

In view of the value of the above book for research purposes and background material on the Nazi Party, it should be maintained in our files.

166-3286
NOT RECORDED
141 MAR 29 1960

RECOMMENDATIONS:

1) That one copy of the organization book of the NSGWP be maintained and that the other nine copies of the book be destroyed.

13 MAR 28 1960

2) It is further recommended that the book "Uniforms and Insignia" of the NSGWP, which is also maintained in the above bulky exhibit, be retained.

[redacted] NAT. INT. SEC.

DATE 8-6-82 BY SP4EW/cal

100-25208
[illegible]

61 MAR 31 1960

ORIGINAL COPY FILED IN 100-25208

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: 2/29/60

FROM : W. G. EAMES

SUBJECT: SUGGESTION # 644-60
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

SUGGESTION: Miss [redacted], a GS-8 employee assigned to the Consolidation Unit, Records Branch, suggested through the Streamlining Committee that the file entitled, "Discrepancies in Findings of Document Examiners", (80-99), which contains 3,052 serials be reviewed and processed for destruction of all serials which are duplicates of serials filed in main case files.

CONCLUSIONS: The above-mentioned file was originally opened in 1935 as a control file for a double and triple check system utilized in the Laboratory. Under the use of this system, if the examiners failed to agree on the identification of the specimens, the most conservative report would be forwarded to the field. The use of the file was discontinued in 1946 at which time the policy with regard to handwriting examinations was revised and the Laboratory returned to the one examiner system. In 1955 on authority of the Laboratory, this file was purged of all index cards. The far majority of the serials in this file are duplicates with the original memorandum filed as a recorded piece of mail in the various case files concerned. Records Branch is of the opinion that this file has served its purpose and that the duplicate serials in this file could be destroyed. If permission is granted to destroy this material, original memoranda would not be destroyed. Since this matter directly concerns the Laboratory Division, this memorandum is being forwarded to them for their comments. If permission is granted to destroy this material, Archival authority is not required.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-92 BY SP1ELLW/CAL

REC 66-3286-870

MAR 31 1960

RECOMMENDATIONS:

1. For destruction.

2. For referral to the Training and Inspection Division for acknowledgment and appropriate action.

3/17/60 memo sent 3/17/60 RWB,

3. For referral to the Laboratory Division for their comments.

b6
b7C

FOR Enc. sent 3/2/60

TCH:gbh SEE ADDENDUM BY TRAINING AND INSPECTION DIVISION PAGE 2.
(8)
1 - Personnel file of [redacted] (sent direct)

autostat made MC 4/1/60

50 APR 4 1960

UNRECORDED COPY FILED IN 80-99-

RWB

ADDENDUM BY TRAINING AND INSPECTION DIVISION RWB:mgj 3/1/60
mgj

This division feels that the Laboratory Division should review the serials in question before they are destroyed, since such communications pertain to matters of interest to that division. Certainly it is not desirable to maintain duplicate copies of communications if they are not serving a useful purpose because of the great need for file space. The material in question has been separately furnished to the Laboratory Division for appropriate action. Attached for approval is an interim acknowledgment letter to Miss [redacted]

b6
b7C

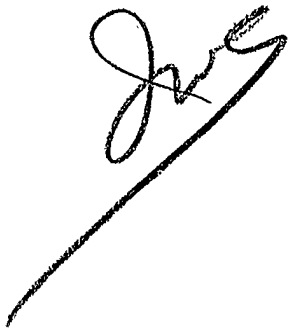
HLE DEP

OK [illegible] 3/7

[illegible]

LABORATORY DIVISION COMMENTS: WDG:mb 3/4/60

Laboratory Division has no objection to suggestion submitted by Records and Communications Division employee and recommends the action indicated.



OPTIONAL FORM NO. 10

UNITED STATES GO[redacted]T

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Evans
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 3/17/60

FROM : Mr. Malone

SUBJECT: DESTRUCTION OF BUREAU RECORDS

SUGGESTION #644-60
SUBMITTED BY [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

SUGGESTION: That the file entitled "Discrepancies in Findings of Document Examiners" which contains slightly in excess of three thousand serials be reviewed and processed for destruction of all serials which are duplicates of serials filed in main files.

The file in question was originally opened in 1935 as a control file for a double and triple check system utilized in the Laboratory. In 1955, on the authority of the Laboratory, index cards were purged with regard to this file.

Mr. Waikart, Files and Communications Division, is in favor of destroying the duplicate serials and advised that archival authority is not required to destroy this material. Mr. Griffith, Laboratory, Division, reviewed the files and agreed that the duplicate serials should be destroyed since the material has served its purpose.

This Division feels that it is undesirable to maintain duplicate copies of any communications if they are not serving a useful purpose because of the great need for file space and accordingly recommends that this suggestion be adopted. It is felt that the material should be reviewed by a responsible Special Agent Supervisor in the Files and Communications Division before it is destroyed to insure that only duplicate material is deleted from file.

Miss [redacted] suggestion was acknowledged by letter dated 3/2/60.

RECOMMENDATION: That the suggestion be adopted and that the attached letter of appreciation be sent to Miss [redacted]

a check in amt indicates this was done 8/29/67 mcm

REC 66-3886-[illegible]

50 APR 4 1960

OK JMM 3/18

20 MAR 31 1960

b6
b7C

Enclosure sent 3/18/60
1 - Personnel file of [redacted] (Sent direct)
RWB:meh
(3)

SEE ADDENDUM BY FILES & COMMUNICATIONS DIVISION PAGE 2.

initialed mcg
MCG 4/1/60

UNRECORDED COPY FILED IN 80-[illegible]

[illegible]-82 BY SPECIAL AGENT

b6
b7C

SUGGESTION #644-60
SUBMITTED BY [redacted]
FILES AND COMMUNICATIONS DIVISION

ADDENDUM BY FILES AND COMMUNICATIONS DIVISION TCH:gbh 3-25-60

File 80-99 entitled "Discrepancies in Findings of Document Examiners" which has been approved for purging by this memorandum contains 3,052 serials. It is noted that instructions from the Training and Inspection Division are "It is felt that the material should be reviewed by a responsible Special Agent Supervisor in the Files and Communications Division before it is destroyed to insure that only duplicate material is deleted from files."

Under present renovation programs of the Bureau's files, the Executives Conference has approved the processing of 310,000 Selective Service files for destruction as well as approving the destruction of copies of correspondence contained in Bureau files. Grade GS-5 employees are presently reviewing and destroying the files in the 25 classification and, when personnel are available, GS-4 employees are processing one-half million files in the 100 and 65 classifications for destruction of copies. Adequate safeguards have been established, such as 100 per cent check of work, to insure that this work is being completed correctly.

The file in question is no more important than the above-mentioned work which is handled by the clerical employees without a serial by serial review by a Special Agent Supervisor of the Files and Communications Division.

The above programs, of course, are closely followed and under the direct supervision of a Special Agent Supervisor in the Files and Communications Division.

Unless advised to the contrary, the above-mentioned file will be handled in this manner.

OK. To handle this way pursuant to what we discussed 3/29/60 KWM

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. S[illegible]nahoe

DATE: M[illegible], 1960

FROM : Mr. D.F.X. Callahan

1 - Donahoe
1 - L.E. Short
1 - Callahan

Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: JAMES KUTSUKIAN
ESPIONAGE - G

Destruction of Bureau Property - Serv

Memorandum Short to McGuire, 12-10-59, referred bulky exhibit 65-54428-16 to the Laboratory and Domestic Intelligence Division for review and disposition. Exhibit consists of Laboratory worksheets dated January - March, 1945, covering Photostat copies of censored correspondence dated August - December, 1944, to and from subject, then located in prisoner of war camps in Germany; Photostats of handwriting specimens of subject's relatives in the U.S. obtained and submitted by New York Office for Laboratory comparison to insure genuiness of correspondence between subject in Germany and his relatives in U.S.; also the original of a letter dated 2-25-44 which subject received while in German prisoner of war camp from an unknown individual informing subject of his wife's physical condition, his wife being then in Italy. Subject turned this original letter over to a Bureau Agent during interview 2-21-45 upon his arrival in the U.S. as a repatriated citizen.

Except for the original item dated 2-25-44, referred to above, which was of no significance at the time of examination and is of no current significance, all of the other material in the enclosure consists of Photostats of no current value.

66-3286-

RECORDED

APR 1 1960

Investigation of subject was based on the appearance of his name on a list in the possession of German spies Gimpel and Colepaugh found at the time of their apprehension in the U.S. They had been furnished this list of American prisoners of war for the purpose of using their addresses as mail drops in forwarding information in secret writing to their German principals. There was no indication that the prisoners of war involved were aware that their names were being used by the German Intelligence Service. The brief investigation of subject conducted by the Bureau developed no indication he was connected in any way with German espionage.

3 APR 1 1960

RECOMMENDATION:

There is no foreseeable value to this material and no further use can be anticipated. It is recommended that this entire bulky exhibit be destroyed. Laboratory Sections which conducted examinations in this case have reviewed the material and advised that its further retention is not warranted.

65-54428

DFW:lla (4)

ORIGINAL COPY FILED IN 65-54428-8

DATE 8-6-82 BY SP4 EW/Cal

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. A. H. Belmont

DATE: [redacted], 1960

FROM : W. C. Sullivan

Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: C. P. PAMPHLETS AND PUBLICATIONS
INTERNAL SECURITY - C
100-3-86

DESTRUCTION OF BUREAU PROPERTY GENL

Reference is made to your memorandum dated March 11, 1960, in above captioned matter which requests decision as to whether bulky exhibit, file number 100-3-86-1616, should be retained or destroyed. This exhibit is a collection of anti-Nazi cartoons by Soviet artists distributed by VOKS, the Russian All-Union Society for Cultural Relations with Foreign Countries, and is directed against the Nazi regime under Hitler. These cartoons were forwarded to the Bureau in 1954 for any disposition deemed advisable. They are no longer of any use and it is recommended that this exhibit be destroyed.

RECOMMENDATION:

That bulky exhibit, file number 100-3-86-1616 be destroyed and referred to the Filing Unit of Records Branch for action.

Enclosures

LLW:nji
(4)
1 - Mr. Belmont
1 - Records Branch
1 - Section tickler

166-3286-
NOT RECORDED
149 APR 1 1960

APR 21 1960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4 EW/Cal

ORIGINAL FILED IN 100-3-86

Director, FBI

February 5, 1960

SAC, Detroit (66-2276)

FBI IDENTIFICATION PLATES
BUPLANS
DETROIT DIVISION

Destruction of Bureau Property -
Re SAC Letter 59-77 (C).

This is to advise that the complete inventory of 170 FBI Identification Plates maintained in the Detroit Division was destroyed on February 4, 1960. These plates were destroyed by having them thrown into the blasting furnances in the River Rouge Steel Making facilities of the Ford Motor Company, Dearborn, Michigan.

An FD-222 is being forwarded to the Bureau under separate cover showing an inventory adjustment.

2 - Bureau (RM)
1 - Detroit

WRB/mac
(3)

ORIGINAL COPY FILED IN 66-30

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-6-82 BY SP4 EW/cal

66-3286
NOT RECORDED
141 FEB 10 1960

62 FEB 10 1960

MAR 1 1974

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: FEB 17 1960

FROM : L. E. SHORT

SUBJECT: ARGENTINA COMMUNIST ACTIVITIES

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

DESTRUCTION of Bulky Exhibit

Bulky Exhibit File Number: 64-2800-D-102

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

AWM:11b

NOT RECORDED
149 MAR 29 1960

J. W. MARSHALL

NOT RECORDED
12 MAR 28 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-6-82 BY SP4EW1 cal

SEE ADDENDUM PAGE 2

ORIGINAL FILED IN 64-2800-D-102

Bulky Exhibit memorandum dated 2/17/60
from L. E. Short to M. McGuire

Subject: ARGENTINA COMMUNIST ACTIVITIES

ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION. SBD:bcf 3/24/60

Bulky Exhibit File Number 64-2800-D-102 consists of:

1. A bound document, with table of contents, consisting of 138 pages, which sets forth information concerning communist activities in the territories of Formosa, Corrientes and El Chaco, Argentina, and specifically information concerning persons arrested for communist activity; the names of Communist Party members, communists, Bolsheviks and anarchists; police correspondence concerning communist activities; a chart of the Communist Party organization in Argentina during 1942; and the names of the members of the Communist Party in Buenos Aires.

2. Ten rolls of negatives which contain the original source material on which above document was based.

3. Photographic prints of above-mentioned negatives. It is noted information in the photographic prints appears in above-mentioned document.

According to the main file, the above information was obtained during 1943 and concerned communist activities in Argentina prior to that date. Information contained in the above-mentioned document was furnished to the Department of State, ONI, G-2, American Embassy in Buenos Aires, and the Office of Exports during 1943. The information in the document, which the exception of pages 102 through 109, is not contained in the main file. Furthermore, none of the information in the document has been indexed.

The information in this exhibit is quite old and since it is in the hands of the State Department and the U.S. Embassy in Buenos Aires it is available at the points where it should be primarily utilized. It is not believed that any foreseeable use by FBI would justify expense of indexing this material now when it has not heretofore been utilized by us.

RECOMMENDATION:

Recommend this exhibit be destroyed.

Office Memorandum · UNITED GOVERNMENT

TO : MR. MOHR

FROM : L. E. SHORT

SUBJECT: CAPTURED GERMAN DOCUMENTS
Destruction of Bureau Property - Sy

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bulky Exhibit File Number: 65-48824-307

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:lbb

J. W. MARSHALL

See addendum page 2.

NOT RECORDED
66-3286-6 APR 6 1960
Not recorded
170 APR 6 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EWL/cal

ORIGINAL COPY FILED IN 65-48824-1

FBI

Addendum to memo Short to McGuire 3/16/60 GCM:prg 3/21/60
Re: CAPTURED GERMAN DOCUMENTS
65-48824-307

This bulky exhibit, 65-48824-307, consists of two copies (Photostats) of captured German documents obtained by the Bureau in 1946 from Camp Ritchie, Maryland. The original documents were returned to Camp Ritchie 2/29/46 The information in this bulky exhibit is said to be from the files of "AMT VI of the Reichssicherheitshauptamt" and deals exclusively with Iran. It is written in German language and consists of approximately 350 pages. There has been no indexing. A one-page summary translation of the material accompanying the documents indicates this bulky exhibit is actually a monograph on Iran drawn up in 1941 by the general staff of the Soviet Russian Army and appears to have been designed primarily in connection with military operations in the Iranian area. It contains only passing remarks concerning the political aspirations of the Soviet military expedition in Iran at that time. This summary indicates nothing which would be of either investigative or historical interest to the Bureau warranting the retention of this bulky exhibit.

Recommendation:

It is recommended that this bulky exhibit, 65-48824-307, be destroyed.

5-341 (Rev. 5-15-59)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: MAR 17 1960

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF BUREAU PROPERTY

CAPTURED GERMAN DOCUMENTS
INTERNAL SECURITY - G

Bulky Exhibit File Number: 65-48824-11

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

Done 4/25/60 That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JWM:1188

J. W. MARSHALL

SEE ADDENDUM PAGE 2.

66-3286-6
NOT RECORDED
18 APR 26 1960

5 - Mossberg

66-3286
NOT RECORDED
149 APR 27 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4 EW/cal

ENCLOSURE

715

APR 27 1960

ORIGINAL FILE IN 65-47288-1

ADDENDUM EHM:ew 4-13-60

Memorandum dated 1-30-45 from I. W. Conrad to E. P. Coffey requests liaison to secure captioned German documents numbered 528 through 532, 537, 543, 573 and 599 identified as Washington Mirs, captured German documents, Accession List #5 dated 12-14-44. The bulky exhibits involved are filed as enclosures to this serial.

Attached is translation summary of these documents dated 4-5-60 indicating they represent a file of correspondence maintained by secretary-treasurer of German Community Center (branch of German Labor Front) in Lyon, France, covering period 6-36 to 11-38. The correspondence concerns dues collected, expenses, enrollment of members, transfer of members, requests for equipment, etc.

This material is not indexed, is not of current interest, concerns German activities in France in late 1930's and is of not investigative interest or intelligence value to FBI. Recommended this material be destroyed if the Laboratory Division concurs.

Enclosure

Lab concurs with destruction,

SUMMARY FROM GERMAN

Part I of the enclosures to 65-48824-11 consists of a file of incoming and outgoing correspondence maintained by the Secretary-Treasurer of the German Community Center in Lyon, France. This correspondence covers the June 1936 - November 1938 period.

The German Community Center of Lyon was a branch of the German Labor Front organizing Germans living abroad. In each country, the German Community Centers were responsible to a central office known as the Country Group Center. As a matter of fact, most of the correspondence contained in this file is between the Community Center in Lyon, France, and the Group Center in Paris, France.

The correspondence is concerned with such items as the dues collected from the members of the German community, the expenses of the Community Center (itemized and deducted from the monthly remittances of the dues collected), enrollment of new members, transfers of members from one Center to another, back dues, request for a new typewriter, request for an automobile, establishment and coverage of a health insurance plan including a dental care plan, etc.

A small number of letters are from the parent organization in Berlin. They are concerned with such items as a Summer Travel Plan at reduced rates for the Germans in foreign lands to spend their vacations in the home country, the announcement that the Country Group Leader was promoted to a new post and another man was appointed to fill the vacancy, congratulations to the local Secretary-Treasurer for a job well done stating that he had been granted - as an award for his performance - a book entitled: "We Help the Fuehrer," etc.

Among the items of a miscellaneous nature, the file includes receipts of parcel post shipments, letters to German nationals soliciting them to join the organization, etc.

b6
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SUMMARIZED BY:

[redacted]:mjm

April 5, 1960

ENCLOSURE

8-6-82 BY SP4 ELW

ENCLOSURE

6-3286

the
Part II of/enclosures to 65-48824-11 consists of similar material dating back to 1930.

Even more than the previous file, it reflects the organizational efforts to set up the German Community Center. In earlier years, the name was German Local Group.

The material is of the same nature and description as in the previous file.

It would seem that these two files are due to the diligence of the Secretary-Treasurer of the German Community Center of Lyon, France, Mr. WILHELM or WILLY REICHENBACH.

Employee Suggestion
FD-252 (11-14-55)

#750-60

b6
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Date	
March 29, 1960	

To:	From:	Employee assigned to (Division)
Director, FBI		Louisville

SUGGESTION

It is suggested that Unknown Subject (26) twenty-six Classification cases be destroyed five (5) years after date of Closing or RUC'ing.

Closed cases in the twenty-six classification can not be located through the indices, at the present time, after five years because of the five year rule regarding destruction of index cards of motor, serial, and license numbers.

Destruction of Bureau Property -

Current practice or rule (Include manual citation as well as facts)

At the present time the twenty (20) year rule prevails, regarding destruction of this classification, whereas the index cards on motor numbers, serial numbers, and license numbers in this classification

Advantages of suggestion

may be destroyed after five (5) years, Part II, Sec. 3, page 5, 6c, Manual of Rules and Regulations (Destruction of Index Cards.)

Space needed for Closed filing is a serious problem and through the destruction of this classification, approximately ten, five-drawer filing cabinets could be utilized for other classifications in this office alone. The cost of additional filing cabinets needed for Closed files in this classification would be greatly reduced.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 EW/cal

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Disadvantages of suggestion

None

Annual Savings (Show basis for estimate)

The present cost of each filing cabinet utilized for closed files is $62.50. If ten cabinets of closed twenty-six classification cases could be destroyed, a savings of $625.00 could be realized through the use of these cabinets for current closed cases, and would not necessitate the purchase of additional filing cabinets for this classification.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

4/8/60 GWL Gods: mbo

[X] Mr. [ ] Mrs. [ ] Miss

Clerk, GS-4

Signature and Title of Suggester

b6
b7C

Recommendations and comments of Division Head

In addition, inasmuch as the statute of limitations would also have run, I recommend that the suggestion be adopted. In the alternative, if five years is considered too short a period, recommend the suggestion be adopted to destroy as indicated above after ten years.

W. C. Hoagland
Signature and Title
Special Agent in Charge

7/6

57 APR 27 1960

EXECUTED APR 4 1960

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Annual Savings (cont.)

Space savings would amount to 25 square feet at cost of $3.25 per square foot or $81.25 for ten filing cabinets, in the Louisville Office.

OPTIONAL FORM NO. 10

UNITED STATES G[redacted]T

Memoran

Tolson	
Mohr	
Parsons	✓
Belmont	
Callahan	
DeLoach	
Malone	✓
McGuire	
Rosen	✓
Tamm	
Trotter	
W.C. Sullivan	
Tele. Room	
Ingram	
Gandy	

TO : Mr. McGuire

DATE: April 1, 1960

FROM : L. E. Wherry, Jr.

SUBJECT: BUPLANS - COMMUNICATIONS
DESTRUCTION OF BUREAU PROPERTY

I have two copies of statistical information concerning the amount of interagency message traffic exchanged between the relocation sites of the various agencies and the Federal relocation arc for the months of July to December, 1959. These documents are classified confidential. They contain only statistical information of no value to the Bureau. I desire to destroy these publications since they are of no value to us whatsoever.

RECOMMENDATION:

That I be authorized to destroy the above-mentioned material.

Destroyed 4/11/60 of

1 - Mr. Downing

LEW:mmr
(3)

4/11

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126 APR 14 1960

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10 APR [illegible]

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52 APR 15 1960

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. CALLAHAN

DATE: April 7, 1960

FROM : A. N. NEWMAN

SUBJECT: DESTRUCTION OF MANUAL CONTROLS

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Ingram
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The August 15, 1956, issue of the Inspectors' Manual was replaced in September 1959 by a new manual.

All copies of the old manual have been returned and destroyed with the exception of #22, issued to [redacted] SA [redacted] has advised he returned the manual but it was never received in the Property Section.

b6
b7C

Inasmuch as the control is of no further use to the Property Section, it is recommended it be destroyed. A new control has been set up for the new manual.

RECOMMENDATION:

The manual control on the old manual be destroyed.

Control destroyed 4-12-60

1 - 66-2281-872
(3)

REC-75 66-2281-872

7 APR 13 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4ELW1 cal

EX 104

59 APR 19 1960

Destruction of Bureau Property, General

MR. CALLAHAN April 7, 1960

A. M. NEWMAN

DESTRUCTION OF MANUAL CONTROLS

The December 1956 issue of the Position Classification Manual was replaced with a new manual in September 1959. All copies of the old manual have been returned and destroyed with the exception of #83, charged to [redacted] who has had permission to retain it for reference purposes. b6 b7C

Inasmuch as the control is of no further use to the Property Section, it is recommended it be destroyed. A new control has been prepared for the new manual.

RECOMMENDATION:

The manual control on the old manual be destroyed.

Destruction of Property - Bureau

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(3)

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20 APR 20 1960

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UNITED STATES G

Memorandum

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TO : MR. MC GUIRE

DATE: 4-22-60

FROM : W. G. EAMES

SUBJECT: CALIFORNIA PEACE OFFICERS ASSOCIATION

Description of Mail: Copies of outgoing form letter dated 12/31/37 directed to members of California Peace Officers Association enclosing copies of addresses made by the Director in 1937. (94-1-180-64 through 662)

The attached mail has been called to our attention as having no apparent reference value. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices, and the mail be destroyed. Since this mail is administrative in nature, Archival authority for its destruction is not necessary.

It is requested that the appropriate substantive supervisor review the material referred to above to determine if any reason exists for its retention. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to Crime Records Division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 EWical

166-3286

NOT RECORDED
191 APR 29 1960

See Addendum of Crime Records Division on next page

TCH:br
(3)

59 MAY 3 1960

APR 29 1960

RECORDS

ORIGINAL COPY FILED IN 94-1-180-1251

Eames to McGuire memo
Re: California Peace Officers Association
April 22, 1960

ADDENDUM: 4-26-60, DCM/mlw:

It would appear to be in keeping with sound records management to purge from the files the material referred to in Mr. Eames memorandum. It is of negligible reference value if of any value at all in view of its age, approximately 22 years.

Accordingly, it is recommended that the Crime Records Division interpose no objection to the request of Files and Communications Division to purge this material.

4/26/60

OPTIONAL FORM NO. 10

UNITED STATES

Memorandum

TO : A. H. Belmont
1 - Belmont
1 - Donahoe
1 - Eames
1 - Kayne

DATE: May 3, 1960

FROM : S. B. Donahoe

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SUBJECT: FEDERATION OF ITALIAN WORLD WAR VETERANS IN THE USA, INC.
IS - ITALY
Destruction of Bureau Property

Reference is made to memorandum from Kayne to Donahoe 10-1-59 recommending that bulky exhibits 65-31524-120X14 and 65-31524-121 relating to captioned organization be retained. 120X14 consists of translations of the membership and records of captioned organization made up from pictures taken at its national headquarters at 626 Fifth Avenue, New York City on 12-16, 17, 18, 19-41, by Bureau agents. 121 consists of photographs of records of captioned organization taken on 1-5-42. None of this material was indexed and no apparent use indicated; however, by memorandum 5-4-54 Department advised that all exhibits regarding this matter were to be retained by the Bureau pending further advice from the Department at the conclusion of litigation regarding constitutionality of rules of procedure promulgated by the Attorney General under Executive Order 10450.

Therefore, recommendation was made to retain exhibits.

On 3-18-60, pursuant to request from Bureau, Department advised that there appears to be no necessity for the retention of this material and the Bureau may therefore dispose of it.

ACTION:

It is recommended that bulky exhibits 65-31524-120X14 and 65-31524-121 be destroyed.

5/16/60

65-31524

166-3286-
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OPTIONAL FORM NO. 10

UNITED STATES G[illegible]T

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TO : MR. MC GUIRE

DATE: 5-23-60

FROM : L. E. SHORT

SUBJECT: Destruction of Bureau Property
SUGGESTION SUBMITTED BY
[redacted]
GS-5, General Index Unit
EOD 7-6-53

b6
b7C

SUGGESTION: Mr. [redacted] has suggested through the Records Branch Streamlining Committee that a program be started to go through the 62 classification files which are twenty years old or older to destroy files that do not come under the Bureau's jurisdiction.

ADVANTAGES: Mr. [redacted] points out that by eliminating old files, cabinet space would be saved as well as space in the index.

CONCLUSIONS: An extensive rehabilitation program has been in effect in the Records Branch for an extended period of time. At the present time, files in the Selective Service classification are being reviewed, and those which do not reflect willful violation are being destroyed. From surveys conducted by the Records Branch, it has been established that the 62 classification (Miscellaneous) is not particularly productive from the standpoint of rehabilitation work. [redacted] in his suggestion, states that files more than twenty years old should be destroyed. This work could not be utilized as a general criterion, and extensive review work would be necessary in order to establish ground rules in such a destruction program. Inasmuch as Records Branch has in effect an aggressive Records Management Program, and in view of the fact that survey work has been done in all classifications, no further action is contemplated at this time in connection with this suggestion.

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ACTION: Mr. [redacted] has been orally thanked for submitting this suggestion and a copy of this memorandum is being placed in his personnel file so that his interest in the Records Branch suggestion program might be noted.

RECOMMENDATION:

For information.

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REC- 20

66-3286-873

TCH:LES:cag
(6)
1 - Personnel file of [redacted]

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OPTIONAL FORM NO 10

UNITED STATES GOV

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TO : MR. MC GUIRE DATE: 4-6-60

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF SELECTIVE SERVICE CASES (25 CLASSIFICATION)

By letter dated 3-30-60, SAC Mason, Cincinnati, made a number of observations concerning the Bureau's operations. One suggestion involved the possible streamlining of the method of destroying Selective Service files over ten years old, by not first reviewing the files and not removing the related index cards from the indices. He presumably has in mind arbitrarily destroying all Selective Service files as they become ten years old without evaluation as to contents. Other matters mentioned by Mason are being handled separately.

PRESENT PROCEDURE:

At the present time, closed Selective Service Act cases over ten years old are being destroyed if the subject involved (1) has not willfully violated the law or (2) is not a conscientious objector. In addition, we retain (3) dual character cases and (4) certain other non-routine cases that because of their unusual nature should not be destroyed. This necessarily involves a review of each case file to determine the nature of the violation and also, in the event it can be destroyed, a further review to see what names have been indexed in order that the index cards relating thereto may be purged from the indices. This procedure is being followed both in the field and at the Seat of Government.

OBSERVATIONS:

At the Seat of Government, this program has been very effective to date. Thus far we have reviewed 26% of the Selective Service files, resulting in a savings of 176 file cabinet drawers of space and the destruction of 80,436 index cards. We feel that the most important phase of the savings is removal of obsolete references from our indices. The savings in unnecessary indices searching is incalculable, plus the fact that we are saving a very substantial amount of space in our file cabinets. The program is necessarily expensive, as observed by SAC Mason. He estimates an expenditure of 6.25 man-days to save one square foot of space. We apparently have been a little more effective at the Seat of Government inasmuch as our expenditure is computed at

FWW:neb
Enclosure sent 4-8-60
(4)

1 - Mr. Roy K. Moore, Room 5236

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5.81 man-days per square foot of file space saved. It is again reiterated that the important savings, however, is in the purge of index cards both in the field and at the Seat of Government. While no direct savings can be computed, it has been our experience for many years that even one unnecessary index card in the indices creates much additional work in searching and subsequent file reviewing, all of which can be eliminated once the card is identified and destroyed.

RECOMMENDATION:

That this valuable rehabilitation program continue, both in the field and at the Seat of Government, as personnel is available to assign to it. An appropriate letter to Mason is attached.

ADDENDUM BY TRAINING AND INSPECTION DIVISION; (CHP:ejw) 4-7-60.

During the Cincinnati inspection from January 16, 1960, to February 5, 1960, it was determined that the project of review of selective service files for destruction would require 50 days to complete. The purging of the indices cards of these old files would require 18 days to complete. The SAC was instructed by the Inspector to complete these projects at the earliest opportunity and that when extra personnel in the Chief Clerks Office became available (the addition of such personnel was recommended by the Inspector) the project of purging the indices should be completed. A poll of the Inspectors has indicated that offices recently inspected felt this to be a worthwhile project and no particular problems were being experienced. ASAC McAndrews, Washington Field, stated that office felt the project to be worthwhile and the experience of WFO to date has been that one drawer out of every four is being made available for other use by the project. It is therefore believed that the project should continue as originally formulated and that the attached letter should be sent to SAC Mason so instructing him.

4/8

April 4, 1960

PERSONAL

REC-84 66-3286-874

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

Your suggestion that certain index cards be purged from the general index was called to my attention by Mr. McGuire. I am having a careful study made of your proposal and in the event it would be feasible to adopt it you will be advised.

I want to take this opportunity to express my appreciation for the interest which prompted you to make this suggestion.

MAILED 8
APR - 4 1960
COMM-FBI

Sincerely yours,
J. Edgar Hoover

1 - Mr. McGuire

RWB:meh (Suggestion #739-60, dated 3/29/60)
(4)

NOTE: Based on memo Short to McGuire, dated 3/29/60, Re: Suggestion #739-60, Records Branch Streamlining Committee. TCH:llb.

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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W.C. Sullivan
Tele. Room
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TO : MR. MC GUIRE

DATE: 3-29-60

FROM : L. E. SHORT

SUBJECT: SUGGESTION #739-60
RECORDS BRANCH STREAMLINING COMMITTEE
Destruction of Bureau Records - Gen'l

SUGGESTION: Mrs. [redacted] a GS-8 employee assigned to the General Index Unit, Records Branch, has suggested through the Streamlining Committee that index cards in the following categories be purged from the General Indices: (1) Organizations such as American League for Peace and Democracy; American Slav Congress; American Student Union; American Youth Congress; Civil Rights Congress; Southern Negro Youth Congress; Workers Alliance; Workers School. (2) Newspapers such as New Masses; New Republic; Worker. (3) Unions such as Teamsters Union; United Steel Workers of America; International Union of Mine, Mill and Smelter Workers. Mrs. [redacted] points out that with outdated indexing procedures in years past, each of the above names were automatically indexed each time they appeared on the mail regardless of the information concerning these names.

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b7C

CONCLUSIONS: Records Branch is in favor of adopting this suggestion. Thousands of reference cards are now in the General Indices pertaining to these names other than main files that might appear on these names.

On February 15, 1954, the Executives Conference approved the destruction of index cards on Communist Party, Communist Political Association, Daily Worker, Young Communist League, United Electrical Radio and Television Workers of America, and others under the same conditions that exist for the names listed in this suggestion. (66-3286-561). If such a suggestion as proposed were adopted, Records Branch would assign an employee who is familiar with the rules of indexing and general contents of files to go through the cards and eliminate those which would not be indexed under present indexing procedures. This could be accomplished without referring to the files but when necessary to make sure no index card of value would be destroyed the file would be reviewed. There may be some instances where the preparation of a Correlation summary would be more beneficial and under these instances this would be done.

66-3286-674 (Recommendation on page 2)

Enclosure
TCH:lla
(8)
1 - Personnel file of [redacted]

REC-80 EX-117 5 MAY 26 1960

(ADDENDUM BY TRAINING AND INSPECTION DIVISION, PAGE 2)

(sent direct)

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2 - Mr. Rosen

Memorandum Eames to McGuire
Re Suggestion
Records Branch Streamlining Committee

RECOMMENDATIONS:

1. Favorable.

2. For referral to the Training and Inspection Division for appropriate action.

3. For referral to the Domestic Intelligence Division for their views.

ADDENDUM BY TRAINING AND INSPECTION DIVISION, RWB:meh, 4/1/60.

This division agrees that the views of the Domestic Intelligence Division should be obtained before a final decision is made on this proposal. This is being done and after their recommendation is obtained a decision will be made with regard to this matter. Attached for approval is an appropriate letter to Mrs. [redacted] b6 b7C

874

May 10, 1960

PERSONAL

REC-80 66-3286-[illegible]

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

In further reference to your suggestion that certain index cards be purged from the General Index, I am indeed pleased to inform you that your idea has been adopted and necessary action is being taken to carry out your proposal.

The alertness which prompted you to make this worthwhile suggestion is a true reflection of your interest in Bureau operations. I want to take this means to express my appreciation for your having called this matter to my attention.

Sincerely yours,

J. Edgar Hoover

1 - Mr. McGuire

RWB:meh

NOTE: Based on memo Malone to Mohr dated 5/5/60, Re: Suggestion #729-60, RWB:meh.

MAILED 27 MAY 10 1960 COMM-FBI

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: 5/6/60

FROM : J. F. Malone

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 CLK/ca

SUBJECT: SUGGESTION #729-60
SUBMITTED BY MRS. [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

SUGGESTION: That certain index cards in the following categories be purged from the General Index. (1) Organizations such as American League for Peace and Democracy; American Slav Congress; American Student Union; American Youth Congress; Civil Rights Congress; Southern Negro Youth Congress; Workers Alliance; Workers School. (2) Newspapers such as New Masses; New Republic; Worker. (3) Unions such as Teamsters Union; United Steel Workers of America; International Union of Mine, Mill and Smelter Workers.

This suggestion has been previously acknowledged by letter from the Director. o Destruction of Bureau Records - General

ADVANTAGES: By adopting this suggestion, thousands of reference cards now in the index pertaining to these names other than main files that might appear on these names would be eliminated, making available needed space. Under old indexing procedures each of the above organizations were automatically indexed as a "see reference" every time they appeared on correspondence regardless of the information contained in the communication. For example, a communication which indicated that an individual was associated with any of the aforementioned organizations, two index cards were prepared. One card would be indexed under the name of the organization and would also indicate the individual's name. The other card would be indexed under the name of the individual and would also indicate the name of the organization with which he was affiliated. This, of course, has resulted in numerous index cards in the index which are not necessary. The old indexing procedures were changed in approximately 1949. Under current procedure only one index card would be prepared indexed under the name of the individual concerned and reflecting his association with the organization.

REC-80 66-3286-875

EX-117

8 MAY 26 1960

CONCLUSIONS: The index cards to be destroyed would only be "see reference" cards and in no case will a main file card be destroyed. For example, index cards which are indexed under the name of an organization, newspapers and unions referred to above which were prepared under old indexing procedures which indicate that a certain individual was associated with one of these concerns will be destroyed. The index card which is indexed by the name of the individual will, of course, be maintained. Any index cards which list only the name of the organization will necessitate a review of the references to determine the feasibility of maintaining the card. In this connection the Records Branch will consult the interested division if it

RWB:meh (2) Enclosure

1 - Branch

is questionable as to whether the card should be maintained. The Records Branch pointed out that they would assign an employee who is familiar with the rules of indexing to eliminate those cards which would not be indexed under present indexing procedures. I feel the project should be under the supervision of a responsible agent supervisor in the Files and Communications Division. Mr. McGuire presented this suggestion to the Executives' Conference of 5/2/60 consisting of Messrs. Tolson, Mohr, Parsons, Clayton, Ingram, DeLoach, McGuire, Malone, Belmont, Callahan, Evans, Sizoo, Wick, Tamm and Trotter and they unanimously approved this suggestion.

RECOMMENDATIONS: 1. That this suggestion be adopted and that the attached letter of appreciation be sent to Mrs. [redacted]

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2. Upon approval of recommendation #1, that this memorandum be referred to the Files and Communications Division for appropriate action.

5/10 5/10 5/9

62-32886-875

PERS. FILES

March 18, 1960

PERSONAL

Destruction of Bureau Property - Gen.

Mr. [redacted]
Federal Bureau of Investigation
Albany, New York

b6
b7C

Dear Mr. [redacted]

Your suggestion that file fronts and backs be destroyed after documents are destroyed in certain classifications was forwarded to me by Mr. Fitzgibbon. I am having a careful study made of your proposal and if it would be to the Bureau's advantage to adopt it I will advise you.

I certainly appreciate the interest which prompted you to make this suggestion.

Sincerely yours,

1 - SAC, Albany

RWB:meh;dlh (Suggestion #696-60, dated 3/10/60)
(4)
NOTE: Referred to the Files and Communications Division for views and recommendations.

REC-54 66-3286-8

EX-104

13 JUN 1 1960

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51 JUN 7 1960

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May 20, 1960

Director, Federal Bureau of
Investigation

J. Walter Yeagley, Assistant Attorney
General, Internal Security Division

HRVATSKI DOMOBRAN, aka Croatian Home
Defenders

Reference is made to your letter of March 8, 1960 requesting advice as to whether the material therein described may now be destroyed by the Bureau. Please be advised that this Division has no objection to the Bureau handling the material in question as it deems appropriate.

ORIGINAL COPY FILED IN 64-21371-92

66-3286
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141 JUN 8 1960

Destroyed by Bureau Property

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62 JUN 8 1960

The following broken magnifiers have been destroyed:

33 X.	1276
47 X	1644
58 X	
121 X	
154 X	
186 X	
237	
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Destruction of Bureau Property —

Noted Property
ll/RKK
6-6-60

NOT RECORDED
5 JUN 8 1960

PLEASE FILE IN BUFILE

66-1631

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EWJCAL

166-3286-
NOT RECORDED
141 JUN 8 1960

64 JUN 9 1960

OPTIONAL FORM NO. 10

UNITED STATES GOV

Memorandum

TO : A. H. Belmont

FROM : S. B. Donahoe

DATE: May 25, 1960

1 - Belmont
1 - McGuire
1 - Donahoe
1 - Edwards

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: HRVATSKI DOMOBRAN, also known as
Croatian Home Defenders
REGISTRATION ACT
Destruction of Bureau Property

Purpose of this memorandum is to recommend destruction of the bulky exhibit (64-21371-14x52) consisting of 16 boxes of material collected during investigation of the above organization, 1941-1944. The organization was investigated during this period inasmuch as it was reportedly profascist in character and possibility existed that it might have incurred an obligation under the Foreign Agents Registration Act of 1938, as amended.

On 11/5/43 the material, mentioned above, was submitted to the Department for review in connection with our request for an opinion relative to the organization. By letter 9/23/44 the Department returned the material and advised that it was not entertaining any prosecution. It requested the material be retained by the Bureau since there may be efforts to revive the organization after World War II.

On 6/16/55 a letter was again sent to the Department requesting advice as to whether the material may be destroyed. The Department advised on 7/27/55 that since some of the material related to Croatian activities in the U.S., it may be of value in the event action was taken by the Department against the Croatian Fraternal Union before the Subversive Activities Control Board.

In 10/58 the organization was reactivated, and we opened an investigation to determine whether it might be in violation of the Foreign Agents Registration Act of 1938, as amended. On 2/23/60 the Department advised that a review of the matter did not appear sufficient to support a determination of an agency relationship. By letter 3/8/60 we requested the Department to advise whether the 16 boxes of material could be destroyed. By letter 5/20/60 the Department advised that it has no objection to the Bureau handling the material in question as it deems appropriate. Material consists of personal papers, membership cards, correspondence and minutes of meetings.

166-3286
NOT RECORDED
141 JUN 2 1960

RECOMMENDATION:

It is recommended that the 16 boxes of material be destroyed inasmuch as they are of no value to the Bureau, and any attempt to return it to its original contributors would be time consuming and would involve excessive expense.

64-21371
FLE:sbs
(5)

18 JUN 2 1960

INT. SEC.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW/cal

62 JUN 8 1960

ORIGINAL COPY FILED IN 64-21371-93

66-3286-

June 15, 1960

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 [illegible]

Mr. [redacted]
Federal Bureau of Investigation
Savannah, Georgia

b6
b7C

Dear Mr. [redacted]

Your suggestion that certain files in one of the Bureau's classifications be destroyed after five years was forwarded to me by your Special Agent in Charge. Careful consideration has been given to your proposal and it was decided that it would not be to the Bureau's advantage to adopt it.

Although your proposal is not being adopted in this instance, I do appreciate the interest which prompted you to make this suggestion.

Sincerely yours,

b6
b7C

J. Edgar Hoover

MAILED 8
JUN 15 1960
COMM-FBI

1 - File of [redacted]
1 - SAC, Savannah - Idea not being adopted because files falling within the prescribed group consist for the most part of two to four serials and the excessive time necessary to cull files in order to insure that information of value is not destroyed is not commensurate with potential savings of space.

RWB:meh (Suggestion #882-60, dated 6/8/60)
(5)

NOTE: Suggests that all closed unknown subject cases in the 26 classification (Interstate Transportation of Stolen Motor Vehicles) be destroyed when 5 years old. Surveys were conducted by the Bureau in November, 1959, and indicated that we should not change our current rule with regard to files being destroyed for reasons indicated in note to SAC. A similar suggestion was considered on 4/8/60 and was no adopted for reasons indicated. In view of these factors it is not felt that this suggestion should be adopted.

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Tele. Room
Ingram
Gandy

MAIL ROOM

51 JUN 29 1960

ORIGINAL COPY FILED IN

Employee Suggestion
FD-252 (Rev. 9-11-59)

#192-60

b6
b7C

Date: 6/8/60

To.	From: (Suggester's name)	Division of Assignment
Director, FBI	Clerk	SAVANNAH

SUGGESTION

It is suggested that all closed unknown subject cases in the twenty-six classification be destroyed when five years old. The index cards on all motor and serial numbers are destroyed when five years old thereby losing any reference to an unknown subject case which is indexed by motor or serial number. Approximately three hundred files in the twenty-six classification were checked in the Savannah Office representing three different periods, 1944-45, 1949-50 and 1953-54 in which it was found that approximately 33% of the files checked were unknown subject cases. Therefore, if this suggestion were adopted, it is felt that around 33% of all closed twenty-six cases more than five years old could be destroyed.

33

EXCEPTIONAL

JUN 13 1960

Current practice or rule (Include manual citation as well as facts)

Destroy twenty-six classification when 20 years old.

Advantages of suggestion and annual savings (include basis for estimate)

Advantage would be the saving of space, approximately 1/3 more space would be gained. Since unknown subject cases are easily identifiable they could be detected and destroyed with a minimum amount of file review. It is impossible for me to estimate the amount of savings to the government because the amount of space saved would depend on the number of 26 cases in each office.

Destruction of Bureau Property - Gen

Disadvantages of suggestion

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b6
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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

XX Mr. ☐ Mrs. ☐ Mis

asst. Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Since the suggestion will save space with no loss of efficiency, I recommend adoption.

Charles W. Brown
CHARLES W. BROWN and Spl. Agt. in Chg.

(Do not write in this space - for Bureau use only)

66-3286-17

NOT RECORDED
167 JUN 17 1960

25 JUN 18 1960

Ack 6/15/60
Prob. mch

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. A. H. Belmont

DATE: June 21, 1960

FROM : Mr. J. F. Bland

SUBJECT: INTERNAL SECURITY - ESPIONAGE CONFERENCE
JUNE 9 - 10, 1960

STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

In accordance with recommendation contained in memorandum from Mr. Malone to Mr. Mohr dated June 6, 1960, the Conference considered the feasibility of destroying channelizing memoranda in individual case files after pertinent information contained therein had been incorporated into report.

Briefly, copies of reports from informants are directed to pertinent field office files while the original informant report is placed in the informant's control file. Numerous channelizing memoranda, particularly in large offices operating a large number of live informants, is presenting an increasingly critical space problem and demands for extra file cabinets.

The Conference, in discussing this problem, took cognizance of the fact that the individual case file may not be entirely complete by destroying these channelizing memoranda if all of the information contained therein is not put into reports and some of the information would not be pertinent to report in individual cases. However, it also took cognizance of the fact that the complete information contained in these channelizing memoranda and individual case files is contained in the informant's case file and available for use if needed. The Conference recommended in view of the growing space problem that two offices be permitted to destroy these channelizing memoranda on a trial basis for a period of six months for the purpose of determining if the benefits derived therefrom in the form of savings in space and file cabinets outweigh the disadvantages. The offices recommended for this experiment were San Francisco and Chicago.

These offices were instructed to submit specific recommendations as to the procedures to be utilized in the destruction of these channelizing memoranda.

Enclosure

1 - Mr. Parsons
1 - Training and Inspection
1 - Mr. Belmont
1 - Mr. Bland
1 - Mr. Rushing

66-3286 -
NOT RECORDED
141 JUL 7 1960

10 JUL 5 1960

SUBV. CONTROL

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DATE 8-16-82 BY SP4 Ewical

TDR/fbm
56 JUL 13 1960

Memo Bland to Belmont
RE: INTERNAL SECURITY - ESPIONAGE CONFERENCE
JUNE 9 - 10, 1960

STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

Procedures

(1) The current procedure with regard to filing the original informant report, the filing of the master channelizing memoranda in the informant file and the serializing of channelizing memoranda in the substantive case files will be continued as at present.

(2) The Agent, at the time he dictates the report, will prepare a memorandum addressed to the SAC itemizing the various memoranda reviewed and incorporated into the report and requesting the Chief Clerk's Office to destroy the serials itemized.

(3) Prior to destruction, the Agent's recommendations with respect thereto are to be reviewed and approved by the supervisor at the time he reviews and approves the report.

(4) Following destruction of the channelizing memoranda the Chief Clerk will so note on the memorandum. Thereafter, the memorandum will be filed in the case file as a permanent record of the serials destroyed.

(5) The reporting Agent will account for every one of the channelizing memoranda recommended for destruction in the substantive case file by showing the location, the file number and serial, of the original informant report or channelizing memoranda in the cover pages of the investigative report. (This would require the Agent to report or account for all the information reported by all sources concerning his subject.)

As noted previously herein, as a safeguard against the loss entirely of valuable information, the original informant report and/or master channelizing memoranda is always available in the informant report file.

RECOMMENDATION:

(1) That Chicago and San Francisco be authorized to destroy these channelizing memoranda following/reports on a trial basis of six months. submission of

(2) That after six months Chicago and San Francisco furnish a detailed analysis of the benefits derived, as well as any disadvantages noted.

(3) That if Chicago and San Francisco are inspected during this period, the inspectors thoroughly check the procedures and submit its observations as to whether the benefits gained from the destruction of these channelizing memoranda outweigh the disadvantages.

(4) Thereafter, the Bureau will consider the desirability of authorizing the destruction of channelizing memoranda on a field-wide basis.

(5) If you agree, there is attached a proposed letter to Chicago and San Francisco.

(SEE ADDENDUM ON PAGE 4)

Memorandum to Mr. Belmont from Mr. Bland

Re: INTERNAL SECURITY - ESPIONAGE CONFERENCE
JUNE 9 - 10, 1960

STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

ADDENDUM BY A. H. BELMONT: LL - 6/22/60:

On 6/22/60, the Executives Conference, consisting of Messrs. Parsons, Kemper, Callahan, DeLoach, Malone, McGuire, Rosen, Tamm, Trotter, Ingram, Clayton, and Belmont, recommended that this procedure be implemented on a trial basis for six months in Chicago and San Francisco.

OPTIONAL FORM NO. 10

UNITED STATES GOV

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 6/29/60

FROM : J. F. Malone

SUBJECT: SUGGESTION #895-60
SUBMITTED BY [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

SUGGESTION: That all index cards in the General Index prepared on the names Airport and Navy Base be destroyed when the subject appears on the same card. Destruction of Bureau Gen.

PRESENT PROCEDURE: Under out-dated Classifying rules when the name of the subject of a case appeared with the name of an Airport or Navy Base, such as in Theft of Government Property cases, an index card was made on the name of the subject, as well as on the Airport or Navy Base involved. Under current Classifying rules an index card is made on the name of the subject only and cards are not made on the Airport or Navy Base.

ADVANTAGES: An advantage to adopting this suggestion would be to purge the General Index of obsolete reference cards.

CONCLUSIONS: The Files and Communications Division recommends adoption of this suggestion since the index cards in question are not listed in current searches. They further recommend that if approved this suggestion could be expanded to include other similar index cards prepared on various Army installations such as Forts, Camps, and other Government reservations. Upon approval the cards destroyed will only be those where the name of the subject appears in the body of the card in addition to the name of the Airport, Navy Base, etc., upon which the card is prepared. On such cards as these it is known that a card on the subject is elsewhere in the index and the information will not be lost.

Mr. Rosen, Investigative Division, advises that the index cards as they are now maintained on Airport and Navy Bases are of no value to the Investigative Division as such and therefore their destruction would not affect investigative matters within the purview of his division. Mr. Rosen further states that since the adoption of this suggestion would result in a savings in space he recommends that it be adopted.

66-3286 -
RECORDED
1960

The Training and Inspection Division concurs with the recommendations of the Files and Communications Division and the Investigative Division that this suggestion be adopted for the reasons outlined above.

ORIGINAL FILED IN 66-5784

Enclosure
WW:meh

Memorandum Malone to Mohr
Suggestion #895-60

b6
b7C

RECOMMENDATIONS:

1. That the attached letter advising Mrs. [redacted] that her suggestion is being adopted be approved.

2. That this memorandum be forwarded to the Files and Communications Division so that the suggestion may be put into effect.

7-11-60 To be handled by Records LHS

6/30

June 27, 1960

PERSONAL

66-3286-

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

Mr. McGuire has advised me of your suggestion proposing that certain index cards in the General Index be destroyed. I am having a careful study made of your idea and in the event it would be to the Bureau's advantage to adopt it you will be advised.

The interest which you have demonstrated in making this suggestion is certainly appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 31
JUN 27 1960
COMM-FBI

1 - Mr. McGuire

RWB:meh (Suggestion #895-60,)
(4)

NOTE: Based on memo L. E. Short to Mr. McGuire dated 6/21/60, Re: Suggestion #895-60, Records Branch Streamlining Committee1. TCH:gbh.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 RWL

JUN 21 12 49 PM '60 FBI

ORIGINAL FILED IN 66-5-X-99

FBI - RECD. - WATCHE

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Tele. Room
Ingram
Gandy

52 JUL 21 1960

MAIL ROOM ☐ TELETYPE UNIT ☐

June 30, 1960

PERSONAL

66-3286-

b6
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Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear Mrs. [redacted]

In further reference to your suggestion proposing that certain index cards in the General Index be destroyed, I am happy to advise you that your proposal has been adopted.

You have demonstrated an interest in improving the Bureau's operations for which I am extremely grateful.

Sincerely yours,

J. Edgar Hoover

MAILED 31
JUN 30 1960
COMM-FBI

1 - Mr. McGuire

KWW:meh (Suggestion #895-60)
(4)

b6
b7C

NOTE: Based on memo J. F. Malone to Mr. Mohr, dated 6/29/60, Re: Suggestion #895-60, Submitted by [redacted] Files and Communications Division.

KWW:meh.

DECLASSIFIED BY SP4 EW/dg ON 6-8-82

ORIGINAL FILED IN 66-3286

JUN 30 2 16 PM '60

RECD-READING ROOM

FBI

RECD-HARGONE

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MAIL ROOM ☐ TELETYPE UNIT ☐

PERS. FILES

66-3286-

ST

December 8, 1960

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

I have received the suggestion advanced by you and Miss [redacted] to destroy correspondence in particular files at the Seat of Government after a period of three years. I am having a careful study made of your proposal and, in the event it is adopted, you will be advised.

The interest which prompted you to give me the benefit of your idea is greatly appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 9
DEC - 8 1960
COMM-FBI

1 - Mr. McGuire

(Suggestion #275-61)

NOTE: Referred to Training and Inspection Division for consideration. Previous suggestions relative to the destruction of Form FD-132 (request for approval of local police school and/or assignment of Bureau instructors) after a period of 3 years and to the destruction of certain material located in file 1-16 captioned "Police Training Schools" were approved. L. E. Short, Records Branch, recommends adoption of current suggestion.

JER:lh/dlh
(4)

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December 8, 1960

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW1 cal

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

I have been advised of the suggestion made by you and Miss [redacted] to purge correspondence from particular files at the Seat of Government after a period of three years. Careful consideration is being given to your proposal and if it is approved, you will be notified.

I very much appreciate your interest in making your idea available to me.

Sincerely yours,

J. Edgar Hoover

1 - Mr. McGuire

JER:lh:pls:bmw (Suggestion #275-61, dated 11-29-60)
(4)

NOTE: Referred to Training and Inspection Division for consideration. Previous suggestion relative to the destruction of Form FD-132 (request for approval of local police school and/or assignment of Bureau instructors) after a period of three years and to the destruction of certain material located in file 1-16 captioned "Police Training Schools" were approved. L. E. Short, Records Branch, recommends adoption of current suggestion.

MAILED 9
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Employee Suggestion
FD-284 (Rev. 9-11-59)

#275-61

Date: 11-29-60

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Four

b6
b7C

SUGGESTION

That file 1-1152 Subs for Field Offices (Police Training) be reviewed for destruction of correspondence in addition to FD-132 previously approved in Suggestion #54-61 and identical to material approved for destruction in Suggestion #228-61, file 1-16, material to be retained for a period of 3 years.

Type of material to be destroyed:

1. Statistics re: Results of Schools, Attendance, Diplomas issued, expressions of appreciation.
2. Requests for and acknowledgment of Supplies - Diplomas, Film, Literature.
3. Mail Re; Schedules and Lectures
   change in schedules-FD-132 destroyed;change in instructors - Bureau designating;cover for memo for lecture material-Lecture detached; ~~Invoices;Films shipped or received from one Field Office to another;~~ Newspaper clippings re schools.

Current practice or rule (Include manual citation as well as facts)

Suggestion re FD-132 does not cover this material.

Advantages of suggestion and annual savings (include basis for estimate)

Saving of great deal of space in Filing Unit and negligible amount in General Index.

Destruction of Bureau Property

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DATE 8-10-82 BY SP4EW/cal

Disadvantages of suggestion

None Known

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable - See attached comments.

L. E. Short SA

Signature and Title

(Do not write in this space - for Bureau use only)

act 12/8/60 jar

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NOT RECORDED
JAN 5 1961

1-1152-482

ORIGINAL COPY FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: 6-21-60

FROM : L. E. SHORT

SUBJECT: SUGGESTION #895-60
RECORDS BRANCH STREAMLINING COMMITTEE
"Destruction of Bureau Property - Gen.

b6
b7C

SUGGESTION: Mrs. [redacted] a GS-8 employee assigned to the General Index Unit of the Records Branch, has suggested through the Records Branch Streamlining Committee that all index cards in the General Index prepared on the names Airport and Navy Base be destroyed when the subject appears on the same card.

PRESENT PROCEDURE: Under out-dated Classifying rules when the name of the subject of a case appeared with the name of an Airport or Navy Base, such as in Theft of Government Property cases, an index card was made on the name of the subject, as well as on the Airport or Navy Base involved. Under current Classifying rules an index card is made on the name of the subject only and cards are not made on the Airport or Navy Base.

ADVANTAGE: An advantage to adopting this suggestion would be to purge the General Index of obsolete reference cards.

CONCLUSIONS: Records Branch is in favor of adopting this suggestion as such cards are not listed in current searches, and this suggestion could be expanded to other similar cards prepared on various Army installations, such as Forts or Camps and other Government reservations. If approved, cards destroyed will be where a card is prepared on Airport, Navy Base, or other installation and the name of the subject appears in the body of the card. On cards such as these it is known a card on the subject is elsewhere in the index and the information will not be lost.

RECOMMENDATION:

1. Favorable.

66-3286
NOT RECORDED
7 JUL 13 1960

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DATE 8-6-82 BY SP4 ELW

12 JUL 12 1960

2. For referral to the Training and Inspection Division for acknowledgment and appropriate action.

Henry 7-13-60 TJP

b6
b7C

(ADDENDUM BY TRAINING AND INSPECTION DIVISION, PAGE 2)

TCH:ghh
(4)
Enclosure

Mrs. [redacted] advised SA [redacted], Aide, Files & Comm. Div. Inspection, that suggestion applies to Crime on Government Reservation, Theft from Interstate Shipment & Theft of Government Property classifications. Recommended Favorable.

ORIGINAL FILED IN 66-3286-895

ADDENDUM BY TRAINING AND INSPECTION DIVISION, RWB:meh 6/24/60.

While it does not appear that the referenced index cards are of any value the Training and Inspection Division feels that the views and recommendation of the Investigative Division should be obtained before authority is granted to destroy these cards. Their views are being obtained separately and a final recommendation will be made when the pertinent views are obtained. SA [redacted] Files and Communications Division, advised that there are approximately 7,000 index cards that would be destroyed if this suggestion is adopted. Attached for approval is an interim acknowledgment letter to Mrs. [redacted]

b6
b7C

UNITED STATES GOVERNMENT

Memorandum

TO : MR. QUINN TAMM

FROM : C. F. DOWNING

DATE: June 2, 1960

b7E

SUBJECT: [redacted] - JAPANESE

Tolson
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Tele. Room
Ingram
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There are presently stored in the Records Branch more than 7000 coded Japanese intercepts. In view of the fact that these intercepts are of no further value to the Bureau, arrangements will be made to have them destroyed in the absence of contrary instructions.

Destruction of Bureau Property General

ACTION:

For information.

65-33586

PWP:ell
(6)

Records Branch Destroyed 6/15/60 per authority of Pallaire DFB

65-33586-

~~NOT RECORDED~~
~~15 AUG 9 1960~~

ORIGINAL COPY FILED IN

66-3286-
NOT RECORDED
47 AUG 10 1960

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HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4EL W1 cal

52 AUG 11 1960

UNITED STATES GOVERNMENT

Memorandum

TO : MR. QUINN TAMM

DATE: June 10, 1960

FROM : C. F. DOWNING

SUBJECT: Destruction of Bureau Property General [redacted] - RUSSIAN

b7E

The Cryptanalysis-Translation Section has on hand approximately 20,000 Russian intercepts dated from July, 1958, through December, 1959. Although associated with a current case, these intercepts have been processed and their retention in the Cryptanalysis-Translation Section is no longer necessary. Therefore, the 20,000 intercepts are being forwarded to the Records Branch for storage with similar material previously forwarded.

In addition approximately 7000 Russian intercepts are being retained in the Section.

ACTION:

For information

Reid and Tolson - Filed in Room 6315 JG 6-14-60 DJR

65-35784
PWP:dgm dgm
(6)

NOT RECORDED
15 AUG 9 1960

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ORIGINAL COPY FILED IN 65-35784-36

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NOT RECORDED
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50 AUG 11 1960

OPTIONAL FORM NO. 10

UNITED STATES GO

Memorandum

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W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. A. H. Belmont

DATE: July 14, 1960

FROM : Mr. J. F. Bland

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA General

Following recommendations of the Internal Security - Espionage Conference of June 9-10, 1960, Chicago and San Francisco were authorized by Bulet of June 22, 1960, to destroy channelizing memoranda in security cases following submission of reports. This destruction was authorized for a six-month period on a trial basis for the purpose of determining whether benefits derived therefrom outweigh the disadvantages.

Chicago has recommended the utilization of an office form to record the serials being destroyed. Chicago requested San Francisco's observations and subsequent Bureau approval of the form. Form is attached as Exhibit 1.

San Francisco feels that the rough draft notes of the Agent preparing the report listing the serials to be destroyed would be sufficient. San Francisco proposes to attach to the rought draft notes a short memorandum containing instructions to the Chief Clerk's Office to destroy those serials listed on the attachment thereto. See Exhibit 2 attached. San Francisco notes that to require a formal typed memorandum would entail considerable more typing time and could result in errors in the transposition of serial numbers, thus resulting in the destruction of the wrong serials. The Bureau agrees, however, feels that a sample form can be devised which would eliminate an attachment as suggested by San Francisco and, thus, eliminate the possibility of the attachment becoming lost or destroyed. A proposed form is attached as Exhibit 3.

ACTION:

It is recommended that the proposed form (Exhibit 3) be adopted for the above purpose. If you agree, there is attached a proposed letter to Chicago and San Francisco containing as an enclosure a copy of the proposed form.

Enclosures

1 - Training and Inspection
1 - Mr. Belmont
1 - Mr. Bland
1 - Mr. Rushing

TDR/fbm
(5)

66-3286-
NOT RECORDED
191 JUL 22 1960

ENCLOSURE

66-3482
50 JUL 28 1960

Form (Exhibit 3) approved for temporary form during trial period; no reproduction or dissemination. 7/19/60

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-6-82 BY SP4

TWO 2 - Files

MEMO, SAC (100-) DATE:

FROM: SA _____

SUBJECT: _____

_____

Re report of SA _____ dated and captioned as above.

In preparing the above report, the writer reviewed and incorporated pertinent information contained in the serials identified below:

(Pertinent serials to be identified in this space)

CCO is requested to destroy the above described serials.

SA _____, Date: _____

Supv. _____, Date: _____

CCO _____, Date: _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW/cal

3 Xerox 720-60 4pp

66-3286-

EXHIBIT 1

ENCLOSURE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : SAC (100-00000) DATE:

FROM : SA JOHN SMITH

SUBJECT: JOHN DOE
SM - C

Attached is a list of serials in the above case file which should be destroyed.

The original location of the master channelizing memorandum in the [redacted] files also appears on the list. b7D

ACTION: CCO destroy serials listed.

JD/xxx
(1)

[redacted]
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4EWLCAL

66-3286-

EXHIBIT 2

3 Xerox 9-20-00 tpo

ENCLOSURE

100-000000

Serials to be destroyed:

Serial: Location of Original

[redacted] b7D

32 — 33A - ~~47A~~

33 — 55A - 66A

35 — 60A - ~~42A~~

29 — 72A - 104A

Sample

8-6-82 SPYELWICAL

66-3246-

ENCLOSURE

OPTIONAL FORM NO. 10
5010-104
UNITED STATES GOVERNMENT

Memorandum

TO : *SAC* _____ ( ) DATE:

FROM : *SA John Jackson*

SUBJECT: *WILLIAM JONES*
SECURITY MATTER - C

Rerep of SA _____ *dated* _____.

Pertinent information from following serials has been incorporated into rerep.

ACTION:

Chief Clerk's Office destroy serials listed.

SERIALS — *Location of original document and/or master channelizing memoranda*

S A M P L E

EXHIBIT 3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW cal

66-3246-

ENCLOSURE

ENCLOSURE

MR. MC GUIRE 7-21-60

L. E. SHORT

b6
b7C

Suggestion Submitted By
[redacted]
GS-9, Consolidation Unit
EOD 8-1-39

Destruction of Bureau Property

b6
b7C

SUGGESTION: Mrs. [redacted] has suggested through the Records Branch Streamlining Committee that cards in the General Index on "Bombing of", which are cross indexed into the 157-2 file, be removed and destroyed.

PRESENT PROCEDURE: At the present time index cards are not prepared on the words "Bombing of."

CONCLUSIONS: The Civil Rights Unit of the Investigative Division was contacted and they agree with the suggestion. In view of the above, Records Branch will purge the cards involved.

ACTION: Mrs. [redacted] has been orally thanked and a copy of this memorandum is being placed in her personnel file to show her interest in the Records Branch Streamlining Committee

b6
b7C

RECOMMENDATION:

For information.

66-3286-
NOT RECORDED
126 JUL 25 1960

TCH:jao:gbh
(5)

(1) - Personnel file of [redacted]

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW1 cal

62 JUL 28 1960

ORIGINAL FILED IN 66-3286-94

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: 8-12-60

FROM : L. E. SHORT

b6
b7C

SUBJECT: SUGGESTION # 54-61
RECORDS BRANCH STREAMLINING COMMITTEE
DESTRUCTION OF BUREAU PROPERTY

SUGGESTION: Miss [redacted] a GS-6 employee assigned to the Consolidation Unit, has suggested through the Records Branch Streamlining Committee that Form FD-132 (Request for Approval of Local Police School and/or Assignment of Bureau Instructors) be retained in Bureau files for a period of three years and all such forms prior to that time be destroyed.

PRESENT PROCEDURE: These forms are submitted by Bureau field offices and are filed in 1-1152 as a "not recorded" piece of mail and retained indefinitely.

CONCLUSIONS: Records Branch is in favor of adopting this suggestion. This file contains over 30,000 serials, many of which are the above described forms. It is believed in the furtherance of good records management this form should be destroyed as there is no apparent use for it after a reasonable period of time has elapsed.

RECOMMENDATION:

(1) Favorable.

(2) For referral to the Training and Inspection Division for acknowledgment and their views concerning the suggestion.

TCH:jao
(3)

ORIGINAL FILED IN 1-1152

(ADDENDUM BY TRAINING AND INSPECTION DIVISION, PAGE 2)

See memo Malone to Mr Mohr 8/25/60
Rusk:bmw

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY 8-6-82 DISPEWLCal

66-3286-2

NOT RECORDED
119 AUG 30 1960

1 Kunt
8-30-60
jao

Rusk

SEP 1 1960

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: 8-9-60

FROM : L. E. SHORTLEY

b6
b7C

SUBJECT: Suggestion Submitted By
[redacted]
GS-8, Consolidation Unit
EOD 4-1-41

Destruction of Bureau Property - Gen

b6
b7C

SUGGESTION: Miss [redacted] has suggested through the Records Branch Streamlining Committee that monthly reports in field office sub files on file number 25-1643 be de-indexed and destroyed and that policy material in sub files be consolidated into the general file for permanent retention.

CONCLUSIONS: At the present time Records Branch is conducting a program of destroying files in the 25 classification and the material in the above-mentioned file will be reviewed and destroyed in connection with the program.

b6
b7C

ACTION: Miss [redacted] has been orally thanked for submitting this suggestion and a copy of this memorandum is being placed in her personnel file to show her interest in the Records Branch Streamlining Committee.

RECOMMENDATION:

For information.

TCH:gbh
(4)
1 - Personnel file of [redacted]

b6
b7C

66-3286-
NO RECORDED
167 AUG 15 1960

15 AUG 12 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW/cal

64 AUG 18 1960

ORIGINAL COPY FILED IN 25-1643-[illegible]

Director, FBI August 24, 1960

Legat, Havana (66-0)

HAVANA OFFICE
ADMINISTRATIVE

For the information of the Bureau, the Havana office is presently undergoing a reorganization. Inasmuch as there are at the present time only one agent and one stenographer assigned to this office, we are giving up to the Embassy as of August 25, 1960, the space of room 106 which is approximately 500 square feet.

This office also is in the process of a file destruction program of a radical nature inasmuch as the Embassy is presently in Phase I of its Emergency Evacuation Plan which calls for the destruction or return to headquarters of all material not absolutely necessary for carrying out the immediate functions of the office. As the Bureau is aware, this office has had authority to destroy criminal cases closed over one year and security cases closed over three years. Under the present plan adopted by this office, all files which are not deemed absolutely essential for the operation of this office are being destroyed. It is to be noted that in reviewing files for destruction, care is taken to see that the Bureau is in possession of copies of material presently being destroyed. Of course, this will place some burden on this office with respect to name checks and it is anticipated that in the future the Havana office will request of the Bureau information on names which information was previously maintained in the Havana office files.

The Havana office is continuing to maintain its indices complete even where subject matter to which such indices refer has been destroyed. This indices will, therefore, serve as a means of determining that we did have some information on an individual or organization.

4 - Bureau
1 - Havana
JTH:MEG
(5)

66-3276-
NOT RECORDED
184 SEP 9 1960

53 SEP 12 1960

ORIGINAL COPY FILED IN 65-[illegible]

Destroyed by Bureau

Havana 66-0

Legat requests permission to sell to the higher bidder the following surplus property presently maintained in the Havana office:

IBM Typewriter, Serial No. 486750, very good condition
IBM Typewriter, Serial No. 1202109, Very good condition
Royal Typewriter, Serial No. HHP-5422620, fair condition

2 Filing cabinets, 4-drawer, legal size, bar lock attachment

The Havana office also is in possession of office equipment, such as staple removers, staple machines, hole punches, etc., which are noninventory items. Legat believes that a ready market can be found for sale of these items.

It is Legat's opinion that no attempt should be made to have the above property shipped from Havana to the United States at the present time due to the almost chaotic situation with respect to shipments from Cuba.

PLEASE ADVISE BY CABLE IF THE ABOVE MEETS WITH BUREAU APPROVAL.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 8-25-60

FROM : J. F. Malone

b6
b7C

SUBJECT: SUGGESTION #54-61
MISS [redacted]
FILES AND COMMUNICATIONS DIVISION
DESTRUCTION OF BUREAU PROPERTY

SUGGESTION: That Forms FD-132 (Request for Approval of Local Police School and/or Assignment of Bureau Instructors) be retained in Bureau files for a period of three years and all such forms prior to that time be destroyed.

PRESENT PRACTICE: These forms are presently being retained indefinitely and are filed in Bufile 1-1152 as a non-recorded communication. This file contains over 30,000 serials.

CONCLUSIONS: Mr. McGuire, Files and Communications Division, recommends that this idea be adopted since there is no apparent use for the material after a reasonable period of time has elapsed.

The Training and Inspection Division has no objection to adopting this suggestion with the proviso that forms should be retained if a communication was prepared in connection with the form. In some instances a letter is written in connection with the form to the field which relates to policy matters and since it is often necessary to refer to such policy in a period beyond three years such correspondence should not be destroyed and the incoming forms should also be retained. Since no useful purpose is served in retaining forms that do not have a copy of the Bulet attached thereto, we have no objection to the destruction of these forms after a three-year period.

RECOMMENDATION:

66-3286-
NOT RECORDED
119
AUG 30 1960

b6
b7C

1 - That this suggestion be adopted with the proviso that forms are not destroyed in instances where a communication has been prepared and that the attached letter of appreciation be sent to Miss [redacted].

2 - Upon approval of recommendation #1, that this matter be referred to the Files and Communications Division for appropriate action.

SEP 1 1960

Enclosure
RWB:bmw
(2)

HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4 [illegible]

ORIGINAL FILED IN 1-1152

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. A. H. Belmont

DATE: August 26, 1960

FROM : Mr. S. B. Donahoe

1 - Mr. McGuire
1 - Mr. Parsons
1 - Mr. Belmont
1 - Mr. Scatterday
1 - Mr. Donahoe

SUBJECT: NEWSPAPER CLIPPINGS

DESTRUCTION OF BUREAU PROPERTY, GEN'L.

Present rule with regard to destruction of newspaper clippings creates a necessity for Records Branch to regularly return many clippings to prior recipients for determination as to whether clippings should be filed or destroyed. It is believed existing rule should be reconsidered.

Manual for Bureau Supervisors, page 11, sets forth certain rules prescribed by Records Branch. One rule is to effect that if newspaper clipping is not marked for filing and in the opinion of the Supervisor to whom the clipping is last routed it is not necessary to file it, the clipping should not be routed to the Records Branch. It is the responsibility of this Supervisor to mark the clipping "file" or destroy it. This rule was recently re-emphasized by memorandum to all Bureau officials.

The rule, however, creates a mandatory recontact problem in many instances. This is evidenced by the return to me by Records Branch on 8/24/60 of a number of newspaper clippings which had not been marked for file and yet had passed through this Section, had been initialed, and had reached the Records Branch. These clippings were returned to me as a result of recent system whereby each Division has set up liaison with Files and Communications Division to prevent recurrence of any undesirable practices in handling of mail.

Many of these clippings (samples attached) were initialed by Supervisors in this Section and were not marked for file either because they did not warrant it or because they duplicated prior material marked for file. The point is they could not be destroyed by the Supervisor in this Section at the time of review because the routing designated in the routing block had not been completed. In the instances noted, the clippings had been checked for Mr. Parsons, Mr. Belmont, and Mr. DeLoach in the routing block. The clippings were initialed for Mr. Parsons and Mr. Belmont and after reaching Mr. Belmont were routed to this Section since they pertained to work of this Section. They were in turn routed to appropriate Supervisors in this Section who initialed the clippings and would have destroyed them except that the routing block called for Mr. DeLoach to see them. Accordingly, they were thrown in outgoing mail to be routed to Mr. DeLoach. After they were initialed by or for Mr. DeLoach, they were apparently placed in outgoing mail and reached Records Branch.

Enclosures

NOT RECORDED
149 SEP 12 1960

(See addendum on page 2)

ENCLOSURE

ENCLOSURE ATTACHED

DATE 8-9-82 BY SP4 CMS

ORIGINAL FILE IN

66-1892-706

Memorandum Mr. Donahoe to Mr. Belmont
Re: Newspaper Clippings

Under the existing rule, the Records Branch is going to continue to have recontact problems where the last Supervisor initials clipping before all Bureau officials checked in routing block see it. In such instances, the Supervisor could not destroy the clipping and the Manual rule does not call for the last Bureau official who sees it to destroy it if filing not warranted or indicated.

Apparently the necessity to return such clippings to the sections is considered a recurrent problem. It appears to me the most reasonable way to cure it is to change the cited rule so that the last initialing recipient (not necessarily the last Supervisor) can destroy the clipping if filing has not been previously noted and is not considered necessary by the last recipient. If all officials and Supervisors have initialed a clipping and no one has marked it for file, it should be possible for the last recipient to destroy it. * A good example of problem is fact that all of 73 clippings received in Section on one day (Saturday) must ultimately go to DeLoach if rule followed [illegible] return to DeLoach as recommended.

RECOMMENDATION:

Recommend Files and Communications Division consider revising cited rule so as to permit last initialing recipient, rather than the last Supervisor, to destroy clippings if filing not necessary. (Attachments can be destroyed after consideration completed.)

ADDENDUM OF FILES AND COMMUNICATIONS DIVISION 8-30-60

The above recommendation will make the Supervisors' Manual technically correct by changing the word "supervisor" to "official" or "recipient." We prefer the word "official" and an appropriate manual revision is attached. We have discussed this matter with Mr. DeLoach's division and in the future where they are the last ones to receive them they will destroy clippings that are not marked "file" if they do not themselves want them filed. They have been doing this in the past and attached samples must have slipped through.

FWW:bpr
(3)
Enclosure

(See page 3 for Addendum)

Memorandum Mr. Donahoe to Mr. Belmont
Re: Newspaper Clippings

ADDENDUM OF TRAINING AND INSPECTION DIVISION 9/1/60

It is felt that the word "supervisor" should remain in the manual at the point in question and the words "official or" be added thereto. In some instances, supervisors may not consider themselves officials and the initialing or the destruction of the clipping will still remain undone. By adding the words "official or," we will cover both supervisors and officials. Mr. Waikart of the Files and Communications Division agrees with this proposed change and the changes have been made on the enclosed proposed writeup.

FMB:wlm
(1)

August 30, 1960

PROPOSED CHANGE IN
MANUAL FOR BUREAU SUPERVISORS

Section 20, Part (10), Item (a), page 11 should be amended to read as follows:

(a) Newspaper clippings are not placed in file or retained unless they are marked "File" and initialed by an official or supervisor. The only exception to this is a clipping which bears a notation by the Director or an official of the Bureau. Clippings, etc., containing notations should be handled as current incoming mail and should not be permitted to remain in the "Hold" boxes of officials and supervisors. They should be reviewed, initialed, and forwarded promptly to the Records Branch for indexing, recording, and filing. The officials and supervisors responsible for particular subject matters should mark clippings "File" and add their initials preceded by the division number (5 - initials) whenever it is desired that a clipping be retained in the Bureau's files. If the newspaper clipping is not marked "File" and in the opinion of the official* to whom the clipping is last routed it is not necessary to file, the clipping should not be routed to the Records Branch. It is the responsibility of the official* to mark the clipping "File" or destroy it.

* or supervisor

NOTE: Based on memo Donahoe to Belmont, 8-26-60, Subject: Newspaper Clippings, with addendum, 8-30-60, FWW:bpr with addendum 9/1/60 FMB:wlm

FWW:bpr
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCG/ymd

RECEIVED - FBI
1960 AUG 31 AM 8:30

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram

MAIL ROOM ☐ TELETYPE UNIT ☐

ENCLOSURE
66-3286-
ENCLOSURE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. CALLAHAN

DATE: 9/1/60

FROM : C. R. Davidson CRD

SUBJECT: FORM 3-87, REPORT OF PHYSICAL EXAMINATION

Destruction of Bureau

attached Treptow ltr 9-2-60 to Davidson from Bureau re destruction of Health Service records

Attached is a copy of form 3-87, Report of Physical Examination which form is utilized in the Health Service in connection with recording pertinent information from applicant physical examinations. This information is recorded at the time the physical examination is reviewed in the Health Service. It is then filed in the applicant drawer. When the employee enters on duty, this card is removed and used as a follow-up for necessary tests such as chest X ray, urinalysis and blood serology. Any abnormalities or contingencies are also listed on this card and the new employee is interviewed concerning same shortly after entry on duty. The card is then filed in the in-service section with individual treatment cards which reflect a chronological history of each treatment afforded an employee. These treatment cards are destroyed when an employee ceases active duty unless there is some reason for making it desirable to permanently retain these cards. The Report of Physical Examination card, form 3-87, is destroyed inasmuch as the original pre-employment physical report is in employees personnel file.

The Report of Physical Examination cards are of assistance during counseling employees on health problems and during emergencies and in many instances eliminate the necessity for calling the employees' personnel file.

As a rule, a history of value is not built up in less than two years except in unusual cases. These physical report cards bear notations concerning abnormalities noted by the physician. These are not transferred to the treatment card inasmuch as it is time consuming and is not necessary as long as the physical report card is attached.

Report of physical examination is not of much value after a two year period of time. Ordinarily the chronological history of treatments on employees Health Service treatment card gives sufficient background information on health matters over a two year period of time. There is no advantage in keeping the Physical Report form 3-87 more than two years.

RECOMMENDATION:

It is recommended approval be given to destroy all physical report cards over two years old.

ORIGINAL COPY FILED IN 66-3286-5

66-3286-
NOT RECORDED
141 SEP 9 1960

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4EW/cal

13 SEP 8 1960

ECK:pab
(2)
Enclosure

SEP 13 1960

4-528

66-3286-877

CHANGED TO

66-2759-1265X

OCT 31 1960

mt / Bpp

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4 EW/cal

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#20-63

Date
7-9-62

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	Mrs. [redacted]	Files & Communications

SUGGESTION

That file 1-1 (New Special Agents School) be reviewed for destruction of all memoranda or material which is obsolete and of no current value. Examples of type of material to be destroyed:

1. Material re agents attending schools of instruction.
2. Training school schedules and cancellations (with the exception of material placed in file in the past year).
3. Lecture material. (See serial 181 for type of material)

All material pertaining to policy or of a historical value should be retained.

Current practice or rule (Include manual citation as well as facts)

Mail currently being filed in that file

Advantages of suggestion and annual savings (include basis for estimate)

This file consists of 23 sections (approx. 2400 serials). Destruction of this material would be a saving of space in the Filing Unit and Numbering Unit.

Destruction of Bureau Property - general

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 CLW/cal

Disadvantages of suggestion

None known

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. See attached page.

MAR 16 11 35 AM '62

66-3286-
Signature and Title

(Do not write in this space - for Bureau use only)

MAR 1 1974

AUG 1 1962

NOT RECORDED
46 AUG 1 1962
25 JUL 31 1962

31 AUG 6 1962

ORIGINAL FILED IN

1-1-2424

b6
b7C

Employee Suggestion
Submitted by [redacted]

COMMENTS:

Records Branch favors purge of this file since much of the mail contained in it is obsolete and would appear to be of no further value. Destruction of this type of mail is already authorized under the general records schedule and no further archival approval is required. Should the Training and Inspection Division agree with the suggestion, they may desire to recommend a cutoff date beyond which all mail would be reviewed for destruction.

RECOMMENDATION:

For referral to the Training and Inspection Division.

EWM:bpr
(5)

7/9

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: August 26, 1960

FROM : J. F. Malone

SUBJECT: MANUAL OF RULES AND REGULATIONS
DESTRUCTION OF INDEX CARDS FOR
FILE 67-0 IN THE FIELD

PROPOSAL: That index cards relating to the 67-0 files be destroyed when such files are destroyed.

PRESENT MANUAL REGULATIONS: Part I, Section 3D, 8f, (33), Page 15, of the Manual of Rules and Regulations provides that Bureau applicant material in 67-0 in the field may be destroyed on an annual basis when three years old if of no value.

Part II, Section 3C, 6, Page 5, of the Manual of Rules and Regulations permits destruction of the following index cards:

1. Index cards on motor numbers, serial numbers, license numbers or vehicle identification numbers and index cards on serial numbers for radios, televisions, and firearms and typewriters are to be destroyed as they are encountered when they are five years old.

2. Index cards relating to the 25 (selective service) files destroyed when ten years old under certain conditions.

3. Index cards on Bureau letters requesting name checks in Atomic Energy Act applicant cases (when the name check resulted negatively) may be destroyed when the Bureau letter is destroyed (which is periodically, not less than once a year) or the cards may be destroyed during regular check of indices.

OBSERVATIONS: At the time the destruction of the 67-0 files in the field was approved, no consideration was given to the destruction of the index cards relating thereto. It is felt that the field offices should be instructed to destroy such index cards, since it appears that no purpose is served by leaving the cards in the indices. The Files and Communications Division feels that the index cards in the field offices for the 67-0 files should be destroyed.

Enclosure
FMB:mgj
(3)
66-1934

1 enclosure
Manual of Rules & Regulations Revised

REC-19 66-3286-881

4 SEP 15 1960

50 SEP 20 1960

SEE ADDENDUM OF THE ADMINISTRATIVE DIVISION PAGE 2.

UNRECORDED COPY FILED IN 66-1934

Memo for Mr. Mohr
re: MANUAL OF RULES AND REGULATIONS

RECOMMENDATIONS:

1. That index cards for the 67-0 files in the field be destroyed when such files are destroyed.

2. That the enclosed revision be approved for inclusion in the Manual of Rules and Regulations.

ADDENDUM OF THE ADMINISTRATIVE DIVISION: 9/7/60 WEL:vle

As the Manual of Rules and Regulations provides for the destruction of the material that these index cards are maintained on and as the index cards themselves contain insufficient information to be of value, it is recommended that they be destroyed.

9/9

9/8

August 26, 1960

PROPOSED CHANGE
IN THE
MANUAL OF RULES AND REGULATIONS

Part II, Section 3D, 8f (33), Page 15 should be amended to read as follows:

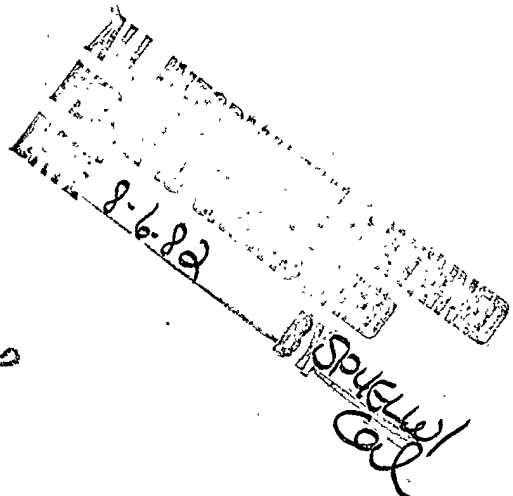
f. Files and records to be destroyed on an annual basis when three years old if of no value.

. . .

(33) Bureau applicant material maintained in file 67-0 and the index cards relating thereto.

Part II, Section 3C, 6, Page 5 should be amended by adding the following:

h. For destruction of index cards relating to 67-0 files, see Part II, Section 3D, 8 below.



Manual of Rules + Regulations Revised fmb

2 - Bufphonan fmb

CC-66-1934

ENCLOSURE
66-3286-881

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Callahan

DATE: August 16, 1960

FROM : C. R. Davidson

SUBJECT: DESTRUCTION OF NO. 3 CARDS

Bureau Property General

By memorandum 8-8-60, SAC New York suggests that the No. 3 Cards, which under present Bureau policy are kept for three years, be kept only one year.

SAC points out that because Special Agents now sign in and out on the No. 1 Register, the No. 3 Card is no longer an official payroll record; and that in three years the New York Office accumulates 800,000 No. 3 Cards which are kept in at least 36 separate cabinets and this creates a storage problem.

The use of the No. 1 Register to record both the sign-in and sign-out of Special Agents dates back to July, 1959, and was based on SAC Letter 59-43 dated 7-7-59. Prior to that time Special Agents signed in on a register but signed out on a No. 3 Card instead of on the sign-in register; thus, the No. 3 Card was an official payroll document and had to be kept like other such documents for three years.

Special Agents, though they sign in and out on the No. 1 Register, also show their time-in and time-out on the No. 3 Card. So long as the No. 1 Register shows both time-in and time-out, however, it is the basic payroll document. The No. 3 Card is primarily a "locator" device as it indicates where the Agent is to go each day and on which cases. It is also used to record the Agent's voluntary overtime, his time spent in the office, his time spent developing potential criminal informants, and his time spent developing potential security informants. The field offices prepare periodic reports on these items and forward them to the Seat of Government. These reports are kept for future reference, and it is not considered necessary to also keep for three years the No. 3 Cards on which they are based.

66-3286-
NOT RECORDED
17 AUG 19 1960

The No. 3 Cards have other uses. In isolated disciplinary cases where an issue arises as to just how an Agent spent his time on a certain day, the No. 3 Cards may be very pertinent. A No. 3 Card was consulted, for example, in the case of SAC Auerbach to ascertain if it showed attendance at firearms training, an employee having alleged that the SAC had not attended such training.

WEC:cch
(9)
Enclosure
1 - Mrs. Foley
1 - Mr. W. C. Jackson
1 - Voucher-Statistical Section
1 - F. D. Hereford

18 AUG 18 1960
1 - Training and Inspection Division
(Attention R. K. Moore)
1 - Domestic Intelligence Division
1 - Investigative Division

(Over)

NOV 1 1960

ORIGINAL COPY FILED IN 66-2759-1265X1

Memorandum, Davidson to Callahan
RE: DESTRUCTION OF NO. 3 CARDS

Also, the Inspectors check the No. 3 Cards and compare them with the No. 1 Registers, the investigative periods shown in investigative reports, and so on. Bureau Divisions are normally inspected annually, but not on exact anniversary dates. From this standpoint, if we are not to keep the No. 3 Cards for three years as we now do, we ought to keep them for at least two years.

RECOMMENDATION:

It is recommended that No. 3 Cards be kept for the current calendar year and the preceding calendar year, except that this system cannot begin to operate until three years following July, 1959, inasmuch as up until that time the No. 3 Cards were part of the basic payroll records and Federal regulations require their retention for three years. If you agree, the New York recommendation will be acknowledged and appropriate manual changes will be made.

mjc 8/17

Rum

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 9/27/60

FROM : J. F. Malone

SUBJECT: ~~DESTRUCTION OF INDEX CARDS IN FIELD~~ DESTRUCTION OF BUREAU PROPERTY - GEN

PROPOSAL: That index cards in field be destroyed when 20-year-old files are destroyed; when material in administrative files has been indexed, that index cards relating thereto be destroyed when such files are destroyed. (Authority for destroying files in 20 years instead of 25 years is SAC Letter 59-31 (B).)

PRESENT MANUAL REGULATIONS: Manual of Rules and Regulations, Part II, Section 3C, 6, provides for destruction of index cards: (1) On motor numbers, serial numbers, license numbers, or vehicle identification numbers and on serial numbers for radios, televisions, typewriters, and firearms as they encountered when 5 years old. (2) On Bureau letters requesting name checks in Atomic Energy Act Applicant Cases (when name check resulted negatively) when the Bureau letter is destroyed (which is periodically, not less than once a year) or during regular use of indices. (3) Relating to certain files destroyed in classification 25 (Selective Service) when 10 years old. (4) Relating to 67-0 (Bureau Applicant) files destroyed when 3 years old.

PROCEDURE IN RECORDS BRANCH: The Records Branch destroys index cards when certain files in classification 25 (Selective Service) are destroyed and when 67-0 (Bureau Applicant) files are destroyed. It does not destroy files when they are 20 years old; this regulation applies to the field offices only. The Records Branch destroys index cards for any material which has been indexed when the material is destroyed; no cards are maintained in the indices for any material which has been destroyed. When Bureau approval is secured to destroy certain material, the index cards are likewise destroyed.

OBSERVATIONS: The field has not been instructed to destroy index cards for files destroyed when 20 years old because the files here at the SOG are not destroyed. It was felt that if the field needed to know what a particular reference pertained to, it could check with the SOG and secure the necessary information. The supervisors in the Records Branch cannot recall that the field has ever requested information concerning a file which has been destroyed in the field (destruction of such files began approximately April, 1950); therefore, it does not seem that leaving the cards in the indices in the field serves any purpose. Such cards should be destroyed.

(continued on page 2)

Enclosures (4)

RKM:sm

66-3286-883

FX-102 REC-11 12 OCT 18 1960

UNRECORDED COPY FILED IN 66-3286-884-1934

DECLASSIFIED BY SP4 EW/cal ON 8-6-82

Memorandum to Mohr
RE: Destruction of Index Cards in Field
9/27/60

They occupy space which is costly. There will be savings in the time of personnel as a result of the destruction of such cards. Now time is wasted listing file numbers on search slips for files which have been destroyed and in attempting to pull such files. Searches can be made faster with less cards in the indices. The field can request a search of the Bureau indices at any time; and if we included a specific statement in the Manual of Rules and Regulations that files are not destroyed at the SOG when they are 20 years old, the field would be alerted to the fact that the SOG might have information on a particular subject.

The objection of the field to the destruction of these cards is getting the job done with the present personnel complement; however, if we do not start the destruction now, the job will be greater each year. It can be handled on a project basis and should be started now.

Enclosed are results of surveys conducted in the field and at the SOG regarding this proposal.

RECOMMENDATIONS: (1) That index cards be destroyed for files destroyed when they are 20 years old.
See memo 9/10/60 for Ex. Conf. action

(2) That index cards be destroyed for administrative files when any material in such files is indexed at the time the files are destroyed.
See memo 9/10/60 for Ex. Conf. action

(3) That a project be started to purge indices of all index cards relating to files already destroyed by referring to the lists of such files destroyed maintained at the beginning of each case classification.
See memo 9/10/60 for Ex. Conf. action

(4) If approved SAC Letter and Manual Changes will be proposed.
No SAC Letter necessary at this time. Manual change finally approved by Ex. Conf. & Inspector Training handled by

9/27

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Moore

DATE: 9-20-60

FROM : R. R. Roach

SUBJECT: DISPOSITION OF INDEX CARDS WHERE FILE DESTROYED (FIELD)
DESTRUCTION OF BUREAU PROPERTY - GEN

This is to report observations of Baltimore and Charlotte Offices regarding disposition of index cards where files are destroyed. Present rules, Manual of Rules and Regulations, Part 3, Section 2, paragraph 8, instruct:

1. Index cards to be kept for files over 20 years.

2. Index cards to be destroyed in connection with destruction of file over ten years old in the "25" classification.

Baltimore Office - Chief Clerk desires to destroy index cards at time file destroyed stating this would save a lot of time and extra work later on.

Charlotte Office - Chief Clerk recommends indices cards not be purged at time file destroyed. Feels should only remove index cards at time of consolidation or when checked by correlation clerk to see if identical. He reasons space saved is negligible for amount of time expended, pointing out purging of index cards is a separate operation from the destruction of files requiring the compilation of a list or by using main serials, which have to be checked to indices and cards pulled. He claims there is no present problem with searches and only one request has been made of the Bureau for serials where file destroyed.

As an example of the work involved, Chief Clerk of Charlotte points to "25" classification where a number of files have been destroyed. In these files the main serial or serials were kept to be used in pruging the indices. He estimates there is at least seven days work to remove the corresponding index cards. There are still 30 drawers of files in this classification to be considered for destruction.

OBSERVATION: The greatest concern over purging indices is personnel. This purging has been put into a project category, something to do when personnel available. Rather than handle on a stepped-up, day-to-day basis, it is held, hoping some windfall of clerks, etc., will resolve. Being held, it continues to pile up.

ECW:lh
(2)

IXEROX 10-12-60 13

EX-102

REC-11 66-3286-884

12 OCT 12 1960

67 OCT 14 1960

UNRECORDED COPY FILED IN 66-5084-

Memo for Mr. Moore
Re: DISPOSITION OF INDEX CARDS
WHERE FILE DESTROYED (FIELD)

This concern over assigning the task currently to personnel available does not take into consideration the increased number of index cards not supported by files. Negative references increase the clerk's work load. One search containing a negative reference is minimal as regards employee effort. But if there is a negative reference on each of a majority of searches the waste of employee time is multiplied by each such search. The waste is in clerk having to go to closed file section, finding file not there then checking the list at head of each classification to determine that file containing reference has been destroyed. The incidence of negative references will "snowball" with the continued destruction of files.

Our indices are becoming larger with less meaning. In all but smaller offices the indices can soon become unworkable, and even smaller offices will have to face this fact before long.

The longer destruction of indices is put off, the greater the project to bring it back into line.

At present, we maintain indices cards on files over 20 years but destroy cards for files in "25" classification where file is over 10 years old and can be destroyed. The files being destroyed in this classification are zero, non-willful violations and matters where office is not origin or prosecution. If we can purge index cards for these there appears justification to purge for all files destroyed on a consistent basis. In important cases, request for old background information can be made of the Bureau.

It is suggested additional information be obtained from several offices with regard to:

1. Handling on day-to-day basis
2. Effect on indices-incidence of negative references
3. Desirability of purging for all files destroyed
4. Field opinion based on other than immediate personnel factor

With good management of present available personnel, it is felt purging of indices could be brought into current status. For example, an office has destroyed files in "25" classification consistent with Bureau instructions. It is estimated it will take ten days to purge indices. One clerk working 2 hours a day could theoretically bring this to current status in eight weeks, and thereafter handle on a current basis.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 9-20-60

FROM : J. F. Malone

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4ELW/cal

SUBJECT: DESTRUCTION OF INDEX CARDS

DESTRUCTION OF BUREAU PROPERTY-GEN

SAC Letter 57-19 instructed the field that when files over 25 years are destroyed, index cards relating thereto should be marked with a stamp showing the file was destroyed and the year of such destruction. As a result of numerous inquiries and proposals to reconsider these instructions, the Training and Inspection Division conducted an extensive study of the proposals by seven field offices, made the results available to the Executives Conference, which on 1/22/58 recommended that the field no longer be required to stamp such cards and that the field be required to show on the list kept at the beginning of each classification the date the file was destroyed in addition to the requirement of listing the files destroyed. This procedure is now followed, and index cards on destroyed files are maintained in the general index and no notation is made on them that the file has been destroyed.

This matter has been given additional study by the Inspection Section. Chief Clerk Buist W. Swaim, of the Birmingham Office, who has been a Chief Clerk since 1941, strongly recommends that the current policy be continued, noting that considerable clerical time would be required to stamp or to remove index cards on destroyed files. To do either would require a complete searching of each serial in the file before the file may be destroyed, according to Swaim, resulting in an almost insurmountable problem, especially in small offices where personnel may not be readily available to handle such a project. He said the only real advantage of stamping or removing the cards would be in connection with daily searching, but pointed out this takes very little time and the amount of space saved in the indices as the result of removing the cards would be negligible. He believes the merits of the present policy greatly outweigh any possible advantage to be gained from a change in policy at this time.

The SAC, ASAC and Chief Clerk of the Detroit Office all oppose the destruction of index cards relating to files destroyed, citing the considerable amount of clerical time involved with the possibility existing of inexperienced clerical personnel destroying active, live index cards as well as those marked for destruction.

REC-11 66-3286-885

The Chief Clerk of the Baltimore Office expressed the opinion that it would be desirable to destroy index cards at the time the files are destroyed, stating this would save a lot of time and extra work later on if this operation were later required.

memo Malone to Mohr 9-27-60 (Serial 66-3286-883) RKM

1 - Mr. McGuire
1 - Mr. Moore
JLK:lh (4)

OCT 20 1960

INSERTED COPY FILED IN 66-3286-

Memo for Mr. Mohr
Re: DESTRUCTION OF INDEX CARDS

The Chief Clerk of the Charlotte Office recommends that the existing policy be continued and that indices cards not be pruged at the time files are destroyed. He believes the space to be saved by destroying cards is negligible and expressed the opinion that the big problem is personnel and he did not believe their utilization on this type project could be justified by the space obtained.

The SAC and Chief Clerk of the Washington Field Office readily see the advantage of destroying index cards at the time the related files are destroyed, but pointed out that the main problem is obtaining personnel for this project. They agreed that once the project is in a current status, it would not be too difficult for most offices to keep current. The SAC felt the destruction of index cards is desirable on a long-range basis although he did not think it was absolutely necessary at this time, especially in the smaller field offices.

Lester E. Short, Chief, Records Branch, Files and Communications Division, is strongly of the belief that index cards should be destroyed at the time related files are destroyed. He pointed out the tremendous success Bureau Headquarters has had in destroying index cards, noting that cards have been destroyed as fast as new cards are filed, therefore no additional index card filing space has been required in many years. He said the field may contend that if they retain the card, they can always say the Bureau would have the main file, but this is not always true and he recalls no instances in which the field has requested information in Bureau files which would have been in field copies of the same files which had been destroyed. He further said he felt that the need for space should be considered and felt that where filing space is needed, the field should be given the green light to proceed with the destruction of index cards on all files as they are destroyed.

OBSERVATIONS: While the destruction of index cards in most offices is no great problem at this time, we must take a long-range view and realize that our indices will grow tremendously in the future and have less meaning. If we don't destroy our index cards when we destroy our old files, there will be an ever-increasing number of instances where we look up index cards, seeking related files, only to find the files have been destroyed. The time to start correcting this situation is now -- not when the problem becomes acute! Although problems at the Seat of Government in purging indices are much greater than those in the field, the Files and Communications Division has proven over the years that it is highly advantageous to destroy the index cards as they destroy the files, resulting in no additional index card filing space needed in the past ten years inasmuch as cards are being destroyed as fast or faster than they are being added. Any system which has been found to work so well at the Seat of Government, should be made mandatory in the field.

Memo for Mr. Mohr
Re: DESTRUCTION OF INDEX CARDS

Admittedly, this will place added clerical burdens on the field, but once this project is brought into a current status, it is felt it can be kept current with minimum difficulty. This can be handled on a project basis, to be worked on whenever clerical demands might be slack. Agent personnel might also be utilized on an overtime basis, particularly to bring this into a current status. Some difficulty will be encountered in destroying index cards relating to files already destroyed, but many can be destroyed solely by file number, referring to the list at the beginning of each classification of those files which have already been destroyed. If this project is not initiated now, the problem will reach major proportions in many field offices within the next ten years.

RECOMMENDATIONS:

1. That the field be instructed to commence immediately a project to purge our field of all index cards relating to all files already destroyed, referring to lists of such files maintained at the beginning of each case classification.

2. That the field be instructed to commence immediately the destruction of all index cards relating to all files destroyed, henceforth, to keep this in a current status.

3. That this memorandum be referred to the Files and Communications Division for appropriate review, any additional observations, and the issuing of appropriate instructions to the field along with necessary manual and handbook changes.

Ex Conf. Oct. 3 favored only destruction of index cards when pertinent files were actually destroyed in the field in the future and only on a permissive basis. This also applies to index cards for administrative files. See Ex. Conf. memo of 10/3/60 "Destruction of Index Cards" Serial 66-3286-887

Ex. Conf. action Tasser on basis of memo to [illegible] 9/27/60 which actually was replaced this memo 9/20/60.

- 3 -

manual change handled by T+D

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. ROY K. MOORE

DATE: September 2, 1960

FROM : MR. R. E. RIGHTMYER

SUBJECT: DESTRUCTION OF INDEX CARDS
DESTRUCTION OF BUREAU PROPERTY-Gen'l

SAC letter 57-19 advised the field that when files over 25 years are destroyed the index cards relating thereto should be marked with a stamp showing that the file was destroyed and the year of such destruction.

As a result of numerous inquiries and proposals to reconsider these instructions, the Training and Inspection Division conducted an extensive study of the proposals by seven field offices and in 1958 the Executives Conference was requested to consider the following points:

1. Whether the procedure should be continued to require stamping such index cards.

2. Whether such index cards should be removed from the general index and destroyed.

3. Whether such index cards should remain in the general indices and not stamped as then required.

On 1/22/58 the Executives Conference recommended that the field no longer be required to stamp such cards and that the field be required to show on the list kept at the beginning of each classification the date the file was destroyed in addition to the requirement of listing the files destroyed. Appropriate changes in the Manual of Rules and Regulations, Part II, Section 3, Page 13, were thereafter effected.

Manual of Rules and Regulations, Part II, Section 3, Page 13, paragraph 8.a. states "Files and records in field divisions may be destroyed after they have become twenty years old. Keep at beginning each classification list of files destroyed and date destroyed." This memo will therefore consider the destruction of index cards for files over 20 years old.

66-B286-886

JJB:msm
(4)

REC- 31

EX-100

12 OCT 17 1960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW/cal

57 OCT 18 1960

UNRECORDED COPY FILED IN 66-50894

OBSERVATIONS:

Index cards consume one inch of space per 100 cards, approximately, and 4500 cards make up an index card cabinet drawer. Any method which can be devised to purge the indices of unnecessary cards will result in a saving of space in the cabinet drawers and a saving of time-consumed searching through cards in the indices which have no bearing upon files in the office.

In the event destruction of index cards for files that have been destroyed is adopted, the problem will be generally centered around three groups of such cards now in the general index:

1. Cards already stamped showing file destroyed
2. Cards for files destroyed since stamping was discontinued
3. Cards for files currently being destroyed.

The destruction of cards in group 1. above does not constitute an acute problem since it will merely mean purging the index of all stamped cards on a project basis or during regular use of the indices by clerical personnel. The former system should be employed in preference to the latter, when time and personnel allow, since it would make the space formerly occupied by these cards available at the earliest opportunity whereas the latter system would be dependent upon a secondary observation of clerical personnel during regular use of the indices.

Destruction of cards in group number 2 and 3, however, poses a problem of somewhat different proportions. With respect to group 2 it would not be logical, in consideration of time spent and available clerical personnel, to engage in a project to determine the file numbers of all files destroyed since stamping of index cards ceased, then to arrange such file numbers in a logical order to allow a general purge of the indices. Such a project would be time-consuming and costly.

During inspection of the Detroit Office, two plans were offered for consideration which will be discussed below as plan A. and plan B. It should be noted that plan A. proposes no further action with respect to cards in group 2. above.

A. At the time when a file is selected for destruction, de-index cards will be prepared by clerical personnel on other-than-white 3x5 cards. These cards for the de-indexing process would then be alphabetized

and at suitable intervals clerical personnel would remove the index cards pertaining thereto from the general indices.

B. A numerical list of classifications showing the "range" of files destroyed would be maintained in the general indices available to all clerical personnel. Old cards can generally be recognized on sight, therefore, such cards could be selected from the indices on the basis of the file numbers falling within the "range" of destroyed files. These cards thusly-selected from indices would then be placed in a filing box maintained for that purpose and the indices unit supervisor, who would maintain a detailed list of files destroyed, would destroy the appropriate cards and return cards which should not be destroyed to the general indices. This system would depend upon a secondary observation of clerical personnel.

Chief Clerk [redacted] states that he is opposed to the destruction of index cards since the initial instructions relating to destruction of files in 1946 provided that the index cards be retained so future inquiries would allow identification of files concerned so that information could be obtained from the main file at the Bureau. In the event index cards are to be destroyed, [redacted] favors a systematic destruction of the cards as outlined in group A. above and states that the alternate proposal depends upon the alertness of clerical personnel to voluntarily locate such index cards during the process of other operations. He stated that only by the systematic destruction of such cards could any appreciable amount of space be made available in the cabinets at one time to show a real saving in space. b6 b7C

ASAC DISSLY pointed out that the former system for stamping index cards was discontinued since the time consumed was not justified. He added that it would entail the same amount of work to destroy index cards as it formerly took to stamp these cards and that such an operation is not justified. He remarked that in any de-indexing process the hazard exists that inexperienced clerical personnel will erroneously destroy current, live index cards.

SAC HOSTETTER stated that he is opposed to destruction of index cards due to the amount of work involved and that such a procedure would confuse clerical personnel by causing them to handle both active cards and cards for destruction.

RECOMMENDATION:

It is recommended that the observations above be considered along with the comments obtained during field inspections of other offices. It is suggested that if destruction of index cards is considered feasible, from results of these surveys, that consideration be given to installing a system, on a trial basis, in one or two representative offices so that cost studies relative to space and time saved could be made to determine the advisability of adopting a unified system of destruction of index cards for files destroyed.

5

66-3286-886X

REC-98

September 23, 1960

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 [illegible]

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

I have received your suggestion that particular files now maintained in the Records Branch be destroyed, microfilmed or purged. Careful consideration is being given to your idea and in the event a favorable determination is reached, I will certainly advise you.

The thoughtfulness which prompted you to make your observations available to me is very much appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 10
SEP 23 1960
COMM-FBI

1 - Mr. McGuire

NOTE: Referred to the Domestic Intelligence Division for views and recommendations.

RWB:bmw:lk (Suggestion #149-61, dated 9-16-60)
(4)

Tolson
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MAIL ROOM ☐ TELETYPE UNIT ☐

SEP 23 2:33 PM '60
RECD-READING ROOM
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SEP 27 1960

Employee Suggestion
(452 Revised 5-11-59)

b6
b7C

#149-61

Date: September 16, 1960

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Files & Communications

SUGGESTION - DESTRUCTION OF BUREAU PROPERTY

It is suggested that file number 62-58216 be destroyed, microfilmed or purged. This file consists of longhand letters addressed to President Roosevelt and Mr. J. Edgar Hoover urging the United States to stay out of World War II, National Defense matters, and 5th column matters. This file covers seven cabinet drawers, with 59 sections, 9 enclosures behind file, (all longhand letters) and 31 sub A sections.

Destruction of files & National Defense matters

Current practice or rule (Include manual citation as well as facts)

These are all indexed but eliminated on all loyalty reviews.

Advantages of suggestion and annual savings (include basis for estimate)

There would be a savings of file reviewers' time, when necessary to check this file.

There would be a savings of seven file cabinet drawers.

Several thousand cards can be destroyed in the General Index.

Savings: Unable to determine.

RECORDED
DATE 8-6-82
BY SPEW/Cal

Disadvantages of suggestion

None known

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

(Signature of Suggester)

File Supervisor

Recommendations and comments of Division Head

Suggestion has merit from a records management standpoint and adoption would result in substantial savings in space and

(Continued on Page 2)

(Do not write in this space - for Bureau use only)

9/23/60 ltr. prmb. forwd

XEROX MAR 13 1961

REC-98 62-58216-1

12 OCT 21 1960

2-Rmds

b6
b7C

Suggestion Submitted By: [redacted]
Files and Communications Division

elimination of subsequent reviews. Much of the material in file appears to be of no value to the Bureau today and could be destroyed. Comments of the Domestic Intelligence Division should be secured prior to final consideration of suggestion for adoption. Attached are several sections of the file illustrating the type of material contained in the file.

IWM:gbh
(5)
Enclosures

FBI - [illegible]

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Callahan

DATE: 9-30-60

FROM : C. R. Davidson

SUBJECT: DESTRUCTION OF NO. 3 CARDS
REVISION OF MANUALS

Destruction of Bureau Property

On the suggestion of the New York office, the Bureau recently decided that No. 3 Cards should be kept for two years instead of three because they are not ordinarily an official payroll record any more as they once were, and they become a bulky storage item creating a problem in large offices like New York.

There is one situation where the No. 3 Card might be a payroll record because it might be the only document reflecting sign-in and sign-out data. This is the case where an employee is in another field division for more than 24 hours for the purpose of testifying. Under Bureau regulations he now submits a No. 3 Card in lieu of a daily report. It is felt that rather than promulgating a rule that all No. 3 Cards be destroyed after two years except the No. 3 Card executed by an employee who is in another field division more than 24 hours for the purpose of testifying, it would be better to have such an employee execute a daily report. Daily reports, which have the character of a payroll record, are all kept for three years, which is the government requirement as to payroll records. Requiring the testifying Agent to submit a daily report instead of a No. 3 Card would cover the payroll record angle and otherwise be just as satisfactory as having him submit a No. 3 Card.

166-3286-
NOT RECORDED
176 OCT 27 1960

RECOMMENDATION:

It is recommended the attached proposed manual revisions be adopted.

WEC:icc:bab (4)
1 - Mrs. Foley
1 - Training and Inspection Division
Enclosures 3

57 OCT 28 1960

ENCLOSURE
Manual of Rules + Regulations
+ FBI Handbooks Revised

CC-66-1934

OK

RECORDED & INDEXED
REFERENCE IS UNCLASSIFIED
DATE 8-6-82 BY SP2 [illegible]

9 OCT 25 1960

ORIGINAL FILED IN 66-2759-1260

OPTIONAL FORM NO. 10
UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
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Malone
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Rosen
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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Tolson

DATE: October 3, 1960

FROM : The Executives Conference

SUBJECT: DESTRUCTION OF INDEX CARDS

BUREAU PROPERTY - GEN'L

On September 28, 1960, the Executives Conference considered a suggestion proposing that when files over 20 years old are destroyed in the field the corresponding index cards should be destroyed. Under the present procedure, the index cards are retained in the field office.

The Executives Conference, consisting of Messrs. Tolson, Mohr, Parsons, Belmont, Callahan, Malone, Rosen, Waikart, Wick, Tamm, Trotter, Clayton and Ingram, was of the unanimous opinion that the field should be advised that in the future it will be permissible to destroy index cards at the time the files are destroyed, consistent with the manpower available to effect this procedure.

RECOMMENDATION:

That the enclosed change for the Manual of Rules and Regulations be approved.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY SP2 EW/ CAL

Manual of Rules & Regulations Bureau

Enclosure

1 - Mr. Clayton
1 - Mr. Malone

JFM:sjw:lh
(5)

ENCLOSURE

REC- 31 66-3286-887

12 OCT 8 1960

2 - 51 OCT 26 1960

57 OCT 18 1960

UNREC COPY AND ENCLOSURE FILED IN 62-109060-1980

UNRECORDED COPY FILED IN 62-109060-1980

October 3, 1960

PROPOSED CHANGES IN MANUAL OF RULES AND REGULATIONS

Part II, Section 3c6, of the Manual of Rules and Regulations should be amended by adding the following new material as items g and h. The present letters g and h should be relettered to "i" and "j."

g. Index cards relating to files which are destroyed when they are 20 years old may be destroyed, consistent with the manpower available to do so.

h. When material in administrative files has been indexed and such files are destroyed, the index cards relating thereto may be destroyed, consistent with the manpower available to do so.

Based on memorandum from Executives Conference to Mr. Tolson, dated 10-3-60, re: DESTRUCTION OF INDEX CARDS, JFM:sjw:lh.

FMB:lh
(6)

for

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4ELW/cal

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286-887

ENCLOSURE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 10/13/60

FROM : J. F. Malone

DESTRUCTION OF BUREAU RECORDS-GEN'L

SUBJECT: SUGGESTION #149-61
SUBMITTED BY MRS. [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION
DESTRUCTION OF NATIONAL DEFENSE PROGRAM

SUGGESTION: That file number 62-58216 be destroyed, microfilmed or purged.

This suggestion has previously been acknowledged by letter from the Director.

CURRENT PRACTICE: The material to which Mrs. [redacted] has reference is currently indexed but is eliminated on all loyalty reviews by the Records Branch.

ADVANTAGES: Mrs. [redacted] b6 b7C listed the following advantages to be realized by adopting her suggestion.

1. There would be a savings of file reviewer's time when necessary to check this file.

2. There would be a savings of seven file cabinet drawers.

3. Several thousand cards can be destroyed which are now maintained in the General Index.

CONCLUSIONS: Mr. Waikart, Files and Communications Division, feels that this suggestion has merit from a records management standpoint, and pointed out that adoption would result in substantial savings in space and arrangement of subsequent reviews. Mr. Sizoo, Domestic Intelligence Division, and Mr. MacLennan are both in favor of destroying all sections of this file and the thousands of index cards now maintained in the indices.

The file to which Mrs. [redacted] b6 b7C has reference consists of letters addressed to President Roosevelt and the Director urging that the United States stay out of World War II and also contains miscellaneous correspondence and newspaper clippings regarding National Defense. File uses 7 cabinet drawers of space and consists of 59 sections, 9 enclosures behind file (all longhand letters) and 31 sub A sections.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

DATE 8-6-82 BY SP4ELB/Eal

Enclosure

RWB:lh
(2)

57 OCT 21 1960

64-32864-288

78 DEC 22 1960

Memo to Mr. Mohr
Re: SUGGESTION #149-61

Several sections of this voluminous file have been checked by the Domestic Intelligence Division which indicated that the file was originally opened in 1940 when the White House began referring to us for action messages being received in much volume from citizens addressing themselves to President Roosevelt. The last piece of correspondence from the file is dated 7/19/53. Although originally opened for the purpose of handling the references from the White House, the file became a receptacle for various pieces of miscellaneous correspondence addressed to the Director and for newspaper clippings. In some cases, it was noted the correspondence was anonymous. It was also noted that one sub A section of the file that was examined consisted of newspaper clippings which did not give any indication of having been indexed.

Mr. Wick, Crime Records Division, has no objection to the destruction of the file and related index cards. The Training and Inspection Division feels that from the age of the material contained in this file and the nonspecific nature of the material in it, the maintenance of this file serves no useful purpose and accordingly, is in favor of its destruction.

RECOMMENDATIONS:

1. That file 62-58216 be destroyed together with the related index cards and that the attached letter of commendation be sent to Mrs. [redacted] b6 b7C

2. Upon approval of recommendation 1, that this memorandum be referred to the Files and Communications Division for necessary action.

Mailed. Letter with his letter & letter card. Card + index Cards.

10/18

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Mulholland
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

FROM : L. E. SHORT

DATE: 10-5-60

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 Neilson Daniel EWICal

SUBJECT: DESTRUCTION OF APPLICANT-TYPE PERSONNEL FILES
Destruction of Bureau Property General

Reference is made to my memorandum dated 6-23-60 wherein authority was granted to destroy certain applicant-type personnel files and index cards pertaining thereto dated prior to June 30, 1952.

This is to advise that this project, which was undertaken during the summer months to make full utilization of summer employees assigned to the Personnel Records Unit, has been completed.

This project was undertaken to completely renovate the 156,000 applicant personnel files that were on hand at the beginning of the summer. All files were renovated to make them more adaptable to the shelf filing system recently installed. 63,567 files were reviewed and 40,059 files were destroyed. In addition, as a result of this project, 41,731 index cards were destroyed. This project resulted in the destruction of approximately 26% of the applicant-type personnel files which greatly alleviated the crowded condition they were in at the beginning of the summer.

This entire program was very capably supervised by Mrs. [redacted] of the Personnel Records Unit. Mrs. [redacted] had 14 summer employees assigned to her throughout the summer months and on occasions had as many as 26 employees under her supervision at one time. The average number of employees working on the project throughout its existence was 16.5 employees.

b6
b7C

REC-22 66-3286-889

EX-102

OCT 24 1960

Mrs. [redacted] handled her assignment for the summer in an outstanding manner and greatly improved the efficiency of the Personnel Records Unit by the diligent effort she put forth in completing this project as expeditiously and accurately as possible.

Personnel action deleted. See original.

b6
b7C

TCH:sam:bnc
(6)

1 - Personnel File of [redacted]

51 OCT 26 1960

69-Cmrm 14 Sms-33

File -

5

October 12, 1960

Destruction of Bureau Property -

PROPOSED CHANGE IN SECTION 87D
OF THE MANUAL OF INSTRUCTIONS

Add the following as Item (g), IV, page 62:

"The above instructions do not apply in the case of individuals removed from the Security Index based upon activity in the Nation of Islam. Security Index cards in such cases should be destroyed."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-6-82 BY SP4 EL/WLC

Manual of Instructions revised from 5391

63 OCT 19 1960

cc-66-1934

2-Buchanan

66-3286

NOT RECORDED
141 OCT 19 1960

ORIGINAL COPY FILED IN 100-339856

66-3286-890

REC. 98

62-5[illegible]-3[illegible]

October 17, 1960

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4CWJ Col

EX-102

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

In further reference to your suggestion that a particular file be destroyed, microfilmed or purged, it is indeed a pleasure for me to inform you that approval has been granted to destroy the suggested file and the related index cards.

You have clearly indicated the need for the destruction of material which is of no value to the Bureau. I want to commend you for the thoughtfulness which prompted you to call this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 9
OCT 18 1960
COMM-FBI

1 - Mr. McGuire
1 - Personnel file of Mrs. [redacted]

b6
b7C

RWB:lh:bmw
(5)

NOTE: Based on memo J. F. Malone to Mr. Mohr, Re: Suggestion #149-61, Submitted by Mrs. [redacted] Files and Communications Division, Dated 10-13-60, RWB:lh.

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

FBI
RECORDS UNIT ROOM

DEC 29 1960

MAIL ROOM ☐ TELETYPE UNIT ☐

1 auto 10/26/60 LZ

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. A. H. BELMONT

DATE: 9-27-60

FROM : DIVISION STREAMLINING COMMITTEE

SUBJECT: SUGGESTION NUMBER 149-61

DESTRUCTION OF BUREAU PROPERTY

b6
b7C

Comment of Domestic Intelligence Division (DID) was requested regarding suggestion (copy enclosed) of Mrs. [redacted] of Files and Communications Division. She suggested destroying, microfilming or purging file 62-58216. This file consists of letters addressed to President Roosevelt and the Director urging U.S. to stay out of World War II, and also contains miscellaneous correspondence and newspaper clippings regarding national defense and 5th Column matters. File uses seven cabinet drawers of space and consists of 59 sections, 9 enclosures behind file, (all longhand letters) and 31 sub A sections.

From a check of several sections of this voluminous file, including one sub A section, it is indicated that the file was originally opened in 1940 when the White House began referring to us for action messages being received in much volume from citizens addressing themselves to President Roosevelt. The last piece of correspondence in the file is dated July 19, 1953. Although originally opened for the purpose of handling the references from the White House, the file became a receptacle for various pieces of miscellaneous correspondence addressed to the Director and for newspaper clippings. In some cases, it has been noted the correspondence was anonymous. It is also noted that the one sub A examined consisted of newspaper clippings which did not have any indication of having been indexed. Destruction of file authorized

While it can be definitely ascertained just how much use is made by DID of this file, it is noteworthy that by prior arrangement references to it are not listed on any searches of name check forms going to the Name Check Section nor on Loyalty Forms handled by the Employees Security Section, Investigative Division. From the age of the material contained in this file and the non-specific nature of the material contained in it, it is felt that as far as DID is concerned, the maintenance of this file serves no useful purpose. It is noted, however, that replies sent out on correspondence referred from the White House invariably assured the correspondent

INDEXED COPY FILED IN 62-58216-6-8-9-10-11-12-13

JMF:bap (9)
1-Parsons
1-McGuire
1-DeLoach
1-Rosen
1-Training & Inspection (Suggestion Desk)
1-Belmont
1-Liaison
1-Fitzgerald

Enclosure

62-58216 — memo Malone to Mohr
66-3286-890 memo Malone to Mohr KWB:LH 10/13/60

REC-98

12 OCT 21 1960

EX-102

1 Auto 10/26/60 LJ

Ltr to Mrs. [redacted]
10/14/60 KWB:LH

2-Mohr

b6
b7C

that his information was being made a matter of official record in Bureau files. It is felt the Bureau need no longer feel bound by this to maintain this old correspondence and if so, it is believed the suggestion has definite merit and should result in substantial savings in space and time in eliminating need to review references to it.

It may be that Crime Records would have occasion to make use of material in this file, and accordingly it is believed the comments of that Division should be obtained prior to the taking of final action on the above suggestion.

RECOMMENDATION:

That this memorandum recording DID action in favor of destroying all sections of this file and the incidental thousands of index cards be forwarded to the Training and Inspection Division (Suggestion Desk) with the further suggestion that views of Crime Records Division also be obtained prior to final decision on this suggestion.

Agreeable with Name check section

ADDENDUM: MAJ:ijj 10-3-60 The above-outlined procedure is agreeable to the Correspondence and Tours Section and the Crime Research Section of the Crime Records Division.

Employee Suggestion
D-252 (Rev. 9-11-59)

#228-61

b6
b7C

Date
10-28-60

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment
Four

SUGGESTION

That file 1-16 Police Training Schools and subs (individual Police Dept) be reviewed for destruction of any memoranda or correspondence that is of no permanent value.

Type of material to be destroyed:

1. Statistics re: Training Schools
2. Chart showing field training zones
3. Requests for supplies and literature
4. Information re: schedules and lectures

There are 981 serials in the general file and subs are numbered 1 thru 2430. These files are obsolete and replaced by 1-1152 with subs by bureau field divisions.

Current practice or rule (Include manual citation as well as facts)

Regulations regarding destruction of files does not cover this material.

Advantages of suggestion and annual savings (include basis for estimate)

Saving of space in Filing Unit and General Index.

DESTRUCTION OF BUREAU PROPERTY

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW1 cal

166-3286-
NOT RECORDED
184 NOV 10 1960

Disadvantages of suggestion

None known

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable (See attached comments)

12 NOV 10 1960
Signature and Title

(Do not write in this space - for Bureau use only)

ack 11/8/60
RWB:imed

2 - Auth

62 NOV 15 1960 109

ORIGINAL COPY FILED IN 1-1152-488

Suggestion submitted by [redacted] b6 b7C 10-31-60

The Files and Communications Division is infavor of adopting this suggestion as material indicated by the suggestion appears to be obsolete and, in line with good records management, should be destroyed. This type of mail is administrative in nature and Archival authority is not necessary if destruction of the mail is approved.

TCH:jao
(5)

Employee Suggestion
FD-132 (Rev. 9-11-56)

#183-61

b6
b7C

Date
October 5, 1960

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Files and Communications

SUGGESTION

I suggest that the approximately 690 names appearing in Bureau File # 100-344835-223-46 on pages 43 through 57 be de-indexed by removing the cards from the General Indices.

The above list contains the names of approximately 690 members of the UNITED CANAL WORKERS. No background or identifying data is given regarding any of the members. The UNITED CANAL WORKERS was formed on 7 May 1950 and expired on 28 October 1950. A large number of the members of this union were alien to the Canal Zone. Many of the names are very common. Due to the commonness of some of the names and the limited information, it would be difficult to cover a lead on many of the names contained in the subject list.

Current practice or rule (Include manual citation as well as facts)

The list of names is completely indexed.

Advantages of suggestion and annual savings (include basis for estimate)

(1) There will be a savings of space in the General Indices.

(2) Name Searching Analysts will not have to analyze the information on the subject cards when they have a name search on a name similar to those listed in the above file.

(3) Time will be saved in the File Review Unit inasmuchas the above references will not be listed and therefore will not have to be reviewed.

Disadvantages of suggestion

None known.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

File Supervisor
Signature and Title of Suggester

Recommendations and comments of Division Head

The list referred to in this suggestion relates to members of the United Canal Workers Union which was formed on

(Continued on Page 2)

L Short
Signature and Title

(Do not write in this space - for Bureau use only)

66-3286

NOT RECORDED
145 NOV 17 1960

5 NOV 15 1960

2 Encls

ORIGINAL COPY FILED IN 100-344835-223-46

Suggestion Submitted By: [redacted] b6 b7C
Files & Communications Division

Recommendations and Comments of Division Head:

May 7, 1950, in the Canal Zone and expired on October 28, 1950. No identifying information is listed concerning any of the members other than their assignment in the Canal. In view of the lack of identifying information, it is difficult from a review standpoint to determine if any of these names are pertinent to any name check requests. From this standpoint, the names are susceptible to de-indexing, and suggestion is recommended favorable for adoption from a records management standpoint. Inasmuch as the information contained in this file may be of interest to the Domestic Intelligence Division, it is recommended that the comments of that division be secured prior to considering this suggestion for adoption.

WM:gbh
(5)

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Evans
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. A. H. BELMONT

DATE: 10-14-60

FROM : DIVISION STREAMLINING COMMITTEE

SUBJECT: SUGGESTION NUMBER 183-61

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4CLW/cal

In response to request from Training and Inspection Division for comments of Domestic Intelligence Division (DID) regarding above suggestion, Committee is opposed to its adoption at this time.

b6
b7C

Suggestion, by [redacted] of Files and Communications Division, is that approximately 690 cards on names in pages 43 through 57 of serial 46 of 100-344835-223, on United Canal Workers (UCW) be removed from General Index. [redacted] points out UCW existed only from 5/7/50 to 10/28/50; many members of union were alien to Panama Canal Zone; many names are very common; and, due to common nature of names and limited identifying data, it would be difficult to cover leads based on them. He points out purging of cards would save space and also time spent in listing and reviewing references on search slips. Files and Communications Division looks favorably on suggestion from records management standpoint.

Committee opposes adoption of suggestion at this time after review of file and discussion with Nationalities Intelligence Section. Situation with respect to Canal Zone has been increasingly sensitive of late with more trouble expected due to agitation in Panama to oust U.S. from full control of Canal. We have reports of plans for violence against U.S. forces on 11/3/60, including possible sabotage of canal and locks. File covers period 1946-51 and reflects information, primarily from Army, showing U.S. concern over union efforts to organize about 20,000 alien Canal Zone workers, mostly Panamamians and Jamaicans. Communist-led United Public Workers of America (UPWA) were most actively organizing until they were barred from Canal Zone in 1950 after being expelled from Congress of Industrial Organizations for following Communist Party line. Left wing leadership of UPWA local in Canal Zone then formed UCW to hamper right wing organization efforts and did (though short-lived itself) succeed in creating so much confusion among alien Canal Zone employees that right wing union was able to organize only a small fraction of them. Names proposed to be purged represent members of left wing UCW.

JMF:sap (8) Enclosure
1-Training & Inspection Division (Suggestion Desk)
1-Belmont
1-Donahoe (Mossburg)
1-Scatterday
1-Liaison
1-100-344835-233
1-Fitzgerald

66-3286

NOV 15 1960

NOT RECORDED
145 NOV 17 1960

51 NOV 21 1960

DESTRUCTION OF PROPERTY - GENL

ORIGINAL COPY FILED IN 100-344835-223

Division Streamlining Committee to Belmont
RE: SUGGESTION NUMBER 183-61

While it is true many names are quite common, there is some identifying data and it is believed we could, if need arose in a specific situation, develop more information. Furthermore, space saved by purging would be less than one file drawer, based on usual figure of 800-1000 index cards per drawer. Time saved by purging cannot be estimated, however, listing and checking of references to these names has evidently not been a pressing problem as file is not on list of those eliminated automatically on name check searches due to meager identifying data.

As long as present unrest continues in Panama it is felt index cards have sufficient potential value to warrant retention.

RECOMMENDATION:

That this memorandum recording DID opposition to adoption of suggestion at this time be forwarded to Training and Inspection Division, Suggestion Desk.

Employee Suggestion
FD-25 (Rev. 9-11-59)

[redacted] b6 b7C

#230-61

Date
October 27, 1960

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Files and Communications

SUGGESTION

If a notation appears on a page in the body of a communication, which is suitable for/or has been disseminated, it is suggested that a clean copy of that page be retained and the remainder of the copy destroyed.

If a notation should appear on a page in a copy which does not appear in the original, it is suggested that the page on which the notation appears be retained.

It is also suggested that original copies (those copies which are first from the typewriter and prepared individually without the aid of carbon paper) be removed from file if there is no other reason for their being retained.

Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts)

Copy Destruction Working Guide, Page 1, Rule 7-c.
"All notations on copies must also appear on originals. If copies contain notations not on originals, the notations must *(continue on Page 2)*

Advantages of suggestion and annual savings (include basis for estimate)

If this suggestion is adopted it will allow more copies to be removed from the files. This will make available more space, than is now available, for more current Bureau files. The annual additional saving to the Bureau will be in the form of additional filing space. The monetary saving will have to be computed on the basis of the cost of the copy project and the additional space saved if this suggestion is adopted.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4CLW/cal

66-3286
NOT RECORDED
141 NOV 18 1960

b6 b7C

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

(See attached comments)

FBI RECD-NO SHIVE NOV 8 10 30 AM '60

Signature and Title

(Do not write in this space - for Bureau use only)

1X 11-18-60

5 NOV 17 1960

ADDENDUM OF TRAINING AND INSPECTION DIVISION, PAGE 2.

1950 NOV 23 1960

ORIGINAL COPY FILED IN 66-3286-5

Employee Suggestion from [redacted] b6 b7C 10/27/60

Current Practice or rule (continued)

either be copied on the original and placed in quotes to identify them as having been transferred from copy, or if desirable for some reason save an extra copy containing the notations. If writing is legible transfer initial, otherwise keep copy."

Original or first copies of other serials and communications are retained only because they are of original type, being the first copies off the typewriter.

RWB

ADDENDUM BY TRAINING AND INSPECTION DIVISION, RWB:meh, 11/4/60.

This suggestion relates to the Records Branch copy destruction project. This project consists of reviewing files for the purpose of destroying needless copies of material. In those instances where action has been taken on the copy of a communication such action, initials, etc., are transferred to the original communication and the copy is destroyed. Mr. [redacted] in connection with this project proposes that the copies with the notation be retained and that the original be destroyed. As indicated in the attached comments of the Files and Communications Division it would not be desirable nor feasible for the Bureau not to have in all instances the original of the communication. The Training and Inspection Division is of the opinion that this idea is impractical and accordingly is of the opinion that a letter of acknowledgment from the Director is not justified in this instance.

RECOMMENDATION: b6 b7C

That Mr. [redacted] be orally thanked by his Special Agent supervisor with regard to this matter and advised of the reasons for not adopting this suggestion.

Suggestion Transmittal

11/8 11/7

Suggestion submitted by [redacted] b6 b7C 10-31-60

On 10-28-60 the Records Branch Streamlining Committee met to consider the suggestion submitted by [redacted]. Mr. [redacted] suggestion discusses the rules in existence in connection with the copy destruction program. One of the regulations in handling the work of this program is that all notations regarding any action taken concerning the serial involved that appear on a copy must be transferred to the original and retained. Mr. [redacted] suggestion indicates that we should retain the page on which these action notations appear, substituting them for the original which could be destroyed. b6 b7C

The Streamlining Committee is not in favor of adopting this suggestion since it would require these clerical employees to disassemble these reports and substitute pages. This is highly undesirable since the Bureau should retain every page of the original report or communication. In addition the danger exists in the substitution of pages that other pages of the original could be destroyed by error after it had been taken apart. This type of thing does not appear on voluminous reports but appears more frequently on teletypes and airtels, and any space that would be saved by adopting Mr. [redacted] suggestion is negligible.

RECOMMENDATION:

(1) Unfavorable.

(2) For referral to the Training and Inspection Division for their attention and appropriate action.

TCH:jao
(6)

MR. MC GUIRE

L. E. SHORT

DESTRUCTION OF BUREAU RECORDS - GEN.

FOOD AND AGRICULTURE ORGANIZATION
(62-82323)

62-82323-1. List of persons notified to the State Department under the International Organizations Immunities Act. (Inclusive and up-to-date as of 11/1/46)

Description of List:

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

There are other similar lists in the files on the various international organizations listed in the cover memo, some inclusive through a different date. The lists were separated according to organizations, and were indexed and filed in the appropriate case files. Approval is requested to de-index all similar lists.

66-3286-
NOT RECORDED
102 NOV 25 1960

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 CLW/cal

RECOMMENDATION:

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION 11-23-60 LML/rbm

For referral to appropriate substantive division. Lists contain no derogatory information. Such information not being indexed now. All such lists and names in instant file and related files should be de-indexed.

CC: 66-3286

JWM:brh

6 NOV 28 1960

ORIGINAL FILED IN 66-82323-38

3-36 (Rev. 6-1-60)

To: SAC, Date 11-16-60

☐ Albany	☐ Houston	☐ Oklahoma City
☐ Albuquerque	☐ Indianapolis	☐ Omaha
☐ Anchorage	☐ Jacksonville	☐ Philadelphia
☐ Atlanta	☐ Kansas City	☐ Phoenix
☐ Baltimore	☐ Knoxville	☐ Pittsburgh
☐ Birmingham	☐ Little Rock	☐ Portland
☐ Boston	☐ Los Angeles	☐ Richmond
☐ Buffalo	☐ Louisville	☐ St. Louis
☐ Butte	☐ Memphis	☐ Salt Lake City
☐ Charlotte	☐ Miami	☐ San Antonio
☐ Chicago	☐ Milwaukee	☐ San Diego
☐ Cincinnati	☐ Minneapolis	☒ San Francisco 66-60A
☐ Cleveland	☐ Mobile	☐ San Juan
☐ Dallas	☐ Newark	☐ Savannah
☐ Denver	☐ New Haven	☐ Seattle
☐ Detroit	☐ New Orleans	☐ Springfield
☐ El Paso	☐ New York City	☐ Tampa
☐ Honolulu	☐ Norfolk	☐ Washington, D. C.
		☐ Quantico

MOTOROLA-TRANS.
16035
17316
17309

GE TRANSMITTERS
A-4667
A-4665
L-5913
L-5872
L-5636
L-5610
L-5693
L-5881

GE RECEIVERS
UD-1174
UD-1188
XA-8436
XA-4823
M-5970
M-5993
K-6090
M-6109

MOTOROLA
15280
16684
16692

Destruction of Bureau To: Legat, _____

RE: EXCESS PROPERTY Records

Reurlet 6-17-60. Authority is granted to ship, via Pierce Auto Freight, "Collect", 2 each, transmitters & receivers, 2-way, 6-volt, GE, Model 4RMV; 3 each, transmitters & receivers, 2-way, 6-volt, Motorola, Model FMAR 13B/FMT 50D; 6 each, transmitters & receivers, 2-way, wide band, 2-channel, GE, 6-volt, Model 4ER/T6B3, to Oregon State Surplus Property Section, 1361 Madison Street, N.E., Salem, Oregon, (Attn: Mr. W. B. Walker, Chief). The Bureau should be advised when the property is released and the proper inventory adjustments forwarded to the Bureau.

1 - Mr. Connolly, Rm. 5266

shipped 11/16/60
FD-222 mcd

AMN/bld

N. P. Callahan

RECEIVED
INTERIM RECORDS SECTION
DATE 8-10-82
SP4 EWI Cal

noted in Property Section
JC

General File
66-3286

66-3286
NOT RECORDED
5 JAN 4 1961

57 JAN 5 1961

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy
C Short ✓

TO : Mr. Mohr

DATE: 11/4/60

FROM : J. F. Malone

SUBJECT: SUGGESTION #183-61
SUBMITTED BY CLERK [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

SUGGESTION: That approximately 690 names appearing in Bufile 100-344835-223-46 on pages 43 through 57 be deindexed by removing the cards from the General Indices.

ADVANTAGES: Mr. [redacted] listed the following advantages to be gained by adopting this idea: 1. There will be a saving of space in the General Indices. 2. Name searching Analysts will not have to analyze the information on the subject cards when they have a name search on a name similar to those listed in the above file. 3. Time will be saved in the File Review Unit since such references would not be listed, and, therefore, would eliminate the review of this material.

CONCLUSIONS: SA L. E. Short, Files and Communications Division, pointed out that from the standpoint of good records management they are in favor of adopting this suggestion.

The names referred to in this suggestion relate to members of the United Canal Workers Union which was formed in 1950 in the Canal Zone and expired during the same year. No identifying information is listed in our files concerning any of the members other than their assignment in the Canal. In view of the lack of identifying information, it is difficult from a review standpoint, to determine if any of these names are pertinent to any name check requests.

This matter has been studied by the Domestic Intelligence Division and Mr. Sizoo approved the recommendation that this suggestion not be adopted. It was pointed out that the situation with respect to the Canal Zone has been increasingly sensitive, as of late, with more trouble expected due to agitation in Panama to oust United States from full control of Canal. They pointed out that we have reports for plans of violence against the United States including possible sabotage of Canal and locks. The referenced file cover period 1946 - 1951 and reflects information, primarily from the Army, showing U. S. concern over union efforts to organize about 20,000 alien Canal Zone workers.

RWB:mgj (2)

1 66-3286

NOT RECORDED
145 NOV 17 1960

(Continued page 2)

NOV 15 1960

DATE 8-10-82 BY SP4 EW/ca

NOV 21 1960

ORIGINAL COPY FILED IN 100-344835-223

DESTRUCTION OF PROPERTY - GENL

Memo for Mr. Mohr
re: Suggestion #183-61

Communist-led United Public Workers of America (UPWA) were most actively organizing until they were barred from the Canal Zone in 1950 after being expelled from Congress of Industrial Organizations for following Communist Party line. Left wing leadership of UPWA local in Canal Zone then formed United Canal Workers (UCW) to hamper right wing organization efforts and did succeed in creating so much confusion among alien Canal Zone employees that right wing union was able to organize only a small fraction of them. Names proposed to be purged represent members of the left wing UCW. The Domestic Intelligence Division further pointed out that while it is true many names are quite common, there is some identifying data and it is believed we could, if need arose, in a specific situation, develop more information. Furthermore, space saved by purging would be less than one file drawer. It is their opinion that as long as present unrest continues in Panama the index cards have sufficient potential value to warrant retention.

The Training and Inspection Division is in complete agreement with the views and recommendation of the Domestic Intelligence Division.

b6
b7C

RECOMMENDATION: That this suggestion not be adopted. Upon approval, no further action is necessary since Mr. [redacted] has been previously thanked by letter from the Director with regard to this matter.

11/8

11-29-60

MR. MC GUIRE

L. E. SHORT

ST
BB

DESTRUCTION OF
KU KLUX KLAN - KANSAS
(44-16)

PROPERTY - GENERAL

Description of List: 44-16-5, enclosures. Lists of Klan members.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECORDED AND INDEXED
DATE 8-10-82 BY SP4ELW/cal

66-3286-
NOT RECORDED
29 DEC 21 1960

RECOMMENDATION:

For referral to appropriate substantive division.

CC: 66-3286

JWM:brh

59 DEC 21 1960

ADDENDUM:
Names appearing in this serial and enclosure having no background information can be de-indexed.
FHF:egb

ORIGINAL FILED IN 100-78401

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 11/8/60

FROM : L. E. SHORT

SUBJECT: MORNING FREIHEIT
100-46808

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

7 Destruction of Bureau Property-Gen

Description of List: 100-46808-131. Copy of the translation of the Morning Freiheit Anniversary issue dated 11/7/46 which was published on the 29th Anniversary of the Soviet Union.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

ORIGINAL COPY FILED IN 100-46808-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/cal

66-3286-
NOT RECORDED
199 NOV 21 1960

RECOMMENDATION:

For referral to appropriate substantive division.

not approved
per original

CC:66-3286
JWM:brh

63 NOV 21 1960

109

Employee Suggestion
FD-252 (Rev. 2-4-57)

#248-61

b6
b7C

Date
11-8-60

To: Director, FBI	From: (Suggester's name)	Division of Assignment
		St. Louis

SUGGESTION

Destruction of Bureau Property -

At the time an Applicant, Criminal and Selective Service case is RUC'd or Closed all carbon copies of each serial be destroyed before the file is placed in the closed files section.

Current practice or rule (Include manual citation as well as facts)

Carbon copies of Applicant, Criminal and Selective Service cases are destroyed and consolidated after they have been closed for 6 months.

Advantages of suggestion and annual savings (include basis for estimate)

It would be practical to destroy carbon copies of each serial at the time the file is closed as it would make cabinet space readily available and would also expedite the consolidation of files at the expiration of the 6-month period.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EJW/cal

Disadvantages of suggestion

None

b6
b7C

66-3286
NOT RECORDED
141 NOV 21 1960

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature whatsoever that I may have or assigns upon the United States)

☐ Mr. ☐ Mrs. ☒ Miss

CLERK
Signature and Title of Suggester

Recommendations and comments of Division Head

(File Review & Summaries)

With Bureau approval we currently strip and consolidate applicant files at time of closing. Feel suggestion of stripping criminal and Selective Service cases at time of closing impractical. Recommend against adoption.

C. B. HOWARD, SAC
Signature and Title

(Do not write in this space - for Bureau use only)

11/16/60

63 JAN 31 1961

NOV 18 1960

3 - Bureau, 2 - St. Louis

ORIGINAL COPY FILED IN 66-5432-226

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tamm

DATE: November 14, 1960

FROM : W. D. Griffith

SUBJECT: KHRUVIS
IS - R
Destruction of Bureau Property

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

At the time of the visit of NIKITA KHRUSHCHEV to the United States in September, 1959, the Laboratory supervised the taking of pictures of the arrival of KHRUSHCHEV and his party as well as other parties arriving at Andrews Air Force Base during the period of KHRUSHCHEV's visit.

The Laboratory has in storage numerous negatives made during this visit of KHRUSHCHEV. Prints from all of the negatives were furnished to the National Security Agency at the time. The negatives are of no further value to the Laboratory and should be either placed in permanent storage, or destroyed.

ACTION:

That the Domestic Intelligence Division advise the Laboratory whether above-described negatives may be destroyed or should be placed in permanent storage.

ADDENDUM
DOMESTIC INTELLIGENCE DIVISION

ETT:cgw 11-17-60

These negatives would not appear to have substantial value for future reference purposes and it is recommended that they be destroyed.

66-3286-
RECORDED
117 NOV 28 1960
15 NOV 28 1960

1 - Mr. Belmont, Room 1742
62-104045
FEW:kmm
(5)

Destroyed 11/21/60

63 NOV 30 1960

109

EXTRACTED COPY FILED IN 62-104045-1491

CLASSIFIED BY SP4 EW/Cal
DECLASSIFY ON: 8-10-82

MR. MC GUIRE 11-18-60

L. E. SHORT

GERMAN FIRMS - GUATEMALA
64-2211-A

The attached enclosure (64-2211-A-24) is a Photostat of a dispatch received by the State Department from Guatemala setting forth an investigation made by a clerk of the Embassy in connection with an audit of the books of the firm, Nottebohm Hermanos, to determine any German connection. Included are numerous exhibits obtained during the investigation and audit. The listing of names appearing in the enclosure has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from Bureau's indices, and that the enclosure be destroyed.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of this enclosure. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to the Domestic Intelligence Division.

Destruction of Bureau Property

CC: 66-3286
JWM:brh

66-3286-
NOT RECORDED
176 NOV 21 1960

Mail Room Ext. Date 10-8-82 Init. WLD

63 NOV 21 1960

3010-104

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 11/15/60

FROM : SAC, PHILADELPHIA (66-393)

SUBJECT: Destruction of Bureau Property
TECHNICAL EQUIPMENT
PHILADELPHIA OFFICE

Re Bureau let 9/14/60, which granted authority to destroy five surplus model SD-2 preamplifiers. The following SD-2 preamplifiers were destroyed and inventory records adjusted accordingly:

SD-2 - 8
SD-2 - 28
SD-2 - 29
SD-2 - 71
SD-2 - 99.

Noted Sch-Ban

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-88 BY SP4EDW/cal

FD-222 rec'd & removed from inventory

66-3286

NOT RECORDED
5 DEC 2 1960

2 - Bureau
1 - Philadelphia (66-393)

ALP:mmn
(3)

noted in Property Section

62 DEC 6 1960

#66-3286

SEVEN

RECORDS MANAGEMENT - JUNE MAIL

~~CONFIDENTIAL~~

INSPECTOR E. C. WILLIAMS: Space within the Espionage Section, Room 2704 specifically, has been set aside to house certain files classified Confidential using as a flag for special treatment the Bureau's code word "JUNE." There are approximately 57 file drawers of material falling into this category. (#) U

After a spot examination of some of the material contained in these files it was determined a considerable volume had no lasting value, could be treated as administrative type correspondence, and should be purged. The mail in question appeared to fit into the category of correspondence spelled out in the specifications approved by a memorandum from the Department of Justice to the Bureau dated 12-15-50 (66-3286-443). This authority, granted upon request from the Bureau, approves the disposal of certain administrative type mail. The instructions in part read as follows: "Administrative correspondence with the field offices relating to, but not restricted to, subjects such as case status and follow-up letters, etc."

As a further means of conserving space, it is felt certain of the older files included in Room 2704 could be considered for microfilming. Completely inactive mail, at least ten years old, and referred to infrequently should be the criterion or guide followed before starting this program. It is felt with careful preparation and planning a continuing and effective system for reclaiming space in this fashion could be adopted. Therefore, the following recommendations are submitted for consideration and action: (#) U * FORM FD-143 TO BE PURGED WHEN TWO YEARS OLD

RECOMMENDATION:

(1) In line with the above it is recommended the Domestic Intelligence Division survey the files containing June mail and submit a plan for purging of material housed therein.

* "JUNE MAIL PURGE AUTHORIZATION

(2) Also, as an additional means of reclaiming space, it is recommended the benefits of microfilming material ten years old be considered. CRIMINAL

Comments of Assistant Director Belmont requested.

D. I. D. Inspection
11-9-60
OGM:jao
5-4

63 JAN 4

109

7-2-80 SP-5 RJH

CLASS. & EXT. BY SP-5 RJH 21
REASON - FCIM II, 1-2.4.2
DATE OF REVIEW 7-2-80

66-3286-891

139

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-8-80 BY SP-5 RJH

DESTRUCTION OF BUREAU RECORDS

EXCERPT FROM ORIGINAL FILED IN 67-147582-1

RECORDS MANAGEMENT - JUNE MAIL

CONFIDENTIAL

ASSISTANT DIRECTOR A. H. BELMONT: "June" mail procedure was instituted in 1949 for the specific purpose of handling mail relating to technical and microphone surveillances and other sensitive sources to limit knowledge of and access to such material. As a general rule, a "June" file contains correspondence dealing with surveys made for technical and microphone installations, proposed use, authorized use (including in most instances Attorney General authority for the installation), justification (forms FD-142 and FD-143), removal and in many instances technical problems connected with the installation. In addition, some of these files contain correspondence transmitting tapes of recordings to the Bureau and between field offices for translation purposes. One "June" file (66-2542) which occupies three file drawers contains mostly correspondence relating to statistical information as to the number of installations, mail covers, informants, etc., in all field offices. This material is furnished by the field to the Bureau periodically so that the Bureau may be aware of developments in the various field offices on a continuing basis.

With respect to technical and microphone surveillances, it is believed that we should have available the administrative history of each installation. Form FD-143, which is sent to the Bureau periodically, contains data submitted by the Field Office in justification for the continuation of the installation. Admittedly, this data should be incorporated elsewhere in the Bureau's files in investigative reports and it is, therefore, believed that purging the "June" files of all these forms which are two years old would not detract from the administrative history of the installation.

Likewise, correspondence transmitting tapes for translation would be purged. Per conversation with W. A. Branigan 12/6/60 F.B.I. Material is to be reviewed by Div. personnel - only Records Div. records. Records Branch will purge

There are approximately five thousand "June" files maintained in the Espionage Section. It is recommended that these "June" files be purged in line with the above by Records Division personnel. If you approve, the Espionage Section personnel will be instructed that hereafter in filing any justification forms (FD-143), they should insure that the form previously submitted two years prior has been destroyed and deserialized. This will be done on a continuing basis. Copies of correspondence transmitting tapes for translation will, in the future, not be accepted for filing and Espionage Section personnel will be so instructed, as will personnel of the Translation Section in the Laboratory.

DOMESTIC INTELLIGENCE DIVISION INSPECTION
NOVEMBER 18, 1960
WAB:hmm

CONFIDENTIAL

The Inspector has also recommended the benefits of microfilming criminal material ten years old. A spot check survey shows that there are not more than 1/2 dozen criminal files more than ten years old. Under the circumstances, it is not believed that enough space can be saved to justify the expense of microfilming; however, a tickler has been made so that on the Tenth of February each year we will consider the need for microfilming and will discuss this with appropriate Records Division personnel.

66-3286-892

CHANGED TO

66-19087-34X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4CLW/cal

364

SEP 26 1967

Jun 1 Bc

Employee Suggestion

Comments:

Suggestions previously submitted by this division have been approved for the destruction of form FD-132 which is the request for approval of local police school and/or assignment of Bureau instructors after a retention period of three years (54-61) and for the destruction of certain material located in file 1-16, captioned "Police Training Schools" (228-61). Employees [redacted] and [redacted] were assigned the duties of destroying this material and have indicated by their suggestion that similar material located in file 1-1152, captioned "Police Training", should be destroyed after a retention period of three years.

b6
b7C

RECOMMENDATIONS:

1. Favorable.

2. For referral to the Training and Inspection Division.

TCH:bnc
(6)

Employee Suggestion
FD-238 (Rev. 9-11-59)

b6
b7C

#276-61

D [redacted]
11/28/60

To: Director, FBI	From: (Suggester's name) [redacted]	Division of Assignment Four

SUGGESTION *That file 1-28 (Clerical Conferences) and subs (by bureau field divisions) be reviewed for destruction of all memoranda or correspondence that is of no permanent value.*

Type of material to be destroyed:

1. *Info. re: lectures and conferences thru 1955.*
2. *Schedule for clerical training schools.*
3. *List of Employees attending War Clerical School.*
4. *Request for film.*

There are 228 serials in the general file and most of the field office subs have from 50 to 75 serials.

Destruction of Bureau Property - Gen.

Current practice or rule (Include manual citation as well as facts)

No provision for destruction of this material

Advantages of suggestion and annual savings (Include basis for estimate)

Saving of space in Filing Unit.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELWcal

Disadvantages of suggestion

None known

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester *File Clerk*

Recommendations and comments of Division Head

Favorable - See attached comments. 66-3286-

NOT RECORDED
167 JAN 13 1961

b6
b7C

E. Short, SA

Signature and Title

(Do not write in this space - for Bureau use only)

1 XEROX JAN 13 1961

12/8/60

GERALH

Memo Mahoney to Belmont 1-12-61 HPM:lpw

25 JAN 12 1961

62 JAN 27 1961

ORIGINAL COPY FILED IN

Employee Suggestion

Comments:

This suggestion recommends the destruction of certain administrative type material contained in file 1-28, entitled "Clerical Employee's Conferences, General." It is felt this suggestion has considerable merit and this type of material should have no value after a period of three years. Sound records management would dictate that this material should be destroyed after a retention period of three years. Archival authority is not required since the material referred to is administrative in nature.

RECOMMENDATIONS:

1. Favorable.

2. For referral to the Training and Inspection Division.

TCH:bpc:bpr
(4)

66-3286-

January 3, 1961

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

In further reference to the suggestion advanced by you and Miss [redacted] to destroy correspondence in particular files at the Seat of Government after a period of three years, it is a pleasure for me to inform you that your idea has been adopted.

The thoughtfulness and alertness which prompted you to make this worthwhile contribution to the organization are very much appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 31
JAN - 3 1961
COMM-FBI

JAN 3 4 33 PM '61
REC'D-READING ROOM
FBI

ORIGINAL COPY FILED IN

1 - Mr. McGuire
1 - Personnel file of Miss [redacted]

b6
b7C

RWB:pls
(5)

XEROX
JAN 5 1961

Based on memo J. F. Malone to Mr. Mohr, dated 12/29/60, regarding Suggestion #275-61, submitted by Miss [redacted] and Miss [redacted] Files and Communications Division.

RWB:pls

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room

JAN 11 1961

TELETYPE UNIT

66-3286-

January 3, 1961

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

In further reference to the suggestion made by you and Miss Gibson to purge correspondence from particular files at the Seat of Government after a period of three years, I am sure you will be interested to know that your proposal has been approved.

You have indicated a keen interest in this phase of the Bureau's operations and I very much appreciate your having called this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 31
JAN - 3 1961
COMM-FBI

1 - Mr. McGuire

1 - Personnel file of Miss [redacted]

RWB:pls
(5)

(Based on memo J. F. Malone to Mr. Mohr regarding SUggestion #275-61, submitted by Miss [redacted] and Miss [redacted], Files and Communications Division, dated 12/29/60.) RWB:pls

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room

MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7C

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 12/29/60

FROM : J. F. Malone

SUBJECT: SUGGESTION #275-61
SUBMITTED BY MISS [redacted]
AND MISS [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

Bureau Property

SUGGESTIONS: That file 1-1152 and related subfiles for each field division be reviewed for destruction of correspondence related to statistics, results of schools, attendance, diplomas issued, expressions of appreciation, requests for and acknowledgment of supplies, et cetera.

ADVANTAGES: The advantages to adopting this suggestion would be the saving of space in the Filing Unit and in the General Index, Files and Communications Division.

CONCLUSIONS: Two suggestions previously approved for destroying Forms FD-132, which is the request for approval of local police school and/or assignment of Bureau instructors and for the destruction of certain material located in file 1-16, captioned "Police Training Schools", after a retention period of three years resulted in the submission of this suggestion. The captioned employees were assigned the duties of destroying the above mentioned material and have indicated by their suggestion that similar material located in file 1-1152 should also be destroyed after a retention period of three years.

SA Short, Files and Communications Division, is in favor of adopting this idea and SA Rogers, Inspector in Charge of the Police Training Unit, advised that he has no objection to the destruction of the material referred to above provided the Files and Communications Division is very cautious about purging communications from the file which contain names that were previously indexed. SA [redacted] Files and Communications Division, advised the Suggestion Desk that archival authority is not necessary for the destruction of the referenced material.

b6
b7C

Miss [redacted] and Miss [redacted] were previously thanked with regard to this matter and were informed that they would be advised if their idea was adopted.

Enclosure

RWB:pls
(2)
Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10-10-82 BY SP2 AUC

1-1152-1982

ORIGINAL COPY FILED IN

66-32801

NOT RECORDED
167 JAN 18 1961
JAN 5 1961

FBI - FILES

MEMO J. F. Malone to Mr. Mohr dated 12/29/60 b6 b7C
RE: Suggestion #275-61, SUBMITTED BY MISS [redacted] AND MISS [redacted] FILES AND COMMUNICATIONS DIVISION

RECOMMENDATIONS:

1. That this suggestion be adopted and implemented under the supervision of the Files and Communications Division. Attached for approval are letters of appreciation to the suggestors.

OK [illegible]

1/3

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

57 cad

TO : Mr. Mohr

DATE: 1/11/61

FROM : J. F. Malone

SUBJECT: SUGGESTION #276-61
Submitted by Mrs. [redacted]
Files and Communications Division

b6
b7C

SUGGESTION: That file 1-28, entitled "Clerical Employees Conferences, General" and subs (by Bureau field divisions) be reviewed for destruction of all memoranda or correspondence that is of no permanent value. Material pertaining to lectures and conferences through 1955, schedules for clerical training schools, lists of employees attending War Clerical Schools, etc., are listed as examples of the type of material to be destroyed.

OBSERVATIONS: Files and Communications Division states the suggestion has considerable merit and that this type of material should have no value after a period of three years. Supervisor L. E Short recommends this material be destroyed after a retention period of three years.

Training and Inspection Division has no objection to the destruction of this material. Certain material of this type, such as letters requesting films for use at clerical conferences in the field, is no longer being sent to file but is being destroyed by the Training and Inspection Division after it has served its purpose.

RECOMMENDATIONS: 1. That this suggestion be approved and that the Files and Communications Division be authorized to destroy administrative-type material of no permanent value contained in file 1-28 after a retention period of three years.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EWKal

66-3286-
NOT RECORDED
176 JAN 16 1961

2 JAN 18 1961

2. That the attached letter of appreciation be sent to Mrs. [redacted]

b6
b7C

Enclosure
HAM:sjw

63 JAN 19 1961

F266

ORIGINAL FILED IN 1-28-133

Destruction of Bureau Property

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: 1-25-61

FROM : L. E. SHORT

SUBJECT: MEXICAN HONORARY COMMISSIONS
DESTRUCTION OF BUREAU PROPERTY

Description of Lists: 64-2-3,4,6,8,9,12,13,14,15,17,18,19,20,21,22. Lists of members and officers of various Honorary Commissions and brigades of the Blue Cross, and delegates of these organizations at conventions.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

ORIGINAL FILED IN 64-2

Completed By Purge
537 wks. purged.
8/14/61 DS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4CLW/al

RECOMMENDATION:

For referral to appropriate substantive division.

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WM:brh
CC-66-3286

SEE ADDENDUM PAGE TWO

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79 AUG 21 1961

~~59 FEB 9 1961~~
AUG 21 1961

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION: HWL:bjs 2/6/61

During 1920-23, Mexican officials in United States, on authority of Mexican Government, organized Mexican Honorary Commissions and Brigades of the Blue Cross in the States of Texas, Arizona, New Mexico, and Oklahoma. The groups were ostensibly for the purpose of looking after the welfare of Mexican nationals in the United States. Investigation developed they actually served in gathering intelligence for the Mexican Government. Members were impressed that their first duty, under any and all circumstances, was to their fatherland. The investigation was closed in August, 1923, and the file is comprised of twenty-two serials which contain the names and places of residence of members with little or no identifying data.

The Records Branch suggests that the material be reviewed and deindexed through removal of the cards from the Bureau indices. The names and the information contained in the file are of no present value, and by now many of the members of the groups are undoubtedly deceased.

ACTION:

1. That Records Branch deindex material by destroying the index cards.

2. Since the information in file is of no value, all serials should be destroyed.

Rec'd. auth. necessary to destroy record material as further action at this time.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: February 3, 1961

FROM : J. F. Malone

Tolson
Mohr
Parsons
Belmont
Callahan
Conrad
DeLoach
Malone
McGuire
Rosen
Trotter
Evans
W. C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: TITLE 18, U. S. CODE, SECTION 3500
THE JENCKS ACT
REPORT WRITING

Destruction of Bureau Property - general

With the consent of the Department we adopted a post-Jencks procedure of permitting destruction of an Agent's investigative notes of interview with a potential Government witness after the Agent has prepared his FD-302, otherwise known as the Interview Report Form. We have recurrently checked the Criminal Division of the Department on this procedure and they have continued to tell us that they see no reason to change.

The latest pertinent development is that in Campbell v. U. S., decided January 23, 1961, the Supreme Court sent the case back to the trial court for a second look at the defense contention that it should have been given certain documents. In taking this action, however, the Court split five to four on the question whether the defense would be entitled only to documents presently in possession of the Government or documents which have ever at any time been in the Government's possession. The minority of four made it plain they believe that the defense is not entitled to any document except that presently in possession of the Government; whereas, the majority of five did not decide but hinted that if the Government has ever had a pertinent document in its possession and does not deliver that document up to the defense on demand at the trial then the testimony of the witness must be stricken. This could conceivably be carried so far as to require the Government to retain and produce, under appropriate circumstances, every scrap of paper they ever used to record a story of a witness, including the investigative notes of the Agent made during the interview.

We suggest that the question of destroying notes should again be taken up with the Department at this time.

Also, it is suggested that we raise to the Department the question whether the elapsed time of an Agent's interview with a potential Government witness should be made a matter of record. We warned the field nearly a year ago in SAC Letter 60-13(C) that trial judges, in determining whether a

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46 FEB 20 1961

Enclosure 2-7-61
1 - Mr. Courtney Evans (Encl.)
1 - Mr. Parsons (Encl.)
1 - Mr. Edward Scheidt (Encl.)
1 - Mr. James V. Cotter (Encl.)
DJD:hcv (6)

4 XEROX
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51 FEB 23 1961

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memorandum of an interview is a "statement" of the witness within the terms of the act, would be asking Agents how long they interviewed the witness. The views expressed by the Court in the Campbell case make it clear that this question is going to be asked constantly of the Agents from now on. For example, to determine whether a report of interview with a witness is a "statement" within the meaning of the Jencks Act, the trial judge must have "the help of extrinsic evidence" to be obtained by questioning the Government Agent who interviewed the witness, and in discussing the key question whether the paper involved here was a "statement" it was observed that "In Palermo, the document was a 600-word summary of a 3-1/2 hour conference, which we held was clearly not a virtually verbatim transcript. 360 U.S., at 355, n. 12. The Interview Report here comes to slightly over 500 words. But the record is silent as to the duration of the interview." That makes the question sufficiently important to warrant asking the Department whether the elapsed time of interview should be recorded and, if so, whether that record should appear on the face of FD-302 (Interview Report Form) which the defense asks to see under the terms of the Jencks Act.

RECOMMENDATION:

That the attached letter be sent to Acting Assistant Attorney General, Criminal Division.

CONFIDENTIAL

(E) STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA -- Numerous channelizing memoranda, particularly in large offices operating a large number of live informants, are presenting an increasingly critical space problem and demands for extra file cabinets.

In June, 1960, the Chicago and San Francisco Offices were authorized to destroy channelizing memoranda following submission of reports in security cases on an experimental basis to determine the feasibility of adopting this practice throughout the field.

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ON 8-10-82
Declassified Per Release Made in 1979 to Per/rn

Based upon the favorable results obtained in these offices, particularly in savings in file space and streamlining of case files, the Bureau is authorizing the destruction of these channelizing memoranda following submission of reports in both individual and organizational security cases.

BUREAU RECORDS - GenN

In devising procedures for the handling of this matter you should be guided by the following:

(1) The current procedure with regard to filing the original informant report, the filing of the master channelizing memoranda in the informant file and the serializing of channelizing memoranda in the substantive case files will be continued as at present.

(2) The Agent, at the time he dictates the report, will prepare a memorandum listing the channelizing memoranda to be destroyed by serial or serial scope and requesting the Chief Clerk's Office to destroy. The memorandum should indicate that pertinent information contained in the serials to be destroyed was incorporated in the report. It will not be necessary to set forth in this destruction memorandum the file and serial number of original informant reports or master channelizing memoranda as this information will be listed in the cover pages to the report. In the case of multiple volumes, the destruction memorandum should be prepared by the Agent in sufficient numbers so that one copy will appear in each volume of the multiple volume file being stripped.

(3) Prior to destruction, the Agent's recommendations with respect thereto are to be reviewed and approved by the Supervisor at the time he reviews and approves the report.

(4) Following destruction of the channelizing memoranda the Chief Clerk will so note on the memorandum. Thereafter, the memorandum will be filed in the case file as a permanent record of the serials destroyed.

2/21/61
SAC LETTER NO. 61-8

CONFIDENTIAL

5/8/91
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REASON-FCIM, II, 1-2.4.2
DATE OF REVIEW 5/8/91

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(5) Technical and microphone surveillance channelizing memoranda may be destroyed without the necessity of identifying in the cover pages of the report the exact location in the office files of the original information. The use of an asterisk identifies the source and the original information can be readily located.

The channelizing memorandum should not be destroyed in the following instances:

(1) When the original information is not contained elsewhere in your office.

(2) Do not destroy serial one of a file regardless of its nature.

(3) Do not destroy any serial containing indexing. It would appear that if indexing was necessary to channelizing memoranda, such indexing would only be done in the main case file as set forth in the title of the communication.

(4) Do not destroy serial showing "action" information. For example, opening, closing, posting, or instructions given by a Supervisor to an Agent concerning the case.

The destruction of these channelizing memoranda should be subject to close supervisory control by you to insure that all pertinent information contained in these memoranda is reported in the investigative report.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (C)

CONFIDENTIAL

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ENCLOSURE

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66-3286-893

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66-1855-E-6052X

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DATE 8-10-82 BY SP4EWW cal

APR 11 1961

M.K./S.D.

C

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. CONRAD

DATE: February 1, 1961

FROM : C. F. DOWNING

SUBJECT: FOREIGN LANGUAGES - AGENTS' ABILITY

Tolson
Mohr
Parsons
Belmont
Callahan
Conrad
DeLoach
Malone
McGuire
Rosen
Trotter
Evans
W. C. Sullivan
Tele. Room
Ingram
Gandy

As you know, over the years we have had the problem of devising suitable examinations for testing the abilities of Agents claiming a knowledge of the Spanish language. In this regard, it is noted that by SAC letter 54-7 dated 2/2/54, the field was advised that the Bureau had prepared an oral Spanish examination for the purpose of testing Agents claiming ability in the Spanish language.

Subsequent to that, during the period March 9 through 11, 1954, a copy of the Spanish examination described in SAC letter 54-7 was furnished to each field office.

This test has now been in the field for seven years. During this interval we have obtained and devised other Spanish examinations which make the above-described test obsolete.

RECOMMENDATION:

(1) That the test which was distributed to the field in March of 1954 be destroyed because of its obsolescence.

(2) If the first recommendation is approved, the Cryptanalysis-Translation Section of the Laboratory will issue the necessary instructions for the destruction of the examinations.

JCM:bsp
(5)

REC- 91 66-3286-894

7 MAR 1961

- Letter to all offices 2/23/61 JCM:BSP

50 MAR 16 1961

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DATE 8-10-82 BY SP4 EW/cal

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (100-00) DATE: January 4, 1961

FROM : SAC, CHICAGO (100-34283)

SUBJECT: STREAMLINING PROCEDURES
CHANNELIZING MEMORANDA

Destruction of Bureau Property - Gen.

ReBulets 6/22/60 and 11/15/60.

In accordance with Bureau instructions, Chicago has on a trial basis conducted an experimental project together with San Francisco in connection with destruction of channelizing memoranda and accordingly there is set forth the following results, observations and suggestions:

Statistics were maintained for a period slightly in excess of four months, between August 18, 1960 and December 31, 1960. During this period a total of 583 inches or 21 file drawers and 16 inches of space was saved. On an annual basis, Chicago alone would save in excess of 60 drawers of space per year. Figured on a cubic feet basis this would amount to 168.8 cubic feet of space. It might also be observed that Chicago is one of the major offices along with San Francisco, Los Angeles and New York which has a problem handling channelizing memoranda.

Methods Utilized in Experiment by Chicago Office

Agents in the initial stages of this program were furnished with memoranda instructing them that in preparing reports, they were also to prepare a destruction memorandum request which in substance identified the case by name and file number, the date of the report and the identity of the reporting agent, with the request that the CCO was to pull and destroy certain serials, the pertinent information of which had been incorporated into the report. Thereafter, the agent in the same memorandum, identified the serial number in the one column and the location of the original information in the informant's file in the second column. The CCO utilized this memorandum to pull the serials to be destroyed.

(2) - Bureau
1 - San Francisco
1 - Chicago
CNF:JVK
(4)

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MAR 14 1961

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The destruction memorandum request thereafter followed the report and all volumes of the file (if there were multiple volumes) to the supervisor's desk. At the desk and following the reading of the report the memorandum was blockstamped by the supervisor who inserted the name of the agent making the request in the blockstamp. The supervisor noted on the destruction memorandum that the CCO should pull the requested serials.

After the report was signed and sent to the mail room it was routed to posting and from posting to a clerk who pulled the serials from the file. The serials and file were then routed to the agent making the request to review the serials and advise the supervisor that all the work requested had been done. The supervisor checked the serials and noted on the original destruction memorandum authority for the CCO to destroy the serials. At this point the file and serials were again routed to the clerk responsible for the destruction and the serials were accordingly destroyed.

The procedure calling for the returning of the serials to the agent for checking and for final authority of the supervisor to destroy was adopted as a check on the CCO and also as an educational device for the agent until both the agent and the CCO became thoroughly familiar with the procedure. After this trial period and if the destruction process is continued by the Bureau it is expected that this step can be eliminated and the supervisor will, at the time the report is signed out, note on the memorandum the authority for the CCO to pull and destroy the serials. Under this procedure it would then be anticipated that the CCO will then return the file to the supervisor for a final notation on the destruction serial by the supervisor.

Additional Instructions to Agent

In setting up the instructions for the experiment and for the agent to follow in reference to the serials that could be destroyed the following instructions were issued:

1) Destruction only permitted on channelizing memoranda where the original information is retained in another file.

2) Serial one of a file, regardless of its nature, is never destroyed.

3) No serial containing indexing can be destroyed.

4) No serial reflecting "action" information, for example, the opening, closing, posting, or instructions given by a supervisor to an agent concerning the case, may be destroyed.

5) Tesur and misur channelizing memoranda are permitted to be destroyed since the use of an asterisk identifies the source and its original information, which can be readily located, is filed elsewhere by date.

Time Spent by CCO

During the trial period of slightly in excess of four months, the CCO utilized approximately 124 hours and 54 minutes or 15 days, 4 hours and 54 minutes. It is emphasized that this was during a trial period and it is believed that this time could be cut down by the adoption of some additional suggestions which will be hereinafter mentioned.

Benefits

1) Extensive present and future savings in file space were accomplished. As indicated previously in excess of 21 drawers and 16 inches (27 inches equal one drawer) were saved in slightly over four months which would mean an excess of 60 file drawers annually could be saved.

2) Multiple volumes in security cases in the 100 classification were condensed enabling quicker file reviews in the future. In one case in excess of four volumes of material was destroyed on one individual security matter case.

3) The CCO during the trial period was able to utilize the file space saved in connection with all expansion requirements in the Chicago office in the 100 classification category.

This saving of space resulted in a corresponding savings of time in the CCO which would have been utilized in connection with expansion requirements in the 100 category had this program not have been in effect.

No weaknesses in the system were noted during the experimental period by this office.

Observations and Recommendations Made in Connection with Chicago Inspection of Inspector R. K. MOORE, 11/30/60

Inspector R. K. MOORE in connection with his inspection in November, 1960 noted that a considerable amount of agent time was needed in preparing the destruction memorandum in longhand in its present form especially where multiple volume files were involved. In some cases as many as 15 pages of longhand material in two columns was prepared by the agents in a single case.

He noted that under the present system the agent (Chicago utilized the suggested form of the Bureau listing serials in column 1 and the location of original information in column 2) was required to advise in two columns in detail the serials to be destroyed as well as the original location of each serial destroyed. The inspection report comments that the same purpose would be served insofar as the information required in column one of the memorandum read in effect "Destroy all serials in volume _____ except serials _____."

Continuing, Inspector MOORE noted that the information required in Column 2, that is, the location of the original report or document, is a duplication of information appearing in column two of the cover pages of the security report which the agent had just prepared and he therefore recommended that column two of this memorandum should be eliminated. He noted that this step alone will reduce the paper work required of the agent preparing this memorandum by at least 50 per cent.

Continuing, Inspector MOORE noted that in preparing the destruction memorandum in cases where there are multiple volumes, these memoranda in the future should be prepared by the agent in sufficient numbers so that one copy will appear in each volume of the multiple volume file which has been stripped, thus accounting for any serials in the particular volume which are missing. This, it was noted, would eliminate the present practice of the Chicago office in these cases of having the CCO prepare charge out slips for each volume where memoranda have been destroyed noting thereon that the missing serials of the volume have been destroyed and referring back to the original destruction memorandum appearing in

another volume. The Inspector felt that this practice alone would eliminate an estimated five to ten per cent of the clerical work required.

The Inspector also suggested the desirability of preparing these destruction memoranda on distinctive colored paper so as to allow ready access to the memorandum by the agents in the future.

Chicago concurs in the observation of Inspector MOORE as noted above. The further observation is made that the suggested duplicate memorandum for multiple volume files could be prepared by the use of pencil and carbon paper and that it would be advisable particularly in multiple volume cases that one copy of the original destruction memorandum be placed as a floater serial on the top of each multiple volume where destruction has taken place. This will allow easy accountability for destroyed serials both for the office and during inspection.

In summary, insofar as Chicago is concerned, the experiment has proven its worth and a continuation appears to be most desirable. Much file space has been saved, expansion problems have been eliminated in the 100 classification and to date no defects have been noted.

It is respectfully suggested that serious consideration be given however to the suggestions of Inspector MOORE in reference to his observations concerning the duplication of work requirements by using a column two and specifically itemize serials for column 1 when a general statement such as he suggested would appear to suffice.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. A. H. Belmont

DATE: February 27, 1961

FROM : Mr. J. F. Bland

SUBJECT: STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

Bureau Property - Gen.

The instructions contained in SAC Letter 61-8 (E) dated February 21, 1961, dealing with the destruction of channelizing memoranda in security cases following submission of reports necessitate Manual changes.

ACTION:

There are attached proposed Manual changes. If you approve, this memorandum and attachments should be forwarded to the Training and Inspection Division for appropriate attention.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-88 BY SP4CW/cal

Enclosures

1 - Training and Inspection Div.
1 - Mr. Belmont
1 - Mr. Bland
1 - Mr. Rushing

2 ENCLOSURE TDR/fbm (5)

4 ENCLOSURE

Manual of Instructions
Manual of Rules and Regulations

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1 - Training and Inspection Div.
1 - Mr. Belmont
1 - Mr. Bl[illegible]
1 - Mr. Rushing

February 27, 1961

PROPOSED MANUAL CHANGES

Section 87D of the Manual of Instructions should be amended by adding the following as Item 7 (g), page 79:

"(g) Channelizing memoranda, destruction of following submission of reports in security cases

"Channelizing memoranda in organizational and individual security case files may be destroyed following submission of reports in these cases. In destroying these memoranda be guided by the following instructions:

"(1) The Agent, at the time he dictates the report, will prepare a memorandum listing the channelizing memoranda to be destroyed by serial or serial scope and requesting the Chief Clerk's office to destroy. This memorandum should indicate that pertinent information contained in the serials to be destroyed was incorporated in the report.

"(2) The cover pages to the report will list the file and serial number of the original informant reports or master channelizing memoranda.

"(3) In the case of multiple volumes the destruction memorandum should be prepared by the Agent in sufficient numbers so that one copy will appear in each volume of the multiple volume file being stripped.

"(4) Prior to destruction, the Agent's recommendations are to be reviewed and approved by the Supervisor at the time he reviews and approves the report.

NOTE: See memo Bland to Belmont dated 2/27/61 captioned "Streamlining Procedures - Channelizing Memoranda"; TDR/fbm. No Handbook changes necessary.

TDR/fbm
(7)

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W.C. Sullivan
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

ENCLOSURE

ENCLOSURE

"(5) Employee destroying the channelizing memoranda must place date of destruction and his initials on the destruction memorandum. Thereafter, this memorandum will be filed in the case file as a permanent record of the serials destroyed.

"(6) Technical and microphone surveillance channelizing memoranda may be destroyed without the necessity of identifying in the cover pages of the report the exact location in the office files of the original information. The use of an asterisk identifies the source and the original information can be readily located.

"(7) Do not destroy channelizing memoranda in the following instances:

"(a) When the original information is not contained elsewhere in your office.

"(b) Serial one of a file regardless of its nature.

"(c) Serials containing indexing. It would appear that if indexing was necessary to channelizing memoranda, such indexing would only be done in the main case file as set forth in the title of the communication.

"(d) Serials showing 'action' information. For example, opening, closing, posting, or instructions given by a Supervisor to an Agent concerning the case.

"The destruction of these channelizing memoranda should be subject to close supervisory control to insure that all pertinent information contained in these memoranda is reported in the investigative report."

The following should be added as Item M 6, page 17, Section 107M of the Manual of Instructions:

"Channelizing memoranda, destruction of following submission of reports in security cases. For instructions concerning the destruction of channelizing memoranda in security cases

following submission of reports, see Section 870, Item 7 (g), Manual of Instructions."

The present Items M 6 through M 11 on page 17 of 107M, Manual of Instructions, should be renumbered as Item 7 through 12, respectively.

1-Training & Inspection Div.
1-Mr. Belmont
1-Mr. Bland
1-Mr. Rushing

February 27, 1961

PROPOSED CHANGES IN THE
MANUAL OF RULES AND REGULATIONS

The following should be added as Item (6) under the heading "Files and records which are to be destroyed when they have served the purpose for which prepared" appearing in Part II, Section 3, page 15a of the Manual of Rules and Regulations:

"Channelizing memoranda in security cases following submission of reports. For detailed instructions see Section 87D, Item 7 (C) of the Manual of Instructions."

NOTE: See memo Bland to Belmont dated 2/27/61 captioned "Streamlining Procedures - Channelizing Memoranda"; TDR/fbm. No Handbook changes necessary.

TDR/fbm
(7)

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ENCLOSURE

ENCLOSURE

OPTIONAL FORM NO. 10
5010-104
UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (100-00) DATE: 1/11/61

FROM : SAC, SAN FRANCISCO (66-1696)

SUBJECT: STREAMLINING PROCEDURES
CHANNELIZING MEMORANDA

ReBulet 6/22/60 and San Francisco let 7/7/60.

ReBulet authorized San Francisco to initiate a program of destruction of channelizing memoranda following the submission of reports, for a period of six months.

Statistics maintained for the six-month period 7/11/60 to 1/6/61 show that 328" of such memoranda have been destroyed, a rate that would save San Francisco more than 54' of file space each year. San Francisco uses open shelf filing in closed files.

The CCO in San Francisco estimates that the enclosure clerk who destroys the memoranda spends approximately two hours per day on this project.

It is believed that in addition to the space saved this program facilitates file reviews and has to date shown no disadvantages.

It is recommended that it be continued in San Francisco and that consideration be given to utilizing it throughout the Field.

2 - Bureau (100-00)
1 - Chicago (100-34283)
1 - San Francisco
RSB:hko
(4)

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Distribution of Bureau
Property - Gen.

Re: STREAMLINING PROCEDURES -
CHANNELIZING MEMORANDA

I have checked with our security supervisors here in New York who feel that the attached proposed SAC Letter is excellent, well conceived, and they can foresee no reason why the instructions could not be handled in the field. With reference to the possible concern about the last item on page two pertaining to serials containing indexing, this should not create a problem since we index only on the principal serial in the main case file as set forth in the title of the communication. Therefore, there will be only one copy of the channelizing memorandum which will be retained, thus not presenting any problem from a destruction or space standpoint.

It is our feelings that the instructions should be issued as prepared in the attached proposed SAC Letter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/1 CAL

New York

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167 MAR 15 1961

57 MAR 17 1961

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Callahan

DATE: 3/3/61

FROM : J. S. Johnson

SUBJECT: [redacted]
GS-8, Routing Unit
EOD 2/24/41
Files and Communications Division
SUGGESTION #451-61

Destruction of Bureau Property

b6
b7C

Mrs. [redacted] has suggested that the letters forwarded to the Bureau by the various field offices captioned "Dissemination of Criminal Information to Other Agencies" be destroyed after the pertinent statistics are recorded in the Voucher-Statistical Section. It is presently the practice to file this material after the statistics are recorded.

The Voucher-Statistical Section has no objection to the destruction of these letters after the statistical data has been recorded.

MFR:hvt
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

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191 MAR 20 1961

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2 XEROX
MAR 20 1961

ENCLOSURE

5 MAR 16 1961

63 MAR 24 1961

PERS. FILES

ORIGINAL FILED IN 62-116395-10

b6
b7C

RECOMMENDATIONS OF THE SPECIAL INVESTIGATIVE DIVISION TLG:bm

RE: SUGGESTION #451-61 Submitted By [redacted] FILES & COMMUNICATIONS DIVISION 3/3/61

The suggestion that the letters forwarded to the Bureau by the various Field Divisions captioned "Dissemination of Criminal Information to Other Agencies" be destroyed after the pertinent statistics are recorded at the Bureau Voucher-Statistical Section hasmerit since these letters serve no purpose after the figures contained therein are abstracted and recorded on our records. The Special Investigative Division recommends the adoption of this suggestion.

T.G.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 [illegible]

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66-3282-7

ENCLOSURE ENCLOSURE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 3-8-61

FROM : L. E. SHORT

SUBJECT: SUGGESTION #462-61
Submitted By SA [redacted]
Charlotte Field Division

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/cal

RE: MICROFILMING AND DESTRUCTION OF FILES - General

The Training and Inspection Division has requested the views of our Division regarding the attached suggestion submitted by SA [redacted], Charlotte, who proposes that (1) the office of origin microfilm closed files and prepare a synopsised index card containing a synopsis of the information on microfilm to reduce the necessity of referring to the microfilm, (2) the auxiliary office destroy closed files after making a synopsised index card and forward all items of evidential value to the office of origin, and (3) the Bureau microfilm closing reports in criminal and applicant cases and such information that is deemed essential in security cases. SA [redacted] points out that adoption of this suggestion would result in an immediate reduction in space required to maintain closed files with a resulting savings in the appropriations for the space. He points out as a disadvantage, the initial cost of reviewing the files and establishing the program.

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For purposes of clarification, comments concerning these proposals are being set out separately as they relate to each proposal.

In regard to proposal #1, the microfilming of files in the field has been considered on a number of occasions by the Bureau. On 11-29-54, (66-16304-156), the Executives Conference unanimously felt that no further action should be taken at that time to microfilm field files based on the results of a survey conducted

(Continued on Page 2)

WMM:gbh
(4)

Enclosure

Memo Malone to Rosen 3/24/61

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of several offices which disclosed a number of disadvantages to microfilming field files such as (1) difficulty in sending serials to Resident Agencies if material on film, (2) the necessity for Resident Agents to come to headquarters city more often to review references on microfilm unless copies were made, (3) space required to house viewing equipment which in many offices probably equal or exceed the file storage space, and (4) a slow down in the viewing of material on microfilm.

This suggestion was considered in 1959, (66-18966-355), when as a result of a records management program conducted by this Division, two field offices proposed microfilming of closed field files. These suggestions were not adopted inasmuch as the field has existing authority to destroy all files after they become twenty years old, and it was not felt that the Bureau could justify the expense of microfilming files which were going to eventually be destroyed. On the basis of the above facts and inasmuch as the field has authority to destroy files after twenty years, this Division does not feel that we could possibly justify the microfilming of these files, and it is recommended that this proposal not be adopted.

In regard to proposal #2, several suggestions to destroy auxiliary office files prior to the twenty year retention period were made during the aforementioned records management program in 1959. These suggestions and other suggestions proposing a reduction in the twenty year retention period resulted in an extensive study by the Bureau including a survey of ten representative offices. Based on the results of this survey and the recommendations of the Domestic Intelligence and Investigative Divisions who strongly recommended no change in the twenty year retention period for field files, no further consideration was given to these proposals (66-18966-543, 545). In view of the recent study of this proposal and the resultant conclusion, this Division recommends that this proposal not be adopted.

(Continued on Page 3)

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Memorandum Short to Tavel 3-8-61
Re: Suggestion #462-61
Submitted By SA [redacted]
Charlotte Field Division

In regard to proposal #3, the Records Branch has been microfilming files for a number of years. We have confined this operation to those categories of files that receive relatively limited use, because of the activity of our files, largely due to the name check program. At the present time we are microfilming all criminal files over ten years old. We have not extended this program to applicant or security files nor is it contemplated that we will do so in the future because of the activity of these files. It is necessary that the contents of the entire file be microfilmed. This Division recommends no further action in regard to this proposal.

RECOMMENDATION:

That this memorandum expressing the views of the Files and Communications Division in regard to the attached suggestion be referred to the Training and Inspection Division in accordance with their request.

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318

OPTIONAL [illegible]10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. A. H. Belmont

DATE: March 3, 1961

FROM : Mr. J. F. Bland

SUBJECT: STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

SAC Letter Number 61-8 dated February 21, 1961, authorized the field to destroy channelizing memoranda in security cases following submission of reports.

My memorandum of February 10, 1961, recommending that the field be allowed to destroy these channelizing memoranda also contained a recommendation that the handling of this matter be the subject of thorough checks by the Training and Inspection Division in connection with all field ~~communications~~ INSPECTIONS to insure proper procedural handling and reporting prior to destruction of channelizing memoranda. It is believed desirable to include this in the Field Inspectors' Manual.

ACTION:

If you agree, the attached proposed Manual change should be forwarded to the Training and Inspection Division for appropriate attention.

Enclosure ENCLOSURE

1 - Mr. Mohr
1 - Training and Inspection Div.
1 - Mr. Belmont
1 - Mr. Bland
1 - Mr. Rushing

TDR/fbm
(6)

EX 104

REC-5 66-3286-895

57 MAR 23 1961

17 MAR 14 1961

Inspectors' Manual (Field) Revised

XEROX MAR 16 1961

2 - [illegible] FILES

CC-67-130

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March 3, 1961

PROPOSED CHANGE IN
FIELD INSPECTORS' MANUAL
Section 5 - Administrative Operations

The following phrase should be added to Item 10 d captioned "Destruction of files and records," page 10:

"Proper procedural handling and reporting prior to destruction of channelizing memoranda following submission of reports in security-type cases."

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Inspectors' Manual
Revised
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ENCLOSURE

PERS. FILES

66-3286

March 14, 1961

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/cal

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

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Dear Mrs. [redacted]

Reference is made to your proposal concerning the final disposition of letters from the field to the Bureau entitled "Dissemination of Criminal Information to Other Agencies." I am indeed pleased to advise you that your idea has been adopted and steps are being taken to place it into effect.

You are to be commended for your discernment and the interest you displayed in streamlining our operations.

Sincerely yours,

J. Edgar Hoover

MAILED 25
MAR 14 1961
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of Mrs. [redacted]
JER:pls/het
(5)

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Based on memo J. F. Malone to Mr. Mohr, 3/10/61, re: Suggestion #451-61 submitted by Mrs. [redacted] Files and Communications Division, JER:pls/het.

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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W.C. Sullivan
Tele. Room
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TO : Mr. Mohr

DATE: 3/10/61

FROM : J. F. Malone

SUBJECT: SUGGESTION #451-61
SUBMITTED BY MRS. [redacted]
FILES AND COMMUNICATIONS DIVISION

Destruction of Bureau Property

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b7C

SUGGESTION: That letter forwarded to the Bureau by various field offices captioned "Dissemination of Criminal Information to Other Agencies" be destroyed after pertinent statistics are recorded in the Voucher-Statistical Section.

PRESENT PRACTICE: This material is filed after recording. At present time two files are used to handle this, one for Federal agencies, one for state or local agencies.

ADVANTAGES: Saving in filing space and time now used to handle these for filing.

OBSERVATIONS: Files and Communications Division recommended favorable consideration if the Administrative and appropriate Investigative Division agreed.

Mr. Johnson of the Voucher-Statistical Section of the Administrative Division advised, with the concurrence of Mr. Callahan, that they had no objection to the destruction of these letters once the statistical data was recorded.

Mr. McAndrews of the Special Investigative Division, with the approval of Mr. Evans, recommended adoption of the suggestion since the letters serve no purpose after the pertinent statistics are recorded.

The Training and Inspection Division agrees that since these communications serve no purpose after the pertinent data is extracted and recorded, they should be destroyed. This will save sorely needed filing space and unnecessary handling.

RECOMMENDATIONS: 1. That the suggestion be adopted.

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Enclosure

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PERS. FILES

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RECOMMENDATIONS: (cont'd)

2. On approval, that the attached letter of commendation be directed to Mrs. [redacted] for her suggestion. Previous acknowledgment was made by letter.

4-528

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66-3286-896

CHANGED TO

66-19087-35

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mt/mb

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. CONRAD

DATE: March 14, 1961

FROM : C. F. DOWNING

SUBJECT: CRYPTANALYSIS-TRANSLATION SECTION ADMINISTRATIVE

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Destruction of Bureau Property

At the present time, the Cryptanalysis-Translation Section is using work assignment logs to set out the work currently assigned to crypt aides in the Section, with an individual sheet for the current outstanding work for each aide. As the assignments are completed, the date of their completion is noted in an appropriate column. The purpose of these logs is to follow work currently assigned and their retention would serve no useful purpose; therefore, it is recommended that upon completion of all work on a particular sheet, this sheet be destroyed.

RECOMMENDATION:

That approval be granted to destroy the work assignment log sheets upon completion of all work noted on that sheet.

80-11-3

PWP:drc
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OK

DATE 8-10-82 BY SP/EW/cal

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RECEIVED - COMM-FBI

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Conrad

DATE: 3/22/61

FROM : W. D. Griffith

SUBJECT: LABORATORY FILES UNIT
MAINTENANCE OF "CITY CARDS"

During the course of the inspection in the Laboratory Division last January, 1961, the Inspector instructed a survey be made to determine whether we can dispense with the "city cards" presently being utilized in the Laboratory Files Unit. These cards are prepared each time a case is received and contain identifying information concerning the case, including title and file number. However, the card is filed according to the city from which the submission is received. As additional submissions are received in the same case postings are made to the appropriate cards so that, and in effect, the city card becomes a journal record with respect to each card and reflects the number of submissions received in this case and the dates received. These cards have been particularly useful in locating submissions or cases referred to by outside contributors when they do not furnish us with a title, file number, or sufficiently identifying information for us to readily locate the case.

We have surveyed the need for these "city cards" over the past sixty days and determined that while they cannot be dispensed with in their entirety, the making of the cards for every case can be modified. It will still be necessary to prepare "city cards" for agencies on our restricted list. It will be necessary to prepare "city cards" for any unknown subject case. When the need arises to locate a case and no file number, title, or subject is set forth, we will henceforth contact the Service Unit in the Files and Communications Division and request that a search be made of abstracts filed by locality. It is believed that in most instances this service offered by the Files and Communications Division should enable us to locate the case and make it possible for us to substantially dispense with the making of "city cards."

66-3286

Our procedure now in the Laboratory Files Unit will be to make the submission postings on the alphabetical card that lists the name of the subject.

We contemplate purging the present "city cards" in connection with our regular three year program. However, since they contain the submission postings, it will not be possible to arbitrarily dispense with these cards at this time but rather, through a process of attrition

1 - Mr. Malone, Room 5256
1 - Mr. Haaser, Room 7231
WDG:lih (9)

50 MAR 31 1961

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and in connection with our regular purging program, we will eventually remove all cards from the index file.

ACTION: "City cards" are being dispensed with in accordance with the above-described conditions.

MR. TAVEL

3/16/61

L. E. SHORT

GERMAN RESIDENTS - GUATEMALA

64-2208-A-95. List of 274 male German citizens residing in Guatemala as of 11/4/43.

Description of List:

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

Destruction of Bureau Property - Gen.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ Cal

1-66- NOT RECORDED 167 APR 5 1961

RECOMMENDATION:

For referral to appropriate substantive division.

JWM/brh
CC - 66-3286

63 APR 6 1961

[redacted]

MR. TAVEL

3/16/61

L. E. SHORT

BRAZIL - GENERAL

Destruction of Records

64-3000-78X, incoming from Confidential Informant SIS #98, enclosing information taken from trade journals. This information sets out names and nationality of ships, ports, sailing dates, agents, importers, exporters, cargoes, etc.

Description of List:

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

[redacted]

166-3286

NOT RECORDED
199 MAR 31 1961

RECOMMENDATION:

For referral to appropriate substantive division.

JWM/brh
CC-66-3286

[redacted]

3/16/61

MR. TAVEL

L. E. SHORT

BRAZIL - POLITICAL

Destruction of Enclosed Records

64-3001-522. Enclosure is a list of prisoners detained by the Sao Paulo Political Police on 9/13/43.

Description of List:

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

[redacted]
DATE 8-10-82 BY SP4EW/cal

166-3286-
NOT RECORDED
199 MAR 31 1961

RECOMMENDATION:

For referral to appropriate substantive division.

JWM/brh
CC-66-3286

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. CALLAHAN

DATE: March 28, 1961

FROM : C. L. ROGERS

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL
STORED ON SEVENTH FLOOR
IDENTIFICATION BUILDING

Destruction of Bureau Property - Gen.

Items listed below are recommended for removal from the storage files and for destruction at this time:

1. Copies of Congressional Record: - Copies are on hand beginning in January, 1958. We have been keeping those for the past two years on hand. Accordingly, it is recommended that those dated in 1958 be disposed of at this time.

2. Copies of Federal Register: - As with the Congressional Record, we have been keeping these for two years. Accordingly, it is recommended that those dated in 1958 be disposed of now.

3. Monthly Administrative Reports: - We have been retaining these for three years. Those now on hand date from July, 1956. It is recommended that those from July, 1956, through June, 1957, be removed and destroyed. It is further recommended that on July 1, 1961, the Records Branch remove and destroy those dated from July, 1957, through June, 1958. This will leave on hand those pertaining to the fiscal years 1959, 1960, and 1961.

4. House Bills; Senate Bills; Books on Appropriation Hearings: - Each of these three categories is on hand for the 85th and the 86th Congresses. Since we are now in the 87th Congress, we should need only the 86th Congress material on hand. Accordingly, the items pertaining to the 85th Congress for each of the three categories should be removed and destroyed.

ACTION:

If you agree, arrangements will be made with the Files and Communications Division to remove the items from storage.

1 - Mr. P. G. Travers (sent direct)
1 - Mr. Wm. C. Jackson (sent direct)
1 - Mr. John W. Marshall, Room 1320 IB (sent direct)

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson ✓
Parsons ✓
Mohr ✓
Belmont ✓
Callahan
Conrad ✓
DeLoach ✓
Evans ✓
Malone ✓
Rosen ✓
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W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Parsons

DATE: March 16, 1961

FROM : A. Rosen

b6
b7C

SUBJECT:

NORFOLK COUNTY TRUST COMPANY
710 WASHINGTON STREET
CANTON, MASSACHUSETTS
JULY 18, 1957
BANK ROBBERY - INTERSTATE TRANSPORTATION
OF STOLEN PROPERTY

Destruction of Bureau Property - General

SAC Laughlin, Boston, on 3/14/61 received a subpoena to produce the Bureau's rules and regulations relating to interviews of eyewitnesses to a crime. On being advised by Laughlin, immediate contact was made with the Criminal Division in order to have the U. S. Attorney at Boston intercede.

On 1/23/61, the Supreme Court directed that the case be remanded to the District Court for a rehearing on the defense motion for the production of an FBI record.

The investigating Agent testified on 3/14/61 and, pursuant to questions asked, stated that he had made notes at the time of an interview which were subsequently reduced to writing in a report and thereafter the notes destroyed. The Agent also stated that an Agent is authorized to use his discretion in the destruction of investigative notes once the information has been reduced to writing. The subpoena was issued for SAC Laughlin for the purpose of determining the exact rule.

I thought the "discretion" on the part of the agent had been changed!

The Department was furnished the above information and issued instructions to the U. S. Attorney that SAC Laughlin should appear and take the stand in response to the subpoena but should not bring any Bureau rules and regulations with him. He could testify that an Agent need not retain investigative notes on interviews with persons after the contents of the notes have been properly incorporated in the usual records, such as signed statements, interview forms, or memoranda which are prepared. Any further attempt to obtain Bureau rules and regulations should be declined in accordance with Departmental Order 3229.

1 - Mr. Malone
1 - Mr. Mohr
WBW:ige (7)

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SAC

SAC Laughlin did take the stand on 3/15/61, was questioned concerning the rules as to destruction of notes, and in accordance with Department instructions

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declined to produce the rules and regulations under Departmental Order 3229, which declination was sustained by the Judge.

The question of retaining or destroying investigative notes taken by Special Agents during an interview is not a new one. Malcolm R. Wilkey, former Assistant Attorney General in charge of the Criminal Division, in November of 1960 reaffirmed the Department's position relative to the handling of notes made during an interview. He said that the Bureau's position should be in accordance with the Department's instructions that the Agents destroy such notes after the results of the interview have been reduced to writing in report form and such report has been transcribed and approved. Mr. Wilkey reiterated that the exceptions remain in effect; namely, where the notes were of precise character, such as accountants' work papers, crime scene searches, laboratory examinations and fingerprint examinations, to permit the Agent to testify as to his findings, they should be retained. In those instances where special circumstances suggest the retention of the notes, such as when a subject confesses orally but refuses to put the confession in writing, they may be retained with the specific approval of the Special Agent in Charge.

Mr. Wilkey stated that the notes made during an interview were for the sole purpose of assisting the Agent in reducing the results of the interview to writing in report form; that this report constitutes the record of the interview and the investigative notes serve no purpose once they have been used to assist in preparing the report.

ACTION TO BE TAKEN

We will await any written opinion handed down by the District Court in connection with the rehearing ordered by the Supreme Court.

ADDENDUM BY MR. TOLSON 3/16/61

Despite all of the legal opinions to the contrary, I think the Courts are going to hold against us when we authorize Special Agents to destroy notes made during interviews. Certainly such notes are the best evidence of the results of the interview. I suggest this be taken up by Mr. Parsons and Mr. Rosen with the present Legal Counsel of the Department and the present Assistant Attorney General in charge of the Criminal Division to see whether they concur in the position taken by former Assistant Attorney General Wilkey in November of 1960, on this point.

1 - Mr. Parsons
1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Welte
1 - Mr. Hurst

Assistant Attorney General
Nicholas deB. Katzenbach

Director, FBI

March 22, 1961

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EWJ

CAMPBELL, et al v. UNITED STATES
(Supreme Court, 1960, No. 53)

66-3286-

This is with reference to the above-entitled case in which the Supreme Court, on January 23, 1961, handed down its opinion, and the conference which was held in the office of Mr. Miller on March 20, 1961, at which time Mr. Katzenbach of the Department and Messrs. Parsons and Rosen of the Bureau were present.

The matter of retention of investigative notes of Special Agents of the Federal Bureau of Investigation has been discussed on previous occasions with representatives of the Department. For your ready reference, it is pointed out that former Assistant Attorney General Malcolm Wilkey of the Criminal Division, on November 16, 1960, reaffirmed the Department's position relative to the handling of notes made during an interview. It was indicated that the position to be pursued by the Bureau should be in accordance with the Department's instructions that Agents destroy such notes after the results of the interview have been reduced to writing in report form and when such report has been transcribed and approved.

Mr. Wilkey further reiterated that our present exceptions remain in effect; namely, where notes were of a precise character, such as accountants' work papers, crime-scene searches, laboratory examinations and fingerprint examinations, that such notes should be retained in order to permit the Agent to testify as to his findings. In those instances where special circumstances suggest the retention of notes, such as for example when a subject confesses orally but refuses to put the confession in writing, they may be retained with the specific approval of the Special Agent in Charge.

Inasmuch as notes made during an interview were for the sole purpose of assisting the Agent in reducing the results of the interview to writing in report form, Mr. Wilkey was of the opinion that this report therefore constitutes the record of the interview and the investigative notes serve no purpose once they have been used to assist in preparing the report.

See memo Parsons from Rosen 3/22/61, same re.

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Assistant Attorney General
Nicholas deB. Katzenbach

Pursuant to the Department's opinion concerning this matter, we have issued appropriate instructions to our Special Agents.

It would appear desirable, in view of the Campbell case, that we reiterate to our field service the Department's opinion concerning the retention of notes.

Inasmuch as this question may come up with increased frequency in the future and in order to maintain uniformity of action by our personnel, it appears desirable to obtain your current views in this matter.

1 - Assistant Attorney General
Herbert J. Miller, Jr.

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Parsons

DATE: March 22, 1961

FROM : A. Rosen

SUBJECT: CAMPBELL, et al. v. UNITED STATES
(Supreme Court, 1960, No. 53)

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With reference to the above-entitled case, which the Supreme Court on January 23, 1961, handed down its opinion, Messrs. Parsons and Rosen conferred with Assistant Attorneys General Herbert Miller and Nicholas deB. Katzenbach of the Department concerning the retention of investigative notes of Special Agents.

We went over previous discussions with the Department in which former Assistant Attorney General Malcolm Wilkey, on November 16, 1960, reaffirmed the Department's position relative to the handling of notes made during an interview. It is recalled he reaffirmed the previous position of the Department and reiterated that the procedure which the Bureau was pursuing in this matter was in complete accord with the views of the Department.

Both Messrs. Katzenbach and Miller expressed the view that they would agree with the present procedure. Mr. Katzenbach observed that it was his view the Bureau was doing much more than was required.

ACTION TAKEN:

A memorandum has been prepared to Mr. Katzenbach, with a copy for Mr. Miller, in which we point up the problem, indicate what the practise has been in the past based upon advice we received from the Department, and further indicate that it would be desirable, in view of the Campbell case, that we reiterate to our field service the Department's opinion concerning the retention of notes. Messrs. Katzenbach and Miller anticipate that they will receive the attached memorandum in which we state that inasmuch as this question may come up with increased frequency in the future and in order to maintain uniformity of action by our personnel, it appears desirable to obtain the Department's current views in this matter.

There is attached hereto a memorandum to Assistant Attorney General Katzenbach, with a copy designated for Mr. Miller.

Enclosure (1)

AR:mpd (7)

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NOT RECORDED 25 APR 19 1961
46 APR 19 1961

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SEE NOTE ON DESTRUCTION OF BUREAU PAPERS

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: MAR 25 1959

FROM : L. E. [illegible]

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U.C. Sullivan
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SUBJECT: [redacted] WSO;
ITSP

Bulky Exhibit File Number: 87-12942-172

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1113, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

Destruction of Bureau Property

Handled 3/11/59 gbh

all cc and photographs have been destroyed. Worksheets should be retained 5/6 gbh

87-12942-172

ORIGINAL COPY FILED IN

66-3286-

NOT RECORDED
87 MAY 13 1959

NOT RECORDED
MAY 12 1959

DATE 8-10-88 BY SP4 EW/cal

50 MAY 14 1959

B. W. SMALL

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 3/22/61

FROM : J. F. Malone

SUBJECT: SUGGESTION #462-61
SUBMITTED BY SA [redacted] b6 b7C
CHARLOTTE OFFICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/ca

Destruction of Files Authorized

SUGGESTION: 1. That the office of origin (OO) in the field microfilm closed files, whenever advisable depending on the various classifications and that reference index cards be established in auxiliary offices. Any material of evidentiary value should be forwarded to and maintained by the particular field office.

2. That the Bureau microfilm only closing reports in criminal and applicant cases and only such information as is deemed essential in security cases.

CURRENT PROCEDURE: Closed case files are maintained in each office and eventually consolidated.

ADVANTAGES: An immediate reduction in space required to maintain closed files with resultant savings in required appropriations for such space.

DISADVANTAGES: The initial cost of reviewing the files and establishing policies for the program.

OBSERVATIONS: SA Roney of the Charlotte Office did not feel the suggestion was practical.

The Files and Communications Division submitted its views and stated that the microfilming of files in the field has been considered by the Bureau on a number of occasions. On 11/29/54, the Executives Conference unanimously opposed any further action at that time since a survey conducted in several field offices disclosed disadvantages such as: 1. the difficultyof sending material to Resident Agencies if it were on film; 2. the necessity for Resident Agents to come to headquarters city more often to review film unless copies were made; 3. space needed for viewing equipment which would probably use up the space saved by microfilming files; 4. a slow down in reviewing filmed material.

In 1959, as a result of a records management survey which the Division conducted, two field offices made the same proposal but it was again not adopted as the field has authority to destroy all files after 20 years and the Bureau did not feel the expense of filming files which would eventually be destroyed was justified. The Division feels these conditions are unchanged at this time.

MAR 24 1961

66-3286-

NOT RECORDED
46 MAR 29 1961

JER:het
(2)

57 MAR 31 1961

MAR 29 1961
XEROX

ORIGINAL COPY FILED IN 66-11,321-207

MEMORANDUM MALONE TO MR. MOHR
RE: SUGGESTION #462-61

As regards the part of the suggestion relating the destruction of auxiliary office files and maintaining reference index cards, several such proposals were previously considered and, as a result of a survey in ten representative offices, the Domestic Intelligence and Investigative Divisions recommended strongly that there be no change in the rule for retention of field files for 20 years.

As for the portion of the suggestion relating to the microfilming of only closing reports in criminal and applicant cases and such information as thought necessary in security cases at the Bureau, Records Branch has been microfilming files for a number of years. However, they have confined this to files receiving limited use because of the activity in files due mainly to name checking. At present they are filming criminal files over ten years old but do not contemplate extending this practice to applicant or security files in the future because these files are referred to frequently. It is necessary that the contents of the entire file be microfilmed. For all the reasons set forth above, Files and Communications Division opposed adoption of the suggestion.

The Training and Inspection Division agrees with the views of the Files and Communications Division.

RECOMMENDATION:

That the suggestion not be adopted. On approval, no futher action is necessary as the suggester was thanked previously by letter.

OPTIONAL FORM NO. 10

UNITED STATES GOVE[illegible]N

Memorandu[illegible]

TO : A. H. Belmont

DATE: 3/24/61

FROM : S. B. Donahoe

1 - Mr. Belmont
1 - Mr. Donahoe
1 - Mr. Wacks
1 - Mr. Wannall
1 - Mr. Jaquiss

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: SECURITY RISK PROGRAM
ATOMIC ENERGY ACT

DESTRUCTION OF BUREAU RECORDS - Gen'l

Since March, 1948, we have maintained an index of employees of the Atomic Energy Commission (AEC), AEC subcontractors, military contractors and employees of other Government agencies concerning whom investigation has indicated either they, their relatives or associates at one time were reportedly associated in some degree with communist, communist-dominated or pro-Soviet groups. Purpose of this index is to have readily available in the event of an emergency information for dissemination to interested Government agencies so that any necessary action may be taken by those agencies with regard to re-evaluating the clearance status of the individuals involved.

Prior to April, 1956, this index was maintained on 5 by 8 cards. At that time the index was converted to a 5 by 8 loose-leaf notebook. The conversion was made because the index is microfilmed each month in connection with the Bureau's Defense Plans and the heavy cards did not photograph properly. Additionally, the notebook is much more easily transported in the event relocation occurs from the Seat of Government.

The old cards were retained for record purposes and are still being kept, although not in a current status. For a short time after the conversion to the notebook the old cards were used infrequently as a ready reference to check information concerning a particular individual. This information was, of course, available in the file and the cards were referred to only to expedite matters. Within at least the past year there has been no occasion to refer to the cards.

RECOMMENDATION:

Since the information on the cards has not been kept up to date and even the most recent information on them is now at least five years old, even rare use of the cards as a ready reference would be impractical. Accordingly, it is recommended that the old cards be destroyed, since their retention serves no useful purpose.

Cards destroyed 3/28/61 hjj

HJJ:ljc:bjs
(6)

1 - 66-3286
XEROX
MAR 1961
NOT RECORDED
102 MAR 30 1961

17 MAR 28 1961

5-hjj

ORIGINAL FILED IN 117-16524-21

DATE 8-10-82 BY SP4EW/CAB

SAC, Minneapolis March 16, 1961

EX-114
REC- 66 62-286291

Director, FBI

GORDON B. PLAYMAN
SPECIAL AGENT

Reurlet dated March 7, 1961, captioned as above advising that SA Playman had made a suggestion on August 8, 1958, regarding destruction of channelizing informant memoranda following preparation of a report in security cases.

Although, as you point out, SAC letter 61-8 (E) dated February 21, 1961, implements the procedure suggested by SA Playman, Manual of Rules and Regulations, Part I, Section 14, page 5, instructs that suggestions are void if not adopted within two years. Accordingly, any further acknowledgement of SA Playman's suggestion is precluded as it is beyond the limitation set forth in manual.

DATE 8-10-82 BY SP4ELWJLcal

JER:het
(4)

MAILED 8
MAR 16 1961
COMM-FBI

MAIL ROOM TELETYPE UNIT

56 MAR 23 1961

TIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: March 7, 1961

FROM : SAC, Minneapolis

SUBJECT: GORDON B. PLAYMAN
SPECIAL AGENT

Destruction of Bureau Records

The Bureau is referred to suggestion made by SA GORDON B. PLAYMAN on August 8, 1958, regarding the destruction of channelizing informant memoranda following preparation of a report in security cases.

Inasmuch as SAC Letter 61-8, Paragraph E, dated February 21, 1961, is identical with the suggestion submitted by SA PLAYMAN, the Bureau may wish to direct a letter to SA PLAYMAN advising him that his suggestion has been adopted.

2 - Bureau
2 - Minneapolis

ACM:sss
(4)

REC- 66 66-3266-897

16

12 MAR 10 1961

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

DATE 8-10-82 BY SP4 ELW Cal

Let to mem. 3/16/61 JER:mkv

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 16
Page 120 ~ Referral/Consult
Page 182 ~ Referral/Consult
Page 183 ~ Referral/Consult
Page 184 ~ Referral/Consult
Page 185 ~ Referral/Consult
Page 187 ~ Referral/Consult
Page 189 ~ Referral/Consult
Page 190 ~ Referral/Consult
Page 191 ~ Referral/Consult
Page 206 ~ Referral/Consult
Page 207 ~ Referral/Consult
Page 208 ~ Referral/Consult
Page 209 ~ Referral/Consult
Page 210 ~ Referral/Consult
Page 218 ~ Referral/Consult
Page 219 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 17

66-3256-898

SC-61

EX-101

March 23, 1961

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
New York, New York

b6
b7C

Dear Miss [redacted]

I have received the copies of the form you devised to be used in connection with the disposition of channelizing memoranda. Your idea is being carefully considered and I will let you know if it is adopted.

The interest which prompted you to submit your suggestion to me is greatly appreciated.

Sincerely yours,

J. Edgar Hoover

1 - SAC, New York
1 - Personnel file of Miss [redacted]
JER:het
(5)

b6
b7C

Suggestion #495-61, dated 3/14/61.
NOTE: Referred to Domestic Intelligence Division for views and recommendations.

MAILED 9
MAR 23 1961
COMM-FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-16-82 BY SP4 ELW/cal

66 MAY 29 1961

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Conrad
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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI
MAR 23 10 45 AM 1961
RECD-MAIL ROOM

FBI
MAR 24 10 45 AM 1961
RECD-MAIL ROOM

Employee Suggestion
FD-252 (11-14-55)

495-61

b6
b7C

Date
3/24/61

To:	From:	Employee assigned to (Division)
Director, FBI		NEW YORK

SUGGESTION RE Streamling Procedures -
CHANNELIZING MEMORANDA (SAC LET. #61-8 (E) 2/21/61)

It is my suggestion that a "Standard Form" be used by all Agents who are contemplating authorizing the destruction of channelizing memoranda following submission of reports incoporating the information contained therein.

Destruction of Bureau Property -

Current practice or rule (Include manual citation as well as facts)

NONE

Advantages of suggestion

1. This form will insure uniformity in submission of information.
2. A Standard Form would reduce time of Agents in either writing or dictating a memo each time the need arose.
3. Listing serials under the volume would expedite the clerical handling.
4. A "Standard Form" would be more easily recognized and would eliminate the possibility of serializing or placing other mail on top of it.

Disadvantages of suggestion

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-89 BY SP4 EW/cal

NONE

REC-67 66-3286-898

MAR 17 1961

Annual Savings (Show basis for estimate)

ESTIMATION NOT POSSIBLE AT PRESENT TIME

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

4/4/61 XEROX 1961 POST

[X] Mr. [ ] Mrs. [ ] Mis

Signature and Title of Suggester

Recommendations and comments of Division Head

The adoption of this form is recommended. It is believed it will be most useful.

2 cc attached for Surveys Desk to work. Forwarded Div.

3/23/61 JER:ebr

M. G. Fosters

Signature and Title

(3) - Bureau

memo Nydegger to Mohr 4/21/61 JER:ebr

ltr to SAC 4/24/61 JER:ebr

UNRECORDED COPY FILED IN 66-3286-

DOMESTIC INTELLIGENCE DIVISION
March 27, 1961

ADDENDUM:

It is the opinion of the Subversive Control Section, Domestic Intelligence Division, that the use of a standardized form to record the destruction of channelizing memoranda will insure uniformity and effect economy in Agent and stenographic time. This is particularly true in view of the fact that such a form will be used throughout the Bureau and it is anticipated there will be a great volume of such forms used in the future by the field.

The sample form submitted by the New York Office appears to be satisfactory except for the fact that the provision therein for identifying serials to be destroyed is not quite complete or clear. There is attached a sample form, identified as Sample Number 2, which it is felt more clearly specifies the material to be destroyed.

RECOMMENDATION:

In view of the fact that the adoption of a standardized form in this matter will be the concern of all field offices, it is suggested that consideration be given to soliciting the views of a representative number of field offices as to the advisability of employing such a standardized form. In this regard, consideration may be given to the attached Sample Number 2.

Sent to Cg 4/4/61 JER:me

PDP/fbm

S A M P L E

TO: SAC, NEW YORK (File Number) DATE

FROM: SA JOHN J. DOE

SUBJECT: _____

In connection with the destruction of channelizing memoranda the information contained in the serials listed below were incorporated in a report dated _____.

In accordance with the above, the following serials are to be destroyed.

VOLUME # VOLUME # VOLUME # VOLUME # VOLUME #

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/cal

1 XEROX MAR 2 1961

of copies____ 66-3286-898 DESTROYED BY___ DATE____

ENCLOSURE

MAINTAINED ON TOP OF FILE,
UNSERIALIZED

S A M P L E

TO: SAC, NEW YORK (File Number) DATE

FROM: SA JOHN J. DOE

SUBJECT: _____

In connection with the destruction of channelizing memoranda the information contained in the serials listed below were incorporated in a report dated _____.

In accordance with the above, the following serials are to be destroyed.

VOLUME #	VOLUME #	VOLUME #	VOLUME #	VOLUME #

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4GLW/cal

of copies_____ DESTROYED BY___DATE____

MAINTAINED ON TOP OF FILE,
UNSERIALIZED

SAMPLE NUMBER 2

To: SAC, New York (File Number) Date:

From: SA John J. Doe

Subject: _____

In connection with the destruction of channelizing memoranda the information contained in the serials listed below were incorporated in a report dated _____.

In accordance with the above, the following serials are to be destroyed.

VOLUME#____	VOLUME #____	VOLUME#____	VOLUME #____	VOLUME#____
Serials	Serials	Serials	Serials	Serials

Destroy all serials in volume _____ except serials _____.

of copies _____ DESTROYED BY _____ DATE _____

MAINTAINED ON TOP OF FILE,
UNSERIALIZED

8-10-82 SPRINGFIELD 66-3286-898

ENCLOSURE

REC- 92

66-3286-899

EX-112

April 4, 1961

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Los Angeles, California

b6
b7C

Dear Miss [redacted]

I have received the copies of the form you designed to be used in connection with the processing of particular memoranda in our files. A similar suggestion is under study at the present time and your proposal is being considered along with it.

I want to thank you for giving me the benefit of your observations in this matter.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW1 cal

1 - SAC, Los Angeles
1 - Personnel file of Miss [redacted]

b6
b7C

JER:mlnw
(5)

(Suggestion #527-61 dated 3/27/61)

NOTE: Suggestion #495-61 submitted by [redacted], New York Office, proposed a similar form for the same purpose; namely, destruction of channelizing memoranda following submission of reports including the information from them, in recent cases. This form is presently under consideration and Miss [redacted] suggestion will be considered in consonance with it.

MAILED 31
APR - 4 1961
COMM-FBI

APR 4 11 10 AM '61
REC'D-READING ROOM
FBI

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
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Malone
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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

50 APR 12 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#52M-61

Date: March 27, 1961

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Los Angeles

SUGGESTION

That the attached form be adopted throughout the entire Field as SAC Letr. 61-8, dated 2/21/61, captioned "STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA", authorized destruction of channelizing memoranda following submission of reports in both individual and organizational security cases.

MAR 29 1961

Current practice or rule (Include manual citation as well as facts)

See attachment

Advantages of suggestion and annual savings (include basis for estimate)

If form were adopted it would save Special Agent's time in preparing memorandum, would save typing time, would set forth Bureau authorization as to destruction, would set forth Agent's name and date of report which incorporated channelizing memoranda. of Bureau Property - General

Los Angeles Office prepares approximately four hundred security type reports monthly. This form would be used approximately 4800 times annually in Los Angeles Office alone and where multiple volumes, a substantial number of additional forms would be necessary. Would be a tremendous aid in larger offices.

Disadvantages of suggestion

None

b6
b7C

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-10-82 BY SP4 EW Cal

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] on is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester: Asst. Chief Clerk

Recommendations and comments of Division Head: I have discussed this matter with the supervisory staff of the Los Angeles Office and it is the consensus that this form would be a timesaving device, particularly due to the tremendous volume of channelizing memos which the Los Angeles Office has. It is my recommendation that it be adopted.

W. M. Alexander

Signature and Title: Assistant Special Agent in Charge

DISCLOSURE - 8 cc'd to T+I Dec 4/5/61
ack ques 4/4/61 Serline
memo Malone to Moore 4/21/61 JER:mf
ltr to impl 4/25/61 JER:mf
REC-92 66-3286-499
XEROX
APR 7 1961
EX-112 10 APR 29 1961

UNRECORDED COPY FILED IN 67-28126-1

Current practice or rule (include manual citation as well as facts)

From SAC Letr. 61-8, dated 2/21/61 captioned "STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA":

"The current procedure with regard to filing the original informant report, the filing of the master channelizing memoranda in the informant file and the serializing of channelizing memoranda in the substantive case files will be continued as at present.

The Agent, at the time he dictates the report, will prepare a memorandum listing the channelizing memoranda to be destroyed by serial or serial scope and requesting the Chief Clerk's Office to destroy. The memorandum should indicate that pertinent information contained in the serials to be destroyed was incorporated in the report. It will not be necessary to set forth in this destruction memorandum the file and serial number of original informant reports or master channelizing memoranda as this information will be listed in the cover pages to the report. In the case of multiple volumes, the destruction memorandum should be prepared by the Agent in sufficient numbers so that one copy will appear in each volume of the multiple volume file being stripped.

*** Prior to destruction, the Agent's recommendations with respect thereto are to be reviewed and approved by the Supervisor at the time he reviews and approves the report.

Following destruction of the channelizing memoranda the Chief Clerk will so note on the memorandum. Thereafter, the memorandum will be filed in the case file as a permanent record of the serials destroyed."

*** (When Supervisor initials in block stamp of proposed form, this would indicate his approval.)

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : SAC DATE:

FROM : SA

SUBJECT:

In accordance with SAC Letr. 61-8, dated 2/21/61, captioned "STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA", the following serials should be destroyed as information has been incorporated in report of SA _____, dated _____.

Destroyed by _____

Date destroyed _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EWJCal

66-3286-899

ENCLOSURE

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 4/6/61

FROM : SAC, NEW YORK (66-7111)

SUBJECT: STREAMLINING PROCEDURES
CHANNELIZING MEMORANDA
SUGGESTION
Destruction of Bureau Records

CONFIDENTIAL

Re SAC Letter 61-8 dated 2/21/61, page 4, section entitled as above. As a result of operating under the system suggested in ref SAC letter, the following observation and suggestions are being made.

The Bureau notes on page 5 (5) of the SAC Letter that "Technical and microphone surveillance channelizing memoranda may be destroyed without the necessity of identifying in the cover pages of the report the exact location in the office files of the original information. The use of an asterisk identifies the source and the original information can be readily located."

As the Bureau is aware, the use of the asterisk is not limited to technical and microphone surveillances. They are also used for top level informants. In addition, by using the asterisk for live informants in addition to the technical and microphone surveillances, the agents then are not in a position to know the source of the information. All they have to know is that it is not necessary to document the information which is in accordance with the Bureau's desires. Since, therefore, the asterisk will not tell the agent that it is a technical or microphone surveillance, it is felt that the rule as set in the SAC letter is too narrow. It is recommended that the instructions be changed so that it will include all asterisk informants and not be limited to technical and microphone surveillances. This recommendation is based on the fact that the original information can be readily located as would be true for technical and microphone surveillances. It would also be more in keeping with the Bureau's desires of not letting the agent know the nature and identity of the source in furnishing the information.

CONFIDENTIAL

66-3286-1900

REC-44

5 APR 10 1961

(2) BUREAU (RM)
1 - NEW YORK

WTM:DJG
(3)

Let to NY 4-17-61 TLR-Hm

CONFIDENTIAL

DECLASSIFIED BY SP4 E.W. LUCAS ON
Declassified 8-10-88 Per J. Edgar Hoover Release To Per. 2 - 1.1979

The question arises as to whether or not the instructions contained in the SAC Letter pertaining to the destruction of channelizing memoranda includes the destruction of translations of foreign language newspapers and periodicals, such as "THE MORNING FREIHEIT," which is translated daily and channelizing memoranda made for files other than the subject's file. In including the information in report form, the report merely shows that the article came from "THE MORNING FREIHEIT", plus setting out the page, column, etc., but does not specifically state that the original translation may be located in the case file of the subject newspaper, such as "THE MORNING FREIHEIT". It is the recommendation of the New York Office that these should be destroyed the same as any other channelizing memoranda as it would appear quite evident to any agent that the original would be located in the case file on the newspaper. Further, if this could not be found the newspaper is always available.

The Bureau's comments with reference to the above suggestion are respectfully requested.

CONFIDENTIAL

MR. TAVEL 4/7/61

L. E. SHORT

FEDERAL COMMUNICATIONS COMMISSION
Destruction of Name Check Records

Description of List: 62-40185-933. Lists of alien and foreign connected employees of certain Western Union offices setting out a summary of citizenship data.

The attached listings of names have been called to our attention by personnel engaged in Name Check work. They advise that there is frequent reference to these listings which do not include derogatory information, although additional information may be obtained in many cases by reference to the Federal Communications Commission citizenship files. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

DAVL 8-10-82 [illegible]

CC-66-3286

JWM:brh

66-3286
NOT RECORDED
126 APR 20 1961

51 APR 26 1961

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MALONE

DATE: April 6, 1961

FROM : N. P. CALLAHAN

SUBJECT: DISPOSAL OF OBSOLETE MOVIE FILM

Tolson
Pursons
Mohr
Bishop
Casper
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

Ed Mohr file
Serial 995

DESTRUCTION OF BUREAU PROPERTY - GENERAL

During the current inspection of the Administrative Division, the inspector has suggested that a system be set up whereby movie films could be purged at regular intervals which are currently stored in the Photographic Unit of the Mechanical Section.

In order to comply with the inspector's suggestion we would appreciate receiving at least each 90 days advice from your division as to what films in which you have a particular interest may be disposed of.

1 - Mr. De Loach
1 - Mr. Conrad
1 - Mr. Renneberger
1 - Mr. Krahling
NPC:med
(2)

4/14/61
Mr. Preston, Photo Lab, advised he will check the Photo Lab and advise the Training Section films concerning any training films which might be of possible disposal.

166-3286-
NOT RECORDED
126 APR 17 1961

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 SPYELWICAL

XEROX APR 17 1961

28 APR 14 1961

THREE

55 APR 20 1961

1 - Mr. Rushing

SAC, New York (66-7111) April 17, 1961

Director, FBI
66-3286-900

REC-44

STREAMLINING PROCEDURES -
CHANNELIZING MEMORANDA

Reurlet dated April 6, 1961, suggesting certain changes in present procedures dealing with destruction of channelizing memoranda following submission of reports.

The over-all procedures dealing with this program are being scheduled for discussion at the forthcoming Internal Security - Espionage Conference of May 8-9, 1961. The matters referred to in referenced letter will be discussed at that time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-13-81 BY 6383 VRT/and

APR 17 1961

TDR/fbm
(4)

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

62 APR 20 1961

MAIL ROOM TELETYPE UNIT

1 - Mr. Parsons
1 - Training and Inspection
1 - Mr. Belmont
1 - Mr. Bland
1 - Mr. Rushing

RA

May 4, 1961

PROPOSED CHANGE IN
SECTION 87D OF THE
MANUAL OF INSTRUCTIONS

Item g (1), page 78a, under the heading "Channelizing Memoranda - Destruction of following submission of reports in security cases," should have added as a last sentence the following:

"Use Form FD-338 for this purpose."

NOTE ON YELLOW:

Memorandum Mr. Malone to Mr. Mohr dated 4/21/61 captioned "Destruction of Bureau Property, Suggestion Number 495-61, Submitted by [redacted] New York Office, Suggestion Number 527-61, Submitted by [redacted] Los Angeles Office," recommended adoption of a form for field use in connection with destruction of channelizing memoranda following submission of reports. Suggestion adopted and Form FD-338 prepared for this purpose. Adoption of this suggestion necessitates above Manual change.

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/calyfbe

66-3286
NOT RECORDED
9 MAY 11 1961

TDR/fbm
(8)

Tolson
Parsons
Mohr
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Conrad
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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

5 MAY 12 1961

MAIL ROOM ☒ TELETYPE UNIT ☐

FILED IN 66-16

DESTRUCTION OF BUREAU PROPERTY - GENERAL

PERSONAL ATTENTION
SAC LETTER NO. 61-26

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

May 9, 1961

WASHINGTON 25, D. C.

(A) TRAINING - DESTRUCTION OF NOTES -- Effective immediately, notes taken by employees at specialized schools, such as kidnaping, Civil Rights, police instructors, etc., may be retained indefinitely. It is the responsibility of the SAC to insure that such notes are destroyed prior to the separation of the employee from the Bureau for any reason.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW1 cal

66-3286-
NOT RECORDED
149 MAY 17 1961

62 MAY 19 1961

ORIGINAL FILE IN 66-Off-3119-

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 5/17/61

FROM : L. E. SHORT

SUBJECT: WESTERN HEMISPHERE: FOREIGN FIRMS
DESTRUCTION OF BUREAU PROPERTY GENERAL DESTRUCTION

Description of List: 64-1011-15: Newspapers, periodicals, news agencies, print shops and publishers whose names appear on the Proclaimed List of Certain Blocked Nationals.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

5/17

CC - 66-3286

JPM:brh

66-3286-
NOT RECORDED
149 MAY 23 1961

MAY 22 1961

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

64-1011-15 may be de-indexed

NAT. INT. SEC.

XEROX MAY 23 1961

62 MAY 26 1961

5/19/61

MAR

ORIGINAL FILE IN 64-1011-34

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 4/12/61

Destruction of Bureau Properly

FROM : SAC, LOS ANGELES (66-8)

SUBJECT: STREAMLINING PROCEDURES
CHANNELIZING MEMORANDA

ATTN: Training and
Inspection Division

ReBulet to Chicago 4/4/61.

The Los Angeles Office is in agreement that a form would be desirable in connection with the destruction of channelizing memoranda. In this connection, it is pointed out that the Los Angeles Office submitted a similar suggestion concerning a form on 3/27/61.

A review of the sample form enclosed with reBulet indicates the following considerations which might be considered as disadvantages to this specific form:

1. The Los Angeles Office feels that the form should be filed adjacent to the report to which it relates rather than being maintained unserialized on top of the file. By having it filed adjacent to the report, it is always readily available, and obviates the necessity of checking back through several volumes as would be the case if it was maintained on top of the file unserialized. Serializing the form adjacent to the report to which it relates affords greater control over this communication.

2. The experience of this office to date in the destruction of channelizing memoranda would indicate that the proposed form has an insufficient number of spaces for listing the serials to be destroyed. While it is realized that a second page could be used, it would appear more appropriate to have more spaces available as was done in the form submitted by this office on 3/27/61.

3. It has been the experience of this office that when destroying numerous channelizing memoranda, several individual volumes of a file will be compressed into a single volume and

66-3286-901

REC- 60

17 APR 17 1961

(2) Bureau
1-Los Angeles
PLM:mmb
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EL W/ cal

66 MAY 29 1961

it would therefore appear unnecessary to have a one serial volume which would contain only a copy of the destruction form.

The Los Angeles Office is in full accord with the suggestion that a form would be desirable in connection with destruction of channelizing memoranda, however, it is felt that in view of the foregoing, the suggestion of the Los Angeles Office of 3/27/61, offers greater advantages.

OPTIONAL FORM NO. 10
5010-104
UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 4/10/61

FROM : SAC, SAN FRANCISCO (66-1696)

SUBJECT: STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

ATTN: TRAINING AND INSPECTION DIVISION

ReBulet to Chicago 4/4/61 which attached a proposed form for the destruction of channelizing memos.

San Francisco has reviewed the proposed form and sees no objection to its use.

It is noted that the form contains columns for five different volumes. It appears that this number of volumes is excessive and that it is rare that five volumes are used in the preparation of one report. It is suggested that if this form is adopted, the number of volumes on the form be limited to three, which would be much more in line. This would also give more space and would probably be more practical.

(2)- Bureau
1 - Chicago
1 - Los Angeles
1 - Philadelphia
1 - Washington Field
1 - San Francisco

GAH/af
(7)

EX-112

REC- 60 66-3286-902

17 APR 12 1961

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW1 Cal

66 MAY 29 1961

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI ATTENTION: DATE: 4/7/61
TRAINING AND INSPECTION DIVISION

FROM : SAC, Philadelphia (66-2158)

Re Destruction of Bureau Property

SUBJECT: STREAMLINING PROCEDURES
CHANNELIZING MEMORANDA

Re Bureau letter, 4/4/61, to SAC, Chicago, cc to Philadelphia, regarding proposed form to be used at time channelizing memoranda are destroyed.

It is the recommendation of this Office that the form be used, as it will permit handwritten listing of serials to be destroyed by the Agent, thus eliminating need for dictating a memorandum.

1-cc returned

2 - Bureau
1 - Philadelphia (66-2158)

WLP:pas
(3)

Memo Mailed to Mother 4/11/61 Serials

REC- 60 66-3286-903

17 APR 11 1961

EX-112

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4GLW/cal

66 MAY 29 1961

OPTIONAL FORM NO. 10
5010-104-0

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI ~~(66-2485)~~ DATE: April 10, 1961

FROM : SAC, CHICAGO (100-34283)

SUBJECT: STREAMLINING PROCEDURES -
CHANNELIZING MEMORANDA

Rebulet April 4, 1961 and the enclosed sample copy of a proposed form to be utilized in connection with the destruction of channelizing memoranda program.

The proposed form has been examined and discussed by the supervisory staff of the Chicago Office as well as by the CCO. In general, it is felt that the proposed form should be adopted.

The following observations were made for consideration of the Bureau in connection with any revisions that might be considered as a result of circularization of the sample form:

1. The CCO of the Chicago Office feels that a distinctive color for the form would be most desirable.

2. Above the item "Destroyed By" it is recommended that a line be added to note supervisory approval so that the CCO will know that destruction has been approved by the desk.

3. As paragraph 3 in the form it would be helpful if the form would also cover the scope of the agent's file review in language similar to the following:

(2)- Bureau (REGISTERED)
1- Chicago
CNF/njb
(3)

66-3286-904

REC-60

15 APR 13 1961

66 MAY 29 1961

"File review for this report was made from serial _____ through serial _____."

At the present time, when an agent finishes his file review and at the same time he dictates his report, a memo for the file is dictated noting the scope of the file review. A line in the proposed form would obviate the necessity for this separate memo, thus saving agent, steno, and clerical time.

4. With regard to the space provided for the listing of serials, it is noted that in most cases this space is insufficient for a listing of serials. It is felt that if a second sheet for the form was prepared by the Bureau listing only the information beginning with "Volume #____", then sufficient space would be available for the listing of the total number of serials. Should this suggestion not be approved, it will be necessary in many cases for additional sheets to be attached to the form.

This office has continued to note a substantial saving in file space as a result of the streamling program with regard to security files.

SAC, Chicago 4-4-61

Director, FBI

STREAMLINING PROCEDURES -
CHANNELIZING MEMORANDA

SAC Letter 61-8(E) dated 2-21-61, captioned as above, set forth instructions for destroying channelizing memoranda following the submission of reports in both individual and organizational security cases.

Furnish the Bureau by April 10, 1961, your recommendations concerning the desirability of using the prepared form (copy attached) for recording such destruction of channelizing memoranda. Submit your replies, attention Training and Inspection Division.

Enclosure

1 - Los Angeles (Enclosure)
1 - Philadelphia (Enclosure)
1 - San Francisco (Enclosure)
1 - Washington Field Office (Enclosure)

JER:ml
(8)

b6
b7C

NOTE: By Suggestion #495-61, [redacted] of the New York Office proposed a form for use in recording destruction of channelizing memoranda following submission of reports in individual and organizational security cases as authorized in SAC Letter 61-8(E) dated 2-21-61. The Domestic Intelligence Division suggested that a modified version of this form be sent to a representative group of field offices for their views.

REC-60 66-3256-905

MAILED 18
APR 3 1961
COMM-FBI

19 MAY 18 1961

ENCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-89 BY SP4EW/cal

MAY 29 1961

MAIL ROOM TELETYPE UNIT

SAMPLE NUMBER 2

To: SAC, New York (File Number) Date:

From: SA John J. Doe

Subject: _____

In connection with the destruction of channelizing memoranda the information contained in the serials listed below were incorporated in a report dated _____.

In accordance with the above, the following serials are to be destroyed.

VOLUME #	VOLUME #	VOLUME #	VOLUME #	VOLUME #
Serials	Serials	Serials	Serials	Serials

Destroy all serials in volume _____ except serials _____.

of copies _____ DESTROYED BY _____ DATE _____

MAINTAINED ON TOP OF FILE,
UNSERIALIZED

3-10-82

66-3286-905

ENCLOSURE

MEMORANDUM MALONE TO MOHR
RE: SUGGESTIONS #495-61 and #527-61

1. The use of a distinctive color for the form should be considered;
2. The form should be filed adjacent to the report;
3. More space be made for serials and less devoted to heading for volumes;
4. Addition of a line to note supervisor's initials indicating approval;
5. Addition of a statement to show the number of serials reviewed in preparing the report. It was also noted that the possibility existed that, after destruction, a volume might be left with one serial, the destruction memorandum, which would be undesirable.

The Training and Inspection Division considered these comments in concert with the Domestic Intelligence Division to arrive at a form embodying those suggestions which were practical. Two of the additional proposals were considered impractical, the use of a distinctive color and the fact that consolidation might result in a one-serial volume. There are only so many colors available and these are already used for forms of a similar size to the proposed form so that the possibility of further confusion existed. It was felt that the appearance of the proposed form is distinctive enough to be noticeable. The possibility of a one-serial volume resulting from destruction of channelizing memoranda was felt to be quite remote and even if it did occur, simple administrative procedures could be devised to handle the situation.

The remaining features were incorporated into a form (copy attached) which is submitted for approval.

RECOMMENDATION:

1. That the attached form #4 be approved.

b6
b7C

2. That the attached letters of appreciation be directed to the Misses [redacted] for their suggestions.

3. On approval that the proposed form be directed to the Forms Desk for the necessary handling.

4. That this memo be directed to the Domestic Intelligence Division for the necessary manual revisions.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

FROM : J. F. Malone

DATE: 4/21/61

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
SUGGESTION #495-61 SUBMITTED BY [redacted] NEW YORK OFFICE
SUGGESTION #527-61 SUBMITTED BY [redacted] LOS ANGELES OFFICE

b6
b7C

SUGGESTION: Both suggesters submitted proposed forms (copies attached) designed for use in connection with the destruction of channelizing memoranda following submission of reports incorporating the information contained in the memoranda.

PRESENT PROCEDURE: Agent prepares a memorandum at the time he dictates report listing channelizing memoranda by serial or serial scope and requesting Chief Clerk's office to destroy them. This is reviewed and approved by the supervisor when reviewing and approving the report. The employee destroying the channelizing memoranda initials the destruction memorandum also noting the date and files it in the case file as a permanent record. This procedure of course relates only to such channelizing memoranda as are susceptible of destruction.

ADVANTAGES: The use of the form would standardize the procedure, eliminate much of the time consumed by Agents and typists in preparing memoranda, and facilitate clerical handling.

b6
b7C

OBSERVATIONS: Miss [redacted] submitted her proposed form first which was considered by the Domestic Intelligence Division. That Division agreed with the need for the use of a standardized form to record destruction of channelizing memoranda. They noted several shortcomings in the proposed form which they altered to their satisfaction and recommended that the modified form (copy attached) be sent to a representative group of field offices for their views. Miss [redacted] in the meantime had submitted her proposed form with the same idea in mind. The matter was discussed with the Domestic Intelligence Division which agreed that, inasmuch as their form was in effect a modification of her proposal, their form would serve as a modified version of both suggestions.

Accordingly, the views of the Chicago, Philadelphia, San Francisco, Los Angeles and Washington Field Offices were solicited. They were unanimous in their comment that such a form was desirable and should be adopted. However some additional suggestions were made by these offices concerning the proposed form as follows:

ENCLOSURES
1 - 66-3482

JER:het
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-10-82 BY SP4ELW/CAL

REC- 60 66-3256-907

MAY 18 1961

62 MAY 31 1961

2-

COPY FILED IN UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 4/6/61

FROM : SAC, WFO (66-2180)

ATTENTION: TRAINING AND INSPECTION DIVISION

SUBJECT: STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

Destruction of Bureau Property -

ReBulet 4/4/61.

WFO feels that the use of the proposed form for recording the destruction of channelizing memoranda would be of definite advantage to the Agents as well as the clerical employees.

2-Bureau 1 cc attached
1-WFO
BR:sgl
(3)

REC-60 66-3284-906

13 5-18

APR 25 1961

DATE 8-10-82

66 MAY 29 1961

TWO

S A M P L E

TO: SAC, NEW YORK (File Number) DATE

FROM: SA JOHN J. DOE

SUBJECT: _____

_____

In connection with the destruction of channelizing memoranda the information contained in the serials listed below were incorporated in a report dated _____

In accordance with the above, the following serials are to be destroyed.

VOLUME #___ VOLUME # VOLUME # VOLUME # VOLUME #

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELLW/cal

of copies___ DESTROYED BY___ DATE___

66-3286 — 907

MAINTAINED ON TOP OF FILE,
UNSERIALIZED ENCLOSURE

(1)

Sample #1 PROPOSED BY RITA L. MASCIELLO, NEW YORK OFFICE

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : SAC DATE:

FROM : SA

SUBJECT:

In accordance with SAC Letr. 61-8, dated 2/21/61, captioned "STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA", the following serials should be destroyed as information has been incorporated in report of SA _____, dated _____.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/cal

Destroyed by _____

Date destroyed _____

66-3286 - 907

ENCLOSURE

SAMPLE #2 PROPOSED BY MARY A. MARTIN, LOS ANGELES OFFICE

SAMPLE NUMBER 3

To: SAC, New York (File Number) Date:

From: SA John J. Doe

Subject: _____
_____

In connection with the destruction of channelizing memoranda the information contained in the serials listed below were incorporated in a report dated _____.

In accordance with the above, the following serials are to be destroyed.

VOLUME#	VOLUME #	VOLUME#	VOLUME #	VOLUME#
Serials	Serials	Serials	Serials	Serials

Destroy all serials in volume _____ except serials _____.

of copies _____ DESTROYED BY _____ DATE _____

MAINTAINED ON TOP OF FILE,
UNSERIALIZED

DATE 8-10-82

SPUGLW1cal 66-3286-907

ENCLOSURE

SAMPLE #3 PROPOSED BY DOMESTIC INTELLIGENCE DIVISION FOR VIEWS OF FIELD OFFICES

13

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : SAC DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	Serials (List by serial or serial scope.)

FD-338 (4-21-61)
OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : SAC DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	Serials (List by serial or serial scope.)

Routing Slip
0-7 (Rev. 2-1-61)

Date May 12, 1961

TO SAC: (Copies to Offices Checked)

- ☐ Albany
- ☐ Albuquerque
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico

TO LEGAT:

- ☐ Bonn
- ☐ London
- ☐ Madrid
- ☐ Mexico D. F.
- ☐ Ottawa
- ☐ Paris
- ☐ Rome
- ☐ Rio de Janeiro
- ☐ Tokyo

RE: FORM FD-338
INTRAOFFICE MEMORANDUM TO INDICATE SERIALS DESTROYED RE CHANNELIZING MEMORANDA
FBI FORM BOOK

☒ For information ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____
dated _____.

REMARKS: Enclosed is a supply of Form FD-338, "Intraoffice Memorandum to Indicate Serials Destroyed re Channelizing Memoranda," which is to be used in connection with the destruction of channelizing memoranda following submission of reports in security cases. Place one copy of FD-338 in the FBI Form Book.

Forms Management Desk
Training and Inspection Division

Enclosure(s)
Bufile
Urfile

Filed in Bureau file 2-dc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 66-3286-907
DATE 8-10-82 BY SP4EWJ/cal
ENCLOSURE

(6)

April 25, 1961

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Los Angeles, California

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion in which you submitted a form you designed for use in connection with processing channelizing memoranda. It is a pleasure to advise you that a modification of your proposal has been adopted and steps are being taken to place it into effect.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 31
APR 25 1961
COMM-FBI

DATE 8-10-82 BY SP4 Fulcal

1 - SAC, Los Angeles
1 - Personnel file of Miss [redacted]
JER:het (Suggestion #527-61 dated 3/27/61)
(5)

b6
b7C

NOTE: Based on Memo Mr. Malone to Mr. Mohr dated 4/21/61, JER:het, re: Destruction of Bureau Property Suggestion #495-61 Submitted by [redacted] New York Office, Suggestion #527-61 Submitted by [redacted] Los Angeles Office.

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

56 MAY 29 1961

EX-112

REC- 60 64-32864-908

MAY 18 1961

MAIL ROOM [ ] TELETYPE UNIT [ ]

APR 25 2 47 PM '61
FBI
REC'D-READING ROOM

APR 13 8 01 AM
FBI

April 25, 1961

PERSONAL

Destruction of Bureau property

Miss [redacted]
Federal Bureau of Investigation
New York, New York

b6
b7C

Dear Miss [redacted]

In further reference to your suggestion that the form you devised be used in connection with the disposition of channelizing memoranda, I am pleased to advise you that a modification of your idea has been adopted. The necessary steps are being taken to place it into effect.

I want to thank you for having given me the benefit of your observations on the matter.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

1 - SAC, New York
1 - Personnel file of Miss [redacted]
JER:het (Suggestion #495-61 dated 3/14/61)
(5)

NOTE: Based on Memo Mr. Malone to Mr. Mohr dated 4/21/61, JER:het, re: Destruction of Bureau Property, Suggestion #495-61 Submitted by [redacted] New York Office, Suggestion #527-61 Submitted by [redacted] Los Angeles Office.

MAILED 31
APR 25 1961
COMM-FBI

APR 25 2 47 PM '61
FBI
RECORDED-READING ROOM

APR 12 8 01 AM '61
FBI
RECORDED-READING ROOM

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

66 MAY 29 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

REC- 60 66-3286-90

12 MAY 8 1961

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : *MR. TAVEL*

FROM : *L. E. SHORT*

DATE: *4-5-61*

SUBJECT: *DESTRUCTION OF APPLICANT-TYPE PERSONNEL FILES*

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

At the present time, Personnel Records Unit of the Files and Communications Division has approximately 123,000 applicant files stored on 95 sections of shelf filing equipment.

Destruction of Bureau property

During the past years with Bureau approval, we have managed to dispose of many thousands obsolete applicant files. By memorandum dated June 16, 1955, the Executives Conference with the approval of the Director approved the destruction of applicant-type personnel files over ten years old where no information of value was contained therein. (67-80000-1823) By memorandum dated June 3, 1959, it was approved that index cards pertaining to these files could also be destroyed. (66-3286-831) By memorandum dated June 23, 1960, the Executives Conference approved the continuation of this destruction program which included all files through June 30, 1952. (67-80000-2387)

At the present time, it is believed this destruction period should be extended to include all files through December 31, 1955. The files which would be considered for destruction would be where no investigation had been conducted on the applicant and the only items in the file would be the application blank, interview sheet, and possibly other correspondence of no further value.

Regulations of the General Services Administration concerning Federal Records indicate that applications for employment and related papers may be disposed of upon receipt of a Civil Service Commission report of inspection or when two years old, whichever is earlier. Archival authority is not required for the destruction of applicant personnel files.

If destruction of the files as set forth in this memorandum is approved, approximately 23,400 files could be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EX-11 DATE 8-10-82 BY SP4 CAL

REC-50 66-3286-910

MAY 19 1961

(Recommendation on page 2)

TCH:lib
(3)

1 XEROX
MAY 18 1961

REC-142

67-80000-2433
Searched Numbered
7 MAY 1 1961

66 MAY 24 1961

PERS. CLAIMS

67-80000-2433
FILE THIS

Memorandum L. E. Short to Mr. Tavel *4-5-61*
Re: Destruction of Applicant-Type Personnel Files
TCH:llb

RECOMMENDATION:

That authority be granted to destroy all applicant-type personnel files which contain no information of value and index cards pertaining thereto dated prior to December 31, 1955.

66-3286-911
EX.-104
REC. 9

June 19, 1961

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Honolulu, Hawaii

b6
b7C

Dear Miss [redacted]

I have received your suggestion concerning a method for handling certain files to further streamline the Bureau's operations. Your idea is being carefully considered and you will be advised if it is adopted.

The interest which prompted you to make your observations available to me is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

b6
b7C

1 - SAC, Honolulu
1 - Personnel file of Miss [redacted]
JML:hetl (Suggestion #664-61 dated 6/14/61)
(5)
NOTE: Referred to the Files and Communications Division for views and recommendations.

MAILED 25
JUN 19 1961
COMM-FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

55 JUL 3 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

#66-61

b6
b7C

6/11/61

To: Director, FBI	From: (Suggester's name)	Division of Assignment HONOLULU

SUGGESTION

Destroy double zero files of classifications no longer used, such as classifications 19, 41, 57, 68, 81, 96, 99, 104, 106, 107, 118, 124, 126, 128, 130, 132.

DESTRUCTION OF BUREAU PROPERTY GENERAL

Current practice or rule (Include manual citation as well as facts)

No provision made for destruction of double zero files.

Advantages of suggestion and annual savings (include basis for estimate)

These files do not appear to have any further use and their destruction would provide added space as well as streamline operations.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP2 EJW/Cal

REC-9 66-3286-911

EX.-100

JUN 16 1961

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

clerk

Recommendations and comments of Division Head

This suggestion appears to have merit.

Signature and Title Special agent in Charge

(Do not write in this space - for Bureau use only)

6/19/61

6/27/61

6/29/61

2 - Bureau
1 - Honolulu (66-611)
(1 - Personnel File)

FBI/DOJ

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 6-21-61

FROM : L. E. SHORT

b6
b7C

SUBJECT: SUGGESTION 664-61
"Destruction of Bureau Property - Gen

Employee [redacted] Honolulu Division, has suggested that "double zero" files of classifications no longer used be destroyed. IN Field division

Existing instructions contained in Part II, Section 3, page 13, Manual of Rules and Regulations state that, "Files and records in field divisions may be destroyed after they become 20 years old." It is believed by the Files and Communications Division that this provision should be followed in destroying double zero files and that no special consideration be given to the destruction of such material. Suggestion that Supervision Files of Classifications No longer used be destroyed IN Field divisions

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:bpr
(3)

6/21

ADDENDUM OF TRAINING AND INSPECTION DIVISION, JER:het, 6/22/61.

EX-102 REC-23 66-3286-912

The Training and Inspection Division agrees with the views of the Files and Communications Division set forth above. Further, the Inspection Staff has advised that in their experience, retention of the double zero files in question should present no space problem as they are not of sufficient bulk to require much space. For these reasons it is felt that the suggestion should not be adopted.

RECOMMENDATION:

5 JUN 27 1961

That the suggestion not be adopted. On approval, no further action is necessary as the suggester was thanked by prior letter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EW/CAL

55 JUL 3 1961

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 6/22/61

FROM : J. F. Malone

SUBJECT: TRAINING FILMS
Destruction of Bureau Reproduction

It has been recommended and approved that the films "Inside the FBI," "Men of the FBI" and "On Guard" be used no longer for training purposes as they are old and outdated. These films have also been used in the past in connection with speeches, and the Crime Records Division has indicated they should be discontinued for speech use as they are out of date.

Several of our field divisions have permanent retention copies of some of these films. It is advisable that one copy of each film be retained here at Seat of Government for historical interest; however, it appears that all other copies should be destroyed.

RECOMMENDATIONS:

1. That all copies of "Inside the FBI," "Men of the FBI" and "On Guard" be destroyed, with exception of one copy of each film which will be retained in the Photographic Laboratory for historical purposes.

1- COPY OF EACH RETAINED IN PHOTO LAB.
ALL OTHERS DESTROYED.
6-28-61 W.J.H.

2. That enclosed SAC Letter be forwarded, advising the field that these 3 films are no longer being used, and instructing that all copies in the field be destroyed when present commitments for their use are handled.

ALL INFORMATION CONTAINED
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DATE 8-10-82 BY SP4ELW/cal
XEROX
JUL 10 1961

66-3286-

NOT RECORDED
117 JUL 10 1961

Enclosure Rec'd 6-27-61
1 - Administrative Division (with enclosure)
1 - Crime Records Division (with enclosure)
1 - Mr. Hudgins, Room 7240 (with enclosure)
1 - Mr. Malmfeldt, Room 4234 (with enclosure)
EDS:meh (6)

55 JUL 12 1961

ORIGINAL FILED IN 1-18-1-18

TWO

MR. TAVEL

6/22/61

ST

L. E. SHORT

COSTA RICA - GERMAN RESIDENTS

Descriptions of Lists:

64-2108-A-11	German residents in Costa Rica submitting alien registration certificates.
64-2108-A-41	Germans who became naturalized citizens of Costa Rica, and persons born in Costa Rica of German origin who elected to become Costa Rican citizens.
64-2108-A-53	Germans registered by the Costa Rican government, including names of persons deported to the United States; Germans at liberty; Germans under house arrest; Germans (and others) confined to concentration camp.

Destruction of Bureau Property - Use

The attached listings of names have been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to these listings causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/ Cal

CC-66-3286

JWM:brh

166-3286-

NOT RECORDED

167 JUL 27 1961

SEE ADDENDUM PAGE TWO

36 66 JUL 14 1961

andum to Mr. Tavel 6-22-61
Costa Rica -- German Residents

ADDENDUM LLA:eg 7-6-61

RECOMMENDATIONS OF DOMESTIC INTELLIGENCE DIVISION

Based upon a review of the material mentioned above, this division concurs with the proposal that the material mentioned therein be de-indexed through removal of the cards from Bureau indices. The material referred to appears to be obsolete (having been received in 1942) nonderogatory, contains no identifying data and is therefore believed to be of no pertinent value.

It is further recommended that Serials 64-2108-A-11, 64-2108-A-41, and 64-2108-A-53, be destroyed as they no longer serve any useful purpose.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 7/12/61

FROM : J. F. Malone

Destruction of Bureau Records - Gen

SUBJECT: DESTRUCTION OF CHANNELIZING MEMORANDA

SAC Letter 61-8, dated 2/21/61, captioned "Streamlining Procedures - Channelizing Memoranda" authorized destruction of channelizing memoranda following submission of reports in both individual and organizational security cases.

Analysis of suggestions made in the past that might have some relation to this procedure disclosed the following two: #891-60 submitted by SA [redacted] of the New Haven Office, on June 15, 1960, and #787-60 submitted by [redacted] of the Newark Office, on April 14, 1960, which proposed the same or similar procedure but which were not adopted at the time. Since the Bureau rules permit due recognition of suggestions if adopted within a two-year period following submission, it is felt that letters of appreciation should be directed to SA [redacted] and Miss [redacted] for their contributions. b6 b7C

RECOMMENDATION:

That the attached letters of appreciation be directed to SA [redacted] and Miss [redacted]

66-16263-1511

ORIGINAL COPY FILED IN

66-3286

NOT RECORDED.
199 JUL 21 1961

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EWJ Cal

XEROX JUL 21 1961

Enclosures

JER:het
(2)

5 JUL 17 1961

55 JUL 25 1961

MR. TAVEL

6/19/61

RA
ST

L. E. SHORT

POLITICAL - PERU

"Destruction of Bureau Property

Description of List: 64-1601-833 Important personalities of the Peruvian Chamber of Deputies with their committee functions and political affiliations by political party, bloc or coalition.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

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DATE 8-10-82 BY SP1E4U/
Cal

66-3286
NOT RECORDED
128 JUN 27 1961

RECOMMENDATION:

For referral to appropriate substantive division.

✓CC - 66-3286

JWM:brh

58 JUL 28 1961
F26

SEE ADDENDUM PAGE 2

ORIGINAL FILED IN
10-12-225-53

Memorandum to Mr. Tavel
Re: Political - Peru

ADDENDUM TWL:ms 6-23-61

RECOMMENDATIONS OF DOMESTIC INTELLIGENCE DIVISION

The material referred to in 64-1601-833, namely a list of important personalities of the Peruvian Chamber of Deputies, was furnished by Military Intelligence Division, WDGS, on 4-17-46 and is contained in a Military Attache's report for Peru dated 11-29-45.

The list, while it identifies individuals by committee functions and political party, is devoid of identifying data which would be of material assistance in making identifications. It is recommended that the material referred to above not only be de-indexed as proposed, but that the serial be destroyed, as the material contained therein would serve no useful purpose.

REC- 95 66-3286-913

EX- 105

July 26, 1961

PERSONAL

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Albuquerque, New Mexico

Dear Mr. [redacted]

I have received your suggestion regarding the disposition of serials in certain files to further streamline the Bureau's operations. I am sure you will be interested to know that a similar proposal was previously considered and not adopted because it was decided that such a procedure would not work to the Bureau's advantage.

Although your idea was not adopted in this instance, I appreciate the interest which prompted you to submit it to me.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/cal

b6
b7C

Sincerely yours,

J. Edgar Hoover

MAILED 30
JUL 26 1961
COMM-FBI

1 - SAC, Albuquerque
1 - Personnel file of Mr. [redacted]
JER:het (Suggestion #25-62 dated 7/20/61)
(5)

NOTE: Suggests that serials in double zero files be destroyed when material is three years old in the interest of saving filing space. Suggester justifies his proposal by pointing out that such material need not be indexed. States that material for double zero files is received from SAC Letters which may be destroyed after three years. Also states that instructions which come out in SAC Letters are put in Manual Changes and have no value

Tolson
Belmont
Mohr
Callahan
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DeLoach
Evans
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Tele. Room
Ingram
Gandy

AUG 1 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

after three years. SAC Rightmyer of the Albuquerque Office did not recommend adoption of the suggestion since he favored the current procedure of retention of serials in double zero files. A similar suggestion (#664-61 submitted by [redacted] of the Honolulu Office on 6/14/61) that double zero files in classifications no longer used be destroyed was previously considered and not adopted. Files and Communications Division commented that under existing procedures, files and records in field divisions may be destroyed after they become 20 years old and they felt this provision should be followed in destroying double zero files. The Inspection Staff, Training and Inspection Division agreed and further commented that, in their experience, retention of double zero files should present no space problem as their bulk is not such as to require much filing space. Training and Inspection Division also notes that double zero files are used in the indoctrination of agents newly assigned to the field. For these reasons the suggestion should not be adopted.

b6
b7C

Employee Suggestion
FD-252 (Rev. 2-4-57)

#25-62

b6
b7C

Date: 7/20/61

To: Director, FBI

From: (Suggester's name)

Division of Assignment: ALBUQUERQUE

SUGGESTION

It is suggested that serials in double zero files be destroyed when material is three years old. The Manual of Rules and Regulations states that material in double zero files need not be indexed. (R&R, Part II, Section 3, page 5). Instructions for double zero files is received from SAC Letters. SAC Letters are indexed and Manual of Rules and Regulations allows SAC Letters to be destroyed after three years. (R&R, Part II, Section 3, page 14). Instructions which come out in SAC Letters are put in Manual changes and have no value after three years.

DESTRUCTION OF BUREAU PROPERTY 6mL

Current practice or rule (Include manual citation as well as facts)

To retain serials permanently.

Advantages of suggestion and annual savings (include basis for estimate)

It would be a savings of filing space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

JUL 24 1961

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss

Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head: Suggestion would render a savings in filing space, however, it is very beneficial to be able to go back and review historical developments leading up to current policy in any matter, and to find this development collected in one file and quickly obtainable. I therefore favor continuation of current procedure.

Robert E. Lightsey/rp
SAC
Signature and Title

7/26/61

(Do not write in this space - for Bureau use only)

Serial 1
7/26/61 JERplet

7-22

EX-103

REC-39

14 JUL 24 1961

EBI

RECD - 3 PM

RECD - 4 PM

TWO

MR. TAVEL 6/22/61

L. E. SHORT

COSTA RICA - ITALIAN RESIDENTS

Destruction of Bureau Records

64-2108-C-8 Italians registered by the Costa Rican government, including names of persons deported to the United States.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW1/cal

66-3286-
NOT RECORDED
199 JUL 7 1961

RECOMMENDATION:

For referral to appropriate ~~SUBSTANTIVE~~ SUPERVISOR

CC-66-3286

JWM:brh

62 AUG 1 1961

ORIGINAL COPY FILED IN 64-2108-C-36

Memorandum to Mr. Tavel 6-22-61
Re: Costa Rica - Italian Residents

ADDENDUM LLA:eg 7-6-61

RECOMMENDATIONS OF DOMESTIC INTELLIGENCE DIVISION.

Based upon a review of the material mentioned above, this division concurs with the proposal that the material mentioned be de-indexed through removal of the cards from Bureau indices. The material referred to appears to be obsolete (having been received in 1942) nonderogatory, contains no descriptive data, and appears to be of no pertinent value.

It is further recommended that Serials 64-2108-A-8 be destroyed as they no longer serve any useful purpose.

OPTIONAL FORM NO. 10

UNITED STATES GOV

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 7-21-61

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

FIREARMS IDENTIFICATION (BOOKLET)
94-3-6, Sub 6

The captioned booklet was prepared by the Bureau in 1941 and was designed to be widely distributed to law enforcement agencies. It dealt with the correct procedure of recovery, marking, and shipping of firearms evidence. This file consists of eight sections and contains letters and replies to law enforcement officers who requested copies of the booklet. Approximately 95 per cent of this mail was dated in 1941 and 1942. The names of all the recipients of the booklet have been indexed.

This booklet is out of print and no longer distributed by the Bureau and accordingly this file serves no useful purpose today. Correspondence concerning the distribution of this booklet should be de-indexed and destroyed in order to save file space and to prevent unnecessary file reviews. Authority to destroy this type of mail has already been granted by the Archives under the general records schedule. Any mail of a policy nature or of historical value could, of course, be retained.

RECOMMENDATION:

That authority be granted to de-index and destroy the mail in the captioned file.

EWM:bnc
(3)

66-3286-
NOT RECORDED
170 AUG 1 1961

NOT RECORDED
5 JUL 31 1961

1 - XEROX
AUG 1 1961

66 AUG 7 1961

ORIGINAL COPY FILED IN 94-3-6-7-6-24

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
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Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. CALLAHAN

DATE: August 9, 1961

FROM : A. M. NEWMAN

SUBJECT: DEFECTIVE HANDCUFFS

Destruction of Bureau Property - General

There are presently located in Room 5266, the following defective handcuffs:

90794	177208	226330
106317	180384	232008
109813	181278	
130295	178585	1 unnumbered pair identified American Munitions - acquired as surplus property
142540	181411	
170301	225600	

It is requested permission be granted to destroy these handcuffs as has been done in the past.

Destroyed by cutting - Mr. Tolson's Room 8-11-61

OK

8/9

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-16-82 BY SP4EW/Cal

62-31994-

NOT RECORDED 10 AUG 16 1961

66-3286-

NOT RECORDED 46 AUG 17 1961

Control cards changed, removed from inventory 8/16/61 KC

Xerox AUG 17 1961

File in Handcuff File

#62-31994

3/KC

F26

50 AUG 18 1961

ORIGINAL COPY FILED IN 62-31994

MR. TAVEL 8/18/61

L. E. SHORT

SOVIET NAVAL PERSONNEL IN THE U.S.

Description of List: 100-307875-1. Cover memo dated 5/15/44. Attached are approximately 700 3X5 flimsy cards, received from ONI, which contain names of Soviet naval personnel coming to the United States.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

CC 66-3286

JWM:brh

66-3256-
NOT RECORDED
14 AUG 23 1961

8 AUG 1961

100-307875-1

Employee Suggestion
SD-252 (Rev. 9-11-59)

#84-62 b6 b7C

To: Director, FBI	From: (Suggester's name)	Date: 8-8-61
		Division of Assignment: Four

SUGGESTION

That field office subs for file 1-48 be reviewed for destruction of all correspondence regarding conferences for New Agents. These files have not been used since 1943.

0 Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts)

This type of mail is now filed in Personnel files. The general file 1-48 is used for policy type material on this subject.

Advantages of suggestion and annual savings (include basis for estimate)

There are approximately 3,500 serials in the field office subs which would be a saving of space in the Filing Unit and Numbering Unit abstracts.

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW Bel

Disadvantages of suggestion

None

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. See Page 2.

66-3286-
NOT RECORDED
46 AUG 29 1961

Signature and Title

(Do not write in this space - for Bureau use only)

XEROX AUG 24 1961

ler ack 8/25/61, MH/ket

AUG 28 1961

2-Jenkins

ORIGINAL COPY FILED IN 1-48

b6
b7C

Employee Suggestion 8-8-61
Submitted by [redacted]

Recommendations and comments of Division Head: 8-21-61

Adoption of this suggestion would result in the saving of Filing Unit space and Numbering Unit abstract space. This material appears to have no present value and the authority to destroy such material has already been granted under the General Records Schedule. The general file 1-48 should be retained as it is composed largely of policy material.

RECOMMENDATION:

For referral to the Training and Inspection Division.

8/22

EWM:bnc
(4)

August 25, 1961

PERSONAL

66-3286-

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

Your suggestion has been received concerning the disposition of certain material. I am pleased to advise you that your proposal has been adopted and the necessary steps are being taken to place it into effect.

I want you to know I appreciate the interest which prompted you to submit your observations to me in this matter.

Sincerely yours,

J. Edgar Hoover

b6
b7C

1 - Mr. Tavel
1 - Personnel file of Mrs. [redacted]
MJL:het (Suggestion #84-62 dated 8/8/61)
(5)

5/16/62 all subj files reviewed & destroyed ENG

NOTE: Suggests that field office subs for file 1-48 be reviewed and that all correspondence regarding conferences for New Agents be destroyed. These files have not been used since 1943. There are approximately 3,500 serials in these field office subs which, if destroyed, would save space in the Records Branch. The Files and Communications Division stated this material appeared to have no present value and authority to

MAILED 25
AUG 25 1961
COMM-FBI

Tolson
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Tele. Room
Ingram
Gandy

XEROX
AUG 29 1961

SEP 7 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

AUG 25 3 31 PM '61
FBI
REC'D-READING ROOM

ORIGINAL COPY FILED IN 1-48

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EJM Cal

destroy such material has been granted under the General Records Schedule. They advised the general file 1-48 should be retained as it contains policy material. The Training and Inspection Division agrees with the views of the Files and Communications Division that suggestion has merit and that it be adopted. On approval, this yellow will serve as authority for the Records Branch to destroy this material.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Rosen DATE: 9/12/61

FROM : A. J. McGrath

SUBJECT: CHECK OF FBI IDENTIFICATION RECORDS ON TEAMSTERS UNION OFFICIALS LMRDA - IM

DESTRUCTION OF BUREAU PROPERTY - GENERAL

By memorandum 6/13/60, the Criminal Division of the Department was advised of our procedure with respect to checking identification records on the basis of forms submitted by the Department of Labor which contain identifying data on Teamsters Union officials.

This procedure has been completed whereby the Criminal Division was advised of any indications that Teamsters Union officials had a criminal record which showed they were possibly in violation of Section 504 of the captioned act (individuals convicted of certain crimes prohibited from holding union positions). Ticklers of all Labor forms and any related identification records have been maintained for a temporary period of approximately six months. The Identification Division records will show a notation of inquiry made by Labor regarding those individuals on whom a jacket was maintained.

RECOMMENDED ACTION:

Inasmuch as all necessary action has been completed with respect to these ticklers and they have not proved of any value as reference material, they will be destroyed if you approve.

166-3286-
NOT RECORDED
126 SEP 14 1961

8-10-82 DISPOSED

JRA:mp
(3)

25 SEP 18 1961

1 XEROX
SEP 14 1961

56 SEP 18 1961

ORIGINAL FILED IN 139-0-1-215

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
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DeLoach
Evans
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr DATE: 10/6/61

FROM : J. F. Malone

SUBJECT: PUBLICATION FILES
FILES & COMMUNICATIONS DIVISION
Destruction of Bureau Property

During the course of the inspection of the Files and Communications Division, it was determined that the captioned files, which are physically located in the Identification Building, consist of about 196 file cabinets of material. It is believed that much of this material could be purged without material loss of its research value and without the loss of items which would appear essential for future reference and possible use as evidence in security trials. The bulk of the material was filed for the Central Research Section of the Domestic Intelligence Division.

In discussing this matter with Assistant Director William C. Sullivan, he agreed to accept full responsibility for the material in these files and agreed to assign a supervisor to review the material and earmark those items which can be purged. He was in agreement that future controls of this material should be established.

Assistant Director William S. Tavel whose Files and Communications Division services these publication files was advised of the contact with Assistant Director Sullivan in this regard. Assistant Director Tavel agreed to conduct a survey to determine the frequency and extent to which the publications are used by Bureau personnel.

RECOMMENDATIONS: 1. That the Domestic Intelligence Division conduct the necessary review and purge of the publication files.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/cal

2. That the Files and Communications Division conduct a survey to determine the frequency and extent to which this material is used.

Being Done 10/13/61
L-Short

66-3286
NOT RECORDED
199 OCT 18 1961

3. That the Domestic Intelligence Division arrange for all future material designated for publication files be cleared through the Central Research Section.

2 XEROX
OCT 19 1961

OCT 17 1961
RECORDS

1 - Assistant Director Sullivan
1 - Assistant Director Tavel
JK:dlh (5)

ORIGINAL COPY FILED IN 66-3286-5046

66-32886-

October 3, 1961

PERSONAL

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

I have received your suggestion regarding the disposition of certain material. It is indeed a pleasure for me to advise you that your proposal has been adopted and the necessary steps are being taken to place it into effect.

I appreciate the interest and thoughtfulness which prompted you to submit your idea which will help streamline this phase of our operations.

Sincerely yours,

J. Edgar Hoover

REVIEW & DECLASSIFIED
DATE 8-10-82 BY SP4ELW1 cal

b6
b7C

MAILED 20
OCT 3 1961
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of Mrs. [redacted]
ML:het (Suggestion #173-62 dated 9/25/61)
(5)

NOTE: Suggests that file 66-6145 which contains pledges, request for pledges, and reply enclosing pledges on the FBI Pledge for Law Enforcement Officers be reviewed for destruction of all pledges. This file has 22 sections (1,730 serials) plus 4 drawers of "not recorded" copies of the pledge, and 1/2 drawer of enclosures

XEROX

OCT 11 1961

OCT 13 1961

Tolson
Belmont
Mohr
Callahan
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Tele. Room
Ingram
Gandy

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FBI

ORIGINAL COPY FILED IN 66-6145-173

behind file containing these pledges. These pledges have been de-indexed and the "not recorded" copies were not indexed; therefore, they would never be referred to. This would save valuable space in the Filing Unit. Files and Communications Division advised these pledges would appear to serve no permanent purpose in our files. Archival authority for destruction of this type material has been granted under the General Records Schedule, which permits destruction after a retention period of three months. They also advised material of a policy nature or of historical value pertaining to the creation and purpose of the Law Enforcement Officers Pledge would be retained. The Training and Inspection Division recommends that the suggestion be adopted. On approval, this letter will serve as authority for the Records Branch to destroy this material.

Director, FBI [redacted] 9/27/61

b7D

SAC, New Orleans [redacted]

FORMER [redacted]

Destruction of Bureau Property - Gen

ReBulet 9/21/61.

Enclosed are original and one copy each of memoranda of explanation from SA J. WOODROW GILMORE and WILLIAM E. DENT, JR.

b7D

Incorrect information as first reported to this office by informant as mentioned in mylet to the Bureau of 9/14/61 was contained in PSI's written report dated 8/11/61 at which time he claimed he had attended NOI meetings held at [redacted]. He identified [redacted] who had been regularly attending these meetings.

In verifying this information reported by the informant, Police Chief J. C. KELLY (NA) was interviewed on 9/13/61 at which time he advised that he had personally conducted physical surveillances of the above location on three Sundays between 1:30 p.m. and 2:30 p.m. during this period and that no such meetings were held. He advised further that he had specifically surveilled this address on 7/30/61 between 1:30 p.m. and 2:30 p.m. and that no meeting was being held and that no one entered this meeting hall during that time. This is the only incorrect information furnished by the informant, previous information having been verified as true.

Subsequent to the contact with PSI on 8/11/61 arrangements had been made to recontact him on 8/21/61 but he failed to keep the appointment. He was contacted telephonically on 8/21/61 and stated he had been detained but would recontact the agent and arrange a subsequent meeting. As of 9/13/61 he had failed to make such contact.

66-3286-

NOT RECORDED
11 OCT 11 1961

(4) - Bureau (Encls. 4)
3 - New Orleans
HGM:jam
(7)

NW INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-17-82 BY SP4 Ewald

ORIGINAL FILED IN 134-1036-4

Employee Suggestion
Form FD-252

9-25-61

The destruction of these filed copies of the Pledge for Law Enforcement Officers and the request and replies pertaining thereto would result in the saving of considerable file space. As indicated in the suggestion, none of these pledges are of record and would appear to serve no permanent purpose in our files. Archival authority for destruction of this type of material has already been granted under the General Records Schedule, which permits destruction after a retention period of three months. Those serials which are of a policy nature or of historical value pertaining to the creation and purpose of the Law Enforcement Officers Pledge would, of course, be retained.

EWM:mcb
(6)

ADDENDUM: 9-27-61

Files and Communications Division Streamlining Committee agrees with the above comments and recommends adoption of the suggestion.

NFS:bpr
(6)

9/28

8-10-82 / Spec Unit cal

XEROX
OCT 11 1961

66-3286
ENCLOSURE
ENCLOSURE

Employee Suggestion
FD-252 (Rev.-9-11-59)

b6
b7C

#17362

Date: 9/25/61

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		FOUR

SUGGESTION

That file # 66-6145 on the FBI Pledge for Law Enforcement Officers be reviewed for destruction of all pledges, request for pledges and reply enclosing pledges.

There are 22 sections of this file (1,730 serials) plus 2 drawers of "not recorded" copies of the pledge, and ½ drawer of enclosures behind file containing these pledges. The pledges in the sections of the file have been de-indexed and the "not recorded" copies were not indexed which means they would never be referred to.

DESTRUCTION OF BUREAU PROPERTY
GENL

Current practice or rule (Include manual citation as well as facts)

Pledges are not returned to Bureau but kept by individuals receiving them.

Advantages of suggestion and annual savings (include basis for estimate)

Saving of file drawers in Filing Unit.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EWW/cal

Disadvantages of suggestion

None

66-3286
NOT RECORDED
145 OCT 11 1961

b6
b7C

ENCLOSURE

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for ~~any unstated award only if my suggestion is adopted~~ within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Clerk

Recommendations and comments of Division Head

Favorable - See Attached Comments.

25 50 Grant, SA
Signature and Title

(Do not write in this space - for Bureau use only)

ENCLOSURE

Ltr to empl 10/3/61 MJHet

LBI 1 XEROX OCT 11 1961

LBI OCT 10 1961

REVD

ORIGINAL COPY FILED IN 66-6145

[redacted] b7D

The information in the report furnished by PSI on 8/11/61 was channelized to 14 files in the New Orleans Office but no dissemination to the Bureau or any other office has been made.

A review of the information furnished by the PSI reflects that the only information received from him which was disseminated outside the office or into report form is contained in the following described eight reports, copies of which were received by the Bureau:

1) As T-1 on page 3 in the report of SA J. WOODROW GILMORE dated 6/19/61 at New Orleans, captioned [redacted] aka., SM - NOI, Bufile 100-433531."

2) As T-1 on pages 2 and 3 in the report of SA J. WOODROW GILMORE dated 6/17/61 at New Orleans, captioned [redacted] aka., SM - NOI, Bufile 100-434931." b6 b7C

3) As T-1 on page 3 in the report of SA J. WOODROW GILMORE dated 6/9/61 at New Orleans, captioned "ROBERT MENNYWEATHER, aka., SM - NOI, Bufile 100-434930."

4) As T-1 on page 2 in the report of SA J. WOODROW GILMORE dated 6/9/61 at New Orleans, captioned [redacted] aka., SM - NOI, Bufile 100-434933."

5) As T-1 on pages 2, 3 and 4 in the report of SA J. WOODROW GILMORE dated 6/9/61 at New Orleans captioned "REACY GAINES, aka., SM - NOI, Bufile 100-434928."

6) As T-1 on pages 3 and 4 in the report of SA J. WOODROW GILMORE dated 6/9/61 at New Orleans, captioned [redacted] SM - NOI, Bufile 100-434927." b6 b7C

7) As T-1 on pages 2 and 3 in the report of SA J. WOODROW GILMORE dated 6/14/61 at New Orleans, captioned [redacted] SM - NOI, Bufile 100-434932."

8) As T-1 on page 4 in the report of SA J. WOODROW GILMORE dated 6/16/61 at New Orleans, captioned [redacted] aka., SM - NOI, Bufile 100-434929."

b7D

[redacted]

It is noted that dissemination was made to only the Bureau in all of the above described reports except that two copies of referenced report on [redacted] were furnished with leads to the St. Louis Office. b6 b7C

The pertinent information attributed to the PSI in the above mentioned reports was verified and/or corroborated by other witnesses or sources as reflected in the individual reports.

Since all pertinent information that has been included in reports has been verified or corroborated by other witnesses as being true, it is recommended that no change be made in any of this information which was furnished by the PSI and that no change be made in the evaluation of the informant used at that time in the evaluation memorandum accompanying the reports which was to the effect that contacts with the informant had been insufficient to judge his reliability.

With respect to the informant report of the PSI under date of 8/11/61, which is his only report known to contain incorrect information, it is recommended that all copies of this report be removed from the 14 various files of the New Orleans Office to which channelized and be destroyed. If the Bureau approves this recommendation, the original of the written report in PSI's file will be retained but labeled as containing known incorrect information which should not be disseminated.

In reviewing the handling of this matter, it appears the necessary steps were taken to check and verify information supplied by this former PSI and that on the first occasion of his furnishing incorrect information, it was detected. In view of this, no administrative action is recommended.

No further action will be taken at this time in regard to information supplied by this former PSI pending advice from the Bureau concerning the recommendation contained in the body of this communication.

SAC, New Orleans [redacted]

October 5, 1961

Director, FBI [redacted]

66-3286

[redacted]

(FORMER [redacted])

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Callahan
1 - Mr. Sullivan
1 - Mr. Baumgardner
1 - Mr. Rozamus

b7D

Reurlet dated 9-27-61 captioned "Former [redacted]"

The Bureau concurs with your recommendations set out in relet. In line with those recommendations, clearly label former [redacted] report of 8-11-61 as false. The fourteen copies of channelizing memoranda prepared from the false report should be destroyed. No changes are necessary concerning the eight reports which have been disseminated outside of the Bureau containing information submitted by former [redacted] prior to 8-11-61. Those reports at the Bureau are having a notation placed therein that former [redacted] furnished false information on 8-11-61. Your copies should likewise have a similar notation. Since one copy was furnished by your office to the St. Louis Office, advise that office to likewise make a notation.

b7D

You are instructed to have two Agents promptly contact former [redacted] He should be clearly informed that his services as a potential security informant for the FBI have been discontinued and that the Bureau does not desire that he solicit information for the FBI. During the interview ascertain basis for his making a false report on 8-11-61. In the event he indicates a pro-NOI attitude and continues to attend Nation of Islam meetings, consideration should be given to opening a security matter investigation of him.

b7D

Voucher records at the Bureau indicate that $15 was paid to former [redacted] on 8-11-61 when he furnished the false report. He should be requested to return the money.

Promptly advise the Bureau when all action concerning labeling of the false report, destroying of the fourteen channelizing memoranda and notation in the eight reports has been handled. Also advise of the results of contact with former [redacted] MJR:peb

b7D

NOTE ON YELLOW: See memo Baumgardner to Sullivan, same caption, dated 10-4-61. MJR:peb

MJR:peb
(9)

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM [ ] TELETYPE UNIT [ ]

XEROX

OCT 11 1961

ORIGINAL FILED IN

8-10-82 MSRBW cal

ENCLOSURE

FILED 19

COMM-FBI

57 OCT 1 1961

MR. TAVEL

10/19/61

L. E. SHORT

STANDARD OIL COMPANY SEAMEN

Description of Lists: 100-4697-2,2X,3,32, German seamen or seamen of German origin employed by the Standard Oil Company; 100-4697-12, ship organizers for Standard Oil Company; 100-4697-34, 39, German and Italian seamen confined in Immigration Detention Camps.

The above listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

D DESTRUCTION OF BUREAU PROPERTY - GENERAL

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/cal

66-3286
NOT RECORDED
126 OCT 26 1961

CC: 66-3286

JWM:brh

7141

56 OCT 31 1961

100-4697-4

MR. TAVEL 10/19/61

L. E. SHORT

PERU - FOREIGN FIRMS

Destruction of Bureau Property

Description of Lists: 64-1611-51,52,54,56,58. Lists of Axis firms in Peru used in connection with Embassy's Proclaimed List and other intelligence activities. 64-1611-50. List of mining companies in Peru and Ecuador.

The above listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/cal

RECOMMENDATION:

For referral to appropriate substantive division.

ADDENDUM:

Inasmuch as lists are devoid of any significant identifying data which would be of material assistance in making identifications, it is recommended above proposal re de-indexing be carried out.

CC: 66-3286

JWM:brh

66-3286-
NOT RECORDED
126 OCT 30 1961

55 NOV 2 1961

963

64-1611-11-

CONFIDENTIAL FILED IN

MR. TAVEL 11-2-61

L. E. SHORT

DESTRUCTION OF BUREAU RECORDS
BUFILE 66-3286

RE: FILE 62-66170 ENTITLED "SALE OF SUGAR AND FOODSTUFF"

We are maintaining a file entitled "Sale of Sugar and Foodstuff" (62-66170). This file consists of three sections, 340 serials and for the most part consists of letters from outside sources concerning possible irregularities in the sale of sugar and other foodstuffs during World War II when rationing was in effect. This correspondence was referred for the most part to the Office of Price Administration which had the responsibility for the enforcement of rationing throughout the country and the investigation of any alleged irregularities.

This material appears to be of no value to the Bureau today and in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is recommended that the Records Branch be authorized to deindex and destroy the material referred to above. General Records Schedule 14-4 issued by the National Archives authorizes destruction of, without further approval, acknowledgments and transmittals of inquiries and requests that have been referred elsewhere for reply.

If destruction of this material is authorized, of course we would not destroy any material contained in the file wherein the Bureau conducted an investigation or inquiry.

RECOMMENDATION:

That the Records Branch be authorized to deindex and destroy the material maintained in the above-captioned file with the exception of any material relating to a Bureau investigation or inquiry.

JWH:vjg
(4)

(1) - 62-66170

10/31/63 Material destroyed Correspondence

66-3286-

NOT RECORDED
149 NOV 14 1961

ADDENDUM: 11/7/61 CWP:cwp - A review of this file by Division Six discloses no reason not to destroy as outlined above.

62 NOV 22 1961

8-10-82 BUSH ELWT

ORIGINAL FILE IN

MR. TAVEL 11/9/61

L. E. SHORT

GERMAN SOCIETY OF CHICAGO
Destruction of Bureau Property - General

Description of List: 100-297752-1. List of names appearing on approximately 595 Photostat copies of employment cards taken from the files of the German Society of Chicago. These are said to represent the individuals placed by the German Society.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

cc: 66-3286

JWM:brh

DATE 8-10-82 BY SP4EW1

Cal

46-3286-

NOT RECORDED
46 NOV 15 1961

93 NOV 15 1961

Employee Suggestion
FD-952 (Rev. 9-11-59)

b6
b7C

#274-62

Date: NOV. 6, 1961

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: SEATTLE

SUGGESTION

SUGGESTED THAT FORM FD 338 (AUTHORITY FOR DESTRUCTION OF CHANNELIZING MEMORANDA) BE PRINTED ON A DISTINCTIVE COLORED PAPER.

Or Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts)

FD 338 IS NOW PRINTED ON WHITE PAPER.

Advantages of suggestion and annual savings (include basis for estimate)

WHEN A SKIP IN SERIALIZATION IS NOTED IT IS EASY TO TURN IMMEDIATELY TO FORM FD 338 TO DETERMINE IF IT IS ACTUALLY A SKIP IN SERIALIZATION OR THE SERIAL HAS BEEN DESTROYED. IT TAKES CONSIDERABLE THUMBING THROUGH A THICK FILE TO FIND FD 338 IN ITS PRESENT WHITE COLOR.

NOV 6 1961

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

Disadvantages of suggestion

NONE NOTED.

(The use by the United States of my suggestion shall not form the basis of a [illegible] irs, or assigns upon the United States. I understand that I will be considered for an [illegible] is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

Recommendation is favorable. By utilizing a different colored form, it would make it easier to locate in the file and save clerical time.

ENCLOSURE

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Ltr to Seattle 11/15/61 MLP jmw

EX-105

66-3286-914

REC-34

12 NOV 9 1961

FD-338 (4-21-61)
OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : SAC DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	Serials (List by serial or serial scope.)

DEL 8-10-82 DISPELW/cal

66-2286-914

No. of copies _____ Approved _____

Destroyed by _____ Date _____

ENCLOSURE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr DATE: 10-27-61

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF FILES AND INDEX CARDS
LONDON OFFICE

Destruction of Bureau Property

By letter dated July 14, 1961, the Legat, London, requested permission to destroy index cards where files on same had been destroyed.

Inspector Haverty, in his recent inspections of the Legat Offices, reviewed this question with the various Legats and makes the following recommendations:

1. That the index card reflecting a main file should not be destroyed. It is noted that in many Legat Offices, the File Destruction Program is based on a one-and-three-year interval as compared with a twenty-year destruction program in the domestic field. The index card being retained is an immediate alert to the Legat showing that the person was previously a subject of an investigation.

2. With respect to index cards which only list a reference, it is suggested that if there is no identifying information on such that same may be destroyed. This would be particularly helpful to old established offices, such as London. In this connection, however, it is not suggested that any program of index card destruction be instituted but that same might be handled incidental to regular searches of the indices.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/cal

166-3286-
NOT RECORDED
141 NOV 16 1961

3. Where there are several references relating to the same individual, it is suggested that these be retained as they would serve as an alert in case of any future requests for information on the individual.

1 - Foreign Liaison Unit

JTH:rk:mbk
(3)

NOV 16 1961

64 NOV 21 1961

ORIGINAL COPY FILED IN 62-47237

REC-34 66-3286-914

EX-105

November 15, 1961

PERSONAL

Mrs. [redacted]
Federal Bureau of Investigation
Seattle, Washington

b6
b7C

Dear Mrs. [redacted]

I have received your suggestion that Form FD-338, which is used in connection with the disposition of channelizing memoranda, be printed on paper of a distinctive color. I am sure you will be interested to know that consideration was given to the matter at the time the form was adopted. However, it was decided that, since there are only so many colors available and these are already used for forms of a similar size to the form in question, the possibility of confusion would ensue. It was felt that the appearance of Form FD-338 was distinctive enough to be easily recognized.

Although your idea was not adopted in this instance, I hope that you will continue to give me the benefit of your observations in the future.

Sincerely yours,

J. Edgar Hoover

b6
b7C

MAILED 20
NOV 15 1961
COMM-FBI

1 - SAC, Seattle
1 - Personnel file of Mrs. [redacted]

JER:jmh (Suggestion #274-62 dated 11/6/61)
(5)

NOTE: When Form FD-338 was originally proposed for consideration, in April, 1961, the views of the Domestic Intelligence Division and five field offices having a large volume of security work were solicited.

Tolson
Belmont
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Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM [X] TELETYPE UNIT [ ]

64 NOV 24 1961

REC'D-READING ROOM
NOV 15 4 04 PM '61
FBI

Only one office, Chicago, suggested a distinctive color for the form. The matter was duly considered in concert with the Domestic Intelligence Division and it was decided that the use of a colored form was impractical since there are only so many colors available and these were already in use for forms of a similar size; therefore, the possibility of confusion might ensue. It was felt that the appearance of FD-338 was distinctive enough to be noticeable. For these reasons it is felt the suggestion should not be adopted.

MR. TAVEL 11/30/61

L. E. SHORT

THE AMERICAN EMBASSY, LISBON, PORTUGAL

Description of List: 64-7085-50. List of all employees in the various sections of the American Mission in Lisbon, Portugal in 1944.

The attached listing of names has been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION: Destruction of Bureau Property Ltr.

For referral to appropriate substantive division.

166-32

NOT RECORDED
167 DEC 4 1961

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW Cal

CC: 66-3286

JWM:brh

58 DEC 5 1961

December 11, 1961

PERSONAL

EX 100

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Norfolk, Virginia

Dear Mr. [redacted] REC-3 66-3286-915

Reference is made to your suggestion concerning the disposition of case files under certain circumstances. I am happy to advise you that it has been decided to adopt a modification of a similar suggestion which, together with yours, was under consideration. The necessary steps are being taken to place the new procedure into effect.

I want to thank you again for having submitted your idea to me.

Sincerely yours,

J. Edgar Hoover

MAILED 30
DEC 11 1961
COMM-FBI

1 - SAC, Norfolk
1 - Personnel file of Mr. [redacted] b6 b7C
JER:jmh (Suggestion #310-62)
(5)

Based on memorandum J. F. Malone to Mr. Mohr, 12/8/61, JER:etm, re: Destruction of Bureau Records, Suggestion #310-62 Submitted by Mr. [redacted] Norfolk Office.

Tolson
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Rosen
Sullivan
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Trotter
Tele. Room
Ingram
Gandy

58 DEC 19 1961

MAIL ROOM [ ] TELETYPE UNIT [ ]

DEC 11 12 32 PM '61
FBI
REC'D-READING ROOM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 JEWJ CAL

DEC 15 8 55 AM '61
RECEIVED-DIRECTOR
FBI

EX-115
REC-36 66-3286-915

November 22, 1961

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Norfolk, Virginia

b6
b7C

Dear Mr. [redacted]

I have received your suggestion concerning the disposition of case files under certain circumstances. I am sure you will be interested to know a similar proposal is under consideration at the present time and your idea will be considered along with it. You will be advised if it is adopted.

I want to take this opportunity to thank you for the interest you displayed in submitting your observations on this matter.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/CA

1 - SAC, Norfolk
1 - Personnel file of [redacted]

b6
b7C

MAILED 20
NOV 22 1961
COMM-FBI

JMM
(5) (Suggestion #310-62 dated 11/16/61)

NOTE: Suggestion #268-62 dated 11/6/61 submitted by Mr. [redacted] Albuquerque Office, concerning substantially the same subject matter is presently under consideration and inasmuch as this suggestion augments the previous suggestion to some degree it is being considered and the decision will be based on the recommendations of the Files and Communications and General Investigative Divisions.

Tolson
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI
NOV 22 10 32 AM '61
RECEIVED-READING ROOM

Employee Suggestion
FD-222 (Rev. 9-11-58)

#310-62

b6
b7C

Date 11-16-61

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		NORFOLK

SUGGESTION

This employee suggests that once index cards for motor numbers, serial numbers, license numbers and vehicle identification numbers of motor vehicles and serial numbers for radios, televisions, typewriters, and firearms are withdrawn, the files pertaining thereto also be destroyed if no longer of value. In UNSUB cases, re the above, it is felt since the index cards pertaining to these files are destroyed after five years, the files are of no reference value; therefore, these files too, should be destroyed.. Of course this would not apply when a SUBJECT has been identified or other names indexed. A survey was conducted with 26 matters and it was determined that from 3700 files reviewed approximately 1000 of these files could be destroyed and 10 feet of drawer space could be gained.

o Destruction of Bureau Records

Current practice or rule (Include manual citation as well as facts)

MRR 11-3-5 Index cards on MN, SN, LIC. NO., VEH. IDENT. of motor VEH. and for radios, televisions, typewriters and firearms are withdrawn after five years. MRR does not state that the files should be destroyed.

Advantages of suggestion and annual savings (include basis for estimate)

The value of the above would result in the accrual of additional office space throughout the Bureau Field Offices. The estimated value to be based upon the number of files that could be destroyed by each Field Office.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/cal

Disadvantages of suggestion

This would require extra time to destroy pertinent files.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] (ACC)

Signature and Title of Suggester

Recommendations and comments of Division Head

I feel that Mr. [redacted] suggestion has merit, since such files which could no longer be identified by index cards are virtually valueless. I therefore recommend that his suggestion receive favorable consideration.

J. Myers Cole, Special Agent in Charge

(Do not write in this space - for Bureau use only)

REC- 36 66-3286-24

EX-115

LBI
REC'D - NORFOLK
NOV 20 1961

LBI
REC'D - NORFOLK

Let to Atty 11/28/61 MW

Memo Malone to Moore, 12/8/61, JERetter

Ltr to Suggester 12/11/61, JERetter

OPTIONAL NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 11/16/61

FROM : L. E. SHORT

W.C. Sullivan

SUBJECT: MEXICO - FOREIGN RESIDENTS
64-2708
Destruction of Bureau Property

Description of Lists: List of German and Japanese aliens in Tapachula area (428). List of coffee plantations in Chiapas and owners who were Axis nationals (444). List of foreigners residing in Cuernavaca, Mexico other than Spanish, Italian, German and Japanese (455).

The above listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 TB.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EW

RECOMMENDATION:

For referral to appropriate substantive division.

Completed By Range
11/28/61. 38 Mfs. Elec indexes.

JWM:brh
66-3286

Re serials 428 + 444
list of names lacks identifying information - No reason to have indexing on these names
11-22-61 BLH

Correlation Unit
MARSHALL

REC- 62
EX-115

XEROX
DEC 6 1961

No reason exists for retention of indexing in general names
455
BLH

66-3286-9 16 Nat Sec

22 NOV 27 1961

NAT. INT. SEC.

50 DEC 7 1961

UNRECORDED COPY FILED IN 64-2708-

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Rosen

DATE: November 16, 1961

FROM : W. B. Wehrle

SUBJECT: SUGGESTION NUMBER 268-62
SUBMITTED BY SPECIAL AGENT [redacted] OF THE
ALBUQUERQUE OFFICE

b6
b7C

Destruction - Gen of Bureau Property

SUGGESTION:

SA [redacted] has suggested that unknown 26 cases (ITSMV) be destroyed after they become five years old. The present practice in the field is to keep files twenty years before destroying. The manual allows index cards on motor numbers and serial numbers to be destroyed when they become five years old. (Rules and Regulations, Part II, Section 3, page 5) Since index cards are destroyed on the motor numbers and serial numbers, unknown subject 26 cases have no value after the index cards are destroyed, therefore, it is felt that these cases would no longer be needed and could be destroyed after the index cards have been destroyed.

b6
b7C

The advantage of this suggestion would eliminate unnecessary files and saving of space. SA [redacted] indicates there would be no disadvantages to this suggestion.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EWJ/cal

RECOMMENDATIONS OF GENERAL INVESTIGATIVE DIVISION:

The destruction of the aforementioned files as set out by SA [redacted] would necessitate the utilization of employee's time to review each file to be destroyed in order to determine that these files contain no information which should be maintained. Such time expended by the employees would be excessive and such a procedure would not be economically sound when compared to actual space saved in each respective field office through the destruction and elimination of these files. It is estimated that the average unknown subject 26 file contains between two and four serials.

DEC 12 1961

In addition to the above, the Bureau cannot arbitrarily destroy files but must first obtain appropriate clearance for destruction of investigative files from the Archives.

In view of the above, it is recommended that the above suggestion not be enacted.

1 - Training and Inspection Division
1 - Files and Communications Division

JGF:mrh (8)

Div'l agreed in recent ltr. XEROX DEC 13 1961

NOT RECORDED 199 DEC 18 1961

57 DEC 18 1961

ORIGINAL COPY FILED IN 62-3286-1

2-Orig. & 1
1-Yellow
1-Liaison
1-Mr. Mohr
1-Mr. Haverty

Legal Attache, Paris 12-5-61

Director, FBI

Bureau Property General

DESTRUCTION OF FILES
AND INDEX CARDS
ADMINISTRATIVE

CONFIDENTIAL

ReBulet to Paris 10-8-56 which set forth instructions for destruction of certain files within the discretion of the Legal Attache subsequent to the lapse of three years for criminal-type and five years for security-type cases.

During the recent inspection of the foreign offices, the Inspector evaluated a request, made by the London Office, that permission be granted to destroy index cards where the files to which these cards referred had been destroyed. The rule as set forth in the Foreign Operations Policy Manual, Section 6, Page 12 (2), states "Index cards for files destroyed should be retained, thereby affording a future file reference for any necessary Bureau indices check."

Based on the Inspector's evaluation, it was decided that this rule should remain in effect with the following qualifications:

DECLASSIFIED BY SP4CLW/ca
ON 8-10-82

In those instances where the index card for files destroyed lists only one reference and there is no identifying information on the card, then it may be destroyed. The Bureau, however, does not desire that any program of index-card destruction be instituted but rather that it be handled incidental to regular searches of the indices. If the card lists several references relating to one individual, these cards are also to be retained.

1-Bern 1-Mexico City
1-Bonn 1-Ottawa
1-London 1-Rio de Janeiro
1-Madrid 1-Rome
1-Manila 1-Tokyo

1-Foreign Liaison Unit (detached)

TJB:eft (17)

MAILED 3
DEC 1 1961
COMM-FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

EBI REC'D - DEPT. BY 2383 VRT/cmf
CLASS. & EXT. BY 2383 VRT/cmf
REASON-FCIM II, 1-2, 2
DATE OF DEC 1 1961 5-13-81
5-13-81
REC-75
66-3286-

SEE NOTE PAGE 2

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-13-81 BY 2383 VRT/cmf

MAIL ROOM TELETYPE UNIT

DEC 7 1961

CONFIDENTIAL

Letter to Legal Attache, Paris
Re: DESTRUCTION OF FILES
AND INDEX CARDS
ADMINISTRATIVE

NOTE ON YELLOW:

CONFIDENTIAL

The rule in foreign offices that index cards are not to be destroyed when the file is destroyed is contrary to the rule in the domestic field. The reason for this is that foreign offices have an accelerated file destruction program depending on the danger faced by the particular office due to the proximity to the Iron Curtain countries. Instructions set forth above based on approval of Mr. Malone's memorandum to Mr. Mohr 10-27-61 "Destruction of Files and Index Cards, London Office."

Appropriate changes in the Foreign Operations Policy Manual will be made.

CONFIDENTIAL

Mr. Mohr 12/5/61

J. F. Malone b6 b7C

Destruction of Bureau Property - Gen.

SUPERVISION - ITSMV
SUGGESTION #268-62 SUBMITTED BY
MR. [redacted] ALBUQUERQUE OFFICE

SYNOPSIS

Suggester proposed that unknown subject files in the 26 Classification (Interstate Transportation of Stolen Motor Vehicle (ITSMV) be destroyed after five years. At present they are destroyed when 20 years old but index cards on motor, serial, license, and vehicle identification numbers are withdrawn as they are encountered after five years old. Savings in filing space is to be realized. SAC Albuquerque recommended adoption. Newark, Baltimore and Washington Field Offices were solicited and also favor adoption of suggestion. Training and Inspection Division, with concurrence of General Investigative and Files and Communications Division, recommend extension of suggested procedure to include such cases in the 15 (Theft From Interstate Shipment) and 87 (Interstate Transportation of Stolen Property) Classifications. Legal Research Desk, Training and Inspection Division, also agrees that signed statements, if there be any, can be destroyed since no prosecution was involved in contradistinction to usual Bureau cases where the statements involve admissions and pertinent statements which might become subject of appeal after conviction, at a future date. Same suggestion previously submitted by Mr. [redacted] of Savannah Office (#882-62, 6/8/60).

b6 b7C

RECOMMENDATIONS:

1. That the suggestion, extended to include the 87 (ITSP) and 15 (TFIS) Classifications, be adopted; the attached letters be sent to Messrs. [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EJW

166-3286-
NOT RECORDED
199 DEC 14 1961

2. That the attached manual changes be approved.

Enclosures (3)
1 - 66-3286
1 - Mr. Dalbey
JER:jmh
(6)

1 - General Investigative Division
1 - Files and Communications Division

68 DEC 18

ORIGINAL COPY FILED IN

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #268-62

DETAILS

SUGGESTION: That files in Unknown Subject Interstate Transportation of Stolen Motor Vehicles be destroyed after they become five years old.

PRESENT PROCEDURE: These files are destroyed after they are 20 years old. However, Manual of Rules and Regulations, Part II, Section 3, Page 5 instructs that index cards on motor numbers, serial numbers, license numbers, or vehicle identification numbers are to be withdrawn as they are encountered after they are five years old.

ADVANTAGES: Once index cards are removed, as indicated above, after five years, the Unsub 26 cases lose their value too and could be destroyed after the cards are destroyed. This would eliminate unnecessary files and save filing space.

OBSERVATIONS: SAC Rightmyer of the Albuquerque Office recommended adoption because, aside from the fact that pertinent index cards are destroyed after five years, Unsub 26 cases, particularly where no logical suspects were found during investigation, have only data showing theft of a car and, after five years, are of little value.

The General Investigative Division commented that destruction of these files would necessitate expending of employee's time to review each file to be destroyed to determine that these files contain no information which should be maintained. Such time expended would appear excessive and not economically sound when comparing to actual space saved. They estimated the average unknown subject 26 case file contains between two and four serials. They also pointed out that the Bureau cannot arbitrarily destroy files but must obtain clearances from Archives. For these reasons they opposed adoption of the suggestion.

Files and Communications Division stated that, as the present regulations provide for destruction of index cards on motor and serial numbers after they are five years old, the suggestion had merit and should be adopted. No archival authority is necessary in these cases.

Training and Inspection Division contacted the Newark, Baltimore and Washington Field Offices concerning the merits of the suggestion; and they favored adoption. Washington Field felt that both index cards and files are of value in car theft ring cases but admitted that, in the absence of index cards, the case files are useless.

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #268-62

The matter was rediscussed with General Investigative Division and Mr. Ferrara advised that in view of the comments of Files and Communications Division they had no objection to adoption of the idea. They stated they had no "ring" cases over five years old and the possibility of the use of these Unsub 26 files in these cases is remote. Concerning the possibility of signed statements in these files, General Investigative Division and Training and Inspection Division both feel that their presence would be a rarity since, if positive information were developed, the case would probably become a known subject case and the destruction procedure would not apply to it.

Training and Inspection Division also feels that the suggested procedure should be extended to unknown subject cases in the 87 (Interstate Transportation of Stolen Property) (ITSP) and 15 (Theft from Interstate Shipment) (TFIS) cases. The matter was discussed with Mr. Gamble and Mr. Grampp, of the General Investigative Division, who handle the cases in the 15 and 87 classifications, respectively, and they could could see no objection to extension of the procedure to these types of cases. Mr. Short of the Files and Communications Division advised that archival authority is not needed for destruction of the unknown subject file in these cases either.

The matter of destruction of any signed statements that might be encountered in connection with these cases in the 26, 18 and 87 classifications, was discussed with Mr. Dalbey of the Legal Research Desk of the Training and Inspection Division. He advised that whereas the signed statements in the usual Bureau case involve admissions and pertinent statements which might become subject of appeal after conviction, or additional litigation at a future date, it would not appear that the same conditions would apply to signed statements, if there be any, in these unknown subject type of cases since no prosecution was involved and they could also be destroyed. Therefore, it is being recommended that permission be given for the destruction of unknown subject cases in the 26, 15 and 87 classifications after they become five years old. Based on the results obtained in these classifications, consideration will be given to extending this procedure to other classifications at a future date. Further, in order to avoid tying up manpower in the field on a project-type operation, it is felt that the field should be permitted to accomplish this destruction as expeditiously as possible based on available manpower. The Inspection Staff was contacted and concurs with the foregoing opinions. b6 b7C

It is noted the same suggestion (#882-62 dated 6/8/60) was submitted by Mr. [redacted] of the Savannah Office but not adopted because it was felt the space saved would not be commensurate with the time expended. It is felt that Mr. [redacted] should also receive recognition for the adoption of the suggestion.

MR. TAVEL

11/30/61

L. E. SHORT

DR. CARL MISCH

DESTRUCTION OF BUREAU RECORDS - GENL

Description of List: 100-60850-1. Complete compilation of German expatriation lists for the years 1933-1938, compiled by Dr. Carl Misch and published by the German newspaper "Pariser Tageszeitung" in Paris 4/20/39.

The attached listing of names has been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EWlcal

CC: 66-3286

JWM:brh

66-3286-

NOT RECORDED
102 DEC 6 1961

12 DEC 19 1961

ORIGINAL FILED IN 100-60850-

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 12/8/61

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF BUREAU RECORDS - General
SUGGESTION #310-62 SUBMITTED BY
MR. [redacted] NORFOLK OFFICE

Index Cards & Files of Certain Cases be destroyed

Mr. [redacted] suggested that once index cards for motor, serial, license, and vehicle identification numbers, and serial numbers for radios, televisions, typewriters, and firearms are withdrawn, that the files pertaining to them also be destroyed if of no further value. He was referring specifically to unknown subject files on which these index cards were made.

Mr. [redacted] suggestion was made at the time when a similar suggestion, pertaining to the destruction of unknown subject cases in the 26 (Interstate Transportation of Stolen Motor Vehicle) classification (#268-62 submitted by [redacted] Albuquerque Office) was under consideration. He was advised by letter dated November 22, 1961, that his suggestion would be considered along with the other and he would be advised if it were adopted.

By memorandum from Mr. Malone to Mr. Mohr dated 12/5/61, it was recommended that Mr. [redacted] suggestion, extended to include the 87 (Interstate Transportation of Stolen Property) and 15 (Theft from Interstate Shipment) classifications, be adopted and appropriate manual changes made. This recommendation was approved by Mr. Tolson.

It is therefore felt that Mr. [redacted] should be advised that a modification of his suggestion was adopted.

RECOMMENDATION: That the attached letter of appreciation be directed to Mr. [redacted] His suggestion was acknowledged by prior letter.

EX-100 REC-5

66-3286-918

Enclosure
JER:etm
(2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EX 100

DEC 13 1961

58 DEC 19 1961

DATE 8-10-82 BY SP4 EW/cal

TWO

Employee Suggestion
FD-252 (Rev. 9-11-59)

#268-62

b6
b7C

Date: 11/6/61

To: Director, FBI	From: (Suggester's name)	Division of Assignment: ALBUQUERQUE

SUGGESTION

It is suggested that Unsub 26 cases be destroyed after they become five years old. The present practice is to keep files 20 years before destroying. It is noted that the Manual allows index cards on motor numbers and serial numbers to be destroyed when they become five years old. Since index cards are destroyed on the motor numbers and serial numbers, Unsub 26 cases have no value after the index cards are destroyed, therefore it is felt that these cases would no longer be needed and could be destroyed after the index cards have been destroyed.

Destruction of Property - Gen'l

Current practice or rule (Include manual citation as well as facts)

To keep 26 cases until they are 20 years old before destroying

Advantages of suggestion and annual savings (include basis for estimate)

Eliminating unnecessary files and saving of space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/ Cal

Disadvantages of suggestion

None

66-3286
NOT RECORDED
133 NOV 16 1961

b6
b7C

FBI - ALBUQUERQUE NOV 9 1961

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Office Services Manager
Signature and Title of Suggestor

Recommendations and comments of Division Head: Feel suggestion has merit, particularly in Unsub cases where no logical suspects found during investigation. Data only showing theft of a car is of little value in itself after 5 years, aside from fact pertinent index cards destroyed.

R. E. Lightmyer
SAC
Signature and Title

(Do not write in this space - for Bureau use only)

Ltr to Suggestor 11/15/61, 9004 in Dept

NOV 16 1961

XEROX NOV 12 1961

50 DEC 20 1961

ORIGINAL FILED IN 66-3286-17

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
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Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 12-12-61

FROM : L. E. SHORT

SUBJECT: (U)
DEINDEXING OF TECHNICAL
SURVEILLANCE LOGS
FILE 65-56402 Sub 1
ENTITLED NATHAN GREGORY SILVERMASTER
ETAL
ESPIONAGE-R

Description of Bureau Records - Gen'l

~~SECRET~~

b7E

Memorandum from Branigan to Belmont dated 11-3-59 (65-30092-6556) sets forth a suggestion that technical surveillance logs on [redacted] (S)(U) received from the Washington Field Office be deindexed inasmuch as information if identifiable appears in other Bureau files and information unidentifiable is of little value to current file reviews. This suggestion was adopted with an additional recommendation that the Files and Communications Division consider possible deindexing of other technical surveillance logs if similar comments apply. (S) U

File 65-56402 Sub 1 (Nathan Gregory Silvermaster, Etal, Espionage-R) consists of 41 sections, 3,060 serials, containing nothing but technical surveillance logs prepared in connection with the investigation. The last piece of mail placed in this Sub file was dated 5-26-48. Through this file, there are a number of names indexed wherein only the last or first name was secured and no identifying information was available to permit an identification of these individuals. Consequently "One" cards were made using the only name available such as "One Jean" or "One Irene" (section of file attached with examples marked). There are hundreds of these cards which were made as a result of the technical surveillance in connection with this investigation. Inasmuch as there are no identifying data concerning the subjects of these index cards, they are of no value to the Bureau today, accordingly we request that we be authorized to deindex all "One" cards prepared in connection with the technical surveillance logs maintained in this case. U

RECOMMENDATION:

DECLASSIFIED BY AUC 60290 BCE/DCG/ymm
ON 8/13/03
#03-R0762

That the Files and Communications Division be authorized to deindex all "One" cards prepared in connection with the technical surveillance logs maintained in this case. (S) U

WJL:wjs
(3)

Enclosure

CLASS. & EXT. BY C383 VRT/ang
REASON: 1.2.4.2, 2, 3
DATE OF REVIEW: 5-13-87
EFF 5-13-87

CLASS. & EXT. BY 60322 UC BAW/ksr
REASON: 1.5.43.91
DATE OF REVIEW: 12-12-2012

DEC 15 1961

~~SECRET~~

NOT RECORDED
46 DEC 15 1961

62 DEC 21 1961

Classified by 3042 PUS/GAT
Declassify on: OADR 8/31/88

ORIGINAL COPY FILED

65-56402 Sub 1 - 3078

MR. TAVEL

11/29/61

L. E. SHORT

57

INTERDEPARTMENTAL COMMITTEE CONSIDERING
SEAMEN'S PASSPORT APPLICATIONS

Destruction of Bureau Property - Gen.

Description of Lists: 66-15917-16,17,66. Names of applicants for seamen's passports with the committee's action indicated.

The attached listings of names have been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to these listings causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the names of those individuals applying for seamen's passports which were considered and approved on the initial review be de-indexed through removal of the cards from the Bureau's indices. The names of those individuals refused or approved after being reconsidered, will remain indexed.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names, subject to the limitations set out above. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/sal

RECOMMENDATION:

For referral to appropriate substantive division.

66-3286-

NOT RECORDED
167 DEC 6 1961

CC: 66-3286

JWM:brh

57 DEC 20 1961

ORIGINAL COPY FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 12/21/61

FROM : J. F. Malone

SUBJECT: SUPERVISION - ITSMV
SUGGESTION #750-60 SUBMITTED BY
MR. [redacted] LOUISVILLE OFFICE

b6
b7C

Mr. [redacted] submitted a suggestion dated 3/29/60, proposing that Unknown Subject cases in the 26 (Interstate Transportation of Stolen Motor Vehicle) classification be destroyed five years after the date of closing or referring these cases on completion. Destruction of Bureau Property

At the time, the suggestion was not adopted because files in the prescribed group consisted for the most part of two to four serials and the excessive time necessary to cull them to insure that information of value was not destroyed would not be commensurate with potential saving in space. However, the Bureau recently adopted a procedure as a result of a suggestion by Mr. [redacted] of the Albuquerque Office (#268-62 dated 11/6/61) to permit destruction of such files in the 26, 87 (ITSP), and 15 (TFIS) classifications after they are five years old.

Since the adopted procedure encompasses the suggestion of Mr. [redacted] it is felt he should be accorded appropriate recognition since his suggestion was made within the requisite two-year limitation period.

b6
b7C

RECOMMENDATION:

That the attached letter of appreciation be directed to Mr. [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-10-82 BY SP4 EW/Cal

DEC 55 1 13 MH '61
L. B. I.
RECEIVED-DIRECTOR

Enclosure

JER:jmh
(2)

25 DEC 27 1961

66-3286-

NOT RECORDED
128 DEC 29 1961

ORIGINAL FILED IN 26-0-1913

RA 26-00

66-3286-

December 26, 1961

PERSONAL

REC'D-READING ROOM
FBI
DEC 27 2 30 PM '61

Mr. [redacted]
Federal Bureau of Investigation
Louisville, Kentucky

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion of March 29, 1960, concerning the disposition of files in one of the Bureau's classifications after five years. It is a pleasure to let you know that a procedure has been adopted which will place your proposal into effect.

I want to take this opportunity to thank you for the initiative you displayed in submitting your idea, and to assure you that your interest has not been overlooked.

Sincerely yours,

J. Edgar Hoover

MAILED 30
DEC 22 1961
COMM-FBI

DATE 8-10-82 BY SP1 EW/JW

1 - SAC, Louisville
1 - Personnel file of Mr. [redacted]

b6
b7C

JER:jmh (Suggestion #750-60 dated 3/29/60)
(5)

NOTE: Based on memorandum J. F. Malone to Mr. Mohr, 12/21/61, JER:jmh, re: Supervision of ITSMV, Suggestion #750-60 Submitted by Mr. [redacted] Louisville Office.

DEC 29 1961

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Tele. Room
Ingram
Gandy

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51 JAN 4 1962

ORIGINAL FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 12-22-61

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF RECORDS
ADMINISTRATIVE FILES
(64 CLASSIFICATION)

While purging the files in the 64 (Foreign Miscellaneous) classification of extra copies of documents inaccordance with our Copy Destruction Program, we have located a number of files containing unrecorded administrative mail relating to the SIS Program in World War II. These files (samples attached) contain administrative memoranda relating to supplies, personnel matters, etc., in connection with the operation of the various Bureau offices in South America when the SIS Program was in effect. This material appears to be of no value and we request that we be authorized to destroy it.

It is pointed out that we have authority (66-3286-608) to destroy similar administrative type of materials (66 classification, Administrative Matters) maintained relating to our field offices. Archival authority is not necessary for the destruction of the administrative type of materials of this nature.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division and to the Domestic Intelligence Division for authority to destroy this material.

WWM:wjs
(3)

Enclosures

12-27-61 — Date received, Records Management Unit has no objection to having this type of mail destroyed. agree

EX-115

REC-6 66-3286-919

Foreign Liaison, DID has no objection to this being destroyed

12-28

25 JAN 5 1962

78 JAN 9 1962

January 19, 1962

PERSONAL

REC-70 66-3286-920

EX-113

Miss [redacted]
Federal Bureau of Investigation
San Juan, Puerto Rico

b6
b7C

Dear Miss [redacted]

Your suggestions have been forwarded to me concerning certain revisions for the Manual of Rules and Regulations. Your proposals are being carefully considered and you will be advised if they are adopted.

I want you to know I appreciate the interest you displayed in submitting these ideas to me.

Sincerely yours,

J. Edgar Hoover

DATE 8-10-82 BY SP4EW/cal

1 - SAC, San Juan
1 - Personnel file of Miss [redacted]

b6
b7C

ML:jmh (Suggestions #481-62 and 482-62 dated 1/10/62)
(5)

NOTE: Suggestion #481-62 referred to the Files and Communications, General and Special Investigative, and Domestic Intelligence Divisions for views and recommendations.

Suggestion #482-62 referred to Files and Communications, and Domestic Intelligence Divisions for views and recommendations.

MAILED 4
JAN 19 1962
COMM-FBI

JAN 19 2 38 PM '62
REC'D-READING ROOM
FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
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Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

62 MAR 13 1962

MAIL ROOM TELETYPE UNIT

edm

Employee Suggestion
FD-252 (Rev. 9-1-59)

#481-62

b6
b7C

Date: 1/10/62

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		FBI, San Juan

SUGGESTION

Destruction of Bureau Records - General

That instructions in the Manual of Rules and Regulations, Part II, Section 3-6(2), entitled, "Destruction of copies of serials," which read, "...office of origin may destroy all copies of each serial after file has been closed for ten years..." be extended as follows: "Also, office of origin and auxiliary offices may destroy all copies of each serial in pending files which is over ten years old."

Current practice or rule (Include manual citation as well as facts)

Current practice in pending files is to retain all copies of all serials.

Advantages of suggestion and annual savings (include basis for estimate)

Advantages - Saving of file space.
Annual savings - Variable and difficult to estimate. However, in a spot check on a 3-copy, 50-page mimeographed report, it was found that an approximate saving of one inch of file space could be effected on each report if two of the three ten-year-old serials are destroyed.

RECLASSIFIED
DATE 8-10-82 BY SP4ELW/cal

REC-70 66-3286-9220

EX-113

9 JAN 22 1962

Disadvantages of suggestion

None anticipated.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester: Clerk

Recommendations and comments of Division Head

It is believed that adoption of this suggestion would result in considerable space saving in the Chief Clerk's Office.

John N. Speales, SAC

(Do not write in this space - for Bureau use only)

1-19/62, ml/pmb

Memo Malone to Mohr, 2/12/62, JER/pmb

GEH

Bureau

San Juan

Memo Malone to Mohr, 2/28/62, JER/pmb

Ltr to Commendation 3/1/62 ml/pmb

FBI
JAN 17 1962

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#44-62 Malone

Date: 12-27-61

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Files & Communications

SUGGESTION

1. That Bureau file 66-3657 be reviewed for de-indexing and destruction. This is the original FBI Law Enforcement Bulletin file consisting of 26 file sections and enclosures behind file. This file is closed and the last serial is dated January, 1938.

2. That Bureau file 94-3-1 also be reviewed for de-indexing and destruction of mail more than ten years old (or some other reasonable date to be set). This is the current FBI Law Enforcement Bulletin file and consists of 289 sections and enclosures behind file.

3. That the rough draft writeups for FBI Law Enforcement Bulletins maintained in folders behind file 94-3-1 be destroyed. These rough drafts utilize 32 file drawers of files space.

Current practice or rule (Include manual citation as well as facts)

All mail maintained in file. DESTRUCTION OF BUREAU RECORDS - GEN'L

Advantages of suggestion and annual savings (include basis for estimate)

1. Savings of file room space
2. Savings of index space through de-indexing
3. Elimination of unnecessary searches and reviews

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/cal

Disadvantages of suggestion

None known

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for a cash award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable

Signature and Title

(Do not write in this space - for Bureau use only)

1st OK 1/8/62, [illegible]

FEB 7 1962

XEROX JAN 9 1962

66-3286

NOT RECORDED

102 JAN 9 1962

16 JAN 9 1962

ORIGINAL FILED IN 66-3657-2500

Suggestion by [redacted]
GS-5, Consolidation Unit
EOD 3-29-54

12-27-61

b6
b7C

ADDENDUM: 1-3-62

The Records Branch favors the adoption of this suggestion because it would in fact effect the savings indicated in the suggestion by Mrs. [redacted] Any mail of historical value regarding the creation of the Law Enforcement Bulletin or any mail of a policy nature would, of course, be retained and could be consolidated into the current file 94-3-1. The other mail, consisting largely of requests from individuals and responses thereto and requests from various field offices regarding distribution of the Law Enforcement Bulletin, could be destroyed. Such destruction is authorized under the general records schedule by the National Archives and no further authority is required.

The Records Branch particularly favors item three of the suggestion regarding destruction of rough draft writeups for Law Enforcement Bulletins in view of the fact that bound copies of all Law Enforcement Bulletins are maintained by the Bureau library. Comments of the Crime Records Division should be secured.

RECOMMENDATION:

For referral to the Training and Inspection Division.

EWM:mcb
(6)

1/3

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. TROTTER

DATE: 1-16-62

FROM : C. A. Harris

SUBJECT: DESTRUCTION OF ROUTINE IDENTIFICATION DIVISION MAIL

With regard to the recently approved suggestion that Files and Communications Division destroy routine Identification Division mail rather than return such mail to us for destruction, we will need 15 rubber stamps reading as follows:

For Destruction by Communications.

RECOMMENDATION:

That this memorandum be forwarded to the Property Management Section, Administrative Division, in order that the stamps can be obtained.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/Cal

66-3286

17 JAN 23 1962

CAH:bm
(2)

JAN 24 1962

JAN 26 1962

ORIGINAL COPY FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 12-28-61

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF ROUTINE IDENTIFICATION DIVISION MAIL

Attached are samples of mail originating from the Identification Division and appropriately marked "Return to Ident. Division for Destruction." After the appropriate outgoing communication has been sent, this material is therefore returned to the Identification Division where the mail is destroyed.

In order to avoid unnecessary handling and transmission of this type of material through the Messenger and Courier facilities, it is proposed that after the necessary action to dispatch the outgoing correspondence in the Mail Room or the Teletype Unit, the supervisory personnel of these units be authorized to destroy this type of material. This has been discussed with Mr. Bowles of the Identification Division and he is in agreement with the suggested change in procedure.

RECOMMENDATION:

That after appropriate action, supervisory personnel in the Mail Room and Teletype Unit be authorized to destroy specifically designated Identification Division material without returning it to that Division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EEW/Cal

66-32286-
NOT RECORDED
184 JAN 24 1962

FWW:bpr
(3)
Enclosures

Destruction of Bureau Property

Files & Communications Division created mail pursuant to memo J. P. Malone to Mr. Mohr dated 1/5/62 JPM:etm Suggestion #46-62 1/8/62

17 JAN 23 1962

XEROX
JAN 24 1962

51 JAN 30 1962

RECORDED

ORIGINAL COPY FILED IN 66-32286-36

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson ✓
Belmont
Mohr
Callahan
Conrad
DeLoach ✓
Evans
Malone
Rosen
Sullivan
Tavel ✓
Trotter
Tele. Room
Ingram
Gandy

O'REILLY, J.E.

TO : Mr. Mohr

DATE: 1/5/62

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF ROUTINE IDENTIFICATION DIVISION MAIL

We have made inquiry into the suggestion of the Files and Communications Division concerning the destruction of routine Identification Division mail. This suggestion appears to have merit. No change in policy is proposed in the suggestion. The ultimate disposition of the mail would be the same as it is now, namely, destruction. The only change would be who actually does the destroying.

It is proposed that the outgoing mail be destroyed by the supervisor in the Mail Room; outgoing telegrams would be destroyed by the supervisor in the Teletype Unit. This limits the number of individuals who would have permission to destroy, namely, the two supervisors. This procedure would avoid the processing of the mail through the Messenger and Courier facilities back to the Identification Division where the mail is now destroyed.

It is suggested, however, that the stamp which is placed on mail and telegrams to be destroyed be changed to reflect that the destruction is to be accomplished in the Mail Room or Teletype Unit. The stamped notation that the mail is to be destroyed, initialed by the Identification Division, would be authority for the Mail Room and Teletype Unit to dispose of the communications. This procedure would present no unusual problem in the Mail Room as the supervisor would handle these items under present instructions which requires him to make certain that a yellow is attached to each outgoing piece of mail before it actually leaves the Bureau.

66-3286-
SDT RECORDED
27 JAN 24 1962

RECOMMENDATION:

That the suggestion to destroy routine Identification Division mail by the supervisors of the Mail Room and Teletype Unit as ~~proposed by~~ Files and Communications Division be approved.

JK:etm
(2)

AN INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

JAN 24 1962

100 JAN 29 1962

50 JAN 30 1962

ORIGINAL COPY FILED IN 66-3286-11268

RECORDED

OPTIONAL FORM NO. 10

UNITED STATES GOVERN. ...

DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE DATE 04-19-2011

Memorandum

1 - Belmont
Sullivan
Records
Section
1 - Branigan
1 - Whitson

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO :W. C. Sullivan

DATE: 1-16-62

FROM :W. A. Branigan

~~CONFIDENTIAL~~

SUBJECT: PRODIP
(PROPOSED DESTRUCTION OF EXTRA COPIES OF SOVIET AND SATELLITE PERSONNEL LISTS)

INFORMATION IN THIS LETTER IS DECLASSIFIED IN PART PER (CIA) LETR DTD 3-3-81 SP8BTS/CAL 8-21-86

Destruction of Bureau Records 211847

Each month a list of Soviet and satellite personnel and dependents stationed in the U.S. as of the first of the month is forwarded by letter to the Office of Security, Department of State, CIA, ACSI, ONI, OSI and NSA. A copy of the yellow of the letter of transmittal and a copy of the personnel list is designated for Prodip. ~~Classified per appropriate agency letter dated 1-2-62~~

It is proposed that all such lists in the Prodip file, with the exception of the current list, be destroyed because (1) these lists are not indexed in Prodip; (2) the master lists of Soviet and satellite personnel are maintained in the SPIA and SATPIA files; (3) for ready reference purposes, the current list is the only one necessary in the Prodip file; and (4) this will effect a saving of space in the Special Mail Room.

ACTION:

If you approve, this memorandum should be routed to the Records Section so that the Soviet and satellite personnel lists which are enclosures to the Prodip yellows of the monthly letters to the Office of Security, Department of State, captioned "Soviet and Satellite Personnel in the U.S." may be destroyed, with the exception of the list for the current month. When a new list is routed to the Prodip file, the list for the preceding month should be destroyed.

CLASS. BY SP4 ELW/cal
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW CADR
8-17-82

66-3286-

LW:mhd
(6)

5 JAN 22 1962

~~CONFIDENTIAL~~

XEROX JAN 23 1962

65 FEB 1 1962

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. HSP, SEC 8-28-03
CLASSIFIED BY ~~AUC 60290 BCE/DCG/ymw~~
DECLASSIFY ON: 25X 1-6
AS AMENDED

ORIGINAL COPY FILED IN 66-3286-13

MR. TAVEL

1/23/62

L. E. SHORT

CONTACTS IN THE UNITED STATES

DESTRUCTION OF BUREAU PROPERTY

Description of List: 64-4102-483. Enclosure is a 444 page memo entitled "Sources of Information - Foreign Experts."

The attached listing of names has been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/cal

CC 66-3286

JWM:brh

166-3286-
NOT RECORDED
184 JAN 26 1962

51 FEB 5 1962

[redacted] BUDGET BUREAU NO. 48-R101

METHOD AND/OR AUTHORITY FOR PURCHASE

PURCHASE ORDER

DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE

This number must appear on all PACKAGES and PAPERS relating to this order.

REQUISITION NO.	ALLOTMENT	ORDER NO.
		S-62-82

APPROPRIATION SYMBOL AND TITLE	POINT OF ISSUE	DATE
		1/25/62

TO: SELLER

Federal Bureau of Investigation
Dept. of Justice
10th & Pa. Ave., NW
Washington, D.C.
Attn: Mr. F.J. Weaver

SHIP TO — CONSIGNEE AND DESTINATION

U.S. Public Health Service
National Institutes of Health
Property Utilization Sub-Unit
Rm 22803, Bldg 13
Bethesda, Md.

INVITATION NO.	CONTRACT NO.	TIME OF DELIVERY	DISCOUNT TERMS

F.O.B. POINT	SHIP VIA	GOV'T. B/L NO.
	NIH pickup	

ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.	Machine, Stenograph, Cond. O-1, A/C $125.00 Serial No. 50539	1	NON-EXPENDABLE ea.		

Destruction of Bureau's Records - Gen

NO CHARGE ORDER

(2 attachments)

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/28/03 BY AUC 60290 BCE/DCG/gmw

C.A. 09340

66-3286

NOT RECORDED
10 FEB 12 1962

b6
b7C

ENCLOSURE

GENERAL FILE

SEND INVOICE OR VOUCHER TO CONSIGNEE ABOVE UNLESS OTHERWISE INDICATED HERE

#66-3286

58 FEB 14 1962

ADDRESS ALL CORRESPONDENCE REGARDING THIS ORDER TO:

TOTAL $125.00

NAME

TITLE Property Officer

SIGNATURE

1 VENDOR

INSTRUCTIONS FOR PREPARATION OF INVOICE ON REVERSE

PHS-83 REV. 4-59

NONDISCRIMINATION IN EMPLOYMENT

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

INSTRUCTIONS TO VENDORS

SEND INVOICE OR STANDARD FORM 1034 (GOVERNMENT VOUCHER) TO THE OFFICE NAMED IN THE LOWER LEFT BOX ON THE FACE OF THIS PURCHASE ORDER.

— INVOICE PREPARATION —

1. Prepare invoice in triplicate.
2. Invoice MUST not be dated prior to shipping date, and should be prepared with typewriter or in ink.
3. Any corrections, erasures or strike-overs MUST be initialed.
4. Indicate quantity, unit price and total of each item—itemize repair parts and labor as separate items showing hours of labor and price per hour. Receipted invoice covering sublet **repairs must be forwarded with invoice.**
5. If amount represents a voluntary price reduction, MAKE statement to that effect on invoice.
6. Invoices adding parcel post MUST show **weight** and **zone** of shipment. DO NOT INSURE AT GOVERNMENT EXPENSE. Invoices adding freight or express MUST be accompanied by the ORIGINAL prepaid freight or express bill.
7. Correspondence regarding status of account will receive reply when applicable U. S. Government **purchase order number** is furnished.
8. The invoice should bear a serial number. That number, preceded by the letters PHS, will then appear on your check for identification purposes.

SAMPLE INVOICE

UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Government Purchase Order No. 36		
5 ea.	T Drains, pure gum amber, size 12	.50	2.50
5 ea.	T Drains, pure gum amber, size 18	.40	2.00
5 ft.	Tubing catalog #175	.08	.40
			4.90
		less 2%	.10
			4.80
		plus parcel post	.20
		(wt. 5 lb., Zone 3)	5.00

IF THE ABOVE INSTRUCTIONS HAVE BEEN COMPLIED WITH, YOUR INVOICE WILL IMMEDIATELY BE PLACED IN LINE FOR PAYMENT.

PHS-2824
7-56

AGREEMENT FOR THE LOAN OF PERSONAL PROPERTY BETWEEN AREAS WITHIN NIH AND TO OTHER AGENCIES OF THE FEDERAL GOVERNMENT

DATE: Oct. 6, 1960

FROM:	TO:
Institute or Organization: Justice Dept. Code 175 x 2396	Institute or Organization: National Institute of Mental Health
Address: Main Justice Bldg. 10th & Pa. Ave. Rm. 5524	Address: National Institutes of Health Bethesda, Md.
Custodial Area Location Code Number:	Custodial Area Location Code Number: 71210
Signature of Property Custodian (Lender):	Signature of Property Custodian (Borrower): [redacted], M.D.

b6
b7C

QUANTITY	DESCRIPTION	NIH SERIAL NUMBER / MFG. SERIAL NUMBER	COST OR APPRAISED VALUE, CONDITION
1	Stenograph # 50539		

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/28/01 BY ACC 60290 BCE/DCG/gmw

The above described property is hereby loaned for official use for the period commencing Oct. _____ and ending Dec. 29, 1960, (unless terminated at an earlier date). The borrower agrees to be responsible for any damage and/or repairs necessary as the result of usage, prior to return of the property.

Approved: [redacted], NIMH-CI — Oct. 7, 1960
Administrative Officer — Date

b6
b7C

Approve: _____ — Oct. 7, 1960
Accountable Officer, NIH — Date

PROPERTY OFFICER'S CERTIFICATION

I hereby certify that the necessary adjustments and entries have been made on the inventory records of the Property Unit, Supply Management Branch, NIH.

_____ — _____
Head, Property Unit — Date

INSTRUCTIONS

Prepare this form in quadruplicate. Forward all copies through the administrative officer to the accountable officer, NIH. The second and third copies will be returned to the lender, the fourth copy to the borrower. On return of the property, the lender shall indicate its return on the third copy and return to the accountable officer. Loans between NIH areas do not require approval of the accountable officer, however, for record purposes, the original copy must be forwarded immediately to the accountable officer, and the third copy when property has been returned.

66-3286

ENCLOSURE

RECEIVED FROM FEDERAL BUREAU OF INVESTIGATION ONE

STENOGRAPH MACHINE #50539 ON LOAN.

10-10-60

DATE [redacted]

b6
b7C

FOR PROPERTY UTILIZATION UNIT
NATL INSTITUTES OF HEALTH

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/28/03 BY AUC 160290 BCE/DCG/ymw

66- 3286-

ENCLOSURE

FD-36 (Rev. 12-13-56)

1-27

FBI

Date: 1/30/62

Transmit the following in _____ (Type in plain text or code)

Via AIRTEL AIRMAIL (Priority or Method of Mailing)

TO : DIRECTOR, FBI (56-2953)

FROM : SAC, SAVANNAH (56-69) (P)

SUBJECT: [redacted] ET AL
ELECTION LAWS - CONSPIRACY
(OO: SAVANNAH)

b6
b7C

DESTRUCTION OF BUREAU PROPERTY

ReBuAirtel 1/26/62.

USA DONALD FRASER, SDGA, Savannah, Ga., advised SA JACK M. BYRD on 1/28/62, that there is no reason to retain original negatives of film in this case, as time for an appeal has passed, and keeping of the negatives would serve no useful purpose.

Destroyed 2-2-62 GLS

(3) - Bureau
1 - Savannah
JMB:mfo
(4)

56-2953-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-10-82 BY SP4EW/ca

25 FEB 1 1962

XEROX FEB 6 1962

66-3286-

ORIGINAL FILED IN 56-2953-23

78 FEB 9 1962

NOT RECORDED
17 FEB 6 1962

Approved: _____ Sent _____ M Per _____

C C - Wick

Special Agent in Charge

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 1/18/62

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF MATERIAL IN BUREAU FILE 66-3657
SUGGESTION #441-62 SUBMITTED BY
MRS. [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

Destruction of Bureau Property

SUGGESTION: That Bureau file 66-3657 (original FBI Law Enforcement Bulletin [LEB] file) be reviewed for de-indexing and destruction; that Bureau file 94-3-1 (current LEB file) be reviewed for de-indexing and destruction of mail more than 10 years old; that rough draft write-ups of LEB maintained in folders behind file 94-3-1 be destroyed

PRESENT PROCEDURE: All mail is retained in these files.

ADVANTAGES: Suggester hopes to save filing and index space and eliminate unnecessary searches and reviews.

OBSERVATIONS: Crime Records Division considered these proposals and agreed that file 66-3657 should be reviewed for de-indexing and destruction of unnecessary material. They recommended that any pertinent information disclosed on review should be consolidated with file 94-3-1.

66-3286-

NOT RECORDED
141 FEB 8 1962

Concerning destruction of mail more than 10 years old in 94-3-1, Crime Records felt this was too drastic and felt the time lapse should be raised to 15 years.

1 ENCLOSURE With regard to the last proposal, they stated that the term "rough draft write-ups" as applied to material maintained in folders behind file 94-3-1, is not quite appropriate since the material is actually documentary in nature. It consists of the original manuscript received from the contributor and contains notations, additions, deletions, corrections, and similar background data relating to the treatment of the article in preparing it for publication. It also contains administrative notations of the results of Bureau file checks, verification of data and names, etc. Destruction of this material would leave only the finished product as a record; therefore, they opposed destruction of this material earlier than 15 or 20 years.

~~ENCLOSURE~~ Training and Inspection Division feels that as much filing space and review time as possible should be saved consistent with the needs of the Division which has reference to this material. Therefore, it is recommended that the suggestion, as modified by Crime Records Division, should be adopted.

57 FEB 14 1962

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/cal

1 - 66-3286
1 - 94-3-1
JER:jmh (4)
Enclosure

13 FEB 15 1962

ORIGINAL COPY FILED IN 66-3657-26

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #441-62

RECOMMENDATIONS:

1. That the suggestion modified as proposed by Crime Records Division, be adopted and the attached letter of appreciation be directed to the suggester. Receipt of the suggestion was acknowledged by prior letter.

2. That Crime Records Division undertake to review the material in Bufile 66-3657 and earmark the unnecessary material for destruction and de-indexing; pertinent material to be transferred to Bufile 94-3-1.

3. That Crime Records Division undertake the review of material in Bufile 94-3-1 which is at least 15 years old, to determine what material should be destroyed and de-indexed.

4. That Crime Records Division review those manuscripts maintained behind Bufile 94-3-1 which are at least 15 years old to determine what material should be destroyed and de-indexed.

January 10, 1962

RECOMMENDATION NUMBER 441-62 TO DE-INDEX AND DESTROY CERTAIN FILES ON FBI LAW ENFORCEMENT BULLETIN

Crime Records Division Comments:

We concur with the desire to eliminate unnecessary data and material to save file space and index space.

Point Number 1. We concur with the recommendation that Bufile 66-3657 be reviewed for de-indexing and destruction of unnecessary data. Pertinent information in serials to be consolidated with Bufile 94-3-1, current FBI Law Enforcement Bulletin file.

2. We feel destruction of mail more than 10 years old in file number 94-3-1 is somewhat too severe. A 15-year limit would be better and would provide a considerable portion of file space.

3. The description of material maintained in folders behind file 94-3-1 as "rough draft write-ups" is not quite appropriate. While these folders do contain the manuscripts of each article and introduction used in the Bulletins, one folder for each month, this material actually is documentary in nature. It consists of the original manuscript as received from the contributing police official. It contains notations, additions, deletions, corrections and similar background data relating to the treatment of the article in preparing it for publication. It also contains notations of the results of Bureau file checks, verification of data, names, etc., relating to each article. To destroy this background information would leave us without any record concerning the material published other than the final and finished product. Therefore, we cannot concur that this information should be destroyed. It might be that the older sections, some 15 or 20 years old, could be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 LLJ/ca

XEROX FEB 8 1962

CBF:paw

ENCLOSURE

ENCLOSURE

Employee Suggestion
(11-59)
FD-254 (R

b6
b7C

#482-62

Date: 1/10/62

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: FBI, San Juan

SUGGESTION

Destruction of Bureau Records - General

That instructions in the Manual of Rules and Regulations, Part II, Section 3-6A, which state: "Copies of serials in all classifications may be destroyed upon verification of death of subject," be enlarged to read: "Copies of serials, as well as channelizing memoranda and/or similar material, may be destroyed upon verification of death of subject."

Current practice or rule (Include manual citation as well as facts)

Duplicate serials are destroyed; all other serials are retained for twenty years.

Advantages of suggestion and annual savings (include basis for estimate)

Savings - variable

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/ca

66-3286-121

REC- 70

9 JAN 17 1962

EX-113

JAN 17 1962

b6
b7C

Disadvantages of suggestion

None anticipated

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any jus[illegible]ted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

It is believed that adoption of this suggestion would provide a saving in space through reduction of extensive file material in offices handling a great deal of security work.

John M Speakes, SAC

(Do not write in this space - for Bureau use only)

Ltr dtd 1/26/62 Encl-rmk 96 2/8/62, JER/rmk

Ltr & cy rec'd 2/8/62, JER/rmk

51 FEB 19 1962

Memo President to Budd, 2/7/62, JER/rmk

GEH
3 Bureau
2 San Juan

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan ✓
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel ✓
Trotter
Tele. Room
Ingram
Gandy

TO : MR. CALLAHAN DATE: 2-1-62

FROM : J. S. JOHNSON

SUBJECT: TREASURY BOND SCHEDULES, 1947 - 1953

Destruction of Bureau Property - GSA Row.

Copies of Treasury bond schedules for Bureau employees for the years 1947 - 1953 are contained in two cabinets in the Records Section. These schedules represent the only record in the Bureau of the bonds issued to Bureau employees and the serial numbers of such bonds. These schedules are used infrequently to determine the serial number of lost bonds upon request from Bureau employees; however, such serial numbers can be obtained through the Bureau of Public Debt in Chicago although this is a time-consuming procedure. Requests by our employees for the serial number of bonds issued for the years 1947 - 1953 have virtually ceased, there being only one such request during the past year. It is therefore believed that we should no longer maintain these bond schedules and they should be destroyed. There is no Government regulation requiring our maintenance of these schedules.

Subsequent to 1953, the Treasury Department has operated on a different system and serial numbers of bonds can be obtained with little difficulty from them. We, therefore, have not maintained a list of such numbers.

RECOMMENDATION:

It is recommended that the bond schedules for the years 1947 - 1953 be destroyed by incineration.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 dlm BY SP4 EWJ

MFR:dbm
(4)

66-3286-
NOT RECORDED
199 FEB 7 1962

1 - Mr. Tavel Bond schedules burned this date 2/6/62 JSJ/wmt

25 FEB 7 1962

FEB 10 00 AM '62

FEB XEROX 1962

57 FEB 15 1962

ORIGINAL COPY FILED IN 66-1181-85

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. CALLAHAN

DATE: 2/1/62

FROM : J. S. JOHNSON

SUBJECT: COORNAP CASE - TABULATING CARDS AND RECORDAK PRINTS USED IN PREPARATION OF RANSOM LIST
DESTRUCTION OF BUREAU RECORDS

There is on file in this section tabulating cards and Recordak prints of the ransom money in captioned case.

It does not appear that we will have any further need for these cards or Recordak prints and it is believed that this material should be destroyed. The original handlistings and Recordak film were returned to the Denver division on February 26, 1960, to be used as evidence.

RECOMMENDATION:

It is recommended that all tabulating cards and Recordak prints now on file in this section be destroyed.

WMR:des
(3)

Recordak Prints burned 2/9/62 WMR

166-3286-
NOT RECORDED
102 FEB 12 1962

The General Investigative Division has no objection to the destruction of tabulating cards and Recordak prints of the ransom money in captioned case.

13 FEB 9 1962

DATE 8-10-82 BY SP4ELW/cal

XEROX FEB 12 1962

58 FEB 16 1962

SIX

ORIGINAL FILED IN 7-95-75-1335

February 13, 1962

PERSONAL

REC-21 66-3286-922

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-16-82 BY SP4ELW/cal

b6
b7C

Dear Miss [redacted]

I have received your suggestion concerning the disposition of material maintained in certain Bureau files. Your proposal is being carefully considered and I will let you know if it is adopted.

The interest and alertness which you displayed in submitting this idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 5
FEB 13 1962
COMM-FBI

b6
b7C

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]
MJL:jmh (Suggestion #546-62 dated 2/7/62)
(5)

NOTE: Referred to the General Investigative Division for views and recommendations.

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM TELETYPE UNIT

71 MAR 14 1962

FEB 13 10 32 AM '62 FBI REC'D-READING ROOM

FEB 13 11 55 AM '62 FBI

REC'D MAIL & FILES

Employee Suggestion
(Rev. 9-11-59)

#54662

b6
b7C

Date
2/7/62

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		FOUR

SUGGESTION

That files 94-1-1805 and 62-160 be reviewed for destruction of the "Protective Bulletins" filed in these two files. File 62-160 is on the Illinois Bankers Association and the last Bulletin is dated November 1948 and go back to 1921. Many of the old Bulletins have numerous see cards made on them. File 94-1-1805 is on the Pennsylvania Bankers Association and the last Bulletin is dated December 1943 and go back to 1925.

Destruction of Bureau Property - Gen.

Current practice or rule (Include manual citation as well as facts)

Protective Bulletin is not filed.

Advantages of suggestion and annual savings (include basis for estimate)

Would destroy index cards that would not have to be listed by Searchers and save space in the Filing Unit.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-10-82 BY SP4ELW/cal

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

See attached page

REC-21 66-3286-922

Signature and Title

(Do not write in this space - for Bureau use only)

Ref'd to [illegible]
2/12/62 m/m

2/26/62 memo made

FEB 16 1962

Ref to Auth
2/24/62 ML:spd

5 FEB 15 1962

94-1-1805-5

62-160-

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

Employee Suggestion by [redacted] 2-7-62
(Form FD-252)

b6
b7C

COMMENTS:

These bulletins would appear to have no present value, and their destruction would result in the removal of numerous unnecessary cards from the General Index. Authority for destruction of this type of material has been granted under the General Records Schedule and no further archival approval is required. Comments of the General Investigative Division should be secured.

EWM:mcb
(5)

ADDENDUM: 2-8-62

The Streamlining Committee of the Files and Communications Division agrees that this suggestion should be given favorable consideration. For referral to the Training and Inspection Division.

EWM:mcb
(5)

51
2|8

FEB 13 11 00 AM '62

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. W. C. Sullivan

DATE: January 23, 1962

1 - Mr. Sullivan
1 - Mr. Bland
1 - Training and Inspection Division
1 - Mr. Baker

FROM : Division Streamlining Committee

SUBJECT: SUGGESTION NO. 482-62

Destruction of Bureau Records

b6
b7C

Domestic Intelligence Division comments have been requested concerning a suggestion submitted by [redacted] San Juan Office, that copies of serials as well as channelizing memoranda and/or similar material may be destroyed upon verification of death of subject.

SUGGESTION:

That instructions in the Manual of Rules and Regulations, Part II, Section 3-6A, which states "Copies of serials and all classification may be destroyed upon verification of death of subject" be enlarged to read "copies of serials as well as channelizing memoranda and/or similar material may be destroyed upon verification of death of subject."

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EWW

CURRENT PRACTICE:

Duplicate serials are destroyed. All other serials are retained for 20 years.

COMMITTEE FINDINGS:

Suggestion appears to have some merit, however, the information contained in the channelizing memoranda to be destroyed according to this suggestion has potential value and since no time limit is imposed by this suggestion, indexing to the original of the memoranda will be required. The suggestion is also vague in using the term "similar material." The authorization for destruction must be spelled out in more specific terms than utilized in the suggestion as submitted. It is questionable whether the alleged savings and space would be sufficient to justify the time spent in removing the memoranda, preparing their filing index cards which would be retained until the file is destroyed at the expiration of 20 years. At the end of the 20 years, it would be difficult from a review of the files to be destroyed to determine what index cards should then be pulled from the general index. The result would be useless index cards remaining in cabinets.

REC-72 66-3286-923

FEB 14 1962

EX-101

RECOMMENDATION:

That this memorandum recording the views of the Domestic Intelligence Division be forwarded to the Suggestion Desk of the Training and Inspection Division for assistance.

57 FEB 20 1962

JVB:sac (5)

2/12/62

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 2/12/62

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION #482-62 SUBMITTED BY
MISS [redacted] SAN JUAN OFFICE

b6
b7C

SUGGESTION: That provisions of the Manual of Rules and Regulations (MRR), which permit destruction of copies of serials in all classifications upon verification of death of the subject, be extended to cover channelizing memoranda and/or similar material.

CURRENT PRACTICE: MRR, Part II, Section 3, 6, a, on page 11c permits the destruction of copies of serials in all classifications on verification of death of subject. Channelizing memoranda are destroyed after being incorporated in a report. Files and records in the field may be destroyed after 20 years.

OBSERVATIONS: SAC Speakes of the San Juan Office favored adoption of the idea.

Files and Communications Division had no objection to the destruction of such material if the substantive Division thought it feasible.

The Domestic Intelligence Division commented that, while the idea has merit, the information contained in the channelizing memoranda to be destroyed has potential value. They felt no time limit is posed by the suggestion and indexing to the original of the memoranda would have to be done. They stated the suggestion was also vague regarding the term "similar material." They questioned whether any savings in time or space would be sufficient to justify the time spent in removing memoranda and performing the necessary indexing to the original until the file is destroyed after 20 years.

The Training and Inspection Division feels that while there is merit to the suggestion, it is difficult to envision whether savings in space would be substantial enough to warrant adoption of the idea. At the present time, channelizing memoranda are destroyed in security classifications after the information is incorporated in a report. This was permitted because they are quite voluminous and after being placed in a report would only furnish duplicate information. Channelizing memoranda are rare in almost

1 - Files and Communications Division
1 - Domestic Intelligence Division
1 - General Investigative Division
1 - Special Investigative Division
1 - R. K. Moore

66-3286-924

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/TNO

REC-72

JER:jmh
(7)

63 FEB 20 1962

all other categories, although they are being used more frequently in connection with "top hoodlum" cases. The "similar material" to which the suggester refers would be correspondence of which there would only be a single copy in the file, hence there would be no duplicate to strip. It is not felt that enough of this material exists in these files to warrant the administrative effort necessary to cull it out.

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary as the suggester was thanked by prior letter.

66-3286-925

REC-91

EX 101

February 16, 1962

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Albany, New York

b6
b7C

Dear Mr. [redacted]

Thank you very much for your suggestion concerning the disposition of extra copies of serials in a criminal case when it is referred upon completion. Careful consideration is being given to your proposal and you will be advised if it is adopted.

I appreciate the interest which prompted you to submit this idea to me.

Sincerely yours,

J. Edgar Hoover

MAILED 5
FEB 16 1962
COMM-FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 CEW/CQ

b6
b7C

1 - SAC, Albany
1 - Personnel file of Mr. [redacted]
JER:jmh (Suggestion #573-62 dated 2/12/62)
(5)

NOTE: Referred to General Investigative and Special Investigative Divisions for views and recommendations.

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

APR 11 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

FEB 16 11 54 AM '62 FBI REC'D-READING ROOM

FEB 12 11 01 AM '62 FBI

FEB 12 11 38 AM '62 FBI

FEB 12 12 15 PM '62 FBI

FEB 20 11 03 AM '62 FBI

5/24/62 returned

Employee Suggestion
FD-252 (Rev. [illegible]-59)

#513-62

b6
b7C

Date: 2/12/62

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Albany

SUGGESTION: Destroy all but one copy of a serial when the case is RUC'd, in criminal type matters as is now done in security matters.

X Destruction of

O Destruction of Bureau Records
General

EXPEDITE 30 1

Current practice or rule (Include manual citation as well as facts)

To destroy extra copies of serials when the file is consolidated each six months.

Advantages of suggestion and annual savings (include basis for estimate)

Will give needed file space. Applies particularly to 91 matters when sometimes the office(s) receive two copies of a voluminous report to cover a minor lead such as MVB check. In the manner above outlined the destruction could be done on a day-to-day basis, i.e. after posting operations, and reduce the project work that comes up each half year.

Unable to estimate savings.

REC-91 66-9286-725

11 FEB 19 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/cak

Disadvantages of suggestion

None apparent

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head: This appears to be an excellent suggestion to make available additional filing space and it is recommended it be adopted.

[illegible] SPECIAL AGENT IN CHARGE
Signature and Title

(Do not write in this space - for Bureau use only)

Ltr Ack'd 4/6/62, JER/mmd

ERI
memo RECORDED
4 copies
3/29/62
MLK:mmd

1 SEP 5M

TWO

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 2-9-62

FROM : L. E. SHORT

SUBJECT: DE-INDEXING OF BUREAU FILE 44-25 ENTITLED "KU KLUX KLAN"

Bureau file 44-25 entitled "Ku Klux Klan" consists of two sections containing 71 serials and one not-recorded section. This file relates to Ku Klux Klan activities during the 1920's and the last piece of mail placed in this file was recorded on March 5, 1924. This file contains considerably indexing and many of the names indexed have little or no identifying information. A number of the serials (example serial 44) relate to list of Federal employees whose names were being checked against Ku Klux Klan membership list. In view of the lack of identifying information relating to many of the names indexed and in view of the age of the material involved, this information appears to be of questionable value to the Bureau today and it is recommended that consideration be given to de-indexing this file.

RECOMMENDATION:

That this memorandum be referred to the Special Investigative Division and that consideration be given to de-indexing file 44-25 entitled Ku Klux Klan.

CWM:wjs
(3)
Enclosures

166-3286-
NOT RECORDED
191 FEB 20 1962

22 FEB 20 1962

RECORDS

ADDENDUM - SPECIAL INVESTIGATIVE DIVISION OEC:ma 2/13/62

The Special Investigative Division concurs that this file should be de-indexed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EJW

XEROX FEB 26 1962

ADDENDUM - GENERAL INVESTIGATIVE DIVISION (FHF:ers 2/15/62)

58 MAR 5 1962

The General Investigative Division concurs that this file should be de-indexed of those names without identifying data.

ORIGINAL FILED IN 44-25-12

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-19-2011

MR. TAVEL

3/28/62

L. E. SHORT

[redacted] b7D

Description of List: 100-769-1840. List consisting of approximately 2000 names submitted by [redacted] in 1941. This is a list of subscribers to the "Frankfurter Zeitung" in the USA and West Indies. b7D

The attached listing of names has been called to our attention by Records Branch personnel who suggest that the material be deindexed through the removal of the cards from the Bureau's indices, thereby eliminating unnecessary reference to this data.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

JWM:brh
(2)

cc 66-3286

CLASS. BY SPUEWJCAL
REASON FOR 1.2(a)(2)
DATE OF REVIEW 8-10-82 OADR

66-3286-
NOT RECORDED
145 APR 4 1962

60 APR 11 1962

8/28/03
CLASSIFIED BY AUC 60290 BCE/DCG/ymw
DECLASSIFY ON: 25X 1-6
AS AMENDED

ORIGINAL COPY FILED IN

DESTROY 6 YRS. AFTER RECORDS SENT TO BUREAU

2/26/62

MR. TAVEL

L. E. SHORT

Destruction of Bureau Records - General 103299

CENSORSHIP - WATCH LIST

Description of Lists: 62-62736-5-47 (watch list)
48 (deletion list)
268 (deletion list and watch list)

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that these and similar lists be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these and similar lists. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

CC: 66-3286

[illegible] 8-10-82 DISPELW

66-3286-
NOT RECORDED
191 MAY 2 1962

SAC, New York

March 2, 1962

Director, FBI

DESTRUCTION OF BUREAU RECORDS - GENERAL
EMPLOYEE SUGGESTION #573-62

It has been suggested that auxiliary offices be permitted to destroy all extra copies of serials in criminal cases at the time the case is referred upon completion (RUC'd).

Your comments and recommendations are solicited concerning the advisability of adopting this procedure. Submit replies to reach the Bureau, attention, Training and Inspection Division, by March 9, 1962.

1 - Charlotte
1 - Norfolk
1 - Pittsburgh

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW3/cal

JER:jmh (Suggestion #573-62)
(7)

b6
b7C

NOTE: Clerk [redacted] of the Albany Office has suggested that auxiliary offices be permitted to destroy all extra copies of serials in criminal cases at the time they are referred upon completion. On the basis of comments by the General Investigative and Special Investigative Divisions, it is felt that views of field offices should be obtained.

MAILED 19
MAR 2 - 1962
COMM-FBI

REC-53 66-3286-924

19 MAR 5 1962

EX 101

MAIL ROOM ☑ TELETYPE UNIT ☐

February 27, 1962

66-3286-927

REC-39

EX-105

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion concerning the disposition of material maintained in certain Bureau files. I am indeed pleased to advise you that your proposal has been adopted and the necessary steps are being taken to place it into effect.

I want to thank you for giving me the benefit of your observations on this matter.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 CLW/COL

1 - Mr. Tavel
1 - Personnel File of Miss [redacted]
MJL:spd
(5) (Suggestion #546-62)

b6
b7C

NOTE: Based on memorandum J. F. Malone to Mr. Mohr, MJL:spd, 2-26-62, re: Destruction of Bureau Property-General Suggestion #546-62 Submitted by Miss [redacted] Files and Communications Division.

RECD-READING ROOM
FBI
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FBI
RECD-READING ROOM
FEB 27 3 13 PM '62

FBI
DIRECTOR

MAILED 20
FEB 27 1962
COMM-FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

71 MAR 14 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 2-26-62

FROM : J. F. Malone

b6
b7C

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
GENERAL SUGGESTION #546-62 SUBMITTED
BY MISS [redacted]
FILES AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EWT Cal

Suggestion: That files 94-1-1805 and 62-160 be reviewed for destruction of the "Protective Bulletins" which are filed therein. File 62-160 is on the Illinois Bankers Association, the last bulletin is dated November 1948 and they go back to 1921. File 94-1-1805 is on the Pennsylvania Bankers Association, the last bulletin is dated December 1943 and they go back to 1925.

Current Practice: These bulletins are not filed.

Advantages: If destruction of these bulletins is approved, the index cards could also be destroyed. A saving of searching time and space would be realized.

Observations: The Files and Communications Division advised these bulletins would appear to have no present value and their destruction would result in the removal of numerous unnecessary cards from the General Index. Authority for destruction of this type of material has been granted under the General Records Schedule and no further archival approval is required.

The General Investigative Division felt the suggestion should be adopted. They advised, if adopted, the work of their division would not be affected. The information in these bulletins is quite old and, if a Bureau subject is mentioned therein the Bureau case file would provide equal or better information. No instance can be recalled wherein search of Bureau indices developed references to these bulletins which was of value to any investigation.

The Training and Inspection Division feels this suggestion should be adopted to provide for clearing this material, which is of no further value, from our files.

MLL:spd
(2)
Enclosure

REC-39 66-3286-927

MAR 8 1962

Captain Pilger in

Memo to Mr. Mohr
Re: Destruction of Bureau Property
General Suggestion #546-62 Submitted
By Miss [redacted] b6 b7C
Files and Communications Division

RECOMMENDATIONS:

(1) That the suggestion be adopted and the attached letter of appreciation forwarded to the suggester. She was thanked by prior letter.

(2) On approval, the memorandum will serve as authority for the Files and Communications Division to take appropriate action.

VIEWS OF THE GENERAL INVESTIGATIVE DIVISION RE: SUGGESTION #546-62

COMMENTS OF GENERAL INVESTIGATIVE DIVISION 2/13/62 JPJM:imc

The suggestion, if carried out, would not affect the work of General Investigative Division. As pointed out, the last bulletin is dated in 1948 (Illinois) and the information is, therefore, quite old. If a Bureau subject is mentioned therein the Bureau case file would provide equal or better information.

No instance is recalled wherein search of Bureau indices developed references to those bulletins of value to any investigation.

The above has been cleared with Bank Robbery, Federal Reserve Act and Interstate Transportation of Stolen Property Desks.

memo Tratner to Mohr
2/26/62 ML:spd

let to Quigg 3/2/62
ML:spd

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 2/12/62

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION #481-62 SUBMITTED BY
MISS [redacted] SAN JUAN OFFICE

b6
b7C

SUGGESTION: That the provisions of the Manual of Rules and Regulations (MRR) which permit an office of origin (OO) to destroy all copies of serials after a file has been closed ten years, be extended to permit an OO and auxiliary offices to destroy all copies of each serial in pending files which is over ten years old.

PRESENT PRACTICE: MRR, Part II, Section 3, D, 6b (2), page 11c provides that all copies of each serial in the 65, 100 and 105 Security classifications may be destroyed after the file has been closed ten years or upon verification of the death of the subject, provided the files have not already been consolidated at the discretion of the SAC.

ADVANTAGES: Savings to be realized in file space.

OBSERVATIONS: SAC Speaks of the San Juan Office recommended adoption of the suggestion for advantages stated. General and Special Investigative Divisions were not involved since the manual provisions deal with Security cases.

The Domestic Intelligence Division opposed adoption of the suggestion. They commented that the choice of words may not convey the intention of the suggestion. This change would allow even copies of recent serials to be destroyed. In order to avoid this, it is preferable to retain this requirement as at present. Further, pending files are of potential worth in their entirety no matter how old the serials may be.

The Files and Communications Division had no objection to adoption of the suggestion since it would undeniably save filing space. They felt the comments of Domestic Intelligence Division should be obtained.

REC- 53 66-3286-928

The Training and Inspection Division feels the idea has merit and should be adopted. It is difficult to reconcile with sound records management the keeping of additional serials in a file on the off-chance that they might be needed for dissemination purposes. Ample reproduction facilities in the form of Xerox machines, photostating and autostating equipment are available if needed. The Records Branch at the Seat of

15 MAR 7 1962

1 - Domestic Intelligence Division
1 - Inspection Staff (Attn: R. K. Moore)
JER:jmh

62 MAR 13 1962

2/28/62 JER/jmh

Memo Nelson to Mohr,

DECLASSIFIED BY SP4 ELG/ldb ON 8-10-82

Lt. & Commendation Mtg. mtd

INDEXED

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #481-62

Government now destroys all duplicates of serials in its files. It is noted that Archival authority is not needed for the destruction of serials. The possibility that copies of serials in the security classifications 65, 100 and 105, would be needed after ten years appears remote and limited primarily to changes of office of origin. In the latter instance of course, the new office of origin must be given a copy of all correspondence in the case which it has not already received. Instances of this nature would not appear so frequent as to justify clinging to copies of old serials in the pending cases in these classifications. It is noted that the suggestion refers only to serials which are 10 years old or more in these files and does not seek destruction of more recent ones.

The San Juan Office cited the instance of three copies of a ten year old, 50-page mimeographed report, where an inch of file space could be saved from the destruction of two of the three copies of the report alone.

Contact was made with the Washington Field Office (WFO) and the New York Office (NYO), both of which handle substantial volumes of cases in the three categories. Both offices were of the opinion that the suggestion was sound and would effect a desirable saving in filing space. A spot check of the files in WFO showed 10 volumes in one case, 2 1/2 volumes in another and 47 volumes in another which were pending and contained material 10 years old or more. The bulk of this old material was extra copies of reports so, at a conservative estimate space occupied by 30 volumes could be saved in these three cases alone. The New York Office advised that adoption of this procedure would save them ten filing cabinets of space.

It is realized that instances would arise when there would exist a good and sufficient reason to retain this material; therefore, it is felt that the destruction of these copies should be permissive rather than mandatory.

RECOMMENDATIONS:

1. That the suggestion be adopted.

2. On approval, that the suggester be commended.

See Addendum

ADDENDUM DOMESTIC INTELLIGENCE DIVISION TDR/mea 2-16-62

Numerous suggestions along similar lines have been considered unfavorable in the past.

It has been this Division's position that three copies of reports in security cases on individuals should be retained by the office of origin as a minimum of three copies of reports on individuals included in the Security Index will be necessary in the event of a national emergency in which such individuals will be apprehended. One copy of the report must be submitted to the local United States Attorney who will be requested to conduct hearings in these cases, one copy should be available for use of Agents who may attend hearings under the Emergency Detention Program and one copy should remain in the field office file in order that the file may be complete. In opposing the reduction in the number of such copies, an additional factor exists in that it may be necessary to reconstruct security files in the field should files at the Seat of Government be destroyed by enemy attack.

The question of reduction in the number of copies of reports in these security cases was considered by the Executives Conference in September, 1954. The Executives Conference by memorandum of September 17, 1954, agreed with this Division's position in this matter.

With respect to those individual security cases, the subjects of which are not included in the Security Index, I would like to point out that:

1. There is no way of knowing whether or not such a subject may be added to or redesignated for the Security Index.

2. Many of these individuals are included in the Reserve Index and will be subjects of investigation, interrogation and/or considered for apprehension under the Emergency Detention Program following apprehension of Security Index subjects. Therefore, this Division feels compelled to oppose destruction of extra copies of reports in these cases.

The above factors do not take into consideration the need for extra copies on changes of office of origin and need for

Memo Malone to Moore, 2/28/62, JKR:lpnb

Ltr to Commendation 2/1/62, mea/lpnb

ADDENDUM (continued)

extra copies for dissemination purposes, it being noted that numerous security reports are continually being disseminated to interested agencies in the Executive Branch and this dissemination is by no means limited to serials less than 10 years old.

In taking the above position, this Division has taken into consideration the increase in ability to reproduce reports and other documents in the field, however, under emergency conditions under which we must deliver to the United States Attorneys reports promptly in order that he may prepare for hearings which, under the Regulations of the Attorney General, must be held in each case within 45 days following apprehension, a great deal of confusion, difficulty and delay in reproducing reports would undoubtedly result. For the above reasons it is the opinion of this Division that reports in individual security cases should not be destroyed in accordance with the above suggestion, however, if the need for space is so compelling as to override the above reasons for retention of these reports, this Division will not further oppose the adoption of the suggestion.

W.C.S.

1/20
I think we have to come to this sooner or later. I recommend we adopt the suggestion

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI
ATTENTION: Training and Inspection Division

DATE: 2/15/62

FROM : SAC, Philadelphia (66-2159)

SUBJECT: INVESTIGATIVE REPORTS

ReBulet to New York, 2/9/62.

Provisions of the Manual of Instructions, Volume III, Section 87D, g(7), Page 78a, regarding the destruction of BUREAU channelizing memoranda following the submission of reports in security investigations, should also apply in criminal cases.

PROPERTY - GENERAL

The increased volume of intelligence type investigations in the criminal field and the interlocking of top hoodlum investigations, one with another, makes it practical and necessary to streamline case files in criminal categories.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EWJ/Cal

166-3286
NOT RECORDED
126 FEB 19 1962

(2) - Bureau (1cc dft Dugg Dorme)
1 - Philadelphia (66-2159)

9 FEB 19 1962

DMH:dfb
(3)

ORIGINAL FILED IN 66-2135-2619

TWO

FEB 19 1962 XEROX

58 APR 12 1962

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. CALLAHAN

DATE: February 8, 1962

FROM : C. L. ROGERS

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

On February 7, 1962, I checked through our stored material and recommend the following for removal from the storage files and destruction at this time.

Division Three

OF Bureau Property

1. Public and Private Laws, 85th Congress: - We are now in the 87th Congress and we have the 86th Congress material also on hand. We do not need the 85th Congress material and it can be destroyed now.

2. Printed copies of Hearings for Fiscal Year 1960: - We have those on hand for 1961 and those for 1962 will soon be coming in. Accordingly, it is felt we should be able to dispose of those for 1960 now.

3. Civil Service Commission Bulletins and Department Circulars: - There is a group of these on hand dated in 1957 and 1958. We do not need them this far back and this group should be removed and destroyed now.

4. Civil Service Commission Transmittal Sheets: - These are on hand for 1958, 1959 and 1960. We should be able to dispose of those for 1958 and 1959 now.

5. Copies of Congressional Record: - Copies are on hand beginning in January, 1959. We have been keeping those for the past two years on hand. Accordingly, those dated in 1959 can be disposed of at this time.

6. Copies of Federal Register: - As with the Congressional Record, we have been keeping these for two years. Accordingly, those dated in 1959 can be destroyed now.

66-3286
NOT RECORDED
133 MAR 7 1962

7. Group of bulletins, circulars, and the like, as follows:

(a) - Department of Justice Orders and Memos for 1955 and 1956.

66-1555-E

1-Mr. Travers (sent direct)
1-Mr. W. C. Jackson (sent direct)
CLR:ems
(5)

MAR 1 1962

MAR 7 1962

ORIGINAL FILED IN 62-109060-1555-79

Memorandum to Mr. Callahan from C. L. Rogers
Re: Administrative Division Material

1 drawer (b) - Department of State Standardized Regulations for 1958 through 1960.

1 drawer (c) - Treasury Department Circulars for 1959 and 1960.

1 drawer (d) - United States Attorneys Bulletin, 1958 through 1960.

The above items consist of copies of the usual routine bulletins, circulars, and the like, distributed by the agency involved. At the time of receipt, copies were forwarded to the interested Divisions and officials. If we wanted anything along this line at this time we would go to the agency for it anyway so having the copies in our storage file is of no particular benefit. Accordingly, this group of items should be disposed of now.

RECOMMENDATION:

That items 1 through 7 described above be removed from storage and be destroyed now. Should you agree, arrangements will be made with the Files and Communications Division to have this done.

Destruction completed 2/14/62. 65

FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Evans
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Trotter
Tele. Room
Ingram
Gandy

TO : Mr. W. C. Sullivan DATE: January 23, 1962

FROM : Division Streamlining Committee
1 - Mr. Sullivan
1 - Mr. Bland
1 - Training and Inspection Division
1 - Mr. Baker

SUBJECT: SUGGESTION NO. 481-62
"Destruction of Bureau Records - General"

b6
b7C

Domestic Intelligence Division comments have been requested concerning a suggestion submitted by [redacted] San Juan Office, that office of origin and auxiliary offices may destroy all copies of each serial in pending files which is ten years old. Domestic Intelligence Division is not in favor of adopting this suggestion.

SUGGESTION:

That instructions in the Manual of Rules and Regulations, Part II, Section 3-6 (2), entitled "Destruction of Copies of Serials" which reads "...office of origin may destroy all copies of each serial after file has been closed for ten years..." be extended as follows "also, office of origin and auxiliary office may destroy all copies of each serial in pending files which is over ten years old."

CURRENT PRACTICE:

Current practice in pending files is to retain all copies of all serials.

COMMITTEE FINDINGS:

First, the choice of words in the suggestion may not convey the intention of the suggestion. This change would allow even copies of recent serials to be destroyed. In order to avoid such it is preferable to retain this requirement as it is presently set forth in Rules and Regulations. In addition, pending files are of potential worth in their entirety no matter how old the serials may be.

REC- 53 66-3286-929

RECOMMENDATION:

That this memorandum recording Domestic Intelligence Division not in favor of adopting the above suggestion be forwarded to Training and Inspection Division, Suggestion Desk.

JVB:sac
(5)

NOT RECORDED
57 MAR 15 1962

EXAMINATION REQUIRED BY CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/cal

Memo Malone to Rosen, 2/28/62, JER/pmk
Memo Malone to Rosen, 2/28/62, JER/pmk
Ltr to Commissioner, 3/1/62, JER/pmk

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Trotter
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 1-23-62

FROM : L. E. SHORT

SUBJECT: SUGGESTION 481-62

Destruction of Bureau Records - General

[redacted] has suggested that field offices be permitted to destroy extra copies of serials, which are over 10 years old, in pending files. Regulations now permit the destruction of extra copies of serials in closed files which are 10 years old.

b6
b7C

Files and Communications Division has no objection to the adoption of this suggestion. As pointed out by Miss [redacted] destruction of extra copies would provide additional filing space in the pending files.

In view of the nature of the suggestion, it is believed that the comments of the substantive divisions at the Seat of Government should be obtained. In addition, consideration should be given to securing the comments of Special Agents in Charge of some of the larger continental field divisions.

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:bpr
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/ cal

66-3286-930

REC- 53

12 MAR 7 1962

57 MAR 15 1962

memo Malone to Mohr, 2/12/62, JEK/smb

memo Malone to Mohr, 2/28/62, JEK/smb Commendation Ltr 3/1/62, MJ smb

March 1, 1962

PERSONAL

REC-53 66-3286-931

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP1 SW/cal

Miss [redacted]
Federal Bureau of Investigation
San Juan, Puerto Rico

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion concerning certain revisions for the Manual of Rules and Regulations. It is a pleasure to advise you that your proposal has been adopted and steps are being taken to place it into effect.

You are to be commended for the initiative and alertness you displayed in submitting this idea which will aid in our efforts to conserve space.

Sincerely yours,

J. Edgar Hoover

1 - SAC, San Juan
1 - Personnel file of Miss [redacted]

b6
b7C

MAR 1 2 58 PM '62
REC'D-READING ROOM
F B I

ML:jmh (Suggestion #481-62)
(5)

NOTE: Based on memorandum J. F. Malone to Mr. Mohr, JER:jmh, 2/28/62, re: Destruction of Bureau Records - General, Suggestion #481-62 Submitted by Miss [redacted] San Juan Office.

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RECEIVED DIRECTOR
F. B. I.

MAR 13 1962
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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Ingram
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TO : Mr. Mohr DATE: 2/28/62

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION #481-62 SUBMITTED BY
MISS [redacted] SAN JUAN OFFICE

The purpose of this memorandum is to bring up to date the consideration and conclusions reached regarding the captioned suggestion.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-13-81 BY 6383 VRT/ca

b6
b7C

SYNOPSIS

Miss [redacted] suggested that provisions of the Manual of Rules and Regulations (MRR) which permit an office of origin (OO) to destroy all copies of serials in the 65, 100 and 105 Security classification cases after the case has been closed ten years or upon verification of the death of the subject, be extended to permit an OO and auxiliary offices to destroy all extra copies of each serial which is over ten years old in pending files.

SAC Speakes of the San Juan Office and Files and Communications Division recommended adoption in the interests of saving filing space. Contact with the New York, and Washington Field Offices which also handle substantial volumes of cases in these classifications resulted in their recommendation that the idea be adopted. New York advised that such a procedure would save ten filing cabinets of space.

Domestic Intelligence Division opposed adoption of the suggestion on the basis that a minimum of three copies of reports in security cases on individuals are necessary in the event of a national emergency, one copy for the file, one for the local U. S. Attorney and one for the use of Agents in connection with the Emergency Detention Program. They pointed out that destruction of 10-year old material would necessitate reproduction of this material for the above purposes and also for additional dissemination.

You approved the recommendations of the Training and Inspection Division that the suggestion be adopted and the suggester commended. The Domestic Intelligence Division added an addendum reiterating their objections but advising that if the need for space was compelling enough to override their objections they would not oppose adoption. Mr. Belmont added his recommendation that the suggestion be adopted.

Accordingly, the Training and Inspection Division recommends that the procedure be placed into effect and that in implementing it, any destruction of the material involved should only be done on the responsibility of the case Agent or his supervisor.

Enclosure
1 - R. K. Moore
JER:jmh (3)

Manual of Rules & Regulations Revised

REC- 53 66-3286-93

XEROX MAR 8 1962

12 MAR 7 1962

2-feb

CC-66-1934

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #481-62

RECOMMENDATIONS:

1. That the attached letter of commendation be directed to the suggester.

2. That this memorandum serve as the authority for the Manuals Desk, Training and Inspection Division to make the necessary Manual Revisions.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Rosen

DATE: 2/26/62

FROM : W. B. Welte

SUBJECT: JOHN DILLINGER CASE
RETENTION OF EVIDENCE

Tolson
Belmont
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Tele. Room
Ingram
Gandy

Destruction of Bureau Property

In response to requests from the Mechanical Section, the General Investigative Division has reviewed the Dillinger case to determine if the three bullet-proof vests, which were obtained from members of the Dillinger gang should be retained at the Bureau as evidence in the Dillinger case. This property is no longer of any evidentuary value.

The retention of these vests has been discussed with the Laboratory and Crime Records Division, and they do not feel this property is of significant value for Laboratory examination or exhibit material in the future.

The three bullet-proof vests are old and deteriorating and have no value.

From a review of the Dillinger file, these vests are of no evidentuary value.

1 - Crime Records Division
1 - Laboratory
1 - Administrative Division (Renneberger)
1 - Bufile 62-29709

MGW:ejf
(9)

Sent to Quantico for disposal 3/7/62 RCR

Destroyed 3/12/62

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-10-82 BY SP4CLW/pg

NOT RECORDED 141 MAR 13 1962

Suggest we dispose of them

XEROX MAR 13 1962

5 1 MAR 16 1962

1-26

ORIGINAL COPY FILED IN 62-29709

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Ingram
Gandy

TO : Mr. Mohr DATE: 2/8/62

FROM : J. F. Malone

SUBJECT: INVESTIGATIVE REPORTS
SUGGESTION #497-62 SUBMITTED BY
SA EUGENE C. PETERSON, TAMPA OFFICE
Destruction of Bureau Records

Captioned employee proposed that the provisions of the Manual of Instructions, Volume III, Section 87D, g(7), page 78a, pertaining to the destruction of channelizing memoranda following submission of reports in security investigations, also apply in criminal cases. He made specific mention of cases in the 92 (Anti-Racketeering) and 162 (Interstate Gambling Activities) classifications.

The Special Investigative Division felt that comments and recommendations should be solicited from the New York, Newark, Philadelphia and Chicago Offices in view of the coverage existing in those offices under the Criminal Intelligence Program. Following receipt of their views, final decision will be made regarding the suggestion.

RECOMMENDATION:

That the attached letter be sent to the New York, Chicago, Newark and Philadelphia Offices.

Enclosure

JER:jmh
(2)

66-3286-
NOT RECORDED
176 FEB 16 1962

ORIGINAL FILED IN 66-2435-8615

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/cal

XEROX
FEB 15

25 FEB 1962

Routing Slip 5245

SAC, New York

February 9, 1962

Director, FBI
66- 3286 -

INVESTIGATIVE REPORTS

It has been suggested that the provisions of the Manual of Instructions, Volume III, Section 87D, g(7), page 78a, regarding the destruction of channelizing memoranda following the submission of reports in security investigations, also apply in criminal cases. Specific mention was made of cases in the 92 (Anti-Racketeering) and 162 (Interstate Gambling Activities) classifications.

Your comments and recommendations are requested regarding the proposed procedure. Submit replies to reach the Bureau, attention, Training and Inspection Division, by February 16, 1962.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/cal

1 - Chicago
1 - Newark
1 - Philadelphia

JER:jmh
(7)

NOTE: Based on memorandum J. F. Malone to Mr. Mohr, 2/8/62, re: Investigative Reports, Suggestion #497-62 Submitted by SA Eugene C. Peterson, Tampa Office.

ORIGINAL FILED IN 66-24355

MAILED 25
FEB 9 - 1962
COMM-FBI

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XEROX
APR 12 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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DeLoach
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Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-5-62

FROM : L. E. SHORT

SUBJECT: MILWAUKEE, WISCONSIN, POLICE DEPARTMENT
NATIONAL STOLEN PROPERTY INDEX CHECKS
Bureau File 87-290-51-2

O Destruction of Bureau Property - Gen

Reference is made to letter to Milwaukee Field Office dated 12-16-61 wherein it was requested that the Milwaukee Office contact the Milwaukee Police Department and suggest that a change be made in the form submitted by that department for checks of the National Stolen Property Index (NSPI) of guns coming to the attention of the department. Currently, as a result of this action, the form that is being received from the Milwaukee Police Department does not contain the phrase "please add to your records." Therefore, since by prior agreement the Milwaukee Police Department assumes the check of the NSPI to be negative after receiving no answer for three weeks, no reason exists for the filing of these form letters after a search of the NSPI with negative results. The Records Branch has revised its procedure for handling such requests from this department to provide for the destruction of "negative" form letters on recovered guns. However, those form letters reporting stolen guns will be indexed and filed as has been the procedure in the past. Also, when a search of the NSPI develops some possible identifications requiring correspondence with the Milwaukee Police Department, these forms are also indexed and filed.

The Bureau file relating to searches of the NSPI for the Milwaukee Police Department currently consists of 69 sections requiring in excess of three drawers of filing space. The vast bulk of this file is made up of form letters which generated negative results in a search through the NSPI. In view of the revised procedure for handling current correspondence with the Milwaukee Police Department, no reason exists for retention of this material in file and it should be destroyed in order to conserve space and facilitate subsequent reviews of the file.

RECOMMENDATION:

166-3286-
NOT RECORDED
199 MAR 12 1962

It is recommended that Bureau File 87-290-51-2 be purged of form letters from the Milwaukee Police Department on which searches of recovered guns developed no information.

NFS:jam
(3)

62 MAR 19 1962

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/cal

ORIGINAL COPY FILED IN

MR. TAVEL 3/2/62

L. E. SHORT

CONTACTS WITH LAW ENFORCEMENT OFFICIALS
66-3579

File 66-3579 has been called to our attention by Records Branch personnel who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that the names of law enforcement officials where no derogatory information or lack of cooperation is indicated be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review 66-3579 to determine if it may be de-indexed as suggested above. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

JWM:brh:wjs
(2)

cc - 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 DISPELW/Cal

66-3286-
NOT RECORDED
176 MAR 20 1962

60 MAR 22 1962

349

Destruction of Bureau Records

ORIGINAL FILED IN 66-3579-2401

MR. TAVEL 3/15/62

L. E. SHORT Destruction of Bureau Records - General

BRAZIL - JAPANESE RESIDENTS

Description of Lists:	64-3008-B-3,6,37	Japanese scheduled to be repatriated.
	64-3008-B-8	Repatriated Japanese and those scheduled to be repatriated but who remained in Brazil.
	64-3008-B-28	Japanese employees of the Santos Dock Company
	64-3008-B-32	Japanese whose repatriation was desired by Japanese Government.
	64-3008-B-39	Spanish and Swiss diplomats en route to Tokyo on assignment
	64-3008-B-42	Japanese living in Rio Grande Do Sul, Brazil

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In many cases insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division

CC: 66-3286
JWM:brh

166-3286-
NOT RECORDED
191 MAR 28 1962

57 APR 4 1962

DECLASSIFIED
DATE 8-10-82 BY SP4 ECW/cal

SEE ADDENDUM PAGE TWO

Addendum TWL:pa March 22, 1962

RE: BRAZIL - JAPANESE RESIDENTS

Instant memorandum refers to various serials in 64-3008-B which disclose the names of Japanese residents in Brazil during WW II. The lists of names, several of which were obtained through confidential sources, are devoid completely of identifying data or at most have insufficient to effect identification.

Records Division proposes that the material be deindexed through removal of the cards from Bureau indices.

ACTION:

That Records Division proposal be carried out as lists in view of lack of identifying data are of no material help.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
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Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3/15/62

FROM : L. E. SHORT

SUBJECT: MEXICO - FOREIGN RESIDENTS

DESTRUCTION OF BUREAU RECORDS

Description of List: 64-2708-34. Italian, Japanese and German residents of Ciudad Mante, Tamaulipas, Mexico.

The attached listing of names has been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EWJ/CAL

CC: 66-3286
JWM:brh

66-3286-
NOT RECORDED
119 MAR 29 1962

11 MAR 28 1962

ZEROX MAR 29 1962

RECORDS

57 APR 4 1962

(See Addendum Page Two)

ORIGINAL FILED IN 64-2708-34

ADDENDUM HWL:slj slj 3/21/62

Re: MEXICO - FOREIGN RESIDENTS

List is comprised for the most part of Italians who resided in Ciudad Mante, Tamaulipas, Mexico, as of July, 1942. The list was obtained by SIS Number Nine, Mexico City, from "a confidential, reliable source" who was not further identified and contains no allegations of subversive activities against any of the persons listed.

The Records Section desires to de-index the names. Since the list is 20 years old and contains no derogatory information, there appears no need to retain the cards in the index.

ACTION:

It is recommended that the names contained in the serial be de-indexed.

1/2 GCM 4/12 W.R.W. Eth

Scheduled for handling 3/27/62 AW

ENCLOSURE 64-21142

MR. TAVEL 3-26-62

L. E. SHORT

S. S. CABO DE BUENA ESPERANZA
64-22324

Property - Gen
Destruction of Bureau

Description of List: 64-22324-64, enclosure. Passenger list containing names of German repatriates from Argentina.

The attached listing of names has been called to our attention by Records Branch personnel who suggest that the material be deindexed through the removal of the cards from the Bureau's indices, thereby eliminating unnecessary reference to this data. Although this list contains some identifying information, from the nature and age of the information it appears to be of questionable value to the Bureau's operations today.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

JWM:bah:wjs
(2)

1 - 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-10-82 BY SP4EW/cal

66-3286-
NOT RECORDED
199 MAR 29 1962

58 APR 5 1962

ORIGINAL COPY FILED IN 64-22324-D

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI
Att.: Training and Inspection Div. DATE: 3/8/62

FROM : SAC, Norfolk (66-788)

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL EMPLOYEE SUGGESTION #573-62

ReBulet 3/2/62, which outlined the suggestion that auxiliary offices be permitted to destroy all extra copies of serials in criminal cases at the time the case is RUC'd, and which requested my comments and recommendations.

A study of this suggestion revealed that destruction of extra copies of serials at the time the case is RUC'd would not materially benefit Norfolk Office operations. In accordance with instructions set forth in Manual of Rules and Regulations, Part II, Section 3, page 11b, criminal files are currently consolidated each six months, at which time extra copies of serials are destroyed. Therefore, any space that might be saved by destroying serials at the time the case is RUC'd would conserve that space for only a six-month period. It is not felt that the adoption of this suggestion, balanced off against the fact that it would require the handling of these files on two separate occasions, is warranted, since under the present procedure, both the consolidation and the destruction of serials are accomplished in one handling.

This office has found that quite often it is necessary to reopen files that have been RUC'd. This is particularly true with deserter matters, which the Norfolk Office handles in large volume. A majority of such reopenings occur within a period of six months after the case is RUC'd. Adoption of the suggestion would require that extra copies of serials be destroyed when the case is RUC'd and therefore file would be stripped in order to route serials to the investigating Agent when the case is reopened.

After a thorough discussion of this suggestion with the Chief Clerk, I feel that the present procedure for consolidating and stripping files after a six-month period better fulfills Norfolk needs than the suggestion.

I therefore recommend that the current procedures remain in effect.

2-Bureau - 1 cc dtd 3/29/62 to Legal Counsel
1-Norfolk
JMC:JGS
(3)

EX.-107

5 MAR 12 1962

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI DATE: 3/6/62
Attention: Training & Inspection Division

FROM : SAC, Charlotte

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
EMPLOYEE SUGGESTION #573-62

EXP. PROC. MAR 9 1962

ReBulet 3/2/62.

It is not believed that this suggestion would be of any advantage to the operation of the Chief Clerk's Office in view of the present rule of stripping files when closed or RUC'd for six months and is usually done at the same time the files are consolidated.

There are disadvantages to the suggestion offered in that at the time these serials are destroyed the clerks would have to take time from moving mail and files, which in effect would decrease efficiency on a day to day basis. It would still be necessary to destroy duplicate or extra copies of cases in which the office is office of origin at the time the cases are consolidated at the six month period. This would necessitate the checking of auxiliary office files to determine if they are origin files and would require extra handling of these files. Finally, RUC cases are frequently reopened and when the copies are not retained for a period of 6 months this would increase the amount of autostating necessary and describing serials on charge out slips.

It is the opinion of this office that this suggestion should not be approved.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EWJcal

(2) - Bureau - 1cc d/t Suggestion Desk memo
1 - Charlotte

TJJ:jac
(3)

REC-42 EX-101

62-3286-933

50 APR 10 1962

WWE 3 3 20 PM '62

WWE 15 8 58 PM '62

10 MAR 1962

ERT

Memo Malone to Belmont 3/29/62 MK:mvd

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. BRENNAN

DATE: March 12, 1962

FROM : R. G. EMOND

SUBJECT: DESTRUCTION OF RECORDS
FBI REPORTS
BUREAU OF EMPLOYMENT SECURITY
U. S. DEPARTMENT OF LABOR

Mr. [redacted] Office of Investigations and Security, Department of Labor, advised Liaison on March 9, 1962, that the Bureau of Employment Security had several cabinets full of FBI reports which had served their purpose and they wanted to know how they could dispose of them or if the Bureau wanted them returned. It was ascertained that all of these investigations carry the character "Fraud Against the Government" and were referred to the Labor Department inasmuch as they involved possible misuse of unemployment insurance benefits.

b6
b7C

After checking with the Records and Communications Division, Mr. [redacted] was advised that the Bureau had no objection to the destruction of these reports under existing Federal regulations. It was pointed out that if any of the reports should be classified it will be necessary to refer to appropriate Executive Orders for instructions as to the records that must be kept covering destruction of classified material.

Mr. [redacted] stated that he was familiar with these orders and would see that the destruction was appropriately administered.

ACTION:

For information.

RGE:ban
(4)

1 - Mr. F. W. Waikart
1 - Liaison
1 - Mr. Emond

REC-7 66-3286-934

9 MAR 14 1962

EX-114

LIAISON

XEROX
MAR 16 1962

62 MAR 20 1962
189

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/cal

UNRECORDED COPY FILED IN

66-3286-935 IN THIS FILE SKIPPED DURING SERIALIZATION.

Hino
4-23-62
D

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EWJ/cal

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: March 23, 1962

FROM : SAC, PITTSBURGH (66-1360) ATTENTION: TRAINING & INSPECTION DIVISION

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
EMPLOYEE SUGGESTION #573-62

ReBulet to New York, 3-2-62.

Consensus of supervisory and clerical personnel, Pittsburgh, is that adoption of captioned suggestion would result in the saving immediately of a small amount of space but would cause a double review project in order to purge the files both immediately, upon RUCing a report, and six months thereafter. This would be necessary because in some cases, particularly fugitive matters, it would be necessary to retain at least two copies of the RUC report unless the fugitive had been apprehended. Experience has been that fugitive cases are reopened repeatedly in auxiliary offices, at which time extra copies are necessary and must be duplicated in the event there are leads in two or more resident agencies. This would be more costly than the small saving of space by immediate destruction. The saving in time, if any, would be negligible.

RECOMMENDATION: Suggestion not be adopted.

35 MAR 26 1962

(2)-Bureau - 1cc detached Sugg Desk-me
1-Pittsburgh
BCB/MMJ
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/cak

REC- 35 66-3286-936

27

16 MAR 26 1962

EX-113

50 APR 10 1962

Hms 58 1 52

Hms 58 3 53 BN .25

J. P. Reilly

J. P. Reilly

Ok Pittsburgh
3/29/62
MK:mmd

66-3286-951

REC-72

March 23, 1962

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-92 BY SP4EYW/Cal

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

Thank you very much for your suggestion concerning the disposition of a particular file. I am pleased to advise you that your idea has been adopted and is being placed into effect.

I appreciate the interest and alertness which prompted you to bring this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 31
MAR 23 1962
COMM-FBI

MAR 23 1 29 PM '62
FBI
REC'D-READING ROOM

Mr. Tavel
Personnel file of Mrs. [redacted]

b6
b7C

JER:jmh (Suggestion #707-62 dated 3/19/62)

NOTE: Suggests that file 62-8007 which consists of 7 sections containing Coast Guard Circulars dating from March 24 through December 1925, be reviewed for destruction. The file has not been used since 1925 and few of these circulars have been indexed. We have a current Coast Guard Matters file (62-29163). The Files and Communications Division recommended adoption since the file is of no apparent value and its destruction would result in a saving of filing space. The matter was discussed with Mr. Putnam of the Liaison Section, Domestic Intelligence Division, who maintains liaison with the U. S. Coast Guard, and he had no objection to destruction of this material. Training and

SEE PAGE 2

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

62 MAR 30 1962

MAIL ROOM TELETYPE UNIT

Inspection Division agrees. The material in this file is over 35 years old and the information on the whole is so cryptic as to be valueless. It has been ascertained that no Archival authority is needed for its destruction.

Employee Suggestion
FD-242 (Rev. 9-11-58)

#1607-62

b6
b7C

Date: March 19, 1962

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Four

SUGGESTION

That file 62-8007 be reviewed for complete destruction. This file consists of circulars from the U. S. Coast Guard dated from March 1924 thru December 1925. (7 sections) A few of these circulars have been indexed.

Destruction of Bureau Property

Gen.

Current practice or rule (Include manual citation as well as facts)

This file has not been used since 1925. We have a current file on the U. S. Coast Guard (62-29163).

Advantages of suggestion and annual savings (Include basis for estimate)

Saving of space in the Filing Unit and removing obsolete index cards from the General Index.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EWJ/cal

Disadvantages of suggestion

NONE

4/9/62 File destroyed CMS. ENG

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] pted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. (See additional comments page 2)

EWM:jam
(6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

66-3[illegible]

[illegible] SA

Signature and Title

(Do not write in this space - for Bureau use only)

REC-12

5/3/20

Ltr Rec'd 3/23/62 JER/mnb

12 MAR 28 1962 FBI

TWO Gen/mcs

b6
b7C

Suggestion by [redacted] 3-19-62
Files and Communications Division

Comments: (Continued)

These Coast Guard circulars would appear to have no present value and their destruction would result in saving Filing Unit space and removing obsolete index cards from the General Index. The comments of the General Investigative Division should be secured.

RECOMMENDATION:

For referral to the Training and Inspection Division.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-27-62

FROM : L. E. SHORTY

SUBJECT: DESTRUCTION OF RECORDS
RE: FILE ENTITLED
"INTERDEPARTMENTAL CHARGES
INCURRED IN CONNECTION WITH
INVESTIGATIONS"
BUFILE 62-156

Bureau file 62-156 entitled "Interdepartmental Charges Incurred in Connection With Investigations" consists of 13 sections, 1,260 serials, and the first piece of mail placed in this file is dated in 1927. The contents of this file consist of administrative data relating to expenses of Bureau personnel in connection with investigations performed in behalf of other Departments in the Government.

This data appears to be of no value to the Bureau today and there would appear to be no necessity to retain it. It is requested that the Administrative Division review this file to determine if any reason exists why the material cannot be destroyed. A notation advising of the decision reached may be placed on this memorandum, which should be returned to the Correlation Unit, Records Branch, Room 6309 IB.

In the event destruction is authorized, archival authority is not necessary for the destruction of administrative data of this type.

RECOMMENDATION:

That this memorandum be referred to the Administrative Division to determine if the material referred to above may be destroyed. The first and last sections of the file are attached.

JWM:wjs
(4)

1 - 66-3286
Enclosures

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-89 BY SP4ELW/cal

66-3286-938

11 APR 4 1962

RECORDS

Destruction of Records - General

UNRECORDED COPY FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 3/29/62

FROM : J. F. Malone

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION #573-62 SUBMITTED BY
MR. [redacted] ALBANY OFFICE

b6
b7C

SUGGESTION: That all copies except one of a serial be destroyed, when a case is referred upon completion (RUC'd), in criminal-type matters as is now done in security matters.

PRESENT PROCEDURE: Extra copies of these serials are destroyed when the file is consolidated each six months.

ADVANTAGES: Adoption of this procedure would give additional needed filing space.

OBSERVATIONS: The Special Investigative Division and New York Office both recommended the suggestion be adopted. New York recommended, however, that this procedure not be mandatory in that each office be permitted to make a selective determination based on the judgment of the supervisor in the case involved.

The General Investigative Division, Charlotte, Norfolk, and Pittsburgh Offices, all recommended the suggestion not be adopted. The consensus of opinion was that this procedure would not materially benefit their operations. While a small amount of space would be saved immediately by the adoption of this procedure, it would cause a double review project in order to purge the files upon RUCing a case and again six months thereafter. Quite often it is necessary to reopen fugitive cases that have been RUC'd and a majority of such reopenings occur within a period of six months after the case is RUC'd; and therefore, either the file would be stripped or additional time would be used in duplicating copies in order to route serials to the investigating Agent.

The Training and Inspection Division agrees the suggestion should not be adopted. The small amount of filing space which would be saved would be more than offset by the handling of these files on two separate occasions since at the present time both the consolidation and the destruction of serials are accomplished in one handling, and by the preparation of additional copies of serials in the event a case is reopened.

ML:mvd
(2)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-88 BY SP4EAW/cal

66-3286-939
REC-41

APR 5 1962

50 APR 10 1962

Memo to Mr. Mohr
Re: DESTRUCTION OF BUREAU RECORDS

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary since the suggester was thanked by previous letter.

SUGGESTION NUMBER 573-62

SUGGESTION

[redacted] Clerk, Albany Office, recommends that in criminal cases, auxiliary offices destroy all but one copy of serials at the time that the case is RUC'd. This is now being done in security cases. In criminal cases at the present time, extra copies of serials are being destroyed when the file is consolidated each six months. Purpose of suggestion is to provide additional file space. Mr. [redacted] indicates suggestion applies particularly to bank robbery cases when an auxiliary office receives two copies of a voluminous report containing a minor lead for that office.

b6
b7C

COMMENTS AND RECOMMENDATION OF THE GENERAL INVESTIGATIVE DIVISION

Purpose of furnishing auxiliary offices with two copies of reports and other serials containing leads is to provide a copy for file and a copy for the Agent who will cover the leads. Where more than one location (Resident Agencies) is involved, additional copies are furnished in order to provide copies for the Agents covering leads in the different locations. If extra copies are destroyed by an auxiliary office at the time leads covered and case RUC'd, and thereafter additional leads were received by that office in the same case, difficulty would be encountered because sufficient copies of the serials containing the original leads and background data would not be available for distribution to the Agents handling these additional leads. In criminal cases additional leads in multiple locations are received frequently by auxiliary offices. Accordingly, it is believed that, in anticipation of receiving such additional leads in multiple locations, auxiliary offices should retain extra copies of serials in criminal cases for a reasonable length of time (six months under current procedures).

With respect to the statement of Mr. [redacted] in his suggestion to the effect that an auxiliary office sometimes receives copies of voluminous bank robbery reports containing a minor lead for that office, SAC letter 61-32 dated 6-13-61 instructs all offices to exercise good judgment in dissemination of voluminous bank robbery reports to other offices and to send reports to auxiliary offices only in those cases where absolutely necessary to enable the auxiliary office to conduct the requested investigation. Compliance with these instructions would avoid the situation mentioned by Mr. [redacted]

b6
b7C

General Investigation Division recommends against the adoption of captioned suggestion.

Memo Malone to Wacker 3/29/62 MEL:mnd

VIEWS OF THE SPECIAL INVESTIGATIVE DIVISION RE: SUGGESTION #573-62

Suggestion 573-62
By [redacted]
Clerk, Albany Division

b6
b7C

ADDENDUM JBE:swb 2/19/62

Suggestion is to destroy all but one copy of a serial when a case is Referred Upon Completion in criminal cases, which procedure is now followed in security cases. Current procedure is to destroy extra copies when file is consolidated.

Recommend adoption.

Memo Malone to Belmont
3/29/62
MK: mod

MAR 5 8 00 AM '62

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 3/13/62

FROM : J. F. Malone

SUBJECT: INVESTIGATIVE REPORTS
SUGGESTION #497-62 SUBMITTED BY
SA EUGENE C. PETERSON, TAMPA OFFICE

SUGGESTION: That destruction of Bureau Property - Gen'l channelizing memoranda be permitted in criminal cases under the same provisions it is now permitted in security cases. This would apply particularly to cases in the 92 (anti-Racketeering) and 162 (Interstate Gambling Activities) classifications.

PRESENT PROCEDURE: Manual of Instructions, Volume III, Section 87D, item g, on page 78a, in substance permits the destruction of channelizing memoranda in individual and organizational security cases following submission of a report including the information.

ADVANTAGES: Would streamline case files and save filing space.

OBSERVATIONS: SAC Santoiana, Tampa Office, felt that the procedure would be most practical and workable if applied to the criminal field and recommended adoption.

The views of the New York, Chicago, Newark and Philadelphia Offices were solicited concerning the merits of the suggestion. The Chicago Office advised that a review of their anti-racketeering and interstate gambling activities files did not disclose the volume of channelizing memoranda normally found in a security-type investigation and they did not feel the suggestion would have sufficient benefit to warrant adoption. The Philadelphia, New York and Newark Offices had no objection to adoption of the suggestion since destruction of these memoranda would not be mandatory.

The General Investigative Division advised that as far as the administrative handling of information furnished by informants is concerned, racial informants, which are the only type the Division handles, are administered in the same manner as security-type investigations. The suggested manner of handling channelizing memoranda also applies to this type of work. They could see no objection to its application in other criminal cases, too.

INFORMATION CONTAINED 66-3286
NOT RECORDED
133 APR 6 1962

Enclosure

1 - Mr. Belmont

JER:jmh
(3)

50 APR 12 1962

Prepare for Manual of Rules and Regulations, Manual of Instructions and Inspectors Manual (Bill Bates) APR 5 1962

XEROX

ORIGINAL FILED IN 66-3286

PERS. REC. UNIT

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #497-62

The Training and Inspection Division feels that the idea should be adopted. The provisions of the Manual of Instructions, as they apply to security cases, were inserted to permit field offices, especially where space was at a premium, to dispose of unnecessary copies of memoranda after the pertinent data is included in reports. The provisions are permissive and do not require, nor would it be prudent to do so, arbitrary destruction of such memoranda. The ever-expanding field of criminal investigations especially in the field of anti-racketeering and interstate gambling activities makes it evident that the paper work will soon become quite voluminous. In the interests of avoiding this situation and also to establish uniformity in the policy concerning the destruction of channelizing memoranda, it is felt that it is most logical and desirable to adopt the suggestion. This decision was reached after discussion with the Special Investigative Division which is in agreement with these views.

RECOMMENDATIONS:

1. That the suggestion be adopted and the attached letter of appreciation directed to Mr. Peterson. Receipt of his suggestion was acknowledged by prior letter.

2. On approval, that this memorandum serve as the authority for the Manuals Desk, Training and Inspection Division, to make the necessary Manual changes.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 4-2-62

FROM : L. E. SHORT

SUBJECT: SUGGESTION REGARDING DESTRUCTION OF FILE MATERIAL
#166-62
BUREAU PROPERTY

94-1-137-1-46

b6
b7C

Mrs. [redacted] Supervisor of the Consolidation Unit, has suggested that Bureau file 94-1-137 be reviewed for de-indexing and destruction. This file, consisting of thirteen volumes, concerns the Director's remarks before the New York Herald Tribune Forum in 1936 and in 1939. It consists largely of requests for copies of these remarks, titled "The Influence of Crime on the American Home," delivered in 1936, and "Law Enforcement in a Crisis," delivered in 1939. Both of these speeches have been out of print for many years and the most recent mail in file is dated April, 1943. Requests for similar material are now destroyed after a reply has been prepared and they do not come to file.

Destruction of the mail in this file would result in a savings of file room space and would also eliminate unnecessary cards from the general index. Authority for destruction is contained in the general records schedule and no further archival approval is required.

The Records Branch feels that this suggestion has considerable merit, that the mail contained in this file has no present value, and that its destruction would result in a savings. The comments of the Crime Records Division should be secured.

RECOMMENDATIONS:

(1) For referral to the Training and Inspection Division.

File reviewed + material destroyed 4/24/62 EAG

66-3286
NOT RECORDED
140 APR 12 1962

b6
b7C

(2) Mrs. [redacted] has been orally thanked for her interest and initiative, and it is felt that no further action is necessary since making such a suggestion would seem to fall within her supervisory responsibility.

EWM:jam
(6)

XEROX
APR 12 1962

25 APR 11 1962

1 - Personnel file of [redacted]

SEE ADDENDUM OF TRAINING AND INSPECTION DIVISION ON PAGE 2.

63 APR 18 1962

ORIGINAL FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EWL/cal

ADDENDUM OF TRAINING AND INSPECTION DIVISION, ML:mvd, 4/5/62

The Training and Inspection Division agrees with the Files and Communications Division that this is a worthwhile proposal. Due to the suggester receiving an oral acknowledgment, the suggestion is being listed for statistical purposes and forwarded to the Crime Records Division for appropriate action.

RECOMMENDATION:

That the Crime Records Division review file 94-1-137 to ascertain if this material can be destroyed and de-indexed.

ADDENDUM: (ELC:tmf 4-9-62)

Crime Records Division has reviewed the memorandum and the file in question and can see no need to retain this material. It is felt that this material can be destroyed and de-indexed.

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (145-2469) DATE: 4/4/62
ATT : FBI LABORATORY

FROM : SAC, NEW YORK (145-1516) (C)

SUBJECT: [redacted] b6 b7C
ITOM

Destruction of Bureau Property - General 392141

Re Bulet to NY, 2/15/62.

Enclosed for the FBI Lab are five publications entitled "Training Camp", "Have Leather Will Fashion", "How to Tame a roommate", "Hampered Hercules, Book Number One" and "Bound Number Three". b6 b7C

On 3/20/62, AUSA [redacted] SDNY, advised SA L. DAVID SALTERS, JR. that the above publications are not the type to be considered suitable vehicles for prosecution under the ITOM Statute. Since these publications need not be returned to Mr. [redacted] they may be disposed of by the FBI Lab.

In view of the above information, no further investigation is contemplated in this matter and this case is being closed by the NYO.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/cal

166-3286 NOT RECORDED 87 APR 17 1962

3 - Bureau (145-2469) (Encls. 5) (RM)
(1 - Att. FBI LABORATORY)
1 - New York (145-1516)

LDW/jaj
(4)

REC-41 145-2469

APR 9 1962

53 APR 18 1962

COPY & SPECIMENS RETAINED IN L. FOR LAB ACTION & REPORT

ORIGINAL FILED IN 145-3469-1

LAB FILE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Cleveland

DATE: 4-13-62

FROM : R. H. Egan

SUBJECT: CORRESPONDENCE

For your information the forms presently in use in connection with investigations conducted under Executive Order 10450 (Federal Employee Security Program) and Executive Order 10422 (United Nations Loyalty Program) have been reviewed and necessary revisions made.

Form 9-29, the subject of a memorandum dated 3-28-62, was recommended for destruction as it is no longer used. Changes in forms 9-28 and 9-37 (subjects of memoranda dated 3-28-62) were recommended and approved.

Form letters 9-2, 9-7, 9-19, 9-21, 9-36, 9-37, 9-39 and 9-46 are used to route reports and other information to the Civil Service Commission and to the Internal Security Division of the Department of Justice. Form 9-45 is a follow-up letter to agencies conducting foreign investigations in these cases.

Form letters 9-2, 9-7, 9-19, 9-21, 9-36, 9-37, 9-39, 9-45 and 9-46 are approved and sent directly to the mail room. This procedure has been discussed with representatives of the Files and Communications Division, who are in agreement with this procedure. In this regard Section 16 (21) (b) of the Manual for Bureau Supervisors reveals that form letters to organizations outside the Bureau may be approved for routing to the mail room in the office of the Section Chief.

Of course, if the information involved is of unusal interest the form letters are sent to the office of the Assistant Director.

Destruction of Bureau Property - Bmc

ORIGINAL COPY FILED IN 9-29-76

166-3286
NOT RECORDED
184 APR 22 1962

RHE:fes
-5-

APR 20 1962

8-10-82

APR 25 1962

55 APR 26 1962

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. CALLAHAN

DATE: April 17, 1962

FROM : WM. C. JACKSON

SUBJECT: BUDGET UNIT MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

Destruction of Bureaus Property - General Bitby

During the period from about February 12, 1962, through April 10, 1962, Miss [redacted] of this unit has reviewed our budget material in captioned space for the fiscal years 1936 through 1945. This material was checked against the corresponding fiscal year appropriation files, duplicates destroyed, unnecessary material removed, folders listed and numbered with consecutive numbers for each fiscal year, and the remaining material returned to the Records Branch. Prior to this action this material occupied 47 file drawers. This has been reduced to 17, a reduction of 30 drawers or 63.8 per cent. This action leaves only the material for fiscal years 1932 through 1935 consisting of three file drawers to be treated in this manner when time permits.

b6
b7C

WCJ:gjw
(9)

4/17

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW1 cal

66-3286-

NOT RECORDED
46 APR 19 1962

16 APR 18 1962

XEROX APR 16 1962

78 APR 20 1962

THERMIN RECORDS

ORIGINAL COPY FILED IN 66-3286-109

April 10 1962

Director, Federal Bureau of Investigation

HJM:EJL:rmr
95-741

Herbert J. Miller, Jr., Assistant
Attorney General, Criminal Division

Crash of National Airlines Flight 967,
Gulf of Mexico, November 16, 1959;
Destruction of Aircraft

This will refer to your memorandum dated March 27, 1962, enclosing an inventory of the physical evidence in this case.

Inasmuch as this matter is now closed in the Criminal Division we hereby authorize you to dispose of the material listed in your inventory with one exception. We would like if possible to retain the Dictaphone record belts furnished by [redacted] KLRD, Dallas, Texas, until a reasonable period has elapsed for possible publicity after Spears' release from his present Federal confinement. However, if Mr. [redacted] should request their return at any time in the interim, we also give you our present authorization to relase the tapes as well.

b6
b7C

ORIGINAL COPY FILED IN 149-52-10011

66-3286
NOT RECORDED
145 APR 19 1962

57 APR 26 1962

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 8/28/03 BY AUC 60290 BCG/DCG/ymw

1 - Mr. Reddy

SAC, Tampa

April 18, 1962

Director, FBI

66-3286

NAGOM

ReBulet to Assistant Attorney General Herbert J. Miller, Jr., dated 3/27/62, transmitting forms FD-192 and requesting advice as to whether the physical evidence in this case should be destroyed.

There is attached a copy of a letter from Assistant Attorney General Herbert J. Miller, Jr., dated 4/10/62 authorizing the Bureau to dispose of the physical evidence in this case. The attention of the Dallas Office is specifically directed to the one exception noted in Assistant Attorney General Miller's letter.

Enclosure
2 - Dallas (Enclosure)
2 - Phoenix (Enclosure)
2 - Los Angeles (Enclosure)

EBR:bgc
(10)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-92 BY SP1 EW/cal

ORIGINAL COPY FILED IN 149-832-1011

MAILED 31 APR 17 1962 COMM-FBI

FBI - JUSTICE RECD - 20TH MAY

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

XEROX APR 19 1962

DIRECTOR, FBI 4/12/62
ATTENTION: IDENTIFICATION BUREAU,
LATENT FINGERPRINT SECTION
SAC, PORTLAND (15-1900) (P)

UNKNOWN SUBJECT;
Theft of 25 Japanese Casting Reels,
Steamship Peru Maru,
Portland, Oregon
April 2, 1962
TFIS
OO: PORTLAND

DESTRUCTION OF BUREAU PROPERTY

The following described evidence is being forwarded by insured parcel post:

Two empty reel boxes containing name Astro Number 40;

Two empty reel boxes containing name Jupiter H-140;

Six empty reel boxes referred to as level winding casting reels;

Eight empty boxes marked "contain one dozen dry flies each".

Each of the above boxes have been identified with initials and have been numbered.

It is requested that the above evidence be examined for latent fingerprints and if nothing of value is determined, they may be destroyed.

3 - Bureau
(1 - Package)
2 - Portland

HBP/bsj
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-10-82 BY SP4 EWJ Cal

66-3286-
NOT RECORDED
178 APR 24 1962

50 APR 27 1962

47210

ORIGINAL COPY FILED IN

MR. TAVEL 5/8/62

L. E. SHORT

POSTAL CENSORSHIP Destruction of Bureau Property - General

Description of Lists: 62-62736-sub 2. Lists of individuals to whom the programs of short wave broadcasts from Tokyo were sent. (Serials 2003, 2004, 2711, 7334) Lists of intermediaries for correspondence with enemy territory. (Serials 7339, 7342) List of members of the Red Cross Society of Japan. (Serial 3186)

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

CC: 66-3286
(2)

JWM:brh

ALL INFORMATION CONTAINED
DATE 8-10-82 BY SP4 ELW/cal

66-3286-
NOT RECORDED
191 MAY 11 1962

62 MAY 11 1962

Employee Suggestion
FD-252 (Rev. 9-[illegible])

824-62

b6
b7C

Date: 4/17/62

To: Director, FBI

From: (Suggester's name)

Division of Assignment: SAVANNAH

SUGGESTION

In connection with records management systems, it is suggested that the Bureau consider authorizing the destruction of 00 files after they are 10 years old. All instructions and policies that old would be in the Manuals by that time and this would save space. It is also suggested that all zero files be destroyed when 10 years old since only non-specific material is filed therein. 88-0 is a good example of needed destruction as this file grows and after 10 years material therein would rarely be used.

°Destruction of Bureau Property.

Current practice or rule (Include manual citation as well as facts)

00 files are not destroyed at all. Zero files are either destroyed by the 20 year rule, or certain classifications such as 25 by the 10 year rule. MRR, Part II, Section 3, page 13.

Advantages of suggestion and annual savings (include basis for estimate)

There would be a minimum of 8 cubic feet of file space in each field division made available as a result of the destruction of 00 files alone. The zero files would save considerably more. I have no way of estimating the annual savings.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-10-82 BY SP4EW/cal

EXP PROC

APR 20 1962

Disadvantages of suggestion

None noted.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

105 DEC 76

Recommendations and comments of Division Head

The above suggestion if adopted would result in the saving of considerable space and since the information contained in the files to be destroyed would have been included in the appropriate manuals, there would be no loss of necessary information. I consider this to be an excellent suggestion.

JOE D. JAMIESON, SAC

Signature and Title

(Do not write in this space - For Bureau use only)

4/24/62 DAB/mlb

5/10/62 DAB/mlb

EBT

APR 26 1962

TWO

53 MAY 22 1962

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone ✓
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Rosen

DATE: 4-25-62

FROM : A. J. McGrath

SUBJECT: SUGGESTION OF
CHIEF CLERK [redacted]
SAVANNAH DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/ Cal

This is to furnish the views of the General Investigative Division concerning the suggestion of Chief Clerk [redacted] b6 b7C

[redacted] suggested that the Bureau consider authorizing the destruction of 00 files and 0 files after they are ten years old. The advantage of the destruction of these files is the considerable saving of filing space.

This division feels that this suggestion has merit; however, it is believed that the files should be purged rather than destroyed in total. The material that is obviously of no further assistance to the field division could be destroyed after it is ten years old. The material that may be of some further assistance to the field division should be retained. This would result in a considerable saving of filing space in the various field offices.

With regard to these files at the seat of Government, it is believed that they should definitely be retained and not destroyed. The material in the 00 files provides the background on Bureau policy and procedures which is frequently needed even though periods in excess of ten years have elapsed. Likewise, the material in 0 files which is ten years old is necessary in connection with name checks and other purposes.

1 - Training and Inspection Division

b6
b7C

ACL:kwb
(6)

ADDENDUM

[redacted] Chief Clerk, Cincinnati Division, has furnished a similar suggestion regarding destruction of 0 files. The above comments also apply to her suggestion. 66-3286-941

REC-22 8 MAY 15 1962

51 MAY 23 1962

Memo Malone to Mohr 5/10/62, DAB/kmd

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 5/10/62

FROM : J. F. Malone

b6
b7C

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
SUGGESTION #824-62 SUBMITTED BY
MR. [redacted] SAVANNAH OFFICE

SUGGESTION: That zero and double zero files be destroyed after 10 years.

ADVANTAGES: Suggester feels there would be a savings of file space.

OBSERVATIONS: SAC Jamieson, Savannah, considered this an excellent suggestion. He noted it would result in considerable savings of space. Also, since all pertinent information contained in the files should be in appropriate manuals there would be no loss of necessary information.

The Domestic Intelligence Division and the Special Investigative Division do not recommend destruction of these files. Regarding double zero files, both pointed out that necessary and pertinent background data on which manual changes and certain policy are based would be lost with the destruction of these files. They felt the limited space saved does not warrant the lost motion and waste involved in destroying information of possible value at a later date.

Regarding zero files, both divisions advised that even though non-specific information is retained in this file it has continued value for an indefinite period and should not be destroyed prior to time currently allowed. They pointed out that background data filed therein could become important at a later date if individual becomes a fugitive or involved in a security-matter investigation.

The General Investigative Division has recommended that zero and double zero files in the field offices be purged rather than destroyed. That these files at SOG be retained and not destroyed.

The Files and Communications Division and the Training and Inspection Division both recommend against adopting this suggestion. Memorandum J. J. McGuire to Mr. Mohr, 1/19/60 reflects observations of appropriate divisions at SOG and certain field offices were obtained relative to destruction of zero and double zero files. It was recommended and approved at this time that no change be made in the retention of these files. This survey disclosed a decided difference of opinion among the field offices, as to particular classifications that should be destroyed or retained.

DAB:jmh
(2)

62-38264-948

REC-22

51 MAY 23 1962

8 MAY 15 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/cal

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #824-62

RECOMMENDATION:

That this suggestion not be adopted. On approval, no further action is necessary as receipt of the suggestion was acknowledged by prior letter.

b6
b7C

Suggestion #824-62
Submitted by [redacted]
Savannah Division

ADDENDUM HET:swb 4/26/62

Suggestion would authorize destruction of 00 files and 0 files when ten years old.

Special Investigative Division does not favor suggestion. 00 files which are authorized to contain instructions and policy will in reality contain information in addition to that incorporated in Manuals. For example, in implementing certain instructions received from Bureau in form of SAC Letter, field might well compile local data which would be recorded in 00 files. An example would be research within a field division territory as to list of reservations falling within CGR category. Another example might be the research of local statutes having a bearing upon a Federal statute, such as certain state crimes with certain UFAP matters or certain statutes with reference to Interstate Transportation of Stolen Fireworks. 00 files are compact and are maintained in the field in consolidated form. It is questionable whether the space saved in cutting the destruction time from 20 years to 10 years would be significant in view of lost motion and waste involved in destroying information of possible value obtainable only through reinvestigation.

With respect to 0 files, although such contain nonspecific data as far as a Federal violation is concerned, in many instances information received in the field is pertinent background data which will be of value in the event we should be seeking the person on a later occasion as a Bureau fugitive. The information being of a nonspecific nature is not available in the central Burau files under the Records Management System and could not be reconstructed from central microfilm records. In view of the possible value of such data in connection with fugitive inquiries, it appears that the destruction rule should be retained at 20 years except for the special rules now in effect on certain classifications (ten years for 25 classification and five years for Unsub matters in certain volume categories).

Memo Malone/Rakes, 5/10/62, DAB/jmd

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, JVB; bmt:cad 5/2/62

SUGGESTION NUMBER 824-62

The destruction of double zero files after 10 years old is not recommended. The suggestion claims that all instructions and policies that old would be in the manuals after 10 years. Only the current instructions would be in the manuals if this suggestion is adopted and the history behind the manual changes would be lost. Since the SAC letters filed in the double zero files contain this material, the history or old instructions even after 10 years old are of considerable value. The limited amount of space that would be saved does not warrant adoption of this suggestion in view of the above.

Suggestion is made that all zero files be destroyed when 10 years old since only nonspecific material is filed therein. Adoption of this suggestion is not recommended for security zero files since the nonspecific information contained therein has value at all times. True, the zero files contain nonspecific information since this is the primary purpose of the zero file, however, this nonspecific material does not lose its value in security work. Such material is often of considerable value and importance after many years have passed. When allegations are received and indices searched any information contained in the zero files is carefully evaluated. Particles of information may come from several sources over a period of years and while each particle of information may have no particular significance by itself several of these tied together can often give rise to a security investigation. If zero files are destroyed as suggested much worthwhile and important data will be lost.

FBI - JUSTICE
REC'D - SULLIVAN
MAY 5 3 53 PM '62

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : *MR. TAVEL* DATE: *4-26-62*

FROM : *L. E. SHORE*

SUBJECT: *SUGGESTION #824-62*

b6
b7C

ZERO FILES

[redacted] has suggested destruction of the zero and double zero files after ten years old. This matter has been considered previously by the Bureau. On 11-19-59, in memorandum H. L. Edwards to Mr. Tamm, it was indicated that the observations of the appropriate divisions at the Seat of Government were obtained relative to destruction of zero and double zero files. As a result of that survey, it was recommended and approved that no change be made in the retention of these files. It appears that the previous objections to destruction of this material are still valid and accordingly no change appears necessary.

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:bpr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/cal

66-3286-943

REC-22 13 MAY 15 1962 REC-22

60 MAY 23 1962

April 24, 1962

Destruction of Bureau Personal Property

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Savannah, Georgia

b6
b7C

Dear Mr. [redacted]

Thank you for your suggestions regarding the preparation of Form FD-302 with preinserted carbon paper, the disposition of material in certain files, a method for handling the results of certain contacts, and the addition of information to three of our manuals concerning when the initial report is due for a given classification. You will be interested to know that similar ideas have been considered previously with regard to Form FD-302 and not adopted due to the additional cost involved. Your other proposals are being considered and I will let you know if they are adopted.

The interest which prompted you to give me the benefit of your observations on these matters is appreciated.

Sincerely yours,

b6
b7C

J. Edgar Hoover

1 - SAC, Savannah
1 - Personnel file of Mr. [redacted]

MAILED 29
APR 24 1962
COMM-FBI

166-32861
NOT RECORDED
128 APR 25 1962

ML:jmh (Suggestions #824-62, 825-62, 826-62, and 827-62)
(5)

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

XEROX
APR 25 1962

NOTE: Suggestion #824-62 referred to the Files and Communications, Domestic Intelligence, General Investigative, and Special Investigative Divisions for views and recommendations.

SEE PAGE 2

ORIGINAL FILED IN 166-2-1-610

Suggestion #825-62 referred to the Domestic Intelligence, General Investigative and Special Investigative Divisions for views and recommendations.

Suggestion #826-62 referred to the Domestic Intelligence, General Investigative, Special Investigative and Training and Inspection Divisions for views and recommendations.

Suggestion #827-62 suggests that Form FD-302, Form for Reporting Information That May Become Testimony, be prepared with preinserted carbon paper.

This idea has been considered approximately thirteen times during the past two years and not adopted. The principal reason for this being the additional cost involved in having preinserted carbon paper in forms. The use of regular carbon produces better results when a number of copies are prepared and has added advantage in that it can be used on an average of ten times whereas the preinserted carbon is used only once. The same disadvantages still apply; therefore, this suggestion is not being adopted.

REC-57 66-3286-944

EX-105

May 15, 1962

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4E ewt cal

RECD-READING ROOM MAY 15 3 28 PM FBI

Miss [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

b6
b7C

Dear Miss [redacted]

I have received your suggestion that in certain instances the requirement be rescinded that a list be maintained at the beginning of each classification to show the disposition of files. Your idea has been carefully considered and it was decided it should not be adopted. In the interest of conserving space, it is preferable to maintain a list of files.

The interest and alertness which prompted you to submit your proposal are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 10
MAY 15 1962
COMM-FBI

1 - SAC, Cincinnati
1 - Personnel file of Miss [redacted]

b6
b7C

JML:jmh (Suggestion #903-62 dated 5/8/62)
(5)

NOTE: Suggests the requirement of keeping at the beginning of each classification a list of files destroyed when 20 years old and date destroyed be abolished, except in classifications where files have not been consolidated. Instead of the list, stamp the file front of the consolidated volume "All files destroyed with the exception of the enclosed per MRR." In the case of administrative-type files and files not consolidated, keep list of files destroyed. Recommend file fronts not be retained.

Tolson
Belmont
Mohr
Callahan
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DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAY 23 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE 2

The Training and Inspection Division recommends this suggestion not be adopted. At the present time, regulations provide for the destruction of files in field divisions after they become twenty years old; however, a list is kept at the beginning of each classification of files destroyed and date destroyed. In some instances such as in the 25 classification, certain files may be destroyed when 10 years old and the reason for destruction is placed on the file front of the consolidated volume beneath the file numbers, e. g.,

25-11210 - 25-11250
All files destroyed with the
exception of the enclosed per
MRR.

This is the procedure the suggester proposes be used when files are destroyed after 20 years of age. It should be noted that usually an entire file is not destroyed due to the 20-year rule. There are ~~usually~~ certain portions of an important nature or cases having many ramifications which must be retained. In cases such as these, information could be placed on the file fronts as suggested. However, when the complete file has been destroyed it would be necessary to file the file front with the files listed thereon, if this suggestion were adopted. Maintaining a list at the beginning of the classification is preferred to filing these file fronts which take up unnecessary space.

Employee Suggestion
FD-252 (Rev. 2-4-57)

[redacted] b6 b7C

#403-62

[redacted]

Date
5-8-62

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Cincinnati

SUGGESTION

That the requirement of keeping at the beginning of each classification a list of files destroyed when 20 years old and date destroyed be abolished, except in classifications where files have not been consolidated. Instead of the list, stamp the file front of the consolidated volume. "All files destroyed with the exception of the enclosed per MRR". In the case of administrative type files and files not consolidated, keep list of files destroyed. Recommend file fronts not be retained.

31 EXP PROC
37 MAY 10 1962

Current practice or rule (Include manual citation as well as facts)

MRR II-3-13 requires that when files are destroyed, retain file fronts writing thereon reason for destruction except when 20 year old files

(continued next page)

Advantages of suggestion and annual savings (include basis for estimate)

Time saved in recording file numbers of files destroyed
Time saved in looking through list for a file number to determine if file destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP1 EL W/ cal

Destruction of Bureau Property - General

Disadvantages of suggestion

Since files are not listed numerically, locating a number on the list (which is pages long in numerous classifications and naturally will be steadily increased) is time consuming.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Chief Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

Recommend adoption and appropriate award. E L Omason SAC

Signature and Title

(Do not write in this space - for Bureau use only)

EXREG 57 66-3286-[redacted]

16 MAY 11 1962

Ltr Ack'd
5/15/62 MG mnd

TWO

Current practice or rule (Continued)

are destroyed, keep at beginning of each classification a list of files destroyed and date destroyed. MRR II-3-13a requires that when files 10 years old are destroyed in the 25 classification, the reason for destruction is to be shown on the file front of consolidated volume beneath the file numbers. No listing of files destroyed is required. The same rule applies to the UNSUB files in classifications 15, 26, and 87 which are destroyed when five years old.

ONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 5/8/62

FROM : L. E. SHORT

SUBJECT: POSTAL CENSORSHIP
DESTRUCTION OF BUREAU PROPERTY - GENERAL

Description of Lists: 62-62736-sub 2. Lists of individuals to whom the programs of short wave broadcasts from Tokyo were sent. (Serials 2003, 2004, 2711, 7334) Lists of intermediaries for correspondence with enemy territory. (Serials 7339, 7342) List of members of the Red Cross Society of Japan. (Serial 3186)

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

CC: 66-3286
(2)

JWM:brh

* no need for continued retention of indexing of listings 66-3286 re: 2003, 2004, 2711, 7334, 3186, 7339-7342

NOT RECORDED
126 MAY 16 1962

NOT RECORDED
17 MAY 16 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/cal

XEROX MAY 16 1962

60 MAY 23 1962

ORIGINAL FILED IN 62-62736-2

RECORDS

MR. TAVEL 5/10/62

L. E. SHORT

GRAF SPEE
65-16112
O Destruction of Bureau Property - General

Description of Lists:

Serial 25.	Names, photographs, and information on 21 members of Graf Spee personnel who had escaped, as of Oct. 1940.
Serial 26.	Names and photographs of 29 officers and 39 petty officers and men of the Graf Spee who were reported to have escaped from internment in Argentina as of Oct. 1940.
Serial 73.	Graf Spee personnel transferred from Martin Garcia Island to Sierra de la Ventana, and those still interned on Martin Garcia Island as of Jan. 1944.
Serial 87.	Graf Spee personnel in Argentina, showing situation as of April, '44.
Serial 109.	Graf Spee personnel, showing location as of August 1945.
Serial 117.	Graf Spee personnel married in Argentina, and personnel who had escaped from Argentina, as of December, 1945.

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the material be deindexed through removal of the cards from the Bureau's indices. It should be noted that many of the Graf Spee personnel were repatriated to Germany.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these references. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

66-3286
NOT RECORDED
126 MAY 14 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/cal

cc: 66-3286
(2) 27 MAY 23 1962
JWH:brh

ORIGINAL FILED IN 65-16112

MR. TAVEL

5/21/62

L. E. SHORT

Destruction of Bureau Property Item

FOREIGN BORN MEMBERS OF ARMED FORCES
100-63960

Description of Material:

Serial 5. Personnel information sheets with data on 17 employees of Naval Torpedo Station, Alexandria, Va. whose personnel statements disclosed a connection by birth or ancestry with countries indicated.

Serial 17. List of names submitted by Immigration and Naturalization Service of 150 noncitizens serving in the armed forces who desired to become naturalized.

The above described material has been called to our attention by Records Branch personnel who advise that there is frequent reference to this data. In an effort to streamline procedures and eliminate unnecessary reference to this material it is suggested that it be deindexed through removal of the cards from the Bureau's indices.

In connection with serial 17, it should be noted that these names were checked and copies of Immigration forms were retained where derogatory information was revealed in Bureau files. These copies were indexed and are filed with serial 16.

It is requested that the appropriate substantive supervisor review the above described file references to determine if any reason exists for retention of the indexing on this material. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EWJ Cal

CC: 66-3286 (2)

JWM:brh

66-3286-

NOT RECORDED
167 MAY 28 1962

57 MAY 28 1962

May 18, 1962

PERSONAL

66-3286-

Miss [redacted]
Federal Bureau of Investigation
New York, New York

b6
b7C

Dear Miss [redacted]

Your Special Agent in Charge has forwarded your suggestion to me regarding the length of time daily reports are maintained in file. I am sure you will be interested to know instructions are being prepared at the present time regarding this matter.

Although previous action precluded the adoption of your idea, I want to thank you for the interest which prompted you to submit it to me.

Sincerely yours,

J. Edgar Hoover

b6
b7C

1 - SAC, New York
1 - Personnel file of Miss [redacted]

MAILED 10
MAY 18 1962
COMM-FBI

ML:jmh (Suggestion #918-62 dated 5/11/62)
(5)

NOTE: Suggests that all daily reports (Form FD-23) for Special Agents, other than Resident Agents and Agents out of the district, be destroyed when one year old on a monthly or other staggered basis.

By Executives Conference memorandum dated 4/10/62, which was approved by the Director, it was decided daily reports should be retained from one inspection by the Seat of Government to the next inspection and destroyed within six months after the second inspection. Appropriate manual revisions are being prepared at the present time regarding this procedure and will be forwarded to the field in the near future.

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
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Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

59 MAY 25 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 CLW/Col

62 MAY 25 AM 7:52
RECEIVING ROOM

ORIGINAL FILED IN 66-3286-1312

SECRET

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

8/28/03
CLASSIFIED BY AU
DECLASSIFY ON: 25X1, 2
AS AMENDED #03-R0762

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 5/29/62

oga information handled per letter d. 3/28/2011

FROM : J. F. Malone

Information in TP2
Classified per Approp
Agency letr DTD 4-18-91
SP8BTS/CC 4-30-91
211,847

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

SUBJECT: ~~CONFIDENTIAL~~
TOKYO, JAPAN
SUGGESTION #789-62 SUBMITTED BY
LEGAL ATTACHE [redacted] TOKYO OFFICE

b6
b7C

SUGGESTION: That reports received by Legat from other agencies on general subject matters be destroyed after material has been reviewed and the pertinent material summarized and submitted to the Bureau.

b1

(S) PRESENT PROCEDURE: Legat Tokyo receives voluminous reports on about 40 general subject matters such as, Japanese Communist Party, Political Matters - Japan, Political Matters - Korea, etc., from other local U. S. Government agencies, mainly OSI, [redacted] G-2. Where pertinent to the Bureau's interests, he summarizes the material and submits it to the Bureau or else he will forward a copy of the complete report with a cover letter in which he sets forth his analysis of the contents.

ADVANTAGE: Destruction of the material will save filing space and clerical time necessary to file and serialize the material.

OBSERVATIONS: The suggested procedure was analyzed by Inspector Haverty of the Inspection Staff, Training and Inspection Division, during the recent inspection of the Tokyo Office. He recommended that the Tokyo Office be permitted to destroy this material after the pertinent material was transmitted to the Bureau by the Legat and pertinent items indexed to the communication to the Bureau by which the material was dispatched or summarized.

The matter was telephonically discussed with Mr. Branigan of the Espionage Section, Mr. Wannall of the Nationalities Intelligence Section and Mr. Grimes of the Foreign Liaison Unit, all of the Domestic Intelligence Division and with Mr. Short of the Files and Communications Division. They advised that the suggestion appeared most practical and they had no objections to its adoption.

66-3286

The Training and Inspection Division agrees that the suggestion should be adopted. It will save much time and filing space through the elimination

~~CONFIDENTIAL~~

JER:spd
(2)
Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-9-82 BY SP8 TIC

NOT RECORDED
141 JUN 6 1962

XEROX JUN 6 1962

25 JUN 5 1962

Classified by SP8BTS/CC
Declassify on: OADR
211,847 4-30-91

53 JUN 11 1962

~~SECRET~~

ORIGINAL FILED IN 66-3286-1

Destroyed 1/29/63 per Bureau Approval Ltr dtd 1/21/63

Destruction of Bureau Property - Jan -

5/22/62
SAC LETTER NO. 62-29

(B) FILING SYSTEM - INDEXING - KNOWN MAIL DROPS OF THE GERMAN ESPIONAGE SYSTEM - DEINDEXING -- In World War II Bureau furnished your office numerous lists of individuals and addresses utilized by Nazi Germany and Axis powers as mail drops. These lists of individuals and addresses were furnished under the caption "Known Mail Drops of the German Espionage System." Investigative usefulness of index cards prepared on names and addresses set forth in those lists is currently negligible. To conserve filing space and further streamline your office administrative procedures, you are authorized to destroy these lists and purge your office indices of all related index cards.

ALL INFORMATION CONTAINED
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DATE 8-10-82 BY SP4ELW/cal

66-3286-
NOT RECORDED
170 JUN 4 1962

ORIGINAL FILED IN

57 JUN 27 6 1962

MR. TAVEL 5-25-62

L. E. SHORT

REPATRIATION OF CITIZENS
DURING WORLD WAR II - 65-36220
PURGING OF LISTS

Destruction of Bureau Property

During World War II, the Bureau received numerous lists of residents of various countries being considered for repatriation to their respective countries. These lists related to citizens of Germany, Japan, Italy, various Latin American countries, the United States, etc. Lists were also received relating to personnel of various companies, diplomatic nationals en route to other assignments, passenger lists, etc. The lists related to citizens of both Axis and neutral countries and in many cases the United States was not involved directly in that the individuals never touched on our shores nor were they American citizens. The majority of these lists contained little or no identifying data concerning the individuals listed thereon.

File 65-36220 (several sections attached) entitled "Repatriation of Citizens" contains a variety of these lists. Many other similar lists appear in files maintained in the 64 classification (Foreign Miscellaneous) and other files. Inasmuch as this information appears to be of little or no value to the Bureau today, in line with our Records Management Program designed to eliminate valueless and obsolete material from the Bureau's records and to make the indices as compact, informative, and efficient to use as possible, it is proposed that the Records Branch be given authority to deindex all lists of names relating to repatriation matters which occurred during World War II. Of course, we would not deindex any derogatory information concerning any individuals whose name appears on one of these lists.

RECOMMENDATION:

That the Records Branch be authorized to deindex all lists of names relating to repatriation matters which occurred during World War II with the exception of those names on whom derogatory information is set forth.

JWM:wjs
(4)
1 - 66-3286
Enclosures

50 JUN 5 1962

66-3316
NOT RECORDED
149 MAY 31 1962

ORIGINAL FILED IN 2 1 62

DECLASSIFIED
8-10-82 SP4GWLCal

Employee Suggestion
FD-252 (11-14-55)

#918-62 b6 b7C

Date	
5/1/62	

To:	From:	Employee assigned to (Division)
Director, FBI	[redacted]	NYO

SUGGESTION

It is suggested that all Daily Reports (FD-28) for agents, other than resident agents and agents out of the district, be destroyed when one year old on a monthly or other staggered basis.

DESTRUCTION OF BUREAU RECORDS - GEN'L 3/ EXP. PROC.

32 MAY 16 1962

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 3, h, (5). Files and records to be destroyed when three years old on a monthly or other staggered basis if preferred. (5) Agents daily reports - FD-28.

Advantages of suggestion

Considerable savings in floor and rental space on a field wide basis and also in purchase of cabinets. In NYO, the daily reports for one month require 4½ drawers or 54 drawers for one year.

[illegible] DATED-16-82 BY SP4

Disadvantages of suggestion

None.

166-3286-
NOT RECORDED
102 MAY 29 1962

MAY 16 1962

Annual Savings (Show basis for estimate)

In NYO alone 11 cabinets @ $53 per cabinet amounting to $583.

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[ ] Mr. [ ] Mrs. [X] Miss [redacted]

SUPERVISORY CLERK GS-10
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion would result in considerable saving field-wide and is worthy of consideration.

[redacted]
Signature and Title

MAY 18 1962

5/18/62 1124 pm

ORIGINAL FILED IN 66-2-1157-13/2

Memorandum to Mr. Mohr
Re: Suggestion #789-62 - Tokyo, Japan ~~CONFIDENTIAL~~

of this material after the Bureau has been advised of any pertinent information contained in it and the appropriate indexing to the communication so advising the Bureau has been done.

RECOMMENDATION:

That the suggestion be adopted and the attached letter directed to Legat Tokyo.

~~CONFIDENTIAL~~

May 31, 1962

PERSONAL

EX-102

66-3256-945

REC-24

Miss [redacted]
Federal Bureau of Investigation
New York, New York

b6
b7C

Dear Miss [redacted]

Thank you very much for your suggestions concerning the consolidation of certain manual provisions and the disposition of index cards under certain circumstances. After due consideration, it has been decided that your ideas should not be adopted because of disadvantages involved.

Although your suggestions were not adopted in this instance, I appreciate the thoughtfulness and interest which prompted you to submit them to me.

Sincerely yours,

J. Edgar Hoover

MAILED 10
MAY 31 1962
COMM-FBI

1 - SAC, New York
1 - Personnel file of Miss [redacted]

JER:jmh (Suggestions #945-62 and #951-62 both dated 5/25/62)
(5)

NOTE: Suggestion #945-62 suggests that the list of administrative and related files to be maintained which is listed on pages 8, 9 and 10 of Part II, Section 3 of the Manual of Rules and Regulations, be augmented by the addition of a column indicating the period of time after which they may be destroyed. Suggester notes that instructions on destruction of files, and material contained therein, are contained on pages 13 though 15b of the same section and feels that her idea would consolidate this information into one place and save time and printing costs.

SEE PAGE 2

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

XEROX JUN 4 1962

REC'D-READING ROOM FBI MAY 31 3 04 PM '62 MI GELE YAOO DECODED COPY

DATE 8-10-82 BY SP4 EW/cal

Employee Suggestion
FD-252 (11-14-55)

#951-6 ✓

b6
b7C

Date: 5/25/62

To: Director, FBI

From: [redacted]

Employee assigned to (Division): NYO

SUGGESTION

Destruction of Bureau Property

It is suggested that where a case has been opened under an unknown subject, and the only possible indexing was the article stolen and the company or person from whom stolen, that these cards be destroyed when the title is changed to include the name of the subject. This could be accomplished by having the indexer prepare a destroy slip at the time the changed title is indexed. The destroy slip would be held in Indices for 30 days to prevent the card being pulled prematurely in case mail might come in from another office under the former title.

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 3, C, 3d. "Index Systems. Index cards must be prepared for names in the title of a report."

Advantages of suggestion

With very little extra work this will permit the elimination from the indices of cards that are really "dead." It will also facilitate the searching of mail on current thefts where no other identification is available for searching.

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EXP PROC

MAY 29 1962

66-3286-945

Disadvantages of suggestion

None

6-4

18 MAY 29 1962

Annual Savings (Show basis for estimate)

Saving in Indices space and searching time.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

SUPERVISORY CLERK, GS-10

Signature and Title of Employee Suggester

Recommendations and comments of Division Head

Not recommended. (See next page)

Signature and Title

The Training and Inspection Division is opposed to the suggestion. The two items mentioned are not identical or mutually inclusive. The list on pages 8, 9 and 10 is for a guide and is not intended to be completely specific. The administrative files contained therein will have different periods of destruction under certain circumstances. This list is more for ease of reference than a complete instruction from inception to destruction. The instructions on pages 13 through 15b however are specific and all-inclusive regarding the destruction of Bureau records. Since they are necessary here and would only partially suffice if added to the guide list, it is felt the suggestion would result in unnecessary duplication.

Suggestion # 951-62 suggests that where a case has been opened under an unknown subject, and the only possible indexing was the article stolen and the company or person from whom stolen, these index cards be destroyed when the title is changed to include the name of the subject. SAC Foster of the New York Office opposed adoption of the idea because these unknown subject index cards are helpful in identifying criminal cases on occasions where the only information on hand is the identity of the article stolen or the company or person from whom it was stolen. They are also valuable when surveys are conducted to determine the number of cases received from a particular trucking firm. Further, stops placed on stolen merchandise require the retention of these index cards as long as the stops are outstanding. The matter was also discussed with Mr. Gamble of the Interstate Crimes Unit of the General Investigative Division who agreed with the objections of SAC Foster. He pointed out in addition that, in bank robberies, where different branches of the same banking establishment have been victimized, these index cards are the means of differentiating among cases.

Recommendations and Comments of Division Head (Cont'd)

The unsub cards are helpful in identifying criminal cases on occasions where the only information at hand is the identity of the article stolen or the company or person from whom stolen. They're also valuable when surveys are conducted as to how many cases are received from a particular trucking company. When stop cards are placed with pawn shops or police departments, the unsub cards could not be destroyed if the stop remained outstanding.

MR. TAVEL 6-15-62

L. E. SHORT

Destruction of Bureau Property -

POSTAL CENSORSHIP
62-62736-sub 2

Description of Lists: Japanese, or Americans of Japanese ancestry, residing in Hawaii, who applied for Japanese draft deferment; Japanese in Hawaii, who previously had applied for and been granted Japanese draft deferment by the Japanese government, sending notification of foreign residence. See serials 12771, 12772, 12773, 12774, and 12775.

The attached listings of names have been called to our attention by Records Branch personnel who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that these and similar references appearing in this file be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on this type of material. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

JWM:ses

(1) - 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EWJ Cal

66-3286

57 JUN 26 1962

NOT RECORDED JUN 20 1962

57 JUN 26 1962

ORIGINAL FI

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 6-15-62

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF FILE MATERIAL
BUREAU PROPERTY - GEN.

b6
b7C

Mrs. [redacted] supervisor of the Consolidation Unit, Files and Communications Division, has recommended that the following file material be considered for destruction:

File 94-1-603 - that mail concerning requests for copies of the Director's address before the Chicago Boys' Club Dinner at Chicago, Illinois, November 9, 1936, entitled "Youth and Crime."

File 94-1-372 - that mail concerning requests for copies of the Director's address before the Boys' Club of America Convention at Philadelphia, Pennsylvania, May 20, 1936, entitled "Youth Problems in Crime."

This mail is all over twenty years old and it appears to have no further value. Its destruction would result in saving space in the file room and in eliminating unnecessary cards from the general index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required. Current mail, mail of historical value and mail concerning setting of policy would be retained.

RECOMMENDATION:

That authority be granted to destory this mail in file as set forth above.

EWM: bpr
(3)

EX 100

REC-20 66-3286-946

JUN 21 1962

JUN 22 1962

UNRECORDED COPY FILED IN 94-1-372

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 18

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 6-7-62

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
BUFILE 66-3286

RE: FILE 62-65897 ENTITLED
"INQUIRIES REGARDING INDIVIDUALS IN WAR ZONES"

We are maintaining the file entitled "Inquiries Regarding Individuals in War Zones" (62-65897). This file consists of ten sections, 750 serials, and for the most part consists of inquiries from outside sources requesting information or assistance in locating relatives, friends, or acquaintances serving in the Armed Forces. The great majority of these inquiries were received during World War II. This correspondence for the most part was referred to the War Department or a letter was sent back to the correspondent informing them to communicate with the War Department.

This material appears to be of no value to the Bureau today; and in line with our Records Management Program designed to eliminate obsolete and valueless material from the Bureau's records, it is recommended that the Records Branch be authorized to deindex and destroy the material contained in this file. General Records Schedule 14-4 issued by the National Archives authorizes destruction of, without further approval, acknowledgments and transmittals of inquiries and requests that have been referred elsewhere for reply.

If destruction of this material is authorized, of course, we will not destroy any material in the file wherein the Bureau conducted an inquiry or which would appear to be pertinent to the Bureau's operations today.

RECOMMENDATION: Completed By Purge. 1508 refs. de-indexed. 11 Inquiries Destroyed.

That the Records Branch be authorized to deindex and destroy the material maintained in the above-captioned file with the exception of any material relating to a Bureau inquiry or which would be pertinent to the Bureau's operation today.

JMM:jam
(4)
1 - 62-65897

66-3286-747

REC-34

JUN 22 1962

Scheduled for Destruction

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY

RECORDS

57 JUL 2 1962 399

MR. TAVEL 6/6/62

L. E. SHORT

10

POSTAL CENSORSHIP
62-62736-sub 2

Lists of trivial condemned items for various periods during World War II have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that it be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the attached serials 9252, 9433, 10709, and 10710, which are examples of these lists, to determine if any reason exists for retention of the indexing on this type of material. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309-IB.

RECOMMENDATION:

For referral to appropriate substantive division.

Destruction of Bureau Property - Sou-

1 66-3286-
NOT RECORDED
170 JUN 8 1962

Completed By Burg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-24-82 BY SP-4 cdw/dcg

JWM:brh

(1) - 66-3286.

78 JUN 29 1962

FILED IN 62-62736-2

MR. TAVEL

6-21-62

L. E. SHORT

Destruction of Bureau Property - General

AMERICAN BLACK LIST
100-36078

Description of Lists: Confidential Lists of Unsatisfactory Consignees, and Proclaimed Lists of Certain Blocked Nationals. Serials 1x, 1x1, 21x, 24, 25, 34, 35, 65, 93, 99, 102, 105, 111, and 177

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that these serials, and similar material throughout this file, be deindexed through removal of the cards from the Bureau's indices. It should be noted that serial 194, which is a memorandum of a press and radio news conference held 7-8-46, indicated the withdrawal of the Proclaimed List of Certain Blocked Nationals. It should also be noted that mail indicating violations of this proclaimed list was indexed, and will remain so. (See serials 150 and 151).

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309-IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ORIGINAL FILED IN 100-36078

JWM:ses:ler
(3)

1 - 66-3286

Completed By Purge

166-3286

NOT RECORDED
191 JUN 22 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP-4 EW/dcg

393

JUL 20 1962

DIRECTOR, FBI 6/27/62

LEGAT, BERN (66-19)

SECURITY PROCEDURES
BERN OFFICE
Destruction of Bureau

Rebulet 6/4/62. Property

The following is being submitted in response to the questions raised by rebulet.

The Embassy security guards are members of the U.S. Marine Security Guard Force and are American citizens. No local personnel are employed in the Embassy security force.

With respect to the procedures utilized in the disposal of Embassy classified trash, the trash is collected by members of the Marine security force, personallyddelivered to the disposal plant, inserted into the collection funnel by the security force and maintained under direct visual observation until the trash is afire and has begun to proceed down the collection chute. At this point it is completely inaccessible to anyone.

3 - Bureau
(1-Liaison Section)
1 - Bern
(4) WFD:tlc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-24-82 BY SP4 ELW/dcg

66-3286-

NOT RECORDED
141 JUL 13 1962

50 JUL 18 1962

ORIGINAL FILED IN

W. C. Sullivan

6/29/62

W. R. Wannall

1 - Belmont
1 - Sullivan
1 - Tavel
1 - Wannall
1 - Short
1 - Harrell

AMERICAN BLACK LIST
(Deindexing)

DESTRUCTION OF BUREAU RECORDS - GEN'L

Memorandum 6/21/62 Short to Tavel solicited views of substantive division as to advisability of deindexing specific serials containing listing of individuals included on captioned list. Deindexing should be accomplished.

The Proclaimed List of Certain Blocked Nationals, commonly known as American Black List (ABL), was created by Presidential Proclamation 7/17/41. It includes individuals and business houses in South and Central America (6471) and in Europe and Africa (3269). The basis for inclusion on the list consisted of demonstrated political sympathy, cloaking activities, or connection with other firms having similar commercial or political ties with Germany or Italy in early years of World War II.

The ABL was kept in a current status through amendments thereto supplied by Department of State, Treasury Department, the Attorney General, Department of Commerce, and the Office of Inter-American Affairs.

The ABL was withdrawn from use by the United States Government 7/8/46 as the result of action taken and statement issued by Department of State under Acting Secretary, Dean Acheson.

The basis for inclusion of individuals and firms on the ABL related to firms and individuals politically aligned with the Fascist Government of Italy and the Nazi Government of Germany. Such alignment is no longer applicable to intelligence investigations being conducted by the Bureau and indexing of individuals on the ABL is believed of little value.

RECOMMENDATION:

If you approve, Correlation Unit of the Records Branch should accomplish deindexing of list maintained in captioned case as noted in memorandum Short to Tavel 6/21/62.

100-36078
(1) - 66-3286

66-3286 -
NOT RECORDED
JUL 9 1962

ERH:jmo
(8)

60 JUL 19 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4 ELW/dcg

ORIGINAL FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. DeLoach

DATE: 6-12-62

FROM : D. C. Morrell

SUBJECT: MRS. [redacted] Destruction of Bureau Records

b6
b7C

PURPOSE:

Mr. Clayton has requested a memorandum pertaining to the possibilities involved in the handling of a letter which Mrs. [redacted] indicates she had written to the Bureau on or about 5-21-62.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP-4 EW/dcg

BACKGROUND:

Mrs. [redacted] telephoned on 6-8-62 from Jacksonville, Florida, and stated she had addressed a letter to the Director "3 weeks ago" and that she had not received an answer; that the matter about which she had written is very urgent; that she must have help and that she desired a reply immediately. She was assured that receipt of her letter would be checked. Her manner was quite demanding and her conversation more or less irrational.

b6
b7C

It has been determined that Mrs. [redacted] letter was received and placed on Expedite Processing by the Director's Office on 5-23-62. The letter, according to Expedite Processing was dated 5-21-62 in which she stated she was being slandered and she asked for help. She indicated that a copy of her letter had been forwarded to the Attorney General. Files and Communications Division advised that an abstract of the mail was prepared and subsequently a cancellation was received, probably by phone, and the letter was taken off Expedite Processing.

Correspondence and Tours Section maintains an "appears mental" card regarding Mrs. [redacted]. This card was made per a 1-6-56 memorandum from Jones to Nichols, and it was indicated that correspondent had written and called on numerous occasions with complaints including persecutions by Catholics, numbers racket, personal job difficulties, missing friend, alleged delayed report by FBI on name check resulting in her being denied a job, and alleged slander. (62-100227)

66-3286-
5 JUL 23 1962

Bufiles indicate that on 3-16-54, she contacted Mr. Holloman in the Director's Office and stated that according to the Civil Service Commission (CSC) the FBI had had a name check on her since January and because of our delay she was being denied a position. A check with CSC disclosed that they considered her a "screwball" and she was not being considered for employment by the Government. She applied for a job with the Bureau in August of 1947. In a letter to the Bureau in January, 1956, Mrs. [redacted] claimed that members of her family had filed motions in local court declaring her mentally ill and incompetent. Postal authorities at Jacksonville, Florida,

(Continued next page)

57 JUL 26 1962

RWE:mlw (3)

2 XEROX

JUL 24 1962

b6
b7C

ORIGINAL FILED IN

b6
b7C

Morrell to DeLoach memo
RE: Mrs. [redacted] b6 b7C

have described her as definitely unbalanced. Assistant United States Attorney [redacted] of Jacksonville on 9-23-60, when given a postal card addressed to Mrs. [redacted] stated that he believed her to be insane and declined prosecution. She was the victim in a possible extortion case. Mrs [redacted] has made numerous far-fetched complaints to the Bureau and has contended she is a personal friend of the Director and Miss Gandy.

OBSERVATIONS:

A thorough check of the personnel in Correspondence and Tours Section has been made with regard to the [redacted] letter dated 5-21-62 and none of the personnel recall handling or seeing the letter. b6 b7C

It is noted that if the letter to which Mrs. [redacted] refers was actually received in Correspondence and Tours Section it may have been destroyed in accordance with existing regulations concerning mental mail, which regulations have been in effect over the years and which were reiterated by Executives Conference memorandum of 9-30-54 and approved by the Director.

Our procedures consist of thoroughly reading and analyzing each piece of correspondence coming into the Section. Mail which appears to be of the mental type is read for threats, self-destruction, criticism or any interest to other agencies, prior to any action being taken. If no reason exists to the contrary, the correspondence is destroyed in accordance with existing regulations. Registered and certified letters are held for a 90-day period prior to destruction. Enclosures of value are returned to the correspondent. Address changes are noted on the pertinent card. If some action is required, such as bringing facts to the attention of a local police department, such action is taken and the letter is sent to file.

The accumulation of mental mail, in the volume presently received in the Bureau, would present a tremendous filing task and be a records management problem, since some individuals are chronic to the extent of writing several times per day and writing letters of great length. We now receive about 100 letters of this type daily, many of which are long, rambling, handwritten, physically filthy and dirty and some of which are obscene.

In many instances these individuals designate copies of their letters to a variety of Government officials since those who write this type letter feel they definitely have a problem which should be brought to the attention of all concerned. The indication of copies to additional agencies is not the governing criterion regarding the destruction of the letter if the correspondence is definitely of no interest to the FBI or any other agency.

b6
b7C

Morrell to DeLoach memo
RE: Mrs. [redacted]

On 6-12-62 a 30-day trial period was instituted in the Correspondence and Tours Section wherein, in the cases of mental mail, a notation of the date mail is received will be made on the chronic card of the correspondent, prior to destruction of the correspondence.

RECOMMENDATION:

None. For information.

We should do this.
DeL

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tolson

DATE: July 5, 1962

FROM : The Executives Conference

SUBJECT: HANDLING OF MENTAL MAIL

Destruction of Bureau Records

The Executives Conference on July 5, 1962, consisting of Messrs. Evans, DeLoach, Callahan, Conrad, Bowles, Stanley, Rosen, Edwards, Clayton, Wick and you considered the problem of destruction of correspondence from persons known to have mental aberrations.

Briefly, most of the mental mail received by the Bureau is handled in Correspondence and Tours Section. Set forth below is a tabulation of mail of this type received in this Section in June and destroyed. This does not encompass all of the mental mail received in this Section as some of it is sent to files; some retained for 90 days; and some sent to various field offices:

Friday	6-15-62	38	Letters
Monday	6-18-62	103	"
Tuesday	6-19-62	54	"
Wednesday	6-20-62	38	
Thursday	6-21-62	45	
Friday	6-22-62	34	

66-3286-
NOT RECORDED
199 JUL 24 1962

The decision as to whether this mail should be destroyed is made by the Agent dictators. They have considerable experience in the Bureau and in correspondence matters. Before any mail is destroyed, it must be checked against our mental cards and the personnel carefully read it for possible threats, indication of threatened self-destruction, criticism of the Bureau or Bureau personnel or to determine if there is anything of interest to other Government agencies. If there is no reason existing to the contrary, the correspondence is then destroyed and a notation made on the back of the card relating to the individual correspondent. Enclosures of value are returned to the correspondent when the letter is first received and mail of this type is held for 90 days.

1 - Mr. Malone
1 - Mr. Clayton
1 - Mr. Trotter
1 - Mr. DeLoach

JUL 23 1962

5 JUL 23 1962

TWO THREE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-24-82 BY

ORIGINAL FILED IN 66-3665-3722

5 AUG 1 (7) 1962

Executives Conference Memorandum
Re: Handling of Mental Mail

Also, registered and certified letters are retained for 90 days before they are destroyed. When correspondence reflects a change in address, such change is noted on the correspondent's card and the mail is sent to file. If action is required, such as bringing information to the attention of a police department, such action is taken and the letter sent to file.

The Agents who read this mail know their job and give careful attention to what they are doing. If there is a question as to whether the mail should be retained or destroyed, the doubt is resolved in favor of retention. To have one person read all the mail would require practically all of his time on this operation. Having it handled by the Agent dictators as it comes to their desks in connection with their other assignments spreads the burden and it can be assimilated in the regular course of their work. Further, to have one person read it and make the decision would mean the mail has to be handled twice, once by the first dictator and second by the one person so designated. It should be noted that much of this type mail is very difficult to read and frequently is of considerable length, often running into twenty pages or more. This double handling would be inefficient and would not benefit the Bureau to any appreciable extent.

No problems can be recalled during the past eight years in connection with any mental mail and during this time the procedures outlined above have been followed.

It was the unanimous opinion of the Conference that mental mail continue to be handled as it has been in the past.

I accept this with
serious reservations.
We are distinguishing on an
average of ~~ten~~ letters a
day. Which is a suit
case attached through the center
[illegible] are living
continuously [illegible]
and burning [illegible]
are charges [illegible]

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10-23-62

FROM : L. E. SHORT

b6
b7C

SUBJECT: SUGGESTION

[redacted]
File Clerk, GS-6
Consolidation Unit

#346-63

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4 aw/dg

SPEAKING ENGAGEMENTS. Misc

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Captioned employee has proposed that certain file material relating to speeches by Bureau representatives be destroyed. According to Mrs. [redacted] this is an extension of the existing practice in which speech material filed in 94-1 has been destroyed. Files and Communications Division believes that employee's suggestion is feasible and should be adopted.

By memorandum W. G. Eames to Mr. Nease 12-30-58 (94-1-1666), it was indicated that Mrs. [redacted] had suggested the destruction of speech material in file 94-1. Her proposal related to Bureau source material and the suggestion was adopted. Subsequently my memorandum 11-22-61 (94-1-1810) indicated that Mrs. [redacted] had asked consideration be given to destroying that material from outside sources which related to speeches and was filed in file 94-1. This was approved and destruction of the material has been accomplished.

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Mrs. [redacted] current suggestion relates to material similar to that filed in the 94-1 file and there appears to be no sound reason for retaining this material in Bureau file. Destruction of this material will result in a savings of file space. Samples of the material referred to by Mrs. [redacted] are attached.

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If employee's suggestion is adopted, archival approval for destruction will not be required inasmuch as authority is contained in the General Records Schedule.

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b7C

166-32863
NOT RECORDED
184 NOV 15 1962

94-1-1829

REC-26

13 OCT 29 1962

RECOMMENDATIONS:

1. That Mrs. [redacted] suggestion be adopted.

2. That an appropriate letter be directed to Mrs. [redacted]

LES:bpr
(3)
Enclosures

10/26/62 JER/mlb

Thanks Chipendale/Mother ST
11/2/62 JER/mlb

10/23

XEROX
NOV 15 1962

11/5/62 JER/mlb

NOV 16 1962

ORIGINAL FILED IN 94-1-1829

DESTRUCTION OF BUREAU PROPERTY

VIEWS OF THE CRIME RECORDS DIVISION RE: SUGGESTION #340-63

ADDENDUM: Crime Records Division, CDD/MAJ/JRH/eah, 10-29-62
Crime Records Division concurs in this destruction of old speech material provided it only involves material 10 years or more old.

~~CONFIDENTIAL~~

BY COURIER SERVICE

Date: August 8, 1962

Destruction of Bureau Property - General

To: Director
Central Intelligence Agency

Attention: Chief, Communications Security Division

From: John Edgar Hoover, Director

Enclosed is one card certifying destruction by burning of CIA cryptographic material ONAT ZB 79391-79900
REG 2

(C) U

INFORMATION IS DECLASSIFIED Per Approp. Agency's ltr DTD 3-3-86 SP8BTJ/COL 8-22-86 211,847

9-17-82 CLASS. BY SP4 [illegible] DATE OF REVIEW OADR

Enclosure

DECLASSIFIED BY SP8BTJ/COL ON 8-22-86 Per Approp. Ltr DTD 3-3-86

ADDENDUM FOR YELLOW:

This is coding material furnished Bureau by CIA for use on coded teletype circuits between our Coding Unit and CIA. As each unit of material is used it must be destroyed by burning and CIA notified. Classified ~~CONFIDENTIAL~~ because this is the classification used by CIA in this type of correspondence.

(C) U

66-32486

NOT RECORDED
191 AUG 9 1962

GTB.
GTB:dry
(8)

~~AUG 8 1962~~

~~CONFIDENTIAL~~

XEROX
AUG 9 1962

51 AUG 13 1962

MAIL ROOM TELETYPE UNIT

BY COURIER SVC.
28 AUG 8
COMM-FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
[illegible]
[illegible]
[illegible]
Trotter
Tele. Room
Holmes
Gandy

ORIGINAL FILED IN 62-90250-4

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. DeLoach

DATE: 8-24-62

FROM : M. A. Jones

SUBJECT: DESTRUCTION OF PM NEWSPAPER CLIPPINGS, 1940--1944

Destruction of Bureaus Records Gen.

As space is always at a premium in the Bureau's Library and we must be constantly aware of this fact, it is recommended that all the clippings from PM Newspaper be destroyed. They take up one complete shelf in the Bureau's Library. The publication has been out of existence for many, many years and any reference we might have to any article which appeared in PM could be checked out through the Library of Congress. There is no need to clutter dead storage with this material.

RECOMMENDATION:

That all the clippings from PM Newspaper from 1940 through 1944 be destroyed.

Done BMS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE: 8-24-82 BY SP4EW/dcb

166-3286-
NOT RECORDED
199 SEP 4 1962

11 AUG 31 1962

8/30/62 File all attached routing slips with this memo. BMS

BMS:vc
(3)

57 SEP 5 1962

XEROX
SEP 4 1962

ORIGINAL FILED IN 66-1855-7-96

SAC, Albany

Director, FBI (100-352546)

August 3, 1962

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Monograph Policy file
1 - Section tickler
1 - Foreign Liaison (Route through for review)

CENTRAL RESEARCH MONOGRAPHS
IN FIELD OFFICE LIBRARIES
66-3286-

A review of the monograph inventory at the Seat of Government indicates that the following monographs are outdated and have little current value or usefulness and may, therefore, be destroyed by your office. It is recognized, however, that some offices with considerable security work may wish to retain copies of some of these monographs, and this they may do.

"Bibliography on Communism"

"Communist Tactics Once Used in Germany which May Be Applicable in Modified Form to the United States in the Event of Increased Anti-Communist Efforts or Open World-Wide Conflict"

"Identification of Certain Foreign Communist Publications Subject to Citation by Communists in the United States"

"Known Objectives of Soviet and Satellite Intelligence in the United States"

"Marxist-Leninist Principles Governing the Communist Press in the United States"

"Operational Security in Soviet Intelligence"

"Stockholm Peace Appeal"

"Undermining Tactics of the Communist Party, USA"

"United Labor Party"

2 - All offices
2 - All Legal Attaches

RSG/aab (7)

NOTE: See memo Smith to Sullivan, 7/26/62, same caption. RSG/aab No handbook or manual changes necessary. ORIGINAL ON PLASTIPLAT

Tolson
Belmont
Mohr
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Rosen
Sullivan
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Trotter
Tele. Room
Holmes
Gandy

AUG 15 1962

MAIL ROOM ☒ TELETYPE UNIT ☐

XEROX AUG 6 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY sp4 ALW/dlg Agreed (W) 6080 LEO/LHS 7-25-84 #21184

ORIGINAL FILED IN 100-352546-

FBI JUL 30 3 42 PM '62 CO-READING ROOM

To Albany
Re: CENTRAL RESEARCH MONOGRAPHS
IN FIELD OFFICE LIBRARIES

Each office should maintain a record regarding the disposition of its copies in accordance with Part II, Section 8 (L) of the Manual of Rules and Regulations. Upon disposition, appropriate inventory adjustment should be submitted.

Five copies of each of these monographs will be retained at the Seat of Government for research purposes and will be available in the event any office has need thereof. The titles of the monographs will continue to be listed in the "Bibliography of Central Research Section Monographs."

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. W. C. Sullivan DATE: July 27, 1962

FROM : R. W. Smith

SUBJECT: CENTRAL RESEARCH MONOGRAPHS
IN FIELD OFFICE LIBRARIES
CENTRAL RESEARCH MATTER

Destruction of Bureau Report

A review of the monograph inventory of the Central Research Section reveals that nine monographs have little current value or usefulness because of their age since virtually all were prepared ten or more years ago. For this reason, it is felt that field offices should destroy these particular monographs, although those offices with considerable security work wishing to retain copies of some of these monographs should be permitted to do so.

Five copies of each of these monographs would be retained by the Central Research Section for research purposes and would be available to any office having future need thereof. The titles of the monographs would continue to be listed in the "Bibliography of Central Research Section Monographs."

Approval is requested authorizing field offices and legal attaches to destroy or retain specified monographs.

RECOMMENDATION:

It is recommended that attached file copy of a letter, the original on Plastiplate, to all offices and legal attaches be approved and transmitted. When approved, this memo should be returned to Central Research Section so that the letter may be dated.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-24-82 BY SP4 EW/dcg

66-3286-

Enclosure
100-352546

RSG/aab
(5)

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Monograph Policy File
1 - Section tickler

NOT RECORDED
AUG 6 1962

AUG 3 1962

XEROX
AUG 6 1962

ORIGINAL FILED IN 100-352546

Employee Suggestion
FD-252 (Rev. 9-11-59)

#25663

b6
b7C

Date
9-20-62

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Files and Communications

SUGGESTION

That file 1-30 on Technical Training be reviewed for destruction of all material which is obsolete or of no value. The file consists of 3 sections for general material and a sub file for each Field Office. Very little material has been filed in any of the Field Office Sub files since 1947. All historical or policy material should be retained and material that comes in from the Field Offices in the future could be filed in the general file as there should be very little. The Field Office files would be destroyed.

Destruction of Bureau Records

Current practice or rule (Include manual citation as well as facts)

Type of material in the Field Office files is no longer sent to the Bureau.

Advantages of suggestion and annual savings (include basis for estimate)

Approximately 5000 serials in the Field Office sub files could be destroyed which would mean a saving of space in the Filing Unit. Also would mean a saving of space in the Numbering Unit as the abstracts would be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-24-82 BY SP4 ELW/drg

66-3286-

Disadvantages of suggestion

None

NOT RECORDED
128 OCT 8 1962

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an unlimited award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. See attached page.

Signature and Title

(Do not write in this space - for Bureau use only)

OCT 10 1962

XEROX
OCT 8 1962

ORIGINAL FILED IN

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b7C

Employee Suggestion
Submitted by: [redacted]

COMMENTS:

These files consist largely of mail sent in by the field divisions concerning technical training afforded Agents. Very little mail has been received subsequent to 1947 and the files are not now utilized since the field divisions no longer submit this type of mail.

Destruction of mail in this file would result in a savings of file room space and would also eliminate unnecessary cards from the General Index. Authority for destruction is contained in the general records schedule and no further archival approval is required.

The Records Branch feels that this suggestion has considerable merit, that the mail contained in this file has no present value and that its destruction would result in a savings. The comments of the Training and Inspection Division should be secured.

JPB:bpr
(6)

9/24

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 10/23/62

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF INTERVIEW NOTES AND RECORDS
JENCKS ACT

Bureau Records
General

On my memorandum of 10/16/62 to you, same caption, the Director approved the suggestion that Mr. Rosen and Special Agent Dwight J. Dalbey and I take up with the Department the question whether we should or should not make a change in our present policy of destroying fragmentary and incomplete notes of interview after the full record of interview has been prepared in the form of a memorandum or signed statement. We met today at 3:00 p. m. in the office of William E. Foley, First Assistant, Criminal Division, in the absence of Assistant Attorney General Herbert J. Miller, Jr. With Mr. Foley were the following additional personnel of the Criminal Division: Howard P. Willens, Executive Assistant, Robert S. Erdahl, Chief of the Appeals and Research Section, Harold E. Koffsky, Deputy Chief for Legislation, and Nathaniel E. Kossack, Chief of the Fraud Section.

We outlined our present policy on notes and emphasized the difficulties which we have had in the bank robbery case of Campbell v. U.S. in Boston, and the security case of Ogden v. U.S. on the West Coast, and then asked Mr. Foley whether the whole matter of destruction or retention of notes should not be reviewed again at this time. Mr. Foley said he thought such action would be premature at this time because the Department has just filed its brief in the Campbell case before the Supreme Court and the question of keeping and producing the notes is at issue in that case. He said we have called for an answer by the Supreme Court to this question and he believes that we should wait for it. This opinion was seconded by Mr. Erdahl, who said that at least by December we should know whether the Supreme Court will grant certiorari or deny certiorari in this case. If the Court grants certiorari there is good reason to believe that it will answer the specific question whether investigative notes are producible. If the Court denies certiorari, it will mean that there are not even four members of the Court who think the question of retaining and producing notes is sufficiently important for the Supreme Court's review.

1 - Mr. Belmont
1 - Mr. Evans
1 - Mr. Rosen
1 - Mr. Sullivan

DJD:skm
(6)

66-3286-948

EX-100

25 NOV 1 1962

NOV 2 1962

UNRECORDED COPY FILED IN 62-72225-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-13-81 BY SP5 CAJ/CK
5/16/94 1962 4383 Var 3143 48

Mr. Erdahl added that if certiorari is granted we may not get a decision until early next summer, but even in that event he does not think that the Supreme Court will hold that investigative notes taken in incomplete form are producible under the Jencks Act because for the Court to do so would mean that they must overrule the definition of a producible statement laid down in the Palermo case, and he does not think they will overrule Palermo. That case was one in which the Supreme Court unanimously upheld the lower court determination that an Internal Revenue agent's 600 word summary memorandum on a 3 1/2 hour interview with a person who became a government witness was not sufficiently detailed, or sufficiently in the words of the witness himself, to be a producible statement of the witness under the Jencks Act. Palermo v. U. S., 360 U. S. 343 (1959). The assumption for our purposes is that an Agent's notes of the interview, being much less detailed than the memorandum, would similarly not amount to a producible statement of the witness.

The Department representatives were then asked whether it might not be a good idea to obtain at this time some Departmental reaffirmation of present policy for use by the Bureau as proof of our good faith policy in the event this question comes up again in a trial court as it did in the Campbell and Ogden cases. Mr. Foley said he saw no need for an official reaffirmation now because the time that we will have to wait until we learn whether the Court grants or denies certiorari is no longer than some time in December. Should it develop, however, that the Court grants certiorari in the Campbell case, and thus takes up to another six months for its decision, we can then meet again and consider the advisability of the Department giving the Bureau some statement on policy to be followed, including reaffirmation of present policy, should it be decided that that policy is the one which the Bureau should continue to follow.

The Department representatives seemed particularly hopeful of some definite clue to the Court's view in the action that it will take in the Campbell case and very hesitant to jump either way on this question until they get that clue. They do not seem disposed to make any new move at this time.

RECOMMENDATIONS:

1. That the Legal Research Desk of the Training Division follow Supreme Court action to determine, at the earliest possible date, the action of the Supreme Court in either granting or denying certiorari in the Campbell case.

2. That after the Supreme Court has granted or denied certiorari in the Campbell case, we bring this matter again to the Director's attention for such action as is advisable in the light of the latest developments.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 10/16/62

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF INTERVIEW NOTES AND RECORDS (JENCKS ACT)

This memorandum responds to the Director's instructions that, "I want Casper to make a completely new and objective study of our procedures re destruction of records. I personally am against any destruction until all facets of a case are completely disposed of. H." This notation appeared on a memorandum of 10/8/62, from Mr. Sullivan to Mr. Belmont re "Billy Maurice Ogden; Security Matter-C; Fraud Against The Government."

There was a destruction of records in the Ogden case prior to complete disposition of the case. The records destroyed were the Agent's notes of interview with a person who became a government witness at trial. The notes were destroyed after their substance had been incorporated into the witness' signed statement, which was given to the defense at trial for cross-examination purposes as required by the Jencks Act. Ogden was convicted but the Circuit Court of Appeals vacated the conviction and remanded the cause to the trial court to determine whether the destroyed notes were a producible statement of the witness under the Jencks Act and, if so, whether the substantial rights of the defendant were affected by failure to produce. The Circuit Court made clear that if the notes were destroyed in accordance with normal practice, in good faith, and with no intent to suppress evidence, and the defendant was given the same information through the signed statement of the witness, the District Court could enter a new conviction. On remand the District Court held a hearing but is reserving judgment until an official copy of Bureau instructions on destruction of notes is entered into the record.

What the Agents did in the Ogden case accurately reflects, in part, the Bureau's present policy on destruction of the records contained in the investigative notes of a criminal case. The usual notes taken by an Agent during interview with a potential witness may be destroyed after their substance has been incorporated into a signed statement or a memorandum. Other types of notes must be retained, however. These are: (1) Written statements, signed by the witness; (2) written statements unsigned by the witness but approved or adopted by him in any manner; (3) notes so complete (as by shorthand) that they amount to a substantially verbatim account of what

Enclosure

DJD:skm (6)
1 - Mr. Belmont
1 - Mr. Evans
1 - Mr. Rosen
1 - Mr. Sullivan

EX-103 REC-4 62-10482-

NOV 2 1962

NOV 7 1962

UNRECORDED COPY FILED IN 62-10482-

SPECIAL AGENT IN CHARGE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED 5-12-81 BY 2383 MLP/MJ

Destruction of Bureau Property - General

the witness said; (4) any notes read back to the witness and approved by him; (5) any notes of the Agent's own investigation, such as a crime scene search or a laboratory examination. Manual of Instructions, Part II, Section 4, page 2c.

We understand the Director's instructions to mean that he definitely desires a continuation of the present policy of keeping those several types of notes which we have been permanently retaining, and that he further desires a re-examination of our policy which calls for destruction of the usual notes of interview after their substance has been incorporated into a signed statement or memorandum which is producible to the defense.

Destruction of interview notes made into a signed statement or memorandum is based on advice from the Department. The Jencks decision was handed down on June 3, 1957. On the following June 20, Assistant Attorney General W. Wilson White, Office of Legal Counsel, advised the Bureau that the Agent's memorandum of an interview was a more complete record than the notes and this made keeping of the notes unnecessary except where the notes were a record of the Agent's own findings, as in a crime scene search. As noted above, we keep these. Bufile 62-104029, Section 12. This advice was repeated by Assistant Attorney General Malcolm R. Wilkey, Criminal Division, in a memorandum to the Director on March 2, 1960, when he said of witness interview notes made into a memorandum that, "We do not believe that such original notes need be retained. This is especially true where the notes are the usual 'key-word' personalized jottings rapidly prepared to aid the agent in later dictating his memorandum." Bufile 62-104029-Section 14. It was repeated again by Mr. Wilkey in his October 4, 1960, memorandum to the Director in which Mr. Wilkey pointed out that in a brief before the Supreme Court in Needleman v. U. S., certiorari dismissed 362 U. S. 600 (1960), the Department had taken the position that "It is, however, not deemed feasible to preserve all personal notes taken by the agents." Bufile 62-104029, Section 14.

The Department reaffirmed this policy on March 22, 1961, in an interview which Mr. Rosen and Mr. Parsons had with then Assistant Attorney General Katzenbach, Office of Legal Counsel, and Assistant Attorney General Miller, Criminal Division. Both these officials said they would agree with the Bureau's present procedure. Mr. Katzenbach said it was his view that the Bureau is doing much more than is required. Bufile 91-10242, Section 4.

In most of our criminal cases this policy of destroying the interview notes after the memorandum is prepared has worked well. In fact, this statement is true of virtually all of our cases, which have run into the thousands since we began complying with the Jencks Act. Percentage wise, we have had extremely

few cases in which the question of note retention has become an issue in the case. On trial, the requirements of the Jencks Act have been met by producing the memorandum and the case has not been lost by failure to produce the notes. The Legal Research Desk has a number of citations on this precise point, available if desired.

It must be admitted, however, that so long as we follow the practice of destroying the interview notes we lay ourselves open to a defense claim that (1) these notes are the original recording of the interview and the Jencks Act requires that they be produced; (2) failure to produce these notes is a violation of the Jencks Act and requires that the testimony of the government witness be stricken from the record, and (3) that we destroyed the notes in bad faith in an attempt to evade compliance with the Jencks Act. Such questions often are raised by the defense (citations available) and as yet we have no decision by the Supreme Court. For example, the Court gave no answer in Needleman v. U. S., 261 F2d 802 (1958), cert. den. 362 U. S. 600, a narcotics case. The question of preserving notes came up in Campbell v. U. S., 365 U. S. 85 (1961), a Bureau bank robbery case in Boston, but was not answered except for the view expressed by four justices, concurring in part and dissenting in part, that the Jencks Act does not require the government to preserve all records and notes taken during the countless interviews that are connected with criminal investigation. When the Court remanded the Campbell case to the District Court for further hearings we were obliged to send SAC Laughlin into court to show that interview notes are destroyed as a matter of policy after preparation of the memorandum, and not to evade compliance with the Jencks Act. The issue came up in the Ogden case (Ogden v. U. S., 303 F2d 724 (1962), concerning which the Director issued his above-referenced instructions, and on remand of that case from the Circuit Court of Appeals to the District Court for further hearing we had to show the court written proof from our manuals that we destroy the interview notes as a matter of policy, and not to evade compliance. It seems obvious, also, that so long as we continue to destroy the interview notes we will be required to show in court, again and again, that we did so as a matter of procedure, in good faith, and without any intent to evade compliance with the Jencks Act. This will go on until the Supreme Court definitely decides, if it does, that interview notes need not be kept after the memorandum of interview has been prepared.

Keeping all interview notes will present some problems, also. Increased file space and clerical work will be necessary. These problems are not insurmountable and the field offices can handle them, although it must be admitted that since our cases can become the subject of appeals or court action such as habeas corpus for a long time after the original conviction, it would be necessary to hold these notes for many years if we were to keep them until the

the case is disposed of completely. In addition, however, there may be special problems of prosecution. If the defense is able to obtain both the Agent's notes and his memorandum for cross-examination purposes, testimony of government witnesses may be open to more harassment by the defense as they compare the notes with the memorandum, and both with the testimony of the witness. In the great majority of the cases the notes taken by the Agent are fragmentary, consisting of a few key-words and phrases stated during the course of the interview. This is sufficient to recall to the Agent's mind the conversation with the witness so that he can prepare a signed statement or memorandum. If the Agent is confronted with these same notes, however, at a time months or possibly years after the occurrence, and also with the complete memorandum of the interview, the defense might have a "Roman holiday." They could badger the Agent considerably on how he could write so complete a memorandum from a few fragmentary notes, obscuring from the court and jury the fact that the Agent remembered the conversation quite well with these notes at the time he dictated the interview. This course of action would obviously tend to discredit the Agent and the Bureau. The task of the prosecutor would, by the same token, be made more difficult and this is a matter of direct interest to the Department. The potential embarrassment to the Bureau in keeping these fragmentary notes and having to produce them might prove to be a greater evil than the present practice of destroying the notes and having rarely to prove that the destruction was made in good faith.

It seems likely, also, that if the Bureau once changed its policy to one of keeping all notes, and found this alternative undesirable, it could not then revert to a policy of destroying such notes without having to answer repeated charges in court that the notes were being destroyed to evade compliance - so that we could not be made to produce them.

We suggest that since this problem has a number of serious ramifications for both the investigator and the prosecutor, a final decision should be deferred until we have again explored this matter with the Department on all the points mentioned above. This seems particularly true in view of the fact, which we have just learned, that in the Campbell case cited above which is now again before the Supreme Court on a writ of certiorari, the Department's brief has taken the position that the usual investigative notes taken by the Agent simply as an aid in preparing his memorandum are not producible under the Jencks Act.

It is suggested also that at this conference with the Department the Bureau be represented by myself, Assistant Director Rosen and Special Agent Dwight J. Dalbey of the Legal Research Desk. In discussing this matter with the Department, we suggest that we ask the Department whether it would be possible to obtain a reaffirmation of the present policy of destroying the notes in such a manner so that this reaffirmation from the Department can be produced in court by the Bureau should the issue of note destruction again arise in any of our cases.

Memo to Mr. Mohr
Re: Destruction of Interview Notes and Records, Jencks Act

RECOMMENDATIONS:

1. That final decision be deferred until we obtain the views of the Department.

2. That Assistant Director Rosen and Special Agent Dwight J. Dalbey and I take this matter up with the Department as soon as we can arrange a conference with them.

we seem to have decided to try to talk the Dept into approving our present practice. I think the notes should be retained 10/21

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele Room
Holmes
Gandy

TO Mr. DeLoach

DATE: 6-29-62

FROM D. C. Morrell

SUBJECT: MRS. [redacted]

Destruction of Bureau Records
Gen.

b6
b7C

Reference is made to my memorandum of 6-12-62, captioned as above, which is attached. This letter relates to the handling of a letter from Mrs. [redacted] dated 5-21-62 and sets forth policies and procedures regarding the handling of mental mail in the Correspondence and Tours Section. You have asked me to set forth an indication of how much mental mail is destroyed by personnel of this Section and also who makes the decision that the mail be destroyed.

Set forth below is a tabulation of the mental mail destroyed in Correspondence and Tours Section commencing 6-15-62. It should be noted that this does not encompass all of the mental mail received in this Section as a part of it is sent to files, some is retained for 90 days; some is sent to the various field offices.

Friday	6-15-62	38	Letters
Monday	6-18-62	103	"
Tuesday	6-19-62	54	"
Wednesday	6-20-62	38	"
Thursday	6-21-62	45	"
Friday	6-22-62	34	"

The decision as to whether mental mail should be destroyed is made by the individual dictators. These employees are dictators with considerable experience in the Bureau and in correspondence matters. Before any mail is destroyed it must be checked against our mental cards and is also read for threats, indication of possible self-destruction, criticism of the Bureau or Bureau personnel or whether it is of any interest to other Government agencies. If no reason existed to the contrary, the correspondence is then destroyed in accordance with existing regulations reiterated in Executive Conference memorandum of 9-30-54 which was approved by the Director. Registered and certified letters are held for a 90-day period prior to destruction. Enclosures of value are returned to the correspondent when the letter is first received and mail of this type is held 90 days. Address changes are noted on the pertinent card and correspondence is sent to file. If some action is required, such as bringing facts to the attention of a local police department, such action is taken and the letter is sent to file.

Enclosure

66-3286-
NOT RECORDED
199 JUL 24 1962

5 JUL 23 1962

DCM:lch (3)

(Continued next page)

373
6 3 JUL 30 1962

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-24-82 BY SP4 RW/dcg

ORIGINAL FILED IN 66-3665-37

b6
b7C

Morrell to DeLoach memo
Re: Mrs. [redacted]

As examples of the type of mental mail in question, last week we received an envelope from a correspondent in which contained a large number of hand-written notes on torn pieces of paper. These notes were physically dirty and most distasteful to handle. This is not unusual. We also received a letter that was almost an inch thick due to the number of pages. Several of our mental correspondents must do nothing all day but write letters and we frequently receive from them as many as 6 to 12 letters a day. By 1 p.m. today we had received 10 letters from one of our mental correspondents. Letters from this person are completely nonsensical and frequently obscene. Another correspondent writes once a day and believes the President is going to send someone to take her away from her surroundings. Another believes his brain and various other parts of his body are being hit by electricity. A well-to-do woman from Virginia who has also visited the FBI thinks everyone is harassing her, not harmfully. She recently travelled all over Europe and wrote us from each place. Other letters, frequently of the same basis, are impossible to read. Another woman, a New York artist, writes letters largely rambling about her life as an artist. The New York Office has contacted her several times but her letters continue and are frequently 10 to 20 pages long. I could cite many other examples but they fall into a general pattern and usually indicate the correspondents have a persecution complex and they suffer from imagined slander, harassment or other "wrong doings." In some instances the incoming letter appears to be rather normal but upon closer analysis proves to be without basis and results from some persecution complex. Usually this person's letters all deal with the same problem time after time.

RECOMMENDATION:

For information.

SAC, New York 66-3286 950

October 31, 1962

REC. 4

Director, FBI

EX. - 120

EMPLOYEE SUGGESTION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4 EW/dcg

Reference is made to the suggestion submitted by Miss [redacted] of your office on October 24, 1962, that index cards be destroyed when title is changed to include the name of the subject in those cases opened under an unknown subject and the only possible means of indexing was the article stolen and the company or person from whom stolen.

This same suggestion was submitted by Miss [redacted] on May 25, 1962, and she was advised in the letter of acknowledgment dated May 31, 1962, that her idea had not been adopted because of disadvantages involved. This decision was the result of views of the General Investigative Division and your own objections to the effect these index cards are helpful in identifying criminal cases when the only information on hand is the identity of the article stolen or the company or person from whom it was stolen. They are also valuable when surveys are conducted to determine the number of cases received from a particular trucking firm, as an example. Stop cards placed as a result of stolen property would dictate retention of these index cards as would the necessity to differentiate among cases with respect to bank robberies where different branches of the same firm were victimized.

b6
b7C

It has been decided these objections are still valid and no further consideration should be given to the proposal.

Since the present suggestion is substantially a reiteration of the former submitted but five months previously, it is felt that a letter of acknowledgment should not be sent in this instance. You should advise Miss [redacted] of this fact and the reasons why her proposal is not being considered.

1 - Personnel file of Miss [redacted]

b6
b7C

JER:jmh (Suggestion #349-63 dated 10/24/62)
(5)

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

NOTE: The same suggestion was submitted by Miss [redacted] on 5/25/62. In the letter of acknowledgment she was advised that after consideration it was decided her idea should not be adopted because of disadvantages involved. The gist of these objections is noted in the foregoing

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE 2

b6
b7C

letter to SAC, New York. It should be noted that SAC, New York also opposed adoption of the idea when last submitted. In view of the scant five-month time lapse between the dates of submission of the same idea by Miss [redacted] it is felt no letter of acknowledgment is warranted.

Employee Suggestion
FD-252 (11-14-55)

#349-63

b6
b7C

Date 10/24/62

To:	From:	Employee assigned to (Division)
Director, FBI		NYO

SUGGESTION

66-3286-545

It is suggested that where a case has been opened under an unknown subject, and the only possible indexing was the article stolen and the company or person from whom stolen, that these cards be destroyed when the title is changed to include the name of the subject. This could be accomplished by having the indexer prepare a destroy slip at the time the changed title is indexed. The destroy slip would be held in Indices for 30 days toprevent the card being pulled prematurely in case mail might come in from another office under the former title.

It is also suggested that index cards prepared under other identifying data for unknown subject cases also be destroyed when the subject is identified.

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 3, C, 3d. "Index System. Index cards must be prepared for names in the title of a report." ~~X~~ Destruction of index cards in unknown subject cases

Advantages of suggestion

With very little extra work this will permit the elimination from the indices of cards that are really "dead." It will also facilitate the searching of mail on current thefts where no other identification is available for searching.

EXP. PROC.
37 OCT 25 1962

Destruction of Bureau Property 33

Disadvantages of suggestion

None

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4EW/dcg

REC-4 66-3286-950

EX-120

Annual Savings (Show basis for estimate)

Saving in Indices space and searching time.

10 OCT 25 1962

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

Suggestion appears to have merit and should be given further consideration.

W. G. Foster
Signature and Title

Ack'd
10/31/62 JER/mlk

66-3286—

REC-2 94-1-1831

November 5, 1962

PERSONAL

EX-109

b6
b7C

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-24-82 BY SP-8BTJ deg

RECD-READING ROOM
NOV 5 11 33 AM '62

Dear Mrs. [redacted]

Reference is made to your suggestion concerning the disposition of certain speech material. After careful consideration, it has been decided that your idea should be adopted modified to apply to material of this type which is ten years old or more.

The thoughtfulness you displayed in bringing this matter to my attention is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 8
NOV 5 - 1962
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of Mrs. [redacted]
JER:jmh (Suggestion #340-63)
(5)

b6
b7C

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 11/2/62, JER:jmh, re: Speaking Engagements - General, Suggestion #340-63 Submitted by Mrs. [redacted] Files & Communications Division.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOV 16 1962

NOV 13 1962

ORIGINAL FILED IN 94-1-1831

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr DATE: 11/2/62

FROM : J. J. Casper

SUBJECT: SPEAKING ENGAGEMENTS - GENERAL
SUGGESTION #340-63 SUBMITTED BY MRS. [redacted]
FILES AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP 8BJ dcg

Destruction of Bureau Property - General

Mrs. [redacted] has suggested that certain file material relating to speeches by Bureau representatives be destroyed. The Files and Communications Division recommended that the suggestion be adopted. They noted that it had previously been approved that speech material in Bufile 94-1, which relates to Bureau source material, be destroyed (Memorandum W. G. Eames to Mr. Nease, 12/30/58, in Bufile 94-1-1666). Subsequently, it was approved that speech material from outside sources also be destroyed (Memorandum L. E. Short to Mr. Tavel, dated 11/22/61, in Bufile 94-1-1810). Files and Communications stated that the present suggestion was an extension of this practice and related to material similar to that filed in Bufile 94-1. They felt there was no sound reason for its retention and destruction of it would save filing space. Archival authority would not be necessary as authority was already contained in the General Records Schedule.

b6
b7C

The Crime Records Division considered the proposal and advised that they had no objection to the destruction of the material provided none more recent than 10 years old be destroyed. Material of more recent receipt still had reference value.

The Training Division, in view of the comments of Crime Records Division feels that the suggestion, modified to apply to material 10 years old or prior to that time, should be adopted.

EX 109 66-3286
NOT RECORDED
19 NOV 13 1962
REC-21

b6
b7C

RECOMMENDATIONS:

1. That the suggestion, modified to apply to material relating to speeches by Bureau representatives which is no more recent than 10 years old, be adopted and the enclosed letter be directed to Mrs. [redacted] Receipt of her idea was acknowledged by prior letter.

2 NOV 8 1962

2. On approval, that this memorandum serve as the authority for Files and Communications Division to place the procedure, as modified, into effect.

Enclosure
JER:jmh
(2)

ORIGINAL FILED IN 94-1-1-84

THE FOREIGN SERVICE
OF THE
UNITED STATES OF AMERICA

American Embassy
Paris 8, France

Destruction of Bureau Property

Date: October 25, 1962

To: Director, FBI (64-45617)

From: Legat, Paris (64-505)(P)

Subject: BENSION MENASCE
PC - FM

ReBulet 10/18/62.

Paris file has been destroyed in accordance with Bureau approved file destruction procedures. Please furnish additional background.

3 - Bureau (1 - Liaison)
1 - Paris
NWP:ij
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-27-82 BY SP-8BTJ dlg

File 64-45617

66-3286

NOT RECORDED
141 NOV 13 1962

Copies of serials 1, 9, 10, 11 sent Legat by Form O-7 dtd 11-6-62 along with copy of incoming WFW

REC- 37 64-45617-15

NOV 16 1962

ORIGINAL FILED IN 64-45617-15

Employee Suggestion
FD-252 (Rev. 9-11-59)

#386-63 b6 b7C

Date 10/29/62

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Philadelphia

SUGGESTION

Destroy "00" files on file classifications that have been discontinued, such as 19, 41, 68, 86, 96, 99, 101, 104, 106, 107, 118, 121, 124, 126, 128, 132.

Destruction of Bureau Property - Fea-

Current practice or rule (Include manual citation as well as facts)

Not specifically covered in manual. Present general rule that could apply would be authority to destroy all files 20 years of age.

Advantages of suggestion and annual savings (include basis for estimate)

Saving of space, and eliminate cluttering up of file system with administrative type files containing obsolete information and/or instructions.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 Crowley

Disadvantages of suggestion

None.

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for ... if adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Office Services Manager

Recommendations and comments of Division Head

Suggestion appears to have merit.

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Lot Advised 11/16/62 Washington

56 NOV 16 1962

EX. - 120

REC-41 66-3286-951

12 NOV 2 1962

DWO

RECEIVED 1962 AON

EX.-110

REC-41 66-3286-952 b6 b7C

November 6, 1962

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Philadelphia, Pennsylvania

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY Sp-4 2a/dcg

FBI NOV 6 3 28 PM '62 RECD-READING ROOM

Dear Mr. [redacted]

I have received your suggestions concerning the disposition of certain double zero files and the inclusion of the dictator's initials on outgoing communications. I am sure you will be interested to know that the Manual of Rules and Regulations makes provision for double zero files on classifications which have been discontinued. It is felt that files for current classifications should be retained since pertinent material is contained therein. The use of initials on correspondence has been considered previously and not adopted since it was felt additional efforts necessary to insure this information was included on correspondence would outweigh any advantage to be gained.

The interest which prompted you to submit your ideas to me is indeed appreciated.

MAILED 8
NOV 6 - 1962
COMM-FBI

Sincerely yours,

J. Edgar Hoover

2 - SAC, Philadelphia - 1 - Suggestion File
1 - Field Personnel File

Your attention is called to the Manual of Rules and Regulations, Section 3, page 13. Regulations provide that double zero files in discontinued

1 - Personnel file of Mr. [redacted] b6 b7C

ML:jmh (Suggestions #384-63, #385-63 and #386-63)
(6)

SEE PAGE 2

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

6 NOV 16

MAIL ROOM TELETYPE UNIT

XEROX NOV 9 1962

UNRECORDED COPY FILED IN

classifications may be destroyed after they become twenty years old. It is felt that double zero files in current classifications should be retained since pertinent background data on which manual changes and certain policy are based are retained in these files.

NOTE: Suggestion #384-63 proposes that offices replying by letter or airtel to another office's letter or airtel include the initials of the dictator of the original correspondence to provide the receiving office with the identity of employees interested in the reply. A saving of supervisory and clerical time would be realized by using this method.

Similar ideas have been considered several times in the recent past. It was determined that, while this procedure might be of some small help to larger offices, the addition of this information is unnecessary. In fact, Suggestion #410-62 submitted by Miss [redacted] Crime Records Division, proposed use of dictator's initials following the name of the division in certain correspondence to field offices. This procedure was placed into effect for a short period of time but was discontinued due to objections. It is felt that additional efforts necessary to insure that communications contain the proposed information would outweigh any advantage to be gained when the procedure would be of no benefit to the majority of our field offices or divisions at the Seat of Government. The Training Division, therefore, recommends this suggestion not be adopted. b6 b7C

Suggestion #385-63 proposed that sections of double zero files in which the contents are twenty years of age or more be destroyed.

The Training Division recommends this suggestion not be adopted since it is felt that pertinent background data on which manual changes and certain policy are based would be lost with the destruction of these files, and that retention of double zero files should present no special problem as the bulk is not such as to require much filing space (see file 66-1934-7860).

Suggestion #386-63 proposes the destruction of double zero files on classifications that have been discontinued; such as 19, 41, 68, 86, 96, etc. Suggester states this is not specifically covered in the manual. Current procedure provides that these files may be destroyed after they become twenty years old. Suggestion #664-61 submitted by Miss [redacted] Honolulu Office, proposed this same idea and was not adopted. It is felt the twenty-year rule with regard to destruction of files should be retained with discontinued classifications and no special consideration should be given to the destruction of such material. It was felt that such files are not of sufficient bulk to require much space. For these reasons, the Training Division recommends this suggestion not be adopted. b6 b7C

Employee Suggestion
D-25a (Rev. 9-11-59)

#385-63

b6
b7C

Date
10/29/62

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Philadelphia

SUGGESTION

Destroy sections of "00" files the entire contents of which are 20 years of age or more.

Destruction of Bureau Property - Gen.

Current practice or rule (Include manual citation as well as facts)

There is no present rule or practice which could apply. Unless one is made these files will accummulate for indefinite period of time unless the classification is discontinued after which they could be destroyed 20 years later.

Advantages of suggestion and annual savings (include basis for estimate)

Save file space and eliminate cluttering up file system with administrative type sections of files containing obsolete information and/or instructions. If not obsolete the instructions would still be included in M.R.&R. As most instructions set forth in SAC Letters are subsequently included in the M.R.& R consideration could be given to destroying "00" files much less than in 20 years.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ezw/dcg

Disadvantages of suggestion

None, as contents of files is obsolete and if not, duplicated in Manual of Rules and Regulations.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit.

Office Services Manager

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let Ltr'd 11/6/62 mm/mk

EX.-120

REC-41 66-3286-952

12 NOV 12 1962

EXPEDITE

NOV 13 1962

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 11-14-62

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-3441-1
WORK REPORT DATED 1932
TABULATION UNIT, STATISTICAL SECTION

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

LES:bpr
(3)
Enclosure

11/16/62
File 66-3441-sub 1
destroyed
CMS
EAG

Destroy
11/15/62
Record

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/dcg

REC 53 166-3486-953

60 NOV 16 1962

NOV 16 1962
EAG

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 11-14-62

FROM : L. E. SHORTLEY

SUBJECT: DESTRUCTION OF BUREAU RECORDS
REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-3620
DAILY REPORT, STATISTICAL SECTION
1932 - 1938

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

11/14

LES:bpr
(3)
Enclosure

11/19/62
File destroyed
Cons EAG

Destroy
11/15/62
GD Deacon

REC-98 166-3286-954

60 NOV 16 1962

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EWL dcg

NOV 19 1962
EAG

SAC, Pittsburgh (66-56) 11/9/62

Director, FBI 66-3286-953

REC-24

DESTROYIT OFFICE PAPER SHREDDER
PITTSBURGH OFFICE

Reurlet 10/30/62.

No tests have been conducted by the Laboratory with respect to the "Destroyit Office Paper Shredder." However, other types of shredders have been examined.

The shredding operation is not considered sufficiently secure for the disposal of confidential waste in Bureau offices. Shredding operations have been utilized, however, for one step in the disposal process where difficulty has been experienced in incineration or other local factors are involved which dictate an intermediate step in the disposal process.

In view of previous tests which have been made in the Laboratory on similar shredders, it does not appear necessary for your office to conduct any tests on the Destroyit Shredder.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EEW dcg

1 - Mr. Callahan
1 - Mr. Newman, Room 5262

MEW:DLJ
(8)

MAILED 19
NOV 13 1962
COMM-FBI

NOV 13 [illegible]

MAIL ROOM ☒ TELETYPE UNIT ☐

67 NOV 21 1962

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: 10/30/62

Attention Property & Supplies

FROM : SAC, Pittsburgh (66-56)

SUBJECT: ~~Destroyit Office~~ Paper Shredder
Pittsburgh Office
~~Destruction~~ Destruction of Property

Enclosed is literature on the Destroyit Office Paper Shredder. We are interested in knowing whether or not you have experimented with this machine and if so, the results.

Otherwise, we will make a 15-day free trial of the equipment in the Pittsburgh Office and advise the Bureau of the outcome.

2-- Bureau (encl.)
1-- Pittsburgh
DSH:maw
(3)

1 ENCLOSURE
ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 aw/dcg

EX 109

REC- 24

66-3286-955

NOT RECORDED
25 NOV 16 1962

THB

Enclosure to Bureau
w/PG lett to Property & Supplies
re Destroyit Office Paper Shredder
dated 10/30/62

ALL INFORMATION CONTAINED ON ENVELOPE
~~HEREIN~~ IS UNCLASSIFIED
DATE 8/21/03 BY ANC 60290 BCE/DCG/gmw
#03 - R0762

ENCLOSURE

ENCLOSURE

66-3086-955

THE OFFICE PAPER SHREDDER

destroyit DESTROYS DAILY

all this information which might get to the wrong people:

Important supplier's names ▪ Customer's lists ▪ Designs for new products ▪ Old contracts ▪ Old ledger sheets ▪ Confidential Correspondence ▪ Payrolls ▪ Credit Cards ▪ Pencilled profit and loss figures ▪ Memos ▪ Government Orders and Instructions ▪ Estimates ▪ Special Formulas ▪ Cost Figures ▪ Unpublicized Prices ▪ Confidential interviews (Medical, Government, Business) ▪ Bids.

IMPORTANT INFORMATION CANNOT LEAVE YOUR ORGANIZATION IF YOU HAVE A destroyit

Losses can be enormous when private information gets into the wrong hands. The handy, handsome DESTROYIT Paper Shredder is essential office equipment, not only for the officers and executives of a company, but wherever records of importance become obsolete and must be thrown away: bookkeeping departments with names of customers and essential suppliers, advertising departments' mailing lists, designs and drafts for new products or improvements, contracts for special material such as government orders or unusual material from special vendors. What the DESTROYIT Office Shredder does is to make available, within reach, the continued and immediate destruction of essential papers meant for waste, which otherwise "hang around", possibly long enough to "backfire". Daily disposals destroying your waste-paper in the DESTROYIT is efficient, careful office practice avoiding losses and possible trouble when you least expect it.

There are four DESTROYIT models, different only in the width of the shreds and the quantity of paper that the machine will take at one time. A table model DESTROYIT (identical machines without cabinet) is available for $50.00 less. Model 6MM destroys up to 16 sheets of 16 lb. bond paper at once, while model 1MM will make the thinnest shreds of any shredder available, especially important to some organizations with highly secretive or confidential material.

The DESTROYIT is the only two-way office paper shredder with a second outside door for quantity shredding. In one hour, Model 6MM will destroy over 125 lbs. of paper or card stock, otherwise the main door has its own removable waste-bin enclosed in a unit attractively designed for the modern office.

For EXTRA strength the cutting mechanism and motor operate on ball bearings which are enclosed in an ALL METAL housing. There are no plastics used. Paper clips and staples do not damage the mechanism. When needed, the shreds can be used as excellent shipping and packing material. There are push-button controls for "on", "off", and "reverse".

The DESTROYIT is utterly simple — any one can operate it. Riding on casters, it is easily moved to favorable working spots in the office or plant.

GUARANTEED FOR 1 YEAR

SPECIFICATIONS ON 4 MODELS

Model	Size of Shreds	*Quantities of Paper Shredded	Price fob N.Y.
No. 1 mm	3/64"	4 sheets	
No. 2 mm	3/32"	8 sheets	
No. 4 mm	3/16"	12 sheets	
No. 6 mm	1/4"	16 sheets	

PRICES INCLUDE CABINET ON WHEELS & RECEIVING BIN.
Table DESTROYIT (same models without cabinet) $50.00 less.

Dimensions: Height: 34 4/5". Width: 17 3/5". Depth: 15 3/5".

Weight:
Net Weight: 71 lbs. (Uncrated).
Gross Weight: 110 lbs. (Crated).

Throat Opening: 8 4/5" (Takes sheets many times its width in one feeding).

Motor: ¼ H.P. 60 Cycle, 110 volt, 1 phase, A.C. Reversing type plus circuit breaker. Cable for connection to electrical outlet.

Push-button controls for "On", "Off", "Reverse". Cutting mechanism and motor operate on ball bearings.....

All models visually alike, only the internal shredding units are different.

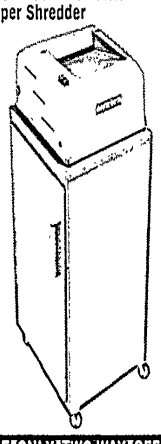
* 16 lb. Bond Paper

MICHAEL LITH SALES CORP., 145 West 45th Street, New York 36, N. Y.

PRINTED IN U.S.A.

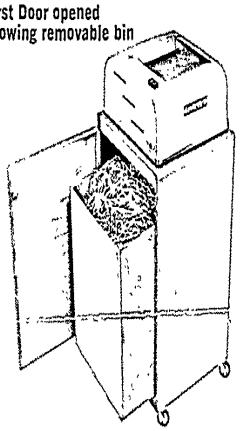
YOUR destroyit DEALER:

The DESTROYIT Office Paper Shredder



THE ONLY TWO-WAY OFFICE PAPER SHREDDER.

First Door opened showing removable bin



THE ONLY TWO-WAY OFFICE PAPER SHREDDER.

Second Door opened for bulk shredding

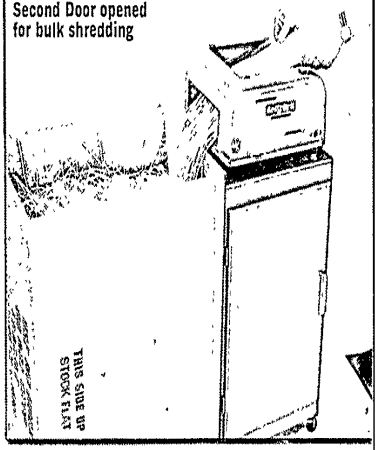
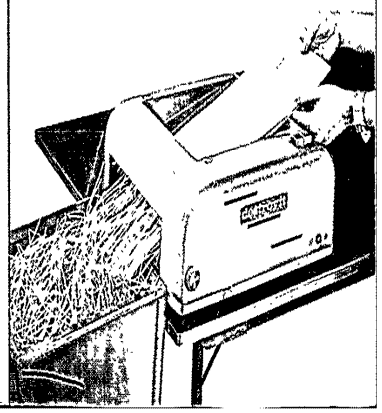


Table Model



Avoid Losses!
Avoid Unexpected Troubles!
with the

THE OFFICE PAPER SHREDDER

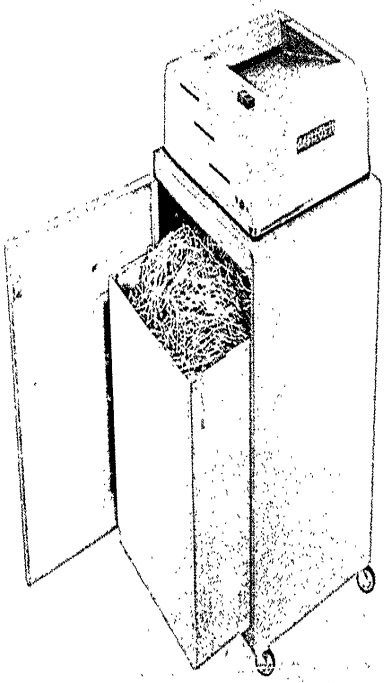
destroyit

the only two-way office paper shredder

No other office shredder built with such *versatility* — in production or in choice of shred-widths to suit your requirements for destroying confidential material.

FREE TRIAL

1 For regular office use with removable waste-bin



2 For quantity shredding — Flip and a second door opens

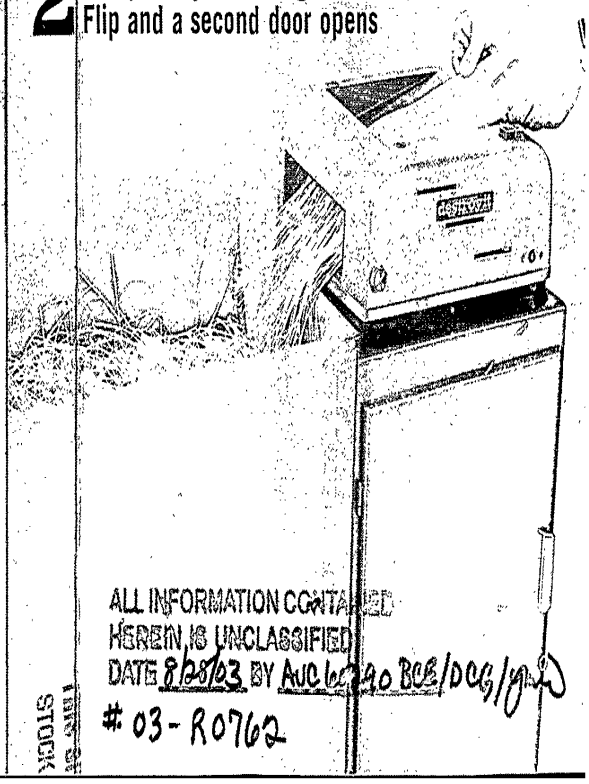


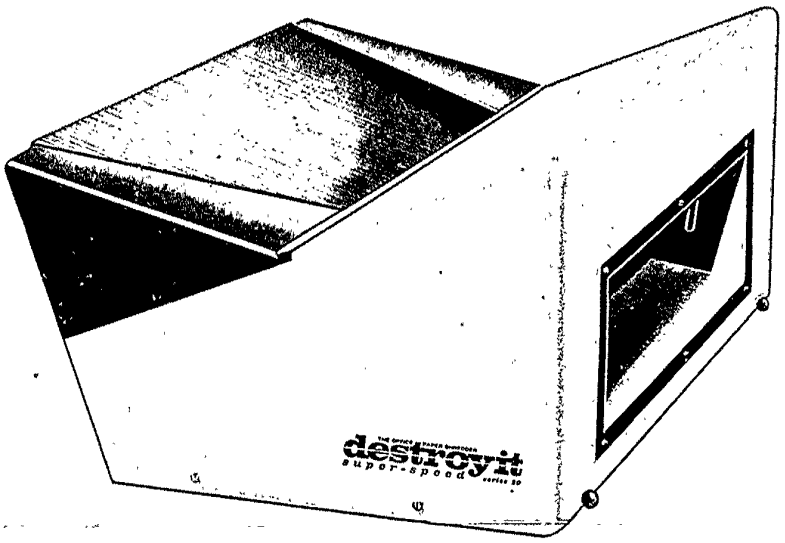
Table Model (same machine without cabinet) starts AS LOW AS FOB N.Y.C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/28/03 BY AUC 60240 BCS/DCG/gd
03-R0762

super-speed series 50, NEWEST ADDITION TO THE destroyit LINE OF PAPER SHREDDERS

SUPER-SPEED SHREDDING FEATURES

1. Staples and clips do not affect self-sharpening cutters of hardened steel — ball race bearings throughout.
2. Push button operation.
3. All metal construction throughout — No plastics.
4. Shreds are disposed of with great convenience: two steel pull out rods support the shred bag, into which the shreds fall (a supply of plastic shred bags come with each machine).
5. 500 lbs. of shreds per hour, rated capacity; the machine shreds as fast as it is fed — so simple, with its gravity feed table, that it is easy to be fast.
6. Powered by heavy duty ⅝ H.P. electric motor with overload cut out device and powerful reverse mechanism.
7. Gravity feed table 14" wide at its start.
8. Dimensions: 18½" wide x 17" deep x 10½" high. Weight: 84 lbs. (140 lbs. crated).
9. Color and Finish: Two-tone enamel gray with chrome trim and polished aluminum feed tray. Blends tastefully with every modern office decor. (Desk/Table model only).



THREE SHRED WIDTHS AVAILABLE WITH SUPER-SPEED SERIES 50

MODEL 50	MODEL 51	MODEL 52
¼" shred	1/16" shred	1/32" shred



GUARANTEED FOR ONE YEAR

The DESTROYIT SUPER-SPEED is important equipment wherever there is a great volume of confidential material which must be destroyed regularly and quickly. Its powerful operating speed makes it possible to handle such an impressive volume that this shredder will be able to work for many departments. In fact, it shreds as fast as it is fed. And its ease of handling makes it almost fun to use. Simply drop any confidential matter onto the gravity feed table; it will then slide quickly into the shredding mechanism, which jets the unreadable shreds into the conveniently attached shred bag. CONFIDENTIAL CORRESPONDENCE, DESIGNS FOR NEW PRODUCTS, OLD CONTRACTS, ESTIMATES, IBM CARDS AND CHECKS ARE THOROUGHLY DESTROYED. Even paper many times the size of the throat is easily handled — quickly pulled into the shredding mechanism over the gravity feed table which is 14" wide at its start. The DESTROYIT SUPER-SPEED is in the vanguard of its field; there's no finer equipment available at its price, size, speed and powerful production.

MICHAEL LITH SALES CORP., 145 West 45th Street, New York 36, N. Y.

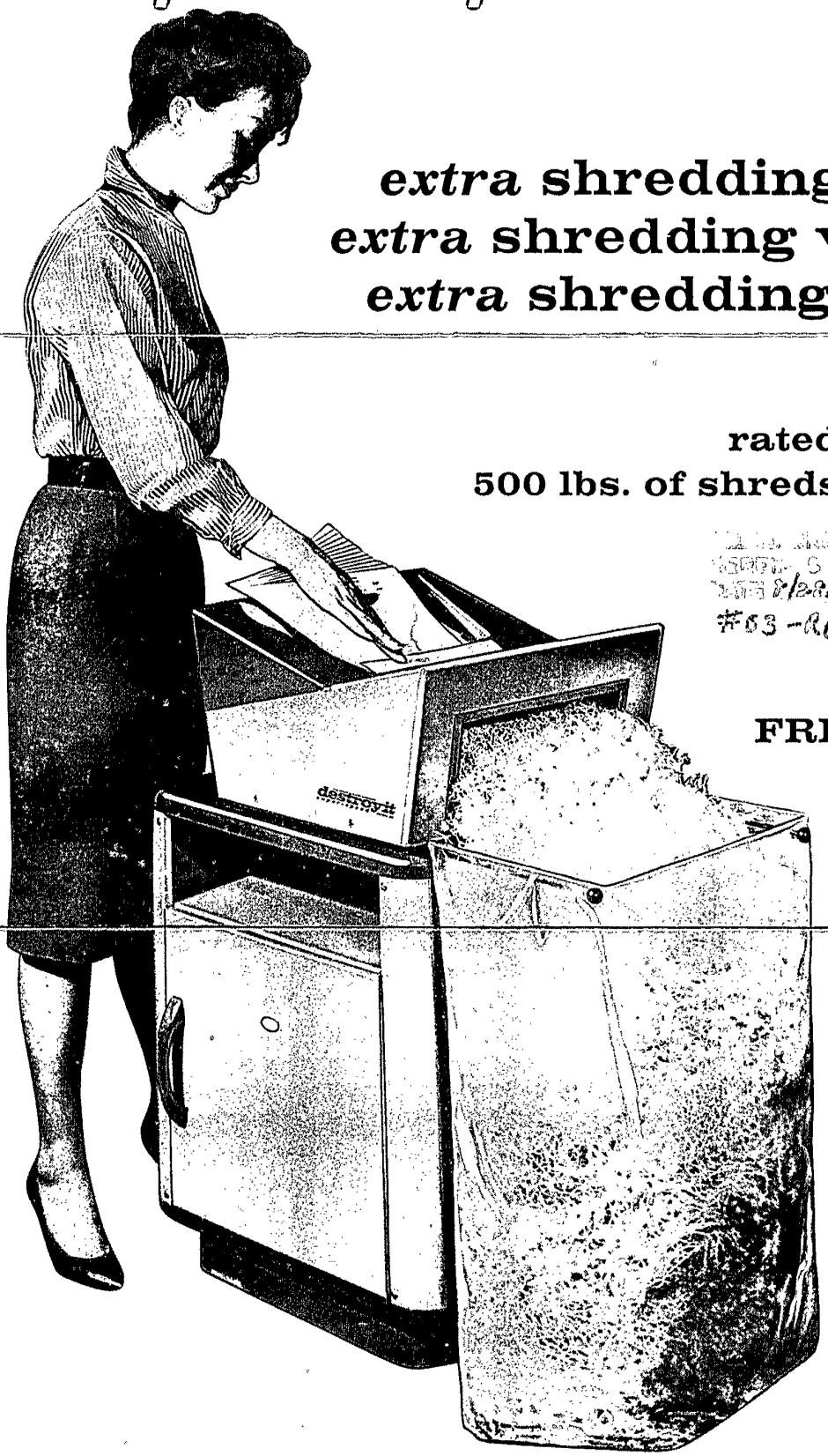
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YOUR destroyit DEALER:

THE OFFICE PAPER SHREDDER

destroyit

super-speed series 50



extra shredding speed
extra shredding volume
extra shredding power

rated capacity:
500 lbs. of shreds per hour

8/28/63 AVC 60290 BCE/DCS/gmd
#63-R0762

15 DAY
FREE TRIAL

MICHAEL LITH SALES CORP.

145 WEST 45TH STREET, NEW YORK 36, N. Y. • CABLE "MICHAELITH" • JUdson 2-2900

October 22, 1962 GPN

Chief Clerk
Justice Dept.
450 Union Trust Building
Pittsburgh 28, Pennsylvania

Re: DESTROYIT

Dear Sir:

Thank you for your recent request for further information on our DESTROYIT Office Paper Shredder.

Enclosed is literature which gives complete descriptive data and specifications -- and we are asking our dealer in your area to get in touch with you. This dealer has a representative equipped to give you excellent service in your locality.

The name of our dealer is:

Whitaker Bros. & Co.
134 - 3rd St. Aspinwall
Pittsburgh 15, Pennsylvania

Att: Mr. [redacted]

We appreciate your interest -- and we are sure our dealer will be able to answer any questions you might have regarding this equipment, and to show you how this machine will prove its value to your organization in many ways.

Very truly yours,

MICHAEL LITH SALES CORP [redacted]

please see me

b6
b7C

[redacted]

MG:lf
Encls.

SAC —
Do you think this is worth a free trial?
Gallery

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/28/03 BY AUC 66290 BCE/DCG/gmw
03-R0762

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Inventory & Supply
(Mrs. Lockhart)

DATE: November 14, 1962

FROM : Photo Lab
(W. J. Hudgins)

SUBJECT: Photographic Equipment

This is to advise you that the following Weston Exposure Meters, damaged beyond repair, have been dismantled for useable parts. They should be deleted from the inventory.

Model #715	757184	Model #735	1790436
	2277537		5157460
	2277538		5167445
	2287531		6807836
	2307550		7069704
	5485820		7089712

Meters have been deleted from Div. 3 inventory 12-12-62 da Noted Property Section

WJH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EAW/dcg

66-3286-

NOT RECORDED

13 JAN 10 1963

F43

51 JAN 11 1963

Classified in General File 66-3286 - Div. III

3/da

O Destruction of Bureau Property

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 11/20/62

FROM : J. J. Casper

SUBJECT: FBI HANDBOOK FOR SPECIAL AGENTS (66-1934)
FOREIGN OPERATIONS POLICY MANUAL (66-19079)
INSPECTORS' MANUAL (FIELD) (67-030)
INSPECTORS' MANUAL (SEAT OF GOVERNMENT) (67-030)
MANUAL FOR BUREAU SUPERVISORS (66-3415)
MANUAL FOR FIELD STENOGRAPHER (66-18975)
MANUAL OF INSTRUCTIONS (66-1934)
MANUAL OF RULES AND REGULATIONS (66-1934)
STENOGRAPHERS' MANUAL (SEAT OF GOVERNMENT)(66-2256)
Destruction of Bureau Property

ORIGINAL FILED IN 66-1934-1

As of November 1, and May 1, of each year, all Divisions at the Seat of Government are to review those parts of the above-captioned manuals affecting the work of their Division and advise the Training Division by November 1, as to whether or not any manual changes are necessary. If changes are necessary, they are to be submitted at that time. Communications have now been received from all the Divisions at the Seat of Government and the results are set out below.

The Identification Division, the Files and Communications Division, the General Investigative Division, the FBI Laboratory, the Crime Records Division, the Special Investigative Division, and the Inspection Division reported that the manuals had been reviewed and that no changes were necessary.

The Training Division submitted two changes--one for the Manual of Instructions and one for the FBI Handbook.

The Administrative Division reported the review had been completed and the following units were preparing manual revisions:

12-4-62 Revision prepared and sent

The Property Management Unit is preparing a revision concerning instructions for soliciting bids. No actual changes in procedure are involved. The revisions are to clarify existing instructions.

1 - Mr. Callahan
FMB:smr
(8)

166-32861-32
NOT RECORDED
176 DEC 13 1962

DEC 11 1962

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/ACG

55 DEC 18 1962

DEC 13 1962

Memo J. J. Casper to Mr. Mohr
RE: FBI Handbook

The Personnel Services Unit will prepare changes regarding within-grade raises. These revisions are presently being delayed awaiting the receipt of necessary regulations from the Civil Service Commission.

The Veterans' Counseling and Clerical Promotion Unit will prepare revisions concerning retirement and leave matters. Instructions have gone out to the field in an SAC letter; however, manual revisions will be deferred to await the passage by Congress of appropriations to implement the changes.

The Domestic Intelligence Division submitted two changes--one for the Manual of Instructions and one for the Manual of Rules and Regulations.

Destroyed 12-7-62 jmb

In accordance with the provisions of Section 46 (15), page 25b, of the Supervisors Manual, authority is requested to destroy the memoranda received from the Divisions reporting that the manuals had been reviewed and that the manuals were current, changes were being submitted, or that no changes were necessary.

RECOMMENDATIONS:

1. That the Administrative Division expedite the submission of proposed changes for solicitation of bids and closely follow to insure appropriate changes are made when action has been taken by the Civil Service Commission and by Congress. (Training Division will follow.)

Destroyed 12-7-62 jmb

2. That this communication serve as the necessary summary memorandum for this semiannual review of standard Bureau manuals and the memoranda described above from the various Divisions be destroyed.

11/20

MR. TAVEL 11/23/62

L. E. SHORT
Destruction of Bureau Records - General

GERMAN RESIDENTS - HAITI
64-1408-A

Description of Lists: 1. List of Germans residing in Haiti. (Serial 2) 2. List of German aliens still at liberty in the Republic of Haiti as of 12/6/42. (Serial 16) 3. List of German citizens in Haiti desiring repatriation to Germany. (Serial 19)

The attached listings of names have been called to our attention by personnel engaged in Name Check work. They advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY S.P. HELW/dcg

66-3286

NOT RECORDED
191 DEC 3 1962

NFS:brh

(1) - 66-3286

53 DEC 4 1962
102

ORIGINAL FILED IN 64-1408-A

MR. TAVEL 11/21/62

L. E. SHORT

Destruction of Bureau Property

SPANISH RESIDENTS - DOMINICAN REPUBLIC
64-1308-E-4

Description of List: List of Spanish Refugees in the Dominican Republic considered worthy of being aided by the American Friends Service Committee, and who planned to proceed to Mexico.

The attached listing of names has been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

66-3286
NOT RECORDED
191 DEC 3 1962

NFS:brh

(1) - 66-3286

53 DEC 4 1962
102

ORIGINAL FILED IN 64-1308-E-4

MR. TAVEL 11/21/62

L. E. SHORT

Destruction of Bureau Property - Cancel

FOREIGN RESIDENTS - HAITI
64-1408

Description of Lists: 1. Refugees (Serials 1,26) 2. Individuals arriving in Haiti (Serials 8,10,18,20,25,29,33,38,40,41,45,48) 3. Individuals who have lost all rights to Haitian citizenship (Serial 43) 4. Individuals who have obtained or lost their citizenship (Serials 30,32) 5. Internees of Fort National in Haiti (Serial 28).

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/dcg

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NOT RECORDED
191 DEC 3 1962

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53 DEC 4 1962

ORIGINAL FILED IN 66-3286

RA 57

MR. TAVEL

12/12/62

Destruction of Bureau Property

MR. SHORT

JAPANESE RESIDENTS - PERU
DEINDEXING OF LISTS
64-1608-B

Description of Lists: 1. Japanese establishments in Peru (Serials 29,37). 2. Japanese in Southern Peru (Serial 32). 3. Germans and Japanese deported by the Peruvian government (Serial 35). 4. Names appearing in a notebook in the Japanese language (Serial 96). 5. Members of various Japanese committees in Peru (Serial 106).

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

NFS:sds

(1) - 66-3286

66-3286-
NOT RECORDED
128 DEC 17 1962

55 DEC 26 1962

MR. TAVEL 12/12/62

MR. SHORT

GERMAN RESIDENTS - PERU
DEINDEXING OF LISTS
64-1608-A

Destruction of Bureau Records - Name

Description of Lists: Germans leaving Peru in the diplomatic exchange (Serial 2); persons employed by German commercial houses in Lima, Peru (Serial 6); names submitted by [redacted] (Serial 16); Axis subjects in Peru (Serial 42); persons attending a luncheon in honor of Dr. Otto Dettmers in Colombia (Serial 46). b7D

The attached listings of names have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to these listings. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that this material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

ORIGINAL FILED IN 64-1608-A

RECOMMENDATION:

For referral to appropriate substantive division.

66-3286-
NOT RECORDED
184 DEC 19 1962

NFS:sds

SEE ADDENDUM PAGE TWO

(1) - 66-3286

59

53 DEC 31 1962

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 aw/dcg

ADDENDUM LFS:vms December 18, 1962

Above-described lists comprise over 500 names of German, Italian, and Japanese persons who were in Peru and Columbia between 1939 and 1943, and contain no derogatory information. There is no reason to retain indexing of these names.

[redacted]

RA
ST

MR. TAVEL 12-12-62

Destruction of Bureau Property

L. E. SHORT

FOREIGN RESIDENTS - PERU
Bufile #64-1608

The listings of names described below have been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that names where no derogatory information is given be deindexed through removal of the cards from the Bureau's indices.

Description of Lists

Foreigners traveling Faucett Airlines in Peru	64-1608-81
Peruvians who returned from Europe	64-1608-51
Axis nationals in Southern Peru	64-1608-80
Registration records on foreigners in Peru	64-1608-86
	64-1608-87
	64-1608-93
Axis nationals deported from Peru to be interned in the United States	64-1608-102
	64-1608-115
	64-1608-116
	64-1608-117
	64-1608-120
Axis subjects engaged in business in Peru	64-1608-152
Germans, Italians, and Japanese in Peru	64-1608-155

It is requested that the appropriate substantive supervisor review the above listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

NFS:brh:jam
(2)
(1) - 66-3286

166-3286-
NOT RECORDED
128 DEC 17 1962

59

53 DEC 28 1962

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 aw/dcg

DEC 18 1962

64-1608

ORIGINAL FILED IN

MR. TAVEL 12-21-62

fw
Sit

D. E. SHORT

INTERCEPTED RADIO MESSAGES
DESTRUCTION OF MAIL
Property

A review of file 65-6854 has disclosed a "not recorded" section containing only copies of intercepts during the year 1942. Throughout the twenty-eight sections of this file there are other "not recorded" copies of intercepts dated around the same period of time. In addition there are Monthly Technical Summaries relating to analyses of messages which are filed as enclosures throughout this file for the year 1945 and earlier. (see serials 1911 and 1912)

Permission is requested to destroy these Monthly Technical Summaries and copies of intercepts in that they are bulky and appear to have no current or future value. According to SA C. F. Downing, it is not necessary to retain this material for the Laboratory.

It is requested that other appropriate substantive supervisors review this material to determine if any reason exists for its retention. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive divisions.

IWS:aeo
(4)
1 - 66-3256

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg.

50 JAN 8 1963
F-31

66-3256-
NOT RECORDED
133 JAN 4 1963

ORIGINAL FILED IN

Legal Attache, London (66-45) January 2, 1963

CONFIDENTIAL

Director, FBI

2 - Orig. & 1
1 - Yellow
1 - Mr. Kleinkauf
1 - Liaison

DESTRUCTION OF FILES

Reurlet 12/14/62.

Authority is granted for destruction of 100-0 material relating to possible participants in the 8th World Youth Festival in July-August, 1962. You should first carefully review this material to insure the retention of any serial which, because of its unusual nature, might be of future use. Index cards must also be retained.

1 - Foreign Liaison Unit (detached)

JF:mab (6)

CLASS. BY
REASON
DATE OF REVIEW

NOTE ON YELLOW: Legat advises that about twenty volumes of this material has accumulated in past eight or nine months and his office has the main file which contains complete lists of persons known to have participated. To conserve file space, he requested approval for destruction of above material. Normally, this could not be done for five years. Similar requests have been approved for Legats Bonn and Paris. The Files and Communications Division and Internal Security Section have no objection to this procedure.

MAILED 10
JAN - 2 1963
COMM-FBI

EX 109 REC-24 66-3286-956

JAN 3 1963

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

1 ENCLOSURE

MAIL ROOM ☑ TELETYPE UNIT ☐

CONFIDENTIAL

DECLASSIFIED BY AUC 60290 BCE/DCG/ymw
ON 8/28/03

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI DATE: 12/14/62

FROM : Legat, London (66-45)

CONFIDENTIAL

SUBJECT: DESTRUCTION OF FILES

Since the spring of 1962 the London Office has acquired approximately 20 volumes of 100-0 material which consists almost entirely of serials relating to possible participants in the 8th World Youth Festival in July-August, 1962. (u)

In addition, the London Office maintains a 100 main file on the Festival itself and in that file are contained complete lists of the individuals known to have participated. (u)

The Bureau is requested to approve Legat, London's destruction of this 100-0 material, relating to the 8th World Youth Festival at this time rather than after the normal five year period has elapsed which applies to general security type files. If this approval is granted it will greatly help the file space problem that now exists in the London Office. (u)

DECLASSIFIED BY AUC 60290 BCE/DCG/ymw
ON 8/28/03
#03-80762

2 - Bureau
1 - Liaison Section (sent direct)
1 - London
ACM:rn
(4)

CLASS. BY Sp-4 EJW/dcg
REASON-E.O. 11652
DATE OF REVIEW X OADR

NOT RECORDED
18 DEC 20 1962

Files & Comm. Sec. have no objection to destruction
ack 1/2/63
JJF:mab

CONFIDENTIAL

66-3276-95

ENCLOSURE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 3/19/63

FROM : J. J. Casper

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ebj/bcd

SUBJECT: ADMINISTRATIVE - FILING SYSTEM

SYNOPSIS

By letter dated 3/4/63 SAC, Cincinnati, recommended certain Administrative files be destroyed when three years old. Views were solicited from appropriate Seat of Government Divisions and Washington Field Office. All contacted favored adding general statement to Manual of Rules and Regulations (MRR) providing that in the absence of specific instructions to the contrary, material in any Administrative file not listed in the MRR for destruction may be destroyed when three years old on an annual basis if of no value; however, the Training Division felt that the files on arraignment, arrests, interviews including confessions and signed statements, and searches and seizures should be retained indefinitely. Files and Communications Division advised General Services Administration and Archives provide for the destruction of Administrative material within the agency, by the agency, when it has served its purpose. The Administrative Division requested Cincinnati be advised specifically concerning the maintenance of certain files, which is covered in the enclosed letter to Cincinnati. Divisions contacted had no objection to destruction of files listed by Cincinnati after three years if of no value except for those named above which Training Division felt should be retained.

RECOMMENDATIONS:

1. That the enclosed revision be approved for the MRR providing for destruction of material in Administrative files not listed in MRR for destruction after three years on an annual basis if of no value except for the Administrative files on arraignment, arrests, interviews including instructions on confessions and signed statements, and searches and seizures.

2. That the enclosed letter to Cincinnati containing the views of the Administrative Division concerning certain Administrative files be forwarded.

1 ENCLOSURE

Enclosures (2)
FMB:mll/smr
(2)

REC- 20 66-3286-957

MAR 27 1963

53 APR 2 1963

XEROX APR 23 1963

CC-66-1934

66-1934-

DETAILS

By letter dated 3/4/63 SAC, Cincinnati, submitted a list of Administrative files maintained in his office and requested advice as to when these files could be destroyed. He recommended destruction after three years. He was advised by letter dated 3/8/63 that a study would be made of the matter and that he would be advised of the disposition of the files.

Specific views were solicited from Washington Field Office, Administrative Division, Files and Communication Division, and Inspection Division as to adding the following general statement to the Manual of Rules and Regulations:

In the absence of specific instructions, any Administrative file not listed for destruction in this manual may be destroyed when three years old on an annual basis if of no value.

The Washington Field Office thought that the general statement should specify that "material" in these files could be destroyed.

The Inspection Division felt the words "and if authorized by the SAC" should be added to the above statement.

The Administrative Division favored adoption of the proposed addition to the Manual of Rules and Regulations but commented specifically concerning certain files listed by the Cincinnati Office. These comments are set forth in the enclosed letter to Cincinnati and for purpose of brevity will not be set forth in this memorandum.

The Files and Communication Division advised that the General Services Administration and Archives provide for the destruction of Administrative material within the agency, by the agency, when it has served its purpose. The Records Branch considers it good records management to destroy such material on a regularly scheduled basis.

In addition to the above-named Seat of Government Divisions, the remaining Divisions, except for Identification Division and the Domestic Intelligence Division, were contacted to see if there was any objection to the destruction of any of the files listed in Cincinnati letter. The Identification Division and

2-3a (Rev. 1-22-63)

FEDERAL BUREAU OF INVESTIGATION

3/12, 1963

___ Director	___ Mr. Felt
___ Mr. Tolson	___ Mr. Brownfield
___ Mr. Belmont	___ Mr. Burkart
___ Mr. Mohr	___ Mr. Cotter
___ Mr. Callahan	___ Mr. Dalbey
2 ___ Mr. Casper	___ Mr. Donelan
___ Mr. Conrad	___ Mr. Gump
___ Mr. DeLoach	___ Mr. Meyers
___ Mr. Evans	___ Mr. Mooney
___ Mr. Gale	___ Mr. Moran
___ Mr. Rosen	___ Mr. Reilly, J.E.
___ Mr. Sullivan	___ Mr. Tullai
___ Mr. Tavel	___ Mr. Zinn
___ Mr. Trotter	___ Mr. Sloan
	___ Mr. Corbitt
___ Mr. Davidson, C.R.	___ Mr. Smyth
___ Miss Gandy	
___ Mr. Hyde	___ Miss Lewis
___ Mr. Jones M.A.	___ Mrs. Liddon
___ Exhibits Sec. 331 OPO	___ Miss Lloyd
___ Information Desk 5545	___ Miss McElroy
___ Mail Room, 5531	___ Miss McMechan
___ Mechanical Section	___ Mr. Misenko
___ Personnel Files	___ Miss Robins
___ Reading Room 5533	___ Miss Rowan
___ Records Branch	___ Miss Scruggs
	___ Mrs. Seay
___ Miss Bernhard	___ Mrs. Silva
___ Mrs. Bishel	___ Miss Vega
___ Mrs. Bowman	
___ Mrs. Buchanan	___ See Me
___ Mrs. Cawood	___ Phone Me
___ Miss S. Connor	___ For Appropriate Action
___ Mr. DeGraw	___ Note & Return
___ Miss Doohan	___ Please Handle
___ Miss Dunaway	___ Record & Return
___ Mr. Hahn	
___ Miss Johnson	File
___ Miss Kubala	
___ Miss Kunz	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/28/03 BY AUC 60290 BCE/DCG/gmd

M I ADDRESS W/ FM

DAILY

2 - [illegible]

Training Division

Memo J. J. Casper to Mr. Mohr
Re: Administrative - Filing System

Domestic Intelligence Division were not contacted because there were no files listed of interest to those Divisions. The General Investigative Division, FBI Laboratory, Crime Records Division and the Special Investigative Division had no objection to destruction of these files when three years old.

Due to the legal questions which may arise from time to time, the Training Division recommended that the following Administrative files be retained indefinitely:

1. Arraignment
2. Arrests
3. Interviews including confessions and signed statements
4. Searches and seizures.

It is noted that a memorandum from Mr. H. C. Boswell to Mr. Clegg dated 11/28/49 (66-1934-6704), set forth a list of Administrative files that should be destroyed after three years or one year; however, no provision was made for the destruction of the files listed above because it was felt that the subject matter was such that the files should be retained permanently.

The Training Division also felt that it was not necessary for the proposed manual revision to include the words "and if authorized by the SAC" as proposed by the Inspection Division because the general rule "if of no value" is sufficient; further we are placing the final determination on the SAC due to the fact that the destruction is on a permissive basis. If the SAC wants to retain certain files he may.

Note attached concerning which Mrs. Buchanan would like my views. I think this should go elsewhere for the ~~information~~ REASONS stated below.

First, it is the PROPER Files Division which maintains liaison with the Archives on the ~~public~~ interpretation of Government laws and regulations concerning destruction of files. In other words, Assistant Director Tavel, or so it is my impression, is responsible for determining whether is is possible to destroy these files in three years.

Second, if it is possible to destroy them in three years, I think the decision on destroying those circled in red is not a question for the Legal Research Desk but one for ~~the~~ administrative determination by the head of this division. The question is administrative, not legal. My own bias is against destruction. The instructions which we issue on the circled matters are, in our view, important ones and they are not automatically outmoded in three years' time. The legal rules covered do not change that fast. I am greatly in favor of the Training Division giving rather complete instructions to Bureau Agents and offices and then making them retain those instructions and be charged with the responsibility for reading them and following them. We can't very well do that if they toss out our instructions at the end of every three years.

DJS

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DATE 9-16-82 BY SP4 EW/dcj

memo Casper to Mohr
3-19-63
Letter to Cincinnati 3-21-63
Proposed changes in MRR 3-19-63
2-fmts
fmts

ENCLOSURE

66-32 86-957

March 19, 1963

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Part II, Section 3D, 8, page 13a, should be amended by including the following new material as item f and the remaining items should be relettered.

f. In the absence of specific instructions to the contrary, material in any Administrative file not listed for destruction in this manual may be destroyed when three years old on an annual basis if of no value except for the following Administrative files which must be retained:

(1) Arraignment
(2) Arrests
(3) Interviews including confessions and signed statements
(4) Searches and seizures

In destroying ~~these files~~ this material, carefully examine the SAC Letters and Bureau bulletins to insure that instructions which are still applicable and which will be of future value are retained as provided by Part II, Section 3D, 3d, of this manual.

FMB:mll
(4)

NOTE: Based on memo J. J. Casper to Mr. Mohr, 3/19/63, re: Administrative - Filing System. FMB:mll

Tolson
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Mohr
Casper
Callahan
Conrad
DeLoach
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Rosen
Sullivan
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Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY SP-4 aw/aca

ENCLOSURE
66-32 F6-957

3-13-63

Mr. J. J. Casper

(Attention SA Reilly, Room 5302)

ADMINISTRATIVE - FILING SYSTEM
CRIME RECORDS DIVISION
RE CINCINNATI LETTER 3-4-63

Crime Records sees no objections to the destruction of administrative files after 3 years pertaining to matters pertinent to its responsibilities. It would appear the proposal by Cincinnati should be adopted.

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DATE 9-16-82 BY SP4/ELW/dcb

Memo Casper to Mohr 3-19-63
Letter to Cincinnati 3-21-63
Proposed changes in MRR 3-19-63

ENCLOSURE

66-3296-9572-fnc

RECOMMENDATION OF GENERAL INVESTIGATIVE DIVISION: 3/12/63 RJG

The Training Division has inquired as to whether the General Investigative Division would have any objection to the destruction by Cincinnati of administrative files after three years on subjects pertinent to this Division.

The Civil Rights Section, the Accounting and Fraud Section, and the Criminal Section have reviewed the list of files and we would have no objection to the destruction of these files. It is noted, however, that included on the list were manuals and working guides. This Division would have no objection to the destruction of administrative files pertaining to manuals and working guides provided the manuals and working guides themselves are retained.

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DATE 9-16-82 BY SP-4 RW/dlb

ADDENDUM BY SPECIAL INVESTIGATIVE DIVISION JBE:paa 3/14/63

ADMINISTRATIVE FILES
DESTRUCTION OF MATERIAL

With reference to recommendation in Cincinnati letter 3/4/63 to destroy material in certain administrative files after three years, the Special Investigative Division sees no objection to the suggestion with regard to the files listed which pertain to matters under supervision in this Division.

memo Cooper to Rosen
3-19-63
Letter to Cincinnati 3-21-63
Proposed change in MAR 3-19-63

66-32 86-957
2-funk

ENCLOSURE

3/12/63

Re attached routing slip requesting the views of the Inspection Division on the disposition of certain Administrative files maintained by the Cincinnati Division and referred to in Cincinnati letter to the Bureau, 3/4/63.

While the actual content of these files cannot be determined at SOG from the topical data furnished by SAC, Cincinnati, it appears in general that such files might be purged or destroyed on a selective basis when 3 years old, and that a general statement, as suggested, be placed in the Manual of Rules and Regulations. It is suggested, however, that such action be taken only upon the authority of the SAC.

In view of the above, it is suggested that the following be added at the end of the proposed general statement: if of no value and if authorized by the SAC.

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Memo Casper to Mohr 3-19-63
Letter to Cincinnati 3-21-63
Propond change in MAR 3-19-63 fmb

ENCLOSURE
66-3276-957 2-fmb

In answer to your request of 3-11-63, the Records Branch has no objection to the suggested wording set forth in the last paragraph.

GSA and Archives provide for the destruction of Administrative material within the agency, by the agency, when it has served its purpose. The Records Branch favors this disposition on a regularly scheduled basis and considers it good Records management.

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Memo Cooper to Nicks 3-19-63
Letter to Commissioner 3-21-63
Proposed change in MRR 3-19-63

ENCLOSURE
66-32 86-952-fmb

REC-38 66-3286-958

April 3, 1963

PERSONAL

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FBI - READING ROOM
APR 3 4 59 PM '63

Mr. [redacted]
Federal Bureau of Investigation
Albuquerque, New Mexico

b6
b7C

Dear Mr. [redacted]

Thank you for your suggestions concerning the placement of the date of issue on the credentials of employees and the disposition of case files in certain classifications after they are five years old. You may be interested to know that the dates are now placed on Special Agents' credentials as they are replaced. The feasibility of extending this practice to cover the badges and credentials of other employees and the proposal contained in your second suggestion are under consideration and I will let you know if they are adopted.

Your interest in submitting these ideas to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 4
APR 3 - 1963
COMM-FBI

2 - SAC, Albuquerque
1 - Field personnel file
1 - Suggestion file

b6
b7C

1 - Personnel file of Mr. [redacted]
JER:pab both
(6) (Suggestions #882-63 and #883-63 dated 3/26/63)

NOTE: #882-63 referred to General Investigative Division for views and recommendations.

RECEIVED-DIRECTOR

#883-63 Proposed that date when made be placed on credentials of employees. This date is now put on Special Agents' credentials as they are replaced; however, the Administrative Division is being asked to comment on the feasibility of extending the practice to other badges and credentials of employees.

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Gandy

62 MAY 17 1963

MAIL ROOM [ ] TELETYPE UNIT [ ]

Employee Suggestion
FD-252 (Rev. 9-11-59)

#882-63

Date
3-26-63

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	ALBUQUERQUE

b6
b7C

SUGGESTION

It is suggested that the classifications 52(Theft,embezzlement, robbery, illegal possession of, or destruction of government property), and 70 (Crime on Government Reservation) be added to the list of files to be destroyed when five years old on unknown subject cases.

DESTRUCTION OF BUREAU PROPERTY - Heat

Current practice or rule (Include manual citation as well as facts)

Manual of Rules & regulations, part II, section 3, page 13a Permits and office to destroy files in unsubject caes in classifications 15, 26, and 87 when five years old

Advantages of suggestion and annual savings (include basis for estimate)

It appears that files in classifications 52 and 70 would be of no value after five years old in unknown subject cases. If these files were destroyed it would save filing space which is a big problem in all field offices.

FBI ALBUQUERQUE 63 MAR 30 AM 8:11 RECEIVED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY S-4 EWING

EXCISED COPY FILED IN 70-00-0000 ALBQ 1 1963

UNRECORDED COPY FILED IN 70-00-0000

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head It appears that this employee's suggestion has a great deal of merit and it appears there is no particular reason why classifications enumerated should not be destroyed and consolidated with other minor classifications and would, throughout the entire Bureau, save a great deal of filing space.

[redacted] SAC
Signature and Title

(Do not write in this space - for Bureau use only)

REC-38 66-3286-958

Let Jack
JER:pab, 4-3-63

Memo Casper to Mohr, 5/3/63, JER:pab.
Let of commendation JER:pab, 5/6/63.

XEROX APR 4 1963

11 APR 1 1963

1-Auto-Stat pab 4-3-63

Reilly

TWO

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-29-63

FROM : L. E. SHORT

SUBJECT: ALIEN PASSENGERS
Bufile 65-9873
DESTRUCTION OF BUREAU RECORDS - GEN'L

Bureau file 65-9873 has been called to our attention by Records Branch personnel who advise that there is frequent reference to listings appearing in this file. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be deindexed through removal of the cards from the Bureau's indices on all individuals mentioned on whom there is no derogatory information. For an example see serials 57 and 115.

It is requested that the appropriate substantive supervisor review these file references to determine if any reason exists for retention of the indexing on these and similar listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to the appropriate substantive division.

NFS:jam
(3)

Delete deindex names of individuals on whom no derog. info. NOT REC

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66-3286-

NOT RECORDED
102 APR 3 1963

APR 3 1963

17 APR 3 1963

67 APR 8 - 1963

ORIGINAL FILED IN 65-9873-43

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. CALLAHAN

DATE: March 13, 1963

FROM : C. L. ROGERS

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ALW/dcg

DESTRUCTION OF BUREAU RECORDS - GEN'L

On March 12, 1963, I looked over the material we have stored at the Identification Building and recommend the following be removed from the storage file and destroyed at this time.

destroy & 1½ drawers

1. Administrative Reports: - These are on hand beginning with the fiscal year 1959. We have been following a policy of keeping the reports on hand for only the past three fiscal years and in line with this those for July 1958 through June 1959 are recommended for disposal.

3/4 drawer

2. Miscellaneous Circulars (Cabinet 47): - These consist of such items as Federal Personnel Manual System circulars; Civil Service Commission circulars and miscellaneous CSC booklets and bulletins. Some of these are dated in 1959; others in 1960 and 1961. All were made available to the appropriate desks at time of receipt. It is suggested those items dated in 1959 and 1960 be destroyed.

½ drawer

3. Sundry Department of Justice Memos and Orders dated in 1957 (Cabinet 80): - These were all made available to the appropriate desks at time of receipt. Those from 1958 on are still on hand in the Administrative Review Unit. This should be adequate retention and accordingly it is suggested that the batch dated in 1957 be destroyed now.

8 drawers

4. Congressional Record: - We have been keeping these on hand for the past two calendar years. In keeping with this, it is recommended that those for the calendar year 1960 be destroyed.

66-3286-

NOT RECORDED
102 APR 3

5 drawers

5. Federal Register: - As with the Congressional Record, we have been retaining only those pertaining to the last two calendar years. Accordingly, it is recommended that those for the calendar year 1960 be destroyed.

¼ drawer

6. Outgoing Requisitions (Cabinet 3): - Bound folders covering outgoing requisitions for scattered months in 1950 and 1951 are on hand. These have no value after this long period of time and it is recommended they be destroyed. (Files and Communications Division should note that copies of

16 drawers

CLR:djl (7)

1 - Mr. Dunphy (sent direct)
1 - Miss Grant, Room 6315 IB (sent direct)
1 - Mr. C. Q. Smith (sent direct)
1 - Mr. W. C. Jackson (sent direct)

53 APR 10 1963

11 APR 12 1963

APR 3 1963

THREE

NPC/9

ORIGINAL FILED IN 66-1855-E-6-14-1

Memo Rogers to Callahan
Re: Administrative Division Material
Stored on Seventh Floor
Identification Building

Bills of Lading for a number of years are in the same cabinet and these Bills of Lading should not be destroyed at this time.)

ACTION:

Should you agree, arrangements will be made with the Files and Communications Division for the removal and destruction of the above material.

W. C. Sullivan

4/1/63

W. A. Branigan

1 - Mr. Tavel
1 - Mr. Short
1 - Mr. Sullivan
1 - Mr. Branigan
1 - Mr. Stokes

AMERICAN CITIZENS RESIDING IN RUMANIA
INDEX PURGE

DESTRUCTION OF BUREAU PROPERTY - Yes

In the Fall of 1957, State Department, at our request, furnished us 20,600 citizen identification forms pertaining to individuals then believed to be residing in Russia and the satellite countries. We have carefully reviewed these forms and, where appropriate, checked selected individuals named therein against the records of BA Source 4. We have found that frequently subjects of these forms have subsequent to 1957 returned to the United States.

Eight hundred and one of these forms pertain to American citizens in Rumania and have been filed as bulky enclosures to Serial 4 in this case. All of the names appearing on these forms have been indexed including the names of parents, for the most part deceased, husbands and wives, relatives and references in the United States. There are approximately 3,000 names indexed on the 801 forms. The forms are presently retained in Room 636, Riddell Building, and it has been observed that frequently file-review employees find it necessary to refer to the forms.

In most instances it is not possible to identify the person whose name we are checking to the name indexed in the forms. More important, the information in these forms is not derogatory and is of no specific significance. None of the names in the other 19,800 forms have been indexed. It appears that the indexing of the forms re citizens in Rumania serves no useful purpose.

RECOMMENDATION:

That names indexed in these forms be purged from our indices.

JCS:bjb:klw
(6)

105-44733

166-32486-
NOT RECORDED
184 APR 7 1963

67 APR 8 - 1963

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DATE 8-10-82 BY SP-4 auldg

ORIGINAL FILED IN 105-44733-4

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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Gandy

TO : Mr. Mohr

DATE: 12-5-62

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF INTERVIEW NOTES AND RECORDS
JENCKS ACT

Bureau Property

On Monday, 12/3/62, the Supreme Court granted certiorari in the Boston bank robbery case of Campbell v. U. S. We do not know how soon they will hear and decide the case but the interval could easily run until next June.

Granting of certiorari in this case brings up again the recurring question of whether the Bureau's policy should be that all investigative notes are to be kept for possible production in court under the Jencks Act or whether it is permissible to destroy the notes after their substance has been dictated into a memorandum, as is currently the case with notes covering witness interviews. The Department hopes that in the Campbell case the Supreme Court will give a final answer to the question of whether we are required to keep all investigative notes, including those on interviews with potential witnesses.

Pursuant to the Director's instructions, Mr. Rosen, SA Dwight J. Dalbey of the Legal Research Desk, and I discussed this problem with staff members of the Criminal Division of the Department on 10/23/62. They recommended at that time that we take no action on a possible change in policy until it was learned whether the Supreme Court would grant certiorari in the Campbell case. We asked the Department at that time whether it might not be a good idea to give us some Departmental reaffirmation of our present policy of destroying the notes on witness interviews after the memorandum has been prepared, so that if the policy comes into question in any future cases we would have evidence that the notes were destroyed in good faith and not as an attempt to evade production to the defense under the Jencks Act. Mr. Foley again said to wait until we know whether the Supreme Court grants certiorari in the Campbell case. He added, however, that should the court grant certiorari (which it now has done) there might be an interval of six months before we get a decision in the case and,

1-Mr. Belmont
1-Mr. Evans
1-Mr. Rosen
1-Mr. Sullivan
DJD:pab
(6)

JAN 18 1963

JAN 14 1963

NOT RECORDED
176 JAN 14 1963

12 JAN 11 1963

Memo to Rosen from Rosen 12/7/62 dlw

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ORIGINAL FILED IN 62-104429-63

in view of that fact we could meet again after the grant of certiorari and consider the advisability of the Department giving the Bureau some statement on policy to be followed in keeping or destroying notes.

My memorandum of 10/23/62, to you pointed out the results of this conference and recommended that we again bring this matter to the Director's attention after the Supreme Court has granted or denied certiorari in the Campbell case. That recommendation was approved. Now that the Supreme Court has granted certiorari, the Director may wish us to confer again with the Department to see if they will issue some instructions to us concerning the retention or destruction of notes, which we may follow until we hear further from the Supreme Court in the Campbell case.

RECOMMENDATION:

That Mr. Rosen, SA Dalbey and myself again raise this question to the Criminal Division of the Department.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : Mr. Belmont

DATE: 12/17/62

FROM : A. Rosen

SUBJECT: DESTRUCTION OF INTERVIEW NOTES AND RECORDS; JENCKS ACT (Bureau Property)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 RW/dg

I called Mr. William E. Foley of the Criminal Division concerning our previous discussion in which mention was made of the Campbell v. U. S. case and indicated to him that on Monday, 12/3/62, the Supreme Court granted certiorari in the Boston bank robbery case and that we didn't know how soon they would hear the case and decide but in the interim there could easily be a lapse of six months, at least.

Reference is made to Mr. Casper's memorandum of 12/5/62 to Mr. Mohr reviewing the previous meeting with representatives of the Criminal Division in Mr. Foley's office.

In view of the granting of certiorari by the Supreme Court in this case and inasmuch as the Department indicated that no action or possible change in policy should be considered until it was learned whether the Supreme Court would grant certiorari in the Campbell case, the question was again raised with Mr. Foley and the need for rediscussion of the matter was pointed out.

It was indicated to him that in any rediscussion of the matter, the question would necessarily be directed to whether it might not be a good idea for the Department to give us some reaffirmation of our present policy of destroying the notes on witness interviews after the memorandum has been prepared. It was indicated that this might be necessary or desirable if the policy comes into question in any future cases before the Supreme Court hearing is had so that if the question comes up in any future cases, we would have evidence that the notes were destroyed in good faith and not as an attempt to evade production to the defense under the Jencks Act.

ORIGINAL FILED IN 62-104029-6

66-3286-

NOT RECORDED
176 JAN 14 1963

ACTION TAKEN:

Mr. Foley stated he wanted to discuss this matter immediately with Assistant Attorney General Jack Miller and the Legal Counsel in order to see what position might be taken. He said he felt the Department's position

1 - Mr. Casper
1 - Mr. Evans
1 - Mr. Mohr
1 - Mr. Sullivan
1 - Mr. Dalbey

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JAN 18 1963

12 JAN 11 1963

AR:mpd (10)

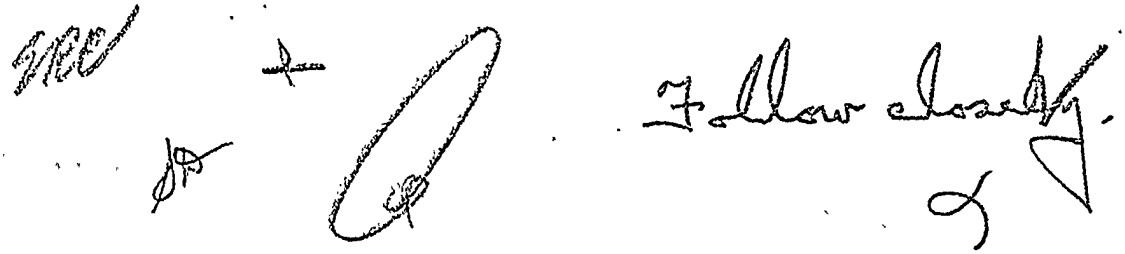
the field restating our present policy and we will seek reaffirmation of our present policy from the Department of Justice at the appropriate time.

This is being brought to the attention of the Training Division in order that steps may be taken to follow the Supreme Court action in this case.

was sound and that the Bureau procedure presently being followed therefore was necessarily sound; however, he would be in touch with me soon with reference to whether any interim reaffirmation is either desirable or necessary.

RECOMMENDATION:

That this matter be closely followed and that it be resolved within a reasonable time. A copy of this memorandum is being furnished to Mr. Casper and Mr. Dalbey as they participated in the previous discussion of this matter with Departmental representatives.



OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Belmont

DATE: 1/8/63

FROM : A. Rosen

SUBJECT: DESTRUCTION OF INTERVIEW NOTES AND RECORDS; JENCKS ACT

I checked with Mr. William E. Foley in the Criminal Division on January 7, 1963, concerning our previous discussion, as reflected in my memorandum of December 17, 1962, concerning the Supreme Court granting of certiorari in the Campbell v. U. S. case. It is recalled this case relates to the question of destruction of interview notes and records.

Mr. Foley stated he had discussed this matter with representatives of the Criminal Division and it was their view that the Department's position was entirely proper at this time and that no further action should be taken pending the outcome of the Supreme Court decision. The discussion was directed toward the question of whether it would be a good idea for the Department to give us some reaffirmation of our present policy in destroying notes on witness interviews after the memorandum has been prepared. Mr. Foley stated he had discussed this matter with Assistant Attorney General Jack Miller and Miller and representatives of the Criminal Division definitely felt there was no need for any further action on the part of the Department.

The position of the Department, therefore, is that the Campbell v. U. S. case is presently before the Supreme Court and until a decision is reached by the Supreme Court, there is no need for any reaffirmation of our present policy of destroying notes on witness interviews after a memorandum has been prepared. This is not necessary nor does the Department feel any purpose would be served in reaffirming its position at this time.

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ACTION TO BE TAKEN:

That the docket of the Supreme Court be followed in order that any action taken be immediately reviewed. If the Supreme Court action on certiorari in the Campbell v. U. S. case requires further interpretation by the Department of Justice, this will be immediately sought and appropriate instructions issued to the field. If the Supreme Court does not change the present view of the Department of Justice, appropriate instructions should, nevertheless, be issued to

1 - Mr. Casper
1 - Mr. Evans
1 - Mr. Mohr
1 - Mr. Sullivan
1 - Mr. Dalbey

AR:mpd (10)

66-3286

NOT RECORDED
176 JAN 14 1963

12 JAN 11 1963

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JAN 14 1963

62 JAN 17 1963

ORIGINAL FILED IN 62-104022-6

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan

DATE: January 21, 1963

FROM : Mr. F. J. Baumgardner

SUBJECT: FORMER KOREAN PRISONERS OF WAR
VOLUNTARY NONREPATRIATES
TREASON
Destruction of Bureau Property

Memorandum from Baumgardner to Belmont dated 4-9-56 related that Army had furnished to us copies of its results of investigations relating to twenty-one former prisoners of war who refused repatriation and elected to remain with the Chinese communists following the Korean conflict. This material is currently stored in sixteen boxes as a bulky enclosure to serial 38 of Bureau file 100-408965.

The retention of this material by the Bureau was necessary in view of our then pending treason investigations of these twenty-one individuals. Since that time, one of the subjects died in China and ten have returned to the United States. The Department has declined prosecution on these subjects. The remaining ten subjects are still outside of the United States, and the Department is withholding its prosecutive opinion concerning them until they return to this country. Since the material we are retaining is a duplicate of original material held by Army and a copy of the material has in each instance been furnished to the Department, the retention of this material by the Bureau relating to eleven subjects on whom prosecution has been declined is no longer necessary or desirable.

ORIGINAL FILED IN 100-408965-127

RECOMMENDATIONS:

1. It is recommended that the material held as a bulky enclosure relating to the following subjects be destroyed.

[redacted]

[redacted]

b6
b7C

1 - Mr. Sullivan
1 - Mr. Baumgardner
1 - Mr. Simpson
100-408965

RDS:cah
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-81 BY SP4 EW/dcw

JAN 29 1963

66-3286-

141 JAN 29 1963

JAN 25 1963

OVER

INTL SEC.

Memorandum to Mr. Sullivan
RE: FORMER KOREAN PRISONERS OF WAR
VOLUNTARY NONREPATRIATES
TREASON
100-408965

2. It is recommended that the material relating to the following subjects be retained.

[redacted] [redacted]

b6
b7C

This memorandum should be routed to the Files and Communications Division for handling and destruction of the specified material.

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

January 21, 1963 WASHINGTON 25, D. C.

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

0 Destruction of Bureau Property - General

(A) PURGE OF OBSOLETE INDEXING AND EXTRA COPIES FROM THE BUREAU'S INVESTIGATIVE FILES -- You are reminded, as set forth in the Supervisors' Manual, page 12C, items 24 and 26, to be alert in reviewing files for obsolete indexing and/or excessive copies, referring such matters to the Correlation Unit of the Records Branch, Room 6309 IB, Extension 2115, for handling.

The Records Branch in its day-to-day operations is making every effort to identify and to eliminate obsolete indexing from the general indices, which now contain over 48,000,000 cards. Similarly, unnecessary copy material is being systematically removed, where possible, from our 5,000,000 investigative files in order to reduce their bulkiness and facilitate handling and reviewing.

The cooperation of all officials, agent supervisors, and clerical file review employees will materially assist this program.

Very truly yours,

John Edgar Hoover

Director

66-3286-

NOT RECORDED

46 JAN 22 1963

ORIGINAL FILED IN 66-03-1881

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

75

58 JAN 29 1963

MR. TAVEL 1-25-63

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-3918
INFORMATION RE COMPANIES WHO HAD
AIRPLANES AVAILABLE 1932-1934
DUPLICATE COPIES OF AIR PRIORTY
CERTIFICATES-1943-1945
OTHER MISCELLANEOUS INFORMATION

Destruction of Bureau Records

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)
ENCLOSURE

3/21/63 Material destroyed Cons. Sec

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ECW/dcg

66-3286-
NOT RECORDED
176 FEB 8 1963

ORIGINAL FILED IN

50 FEB 11 1963

MR. TAVEL 2-15-63

L. E. SHORT

ANONYMOUS COMMUNICATIONS
FILE 62-108

Destruction of Bureau property

File 62-108 entitled "Anonymous Communications" consists of 107 sections, 6,203 serials. This file was opened January 15, 1920, and is still an open file. The file consists of anonymous communications received by the Bureau over the years, the majority of which relate to matters over which the Bureau does not have jurisdiction. No investigations have resulted from these communications and it does not appear that they are of any value to the Bureau.

In line with our Records Management Program designed to eliminate valueless and obsolete material from the Bureau's records, it is proposed that all mail in this file over three years old be deindexed and destroyed, unless, of course, the mail contains data which would be pertinent to the Bureau's operations or of value to the Bureau and should be retained. General Records Schedule No. 14, item 7, issued by the National Archives, permits destruction of anonymous letters, excluding those on which investigations were made or were the basis for administrative action, after three months.

RECOMMENDATION:

That all mail in file 62-108 (Anonymous Communications) be deindexed and destroyed after becoming three years old, unless the mail contains data which would be of value to the Bureau and should be retained. Sample files attached.

NFS:jam
(4)

(1) - 66-3286
Enclosures

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EWJdcy

66-3286
NOT RECORDED
170 FEB 18 1963

54 FEB 20 1963

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#621-63

Date: 1/22/63

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: FILES & COMMUNICATIONS

SUGGESTION

Destroy mail from the field advising article or weapon previously listed in the NSP Index has been recovered and recommending deletion from the index. Indicate destruction of card by black pencil purge check over listed article or weapon, and a notation "Destroyed per letter from name of field office and date" on mail already in file which requested listing. (See sample attached).

Current practice or rule (Include manual citation as well as facts) Mail from the field requesting check be made in NSP Index is returned to the field stamped "No record NSP File" if search is negative. (See second page)

Advantages of suggestion and annual savings (include basis for estimate)

Saves space in file and time in filing of second piece of mail. Destruction of Bureau Property - General

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY SP-4 EW/dg

Disadvantages of suggestion

None

66-3886
NOT RECORDED
46 JAN 31 1963

b6
b7C

FBI
RECEIVED
12 JAN 30 1963

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

3

Favorable: (See comments page two)

OGM:erh
(6)
Enclosures 2

Geo. Medlin Special Agent
Signature and Title

(Do not write in this space - for Bureau use only)

Let Jack
M.L. pot, 1-29-63.

1 XEROX
JAN 31 1963

Two-file
1-Custodian file

FEB 15 1963 139

ORIGINAL FILED IN 66-3886-5111

If search is negative but mail requests weapon or article be listed in the NSP Index, the original of the incoming is placed on record, the weapon or article indexed, and a copy of the incoming is returned to the field stamped "No record NSP File". When at a later date incoming field office correspondence advises weapon or article has been recovered and requests it be deleted from the NSP Index, Consolidation Unit removes and destroys the index card, pulls the file and indicates destruction of card by purge mark over the red X and makes a notation "Card removed and destroyed see serial number." Second piece of correspondence is then filed. (Sample attached)

Suggestion by [redacted] *1-24-63*
Files & Communications Division

Comments:

From a Records Branch standpoint this suggestion has merit as certain items of mail with no listing value would be systematically purged from our files. This is highly desirable in order to conserve valuable space in our Filing Unit. b6 b7C

The General Investigative Division, who must supervise these cases, should have an opportunity to submit their views regarding Mrs. [redacted] *idea, thus, the recommendation instant suggestion be referred to them for consideration.*

RECOMMENDATIONS:

1. Instant suggestion be referred to the Training Division for their attention and appropriate action.

2. The General Investigative Division review this suggestion and submit their recommendations.

ST 1/25

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 1-31-63

FROM : L. E. SHORT

SUBJECT: DE-INDEXING OF BUREAU FILES 44-1 THROUGH 44-56 CAPTIONED KU KLUX KLAN

Destruction of Bureau Property

Bureau files 44-1 through 44-56 relate primarily to Ku Klux Klan activities prior to 1925. These files occupy five cabinet drawers of space and have a considerable amount of indexing. The names indexed usually consist of the double initial with a surname and have little or no information to identify the individual indexed. Of this series of files, Bureau files 44-25 and 44-16 have been de-indexed because of the lack of identifying information and the age of material involved. Inasmuch as the remainder of this series of 44 files contain information of questionable value currently, it is proposed that names indexed in files other than 44-25 and 44-16 be de-indexed.

There is some correspondence that has been placed in these files within recent years. Therefore as a standard for limiting the names to be de-indexed, it is recommended that only those names indexed prior to 1930 be de-indexed.

65-3286
NOT RECORDED
11 FEB 19 1963

RECOMMENDATION:

It is recommended that this memorandum be referred to the Special Investigative Division and the General Investigative Division to determine if those divisions have any objections to the de-indexing as proposed.

11 FEB 19 1963

ADDENDUM - SPECIAL INVESTIGATIVE DIVISION OEC:bjp 2/4/63

The Special Investigative Division concurs that those names indexed in these files prior to 1930 should be de-indexed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/10/82 BY SP-4 ewl/alg

RECORDED

ADDENDUM - GENERAL INVESTIGATIVE DIVISION FHF:pab 2/13/63

The General Investigative Division concurs that those names indexed in these files prior to 1930 should be de-indexed.

FEB 25 1963

FEB 25 1963

ORIGINAL FILED IN

February 7, 1963

PERSONAL

64-3286-

b6
b7C

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/10/82 BY SP4 ELW/dcg

Dear Mrs. [redacted]

Reference is made to your suggestion about handling mail from the field concerning the recovery of items listed in the National Stolen Property File. It is a pleasure to advise you that your proposal has been adopted with the provision that it apply to communications dealing solely with cancellations. The necessary action is being taken to place it into effect.

I want to thank you for bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 8
FEB 7 - 1963
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of Mrs. [redacted]
JER:pab
(5) (Suggestion #621-63)

NOTE: Based on memo J. J. Casper to Mr. Mohr, JER:pab, 2/7/63, re: Records Branch, Suggestion #621-63 Submitted By Mrs. [redacted] Files and Communications Division.

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Gandy

FEB 12 1963

MAIL ROOM TELETYPE UNIT

67 FEB 28 1963

FEB 7 4 11 PM '63
RECD-READING ROOM

ORIGINAL FILED IN 64-818-79

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 2/7/63

FROM : J. J. Casper

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/10/82 BY SP-4 AW/dg

b6
b7C

SUBJECT: RECORDS BRANCH
SUGGESTION #621-63 SUBMITTED BY
MRS. [redacted] FILES AND COMMUNICATIONS DIVISION

Destruction of Bureau Property

SUGGESTION: To destroy mail from field advising that an article or weapon previously listed in the National Stolen Property File (NSPF) has been recovered and recommending deletion from the index. Indicate destruction of the card by black pencil "purge" check over listed article or weapon and place notation "Destroyed per letter from (Field Office) on (date), " on serial already in file which requested listing.

PRESENT PROCEDURE: At present, the communication requesting an item be placed in NSPF, and the one advising of its recovery and requesting deletion from the index, are both filed.

ADVANTAGE: Saving of filing space.

OBSERVATIONS: Files and Communications Division favored adoption of the idea because it would permit a systematic purge from files of mail with no listing value. They requested views of General Investigative Division be obtained.

General Investigative Division had no objection to the procedure provided the communications dealt solely with cancellation of the "stop" in the NSPF and no other matter such as the fact that a Theft of Government Property case was being closed and the reasons therefor.

Training Division agrees that in the absence of any pertinent data other than request for removal of item from NSPF, retention of such communications is unnecessary and they should be destroyed in the manner described. Further, in these instances it should not be necessary for the field to prepare abstracts with these letters. The Files and Communications Division agrees.

Enclosure
1 - Mr. Tavel
1 - (66-3286)
JER:pab
(4)

Manuals of Rules + Regulations
Manuals for Field Stations
Revised
forms

166-3286-
NOT RECORDED
176 FEB 13 1963

RECOMMENDATIONS PAGE TWO

cc - 66-1954
66-3175

FEB 13 1963

22 FEB 12 1963

TWO

ORIGINAL FILED IN 66-3286-5114

RECOMMENDATIONS:

1. That the suggestion be adopted with the proviso that it apply only to letters dealing solely with removal of items from NSPF, and this memorandum serve as authority for Files and Communications Division to place the procedure into effect.

2. That the Manuals Desk, Training Division make the necessary changes concerning the preparation of abstracts in these cases.

b6
b7C

3. On approval, that the enclosed letter be directed to Mrs. [redacted] Receipt of the suggestion was acknowledged by prior letter.

VIEWS OF GENERAL INVESTIGATIVE DIVISION ON SUGGESTION #621-63.

ADDENDUM BY GENERAL INVESTIGATIVE DIVISION JPJM:imc 1/29/63

Suggestion is that Records Branch be authorized to destroy rather than file an incoming communication which advises of recovery of an item, previously listed in the National Stolen Property File (NSPF), and which cancels the "stop" on that item in the NSPF.

Once the NSPF "stop" has been canceled and the "stop" card destroyed this Division would have no further interest. There would be no objection to the suggested handling by the Records Branch, IF THE COMMUNICATION DEALT SOLELY WITH THIS.

The above would not apply, of course, where the communication canceling the "stop" also contained information which would otherwise go into file, for example the fact that a Theft of Government Property case was being closed and the reasons therefor.

Memo copy to Mohr, DE'd/pad 2/7/63.
Tele & Belmont, DE'd/pad 2/7/63,

1 - Auto Stolen pad

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 4-2-63

FROM : L. E. SHORT

SUBJECT: PRESS INTELLIGENCE
Bufile 66-4910
Destruction of Bureau Property

This file consists mainly of copies of Press Intelligence Bulletins to which the Bureau subscribed in 1935 and requires a full cabinet drawer of filing space. There is little or no indexing of the bulletins and the last one filed is dated in 1942. In an effort to reclaim cabinet space it is suggested that these bulletins be deindexed and destroyed except where the Director or other Bureau officials have indicated a particular interest in the contents. As examples, see serials 230X, 230X1, and 230X2.

It is requested that the appropriate substantive supervisor review this file to determine if any reason exists for retention of the described public source material. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to the appropriate substantive division.

NFS:jam
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

66-3286
NOT RECORDED
128 APR 10 1963

APR 10 1963

APR 10 1963

APR 12 1963

RECORDS

ORIGINAL FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. DeLoach

DATE: 4-3-63

FROM : M. A. Jones

SUBJECT: SUGGESTED HANDLING OF PHOTOGRAPHS TAKEN IN CONNECTION WITH INVESTIGATIONS

Destruction of Bureau Property

In connection with a recent project wherein we were assisting "U. S. News and World Report" in the preparation of an article relating to bank robberies, we were asked for copies of photographs taken during a bank robbery by a concealed camera. We called the file on this particular case only to discover that the desired film had been destroyed since all prosecutive action had been completed. Fortunately, the file revealed portions of the film had been released to both Associated Press and United Press International and we were able to refer "U. S. News and World Report" to these news services to obtain the desired pictures. The film in question had been a bulky exhibit and was destroyed in accordance with the procedure wherein such exhibits are periodically reviewed to determine if their retention is still warranted. It is suggested this procedure be revised so that exhibits involving photographs taken in connection with investigations be referred to this Division prior to destruction. In this way we can insure retention of investigative photographs which would be of value to illustrate articles and other material we furnish to various news media. destruction of Crime Research

It is also suggested that other Divisions be instructed to route to this Division on a continuing basis any photographs taken in connection with investigations which might be of value from a public relations standpoint. Through this procedure we will be able to compile a current listing of various photographs regarding different types of cases so they can be readily located when needed to illustrate material we furnish to news media. Such a compilation of photographs would also be of benefit in connection with various training programs conducted by the Bureau. Routine photographs such as mug shots, of course, should not be sent to this Division for review.

166-3286-959

NOT RECORDED
REC- 120 199 APR 15 1963

ORIGINAL FILED IN 66-4026

RECOMMENDATIONS:

1. That bulky exhibits containing photographs (including movie film) being considered for destruction be referred to this Division for review.

1 - Mr. DeLoach
1 - Mr. Rosen
1 - Mr. Evans
1 - Mr. Belmont
1 - Mr. Casper
1 - Mr. Sullivan
DWB:ear (11)

~~1 - Mr. Conrad~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/10/62 BY SP4 law/dca

(Recommendation continued, next page)

17 APR 12 1963

CRIME RESEARCH

67 APR 15 1963

APR 15 1963

2. That other Divisions be instructed to route to this Division investigative photographs which might be of value from a public relations standpoint.

I Agree
DHS

Wss

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

66-3286-960

CHANGED TO

66-3482-6229X

MAY 9 1963

pe - Bas

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TAVEL

DATE: 4-23-63

FROM : L. E. SHORT

Tolson
Belmont
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Casper
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Tele. Room
Holmes
Gandy

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

Destruction of Bureau Records GEN

DESCRIPTION OF FILE: 62-58394
OFFICE OF EMERGENCY MANAGEMENT
916 SERIALS, LAST MAIL DATED 1947.

The attached file has been called to our attention by personnel of the Consolidation Unit. The following type of material is outdated and there appears to be no reason for its continued retention:

1. Memos re investigations of employees of Office of Production Management, copies of which went in case files on the individuals listed. (see serials 346 thru 375 for examples).

2. Lists of names of applications for positions in National Defense Agencies. (see serials 432 thru 435 for examples).

3. Copies of forms re name checks made on employees of Office for Emergency Management, information taken from Bureau files. (see serials 814, 816 for examples).

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)
Enclosure

5/17/63 Material destroyed CMS 9/16

166-3286-
NOT RECORDED
199 APR 25 1963

4/24

There appears to be no logical reason for continued retention of the material mentioned above

4/24/63

XEROX

APR 25 1963

54 APR 26 1963

25 APR 25 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 lew/dg

ORIGINAL FILED IN 62-58394-918

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Casper
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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 4-5-63

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF ADMINISTRATIVE-TYPE FILES
66 CLASSIFICATION

The 66 classification contains a number of files which were opened each year to contain data furnished in an annual report to the Attorney General. The general file contains that data placed in the annual report. Each general file has separate subfiles for each Seat of Government division which furnished interesting case data for inclusion in the annual report.

Since the data appearing in the subfiles duplicates information appearing in case files and is also included to some degree in the general file, it appears that there is no longer any reason to maintain the subfiles.

The Records Branch proposes to destroy and delete subfiles for the general files listed below. No archival authority is necessary for destruction of these records since they duplicate data appearing in other files maintained by the Bureau. A typical subfile is attached. Following is a list of the files on which it is proposed that all subfiles be destroyed together with the year for which the file was maintained:

66-1629	(1925)	66-3800	(1934)
66-1858	(1926)	66-4300	(1935)
66-2005	(1927)	66-5000	(1936)
66-2100	(1927)	66-5500	(1937)
66-2200	(1928)	66-6000	(1938)
66-2500	(1929)	66-6400	(1939)
66-2700	(1930)	66-6800	(1940)
66-2900	(1931)	66-7600	(1941)
66-3300	(1932)	66-10915	(1942)
66-3700	(1933)	66-16250	(1943)

RECOMMENDATION:

It is recommended that this memorandum be reviewed by the appropriate division for approval. This memorandum should be returned to the Correlation Unit of the Records Branch, 6309 IB, together with a notation indicating approval or disapproval of the proposed destruction.

NFS:jam
(3)
Enclosure

APR 15 1963

APR 15 1963

RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 lew/dcg

ORIGINAL FILED IN 66-0-629-1107

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Conrad
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Tele. Room
Holmes
Gandy

TO : Mr. Callahan

DATE: April 3, 1963

FROM : C. R. Davidson

SUBJECT: GOVERNMENT PROPERTY - FBIRA CARD
(COLLECTION AT TIME OF SEPARATION)

Form FD-193

Presently, the Manual of Rules and Regulations requires that property issued to employees is to be collected upon separation or suspension. In cases of the clerical identification card or badge, SAC is to destroy in the field and so advise the Bureau. Manual revision has been submitted instructing the same procedure with respect to FBIRA cards issued to employees. Should employee not be a member of the FBIRA, SAC or division head is to so note in the communication forwarded to the Bureau reporting return of Bureau property. Normally, FD 281 or FD 281A (enclosed) are used in reporting return of property, and at the Seat of Government employees may return property directly to the Property Management Unit. In all instances, the communication reporting return (or destruction, where applicable) of property is placed in the employee's personnel file.

Report of Exit and Separation form (FD 193), Item D, presently states "Has employee returned all documents made or received while in the Bureau's service (exceptions: commendation, censure or promotion letters or copies of expense vouchers, etc.)?" Since the Exit Interview form is executed at time employee submits resignation and property is actually not collected until employee ceases active duty, it is being proposed that Item D be revised to state "All Government property, documents made or received while in the Bureau's service, including FBIRA card, will be collected on date employee ceases active duty (exceptions: commendation, censure or promotion letters or copies of expense vouchers, etc.)." Such instruction is deemed advisable since it is important that property acquired during Bureau service should be obtained from the employee and the instruction will serve as a reminder to the interviewing official that this must be done. The instruction will further serve the purpose of enabling the interviewing official to remind the separating employee to turn in all property on the date active duty ceases.

EX-111 REC- 51 66-3286-21

Enclosed is form FD 193 (Report of Exit and Separation), showing the proposed revision of Item D.

LDH:cobc
(5)
ENCLOSURE
1-Mrs. Lockhart
1-Miss Kunz
Enclosures
1-Mr. E. S. Miller

Revision of FD-193 noted in FBI Form Book. 4/8/63

See ADDENDUM (page 2)

55 MAY 6 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

APR 22 1963

OVER...

UNRECORDED COPY FILED IN

Destruction of Bureau Property - General Form

Memo to Mr. Callahan
Re: Government Property - FBIRA Card
Collection at Time of Separation

RECOMMENDATIONS:

1. That the proposed revision of Item D in the Report of Exit and Separation (FD 193) be approved.

2. If approved, this memorandum should be forwarded to the Training Division.

4/3

ADDENDUM: 4/4/63 JER:fk
Training Division concurs with recommendations of the Administrative Division concerning proposed revision of Form FD-193, "Report of Exit and Separation." If approved, revised FD-193 will become effective upon completion of printing and distribution. Forms Management Desk will handle.

FD-281 (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:
returned

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-82 BY SP-4EW/dcg.

66-3286-961

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) _____

(Typed Signature) _____

ENCLOSURE

Report of Exit and Separation
FD-193 (Rev. 5-22-62)

TO: DATE:

FROM:

Name of Employee	EOD Date	Title
Last Local Address	Forwarding Address	
Cease-active-duty Date (hour and last day physically at work)	Tour of Duty	

Leave Data Leave category ☐ 4 ☐ 6 ☐ 8

Hours of accrued leave employee will have at close of business on cease-active-duty date. AL _____ SL _____

Hours of accrued annual leave carried over at beginning of current leave year AL _____

If employee has been granted advanced leave, indicate number hours owed at close of cease-active-duty date. AL _____ SL _____

FD 193

(Read before interviewing)

The exit interview, to be beneficial, must be conducted as promptly as possible after receipt of resignation. Where it involves a clerical employee, it shall be conducted by the Agent supervisor under whose jurisdiction the employee works. Where it involves a Special Agent, each SAC shall personally conduct the exit interview. In the absence of the SAC, the exit interview should then be conducted by the official in the field office who is acting for him. In every instance the exit interview form shall reflect the name of the official who actually conducted the interview and the form must be signed by him on the reverse side in the space provided. There are to be no exceptions. The interview should be conducted in adequate privacy with adequate time. It should be designed to supplement resignation, to obtain real, motivating reason for resignation, to serve as basis for (1) accurate analysis of turnover, (2) determining necessary or desirable organizational improvements, and (3) permitting a recorded recommendation regarding future reinstatement. Many times, an exit interview, properly and promptly conducted, results in saving a valuable employee. On involuntary separations, the exit interview is designed to record the reason and any pertinent comments, it being assumed the recommendation would be unfavorable for reinstatement.

Reasons given for separation *(Check block applicable)*

☐ 1. Military

2. Working conditions
- ☐ a. Excessive work (overtime, 6-day week)
- ☐ b. Unsatisfactory relations with Supervisor or employees
- ☐ c. Interest of work (monotony)
- ☐ d. Shifts
- ☐ e. Transfer (failure to obtain or unable to accept)
- ☐ f. Other employment: *(Check specific reason and see Item F.)* ☐ 1. promotional prospects ☐ 2. better salary ☐ 3. enter different field ☐ 4. vicinity of home
- ☐ g. Level of work (unsuited to ability)
- ☐ h. Unsatisfactory development

3. General
- ☐ a. General living costs
- ☐ b. Housing facilities
- ☐ c. Transportation
- ☐ d. Poor health (self)
- ☐ e. Poor health (family) (needed at home)
- ☐ f. Homesickness
- ☐ g. Marriage
- ☐ h. Maternity
- ☐ i. Housewife or child care
- ☐ j. Attend school *(See Item F)*
- ☐ k. Retirement
- ☐ l. Change of residence (husband or family moving)
- ☐ m. Summer employee returning to school
- ☐ n. Other reasons (such as those which do not come under specific categories listed) (explanation should appear under comments)

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4. Involuntary
- ☐ a. Dismissed with prejudice
- ☐ b. Requested resignation with prejudice
- ☐ c. Requested resignation without prejudice
- ☐ d. Dropped from rolls without prejudice

66-3286 - 961

CURRENT FD-193

ENCLOSURE

(over)

A. Did employee resign prior to expiration of any agreement made, such as in connection with initial appointment, special training, foreign assignment, etc.? ☐ Yes ☐ No

B. Does employee have any specific suggestion for improving the organization? If so, explain. *(In the event the suggestion is new, it should be presented to the Bureau for consideration. If previously considered by Bureau and adopted or turned down the employee should be so advised.)*

C. Has employee been cautioned about divulging confidential information acquired in job? Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a $10,000 fine or 10 years' imprisonment, or both.

* D. Has employee returned all documents made or received while in the Bureau's service (exceptions: commendation, censure, or promotion letters or copies of expense vouchers, etc.)?

E. If employee is resigning for maternity purposes, appropriate block must be marked:

☐ Employee does not desire payment for accrued sick leave as she will not be incapacitated for duty after indicated cease-active-duty date.

☐ Doctor's certificate attached reflecting (1) employee is incapacitated for duty after indicated cease-active-duty date, and (2) expected date of confinement.

☐ Doctor's certificate attached reflecting employee can safely continue working to date specified. *(Applicable to those cases where the employee desires to work up to less than 6 weeks before expected date of delivery.)*

F. Comments: *(Please state specific, individual reason in explanation of check on other side of form. Set out if it can possibly be obtained, (1) re employment - information as to where the other employment will be, its nature, the salary that will be paid and when it will begin; (2) re school - date employee proposes to enroll.)*

* "All Government property, documents made or received while in the Bureau's service, including FBIRA card, will be collected on date employee ceases active duty (exceptions: commendation, censure or promotion letters or copies of expense vouchers, etc.)."

G. Recommendations re reinstatement: ☐ Yes ☐ No *(If No, explain why)*

Interview Conducted By *(Signature)* Title

Routing Slip
0-7 (Rev. 4-6-62) **(Copies to Offices Checked)**

TO: SAC,

☐ Albany	☐ Houston	☐ Norfolk	☐ Washington Field
☐ Albuquerque	☐ Indianapolis	☐ Oklahoma City	☐ Quantico
☐ Anchorage	☐ Jacksonville	☐ Omaha	
☐ Atlanta	☐ Kansas City	☐ Philadelphia	**TO LEGAT:**
☐ Baltimore	☐ Knoxville	☐ Phoenix	☐ Bern
☐ Birmingham	☐ Las Vegas	☐ Pittsburgh	☐ Bonn
☐ Boston	☐ Little Rock	☐ Portland	☐ London
☐ Buffalo	☐ Los Angeles	☐ Richmond	☐ Madrid
☐ Butte	☐ Louisville	☐ St. Louis	☐ Manila
☐ Charlotte	☐ Memphis	☐ Salt Lake City	☐ Mexico, D. F.
☐ Chicago	☐ Miami	☐ San Antonio	☐ Ottawa
☐ Cincinnati	☐ Milwaukee	☐ San Diego	☐ Paris
☐ Cleveland	☐ Minneapolis	☐ San Francisco	☐ Rome
☐ Dallas	☐ Mobile	☐ San Juan	☐ Rio de Janeiro
☐ Denver	☐ Newark	☐ Savannah	☐ Tokyo
☐ Detroit	☐ New Haven	☐ Seattle	
☐ El Paso	☐ New Orleans	☐ Springfield	
☐ Honolulu	☐ New York City	☐ Tampa	

Date April 18, 1963

RE: FORM FD-193
REPORT OF EXIT INTERVIEW AND SEPARATION
FBI FORM BOOK

☒ For information ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____.

Remarks: Enclosed is a supply of Form FD-193, "Report of Exit Interview and Separation," which has been revised. Place one copy in the FBI Form Book. All unused copies of the form not bearing revision date indicated on enclosed supply should be destroyed immediately. Date on enclosed supply should be substituted for date, 3-11-63, indicated on Table of Contents revised 4/1/63.

Forms Management Desk
Training Division

Enclosure(s)
Bufile
Urfile

file with 4/3/63 memo DK

PRINTED ROUTING SLIP

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-82 BY SP4 AW/dcc

66-3286-961

ENCLOSURE

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 4/8/63

FROM : J. J. Casper

b6
b7C

(1) Bufax
(2) Mr. Mohr
(3) Rapmen, 5262

SUBJECT: SUPERVISION - INTERNAL SECURITY
SUGGESTION #874-63 SUBMITTED BY
SA [redacted]
OKLAHOMA CITY OFFICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 [illegible]

Form FD-338a

SUGGESTION: A form be adopted in lieu of a memorandum to be placed in file listing each channelizing memorandum destroyed from the 100 classification case files and location of the original information. As the review and destruction are conducted on a yearly basis numerous memoranda will be involved in most offices. Further, suggest form may be executed in legible longhand.

PRESENT PROCEDURE: Copies of informant's reports designated for the 100 classification case files of informants may be purged on a yearly basis after the reports are a year old. A memorandum must be prepared and placed in the file listing each item destroyed and the location of the original information.

Destruction of Bureau Property - Gen.

ADVANTAGES: Suggested procedure would eliminate typing time and provide for uniformity in handling. Savings would result from elimination of typing time which is required under the present system.

OBSERVATIONS: SAC Teague, Oklahoma City Office, recommended adoption.

The Domestic Intelligence Division recommended adoption. It made no changes in the format as submitted by the suggester. 66-3286-

NOT RECORDED
167 MAY 10 1963

The Training Division also recommends adoption. Form FD-338 which is used in criminal and security cases when channelizing memoranda are destroyed following submission of reports, is similar in format to the proposed form and the Domestic Intelligence Division was requested to carefully consider possibility of combining the proposed form with FD-338. It was decided one form would not be practical for both purposes since the material which is purged in connection with Form FD-338 has been incorporated into a report; and the cover pages accompanying the report list the file and serial number of the original informant reports or master channelizing memoranda; whereas, in the current situation, the location of the original material is noted in the memorandum or will be placed on form, if adopted. Therefore, it is the opinion of the Domestic Intelligence Division and the Training Division that both forms are necessary

ENCLOSURE

Enclosure
MJL:pab (2)

Manual of Rules & Regulations Revised pg 44 pt 4

FD-338a original to forms & Records Br. FBI Forms Book 4/11/63 dc

Rec 100-00-11497 for sample of proposed forms dc

62 MAY 17 1963

62-116-66-1934

13 MAY 9 1963

XEROX

MAY 10 1963

OVER...

2

ORIGINAL FILED IN 62-116-5-29-1506

and that they cannot be combined.

RECOMMENDATIONS:

(1) That the suggestion be adopted and the attached letter of appreciation forwarded to the suggester. He was thanked by prior letter.

(2) On approval, this memorandum will serve as authority for the Forms Management Desk, Training Division, to take appropriate action.

(3) On approval, this memorandum will serve as authority for the Manuals Desk, Training Division, to make the necessary manual revisions.

Routing Slip
0-7 (Rev. 4-6-62)

(Copies to Offices Checked)

TO: SAC,

☐ Albany	☐ Houston	☐ Norfolk	☐ Washington Field
☐ Albuquerque	☐ Indianapolis	☐ Oklahoma City	☐ Quantico
☐ Anchorage	☐ Jacksonville	☐ Omaha	
☐ Atlanta	☐ Kansas City	☐ Philadelphia	**TO LEGAT:**
☐ Baltimore	☐ Knoxville	☐ Phoenix	☐ Bern
☐ Birmingham	☐ Las Vegas	☐ Pittsburgh	☐ Bonn
☐ Boston	☐ Little Rock	☐ Portland	☐ London
☐ Buffalo	☐ Los Angeles	☐ Richmond	☐ Madrid
☐ Butte	☐ Louisville	☐ St. Louis	☐ Manila
☐ Charlotte	☐ Memphis	☐ Salt Lake City	☐ Mexico, D.F.
☐ Chicago	☐ Miami	☐ San Antonio	☐ Ottawa
☐ Cincinnati	☐ Milwaukee	☐ San Diego	☐ Paris
☐ Cleveland	☐ Minneapolis	☐ San Francisco	☐ Rome
☐ Dallas	☐ Mobile	☐ San Juan	☐ Rio de Janeiro
☐ Denver	☐ Newark	☐ Savannah	☐ Tokyo
☐ Detroit	☐ New Haven	☐ Seattle	
☐ El Paso	☐ New Orleans	☐ Springfield	
☐ Honolulu	☐ New York City	☐ Tampa	

Date May 7, 1963

RE: FORM FD-338a
INTRAOFFICE MEMORANDUM RE DESTRUCTION OF CHANNELIZING MEMORANDA UNDER 1-YEAR RULE
FBI FORM BOOK

☒ For information ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____.

Remarks: Enclosed is a supply of Form FD-338a, "Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule," which is to be used in the destruction of channelizing memoranda on a yearly basis when one year old in the 100- classification case files of Security Informants. Place one copy of FD-338a in the FBI Form Book.

James R. Lee
Forms Management Desk
Training Division

file with 4/8/63 memo JL

Enclosure(s)
Bufile
Urfile

PRINTED ROUTING SLIP

OK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 FLW/dcj

ENCLOSURE

4/22-XEROX

MAY 10 1963

ENCLOSURE
66-3286-

FD-338a (4-8-63)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda which are one year old, on a yearly basis, the serials listed below were destroyed. The review for this memorandum was made from serial _____ through serial _____.

In accordance with the above, the listing below sets forth the serials to be destroyed and the location of the original information:

Volume	Serials	Location of the Original Information
		ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/28/63 BY AUC 60290 BCE/DCG/gmm

No. of copies _____

Approved _____

Destroyed by _____ Date _____

4-29-63 XEROX

MAY 10 1963

PRINTED FD-338a

ENCLOSURE

ENCLOSURE 62-3286 File with 4/8/63 memo. JK

DK

REC-101 66-3286-962

April 23, 1963

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 DW/dcy

Miss [redacted]
Federal Bureau of Investigation
Honolulu, Hawaii

b6
b7C

Dear Miss [redacted]

Thank you very much for the suggestion regarding the disposition of certain unknown subject files and index cards after five years. You may be interested to know that, due to a prior suggestion, this matter is already under consideration of 52 & 70 Classification Files

Although action had already been taken in this regard, the interest and alertness which prompted you to bring this matter to my attention are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 6
APR 23 1963
COMM-FBI

2 - SAC, Honolulu
1 - Field personnel file
1 - Suggestion file

1) - Personnel file of Miss [redacted]
MJL:pab
(6)

(Suggestion #945-63 dated 4-17-63)

NOTE: Suggests destruction after five years of unknown subject files and index cards relating thereto, in classification 52 and 70 if the crime is not punishable by death.

Memorandum J. J. Casper to Mr. Mohr, 4-16-63, captioned Destruction of Bureau Property - General, Suggestion #882-63 Submitted by [redacted] Albuquerque Office, is presently being considered by the interested divisions regarding disposition of files five years old in several classifications, 52 and 70 are included.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

APR 29 1963
MAIL ROOM TELETYPE UNIT

Employee Suggestion
FD-2[illegible]2 (Rev. 9-11-59)

b6
b7C

#945-63

Date: April 17, 1963

To: Director, FBI

From: (Suggester's name)

Division of Assignment: HONOLULU

SUGGESTION

Destroy after five years unknown subject files and index cards relating thereto, in classification 52 and in 70 if the crime is not punishable by death. A notation should be placed on the file front of a consolidated volume, showing reason for destruction.

NO DESTRUCTION OF BUREAU PROPERTY - Chief Clerk

Current practice or rule (Include manual citation as well as facts)

At present, files are destroyed after twenty years. Manual of Rules and Regulations II-3-13.

Advantages of suggestion and annual savings (Include basis for estimate)

The Statute of Limitations expires after five years, except in crimes punishable by death which may occur in Crime on Government Reservation cases, and have no more value than the 15, 26, or 87 classifications which the Bureau has given permission to destroy (Manual of R & R II-3-13a). It is believed at least three fourths or more of the Unsub cases in the CGR classification could be destroyed and should therefore be considered.

Destruction would provide added space and an appreciable savings in space costs throughout the Bureau offices.

Disadvantages of suggestion

No disadvantages are known.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY SP-4 ELW/dap

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Suggester

Chief Clerk

Recommendations and comments of Division Head

I think this suggestion has merit and should be given consideration.

Signature and Title

Special Agent in Charge, Acting

(3) - Bureau
2 - Honolulu (66-611)
(1 - Personnel File)

(Do not write below this line - Bureau use only)

Let Jacket
Mt. Yoke, 1-23-63

REC-101 66-3286-763

10 APR 10 1963

EX-[illegible]

APR 10 1963

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: April 25, 1963

FROM : J. J. Casper

SUBJECT: RETENTION OF INVESTIGATIVE NOTES
THE JENCKS ACT

The Director said, "I would like a memo giving the pros and cons as to retention of notes of our Agents in investigations. H"

An Agent's investigative notes fall into distinct categories, both functionally and legally. This analysis will discuss each category separately.

1. Notes made to record the Agent's own findings. These are notes of oral confessions, crime scene searches, Laboratory examinations, fingerprint examinations, interview logs, surveillance logs, and accounting work papers. All such notes are kept by the Bureau at this time and they must be kept; they are an aid to the Agent in refreshing his recollection before testifying in court. In testifying to complex data, such as a long list of motor serial numbers, the Agent sometimes refers to such notes while on the witness stand. The Department has instructed the Bureau that all notes of this category are to be retained. Bufile 66-2120-6449; 66-3286-949.

2. Notes made to record interviews with witnesses. These notes fall into distinct subgroups as follows:

a. Written statements which have been signed by the witness; written statements which the witness did not sign but which he approved or adopted in any manner; notes made by shorthand, speedwriting or in longhand so complete that they are a substantially verbatim and complete "word for word" recording of what the witness said on interview; notes which have been read back to the witness or which the witness has been allowed to read or which the witness has approved or adopted in any manner as his true account during the interview. Notes falling into this subgroup constitute "statements of the witness" under the Jencks Act and must be retained for production to the defense, on demand, after the Government witness has testified. We retain notes of this type and the Department has instructed us to do so. Bufile 62-104029-628; 66-2435-2548.

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Evans
1 - Mr. Rosen
DJD:hcv
(8)

1 - Mr. Sullivan
1 - Mr. Tavel

3 MAY 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-14-81 BY 63 25 VLT/sk

MAY 6 1963

NOT RECORDED 145 MAY 9 1963

XEROX

MAY 9 1963

INITIALS ON ORIGINAL

79 MAY 9 - 1963

J-DD

ORIGINAL FILED IN 62-2120-

DESTRUCTION OF BUREAU PROPERTY - GENL

b. All other witness interview notes. The notes in this subgroup are the sketchy key word or key phrase notes taken hurriedly by the Agent during the interview, or jotted down by him shortly after the interview in the case of a witness likely to "clam up" if he sees notes being made, and used by the Agent to prepare his memorandum (interview report form). Although we know of no Bureau statistics in point, notes of this type probably constitute the great bulk of notes taken during criminal investigations. It is these notes which represent the problem in note retention, both because of their volume and the fact that the Supreme Court has not yet held them to be "statements of the witness" which must be produced to the defense for cross-examination. The pros and cons of retaining these notes appear to us as follows:

PRO:

(1) The notes would always be available for production in court, and the Bureau could not be accused of destroying them to avoid production in court. This does not guarantee, of course, that the Government, as represented by the United States Attorney, would willingly produce such notes.

(2) The file record of interview would be more complete for any purpose desired, administrative or otherwise.

CON:

(1) The Department repeatedly has advised us that we are not required to keep such notes. As former Assistant Attorney General Malcolm R. Wilkey, Criminal Division, said on March 2, 1960, "We do not believe that such original notes need be retained. This is especially true where the notes are the usual key word personalized jottings rapidly prepared to aid the Agent in later dictating his memorandum." Bufile 66-3286-949; 66-2435-2548; 62-104029-627, 635.

(2) Production of sketchy key word and key phrase investigative notes could prove to be a greater evil than destroying them and occasionally having to prove that the destruction was in good faith. When the defense attorney on cross-examination is able to compare the testimony of the witness with the Agent's memorandum of the interview, and with the Agent's fragmentary notes he has an unusual opportunity to destroy the witness in whole or in part by showing the little inconsistencies between these three items and expanding on them until he makes the witness out as either confused or a liar. He can ridicule the sketchy notes and ask

how anyone could make so few notes into a complete memorandum. The notes actually serve to spark the Agent's memory perfectly when dictating the memorandum shortly after taking the notes but as time goes by the terms become progressively meaningless and a defense attorney could capitalize on this appearance. This becomes more true with the passage of time, and if we retain these notes they would have to be kept for years until all of the various methods of appeal and review had been exhausted or the time for them had passed. We have mentioned this objection before. Bufile 66-3286-949. Solicitor General Cox mentioned it on April 24, 1963 saying there inevitably would be inconsistencies between the three versions and a skilled defense attorney could capitalize on these inconsistencies.

(3) If Agents know that all notes must be kept and they are faced with the prospect of producing both their notes and their memoranda after the witness has testified, they will become apprehensive of inconsistencies and will tend to concentrate on the form of the note-taking rather than the substance of the inquiry. This observation was made by Solicitor General Cox on April 24, 1963.

(4) Retention of all notes will increase the filing problems - problems of space to house these notes and of clerical employees to handle the increased volume of paper work. The space problem will continue for years because with the practice of the courts to hear appeals directly and by habeas corpus for years after the conviction, it would be necessary for us to retain all notes for many years in most cases.

(5) If the Bureau wants to change its policy to one of keeping all notes, without being required to do so by the courts, and found this alternative undesirable, reversion to the original practice of destroying fragmentary notes would seem likely to lead to defense charges that whereas we once kept all fragmentary notes we are now destroying them and obviously are doing so to evade production.

In general, the problem of retaining or destroying those fragmentary notes which we are now allowed to destroy is difficult and one that cannot be solved either way without running some risk and incurring some hardship. During the past several years we have repeatedly taken this problem up with the Department and, since the Campbell case first came up on appeal, the Department has repeatedly told us not to change until the Campbell case was decided. That case will be decided shortly and the decision may possibly give an answer so clear that all speculation on the proper policy can be ended. We suggest that a decision be deferred until the Supreme Court hands down its opinion in the Campbell case.

Have we this in writing? ✓

Memo to Mr. Mohr
Re: Retention of Investigative Notes
The Jencks Act

RECOMMENDATION:

That this subject be reviewed for final decision immediately upon learning the Supreme Court's decision in Campbell v. United States, argued 4/25/63.

ORIGINAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 4/29/63

FROM : J. J. Casper

SUBJECT: RETENTION OF INVESTIGATIVE NOTES
THE JENCKS ACT

Our memorandum of April 25, 1963, same caption, responded to the Director's request for the pros and cons as to retention of notes made by Agents during the investigation. In the last paragraph on page 3 of that memorandum we refer to the fact that with Department approval we destroy fragmentary notes after the memorandum based on those notes has been dictated, transcribed and approved. We said that the Department has repeatedly told us not to change this rule until the Campbell case was decided. The Director asked, "Have we this in writing? H."

We have these instructions from the Department both in writing and in oral instructions given during conferences. We will set them out in sequence.

A memorandum to the Director from Malcolm R. Wilkey, Assistant Attorney General, Criminal Division, dated October 4, 1960, responded to the Director's memorandum of September 14, 1960. In discussing this problem, Mr. Wilkey's memorandum said:

"The Supreme Court has not as yet been called upon to decide whether the testimony of a government witness must be stricken because of the inability of the government to produce notes of interviews for the inspection of the court under 18 USC 3500. That point is, however, involved in Campbell v. United States, No. 53, October Term 1960, in the Supreme Court (a copy of the government brief is hereto attached). Your attention is specifically invited to the footnote on page 17 of the brief in which the Department is on record with the Supreme Court that 'It is, however, not deemed feasible to preserve all personal notes taken by the agents'.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-14-81 BY 6383 VEK/dmy

DESTRUCTION OF Bureau PROPERTY Genk.

ORIGINAL FILED IN 66-21120-69

INITIALS ON ORIGINAL

1-Mr. Belmont
1-Mr. Mohr
1-Mr. Evans
DJD:gmk
(8)

1-Mr. Rosen
1-Mr. Sullivan
1-Mr. Tavel

3 MAY 7 1963
XEROX 66-3286-

NOT RECORDED
145 MAY 9 1963

79 MAY 9 - 1963

> It may be that the Supreme Court will lay down some guidelines in that case which will be of assistance in solving what appears to be a difficult problem of paper work management for the Bureau. Until such time I do not feel compelled to advise you to change your present procedures which will cause you to assume the added burden and expense involved in the storage and safe keeping of notes which are, as you state, in the aggregate a great deal of useless paper." Bufile 62-104029-623.

The Department's reluctance to make any change in the rule until the Campbell case is finally decided appears to trace back, at least in part, to the above-stated fact that they are on record with the Supreme Court as believing that it is not feasible to preserve all notes.

The same question was again raised to the Department by the Director's memorandum of February 6, 1961, and the Department replied as follows through a memorandum of February 28, from Mr. William E. Foley, Acting Assistant Attorney General, Criminal Division:

> "Reference is made to your memorandum dated February 6, 1961, requesting my advice as to continuing the practice of destroying the original notes of an interview made by an agent at the time of the interview. The question arises in view of the recent Supreme Court decision in Campbell v. United States (No. 53, October Term, 1960).
>
> As you point out in your memorandum, the question of note retention was involved in both Needelman and Campbell but was decided in neither, although the court's opinion in Campbell and the dissenting opinion refer to the problem. As I read that opinion, I do not consider that the court has handed down a mandate requiring you, at this time, to retain the original notes which you describe as having no practical value. Further

clarification of this point may arise during the course of the further proceedings on remand to the District Court in Campbell. " Bufile 62-104029-627.

Since the above two communications were received, the same question has been raised to the Department during oral conferences. Deputy Attorney General Katzenbach (then Assistant Attorney General, Office of Legal Counsel) and Assistant Attorney General Herbert J. Miller, Jr., Criminal Division, told Mr. Rosen and Mr. Parsons on 3/22/61, that the policy still held. Bufile 66-3286-949. On October 23, 1962, Mr. Foley, who is First Assistant to Assistant Attorney General Miller, and staff members of the Criminal Division recommended to Mr. Rosen, SA Dwight J. Dalbey and me no action be taken to change the policy on note retention until after we know more about what the Supreme Court will do in the Campbell case. On January 7, 1963, after we had learned that the Supreme Court would hear the Campbell case for the second time, Mr. Rosen again checked with Mr. Foley and was again told that no action should be taken pending the outcome of the Supreme Court decision, and that there was at that time no need for any reaffirmation of the established policy of destroying notes after the memorandum of interview has been prepared. Bufile 62-104029-633, 634, 635.

RECOMMENDATION:

None....for information.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Conrad

DATE: April 18, 1963

FROM : R. L. Millen

SUBJECT: Destruction of Bureau Property -
MINIFON WIRE RECORDERS
(1 EACH #4, MODEL 5300 SN11320;
1 EACH #5, MODEL 5500 SN513554)

The above units, which are approximately eight years old, were tested for possible use and found to be defective. A representative of Fidelity Sound Company, Washington, D.C., has advised that the units are not economically repairable.

In 1958, the Bureau purchased several Minifon Wire Recorders Model P-55S and all of the older units, with the exception of the above listed units, have been destroyed. The Bureau currently has the capability of handling playback of recordings made on the old model Minifon Wire Recorder.

In view of the above, it is not recommended that these units be repaired.

ACTION:

Unless advised to the contrary, the above listed units will be destroyed and removed from inventory.

ORIGINAL FILED IN

Destroyed old PP-55a rec'd. per memo 7 Nited Property Section 5-6-63 da

OK Gandy 4/19

66-[illegible]-

NOT RECORDED
141 MAY 21 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dcg

1 - Mr. Mohr
1 - Mr. Callahan (Attention: Mr. Newman)

BPF:sfs (8)

10345 XEROX
MAY 13 1963

MAY 10 1963

62 MAY 16 1963

3/da

b6
b7C

May 6, 1963

PERSONAL

REC 8 66-3286-963

Mr. [redacted]
Federal Bureau of Investigation
Albuquerque, New Mexico

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 AUTHED

MAY 8 3 46 PM '63 FBI-ALBUQUERQUE

Dear Mr. [redacted]

Reference is made to your suggestion concerning the disposition of case files on unknown subjects in certain classifications after they are five years old. It is a pleasure to advise you that a modification of your idea has been adopted and the necessary steps are being taken to place the procedure into effect. 52 and 70

This suggestion should enable us to make more efficient use of available filing space and I wish to commend you for bringing it to my attention.

Sincerely yours,

J. Edgar Hoover

MAY 6 - 1963 COMM-FBI

2 - SAC, Albuquerque
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
1 - Miss [redacted]
JER:pab pab
(7) (Suggestion #882-63)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 5/3/63, re: Destruction of Bureau Property - General, Suggestion #882-63 Submitted By [redacted] Albuquerque Office, JER:pab.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

62 MAY 17 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 5/3/63

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL SUGGESTION #882-63 SUBMITTED BY MR. [redacted] ALBUQUERQUE OFFICE

b6
b7C

SUGGESTION: That unknown subject (unsub) files in the 52(Theft, Embezzlement, etc., of Government Property)(TGP) and 70(Crime on a Government Reservation) (CGR) classifications be added to the list of unsub cases which may be destroyed after they are five years old.

PRESENT PROCEDURE: Unsub cases in the 15(Theft from Interstate Shipment), 26 (Interstate Transportation of Stolen Motor Vehicle), and 87 (Interstate Transportation of Stolen Property) classifications may be destroyed after five years if there are no stops outstanding on them.

ADVANTAGES: Would achieve a substantial amount of filing space.

OBSERVATIONS: SAC Hawkins of the Albuquerque Office saw no reason why the unsub cases in these two classifications could not be handled as suggested and recommended adoption.

The General Investigative Division which has supervisory responsibility for the two classifications involved, commented that the current regulations concerning the destruction of unsub cases in the 15, 26, and 87 classifications have been in effect for about a year and one-half and have proved beneficial. Based on this experience they saw no reason why the suggested expansion should not be approved with the provisions that no case file in the suggested classifications should be destroyed if a capital offense were involved, or the case contained information of an intelligence-type, useful on a continuing basis, or if the case contained signed statements obtained from witnesses. With these exceptions, they recommended adoption of the idea. In arriving at this decision, they considered extending the practice to additional classifications but concluded that it would be

70-00
52-00

UNRECORDED COPY FILED IN

Provisions underlined also include class. 15, 26, & 87

Enclosure
1 - 70-00
1 - 52-00
1 - Mr. Rosen
1 - Mr. Gale
JER:pab
(6)

Manual of Rules & Regulations

66-3286-963

REC 8

12 MAY 10 1963

(OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 ELW/dcg

CC-66-1934

desirable to obtain additional experience with the present classifications before so doing.

Training Division agrees with the views of the General Investigative Division and recommends that the possibility of including other classifications for such destruction be borne in mind for future consideration. Archival authority is not needed for such destruction.

RECOMMENDATIONS:

(1) That the suggestion as modified be adopted and the enclosed letter of commendation be directed to the suggester; receipt of the idea was acknowledged by prior letter.

(2) On approval, this memorandum will serve as authority for the Manuals Desk, Training Division to make the necessary manual changes.

(3) That the General Investigative Division, if the results of this program prove sufficiently beneficial, consider extension of the procedure to other classifications in the future.

May 10, 1963

PERSONAL

66-3286

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-10-82 BY sp4 auf

Dear Mr. [redacted]

Reference is made to your suggestion concerning the disposition of certain files on Selective Service matters involving fictitious registrations. I am pleased to advise you this idea is being adopted and steps are being taken to place it into effect.

The interest you displayed in bringing this matter to my attention is indeed noteworthy. I hope we will receive the benefit of any future thoughts you may have regarding our operations.

MAILED 36
MAY 10 1963
COMM-FBI

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b7C

Sincerely yours,

J. Edgar Hoover

2 - SAC, Cincinnati
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. Gordon J. Reid, Jr.

ML:pab
(6)
(Suggestion #1001-63)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 5-9-63, re: Selective Service, Suggestion #1001-63 Submitted By Mr. [redacted], Cincinnati Office, ML:pab.

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56 MAY 20 1963

ORIGINAL FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
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Sullivan
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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 5-9-63

FROM : J. J. Casper

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 CW

SUBJECT: SELECTIVE SERVICE
SUGGESTION #1001-63 SUBMITTED BY
MR. [redacted]
CINCINNATI OFFICE

Destruction of Bureau Property - Gen

SUGGESTION: That consideration be given to the destruction of classification 25 (Selective Service) files under the 10-year rule when the U. S. Attorney has ruled the registration as being fictitious.

CURRENT PRACTICE: Offices are authorized to destroy files in the 25 classification when 10 years old in those cases where the delinquency is not willful and also in those cases where office is not office of origin or the office of prosecution.

ADVANTAGES: The principal advantages would be saving of needed filing space and a reduction in the time required to review this classification for destruction.

OBSERVATIONS: SAC Mason, Cincinnati Office, recommended approval and a cash award if adopted. He advised the savings would be difficult to compute but there would be a saving of filing space and cost of filing cabinets.

The Special Investigative Division advised it had no objection to extending the present rules and regulations to include the destruction of files pertaining to fictitious registrants.

Training Division discussed this matter with the Files and Communications Division and no objection was posed to the adoption of this idea. Training Division feels this is worthwhile since these cases have been opened under a fictitious name and actually are unknown subject cases. When the 10-year period has elapsed no reason would exist for the retention of this material. As far as can be ascertained, the number of these cases is not such that any substantial amount of space or file cabinets would be saved; therefore, it is felt no cash award is warranted for this idea.

66-3286

NOT RECORDED
199 MAY 15 1963

Enclosure
MJL:pab
(2)

DEPT OF JUSTICE
FBI
ENCLOSURE

RECOMMENDATIONS ON PAGE TWO

MAY 15 1963

Manual of Rules & Regulations
Revised
CC-66-1934

199 XEROX
MAY 16 1963

2-Jmb

ORIGINAL FILED IN 25

Memo to Mr. Mohr
Re: Suggestion #1001-63

RECOMMENDATIONS:

(1) That the suggestion be adopted and the attached letter of appreciation forwarded to the suggester. He was thanked by prior letter.

(2) On approval, this memorandum will serve as authority for the Manuals Desk, Training Division, to make appropriate manual revisions.

VIEWS OF SPECIAL INVESTIGATIVE DIVISION RE: SUGGESTION #1001-63

Suggestion #1001-63
by [redacted] b6 b7C
Cincinnati Division

ADDENDUM RHA:jw 5-6-63

SPECIAL INVESTIGATIVE DIVISION b6 b7C

Mr. [redacted] suggests that consideration be given to destruction of files 10 years old in the Selective Service category wherein the United States Attorney has ruled that the registration is fictitious.

Current rules and regulations pertaining to destruction of Selective Service case files are set forth in Manual of Rules and Regulations, Part II, Section 3, page 13a. Offices are authorized to destroy files in the 25 classification when 10 years old in those cases where the delinquency is not willful and also in those cases where office is not office of origin or the office of prosecution.

The Special Investigative Division has no objection to extending current rules and regulations to include the destruction of files pertaining to fictitious registrants.

Memo Casper to Mohr, Mr. Gale, 5/9/63.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/28/03 BY AUC 60290 BCE/DCG/ymw

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MAY 16 1963

66-3286-

1 - Cincinnati Stat pkt 5/9/63.

ENCLOSURE

MR. TAVEL 4-11-63

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EWD/dtg

DESCRIPTION OF FILE: 62-25427
FILE HAS 6 SECTIONS OF MAIL
MUCH OF WHICH CONSISTS OF CIRCULARS
"VACANCIES TO BE FILLED BY TRANSFER"
ISSUED IN 1932. RE: ECONOMY ACT

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)
ENCLOSURE

Destroy mail other than that of a permanent nature
Mark Gentry 6/14/63
EHG

66-3286
NOT RECORDED
119 JUN 13 1963

F192

JUN 14 1963

DESTRUCTION OF BUREAU PROPERTY

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 6-7-63

FROM : L. E. SHORT

SUBJECT: ALIEN ENEMIES DEPORTED FROM LATIN AMERICA INTERNED IN THE UNITED STATES - 64-24184 PURGING OF LISTS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 [illegible]

Destruction of Property

This file consists of 19 sections, was opened in 1943, and the last piece of mail is dated in 1948. There are numerous lists throughout the file of alien enemies deported from various countries in Latin America to be interned in the United States. The majority of these lists contains little or no identifying data. Examples of such lists are serial 620, which has approximately 1,000 references, and serial 241, which has approximately 1,450 references.

The Records Branch was recently authorized to deindex lists of names relating to repatriation matters where no derogatory information was set forth. See memo Mr. Short to Mr. Tavel on "Repatriation of Citizens During World War II," Bureau file #65-36220-2783. Inasmuch as these lists appear to have little or no value to the Bureau today and are similar to lists in the repatriation file, it is suggested that Records Branch be given authority to deindex lists of alien enemies interned in the United States when no derogatory information is given.

It is requested that the appropriate substantive supervisor review this file to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

66-3286-

NOT RECORDED
133 JUN 13 1963

17 JUN 13 1963

RECOMMENDATION:

For referral to appropriate substantive division.

NFS:jam
(3)

ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION: 6-12-63

RECORDS

Consultation between substantive supervisors handling German and Japanese cases and supervisors of Foreign Liaison Unit shows that no reason exists for continuing to maintain index cards on the above-mentioned World War II axis aliens who were deported from Latin America for internment in the US when no derogatory information is set forth concerning them. It is believed, therefore, that these names should be deindexed.

NLF:eft

ORIGINAL FILED IN 64-24184

SAC, Dallas (66-680) July 8, 1963

Director, FBI 66-3286

DESTRUCTION OF FILES
25 CLASSIFICATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 2w jdg

Reference is made to your letter of June 24, 1963, under the same caption concerning instructions for the destruction of files in the 25 classification (Selective Service Acts of 1940, 1948 etc.), which were given during an inspection of your office. In relet you implied that these instructions are more restrictive than those set forth in the Manual of Rules and Regulations and stated that, unless advised to the contrary the less restrictive interpretation would be followed.

Current instructions pertaining to the destruction of Selective Service case files as set out in the Manual of Rules and Regulations provide for retention of conscientious objector files and allow for the destruction of zero files, files in which investigation disclosed delinquency was not willful, and files in which an office is not office of origin or office of prosecution.

These instructions are current and adequate but of course do not apply to cases involving other violations in addition to Selective Service, even though they happen to bear a 25 classification. It should also be noted that it is not necessary for a subject to be sentenced for a determination to be made that the case involves a willful delinquency. In this regard, all Public Law 431 and Public Law 414 cases involve willful delinquencies.

MAILED 27
JUL 8 1963
COMM-FBI

Consistent with the above observations, you may destroy 25 classification files in accordance with current instructions set forth in the Manual of Rules and Regulations.

1 - Mr. Ash
1 - Mr. Short
JJER:pab (6)

XEROX
JUL 10 1963

Tolson
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Holmes
Gandy

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NOTE: By letter dated 6/24/63, SAC Dallas advised that, UACB, he would follow instructions for the destruction of files in the 25 classification as contained in Manual of Rules and Regulations, Part II, Section 3 rather than follow more detailed instructions in this regard issued during an inspection of his office. The Special Investigative and Files and Communications Divisions considered the proposal of SAC Dallas and the consensus of their comments is set forth in the foregoing letter.

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO: DIRECTOR, FBI

DATE: 6/24/63

FROM: SAC, DALLAS (66-680)

SUBJECT: DESTRUCTION OF FILES
25 CLASSIFICATION
Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EW/dcg

Re MRR II, 3, 13a.

The recent manual revision again calls to my attention the more detailed instructions issued during an inspection of this office limiting the destruction of 25 files. Those instructions were:

"If Dallas is Office of Origin retain file ONLY IF:

1. Wilful violator - actually sentenced
2. Conscientious Objector
3. Dual character cases
4. Public Law 431 cases
5. Re-employment cases
6. Prominent individuals, local or national
7. Muslim Cult of Islam cases
8. Cases involving other than Registrant
9. File is subject of Interesting Case write-up

If Dallas is NOT origin any file may be destroyed."

Since MRR would appear to make additional files eligible for destruction, the less restrictive interpretation will be followed UACB.

MH
2 Bureau
1 Dallas

to SAC Dallas per phone

FBI
RECEIVED
JUN 25 1963

66-3286

NOT RECORDED
10 JUN-28-1963

Lee 7/18/63

XEROX
JUL 10 1963

(see addendum page 2)

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Letter SAC, Dallas to Director, FBI 6-24-63
RE: Destruction of Files
25 Classification

ADDENDUM:

Files and Communications Division believes that Dallas Division should destroy Selective Service Files in accordance with provisions of Manual of Rules and Regulations. Specific items set forth by inspectors for Dallas are the rules which are provided for clerical employees at the Seat of Government engaging in reviewing Selective Service Files for destruction. They are designed to give employees guidance in interpreting instructions that files not involving willful violation could be destroyed.

LESiler
(3)

Ltr to SAC, Dallas 7/8/63, Q&R: pas.

1 - Cust Stf pas 7/15/63

ADDENDUM RHA:jw 7-2-63

DESTRUCTION OF FILES
25 CLASSIFICATION

SPECIAL INVESTIGATIVE DIVISION

Dallas letter sets forth instructions given to Dallas during an inspection limiting the destruction of 25 files. Dallas letter implies these instructions are more restrictive than instructions set forth in the Manual of Rules and Regulations. SAC Dallas states, UACB, the less restrictive interpretation will be followed.

Current instructions pertaining to destruction of Selective Service case files as set out in the Manual of Rules and Regulations provides for retention of conscientious objector files and allow for destruction of zero files, files in which investigation disclosed delinquency was not willful and files in which office is not office of origin or the office of prosecution.

These instructions are current and adequate but of course do not apply to cases involving other violations in addition to Selective Service, even though they happen to bear a 25 classification. It should also be noted that it is not necessary for a subject to be sentenced for a determination to be made that the case involves a willful delinquency. In this regard all Public Law 431 and Public Law 414 cases involve willful delinquencies.

RECOMMENDATION:

It is recommended that SAC Dallas be advised he should destroy 25 classification files in accordance with current instructions set forth in the Manual of Rules and Regulations consistent with the above observations.

Ltr to SAC, Dallas 7/8/63, JCR:pat

cc Mr. Conrad

1 - Auto. Stat. pat 7/5/63

66-3286-

June 6, 1963

PERSONAL

REC'D-READING ROOM
JUN 6 2 24 PM
FBI

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b7C

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

Dear Miss [redacted]

Your suggestion has been forwarded to me concerning the disposition of certain material in file. After careful consideration, it has been decided this proposal should not be adopted since this material is the only record at the Seat of Government regarding these investigations and is valuable for reference purposes.

Although this idea was not adopted, the interest you displayed in submitting it is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 6
JUN 6 1963
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]
b6
b7C
NML:pab
(5) (Suggestion #1088-63 dated 5-29-63)

NOTE: Suggests the Personnel Security Questionnaire and letter to field which are the only material remaining in file regarding certain Atomic Energy Act cases be destroyed.

Files and Communications Division opposed adoption. The savings in space indicated by suggester would be limited. The PSQs and letter to the field represent the only existing records on file at the Seat of Government indicating that an investigation has been conducted and completed in this category of cases, and therefore, are a valuable permanent record for use by the Bureau. Special Investigative and Training Divisions agree and recommend suggestion not be adopted.

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Tele. Room
Holmes
Gandy

62 JUN 18 1963

MAIL ROOM ☐ TELETYPE UNIT ☐ REC'D ROOM

ORIGINAL FILED IN 116-00-9047

Employee Suggestion
FD-252 (Rev. 9-11-59)

#1088-63

b6
b7C

Date
5-29-63

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Files & Communications

SUGGESTION

The Executive Conference in January of 1948 approved the destruction of Property synopsized reports in Closed A. E. A. and E. cases. (66-6200-116-799) It is suggested that remaining P. S. Q and letter to the field which are the only material remaining in file be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY SP4 EWM/acg

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

1. Saving of space in the indices, abstract units and filing cabinets. (It is noted that the file jackets and clips take up more room than the contents of the file since file only contains the P. S. Q form.)

2. Since the index cards would be purged there would be a saving of time in Name Searching as there would be no reference to list.

3. Saving of time in File Review as there would be no reference to review.

4. Saving of time in Filing Unit as there would be no file to pull and deliver.

Disadvantages of suggestion

Not known.

66-32-86-
NOT RECORDED
133 JUN 13 1963

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

UNFAVORABLE
EWM:vep
(6)
SEE COMMENTS ON PAGE TWO.

Signature and Title

(Do not write in this space - for Bureau use only)

Let Deck
Md: Jan. 6/6/63.

JUN 12 1963

ORIGINAL FILED IN 1/16-63

b6
b7C

MEMORANDUM [redacted] TO DIRECTOR, FBI 5-29-63
RE: SUGGESTION

COMMENTS:

The savings in space indicated by the suggestion would be limited. The PSQ's and letter to the field represent the only existing records on file at the Bureau indicating that an investigation has been conducted and completed in this category of cases, and therefore, are a valuable, permanent record for use by the Bureau.

ST
6/4

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
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DeLoach
Evans
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Rosen
Sullivan ✓
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 6-13-63

FROM : L. E. SHORT

SUBJECT: CUSTODIAL DETENTION
File 100-2
DESTRUCTION OF BUREAU RECORDS - MAJOR CASE

This file has been called to our attention by Records Branch personnel who advise that there is frequent reference to lists of names appearing in this file. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

Permission is requested to deindex the following references, a sample of which is attached for each type of list found. The sample reference is underlined.

OK 1. Outgoing letters to Navy or War Departments requesting information on individuals listed who were to be considered for custodial detention in event of a national emergency:

Serials	619	692	752	839	904X
	622	701 O.K.	757	840	907
	629	703 O.K.	785 OK	843	908
	639	716 OK	786 OK	845	934
	647	719 OK	788 OK	866	945
	681	737	796 OK	886	
	690	750	809 OK	893	

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dcg

OK 2. Outgoing memoranda to the Special Defense Unit requesting return of dossiers submitted on individuals listed on whom request for consideration for custodial detention was being withdrawn:

Serials	980	1211
	993X	1312
	1145X	1483 OK.

Completed By Burg per

Dignitt

(continued on page 2)

NFS:jam
(3)
Enclosures

see note page 4

Sec. 794 & 711 - OK to destroy last no. 5 description, decent file 66-3286

58 JUL 15 1963

NOT RECORDED
102 JUL 10 1963

JUL 10 1963

RECORDS

ORIGINAL FILED IN 100-2-4040

OK 3. Memoranda to the Director from the Chief, Special Defense Unit, Department of Justice, submitting lists of individuals who were subjects of dossiers submitted by the FBI to the Special Defense Unit and requesting that additional material on these individuals be furnished him:

Serials 1042
1354 OK
3124 OK
3356

OK 4. Memoranda to the Director from the Special Defense Unit transmitting confidential abstracts of consolidated files of the Immigration and Naturalization Service with reference to persons listed who were subjects of dossiers submitted by the FBI to the Special Defense Unit for consideration for possible detention in event of a national emergency. It is noted that enclosures were detached and filed with case files:

Serials 1482 OK
1545
1562

OK 5. Outgoing communications to field offices directing them to arrest individuals listed and to turn them over to the Immigration Service. A spotcheck of these indicated that there are main files on the individuals listed:

dancing check for 711

Serials 711 OK 2072
2051 2075
2052 2100
2071

OK 6. Memoranda to the Director from the Special Defense Unit submitting lists of individuals who were subjects of memoranda submitted by the FBI and advising apprehension not desired since they were U. S. citizens, though information set forth would be considered:

Serials 3030
3031
3033-
3134 OK
3135 OK

(continued on page 3)

OK 7. Memoranda to the Director from the Alien Enemy Control Unit listing individuals paroled or released:

Serials	3027	3478
	3029	3720
	3352	3726 OK
	3383	3784

OK 8. Memoranda to the Director from the Special Defense Unit attaching copies of self-explanatory memoranda concerning the return of dossiers requested by the FBI on the individuals listed:

Serials 3556 OK
3557 OK

OK 9. Outgoing letter to Buffalo submitting a list of individuals not believed warranting custodial detention and requesting that additional information be obtained:

Serial 294 OK

OK 10. Incoming letter from Baltimore listing persons to be considered for custodial detention in event of a national emergency and enclosing individual memoranda which were detached and filed in individual case files:

Serial 827 OK

OK 11. Incoming letter from New Orleans enclosing a list of alien enemies interned during World War I who were subsequently released or paroled:

Serial 707 OK

OK 12. Outgoing letter to San Francisco instructing them to destroy Photostats of custodial detention cards on individuals listed since the information was given by SF1 who proved to be unreliable:

Serial 797 OK

(continued on page 4)

OK 13. Memorandum to the Director from the Special Defense Unit enclosing a list of the names and addresses of Japanese suspects and requesting that original source material on these individuals be furnished the Special Defense Unit:

Serial 1353 OK

OK 14. Incoming letter from Immigration and Naturalization Service enclosing a list of enemy aliens apprehended by Immigration and Naturalization Service while attempting to enter into or depart from the country. It is noted that the intent was to release those on whom nothing adverse was discovered:

Serial 3263 OK

NO 15. Incoming memorandum from the Navy Department enclosing a list of Japanese removed from a Temporary Detention Camp at Balboa, Canal Zone, to the United States:

Serial 3729

OK 16. Outgoing letter to War Department requesting date of release of listed individuals from the armed forces:

Serial 3987

It is requested that the appropriate substantive supervisor review the above-listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

SI 6/14

OK to de index all but #15 - 1/9/63 JFB/mm.

Employee Suggestion
D-252 (Rev. 9-11-59)

#6-64 b6 b7C

Date: 6/28/63

To: Director, FBI

From: (Suggester's name)

Division of Assignment: CINCINNATI

SUGGESTION

It is suggested that consideration be given to the destruction of files in the 26 classification under a 10-year rule in those instances where the office is not the office of origin or office of prosecution. This might possible be carried a step further and include the destruction of all files in this classification under a 10-year rule with the exception of those of an important nature or having many ramifications. This suggestion would not affect the 5-year Unsub rule.

N/D
DESTRUCTION OF BUREAU PROPERTY

Current practice or rule (Include manual citation as well as facts)
The MRR II,3, page 13 states "Files and records in field divisions may be destroyed after they become twenty years old." It also states in this same section on page 13a that Unsub files may be destroyed when 5-years old if stops are not outstanding.

Advantages of suggestion and annual savings (include basis for estimate)

The adoption of this suggestion would release a substantial amount of filing space in the closed files section which is currently by these files of very little or no activity

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EW/dsg

36

ORIGINAL FILED IN 26-00-

Disadvantages of suggestion

66-3286
NOT RECORDED
126 JUL 9 1963

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss File review and summary clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

b6
b7C

I agree.

Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

XEROX
JUL 9 1963

60 JUL 25 1963

Auto. Stat. 2 cpys. 7/2/63

JUL 1 1963

(3) - Bureau; 2 - Cincinnati (1 - 66-2933; 1 P/F, [redacted]

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 7-9-63

FROM : L. E. SHORT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4AW/acg SUPERVISION — I.T.S.M.V.

SUBJECT: SUGGESTION #6-64

Comments of the Files and Communications Division have been requested concerning the captioned suggestion by [redacted] of the Cincinnati Division which recommends that field files in the 26 classification be destroyed under a 10-year rule where the office is not the office of origin or the office of prosecution. b6 b7C

DESTRUCTION OF BUREAU PROPERTY

In past years there have been many suggestions similar to this concerning the destruction of field office files ranging from 5 years to the present 20-year retention period which were not adopted. In 1959 with the approval of the Executive Conference the retention period was decreased from 25 years to 20 years (SAC Letter 59-31), it being noted at that time that by reducing the retention period to 20 years by 1963 only replacement equipment would be needed in the field.

The present 20-year rule is arbitrary in nature and envisions that pertinent file material will be available for ready reference with rare exceptions. Archival approval would not be necessary inasmuch as the originals are on file at the Seat of Government.

Over the years some of the objections to the decreasing of the retention period to less than 20 years have been: (1) Considerable correspondence would be necessary between offices to check indices, not only in applicant and security of government employees' cases but in other cases as well. (2) Delays could result in some instances in meeting deadlines due to necessity of setting out leads to offices of origin to secure the necessary checks. (3) In some instances the auxiliary office file contains information not furnished through the office of origin or the Bureau, for example, an auxiliary office might conduct investigations and on authorization from the office of origin close the case administratively by memorandum for the file.

66-3286-
NOT RECORDED
136 JUL 23 1963

The Files and Communications Division would not oppose the adoption of this suggestion, but it is felt the opinion of the Training Division and the appropriate desks handling the classification should be obtained.

RECOMMENDATION:

For referral to the Training Division.

54 JUL 30 1963

JPB:ler
(3)

Memo J. P. Casper to Mr. Mohr, JERI dated 7-12-63.

6 JUL 23 1963

7/9

TWO

ORIGINAL FILED IN 26-00-1735

1-Asst. Dir. - Short per 7-12-63

MR. TAVEL 7-15-63

L. E. SHORT

JAPANESE INTELLIGENCE SURVEY
61-10556-35-7

Destruction of Bureau Property

Description of Lists: Guest lists of Japanese cocktail parties in New York on April 22 and 30 and May 6 and 8 of 1941. Guest list of banquet in honor of Kichisaburo Nomura, Japanese Ambassador to the United States, tendered by the Japanese Chamber of Commerce of New York, June 4, 1941.

The attached listings of names have been called to our attention by Records Branch personnel. They advise that the frequency of reference to these listings causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is propose that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

NFS:jam
(4)
Enclosures
(1) - 66-3286

Completed By Records

SEE ADDENDUM, PAGE 2

60 JUL 23 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 Ellsberg

66-3286-

NOT RECORDED
184 JUL 17 1963

ORIGINAL FILED IN 61-10556

ADDENDUM VER:lab 7-16-63

Nationalities Intelligence Section, Domestic Intelligence Division, recommends instant lists be deindexed and thereafter destroyed. Lists have been reviewed by Special Agent Vincent E. Ruehl and it has been determined their retention is no longer warranted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#2564

Date: July 11, 1963

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Files and Communications

SUGGESTION

That the files in the 40 classification (Passport and Visa Matters) containing only Department of State check sheet and application form GH and BC (examples contained in files 40-64941 and 40-67451) be destroyed. Also that form GH or BC and Interdepartmental Visa Review Committee minutes reflecting nothing of a derogatory nature (examples in files 40-11573 and 40-38648) be destroyed. These 40 files run 19 years and more since their receipt in the Bureau and contain only the State Department check sheet and the application.

DESTRUCTION OF BUREAU PROPERTY

Current practice or rule (Include manual citation as well as facts)

These files are retained in Filing Unit. Main card on applicant or applicants is filed in General Index and abstracts are filed in Numbering and Service Units.

Advantages of suggestion and annual savings (include basis for estimate)

Approximately 50,000 files and 50,000 index cards relating to these files could be destroyed at substantial savings in space both in the file cabinets and in the index.

Eliminate listing of unnecessary 40 references on searching slips and subsequent file reviews.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dcy

Disadvantages of suggestion

None

66-3286

NOT RECORDED
184 JUL 15 1963

b6
b7C

ORIGINAL FILED IN 66-3286

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. (See Comments on page 2)

EWM:ler
(6)

Signature and Title

(Do not write in this space - for Bureau use only)

Ack ltr to Mr. [illegible] 7-12-63 1963

22 JUL 15 1963

TWD

2 cys to State 7-12-63

b6
b7C

[redacted] to Director, FBI 7-11-63

RE: SUGGESTION

COMMENTS:

The Files and Communications Division favors the adoption of this suggestion. The destruction of the files indicated by the suggestion would result in considerable savings in the Filing Unit and the General Index Unit. More important, however, the elimination of these files would result in a savings of clerical time in the Name Searching and File Review Units because it would not be necessary to list or review such files.

This suggestion was previously considered on March 16, 1956, as Suggestion #611-56 (File #40-00-93). At that time the suggestion was not adopted because of the objections of both the Domestic Intelligence Division and the Investigative Division. These divisions then stated that information in the 40 classification files had occasionally been found useful in establishing identity in other Bureau files and for background data. Subsequently, on April 22, 1960, it was suggested and approved (Suggestion #738-60, File #40-00-147) that the sponsors of visa applicants in 40 classification files be de-indexed when no derogatory information was contained in Bureau files on these individuals. The Domestic Intelligence Division concurred in the adoption of this suggestion. This de-indexing has been completed and, therefore, the cards presently in the indices on this type of 40 classification files are only those on the subject of the file. The files in effect are already partially destroyed.

It is felt that the Domestic Intelligence Division and the Special Investigative Division may wish to re-examine their previous objections to the destruction of this material. If it is agreed that this suggestion should be adopted necessary congressional approval would have to be secured through the Archives prior to destroying this material.

RECOMMENDATIONS:

(1) For referral to the Training Division for appropriate consideration.

(2) That the comments of the Domestic Intelligence Division and Special Investigative Division be secured prior to considering this suggestion for adoption.

ST 7/11

2 cards filed 7-12-63.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 7/18/63

FROM : J. J. Casper

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

SUBJECT: MAIL
SUGGESTION #25-64 SUBMITTED BY
[redacted] FILES AND COMMUNICATIONS DIVISION
b6
b7C
DESTRUCTION OF BUREAU RECORDS

SUGGESTION: That files in the 40 classification (Passport and Visa Matters) containing only Department of State check sheet and application form GH and BC (sample attached) be destroyed. Also, suggests that form GH or BC and Interdepartmental Visa Review Committee minutes (sample attached) reflecting nothing of a derogatory nature be destroyed. Some of the mail in these files was received 19 or more years ago.

PRESENT PROCEDURE: The files are retained in the Filing Unit and main cards on applicant or applicants are filed in the General Index Unit with the abstracts being retained in the Numbering and Service Units.

ADVANTAGES: Suggester advises there are approximately 50,000 files and 50,000 index cards relating to these files which could be destroyed at a substantial saving in space in the file cabinets and the index if this material could be destroyed. A saving of employee time would be realized since listing of unnecessary references on searching slips and subsequent file reviews would be eliminated.

OBSERVATIONS: Files and Communications Division favored adoption of this idea due to the advantages cited by the suggester.

The Domestic Intelligence Division was strongly opposed to adoption. This division pointed out these files still contain considerable identifying and background information concerning aliens who in the past have applied for permission to enter the United States. In our investigations involving the detection of Soviet illegals in the United States, the information in these files has been useful in enabling this division to obtain background and identifying data concerning various individuals and to distinguish between legitimate persons and those who are suspected as having entered the United States as illegals under fictitious identities. In view of the increased emphasis on the investigations of illegals, Espionage Section was definitely opposed to the destruction of this material.

Enclosures
ML:pab
(2)

66-3286
NOT RECORDED
184 JUL 23 1963

2 ENCLOSURE

JUL 22 1963

SEE PAGE TWO

9209

ENCLOSURE

JUL 26 1963

ORIGINAL FILED IN 66-3286

Memo to Mr. Mohr
Re: Mail, Suggestion #25-64

The Special Investigative Division concurred with the views of the Domestic Intelligence Division that the files should be retained. These files are becoming more and more important in intelligence activities and on occasion they are used in Security of Government Employee applicant work in developing additional background and/or identifying data in cases.

The Training Division, due to the views expressed by the Domestic Intelligence and Special Investigative Divisions that these files do contain useful identifying and background material, agrees this material should be retained for use.

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as she was thanked by prior letter.

VIEWS OF THE DOMESTIC INTELLIGENCE DIVISION RE: SUGGESTION #25-64

ADDENDUM — STREAMLINING COMMITTEE
DOMESTIC INTELLIGENCE DIVISION 7/15/63 GHL:nck

The Domestic Intelligence Division is still opposed to the destruction of these files which contain considerable identifying and background information concerning aliens who in the past have applied for permission to enter the United States. In our investigations involving the detection of Soviet illegals in the U.S., the information in these files has been useful in enabling us to obtain background and identifying data concerning various individuals and to distinguish between legitimate persons and those who are suspected as having entered the U.S. as illegals under fictitious identities. In view of the increased emphasis on the investigations of illegals, Espionage Section is definitely opposed to the proposed destruction of these files.

Domestic Intelligence Division recommends strongly that this suggestion not be adopted.

GHL

MWM

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HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/dcg

Memo Casper to Mohr, Md:pab, 7-18-63.

66-3286

ENCLOSURE

1-Cont-Stat pab 7-18-63

ENCLOSURE

2 Gerlue

VIEWS OF THE SPECIAL INVESTIGATIVE DIVISION RE: SUGGESTION #25-64

SPECIAL INVESTIGATIVE DIVISION

Re: Suggestion 25-64

This suggests that files in the "40" classification (Passport and Visa Matters) be destroyed in those instances where the file contains no information of a derogatory nature. The views of Domestic Intelligence (DI) and this Division were solicited.

The suggestion has been discussed with representatives of DI and this Division concurs with DI's recommendation that the files be retained.

Note: DI advises these files are becoming more and more important in developing information relative to "illegal" espionage agents and in other intelligence activities. We on occasions make use of them in SGE/ applicant work in developing additional background and/or identifying data in our cases.

Memo Casper to Mohr, Mohr: pat: 7-18-63.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EZ W/dcg

Cate-Stapp 1-pat 7-18-63

66-3286

ENCLOSURE

ENCLOSURE

2 ger Lee

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 7/12/63

FROM : J. J. Casper

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-10-82 BY SP4AW/bcg

SUBJECT: SUPERVISION - ITSMV
SUGGESTION #6-64 SUBMITTED BY
MR. [redacted] CINCINNATI OFFICE

b6
b7C

DESTRUCTION OF BUREAU PROPERTY

SUGGESTION: In those instances where an office is not office of origin or office of prosecution, files in the "26" classification (Interstate Transportation of Stolen Motor Vehicle)(ITSMV) should be destroyed when 10 years old. This could be carried a step further and permit destruction of all files in this classification after 10 years unless they were important in nature or had many ramifications.

PRESENT PROCEDURE: Files and records in field offices may be destroyed after they become 20 years old although unknown subject (unsub) files in this classification and four others may be destroyed after five years provided: stops are not outstanding; a capital offense is not involved; the file contains no information of an intelligence type, useful on a continuing basis, or signed statements obtained from witnesses.

ADVANTAGES: Suggester feels elimination of these files would free a substantial amount of filing space.

OBSERVATIONS: SAC Mason of the Cincinnati Office recommended adoption.

The Files and Communications Division noted that many previous suggestions concerning the destruction of field office files had been considered and not adopted for reasons such as considerable correspondence between offices to check indices would be necessary in some cases; delays in meeting deadlines might result due to the necessity of setting out leads to offices of origin for necessary checks; in some instances, such as discontinuance, where office of origin has closed case administratively, Bureau would not have information in its files.

66-3286-
NOT RECORDED
125 JUL 25 1963

They commented that the present 20-year rule is arbitrary in nature and envisions that pertinent file material will be available for reference with rare exceptions. However, archival approval would not be necessary since originals are on file at the Seat of Government. They stated they were not opposed to the suggestion provided the ITSMV desk approved.

Enclosure
1 - Mr. Tolson
JER:pab
(4) 62 JUL 29 1963
- MR. Rosen

Manual of Rules & Regulations
Revised

JUL 23 1963

SEE PAGE TWO

cc-66-1934

ORIGINAL FILED IN 26-0

Memo to Mr. Mohr
Re: Suggestion #6-64

The General Investigative Division favored adoption of that portion of the suggestion which proposed destruction of "26" cases when office was not origin or office of prosecution. They stated that the great majority of these cases contain results of investigation by auxiliary offices relating to interview of the owner of the stolen car and neighborhood investigations to determine circumstances of the theft. This information is available in complete form in the office of origin's file.

However, they opposed the extension of this practice to all files in this classification except those "of an important nature or having many ramifications" as being too general in nature and offering no set criteria for choosing the files to be retained or destroyed.

The Training Division notes that the Manual of Rules and Regulations (Part II, Section 3, item D, 8, b (1)(c) on page 13a, now provides for the same type of destruction as proposed in the "25" (Selective Service Act, etc.) classification with the exception of conscientious objector cases. Therefore, Training Division agrees with views of General Investigative Division and adds the provision that no file containing signed statements obtained from witnesses should be destroyed. General Investigative Division agrees to this.

RECOMMENDATIONS:

(1) That the suggestion, only as it applies to "26" files where office is not origin or office of prosecution, be adopted and enclosed letter be sent to suggester. Receipt of the idea was acknowledged by prior letter.

(2) On approval, this memorandum will be authority for the Manuals Desk, Training Division, to make necessary manual revisions.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 7/25/63

FROM : Mr. F. J. Baumgardner

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele Room
Holmes
Gandy

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

Destruction of Bureau Property

DESCRIPTION OF FILE: 66-2542-sub 2 (subs for Field)
INFORMATION RE CONFIDENTIAL INFORMANTS IN PLANTS

Reference is made to memorandum from Mr. Short to Mr. Tavel, dated July 19, 1963, pointing out the material in the confidential plant informant file accumulated during World War II is outdated and recommending that the file be reviewed and the obsolete material be destroyed. In the alternative, it was suggested that if it is not feasible to destroy the mail and all the index cards that the card on the plant where the informant was located and the card on the informant's symbol be destroyed.

Under the Plant Informant Program, which was in effect during World War II, an individual communication was submitted to the Bureau by the Field Office setting forth the name of the plant informant, symbol number, name of the plant and background information. These communications were indexed and recorded at the Bureau and also maintained in the Plant Informant Index on the Security Informant Desk. Subfiles were opened for each field office. At the end of World War II and at the discontinuance of this particular Program, the index cards in the Security Informant Index were destroyed. The mail and index cards in the general index were retained.

Since these communications contain background information on individuals who at one time were helpful, this information should be retained in our files in the event of name checks and for reference purposes. It is suggested, therefore, that the mail not be destroyed and the general index cards on the individual plant informants be retained. The Domestic Intelligence Division agrees, however, that the index cards on the symbol numbers and the index cards on the plants are of no current and future value and may be de-indexed and destroyed.

1 - ~~Mr. Belmont~~
1 - Mr. Tavel
1 - Mr. Short
1 - Mr. Bammgardner
1 - Mr. Sullivan
1 - Mr. Donohue

JDD/jmc (7)

Completed By Purge JR

66-3286

NOT RECORDED
199 JUL 26 1963

22 JUL 26 1963

60 JUL 30 1963

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EW/dc RECORDS

ORIGINAL FILED IN 94-1-22-2542-69

Memorandum to Mr. Sullivan
RE: REHABILITATION PROGRAM
DESCRIPTION OF FILE: 66-2542-sub 2 (subs for fields)

ACTION:

It is recommended that this memorandum be referred to Records Branch, Files and Communications Division, for appropriate action.

MR. TAVEL July 19, 1963

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-2542-sub 2 (subs for Field)
INFORMATION RE CONFIDENTIAL INFORMANTS IN PLANTS

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file concerning informants used in plants during the war (period from 1942 to 1944) is outdated and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed.

If it is not feasible to destroy the mail and all of the index cards, it is suggested that the cards on the plant where the informant was located, and the cards on the informant symbol be de-indexed and destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION

For referral to the appropriate substantive Division.

EHG:LB
(3)
Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/dcg

1 66-3286
NOT RECORDED
199 JUL 26 1963

55 JUL 30 1963

ORIGINAL FILED IN

July 23, 1963

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/deg

REC-27 66-3286-964

Miss [redacted]
Federal Bureau of Investigation
Honolulu, Hawaii

b6
b7C

Dear Miss [redacted]

Thank you very much for the suggestion that in certain instances the requirement be rescinded that a list be maintained at the beginning of each classification to show the disposition of files. It may interest you to know this same proposal was considered previously and not adopted. In the interest of conserving space, it is preferable to maintain a list of files.

The interest you displayed in submitting this idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

2 - SAC, Honolulu
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Miss [redacted]

b6
b7C

MJL:pab
(6) (Suggestion #54-64 dated 7/18/63)

NOTE: Suggests when files are destroyed when twenty years old, write on the consolidated volume, under file numbers, "All files destroyed with the exception of the enclosed per MRR, and the current date."

Same idea submitted by [redacted] Cincinnati, in

SEE PAGE TWO

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

62 JUL 31 1963

MAIL ROOM TELETYPE UNIT

NOTE CONTINUED

May, 1962, not adopted. Present regulations provide for destruction of files in field after they become twenty years old; however, a list is kept at the beginning of each classification of files destroyed and date destroyed. In some instances such as in the 25 classification, certain files may be destroyed when ten years old and reason for destruction placed on file front of consolidated volume beneath file numbers. This procedure is being proposed for use when files are destroyed after twenty years of age. Usually, an entire file is not destroyed due to the 20-year rule. Certain portions of an important nature or cases having many ramifications must be retained. In such cases, information could be placed on file fronts as proposed; however, when complete file has been destroyed it would be necessary to file the file front with files listed thereon. Maintaining a list at beginning of classification preferred to filing these file fronts which take up unnecessary space. Training Division recommends suggestion not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#54-64

b6
b7C

Date: July 18, 1963

To: Director, FBI

From: (Suggester's name)

Division of Assignment: HONOLULU

SUGGESTION When files are destroyed after twenty years old, write on the consolidated volume, under file numbers, "All files destroyed with the exception of the enclosed per MRR, and the current date."

EP

0 Destruction of Bureau Records - General

JUL 22 1963

Current practice or rule (Include manual citation as well as facts)

MRR II-3-13-8A. "Keep at beginning each classification list of files destroyed and date destroyed."

Advantages of suggestion and annual savings (include basis for estimate) This would eliminate the extra handling of a list at the beginning of each classification and establish a simple uncomplicated method of filing. Over a period of years the first volume in any classification may have the notation: "26-1 thru 26-700

ALL FILES DESTROYED WITH THE
EXCEPTION OF THE ENCLOSED PER MRR 7/18/63"

If any reason should come up that the date of destruction need be known the last date of destruction in the file should suffice.
In larger offices where the volume of destruction is much greater the numbers may read 26-1 thru 2000. This may become overbearing and perhaps one file front could be placed in front of the classification showing files destroyed up to the next file being maintained. The next file would show 26-2001 thru 26-2050. (continued on attached)

RECEIVED JUL 23 1963 FBI HONOLULU

Disadvantages of suggestion

none

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-82 BY SP-4 ELW/dcg

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] opted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit and I recommend that it be adopted.

FBI
RECEIVED
DEC 27 1963

66-3286-964

[redacted] Special Agent In Charge
Signature and Title

(Do not write in this space - for Bureau use only)

3-Bureau
2-Honolulu (66-611)
(1 pers. file)

Ack'd by let. dtd: part 1, 2, 3, 63

RECORDS BRANCH
JUL 22 1963

Rec'd

b6
b7C

SUGGESTION OF [redacted] DATED JULY 18, 1963; CONTINUED.

In cases where there has been a major case, such as JOHN DILLINGER, notations re destruction should follow in sequence. At present if a file is missing within a sequence of files it has been necessary to check the list to see if it has been destroyed. With the suggested method this would not be necessary. If the file is not in sequence it has been destroyed. This method is presently employed in classifications 15, 25, 26, 52, 70, and 87. (MRR II-3-13A-8b).

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : *MR. TAVEL* ST

DATE: *7-23-63*

FROM : *L. E. SHORT*

SUBJECT: *UNITED STATES ATTORNEYS, MARSHALS, JUDGES, AND COMMISSIONERS*

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/82 BY SP4AW/dcg

ST 1CR

Destruction of Bureau Records - Gen.

*As far back as 1924 the Department of Justice began furnishing to the Bureau periodically lists by names of United States Attorneys, Marshals, Judges, and Commissioners as well as the clerks of court for the various judicial districts in the United States. This material was processed into files appropriately captioned according to the subject matter (United States Attorneys, etc.) with some indexing and in certain cases copies prepared for the administrative file covering the particular judicial district. The files have since become obsolete and no longer serve any useful purpose as information contained therein is always available on short notice through inquiry in the Department of Justice. Many of the officials involved are no longer in office and may even have passed away. **The files have been inactive since 1954.***

In addition to the above we have current files on the individual judicial districts which reflect the attorneys, judges, etc. holding office in those particular districts. The latter mentioned files provide adequate information for correspondence purposes, but it would require verification through the Department of Justice in order to determine the current official's name.

A review of the files containing the list of officials could very safely be deindexed through purging and the majority of the material destroyed, thus, the recommendation that the Consolidation Unit completely review the files in question for purposes of purging obsolete material contained therein.

RECOMMENDATION:

*In view of the above it is recommended the captioned files be reviewed by the Consolidation Unit and their views submitted as to purge and destruction of material contained therein. **A sample file is attached.***

OGM:erh
(3)
Enclosure

ST-114

REC-39 66-3286-965

7/24

60 AUG 1 1963

Memo Short to Tavel 7/26/63 Rehabilitation Program File copy

25 JUL 30 1963

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 7-26-63

FROM : L. E. SHORT

Wld. ST

© DESTRUCTION OF BUREAU PROPERTY

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-25104 (5 sections)
LIST OF JUDGES, U. S. ATTORNEYS
AND MARSHALLS

The attached file has been called to my attention by personnel of the Consolidation Unit. The material is outdated and there appears to be no reason for its continued retention. These lists are no longer sent to the Records Branch for filing and the last mail in the file is dated in 1954. In an effort to provide file space for current cases, it is proposed that the file be destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)
Enclosure

detached 1/31/11

8/5/63 File destroyed Cons. EHG

Crime Records Div. Concurs in destroying other files. Field Offices mailing lists should provide same info. J.E.H. 7/30/63

66-3286-966

62-25104-48

REC. 22

JUL 31 1963

XEROX AUG 1 1963

55 AUG 6 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/deg.

RECORDS

UNRECORDED COPY FILED IN 66-3286-966 1 copy destroyed (Cons/mrl 8/2/63

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

To: Mohr, Casper, Callahan, Conrad, DeLoach, Evans, Gale, Rosen, Sullivan, Tavel, Trotter, Tele. Room, Holmes, Gandy

TO: MR. TAVEL

DATE: 7-26-63

FROM: L. E. SHORT

SUBJECT: NATIONAL STOLEN PROPERTY INDEX
SUB FILES OF 87-290
Destruction of Mail

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 FLW/dcg

Bureau Records - General

It is suggested that Police Bulletins filed in sub files of 87-290 be destroyed when the cards are destroyed. The present rule for the National Stolen Property Index (NSPI) permits the destruction of cards after three years with the exception of cards on firearms and securities issued by foreign corporations. (This includes stocks, bonds, travelers' checks, etc.) Mail over three years old on which the index cards have been destroyed should also be destroyed since no reference will be made to this mail.

The following examples are attached:

(1) 87-290-38-1, Section 1, which has 150 serials. Only 22 serials have indexing which has been retained in the NSPI.

(2) 87-290-38-1, Section 2, which has 150 serials. Only 14 serials have indexing which has been retained in the NSPI.

Since sub files of 87-290 occupy fourteen cabinet drawers, destruction of this mail would result in the saving of considerable file space.

Authority has previously been granted to destroy obsolete forms submitted by the Milwaukee, Wisconsin, Police Department relating to searches of recovered guns in the NSPI which developed no information. See memorandum from L. E. Short to Mr. Tavel dated 3-5-62, filed as 87-290-51-2-3316, which is also attached.

RECOMMENDATION:

AUG 5 1963

For referral to the appropriate substantive division.

66-3286-
NOT RECORDED
176 AUG 6 1963

NFS:jam
(3)
Enclosures

See Addendum Page 2.

55 AUG 9 1963

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

ORIGINAL FILED IN 87-290-

ADDENDUM JPJM:raw 7/29/63

The Records Branch referred to the General Investigative Division a suggestion that Police Bulletins be destroyed when index cards relating to matters carried in those bulletins are destroyed. Specifically this relates to index cards in the National Stolen Property File and Police Bulletins which advise of losses.

COMMENTS

When the National Stolen Property Index Card is destroyed, in accordance with Bureau policies, there is no way to trace property to a bulletin or to correspondence and therefore maintenance of the bulletins serves no purpose relating to the National Stolen Property Index.

RECOMMENDATION

It is recommended that the General Investigative Division raise no objection to the destruction of unindexed Police Bulletins which serve no practical purpose for this Division. It is recommended that this addendum and the memorandum from Mr. Short to Mr. Tavel be forwarded to the Files and Communications Division for their action in disposing of the Police Bulletins. It is suggested that this memo be routed through Training Division for its views.

ADDENDUM OF THE TRAINING DIVISION, JER:pab (8-2-63)

The Training Division has no objection to destruction of the material as proposed.

RECOMMENDATION:

That this be forwarded to Files and Communications Division.

2.

RA

7/26/63

Airtel

66-3286-

To: SAC, Kansas City (66-1608)

From: Director, FBI

DESTRUCTION OF FILES AND RECORDS

Reurlet 7/19/63. Do not take any action to destroy material in MATNAP and BREKID cases in your office pending further consideration by Bureau.

NOTE ON YELLOW: Per instructions of Mr. Mohr, entire problem to be reviewed and presented to Executives Conference.

ST

FWW:hif
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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211 XEROX
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53 OCT 8 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI DATE: 7/19/63

FROM: SAC, Kansas City (66-1608)

SUBJECT: DESTRUCTION OF Bureau FILES AND RECORDS

Mr. Tavel

The Kansas City Office is maintaining two voluminous files which are utilizing eight file drawers of space. One is the MATNAP case, Bufile 7-1820, of which Kansas City has 65 volumes with correspondence over 20 years old. There is additional correspondence in this case which consists of 630 serials covering the period from July 1943 to the present. Kansas City has had no investigative activity in this matter since July 1958.

The other case consisting of 29 volumes of material over 20 years is the BREKID case, Bufile 7-576. There are 57 serials in this matter covering the period of July 1943 to July 1963. The Kansas City Office has had no investigative activity in this matter since July 1959.

It is requested this office be granted authority to dispose of the volumes of records in these two matters which are over 20 years old.

UACB 7/30/63 this will be done.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EWW/dcg

Airtel to KC
Hold for further consideration
7/26/63 - FWW

2-Bureau cc detached
1-Kansas City
JHH:B
(3)

66-3286

NOT RECORDED
3 JUL 22 1963
10-1
RECORDS

7-1820
7-576

UNRECORDED COPY FILED IN

Short Travel
7/23/63 FWW

XEROX
OCT 2 1963

EX 104

REC-6 66-32-86-967

August 1, 1963

PERSONAL

Miss [redacted]
The American Embassy
Paris, France

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP-4 cw/dcg

b6
b7C

FBI
RECD-READING ROOM
Aug 2 10 02 AM '63

Dear Miss [redacted]

I have received your suggestion that certain information be furnished the Seat of Government by routing slip rather than by cablegram. It may interest you to know this matter has been considered previously and not adopted since it is essential that such acknowledgment be received by the most rapid means available.

Your continued interest in seeking ways to improve our operations is indeed appreciated.

Sincerely yours,

b6
b7C

J. Edgar Hoover

MAILED 10
AUG 5 1963
COMM-FBI

1 - Legal Attache, Paris
1 - Mr. [redacted] (Attention: Foreign Liaison Unit)
1 - Personnel file of Miss [redacted]
JML:pab

(6) (Suggestion #74-64 dated 7/25/63)

NOTE: Suggests the Bureau be advised of the receipt of key lists every three months and the destruction of key lists the first of each month by routing slip rather than cable.

The Laboratory Division advised this has been considered previously and not adopted. This division was opposed to such a procedure because it is desirable to obtain this information as soon as possible to be sure lists have been appropriately destroyed and more important to be sure all offices have the lists before the date these offices are to begin using them. Training Division recommends current suggestion not be adopted.

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MAIL ROOM [ ] TELETYPE UNIT [ ]

Employee Suggestion
FD-252 (Rev. 9-11-59)

#14-64

b6
b7C

Date
July 25, 1963

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	DOD

SUGGESTION

It is suggested that the Legal Attaches advise the FBI Laboratory of the destruction of key lists on the first of each month, and receipt of key lists every three months by Routing Slip rather than by cable.

Destruction of Bureau Records

Current practice or rule (Include manual citation as well as facts)

Current practice is to advise of destruction of key lists and receipt of key lists by cable.

Advantages of suggestion and annual savings (include basis for estimate)

This would save sending 16 cables per year by each Legal Attache. In the case of the receipt of key lists every 3 months, the address label of the envelope containing them is returned to the Laboratory, and if the "Invoice of Contents" were returned at the same time showing the serial numbers, this would serve the same purpose as sending an encoded cable.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-83 BY SP-4 EW/dg

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] (Clerk-Steno)
Signature and Title of Suggester

Recommendations and comments of Division Head

This appears to be a good suggestion since it would cut down on the handling of cable traffic both in Legal Attache offices and at the SOG.

[redacted] Legal Attache
Signature and Title

(Do not write in this space - for Bureau use only)

Ack'd by Det. Mi. Ports 8-1-63.

RECEIVED
EX 104 REC-6 62-109060-967
8-6
JUL 30 1963

EXPEDITE

36 JUL 30 1963

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO	:	MR. TAVEL	DATE: 8-5-63
FROM	:	L. E. SHORT	
SUBJECT:		PURGE OF OLD SIS FILES (COVERING FBI ACTIVITIES IN SOUTH AMERICA DURING WORLD WAR II)	

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Destruction of Bureau Property

As an outgrowth of the Bureau's investigative activities in South America during World War II, we accumulated 44 1/2 file cabinets (178 file drawers) of file material referred to as Special Intelligence Service (SIS) files that are for the most part inactive yet occupy valuable space in our file room.

As originally set up, the SIS files were maintained separately from the regular files, and under a unique system of classification activities in the various countries were broken down into sub files covering such matters as political, economic, social conditions, plant surveys, etc. There were also breakdowns with nationality designations covering German, Japanese, Italian, Spanish, communist, etc., activities. In addition to the investigative files, there are also voluminous records on administrative matters such as training, living conditions, radio stations, embassy files and the like. Many of these files, particularly those involving personnel matters and ordinary administrative matters, were consolidated into the Bureau's regular files system in 1944 when the Records Branch assumed custody of the files.

Because of the consistent lack of reference to most of these files in recent years, a survey extending over a period of one month was made to determine the actual usage of SIS files and the value of the information if any contained therein. During the survey, a number of files were charged out; however, only 14 proved to be of any value to the requesting supervisor and these were contained in either (1) confidential informant files (2) files on countries in which we presently have Legal Attaches (3) or the communist sub files. It is accordingly, believed that most of these files can now be destroyed with the probable exception of the categories listed;

JFWW:bpr
(7)
1 - Mr. Belmont
1 - Mr. Sullivan
Memo Is Sullivan to Tavel 1/20/64 DJC/mls

100-3286-
NOT RECORDED
191 MAR 18 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 AEW/dc

68 MAR 25 1964

CRIMINAL FILES 64-4104-1070

namely, those SIS files on confidential informants, communists activity sub files and administrative files on the countries in which we presently have Legal Attaches.

If approved, it is suggested that someone from the Domestic Intelligence Division preferably with a background in SIS work be designated to review a sampling of these files in order to confirm the views of this division as to their ultimate destruction. The Records Branch will make available sample files in any manner desired and provide whatever other assistance is required in order to help resolve questions and minimize the work involved. Archival authority will also be necessary before the records may be finally destroyed and this will be handled by this Division at the appropriate time.

RECOMMENDATION:

That a representative from the Domestic Intelligence Division review whatever files are believed necessary in the SIS collection with a view towards their ultimate de-indexing and destruction.

The American Embassy

Rome, Italy

Date: August 22, 1963

To: Director, FBI

From: Legat, Rome (66-79)

Subject: INTERESTING CASE WRITE-UPS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4 AWB

ReBulet 10/15/59.

In order to keep at a desirable minimum the volume of the files maintained by Legat, Rome, this office desires to institute a destruction program concerning Interesting Case Write-Ups.

As noted in referenced Bureau letter, this office now receives two copies of each Interesting Case Write-Up prepared at the Bureau.

Experience in this office has shown that for all practical purposes, one copy of each Interesting Case Write-Up is sufficient.

UACB, therefore, this office will, on an annual basis, beginning 9/30/63, destroy one of the two copies of each Interesting Case Write-Up received which has been in the possession of this office for at least one year.

(3) - Bureau
(1 - Foreign Liaison)
1 - Rome
JCM/hcs
(4)

166-3286-
NOT RECORDED
184 AUG 29 1963

57 SEP 6 1963

ORIGINAL FILED IN 66-162947-3

DESTRUCTION OF BUREAU PROPERTY

RA

REC-45 66-3286-968

EX 104

September 4, 1963

PERSONAL

b6
b7C

Miss [redacted]
Federal Bureau of Investigation
New York, New York

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/dcy

Dear Miss [redacted]

Thank you very much for the suggestion concerning the disposition of certain material after a particular length of time. This proposal is being carefully evaluated and you will be advised if it is adopted.

The interest and alertness you displayed in submitting this idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 19
SEP 4 - 1963
COMM-FBI

2 - SAC, New York
1 - Personnel file of Miss [redacted]
1 - Field personnel file
1 - Suggestion file

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ML:mlf
(6) (Suggestion #149-64 dated 8/28/63)

NOTE: Referred to the Files and Communications, General Investigative, and Inspection Divisions for views and recommendations.

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SEP 12 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#144-64

b6
b7C

Date: 8/28/63

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		NEW YORK

SUGGESTION It is suggested that files in classification 26 be destroyed when 3 years old, when the destroying office is not office of origin, office is not office of prosecution and when the file contains no signed statements from witnesses. It is suggested that the index cards for the subjects of these files be stamped:

File Destroyed
Office of Origin_____

The Indices clerk would insert the office of origin on the index card.

Reference is seldom made to these files after the cases are RUC'd. In the event it were necessary to get information from the file, the office of origin could be contacted.

Current practice or rule (Include manual citation as well as facts)
Manual of Rules and Regulations, Part II, Sect. 3, para 9b (2). Classification 26 and index cards relating thereto be destroyed when ten years old, when certain qualifications are met.

Advantages of suggestion and annual savings (Include basis for estimate)

Considerable saving in space.

Destruction of Bureau Property - General

FBI RECEIVED 1963 AUG 28 PM 3

Disadvantages of suggestion

None.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EWJ/dcg

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

See attached.

FBI RECEIVED 1963 FEB 15 PM 3

FBI RECEIVED 1963 AUG 27 PM 3

John F. Malone SAC
Signature and Title

(Do not write in this space - for Bureau use only)

66-2886-468

REC. 45

9-6

AUG 30 1963

XEROX

SEP 6 1963

3-Bureau
2-New York

UNRECORDED COPY FILED IN 26-00-1

It is the opinion of the ITSMV Supervisor, New York Office, that this suggestion is feasible as applied to ITSMV cases which are closed in the UNSUB status (now destroyed in five years). The suggestion could be extended to origin cases too, in the UNSUB category. Once a case is closed, in ITSMV character, without identifying the subject it is practically a certainty that the case will not be reopened unless the same vehicle is stolen again, in which instance it is highly improbable that the thief would be the same person. It would be a very unusual case where a signed statement would exist in an UNSUB, ITSMV case.

The Administrative Division of New York Office recommends that this suggestion receive favorable consideration; ie, that files on closed known-subject ITSMV cases be destroyed by auxillary (non-prosecutive) offices in 3 years and that a closed UNSUB, ITSMV files be destroyed by origin and auxillary offices at the end of a three year period.

It is estimated that there are approximately 100 files per month in these categories in New York Office. By implementing this procedure now, approximately 3,000 files could be destroyed immediately.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 9-3-63

FROM : L. E. SHORT

SUBJECT: INTERNMENT CAMPS - DEINDEXING
62-63892-234X

Description of List: List of approximately 850 interned Japanese alien enemies.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because there is little information available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

NFS:jam
(3)
Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 RW/dcg

62-63892-239

REC-54

17 SEP 5 1963

EX-104

58 SEP 16 1963

57 SEP 17 1963

66-3286-

NOT RECORDED
128 SEP 9 1963

ORIGINAL FILED IN 62-63892-239

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : MR. TAVEL

DATE: 9-3-63

FROM : L. E. SHORT

SUBJECT: GLOS ROBOTNICZY
61-92-10

Destruction of Bureau Records - general

Description of List: Enclosure containing a list of approximately 1,831 names of subscribers to the paper "Glos Robotniczy" in the year 1922 who were located in cities and towns outside of Detroit.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification in view of the age of the material. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

w/NFS:jam
(3)
Enclosure

Complete By Purge - 10/32 ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4CLW/dcg

ST 9/3

No reason to retain indexing. Deindex names. CSS

66-182886-5

NOT RECORDED
46 SEP 6 1963

60 SEP 19 1963

17 SEP 5 1963

Stultz

ORIGINAL FILED IN 61-92-18

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 9-3-63

FROM : L. E. SHORT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-62 BY SP-4 EW/dcc

SUBJECT: GERMAN SABOTEURS
98-1040

DESTRUCTION OF BUREAU PROPERTY

Bureau letter to all Special Agents in Charge, Number 149, Series 1942, dated 11-11-42 (98-1040-114) requested that they review Internal Security, Espionage, Sabotage, and other National Defense files and prepare a list of those Germans who had returned to Germany during the previous five years.

Bureau letter to all Special Agents in Charge, Number 250, Series 1944, dated 9-21-44 (98-1040-252) indicated that the Bureau no longer desired the names of Germans who had returned to Germany and that this project was to be discontinued.

In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the lists of Germans who returned to Germany be deindexed through removal of the cards from the Bureau's indices. For examples see serials 131, 134, 137, 138, 139, 231, 233, 239, 241, 242, 244, 248, and 251. It is noted that some of these lists contain the names of individuals who returned to Germany and subsequently re-entered the United States (see serials 134 and 233). It is being suggested that these names also be deindexed unless some derogatory information is given.

ORIGINAL FILED IN 98-1040-256

It is requested that the appropriate substantive supervisor review this file to determine if any reason exists for retention of the indexing as described. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION: Computer By Purge. 9/17/63 pl

For referral to appropriate substantive division.

LFS:jam
(3)

166-3286
NOT RECORDED
184 SEP 18 1963

17 SEP 18 1963

ADDENDUM

LFS:vms

9/12/63

DOMESTIC INTELLIGENCE DIVISION

There is no objection to deindexing as suggested, since travel to Germany by itself is not significant. Where derogatory information appears, indexing should be retained.

NAT. INT. SEC.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
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TO : MR. TAVEL

DATE: 9-3-63

FROM : L. E. SHORT

SUBJECT: GERMAN NATIONALS LIVING OUTSIDE GERMANY
100-296294
O Destruction of Bureau Property - General

Description of List: 100-296294-44. List of over 1,000 German officials in Spain in 1945. List includes diplomats, consuls, secretarial and other personnel, members of secret services, party and arbeitsfront officials, schoolteachers, members of school boards, air technicians, and meteorological experts.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

NFS:jam
(3)
Enclosure

Completed By Purge. 10/22/63 pr

66-3286-51
NOT RECORDED
46 SEP 5 1963
9/3

ADDENDUM LFS:vms 9/4/63

DOMESTIC INTELLIGENCE DIVISION

There is no reason to retain indexing.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EZW/dcg

54 SEP 9 1963

17 SEP 4 1963

NAT. SEC. STUFF

ORIGINAL FILED IN 100-296294-45

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
Gandy

TO : MR. TAVEL

DATE: 9-6-63

FROM : L. E. SHORT

SUBJECT: SUGGESTION #149-64 Destruction of Bureau Property - GEN

Comments of this division have been requested concerning proposal to destroy files in the 26 classification when the files are three years old, when the destroying office is not office of origin, when offices are not office of prosecution and when the files contain no signed statements. New York Office suggests expansion of the suggestion to include origin cases in the unknown subject category. Further, the New York Office recommended that the suggestion be further expanded to include closed known subject cases in auxillary offices.

Suggestion 6-64 concerning the destruction of files in this classification was recently considered by the Bureau and adopted. This suggestion, which was processed in July of this year, permits the destruction of files by auxillary offices when 10 years old. In view of the recent adoption of Suggestion 6-64 it is not believed that Suggestion #149-64 should be considered favorable at this time until a sufficient period has elapsed to determine if problems or unnecessary work may arise from the adoption of the 10-year destruction program.

RECOMMENDATION:

For referral to the Training Division.

LES:ler
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY sp4 e2w/dcg

ST 9/6

UNRECORDED COPY FILED IN 66-3286

out to date - mtg 9-11-63 Casper to Washington mtg 9-13-63 meeting cancelled

REC-3 66-3286-969

XEROX SEP 13 1963

11 SEP 13 1963

ST-108

54 SEP 20 1963

VIEWS OF THE GENERAL INVESTIGATIVE DIVISION RE: SUGGESTION #149-64

ADDENDUM - GENERAL INVESTIGATIVE DIVISION WGC:kak 9/5/63

b6
b7C

Supervisory Clerk [redacted] suggestion proposes destruction of all 26 classification (ITSMV) files after three years by auxiliary offices wherein the auxiliary is not office of prosecution and file contains no signed statements. She also proposes that the index cards for subject of these files be stamped to show that file has been destroyed and identity of office that was origin in the case. As an addendum, the ITSMV supervisor at New York states above suggestion believed feasible and proposes that it be expanded to include unknown subject origin cases also. The Administrative Division, New York Office, endorses the original suggestion and expands it to include auxiliary office files in unknown subject cases. The specific recommendation of SAC, New York is not set forth.

The question of file destruction by field offices in the 26 classification was last considered by the Bureau in July, 1963. At that time, the proposal was adopted that files in known subject cases could be destroyed by auxiliary offices after ten years. The regulation that unknown subject case files could be destroyed after five years in both origin and auxiliary offices, where certain requirements were met, was not changed. The effect of the change made in July, 1963, with regard to reducing filing space required for these files has not had time to be demonstrated.

The known subject files at office of origin in most instances will contain information that is not available in the Bureau file. It is, therefore, believed that the present ten-year rule on this category should not be disturbed.

The advantage of reducing the period of retention of unknown subject auxiliary office 26 files from the present five years to three years would appear negligible, and not worth the substantial clerical task of reviewing each file and stamping each index card in the manner proposed in this suggestion.

Based on the above considerations, it is recommended that suggestion not be favorably considered.

memo copies to Mohr 9-11-63 mlm

VIEWS OF THE INSPECTION DIVISION RE: SUGGESTION #149-64

ADDENDUM:

INSPECTION DIVISION
TDWestfall:cmv
9/4/63

The Inspection Division has evaluated both the suggestion of [redacted] and the suggestion of the Administrative Division of the New York Office and is opposed to the adoption of either suggestion.

b6
b7C

The suggestion of Miss [redacted] that files in classification 26 be destroyed when 3 years old, when destroying office is not office of origin or office of prosecution and when file contains no signed statements from witnesses would have the advantage of the destruction of the number of files but also have certain disadvantages. The major disadvantage is that past experience has shown that car thieves are often repeaters, and the information contained in office files may become vital to the instantaneous investigative action necessary in a future case.

The suggestion of the Administrative Division of the New York Office that unsub cases 3 years old be destroyed is not sound in that the Federal Statute of Limitations does not bear ~~possession~~ prosecution until 5 years have elasped, and certainly the facts gathered during investigation should be maintained until the Statute has run. There have been many instances in the past year where a conscience-stricken subject has come to the FBI and confessed a crime within the Bureau's jurisdiction. Should the field office file pertaining to such a crime be destroyed, it would create a number of problems as so far as FD 302's, etc., are concerned.

Based on the above reasons, the Inspection Division recommends against the adoptions of these suggestions.

9-11-63

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SEP 13 1963

66-3286 — 969

ENCLOSURE

ALL INFORMATION CONTAINED
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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO MR. TAVEL

DATE 9-6-63

FROM F. W. WAIKART

Bureau Property - Gen'l

SUBJECT DESTRUCTION OF MAIL DELIVERY RECEIPT CARDS, RELATED LOGS AND RECORDS AFTER 90 DAYS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 Tew/dcg

The purpose of this memorandum is to recommend the destruction of a ten-year accumulation of mail delivery receipt cards and related records that are presently occupying valuable space in our file room, and which have never been referred to since the inception of the regulation in 1953 requiring their permanent retention. (Prior to 1953, these records were maintained for 90 days.)

As a result of an incident that occurred in 1953 in the Harry Dexter White Case, when the Bureau sent a letter to General Vaughan at the White House which the general denied receiving, we have been permanently keeping all mail delivery receipt cards and related logs and records. The theory, of course, is that these records will prove actual delivery to an individual of each piece of Bureau mail sent by special messenger, courier or through U. S. postal channels where the material is registered.

We now have accumulated 5.56 cubic feet of these records which completely occupy four of our large bulky enclosure storage bins in the file room. Under present regulations, they will continue to accumulate and occupy more and more valuable space even though during the entire ten-year period we have never referred to or utilized any part of this large mass of record material. It is also pointed out that even with these records an identical situation could still occur as happened in the Harry Dexter White Case because the recipient could still deny that he personally ever received a particular communication from the Bureau. This obviously occurs because both our delivery system and the postal service only delivers mail to the agency mail room or courier service where it is signed for by some minor clerical employee. Therefore, in the light of our experience in the past ten years and the fact that such a procedure as this will continue to unnecessarily eat up valuable space in our file room, it is recommended that we revert to the old procedure of retaining these records only for 90 days in order to insure that normal tracing action can be taken where there is some question concerning the delivery or nondelivery of Bureau mail.

ORIGINAL FILED IN 66-18917-115

66-3286-

NOT RECORDED
145 SEP 13 1963

SEP 12 1963

FWW:bpr
(4)
1 - Mr. Wherry

78 DEC 2 1963

(Con't next page)

Memo F. W. Waikart to Mr. Tavel
Re: Destruction of Mail Delivery
Receipt Cards, Related Logs
And Records After 90 Days

RECOMMENDATION:

That mail delivery receipt cards, related logs and records be retained for 90 days and that the prior accumulation of this material be destroyed.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
Gandy

TO : Mr. Mohr

DATE: 9/11/63

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcy

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION #149-64 SUBMITTED BY
MISS [redacted] NEW YORK OFFICE

b6
b7C

SUGGESTION: That Interstate Transportation of Stolen Motor Vehicle (ITSMV), classification 26, files be destroyed when three years old when the destroying office is not office of origin, office is not office of prosecution and when the file contains no signed statements from witnesses. Suggests index cards for the subjects of these files be stamped:

File Destroyed_____
Office of Origin_____

The indices clerk would insert the office of origin on the index card. Suggester notes reference is seldom made to these files after the cases are referred upon completion to the office of origin and in event it is necessary to get information from the file, the office of origin could be contacted.

CURRENT PRACTICE: Files in this classification may be destroyed when ten years old provided office is not office of origin, office is not office of prosecution, file contains no signed statements from witnesses.

ADVANTAGES: Saving of filing space in all field offices.

OBSERVATIONS: The ITSMV supervisor, New York Office, felt this idea feasible for ITSMV cases which are closed in the unknown subject category (now destroyed in five years) and could be extended to origin cases also in the unknown subject category. The Administrative Division, New York Office, recommended files on closed known subject ITSMV cases be destroyed by auxiliary offices in three years and that closed unknown subject files in this category be destroyed by office of origin and auxiliary offices at the end of the three-year period.

Files and Communications Division recommended suggestion not be adopted since the ten-year rule for destruction in these cases was only placed into effect in July, 1963, at which time this matter was very carefully evaluated. This division felt a sufficient period of time should be allowed to elapse to determine if problems or unnecessary work may arise from this procedure before any further action is taken in this regard.

UNRECORDED COPY FILED IN 62-116263-1

XEROX SEP 20 1963

REC-36 62-32886-970

ST-108 SEP 13 1963

11 SEP 13 1963

ML:mlf
(2)

SEE PAGE TWO

Memorandum to Mr. Mohr
Re: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION #149-64 SUBMITTED BY
MISS [redacted] NEW YORK OFFICE

b6
b7C

The General Investigative Division was opposed to adoption. It was pointed out that known subject files at office of origin in most instances will contain information that is not available in the Bureau file. Present ten-year rule should not be disturbed at this time since the effect of this change with regard to reducing filing space required has not had time to be demonstrated. The advantage of reducing the period of retention of unknown subject auxiliary office 26 files from the present five years to three years would appear negligible and not worth the substantial clerical task of reviewing each file and stamping each index card in the proposed manner.

The Inspection Division also opposed adoption. This division noted the major disadvantage is that past experience has shown that car thieves are often repeaters and the information contained in office files may become vital to the instantaneous investigative action necessary in a future case. The proposal of the Administrative Division, New York Office, concerning destruction of unknown subject cases when three years of age is not sound in that the Statute of Limitations does not bar prosecution until five years have elapsed and certainly the facts gathered during investigation should be maintained until the Statute has run out.

The Training Division agrees with the above-expressed views of the interested divisions. Since the ten-year rule was so recently adopted, it is felt a sufficient period of time should elapse under this regulation to provide a basis for further action, if advisable. Field offices have not had this regulation in effect long enough to see how much space will be saved by this rule and what problems may be encountered in this procedure.

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as she has been thanked by prior letter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 9/9/63

FROM : J. J. Casper

SUBJECT: FILES
SUGGESTION #144-64 SUBMITTED BY
ASAC CHARLES G. CUSICK
SAVANNAH OFFICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 2W/dcg

Destruction of Bureau Property - General

SUGGESTION: That consideration be given at the time of consolidation of files to destroying identification records which have been incorporated into investigative reports and placing a note to that effect on the following serial. As an example, if serial 10 is the identification record and serial 11 is a letter, notation would be placed on serial 11 that serial 10 was an identification record and that it had been destroyed. Consideration might also be given to destroying individual serialized identification records in all cases whether set out in report or not and making notation as mentioned above.

CURRENT PRACTICE: Copies of all serials must be retained in a file.

ADVANTAGES: Suggester feels many identification records are being retained unnecessarily since a permanent up-to-date identification record is always available at the Seat of Government if it should be needed. Proposed procedure would save considerable space throughout the Bureau during consolidation of files.

OBSERVATIONS: SAC Jamieson, Savannah Office, advised this proposed procedure would result in a saving of a substantial amount of space and recommended favorable consideration.

66-3286-
NOT RECORDED
199 SEP 18 1963

The Identification Division had no objection to the suggestion and, in fact, felt it was good. This division did not believe that requests for identification records would substantially increase if the suggestion were placed into effect.

Files and Communications Division advised it appeared this procedure would have field-wide application and would save some filing space. The idea is not, however, applicable to files at the Seat of Government. While this division posed no objection to the field destroying any or all of the identification records in field files, it was noted that the field might find it useful to retain an identification record in a field file if it has not been set out in an investigative report. Accordingly, it was recommended that when consolidating field files the field be allowed to destroy only those individual

25 SEP 18 1963

SEE PAGE TWO

MJL:mlf
(2)
Enclosure

ENCLOSURE

SEP 24 1963

ORIGINAL FILED IN 66-16306-1415

Memorandum to Mr. Mohr
Re: FILES
SUGGESTION #144-64 SUBMITTED BY
ASAC CHARLES G. CUSICK
SAVANNAH OFFICE

identification records that have been set out in subsequent investigative reports.

Inspection Division and Training Division agree that this suggestion should not be adopted. There are occasions when dispositions of arrests are not included on the identification record and the field office must make a request of local law enforcement agencies by use of Form FD-10 (copy attached), for this information. A notation is made on the identification record that this action has been taken. Upon return of the FD-10, pertinent information is noted on the identification record. However, a report may have been written in this case with the identification record set out before the requested dispositions have been received from the law enforcement agencies.

The indentification record is the only place in file where this information will appear. In making file reviews regarding subjects or suspects, this information may be needed. It is felt these records should be retained for this reason.

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as he has been thanked by prior letter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 7-23-63

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF FILES AND RECORDS
MATNAP, BUFILE 7-1820
BREKID, BUFILE 7-576

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

Reference is made to Kansas City letter 7-19-63.

Referenced letter requested authority to dispose of files in captioned cases in the Kansas City Office. Destruction authority is requested only on that material in these files which are over 20 years old. Kansas City advises there are 65 volumes with correspondence over 20 years old in the MATNAP case and 29 volumes of material over 20 years old in the BREKID case.

The Manual of Rules and Regulations, Part II, Section 3, Page 13 provides authority for field divisions to destroy field files after they become 20 years old. However, Bureau authority is required in cases of an important nature. The Files and Communications Division has no objection to the destruction of files described by the Kansas City Office. However, since these are cases of an important nature policy considerations are in order. Therefore, it is recommended that the views of the Investigative Division by obtained.

It should be noted that the files will be destroyed by Kansas City UACB 7-30-63.

RECOMMENDATIONS:

(1) That this matter be referred to the Investigative Division.

See addendum, General Investigative Division page 1A.

(2) After the Investigative Division has considered the request, this matter should be referred to the Inspection Division.

2 cc XEROX

OCT 2 1963

66-3286-971

-10-7

Addendum of Inspection Division on page 2

REC-99 SEP 27 1963

NFS: ler
(3) 3 OCT 8 1963
Enclosure

RECORDS

7/23

authorized note for Inspection Div. 7/25/63 wmy

7-1820-1
7-576-1

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ADDENDUM: GENERAL INVESTIGATIVE DIVISION 7/25/63 JAC:hw

The Matnap case in which Seattle is office of origin remains unsolved and is still under investigation. Accordingly, the General Investigative Division recommends that Kansas City continue to retain all volumes of this file.

The Brekid case has been prosecuted; however, one of the primary ringleaders Alvin Karpis is still incarcerated in the McNeil Island Penitentiary on the life sentence he received. The General Investigative Division recommends that Kansas City continue to retain all volumes of this file.



ADDENDUM OF INSPECTION DIVISION July 26, 1963 JHG:wmj

The Inspection Division feels there is no point in having auxiliary offices such as Kansas City retain all volumes over 20 years old in the MATNAP case. Of course, the Office of Origin, Seattle, should retain all volumes and thereby be in a position to furnish any old background data to an auxiliary office if the remote possibility occurs that the auxiliary office needs same. If Kansas City has any material of evidentary value or any statements or memoranda of significance which Seattle does not have, this should, of course, be retained. With respect to BREKID, the case has been prosecuted. If some problems arise, we have copies of all reports at the Seat of Government and the matter could be resolved by reference to these files. Of course, any signed statements, documentary evidence or memoranda not in possession of the Bureau should be retained.

We are having a tremendous problem in many of our field offices with respect to space, which is materially being affected by the accumulation of records. It is imperative that we destroy as many old records as logical and practical. To do otherwise is a waste of space and file cabinets, both of which are expensive. It is my suggestion that an SAC Letter be prepared permitting all offices to destroy their files in these cases except the Office of Origin. However, it is also felt that auxiliary offices should not destroy signed statements, important memoranda or evidentiary material not in possession of the Office of Origin.

Airtel to KC 7/26/63. Hold destruction for further consideration. FWW

Being handled by Insp. Div.

I take up w/ Exec. Conf. 7/26.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP2 alw/klg

66-3286-

September 26, 1963

PERSONAL

SEP 27 5 06 PM '63
REC'D--READING ROOM
FBI

Mrs. [redacted]
Federal Bureau of Investigation
Newark, New Jersey

b6
b7C

Dear Mrs. [redacted]

I have received your suggestion concerning the disposition of copies of FD-302s under certain circumstances. It may interest you to know there is no objection to the procedure you outlined under our present regulations.

Your continued interest in seeking ways to improve our operations is indeed appreciated.

RECEIVED-DIRECTOR F B I
SEP 26 5 13 PM '63
MAIL ROOM TELETYPE UNIT

MAILED 31
SEP 26 1963
COMM-FBI

Sincerely yours,

J. Edgar Hoover

2 - SAC, Newark
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Mrs. [redacted]

b6
b7C

NML:mlf
(6) (Suggestion #196-64 dated 9/18/63)

NOTE: Suggests when criminal cases are closed that all copies of FD-302s which have never been used in a report or sent to another office, with the exception of the original and any copy containing indexing, be destroyed inasmuch as they will be destroyed in six months'

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OCT 11 1963
RECEIVED F B I

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE TWO

ORIGINAL FILED IN 66-54439-1969

NOTE CONTINUED

time since these cases are consolidated six months after they are closed.

Present regulations do not forbid use of this procedure at present time since the original and one copy would be retained and available if needed.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#196-64

b6
b7C

Date	
9/18/63	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	NEWARK

SUGGESTION

It is suggested that when Criminal Cases are closed that all copies of the FD-302's which have never been utilized in a report or sent to another office with the exception of the original and any copy reflecting indexing be destroyed at that time, inasmuch as they will be destroyed in six months time. It is to be noted that all Criminal Cases are consolidated six months after they have been closed, and at that time all copies are destroyed per Bureau instructions.

DESTRUCTION OF BUREAU MAIL - GENERAL

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II Section 3 Page 11c sets forth how to handle excess copies of inserts and FD-302's when utilized in a report, but does not show the disposition when not used in a report.

Advantages of suggestion and annual savings (include basis for estimate) (con't)

This would save numerous clerical employees and supervisors time in minimizing the extra work in handling the FD-302's. These files would be more readily available for all personnel in following above procedure.

66-3286-
NOT RECORDED
126 SEP 30 1963

14 SEP 27 1963

Disadvantages of suggestion

NONE

[redacted] b6 b7C

ORIGINAL FILED IN 66-5-439-256

SEP 23 1963

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss Supervisory Clerk GS-6
Signature and Title of Suggester

Recommendations and comments of Division Head The suggested procedure does not appear contrary to any existing Bureau policy or instructions. While the time-saving factor will not be great, I nevertheless feel it will be substantial enough to warrant adoption of the suggestion. UACB the suggested procedure being adopted by Newark.

Harold E. Campbell, Jr., ASAC
Signature and Title

(Do not write in this space - for Bureau use only)

ack'd by let 9-25-63 mlt

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY SP-4 ELW/dcg

Current practice or rule (include manual citation as well as facts)

The Newark Office currently practices the following: 1. The closed serializer destroys all copies with the exception of one copy of the FD-302. Original is always maintained. 2. Closed serializer date stamps one copy and then routes the FD-302 with the file to the appropriate supervisor for his initials. 3. The FD-302 is returned to the closed files unit from the supervisor. 4. The closed serializer than matches the carbon copy with the original FD-302 previously filed.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. D. J. Brennan

DATE: September 17, 1963

FROM : Mr. J. J. Foarde

SUBJECT: Destruction of Bureau Property - Gen.
EAST BERLIN TELEPHONE DIRECTORY
PARTS I AND II, MAY, 1958

One set of captioned publication has been retained in the Foreign Liaison Unit since 1958 because the Bureau Library had no secure facility for this classified material. This was authorized in memorandum M. A. Jones to Nease, 8/12/58.

We have consulted the Espionage and Nationalities Intelligence Sections regarding the current need for the set kept in Room 850 RB and find that neither of these Sections has further interest in this material. Supervisor Papich advises that no purpose would be served by returning it to CIA where it was originally prepared. Accordingly, we are destroying the two volumes which have been maintained by the Foreign Liaison Unit.

ACTION:

For record purposes.

Done 9/18/63

1 - Library (Room 4248 JB)
1 - Mr. Branigan
1 - Mr. Wannall
1 - Mr. Brennan
1 - Mr. Papich
1 - Mr. Foarde

JJF:bmt
(7)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

3 SEP 19 1963

166-3286-

NOT RECORDED
128 SEP 20 1963

LIAISON

SEP 17 1963

ORIGINAL FILED IN 62-25443-302

MR. TAVEL 9-20-63

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-1-704
ACKNOWLEDGEMENTS OF COPIES OF
DIRECTOR'S SPEECH MADE JUNE 21, 1939

The attached file has been called to our attention by personnel of the Consolidation Unit. A good part of the material in this file consists of letters acknowledging a copy of the Director's speech made June 21, 1939. A copy of the address was mailed to everyone on the Bureau mailing list. This material is outdated and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed. It would also save space in the General Index and unnecessary listing of references.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

DHG:lmb
(3)
Enclosure

10/17/63 mail destroyed CNO 6116

For approval see original

DESTRUCTION OF BUREAU PAPERS (6 CFR 1.4)

ORIGINAL FILED IN 94-1-704

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 LCW/dcg

66-32886-

NOT RECORDED
119 SEP 26 1963

SEP 27 1963

MR. TAVEL 9-24-63

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-10861
SPANISH SWINDLE

The attached file has been called to our attention by personnel of the Consolidation Unit. This file was opened in 1923 and now has 44 sections. The majority of the mail in this file consists of letters sent to the Bureau enclosing a letter received by the sender which relates to the "Spanish Swindle". The Bureau sends a copy of the letter and the enclosure to the Post Office Department for their interest. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that all of this material over ten years old be deindexed through removal of the cards from the General Index.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude removal of these index cards. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division

EHG:lmb
(3)
Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-87 BY SP4EWJ dcg

ADDENDUM 9/26/63:
General Investigative Division has no objection to destruction.

62-10861-
NOT RECORDED
119 SEP 30 1963

SEP 30 1963

62 SEP 30 1963

ORIGINAL FILED IN 62-10861

DESTROYED

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Trotter
Tele. Room
Holmes
Gandy

TO : MR. TOLSON

DATE: September 10, 1963

FROM : J. H. GALE

SUBJECT: DESTRUCTION OF Bureau FILES AND RECORDS
MATNAP (Bufile 7-1820)
BREKID (Bufile 7-576)

Kansas City office has requested authority to dispose of material in the MATNAP (Unsub; Charles Fletcher Mattson - Victim; Kidnapping) and BREKID (Volney Davis, aka, et al; Edward George Bremer - Victim; Kidnapping) cases which is over 20 years old. Kansas City advises there are 65 volumes with correspondence over 20 years old in the MATNAP case and 29 volumes of material over 20 years old in the BREKID case. Kansas City has had no investigative activity in the MATNAP case since July, 1958, and none in the BREKID case since July, 1959. These two cases were both major cases which had extensive investigative activity and voluminous reports were sent to every office in the country. The MATNAP case is still pending. The BREKID case has been prosecuted and one of the primary ringleaders, Alvin Karpis, is still incarcerated in the McNeil Island Penitentiary on the life sentence he received.

New York, Washington Field, San Francisco, Chicago, Kansas City and Seattle Offices were polled to determine their views and they are unanimous in agreeing that the 20-year-old material in both of these cases should be destroyed. Several of the auxiliary offices polled have not had any leads in the MATNAP or BREKID cases in 4 or 5 years and they feel that it is a waste of space and file cabinets to retain these files. In the offices polled the volumes that could be destroyed at this time would amount to approximately 5 file drawers which is one cabinet. If we can save one cabinet in each office, this amounts to approximately $2600, as five-drawer file cabinets are worth approximately $50 apiece and all offices are periodically ordering new cabinets to take care of the continual expansion of records.

The Inspection Division feels there is no point in having auxiliary offices such as Kansas City retain all volumes over 20 years old in the MATNAP or BREKID cases. Of course, the Offices of Origin, offices of prosecution, as well as the Bureau should retain all volumes and thereby be in a position to furnish any old background data to an auxiliary office if the remote possibility occurs that the auxiliary office needs same. If the auxiliary office has any material of evidentiary

1 - Mr. Rosen
1 - Mr. Tavel
Enclosure - sac Letter detached
JHG:wmj (5)

REC-94 66-3286-972

EX-101 OCT 1 1963

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value or any statements, reports or memoranda of significance which Seattle, the Office of Origin, does not have, then, of course, this should be retained. In other words, this proposal amounts to permitting auxiliary offices to destroy reports and letters in these two cases providing the offices of prosecution and Offices of Origin have copies of these reports. The Files and Communications Division agrees with the Inspection Division, as does the General Investigative Division.

RECOMMENDATION:

That the field be advised that all auxiliary offices in these two cases may destroy letters and reports over 20 years old providing the Offices of Origin and offices of prosecution have copies. If approved, the attached SAC Letter will so advise the field.

66- 32-86-

October 3, 1963

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Cleveland, Ohio

b6
b7C

Dear Mr. [redacted]

I have received your suggestion concerning a procedure for handling the disposition of certain channelizing memoranda. This proposal is being carefully considered and you will be advised in the event it is adopted.

The interest and thoughtfulness which prompted you to bring this matter to my attention are indeed appreciated.

Sincerely yours,
J. Edgar Hoover

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OCT 3 4 05 PM '63
FBI READING ROOM

MAILED 5
OCT 3 - 1963
COMM-FBI

2 - SAC, Cleveland 1 - Field Personnel File
1 - Suggestion File

1) - Personnel File of SA [redacted]

b6
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MML:mll
(6) (Suggestion #211-64 dated 9/26/63)

NOTE: Suggests reviewing all pending and closed organizational and individual security case files over an extended period of time and destroying channelizing memoranda from which pertinent information has been incorporated into a report. This could be facilitated by checking the "Location" column in the Administrative Pages of the reports for the location citation and then checking the channelizing memoranda for the one having the same notation.

Referred to the Domestic Intelligence Division for views and recommendations.

Tolson
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Casper
Callahan
Conrad
DeLoach
Evans
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Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 66-32-86-3

Employee Suggestion
FD-25. (Rev. 9-11-59)

#211-64

b6
b7C

Date
September 26, 1963

To	From (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	CLEVELAND

SUGGESTION It is suggested that the current practice for the destruction of channelized memoranda, copies of security informants' reports designated for organizational and individual security case files, be expanded to include a program for the destruction of channelized memoranda not affected by the current practice or rule which is set forth in the space provided on this form. Specifically, the program suggested for consideration is as follows:

Over an extended period of time, review all pending and closed organizational and individual security case files and destroy channelizing memoranda from which pertinent information has been incorporated in a report. This could be facilitated by checking the "Location" column in the Administrative Pages of the reports for the location citation and then checking the channelized memoranda for the one having the same citation.

Current practice or rule (Include manual citation as well as facts) Manual of Instructions, Section 87D, p79, states that channelizing memoranda in organizational and individual security case files may be destroyed following submission of reports in these cases.

Advantages of suggestion and annual savings (include basis for estimate) Under the program suggested above, channelized memoranda would be destroyed in numerous cases wherein reports are no longer being prepared. In those cases wherein reports have been prepared subsequent to the inauguration of the present rule as cited above, it would provide for the destruction of channelized memoranda from which information was incorporated into preceding reports. It is felt that this would result in additional space saving, the object of the current procedure. Serials containing administrative data would not be destroyed.

DESTRUCTION OF BUREAU PROPERTY
GEN'L.

Disadvantages of suggestion No known disadvantages.

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss [redacted]

Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head The above suggestion appears to have merit and would result in the economizing of space.

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E E Haggett Asst.
Signature and Title

(Do not write in this space - for Bureau use only)

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Ack by let
10/3/63

Rec'd
FWO

3-Bureau ALA:bn
2-Cleveland (66-5052) (5)
1-auto desk

Destruction of Bureau Property - General

10/1/63
SAC LETTER NO. 63-50

(B) MATNAP - BREKID - FILING SYSTEM - DESTRUCTION OF FILES BY AUXILIARY OFFICES -- To conserve filing space, all auxiliary offices are hereby authorized to destroy reports and letters in their files relating to the MATNAP and BREKID cases which are more than 20 years old, provided the offices of origin and offices of prosecution have copies of these reports and letters. Under no circumstances should any material of evidentiary value or any statements, memoranda, or other significant material be destroyed. Any office which has been an office of origin or an office of prosecution at any time in the BREKID case should retain all material in its possession. In the event it becomes necessary to later obtain information which is more than 20 years old, auxiliary offices should communicate with the office of origin, which should retain the complete files, or the Bureau.

66-04-32

ALL INFORMATION CONTAINED
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DATE 4-28-81 BY sp2 Taplalp

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66-3286-

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191 OCT 9 1963

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Rosen

DATE: 10-3-63

FROM : C. L. McGowan

SUBJECT: REX H. SMELSER; SOUTHWEST LOUISIANA VOCATIONAL - TECHNICAL SCHOOL, LAKE CHARLES, LOUISIANA
RACIAL MATTERS - CONTEMPT OF COURT
DESTRUCTION OF BUREAU RECORDS

Prior to a hearing in Federal Court on 9-19-62, Xerox processing of several rolls of film which contained photographs of records of captioned school was begun at the Department's request. A subsequent agreement between the Department and captioned school established that it would not be necessary to utilize this film. The Xerox process was discontinued and prints which had already been made were retained as a bulky exhibit.

Per memorandum April 3, 1963, this material was to be reviewed after six months to determine whether or not the prints could then be destroyed.

ACTION:

Trial in this matter has been set for 11-18-63, in U. S. District Court, Baton Rouge, Louisiana. It is, therefore, felt unwise to destroy the above film at this time since the Department could make additional requests concerning the film. The above bulky exhibit should be retained and will be reviewed in three months to determine if the prints may be destroyed.

FPS:sda
(5)

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ALL INFORMATION CONTAINED
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DATE 8-10-82 BY SP-4 elw/dcc

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102 OCT 4 1963

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
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TO : Mr. W. C. Sullivan

DATE: October 7, 1963

FROM : D. J. Brennan

SUBJECT: BUREAU RECORDS - GEN'L
DESTRUCTION OF OUTDATED RECORDS

Among the background material which has been collected over the years by our Foreign Liaison Unit is a set of bound volumes containing photographs of the interior and exterior of a number of our SIS Offices in Latin America. These photographs were all taken during the early 1940s and appear to be of no value whatever to our present operations. As an example, we are temporarily attaching one of these volumes.

ACTION:

If approved, we will destroy these volumes of photographs as itemized in the attached list.

DONE 10/10/63

ORIGINAL FILED IN 64-41104-1064

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dcg

Enclosure

GAD:mab
(7)

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Tavel
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

ENCLOSURE

66-3286-5-3rd

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102 OCT 15 1963

ENCLOSURE

55 OCT 21 1963

SIS OFFICES

Bound volumes containing photographs of the interior and exterior of the SIS Offices in the cities designated.

1. Buenos Aires, Argentina (2)
2. La Paz, Bolivia (2)
3. Rio de Janeiro, Brazil (2)
4. Santiago, Chile (2)
5. Bogota, Colombia (2)
6. San Jose, Costa Rica (2)
7. Havana, Cuba (2)
8. Ciudad Trujillo, Dominican Republic (2)
9. Quito, Ecuador (2)
10. Guatemala City, Guatemala (2)
11. San Salvador, El Salvador (2)
12. Port-au-Prince, Haiti
13. Tegucigalpa, Honduras (2)
14. Managua, Nicaragua (2)
15. Mexico D.F., Mexico (2)
16. Asuncion, Paraguay
17. Lima, Peru
18. Port-of-Spain, Trinidad (2)
19. Montevideo, Uruguay
20. Caracas, Venezuela

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SIS Offices (a three volume compilation. Photographs of our offices throughout Latin America).

66-3286-

ENCLOSURE

ENCLOSURE

OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27
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UNITED STATES GOVERNMENT

Memorandum

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Holmes
Gandy

TO : Mr. W. C. Sullivan

DATE: October 7, 1963

FROM : D. J. Brennan

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
Bureau

The Foreign Liaison Unit has collected a good deal of background material over the years during the course of its supervision of foreign liaison activities. It has been determined that some of this is of an historical nature and we believe it should be destroyed as it serves no worthwhile purpose.

In particular, we have a number of volumes containing copies of plant survey reports made in Latin America during World War II. In addition to the actual reports, there are volumes of exhibits which contain maps, photographs, and charts of the facilities in question. As all of this material pertains to the early 1940s, we believe it is no longer of any value.

ACTION:

If approved, we will destroy the old plant survey material itemized in the attached list.

DONE 10/9/63

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/dcg

Enclosures (1) ENCLOSURE

GAD:mab
(7)

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Tavel
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

5 9 OCT 16 1963

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ORIGINAL FILED IN 94-10176-93

SAC, El Paso 66-3286 10/16/63

Director, FBI PERSONAL

DESTRUCTION OF BUREAU PROPERTY
SUGGESTION

Reference is made to the suggestion submitted by you dated October 10, 1963, wherein you proposed that copies of Form FD-209 and other memoranda reflecting positive results be purged from administrative control files of informants following the inspection of the field office by representatives from the Seat of Government.

This matter has been referred to the appropriate divisions for consideration and you will be advised if a favorable decision is reached.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 Ewldg

1 - SAC, El Paso (Suggestion file)
1 - Personnel file of SAC Herbert E. Hoxie
JER:mlf
(6)

NOTE: Referred to Inspection, Domestic Intelligence, General Investigative, and Special Investigative Divisions for views and recommendations.

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Employee Suggestion
FD-252 (Rev. 9-11-59)

Date: 10/10/63

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SAC HERBERT E. HOXIE	EL PASO

SUGGESTION

Following field office inspection by SOG representatives, copies of FD-209 (form reflecting results of contact with informants) and other memoranda designated for field office control file reflecting results of positive information received from informants be destroyed.

Current practice or rule (Include manual citation as well as facts)

There is no provision for destruction of these items. Information from these copies of form and memoranda is correlated into Criminal Informant Monthly Progress Letter.

Advantages of suggestion and annual savings (include basis for estimate)

A periodic purging of the file would provide a means of eliminating considerable material of an administrative nature which no longer need be maintained in this file. The original of the form or memoranda is available in the main informant file. By retaining these copies pending an inspection there would be provision made for review by SOG representatives following which these copies could be destroyed. This should result in a considerable saving in accumulated file space. It is noted that in an analogous situation, the Manual of Rules and Regulations, Part II, Section 3, Page 15, provides for (advantages continued on attached page)

Disadvantages of suggestion

A limited amount of time by clerical employees would be necessary to remove the copies from the file. It is felt that this time actually would be negligible compared to the benefits to be derived.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss Herbert E. Hoxie
SPECIAL AGENT IN CHARGE
Signature and Title of Suggester

Recommendations and comments of Division Head

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Encls: Director & SAC, El Paso
10-16-63 JER:mrd

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Advantages continued:

destruction after a field office inspection by SOG representatives of copies of the record of information furnished other agencies - FD-159 - from the main dissemination control file. Such information is correlated into a monthly letter to the Bureau. It is felt that the same reasoning which applies to destruction of Form FD-159 applies to destruction of copies of informant forms and memoranda, when the information has already been correlated into the Monthly Progress Letter and it has been reviewed by inspectors.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: 10/11/63

FROM : J. J. Casper

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 DW/dcc

SUBJECT: MAIL
SUGGESTION #211-64 SUBMITTED BY
SPECIAL AGENT [redacted] CLEVELAND

b6
b7C

DESTRUCTION OF BUREAU PROPERTY GENL

SUGGESTION: That the current practice for destruction of channelizing memoranda be expanded to permit the field to go back and review all pending and closed organizational and individual security case files and destroy any such memoranda from which the pertinent information has been included in a report. Suggester feels that this could be facilitated by checking the "Location" column in the administrative pages of reports and then checking the previous channelizing memoranda for the one having the same citation.

PRESENT PRACTICE: Under existing instructions, copies of channelizing memoranda in individual and organizational case files in security matters may be destroyed following incorporation of the information in a report.

ADVANTAGES: Suggester hopes to realize additional savings in filing space.

OBSERVATIONS: Domestic Intelligence Division opposed adoption of the idea. They commented that, although unquestionably there would be a saving in filing space, the cost of manpower expended in such a program would far outweigh the value of any space saved. Any destruction would have to be closely supervised since there are a number of exceptions which preclude destruction under present procedures. For example, channelizing memoranda are not destroyed if they contain indexing or administrative data showing action taken. Nor is one destroyed if it is the first serial in a file or if the original information is not contained in any other file in the office.

Training Division agrees with these views. Actually, under current procedure, there is nothing to preclude the type of purging suggested, namely reviewing previous cases and volumes wherein information contained in channelizing memoranda had been incorporated in a report prior to the adoption of the present rule in 1961. However, as noted by Domestic Intelligence Division, it is felt the cost to do this would far exceed the value of the space saving anticipated.

66-3286- 62-36951-3881

OCT 15 1963

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary. Receipt of the suggestion was acknowledged by prior letter.

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149 OCT 15 1963

JER: mlf
(3)

61 OCT 22 1963

OK
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JJC

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ADDENDUM DOMESTIC INTELLIGENCE DIVISION 10-7-63 TDR/mea:nck

By SAC Letter 61-8, 2-21-61, the field was authorized to destroy channelizing memoranda in individual and organizational security files following the submission of reports, with certain exceptions. The suggestor recommends that we go behind that date and, in effect, purge the files of channelizing memoranda routed thereto prior to the above instructions. There is no question that a saving in space would be accomplished; however, it is firmly believed that the cost in manpower that would be necessitated by such a procedure would far outweigh the value in space conserved. Any destruction would have to be closely supervised inasmuch as there are a number of exceptions in which channelizing memoranda cannot be destroyed under present procedures. We do not destroy channelizing memoranda when (1) the original information is not contained elsewhere in the field office file. (2) Serial 1 of the file is not to be destroyed regardless of its nature. (3) Serials containing indexing are not to be destroyed. (4) Serials containing "action information" are not to be destroyed; for example, opening, closing, posting, or instructions given by a supervisor to an Agent concerning a case.

The suggestor comments that destruction of these channelizing memoranda could be facilitated by checking the "Location" column in the administrative pages of the reports and then checking the channelizing memoranda for the one having the same citation. This does not appear to be accurate as the "Location" citation shows only the location of the original information in the field office files and not the serial number of the channelizing memoranda in a subject's file from which the information is obtained.

It is recommended that the suggestion not be adopted.

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5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. W. C. Sullivan

DATE: October 14, 1963

FROM : D. J. Brennan

SUBJECT: DESTRUCTION OF OUTDATED RECORDS

Among the background material maintained by the Foreign Liaison Unit, is a large booklet of exhibits entitled "Japanese Pre-War Colonization" prepared by the Bureau in October, 1942. The booklet consists of a number of charts, maps, and diagrams illustrating Japanese activities throughout the world. A very careful analysis of this book indicates that it is of no present value to our Foreign Liaison operations.

ACTION:

~~If approved~~, the book, which is temporarily attached, will be destroyed.

Enclosure

GAD:mab
(7)

1 - Mr. Mohr
1 - Mr. Tavel
1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

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UNITED STATES GOVERNMENT

Memorandum

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TO : MR. W. C. SULLIVAN

DATE: October 14, 1963

FROM : D. J. BRENNAN, JR.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS - General Bureau

We are very carefully analyzing each item of the background material which has been collected over the years by our Foreign Liaison Unit. One item is the attached booklet entitled, "Charts, Latin America," which contains three charts, each with overlays, showing Axis activity in Latin America. These charts were made by our Exhibits Section and are dated May 4, 1942. They appear to have served their purpose, and are no longer of any use to the Foreign Liaison Unit.

ACTION:

If approved, the attached volume will be destroyed.

Enclosure

GAD:hke
(7)

1-Mr. Belmont
1-Mr. Mohr
1-Mr. Sullivan
1-Mr. Tavel
1-Mr. Foarde
1-Liaison

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ALL INFORMATION CONTAINED
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OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. W. C. Sullivan

DATE: October 14, 1963

FROM : D. J. Brennan

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
Bureau

The Foreign Liaison Unit has been maintaining a volume of exhibits entitled "Argentina - German Activities" which was prepared in October, 1945. This volume consists of eight charts prepared by the Bureau to illustrate Nazi subversive activities within Argentina. A very careful analysis of the booklet fails to indicate that it is of any present value.

ACTION:

If approved, the booklet, which is temporarily attached, will be destroyed.

Enclosure

GAD:mab
(7)

1 - Mr. Mohr
1 - Mr. Tavel
1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

ALL INFORMATION CONTAINED
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DATE 8-10-82 BY SP-4 CAW/dcg

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OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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Holmes
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TO : Mr. W. C. Sullivan

DATE: October 14, 1963

FROM : D. J. Brennan

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
Bureau

We are very carefully analyzing the many items which have been collected by our Foreign Liaison Unit for use as background material and we believe a number of them may now be destroyed. One such item is the temporarily attached booklet of which two copies are being maintained. The booklet contains a set of photographs taken in connection with the visit to the United States in 1943 of Dr. Plinio Brasil Milano, a Brazilian Police Chief. These photographs are all more than twenty years old, pertain solely to the visit in question, and are of no utilitarian value.

ACTION:

If approved, the two booklets will be destroyed.

Enclosure

GAD:mab
(7)

1 - Mr. Mohr
1 - Mr. Tavel
1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

ALL INFORMATION CONTAINED
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OPTIONAL FORM NO. 10
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UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. W. C. Sullivan

DATE: 10-15-63

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS

Bureau

General

Among the background material collected by the Foreign Liaison Unit over the years, is a volume of photographs taken in connection with the visit to the FBI of General Benitez y Valdes, Chief of the Cuban National Police. The visit took place in October, 1942, and a very careful analysis of the booklet indicates that it is no longer of value.

ACTION:

If approved, the booklet, which is temporarily attached, will be destroyed.

GAD:hc
(7)

10/17/63

1-Mr. Belmont
1-Mr. Sullivan
1-Mr. Tavel
1-Mr. Foarde
1-Liaison
1-Mr. Day

Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EZW/dcg
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UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan

DATE: 10-15-63

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
Bureau

Among the items which have been maintained by the Foreign Liaison Unit is the temporarily attached booklet, "Western Venezuela - Oil Production," which consists of two Bureau-prepared exhibits demonstrating the oil production of Western Venezuela from January 5 to May 11, 1942. The booklet has been very carefully analyzed and found to be of no current value.

ACTION:

If approved, the booklet will be destroyed.

GAD:hc
(7)

1-Mr. Belmont
1-Mr. Sullivan
1-Mr. Tavel
1-Mr. Foarde
1-Liaison
1-Mr. Day

Enclosure

10/17/63

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EW/dcg

11 OCT 17 1963

66-3286

NOT RECORDED
133 OCT 18 1963

54 OCT 23 1963

ORIGINAL FILED IN 110-6-22-5

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan

DATE: 10-15-63

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
Bureau

One of the items which has been maintained by our Foreign Liaison Unit is the temporarily attached booklet entitled, "Latin America - Army, Air Force, Navy." This booklet, which is dated July, 1942, consists of a number of charts and drawings prepared by the Exhibits Section to demonstrate the strength of the armed forces of Latin America. A very careful analysis of the book indicates that it is no longer of any value.

ACTION:

If approved, the book will be destroyed.

GAD:hc
(7)

1-Mr. Belmont
1-Mr. Sullivan
1-Mr. Tavel
1-Mr. Foarde
1-Liaison
1-Mr. Day

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EW/dcg

11 OCT 17 1963

66-3286-
NOT RECORDED
133 OCT 18 1963

6 4 OCT 24 1963

ORIGINAL FILED IN 113-7-307-2

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. W. C. Sullivan

DATE: 10-15-63

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
Bureau Property

Among the items which have been maintained by the Foreign Liaison Unit is the temporarily attached booklet entitled, "Maps - North Africa." The book consists of 23 maps and charts of areas in Northern Africa and is dated March, 1943. A very careful analysis of the book indicates that it is of no current value.

ACTION:

If approved, the book will be destroyed.

GAD:hc
(7)

1-Mr. Belmont
1-Mr. Sullivan
1-Mr. Tavel
1-Mr. Foarde
1-Liaison
1-Mr. Day

Enclosure

66-3986
NOT RECORDED
170 OCT 18 1963

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EZW/dcg

6 OCT 17 1963

66 OCT 18 1963

ORIGINAL FILED IN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : Mr. W. C. Sullivan

DATE: 10/17/63

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS (Bureau) - General

Among the items maintained as background material by the Foreign Liaison Unit is the attached booklet entitled "Charts-National Defense Investigations." This booklet consists of a number of exhibits prepared by the Bureau concerning Nazi activities in Latin America. Each exhibit is dated December 5, 1941, and a very careful analysis fails to indicate that they are of any current value.

ACTION:

If approved, the attached booklet will be destroyed.

Enclosure

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Tavel
1 - Mr. Foarde
1 - Liaison

GAD:mer
(6)

10/18/63

ORIGINAL FILED IN 62-29909-1176

66-3286
NOT RECORDED
191 OCT 23 1963

NOT RECORDED
6 OCT 22 1963

5-30

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

OCT 24 1963

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. W. C. Sullivan

DATE: 10-15-63

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
Bureau Property

There is temporarily attached a booklet captioned "Charts - National Defense Investigations," which consists of a number of charts prepared by our Exhibits Section, demonstrating Axis financial transactions in the United States. The charts are dated March 7, 1941, and a very careful analysis of them indicates that they are no longer of any value. The booklet is one of the items which has been maintained by the Foreign Liaison Unit.

ACTION:

If approved, the booklet will be destroyed.

GAD:hc
(7)

1-Mr. Belmont
1-Mr. Sullivan
1-Mr. Tavel
1-Mr. Foarde
1-Liaison
1-Mr. Day

Enclosure

66-3286-
NOT RECORDED
170 OCT 18 1963
NOT RECORDED
6 OCT 13 1963

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

66 OCT 18 1963

ORIGINAL FILED IN 66-3020

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REQ. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. W. C. Sullivan

DATE: 10/17/63

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF OUTDATED RECORDS - General Bureau

The Foreign Liaison Unit has been maintaining a number of exhibits pertaining to our SIS work in Latin America. Among these is the attached volume of exhibits prepared by the Bureau to demonstrate the importance of Colombia as a key area. These exhibits, which are dated March 15, 1942, have been very carefully analyzed and are of no value to our operations.

ACTION:

If approved, the attached volume, entitled "Charts", will be destroyed.

Enclosure

10/18/63

GAD:mer
(6)

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Tavel
1 - Mr. Foarde
1 - Liaison

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EW/dcg

66-32486-1

NOT RECORDED
191 OCT 23 1963

NOT RECORDED
6 OCT 22 1963

5 - Bad

59 OCT 25 1963

ORIGINAL FILED IN 62-29709-1127

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Conrad
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Sullivan ✓
Tavel ✓
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan DATE: October 21, 1963

FROM : D. J. Brennan

SUBJECT: DESTRUCTION OF OUTDATED RECORDS

Among the material maintained by the Foreign Liaison Unit is the temporarily attached bound volume entitled "Ports and Navigation - Brazil 1940." This book contains a number of maps and statistics concerning Brazil and despite the date on the cover, there is the date 1938 on the title page. It is outdated and a very careful analysis indicates that it is of no value to our current operations.

ACTION:

If approved, the attached book will be destroyed.

Enclosure

1 - Mr. Tavel
1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

GAD:mab
(6)

66-3286-974

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

11 OCT 25 1963

5 7 OCT 30 1963

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

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Conrad
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Sullivan ✓
Tavel ✓
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan DATE: October 21, 1963

FROM : D. J. Brennan

SUBJECT: DESTRUCTION OF OUTDATED RECORDS
DESTRUCTION OF BUREAU PROPERTY

The Foreign Liaison Unit has been maintaining the temporarily attached statistical Atlas of Brazil which bears the date 1941 and contains charts, maps, and graphs concerning the products and population of Brazil. Explanatory material is printed in Portuguese, English, and French. The Atlas is outdated and a careful analysis of it indicates that it is no longer of any value to our operations.

ACTION:

If approved, the attached volume will be destroyed.

Enclosure destroyed

1 - Mr. Tavel
1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

GAD:mab
(6)

66-3286-
NOT RECORDED
184 OCT 28 1963

ORIGINAL FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

11 OCT 25 1963

66 OCT 30 1963

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Trotter
Tele. Room
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TO : Mr. W. C. Sullivan DATE: October 21, 1963

FROM : D. J. Brennan

SUBJECT: DESTRUCTION OF OUTDATED RECORDS

Destruction of Bureau Records

Among the background material being maintained by the Foreign Liaison Unit is the temporarily attached volume entitled "Southern Argentina and Chile." This consists of a number of maps and photographs of that area prepared in cooperation with the National Geographic Society. Although the volume is undated, internal evidence indicates it was prepared in the mid 1940's. A very careful analysis of the volume suggests that it is no longer of any value to our operations.

ACTION:

If approved, the attached book will be destroyed.

Enclosure

1 - Mr. Tavel
1 - Mr. Belmont
1 - Mr. Sullivan
1 - Mr. Foarde
1 - Liaison

GAD:mab
(6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dcg

62-32856

NOT RECORDED
184 OCT 28 1963

11 OCT 25 1963

ORIGINAL FILED IN

5 8 OCT 31 1963

October 24, 1963

PERSONAL

66-3286->

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

I have received your suggestion concerning the disposition of index cards containing certain specific information in connection with bank robberies, burglaries, and larcenies. Your proposal is being carefully considered and I will let you know if it is adopted.

I want to thank you for giving me the benefit of your observations in this matter.

Sincerely yours,

J. Edgar Hoover

MAILED 19
OCT 24 1963
COMM-FBI

1 - Mr. Rosen
1 - Personnel file of Mr. [redacted]
JER:mlf mlf
(5) (Suggestion #282-64 dated 10/21/63)
NOTE: Referred to Files and Communications and Inspection Divisions for views and recommendations.

b6
b7C

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53 NOV 7 1963
MAIL ROOM ☐ TELETYPE UNIT ☐

RECEIVED
OCT 25 2 32 PM '63
FBI

REC'D-READING ROOM
FBI

ORIGINAL FILED IN CRIME TYPING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 ELW/dcg

Employee Suggestion
FD-552 (Rev. 9-11-59)

H 28 v 164

b6
b7C

Date
October 21, 1963

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		General Investigative, SOG

SUGGESTION That index cards prepared on known serial numbers of "bait" money or other currency, bonds or securities taken as part of loot in bank robberies, burglaries or larcenies be destroyed when the subjects are identified and that portion of the loot recovered. (If approved, appropriate changes for the FBI Handbook, Manual of Instructions and Manual of Rules and Regulations will be prepared).

Destruction of Bureau Records - Gen'l

Current Practice or Rule (include manual citation as well as facts)

Known serial numbers on bank loot are always indexed in the office of origin and upon request, depending upon the extent of circularization, may be indexed in other offices and at the Bureau. There is no provision for destroying such index cards other than under the rule which permits destruction of certain files and index cards when they are 20 years old.

Advantages of suggestion and annual savings (include basis for estimate) The adoption of this suggestion will provide an effective procedure for purging files at the Bureau and in the field of thousands of index cards on a continuing basis after they have served their purpose. For example, bait money in the amount of $1,000 in five dollar bills requires the use of 200 index cards by each office where indexed. There were 1,371 violations of the Bank Robbery Statute in Fiscal Year 1963, and in a large percentage of these cases the serial numbers on a portion of the loot were known and required indexing in the office of origin and, in many instances, in several other offices and at the Bureau as well. These index cards are of no value after the subject has been identified and the bank loot recovered. Unable to estimate annual savings, but the benefits to be derived from conservation of space and clerical time will be ever increasing.

Disadvantages of suggestion

The suggester has checked with several other employees, including the Records Branch, and no disadvantage to this procedure has been noted.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED sp wa/deg
DATE 9-6-82 BY

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to be worthy of consideration and it is recommended that it be referred to the Records Branch for its comments.

OCT 25

G. Rosen
Signature and Title

(Do not write in this space - for Bureau use only)

66-3286
NOT RECORDED
46 OCT 28 1963
22 OCT 28 1963

Two XA

ORIGINAL FILED IN 66-5054-1037

gwb stat 10-24-63 mb

acld dup del 10/24/63 JCB mb

MR. TAVEL 10/23/63

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-23951
GENERAL APPEARANCE FILE
78 SECTIONS, 5,630 SERIALS

The attached file has been called to our attention by personnel of the Consolidation Unit. The Classifying Unit discontinued cross-indexing names in this file in 1951. The contents of this file consists in part of outgoing yellows regarding general appearance forms and single fingerprint records. This material is no longer sent to file and there appears to be no reason for its continued retention. It is proposed that the yellow form letters in this file be destroyed and that the entire file be deindexed. The destruction and deindexing of this material would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index.

It is requested that the Identification Division review the above listed file to determine if any reason exists which would preclude destruction and deindexing. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Identification Division.

ENG:lmb
(3)
Enclosure

DESTROYED AFTER 6 MONTHS OF BOUND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 EWJdg

ADDENDUM

Identification Division recommends destruction (SFL/nma; 10/25/63)

11/29/64 File reviewed + material destroyed CRE EHG

58 OCT 31 1963

OCT 30 1963 EHG

166-3286-
NOT RECORDED
79 OCT 29 1963

ORIGINAL FILED IN 62-23951-15

MR. TAVEL 10-24-63

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-1-11714
NATIONAL FIFTY YEARS IN BUSINESS CLUB
SPEECH MADE BY DIRECTOR MAY 20, 1939

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention. The file has five sections of mail and all but three serials are dated before 1942. It is proposed that all letters acknowledging receipt of copies of the Director's speech made May 20, 1939 be deindexed and destroyed. Destruction of this material would save space in the Filing Unit and avoid unnecessary listing of references in the General Index.

It is requested that the Crime Records Division review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Crime Records Division.

ELG:lmb
(3)
Enclosure

11/21/63 mail destroyed CRS ELG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/ac &

66-3286-

NOT RECORDED
119 NOV 6 1963

59 NOV 8 1963

NOV 7 1963

ORIGINAL FILED IN

November 8, 1963

PERSONAL

66-3286-

b6
b7C

Miss [redacted]
Federal Bureau of Investigation
New Haven, Connecticut

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 EW/dcg

Dear Miss [redacted]

I have received your suggestion that Form FD-338 be printed on pink paper and be maintained as the top serial in a file. It may interest you to know that similar proposals have been considered in the past and not adopted. The principal objection to this procedure is that it would create an exception to our general rules of serializing documents placed in a file.

Although your suggestion was not adopted in this instance, I want to thank you for submitting it to me.

MAILED 11
NOV 8 1963
COMM-FBI

Sincerely yours,
J. Edgar Hoover

2 - SAC, New Haven
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of Miss [redacted]

b6
b7C

JHG:mlf
(6) (Suggestion #324-64 dated 10/25/63)
NOTE: . . . Suggests that FD-338 (memo reflecting that pertinent information contained in channelizing serials was destroyed when incorporated in a report) be printed on pink paper and maintained as the top serial in the file.

SEE PAGE TWO

Tolson
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NOV 20 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

NOV 8 4 22 PM '63
RECD-READING ROOM
FBI

66-3286-59-1 ENCLOSURE

NOTE CONTINUED

Similar proposals have been received in the past and not adopted. Present regulations require that any document placed in a file be serialized in the proper sequence. This is in accord with sound record management and accountability. Unserialized or floating serials could become a problem as there could only be one top serial to any file. The FD-338 is in effect a permanent charge out used to account for channelizing serials that are destroyed after incorporation in a report. The original should be filed next to the report containing the information from the serials to be destroyed. It is an easy matter to find a report in a file and the FD-338, which is filed adjacent to it, even though the FD-338 is printed on white paper. Several Bureau forms are printed on pink paper and it is believed that printing FD-338 on pink paper would not appreciably facilitate the location of this form in the file. Recommend suggestion not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

Date
October 25, 1963

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	New Haven

SUGGESTION

That FD-338 be printed on a distinctive color paper (pink) so that it would remain the top serial in the file and thus more readily show the serial numbers missing in the file through destruction of the channelizing memoranda when file is reviewed by agent, clerk, supervisor or inspector. If it were printed on a distinctive color paper (pink) rather than white as it is now, it would follow a clerical function now handled in a similar manner with FD-237, Criminal Informant Review Sheet, and FD-238, Security Informant Review Sheet, which forms are pink, unserialized, and remain as a top serial in the file.

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as rule) MR&R states only that channelizing memoranda in criminal and security cases may be destroyed following submission of reports, such memoranda being listed on FD-338 and requesting CCO to destroy. Does not state that memoranda should be kept as a top serial, or that it should or should not be serialized.

Advantages of suggestion and annual savings (Include basis for estimate)

Eliminates confusion of missing serials when reviewing files, since FD-338 at this time may be located anywhere in file and must be located in order to properly review file for form errors. A distinctive color (pink) makes the likelihood of burying it in file with other serials less likely. Since it would follow procedure now carried out in connection with FD-237 and FD-238, clerical employees will understand the method of filing with a minimum of training.

Disadvantages of suggestion

None observed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY SP-4 EW/dcg

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☑ Miss [redacted] Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head I believe this would eliminate confusion and expedite file reviews, and recommend its adoption.

[redacted]
Signature and Title Special Agent in Charge

(Do not write in this space - for Bureau use only)

66-3286-73

NOT RECORDED
46 NOV 13 1963

NOV 6 1963

1 ENCLOSURE

ORIGINAL FILED IN 1A

3 - Bureau 1-NH 66-3236; 1-NH 67-L.Hill

FD-338 (Rev. 5-22-63)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : SAC

DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	Serials (List by serial or serial scope.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-82 BY SP-4 EW/dcg

No. of copies _____ Approved _____

ENCLOSURE Destroyed by _____ Date _____

66 ENCLOSURE 3286

November 4, 1963

PERSONAL

Destruction of Bureau Property

General

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

Dear Mr. [redacted]

Reference is made to your suggestion concerning the destruction of certain index cards in connection with bank robberies, burglaries, and larcenies. It is a pleasure for me to advise you that your suggestion has been adopted and steps will be taken for its implementation.

Your interest and thoughtfulness in calling this matter to my attention are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 11
NOV 4 1963
COMM-FBI

1 - Mr. Rosen
1 - Personnel file of Mr. [redacted]
JHG:mlf
(5) (Suggestion #282-64 dated 10/21/63)
NOTE: Based on memo J. J. Casper to Mr. Mohr; 10/30/63; Re: Destruction of Index Cards; JHG:mlf.

b6
b7C

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NOV 13 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

NOV 6 1963

NOT RECORDED
191 NOV 6 1963

22 NOV 5 1963

FBI - READING ROOM
NOV 4 2 51 PM '63

ORIGINAL FILED IN 66-3286-1076

Mr. Mohr 11/6/63

J. J. Casper

DESTRUCTION OF BUREAU PROPERTY
SUGGESTION #247-64 SUBMITTED BY
SAC HERBERT E. HOXIE, EL PASO OFFICE

SUGGESTION: That permission be given to destroying copies of FD-209 (form reflecting results of contact with informants) and other memoranda designated for field office control file reflecting results of positive information received from informants following field office inspection by SOG representatives.

PRESENT PROCEDURE: Suggester advises no provision is made for the destruction of these items. Information from these copies of form and memoranda is incorporated into Criminal Informant Monthly Progress Letter.

ADVANTAGES: Periodic purging of file would provide a means of eliminating considerable material of an administrative nature which no longer need be maintained in this file. The original of the form or memorandum is available in the main informant file. By retaining these copies pending an inspection, there would be provision made for review by SOG representatives following which these copies could be destroyed. This would result in a saving of filing space.

DISADVANTAGES: A limited amount of time by clerical employees would be necessary to remove the copies from the file. This time would be negligible compared to the benefits to be derived from proposed procedure.

OBSERVATIONS: General Investigative Division felt the suggestion had merit and should be adopted since this material would have served its purpose when the information has been furnished the Bureau in the monthly letter and after the inspection has been completed since the original material is retained in the informant file.

Domestic Intelligence Division advised this method would not pertain to the work of their division since it involves work regarding criminal informants.

The Special Investigative Division pointed out it was not possible to determine from the manner in which the suggestion was written exactly what "control file" SAC Hoxie referred to. However, upon the assumption that he meant the El Paso Office

1 - Bufile 66-2542 sub 3
1 - Bufile 66-3286
1 - Mr. Gale
Enclosure
ML:mlf
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4ELW/dcg

66-3286-
NOT RECORDED
170 NOV 8 1963

64 NOV 15 1963

SEE PAGE TWO

ORIGINAL FILED IN 66-3286-

Memo Casper to Mohr
Re: Destruction of Bureau Property
Suggestion #247-64 Submitted By
SAC Herbert E. Hoxie, El Paso Office

has a "Monthly Progress Letter Control File," the Top Echelon and regular Criminal Informant Desks could see no objection to the proposed idea. Each month a letter is forwarded to Bureau from each field division listing among other things the outstanding accomplishments attributed to their informants during the preceding month. These accomplishments are no doubt written up individually as they occur with copies designated for the control file. When preparing the progress letter the field dictator probably uses these memornada for the purpose of abstracting information. Therefore, these individual copies would no longer be necessary as the information has been consolidated into the one monthly progress letter.

The Inspection Division advised the Manual of Rules and Regulations, Part II, page 15a, v (3), states channelizing memoranda in criminal cases and security cases may be destroyed following submission of reports, with certain listed requirements. If SAC Hoxie is referring to the criminal informant administrative control file and is channelizing copies of FD-209 containing positive informant statistical information to this file, it would appear this manual reference would permit the destruction desired. While there is no rule concerning such a control file, Manual of Instructions states FD-209 may be used to extent SAC deems justified. This division advised the possibility exists that El Paso has an unauthorized administrative file opened for filing copies of FD-209s containing positive information and recommended El Paso be requested to furnish information regarding this file.

By letter dated 11/1/63, SAC, El Paso advised that in order to avoid a physical review of each and every informant file in the office when the monthly progress letter is prepared for the Bureau, it was found to be more convenient in various offices to maintain a control file which includes positive information furnished of value by informants. When the monthly report is submitted for an informant file and it reflects positive information, a copy is designated for the control file.

The Training Division and the Inspection Division feel that it is permissible for an office to maintain such a control file as an aid to them and, if such a control file is maintained, it is practical to destroy material maintained therein following the field inspection. However, it is felt this practice is not prevalent throughout the field and it should be left to the discretion of the SAC regarding the procedure he finds most convenient. There appears to be no need to bring this matter to the attention of all offices.

RECOMMENDATION: That the suggestion be adopted for use in the El Paso Office and the attached letter of appreciation forwarded to SAC Hoxie. The suggestion was acknowledged by prior letter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 11-15-63

FROM : L. E. SHORT

SUBJECT: DEINDEXING OF PRESIDENTIAL WARRANTS - CUSTODIAL DETENTION
Bufile 100-2 Sub 60
Destruction of Bureau Property

File 100-2 Sub 60 consists of thirty-three sections opened in 1942 and the last piece of mail is dated in 1945. This file concerns Presidential Warrants which authorized and directed the apprehension of alien enemies.

There is considerable indexing in this file (see serials 841, 856, and others) where the only identifying information is an address in 1942. Other serials (see serial 21) have no identifying information. Notations on much of the mail indicate that the warrants were detached and filed in case files.

It is requested that the appropriate substantive supervisor review this file to determine if any reason exists for retention of the indexing described above. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

NFS:jam
(3)

OK & De-index
SUB Control

11/27/63 no objection to de-indexing by Name check Section

6 NOV 27 1963

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcg

4 DEC 2 1963

166-3286-
NOT RECORDED
133 NOV 27 1963

ORIGINAL FILED IN 100-2-60-2047

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Belmont

DATE: November 18, 1963

FROM : A. Rosen

7-1820
7-576.

SUBJECT: DESTRUCTION OF FILES AND RECORDS
MATNAP (Bureau file 7-1820);
BREKID (Bureau file 7-576)

This is to recommend that attached letter be sent to all field offices authorizing the destruction of photographs of suspects, maintained over twenty years, in captioned cases provided these photographs are of no further use in these investigations and provided that copies of these photographs are in the possession of the offices of origin and prosecution.

BACKGROUND

The Matnap case concerns the kidnaping of Charles Fletcher Mattson, aged ten, who was kidnaped 12-27-36 at Tacoma, Washington. Extensive investigation has been conducted and subject has not been identified. The Brekid case involves the kidnaping of Edward George Bremer on 1-17-34 at St. Paul, Minnesota. Alvin Karpis and others have been convicted for the Bremer kidnaping. Karpis was sentenced to life imprisonment and is still in prison.

SAC Letter 63-50 (B) dated 10-1-63 provides for the destruction of certain reports and letters in captioned cases by auxiliary offices provided copies are in the possession of the offices of origin and prosecution.

Since issuance of the above SAC letter, the Philadelphia Office has advised that it has a considerable accumulation of photographs of former suspects in these files which have been on hand for twenty years or more. Philadelphia suggests that other field divisions probably have the same large accumulation of photographs of suspects. Philadelphia recommends that in view of the age of the photographs and the fact that probably the individuals would not be identifiable at this time from these old photographs, authority be granted to dispose of them.

The General Investigative Division feels that continued retention of such photographs by auxiliary offices would serve no useful purpose; however, it is felt that the office of origin should continue to retain complete files.

Enclosure
1 - Mr. Gale
1 - Mr. Tavel
JOK:mlt;sda

EX-108

REC-38 66-3286-975

XEROX NOV 25 1963

59 DEC 2 1963

11 NOV 22 1963

UNRECORDED COPY FILED IN 7-1820, 7-576

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-10-82 BY SP-4 ELW/ccs

Memorandum to Mr. Belmont
RE: DESTRUCTION OF FILES AND RECORDS

ACTION RECOMMENDED

If approved, attached is a letter to all offices granting authority for auxiliary offices to destroy photographs of individuals which have been maintained in captioned files for over twenty years provided that they are of no further use in these investigations and provided that copies of these photographs are in the possession of the offices of origin and prosecution. This letter instructs that photographs of subjects and their associates in the Brekid case should be retained and under no circumstances should any photographs or other material of possible evidentiary value be destroyed. Office of origin is being instructed to continue to retain complete files.

November 21, 1963

SAC, Albany

Director, FBI 66-3286-

MATNAP;
BREKID
FILING SYSTEM - DESTRUCTION OF Bureau Records
FILES BY AUXILIARY OFFICES

Reference is made to SAC Letter ~~63-50~~ (B) dated 10-1-63, which provides for the destruction of certain reports and letters in captioned cases by auxiliary offices, provided copies are in the possession of the offices of origin and prosecution.

It has come to the Bureau's attention that auxiliary offices may have a considerable accumulation of photographs of individuals once considered suspects in these cases. Any such photographs which have been maintained for over twenty years may be destroyed provided they are of no further use in captioned investigations and provided that copies of these photographs are in the possession of the offices of origin and prosecution.

Any photographs of subjects and their associates should any photographs or other material of possible evidentiary value be destroyed. Office of origin should continue in the Brekid case should be retained. Under no circumstances to retain complete files.

MAILED 2
NOV 21 1963
COMM-FBI

2 - All Offices

1 - Mr. Gale
1 - Mr. Tavel
JOK:mlt;sda
(120)

NOTE: See memo A. Rosen to Mr. Belmont, dated 11-~~14~~-18-63, RE: DESTRUCTION OF FILES AND RECORDS, MATNAP (Bureau file 7-1820); BREKID (Bureau file 7-576); JOK:mlt;sda.

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Sullivan
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Trotter
Tele. Room
Holmes
Gandy

DEC 2 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 elw/dcg

ORIGINAL FILED IN 7-1820-4553

OPTIONAL FORM NO. 10
5010-104
UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI DATE: 10/17/63

FROM : SAC, PHILADELPHIA (7-124)

SUBJECT: MATNAP

Re SAC letter 63-50 dated 10/1/63 authorizing destruction of certain reports and letters over 20 years of age in captioned file.

It has been noted that there is also a considerable accumulation of photographs of individuals in exhibit envelopes of this file most of which are 20 years or more of age. No doubt other divisions have the same large accumulation of photos of suspects in their file. In view of the age of the photographs and fact that probably the individuals would not be identifiable at this time from these old photos, authority is requested to dispose of them.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 LW/dcq

2-Bureau
1-Philadelphia (7-124)

WLP:bec
(3)

166-3286-
NOT RECORDED
199 NOV 22 1963

REC- 56

5 OCT 21 1963

EX-108

ORIGINAL FILED IN

7-1820-45526

Memo Rosen to Belmont
90K:mlt
11-18-63
Plastiplate,
SAC AL
11-18-63
90K:mlt

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
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TO : MR. TAVEL

DATE: 11-21-63

FROM : L. E. SHORT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4EW/JCG

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-26144
PAMPHLET ENTITLED "TREASURY DECISIONS"
DATED FROM 1931-1945

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is no longer sent to file and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)
Enclosure

12/5/63
File destroyed
consolidation unit

11-22-63

I recommend file 66-3286-976 be destroyed — this is all public source material and should any reference be desired to a Treasury decision direct reference should be made to the material in the Department Law Library or other such source

REC 17 NOV 27 1963

NOV 27 1963 destroyed 95 11/22/63

PROPERTY OF BUREAU — DESTRUCTION

MR. TAVEL 11-27-63

L. E. SHORT

DEINDEXING OF COMSAB FILE
Bufile 62-0107

Destruction of Bureau Records - General

Captioned file was initiated in March, 1948, as a control file in which were filed ticklor copies relating to potential communist saboteurs. The file remained active until February, 1955, when SAC letter 55-12 instructed that Comsab tabbing of security index subjects be discontinued.

During the period that this file was active approximately 3,000 names were indexed. The majority of these names were security index subjects on whom main files already existed. In fact, information appears in the individual main files that these persons have been tabbed for Comsab.

Since there appears to be no good reason for continuing the indexing of such names in the Comsab file, it is proposed that this file be deindexed. There is some information in this file concerning some individuals which does not relate to the administrative procedure of designating them for the Comsab list. This type of information will not be deindexed.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Domestic Intelligence Division to consider the proposed deindexing of captioned file. Comments concerning this deindexing may be placed on this memorandum which should be returned to the Correlation Unit, Room 6309 IB.

JWS:jam
(4)
1- 62-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EW/dcg

62-3286-
NOT RECORDED
46 DEC 6 1963

53 DEC 10 1963 163

ORIGINAL FILED IN

MR. TAVEL 12-2-63

L. E. SEDER

CONFIDENTIAL X Sp4ELW/dcg

FASCISM IN THE JAPANESE ARMY AND NAVY
Buffile 105-163

Destruction of Property

Description: Photostat copy of document entitled "Fascism in the Japanese Army and Navy" compiled by Chinese Army Headquarters in 1941 and furnished to the Bureau by ONI in 1944.

The attached enclosure has been called to our attention by Records Branch personnel who advise that there is frequent reference to this material. In an effort to streamline procedures and eliminate unnecessary reference to this data which is over twenty years old and in many cases has no identifying information, it is suggested the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisors review this enclosure to determine if any reason exists for retention of the indexing. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 JH.

10/15/03
CLASSIFIED BY AUC 60290 BCE/DCG/ygw
DECLASSIFY ON: 25X 6
AS AMENDED

RECOMMENDATION:

For referral to appropriate substantive divisions.

LWS:jam
(4)
Enclosure
(1) - 66-3286

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4ELW/dcg

See addendum, page two.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-27-82 BY SP4ELW/dcg

DECLASSIFIED BY 60276UCNWSP4ELW
ON 10/27/04

66-3286-
NOT RECORDED
133 DEC 6 1963

DEC 12 1963

CONFIDENTIAL FILE

ADDENDUM VER:ngp 12-5-63

Material is 23 years old and is generally lacking in identifying data. With a Legat in Tokyo who has excellent liaison with Japanese authorities Bureau is in an excellent position to obtain necessary background data on individuals in Japan. Captioned document no longer serves any useful purpose. Material should be deindexed and destroyed.

CONFIDENTIAL

MR. TAVEL 12-6-63

L. E. SHORT

RA

"Destruction of Bureau Property"

ALIEN PASSENGERS
65-9373

Description of List: 65-9373-359, which consists of approximately 350 names contained in address books and a memo book of Mrs. [redacted], a German passenger departing from the United States on 4-25-41. b6 b7C

The attached listing of names has been called to our attention by Records Branch personnel who advise that there is frequent reference to this listing. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

NFS:jam
(4)
Enclosure
(1) - 66-3286

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP1 ew/dcg

ADDENDUM LFS:pal 12/10/63 b6 b7C

Domestic Intelligence Division has no objection to deindexing of above list of names, since there is no indication Mrs. [redacted] was engaged in questionable activities and list of names has no current significance.

1391

53 DEC 16 1963

66-3286-
NOT RECORDED
128 DEC 12 1963

65-9373-359

ORIGINAL FILED IN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 1-6-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 EZW/dcg

DESCRIPTION OF FILE: 66-4982
GYMNASIUM

The above described file has been called to our attention by personnel of the Consolidation Unit. The file has 9 sections, 1,262 serials. The following types of mail in the file are outdated and there appears to be no reason for its continued retention:

Memos re absentees from gym
Memos re supplies and repairs
Mail re training schedules at Seat of Government and Field Offices.

This type of mail is no longer sent to file and 1,050 of the serials in the file are over 20 years old. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed. Mail of a policy or historical nature would not be destroyed.

It is requested that the Training Division review the enclosed serials, removed from the file as examples of the type of mail to be destroyed, to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Training Division.

EHG:lmb
(3)
Enclosure
detached

1/28/64
File reviewed
+ mail destroyed
Conf EHG

1/7

166-3286
NOT RECORDED
JAN 9 1964

JAN 9 EHG 1964

ORIGINAL FILED IN 66-4982-1263

DESTRUCTION OF BUREAU PROPERTY

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tavel
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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 1-10-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-16-82 BY SP-4 EW/dcg

DESCRIPTION OF FILES:
94-1-1474; 94-1-1465; 94-1-972

The above listed files have been called to our attention by personnel of the Consolidation Unit. These files contain numerous serials that are acknowledgments of a copy of a speech made by the Director in 1937 and 1938. Copies of the speeches were sent to all individuals on the mailing list at that time. The files are described as follows:

94-1-1474. Speech made at the Commencement exercises of the Oklahoma Baptist University, Shawnee, Okla., May 23, 1938

1/29/64 mail destroyed Cons. EHG

94-1-1465. Speech made at the Commencement exercises of Westminster College, Fulton, Missouri, June 1, 1937

1/29/64 mail destroyed Cons. EHG

94-1-972. Speech made at a convention of the General Federation of Women's Clubs, Kansas City, Missouri, May 17, 1938.

1/31/64 Mail destroyed Cons. EHG

All of the mail suggested for destruction is over 20 years old. Destruction of this same type of mail in other 94-1 files has previously been approved. Destruction of this mail would result in a savings of file room space and would also eliminate unnecessary cards from the General Index.

RECOMMENDATION:

For referral to the Crime Records Division for evaluation to determine if any reason exists which would preclude destruction.

EHG:lmb
(3)

REC 66-3286-ST-1977

25 JAN 14 1964

No objection
Crime Records
1-13-64
BLR

CRIME RECORDS 1-13-64

322 3 lbs XEROX

JAN 15 1964 JAN 15 1964

DESTRUCTION OF BUREAU PROPERTY

UNRECORDED COPY FILED IN 94-1-1474-1465-972

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : MR. TAVEL

DATE: 10-29-63

FROM : L. E. SHORT

SUBJECT: SUGGESTION #282-64
Destruction of Bureau Records

The views and recommendations of this division have been requested in regard to captioned suggestion. The suggestion is that index cards prepared on known serial numbers of "bait" money or other currency, bonds or securities taken as part of loot in bank robberies, burglaries or larcenies be destroyed when the subjects are identified and that portion of the loot has been recovered.

This division is in general agreement with the comments of the suggester and believes that the suggestion should be given favorable consideration.

RECOMMENDATION:

For referral to the Suggestion Desk, Training Division.

EWM:ler
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

REC-41 66-3286-978

6 JAN 20 1964

UNRECORDED COPY FILED IN 66-5084-1081

1 cc XEROX
JAN 21 1964

9 JAN 29 1964

mrs Casper & mohr
10/30/63

ADDENDUM OF INSPECTION DIVISION TDW:wmj 10/25/63

b6
b7C

Inspection Division has evaluated the suggestion of SA [redacted] and concurs with the comments of Assistant Director A. Rosen. However, it is not believed that any attempt should be made, if this suggestion is adopted, to make a special project of going back and destroying indices cards where the substantive matter has already been resolved. It would appear that these index cards could be destroyed as they are encountered rather than making a special project of same. Other than the above comment, it would appear that some benefit would be derived in cutting the over-all bulk of indices cards by the adoption of this suggestion.

Memos Cooper & Sprague
10/30/63
THEi mg

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 10/30/63

FROM : J. J. Casper

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ELW/dcg

SUBJECT: DESTRUCTION OF INDEX CARDS
SUGGESTION #282-64 SUBMITTED BY
SA [redacted] GENERAL INVESTIGATIVE DIVISION

Destruction of Bureau Records

SUGGESTION: Index cards prepared on known serial numbers of "bait" money or other currency, bonds, or securities taken as part of loot in bank robberies, burglaries, or larcenies be destroyed when the subjects are identified and that portion of the loot recovered.

CURRENT PRACTICE: No provision for destroying such index cards other than under the rule which permits destruction of certain files and index cards when they are 20 years old.

ADVANTAGES: This will provide an effective procedure for purging thousands of index cards on a continuing basis after they have served their purpose. For example, bait money in the amount of $1,000 in five dollar bills requires 200 index cards by each office where indexed. These index cards are of no value after the subject has been identified and the bank loot recovered. Unable to estimate annual savings, but the benefits to be derived from conservation of space and clerical time will be ever increasing.

DISADVANTAGES: No disadvantage to this procedure has been noted.

REC-41 66-3286-979

OBSERVATIONS: Files and Communications Division is in general agreement with the suggester and believes the suggestion should be given favorable consideration. They also commented that some system will have to be established for office recovering the bills to let all others who have indexed them know what to destroy.

6 JAN 20 1964

Inspection Division concurs with the comments of Assistant Director Rosen. However, it is not believed that any attempt should be made, if suggestion is adopted, to make a special project of going back and destroying index cards where the substantive matter has already been resolved. It would appear that these index cards could be destroyed as they are encountered rather than making a special project of same. Other than the above comment, it would appear that some benefit would be derived in cutting the over-all bulk of indices cards by the adoption of this suggestion.

JHG
JHG:mlf
(2)
Enclosure

11-4-63

XEROX
JAN 21 1964

68 JAN 27 1964

2-

UNRECORDED COPY FILED IN 62-104859-1679

b6
b7C

Memo to Mr. Mohr
Re: Destruction of Index Cards
Suggestion #282-64 Submitted by
SA [redacted] General Investigative Division

Training Division recommends adoption. Suggestion makes provisions for the destruction of a large number of index cards after they have served their purpose.

RECOMMENDATIONS: 1 - Approval of suggestion. If approved, the attached letter will be sent to suggester. Receipt of suggestion was previously acknowledged by letter.

2 - This memorandum serve as the authority for the General Investigative Division to take the necessary steps for the implementation of the suggestion and for the preparation of appropriate changes for the Handbook, Manual of Instructions and Manual of Rules and Regulations.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 1-28-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-5450-sub 1
APPROPRIATION, 1938
7 SECTIONS, 909 SERIALS ① DESTRUCTION OF BUREAU PROPERTY

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention.

This file is sub 1 of file 66-5450 and was made up for filing of letters from private citizens giving their comments on the possible curtailment of Bureau personnel because of proposed budget slashes. Many of the serials are carbon copies, originals of which are in various newspaper and organization main files. The last mail in the file is dated in 1939. Destruction of this mail would result in a savings of file room space and would also eliminate unnecessary cards from the General Index.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)
Enclosure

DESTRUCTION PER GENERAL RECORDS SCHEDULE
1-4-64
L. Short

2/26/64 destruction completed Cons. EHG

To destroy 1-29-64

REC 66-3286-980

25 JAN 30 1964

JAN 31 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 ELW/dcp

Records

Employee Suggestion
FD-252 (Rev. 9-11-59)

#445-64

Date: January 16, 1964

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA Roy D. Simpson	Domestic Intelligence

SUGGESTION

It is suggested that the duplicate copy of DD Form 254 (Security Requirements Check List) presently designated for filing in Bufiles be destroyed by Bureau Supervisor and not retained. Copy of form attached.

Destruction of Bureau Property - general

Current practice or rule (Include manual citation as well as facts)

See attached sheet (page 2).

Advantages of suggestion and annual savings (include basis for estimate)

If adopted this suggestion would amount to an estimated yearly saving to the Government of $1,483.20, not including the savings by the elimination of procedures at the Bureau as well as the Department of Defense of an intangible nature for which no monetary savings can be accurately computed.

These forms were received in 1963 on an average of 1,263 per month varying from 803 in March, 1963, to 1,695 in July, 1963, making a total of 15,156 items received in 1963. The forms average approximately five pages per item, making a total of about 75,780 pages received each year. The elimination of the filing of these forms will result in considerable savings to the Government. (Continued on page three)

Disadvantages of suggestion

None apparent.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-16-82 BY SP-4 EW/dcg

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Roy D Simpson
Signature and Title of Suggester

Recommendations and comments of Division Head

[redacted]

66-3286-
Signature and Title

(Do not write in this space - for Bureau use only)

66 FEB 17 1964

NOT RECORDED
46 JAN 31 1964

ORIGINAL FILED IN 100-345277 552

Current Practice or Rule (Include Manual Citation as well as Facts)

DD Form 254 is a Department of Defense form submitted to the Bureau in duplicate to advise of the awarding of classified contracts by military services. Such advice is required by the Delimitations Agreement and under our Plant Informant Program the field contacts the security representative at the plant involved and explains FBI responsibility for espionage, sabotage and subversive activities. On receipt of the form in duplicate by Bureau Supervisor, one copy is designated for the appropriate field office and sent out by Bureau routing slip, Form 0-7. The second copy is stamped for filing in the appropriate Bufile and subfile and sent to Records Section.

In Records Section this form is reviewed to determine if it is ready for filing and a "checkers' stamp" is placed in the lower left corner. It must thereafter be filed and the filer places his number on the mail.

These Forms DD-254 are not indexed or serialized at the Seat of Government and on the basis of a suggestion submitted 10-31-62 (100-349957-550) are destroyed at the end of one year. Experience has shown that the Bureau supervisor at the Seat of Government has not had an occasion necessitating a review of these forms once they have been placed in file. If this suggestion is approved and the need should ever arise to locate a form, it would be readily available in the field office file covering the particular plant holding the contract.

Advantages of Suggestion and Annual Savings (Include Basis for Estimate)

It is estimated that each item costs approximately $.07½ to place in file which equals $1,136.70 per year. The physical storage of this material for a period of from one year up to two years will require about three 5-drawer file cabinets costing $65.50 each for a total savings to the Records Division of the Bureau of $1,333.20 per year. Additional savings would result in the elimination of procedures of stamping, initialing, processing and handling of each duplicate form by a clerical employee in the unit handling the Plant Informant Program in the Domestic Intelligence Division. An accurate figure cannot be attributed to this procedure in view of its intangible nature.

If this suggestion is adopted, the Department of Defense will be advised that a duplicate copy of the form is not required by the FBI. The forms forwarded to the Bureau are reproduced by Defense Department by various methods including photostats, xerox, thermofax and plastiplate. Utilizing the theory that all such copies are prepared on plastiplate which is the most economical method of reproduction, a very conservative estimate as to the cost of preparing the extra copy would be $2.00 per 1,000 sheets or approximately $150 per year. This figure is believed to be extremely conservative and the actual savings to the Department of Defense cannot be actually determined by the Bureau. This savings is in addition to the $1,333.20 listed above.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 1-27-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 1-5
F.B.I.N.A. - COMMENTS, COMMENDATIONS
AND CRITICISMS

The attached file has been called to our attention by personnel of the Consolidation Unit. This file is obsolete and the last mail in the file is dated in 1943. The majority of serials in this file are carbon copies. In many instances the original was filed in 1-4 which is the general file on the F.B.I.N.A. It is proposed that the file be reviewed and all copies of mail be destroyed.

It is requested that the Training Division review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Training Division.

EHG:lmb
(3)

DESTRUCTION OF BUREAU PROPERTY

ORIGINAL FILED IN 1-5-499

Completed 2/17/64 Consulted

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP-4 EW/dcc

66 JAN 31 1964

66-3286-
NOT RECORDED
119 JAN 30 1964

JAN 30 1964

[redacted]

Mr. W. C. Sullivan

1/27/64

Mr. F. J. Baumgardner

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Tavel
1 - Mr. Sullivan
1 - Mr. Baumgardner
1 - Mr. Simpson

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 99-0
PLANT PROTECTION - GENERAL

"DESTRUCTION OF BUREAU PROPERTY

Reference is made to memorandum from Mr. Short to Mr. Tavel dated December 23, 1963, recommending that 99-0 File be reviewed by the appropriate substantive supervisor to determine if any reason exists which would preclude destruction of material contained in this file.

This file consists of 63 sections and 10 sections selected at random were reviewed. This material relates to the plant protection and plant survey programs which the Bureau conducted just prior to World War II. This program was discontinued in 1942 and the responsibility for plant surveys was taken over by the military services.

There are numerous pieces of correspondence in this file which relate to matters strictly of an administrative nature concerning a program which has been discontinued for over 20 years. The continued retention of such material does not appear to be worthwhile or warranted. There is, however, a considerable amount of mail in the file which would appear to be of a historical or policy nature and such material should, of course, be retained.

RECOMMENDATION:

It is recommended that qualified personnel of the Records Branch be authorized to review this file in detail and to destroy any mail strictly of an administrative nature. All mail which is of a policy or historical nature should not be destroyed but permanently retained.

10/2/64
File reviewed
& mail destroyed
CMS EAG

66-3286-

NOT RECORDED
JAN 29 1964

RDS:icb
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 RDW/dcg

JAN 30 1964

CONTENTS FILED IN 82-4-10-88

FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TAVEL

DATE: 1-29-64

FROM : L. E. EHC

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-2343
MONTHLY REPORTS RELATIVE TO
PER DIEM OF SPECIAL AGENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 ewm/dcg

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention.

This file has five sections and contains monthly reports of per diem time and expenses beginning in February, 1928 and ending in November, 1940. All policy material on the subject "PER DIEM" is filed in a separate file. (66-2009).

It is requested that the Administrative Division review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Administrative Division.

EHG:lmb
(3)
Enclosure

66-2343 (5 cent) 2/4/64
Destroyed Admin. lmb

66-3286
NOT RECORDED
119 FEB 3 1964

FEB 3 1964

Property of FBI - This file is loaned to your agency; it and its contents are not to be distributed outside your agency. If you receive a request for information from the file, please refer the requester to the FBI.

1982-6009-19 ORIGINAL FILED IN

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy
Matter

TO : Mr. Conrad

DATE: January 8, 1964

FROM : R. L. Millen

SUBJECT: AMPLICORP FLYWEIGHT TAPE RECORDERS #F-3 & #F-6
Destruction of Bureau Property

Recently, the Bureau acquired for special recording purposes two Uher 4000 briefcase-size recorders as replacements for Amplicorp Recorders #F-3 and #F-6. The latter units have outlived their useful service life since the cost of necessary repairs would be exorbitantly high.

ACTION:

Unless advised to the contrary #F-3 and #F-6 will be removed from inventory. Except for a few useable parts, the units will be totally demolished.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP-4 EW/dcd

FD-229's rec'd from D-7 Removal from inventory - Natl Property Section 2-5-64 mm

Units dismantled + useable parts salvaged 2-7-64 JMM

JMM:bwd

(8)

1 - Mr. Mohr
1 - Mr. Callahan (Attention: Dave Alexander)

80-768

66-3286-1
NOT RECORDED
176 FEB 10 1964

NOT RECORDED
12 FEB 7 1964

ORIGINAL FILED IN 80-768

Please File #66-3286
355

60 FEB 11 1964

February 3, 1964

PERSONAL

66-3286-

b6
b7C

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4 AW/dg

Dear Mrs. [redacted]

Thank you for the suggestion that only one main index card should be made for mail that is on the list of standard or foreign country subfiles. It is a pleasure to advise you that your proposal has been adopted and the necessary action is being taken to place it into effect.

Your interest in our operations is indeed appreciated. I hope we will continue to receive the benefit of your ideas in the future.

MAILED 11
FEB 3 1964
COMM-FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Tavel
1 - Personnel file of Mrs. [redacted]
JER:mlf
(5) (Suggestion #542-64 dated 1/27/64)

b6
b7C

NOTE: Suggests only one main card for mail that is on the standard or foreign country subfile lists instead of making a main card as each subfile is opened for a field office or foreign country.

Completed 2/18/64

FEB 11 1964

SEE PAGE TWO

MAIL ROOM ☐ TELETYPE UNIT ☐

FEB 3 12 00 PM '64
RECD-READING ROOM
FBI

ORIGINAL FILED IN 66-3286-1089

NOTE CONTINUED

Files and Communications Division recommended adoption since employees who would be using these numbers have access to the standard and foreign country "sub" lists and the proposal would save typing time and also space in indices. Training Division agrees. On approval, this letter will be authority for Files and Communications Division to place idea into effect.

Employee Suggestion
FD-252 (Rev. 9-11-59)

11-547-64

Date
January 27, 1964

To:
Director, FBI

From: (Suggester's name)
b6
b7C

Division of Assignment
FILES AND COMMUNICATIONS

SUGGESTION

That only one main card be made on mail that is on the standard SUBJECTS and foreign country sub lists. The following notation should be dropped down on the main card: "For subs for Field Offices or foreign countries see standard or foreign country sub list".

DESTRUCTION OF BUREAU PROPERTY

Current practice or rule (Include manual citation as well as facts)

A main card is made as each sub is opened for a Field Office or foreign country.

Advantages of suggestion and annual savings (Include basis for estimate)

Save time of the typist making the main cards, clerk filing the main cards, and would save space in the index. A check of the index on three subjects on the standard sub list showed 74, 87 and 119 main cards filed on the same subject matter with subs.

Disadvantages of suggestion

None as all employees using these file numbers have the standard sub lists available to them.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. See attached page.
JPB:bpr
(6)

66-3286-
NOT RECORDED
115 2-5-64

Signature and Title

(Do not write in this space - for Bureau use only)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP4 CEW/dcb

3-cat
2-Trainor

ORIGINAL FILED IN 66-7891-69

b6
b7C

Employee Suggestion
Submitted by: [redacted]

COMMENTS:

This suggestion has merit and it is felt it should be adopted since the employees who would be using these file numbers have available to them the standard and foreign sub lists. It would save some employee time and space in the indices.

JPB:bpr
(6)

SI
1/29

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 1-28-64

FROM : L. E. SHORT

SUBJECT: DEINDEXING OF BUREAU FILES RELATING TO RATIONING AND BLACK MARKET ACTIVITIES
Bufile 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-10-82 BY SP4EW/dcg

Reference is made to Bureau memorandum filed as 62-66170-341, which is attached, giving authority to deindex and destroy correspondence concerning possible irregularities in the sale of sugar and other foodstuffs during World War II when rationing was in effect. This correspondence was referred for the most part to the Office of Price Administration, which had the responsibility for the enforcement of rationing throughout the country and the investigation of any alleged irregularities.

The files listed below, which are attached, contain material pertaining to alleged irregularities in the rationing of other items during World War II. It is suggested that material in them be deindexed and destroyed in accordance with authority given for file 62-66170. It should be noted that General Records Schedule 14-4 issued by the National Archives authorizes, without further approval, destruction of acknowledgments and transmittals of inquiries and requests that have been referred elsewhere for reply. Of course, no material will be destroyed wherein the Bureau conducted an investigation or inquiry.

62-67612	Rationing of Gasoline and Oils
62-73428	Black Market - General
62-74221	Rationing - Food
62-74395	Rationing of Liquors - Destroyed 5/6/64
62-77836	Black Market in Cigarettes Destroyed
100-189123	Rationing of Clothing

RECOMMENDATION:

That the Records Branch be authorized to deindex and destroy the material maintained in the above-mentioned files in accordance with authority set out in 62-66170-341 and outlined above, with the exception of material relating to a Bureau investigation or inquiry.

NFS:jam
(9)
Enclosures
1 - 62-67612
1 - 62-73428
1 - 62-74221
1 - 62-74395
1 - 62-77836
1 - 100-189123

REC 81 66-3286-98

FEB 3 1964

EX-103

FEB 5 1964

UNRECORDED COPY FILED IN 62-67612-96, 62-73428-7, 62-74221-2, 62-74395-2, 62-77836-2, 100-189123-1

DESTRUCTION OF RECORDS SENT TO NATIONAL ARCHIVES

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Rosen
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Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 1-21-64

FROM : L. E. SHORT

CONFIDENTIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

SUBJECT: DEINDEXING OF GERMAN EMBASSY FILE
Bufile 65-28688

DESTRUCTION OF BUREAU PROPERTY

File 65-28688 has been called to our attention by Records Branch personnel, who advise that the frequency of reference to this file causes unnecessary work because insufficient information is available in many cases to effect an identification.

This file consists of 33 sections and over 20 of these sections contain logs of a surveillance kept on the German Embassy in the years 1940 - 1941. Many names are surnames or given names only, which make positive identification difficult. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that limited deindexing be done of this material as was done in the file entitled "Sodac Washington, D. C.," file 65-30092 per authority contained in 65-30092-6556 which is attached. In file 65-30092 names of Soviet personnel, many of which were surnames only, were deindexed; but names of U. S. Government employees or other American citizens were left indexed if they contacted the Embassy or Soviet officials, even though the names were incomplete.

It is also suggested that serial 565 of 65-28688, which contains over 450 names of German nationals who desired to return to Germany, be deindexed.

It is requested that the appropriate substantive supervisor review this file to determine if deindexing may be done as suggested above, both on the logs and on serial 565. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

DECLASSIFIED BY AUC 60290 BCE/DCG/gmw
ON 11/16/03

For referral to appropriate substantive division.

NFS:jam
(3)
Enclosure

166-3286-
NOT RECORDED
184 JAN 31 1964

8 JAN 31 1964

CONFIDENTIAL

6 4 FEB 5 1964 320

CLASS. BY Sp-4 ELW/dcg
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW X OADR

SEE ADDENDUM PAGE TWO

ORIGINAL FILED IN 105-24201-4

1 - Mr. Sullivan
1 - R. W. Smith
1 - L. F. Schwartz

LFS:mec:klw CONFIDENTIAL ADDENDUM 1/27/64

Domestic Intelligence Division has no objection to recommended deindexing of logs pertaining to 1940-41 coverage at German Embassy. Names of United States Government employees or other American citizens appearing in logs should also be deindexed, since they no longer have any significance in relation to Bureau's current investigative responsibilities. There is also no objection to deindexing names appearing in serial 565 of 65-28688, consisting of list of persons desiring to return to Germany.

CONFIDENTIAL

TIONAL FORM NO. 10
5010-106
Y 1962 EDITION
SA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan WCS 2e-1/21/64 DATE: January 20, 1964

FROM : D. J. Brennan, Jr.

Destruction of Bureau Property

SUBJECT: PURGE OF OLD SIS FILES

General

Reference is made to the memorandum from Mr. L. E. Short to Mr. Tavel dated 8/5/63 recommending that certain SIS files be reviewed by the Domestic Intelligence Division with a view towards possible purging of some of these files.

The review suggested is being performed by me as time allows. It should be kept in mind that hundreds and hundreds of files are involved.

Review has been completed of those SIS files concerning living conditions. A list of these files and recommendations as to destruction is attached. Also attached is a sample file concerning living conditions in San Salvador.

As will be noted from the attached sheet it is, in the main, recommended that all living conditions files be destroyed except those giving an up-to-date picture of living conditions in countries covered by our Legal Attaches. The review of additional SIS files will be continued as circumstances permit.

RECOMMENDATION:

That the living conditions files be destroyed in accordance with the attached listing.

Enclosure

DJB:mls (6)
1-Mr. Belmont
1-Mr. Mohr
1-Mr. Sullivan
1-Mr. Tavel
1-Liaison

66-3206
NOT RECORDED
191 MAR 18 1964

17 MAR 18 1964

1 ENCLOSURE

ENCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP-4 CW/dcg

66 MAR 25 1964

ORIGINAL FILED IN 66-4104-1011

"LIVING CONDITIONS" FILES

File Number	Country	Period Covered	Action To Be Taken
64-4693 (2 Sect.)	Argentina	1943 - 1945	Destroy
64-4958 (1 Sect.)	Costa Rica	1943 - 1945	Destroy
64-4664 (1 Sect.)	San Salvador	1942 - 1945	Destroy
64-4694 (1 Sect.)	Ecuador	1942 - 1945	Destroy
64-4685 (1 Sect.)	Cuba	1942 - 1950	Destroy
64-4630 (1 Sect.)	Bermuda	1942	Destroy
64-4786 (1 Sect.)	Bolivia	1942 - 1944	Destroy
64-4629 (1 Sect.)	Colombia	1942 - 1945	Destroy
64-4725 (1 Sect.)	Chile	1943 - 1946	Destroy
64-4626 (1 Sect.)	Peru	1943 - 1946	Destroy
64-4628 (1 Sect.)	Uruguay	1943 - 1946	Destroy
64-4795 (2 Sect.)	Venezuela	1943 - 1946	Destroy
64-4881 (1 Sect.)	Paraguay	1944 - 1946	Destroy
64-4830 (1 Sect.)	Panama	1943 - 1951	Destroy
64-4963 (1 Sect.)	Nicaragua	1943 - 1946	Destroy
64-4915 (1 Sect.)	Jamaica	1943	Destroy
64-4632 (1 Sect.)	Honduras	1943 - 1946	Destroy
64-4684 (1 Sect.)	Haiti	1943 - 1945	Destroy
64-4785 (1 Sect.)	Guatemala	1943 - 1959	Destroy
64-31800 (1 Sect.)	Australia	1945 - 1947	Destroy
64-31557 (1 Sect.)	British Guiana	1945	Destroy
64-31926 (1 Sect.)	Europe	1940 - 1950	Destroy all but Serial 2

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/29/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

ENCLOSURE 66-3286

ENCLOSURE

"LIVING CONDITIONS" FILES (CONTINUED)

File Number	Country	Period Covered	Action To Be Taken
64-31744 (1 Sect.)	Poland	1946 - 1956	Destroy
64-32151 (3 Sect.)	Russia		Retain
64-32223 (1 Sect.)	Czechoslovakia	1948	Destroy
64-4670 (2 Sect.)	Brazil	1963	Retain last 2 serials
66-16336 (1 Sect.)	France	1963	Destroy serial 1
66-32354 (1 Sect.)	Spain	1963	Destroy serial 1
64-31841 (1 Sect.)	Japan	1963	Destroy serial 1
64-31736 (1 Sect.)	Manila	1963	Destroy serial 1 - 3
66-16336 (1 Sect.)	Paris	1963	Destroy serial 1
64-4670 (2 Sect.)	Brazil	1963	Destroy through serial 38
64-31758 (1 Sect.)	Germany	1963	Destroy through serial 3
64-31736 (1 Sect.)	Manila	1963	Destroy through serial 3
64-48981 (1 Sect.)	Bern	1963	Retain
64-31841 (1 Sect.)	Tokyo	1963	Destroy serial 1
64-32354 (1 Sect.)	Madrid	1963	Retain
64-16296 (1 Sect.)	Italy	1963	Destroy through serial 3
64-30895 (1 Sect.)	London	1963	Destroy serial 1
64-48980 (1 Sect.)	Ottawa	1963	Retain
64-4633 (2 Sect.)	Mexico	1963	Destroy through serial 36 (1946)

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 19

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 2-5-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH
DESTRUCTION OF BUREAU PROPERTY
DESCRIPTION OF FILE: 62-45731
RE POEM "YOU'RE A POLICEMAN"

The attached file has been called to our attention by personnel of the Consolidation Unit. There appears to be no reason for its continued retention.

This file has two sections and has been partially de-indexed. It consists entirely of requests for, transmittals and acknowledgments of, the poem "YOU'RE A POLICEMAN" by Mr. W. H. Drane Lester, letters dating from August, 1936, to February, 1955. Destruction of this mail would result in the savings of a small amount of file room space and eliminate unnecessary cards from the General Index.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Crime Records Division.

VAA:lmb
(3)
Enclosures 2

DESTRUCTION COMPLETED 2/17/64

2-7-63
DESTRUCTION AUTHORIZED
GENERAL RECORDS SCHEDULE
14-3. L. Short

No objection

REC 66-3286-982

17 FEB 10 1964

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4CLW

XEROX
FEB 10 1964

XEROX

FEB 13 1964

RECORDS

CONSOLIDATION

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr DATE: 1/20/64

FROM : J. J. Casper

SUBJECT: PROCLI - GENERAL
SUGGESTION #495-64 SUBMITTED BY
SPECIAL AGENT ROY D. SIMPSON
DOMESTIC INTELLIGENCE DIVISION

O Destruction of Bureau Property - General

Form DD-254 is a Department of Defense Form submitted to the Bureau in duplicate to advise of the awarding of classified contracts by branches of the armed services. This notice is required under the Delimitations Agreement and, pursuant to our Plant Informant Program, the field contacts those responsible for security at the plant involved to explain FBI jurisdiction in espionage, sabotage and subversive activity matters. Therefore, on receipt of the DD-254s at the Bureau, one copy is routed to the appropriate field office and the remaining copy is sent to Records Section at the Seat of Government (SOG) to be placed in the appropriate Bureau file.

These latter forms are not indexed or serialized in Records Section but are reviewed, checked, and filed for one year after which they are purged.

Special Agent Simpson suggests that the duplicates are not necessary and should be dispensed with since, in our experience, the Bureau supervisor at SOG has not had any occasion to review these forms once they have been placed in file. He believes that, should such need arise, the form would be readily available in the file of the field office covering the plant in question.

Suggester points out that an average of 1,263 of these forms were received each month during 1963 varying from a low of 803 in March, 1963, to a high of 1,695 in July, 1963, for an estimated total of 15,156 during the year. They average about five pages per item or a total of 75,780 pages for the year. It is estimated that it costs about 7 1/2 cents to file each one or a total (75,780 x 7 1/2¢) of $1,136.70 per year. Added to this would be a saving in space of three five-drawer file cabinets at $65.50 each, or $196.50, for a total of $1,333.20. These costs do not incompass such imponderables as savings realized by the elimination of clerical time now spent reviewing, stamping, initialing and filing these duplicates and subsequently purging.

Enclosure Ltr & Routslip Suggestion

1 - Mr. Callahan
1 - Mr. Sullivan
JER:kap
(4)

59 FEB 24 1964

66-3286
NOT RECORDED
46 JAN 31 1964

11 JAN 30 1964

TWO 8-18-82

ORIGINAL FILED IN 100-339455

them. Nor do they include savings within the Department of Defense which will no longer need to prepare the duplicate. Conservatively, on the basis of supplies saved, it is felt that these would be about $150. This estimate is figured on the basis of copies prepared on plastiplate, since this is the least expensive of the methods of preparation in which we receive the forms, and costs about $2 per 1,000 sheets (75,780 @ $2 per 1,000). This would bring the total savings to the Government to at least $1,483.20.

Adoption of the suggestion was recommended by the Domestic Intelligence Division and the Training Division concurs in this recommendation. Further, it is felt SA Simpson should be considered for an Incentive Award for his suggestion. While it is recognized that it is the normal policy that supervisors are responsible for the efficiency of operations in their own areas, the suggestion affects not only the work of the Domestic Intelligence Division but also that of the Files and Communications Division and that of another Government agency, the Department of Defense. The suggestion is a good example of interest in the part of our personnel in economy and efficiency of Government operations and is particularly opportune in view of the recent message by the President and the emphasis being placed on such matters during the observance of the 10th Anniversary Year of the Federal Incentive Awards Act.

As a general rule, when the operations of another Government agency are affected by a suggestion, it is forwarded to that agency for additional comment; however, since the foreseeable, tangible benefits to the Department of Defense are nominal, it is believed unnecessary to do so in this case and that the portion of any award should be defrayed by the Bureau. It is felt it would cost more to process the correspondence than it would to defray that part of the award.

Under the suggested scale for incentive awards, tangible savings of $1,483.20 are eligible for an award of $75. However, it is recognized that the suggestion involves a substantial amount of intangible benefits in the way of clerical time saved through the elimination of processing the form in question and it is felt SA Simpson's idea is worth an award of $100.

RECOMMENDATIONS:

E.T. 1-27-64

1. That the suggestion be adopted and SA Simpson be granted an incentive award of $100.

J. J. Casper to Mr. Mohr Memorandum
Re: Procli - General
Suggestion #495-64 Submitted by
Special Agent Roy D. Simpson
Domestic Intelligence Division

2. That the award be handled by the Commendation, Supervisory Approval, and Special Active Unit, Administrative Division in lieu of the usual acknowledgement.

3. On approval, this memorandum will serve as the authority for Domestic Intelligence Division to place the procedure into effect and take appropriate action with respect to the Department of Defense.

FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TAVEL

DATE: 2-13-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-3-2
THE INVESTIGATOR

Tolson
Besmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

The attached file has been called to our attention by personnel in the Consolidation Unit. It consists of 20 sections beginning in 1936. Much of the material is outdated, not of a policy nature and of no historical value, and should be considered for destruction.

Types of mail suggested for destruction are: OF BUREAU RECORDS

1. Letters, over three years old, transmitting copies of the Investigator to prominent individuals, and their acknowledgments thereof. (Serials 294 through 299)

2. Letters submitting material for publication in the Investigator. Current Routing Unit rule is that "any material addressed to Investigator is sent unopened to Crime Research". (Serials 214, 235, 236, 243, 244, 271)

3. Memoranda, over three years old, which forwarded to the Editorial Board for approval proof copies of the Investigator and "roughs" of proposed covers. Note: the enclosure is removed before memo is sent to file. (Serials 1682, 1685, 1690, 1695)

4. Requests, over three years old, from individuals not in the employ of the Bureau, for copies of the Investigator, and the replies to these requests. (Serials 282, 291)

5. Memoranda, over three years old, attaching for approval "In Memoriam" pages to be included in the Investigator. Note: the enclosure is removed before memo is sent to file. (Serials 1674, 1698)

6. Miscellaneous copies, over three years old, originals of which are in other main files. (Serials 292X, 299X)

ORIGINAL FILED IN 94-3-2-2043

66-3286-

(Continued on page 2)

SEE ADDENDUM BY CRIME RECORDS DIVISION
NEXT PAGE

119 FEB 24 1964

VAAA:lmb
(3)
Enclosures 3

2/26/64 material destroyed mrs EHG

FEB 20 1964

FEB 24 1964

DATE 8-18-82 BY SP4ELW/cal

RECORDS

MEMO L. E. SHORT TO TAVEL
RE - REHABILITATION PROGRAM

It is requested that the Crime Records Division review the Investigator file to determine if any reason exists which would preclude destruction of the specific types of material listed above. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Crime Records Division.

ST
2/14

ADDENDUM: (DRM:jlk 2-19-64)

The Crime Records Division has no objection to the destruction of the material described. In addition, Crime Records recommends the destruction of copies of "The Investigator" sent as enclosures to administrative memoranda.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27.
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. W. C. SULLIVAN

DATE: February 6, 1964

FROM : MR. D. J. BRENNAN, JR.

SUBJECT: PROCLI - GENERAL
SUGGESTION #495-64 SUBMITTED BY
SPECIAL AGENT ROY D. SIMPSON
DOMESTIC INTELLIGENCE DIVISION

Form DD-254 is a Defense Department form which is submitted to the Bureau in duplicate to advise of the awarding of classified contracts by branches of the armed services. A suggestion has been approved that the Bureau receive only one copy of this form and that Defense be advised of this.

b6
b7C

Mr. [redacted] Security Programs Division, Department of Defense, was advised that in the future, it will be necessary to submit only one copy of this form to the Bureau. Mr. [redacted] stated that this procedure would be put into effect but pointed out that there will be a lag of a few weeks before all military facilities could be advised to do this.

ACTION:

For information.

166-3286-
NOT RECORDED
176 FEB 13 1964

BAW:hke
(9)

1-Mr. Belmont
1-Mr. Mohr
1-Mr. Casper
1-Mr. Sullivan
1-Mr. James E. Reilly
1-Mr. Simpson
1-Liaison
1-Mr. Wells

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4ELW/cal

3 FEB 12 1964

6 FEB 17 1964

Destruction of Bureau Property - General

ORIGINAL FILED IN 100-349987-554

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-3-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILES:
94-1-658; 94-1-1373

The above listed files have been called to our attention by personnel of the Consolidation Unit. These files contain numerous serials that are acknowledgments of a copy of a speech made by the Director. Copies of the speech were sent to all individuals on the mailing list. The files are described as follows:

94-1-658. Speech made at Notre Dame University on January 11, 1937. Speech made at the Commencement exercises of Notre Dame University, May 10, 1942.

6/9/64 file reviewed mail destroyed CMS EHG

94-1-1373. Speech made before the Association of Life Insurance Presidents, New York City, December 3, 1937.

7/7/64 file reviewed + mail destroyed CMS EHG

This mail is all over twenty years old and appears to have no further value. Its destruction would result in saving space in the file room and in eliminating unnecessary cards from the General Index.

Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

RECOMMENDATION:

For referral to the Crime Records Division for evaluation to determine of any reason exists which would preclude destruction.

EHG:lmb
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELW/cal

No objection by Crime Records Division 3-5-64 8/DM

ST 3/4

94-1-658
94-1-1373

2 XEROX
MAR 5 1964

59 MAR 19 1964
MAR 16 1964

REC 66-3286-983

22 MAR 16 1964

© DESTRUCTION OF BUREAU PROPERTY

RECORDED COPY FILED IN

Employee Suggestion
FD-252 (Rev. 8-11-59)

#649-64

b6
b7C

Date
March 2, 1964

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	Special Investigative Div.

SUGGESTION

In all applicant-type and all SGE investigations, three months after receipt of an air tel or letter lead destroy the correspondence when no investigation has been conducted by that office and the lead was merely relayed to another office. For example NY receives a lead by airtel from Newark to interview a reference who is now residing in NY territory. NY determines that person is now residing in Buffalo, N.Y. and they RUC by airtel to Buffalo. No necessity for NY to retain the file or correspondence past 3 months. Same applies when for example St. Louis receives a lead to make a record check and then determines the records are located in Washington, D. C. and they RUC by airtel. No necessity for St. Louis to retain this correspondence. A notation could be made on the back of the index card that the file was destroyed.

Current practice or rule (Include manual citation as well as facts)

All offices presently retain permanently all correspondence relating to any lead they receive. It is noted a practice similar (continued 1a)

Advantages of suggestion and annual savings (include basis for estimate)

This would eliminate necessity of retaining correspondence and files which have no future value. Of course the complete file is always retained at the Bureau if it becomes necessary to obtain this information in the future, but this would happen in very few cases since the correspondence in the field would be retained 3 months before destruction.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELW/cal

FBI
RECEIVED
MAR 23 1964
FBI - WASH. D.C.

ORIGINAL FILED IN 66-8938-572

Disadvantages of suggestion:

None. O DESTRUCTION OF BUREAU PROPERTY

66-3286-
NOT RECORDED
26 MAR 23 1964

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss [redacted]
Signature of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit.

C. A. Evans AIC
Signature and Title

(Do not write in this space - for Bureau use only)

APR 20 1964

22MAR 9 1964

Two

to that suggested hereis in effect with respect to preliminary inquiry correspondence in Security of Government Employees cases. Section 69F provides that those offices having no leads in preliminary inquiries should place Bureau correspondence in 140-0 file, or appropriate sub file of 140-0 where practical, pending conversion to a full field investigation or receipt of specific leads to be covered during the preliminary inquiry. If no specific lead is received and the case is not converted, all copies of the preliminary inquiry letter, enclosures and the index card are to be destroyed at the expiration of one year of the date of the Bureau letter initiating the preliminary inquiry. Disposition is then noted on the file cover.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Sullivan

DATE: February 28, 1964

FROM : C. D. DeLoach

SUBJECT: Material returned from former Vice President's Office

R. W. Smith

There is attached for your disposition, the following material which had been sent to Lyndon B. Johnson, when he was Vice President:

Semiannual Intelligence Digest
Communist Party, USA, January - June, 1963

Current Intelligence Analysis
May 1, 1963
May 15, 1963
May 29, 1963
June 12, 1963
June 26, 1963
July 24, 1963
August 7, 1963
August 21, 1963
September 4, 1963
October 2, 1963
October 16, 1963
October 30, 1963
November 13, 1963

These items received and destroyed 3/2/64 JCF

C.F. 44-5, Memorandum re Destruction of Records Property - Gen'l

ORIGINAL FILED IN 100-3

fml

100-3

NOT RECORDED
12 MAR 2 1964

Jile 5

1166-3286
NOT RECORDED
145 MAR 5 1964

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELW/cal

59 MAR 9 1964

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : W. S. Tavel

DATE: 3-5-64

FROM : C. D. DeLoach

SUBJECT: FILING SYSTEM-
RECORDS MANAGEMENT SURVEY
Destruction Of Bureau Property

In response to SAC Letter 64-12 (A), the Crime Records Division would like to offer the following suggestions relative to Records Management for the consideration of the Files and Communications Division.

Memo sent to Tavel 4/6/64 gmm-jfc

1. That consideration be given to destroying correspondence files after a 10-year period.

Memo sent to Tavel 3/23/64 gmm; jfc

2. That files be purged of routing slips to the field after a one-year period.

3. That duplicate copies of reports, letters, airtels and teletypes, appearing in the same file, be removed and destroyed one year after the closing of any case.

The above suggestions are all pertinent to SOG records.

1 - J. J. Daunt
1 - M. A. Jones
1 - D. C. Morrell
1 - Miss Lurz

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4ELW/cal

JRH:rap (7)

25 APR 7 1964

322 mail Rm.

66-3286

NOT RECORDED
87 APR 8 1964

53 APR 13 1964 mm
66-18966

ORIGINAL FILED IN 94-1-54-1-79-1-54-1-54-1-54-1

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: March 5, 1964

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

EHG

DESCRIPTION OF FILE:
94-3-4-218 ① DESTRUCTION OF BUREAU PROPERTY

The attached file has been called to our attention by personnel of the Consolidation Unit. There are approximately 300 serials in this file that are copies of an outgoing letter sent to individuals on the mailing list in 1938. (see serials 465 thru 546). This mail is outdated and there appears to be no reason for its continued retention. Acknowledgments to the letters are filed and indexed in this file.

Destruction of this mail would result in saving space in the file room. This category of mail is authorized under the general records schedule and no further archival authority is required.

RECOMMENDATION:

For referral to the Crime Records Division for evaluation to determine if any reason exists which would preclude destruction.

EHG: lmd
(3)

3/31/64
mail destroyed
EHG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4EWL/cal

OK to destroy
3-9-64
LSH/8

66-3286-
NOT RECORDED
21 MAR 10 1964

5 9 MAR 10 1964
EHG

809-812-463-46 5 CRIME RECORDS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tavel

DATE: 3/4/64

FROM : L. E. Wherry, Jr.

SUBJECT: BUREAU CODES
DISPOSITION OF CODE BOOKS

Destruction of Bureau Property - General

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

By memorandum, 10/1/63, we requested purchase of 6 new copies of the "popular edition" of the Universal Trade Code Book. These code books have now been obtained and prepared for use by making appropriate Bureau inserts in them. Accordingly, this will permit us to dispose of 7 old copies of this book which are badly worn and no longer serviceable.

These code books will be mutilated in the Coding Unit and disposed of in the confidential trash to be burned by Bureau employees.

RECOMMENDATION:

That appropriate adjustments be made to the Bureau, Laboratory Division, and Files and Communications Division inventories reflecting the destruction of 7 copies of the popular edition of the Universal Trade Code Book.

66-3286

NOT RECORDED
191 MAR 16 1964

1 - Mr. Downing, Sent Direct
1 - Mr. Runaldue, Sent Direct
1 - Property Management Unit
ACF:kfb
(5)

NOT RECORDED
6 MAR 13 1964

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELW/cal

62 MAR 19 1964

CLASSIFIED BY 1111 - 1 - 69 - 69

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. CALLAHAN

DATE: 3/3/64

FROM : C. L. ROGERS

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING
DESTRUCTION OF BUREAU PROPERTY

I made the annual check on March 2, 1964, of the material we have in storage at the Identification Building and suggest that disposition be made of the following items:

1. Administrative Reports: We retain these for three fiscal years. Those for the fiscal years 1960, 1961, 1962 and 1963, in addition to those being received during the current fiscal year, are now on hand. It is suggested that those for the fiscal year 1960 (July 1959 through June 1960) be destroyed.

2. Miscellaneous Circulars (cabinet 47): This is a group of varied circulars dated in 1961. The group is made up of Federal Personnel Manual Transmittal Sheets; CSC Bulletins; CSC Mobilization Bulletins; Federal Employee Statistics Bulletins; and CSC Handbook X-118 Changes. Copies of these were made available to the appropriate Divisions at the time of receipt. It is suggested that this group of 1961 circulars be destroyed.

3. Congressional Record: We retain these for the past two calendar years. They are now on hand for 1961, 1962 and 1963. Those dated in 1961 should be destroyed.

4. Federal Register: These, too, are on hand for the 1961, 1962 and 1963 calendar years. In line with our policy of retaining these for only the past two years, the issues dated in 1961 should be destroyed.

5. Senate and House Bills, Testimony Before Appropriations Committees, etc.: We have been keeping such things as Senate and House bills, appropriations bills and printed testimony re appropriations hearings for the past two Congresses. We now have the items on hand from the 86th Congress, the 87th Congress and we are currently accruing the items of the 88th Congress. It would seem that the items from the 86th Congress could be disposed of at this time. These items are:

CLR:djl
(5)
1 - Miss Grant, 6315 IB (sent direct)
1 - Mr. Dunphy (sent direct)
1 - Mr. Jackson (sent direct)

66-3286-
NOT RECORDED
136 MAR 10 1964

MAR 6 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-18-82 BY SP4ELW

Destroyed 3-6-64 Jwv

ORIGINAL FILED IN 66-3286-59

a. Printed testimony re appropriations hearings
b. Appropriation bills
c. House bills
d. House Resolutions and documents
e. Senate bills
f. Senate resolutions and documents
g. Public and private laws

Destroyed 3-6-64 dms

6. United States Attorneys Bulletin and Department Memos: These are on hand for the calendar years 1961 forward. It is suggested that those for 1961 be destroyed now.

There is a group of mimeographed Department memos advising the Heads of Agencies of varied and sundry things. Copies were made available to the appropriate Divisions upon receipt and it is suggested that the 1961 items be destroyed at this time.

7. Treasury and Department of State Circulars: These are on hand from the calendar year 1961 forward. All were made available to the appropriate Divisions upon receipt. It is suggested that those dated in 1961 be destroyed.

Destroyed 3-6-64 dms

ACTION:

Should you agree, arrangements will be made with the Files and Communications Division for the removal of the items from storage and their destruction.

3/3

RA
ST

MR. TAVEL 3-5-64

L. E. SHONT

VAR (66-5424)

VAR - COOPERATION OF LAW ENFORCEMENT OFFICERS
(66-5424-sub 1)

VAR - STATISTICS
(66-5424-sub 2)

Destruction of Bureau Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4 ELW/ cal

The above files have been called to our attention by Records Branch personnel who point out that there is considerable obsolete material in these files. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that the material be defindexed through removal of the cards from the Bureau's indices and that the obsolete mail be destroyed where the mail is of no further value.

File 66-5424 consists of 27 sections containing 3,477 serials. The file was opened in 1936 and the last piece of mail is dated in 1943. There are numerous serials in this file which are requests from individuals, firms, government agencies, and law enforcement agencies asking for copies of pamphlets pertaining to sabotage and espionage. It is suggested that these serials be defindexed and destroyed in accordance with current procedures for handling this type of correspondence. (See Section 26 attached.)

Sub 1 of 66-5424, which was opened in 1939, consists of 24 sections containing 1,422 serials and the last piece of mail is dated in 1941. This file contains considerable indexing of lists of law enforcement officers who attended field office conferences held with law enforcement agencies to discuss coordination in investigations concerning national defense and internal security matters. (See serial 514.) Administrative reports from the field regarding the number of assigned and unassigned national defense cases are contained therein. (See serials 1314 through 1330.) It is suggested that names of law enforcement officers attending the conferences be defindexed; that letters advising the Bureau of cooperation of the various law enforcement agencies be defindexed and destroyed; and that administrative reports from the field regarding the number of assigned and unassigned national defense cases be destroyed in accordance with authority contained in item 27 of 66-3286-606, which is attached.

66-3286-
NOT RECORDED
128 MAR 13 1964

MFS:jmn
(3)
Enclosures

(continued on page 2)

Completed by Purge 8/14/64 jm

178

57 MAR 17 1964

ORIGINAL FILED IN

Memorandum L. E. Short to Mr. Tavel 3-6-64
Re: WAR (66-5424), et al

Sub 2 of 66-5424 contains numerous communications from field offices in response to outgoing teletypes to all SAC's requesting statistics on complaints received in espionage, counterespionage, subversive sabotage, and neutrality matters. This file was opened in 1933 and consists of 4 sections containing 326 serials, the last piece of mail being dated in 1940. It is suggested that this administrative mail be destroyed in accordance with authority contained in Item 27 or 66-3206-608. Correspondence originating at Seat of Government will be retained for reference purposes.

It is requested that appropriate substantive supervisors review the above-described files to determine if any reason exists for retention of the indexing and mail proposed for deindexing and/or destruction. Notations advising of the decisions reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 JE.

RECOMMENDATION:

For referral to appropriate substantive divisions.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-9-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-3-3 (5 sections)
PHOTOGRAPHS AND CHARTS

① DESTRUCTION OF BUREAU PROPERTY

The attached file has been called to our attention by personnel of the Consolidation Unit. The material in this file is outdated and there appears to be no reason for its continued retention. This type of mail is no longer sent to Records Branch for filing and the file has not been used since 1940.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)
Enclosure
detached

5/1/64 file destroyed Cons. Unit

REC 66-3286-294

25 MAR 13 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4ELW/cal

MAR 16 1964

No need to retain material related to Treasury Division Dept 3/17/64

File not necessary for retention — should be destroyed 8/19/64

3/10

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-11-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH
DESTRUCTION OF BUREAU RECORDS
~~DESCRIPTION OF FILES:~~
105-12752, 105-76690, 105-86568
CHINESE ENTERING UNITED STATES AS CITIZENS, PERMANENT RESIDENT ALIENS AND STUDENTS

The above listed files have been called to our attention by personnel of the Consolidation Unit. The programs relating to material in these files have been permanently discontinued. The Classifying Unit's instructions for these files were to place the original of the mail in the subject's file and a copy in the respective control file. In an effort to save space in the file room, it is proposed that these files be reviewed and all "not recorded" copies be destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)

66-3286
NOT RECORDED
29 APR 29 1964

66-818-

NO APR 23 1964

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELW/cal
AGREED (W) 6080 LED/ENW 7-25-84
#211847

SEE ADDENDUM PAGE 2

58 MAY 5 1964

105-12752-99 NOT RECORDED

ADDENDUM 4-1-64 HJJ:jmw

Above files are control files concerning three programs covering entrance of Chinese into U. S. One copy of initial communication in each case opened under these programs was placed in appropriate control file. Examination of files shows procedure was not always consistent and sometimes original was placed in control file (as recorded mail) and a copy was used as serial one in subject's main file. In other instances the original was placed in the subject's main file and a copy placed in control file as "not recorded" mail. (For example see Volumes I & VII of 105-76690.) Removal of all "not recorded" mail from this file would leave a meaningless collection of serials, often with a long time span between them, which would not indicate the true activity of the program.

In 105-86568, concerning Chinese who have formerly resided in Communist China entering the U. S. on student visas, the majority of the recorded items in file are letters from the Legat, Tokyo, advising that on his most recent road trip he had checked the files of the U. S. Consulate in Hong Kong for information concerning persons coming under the program. This information was submitted by separate communication under the dual caption of the individual's name and the program title. The copy placed in the control file was not recorded. The removal of all "not recorded" mail from this file would leave only the status letters from the Legat and a few other memoranda, which by themselves would be virtually worthless.

While it is true, none of the "not recorded" mail has been indexed, these files remain the only source from which Bureau can obtain information concerning large segment of Chinese population in the U. S., many of whom have been interviewed by Bureau Agents and who have expressed willingness to be of assistance to Bureau. In the event of a change in international political situation it may be necessary to review these files and the cases investigated under them to obtain leads concerning additional sources of information. For example if the Communist Chinese were to be admitted to the U. N., thus gaining a legal foothold in the U. S., it might be necessary to review these control files and evaluate the results obtained in considering what coverage could be given the Communist Chinese, even reinstituting the programs perhaps.

In file 105-12752 concerning Chinese entering the U. S. claiming U. S. citizenship there are a few serials which could be removed without harming value of the file. These serials are

CONTINUANCE OF ADDENDUM

copies of the second or later, communications in a particular case and need not to have been filed in the control file. However, checking this file thoroughly so that only one communication concerning each individual was in the file would be so time consuming that it is doubted that the saving in space would be worth the time spent to create it.

Recommendation:

For the above reasons the Nationalities Intelligence Section recommends against the removal of the "not recorded" mail from these three files.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#703-64

b6
b7C

Date: MARCH 12, 1964

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: TOKYO, JAPAN

SUGGESTION

It is suggested that the Bureau authorize Legal Attaches to discontinue the practice of filing as ticklers for destruction, on a monthly basis, the orange tickler copy of the assignment card after a case is closed.

DESTRUCTION OF BUREAU PROPERTY

Current practice or rule (Include manual citation as well as facts)

See attached.

FBI TOKYO RECEIVED MAR 16 4 OH 64

Advantages of suggestion and annual savings (include basis for estimate)

See attached.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4ELW/cal

166-3286-
NOT RECORDED
184 MAR 20 1963

ORIGINAL FILED IN 66-2287-1B

Disadvantages of suggestion

None.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss [redacted] (Clerk-Steno)
Signature and Title of Suggester

Recommendations and comments of Division Head

See attached.

FBI TOKYO RECEIVED MAR 13

(Legal Attache)
Signature and Title

(Do not write in this space - for Bureau use only)

2 ENCLOSURES

8 MAY 20 1964

ENCLOSURE

10 MAR 16 1964

Current practice or rule

By letter to Paris dated 10/8/56 entitled "BUPLANS - DESTRUCTION OF FILES IN EVENT OF EMERGENCY" the Bureau set out instructions to be followed by Legal Attaches in the destruction of closed cases in their respective offices. Legal Attaches were instructed to set an annual tickler to reconsider this problem and advise the Bureau between August 1 and September 1 of each year that this has been done and that the files are manageable and that those on hand could be destroyed in the event of any foreseeable emergency.

By letter dated 4/8/59, under the same caption above, the Bureau forwarded to Legal Attaches copies of Paris letter 3/23/59, which suggested the utilizing of the orange tickler copy of assignment cards on closed cases as destruction ticklers, to be filed on a monthly basis. Legal Attaches were instructed to adopt this procedure, in the absence of compelling reasons for not so doing.

Advantages of suggestion

When the above described annual tickler comes up, all old files are automatically considered for destruction, so that any security cases closed for five years or "criminal" and "applicant and other" cases closed for three years would be reviewed. The monthly sorting of orange assignment cards of closed cases according to classification, and setting them up as ticklers for destruction behind the respective dates for consideration, is a time consuming and unnecessary job. It is further complicated by the fact that closed cases are subject to reopening any time new information justifies further inquiry, so that it is quite possible for the case to be closed several times in a few years, and for several ticklers for destruction to accumulate in the file behind different dates. This file is superfluous and maintaining it is a waste of clerical time. It would be difficult to estimate annual savings.

Comments of Legal Attache

We have found that, in actual practice, it works out better for this office to review groups of files for destruction on an annual basis, and more frequently if necessary, going right through from lowest file numbers (earliest openings) up to cut-off date (3 or 5 years ago) in each classification, rather than pulling and reviewing for possible destruction scattered files each day. Since we do follow the first described practice, it is really a duplication to maintain a separate individual file destruction tickler. I therefore concur in recommendation that this administrative device be discontinued, at least for this office, as a further clerical economy.

66-3286-

ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/29/03 BY AUC 60290 BCE/DCG/gmw #03-R0762

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 3-19-64

FROM : L. E. Short

Destruction of Bureau Records - Genl

SUBJECT: SPACE NEEDS
OUT-OF-SERVICE PERSONNEL FILES
PERSONNEL RECORDS UNIT

At this time the personnel files relating to individuals who have left the Bureau's service occupy approximately 475 five drawer file cabinets. This category of files grows at the rate of approximately 100 cabinet drawers per year. Because of space limitations the out-of-service files are now split and part of the files are housed on the 7th floor of the Justice Building while the remainder are housed in the Personnel Records Unit on the 6th floor.

To provide for future expansion needs we have experimented with and have considered the use of shelf filing for these records. Because of the nature of the available area (corridor space with numerous pillars) shelf filing is not particularly advantageous from the standpoint of gaining filing area and in addition to being extremely expensive, new equipment would be nothing more than a stopgap measure.

The possibility of stripping files of extraneous administrative material, which is not part of the official personnel file insofar as government regulations are concerned, has been discussed in detail with personnel of the Administrative Division. Administrative Division recommends that in addition to retaining documents required by the Federal Personnel Manual we should also retain exit interview forms, separation performance reports, service record letters and memoranda, appointment letters, applicant briefs (or permanent), personnel status forms, all letters and memoranda denoting administrative action and final record of disposition of property. Personnel of the Administrative and Files and Communications Divisions are in agreement that stripping personnel files should initially be confined to clerical files in which the individual has been out of the Bureau's service for ten years or more.

66-3286

A survey of a representative number of file drawers reflects that approximately 50 per cent of each drawer is made up of clerical files in which the individuals have been out of service more than ten years. In addition, it is estimated that approximately one half of each clerical file is made up of administrative material which can be approximately removed from the file and destroyed without losing any of the pertinent data relating to the former employee. Accordingly, through the stripping operation we could

NOT RECORDED
145 MAY 27 1964

(Continued on page 2)

(SEE ADDENDUM OF TRAINING DIVISION ON PAGE 3.)

(See Addendum of Inspection Division, Page 3)

ORIGINAL FILED IN 67-418-5

Memorandum L. E. Short to Mr. Tavel 3-19-64
RE: SPACE NEEDS
OUT-OF-SERVICE PERSONNEL FILES
PERSONNEL RECORDS UNIT

regain the use of approximately 590 file cabinet drawers. This would provide expansion for several years to come in the out-of-service personnel files.

A sample out-of-service clerical personnel file is attached in which the required record material and other material which we would save is filed in the personnel folder. The material which is administrative in nature and not required to be retained as part of the official personnel file and which is not considered pertinent from the Bureau's standpoint is attached to the top of the file. This is the type of material which we propose to remove and destroy.

It is recognized, of course, that if approval is granted for stripping a certain category of out-of-service personnel files it will be necessary to set up specific guide lines to be followed by personnel assigned to the stripping operation. Even then should questions arise as to the advisability of preserving or destroying given documents, a representative of the Administrative Division would be consulted for guidance.

RECOMMENDATIONS:

(1) To provide necessary expansion space for out-of-service personnel files, it is recommended that files relating to former clerical employees who have been out of the Bureau's service for more than ten years be purged of administrative type material, retaining categories of material desired by Administrative Division as set out above.

(2) If the above recommendation is approved, this work will be accomplished with the existing personnel complement at times when the flow of current work will permit.

ADDENDUM OF TRAINING DIVISION: 4/13/64 JJC:hcv

The Training Division concurs with recommendation set forth in above memorandum. It is felt that the items listed to be destroyed are not essential record material which the Bureau would be required to maintain on clerical employees ten years after they have left our employ. The employee's file attached hereto has been carefully reviewed and the Training Division can see no reason for the Bureau to maintain in its files as a permanent record any of the items falling within the category to be destroyed. As in any project of this type, however, the success of the project is contingent upon the fact that qualified personnel conduct the file purge.

I agree - if cost is not too much. L.L.

ADDENDUM OF INSPECTION DIVISION: Upon the completion of the Files and Communications Division inspection 12-24-63 (H. L. Edwards:mbk 4-23-64) the Records Branch had 10 such projects. 4 of which were done on a continuing daily basis. Three of four projects that were operated only when personnel were available were behind the normal 1962 monthly production standards as well as being behind the over-all monthly production since September, 1962.

The Inspection Division agrees with the recommendation to purge out of service personnel files to conserve space; however, the project of purging should be considered in line of importance as it relates to other project-type work which is behind normal monthly production standards.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#715-64

b6
b7C

Date 3/19/64

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		General Investigative Div.

SUGGESTION That those copies of Form FD-192, submitted with Semi-Annual Inventory of Property Acquired as Evidence (SAIP) by each field office, now maintained as enclosures to cover letters in each field office Administrative File, be destroyed, with exception of the most recent submissions (in February, 1964). Also that, in the future, on receipt of a new SAIP the forms FD-192 enclosed with the previous inventory be destroyed.

(Suggestion #691-64, from field, concerns eliminating one copy of FD-192 maintained in field; General Investigative Division comments were made.)

O DESTRUCTION OF BUREAU PROPERTY

Current practice or rule (Include manual citation as well as facts)
Manual of Rules and Regulations, Part II, Section 8E, Page 21, instructs field offices to submit SAIP semiannually in February and August. A form FD-192 is prepared in quintuplicate for each case. (Continued)

Advantages of suggestion and annual savings (include basis for estimate)
Savings of considerable, measurable file space and elimination of unnecessary copies. Most recent inventory had over 3,700 sheets of type suggested to be destroyed; if average of 2,000 sheets for 24 previous inventories eliminated, the total would be 48,000 sheets of paper, plus enclosure envelopes.

Writer has no basis for estimating cash savings.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELW cal

Disadvantages of suggestion
None known.

66-3286
NOT RECORDED
126 MAR 25 1964

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head
This suggestion appears to have merit and it is recommended it be adopted.

A. Rosen, Assistant Director
Signature and Title

(Do not write in this space - for Bureau use only)

5 MAR 25 1964

JUN 3 1964

ORIGINAL FILED IN 66-3286-1

Suggestion
(Continued) [redacted] b6 b7C 3/19/64

Current practice or rule (Continued)

in a field office in which evidence is maintained. Two copies are retained in field.

The original FD-192 and two copies are forwarded to Bureau with cover letter. (E.G. Cleveland Division submitted 81 triplicate sets of FD-192 in February '64.) The original FD-192 and one copy are sent to substantive desk and after review the original is initialled for case file; that copy is destroyed if no further action is necessary.

One copy of each FD-192 is kept with the cover letter and filed in the field office Administrative File. The cover letter and attached set of FD-192's are reviewed by Division VI to insure submissions received from all offices and for general format of inventory. Writer checked the last two sections of the Cleveland file, 66-36 sections 14 and 15, and found the following:

Cover Letter from Cleveland re SAIP

Dated	Serial	Enclosures	
2/7/64	2689	81	(behind file)
8/9/63	2650	111	" "
2/20/63	2632	86	" "
8/24/62	2628	54	(attached to cover letter)
2/9/62	2606	50	(behind file)
8/9/61	2597	54	(attached to cover letter)
2/15/61	2584	39	" " " "

Total seven submissions with 475 enclosures.

During the most recent inventory, February, 1964, over 3,700 sets of form FD-192 were submitted to Bureau by all field offices. One copy of each FD-192 is filed with the transmitting cover letter.

Since the original of each FD-192 is filed in the Bureau case file, and the general group serves no apparent purpose once a subsequent inventory is submitted, it is believed these enclosures from each field office pertaining to inventories of August, 1963, and before may be destroyed without affecting Bureau work or records in any way. Also that, on receipt of future inventories, the enclosures to the previous inventory may be destroyed.

66-3286-985

REC 29

EX 101

March 20, 1964

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Little Rock, Arkansas

b6
b7C

Dear Miss [redacted]

I have received your suggestion concerning the disposition of files in the field, with certain exceptions, after a particular period of time has elapsed. Careful consideration is being given to the matter and you will be further advised if it is adopted.

Your thoughtfulness and interest in directing this idea to my attention are indeed appreciated.

Sincerely yours,

b6
b7C

J. Edgar Hoover

MAR 20 10 23 AM '64
REC'D-READING ROOM
FBI

MAILED 19
MAR 20 1964
COMM-FBI

2 - SAC, Little Rock
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of Miss [redacted]
JER:mlf
(6) (Suggestion #709-64 dated 3/16/64)

NOTE: Suggests, under certain conditions, all files (except security files) be destroyed in the field after being closed 10 years.

Referred to Files and Communications, Inspection, General Investigative and Special Investigative Divisions for views and recommendations.

6 APR 21 1964

Tolson
Belmont
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Casper
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Conrad
DeLoach
Evans
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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

DATE 8-18-82 BY SP4EWJ cal

Employee Suggestion
FD-252 (Rev. 7-11-59)

#729-64

Date: March 16, 1964

To: Director, FBI

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: Little Rock

SUGGESTION

All files, with exception of Security files, to be destroyed after being closed ten years provided:

(a) Office is not office of origin
(b) Office is not office of prosecution
(c) File contains no signed statements from witnesses

Files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are ten years old. If there is any doubt, Bureau to be consulted.

RECEIVED 1964 MAR 18 AM 7:31 FBI

Current practice or rule (Include manual citation as well as facts) Manual of Rules and Regulations, II-3-8 provides: Files in field may be destroyed after become 20 years old. Double zero files for current class. to be retained. Class. 25 and 26 to be destroyed when 10 years old and unsub. files in class. 15,26,52,70 and 87 when 5 years old under stated conditions.

Advantages of suggestion and annual savings (include basis for estimate)

If adopted, it is believed this suggestion would save considerable filing space throughout the field. Savings, if any, would be based on the amount of filing space saved.

Destruction of Bureau Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4ELW/cal

Disadvantages of suggestion

It is believed there would be no disadvantages. If it became necessary to obtain background information from one of the files which had been destroyed, it would always be available in the office of origin. b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Chief Clerk
Suggester

Recommendations and comments of Division Head

Believe suggestion has merit. Bureau might want to consider having a control office try for period of six months to a year, then put into effect if justified.

ROY K. MOORE, SAC

(Do not write in this space - for Bureau use only)

REC 29 66-3286-105

25 MAR 23 1964

EX-101

acted by ltr 3-20-64 T&M mm

memo cmgs to Moore 4-3-64 T&M mm

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-23-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 1-7
APPLICATIONS AND INQUIRIES FROM PRIVATE
CITIZENS IN REGARD TO FBI NA

The attached file has been called to our attention by personnel of the Consolidation Unit. It consists of 16 sections beginning in 1935. Much of the material is outdated and should be considered for destruction. It is proposed that all requests for information regarding the FBI NA and the replies to these requests, over five years old be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Training Division review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Training Division.

EHG:lmb
(3)
Enclosure

5/5/64 filed requested + material destroyed (over 1958) Consolidation Unit EHG

3/25/64 5K to destroy 3/24

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4EWJCAL

66-3286-
NOT RECORDED
21 MAR 25 1964

22 MAR 25 1964

DESTRUCTION OF BUREAU PROPERTY

ORIGINAL FILED IN 1-7

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 3-24-64

FROM : L. E. Short

b6
b7C

SUBJECT: SUGGESTION #709-64, SUBMITTED BY [redacted] CHIEF CLERK, LITTLE ROCK

Destruction of Bureau Property - GEN

Training Division has requested views of Files and Communications Division concerning attached suggestion submitted by [redacted], Chief Clerk, Little Rock, who suggests that all files, except security files, be destroyed by auxiliary offices after ten years providing auxiliary office was not the office of prosecution or file contains no signed statements from witnesses, with restriction that Bureau be consulted on important cases or cases having many ramifications, prior to destruction. She points out that adoption of suggestion would save considerable filing space throughout field. SAC, Little Rock, believes suggestion has merit.

During previous Records Management Program in 1959, several similar suggestions received concerning destruction of files by auxiliary offices prior to present twenty-year retention period (66-18966-397). A number of other suggestions were also received proposing reduction in retention period of field office files. A survey of ten representative field offices was conducted to determine if a lowering of retention period was feasible. Based on results of survey and recommendations of Investigative Division and Domestic Intelligence Division, no change was made in twenty-year retention period for field files (66-18966-543).

It is the feeling of this division that Miss [redacted] suggestion has considerable merit, is highly desirable from a records management standpoint in that maintenance of duplicate records would be decreased, and adoption would save a tremendous volume of filing space and equipment throughout the field. If adopted, even though auxiliary office file would be destroyed after ten years, complete file would be available at office of origin and also Bureau in event information needed by auxiliary office.

Inasmuch as field records continue to grow at a substantial rate, we feel that steps must be taken to reduce growth of records and suggestion submitted by Miss [redacted] offers excellent and logical possibility of

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b7C

(Continued second page)

Enclosure
JWM:ifc

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-18-82 BY SP4ELW/cal

66-3286-986

REC-103

10 APR 1964

accomplishing this; accordingly, we recommend re-evaluation be made of current retention period of field office files with the idea of lowering retention period and that consideration be given to adopting suggestion submitted by Miss [redacted]. It is felt that any disadvantages which might be created by adoption of such a procedure would be far outweighed by substantial savings in space and equipment in each field office.

b6
b7C

RECOMMENDATION:

That this memorandum be referred to the Training Division for further consideration of suggestion.

ST
3/25

ADDENDUM OF THE INSPECTION DIVISION JTN:wmj:mbk 3-25-64 :

It is recommended that this suggestion not be adopted for the following reasons:

1. When files are destroyed, normally index cards are destroyed also. There would be nothing available to indicate which office is office of origin should it be necessary to obtain information pertaining to background of subject or case. Only remedy would be to retain the master case card in indices indefinitely and to place thereon the identity of Office of Origin.

2. In all cases this old it is doubtful that an auxiliary office would know the last office of origin, if there have been several changes. This happens frequently and should correspondence become necessary to ascertain information from the file, it may be necessary that several offices become involved. This is undesirable.

3. The delays encountered to obtain necessary information from these files would be unwarranted and perhaps cause the Bureau embarrassment.

Present rule calls for file destruction in the volume classifications at the end of 5 years. This rule has effected maximum destruction and savings commensurate with our needs and responsibilities and current suggestion has little or nothing to offer over and above the present rule.

RECOMMENDATION:

Refer to Training Division.

(3)

COMMENTS OF GENERAL INVESTIGATIVE DIVISION:

It appears that there is nothing contained herein which would alter the position taken by this Division as expressed in 1959 (see 66-18966-397) and as regarding similar suggestions made prior thereto.

R JFM 2/8

XEROX 1 mg 4-3-64

mm copy & mailed 4-3-64 JFM, mlk

(4)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Boardman
Conrad
Dalbey
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 3-25-64

FROM : L. E. Short

b6
b7C

SUBJECT: SUGGESTION #715-64
Submitted 3-19-64 by [redacted]
General Investigative Division
Destruction of Bureau Property

Mr. [redacted] suggested that those copies of Form FD-192 (Bulky Exhibit - Inventory of Property Acquired as Evidence), which were submitted with Semi-Annual Inventory of Property Acquired as Evidence (SAIP) by each field office, now maintained as enclosures to cover letters in each field office Administrative File at the Seat of Government (SCG), be destroyed, with exception of the most recent submissions (in February, 1964). Also that, in the future, on receipt of a new SAIP the forms FD-192 enclosed with the previous inventory be destroyed.

When the field submits SAIP in February and August, five copies of Form FD-192 are prepared for each case in which evidence is maintained. Two copies are retained in the field. The original FD-192 and two copies are forwarded to Bureau with cover letter. One copy of each FD-192 is kept with cover letter and filed in the field office Administrative File at SOG. The original FD-192 and one copy are sent to substantive desk. After review the original is initialed for the case file and the copy is destroyed if no further action is necessary.

b6
b7C

Mr. [redacted] stated the SAIP cover letter and attached set of FD-192 forms are reviewed by General Investigative Division to insure submissions are received from all offices and for general format of inventory. However, he feels this general group of FD-192 forms serves no apparent purpose once a subsequent inventory is submitted since the original of each FD-192 is filed in the Bureau case file.

Accordingly, he suggested the destruction of copies of FD-192 forms submitted prior to the February, 1964, SAIP and now maintained as enclosures to cover letters in each field office Administrative File at SOG. Records Branch favors adoption of this suggestion and will handle the destruction of this material if Mr. [redacted] suggestion is adopted. Further, as suggested by Mr. [redacted], it is recommended that upon receipt of future inventories the FD-192 enclosures to the previous inventory be destroyed. If adopted, the procedure for this continuing semi-annual destructions program will be worked out between the Records Branch and General Investigative Division.

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b7C

[redacted]

LWB:jam
(4)

66-Bu2 86-

NOT RECORDED
167 MAY 27 1964

(continued on page 2)

JUN 5 1964

ORIGINAL FILED IN 66-6037-414

Memorandum L. E. Short to Mr. Tavel
Re: SUGGESTION #715-64

b6
b7C

RECOMMENDATION:

That Mr. [redacted] suggestion be adopted in full.

3/26

SAC, Tampa (CC-205) March 27, 1964

Director, FBI 66-3286- PERSONAL

PAPER MANAGEMENT -
SUGGESTION BY SAC J. F. SANTOIANA, JR.

Reurlets September 16, 1963, and March 24, 1964, and reBulet September 19, 1963, under same caption.

With respect to the suggestion submitted in urlet of September 16, 1963, receipt of which was acknowledged in reBulet, the matter of preparing summary memoranda of information contained in Forms FD-302 (Channelizing Memoranda) filed in sizable numbers in dead files, and thereafter destroying the channelizing memoranda, was carefully considered as was your additional proposal that a copy of each summary be furnished to the Bureau.

It was decided that your ideas should not be adopted because it was felt the time and personnel needed to review, prepare and dictate the summary memoranda outweighed the amount of space saved. In many of the cases to which you referred, such as Cuban activities, racial activities and Nation of Islam activities, actual investigations are initiated in the future and it would seem doubtful that the summary memoranda would be documented in sufficient detail to assist Agents in preparing reports. This would necessitate reference to informants' files and frequent referrals could have a dilapidating effect on the material contained therein which should remain presentable for possible evidentiary use. Further, present rules permit the destruction of channelizing memoranda after the information has been included in a report and it is felt this is as far as we should go in such destruction.

With respect to sending copies of such summary memoranda to the Bureau, had the idea been adopted, it was felt this procedure would create needless duplication of effort and paper work since, ordinarily, any pertinent data already should have been furnished to the Bureau by report or letterhead memorandum.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELWlcal

1 - cc 66-3286-64
JER:mlf
(5) (Suggestion #186-64)

NOTE: By letter dated 3/24/64, SAC Tampa inquired if any decision had been made on his proposal submitted in letter dated 9/10/63 (Suggestion #186-64 located in Bufile 66-18966-579).

SEE PAGE TWO

ORIGINAL COPY FILED

DUPLICATE YELLOW

5 9 APR 3 1964

NOTE CONTINUED

Receipt of the letter was acknowledged by letter dated 9/19/63. Matter was considered by Domestic Intelligence, Files and Communications, Training, and General and Special Investigative Divisions. By memorandum from Mr. Casper to Mr. Mohr dated 9/27/63 (Bufile 66-18966-581) their views, as outlined in foregoing letter to SAC, Tampa, were summarized and it was recommended and approved that the ideas should not be adopted and no further action was necessary with respect to the suggester in view of prior acknowledgment.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 3/24/64

FROM : SAC, TAMPA (66-205)

SUBJECT: PAPER MANAGEMENT -
SUGGESTION BY SAC J. F. SANTOIANA, JR.

186-64

Destruction of Bureau Property
suggestion

ReBulet 9/19/63 captioned as above.

Please advise if any further decision has been made in this matter.

(2) Bureau
2 Tampa 1 - 66-223
JFS:KH
(4)

66-3286-

NOT RECORDED
162 MAR 31 1964

18 MAR 25 1964

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Assistant Mgr. 3-27-64

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-30-64

FROM : L. E. SHORT

EHG

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 1-45
MILITARY OFFICERS TRAINING SCHOOL

The attached file has been called to our attention by personnel of the Consolidation Unit. It consists of 6 sections beginning in 1940 and is not currently used. The first three sections contain mail regarding training schools conducted in the Bureau, and the last three sections contain mail regarding schools conducted outside but where the Bureau rendered assistance in connection with same. Following is the type of mail found throughout the file:

1. schedules in connection with the training schools
2. letters to and from the individuals attending the schools
3. information regarding the individuals attending the schools

The material in this file is outmoded and there appears to be no reason for its continued retention. Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Training Division review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7338.

RECOMMENDATION:

For referral to the Training Division.

66-3286-
NOT RECORDED
119 APR 3 1964

EHG:lmb
(3)

6/3/64
File removed
+ material destroyed
Cons. Unit
EHG

ADDENDUM OF TRAINING DIVISION JER:mlf 4/2/64

Training Division has no objection to destruction of the items listed.

APR 3 1964

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ORIGINAL FILED IN 1-45-465

DESTRUCTION OF BUREAU PROPERTY

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Evans

DATE: March 31, 1964

FROM : C. H. Stanley

SUBJECT: SUGGESTION NUMBER 709-64
DESTRUCTION OF BUREAU FILES

Attached is a recommendation by the Little Rock Office that all files, with exception of security files be destroyed after being closed for ten years, provided: (a) Office is not office of origin; (b) Office is not office of prosecution; (c) File contains no signed statements from witnesses. The recommendation also provides that files representating cases having an important nature or cases having many ramifications should not be destroyed merely because they are ten years old. In case of any doubt, the Bureau is to be consulted. The SAC states this suggestion has merit, but the Bureau might want to consider having a control office try for period of six months to a year and then put into effect if justified.

With reference to the suggestion outlined above, it is believed that it has some merit in certain types of cases; however, it is believed as suggested that this system should be tested prior to taking any premature action for the sake of saving space.

The Streamlining Committee of the Special Investigative Division has studied this proposal and feels that the possibility exists that destruction of files in some categories after a ten year period could very well hinder the Bureau's operations. This committee suggests that a control office try this system for a period of time which will point out any weaknesses that may exist.

It is believed it would be undesirable to include for destruction, criminal intelligence files. These files contain intelligence information such as criminal intelligence activity involving La Cosa Nostra organization, waterfront activities files, as well as infiltration by the hoodlums in labor. Criminal intelligence files of this nature should logically be included in the exception to the destruction of criminal files. It is, therefore, strongly felt that files pertaining to Criminal Intelligence Program be specifically excluded from the suggestion.

Enc.

CHS:mjs
(7)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4ELW/cal

66-3286 — 987

REC-123

3 APR 10 1964

EX-103

3-4-64

Memorandum to Mr. Evans
RE: SUGGESTION NUMBER 709-64

It is believed also undesirable to include for destruction certain classifications in the applicant field, specifically those cases that are predicated on subversive loyalty implications. Those classifications include 138, 140 and 151, which are the LEUN Program, the SGE Program and the CSC Referral cases of various Government agencies encompassed in the 151 classification. It is, therefore, felt these files should be excluded from this suggestion, as they are in a sense security-type cases which the Field and other Government agencies might refer to.

Concerning applicant-type cases not included in the above paragraph, it is possible that copy work might be increased under this system, for instance, it would be necessary in certain cases to send a copy of a particular office's report, which had been destroyed, to them in order that they might refer to it if the person was again being investigated.

ACTION:

It is recommended this memorandum be submitted to the Training Division for its information in considering this proposal.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#763-64

b6
b7C

Date
APRIL 2, 1964

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		FILES AND COMMUNICATIONS

SUGGESTION

That the listing of serials be eliminated and this form 4-94 be revised to read "All serials removed from this file have been destroyed in accordance with authority contained in"
(See attached present form and suggested revision.)

Files

Destruction of Bureau Property General

Current practice or rule (Include manual citation as well as facts)

Serial numbers are listed individually or in scopes, as necessary. (Individual serials purged are checked off the tab card in Numbering Unit).

Advantages of suggestion and annual savings (Include basis for estimate)

Will eliminate a time consuming procedure now used.

Suggester has no basis for estimated savings.

Disadvantages of suggestion

None known.

66-3286-
NOT RECORDED
47 APR 10 1964

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for my unidentified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

66-2317-

Unfavorable. See comments attached page.

JPB:bpr
(5)

XEROX

APR 9 1964

APR 10 1964

Signature and Title

(Do not write in this space - for Bureau use only)

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DATE 8-18-82 BY SP4EWlal

Two - Mr.

APR 20 1964

ORIGINAL COPY FILED IN 66-2317-134

Employee Suggestion
Submitted by: [redacted] b6 b7C

COMMENTS:

It is felt that serials removed from file should be accounted for. This suggestion would automatically give the impression that any serial not in file had been destroyed whereas this may not be the case. The accuracy in accounting for serials is well worth the time consumed in the current practice.

ST
4/4

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 4/3/64

b6
b7C

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY -GEN
SUGGESTION #709-64, SUBMITTED BY
MISS [redacted] LITTLE ROCK

"destruction of Files in Field Divisions

SUGGESTION: That all files, except security files, be destroyed after being closed 10 years provided the office is not the office of origin (OO) or office of prosecution and the file contains no signed statements. Files representing cases of an important nature with many ramifications should not be destroyed merely because 10 years old. If any doubt exists, Bureau should be consulted.

PRESENT PRACTICE: Files in the field may be destroyed after they become 20 years old unless they represent important cases with many ramifications which might make their retention desirable. If doubt exists, Bureau should be consulted. Double zero files for current classifications are to be retained. Files in classifications 25 (except Conscientious Objectors) and 26 may be destroyed when 10 years old under certain conditions. Unknown subject files in the 15, 26, 52, 70 and 87 classifications may be destroyed in five years under stipulated conditions.

ADVANTAGES: Such destruction would save a considerable amount of filing space throughout the field.

OBSERVATIONS: SAC Roy K. Moore of the Little Rock Office felt the idea had merit and the Bureau might want to consider a six-month trial in a control office.

Files and Communications Division advised idea had been considered previously and not adopted but they felt it had considerable merit and was highly desirable from a records management standpoint in that it would decrease the maintenance of duplicate records and save a tremendous volume of filing space in the field. They pointed out that, even though destroyed in auxiliary offices, the complete file would still be available if needed at the OO and the Bureau. In view of the growth of field records they believed suggestion offered an excellent and logical possibility to reduce this growth and felt a re-evaluation of the current retention period for field files to reduce such period is in order. The disadvantages would be far outweighed by substantial savings in space and equipment.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-80 BY SP4ELW3 cal

REC-128 66-3286-988

Two

JER:mlf
(2)

SEE PAGE TWO

APR 9 1964

72 APR 16 1964

The Special Investigative Division advised the suggested procedure could very well hinder our operations. Though suggesting selection of a control office to try the procedure and discover any weaknesses, they believed criminal intelligence files should not be included since they contain information on waterfront activities, hoodlum infiltration of labor, "La Cosa Nostra," etc. They also wanted excluded from such destruction applicant-type cases which are, in a sense, security-type matters such as Civil Service Commission referral cases, Security of Government Employees cases etc. In fact, even other applicant-type cases, if destroyed, might increase copy work since, in some instances it might be necessary to supply an office with a copy of its report, which it had destroyed, so they could refer to it if the person were being reinvestigated.

The Inspection Division opposed adoption of the idea. They commented that when files are destroyed, index cards normally are destroyed too and, unless a master case card were kept in the indices indefinitely to identify the OO in case it is necessary to obtain information on the case, there would be nothing available to show where information is located. In cases as old as 10 years, it is doubtful that an auxiliary office would know the last OO if there had been several changes and it might involve several offices to locate necessary information. The delays encountered would be unwarranted and could well embarrass the Bureau. They felt the current provisions for destruction of files in volume cases have effected the maximum destruction and savings commensurate with our needs and responsibilities and the suggestion offered little or no advantages over the present rules.

The General Investigative Division advised the suggestion contained nothing to alter their opposition to such destruction as they expressed in 1959 when they felt such destruction would prove false economy since the proper functioning of a field office requires immediate accessibility of information for purposes of proper evaluation of complaints, informants and other field office operations.

In view of the foregoing comments of the Divisions solicited, Training Division agrees we should retain present procedures. It should be borne in mind that, in some instances, OO would be only one in possession of information in a case as when it has been closed administratively, in which case it would not be available at Bureau. Further, it is not felt much would be gained, in the light of the foregoing comments, by choosing a control office for a trial.

RECOMMENDATION: That suggestion not be adopted. On approval, no further action is necessary; receipt of idea was acknowledged previously.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TROTTER

DATE: 4/7/64

FROM : R. C. Anderson

SUBJECT: RECORDS STORAGE
STATE DEPARTMENT
DESTRUCTION OF BUREAU PROPERTY - GENERAL

Representatives of GSA, who are currently working on the design for the new FBI building, have advised SA John P. Dunphy, Administrative Division, of procedures followed by State Department and GSA warehouse at Franconia, Virginia, of utilizing high shelf storage for inactive records.

Writer accompanied SA Dunphy and SA Norman Stultz of Files and Communications Division to the new State Department building on 4/6/64. State Department has an "interim storage problem," mainly involving records sent from consular establishments which are maintained for varying lengths of time at State Department headquarters before being shipped to Federal record centers. These records are stored in cardboard boxes of approximately one cubic foot volume which will then be placed on steel shelving, seven shelves high. By utilizing one row of shelving, with two rows of boxes back to back and allowing 30 inches aisle space, State Department estimates they can store three cubic feet of records for every square foot of floor space. This is approximately three times the storage per square foot of floor space as obtained through a standard five-drawer file cabinet.

Insofar as Identification Division is concerned, such storage could be utilized for fingerprint cards which are currently being removed from the jackets in Assembly Section and Microfilmed prior to destruction. It is believed, however, that Microfilming, which offers a permanent record, is preferable to maintaining a separate set of files on the excess fingerprint cards in a jacket.

It appears that the type of storage used by State Department would be of particular value to records which can be destroyed after a statutory period rather than records which are permanent such as our identification records and supporting fingerprint cards.

RECOMMENDATION: Information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4EW/cal

25 APR 24 1964

RCA:bm
(3)
9 MAY 4 1964

66-32847
NOT RECORDED
29 APR 28 1964

ORIGINAL FILED IN 66-11201-351

NATIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : Mr. Mohr

DATE: 4/8/64

FROM : J. J. Casper

SUBJECT: EVIDENCE
SUGGESTION #715-64, SUBMITTED BY
MR. [redacted] GENERAL INVESTIGATIVE DIVISION
Destruction of Bureau Property

b6
b7C

SUGGESTION: That the copies of Form FD-192 (Bulky Exhibit Inventory), submitted with the Semiannual Inventory of Property Acquired as Evidence (SAIP) by each field office and now retained as enclosures to cover letters in the Seat of Government (SOG) administrative file on each field office, be destroyed with the exception of the most recent submission. For example, these semiannual inventories are submitted in February and August of each year; thus, under proposed procedure, all copies of inventories received prior to February, 1964, will be destroyed and, on receipt of the August, 1964, semiannual inventory, the copies from February will be destroyed.

PRESENT PROCEDURE: In connection with these semiannual inventories, Form FD-192 is prepared in quintuplicate by each field office for each case in which evidence is maintained. Two copies are retained in the field office and the original and two copies are forwarded to Bureau with a cover letter. The original and one copy goes to the substantive desk. After review, the original is initialed for the case file and the copy destroyed if no further action is necessary. The other copy, with the cover letter, is filed in the SOG administrative file maintained on the field office.

ADVANTAGES: Suggester feels his idea would effect considerable savings in filing space. Taking the Cleveland Office as an example, it had been necessary for them to submit 81 triplicate sets of FD-192 with the February, 1964, semiannual inventory in question. In fact, going back as far as the inventory submitted in February, 1961, there were a total of 475 enclosures in the administrative file on the Cleveland Office. Under the proposed procedure, 394 of these would be purged. During the most recent inventory (February, 1964), over 3700 such sheets were received from the entire field. If a conservative estimate of 2000 sheets for each of 24 previous inventories were destroyed it would save 48,000 sheets of paper plus enclosure envelopes. Since the original of each FD-192 is filed in the Bureau case file, the suggester feels the general group serves no apparent purpose once each subsequent semiannual inventory is received and could be destroyed without detrimental effect on Bureau's work or records.

OBSERVATIONS: The General Investigative Division recommended that the suggestion be adopted for the advantages cited by the suggester.

66-32486

NOT RECORDED
167 MAY 27 1964

2 MAY 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82

SEE PAGE TWO

ORIGINAL FILED IN

1 - Mr. Beaver
JER:mlf
(2)

JUN 2 1964

Memo Casper to Mohr
Re: Evidence
Suggestion #715-64, Submitted by
Mr. [redacted] General Investigative Division

b6
b7C

The Files and Communications Division also favored adoption of the suggestion as it related to past inventories and the destruction of the current one upon receipt of each subsequent semiannual inventory. They advised that if the suggestion were approved they would handle the destruction of all this prior inventory material in these administrative files and would work out the procedure for the continuing semiannual destruction of this material with General Investigative Division. [redacted]

Training Division agrees that the idea should be adopted since it will save space and, as General Investigative Division has noted, will have no detrimental effect on our operations since the original inventory will be in the case file and the copy in the administrative file will be available until the next one is received and reviewed.

With respect to savings involved, these will be strictly in file space not used hence made available for other storage. The closest estimate that can be made short of actual measurement is based on a figure of 200 sheets to the inch. On this basis, 48,000 sheets would consume 240 inches of space. The average file drawer has 22 inches of space, therefore, including enclosure envelopes, about 11 drawers of cabinet space would be freed. Present file cabinets contain five drawers and cost $63.50 each but they are being replaced with six-drawer cabinets which cost about $85 each and must be obtained on bids since General Services Administration does not carry them. Therefore, space savings would be no less than $127 nor more than $170 and under suggested scale for incentive awards, at either figure, Mr. Mullery could receive an incentive award of $15.

RECOMMENDATION: 1 - That the suggestion be adopted and Mr. [redacted] be granted an incentive award of $15, which is in line with approved scale for such awards, the award to be handled by Commendation, Supervisory Approval and Special Action Unit, Administrative Division in lieu of further acknowledgment. Receipt of the idea was acknowledged previously.

b6
b7C

2 - On approval, this memorandum will be authority for Files and Communications Division to effect the initial purge of the files in question and work out procedure with General Investigative Division for subsequent purges.

- 2 -

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL ST

DATE: 4-10-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

EHG

DESCRIPTION OF FILE: 66-13407
AIR RAID PRECAUTIONS

① DESTRUCTION OF BUREAU PROPERTY

The attached file has been called to our attention by personnel of the Consolidation Unit. It consists of 4 sections beginning in 1941 and the majority of the mail is over 20 years old. The file contains mail regarding schedules of air raid and blackout drills, air raid wardens, monthly gas mask training and blackout equipment. The material is outdated and there appears to be no reason for its continued retention. Mail of a policy or historical nature would not be destroyed.

Destruction of this mail would result in saving space in the file room and removal of unnecessary abstracts from the Numbering Unit.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)

No objection to destroy mail as indicated above
4/21

ST
4/13

No objection to destroy mail as indicated above
6/22/64
file removed & mail destroyed
4-22-64

66-3286-
NOT RECORDED
110 APR 23 1964

64 APR 27 1964

APR 23 1964

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DATE 8-18-82 BY SP4 EWL cal

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Gandy

TO : MR. TAVEL

DATE: 4-10-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

Destruction of Bureau Records - Gen

DESCRIPTION OF FILE: 66-9000
GENERAL INTELLIGENCE ASSIGNMENTS

The attached file has been called to our attention by personnel of the Consolidation Unit. It consists of a general file with 3 sections and a sub file for each Field Office. These files were opened in 1940 and discontinued in 1943. This type of mail in most instances is not currently sent to Records Branch for filing. If the supervisor does request the mail be filed, it is classified in the appropriate Field Office administrative file.

These files contain administrative mail regarding statistics of pending cases, assignments of agents, status of plant surveys and other mail of an administrative type. The material is outdated and there appears to be no reason for its continued retention. Mail of a policy nature would not be destroyed but retained in the general file.

Destruction of this mail would result in saving space in the file room. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

8/14/64
File reviewed & mail destroyed all subs destroyed CMS EHG

EHG
EHG:lmb
(3)

66-3286
NOT RECORDED
100 APR 21 1964

SEE ADDENDUM PAGE TWO

F-211
MAY 15 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4 RECORDS

APR 20 1964

ORIGINAL FILED IN 66-9000-128

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, 4/17/64, RDS:rbm.

Section 1 of bufile 66-9000 and three subfiles to the same file covering Charlotte, Dallas and Oklahoma City Offices submitted with the above memorandum were reviewed as requested. The material contained in this file relates to administrative data concerning Agents engaged in national defense cases, plant surveys and alien control division in the Bureau. Material also relates to cases turned over to police departments for investigation.

Practically all of the material reviewed in the above files appears to be administrative in nature and is no longer of any value. It appears that all of the information in the above files with the exception of some limited material of historical or policy nature could be destroyed. Much of the information in this file is a duplicate of original material filed elsewhere.

RECOMMENDATION:

It is the recommendation of the Domestic Intelligence Division that this material be carefully reviewed in the Consolidation Unit of the Records Branch and all mail except that of a policy nature or of historical value be destroyed. Since this material also relates to administrative reports submitted in the early 1940s, this memorandum should also be routed to the Administrative Division for its review and comments.

FIB 9/Bd

5-13-64 — other than policy items re Admin Reports, all other Admin Report items no longer value - can be destroyed

Agree - Adm Div

3w XEROX MAY 15 1964

66-3286-

C[illegible], Al[illegible]

April 10, 1964

Director

[illegible]

Reference is made to SAC Letter [illegible], dated February [illegible], 1964, wherein suggestions and recommendations were solicited from the field to strengthen the Bureau's [illegible] Management Program.

It has been suggested that field office copies of the [illegible] Law Enforcement Bulletin be destroyed when they become five years old but that [illegible] be retained as such, if needed, the field office could obtain information from the Bureau which is not contained in the copies [illegible] to be destroyed.

Your observations are requested as to the advisability of adopting the suggestion. Submit your recommendations to the attention of the Training Division, to reach the Bureau by April 17, 1964.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-82 BY SP4ELW/ca

MAILED 27 APR 10 1964 COMM-FBI

- 1 - Atlanta
- 1 - Cincinnati
- 1 - Miami
- 1 - Minneapolis
- 1 - New [illegible]
- 1 - Philadelphia
- 1 - [illegible]
- 1 - Mr. Marshall
- 1 - Mr. DeLoach

JER:mlf

(17) (Records Management Suggestion #755-34)

NOTE: Based on memorandum Short to Tavel, 3/30/64, JWM:fc; Re: Records Management; 66-18966, in its addendum which Files and Communications Divison requested a sampling of views of field offices be obtained.

Tolson
Re.
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MAIL ROOM ☑ TELETYPE UNIT ☐

ORIGINAL FILED IN 66-18966-601

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. Tavel

DATE: 3-30-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966 Destruction of Bureau Property

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

In accordance with this program, SAC, Charlotte, has suggested that field copies of FBI Law Enforcement Bulletin be destroyed when they become five years' old. He points out there is very infrequent reference to these bulletins after five years. He suggests index cards could be retained, and, if needed, bulletins could be obtained from Bureau on data no longer retained after five years.

This suggestion has merit from a records management standpoint, and adoption would undoubtedly result in substantial savings of space throughout field. Manual of Rules and Regulations, Part II, Section 6, Item B, Page 1b, indicates this material is filed in a 66 file to be kept permanently. Observations of Crime Records Division are necessary prior to further consideration of suggestion.

RECOMMENDATIONS:

(1) That this memorandum be referred to Crime Records Division for observations, such observations to be returned to Files and Communications Division for further consideration of suggestion.

(2) That this memorandum be referred to Training Division for review.

66-3286
NOT RECORDED
167 MAY 27 1964

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4ELW1 caf

66-18966-68

ORIGINAL FILED IN 66-18966-69

JWM:lfg
(4)

SEE CRIME RECORDS ADDENDUM ON NEXT PAGE
(SEE FILES AND COMMUNICATIONS-ADDENDUM PAGE THREE)

L. E. Short to Mr. Tavel Memorandum
Re: Records Management
66-18966

ADDENDUM: (CBF:vcs 4-1-64)

Crime Records is opposed to the suggestion. Twelve copies of the Bulletin require less than one inch filing space. This means that filing drawer space for one copy of each issue of the Bulletin in its 32 years' existence would be approximately 32 inches. It seems rather incongruous that each field division cannot maintain one copy of each issue of the Bureau's official monthly publication. Therefore, we strongly recommend no change be made in the filing procedure of the Bulletin in the field.

(over)

Memorandum L. E. Short to Mr. Tavel
RE: RECORDS MANAGEMENT
66-18966

ADDENDUM: FILES AND COMMUNICATIONS DIVISION 4-7-64

In my opinion, to contend that any material should be maintained indefinitely, increasing year after year, solely because it takes up relatively little space, is about as unconvincing justification as could be advanced. If it is necessary, useful, and frequently referred to, it should be maintained, no matter how much space it requires, and if it is of no use, and seldom referred to, it should be destroyed, no matter how little space it takes up. Actually, for 55 field offices at 32 inches (1 1/2 file drawers) each would amount to 1,760 inches of material or 83 drawers, or over 16 five drawer file cabinets. These cabinets cost $60 each, so we have an investment of about $960 to keep bulletins which at least one field office says are seldom referred to after 5 years. There is no suggestion to destroy current bulletins - only those over 5 years old. Since copies are always available at the Bureau if needed in rare instances, I strongly urge that several offices be asked the frequency of reference to bulletins over 5 years old, and the decision to keep or destroy be based on this survey, rather than solely on the amount of space occupied as suggested above.

ST
4/7

WST:ler
(3)

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-22-2011

10/6/03
CLASSIFIED BY ~~A/C 60290 BCE/DCG/ywm~~ 1-6
Mr. Tavel DECLASSIFY ON: 25X 4/15/64
As Amended

L. E. Short

~~CONFIDENTIAL~~

CHINESE EMBASSY
62-55263

Destruction of Bureau Property (4-6)

Description of Lists:

62-55263-50X (Chinese Nationals registered under Foreign Agents' Registration Act as of 6/21/50; List dated May 1950 of employees in the Chinese Embassy in Washington not printed in the Diplomatic List; Chinese Consular Officers in the United States, list dated 4/1/49; Members of the Chinese Embassy Staff listed in the Diplomatic List of May 1950; Members of the Chinese Delegation to the United Nations entitled to diplomatic privileges and immunities, dated May 1950.)

62-55263-80 (Lists of Chinese Nationals in the United States who were in the employ of the Chinese government and its several agencies as of 7/1/56.)

The attached listings of names have been called to our attention by personnel engaged in Name Check work. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to the appropriate substantive division.

(1) - 66-3286

Completed By Lurge 5/12/64 pr

166-3286
NOT RECORDED
199 APR 24 1964

NFS:jam
(4)

CLASS. BY SP4EIW/cal
REASON 1-2.4.2
DECLASSIFY ON: 8-19-82

SEE ADDENDUM PAGE TWO

~~CONFIDENTIAL~~

PER Release Civil Action 79-1655 Agreed Class As Handled 6080 LED/pw 7-25-84 #2-11847

ADDENDUM: HJJ:epj 4/22/64

CONFIDENTIAL

A review of the file reveals that in 1950 it was felt that there was a possibility the U.S. might recognize the Chinese Communist Government which had just completed the take-over of the Chinese Mainland. If recognition was granted it was thought that most of the staff of the Chinese Embassy, who were Nationalist, would be replaced by communists or communist sympathizers and the Embassy would become the center intelligence operations in the U.S.

With this thought in mind, it was suggested that the groundwork be laid for informant coverage of the Chinese Embassy on the premise that there would be many members of the staff who would defect to the Communists although not in true sympathy with communism or the leadership of MAO Tse-tung. It was felt that a roster of persons employed by the Chinese Nationalists in the U.S. would be of definite value in this endeavor. Ultimately the Bureau obtained from the State Department the lists which now compose the enclosure to 62-55263-50X. These lists contain no identifying information other than the titles of the positions held by the individuals listed and as indicated above the lists are now 14 years old (8)

In April, 1957, the Chinese Ambassador furnished the State Department (in normal course of business) a list of persons other than U.S. citizens who were employed by the Chinese Nationalists in the U.S. This list was current as of 7/1/56. This list is the enclosure to 62-55263-80 and also contains no identifying information other than the titles of the positions held by the various person listed.

RECOMMENDATION:

In view of the age of the lists in question and the lack of identifying information, the Domestic Intelligence Division agrees to the proposal that the names in the enclosures to serials 62-55263-50X and 62-55263-80 be deindexed.

CONFIDENTIAL

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tavel

DATE: 4-15-64

FROM : L. E. [illegible]

SUBJECT: RECORDS MANAGEMENT
66-3286
Destruction of Bureau Property

Reference is made to SAC Letter 64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

#797-64
#798-64

In connection with the Program, Legat, Rome, has submitted the following two suggestions relating to destruction of files maintained in all Legat Offices: (1) Legat suggests that the Bureau consider granting approval to all Legat Offices outside the Western Hemisphere to destroy files after the period now allotted to the Bern, Bonn, and Paris Offices. He points out that Section 6K-L (2) of the Foreign Operations Policy Manual permits the Bern, Bonn, and Paris Offices to destroy criminal, applicant, and other files when closed one year and security-type files when closed three years. Other Legat Offices destroy criminal, applicant, and other files when closed three years and security files when closed five years. Legat advised that this shorter retention period for Bern, Bonn, and Paris Offices was formulated because of the geographical location of these offices in relation to Soviet-bloc countries and the greater potential of danger. He advises that in light of the missile-nuclear air transport concept of modern warfare, any country around the globe can be a target of destruction an invasion within a few hours, (2) Legat also suggests that Bureau permit all Legat Offices to destroy files in Foreign Police Cooperation category after one year. He advises that Foreign Police Cooperation cases are quasi-criminal in nature, involving requests from Foreign Police Agencies for investigation in United States, and it is very rare when these files are referred to after a year has elapsed. He indicates that if this suggestion were adopted, all files could be evaluated to avoid destruction of files which would logically be retained for more than one year.

These suggestions desirable from a records management standpoint in that adoption would result in destruction of considerable volume of record material with resultant savings in space. However, since operations

(continued second page)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EW/cal

66-3286-

NOT RECORDED 10 MAY 4 1964

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JWM:lfc (4)

ADDENDUM PAGE THREE

(Addendum Files and Communications Division Page Four.)
(Addendum Special Investigative Division Page Five.)
(ADDENDUM GENERAL INVESTIGATIVE DIVISION Page Six)

59 MAY 6 1964

FBI - TAMPA

of Legat Offices supervised by Domestic Intelligence Division, observations of that division are necessary prior to further consideration of suggestions.

RECOMMENDATIONS:

(1) That this memorandum be referred to Domestic Intelligence Division for observations concerning merits of above suggestions, such observations to be returned to Files and Communications Division for further consideration.

(2) That this memorandum be referred to Training Division for review.

ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION, MG:mab, 4/17/62

Domestic Intelligence Division concurs with suggestions of Legat, Rome, that (1) Legat Offices located outside the Western Hemisphere be authorized to destroy criminal, applicant and other files when closed one year, and security-type files when closed three years; and that (2) all Legats be authorized to destroy files in the Foreign Police Cooperation (FPC) category after one year. Since practically all FPC cases are of the criminal-type, they would in essence be destroyed after one year if suggestion (1) is adopted. Of course, all files are, and should continue to be, carefully reviewed and evaluated by Legat Offices when they come up on tickler for possible destruction in order to avoid destruction of any files which should be logically retained. Each Domestic Intelligence Division Section was canvassed concerning these suggestions and they concurred with observations set forth above.

Memo L. E. Short to Mr. Tavel 4-15-64
Re: Records Management
66-18966

ADDENDUM: FILES AND COMMUNICATIONS DIVISION 4-21-64

In view of comments of Domestic Intelligence Division who are in favor of adoption of suggestion of Legat, Rome, regarding destruction of files in all Legat Offices similar to procedure approved for Bern, [illegible] and Paris Offices, further comments concerning merits of suggestion necessary from General Investigative and Special Investigative Divisions since destruction as proposed would involve both criminal and applicant files.

RECOMMENDATION:

That this memorandum be referred to General Investigative and Special Investigative Divisions for comments concerning merits of suggestion, such comments to be returned to Files and Communications Division for further consideration.

JWM:ifc
(4)

ADDENDUM BY SPECIAL INVESTIGATIVE DIVISION CLG:rap 4/[illegible]/64

The Special Investigative Division concurs with the Domestic Intelligence Division that ~~one~~ Legat's Offices, located outside the Western Hemisphere, be authorized to destroy criminal, applicant and other files when closed one year. However, it is believed that it should be stated strongly, as pointed out in the Domestic Intelligence Division's comments, that all files which come up for destruction on the basis of time should be carefully reviewed and evaluated in order to avoid destruction of any file which should be logically retained. With reference to the Special Investigative Division's interest, examples of files they might retain would be those of files on notorious American hoodlums who have been deported to their native countries, e.g. Guiseppe Doto (Joe Adonis), who now resides in Milan, Italy. Also there might be a file in a Legat's Office concerning some extremely important figure on whom we have done a special inquiry or security check, which might have a continuing value.

ADDENDUM BY GENERAL INVESTIGATIVE DIVISION LRK:eem 4/27/64

General Investigative Division is in favor of adoption of suggestion of Legat,Rome (as it applies to files under supervisory control of this Division) regarding destruction of files similar to procedure now in effect at Bern, Bonn and Paris Offices.

All Sections of the General Investigative Division have been canvassed and are in agreement that this suggestion should be adopted.

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

4-15-64

Mr. DeLoach:

Reference is made to the attached memorandum concerning the purging of out-of-service personnel files after the lapse of 10 years.

While this seems to be a fine idea and I would have no objection to this destruction of the material as contemplated, I think the memorandum should set forth just how much this purging would cost. Even though it is done in connection with other work, it will take the time of a lot of people and this will represent a considerable outlay. In addition to the actual purging, they will have to pull abstracts, etc. One would be in a better position to evaluate the entire project if we had some figures in dollars and cents showing just how much it would cost. Then one could make a better decision by weighing the amount of space saved against the actual cost. It may be that in the long run the purging project will not be worth what it would cost in dollars and cents.

M. A. Jones

MAJ:jol/jo
(2)

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DATE 8-19-82 BY SP4EW/lw/bk-3286-cal

NOT RECORDED
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ORIGINAL FILED IN 66-8181-5751

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DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 04-08-2011

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

~~SECRET~~

Tolson
Belmont
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Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 4/16/64

FROM : L. E. Shar

SUBJECT: DESTRUCTION OF RECORDS
66-3286

CONFIDENTIAL

The files listed below have been called to our attention by personnel engaged in Name Check work who advise that the frequency of reference to these files causes unnecessary work because in many cases insufficient information is available to effect an identification.

These files contain [redacted] during and for a period following World War II. Many names are surnames or given names only, making positive identification difficult. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that approval be given for limited deindexing of [redacted] in accordance with authority set out for deindexing of [redacted] which is attached). Identifiable derogatory information will be retained. Sample sections of the following files are attached:

[redacted]

Permission is also requested to deindex the list of persons known to be connected with [redacted] which is filed as enclosure to [redacted]

It is requested that the appropriate substantive supervisor review these files to determine if deindexing may be done as suggested. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to the appropriate substantive division.

Enc.
1 [redacted]
1 [redacted]
1 [redacted]
1 [redacted]
1 [redacted]

No direction to deindex [redacted]

CONFIDENTIAL

SECRET

SEE ADDENDUM PAGE TWO

NFS:jam
(13)

~~SECRET~~

ADDENDUM EHM:jal April 27, 1964

~~CONFIDENTIAL~~

There is no objection for the limited deindexing of names recommended previously herein in those instances where there is insufficient information available to effect identification in the following files: b1

(S)

[redacted]

~~(S)~~

~~SECRET~~

~~CONFIDENTIAL~~

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: 4/21/64

FROM : Legat, Tokyo (66-78)

SUBJECT: SUGGESTION PROGRAM
TOKYO OFFICE DESTRUCTION OF BUREAU PROPERTY GENERAL

ReBulet 3/30/64.

The practice currently followed by this office in connection with the File Destruction Program permits Legat once and only once each year to consider for destruction, through monthly ticklers, every file in the office which is old enough to be destroyed.

This procedure, which has been gradually developed as a parallel to the individual file destruction-tickler system, and which, after practical testing resulted in the suggestion submitted by Miss [redacted] is felt to have the following advantages over the individual tickler system:

b6
b7C

(1) More often than not, security-type cases are found to have indefinite reference value and considerable indexing. This is especially true in our ChiCom cases. Such files are not routinely destroyed five years after closing, but are, under the current system, reconsidered for possible destruction once each year after the five-year maturity.

(2) We find that under the tickler system, we are constantly pulling and replacing closed files which have been re-opened one or more times during the past five years, and which therefore are not considered appropriate for destruction.

(3) We have found it much more economical of time, both agent and clerical, to review a single adjacently-located group of files one time each month rather than pulling scattered files in numerous bulky consolidated volumes for such review.

The following ticklers in use by this office fully cover all destruction requirements:

3 - Bureau
(1 - Foreign Liaison)
1 - Tokyo
HLC/bje
(4)

(SEE ADDENDUM PAGE 3)

(DOMESTIC INTELLIGENCE DIVISION)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 LW/Tale
66-3286
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29 JUN 2 1964
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ORIGINAL FILED IN 66-2785-2
EX-101
MAR 23 1964
33

Date	Files Reviewed for Destruction	Date Last File in Group Originally Opened
Jan. 15	Classifications 1 - 63	
Feb. 15	Classifications 64- 99	
Mar. 15	Classifications 100 - 104	
Apr. 15	105-1 thru 105-200 105-1101 thru 105-1200	5/14/56 1/27/60
May 15	105-201 thru 105-400 105-1201 thru 105-1300	12/21/56 4/4/60
June 15	105-401 thru 105-600 105-1301 thru 105-1400	8/14/57 7/11/60
July 15	105-601 thru 105-700 105-1401 thru 105-1500	2/4/58 11/30/60
Aug. 15	105-701 thru 105-800 105-1501 thru 105-1600	6/27/58 2/15/61
Sept. 15	105-801 thru 105-900 105-1601 thru 105-1700	11/21/58 5/11/61
Oct. 15	105-901 thru 105-1000 105-1701 thru 105-1800	4/16/59 6/6/61
Nov 15	Classifications 106=162	
Dec. 15	Classifications 163-	

It will be noted that the above schedule provides for consideration for destruction of files not yet old enough to destroy. However, as the ticklers are pulled in subsequent years, the new groups of files will have become applicable for review, and still more recent groups of cases will be added to the ticklers as time goes on.

b6
b7C

As an economy, particularly in clerical effort, it is therefore recommended that the Bureau approve Miss [redacted] suggestion and authorize Tokyo Office to discontinue maintenance and use of copies of assignment cards as file-destruction ticklers.

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, JJF:mer/bmf, 5/6/64

Suggestion Number 703-64 proposed that the system of retaining orange tickler copies of assignment cards in foreign offices to assist in the file destruction program be discontinued by the Tokyo Office. Current letter from Tokyo furnishes reply to our inquiries as to how file destruction program was to be controlled properly without these orange ticklers.

Foreign offices follow a fixed schedule for reviewing closed files for destruction after prescribed intervals. Retention of orange tickler assignment cards is designed to insure that each file is reviewed for destruction as soon as possible after it reaches destruction age, and the Foreign Operations Policy Manual states, "ticklers should be set to review and destroy files reaching the age limit on a monthly basis." The orange tickler system has been used by all foreign offices since April, 1959.

Tokyo now says that a different method of controlling file destruction procedures would be advantageous to that office and outlines a schedule providing for review of all closed cases once each year and breaking these cases down by classification so that about 1/12 of the work is done on the fifteenth of each month. Legat believes this would be a more orderly approach to the problem but concedes that he would be unnecessarily reviewing many closed cases which have not yet become "ripe" for destruction. Our evaluation is that it would also defeat the purpose of present instructions which provide for review of a closed file within the month after it reaches destruction age.

Since current procedures are considered most suitable for accomplishing the objective of the file destruction program with speed and efficiency and since approval of the suggestion would require a special exception from current instructions for Tokyo, which is not believed desirable or justified, we are opposed to the suggestion and recommend against its adoption.

After a final determination is made, we will furnish appropriate instructions to Tokyo as to procedures to be followed in the future.

ORIGINAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tavel

DATE: 4-28-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
#85-64

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program. Odestruction of Bureau Property

In connection with this program, SAC, Honolulu, has suggested that after a criminal-type case has been closed and inactive for three years and a security-type case closed and inactive for five years, these files be microfilmed in the field. He observes that the initial cost of the necessary equipment for each office would be offset by savings made in reduced storage space.

This suggestion recommended unfavorably for adoption. Field has authority to destroy all files after they become twenty years old. Archival authority necessary for approval of microfilming of records and since microfilming is an expensive process, we could never justify from an economical standpoint microfilming records which are scheduled for destruction after an established retention period. Similar suggestions have been previously considered and not adopted (66-18966-355).

RECOMMENDATIONS:

(1) That this suggestion not be adopted.

66-3286-
NOT RECORDED
176 MAY 6 1964

(2) That this memorandum be referred to Training Division for review.

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(4)

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TWO

ORIGINAL FILED IN 66-18966-24

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: APRIL 27, 1964

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILES:
80-7, MOTION PICTURES-P.R. (28 sections)
1-18-1, MOTION PICTURES-TRAINING (23 sections)

The above listed files have been called to our attention by personnel of the Consolidation Unit. Much of the material in these files is outdated and there appears to be no reason for its continued retention.

The 80-7 file was opened in 1933 and 1-18-1 in 1937. These files contain mail regarding showing of films, requests for and letters thanking Bureau for use of film, bookings of film and other miscellaneous types of mail. The majority of the mail in both files is over twenty years old and the type of mail suggested for destruction in most instances is not currently sent to file. Attached is mail removed from a number of sections of the files for examples.

Destruction of this mail would result in saving space in the file room and eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the attached mail to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on the memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:LMD
(3)
Enclosure

4/30/65 Both files reviewed + mail destroyed CWS

66-3286-
NOT RECORDED
21 APR 30 1964

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APR 30 1964 8-19-82 BY SP4CLW/Cal

Cons. Records 8/RAR

no objection - Jas. B.

ST 4/28 DW

80-1-1962

© DESTRUCTION OF BUREAU PROPERTY-GENL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO: Mr. Tavel

DATE: 4-28-64

FROM: L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
BT 0 DESTRUCTION OF BUREAU PROPERTY-GENERAL

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

#967-64 In connection with this program, SAC, Philadelphia, has suggested that when encountered in field office files, photographs of individuals be destroyed if the photograph is over ten years old. He points out this will reduce bulk mass of exhibit envelopes, particularly in old Interstate Transportation of Stolen Motor Vehicle and White Slave Traffic Act ring cases.

Suggestion recommended unfavorably for adoption. Field has authority to consolidate majority of files (applicant, criminal) after they have been closed for six months. Security files may be consolidated at discretion of SAC. At time files are consolidated, they are stripped and any copies of all serials are destroyed. Thus, extra copies of photographs and other material retained in 1A (Exhibit) serials are disposed of. No particular advantage would result in destruction of photographs after ten years and space saved would be negligible. It is conceivable that photograph, even though ten years old or more, could be of considerable value to Bureau in some of our investigations.

RECOMMENDATIONS:

66-3286-
NOT RECORDED
MAY 6 1964

(1) That this suggestion not be adopted.

(2) That this memorandum be referred to Training Division for review.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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6 MAY 1964

JWM:lfc
(4)

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO

58 MAY 8 1964

ORIGINAL FILED IN 67-9-1-9-1-9-1

Memo Short to Tavel
Re: Records Management
66-18966

ADDENDUM OF TRAINING DIVISION JER:mlf 5/4/64

Training Division agrees with comments of Files and Communications Division that the idea should not be adopted. The suggestion has been credited to the Philadelphia Office under the provisions of the Records Management Program.

RECOMMENDATION: That the idea not be adopted. On approval, no further action is necessary; receipt of idea was credited to Philadelphia Office under provisions of Records Management Program.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 4-28-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966 DESTRUCTION OF BUREAU RECORDS - Gen'l

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

#859-64 In connection with this program, SAC, Charlotte, has suggested that Bureau consider destruction of 67 (Bureau Applicant) files when closed for a ten-year period rather than the present rule of maintaining them for twenty years. He points out Charlotte Office has twenty file drawers containing files which would fall in this category. He suggests that Bureau might also consider the destruction after a one or three-year period of those Bureau Applicant Files which have been closed administratively with no correspondence to Bureau.

Suggestions have merit from records management standpoint and would result in substantial savings of space throughout field. At Seat of Government, Bureau Applicant Files in which no investigation has been conducted, and wherein files contain data of no further value, are destroyed after five years (67-80000-2498). This has resulted in destruction of over 350,000 applicant-type files with tremendous savings in valuable filing space. Files in which investigation conducted are retained permanently at Bureau.

Observations of Administrative Division necessary prior to further consideration of suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4ELW/cal

RECOMMENDATIONS:

(1) That this memorandum be referred to Administrative Division for observations concerning above suggestion, such observations to be returned to Files and Communications Division for further consideration.

66-3286-
NOT RECORDED
102 MAY 20 1964

(2) That this memorandum be referred to Training Division for review.

NOT RECORDED
8 MAY 18 1964

JWM:ifs
(4)

58 JUL 9 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO
AND OF ADMINISTRATIVE DIVISION ON PAGE THREE

FILES & COMM. REC. UNIT

ORIGINAL FILED IN 66-18966-6

Memo Short to Tavel
Re: Records Management
66-18966

ADDENDUM OF TRAINING DIVISION JER:mlf 4/30/64

Training Division has recorded receipt of [illegible]on and credited it to Charlotte Office under provisions of records management survey.

RECOMMENDATION: That the memorandum be routed to Administrative Division for comments after which it should be returned to Files and Communications Division for evaluation and final recommendations.

ADDENDUM OF ADMINISTRATIVE DIVISION GMM: 5-6-64

Administrative Division sees no objection to destruction of Bureau Applicant files which have been closed for a ten year period (since if any investigation conducted Bureau would have copies regardless). Nor is there any objection to destroying Bureau Applicant files closed administratively (with no investigation conducted) after three year period, especially since this is done at the Bureau after a five year period. It is presumed that in latter category these files would indicate only that an individual applied for Bureau employment and was unfavorably recommended and that, at time of interview, any pertinent information of value to Bureau (other than indicative of personal qualifications for employment) would have been furnished Bureau. Should an individual reapply, following three year period, it is felt that the second interview should be sufficiently thorough to obtain any information previously furnished which would bear on qualifications.

ADDENDUM OF THE STREAMLINING COMMITTEE, ADMINISTRATIVE DIVISION
LDH:ves -- 5-6-64

This suggestion, together with above comments furnished by Applicant Office, were considered by the Streamlining Committee 5-6-64 at which time consensus of opinion was that there be no objection to proposal insofar as Administrative Division is concerned.

RECOMMENDATIONS:

1. That Administrative Division enter no objection to the suggestion contained herein.

2. If approved, that this be forwarded to Files and Communications Division for evaluation and final recommendations.

Mr. Tavel 4-30-64

L. E. Short

RECORDS MANAGEMENT
66-18966

RE: SUGGESTIONS #797-64 AND #798-64
Submitted by Legat, Rome

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

By memorandum dated 4-15-64, I set forth two suggestions submitte by Legat, Rome, relating to destruction of files maintained in all Legat Offices. Legat suggested (1) that Bureau consider granting approval to a Legat Offices outside Western Hemisphere to destroy files after period no allotted to Bern, Bonn, and Paris Offices. He pointed out that Section 6K-L (2) of Foreign Operations Policy Manual permits Bern, Bonn, and Paris Offices to destroy criminal, applicant, and other files when closed one year and security files when closed three years, whereas other Legat Offices destroy criminal, applicant, and other files when closed three years and security files when closed five years. Legat also suggested (2) that Bureau permit all Legat Offices to destroy files in Foreign Police Cooperation category after one year. He advised that Foreign Police Cooperation cases are quasi-criminal in nature, involving requests from Foreign Police Agencies for investigation in United States, and it is very rare when these files are referred to after a year has elapsed. Since operations of Legat Offices supervised by Domestic Intelligence Division, these suggestions were referred to that division for observations.

Domestic Intelligence Division concurred with suggestions of Legat. They advised that all files should continue to be carefully reviewed

(Continued next page)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4EW/Cal Ebw

(1) - 66-3286 (Destruction of Bureau Property)
JWM:ifc
(5)

NOT RECORDED
167 MAY 14 1964

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ORIGINAL FILED IN

and evaluated by Legat Offices when they come up on tickler for possible destruction in order to avoid destruction of any file which should logically be retained.

In view of comments of Domestic Intelligence Division and since proposed destruction of files involve both criminal and applicant files, comments of General Investigative and Special Investigative Divisions were solicited concerning merits of suggestions.

General Investigative Division recommended adoption of these suggestions as it applied to files under supervisory control of that division. Special Investigative Division also recommended adoption of suggestions. They pointed out as did Domestic Intelligence Division that all files which come up for destruction on basis of time should be carefully reviewed and evaluated in order to avoid destruction of any file which should logically be retained. They further pointed out with reference to that division's interest examples of files which might be retained would be those of files on notorious American hoodlums who have been deported to their native countries; for example, Guiseppe Doto (Joe Adonis), who now resides in Milan, Italy. They also point out that there might be a file in a Legat's Office concerning some extremely important figure on whom we have done a special inquiry or security check, which might have a continuing value.

Based on the comments as set forth above, it is recommended that these suggestions be adopted, and since operations of Legat Offices supervised by Domestic Intelligence Division, appropriate instructions should be prepared by that division. We have existing Archival authority to destroy files in our field offices.

RECOMMENDATIONS:

(1) That suggestions be adopted.

(Recommendations continued next page)

(2) If Recommendation #1 approved, that this memorandum be referred to Domestic Intelligence Division for preparation of appropriate instructions to Legat Offices.

(3) Upon preparation of necessary instructions, this memorandum be referred to Training Division for review.

May 1, 1964

66-3286-

PERSONAL

Mr. Robert M. Grant
Federal Bureau of Investigation
Honolulu, Hawaii

Dear Mr. Grant:

I have received your suggestion concerning the microfilming and destruction of case files under certain conditions after they have been closed and inactive for specified periods. As a matter of possible interest to you, archival authority is necessary to microfilm records and, since the field already has authority to destroy all files after they become twenty years old, it is felt that the expense of the procedure you propose could not be justified.

Although your idea was not adopted in this instance, I appreciate your interest in submitting it.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EW/cal

MAILED 20
MAY 1 1964
COMM-FBI

2 - SAC, Honolulu
1 - Suggestion file
1 - Field personnel file

1 - Personnel file of SA Robert M. Grant
JER:mlf
(6) (Suggestion #857-64 dated 4/27/64)

NOTE: Suggests criminal, applicant-type, and selected security cases be microfilmed and destroyed in the field after closed and inactive for three and five years respectively.

Based on memo L. E. Short to Mr. Tavel, dated 4/28/64 re: Records Management, 66-18966, JWM:ifc, Files and Communications

SEE PAGE TWO

MAY 8 1964

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MAIL ROOM ☐ TELETYPE UNIT ☐

RECEIVED-READING ROOM
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NOTE CONTINUED

Division opposed adoption since archival authority is needed to microfilm records and, since field may destroy all files after 20 years, we could never justify expense of microfilming records for which an established period exists for retention and destruction. Training Division agrees.

Employee Suggestion
FD-[illegible] 9-11-59)

#857-64

Date: APRIL 27, 1964

To: Director, FBI

From: (Suggester's name) ROBERT M. GRANT

Division of Assignment: HONOLULU

SUGGESTION

After criminal and applicant type cases have been closed and inactive for three years and selected security type cases closed and inactive for five years, these files could be microfilmed and destroyed in the field offices. Evidence would be maintained separately.

Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts)

Destroy all files except security after 20 years. Manual of Rules & Regulations, Part II, Sec. 3, page 1.

Advantages of suggestion and annual savings (include basis for estimate)

Advantages include savings of storage space which is continuously expanding, savings of equipment necessary to store files (cabinets, etc.) and in bigger offices, the film would be more readily available. Also the cost of maintaining files would be reduced.

Dollar value of savings of space and labor would vary with the size of the office and cannot be fairly estimated.

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Disadvantages of suggestion

The original cash outlay for microfilming and reading equipment is a disadvantage but, in many cases, would not exceed the one year cost of leasing the space saved.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss Robert M. Grant Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head

Since suggestion would result in space saving, it is worthy of Bureau's consideration. However, objection to the suggestion is that it may be necessary to check material on the microfilm & this requires much more time & involves problems of having proper equipment avail.

Frank P. Rice Sr.
Signature and Title

(Do not write in this space - for Bureau use only)

APR 20 1964

(3) - Bureau
2 - Honolulu (66-611)
(1 - pers. file)

ORIGINAL FILED IN 66-18966-685

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Gandy

TO : Mr. Tavel

DATE: 5-1-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966

Destruction of Bureau Records - GEN

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

#912-64

In connection with this program, SAC, Chicago, has suggested that consideration be given to destruction of certain information contained in field office personnel files which has been incorporated in summary into performance ratings; for example, commendations from SAC or outside business, municipal or police officials, regarding Agent's participation at police schools, speeches and similar assignments. He also suggests that other types of records maintained in personnel files such as Agent's firearms record while attending In-Service, inspection examination ratings, etc., could also be destroyed and proposes that these records be destroyed after five years.

This suggestion desirable from a records management standpoint and would result in considerable space savings, particularly in larger offices such as New York, Washington Field Office, etc., where large number of Agent personnel assigned. Since suggestion relates to destruction of records maintained in field office personnel files, observations of Administrative Division necessary prior to further consideration of suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4 EWW/cal

RECOMMENDATIONS:

(1) That this memorandum be referred to Administrative Division for observations concerning merits of this suggestion, such observations to be returned to Files and Communications Division for further consideration.

166-3286-
NOT RECORDED

(2) That this memorandum be referred to Training Division for review.

58 JUL 20 1964

memo dgnd to carry 7/1/64 mmg

10 JUL 6 1964

JWM:ifc
(4)

SEE ADDENDUM OF ADMINISTRATIVE DIVISION ON PAGE 1A
SEE ADDENDUM OF TRAINING DIVISION ON PAGE 2
SEE ADDENDUM OF INSPECTION DIVISION ON PAGE 2

ST 5/4

TWO

ORIGINAL FILED IN 66-18966-39

Xerox - Mail Room

ADDENDUM ADMINISTRATIVE DIVISION RRB:crt 5-7-64

With regard to items mentioned above such as commendations from SAC and letters of appreciation from businessmen, police officials and the like concerning agents' investigative work, speeches, testimony and police training matters, the Administrative Division feels that it would be appropriate not to file these items in personnel files but that they should be maintained by supervisors in personnel folders. Then, at the time annual performance reports are prepared, these items are summarized in the reports and could be destroyed. This would not only save filing space under our records management program but would save additional clerical time now utilized in filing such items. It is felt that such action should be uniform in all field offices and not just in the larger ones as the saving would be proportionate in each division.

With regard to retention of firearms records, the Administrative Division feels this should be referred to the Training Division which maintains such records and,further,that retention of inspection examination records should be referred to the Inspection Division.

RECOMMENDATIONS:

(1) That this memorandum be referred to the Training Division for comments concerning retention or destruction of firearms records of agents attending In-Service Training.

(2) That the matter also be referred to the Inspection Division for comments on destruction of inspection examination ratings and for their views concerning the above items being retained in personnel folders and destroyed after being summarized in annual performance reports.

(3) That thereafter all observations be forwarded to Files and Communications Division for final evaluation.

DUE 12

ADDENDUM TRAINING DIVISION HLS:pab 5-18-64

With respect to the retention of a Special Agent's In-Service Letter setting out scores fired while attending In-Service, the Training Division feels that these letters may be destroyed after the scores have been entered on each Agent's FD-40 (individual firearms training record). SAC Sloan advises that In-Service firearms scores are retained at the Academy for three years, and this will be ample time to have the information available should a question arise due to error in transcribing scores to the individual firearms training record sheet.

ADDENDUM OF INSPECTION DIVISION JER:mlf 5/20/64

Inspection Division sees no need for retention of inspection examination ratings in field office personnel files beyond five years since failures are commented on in next subsequent performance rating and in summary memorandum prepared for Director reporting inspection as well as in the SOG personnel file.

RECOMMENDATION: 1 - That inspection examination records in field office personnel files be destroyed after five years.

2 - That this memorandum with comments of Inspection Division be referred to Files and Communications Division for final evaluation.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : Mr. Tavel

DATE: 5-4-64

FROM : L. E. Shorey

SUBJECT: RECORDS MANAGEMENT
66-18966
Destruction of Bureau Records

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

#8912-64
#8913-64

In connection with this program, two suggestions have been received regarding destruction of zero files. SAC, Chicago, suggests that zero files be reviewed and all information contained therein which has had no action or has not been added to in past ten years be destroyed. SAC, Boston, suggests that correspondence in zero files in all classifications be destroyed after five years.

Suggestion to destroy zero files prior to present twenty-year retention period has been considered on a number of occasions and not adopted (66-3286-942, 66-18966-574). On these occasions, observations of appropriate divisions at Seat of Government were secured and it was recommended and approved that no change be made in retention period of these files. Since previous objections to destruction of this material are still valid, suggestions recommended unfavorably for adoption.

RECOMMENDATIONS:

(1) That suggestions not be adopted.

66-3286-
NOT RECORDED
176 MAY 8 1964

(2) That this memorandum be referred to Training Division for review.

51
514

DATE 8-19-82 BY SP4EWL cal

18 MAY 7 1964

JWM:ifc
(4)

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO

66-18966-99

Memo L. E. Short to Mr. Tavel
Re: Records Management
66-18966

ADDENDUM OF TRAINING DIVISION JER:mlf 5/6/64

Training Division agrees with views of Files and Communications Division in the foregoing memorandum. As noted, similar ideas have been considered before and not adopted. Domestic Intelligence, General Investigative and Special Investigative Divisions all opposed adoption in the past. Security material is often of considerable value after several years have passed. Although information filed may seem insignificant when initially received, it may later tie in with other information and result in institution of a full investigation. Memorandum from McGuire to Mohr, entitled, "Lowering Retention Period For Field Office Files," dated 1/19/60, reflects a survey was conducted regarding destruction of certain zero files prior to adoption of current retention period (20 years). This survey determined that no change should be made in current policy in this regard.

RECOMMENDATION: That suggestions not be adopted. On approval, no further action is necessary; ideas have been credited to the Chicago and Boston Offices under the provisions of the Records Management Program.

Mr. Tavel 5-6-64

L. E. Short

CALIFORNIA DISTRICT DEFENSE COMMITTEE - I. W. W.
Bufile 61-3125

Description of List: 61-3125-7. Bulletin setting out the financial report of the California Branch of the General Defense Committee, June, 1923.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

Destruction Of Bureau Property
General

Completed By Purge
5/25/64 AR

Enclosure

(1) - 66-3286

IES:jam
(4)

SEE ADDENDUM PAGE TWO.

66-3286-

RECORDED
MAY 12 1964

DATE 8-19-82 BY SP4ELW1CC

FOB

56 MAY 21 1964

ORIGINAL COPY FILED IN 61-3125-13

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, 5/8/64, RDS:rbm.

A review of Serial 7 of the above file indicates that it consists primarily of a long list of names of individuals who apparently had contributed various sums of money to the California Branch of the General Defense Committee of the International Workers of the World. This list consists merely of names, many of which are not complete but bear only the first initials. There is no identifying data concerning the individuals listed and the names are obviously not restricted to any particular locality. Some few of the names are followed by the name of a city but most names do not have even this meager identifying data. These names are from the financial report of the organization for June, 1923.

Inasmuch as the list is now nearly 41 years old and contains no identifying data, it does not appear that the continued retention of this list in Bureau indices is warranted.

RECOMMENDATION:

It is recommended that this memorandum be returned to the Records Division in order that it may deindex the names listed in Serial 7 of Bufile 61-3125.

66-3286-

SAC, Charlotte

May 6, 1964

Director, FBI

RECORDS MANAGEMENT
DESTRUCTION OF FBI LAW ENFORCEMENT BULLETIN
SUGGESTION #755-64

Reference is made to your proposal made in response to solicitations in SAC Letter #64-12(A), dated February 25, 1964, that field copies of the FBI Law Enforcement Bulletin be destroyed after they are five years old although the index cards concerning them should be retained for future reference.

After careful consideration, it has been decided that the suggestion should be adopted and appropriate manual changes to this effect are being made. Your office has been credited with submission of this idea under the provisions of the Suggestion Program.

JER:mlf
(4) (Suggestion #755-64)
NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 5/5/64, JER:mlf, re: Records Management Program, Suggestion #755-64; Submitted by SAC, Charlotte.

Manual of Rules & Regulations

MAILED 10
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COMM-FBI

EXCEPT WHERE SHOWN OTHERWISE
THE BUREAU HAS CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4 EJW/cal

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JUN 4 1964

ORIGINAL FILED IN 66-18966-6944

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: 5/5/64

FROM : J. J. Casper

SUBJECT: RECORDS MANAGEMENT PROGRAM
SUGGESTION #755-64, SUBMITTED BY
SAC, CHARLOTTE
Destruction of Bureau Property

Reference is made to SAC Letter #64-12(A) wherein suggestions and observations to strengthen Bureau's Records Management Program were requested from the field.

Files and Communications advised that, in accordance with the program, SAC, Charlotte had suggested that field office copies of the FBI Law Enforcement Bulletin be destroyed when they become five years old. The index cards would be retained so that, if needed, information could be obtained from the Bureau on data no longer retained in the files. He noted that, in his experience, there is infrequent reference to these Bulletins after five years old.

Files and Communications Division commented that the suggestion had merit from a records management standpoint and the adoption of the idea would undoubtedly save considerable space throughout the field. They recommended, however, that the opinion of Crime Records Division be solicited.

Crime Records Division opposed adoption. They stated that 12 copies of the Bulletin require less than one inch of filing space so that the space required for one copy of each issue of the Bulletin in its entire 32 years of existence to date would be about 32 inches. They felt it rather incongruous that each field office could not maintain one copy of each issue of the Bureau's official monthly publication.

In rebuttal to the comments of Crime Records Division, Files and Communications Division pointed out that the space requirements to maintain copies of the Bulletin increase each year and, when multiplied by 55 field offices, 32 years of Bulletins at 32 inches, or one and one-half file drawers, actually would amount to 1760 inches of space or 83 drawers which would be the equivalent of 16 five-drawer file cabinets. They pointed out that Charlotte Office had stated there is little reference to those Bulletins over five years old.

66-32486

NOT RECORDED

167 MAY 27 1964

Training Division solicited the views of seven field offices concerning the merits of the proposal. The Albany, Atlanta, Chicago, Miami, Minneapolis, Newark and Philadelphia Offices were unanimously of the opinion that Law Enforcement Bulletins

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(2)
Enclosure

8 MAY 26 1964

DATE 8-19-82 BY SP4 ELW/cal

SEE PAGE TWO

over five years old should be destroyed since the references to them were too infrequent to warrant their retention. They felt the retention of the index cards would be sufficient to enable them to obtain the data from the Bureau if needed.

In view of the foregoing results of the canvass of a sampling of field offices, Training Division feels the suggestion advanced by SAC, Charlotte, should be adopted. It is noted the Minneapolis Office requested permission to give their copies of the Bulletin, which would be subject to destruction should the idea be adopted, to the Minneapolis Police Department. If this memorandum is approved, Minneapolis will be appropriately notified.

LPS 5/25/64 JJC

This suggestion was received and credited to the Charlotte Office under provisions of the Records Management survey and no initial acknowledgment was necessary Therefore, it is felt the SAC, Charlotte, should receive a letter of appreciation for his idea.

RECOMMENDATIONS: 1 - That the suggestion be adopted and the attached letter be directed to SAC, Charlotte.

2 - On approval, this memorandum will be authority for the Manuals Desk, Training Division, to make the appropriate changes.

MR. TAVEL 5-7-64

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-2087
LEAVE ① DESTRUCTION OF BUREAU PROPERTY-GENL.

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 37 sections beginning in 1929. Sections 1 thru 22 contain mail that is outdated and there appears to be no reason for its continued retention. Mail of a policy nature would not be destroyed. Following is the type of mail suggested for destruction:

1. Mail listing statistics and names of employees regarding leave requested, leave taken, leave cancelled and leave lost.
2. Lists of employees requesting advanced sick leave
3. Mail regarding audits of leave records, corrections made on leave records, and inquiries from Field Offices re handling of leave records.

These sections are very bulky and destruction of this mail would result in saving space in the File Room. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required. Attached is mail removed from a number of sections of the file for examples.

It is requested that the Administrative Division review the attached mail to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4ELW1 Cal

RECOMMENDATION:

For referral to the Administrative Division.

EHG:lmb
(3)

SEE ADDENDUM OF THE STREAMLINING COMMITTEE, ADMINISTRATIVE DIVISION, PAGE 2

66-3286-
NOT RECORDED
21 MAY 14 1964

74 MAY 15 1964

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ADDENDUM OF THE STREAMLINING COMMITTEE, ADMINISTRATIVE DIVISION - IDH:ves - 5-14-64.

b6
b7C

SA Supervisor [redacted] who supervises our Leave Unit has no objection to the destruction of material as proposed in Mr. Short's memorandum of 5-7-64.

RECOMMENDATIONS:

1. That Administrative Division approve the proposal made in Mr. Short's memorandum of 5-7-64.

2. If approved, that this be forwarded to Files and Communications Division.

3/5/65
Section 1 thru 22 received + mail destroyed
CRS 6416

6/14

Legat, Bern

5/8/64

2 - Orig. & 1
1 - Yellow
1 - Liaison

Director, FBI

Bureau Property

DESTRUCTION OF FILES
ADMINISTRATIVE

General

ReSAC Letter Number 64-12 (A) wherein suggestions and observations were requested to strengthen Bureau's Records Management Program.

One of our Legat offices recently submitted two suggestions concerning periods for destruction of files by our foreign offices. After careful study and evaluation, the suggestions were adopted by the Bureau. Henceforth, all Legat offices located outside the Western Hemisphere (European and Far East offices) may destroy criminal, applicant and other related files when closed one year and security-type cases when closed three years. In addition, all Legat offices, irrespective of location, may destroy files in the Foreign Police Cooperation category after they are closed one year.

Each recipient of this communication is expected to use good judgment in accordance with prevailing conditions in your office prior to destruction of any file which in your opinion will be of future use.

You should insure, as in the past, that all files eligible for destruction are thoroughly reviewed and evaluated to avoid destruction of any file which should be logically retained.

Appropriate changes are being made in the Foreign Operations Policy Manual and they will be forwarded to you in the near future.

1 - Bonn
1 - London
1 - Manila
1 - Mexico City
1 - Ottawa
1 - Paris
1 - Rio de Janeiro
1 - Rome
1 - Tokyo

SEE NOTE PAGE TWO

1 - Foreign Liaison Unit (Detached)

MG:lmf
(14)

MAILED 11
MAY 11 1964
COMM-FBI

FBI RECEIVED

REC-47 66-32869-90

MAY 12 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 ELW/ Cal

MAIL ROOM ☐ TELETYPE UNIT ☐

Letter to Bern
RE: DESTRUCTION OF FILES

NOTE:

See memorandum L. E. Short to Mr. Tavel, dated 4/30/64, captioned "Records Management; 66918966; RE: SUGGESTIONS #797-64 AND #798-64, Submitted by Legat, Rome."

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-22-2011

Mr. Tavel 5-13-64

L. E. Short b7D

~~CONFIDENTIAL~~ CLASSIFIED BY AUC 60290 BCE/pcs/jmw
DECLASSIFY ON: 25X 6
AS AMENDED

(S) (U) [redacted] - Destruction of Property

Description of Lists: 105-22869-72. Incoming letter from New York City dated 9-15-53 setting out list of unlabeled photographs of individuals in the Russian Intelligence Album; list of unidentified individuals; list of Soviet nationals currently in United States. (S)

105-22869-173. Incoming letter from New York City dated 3-5-54 setting out list of unlabeled photographs of individuals in the Soviet Intelligence Album. (S)

The attached listings of names have been called to our attention by personnel engaged in Name Check work. They advise that reference to these listings causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that the material now be deindexed through removal of the cards from the Bureau's indices.

~~CONFIDENTIAL~~ CLASS. BY 5426WJCal
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 8-1982

Although notations appearing on serial 72 would indicate that there was a purpose in indexing these names in September, 1953, the purpose in continuing such indexing is no longer apparent. Therefore, the Domestic Intelligence Division should consider the value of continuing indexing of these names.

It is requested that the appropriate substantive supervisor review the above-listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

66-3286
NOT RECORDED
133 MAY 20 1964

RECOMMENDATION: Completed By 5/25/64 ~~CONFIDENTIAL~~

For referral to the Domestic Intelligence Division.

Enclosure
1 - 66-3286

ADDENDUM: OAE - Since [redacted] name was removed from the Utitization of Informant Program in 1955 and list is now 10 years old DID recommends they be removed from index. Only purpose list now serves is to show [redacted] could not identify such individuals thus avoiding necessity of again showing him any of listed photos therefore serial 105-22869-72 should be retained for future reference if necessary. (S) U

b7D

NFS:jam
(4)

56 MAY 25 1964

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 5/13/64

FROM : J. J. Casper

DESTRUCTION OF BUREAU PROPERTY - GENERAL

SUBJECT: ASSIGNMENT CARDS
SUGGESTION #703-64, SUBMITTED BY
MISS [redacted] TOKYO

b6
b7C

SUGGESTION: That Legal Attaches be authorized, after a case is closed, to discontinue using orange copy of the assignment card as a tickler for destruction of case on a monthly basis. Instead, groups of files would be reviewed on an annual basis and more frequently if necessary to obviate necessity of pulling and review scattered files each day.

PRESENT PROCEDURE: Foreign Operations Policy Manual, Section 6, L, 2, on page 13 provides that ticklers should be set to review and destroy files reaching the age limit on a monthly basis (By letter 4/8/58, Bureau instructed foreign offices to use the orange tickler copy of the assignment cards on closed cases as the destruction ticklers, to be filed on a monthly basis). In addition an annual tickler should be set so that consideration can be given to the destruction of files. The Bureau should be advised between August 1 and September 1 of each year that this has been done, that the files are manageable, and that those retained could be destroyed in the event of a foreseeable emergency.

OBSERVATIONS: Legat Child, Tokyo, advised that they found in actual practice that it was better for them to review groups of files on an annual basis, and more frequently if necessary, going right through from the lowest file numbers, which would be the earliest openings, up to the cut-off date in each classification, rather than pulling and reviewing the eligible files each day for possible destruction.

66-3286

Inspection Division commented that Legat Tokyo made out a good case in support of the suggestion. Considering the total number of files which would have to be reviewed in any Legat Office, it would seem to pose no burden. The suggestion would relieve the administrative detail of the orange tickler and they could see no reason why it should not be adopted.

NOT RECORDED
9 JUN 2 1964

MAY 28 1964

Domestic Intelligence Division advised that the present procedure was set up to prevent a backlog accumulating over a longer period which could cause the File Destruction Program to reach unmanageable proportions and require handling as a special project. Inasmuch as Legat, Tokyo, in commenting on the suggestion, indicated the files are now being reviewed for destruction at less frequent intervals than the Manual provided for, they felt clarification of his comments needed as to the system he was using

JERmlf
(2) 64 JUN 9 1964

ORIGINAL FILED IN

DATE 8-19-82 BY SP4EW/Cal Two-Jr

SEE PAGE TWO

b6
b7C

before they made a decision. By letter dated 3/30/64, Legat, Tokyo, was asked as to how the monthly review of files for destruction is to be accomplished if use of the orange tickler was discontinued.

By letter dated 4/21/64, Tokyo Office replied and outlined a schedule providing for the review of all closed cases once each year and breaking them down by classification and groups within classifications so that about one-twelfth of the total would be done on the fifteenth of each month. They conceded however, that, in using this method, they would be unnecessarily reviewing many closed cases not yet eligible for destruction but stated, that, as ticklers are pulled in subsequent years, the new groups of files will have become eligible for review and still more recent groups of cases would be added to the ticklers as time goes on.

Domestic Intelligence Division considered the reply and commented that the proposed system, in addition to causing unnecessary review of files not yet eligible for destruction, would also defeat the purpose of the present instructions that a closed file be reviewed within the month after it reaches the destruction age. Since the current procedures are considered most suitable for accomplishing the objectives of the file destruction program with speed and efficiency, and since approval of the suggested procedure would require a special exception for Tokyo, which is not felt desirable or justified, Domestic Intelligence Division opposed adoption and advised, if the objection were approved, they would furnish appropriate instructions to Tokyo for future use.

In view of the comments of Domestic Intelligence Division which had the opportunity to evaluate the suggested procedure at length, Training Division agrees that creation of the exception to existing instructions is unwarranted.

RECOMMENDATION: That the suggestion not be adopted and this memorandum be authority for Domestic Intelligence Division to issue necessary instructions to the Tokyo Office. Receipt of the idea was acknowledged previously.

Ltr to Tokyo 5/27/64 - SSF: jas

ADDENDUM, INSPECTION DIVISION: (H. L. Edwards:mbk 3-20-64) The Tokyo Office makes out a good case in support of this suggestion. Considering the total number of files which would have to be reviewed in any Legat Office, it would seem to pose no burden. The suggestion would eliminate the administrative detail of the Orange Tickler. Accordingly, the Inspection Division can see no reason why the suggestion should not be adopted.

RECOMMENDATION:

That these comments be referred to the Training Division for further processing of the suggestion.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 5-14-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966 DESTRUCTION OF BUREAU RECORDS - GEN'L

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

#929-64

In connection with this program, two similar suggestions have been received concerning the destruction of channelizing memoranda in security-type cases. SAC, Los Angeles, advises that program of destroying channelizing memoranda in security-type cases, after information has been incorporated in report form, has been in effect about three years and has been most effective in saving space. SAC suggests (1) that Bureau may wish to consider extending program to include destruction of memoranda placed in files back to period in which reports were submitted with full documentation in accordance with SAC Letter #121 (H) dated 12-20-51. SAC, Cleveland, suggests (2) that program of destroying channelizing memoranda be extended to include a review of all pending and closed security-type files for the destruction of channelizing memoranda from which pertinent information has been incorporated in a report. He advised that this suggestion was previously submitted to Bureau 9-26-63.

Suggestion to expand destruction of channelizing memoranda to permit field to review all pending and closed security files and destroy memoranda from which pertinent information has been included in report was considered under Suggestion #211-64. By memorandum from Casper to Mohr dated 10-11-63 (66-3665-3891), suggestion was not adopted based on opposition of Domestic Intelligence Division. It was concluded that while there would be some saving in file space, cost of man power to handle such a program would far outweigh value of any space saved. Domestic Intelligence Division advised any destruction would have to be closely supervised since there are a number of exceptions which would preclude destruction.

(Continued next page)

66-32986-1

NOT RECORDED
102 MAY 29 1964

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(4)

56 MAY 28 1964

DATE 8-19-82 BY SP4EW/Cal

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO

ORIGINAL FILED IN 66-18966-929

2-Quelme

Memo L. E. Short to Mr. Tavel 5-14-64
Re: Records Management
66-18966

Inasmuch as similar suggestion was recently considered and not adopted and same disadvantages still exist, it is recommended that these suggestions not be adopted.

RECOMMENDATIONS:

(1) That these suggestions not be adopted.

(2) That this memorandum be referred to Training Division for review.

ST
5/15

ADDENDUM OF TRAINING DIVISION ML:mlf 5/18/64

Training Division feels suggestions should not be adopted because of the disadvantages involved. Similar ideas have been considered in past and not adopted.

RECOMMENDATION: That the suggestions not be adopted. On approval, no further action is necessary. Receipt of these ideas has been credited to the appropriate offices under provisions of the Records Management Program.

Xerox 1 mail 5-18-64

5-18-64

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

Mr. DeLoach:

RE: SPACE NEEDS
OUT-OF-SERVICE PERSONNEL FILES
PERSONNEL RECORDS UNIT

By memorandum dated 3-19-64, the Files and Communication Division submitted for our comment a proposal to purge administrative-type material from files relating to former clerical employees who have been out of service for more than ten years. If approved, this project is slated to be accomplished with existing personnel at times when the flow of current work will permit. Crime Records raised the possibility that in the long run this undertaking might be too expensive even though badly needed storage space would result from the project. It was suggested we might be in a better position to evaluate if we had some idea as to the cost.

By subsequent memorandum dated 5-15-64, the Training Division points out that cost is not the main consideration as it will be accomplished with existing personnel; however, availability of space is a prime objective and that it is imperative that every space-reclamation avenue be explored in order to keep pace with an ever-increasing volume of file material. Figures are cited to show what can be gained through a continuing program of this type.

The Training Division advises that on the basis of the facts and figures provided by Files and Communications, it believes the proposed program is justified and should be authorized.

In light of the additional background material furnished by the current memorandum, I see no further objections to the proposal.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 Elwood

M. A. Jones

66-3286
NOT RECORDED
145 MAY 27 1964

1 - Mr. DeLoach

HHA:mlm
(4)

58 JUN 4 1964

11 MAY 27 1964

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ORIGINAL FILED IN 66-8181-5750

DESTRUCTION OF NONRECORD MATERIALS - GSA

46-3286-991

REC-17

May 19, 1964

PERSONAL

MAY 19 5 09 PM '64
RECD-READING ROOM
F B I

Miss [redacted]
Federal Bureau of Investigation
New York, New York

b6
b7C

Dear Miss [redacted]

I have received your suggestion concerning the disposition made of files in particular classifications under certain conditions after they are five years old when the last name of the subject is unknown. As a matter of interest to you, the types of cases you described are unknown subject cases and may be handled as you proposed under existing regulations.

I appreciate the interest which led you to give me the benefit of your thoughts in this matter.

MAILED 20
MAY 19 1964
COMM-FBI

Sincerely yours,

J. Edgar Hoover

b6
b7C

2 - SAC, New York
1 - Suggestion file
1 - Field personnel file

The cases described by Miss [redacted] are unknown subject cases and may be destroyed as provided in Manual of Rules and Regulations, Part II, Section 3, item D, 8, d, on page 13a.

1 - Personnel file of Miss [redacted]
JER:mlf mlf
(6) (Suggestion #924-64 dated 5/12/64)

NOTE: Suggests all files in classifications 15, 26, 52, 70 and 87 be destroyed when five years old when last name of subject is unknown providing there are no stops outstanding, a capital offense is not involved, etc.

NOTE ON PAGE 2

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2 MAY 27 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

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NOTE CONTINUED

As noted in letter of acknowledgment and note to SAC, New York, above-described cases are unknown subject cases and may be destroyed as suggested under existing rules. Matter was double checked with Washington Field Office and Baltimore Office which agreed.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#424-64

b6
b7C

Date 5/12/64

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	NEW YORK

SUGGESTION Destruction of Bureau Property

It is suggested that all files in classifications 15, 26, 52, 70 and 87 be destroyed when 5 years old when the last name of the subject is unknown providing there are no stops outstanding; a capital offense is not involved; the file contains no information of an intelligence-type useful on a continuing basis; and the file contains no signed statements obtained from witnesses.

This destruction could be handled in conjunction with the destruction of unknown subject files, provided for in Part II, Section 3, D8d of the Manual of Rules and Regulations.

Current practice or rule (Include manual citation as well as facts)

Presently destroyed when 20 years old - Part II, Section 3, D8a of the Manual of Rules and Regulations.

Advantages of suggestion and annual savings (Include basis for estimate)

Considerable savings in Closed Files space and Indices.

There are numerous files and zero serials on LNU's, and it is felt that if an identity or surname has not been established within five years it is of little value.

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Disadvantages of suggestion

None

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] ted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Recommendations and comments of Division Head This suggestion warrants consideration. Destruction of the files mentioned in this suggestion would save space in the closed files and indices, and further, the information contained in the files is of little or no value.

John J. Malone
Signature and Title SAC

(Do not write in this space - for Bureau use only)

66-3286-91

REC-17

10 MAY 1964

cc 5/19/64 [illegible]

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 5/19/64

FROM : J. J. Casper

SUBJECT: SPACE NEEDS
OUT-OF-SERVICE PERSONNEL FILES
PERSONNEL RECORDS UNIT

By memorandum, L. E. Short to Mr. Tavel, under same caption, dated 3/19/64, Files and Communications Division advised that the captioned personnel files now consume about 475 five-drawer file cabinets (2375 drawers) and continue to expand at the rate of about 100 cabinet drawers a year. Because of limits of available space, they are stored partly on the sixth floor and partly on the seventh floor of the Justice Building. In an effort to provide for future expansion needs the use of open-shelf filing for these records was tried and abandoned because of several disadvantages.

Accordingly, seeking a workable alternative, Files and Communications Division discussed with Administrative Division the possibility of stripping these files of extraneous administrative data which is not part of the official personnel file as far as Government regulations are concerned and it was decided that, in addition to retaining documents required by the Federal Personnel Manual, we should also keep exit interview forms, separation performance reports, service record letters and memoranda, appointment letters, applicant or permanent briefs, personnel status forms, all letters and memoranda denoting administrative action and final record of disposition of property. It was agreed that the stripping should be confined initially to clerical files in which the individuals have been out of the Bureau's service for 10 years or more.

A survey of a representative number disclosed about half of each drawer contains clerical files out of service more than 10 years and about half of each such file is composed of administrative material which could be destroyed without losing any pertinent data of the type mentioned above concerning the employees. Therefore, through the proposed stripping operations, about 25% of the drawer space will be reclaimed or about 590 drawers. Since as noted before these files continue to grow at about the rate of 100 drawers a year, almost six years of space for future growth will be netted. Further, at $63.50 per five-drawer cabinet, about $7500 worth of drawer space would be reclaimed.

1 - Mr. Casper
1 - Mr. Gale
1 - Mr. Trotter
1 - Mr. Callahan
1 - Mr. DeLoach

JER:mlp
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DATE 8-19-82

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SEE PAGE TWO

Memo Casper to Mohr
Re: Space Needs
Out-of-Service Personnel Files
Personnel Records Unit

Comments of the Training, Inspection, Identification, and Crime Records Division were solicited and all four divisions agreed that the proposed program was worthwhile. However, it was noted that the success of the program would depend on the availability of personnel qualified for the stripping operations. Inspection Division commented the purging project should be considered in line of importance as it related to other project-type work which must keep up with normal monthly production standards. Crime Records Division felt the proposed program would involve a considerable outlay and might cost more than it would save.

Files and Communications advised in answer to the above comments that the cost of the operation is not the main consideration as it will be accomplished with existing personnel in line with the regular destruction program. However, availability of space is a prime consideration and it is only through a diligent program of exploiting every space-saving and space-reclamation avenue that we are able to accommodate the ever-increasing volume of file material. An idea of the results of the continuing destruction program can be gained from the following figures: 1936 five-drawer file cabinets have been reclaimed through microfilming (1000), copy destruction (730) and destruction as permitted in the 25 classification cases (206). Since each cabinet contains four and one-half square feet of space, a total of 8712 square feet were reclaimed. At $63.50 per cabinet, this represents a saving of $122,926. Added to these savings are those resulting from the purging of obsolete index cards of which 3,816,860 have been purged during the last five years representing the contents of 88 fifty-four drawer index cabinets which occupy nine and one-quarter square feet of space each or an aggregate of 814 square feet. At a cost of $466.50 per cabinet, this represents a saving of $41,052. On the basis of the above figures, $163,978 worth of equipment was reclaimed for use but, more important, 9526 square feet of space was salvaged. This does not include 358,336 applicant files destroyed since they are carried in open-shelf filing and monetary savings are somewhat difficult to compute. As an estimate a five-drawer cabinet would accommodate about 1000 such files so an equivalent saving of 358 cabinets (or about $22,733) could be calculated. More important is the fact that, as the normal file load of applicant cases is about 100,000 files, were the aforementioned files not disposed of, four times the present space would be required to house them.

On the basis of the foregoing facts and bearing in mind that the proposed destruction will be accomplished in the normal course of the regular destruction program with the existing personnel, Training Division believes the proposed destruction program is justified and Files and Communications Division should be authorized to include in their overall project the destruction of the out-of-service personnel files subject to the limitations agreed upon between them and the Administrative Division.

RECOMMENDATION: That the proposed destruction of out-of-service personnel files, as modified by the Administrative Division, be approved for implementation by Files and Communications Division.

2 - 5/5/19

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. Conrad

DATE: May 19, 1964

FROM : W. D. Griffith

SUBJECT: Jack Gilbert Graham
SABOTAGE
Destruction of Property

In connection with a regular review of current bulky exhibits being maintained by the Laboratory Division, the bulky exhibit so maintained in captioned case was considered.

This consists of photographs and negatives taken of the plane during its reconstruction after the crash as well as a photograph of subject GRAHAM.

This matter was taken up with SA William R. Heilman, Jr., one of the examiners in the case, and it was determined that in view of the inactive status of this case the photographs should be destroyed and the negatives should be sent to the Bureau file as an enclosure thereto.

In view of the above, the attached negatives should be filed with the Bureau file in this case.

Enclosures

98-43035

1 - Mr. Belmont
1 - Mr. Rosen
1 - Mr. Sullivan

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(9)

ALL INFORMATION CONTAINED
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DATE 8-19-82 BY SP4ELW/cal

RECEIVED
MAY 22 1964

66-3286

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EXEMPTION CODE 25X(1, 6)
DATE 04-08-2011

OPTIONAL FORM NO. 10
MAY 1962
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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Memorandum

~~SECRET~~

TO : Mr. Tavel

DATE: 5-20-64

FROM : L. E. Short

~~CONFIDENTIAL~~

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
Bufile 66-3286

The files listed below have been called to our attention by Records Branch personnel who advise that the frequency of reference to these files causes unnecessary work because in many cases insufficient information is available to effect an identification. b1

These files contain [redacted] listed during and/or for a period following World War II. Many names are surnames or given names only, making positive identification difficult. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is suggested that approval be given for limited deindexing of [redacted] in accordance with authority set out for deindexing of [redacted] (see 66-3286-989 which is attached). Identifiable derogatory information will be retained. Sample sections of the following files are attached: [redacted] b7E

It is requested that the appropriate substantive supervisors review these files to determine if deindexing may be done as suggested. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to the appropriate substantive division.

Enclosures [redacted]

1 - 100-347211

[redacted]

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ENCLOSURE (Attached)

Completed By Purge de Indexes.

27,269 refs. deleted 1/8/65 dr

REC-41 66-3286-992

CLASSIFIED BY 5/20/03 SP1CWL/LCC

DECLASSIFY ON: 25X 1,6

17 MAY 27 1964

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~~CONFIDENTIAL~~

SEE ADDENDUM, PAGE 2

29 JUN 1 1964

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DATE OF REVIEW 5-20-84
5-14-81

~~SECRET~~

Memorandum Mr. Short to Mr. Tavel
Re: DESTRUCTION OF BUREAU RECORDS - GENERAL
66-3286

ADDENDUM GCM:lab 5-25-64 ~~CONFIDENTIAL~~

There is no objection for the limited deindexing of names recommended previously herein in those instances where there is insufficient information available to effect identification in the following files:

(S) [redacted] b1

~~CONFIDENTIAL~~

~~SECRET~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106-03

UNITED STATES GOVERNMENT

Memorandum

TO: Director, FBI

DATE: May 19, 1964

FROM: SAC, Minneapolis (66-937)

SUBJECT: ~~Destruction of Bureau~~ ADMINISTRATIVE MATTERS Records - General

#975-64

In connection with the installation of the open-shelf filing system, I am causing a careful review to be made of all old files with a view toward destroying those over 20 years of age, and to additional consolidation.

I refer particularly to Manual of ~~Instructions~~ Rules & Regulations, Part II, Section 3 (8), page 12. During the course of this review, I have had called to my attention a number of files in the 100 and 65 classifications where it appears from our files that virtually all of the investigation was conducted and reported upon more than 20 years ago. In some instances, however, communications have been received by this Division of a more recent date--some in 1947 and 1950, for example. These communications contain no significant information and many of them are administrative in nature.

For example, the attention of the Bureau is referred to Bufile 62-245, entitled "THE SILVER SHIRT LEGION OF AMERICA, INC.; Et Al, IS - G; SEDITION." Our files contain 13 volumes of reports and other communications in this case. The first 12 volumes all contain communications dated more than 20 years ago. The 13th volume contains only one serial of any significance, which is Seattle report dated December 15, 1948. That report indicates that this case was then still pending in the office of origin, Indianapolis. The question in my mind is whether or not the first 12 volumes of this file, all of which are over 20 years of age, may be destroyed in toto. The single serial in volume 13 dated in 1948 contains no leads for this Division or any pertinent information. It would seem that the entire file could be destroyed without loss to this office.

It would seem that in multi-volumed cases which after careful review and in the exercise of good judgment are found to be unimportant and without significant ramifications, the volumes containing material over 20 years in age could well be destroyed provided the cases have not been active in this Division, from an investigative standpoint, for over 20 years. The Bureau's advice is respectfully requested.

2 - Bureau
1 - Minneapolis

REC-95 66-3286

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53 JUN 15 1964

5-26-64 LES

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 5-20-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
#948-64
Destruction of Bureau Property

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

In connection with this program, SAC, Charlotte, has suggested: (1) That Bureau consider eliminating semiannual report of criminal cases pending for one year or more and cases pending prosecution for more than six months; and (2) That Bureau consider eliminating semiannual report of property acquired during investigation (Bulky Exhibit Inventory), keeping in mind that Inspection Staff reviews such material on an annual basis. Comments of General Investigative, Special Investigative, and Inspection Divisions were secured concerning merits of these suggestions.

These divisions recommended that suggestions not be adopted. They advised that reports are necessary to insure adequate supervisory control at Seat of Government. General Investigative Division suggested, however, that field be required to submit only two copies of reports to Bureau rather than three presently being submitted. This is desirable from records management standpoint. Original of report can be filed in office file at Seat of Government and copy, broken down, sent to appropriate substantive desk for review and then filed in case file. On this basis, it is felt third copy to Bureau can be eliminated, thus saving employee time in preparation and some filing space. Special Investigative Division agrees with this suggestion.

66-3286-
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General Investigative Division also suggests in connection with submission of semiannual report of criminal cases pending one year or more and cases pending prosecution for more than six months (a combined report), that enclosures to cover letters listing such cases (which are filed in

(Continued next page)

JWM:ifc
(4)

61 JUN 29 1964

11 JUN 17 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE THREE

office file at Seat of Government), with exception of most recent submission from each office, be destroyed and that on receipt of each such submission in future, after appropriate review, previous submission be destroyed. Special Investigative Division agrees with this suggestion. Suggestion has merit and will result in some savings in filing space. There appears to be no need to permanently retain this information. Similar suggestion has recently been adopted in connection with handling of semiannual report of property acquired during investigation.

RECOMMENDATIONS:

(1) That suggestions submitted by SAC, Charlotte, to eliminate these reports not be adopted.

(2) That instructions be changed to require field to submit copies of these reports to Bureau in duplicate rather than in triplicate. (If approved, appropriate manual change will be prepared.)

(3) That prior copies of semiannual reports submitted by field maintained in Bureau files concerning criminal cases pending one year or more and cases pending prosecution for more than six months be destroyed and that in future, upon receipt and review of each submission, previous submission be destroyed. (If approved, Files and Communications Division will handle destruction.)

(4) That this memorandum be routed to Training Division for review.

ST
5/22

(OTW)

Memo L. E. Short to Mr. Tavel
Re: Records Management
66-18966

ADDENDUM OF TRAINING DIVISION, ML:mlf 5/22/64

The Training Division agrees with interested divisions that elimination of these reports is not desirable from the standpoint of control at the Seat of Government; however, the alternatives proposed by the General Investigative Division should streamline our paper work management operations without any lessing of supervisory control.

RECOMMENDATIONS: 1 - That the suggestions made by SAC, Charlotte, not be adopted but that the modified versions as proposed by the General Investigative Division be placed into effect. No further action is necessary by Suggestion Desk as suggestions were credited on receipt to Charlotte Office under provisions of the Records Management Program.

2 - That appropriate manual changes be submitted regarding the number of copies of pertinent reports to be submitted by the field.

3 - On approval, that the Files and Communications Division be permitted to destroy prior copies of semiannual reports submitted by field concerning criminal cases pending one year or more and cases pending prosecution for more than six months and that, in the future, upon receipt and review of each submission, the previous submission be destroyed.

Mr. Tavel 5-25-64

L. E. Short

SPANISH SWINDLE
Buffile 62-10861

This file consists of 44 sections and over 2,200 serials, most of which are outside source letters reporting the receipt of letters relating to the "Spanish Swindle." No Bureau investigations were made, and the letters or the correspondents were referred to the U. S. Post Office Department as a matter within its jurisdiction. This material is unindexed.

Destruction of Property

In connection with our Records Rehabilitation Program, it is suggested that the mail described above over three years old be destroyed in accordance with General Records Schedule 14, item 4. Further approval by Archives is not necessary. It is requested that the appropriate substantive supervisor review this material to determine if any reason exists for its retention. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to appropriate substantive division.

(1) - 66-3286

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DATE 8-19-82 BY SP4EJW/cal

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NOT RECORDED
133 JUN 3 1964

ORIGINAL FILED IN 62-10861-2254

SAC, Minneapolis (66-937) 5-26-64

REC- 95
Director, FBI 66-3286-994

ADMINISTRATIVE MATTER
DESTRUCTION OF FILES

Reurlet 5-19-64 requesting advice concerning destruction of file material. Numerous suggestions have been received by the Bureau relative to a reduction in the retention period of field file material. These suggestions have not been adopted. Accordingly, in those instances where files contain material which is not 20 years old it will be necessary to retain the entire file until such time as the last piece of mail in file exceeds the 20-year retention period.

LES:ler
(5)

Enclosure (Dugg #975-64

DATE 8-19-82 BY SP4ELW/cal

MAILED 27
MAY 26 1964
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JUN 11 1964

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 5-26-64

FROM : L. E. Short

SUBJECT: DESTRUCTION OF FIELD FILES
#975-64

By letter dated 5-19-64 the Minneapolis Division pointed out that in connection with conversion to shelf filing a question had arisen concerning the possibility of destroying earlier sections of particular files which contained material more than 20 years old and retaining later sections which contained more current information. Bureau regulations permit the destruction of files and records in field divisions after they become 20 years old. The general interpretation of this destruction rule has been that a file may be destroyed when the last piece of correspondence in the file is more than 20 years old. This is by far the simplest criterion and the easiest to administer. It is not believed that the field divisions should circumvent the 20-year destruction rule by destroying those sections of files containing material more than 20 years old and retaining other sections with more current material. Numerous suggestions have been considered by the Bureau relative to a reduction in the 20-year retention period. The most recent was Suggestion #709-64 by an employee of the Little Rock Office who proposed destruction of files by auxiliary offices after 10 years. These suggestions have not been adopted by the Bureau. Accordingly, it is believed that the Minneapolis Division should abide by the current 20-year destruction rule.

RECOMMENDATION:

That the attached letter be forwarded to Minneapolis.

Enclosure

LES:ler
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4 ELW/cal

REC- 95

66-3286-994

12 JUN 2 1964

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 6-3-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

EHG

DESCRIPTION OF FILE: 66-2086
HOTELS

DESTRUCTION OF BUREAU PROPERTY-GENL.

The attached file has been called to our attention by personnel of the Consolidation Unit. It consists of 6 sections beginning in 1926 and the majority of the mail is over 20 years old. This type of mail is not currently sent to file and the last mail in the file is dated in 1960. The file contains letters and advertisements from Hotels regarding their rates and services. The material is outdated and there appears to be no reason for its continued retention. In an effort to provide file space for current cases, it is proposed that the file be reviewed and obsolete material destroyed.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4 EW/Ral

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)

ADDENDUM OF THE ADMINISTRATIVE DIVISION - 6-8-64 - LDH:ves

Enclosed file appears to contain nothing but correspondence dealing with hotels and hotel rates. The information is completely out of date and there appears to be no reason for its retention from the standpoint of the Administrative Division.

RECOMMENDATION:

6/17/64 file opened + mail destroyed CRS, Instr EHG

66-3286-
NOT RECORDED
120 JUN 9 1964

That no objection be made by Administrative Division to proposed destruction of contents in enclosed file.

Enclosure JUN 10 1964

ORIGINAL COPY FILED IN 66-2086-336

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
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Gandy

TO : MR. TAVEL

DATE: 5-28-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-2120
INTERVIEWS

① DESTRUCTION OF BUREAU PROPERTY-GEN'L.

The attached file has been called to our attention by personnel of the Consolidation Unit. It consists of 82 sections beginning in 1927. Sections 1 thru 50 contain mail dated over 25 years old and there appears to be no reason for its continued retention. Following is the type of mail in these sections:

> Phone calls from individuals giving no indication what the call pertained to. Phone calls regarding personal matters, applicants, salesmen and other miscellaneous matters. Lists of persons shown through the exhibit room. Interviews and calls pertaining to complaints of a non-specific nature not within the investigative jurisdiction of the Bureau.

Names of the individuals calling or interviewed are indexed and in many cases insufficient information is available to effect an identification. Many of the names are surnames only making positive identification difficult.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction of obsolete material in sections 1 thru 50 of this file. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-14-81 BY 6383 RAT/cm

RECOMMENDATION:

For referral to the appropriate substantive division.

66-3286-
NOT RECORDED
21 JUN 1 1964

EHG:lmb
(3)

11/23/64
File requests. Mail
(section 1-50). Mail
destroyed. Concurs

No objection to destruction of obsolete file data as specified above.
6/1/64 S/JEH

64 JUN 2 1964 mb

64 JUN 8 1964

ORIGINAL FILED IN 66-2120-7009

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Trotter
Tele. Room
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Gandy

TO : Mr. Tavel

DATE: 6-5-64

FROM : L. E. Short

SUBJECT: COMMUNIST PARTY ALBUM
DESTRUCTION OF RECORDS
Bufile 66-3286

BUREAU Records

The Communist Party Album, which was established in 1949, was discontinued by SAC Letter 58-82. During the period that the album was maintained field offices periodically submitted the names and photographs of subjects to be included in the album. This correspondence takes up eleven volumes in Bureau file 100-362719. Several bulky exhibits made up of photographs included in the album have been destroyed.

The Records Branch proposes that the entire Communist Party Album file be reviewed and that all correspondence with field offices relating to the inclusion of names and photographs in the album be destroyed together with the photographs enclosed with such correspondence. Inasmuch as the Communist Party Album has been destroyed and since there are copies of the photographs appearing in field office case files, there does not appear to be any objection to the destruction of this material in the Communist Party Album file. Attached are the last two sections of Bureau file 100-362719.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Domestic Intelligence Division for consideration of the above proposal.

Enclosure

1 - 100-362719

NFS:jam
(4)

SEE ADDENDUM, PAGE TWO

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4ELW/cal

66-3286-995

EX 105 REC 55

8 JUN 15 1964

68 JUN 18 1964

UNRECORDED COPY FILED IN 100-362719

ADDENDUM DOMESTIC INTELLIGENCE DIVISION LTG:pwd 6-12-64

The Domestic Intelligence Division is reluctant to agree to this proposal at this time. It has been communist policy to maintain a legal and illegal apparatus and the Party always maintains a certain skeleton underground. The litigation in the Party case has not been completed and an adverse decision in this case could again drive the Party underground as in the early 1950's. It is, therefore, felt that this material should be retained at present and the proposal re-evaluated in one year.

SAC, Charlotte

May 20, 1964

Director, FBI 66-3286-996

REC-3

RECORDS MANAGEMENT Destruction of Bureau Property - Gen

Reference is made to your suggestion, submitted in response to SAC Letter #64-12(A) dated February 25, 1964, captioned Filing System - Records Management Survey, in which it was recommended that Bureau applicant files be destroyed in the field after being closed ten years and that those at the Bureau which have been closed administratively be destroyed after one or three years. Bureau Applicant Files be destroyed

After careful consideration, it has been decided these proposals should be adopted and the retention periods reduced to ten years in the field and three years at the Seat of Government. The necessary manual changes are being made and will be distributed shortly. Your office has been credited with submission of the suggestion under the provisions of the Suggestion Program.

MAILED 20
MAY 25 1964
COMM-FBI

after being closed three years

JER:mlf

(4) (Suggestion #859-64)

NOTE: Based on memorandum L. E. Short to Mr. Tavel, 5/15/64, JWM:ifc, re: Records Management, 66-18966. Addendum of Training Division, JER:mlf, 5/19/64.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EWL

ORIGINAL FILED IN 66-18966-688

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Gandy

JUL 9 1964

MAIL ROOM ☑ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 5-15-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966

RE: SUGGESTION #859-64

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

By memorandum 4-28-64, I advised that SAC, Charlotte, had suggested that Bureau consider destruction of 67 (Bureau applicant) files in field when closed for a ten-year period rather than present retention period of twenty years. He also suggested that Bureau consider destruction of Bureau applicant files which have been closed administratively with no correspondence to Bureau after a one or three-year period. Since suggestion related to destruction of Bureau applicant files, it was referred to Administrative Division for observations.

Administrative Division interposes no objection to destruction of these files which have been closed for a ten-year period and also agrees that Bureau applicant files closed administratively where no investigation conducted could be destroyed after three-year period.

In view of comments of Administrative Division and since adoption of suggestions will result in substantial savings in space throughout field, it is recommended that suggestions be adopted. We already have Archival authority to destroy all field office files.

(See Recommendations next page.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4EW/cal

JWM:ifc
(4)

66-3286 996
NOT RECORDED
199 JUN 30 1964

NOT RECORDED
6 JUN 30 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO
Enclosure

ORIGINAL FILED IN 66-18966-9

Memo L. E. Short to Mr. Tavel 5-15-64
Re: Records Management
66-18966

RECOMMENDATIONS:

(1) That suggestions be adopted. (If approved, appropriate instructions will be issued to field.)

(2) This memorandum be referred to Training Division for review.

ST 5/15

ADDENDUM OF TRAINING DIVISION JER:mlf 5/19/64

In view of the comments of the Files and Communications Division set forth in the foregoing memorandum, Training Division agrees that the idea should be adopted in view of the space-saving features which may be achieved.

RECOMMENDATIONS: 1 - That suggestion be adopted and attached letter directed to SAC, Charlotte, advising of adoption of the idea; it was credited to Charlotte Office on receipt under provisions of the Records Management Program.

2 - On approval, this memorandum will be authority for the Administrative Division to prepare necessary manual changes.

Memo & change prepared & attached 6/3/64

5/21

Mr. Tavel 6-10-64

L. E. Short

RECORDS MANAGEMENT
66-18966
#1045-64

RE: FILE 94-2, ENTITLED "TOURS"

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

In connection with this program, Crime Records Division has suggested that material in file 94-2 (Tours) be destroyed after ten-year period. They pointed out there does not appear to be any need for retention of this material after this period has elapsed.

Research concerning this file reflects that file was opened in 1935 and consists of 504 sections, 39,069 serials. Four hundred and 27 sections, 29,609 serials, are over ten years' old. File consists of memoranda and correspondence regarding tours and tour exhibits.

In line with our Records Management Program designed to eliminate valueless and obsolete material from Bureau's records, it is felt this suggestion has considerable merit. It is proposed that all mail in this file over ten years' old be deindexed and destroyed, unless mail contains data pertinent to Bureau's current operations or mail of a policy or historical nature which should be retained. Destruction and deindexing will result in a substantial savings in filing space. Archival authority not necessary for destruction of administrative-type material of this nature.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EWJ/al (See Recommendations next page.)

1 - 94-2 (Tours)
1 - 66-3286 (Destruction of Bureau Property)
JWM:ifc
(6)

66-3286-71
NOT RECORDED
141 JUN 23 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO

64 JUN 25 1964

ORIGINAL FILED IN 94-2-6-19-64

Memo L. E. Short to Mr. Tavel 6-10-64
Re: Records Management
66-18966

RECOMMENDATIONS:

(1) That all mail over ten years' old in file 94-2 (Tours) be deindexed and destroyed, unless mail contains data pertinent to Bureau's current operations or of policy or historical nature which should be retained. (If approved, Files and Communications Division will handle deindexing and destruction.) Sample files attached.

(2) That this memorandum be referred to Training Division for review.

ADDENDUM OF THE TRAINING DIVISION ML:mlf 6/17/64

Since the Crime Records Division and the Files and Communications Division are the only divisions interested in this matter and they are in agreement suggestion should be adopted, the Training Division agrees it is worthwhile and will provide a saving of space.

RECOMMENDATIONS: 1 - That the suggestion be adopted. On approval, this memorandum will be the authority for the Files and Communicatio Division to take the necessary action to place this procedure into effect.

2 - This suggestion has been credited to the Crime Records Division under provisions of the Records Management Program.

Mr. Tavel 5-14-64

L. E. Short

COAST GUARD SCREENING PROGRAM
SUGGESTED DEINDEXING OF LISTS
Bufile 105-13045 Destruction of Bureau Property / General

Captioned file contains a number of lists submitted to the Bureau by the United States Coast Guard of "Merchant Seamen to be Denied Security Clearance." A review of the file reflects considerable duplication of indexing since the periodic submission of such lists by the Coast Guard was apparently for the purpose of updating the list of those denied security clearance. For example, a list appearing in serial 70 which is dated 11-20-50 and contains 1,600 names was checked against a list appearing in serial 1027 dated 10-22-51 and which includes 2,300 names. Over 900 names appearing in the 1950 list reappear in the 1951 list. Attached are files containing serials 70 and 1027. There are several other occasions of duplicate indexing within this file, including amendments to the lists submitted by the United States Coast Guard.

Records Branch proposes that where duplication appears on such lists and no additional derogatory information is furnished that deindexing be accomplished on the older lists. Only names duplicated would be deindexed.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Domestic Intelligence Division in order that appropriate consideration can be given to deindexing proposed by the Records Branch.

Enclosures

(1) - 66-3286

66-3286-

NOT RECORDED
17 JUN 18 1964

NFS:jam
(4)

8-19-82 SPECIAL

SEE ADDENDUM PAGE TWO

14 JUN 15 1964

5/28/64

ADDENDUM DOMESTIC INTELLIGENCE DIVISION RMH/mea

Domestic Intelligence Division has no objection to the proposed deindexing provided the index will contain one reference to the fact that an individual had at one time been designated a security risk by the Coast Guard. This will furnish a lead to derogatory data which might otherwise be missed in our investigations or those of other agencies which make FBI name checks.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Conrad
DeLoach
Evans
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Sullivan
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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. DeLoach

DATE: 6-16-64

FROM : M. A. Jones

SUBJECT: YOUNG AMERICAN MEDAL AWARDS PROGRAM - 1962
Destruction of Bureau Property

With the awarding of the Medals for Bravery and Service on May 6, 1964, and the subsequent tours of the FBI Headquarters by the winners and their families, the activity in connection with the 1962 Medals would appear to be finished. In the past years, the supporting documents in connection with all individuals nominated in both categories were placed in the file for future reference.

Since the beginning of this program, the supporting documents have been filed and continue to be retained. It is believed that all previous supporting documents could be destroyed in that the usefulness thereof has expired. In the event any inquiry is made regarding past nominees, the necessary information could be obtained from the numerous memoranda prepared. It is, therefore, believed that destruction of the voluminous items pertaining to each nominee (maintained as supporting documents behind the file) would result in sound paper management.

RECOMMENDATIONS:

(1) That attached supporting documents of 1962 nominees be filed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EW/cal

NOT RECORDED 141 JUN 19 1964

(2) That all supporting documents ~~for previous years~~ be destroyed.

Enclosures (47)

1 - Mr. DeLoach

JVB:blh
(4)

JUN 22 1964

11 JUN 22 1964

ORIGINAL FILED IN 94-1-4-23 Sec 2

June 16, 1964

PERSONAL

66-3286-

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Charlotte, North Carolina

Dear Mr. [redacted]

Your suggestion has been received that a specific statement be set forth in the Manual of Rules and Regulations concerning the disposition of certain files. This proposal is being carefully considered and you will be advised if it is adopted.

The interest you displayed in submitting this idea is indeed appreciated.

MAILED 4
JUN 16 1964
COMM-FBI

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EW

2 - SAC, Charlotte
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Mr. [redacted] b6 b7C

MLM:mlf
(6) (Suggestion #1031-64 dated 6/11/64)

NOTE: Suggests a specific statement be made in the Manual of Rules and Regulations that files should not be destroyed if they contain outstanding Identification Orders, Check Circulars or Wanted Flyers.

Referred to the Files and Communications, and General and Special Investigative Divisions for views and recommendations.

JUL 13 1964 Mr. [redacted] was placed on probation by letter dated 6/4/64 due to delinquencies discovered during the inspection of the Charlotte Office.

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MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 66-32857-1-2-7

Employee Suggestion
FD-252 (Rev. 9-21-59)

#1031-64

b6
b7C

Date
6/11/64

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		CHARLOTTE

SUGGESTION

It is suggested that a specific statement be made in the Manual of Rules and Regulations, Part II, Section 3, Paragraph 8a, and Part II, Section 3, Paragraph 8 b. (2) that files should not be destroyed if they contain outstanding Identification Orders, Check Circulars or Wanted Flyers.

DESTRUCTION OF BUREAU RECORDS - GENERAL

30 EX-[illegible]
32 JUN 15 1964

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 3, Paragraph 8 a contains instructions regarding destruction of 20 year old files. This
(Cont'd next page)

Advantages of suggestion and annual savings (include basis for estimate)

The advantages of this suggestion would be to specifically call to the attention of anyone seeking instructions regarding the destruction of these files that any file containing an outstanding I. O., Wanted Flyer or Check Circular should not be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EWLCAL

66-3286-

NOT RECORDED
29 JUN 17 1964

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Asst. Chief Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

I feel this suggestion has merit and consideration should be given to its adoption.

EBT

[redacted]
Special Agent in Charge

Signature and Title

(Do not write in this space - for Bureau use only)

Belongs in Mr. Mohr's mail

10 JUN 17 1964

ORIGINAL FILED IN 66-3286-1

3-cond 6-16-64 Sec

Current practice or rule: (Cont'd)

paragraph does contain the statement that "files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are 20 years old."

Manual of Rules and Regulations, Part II, Section 3, Paragraph 8 b. (2) contains instructions regarding destruction of 26 classification files when 10 years old provided:

(a) Office is not office of origin.
(b) Office is not office of prosecution.
(c) File contains no signed statements from witnesses.

This section reads as if all files can be destroyed if they meet the above three conditions.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 6-19-64

FROM : L. E. Shanty

SUBJECT: SUGGESTION #1031-64
Destruction of Bureau Records-General

Comments of the Files and Communications Division requested concerning proposal that Manual of Rules and Regulations be changed to include a statement that files which are old enough for destruction should not be destroyed when they contain outstanding Identification Orders, Check Circulars or Wanted Flyers.

Part II, Section 3, Page 13, Manual of Rules and Regulations, discusses destruction of files and records in field offices and points out that government regulations permit destruction of records that apparently will not have sufficient administrative, legal, research, or other value to warrant their further preservation. Further, the Bureau instructs that files representing cases of an important nature or cases having many ramifications should not be destroyed merely because of age.

In view of the above instructions it is not believed necessary to set up specific categories of material which should not be destroyed.

RECOMMENDATION:

Files and Communications Division recommends against adoption of suggestion.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EW/cal

ST 6/19

LES:ler (3)

66-3286-

NOT RECORDED 191 JUN 30 1964

4 JUN 29 1964

memo Casper to Tolson 6-23-64 JER:mrf

53 JUL 13 1964

letter 6-24-64 JER:mrf

RECORDS TWO

ORIGINAL FILED IN 66-3286

b6
b7C

Suggestion #1031-64
By [redacted]
Charlotte Division

ADDENDUM JBE:swb 6/19/64

Suggestion is to include a specific statement in the Manual relating to destruction of files that files should not be destroyed if they contain outstanding Identification Orders, Check Circulars or Wanted Flyers.

It is felt the present provisions concerning "Files representing cases of an important nature or cases having many ramifications should not be destroyed" is adequate and no further specific statement is needed concerning Identification Order and similar cases.

JBE
Also Case

memo Casper to Mohr 6-23-64 JEH:mfd

Mr Rapp 6-26-64 JEH:mfd

ADDENDUM OF GENERAL INVESTIGATIVE DIVISION RKB/map 6-18-64

It is felt that instant suggestion is sufficiently covered in existing instructions; therefore, adoption is not recommended.

Although the suggestion, as written, is not absolutely clear, it appears that it applies to the destruction of files by an auxiliary office within the established time limit when the subject is still being sought by other offices, and is, in fact, the subject of a Wanted Flyer, Check Circular, or Identification Order.

The Bureau's policy regarding the destruction of files in such instances is succinctly defined in the Manual of Rules and Regulations, Part II, Section 3, paragraph 8(a), "Files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are twenty years old." Investigation of Identification Order$, Check Circular$, and Wanted Flyer$ would certainly fall into this category, and all offices receive notification upon the apprehension of such subjects. If apprehension information was not contained in the auxiliary office file, the subject should not as yet be in custody, and by the very nature of the above instructions, the file would not be destroyed.

Instant suggestion is therefore not felt to contain merit, and adoption is not recommended.

RKB

memo Cooper to Mohr 6-23-64 JEG:mds

W.C. Sullivan 6-22-64 JAK:mds

Mr. Mohr

6/23/64

b6
b7C

J. J. Casper

DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION #1031-64, SUBMITTED BY
MR. [redacted] CHARLOTTE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4 ELW/cal

SUGGESTION: That a specific statement be made in Manual of Rules and Regulations (MRR), Part II, Section 3, D, 8,a and 8, b(2)n pages 13 and 13a to the effect that files should not be destroyed if they contain outstanding Identification Orders (IO), Wanted Flyers (WF) or Check Circulars (CC).

PRESENT PRACTICE: MRR in the sections mentioned above provides that files and records in field divisions may be destroyed after they become 20 years old; however, they should not be destroyed simply because they are 20 years old if they concern cases of an important nature or those having many ramifications.

With respect to files and records which may be destroyed when 10 years old, the portion in question states that those files in classification 26 (Interstate Transportation of Stolen Motor Vehicles) and the index cards relating thereto may be destroyed after 10 years old provided the office is not office of origin or prosecution or they do not contain signed statements from witnesses.

OBSERVATIONS: SAC Kissiah of the Charlotte Office felt the suggestion merited favorable consideration.

Files and Communications Division commented that the suggestion should not be adopted. They pointed out that Part II, Section 3, 8 on page 13 of the MRR discusses the destruction of files and records in field offices and states that government regulations permit such destruction of records that apparently will not have sufficient administrative, legal, research, or other value to warrant their further preservation. Further, the Bureau instructs that files representing cases of an important nature or cases having many ramifications should not be destroyed merely because of age. In view of these instructions they did not believe it necessary to set up specific categories of material which should not be destroyed.

The Special Investigative and General Investigative Divisions subscribed to the foregoing views. General Investigative Division stated in addition that the Bureau's policy is succinctly defined in regard to the destruction of files in instances such as those in which, although the time limit for destruction of files may have been reached in an

ORIGINAL FILED IN 66-2271-1261

1 - 66-2271
1 - 66-3286
JER:mlf
(4)

133

53 JUL 13 1964

166-32486

NOT RECORDED
191 JUL 30 1964

SEE PAGE TWO

auxiliary office, the subject is still being sought by other offices and is, in fact the subject of an IO, WF, or CC. Quoting the aforementioned instruction that files representing cases of an important nature or those having many ramifications should not be destroyed merely because they are 20 years old, they commented that investigations of IO, WF, and CC subjects would certainly fall into this category. All offices receive notification upon the apprehension of such subjects and the absence of such notification in an auxiliary office file would indicate that the subject was not yet in custody and, under the very nature of the instructions quoted, the file would not be destroyed.

Training Division is in accord with the foregoing comments of the three divisions. However, it is believed that an additional stipulation similar to that appearing with the policy for destruction of files 20 years old would be helpful with respect to those which may be destroyed in 10 years to avoid any misconception that the three provisos noted are the sole criteria for retention of these files.

RECOMMENDATION: 1 - That the suggestion be adopted as modified in the foregoing memorandum and the attached letter of appreciation be directed to the suggester. Receipt of the idea was acknowledged previously.

2 - On approval, this memorandum will be authority for the Manuals Desk, Training Division, to take the necessary action.

6/23/64
SAC LETTER NO. 64-31

(G) IDENTIFICATION ORDERS -- During recent inspections it was determined some offices had destroyed investigative files and index cards pertaining to outstanding Identification Orders in connection with the destruction of files over 20 years old. The Manual of Rules and Regulations provides that files representing cases of an important nature should not be destroyed merely because they are 20 years old, and, if there is any doubt concerning their destruction, the Bureau should be contacted.

Obviously, files and index cards pertaining to outstanding Identification Orders fall within this category, particularly when the destruction of index cards on these files could possibly preclude the apprehension of a fugitive. Accordingly, you should review the procedures for the destruction of files over 20 years old in your office to insure files and index cards representing cases of an important nature are not being destroyed.

Destruction of Bureau Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4ELW/cal

66-3286-
NOT RECORDED
167 JUN 30 1964

ORIGINAL FILED IN 66-04-3273

66 JUL 14 1964

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 6-23-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
#1078-64

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

In connection with this program, SAC, New York, advises that Part II, Section 3, Paragraph C (8), Item d, of Manual of Rules and Regulations sets out various rules concerning destruction of index cards and suggests that an additional rule be added to permit destruction of index cards on thefts of perishable items such as butter, milk, eggs, cheese, etc., when three years old. He advised that it is very unlikely that after this period of time, such an index card would be necessary to identify a case.

Suggestion has merit from records management standpoint in that adoption will result in destruction of records presently being maintained; however, since suggestion relates to destruction of index cards which would normally be prepared as outgrowth of a Theft from Interstate Shipment case or possibly a Theft of Government Property case, comments of General Investigative Division necessary prior to further consideration of suggestion.

RECOMMENDATIONS:

(1) That this memorandum be referred to General Investigative Division for comments concerning merits of above suggestion, such comments to be returned to Files and Communications Division for further consideration.

66-3286

66-18966

NOT RECORDED
167 JUL 7 1964

(2) That this memorandum be referred to Training Division for review.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4ELW/ed

JWM:ifc
(4)

SEE ADDENDUM PAGE TWO

See Files & Communications Division addendum page 2

66 JUL 16 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE THREE

ORIGINAL FILED IN 66-18966-693

ADDENDUM OF GENERAL INVESTIGATIVE DIVISION: RIS:AOB 6/26/64

Generally, items in Theft from Interstate Shipment cases are indexed with the name of the carrier and the item stolen or lost. In view of this, it is felt that there would be relatively few cards other than index cards reflecting main file numbers which would be applicable if this suggestion is adopted. In addition, it is felt that there is a possibility that if the suggestion is adopted, clerical personnel seeing index cards relating to perishable items would automatically destroy them and inadvertently could destroy index cards reflecting main files. There would, therefore, be no way in which a main file could be located after the destruction of the index card.

In view of the relatively few instances in which it is felt this suggestion would be applicable, it is recommended that it not be adopted.

ADDENDUM: FILES AND COMMUNICATIONS DIVISION 6-30-64

In view of comments of General Investigative Division, suggestion is recommended unfavorably for adoption.

RECOMMENDATION:

1. That suggestion not be adopted.

2. This memorandum be referred to Training Division for review.

JWM:bpr
(4)

Memo Short to Tavel
Re: Records Management
66-18966

ADDENDUM OF TRAINING DIVISION JER:mlf 7/2/64

Training Division agrees that objections raised by General Investigative Division are valid and their approach is practical.

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary; receipt of the idea was credited to New York Office under provisions of the Records Management Program.

Mr. Tavel 6-25-64

L. E. Short

RECORDS MANAGEMENT
66-18966

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

In connection with this program, Crime Records Division has suggested that material in file 62-0 (Miscellaneous - Subversive) be destroyed after ten-year period. They point out this file contains information of a general nature, a considerable portion of which is correspondence with citizens.

Research concerning this file reflects that file was opened in 1925 and consists of 525 sections, 65,488 serials; 386 sections, 55,660 serials of which are over ten years old. Much of mail in this file up to 1950 has already been destroyed in accordance with authority previously received to destroy miscellaneous correspondence with public involving supply of duplicated informative material to inquirer (66-19087-14). This type of material is no longer filed based on this authority. File consists of miscellaneous correspondence and information of a general nature, much of which appears to be from mentally deranged individuals, in which Bureau is taking no investigative action. Some of material relates to miscellaneous, nonspecific information of a subversive nature. Crime Records Division handles great majority of correspondence placed in this file.

In line with our Records Management Program designed to eliminate valueless and obsolete material from Bureau's records, it is felt this suggestion has considerable merit. Much of mail in this file, particularly

(continued next page)

66-3286-
NOT RECORDED
145 JUL 30 1964

8-19-82 SP4ELW1 cal

1 - 62-0 (Miscellaneous - Subversive)
1 - 66-3286 (Destruction of Property) GENL
JWM:if
(6)

56 AUG 4 1964

(SEE ADDENDUM OF TRAINING DIVISION ON PAGE THREE)

(SEE DOMESTIC INTELLIGENCE DIVISION ADDENDUM PAGE 3)

ORIGINAL FILED IN 62-0

older mail, appears to be valueless to Bureau today and suitable for destruction; accordingly, in accordance with suggestion, it is proposed that all mail in this file over ten years old be deindexed and destroyed, unless, of course, mail contains data pertinent to Bureau's current operations or mail of a policy or historical nature which should be retained. Destruction and deindexing will result in a substantial savings in filing space. General Records Schedule 14 issued by National Archives and Records Service authorizes destruction of material of this type after three months.

Crime Records Division which handles majority of material placed in this file has submitted suggestion to destroy material and further comments of that division not necessary. Since some of material being filed in file relates to miscellaneous, nonspecific subversive information, observations of Domestic Intelligence Division believed desirable concerning suggestion.

RECOMMENDATIONS:

(1) That comments of Domestic Intelligence Division be secured concerning merits of suggestion.

(2) That if Domestic Intelligence Division agrees, all mail over ten years old in file 62-0 (Miscellaneous - Subversive) be deindexed and destroyed unless mail contains data pertinent to Bureau's current operations or of policy or historical nature which should be retained. (If approved, Files and Communications Division will handle deindexing and destruction.) Sample files attached.

(3) This memorandum be referred to Training Division for review.

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, STREAMLINING COMMITTEE, 6/29/64, GWA:rmc

The Domestic Intelligence Division concurs with the recommendation that material contained in 62-0 (Miscellaneous-Subversive) be destroyed after a ten-year period, and it is recommended that this suggestion be adopted.

ADDENDUM OF THE TRAINING DIVISION JER:mlf 7/10/64

Inasmuch as Domestic Intelligence Division agrees with the recommendations by Files and Communications Division that the material in 62-0 (Miscellaneous-Subversive) file be destroyed after 10 years old, Training Division recommends the idea be adopted. Suggestion has been credited to Crime Records Division under provisions of the Records Management Program.

RECOMMENDATION: That the idea be adopted and this memorandum be authority for Files and Communications Division to handle deindexing and destruction of mail over 10 years old in 62-0 files except that which contains data pertinent to Bureau's current operations or of policy or historical value.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 7-1-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
#5-65 DESTRUCTION OF BUREAU RECORDS - gen'l

Reference is made to SAC Letter 64-12 (A) wherein we requested suggestions and observations to strengthen the Bureau's Records Management Program.

In connection with this program, SAC, New York, suggests that when obsolete cards are deleted from special source of information index, that cards in general index be destroyed.

Manual of Rules and Regulations, Part II, Section 6, item K (1), page 7, instructs that at time obsolete cards deleted from special source of information index, index cards in general office index should not be removed.

Suggestion is recommended unfavorably for adoption. Suggestion has been previously considered on several occasions and not adopted. Although source of information may no longer be in position to furnish information to Bureau or some other situation occurs which justifies deletion from source of information index, fact that he was a source of information pertinent to field office operations, and of potential future value from information standpoint. Retention of index card in general office indices insures record of this information.

RECOMMENDATIONS:

(1) That suggestion not be adopted.

RECORDED
15 JUL 7 1964

(2) That this memorandum be referred to Training Division for review.

JWM:gev
(4)

166-3286
NOT RECORDED
102 JUL 3 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO

66 JUL 16 1964

ORIGINAL FILED IN 5-65-91-69

DISPOSED OF

Memo Short to Tavel
Re: Records Management
66-18966

ADDENDUM OF THE TRAINING DIVISION JER:mlf 7/6/64

Training Division agrees with views and recommendations of Files and Communications Division. As noted, same suggestion was previously considered at which time members of the Inspection Staff and General Investigative Division were opposed to its adoption. They believed the cards were not without value even though the source was no longer operable. The possibility always exists of reactivation at a later date and further, should the name of the individual come up subsequently in the course of investigative operations, it would be helpful to know he was once a source of information even in the absence of other identifying data.

RECOMMENDATION: That the idea not be adopted. On approval, no further action is necessary. Suggestion was credited to New York Office under the provisions of the Records Management Program.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 7-1-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966 Destruction of Bureau Records - Gen'l

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen Bureau's Records Management Program.

In connection with this program, two additional suggestions have been received relating to destruction of field office files prior to present twenty-year retention period. (1) SAC, Albuquerque, suggests in some applicant-type cases material could be destroyed when it becomes five or ten years old. (2) SAC, Oklahoma City, suggests 116 (Atomic Energy Act - Applicant) cases be destroyed after ten years where no derogatory information of a security nature developed.

During previous (1959) and current records management program, several similar suggestions have been received and considered concerning destruction of various types of field office files prior to present twenty-year retention period (66-18966-543, 66-18966-657 and 66-18966-933). No change was made in retention period. Since suggestion has been thoroughly considered by Bureau on several occasions and not adopted, these suggestions are recommended unfavorably for adoption.

RECOMMENDATIONS:

(1) That suggestions not be adopted.

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DATE 8-19-82 BY SP4CLW/cal

66-18966-
2 JUL 8 1:54

(2) That this memorandum be referred to Training Division for review.

66-3286-
NOT RECORDED
46 JUL 8 1964

JWM:lcr
(4)

53 JUL 15 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO

ORIGINAL FILED IN 66-18966-

Memo Short to Tavel
Re: Records Management
66-18966

ADDENDUM OF TRAINING DIVISION JER:mlf 7/6/64

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Training Division agrees with comments of Files and Communications Division concerning the foregoing suggestions. In consideration of suggestion #709-64 by Miss [redacted] Little Rock, on 3/16/64, with respect to destruction of all files except security-files after being closed 10 years, both Inspection and Special Investigative Divisions were opposed. Concerning applicant-type cases, latter division advised at the time, they are, in a sense, security-type matters and, if prematurely destroyed it might increase copy work in case it should become necessary to supply an office with a report.

RECOMMENDATION: That the suggestions not be adopted. On approval, no further action is necessary. The suggestions have been credited to the Albuquerque and Oklahoma City Offices, respectively, under the provisions of the Records Management Program.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : Mr. Tavel

DATE: 7-1-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
#4-65 - DESTRUCTION OF BUREAU RECORDS - GEN'L

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen Bureau's Records Management Program.

In connection with this program, SAC, Washington Field Office, has suggested that zero (General) files in criminal classifications be destroyed when ten years old.

Suggestion to destroy zero files prior to present twenty-year retention period has recently been considered on two occasions under this program (memorandum L. E. Short to Mr. Tavel, 5-4-64, 66-18966-627 and memorandum L. E. Short to Mr. Tavel, 6-19-64) and not adopted. Since previous objections still valid, suggestion recommended unfavorably for adoption.

RECOMMENDATIONS:

(1) That suggestion not be adopted.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EAW/cal

(2) That this memorandum be referred to Training Division for review.

66-3286-
NOT RECORDED
102 JUL 8 1964

RECORDED
15 JUL 7 1964

JWM:ler
(4)

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

ORIGINAL FILED IN 66-18966-627

Memo Short to Tavel
Re: Records Management
66-18966

ADDENDUM OF THE TRAINING DIVISION JER:mlf 7/6/64

Training Division agrees with comments of Files and Communications Division. As noted by them, consideration was given to same proposal previously. Domestic Intelligence, General Investigative and Special Investigative Divisions opposed adoption in the past stating in substance that, while information placed in zero files may seem insignificant when received, it may later tie in with other information and result in institution of full investigation.

RECOMMENDATION: That suggestion not be adopted. On approval, no further action is necessary. Suggestion was credited to Washington Field Office under the provisions of the Records Management Program.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 7-1-64

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966

Destruction of Bureau Records - General

RE: SUGGESTION #912-64

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen Bureau's Records Management Program.

In connection with this program, SAC, Chicago, suggests that consideration be given to destruction of certain information contained in field office personnel files, such as commendations from SAC or outside business, municipal or police officials regarding Agents' participation at police schools, speeches and similar assignments. He also suggests destruction of other types of records such as firearms records while attending in-service, inspection-examination- ratings, etc., be destroyed after five years.

SAC Letter #64-28 dated 6-2-64, item F entitled "Administration of offices - Designating complete material for individual field personnel files" informed field several instances have been noted during recent inspections wherein there has been a failure to designate communications for field personnel file of individual employees and pointed out existing regulations require that copies of data, favorable or unfavorable to office or its personnel, should be placed in files of individual employees so that anyone reviewing personnel file at a later date would have benefit of this information. These instructions were based on memorandum J. H. Gale to Mr. Tolson, dated 5-28-64.

In view of recent instructions to field instructing them to insure pertinent information filed in field personnel files, suggestion recommended unfavorably for adoption. In regard to destruction of in-service firearms records, inspection-ratings, etc., space saved due to

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DATE 8-19-82 BY SP4ELW/cal

JWM:gev
(4)

66-3286

continued on page two

NOT RECORDED
46 JUL 14 1964

SEE ADDENDUM OF TRAINING DIVISION ON PAGE TWO

58 JUL 20 1964

12 JUL 13 1964

ORIGINAL FILED IN 66-18966-23

small volume of this type material would not be commensurate with employee time necessary to review file for destruction of this type material.

RECOMMENDATIONS:

(1) That suggestion not be adopted.

(2) This memorandum be referred to Training Division for review.

ST 7/2

ADDENDUM OF TRAINING DIVISION JER:mlf 7/9/64

Training Division agrees with comments of Files and Communications Division in the foregoing memorandum. It is further noted that, as a result of a suggestion recently adopted, field personnel files of employees separated from the service will be destroyed in the field after three months with the exceptions that all EKG tracings will be forwarded to the Bureau and that the files of employees separated from the Bureau for disciplinary reasons will also be forwarded to the Bureau. It is believed this also militates against the suggestion in that would be another reason why the expenditure of time to review and destroy a relatively small volume of material would not be commensurate with the anticipated saving in space.

RECOMMENDATION: That the idea not be adopted. On approval, no further action is necessary; the suggestion was credited to the Chicago Office under the provisions of the Records Management Program.

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MAY 1962 EDITION
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5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 7-9-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-4-2419
POEM "LOYALTY" - "THE TEST"

The attached file has been called to our attention by personnel of the Consolidation Unit. It consists of 6 sections beginning in 1936. The file is currently used but little mail is now put in the file, the majority of the mail being over 20 years old. It is proposed that the file be reviewed and all requests for and acknowledgements of copies of "Loyalty" and "The Test" over five years old be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)

11/5/64 File reviewed & mail destroyed EHG

7/9 no objection to this proposal 7/10/64 maff

no objection in correspondence 7/10/64 DCM/gem

66-3286-
NOT RECORDED
35 JUL 10 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EWical

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ORIGINAL FILED IN 94-4-2419-689

DESTRUCTION OF BUREAU PROPERTY - CENL

Mr. Tavel 7-2-64

L. E. Short

RECORDS MANAGEMENT
66-18966

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen Bureau's Records Management Program.

In connection with this program, SAC, New York, advised that during World War II, all passenger vessels entering United States via New York presented passenger manifests containing complete passenger list to New York Office. He advised these names were indexed and material retained. SAC suggests that New York Office be given authority to dispose of index cards and files as information valueless at present time.

Suggestion has merit from records management standpoint in that adoption would result in destruction of files and index cards with commensurate savings in space. Similar material has previously been deindexed and destroyed at Bureau (Memorandum Cartwright to Nichols, 5-6-47, 66-3286-281). Since data valueless to New York Office and since similar material previously destroyed at Bureau, it is recommended that suggestion be adopted giving New York Office authority to deindex and destroy this material. Bureau has Archival authority to destroy all files and related material in field.

RECOMMENDATIONS:

(1) That suggestion be adopted. If approved there is attached hereto letter to SAC, New York, authorizing deindexing and destruction of material.

(2) This memorandum be referred to Training Division for review.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EW/ROC

66-3286-

NOT RECORDED
46 JUL 7 1964

Enclosure

cc - 66-3286 (Destruction of Bureau Property)

JWM:ler (5) 53 JUL 13 1964 137

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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JSC

TO : Mr. Tavel

DATE: 7-1-64

FROM : L. E. Shorty

SUBJECT: RECORDS MANAGEMENT
66-18966
DESTRUCTION OF BUREAU RECORDS

Reference is made to SAC Letter #64-12 (A) wherein we requested suggestions and observations to strengthen Bureau's Records Management Program.

In connection with this program, SAC, Tampa, has forwarded suggestion submitted by [redacted] Clerk, who suggests that (1) original Identification Record or FD-9 (Request for Identification Record) be destroyed after information is included in report. She also suggests (2) that RUC letters received from other offices setting forth investigation in their territories be destroyed after information included in report. SAC considers suggestion good.

b6
b7C

Suggestions recommended unfavorably for adoption. When this data received in field office, it is necessarily serialized in appropriate file. Destruction of such material after being included in investigative report would necessitate administrative procedure of recording serials destroyed in order to maintain continuity of file. Volume of instances where this material could be destroyed not sufficient to justify administrative procedure necessary and space saved would not be commensurate with employee time involved in handling and recording destruction.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EWL/cal

RECOMMENDATIONS:

(1) That suggestion not be adopted.

(2) That this memorandum be referred to Training Division for review.

66-3286-

NOT RECORDED
102 JUL 8 1964

RECORDED
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55 JUL 17 1964

JMM:ler
(4)

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

TWO

ORIGINAL FILED IN 66-18966-1969

Memo Short to Tavel
Re: Records Management
66-18966

ADDENDUM OF THE TRAINING DIVISION JER:mlf 7/6/64

Training Division agrees with objections of Files and Communications Division. With respect to Identification Records, these are often inserted wholly into reports and so could not be destroyed as proposed, thereby creating exceptions to the suggested procedure.

RECOMMENDATIONS: That the ideas not be adopted. On approval, no further action is necessary. The suggestions were credited to suggester under the provisions of the Records Management Program.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL ST

DATE: 7-14-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-26150
SURVEY RE CRIMINAL RECORDS

The attached file has been called to our attention by personnel of the Consolidation Unit. The file consists of 290 serials (3 sections) dated from 1931 to 1933. The mail is of an administrative nature regarding a survey made by the Field and a circular sent out re use of criminal records by prosecutors and courts. The material is outdated and there appears to be no reason for its continued retention.

Destruction of this mail would result in saving space in the file room. This category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmb
(3)

DESTRUCTION OF BUREAU PROPERTY GENL.

ST RECORDS 7-14 WC

REC CM

66-3286-997

17 JUN 15 1964

7/20/64 File destroyed per conv. with EHG

File may be destroyed. A.H. Belmont 7/15/64

CONTAINED
DATE 8-19-82 BY SP4 EW Cal

JUL 16 1964

66-3286-

July 29, 1964

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

I have received your suggestion concerning the disposition of all mailing list cards which were deleted prior to 1950. I am indeed pleased to advise you this proposal is being adopted and steps are being taken to place it into effect.

The initiative you displayed in bringing this matter to my attention is appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 3
JUL 29 1964
COMM-FBI

FBI
JUL 29 11 06 AM '64
RECD-READING ROOM

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ORIGINAL FILED IN 66-1285-760

1 - Mr. DeLoach

1 - Personnel file of Miss [redacted]

b6
b7C

MJL:jmn
(5) (Suggestion #73-65 dated 7/24/64)

NOTE: Based on memorandum D. C. Morrell to Mr. DeLoach, DFC:rls, 7/27/64, re: Suggestion of Miss [redacted] Destruction of Inactive Mailing List Cards Deleted Prior to 1950, Crime Records Division.

On approval, this letter will serve as authority for the Crime Records Division to place this idea into effect the next time the active mailing list is checked.

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JUL 31 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#93-65

b6
b7C

Date
July 24, 1964

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Crime Records Division

SUGGESTION

It is suggested that all mailing list cards which were deleted prior to 1950 and are now in an "inactive" status be disposed of.

Destruction of Bureau Property
Gen.

Current practice or rule (Include manual citation as well as facts) In connection with the FBI mailing list, it has been the practice to keep the cards of those who are in "inactive" status in the "active" mailing list. These cards have proved most valuable (continued next page)

Advantages of suggestion and annual savings (include basis for estimate)

By removing these "inactive" cards from the mailing list, it would save considerable space and make room for new, active mailing list cards.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4ELW/cal

Disadvantages of suggestion

Reference material valuable from the standpoint of spelling of names, etc., would be lost but in view of the age of the cards this loss would not be too great.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] gester

Recommendations and comments of Division Head

C. H. Stark
Signature and Title

(Do not write in this space - for Bureau use only)

7-29-64 ML/mm

46-3286-

NOT RECORDED
145 JUL 30 1964

4 JUL 30 1964

ORIGINAL FILED IN 77-18555-1-760

(Continued)

in the past on the spelling of names and in securing related information.

In recent years, the various mailing lists have grown a great deal and at the present time we are beginning to have a space problem. While the "inactive" cards are still most valuable, consideration has to be given to the space situation. It is believed that it would be feasible the next time we check our active mailing list to remove the cards which became "inactive" prior to 1950. These old cards are the least valuable and it is believed they could be destroyed at this time without losing too much. It will mean several drawers of additional space to take care of expansion during the coming months.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
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Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. DeLoach

DATE: 7-27-64

FROM : D. C. Morrell

SUBJECT: SUGGESTION OF MISS [redacted]
DESTRUCTION OF INACTIVE MAILING LIST CARDS
DELETED PRIOR TO 1950
CRIME RECORDS DIVISION
#13-65

b6
b7C

Miss [redacted] recommends, as a space conservation measure, the destruction of inactive mailing list cards which were deleted prior to 1950. She points out that the mailing lists have grown a great deal in recent years and that a space problem is being experienced at the present time. She states further that the mailing list cards which have been inactive prior to 1950 are the least valuable and that there would be little loss through their destruction.

It is the recommendation of the Crime Records Division Streamlining Committee that this suggestion be adopted.

RECOMMENDATIONS:

1. That this suggestion be forwarded to the Training Division for its consideration.

b6
b7C

2. That if approved, Miss [redacted] be forwarded a letter of appreciation for her suggestion.

Handled Separately

Enclosures (3)
1 - Mr. DeLoach - Enclosure
1 - Mr. Morrell - Enclosure
1 - Mr. Jones - Enclosure
1 - Mr. Riley (Room 5302) - Enclosure

DFC:rls
(6)

66-3286-
NOT RECORDED
145 JUL 30 1964

4 JUL 30 1964

58 AUG 6 1964

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EWL/cal

2-Jarlne

66-18555-N-759

ORIGINAL FILED IN

Destruction of Bureau property

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI (91-5535) DATE: 7-22-64

FROM : Legat, Paris (87-2)

SUBJECT: ROBINK CONFIDENTIAL

Classified by SP4ELWICAL
Declassify on: OADR 7/11/83

Re Bureau 0-7 dated 7-6-64 and Bulet to Madrid 5-8-59.

Relet stated that there was no objection to destruction of serials in this case which do not bear directly on the investigation conducted by the Madrid Office.

The only remaining pertinent information developed by the Madrid Office concerns inquiries made at Lisbon, Portugal, concerning the firm named Victor Goncalves, Ltd., an exchange brokerage firm, in connection with the possible circulation of the BRINK's loot in Europe. Information developed by Madrid was furnished to the Bureau in Madrid letters to the Bureau 4-20-51 and 5-18-51. This information is outdated and further retention of the Madrid file in this case by the Paris Office does not appear warranted.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

3 - Bureau (1 - Liaison Section)
1 - Paris
REP:HD
(4)

DESTRUCTION OF BUREAU PROPERTY

166-3286-
NOT RECORDED
128 AUG 7 1964

ORIGINAL FILED IN 91-5535-12678

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 DISPELWICAL

REC-51 91-5535-12678

DEC 2 1 58 JUN 30 10 53 AM JUN 31 1964

CONFIDENTIAL

F60
56 AUG 10 1964

DECLASSIFIED BY AUC 60290 BCE/DCG
ON 10/10/03

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Holmes
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TO : MR. TAVEL

DATE: July 29, 1964

FROM : J. H. GALE

SUBJECT: ESTABLISHED TIME PERIODS FOR DESTRUCTION OF BUREAU FILES AND RECORDS

Per your request, surveys were conducted in field offices recently inspected (Portland, Anchorage, Memphis, Richmond, Albuquerque, Detroit and Cincinnati) with respect to captioned matter. With one exception, the recommendations set forth below represent the consensus of SACs, Chief Clerks and other clerical personnel participating in the program and the Inspection Division concurs with these recommendations from examination of procedures in the offices inspected. (The exception, with which Inspection Division does not concur, is a recommendation of SAC, Cincinnati, that the 20-year destruction rule be converted to 10 years as now followed in Classification 25.) The following observations are made pertaining to subsections of Section II-3-D-8 of Manual of Rules and Regulations:

1. The fact that there are many different time periods established for destruction of various types of records constitutes no real problem for field offices. Appropriate ticklers are set by Chief Clerks under each such time period and listed files and records are reviewed and destroyed as ticklers arise. The most cogent problem facing field offices is a saving of space; the saving of time involved in responding to fewer ticklers upon consolidation of time periods is relatively negligible.

66-3286-

2. The 5-year destruction of unknown subject files (subsection d) is of little real value as a space saver inasmuch as most such files are thin, whereas it constitutes an extensive file review procedure, particularly in Classification 26. There is duplication of review for destruction in Classification 26 - once under 5-year destruction as an unknown subject case meeting the listed criteria and again under 10-year destruction meeting different criteria (non-office of origin or prosecution and no signed statements from witnesses). The destruction of certain serials in files under Classification 135 is likewise under a 5-year rule (subsection f), and again represents little value as a savings in space. It is suggested that the 5-year rules applicable to destruction of certain unknown subject categories and to Classification 135 (subsections d and f) be placed under the 10-year rule. The result will be that the only items remaining under a 5-year destruction program will be administrative files relating to space and to Law Enforcement Bulletins which constitute no problem.

LMW:wmj (3)

68 SEP 11 1964 319

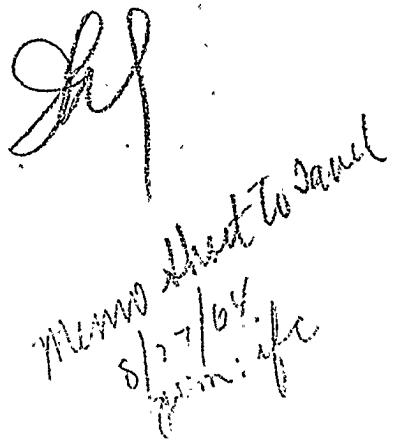
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4ELW/cal

11 SEP 3 1964

ENCLOSURE

ORIGINAL FILED IN 66-18926-212

3. There is no provision for destruction of material in double zero files. The field should be permitted to destroy all such material over 5 years old, representing a space saving of approximately 4 file drawers, because (1) periodic instructions issued and applicable dates thereof are retained at the Seat of Government for historical purposes and (2) when policy guidance and instructions become 5 years old they are either outdated by more recent instructions or have been incorporated in manual revisions.



August 18, 1964

my

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Destruction of Bureau Property

Part II, Section 3D, 8, page 15a, should be amended by adding the following new item (6) to subsection o:

o. Files and records to be destroyed after SOG field office inspection

(6) ~~Agent's~~ Agents record of individual accomplishments (SAC may retain longer, if needed, as an aid in the over-all evaluation of Agent's performance)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4 EW/cal

1 - Mr. Casper (Attention: Mrs. Buchanan) (detached)

NOTE: Based on SAC Letter 64-40 (F), 8/4/64.

LMW:bhg, wmj
(5)

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9 AUG 24 1964 E B I

60 AUG 27 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

PERS. REC. UN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 8-27-64

FROM : L. E. Short

SUBJECT: ESTABLISHED TIME PERIODS FOR DESTRUCTION OF BUREAU FILES AND RECORDS - RECORDS MANAGEMENT
66-18966

Records - GEN

Memorandum from J. H. Gale to you dated 7-29-64 set forth results of surveys conducted during inspection of seven field offices regarding established time period for destruction of Bureau files and records, which surveys were conducted at your request.

Based on these surveys, it was consensus of offices surveyed and Inspection Staff that fact there are many different time periods established for destruction of various types of records constitutes no real problem for field offices as appropriate ticklers are set and destruction accomplished when ticklers come up.

As a result of these surveys, some observations and suggestions were made concerning destruction of records. These observations and pertinent comments concerning them are set forth below:

66-3286 -
NOT RECORDED
199 SEP 3 1964

(1) Manual of Rules and Regulations (MRR), Part II, Section 3D, Item 8d, Page 13a, authorizes destruction after five years of unknown subject files in 15 (Theft from Interstate Shipment), 26 (~~Interstate~~ Transportation of Stolen Motor Vehicle), 52 (Theft of Government Property), 70 (Crime on Government Reservation), and 87 (Interstate Transportation of Stolen Property) classifications providing certain conditions exist (no stop outstanding, capital offense not involved, files contain no information of intelligence value, and no signed statements from witnesses). MRR, same section, Item 8b, Page 13a, authorizes destruction after ten years of any file in 26 classification providing certain conditions exist (auxiliary office, office not office of prosecution, no signed statements from witnesses). MRR, same section, Item 8f, Page 13b, authorizes destruction after five years of nonpertinent serials in classification 135 (Plant Informants). Based on these surveys, it was consensus of opinion that destruction of

ORIGINAL FILED IN 66-18966-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-19-82 BY SP4ELW/cal

CONTINUED - OVER

11 SEP 3 1964

JWM:ifc (4)

RECORDED
28 OCT 1 1964

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE THREE

unknown subject files and 135 files after five years saves little space and constitutes extensive file review procedure, particularly in 26 classification, and there is some duplication of review in this classification under five-year destruction as unknown subject case and again under ten-year destruction period. It was suggested that five-year destruction period in unknown subject cases and classification 135 be extended to ten-year period.

MRR, Part II, Section 3D, Item 5e 7, Page 11b, instructs field that when consolidating files, unknown subject files should be recorded on left side of file cover to facilitate destruction when five years old. This instruction eliminates necessity of file-by-file review to locate unknown subject cases and enables these files to be easily and readily identified. As these files become five years old, great majority fit destruction criteria, are destroyed, and any duplication of review after ten years would be relatively small. Since space in field offices always at a premium, obviously any material destroyed benefits office; accordingly, it is not felt we should extend destruction period from five to ten years in these types of cases. If this were done, just as much employee time would be consumed handling review and destruction as is necessary under present procedure and field would lose benefit for five-year period of space currently being saved. No change in present procedure is recommended.

(2) It was suggested that field be permitted to destroy all material in "double zero" (Policy) files over five years old since (1) instructions issued retained at Seat of Government and (2) when policy guidance and instructions become five years old, they are either outdated by most recent instructions or have been incorporated in manual revisions.

Suggestion to reduce retention period of material in "double zero" files has been considered on a number of occasions in recent years by Bureau and, as recently as 4-7-64 (66-18966-596) in connection with a records management survey, and not adopted. Unfavorable consideration of suggestion based on (1) fact that not everything in "double zero" files maintained in

CONTINUED - OVER

Memo L. E. Short to Mr. Tavel
Re: Established Time Periods for
Destruction of Bureau Files and
Records - Records Management
66-18966

Bureau files, (2) material in "double zero" files, when manual change involved, contains pertinent background data and policy which field would not have benefit of if files destroyed earlier, and (3) even though current Bureau policy may be maintained in Bureau Manual, on occasion, it is necessary to determine how investigation handled at some time in past and "double zero" files provide history of each classification readily available in each field office and occupy relatively little space. No change in present procedure recommended.

RECOMMENDATIONS:

(1) That no change be made in present retention period of unknown subject files in 15, 26, 52, 70, and 87 classifications, in 135 classification, and in "double zero" files for each classification.

(2) That this memorandum be referred to Training Division for review.

ST
8/27

Memo L. E. Short to Mr. [redacted]vel
Re: Established Time Periods for
Destruction of Bureau Files and
Records - Records Management
66-18966

ADDENDUM OF THE TRAINING DIVISION JER:jmn 8/31/64

Training Division subscribes to the views of Files and Communications Division in the foregoing memorandum. With respect to the destruction of unknown subject cases in the five volume classifications in question, it is believed method of identifying them at time of consolidation facilitates their destruction without undue expenditure of clerical time. Since they are volume classifications the saving in space, despite the contention that they contain few serials, would appear to be sufficient justification. Further, to revert to a 10-year destruction period after we have been observing a five-year period since 1961 would be impractical. The destruction of the 135 files (Plant Informants) is now on a permissive basis and it is not believed the rule need be changed. Concerning the destruction of double zero files, as noted by Files and Communications Division, numerous suggestions to reduce the retention period have been considered and not adopted because they contain pertinent background data and policy and their bulk is not such as to occupy much filing space.

RECOMMENDATION: That the retention periods now authorized for files in the 15, 26, 52, 70, 87, 135 and double zero classifications remain unchanged.

Employee Suggestion
D-252 (Rev. 9-11-59)

1-33-64 b6 b7C

Date	
8/18/64	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Inspection

SUGGESTION - INDEX SYSTEMS

In connection with the destruction of files and records over 20 years old, field divisions are confronted with the problem of devising an efficient and expedient means of culling the indices of index cards pertaining to files which are destroyed.

Some offices such as Charlotte have completed a systematic review of the entire indices over a period of years which in the case of Charlotte resulted in the destruction of approximately 100,000 index cards. Such an approach is time consuming and entails the use of much clerical assistance which might otherwise be used to greater advantage in other project-type work. (see attached page)

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 3.C.8.f. provides index cards relating to files which are destroyed when they are 20 years old may be destroyed, consistent with the manpower available to do so.

Advantages of suggestion and annual savings (include basis for estimate)

Self explanatory.

Destruction of Bureau Records Gen

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SPUELL/al

Disadvantages of suggestion

None

1-66-3286 - NOT RECORDED 199 AUG 27 1964 b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss. [redacted] Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head. I feel this suggestion has some merit and should be given further consideration.

James H. Gale

Signature and Title

(Do not write in this space - for Bureau use only)

79 SEP 21 1964

AUG 27 1964

ORIGINAL FILED IN 66-3286-83

The indices in each office are constantly expanding and as it expands it occupies more space and requires greater time to perform searches and maintain. In view of this it would appear timely to take a long range view of the control of the indices to insure that at some point in the future the indices could be culled of out-dated index cards on a regular basis with a minimum of clerical effort.

It is therefore suggested the color of the new index cards placed in the indices be changed at five-year intervals. This would permit the culling with a minimum of effort at the expiration of a 20 year period and every five years thereafter. Should such a system be adopted it would provide a uniform control over the indices of all offices and possibly including the general indices at the Bureau.

The feasibility of such a system was preliminarily discussed with experienced Chief Clerks in Charlotte, New Orleans and Miami, and they advised they could offer no objections to the proposed system and felt it would at the expiration of the initial 20 year period effectively control and expedite the culling of the indices in each office.

September 23, 1964

PERSONAL

66-3286-

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Birmingham, Alabama

Dear Mr. [redacted]

I have received your suggestion concerning a method for use in the disposition of files in certain classifications. You may be interested to know that current instructions provide for keeping a list of files which are removed when twenty years old, if of no value; therefore, there appears to be no reason to maintain the file fronts in the 66-0 classification since they fall in this category.

The interest which prompted you to give me the benefit of your observations on this matter is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 8
SEP 23 1964
COMM-FBI

2 - Birmingham
1 - Field personnel file
1 - Suggestion file

Files in the 66-0 classification are retained for twenty years and then a list is maintained regarding disposition of those considered to be of no further value. Bureau is interpreting "other administrative-type files" to be those maintained in other 66 classifications; such as, inventory, photographic equipment, et cetera. These files are to be destroyed, if of no value, at certain periods and there is no requirement to keep a record of their destruction provided all file numbers are accounted for. If file numbers are not accounted for, file front should be retained and placed in numerical sequence in the closed files section.

1 - Personnel file of Mr. [redacted]

MAIL ROOM [ ] TELETYPE UNIT [ ]

MLL:jmn
(Suggestion #210-65 dated 9/14/64)

SEE PAGE TWO

b6 b7C

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SEP 30 1964

SEP 23 2 41 PM '64
RECD-READING ROOM
FBI

ORIGINAL FILED IN 66-2319-160

NOTE: Suggests only the file front of the last destroyed volume of a closed 66 classification and other administrative-type files be maintained with wording to effect, "This and all prior volumes destroyed on (date) as over (number of years) old."

Due to the views expressed in the note to the SAC regarding this matter, the Training Division recommends suggestion not be adopted.

Employee Suggestion
FD-282 (Rev. 9-11-59)

b6
b7C

#210-65

Date: September 14, 1964

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Birmingham

SUGGESTION

Only the file front of the last destroyed volume of a closed 66 Classification and other administrative type files be maintained with wording to effect, "This and all prior volumes destroyed on (date) as over (number of years) old."

DESTRUCTION OF BUREAU RECORDS - Genl.

Current practice or rule (Include manual citation as well as facts)

MRR, Part II, Sec.3, Para 8, "When files are destroyed, retain file fronts, writing thereon reason for destruction." Exampled by fact Birmingham Office currently has 7 file fronts of destroyed 66-0 volumes.

Advantages of suggestion and annual savings (include basis for estimate)

Save space and eliminate numerous file fronts from closed files section thereby making it easier to locate files.

Unable to estimate savings.

EXPEDITE

30 SEP 21 1964

ORIGINAL FILED IN 66-2319-150

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EWL/cal

b6
b7C

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester: Security Patrol Clerk

Recommendations and comments of Division Head

This suggestion appears to have considerable merit, and it is recommended that it be given favorable consideration.

Everett J. Ingram SEP 21 1964

EVERETT J. INGRAM Signature and Title SAC

(Do not write in this space - for Bureau use only)

Let of ack 9-23-64 mlw : jmm

66-3286 -

NOT RECORDED
102 SEP 23 1964

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

September 18, 1964

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Department of Justice
Washington, D. C. 20535

CINAL

Dear Mr. Hoover:

We are returning herewith the copy of "FBI Current Intelligence Analysis" for September 9, 1964 which we received on loan from your office.

destroyed 10/25/64 JEC

These reports have been of considerable value to us in our security program and we appreciate being allowed to review them. However, it would be convenient if we were allowed to destroy the copies after reviewing them, rather than returning them. Therefore, with your approval, we will burn future issues of the Analysis rather than return them to you by formal letter of transmittal.

166-3286
RECORDED
126 SEP 28 1964

Sincerely yours,

Charles R. Beard

Security Officer
Office of the Secretary

1 ENCLOSURE
Attachment

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 10/14/03 BY AUC 60.290.BCE/DCG/ymw #03-R0762

100-422089

O DESTRUCTION OF BUREAU RECORDS

Charles R. Beard was advised by Liaison on 9/24/64 that CINALS could be destroyed in accordance with regulations re destruction of classified material.

60 OCT 1 1964

SEP 28 1964

RESEARCH SATELLITE

ORIGINAL FILED IN 100-422089 — SUB

September 28, 1964

PERSONAL

66-3286-

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that consideration be given to purging excessive copies of various items from the Forms File. As you are no doubt aware, a program is in existence whereby files are reviewed for disposition of material which is surplus to our needs. While action will not be taken immediately with regard to this particular file, I am pleased to advise you it will be handled in connection with the existing program.

The interest and initiative you displayed in giving me the benefit of your thoughts on this matter are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 3
SEP 28 1964
COMM-FBI

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HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4 EW/sar

1 - Mr. Tavel
1 - Personnel file of Mr. [redacted]

b6
b7C

MJL:jmn
(5) (Suggestion #230-65 dated 9/21/64)

NOTE: Suggests the Forms File (66-3482) be reviewed for destruction of extra copies of forms which have been placed in file. This would provide for additional filing space. Suggester advised in many instances as many as ten copies of one form have been placed in file.

SEE PAGE TWO

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64 OCT 8 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

SEP 28 3 20 PM '64
REC'D-READING ROOM
FBI

ORIGINAL FILED IN

NOTE CONTINUED

Files and Communications Division commented it has a copy destruction program in effect; however, they have been concentrating on security material and have not yet reached the administrative 66 classifications. A spot check was made of Forms File by supervisor of this program, who advised it does not offer any greater potential for saving filing space than material currently being worked on. Accordingly, this file will not be reviewed immediately for destruction of excessive copy material but a note has been made of the file number in order that future consideration may be given to this particular file. Inasmuch as suggestion involves a current program, it was recommended idea not be adopted. Training Division agrees with above views of the Files and Communications Division.

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#230-65

Date
September 21, 1964

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	IV, Files & Communications

SUGGESTION

I suggest that in order to conserve valuable filing space the Bureau consider purging excessive copies of the various forms which are filed in the Forms File—66-3482. In many instances there are ten copies of a particular form in file. In one section picked at random, section 39, there are three serials which contain five different forms with a total of 40 copies of these forms in file. A spot check of several other sections of this file reveals the majority of serials containing examples or enclosures of forms have ten copies of each form. The supervisor of the Forms Desk states there is no useful purpose served by having the extra copies kept in file. At the present time there are 171 sections to the Forms File.

Current practice or rule (Include manual citation as well as facts)

The Bureau requests that ten copies or examples be submitted when suggestions are made concerning forms, however the Administrative Division does not desire that all ten copies go to file.

Advantages of suggestion and annual savings (Include basis for estimate)

The main advantage is the saving of space necessary to store our files in the Filing Unit. There would also be a great savings realized when these files have to be repaired by being laminated. Many serials in this file are reaching the stage where repairs are necessary as the inferior paper on which many of the forms are reproduced is rapidly deteriorating. Not only would the expense of laminating these superfluous copies be avoided, but an even greater amount of filing space would be conserved as the process of lamination greatly increases the thickness of the paper. Another advantage would be the saving of employees' time when it is necessary to review this file. Frequently the Forms File has to be

Disadvantages of suggestion

None apparent.

DESTRUCTION OF BUREAU RECORDS

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

FILE CLERK GS-5

Recommendations and comments of Division Head

DECLASSIFIED

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SEE PAGE 2

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b7C

66-[redacted]
NOT RECORDED
102 OCT 1 1964

Signature and Title

(Do not write in this space - for Bureau use only)

Ltr of ack 9-28-64 ML:jmm

18 OCT 1 1964

2 pgs rec'd

ORIGINAL FILED IN 66-34827

b6
b7C

ADVANTAGES OF SUGGESTION (Continued):

reviewed on a serial by serial basis for various projects. The more compact file which would result from this purge would facilitate such reviews.

COMMENTS: Files and Communications Division, 9-24-64

[redacted] is referring to the type of material which is destroyed in the Records Branch in connection with our copy destruction program. We have been concentrating on security material and have not yet reached the administrative 66 classification. The clerical supervisor of the copy destruction program has made a spot check of file 66-3482 and has indicated that this file does not offer any greater potential for the saving of file space than material being currently worked on. Accordingly, this administrative file will not be reviewed immediately for destruction of excessive copy material but a note has been made of the file number in the Correlation Unit in order that future consideration may be given to this particular file.
b6
b7C

Inasmuch as [redacted] suggestion involved a current program within the Files and Communications Division, his suggestion is not being adopted.

RECOMMENDATION:

For referral to the Training Division.

LES:ler
(6)

ST
9/24

letofack
9-28-64
ML:mcm

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Evans
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Rosen
Sullivan
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Trotter
Tele. Room
Holmes
Gandy

TO: Mr. Rosen

FROM: R. I. Shroder

DATE: 10-1-64

1 - Mr. Tavel
1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Shroder
1 - Mr. Whitaker

SUBJECT: CRIMINAL INVESTIGATIONS ACCOMPLISHMENTS
O Destructions of Bureau Records - General

By airtel dated 9-23-64, captioned as above, the Bureau requested each field office to advise the Bureau by return communication the number of convictions they would submit prior to 9-30-64. All field office have answered.

This is administrative data of temporary value only and the writer feels that these letters and airtels should not be placed on record but destroyed.

The Records Section, Files and Communications Division, has been contacted, and they agree that this information is of temporary value only and would serve no purpose in the future.

RECOMMENDATION:

If approved, it is recommended that the attached communications be routed to the Records Section, and that they be destroyed by the Records Section, and in lieu thereof this memorandum be placed on record.

Enclosures

JAW/map
(6)

66-8256-
NOT RECORDED
46 OCT 6 1964

ORIGINAL FILED IN 66-8256-4252

25 OCT 5 1964

SIXTH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4ELW/cal

345

56 OCT 12 1964

MICHAEL LITH SALES CORP.

WEST 45TH STREET, NEW YORK, N. Y. 10036 • CABLE "MICHAELITH" • JUdson 2-2900

ELECTRIC WASTEBASKET CORP.
Affiliated with Michael Lith Sales Corp.

M. E. Williams

[redacted], Assistant Building Manager
GSA PBS
2904 Fenimore Road
Silver Spring, Maryland

b6
b7C

December 15, 1964

Re: DESTROYIT ELECTRIC WASTEBASKET

Dear Mr. [redacted]:

Thank you for your recent request for further information on the DESTROYIT ELECTRIC WASTEBASKET, appearing in GOVERNMENT PRODUCT NEWS.

Enclosed is literature which gives complete descriptive data and specifications -- and we are asking our dealer in your area to get in touch with you. This dealer has a local representative equipped to give you excellent service in your locality.
The name of the dealer is:

Whitaker Brothers & Company
5913 Georgia Avenue, N. W.
Washington, D. C. 20011

Phone: RA 6-3450

Attention: Mr. [redacted]

b6
b7C

We appreciate your interest -- and we are sure our dealer will be able to answer any question you might have regarding this equipment, and to show you how this machine will prove its value to your organization in many ways.

Very truly yours,

b6
b7C

MICHAEL LITH SALES CORP.

[redacted]

MG:lf
Encls.

Destroyit Electric Wastebasket

REC-39

166-32498

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-19-82 BY SP4EW/Cal

JAN 27 1965

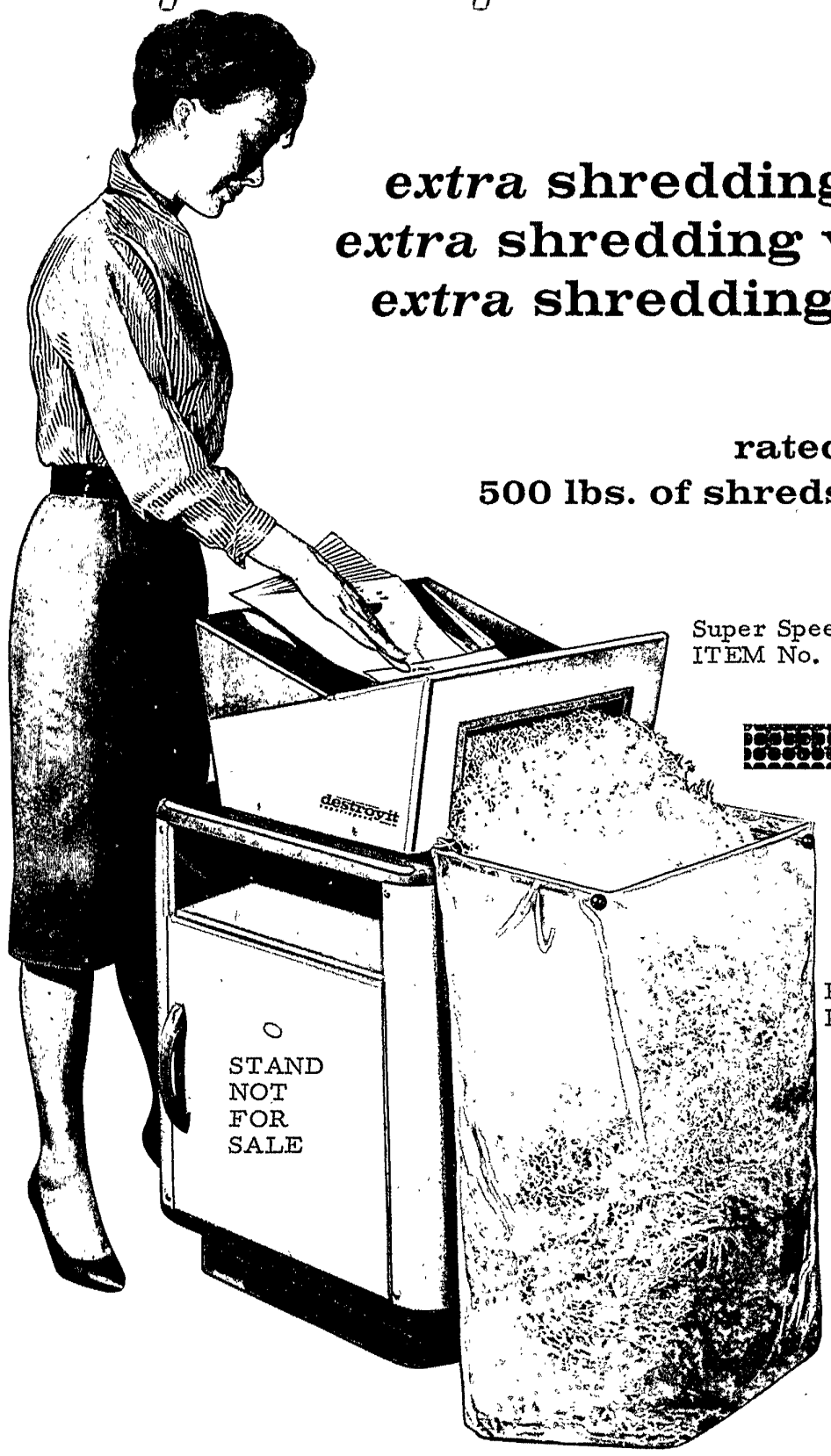
ENCLOSURE

FEB 3 1965

THE OFFICE PAPER SHREDDER

destroyit®

super-speed series 50



extra shredding speed
extra shredding volume
extra shredding power

rated capacity:
500 lbs. of shreds per hour

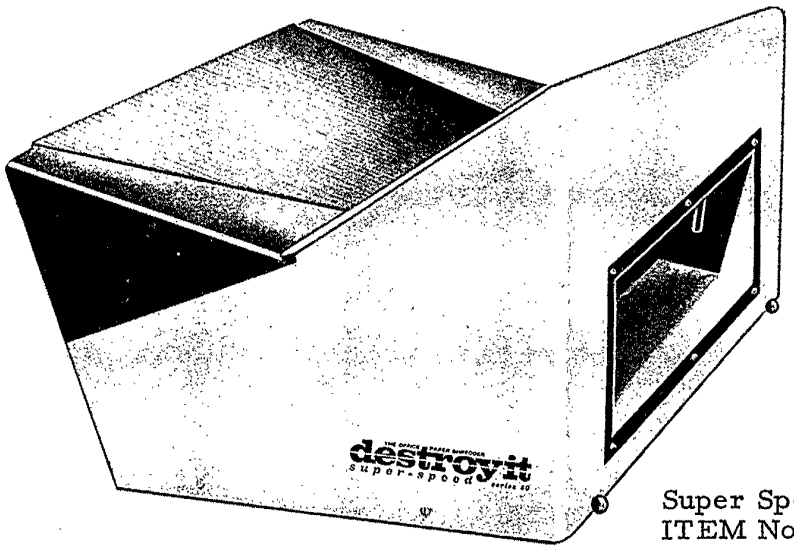
Super Speed Model
ITEM No. 51-125

Plastic Bags
ITEM No. 51-126

super-speed series 50, NEWEST ADDITION TO THE destroyit® LINE OF PAPER SHREDDERS

SUPER-SPEED SHREDDING FEATURES

1. Staples and clips do not affect self-sharpening cutters of hardened steel — ball race bearings throughout.
2. Push button operation.
3. All metal construction throughout — No plastics.
4. Shreds are disposed of with great convenience: two steel pull out rods support the shred bag, into which the shreds fall (a supply of plastic shred bags come with each machine).
5. 500 lbs. of shreds per hour, rated capacity; the machine shreds as fast as it is fed — so simple, with its gravity feed table, that it is easy to be fast.
6. Powered by heavy duty ⅝ H.P. electric motor with overload cut out device and powerful reverse mechanism.
7. Gravity feed table 14" wide at its start.
8. Dimensions: 18½" wide x 17" deep x 10½" high. Weight: 84 lbs. (140 lbs. crated).
9. Color and Finish: Two-tone enamel gray with chrome trim and polished aluminum feed tray. Blends tastefully with every modern office decor. (Desk/Table model only).



THREE SHRED WIDTHS AVAILABLE WITH SUPER-SPEED SERIES 50

MODEL 50	MODEL 51	MODEL 52
¼" shred	1/16" shred	1/32" shred



Super Speed Model
ITEM No. 51-125

GUARANTEED FOR ONE YEAR

The DESTROYIT SUPER-SPEED is important equipment wherever there is a great volume of confidential material which must be destroyed regularly and quickly. Its powerful operating speed makes it possible to handle such an impressive volume that this shredder will be able to work for many departments. In fact, it shreds as fast as it is fed. And its ease of handling makes it almost fun to use. Simply drop any confidential matter onto the gravity feed table; it will then slide quickly into the shredding mechanism, which jets the unreadable shreds into the conveniently attached shred bag. CONFIDENTIAL CORRESPONDENCE, DESIGNS FOR NEW PRODUCTS, OLD CONTRACTS, ESTIMATES, IBM CARDS AND CHECKS ARE THOROUGHLY DESTROYED. Even paper many times the size of the throat is easily handled — quickly pulled into the shredding mechanism over the gravity feed table which is 14" wide at its start. The DESTROYIT SUPER-SPEED is in the vanguard of its field; there's no finer equipment available at its price, size, speed and powerful production.

MICHAEL LITH SALES CORP., 145 West 45th Street, New York 36, N. Y.

PRINTED IN U.S.A.

YOUR destroyit DEALER:

MICHAEL LITH SALES CORPORATION • 145 WEST 45TH STREET • NEW YORK 36, N. Y.

TELEPHONE: AREA CODE 212 JUdson 2-2900

MICHAEL LITH SALES
CORP.
145 WEST 45TH ST., NEW YORK 36, N.Y.

I N D E X

Item No.	Product	Page No.
Item No. 51-125	Shredder, Paper, Power Operated	3-4
Item No. 51-126	Accessories, Attachments & Features	3-4-5-6

MICHAEL LITH SALES CORP.

145 WEST 45TH STREET, NEW YORK, N. Y. 10036 • CABLE "MICHAELITH" • JUdson 2-2900

PROCUREMENT CATALOG
PAPER SHREDDER MACHINES

UNITED STATES GOVERNMENT SCHEDULE
FSC Group 36, Part II
Class 3615

Item No. 51 - 125	Shredding Machine, Paper
Item No. 51 - 126	Accessories, Attachments & Features
Item No. 51 - 127	Repair Parts

Contractor's Payment Address:

MICHAEL LITH SALES CORP.
145 West 45th Street
New York, N.Y. 10036

Authorized Federal Supply Schedule Price List

Contractor:	Michael Lith Sales Corporation
Contract No.:	GS-00S-50189
Period:	July 1, 1964 thru June 30, 1965

General Services Administration
Federal Supply Service
GSA Distribution Code 22

Delivery: 1-15 Days

YOU MAY TELEPHONE US COLLECT FROM ANYWHERE
IN THE UNITED STATES AREA CODE 212 JUdson 2-2900

PRICE LIST

PRICES OFFERED TO U.S. GOVERNMENT

DESTROYIT OFFICE PAPER SHREDDER

(Complete with CABINET & Removable BIN)

Page 3-4	ITEM No. 51-125	3/64"	Shred MODEL	1 MM	$ 355.50
Page 3-4	ITEM No. 51-125	3/32"	Shred MODEL	2 MM	265.50
Page 3-4	ITEM No. 51-125	3/16"	Shred MODEL	4 MM	265.50
Page 3-4	ITEM NO. 51-125	1/4"	Shred MODEL	6 MM	265.50

Table Model (same as above models without Cabinet) $45.00 less
If and when filter for radio interference free is required for above models additional charge $ 20.00

DESTROYIT SUPER-SPEED OFFICE PAPER SHREDDER

Page 5-6	ITEM No. 51-125	1/4"	Shred MODEL 50	$ 382.50
Page 5-6	ITEM No. 51-125	1/16"	Shred MODEL 51	405.00
Page 5-6	ITEM No. 51-125	1/32"	Shred MODEL 52	445.50

Radio Interference Free No Filter Required

ACCESSORIES ATTACHMENT & FEATURES

Page 5	ITEM No. 51-126	Re-Usable plastic bags for Destroyit Super Speed office paper shredder	.45 cents each
Page 5	ITEM No. 51-126	Disposable plastic bags packed 100 to a carton	$18.00 per 100

Prices cover delivery within the 48 continguous States and D.C. or to ports of embarkation within them. Export packing as follows: No charge

In accordance with Specification JC - 175 - 3 - wire - 3 Prong Ground plug connector furnished on all electric machines as follows:

ITEM NO. 51-125 No additional charge:

51-127 - Repair Parts for item 51-125 f.o.b. destination the 48 continguous States & D.C.

Specifications MIL - 1-17623. Motors in the machines no interference to Electronic Equipment Either Ship or Shore.

All of the above machines foreign made items.

THE OFFICE PAPER SHREDDER

destroyit DESTROYS DAILY

all this information which might get to the wrong people:

Important supplier's names ▪ Customer's lists ▪ Designs for new products ▪ Old contracts ▪ Old ledger sheets ▪ Confidential correspondence ▪ Payrolls ▪ I.B.M. cards ▪ Pencilled profit and loss figures ▪ Memos ▪ Government Orders and Instructions ▪ Estimates ▪ Microfilm ▪ Cost figures ▪ Computer Printouts ▪ Confidential interviews (Medical, Government, Business) ▪ Bids.

IMPORTANT INFORMATION CANNOT LEAVE YOUR ORGANIZATION IF YOU HAVE A destroyit

Losses can be enormous when private information gets into the wrong hands. The handy, handsome DESTROYIT Paper Shredder is essential office equipment, not only for the officers and executives of company, but wherever records of importance become obsolete and must be thrown away. (See listing above).

What the DESTROYIT Paper Shredder does is to make available, within reach, the continued and immediate destruction of essential papers meant for waste, which might otherwise "hang around", possibly long enough to "backfire". Daily destruction of waste paper in the DESTROYIT is efficient, careful office practice, preventing losses and troubles that occur when you least expect them. **There are four DESTROYIT cabinet models, differing only in the width of the shreds and the quantity of paper that the machine will take at one time. A table model (identical machine without cabinet) is available for $50.00 less. Model 6MM destroys up to 16 sheets of 16 lb bond paper at once, while Model 1MM will make the thinnest shreds of any shredder available, especially important to some organizations with highly secretive or confidential material.**

The DESTROYIT is the only two-way office paper shredder with a second outside door for quantity shredding. In one hour, Model 6MM will destroy over 150 lbs. of paper or card stock, otherwise the main door has its own removable waste-bin enclosed in a unit attractively designed for the modern office.

For EXTRA strength the cutting mechanism and motor operate on ball bearings. An ALL METAL (no plastic) housing protects the entire mechanism. Paper clips and staples cannot damage the cutters or cutter shaft, which are made of core-to-surface-hardened steel. And there are push-button controls for "on", "off" and "reverse".

The DESTROYIT is utterly simple—anyone can operate it. Riding on casters, it is easily moved to favorable working spots in the office or plant. Each model comes with a protective plastic cover.

GUARANTEED FOR 1 YEAR

SPECIFICATIONS ON 4 MODELS

Model	Size of Shreds	*Quantities of Paper Shredded	Price fob N.Y.
No. 1 mm	3/64"	4 sheets	
No. 2 mm	3/32"	8 sheets	
No. 4 mm	3/16"	12 sheets	
No. 6 mm	1/4"	16 sheets	

PRICES INCLUDE FURNITURE-TYPE CABINET AND SHRED BIN
Table DESTROYIT (same models without cabinet) $50.00 less.

Dimensions: Height: 34". Width: 17". Depth: 16¼"

Weight:
Net Weight: 71 lbs. (Uncrated).
Gross Weight: 110 lbs. (Crated).

Throat Opening: 8 4/5" (Takes sheets many times its width in one feeding).

Motor: 1/3 H.P. 60 Cycle, 110 volt. 1 phase, A.C. Reversing type plus circuit breaker. Cable for connection to electrical outlet.

Drive system has 3 v-belts for quiet operation. Ball bearings in all moving parts.

Dust-proof gear box protects drive mechanism.

All models visually alike, only the internal shredding units are different.

MICHAEL LITH SALES CORP., 145 West 45th Street, New York 36, N. Y.

PRINTED IN U.S.A.

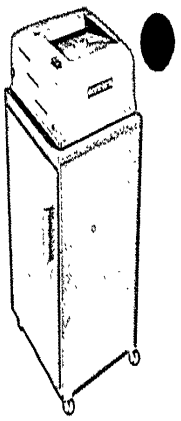
YOUR destroyit DEALER:

MICHAEL LITH SALES CORPORATION • 145 WEST 45TH STREET • NEW YORK 36, N. Y.

TELEPHONE: AREA CODE 212 JUdson 2-2900

Page 4

The DESTROYIT Office Paper Shredder

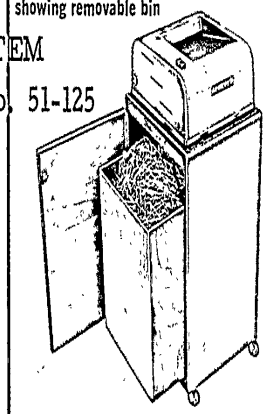


ITEM No. 51-125

THE ONLY TWO-WAY OFFICE PAPER SHREDDER.

First Door opened showing removable bin

ITEM No. 51-125



THE ONLY TWO-WAY OFFICE PAPER SHREDDER.

Second Door opened for bulk shredding

ITEM No. 51-125

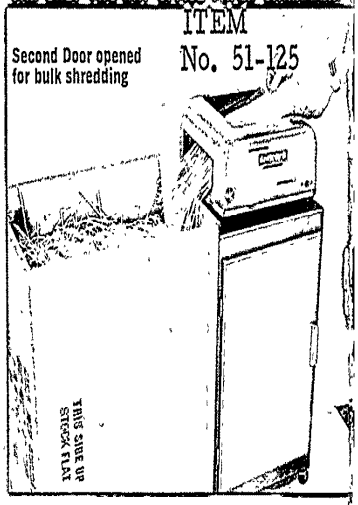
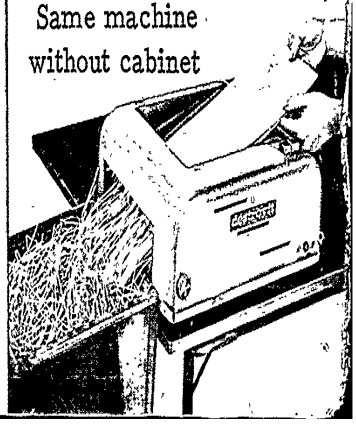


Table Model ITEM No. 51-125

Same machine without cabinet



Avoid Losses!

Avoid Unexpected Troubles!

with the

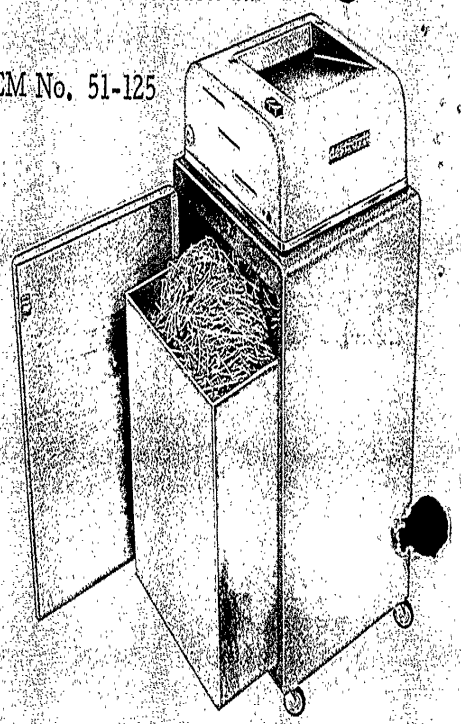
THE OFFICE PAPER SHREDDER

destroyit

the only two-way office paper shredder

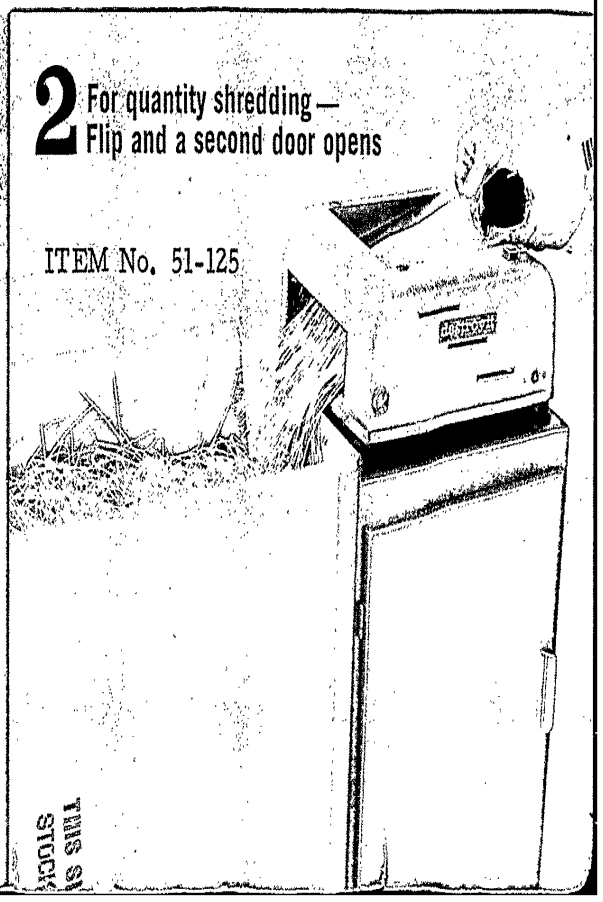
1 For regular office use with removable waste-bin

ITEM No. 51-125



2 For quantity shredding — Flip and a second door opens

ITEM No. 51-125



No other office shredder built with such *versatility* — in production or in choice of shred-widths to suit your requirements for destroying confidential material.

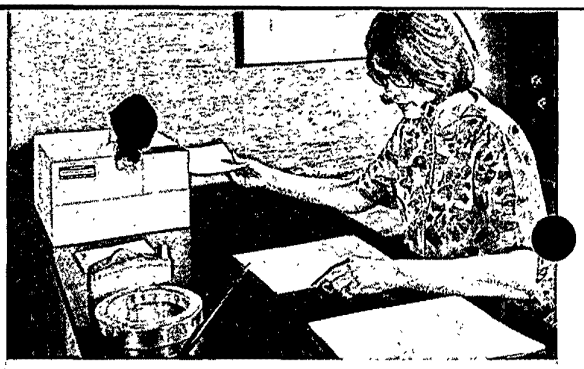
Table Model (same machine without cabinet)

THIS SHEET IS STOCK

Avoid losses!

THE OFFICE PAPER SHREDDER
destroyit®

ELECTRIC WASTEBASKET



Obsolete, important papers can be sorted out for shredding.

Shreds your papers, silently, automatically... never to be read again!

Your wastebaskets may be a source of important information easily misused by the "disgruntled", the "trouble-maker", or even an unethical competitor. Shred your papers, correspondence, memos, estimates, designs, stenographic notes – all forms of "essential" papers—with a **destroyit Electric-Wastebasket.**

So simple to use. Place the paper into the opening. Starts automatically. Stops by itself. No start or stop buttons! Paper is shredded into unreadable widths 1/8" thin.

No bigger than the average wastebasket, the **destroyit Electric-Wastebasket** is elegantly designed to complement any office decor. Ideal for the executive, secretary, every office worker. Plugs into any outlet. By way of a separate spring-door there is also room for ordinary waste which need not be shredded. Shreds or no shreds—a completely modern wastebasket.



The **destroyit Electric-Wastebasket** is indispensable to prudent business management. It requires no maintenance other than emptying the bin when full. Yet it could be one of your wisest business investments – capable of preventing trouble when you least expect it. It's always time to change to safety! So **destroyit** if it should be!



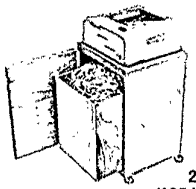
Starts, stops automatically! Shreds in just seconds!

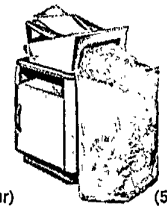
Convenient, attractive indispensable.

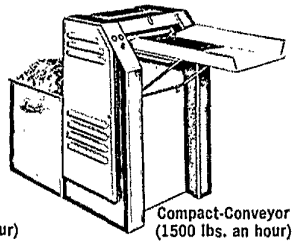


MICHAEL LITH SALES CORP.
145 West 45th Street • New York 10036

Other Destroyit Paper Shredders for greater volume:


2-Way (125 lbs. an hour)


Super-Speed (500 lbs. an hour)


Compact-Conveyor (1500 lbs. an hour)

YOUR destroyit® DEALER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4ELW/cal

SPECIFICATIONS

HEIGHT: 12½"
DIMENSIONS: 15" x 7"
WEIGHT: 13 lbs. (gross weight 20 lbs.)
SHRED WIDTH: 1/8"
FEED OPENING: 8¾"
CAPACITY: 3-4 sheets at a time
CONSTRUCTION: All-metal
MOTOR: Fractional H.P., single phase 110 volt 50-60 cycles (electric cord and plug supplied)
COLOR: 2 Tone grey
PRICE: F.O.B. New York

Printed in U.S.A.

"Millions of dollars are lost each year by businesses, large and small, right from their wastepaper baskets..."



Don't just throw it away!

THE OFFICE PAPER SHREDDER
destroyit®

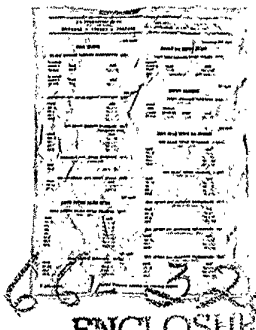
ELECTRIC WASTEBASKET

1. Automatically shreds your papers into unreadable waste

2. A unique covered wastebasket

Lowest Priced Paper Shredder

If You're Throwing These Away
Don't Give Them Another Chance to be Read!
Important Correspondence ■ Memos ■ Pencilled Profit and Loss Figures ■ Stenographic Notes ■ Photocopies ■ Estimates ■ Bids ■ Designs ■ Negatives of Photographs ■ Etc.



Throwing this material into an ordinary wastebasket?

READABLE

ENCLOSURE



SHREDS...
Less to worry about with a **Destroyit Electric-Wastebasket.**

ABSOLUTELY UNREADABLE

64-3286-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-19-82 BY SP4 EWL/cal

ORIGINAL FILED IN 67-12854-279
DEC 8 11 55 AM '64

Mr. [redacted]
Federal Bureau of Investigation
[redacted]

b6
b7C

Dear Mr. [redacted]

1964, I [redacted] the
dispatch [redacted] the
Reader's [redacted]
to be [redacted]
for your [redacted] in
the [redacted]

[redacted]
submitted [redacted]
you [redacted]
you [redacted]
idea [redacted]

MAILED 6
DEC 9 - 1964
COMM-FBI

Sincerely yours,

J. Edgar Hoover

Enclosure
1 - [redacted] DeLoach (Personal attention) Enclosure
You should personally present this award and [redacted] is
not be possible or should presentation be [redacted] delay
by your absence official acting for you should [redacted]
employee net amount of this [redacted] presents [redacted] will be
tax.
1 - Training Division (Attn: Mr. J. E. [redacted])
1 - Miss [redacted] (Sent Direct)
Ja[redacted] 67-[redacted] Award [redacted]
Based on memo Casper to Mohr, 11/27/64 re: Mailing [redacted] Suggestion
[redacted] submitted by [redacted] Crime
Research Division.

b6
b7C

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ✓ TELETYPE UNIT ☐

64 DEC 23 1964

GSA FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5070-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Bennett
Mohr
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: November 27, 1964

FROM : J. J. Casper

SUBJECT: MAILING LIST
SUGGESTION #439-65 SUBMITTED BY
MISS [redacted]
CRIME RECORDS DIVISION
Destruction of Bureau Property

b6
b7C

SUGGESTION: That the Cross Reference File of the Bureau's mailing list which is kept in the Crime Research Section be disposed of.

CURRENT PROCEDURE: A duplicate card is now filed in the Crime Research Section for every card on the Bureau's mailing list. This is kept in the Cross Reference File which is set up alphabetically according to state, city, and name. Bureau mailing list is filed alphabetically according to name.

ADVANTAGES: Suggester states the principal advantage would be the saving of employee time by those individuals who must type these cards every time an addition or change is made in the mailing list. There are approximately 700 changes each month. With the transfer of the mailing list plates to magnetic tapes, which are arranged alphabetically according to city and state, this would serve as a cross reference for the mailing list.

The Cross Reference File as it now stands is used infrequently. Elimination of this file would also give about nine more drawers of filing space to the Crime Research Section Front Office. Miss [redacted] estimates that approximately two weeks of the time of a GS-3 clerk (at $1.93 per hour) is spent each month in performing this task. This would represent approximately $154 per month, or $1,848 per year, which would be saved by elimination of the file in question.

b6
b7C

OBSERVATIONS: The Crime Records Division recommended suggestion be adopted. It was pointed out the mailing list now on magnetic tapes would serve as a suitable cross reference and advantages as stated by the suggester are valid.

The Voucher-Statistical Section, Administrative Division advised it is maintaining the file referred to by the suggester and it was the understanding of that

MML:jmn
(3)
1 - Mr. [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EW/cal

CONTINUED - OVER

66-3216-
NOT RECORDED
141 DEC 17 1964

DEC 1 1964

Memo Casper to Mohr
Re: Mailing List
Suggestion #439-65 Submitted by b6 b7C
Miss [redacted]
Crime Records Division

section that an average of only one or two references will be made to this file each month. It was felt, therefore, that the idea had merit and should be adopted.

Training Division is in agreement with these divisions that suggestion is very practical and no need exists to keep the Cross Reference File in the Crime Records Division when the same information is being maintained on magnetic tapes in the Administrative Division. This is unnecessary duplication of effort. It is believed the suggester should be granted an award based on the savings which will be realized in employee time since no method can be used for computing the saving in filing space. Based on an annual savings of $1,848, Miss [redacted] is entitled to an incentive award of $95. This is in accord with the approved scale for such awards. The Inspection Staff has reviewed the matter and it concurs. b6 b7C

RECOMMENDATIONS: (1) That the suggestion be adopted and that the Commendation, Supervisory Approval and Special Action Unit, Administrative Division, handle the $95 incentive award in lieu of further action by the Suggestion Desk. Receipt of the idea was acknowledged previously.

Incentive Award 12-8-64 pkb

(2) On approval, this memorandum will serve as the authority for the Crime Records and Administrative Divisions to place the proposed procedure into effect.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 12-4-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE 80-1
GENERAL MATTERS AND NEWSPAPER CLIPPINGS
① DESTRUCTION OF BUREAU PROPERTY GEN'L.

The above listed file has been called to our attention by personnel of the Consolidation Unit. The file consists of 7 sections beginning in 1937 and is currently not used. Most of the material in this file is outdated and there appears to be no reason for its continued retention. Following is the type of mail suggested for destruction:

Statistics re speaking engagements. Memos re declined invitations to speak. Lists of scheduled speaking engagements. Memos re changes in mailing list. (See section 4)

Field Office letters replying to SAC letters of 4/28/53 and 8/16/55. (See section 6)

Destruction of this mail would result in saving space in the file room and eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the attached mail to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on the memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

166-3286-
NOT RECORDED
79 DEC 17 1964

EHG:lbp
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4 EWS

DEC 18 1964

ORIGINAL FILED IN 80-1-56

ADDENDUM: CRIME RECORDS DIVISION MAJ:JRH:rs 12-15-64

The Crime Records Division has no objection to the destruction of mail contained in Bufile 80-1 which pertains to speaking engagement statistics, lists of scheduled speeches, memos re speech declinations, memos re mailing list changes or field office letters replying to SAC Letters. Crime Records Division, however, does feel that any policy-type data, such as instructions or observations of the Director, that are contained in this file, should not be disposed of.

1/4/65
file reviewed
& mail destroyed
Enc. EHG

12-15-64

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 12-3-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 1-35
DIRECTORY OF GRADUATES - FBI NA
© DESTRUCTION OF BUREAU PROPERTY - GENL

The above listed file has been called to our attention by personnel of the Consolidation Unit. The file consists of 8 sections beginning in 1938. The majority of the mail is outdated and in most instances is not currently sent to file. Following is the type of mail suggested for destruction:

Letters acknowledging receipt of the Directory and typewritten copies of the Directory (See section 2)

News items concerning FBI NA associates (See section 5)

Corrections of titles, addresses etc. of graduates for current Directory. It is suggested that this type of mail be destroyed after a period of 2 years. (See section 8)

Destruction of this mail would result in saving space in the file room and eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

RECOMMENDATION:

For referral to the Training Division to determine if any reason exists which would preclude destruction of this material. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

EHG:lbp
(3)

3/1/65 1 title not cleared 1 mail cleared

12/3/64 No objections

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 EW lal

66-3286-
NOT RECORDED
111 DEC 7 1964

DEC 7 1964

ORIGINAL FILED IN 1-35-652

1-Mr. Conrad
1-Mr. Bernley
1-Office, 7133

NOV 23 1964

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. DeLoach
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

Mr. Conrad

R. H. Jevons

GUNS FOR DISPOSITION

The guns listed below are no longer of evidentiary value. Authorization for their disposition has been granted by the interested offices and has been coordinated with the appropriate case supervisors. These weapons are of no value to the Reference Firearms Collection and are in excess of the Bureau's needs.

In accordance with authorization granted (memorandum 10/1/64, 80-14 Sub 1), the weapons have been destroyed by sawing them into pieces. The pieces are being forwarded to Quantico for disposal at the Marine Corps Salvage Yard.

Caliber	Type	Serial No.	File No.
32	U. S. Revolver Co. Revolver	43817	42-181590
32	Iver Johnson Revolver	5601	91-18361
32	Eastern Arms Co. Revolver	10723	26-304449
32	Smith and Wesson Revolver	318972	91-12667
32	Iver Johnson Revolver	8443	137-7691
32	British Bull Dog Revolver	2R	26-293508
32	CZ fhh Automatic Pistol	299580	91-11055
22	Sheridan Pistol	06519	80-743
22 Blank	Rohm RG3 Pistol	none	91-12586
22 Blank	Rosco Revolver	none	88-16775

ORIGINAL FILED IN

A copy of this memorandum is being placed in each of the Bufiles involved.

ACTION:

For information.

80-14-1

GAB:fch
(14)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 LSW/STP

11 DEC 8 1964

NOT RECORDED 141 DEC 9 1964

53 DEC 14 1964

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Sloan

DATE: November 19, 1964

FROM : Barney C. Olson

SUBJECT: DISPOSITION OF GUNS Destruction of Bureau Property

Reference is made to memorandum dated 9/30/64.

In accordance with instructions contained in referenced memorandum, the following disposition has been made of the weapons referred to:

On display in the gun repair shop

S & W M & P Model 10 Caliber .38 Special Serial # C 524246

S & W M & P Model 12 Caliber .38 Special Serial # C 473164

S & W Chief Special Model 36 Caliber .38 Special Serial # 136412

S & W Chief Special Model 37 Caliber .38 Special Serial # 177627

Converted to Red Grip

S & W M & P Caliber .38 Special Serial # C 164987

S & W M & P Caliber .38 Special Serial # C 304315

S & W M & P Caliber .38 Special Serial # C 372467

S & W M & P Caliber .38 Special Serial # C 539477

Destroyed

Colt Detective Special Caliber .38 Special Serial # 529525

Colt Detective Special Caliber .38 Special Serial # 743512

Colt Official Police Caliber .38 Special Serial # 612359

1 ENCLOSURE

Those revolvers which were put on display in the gun repair room and those which were converted to Red Grips were picked up on Quantico Inventory.

BCO:pkb (2)

66 DEC 11 1964

Ltr. #66-3760

ORIGINAL FILED IN 66-3760

66-3256

DEC 10 1964

1-Mr. Conrad
1-Mr. Bisley, 7413
1-Office, 7133

Mr. Conrad

9/30/54

R. H. Jevons

GUNS FOR DISPOSITION

The guns listed below are no longer of evidentiary value. Authorization for their disposition has been granted by the interested offices. Also, these weapons are of no value to the Reference Firearms Collection. However, they may be of value for training purposes. They are therefore being forwarded to Quantico for training or other purposes.

File No.	Description	Serial No.
91-15410	.38 Special Colt O.P. Revolver	612359 7082
91-15410	.38 Special Smith & Wesson Rev.	C478134
91-15193	.38 Special Colt Detective Special Rev.	529525
91-16194	.38 Special Smith & Wesson Rev.	C542246
91-18651	.38 Special Smith & Wesson Rev.	177627
87-456131-196	.38 Special Smith & Wesson Rev.	C206815
91-15193	.38 Special Smith & Wesson Revolver	C372407
91-12390	.38 Special Smith & Wesson Revolver	C340037
115-263	.38 Special Colt Detective Special Rev.	745512
91-16194	.38 Special Smith & Wesson Revolver	123412
91-16194	.38 Special Smith & Wesson Revolver	C530477

Noted Supv. Scott with memo dtd 11-19-54

A copy of this memorandum is being placed in each of the Bufiles involved.

ACTION:

For information.

80-14-1
1-Mr. Casper

GAB:fch
(12)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4EW/lcd

Please file with attached letter November 19, 1954
66-3286
ENCLOSURE

File # 66-3760

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10-27-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

EHG

DESCRIPTION OF FILE: 36-0
MAIL FRAUD - GENL.

(1) DESTRUCTION OF BUREAU PROPERTY-Genl

ORIGINAL FILED IN 36-0-2957

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 31 sections beginning in 1921. The file is currently used but little mail is now put in the file, the majority of the mail being over 25 years old. The mail in the file relates to matters not within the investigative jurisdiction of the Bureau and in most cases has been referred to the Post Office Department. This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete mail over five years old be destroyed. Mail of a policy or historical nature would not be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lp
(3)

6/4/65 All serials retained
Attn: Gen. Crimes

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4ELW/cal

166-3286-
NOT RECORDED
166 NOV 4 1964

NOV 5 1964

RE: REHABILITATION PROGRAM
RECORDS BRANCH

ADDENDUM: RWE:cal, 10/30/64 The Crime Records Division, which is presently charged with referring correspondence of interest to other government agencies sees no reason why the files mentioned in this memorandum could not be destroyed. It should be noted that the exceptions listed in paragraph one should be retained.

ADDENDUM: JED:EAF 11/3/64 The supervisor of the Mail Fraud Classification, General Investigative Division can see no reason to preclude destruction of mail over five years old in the 36-0 file.

ADDENDUM: JJD:mab 11/4/64 The Liaison Section, Domestic Intelligence Division, sees no reason why mail over five years old in the 36-0 file can not be destroyed.

1 - Mr. Conrad
1 - Mr. Berley, 7410
1 - Office, 7133

OCT 15 1964

Mr. Conrad

R. H. Jevons

GUNS FOR DISPOSITION

The guns listed below are no longer of evidentiary value. Authorization for their disposition has been granted by the interested offices and has been coordinated with the appropriate case supervisors. These weapons are of no value to the Reference Firearms Collection and are in excess to the Bureau's needs.

In accordance with authorization granted (Memorandum 10/1/64, 80-14 Sub 1) weapons have been destroyed by sawing them into pieces. The pieces are being forwarded to Quantico for disposal at the Marine Corps Salvage Yard.

Caliber	Type	Serial No.	Bufile No.
7.65 mm	FNH Model 27	398013	95-107571
7.65	Spanish M1914 Auto Pistol	549	91-16761
.380	Belgian Auto Pistol	76483	91-12207
6.35 mm	Beretta Auto Pistol	30278C	42-151767
6.35	Spanish Auto Pistol	354(barrel) 1561(frame)	91-15302
7.65 mm	Beretta Auto Pistol	487684	95-93462
.22 Short	Astra Auto Pistol	85522	91-13590
7.65 mm	Spanish Auto Pistol	34	91-15496
.25	Colt Auto Pistol	168784	91-14437
7.62 Russian	Tokorev Auto Pistol	BN440	95-93462
.380	Husqvarna Auto Pistol	65088	7-9668
6.35 mm	Browning Auto Pistol	242995	88-20570
.38 Long	Dreadnought Revolver	21540	87-60916
.32	Iver Johnson Revolver	19212	91-15039
.38 S & W	Smith & Wesson Revolver	160340	80-14
.32	Iver Johnson Revolver	31178	91-16761
.22	H & R Revolver	432905	91-14468
.38 S & W	U.S. Revolver Co. Revolver	8478	80-14
.38 S & W	"Secret Service Special" Revolver	298468	91-15595
.32	Iver Johnson Revolver	68199	91-15250
.32 S & W	H & R "Young America" Revolver	501286	95-103257

80-14-1
GAB:nlb:BH (40)

58 OCT 26 1964

HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY SP4ELW Calc

166-3-86
NOT RECORDED
145 OCT 22 1964

ORIGINAL FILED IN 80-14-1-131

Miscellaneous Property - Guns

Memorandum to Mr. Conrad
Re: GUNS FOR DISPOSITION
80-14-1

Caliber	Type	Serial No.	Bufile No.
.32	Spanish Revolver	47785	26-291079
.38 Long	Spanish Revolver	118239	91-7771
.38 Special	S & W, M & P 6" barrel	670413	80-743
.32-20	Spanish Revolver	3	9-39999
.32	Iver Johnson Revolver	86180	52-78033
.22 Short	Omega RG 10 Revolver	322086	91013585
.22 Short	Vestpocket Rosco Revolver	GR4919	145-1934
.22 Short	Romo Revolver	504330	91-16475
.22 Short	Rohm Revolver	354224	42-160686
.32	Smith & Wesson Terrier	707454	87-65926
.22	Mossberg Rifle	None	91-15410
.22	H & R Rifle	380	87-2-58-83
.22 Blank	Mondial Model 1960	None	91-15471
.22 Blank	Pic Auto	None	91-13585
.22 Blank	Pic Auto	None	26-309055
.22 Blank	Model 6 "Potent"	None	91-11226

A copy of this memorandum is being placed in each of the Bufiles involved

ACTION: For information.

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 20

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 2-4-65

FROM : L. E. Shotty

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILES - 25-1644 thru 25-11609

DESTRUCTION OF BUREAU PROPERTY

The above-listed files have been called to our attention by personnel of the Correlation Unit. These files refer to violators of the Selective Service Act during World War I.

The Bureau has archival authority to destroy files, index cards, and related material covering investigations under the Selective Service Act of 1940 and 1948 in which delinquency was not willful and prosecution was declined. Records to be destroyed after ten years old (66-19087-34).

The above files are on microfilm and consist of 22 reels. A review of reel 14 indicates approximately 800 cards can be deindexed or a total of approximately 17,500 cards can be purged from the General Indices. It is believed these files can be deindexed on the same basis as those approved by memorandum 66-19087-34. Those names where willful intent or information of a derogatory nature is given will, of course, not be purged.

It is requested that the appropriate substantive supervisor advise by notation on this memorandum the decision reached and return this memorandum to Correlation Unit, Records Branch, Room 6309 IB.

RECOMMENDATION:

For referral to the appropriate substantive division.

JPB:jam
(3)

REC-40 66-3286-999

5 FEB 11 1965

FEB 11 1965

FEB 17 1965

UNRECORDED COPY FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/AR/CAR

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Callahan
Conrad
Evans
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 12-31-64

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-1-204
CHAMBER OF COMMERCE-NY
SPEECH MADE 2-7-35

DESTRUCTION OF BUREAU PROPERTY - GEN.

The above listed file has been called to our attention by personnel of the Consolidation Unit. The file consists of 12 sections beginning in 1933. The majority of the mail in the file is outdated and should be considered for destruction. It is proposed that all yellow copies of outgoing letters enclosing a copy of an address made in 1935 and all acknowledgements of these letters be destroyed.

Destruction of this mail would result in saving space in the file room. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Crime Records Division review this file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch.

RECOMMENDATION:

For referral to the Crime Records Division.

EHG:lbp
(3)

166-3286-
NOT RECORDED
79 JAN 6 1965

ST
12/31

ADDENDUM DGH:car 1-4-65:

The Crime Records Division sees no reason which would preclude the destruction of the above-referenced file.

4/6/65
file reviewed
+ mail destroyed
CRD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cal

JAN 6 1965

ORIGINAL FILED IN 94-1-204-2122

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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DeLoach
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Callahan
Conrad
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 1-29-65

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
BUREAU RECORDS
DESTRUCTION OF CLOSED CRIMINAL FILES
GENL
#6 32-65

By letter dated 1-26-65, SAC, Cincinnati, recommended that Bureau consider destruction of files in criminal categories which have been closed ten years, in line with President's recent economy directive concerning disposition of old material and banning purchase of new filing cabinets. SAC referred to previous letter dated 12-18-59 wherein he made similar proposal.

Suggestions to destroy criminal files and various other types of field office files prior to present twenty-year retention period have been considered on a number of occasions in past. During a Records Management Program conducted in 1959, a number of suggestions were considered along this line, including prior suggestion SAC refers to in referenced letter. A survey of ten representative field offices was conducted to determine if a lowering of retention period was feasible. Based on results of this survey and recommendations of Investigative Division and Domestic Intelligence Division, no change was made in twenty-year retention period for field files (66-18966-543).

During most recent Records Management Program conducted in 1964, several additional suggestions were received and considered concerning reduction of twenty-year retention period. These suggestions were not adopted (66-3286-983, 66-18966-657 and 695).

Since suggestion to lower retention period of field office files has been thoroughly considered by Bureau on several occasions and not

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW/cal

CONTINUED - OVER

66-3286

NOT RECORDED
145 FEB 4 1965

FEB 4 1965

JWM:if
(3)

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

56 FEB 11 1965

Enclosure

ORIGINAL FILED IN 66-18966-1

adopted, SAC's current proposal is not recommended for adoption.

RECOMMENDATIONS:

(1) That suggestion not be adopted.

(2) This memorandum be referred to Training Division for appropriate acknowledgment and credit of Cincinnati Office for submission of a suggestion.

ADDENDUM OF THE TRAINING DIVISION JER:jmn 2/2/65

Training Division informally discussed the suggestion with both the General and Special Investigative Divisions and both agreed that no change was warranted.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be directed to SAC, Cincinnati.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-107

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: 1-26-65

FROM : SAC, Cincinnati (66-1659)

SUBJECT: DESTRUCTION OF CLOSED CRIMINAL FILES
#632-65

Remylet 12-18-59 making recommendation that the period of retention of field files be reduced to 10 years.

In view of President Johnson's economy directive concerning disposing of old papers and the ban on the purchase of new filing cabinets, it is again recommended that the Bureau consider destruction of files in the criminal category which have been closed ten years.

(2) - Bureau
1 - Cincinnati

/der
(3)

ORIGINAL FILED IN 66-18966 9/15

add of Tung Dir 66-32864
2-2-65.
JER:jmm

NOT RECORDED
145 FEB 4 1965

let to SAC, CI
2-3-65
JER:jmm

NOT RECORDED
JAN 27 1965

memo Shirt to Saul
1/29/65
jmm:ajc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cal

File
66-18966

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 2-15-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 52-5404
THEFT OF GOVT. FIREARMS AND
AMMUNITION- MONTHLY REPORTS

The above listed file has been called to our attention by personnel of the Consolidation Unit. The file is currently not used and consists of 4 sections dating from 1938 thru 1946. The file contains statistics re thefts of government firearms and outgoing letters regarding the statistics (see serials 124 - 154).

This mail is outdated and there appears to be no reason for its continued retention. Destruction of this mail would result in saving space in the file room. This category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmd
(3)

2/25/65 Telephonically material destroyed EHG

2/16/65 OK to destroy TGP desk - Hst

66-3286 - NOT RECORDED 17 FEB 18 1965

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP

RECORDS

FEB 25 1965

DESTRUCTION OF BUREAU PROPERTY - GAO

ORIGINAL FILED IN 52-5404-296

February 5, 1965

PERSONAL

66-3256-

Miss [redacted]
Federal Bureau of Investigation
Dallas, Texas

b6
b7C

Dear Miss [redacted]

I have received your suggestion regarding the disposition of extra copies of serials in applicant-type cases when the file is closed. You may be interested to know that similar proposals have been considered previously and not adopted. It was decided that it is more feasible, from a work standpoint, to strip the files at the same time they are consolidated.

Although your idea was not adopted in this instance, the interest which prompted you to submit it is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 4
FEB [illegible]
COMM-FBI

b6
b7C

2 - Dallas
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Miss [redacted]
MJL:jmn
(6) (Suggestion #635-65 dated 1/28/65)

NOTE: Suggests that extra copies of serials in applicant-type cases be destroyed before placing a file in closed section.

Training Division opposes adoption. A similar idea was considered in May, 1964, wherein it was proposed that all but one copy of all serials in files be destroyed when a case is closed. Files and Communications opposed this idea since it advised at that time that field

SEE PAGE TWO

Tolson
Belmont
Mohr
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Sullivan
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Trotter
Tele. Room

FEB 16 1965 TELETYPE UNIT

FEB 5 3 37 PM '65
REC'D-READING ROOM
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW

ORIGINAL FILED IN 66-3256-65

NOTE CONTINUED

has authority to consolidate majority of files after they have been closed for six months. Security files may be consolidated at discretion of SAC. At time files are consolidated, they are stripped and any copies of all serials are destroyed. From work standpoint, it is more feasible to perform consolidation and stripping functions simultaneously. Suggested procedure would provide for double review project to purge cases at time of referral upon completion and six months later when consolidating cases.

Employee Suggestion
FD-253 (Rev. 9-11-59)

#635-65

b6
b7C

Date: 1/28/65

To: Director, FBI

From: (Suggester's name)

Division of Assignment: DALLAS

SUGGESTION

That extra copies of serials in applicant-type cases be destroyed before placing file in closed section. Auxiliary offices have such authorization in connection with security files, and such authorization could logically be extended to applicant files.

DESTRUCTION OF BUREAU RECORDS - GEN

Current practice or rule (Include manual citation as well as facts)

No provision except that file to be stripped when consolidating after closed six months.

Advantages of suggestion and annual savings (include basis for estimate)

Make it unnecessary to review and strip at time of consolidation. Applicant-type files are rarely re-opened subsequent to closing, thus only one copy of serial is no hazard.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/ca/bj

FEB 4 1965

ORIGINAL FILED IN 66-1328-635

Disadvantages of suggestion

None known.

66-3286-
NOT RECORDED
102 FEB 11 1965

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester: File Clerk

Recommendations and comments of Division Head

It would appear that this suggestion has merit as the destroying of all copies except one could be done at the same time the case is closed, and would thereby avoid having to strip this type of case on the project.

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Ltr of ack
2-5-65
ML:

2 FEB 4 1965

SAC, Cincinnati (66-1659) February 3, 1965

Director, FBI 66-3286

DESTRUCTION OF CLOSED CRIMINAL FILES

Reference is made to your letter of January 26, 1965, under the same caption requesting consideration be given to destruction of files in criminal cases after they have been closed ten years.

As a matter of possible interest to you, the same or similar suggestions were considered and not adopted during the recent survey conducted on records management. It was decided such destruction would be false economy since the proper functioning of a field office requires immediate accessibility to information for proper evaluation of complaints and for background in criminal intelligence and fugitive matters. These and other considerations militate against any reduction of the present retention period.

Your office has been credited with submission of this idea under the provisions of the Suggestion Program.

JER:jmn
(4) (Suggestion #632-65 dated 1/26/65)
NOTE: Based on memorandum L. E. Short to Mr. Tavel, JWM:ifc, 1-29-65, re: Records Management, 66-18966, Destruction of Closed Criminal Files, with addendum by the Training Division, JER:jmn, 2/2/65.

ORIGINAL FILED IN 66-3286-715

MAIL ROOM
FEB 3 1965
CONTROL

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

FEB 11 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4EW/cal

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 3-18-65

FROM : L. E. Short

SUBJECT: RECORDS MANAGEMENT
66-18966
Bureau Records: General
DESTRUCTION OF CRIMINAL FILES
#1165-65

By letter dated 3-11-65, SAC, Dallas, submitted suggestion made by Chief Clerk of Dallas Office, who suggests that all serials in criminal cases which have been RUC'd more than ten years be destroyed except one copy of serial RUCing case. SAC advises retention of one copy of RUC serial would furnish caption of case, identify office of origin, and any time background information was essential to current investigation, it could be obtained from office of origin.

Suggestions to destroy criminal files and various other types of field office files prior to present twenty-year retention period have been considered on a number of occasions in past. During a Records Management Program conducted in 1959, a number of suggestions were considered along this line. A survey of ten representative field offices was conducted to determine if a lowering of retention period was feasible. Based on results of this survey and recommendations of Investigative Division and Domestic Intelligence Division, no change was made in twenty-year retention period for field files (66-18966-543). 66-3286

During most recent Records Management Program conducted in 1964, several additional suggestions were received and considered concerning reduction of twenty-year retention period. These suggestions were not adopted (66-3286-985, 66-18966-657 and 695). By memorandum dated 1-29-65, suggestion made by SAC, Cincinnati, to destroy criminal files after ten

CONTINUED - OVER

JWM:ifc
(4)

Mr. Deke
Listed on Sugg. Disk for statistical purposes only. n.g.

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years was again considered and not adopted (66-18966-714). Since suggestions similar to this one which would result in lowering retention period of field office files have been thoroughly considered by Bureau on several occasions and not adopted, this suggestion is not recommended for adoption.

RECOMMENDATIONS:

(1) That suggestion not be adopted.

(2) This memorandum be referred to Training Division for appropriate acknowledgment and credit of Dallas Office for submission of a suggestion.

ST
3/19

4-312 (Rev. 1-18-62)

Date of Mail 4-8-65

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL Destruction of Bureau Property

Removed By 65 APR 30/ 27 1965

File Number 66-3286-~

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Permanent Serial Charge Out

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UNITED STATES GOVERNMENT

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TO : MR. TAVEL

DATE: 4-9-65

FROM : L. E. SHORTY

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 1-3437
FBI NA NEWS LETTER ∅ DESTRUCTION OF BUREAU PROPERTY-GENL

ORIGINAL FILED IN 1-3437-2363

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 43 sections beginning in 1944. Currently there is very little mail filed in this file other than a copy of the bi-monthly News Letter. Items for the News Letter from the Field Offices are submitted by routing slip and sent to Division Two where any enclosures containing information of no value will be destroyed. Memos for filing will be returned to the Records Branch and will be filed in the individual "1" file on the NA graduate. Prior to this ruling, the Field Offices submitted a cover letter and an original and copy of the memos. The originals were filed in the "1" files and the cover letter and the copies of the memos were filed in file 1-3437.

It is proposed that this file be reviewed and all cover letters and copies of memos be destroyed where a notation appears on the mail that the original memo was filed in the individual "1" file.

Destruction of this mail would result in saving space in the file room. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Training Division review the file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Rm. 7231.

RECOMMENDATION: 6/18/65 file review + material destroyed EHG

For referral to the Training Division.

166-3286-
NOT RECORDED
APR 13 1965

EHG:lmd
(3)

APR 14 1965

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DATE 8-2-82 BY SP4 ELW Cal

25 APR 13 1965

ORIGINAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : MR. CALLAHAN

DATE: 4/15/65

FROM : C. L. ROGERS

Division Three

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

Destruction of Bureau Property.

I made the annual check on April 13, 1965, of the material we have stored at the Identification Building and suggest that disposition be made of the following items:

1. Administrative Reports: We retain these for three fiscal years. Those for the fiscal years 1961, 1962, 1963 and 1964, in addition to those being received during the current fiscal year, are now on hand. It is suggested that those for the fiscal year 1961 (July 1960 through June 1961) be destroyed. 1 dr.

2. Congressional Record and Federal Register: We retain these for the past two calendar years. They are now on hand for 1962, 1963, 1964 and thus far in 1965. It is suggested that the issues dated in 1962 be destroyed. 22 dr.

3. Senate and House Bills, Testimony Before Apprcpriations Committees, etc.: We have been keeping items in this general category for the past two Congresses. We have these items on hand for the 87th Congress, the 88th Congress, and we are currently accruing the items of the 89th Congress. It is suggested that the items from the 87th Congress be disposed of at this time. These items are:

a. Printed testimony re appropriations hearings.
b. Public and private laws.
c. House and Senate Bills.
d. House resolutions and documents.
e. Senate resolutions and documents.

6 APR 29 1965

15½ dr.

4. United States Attorneys Bulletins: There is a small batch of these on hand for 1958 and 1962. It is suggested these be destroyed. ¾ dr.

5. Standardized Regulations: There is a batch of these on hand for 1962. They should be removed and destroyed. THREE

66-3286-

NOT RECORDED
46 APR 29 1965

½ dr.

CLR:djm
(5)
1 - Mr. J. P. Dunphy (sent direct)
1 - Mr. W. C. Jackson (sent direct)
1 - Miss Louise Kirwan (sent direct)

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ORIGINAL FILED IN 66-1953-E-2

6. Copies of Sale Bids and Copies of Procurement Bids: These items cover the sale of such things as old tires, miscellaneous surplus property and cars. They cover the procurement of such services as auto repair and auto storage. The original of the bids, both sale and procurement, went to the General Accounting Office at the time of the transaction.

Unless there is something unusual surrounding the transaction (amounts to more than $25,000 and deviates from established precedents) the disposal period according to General Services Administration regulations is six years for transactions of $2,500 and more and three years for those under $2,500, after final payment. Since it is difficult to separate transactions as to dollar categories we hold these copies for a longer than necessary period of about 10 years. We have procurement bids on hand beginning with the fiscal year 1953. It is suggested that those for the fiscal year 1953 be removed and destroyed.

We have sale bids on hand beginning in 1951. It is suggested that those issued during the fiscal years 1951, 1952 and 1953 be disposed of at this time.

ACTION:

Should you agree, arrangements will be made with the Files and Communications Division for the removal of the items from storage and their destruction. In this regard, it is suggested that Supervisor C. L. Rogers go through the sale and procurement copies of bids described in item 6 above to make certain that there are no large, unusual items among them that should be retained on a permanent basis.

Being handled 4-26-65 CB

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 5-6-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

EHG

DESCRIPTION OF FILE: 82-1
WAR RISK INSURANCE (6) DESTRUCTION OF BUREAU PROPERTY - GENL.

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 15 sections dated from 1933 to 1946. The following types of mail in the file are outdated and it is proposed the mail be destroyed:

Statistics re: number of cases pending, cases terminated, number of agents assigned to cases, awards to plaintiffs.

Charts showing statistics by Field Office.

Lists of names of subjects of WRI suits disposed of.

Copies of opinions and yellow letters transmitting opinions to Field Offices, where copy was put in 82 individual case file. (see serials 888, 887).

Lists of pending WRI cases (see serial 176).

7/26/65 file reviewed & mail destroyed EHG

Mail of a policy or historical nature would not be destroyed.

Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required. It would result in saving space in the file room.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive divisio

EHG: lmd
(3)

MAY 11 1965

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No restriction

66-3286
NOT RECORDED
MAY 10 1965

MAY 10 1965

ORIGINAL COPY FILED IN 82-1-1143

OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Callahan

DATE: 5/10/65

FROM : C. Q. Smith

SUBJECT: DESTRUCTION OF BUREAU Property
ADDRESSOGRAPH PLATES

For the past several months we have been converting our mailing list to the Automatic Data Processing systems of the Voucher-Statistical Section. This conversion is now complete and we have no further use for approximately 60,000 addressograph plates bearing the Bureau mailing list.

In the past, destruction of deleted plates was done by mutilating them by hand and putting them in the trash to be burned. Obviously 60,000 plates are too many to destroy by hand.

RECOMMENDATION:

Property Section arrange for plates to be taken to a local foundry accompanied by a Mechanical Section employee to be destroyed.

ORIGINAL FILED IN 67-112698

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166-3286
NOT RECORDED
141 JUL 2 1965

WMB:sls (2)

12 JUL 1 1965

5 JUL 13 1965

Employee Suggestion
(Rev. 9-11-59)

b6
b7C

#905-65

Date
5/6/65

To: Director, FBI

From: (Suggester's name)

Division of Assignment
PHILADELPHIA

SUGGESTION

Auxiliary office to forward statements to office of origin of the closed files of the 26 classification (ITSMV) in those instances where file meets other requirements permitting destruction after ten years of age, ie. office destroying file is not office of origin nor office of prosecution.

DESTRUCTION OF BUREAU RECORDS - GEN'L

Current practice or rule (Include manual citation as well as facts)

Retain file if it contains signed statements from witnesses. MR&R, Part II, Section 3, b 2 (c).

Advantages of suggestion and annual savings (include basis for estimate)

In many instances a fairly thick closed file of 26 classification could be destroyed when ten years of age meeting the requirements that we were not office of origin or office of prosecution. However, in reviewing exhibit envelope of the file, it would contain one or two statements thereby requiring that the entire file be retained in the auxiliary office. If the statements were forwarded to the office of origin, the file could be destroyed and additional file space saved in auxiliary office. No additional space would be required. Further advantage, the file would be more complete at office of origin.

Disadvantages of suggestion

Clerical time required to send statement to office of origin and clerical time taken at office of origin to file statement in exhibit envelope.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion will result in saving substantial space in file cabinets and does not appear to have any disadvantages. It is recommended that it be adopted.

66-3286

Special Agent Signature and Title in Charge

(Do not write in this space - for Bureau use only)

145

NOT RECORDED
70 JUN 2 MAY 4 1965

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EWT/ca

6 MAY 1965

ENCLOSURE

ORIGINAL FILED IN 26-000-1782

38 MAY 11 1965

OPTIONAL FORM NO. 10
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5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: 5/11/65

FROM : J. J. Casper

SUBJECT: RECORDS MANAGEMENT
#130-65

DESTRUCTION OF BUREAU RECORDS - GEN'L

BACKGROUND :

Instructions regarding liaison with groups sponsoring integration were recently included in the Manual of Instructions, Volume IV, Section 130, "Racial Informants." Among other things, these instructions provided for the submission of a monthly letter on Form FD-373, copy enclosed. By memorandum from Mr. Short to Mr. Tavel, dated 6/18/64 on "Records Management" (Bufile 66-18966-708) and memorandum from Mr. Casper to Mr. Mohr, dated 7/21/64 on "Records Management" (Bufile 66-18966-707), approval was given to the destruction of copies of monthly progress letters on criminal informants and racial informants maintained in the field after inspection by the Seat of Government.

PROPOSAL:

That the same destruction period be applied to the monthly progress letters on liaison sources; that is, copies of the monthly progress letters be destroyed in the field after the field office inspection by Seat of Government inspectors. It seems logical to use the same destruction period for the monthly letters on liaison sources. There appears to be no apparent reason why these letters cannot be destroyed after the Seat of Government inspection. Enclosed is a proposed change for the Manual of Rules and Regulations so providing.

ORIGINAL FILED IN 66-18966-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EWJ Cal

RECOMMENDATIONS:

(1) That monthly progress letters on liaison sources be destroyed in the field after the field office inspection by Seat of Government inspectors.

66-3286-

ENCLOSURE

Enclosures (2)

NOT RECORDED
8 JUN 2 1965 102 JUN 4 1965

Bufile 66-18966
1 - Bufile 66-1934
1 - Bufile 157-00
FMB:pal
(4)

JUN 7 1965

"CONTINUED- OVER"

(2) That this memorandum and proposed change be routed through the Domestic Intelligence Division and the Files and Communications Division to make certain that the proposal meets with their approval.

(3) After approval, that the proposed change for the Manual of ~~Instructions~~ Rules & Regulations be returned to the Training Division for handling.

May 11, 1965

PROPOSED CHANGE IN THE MANUAL
OF RULES AND REGULATIONS

Part II, Section 3D, 8c, page 15a, of the Manual of Rules and Regulations should be amended by adding the following new material as item 5. The remaining items should be renumbered.

(5) Copies of monthly progress letters submitted concerning liaison sources (FD-373) and data maintained in control file to compile these letters.

1 - Bufile 66-18966
1 - Bufile 157-00
FMB:pal
(6)

NOTE: Based on memo Casper to Mohr, dated 5/11/65, re: Records Management, FMB:pal.

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66-3286-

ENCLOSURE

May 12, 1965

PERSONAL

REC-29 66-3286-1000

EX-116

Mr. [redacted]
Federal Bureau of Investigation
Philadelphia, Pennsylvania

b6
b7C

Dear Mr. [redacted]

Thank you for the suggestions concerning the disposition of zero files after a particular period of time and a method which would permit auxiliary offices to dispose of material in a certain classification when the current requirements have been met. It may interest you to know the same proposal regarding zero files has been considered previously and not adopted since it was decided this material has continuing value for an indefinite period. Your second idea is being considered and I will let you know if it is adopted.

Your continued interest in seeking ways to improve our operations is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

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MAILED 10 MAY 12 1965 COMM-FBI

FBI RECEIVED MAY 12 3 52 PM '65 REC'D-READING ROOM FBI

UNRECORDED COPY FILED IN 66-3286-1000

2 - Philadelphia
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]

b6
b7C

MLML:wls wls
(6) (Suggestions #899-65 and #900-65 dated 5/6/65)

NOTE: Suggestion #899-65 proposes field be authorized to destroy zero files of all classifications after five years of age.

Same idea considered several times in past and surveys made regarding it. Based on results of surveys, Bureau decided against any reduction in time limit of twenty years. Domestic Intelligence and Special Investigative Division, in particular, were opposed on the grounds that, even though a file contains nonspecific information, it has continuing value for an

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XEROX MAY 13 1965
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MAIL ROOM ☐ TELETYPE UNIT ☐

edm

SEE PAGE TWO

NOTE CONTINUED

indefinite period, particularly from a security standpoint or in regard to fugitive and criminal intelligence matters. Training Division recommends current idea not be adopted.

Suggestion #900-65 proposes auxiliary offices be permitted to forward signed statements from closed files in Interstate Transportation of Stolen Motor Vehicle cases to office of origin when file meets other requirements permitting destruction after ten years of age; that is, office destroying file is not office of origin or prosecution.

Referred to the General Investigative and Inspection Divisions for views and recommendations.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#899-65

b6
b7C

Date: 5/6/65

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		PHILADELPHIA

SUGGESTION

Authorize destruction of "0" files of all classifications after five years of age.

Re: DESTRUCTION OF BUREAU RECORDS

Current practice or rule (Include manual citation as well as facts)

MR&R Part II, Section 3,8 - page 13. MR&R authorizes destruction of all files after 20 years of age and for some types at various ages prior to 20 years.

Advantages of suggestion and annual savings (Include basis for estimate)

"0" files are used only for a depository for information and/or complaints over which the FBI has no jurisdiction. Information is of little or no value to office and after five years of age possibly never referred to.

Under the Records Management Program it is felt destruction of this material would come under category of disposing of records when value has ceased (SAC letter 64-12CA). In office size of Philadelphia, 31 linear feet of file space would be gained or equivalent of over three 5-drawer file cabinets. Estimating volume of these Accumulation in all other divisions (See page 2)

Disadvantages of suggestion

None

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DATE 8-2-82 BY SP4 ELW/cal

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] ted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has considerable merit, and if adopted, would contribute substantially to the savings by the Bureau in line with the

Special Agent Signature and Title in Charge

(Do not write in this space - For Bureau use only)

Ltr to Comm. 5-24-65 ML:wls

Ltr to AC REC-29 66-3286-1PP 5/12/65 ML:wls

EX-116

Memo Casper to Mohr 6, MAY 13 1965 5-21-65 ML:wls

FBI RECEIVED MAY 11 1965

FBI RECEIVED MAY 12 1965

Advantages (con't)

taking into consideration size of office, it is estimated fifty-five 5-drawer file cabinets would be saved.
55 x $52.80 = $2,904.00 value of file cabinets gained if material presently in file destroyed up to 1960.

Recommendations and comments of Division Head (Continued):

President's current directive to economize wherever possible. The adoption of this suggestion would particularly assist in alleviating the necessity of buying additional file cabinets.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 5-20-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

EHG

DESCRIPTION OF FILE: 48-0
POSTAL VIOLATIONS-GENL. ① DESTRUCTION OF BUREAU PROPERTY-GENL.

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 22 sections beginning in 1922. The file is currently used but little mail is now put in the file, the majority of the mail being over 20 years old. The mail in the file relates to matters not within the investigative jurisdiction of the Bureau and in most cases has been referred to the Post Office Department. This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete mail over three years old be destroyed. Mail of a policy or historical nature would not be destroyed. (See serial 48-0-2764, page 2 for current rule).

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmd
(3)

7/26/65 File reviewed & mail destroyed EHG

DE 100/ocm

66-3286-
NOT RECORDED
119 MAY 24 1965

ALL INFORMATION CONTAINED
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DATE 8-2-82 BY SP4ELW/cal

MAY 24 1965

ORIGINAL FILED IN 48-0-2766

Mr. Mohr May 21, 1965

J. J. Casper

DESTRUCTION OF BUREAU RECORDS - GENERAL

SUPERVISION - INTERSTATE TRANSPORTATION
OF STOLEN MOTOR VEHICLE
SUGGESTION #900-65 SUBMITTED BY
MR. [redacted] PHILADELPHIA OFFICE

b6
b7C

SUGGESTION: That auxiliary offices be permitted to forward signed statements to the office of origin from closed files in the above-mentioned classification in those instances where the file meets all other requirements permitting destruction of file after ten years.

CURRENT PRACTICE: Manual of Rules and Regulations, provides that except in important cases or where a case has many ramifications, the files, records and index cards relating to the Interstate Transportation of Stolen Motor Vehicle cases can be destroyed when ten years old provided: (a) Office is not office of origin.
(b) Office is not office of prosecution.
(c) File contains no signed statements from witnesses.

ADVANTAGES: Suggester advises in many instances a fairly thick closed file in this classification could be destroyed when ten years of age meeting the requirements; however, the exhibit envelope of the file would contain one or two signed statements thereby requiring that the entire file be retained in the auxiliary office. If the statements were forwarded to the office of origin, the file could be destroyed and additional file space saved in auxiliary offices. No additional space would be required at office of origin since it must retain the file under present regulations. The file would be more complete at the office of origin.

DISADVANTAGES: Some clerical time would be needed at auxiliary offices to send statements to office of origin and in office of origin to file statements in exhibit envelopes.

OBSERVATIONS: SAC Jamieson, Philadelphia, advised this procedure would result in saving a substantial amount of filing space and does not appear to have any disadvantages.

66-3286-

General Investigative Division advised that the removal of this obstacle to the destruction of the auxiliary office file after ten years by sending the signed statement to the office of origin would in no way adversely affect the case.

Enclosure
(1 - Bufile 66-3286)
ML:wls
(3)

NOT RECORDED
125 MAY 28 1965

CONTINUED - OVER

ORIGINAL FILED IN 66-0-0

REVIEWED
DATE 8-2-82

The office of origin with the acquisition of the signed statement would then have a complete file and there would be no necessity to retain the auxiliary office file. This procedure would be in line with the continuous attempt on the part of the Bureau to conserve space by purging unnecessary and duplicate material. This division recommended adoption.

Inspection Division recommended favorable consideration be given this proposal since, if adopted, auxiliary offices which are not offices of prosecution could destroy additional files in this category, thereby saving additional space without jeopardizing any evidentiary material now being retained. This could be accomplished with a minimum of additional clerical time by forwarding signed statements to the office of origin at the time of file destruction.

Training Division also feels proposed procedure is worthwhile and will be an aid to the field in saving much needed space. It is believed the suggester's alertness is worthy of commendation.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter of commendation forwarded to the suggester. He has been thanked by prior letter.

(2) On approval, this memorandum will serve as the authority for the Manuals Desk, Training Division, to make the necessary manual revs revisions.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 5-24-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-3-4-467
WOMAN'S DAY MAGAZINE ① DESTRUCTION OF BUREAU PROPERTY-GENL.

94-3-4-467

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 439 serials, most of which are over 25 years old. The file is on Woman's Day Magazine which ran an article by the Director in the June 1938 issue. The title of the article "If I had a Son". It is proposed that all requests for a copy of this article, letters of transmittal and acknowledgments of the article be destroyed.

Destruction of this mail would result in saving space in the file room and eliminate unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Crime Records Division review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Crime Records Division

EHG:lmd
(3)

6/21/65
file reviewed
+ mail destroyed
CMG
EHG

No objection CSD 6/28/65

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/al

66-3286-
NOT RECORDED
110 MAY 26 1965

MAY 26 1965

ORIGINAL COPY FILED IN

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GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 5-19-65

FROM : L. E. Short

SUBJECT: DEPARTMENT OF JUSTICE HEARINGS
FOR FISCAL YEAR 1966
HOUSE APPROPRIATIONS COMMITTEE
Destruction of Bureau Property - General

Memorandum N. P. Callahan to Mr. Mohr, 5-17-65, points out that pages 50 and 51 of captioned hearings contain information concerning the records retirement program within the Department. Page 51 contains the following explanatory notation: "Note. - Due to late reporting by FBI, Immigration and Naturalazation Service, and Bureau of Prisons; biennial reporting pursuant to GSA regulations 3-1-1-02-07."

Pursuant to the Federal Records Act of 1950 and GSA regulations the Bureau submits to the Department information concerning volume of records material destroyed. This is a biennial report to be submitted within 30 days after the end of each even numbered fiscal year. Last Bureau report submitted to the Department was dated July 28, 1964, which is within the required deadline.

Mr. Armando Di Girolamo, Chief, Records Administration Office, Administrative Division, of the Department, advised on this date that the notation on page 51 of the hearings is poorly worded. It was meant to convey that exact records destruction figures are not available each year inasmuch as regulations require reporting at the end of every two years. He stated that in the future the notation used to explain discrepancies between actual figures and previous estimates would be changed to delete the word "late" and insert therefore the word "biennial." This will remove the connotation that the Bureau is delinquent in reporting records disposal statistics.

66-3286-

Mr. Di Girolamo, after checking with his subordinates, stated that the Bureau is always extremely prompt in reporting records retirement figures.

NOT RECORDED
191 MAY 27 1965

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1958-2-82 BY SP4EW Cal

RECOMMENDATION:

Inasmuch as future notations regarding the records retirement matter will be changed to accurately record the fact that the Bureau submits figures every two years in accordance with regulations, no further action appears necessary.

I am not satisfied with the Director's written STV explanation in the Congressional hearings pointing out the inaccuracy of the above statements and why the facts are.

LES:ler
(3)

ORIGINAL FILED IN 62-116077 2d

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO MR. TAVEL

DATE: 5-27-65

FROM : L. E. SHORT

SUBJECT: DESCRIPTION OF FILE: 17-0
VETERANS ADMINISTRATION MATTERS-GENL.

The above file has been called to our attention by personnel of the Consolidation Unit. It consists of 30 sections beginning in 1921. The first 12 sections of the file contain mail that relates to matters not within the jurisdiction of the Bureau and in most cases was referred to the Veterans Administration. This type of mail is not currently filed. The mail in file is outdated and there appears to be no reason for its continued retention. It is proposed that these sections be reviewed and obsolete mail be destroyed.

Destruction of this mail would result in saving space in the file room and eliminate unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmd
(3)

6/2 Find in reference of 17-0 reviewed. Have been 12 sections to be no reason to preclude destruction of records. W. J. Boegan

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/CAL

10/6/65 I think 12 sections reviewed & material destroyed. EHG

166-32486-1
NOT RECORDED
79 JUN 3 1965

17 JUN 3 1965

JUN 4 1965

ORIGINAL FILED IN 17-0

DESTRUCTION OF BUREAU PROPERTY-GENL.

May 24, 1965

BY SPECIAL MESSENGER

66-3286-

Honorable John J. Rooney
House of Representatives
Washington, D.C. 20515

My dear Mr. Chairman:

A notation appears on page 51 of the Hearings Before the House Appropriations Subcommittee for the U.S. Department of Justice for Fiscal Year 1966 which infers that this Bureau was late in reporting records disposal figures reflected in the report on the Records Retirement Unit, U.S. Department of Justice.

A report on records disposal is made to the Department of Justice on a biennial basis within 30 days after the close of each even-numbered fiscal year. This is in accordance with the Federal Records Act of 1950 and General Services Administration regulations. The Department of Justice has advised that the FBI is always prompt in submitting this report and that the notation referred to in the Subcommittee Hearings was not intended to imply any delinquency. According to the Department of Justice, this notation was meant to convey that exact records destruction figures are not available each year inasmuch as regulations require the reporting of such figures at the end of every two years. They indicate it will be more clearly stated in future reports.

BY COURIER SVC.
12 MAY 24

This matter is being brought to your attention so that you may be aware of the inaccuracy of the notation referred to and of the true facts pertaining thereto.

Sincerely yours,

J. Edgar Hoover

(Based on memo F. W. Waikart to Mr. Mohr 5-21-65 captioned "Department of Justice Hearings for Fiscal Year 1966, House Appropriations Committee, Error in Referring to 'Late' Reporting of Data by FBI," prepared by FWW:bpr)

FWW:jmr
(4)

7-9 MAY 27 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 62-90772-594

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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TO : Mr. Conrad

DATE: 6/8/65

FROM : W. D. Griffith

SUBJECT: DESTRUCTION OF OLD PHOTOGRAPHIC NEGATIVES

The Administrative Division has been relieved of the responsibility for maintaining photographic negatives in sixty-one file cabinets situated on the 8th Floor of the Justice Building per memorandum from Mr. Felt to Mr. Tolson 5/13/65. This responsibility was transferred to Files and Communications Division. The memorandum states that Mr. Tavel feels the cabinets will have to be removed to the Identification Building if Files and Communications Division is to adequately fulfill maintenance obligations under this transfer arrangement. The memorandum instructs "The Laboratory Division must not allow the removal of these files to the Identification Building to restrict a continued aggressive program of purging these files."

There is in existance an approved and effective purging procedure. This procedure was worked out among Laboratory, Records and Communication, Identification, Administrative, Investigative and Domestic Intelligence Divisions in 1958 (memo Griffith to Parsons 8/14/58). At the request of Records and Communications Division (memo Eames to Nease 9/5/58) certain refinements to the original procedure were initiated (memo Griffith to Parsons 10/7/58) to facilitate handling by Records and Communications Division employees.

In essence, the agreed upon procedure provides that each year lists are prepared of photographic negative file numbers of cases ten years old or older by the division having maintenance responsibility. Records Section searches the lists against abstracts for any activity in the case within the past ten years. With the exception of certain specified classifications, if no activity in ten years, the negatives are automatically destroyed. If no activity in ten years, the files of "exception" cases (cases of national interest, major kidnaping, cases where life sentences were imposed and all cases supervised by Domestic Intelligence Division) are first routed to substantive supervisor and thereafter to Laboratory Division and Latent Fingerprint Supervisor for review regarding destruction of negatives.

66-3286

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Casper
1 - Mr. Tavel
1 - Mr. Callahan
1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Sullivan

WDG:mb
(11)

XEROX JUL 9 1965

JUL 7 1965

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 2383 VRT/amg

CONTINUED - OVER

UNRECORDED COPY FILED IN

Memorandum to Mr. Conrad
Re: Destruction of Old Photographic Negatives

Since Files and Communications Division is taking over the Administrative Division's former maintenance responsibility, and that division along with the Laboratory and other concerned divisions participated in working out the purging procedure, and thus all concerned divisions are aware of the specifically defined purge functions to be performed by each, there should be no obstacle to the continued effective functioning of the existing aggressive purging program. The Laboratory will, of course, continue to handle promptly its existing responsibilities under the approved program, and in compliance with the approved Inspection Division instructions, will exercise every precaution to see that possible removal of the cabinets to the Identification Division does not restrict in any way the aggressive discharge of the Laboratory's responsibilities under the existing program.

RECOMMENDATION:

None...for information.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 6-15-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 55-0
COUNTERFEITING-GENL. ODESTRUCTION OF BUREAU PROPERTY-GENL.

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 24 sections beginning in 1921. The file is currently used but little mail is now put in the file, the majority of the mail being over 20 years old. The mail in the file relates to matters not within the investigative jurisdiction of the Bureau and in most cases has been referred to the Treasury Department. Also filed in the first few sections are outdated circular letters describing counterfeit money.

This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete mail over three years old be destroyed. Mail of a policy or historical nature would not be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

66-3286-
NOT RECORDED
21 JUN 21 1965

EHG:lmd
(3)

10/5/65
file reviewed
+ mail destroyed
CMS
EHG

SEE ADDENDEM GENERAL INVESTIGATIVE DIVISION PAGE 1a.

ORIGINAL FILED IN 55-0-5438

JUN 21 1965

ALL INFORMATION CONTAINED
HEREIN IS DECLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

ADDENDUM GENERAL INVESTIGATIVE DIVISION 6-16-65 RJG:tmt

The material referred to is not concerned with any matters being handled by this division. The General Investigative Division has no interest in the retention of this material.

ADDENDUM CRIME RECORDS DIVISION 6-18-65 RWE:ncr

Crime Records Division feels that this type mail can definitely be destroyed. As pointed out, counterfeiting does not fall within the Bureau's jurisdiction. The reason very little mail is being placed in this file currently is the fact that such inquiries are referred by a referral form to Secret Service and a card is maintained in the Correspondence and Tours Section noting the action taken with each piece of mail. It would be filed only if there were some necessity to write a letter over the Director's signature.

It is not felt that any other Division would have sufficient interest in this proposal to make a decision. It is, therefore, recommended that the mail be destroyed in accordance with the method outlined in the memorandum.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 7-28-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

EHG

DESCRIPTION OF FILE: 1-49
FBI CIVILIAN DEFENSE COURSE FOR POLICE
(1) DESTRUCTION OF BUREAU PROPERTY-GEN'L.

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 3 sections of general mail and a sub file for each Field Office. The file is not currently used and the mail is dated in 1941 and 1942. The material in the Field Office sub files pertains to lectures and conferences, schedules, lists of individuals attending the schools and other administrative type of mail. It is proposed that the file be reviewed and all mail that is of no permanent value be destroyed. Mail of a policy or historical nature would not be destroyed and would be filed in the general file.

Destruction of this mail would result in saving space in the file room. This category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Training Division review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Training Division.

EHG:lmd
(3)

11/10/65 Sub files destroyed. Schedule for removal from Central files complete.

OK To destroy 7/29/65

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EW/cal

66-3286
NOT RECORDED
21 JUL 29 1965

JUL 29 1965

ORIGINAL FILED IN 1-49-199

DIRECTOR, FBI

7/29/65

SAC, MILWAUKEE (102-1)

CONFIDENTIAL

[YOUNG COMMUNIST LEAGUE] (S) (U)
VOORHIS ACT
OO: New York

DESTRUCTION OF BUREAU RECORDS

Rerep SA JOHN E. HOWARD 7/27/42 in captioned matter.

In connection with the investigation of captioned matter, the bulky exhibit file contains two enlarged prints and the negatives. Prints pertain to the minutes of the National Resident Board, YCL, USA, 2/26/38. They also pertain to a meeting of the National Resident Board, YCL, USA 9/3/38, and also contain a letter from the program manager of a Madison radio station, WIBA, dated 10/13/41 enclosing a copy of an address given by JAMES HUDSON of Milwaukee, Wis., state representative of the CP. (S) (U)

Inasmuch as this matter has been in a closed status since 1942 and the above-mentioned bulky exhibits serve no useful purpose, Bureau permission is requested to destroy these exhibits.

2 - Bureau (RM)
1 - New York (RM) (Info)
2 - Milwaukee
(1 - 66-1378)

JTD:MEK
(5)

CONFIDENTIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

ORIGINAL FILED IN

CLASS. BY SPY ELW/cal 2
REASON-FCIM II, 1-2.4.(2)
DATE OF REVIEW 8-3-82

66-3286 -
NOT RECORDED
150 AUG 5 1965

CONFIDENTIAL

DECLASSIFIED BY AUC 60290 BCE/DAG/ymw
ON 7/8/03

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106-03

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI
(ATTENTION: FOREIGN LIAISON SECTION)

DATE: 8/3/65

FROM : Legat, London (100-312-2)

SUBJECT: DESTRUCTION OF FILES
LONDON OFFICE

Destruction of Bureau Property - General

Re London letter 9/9/64.

Since submission of re London letter all outdated files within Legat's discretion have been destroyed and those remaining are minimum essential records.

(2) - Bureau cc Inspector Dunn
1 - Liaison (sent direct)
1 - London
JTM:rn
(4)

66-32826-1
NOT RECORDED
191 AUG 12 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cal

NOT RECORDED
1 AUG 9 1965

5-mg

FBI
RECEIVED: DEPT OF JUSTICE
FBI
AUG 3 3 PM '65
TRAINING DIV.
MAIL ROOM
FILES & COMMUNICATIONS
RECEIVED

35

62 AUG 13 1965

ORIGINAL FILED IN 66-4422-1

SAC, Milwaukee (102-1) CONFIDENTIAL 8/4/65

Director, FBI [(102-24)] (XXU) 1 - Shaw

66-3286 -

[YOUNG COMMUNIST LEAGUE
VOORHIS ACT] (XXU

APPROPRIATE AGENCIES
AND FIELD OFFICES
ADVISED BY ROUTING
SLIP(S) OF Class/DE
DATE 1/7/83

Reurlet 7/29/65.

Relet requests permission to destroy the bulky exhibit in captioned case which consists of negatives and prints of the minutes of the National Residence Board, Young Communist League, 9/3/38, and a letter from the program manager of Radio Station WIBA, Madison, Wisconsin, dated 10/13/41, enclosing a copy of an address given by James Hudson, who was then serving as State Representative of the Communist Party. (XXU

Inasmuch as the Young Communist League was dissolved in 1943, the Bureau has no objection to your proposed action in destroying the above-mentioned bulky exhibit. (XXU

DECLASSIFIED BY AUC 60290 BCE/DCG/ym
ON 9/8/03

APPROPRIATE AGENCIES
AND FIELD OFFICES
ADVISED BY ROUTING
SLIP(S) OF Class/DE
DATE 1/7/83

WGS:pah
(4)

NOTE:

The Young Communist League was in existence from 1923 to 1943. It was organized and maintained under strict Communist Party control. It dissolved in 1943, when the Communist International ceased to exist, and transformed itself into the American Youth for Democracy. Inasmuch as the Young Communist League has been out of existence for 22 years, there is no reason why Milwaukee should continue to maintain its bulky exhibit. (XXU

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AUG - 3 1965
COMM-FBI

CLASS. BY SP4 ELW/cal 2
REASON-FCIM II, 1-2.4
DATE OF REVIEW ADDR 8-3-82

WINNITEL

54 AUG 11 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

MAIL ROOM TELETYPE UNIT CONFIDENTIAL

ORIGINAL FILED IN 62-2

(XXU

OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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TO : MR. TAVEL

DATE: 8-4-65

FROM : L. E. SHOE

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

Destruction of Bureau Property - General

DESCRIPTION OF FILE: 86-0
FEDERAL LENDING AND INSURANCE AGENCIES-GENL.

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 23 sections beginning in 1934. The file is currently used but little mail is now put in the file, the majority of the mail being over 20 years old. The mail in the file relates to matters not within the investigative jurisdiction of the Bureau and in most cases has been referred to another Government agency.

This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete mail over three years old be destroyed. Mail of a policy or historical nature would not be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EAG
EHG:lmd
(3)

12/1/65 File reviewed & records destroyed EAG EAG

166-3286

NOT RECORDED
191 AUG 10 1965

Correspondence Section has no objections to destruction of these files. 8/5/65

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EWtaal

4 AUG 9 1965

RECORDS

265

AUG 18 1965

ORIGINAL FILED IN 166-2-0-98

OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27

5010-106-03

UNITED STATES GOVERNMENT

Memorandum

TO: DIRECTOR, FBI

DATE: 8/10/65

FROM: LEGAT, PARIS (66-145)

SUBJECT: BUPLANS - DESTRUCTION OF FILES IN THE EVENT OF AN EMERGENCY

ReBulet to Bern 5/8/64, captioned "DESTRUCTION OF FILES, ADMINISTRATIVE."

This is to advise that the destruction of files in the Paris Office is kept current on a monthly basis and is up to date for the fiscal year ending 6/30/65.

3 - Bureau
(1 - Liaison Section)
1 - Paris
NWP:eim
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP1E1 W/cal

66-3286-
NOT RECORDED
128 AUG 24 1965

EX-100

REC-72 66-17386-311

14 AUG 18 1965

ORIGINAL FILED IN 66-17386-311

53 AUG 25 1965

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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TO : Mr. Mohr

DATE: August 11, 1965

FROM : J. J. Casper

DESTRUCTION OF BUREAU PROPERTY - GENL

SUBJECT: MOVEMENT OF NATIONALS
SUGGESTION #47-66 SUBMITTED BY
SA [redacted]
DOMESTIC INTELLIGENCE DIVISION

b6
b7C

SUGGESTION: For records management purposes, suggests files at the Seat of Government pertaining to movement of Communist-bloc nationals (from the countries of Albania, Bulgaria, Czechoslovakia, East Germany, Hungary, Mongolia, Poland, Rumania, USSR and Yugoslavia) be purged of form-type data pertaining to visitors for pleasure entering the United States and similar data regarding transit (C-visa) visitors. This would not affect data concerning investigative results or any data in files pertaining to Communist-bloc diplomats or officials who have been assigned to the U.S., East-West Exchange Program visitors, or immigrants. It would not affect data pertaining to persons regarding whom we have conducted investigations since such data, if pertinent, would be in separate or individual case files. This procedure would bring Bureau files and indices in line with current practice in effect since 1/8/65, and will eliminate several thousand serials and index cards not having any real current value to our investigative work. Data which could be purged would include Form FD-210 (Notice of Arrival into or Departure from the United States of a Communist-bloc National); Immigration and Naturalization Service visa waiver notice; State Department Form FD-257 (Visa Data Slip with Photo); State Department name check request forms; and copies of State Department telegrams or airgrams containing notice of arrivals. Purging could be effected by having Records Section review all general files pertaining to movement of Communist-bloc nationals to eliminate and de-index all such communications pertaining to B-2 or C-visa visitors. The State Department name request form would be eliminated on all those where it is indicated the individual is a nonimmigrant and destination is shown to an individual and/or as "transit." The record of serials destroyed could be printed in ink on the inside of front cover of the file or by some similar procedure such as one typewritten page at top of file.

CURRENT PRACTICE: Manual of Instructions, Section 105E, pages 4e through 4g, was revised as of 1/8/65, and indicates as of that date Bureau will no longer maintain or index such form-type data on temporary visitors for pleasure from Communist-bloc countries.

Enclosure

MJL:wls

Completed By Purge 66-3286
Unit
136,406 refs de-indexed
66 1/3 Inches destroyed

NOT RECORDED
145 AUG 30 1965

SEP 7 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4EW

AUG 26 1965

"CONTINUED - OVER"

Memo Casper to Mohr
re: Movement of Nationals
Suggestion #47-66

ADVANTAGES: Proposed procedure would reduce filing space as well as eliminate unnecessary searching and file reviews in future, particularly as it pertains to name check procedures. It would reduce filing space for files; filing space for indices; eliminate costly listing of unnecessary references on future search slips; and, eliminate unnecessary handling of files that would otherwise be furnished for file reviews since the nonpertinent, nonderogatory data would be eliminated. The saving could only be estimated by Records Section and possibly only after purge of files and indices has been completed. Suggester lists as an example seven files containing 81,559 serials to which this idea would apply.

DISADVANTAGES: Suggester advised since all pertinent data would have been incorporated in separate case files and/or is already available in field offices no disadvantage is involved.

OBSERVATIONS: Domestic Intelligence Division advised idea has merit since it would save Agent as well as clerical time in addition to the space made available. This division requested views of Files and Communications Division be obtained regarding the feasibility of such a plan and an estimate of savings which would result from its adoption.

Files and Communications Division favored adoption of this proposal. It pointed out it has an active program of purging obsolete material from Bureau's master indices and in destroying extraneous material contained in Bureau files. During the first six months of 1965, approximately 380 file cabinet drawers have been reclaimed through destruction of obsolete material. A procedure along these lines has been in effect for many years in the Records Branch. The Supervisors' Manual points out the desirability of supervisory personnel advising the Records Branch of material which is no longer of value, in order that such material may be removed from the records system. There is no question concerning the fact that purging our records of such extraneous outdated material has been beneficial. However, no dollar and cent cost figure is available to use in estimating savings resulting from this procedure.

The Training Division agrees suggestion has merit and should be adopted. Since it has been ascertained, a saving cannot be estimated for this procedure it is felt the suggester should be given a letter of commendation for bringing this type of material to the attention of the Bureau.

Memo Casper to Mohr
re: Movement of Nationals
Suggestion #47-66

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter of appreciation forwarded to the suggester. He has been thanked by prior letter.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to purge our files and indices of the type material described by the suggester.

TICKLER SET TO FILES & COM PURGE

7-66 (Rev. 10-8-64)

80-768

August 12, 1965

1 - Mr. Newman (direct)
1 - Mr. Matter

Special Agent in Charge, Albuquerque

Re: TECHNICAL EQUIPMENT
BRIEFCASE RECORDERS

Dear Sir:

Destruction of Bureau Property

The following concerns the technical equipment of your office:

Bureau records indicate the following tape recording equipment is assigned to your office:

Cub Corder Model S 1001

Inasmuch as it is becoming increasingly difficult to keep this equipment in good operating condition due to scarcity and cost of parts, these units are being removed from service. The above equipment should be returned to the Bureau, attention Electronics Section, for destruction.

A decision will be made later as to a replacement for this equipment. Adjust your inventory accordingly and submit the proper forms to the Property Management Section of the Bureau. A copy of the letter transmitting these forms will suffice for a package invoice.

ORIGINAL FILED IN

66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 [illegible]

NOT RECORDED 141 AUG 16 1965

JMM:bwd
(5)

NOT RECORDED 1 AUG 12 1965

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

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MAILED 8
AUG 12 1965
COMM-FBI

20 AUG 17 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. Tavel

DATE: 8-4-65

FROM : L. E. Short

SUBJECT: SUGGESTION #47-66
DESTRUCTION OF BUREAU RECORDS

Comments of this Division requested concerning proposal of SA [redacted] to purge Bureau files of certain material pertaining to movement of communist-bloc nationals.

b6
b7C

This material is no longer being placed in Bureau files.

Personnel of the Files and Communications Division favor adoption of SA [redacted] proposal. The Records Branch has an active program of purging obsolete material from the Bureau's master indices and in destroying extraneous material contained in Bureau files. For example, during each of the past three years approximately 500,000 index cards have been removed from the Bureau's master index. During the first six months of 1965 approximately 380 file cabinet drawers have been reclaimed through destruction of obsolete or extraneous material.

The procedure of eliminating extraneous material from the Bureau's master indices and central files has been in effect for many years in the Records Branch. The Supervisors' Manual points out the desirability of supervisory personnel advising the Records Branch of material which is no longer of value, in order that such material may be removed from the Bureau records system. There is no question concerning the fact that purging our records of extraneous outdated material has been beneficial. However, no dollar and cent cost figure is available to utilize in estimating ~~it~~ savings which result from this procedure.

b6
b7C

RECOMMENDATIONS:

(1) That SA [redacted] suggestion be adopted.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/cal

(2) For referral to the Training Division.

166-32876
NOT RECORDED
105 AUG 30 1965

64-5205-
AUG 26 1965

LES:aga
(3)

Memo Casper to Mohr 8/11/65 ML:wls
Let to Comm. 8/12/65 ML:wls

AUG 27 1965

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2-9/Kline

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106-03

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 8/16/65

FROM : LEGAT, BONN (66-16)

SUBJECT: BUPLANS - DESTRUCTION OF FILES
Destruction of Bureau Records

The file destruction program of this office has been considered and there appears to be no reason to recommend any change in the schedule for periodic destruction of files here. I regard the volume of files presently in this office to be manageable and believe that they could be destroyed in the event of any foreseeable emergency.

3 - Bureau
(1 - Liaison Section)
1 - Bonn
(4) GAV:tlc

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DATE 8-2-82 BY SP4ELW/cal

REC-21

66-17380-1649

EX-102

14 AUG 19 1965

66-3286-

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128 AUG 24 1965

Copy retained Room 5149 WFB

53 AUG 30 1965

Wilson
Do not (C.C.)

ORIGINAL FILED IN 66-17380-1649

66-3286
64-5803

August 12, 1965

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion concerning the disposition of certain material contained in the files at the Seat of Government. I am pleased to advise you this proposal is being adopted and steps are being taken to place it into effect.

It is indeed gratifying to note the improvements that have been made in our operations as a result of the ideas which have been submitted. You are to be commended for the initiative you displayed in giving me the benefit of your thoughts on this matter.

Sincerely yours,
J. Edgar Hoover

MAILED 2
AUG 12 1965
COMM-FBI

1 - Mr. Sullivan
1 - Miss Usilton
1 - Personnel file of SA [redacted]
ML:wls
(6) (Suggestion #47-66)

NOTE: Based on memorandum Casper to Mohr, ML:wls, 8/11/65, re: Movement of Nationals Suggestion #47-66 submitted by SA [redacted] Domestic Intelligence Division.

b6
b7C

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

20 SEP 7 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106-03

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: 8/17/65

FROM : Legat, Manila (66-3)

SUBJECT: DESTRUCTION OF FILES
Re Foreign Operations Manual, Section 6, p. 13.

File destruction program is current.

3 - Bureau — CC Inspection Div
(1 - Foreign Liaison)
1 - Manila
RBH:ejg
(4)

FBI MANILA
AUG 20 3 PM
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66-3286-

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5 AUG 26 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4EWLB/cal

181
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50 SEP 13 1965

DWO

TEN-4

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
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Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan

FROM : R. D. Cotter

DATE: September 2, 1965

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. DeLoach
1 - Mr. Sullivan
1 - Mr. Cotter
1 - Mr. Wacks

SUBJECT: GEORGE JOHN GESSNER
ATOMIC ENERGY ACT

Destruction of Bureau Records - Gen.

In my memo, August 26, 1965, (attached), pertaining to the question of immunity promised subject by Army interrogators, it was pointed out that Special Agent [redacted] first advised the San Antonio Office of the Army's promise of immunity by routing slip dated April 27, 1961, which is now destroyed. Director asked why such a document was destroyed.

b6
b7C

The routing slip submitted by SA [redacted] was an informal accounting and in the nature of a summation of what he overheard. On May 9, 1961, he submitted a memorandum to the Special Agent in Charge, San Antonio Office, detailing such conversation pertaining to possible immunity promises. The routing slip was destroyed only after the information had been placed in a formal Bureau communication. It is noted that the routing slip in question did not contain the type of written information which it is necessary to retain under current policy of the Justice Department. Moreover, it is not expected that the routing slip will, in any way, become an issue in connection with this case.

ACTION:

For the Director's information.

Enclosure

117-2382

JFW:mdp
(7) mdp

should not have been destroyed

66-3256

117-2382

NOT RECORDED
46 SEP 18 1965
10 SEP 13 1965

ENCLOSURE

ORIGINAL FILED IN 117-2382-1

209
53 SEP 15 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/cal

PERSONAL ATTENTION
SAC LETTER NO. 65-52

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

September 21, 1965

In Reply, Please Refer to File No. O

Destruction of Bureau Property - Genl.

(A) RETENTION OF PROPERTY -- In an important security investigation a hotel registration card was obtained as an item of possible evidence. Subsequently, this item was not used as evidence during the trial. Thereafter, the card was retained in the files of a field office for a period of approximately ten years and then destroyed without consultation with the Bureau or the United States Attorney. This should not have been done and the action may cause great embarrassment to the Bureau since the registration card may be of interest in future legal action.

All personnel of your Office should be completely familiar with Part II, Section 8, Subsection E, pages 19 and 20, of the Manual of Rules and Regulations relating to the retention and destruction of property. I want to make it clear that no such action should be taken in the future without prior consultation with the United States Attorney.

ORIGINAL FILED IN 66-0-4-3389

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-14-81 BY 6393 VRT/cmj

66-3286-

NOT RECORDED
46 SEP 30 1965

51 OCT 1965

F168

Sept[illegible]r 23, 1965

Destruction of Bureau Property - General

PROPOSED CHANGE IN MANUAL [illegible] RULES AND REGULATI[illegible]

Part II, Section 3D 8, "Destruction of files and r[illegible]rds," item o, page 15a, should be amended by adding the following new it[illegible] as item [illegible]. The remaining items should be renumbered.

o. Files and records to be destroyed after SOG field office inspection

(1) Copies of memoranda maintained in control file on cases closed by memorandum upon the authority of the SAC.

1 - Mr. Felt
FMB:vac
(5)

NOTE: SAC Letter 64-5 (C) dated 1/28/64, advised that the field would be instructed in the inspection letter when to destroy the control file maintained on cases closed by memorandum upon the authority of the SAC. The above change for the Manual of Rules and Regulations is submitted for approval so that the field will know when to destroy this file and this information will not have to be included in the inspection letter to the SAC.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/cal

FBI RECEIVED

NOT RECORDED 191 SEP 28 1965

NOT RECORDED 1 SEP 27 1965

66-3286-

Tolson
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Mohr
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Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

FELT 30 SEP 28 1965

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10-4-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

✓ Rosen
✓ DeLoach

DESCRIPTION OF FILE: 23-0
PROHIBITION-GENL. DESTRUCTION OF BUREAU PROPERTY - GENL.

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 27 sections beginning in 1923. The file is currently used but little mail is now put in the file, the majority of the mail being over 20 years old. The mail in the file relates to matters not within the investigative jurisdiction of the Bureau and in most cases has been referred to the Alcohol Tax Unit, Treasury Department.

This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete mail over three years old be destroyed. Mail of a policy or historical nature would not be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4EW/cal

EHG:lmd
(3)

This matter is of No interest to 5 10/5
6. It does not involve a violation
being handled by 6. Rg

66-3286
NOT RECORDED
210CT 8 1965

Files removed & serials destroyed 1/12/66 Const Mcw

OCT 11 1965

OCT 8 3 53 PM '65

RECD

ORIGINAL FILED IN 23-0-38341

L. E. Short to Tavel Memo
RE: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 23-0
PROHIBITION-GENL.

ADDENDUM: 10-7-65 RWE:ncr

Sections 15 and 22 of the 23-0 file were reviewed as a sampling of the type material located in this category.

It was determined that it is not necessary to retain this type mail as it does not generally pertain to matters within the jurisdiction of the Bureau.

It is noted that very little mail is sent to this file at the present time as a system has been evolved whereby any materials pertaining to the Alcohol and Tobacco Tax Division are referred to that agency by means of a form referral slip. A copy of the information referred is retained by the Correspondence and Tours Section for a period of 90 days and the data is not sent to file as it is unnecessary.

It is, therefore, recommended by the Crime Records Division, which handles the bulk of the material normally appearing in this file, that the nonpertinent mail be destroyed. Care should be taken, however, to retain any mail of a policy or historical nature and mail less than three years old should not be destroyed.

Mr. Tavel 10-21-65

L. E. Short

Destruction of Bureau Records - General

DEINDEXING OF GERMAN RESIDENTS IN BOLIVIA
Bufile ~~64-2998-Sub A~~

Various serials in this file contain approximately five hundred references. Serials 26, 28, and 48 are lists of leading Nazis in Cochabamba, Bolivia. Serial 46 is a list of members of the German Club in Oruro, Bolivia.

The attached file contains lists of names which have been called to our attention by personnel engaged in Name Check work. They advise the frequency of reference to these listings causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be deindexed through removal of these cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 Identification Building.

RECOMMENDATION:

For referral to the appropriate substantive division.

Enclosure
(1) - 66-3286

JPB:jam
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/Cal

66-3286-

NOT RECORDED
191 NOV 3 1965

ADDENDUM FROM DOMESTIC INTELLIGENCE DIVISION 10/21/65, WHA:mjg:

Since this information was secured during 1942 and since there is a lack of identifying data, there is no reason that serials 26, 28, 46, and 48 should not be deindexed.

15 NOV 8 1965

ORIGINAL FILED IN 65-4-1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-12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21-5222-5223-5224-5225-5226-5227-5228-5229-5230-5231-5232-5233-5234-5235-5236-5237-5238-5239-5240-5241-5242-5243-5244-5245-5246-5247-5248-5249-5250-5251-5252-5253-5254-5255-5256-5257-5258-5259-5260-5261-5262-5263-5264-5265-5266-5267-5268-5269-5270-5271-5272-5273-5274-5275-5276-5277-5278-5279-5280-5281-5282-5283-5284-5285-5286-5287-5288-5289-5290-5291-5292-5293-5294-5295-5296-5297-5298-5299-5300-5301-5302-5303-5304-5305-5306-5307-5308-5309-5310-5311-5312-5313-5314-5315-5316-5317-5318-5319-5320-5321-5322-5323-5324-5325-5326-5327-5328-5329-5330-5331-5332-5333-5334-5335-5336-5337-5338-5339-5340-5341-5342-5343-5344-5345-5346-5347-5348-5349-5350-5351-5352-5353-5354-5355-5356-5357-5358-5359-5360-5361-5362-5363-5364-5365-5366-5367-5368-5369-5370-5371-5372-5373-5374-5375-5376-5377-5378-5379-5380-5381-5382-5383-5384-5385-5386-5387-5388-5389-5390-5391-5392-5393-5394-5395-5396-5397-5398-5399-5400-5401-5402-5403-5404-5405-5406-5407-5408-5409-5410-5411-5412-5413-5414-5415-5416-5417-5418-5419-5420-5421-5422-5423-5424-5425-5426-5427-5428-5429-5430-5431-

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10-19-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 12-0
NARCOTICS-GENL. DESTRUCTION OF BUREAU PROPERTY-GENL

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 57 sections beginning in 1921. The mail in sections 1 thru 30 is all over 20 years old. The mail in these sections relates to matters not within the investigative jurisdiction of the Bureau and in most cases was referred to the Bureau of Narcotics, Treasury Department. Much of this old mail is inter-office and was referred to the Narcotics Bureau from the Field Offices.

This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete mail over 20 years old be destroyed. Mail of a policy or historical nature would not be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

166-3286
NOT RECORDED
130
OCT 25 1965

EHG:lmd
(3)

This material is of no interest to Div 6. It is not handled by this Division in any manner. No supervisor in 6 would have any interest in it. Completed 11/3/66 mcw

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12-2-92 BY SP4 ELW/Cal

OCT 26 1965

ORIGINAL COPY FILED IN 12-0-6715

Mr. Tavel 10-21-65

L. E. Short

Destruction of Bureau Records - General

DEINDEXING OF JAPANESE RESIDENTS IN BOLIVIA
Bufile ~~64-2908-B-4~~

This serial consists of approximately two hundred names of Japanese living in La Paz, Bolivia, in 1943.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 Identification Building.

RECOMMENDATION:

For referral to the appropriate substantive division.

Enclosure
(1) - 66-3286

Done 11/5/65 pr

JPB:jam
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cal

ADDENDUM FROM DOMESTIC INTELLIGENCE DIVISION 10/21/65 WHA:mjg:

Since this information was secured during 1942 and since there is a lack of identifying data, there is no reason that this serial should not be deindexed.

166-3286

NOT RECORDED
191 NOV 3 1965

5 NOV 8 1965

ORIGINAL FILED IN 66-3286-B-11

Mr. Tavel 10-21-65

L. E. Short

Destruction of Bureau Records-General

DEINDEXING OF AUSTRIAN RESIDENTS IN BOLIVIA
Buffile ~~64-2908-N-1~~

This serial consists of approximately two hundred names of members of the Free Austrian Organization in Cochabamba, Bolivia, as of November, 1942.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 Identification Building.

RECOMMENDATION:

For referral to appropriate substantive division.

Enclosure
(1) - 66-3286

Done 11/5/65 AW

JPB:jam
(4)

66-3286-
NOT RECORDED
191 NOV 3 1965

ADDENDUM FROM DOMESTIC INTELLIGENCE DIVISION 10/21/65, WHA:mjg:

In view of nature of this information and lack of identifying data, there is no current reason for retention of the indexing on this list of names.

55 NOV 8 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW1 cal

ORIG. FILED IN 64-2908-N-1

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10-22-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 98-0-sub 2
STRIKES REPORTED BY WAR DEPARTMENT
@ DESTRUCTION OF BUREAU PROPERTY - GENL

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 62 sections beginning in 1941 and ending in 1945. The file contains memos from the War Department listing names of Companies where strikes and labor disputes occurred affecting War Department Procurement.

This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete mail be destroyed. Mail of a policy or historical nature would not be destroyed.

Destruction of this mail would result in saving space in the file room. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

EHG:lmd
(3)

SEE ADDENDUM PAGE TWO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EWJ/cal

166-388
NOT RECORDED
79 OCT 28 1965

over

OCT 29 1965

ORIGINAL FILED IN 98-0-sub 2

ADDENDUM: Domestic Intelligence Division, 10/26/65, RDS

The file referred to in the above memorandum consists primarily of memoranda from the War Department during the war years which lists the names of companies where strikes and labor disputes occurred which in some manner affected War Department procurement. All of this data is now completely outdated, refers to the World War II period, and there does not appear to be any valid reason for its continued retention.

The Files and Communications Division has advised it has guide lines for the review and destruction of outdated material and if the destruction of this file is approved it will be carefully reviewed by trained personnel and all serials contained in the file determined to be of a policy or historical nature will not be destroyed.

RECOMMENDATION:

It is recommended that the Files and Communications Division make arrangements to have this file carefully reviewed and to destroy those serials which are determined to be lists of companies received from the War Department in which strikes or labor disputes were involved. All other mail should be retained, including all mail of a policy or historical nature.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10-27-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 1-2639
FBI WAR TRAFFIC SCHOOL ①

DESTRUCTION OF BUREAU PROPERTY-GENERAL

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of a general file and a sub file for each Field Office. The sub files were used only during 1942 when the Bureau conducted a War Traffic School for Police. The material in the Field Office sub files pertains to lectures and conferences, schedules, lists of individuals attending the schools and other administrative type of mail. It is proposed that the sub files be reviewed and all mail that is of no permanent value be destroyed. Mail of a policy or historical nature would not be destroyed and would be filed in the general file.

Destruction of this mail would result in saving space in the file room. This category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Training Division review the above listed file to determine if any reason exists which would preclude destruction of the Field Office sub files. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Training Division

ORIGINAL FILED IN 1-2639-6089

EHG: lmd
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW Cal

166-3286
NOT RECORDED
79 OCT 28 1965 62

OCT 29 1965

SAC,

Director, FBI (66-629)

BUREAU CODES - DISPOSITION OF SURPLUS CIPHER PADS

Buded

Each field office is currently required to maintain a minimum of five enciphering and five deciphering one-time cipher pads.

Bureau has determined this number can be reduced to two enciphering and two deciphering pads of the newer 100-page type. Some offices have only one of this type and therefore should retain, in addition, two of the 50-page type.

Your office should retain deciphering pads numbers _____, _____, and _____; and enciphering pads numbers _____, _____, and _____.

Return to Bureau, attention FBI Annex by cover letter, deciphering pads numbers _____, _____, and _____; and enciphering pads numbers _____, _____, and _____.

Additional pads to be retained or returned to Bureau are listed on attachment to this letter.

ACF:cmm
(5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-2-82 BY SP4ELW/cal

1 - Mr. Downing (sent direct)

NOTE: Memo Wherry to Tavel captioned Bureau Codes, dated September 17, 1965 obtained Bureau approval to dispose of all but two each enciphering and deciphering pads for each office. This letter is to effect the disposition of pads surplus to the needs of this office.

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MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286-

ENCLOSURE

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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Gandy

TO : Mr. Tavel

DATE: November 2, 1965

FROM : L. E. Wherry, Jr.

SUBJECT: DESTRUCTION OF PROPERTY - GEN'L
BUREAU CODES -
DISPOSITION OF SURPLUS CIPHER PADS

By memorandum 9/17/65 we obtained approval to dispose of a portion of the cipher pads presently held by each field office and each Legal Attache.

Attached is a proposed letter format which we desire to use to effect the disposition of cipher pads surplus to the needs of each individual office or Legal Attache. With approval of the attached plastiplate master and Mechanical Section requisition Communications Section will forward individually addressed letters to the offices and Legal Attaches. The file copy of each letter will be retained in the appropriate field office file at Seat of Government.

RECOMMENDATION:

That the attached plastiplate master and Mechanical Section requisition be approved for printing sufficient copies of proposed letter format to effect the disposition of surplus cipher pads.

ORIGINAL FILED IN 66-6209-1208

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

Enclosures

1 - Mr. Downing, sent direct

ACF:lkt
(3)

1 ENCLOSURE
69 NOV 18 ENCLOSURE

66-3286
NOT RECORDED
102 NOV 18 1965

18 NOV 8 1965
COMM SEC

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Sullivan
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Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 11-9-65

FROM : E. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 65-2540
ESPIONAGE-INDIVIDUALS OFFERING SERVICES

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 52 sections beginning in 1938. The majority of the mail is dated in 1941 and 1942 and all of the mail in the file is over 20 years old.

The file contains letters from the general public offering their services and suggestions regarding the National Defense program during that period of time. No investigations resulted from these communications and they serve no useful purpose. This material is outdated and there appears to be no reason for its continued retention. It is proposed that the file be reviewed and all obsolete material be destroyed.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the appropriate substantive division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/cal

166-3286 —
NOT RECORDED
103 NOV 18 1965

EHG:lmd
(3)

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION LFS:ssh 11/16/65

Domestic Intelligence Division concurs with recommendation that letters in this file from public offering services or suggestions be destroyed. Any correspondence found to contain information beyond above description (for example, derogatory information concerning individual) should be retained.

NOV 17 1965

ORIGINAL FILED IN 65-2540-8

© DESTRUCTION OF BUR. PROP. - GEN.

"Employee Suggestion
FD-252 (Rev. 9-11-59)"

#34866

b6
b7C

Date
NOVEMBER 10, 1965

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		FOUR

SUGGESTION

I suggest that the Purge Unit purge all main cards made up on city and state or county and state from the 95 files where main cards have been made on name of subject and victim.

I suggest that as a continuing program of purge of these cards that Form #7-39 and other mail be routed to Consolidation by G. I. and Classifying when subject has been circled on city or county and state if the name of subject and or victim is given.

DESTRUCTION OF BUREAU RECORDS - Gen'l

Current practice or rule (Include manual citation as well as facts)

Classifiers circle city or county and state on unknown subject cases in the 95 classification. The Laboratory sends out Form #7-39 (example attached) to law enforcement agencies requesting the name of subject

Advantages of suggestion and annual savings (include basis for estimate)

cont. page 2

This procedure will eliminate unnecessary main cards from the index. There are approximately 150 main cards made up on Washington, D. C. under the 95 classification.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

Disadvantages of suggestion

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☑ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

File Assistant

Unfavorable - See comments, page 2

66-32486-
NOT RECORDED
102 NOV 22 1965

Signature and Title

(Do not write in this space - for Bureau use only)

Ltr. of ack 11-18-65 & Minutes

ENCLOSURE

25 NOV 19 1965

ORIGINAL FILED IN 66-5081

CURRENT PRACTICE OR RULE CONTINUED:

and victim. When these forms are classified the subject and victims are circled into the main file therefore making the main card on city or county and state unnnecessary/

Examples:

0 Hot Springs, South Dakota
95-125468

0 Towson, Maryland
95-125700

Suggestion by [redacted]

b6
b7C

COMMENTS:

Suggestion recommended unfavorably for adoption. A survey has been conducted of 91 files in 95 (Laboratory matters) classification, which reflected only three cards would have been suitable for purge. In view of results of survey which reflects purge of these files would be relatively unproductive, suggestion to set up specific program to purge these files is not recommended. Of course, any files reviewed in 95 classification incidental to our normal purge operations will be purged of any references not deemed necessary for permanent retention.

RECOMMENDATION:

That this suggestion be referred to Training Division for appropriate acknowledgment.

JWM:cjb
(6)

11/17

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 11-22-65

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILES:
94-4 MAIN FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4ELW/cal

The above listed files have been called to our attention by personnel of the Consolidation Unit. The 94-4 classification was discontinued in 1944 at which time the 94 classification was used for this type of material and other general correspondence. The files run from #1 through #7009. The files contain the following types of mail:

> requests to be placed on mailing lists, requests for pamphlets, requests for autograph photograph of the Director, requests for tours and other miscellaneous information.

This material is outdated and there appears to be no reason for its continued retention. It is proposed that the files be reviewed and all files containing the above type of mail where all of the mail in the file is twenty years old be destroyed. Records Branch has approval to destroy mail re mailing lists, requests for pamphlets and information re tours in a number of general type files.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

66-3286

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

66-3286-1002

RECORDED COPY FILED IN

12 NOV 29 1965

RECOMMENDATION:

For referral to the appropriate substantive division.

ADDENDUM: CBF: Crime Records agrees files should be destroyed as outlined above. 9/24/65.

EHG:lmd
(3)

NOV 29 1965

DESTRUCTION OF BUREAU PROPERTY - GENL.

November 18, 1965

PERSONAL

66-3286-

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

I have received your suggestion that certain main cards be purged from the indices when the names of the subject and victim are known and that a continuing program be established along these lines. A survey has been made regarding this matter and the results indicate a specific program is not warranted due to the small amount of cards which would fall in this category.

The interest and thoughtfulness which led you to submit your idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 10
NOV 18 1965
COMM-FBI

FBI
NOV 18 12 14 PM '65
FBI - HEADING ROOM

ORIGINAL FILED IN 66-5084-1130

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EWW Cal

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]
MLL:wls
(5) (Suggestion 348-66 dated 11/10/65)

NOTE: Suggests all main cards be purged which are made on city and state or county and state from 95 files when cards have been made on name of subject and victim. Also, that a continuing program be established of routing such mail to Consolidation and Classifying Units from General Index when subject has been circled on city or county and state if name of subject and/or victim is given.

SEE PAGE TWO

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MAIL ROOM ☐ TELETYPE UNIT ☐

57 NOV 29 1965

NOTE CONTINUED

Files and Communications Division advised a survey has been conducted of 91 files in 95 (Laboratory Matters) classification which reflected only three cards could have been purged in this group. In view of these results which were relatively unproductive, idea to set up specific program to purge these files was not recommended. This division did, however, advise any files reviewed in the 95 classification incidental to normal purge operations would, of course, be purged of any references not deemed necessary for permanent retention.

Due to the results of the survey conducted by Files and Communications Division, it appears proposed action not warranted. The Training Division recommends idea not be adopted.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

1-M Conrad
1-Mr. Berley, 7410

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Tele. Room
Holmes
Gandy

TO : Mr. Conrad

DATE: 11/23/65
1-Office, 7133

FROM : R. H. Jevons

DESTRUCTION OF PROPERTY-GENL

SUBJECT: GUNS FOR DISPOSITION OF GUNS

The guns listed below are no longer of evidentiary value. Authorization has been granted for their disposition by the interested offices and has been coordinated with the appropriate case supervisors. These weapons are of no value to the Reference Firearms Collection and are in excess of the Bureau's needs.

In accordance with authorization granted (memorandum 10/1/64, 80-14 Sub 1), the weapons have been destroyed by sawing them into pieces, which are being forwarded to Quantico for disposal at the Marine Corps Salvage Yard.

Bufile	Description	Serial No.
88-34792	.22 Caliber Rohm revolver	721745
26-164804	.22 Caliber Hi-Standard automatic pistol	287851
87-47710	.22 Caliber Hi-Standard automatic pistol	187972
26-340722	.30 Caliber U. S. Carbine	127737
91-21954	.30 Caliber U. S. Carbine	6406980
91-16033	.32 Caliber Colt automatic pistol	194944
91-21167	.32 Caliber Savage automatic pistol	113018
70-30347	.32 Caliber U. S. Revolver Co. revolver	7563
91-21580	7.65 mm Beretta automatic pistol	818487
137-12570	7.65 mm Beretta automatic pistol	551075
88-33808	.38 Caliber Smith and Wesson revolver	211670
26-340722	.38 Caliber Webley revolver	155647
91-22247	.38 Caliber Iver Johnson revolver	96511
91-13911	.45 Caliber Colt submachine gun	99
91-21358	6.35 mm Beretta automatic pistol	63622A
91-20219	.38 Caliber Harrington & Richardson revolver	122600
91-21008	.45 Caliber U. S. Pistol, Model 1911A1	737200
42-191476	.32 Caliber Iver Johnson revolver	34166
91-20219	12 Gauge Hopkins & Allen shotgun	183398
91-18872	.22 Caliber Pic starters revolver	None

JAN 5 1966

A copy of this memorandum is being placed in each of the Bufiles involved.

ACTION: For information.

80-14-1
6 JAN 11 1966

66-3286-
NOT RECORDED
102 JAN 6 1966

SEVEN

ORIGINAL FILED IN 80-14-1

DESTROYED

66-32 86-1003

December 14, 1965

PERSONAL

REC- 113

Miss [redacted] b6 b7C
Federal Bureau of Investigation
Washington, D. C.

Dear Miss [redacted]

I have received your suggestion concerning the disposition of material contained in a particular main file and its subsections. This proposal has been carefully considered and it has been decided it should not be adopted. Since active mail is still being received on these matters, it is not believed feasible to purge the previous correspondence from our files and indices.

The interest you displayed in giving me the benefit of your observations on this subject is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 3
DEC 14 1965
COMM-FBI

DEC 14 4 17 PM '65
FBI
RECD-READING ROOM

1 - Mr. Tavel
1 - Personnel file of Miss [redacted] b6 b7C
MJL:wls
(5)
(Suggestion 394-66 dated 12/9/65)
NOTE: Based on memorandum L. E. Short to Mr. Tavel, JLB:bpr, 12/9/65, re: [redacted] GS-5, File Review Unit, EOD 6-15-53, Suggestion.

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JAN 7 1966

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/cal

DEC 14 4 32 PM '65
FBI
RECD-DIRECTOR

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
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Gandy

TO : Mr. Tavel

DATE: 12-9-65

FROM : L. E. Short

b6
b7C

SUBJECT: [redacted]
GS-5, File Review Unit
EOD 6-15-53

SUGGESTION # 394-66 Destruction of Bureau Property

Captioned employee who is assigned to the File Review Unit of the Files and Communications Division has suggested through this division's Streamlining Committee that the material in file 105-16424 and subs be destroyed. She pointed out that the mail in this file contains no derogatory information and consists of forms on persons entering the United States for an indefinite period of time. She states this material takes up 62 cabinet drawers of space.

In researching this material, it has been determined that although the mail is no longer going in this file, the current active mail for this file is now being placed in file number 105-1 and subs. The mail consists of United States Immigration and Naturalization forms I-57 and are on diplomatic persons or other individuals in official capacity who are visiting the United States from foreign countries. The subs separate these forms according to the particular country the person is representing. It is felt that since the forms are still being submitted to the Bureau there appears to be no way to deindex these forms at the present time. In view of this, Streamlining Committee feels that this suggestion should not be adopted which opinion is shared by supervisory personnel of this division.

RECOMMENDATION:

For referral to the Training Division.

JLB:bpr
(4)

REC- 113

66-3286-1003

17 DEC 23 1965

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EJW/cal

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Wick
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 1/4/66

FROM : J. J. Casper

SUBJECT: WOMEN'S CLUB CONTACTS GENERAL SUGGESTION 42-66 SUBMITTED BY MRS. [redacted] FILES AND COMMUNICATIONS DIVISION

b6
b7C

Destruction Gen

SUGGESTION: That the file on Women's Club contacts 66-8080 with subsections 1 through 53 be consolidated into the main 94 files on Women's Clubs since such mail is now filed in this main 94 file.

ADVANTAGES: Proposed procedure would save some filing space and this information is of no real value since material in this file is over 20 years old.

OBSERVATIONS: The Streamlining Committee, Files and Communications Division recommended the idea be carried further than proposed and that the material contained in this file be reviewed and destroyed if the Crime Records Division had no objection.

Crime Records Division posed no objection to the action recommended by the Files and Communications Division that the mail which is 20 years old in the 66-8080 file with subsections be reviewed for destruction, if of no value.

The Training Division agrees this idea merits adoption as extended by the Files and Communications Division. The material which is over 20 years old in the 66 file in question would be reviewed for destruction and what is of value would then be consolidated into the main 94 file on Women's Clubs.

ORIGINAL FILED IN 66-8080-26

Enclosure
1 - Mr. Tavel
ML/njm
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-2-82 BY DISPUEWICAL

10 JAN 1966

"CONTINUED-OVER"

66-3286
NOT RECORDED
199 JAN 10 1966

66 JAN 18 1966

2 airtels

Memo Casper to Mohr
Re: Women's Club Contacts General Suggestion 422-66 Submitted by Mrs. [redacted]
Files and Communications Division

b6
b7C

RECOMMENDATIONS:

(1) That the suggestion as modified be adopted and the attached letter of appreciation forwarded to the suggester. She has been thanked by prior letter.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to take appropriate action.

VIEWS OF THE CRIME RECORDS DIVISION RE: SUGGESTION 422-66

b6
b7C

Suggestion Submitted by

[redacted]

Files and Communications Division

ADDENDUM: Crime Records Division 1-3-66 DRM:gw

The Crime Records Division has no objection to the recommendation of the Files and Communications Division Streamlining Committee that the 20-year-old material in the [redacted] file on Women's Club contacts, with its subs, be reviewed and destroyed if of no value.

1-3-66

Mrs. Carpenter Mohr
MLLogie 1/4/66

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12-27-65

FROM : L. E. Short

SUBJECT: [redacted]
GS-5, Service Unit
EOD 11-5-51

b6
b7C

SUGGESTION

4-22-66 (GEN)

Captioned employee who is assigned to the Service Unit, Files and Communications Division, has suggested through this division's Streamlining Committee that the file on Women's Club contacts 66-8080 with subs 1-53 be consolidated into the main 94 files on Women's Clubs. Mrs. [redacted] advises that the mail is now filed in the main 94 file on the Women's Clubs. Streamlining Committee is of the opinion that the 66 file with its subs has no real valuable information contained therein and feel this suggestion should be carried further to review that material and destroy same if possible. It is noted that all material in this file is over 20 years old. Streamlining Committee recommends that this material be reviewed and destroyed if the Crime Records Division has no objection. Supervisory personnel of this division agree with this recommendation.

RECOMMENDATION:

For referral to the Training Division. Destruction of Bureau Property

JLB:jpr
(4)

Set of ack 12-29-65 JER:wls

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/ca

66-3286
NOT RECORDED
199 DEC 30 1965

60 DEC 30 1965

66 JAN 18 1966

ORIGINAL FILED IN 66-8080-1

Recvd 1/26/66

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Wick
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 1/17/66

FROM : J. J. Casper

b6
b7C

SUBJECT: MAIL
SUGGESTION 440-66 SUBMITTED BY
SA [redacted]
CRIME RECORDS DIVISION

Destruction of Bureau Property
Gen
Memorandum to mail be photographed for file in lieu of filing

SUGGESTION: That in the future when correspondence is received from an individual on whom a card is maintained in the mental indices in the Correspondence and Tours Section and this correspondence indicates a change of address, a notation be made on a plain sheet of bond paper, 8 1/2 inches by 11 inches in size, showing the following information: The fact that a letter dated _____ was received; the address differed from the one on the existing mental card; the card was changed and setting out the new address and file number (sample attached). This sheet would then be filed and the letter destroyed.

CURRENT PRACTICE: A small slip similar to that proposed is placed on the incoming mail and it is sent to file.

ADVANTAGES: These incoming letters, which are usually rambling and incoherent, need not be filed. They are usually very long and sometimes reach 25 to 30 pages in length. Proposed procedure would save considerable filing space over a period of years.

OBSERVATIONS: Crime Records Division recommended adoption. It advised this appeared to be an excellent idea for the conservation of filing space and filing time. A basis already exists in file for the mental card and additional mail serves no purpose. All mental mail is read by a Special Agent Supervisor prior to destruction and any needed action is taken.

Files and Communications Division did not oppose this idea; however, it believed the correspondence sent to file in lieu of the letter from the individual should be in the form of a regular memorandum rather than having the necessary information typed on a blank sheet of paper.

ORIGINAL FILED IN 66-3286

66-3286
NOT RECORDED
199 JAN 25 1966

8 JAN 25 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 ELW/cal

Enclosure
1 - Mr. DeLoach
1 - Mr. Wick
MML:wls
(4)

"CONTINUED - OVER"

54 FEB 2 1966

Memo Casper to Mohr
re: Mail
Suggestion 440-66

The Training Division agrees with the Files and Communications Division that it would be desirable to have this information set forth on the regular office memorandum form (OF-10) for better appearance and records management. It appears this could be accomplished by having the memorandum directed to the Section Chief from the Unit Chief where it could be initialed directly for file without necessity for going through channels for initialing. By using the memorandum form, a date would also be included showing preparation date and this is desirable. It is felt this type of memorandum could be prepared without need for an abstract and this would facilitate handling this procedure.

RECOMMENDATIONS:

(1) That the suggestion as modified be adopted and the attached letter of appreciation forwarded to the suggester. He has been thanked by prior letter.

(2) On approval, this memorandum will serve as the authority for the Crime Records Division to place the modified procedure into effect.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

TO : Ralph W. Engelmeier

DATE: 2-14-66

FROM : Donna C. Lynn

SUBJECT: MRS. [redacted]
CENTRAL ISLIP STATE HOSPITAL
CENTRAL ISLIP, NEW YORK
ALSO USES POST OFFICE BOX [redacted]
NEW YORK, NEW YORK 10001

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

b6
b7C

Destruction of Bureau Property

This makes record of two letters received 1-15-66 and 2-1-66 which show Mrs. [redacted] is currently confined in the Central Islip State Hospital, also using captioned post office box in New York City. Mrs. [redacted] has been a chronic correspondent of the Bureau over a period of time, and these communications contain nothing else of interest to us. Because of the rambling nature and bulk of these communications, they are being destroyed by the Correspondence and Tours Section. Reference card on Mrs. [redacted] has been brought up-to-date.

b6
b7C

DCL:cms
(2)

66-3286
NOT RECORDED
141 FEB 15 1966

63-
2 FEB 15 1966

File

ORIGINAL FILED IN 63-10852

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-89 BY SP4EL W/CAL

69 FEB 21 1966

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 2-11-66

FROM : L. E. Shotty

SUBJECT: [redacted]
GS-3, General Index Unit
EOD 11-4-46

b6
b7C

SUGGESTION 536-66

Destruction of Bureau Records

Captioned employee who is assigned to the General Index Unit suggested through the Files and Communications Division Streamlining Committee that copies and portions of the Congressional Record which are filed as enclosures in the 66-1731 file be destroyed. She notes that this file is made up of cover memoranda which set out brief summaries of information appearing in the Congressional Record which may be of interest to the Bureau. The enclosures are the clipped portions of the Congressional Record which are referred to in the memo. She notes that the sections of this file occupy approximately 8 1/2 cabinet drawers in the Filing Unit. Employee points out that the Congressional Record is public source material.

Streamlining Committee of this division feels that this a noteworthy suggestion and favors adoption of same. Supervisory personnel of this division have no objection to the adoption of this suggestion, but feel that the opinions of the Administrative Division and any substantive divisions should be obtained.

RECOMMENDATION:

For referral to the Training Division.

JMB:bpr
(4)

66-3286-5
NOT RECORDED
176 FEB 17 1966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EWL cab

57 FEB 17 1966

66-1731-2836
ORIGINAL FILED IN

February 13, 1966

PERSONAL

66-3286-

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Your suggestion has been received concerning the disposition of certain enclosures to a particular file. This proposal is being carefully considered by the interested divisions and I will let you know if it is adopted.

The interest and initiative which prompted you to bring this idea to my attention are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 WBL/cal

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]

b6
b7C

ML/njm
(5)

(Suggestion 536-66 dated 2/11/66)

NOTE: Based on memorandum Short to Tavel, 2/11/66, JLB/ger, re: [redacted] GS-5, General Index Unit, EOD 11/4/46.

Referred to the Administrative, Crime Records, Domestic Intelligence, General and Special Investigative Divisions for views and recommendations.

FEB 14 1966

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

50 MAR 11 1966

MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286-99 ENCLOSURE

Mr. Mohr 3/1/66

J. J. Casper

DESTRUCTION OF BUREAU PROPERTY

GENL

CONGRESSIONAL RECORD
SUGGESTION 536-66 SUBMITTED BY
MISS [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION

SUGGESTION: That copies and portions of the Congressional Record which are filed as enclosures in the 66-1731 file be destroyed. This file is made up of cover memoranda which sets forth brief summaries of information which has appeared in the Congressional Record that may be of interest to the Bureau. The enclosures are clipped portions, pages and, in some instances, the entire Congressional Record. The sections of this file occupy approximately 8 1/2 cabinet drawers in the Filing Unit. Suggester pointed out that the Congressional Record is public source material.

OBSERVATIONS: Files and Communications Streamlining Committee felt this was a noteworthy idea and favored adoption. It noted opinions should be obtained from the Administrative Division as well as the substantive divisions regarding this proposal.

The Administrative, General and Special Investigative Divisions opposed adoption. The Administrative Division advised the Congressional Record is reviewed daily and a memorandum is prepared summarizing items of interest to the Bureau. On a selective basis these memoranda, along with clippings supporting items summarized therein, are sent to the Records Branch for indexing and filing. (Based on memorandum of Mr. Travers to Mr. Mohr 2/3/55) (66-1731-1029). Through the selectivity practice, memoranda containing material along with supporting data considered to be of permanent value to the Bureau become readily available in Bureau files. This division recognized the Congressional Record is public source material and it understood that bound volumes of the Record are maintained in the Justice Library. Pages in the bound volumes are not necessarily the same as those appearing in individual daily Congressional Records and accordingly, in order to locate an item, it would be necessary to resort to detailed searching of a general index of the Congressional Record. In the event there was an immediate need for information which had been included in summary form in a memorandum, it would be necessary to contend not only with searching the index of the Congressional Record but also with the problem of accessibility to this material in the Justice Library. The present practice of selective filing of memoranda on the

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 SPYELW/cae

(1)- Bufile 66-3286
MLZ:hjm (3)

66-3286-

"CONTINUED - OVER"

NOT RECORDED
145 MAR 4 1966

b6
b7C

Memo Casper to Mohr
Re: Congressional Record, Suggestion 536-66 Submitted By
Miss [redacted] Files and Communications Division

Congressional Record and clippings therefrom permits indexing on Bureau terms and affords ready access to this material. General and Special Investigative Divisions had approximately the same views and pointed out the small saving of space would not overcome the advantage of having the enclosure on hand when future research is required. If the enclosures were not attached to the memoranda, valuable time would be required in obtaining the Congressional Records needed from another location.

Domestic Intelligence Division felt the brief summaries which are made of these items would not be sufficient for the Director or other official if a question was raised regarding a particular point in the Congressional Record. This division proposed all these memoranda with enclosures be retained for a period of three years and then destroyed.

Crime Records Division felt we should retain this material for a period of at least two years as it is very valuable as reference material and when information is ne needed therefrom it usually is required in a hurry. This is particularly true while Congress is in session.

The Training Division agrees with the three divisions which felt this material should be retained. Index cards are made on the items appearing in these publications and would serve no purpose whatsoever once they were destroyed. Also, it is possible that, years after the printing of one of these publications, a question could arise as to the intent with regard to proposed legislation as well as Congressional feeling regarding a particular matter and these files would afford readily accessible reference material.

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester. She has been thanked by prior letter.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 08-10-2011

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED WHERE SHOWN OTHERWISE

Director, FBI

Legat, Rome (66-89) (ATTN: CENTRAL RESEARCH SECTION)

RESEARCH MONOGRAPHS IN FOREIGN LIAISON OFFICES (S)(U)

~~CONFIDENTIAL~~

ReBulet to Legat, Paris, dated 2/11/59.

A review of the monographs retained in the Rome Office has been completed and it has been determined that the following monographs are no longer of value to this office. The Bureau is requested to advise as to whether these monographs should be disposed of or returned to the Bureau. (S)

Soviet Military, Naval and Air Representatives in the United States, February, 1955, #55 C 48;

Yugoslav Intelligence Activities in the United States, March, 1955, #55 F 20;

Double Agent Operations, September, 1956, #56 M 338;

False Documents Used by Soviet-Bloc Agents to Enter the United States, July, 1959, #59 C 345;

Soviet and Satellite Defectors, August, 1959, #59 I 345;

Target U. S., March, 1960, #60 D 349;

Israeli Intelligence Service in the United States, May, 1961, #61 B 354;

Soviet-Bloc Illegal Agents in the United States, June, 1961, #61 C 345;

Czechoslovakia, August, 1962, #62 D 339;

The Communist Party Line, July, 1964 - December, 1964; January, 1965; #65 A 203; (U)

The Communist Party Line, January, 1965 - June, 1965; July, 1965; #65 F 209. (U)

(3) - Bureau (1 - Foreign Liaison)
1 - Rome
55 JSH/hcs
(4)

CLASS. & EXT. BY 2846 pud tw
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 11/29/79

ALL APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP (S) BY CAC DATE 11/29/79

CLASS. & EXT. BY 2846 pud tw
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 11/29/79

CLASSIFIED BY ARS Loader BOE/DCS/gmw
DECLASSIFY ON: OADR
10/23/03
45 Amended

WINTEL

CLASS. BY SPU/cal
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW OADR
8-3-82

66-32-86

March 11, 1966

PERSONAL

Mrs. [redacted]
Federal Bureau of Investigation
Tampa, Florida

b6
b7C

Dear Mrs. [redacted]

I have been advised of your suggestion that our regulations concerning the disposition of certain material be revised in a particular fashion. After careful evaluation, it has been decided our present procedures should be retained since this correspondence may be needed for reference purposes.

Although your idea was not adopted in this instance, the interest which led you to submit it is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 4
MAR 11 1966
COMM-FBI

2 - Tampa
1 - Field personnel file
1 - Suggestion file

Under our present procedures, correspondence sent to the Bureau regarding changes made in the Law Enforcement Officers Mailing List may be destroyed on an annual basis. This action must be taken only once each year no matter when it is accomplished. It is felt the correspondence which is the basis for any change in the listings should be retained for a year for reference purposes in the event a question should arise regarding data included on the annual list.

1)- Personnel file of Mrs. [redacted]

b6
b7C

MML/njm
(6)

(Suggestion 628-66 dated 3/8/66)

SEE NOTE PAGE TWO

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

89 MAR 25 1966

NOTE: Suggests administrative file containing correspondence to Bureau in connection with changes made on prior "Law Enforcement Officers Mailing List" be destroyed after new list is sent to Bureau on March 1 each year instead of retaining it until it is one year old.

Training Division opposes adoption of this proposal. The Chief Clerks of Baltimore and Washington Field Offices were contacted regarding this procedure and they both advised they felt current rule should be retained. Once this list is prepared and sent to Bureau, changes are submitted as they occur during the year by letter. It was decided this correspondence should be retained for reference purposes until one year old in the event a question should arise as to an item appearing on the over-all list.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-107

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 3/8/66

FROM : SAC, TAMPA (66-42)

SUBJECT: DESTRUCTION OF FILES & SERIALS
FIELD WIDE - Mailing List
#628-66

Bureau Records
GENL

Chief Clerk [redacted] Tampa Division, suggests Administrative file containing correspondence to Bureau in connection with changes made on prior "Law Enforcement Officers Mailing List" be destroyed after new list sent to Bureau on March 1, each year, instead of retaining until 1 year old.

b6
b7C

Bureau requested to advise.

(2) - Bureau
2 - Tampa
(1 - 66-42)
(1 - 66-205)

wnm

66-3286
NOT RECORDED
145 MAR 16 1966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 ELW/cal

RECORDED
1 MAR 9 1966

Setback
3/11/66 mrp/mjm

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

62-32581-1-3258

Obscene Property - Gen.

(H) MAINTENANCE AND DESTRUCTION OF OBSCENE EVIDENCE - INTERSTATE TRANSPORTATION OF OBSCENE MATTER -- Because of the large volume of obscene evidence being regularly received in the FBI Laboratory and the urgent need for careful handling, the basic rules for maintenance and destruction as set forth in Section 57C, page 3, of the Manual of Instructions are restated.

"Obscene material is submitted to the Laboratory in order that it may be:

a. Reviewed at the Bureau with regard to its character as an obscene exhibit
b. Compared with specimens already in the obscene matter file of the FBI Laboratory, and any latent fingerprints developed thereon searched

66-3286
NOT RECORDED
167 APR 4 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-2-82 BY SP4 EWS/ Cal

56 APR 19 1966

ORIGINAL FILED IN 66-04-3215

through the obscene matter dealers section of the single fingerprint file, to determine its source

c. Compared with specimens already in the obscene matter file of the FBI Laboratory for information that may indicate that the questioned obscene material has moved in interstate commerce

d. Included as a permanent part of the obscene matter file or destroyed where no purpose could be served by filing the exhibit."

The manual instructs that in all cases exhibits returned to the submitting division must ultimately be returned to the FBI Laboratory for filing or destruction and that no obscene material is to be permanently maintained in any field office. There are instances, however, involving huge quantities of pornography seized in certain cases where there is considerable expense in shipping the evidence back to the Laboratory for final disposition. In these instances the Bureau's advice should be sought as to whether it should be returned to the FBI Laboratory or whether Bureau permission may be granted to destroy the material in the field division under the personal supervision of the SAC. If little or none of the bulky evidence is needed for the Obscene File and common sense suggests, the Bureau may authorize destruction of the useless portion of the material in the division office under rigid controls, personally supervised by the SAC.

While obscene material which may arouse the curiosity of employees is in the office, it must be maintained in either the gun vault or the SAC's safe. At no time should it be kept in a place which is readily accessible to other employees, such as the stock room or mail room.

While this material is in the office, it must not be shown to other personnel of the office who have no need to observe it. Of course, personnel handling the case may have need to observe it for investigative purposes or for packaging and wrapping purposes. However, there should be no undue curiosity about such filth.

Very truly yours,

John Edgar Hoover

Director

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
[illegible]
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 4-4-66

FROM : L. E. SHORT

Destruction of Bureau Property

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-36434 SUB A
WESTBROOK PEGLER

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 42 sections beginning in 1935. All of these sections contain Pegler's columns clipped mostly from the Washington Post and the New York Journal American. No clippings have been placed in file since 1962. There has been limited correspondence with Mr. Pegler with the last outgoing dated 12/4/64. The majority of these clippings do not contain any indexing.

Destruction of this mail would result in saving space in the file room. This category of mail is authorized under the general records schedule and no further archival authority is requested.

Attention is called to the memorandum from F. W. Waikart to Mr. McGuire dated 2/23/61 (66-1897-710) to the effect that back issues of Pegler's columns are maintained at the Library of Congress. It is requested that the Crime Records Division review the above listed file to determine if any reason exists that would preclude destruction of these clippings. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Crime Records Section.

MCW:bjb
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-9-88 BY SP4EW/CAL

No Reason To Preclude Destruction of Clippings 4/6/66 WTR

66-3286-

NOT RECORDED
128 APR 6 1966

53 APR 8 1966

ORIGINAL FILED IN 62-36434-860

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-29-66

FROM : L. E. SHOEMAKER

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-89885 sub A
GEORGE E. SOKOLSKY - Destruction of Bureau Property

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 32 sections beginning in 1946. All of these sections contain Sokolsky's columns clipped mostly from the old Washington Post and Times Herald. No clippings have been placed in file since 1962 inasmuch as Sokolsky died on 12/12/62 (62-89885-222). The majority of these clippings do not contain any indexing.

Destruction of this mail would result in saving space in the file room. This category of mail is authorized under the general records schedule and no further archival authority is required.

Attention is called to the memorandum from F. W. Waikart to Mr. McGuire dated 2/23/61 (66-1897-710) to the effect that back issues of Sokolsky's columns are maintained at the Library of Congress. It is requested that the Crime Records Division review the above listed file to determine if any reason exists which would preclude destruction of these clippings. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

66-3286
NOT RECORDED
133 MAR 31 1966

RECOMMENDATION:

For referral to the Crime Records Section.

MCW:lmd
(4)

3/29

We agree on destruction of the Sokolsky columns.

6 MAR 31 1966

53 APR 5 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4 EW/Cal

RECORDS

ORIGINAL FILED IN 62-89885-226

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 4-4-66

FROM : L. E. Short

SUBJECT: [redacted] b6 b7C

GS-5, File Review Unit
EOD 11-2-53

SUGGESTION #1022-66

O DESTRUCTION OF BUREAU PROPERTY - GENERAL

Captioned employee is assigned to the File Review Unit, Records Branch. She has called to the attention of the Streamlining Committee the fact that the enclosure to file 100-273457 consists of two books which are published in a foreign language. These books have not been translated and are not indexed. Miss [redacted] believes that these publications could be destroyed.

A review of Bureau files reflects that suggestion 349-60 deals with the destruction of foreign publications and destruction of this material was authorized if they were: (1) old; (2) in a foreign language; (3) untranslated; (4) not indexed; and (5) never called by Agent Supervisors. The material referred to by Miss [redacted] did not come to light during the processing of suggestion 349-60 or it would have been destroyed at that time. b6 b7C

The material called to our attention by Miss [redacted] will be appropriately disposed of. She has been orally thanked for calling this material to the attention of the Streamlining Committee. Written acknowledgment to Miss [redacted] is not deemed necessary.

RECOMMENDATION:

For referral to the Training Division.

APR 8 1966

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

LES:ifc
(4)

ORIGINAL FILED IN 100-273457-2

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4ELW/cal

66-3286-
NOT RECORDED
126 APR 11 1966

39 APR
165

ADDENDUM OF THE TRAINING DIVISION, ML/njm, 4/5/66

Since appropriate action is being taken by the Files and Communications Division to dispose of this material and the suggester has been thanked for her idea, this suggestion is being listed by the Suggestion Desk, Training Division, for statistical purposes only.

RECOMMENDATION:

That a letter of appreciation not be prepared in this instance since the suggester has been orally thanked for her contribution.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Callahan

DATE: 4/7/66

FROM : C. Q. Smith

SUBJECT: DISAPPROVED NEGATIVES OF PHOTOGRAPHS MADE IN THE DIRECTOR'S OFFICE

Destruction of Bureau Property

Under our operating procedure the photographer working in the Director's office makes two photographs of each group. Proof prints are made from the resulting negatives and submitted to the Director for his selection. The finished photographs are made using the negative for the proof selected by the Director. The approved negative is retained permanently in the Photographic Unit for record purposes. The disapproved proof print is destroyed. However, as a matter of procedure, over the years we have also retained the negative for the disapproved photograph. These negatives are marked so as to indicate they were not approved for printing and are filed in the Photographic Unit.

Photographer [redacted] has advised that only on one occasion since he began taking pictures in the Director's office in 1952 has a request been made to prepare photographs from disapproved negatives. On this one occasion the request was made on the day after the photographs were made and the photographs were subsequently returned to him for destruction. Retention of these disapproved negatives for an extended period of time does not appear to serve any useful purpose and destruction would relieve a storage problem. This would in no way affect the retention of negatives of approved photographs. They would continue to be retained indefinitely in the Photographic Unit.

b6
b7C

66-32846-

NOT RECORDED
151 APR 14 1966

RECOMMENDATIONS:

1. That disapproved negatives over 90 days old be destroyed at this time.

DONE - 4-8-66 CQS

2. That at the beginning of each month any disapproved negatives in file over 90 days old be destroyed. This will amount to purging the file of disapproved negatives on a monthly basis, retaining only those made within the last 90 days.

APR 13 1966

APR 29 1966

CQS:sls (2)

WITH THREE

ORIGINAL FILED IN 66-32846-1

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 4-8-66

FROM : L. E. SHOBE

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-29091
THE KIPLINGER WASHINGTON LETTER

The above file has been called to our attention by employees of the Records Branch. It consists of 15 sections with mail dating back to 1928. The majority of the file consists of copies of the Kiplinger Letter.

Destruction of this mail would result in saving in space in the file room. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the Crime Records Division review this file to determine if any reason exists which would preclude destruction. If there is no reason for retaining this material, then it is suggested that it no longer be sent to the Records Branch for filing. A notation advising the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Crime Records Division.

MCW:lmd
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SP4 EW/cal

File called for removal of info by Sutter. Should folder be destroyed?

51 JUN 28 1966

9 JUN 10 1966

66-32286-

NOT RECORDED
145 JUN 15 1966

RECORDS

Destruction of Bureau Records Copy

ORIGINAL FILED IN 62-29091-51

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-107

UNITED STATES GOVERNMENT

Memorandum

TO :	DIRECTOR, FBI	DATE:	5/10/66
FROM :	SAC, CHICAGO (80-711)		
SUBJECT:	FEDERAL EXECUTIVE BOARD CHICAGO, ILLINOIS DESTRUCTION OF BUREAU PROPERTY		

Mr. Tolson
Mr. DeLoach
Mr. Mohr
Mr. Wick
Mr. Casper
Mr. Callahan ✓
Mr. Conrad
Mr. Felt
Mr. Gale
Mr. Rosen
Mr. Sullivan ✓
Mr. Tavel ✓
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

By letter dated April 29, 1966, received May 9, 1966, ARNOLD RAUEN, Chairman of the Federal Executive Board, Chicago, Illinois, advised that this board was starting a major offensive in the President's "War on Waste" through the establishment of "Operation Purge". This operation consists principally in a vigorous attack on unneeded records and reference papers now held in office space and equipment.

Included in the announcement was the fact that representatives from the larger agencies would be coached in planning and pursuing the attack until near the end of June, when a final report for each agency and a summary report for the Federal Executive Board would be made.

The letter then requested information concerning the number of letter and legal file cabinets in our office space and asked that a person be designated as liaison along with information as to whether this person had attended a Records Disposition Workship.

UACB, this letter will be answered that the FBI has a long established and continuously operating plan of records disposition which is administered on a national basis and, therefore, no useful purpose would be served in our participation in "Operation Purge".

(2) - Bureau
1 - Chicago

RBY/mrc
(3)

66-3286-

NOT RECORDED
198 MAY 18 1966

3 MAY 12 1966

ORIGINAL FILED IN 62-10355-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-2-82 BY SP4EW/cal

MAY 26 1966

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 5-18-66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 5-0
INCOME TAX GENERAL

b6
b7C

The above listed file has been called to our attention by Mrs. [redacted] of the Consolidation Unit. It consists of 25 sections beginning in 1922.

The file contains numerous copies of Inter-office memoranda which are no longer received, letters from the general public, etc. reporting possible Income Tax Evasion on the part of individuals or companies. Copies of such correspondence are sent to the Director Of Internal Revenue and the original placed on record in the file. No investigations result from these communications and there appears no reason to retain it. It is proposed that the file be reviewed and all mail over 10 years old be destroyed. Any material of a historical nature would be retained.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

MGW:ahm

REC-81 66-3286-1004

MAY 23 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-2-82 BY SP4EWJ cal

Destruction of Bureau Property - General

5-0-

UNRECORDED COPY FILED IN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: May 20, 1966

FROM : A. Rosen

1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Walters
1 - Mr. Garvey

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 5-0
INCOME TAX GENERAL

Reference is made to the memorandum dated 5/18/66, from L. E. Short to you relative to the proposal to destroy all mail over ten years old contained in the Income Tax General File 5-0.

The General Investigative Division has no substantive supervisor who supervises income tax matters which are within the jurisdiction of the U. S. Treasury Department. If File 5-0 contains no more information than the tax data as mentioned in Mr. Short's memorandum there would be no reason on the part of the General Investigative Division to object to the destruction of the mail ten years old.

Project Completed and Consolidated 10/10/67

RAG:DC
(5)

REC-81 66-3286-1005

6 MAY 23 1966

RECORDED COPY FILED IN 5-0

Destruction of Burean Property to be Approved

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 7/11/66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

Destruction of Bureau Property - Gen.

DESCRIPTION OF FILE: 62-23441
PEACE OFFICERS' ASSOCIATION

The above file has been called to our attention by personnel of the Consolidation Unit. It consists of five sections beginning in 1930 and no mail has been placed in the file since 1951.

The file contains correspondence between the Bureau and the Field Offices regarding the Peace Officers' Associations located in the various states. Letters requesting the names of the Associations and replies listing them along with the names of the Officers. There are numerous copies where the original was recorded in another file. Some indexing was done.

Destruction of this mail would result in saving space in the file room and eliminating unnecessary cards from the General Index. Since all of this mail is of an administrative nature it is not felt that archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION: REC-61 66-3286-1004

For referral to the appropriate substantive division.

MCW: bjb
(3)

16 JUL 15 1966

I CAN see NO reason for maintaining these files. Info is administrative in Nature 65 JUL 15 1966 inadequate - Contains OLD LAW Enf. mailing lists 2-28

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4ELW/cal

62-23441-

UNRECORDED COPY FILED IN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Conrad

DATE: July 11, 1966

FROM : W. D. Griffith

SUBJECT: OBSCENE MATERIAL FILE
DESTRUCTION OF BUREAU RECORDS - GEN.

A review has been made of the physical and administrative files (80-662) relating to obscene material.

The physical file of obscene material is subdivided as follows:

1. Obscene and nude art motion picture films - 1364
2. Phonograph records - 321
3. Readers and pamphlets - 3020
4. Obscene books, nudist publications and questioned periodicals - 898
5. Cartoon booklets - 5611
6. Playing cards - 183
7. Miscellaneous cartoons, printed matter and novelties mounted on 373 cards
8. Obscene and strip type photographs mounted on 1593 cards
9. Advertising literature (by companies involved) - 163

ORIGINAL FILED IN 80-662-317

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 6383 VRT/cmf

80-662

1 - Mr. Rosen (Mr. Thompson, 5714)
1 - Mr. Tavel
1 - Mr. Conrad
1 - Mr. Griffith
1 - Mr. Brittain

66-3286-
NOT RECORDED
102 JUL 18 1966

18 JUL 15 1966

CWB:DDL
(6)

70 JUL 22 1966

160

"CONTINUED-OVER"

SEVEN

Memorandum to Mr. Conrad
Re: Obscene Material File
80-662

The following index files are maintained as a part of the Obscene File:

1. Motion picture film titles, subtitles and categories
2. Book titles
3. Photograph code numbers
4. Phonograph record titles
5. Name of models who have posed for obscene and/or strip type photographs
6. Advertising literature by company or producer names
7. Opinions of the Department of Justice relative to obscenity of evidence

A total of 10,458 specimens were received in the fiscal year of 1965-66 and searched in the Obscene File. Of this number, 5,431 specimens were identified with material previously submitted to the Laboratory, which amounts to 51.9% identifications.

It is noted that the bulk of the material in the Administrative file (80-662) consists of yellow copies of Laboratory reports. These copies are designated for 80-662 to afford a double check on the statistical record of identifications made. Since our monthly statistical report is now automated, it has not been necessary to refer to these yellow copies and accordingly, unless advised to the contrary, the practice of designating copies of Laboratory reports setting forth Obscene File identifications for 80-662 will be discontinued. (This procedural change has been co-ordinated with the ITOM Desk in the General Investigative Division.)

The Obscene File and obscene evidence which is being held for examination or disposition, pending completion

of the investigation by the contributor, are stored in Room 7610. The facilities are adequate at this time.

RECOMMENDATION: 1. The Obscene File be maintained in its present condition.

2. Discontinue adding yellow copies of Laboratory reports to 80-662 file and destroy yellow copies of Laboratory reports which are presently a part of 80-662 file.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 6/15/66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

Destruction of Bureau Records - General

DESCRIPTION OF FILE: 79-1 Sub A
MISSING PERSONS GENERAL - NEWSPAPER CLIPPINGS

The above file has been called to our attention by personnel of the Consolidation Unit. It consists of 17 sections beginning in 1934. No indexing was done on these clippings until approximately the middle of section 15 in 1944.

The file contains newspaper clippings only. Since indexing was started on these clippings, the name of the Missing Person has been cross-indexed into this file and sometimes there are five or more separate clippings on one person received at different times or on different newspapers and each time the name is indexed. So many of these clippings are on young children and teen-agers and even a person who was found dead. The clippings are from newspapers throughout the country and are mostly on the average individual and not a prominent person.

Destruction of this mail would result in saving in space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the appropriate substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. If there is no reason for retaining this material, then it is further suggested that as current clippings are received they be reviewed and if no reason exists for retaining them, that they no longer be sent to the Records Branch for filing. A notation advising the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

Leave Routing Slip attached MCW

79-1

RECOMMENDATION:

66-3286

NOT RECORDED 6 JUN 23 1966 RECORDS

101 JUN 24 1966

For referral to the appropriate substantive division.

ST

MCW:bjb
(3)

5 JUN 22 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW/cal

ORIGINAL FILED IN 79-1-10546

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. DeLoach
1 - Mr. Conrad
1 - Mr. Tavel

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TO : Mr. W. C. Sullivan

DATE: June 14, 1966

1 - Mr. Sullivan
1 - Mr. Branigan
1 - Mr. Lenihan

FROM : Mr. W. A. Branigan

SUBJECT: LEE HARVEY OSWALD
INTERNAL SECURITY - RUSSIA - CUBA

Property of FBI
Destruction of Bureau Records

During the course of our intensive investigation of Lee Harvey Oswald and the assassination of the late President John F. Kennedy, the Soviet Section maintained one copy of all reports submitted by our field offices in the Oswald investigation and also maintained a photographic copy of all of the items of evidence that were photographed by the FBI Laboratory. These data were maintained as working papers and were extremely useful in handling day to day inquiries by the President's Commission, inquiries by Bureau officials, or leads that have been set out since the assassination based upon receipt of additional information, allegations and the like.

The Soviet Section feels that retention of these extra copies of reports and duplicate copies of photographs of evidence by the Soviet Section is no longer necessary. The originals of the reports in question and copies of all the photographs of the evidence in the case are being maintained permanently by the Records Branch. In the event such data would be necessary for review by the Soviet Section, such review could be arranged by reviewing the original data maintained by the Records Branch.

This matter has been discussed with Assistant Director Ivan W. Conrad of the Laboratory and Supervisor John W. Marshall of the Records Branch.

ACTION:

If you approve, Soviet Section will destroy its duplicate copies of reports and photographic copies of exhibits. This will release two filing cabinets for return to supply.

REL:kas
(7)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/Loat 66W 3286

105-82555

289

53 JUN 23 1966

RETURN TO LENIHAN, ROOM 818

16 JUN 17 1965

NOT RECORDED
199 JUN 20 1966

Lenihan

SOVIET SECTION

ORIGINAL FILED IN 105-82555-543

SAC, New York (66-7568) 5/25/66

Director, FBI
66-32860

STREAMLINING PROCEDURES
CHANNELIZING MEMORANDA

1 - Mr. DeLoach
1 - Mr. Sullivan
1 - Mr. Bland
1 - Training Division
1 - Mr. Rushing

Reference is made to your letter dated 5/13/66 captioned "Report Writing - Destruction of Channelizing Memoranda in Security Cases."

In connection with the destruction of channelizing memoranda, the Bureau's principal interest is in the preservation of the original recording of the information contained in such memoranda and the specifics of its location in field office files. Channelizing memoranda received from other field offices may be destroyed when their retention serves no useful purpose provided one copy together with the communication of transmittal is maintained in your office. The cover pages to the report containing the information therefrom should clearly show the field office and field office file number in which the original recording is located. In addition, the cover pages should list the location in your files of the retained copy. Of course, the other restrictions against the destruction of channelizing memoranda such as serial one of a file regardless of its nature, serials containing indexing and serials showing "action" information will still be retained regardless of the origin of the channelizing memoranda.

Appropriate manual changes are being prepared.

NOTE: See memorandum Bland to Sullivan, 5/24/66, same caption, TDR:fhd.

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TDR:fhd (8)

MAILED 27
MAY 27 1966
COMM-FBI

9 JUN 2 1966

F-205

ORIGINAL FILED IN 66-32860-1

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1 Xerox copy made-hc

OPTIONAL FORM NO. 10
5010-104-01

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 5/13/66

FROM: SAC, NEW YORK (66-7568)

SUBJECT: REPORT WRITING - DESTRUCTION OF CHANNELIZING MEMORANDA IN SECURITY CASES
#873-66

DESTRUCTION OF BUREAU PROPERTY — GENERAL

The Bureau's attention is invited to the report of the recent inspection of the New York Office 4/5-29/66, specifically to a trend memorandum prepared by the Inspector captioned "DESTRUCTION OF UNNECESSARY COMMUNICATIONS AND REDUCING BULKINESS OF FILES." On page 4 of that memorandum, which is page 444 of the inspection report, paragraph numbered 5, reference is made to present policy as outlined in the Manual of Rules and Regulations, Part II, Section 3, Page 15b, which prohibits destruction of channelizing memoranda in security cases where the original is not maintained in this office. As the Bureau is aware, we are permitted to destroy copies of channelizing memoranda following submission of investigative reports. The Inspector noted that the NYO receives numerous channelizing memoranda from other offices because New York is origin in cases concerning so many subversive organizations. The Inspector notes two specific examples wherein we received 71 copies of a channelizing memorandum in one case and 33 copies in another case, all of which were channelized to various New York files on individual subjects. In many of these individual files reports were subsequently written, but the channelizing memoranda could not be destroyed because of the present Manual provision prohibiting destruction of channelizing memoranda if the original is not contained elsewhere in this office. The Inspector suggested that New York request Bureau authority to permit destruction of channelizing memoranda received from other offices when their retention serves no useful purpose.

It is the view of the NYO that this suggestion is an excellent one, and it is believed the spirit of the current rule would be preserved if we were permitted, in such

(2) - Bureau 66-32860
1 - New York (66-3659)(REPORT WRITING)
1 - New York (66-7568)(NYO INSPECTION 1966)

DER:MEW
(4)

FILES & COMMUNICATIONS DIVISION RECEIVED

1 Xerox copy made - NR

NOT RECORDED
126 JUN 6 1966

9 MAY 16 1966

EXPEDITE

ORIGINAL FILED IN 66-24351-8482

5-PR

cases as noted by the Inspector, to destroy copies of channelizing memoranda even though the original is not contained in the files of this office, provided we maintain at least one copy of the channelizing memoranda in the NYO, which copy would, of course, show the location of the original to be in the office of origin or submitting office.

It is recommended the Bureau consider this suggestion and, if approved, authorize the field in such cases to destroy all but one copy of channelizing memoranda received from other offices.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Sullivan

DATE: 5/24/66

FROM : J. F. Bland

1 - Mr. DeLoach
1 - Mr. Sullivan
1 - Mr. Bland
1 - Training Division
1 - Mr. Rushing

SUBJECT: STREAMLINING PROCEDURES
CHANNELIZING MEMORANDA

#893-66
DESTRUCTION OF BUREAU RECORDS - GENERAL

In the interest of conserving file cabinets and file space, the field has been permitted to destroy channelizing memoranda following submission of reports in security cases since February, 1961. Appropriate safeguards were established to insure the retention of the original recording of the information produced by the various sources.

In connection with the recent New York inspection, the Inspector noted that New York was retaining all channelizing memoranda received from other field divisions since the original recording of the information was not contained in the file in the New York Office. The Inspector suggested that Bureau authority be requested to permit destruction of channelizing memoranda received from other offices when their retention serves no useful purpose.

New York suggests that it be permitted to destroy all but one copy of channelizing memoranda received from other offices following reports. Since our principal interest is in the preservation of the original recording, the Domestic Intelligence Division agrees that channelizing memoranda received from other offices can be destroyed in line with New York's observations. Since other offices are also involved, appropriate manual changes are being prepared.

ACTION:

ENCLOSURE

66-3286
NOT RECORDED
136 JUN 9 1966

1) There is attached a proposed change of Part II, Section 3, Manual of Rules and Regulations. If you approve,

JUN 2 1966

Enclosures (1)

TDR:fhd (6)

CONTINUED - OVER

ENCLOSURE

Manuals of Rules and Regulations

56 JUN 20 1966

CC-66-193

listed on Susp. Desk for statistical purposes 5/31/66 me

2-finks

ORIGINAL FILED IN 66-2-4-38

Ltr to 2-82 dispatched

1 Xerox copy made for me

this memorandum and attachment should be referred to the Training Division for appropriate attention.

2) There is also attached a letter to the New York Office granting permission for the destruction of these channelizing memoranda in accordance with its recommendation.

May 24, 1966

PROPOSED CHANGE OF PART II, SECTION 3
MANUAL OF RULES AND REGULATIONS

Add the following as Item (h), Part II, Section 3, Page 15b of the Manual of Rules and Regulations.

Channelizing memoranda from other offices may be destroyed provided the communication of transmittal and one copy of the channelizing memoranda ~~is~~ are retained in your office. The cover pages to the report should list the field office and the file number in which the original recording is located as well as location in your files of the retained copy.

The present Item (h) headed "Do not destroy channelizing memoranda..." should be renumbered as Item (i). Item I thereunder reading "When the original information is not contained elsewhere..." should be changed to read as follows. "The original recording"

ALL INFORMATION CONTAINED
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DATE 8-3-82 BY SP4 EW/cal

Manual of Rules Regulations
Revised
fmb

2-fmb

Xerox copy made-me
CC-66-1934

66-3286
ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 5-24-66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE 54-0
CUSTOMS LAWS AND SMUGGLING

Destruction of Bureau Property

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 11 sections beginning in 1921.

The file contains numerous copies of Inter-office memoranda which are no longer received, letters from the general public reporting possible smuggling on the part of individuals and companies, etc. Copies of such correspondence are referred to the Customs Bureau and the original placed on record in the file. No investigations result from these communications and there appears no reason to retain it. It is proposed that the file be reviewed and all mail over 10 years old be destroyed. Any material of a historical nature would be retained.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

66-3286-

For referral to the substantive division

MCW:bjb
(3)

NOT RECORDED
170 MAY 26 1966

1 MAY 26 1966

RECORDS

OK to destroy
RWK/pam
5/25

DATE 8-2-82

SPHELW/cal

69 JUN 1 1966

ORIGINAL FILED IN

August 4, 1966

PERSONAL

REC 20 66-3286 1007

EX 101

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4E(W)/cal

Dear Miss [redacted]

Thank you for the suggestion concerning a method for handling certain correspondence which pertains to matters that do not fall within the Bureau's jurisdiction. This proposal has been carefully evaluated and it has been decided it should not be adopted since it is desirable to maintain a record of the disposition of such items.

I appreciate the interest which led you to submit your idea to me for consideration.

Sincerely yours,

J. Edgar Hoover

b6
b7C

MAILED 11
AUG 4 1966
COMM-FBI

1-Mr. Tavel
1-Personnel file of Miss [redacted]
ML:frw
(5) (Suggestion 70-67 dated 7/28/66)

NOTE: Approval has been granted to destroy mail in the 5-0 (Income Tax General), 12-0 (Narcotics General), and 54-0 (Customs Laws & Smuggling) after certain periods of time. All of these files contain correspondence from private individuals calling Bureau's attention to these matters or making complaints. In recent mail, files contain letterhead memoranda from field by cover letter. Suggests, since this type of material not within Bureau's

(NOTE CONTINUED OVER)

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61 AUG 18 1966

MAIL ROOM TELETYPE UNIT

Note continued:
Re: Miss [redacted] b6 b7C

jurisdiction, form letters be set up to handle this procedure. One letter to notify correspondent information does not come within Bureau's jurisdiction and is being forwarded to appropriate agency. The other letter would be used to forward letter to agency. No record would be retained in Bureau files. Field could transmit letterhead memoranda directly to agency involved and to correspondent.

Files and Communications Division advised this mail is addressed to the FBI or Mr. Hoover and, although matters not within our jurisdiction, it is believed essential Bureau maintain a record in files for a reasonable period reflecting disposition of matters referred to in correspondence Direct dissemination by field offices of this type of correspondence without communicating with SOG is not feasible. Training Division discussed this idea with Inspection Division and both agree with views expressed by Files and Communications Division; therefore, it is recommended idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

[redacted] b6 b7C #70-67 [redacted]

Date: 7-28-66

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Files & Communications

SUGGESTION Bureau approval has been received to destroy mail in the following files:

5-0 Income Tax General - Mail over ten years old (66-3286-1005). File contains 1837 serials of which 1611 are over the time.

12-0 Narcotics General - Mail over twenty years old (12-0-6715). Contains 6783 serials of which approximately 4000 have been destroyed.

54-0 Customs Laws & Smuggling - Mail over ten years old (54-0-627*). Contains 628 serials of which 491 are over the time.

All of the above files contain correspondence from private individuals either

(Continued on attached page)

Current practice or rule (Include manual citation as well as facts)

0 DESTRUCTION OF BUREAU RECORDS - GENERAL

Advantages of suggestion and annual savings (Include basis for estimate) In view of the President's stress on economy in Government, if the above suggestion were adopted there would be a saving in the cost of making copies, index cards and abstracts. It would save time spent by all employees who are involved in typing the outgoing letters and all employees in the Records Branch who process mail. This would involve at least one employee in each of the Processing Units of the Records Branch. There would be a saving in space both in the General Index and in the Filing Unit. I realize that this is a drastic change in Bureau procedures, but if we are to eventually destroy the correspondence after a certain period of time as set out above and the mail involved is really of no interest or concern to the Bureau, it seems unnecessary to retain it as it is received.

Disadvantages of suggestion

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DATE 8-3-82 BY SP4ELW/cal

[redacted] b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Recommendations and comments of Division Head

Unfavorable
(See Comments attached)

EX 101 REC 20 66-3286-1007

AUG 12 1966

Signature and Title [redacted]

(Do not write in this space - for Bureau use only)

Let to Cade 8/4/66 M.L. fmw

Two Quarters

Employee Suggestion
FD-252

SUGGESTION: Con't

calling the Bureau's attention to these matters or complaining about them. In more recent mail, the files contain letterhead memoranda from the field by cover letter.

Since the above type of material is not within the Bureau's jurisdiction, it is suggested that instead of having copies prepared to be forwarded to the agencies handling such matters and placing the originals in Bureau files, that form letters be set up, one to notify the correspondent that information does not come within the Bureau's jurisdiction and is being forwarded to the appropriate agency and the other used to forward letter to the agency; and that no record be retained in Bureau files. If adopted, the same suggestion could be applied to the present policy used in the field where they forward by cover letter letterhead memoranda on this same type of material and the Bureau in turn transmits the letterhead memoranda to the appropriate agency and places the cover letter and the copies of the letterhead memoranda in file. The field could transmit letterhead memoranda direct to the agency and to the correspondent. If the contents of the correspondence involved any other information that would be of interest to the Bureau, then it should be retained in Bureau files.

Over

b6
b7C

Employee Suggestion, FD-252
Submitted by [redacted]
Files and Communications Division

COMMENTS:

Personnel of the Files and Communications Division recommend that suggestion not be adopted. Authority has been obtained to destroy certain types of correspondence after specified periods of time. In view of this authority, Miss [redacted] is suggesting that the Bureau dispose of the correspondence immediately without making a record in Bureau files. A review of the correspondence in question reflects that it is addressed specifically to the FBI or to Mr. Hoover and, although the matters mentioned in the correspondence are not within the Bureau's jurisdiction, it is believed essential that the Bureau maintain a record in Bureau files for a reasonable period reflecting the disposition of the matters referred to in the correspondence. Miss [redacted] is also proposing direct dissemination by the field divisions of certain types of correspondence without communicating with the Seat of Government. This aspect of her suggestion is not believed feasible.

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LES:ifc
(6)

66-3286-

August 31, 1966

PERSONAL

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Albany, New York

Dear Mr. [redacted]

I have received your suggestion concerning the disposition of certain material after it becomes one year old. Your proposal is being carefully considered and you will be further advised in the event it is adopted.

Your thoughtfulness and interest in submitting this idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 4
AUG 3 1 1966
COMM-FBI

2-Albany
1-Field personnel file
1-Suggestion file
1-Personnel file of Mr. [redacted] b6 b7C
JER:frw
(6)

(Suggestion #118-67 dated 8/19/66)

NOTE: Suggests Form FD-210, Immigration and Naturalization S (INS) Form NE-281, State Department Form FS-257 and INS reports o admissions and departures of aliens and Soviet-bloc nationals be de ro y along with related index cards as the material becomes one yea old.

(NOTE CONTINUED OVER)

53 NOV 23 1966

MAIL ROOM ☐ TELETYPE UNIT ☐

AUG 31 4 19 PM '66
RECD-READING ROOM
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-3-82 BY SP4 SW/lead

ORIGINAL FILED IN 64-5003-1297

Note continued:
Re: Mr. [redacted]

b6
b7C

Under present rule material considered for destruction after 20 years.

Referred to the Domestic Intelligence Division for views and recommendations.

Employee Suggestion
FD-252 (Rev. 11-1-59)

11867

b6
b7C

To: Director, FBI	From: (Suggester's name)	Date 8/19/66
		Division of Assignment Albany

SUGGESTION

Form FD 210, INS Form NE 281, State Dept. FForms FS-257 and INS reports of admissions and departures of aliens and nationals of Soviet bloc countries be destroyed along with related index cards as the material becomes one year old. Forms relate to unofficial visitors to the U.S. and governed by Manual of Instructions, Section 105E, Item 3. Forms maintained in control file where no investigation conducted.

Current practice or rule (Include manual citation as well as facts) Permanent maintenance. May be considered for destruction under twenty year rule.

Advantages of suggestion and annual savings (include basis for estimate)

Annual savings - none.
Advantageous to augment Bureau's record management program save space. Five drawers of records could be destroyed in this office alone. Reference to these records is extremely infrequent.

66-3286-
NOT RECORDED
176 SEP 2 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-22 BY SP4 CLW/CG

Disadvantages of suggestion

None.

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b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for ... within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

It is believed this suggestion has merit as a space saver and accordingly is favorably recommended.

Special Agent Signature and Title in Charge

(Do not write in this space - for Bureau use only)

8/31/66

AUG 29 1966

TWO

Destruct Unit of Bureau Property

ORIGINAL FILED IN 64-5003-1297

esa

August 31, 1966

PERSONAL

REC 20 66-3286-1008

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EWL/cal

EX-102

Mr. [redacted]
Federal Bureau of Investigation
Philadelphia, Pennsylvania

Dear Mr. [redacted]

Your suggestion has been received concerning the disposition of closed Fugitive Deserter Files prior to the present retention period of 20 years. The matter has been referred to the appropriate divisions for consideration and you will be further advised if a favorable decision is made.

I want to thank you for your thoughtfulness in submitting this idea to me.

Sincerely yours,

J. Edgar Hoover

MAILED 4
AUG 3 1966
COMM-FBI

AUG 31 4 18 PM '66
FBI
RECD-READING ROOM

62-00-27

RECORDED COPY FILED IN

2-Philadelphia
1-Field personnel file
1-Suggestion file
1-Personnel file of Mr. [redacted]
JER:frw
(6)

b6
b7C

(Suggestion #117-67 dated 8/24/66)

NOTE: Suggests Deserter Files be destroyed after 5 years old or even sooner rather than after 20 years as at present. Suggester notes reference to such files after 5 years is seldom necessary. Also notes

(NOTE CONTINUED OVER)

1 XEROX
SEP 1 1966

170

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Tele. Room
Holmes
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MAIL ROOM ☐ TELETYPE UNIT ☐

Note continued:
Re: Mr. [redacted]

b6
b7C

persons inducted under Military Service Act serve only two years.

Referred to Special Investigative and Files and Communications Divisions for views and recommendations.

Employee Suggestion
FD-252 (Rev. 9-11-59)

117-67

b6
b7C

Date: 8/24/66

To: Director, FBI

From: (Suggester's name)

Division of Assignment: philadelphia

SUGGESTION

I suggest consideration be given to include Deserter Files, (42 Classification) to list of files that may be destroyed less than after being closed 20 years. Seldom is reference necessary to a "42" file closed over 5 years or even less. Chronic deserters keep deserting every few months, further, draftees serve only for two years and leads to locate career men who desert could be obtained from Army records regardless of number of times they desert. Very few files are voluminous, but volume of files is great.

30
EXP. PROC.
39 AUG 29 1966

Current practice or rule (Include manual citation as well as facts)

"42" Classification Files are presently included with those to be retained for 20 years. MRR, Part II, Section 3, 8a.

Advantages of suggestion and annual savings (include basis for estimate)

Saving of file cabinet space which in turn saves floor space. In Philadelphia Division, ten five-drawer file cabinets would be gained. Equivalent savings in file space would be gained in other divisions in large cities such as Philadelphia. Each cabinet saved would be a $52.00 saving (approximately 50% less in those offices having shelf filing.) Conservatively it is estimated two or three thousand dollars in equipment or space would be gained.

None.

Destruction of F. Bureau Property

Disadvantages of suggestion

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 EW/cal

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[XX] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

EX-102

Recommend this suggestion be adopted. Space saved would be substantial. Reference to Deserter files over 5 yrs old in Field not sufficiently frequent to warrant retention of storage space involved.

: Office Services Manager.

Special Agent in Charge

Signature and Title

(Do not write in this space - for Bureau use only)

3 - Bureau
2 - Philadelphia
WLP:ebn (5)
1 - personnel file
1 - suggestion file

SEP 1 1966

REC 20 66-3286-1008

AUG 29 1966

RECORDED COPY FILED IN 42-120

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : MR. TAVEL

DATE: 9/13/66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW/cal

DESCRIPTION OF FILE: 62-26725
STATE-WIDE LAW ENFORCEMENT AGENCIES

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of three sections beginning in 1932 and no mail has been placed in the file since 1939.

The file consists mostly of two letters to all SACs (serials 13 and 74 dated 1/7/36 and 3/11/38 respectively) requesting the Field obtain from appropriate authorities certain information regarding state-wide law enforcement organizations in the various areas and the replies from the Field containing this information. Some indexing was done.

Reference is made to a memorandum from Mr. L. B. Nichols to Mr. Tolson, dated 4/18/38 (serial 147) setting out a summary outline of the State-wide law enforcement organizations operating in the United States plus a brief summary of the National organizations in the territories and possessions of the United States. This summary seems to be a summation compiled from the information furnished by the Field and was, I believe, published in the FBI Law Enforcement Bulletin dated 7/1/38. It is proposed that the file be reviewed and that the SAC letters and replies from the Field be destroyed since serial 147 covers all of the information submitted by the Field. All material of an administrative or historical nature would be retained, as well as the summary. The present policy is to maintain individual files on Law Enforcement Agencies.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

ORIGINAL FILED IN 62-26725-155

Destruction of Duplicate Copies Authorized

66-3286

NOT RECORDED
145 OCT 6 1966

70 OCT 26 1966

17 OCT 5 1966

RECORDS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr b6 b7C DATE: September 14, 1966

FROM : J. J. Casper

DESTRUCTION OF BUREAU RECORDS - GEN'L

SUBJECT: MOVEMENT OF NATIONALS
SUGGESTION 118-67 SUBMITTED BY MR. [redacted] ALBANY OFFICE

SUGGESTION: That Form FD-210, INS Form NE 281, State Department Form FS-257 and INS reports of admissions and departures of aliens and nationals of Soviet-bloc countries be destroyed along with related index cards as the material becomes one year old. Forms relate to unofficial visitors to the United States and are governed by the Manual of Instructions, Section 105E, Item 3. Forms maintained in a control file when no investigation is conducted.

CURRENT PRACTICE: Suggester states these items are maintained on a permanent basis and may be considered for destruction under the twenty-year rule.

ADVANTAGES: Mr. [redacted] feels this procedure would aid the Bureau's Record Management Program by saving space. In the Albany Office, five drawers of records could be destroyed. Reference is made to these records very infrequently so no disadvantage should be encountered by use of this procedure.

OBSERVATIONS: SAC, Albany, believed the suggestion has merit and recommended it be adopted.

The Domestic Intelligence Division advised the value of the aforementioned forms cannot be determined at the Bureau. Such forms are not retained in Bureau files. The value of these items to the field depends upon what has been derived from their retention up to this time. If these forms in the past have been the source of data pertinent to Bureau investigations, serious consideration should be given to their retention; however, if this information has not contributed to our investigative efforts and is simply occupying much needed file space, it should be destroyed in accordance with suggested procedure. This division recommended inquiry be made of a representative number of field offices handling a volume of security work as to whether they concur with instant idea.

Enclosure

66-3286-

RECORDED 102 SEP 28 1966

INDEXED 18 SEP 28 1966

(CONTINUED OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/cal

ORIGINAL FILED IN 64-50093-1389

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Due to these views, the Training Division feels this matter should be referred to a representative number of offices for their observations.

RECOMMENDATIONS:

(1) That the attached letter be approved and sent to appropriate offices for their views and recommendations.

(2) That further action with regard to the suggester be held in abeyance pending the results of this survey.

VIEWS OF THE DOMESTIC INTELLIGENCE DIVISION RE: SUGGESTION 118-67

ADDENDUM DOMESTIC INTELLIGENCE DIVISION 9/7/66 VER:er

Suggestion recommends Form FD-210, INS Form NE-281, State Department Form FD-257 and INS reports of admissions and departures of nationals of Soviet-bloc countries be destroyed when material becomes one year old. Related index cards would also be included in this destruction.

The value of the aforementioned forms cannot be determined at the Bureau. Such forms are not retained in Bureau files. The value of such forms to the field depends upon what has been derived from their retention to date. If these forms in the past have been the source of data pertinent to Bureau investigations, serious consideration should, of course, be given to their retention. However, if this information has not contributed to our investigative efforts and is simply occupying much needed file space, it should be destroyed in accordance with instant suggestion.

Domestic Intelligence Division recommends inquiry be made of a representative number of field offices handling a volume of security work as to whether they concur with instant suggestion.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

Tolson
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Tele. room
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TO : Mr. Conrad

DATE: September 22, 1966

FROM : C. F. Downing

CONFIDENTIAL

SUBJECT: BUREAU CODES

Property Management Unit, Administrative Division, is holding in safe storage 194 copies of Bureau Code C Books, 5 large Universal Trade Code Books and 11 small Universal Trade Code Books, which now appear to constitute some unnecessary excess. These code books were accumulated when Code C and Universal Trade Code were part of Bureau's primary coding systems. They now serve strictly as back-up to KFSAM 7 cipher machine in event of latter's breakdown and with implementation of new on-line KW 7 cipher machine, requirements for above-mentioned code books are further reduced. It would therefore seem appropriate to dispose of excess items and retain only a sufficient number for future stocking of new offices and replacements for badly worn copies. (S) U

DECLASSIFIED BY Auc 60290 BCE/DCG/ymw
ON 9/18/03

RECOMMENDATION:

Providing Communications Section, Files and Communications Division, concurs, Property Management Unit, Administrative Division, be authorized to destroy, as excess confidential cryptomaterial, 144 copies of Code C and 5 copies of the large Universal Trade Code, retaining only 50 copies of Code C and 11 copies of small Universal Trade Code for future needs. (S) U

WINTEL CLASS. BY ISP4ELW/Cal
REASON: FCIM II, 1-2.4.2
DATE OF REVIEW 8-3-82

1 - Mr. Conrad
1 - Mr. Tavel (Attn.: Mr. L. E. Wherry)
1 - Mr. Downing
1 - Mr. Newpher

6 OCT 31 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

SEVEN

EWN:drv (5)

CONFIDENTIAL

66-32876-
NOT RECORDED
145 OCT 31 1966

53 JAN 12 1967

ORIGINAL FILED IN 66-32876-4271

Destruction of Bureau Property Genl

Return to 5302

SAC, New York

September 15, 1966

Director, FBI (64-5303)

66-3286-

MOVEMENT OF NATIONALS
SUGGESTION MATTER
BUDED 9/30/66

A suggestion is under consideration at the Seat of Government that Forms FD-210, INS Forms NE 281, State Department Forms FS-257 and INS reports of admissions and departures of aliens and nationals of Soviet-bloc countries be destroyed along with the related index cards as the material becomes one year old. As you are aware, these forms relate to unofficial visitors to the United States governed by the regulations set forth in the Manual of Instructions, Section 105E, item 3. Forms are maintained in a control file when no investigation has been conducted. They may be considered for destruction under the twenty-year rule at the present time.

Offices receiving this letter should carefully evaluate all aspects of the proposed procedure. Your observations and recommendations should be forwarded to the Bureau, attention Suggestion Desk, by the close of business September 30, 1966.

2-Chicago
2-Miami
2-San Francisco
2-Washington Field
MJML:frw
(12)

(Suggestion 118-67)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/cal

NOTE: Based on memorandum Casper to Mohr, dated 9/14/66, re: Movement of Nationals, Suggestion 118-67 Submitted by Mr. [redacted] Albany Office, ML:frw.

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MAILED 12
SEP 15 1966
COMM-FBI

53 NOV 23 1966

MAIL ROOM ☑ TELETYPE UNIT ☐

ORIGINAL FILED IN 62-5003-42

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : Mr. Tavel

DATE: 9-28-66

FROM : L. E. Short

SUBJECT: BULKY EXHIBIT DESTRUCTION PROGRAM FORM

DESTRUCTION OF BUREAU PROPERTY

The Records Branch conducted a review of bulky exhibits during the period 1958-1960 for the purpose of determining which bulky exhibits were no longer of value and could be destroyed. Form 4-341 was used for that purpose but was deleted from the form book in 1962 inasmuch as it would not be used again until the next Bulky Exhibit Destruction Program. We are reinstituting the Bulky Exhibit Destruction Program again and an initial supply of 1,000 copies of the attached proposed form (formerly 4-341) will be needed.

RECOMMENDATIONS:

(1) That the attached proposed form be approved and assigned form number 4-341.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 CLW/cal

(2) Upon approval, that 1,000 copies of this form be forwarded to the Filing Unit, Room 1116 Identification Building.

Enclosure

66-3286-
NOT RECORDED
184 OCT 25 1966

16 OCT 25 1966

LWB:jam
(4)

2 ENCLOSURES

ENCLOSURE

550CT 27 1966

Form 4-341 reinstated in Div. II Form Book 10-3-66 jhe

See ADDENDUM, page 2

Memorandum to M[redacted] Tavel
Re: BULKY EXHIBIT DESTRUCTION PROGRAM FORM

ADDENDUM: 9/30/66 JER:jb

Training Division concurs with proposal of Files and Communications Division that form entitled "Bulky Exhibit Destruction Program Form" be assigned its former number 4-341 since this program is being reactivated. Our present policy does not provide for the use of a former form number once a form has been deleted, however; as a matter of convenience it is recommended that proposed form be assigned 4-341.

Upon approval, addendum will serve as authority for the Forms Management Desk, Training Division to take appropriate action.

7-341 (9-28-66)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO :

DATE:

FROM :

SUBJECT:

Bulky Exhibit File Number:

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1118, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW/cal

66-3286-

ENCLOSURE

ENCLOSURE

PROPOSED 4-341

Encl. to memo P. E. Short to Mr. Tavel; 9-28-66; LWB:jam

4-341 (9-28-66)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO :

DATE:

FROM :

SUBJECT:

Bulky Exhibit File Number:

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1116, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW/cal

66-3286-

ENCLOSURE

ENCLOSURE

Lisa Mitts 9/28/66 memo re: JK

PRINTED REINSTATED 4-341

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: October 18, 1966

FROM : J. J. Casper

Destruction of Bureau Records - General

SUBJECT: HANDLING OF MAIL IN FIELD DIVISIONS
SUGGESTION 222-67 SUBMITTED BY
SA [redacted], WASHINGTON FIELD OFFICE

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b7C

Mr. [redacted] proposed that auxiliary offices be permitted to destroy annually all referred upon completion (RUC) nonsecurity files over ten years old except those of Identification Order (IO) subjects. Any others desired to be retained for good and sufficient reason should have memorandum setting forth appropriate facts placed as top serial in the file subject to review by Inspectors. The age of the case would be determined by the date of the top serial in file. Prior to destruction, a new index card would be prepared containing the office of origin (OO), file number of Bureau, OO and the auxiliary office, name, race, date and place of birth, and FBI number, if available, of the subject. It should also contain the date of the most recent serial and the date of destruction.

SAC Purvis, Washington Field Office, recommended serious consideration and solicitation of opinions from other offices. The matter was considered by the General Investigative, Special Investigative, Files and Communications, Administrative and Inspection Divisions. All except General Investigative Division favored a canvass of a representative number of field offices. Special Investigative Division would exempt criminal files containing results of intelligence investigations and would cause original FD-302s and signed statements to be forwarded to OO by auxiliary offices prior to destruction. General Investigative Division opposed the idea because it would have too many exceptions and would require maintenance of index cards not now necessary. It could also cause delay when auxiliary offices were asked for information and had to contact OO for the data.

Enclosure
1 - Mr. Callahan
1 - Mr. Tavel
1 - Mr. Rosen
1 - Mr. Gale
1 - Mr. Felt
JER:aga (7)

REC 65 66-32-86-1009

EX 106

3 OCT 20 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/cal

CONTINUED - OVER

Memorandum J. J. Casper to Mr. Mohr
Re: Handling of Mail in Field Divisions
Suggestion 222-67 Submitted by
SA [redacted] Washington Field Office

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b7C

In view of fact that four of five divisions felt idea had merit and a field survey should be done, Training Division proposes that the opinions of a representative number of field offices should be obtained prior to any final decision on the suggestion.

RECOMMENDATIONS:

(1) That the attached letter to a dozen field offices, three from each case-load grouping, asking for their opinions, be approved.

(2) On approval, final decision on suggestion will be withheld until views of field are received and analyzed.

Assistant Director in Charge, New York October 19, 1966

Director, FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/cal

HANDLING OF MAIL IN FIELD DIVISIONS
SUGGESTION 222-67
BUDED 11/4/66

DESTRUCTION OF BUREAU RECORDS — GENERAL

DESTRUCTION BY

Attached for each office is a copy of a suggestion now under consideration at the Bureau. In brief, the proposed procedure would have auxiliary offices destroy annually all nonsecurity cases, except Identification Order subjects, which have been referred upon completion more than ten years, the age to be determined by the date of the most recent serial in file. Prior to destruction an index card containing appropriate data would be prepared.

In addition to the items noted by the suggester, criminal files containing results of intelligence investigations should also be excluded from such destruction. Any original FD-302s or signed statements would, of course have to be forwarded to the office of origin.

All offices to which copies of this letter are directed are requested to submit their views as to the feasibility of the suggestion amended to include the additional restrictions set forth above. In evaluating the merits of the proposal you should consider:

ENCLOSURE

REC-61 66-3286-1010

3 OCT 20 1966

Enclosure
2 - Buffalo (Enclosure)
2 - Cincinnati (Enclosure)
2 - El Paso (Enclosure)
2 - Jacksonville (Enclosure)
2 - Kansas City (Enclosure)
2 - Los Angeles (Enclosure)
2 - Miami (Enclosure)
2 - Philadelphia (Enclosure)
2 - Salt Lake City (Enclosure)
2 - San Diego (Enclosure)
2 - Savannah (Enclosure)
1 - Mr. Callahan 1 - Mr. Gale
1 - Mr. Tavel 1 - Mr. Felt
1 - Mr. Rosen
JER:aga

MAILED 19
OCT 19 1966
COMM-FBI

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NOTE: Based on memo Casper to Mohr, dated 10/18/66, re: Handling of Mail in Field Divisions, Suggestion 222-67 Submitted by SA [redacted] Washington Field Office, JER:aga.

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MAIL ROOM TELETYPE UNIT

Letter to Assistant Director in Charge, New York
Re: Handling of Mail in Field Divisions
Suggestion 222-67
Buded 11/4/66

(1) How often it is now necessary to refer to RUC nonsecurity files except criminal intelligence-type files. (Of the 10-year old cases.)

(2) How the suggested procedure would affect applicant-type investigations in which the Bureau is origin with respect to delays it might cause and extra correspondence between offices it might necessitate.

(3) What savings in space and equipment might be anticipated from the proposed procedure.

In addition to the foregoing specific items you should, of course, submit any other advantages or disadvantages you might foresee.

Submit your replies to reach the Bureau, Attention: Training Division, by close of business November 4, 1966.

SUGGESTION

It is suggested that auxiliary offices annually destroy all non-security files more than 10 years old, to be determined by date of top serial in the file; files at Seat of Government and Office of Origin to be retained. Prior to destruction, a new index card would be prepared on each file, reflecting Office of Origin; file numbers of Bureau, Office of Origin and auxiliary office; name; race; date and place of birth; and FBI Number, if available, of principal subject; date of most recent serial and date of file destruction. Identification order subjects should be excluded and no others unless good and sufficient reason exists to retain, in which case a memorandum setting forth appropriate facts should be placed as top serial in the file, subject to review by inspections concerning such matters as important unsolved

Current practice or rule (Include manual citation as well as facts)

Destroy only after 20 years. This is a United States Government regulation.

Advantages of suggestion and annual savings (include basis for estimate)

Current figures are not available, but several yeers ago a survey was made which showed an average field office acted as auxiliary office in 68.5% of its total cases, which would make possible considerable potential savings in cost of file cabinets and leased space. Destruction of files 10 years old would dispose of literally thousands of files in the first year in large offices such as New York. On a field-wide basis, there would be an annual savings of many thousands of dollars, which cannot be estimated without figures from the various offices concerning files to be destroyed. While this would result in additional project work, it

Disadvantages of suggestion

Extra Cost - The work necessary to place the program into effect would entail extra employee time; however, the destruction work would only be a disadvantage for the period of time it took to destroy these files until the project could be handled on a current basis, which is already

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4ELW/cal

66-3286-1010

ENCLOSURE

Suggestion (Cont.)

kidnapings, bank robbery matters, anti-racketeering with criminal intelligence data and intelligence information of the GIIF type.

In applicant cases it might be said that this could be unsuccessful because of short deadlines; however, the shortest deadline cases in the applicant field are set by the Bureau, which at all times would have copies of all pertinent investigations and, for this reason, if the suggestion is adopted, there should be no resulting delays in investigations.

In considering other type criminal cases, there should be no extra correspondence between auxiliary offices and the Bureau since auxiliary offices, if necessary, should correspond with the Office of Origin, which would be known to them from the index card, as suggested. Photographs and identification records, for example, more than 10 years old, are of no use to the investigator since the latest photograph and identification are necessary for maximum results, and this must come from local police departments or FBI Identification Division.

It is also pointed out that since auxiliary offices are required to furnish all pertinent information to Office of Origin, there cannot be any loss of pertinent information by the destruction of auxiliary office files.

Advantages (Cont.)

would more than pay for itself in savings in space and cost of equipment.

Disadvantages (Cont.)

being done in connection with the 20-year destruction of files by all field offices.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 10-3-66

FROM : L. E. Short

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/cal

SUBJECT: SUGGESTION NUMBER 222-67
Submitted by SA [redacted]
Washington Field Office — DESTRUCTION OF BUREAU RECORDS — GENERAL

DESTRUCTION OF AUXILIARY OFFICE NON-SECURITY FILES

DESTRUCTION OF Training Division has requested our observations concerning attached suggestion submitted by SA [redacted] Washington Field Office, who suggests that auxiliary offices be authorized to destroy all non-security files more than ten years old on an annual basis. He advised destruction of such files throughout field would result in considerable savings in file cabinets and space.

b6
b7C

BY AUXILIARY OFFICES

Suggestions to destroy criminal files and various other types of field office files including auxiliary office files prior to present twenty year retention period have been considered on numerous occasions in past. During a Records Management Program conducted in 1959, a number of suggestions were considered along this line. A survey of ten representative field offices was conducted to determine if a lowering of retention period was feasible. Based on results of this survey and recommendations of Investigative Division and Domestic Intelligence Division, no change was made in twenty-year retention period for field office files (66-18966-543).

During most recent Records Management Program conducted in 1964 and since that time, several additional suggestions have been received and considered concerning reduction of twenty-year retention period including suggestion submitted by Chief Clerk, Little Rock Office, similar to current suggestion. These suggestions were not adopted (66-3286-985, 66-18966-657, 695, 714, and 722). As we have pointed out in past, we feel suggestion has merit from a records management standpoint in view of tangible savings which would result

Enclosure - detached attached

REC-61 66-3286-1011

SWM:sbe
(3)

62NOV2 91966

3 OCT 20 1966

CONTINUED - OVER

memo Casper - Trotter 11/16/66 ML-memo

throughout field. Accordingly we propose that matter be re-evaluated at present time, and that survey be conducted of representative number of field offices and interested divisions at Seat of Government to determine current observations prior to further consideration of suggestion for adoption.

RECOMMENDATION:

That this memorandum be referred to Training Division for appropriate action.

ST
10/4

ADDENDUM OF THE INSPECTION DIVISION RGJ:wmj 10/3/66

The suggestion appears to have merit. However, prior to adoption feel that views of representative number of field divisions of each class be secured.

The success of this project which would be a space saver is of course contingent upon available manpower to handle it.

10- Read

ADDENDUM GENERAL INVESTIGATIVE DIVISION RJG:cmh 10/4/66

The suggestion provides for the destruction by auxiliary offices of all nonsecurity files more than ten years old. Prior to destruction, a new index card would be prepared on each file reflecting the office of origin, the Bureau and office of origin file numbers, name and residence of the subject, date and place of birth, FBI number of principal subject, date of destruction of the file. The suggestor presents several exclusions wherein the file would be retained.

The General Investigative Division recommends against the adoption of this suggestion and recommends that the present rule, which provides for destruction after twenty years, be retained.

There are numerous instances wherein it is necessary to secure information for dissemination purposes to answer allegations against Agents, and to answer inquiries. Under the proposed suggestion it would be, on many occasions, necessary to contact the auxiliary office which, in turn, would have to contact the office of origin for the desired information. In addition, this suggestion has exclusions to be determined by the auxiliary office. It is felt that if the rule were to be changed, it should be changed in a manner that would cover all violations and all situations. The proposed suggestion would have too many exceptions, and would require the maintenance of index cards which are not necessary under the present system.

In view of the above, it is recommended that this suggestion not be adopted.

-2a-

4

memo Cooper-Mohr 11/16/66 MLimone

ADDENDUM SPECIAL INVESTIGATIVE DIVISION ARW:djg 10/6/66

This suggestion has considerable merit and is worthy of favorable consideration to reduce the file space in the field offices. Criminal files containing results of intelligence investigations, as well as security files, should be excluded from this procedure. It would also be necessary to consider retention of original FD 302's which may be found in any files scheduled for destruction. Such FD 302's could be forwarded to the office of origin for storage.

ARW/cef

- 3 -

5

memo Cooper - Mohr 11/16/66 MLL mem

2-3a (Rev. 9-1-66)

FEDERAL BUREAU OF INVESTIGATION

9/30, 1966

___ Director
___ Mr. Tolson
___ Mr. DeLoach
___ Mr. Mohr
✓ Mr. Callahan
___ Mr. Casper
___ Mr. Conrad
___ Mr. Felt
___ Mr. Gale
___ Mr. Rosen
___ Mr. Sullivan
___ Mr. Tavel
___ Mr. Trotter
___ Mr. Wick
___ Miss Gandy
___ Mr. Hyde
___ Mr. Jones 4264
___ Mr. Morrell 4718
___ Exhibits Sec 331 OPO
___ Information Dk 5545
___ Mail Room 5531
___ Mechanical Section
___ Personnel Files
___ Reading Room 5533
___ Records Branch

___ Miss Adams
___ Miss Battaglia
___ Miss Branthover
___ Mrs. Buchanan
___ Miss Cawood
___ Miss Doohan
___ Miss Dunaway
___ Mr. Garza
___ Miss Jackson
___ Miss Johnson
___ Miss Kirilla
___ Mr. Krall
___ Miss Kretschmar
___ Miss Kunz
___ Mrs. Liddon
___ M[redacted] Jenkins

___ Mr. Brownfield
___ Mr. Cotter
___ Mr. Crickenberger
___ Mr. Dalbey
___ Mr. Deery
___ Mr. Donelan
___ Mr. Gump
___ Mr. Gurley
___ Mr. Hotis
___ Mr. Kirsch
___ Mr. Kohler
___ Mr. Mintz
___ Mr. Mooney
___ Mr. Moran
___ Mr. Murphy, J.C.
___ Mr. Reilly, J.E.
___ Mr. Rust, Annex
___ Mr. Smits, Annex
___ Mr. Tullai
___ Mr. Sloan
___ Mr. Light, H.K.
___ Mr. Corbitt
___ Mr. Smyth

___ Miss Lockhart, B.J.
___ Miss Lockhart, P.A.
___ Miss McKee
___ Mrs. Marcinek
___ Miss Mullery
___ Miss Perkins
___ Miss Rowan
___ Miss Scruggs
___ Miss Sparks
___ Miss Vega
___ Miss Vukelich
___ Miss Wheeler

___ See Me, Please
___ Phone Me, Please
___ For appropriate action
___ Note & Return
___ Please Handle
___ Record & Return
___ Per Call
___ For Approval

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/8/03 BY AUC 60240 BCS/DCG/gmw

SMITH OVER

May we have the views and recommendations of your division by c.o.b. 10/5/66 Thank you.

Rm. 5302, Ext. 472
TRAINING DIVISION

b6
b7C

DEFER TO INVESTIGATIVE DIVS. RE MERITS. HOWEVER WE ARE DEFINITELY INTERESTED IN ANY PROCEDURE WHICH WILL SAVE SPACE-

C. O. SMITH

add:
and file cabinets
pm 10/4

RECEIVED-MECHANICAL
F. B. I.
OCT 3 9 48 AM '66

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 9/26/66

FROM : J. J. Casper

b6
b7C

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
SUGGESTION 117-67 SUBMITTED BY
MR. [redacted] PHILADELPHIA

Destruction of Bureau Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 CLW/cdl

SYNOPSIS

Mr. [redacted] suggested that Deserter cases (42 classifications) be destroyed in the field earlier than the present 20-year period, preferably after five years. He advised this would save at least ten five-drawer cabinets in the Philadelphia Office with commensurate savings throughout the field of about $3,000. He noted space saved in open-shelf filing would be about 50% less than where cabinet filing was used. SAC, Philadelphia, favored adoption since reference to Deserter files over five years old is not frequent enough to warrant their retention and loss of storage space.

Special Investigative Division favored destruction of these files after five years unless the office was origin in the case or the deserter was also involved in some other criminal activity of interest to the Bureau or which would have to be disseminated to some other interested agency.

Files and Communications Division, Inspection Division, and the Baltimor and Washington Field Offices felt the suggestion as modified had merit. SAC, New Haven and ASAC, Tampa also saw nothing objectionable in the proposed procedure. Training Division ascertained the idea would affect at least 140,000 files and estimated savings of a minimum of $3564 since 41 offices use open-shelf filing and 16 use cabinet filing. On this basis, suggester could be granted an incentive award of $180.

RECORDED COPY FILED IN 66-1934-42

RECOMMENDATIONS:

(1) That the suggestion be adopted as modified by the Special Investigative Division and the suggester be granted an incentive award of $180.

OCT 27

1 - Mr. Gale
1 - Mr. Tavel
1 - Mr. Felt
1 - Mr. Callahan
1 - Mrs. Buchanan
JER:mem
(7)

Manual of Rules & Regulations Revised. Included REC-10 destruction of index cards also. Provides for 1-14 stops are not ~~obtained~~ obtainable added to MRR revision. fmt

66-3286-1012

17 OCT 26 1966

Enclosure

OCT 31 1966

CC-66-1934

(CONTINUED - OVER)

TWO

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(2) That the incentive award be handled by the Commendation, Supervisory Approval and Special Action Unit, Administrative Division, in lieu of further acknowledgment. Receipt of the idea was acknowledged previously.

(3) On approval, this memorandum will be authority for the Manuals Desk, Training Division, to take the necessary action.

Appropriate letter attached.

Casper to Mohr memo continued: b6
Re: DESTRUCTION OF BUREAU PROPERTY b7C
SUGGESTION 117-67 SUBMITTED BY
MR. [redacted] PHILADELPHIA

DETAILS

SUGGESTION: That Deserter cases (42 classification) be destroyed in the field earlier than the present 20-year retention period, preferably after five years. The suggester stated that reference is seldom made to one of these files which had been closed for five years or even less. Recurrent offenders keep deserting every few months and draftees serve only two years. Leads to locate career men who desert could be obtained from the service records of the particular branch of the service regardless of the number of times they desert. Very few of these files are voluminous but the number of files is great.

PRESENT PRACTICE: Manual of Rules and Regulations, Part II, Section 3, 8a provides that these cases may be considered for destruction after 20 years.

ADVANTAGES: The suggester advised that there would be a saving of file-cabinet space which in turn would save floor space. The Philadelphia Office has ten five-drawer cabinets of these files. Savings would be approximately 50% less in those offices having open-shelf filing. He estimated that, conservatively, about $3,000 in equipment and/or space would be saved throughout the field by the proposed action.

OBSERVATIONS: SAC, Jamieson, Philadelphia, recommended the idea be adopted. He stated reference to Deserter files of five years old in the field is not frequent enough to warrant their retention and occupation of storage space involved.

Files and Communications Division favored adoption of this suggestion.

Special Investigative Division pointed out this idea applies only to Deserter files in the field and not at the Seat of Government. While it is true that, most often, a subsequent desertion by an individual would occur within the five-year period that the field file would be available under the suggested procedure, there would be exceptions where the file would have been destroyed. In these latter instances, information would have to be extracted from the files at the Seat of Government and forwarded to the field. The destruction of these field files would remove information from the office files when the deserter may subsequently be involved in some other criminal case. In spite of these drawbacks, the idea has merit in the area of records management to provide additional space; therefore, the division approved of the suggestion with these two

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exceptions: (1) office is not office of origin. (2) That the file does not pertain to a deserter who has been involved in some other criminal activity or activity where the Bureau would be obligated to disseminate information to another agency.

Training Division discussed the matter with the Inspection Division which saw no objection to the suggestion particularly in view of the safeguards insisted upon by Special Investigative Division.

Training Division believes the procedure proposed by Special Investigative Division is a practical modification of the suggestion. The matter was also discussed with the SAC, New Haven and the ASAC, Tampa who were attending In-Service and both advised they saw no objection to the proposed procedure.

In order to get some idea of the volume of cases involved if the two exceptions noted by the Special Investigative Division were applied, Training Division contacted the Baltimore and Washington Field Offices (WFO). WFO advised that, as of the latest tabulation, they had 349 pending Deserter cases, the greater majority of which were cases in which they were an auxiliary office. Baltimore advised that it had 145 such cases and was origin in but 56 of them, none of which involved any other Bureau violation. Neither of these offices could see anything objectionable in the suggestion. It was ascertained from Special Investigative Division that its total of Desertion cases received during August, 1966, was 2442 and the indication was that September would be about the same. For the period from April to August, 1966, 9186 cases were received for an average of 1837 per month. Using this as a base, our files in this classification are currently growing at the rate of over 22,000 a year, doubtless due to the Vietnam situation. It has been determined, however, that from 1946 to the present there have been 187,052 cases received in this classification for an average of about 9350 which will be eligible each year for at least consideration for destruction under the 20-year rule. Under the proposed five-year destruction year, three-quarters of that number, or 140,000 cases could be considered for destruction immediately with an average of 9000 additional cases eligible each succeeding year. Since, more often than not, these cases involve auxiliary offices, the potential number of files that could be considered for destruction could be much greater than 140,000 even with the two exceptions recommended by Special Investigative Division. To be conservative, it is believed that the base figure of 140,000 should be used to estimate savings.

Casper to Mohr memo continued:
Re: DESTRUCTION OF BUREAU PROPERTY
SUGGESTION 117-67 SUBMITTED BY
MR. [redacted] PHILADELPHIA

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At the request of the Training Division, the Filing Unit of Files and Communications Division conducted a random sampling of five separate drawers of 42 in classification cases and found each drawer averaged 180 files. On this basis 140,000 files would take up 777 drawers or a minimum of 155 five-drawer cabinets. These cost $65.50 each for a total saving of $10,152.50; however, 41 offices use open-shelf filing which consists of seven-shelf units of 36 3/4-inch wide shelves at $54 each. If each 22-inch file drawer holds 180 files, a 36 3/4-inch shelf holds about 300 files; therefore, the minimum saving for open-shelf filing would be 466 shelves or 66 seven-shelf units at $54 each for a total of $3,564. The true figure on savings would probably fall somewhere between the $10,152.50 and $3,564 totals; however, this would be conjecture at best so it is proposed the lower figure be arbitrarily assumed and the suggester be granted an incentive award of $180 which is in line with the suggested scale for such awards.

VIEWS OF THE SPECIAL INVESTIGATIVE DIVISION RE: SUGGESTION 117-67

ADDENDUM SPECIAL INVESTIGATIVE DIVISION 9/12/66 WJG:lab

Philadelphia Office has suggested that field deserter files, when closed over five years, should be destroyed. The advantages are the saving of file cabinet space and floor space. Philadelphia points out that it has ten five-drawer file cabinets which could be eliminated. Each cabinet would represent a $50 saving in the Philadelphia Office and other large cities such as Philadelphia. They estimate a savings of $2,000 to $3,000 field wide in equipment and space.

This suggestion applies only to deserter files in the field and would not effect the files at the Seat of Government. While it is true that in most instances, a subsequent desertion by an individual would fall within the five-year period that the field file would be available, there would be exceptions where the file would have been destroyed. In the latter instances this would necessitate this information being extracted from the files at the Bureau and forwarded to the field. The destruction of these field files would remove information from the office file where the deserter might subsequently be involved in some other criminal case.

In spite of these drawbacks, the suggestion has merit in the area of records management which would allow considerable savings in space. Due to this overriding factor, the Special Investigative Division agrees with the suggestion under the following conditions:

(1) Office is not office of origin.

(2) That the file does not pertain to a deserter who has been involved in some other criminal activity or activity where the Bureau would be obligated to disseminate information to another agency.

I agree 9/27/66

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 9-2-66

FROM : L. E. Short

SUBJECT: SUGGESTION #117-67

Comments of this Division requested concerning proposal to destroy deserter files in the field offices after they have been closed five years.

Files and Communications Division favors adoption of this suggestion.

RECOMMENDATION:

For referral to the Training Division, Attention: Suggestion Desk.

ORIGINAL FILED IN 47-1

LES:ifc
(3)

Destruction of Bureau Property

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

REC-65 66-3286-1013

17 OCT 26 1966

memo Conrad to Baker 9/26/66 re: misc. EX-113

62 NOV 1 1966

October 3, 1966

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EDW1 cal

REC- 28 ~~66-16963-1990~~
66-3286-1013X

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

EX 106

Dear Mr. [redacted]

Your suggestion has been received regarding steps which might be taken to facilitate maintaining appropriate records in auxiliary offices and thereby grant them approval for the disposition of certain files. This proposal is being carefully evaluated and I will let you know in the event it is adopted.

The interest and initiative which led you to submit this idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 3
OCT 3 - 1966
COMM-FBI

OCT 3 10 56 AM '66
REC'D-READING ROOM
FBI

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

b6
b7C

MJL:mem
(6)

(Suggestion 222-67 dated 9/27/66)
NOTE: Suggests auxiliary offices annually destroy all files except securit matters when more than 10 years old, to be determined by date

Tolson
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Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐
DEC 8 1966

(CONTINUED - OVER)

b6
b7C

Mr. [redacted]

of top serial in file. Files at SOG and office of origin to be retained. Prior to destruction, a new index card would be prepared on each file, reflecting office of origin; file numbers of Bureau, office of origin and auxiliary office; name; race; date and place of birth; and FBI number, if available, of subject; date of most recent serial and date of file destruction. Identification Order subjects should be excluded and no others unless good and sufficient reason exists to retain, in which case a memorandum setting forth appropriate facts should be placed as top serial in file, subject to review by inspections concerning such matters as important unsolved kidnapings, bank robbery matters, anti-racketeering with criminal intelligence data and intelligence information of the General Intelligence Information File type.

Referred to the Administrative, Files and Communications, General and Special Investigative, and Inspection Divisions for views and recommendations.

Suggestion (Cont.)

kidnapings, bank robbery matters, anti-racketeering with criminal intelligence data and intelligence information of the GIIF type.

In applicant cases it might be said that this could be unsuccessful because of short deadlines; however, the shortest deadline cases in the applicant field are set by the Bureau, which at all times would have copies of all pertinent investigations and, for this reason, if the suggestion is adopted, there should be no resulting delays in investigations.

In considering other type criminal cases, there should be no extra correspondence between auxiliary offices and the Bureau since auxiliary offices, if necessary, should correspond with the Office of Origin, which would be known to them from the index card, as suggested. Photographs and identification records, for example, more than 10 years old, are of no use to the investigator since the latest photograph and identification are necessary for maximum results, and this must come from local police departments or FBI Identification Division.

It is also pointed out that since auxiliary offices are required to furnish all pertinent information to Office of Origin, there cannot be any loss of pertinent information by the destruction of auxiliary office files.

Advantages (Cont.)

would more than pay for itself in savings in space and cost of equipment.

Disadvantages (Cont.)

being done in connection with the 20-year destruction of files by all field offices.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#222-67

b6
b7C

Date
September 27, 1966

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	WFO

SUGGESTION

It is suggested that auxiliary offices annually destroy all non-security files more than 10 years old, to be determined by date of top serial in the file; files at Seat of Government and Office of Origin to be retained. Prior to destruction, a new index card would be prepared on each file, reflecting Office of Origin; file numbers of Bureau, Office of Origin and auxiliary office; name; race; date and place of birth; and FBI Number, if available, of principal subject; date of most recent serial and date of file destruction. Identification order subjects should be excluded and no others unless good and sufficient reason exists to retain, in which case a memorandum setting forth appropriate facts should be placed as top serial in the file, subject to review by inspections concerning such matters as important unsolved

Current practice or rule (Include manual citation as well as facts)

Destroy only after 20 years. This is a United States Government regulation.

Advantages of suggestion and annual savings (include basis for estimate)

Current figures are not available, but several years ago a survey was made which showed an average field office acted as auxiliary office in 68.5% of its total cases, which would make possible considerable potential savings in cost of file cabinets and leased space. Destruction of files 10 years old would dispose of literally thousands of files in the first year in large offices such as New York. On a field-wide basis, there would be an annual savings of many thousands of dollars, which cannot be estimated without figures from the various offices concerning files to be destroyed. While this would result in additional project work, it

Disadvantages of suggestion

Extra Cost - The work necessary to place the program into effect would entail extra employee time; however, the destruction work would only be a disadvantage for the period of time it took to destroy these files until the project could be handled on a current basis, which is already

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

I think such a procedure should receive serious consideration and suggest that views of several other offices would be in order.

b6
b7C

Joseph D. Purvis
Signature and Title SAC

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(Do not write in this space - for Bureau use only)

REC 28 66-3286-1013X

OCT 5 1966

memo Casper-Mohr 11/16/66 NW 106

letrack 10/13/66

memo 66-3286-1013X Rec'd

memo Casper to Mohr 10/18/66

Suggest 9/30/66 memo

SERIALIZED

O DESTRUCTION OF BUREAU PROPERTY - GENERAL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10/19/66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EWlaal

DESCRIPTION OF FILE: 62-65855
RATIONING OF TIRES

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of seven sections beginning in 1942 and no mail has been placed in the file since 1945. There is also a small Sub A section to the file.

The file was opened with an SAC letter advising the Field that the Compliance Section, Priorities Division, Office of Production Management in Washington, D. C. desired to be advised concerning alleged violations of the order barring the sale of tires. The file consists mostly of correspondence to and from the field and to and from private individuals regarding alleged violations of such sales and letters to the Office of Price Administrations referring complaints to them. Some de-indexing has been done in the file. This material seems to be of no value to the Bureau today since tire rationing is no longer in existence. It is recommended that this material be de-indexed and destroyed with the exception of investigations and inquiries conducted by the Bureau.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

6 OCT 25 1966

MCW:bjb

51 OCT 31 1966

See Addendum page 1a

66-3286

NOT RECORDED
145 OCT 26 1966

Destruction of Bureau Records Comm.

ORIGINAL FILED IN 62-65855-351

Memorandum to Mr. Tavel
Re: REHABILITATION PROGRAM
RECORDS BRANCH

ADDENDUM: OLD:DC 10/21/66

General Investigative Division concurs with the recommendation of the Records Division that the material in 62-65855 be de-indexed and destroyed with the exception of investigations and inquiries conducted by the Bureau in captioned classification.

October 28, 1966

PROPOSED CHANGE IN THE MANUAL OF INSTRUCTIONS

1 - Mr. E. W. Smith
1 - Mr. W. A. Branigan
1 - Mr. F. A. Tansey

Volume 4, Section 105 (Internal Security - Nationalistic Tendency), [illegible] 3 concerning "Visiting tourists and other nonofficial aliens" should be amended on page 4f under subparagraph (d) to add paragraph before subparagraph (e). It should be amended to add the portion underscored:

(d) Form FD-210, notice of arrival into or departure from the United States of a communist-bloc national.....
.....
.....

Forms FD-210 and INS Forms 221 which are used to prepare FD-210's reporting arrivals and departures of nonofficial communist-bloc visitors handled under [illegible] may be destroyed after [illegible] cards which one year old in accordance with following instructions:

In instances where no investigation is involved and the FD-210's or Forms 221 are maintained in control files, all offices except New York and Washington may destroy those cards and related index cards after two years. This applies even in the offices in the offices covering points of entry as an auxiliary office since New York and Washington maintain copies of the FD-210's. New York and Washington should not retain INS Forms 221. Where volume of receipt of Form 221 in any offices is such that practice is to destroy [illegible] time of receipt and not on FD-210, [illegible] procedure is permissible.

(e) Information from CIA .....
.....
.....

1 - 100-354139 (Movement of Satellite Nationals)
1 - 100-300748 (Movement of Soviet Nationals)
MMF:bfl (8)

NOTE: This change is based on memorandum from Mr. J. J. Casper to Mr. Mohr dated 10/20/66 captioned "Movement of Nationals [illegible] Suggestion 118-67 Submitted by Mr. [redacted] Albany." It was approved and referred to Domestic Intelligence Division for necessary Manual changes. Other Manuals and Handbook [illegible] not involved.

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b7C

ENCLOSURE

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Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
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Casper
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Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 10/20/66

FROM : L. E. SHORT

SUBJECT: DESTRUCTION OF BUREAU RECORDS-GEN'L
REHABILITATION PROGRAM
RECORDS BRANCH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/ Cal

DESCRIPTION OF FILE: 62-24074
STATE POLICE GENERAL

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of six sections beginning in 1930 and no mail has been placed in the file since 1943.

The file consists mostly of three letters dated 8/4/33, 6/14/34, and 6/27/34, to all Field Offices in existence at that time requesting certain information regarding State Police in their particular area and the replies from the Field. It also contains letters from private individuals requesting various types of information regarding State Police organizations generally. Serial 53 appears to be a compilation of all information received from the Field in answer to the first letter. The remainder of the file consists mostly of replies from the second two letters. The material in the file is obsolete and does not appear to have any great value to the Bureau. All material of an administrative or historical nature would be retained.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

66-3286-
NOT RECORDED
102 OCT 24 1966

RECOMMENDATION:

For referral to the substantive division.

MCW:bjb

I saw nothing of retentive value Sects 1, 3 & 6 of 62-24074

51 OCT 27 1966

6 OCT 24 1966

ORIGINAL FILED IN 62-24074

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 08-10-2011

9/8/03
CLASSIFIED BY ~~NUC 60890BCE/DCG/ymw~~
DECLASSIFY ON: ~~25X 6~~
As Amended

~~Mr. Mohr~~ 10/20/66

J. J. Casper

Destruction of Bureau Property - Recommended

MOVEMENT OF NATIONALS
SUGGESTION 118-67 SUBMITTED BY
MR. [redacted] ALBANY

WNINTEL

CLASS. BY SP4 ELW1 cal
REASON-FCIM II 1-2.4.2 2
DATE OF REVIEW OADR
8-3-82

~~CONFIDENTIAL~~ b6 b7C

SYNOPSIS

Mr. [redacted] proposed that Forms FD-210, INS (Immigration and Naturalization Service) Forms 281, State Department Forms FS-257 and INS reports of admissions and departures of aliens and nationals of Soviet-bloc countries be destroyed along with related index cards when one year old. The suggestion concerns only those forms on which no investigation is involved and are now maintained in control files under the 20-year destruction rule. If investigation is required, they become part of the appropriate case file.

Views of five offices (Chicago, Miami, New York, San Francisco and Washington Field) which handle large volume of security work were sought inasmuch as these forms are maintained only in the field and not at the Seat of Government. All offices canvassed favored adoption of the idea. Washington Field Office, however, believed some restrictions were necessary since these records are often valuable in security investigations particularly in identifying unknown subjects who are alleged illegal agents. Training and Domestic Intelligence Divisions considered replies of field offices and, based on them, favor modification of suggestion. FD-210s should continue to be retained by New York and Washington Field Offices since they have copies of each one executed. Other offices may destroy those in control file after one year. There is no need to retain copies of INS forms more than one year since data is incorporated on FD-210s. FS-257s should be retained by offices covering destinations of nationals since they contain valuable background data plus photograph and description. Offices covering ports of entry, if acting only as auxiliary offices, should be permitted to destroy this material after one year. Border offices should retain forms on nationals destined for locations within their jurisdictions since they are offices of origin in these cases.

ORIGINAL FILED

1 ENCLOSURE

66-3286

NOT RECORDED
141 NOV 15

Enclosure
(1) - 66-3286
1 - Mr. Sullivan
JER:mem
(4)

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

(CONTINUED - OVER)

NOV 25 1966

~~CONFIDENTIAL~~

Casper to Mohr memo continued:
Re: MOVEMENT OF NATIONALS
SUGGESTION 118-67 SUBMITTED BY
MR. [redacted] ALBANY

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RECOMMENDATIONS: (1) That suggestion be adopted, modified as above, and enclosed letter of appreciation be sent to suggester; receipt of idea was acknowledged previously.

~~CONFIDENTIAL~~

(2) On approval, this memorandum will be authority for Domestic Intelligence Division to make necessary manual changes.

(CONTINUED - OVER)

~~CONFIDENTIAL~~

Casper to Mohr memo continued:
Re: MOVEMENT OF NATIONALS
SUGGESTION 118-67 SUBMITTED BY
MR. [redacted] ALBANY

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DETAILS

SUGGESTION: That Form FD-210, INS (Immigration and Naturalization Service) Form NE 281, State Department Form FS-257 and INS reports of admissions and departures of aliens and nationals of Soviet-bloc countries be destroyed along with related index cards as the material becomes one year old. These forms relate to unofficial visitors to the U. S. and are governed by Manual of Instructions, Volume IV, Section 105E, item 3. When no investigation is conducted, these forms are maintained in a control file.

PRESENT PRACTICE: These forms now fall within the 20-year rule for consideration for destruction.

ADVANTAGES: Suggester believes this procedure would aid the Bureau's Records Management Program by conserving space. In Albany Office, five drawers of records could be purged. He advised that reference is made to these items very infrequently.

OBSERVATIONS: Domestic Intelligence Division stated Bureau could not determine value of these records since they are not maintained here. Their value to the field would depend on what has been derived from them up to this time. They recommended a survey be made of representative offices handling a large volume of security work.

A canvass was made of the New York, Chicago, Miami, San Francisco and Washington Field Offices. The first four of these offices favored the destruction without reservations and foresaw no obstacles to investigation. They pointed out that if investigation of the visitor or his sponsor was necessary, the form was incorporated in a case file and not maintained in a control file. Miami realized that conceivably the identity of a Soviet-bloc agent could be facilitated through a review of these forms, particularly the FS-257 which contains a photograph; however, they believed this to be a remote possibility and not reason enough to warrant retention since, in most instances, the information could be obtained from the agency which originally furnished the information.

Washington Field Office (WFO) took a more cautious approach. It commented the New York Office (NYO) and itself handle the bulk of national internal security investigations. It stated that it has found the control files on the movement of nationals

(CONTINUED - OVER

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Casper to Mohr memo continued:
Re: MOVEMENT OF NATIONALS
SUGGESTION 118-67 SUBMITTED BY
MR. [redacted] ALBANY

~~CONFIDENTIAL~~

to be a valuable asset in such investigations and particularly so in connection with the identification of unknown subject agents of Soviet-bloc intelligence where, as in the past, information has been received belatedly from highly sensitive sources regarding the arrival and/or departure of an enemy agent identified only by a code name.] It saw no reason for all offices to maintain the FD-210s for more than one year since NYO and WFO receive and maintain copies of FD-210s on all Soviet-bloc visitors. With respect to INS Form 281 which is used to report to local FBI offices the arrivals and departures of Soviet-bloc nationals, WFO noted that data furnished by INS are incorporated on FD-210s; therefore, little purpose would be served by maintaining any INS forms in the control files. State Department Forms FS-257, commonly called a visa data slip, contain the visitor's name, date and place of birth, nationality, occupation, identity and address of his US sponsor, length and purpose of his stay, his photograph and physical description. It is the only source providing the photograph and description of the visitor and is kept in the field office covering the visitor's destination and not any central repository; therefore WFO felt they should be retained in the control file of the covering office at least five years.

WFO further recommended that offices covering ports of entry into the US should be authorized to destroy the forms at the end of a year when they are auxiliary offices. Further when these nationals are destined to locations within the jurisdiction of a border office, the office should retain the records since it is office of origin in such cases.

Training and Domestic Intelligence Divisions discussed the views of the offices which were canvassed. [Noting the comment of the Miami Office that conceivably the identification of an alleged Soviet-bloc intelligence agent could be facilitated and the exposition furnished by WFO, it was decided that the recommendations of WFO had merit. Since these forms are often the only record on an individual they could be valuable as references in connection with the detection of possible illegal agents and should be retained as recommended by WFO, namely that the FD-210s should continue to be retained by WFO and NYO and the FS-257 should be retained by the office covering the destination of the visitor. Also that border offices should retain the records in question when the nationals are destined for locations within their jurisdictions. Offices covering ports of entry, if they serve only as auxiliary offices, need not retain the forms in control files more than a year.]

~~CONFIDENTIAL~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Callahan
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Trotter
Tele. Room
Holmes
Gandy

TO : MR. TOLSON

DATE: November 1, 1966

FROM : W. M. FELT

SUBJECT: PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

FIELD CONTROL FILES ON RECORD CHECKS OF BALTIMORE SOURCE 4 AND OTHER CHECKS

DESTRUCTION OF BUREAU RECORDS - GENERAL

To permit inspection review of administrative record checks requested by a field office of Baltimore Source 4, House Committee on Un-American Activities and Passport Office, Department of State, copies of correspondence requesting such record checks are required to be placed in a control file. During each inspection, this control file is carefully reviewed.

In the interests of good records management, the field office is instructed in the inspection letter to purge the control file of material dated prior to the inspection.

The proposed change in Manual of Rules and Regulations is to make this purging automatic after each inspection thereby eliminating the need for this stereotyped instruction in each inspection letter.

RECOMMENDATION

That the attached proposed change in the Manual of Rules and Regulations be approved. If approved, to be handled by the Training Division.

ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/sal

Enclosure

1 - Mr. Casper

66-3286

NOT RECORDED
126 NOV 14 1966

16 NOV 9 1966

WMF:bhg
(4)

62-104264-504

ENCLOSURE FROM FILE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 11-1-66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 98-0
SABOTAGE GENERAL

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 99 sections beginning in 1939.

The file is still being used currently but from Section 1 through part of Section 56, the file contains mail that concerns World War Two and the building up to the War. It contains letters from and to private individuals who either requested information regarding Sabotage or submitted suggestions on how to prevent it. These sections also contain Interoffice memoranda that are no longer received at the Seat of Government and mail where the original was recorded into another file. Since World War Two has long been over, this mail is obsolete and does not appear to have any great value to the Bureau. It seems that the first 56 sections of this file could be reviewed for possible destruction. All material of an administrative or historical nature would be retained.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the substantive supervisor review the above listed sections of the file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the Substantive division.

66-3286
NOT RECORDED
145 NOV 4 1966

MCW:bjb
61 NOV 9 (3) 1966

11 NOV 4 1966

RECORDS

11/2

0990-10-25

8-3-82

ORIGINAL FILED IN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 11-3-66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

DESCRIPTION OF FILE: 62-1
CORRESPONDENCE GENERAL

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of thirteen sections beginning in 1940 and no mail has been placed in it since 1957.

The file contains letters, notes, postcards, etc. from private individuals, the majority of which are commendatory of the Director. There are some Anonymous Communications and some letters that received no reply. The majority, of course, were answered by the Director. The names of the writers were indexed. Some of the correspondence is, however, on the critical side. This file is no longer used and similar type correspondence is filed in 62-0, 63-0, or 94-5. Authority was granted to destroy all mail over 10 years old in the 62-0 files (see memorandum Mr. Short to Mr. Tavel, 6/25/64). Since authority for destruction of mail over ten years old has been granted for the 62-0 file and all but two serials in 62-1 are now over ten years old, it seems that the same authority could be applied to the 62-1 file.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

66-32860

NOT RECORDED
145 NOV 10 1966

RECOMMENDATION:

For referral to the substantive division.

NOV 15 1966

(3)

3 NOV 9 1966

ORIGINAL FILED IN 62-1-811

DESTRUCTION OF 13 SUREAU RECORDS GENL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 11-15-66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-122
FUGITIVES GENERAL ODestruction of Bureau Property

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 64 sections and is still used currently. Serial 1 is dated in October 1921, but there is mail behind this serial that is dated as far back as April 1920.

This file contains an old SAC letter dated 8/27/1923 and 29 individual letters to the Field Offices existing at that time, dated 11/17/26. The individual letters and the one SAC letter requested the Field to send in the list of Fugitives in their area and the replies from the Field listing the names. Some lists were indexed and some were not Those listed had very little identifying information on the name. This file also consists of numerous serials where the original is filed in another file and inter-office memoranda that are no longer sent to the Bureau. Mr. E. A. Tamm apparently advised the Director each week , the names of the 12 outstanding fugitives wanted. (See serials 450, 454, and 560 for examples.) There was a letter dated 7/5/38 sent to the Field instructing them to contact the officials at the home offices of major insurance companies with reference to the searching of Identification Orders against the card index files in their offices. Replies from this letter were received and some of the names of the officials and some of the companies were indexed. Some of the names of the fugitives that were indexed would be either dead or in age anywhere from eighty to over a hundred years. It is suggested that at least the first ten sections of this file be reviewed for possible destruction. All mail of a policy nature, memoranda with the Director's notations, suggestions and Executive Conference memoranda and mail of a historical nature would be retained.

12 NOV 22 1966

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

66-3286

NOT RECORDED
199 NOV 22 1966

RECORDS

ORIGINAL FILED IN 62-122-4436

EX-108

DATE 8-3-82 BY SP4ELW/cal

25 NOV 28 1966

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

ST
11/16

MCW:ahr
(3)

Fug location agrees provided no policy guidance or Directive notation destroyed. 11/21/66

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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TO : Mr. Mohr

DATE: 11/16/66

FROM : J. J. Casper

Destruction of Bureau Records - general

SUBJECT: HANDLING OF MAIL IN FIELD DIVISIONS
SUGGESTION 222-67 SUBMITTED BY
SA [redacted] WASHINGTON FIELD OFFICE

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SYNOPSIS

Mr. [redacted] proposed that auxiliary offices be permitted to destroy annually all referred upon completion (RUC) nonsecurity files over ten years old except those of Identification Order (IO) subjects. Any others desired to be retained for good reason should have memorandum setting forth appropriate facts placed as top serial in the subject file for review by Inspectors. The age of the case would be determined by the date of the top serial in file. Prior to destruction, a new index card would be prepared containing the office of origin (OO), file number of Bureau, OO and the auxiliary office, name, race, date and place of birth, and FBI number, if available, of the subject. It should also contain the date of the most recent serial and the date of destruction.

General Investigative, Special Investigative, Files and Communications, Administrative and Inspection Divisions considered this idea and four of these divisions favored a field survey of a representative number of offices. General Investigative Division opposed the idea because there would be too many exceptions and would require maintenance of index cards not now necessary. Special Investigative Division would exempt criminal files with results of intelligence investigations and would cause original FD-302s and signed statement to be forwarded to OO by auxiliary offices.

Results of field survey reflect, while four offices recommended adoption due to saving of space, several valid objections were raised regarding procedure and especially the fact that a tremendous amount of clerical time would be needed to prepare the new index card, review material involved, and follow through with the destruction phase of this idea. Applicant-type cases would be affected by this procedure in that they might be

1 - Mr. Callahan
1 - Mr. Tavel
1 - Mr. Rosen
1 - Mr. Gale
1 - Mr. Felt
ML:mem

REC 66-3286-1014

9 NOV 22 1966

55 NOV 28 1966

(CONTINUED - OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW Cal

2 cys to me

Casper to Mohr memorandum continued:
Re: HANDLING OF MAIL IN FIELD DIVISIONS
SUGGESTION 222-67 SUBMITTED BY
SA [redacted], WASHINGTON FIELD OFFICE

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delayed in order to obtain necessary material from the SOG which is OO in these cases. The majority of the offices felt that it was doubtful whether the space to be saved, while substantial, would offset employee time necessary to handle the work involved.

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester. He has been thanked by prior letter.

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Casper to Mohr memorandum continued:
Re: HANDLING OF MAIL IN FIELD DIVISIONS
SUGGESTION 222-67 SUBMITTED BY
SA [redacted] WASHINGTON FIELD OFFICE

DETAILS

SUGGESTION: That auxiliary offices be permitted to destroy annually all RUC nonsecurity files more than 10 years old, to be determined by the date of the top serial in the file. The files at the SOG and the OO should be retained. Files on IO subjects should be excluded and no others unless a good and sufficient reason exists to retain them in which case a memorandum setting forth the appropriate reasons should be placed as the top serial in the file. This would be subject to review during inspections concerning such matters as important unsolved Kidnappings, Bank Robbery Matters, Anti-Racketeering with criminal intelligence data, and intelligence information of the General Intelligence Information File (GIIF) type.

Prior to destruction, a new index card would be prepared on each file, reflecting the OO, file numbers of the Bureau, OO and the auxiliary office, name, race, date and place of birth, and FBI number, if available of the subject, plus the date of the most recent serial and date of destruction of the file.

PRESENT PROCEDURE: These files are eligible for destruction after 20 years.

ADVANTAGES: Suggester notes that current figures are not available but several years ago a survey was made which showed an average field office acted as an auxiliary office in 68.5% of its total cases; therefore, suggested procedure would make possible considerable potential savings in cabinets and leased space in the field.

DISADVANTAGES: The work necessary to place the suggested procedure into effect would entail extra employee time; however, the destruction work would only be a disadvantage for the period of time it took to destroy these files until the project could be handled on a current basis which is already being done in connection with the 20-year destruction of files by all field offices.

OBSERVATIONS: SAC Purvis, Washington Field Office, recommended serious consideration and solicitation of opinions from other offices. The matter was

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Casper to Mohr memorandum continued:
Re: HANDLING OF MAIL IN FIELD DIVISIONS
SUGGESTION 222-67 SUBMITTED BY
SA [redacted] WASHINGTON FIELD OFFICE

considered by the General Investigative, Special Investigative, Files and Communications, Administrative and Inspection Divisions. All except General Investigative Division favored a canvass of a representative number of field offices. Special Investigative Division would exempt criminal files containing results of intelligence investigations and would cause original FD-302s and signed statements to be forwarded to OO by auxiliary offices prior to destruction. General Investigative Division opposed the idea because it would have too many exceptions and would require maintenance of index cards not now necessary. It could also cause delay when auxiliary offices were asked for information and had to contact OO for the data.

In view of the fact that four of the five divisions felt the idea had merit, approval was granted by memorandum dated 10/18/66 for a field survey.

The views received as a result of this survey of 12 representative offices (New York, Buffalo, Cincinnati, El Paso, Jacksonville, Kansas City, Los Angeles, Miami, Philadelphia, Salt Lake City, San Diego, and Savannah) have now been evaluated. Cincinnati, El Paso, Jacksonville, and Savannah Offices felt the idea was worthy of adoption due to the saving of space to be realized and visualized no insurmountable problems involved. Most of the 12 offices could visualize no need for the preparation of a new index card to be placed in the general indices and recommended against this procedure. They pointed out the tremendous amount of work which would be involved in making these new cards. Cincinnati advised the FBI number would be available for the subject and the identification record would give a lead as to the field office in which additional information regarding a particular subject is located. In the event it was decided index cards are desirable, Cincinnati proposed a different color of card stock be used, i.e., green. Card should contain the date it was prepared. With regard to the transmittal of pertinent data to the OO, Cincinnati proposed a preprinted form be used which would contain spaces showing material forwarded to OO. This would call attention of OO to the fact that the form letter had material enclosed which was to be placed in file. No copy of the form letter would be retained by the auxiliary office since the substantive file has been destroyed.

New York also opposed making the new index card because of work involved since an existing card is already in the indices with as much descriptive data as appeared in original correspondence. The fact the file is subsequently marked destroyed would be indicative to a reviewing Agent that it came within the purview of the idea, if

adopted. There would be a saving of 135 five-drawer file cabinets in New York alone. New York as well as the majority of other offices canvassed pointed out the number of times these files would be referred to would be few with the exception of the criminal intelligence type. They also noted adoption would have an effect on applicant-type investigations in which Bureau is the OO since a certain percentage of the cases are in the "bring-up-to-date" category. Short deadlines are set in these cases and a certain amount of delay would be experienced in obtaining the necessary Bureau copies of those reports which have been destroyed in the field. The field offices did not mind this part of the procedure since they pointed out the responsibility and work in furnishing the field material in these cases would fall on the SOG. New York stated the preparation of the index card could conceivably outweigh any saving of space and equipment. Several of the offices mentioned the work involved in this procedure might cause them to need an additional employee or possibly two employees. San Diego expressed the opinion the new card should not be made but the one in file be pulled and necessary information added to it. Also, that all alias cards should either be destroyed or similar information placed on them and, if information placed on them, they should be purged from indices since there would be no point in matching new incoming mail with nonexistent files. Idea would entail a review of consolidated files each year to insure they are now ready for destruction, it being noted that reopened cases frequently result in substantial variance in date of the top serial in different closed cases in a consolidated volume.

Salt Lake City raised an objection in connection with the necessity to refer to these RUC criminal cases, particularly when the need for the background data and prior criminal history of a subject is needed by some person or agency outside of the Bureau and the information is needed "right now!" An example of this would be a U. S. Attorney in making his decision as to whether a subject should be prosecuted. Sometimes the amount of time required to obtain the desired information from the Bureau or the OO would be just enough time for a reluctant U. S. Attorney to decide to allow local authorities to prosecute, and thus a possible statistic is missed. This would be particularly true where local authorities are holding a subject awaiting the decision of the U. S. Attorney as to whether the Federal authorities will assume jurisidction of the subject.

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Casper to Mohr memorandum continued:
Re: HANDLING OF AMIL IN FIELD DIVISIONS
SUGGESTION 222-67 SUBMITTED BY
SA [redacted] WASHINGTON FIELD OFFICE

Training Division recommends idea not be adopted. The views of the offices solicited, it is believed, offer a fair cross section of the field's opinion and disclose that, while the idea has its merits, the disadvantages involved either cancel them out or militate against them. The principal and obvious advantage is, of course, the saving of space and filing equipment which is becoming an increasingly nettlesome problem; however, the cost factors of time, manpower, and reference value cited by the various offices are very persuasive and, in combination outweigh the space-saving features. For these reasons, it is believed the disadvantages of the suggestion outweigh the advantages and the 20-year rule should be retained.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 11-29-66

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 65-2078
ESPIONAGE - VOLUNTEER CIVILIAN CORPS

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 17 sections beginning in 1938 and the last serial 891 is dated in March of 1943. There is also a Sub A to this file.

The file contains letters from private individuals suggesting that groups be formed to help the Bureau in connection with the National Defense Program during that time and letters from various organizations and companies offering their services to help out for the same reason. No investigations resulted from these communications and since this material is outdated, there appears to be no reason for its continued retention. This file is quite similar in nature to file 65-2540 which is "Espionage - Individuals offering services" for which destruction approval was given. (See Memorandum L. E. Short to Mr. Tavel dated 11/9/65, in 65-2540-2768). Partial de-indexing has been completed in the file. All mail of a policy nature, memoranda with the Director's notations, and mail of a historical nature would be retained.

Destruction of this mail would result in saving space in the file room and in eliminating unnecessary 3 x 5 cards from the General Index. Destruction of this category of mail is authorized under the general records schedule and no further archival authority is required.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. Annotation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

66-3286-

NOT RECORDED

RECOMMENDATION:

For referral to the substantive division.

61 FEB 28 1967

FEB 20 1967

MCW:bjb
(3)

65-2078

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION BPM/ 2/15/67

Domestic Intelligence Division concurs with recommendation that letters in this file from public offering to help the Bureau with the National Defense program or suggesting that groups be formed for that purpose should be destroyed. Any correspondence found to contain information beyond above description (for example derogatory information concerning an individual) should be retained.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12-21-66

FROM : L. E. Short

SUBJECT: DESTRUCTION OF Bureau RECORDS - "CLEANOUT CAMPAIGN"

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWJ/cal

By Department Memorandum No. 488 received in Bureau 12-9-66, Ernest C. Friesen, Jr., Assistant Attorney General for Administration, advised period 1-15-67 through 2-28-67 has been set for "Cleanout Campaign." This is described as concentrated effort over fixed period of time to transfer from office space, or destroy, records not needed in daily business in order to save space and equipment.

By way of background, President previously placed moratorium on purchase of file cabinets. President's memorandum to heads of all departments and agencies dated 9-22-66 referred to in above memorandum cites successful "cleanout" campaigns by several agencies in response to moratorium in which average amount of paper held by agencies in work space was reduced by twenty per cent. President then instructed all departments and agencies to conduct such campaigns to dispose of unneeded records, publications, and reference material as well as furniture, equipment, and supplies used in record keeping; to destroy records authorized for disposal; to send noncurrent records to Federal Records Centers; to redistribute record-keeping equipment and supplies to points of need; and to report results achieved to President through Budget Director. Agencies conducting such campaigns since 1-1-65 are exempted.

66-3286-
NOT RECORDED
121 JAN 3 1967

Friesen states all records authorized for disposal should be destroyed and authority obtained for disposal of obsolete records for which authority not yet obtained and that inactive records be transferred to ~~Federal Records Centers~~. He stated that special emphasis should be placed on disposition of nonrecord material. He said prominent publicity should be given and that special attention should be given to President's instruction that "every official, every supervisor, and every employee in each organization dispose of unneeded records, publications, and reference material." Friesen stated that following statistics in cubic

Enclosures - See letters + memo to all Bu Officials + Sups
PFO:ifc
(3)

DEC 27 1966

detached

CONTINUED - OVER

JAN 3 1967

EWO

ORIGINAL FILED IN 62-97214-

feet desired: records destroyed; records transferred to Federal Records Centers; and nonrecord material destroyed. He concluded he believed Department has efficient regular program for disposition of obsolete records; however, he felt much can be achieved in this "one-shot" campaign.

We have always been active in destroying obsolete records and, since implementation of Federal Records Act of 1950, we have continued to develop strong destruction program. Wherever possible, retention periods have been established for all records at Seat of Government and in field. We have been destroying records such as extra copies with Bureau approval on a daily basis and, as a result of this continuing program, the volume of records which can be destroyed during this campaign period will not be large. Our last report on volume of records destroyed was for two-year period ending 6-30-66. While this "Cleanout Campaign" is, undoubtedly, directed at those agencies which have not complied with prior instructions of General Services Administration, we should, in view of President's directive, attempt to participate by instructing all divisions at Seat of Government and field divisions, including Legal Attaches, to attempt, consistent with availability of personnel, to destroy as many records as possible during established period for which destruction authority has been granted. In our report, we will advise Department that greater accomplishments were not possible because of our continuing Records Destruction Program.

RECOMMENDATION:

That the attached SAC Letter and Memorandum to All Bureau Officials and Supervisors be approved.

PERSONAL ATTENTION
SAC LETTER 66-81

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to File No.

December 27, 1966

(C) DESTRUCTION OF RECORDS - "CLEANOUT CAMPAIGN" -- Re SAC Letter 66-34 (C) captioned "Biennial Report on Volume of Records - Federal Records Act of 1950."

Department of Justice, in accordance with instructions of President, has designated period of 1-15-67 through 2-28-67 for a "Cleanout Campaign." This is described as concentrated effort over fixed period of time to transfer from office space, or destroy, records not needed on a daily basis in order to save space and filing equipment. President has directed that all departments and agencies conduct such a campaign in order to effect economy.

ORIGINAL FILED IN 66-04-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/cal

66-3286

NOT RECORDED
199 JAN 3 1967

70 JAN 3 1967
55

All offices have previously submitted statistical data on records destroyed for two-year period ending 6-30-66. Each office should, consistent with availability of personnel, attempt to destroy during campaign period as many records as possible for which authority to destroy exists in Manual of Rules and Regulations. In addition, for reporting results of this campaign, efforts should be made to also destroy unnecessary nonrecord material such as obsolete publications, reference books, et cetera.

Following statistics should be reported in cubic feet: (1) single, over-all total of volume of records destroyed during period 7-1-66 through 1-14-67; (2) estimated volume of records on hand at beginning of campaign; (3) estimated volume of records at end of campaign.

Following accomplishments of campaign should be set forth in cubic feet or as indicated: (1) volume of records destroyed; (2) volume of nonrecord material destroyed; (3) number of drawers of file cabinets released for re-use; (4) number of index cabinet drawers released for re-use; (5) number of running feet of open-shelf file space released for re-use; (6) square footage of space recovered.

Referenced SAC Letter contains a table of equivalents for use in determining volume of records requested.

Foregoing data should be submitted to Bureau, under this caption, by 3-8-67 marked for the attention of the Files and Communications Division.

Very truly yours,

John Edgar Hoover

Director

Enc. for (A)

66-20

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

WASHINGTON, D.C. 20535

December 28, 1966

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 CAL

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

(A) DESTRUCTION OF RECORDS - "CLEANOUT CAMPAIGN" -- Re SAC Letter 66-34 (C) captioned "Biennial Report on Volume of Records - Federal Records Act of 1950."

Department of Justice, in accordance with instructions of President, has designated period of 1-15-67 through 2-28-67 for a "Cleanout Campaign." This is described as concentrated effort over fixed period of time to transfer from office space, or destroy, records not needed on a daily basis in order to save space and filing equipment. President has directed that all departments and agencies conduct such a campaign in order to effect economy.

All divisions have previously submitted statistical data on records destroyed for two-year period ending 6-30-66. Each division should, consistent with availability of personnel, attempt to destroy during campaign period as many records as possible for which authority to destroy exists. In addition, for reporting results of this campaign, efforts should be made to also destroy unnecessary nonrecord material such as obsolete publications, reference books, et cetera.

Following statistics should be reported in cubic feet: (1) single, over-all total of volume of records destroyed during period 7-1-66 through 1-14-67; (2) estimated volume of records on hand at beginning of campaign; (3) estimated volume of records at end of campaign.

Following accomplishments of campaign should be set forth in cubic feet or as indicated: (1) volume of records destroyed; (2) volume of nonrecord material destroyed; (3) volume of records transferred to Federal Records Centers; (4) number of drawers of file cabinets released for re-use; (5) number of index cabinet drawers released for re-use; (6) number of running feet of open-shelf file space released for re-use; (7) square footage of space recovered.

Referenced SAC Letter contains a table of equivalents for use in determining volume of records requested.

Foregoing data should be submitted to attention of Assistant Director, Files and Communications Division, by 3-8-67.

66-3286

NOT RECORDED
199 JAN 3 1967

Very truly yours,

John Edgar Hoover

Director

57 JAN 11 1967

ORIGINAL FILED IN 66-02-1941

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson ✓
DeLoach ✓
Mohr
Wick
Casper
Callahan
Conrad
Felt ✓
Gale ✓
Rosen ✓
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 1/6/67

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF RECORDS - BUREAU - GENERAL
DEPARTMENT OF JUSTICE

b6
b7C

On 1/5/67, Mr. [redacted] of the Employee Relations Office, Personnel Office, Administrative Division of the Department, telephonically contacted the Suggestion, Forms and Manuals Unit, Training Division, concerning a suggestion adopted by the Department.

Mr. [redacted] advised the Department had adopted a suggestion concerning its record operations to purge excess material. He stated the Department receives duplicate copies of lengthy reports from the FBI primarily in Civil Rights and Espionage Matters, such as Vietnam protest reports, which are generally classified in nature and are routed variously to the Criminal, Civil Rights, and Internal Security Divisions. The adopted suggestion proposed that they keep but one copy of these reports plus the "title page" which would show whatever routing it had received, and destroy any duplication. Although the suggestion had been adopted he felt, because the material was classified and because we had not been consulted in the matter, he had best check with us to determine if there might be some unforeseen objection.

b6
b7C

Mr. [redacted] was advised that if the Department chose to destroy material it considered excess consistent with the provisions of Executive Order 10501 and its own Regulations Relating to the Protection of Defense Information, it was its decision to make and the Bureau could not comment on it.

RECOMMENDATION: None.....for information and record purposes.

UNREC COPY FILED IN 66-3286-1015

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4GLW/cal

EX-108

REC 18

66-3286-1015

JER:mem
(2)

JAN 12 1967

51 JAN 19 1967

F 309

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#563-6M

Date
January 9, 1967

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Administrative

SUGGESTION

That at the end of each Congress copies of House and Senate bills and resolutions of no interest to the Bureau be destroyed instead of being sent to file.

DESTRUCTION OF BUREAU RECORDS - GENL

Current practice or rule (Include manual citation as well as facts)

At the present time, the Administrative Review Unit maintains copies of all House and Senate bills and resolutions for the current Congress (2 years). At the end of Congress, those bills of no interest to the Bureau are sent to file. (continued on pg 2)

Advantages of suggestion and annual savings (include basis for estimate)

This will provide a savings in space. At present the Records Section has 16 drawers of 88th Congress material. An additional 18 drawers of material for the 89th Congress were just sent to Records Section. Inasmuch as this material is maintained by the Records Section for a limited time, employee time can be saved in preparing this material for transportation to the Records Section, transporting, and the refiling of the material by Records Section employees. A yearly savings of employee time will be $112.93. (1 GS-2, 1 hour, @ $1.89 per hour; 1 GS-7, 16 hours, @ $3.10 per hour; and 2 GS-5, 24 hours, @ $2.56 per hour.) The savings of filing space is a big item.

ORIGINAL FILED IN 66-32852-1795

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

Disadvantages of suggestion

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☑ Mrs. ☐ Miss

Signature and Title

Recommendations and comments of Division Head

Signature and Title

(Do not write in this space - for Bureau use only)

365
61 FEB 1 1967

66-3286-
NOT RECORDED
102 JAN 27 1967

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

Current practice or rule - - continued

Bills on which memoranda have been prepared are maintained in this unit for the duration of an additional Congress before being sent to file. All measures not enacted into law by a Congress are considered dead items and must be reintroduced in a future Congress before action can be taken. All material sent to Records Section is not recorded and is filed in bulk form and maintained two years and then destroyed.

b6
b7C

ADDENDUM OGA:ekc 1-9-67

It is felt Mrs. [redacted] suggestion is a good one and will save valuable file space. Once a particular Congress has gone out of session, there is no need to retain bills and resolutions for which the Bureau has no interest. Those of interest to the Bureau, including those which have been subject of Bureau memoranda or correspondence, will be retained.

ADDENDUM OF THE TRAINING DIVISION, ML:mem, 1/12/66

Training Division has ascertained the Administrative Division has complete control of these records and when they can be destroyed, etc. It appears the idea does merit approval since it will save work and there should be no reason for maintaining records which do not pertain to any of the Bureau's operations. Based on the saving of $112.93 to be realized from this proposal the suggester is entitled to an incentive award of $15. This is in line with the current scale for such awards.

RECOMMENDATIONS: (1) That the suggestion be adopted and the suggester granted an incentive award of $15 to be handled by the Commendation, Supervisory Approval and Special Action Unit, Administrative Division, in lieu of a first letter of acknowledgment.

(2) On approval, this addendum will serve as the authority for Administrative Division to place proposed procedure into effect.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Gasper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Callahan

DATE: 1/16/67

FROM : C. L. Rogers

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

Destruction of Bureau Property

I made the annual check on January 14, 1967, of material stored at the Identification Building and suggest the following be disposed of at this time.

1. Administrative Reports: We retain these for about three fiscal years. They are on hand beginning with the fiscal year 1963. It is suggested that those for the fiscal year 1963 (July 1962 through June 1963) be destroyed. 2 legal drawers of material destroyed.

2. Congressional Record and Federal Register: We retain these for the past two calendar years. They are now on hand beginning with 1964. It is suggested the issues dated in 1964 be destroyed. Can destroy all of these on 7th floor per O.G. Ausen to C.D. Hagan 2/27/67, cls

46 legal + 7 letter = 53 drawers destroyed

3. Senate and House Bills; Hearings Before Appropriations Committees; Etc.: We have retained items in this general category for the past two Congresses. We have them on hand for the 88th Congress, the 89th, and are currently accruing them for the 90th. It is suggested that items from the 88th Congress be disposed of now. These items are:

12 legal + 10 letter = 22 drawers destroyed 1-58

a. House and Senate Bills
b. Public and Private Laws, including a few from the 87th Congress
c. House Resolutions and Documents 66-3286-
d. Senate Resolutions and Documents

NOT RECORDED
167 APR 19 1967

4. United States Attorneys Bulletins; Civil Service Commission Transmittal Sheets; Etc: There is a small batch of U. S. Attorney

1 letter drawer destroyed 1-58

CLR:lr
(6)

17 APR 19 1967

1 - Mr. Ausen (sent direct)
1 - Mr. Jackson (sent direct)
1 - Mr. McMichael (sent direct)

59 APR 25 1967

ORIGINAL FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-89 BY SP4 LW/cal

Total 60 legal 12 letter 72 drawers

Destruction completed 2/24/67

Bulletins (1963); Civil Service Transmittal Sheets (1962); and copies of Department of State Standardized Regulations (1963) on hand. It is suggested they be destroyed.

5. Copies of Sale and Procurement Bids: The disposal period of these items is six years for transactions of $2,500 and more, and three years for those under $2,500, after final payment. Since it is difficult to separate transactions into dollar categories when storing records, we have followed the practice of holding all items for ten years -- a longer period than necessary. It is suggested that those items for the fiscal year 1954 (July 1953 through June 1954) be destroyed at this time.

will be reviewed individually by Mr. Rogers before destroying (approx 18 drawers)

ACTION:

Should you agree, arrangements will be made with the Files and Communications Division for removal of the items from storage and their destruction.

11/16

4,5
386
07 0
135
4,5 1,2 0
1,20 900
45
54

RECAP

LETTER	LEGAL	S.	Cu. FT	Sq. Ft
	2	4	4,	
	46		92.	
7			10,5	
	12		24.	
10			15,	
1			1.5	
18	60		147.0	70,200 Sq. Ft.

54 Legal
16.2 Letter

Suggestion
FD-25[illegible] (Rev. 8-11-59)

#580-64

b6
b7C

Date
1-11-67

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		FILES AND COMMUNICATIONS

SUGGESTION

It is suggested that when the Field Office advises that a firearm or other article, exclusive of bait money in bank robbery cases, has been recovered and which requests cancellation of the "stop" in the National Stolen Property Index the initial letter which requested that the stop be placed in the NSPI also be destroyed. This would be only Field Office mail which deals solely with request that Bureau place a stop in the NSPI.

Destruction of Property

Current practice or rule (Include manual citation as well as facts)

The letter which requests cancellation of the "stop" is destroyed if it deals solely with the cancellation. The cards made on the recovered items are pulled from the NSPI and destroyed.

Advantages of suggestion and annual savings (include basis for estimate)

Mail of no future value could be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

Disadvantages of suggestion

Time used to place purge sheet in file and Numbering Unit for the particular serial being destroyed.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

File Asst. GS

Recommendations and comments of Division Head

See Comments on Page Two

66-3286
NOT RECORDED
133 JAN 26 1967

Signature and Title

(Do not write in this space - for Bureau use only)

11 JAN 25 1967

Deadline 1/17/67 ML

ENC.

ORIGINAL FILED IN 87-80 1479

b6
b7C

Employee Suggestion, FD-252
Submitted by [redacted]
Files and Communications Division

COMMENTS:

Requests from field to list article in National Stolen Property Index (NSPI) are usually contained in one- or two-page letter and, as a one-page "purge" sheet must be inserted if the first letter is to be destroyed, there would be no practical saving of space and there would be additional work in preparing the "purge" sheet and pulling and destroying the abstract for the serial. It is accordingly recommended suggestion not be adopted as submitted.

An analysis of procedures as result of her suggestion reveals the cancellation process could be streamlined.

Routing Unit routes letters from field requesting cancellation in NSPI to substantive division and to Consolidation Unit. Mail is not blocked. Upon receipt in Consolidation, clerk pulls the stop card from NSPI; prepares charge out for serial on which card prepared; requests serial by sending charge out to Filing Unit; upon receipt of file containing serial, writes "destroyed (date) per (field) letter dated _____"; places black check mark over original indexing symbol to indicate deindexing; and gives incoming letter and stop card to supervisor, who, after insuring correct card pulled, destroys card and incoming letter.

It is recommended that, in future, we pull and destroy the stop card and letter from field instructing stop be removed but that we not pull file and make notation that card was destroyed. NSPI's effectiveness is governed only by whether or not article is listed therein and, if no card is present, fact card has been destroyed is not necessary on mail.

PFO:ifc
(6)

1/13

66-3286

January 17, 1967

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Your suggestion has been received concerning the disposition of initial letters placing stops in the National Stolen Property Index when they have been canceled. After careful consideration, it has been decided the procedure as proposed should not be adopted. It is a pleasure for me to advise you, however, that as a result of the analysis of present methods it has been determined the cancellation process can be streamlined.

I want to take this opportunity to express my appreciation to you for bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 6
JAN 17 1967
COMM-FBI

JAN 17 3 40 PM '67
REC'D-READING ROOM
F B I

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EWJ/cal

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]
ML:mem
(5)

b6
b7C

(Suggestion 580-67 dated 1/11/67)

NOTE: Suggests when field cancels "stops" placed in the National Stolen Property Index regarding firearms or other articles exclusive of bank robbery cases the initial letter which requested the stop be placed also be destroyed.

(CONTINUED - OVER)

61 FEB 3 1967

MAIL ROOM

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Dis
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
W. C. Room

ORIGINAL FILED IN 87-00-1479

b6
b7C

Miss [redacted]

Files and Communications Division opposed adoption as presented since there would be no practical saving of space and would be additional work in preparing the "purge" sheet and pulling and destroying abstract for serial. An analysis of procedures due to suggestion revealed the cancellation process can be streamlined. It recommended in the future, the stop cards be pulled and destroyed and letters from field requesting stops be removed also be destroyed but that files not be pulled and notations made that card was destroyed. It pointed out the effectiveness of this index is governed only by whether or not article is listed therein and, if no card is present, fact card has been destroyed is not necessary on mail. On approval, this letter will serve as authority for the Files and Communications Division to place the recommended procedure into effect.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Callahan DATE: 1/20/67

FROM : O. G. Ausen

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON THE 7th FLOOR IDENTIFICATION BUILDING

In January 1967, it was suggested and adopted that henceforth at the end of each Congress copies of Senate and House bills and Resolutions of no interest to the Bureau be destroyed. We have sent the Senate and House bills and Resolutions of no special interest, for the 89th Congress to the Identification building to be stored. It is recommended that this material be disposed of at this time.

RECOMMENDATION: Destruction of Bureau Property - Gen.

If you agree, arrangements will be made with Files and Communications Division for removal from storage and destruction of above described material.

Destroyed, 2/28/67
10 legal drawers
6 letter drawers
16 drawers

OK
MPR

1/20 8:3-8

SPECIAL DELIVERY

4,5
1,2
4 2 0
4 5
5 4 0

10 Legal = 20 cu ft + (2 cabs)
6 Letter = 9 " " + (1,2 cabs)

66-3286-

NOT RECORDED
167 APR 19 1967

17 APR 19 1967

1 - Mr. Rogers

OGA:jcm

59(3) R 25 1967

ORIGINAL FILED IN 66-1543-965

4-07

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

3010-106

UNITED STATES GOVERNMENT

9/8/03
CLASSIFIED BY AUC 60890 BCE/DCG/gmw
DECLASSIFY ON: 25X 1
As Amended

Memorandum

TO : Mr. W. C. Sullivan

DATE: 2/1/67

FROM : D. J. Brennan, Jr.

CONFIDENTIAL

Bureau Property

DATE 8-3-82

SUBJECT: DESTRUCTION OF FILES IN SANTO DOMINGO OFFICE

INFORMATION IN ID 2 IS CLASSIFIED PER APPROP. AGENCYS LETR DTD 3-3-86 SP8 BTS/CAL 8-22-86 11,847

Classified by SPSEWILCAL
Declassify on: OADR 7/11/83

We are in accord with the recommendation of Legat, Santo Domingo, that in view of special circumstances existing in his office, he be permitted to consider files of his office for destruction earlier than do other Legat Offices.

(C) Legat, Santo Domingo, has pointed out that difficulties encountered by [redacted] Embassy offices in disposing of classified material at the beginning of the Dominican revolution in 1965 emphasized the desirability of having his office operate with a minimum amount of such material in view of the possibility of similar unrest in the future. b1

Legat stated that in general one year would appear to be the desirable span for considering closed files for destruction. He said that, in view of the changing political situation, material over a year old is apt to be out of date and of little use. The current mission of the Santo Domingo Office is now different which also makes much of the material over a year old of questionable value. An additional consideration is the fact that all material of importance has been furnished to the Bureau and is readily available if needed.

Legat made the following specific proposals: (1) all criminal, applicant, and security-type cases on individuals be considered for destruction when closed for one year; (2) consideration for destruction of all volumes of the Santo Domingo control file captioned "Dominican Situation" which are over one year old; and (3) no informant files would be considered for destruction under the above one-year program.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

CONFIDENTIAL

ORIGINAL FILED IN 62-4503-377

Enclosure 2-2-67

CONTINUED - OVER

FEB 7 1967

1 - Mr. DeLoach
1 - Mr. Felt
1 - Mr. Casper (Attn: Mrs. Buchanan)
1 - Mr. Sullivan
1 - Mr. Wannall
1 - Liaison
1 - Mr. Potocki

66-3286

NOT RECORDED
128 FEB 7 1967

REP:mlm
(8)

FEB 14 1967

TWO

oga information handled per letter d. 3/28/2011

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

Memo D. J. Brennan to W. C. Sullivan
Re: Destruction of Files in
Santo Domingo Office

~~CONFIDENTIAL~~

We feel that Legat's reasoning is sound and that his proposals will improve the general operating procedures of his office.

It is noted, however, that Santo Domingo is due to be inspected soon and we feel that this matter should be evaluated on the spot by an Inspector.

ACTION:

(1) In connection with any forthcoming inspection of the Santo Domingo Office, the Inspector should evaluate Legat's proposed new file destruction program as set forth above.

(2) Recommendations resulting from Inspector's analysis should be referred to the Training Division for appropriate manual changes if required.

noted for

(3) Attached for approval is a letter to Legat, Santo Domingo, advising him that his proposals are being studied by the Bureau.

~~CONFIDENTIAL~~

2/1/67

SAN-DESTRUCTION OF FILES

~~CONFIDENTIAL~~

It is recommended that consideration be given to one year destruction of the following files:

All criminal, applicant, and security-type cases on individuals when closed for one year.

Destruction of all volumes of the control file (Santo Domingo file 105-1) entitled "Dominican Situation" which are over one year old. This file was predominantly built up during 1965 and largely consists of events connected with the 1965 Revolution which are currently of limited value.

In addition to the obvious advantages of having a limited volume of classified material on hand in the event of an upheaval, such as a Revolution (which might require immediate burning of classified material), the destruction of this material would be of benefit in the current "Cleanout Campaign" called for by SAC letter 66-81 (~~C~~), dated 12/27/66.

Since its inception, the Santo Domingo Office has at times operated with a complement of as many as 14 Agents and a corresponding clerical force and extensive records estimated at approximately 90 cubic feet have been built up. The current complement of the Santo Domingo Office is only three Agents and three clerks, which is another factor pointing up the desirability of operating with minimum reference material since any emergency burning of files would have to be carried out by the current small staff.

No informant files would be destroyed in connection with a one year destruction program, if adopted.

~~CONFIDENTIAL~~

1/20/67

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106-03

UNITED STATES GOVERNMENT

Memorandum

CLASSIFIED BY KLC 60290 BCE/DCS/gmw
9/8/03
oga information handled per letter d. 3/28/2011

TO : DIRECTOR, FBI

DATE: 1/20/67

FROM : LEGAT, SANTO DOMINGO

SUBJECT: DESTRUCTION OF FILES
SANTO DOMINGO OFFICE

CONFIDENTIAL

Classified by SP4EWL/cal
Declassify on: OADR 2/11/83

Mr. Tolson
Mr. DeLoach
Mr. Mohr
Mr. Wick
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. Felt
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

INFORMATION IN TP I IS CLASSIFIED Per Approp. Agency's letr DTD 3-3-83 SP8BTS/cal 8/22-83 2/11/83

In view of the periodic political instability and civil strife which has recurred in the Dominican Republic since the assassination of former Dominican dictator Rafael Trujillo, it is recommended for the Bureau's consideration that criminal, applicant and security-type files of the Santo Domingo Office be destroyed when closed for one year. The difficulties experienced by [redacted] Embassy Sections at Santo Domingo in destroying files at the inception of the 1965 Dominican Revolution served as an example of the desirability of maintaining a bare minimum of classified file data, consistent, of course, with file data necessary to operate efficiently and effectively.

In view of the past history of unrest in the DR, it is believed there is a definite need for special destruction arrangements in the Dominican Republic. Although the present fairly substantial degree of stability established by the Balaguer government may continue, this situation could change overnight in the event of some unforeseen upheaval which could be brought about by the assassination of Balaguer or by a coup d'etat.

66-3286-

NOT RECORDED
167 MAR 10 1967

The Legat Attache believes that a one year destruction program would be safe and would not adversely effect efficiency of operation to any great extent. As experience has shown, the Dominican situation changes rapidly and data which is more than one year old is usually of questionable value. This is particularly true when considering the current mission of intelligence gathering by the Legal Attache's Office at Santo Domingo. In addition, pertinent data concerning the Dominican Situation and concerning prominent Dominican subversives has been reported to the Bureau since our operations were established in the Dominican Republic on 5/21/65, and such data is readily available in Bureau files if needed. In addition, the Dominican Index (DI) provides a ready reference concerning key figures in the subversive groups in the Dominican Republic.

3 - Bureau
(1 - Liaison Section)
1 - Santo Domingo
RET/rjb
(4)

CONFIDENTIAL

JAN 25 1967

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

ORIGINAL FILED IN
EX-PROC
JAN 25 1967

DECL 8-3-83 SP8BTS/cal

Employee Suggestion
FD-352 (Rev. 9-11-59)

#661-64

b6
b7C

Date: 2/3/67

To: Director, FBI	From: (Suggester's name)	Division of Assignment: Special Investigative

SUGGESTION

It is suggested that the criminal informant files 66-2542-sub 1 (general and field office files) be purged of mail captioned, "Criminal Informants, Monthly Progress Report" and monthly memoranda from Mr. Price to Mr. Rosen captioned, "Criminal Informants," (sample of each enclosed), which list regularly paid criminal informants with their authorizations.

Destruction of Property

Current practice or rule (Include manual citation as well as facts)

The Monthly Progress Reports list the number of informants added and deleted, the number of informants at the beginning and

SEE ADDENDUM, PAGE 2

Advantages of suggestion and annual savings (Include basis for estimate)

Unnecessary material which is no longer of use as reference material can be destroyed, thus reducing the bulk of the above-mentioned files considerably.

66-3286

Disadvantages of suggestion

None.

NOT RECORDED
133 MAR 9 1967

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss _____ Reviewer-Analyst
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion would purge our files of material no longer needed for reference. I recommend that this suggestion be adopted.

J. W. Kelley Asst. Director
Signature and Title

(Do not write in this space - for Bureau use only)

1 ENCLOSURE

25 MAR 9 1967

Two-

66-2542-1-799

ORIGINAL FILED IN

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ADDENDUM TO SUGGESTION OF [redacted] SPECIAL INVESTIGATIVE DIVISION

end of the month and the Agent days devoted to the development of informants. SAC Letter 116 dated 10/31/52 sent instructions to the field that these letters would be destroyed when they had served their purpose. The memoranda from Mr. Price to Mr. Rosen listing the payments to regularly paid informants have not been submitted since 1955. The material in these two types of mail is of no use as reference material.

The memoranda on regularly paid informants were administrative type memoranda used to advise Bureau officials of the monthly payments being made. This is no longer necessary. Records of payments are maintained in the Voucher - Statistical Section and in each informant's main file.

The Monthly Progress Reports were administrative working sheets and the informant figures compiled on a master sheet captioned Confidential Informant and Similar Types of Coverage, Bufile 66-2542-3, which was submitted in a monthly memorandum by the Domestic Intelligence Division.

Legat, Santo Domingo

66-3286-

Director, FBI

2/2/67

1 - Mr. DeLoach
1 - Mr. Felt
1 - Mr. Casper (Attn: Mrs. Buchanan)
1 - Mr. Sullivan
1 - Liaison
1 - Mr. Wannall

DESTRUCTION OF FILES
SANTO DOMINGO OFFICE

Reurlet 1/20/67.

The proposals set forth in relet appear to have some merit and are being given further consideration by the Bureau. You will be advised of the Bureau's decision at a later date.

1 - Foreign Liaison Unit (Detached)

NOTE:

See memo D. J. Brennan to W. C. Sullivan, 2/1/67, captioned as above, REP:mlm.

REP:mlm
(10)

FEB 7 4 08 PM '67
REC'D-READING ROOM
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cad

ORIGINAL FILED IN 66-3286-382

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Sullivan
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Trotter
Tele. Room
Holmes
Gandy

MAILED 4
FEB 3 1967
COMM-FBI

MAIL ROOM ☐ TELETYPE UNIT ☐

February 9, 1967

PERSONAL

66-3286

Miss [redacted] b6 b7C
Federal Bureau of Investigation
Washington, D. C.

Dear Miss [redacted]

Thank you for your suggestion concerning the disposition of certain material contained in particular files. It is a pleasure to advise you that your idea has been adopted and the necessary steps are being taken to place it into effect.

The interest which prompted you to call this matter to my attention is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

FEB 9 10 55 AM '67
REC'D-READING ROOM
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

66-25431-708

MAILED 19
FEB 9 1967
COMM-FBI

1 - Mr. Gale
1 - Personnel file of Miss [redacted] b6 b7C
JER:mem
(5) (Suggestion 667-67 dated 2/3/67)
NOTE: Suggests mail captioned, "Criminal Informants, Monthly Progress Report," and monthly memoranda formerly prepared by Mr. Price for Mr. Rosen entitled, "Criminal Informants," which listed regularly paid criminal informants and authorizations for such payments, be purged from criminal informant files [redacted] States these were administrative-type memoranda which no longer have reference value. b7D

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MAR 17 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

ORIGINAL FILED IN

b6
b7C

Miss [redacted]

Mr. Gale, Special Investigative Division, recommended adoption in the interest of ridding the files of material no longer needed for reference. Training Division discussed matter with Files and Communications Division and Voucher-Statistical Section, Administrative Division, both of which had no objection to proposal. On approval, this letter will authorize Files and Communications Division to take necessary action.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
Gandy

TO : Mr. Callahan

DATE: February 15, 1967

FROM : O. G. Ausen

SUBJECT: Destruction of Bureau Records - Gen'l.
RECORDS MAINTAINED BY
ADMINISTRATIVE REVIEW UNIT

In connection with SAC Letter Number 66-20 dated 12-28-66 concerning destruction of records---Cleanout Campaign, the Administrative Review Unit has conducted a comprehensive review of all records maintained within the unit and at Records Section. On 1-9-67 a suggestion was submitted that copies of House and Senate bills and resolutions of no interest to the Bureau be destroyed at the end of each Congress. This suggestion was adopted and provided a savings of 34 file drawers of space. In addition, during the January 1967 inspection, the Inspector recommended that copies of the Congressional Record and Federal Register be disposed of when they become one year old, which recommendation we are now following.

At the present time, bills and resolutions on which memoranda have been prepared are maintained in the unit for the duration of an additional Congress before being sent to Records Section where retained for an additional two years. Public Laws and private laws of no interest to the Bureau are sent to file at the end of each Congress; those on which memoranda have been prepared are maintained in the unit for the duration of an additional Congress.

It is recommended that the public laws and private laws of no interest to the Bureau be maintained by the unit until these laws are received in bound volumes and then destroyed (approximately February or March following the end of Congress). It is also recommended that the laws, bills and resolutions on which memoranda were prepared be retained in the unit for an additional Congress and then destroyed.

In addition to above, the unit maintains copies of the following publications which were maintained in the unit for the time indicated and then were sent to Records Section where they were retained an additional two years.

vcs/ekc
(2)

66-3286
NOT RECORDED
15 FEB 2 1967
46 FEB 28 1967

CONTINUED - OVER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4ELW1 cal

60 MAR 7 1967

ORIGINAL FILED IN 66-1535-E-1

Memorandum to Mr. Callahan
Re: Records Maintained by
Administrative Review Unit

1. Publications from Civil Service Commission kept for current year and two preceding years.

2. Treasury Department memoranda kept for current and preceding year.

3. U. S. Attorneys Bulletins kept for current and preceding year

4. State Department transmittal letters, kept for current and preceding year.

5. Appropriation hearings kept for present and preceding fiscal year.

In connection with items numbered 1-5, it is recommended that the unit continue its retention policy within the unit for periods indicated above and that material be destroyed at the end of the prescribed time and not sent to Records Section for retention for an additional two years as heretofore. It has been found that this type material is readily available to us through other sources and that there have been few requests for any of this material over two years old.

If above is adopted as policy for the unit, it will be possible for the unit to maintain all its records within the unit and the reference material for the unit which is presently stored in Records Section could be destroyed. If approved, there will be a savings of employees' time and considerable file space.

RECOMMENDATION:

That above be adopted as policy for maintenance and destruction of records of the Administrative Review Unit.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Sullivan

FROM : J. F. Bland

SUBJECT: COAST GUARD SCREENING PROGRAM
(DESTRUCTION OF FILES)
Property

DATE: 2/20/67

1 - Mr. Sullivan
1 - Mr. Rosen
1 - Mr. Tavel
1 - Mr. Scatterday
1 - Correlation Unit
1 - Mr. Bland
1 - Mr. Horner

Tolson
DeLoach
Mohr
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Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

The above file contains numerous copies of Coast Guard name check forms which were prepared by members of the International Longshoremen's and Warehousemen's Union on the west coast. Many were filed on the basis that the union member admitted involuntary contributions to the Harry Bridges defense fund. Some contain only admissions concerning past use of narcotics. This information is of no value and these forms should not be retained. Their destruction will reduce the file by about four sections.

ACTION:

If approved, the Correlation Unit should destroy those serials in this file which the Subversive Control Section designates for destruction.

105-13045

RMH:fhd (8)

NOTE: Records Branch will handle destruction of items designated.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-88 BY SP4EWJ/cal

66-8286
NOT RECORDED
133 MAR 1 1967

5 MAR 1 1967

FEB 21 8 03 AM '67

70 MAR 7 1967

ORIGINAL FILED IN 105-130455-2843

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 2-24-67

FROM : L. E. Short

SUBJECT: ALIENS' DEPORTATION,
PROPOSED DEINDEXING OF 39-1012,
SERIALS 2, 2X, 3 AND 9
Destruction of Property

The attached serials have been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to these serials causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be deindexed through removal of the cards from the Bureau's indices. It is noted this material is over twenty-five years old.

It is requested that the appropriate substantive supervisor review the above-listed serials to determine if any reason exists for retention of the indexing. A notation advising of the decision reached may be placed on this memo. The memo should be returned to the Correlation Unit of the Records Branch, Room 6309, Identification Building.

RECOMMENDATION:

It is recommended that this memo be referred to the appropriate substantive supervisor for review.

Enclosures
JPB:jam;ifc
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-3-82 BY SP4EW/cal

12 MAR 8 1967

SEE ADDENDUM PAGE TWO

66-3286-

NOT RECORDED
133 MAR 8 1967

51 MAR 21 1967

RECORDED

ORIGINAL FILED IN

ADDENDUM:
DOMESTIC INTELLIGENCE DIVISION
TDR:fhd 3/2/67

The lists in question involve lists of Germans, Italians, Japanese, Russians, and citizens of axis-controlled and dominated countries in Europe concerning whom there existed outstanding deportation warrants and a list of names of individuals together with their countries of birth arrested by INS for deportation and being held at Ellis Island awaiting deportation proceedings. These lists were compiled during the period April - June, 1941. Domestic Intelligence Division recommends that the material be deindexed.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : Mr. Tavel

DATE: 2-28-67

FROM : L. E. Short

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

GENERAL FILE RE MISSING
PERSONS MATTERS
FILE #79-1

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW/Cal

Destruction of Bureau Property

Employees of the Consolidation Unit have proposed that obsolete material contained in captioned file be reviewed for removal from the file and destruction. The file contains material dating back to 1924 and at present there are more than 11,000 serials in file. The file consists of correspondence relating to inquiries concerning Bureau jurisdiction or possible assistance in locating missing persons.

It is noted that missing persons correspondence, which is filed in individual case files, is destroyed three years after the missing persons notice has been canceled. The authority for this destruction is contained in file 66-19087-30. Inasmuch as a regular destruction program is being followed for material maintained in missing persons case files, it appears that a similar procedure should be applied to the general file material. With respect to the general file, material of a policy nature and material of an historical nature would not be marked for destruction. It is not believed that additional Archival authority would be necessary to destroy the general file material inasmuch as such authority was previously secured for the destruction of the missing persons case file material.

RECOMMENDATION:

For referral to the Identification Division.

3/2/67
I don't agree this should be done
CMH

66-3286
NOT RECORDED
170 MAR 3 1967
25 MAR 3 1967

LES:ifc

6 MAR 13 1967

ORIGINAL FILED IN

Mr. Ernest C. Friesen, Jr.
Assistant Attorney General for Administration

March 17, 1967

Director, FBI

CLEANOUT CAMPAIGN

Reference is made to Department Memorandum Number 488, Supplement Number 1, dated December 5, 1966.

The following results were realized during this Bureau's Cleanout Campaign:

(a) Records destroyed by authority of disposal schedules	2,575.26 cubic feet
(b) Records transferred to Federal Records Centers	None
(c) Nonrecord material destroyed	804.27 cubic feet

This Bureau has an active program for the destruction of obsolete records on a daily basis. During the period between June 30, 1966, the end of the last biennial report period, and January 15, 1967, the beginning of the Cleanout Campaign, 6,485.30 cubic feet of records were destroyed. The volume of material destroyed during the Cleanout Campaign is accordingly lower than what it would have been had it not been for our continuing program for the destruction of obsolete records.

PFO:bpr
(5)
NOTE: Based on memo Destruction of Records - Cleanout Campaign, 3-16-67, PFO:bpr

EX-102

REC-69 66-3286-1016

4 MAR 17 1967

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

MAILED 7
MAR 17 1967
COMM-FBI

62 MAR 24 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3/20/67

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESTRUCTION OF BUREAU RECORDS - GEN'L

DESCRIPTION OF FILE: 100-120818-X144
NATIONAL MARITIME UNION

On 9/7/55 Mr. W. G. Eames in a memorandum to Mr. Nichols suggested that serial X144 be de-indexed because there was nothing apparent in the serial that required its retention. There was nothing on which to make an ident, and the mere fact that an individual was a member of the National Maritime Union did not appear to be of any value at that time. (See 66-3286-674). On 9/14/55 Mr. Baumgardner in a memorandum to Mr. Belmont recommended against the de-indexing. He indicated that although the information in this serial was of no positive value for a security report, there was recorded the membership book and ship assignment of a number of them and that information could be of considerable investigative value in attempting to identify an individual from a name only, as it would give the Bureau a reference to union records and shipping records. (See 66-3286-673).

There are approximately 1,600 names in this serial. It is recommended that this matter be re-evaluated and consideration given to de-indexing this serial at this time. The serial is dated 3/15/41 and is now over twenty-six years old. If the serial could be de-indexed, it would prevent unnecessary listing of this reference for review, plus removing index cards from the Indicies that are of no apparent value.

RECOMMENDATION:

It is recommended that this serial be referred to the substantive Division for re-evaluation as to the de-indexing of this serial.

MCW:bjb
(3)

No objection to de-indexing of serial listed above.

61 APR 4 1967

66-3286-

MAR 29 1967

NOT RECORDED
102 MAR 30 1967

RECORDS

ORIGINAL FILED IN 100-120818-3152

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. Tavel

DATE: 3-16-67

FROM : L. E. Short

SUBJECT: DESTRUCTION OF RECORDS
CLEANOUT CAMPAIGN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 LW/cal

My memo 12-21-66 informed that in Department memo #488, Ernest C. Friesen, Jr., Assistant Attorney General for Administration, advised period 1-15-67 through 2-28-67 had been set for Cleanout Campaign. This was described as concentrated effort over fixed period of time to transfer from office space, or destroy, records not needed in daily business in order to save space and equipment. Such campaigns being conducted at request of President inasmuch as prior campaigns in several agencies resulted in reduction of records with corresponding reduction in space and equipment. Campaigns undoubtedly directed at those agencies not having active records disposition programs.

Friesen stated following statistics in cubic feet would be desired: Records destroyed by authority of disposal schedules; records transferred to Federal Records Centers; and nonrecord material destroyed. He concluded he believed Department had efficient, regular program for disposition of obsolete records; however, he felt much could be achieved in this "one-shot" campaign.

Referenced memo informed that as we have been active in destroying obsolete records, volume which could be destroyed during Cleanout Campaign would not be large. We are required by Federal Records Act of 1950 to report volume of records destroyed on biennial basis -- last report 6-30-66, when we reported 49,870.43 cubic feet as having been destroyed during previous two years.

REC-5 66-32861011

During Cleanout Campaign following volume of obsolete material was destroyed:

EX-103

MAR 23 1967

	Record Material	Nonrecord Material
Field	2024.29	331.95
Legal Attaches	58.60	11.30
SOG	492.37	461.02
Totals	2575.26 cubic feet	804.27 cubic feet

7 MAR 23 1967

PFO:bpr 133
(3)
Enclosure sent 3-17-67

CONTINUED - OVER

Memo Short to Tavel
Re: Destruction of Records -
Cleanout Campaign

No records were transferred to Federal Records Centers.

Between 6-30-66, last time we reported volume destroyed, and 1-15-67, beginning of Cleanout Campaign, we destroyed 6,485.30 cubic feet of records throughout field and SOG.

In reporting results of Cleanout Campaign to Department, it is felt we should point out that as result of our program of destroying obsolete records on daily basis, as evidenced by destruction of 6,485.30 cubic feet of records between our last biennial report and beginning of Cleanout Campaign, that results are necessarily lower than what they would have been had we not had an active destruction program.

RECOMMENDATION:

That attached memo to Department be approved.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

MCW:bjb
(3)

ST 9/14

ADDENDUM OF T. J. JENKINS, TRAINING DIVISION

Training Division has no objection to the destruction of the correspondence in referenced matter, provided the listing of agencies in serial 147 is completely indexed.

List indexed under "Statewide Law Enforcement Agencies"

September 16th

Mr. Tolson:

Crime Records can go along with this suggestion, but it appears that the publishing of the item in the Bulletin in 1938 was incidental to the overall project. It appears the project of compiling a list of state enforcement agencies was initiated by the Training Division at that time. Note Mr. Tavel apparently believed it to be a Training Division matter. I feel we should defer to their decision as to the destruction of the files.

Respectfully,

Ben Fulton

This sheet is to be left stapled as part of the file.
per F.B.I. 9/22/65

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 3
Page 4 ~ b1, b3
Page 5 ~ b1, b3
Page 173 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 21

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Mr. W. C. Sullivan

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF FILES IN LEGAL ATTACHE OFFICES

1 - Mr. DeLoach
1 - Mr. Mohr
1 - Mr. Sullivan
DATE: 4/13/67
1 - Mr. Casper
(Attn: Mrs. Buchanan)
1 - Liaison
1 - Mr. Flemister
1 - Mr. Dix
1 - Mr. Potocki

Tolson
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DECLASSIFIED BY AUC 1a/2 20 Bu/bcs/sm ON 7/28/03 #09-50762

for Buchanan

Destruction of Bureau Property-General D. J. Brennan

We are recommending that present procedures for destruction of files in Legat Offices be standardized so that criminal, applicant, and other miscellaneous files may be considered for destruction after they have been closed for one year and that security files may be considered after a three-year period, except in Hong Kong and Santo Domingo where local conditions make it desirable for security files to be reviewed after a shorter period of time.

In order to effect economies wherever possible and bring about more efficient operating procedures, we have completed a survey of all Legat Offices to obtain their comments concerning present destruction procedures and their recommendations for changes where necessary. Under present procedures, all European and Far Eastern Offices, except Hong Kong, consider criminal, applicant, and other miscellaneous files for destruction after one year and security cases after they have been closed three years. Mexico City examines all investigative files with a view to destruction after they have been closed for ten years. Hong Kong examines all categories for destruction after they have been closed for one year. Remaining offices do not operate under special instructions for file destruction and are guided by general provisions of the Manual of Rules and Regulations.

REC 20 66-3286-1018

18 APR 24 1967

We have re-examined the above procedures in the light of Legats' current comments and recommendations. The majority of our Legats are in favor of being permitted to consider criminal, applicant, and other classifications for destruction after they have been closed one year and security files after a three-year period. They based their recommendations on the fact that such authority would enable them to keep the number of closed volumes within manageable proportions thus resulting in a saving of critically needed space and eliminating the necessity for purchasing additional file cabinets. The

Enclosure

4-17-67

CONTINUED - OVER

REP:mlm
(9)

MAY 1 1967

Foreign Operations Policy Manual Revised

CONFIDENTIAL

Classified by SP4 EW/bcs
Declassify on: OADR 9/30/83

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

cc-66-19079

UNRECORDED COPY FILED IN 66-19079-1
UNRECORDED COPY FILED IN 66-3286-1
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October 19, 1967

PERSONAL

JST 66-3286-1019

REC-55

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

I have been advised of your suggestion concerning the disposition of files containing record check information under certain conditions. It has been decided that appropriate field offices will be canvassed for their opinions of your proposal and you will be further advised if a favorable decision is made.

Your interest in seeking ways to improve our records management operations is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 22
OCT 19 1967
COMM-FBI

DATE 8-3-82 BY SP4EW1 cal

b6
b7C

1 - Mr. Casper
1 - Personnel file of Mr. [redacted]
JER:cam
(5) cam

(Suggestion 229-68 dated 10/18/67)

NOTE: Based on memorandum S. Tullai to Mr. Casper, 10/18/67, re: Chief Clerk's Operations, Destruction of Files, Civilian - Military Record Checks, TAK:kmj.

Proposes auxiliary offices be permitted to destroy files in all classifications 60 days after case has been referred on completion (RUC'D) which contain only limited background data together with negative, transfer, or discontinue-type record check information.

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FEB 12 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

Letter to Baltimore, 2 - Indianapolis, San Antonio, St. Louis, & WFO, 10/27/67, TAK:cgk, egw

b6
b7C

Mr. [redacted]

Training Division believes a survey of Baltimore, Indianapolis, San Antonio, St. Louis and Washington Field Offices, which handle agencies check - type investigations, should be made to determine merits of suggestion. On approval, this letter will authorize New Agents' Training, Language and Stenographic Training Unit, Training Division to make the necessary survey. Upon completion of the survey, results will be made known to Suggestion Desk for further processing of suggestion.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Callahan
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Tele. Room
Holmes
Gandy

TO : Mr. Casper

DATE: 10/18/67

FROM : S. Tullai

SUBJECT: CHIEF CLERK'S OPERATIONS
DESTRUCTION OF FILES;
CIVILIAN - MILITARY RECORD CHECKS
229-68

Destruction of Bureau Property
GEN

At present there are a considerable number of locations throughout the United States where civilian and military records are being serviced and maintained. In addition, numerous Government Agencies maintain records at their Headquarters in Washington, D. C. This would include the Department of State, Immigration and Naturalization Service, Internal Revenue Service, Civil Service Commission; etc. These records are frequently transferred from one location to another, or to the agency headquarters in Washington, D. C. Because of this, Bureau field offices are continually transmitting interoffice communications setting forth negative or transfer type information in an effort to locate a particular record.

The auxiliary office usually receives only sufficient background information to enable a request for a record search by another agency. If a record is not located, and negative or transfer type information is developed, an interoffice communication is submitted, and the office of origin is advised of this fact. When this is accomplished, the case is RUC'd and retained in the Closed Files Section of the auxiliary office until it is destroyed under the 5, 10, or 20 year destruction rule, depending upon the classification.

In addition, frequently the office of origin will advise the auxiliary office to discontinue record check type investigations and these cases are closed administratively in the auxiliary office. Again, these files are retained until destroyed under the 5, 10, or 20 year destruction rule.

Inasmuch as these files retained by the auxiliary office contain only limited background data together with certain negative, transfer or discontinue type information, it is felt that these files, in all classifications, could be destroyed 60 days after the case has been RUC'd. The destruction of these files in this manner would present a very substantial savings in space, manpower, supplies, and

REC-65 66-3286-1019

NOT RECORDED
REFERENCE IS CHARGED OUT

OCT 20 1967

Memo Casper to Sullivan
J.E.R. DATE 8-3-82
1/20/68

Let to SAC, WFO
J.E.R:cam
1/24/68

Let to Appro
J.E.R:cam
10/19/67

TAK:kmj.
(2)

CONTINUED - OVER

SPULLY
CAL

CLASS & PING

equipment. It would appear that this savings would outweigh any known advantages in the retention of this material. Certain administrative procedures would have to be revised to allow for a change in the current format for handling assignment cards, index cards, and file folders, fronts and backs.

Several years ago, the Washington Field Office was given Bureau authority to utilize a special stamp in handling negative, non-pertinent and non-derogatory agency checks in certain type applicant cases. In adopting this system, it was no longer necessary for the Washington Field Office to submit copies of communications to the Bureau containing this type of information. The original Bureau order letter was stamped indicating the particular type of negative, non-derogatory or non-pertinent information and returned to the Bureau. Copies of the Bureau communication and temporary index cards were destroyed 60 days later.

RECOMMENDATION:

That the Training Division be authorized to conduct a survey in the Baltimore, Indianapolis, San Antonio, St. Louis and Washington Field Offices, which handle the bulk of the agency check type investigations, to determine the space, manpower, supplies, and equipment that would be saved if files in auxiliary offices containing negative, transfer or discontinue type information, in record check type investigations, could be destroyed in 60 days.

SPECIAL EDITION NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 8-8-67

FROM : L. E. Short

SUBJECT: DEINDEXING MEMBERS OF TIROLER VOLKSBUND
Bufile 100-148436

ORIGINAL FILED IN 100-148436-3

Description of List: Serial 1 of 100-148436 consists of 300 members of Tiroler Volksbund, a German organization, the investigation of which failed to reveal any un-American or pro-Nazi activities.

The attached listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memo. The memo should be returned to the Correlation Unit of the Records Branch, Room 6309 Identification Building.

RECOMMENDATION:

For referral to the appropriate substantive division.

Enclosure

66-3286-
NOT RECORDED
141 AUG 14 1967

JPB:jam
(3)

SEE ADDENDUM PAGE TWO

Completed By Purge 8/23/67 SK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

6 AUG 14 1967

59 AUG 25 1967

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, 8/11/67, LFS:fj/kma

Domestic Intelligence Division has no objection to the proposed deindexing of the 1942 list of names of members of the Tiroler Volksbund, since investigation failed to reveal that this was an un-American or pro-Nazi organization. In addition this list is at least twenty-five years old and therefore the names on it have little current significance.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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TO : Mr. Conrad

DATE: July 13, 1967

FROM : W. D. Griffith

SUBJECT: Anonymous Letter File

The Anonymous Letter File consists of photocopies of extortion, kidnapping letters, threatening letters, scurrilous and abusive letters to public officials and letters involving racial matters. The file is separated into two sections according to the motivation of the writer. Extortion letters written with the profit motive are placed in one section and letters written because of the antagonism of the writer are placed in the other section.

The Anonymous Letter File is reviewed on an annual basis. At the discretion of the individual document examiners, single unidentified letters over five years old are removed from the file during the annual review. The review has been completed and 4905 specimens remain in the file. As a result of the review, 824 specimens were removed from the file. During the fiscal year ending June 30, 1967, 3612 specimen searches were made in the file and 36 specimens were identified with evidence submitted in other cases.

66-3286
NOT RECORDED
141 JUL 21 1967

Physical condition of the file is good and there are no pending projects.

Recommendation: The Anonymous ~~Letter~~ File should be retained in its present status.

80-691

Enclosure
1 - Mr. Conrad
1 - Mr. Griffith
1 - Mr. Collier

WLC:TAW
(4)

ORIGINAL FILED IN 80-691-122

OK 7/18/67 80-691

3 JUL 21 1967

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 EWL cal

55 JUL 25 1967

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 7-13-67

FROM : L. E. Short

SUBJECT: DEINDEXING OF INTERNATIONAL WORKERS OF THE WORLD (I. W. W.) PETITION SIGNERS
Bufile 61-30-5
DESTRUCTION OF BUREAU RECORDS

Description of List: Serial 5 contains over 10,000 names of ultraradicals throughout the State of Washington who were I. W. W. Petition signers in 1921.

The attached listing of names has been called to our attention by personnel in the File Review Unit. They advise that the frequency of reference to this listing causes unnecessary work because there is often insufficient information available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above-listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 Identification Building.

RECOMMENDATION:

For referral to appropriate substantive division.

JPB:bjg
(3)

No objection 7-17-67

66-3286-
NOT RECORDED
102 JUL 18 1967

De-Indexing By SR

JUL 20 1967

11 JUL 18 1967

DATE 8-3-82 BY SP4EWJ CAL

RECORDS

ORIGINAL FILED IN 61-30-203

MR. TAVEL 7/7/67

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 100-194487
WAR RELOCATION AUTHORITY NAME SEARCHES

The above listed file has been called to our attention by the Consolidation Unit. The file consists of 6 sections containing 2,189 serials, but over 1,800 serials have already been de-indexed and destroyed.

The majority of the file remaining contains cover letters enclosing the WRA-26 forms which have been destroyed per Archival Authority contained in 100-194487-2186 and 66-19087-13. The file also contains the outgoing replies to these incoming letters listing Bureau's results of the name checks along with the names. However, some of these outgoings have in addition to the names on which there were "No Records", individuals on whom the Bureau did have information and the information on these individuals was sent to the War Relocation Authority.

Since all the WRA-26 forms containing identifying information were destroyed it appears that the cover letters are no longer of any value as well as the outgoings containing the names on which no records were found. It seems that consideration could be given to destroying this type of material but retain the outgoings where information was furnished to the War Relocation Authority. Also retain any material of a historical nature and material with the Director's notations. For additional information regarding the destruction of the WRA-26 forms see 100-194487 serials 2184 and 2185.

Destruction of this mail would result in saving space in the Filing Unit. Very little space would be saved in the General Index Unit because most of the names have already been de-indexed.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division

MCW:bjb 153

(2) JUL-24-1987

66-3284

NOT RECORDED
184 JUL 19

DATE 8-3-82 BY SP4ELW/cal

Destruction of Bureau Property - Mail

ORIGINAL FILED IN 100-194487

66-3286

Legat, Mexico City (66-350) 7/6/67

Director, FBI 1 - Liaison

FILE DESTRUCTION PROGRAM
MEXICO CITY OFFICE

Reurlet 6/27/67.

Relet indicates that there may possibly be a misconception on your part with reference to the information set forth in Bulet to Legat, Bern, 4/14/67, and revisions in Section 6. L, 2, of the Foreign Operations Policy Manual, which deal with the matter of the file destruction program of your office.

Bureau instructions were intended to be permissive rather than mandatory, and you should feel free to retain in your office any files which you feel will be of assistance to the operations of your office in the future. On the other hand, keeping in mind that one of the purposes of a file destruction program is to eliminate unnecessary material so that the operations of your office will be streamlined insofar as possible, you should make every effort to review and mark for destruction all material which is eligible for such consideration and for which there is no possible future need. As set forth in paragraph three, Section 6. L, 2, page 13, you should advise the Bureau between August 1 and September 1 that a tickler has been set for considering the destruction of files, that the files are manageable, and that those retained could be destroyed in the event of any foreseeable emergency.

1 - Foreign Liaison Unit (detached)

REP:grs
(5)

NOTE: Above furnishes guidance in response to certain questions raised in relet.

MAILED 4
JUL - 7 1967
COMM-FBI

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62 JUL 18 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 EW/cal

Payroll Savings Plan

66-3286-349 ENCLOSURE

Director, FBI
ATTENTION: LIAISON SECTION

June 27, 1967

Legat, Mexico City (66-350)

Destruction of Bureau Property -

FILE DESTRUCTION PROGRAM
MEXICO CITY OFFICE

ReBulet to Legat, Bern, 4/14/67, and revisions in Section 6. L, 2, of the Foreign Operation Policy Manual, received in this office on 5/18/67.

The shorter intervals for reviewing closed files for destruction purposes are being implemented. The revision will particularly benefit those foreign offices not located in a country bordering on the United States and those, such as Ottawa, which have an efficient nation-wide local police organization to call upon for badly needed records in an emergency situation.

In this office, where more than 14,000 files have been closed in the last four years, a significant additional burden is being placed on both Agent and clerical personnel to close the gap between schedules previously approved and those now in effect. The Director's letter of May 26, 1967, instructed that the work load of the CCO must be reduced to a manageable level. For these reasons, the work connected with reviewing and destroying files closed since 1957, until the program is current, will be handled on a project basis, UACB.

3 - Bureau
(1 - Liaison Section)
1 - Mexico City
JJF:ako
(4)

66-3286
NOT RECORDED
141 JUL 12 1967

ORIGINAL FILED IN 62-115-2085

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EW/cal

4-341 (9-28-66)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 6-30-67

FROM : L. E. Short

SUBJECT: Destruction of Bureau Property -

HARRY D. SMITH
Chief of Police (FORMER)
National City, California
National Academy Graduate
Bulky Exhibit File Number: 1-6036-15

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1116, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

SLWB:jam

I see no reason to retain. Joe

66-3286 -
NOT RECORDED
141 JUL 10 1967

Agree

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWJ/CAL

XEROX
JUL 7 1967

JUL 25 1967

11 JUL 10 1967

RECORDED

ORIGINAL FILED IN 1-6036-15

MR. TAVEL 6/23/67

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-1 sub 208
BOY SCOUTS OF AMERICA

The above listed file has been called to our attention by the Consolidation Unit. There are 94 sections containing over 9,800 serials. It was opened in 1922. Serials 1 and 2 appear to be mail that was brought over from the Justice Department and behind serial 1 there is quite a bit of material, some of which dates back to 1916, that would seem to be of interest only to the organization itself. Serial 3 is the first piece of mail that is addressed to the Director.

The file consists of invitations to the Director to make speeches before groups, requests for Director to write articles for various programs, requests to go on Bureau's mailing list, miscellaneous material regarding fingerprinting of Boy Scouts, requests for pamphlets, correspondence requesting a speaker for a meeting, and the answering replys, memoranda to the Attorney General advising him how many invitations he had received or declined, letters from SAC's enclosing copies of speeches to be made before various groups and letters from SAC's advising that such and such an Agent gave a talk at a certain time and place. The material in this file is similar to material that was placed in other main 94-1 files on organizations. Destruction has already been done in those main files as authorization was obtained. (See 94-1-1666). Since the above organization is still active and correspondence is received currently, the entire file should not be destroyed. However, it is believed that the material that is over ten years old could be destroyed using the same authority as for the other main 94-1 files. There are approximately 7,150 serials that are over 10 years old. Any mail of a historical nature or with the Director's notation would be retained.

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index.

MCW:bjb
(1) cc - 66-3286

66-32 Rec-

NOT RECORDED
199 JUN 27 1967

79 JUL 5- 1967

8-3-82 SPW ELW/cal

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

MCW:bjb
(1) cc - 66-3286

MR. TAVEL 6/22/67

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH Destruction of Government Property

DESCRIPTION OF FILE: 80 CLASSIFICATION
PUBLIC RELATIONS BY FIELD OFFICES

The above files have been called to our attention by the Consolidation Unit. There are 39 such files and no mail has been placed in any of them since 1936. These files vary in size depending on the size of the Field Office.

These files contain correspondence from private individuals requesting general information, pamphlets, etc. about the Bureau. The correspondence is similar in nature to correspondence that currently is filed in either 62-0 file or the 94-5 file. Some destruction has already been done in those files and Archival Authority was received for such destruction. (See 66-19087-14, item 6 on second page). Since these files have not been used in over 30 years and we have authority to destroy such mail, it appears that these files are of no value today. Some de-indexing has been done in these files but there are still names that would have to be de-indexed. From a spot check of these files there does not seem to be any material of an administrative or historical nature. However, if there is any, it would be retained.

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index.

It is requested that the substantive supervisor review several of the above listed files to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

MCW:bjb
(1) cc - 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-88 BY SP6CWJ/cal

66-3286
NOT RECORDED
133 JUL 28 1967

57 JUL 3 1967

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 6/7/67

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 96-0
ALIEN APPLICANTS GENERAL

The above listed file has been called to our attention by the Consolidation Unit. The file consists of 791 sections, containing 63,818 serials. Mail has been placed in this file as recently as 1962, however, the vast majority of the material is now well over 20 years old. There are thousands of names that have been indexed in this file.

The file contains the following types of correspondence: letters from the Office of Naval Intelligence submitting lists of names to be checked against the Bureau's indices with usually a cover memorandum to Mr. Clegg advising lists had been received and originals of lists were returned to O. N. I.; telephonic requests from M. I. D. requesting a name check; numerous communications from the then Assistant Attorney General, O. John Rogge, transmitting letters from the Secretary of War concerning certain aliens, copies of which were apparently forwarded to G-2 (originals retained in Bureau files); various types of forms, questionnaires, forms to be submitted to the Secretary of War by companies or corporations requesting permission to employ aliens on government contracts, Loyalty and Character reports from the Office of Provost Marshall, War Department, etc. Reference is made to memorandum from Eames to Mr. Nichols dated 2/18/55 and memorandum from Branigan to Mr. Belmont where it was decided that all the Naval Intelligence (ONI) flimsies could be de-indexed and destroyed. (66-3286 serials 615 and 616.) Material referred to in this memorandum is somewhat similar to the flimsies except in a different form, but still merely a name search request. Since this material is of a Name Check nature, Archival Authority would not be necessary inasmuch as we have that authority for destruction of such. Any material of an administrative or historical nature would be retained.

Destruction of Bureau Property - Denied this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index.

66-3286

NOT RECORDED
167 AUG 10 1967

25 AUG 7 1967

SEE ADDENDUM PAGE FIVE

RECORDED

ORIGINAL FILED IN 96-0-63819

366
57 AUG 16 1967

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

(1) cc - 66-3286

MCW:bjb

SEE ADDENDUM GENERAL INVESTIGATIVE DIVISION, (Attached) GHS:mkw
SEE ADDENDUM SPECIAL INVESTIGATIVE DIVISION, (Attached) RHE:jkk
SEE ADDENDUM DOMESTIC INTELLIGENCE DIVISION (ATTACHED) BPM:gmh

ADDENDUM BY GENERAL INVESTIGATIVE DIVISION
(6-12-67 GHS:mkw)

Sections one and twenty of file 96-0 (which sections accompanied memorandum from Short to Tavel June 7, 1967, pertaining to this file) were examined, and the following comments are made based on a review of these two sections only.

The file was noted to contain some correspondence from citizens, intraBureau memorandums regarding policy matters, as well as voluminous information of a background nature concerning aliens received from other Government agencies. In addition, there were lists of names with no identifying data, transmittal letters referring to lists which had been returned to the orginator of negative name checks, and information of similar nature.

The General Investigative Division sees no benefit from retaining the matter consisting of background data forms, lists of names recording only negative name checks, memos stating a negative name check had been made, and similar material of this nature. However, it is not believed that correspondence from outside individuals or material regarding policy should be destroyed.

It was also noted that many of the background data forms are stamped "confidential," and it is assumed the Bureau has or can get the necessary authority to destroy such material.

In view of the background data on the forms appearing in this file, such material may be of potential value to other divisions at SOG, and it is therefore believed that the views of the Domestic Intelligence Division and the Special Investigative Division should be obtained.

RECOMMENDATION:

That the above views of General Investigative Division be forwarded to the Files and Communications Division.

ADDENDUM BY SPECIAL INVESTIGATIVE DIVISION
(6-15-67 RHE:jkk)

Sections one and twenty of file 96-0 have been examined and it would appear that there would be no loss to the Bureau to destroy the list of names recording only negative name checks, memoranda stating negative name checks have been made and similar material. Some of the forms containing background information were apparently received in 1941 and although classified "confidential" by the submitting agency, contain no defense information justifying a confidential classification under today's standards.

Since it appears that most of the material in this file consists of material of a name check nature, this Division has no objection to such material being de-indexed and destroyed; however, it is felt, like set forth in the comments of the General Investigative Division, that correspondence from outside individuals and material regarding policy should be carefully evaluated before a decision is made concerning its destruction.

ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION
(8/4/67 BPM:gmh/smd)

A review of the Special Investigative Division and General Investigative Division addenda indicates sections one and twenty of captioned file comprising some 791 sections were reviewed.

In view of the voluminous nature of the 96-0 file, the Domestic Intelligence Division review comprised sections 100, 700, and 789. These sections consist mainly of copies of the results of 1943 and 1944 loyalty and character investigations by the Provost Marshal General's office regarding alien employees or applicants for employment in industrial concerns having defense contracts, or being considered for employment with some component of the armed services.

The Domestic Intelligence Division agrees with the addenda of the Special Investigative Division and the General Investigative Division to the extent that information regarding negative name check type material can be destroyed. Results of loyalty and character investigations by the Provost Marshal General's office should be retained since these contain background material and derogatory data of potential value. Matters regarding Bureau policy and outside correspondence should also be retained.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. R. Wannall

FROM : Mr. R. A. Mullins

1 - SAC, Quantico
(Mr. Sloan)

DATE: 6/5/67

1 - Mr. Dix
(1006 9&D)
1 - Mr. G. C. Moore
1 - Mr. Mullins

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SUBJECT: DOMINICAN INDEX LIST

Enclosed herewith is one copy of the Dominican Index Key Figure list for transmittal to the SAC, Quantico, for storage with other vital records maintained by him.

The SAC, Quantico, should destroy by burning the list furnished May 2, 1967. When this action has been taken, he should so note on this memorandum and return it to the Latin-American Section.

ACTION:

With your approval, this memorandum and the attached list will be forwarded to Quantico for the above action.

105-143608

Enclosure

RAM:llo
(5)

66-3286 →
NOT RECORDED
141 JUN 12 1967

Handled Quantico
at Quantico
6/6/67 les

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4ELW/cal

6 JUN 9 1967

5 - Rm

Dissemination Approved by Bureau

257

8 0 JUN 14 1967

ORIGINAL FILED IN 105-143608

Send Bomb

66-3286

May 29, 1967

PERSONAL

Destruction of Bureau Property
Gen
Supervision - Gen

Mr. [redacted]
Federal Bureau of Investigation
Richmond, Virginia

b6
b7C

Dear Mr. [redacted]

I have received your suggestion regarding the disposition of serials in the double zero files after a particular period of time. You may be interested to know that similar proposals have been considered in the past and not adopted because of the disadvantages involved. It is desirable to retain this material to have past policy regarding each classification readily available.

Although this idea did not receive favorable action, the interest which prompted you to submit it to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 2
MAY 29 1967
COMM-FBI

b6
b7C

2 - Richmond
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]

ML:mem
(6)

(Suggestion 949-67 dated 5/17/67)

NOTE: Suggests serials in double zero files in field be destroyed when they are three years old. Instructions and policies contained in these files are in most instances portions of SAC Letters. SAC Letters should be a temporary means of notifying field of policies and instructions until they are incorporated into the appropriate manual.

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room

57 JUN 6 1967

ORIGINAL FILED IN 62-00230

DATE 8-3-82 BY SP4 LW cal

b6
b7C

Mr. [redacted]

Numerous ideas have been considered regarding the disposition of the double zero files after various periods of time and not adopted. First, the fact is that not everything in double zero files maintained in field is maintained in Bureau files. Second, material in double zero files when manual change involved contain pertinent background material and policy which field would not have benefit of if files destroyed earlier. Third, even though current Bureau policy may be contained in Bureau manuals, on occasion, it is necessary to determine how investigations were handled sometime in past and double zero files make handling of each classification readily available in each field office. These files occupy relatively little space. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#949-67

b6
b7C

Date
5/17/67

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		RICHMOND

SUGGESTION It is suggested that serials in double zero files in the field be destroyed when they are three years old. The instructions and policies contained in double zero files are in most instances portions of SAC Letters. SAC Letters should be a temporary means of notifying the field of policies and instructions until they are incorporated in either the Manual of Instructions and/or Manual of Rules and Regulations. Serials in RH file 100-00 for example contain instructions and policies concerning Internal Security-G (German), Alien Enemy Control, Denaturalization Proceedings, and other Internal Security and Security Matter instructions issued during the years of World War II. Serials in 67-00 contain instructions issued during World War II regarding recruiting. These are only a few examples of correspondence in 00 files which is obsolete or has been incorporated into the aforementioned two Manuals.

Current practice or rule (Include manual citation as well as facts) Double zero files for current classifications are to be retained - Section 3, Part 2, Subsection 8, Page 13, Manual of Rules and Regulations, regarding Destruction of Files and Records.

Advantages of suggestion and annual savings (include basis for estimate) A savings of file space which could be used for current filing would be effected. In the Richmond Office four letter-size file drawers would be released. Using Richmond as a guide for all field offices (57), approximately 45 five-drawer file cabinets would be released for the storage of current files. Using the current GSA catalog price of a five-drawer letter-size cabinet, $52.80 as a guide, forty-five cabinets of this size would be released at a total cost of $2,376.00.

All instructions concerning policies and administration of offices would be contained in either the Manual of Instructions or the Manual of Rules and Regulations.

66-3286

Disadvantages of suggestion
None.
It is realized that certain double zero files would have to be reviewed before destruction so that certain policies of a local nature, such as 70-00 - CGR, would be retained.

NOT RECORDED
199 JUN 1 1967

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head
Suggestion appears to have merit and recommend further consideration by Seat of Government.

R. C. Hall
Special Agent in Charge MAY 24 1967

(Do not write in this space - for Bureau use only)

5/29/67

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 Wiedl

ORIGINAL FILED IN 62-116230

Routing Slip
FD-4 (Rev. 6-14-66)

Date 5-22-67

To:

☒ Director

FILE

Att.: ADMINISTRATIVE DIVISION

Title DESTRUCTION OF BUREAU PROPERTY

☐ SAC
☐ ASAC
☐ Supv.
☐ Agent
☐ SE
☐ IC
☐ CC
☐ Steno
☐ Clerk

RE:

☐ Rotor #:

ACTION DESIRED

☐ Acknowledge
☐ Assign ___ Reassign ___
☐ Bring file
☐ Call me
☐ Correct
☐ Deadline
☐ Deadline passed
☐ Delinquent
☐ Discontinue
☐ Expedite
☐ File
☐ For information
☐ Handle
☐ Initial & return
☐ Leads need attention
☐ Open Case
☐ Prepare lead cards
☐ Prepare tickler
☐ Recharge serials
☐ Return assignment card
☐ Return file
☐ Return serials
☐ Search and return
☐ See me
☐ Send Serials 66-3286 — to
☐ Submit new charge out
☐ Submit report by
☐ Type

☐ Return with explanation or notation as to action taken.

It is requested that the 3 wood and 1 metal chair as listed on FD222 NO. 1039 be removed from the Denver Inventory as we are unable to locate them and were aparently broken and disposed of at some earlier date, with outbeing removed from the Inventory.

2 ENCLOSURE
☐ See reverse side

SAC
Office Denver

NOT RECORDED
4 MAY 25 1967

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWW/cal

59 MAY 26 1967

file 66-3286

3/mk

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. [redacted]sen
1 - Mr. [redacted]ale
1 - Mr. Tavel
1 - Mr. W. C. Sullivan

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan

DATE: May 22, 1967

1 - Mr. R. W. Smith
1 - Mr. R. C. Denz

FROM : R. W. Smith

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 105-54508
HUNGARIAN EMERGENCY REFUGEE PROGRAM

DESTRUCTION OF BUREAU RECORDS - GENERAL

Domestic Intelligence Division comments have been requested concerning the destruction of all name check forms which do not contain derogatory information contained in captioned file.

Memorandum of L. E. Short to Mr. Tavel, dated May 15, 1967, in this matter, advised that file 105-54508 captioned "Hungarian Emergency Refugee Program" contains 4,039 serials and all but 62 serials are the "Not Recorded" type name check forms. Short's memo requested that consideration be given to de-indexing and destruction of the serials.

A review of file 105-54508 determined that it was created in January, 1957, in order to maintain statistical data regarding Immigration and Naturalization Service (INS) name check form G-135. These forms, which were submitted by INS in connection with the name checks of various refugees admitted to the United States as parolees under the "Hungarian Emergency Refugee Program," contain brief identifying data. [redacted] b3 per CIA In March , 1962, a list of the serials in this file which did not contain derogatory information was prepared. This list was utilized by the File Review Unit to indicate serials which contain only biographical data and allowed a search slip to be marked "ident but no derogatory," thereby eliminating a review of the file. This practice is only utilized when a regular name check is made and does not affect special name checks. The review of file 105-54508 also revealed that no forms have been placed in this file since 1960.

105-54508

66-32[illegible]

NOT RECORDED
JUN 8 1967

CONTINUED - OVER

RCD:rgp

59 JUN 13 1967

ORIGINAL FILED IN 105-54508 - 4039

Memo to Mr. W. C. Sullivan
RE: REHABILITATION PROGRAM
RECORDS BRANCH

The value of maintaining these old "forms" which contain a minimum of data is negligible. Domestic Intelligence Division interposes no objection to the destruction of such serials which contain no derogatory information for the primary purpose of saving space in the Filing Unit.

RECOMMENDATION:

That approval for destruction be also cleared through other interested divisions prior to placing this plan in effect. Therefore, it should be determined whether the General Investigative Division and Special Investigative Division have any reason which would preclude destruction.

5122/67

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 5/19/67

FROM : L. E. SHORT

SUBJECT: REHABILITATION PROGRAM
RECORDS BRANCH
Destruction of Property
DESCRIPTION OF FILE: 105-16424 sub 246 - 2398
VISA APPLICANTS - CHINA

The above listed serial has been called to our attention by the Consolidation Unit. It is dated 10/15/52 and attached to it is a list obtained from the State Department, current at that time, of Chinese Officials in the United States.

A review of this list indicates that all of the names are not those of Officials. There are listed the names of employees such as Maids, Clerks, Secretaries, Messengers, etc. Other than the occupation and address of the employees there is no other identifying information that would be of use in searching procedures. Since this mail is almost fifteen years old, it is recommended that consideration be given to de-indexing this serial but retaining the memorandum with its enclosure. Considerable destruction is being done in the Visa Applicant sub files which ~~were de-indexed years back~~.

De-indexing of this serial would result in eliminating unnecessary cards from the General Index and a saving of time of anyone searching in the Index.

It is requested that the substantive supervisor review the above listed serial and its enclosure which is attached, to determine if any reason exists which would preclude de-indexing. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

OK for de-indexing and retaining memorandum with its enclosure

For referral to the substantive division.

MAY 26 1967

MCW:bjb
(3)
Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4AW/Cal

66-3286-

MAY 26 1967

67 JUN 2 1967

ORIGINAL FILED IN 105-7-246-4142

Miss Wolfe

MR. TAVEL 5/15/67

L. E. SHORT
O DESTRUCTION OF BUREAU RECORDS - GENERAL

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 105-54508
HUNGARIAN EMERGENCY REFUGEE PROGRAM

The above listed file has been called to our attention by personnel of the Consolidation Unit. It consists of 24 sections. This file was opened in January of 1957 and was used for INS name check forms on individual refugees being admitted to the U. S. in parole status. There are 4,039 serials. All but 62 serials are the "Not Recorded" name check forms. These forms contain a name, birthplace, birth date and alien registration number. No forms have been placed in the file since 1960.

The majority of these forms are "no records" and it is felt that since the Program is no longer in existence that consideration could be given to de-indexing and destruction as is currently being done on the INS "Visa" name check forms. Any form with derogatory information and all other mail would be retained.

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index. Previous Archival Authority has been received for the destruction of this type of material.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

MCW:bjb

ORIGINAL FILED IN 105-54508-1
REVIEW COMPLETED
DATE 8-3-82 BY SP4 CW
66-3286
NOT RECORDED
26 JUN 8 1967
12 1967

Routing Slip
FD-4 (Rev. 3-4-64)

Date 5-4-67

To:

XX Director FILE # _____

Att.: PROPERTY MANAGEMENT

☐ SAC _____ Title INVENTORY-MEXICO CITY

☐ ASAC _____ Surplus Property

☐ Supv. _____

☐ Agent _____

☐ SE _____

☐ IC _____

☐ CC _____

☐ Steno _____

☐ Clerk _____

ACTION DESIRED

☐ Acknowledge
☐ Assign ____ Reassign ____
☐ Bring file
☐ Call me
☐ Correct
☐ Deadline _____
☐ Deadline passed
☐ Delinquent
☐ Discontinue
☐ Expedite
☐ File
☐ For information
☐ Initial & return
☐ Leads need attention
☐ Open Case
☐ Prepare lead cards
☐ Prepare tickler
☐ Recharge serials
☐ Return assignment card
☐ Return file
☐ Return serials
☐ Search and return
☐ See me
☐ Send Serials _____
to _____
☐ Submit new charge out
☐ Submit report by _____
☐ Type

☐ Return with explanation or notation as to action taken.

THIS OFFICE PRESENTLY CARRYING ONE WOODEN AND ONE STEEL TYPIST CHAIR WHICH WERE BROKEN. SINCE THEY WERE QUITE OLD AND UNSIGHTLY AND WOULD HAVE REQUIRED CONSIDERABLE AMOUNT TO REPAIR THEY WERE TURNED OVER TO GSA FOR DISPOSAL. INVENTORY CARDS BEING FORWARDED UNDER SEPARATE COVER.

MC 66-1
NLF:LDC
(2)

FD-222's voided on property mgmt. 5/1/67

SAC N.L. Ferris

LEGAL ATTACHE
Office MEXICO CITY

See reverse side

66-3286 NOT RECORDED
2 MAY 24 1967

3/mb

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

file 66-3286
51 MAY 25 1967

May 3, 1967

PROPOSED CHANGE IN THE MANUAL OF RULES AND REGULATIONS

Part II, Section 3D, 8a, first paragraph, page 13, should be amended to read as follows:

a. Files and records in field divisions may be destroyed after they become twenty years old. (Double zero files for current classifications are to be retained.) Keep at beginning each classification list of files destroyed. Do not retain file fronts.

Destruction of Bureau Property

FMB:mem
(4)

NOTE: The above manual provision has been rewritten to remove the requirement that the date the files are destroyed be shown on the list retained. The index cards pertaining to files destroyed when twenty years old are also destroyed; therefore, the date when a twenty-year-old file has been destroyed appears to serve no purpose. It is a clerical function that can be eliminated. This matter was brought up during one of the recent Chief Clerk schools and it was the unanimous recommendation that this requirement be removed from the Manual of Rules and Regulations.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

66-3286

NOT RECORDED
2 MAY 5 1967

Tolson
DeLoach
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Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

56 MAY 9 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

UNRECORDED COPY FILED IN 66-193K

ONAL FORM NO. 10 5010-106
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
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Conrad
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Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Gale

DATE: 5/2/67

FROM : W. V. Cleveland

SUBJECT: RETENTION OF SPECIAL INQUIRY SUMMARIES
SPECIAL INQUIRY UNIT
EMPLOYEES SECURITY AND SPECIAL INQUIRY SECTION
SPECIAL INVESTIGATIVE DIVISION

PURPOSE DESTRUCTION OF BUREAU RECORDS - GENL

To advise that we are going to immediately institute a purging program and destroy copies of all summaries over ten years old maintained in the Special Inquiry Unit. Thereafter, on a monthly basis we will destroy copies of summaries which become ten years old during that month.

BACKGROUND

Since November, 1952, when President-elect Eisenhower initiated this program, we have, with permission, maintained copies of all Special Inquiry summaries in folders in alphabetical order in the Special Inquiry Unit. There is also a copy of each summary in each main file of the individual involved, as well as the yellow of the summary. The copy in file is a white copy suitable for duplication for dissemination.

These summaries were maintained in the unit for quick reference where time was of the essence and the calling of the main file would have delayed necessary action. We receive calls for copies of these summaries from Bureau officials, other Government agencies, and the White House.

At present we have these summaries broken down into two categories, namely the Eisenhower Administration summaries and the Johnson-Kennedy summaries. For several years now we have kept a running log on the frequency with which we disseminate these summaries. Many of the Eisenhower summaries are now fifteen years old and although we have followed a policy of purging those summaries on persons who are deceased, obviously some of them are deceased and we are not aware of it.

ORIGINAL FILED IN 66-1955-D-33

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-88 BY SP1 CAC

CONTINUED - OVER

1 - Mr. DeLoach
1 - Mr. Gale
1 - Mr. Cleveland
1 - Mr. Young

56 MAY 19 1967

(5)

15 MAY 18 1967

66-3286-

NOT RECORDED
102 MAY 10 1967

Memorandum to Mr. Gale
Re: Retention of Special Inquiry Summaries

Further, the running log indicates that for the past few years we have referred to the Eisenhower summaries at a steadily decreasing rate and it is now believed that a purging system should be set up based on the passage of time.

CURRENT PROPOSAL

A purging system will be immediately put into effect to destroy copies of all summaries of Eisenhower appointees which are over ten years old. This means that we can immediately destroy copies of some 2200 summaries prepared between November, 1952, and April, 1957. Each month hereafter we will destroy summaries which become ten years old during that month.

This action is necessary as the old summaries are taking up needed storage space and in the event we receive a request for the summary we can call for the main file on the individual involved and duplicate the summary contained therein.

ACTION

We will immediately destroy all Eisenhower summaries over ten years old maintained in the Special Inquiry Unit and each month thereafter will destroy those summaries becoming ten years old during that month. (THIS AMOUNTS TO DESTRUCTION OF REFERENCE COPIES - ORIGINAL WILL REMAIN ON RECORD)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP(S) OF Case file DATE 1/7/83

TO : DIRECTOR, FBI (105-49519)

DATE: 4/24/67

DECLASSIFIED BY AUC 60290 BCE/DCG/ymw
ON 10/20/03

FROM : SAC, WFO (105-17818) (RUC)

SUBJECT: [redacted] aka
IS-ISRAEL
REGISTRATION ACT
(OO:BA)
(S)(U) Destruction of Bureau Property
b6
b7C
CONFIDENTIAL

Re report SA [redacted] made 4/8/57 at Baltimore, which sets forth the opinion of the then Assistant Attorney General that no prosecutive or other action is contemplated with respect to the subject and re WFO let 10/22/58, which reports that the subject departed the United States on 4/16/58. b6 b7C

Maintained for evidentiary purposes since 1956 in the Bukly Exhibit Section of WFO are 500 feet of 16 mm Tri-x film and a roll of 35 mm Tri-x film taken off the subject and his contact, [redacted] of the Department of State, during meetings on 6/20 and 25/56. The 1-A section of the WFO file contains numerous still photos made at those same meetings. (S)(U) b6 b7C

In view of the facts set forth in the first paragraph above, Bureau authority is being requested to dispose of the film maintained by WFO in its Bulky Exhibit Section in this case.

UNCLASSIFIED
CLASS. BY SP4ELW/cal
REASON-FCIM 1.2.4.2
DATE OF REVIEW OADR 8-3-82

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

2 - Bureau
1 - Baltimore (105-1885) (Info) (RM) (S)(U)
1 - WFO

REC-71 105-49519-273

HWS:emb
(4)

cc returned to WFO + O-7 to Baltimore advising of action.
APPROVED 18 APR 26 1967
Date 5-1-67 Bmk 66-3286

NOT RECORDED
128 MAY 2 1967

57 MAY 2 1967

CONFIDENTIAL

ORIGINAL FILED IN 105-49519-273

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

CONFIDENTIAL

Legat, Bern

Director, FBI

1 - Mr. DeLoach
1 - Mr. Mohr
1 - Mr. Sullivan
4/14/67
1 - Mr. Casper
(Attn: Mrs. Buchanan)
1 - Liaison
1 - Mr. Flemister
1 - Mr. Dix

DESTRUCTION OF FILES
IN LEGAL ATTACHE OFFICES

Destruction of Bureau Property

The Bureau has reconsidered the present provisions for file destruction in Legat Offices. Effective immediately, recipient offices should be guided by the provisions set forth herein.

DECLASSIFIED BY AUC 1e0290 BCE/DCG/ymw
ON 9/8/03

With the exception of Santo Domingo and Hong Kong, all offices may consider criminal, applicant, Foreign Police Cooperation, and other files for destruction after they have been closed one year. Security-type cases may be so considered after three years. In view of local circumstances, Santo Domingo and Hong Kong may consider all files for destruction after they have been closed for one year. Informant files of the offices should not be destroyed. Files which obviously have reference value or for which there is a possible future need may, of course, be retained indefinitely.

Appropriate manual changes are being prepared and you should be guided by the other general provisions for file destruction set forth in the Foreign Operations Policy Manual.

1 - Bonn
1 - Buenos Aires
1 - Hong Kong
1 - London
1 - Manila
1 - Mexico City
1 - Ottawa
1 - Paris
1 - Rome
1 - Santo Domingo
1 - Tokyo

66-3286-
NOT RECORDED
184 APR 18 1967

1 - Foreign Liaison Unit (Detached)

Classified by SP4ELW/cal
Declassify on: OADR 9/30/83

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

REP:mlm
(22)

NOTE: See memo D. J. Brennan to W. C. Sullivan, 4/13/67, captioned as above, REP:mlm.

66-19091-

Tolson
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Callahan
Conrad
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Sullivan
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Tele. Room
Holmes
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MAILED 4
APR 18 1967
COMM-FBI

APR 25 1967

CONFIDENTIAL

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-3-88 BY SP4ELW/cal

APR 19 1967

ORIGINAL FILED IN 66-19091-16

CONFIDENTIAL

above provisions have been in effect in some offices for a number of years and the results have been completely satisfactory from the viewpoint of both the Legats and the Bureau. The foregoing periods of time are permissive in that Legats may consider files for destruction after the lapse of the appropriate amount of time but cases which are of obvious importance or future benefit can and should be retained indefinitely.

However, in the case of Hong Kong and Santo Domingo, we have a somewhat unusual situation in that Hong Kong's geographical location and the political situation in the Dominican Republic underscore the desirability of having as little material as possible retained in view of the ever present possibility that those offices could be taken over by hostile elements without our Legats having the opportunity to destroy material on hand. We feel that special arrangements should be made for those two offices. We recommend, therefore, that all Legat Offices except for Hong Kong and Santo Domingo, be permitted to consider for destruction criminal, applicant, and other miscellaneous classifications after they have been closed for one year and security files after three years. In the case of Hong Kong and Santo Domingo, all files should be considered for destruction after they have been closed for one year. Informant files should not be destroyed.

ACTION:

(1) Attached for approval is a letter to all Legats setting forth current procedures to be followed in their offices relative to the destruction of their files.

(2) If approved, appropriate manual changes will be made by the Training Division.

CONFIDENTIAL

SAC, Baltimore

October 27, 1967

Director, FBI (62-9285)

DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION MATTER
DUDED: 2/15/83

At present there are a considerable number of locations throughout the United States where civilian and military records are serviced and maintained. These records are frequently transferred from one location to another, or to the agency headquarters in the Washington, D. C., area. Because of this, Bureau field offices are continually transmitting interoffice communications setting forth negative or transfer-type information in an effort to locate a particular record. In addition, at various times auxiliary offices are instructed to discontinue record check-type investigations by either the Bureau, the office of origin, or another auxiliary office, depending upon the circumstances.

There is a suggestion under consideration at the Seat of Government to destroy files in auxiliary offices, in all classifications, which contain only negative, transfer, or discontinue-type information pertaining to record check requests, 60 days subsequent to the date the investigation was referred upon completion to the office of origin.

Auxiliary offices usually receive only sufficient background information to make a logical record request of another agency. If a record is not located, and negative or transfer-type information is developed, an interoffice communication is transmitted, and the office of origin is advised.

66-3286-1020

2 - Indianapolis
2 - San Antonio
2 - St. Louis
2 - Washington Field
1 - Mr. J. E. Reilly
TAK:cgk:aga
(12)

NOTE: Based on memorandum S. Tullai to Mr. Casper, 10/18/67, re: Chief Clerk's Operations - Destruction of Files; Civilian - Military Record Checks; and letters from Director to Thomas A. Keane, 10/19/67.

16 OCT 31 1967

Tolson
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Tele. Room
Holmes
Gandy

MAILED 27
OCT 27 1967
COMM-FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/CAL

96 FEB 8 1968

MAIL ROOM ☑ TELETYPE UNIT ☐

When this is accomplished, the case is RUC'd and retained in the auxiliary office until it is destroyed under the 5, 10, or 20-year destruction rule, depending upon the classification. This would also be the procedure when auxiliary offices are advised to discontinue a record check-type investigation.

Offices receiving copies of this communication should conduct a survey for a period of 60 days, beginning 11/1/67, to determine the frequency in which communications are directed to other offices as the result of negative or transfer-type record check requests. Also, take into consideration those instances where you are instructed to discontinue record check-type investigations. In addition, each office should estimate their savings in filing space, including the general indices, if files containing negative, transfer, or discontinue-type information, in record check-type investigations, could be destroyed 60 days after the investigation is RUC'd.

Submit the results of your survey, together with your views and recommendations as to the feasibility of the proposed file destruction procedure, as well as administrative devices necessary to control this procedure, to the Bureau, Attention: Training Division, by 1/15/68.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

1 - Mr. C. D. DeLoach
1 - Mr. W. S. Tavel
1 - Mr. W. C. Sullivan

TO : Mr. W. C. Sullivan

DATE: August 9, 1967

1 - Mr. R. D. Cotter
1 - Mr. R. W. Smith
1 - Mr. W. R. Wannall
1 - Mr. W. A. Branigan
1 - Mr. L. H. Martin

FROM : W. A. Branigan

SUBJECT: REFUGEE RELIEF PROGRAM (RRP)
DESTRUCTION OF RECORDS

This memo suggests copies of State Department RRP reports in captioned file be considered for deindexing and destruction.

This is a control file pertaining to the Refugee Relief Act of 1953 which expired 12/31/56. It has 131 sections containing an estimated 5,000 copies of above reports. The reports set forth results of investigations conducted abroad concerning applicants for refugee status by other U.S. and foreign agencies. A total of 248,725 such investigations were conducted and reports furnished to the Bureau are some but not all of those containing derogatory criminal or subversive information. Reports furnished to the Bureau pertain to individuals who were most probably never admitted into the U.S. due to the derogatory information developed. Because of this situation, Special Agent in Charge (SAC) Letter 57-31 dated 5/21/57 provided for a check of original records at State Department when needed. It was verified through liaison on 8/4/67 that these records continue to be maintained by State Department.

Since these records are incomplete, since they pertain to individuals who were most probably never admitted to the U.S., and since provision has been made for checks of the original complete records, no need for retention of the RRP reports in captioned file can be foreseen. At least two names (refugee and sponsor) are indexed in each report. No investigation of the sponsors was conducted.

RECOMMENDATION:

It is suggested consideration be given to the destruction and deindexing of the RRP reports. Policy matters and other correspondence should be retained.

62-100044
LHM:kw:slc
(9)

EX-102
EC 30 66-32864-1021

NOV 13

62 DEC 6 1967

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Completed Consolidation on 2-11-68 Mcw

NOV 9 1967

RECORDS

CONSOLIDATION

December 29, 1967

PERSONAL

66-3286-1022

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that the Manual of Rules and Regulations be amended to permit the disposition of channelizing memoranda following the submission of letterhead memoranda in certain cases when reports are not submitted. Careful consideration is being afforded this proposal and you will be advised if it is adopted.

The interest and initiative you displayed in submitting your idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 24
DEC 29 1967
COMM-FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-88 BY SP4 EAW/cal

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file

b6
b7C

1 - Personnel file of SA [redacted]
ML:jj
(6)
(Suggestion 461-68 dated 12/26/67)
NOTE: Manual of Rules and Regulations now provides that significant data developed in nonprosecutable espionage and nationalistic

NOTE CONTINUED PAGE TWO

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAY 8 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

Letter to Mr. [redacted] b6 b7C

NOTE (Continued)

tendency cases should be submitted by letterhead memoranda (LHM). Also, channelizing memoranda in criminal cases and security cases may be destroyed following submission of reports .... Suggests approval be granted for the destruction of channelizing memoranda following the submission of LHMs in nonprosecutable espionage and nationalistic tendency cases and that appropriate changes be made in Manual of Rules and Regulations.

Referred to the Domestic Intelligence Division for views and recommendations.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 12/26/67

FROM : SAC, WFO (66-2180)

SUBJECT: DESTRUCTION OF BUREAU RECORDS FILES AND RECORDS
#461-68

GENERAL

The purpose of this communication is to recommend a change in the Manual of Rules and Regulations (MRR) to permit the destruction of channelizing memoranda following the submission of Letterhead Memoranda (LHM) in espionage and nationalistic tendency cases, wherein no reports are submitted.

The MRR, Part II, Section 4, Page 2b, provides that significant data developed in non-prosecutable espionage and nationalistic tendency cases should be submitted by LHM.

The MRR, Part II, Section 3, Page 15b, currently reads as follows:

"w. Files and records which are to be destroyed when they have served the purpose for which prepared

(1)

(2) Channelizing memoranda in criminal cases and security cases may be destroyed following submission of reports...."

It is suggested that the Bureau also approve the destruction of channelizing memoranda following the submission of LHM's in non-prosecutable espionage and nationalistic tendency cases, and that appropriate changes be made in the MRR.

66-3286-1122
RECORDED
DEC 27 1967

The above suggestion is believed timely, following the recent approval of the Bureau for WFO and New York to channelize certain surveillance information received from [redacted] symboled informants in Soviet-bloc cases. The adoption of the recommendation should effect a substantial savings in file room space.

2 - Bureau (attached 12/29/67 ff)
1 - WFO

CJJ:ead
(3) (Record 12/29/67 ff)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

Mr. Tavel 12-26-67

L. E. Short

Val

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 62-29818
RATING OF JAILS

Ø DESTRUCTION OF BUREAU PROPERTY

The above-listed file has been called to our attention by the Consolidation Unit. It was opened in 1933. There are 11 sections consisting of over 1300 serials.

The file consists mostly of memoranda and mimeographed lists from the Director of the Bureau of Prisons listing condemned jails or authorized jails and form letters to the field advising them of this information. In past, information was not sent by SAC letter. Instead, a separate letter was sent to each field office and to each supervisor at the Seat of Government. Section 1, serial 47, is an example of volume of lists and transmittal letters retained. It appears that the last, complete, up-to-date list was received from the Bureau of Prisons in July of 1966. (See serial 1304) These lists were sent over with a cover memorandum. The present policy is just to send the lists themselves without cover letter and they are sent directly to the Mail Room to be sent out to the field offices. Each time a list is sent it supersedes all other lists, thus, making the previous lists obsolete. This material is in effect a "publication" issued by the Department of Justice which is required to retain its copies as record material. As "publications" and cover letters for same are "nonrecord" material, Archival authority is not required for destruction. Any mail of a policy nature or containing the Director's notations would be retained.

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the general index.

It is requested that the substantive supervisor review the above file to determine if any reason exists which would preclude destruction. A notation

CONTINUED - OVER

1 - 66-3286

MCW:bjb:bpr

55 JAN 1 1968

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/cal

66-3286-
NOT RECORDED
163 JAN 8 - 1968

ORIGINAL FILED IN 62-29818-1307

Memo Short to Tavel
Re: Rehabilitation Program
Records Branch

advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

ADDENDUM: SPECIAL INVESTIGATIVE DIVISION JBE:bjb 1/2/68

Special Investigative Division has no objection to the destruction of material referred to above relating to lists of approved jails authorized by the Bureau of Prisons. As noted, in reviewing material for destruction, mail of a policy nature would be retained.

ADDENDUM: GENERAL INVESTIGATIVE DIVISION GHS:clo 1/2/68

No objection is interposed by the General Investigative Division to the destruction of the material mentioned in the foregoing memorandum provided mail involving policy matter is retained.

Employee Suggestion
(FD-252 Rev. 3-11-59)

#4

b6
b7C

DECEMBER 14, 1967

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		PHILADELPHIA

SUGGESTION

I suggest consideration be given to include Selective Service files, (25 classification) to list of files that may be destroyed when closed five years. Seldom is reference made to a "25" file closed over five years. Chronic Selective Service violators, after entering the Armed Forces, normally become deserters in a very few months and leads to locate career men who desert could be obtained from records of the Armed Forces. Very few files are voluminous but volume of files is great.

DESTRUCTION OF BUREAU PROPERTY - Item

36 DEC 27 1967

Current practice or rule (Include manual citation as well as facts)

"25" classification files are presently included with those to be retained for ten years. MRR Part II, Sect. 3, 8b.

Advantages of suggestion and annual savings (include basis for estimate)

Saving of file cabinet space which in turn saves floor space. In Philadelphia Division five shelf filing cabinets would be gained. Equivalent savings in file space would be gained in other divisions, in large cities such as Philadelphia. Each cabinet saved would be a $54.15 saving. Conservatively it is estimated one or two thousand dollars in equipment or space would be gained.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EL/WCA

66-3286.

Disadvantages of suggestion

None

NOT RECORDED
184 JAN 31 1968

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

It appears that this suggestion might have merit.

Joe D. Jamieson

JOE D. JAMIESON, SAC

(Do not write in this space - for Bureau use only)

58 JAN 31 1968

1 - SEC. 67

ORIGINAL FILED IN 25-0-0-26

Routing Slip
FD-4 (Rev. 4-28-67)

Date 12/13/67

To:

☒ Director

Att.: PROPERTY MANAGEMENT

☐ SAC
☐ ASAC
☐ Supv.
☐ Agent
☐ SE
☐ IC
☐ CC
☐ Steno
☐ Clerk

FILE

Title INVENTORY - AUTOMOBILE BATTERY CHARGER

Destruction of Bureau Property

R-E:

☐ Rotor #:

ACTION DESIRED

☐ Acknowledge	☐ Open Case
☐ Assign ___ Reassign ___	☐ Prepare lead cards
☐ Bring file	☐ Prepare tickler
☐ Call me	☐ Return assignment card
☐ Correct	☐ Return file
☐ Deadline ___	☐ Search and return
☐ Deadline passed	☐ See me
☐ Delinquent	☐ Serial # ___
☐ Discontinue	☐ Post ☐ Recharge ☐ Return
☐ Expedite	☐ Send to ___
☐ File	☐ Submit new charge out
☐ For information	☐ Submit report by 66-3286-26-
☐ Handle	☐ Type NOT RECORDED
☐ Initial & return	3 DEC 22 1967
☐ Leads need attention	

☐ Return with explanation or notation as to action taken.

Attached is FD-222 removing one Battery Charger, SN 35041, Model 200 MT, from the office inventory. This item was replaced by a recent purchase of a Sun battery charger. It is 17 years old and beyond repair. UACB, battery charger will be disposed of as junk.

(1) - Bureau (Encl. 1)
2 - Los Angeles
LJN/mlh See reverse side
(2) FD-222 delivered in Prop. Mgt. mlh

SAC WESLEY G. GRAPP

Office Los Angeles

DEC 28 1967

66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: November 28, 1967

FROM : J. J. Casper

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/cal

SUBJECT: BANK ROBBERY
SUGGESTION 271-68 SUBMITTED BY
SA EDMUND E. SENESAC
NEW HAVEN OFFICE

Destruction of Bureau Property - Gen.

SUGGESTION: That the disposition of results of Modus Operandi - Personal Appearance (MO - PA) File searches furnished by the Seat of Government to field offices be made at the discretion of each field office and that these reports be discarded and destroyed in any case where they are not pertinent or do not serve any useful purpose.

CURRENT PRACTICE: SA Senesac states the results of MO - PA searches are serialized in each "possible" case.

ADVANTAGES: The suggester states serializing of MO - PA search reports in cases involving typical bank robbery MO tend to make the files bulky and difficult to review. Appropriate disposition of these reports where they are not pertinent or serve any useful purpose will tend to streamline the file and simplify a review of pertinent subject matter.

DISADVANTAGES: There would be no disadvantages involved after the MO - PA search report has been determined to be irrelevant.

OBSERVATIONS: SAC Weeks, New Haven Office, believed this to be an excellent idea. He stated the paper involved is proving to be a real problem.

The Administrative Division advised this does not fall within its responsibilities; therefore, no recommendation was made.

The General Investigative Division noted this file contains information pertaining only to bank robberies and is maintained on automatic data processing equipment. Information contained in the file is furnished by the field upon commission of a new bank robbery and/or upon the identification of a robber in a previously unsolved case. Upon receipt of that information in either instance,

Enclosures (2) — Seal detached 66-3286

ML:cam
(2) 306

NOT RECORDED
167 DEC 13 1967

59 DEC 14 1967

DEC 11 1967

(CONTINUED - OVER)

ORIGINAL FILED IN 91-0-175

Memorandum J. J. Casper to Mr. Mohr, ML:cam, 11/28/67
Re: BANK ROBBERY
SUGGESTION 271-68 SUBMITTED BY
SA EDMUND E. SENESAC
NEW HAVEN OFFICE

it is searched in the MO - PA File against all other bank robberies both solved and unsolved to determine if a robber using a similar modus operandi and having a similar physical description was involved in any other bank robberies. The results of the search are incorporated into MO - PA search reports which are furnished to the office of origin and any other offices which have cases included in the search results. The number of cases included in the search results is limited to ten separate bank robberies. Upon receipt in the field the Bank Robbery Coordinator and/or the case Agent reviews the search results to determine if their bank robbery appears similar to any of the other robberies. If any cases appear similar, the offices exchange available information to resolve the question. The search results are incorporated into the substantive bank robbery file. This division felt the idea to destroy all search reports after a determination has been made that the results are negative has merit; however, various interested offices receive the results and it would appear to be feasible to maintain them until closing of the bank robbery case. In the event one office communicates with another office in connection with a particular bank robbery included in the search results, the receiving office would likely refer to the MO - PA search report.

By Executives Conference memorandum dated 11/30/67, it was recommended and approved that this program be continued for another six months after which a further recommendation would be made to retain or discontinue the program. The majority of the Conference favored destruction of the search reports having negative results after the closing of the bank robbery case and this was also approved.

RECOMMENDATIONS: (1) Due to this action, it is recommended the attached letter of appreciation be forwarded the suggester. He was thanked by prior letter.

(2) That the attached Letter to All Special Agents in Charge be approved to notify the field of the adopted procedure.

Memorandum J. J. Casper to Mr. Mohr, ML:cam, 11/28/67
Re: BANK ROBBERY
SUGGESTION 271-68 SUBMITTED BY
SA EDMUND E. SENESAC
NEW HAVEN OFFICE

(3) That manual changes be held in abeyance pending results of the six months' retention of the MO - PA File.

MR. TAVEL 11/2/67

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESTRUCTION OF BUREAU RECORDS

DESCRIPTION OF FILE: 80-57
PUBLIC RELATIONS - WASHINGTON POST

The above listed file has been called to our attention by the Consolidation Unit. The file has 1 section containing 196 serials and a Sub A section. It was opened in January of 1933 and no mail has been placed in it since July, 1936.

The file was apparently opened to file correspondence regarding Bureau personnel and their activities for possible publication in the Washington Post's Government Column, "The Federal Diary." These letters were sent once a week, mostly to a Mr. Morgan Baker. The information is of no value today since it is over 30 years old. In all probability a large number of the employees mentioned in these letters are no longer employed in the Bureau or have retired or died. There are also memoranda where a representative from the paper called to inquire if there were any interesting items about personnel activities they could use. The Sub A file contains the Columns from the paper, the last one being dated 1/24/38. Archival Authority has been received for destruction of similar type material. (See 66-19087-14, Item 3). Any material that it would be necessary to retain could be changed over to the current file on the Washington Post, 94-8-6.

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

66-3286-
NOT RECORDED
126 NOV 13 1967

MCW:bjb
(1) cc - 66-3286

331
54 NOV 17 1967

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

ORIGINAL FILED IN 94-8-6

Mr. Mohr

October 26, 1967

J. J. Casper

APPLICANT-TYPE INVESTIGATIONS
SUGGESTION 223-68 SUBMITTED BY
MRS. [redacted] TAMPA OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EW/bcal

Destruction Bureau Property Gen

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b7C

SYNOPSIS

Mrs. [redacted] has proposed auxiliary offices be permitted to destroy their files and index cards relating thereto on an annual basis when one year old in the following applicant-type classifications: 1, 67, 73, 77, 116, 118, 120, 121, 123, 124, 126, 127, 128, 130, 132, 133, 138, 151, 161, and 163. In these cases when the Bureau is listed as office of origin, the office initiating the investigation would assume office of origin and retain the file. All other offices handling leads would destroy file and index cards.

Administrative Division opposed adoption as not being practical with regard to Bureau applicants and noted this information is relatively current and beneficial to field offices not only when an individual seeks reinstatement but for use in other classifications within Bureau's jurisdiction. This division advised there appeared to be no reason for keeping for three years files containing applicant correspondence of no significant value which have been closed administratively with no correspondence to the Bureau and felt this material could be destroyed after it becomes two years old.

ORIGINAL FILED IN

Special Investigative Division opposed adoption since we conduct numerous reinvestigations of persons formerly investigated for governmental positions and it is necessary for each auxiliary office to review the original investigative report before bringing the investigation up to date. The cost for preparing copies of reports, mailing, clerical handling, and final storing would more than offset any saving in space.

Training Division, although having no objection to such destruction for National Academy Applicant files with no derogatory data, feels present provisions should be retained and a change is not warranted due to the views expressed by the interested divisions and the exceptions which would be necessary to accommodate the different variations mentioned by divisions involved at the Bureau.

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as she has been thanked by prior letter.

66-3286-

1 - Bufile 66-3286
MLigan
(3)

NOV 8 1967

NOT RECORDED
199 OCT 31 1967

(CONTINUED - OVER)

Memorandum J. J. Casper to Mr. Mohr, ML:cam, 10/26/67
Re: APPLICANT-TYPE INVESTIGATIONS
SUGGESTION 223-68 SUBMITTED BY
MRS. [redacted] TAMPA OFFICE

b6
b7C

DETAILS

SUGGESTION: That auxiliary offices be permitted to destroy their files and index cards relating thereto on an annual basis when one year old in the following applicant-type classifications: 1, 67, 73, 77, 116, 118, 120, 121, 123, 124, 126, 127, 128, 130, 132, 133, 138, 151, 161, and 163. In applicant-type cases where the Bureau is listed as office of origin, the office initiating the investigation would assume office of origin and retain the file. All other offices handling leads would destroy file and index cards.

CURRENT PRACTICE: Manual of Rules and Regulations, Part II, Section 3, page 13a, regarding files and records which may be destroyed when ten years old provides for this action regarding Bureau applicant files and index cards relating thereto unless closed administratively with no correspondence to Bureau. In the latter instance, they may be destroyed after three years old. No mention of other applicant cases is made; therefore, they are retained for 20 years.

ADVANTAGES: Space to be saved in the closed files section.

OBSERVATIONS: SAC Santoiana, Tampa, stated he felt this idea had a great deal of merit. Tampa Office is about seven years old and its closed file section is now getting to the point where they have to start thinking about expansion or purging. Purging would be more economical, and if the office expands, it would be necessary to start thinking about additional space for the expansion of closed files at some time in the not too distant future. Proposed procedure would provide more filing space in the closed files section and delay expansion of closed files section and result in a financial saving.

Administrative Division felt Bureau applicant investigative files should be maintained for ten years as at present. This information is relatively current and beneficial to field offices not only when an individual seeks reinstatement but for use in other classifications within Bureau's jurisdiction. To have the office initiating the investigation assume status of office of origin in Bureau applicant cases is not practical because in many instances an office initiating the investigation has very little active investigation to conduct and does not receive copies of reports from auxiliary offices. This is particularly true in cases where an applicant is attending an institution of higher learning out of his home state, such as college and business schools, when the majority of the investigation is conducted by an auxiliary office. Since policy at the SOG is that Bureau applicant correspondence found to be of no significant value is destroyed at the end of a two-year period, there appears to be no reason why this could not also be done

Memorandum J. J. Casper to Mr. Mohr, ML:cam, 10/26/67
Re: APPLICANT-TYPE INVESTIGATIONS
SUGGESTION 223-68 SUBMITTED BY
MRS. [redacted] TAMPA OFFICE

b6
b7C

in the field, thus reducing the period from three to two years. This division recommended consideration be given to reducing this destruction period from three to two years and that no change be made in the current instructions regarding Bureau applicant investigations and that they be retained for a ten-year period.

The Special Investigative Division opposed adoption for the following reasons. It stated the Bureau conducts numerous reinvestigations of persons formerly investigated for governmental positions, and it is necessary for each auxiliary field office to review the original investigative report before bringing the investigation up to date; name checks at the field level would be useless in the categories affected by the suggestion; and the dollar value in space saved would be offset by the cost of making copies of investigative reports for the field. This division set forth comprehensive details concerning each category mentioned above. The Bureau is called upon to conduct between 600 and 700 reinvestigation and supplemental inquiries of persons formerly investigated by the Bureau for the Atomic Energy Commission each year. The Department of Justice continuously requests up-to-date investigations of Assistant United States Attorneys who are being considered for United States Attorneys and United States Attorneys who are being considered for Federal judgeships. At the present time, there is a pending departmental applicant investigation that is being brought up to date from 1946. This division is about to begin on a program of reinvestigating White House personnel. This is a recurring program and every three years we can expect to receive between 2500 and 3500 investigations to bring up to date. Each office participating in the reinvestigation must know the results of its prior inquiries in order to conduct intelligent continuation of the original inquiries. If the suggestion were approved, prior investigative reports would have to be reproduced at the Bureau for the participating auxiliary offices and delay the handling time by an estimated three to five days. This could be a source of embarassment to the Bureau when it became noticed by the agencies for whom we conduct these investigations.

Regarding name checks at the field office level, this division advised information contained in their files on the 20 applicant categories under consideration is useful as it pertains to identifying data and derogatory information which has proved helpful in conducting other FBI investigations as well as of service to those agencies within the Executive Branch of the Government for whom we conduct name checks at the field level. For example, the Civil Service Commission checks the names of relatives and references in their applicant-type investigations only at the field office level; therefore, if these files and index cards are destroyed, the field office involved would have to give a "no record" reply. This could be a serious handicap to the Government's employment program because we have discovered numerous security risks, homosexuals, and other objectionable people. During the next twelve months, we will

Memorandum J. J. Casper to Mr. Mohr, ML:cam, 10/26/67
Re: APPLICANT-TYPE INVESTIGATIONS
SUGGESTION 223-68 SUBMITTED BY
MRS. [redacted] TAMPA OFFICE

b6
b7C

receive between 1800 and 2000 requests for up-to-date investigations. If idea were approved, this would require reproducing approximately 10,000 copies. The cost of reproducing, mailing, clerical handling, and final storing would appear to more than offset any savings that might develop from the additional space which would be made available by destroying the files in question. The Special Investigative Division, therefore, opposed adoption.

The National Academy Desk, Training Division, posed no objection to the idea unless derogatory information was found regarding an individual. This would make another exception to the rule. Training Division would like to point out a similar idea was considered in November, 1966, to destroy annually all referred upon completion nonsecurity files over ten years old except those of Identification Order subjects. A field survey was made and the majority of offices solicited felt that it was doubtful whether the space to be saved would offset employee time necessary to handle the work involved.

MR. TAVEL

10/25/67

L. E. SHORT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/cal

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 66-2555
OUTSTANDING IDENTIFICATION ORDERS

The above listed file has been called to our attention by the Consolidation Unit. There are 10 sections containing 603 serials. It was opened in 1929 and no mail has been placed in it since 1958.

The file consists of letters from the Director to the Mechanical Section requesting them to print revised lists; letters from Post Offices and Police Departments around the Country regarding these lists and the replies thereto; letters from Field Offices enclosing letters from Postmasters requesting lists; letters from Field Offices requesting information regarding certain O.I.O.'s; memoranda for Division Six transmitting lists for whom Fugitive Index cards were made, etc.

This type of mail is no longer sent to file. Lists for the Mechanical Section are now sent by routing slip. Letters currently received are sent directly to the Mechanical Section, handled by them and are not returned to the Records Branch. Since this type of mail is no longer filed, it is proposed that it be destroyed. All of the mail except the last three serials is more than ten years old. Some of the names on the lists were indexed. Archival Authority has been received for destruction of similar type material. (See 66-19037-14, Item 6). Any material of an administrative nature, with the Director's notations, or mail of an historical nature would be retained.

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

66-3286

MCW:bjb
(1) cc - 66-3286

SEE ADDENDUM SPECIAL INVESTIGATIVE DIVISION.

NOT RECORDED
176 NOV 27 1967

6 DEC 4 1967

DESTRUCTION OF Bureau Property

ORIGINAL FILED IN 66-2555-604

ADDENDUM BY SPECIAL INVESTIGATIVE DIVISION:
11/21/67

A review has been made of file 66-2555 and some of the related files, particularly 66-2271. From the review, it appears that 66-2555 initially was established to contain lists of fugitives furnished to the Identification Division on a regular basis. Such lists have not been prepared for a number of years. Those in file serve no useful purpose, and their destruction is recommended. It is also recommended that other lists of wanted persons referred to which are no longer sent to file also be destroyed. In this connection, it is recommended that the file, as such, be killed, as recent mail filed, such as the "List of Outstanding Identification Orders, Wanted Flyers, and Check Circulars" serials most recently filed, more properly could be filed in 66-2271, where other similar lists are filed. In making the file review, it was noted that these specific lists, which subsequently are printed, serve no particular useful purpose, once printed. It is suggested that when time permits, consideration be given to the possible purging of lists of this type, except possibly the most recent, from file 66-2271.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 10-24-67

FROM : L. E. Short

SUBJECT: DESTRUCTION OF RECORDS - Bureau - General
"CLEANOUT CAMPAIGN"

Attached to this memorandum are original communications from field, Legats, and SOG reporting statistics for captioned program. These communications should be filed as an enclosure (behind file) to this memorandum in file 62-97214.

RECOMMENDATION:

For information.

PFO:bpr
(3)
Enclosures
~~62-97214~~

Filed w/ Enclosure

66-3246
NOT RECORDED
191 OCT 26 1967

OCT 25 1967

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4ELW/cal

62 NOV 1 1967

ORIGINAL FILED IN 62-97214-3

October 17, 1967

PERSONAL

66-3286-

Mrs. [redacted]
Federal Bureau of Investigation
Tampa, Florida

b6
b7C

Dear Mrs. [redacted]

I have received your suggestion concerning the disposition in auxiliary offices of certain files and index cards after they are a year old. Your proposal is being carefully considered and you will be further advised if a favorable decision is made.

Your interest in seeking ways to conserve filing space is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 22
OCT 17 1967
COMM-FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4GLW/cal

b6
b7C

2 - Tampa
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of Mrs. [redacted]
JER:cam
(6)

(Suggestion 223-68 dated 10/11/67)

NOTE: Suggests auxiliary offices destroy their files and index cards annually when one-year old in some twenty applicant-type classifications.

Referred to Training, Administrative, Special Investigative, and Files and Communications Divisions for views and recommendations.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

NOV 8 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 66-3286-702

Employee Suggestion
FD-255 (Rev. 9-11-59)

#233 68

b6
b7C

Date
10/11/67

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Tampa

SUGGESTION
Suggest auxiliary offices destroy their files and index cards relating thereto on annual basis when 1 year old in the following applicant type classifications: 1, 67, 73, 77, 116, 118, 120, 121,123, 124, 126, 127, 128, 130, 132, 133, 138, 151, 161 and 163s.

In applicant type cases where Bureau is listed as office of origin, the Division initiating the investigation would assume office of origin and retain the file. All other offices handling leads would destroy file and index cards.

DESTRUCTION OF BUREAU RECORDS

Current practice or rule (Include manual citation as well as facts) Man. of R & R, Part 2, Sect. 3, page 13a-Class. 67 Bu applicants only and index cards destroyed when 10 yrs. old unless closed Adm. with no correspondence to Bureau. The latter destroyed after 3 years old. No mention of other applicant cases; therefore, retained 20 yrs.

Advantages of suggestion and annual savings (include basis for estimate)

Space saved in closed section.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/cal

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

See attached page

J. F. SANTOIANA Signature SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

Let of appre
JER:cm
10/17/67

66-3286-
NOT RECORDED
29 OCT 18 1967

16 OCT 18 1967

ORIGINAL FILED IN 66-3286-702

ENDS DEPARTMENT

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD

I feel that this suggestion has a great deal of merit and is worthy of favorable consideration. The Tampa Office is about seven years old and our closed file section is now getting to the point where we have to start thinking about expansion or purging. Purging would be more economical, and if we are to expand, it would be necessary for us to start thinking about additional space for the expansion of closed files at some time in the not too distant future. This same problem undoubtedly exists in other offices.

It is recommended that the Bureau act favorably on the suggestion in that permitting offices to destroy the files and index cards indicated in the suggestion would provide more filing space in the closed files section and delay expansion of closed file section and also result in a financial savings.

J. F. SANTOIANA, JR.
Special Agent in Charge

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 04-08-2011

~~CONFIDENTIAL~~

1 - Liaison
1 - Mr. Oberndorf

(U) 62-93

(C) October 4, 1967

(C) 66-3286

(U) Re: FOREIGN PASSPORTS AND ENDORSEMENTS

(U) CONFIDENTIAL

(C) [redacted] b1

Our copy of this manual has been destroyed. For your information the copy in our possession bore the number 143 in the upper right-hand corner of the outside cover.

Your courtesy in bringing the status of this study to our attention is, indeed, appreciated.

(C) Original and one copy delivered to Washington Representative of [redacted] on 10/5/67 by [redacted] b1

(C) 1 - ~~100-769~~ [redacted]

LWRO:gci
(6)

9/8/03
CLASSIFIED BY Auc 60290 BCE/DCG/gmw
DECLASSIFY ON: 25X 1, 6
As Amended

(C) NOTE: Classified "~~Confidential~~" to conform with the classification of incoming [redacted] letter.

Examination of the pertinent study reveals that it has no current application or use. It should be noted that we have discontinued similar studies since they have been unproductive.

(U) 65-43015 [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
WHERE SHOWN OTHERWISE

FBI - JUSTICE
SEC.D - SHRIVER

OCT 4 11 25 AM 01

~~CONFIDENTIAL~~

CLASS. BY SP4 ELW/cal
REASON-FCIM II, 1-2.4.2 2.3
DATE OF REVIEW DADR 8-3-82

80 OCT 12 1967 FBI/DOJ

UNRECORDED COPY FILED IN 65-43015-2

~~CONFIDENTIAL~~ Our Ref: SF.14/7

(U)

b7D

(U) (X)(4) [27 September, 1967.]

Destruction of Bureau Property - General

[Foreign Passports and Endorsements.]

b1

(C)

b7D

SEP 2 8 1967

(X)(4)

3 OCT 5 1967

66-3286-

NOT RECORDED
191 OCT 6 1967

~~CONFIDENTIAL~~

9/8/03
CLASSIFIED BY Auc 60290 BCE/DCG/ymm
DECLASSIFY ON: 25X 1, 4

UNRECORDED COPY FILED IN 65-43015-453

ORIGINAL FILED IN 65-43015-453

Z Nitto 11/5
Luke: jw 10/4/67

MR. TAVEL 10/3/67

L. E. SHORT

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-1 sub 152
INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE

The above listed file has been called to our attention by the Consolidation Unit. There are 167 sections containing over 9,700 serials. It was opened in 1919.

The file consists of requests for the Director to make speeches at the I.A.C.P. Conventions and the replies thereto, requests for copies of the Director's speeches when he spoke at the Conventions, requests made by the Director for copies of the Convention proceedings to send to individuals who had requested them from the Bureau, requests for report on the Identification Division after it was established, numerous letters sending out the Bulletins of the I.A.C.P. to various individuals, also photographs taken at the Conventions that were sent to individuals, letters from Field Offices sending in clippings regarding the Conventions, copies of the official publication of the Association, letters from the Director to various individuals who were elected to various offices in the Association congratulating them, letters requesting to be placed on Bureau's mailing list and replies thereto, 132 letters dated in 1934 sent to various individuals who visited the Bureau during a convention here in 1934, (see section 15), 41 letters dated in 1946 to various individuals advising them how happy the Director was to see them at the Convention in Miami and enclosing photographs taken there, (see section 100). Also other similar types of correspondence. The material in this file is similar to material that was placed in other 94-1 main files on organizations. We have Archival Authority to destroy this type of correspondence. (66-3286-443, item #6)

Since the above organization is still active and correspondence is received currently, the entire file should not be destroyed. However, it is believed that the material as set out above that is over 20 years old could be destroyed. There are approximately 6,400 serials that are over 20 years old. Any mail of an historical nature or with the Director's notation would be retained.

MCW:bjb
(1) cc - 66-3286

66-3286-
NOT RECORDED
184 OCT 12 1967

550CT 16 1967

ORIGINAL FILED IN 94-1-152 9/19/67

Dest Rec Rm of Bureau Property

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index.

It is requested that the substantive supervisor review the above listed file to determine if any reason exists which would preclude destruction. A notation advising of the decision reached may be placed on this memorandum and returned to the Consolidation Unit of the Records Branch, Room 7231.

RECOMMENDATION:

For referral to the substantive division.

R/S J. V. Cotter to Mr. Casper, 10/10/67 "K & I have carefully reviewed this. We feel a lot of this stuff can go, so long as they do not destroy Director's speeches, mail less than 20 years old and memos with Director's notation or signature."
R/S J. J. Casper to Mr. Tavel, 10/11/67 "See Attached R/S. I agree with Cotter and Doohan."

Mr. Mohr 8/29/67

J. J. Casper

IMMIGRATION AND NATURALIZATION SERVICE b6 b7C
SUGGESTION 90-68 SUBMITTED BY
SA [redacted] INSPECTION DIVISION

Destruction of Bureau Records - General

SUGGESTION: SAC Letter 54-18, dated 4/6/54, instructed Washington Field Office and 23 coastal offices (now 25 offices) to set up administrative files in which to file data relating to stop notices placed with the Immigration and Naturalization Service (INS) where any affirmative action is desired. No provision has been made for the destruction of material in this file when it becomes outdated; therefore, in order to recover considerable filing space in these offices, suggests that correspondence relating to stop notices which have been canceled or expired be destroyed since this material serves no suitable purpose unless the stop is outstanding. Suggester notes that INS cancels stop notices at the expiration of five years unless they are renewed.

CURRENT PRACTICE: SA [redacted] states all correspondence relating to stop notices is maintained indefinitely with no consideration being given to those canceled or which have expired.

ADVANTAGES: A considerable amount of filing space would be realized by the destruction of such nonpertinent communications. b6 b7C

DISADVANTAGES: The suggester feels there would be no disadvantages involved inasmuch as a record of canceled or expired stops will be permanently maintained in the substantive file of the office of origin, as well as any auxiliary office which may have opened a separate file relative to other inquiries in the case.

OBSERVATIONS: Inspection Division stated this idea appears to have merit and should be considered for adoption.

Files and Communications Division had no objection to the implementation of this idea. Inasmuch as considerable employee time could possibly be involved in selecting the material for destruction, this division believed the views of some of the larger field divisions should be obtained.

Domestic Intelligence Division concurred with the suggester's observations and recommended the suggestion be adopted.

66-3286

NOT RECORDED
87 SEP 13 1967

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

Enclosure
1 - Bufile 66-3286
ML:mem
(3)

(CONTINUED - OVER)

ORIGINAL FILED IN 62-117395-12

Memorandum J. J. Casper to Mr. Mohr
Re: IMMIGRATION AND NATURALIZATION SERVICE
SUGGESTION 90-68 SUBMITTED BY
SA [redacted], INSPECTION DIVISION

b6
b7C

General Investigative Division stated, since the correspondence in question is no longer pertinent, relating as it does to canceled or expired stops, and the information relating to a particular subject would appear in the substantive file, it recommended the material be destroyed as proposed.

Special Investigative Division believed there was merit in this idea and there were no disadvantages known to this division.

Training Division has ascertained that once a form, FD-315 was initiated for use in placing stop notices directly with INS rather than forwarding such leads to WFO for handling with INS, some of our offices discontinued use of such a control file and place the correspondence in the case file. When a stop has been canceled, a notation to this effect is placed on the original in the case file. It appears this action is adequate and, due to the saving in filing space to be achieved, the idea should be adopted.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter of appreciation forwarded to the suggester. He was thanked by prior letter.

(2) On approval, this memorandum will serve as the authority for the Manuals Desk, Training Division, to take appropriate action.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO: Mr. Mohr

DATE: 8/25/67

FROM: J. J. Casper

SUBJECT: PROCLI - GENERAL
SUGGESTION 82-68 SUBMITTED BY
SA R. G. FLETCHER, JR.
SAN FRANCISCO OFFICE

Destruction of Bureau Records - General

SUGGESTION: When field has prior notification of identity of plant having classified contracts, it be authorized to destroy DD Form 254 immediately upon receipt rather than at the expiration of the normal five-year period for destruction.

CURRENT PRACTICE: SA Fletcher states DD Form 254 is furnished field in accordance with SAC Letter 60-44 and furnishes the field identity of plants to which classified contracts are awarded. These forms are destroyed after the normal five-year period in accordance with the Manual of Rules and Regulations dealing with the destruction of material under the 135 (Plant Informants) classification.

ADVANTAGES: The suggester points out that, while it is necessary for the field to be advised of the identities of new plants where classified contracts are awarded, many of the DD 254 forms pertain to plants where the Security Officer has already been developed and there has been no necessity to utilize the information in these forms for the past five years. He estimates the filing of these forms comprises approximately 30 feet of open shelving, and in one specific instance the 135 file on Lockheed Aircraft Corporation has had 1,000 serials filed in it in the past five years. If this idea is adopted and the supervisor were allowed to destroy the DD 254 in those instances where he is already aware of the plant and the Security Officer has been developed, it would save the clerical time of serializing these voluminous serials and the space for filing them for the five-year period until they can be destroyed in accordance with existing instructions on the destruction of serials.

66-3286-

OBSERVATIONS: SAC Bates, San Francisco, felt this idea had definite merit and re recommended approval.

NOT RECORDED
191 AUG 30 1967

Domestic Intelligence Division commented that the Manual of Rules and Regulations provides for the destruction of pertinent serials and their index cards in this classification after a five-year period. The Form DD 254, which is used by the Department of Defense or branch of the service to notify interested agencies and contractors that

JER:mem
(2)

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HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 EW/cal

(CONTINUED OVER)

Two

ORIGINAL FILED IN 100-339971-560

a classified contract has been awarded, is the only copy that the FBI receives. No record of these contracts is maintained at the Seat of Government; the only record available is in the field. Its purpose is to notify the FBI of the identify of the agency interested in a particular plant contact, the name and address of the cognizant security office, a determination as to whether the contract involves restricted data, and a general description of the type of work to be done under the contract. Based on this information we disseminate any pertinent information to that agency. If the DD 254 were destroyed and a question raised later as to why the FBI did not disseminate information to a particular agency, we would be unable to determine if we received proper and timely notice via a DD 254. The space to be saved by the suggested procedure would be outweighed by the potential loss of needed information.

In view of the above, Domestic Intelligence Division opposed adoption of the idea. Training Division concurs. It is noted that a somewhat similar suggestion, -- to strip Plant Informant Files after three years, was made in connection with the Bureau's Records Management Program. This was not adopted in view of the already existing authority to purge the material after five years.

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary; receipt of the idea was acknowledged previously.

August 21, 1967

PERSONAL

66-3286-

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Thank you for the suggestion regarding the disposition of certain correspondence relating to stop notices which have been canceled or have expired. Careful consideration is being afforded this proposal and I will let you know in the event it is adopted.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-9-82 BY SP4EW/cal

b6
b7C

1 - Mr. Felt
1 - Personnel file of SA [redacted]
ML:mem
(5)

(Suggestion 90-68 dated 8/14/67)

NOTE: SAC Letter 54-18 dated 4/6/54, instructed WFO and 23 coastal offices (now 25 offices) to set up administrative files in which to file data relating to stop notices placed with the Immigration and Naturalization Service (INS) where any affirmative action is desired. No provision has been made for the destruction of material in this file when it becomes outdated; therefore, in order to recover considerable filing space, it is suggested that correspondence relating to stop notices which have been

(CONTINUED - OVER)

Tolson
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Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

70 SEP 18 1967

ORIGINAL FILED IN 66-3286-1995

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b7C

Mr. [redacted]

canceled or expired be destroyed as this material serves no suitable purpose unless stop is outstanding. INS cancels stop notices at expiration of five years unless they are renewed.

Referred to the Files and Communications, Domestic Intelligence, General and Special Investigative Divisions for views and recommendations.

EBI

Employee Suggestion
FD-252 (Rev. 9-11-59)

#40 b6 b7C

Date: 8/14/67

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	Inspection Division

SUGGESTION

SAC Letter 54-18, dated 4/6/54, instructed Washington Field Office and 23 coastal offices (now 25 offices) to set up administrative files in which to file data relating to stop notices placed with the Immigration and Naturalization Service (INS) where any affirmative action is desired. No provision has been made for the destruction of material in this file when it becomes outdated; therefore, in order to recover considerable filing space in these offices, it is suggested that correspondence relating to stop notices which have been cancelled or expired be destroyed as this material serves no suitable purpose unless the stop is outstanding. It is noted that INS cancels stop notices at the expiration of five years unless they are renewed.

"Destruction of Bureau Records - General"

Current practice or rule (Include manual citation as well as facts)

All correspondence relating to stop notices is maintained indefinitely with no consideration being given to those cancelled or which have expired. (Continued on next page)

Advantages of suggestion and annual savings (include basis for estimate)

Such destruction of non-pertinent communications would recover a considerable amount of filing space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

Disadvantages of suggestion

None, inasmuch as a record of cancelled or expired stops will be permanently maintained in the substantive file of the office of origin, as well as any auxiliary office which may have opened a separate file relative to other inquiries in the case.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any [redacted] adopted within two years after submission.) b6 b7C

☒ Mr. ☐ Mrs. ☐ Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

This idea appears to have merit and should be considered for adoption.

[redacted]
Signature and Title

(Do not write in this space - for Bureau use only)

66-13286

8/21/67

NOT RECORDED
191 AUG 24 1967

16 AUG 23 1967

Kelly

ENC

ORIGINAL FILED IN 66-13286

Current practice or rule:

(Manual of Rules and Regulations, Part II, Section 8, Paragraph B3f.)

Director, FBI 8/16/67

Legat, Bern (66-60)

DESTRUCTION OF FILES
ADMINISTRATIVE

Re Bernlet 8/4/66.

In accordance with instructions in the Foreign Operations Policy Manual, ticklers have been set in this office for the destruction on a monthly basis of files reaching the age limit. An annual tickler has also been set so that consideration can be given to the destruction of files.

Despite careful adherence to the destruction program, the number of files in the Bern Office has increased to the extent that another file cabinet is considered necessary and this is being ordered by separate communication.

It is considered that those files retained could be destroyed in the event of any foreseeable emergency.

ORIGINAL FILED IN

(3) - Bureau
(1 - Liaison)
1 - Bern
HDG:rn
(4)

66-2776-
NOT RECORDED
141 AUG 24 1967

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EW1/cal

AUG 25 1967

EA-102

SAC, WFO (66-2970) 1/24/68

REC 5
Director, FBI (66-3286) — 1023

DESTRUCTION OF BUREAU PROPERTY - GENERAL SUGGESTION MATTER

ReBulet 10/27/67 and reWFOlet 1/15/68 under same caption.

Following your comments and recommendations in referenced letter, authority is granted your office to extend the use of the unnumbered-case system to cases in the 42 classification. You may destroy the files in that classification 60 days after they are referred on completion provided you are an auxiliary office and the only investigation involved was of the record check-type request to another agency which involved only negative, transfer, or discontinue-type information. If, subsequently, it becomes apparent that it would be practical to extend this procedure to other classifications, you should submit appropriate recommendations.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EW/cal

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JER:cam
(4)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 1/23/68, re: Destruction of Bureau Property - General, Suggestion 229-68 Submitted by Mr. [redacted] Training Division, JER:cam.

MAILED 12
FEB 1 1968
COMM-FBI

Tolson
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Tele. Room
Holmes
Gandy

6 FEB 1 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Mohr
Bishop
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Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: January 23, 1968

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 229-68 SUBMITTED BY
MR [redacted] TRAINING DIVISION

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b7C

SUGGESTION: That auxiliary offices be permitted to destroy files in all classifications which contain only negative, transfer, or discontinue-type information pertaining to record-type requests, 60 days subsequent to the date the investigation was referred upon completion (RUC'd) to the office of origin.

PRESENT PROCEDURE: An auxiliary office usually receives only sufficient background to enable it to request a record check by another agency. If no record is located, and/or negative or transfer-type information is developed an interoffice communication is sent and the office of origin advised that the case has been RUC'd. The case is retained in the files of the auxiliary office until destruction is permissible which will be after five, ten or twenty years depending upon the classification.

ADVANTAGES: Suggester believed such files could be safely destroyed without detriment in auxiliary offices 60 days after being RUC'd since they contain only limited background data and no positive results.

OBSERVATIONS: With appropriate approval, opinions were solicited from five offices which handle the bulk of agency check investigations. A two-month survey was conducted with the following results. St. Louis, Baltimore, and Indianapolis offices were opposed to adoption of idea because they felt the relatively low volume of checks of the type in question would not warrant the administrative controls involved. It is noted, however, that the St. Louis Office canvassed its personnel at Federal Records Center (FRC) and National Personnel Records Center (NPRC) whereas the procedure in question would in fact mainly affect the work of the Chief Clerk's Office and would apply only incidentally to personnel making the checks.

REC 5 66-3286-1023

1 - Mr. Hunzeker
Enclosures
JER:cam
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/Eal

FEB 5 1968

(CONTINUED - OVER)

Memo Casper to Mohr
Re: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 229-68 SUBMITTED BY
MR. [redacted] TRAINING DIVISION

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San Antonio and Washington Field Office furnished favorable comment. San Antonio, although its own benefits from the suggestion would be relatively small, felt that idea would save considerable time and space in larger offices. Washington Field advised the suggested procedure could have been used for 272 cases during the two-month period, all but 6 of which were in the 42 (Deserter) classification. They stated that, with Bureau approval, they have already been using an unnumbered-case system, which is quite similar to the procedure proposed, but only for applicant matters. If the suggestion were adopted and they were permitted to dispose of files in other classifications after 60 days under the conditions prescribed by the suggestion, they would save an estimated $1,244.93 per year in material, labor, and space. However, since an average of 133 out of 136 cases per month during the survey was in the 42 classification, they recommended the suggestion be adopted solely for this classification although they would remain alert for the possibility of using it in connection with other classifications and submit appropriate recommendations.

The Training Division discussed the matter with the Inspection Division which felt that, in view of the results of the survey, permission should be granted for Washington Field Office to use the suggested procedure for cases in the 42 classification but the approval should not be extended to any other offices at this time because of the relatively inconsequential benefits to their operations.

Training Division agrees with the views of the Inspection Division. Washington Field Office has experience in the use of such a procedure from its unnumbered-case system for handling applicant cases. Use of the suggested procedure for only Deserter cases will reduce anticipated first-year savings to $1,217.47 and based on this figure, the suggester could be granted an incentive award of $65 which is in line with the accepted scale for such awards.

RECOMMENDATIONS: (1) That the suggestion be adopted, modified to the extent that it will apply only to the 42-classification cases in Washington Field Office.

(2) That the suggester be granted an incentive award of $65 to be handled by the Commendation, Supervisory Approval, and Special Action Unit, Administrative Division, in lieu of further acknowledgment. Receipt of the idea was acknowledged previously.

Done 1/30/68. /mmh

COVER

Memo Casper to Mohr
Re: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 229-68 SUBMITTED BY
MR. [redacted] TRAINING DIVISION b6 b7C

(3) On approval, the attached letter should be directed to SAC, WFO, authorizing him to institute suggested procedure for classification 42 cases.

5010-107-02

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI (15-55571) DATE: 1/18/68

FROM : Legat, Bern (87-96) (P)

SUBJECT: LOSS OF 8,000 POLAROID CAMERAS,
LEYDEN SHIPPING CORP.,
38 PEARL STREET, NEW YORK, N. Y.
5/16-17/66
TFIS; BLA; ITSP

Destruction of Bureau Property
Re New York letter 12/26/67.

Bern file in this case has been destroyed in accordance with Bureau approved procedure.

Bureau is requested to furnish copies of appropriate serials to provide background so desired action can be taken by this office.

66-3286-
NOT RECORDED
141 JAN 29 1968

(4) - Bureau
(1 - NYC)(info)
(1 - Liaison)
1 - Bern
HDG:rn
(5)

12 JAN 25 1968

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

0-7 to NY 1/25/68 - this for info and related furnish me with serials

712

57 FEB 1 1968

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

RECORDED - 71 55571-4 INDEXED

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO: Mr. McMichael

DATE: Jan. 8, 1968

FROM: M. LeRoy Thomas

SUBJECT: DESTROY-BADLY DAMAGED PORTABLE TYPEWRITER

It is requested that Underwood portable #11 in stock from Denver in badly damaged condition be destroyed and removed from inventory. This machine is no good for parts because it is obsolete.

Please advise.

Removed & destroyed 1-9-67 per [illegible]

Removed from stock inventory 11/2/68 mb

66-3286

NOT RECORDED
141 JAN 19 1968

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWJ cal

66-3679

NOT RECORDED
11 JAN 22 1968

55 JAN 22 1968

66-3679

ORIGINAL FILED IN 66-3679

SAC, WFO (66-2970) 3/15/68

REC-34
Director, FBI (66-3286) 1024

DESTRUCTION OF BUREAU PROPERTY

Reurlet dated March 13, 1968, under the same caption, requesting authorization to extend the unnumbered case system to all cases in the "42" classification where only agency checks are involved.

Approval is granted to extend the system in the manner you described in relet. Your alertness in recognizing the need for streamlining and economy is appreciated. Continue to scrutinize procedures in other classifications and to submit appropriate recommendations where it is felt they are amenable to use of the unnumbered case system.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

1 - Mr. Felt (sent direct)
1 - Mr. Gale (sent direct)

JER:cam
(6)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 3/15/68, re: Destruction of Bureau Property - General, JER:cam.

MAILED 24
MAR 18 1968
COMM-FBI

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

57 MAR 26 1968

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Gandy

TO : Mr. Mohr

DATE: 3/15/68

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL

Approval of a prior suggestion (Bufile 66-3286-1020) authorized Washington Field Office (WFO) to use the unnumbered-case system with respect to cases in the 42 classification (Deserter). It was allowed to destroy the files in that classification 60 days after the case was referred upon completion (RUC'd) provided the only investigation involved was of the record check-type request to another agency which developed only negative, transfer, or discontinuance-type information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-12-81 BY 6183 VLP

By way of explanation, the unnumbered case system (or PSQ system as it is euphemistically called) enables the case to be opened, assigned, and supervised at one desk without the necessity of preparing file folders, numbering and filing the information, unless information other than record check-type is developed on which event normal procedures are followed. The serials are retained in the one location for a sufficient period to insure availability until all action in the case is completed and are then destroyed. The procedure eliminates a great amount of handling and filing with no loss of control or information since record check investigations are such that, after 60 days, if the case were reopened, it would still be necessary to recheck records since, in that interval, information could easily have been received by agencies previously checked to make it presumptuous to rely on results of the previous check.

WFO was instructed to place the procedure into effect and, if it subsequently became apparent that it would be practical to extend this procedure, to submit appropriate recommendations. It has advised it is extremely enthusiastic about the results of the application of the PSQ system to the 42 classification cases and now wishes to extend it to all deserter cases which require only record checks. A survey conducted in the office disclosed it handles yearly about 7,000 deserter cases which require only record checks. The

REC-34 66-3286-1024

Enclosure

1 - Mr. Felt (sent direct)
1 - Mr. Gale (sent direct)

51 MAR 27 1968

JER:cam
(4)

EX 101

MAR 19 1968

(CONTINUED - OVER)

agency check-type of deserter case in which WFO is an auxiliary office constitutes about 90% of the caseload in this classification. Where routine leads have to be set out for other offices as a result of the agency checks, the WFO communication will bear a stamp: "WFO file will be destroyed in 60 days." This procedure has functioned successfully for a long time in connection with applicant matters which have been handled by the PSQ system in WFO for many years.

WFO estimates that this extension of the approved procedure will more than quadruple the benefits of the system which, heretofore, involved only about 1,632 cases a year and will save at least one clerical employee as well as achieve a significant reduction in file space.

Training Division has discussed the matter with both Inspection and Special Investigative Divisions and all agree the proposed extension is logical and, based on WFO's experience in the use of the unnumbered case system, will work without detriment. Since WFO planned to start the extended procedure on 3/22/68, unless advised to the contrary, it is felt it should be instructed to do so immediately so as to have the advantage of the procedure as early as possible, it being ascertained that WFO receives about 150 such cases a day.

RECOMMENDATION: That attached letter be directed to WFO authorizing it to place extended procedure into effect immediately.

Original Form No. 10
5010-106
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : Mr. Casper

DATE: 3/18/68

FROM : S. Tullai

SUBJECT: CLOSED FILES - DESTRUCTION OF BUREAU RECORDS
OF 1-A EXHIBITS

The Tampa Division has requested that consideration be given to the destruction of closed 1-A serials which contain copies of documents obtained from other government agencies and independent institutions in those matters where an investigation determined that no violation existed or the United States Attorney declined prosecution. Tampa advised that over a period of time, a substantial savings in space could be realized if copies of these documents could be purged at the time closed files are pulled on tickler for supervisory review.

Under current rules and regulations, these documents are purged at the time of the file destruction depending upon the rule governing each classification.

Special Investigative,

The Domestic Intelligence, General Investigative, and Inspection Divisions and Washington Field Office furnished the following comments concerning the destruction of this material.

The Domestic Intelligence Division recommended that copies of documents obtained from other government agencies and independent institutions not be destroyed in security and espionage cases, and that the current destruction rules be continued.

The General Investigative Division was opposed to the destruction of such exhibits inasmuch as they felt this may result in the premature destruction of documents which may be of assistance if the United States Attorney reconsidered his prosecutive opinion or if additional information or allegations were received which might have an effect on prior investigations. They recommended, therefore, that the present destruction rules be continued.

The Special Investigative Division recommended that copies of such material could well be destroyed in those instances where the original records are maintained on permanent file by the contributing [illegible] where all

66-3286-64

RECORDED
126 MAR 21 1968

MAR 21 1968

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY [illegible]

MAR 27 1968

"CONTINUED - OVER"

ORIGINAL FILED IN 66-66-438

investigative and prosecutive action has been completed, and no valid reason existed to retain such material.

The Inspection Division agreed that copies of documents obtained from other agencies or institutions, where copies could again be obtained from these sources, could be destroyed upon supervisory review after the case was closed. The Inspection Division did not feel that the proposed change should have any effect on security cases, evidentiary material or in those instances where items or documents were obtained from individuals.

The Washington Field Office has had vast experience in the handling of documents obtained from other government agencies. They stated that it was their experience that some agencies are reluctant to furnish additional copies and these agencies will not in any manner expedite requests for additional documents. Washington Field Office stated that government agencies maintained a record as to the identity of other agencies to whom information was previously furnished. Washington Field Office recommended that current destruction procedures be continued.

OBSERVATIONS:

The New Agents, Language and Stenographic Training Unit concurs with the views of the General Investigative Division and the Washington Field Office and feels that copies of documents obtained from other government agencies or independent institutions should not be destroyed. This Unit feels that private industry, like the Bureau, is continuously streamlining their records control and the time period for the retention of original records may be of such short tenure that the original records might not be available if copies are needed in the future. In addition, governmental records are continuously being transferred from one location to another and the expense and manpower that would be utilized to locate records in the future would offset any savings in space.

RECOMMENDATION:

That the attached letter be directed to the Tampa Division advising them that their request is not being approved and that they should continue destroying copies of documents maintained as 1-A exhibits in accordance with the present rules and regulations.

BA 57

Routing Slip
FD-4 (Rev. 4-28-67)

Date 2-29-68

To:

☒ Director

Att.: RM 5266

☐ SAC

☐ ASAC

☐ Supv.

☐ Agent

☐ SE

☐ IC

☐ CC

☐ Steno

☐ Clerk

FILE 66-3006

Title EXCESS PROPERTY

RE: Destruction of Bureau Property

☐ Rotor #:

ACTION DESIRED

☐ Acknowledge
☐ Assign ___ Reassign ___
☐ Bring file
☐ Call me
☐ Correct
☐ Deadline ___
☐ Deadline passed
☐ Delinquent
☐ Discontinue
☐ Expedite
☐ File
☐ For information
☐ Handle
☐ Initial & return
☐ Leads need attention
☐ Open Case
☐ Prepare lead cards
☐ Prepare tickler
☐ Return assignment card
☐ Return file
☐ Search and return
☐ See me
☐ Serial # ___
☐ Post ☐ Recharge ☐ Return
☐ Send to ___
☐ Submit new charge out 66-3286-
☐ Submit report by ___
☐ Type

NOT RECORDED
4 MAR 6 1968

☐ Return with explanation or notation as to action taken.

Rebu R/S dated 2/27/68, re EXCESS PROPERTY.
This is to advise that the two inservice panels referenced have been disposed of locally. As these units were custom made by FBI Lab for obsolete FM console, now disposed of, they were not inventoried, thus no inventory adjustment necessary.

SAC Charles G. Cusick

___ See reverse side

Office Cleveland

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW cal

file 66-3286
55 MAR 7 1968

GSA FPMR (41 CFR) 101-11.6
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
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Casper
Callahan
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Felt
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Sullivan
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Trotter
Tele. Room
Holmes
Gandy

TO : D. J. Brennan, Jr.

DATE: February 2, 1968

FROM : W. P. Dix

SUBJECT: DESTRUCTION OF BUREAU RECORDS FILES

Attached Office of Emergency Planning memorandum authorizes the destruction of tests and exercise materials related to emergency planning. Copies of this material which have been retained in the Buplans Unit are being destroyed.

Copies of this material in Bufiles should be considered for destruction. Examples of items which can be destroyed are as follows:

66-19012 - enclosure to serial 4
66-19012 - enclosure to serial 6
66-19012 - enclosure to serial 9
66-19012 - enclosure to serial 12
66-19012 - attachment to enclosure to serial 23
66-19012 - attachment to enclosure to serial 64

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EJW/cal

ACTION:

That this be referred to the Files and Communications Division, attention Mr. Waikart, for determination as to feasibility of purging such material from Bufiles.

ENCLOSURE

Enclosure
1-Mr. Waikart (Enclosure)
1-Liaison
1-Mr. Dix
WPD:slh
(4)

57 FEB 27 1968

XEROX
FEB 21 1968

6 FEB 20 1968

66-3286-

NOT RECORDED
133 FEB 21 1968

RECORDED

ORIGINAL FILED IN 66-19012-197

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF EMERGENCY PLANNING
Washington, D. C. 20504

IEPC Memorandum No. 55
December 22, 1967

MEMORANDUM FOR MEMBERS OF THE INTERAGENCY
EMERGENCY PLANNING COMMITTEE

SUBJECT: Disposition of Test and Exercise Materials

To assist you in carrying out the provisions of the Federal Records Act of 1950, and your agency's record disposal program, requiring the retirement and disposal of non-current records, and more specifically, test and exercise materials, we provide the following guidance:

1. All Operation Alert documents and other test and exercise materials (these were developed or dated prior to June 1962) may be destroyed;

2. All SPADE FORK, REX-66, and REX-I material may be retired or destroyed;

3. All STAGE II Test material, except the Test Aid Kit, may be retired or destroyed;

4. Until further notice, one copy of CIVLOG-65 material should be retained by original addressees.

Destruction of classified test and exercise material should be accomplished in accordance with existing agency security regulations.

G. B. Hotchkiss, Jr.
Executive Secretary, IEPC

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/8/03 BY AUC 60290 BCE/DCG/ymw

ENCLOSURE
66-3286

ENCLOSURE
66-19012

Routing Slip
FD-4 (Rev. 4-28-67)

Date 1/31/68

To:

☒ Director

FILE

Att.: Budgetting & Accounting Section

Title

☐ SAC

☐ ASAC

☐ Supv.

☐ Agent

☐ SE

☐ IC

☐ CC

☐ Steno

☐ Clerk

RE: INVENTORY
DESTRUCTION OF
BUREAU PROPERTY

☐ Rotor #:

ACTION DESIRED

☐ Acknowledge	☐ Open Case
☐ Assign ___ Reassign ___	☐ Prepare lead cards
☐ Bring file	☐ Prepare tickler
☐ Call me	☐ Return assignment card
☐ Correct	☐ Return file
☐ Deadline ___	☐ Search and return
☐ Deadline passed	☐ See me
☐ Delinquent	☐ Serial # ___
☐ Discontinue	☐ Post ☐ Recharge ☐ Return
☐ Expedite	☐ Send to ___
☐ File	☐ Submit new charge out
☐ For information	☐ Submit report by ___
☐ Handle	☐ Type
☐ Initial & return	
☐ Leads need attention	

☐ Return with explanation or notation as to action taken.

ReSD r/s 1-22-68. Attached for the Bur. are new and old FD-222's refleeting one typewriter stand destroyed.

FD-222 dez. in Prop. Mgt. 2/2/68 mb

SAC ROBERT W. EVANS

Office SAN DIEGO

ALL INFORMATION CONTAINED See reverse side
HEREIN IS UNCLASSIFIED
DATE 8-3-92 BY SP4ELW/cal

66-3286-
NOT RECORDED
14 FEB 6 1968

59 FEB 6 1968 3286

3 encl

Routing Slip
FD-4 (Rev. 4-28-67)

Date 3/29/68

To: BUREAU

☐ Director FILE

Att.: PROPERTY MANAGEMENT SECTION: Title

☐ SAC

☐ ASAC

☐ Supv.

☐ Agent

☐ SE

☐ IC

☐ CC

☐ Steno

☐ Clerk ☐ Rotor #:

Destruction of Bureau Property

RE: INVENTORY BOSTON OFFICE.

ACTION DESIRED

☐ Acknowledge	☐ Open Case
☐ Assign ___ Reassign ___	☐ Prepare lead cards
☐ Bring file	☐ Prepare tickler
☐ Call me	☐ Return assignment card
☐ Correct	☐ Return file
☐ Deadline ___	☐ Search and return
☐ Deadline passed	☐ See me
☐ Delinquent	☐ Serial # ___
☐ Discontinue	☐ Post ☐ Recharge ☐ Return
☐ Expedite	☐ Send to ___
☐ File	☑ Submit new charge out
☐ For information	☐ Submit report by ___
☐ Handle	☐ Type
☐ Initial & return	
☐ Leads need attention	
☐ Return with explanation or notation as to action taken:	

THREE

66-3286

NOT RECORDED

14 APR 4 1968

THE ENCLOSED FD-222 NUMBERED ~~1761~~ IS TO SERVE AS PROPER INVENTORY ADJUSTEMENT FOR THE DISPOSAL OF ONE (1) CABINET WOOD TWO (2) DRAWER, WHICH HAD BEEN USED BEYOND ECONOMICAL REPAIR AND NO LONGER OF ANY USE TO THE BOSTON DIVISION.

ENCLOSURE
FD-222 dtd. in prop. mgt. 11/3/67

SAC JAMES L. HANDLEY

___ See reverse side Office BOSTON

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/ca

66-3286-334

66 APR 10 1968

January 12, 1968

PERSONAL

EX-110
REC-40

66-3286-1025

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion that the Manual of Rules and Regulations be amended to permit the disposition of channelizing memoranda following the submission of letterhead memoranda in certain cases when reports are not submitted. It is indeed a pleasure for me to advise you this proposal is being adopted and steps are being taken to place it into effect.

This idea is an indication of your awareness of the need for economy in our operations and I wish to commend you for it.

Sincerely yours,
J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW

MAILED 3
JAN 12 1968
COMM-FBI

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Miss Usilton
1 - Personnel file of SA [redacted]

b6
b7C

ML:cam
(7)

(Suggestion 461-68)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 1/10/68, re: Destruction of Bureau Records, Suggestion 461-68 Submitted by SA [redacted] Washington Field Office, ML:cam.

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Tele. Room
Holmes
Gandy

MAY 13 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
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Conrad
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: January 10, 1968

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU RECORDS
SUGGESTION 461-68 SUBMITTED BY
SA [redacted]
WASHINGTON FIELD OFFICE

b6
b7C

Forw FD-338

SUGGESTION: That the Manual of Rules and Regulations be amended to provide for the destruction of channelizing memoranda following the submission of letterhead memoranda (LHM) in nonprosecutable espionage and nationalistic tendency cases wherein no reports are submitted.

CURRENT PRACTICE: SA [redacted] states the Manual of Rules and Regulations, Part II, Section 4, page 2b, provides that significant data developed in nonprosecutable espionage and nationalistic tendency cases should be submitted by LHM. In Part II, Section 3, page 15b, it states that "Files and records which are to be destroyed when they have served the purpose for which prepared (2) Channelizing memoranda in criminal cases and security cases may be destroyed following submission of reports...."

b6
b7C

ADVANTAGES: The adoption of this proposal should effect a substantial saving of file room space in field offices.

OBSERVATIONS: The Domestic Intelligence Division advised it would appear that since channelizing memoranda may be destroyed when such data has been incorporated into a report then similarly it should be permissible to destroy channelizing memoranda when the information from such memoranda has been incorporated in an LHM in nonprosecutable espionage and nationalistic tendency cases. This division felt this to be a practical idea which would effect a saving in file room space.

X-110 REC-40 66-3256-1025

Training Division agrees this is a worthwhile proposal since the material involved will still be available in the LHM and in the original communication on which the channelizing memoranda were based so no need exists to retain the channelizing memoranda. Due to the saving of space to be realized from this idea, it is felt the suggester should be commended for alertness in this instance.

20 APR 18 1968

Enclosure
ML:cam
(2) 2 ENCLOSURE

(CONTINUED - OVER)

b6
b7C

cc-66-1934

Memo Casper to Mohr
Re: DESTRUCTION OF BUREAU RECORDS
SUGGESTION 461-68 SUBMITTED BY
SA [redacted] b6 b7C
WASHINGTON FIELD OFFICE

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter of commendation forwarded to the suggester. He was thanked by prior letter.

(2) On approval, this memorandum will serve as the authority for the Manuals Desk, Training Division, to make the necessary manual changes.

FD-338 (Rev. 5-22-63)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : SAC

DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	Serials (List by serial or serial scope.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 EWI cal

No. of copies _____

Approved _____

Destroyed by _____ Date _____

66-3286-1025

ENCLOSURE

CURRENT FD-338

(1-10-68)

FD-338 (Rev. 5-22-63T)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : SAC

DATE:

FROM : SA

SUBJECT:

the communications checked above

☐ report ☐ letterhead memorandum

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a ~~report~~ dated . The review for ~~this report~~ was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	Serials (List by serial or serial scope.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 CW/cal

was printed 4c

No. of copies _____ Approved _____

Destroyed by _____ Date _____

66-3286-1025

ENCLOSURE

PROPOSED REVISION OF FD-338
(based on 1-10-68 memo)

MR. TAVEL

3-25-68

L. E. SHORT

PROPOSED DESTRUCTION OF
NUMERICAL ABSTRACTS (66-818)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4ELW/cal

As you know, abstracts are prepared concerning all recorded mail placed in Bureau files. Two copies of the abstracts are prepared, one copy is filed numerically by file number in the Numbering Unit and the other is filed by source in the Service Unit. In the Numbering Unit, we have reached the point where space for the filing of these abstracts is becoming rapidly critical making it necessary that immediate steps be taken to alleviate this space shortage in order to file the current abstracts being prepared.

We have considered all possible alternatives to secure space and have reached the following conclusions:

(1) No space is available in the Numbering Unit, the immediate vicinity, or elsewhere in the Division where we might possibly relocate some of these abstracts.

(2) Microfilming of the abstracts is not considered desirable. A number of years ago we microfilmed some of the Service Unit abstracts. These abstracts are difficult to microfilm because of their small size (3 by 5 inches) and paper texture and are difficult to review after being filmed. These disadvantages outweigh any possible space-saving benefits.

(3) We have considered the possibility of destroying the numerical abstracts relating to those files which have been previously microfilmed. As you are aware, we have authority to microfilm and are microfilming criminal files over 10 years old in view of the relative inactivity of these files. To determine

JWM:ddl
(4)
(1) - 66-3286 (Destruction of Records)

66-3286-

NOT RECORDED
170 MAR 28 1968

55 APR 12 1968

CONTINUED - OVER

ENCLOSURE FILED IN

the activity of the abstracts relating to these files, we have conducted a survey for a month concerning the use made of the abstracts. During this survey, 1926 requests were received for a review of the abstracts and only 24 or 1.2% concerned files presently on microfilm. Based on this survey, it is concluded these abstracts could be destroyed with no material effect on our day-to-day operations; and it is the opinion of our supervisory personnel that consideration should be given to this alternative.

We conducted a further survey to determine the space which would be saved by the destruction of these abstracts. This survey reflects we would realize a savings of approximately 1557 abstract drawers or 35 cabinets. This represents a substantial savings of space and equipment and would take care of our future needs for several years. We do not intend to recommend disposal of the source abstracts at this time, hence, these would still be readily available for any possible use in connection with the files which have been microfilmed. If the destruction of these abstracts is approved by the Bureau, archival authority for their destruction will not be necessary since the abstracts are auxiliary records and the original material to which they relate (the Bureau mail) is still being permanently retained.

RECOMMENDATION:

That the Records Branch be authorized to destroy the numerical abstracts relating to files presently on microfilm in order to alleviate a space shortage in the Numbering Unit which is rapidly becoming critical.

66-3286-1025X
66-2435-3019

REC-74
EX-110

February 14, 1968

PERSONAL

Destruction of Bureau Records - general

Mr. [redacted]
Federal Bureau of Investigation
Charlotte, North Carolina

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that Form FD-338 be amended so that it might be used for the disposition of certain channelizing memoranda. As a matter of possible interest to you, a similar proposal was under consideration at the time yours was received; therefore, they will be evaluated at the same time.

The interest and initiative which prompted you to give me the benefit of your observations on this matter are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 7
FEB 14 1968
COMM-FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWJ cal

b6
b7C

2 - Charlotte
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
ML:cam
(6)

(Suggestion 587-68 dated 2/9/68)

NOTE: Suggests FD-338 (Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports) be amended to provide for destruction of channelizing memoranda in criminal and security cases, information from which was not used in reports because such information was not pertinent, of no value, or was duplicated by other memoranda. First paragraph of form should be amended to read as follows:

Tolson
DeLoach
Mohr
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Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

79 MAY 7 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

Mr. [redacted] b6 b7C

"In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated _____. When the serial is accompanied by the original informant report number, such information was not used in the report because of duplication or it was of no value for use in the report." b6 b7C

A similar procedure was proposed by SA [redacted] Atlanta Office, on 2/1/68 with regard to Klan matters. Since conferences with field supervisors have been scheduled for 2/29/68, 3/1/68; 3/4/68 and 3/5/68, at SOG regarding Black Nationalist and Racial Informants, it was recommended and approved that action be held in abeyance pending observations obtained during these conferences. A deadline of 3/8/68 has been set for this proposal; therefore, it is believed the current one should be considered along with the first idea so the same deadline should apply.

Referred to the Domestic Intelligence, General and Special Investigative, and Inspection Divisions for views and recommendations.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#5887-68

b6
b7C

Date	
2/9/68	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	CHARLOTTE

SUGGESTION

FD-338 should be amended to provide for the destruction of channelizing memoranda in criminal and security cases, information from which was not used in reports because such information was not pertinent, of no value or was duplicated by other memoranda.

The first paragraph of the form should be amended to read as follows: "In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . Where the serial is accompanied by the original informant report number, such information was not used in the report because of duplication or it was of no value for use in the report."

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Section 3, Paragraph 8w(2)(a). Currently all channelizing memoranda not used in the preparation of a report for whatever reason must be retained.

Advantages of suggestion and annual savings (include basis for estimate)

Advantages in the destruction of channelizing memoranda not used in the preparation of a report consist primarily in the saving of file space. It can be seen that if certain channelizing memoranda are valueless for inclusion in a report, retention of such memoranda is illogical.

No estimate of annual savings can be made since it is unknown to the writer how many such memoranda are retained. However, it is known that in the Charlotte Office many channelizing memoranda re Klan matters must be retained under the present regulations, this retention being primarily the result of duplication of information emanating from a number of sources and information not suitable for inclusion in a report.

Disadvantages of suggestion

None.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP2 EWT/cal

REC-74 66-2444-3010 66-32856-1025X

EX-110 12-FEB-67 13 FEB 1968

EXP. PROC.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered within two years after submission.)

XX Mr. ☐ Mrs. ☐ Miss [redacted]

Recommendations and comments of Division Head

b6
b7C

I believe this suggestion has merit and should be considered for adoption.

Robert M. Murphy
Signature and Title

ROBERT M. MURPHY, SAC

(Do not write in this space - for Bureau use only)

Let back 1/14/68 to attach my suggestion book

ENCLOSURE

Memo Coffey to Mohr 1/19/68
JER:am w/1/19/68 ltr
ltr Tappan, JER:am 2/15/68

b6
b7C

3 - Bureau (Encs. 10)
2 - Charlotte (1 - 67 [redacted] (1 - 66-2444)



ENCLOSURE

66-3286-1025X

3-14-69

FD-338 (Rev. ~~5-22-68~~)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

Previous version dated 1-10-68 voided. JC

UNITED STATES GOVERNMENT

Memorandum

TO : SAC

DATE:

FROM : SA

SUBJECT:

Request to be made per attorney. JC

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	Serials (List by serial or serial scope.)	~~Original Informant Source No.~~
		Deleted

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 CW/leal

No. of copies _____

Approved _____

Destroyed by _____ Date _____

PROPOSED REVISED FD-338

March 15, 1968

PERSONAL

EX-110 REC-40

66-3286-1020

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EW/cal

Mr. [redacted]
Federal Bureau of Investigation
Charlotte, North Carolina

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion that Form FD-336 be amended to permit its use in connection with the disposition of certain channelizing memoranda. I am pleased to advise you that it has been decided to adopt a modified version of your proposal. The necessary action will be taken when the form is next printed.

I want to take this opportunity to thank you for bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 9
MAR 15 1968
COMM-FBI

2 - Charlotte
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
JER:cam
(6)

(Suggestion 587-68)

b6
b7C

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 3/14/68, re: Destruction of Channelizing Memoranda, Suggestion 587-68 submitted by SA [redacted] Charlotte, JER:cam.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

MAY 13 1968 mvs

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 3/14/68

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF CHANNELIZING MEMORANDA
SUGGESTION 587-68 SUBMITTED BY
SA [redacted] CHARLOTTE

b6
b7C

Destruction of Bureau Records - General

SUGGESTION: That Form FD-338 (Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports) be amended to provide for the destruction of channelizing memoranda when the information was not incorporated in reports because it was not pertinent, was duplicated by other memoranda, or of no value for use in the report. To this end a statement should be added to the introductory paragraph on the form advising that where the serial listed on the form is accompanied by the original informant report number, such information was not used in the report because of duplication or was of no value for use in the report. A column should also be added to the form headed: "Original Informant Source Number."

PRESENT PROCEDURE: All channelizing memoranda not used in the preparation of a report for any reason must be retained.

ADVANTAGES: The suggester states the principal advantage would be the saving in filing space. He stated it was evident that, if certain channelizing memoranda were of no value for inclusion in a report, it would be illogical to retain them in the file.

EX-110 REC-40 66-3286-1026

OBSERVATIONS: Special Investigative Division recommended against adoption of the suggestion because it would arbitrarily strip the field file of information concerning the subject. While information from informants may be repetitious, it is also corroborative and therefore of value even though not included in reports. This suggestion would require the review of many different files in the event of a file review on a given subject at some future date which practice the channelizing memoranda were designed to overcome.

Enclosure
1 - Mr. Sullivan (sent direct)
1 - Miss Kunz
JER:cam
(4)

ENCLOSURE

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 4383 VET/ad

(CONTINUED - OVER)

Memo Casper to Mohr
Re: DESTRUCTION OF CHANNELIZING MEMORANDA
SUGGESTION 587-68 SUBMITTED BY
SA [redacted] CHARLOTTE

b6
b7C

General Investigative Division advised that the recording in channelizing memoranda of information obtained from informants would basically concern the Informant Desks in the Domestic Intelligence and Special Investigative Divisions. It felt, however, that it is the responsibility of the agent preparing the memorandum and the Supervisor approving it to insure that information which is patently nebulous and valueless to the Bureau's investigative and disseminative responsibilities is not incorporated in Bureau records in the first place.

Inspection Division advised it had no objection to the suggestion. It noted the proposal was one considered at the recent Black Nationalist and Racial Informant conferences held at the Seat of Government, 2/29/68, and 3/1/68, and 3/4 and 5/68, by the Domestic Intelligence Division with supervisors from various field offices.

Domestic Intelligence Division advised the aforementioned conferences considered the suggestion and recommended it be adopted in security cases only (which include racial cases), noting that Form FD-338 is not normally used in criminal cases. They felt that if channelizing memoranda are valueless for inclusion in a report, retention of such memoranda is pointless. Domestic Intelligence Division, therefore, recommended that FD-388 be amended as proposed by suggester with the exception that the phraseology to be added should read: "Where the serial is accompanied by the file and serial number of the original informant report, the information was not used because it was of no value to the report." This would obviate the necessity of the additional column headed: "Original Informant Source Number," which would be redundant in view of the above-mentioned statement.

Training Division has no objection to the idea as amended by Domestic Intelligence Division based on the recommendation of the conferences. While it is true that information is not valueless merely because it is repetitive since, as General Investigative Division stated, it also is corroborative, nevertheless, there are instances, such as when several informants report a subject's mere attendance at various meetings when nothing of a seditious or violent nature was broached, where it would be akin to killing a gnat with a sledgehammer to have several sources attest to his mere attendance. Granted that if the information eventually proves to have some prosecutive value, co

Memo Casper to Mohr
RE: DESTRUCTION OF CHANNELIZING MEMORANDA
SUGGESTION 587-68 SUBMITTED BY
SA [redacted] CHARLOTTE

b6
b7C

corroboration is most desirable, especially if some sources cannot be used, the suggested procedure still would permit access to the information in the informant's file.

RECOMMENDATIONS: (1) That the suggestion be approved as modified by Domestic Intelligence Division and the attached letter of appreciation be sent to the suggester. Receipt of the idea was acknowledged previously.

(2) On approval, that this memorandum authorize Forms Management Desk, Training Division, to take the necessary action when the form is next printed.

(3) Also on approval, this memorandum will authorize Domestic Intelligence Division to issue necessary instructions.

FD-338 (Rev. 3-14-68)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a ☐ report ☐ letterhead memorandum dated _____. Where the serial is accompanied by the file and serial number of the original informant report, the information was not used because it was of no value to the report. The review for the communication checked above was made from _____ through _____.

In accordance with the above, the following serials are to be destroyed.

Volume	Serials (List by serial or serial scope.)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/Rad

No. of copies _____

Approved _____

Destroyed by _____ Date _____

66-3286-1026 file title 3/14/68 memo jk

ENCLOSURE

PRINTED REVISED FD-338

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
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Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Casper

DATE: July 24, 1968

FROM : S. Tullai

SUBJECT: CHIEF CLERK'S OPERATIONS
DESTRUCTION OF FILES - GENERAL
Bureau Property

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5.19.81 BY 6383 VAT/cmj

In October, 1967, a survey was conducted in a representative number of field offices to determine the savings that could be realized through the destruction of certain files and serials in auxiliary offices which related to military record check-type investigations. As a result of this survey, the Washington Field Office (WFO) stated that a substantial savings in manpower, supplies and space would be accomplished through the destruction of files in the 42 classification (Deserter - Fugitive) after they have been referred upon completion to the office of origin (RUC). Approval was granted to WFO to place in effect the 60-day destruction of cases relating to military record check-type investigations, where WFO was the auxiliary office. Subsequent to this survey, a similar system was instituted in the St. Louis Division, whereby the results of negative, transfer and discontinue record check-type investigations were destroyed during a period of 60 to 120 days after this data was furnished to the office of origin. Again, substantial savings in manpower, supplies and space was realized.

In addition, the Indianapolis and Miami Divisions have been permitted to immediately consolidate cases when opened in certain classifications pertaining to record check-type investigations. When these cases are RUC'd copies of serials are then destroyed. This procedure has caused a considerable savings in supplies, space and manpower, since it eliminated the necessity for clerical employees to consolidate and destroy extra copies of serials six months after the case was RUC'd.

Due to the continuing increase in the case load throughout the field, and the critical space situation which exists in many of our field offices, this Unit feels that consideration should be given to the 90-day destruction of files in auxiliary offices which relate to record check-type investigations only, at the Departments of Motor Vehicles and local Selective Service Headquarters. The information obtained from these record reviews will continue to be furnished to the office of origin for incorporation into their investigative reports. It is felt that the savings in manpower, supplies and space would offset any known advantages in the retention of this material by auxiliary offices.

REC-30 66-3286-1027

Enclosure Serial 7-26-68
1 - Mr. Felt
1 - Mr. Reilly
TAK:bap:aga
(4)

SEP 12 1968

6 JUL 31 1968

CONTINUED OVER

Memorandum S. Tullai to Mr. Casper
Re: Chief Clerk's Operations
Destruction of Files - General

This Unit feels that the immediate consolidation and 90-day destruction in auxiliary offices of record check-type investigations at Departments of Motor Vehicles and local Selective Service Headquarters would result in the following savings.

1. Savings of file fronts, backs and folders.

2. Savings of clerical time to prepare above.

3. Savings of clerical time in moving and filing closed individual files.

4. Savings in clerical time in not having to consolidate files after closed six months.

5. Savings of filing space in the maintenance of these types of cases.

Certain administrative procedures would have to be revised to allow for the immediate consolidation and destruction for these type cases.

RECOMMENDATIONS:

(1) That the Training Division be authorized to conduct a survey in a representative number of field offices to determine the space, manpower and supplies that would be saved if files in auxiliary offices relating to agency check-type cases at Departments of Motor Vehicles and local Selective Service Headquarters could be destroyed 90 days after they have been RUC'd.

(2) That the attached letter be directed to Albany, Cincinnati, Detroit, Philadelphia, Sacramento, San Antonio, and Springfield Divisions.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 6-24-68

FROM : L. E. Shoffeg

SUBJECT: DE-INDEXING OF KNIGHTS OF KU KLUX KLAN
100-7801-663

DESTRUCTION OF BUREAU RECORDS

Description of List:

Serial consists of approximately 1600 names of Ku Klux Klan members at Buffalo, New York, during the years of 1923 and 1924.

The above listing of names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

Previous authority had been granted per file 157-5-13X1 to de-index similar names in the 44 classification when no identifying data was given on Ku Klux Klan members up through the year 1930.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 Identification Building.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/COI

62-3286

NOT RECORDED 163 AUG 14 1968

1561

RECOMMENDATION:

That this be referred to Domestic Intelligence Division for their decision.

JPB:drc
(3)

EX-110 REC-20 4 JUN 27 1968

Completed By Surge 7/5/68 AM

6/24

RECORDS

ADDENDUM. DOMESTIC INTELLIGENCE DIVISION JVW:ebb 6/25/68

The Domestic Intelligence Division concurs that those names indexed to 100-7801-663 should be de-indexed.

JUL 8 1968

AUG 14 1968

ORIGINAL FILED IN 100-7801-4571

5

66-3286-

June 13, 1968

PERSONAL

ORIGINAL FILED IN 1-4-140148

M. [redacted]
Special Agent in Charge
Federal Bureau of Investigation
Charlotte, North Carolina

b6
b7C

Dear Mr. [redacted]

Thank you very much for the suggestion concerning the disposition of material regarding FBI National Academy applicant investigations under certain circumstances. It is a pleasure for me to advise you that this proposal is being adopted with slight modifications and steps are being taken to place it into effect.

I want to take this opportunity to express my appreciation to you for bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 12
JUN 13 1968
COMM-FBI

2 - Charlotte
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:cam
(6)

b6
b7C

(Suggestion 880-68 dated 6/10/68)

NOTE: Suggests National Academy investigations be destroyed after three years provided:
1. Office is not office of origin.
2. File contains only correspondence forwarded to office of origin.
3. NA graduate resided within office territory and file contains no investigation or derogatory information.

Tolson
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Tele. Room
Holmes
Gandy

Manual of Rules & Regulations Part II Section 2 page 2

XEROX JUN 18 1968

MAIL ROOM TELETYPE UNIT

62-66-1934

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW/cal

3-82
66 JUN 25 1968

b6
b7C

Mr. [redacted]

Training Division recommends this idea be adopted with slight modifications. This procedure appears to be feasible and it is extremely rare that we would reopen the investigation of a man for the National Academy more than three years after the initial investigation. Both the office of origin and SOG have complete files on these individuals should any information later be needed. It is believed these files could be destroyed after three years in those instances when the office is not office of origin, file contains only correspondence which has been forwarded to the office of origin and there is no derogatory information in the file. The index cards pertaining to these files should also be destroyed at the same time by these auxiliary offices. On approval, this letter will serve as the authority for the Manuals Desk, Training Division, to take appropriate action.

Employee Suggestion
FD-252 (Rev. 9-11-59)

Date: 6-10-68

To: Director, FBI

From: (Suggester's name) b6 b7C

Division of Assignment: Charlotte

SUGGESTION

It is suggested that National Academy Applicant investigations be destroyed after three years provided:

1. Office is not office of origin.
2. File contains only correspondence forwarded to office of origin.
3. NA Graduate resided within office territory and file contains no investigation or derogatory information.

Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts) M of R&R, Part II, Sec. 3, p 13B, H.(1). "FBI National Academy correspondence-derogatory matters affecting Bureau relations, department, or National Academy graduate retained."

Advantages of suggestion and annual savings (Include basis for estimate)

There are a number of National Academy Applicant files reflecting coverage of one or more leads, reporting to the office of origin that no derogatory information was developed. There are also files which reflect that a NA Graduate resided temporarily within a division while in the military service.
Since all pertinent information in these files is available in the Office of Origin file, it is suggested that they be destroyed by the auxiliary offices.

66-3286

Disadvantages of suggestion

None known.

NOT RECORDED
141 JUN 18 1968

b6 b7C

(The use by the United States of my suggestion shall not form the basis [illegible] assigns upon the United States. I understand that I will be considered [illegible] pted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

I believe this suggestion has merit and should be considered by the Bureau.

Robert M Lunsford Special Agent In Charge 6-18-68

(Do not write in this space - for Bureau use only)

3-Bureau
2-Charlotte (1 - Pers file)
CAS/ca (1 0 66-2444

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWJCA

ORIGINAL FILED IN 66-2444-64

JUN 11 1968

May 16, 1968

PROPOSED CHANGES IN THE
MANUAL OF RULES AND REGULATIONS

PART II, SECTION 3., ADMINISTRATION OF OFFICES

w. Files and records which are to be destroyed when they have served the purpose for which prepared

(2) Channelizing memoranda in criminal cases and security cases may be destroyed following submission of reports (or following submission of letterhead memoranda (LHM) in nonprosecutable espionage and nationalistic tendency cases.) Channelizing memoranda in security cases may be destroyed when they have not been included in a report or LHM because the information is of no value to the report or LHM. In destroying these memoranda, be guided by the following instructions:

(a) The Agent, at the time he dictates the report (or the LHM in nonprosecutable espionage and nationalistic tendency cases,) is to prepare a memorandum (form FD-338) listing the channelizing memoranda to be destroyed by serial or serial scope and requesting the chief clerk's office to destroy. List channelizing memoranda to be destroyed because they are of no value to the report or LHM by file and serial number. This memorandum should indicate that pertinent information contained in the serials to be destroyed was incorporated in the report (or the LHM), or in security cases was not included because the information was of no value to the report or LHM.

ORIGINAL FILED IN 66-3285-

DESTRUCTION OF BUREAU PROPERTY - Sent

FBI 8-3-82 RECEIVED

NOT RECORDED
2 JUN 18 1968

66-3286-
NOT RECORDED
184 JUN 19 1968

JGD:rmm
(3)

SEE NOTE PAGE TWO

Tolson
DeLoach
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Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

30 JUN 21 1968

Proposed Changes in the Manual of Rules and Regulations

NOTE:

See memorandum G.C. Moore to W.C.Sullivan dated 5/16/68 captioned "Racial Informants, Revisions for the Manual of Instructions, Manual of Rules and Regulations, FBI Handbook and Inspectors' Manual (Field) prepared by JGD:rmm.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. DeLoach
1 - Mr. Sullivan

TO : Mr. W. C. Sullivan

DATE: May 1, 1968

FROM : C. D. Brennan

1 - Mr. C. D. Brennan
1 - SAC, Quantico
1 - Mr. R. C. Putnam
1 - Mr. Enlow

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SUBJECT: MAINTENANCE OF CANCELLED SECURITY INDEX CARDS AT QUANTICO

DESTRUCTION OF BUREAU RECORDS GENERALLY

Under ~~Vital Records Program~~ a duplicate set of the master Security Index cards is maintained at the Quantico relocation site. Additions, cancellations and changes of the Security Index are made on a continuing basis to keep the Index in a current status. Under our current procedures, when a Security Index card is changed, the old card is then destroyed; when an individual is removed from the Security Index, the card is cancelled and is retained at the Bureau for a period of 3 years filed alphabetically by year. The cards at Quantico have been maintained on an indefinite basis. We now have 25,000 cancelled Security Index cards stored at Quantico. These cards are retained to serve as a ready list of individuals who do not meet the criteria for the Security Index at this time; however, because of previous activities, they could represent a potential danger to the internal security of the U. S. in time of an emergency.

In line with our continuing analysis to streamline our procedures, it is recommended that the cancelled Security Index cards over 5 years old maintained at Quantico be destroyed and hereafter be maintained for the period of 5 years filed alphabetically by year.

OBSERVATIONS:

The destruction of these cancelled cards will release 4 file drawers of vitally needed storage space. During this 5-year period if a subject's activities would warrant, he would be placed back on the Security Index or Reserve Index. It is believed that this period of time is sufficient to determine if an individual's activities would warrant reconsideration for inclusion on the Security Index. This will serve as a backup for a ready list of individuals who could be potentially dangerous in time of emergency.

66-3286

NOT RECORDED
126 MAY 10 1968

RECOMMENDATIONS:

1) That the cancelled Security Index cards over 5 years old maintained at Quantico be destroyed and hereafter be maintained for a period of 5 years filed alphabetically by year.

2) If approved, this memorandum be forwarded to SAC, Quantico for appropriate handling.

PFE:jal
(7)

54 MAY 17 1968

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWL

MAY 10 1968

(SAC, Quantico)

ORIGINAL FILED IN 66-17381-3248

66- 3286

May 1, 1968

PERSONAL

Mrs. [redacted]
Federal Bureau of Investigation
Norfolk, Virginia

b6
b7C

Dear Mrs. [redacted]

I have received your suggestion that we standardize the procedure for accounting for the disposition of all Bureau files. As a matter of possible interest to you, this matter was considered at the recent conferences for Chief Clerks and it was the consensus that the present procedures should be retained.

Although your idea was not adopted in this instance, I appreciated having the benefit of your observations.

Sincerely yours,

J. Edgar Hoover

MAILED 8
MAY 1 1968
COMM-FBI

ORIGINAL FILED IN 66-2315

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/Cal

2 - Norfolk
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mrs. [redacted]
JER:cam
(6)

b6
b7C

(Suggestion 797-68 dated 4/25/68)

NOTE: Suggests method be standardized for recording disposition of Bureau files which may be destroyed after varying periods. At present, record of files which may be destroyed after 20 years is maintained on a list kept at beginning of each classification. With respect to those which may be destroyed after ten or five years, reason for destruction is shown on file front of consolidated volume under file numbers.

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54 MAY 1 3 1968
MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

b6
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Mrs. [redacted]

Matter was considered at Chief Clerks' conferences held recently at Seat of Government and it was consensus that present procedures should be retained. Present method is well-established and workable and should not be changed just to achieve uniformity. In addition, confusion could be caused by fact that during changeover two methods would necessarily be in effect to account for such destruction.

Employee Suggestion
FD-252 (Rev. 9-11-59)

197-68

Date: 4/25/68

To: Director, FBI;

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: NORFOLK

SUGGESTION

That a record of all files destroyed in accordance with prescribed regulations be maintained at beginning of respective classifications. Such a record could be broken down into separate lists for files destroyed when 20 years old and those (in some classifications) destroyed when 10 years or 5 years old and could show reason for destruction.

Current practice or rule (Include manual citation as well as facts)

Record of files destroyed when 20 years old maintained on list at beginning of classification. Record of files destroyed when 10 years old or 5 years old maintained on file fronts kept in numerical order. MRR II-3-13,13a.

Advantages of suggestion and annual savings (include basis for estimate)

All records pertaining to destruction would be uniformly maintained in same location and this would facilitate determination as to whether or not specific file destroyed and simplify maintenance of records concerning destruction. Necessity for person performing destruction to remember several different regulations regarding how to record the destruction would be eliminated if all destruction uniformly recorded in same manner. Some small amount of space would be saved by not retaining file fronts. No saving of money. Small amount of space would be saved and possibly some time.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/Cal

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] b6 b7C

FILE CLERK
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has merit and would result in greater consistency.

MAY 3 1968

Thomas J. Jordan
Signature and Title

Thomas J. Jordan, Special Agent in Charge

(Do not write in this space - for Bureau use only)

list of applic
Jordan
5-[illegible]

66-3286-

NOT RECORDED
145 MAY 6 1968

DESTRUCTION OF BUREAU RECORDS GENL

ORIGINAL FILED IN 66-3219-

✓

SAC, Albany

July 25, 1968

Director, FBI (66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW Cal

DESTRUCTION OF BUREAU PROPERTY - GENERAL
BUDED 9/9/68

There is a proposal under consideration at the Seat of Government for the immediate consolidation and 90-day destruction of files in auxiliary offices which relate to record checks only, at Departments of Motor Vehicles and/or local Selective Service Headquarters. Auxiliary offices usually receive only sufficient background information to make logical record check requests of these agencies. When the data is obtained, this information is then furnished to the office of origin, the case referred upon completion to office of origin, and retained in the auxiliary office until it is destroyed under the present five-, ten- or twenty-year destruction rule, depending upon the classification.

Offices receiving copies of this communication should conduct a one-month survey beginning August 1, 1968, to determine the frequency in which communications are received requesting record checks at Departments of Motor Vehicles and/or local Selective Service Headquarters. In addition, each office should estimate savings in file space, including the general indices, supplies and manpower, if these type-files could be destroyed 90 days after the investigation is referred upon completion to office of origin.

EX-105 REC 22 66-3286-1028

Submit the results of your survey, together with your views and recommendations as to the feasibility of the proposed file destruction procedures, as well as administrative devices necessary to control this procedure, to the Bureau, attention Training Division, by September 9, 1968.

2 - Cincinnati
2 - Detroit
2 - Philadelphia
2 - Sacramento
2 - San Antonio
2 - Springfield
1 - Mr. Felt
1 - Mr. Reilly
TAK:aga
(18)

MAILED 21
JUL 26 1968
COMM-FBI

19 JUL 29 1968

Tolson
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Rosen
Sullivan
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Tele. Room
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66-3286-1027

NOTE: Based on memo Tullair to Casper 7/24/68, re: "Chief Clerk's Operations, Destruction of Files - General," TAK:bap:aga.

MAIL ROOM TELETYPE UNIT

61 AUG 5 1968

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
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Callahan
Conrad
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Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Rosen

DATE: July 9, 1968

FROM : R. I. Shroder

1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Shroder
1 - Mr. Whitaker
1 - Mr. Tavel

SUBJECT: CRIMINAL INVESTIGATIONS - ACCOMPLISHMENTS

By letter dated 5-7-68, captioned as above, the Bureau requested each field office to make a detailed survey of its conviction picture as of 6-1-68 and to advise the Bureau by letter at the close of business 6-14-68, the following information:

Destruction of Bureau Property General

(1) The number of convictions sent to the Bureau during the period June 1 through June 14, 1968.

(2) The number of convictions the office anticipated that would be submitted from June 15 through June 30, 1968.

(3) The number of subjects who had been found guilty or had pleaded guilty and were awaiting sentence. The tabulation in this category was not included in those set forth in item number two.

This communication was to be submitted to the Bureau without fail and was to be directed to the attention of the General Investigative Division, room 5732.

All offices responded to this letter. This survey was completed, and it was determined that there was a total of approximately 1,782 convictions in the above category.

66-3286-

RECORDED

Since this material is administrative data of temporary value only, the writer feels that these letters and airtels should not be placed on record but destroyed.

The Records Section, Files and Communications Division has been contacted, and they agree that this information is of temporary value only and would not serve any purpose in the future.

25 JUL 10 1968

RECOMMENDATIONS:

If approved, it is recommended that the attached letters and airtels be destroyed, and in lieu thereof, this memorandum be placed on record.

Enclosure
JAW:jms (6)

ORIGINAL FILED IN 66-3286-4667

DATE 8-3-82 BY SP2 AMS

51 JUL 8 1968

Mr. Tavel 7-3-68

L. E. Short

DESTRUCTION OF BUREAU RECORDS - GEN'L

REHABILITATION PROGRAM
RECORDS BRANCH

DESCRIPTION OF FILE: 94-1 sub 135
DAUGHTERS OF THE AMERICAN REVOLUTION (D. A. R.)

The above listed file has been called to our attention by the Consolidation Unit. There are 30 sections containing over 1,900 serials. This file was opened in 1933. It consists of requests for Director to make speeches before Chapters and conventions of the D. A. R.; requests for speakers from Bureau, letters from SAC's advising of requests received to make speeches, copies of their speeches, letters of thanks for speeches; requests for Director to submit articles for D. A. R. magazine and requests for copies of Director's speeches. The material in this file is similar to material that was placed in other main 94-1 files on organizations. Destruction has already been done in those main files as authorization was obtained. (See 94-1-1666). Since above organization is still active and correspondence is received currently, the entire file should not be destroyed. It is believed the material more than ten years old could be destroyed, using the same authority as for the other main 94-1 files. There are approximately 1,637 serials that are over 10 years old. Any mail of historical value or with Director's notation would be retained. This file was discussed with Inspector Suttler who feels all speeches and articles by Director in these files should be retained. Serial 633 is an example in point.

Destruction of this mail would result in saving space in the Filing Unit and in eliminating unnecessary cards from the General Index. It is requested that this memo be sent to Crime Research Section for approval then returned to the Consolidation Unit of the Records Branch, Room 7231 for appropriate action.

RECOMMENDATION:

For referral to the Crime Research Section.

(1) cc - 66-3286

LES:dmn (8)

54 JUL 12 1968

ORIGINAL FILED IN 94-1-135-1994

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW Cal

66-3286-

NOT RECORDED
102 JUL 8 1968

SAC, Chicago

October 17, 1968

Director, FBI

DESTRUCTION OF BUREAU PROPERTY - GENERAL;
ELIMINATION OF DUPLICATE MATERIAL
BUDED NOVEMBER 8, 1968

In view of the serious shortage of filing space in many of the field divisions, certain possibilities are being explored at the Seat of Government to curtail the expansion of filing space, and to eliminate the retention of duplicate material which is of no further value.

Two proposals which would result in a savings of filing space, equipment, and manpower are:

1. Place into effect the destruction of duplicate copies of serials (stripping), and a file consolidation program, immediately after applicant and criminal files are closed or referred upon completion to the office of origin (RUC'd). Under current regulations, these files are "stripped" and consolidated six months after they are closed or RUC'd. The proposed system would effect an immediate savings in file space and permit the disposal of duplicate copies of serials at a time when the files are being worked on, and eliminate the necessity of clerical personnel returning to the filing area to perform these functions six months after file was closed or RUC'd.

2. Institute a program to destroy zero files in non-security classifications, and index cards relating thereto, when these files are five years old. Under present regulations the vast majority of zero files in non-security classifications are destroyed when they are twenty years old.

MAILED 9
OCT 17 1968
COMM-FBI

REC-1 66-3286-1029

EX-105

19 OCT 18 1968

2 - El Paso
2 - Indianapolis
2 - Los Angeles
2 - New Haven
2 - Newark
2 - Phoenix
2 - Savannah
2 - Seattle

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Trotter
Tele. Room
Holmes
Gandy

1 - Mr. Felt, Room 5256
1 - Mr. Reilly, Room 5302

TAK:kht (22)

MAIL ROOM ☐ TELETYPE UNIT ☐

(See NOTE page 2)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW

SAC, Chicago
Re: Destruction of Bureau Property General;
Elimination of Duplicate Material
Dated November 6, 1968

Offices receiving copies of this communication should conduct surveys to determine the estimated savings in space, filing equipment, and manpower, if files in applicant and criminal classifications were consolidated and "stripped" immediately after they were closed or RUC'd, and if more files in non-security classifications, and index cards relating thereto, were destroyed when five years old.

Submit the results of your surveys, together with your views and recommendations as to the feasibility of the proposed file consolidation, "stripping," and destruction procedures, to the Bureau, Attention: Training Division by November 6, 1968.

NOTE: See memo S. Tullai to Mr. Casper dated 9/23/68, Re: Filing System - Elimination of Duplicate Material. This memo authorized the Training Division to conduct surveys which might possibly result in the saving of space and filing equipment.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
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TO : Mr. Casper

DATE: October 9, 1968

FROM : S. Tullai

SUBJECT: DESTRUCTION OF FILES AND RECORDS (BUREAU) - GEN'L

By memorandum dated 9/23/68, this Unit was authorized to explore possibilities of streamlining our present file retention procedures throughout the field. A discussion was held recently with SAC J. T. Neagle, Indianapolis, who was present at Seat of Government, for a two-day conference, concerning certain possibilities of eliminating the retention of duplicate file material in auxiliary offices. During this discussion, SAC Neagle stated that there is currently a serious shortage of space for the storage of closed files in the Indianapolis Division. He said that although he had not previously favored the adoption of the "unnumbered case system" as proposed by the Training Division in October, 1967, in the handling of files in the 42 classification (Deserter), that he now desired to give this system further consideration due to the increase in the number of cases in the 42 classification received in the Indianapolis Division.

The "unnumbered case system" relates to record check-type investigations and enables cases to be opened, assigned, and supervised without the necessity of preparing permanent index cards, file fronts, backs and folders, and numbering and filing the information, unless information other than that of a record check-type is developed, in which event normal procedures are followed. The communications are retained in one location for a specified period until all action is completed and are then destroyed. This system eliminates a great amount of handling and filing with no loss of control since record check investigations, if reopened, will have to be rechecked to determine if the records contain additional information received during the intervening period.

ORIGINAL FILED IN 42-00 1390

Enclosure
1 - Mr. Felt
1 - Mr. Reilly
TAK:pld
(4)

66-3286-
NOT RECORDED
102 OCT 16 1968

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54 OCT 21 1968

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/cal

Memorandum S. Tullai to Mr. Casper
Re: Destruction of Files and Records

OBSERVATION:

It would appear that the "unnumbered case system" would be adaptable for the handling of military record check-type investigations in the 42 classification in Indianapolis, with resultant savings in manpower, supplies, and filing space. This system has proven to be highly successful in the Washington Field Office, and was recently instituted in the St. Louis Division.

RECOMMENDATION:

That the attached letter be forwarded to the Indianapolis Division.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : J. J. Casper

DATE: 9/23/68

FROM : S. Tullai

SUBJECT: FILING SYSTEM - ELIMINATION OF DUPLICATE MATERIAL

DISTRUCTION OF BUREAU RECORDS - GENERAL

By separate memoranda, this Unit has requested and received permission to conduct field surveys in the past, in an attempt to streamline the destruction procedures of files relating to record check-type investigations in auxiliary offices. As a result of surveys by the Training Division, abbreviated destruction procedures have been instituted in several field divisions, which have brought about a substantial savings in manpower, space, supplies, and equipment.

In addition, this Unit feels that further inroads can be made to eliminate the retention of certain filing material in auxiliary offices which would preclude the necessity of purchasing or acquisitioning additional shelves and file cabinets for field-wide use. The total number of investigative matters received throughout the field has increased from 636,371 for fiscal year 1963, to 820,830 for fiscal year 1968, and it is anticipated that 830,000 total investigative matters will be received during fiscal year 1969. Unless some streamlining procedures are placed into effect to curtail the filing of duplicate material in auxiliary offices, this Unit feels that in the near future there will be a critical situation regarding space and filing equipment in many of our field divisions due to the ever-growing caseload.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP1 EW Cal

ORIGINAL FILED IN 66-1855-14 1023

OBSERVATIONS:

This Unit feels that there are two very good possibilities which would result in the savings of space and filing equipment which are:

1. Place into effect the destruction of duplicate copies of serials (stripping) and a file consolidation program immediately after criminal and applicant files are closed or RUC'd. Under

1 - Mr. Felt
1 - Mr. Reilly
TAK:tak
(4)

66-3286

NOT RECORDED
29 SEP 24 1968

6 SEP 24 1968

(CONTINUED - OVER)

current regulations, these files are "stripped" and consolidated six months after they are closed or RUC'd. However, Washington Field Office (WFO) has been excepted from this rule and immediately "strips" and consolidates closed and RUC criminal and applicant files because of the space situation in that office. A discussion was held with the Chief Clerk of WFO and it was determined there were no known disadvantages in this system.

2. Research possibilities to reduce or eliminate the retention of duplicate closed or RUC file material in auxiliary offices after a specified time.

RECOMMENDATION:

That the New Agents, Language, and Stenographic Training Unit be authorized to fully explore certain possibilities of streamlining our present file retention procedures, including field surveys and discussions with officials of other divisions, consistent with good records management.

PERSONAL ATTENTION
SAC LETTER 68-53

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

WASHINGTON, D.C. 20535

September 17, 1968

(A) FILING SYSTEM - DESTRUCTION AND CONSOLIDATION OF FILES -- An analysis of recent field inspections has disclosed that a number of offices are failing to adhere to existing regulations concerning the destruction and consolidation of files. Inadequate controls over the file destruction and consolidation program result in a shortage of filing space, which is critical in certain offices.

Part II, Section 3, Manual of Rules and Regulations, sets forth specific instructions regarding the destruction of files, and the criteria for the consolidation of files.

You should insure that your file destruction and consolidation program is closely followed in order to eliminate useless file material and to conserve much-needed space. This program will continue to be carefully evaluated by the Inspection Staff during the annual inspection of your office.

O DESTRUCTION OF BUREAU RECORDS - GENERAL

66-3286-
NOT RECORDED
126 SEP 25 1968

ORIGINAL FILED IN 66-04-2609-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 EW/cal

61
25 SEP 26 1968

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
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TO : Mr. Mohr

DATE: September 6, 1968

FROM : J. J. Casper

SUBJECT: FILING SYSTEM - DESTRUCTION OF Bureau Records Gen'l AND CONSOLIDATION OF FILES

Part II, Section 3, Manual of Rules and Regulations, sets forth specific instructions regarding the destruction of files which are of no further value, and the criteria for which files may be consolidated.

An analysis of recent field inspections has disclosed that a number of offices are failing to adhere to existing regulations concerning the destruction and consolidation of files. A properly administered file destruction and consolidation program would substantially ease the shortage of filing space which currently exists in many of our offices.

While firm instructions to correct the deficiencies found were issued in connection with the aforementioned inspections, the Training Division feels it is appropriate to remind all offices of the need to maintain a strong file destruction and consolidation program to eliminate useless file material and to conserve space.

RECOMMENDATION:

That the attached SAC Letter be directed to all field offices.

66-3286

Enclosure sent 9-9-68 PBI
1 - Mr. Felt
TAK:kht
(3)

NOT RECORDED
11 SEP 11 1968

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4E W/cal

XEROX
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51 SEP 6 1968

UNREC COPY FILED IN 66-163061

Director, FBI 8/2/68

Legat, London (100-312-Sub 2)

of Bureau Property

DESTRUCTION OF FILES
LONDON OFFICE

ReLonlet 8/4/67.

Since submission of referenced letter all outdated files within Legat's discretion have been destroyed, and those remaining are minimum essential records.

3 - Bureau
1 - Liaison (direct)
1 - London
ACM:cm
(5)

66-3286

NOT RECORDED

141 AUG 13

ORIGINAL FILED IN 66-4276

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E 9-3-82 BY SP4EWlcal

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: October 28, 1968

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF FILES AND RECORDS

By memorandum dated 10/9/68, Training Division was authorized to furnish instructions regarding the "unnumbered case system" to the Indianapolis Division to determine if this system would be adaptable for the handling of military record check-type investigations, with resultant savings in manpower, supplies, equipment, and filing space.

The "unnumbered case system" relates to record check-type investigations in auxiliary offices, and enables cases to be opened, assigned, and supervised without the necessity of preparing permanent index cards, file fronts, backs and folders, and numbering and filing the information, unless information other than that of a record check-type is developed, in which event normal procedures are followed. The results of record check-type investigations are furnished to the office of origin and file copies of communications are retained in one location for a specified period and are then destroyed. This system eliminates a great amount of handling and filing with no loss of control since record check-investigations, if reopened, will have to be rechecked to determine if the records contain additional information received during the intervening period.

The "unnumbered case system" has unlimited potential as a space-saving device throughout the entire field in the handling of record check-type investigations. This system has proven to be successful in the Washington Field Office and St. Louis Division, and is currently being evaluated in the Indianapolis Division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW

RECOMMENDATION:

That the attached letter with enclosure to Albany, copies to all offices, be approved.

Enclosure sent 10-30-68

EX 110

1 - Mr. DeLoach (Enc.)
1 - Mr. Callahan (Enc.)
1 - Mr. Felt (Enc.)
1 - Mr. Gale (Enc.)
1 - Mr. Rosen (Enc.)
1 - Mr. Sullivan (Enc.)
1 - Mr. Tavel (Enc.)
1 - Mr. Reilly (Enc.)

REC 6 66-3286-1030

2 NOV 1 1968

TAK:jga
(10)

NOV 8 1968

Mr. Mohr

October 24, 1968

J. J. Casper

b6
b7C

INDEXING
SUGGESTION 223-69 SUBMITTED BY
MISS [redacted] AND
MRS. [redacted]
FILES AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EAW CAE

Destruction of Bureau Records - General

SUGGESTION: That "see" reference index cards prepared during the early and middle 1940s on confidential informant symbol numbers be destroyed. During the period in question, it was the practice to prepare an index card on the informant symbol number when a communication such as an investigative report indicated that an informant had furnished information. For example, a card was prepared on [redacted] when information appeared in an investigative report such as the following: "Confidential informant [redacted] furnished the following list of telephone calls for January, 1946, from the above number." The practice of indexing informant symbol numbers under these circumstances was discontinued many years ago.

b7D

ADVANTAGES: There is an accumulation of approximately six index cabinets containing cards of this type which were prepared before the system was discontinued. These cards are completely extraneous to the operation of the Bureau's indices inasmuch as there is no occasion to search the index on the basis of these old informant symbol numbers.

OBSERVATIONS: The Streamlining Committee, Files and Communications Division, and supervisory personnel favor adoption of this idea.

Domestic Intelligence Division stated the Security Informant and Special Records Unit, Internal Security Section, concurred with the suggestion that the reference index cards as mentioned be destroyed. Information in the cards is of no current value and, if needed in a particular case involving prosecution or administrative hearing, would be readily available from field office handling the reporting informant or source.

66-3286

NOT RECORDED
87 OCT 31 1968

Enclosures
(1) - Bufile 66-3286
ML:saj
(3)

[redacted] DATE [redacted] BY [redacted]

NOV 8 1968

(CONTINUED-OVER)

ORIGINAT FILED IN 66-5000-1170

Memo Casper to Mohr
Re: INDEXING
SUGGESTION 223-69 SUBMITTED BY
MISS [redacted] AND
MRS. [redacted]
FILES AND COMMUNICATIONS DIVISION

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Special Investigative Division interposed no objection to the destruction of these cards since Records Branch has stated the idea does not relate in any way to index cards in the indices which are main subject cards (either by symbol or name) on informants and the main cards would not be destroyed.

Based on the comments of the interested divisions as noted above, the Training Division believes the suggestion should be approved due to the space to be retrieved from this project.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letters of appreciation forwarded to the suggesters. They have been thanked by prior letters.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to take the proposed action of disposing of these "see" index cards.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-107-02

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 11/8/68

FROM : SAC, EL PASO (66-864)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
ELIMINATION OF DUPLICATE MATERIAL
BUDED NOVEMBER 8, 1968

66-3286-1031

Re Bureau letter to Chicago dated 10/17/68.

1. DESTRUCTION OF DUPLICATE COPIES OF SERIALS UPON CLOSING OR RUC'ING IN APPLICANT AND CRIMINAL MATTERS

This proposal has been considered thoroughly. It is felt that this proposal has some very definite weaknesses. Among them are:

When cases are reopened such action would necessitate describing all serials charged out as there would be but one serial in such a stripped file. This could cause considerable work as many times files are reopened within a short period after being closed or RUC'd. This could be a serious problem in offices having a large number of resident agencies. When such stripped files are reopened and serials sent to the resident agencies pertinent files would be valueless. No information would be available to headquarter supervisors.

It does not appear that any time would be saved in the proposed consolidation process. It would require additional time for the person posting to remove the duplicate serials. If the supervisors were to exercise the prerogative to request files not be stripped on a selective basis if it appeared that matter was likely to be reopened, or for some other legitimate reason, this would entail additional work by the desk and extra caution by the individual posting such correspondence.

It does not appear that any appreciable time would be saved by the suggested system. Consolidating files six months after being closed and/or RUC'd on an assembly line basis as done presently makes for an orderly process for combining such files in multi-volumes and an orderly review for any stray charge outs, etc. 66-3286-1031

2 - Bureau
1 - El Paso
JPM:st
(3)

REC 26

25 NOV 14 1968

EX-101

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

CONCLUSION:

That Part 1 of referenced proposal not be adopted as any immediate saving of space would be more than offset by the time lost in describing serials and the fact that reopened files would be stripped and of no value to supervisors, particularly in those instances in which reopened matters had been assigned to resident agencies. The immediate destruction of serials upon the closing or RUC'ing of files would make for a rather haphazard process as contrasted to the assembly line destruction procedure under the six month rule.

2. DESTROY ZERO FILES AND INDEX CARDS IN NON-SECURITY CLASSIFICATIONS WHEN FIVE YEARS OLD.

This proposal has merit. However, it is felt it would be better to extend this to ten years. Under the proposed immediate elimination of duplicate material upon closing or RUC'ing, it is estimated that the proposed suggestion might make available 6 cu. ft. of file space, over a six-month span. This figures out to 1 cu. ft. per month. A survey of zero files indicated that under the suggested five year destruction plan, an estimated 7 cu. ft. of space would be saved.

The above covers estimated savings in space and filing equipment. However, it does not appear that any savings in manpower would result from either suggestion. This is true as set forth under "CONCLUSION" under Part 1 of this communication.

Insofar as zero files are concerned additional manpower would be needed to remove pertinent index cards. A projection at El Paso indicated that a bare minimum of 15,000 cards would have to be removed from the indices if zero files were destroyed when they became five years old.

CONCLUSION:

That the destruction of duplicate copies of correspondence in closed or RUC'd cases immediately upon closing or RUC'ing be left to the various divisions on a permissive basis. Perhaps it might be beneficial to some

divisions to consolidate immediately whereas others would prefer to handle under the present 6 month rule.

The destruction of zero files has merit. However, it is felt that 10 years appears to be a more realistic period.

REC 27 66-3286-1033

December 24, 1968

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/Cal

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

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b7C

Dear Miss [redacted]

I have been advised of your suggestion regarding the disposition of correspondence contained in a particular file. It is a pleasure to advise you that your proposal has been adopted except as it applies to firearms. The necessary action is being taken to place it into effect.

Your continued interest in seeking ways to improve our filing operations is indeed appreciated and I want to thank you for bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 20 DEC 24 1968 COMM-FBI

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]
JER:aga
(5)

b6
b7C

Suggestion 432-69 dated 12/20/68

NOTE: Based on memorandum L. E. Short to Mr. Tavel, 12/20/68, re: [redacted] GS-5, General Index Unit, Files and Communications Division, EOD 11/4/46, Streamlining Committee Suggestion, LES:ifc.

Training Division discussed the suggestion with General Investigative and Crime Records Divisions which advised they had no objection to the suggestion as long as the purging of the file did not include firearms. On approval this letter will authorize Files and Communications Division to place the suggested procedure, modified to exclude firearms, into effect.

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel ST

DATE: 12-20-68

FROM : L. E. Short

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EL W/cal

SUBJECT: [redacted]
GS-5, General Index Unit
Files and Communications Division
EOD 11-4-46

b6
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STREAMLINING COMMITTEE SUGGESTION
432-69 "Destruction of Bureau Property" General

Miss [redacted] has suggested through the Streamlining Committee the deindexing and destruction of correspondence contained in File 87-1 with subfiles 1 through 7. These files contain correspondence from individuals and companies requesting the Bureau to place a stop in the National Stolen Property Index (NSPI); for example, File 87-1, sub 2, contains correspondence which requested stops in the Stolen Property Index on office machines while File 87-1, sub 7, contains material requesting stops on stolen securities. The material in these files dates back to the 1930's and is no longer pertinent insofar as the Bureau's file system is concerned. The NSPI is no longer being utilized for all practical purposes, having been replaced by the National Crime Information Center (NCIC), Crime Records Division.

Streamlining Committee members and supervisory personnel of the Records Branch favor adoption of this proposal. It is believed that all correspondence, with the exception of that relating to firearms, contained in the above-mentioned files can be destroyed if it is more than five years old. It is noted that, as a general rule, NCIC procedures call for eliminating items from the index four years after being placed into the system. Adoption of this proposal will provide a cabinet of filing space for other material, will eliminate some unnecessary cards from the general index, and eliminate approximately 9,300 pieces of outdated and unnecessary correspondence.

RECOMMENDATION:

For referral to the Training Division, attention Suggestion Desk.

Letter to [redacted] Miss [redacted] 1/24/69

Schedule for handling when available auth. for destruction received, if any, and send a copy

REC 27

66-3286-1032 ST 12/20

22 DEC 31 1968

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(6)

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Gale

DATE: 12-5-68

FROM : W. V. Cleveland

SUBJECT: Destruction of Bureau Records
FILING AND INDEXING OF CIVIL SERVICE COMMISSION (CSC) FORMS - EMPLOYEES SECURITY AND SPECIAL INQUIRY SECTION (ES & SIS) - SUGGESTION

DeLoach
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

ORIGINAL FILED IN 62-128000-3

SYNOPSIS:

The Name Check Section of the General Investigative Division has noted during file reviews numerous references to 140-0 file. In many instances it turns out to be "SI" (same information) since a majority of serials consist of a Xerox copy of CSC request on which CSC has been referred to data previously furnished. The reference, therefore, is a duplicate since data previously disseminated has already been indexed. The Name Check Section does not keep copies of any such forms on name checks they handle and feels that a saving could be accomplished by eliminating the filing of these forms, by eliminating indexing, saving file space, and manpower.

Considerable study has been given the problem by the ES & SIS and the Files and Communications Division. The filing of these forms has been in effect since 1947 and has served as a device which allows the approving supervisor to evaluate action being taken. This could still be done but no copies would be in file to allow fixing responsibility. These forms have been valuable in identifying fugitives, suspects in criminal matters and missing security subjects. These same benefits would accrue if we kept copies of all forms requesting name checks, amounting to more than 3,000,000 a year. The question to be resolved is whether or not the expense of copying, indexing and filing these forms makes their maintenance desirable.

66-3246

NOT RECORDED
191 DEC 13 1968

The Files and Communications Division advises a project could be instituted culling out, deindexing, and destroying these forms with no additional cost involved.

ACTION:

The ES & SIS believes the Files and Communications Division can undertake as a project the removal of forms from the 140-0 file and move them to the main case file where there is one, and copies of future forms will be designated for the main case file where one exists. The ES & SIS has no objection to Files and Communications Division culling out copies of these forms, deindexing and destroying them provided the project is started with the oldest date on file. Within a period of 6 months by maintaining examples and closely following this project a determination could be made as to whether the maintenance of Xerox copies and indexing of them should be discontinued.

1 - Mr. DeLoach
1 - Mr. Bishop
1 - Mr. Casper
1 - Mr. Tavel
1 - Mr. Rosen
1 - Mr. Scatterday
1 - Mr. Gale
1 - Mr. Cleveland

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-3-82 BY SP4ELW CAL

DETAILS CONTINUED - OVER

WVC:mkr (9)

56 DEC 18 1968

Memorandum to Mr. [redacted]
RE: FILING AND INDEXING OF CIVIL SERVICE COMMISSION (CSC) FORMS - EMPLOYEES SECURITY AND SPECIAL INQUIRY SECTION (ES & SIS) - SUGGESTION

DETAILS:

The Name Check Section of the General Investigative Division has advised that during file reviews they receive numerous references to the 140-0 file. They state that in many instances it turns out to be "SI" (same information) inasmuch as a majority of the serials in the 140-0 file consist of a Xerox of a CSC request on which has been typed a referral note referring CSC to data previously furnished. This 140-0 reference is, therefore, a duplicate inasmuch as any data previously disseminated, such as reports, letterhead memoranda, etc., has already been indexed.

The 140-0 files consist of in excess of 1600 sections. The Name Check Section did a spot check of 3 of these sections covering the period from September 5, 1968, through October 15, 1968. They found that approximately 150 Xerox copies of CSC forms were contained in these 3 sections with notations indicating that most simply referred CSC back to data previously furnished that agency.

The Name Check Section does not keep copies of any such forms on name checks that they handle. They merely note the original dissemination referring CSC or any other agency to the data previously furnished.

The Name Check Section feels that a tremendous saving could be accomplished by eliminating the filing of "referral" forms in the 140-0 file. They state the saving would result from conservation of filing space and the indexing and filing of each of these forms.

Considerable study has been given to this problem by the ES & SIS and by the Files and Communications Division. The policy of filing copies of CSC forms even though they merely refer CSC back to previous information furnished to them has been in effect since 1947. As a matter of fact, for the first 10 years or until September, 1958, even forms returned marked "no record" were kept. It has served as a device which allows the approving supervisor to evaluate action being taken. It is granted that supervision could still be maintained of forms beingreturned merely referring CSC to reports previously furnished, but no copies would be in file to allow fixing of responsibility at a later date.

DETAILS CONTINUED - OVER

Memorandum to Mr. [redacted]
RE: FILING AND INDEXING OF CIVIL SERVICE COMMISSION (CSC) FORMS - EMPLOYEES SECURITY AND SPECIAL INQUIRY SECTION (ES & SIS) - SUGGESTION

With regard to the forms handled by the ES & SIS we are faced with a potential request for investigation from CSC or the interested agency. Without maintaining a copy of the form it would be necessary to go back to CSC and request another copy so that we would have necessary information to order the investigation. The other alternative would be to work out with CSC an arrangement whereby they would furnish us with another form whenever they request an investigation.

In the ES & SIS it has been found that by maintaining copies of these forms they are valuable to other Divisions since they have on occasion furnished information leading to the apprehension of fugitives, suspects in criminal matters, and missing security subjects. Here again, it is acknowledged that to keep copies of these forms for this reason would mean that the same benefits would accrue if we kept copies of all forms received requesting name checks. This would amount to more than 3,000,000 forms per year, and the question to be resolved is whether or not the expense of copying, indexing and filing these forms makes their maintenance desirable.

In the ES & SIS each form handled is processed by "Voucher-Stat" and becomes a part of the Bureau's quarterly Stat report in connection with this program. It is conceded that the same thing could be accomplished by following the practice utilized in the Name Check Section of sending to Voucher-Stat each day the number of replies to CSC broken down as follows:

(1) Subversive derogatory data sent
(2) Nonsubversive derogatory data sent
(3) Nonderogatory data sent

This system, however, would not be as accurate as the system currently utilized.

The Files and Communications Division has reviewed the comments of the Name Check Section and has advised that a project could be instituted relating to forms where CSC has been referred to previous information only, culling them out, deindexing them, and destroying them. They state this project could be handled over a long period of time with no additional cost involved. The Files and Communications Division, who has the responsibility of obtaining any outside authority necessary to destroy these forms, states that no outside authority would be necessary since they all consist of Xerox copies of forms rather than the original form received from CSC.

Memorandum to Mr. G

RE: FILING AND INDEXING OF CIVIL SERVICE COMMISSION (CSC) FORMS - EMPLOYEES SECURITY AND SPECIAL INQUIRY SECTION (ES & SIS) - SUGGESTION

It is to be noted that there are main case files in connection with many of the forms currently filed in the 140-0 file. ~~The ES & SIS feels that if the Files and Communications Division can undertake as a project the~~ removal of the forms from the 140-0 file and moving them to the main case file that this would be helpful. Likewise, it is believed that the ES & SIS should designate future copies of forms for the main case file where one exists.

Despite the value that these copies of forms have proven to be in the past, the ES & SIS has no objection to a project being instituted by the Files and Communications Division of culling out copies of forms where CSC has been referred to previous information furnished or deindexing and destroying them provided the project is started with the oldest date on file. In this way the ES & SIS could watch the progress of this project carefully and over a period of time it could be determined whether the project should be extended to more current forms. Within a period of 6 months by maintaining examples and closely following this project a determination should be able to be made regarding whether or not the maintenance of Xerox copies of these forms and the indexing of them should be discontinued altogether.

Whereas no savings are being claimed in connection with this suggestion inasmuch as it is a joint effort on the part of the ES & SIS, Name Check Section and Files and Communications Division to further streamline the work in connection with these forms, it is believed that in the long run tremendous savings will be accomplished by eliminating the filing of copies of "referral" forms in the 140-0 file. To mention some of the more major savings, there would be a conservation of filing space, a saving by not having to index the forms and a saving by not having to file the forms. There would also be a saving by not having to Xerox the forms.

A savings in manpower would also be realized also. For example, in handling over 3,000,000 name checks per year, the Name Check Section gets many references on search slips to these 140-0 files. As a consequence the 140-0 files are constantly on the move. When the employee finally receives the 140-0 file, he generally finds that he has already reviewed the material to which this form refers him. This is because the names on the form have already been indexed elsewhere and the names on the copies of the forms in the 140-0 file have received duplicate indexing.

All of the above savings and advantages can be realized on a long-range project basis by the Files and Communications Division and they state by so handling no additional costs would be involved.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
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TO : Mr. Mohr

DATE: 1/14/69

FROM : J. J. Casper

SUBJECT: TRAINING DOCUMENT 62
"TACTICS FOR HANDLING
MOB VIOLENCE"

Destruction of Bureau Property

Training Document 62, "Tactics for Handling Mob Violence," was printed and distributed to the field in March 1962. The purpose of this memorandum is to recommend that it be recalled.

This document was recently reviewed to bring it up to date. However, the many changes in equipment, techniques and methods of controlling mobs would necessitate rewriting the document. As most of this information has already been distributed to the field in later publications, this would be a duplication. The following are some of these later publications:

"Prevention and Control of Mobs and Riots," published February 23, 1965 and revised April 3, 1967.
Techniques and Use of the Police Baton," published September 1967.

Also, there were six bulletins concerning riot control, tear gas and the police baton, published in 1968.

Attached is a field slip, which will be Iteked and distributed to the field, subsequent to the approval of this memorandum.

RECOMMENDATION:

66-3286-

16 FEB 3 1969

NOT RECORDED
167 FEB 4 1969

That captioned training document be declared obsolete and the field offices instructed to destroy all copies previously furnished them.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4CAW/cal

Enclosure sent 1/27/69
1 - Mr. Sloan
JMK:bja
(3)

2 - file - JMK

61 FEB 6 1969

ORIGINAL FILED IN

February 24, 1969

PERSONAL

REC- 24 66-3286-1033

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Your suggestion has been received that a particular statement be placed in the Manual of Rules and Regulations regarding the ~~disposition~~ of zero files. This proposal is being evaluated and I will let you know of the final decision regarding this matter.

The interest you displayed in submitting your idea to me is indeed appreciated.

MAILED 10
FEB 24 1969
COMM-FBI

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-3-82 BY SP4 EWJ Cal

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]

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MLML:saj
(6)

(Suggestion 584-69 dated 2/19/69)

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54 MAR 12 1969
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(CONTINUED-OVER)

Mr. [redacted]

NOTE: Suggests Manual of Rules and Regulations be amended to include the following statement:

"Zero files may be destroyed in accordance with regulations governing the destruction of substantive files of a given classification." b6 b7C

Referred to Files and Communications, General and Special Investigative and Inspection Divisions for views and recommendations. Idea also being considered by the Chief Clerk's Desk, Training Division.

Suggester's official name is [redacted] per Movement Unit.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#584-69

b6
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Date
2/19/69

To:	From: (Suggester)	Division of Assignment
Director, FBI	[redacted]	Washington Field Office

SUGGESTION

It is suggested that the Manual of Rules and Regulations be amended to include the following statement:

"Zero files may be destroyed in accordance with regulations governing the destruction of substantive files of a given classification."

Destruction of Bureau Records

Current practice or rule (Include manual citation as well as facts) WFO presently follows the above practice. However, Manual of Rules and Regulations makes specific provisions for destruction of zero file in 25 classification only without further mention of destruction procedure to be followed in other classifications.

Advantages of suggestion and annual savings (include basis for estimate)

To clarify questions which arise, by spelling out specifically, that zero files in all classifications may be destroyed in accordance with regulations governing the destruction of substantive files in a given classification. This would eliminate any doubt that might exist concerning destruction of zero files and would insure that all space is made available at earliest possible date.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4GWJ/cal

Disadvantages of suggestion

None

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(The use by the United States of my suggestion shall not form the basis for [illegible] assigns upon the United States. I understand that I will be considered [illegible] adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion is a sound one and its adoption is recommended.

Jon O Turner
Special Agent In Charge
Signature and Title

(Do not write in this space - for Bureau use only)

REC-24 66-2206-1033

ack ltr 3-4-69
M.L.P.C. 3-28-69

Letter prepared 3/3/69 MLP'pld

5 Xerox copies DLG 2/24/69

memo casper to Mohr MLP'pld 2/28/69

25 FEB 25 1969

(3) Bureau 2-WFO (1 - Employee's Personnel File)
(1 - 66-2970)

TBD/tbd (5)

VIEWS OF THE INSPECTION DIVISION RE: SUGGESTION 584-69

ADDENDUM OF THE INSPECTION DIVISION J. L. MATTSON:wmj 2/25/69

Inspection Division concurs with purpose to be served in suggestion submitted by Washington Field Office and recommends its adoption.

VIEWS OF THE SPECIAL INVESTIGATIVE DIVISION RE: SUGGESTION 584-69

ADDENDUM: SPECIAL INVESTIGATIVE DIVISION LAW:lda 2/26/69

Assistant Chief Clerk, WFO, has suggested that the Manual of Rules and Regulations be amended to include zero files in those which may be destroyed in accordance with regulations governing the destruction of substantive files of a given classification. Generally, present regulations provide for the destruction of files and records except cases having important ramifications in the field after they become 20 years old. Certain categories provide for less time; for example, Selective Service, Deserter and some unknown subject cases ~~which~~ may now be destroyed after five years. Double zero (policy) files have been an exception, and no provision has been included for zero files presumably due to the fact this material normally has not been made a part of the Bureau's central files at SOG as is true of investigative files.

Recognizing that zero files contain little information that would be of permanent value and since a savings of filing space would result the Special Investigative Division recommends with regard to classifications supervised in this Division that necessary steps be taken to include such files in those which may be destroyed in accordance with the regulations governing the destruction of substantive files.

VIEWS OF THE GENERAL INVESTIGATIVE DIVISION RE: SUGGESTION 584-69

ADDENDUM GENERAL INVESTIGATIVE DIVISION 2-25-69 JDP:ph

There is no reason why the zero files cannot be destroyed on the same basis as the substantive files in any given classification, and the General Investigative Division has no objection to this suggestion being adopted.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. TAVEL

DATE: 2-26-69

FROM : J. W. MARSHALL

SUBJECT: SUGGESTION NUMBER 584-69
SUBMITTED BY
[redacted]
WASHINGTON FIELD OFFICE

b6
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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 EW/cal

Comments of Records Branch have been requested on captioned suggestion.

Manual of Rules and Regulations provides that all field office files, which would include Zero Files, may be destroyed after they are 20 years old. Earlier destruction is specifically authorized for certain files. Certain types of files in Classification 25 including Zero Files may be destroyed when 5 years old; accordingly specific provisions for Zero Files in 25 Classification is necessary.

It would appear that unless earlier destruction is authorized for particular Zero Files no specific reference to their destruction is necessary.

RECOMMENDATION:

Forward to Training Division.

PFO:ddg
(3)

Can also Louis

66-3286-1034

March 3, 1969

PERSONAL

REC-19

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

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b7C

Dear Mr. [redacted]

Reference is made to your suggestion that a particular statement be placed in the Manual of Rules and Regulations regarding the disposition of zero files. I am pleased to advise you that steps will be taken to make specific mention of the fact that these files should be included with those which may be handled under the various time limits.

The interest which led you to bring this matter to my attention is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 10
MAR 3 - 1969
COMM-FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-6-82 BY SP4 EW/cal

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:pld
(6)

(Suggestion 584-69)

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NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 2/28/69, re: Destruction of Bureau Records, Suggestion 584-69 Submitted By Mr. [redacted] Washington Field Office, ML:pld.

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: February 28, 1969

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU RECORDS
SUGGESTION 584-69 SUBMITTED BY
MR. [redacted]
WASHINGTON FIELD OFFICE

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EW/Cal

SUGGESTION: The Manual of Rules and Regulations be amended to include the following statement:

"Zero files may be destroyed in accordance with regulations governing the destruction of substantive files of a given classification."

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CURRENT PRACTICE: The suggester states provision is made for the destruction of zero files in the 25 (Selective Service) classification only without further mention of destruction procedure to be followed in other classifications. (In Field Offices

ADVANTAGES: Mr. [redacted] feels this will clarify procedures by spelling out specifically that zero files in all classifications may be destroyed in accordance with the regulations governing the destruction of substantive files in a given classification. It would eliminate any doubt and also free additional filing space.

OBSERVATIONS: Files and Communications Division noted the Manual of Rules and Regulations provides that all field office files, which would include zero files, may be destroyed after they are 20 years old. Earlier destruction is specifically authorized for certain files. Certain types of files in classification 25 including zero files may be destroyed when 5 years old; accordingly, specific provisions for zero files in the 25 classification are necessary. It would appear that unless earlier destruction is authorized for particular zero files no specific reference to their destruction is necessary.

General Investigative, Special Investigative and Inspection Divisions concurred in the suggestion that zero files could be included in the same destruction periods as set forth for the various classifications.

66-3286-1034

REC-19

MAR 6 1969

manual revised

MAR 7 1969 XEROX

(CONTINUED - OVER)

2 - [illegible]

Enclosure
WML:pld
(2)

cc-66-1934

Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Bureau Records
Suggestion 584-69 Submitted by
Mr. [redacted]
Washington Field Office

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Training Division also agrees. Although not specified in the Manual, zero files may be destroyed together with substantive files in accordance with the particular classification destruction rule. The 20-year period would not apply to any classifications wherein exceptions have been made such as the 26 and 42 classifications.

RECOMMENDATIONS: (1) That the suggestion be adopted to set forth a positive statement to the effect that zero files in each classification may be destroyed at the period when such substantive files may be destroyed and the attached letter of appreciation forwarded to the suggester. He has been thanked by prior letter.

(2) On approval, this memorandum will serve as the authority for the Manuals Desk, Training Division, to make the appropriate manual revisions.

ST
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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 4-3-69

FROM : J. W. Marshall

SUBJECT: DESTRUCTION OF RECORDS
66-~~3206~~ 3286 General

Description of List: Enclosure to 100-4326-391 dated 11/15/44 consists of a listing of approximately 5000 individuals and organizations appearing in cable, postal and telephone messages sent or received by Vicente Lombardo Toledano, President of the Confederation of Latin American Workers (CTAL), or in which his name appeared. Vicente Lombardo Toledano is now deceased.

The above described listing of names and organizations received from the Office of Censorship has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to the index it is proposed that the material be deindexed through removal of the cards from the Bureau's indices. It should be noted that pertinent information regarding a select number of the individuals and organizations in the index appears in digests of traffic received from the Office of Censorship, and this information will remain indexed. See 100-4326-404 attached.

It is requested that the appropriate substantive supervisor review the above described enclosure to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309-IB.

RECOMMENDATION:

For referral to the Domestic Intelligence Division.

Completed By Purge.
5775 refs de-indexed. 4/4
4/17/69 SR

JPB:csa
(3)

Deindexing is called for + OK

REC-64 66-3286-1035

ALL INFORMATION CONTAINED
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DATE 8-3-82 BY SP4 EW Kahl

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53 APR 21 1969

April 10, 1969

PERSONAL

66-3286-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWJ cal

Mr. [redacted]
Federal Bureau of Investigation
Tampa, Florida

b6
b7C

Dear Mr. [redacted]

I have received your suggestion concerning the disposition of certain files. It is a pleasure for me to advise you this proposal is being adopted and steps are being taken to place it into effect.

The interest and initiative which prompted you to bring this matter to my attention are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 9
APR 10 1969
COMM-FBI

2 - Tampa
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

b6
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MLML:pld
(6) (Suggestion 750-69 dated 4/3/69)

NOTE: SAC Letter 69-20 dated 3/25/69 terminated the Plant Informant Program and instructed that cards contained in the Plant Informant Index be destroyed. Suggests that existing Plant Informant files (classification 135) also be destroyed.

This matter has been discussed with the Files and Communications and Domestic Intelligence Divisions and it is agreed that these files no longer serve any useful purpose since the program has been discontinued. The Training Division recommends idea be adopted. If approved, there is attached an SAC Letter to bring this action to the attention of the field.

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APR 18 1969
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ORIGINAL FILED IN 135-00-30

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: March 19, 1969

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EWL/cal

FROM : J. J. Casper

SUBJECT: SUPERVISION - BANK ROBBERY
SUGGESTION 632-69 SUBMITTED BY
MR. [redacted] b6 b7C
PHILADELPHIA OFFICE

DESTRUCTION OF BUREAU RECORDS - GEN'L

SUGGESTION: That auxiliary offices be authorized to destroy all copies of voluminous reports in unknown subject (unsub) bank robbery (BR) files over two years of age. These reports, usually the initial one, are distributed to all offices, offices covering states adjacent to where the BR occurred, or to numerous offices to cover "one-shot" leads. Within a two-year period, usually less, the file remains in a Referred Upon Completion (RUC) status in the auxiliary office and is never referred to again. Yet, under present rules, this material must be retained for 20 years.

CURRENT PRACTICE: The suggester quotes the Manual of Rules and Regulations, Part II, Section 3D, item 8a, "Files and records in field divisions may be destroyed after they become 20 years old."

ADVANTAGES: The initial saving in the Philadelphia Office alone would be 3 square feet @ $5.56 per square foot or $16.68 or 21 cubic feet of file space (one shelf filing unit 3 feet by one foot by seven feet). In office equipped with shelf files, these voluminous reports can easily be spotted for destruction according to Mr. [redacted]

OBSERVATIONS: Files and Communications Division stated that from its standpoint there would appear to be no reason why copies of these reports could not be destroyed by auxiliary offices throughout the field. We have Archival authority to destroy all files in field offices and 20-year limitation has been imposed by Bureau; however, a number of exceptions have been made to this destruction period where circumstances warranted such action. This division recommended views of the General Investigative Division, which supervises BR investigations, be obtained. b6 b7C

2 MAR 25 1969

General Investigative Division noted that the suggester specifically cited instances of such reports being furnished "for information" only. There are two existing instructions which generally cover this topic and, therefore, it is doubtful that there are a great number of these reports in auxiliary offices throughout the field.

66-3286-
NOT RECORDED
102 MAR 25 969

Two

Enclosure
MAR 3-1969
MJL:pld
(2)

(CONTINUED - OVER)

ORIGINAL FILED IN 66-8-00-16

Employee Suggestion
FD-252 (Rev. 9-11-59)

#1150-69

b6
b7C

Date: April 3, 1969

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	TAMPA

SUGGESTION

SAC Letter 69-20 dated 3/25/69 terminated the Plant Informant Program and instructed that cards contained in the Plant Informant Index be destroyed.

It is suggested that existing Plant Informant files (classification 135) also be destroyed.

Current practice or rule (Include manual citation as well as facts)

Closed 135 files are retained by field office upon completion of required investigation, necessitating their maintenance in closed file section.

Advantages of suggestion and annual savings (include basis for estimate)

BUREAU RECORDS - GENL

Destruction of all 135 files would result in instant availability of considerable file space in each office, freeing such space for filing of other pending and/or closed files. Depending on office involved, such additional space would thereafter be available in rotors, cabinets or shelving.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4EW/cal

Disadvantages of suggestion

Identity of current plant informants at each plant together with background developed concerning them would be lost.

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b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss SA [redacted]

Recommendations and comments of Division Head Since Plant Informant cards have been destroyed and program terminated, no useful purpose in retaining files. Recommend adoption as it would result in conserving file space in offices.

[signature]
Signature and Title SAC

(Do not write in this space - for Bureau use only)

Stapled 2 detached Rec'd 4/9/69
4/10/69

66-3286-

NOT RECORDED
102 APR 14 1969

10 APR 14 1969

135-00-30

ORIGINAL FILED IN

Memorandum J. J. Casper to Mr. Mohr
Re: Supervision - Bank Robbery
Suggestion 632-69 Submitted by
Mr. [redacted]
Philadelphia Office.

b6
b7C

Manual of Rules and Regulations states "Information copies must be justified in every instance and the practice of sending such copies must be held to an absolute minimum." In unsub BR cases there is no need for auxiliary offices to have a copy of the initial report in most instances. Specific leads can better be set out by letter or airtel. In this regard, Manual states "Leads may be set out by letter when reports are lengthy, the offices have no real need for the reports, and paper, reading time, and filing space can be saved." It appears that if existing instructions were followed no problem would exist; however, to the extent that auxiliary offices do have voluminous unsub BR reports unnecessarily taking up shelf space, this division could see no objection to destroying them on the basis proposed.

Inspection Division opposed adoption pointing out that there are many exceptions which could be made to our regulations for orderly destruction of files in order to accommodate particular offices or situations. Philadelphia, in this case, would save only 3 square feet of filing space. This is one of our larger offices and any savings in other offices of average size would be much smaller. If current rules are followed, auxiliary offices would not be receiving voluminous reports in these cases. Inspection Division regularly follows offices on these regulations with particular reference to dissemination of BR reports.

Training Division agrees with the Inspection Division. The Manual also states "If explanation is not set out or if receiving office has no interest in subject matter, the copy should be returned to sending office by routing slip." This rule pertains to "information copies." The small amount of space to be saved would not be sufficient to offset time involved in handling this procedure.

RECOMMENDATION: That the idea not be adopted. On approval, that the attached letter be forwarded to the suggester advising him of this fact. He has been thanked by prior letter.

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 07-21-2011

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

Memorandum

oga information handled per letter d. 3/28/2011

TO : Mr. W. C. Sullivan

DATE: 3/13/69

FROM : R. D. Cotter

9/18/03
CLASSIFIED BY Auc 60290BCE/DCG/ymw
DECLASSIFY ON: 25X 1
As Amended

SUBJECT: [redacted]

b6
b7C

MISCELLANEOUS INFORMATION CONCERNING

Information Remains Classified Per Approp. Agency's ltr dtd 3-3-86 SP8BTJ/cal 8-22-86 211,847

By memorandum 3/3/69 Files and Communications Division has requested 97-2301-18 be reviewed for decision as to retention or disposition.

(C) This exhibit consists of a number of Photostats and rolls of microfilm [redacted] They consist of copies of correspondence between subject, an American book dealer, and a Danish firm dealing in importing books and publications. [redacted] the Danish (C) firm was reshipping literature to countries behind the Iron Curtain. Some of the documents sought by [redacted] (C) [redacted] However, there was no indication of any violation within our jurisdiction and case was closed in 1957.

b1
b6
b7C

(C) It is not believed this bulky enclosure should be retained as it has no foreseeable value or use to the Bureau and was of interest only in connection with a matter long since closed.

ACTION:

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

That bulky enclosure 97-2301-18 be destroyed.

1 - Mr. Sullivan
1 - Files and Communications Division
1 - Mr. Mossburg
1 - Mr. Cotter

CLASS. BY SP4ELWLCAL
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 8-3-82 OADR

97-2301-

MAY 5 1969

RDC:mea
(5)

66-3286

NOT RECORDED
128 MAY 5 1969

ENCLOSURE CONFIDENTIAL

7 MAY 5-1969

ORIGINAL FILED IN 97-2301-27

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 4-9-69

FROM : J. W. Marshall

SUBJECT: DESTRUCTION OF RECORDS
66-3286

Description of lists appearing in 65-12352 re Kyffheauser Bund:
65-12352-2X contains Photostats of lists of approximately 1700 contributors to the German Red Cross in Chicago, Ill., submitted by the Chicago Field Office 6/17/40.
65-12352=14 contains Photostats of a list of approximately 65 contributors to the Kyffhauser-Kriegshilfwerks in Philadelphia submitted by the Office of Naval Intelligence, Washington, D. C., 9/30/40.

The attached listings of names have been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this material causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that it be deindexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above described references to determine if any reason exists for retention of the indexing on these listings of names. A notation advising of the decision reached maybe placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

UNRECORDED COPY FILED IN 65-12352-1

RECOMMENDATION:

For referral to the Domestic Intelligence Division.

Completed By Purge:
Total of 1569 Refs de Lindeper.
4/21/69 SK

Due to lack of identifying data, retention of indexing re the listings of names is unwarranted.

JPB:csa
(3)

ST 4/10

66-3286-1036

XEROX APR 24 1969

APR 11 1969

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4 ELW/Cal

RECORDS

APR 24 1969

Employee Suggestion
FD-252 (Rev. 9-11-59)

Date: APRIL 7, 1969

To: Director, FBI

From: (Suggester's name)

Division of Assignment: FILES AND COMMUNICATIONS

SUGGESTION

That Airtels from New York submitting copies of the Daily World on a daily basis to the Bureau be not recorded and not indexed. Also that said newspaper be submitted by routing slip rather than by Airtel.

b6
b7C

0
Destruction of Property

Current practice or rule (Include manual citation as well as facts)

Bulet to New York instructed SAC to submit 5 copies of the daily editions of the Daily World to the Bureau. Since July 1968, copies of the (con't)

Advantages of suggestion and annual savings (include basis for estimate)

There are approximately 25 copies of the Daily World submitted by Airtel every week. Recording of mail could be eliminated, also indexing of the words "Daily World". This would result in a considerable amount of time saved in Classifying and Recording Units. Classifying would put the complete file number on the mail and forward directly to the Checking Unit, thus by-passing Numbering and Recording. Not recording the mail would save typing abstracts for at least 20 to 25 abstracts a month and also the typing of cards for the name of the publication indexed could be eliminated.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered f within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Mail Clerk GS-5

Recommendations and comments of Division Head

See attached page.

66-3286
NOT RECORDED
APR 23 1969

Signature

(Do not write in this space - for Bureau use only)

1 copy & 2 detached
SERIALS
Ltr to NY
4/11/69, JER:jfd

APR 21 1969

TWO

20 MAY 5 1969

ORIGINAL FILED IN 105-172525-201

CURRENT PRACTICE OR RULE (CON'T)

newspaper have been sent in by Airtel with subject as LONGVIEW PUBLISHING CO., INC. (Bufile - 105-173525). These Airtels are blocked to Int. Security Section and forwarded to Division 5. When Airtel is returned to the Classifying Unit, the full number is placed on the mail, then forwarded thru Records for additional processing.

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD:

Daily World replaced the "Worker." Bureau letter 5-13-68 instructed New York Office to send five copies of each issue to Bureau. This has been done by Airtel five days a week since then. Fourteen sections of file has been opened since instructions issued. Review of file reveals one copy is sent to Records Administration Office in Department, one is filed in Publications file, two copies are retained in Domestic Intelligence Division, and one copy is filed in file 105-173525 as enclosure to transmittal Airtel.

Filing of copy of Daily World in 105-173525 appears unnecessary as copy being retained in Publications Unit is available for review when needed. It is accordingly recommended that practice of filing one copy in 105-173525 be discontinued and that Internal Security Section of Domestic Intelligence Division instruct New York Office to submit copies in future by routing slip for attention of that section. As airtels in file are in effect merely transmittal forms and copy of Daily Worker is a duplicate of one filed in Publications file, it is further recommended that these airtels and copies of Daily World contained in 105-173525 be destroyed.

b6
b7C

Although Mrs. [redacted] did not suggest that we no longer file copy of newspaper in 105-173525, she did suggest that these newspapers be submitted by routing slip rather than airtel, and it is recommended that she be advised that her suggestion to this effect is being adopted.

As this case is supervised by Domestic Intelligence Division, it is recommended that comments of that division be secured.

PFO:slm
(6)

ST
4/8

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 4-9-69

FROM : J. W. Marshall

SUBJECT: DESTRUCTION OF Bureau RECORDS
66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-3-82 BY SP4ELW/cal

Description of List:

Enclosure to 100-7801-1597 re Associated Klans of America consists of a list of approximately 1700 names of Ku Klux Klan members in Fairmont, W. Va. in 1923. This list was submitted by the Pittsburgh Office 2/4/53.

The above listing of names has been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this listing. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

Previous authority was granted per 100-7801-4561 to de-index names of Ku Klux Klan members at Buffalo, N.Y. during the years of 1923 and 1924. Although identifying information appears on list filed as enclosure to 100-7801-1597, it is assumed that most individuals listed are either deceased or quite elderly. In view of this it is requested that the appropriate substantive supervisor review the above described file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 Identification Building.

100-7801-

UNREC COPY FILED IN

RECOMMENDATION: REC-24 66-3286-1037

That this be referred to the Domestic Intelligence Division for their decision.

18 APR 14 1969

Completed By Purge.
1866 refs. de-indexed.
4/21/69 SK

XEROX APR 15 1969

RECORDS

4/10

JPB:csa

60 APR 23 1969

ADDENDUM DOMESTIC INTELLIGENCE DIVISION JVW:gsk 4/11/69

The Domestic Intelligence Division concurs that those names indexed to 100-7801-1597 should be de-indexed.

DIRECTOR, FBI (64-49123) 12/11/67

LEGAT, HONG KONG (66-2)

FILE DESTRUCTION PROGRAM

Remylet 6/5/67.

Destruction of files was current at this office as of 9/1/67.

A backlog has developed since that time due to the continuing heavy workload and it is not likely that a current status will be reached unless the pressure of other business abates. Legat will follow closely and will keep the Bureau advised.

3 - Bureau
(1-Foreign Liaison)
2 - Hong Kong
(1-66-10)(Buplans)

DAG:enm
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EWJ

66-3286-

NOT RECORDED
141 JAN 2 1968

MAR 16 1974

SAC, Tampa

May 7, 1969

REC-5 66-3286-1038

Director, FBI

DESTRUCTION OF CHANNELIZING MEMORANDA
SUGGESTION MATTER
BUDED 5/12/69

EX-114

Reference suggestion submitted by Mrs. [redacted] on Form FD-252 dated 5/1/69.

b6
b7C

Mrs. [redacted] has suggested the addition of the statement "...only in those cases in which reports are not prepared and disseminated in order to conceal identity of informant..." to Part II, Section 3, item 3D, 8, m (2) of the Manual of Rules and Regulations. The item cited instructs that among the files and records to be destroyed when one year old on an annual basis are channelizing memoranda consisting of copies of security informants' and racial informants' statements designated for their 100 classification and 157 classification case files respectively. When this is to be done, Form FD-338a (Interoffice Memorandum re Destruction of Channelizing Memoranda under One-year Rule) must be prepared and placed in the file listing each item destroyed and the location of the original information.

The purpose of the suggested action is not clear inasmuch as channelizing memoranda in security cases may now be destroyed following submission of a report or letterhead memorandum incorporating their information or if they were not included therein because of no pertinent value to the report or letterhead memorandum (Manual of Rules and Regulations, Part II, Section 3, item 3D, w (2) on page 15b). They may also be destroyed after one year old under the circumstances cited in the preceding paragraph whether a report is written or not.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EWL/cal

MAILED 2
MAY 8 1969
COMM-FBI

2 - Tampa
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of Mrs. [redacted]

b6
b7C

JER:pld
(7)

(Suggestion 809-69 dated 5/1/69)

Tolson
DeLoach
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Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

6 MAY 20 1969

MAIL ROOM ☑ TELETYPE UNIT ☐

(See NOTE page 2)

Letter to SAC, Tampa
Re: Destruction of Channelizing Memoranda
Suggestion Matter
Buded 5/12/69

Since the present regulations in effect provide for the destruction of channelizing memoranda both with and without reports, it appears the suggested phraseology is superfluous; therefore, the Tampa Office is requested to submit further clarifying comments in order that the suggestion may be properly evaluated. Your reply should be submitted to the attention of the Suggestion Desk, Training Division, to reach the Bureau by close of business, May 12, 1969.

NOTE: It has been suggested that Manual of Rules and Regulations be revised to add phraseology cited in initial paragraph of letter to SAC, Tampa. Tampa is being requested to clarify need for such revision inasmuch as present manual provisions as described in foregoing letter apparently cover the situation. Matter was discussed with Washington Field Office which, too, is unable to figure out what suggester has in mind.

No formal acknowledgement being made of suggestion pending receipt of reply from Tampa Office.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#809-69 b6 b7C

Date
5/1/69

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	CC [redacted]	TAMPA

SUGGESTION
Add - "only in those cases in which reports are not prepared and disseminated in order to conceal identity of informant" to Part II, Section 3, page 15, (m-(2)) of Manual of Rules and Regulations.

Current practice or rule (Include manual citation as well as facts) Channelizing memoranda - copies of security informants' statements designated for the 100 classification case files of informants and copies of racial informant's statements designated for the 157 case files can be destroyed when one year old.

Advantages of suggestion and annual savings (include basis for estimate)
Savings in Agent and Clerical time in file review. Informant's case file would contain all information necessary for submission of report falling within the criteria where supplemental pending-inactive nonprosecutive reports only necessary every two years as set forth in Manual of Instructions, Volume IV, Section 122, page 4 (c).

DESTRUCTION OF BUREAU RECORDS - GENERAL K

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/ical

Disadvantages of suggestion
None known.

EXP. PROC.
34 MAY 5 1969

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head It is believed that the suggestion, if adopted, would result in saving of agent and clerical time. Recommend adoption.

REC-5 66-3286-1038

[redacted]
Signature and Title SAC

(Do not write in this space - for Bureau use only)
Ltr SAC, Tampa 5-7-69 JER:pld
2 detached pkd 5-6-69

22 MAY 8 1969

May 2, 1969

PERSONAL

66-3286-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4EW/Sal

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Thank you very much for the suggestion regarding a method for handling certain cover letters and memoranda used in a particular program and the disposition of this material which is already in file. This proposal is being evaluated by the interested divisions and you will be advised of the final action in this matter.

I appreciate the initiative and interest which prompted you to submit this idea to me.

Sincerely yours,

J. Edgar Hoover

b6
b7C

MAILED 22
MAY 2 - 1969
COMM-FBI

1 - Mr. Sullivan
1 - Personnel file of Miss [redacted]
ML:pld
(5)

(Suggestion 802-69, dated 4/25/69)

NOTE: Suggests field office letters and SOG memoranda which transmit revisions for Buplans documents and memoranda regarding semiannual physical check of records at Quantico not be permanently retained in Bureau files. They should be filed with the "Plain" as a cover page and destroyed upon receipt of next revision. Memoranda transmitting revisions to Quantico for vital records prepositioned there should be retained by submitting desk and destroyed each six months. Memoranda regarding physical check of records at Quantico should be retained by Buplans Desk and destroyed at end of six months. Also, suggests Bureau files be purged of routine correspondence. Routine correspondence to be considered for destruction are attached.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad

79 MAY 26 1969

all divisions and to Quantico for view

ORIGINAL FILED IN 66-17380-1716

Employee Suggestion
FD-252 (Rev. 9-11-59)

#862-69

b6
b7C

Date	
April 25, 1969	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Domestic Intelligence Div.

SUGGESTION It is suggested that field office letters and Seat of Government (SOG) memoranda which transmit revisions for Buplans documents and memoranda regarding semiannual physical check of records at Quantico not be permanently retained in Bureau files. Field letters and SOG memoranda transmitting amended pages for field office and SOG Defense Plans should be filed with the Plan as a cover page and destroyed upon receipt of the next revision. Memoranda transmitting revisions to Quantico for vital records prepositioned there should be retained by submitting desk and destroyed each 6 months. Memoranda regarding physical check of records at Quantico should be retained by Buplans Desk and destroyed at end of 6 months. It is also suggested that Bureau files be purged of this routine correspondence. Samples of the kind of correspondence to be considered for destruction are attached.

Current practice or rule (Include manual citation as well as facts) Field office letters and SOG memoranda transmitting copies of revised pages for Defense Plans are filed as "Not Recorded" serials. Revised pages are detached (continued)

Advantages of suggestion and annual savings (include basis for estimate) These field office letters and SOG memoranda contain no Bureau policy. Field office letters and SOG memoranda transmitting Buplans revisions have no value beyond the receipt of subsequent revision. Memoranda transmitting revisions to Quantico for vital records prepositioned there serve no purpose following the physical check of these records which is done semiannually by representatives of each Section having material stored there. Suggested procedure would eliminate processing of this mail by the Records Branch and the filing of correspondence that has no future value. Legal Attaches, field offices, and SOG Divisions each submit an average of 8 revisions to their Defense Plans annually. This is a total of 504 items of (continued)

Disadvantages of suggestion

None DESTRUCTION OF BUREAU RECORDS

66-3286-
NOT RECORDED
150 MAY 8 1969

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [illegible] within two years after submission.)

☐ Mr. ☐ Mrs. ☑ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

See addendum

M. C. Gallivan

Signature and Title

(Do not write in this space - for Bureau use only)

Attached
NCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 EWC/cab

SEE ADDENDUM PAGE 15 MAY 15 1969

EWC

62-117290-1969 NOT RECORDED

Current Practice or Rule (continued)

from cover letters, inserted in proper place in the Defense Plans (Section 2 of Bufile 66-17380, sub file for each Division and field office) and the old pages are destroyed. The cover letter or memorandum is filed in open section of this file. Memoranda transmitting revisions to Quantico for vital records prepositioned there for emergency use are "Recorded" and filed in Bufile 66-17381. Memoranda regarding physical check of records at Quantico are noted in Buplans Unit where an administrative tickler is maintained to assure compliance by DID Sections and forwarded to Records Branch for filing.

Advantages of suggestion and annual savings (continued)

correspondence. Based on cost of processing "Not Recorded" mail at 58¢ per item this would be a saving of $292.32 annually. It is estimated that 125 memoranda relating to vital records at Quantico are prepared annually by the 7 Sections of the Domestic Intelligence Division and 5 other Divisions having records prepositioned there. The cost of processing "Recorded" mail is $1.45 per item. Suggested procedure would mean a saving of $181.25 annually.

Bureau file 66-17380 now has 50 sections and 66-17381 has 39 sections. Both files are maintained in the Special File Room where space is extremely limited. Purging these files of this routine type memoranda would greatly reduce the bulk of these two files, thus releasing this space for filing of more important correspondence.

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, 4/29/69, JFF:mef

This suggestor recommends that previously filed cover or transmittal letters for the Defense Plans from the field and Seat of Government (SOG) Divisions be destroyed when the current letter is received. In addition the recommendation includes the retention by the substantive desk of transmittal memoranda for Vital records maintained at Quantico, Virginia, for emergency use. This retention is to be for a period of six months and then these transmittal letters and memoranda are to be destroyed. These Vital records include the Protection of Strategic Air Command and Intercontinental Ballistic Missile Bases of the Air Force (PROSAB) material, PRODIP (Program for taking into Protective Custody the Diplomatic... Personnel of Enemy Nations), and security informant cards identifying and giving background of those on whom the card has been made.

Under the present system each of these transmittal letters submitted by the field or memoranda submitted by SOG is permanently retained. Once the change is made in Buplans it is superfluous to keep more than the last cover letter with which the changed pages were sent to the Bureau, since the cover letter includes merely the page numbers of the pages being substituted for previous pages. This also applies to the PROSAB and PRODIP cover letters. Also every six months the informant cards at the SOG are compared with those maintained at Quantico and therefore the retention of the cover letter in this instance is unnecessary.

Since there is a large volume of these transmittal letters, filing of them is space consuming, and therefore Division Five recommends that these letters and memoranda be destroyed when the succeeding letter is received. In view of the fact that other divisions have an interest in these suggestions, it is recommended that their views be obtained.

4-341 (Rev. 2-29-68)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
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Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 4-24-69

FROM : J. W. Marshall

SUBJECT: MATERIAL MAINTAINED ON THE SEVENTH FLOOR IDENTIFICATION BUILDING
DESTRUCTION OF BUREAU PROPERTY

Bulky Exhibit File Number: 66-3286-798

We are in the process of reviewing all bulky exhibits in order that we may dispose of those which serve no further purpose. Inasmuch as many of the bulky exhibits pertain to inactive cases and are occupying badly needed space, it is requested that the appropriate substantive supervisor review the above-listed bulky exhibit and render a decision as to its retention or disposition. A notation as to the decision reached may be placed on this memorandum. The memorandum should be returned to the Filing Unit of the Records Branch, Room 1116, Identification Building, for filing in the case file.

RECOMMENDATION:

That captioned bulky exhibit be reviewed and a decision rendered as to the retention or disposition of the material.

JDB:csa

☐ Retain ☒ Destroy ☐ Other Disposition _____

Reason for Decision Recordings have previously been destroyed
Index Cards serve no useful purpose

Signature of Reviewing Supervisor T B Call

Destroyed 4-9-69

66-3286-
NOT RECORDED
26 APR 29 1969

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4 ELW/cal

78 APR 29 1969

4-43

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI
ATT'n. Suggestion Desk
Training Div.

DATE: 5/13/69

FROM : SAC, TAMPA (66-205)

SUBJECT: DESTRUCTION OF CHANNELIZING MEMORANDA
SUGGESTION MATTER

Bureau Records General

Re suggestion submitted by Mrs. [redacted] on Form FD-252 dated 5/1/69 and Bulet 5/7/69.

66-3286-1038

Disregard. Mrs. [redacted] requests suggestion be withdrawn.

b6
b7C

2 - Bureau - 1 dft Sugg Desk-me
2 - Tampa
(1-66-205)
(1-67 - [redacted])

JFSwhm
(4)

No further action req.
by Sugg Desk - 5/15/69
me

REC-39

66-3286-1039

12 MAY 15 1969

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EWICAL

MAY 20 1969

TWO

REC-100
66-3286-1848

May 27, 1969

BY LIAISON

b6
b7C

Mr. [redacted]
Acting Security Officer
Office of the Secretary
United States Department of the Interior
Washington, D. C. 20240

Delivered to Interior 5/28/69 mjk

Dear Mr. [redacted]

Reference is made to your letter dated May 22, 1969, wherein you requested permission to destroy classified and unclassified FBI documents furnished your office under Executive Order 10501.

This Bureau interposes no objection to the destruction of referenced material, providing the destruction is handled in accordance with the provisions contained in Executive Order 10501 as amended. This Executive Order provides that classified information shall be destroyed by burning or an equally complete method of destruction. This Bureau also desires that any unclassified FBI documents be destroyed in the same manner.

Sincerely yours,

John Edgar Hoover
Director

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EWL/cal

JWM:bpr
(5)

NOTE: Department of Interior requests permission to destroy classified and unclassified FBI documents which have been disseminated to them. Similar requests have been received from other agencies in the past and they have been advised accordingly.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

JUN 8 1969

XEROX

MAIL ROOM ☐ TELETYPE UNIT ☐

55 JUN 16 1969

RECORDED COPY FILED

Rec'd from Interior 5/23/69 MA

United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

MAY 22 1969

U. S. Department of Justice
Federal Bureau of Investigation
Washington, D. C.

Attention: Liaison Division

Dear Sir:

Permission is hereby requested to destroy classified and unclassified Federal Bureau of Investigation documents furnished this officer under Executive Order 10501 as amended.

Please furnish this office a written agreement.

Sincerely yours,

b6
b7C

[redacted]

Acting Security Officer

Destruction of Bureau Property

66-3286-1040

RECORDED COPY FILED IN

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/8/03 BY AUC 60290 BCE/DCG/lgmw

66-3286-1040

10 MAY 29 1969

REC-100

b6
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LIAISON

Letter to Mr. [redacted] 5-27-69
Sent by

Mr. Tavel 5-26-69

J. W. Marshall

[redacted]

62-64178
DESTRUCTION OF BUREAU RECORDS - GEN'L

b7D

Description of List: 62-64178-411 is a photostat of lists of personnel as of 12-31-44, including the secretarial staff, of the [redacted] In addition there are listed 22 consular shipping security officers located in various cities throughout the country.

The attached listing of more than 800 names has been called to our attention by personnel engaged in Name Check work who advise that there is frequent reference to this material. It is noted that this material is similar to that originally filed as enclosure to 62-64178-331X which was deindexed and destroyed per authority contained in 62-64178-612X. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that enclosure to 62-64178-411 be deindexed through removal of the cards from the Bureau's indices, and then destroyed.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of this enclosure. Pertinent serials mentioned in the preceding paragraph are attached. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309-IB.

RECOMMENDATION:

For referral to the Domestic Intelligence Division.

1 - 66-3286 Completed and destroyed By Purge Unit. 829 keys de-indexed. 6/5/69 SR

JPB:csa
(4)

66-3286-
NOT RECORDED
102 MAY 28 1969

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4C

67 JAN 4 1978

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-105

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: May 14, 1969

FROM : J. J. Casper

SUBJECT: BUPLANS
SUGGESTION 802-69 SUBMITTED BY
MISS [redacted]
DOMESTIC INTELLIGENCE DIVISION

DESTRUCTION OF BUREAU RECORDS - GEN'L

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b7C

SUGGESTION: That field office letters and Seat of Government (SOG) memoranda which transmit revisions for Buplans documents and memoranda regarding semiannual physical check of records at Quantico not be permanently retained in Bureau files. Field letters and SOG memoranda transmitting amended pages for their Defense Plans should be filed with the Plan as a cover page and destroyed upon receipt of the next revision. Memoranda transmitting revisions to Quantico for vital records prepositioned there should be retained by submitting desk and destroyed each six months. Memoranda regarding physical check of records at Quantico should be retained by Buplans Desk and destroyed at end of six months. Also, suggests Bureau files be purged of this routine correspondence. Samples of the type of correspondence being referred to by suggester are attached to background material.

CURRENT PRACTICE: Miss [redacted] states field office letters and SOG memoranda transmitting copies of revised pages for Defense Plans are filed as "Not Recorded" serials. Revised pages are detached from cover letters, inserted in proper place in the Defense Plans (Section 2 of Bufile 66-17380, subfile for each division and field office) and old pages are destroyed. The cover letter or memorandum is filed in open section of this file. Memoranda transmitting revisions to Quantico for vital records prepositioned there for emergency use are "Recorded" and filed in Bufile 66-17381. Memoranda regarding physical check of records at Quantico are noted in Buplans Unit where an administrative tickler is maintained to insure compliance by sections of the Domestic Intelligence Division and then forwarded to Records Branch for filing. Completed Bufile 66-17380, 123 refs de-indexed. 133½ inches of mail destroyed 11-14-69 SE

ADVANTAGES: The suggester feels the transmittal letters contain no Bureau policy and have no value other than to record receipt of subsequent revisions. Transmittal memoranda to Quantico serve no purpose following the physical check of those records which is done semiannually by representatives of each section having material stored there. Proposed procedure would eliminate processing this mail by the Records Branch and filing correspondence that has no future value. Legal Attaches,

66-3286-

NOT RECORDED
347 JUL 15 1969

(2) 53 JUL 24 1969

Enclosure

MAY 28 1969

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE TWO 8-4-82 BY SP4EW1

(CONTINUED - OVER)

ORIGINAL FILED IN

66-17380-1117

Memorandum J. J. Casper to Mr. Mohr
Re: Buplans
Suggestion 802-69 Submitted by b6 b7C
Miss [redacted]
Domestic Intelligence Division

field offices, and SOG divisions each submit an average of eight revisions to their Defense Plans annually. This is a total of 504 items of correspondence. Based on cost of processing "Not Recorded" mail at 58¢ per item this would save $292.32 annually. Based on an estimated 125 memoranda relating to vital records at Quantico which are prepared annually by seven sections of the Domestic Intelligence Division and five other divisions having records maintained there and "Recorded" at $1.45 per item, a saving of $181.25 would be realized annually making a total saving of $473.57. Bufile 66-17380 has 50 sections and 66-17381 has 39 sections. Both files are maintained in the Special File Room where space is extremely limited. Bulk of these two files would be greatly decreased by the purging of this material.

OBSERVATIONS: Domestic Intelligence Division recommended these letters and memoranda be destroyed when the succeeding letter is received since they serve no good purpose.

Quantico advised idea would have little impact on its work.

Identification Division is responsible for maintenance of microfilmed fingerprint cards of Bureau personnel and fingerprint cards on Security Index subjects at Quantico and periodically these are updated and memoranda prepared setting forth this action but this is for information of the Buplans Desk and proposed procedure would have no effect on this division. If adopted, it would place procedure into effect.

All other divisions, including Files and Communications, felt the idea had merit and recommended adoption.

Based on an estimated annual saving of $473.57, the suggester would be entitled to an incentive award of $25. This is in line with the current scale for such awards.

(CONTINUED - OVER)

Memorandum J. J. Casper to Mr. Mohr
Re: Buplans
Suggestion 802-69 Submitted by
Miss [redacted]
Domestic Intelligence Division

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b7C

RECOMMENDATIONS: (1) That the suggestion be adopted and Miss [redacted] granted an incentive award of $25.to be handled by the Commendation, Supervisory Approval and Special Action Unit, Administrative Division. She has been thanked by prior letter.

(2) On approval, this memorandum will serve as authority for the Buplans Desk, Domestic Intelligence Division, to take appropriate steps to place the proposed procedure into effect. *

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b7C

Appropriate letter attached to Miss [redacted]

UNITED STATES GOVERNMENT

MEMORANDUM

TO : Mr. W. C. Sullivan

DATE: 5/13/69

FROM : D. J. Brennan, Jr.

Tolson
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

SUBJECT: RECEIPT SYSTEM FOR DISSEMINATED DOCUMENTS TO OTHER AGENCIES
DESTRUCTION OF BUREAU PROPERTY

As reported by the Inspector, we are recommending that we be authorized to destroy receipts, received by Liaison for disseminated documents, after they are three years old.

In accordance with the Director's instructions, the Liaison Section initiated a signed receipt system in November, 1964, whereby an individual receipt is secured for each document disseminated by Liaison. We now have approximately 90,000 such receipts [illegible]. During the current Inspection of the Domestic Intelligence Division, the Inspector observed that an additional filing cabinet will shortly be required for the maintenance of these receipts and suggested that a determination be made as to the necessity for their retention, noting that consideration might be given to destroying them on a periodic basis, such as every three years.

General Services Administration (GSA) Regulation 3, Appendix B, with respect to "Classified Information Accounting and Control Records," notes that document receipts covering the receipt and issue of classified documents may be disposed of after two years. We believe an adequate measure of security would be attained by retaining the receipts for three years.

66-3286-
NOT RECORDED
150 MAY 21 1969

ACTION.

If approved, we will destroy [illegible] receipts after they are three years old, thereby [illegible] their retention in a single cabinet and obviating the necessity of purchasing additional equipment.

GAD:hc
(7)

Mr.
Mr.
Mr.
Mr. Holmes
Mr. W. C. Sullivan

ORIGINAL FILED IN 66-7225-2965

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EWLcal

51 JUN 2 1969

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 7-16-69

FROM : J. W. MARSHALL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/cal

SUBJECT: DESTRUCTION OF EXTRA COPIES OF LETTERHEAD MEMORANDA AND REPORTS

O DESTRUCTION OF BUREAU RECORDS +

Manual for Bureau Supervisors, item 27, page 12c authorizes supervisors to destroy surplus copies of reports, letters, memoranda, etc., prior to sending original document to file in order to eliminate unnecessary filing of copies of documents for which no further need exists.

While above authority exists, Records Branch continues to receive a considerable number of extra copies of letterhead memoranda and reports for filing of which dissemination has already been made. These extra copies take up valuable filing space.

Recent four-day survey revealed that 688 extra copies of letterhead memoranda and reports involving 3,718 pages were received for filing.

It is believed that in order to save critical filing space, that our Checkers, who approve mail for filing by insuring all routing has been properly initialed, should be given authority to destroy extra copies of letterhead memoranda and reports which are received for filing. We would, of course, retain extra copies if a supervisor indicated extra copies should be retained. We already have authority to destroy extra copies of letters, memoranda, airtels, teletypes, etc.

By projecting results of four-day survey to an annual basis, it is estimated that we could save approximately 100 file drawers presenting 16 1/2, 6-drawer file cabinets per year.

Archival authority is not necessary for destruction of copies of this type.

EX-101 REC-7 66-3286-1041

PFO:slm
(3)

(CONTINUED - OVER)

1 JUL 24 1969

376

55 AUG 5 1969

RECORDS

Memo J. W. Marshall to Tavel
Re: Destruction of Extra Copies of
Letterhead Memoranda and Reports

RECOMMENDATION:

That Records Branch be authorized to destroy all extra copies of letterhead memoranda and reports unless a supervisor indicates copies should be retained.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Rosen

DATE: July 10, 1969

FROM : R. I. Shroder

1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Shroder
1 - Mr. Whitaker
1 - Mr. Tavel

SUBJECT: CRIMINAL INVESTIGATIONS - ACCOMPLISHMENTS
Destruction of Bureau Records - Gen

PURPOSE:

To recommend the destruction of numerous airtels and letters submitted by the field setting forth progress on conviction statistics. These communications are purely administrative in nature and no useful purpose would be served by placing them in file.

BACKGROUND:

By letter dated 4/25/69 and Bureau teletype 6/13/69, to all offices, and Bureau telephone calls at various times during June to continental offices the field was instructed to submit detailed information concerning convictions being obtained. This action was taken in order that we would be in a position to closely evaluate our conviction accomplishments for Fiscal Year, 1969. The year has now closed and it appears there is no useful purpose in retaining these communications. They consist of estimates of convictions to be submitted before the close of Fiscal Year, 1969, by each field office and one group of these communications deals with information submitted by each field office indicating that all convictions had been submitted by airtel or teletype.

This matter has been coordinated with the Records Section, Files and Communication Division.

ACTION RECOMMENDED:

66-32986

If approved it is recommended that airtels and letters of the type described above be destroyed and this memorandum placed on record.

NOT RECORDED
202 AUG 1 1969

JOK:bab
(6)

51 AUG 6 1969

ORIGINAL FILED IN 66-32986

OPTION A FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 6/24/69

FROM : D. J. Brennan, Jr.

SUBJECT: DESTRUCTION OF BUREAU RECORDS
BUPLANS
FILING OF LETTERS AND MEMORANDA

By Casper to Mohr memorandum, 5/14/69, entitled, "Buplans, Suggestion 802-69, Submitted by Miss [redacted] Domestic Intelligence Division," (66-17380-1717), it was approved that:

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(1) Field letters and Seat of Government (SOG) memoranda transmitting amended pages for field office and SOG Defense Plans should be filed by the Records Section with the Bureau copy of each Plan as a cover page and destroyed upon receipt of the next revision.

(2) Memoranda transmitting revisions to Quantico for vital records maintained there should be retained by the submitting desk and destroyed at the end of 6 months.

(3) Memoranda regarding physical checks of records at Quantico should be retained by Buplans Desk and destroyed at the end of 6 months.

In addition to the foregoing it was suggested, recommended for adoption by Files and Communications, and approved that Bufiles be purged of this routine correspondence.

ACTION: Complete By Purge

The above actions should be put into effect immediately, based on the authority given in referenced memorandum.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-9-82 BY SP4 LEW1
Cal

1 - Mr. DeLoach
1 - Mr. Mohr
1 - Mr. Bishop
1 - Mr. Callahan
1 - Mr. Casper
1 - Mr. Conrad
1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Sullivan
1 - Mr. Branigan
1 - Mr. C.D. Brennan
1 - Mr. Cotter
1 - Mr. Gray
1 - Mr. G.C. Moore
1 - Mr. Wannall
1 - Mr. Tavel
1 - Mr. Trotter
1 - Liaison
1 - Mr. Dix

34 T

53 JUL 24 1969

66-3286

NOT RECORDED
102 JUL 15 1969

ORIGINAL FILED IN 66-17380-1717

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
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Callahan
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Rosen
Sullivan
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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Callahan

DATE: August 19, 1969

FROM : C. L. Rogers

Destruction of Bureau Property - Yes

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

Annually, the material stored at the Identification Building is checked and recommendations made as to the disposition of older material. The current check has been made and the following is proposed:

1. Administrative Reports: We have been retaining the field monthly administrative reports for three fiscal years. It is suggested that those for the fiscal year 1965 (July 1964 through June 1965) be removed and destroyed.

2. Copies of Procurement Bids: These are the Bureau's file copy. These are routine procurements, mostly for auto storage and repair contracts. The disposal period is six years for transactions of $2,500 and more, and three years for those under $2,500, after final payment. Since the records are not broken down into dollar categories for filing purposes, we follow the practice of holding all items longer than necessary -- about ten years. It is suggested that those copies for the fiscal year 1956 (July 1955 through June 1956) be destroyed at this time.

3. Bills of Lading: The disposal period is ten years. We have a listing of shipments received in the stockroom for the calendar year 1956 as well as memo copies of bills of lading for the same period. It is suggested that these 1956 records be removed and destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/Cal

66-1855-E-6-3286
NOT RECORDED
202 AUG 26 1969

ACTION:

Should you agree with the proposed disposition of the above items, arrangements will be made with the Files and Communications Division for their removal from storage and destruction.

CLR:dmd (6)

1 - Mr. Tavel (sent direct)
1 - Mr. Smith (sent direct)
1 - Mr. Jackson (sent direct)
1 - Mr. McMichael (sent direct)

70 SEP 2 1969

66-1855-E-6-3359

ORIGINAL FILED IN

SAC, Los Angeles 8/28/69

Director, FBI 66-3286-1042

DESTRUCTION OF CLOSED FILES
PROPERTY - GENERAL

Reurlet 8/19/69.

Your suggestion to destroy files in Classification 121, Loyalty of Government Employees, is not approved. You should continue to destroy files in Classification 121 in accordance with existing regulations set out in Part II, Section III, Manual of Rules and Regulations.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/edl

1 - Mr. DeLoach
1 - Mr. Felt
1 - Mr. Gale
1 - Mr. Reilly
TAK:ple
(8)

sent separately

(Sugg 105-70 dated 8/19/69) 66-3286-1043

NOTE: Based on memo J. J. Casper to Mr. Mohr, 8/27/69, re Destruction of Closed Files - Los Angeles Division, TAK:ple. No manual revisions necessary.

Tolson
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MAILED 23
AUG 28 1969
COMM-FBI

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SEP 5 1969

SEP 10 1969

MAIL ROOM TELETYPE UNIT

UNRECORDED COPY FILED IN 121-0-1

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 8/19/69

FROM : SAC, LOS ANGELES

SUBJECT: DESTRUCTION OF CLOSED FILES
#105-NO

It is suggested that all files in classification 121 be destroyed. In this classification the Bureau is origin. Use of this classification number was discontinued in May 1953, when the 140 classification was instituted. Destruction of these files would result in a savings of 15 shelves.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW1 cal

121-00

UNRECORDED COPY FILED IN

visited on suggested for historical purposes only

(2) - Bureau (1 dtd TAK:jpw 8/27/69)
1 - Los Angeles
ER:mca
(3)

REC-122

EX.-113

66-3286-1042

NOT RECORDED
9/3
5 AUG 1969

Memo Cooper to Mohr 8/27/69 TAK:jpw

Ltr to SAC, Los Angeles 8/28/69 TAK:jpw

XEROX
SEP 5 1969

TWO

2-3a (Rev. 8-6-69)

FEDERAL BUREAU OF INVESTIGATION

8/25 1969

___ Director	___ Jenkins	___ Adams
___ Mr. Tolson	___ Brownfield	___ Archer
___ Mr. DeLoach	___ Cotter	___ Branthover
___ Mr. Mohr	___ Dalbey	___ Buchanan
___ Mr. Bishop	___ Gump	___ Buckles
___ Mr. Callahan	___ Mooney	___ Burt
1 XX Mr. Casper	___ Reilly, J. E.	___ Clarkson
___ Mr. Conrad	___ Tullai	___ Dana
___ Mr. Felt	___ Sloan	___ Doohan
2 XX Mr. Gale		___ Dunaway
___ Mr. Rosen	___ Brewster	___ Gabaldon
___ Mr. Sullivan	___ Brooks, Annex	___ Galvan
___ Mr. Tavel	___ Carter	___ Hurd
___ Mr. Trotter	___ Crickenberger	___ Kaschalk
___ Miss Gandy	___ Deery	___ Keane
___ Mr. Davidson, 4529	___ Donelan	___ Kunz
___ Mr. Hyde	___ Flynn	___ Liddon
___ Mr. Jones, 4264	___ Gurley	___ McKee
___ Mr. Malmfeldt, 4718	___ Hall	___ Merritt
___ Exhibits, 331 OPO	___ Hotis	___ Messinger
___ Info. Desk, 5545	___ Hyland	___ Moore
___ Mail Room, 5531	___ Kelly	___ Mueller
___ Mechanical Sec.	___ Kirsch	___ Mullery
___ Personnel Files	___ Kohler	___ Podiak
___ Reading Rm., 5533	___ McNeely	___ Rowan
___ Records Branch	___ McNerney	___ Scruggs
	___ Mintz	___ Snee
	___ Murphy, J. C.	___ Staab
___ See Me, Please	___ O'Connor	___ Vega
___ Phone Me, Please	___ Ondrula	___ Wadel
___ For approp action	___ Pfaff	
___ Note & Return	___ Shanahan	
___ Please Handle	___ Shoaff	
___ Record & Return	___ Watson	
___ Per Call	___ Williamson	
___ For Approval	___ Light, H. K.	

___ Mr. _____

___ Room _____

___ Room 5234
___ Room 619 OPO
___ Room 632 OPO
___ Room 805 OPO

This Unit does not feel that files in classification 121 should be destroyed prior to the existing 20 year destruction rule. These files are used for reference purposes, particulary in those cases where an individual is being reinvestigated under the Security of Government Employees classification. However, we feel that comments should be obtained from the Special Investigative Division before sending a reply to Los Angeles.

S. Tullai
TRAINING DIVISION

621 OPO 2379
Room Ext.

DATE 9-4-69

Continued Over

XEROX
SEP 5 1969

Special Investigative Division feels that no exception should be made with regard to classification 121. These files are often referred to in initiating investigations under the current Security of Government Employees program and such destruction would result in the necessity of duplicating many reports.

RHE:lsk

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
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Casper
Callahan
Conrad
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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 8/27/69

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 ELW/cal

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF CLOSED FILES - LOS ANGELES DIVISION

PROPERTY - GENERAL

The Los Angeles Division has suggested that all files in Classification 121, Loyalty of Government Employees, be destroyed. Los Angeles advised that Classification 121 was discontinued in May, 1953, when Classification 140, Security of Government Employees, was instituted, and the destruction of these files would result in a savings of 15 filing shelves in the Los Angeles Division.

The Training Division feels that any savings of filing space which would be accomplished through the destruction of files in Classification 121, would only prove to be false economy. These files are used for reference purposes, particularly in cases where an individual is being reinvestigated under Classification 140, Security of Government Employees, and it is necessary to bring the current investigation up to date.

The Special Investigative Division felt that no exception should be made with regard to the destruction of files in Classification 121. They stated that these files are often referred to in initiating investigations under the current Security of Government Employees program, and the destruction of files in Classification 121 would result in the necessity of duplicating many reports.

RECOMMENDATIONS:

1. That the suggestion by the Los Angeles Division to destroy files in Classification 121 not be approved.

EX. - 113
REC-122

61-3286-1043

2. That the attached letter be directed to the Los Angeles Division advising that office to continue their destruction of files in this classification consistent with existing regulations.

5 SEP 5 1969

Enclosure
1 - Mr. DeLoach
1 - Mr. Felt
1 - Mr. Gale
1 - Mr. Reilly
TAK:ple
(6)

XEROX SEP 5 1969

70 SEP 23 1969

UNRECORDED COPY FILED IN 121-00

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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DeLoach
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Tele. Room
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TO : Mr. Tavel

DATE: 8-29-69

FROM : J. W. Marshall

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF COPIES OF DIRECTOR'S SPEECH DELIVERED AT THE BOY SCOUT CELEBRATION DAY, COURT OF PEACE, WORLD'S FAIR, NEW YORK, JUNE 29, 1939 MEN OF TOMORROW

BOY SCOUTS OF AMERICA
FILE 94-1-208

DESTRUCTION OF BUREAU RECORDS — GENERAL

Bureau file 94-1-208, captioned "Boy Scouts of America," consists of one hundred sections and contains correspondence pertaining to Boy Scouts of America. One section of this file consists of acknowledgments of receipt of copies of Director's speech which was delivered at Boy Scout Celebration Day, Court of Peace, World's Fair, New York, on 6-29-39. None of the correspondence in this section of the file is indexed or serialized and correspondence is dated in July, 1939. Inasmuch as these letters of acknowledgment serve no useful purpose and since space is badly needed in Records Branch, it is proposed that this section of file be considered for destruction. Archival authority is not necessary for destruction of administrative-type material of this nature.

RECOMMENDATION:

That this memorandum be referred to Crime Records Division and that consideration be given to destruction of above-described material.

Mail Destroyer By Purge Unit. Ty Index & mail destroyer. 9/10/69 SK

66-3286-
NOT RECORDED
126 SEP 8 1969

OTB:JWM:ifc
(3)

1 SEP 9 1969

RECORDS

ORIGINAL FILED IN 94-1-208-10352

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY 8-4-82

F167
53 SEP 22 1969

SP4 ELW/cal

EX.-117

REC-38 66-3286-1044

September 25, 1969

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4CLW/CAL

Miss [redacted]
Federal Bureau of Investigation
Baltimore, Maryland

b6
b7C

Dear Miss [redacted]

Thank you for the suggestion regarding the disposition of zero files in all classifications when they become three years old. After evaluation, it has been decided that one rule could not apply in all instances and that exceptions to the rule would further complicate this matter.

The interest which led you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 20 SEP 25 1969 COMM-FBI

2 - Baltimore
1 - Field personnel file
1 - Suggestion file

It is felt material in the zero files in certain classifications should be retained for a longer period than three years; therefore, exceptions to the rule would be necessary and this would not be desirable. For your information, there is no objection to opening two files, one for known subjects and one for unknown subjects, in heavy volume classifications or those having different destruction periods to facilitate the purging of these files.

1 - Personnel file of Miss [redacted]

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(Suggestion 158-70 dated 9/18/69)

NOTE: Suggests that zero files of all classifications be destroyed when three years old.

OCT 2 1969

Training Division has discussed this matter with supervisors of Washington Field Office and with the Inspection Division. It was felt

MAIL ROOM ☐ TELETYPE UNIT ☐

(Note continued on page two)

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Letter to Miss [redacted]

NOTE: (Continued)

material maintained in zero files pertaining to Theft of Government Property, Interstate Transportation of Stolen Property, Administrative Inquiries, etc. should be retained since this material may be needed at a later date. If idea adopted for some classifications and not for the entire group, exceptions would cause same problem suggester is attempting to do away with by current proposal. The 62 classification, Administrative Inquiries, contains all miscellaneous material in field regarding complaints, mental complainants, etc. This information is needed for following on these individuals since all field has to rely on is what has been done in past concerning a given individual. Virtually all material in field zero files will not be duplicated at SOG. For these reasons, Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#158-110

b6
b7C

Date: 9/18/69

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: BALTIMORE

SUGGESTION

It is suggested that zero files of all classifications be destroyed when three years old.

(Zero files contain non-specific information or complaints not requiring investigation.)

DESTRUCTION OF BUREAU PROPERTY

EXP. PROC. SEP 22 1969

Current practice or rule (Include manual citation as well as facts)

MRR II, 3, 13a states zero files may be destroyed in accordance with regulations governing the destruction of substantive files of a given classification.

Advantages of suggestion and annual savings (include basis for estimate)

This non-specific material or complaints not requiring investigation has little, if any, value after three years. At present, it is retained for various lengths of time up to 20 years.

The advantages include recovered shelf or cabinet space; purging of related index cards; savings in file review time. In addition, there would be a savings in file destruction time in that at present old unsub zero material must be separated from subject zero material as it is eligible for destruction in several instances at at earlier time (e.g., 26, 52, etc.)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/cal

Disadvantages of suggestion

None known.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

EX.-111 REC-38 66-3286-1041

I recommend this in principle if it is consistent with Bureau policy gained from years of experience.

Edwin R. Tully - SAC

Signature and Title SEP 22 1969

(Do not write in this space - for Bureau use only)

Xerographed
ML Lac
9/25/69

3 Bureau
2 Baltimore

Rally

SEP 26 1969

64-3286

October 10, 1969

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EWJ/al

Mr. Lawrence McWilliams
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. McWilliams:

Your suggestion has been received relative to the disposition of information prior to 1941 in certain classifications of cases. The proposal is being considered by the other interested divisions and you will be further advised when a decision is made.

I appreciate the interest which led you to submit your observations to me in this matter.

Sincerely yours,
J. Edgar Hoover

MAILED 4
OCT 10 1969
COMM-FBI

1 - Mr. Sullivan
1 - Personnel file of SA Lawrence McWilliams
JER:agc
(5) (Suggestion 198-70 dated 10/8/69)

NOTE: Suggests all "see" references dated prior to 1941 in security classifications be destroyed as having no value to present security investigations. Made

Referred to Administrative, Files and Communications, General Investigative and Special Investigative Divisions for views and recommendations.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes

MAIL ROOM TELETYPE UNIT

70 NOV 12 1969

ORIGINAL FILED IN 67-3286-1182

Employee Suggestion
FD-252 (Rev. 9-11-50)

198-7°

Date: October 8, 1969

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	Lawrence McWilliams	Domestic Intelligence

SUGGESTION

Recommends all "See" references in security classifications dated prior to 1941 be destroyed as having no value to present security investigations.

Current practice or rule (Include manual citation as well as facts)

"See" references in security classifications are maintained in General Bureau Indices indefinitely or until consolidated.

Advantages of suggestion and annual savings (include basis for estimate)

Adoption of suggestion would reduce the number of cards in the indices, saving space, and lower the number of references under a common name that a Bureau Supervisor must review, saving time. It would appear that any individual whose name was recorded in the indices prior to 1941 and who subsequently became of real security interest would have had a case file opened on him or be subject of a memorandum. In such cases, indices should have been purged. If a case not opened or memo prepared, it would appear that a reference 28 years old or older would be of little value in the event the individual now develops as a security threat. Annual savings in space and time cannot be accurately estimated but would be considerable.

Disadvantages of suggestion

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4ELW/cal

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss — Lawrence McWilliams
Signature and Title of Suggester

Recommendations and comments of Division Head

SEE ADDENDUM ON PAGE 2.

W. C. Sullivan — OCT 13 1969
Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-

NOT RECORDED
145 OCT 13 1969

Bufiles
TER:mr
10/14/69

CONTENTS MAY BE SUBJECT TO DESTRUCTION OF BUREAU RECORDS CENTER

66-3286-1182

LEB

ADDENDUM - DOMESTIC INTELLIGENCE DIVISION - 10/8/69 - LEB:bbr:

Suggester recommends all "see" references in security classifications dated prior to 1941 be purged. Suggester notes references 28 years old or older have little value to present security investigations and their purging would save space in Bureau indices and save supervisory time in reducing number of references to be reviewed.

Prior to June, 1941, indices cards were not dated. In June, 1941, the practice of dating cards was initiated. An indices check for subversive references will produce both dated and undated references. Thus, in the case of undated references, the material is 28 years old or older. Insofar as present security inquiries by this Division are concerned, it would appear that security information at least 28 years old is of little value. It may be seen, however, in applicant-type matters that such references, particularly when accompanied by some identifying data, could be of some value.

Adoption of suggestion would not only save space in General Bureau Indices and save reviewing time of supervisory Agent personnel, but would also save clerical time in not searching and listing references of little value.

It is recommended, therefore, that in security classifications, all indices cards which are not dated should be purged from the indices either when they are observed on a day-to-day basis and/or at the time of the biannual purging of indices. Further, in view of the fact that Divisions 3, 4 and 9 will be affected by the suggestion, it is recommended that comments of these Divisions be solicited.

OPTIONAL FORM NO. 10 5010-106
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 9-15-69

FROM : J. W. Marshall

SUBJECT: Destruction of Bureau Property - Blaylock
MANHATTAN ENGINEERING DISTRICT FILES

Captioned files were reviewed in connection with the disposal of bulky exhibits which serve no further useful purpose in order to reclaim badly needed space. These files consist of original correspondence, copy of FBI report (original FBI reports are on file in substantive case files) and copies of reports from other intelligence agencies and miscellaneous copies of correspondence. The names of subjects of each of the various files are indexed. The substantive Bureau supervisor has reviewed these files and has advised a portion of them serve no useful purpose and may be destroyed. The remaining portion of these files maintained as bulky exhibits are believed to be of some possible future use in answering possible inquiries concerning atomic energy subversion.

As a matter of background, the Manhattan Engineering District Files (MED) were delivered to the San Francisco Office in June, 1947, by the Atomic Energy Commission (AEC), Berkeley, California. They are contained in 45 boxes on the bulky exhibit ramp in Filing Unit. They are intelligence files on individuals and organizations associated with the development of the atomic bomb. San Francisco Office, after receipt, transferred the files to the Bureau for safe keeping.

In an effort to determine whether the files could be destroyed, Mr. Ralph G. Mayer, Division of Security, AEC, Washington, was contacted to determine if that agency had any latent interest in the MED files. Mr. Mayer personally examined a representative number and advised the only files in which his agency would have any interest were those on J. R. Oppenheimer and Frank Oppenheimer. Mr. Mayer worked on the MED project and was quite familiar with these records and, in fact, authored many reports contained in these files. He observed that the original of many intelligence reports and other miscellaneous correspondence were retained by the respective agencies and only copies are contained in our MED files. After consulting with officials of AEC, he advised the agency interposed no objection to the destruction of this material except for the Oppenheimer files cited above.

66-32486-116-14864

OTB:csa
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NOT RECORDED
167 SEP 26 1969

(CONTINUED - OVER)

SEP 24 1969

56 OCT 6 1969

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-18-81 BY C4834 VLT/ml

ORIGINAL FILED IN

Memorandum J. W. Marshall to Mr. Tavel
Re: Manhattan Engineering District Files

Archival authority is required for destruction of original communications contained in these files. However, the small volume of original communications in MED files does not appear to justify the seeking of Archival authority for destruction purposes. It appears the bulk of these files can be reduced by destroying only copies of the original file material. Since no objections have been voiced for the destruction of copy material, same will be destroyed and original documents and correspondence will continue to be retained as bulky exhibits. The destruction will not affect the indexing of subjects of these files.

RECOMMENDATION:

For information.

~~CONFIDENTIAL~~

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 04-08-2011

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

9/8/03

Memorandum

CLASSIFIED BY AUC 60240 SEC/DCS/jaw
DECLASSIFY ON: 25X1, 6
AS Amended

Tolson
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Tele. Room
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Gandy

TO : Mr. W. A. Branigan

DATE: 9-9-69

FROM : E. C. Peterson

CLASS. BY SP4EWL/cal
REASON-FCIM II, 1-2.4.2 2,3
DATE OF REVIEW OADR 8-4-83

6-10-88
Classified by 10320 Pursley
Declassify on: OADR

(U)

SUBJECT: CONTACTS BETWEEN REPRESENTATIVES OF THE SOVIET UNION AND MEMBERS OR STAFF PERSONNEL OF THE UNITED STATES CONGRESS

At request of White House from 1-1-65 through 12-31-68, we furnished bimonthly summaries to it concerning captioned subject matter. Summaries classified "Secret" since majority of information received from

(C) [redacted] b1

Total material submitted comprises five volumes which are maintained in three-ring, loose-leaf binders. Seven extra sets are maintained in Room 824, 9th and D, in order to satisfy any additional dissemination requirements, which were not forthcoming, and bimonthly summaries have not been issued since 1-1-69.

b1 (C) [redacted]

Since future dissemination requests for this material are unlikely and in order to conserve space, five of the seven volumes currently maintained in Room 824, 9th and D, should be destroyed. One complete volume, without loose-leaf binders, should be retained so that our file will show exactly what material was disseminated and one set, with loose-leaf binder intact, should be retained in the event we should have to disseminate in future. Suitable reproduction can be effected from this copy.

In view of sensitive nature of material involved, file copy and copy for future dissemination should be maintained as bulky exhibit in Special File Room. Extra loose-leaf binder covers will be forwarded to Exhibits Section in the event it is possible to remove the subject matter appearing on the covers and utilize them for some other project in future. Noted original acquisition cost of these folders was considerable.

65 [redacted] (5)
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66-3286-
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(C)

Enclosure
1 - Exhibits Section (Cheeseman)
1 - Mr. W. A. Branigan
1 - Records Branch
1 - Mr. E. C. Peterson

b1

(U) SOVIET SECTION

58 OCT 1969

CONTINUED - OVER

SPEC. MAIL RM.

~~SECRET~~
~~CONFIDENTIAL~~

ORIGINAL FILED IN 65-

DESTRUCTION OF BUREAU RECORDS - GENERAL
CLASS. & EXT. BY 6083 VRT/cmd
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW 9-19-89

(U)

Memorandum to Mr. W. A. Branigan
RE: CONTACTS BETWEEN REPRESENTATIVES OF THE SOVIET UNION AND MEMBERS OR STAFF PERSONNEL OF THE UNITED STATES CONGRESS

(C)

65- [redacted] (S)

b1

SECRET

ACTION:

1. If you agree, five extra copies indicated above will be destroyed.

2. If you agree, this will serve as authority for Records Branch to maintain file copy and extra copy in Special File Room as indicated above.

3. If you agree, extra loose-leaf binders will be transmitted to Exhibits Section. If they cannot be utilized, they should be destroyed in accordance with classification appearing thereon.

SECRET

Mr. Mohr

October 29, 1969

J. J. Casper

ALL INFORMATION CONTAINED
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DATE 8-4-82 BY SP4EWJ cal

INDEX CARDS
SUGGESTION 198-70 SUBMITTED BY
SA LAWRENCE McWILLIAMS, DOMESTIC INTELLIGENCE DIVISION

SYNOPSIS

SA McWilliams proposed that all "see" references in security classifications dated prior to 1941 be destroyed as having no value to present security investigations. He felt this would reduce the number of cards in the indices, save space and lower the number of references under a common name that a supervisor must review. He reasoned that any individual whose name was indexed prior to 1941, and who subsequently became of real security interest, would have had a case file opened on him or would have been the subject of a memorandum. In such cases the indices should have been purged since the information would have been incorporated in the case file or the memorandum. If it were not considered important enough to open a case or prepare a memorandum, he felt a 28 year old reference would have little value should the individual now develop into a security threat.

Administrative Division had no objection to the suggestion. Crime Records Division had no objection provided the "see" reference to be destroyed did not contain information reflecting adversely on an individual's character, mental stability or relationship with the Bureau and data indicating a person to be a security risk or civil rights activist. Files and Communications Division, while completely in accord with any effort to remove from our records any information no longer useful, pointed out that once the cards and the information they represent were destroyed it could never be recalled. The division felt the suggestion oversimplified the matter and left several questions to be answered. General Investigative and Special Investigative Division were opposed to adoption although the latter felt interested divisions could run a trial for six months keeping examples of where information from "see" references prior to 1941 was utilized to determine if they should be kept.

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51 NOV 17 1969

ORIGINAL FILED IN 66-3286-1183

Memorandum J. J. Casper to Mr. Mohr
re: Index Cards
Suggestion 198-70 Submitted by
SA Lawrence McWilliams, Domestic Intelligence Division

In view of the fact that some of the divisions feel this information is useful and necessary to the discharge of the Bureau's responsibilities and because of the impracticality of attempting to set criteria for piecemeal destruction, Training Division feels idea should not be adopted.

RECOMMENDATION: That the suggestion not be adopted and the suggester so advised by attached letter. Receipt of the idea was acknowledged previously.

Memorandum J. J. Casper to Mr. Mohr
re: Index Cards
Suggestion 198-70
SA Lawrence McWilliams, Domestic Intelligence Division

DETAILS

SUGGESTION: That all "see" references in security classifications dated prior to 1941 be destroyed as having no value to present security investigations.

PRESENT PROCEDURE: "See" references in security classifications are maintained in Bureau's general indices indefinitely or until consolidated.

ADVANTAGES: Suggester felt adoption of his proposal would reduce the number of cards in the indices, save space and lower the number of references under a common name that a Bureau Supervisor must review thus saving time. He stated it would appear that any individual whose name was recorded in the indices prior to 1941 and who subsequently became of real security interest would have had a case file opened on him or be the subject of a memorandum. In such cases, the indices should have been purged. If a case was not opened or a memorandum prepared, it would appear that a reference dating back 28 years or more would be of little value if the individual now develops as a security threat.

OBSERVATIONS: Domestic Intelligence Division commented that, prior to June, 1941, indices cards were not dated. In June, 1941, the practice of dating index cards was initiated. An indices check for subversive references will produce both dated and undated references; therefore, in the latter instances these references are at least 28 years old. Insofar as present security inquiries by Domestic Intelligence Division are concerned, it would appear that security information at least 28 years old is of little value. It is possible, however, that such references, particularly when accompanied by some identifying data, could be of some value in applicant-type matters. Although the division favored adoption of the proposal, it recommended that the comments of Administrative, Files and Communications, and Special Investigative Divisions be solicited.

Administrative Division advised it had no objection to the suggestion.

Crime Records Division stated it had no objection to the suggestion as long as the "see" references are not destroyed on an individual's character, mental stability or relationship with the Bureau and data indicating a person to be a security risk or civil rights activist.

Memorandum J. J. Casper to Mr. Mohr
re: Index Cards
Suggestion 198-70
SA Lawrence McWilliams, Domestic Intelligence Division

Files and Communications Division advised it obviously would favor any suggestion which would remove from the record holding any information no longer useful. It stated the scope of the suggestion is very wide and the actual number of index cards involved is not really known; however, to help put the suggestion in proper perspective, it pointed out the following facts and assumptions.

In June, 1941, there were about 7,500,000 cards in the index. It is assumed that about 15% of these cards were "main" cards and the rest (85% or 6,375,000) were "see" cards. It would seem safe to further assume that at least 50% of these cards were on criminal rather than security matters, leaving a net total of 3,187,000 cards. Through the years an extensive program of purging the index on a selective basis has been carried on. To date, more than 6,000,000 cards have been purged. It seems safe to assume that the vast majority of those purged were the oldest cards in the index. It is also safe to assume that the older cards which were not purged were those determined to be of possible value. The division felt, on the basis of the active program of purging which has been in progress over the years, that the actual number of security-type "see" cards prior to 1941 may be much smaller than anyone would expect. Needless to say, practically every division in the Bureau could be concerned with the suggestion. These cards and the information they represent once destroyed can never be recalled. That information would, then, not be available for security investigations, for criminal-type leads, for background in applicant cases or for any other use.

This division stated that, if the suggestion were to be adopted, certain questions need answering: (1) In purging the "see" cards, would we purge cards or persons, organizations, places, things? (2) Would the purge include "see" cards representing information in general files, policy files, etc.? (3) What, actually, are the security classifications which would be subject to purge? (4) If the suggestion is desirable for security classifications, why not criminal or all classifications? If these questions are answered and it is decided the information on the "see" cards is, in fact, useless, Records Branch would welcome the opportunity to devise a program to destroy them.

General Investigative Division opposed the suggestion on the grounds that to eliminate these cards would mean such information would be irretrievably lost. Material prior to 1941 could be extremely pertinent as it pertains to individuals now in middle-age brackets and it is not felt this material should be completely destroyed. The Bureau has, by Presidential direction been designated as the repository for security information and we receive about 2,000,000 name checks a year from other agencies in

the Executive Branch and they should be entitled to receive all identifiable pertinent information on individuals about whom they are checking regardless of the age of the material. While it is recognized that removal of the index cards would save space, it was not felt this saving would offset the disadvantage of losing this information for future use.

Special Investigative Division offered similar objections to the proposal. It pointed out that, while it is possible some of the information covered by "see" references prior to 1941 is no longer of interest to the Bureau, there is also a good possibility of embarrassment in discharging such of our responsibilities as those under Executive Order 10450 (Federal Employee Security Program) and in the handling of name checks and investigations involving such important cases as Presidential appointees. If these cards were destroyed, any check of FBI files made by Civil Service Commission as part of the National Agency check might not be as complete as at present. For these reasons, the division did not feel these "see" references should be destroyed at this time. As an alternative, interested divisions might consider keeping, on a trial basis, examples where information was used from "see" cards dated prior to 1941 to determine their value.

Training Division, in view of the fact that some divisions feel there is a definite reason to retain these "see" references, recommends that the suggestion not be adopted.

66-3286-1045

CHANGED TO

66-19087-37

OCT 6 - 1970

BW/ Lmm

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DATE 8-4-82 BY SP4EWJ cal

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
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Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

TO: Mr. Tavel

DATE: 12-11-69

FROM: J. W. Marshall

SUBJECT: REPAIR AND DISPOSAL OF RECORDS

Damaged and deteriorated reports, letters and correspondence maintained in the Files and Communications Division are presently repaired by use of the lamination process. Due to the age and extensive use of our files, a considerable amount of repair work is necessary. In laminating the material, pages are placed between 2 sheets of acetate; then between 2 sheets of tissue paper; then between 2 asbestos sheets, and then placed in the oven of the laminating machine for 45 seconds to bond the acetate sheets together thus enclosing the damaged material. The lamination process of repairing Bureau materials is a slow and costly process from the standpoint of expenditure of man-hours. This method of repair makes it difficult to keep pace with the restoration needs of the Bureau.

It is proposed that Xerox, an electrostatic copier, be used for repair purposes in lieu of the lamination process. Upon producing a true Xerox copy, the original material would be destroyed and the copy would be placed as a permanent record in the file. Lamination would continue to be utilized to repair records of a particular historical nature and those having an evidentiary value. The Xerox process of duplicating our records would vastly increase the repair rate when compared to the lamination process. It is conservatively estimated that production, utilizing Xerox, would increase ten times over that of the lamination process. Therefore, it would enable the Bureau to maintain its records in the proper manner from the standpoint of restoration and repair with considerably less man-power.

Inasmuch as the Xerox method of reproducing records will involve the destruction of the original duplicated material, Archival approval must be obtained.

DEC 31 66-3286-1016

Mr. Meyer Fishbein, Director, Records Appraisal Division, Archives, advised that his agency would interpose no objection to the utilization of the Xerox method of reproducing damaged and deteriorated documents. He advised however, it would be necessary to obtain

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Enclosures

1 - (66-19087)

OTB:csa (4)

ENCLOSURE

51 DEC 30 1969

(CONTINUED - OVER)

RECORDED COPY FILED IN

RECORDS

Memorandum J. W. Marshall to Mr. Tavel
Re: Repair and Disposal of Records

Congressional approval for the destruction of the original records of which true electrostatic copies had been made. Attached are a proposed letter to Mr. Leo M. Pellerzi, Assistant Attorney General for Administration, and Standard Form 115 (Request for Authority to Dispose of Records) which will be forwarded to the Department of Justice to seek Congressional authority for destruction of Bureau records in this manner. This is the normal procedure for securing legal authority to dispose of any Bureau record material. All such requests are coordinated in the Department and submitted by them to Archives who in turn submits them routinely to a Congressional Government Committee on the Disposition of Executive Papers pursuant to the Records Disposal Act of 1943, a copy of which is attached.

RECOMMENDATIONS:

1. That approval be granted for the utilization of Xerox, an electrostatic copier, for duplicating damaged and deteriorated Bureau records in lieu of the lamination process.

2. If approval is granted, that the enclosed memorandum to the Department of Justice and Standard Form 115 (Request for Authority to Dispose of Records) be sent to the Department of Justice in order to obtain approval of GSA and Congress for the destruction of original records duplicated by the electrostatic copier method.

ST
12/12

U.S. Statutes at Large Vol 57
78th Cong. 1st Session 1943

Effectiveness of prior Act.
41 Stat. 735.
20 U. S. C. §§ 31-38, 41-44.

SEC. 3. (a) The Act of June 2, 1920, as in effect prior to the enactment of this Act, and plans and regulations approved and promulgated thereunder prior to the enactment of this Act may, notwithstanding the amendment made by section 1 of this Act, be considered to remain in effect with respect to the period ending ninety days after the date of the enactment of this Act; and the plan formulated with the United States Employees' Compensation Commission pursuant to the Act of February 23, 1929, as in effect prior to the enactment of this Act, and regulations promulgated under such Act of February 23, 1929, prior to the enactment of this Act, shall remain in effect except to the extent they may be hereafter modified or superseded.

45 Stat. 1260.
D. C. Code §§ 31-501 to 31-507.

Benefits extended awaiting State legislation.

(b) If any State cannot fully comply with the conditions of the Vocational Rehabilitation Act, as amended by this Act, on the date of the enactment of this Act such State may secure the benefits of the Vocational Rehabilitation Act as so amended, until sixty days after the legislature of such State first meets in due course after such date of enactment or until the earliest effective date after such sixty days which could be given in such State to legislation passed within such sixty days to secure the benefits of this Act, whichever is the later, if it complies therewith to the extent possible.

Short title.

SEC. 4. This Act may be cited as the "Vocational Rehabilitation Act Amendments of 1943".

Approved July 6, 1943.

[CHAPTER 191]

AN ACT

To adjust the pay status of warrant officers temporarily commissioned in the Army of the United States.

July 7, 1943
[H. R. 2349]
[Public Law 114]

Army of the U. S.
Pay of warrant officers temporarily commissioned.
55 Stat. 728.
10 U. S. C., Supp. II, § 484 note.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That effective as of December 7, 1941, the joint resolution entitled "Joint resolution to authorize temporary appointments of officers in the Army of the United States", approved September 22, 1941, is amended by inserting after the second proviso a colon and the following: "*Provided further*, That no warrant officer temporarily appointed as a commissioned officer under the authority of this Act shall suffer any reduction in pay and allowances to which he was entitled at the time of such temporary appointment".

SEC. 2. No back pay or allowances shall be held to have accrued prior to December 7, 1941, by reason of the enactment of this Act.

Approved July 7, 1943.

[CHAPTER 192]

AN ACT

To provide for the disposal of certain records of the United States Government.

July 7, 1943
[H. R. 2043]
[Public Law 115]

Disposal of certain Government records.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That when used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes,

Materials excluded.

see next page
XEROX
DEC 17 1969
66-3286-10 ENCLOSURE
Memo Marshall to Innet
CTB: csw 12-11-69

extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.

Regulations governing procedures.

SEC. 2. The National Archives Council shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

Submission of lists and schedules to Archivist.

SEC. 3. The head of each agency of the United States Government shall submit to the Archivist of the United States, in accordance with regulations promulgated as provided in section 2 of this Act (1) lists of any records in the custody of the agency that have been photographed or microphotographed in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government; (2) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government; and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

Submission of lists and schedules to Congress.

SEC. 4. The Archivist shall submit to Congress, at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of section 3 of this Act, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government: *Provided*, That the Archivist shall not submit to Congress lists or schedules of records of any existing agency of the Government in his legal custody without first having obtained the written consent of the head of such agency.

Consent of existing agency.

Examination and report by joint Congressional committee.

SEC. 5. Whenever the Archivist shall submit lists or schedules to Congress, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee to which all such lists or schedules shall be referred, and the joint committee shall examine such lists or schedules and submit to the Senate and House of Representatives, respectively, a report of such examination and its recommendations.

Disposal of unnecessary records.

SEC. 6. If the joint committee reports that any of the records listed in a list or schedule referred to it do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government, the Archivist shall notify the head of the agency by which the list or schedule was submitted of the action of the joint committee and the head of such agency shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

DEC 17 1969 XEROX

66-3286-1046

ENCLOSURE

records of the United States Government shall be alienated or destroyed except in accordance with the provisions of the Act. It further requires the Administrator of General Services to establish procedures to be followed by Federal agencies in compiling and submitting lists and schedules of records proposed for disposal.

§ 101-11.406-2 Submission of disposal requests.

Requests for authorization to dispose of records shall be initiated by Federal agencies by submitting records disposal lists or schedules to the National Archives and Records Service on Standard Forms 115 and 115a, Continuation Sheet, as revised (§§ 101-11.4902 through 101-11.4904). Standard Form 115 may be used for submitting either a list or schedule, by checking either A or B, respectively, under entry 6. Authority contained in an approved list is limited to records already in existence and should be used only when records of the types described are no longer accumulating. A schedule gives continuing authorization, and will be used in all cases where the types of records described in the request will continue to accumulate.

§ 101-11.406-3 Certification.

The signing of Standard Form 115 by a properly authorized agency representative shall constitute certification that the records described do not have, or will not have after the expiration of the retention period indicated, sufficient administrative, legal, or fiscal value to the agency itself to warrant further retention. Appraisal by the National Archives and Records Service will be limited to review for possible value to other agencies of the Government, and for research or historical value.

§ 101-11.406-4 General Accounting Office clearance.

Each Federal agency shall obtain the approval of the Comptroller General of the United States, as required by section 9 of the Records Disposal Act (44 U.S.C. 374), for the disposal of certain classes of records relating to claims and demands by or against the Government or to accounts in which the Government is concerned. Such approval shall be obtained either prior to or concurrently with the submission of the disposal request to the National Archives and Records Service.

§ 101-11.406-5 Approval of requests for disposal authority.

After review by the National Archives and Records Service, the request, with the Archivist's recommendation, is transmitted to the Congress as required by the Records Disposal Act. If the Joint Committee on Disposition of Executive Papers makes a favorable report on the request, the Archivist shall notify the agency thereof by returning one copy of completed Standard Form 115. This constitutes the disposal authorization, which is mandatory. (For extension of retention periods or withdrawal of disposal authority, see §§ 101-11.406-7, 101-11.406-8.) Such authorized disposal shall be accomplished as prescribed in § 101-11.408.

§ 101-11.406-6 Mutilation and destruction of records.

(a) Sections 505(b) and 506(f) of the Federal Records Act of 1950 (44 U.S.C. 395(b), 396(f)) impose upon the Administrator of General Services and the heads of Federal agencies responsibilities for preventing the unlawful removal, defacing, alteration, or destruction of records.

(b) The penalties for the willful and unlawful destruction, damage, or alienation of Federal records are contained in the U.S. Criminal Code (18 U.S.C. 2071).

(c) Private files are not governed by these provisions.

§ 101-11.406-7 Extension of retention periods.

Pursuant to section 505(f) of the Federal Records Act of 1950 (44 U.S.C. 395(f)), in cases of emergency or when it is in the interest of economy, the head of a Federal agency may retain records authorized by Congress for disposal after the specified retention period. When records are so retained, a copy of the directive directing such retention shall be furnished to the Administrator and such records shall be disposed of as soon as is administratively practicable.

§ 101-11.406-8 Withdrawal of disposal authority.

In cases of emergency or when it is in the interest of efficiency of Govern-

8-4-82 SP4 Gwl Cal

XEROX DEC 17 1969

66-3256-1046

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (66-55) DATE: November 13, 1969
ATTENTION: COMMUNICATION SECTION
FILES AND COMMUNICATIONS DIVISION

FROM : SAC, SEATTLE (66-52)

SUBJECT: INTERCOM SYSTEM
SEATTLE OFFICE
Destruction of Bureau Property

ST W

Re Seattle letter dated 9/23/68 and Bureau letter dated 10/28/68,

Referenced letters concerned correspondence regarding the installation of a new all transistorized "intercom" installed in the Seattle Office.

Prior to the installation of the "intercom" at the Seattle Office, an Executone which consisted of the master station and seven staff stations was used. From available records this system was installed in approximately 1951 and according to FD222, Non Expendable Inventory Record Card, the original price for this equipment was $1500. It is believed this $1500 price included all necessary wiring and installation charges. At the time a new system was being considered, contact was made with various concerns to determine if a trade-in would be allowable and none of those individuals contacted would make any offer for the existing system.

It is therefore requested of the Bureau that permission be given to the Seattle Division to dispose of the master station as well as the staff stations locally.

Sat concurs 11/18/69 wire Alstrom

REC 43 66-3286-1047

5 FEB 6 1970

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/cal

2 - Bureau
1 - Seattle
GAF:kdl
(3)

COMM. SECT.

File 66-3286

FEB 20 1970

FILE

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

3-36 (Rev. 5-12-69)

To: SAC, Date October 15, 1969

☐ Albany	☐ Indianapolis	☐ Omaha
☐ Albuquerque	☐ Jackson	☐ Philadelphia
☐ Alexandria	☐ Jacksonville	☐ Phoenix
☐ Anchorage	☐ Kansas City	☐ Pittsburgh
☐ Atlanta	☐ Knoxville	☐ Portland
☐ Baltimore	☐ Las Vegas	☐ Richmond
☐ Birmingham	☐ Little Rock	☐ Sacramento
☐ Boston	☐ Los Angeles	☐ St. Louis
☐ Buffalo	☐ Louisville	☒ Salt Lake City
☐ Butte	☐ Memphis	☐ San Antonio
☐ Charlotte	☐ Miami	☐ San Diego
☐ Chicago	☐ Milwaukee	☐ San Francisco
☐ Cincinnati	☐ Minneapolis	☐ San Juan
☐ Cleveland	☐ Mobile	☐ Savannah
☐ Columbia	☐ Newark	☐ Seattle
☐ Dallas	☐ New Haven	☐ Springfield
☐ Denver	☐ New Orleans	☐ Tampa
☐ Detroit	☐ New York City	☐ Washington, D. C.
☐ El Paso	☐ Norfolk	☐ Quantico
☐ Honolulu	☐ Oklahoma City	To: Legat,
☐ Houston		

EXCESS PROPERTY

Reurlet dated 10/10/69 regarding excess property. The following should be shipped to the Bureau, attention Sub-Basement, GAO Building, 5th & H Streets, N.W., Washington, D.C. 20537:

1 Each - G. E. Desk Mastr, Model 76LES66 (167 MHZ), Serial #5390445

2 Each - G. E. Porta-Mobil, 167 MHZ, Model HN36LCS66, Serial #5410132 and #5410133

2 Each - Motorola 2-CH. Pocket XMT, Serial #59589 and #59590

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

66-3286-

(OVER)

GSM:11f Rm. 5266

N. P. Callahan

NOT

22 JAN 30 1970

1 - Inventory
1 - Mr. Johnson, Room 7119
1 - Mr. Butts, B-216
1 - Mr. Cox, GAO Building

57 FEB 4 1970

303

2 Each - G. E. pocket receivers, Serial #3340625 and #3340626

2 Each - Motorola Handie-Talkie XMT Type CC 3502, Serial #17624 and #17626

2 Each - Motorola Handie-Talkie Trans/Cev Model H23AAC, Serial #62032 and #62033

1 Each - Motorola Tiny Talkie XMT, 400 MHZ, Model RST4, Serial #4263

1 Each - Motorola Tiny Talkie RECR, 400 MHZ, Model RSR-4, Serial #4535

These should be shipped by the most economical means. All other equipment listed in your letter is being declared excess to the Department of Justice and should be held pending further instructions re its disposition.

Routing Slip
FD-4 (Rev. 4-28-67)

Date 11/10/69

To:

☒ Director FILE

ADMINISTRATIVE DIVISION

Att.:

☐ SAC

☐ ASAC

☐ Supv.

☐ Agent

☐ SE

☐ IC

☐ CC

☐ Steno

☐ Clerk

Title NON-EXPENDABLE INVENTORY

Destruction of Bureau Property

RE:

☐ Rotor #:

ACTION DESIRED

- ☐ Acknowledge
- ☐ Assign ____ Reassign ____
- ☐ Bring file
- ☐ Call me
- ☐ Correct
- ☐ Deadline ____
- ☐ Deadline passed
- ☐ Delinquent
- ☐ Discontinue
- ☐ Expedite
- ☐ File
- ☐ For information
- ☐ Handle
- ☐ Initial & return
- ☐ Leads need attention
- ☐ Open Case
- ☐ Prepare lead cards
- ☐ Prepare tickler
- ☐ Return assignment card
- ☐ Return file
- ☐ Search and return
- ☐ See me
- ☐ Serial # ____
  - ☐ Post ☐ Recharge ☐ Return
  - ☐ Send to ____
- ☐ Submit new charge out
- ☐ Submit report by ____
- ☐ Type
- ☐ Return with explanation or notation as to action taken.

FBI — SAN DIEGO — RECEIVED — DATE 8-4-88 — BY SPUELLO Cal

Attached are Inventory Cards 403, one sofa disposed of; 1749 reflecting disposition of seven chairs; 1750, disposition of two tables; and, 1751 reflecting receipt of 30 Magnifiers.

File: 66-3286

SAC ROBERT W. EVANS

Office SAN DIEGO

☐ See reverse side

Routing Slip
FD-4 (Rev. 4-28-67)

Date 12-3-69

To:

XX Director

FILE

Att.: PROPERTY MANAGEMENT UNIT

Title SEATTLE OFFICE
INVENTORY (FD-222)

☐ SAC

☐ ASAC

☐ Supv.

☐ Agent

☐ SE

☐ IC

☐ CC

☐ Steno

☐ Clerk

Destruction of
Bureau Property

RE:

☐ Rotor #:

ACTION DESIRED

- ☐ Acknowledge
- ☐ Assign ____ Reassign ____
- ☐ Bring file
- ☐ Call me
- ☐ Correct
- ☐ Deadline ____
- ☐ Deadline passed
- ☐ Delinquent
- ☐ Discontinue
- ☐ Expedite
- ☐ File
- ☐ For information
- ☐ Handle
- ☐ Initial & return
- ☐ Leads need attention
- ☐ Open Case
- ☐ Prepare lead cards
- ☐ Prepare tickler
- ☐ Return assignment card
- ☐ Return file
- ☐ Search and return
- ☐ See me
- ☐ Serial # ____
  - ☐ Post ☐ Recharge ☐ Return
  - ☐ Send to ____
- ☐ Submit new charge out
- ☐ Submit report by ____
- ☐ Type
- ☐ Return with explanation or notation as to action taken.

REBU R/S DATED 11-25-69
INTERCOM SYSTEM
SEATTLE OFFICE

ATTACHED IS THE SEATTLE COPY OF INVENTORY FORM FD-222 FOR THE INTERCOM SYSTEM WHICH HAS BEEN DISPOSED OF LOCALLY.

SAC J. E. MILNES

Office SEATTLE

____ See reverse side

File - 66-3786

3-36 (Rev. 5-12-69)

November 25, 1969

To: SAC, Date

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☒ Seattle 66-52
- ☐ Springfield
- ☐ Tampa
- ☐ Washington, D. C.
- ☐ Quantico
- To: Legat, _____

ST W

INTERCOM SYSTEM
SEATTLE OFFICE

Reurlet dated 11-13-69 regarding an intercom system in your office. Authority is granted for your office to dispose of the master station as well as the staff stations locally.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/cal

(1) - Inventory

66-3286

GSM:11f Rm. 5266

N. P. Callahan

66-3286-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4ELW/cal

NOT RECORDED
5 FEB 6 1970

57 FEB 11 1970

Standard Form No. 115
Promulgated by General Services Administration
The National Archives

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

LEAVE BLANK	
DATE RECEIVED	JOB NO.
DATE APPROVED	

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO.	CONGRESS / SESSION	DATE

NOTIFICATION TO AGENCY

CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.

(Date) *Archivist's Representative.*

1. FROM (AGENCY OR ESTABLISHMENT)
[redacted]

2. MAJOR SUBDIVISION
[redacted] Investigation

3. MINOR SUBDIVISION
[redacted] Identification Division

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TEL. EXT.
[redacted]

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A ☐ The records have ceased to have sufficient value to warrant further retention.

B ☒ The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C ☐ The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

12/12/69 (Date) — John W. Marshall (Signature of Agency Representative) — Branch Chief (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	[redacted] and determined reports, letters and related correspondence pertaining to investigations made by Special Agents of the Federal Bureau of Investigation of violations of Federal statutes for which the Federal Bureau of Investigation has or has had investigative jurisdiction. Provided it has been determined that true electrostatic copies of the original material have been photographically reproduced.		

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/8/03 BY AUC 60290 BCE/DCG/gmw

66-3286-

66-19487-

Four copies, including original, to be submitted to the National Archives

16—59429-1 . GPO

DECLASSIFIED

Assistant Attorney General
for Administration

December 15, 1969

Director, FBI

Bureau Records - General

DESTRUCTION OF RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy the originals of damaged and deteriorated records after true electrostatic copies have been made.

It is requested that this form be forwarded to the National Archives and Records Service of the General Services Administration for appropriate action.

Enclosures (5)

3-2-76 Justification removed per decision rendered by Congress to date.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4CHW/cal

~~1 - 66-19087~~
OTB:csa;ifc
(6)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel dated 12-11-69 captioned "Repair and Disposal of Records" OTB:csa.

66-3286-

66-19087

ORIGINAL FILED IN 66-19087-37

DUPLICATE YELLOW

54 DEC 5 1969

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Casper

DATE: April 9, 1970

FROM : T. J. Jenkins

SUBJECT: DESTRUCTION OF CRIMINAL AND APPLICANT FILES IN FIELD OFFICES WHERE SUCH OFFICES ARE AUXILIARY OFFICES

More and more frequently we are receiving suggestions from the field on cutting down the amount of time before files, particularly in auxiliary offices, can be destroyed.

As you know, we have been wrestling with this problem for many years and have from time to time changed certain classifications for the time of destruction. All of these time limits are set forth in the Manual of Rules and Regulations. I think it would be well if we had Tom Keane do a survey and study of all criminal and applicant classifications to determine if we can speed up the destruction of files in auxiliary offices in these classifications where there are no major case problems or cases of widespread interest.

If you approve, the Suggestions Unit can advise on suggestions received that we are making a study of this at the present time and the field will be advised appropriately.

RECOMMENDATION:

That Tom Keane be authorized to make such a study thereafter discussing the possibilities with you and any recommendations he feels should be made.

REC 35

66-3286-1048 ST

5 APR 15 1970

1 - Mr. Reilly
1 - Mr. Keane
TJJ/hcv
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-4-82 BY SP4 EWI Cal

54 APR 27 1970

DESTRUCTION OF BUREAU RECORDS GENL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
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Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

TO : MR. WALTERS

DATE: 2-6-70

FROM : B. E. Ponder

SUBJECT: MICROFILMING OF NATIONAL ARMY FILE

During the last annual inspection of the Identification Division, the Inspector recommended a survey of activity in the files of the Old Armed Forces Section to determine whether it was sufficient to warrant assignment of four fingerprint searchers. Although the number of daily searches justified the assignments made, an in-depth study also was made of justification and productivity of the types of searches generated in the files of this section. As a result, streamlining has been effected and the four employees have been reassigned to the Special Desk in the Technical Section. In addition, it is being recommended that the National Army File located in the Old Armed Forces Section be microfilmed and the fingerprints contained therein destroyed.

BACKGROUND OF NATIONAL ARMY FILE

The file was transferred from the Army to the FBI in 1939. It contains the fingerprints of approximately 4,250,000 individuals fingerprinted by the Army in connection with military service during the period from 1906 through World War I. The fingerprints are recorded on odd-size forms precluding their being assimilated into our regular civil files. Consequently, they were never classified and are filed alphabetically by name. Therefore, it is not possible to search the file except by name. The normal activity of this file includes checking the names appearing on fingerprint cards of deceased persons whose age would indicate that the person was old enough to have served in the Armed Forces prior to or during World War I, or in cases where the individual's age is unknown. The purpose of this procedure is to move fingerprints of deceased persons to the deceased file. During the three-month period November, 1969, through January, 1970, a total of 2,614 searches of this type were conducted in this file and only 18 identifications made. Other activities in the file are searches conducted in connection with establishing Veterans rights - pensions and burials. Requests for this type of information emanate from the Veterans Administration, the Department of Defense

1 - Mr. Felt

66-32816
NOT RECORDED
18 FEB 18 1970

8 FEB 17 1970

59 MAR 5 1970

BEP:ed
(4)

CONTINUED - OVER

and local law enforcement agencies. During the same three-month period, 656 searches of this type were requested and of these 292 were found to have served in the Army. Since only 18 out of 2,614 deceased persons routinely checked through these files had prior military service, the practice of checking such cases solely to "clear" the file of deceased prints has been discontinued. In the future the only searches that will be conducted are those specifically requested in connection with establishing Veterans' rights (approximately ten per day). As a result of this action, the four searchers assigned to the Old Armed Forces Section have been reassigned to the Special Desk in the Technical Section.

MICROFILMING

Since 1957, Ident has been microfilming certain fingerprint records. We have just concluded microfilming the master fingerprint cards of individuals who have been deceased ten years or more. The cameras used for that project are now available. The fingerprints in the National Army File are housed in 150 four-drawer cabinets occupying approximately 700 square feet of floor space in the basement of the Identification Division. While this space is the least desirable in the building, it can be used for less active files. Additional space will soon be needed for the Assembly Section and this space would be suitable for Assembly Section files. Since the fingerprints are filed alphabetically it will not be necessary to use trained fingerprint employees for this project and it can be handled by nontechnical employees.

RECOMMENDATION:

In view of the limited activity in the National Army File, it is recommended that the fingerprints in this file be microfilmed and destroyed. It is noted that in the event it is necessary to reproduce a set of fingerprints on microfilm, this can be readily accomplished.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

TO : MR. WALTERS

DATE: 12-22-69

FROM : C. E. Ganley

SUBJECT: HANDLING OF
MISSING PERSON CORRESPONDENCE
POSTING SECTION
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/CA Barnum

Destruction of Property - Gen.

PURPOSE

To recommend adoption of a standard procedure for handling missing person correspondence involving cases where no fingerprint record located and no missing person notice placed in Ident files as request falls into one or more of categories of exceptions to the regulations for placing notices.

PRESENT PROCEDURE

We have been following the procedure of returning this correspondence to the original source, however, it has been suggested and we heartily agree that the returning of this mail can appear heartless and possibly offensive to the original correspondent. Persons who write these letters are usually parents, spouses, or close relatives who are obviously upset emotionally by the disappearance of their loved ones. They are very appreciative of a reply from the Director and the returning of the original correspondence could possibly upset the psychological good done by the Director's letter.

SUGGESTED PROCEDURE

That in all instances, in the absence of a specific request that it be returned, the incoming letter and copy of the reply be destroyed after 90 days.

We have discussed this with the Files and Communications Division and they concur that authority for such destruction of correspondence is covered in General Record Schedule number 14 of the General Services Administration, National Archives, and the Federal Property Management Regulations. This schedule provides in part that correspondence requesting information and copies of replies thereto, involving no administrative action, policy decisions or research may be destroyed after 3 months.

1 - Mr. Marshall, Room 7742 JB

66-3258

CEG:jlm

56 FEB 9 1970

NOT RECORDED
167 JAN 6 1970

JAN 5 1970

(CONTINUED-OVER)

ORIGINAL FILED

9-1-13096

Memorandum to MR. WALTERS
RE: HANDLING OF MISSING PERSON CORRESPONDENCE

RECOMMENDATION:

That approval be granted to standardize handling of above correspondence in that it not be returned but rather be retained for 90 days * after which it will be destroyed along with copies of replies.

WBS LMW

ST 12/24

* (in the Identification Division)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 12/17/69

FROM : SAC, MIAMI (66-156)

SUBJECT: Destruction of Bureau Property

NON-EXPENDABLE INVENTORY
PORTABLE AM RADIO

This office has disposed of locally and FD-222 enclosed to remove from Miami Office Inventory Zenith Royal 500 AM Portable Radio Serial Number T049290.

This radio received by this office in 1962. Due to age and condition of unit cost of placing unit in excellent condition would have exceeded value and replacement cost.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EW/cal

2 - (3) - Bureau (Enc. 1) ENCLOSURE - Detached in P.M. Noted in P.M.
1 - Miami
ADF:jaw
(4)

66-3286-

NOT RECORDED
JAN 30 1970

File 66-3286
FEB 2 1970

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108-01

May 6, 1970

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/CAL

REC-32 66-3286-1049

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

I have received your suggestion regarding the disposition of index cards and files relating thereto in unknown subject cases involving a particular classification. This proposal is being evaluated and you will be advised of the final decision in this matter.

The interest which led you to submit this idea through the Streamlining Committee is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 8
MAY 6 1970
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]
ML:cak
(5)

(Suggestion 744-70 dated 5/1/70)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel, OTB:csa, 5/1/70 captioned [redacted] GS-5, General Index Unit, Files and Communications Division, EOD 11/4/46, Streamlining Committee Suggestion.

Referred to the Domestic Intelligence Division for views and recommendations.

b6
b7C

Employee's official Bureau name is [redacted] per Movement Unit.

MAY 8 1970

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MAIL ROOM ☐ TELETYPE UNIT ☐

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OPTIONAL FORM NO. 10 5010-106
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

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Sullivan
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Soyars
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Holmes
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TO : Mr. Tavel

DATE: 5-1-70

FROM : J. W. Marshall

SUBJECT: Destruction of Bureau Property -

[redacted]
GS-5, General Index Unit
Files and Communications Division
EOD 11-4-46

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EWJ Cal

STREAMLINING COMMITTEE SUGGESTION
#1144-110

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Miss [redacted] assigned to the General Index Unit has suggested through the division's Streamlining Committee that Main and See Cards on unknown subject cases involving Sabotage or Attempted Sabotage of airplanes through year 1959 be purged from the index, and the corresponding case files destroyed. Employee estimates approximately 10,000 cards, the majority of which are Main Cards, can be destroyed if this suggestion is adopted. Files and the proposed index cards to be destroyed are those in which the subject has not been identified; the statute of limitations has expired, and cases are at least ten years old.

The current practice is to maintain indefinitely all Main Cards and See Cards of unknown subject cases involving Sabotage and Attempted Sabotage of aircraft. The name of the manufacturer of the airplane in many instances is indexed as a See reference. Employee feels that the destruction of these cards together with corresponding case files, would provide for the recovery of badly needed space in the indices and files since the index cards and files no longer serve any useful purpose. She pointed out that a similar procedure is followed on a yearly basis in destroying index cards and files on unknown subject cases involving Interstate Transportation of Stolen Motor Vehicles in the 26 classification which are over ten years old. (See Archival Authority to Dispose of Records attached.)

REC-32 66-3286-1049

Personnel of the General Index Unit and members of the Streamlining Committee favor adoption of this suggestion as same would provide for the recovery of valuable space and the removal of index cards and corresponding case files which no longer serve any useful purpose. It is further noted that the destruction of the indices cards would make the investigative files

Memo Casper to Mohr
ML: das 2-5-71
Let. dtd 2-8-71 ML: das

Enclosure

OTB:csa (6)

2 - ENCLOSURE

2 dat 1 color

MAY 8 1970

1 MAY 7 1970

(CONTINUED - OVER)

memo Casper to Mohr 5/6/70 ML: cak
5/5/70 - CAK
memo Mohr to Tavel 9/21/70 OTB:csa
ml: cak 5/20/70
addendum dtd 11/28/70 ML: das

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useless as no references to them would appear in the General Index Unit. The adoption of this suggestion will require Archival authority for the destruction of these cards and investigative files.

RECOMMENDATIONS:

1. For referral to the Training Division, attention Suggestion Desk.

(per Mr. Blalock)

2. That copy of suggestion be furnished the ~~General~~ Investigative Division for its observations, comments and recommendations concerning this suggestion.

3. That if suggestion is approved, the Files and Communications Division submit to National Archives, through the Department of Justice, appropriate recommendations for the approval of the destruction of aforementioned records.

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Standard Form No. 115
Promulgated 9-1-40 by
General Services Administration
The National Archives

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

LEAVE BLANK

DATE RECEIVED	JOB NO.
JUL 26 1957	A-3332-2558
DATE APPROVED	
8/13/57 JP	

CONGRESSIONAL AUTHORIZATION

HOUSE REPORT NO.	85-1st CONGRESS 1st SESSION	DATE
1216		8-21-57

NOTIFICATION TO AGENCY

CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.

9/23/57 (Date) — Archivist's Representative.

TO: THE ARCHIVIST OF THE UNITED STATES, NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Branch

4. NAME OF PERSON WITH WHOM TO CONFER
H. G. Lanes

5. TEL. EXT.
2331

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A ☐ The records have ceased to have sufficient value to warrant further retention.

B ☒ The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C ☐ The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

7-19-57 (Date) — (Signature of Agency Representative) — Administrative Assistant to the Attorney General (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(1)	Files, index cards, and related material more than ten years old maintained at headquarters covering investigations performed under the Interstate Transportation of Stolen Motor Vehicles Act, in which there was no prosecution. Retention Period - 10 years	Waived JP	DISPOSAL APPROVED

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/8/03 BY AUC 60290 BCE/DCG/ymw

Enclosure to memo J.W. Marshall to Mr. Tavel 4-30-70

ENCLOSURE 66-32 & 66-1049 OTHER CSC
66-19087-28

Four copies, including original, to be submitted to the National Archives — 10—50420-1 GPO

ENCLOSURE

APPRAISAL REPORT

Disposal Job No. II-NNA-2563

Approved:

Item 1, because these case files on investigations under the National Motor Vehicle Theft Act, together with pertinent indexes and related records, in which there has been no prosecution have no appreciable value for research use, and the Federal Bureau of Investigation has determined that a retention period of ten years is adequate for its administrative need for these records. The F.B.I. has authority to dispose of investigation case files maintained at headquarters, after ten years and after they have been microfilmed (National Archives Job No. II-NNA-223; and House Report No. 2471 of the 82nd Cong., 2nd Sess., approved July 3, 1952). The requested disposal authority would apply only to cases under the National Motor Vehicle Theft Act in which no prosecution occurred. The F.B.I. plans to continue to preserve in microfilm form the records in cases under this act in which prosecution occurred.

Appraised by: Hardee Allen 8/13/57
Hardee Allen

Approved for the Archivist: Thad S. Page 8/13/57
Thad S. Page
Chief Archivist
General Records Division

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DATE 9/8/03 BY AUC 60220 BCE/DCG/lgm

ENCLOSURE 66-3286-1049

May 6, 1970

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 DISHELL/ Cal

REC 8 66-3286-1850

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

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Dear Mr. [redacted]

I have received your suggestion concerning the disposition of files and index cards relating thereto in one particular classification. Your proposal is being considered by the other interested divisions and you will be advised of the final decision in this matter.

The interest which led you to submit this idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

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1 - Mr. Tavel
1 - Personnel file of Mr. [redacted]
MJL:cak
(5)

(Suggestion 746-70 dated 5/1/70)

NOTE: Suggests files in 40 classification (Passport and Visa Matters) be destroyed. These files occupy well over 70 five-drawer cabinets consisting of over 86,000 files. Approximately 70,000 files consisting of Department of State check sheet, application Form GH and BC and in some instances Interdepartmental Visa Review Committee minutes containing no derogatory information, could be destroyed. Names of certain visa applicant sponsors were removed from indices in May of 1962 and index cards destroyed. A survey of the 86,000 files in March, 1970, revealed that 33 of these files were charged out. A survey in File Review Unit, wherein references are listed on search slips for review purposes, revealed that a very insignificant number of references in the 40 classification were listed. The only individual indexed in these files is the applicant.

(NOTE Continued on Page 2)

MAILED 8
MAY 6 1970
COMM-FBI

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Conrad

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Letter to Mr. [redacted]

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NOTE Continued:

Referred to the Domestic Intelligence, General and Special Investigative Divisions for views and recommendations.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#1446-110

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Destruction of Bureau Records

To:	From: (Suggester's name)	Division of Assignment	Date
Director, FBI	[redacted]	Files and Communications	5-1-70

SUGGESTION

It is suggested that files in the 40 classification (Passport and Visa Matters) be destroyed. The files in the 40 classification occupy well over 70 5-drawer cabinets consisting of over 86,000 files. Approximately 70,000 files consisting of Department of State check sheet, application Form GH and BC and in some instances Interdepartmental Visa Review Committee minutes containing no derogatory information, could be destroyed. Names of certain visa applicant sponsors were de-indexed commening in May of 1962 and the index cards pertaining to these sponsors were destroyed. A previous suggestion was submitted on 7-11-63 recommending the destruction of approximately 50,000 files and 50,000 index cards in the 40 classification. This suggestion was disapproved inasmuch as it was felt information contained in these files was of material background value in certain security matters. A survey of the 86,000 files

Current practice or rule (Include manual citation as well as facts)

Files are retained in Filing Unit and occupy badly needed space. Main card on applicant is filed in General Index and abstracts are filed in Numbering Unit and Service Unit.

Advantages of suggestion and annual savings (include basis for estimate)

Approximately 70 5-drawer file cabinets would be gained if the files in the 40 classification containing no degoratory information were destroyed. If the files are destroyed, approximately 70,000 index cards relating to these files could likewise be destroyed. Further, if files were destroyed, references would not be listed on search slips requiring subsequent review in the File Review Unit.

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Disadvantages of suggestion

None

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss [redacted] File Supervisor

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. (See Page 2)

OTB:csa
(6)

REC 8 66-3286-1050

Signature and Title

(Do not write in this space - for Bureau use only)

Memo Casper to Mohr 5/14/70

Memo Marshall to Yard, OTB, CSA MAY 7 1970 8/12/40, with addn by Yard

Set of cards NL, CAK 5/6/70

2 det 3 Xerox 5/5/70-CAK

XEROX MAY 8 1970

Bur Mtg Adv 5/13/70

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Employee Suggestion
Re: [redacted]

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Suggestion (Continued):

in March, 1970, reveals that 33 of these files were charged out. A survey in the File Review Unit, wherein references are listed on search slips for review purposes, revealed that a very insignificant number of references in the 40 classification were listed. The only individual indexed in these files is the applicant.

Recommendations and Comments of Division Head:

The Files and Communications Division favors the adoption of employee's suggestion to destroy files in the 40 classification (Passport and Visa Matters), particularly since the utilization of these files is very minimal; otherwise serve no useful purpose and occupy badly needed filing space. At the present time, expansion rate of our records holdings of 37 6-drawer cabinets per month (444 per year), makes it imperative that a critical evaluation be made concerning the destruction of those files in the 40 classification which contain no derogatory information. National Archives will be requested to furnish approval for the destruction of these files if this suggestion is adopted.

RECOMMENDATIONS:

1. For referral to the Training Division, attention Suggestion Desk, for appropriate consideration.

2. That comments of the Domestic Intelligence Division, General Investigative Division and Special Investigative Division be secured in order to determine their views concerning the adoption of this suggestion.

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(CONTINUED - OVER)

Employee Suggestion
Re: [redacted] b6 b7C

RECOMMENDATIONS CONTINUED:

3. If suggestion is approved, Files and Communications Division will submit appropriate recommendation through the Department of Justice to Archives for the destruction of these files.

4. That if this suggestion is adopted, appropriate consideration be given to recognizing Mr. [redacted] b6 b7C in the form of a cash award.

SAC, Albany

April 28, 1970

Director, FBI

REC-33 66-3286-1051

DESTRUCTION OF FILES AND RECORDS
IN AUXILIARY OFFICES
BUDED: 5/25/70

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4CLW/Cal

Enclosed is a list of nonsecurity classifications being considered for destruction five years after date of referral upon completion to office of origin (RUC). Proposed procedure follows.

Auxiliary offices will destroy files in these classifications five years after the most recent RUC date. Files in office of origin and/or office of prosecution, if different, will be retained under current regulations. Files representing cases of an important nature or cases having many ramifications will not be destroyed merely because they are five years old. Index cards will be retained by auxiliary offices for files destroyed. Original ED-302s, signed statements, or other evidentiary material will be forwarded to office of origin at time of file destruction.

MAILED 2
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COMM-FBI

As cases in these classifications are reviewed by Agent Supervisor on RUC tickler, if he feels file will be of no value after five years, he will stamp last serial "Destroy in five years from (Date)," in red ink and affix his initials. Files bearing stamp on last serial will be destroyed when five years old by Chief Clerk's Office (CCO). If communications have been placed in a file after

Enclosure ENCLOSURE

2 - Baltimore (Enclosure)
2 - Birmingham (Enclosure)
2 - Charlotte (Enclosure)
2 - Chicago (Enclosure)
2 - Cincinnati (Enclosure)
2 - Detroit (Enclosure)
2 - El Paso (Enclosure)
2 - Indianapolis (Enclosure)
2 - Jackson (Enclosure)
2 - Jacksonville (Enclosure)
2 - Los Angeles (Enclosure)
2 - Louisville (Enclosure)
2 - Mobile (Enclosure)
2 - New York (Enclosure)
2 - Omaha (Enclosure)
2 - Pittsburgh (Enclosure)
2 - Richmond (Enclosure)
2 - Savannah (Enclosure)
2 - Tampa (Enclosure)

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1 - Mr. DeLoach
1 - Mr. Callahan
1 - Mr. Felt
1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Tavel
1 - Mr. T. J. Jenkins
2 - Mr. J. E. Reilly

NOTE: Based on memo Casper to Mohr, 4/22/70, re: "Destruction of Files and Records in Auxiliary Offices," TAK:aga

TAK:aga (13)

MAIL ROOM ☐ TELETYPE UNIT ☐

Buchanan

April 28, 1970

Classification	Character
4	National Firearms Act and Related Statutes
6	Interstate Transportation of Strikebreakers
7	Kidnaping
8	Migratory Bird Act
9	Extortion
10	Red Cross Act
15	Theft From Interstate Shipment
17	Veterans Administration Matters
18	May Act
26	Interstate Transportation of Stolen Motor Vehicle or Aircraft
27	Patent Matter
28	Copyright Matter
29	Federal Reserve Act and Related Statutes
31	White Slave Traffic Act
36	Mail Fraud
39	Falsely Claiming Citizenship
40	Passport and Visa Matter
43	Illegal Wearing of Uniform and Related Statutes
44	Civil Rights and Related Statutes
45	Crime on High Seas
47	Impersonation
49	National Bankruptcy Act
50	Involuntary Servitude and Slavery
51	Jury Panel Investigations
52	Theft of Government Property and Related Statutes
54	Customs Laws and Smuggling
56	Election Laws
58	Bribery and Related Statutes
69	Contempt of Court and Related Statutes
70	Crime on Government Reservation and Related Statutes
71	Bills of Lading Act

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DATE 8-4-89 BY SP4 EHW/Cal

ENCLOSURE

66-3286-1051

Classification	Character
72	Obstruction of Justice and Related Statutes
73	Application For Pardon After Completion of Sentence; Application For Executive Clemency
74	Perjury
75	Bondsmen and Sureties
76	Escaped Federal Prisoner and Related Statutes
78	Illegal Use of Government Transportation Requests
86	Federal Lending and Insurance Agencies
87	Interstate Transportation of Stolen Property
88	Unlawful Flight to Avoid Prosecution and Related Matters
89	Assaulting or Killing a Federal Officer
90	Irregularities in Federal Penal Institutions
93	Ascertaining Financial Ability
103	Interstate Transportation of Stolen Cattle
114	Alien Property Custodian Matter
115	Bond Default
119	Federal Regulation of Lobbying Act
125	Railway Labor Act
139	Interception of Communications
141	False Entries in Records of Interstate Carriers
142	Illegal Use of Railroad Pass
146	Interstate Transportation of Prison-Made Goods
148	Interstate Transportation of Fireworks
149	Destruction of Aircraft or Motor Vehicles
152	Switchblade Knife Act
153	Automobile Information Disclosure Act
154	Interstate Transportation of Unsafe Refrigerators
160	Federal Train Wreck Statute
164	Crime Aboard Aircraft
167	Destruction of Interstate Property
178	Interstate Obscene or Harassing Telephone Calls

it has been stamped, CCO will contact Agent Supervisor for decision. Identity of office of origin of files destroyed will be shown on file fronts for future reference.

Conduct a survey of classifications on enclosed list and submit observations to Bureau, attention Training Division, by May 25, 1970, on following:

(1) Savings in space, by classification, by linear feet, if five-year-old files are destroyed in cases where you are neither office of origin nor office of prosecution.

(2) Annual savings in space and equipment if proposal adopted.

(3) Type and quantity of equipment now on order, or anticipated in near future, which proposal will eliminate.

(4) Anticipated advantages or disadvantages.

(5) Recommendations for insuring destruction after ten or twenty years of index cards retained for reference purposes on files destroyed under proposal.

(6) Additional suggestions you have to save space through file destruction.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: April 22, 1970

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF FILES AND RECORDS IN AUXILIARY OFFICES

By separate memoranda, the Training Division was authorized to conduct a survey and study of all criminal and applicant classifications to determine if we can streamline the destruction of files in auxiliary offices where there are no major case problems or cases of widespread interest. Files in the offices of origin and offices of prosecution would be retained under existing regulations.

The majority of the files in nonsecurity classifications are presently retained for a period of 20 years in both the offices of origin and auxiliary offices. In order to develop a workable solution to the problem of reducing our records volume in the field, without impairing the efficiency of our operations, the Training Division feels that consideration should be given to a five-year destruction program in certain nonsecurity classifications in auxiliary offices. Index cards would be retained under current regulations for reference purposes if needed after files have been destroyed. Any original FD-302s, signed statements, or other evidentiary material would be forwarded to the office of origin at the time of file destruction.

In order to accomplish the proposed five-year destruction program, it would be necessary for a careful review of each file by the Special Agent Supervisor when pulled on tickler after the case had been referred upon completion to the office of origin (RUC). If the supervisor was of the opinion that the file would be of no value after five years, he would stamp the last serial with instructions to destroy five years from the RUC posting date, and affix his initials for authorization purposes.

The Chief Clerk's Office (CCO), in reviewing files for destruction, would destroy those files bearing the stamp on the most recent serial. In those instances where communications were received subsequent to the RUC date, and no destruction stamp appeared thereon, it would be necessary for the CCO to bring these files to the attention of the Agent supervisor for final determination. The

Enclosure

1 - Mr. DeLoach
1 - Mr. Callahan
1 - Mr. Felt
1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Tavel
1 - Mr. T. J. Jenkins
2 - Mr. J. E. Reilly

TAK:aga
(11)

REC-33 66-3286-1051

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CONTINUED - OVER

identity of the offices of origin would be listed on the file fronts which are retained under existing regulations. In this manner, a cross reference could be made between the index card and the file front in the event the office of origin had to be contacted for reference purposes after the file had been destroyed.

The Training Division feels that by streamlining our present file destruction program in auxiliary offices, there would be a very substantial savings of filing space, which is critical in many of our field divisions. There would also be a savings in filing equipment and a reduction in the need for additional equipment.

In order to determine the feasibility of the proposed file destruction program as set forth above, authorization is requested to obtain a cross section of opinions by conducting a survey in a representative number of field offices in each grouping.

RECOMMENDATION:

That the attached letter and enclosure be forwarded to selected field divisions as indicated.

OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Gandy

TO : Mr. Mohr

DATE: May 14, 1970

FROM : J. J. Casper

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SUBJECT: DESTRUCTION OF BUREAU RECORDS -General
SUGGESTION 746-70 SUBMITTED BY
MR. [redacted]
FILES AND COMMUNICATIONS DIVISION

SUGGESTION: That files in the 40 classification (Passport and Visa Matters) be destroyed. Files in this category occupy well over 70 five-drawer cabinets consisting of over 86,000 files, approximately 70,000 of which consist of Department of State check sheet, application Form GH and BC and in some instances Interdepartmental Visa Review Committee minutes containing no derogatory information. It is believed these could be destroyed. Names of certain visa applicant sponsors were removed from the indices commencing in May, 1962, and these cards were destroyed. On July 11, 1963, it was recommended that approximately 50,000 files and index cards in the 40 classification be destroyed but this was not approved at that time since it was felt these files contained material which would be of value in security matters. A survey of the 86,000 files in March 1970, reveals that 33 of these files were charged out. A survey in the File Review Unit, wherein references are listed on search slips for review purposes, revealed that a very insignificant number of references in this classification were listed. The only individual indexed in these files is the applicant.

CURRENT PRACTICE: The suggester states files are retained in the Filing Unit, main cards on the applicants are filed in the General Index, and abstracts are filed in the Numbering Unit and Service Unit.

ADVANTAGES: : The space which would be gained if files in the 40 classification which contain no derogatory information were destroyed. If approved, approximately 70,000 index cards relating to these files could likewise be destroyed. Further, references would not be listed on search slips requiring subsequent review in the File Review Unit.

1 - Bufile 40-00
1 - Mr. Tavel
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REC-10 66-3286-1052

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Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Bureau Records
Suggestion 746-70 Submitted by
Mr. [redacted] b6 b7C
Files and Communications Division

OBSERVATIONS: Files and Communications Division favored adoption particularly since the use of these files is very minimal; otherwise serve no useful purpose; and, they occupy badly needed filing space. At the present time, expansion rate of our records of 37 six-drawer cabinets per month (444 per year), makes it imperative that a critical evaluation be made concerning the destruction of those files in the 40 classification which contain no derogatory information. A request will be made of the National Archives to approve this action if the idea is adopted.

Domestic Intelligence, General and Special Investigative Divisions recommended approval of this idea provided the material is not of a derogatory nature and Bureau has not conducted an investigation in a given case. The information contained in these files; that is, Department of State check sheets, application forms in some instances, Interdepartmental Visa Review Committee minutes are available at the U. S. Department of State or the Immigration and Naturalization Service and, as such, if need exists to obtain this information, it can be obtained through a review of the above agencies' files.

Due to these observations, Training Division feels the Files and Communications Division should be given approval to submit an appropriate recommendation through the Department of Justice to Archives for the destruction of these files.

RECOMMENDATIONS: (1) That authority be granted the Files and Communications Division to take appropriate action to obtain permission for the destruction of this material when it is not of a derogatory nature and Bureau has not conducted an investigation in a given case.

(over)

Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Bureau Records
Suggestion 746-70 Submitted by
Mr. [redacted]
Files and Communications Division

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(2) On approval, that further action with regard to the suggester be held in abeyance pending the results of this request. He has been thanked by prior letter. It should be noted it may take at least six months to obtain approval regarding this matter.

(3) When the results of the request are received, Files and Communications Division should advise the Suggestion Desk, Training Division, so that appropriate action may be taken regarding the suggester.

66-3286-1052

outg. only

CHANGED TO

66-190847-38

OCT 6 - 1970

BW/lma

ALL INFORMATION CONTAINED
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DATE 8-4-82 BY SP4ELW/cal

OPTIONAL FORM NO. 10
MAY 1962 EDITION
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5010-106

UNITED STATES GOVERNMENT

Memorandum

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Gandy

TO : Mr. Mohr

DATE: May 20, 1970

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 744-70 SUBMITTED BY
MISS [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION

SUGGESTION: That all "main" and "see" index cards on unknown subject cases involving sabotage or attempted sabotage of airplanes (98 and 149 classifications) through year 1959 be purged from the indices and the corresponding case files destroyed. It is estimated there are approximately 10,000 cards, the majority of which are "main" cards, which could be disposed of if this idea is approved.

CURRENT PRACTICE: This material is maintained indefinitely at the present time. The name of the manufacturer of the airplane is indexed in many instances as a "see" reference.

ADVANTAGES: The destruction of the cards and the corresponding files would provide for the recovery of badly needed space in the indices and files since these items no longer serve any useful purpose. The suggester points out that a similar procedure is followed on a yearly basis in destroying index cards and files on unknown subject cases involving Interstate Transportation of Stolen Motor Vehicles (26 classification) which are over ten years old.

OBSERVATIONS: Files and Communications Division favored adoption of the idea but pointed out that Archival authority for this destruction would be needed and, if approved, it would take the necessary action.

Domestic Intelligence Division was of the opinion the idea has merit and should be approved particularly in view of the urgent need to make available additional filing space.

RECORDED COPY FILED IN 98-0-

REC-34 64-3286-1053

4 MAY 28 1970

1 - Bufile 98-0
1 - Mr. Tavel
MJL:cak
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FEB 17 1971

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/Cal

CONTINUED - OVER

Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Bureau Property - General
Suggestion 744-70 Submitted by
Miss [redacted] b6 b7C
Files and Communications Division

General Investigative Division advised these are cases where the subject has not been identified, the Statute of Limitations has expired and they are at least ten years old. This action is already being taken with respect to the 26 classification and would result in a considerable saving of space. This Division had no objection to the proposed action and recommended adoption.

Due to these observations, the Training Division feels the Files and Communications Division should be given approval to submit an appropriate recommendation through the Department of Justice to Archives for the destruction of this material.

RECOMMENDATIONS: (1) That the authority be granted the Files and Communications Division to take appropriate action to obtain permission for the destruction of this material when the subject has not been identified, the Statute of Limitations has expired and the material is ten years old.

(2) On approval, that further action with regard to the suggester be held in abeyance pending the results of this request. She has been thanked by prior letter. It should be noted it may take at least six months to obtain approval regarding this matter.

(3) When the results of the request are received, Files and Communications Division should advise the Suggestion Desk, Training Division, so that appropriate action may be taken regarding the suggester.

66-3286-1054

CHANGED TO

66-19087-39

OCT 6 - 1970

BWL Lmm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4BLWJ Cal

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: July 15, 1970

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF FILES AND RECORDS IN AUXILIARY OFFICES

SYNOPSIS

Current rules and regulations permit auxiliary offices to destroy files in violations of Theft from Interstate Shipment, Selective Service, Interstate Transportation of Stolen Motor Vehicle, Deserter, Theft of Government Property, Crime on Government Reservation, and Interstate Transportation of Stolen Property, when certain provisions are met. In order to alleviate critical space situations in most field offices, and to provide for a more uniform program, a proposed five-year file destruction program in auxiliary offices was submitted to 19 field offices representative of each grouping. These offices were requested to furnish anticipated savings in space and equipment, as well as any disadvantages, in the event the proposed program was adopted. Eighteen of the 19 offices which were surveyed, advised there would be an immediate total saving of 6,859 linear feet of filing space, or an average of 381 linear feet per office. This saving is equivalent to 18 seven-shelf filing units per office. The major disadvantage was the clerical manpower required to accomplish the program, principally in the forwarding of FD-302s (interview report form) and evidentiary material to offices of origin when the files are destroyed. Based on the results of the survey, and in working with the Inspection Division, it would appear that clerical manpower time could be substantially reduced by retaining FD-302s and evidentiary material in the office where the file was destroyed, and by retaining index cards and file fronts with the identity of the office of origin thereon for reference purposes, if needed. The Training Division feels that existing file destruction regulations could be incorporated with the proposed program without impairing our investigative operations. The proposed destruction program would be in compliance with regulations of the National Archives and Records Service, General Services Administration.

Enclosure
1 - Mr. DeLoach (Enclosure)
1 - Mr. Bishop (Enclosure)
1 - Mr. Callahan (Enclosure)
1 - Mr. Felt (Enclosure)
1 - Mr. Gale (Enclosure)
1 - Mr. Rosen (Enclosure)
1 - Mr. Sullivan (Enclosure)
1 - Mr. Tavel (Enclosure)
TAK:aga
(10) 65 AUG 13 1970 ENCLOSURE

EX 106
REC 9
EX-117
REC-28
66-3286-1055
66-3286-1085
AUG 6 1970
25 JUL 29 1970

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CONTINUED - OVER

UNRECORDED COPY FILED IN 62-109060-1809

Destruction of Records - Gen'l

Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Files and Records
in Auxiliary Offices

RECOMMENDATIONS:

(1) That files in 62 nonsecurity classifications (see attached list) be destroyed in auxiliary offices when five years old, unless the office is the office of prosecution, or the office feels it necessary to retain the file. The responsibility for the destruction of files would rest with Agent supervisory personnel.

(2) That Classification 91, Bank Robbery Matters, be included in the proposed list of files to be destroyed when five years old.

(3) That file fronts with the identity of the office of origin noted thereon be retained for reference purposes.
WHEN FILES ARE DESTROYED

(4) That index cards, original FD-302s, signed statements, and evidentiary material be retained in auxiliary offices when files are destroyed.
FORM

Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Files and Records
in Auxiliary Offices

DETAILS

The Manual of Rules and Regulations currently permits auxiliary offices to destroy files in Classification 26, Interstate Transportation of Motor Vehicle or Aircraft, when ten years old unless the files relate to: 1- cases of an important nature; cases having many ramifications; or 3- cases where the office is the office of prosecution. Signed statements are forwarded to the office of origin at the time the files are destroyed.

The Manual of Rules and Regulations also permits auxiliary offices to destroy files in the following classifications when five years old, unless they relate to cases of an important nature or to cases having many ramifications:

Classification 25, Selective Service Act:

1 - Zero files and the index cards relating thereto.

2 - Files in which investigation disclosed delinquency was not willful including files in which the U. S. Attorney has ruled registration fictitious, and the index cards relating thereto.

3 - Files in which the office is not the office of prosecution, and the index cards relating thereto.

Classification 42, Deserter, and the index cards relating thereto:

1 - File does not pertain to a deserter who has been involved in some other criminal activity or activity where the Bureau would be obligated to disseminate information to another agency.

2 - Stops are not outstanding.

Unknown subject files in Classification 15, Theft from Interstate Shipment; Classification 26, Interstate Transportation of Stolen Motor Vehicle or Aircraft; Classification 52, Theft of Government Property Matters; Classification 70, Crime on Government Reservation Matters; and Classification 87, Interstate Transportation of Stolen Property:

1 - Stops are not outstanding.

2 - A capital offense is not involved.

3 - The file contains no information of an intelligence type, useful on a continuing basis.

4 - The file contains no signed statements obtained from witnesses.

The majority of files in other nonsecurity classifications are retained for 20 years, in both the offices of origin and auxiliary offices.

In order to develop a workable solution to the problem of reducing our records volume in the field, without impairing the efficiency of our investigative operations, the Training Division feels that consideration should be given to a five-year uniform destruction program in 61 nonsecurity classifications (see attached list) in auxiliary offices. Under the proposed destruction program, index cards would be retained under existing regulations for reference purposes after the files had been destroyed. Initially it was felt that the original FD-302s, signed statements, and evidentiary material should be forwarded to the office of origin at the time of the file destruction.

In order to accomplish the five-year destruction program, it would be necessary for a careful review of each file by the Agent supervisor when pulled on tickler, after the case had been referred upon completion to the office of origin (RUC). If the supervisor was of the opinion that the file would be of no value after five years, he would stamp the last serial with instructions to destroy five years from the RUC posting date, and affix his initials for authorization purposes.

The Chief Clerk's Office (CCO), in reviewing files for destruction, would destroy those files bearing the stamp on the most recent serial. In those instances where communications were received subsequent to the RUC date, and no destruction stamp appeared thereon, it would be necessary for the CCO to bring these files to the attention of the Agent supervisor for final determination. The identity of the offices of origin would be listed on the file fronts, which are retained under existing regulations. In this manner, a cross reference could be made between the index card and the file front in the event the office of origin had to be contacted for reference purposes after the file had been destroyed.

Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Files and Records
in Auxiliary Offices

To determine the feasibility of the proposed file destruction program as set forth above, a survey was conducted in 19 field offices from all groupings. These offices were requested to study the proposal and furnish data concerning the saving in space and equipment, anticipated advantages and disadvantages to the proposal, recommendations for insuring that index cards would be destroyed at the proper time, and comments that would further streamline the file destruction program.

An analysis of the data furnished by the 19 field offices revealed that the major advantage to the proposal would be the substantial saving in space and equipment. Eighteen of the 19 offices which were surveyed stated that there would be a total saving of 6,859 linear feet, or an average of 381 linear feet per office, if the proposal was adopted. This saving is the equivalent of 18 seven-shelf open filing units per office. Although each office did not specify the annual saving thereafter, several offices indicated there would be a considerable saving in space each year, and that the proposal would eliminate the need to request additional filing equipment in the foreseeable future.

The majority of those offices surveyed thought the major disadvantage would be the clerical time required to implement the program, which could offset the savings in space and equipment. The most time consuming factor would be the need to forward original FD-302s, signed statements, and evidentiary material to the offices of origin when files are destroyed, and the time required to file this material in the proper files once received in the offices of origin.

In addition to the manpower aspect, these offices furnished the following disadvantages to the proposed file destruction program:

1 - Additional time would be required to insert destruction notations on index cards.

2 - In some instances, due to the lack of identifying information on the index cards, it would virtually be impossible to determine if name check references were identical with subjects or references in files destroyed

3 - The stamping and initialing of the top serial in file would place an additional burden on the Special Agent Supervisor.

4 - By having the Special Agent Supervisor review each file on tickler for destruction purposes, there would be a delay in the return of files to the Chief Clerk's Office, which would result in an increase in loose serials in folders, and an increase in the amount of unmatched new mail.

5 - The additional time and cost required to correspond with the offices of origin for reference material, if needed, subsequent to the destruction of files.

6 - The additional costs, in some instances, to send original FD-302s, signed statements, and evidence by Registered Mail.

7 - The time required to "break down" consolidated volumes to destroy files of no further value, and the time required to reconstruct the consolidated volumes to retain files of a continuing value.

8 - The additional time that would be required to implement a sound, uniform destruction program to insure that index cards were destroyed in 10 or 20 years after the files had been destroyed.

The results of the survey were discussed with the Inspection Division, who suggested that the disadvantages to the proposal, which were submitted by the field, could be substantially reduced by the following means:

1 - Retain original FD-302s, signed statements, and evidentiary material in the auxiliary offices where the files are destroyed. This would eliminate the need for clerical personnel to forward this material to the offices of origin, and also the necessity to file this material in proper files once received in the offices of origin.

2 - That no file destruction notations be placed on index cards in auxiliary offices. The indices cards could be destroyed as encountered in 20 years.

3 - That the necessity of contacting the office of origin in name check references would be infrequent inasmuch as there is little indexing in these types of cases in auxiliary offices, and auxiliary offices rarely get pertinent positive name checks in these classifications.

4 - That Classification 91, Bank Robbery Matters, be included on the list of files to be destroyed in five years.

The Training Division concurs with the suggestions of the Inspection Division, and feels that a sound, uniform file destruction program could be implemented in auxiliary offices, without impairing our investigative operations, as follows:

1 - That files in 62 nonsecurity classifications (see attached list; Bank Robbery Matters included) be destroyed in auxiliary offices when five years old unless the office is office of prosecution, or the office feels it necessary to retain the file. The responsibility for the destruction of files would rest with Agent supervisory personnel.

2 - That index cards be retained for 20 years, and then destroyed as encountered.

3 - That original FD-302s, signed statements, and evidentiary material be retained in the auxiliary offices where the files are destroyed.

4.- That file fronts be retained, with the identity of the office of origin inserted thereon, for reference purposes.

The Files and Communications Division advised that the proposed file destruction program would be in compliance with existing regulations of the National Archives and Records Service, General Services Administration.

April 28, 1970

Classification	Character
4	National Firearms Act and Related Statutes
6	Interstate Transportation of Strikebreakers
7	Kidnaping
8	Migratory Bird Act
9	Extortion
10	Red Cross Act
15	Theft From Interstate Shipment
17	Veterans Administration Matters
18	May Act
26	Interstate Transportation of Stolen Motor Vehicle or Aircraft
27	Patent Matter
28	Copyright Matter
29	Federal Reserve Act and Related Statutes
31	White Slave Traffic Act
36	Mail Fraud
39	Falsely Claiming Citizenship
40	Passport and Visa Matter
43	Illegal Wearing of Uniform and Related Statutes
44	Civil Rights and Related Statutes
45	Crime on High Seas
47	Impersonation
49	National Bankruptcy Act
50	Involuntary Servitude and Slavery
51	Jury Panel Investigations
52	Theft of Government Property and Related Statutes
54	Customs Laws and Smuggling
56	Election Laws
58	Bribery and Related Statutes
69	Contempt of Court and Related Statutes
70	Crime on Government Reservation and Related Statutes
71	Bills of Lading Act

AUG 6 1970

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ENCLOSURE

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Classification	Character
72	Obstruction of Justice and Related Statutes
73	Application For Pardon After Completion of Sentence; Application For Executive Clemency
74	Perjury
75	Bondsmen and Sureties
76	Escaped Federal Prisoner and Related Statutes
78	Illegal Use of Government Transportation Requests
86	Federal Lending and Insurance Agencies
87	Interstate Transportation of Stolen Property
88	Unlawful Flight to Avoid Prosecution and Related Matters
89	Assaulting or Killing a Federal Officer
90	Irregularities in Federal Penal Institutions
91	Bank Robbery Matters
93	Ascertaining Financial Ability
103	Interstate Transportation of Stolen Cattle
114	Alien Property Custodian Matter
115	Bond Default
119	Federal Regulation of Lobbying Act
125	Railway Labor Act
139	Interception of Communications
141	False Entries in Records of Interstate Carriers
142	Illegal Use of Railroad Pass
146	Interstate Transportation of Prison-Made Goods
148	Interstate Transportation of Fireworks
149	Destruction of Aircraft or Motor Vehicles
152	Switchblade Knife Act
153	Automobile Information Disclosure Act
154	Interstate Transportation of Unsafe Refrigerators
160	Federal Train Wreck Statute
164	Crime Aboard Aircraft
167	Destruction of Interstate Property
178	Interstate Obscene or Harassing Telephone Calls

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. C. D. Brennan

DATE: June 19, 1970

FROM : W. H. Floyd

DESTRUCTION OF BUREAU PROPERTY

SUBJECT: SECURITY INDEX LISTS

GENL

GENL

Enclosed herewith is one copy each of the following lists for transmittal to the SAC, Quantico, for storage with other vital records maintained by him.

1) Alphabetical list of Security Index (SI) subjects.
2) Geographical list of SI subjects.
3) Special Section of the SI.
4) List of SI subjects out of country.
5) List of subjects whose citizenship status is unknown.
6) List of aliens.
7) List of SI subjects of Chinese descent.
8) List of SI subjects sympathetic to Communist China.
9) List of SI subjects sympathetic to Cuba.
10) List of SI subjects sympathetic to Cuba and China.
11) List of SI subjects who are defectors.
12) List of Progressive Labor Party members.
13) List of SI subjects who are Chinese defectors.
14) List of SI subjects who are Cuban defectors.
15) List of missing SI subjects.

The SAC, Quantico, should destroy by burning the lists furnished May 20, 1970. When this action has been taken, he should so note on this memorandum and return it to the Internal Security Section.

ACTION:

If you approve, this memorandum and the attached lists will be forwarded to SAC, Quantico, for the above action.

Enclosures - 15

100-358086

1 - SAC, Quantico
1 - Mr. W. H. Floyd

WHF:djr
(3)

Handled by Quantico 6-22-70 Lcs

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5-WHF

66-3286

NOT RECORDED
145 JUN 26 1970

15 JUN 25 1970

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55 JUL 1 1970

ORIGINAL FILED IN 100-358086-4037

Assistant Attorney General
for Administration

May 27, 1970

Director, FBI

Bureau Records - General

DESTRUCTION OF RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy files, index cards, and related material maintained at headquarters relating to Sabotage of Aircraft and Destruction of Aircraft or Motor Vehicle investigations in which there was no prosecution. It is recommended that permission be granted to destroy these files and related material which have ceased to have sufficient value to warrant further retention after ten years.

It is requested that this form be forwarded to the National Archives and Records Service of the General Services Administration for appropriate action.

Enclosures (5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4EW/Cal

1 - 66-19087

66-3296

OTB:csa
(6)
NOTE: Based on memorandum J. J. Casper to Mr. Mohr dated 5-20-70 captioned "Destruction of Bureau Property-General, Suggestion 744-70 Submitted by Miss [redacted] Files and Communications Division." ML:cak

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NOT RECORDED
184 JUN 3 1970

DUPLICATE YELLOW

59 JUN 5 1970

ORIGINAL FILED IN 66-19087-39

Assistant Attorney General
for Administration

May 20, 1970

Director, FBI

Bureau Records - General

DESTRUCTION OF RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy Passport and Visa Matters files, index cards and abstracts over ten years old which contain no derogatory information and concerning which no investigation was conducted by the Federal Bureau of Investigation. It is recommended by this Bureau that permission be granted to destroy these files together with related material which have ceased to have sufficient value to warrant further retention.

It is requested that this form be forwarded to the National Archives and Records Service of the General Services Administration for appropriate action.

Enclosures (5)

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HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4CLW1 cal

66-19087-1

OTB:csa
(6)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr dated 5-14-70 captioned "Destruction of Bureau Records - Suggestion 746-70 Submitted By Mr. [redacted] Files and Communications Division" ML:cak.

66-3286-

66-19087

NOT RECORDED

46 MAY 22 1970

DUPLICATE YELLOW

51 MAY 28 1970

66-19087-36

ORIGINAL FILED IN

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: 4/15/70

FROM : J. J. Casper

SUBJECT: SUPERVISION - UNLAWFUL FLIGHT TO AVOID PROSECUTION (UFAP)
SUGGESTION 674-70 SUBMITTED BY
MR. [redacted] PHILADELPHIA OFFICE

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Tolson
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Callahan
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Soyars
Tele. Room
Holmes
Gandy

SUGGESTION: That files in UFAP matters (88 classification) be destroyed in auxiliary offices one year or three years at most after auxiliary office has been advised of apprehension, process dismissed, or death of subject which is done in most instances through the cancellation of the Identification Order (IO). In addition, proposes consideration be given to having office of origin (OO) advise offices which have files on subject of the apprehension, etc., of subjects where IOs have not been issued so that these files could also be destroyed within the period set out above. Files in office of apprehension and OO to be retained under the present 20-year rule. From a review of several UFAP files in Philadelphia when it has been an auxiliary office, [redacted] there has been no activity whatsoever once the UFAP subject has been apprehended by some other division yet file must be retained for 20 years.

CURRENT PRACTICE: UFAP files must be retained for 20 years before destruction according to regulations at present time.

ADVANTAGES: The suggester states he estimates a saving of one-third of valuable filing space in the closed files section in this office with considerable amounts in all other field offices. Philadelphia has 147 lineal feet of shelf filing used by closed UFAP files. He estimates this would be reduced to 98 lineal feet if the idea is approved.

OBSERVATIONS: SAC Jamieson, Philadelphia, stated the idea is practical and he recommended it be given favorable consideration. Special Investigative Division noted present rules for destruction of general criminal files, including UFAP cases in auxiliary offices, is after 20 years. The Selective Service and Deserter files in auxiliary offices may be destroyed after five years. Due to the likelihood of a fugitive felon again becoming involved in criminal activity, this Division felt destroying such files as proposed could well create more cost in interoffice communications and file reconstruction than would be saved by the space

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SML:ple (2) (CONTINUED - OVER)

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involved. If approved, it would still be necessary to retain index cards in auxiliary offices. This, of course, could well lead to a very high rate of instances wherein a request would need to be made of other offices when the same name is searched in the field office indices. It would also appear the same idea for earlier destruction of files could as well be applied to other classifications. This Division recommended against adoption of the suggestion as submitted but recommended that auxiliary offices be authorized to destroy UFAP files 10 years after a case is concluded.

Training Division wishes to point out that, while this idea was being considered by the interested divisions, a memorandum from Mr. Jenkins to Mr. Casper, dated 4/9/70, captioned, "Destruction of Criminal and Applicant Files in Field Offices Where Such Offices are Auxiliary Offices," was written and approved. This memorandum recommended that Mr. [redacted] Chief Clerk's Desk, make a survey and study of all criminal and applicant classifications to determine if the destruction of these files in auxiliary offices could be speeded up due to space problems, etc., in our field offices. Due to this action, Training Division feels final action on the current idea should be held in abeyance awaiting the results of this survey. It is proposed that a six-month deadline be set for the receipt of these observations and recommendations.

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Let's see where we are in about 3 mos. Jan.

RECOMMENDATION:

That final action with regard to the current suggestion be held in abeyance pending receipt of the results of the survey being conducted by the Chief Clerk's Desk, Training Division. He has been thanked by prior letter.

Jan
4/16.

WSH

abe
4/20

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DATE 8-4-82 BY SP4EJW/cal

July 30, 1970

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Destruction Of Bureau Records

Part II, Section 3D, Item 8b, page 13a, should be amended to read as follows:

b. Zero files may be destroyed in accordance with regulations governing the destruction of substantive files of a given classification in the office of origin.

Part II, Section 3D, Item 8c-(1), page 13a, should be deleted.

Part II, Section 3D, Item 8d, page 13a, should be amended to read as follows:

d. Files and records to be destroyed when five years old if certain conditions are met. The conditions are set out after the classification. Files representing cases of an important nature or cases having many ramifications should not be destroyed merely because they are five years old. Agent supervisory personnel are responsible for authorizing the destruction of files. If there is any doubt, consult the Bureau. Show reason for destruction on the file fronts, including consolidated volumes, beneath the file number(s) (see example in item c above).

Part II, Section 3D, Item 8d, page 13a, should be amended by adding the following new material as Item (4):

(4) Classifications 4, 6, 7, 8, 9, 10, 15, 17, 18, 26, 27, 28, 29, 31, 36, 39, 40, 43, 44, 45, 47, 49, 50, 51, 52, 54, 56, 58, 69, 70, 71, 72, 73, 74, 75, 76, 78, 86, 87, 88, 89, 90, 91, 93, 103, 114, 115, 119, 125, 139, 141, 142, 146, 148, 149, 152, 153, 154, 160, 164, 167, 178

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Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

REC-106 66-3286-1056

NOT RECORDED
15 AUG 4 1970

cc - Mr. Felt
cc - Mr. Reilly, Room 5302
TAK:aga

66-3286-1055

(6) NOTE: Based on memo J. J. Casper to Mr. Mohr, 7/15/70, re: "Destruction of Files and Records in Auxiliary Offices," TAK:aga.

RECORDED COPY FILED IN

Proposed Change in Manual of
Rules and Regulations

(a) Office is not the office of origin or office of prosecution

(b) File is of no further value

(c) Stops are not outstanding

(d) Retain original FD-302s, signed statements, and evidentiary material in office where file is destroyed

(e) Retain file fronts and show identity of office of origin thereon for reference purposes

(f) Retain index cards for twenty years and then destroy as encountered

66-3286-1057

CHANGED TO

66-19087-40

OCT 6 - 1970

BW / bmc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EWlcal

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation

August 5, 1970

John W. Adler
Acting Assistant Attorney General
for Administration

BW

Disposal Schedules for Records of your Bureau
Destruction of Bureau Records-General

This refers to your memoranda dated December 15, 1969, May 20, 1970, and May 27, 1970, whereby you submitted three disposal schedules describing certain records that your Bureau desires to destroy.

The Archivist of the United States has approved the disposal of these records in accordance with the provisions of Public Law 91-287. The approved disposal schedules are enclosed.

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DATE
BY

66-3286-
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OCT 5 1970

ENCLOSURE

OCT 6 1970

February 8, 1971

PERSONAL

EX-103 REC-51 66-3286-10

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

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Dear Miss [redacted]

Reference is made to your suggestion regarding the disposition of index cards and files relating thereto in unknown subject cases involving a particular classification. I am pleased to advise you that due to several proposals which were received regarding different classifications a procedure has now been placed into effect whereby such material will be disposed of when it becomes five years old.

I did not want this opportunity to pass without commending you for the initiative and alertness you displayed in submitting your idea to me.

Sincerely yours,

J. Edgar Hoover

b6
b7C

1 - Mr. Tavel
1 - Mrs. [redacted]
1 - Personnel file of Miss [redacted]
ML:das
(6) (Suggestion 744-70)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, ML:das, dated 2/5/71, re: Conservation of Filing Space, Suggestion Matter.

MAILED 12
FEB - 8 1971
COMM-FBI

Tolson
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62 FEB 22 1971

MAIL ROOM [ ] TELETYPE UNIT [ ]

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
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Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 8-21-70

FROM : J. W. Marshall

SUBJECT: DESTRUCTION OF BUREAU PROPERTY
GENERAL SUGGESTION 744-70 SUBMITTED
BY MISS [redacted]
FILES AND COMMUNICATIONS DIVISION

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 [illegible]

Employee submitted suggestion that unknown subject case files, index cards and abstracts in the 98 (Sabotage) and 149 (Destruction of Aircraft or Motor Vehicle) classification, over ten years old be destroyed. It is estimated that approximately 10,000 index cards and a like number of abstracts together with fifteen 6-drawer cabinets of files can be purged. Suggestion was approved based upon memorandum J. J. Casper to Mr. Mohr, 5-20-70, with the provision that permission be obtained from Archives for destruction of this material.

On 8-5-70, Mr. John W. Adler, Acting Assistant Attorney General for Administration, advised that the Archivist of the United States had approved the disposal of these records in accordance with the provisions of public law 91-287. Case files, index cards and abstracts over ten years old in which the subject was not identified, can now be destroyed in the 98 and 149 classifications.

A survey reveals that fifteen 6-drawer, letter size file cabinets can be reclaimed upon destruction of case file material in the approved classifications. These cabinets cost $83 each and therefore this suggestion represents a savings to the Government of $1245. Also 18 index card drawers can be reclaimed and therefore represent an additional savings of $192 for a total of $1437. In view of the amount of savings involved and since Miss [redacted] alertness and keen interest were responsible for the submission of this suggestion, it is felt she should receive a cash award commensurate with the amount of savings involved.

EX-110 REC-53 66-3286-1058 15 AUG 31 1970

RECOMMENDATIONS:

Memo Casper to Mohr 8-5-70
Let of appr 8-8-70

1. That Miss [redacted] receive a ~~cash award for~~ originating this suggestion which will result in total tangible savings to the Bureau of $1437.

b6
b7C

1 - Training Division (Attention Mrs. Liddon)
1 - Personnel File of [redacted]

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

OTB:csa
(6)

(CONTINUED - OVER)

PAGE TWO

Memorandum J. W. Marshall to Mr. Tavel
Re: Destruction of Bureau Property
Submitted By [redacted]
Files and Communications Division

b6
b7C

RECOMMENDATIONS CONTINUED:

2. That this matter be referred to the Suggestion Desk, Training Division, so that appropriate action may be taken regarding this suggestion.

ST

ADDENDUM OF THE TRAINING DIVISION, ML:das, 8/28/70

While Archival approval has been granted for the destruction of the material mentioned in the foregoing memorandum when it is over ten years old, the matter of the disposition of such material in numerous classifications when five years have elapsed was discussed on 8/26/70 at the Executives Conference. It was decided that Assistant Director Felt, Inspection Divison, should look into this matter. Since this would have a bearing on the savings involved, it is felt this idea should be held in abeyance pending the results of the above-mentioned action.

RECOMMENDATIONS: (1) That final action regarding this suggestion be held in abeyance pending Mr. Felt's findings in this matter. The suggester has been thanked by prior letter.

(2) On approval, the Suggestion Desk, Training Division, should be advised of the final decision made regarding the disposition of such material.

REC-84 66-3286-1059

ST-121

August 20, 1970

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/cal

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

ser 1050

Reference is made to my letter of May 6, 1970, concerning your suggestion that certain records of no further interest to the Bureau be destroyed. I am pleased to advise you that this suggestion has been adopted and, in recognition of the saving to be realized therefrom, I have approved a $260.00 incentive award for you which is represented by the enclosed check.

As the result of your recommendation, badly needed space has been retrieved for filing purposes. I want you to know that your interest in improving our operations is appreciated and I hope that you will give us the benefit of any future ideas you may have.

Sincerely yours,

J. Edgar Hoover

Enclosure

1 - Mr. Tavel (Personal Attention) Enclosure

You should personally present this award and should this not be possible or should presentation be unreasonably delayed by your absence official acting for you should present it. Inform employee net amount of check represents this award less withholding tax.

1 - Training Division (Attention: Mr. J. E. Reilly - Suggestion #746-70)
1 - Mrs. Randolph (Sent Direct)
SMA sma (6) 67-628797 - Award #392-71 b6 b7C
Based on Marshall-Tavel memo of 8/12/70 and addendum Training Division 8/13/70 re Destruction of Bureau Records, Suggestion #746-70 Submitted by Mr. [redacted] Files and Communications Division.

MAILED 6
AUG 20 1970
COMM-FBI

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan

56 SEP 14 1970

MAIL ROOM [ ] TELETYPE UNIT [ ]

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
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Bishop
Brennan, C.D.
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Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 8-12-70

FROM : J. W. Marshall

SUBJECT: DESTRUCTION OF BUREAU RECORDS
SUGGESTION 746-70 SUBMITTED BY
MR. [redacted] FILES b6
AND COMMUNICATIONS DIVISION b7C

Employee submitted suggestion that files in the 40 classification (Passport and Visa Matters), which occupy over 70 five-drawer cabinets consisting of over 86,000 files, be destroyed together with abstracts and index cards relating thereto. Suggestion was approved based upon J. J. Casper memorandum to Mr. Mohr dated 5-14-70 with the provisions that permission be obtained from Archives for destruction of this material.

On 8-5-70, Mr. John W. Adler, Acting Assistant Attorney General for Administration advised that the Archivist of the United States had approved the disposal of these records in accordance with the provisions of public law 91-287. Files, index cards and abstracts over ten years old containing no derogatory information and concerning which no investigation was conducted by the Bureau, can now be destroyed in the 40 classification pursuant to Archival approval.

A survey reveals that 70 five-drawer letter-size file cabinets can be reclaimed upon destruction of the material authorized in the 40 classification. These cabinets cost $59 each and, therefore, represent a savings to the Government of $4,130 inasmuch as this badly needed space can be reclaimed for filing purposes, thereby eliminating the necessity of purchasing this number of new cabinets to meet the needs of the Files and Communications Division. In view of the substantial amount of savings involved, and since Mr. [redacted] resourcefulness, keen interest and observation were responsible for originating this suggestion, it is felt that he should receive an incentive award commensurate with the savings involved. b6 b7C

ST-121

REC-84 66-3286-1059

1 - Training Division
1 - Personnel File of [redacted]

18 SEP 3 1970

OTB:csa
(6)

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

(CONTINUED - OVER)

Enclosure detailed

Memorandum J. W. Marshall to Mr. Tavel
Re: Destruction of Bureau Records - Suggestion 746-70 Submitted By [redacted] Files & Communications Division

b6
b7C

RECOMMENDATIONS:

1. That Mr. [redacted] receive a cash award for originating this suggestion which will result in tangible savings of at least $4,130 to the Bureau.

2. That this matter be referred to the Suggestion Desk, Training Division, so that appropriate action may be taken regarding this suggestion.

ST
8/13

ADDENDUM OF THE TRAINING DIVISION, ML:das, 8/13/70

Since approval has now been granted for the disposition of the material as outlined in the foregoing memorandum, the Training Division agrees that the saving to be realized from this procedure warrants recognition for the suggester. Based on the estimated annual saving of $4,130, Mr. [redacted] could be granted an incentive award of $260. This is in line with the current scale for such awards.

b6
b7C

RECOMMENDATIONS: (1) That Mr. [redacted] be granted an incentive award of $260 to be handled by the Commendation, Supervisory Approval and Special Action Unit, Administrative Division. He has been thanked by prior letter.

(2) The Files and Communications Division should take the necessary steps to place this idea into effect.

Scheduled for handling by Records Branch. 13 8/27/70 (8-20-70)

Appropriate letter attached for [redacted]

b6
b7C

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
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TO : MR. TAVEL

DATE: 9-8-70

FROM : J. W. MARSHALL

SUBJECT: Alien Applicants General (96-0) ~~X~~ Destruction of Bureau Records - Gen'l
~~X~~ Deindexing and ~~X~~ Destruction of ~~X~~ Provost Marshal General's Investigations
Loyalty and character investigations

By memo 6-7-67, from L. E. Short to Mr. Tavel, it was recommended that captioned file consisting of 791 Sections and 63,818 serials be deindexed and that deindexed serials be destroyed. Majority of serials were name check-type requests. General Investigative, Special Investigative and Domestic Intelligence Divisions approved deindexing and destruction of serials although Domestic Intelligence Division pointed out that results of loyalty and character investigations by Provost Marshal General's Office contained in file should be retained as they contained background material and derogatory data of potential value.

We have deindexed and destroyed approved material in this file and find that approximately 30,000 copies of investigations made by Provost Marshal General's Office remain in file. It is estimated that there are 50-60 thousand index cards on these reports.

Memo from Paul F. Kriethe, Jr., to Mr. Cunningham, dated 8-28-42, reveals that Kriethe contacted Provost Marshal General's Office to determine why copies of reports of investigations of aliens employed in National Defense Plants during World War II were being furnished to Bureau. Provost Marshal General's Office stated they had been forwarded as they thought Bureau desired information for its files. Attached to this memo is routing slip advising Kriethe that "KRAMER (R. P.) says we should take everything we can get." By letter dated 11-23-42, to Military Intelligence Service, War Department, Bureau requested that arrangements be made for Bureau to receive copies of all investigative reports of this nature rather than only those which were furnished to the military intelligence services.

ORIGINAL COPY FILED IN 96-0-63820

PFO:sjg
(3)

66-3286-

NOT RECORDED
OCT 16 1970

PMS REC RBW

2 SEP 11 1970

RECORDS

8 OCT 19 1970

Memo: Marshall to Tavel
Re: Alien Applicants General (96-0)
Deindexing and Destruction

Review of these reports reveals that approximately 85% contain conclusion by military that there was no reason to question loyalty of individual.

As we merely filed these copies for information purposes we can safely deindex those which do not contain derogatory information. As copies of reports are "Records" as defined by Federal Records Act of 1950, Archival authority will be necessary for destruction of deindexed copies.

RECOMMENDATION:

1. That deindexing of copies of reports, which do not contain derogatory information, be approved.

2. That Archival authority be secured for destruction of copies which are deindexed.

ST 9/8

CD 3/Hen

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 8-21-70

FROM : J. W. Marshall

SUBJECT: REQUEST FOR DISPOSAL OF FBI INVESTIGATIVE REPORTS BY DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-4-82 BY SP5 FEW/ cal

DESTRUCTION OF BUREAU PROPERTY

By letter dated 8-18-70, Mr. Nathan D. Dick, Acting Director of Security, Office of the Secretary, Department of Health, Education, and Welfare, advised they have some FBI investigative reports previously disseminated to them for which they have no continuing need. Mr. Dick inquired concerning proper disposition of these reports. He also inquired, if they dispose of these reports and at some future date need reports in an individual case, would Bureau furnish them copies.

We have received numerous similar requests from other agencies concerning disposition of FBI reports and have interposed no objection to destruction of Bureau material providing it is destroyed in accordance with provisions contained in Executive Order 10501 as amended, which requires that destruction be by burning or an equally complete method of destruction. It is felt we should take same position in this instance and should also advise Health, Education, and Welfare that, if they need copies of reports in individual cases at a later date, they should submit an appropriate request to the Bureau. There is attached hereto an appropriate letter to Mr. Dick setting forth above information.

RECOMMENDATION:

That attached letter be approved and forwarded.

Enclosure
JWM:ifc
(3)

8/21

22 AUG 28 1970

66-3286

NOT RECORDED
29 AUG 28 1970

55 SEP 1 1970

ORIGINAL FILED IN 62-104524-320

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : MR. WALTERS

DATE: 9-16-70

FROM : B. E. Ponder BEP

SUBJECT: PRISONER OF WAR FILE
IDENTIFICATION MATTER
Destruction of Bureau Records General

The Identification Division has maintained the prisoner of war fingerprint file since its inception during World War II. The file contains the fingerprint cards of approximately 358,000 German, Italian and Japanese prisoners of war who were subsequently repatriated. The fingerprint cards are housed in 37 file cabinets and the corresponding index cards in five cabinets. This is an inactive file and serves no useful purpose. It is noted that a limited number of prisoners escaped from custody while in the United States and those cases were investigated by the FBI. The fingerprints of these prisoners were removed from the prisoner of war file following their escape and placed in our regular files where they are still maintained and are not considered part of the prisoner of war file.

In view of the inactive nature of this file which represents persons no longer in the United States and the need for space in the Identification Building, it is felt that this file should now be destroyed.

RECOMMENDATIONS:

66-3286-
NOT RECORDED
47 SEP 23 1970

1. That the prisoner of war file be destroyed.

1 SEP 22 1970

ONE

2. If destruction is approved, that this memorandum be forwarded to the Files and Communications Division to obtain archival approval.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP2 EWT cal

ORIGINAL FILED IN 66-16371-2079

1 - Mr. Tavel

54 OCT 22 1970

BEP:ed
(3)

Employee Suggestion
FD-2 (Rev. 9-11-59)

3-4-71 b6 b7C

Date: November 5, 1970

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: St. Louis

SUGGESTION

Instructions in Manual of Rules and Regulations regarding destruction of index cards when they are over five years old be changed to include not only numbers, but such stolen items as clothing, jewelry, tires, whisky, etc. (any items particularly in 15 and 87 Unsub cases). The present rules regarding any stops placed would still remain in effect.

DESTRUCTION OF BUREAU PROPERTY - New

Current practice or rule (Include manual citation as well as facts)

MRR, Part II, Section 3, Page 5a, sets out various serial numbers on which index cards can be destroyed as encountered when over five years old; however the only provision for destruction of cards (cont.)

Advantages of suggestion and annual savings (include basis for estimate)

Would have same advantages as present rules relating to index cards on numbers.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4 EW/cal

66-3286-
NOT RECORDED
184 NOV 16 1970

EX-101
31 NOV 9 1970

ORIGINAL FILED IN 66-50454-114

Disadvantages of suggestion

None.

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester

Office Services Manager (ACC)

Recommendations and comments of Division Head

With the use of NCIC which is a repository for such items which are identifiable, and due to the fact weapons by serial number are permanently retained in NCIC, it is felt this suggestion has considerable merit and consideration for approval is recommended.

Wallace L. Brock

Signature and Title

(Do not write in this space - for Bureau use only)

Let of appr

ML:dao

54 NOV 25 1970

b6 b7C

NOV 1970

3-Bureau; 2-St. Louis (1 - 66-2168; 1-PF [redacted]

Current practice (Cont.)

as suggested above comes within destruction of unsub files in certain classifications.

Memorandum J. [redacted] Marshall to Mr. Tavel
Re: Suggestion of [redacted]
Regarding the Disposal of Enclosures

b6
b7C

RECOMMENDATIONS:

1. That this suggestion be referred to the Training Division, attention Suggestion Desk, for appropriate action.

2. That a copy of this memorandum be referred to the Laboratory Division for its views and recommendations as to the feasibility of destroying these enclosures.

ST
10/22

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 10-22-70

FROM : J. W. Marshall

SUBJECT: SUGGESTION OF [redacted] REGARDING THE DISPOSAL OF ENCLOSURES. b6 b7C
#299-41

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-4-82 BY SP4CLW Cal

In connection with our Records Management Program, a continuous review of Bulky Exhibits is being made for disposal purposes in order that Bulky Exhibits material which no longer has any useful or historical value can be destroyed. In addition, we presently maintain 32 cabinets of enclosures which relate to non-subversive microfilmed case files over ten years old in the Filing Unit of the Files and Communications Division.

Special Agent [redacted], Files and Communications Division, has suggested that consideration be given to the disposal of these 32 cabinets of enclosures inasmuch as they relate to non-subversive case files, all of which files have been microfilmed. He points out that the statute of limitations has expired in each case and that without exception these enclosures contain non-pertinent material such as photographs, negatives, photostats and in some instances rough draft work sheets relating to Laboratory examinations performed. All information contained in the related case files, including the original Laboratory reports, has already been placed on microfilm and therefore these enclosures have ceased to have any historical, investigative and intelligence value. The destruction of this material will provide for the recovery of additional badly needed space. Archival authority for the disposal of these items will not be necessary inasmuch as these enclosures do not contain original records. Special Agent [redacted] further advised that a 90 day survey reveals that no requests were received for the review of subject matter in these enclosures, and very limited indexing was performed when these enclosures were prepared. He suggests that consideration be given to the disposal of this material and that related index cards likewise be destroyed in order to provide for the recovery of space needed for expansion purposes in the Records Branch. b6 b7C

The Files and Communications Division agrees with SA [redacted] observations and suggestion and recommends the destruction of this material. b6 b7C

1 - Mr. Conrad
OTB:gsa
6 (7) NOV 20 1970
0003

Let Jack, m/i: Dan 10-23-70

(CONTINUED - OVER)

18 OCT 26 1970

64-32846

NOT RECORDED
TWO 145 OCT 27 1970

ORIGINAL FILED IN 62-83337-4741

DESTRUCTION OF INCOMING & RECORDS COPY

Assistant Attorney General
For Administration

October 14, 1970

Director, FBI

66-32866

ARCHIVAL AUTHORIZATION
FOR DESTRUCTION OF
BUREAU RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy records which have no further value at this time.

It is requested that this form be forwarded to the National Archives and Records Service, General Services Administration, for appropriate action.

Enclosures (4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY SP4EW/cal

PFO:sfh
(8)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel dated 10-13-70, captioned "Archival Authorization for Destruction of Bureau Records (66-19067)," PFO:sfh.

1 ENCLOSURE

31

66 OCT 27 1970

ORIGINAL FILED IN 66-32866-1

Standard Form No. 115
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106
115-102

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO.
DATE APPROVED	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	CONGRESS / SESSION / DATE
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
(Date)	Archivist's Representative.

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Files and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER
J. W. Marshall

5. TEL. EXT.
2331

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A [X] The records have ceased to have sufficient value to warrant further retention.

B [ ] The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

10/13/20 (Date) — John W. Marshall (Signature of Agency Representative) — Branch Chief (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Copies of reports of loyalty investigations of aliens employed in National Defense Plants during period 1942-1945, which were prepared by the Office of the Provost Marshal General, War Department, and which were furnished to this Bureau solely for information. No investigations resulted from these communications and they serve no useful purpose at this time.		
2.	Fingerprint cards and corresponding index cards of German, Italian, and Japanese prisoners of war, during World War II, who were subsequently repatriated. These individuals whose fingerprints are on these cards are no longer in the United States and the fingerprint cards no longer serve a useful purpose.		
3.	Files containing information secured in South America during World War II which no longer have intelligence or other value.		
4.	Reports, letters, and related communications, which are maintained at Headquarters, pertaining to cases in which there was no criminal prosecution because identities of perpetrators of violations were not developed during investigation.		

ENCLOSURE 66-3286

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/18/03 BY Auc Lecaso BCE/DCG/gmw #03-80762

Four copies, including original, to be submitted to the National Archives and Records Service

16—59429-3 GPO

INSTRUCTIONS

General Instructions: Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

Specific Instructions:

Entries 1, 2, and 3 should show *what* agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to *whom* inquiries regarding the records should be directed.

Entry 6 should show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

Box A should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

Box B should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3–IV–105; and the completed form thus marked is a schedule.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate *what office's records* are involved *if* all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the *types of records* involved *if* they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the *series of records* that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing *when* the records were produced or *when* disposal is to be made of the records, thus:

If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3–IV–105 and are adequate substitutes for the paper records."

Entry 9 should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

Entry 10 should be left blank.

U. S. GOVERNMENT PRINTING OFFICE 16—59429-2

Mr. Tavel 10-13-70

J. W. Marshall

ARCHIVAL AUTHORIZATION FOR DESTRUCTION
OF BUREAU RECORDS (66-19037)

DESTRUCTION OF BUREAU RECORDS - GEN'L

Authority to destroy various material in our files and in Identification Division has been approved by following memoranda:

Memorandum J. W. Marshall to Mr. Tavel 9-8-70, approved deindexing and destruction of non-derogatory copies of reports of loyalty investigations of aliens employed in National Defense Plants which were prepared by Office of Provost Marshal General, War Department, during period 1942-1945.

Memorandum B. E. Ponder to Mr. Walters 9-16-70, approved destruction of Prisoner of War Fingerprint File maintained in Identification Division consisting of fingerprint cards and corresponding index cards of approximately 358,000 German, Italian, and Japanese prisoners of war who were subsequently repatriated.

Memorandum J. W. Marshall to Mr. Tavel 9-17-70, approved destruction of old Special Intelligence Service (SIS) files covering Bureau activities in South America during World War II. All key material regarding investigative matters has been placed in substantive files and is not affected by this purging.

Executives' Conference memorandum 9-16-70, approved destruction of Seat of Government files, index cards, and abstracts after five years in unknown subject routine criminal cases except for kidnapping, extortion, bank robbery, major cases, or when retention has been specifically directed by supervisor.

Existing legislation covering destruction of record material requires that we secure Archival authority to destroy material. Earlier

Enclosure

66-3286-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE 8-4-82 BY SP4EWJCAL

NOT RECORDED
145 OCT 20 1970

ORIGINAL FILED IN

1-Mr. Walters
1-Mr. Reilly, Rm. 5302
1-66-3286
PFO:sfh
(6)

Continued...

this year, Archives, after conducting a study of our records, created a Records Retention Plan for us by designating categories of our records which we must retain permanently. Such records are Manuals, SAC Letters, policy files on individual classifications, etc. None of the aforementioned records are of type which are designated for permanent retention in accordance with the Records Retention Plan.

Attached is memorandum to Department enclosing Standard Form 115 containing our request for authority to destroy this material. Department will forward this request to National Archives and Records Service, General Services Administration, for appropriate action.

RECOMMENDATION:

That attached memorandum to Department be approved.

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 1
Page 182 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 22

REC-88 66-3286-1060

ST-129

September 16, 1970

PERSONAL

Mrs. [redacted] b6 b7C
Federal Bureau of Investigation
Oklahoma City, Oklahoma

Dear Mrs. [redacted]

I have received your suggestion that a form which you designed be approved for use in recording data in connection with the disposition of certain files. Consideration has been afforded this proposal and it has been decided a form is not needed for this purpose since the desired information as set forth in the Manual of Rules and Regulations may be entered on the file front of the consolidated volume.

The interest which led you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover b6 b7C

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mrs. [redacted]
ML:das
(6) (Suggestion 161-71 dated 9/8/70)

When files are consolidated, the fronts are not retained according to present instructions. The only front which will be needed is the one to be used on the consolidated volume. When files are destroyed under the circumstances as mentioned in the Manual of Rules and Regulations, Part II, Section 3, page 13b, the reason for destruction is placed on the file fronts or on the consolidated volume front cover with file numbers and offices of origin. There is no need under this latest rule to retain file fronts in each instance as mentioned by the suggester.

(NOTE on Page 2)

MAILED 8 SEP 16 1970 COMM-FBI

SEP 24 1970

MAIL ROOM ☐ TELETYPE UNIT ☐

DATE 8-19-82 BY SP1 EW1

b6
b7C

Letter to Mrs. [redacted]

NOTE: In connection with destruction of files, suggests attached form be used for recording office file number as well as other data which might be pertinent in the event it was necessary to contact Bureau or office of origin for background information regarding an individual whose file has been purged.

This has been discussed with the Chief Clerk's Desk and there is no good reason for adopting a new form for this purpose. Files numbers of files being purged along with office of origin may be listed on front or back of file front of consolidated volume. This is necessary for reference purposes in auxiliary offices since no notation is being placed on index cards regarding this information. These cards are to be maintained for 20 years and then destroyed as encountered. Training Division recommends idea not be approved.

Employee Suggestion
FBI-252 (Rev. 9-11-59)

#161-41

b6
b7C

		Date: September 8, 1970
To: Director, FBI	From: (Suggester's name) [redacted]	Division of Assignment: Oklahoma City

SUGGESTION

Bureau Records - Genl

In connection with destruction of files, it is suggested that the attached form be utilized for recording office file number as well as other data which might be pertinent in the event it was necessary to contact the Bureau or Office of Origin for background information regarding an individual whose file had been purged.

EXPEDITE

SEP 14 1970

Current practice or rule (Include manual citation as well as facts)

See page 2

Advantages of suggestion and annual savings (Include basis for estimate)

1) A numerical sequence of files destroyed would be readily available in connection with the destruction of index cards as encountered. Unless date file destroyed is indicated, it will be impossible to determine date index cards to be destroyed accurately.

2) It would not be necessary to transfer file numbers of those destroyed under the five-year rule when preparing the numerical list of files destroyed which is maintained at the beginning of each classification under the twenty-year old rule.

(See page 2)

Disadvantages of suggestion

None

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP1-129 Seyelw/cal

REC-88 66-3286-1069

17

SEP 14 1970

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Supervisory Clerk

b6
b7C

Recommendations and comments of Division Head

Suggestion appears to have merit. I recommend further consideration.

1 - ENCLOSURE

John W Burns

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let. of app.
ML:dad
9-16-70

b6
b7C

EMPLOYEE SUGGESTION [redacted] 9/8/70

Current practice or rule (include manual citation as well as facts):

Part II, Section 3, page 13, 8 a. "Files and records in field divisions may be destroyed after they become twenty years old...Keep at beginning each classification list of files destroyed. Do not retain file fronts."

Part II, Section 3, page 13 a, c - "Show reason for destruction on file front of consolidated volume beneath the file numbers."

Part II, Section 3, page 13b, particularly (4) - "Classifications 4, 6, 7.....167, 178." ....."Retain file fronts and show identity of office of origin thereon for reference purposes." This applies to files to be destroyed when five years old if certain conditions are met.

Advantages

3) In consolidated volumes where it is not necessary to retain file fronts, there is no great problem encountered in complying with instructions re destruction of files. However, the classifications listed in paragraph three above, file fronts were destroyed at the time files were consolidated, and it is necessary to prepare new file fronts to record data re office of origin for reference purposes. Since office of origin is to be recorded, its file number and Bureau file number might be helpful and time saving should it be necessary to obtain background data re subjects of matters where files destroyed.

4) It would appear that in consolidating files in classifications mentioned in paragraph three above, it would be necessary to retain file covers in each instance. File covers take up space, which is usually needed in closed files section, and the same information could be recorded on proposed form at time file destroyed. The date file destroyed would be an indication for reason for destruction since all classifications would fall in the five-year category other than the 67 classification and those files destroyed when 20 years old.

It is not possible to estimate annual savings of suggestion.

FILE NO. _____ Date Destroyed: Bureau File No.: Office of Origin: OO File No.: Date Ruc'd:	FILE NO. _____ Date Destroyed: Bureau File No.: Office of Origin: OO File No.: Date Ruc'd:	FILE NO. _____ Date Destroyed: Bureau File No.: Office of Origin: OO File No.: Date Ruc'd:
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/18/03 BY AUC Leong BCE/DCG/ymw
#03-R0762

ENCLOSURE

66-3286-1060

The Director September 18, 1970

The Executives Conference

CONSERVATION OF FILING SPACE

On September 18, 1970, the Executives Conference consisting of Messrs. Tolson, Mohr, Beaver, Bishop, Callahan, Casper, Felt, Gale, Rosen, Sizoo (for Brennan), Tavel, Walters, and White (for Conrad) considered two proposals to conserve filing space at Seat of Government.

First proposal was for destruction of Seat of Government files, index cards, and abstracts after five years in unknown subject routine criminal cases except for kidnaping, extortion, bank robbery, major cases, or retention specifically directed by supervisor. We have no current procedure to purge such files; however, after ten years they can be put on microfilm as personnel is available.

Survey conducted by Files and Communications Division reflects present rate of file expansion will completely exhaust capacity by January 1, 1972. If proposed destruction after five years is approved, date of reaching maximum file storage capacity would be extended to approximately January, 1973. The Conference was unanimous in favor of this proposal. If you approve, archival approval and coordinated destruction guidelines would be handled by Files and Communications Division.

Second proposal is to relieve field of responsibility of submitting reports to Bureau in routine unknown subject criminal type cases. This question was originally raised by Mr. Tolson, who recommended and the Director approved study and evaluation by Inspection Division.

EX-111 REC-47 64-3286-1062

Mr. Felt recommended adoption. He pointed out Manual of Rules and Regulations currently provides that in certain routine high-volume criminal categories such as Interstate Transportation of Stolen Motor Vehicle, Theft of Government Property, Crime on Government Reservations, et cetera, reports need not be submitted to Bureau for 90 days after receipt except in cases in which the loss amounts to $50,000 or more or unless some special reason exists such as major case, unusual public interest, or any other factor making it obvious Bureau should be advised. New proposal would give field option of not submitting reports to Bureau in routine unknown subject cases regardless of length of time case has been pending. Felt emphasized existing guidelines would be applied to insure Bureau would be advised when necessary.

10 OCT 16 1970

Mr. Tavel pointed out not only is it question of file space but clerical personnel have to file this material in the first place as well as destroy it after five years.

1 - Messrs. Casper, Beaver
WMF:wmj (5)

CONTINUED - OVER

ORIGINAL FILED IN

OCT 28 1970

DATE: 8-19-82

Mr. Rosen objects to the recommendation since it would be an additional step in the decentralization of control of cases at the Seat of Government (SOG) which produce the bulk of the Bureau's convictions. The requirement that a report be sent to Bureau after investigation has been pending 90 days gives some degree of control on the field at SOG to assure (1) unnecessary cases are not being worked in the field which should be closed; and (2) all cases including those involving unknown subjects are being given investigtive attention commensurate with the situation and in accordance with approved administrative procedures. Under the 90-day provision, the volume of reports in these specified categories has been reduced. However, if the 90-day rule is not applied to unknown subject cases there will be no SOG control to insure these cases are receiving adequate and appropriate investigative attention. Mr. Rosen strongly recommends there be no change in the current policy involving these categories that produce the bulk of the Bureau's convictions.

Mr. Felt advised there would be no significant dilution of supervision at Bureau or decentralization of control. On the contrary it would permit more attention to cases with prosecutive potential. Conviction potential of unknown subject cases within proposed guidelines is practically nil. Furthermore, this matter would be very closely checked into during inspections to insure unnecessary cases not being worked and all being given investigative attention. This would be little extra work for Inspectors current rules require copy of every memorandum closing any case on authority of SAC must be placed in control file for review during inspection. Unknown subject cases closed administratively after 90 days would be handled same way. Proposal is simple and logical extension of what we are already doing under the 90-day rule with resultant savings in personnel as well as filing space.

With exception of Mr. Rosen, all were in favor of adoption. If you approve, instruction to field will be handled by General Investigative Division.

Respectfully,
For the Conference

Clyde Tolson

The Director August 26, 1970

The Executives Conference

Bureau Property General

DESTRUCTION OF FILES, INDEX CARDS AND ABSTRACTS IN UNKNOWN SUBJECT THEFT FROM INTERSTATE SHIPMENT CASES AFTER TEN YEARS

The Executives Conference consisting of Messrs. Tolson, Sullivan, Mohr, Bishop, Brennan, Callahan, Conrad, Felt, Gale, Rosen, Tavel, McDaniel for Walters, Beaver, Soyars and Casper considered a suggestion of destroying files, index cards and abstracts in all unknown subject cases in the Theft From Interstate Shipment classification at the Seat of Government which have been open ten years or more.

It was explained that the suggester, a clerical employee formerly in the Files and Communications Division, pointed out there were 73 drawers of files in this category in the Records Division and he estimated that about one half of each drawer was made up of unknown subject cases. He estimated that purging of these files would provide additional filing space representing approximately 5,000 unknown subject cases. Space would also be gained in the Bureau indices by purging approximately 10,000 related index cards, as well as destroying abstracts in the Numbering and Service Units of the Files and Communications Division. He also suggested that in unknown subject cases in this classification on microfilm that they likewise be deindexed. He estimated that the space recovered in the Filing, Numbering, Service and General Index Units would be saved and expense for the purchasing of six additional filing cabinets would be saved.

REC-47 66-3986-1063

EX-101

The Files and Communications Division favored the adoption of the suggestion pointing out that the Bureau and Archival authority had been obtained for destruction of unknown subject case material in Interstate Transportation of Stolen Motor Vehicle cases and Sabotage of Aircraft and Destruction of Aircraft and Motor Vehicle cases after they had been retained for the ten-year period. Similarly, Archival authority for destruction of this material would have to be obtained according to law.

RECOMMENDATION CONTINUED

10 OCT 16 1970

CONTINUED - OVER

1 - Mr. Sullivan
1 - Mr. Beaver
1 - Mr. Casper
1 - Mr. Felt
1 - Mr. Rosen
1 - Mr. Tavel
1 - Mrs. Liddon
JJC:aga
(10)

NR 8-19-80 SPUELWLOL

ORIGINAL FILED IN 66-3986-1063

The General Investigative and Inspection Divisions relative to this suggestion recommended that since the Statute of Limitations is five years, there was no need to maintain this material for more than five years and they recommended initially that this material be destroyed after it was maintained at the Seat of Government five years.

The General Investigative Division has since the receipt of this initial suggestion submitted two additional suggestions recommending that unknown subject cases in the Crime on Government Reservation and Interstate Transportation of Stolen Property statutes also be destroyed in five years.

Mr. Casper recommended that in all general crime-type cases with an unknown subject character we destroy the files, index cards and abstracts after the case is five years old except in Kidnaping, Extortion, Bank Robbery, Major Cases and those cases where specific authorization for retention is recommended by supervising official.

Mr. Tolson raised the question as to why the Bureau receives this material in these cases in the first instance. It was explained that in many instances, under the 90-day reporting rule, cases opened in the field under these categories are never sent to the Bureau, in that, they are closed upon the authority of the Special Agent in Charge. Those cases that remain open more than 90 days are submitted to the Bureau and reviewed by clerical reviewers and in some instances by Agent Supervisors in order to tie in an unknown subject case in one area with an unknown subject case in another area by similarity and modus operandi, etc.

Mr. Rosen objected to the broad application of the destruction of this material to all major crime cases with the exceptions noted until he had time for further study.

Mr. Mohr recommended that Mr. Felt look into the need for the Bureau being supplied with information in these unknown subject cases and also the possibility of applying the destruction of files, index cards and abstracts to unknown subject cases in all of the general crime categories with the exceptions previously noted. Mr. Tolson and the Conference concurred with this recommendation.

Executives Conference Memorandum to The Director
Re: Destruction of Files, Index Cards and
Abstracts in Unknown Subject Theft From
Interstate Shipment Cases after Ten Years

With the Director's approval, Assistant Director Felt will determine the need for the Bureau being furnished with mail in these unknown subject general crime cases and, secondly, will determine the feasibility of destroying the mail, index cards and abstracts in all general crimes classifications with the exceptions noted in the memorandum after they have been maintained at the Seat of Government for five years.

Respectfully,
For the Conference

Clyde Tolson

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 10/8/70

FROM : J. J. Casper

SUBJECT: CONSERVATION OF FILING SPACE SUGGESTION MATTER

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b7C

Reference is made to the attached copy of an Executives Conference memorandum, regarding the disposition of Seat of Government files, index cards, and abstracts after five years in unknown subject routine criminal cases except for kidnaping, extortion, bank robbery, major cases, or when retention is specifically directed by supervisor. The action recommended was the result of a survey made by the Inspection Division based on a former Executives Conference 8/26/70 wherein this matter was discussed by Mr. Casper due to suggestion 98-71 (submitted by [redacted], formerly of Files and Communications Division now assigned to Training Division) that files and related material in Theft from Interstate Shipment cases be destroyed after ten years. Views from interested divisions in this instance recommended the retention period of only five years.

Several months prior to the receipt of above idea, suggestion 744-70 from Miss [redacted] Files and Communications Division, had been received and processing was just being completed due to time needed to obtain Archival approval when the current matter was discussed at Executives Conference and approval was granted to hold action in abeyance pending the results of the survey. Her idea concerned the destruction of material in Sabotage and Destruction of Aircraft matters after ten years and a saving based on the ten-year time limit had been computed.

In addition, suggestion 112-71 made by SA John F. Hanlon, Jr., and suggestion 113-71 made by SA Donald T. Perrine, General Investigative Division, were received late in afternoon of day before this matter was to be discussed at the first-mentioned Executives Conference. These suggestions concerned disposition of files and related material in unknown subject cases regarding Crime on Government Reservation and Interstate Transportation of Stolen Property classifications, respectively. Approval was given to hold these two in abeyance pending the results of the survey also.

Enclosure
1 - Mr. Tavel
WML:das
(3)

EX-111 REC-47 66-3286-1064

1 XEROX

OCT 13 1970

ENCLOSURE

14 NOV 1974

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UNRECORDED COPY FILED IN

While Bureau has approved the destruction of such material in the majority of unknown subject routine criminal cases, Archival approval will not be received for some time. It is felt final action should not be taken until this approval has been received.

RECOMMENDATION: That action regarding the four suggestions mentioned above be held in abeyance pending the receipt of Archival approval for the proposed destruction of files and related material after five years. Each suggester's idea has been adknowledged by prior letter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : The Director

DATE: September 18, 1970

FROM : The Executives Conference

SUBJECT: CONSERVATION OF FILING SPACE

On September 18, 1970, the Executives Conference consisting of Messrs. Tolson, Mohr, Beaver, Bishop, Callahan, Casper, Felt, Gale, Rosen, Sizoo (for Brennan), Tavel, Walters, and White (for Conrad) considered two proposals to conserve filing space at Seat of Government.

First proposal was for destruction of Seat of Government files, index cards, and abstracts after five years in unknown subject routine criminal cases except for kidnaping, extortion, bank robbery, major cases, or retention specifically directed by supervisor. We have no current procedure to purge such files; however, after ten years they can be put on microfilm as personnel is available.

Survey conducted by Files and Communications Division reflects present rate of file expansion will completely exhaust capacity by January 1, 1972. If proposed destruction after five years is approved, date of reaching maximum file storage capacity would be extended to approximately January, 1973. The Conference was unanimous in favor of this proposal. If you approve, archival approval and coordinated destruction guidelines would be handled by Files and Communications Division.

Second proposal is to relieve field of responsibility of submitting reports to Bureau in routine unknown subject criminal type cases. This question was originally raised by Mr. Tolson, who recommended and the Director approved study and evaluation by Inspection Division.

Mr. Felt recommended adoption. He pointed out Manual of Rules and Regulations currently provides that in certain routine high-volume criminal categories such as Interstate Transportation of Stolen Motor Vehicle, Theft of Government Property, Crime on Government Reservations, et cetera, reports need not be submitted to Bureau for 90 days after receipt except in cases in which the loss amounts to $50,000 or more or unless some special reason exists such as major case, unusual public interest, or any other factor making it obvious Bureau should be advised. New proposal would give field option of not submitting reports to Bureau in routine unknown subject cases regardless of length of time case has been pending. Felt emphasized existing guidelines would be applied to insure Bureau would be advised when necessary.

Mr. Tavel pointed out not only is it question of file space but clerical personnel have to file this material in the first place as well as destroy it after five years.

1 - Messrs. Casper, Beaver
WMF:wmj-(5)

CONTINUED - OVER

SAC LET 9-24-70

66-3286-1064

ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 4383 vc/ab

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 10-15-70

FROM : J. W. Marshall

SUBJECT: DESTRUCTION OF FILES AND RECORDS IN FIELD OFFICES

The Records Disposal Committee has made a review and tabulation of each non-subversive classification for purpose of determining the authorization to dispose of Bureau record material in the field offices. The authorized disposition of record material is set forth for each classification in the attached schedule.

This schedule has been prepared for utilization as a ready-reference in our Records Disposal Program.

Enclosure — Destruction of Bureau Records - Gen

OTB:csa
(3)

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-14-81 BY 6383 VET/cmj
EX-105

C

REC-21 66-3286-1065

10 NOV 13 1970

1 - ENCLOSURE
ENCLOSURE ATTACHED

58 NOV 25 1970

Mr. Mohr 11/9/70

J. J. Casper

Destruction of Bureau Records

BULKY EXHIBITS
SUGGESTION 299-71 SUBMITTED BY
SA [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION

SYNOPSIS

Suggests consideration be given to the disposal of 32 cabinets of enclosures which relate to nonsubversive microfilmed case files over ten years old. The statute of limitations has expired in each case and the enclosures contain material such as photographs, negatives, photostats and in some instances rough draft work sheets relating to Laboratory examinations performed. Since all information contained in the case files has been microfilmed, these enclosures have ceased to have any historical, investigative value. Archival authority is not required for this action since the enclosures do not contain original records. Further, suggests that any index cards pertaining to these enclosures be destroyed. This will provide for additional badly needed space in the Records Branch.

Files and Communications Division recommended approval. Laboratory Division agreed with the understanding that no major cases would be involved in the destruction.

RECOMMENDATIONS: (1) That the suggestion be adopted with the one exception as noted above and the attached letter be forwarded to the suggester. His idea has been acknowledged by prior letter.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to take appropriate action.

ORIGINAL FILED IN 62-93357-205

62-93256-

NOT RECORDED
141 DEC 9 1970

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-99 BY SP4 ELC/ca

Enclosure
ML:das
(3)
(1)- Bufile 66-3286

DEC 9 1970

CONTINUED - OVER

Memo Casper to Mohr
Re: Bulky Exhibits
Suggestion 299-71 Submitted by
SA [redacted]
Files and Communications Division

b6
b7C

DETAILS

SUGGESTION: In connection with the Records Management Program, a continuous review of bulky exhibits is made for disposal purposes in order that this material which is no longer useful or has any historical value can be destroyed. At present, there are 32 cabinets of enclosures which relate to nonsubversive microfilmed case files over ten years old in the Filing Unit of Files and Communications Division.

Suggests consideration be given to disposing of these 32 cabinets of enclosures inasmuch as they relate to nonsubversive files all of which have been placed on microfilm. The statute of limitations has expired in each case and without exception these enclosures contain nonpertinent material such as photographs, negatives, photostats and in some instances rough draft work sheets relating to Laboratory examinations performed. All of the information contained in the related case files, including the original Laboratory reports, has already been microfilmed and, therefore, these enclosures have ceased to have any historical, investigative and intelligence value. The destruction of this material will provide for the recovery of valuable needed space. Archival authority for the disposal of these items will not be necessary since these enclosures do not contain original records. A 90-day survey revealed that no requests were received for the review of subject matter in these enclosures and very limited indexing was performed when they were prepared. It is also proposed that the index cards pertaining to this material likewise be destroyed in order to provide for the recovery of space needed for expansion purposes in the Records Branch.

OBSERVATIONS: Files and Communications Division agreed with the idea and recommended the destruction of this material. Laboratory Division did not oppose this action but stated it should be taken with the understanding that no major cases are involved in the destruction.

Since these divisions have no objection with the one exception mentioned by the Laboratory Division, Training Division agrees idea should be approved.

MISCELLANEOUS CATEGORIES

Transferred files from closed field office files, 10 years and older.	Executives Conference 2/2/45 Archival Authority 4/9/45 66-3286-158; 66-19087-5
Additional destruction of all closed field division files and copies of reports.	Executives Conference 2/1/46 Archival Authority 3/5/46 66-19087-9X, 10
25-year rule on closed files.	Joint Committee 3/13/46 Executives Conference Archival Authority 3/5/46 (above) 66-3286-238
Alien Enemy Registration folders. 1941-1946	Joint Committee 2/6/47 Executives Conference 3/15/47 Director's Approval Archival Authority 6/10/47 100-200-311; 66-19087-10X1, 10X2
Miscellaneous "0" files containing correspondence relating to the contribution of fingerprints and crime statistics by law enforcement agencies prior to 1939.	Joint Committee 4/29/47 Executives Conference 5/5/47 Director's Approval 66-3286-288, 289
"40 Items", most of which pertained to field material of an administrative nature, varying in retention periods of 1-3 years.	Bureau 9/21/50 Archival Authority 12/11/50 66-3286-381X, 387X, 431X, 436 66-19087-14
Destruction of American Legion Program files. 1950-1954	Bureau 8/21/56 Archival Authority 2/5/57 66-9330-370, 372; 66-19087-27
Destruction of files containing Weekly Intelligence Summaries from Armed Service Forces after three years.	Archival Authority 2/5/57 100-7660-5527, 5528 66-19087-26
20-year rule on closed files, except those of important nature or with many ramifications.	Executives Conference 4/29/59 Director's Approval 66-3286-825

DATE 8-20-82 BY SP4 SAW/CAL

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
160 - Federal Train Wreck Statute	See Classification 4	
164 - Crime Aboard Aircraft	See Classification 4	
167 - Destruction of Interstate Property	See Classification 4	
178 - Interstate Obscene or Harassing Telephone Calls	See Classification 4	

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
103 - Interstate Transportation of Stolen Cattle	See Classification 4	
114 - Alien Property Custodian Matter	See Classification 4	
115 - Bond Default	See Classification 4	
119 - Federal Regulation of Lobbying Act	See Classification 4	
125 - Railway Labor Act	See Classification 4	
139 - Interception of Communications	See Classification 4	
141 - False Entries in Records of Interstate Carriers	See Classification 4	
142 - Illegal Use of Railroad Pass	See Classification 4	
146 - Interstate Transportation of Prison-Made Goods	See Classification 4	
148 - Interstate Transportation of Fireworks	See Classification 4	
149 - Destruction of Aircraft or Motor Vehicles	See Classification 4	
152 - Switchblade Knife Cut	See Classification 4	
153 - Automobile Information Disclosure Act	See Classification 4	
154 - Interstate Transportation of Unsafe Refrigerators	See Classification 4	

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
74 - Perjury	See Classification 4	
75 - Bondsmen and Sureties	See Classification 4	
76 - Escaped Federal Prisoner and Related Statutes	See Classification 4	
78 - Illegal Use of Government Transportation Requests	See Classification 4	
81 - Gold Hoarding	Archival & Congressional 3/5/46, Bureau 8/6/53, Executives Conference 8/12/53 66-3286-530,531 66-19087-10	Outright destruction since: 1. Archival authority had been granted for closed field files. 2. Originals were retained at the Bureau. 3. US Secret Service had had jurisdiction since 1/31/35. 4. No Bureau jurisdiction on violation for eighteen years.
86 - Federal Lending and Insurance Agencies	See Classification 4	
87 - Interstate Transportation of Stolen Property - UNSUB	Bureau 12/5/61 26-00-1710, 1712	Destroy after 5 years.
87	See Classification 4	
88 - Unlawful Flight To Avoid Prosecution and Related Matters	See Classification 4	
89 - Assaulting or Killing a Federal Officer	See Classification 4	
90 - Irregularities in Federal Penal Institutions	See Classification 4	
91 - Bank Robbery Matters	See Classification 4	
93 - Ascertaining Financial Ability	See Classification 4	

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
50 - Involuntary Servitude and Slavery	See Classification 4	
51 - Jury Panel Investigations	See Classification 4	
52 - Theft of Government Property and Related Statutes - UNSUB	Bureau 5/3/63 66-3286-963	Destroy after 5 years if: 1. Case did not involve capital offense. 2. No intelligence-type information. 3. No signed statements.
52	See Classification 4	
54 - Customs Laws and Smuggling	See Classification 4	
56 - Election Laws	See Classification 4	
58 - Bribery and Related Statutes	See Classification 4	
69 - Contempt of Court	See Classification 4	
70 - Crime on Government Reservation and Related Statutes - UNSUB	Bureau 5/3/63 66-3286-963	Destroy after 5 years if: 1. Case did not involve capital offense. 2. No intelligence-type information. 3. No signed statements.
70	See Classification 4	
71 - Bills of Lading Act	See Classification 4	
72 - Obstruction of Justice and Related Statutes	See Classification 4	
73 - Application for Pardon after completion of Sentence; Application for Executive Clemency	See Classification 4	

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
29 - Federal Reserve Act	See Classification 4	
31 - White Slave Traffic Act	See Classification 4	
32 - Identification	Joint Committee 4/29/47 Executives Conference 5-5-47 66-3286-288,289	Destruction of correspondence relating to fingerprints and crime statistics furnished by law enforcement agencies prior to 1939, at which time individual files were opened on each law enforcement agency.
33 - Uniform Crime Reporting	See Classification 32 66-3286-288,289	
36 - Mail Fraud	See Classification 4	
39 - Falsely Claiming Citizenship	See Classification 4	
40 - Passport and Visa Matters	See Classification 4	
42 - Deserter	Bureau 9/26/66 66-3286-1012	Destroy after 5 years if: 1. Office was not Office of Origin. 2. Subject was not involved in other criminal activity of interest to the Bureau. 3. Material would not have to be disseminated to some other interested agency. 4. Stops were not outstanding.
43 - Illegal Wearing of Uniform and Related Statutes	See Classification 4	
44 - Civil Rights	See Classification 4	
45 - Crime on High Seas	See Classification 4	
47 - Impersonation	See Classification 4	
49 - National Bankruptcy Act	See Classification 4	

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
17 - Veterans Administration Matters	See Classification 4	
18 - May Act	See Classification 4	
25 - Selective Service Act 25-0	Executives Conference 11/9/59 66-18966-514,541	Destroy files over 10 years if: 1. Delinquency was not willful.
25	Bureau 2/15/60 25-00-2243	Destroy files after 10 years if: 1. Office was not Office of Origin. 2. Office was not Office of Prosecution.
25	Bureau 5/9/63 25-0-4841	Destroy files after 10 years if: 1. USA had ruled the registration as being fictitious.
25	Bureau 1/9/68 25-00-2649	Destroy files after 5 years if: 1. Auxiliary Offices only.
26 - Interstate Transportation of Stolen Motor Vehicle - UNSUB	Bureau 12/5/61 26-00-1710, 1712	Destroy after 5 years.
26	Bureau 7/12/63 26-00-1737	Destroy after 10 years if: 1. Office was not Office of Origin. 2. Office was not Office of Prosecution. 3. Signed statements obtained from witnesses retained.
26	Bureau 5/21/65 26-00-1783	Destroy after 10 years if: 1. Signed statements forwarded to OO and all other qualifications were met.
26	See Classification 4	
27 - Patent Matter	See Classification 4	
28 - Copyright	See Classification 4	

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
1 - National Academy	Bureau 6/13/68 1-4-14048	File destroyed after 3 years if: 1. Office not Office of Origin. 2. Contains only correspondence forwarded to OO. 3. Graduate resided within office territory, no investigation, no derogatory information.
4 - National Firearms Act	Bureau-7/15/70. Per Director's approval. (In compliance with authority of National Archives and Records Service, GSA granted 2/5/46 for destruction of duplicate copies in the field.) 66-19087-10 66-3286-1055, 1056	File destroyed after 5 years if: 1. Office not OO or Office of Prosecution. 2. File is of no further value. 3. Stops are not outstanding. 4. Original FD-302s, signed statements and evidentiary material retained in office where file is destroyed. 5. Retain file fronts and show Office of Origin. 6. Retain index cards for 20 years.
6 - Interstate Transportation of Strike Breakers	See Classification 4	
7 - Kidnaping	See Classification 4	
7-576 BREKID 7-1820 MATNAP	Bureau 10/1/63 Director's approval 66-3286 - 971, 972	Disposal of material over 20 years if: 1. Auxiliary Office 2. Retain signed statements, evidentiary material and documentary evidence.
8 - Migratory Bird Act	See Classification 4	
9 - Extortion	See Classification 4	
10 - Red Cross Act	See Classification 4	
15 - ITSMV - UNSUB	Bureau 12/5/61 26-00-1710, 1712	Destroy after 5 years.
15	See Classification 4	

66-3286 - 1065

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12/18/70

FROM : J. W. Marshall

SUBJECT: AUTHORIZATION FOR DESTRUCTION OF FILES AND RECORDS AT HEADQUARTERS

Destruction of Bureau Records - General

The Records Disposal Committee has made a review and tabulation of each classification for the purpose of ascertaining existing authorization to dispose of Bureau record material. The authorized disposition of records is set forth for those classifications affected in the attached schedule. This schedule has been prepared for utilization as a ready-reference in our Records Disposal Program.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 2383 VRL/cmt

EX-111

REC 8 66-3286-1066

Enclosure
OTB):sjg
(3)

18 JAN 18 1971

3 ENCLOSURES
54 JAN 22 1971

3 copies of enclosures destroyed - 1/26/71. 938 O'Connell 7264.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
1-5 National Academy NA comments, commendations and criticisms	Bureau 1-27-64 1-5-499	Correspondence destroyed and file closed (1-4 used).
1-7 Applications and inquiries from private citizens re: FBINA	GRS 3-23-64 1-7-1710	Requests for info re FBINA and replies destroyed after 5 years old.
1-16 Police Training School	Bureau 10-28-60 1-1152-488	File destroyed (1-1152 used). Sub files retained.
1-18 sub 1 Motion Picture Training	GRS 4-27-64 80-7-1967	Obsolete material destroyed.
1-19 In-Service School	Bureau 1-9-57 Tolson's approval 66-3286-733	Material over 1 year, except policy & historical value, destroyed.
1-28 Clerical conference	Bureau 1-11-61 1-28-232,233	Administrative-type material destroyed after 3 years old.
1-30 Technical Trainings subs only	GRS 9-26-62 1-30-175	Field Office sub files destroyed.
1-35 Directory of Graduates-FBINA	GRS 12-3-64 1-35-652	Outdated correspondence destroyed. Corrections for Directory of Graduates destroyed after 2 years old.
1-45 Military Officers Training School	GRS 3-30-64 1-45-465	Correspondence and schedules destroyed.
1-48 & subs Conference for New Agents	GRS 8-25-61 1-48-86	Sub files destroyed.
1-49 & subs FBI Civil Defense Course for Police	GRS 7-28-65 1-49-199	Administrative-type mail of no permanent value destroyed.
1-1152 & subs Police Training	Bureau 1-3-61 1-1152-492,493	Administrative-type material destroyed after 3 years old.

ENCLOSURE

DATE 8-30-83 BY SP4EW/cal

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
1-2639 &subs War Traffic School for Police	GRS 10-27-65 1-2639-668	Closed sub files containing administrative material destroyed.
1-3437 FBINA News Letter	GRS 4-9-65 1-3437-2363	News items and all copies of cover letters and memos destroyed.
5 Income Tax - General	GRS 5-20-66 66-3286-1004,1005	Memos and correspondence from general public after 10 years with no investigation, destroyed.
12 Narcotics - General	GRS 10-19-65 12-0-6715	Material not within Bureau jurisdiction destroyed after 2 years
17 Veterans Administration Matters - General	GRS 5-27-65 17-0-2744	Obsolete material not within Bureau jurisdiction destroyed.
23 Prohibition - General	GRS 10-4-65 23-0-3834	Obsolete mail not within Bureau jurisdiction destroyed after 3 years old.
25 Selective Service Act	Archival Authority 1-18-60 66-19087-34	Files over 10 years destroyed if delinquency was not willful.
25 Selective Service Act - General	Archival Authority 1-18-60 66-19087-34	Material over 10 years, destroyed if delinquency was not willful.
2[redacted]0-A Selective Service System - General	GRS 2-21-58 66-3286-766	Obsolete material destroyed
25-1643 subs Monthly Reports Selective Service Closed Cases - General	Archival Authority 1-26-60 66-19087-34 used	Administrative-type material and closed sub files destroyed.
25-1644 thru 25-11609 Selective Service Act - General	Archival Authority 1-18-60 66-19087-34 used	Violators of SSA during WWI, files over 10 years old destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
26 ITSMV	Archival Authority 8-21-57 66-19087-28	Files over 10 years old destroyed if no prosecution.
32 Identification - Fingerprint Matters	Archival Authority 12-11-50 66-19087-14 used	Obsolete material dated 1921-1926 destroyed.
33-1 Crime Statistics - General	GRS 11-25-55 66-3286-697,698	*All changes in uniform crime reports mailing lists destroyed.
36 Mail Fraud - General	GRS 10-27-64 36-0-2947	*Obsolete material over 5 years destroyed.
40 Passport & Visa Matters	Archival Authority 7-28-70 66-19087-40	**Files destroyed over 10 years old if no derogatory information and no investigation conducted by the Bureau.
48 Postal Violations - General	GRS 5-20-65 48-0-2766	Obsolete material, over 3 years old, not under Bureau jurisdiction destroyed.
52-5404 Theft of Government Firearms & Ammunition - Monthly Reports	GRS 2-15-65 52-5404-296	Obsolete material containing statistics destroyed.
54 Customs Laws and Smuggling	GRS 5-24-66 54-0-627	*Obsolete material, over 10 years old, containing reported smuggling destroyed.
55 Counterfeiting - General	GRS 6-15-65 55-0-5438	*Obsolete material not under Bureau jurisdiction over 3 years old, destroyed.
62 Correspondence - General	Archival Authority 12-11-50 66-19087-14 used	Obsolete news items and correspondence destroyed.
	GRS 6-25-64 66-18966-706	Material destroyed after 10 years old.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
62-1 Correspondence - General	GRS 11-3-66 62-1-811	Correspondence over 10 years old destroyed as in 62-0 file.
62-108 Anonymous Communications	GRS 2-15-63 62-108-6206	Material over 3 years old destroyed unless of value and should be retained.
62-122 Fugitives - General	GRS 11-15-66 62-122-4636	*Obsolete correspondence destroyed unless Director's notations, suggestions or Executive Conference Memoranda.
62-156 Interdepartmental Changes Incurred In Connection With Investigations	Bureau 3-27-62 62-3286-938	Administrative material - last serial 1927- destroyed.
62-160 Illinois Bankers Association	GRS 2-26-62 66-3286-922,927	"Protective Bulletin" 1921-1948, destroyed.
62-385 List of Police Officers	Bureau 5-12-59 GRS 66-3286-826	Complete file destroyed.
62-954 Crime - General	Bureau 12-27-55 GRS 66-3286-704	Obsolete material destroyed after 5 years.
62-8007 U. S. Coast Guard	Bureau 3-23-62 GRS 66-3286-937	Complete file destroyed.
62-10861 Spanish Swindle	Bureau 9-26-63 Bureau 5-25-64 GRS 5-25-64 62-10861-2258	*Material over 3 years old destroyed.
62-14854 Mailing List for Identification Orders	Bureau 11-9-55 GRS 66-3286-697,698	*Non-pertinent material destroyed after 5 years.
62-19767 Classification of Fingerprints	Bureau 1-4-55 GRS 12-28-54 66-3286-606	*Non-pertinent material destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
62-21440 The Federal Bureau of Investigation	Archival 12-11-50 66-19087-14 66-3286-748	*Obsolete material destroyed.
62-21531 Mailing List	Bureau 12-29-54 GRS 12-28-54 66-3286-599,697	*Non-pertinent material destroyed after 5 years old.
62-21861 Airplane Transportation	Bureau 12-27-54 GRS 12-27-54 66-3286-600	*Non-pertinent material destroyed.
62-23441 Police Officers Association	Bureau GRS 7-11-66 66-3286-1006	Non-pertinent material destroyed.
62-23533 Mail Covers	Ex. Conf. 10-10-50 GRS 10-4-50 66-3286-438,439	*Non-pertinent material destroyed.
62-23951 General Appearance Forms-Single Fingerprint Records	Bureau 10-23-63 GRS 62-23951-5632	*Non-pertinent material destroyed.
62-24074 State Police - General	Bureau 10-20-66 GRS 62-24074-244	*Non-pertinent material destroyed.
62-25104 List of Judges, US Marshalls & Attorneys	Bureau 7-30-63 66-3286-965,966	Complete file destroyed.
62-25427 Circulars - Vacancies to be filled by transfer	GRS 4-11-63 62-25427-248	*Non-pertinent material destroyed.
62-25783 Department of Agriculture	GRS 12-31-54 Bureau 12-31-54 66-3286-603	Non-pertinent material destroyed.
62-26144 Pamphlet "Treasury Decisions"	Bureau 11-22-63 GRS 66-3286-976	Complete file destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
62-26150 Survey Regarding Criminal Records 1931-1933	Bureau 7-15-64 GRS 66-3286-997	Complete file destroyed.
62-26725 State Wide Law Enforcement Agencies	Bureau 9-13-66 GRS 62-26725-155	*Obsolete material destroyed.
62-27652 Mailing List	Bureau 11-25-55 GRS 66-3286-698	Complete file destroyed.
62-27799 Secret Service	Archival Authority 2-11-50 66-19087-14 66-3286-775	Material destroyed after 10 years old.
62-29091 Kiplinger Washington Letter	Bureau 4-8-66 62-29091-251	Copies of letters only destroyed.
62-29818 Rating of Jails	Bureau 1-2-68 GRS 12-26-67 62-29818-1307	*Non-pertinent material approved for destruction.
62-36000 Customs Bureau	Bureau 5-10-55 Archival 2-13-56 66-3286-630 66-19087-25	*Obsolete material destroyed.
62-36434 Sub A Westbrook Pegler's Column	Bureau 4-6-66 GRS 62-36434-260	Newspaper clippings destroyed.
62-36610 Boys Club and Junior G Man Clubs	Archival Authority 12-11-50 66-3286-604 66-19087-14	*Material destroyed after 1 year old.
62-39420 & subs. Fingerprint Training School, General	Bureau 1-12-70 GRS 62-39420-87	*Obsolete material destroyed.
62-40185 Federal Communication	Archival Authority 10-22-45 66-3286-607 66-19087-9	Only Serials 164X and 178 destroyed.

CLASS & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
62-40185 sub 3 Federal Communications	GRS 8-15-65 Bureau 8-16-55 66-3286-661	*Obsolete material destroyed.
62-41302 National Bureau of Casualty and Security Underwriters	Archival Authority 7-23-45 66-3286-636 66-19087-8	*Non-pertinent material destroyed
62-45731 Acknowledgement of Poem "You're a Policeman."	Bureau 2-17-64 GRS 66-3286-982	Complete file destroyed
62-[illegible]553 Pigeon Leg Bands	Archival Authority 1-25-60 66-3286-789 66-19087-33	*Material destroyed after 10 years
62-58216 Letters to President Roosevelt and the Director re WW II	Archival Authority 3-2-61 66-19087-35	Correspondence from general public addressed to President Roosevelt & Director re WW II, 1940-1953 destroyed.
62-58394 Office of Emergency Management	Bureau 4-23-63 62-58394-918	Only designated type mail destroyed.
62-65855 Rationing of Tires	Bureau 10-19-66 GRS 62-65855-355	**Obsolete material destroyed.
62-[illegible]97 Inquiries Re: Individuals in War Zone	Bureau 6-7-62 GRS 66-3286-947	**Obsolete material destroyed.
62-66170 Sale of Sugar & Food	Bureau 11-7-61 GRS 11-2-61 62-66170-341	**Obsolete material destroyed.
62-67612 Rationing of Gasoline and Oils	Bureau 11-7-61 GRS 1-28-64 66-3286-981 62-66170-341	**Obsolete material to be destroyed.

CLASS & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
62-73428 Black Market - General	Bureau 11-7-61 GRS 1-28-64 66-3286-981 66-66170-341	*Obsolete material to be destroyed.
62-74221 Rationing - Food	Bureau 11-7-61 GRS 1-28-64 66-3286-981 66-66170-341	**Obsolete material to be destroyed.
62-74395 Rationing - Liquors	Bureau 11-7-61 GRS 1-28-64 66-3286-981 62-66170-341	**Obsolete material to be destroyed.
62-77836 Black Market in Cigarettes	Bureau 11-7-61 GRS 1-28-64 66-3286-981 62-66170-341	**Obsolete material to be destroyed.
62-89885 George E. Sokolsky Sub A	Bureau 3-30-66 GRS 62-89885-226	Newspaper clippings destroyed.
62-90044 Refugee Relief Program	Bureau 8-9-67 66-3286-1021	*Copies of reports from State Department destroyed.
64 Foreign, Miscellaneous	Bureau 12-22-61 66-3286-608 used	Administrative material relating to the SIS Program in WW II destroyed.
64 Foreign Miscellaneous	Archival 11-18-70 66-19087-42	Information secured in South America during WW II which no longer has intelligence or other value.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
65-2078 Espionage - Volunteer Civilian Corps	GRS 11-29-66 65-2078-892	Approved and scheduled for handling by Consolidation.
65-2540 Espionage - Individuals Offering Services	GRS 11-9-65 65-2540-2768	Correspondence from general public offering services or suggestions in National Defense Program over 20 years old destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
65-19176 Alien Applicants Applying for Professional Licenses in NY	Archival Authority 8-29-55 66-19087-9	Application forms for professional licenses in NY State 1940-1942 destroyed except policy and historical.
66 Administrative Matters - General	Bureau 1-11-55 66-3286-557,608,734	*Obsolete administrative-type material destroyed.
66-1631-1 Relating to work in Identification Division	Bureau 5-14-57 66-3286-744	Obsolete administrative-type material 1925-1951 destroyed.
66-1897-Newspaper clipping -A	Bureau 2-26-58 66-3286-767	*Obsolete clippings except commendations & criticism of Bureau destroyed.
66-2086 Hotels	Bureau 6-3-64 66-2086-336	Obsolete material 1926-1960 re rates and service destroyed.
66-2087 Leave	GRS 5-7-64 66-2087-2930	Obsolete material re leave, Sections 1-22 destroyed.
66-2120 Interviews	GRS 5-28-64 66-2120-7009	Obsolete material in sections 1-50 destroyed.
66-2282 Mailing List	GRS 11-25-55 66-3286-697,698	*Correspondence and changes in mailing lists after 3 months, destroyed.
66-2343 Per Diem of Special Agents	GRS 1-29-64 66-2009-287	Obsolete material 2/28-11/40 destroyed.
66-2460 Number one men in Field offices	Bureau 11-28-56 66-3286-727	Obsolete administrative-type material 1928-1941, destroyed.
66-2542 sub 1 Criminal Informants-General	Bureau 2-9-67 66-2542-1-798	Monthly memoranda destroyed.
66-2555 Outstanding Ident Orders	Archival Authority 12-11-50 66-19087-14	*Obsolete material 1929-1958 except Director's notations.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
66-2596 Dual Headquarters File	Bureau 9-19-56 66-3286-724	*Obsolete administrative material 1929-1938 destroyed.
66-2613 Salaries and Expenses	Bureau 1-2-57 66-3286-731,732	*Obsolete administrative-type material 1929-1942 destroyed.
66-2659 Building Passes	GRS 3-13-57 66-3286-738	*Obsolete material 1929-1951
66-3441 sub 1 Work Report Tabulation Unit Statistical Section	Bureau 11-14-62 66-3286-953	Obsolete material 1932 destroyed.
66-3620 Daily Report Statistical Section	Bureau 11-14-62 66-3286-954	Obsolete material 1932-1938 destroyed.
66-3657 FBI LEB	GRS 1-18-62 94-3-1-25778X	Obsolete material destroyed after 5 years. Pertinent material transferred to 94-3-1
66-3701 Pers. Selection and Training in FBI	Archival Authority 12-11-50 66-19087-14	*Obsolete material 1932-1942 destroyed.
66-3918 Companies with Airplanes 1932-34	Bureau 1-25-63 66-3918-931	Obsolete material destroyed.
66-4910 Press Intelligence Bulletin 1935	Bureau 4-2-63 66-4910-233	Bulletin 1935-42 destroyed unless notation by Bureau officials.
66-4982 Gymnasium	Bureau 1-6-64 66-4982-1263	*Obsolete material of administrative-type destroyed.
66-5424 War Pamphlets Re: Sabotage	Bureau 1-11-55 66-3286-608 66-5424-3478,3479	Obsolete material except correspondence to and from AG and other officials, Director's notations and other pertinent material destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
66-5424 sub 1 War: Cooperation of Law Officers	Bureau 1-11-55 66-3286-608 66-5424-3478, 3479	Obsolete material except correspondence to and from AG and other officials, Director's notations and other petinent material destroyed.
66-5424 sub 2 War Statistics	" "	"
66-5450 sub 1 Appropriations - 1938	GRS 1-28-64 66-3286-980	Obsolete material, primarily from private citizens, re budget destroyed.
66-6145 FBI Pledge for Law Enforcement Officers	GRS 10-3-61 66-6145-1731	*Not-recorded copies destroyed.
66-8080 & subs Women's Club Contacts	Bureau 1-4-66 66-8080-25, 26	Material over 20 years old approved for destruction (scheduled).
66-9000 General Intelligence Assignments	GRS 4-10-64 66-9000-128	*Obsolete material 1940-1943
66-10584 FBI Law Enforcement Officers Pledge	Bureau 8-5-58 66-3286-784	Pledges by law enforcement officers during WW II destroyed.
66-13407 Air Raid Precautions	Bureau 4-10-64 66-13407-310	*Obsolete material destroyed.
66-16304 Lever Act Cases	Bureau & Archival Authority 6-17-53 66-19087-22	Oboslete material 1919-1920 destroyed after microfilming.
66-17380 Defense Plans - General	Bureau 3-1-61 66-17380-1499	Certification memoranda destroyed after 90 days.
66-19012 Operation Alert - 1958	Memo dated 12-22-67 from Office of Emergency Planning 2-2-68 66-19012-197	Test and exercise materials authorized (scheduled).

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
79 Missing Persons Correspondence	Archival Authority 6-9-58 Executives Conference 66-19087-30	Missing persons correspondence 3 years after notice is cancelled, destroyed, except photographs or valuable documents which might be requested by contributor.
79-1 Missing Persons Matters	Archival Authority 6-9-58 66-19087-30	Same procedure as general file (above).
79-1-A Newspaper Clippings of Missing Persons	GRS 6-15-66 79-1-10546	Obsolete newspaper clippings destroyed.
80 Public Relations by Field Offices	Archival Authority 12-11-50 66-19087-14	*Obsolete material destroyed.
80-1 Statistics: Re Speaking Engagements	GRS 12-4-64 80-1-586	*Obsolete material destroyed.
80-7 Motion Pictures P.R.	GRS 4-27-64 80-7-1967	Obsolete material destroyed.
80-57 Public Relations Washington Post	Archival Authority 12-11-50 66-19087-14	Obsolete material destroyed. Material necessary to retain was charged to 94-8-6, current file on the Post.
-99 Discrepancies in findings of Document Examiners	Bureau 3-17-60 66-3286-871	Duplicate serials filed in main files destroyed.
80-662 Obscene material file	Bureau 7-11-66 80-662-317	Yellow copies of Laboratory reports destroyed - no longer sent to file.
80-691 Anonymous Letter File	Bureau 9-27-47 80-691-82	"Crank" or now threatening letters and unidentified letters over 5 years old destroyed.
82-1 War Risk Insurance	Bureau 5-6-65 GRS 82-1-1143	*Non-pertinent material destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
86-0 Federal Lending and Insurance Agencies - General	Bureau 8-5-65 GRS 8-4-65 86-0-2497	Obsolete material destroyed.
87-290 National Stolen Property & subs Index	Bureau 8-2-63 87-290-2 66-3286-637 87-290-51-2	Obsolete material destroyed.
94-1 Speaking Engagements - General	Bureau 1-7-59 & 2-23-62 GRS 11-22-61 94-1-1831	Material over 10 years old to be destroyed.
94-1 subs Speaking Engagements (Speech Material)	Bureau 1-7-59 GRS 12-30-58 94-1-1666, 1810	Obsolete material destroyed (Numerous complete files destroyed. This type material no longer sent to file).
94-1-123 Holy Names Society (Speech - 1936)	Archival Authority 12-11-50 66-3286-773 66-19087-14	Complete file destroyed.
94-1-135 Daughters of the American Revolution	Bureau 7-3-68 GRS 94-1-135-1994	Material over 10 years old to be destroyed. (Material with Director's notation, also Director's speeches and articles to be retained.)
94-1-137 Influence of Crime on The Home Speech 1936 & 1939	Bureau 9-4-62 GRS 4-2-62 94-1-137-768	Obsolete material destroyed.
94-1-152 International Association of Chiefs of Police	Archival Authority 12-11-50 94-1-152-9768 66-19087-14	Material over 20 years old to be destroyed. (Material of a historical nature, Director's speeches & notations or signature to be retained.)
94-1-180 California Peace Officers Association (Speech 1937)	Bureau 4-26-60 GRS 94-1-180-1251	Only serials 64 thru 662 destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
94-1-204 Chamber of Commerce -New York (Speech 1935)	Bureau 1-4-65 GRS 12-31-64 94-1-204-2122	Obsolete material destroyed.
94-1-208 Boy Scouts of America	Bureau 6-23-67 GRS 94-1-208-9857	*Material over 10 years old to be destroyed. (Director's notation to be retained.)
94-1-208 sub 4 Boy Scouts of America - Autographed Photographs Sent to Scouts Attending Jamboree, 1937	Archival Authority 12-11-50 66-3286-635 66-19087-14	*Non-pertinent material destroyed.
94-1-372 Boys Club of America - Director's Address at Philadelphia, Pa. (1936)	Bureau 6-15-62 GRS 66-3286-946	*Material over 20 years old destroyed.
94-1-603 Boys Club, Chicago, Ill. Director's Address 1936	Bureau 6-15-62 GRS 66-3286-946	*Material over 20 years old destroyed.
94-1-658 Notre Dame University Speech made 1937 & 1942	Bureau 3-5-64 GRS 3-3-64 66-3286-983	*Material over 20 years old destroyed.
94-1-704 Junior Chambers of Commerce - National (Speech - 1939)	Bureau 9-23-63 GRS 94-1-704-667	Obsolete material destroyed.
94-1-972 General Federation of Women's Clubs (Speech 1938)	Bureau 1-13-64 GRS 1-10-64 66-3286-977	Material over 20 years old destroyed.
94-1-1373 Association of Life Insurance Presidents (Speech - 1937	Bureau 3-5-64 GRS 3-3-64 66-3286-983	Material over 20 years old destroyed.
94-1-1465 Westminister College, Fulton, Mo. Speech 1937	Bureau 1-13-64 66-3286-977	Material over 20 years old destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
94-1-1474 Oklahoma Baptist University, Shawnee, Oklahoma (Speech 1938)	Bureau 1-10-64 GRS 66-3286-977	Material over 20 years old destroyed.
94-1-1805 Pennsylvania Bankers Association (Bulletins)	Bureau 2-26-62 GRS 66-3786-927	Obsolete material destroyed.
94-1-11714 National Fifty Years in Business Club (Speech 1939)	Bureau 10-24-63 94-1-11714-217	Material over 20 years old destroyed.
9[redacted]2 Tours	Bureau 6-10-64 66-18966-676 Tolson's approval	Correspondence re tours and tour exhibits over 10 years old destroyed unless pertinent, policy or historical
94-3-1 FBI Law Enforcement Bulletin	Bureau 1-18-62 94-3-1-25778X	Material over 15 years old destroyed.
94-3-2 The Investigator	Bureau 2-19-64 94-3-2-2043	*Obsolete material over 3 years old destroyed.
94-3-3 Photograph and Charts - 1940	Bureau 3-12-64 GRS 3-9-64 66-3286-984	Complete file destroyed.
94-3-4-218 Journal of Criminal [redacted]w and Criminology (Mailing List 1938)	Bureau 3-9-64 94-3-4-218-608	Only serials 465 thru 546 destroyed.
94-3-4-467 Women's Day Magazine	Bureau 5-25-65 GRS 94-3-4-467-440	Obsolete material destroyed.
94-3-6-1 Technical Laboratory	Archival 12-11-50 66-3286-752 66-19087-14	Obsolete material destroyed.
94-3-6-2 Training in the FBI	Archival 12-11-50 66-3286-748 66-19087-14	Obsolete material destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
94-3-6-3 Ident Facilities of the FBI	Archival 12-11-50 66-3286-750 66-19087-14	Obsolete material destroyed.
94-3-6-5 FBINA Questions and answers	Archival 12-11-50 66-3286-748 66-19087-14	Obsolete material destroyed
94-3-6-6 Booklet by Bureau for Law Enforcement Agencies - 1941	Archival 12-15-50 94-3-6-6-624 66-19087-14	*Obsolete material destroyed.
94-3-6-7 Suggestions for Protection of Industrial Facilities	Archival 12-11-50 66-3286-629 66-19087-14	*Non-pertinent material destroyed.
94-3-6-12 War Duty Suggested for Police Executives	Bureau 8-29-55 66-3286-663	*Non-pertinent material destroyed.
94-4 Mailing Lists and sub 1 thru 1009	Bureau 9-24-65 GRS 66-3286-1002	Complete files destroyed.
94-4-2419 Poem "Loyalty"	Bureau 7-16-64 GRS 7-9-64 94-4-2419-598	Material over 5 years old destroyed.
94-5 General Correspondence	Bureau 10-10-50 Archival 12-11-50 66-19087-14 66-3286-438, 439	Material over 5 years old destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
94-6 Mailing List for Publications	Bureau 11-25-55 GRS 11-25-55 66-3286-698, 697	Material over 5 years old destroyed.
96-0 Alien Applicants	Archival 10-18-45 66-19087-9	NR name check forms destroyed.
96-0 Alien Applicants General	Archival 11-18-70 66-19087-42	Copies of reports of Loyalty investigations made by office of Provost Marshal General
98 Sabotage	Archival 7-28-70 66-19087-40	Material approved for destruction after 10 years if no prosecution.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
98-0 Sabotage - General	GRS 11-1-66 98-0-6630	*Obsolete material concerning World War II destroyed.
98-0-A Sabotage - General Newspaper Clippings	GRS 7-13-66 98-0-6589	*Obsolete material concerning World War II destroyed.
98-0-2 Strikes Reported by War Department	GRS 10-22-65 98-0-2-2655	*Obsolete material concerning Worl War II destroyed.
99 Plant Survey Enclosures only	Bureau 2-13-53 99-00-141, 142	Enclosures over 10 years old destroyed.
99-0 Plant Protection-General	Bureau 1-27-64 99-0-4727, 4728	*Material of administrative nature destroyed.
100 Prisoners of War Lists Group of 327 files.	Archival 1-18-60 66-19087-33	Obsolete material 1941-42 destroyed.
100-22 Office of Provost Marshall General	Archival 10-18-45 66-19087-9	Obsolete Name Search forms destroyed.
100-540 Alien Non-Enemy Nationality	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.
100-2555 Prisoners of War Correspondence	Archival 1-18-60 66-19087-33	Obsolete correspondence 1941-42 destroyed.
100-38679 CSC Applicants	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.
100-138735 Alaska Travel Control	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.
100-140085 Passengers arriving in U.S. by boat	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.
100-161920 Passengers arriving in U.S. by airplane	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
100-165802 Trans-Pacific Travel Control	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.
100-189123 Rationing of Clothing	GRS 14-4 1-28-64 66-3286-981 66-66170-341	Obsolete correspondence with exception of material relating to Bureau investigation or inquiry destroyed.
100-194487 War Relocation Name Search Forms	Archival 10-29-45 100-194487-2186	War Relocation Authority and Name Search forms destroyed.
[redacted]	Archival 7-31-50 66-19087-13 used	Cover letters and replies to above forms except historical and Director's notations destroyed.
105-1 Executives Conference --	8-19-66 105-1-30, 31	NR and ND Visas forms 1952-67 destroyed.
105-54508 Hungarian Emergency Refugee Program	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.
105-173525 Longview Publishing Co.	Bureau 4-11-69 105-173525-201, 202	NY airtels and accompanying daily World Newspapers 5/68 to present scheduled for destruction.
[redacted]1722 U.S.S. Admiral Eberle	Archival 10-18-45 66-19087-9	Obsolete NR name check forms destroyed.
121-1 CSC Forms	Bureau 3-5-70 62-17890-1392	Handle as below
140-0 CSC Forms	Bureau 12-5-68 62-17890-1392	Xerox copies of referral forms destroyed.
140-1 CSC Forms	Bureau 3-5-70	
149 Destruction of Aircraft and Motor Vehicles	Archival 7-28-70 66-19087-40	Material approved for destruction after 10 years, if no prosecution.

CLASS. & CHARACTER	AUTHORIZATION & DATE	DISPOSITION
non-subversive ALL CLASSIFICATIONS	Archival 11-18-70 66-19087-42	Reports, letters, and related communications, which are maintained at Headquarters, pertaining to cases in which there was no criminal prosecution because identities of perpetrators of violations were not developed during investigations. Dispose upon completion of investigation.

*ADMINISTRATIVE, POLICY, HISTORY, AND RELATED MATERIAL RETAINED.

**MATERIAL RELATING TO INVESTIGATIONS CONDUCTED AND CONTAINING DEROGATORY INFORMATION RETAINED.

REC 8
66-3286-1067

January 18, 1971

PERSONAL

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Charlotte, North Carolina

Dear Mr. [redacted]

Your suggestion has been received that a form which you designed be approved for use in connection with the disposition of certain files under the five-year rule. As a matter of possible interest to you, similar proposals have been considered in the past and not adopted. It was decided a form was not needed for this purpose since the desired information as set forth in the Manual of Rules and Regulations may be entered on the file front of the consolidated volume.

I appreciate the interest and thoughtfulness which prompted you to submit your idea to me.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-82 BY SP4 EWW Cal

MAILED 12 JAN 18 1971 COMM-FBI

2 - Charlotte
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted] b6 b7C
ML:das das
(6) (Suggestion 486-71 dated 1/11/71)

NOTE: Suggests attached form be adopted to record certain information necessary with the disposition of files when they are five years old in certain criminal categories when conditions as set forth in Manual of Rules and Regulations, Part II, Section 3, page 13b, are met.

Similar proposals have been considered previously and not adopted. When files are consolidated, the fronts are not

(NOTE Continued on Page 2)

Tolson
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Walters
Soyars
Tele. Room
Holmes
Gandy

JAN 28 1971 MAIL ROOM TELETYPE UNIT

Letter to Mr. [redacted]

b6
b7C

NOTE Continued:

retained according to present instructions. The only front which will be needed is the one to be used on the consolidated volume. When files are destroyed under this rule the reason for destruction is placed on file fronts or on the consolidated volume front cover, front or back, with file numbers and offices of origin. This is necessary for reference purposes in auxiliary offices since no notation is being placed on index cards regarding this information. These cards are to be maintained for 20 years and then destroyed as encountered. Training Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

486-71

b6
b7C

Date: 1-11-71

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Charlotte

SUGGESTION

It is suggested that the attached form be adopted to recording certain information such as date file destroyed, office file number, Office of Origin and Office of Origin file number, title of case if 00 file number unknown, date file placed in RUC status, serial numbers of 302's and evidentiary material to be retained, space for supervisory personnel to initial when approving destruction of file as well as space for clerical employee to initial when destroying file. This form is necessary because all files that are five years old have been stripped and consolidated and do not have individual file fronts on which to record necessary information regarding 00 and 00 file number. The Supervisor could use this form to record the file number of files he wishes destroyed, (continued)

Current practice or rule (Include manual citation as well as facts)

MRR, PART II, Section 3, Page 13 b, lists certain criminal classifications that may be destroyed when five years old if (Cont'd)

Advantages of suggestion and annual savings (include basis for estimate)

Form would make it possible to record certain necessary information as well as a record of supervisory approval of destruction. Recording the date file placed in an RUC status would make it possible to destroy form and any material retained when file RUC'D 20 years. Retaining page one of a communication containing a complete title will make it possible to purge index cards when file is 20 years old.

Destruction of Bureau Property

General

REC 8 66-3286-4067

EX-PROC

35 JAN 14 1971

Disadvantages of suggestion

None known.

JAN 14 1971

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head

It is believed that the above suggestion merits consideration by the Bureau.

Office Services Manager
(Assistant Chief Clerk)

Signature and Title

Robert M. Murphy
Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let of app. 1-20-71
Mail Room

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10 ENCLOSURE
4 set Insp Desk

DATE _____

FILE NUMBER _____

OFFICE OF ORIGIN AND OO FILE NUMBER _____

TITLE, IF OO FILE NUMBER UNKNOWN _____

_____

_____

DATE FILE RUC'D _____

FILE DESTROYED UNDER RULE WHICH PERMITS DESTRUCTION OF FILE IF 5 YEARS OLD AND NOT OFFICE OF ORIGIN OR OFFICE OF PROSECUTION. SEE MRR, PART II, SECT 3, PAGE 13 b.

ENTIRE FILE DESTROYED EXCEPT FOR THE FOLLOWING:

302's, Serial Numbers _____

Signed Statements and other evidentiary material, Serial Number 1A _____

APPROVED FOR DESTRUCTION _____
SUPERVISOR

DESTROYED _____
CLERICAL EMPLOYEE

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DATE 8-20-82 BY SP4EW/cab

66-3284-1067
ENCLOSURE

SUGGESTION (CONTINUED)

list 302's and evidentiary material he wishes retained, initial the form and give to clerical employee to accomplish the actual destruction and recording of other necessary information. Also it is suggested that the date file placed in an RUC status be recorded in order that eventually this form and any other material retained such as 302's or evidentiary material may be destroyed when 20 years old. Also it is suggested that the clerical employee retain page 1 of any communication that contains a complete title and staple this page to the form. When file has been RUC'D 20 years, form and retained material may be destroyed and communication stapled to it may be used to purge index cards from the indices.

CURRENT PRACTICE OR RULE (CONTINUED)

certain conditions are met. Agent supervisory personnel are responsible for authorizing destruction of files. Files may be destroyed if five years old, office is not office of origin or office of prosecution, file is of no further value, and no stops are outstanding. FD-302's, signed statements and evidentiary material to be retained in office in which file is destroyed. Retain file fronts and show identity of office of origin thereon for reference purposes. Retain index cards for twenty years and then destroy when encountered.

The Attorney General

January 21, 1971

Director, FBI

CONSOLIDATION AND PURGE
OF CIVIL FINGERPRINT FILE
IDENTIFICATION DIVISION

Destruction of Bureau Records - General

Our civil fingerprint file serves as a repository for the fingerprints of United States Government employees, military personnel, aliens and those taken in connection with national defense positions and for personal identification. This file now contains more than 137,000,000 fingerprint cards and many are duplicates as a result of multiple fingerprinting in above categories. We propose to utilize the 274 employees requested in our 1972 fiscal year budget to consolidate and purge this file in the following manner:

(1) Destroy the fingerprints of individuals taken in connection with civilian national defense work during World War II. These non-Federal prints were submitted initially to determine whether or not the individuals had arrest records. This purpose has been served. The only justification for further retention of these prints would be in establishing identity in unknown deceased, amnesia victims or missing person cases. Such activity is practically nonexistent.

(2) Destroy the fingerprint cards of all individuals 75 years of age and older that were submitted by the Immigration and Naturalization Service, the Civil Service Commission, and the Department of Defense.

(3) Consolidate the remaining fingerprint cards in file from the above agencies of individuals less than 75 years of age, keeping one set of fingerprints and destroying the duplicates. A record will be maintained of those destroyed, thereby preserving a history of prints submitted by United States Government agencies. It should be noted that the fingerprints of persons submitted by these agencies for illegal activities and those identified with an arrest record in our files are not involved in these proposals.

ORIGINAL FILED IN 66-1321-1791

66-3286-

NOT RECORDED
191 JAN 25 1971

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Callahan
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Tele. Room
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BEP:ed
(6)

(See note page 2)

MAILED 2
JAN 21 1971
COMM-FBI

55 JAN 26 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

19 JAN 22 1971

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DATE 8-20-82 BY SP4 EW Local

LMW

The Attorney General

We are in the process of contacting the Department of Defense, the Civil Service Commission, and the Immigration and Naturalization Service for their concurrence with above proposals. Following this we will seek archival approval; however, before doing so your concurrence with above proposals would be appreciated.

1 - The Deputy Attorney General

NOTE: These proposals approved by the Director. See Executives Conference memorandum 1-13-71 captioned: CONSOLIDATION AND PURGE CIVIL FINGERPRINT FILE, IDENTIFICATION DIVISION. The Department, as well as the appropriate agencies, is being advised and concurrence sought.

January 25, 1971

PERSONAL

ST-111

REC 85

66-3786-1068

Mrs. [redacted]
Federal Bureau of Investigation
Tampa, Florida

b6
b7C

Dear Mrs. [redacted]

Thank you for the suggestion that our regulations be changed to permit the disposition of the SAC Letter file in each field office when the material contained therein is five years old. As a matter of possible interest to you, this action may be taken at the present time on an annual basis when this material is three years old.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 11
JAN 25 1971
COMM-FBI

2 - Tampa
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mrs. [redacted]
MJL:das
(6) (Suggestion 511-71 dated 1/19/71)

b6
b7C

Your attention is called to the Manual of Rules and Regulations, Part II, Section 3, page 14, wherein a list of files is set forth which may be destroyed on an annual basis when three years old if of no value. Item (31) lists "SAC Letters."

NOTE: Suggests SAC Letter file be destroyed when five years old.

Due to the above manual provisions as set forth for the SAC's benefit, Training Division recommends no further action regarding this idea.

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JAN 28 1971

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DATE 8-20-82 BY SP4E

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Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#511-M

Date: 1/19/71

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Tampa

SUGGESTION

Suggest SAC Letter file be destroyed when 5 years old.

Destruction of Property

Current practice or rule (Include manual citation as well as facts) SAC Letter File is retained indefinitely. Each paragraph of the SAC Letter is clipped and placed in Administrative or 00 files. Bureau instructions in the Administrative and 00 files are never destroyed.

Advantages of suggestion and annual savings (include basis for estimate)

Savings in space.

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Disadvantages of suggestion

No known.

b6
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EXEC. SEC. JAN 21 1971

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any unstated award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

It is an excellent paper/management suggestion and recommend adoption.

SPECIAL AGENT IN CHARGE
Signature and Title

(Do not write in this space - for Bureau use only)

Let. of app. mc: dcm
1-25-71

1 XEROX

JAN 28 1971

REC-85 66-3286-1068

ST-111

18 JAN 26 1971

UNRECORDED COPY FILED IN 66-3286-1068 JAN 21 1971

January 21, 1971

Honorable Melvin R. Laird
The Secretary of Defense
Washington, D. C. 20301

Dear Mr. Laird: Destruction of Property

Our civil fingerprint file now contains more than 137,000,000 fingerprint cards including some 44,000,000 sets of fingerprints submitted in connection with military service. There is duplication in the military submissions as a result of multiple enlistments and further duplication exists when former military personnel are fingerprinted in other civil matters, such as in connection with civilian employment with the United States Government. We are considering the following two proposals designed to enhance the searching efficiency of the civil fingerprint file and make available badly needed space for expansion purposes.

(1) Purge and destroy the fingerprints of individuals 75 years of age and older from this file.

(2) In instances where this file contains more than one set of fingerprints of individuals less than 75 years of age, that one set be retained and all duplicates destroyed.

In connection with proposal number two, we would always select the military fingerprint card for retention, thereby preserving a record of military prints submitted to us until the individual reaches the age of 75. Also we would retain a record of the duplicate military prints destroyed by means of entries on our index cards.

Your comments and concurrence with above proposals would be appreciated.

Sincerely yours,

John Edgar Hoover

BEP:ed
(5)

(See note page 2)

MAILED 4
JAN 21 1971
COMM-FBI

ORIGINAL FILED IN 66-1831-12114

66-3286

NOT RECORDED
202 JAN 26 1971

19 JAN 25 1971

54 FEB 3 1971

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DATE 8-20-82 BY SP4EW/cal

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Holmes
Gandy

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Honorable Melvin R. Laird

NOTE: This correspondence is the result of Director's approval of Executives Conference memo 1-13-71 captioned: CONSOLIDATION AND PURGE CIVIL FINGERPRINT FILE, IDENTIFICATION DIVISION. NEM:hs

The Commissioner
Immigration and Naturalization Service

January 21, 1971

Director, FBI

CONSOLIDATION AND PURGE
OF CIVIL FINGERPRINT FILE
FBI IDENTIFICATION DIVISION

DESTRUCTION OF BUREAU PROPERTY.

We are considering the following two proposals designed to enhance the searching efficiency of the civil fingerprint file now containing more than 137,000,000 fingerprint cards and to make available badly needed space for expansion purposes. It should be noted that the fingerprints of aliens submitted in connection with illegal activities or identified with arrest records in our files are not involved in these proposals.

(1) Purge and destroy the fingerprints of individuals 75 years of age and older from this file.

(2) In instances where this file contains more than one set of fingerprints of individuals less than 75 years of age, that one set be retained and all duplicates destroyed. We would retain a record of the duplicates destroyed by means of entries on our index cards.

Your comments with respect to fingerprints submitted by your agency would be appreciated, as well as your concurrence with above proposals.

MAILED 4
JAN 21 1971
COMM-FBI

ORIGINAL FILED IN 66-1631-12113

BEP:ed
(6)

19 JAN 22 1971

NOTE: This correspondence is the result of Director's approval of Executives Conference memo 1-13-71 captioned: CONSOLIDATION AND PURGE CIVIL FINGERPRINT FILE, IDENTIFICATION DIVISION. NEM:hs

66-3286-
NOT RECORDED
184 JAN 25 1971

58 JAN 29 1971

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HEREIN IS UNCLASSIFIED
DATE 08-20-82 BY SP4 ALM/WAS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Brennan, C.D.
Callahan
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Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 8-28-70

FROM : J. W. Marshall

SUBJECT: RECORDS DISPOSAL COMMITTEE

DESTRUCTION OF BUREAU RECORDS - GENERAL

The records holdings of the Bureau are increasing at a rate of approximately 400 six-drawer cabinets per year or 4800 linear feet per year. Our investigative and administrative files are presently maintained in 7693 cabinets which will provide for expansion through 1971. Additional space is not available for expansion purposes in our present location. It has therefore become imperative that steps be taken to further review and analyze our records holdings.

A records disposal committee consisting of three highly experienced and thoroughly knowledgeable employees of Records Branch has been formed for the purpose of performing research and analysis to identify records and material which no longer serve any useful or meaningful purpose from an intelligence, investigative, historical or source data basis. Procedures to be followed, involve reviewing a representative number of cases in each classification and pinpointing files or categories of files and material which can be recommended for destruction pursuant to Bureau and Archival approval. Additionally, excess copies, obsolete enclosure material, and exhibits will be identified and purging recommended where appropriate.

Findings of the committee will be submitted in appropriate memorandum form.

REC-56 66-3286-1069

SI-114

1 FEB 4 1971

RECOMMENDATION:

For informational purposes.

OTB:csa
(3)

XEROX
FEB 5 1971

I should want to see all information contained herein is unclassified DATE 8-20-82 BY SP4ELW/cal

1 Xerox Room for Inspection Division

59 FEB 8 1971

UNRECORDED COPY FILED IN 66-8118-

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Holmes
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TO : Mr. Mohr

DATE: 2/5/71

FROM : J. J. Casper

Destruction of Bureau Property - Filed

SUBJECT: CONSERVATION OF FILING SPACE
SUGGESTION MATTER

Reference is made to my memorandum to you dated 10/8/70 referring to an Executives Conference memorandum dated 9/18/70 regarding the disposition of SOG files, index cards, and abstracts after five years in unknown subject routine criminal cases except for kidnaping, extortion, bank robbery, major cases, or when retention is specifically directed by supervisor. The action recommended was the results of a survey made by the Inspection Division based on a former Executives Conference 8/26/70 wherein this matter was discussed by Mr. Casper due to a suggestion (98-71) submitted by [redacted] that files and related material in Theft from Interstate Shipment cases be destroyed after ten years. Prior to the receipt of this idea Miss [redacted] Files and Communications Division, had proposed the same action be taken with material in Sabotage and Destruction of Aircraft matters and Archival approval had just been received for this action when the matter was discussed at Executives Conference. Two suggestions, 112-71 by SA John F. Hanlon, Jr. and 113-71 by SA Donald T. Perrine, General Investigative Division were received late in afternoon of day before this matter was to be discussed at the first-mentioned Executives Conference. These ideas concerned the disposition of files and related material in unknown subject cases regarding Crime on Government Reservation and Interstate Transportation of Stolen Property classifications, respectively. Bureau approved the destruction of such material in the majority of unknown subject routine criminal cases and Archival approval has now been received for such destruction. In addition, the Inspection Division recommended and approval was granted for field not to submit reports to SOG in routine unknown subject cases regardless of length of time case has been pending. Unknown subject cases closed administratively after 90 days would be handled in same way.

Due to the modifications involved in the four suggestions and the extension of system to include most of the other criminal classifications, in addition to reports not being submitted in these cases, Training Division feels the four suggesters should be commended for these proposals since it would be virtually impossible to compile and grant any awards in an equitable manner.

1 Xerox Pub. Unit 6-8-71 DBL

66-32861070

REC-51

EX-103

1 FEB 9 1971

Enclosures

ML:das

(2)

CONTINUED - OVER

5 XEROX FEB 10 1971

6 FEB 10 1971

Bc

DATE 8-20-82 BY SP4ELW/CAL

SP Cy/Lpt 2/11/87

2 Pkg Rec'd

Memo Casper to Mohr
Re: Conservation of Filing Space
Suggestion Matter

RECOMMENDATION: That the attached letters of commendation be forwarded to the suggesters. All of the ideas have been acknowledged by prior communications.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
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Brennan, C.D.
Callahan
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Conrad
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Gandy

TO : Mr. Callahan

DATE: January 29, 1971

FROM : D. J. Green

SUBJECT: ADMINISTRATIVE DIVISION MATERIAL STORED ON SEVENTH FLOOR IDENTIFICATION BUILDING

DESTRUCTION OF BUREAU RECORDS - GENERAL

Annually, the material stored at the Identification Building is checked and recommendations made as to the disposition of older material. The current check has been made and the following is proposed:

1. Administrative Reports: We have been retaining the field monthly administrative reports for three fiscal years. It is suggested that those for the fiscal years 1966 and 1967 (July 1965 through June 1967) be removed and destroyed.

2. Copies of Procurement Bids: These are the Bureau's file copy. These are routine procurements, mostly for auto storage and repair contracts. The disposal period is six years for transactions of $2,500 and more, and three years for those under $2,500, after final payment. Since the records are not broken down into dollar categories for filing purposes, we follow the practice of holding all items longer than necessary -- about 8 years. It is suggested that those copies for the fiscal years 1957 - 1960 (July 1956 through June 1962) be destroyed at this time.

3. Bills of Lading: The disposal period is ten years. It is suggested we remove and destroy listing of shipments received in the stockroom for the calendar years 1957 through 1960 as well as memo copies of bills of lading for the same period.

66-3286
NOT RECORDED
126 FEB 18 1971
18 FEB 17 1971

ACTION:

Should you agree with the proposed disposition of the above items, arrangements will be made with the Files and Communications Division for their removal from storage and destruction.

DJG:jls (6)

1 - Mr. Tavel (sent direct)
1 - Mr. D. J. Brennan (sent direct)
1 - Mr. Jackson (sent direct)
1 - Mr. McMichael (sent direct)

THREE

ORIGINAL FILED IN 66-1855-E-GX402

NW 88018 DocId:32989402 Page 1

MISPHELW Cal

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: February 26, 1971

FROM : J. J. Casper

SUBJECT: ~~DESTRUCTION OF FILES AND RECORDS~~ GENERAL DESTRUCTION OF BUREAU RECORDS

During calendar year 1970, file destruction rules were streamlined in auxiliary offices to the extent that 62 non-security classifications could be destroyed five years after the cases were referred upon completion to the office of origin (RUC). Prior to the approval of this destruction rule, 18 field offices were surveyed to determine the immediate savings in filing space and equipment in the event such a destruction procedure was placed into effect. The results of this survey disclosed an estimated immediate savings of 381 linear feet per office, which is equivalent to 18 seven-shelf filing units per office. An additional savings would be realized on an annual basis as this material becomes five years old.

Since the adoption of the above file destruction rules, the Inspection Division has closely followed the implementation of this rule throughout the field. The Inspection Division has enforced this rule to such an extent that there has been a curtailment of requests for additional space and equipment for the storage of closed files.

The Training and Inspection Divisions have studied existing file and serial retention rules in the field, and feel the following procedures could be placed into effect consistent with good records management: Retain only cover and/or synopsis page(s) of investigative reports in security matters in auxiliary offices, five years subsequent to the date cases were RUC'd. The remaining portions of the reports would be destroyed. Good judgment should be exercised in the destruction of this material, and reports representing cases of an important nature or cases which are considered to be of some value to the auxiliary office should not be destroyed merely because they are five years old. The responsibility for the destruction of this material would rest with the Agent supervisory personnel. Index cards would be retained under existing 20-year rule. In the event name checks made reference to destroyed material, the office of origin could be contacted and copies of reports or pages therefrom could be duplicated and furnished to the requesting office. A form could be designed to facilitate the transmission of this material.

66-3286-1071

ST-107 REC-79

12 MAR 12 1971

1 - Mr. Sullivan
1 - Mr. C. D. Brennan
1 - Mr. Callahan
1 - Mr. Felt
1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Tavel
1 - Mr. Jenkins
1 - J. E. Reilly
TAK:jms
(11)

CONTINUED - OVER

SEE ADDENDUM SPECIAL INVESTIGATIVE DIVISION

50 AMR 13 1971

Declassified by SP2 RUS on 8-20-82 by SP2 RUS

Memorandum from J. J. Casper to Mr. Mohr
Re: Destruction of Files and Records

To illustrate the potential of the proposed destruction rule, an on-the-spot analysis was made during the current Chicago Inspection and a partial survey disclosed that where Chicago was the auxiliary office in security organization matters, material representing approximately 50 to 60 file cabinet drawers could be destroyed if the proposed destruction rule was placed into effect.

RECOMMENDATION:

That this memorandum be referred to the Domestic Intelligence Division, General Investigative Division, Special Investigative Division, and Files and Communications Division for views and comments.

See D.I.D. addendum

gtt

ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION GTT:pjc 3/4/71

Attached memorandum recommends that in security cases in auxiliary offices where cases have been referred upon completion to the office of origin, five or more years previously only cover and/or synopsis pages need be retained. This would not apply to cases of important nature or those deemed to be of some value to the auxiliary offices.

COMMENTS OF DOMESTIC INTELLIGENCE DIVISION:

This Division sees no objection to the attached recommendation. The procedure outlined above has been followed in 62 nonsecurity classifications and found to effect substantial savings of space without injuring investigative operations. Domestic Intelligence Division feels that the extention of this procedure to security cases would not seriously affect operations of this Division.

chr

ADDENDUM BY SPECIAL INVESTIGATIVE DIVISION LHM:sde 3/17/71

Special Investigative Division has no objection to the above recommendation.

August 20, 1970

PERSONAL

66-3286-

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

I have been advised of the suggestion which you made while assigned to the Files and Communications Division regarding the disposition of certain material in connection with Theft from Interstate Shipment cases. This proposal is being evaluated and you will be advised of the final decision in this matter.

The interest and initiative which led you to give me the benefit of your thoughts on this matter are indeed appreciated.

Sincerely yours,
J. Edgar Hoover

1 - Mr. Casper
1 - Mr. Tavel
1 - Personnel file of Mr. [redacted]
ML:das
(6)

b6
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(Suggestion 98-71 dated 8/18/70)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel, OTB:csa, dated 8/18/70, re: [redacted] GS-5, Editor, Training Division, EOD 7/6/53.

Referred to the General Investigative and Inspection Divisions for views and recommendations.

MAILED 6
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COMMENTS OF GENERAL INVESTIGATIVE DIVISION OLD:mlp 3/2/71

The General Investigative Division has not experienced any problems in criminal investigations resulting from the destruction of the 62 different classifications of non-security matters which are five years old by auxiliary offices which have referred such cases upon completion to office of origin, and, therefore, the General Investigative Division would not expect that destruction by auxiliary offices of security files which are five years old would create problems. The General Investigative Division has no objection to the adoption of this suggestion.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 8-18-70

FROM : J. W. Marshall

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SUBJECT: [redacted]
GS-5, Editor
Training Division
EOD 7-6-53

DESTRUCTION OF BUREAU RECORDS - GENERAL

STREAMLINING COMMITTEE SUGGESTION
#498-M1

Employee, while assigned to Filing Unit, suggested through the Files and Communications Division Streamlining Committee that the Bureau consider purging mail, index cards and abstracts on all unknown subject cases in the 15 Classification (Theft From Interstate Shipment), which have been open ten years or more. He noted there are 73 drawers of files in the TFIS category which have been opened ten years or more. He stated that spot checking indicated that about half of each drawer was made up of unknown subject cases. He estimated that purging these files would provide additional filing space representing approximately 5,000 unknown subject cases. Space would also be gained in the Bureau's indices by purging approximately 10,000 related index cards as well as destroying abstracts in the Numbering and Service Units. He further suggested that of the 34,000 cases in this classification on microfilm, that the unknown subject cases likewise be deindexed. He pointed out the files, abstracts and index cards are being retained even though the probability of their being used is nil. He noted the advantages of this suggestion would provide for the recovery of badly needed filing space in the Filing, Numbering, Service and General Index Units and would save the Bureau the expense of purchasing about six additional cabinets.

Officials of the Files and Communications Division and members of the Streamlining Committee favor adoption of this suggestion as same will provide for the recovery of valuable space as well as the removal of index cards, abstracts and corresponding case files which no longer serve any useful purpose.

1 - General Investigative Division
1 - Inspection Division

OTB:csa
(8)

66-3286- Ret. of ack. m.l. das 8-20-70

(CONTINUED-OVER)

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DATE 8-20-82 BY SP4 EWW/cal

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ORIGINAL FILED IN 66-3286-10

Memorandum J. W. Marshall to Mr. Tavel
Re: [redacted] b6 b7C
Streamlining Committee Suggestion

Bureau and Archival authority have already been obtained for the destruction of unknown subject cases in Interstate Transportation of Stolen Motor Vehicle Cases and unknown subject Sabotage of Aircraft and Destruction of Aircraft or Motor Vehicle cases. A survey of unknown subject TFIS matters reveals that approximately 5,000 cases, equal to six 6-drawer cabinets, can be destroyed if this suggestion is adopted. The adoption of this suggestion however, will require Archival authority for the destruction of abstracts, index cards and investigative files.

RECOMMENDATIONS:

1. For referral to the Training Division, Attention Suggestion Desk.

2. That a copy of this suggestion be furnished the General Investigative Division for its recommendations, observations and comments.

3. That a copy of this suggestion be furnished the Inspection Division for its recommendations, observations and comments.

4. That if this suggestion is approved, the Files and Communications Division submit to National Archives through the Department of Justice, appropriate recommendations seeking approval for the destruction of aforementioned records.

ST
8/18

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 3-9-71

FROM : J. W. Marshall

SUBJECT: DESTRUCTION OF FILES AND RECORDS

Rememo J. J. Casper to Mr. Mohr dated 2-26-71.

Rememo requests comments of this Division regarding destruction of all but cover and/or synopsis page(s) of investigative reports in security matters in auxiliary offices, five years subsequent to date cases were RUC'd. Index cards would be retained under existing 20 year rule.

We have Archival Authority to destroy closed files in Field Offices as original of reports are filed at Seat of Government. (66-19087-10). Destruction of this material in field will have no effect on operations of this Division.

RECOMMENDATION:

Forward to Training Division.

PFO:sjg
(3)

Destruction of Bureau Records - Memo

RECORDED COPY FILED IN 66-3286-1072

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-88 BY SP4ELW1 CAL

XEROX
APR 15 1971

EX-103

REC- 66 66-3286-1072

APR 14 1971

RECORDS

53 APR 22 1971

Employee Suggestion
FD-252 (Rev. 9-11-59)

#886-M1

b6
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Date
5/25/71

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	EL PASO

SUGGESTION That the Manual of Rules & Regulations, Part II, Section 3, Page 13b, Sub. 4(a) be revised to provide for the rention of one (1) page of one (1) document (instead of file fronts) from files being destroyed when five (5) years old in those classifications enumerated in said Manual of Rules & Regulations, as previously referenced, dependent upon established limitations as to office of origin, office of prosecution, etc. This could be the 1st page of a report, airtel, teletype, letter, etc. In fact, it could be any correspondence indicating the office of origin and would be renumbered as serial #1 since it would be the only remaining page. It is further suggested that the revision provide that the saved correspondence have stamped thereon "DESTROYED" as a flag that only a single page remains of what was once a complete file. Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts)

Retain file fronts and show identity of office of origin thereon for reference purposes. (Manual of Rules & Regulations, Part II, Section 3, Page 13b, Sub. 4(e).

Advantages of suggestion and annual savings (Include basis for estimate)

Closed files must be consolidated each six (6) months per instructions in the Manual of Rules & Regulations, Part II, Section 3, Page 11b, Sub. 5b. See also MR&R, Part II, Section 3, Page 11b, Sub. 5d. Therefore, there are no file fronts upon which to record the office of origin for reference purposes. Some uniform system needs to be devised for the purpose of recording the office of origin for files in specific classifications slated for destruction under the five (5) year rule. This is true as the index cards are not to be destroyed until encountered when they reach the twenty (20) year mark. The office of origin could be recorded in the log maintained re destroyed files by classification. There are undoubtedly numerous other ways in which this could be

(continued on Page 2)

Disadvantages of suggestion

None apparent to the suggestor.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-82 BY SP4 SLW/cal

EXP PROC 1-3-72

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has merit and serious consideration should be given to its adoption.

b6
b7C

[redacted]

ASSISTANT SPECIAL AGENT IN CHARGE

Signature and Title

(Do not write in this space - for Bureau use only)

Lat. of app. ML. Ltr. 6-3-71

REC-49 66-3286-1073

18 JUN 1 1971

XEROX JUN 10 1971

TWO

ENCLOSURE 66-3286-1073

Advantages of suggestion and annual savings (include manual citation as well as facts) continued:

accomplished. However, the suggested way is simple, fast and definitely accurate. There would be no appreciable file space sacrificed as this method would provide for the retention of but a single page per destroyed file.

Mr. Mohr 1/21/71

J. J. Casper

b6
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NEWSPAPER CLIPPINGS
SUGGESTION 352-71 SUBMITTED BY
MR. [redacted] MEXICO CITY OFFICE

Reference is made to my memorandum to you with the above caption dated 12/9/70 wherein the suggestion was discussed with respect to authorizing the destruction of newspaper clippings in foreign offices when they are no longer needed to conserve space and keep volume of files within manageable levels. If needed at a later time, clipping could be obtained from the morgue of the newspaper involved. It was recommended and approved that the views of three other foreign offices be obtained regarding this matter.

These views have now been received. Bonn, Paris and Rome advised they have encountered no problem in this respect. Clippings which contain substantive information regarding case files are mounted, serialized into file, searched and indexed where appropriate. In certain foreign political and intelligence matters, once the information has been assimilated and included in a subsequent communication, these clippings are not filed but are used as work papers and destroyed when no longer of value. In general due to varying conditions with regard to clippings, it was believed the matter of which should be retained and which could be destroyed should be left to the discretion of supervisory personnel. The Inspection Division advises it feels this is the best way to handle this matter and that current rules are sufficiently broad to permit such a procedure without making any additional regulations in this regard. Training Division agrees.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact. His idea was acknowledged by prior letter.

Destruction of Bureau Property - Gen.

66-3286-

Enclosure
(1) - Bufile 66-3286
1 - Bufile 66-4532
ML:das
(4)

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 4/23/71

FROM : J. W. Marshall

SUBJECT: DESERTERS-SUPERVISION

DESTRUCTION OF BUREAU RECORDS
GEN

Department of Army forwards Part 2 portion of DA Form 3545 to inform Bureau of return of military personnel to military control. Other branches of military services use discontinue letter. It is being recommended that only those communications on individuals who are identifiable as deserter fugitives be filed.

Deserter Unit, Special Invesitgative Division, searches each name to determine if pending case exists. If no pending case is located, communication is stamped "NRDI" (No Record, Deserter Index). It is then sent to NCIC and Identification Division. Appropriate searches are made by each to determine whether name of individual is listed. It is then sent to Records Branch to be filed. These communications are filed "not recorded" (no abstract prepared) in 42-0. Processing them is a problem for Records Branch as communications must be classified twice. After being initially classified communication is sent to General Index Unit. General Index employee searches name and if there is no 42 main file, communication is returned to Classifying Unit so that "subject" symbol can be changed to "cross reference" symbol. Communication is then sent to Numbering Unit for serializing and to Recording Unit for preparation of index card.

It is conservatively estimated that we are filing "NRDI" communications at rate of 75 per day or 19,500 annually. Searches in Deserter Index, NCIC, and Identification Division, should determine whether we have any interest in individual. If no record is found by any of these sections, communication should be destroyed and not filed. We are in effect filing negative information and the index cards only clutter up our index and make name searches more difficult.

Credit Rule to Files & Communications Div. for destruction of SUBJECT Records as suggested 7-23-71 No Acknowledgment

66-3286-

NOT RECORDED
MAY 6 1971

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PFO:sjg/jtk
(7)
1 - Mr. Sullivan
1 - Mr. Gale
1 - Mr. Bishop
1 - Mr. Walters
42-00

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DATE 8-26-82 BY SP4EWJcal

Continued Over

FUG. SUP.

55 MAY 17 1971

ORIGINAL FILED IN 42-100-15

Memo J. W. Marshall to Mr. Tavel
Re: DESERTERS-SUPERVISION

RECOMMENDATION:

1. That communication from Armed Forces advising of return of military indvidual to military control be filed only if individual is identifiable in Deserter Index, NCIC, or Identification Division as having been a deserter.

2. That such communications presently filed in general file on deserters, 42-0, be deindexed and destroyed. Archival Authority will be secured for destruction of these communications.

November 18, 1970

PERSONAL

66-3286-

Mr. [redacted]
The American Embassy
Mexico City, Mexico

b6
b7C

Dear Mr. [redacted]

I have received your suggestion regarding the disposition of newspaper clippings when they are no longer needed by our foreign offices. This proposal is being evaluated and you will be advised of the final decision in this matter.

The interest and initiative which prompted you to submit your idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

2 - Legat, Mexico City
1 - Field personnel file
1 - Suggestion file
1 - Mr. C. D. Brennan (Attention Foreign Liaison Desk)
1 - Personnel file of Mr. [redacted]
ML:das
(7) (Suggestion 352-71 dated 11/10/70)

b6
b7C

NOTE: Suggests foreign offices, in order to conserve space and keep volume of files within manageable levels, be authorized to destroy newspaper clippings when they are no longer needed. After a case Agent completes his file review and report or other communication to Bureau, he could then indicate the clippings which could be destroyed. Until destruction, clippings could be retained by fastening them to a file back and placing them in a folder. Mexico City Office, according to suggester, has been

(NOTE Continued on Page 2)

MAILED 4
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DATE 8-20-82 BY SP4EWJ/cal

53 FEB 9 1971

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NOTE Continued:

authorized to retain FD-306s (Cover Sheet for Informant Report or Material) in this manner. If clipping should be needed at later date, suggester states it could be obtained from the morgue of the appropriate newspaper.

Referred to the Domestic Intelligence, Crime Records and Inspection Divisions for views and recommendations.

E[redacted] Suggestion
F[redacted]. 9-11-59)

#352-41

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Date
11/10/70

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	MEXICO CITY

SUGGESTION It is suggested that foreign offices, in order to conserve space and keep volume of files within manageable levels, be authorized to destroy newspaper clippings when they are no longer needed. After a case agent completes his file review and report or other communication to the Bureau, he could then indicate the clippings which could be destroyed. Until destruction, clippings could be retained by fastening them to a file back and placing them in a folder. Mexico City Office has previously been authorized to retain FD-306's in this manner. If the clipping should be needed at a later date, it could be obtained from the morgue of the newspaper involved.

"Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts) Currently, newspaper clippings are mounted on paper, searched, indexed and serialized for the file. The majority of the newspaper clippings retained in this office are placed in "A" volumes of (continued on page 2)

Advantages of suggestion and annual savings (include basis for estimate) Authority to destroy newspaper clippings on an accelerated basis, after they have served their purpose, would save a substantial amount of filing space. According to a survey of Mexico City files, it is anticipated that one file cabinet would be saved by this procedure.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-82 BY SP4ELW/cal

EXP. PROC.

32 NOV 16 1970

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Disadvantages of suggestion None known.

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]
Signature and Title of Suggester Clerk

Recommendations and comments of Division Head
The suggestion appears to have merit and should be continued. A saving in clerical time certainly is [illegible]

Robert T. Hoelscher, Legat
Signature and Title

(Do not write in this space - for Bureau use only)
Let. of ack. ML: dab 11-18-70

12-1
NOV 16 1970

RJ

Current practice or rule (continued)

the substantive files. A review of provisions in the Manual of Instructions, Manual of Rules and Regulations, Foreign Operations Policy Manual and Agents' Handbook does not disclose regulations which would prohibit the suggested procedure. The Manual of Rules and Regulations, Part II, Section 3, page 15, permits destruction of police school newspaper clippings after two years.

REC-49 EX 101

66-3286-1073

June 3, 1971

PERSONAL

b6
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Mr. [redacted]
Federal Bureau of Investigation
El Paso, Texas

Dear Mr. [redacted]

I have received your suggestion that certain instructions regarding the disposition of files be added to the Manual of Rules and Regulations. You may be interested to know that similar proposals have been considered previously and not adopted. It was decided the present wording on the file cover of the consolidated volume is consistent with the manner in which these files should be purged.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 13
JUN - 3 1971
FBI

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2 - El Paso
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr [redacted]

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MLL:das
(6) (Suggestion 886-71 dated 5/25/71)

The current rules are consistent with their intent. When files are consolidated, the fronts are not retained with the exception of the one which goes on the consolidated volume. When files are destroyed under the circumstances as mentioned in the Manual of Rules and Regulations, Part II, Section 3, page 13b, the reason for destruction is placed on the file fronts or on the consolidated volume front cover and the file numbers should be listed followed by the office of origin. This is necessary for reference purposes in auxiliary offices since no notation is being placed on index cards regarding this information. The use of one serial is not warranted for this purpose.

(NOTE On Page 2)

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Mr. Beaver

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Letter to Mr. [redacted]

NOTE: Suggests Manual of Rules and Regulations be revised to provide for retention of one page of one document (instead of file fronts) from files being destroyed when five years old in those classifications enumerated in manual, as previously referenced, dependent upon established limitations as to office of origin, office of prosecution, etc. This could be first page of report, airtel, teletype letter, etc. It could be any correspondence indicating office of origin and would be renumbered as serial #1 since it would be only remaining page. Further, suggests the revision provide that saved correspondence have stamped thereon "DESTROYED" as a flag that only a single page remains of what was once a complete file.

El Paso is evidently not interpreting this rule as it was intended. While files are consolidated after six months and file fronts are destroyed, there naturally would only be front of consolidated volume on which to place disposition of destroyed files with office of origin. Training Division recommends no further action regarding this matter.

REC 66-3286-1073X

June 11, 1971

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion regarding the disposition of certain material after three years if an office no longer has a specific need for the information contained in these reports. I am pleased to advise you this proposal is being adopted and steps will be taken to place it into effect.

The interest which led you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 11
JUN 11 1971
FBI

1 - Mr. C. D. Brennan
1 - Mr. Felt
1 - Personnel file of SA [redacted]
ML:das
(6) (Suggestion 881-71)

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b7C

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, dated 6/9/71, ML:das, re: Destruction of Bureau Records, Suggestion 881-71 Submitted by SA [redacted] Domestic Intelligence Division.

66-2386-1075

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Mr. Beaver JUL 9 1971

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UNRECORDED COPY FILED IN 66-3286-1075

June 3, 1971

PERSONAL

66-3286-1073X

REC- 66

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
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Dear Mr. [redacted]

Thank you very much for the suggestion regarding the disposition of certain material after three years if an office no longer has a specific need for the information contained in these reports. Consideration is being afforded this proposal and you will be advised of the final decision in the matter.

I appreciate the interest and initiative which prompted you to give me the benefit of your observations on this subject.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Brennan
1 - Personnel file of SA [redacted]
MJL:das
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(Suggestion 881-71 dated 5/26/71)

NOTE: Manual of Rules and Regulations, Part II, Section 3, page 13c, identifies files and records which may be destroyed if more than three years old if certain conditions are met. The New York Office prepares a semiannual report on the CP, USA, a copy of which is sent to each office. Copies of these reports occupy approximately 12 linear feet of file space in each office. Suggests copies of these reports be destroyed after three years, if the office has no specific need to retain them longer.

Referred to Domestic Intelligence Division, by request, for views and recommendations.

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Mr. Beaver

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JUN 3 1971

FBI

MAILED 11

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-20-82 BY SP4EWJCAL

Emp[redacted] Suggestion
FD-252 (Rev. 9-11-59)

#881-41

Date: May 26, 1971

To: Director, FBI

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: INSPECTION

SUGGESTION

Manual of ~~Instructions~~ RULES AND REGULATION, Part II, Section 3, Page 13c, identifies files and records which may be destroyed if more than three years old if certain conditions are met. The New York Office prepares a semi-annual report on the CP USA, a copy of which is sent to each office. Copies of these reports occupy approximately 12 linear feet of file space in each office. It is suggested that copies of these reports be destroyed after three years, if the office has no specific need to retain them longer.

DESTRUCTION OF BUREAU RECORDS

GENERAL

Current practice or rule (Include manual citation as well as facts)

Semi-annual reports, which are 75 to 100 pages in length, are prepared by New York Office on national CP activities pursuant to SAC letter 70-33, dated 6/16/70. Prior to that time, quarterly reports were submitted.

Advantages of suggestion and annual savings (include basis for estimate)

From a review of these reports, it appears the major purpose they serve is to provide recipient office with current picture of national CP activities. Pertinent local CP activities are reported by respective offices and consequently necessary indexing is handled in the district CP file rather than the national CP file. In offices having substantial CP activity, such as New York, Chicago and Los Angeles, it is conceivably worthwhile for historical purposes to retain these national CP reports for an extended period of time. (see attached)

Disadvantages of suggestion

None apparent.

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] - Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head

Unless Division 5 has valid objections, recommend approval. b6 b7C [redacted]

Signature and Title

(Do not write in this space - for Bureau use only)

Let. DO ack. Memo Cowper to Mohr, ML: Dao 6-9-71
ML: Dao 4-8-71
Let of app, ML: Dao 6-11-71

EX-101 REC-66 66-3286-1093X

JUN 7 1971

XEROX JUN 7 1971

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Except for these few offices, it appears any value from these reports would be derived within three years and consequently these reports could be destroyed after three years with no loss of investigative assistance. The overall savings in file space would be approximately 650 linear feet - this is equivalent space for the closed files of a small office.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Conrad

DATE: 4/15/71

FROM : W. W. Bradley

SUBJECT: INVENTORY OF TECHNICAL EQUIPMENT

Destruction of Bureau Property — yes

The following items should be removed from the FBI Laboratory inventory. They are beyond economical repair or useful service life, and have been destroyed or dismantled for parts. The number in parenthesis indicates the age of the item in years.

Two each Amplifier, Playback, Minifon - #1; #2 (13). } No 74-222

Amplifier, Security Kit, Research Products Model SA-10 - No SN (14) } No 74-222

Amplifier, Security Kit, Research Products Model SU-102 B - #2002 (17).

Kit, Security, Sargent & Greenleaf (amplifier only) Model 4501 - #1 (11).

Kit, Security (with case) Research Products Model SU-102 B - #1025 (17).

Two each Kit, Security, Radio Detection, Hi Frequency (with FS-4 Indicator, VHF - 1 Probe, UHF - 1 Probe, HRF Adapter - no amplifier) No SN (14).

Three each Security Amplifier, Model SU-105 #4; #17; #55 (11).

RECOMMENDATION:

That the above items be removed from the Radio Engineering Section inventory.

1 - Mr. Callahan
1 - Mr. Conrad
1 - Mr. Alvarez
1 - Mr. Bradley
1 - Mr. Matter/Anchors

JMM:skj
(6)

All information contained herein is unclassified except where otherwise indicated
DATE 8-24-82 BY SP4 EX 101

REC-34

NOT RECORDED
10 JUN 24 1971

66-3286-107

7/8 tld in property 6-21-71

70 JUN 30 1971
66-3286

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 6/9/71

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU RECORDS — GENL
SUGGESTION 881-71 SUBMITTED BY
SA [redacted]
DOMESTIC INTELLIGENCE DIVISION

b6
b7C

Manual of Rules and Regulations, Part II, Section 3, page 13c, identifies files and records which may be destroyed if more than three years old if certain conditions are met. The New York Office prepares a semiannual report on the Communist Party, USA (CPUSA), a copy of which is sent to each field office. Copies of these reports occupy approximately 12 linear feet of file space in each office. Suggests that copies of these reports be destroyed after three years, if the auxiliary office has no specific need to retain them longer.

These semiannual reports, which are 75 to 100 pages in length, are prepared by New York Office on national CP activities pursuant to SAC Letter 70-33 dated 6/16/70. Prior to that time, quarterly reports were submitted.

The suggester notes that from a review of these reports, it appears the major purpose they serve is to provide recipient office with current picture of national CP activities. Pertinent local CP activities are reported by respective offices and consequently necessary indexing is handled in the district CP file rather than the national CP file. In offices having substantial CP activity, such as New York, Chicago and Los Angeles, it is conceivably worthwhile for historical purposes to retain these national CP reports for an extended period of time. Except for these few offices, it appears any value from the reports would be derived within three years and consequently they could be destroyed after this period of time with no loss of investigative assistance. The overall saving in filing space would be approximately 650 linear feet - this is equivalent space for the closed files of a small office.

Domestic Intelligence Division had no objection to the idea and recommended approval. Since this Division feels the proposal has merit, Training Division can see no reason to object to this procedure.

66-3286-1072

22 JUN 24 1971

ENCLOSURE DETACHED AND HANDLED SEPARATELY

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-82 BY SP4 ELW/CAL

Enclosure
1 - Bufile 100-371
ML:das
(3)

6 JUL 21 1971

CONTINUED - OVER

Memo Casper to Mohr
Re: Destruction of Bureau Records
Suggestion 881-71 Submitted by
SA [redacted]
Domestic Intelligence Division

b6
b7C

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact. His idea has been acknowledged by prior letter.

(2) On approval, this memorandum will serve as authority for the Domestic Intelligence Division to make the necessary manual revisions.

Manual revisions prepared by Domestic Intelligence Div.

DIRECTOR, FBI 6/2/71

SAC, CHICAGO

Bureau Property

DESTRUCTION OF FILES
CHICAGO DIVISION
(BUFILE
(CHICAGO FILE 66-2551A)

"VILNIS"
IS - R & LITHUANIA
(BUFILE 100-5403)
(CHICAGO FILE 61-119)

In connection with Chicago's continuing program of destruction of files, the following is being set forth for Bureau consideration.

As the Bureau is aware, a Chicago panel source has been subscribing to the "Vilnis," pro-Soviet and communist Lithuanian language newspaper since January, 1954, and source has furnished these newspapers which have been placed in bulky exhibits for possible testimony if and when the need arose.

By mylet to Bureau 3/13/57, under "Vilnis" capt[ion], Chicago requested Bureau authorization to destroy copies of "Vilnis" over three years old since they were causing a storage problem. Bulet to Chicago 3/26/57, under same caption, Bureau gave authorization to destroy copies over three years old providing these newspapers were available at a public library. Chicago determined the newspapers were not available at a public library. Chicago has continued to maintain these exhibits as instructed by the Bureau. To date, these newspapers presently occupy 84 envelopes in bulky exhibits room taking up extensive space.

Since the inception of this program there has not been one occasion of need for source to testify to the subscription of this newspaper. It is further pointed out that the leaders of "Vilnis" are now in advanced years and there does not appear that prosecution would be brought against them under any existing federal statutes.

4 - Bureau (RM)
2 - Chicago
JFG/bak
(6)

66-3286
NOT RECORDED
42 JUN 25 1971

70 JUN 30 1971

8-20-82 BY SPUELL

It is the opinion of the Chicago Office that retention of copies of the last three years of "Vilnis" would be sufficient and there is no apparent need to retain older copies of the "Vilnis". Chicago feels use of older issues in foreseeable future seems extremely remote.

Chicago requests Bureau authority to destroy old copies of "Vilnis" over three years old.

1 - Mr. R. C. Putnam

June 18, 1971

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 3, 8h, page 13c, should be amended by adding:

"(10) Quarterly and/or semiannual reports of the national organization of the Communist Party, USA, furnished all offices by New York. If desired, individual offices may maintain for historical value. New York will retain.

~~66-1934~~

RCP:mkl
(4)

b6
b7C

NOTE:

Memorandum J. J. Casper to Mr. Mohr 6/9/71, captioned "Destruction of Bureau Records, Suggestion 881-71 Submitted by SA [redacted], Domestic Intelligence Division, recommended and was approved that these reports may be destroyed after three years old unless individual offices desire to retain for historical purposes.

66-3286-
NOT RECORDED
10 JUN 24 1971

66-1934-
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Tolson
Sullivan
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Soyars
Beaver
Tele. Room
Holmes
Gandy

55 JUN 28 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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TO : MR. TOLSON

DATE: June 16, 1971

FROM : W. M. FELT

SUBJECT: PURGING OF PUBLICATIONS
RECORDS BRANCH
FILES AND COMMUNICATIONS DIVISION
Destruction of Bureau Property General

Memorandum Mr. Cotter to Mr. Brennan dated 6/11/71 (attached) submitted results of survey by Domestic Intelligence Division (DID) and recommendation for purging the files of old copies of publications which have been retained for intelligence purposes. The Director requested my recommendation.

I personally examined these publications, which now occupy over 200 five-drawer, legal size, file cabinets in the Identification Building. I also reviewed the list of those publications recommended for purging. I concur in DID's proposals. Much of the material is of questionable value at this time; also, the Library of Congress has much of the material. DID proposed retaining items of real historical value and any material which has been indexed. This will only amount to a few cabinets.

DID proposed saving the "Daily Worker" issues subsequent to 1950. The Library of Congress has bound copies of this newspaper so I feel we should retain only the last ten years. This will save 7 additional cabinets. DID concurs.

DID proposed retaining all copies of "Political Affairs." If we saved only 10 years, 1 additional file cabinet would be saved. DID concurs.

All in all, we will save approximately 180 cabinets of badly needed space in the Identification Building (1000 square feet). This is a very logical and desirable step to take.

RECOMMENDATIONS:

1. That Files and Communications Division be authorized to proceed with purging proposed by DID.

REC-57 66-3286-1076

ENCLOSURE
ENCLOSURE ATTACHED

EX-100

18 JUN 29 1971

2. That back copies of the "Daily Worker" be retained for 10 years only.

JUL 2 1971

JUL 13 1971

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 6383 VRT/mrf

1 - Messrs. Sullivan, Mohr, Brennan, O. T. Blalock
Enclosure WMF:wmj (6)

CONTINUED - OVER

UNRECORDED COPY FILED IN

3. That back copies of "Political Affairs" be retained for 10 years only.

4. That all extra copies of any retained publication be destroyed.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
AASCW NEWSLETTER	12/53- Fall, 1958	X		→	Give Library Congress
ABN CORRESPONDENCE	8-9/51 to Present			*	Last 5 yrs only
ACA NEWS	8/20/38- Present			*	Last 2 year
ACU REPORT	9/69-Present			*	
ADA WORLD	6/62-9/60	X		→	Library Cong
ADL BULLETIN, THE	4/55-Present (except July & August)			*	Last 5 yr. only
AFL-CIO NEWS	12/10/55-Present			*	Last 12 mos. only
AF OF L RANK & FILE FEDERATIONIST	3/33-10/35	X		→	Library Congress
AIS AMERICA ISRAEL BULLETIN	11/58	X			
A. P. C. O. BULLETIN, THE	7/51	X			
A. R. I. DIGEST OF SOVIET NEWS	3/51-4/53	X			
A. V. C. BULLETIN, THE	7/1/46	X			
ACCION ARGENTINA	11/27/40	X			
ACCION-CIO	11/49	X			
ACTION	6/26/37-5/9/40	X			
ACTION (FRENCH NEWSPAPER)	6/22/45-8/16/51	X			
ADVANCE	11/1/61-7/63	X			

Microfilmed 8-30-82 By Pilsbury Co.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
AFRICAN COMMUNIST, THE	4-6/65 to Third Quarter, 1967			→	
AFRICAN REVOLUTION	Vol. 1 #2, 1963-Vol. 1 #11, 3/64			→	
AFRICAN TIMES, THE	3/51-5/51			→	
AGERPRES (INFORMATION BULLETIN)	12/6/49-6/10/59			→	
AGITATOR	11/15/10-11/1/12				
AGRICULTURE	Farmers' Bulletin #144 Season 1924-25				
AKRONIKAGYAR HIRLAP (AKRON HUNGARIAN JOURNAL)	1/28/43-9/24/43				
ALABAMIAN, THE	7/56-1/57				
ALARM (NABAT)	9/56 -				
ALBANIE (INFORMATION BULLETIN)	7/29/48-4/4/49				
ALEMANIA LIBRE	1/24/42-8/1/43				
ALLARM	12/15/17-4/1/18				
AMBIJAN BULLETIN	7-8/49				
AMERASIA	1/42-12/45				
AMERICA	Spring, 1947			→	
AMERICAN BANKERS ASSOCIATION (PROTECTIVE BULLETIN)	9/49			→	

GIVE TO LIBRARY OF CONGRESS

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
AMERICA-HEROLD UND LINCOLN FREIRE PRESS	none in file	X			
AMERICA (ROMANIAN NEWS)	none in file	X			
AMERICAN BULLETIN, THE	4/59-12/68	X			
AMERICAN CITIZEN, THE	1/17/36-6/21/37	X			
AMERICAN CIVIL LIBERTIES UNION (PRESS SERVICE)	1/31-8/1/49	X			
AMERICAN COMMENTATOR	12/47-8/25/52	X			Give to Library of Congress
AMERICAN COMMITTEE FOR THE PROTECTION OF THE FOREIGN BORN	2 sections-no dates on majority of the press releases.	X			
AMERICAN CROATIAN HERALD	7/28/48-1/31/51	X			
AMERICAN CZECHOSLOVAK FLASHES	11/15/46-8/49	X			
AMERICAN DIALOG (Mainstream)	7-8/64- Present			X	
AMERICAN DIGEST	12/10/48	X			
AMERICAN EXPORTER	6/10/41-9/1/41	X			
AMERICAN FEDERATIONIST	2/20-8/69	X			Give to Library of Congress
AMERICAN FLAG COMMITTEE	2/56-12/56	X			
AMERICAN FREE WORLD ASSOCIATION	2/44-5/44	X			
AMERICAN GUARDIAN	1/6/33-10/26/34	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
AMERICAN HISTORY AND BIOGRAPHY	9/16	X			
AMERICAN JEWISH LIFE	5/52-9/52	X			Give all
AMERICAN JUSTICE AND HUMANITY	No date	X			
AMERICAN LABOR BANNER	7/19/30-4/30/32	X			
AMERICAN LABOR COMMITTEE TO AID BRITISH LABOR	11/15/41-1/23/42	X			to [redacted]
AMERICAN LABOR MONTHLY, THE	3/23-12/24	X			
AMERICAN LABOR PLANNING SERVICE, THE	8/44-12/44	X			
AMERICAN LEGION ADDRESSES	11/17-20/47	X			Library
AMERICAN LEGION MAGAZINE	8/46-12/49	X			
AMERICAN LEGION POST SCRIPT	6/25/48-7/2/48	X			of
AMERICAN POLICEMAN, THE	8/48-7/49	X			
AMERICAN POLONIA REPORTER	1-2/61- Winter, 1968-69	X			
AMERICAN QUARTERLY ON THE SOVIET UNION	7/38-11/40	X			Congress
AMERICAN RALLY, THE	10/54-10/55	X			
AMERICAN REVIEW OF REVIEWS, THE	10/21-3/23	X			
AMERICAN REVIEW OF SOVIET MEDICINE	10/43-12/45	X			
AMERICAN REVIEW ON THE SOVIET UNION, THE	2/41-8/48	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
AMERICAN SERB, THE	1/44---5-6/46	X			
AMERICAN SOCIALIST, THE	1/54-12/59	X			
AMERICAN SOCIALIST (JOURNAL OF THE AMERICAN SOCIALIST ORGANIZING COMMITTEE)	#4, 1965- Spring 1966 plus ASOC Newsletter, Vol.II #1, 1966	X			Library of Congress
AMERICAN SOCIALIST MONTHLY, THE	3/36-5/37	X			
AMERICAN SOCIALIST QUARTERLY, THE	1/32-11/35	X			
AMERICAN SOVIET FACTS	4/1/60-2/61	X			
AMERICAN SRBOBRAN	1/6/43-1/24/68			X	Last 12 mos. only
AMERICAN SUPPLEMENT OF THE YORODZU CHOHO	9/15/20	X			
AMERICAN TEACHER, THE	1-2/37 - 5/44	X			
AMERICAN VIEWS	11/39-8/40	X			
AMERICAN WORKER CORRESPONDENT	8/26-12/26	X			
AMERICANEER, THE	9/36-6/37	X			Library of Congress
AMERICAS, THE	10/5/42-6/46	X			
AMERICA'S FUTURE	11/38-Mid-Spring, 1939	X			
AMERICA'S MESSAGE TO THE RUSSIAN PEOPLE	Book-C 1918	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
AMERIKAI MAGYAR NEPSZAVA (AMERICAN-HUNGARIAN PEOPLE'S VOICE)	7/18/42	X			
AMERIKANISCHE SCHWEIZER ZEITUNG	8/12/42-1/27/43	X			Give all
AMERIKA'S DEUTSCHE POST	7/15/33-3/34	X			
AMERIQUE	10/23/38-12/25/38	X			to
AMERYKA-ECHO	7/28/46	X			
AMMUNITION	4/43-6/48	X			
AMUNKAS	10/27/51	X			Library
ANGLO-SOVIET JOURNAL, THE	1/42-Spring, 1952	X			
ANNALS, THE	5/30- Present			*	(last 12 mos.) of
ANNUAL REPORT OF THE POLICE DEPARTMENT JANESVILLE, WISCONSIN	12/31/47	X			
ANNUAL REPORT OF THE POLICE DEPARTMENT ST. LOUIS, MISSOURI	12/1/48	X			
ANNUAL REPORT OF THE POLICE DEPARTMENT SUPERIOR, WISCONSIN	12/47	X			Congress
ANOITE	11/20/36	X			
ANTI-IMPERALIST REVIEW, THE	7/28--11-12/32	X			
ANTI-NAZI BULLETIN, THE	10/37---2-3/44	X			
ANTI-WAR NEWS SERVICE	2/8/41-12/9/41	X			
ANTIOCH REVIEW, THE	Spring, 1946-Summer, 1946	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
ANVIL	Spring-Summer 1956-Winter, 1960	X			
APPEAL, THE	10/51	X			
APPEAL TO REASON, THE	10/19/46-11/9/46	X			
ARBEIT UND STAAT	4/34	X			
ARGENTINA	Fall, 1949-Spring, 1950	X			
ARISE	11/34-1/40	X			
ARKANSAS FAITH	11/55-6/56	X			
ARKANSAS STATE TIMES	1/16/58	X			
ARMENIAN CHURCH, THE	11/58-12/66	X			
AMENIAN REPORTER, THE	Winter, 1955-Spring-Summer, 1956	X			
ARMENIAN REVIEW, THE	Spring, 1952-Present			X	
ARMENIAN TRIBUNE, THE	2/16/46-8/28/48	X			
ARTA	7/33-4/39	X			
ARTA-BOSTON LOCAL	1/17/36-4/16/36	X			
ARTA-SUB LOCALS-PORT ARTHUR AND GALVESTON, TEXAS	6/38-2/39	X			
ARTA-SAN FRANCISCO	7/1/36	X			

Library of Congress

Last 12 mos only

Library of Congress

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
ARQVITECTVRA	10-11/47-5/48	X			
ASIA AND THE AMERICAS	4/45-1/46	X			
ASIAN STUDENT, THE	4/2/60-2/4/61	X			Library Corp.
ASSEMBLY	11/43-3/44	X			
ASSOCIATED LABOR RECORD	5/19/48-2/50	X			
ATLAS	1/67- Present			X	Last 12 mos
AUFBAU	12/1/38-12/22/44	X			L.C.
AUGUSTA COURIER, THE	12/5/55- Present			X	Last 12 mos
AUSTRALIA	Vol. 8#7 No date	X			
AUSTRIA LIBRE	3/10/43-9/1/43	X			
AUSTRO AMERICAN TRIBUNE	3/46-4/48	X			
AUTHORS LEAGUE BULLETIN	1/37-6/42	X			
AVANT-GARDE	1/68- Present			X	L.C.
AVENUE OF TOMORROW, THE	11/51	X			
AZEMBER	Majus 25, 1940 (May 25, 1940?)-6/8/40	X			
B. C. LUMBER WORKER, THE	12/1/47	X			
BTA INFORMATION BULLETIN	8/3/60-2/2/61	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
BALTIC REVIEW, THE	3/1/44-1/67				
BATTLE LINE, THE	7/69-8/69				
BAVARIAN	11/11/46				
BECTHNK	7/10/48				
BEHIND THE COMMUNIST LINE	9/1/55---5-6/59				
BENEFACTOR	Vol. 1 No.11 (1924)- Vol.4#3 (1967)				
BERLINER ILLUSTRIERTE NACHTAUGABE	6/30/34				
BIALY ORZEL	8/46---3-4/53				Library of Congress
BIBLES FOR RUSSIA	1-3/50				
BILL OF RIGHTS NEWS	4/16/40-6/21/60				
BILL OF RIGHTS REVIEW, THE	Spring, 1941- Winter, 1941				
BISMARCK AND THE GERMAN EMPIRE	No date				
BITUMINIOUS MINER, THE	4/52				
BLACK DISPATCH, THE	8/8/42-3/11/60				
BLITZ	4/12/52				
BOLETIN	4/55				
BOLETIN DE HUNGRIA LIBRE DE MEXICO	3/44-12/44				
BOLETIN DE INFORMACION (INFORMATION BULLETIN)	6/3,17,24/50 Permanent locate				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
BOLSHEVIK	10/39-10/52	*			
BOLTISCHE FRAUEN ZETTUNG	7/38-8/38	*			
BORBA	2/22/49-1/21/50	*			
BORGER NEWS-HERALD	7/29/48	*			
BOSTON DAILY REAMER, THE	4/21/50	*			
BOSTON LABOR YOUTH CRUSADER	1/56-#2/56	*			
BOSTON OBSERVER	6/18/43-1/28/44	*			
BREAD AND BUTTER	3/26/41-3/29/47	*			Library of Congress
BREAD AND FREEDOM	11/11/06	*			
BREAKING THE WAR HABIT	2/15/37-6/39	*			
BRITAIN TODAY	2/42-1/50	*			
BRITISH NEWS AND VIEWS	4/40-6/40	*			
BRITISH-SOVIET FRIENDSHIP	4/56-9/66	*			
BROADCASTING	2/4/46-3/15/48	*			
BROOKLYN BULLETIN	5/23/55	*			
BROOKLYN EAGLE	1/21/46	*			
BROOM, THE	3/24/47-11/20/50	*			
BUFFALO POLICE FIFTY-EIGHTH ANNUAL BALL	11/29/47	*			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
BULGARIA	5/52-11/66	X			
BULGARIA	1/64	X			
BULGARIA CULTURAL NEWS	9/49-6/51	X			
BULGARIA TODAY	5/16/52-12/63	X			
BULGARIAN BULLETIN	12/19/48-6/1/55	X			
BULGARIAN CULTURE	1/50-3/53	X			
BULGARIAN REVIEW	Vol. I, 1948	X			
BULGARIAN TRADE UNIONS	3/56-#5, 1967	X			Library of Congress
BULGARIE NOUVELLE, LA	12/30/48-5/10/52	X			
BULLETIN, THE (TRANSPORT WORKERS UNION OF AMERICA)	4/48---1-2/47	X			
BULLETIN, THE (Bulletin of International Socialism)	6/15/19-6/1/20	X			
BULLETIN (LONDON DISTRICT)	10/14/49-12/19/52	X			
BULLETIN NEWS FROM THE GERMAN TRADE UNIONS	9/51-10/52	X			
BULLETIN CATHOLIQUE HONGROIS	5/54	X			
BULLETIN INSTITUTE FOR THE STUDY OF THE USSR	12/59- Present			X	Last 12 months
BULLETIN OF THE ATOMIC SCIENTIST	4/46-4/49	X			L.C.
BULLETIN OF THE COUNCIL FOR A DEMOCRATIC GERMANY	10/25/44-2/45	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
BULLETIN OF CZECHOSLOVAKIA	12/19/52-12/27/52	X			
BULLETIN OF THE GREEK AMERICAN COUNCIL	2-3/46-4/46	X			
BULLETIN OF INFORMATION OF THE WORKING YOUTH OF RUMANIAN PEOPLE'S REPUBLIC	8/49-Winter, 1951	X			Library Congress
BULLETIN OF THE INTERNATIONAL AFFAIRS DEPARTMENT	1/48-1/63	X			
BULLETIN OF THE INTERNATIONAL COUNCIL OF SOCIAL DEMOCRATIC WOMEN	7/56---7-8/66	X			
BULLETIN OF INTERNATIONAL NEWS, THE	10/28/44-6/23/45	X			
BULLETIN OF INTERNATIONAL SOCIALISM	9/14/64- Present			X	Last 12 months
BULLETIN OF THE SLOVAK NATIONAL COUNCIL ABROAD	8/55-6/58	X			
BULLETIN OF THE UNITED COMMITTEE OF SOUTH-SLAVIC AMERICANS, THE	9/7/43-12/46	X			
BULLETIN OF THE WORLD COUNCIL OF PEACE	12/53-9/66	X			
BULLETIN ON THE SOVIET UNION	1/15/38-12/17/40	X			L.C.
BULLETIN SOCIALISTE DU XV	6-7/37	X			
BULLETINS FROM BRITAIN	12/17/41-9/2/42	X			
BULLOCK HERALD	2/26/48	X			
BULWARK, THE	9/51	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
BURGERWELZIJN	3/31/50	X			
BURMA INFORMATION BULLETIN OF THE BURMESE EMBASSY, WASHINGTON	8/28/51-3/3/53	X			
CIA REFERENCE AIDS	6/59	X			
CIO NEWS, THE (WISCONSIN EDITION)	11/25/40-6/25/45	X			
CIO NEWS, THE (LOCAL 248 EDITION)	1/8/43-11/6/44	X			
CIO NEWS, THE (GLASS WORKERS EDITION)	1/14/38-1/22/38	X			
CIO NEWS, THE (NEW YORK TEACHERS UNION EDITION)	10/15/45	X			
CIO NEWS, THE (DEMOCRACY IN INDUSTRY)	12/7/37-1/6/38	X			
CIO NEWS, THE (ARCHITECTS, ENGINEERS, CHEMISTS, & TECHNICIANS)	11/25/40-9/14/42	X			Give to Library of Congress
CIO NEWS, THE (SHOE WORKERS EDITION)	1/27/41-6/9/47	X			
CIO NEWS, THE (MARYLAND & DISTRICT EDITION)	2/7/44-8/6/45	X			
CIO NEWS, THE (MICHIGAN EDITION)	8/7/42	X			
CIO NEWS, THE (DETROIT CITY EMPLOYES EDITION)	3/19/43	X			
CIO NEWS, THE (NATIONAL EDITION)	1/14/38-9/24/45	X			
CIO NEWS, THE	10/1/45-9/6/48	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CIO NEWS-FARM EQUIPMENT WORKERS ORGANIZING COMMITTEE	3/25/40-10/31/41	X			
CIO NEWS, THE (UNITED FARM EQUIPMENT & METAL WORKERS OF AMERICA)	1/25/43-4/48 aka F. E. News	X			
CIO NEWS, THE (UTILITY WORKER)	1/4/43-10/16/44	X			
CIO NEWS, THE (VICTORY)	11/13/44	X			
CPA ACTION	9/9/44-5/45	X			
CQ	5/31-12/33	X			
C. T. A. L. NEWS	7/23/45-9/30/51	X			
C. T. K. INFORMATION BULLETIN	5/23/57-5/3/61	X			
CAHIERS DU COMMUNISME	12/44-12/65	X			
CALIFORNIA AND THE JAPANESE	No date (possibly 1920)	X			
CALIFORNIA AND THE ORIENTAL	6/19/20-1/1/22	X			
CALIFORNIA EAGLE	7/22/43-4/6/44	X			
CALIFORNIA VECKOBLAD	1/21/43-11/30/44	X			
CALL, THE	10/7/39-7/23/47	X			
CALL AND POST	2/13/43-10/2/43	X			
CAMPUS SENSE	4/55-3/56	X			
CANADIAN FAR EASTERN NEWSLETTER, THE	1/1/48-9/65	X			

Give to Library of Congress

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CANADIAN JEWISH WEEKLY (VOCHENBLATT)	8/12/48	X			Lib. Congress
CANADIAN LABOR DEFENDER	4/35	X			
CANADIAN TRIBUNE	7/8/44- Present			X	Save last 12 mos
CAREER	2/1/50	X			
CARIB	4/58-3/60	X			
CAROLINA POST REVIEW, THE	Third Quarter, 1948	X			
CATALUNYA	12/6/48-2/4/50	X			
CATHOLIC WAR VETERAN, THE	3/47	X			
CATHOLIC WORKER, THE	11/36-4/5	X			L.C.
CAVALCADE	4/41-5/42	X			
CAW	2/68-1/69	X			
CENTRAL BOARD OF POLISH TRADE UNIONS	1/49	X			
CENTRAL EUROPEAN OBSERVER	7/27/34-6/27/47	X			
CENTURY MAGAZINE, THE	6/22-6/23	X			
CE SOIR	7/10/37-10/21-22/45	X			
CESKOSLOVENSKY SVET	7/1/50-11/24/51	X			
CHALLENGE	4/30/38-9/2/39	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CHALLENGE (BRITAIN'S FIGHTING YOUTH WEEKLY)	6/24/44-1/6/51	X			
CHALLENGE (YPSL)	6/43-8/45	X			L.C.
CHALLENGE (ROCKY MT.)	4/14/46-9/27/47	X			
CHALLENGE (YOUNG AMERICA'S VOICE)	3/50-7/1/51	X			
CHALLENGE (REVOLUTIONARY WEEKLY)	6/11/64 - Present			X	
CHALLENGE YPSL	11/1/58-5/1/59	X			
CHALLENGE OF YOUTH, THE	10/37-9/15/41	X			
CHALLENGER, THE	Winter 1945-46 Oct. Nov., Dec., 1946	X			
CHAMPION	1/30/51-3/15/51	X			
CHAMPION, THE	11/37-7/38	X			
CHAMPION (LABOR MONTHLY)	8/38-9/38	X			
CHAMPION OF YOUTH	6/36-Summer, 1937	X			L.C.
CHANGING EPOCH	#1, 1947-#4, 1947	X			
CHANGING WORLD	1/46	X			
CHATTANOOGA OBSERVER	4/16/43-4/30/43	X			
CHICAGO SHIMPO, THE	7/14/48-7/8/49	X			
CHICAGO STAR, THE	7/6/46-7/17/48	X			
CHIEFS OF POLICE ASS'N OF N.J.	Ann. Issue 1912-1949	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CHINESE WORKERS' PICTORIAL	#1, 1951-#2, 1951	X			
CHINESE WORLD, THE	9/16/54-2/28/55	X			
CHRISTAIN BEACON	2/22/51-1/7/54	X			
CHRISTAIN ECONOMICS	10/10/50-5/9/65	X			
CHRISTIAN SCIENTIST	11/19-1/20	X			L.C.
CHRONICLE	9/48	X			
CHRONICLE EDITORIAL REVIEW, THE	Summer, 1949	X			
CHRONOLOGY OF INTERNATIONAL EVENTS AND DOCUMENTS	6/19-7/9/45- 12/8-31/55	X			
CHRYSLER MOTORS MAGAZINE	9/50	X			
CHUNG SAI YAT PO	11/4/50-11/6/50	X			
CHURCHMAN, THE	11/1/47-11/15/47	X			
CITIZEN, THE	Oct., 1961-Present			X	last 12 mos
CITIZENS' COUNCIL, THE	10/55-9/61	X			
CITIZENS' COUNCIL OF THE MIDWEST, THE	2/58-11/58	X			L.C.
CITIZENS' COUNCIL OF NEW ORLEANS BULLETIN	6/56-9-10/56	X			
CIVIL LIBERTIES	9/49-Present			X	last 10 years
CIVIL LIBERTIES DOCKET	11/59-1967-Present			X	
CIVIL LIBERTIES IN NEW YORK	3/53-Present			X	last 10 years.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CIVIL LIBERTIES QUARTERLY	10/32-6/49	X			
CIVIL LIBERTY	12/47-Spring, 1952	X			
CIVIL RIGHTS LAW LETTER	2/55-1/56	X			
CIVIL RIGHTS NEWSLETTER	9/54-12/54	X			
CIVIL SERVICE COMMISSION OFFICIAL REGISTER	Bound volumes-1939-1941	X			
CIVIL SERVICE COMMISSION (POLITICAL ACTIVITY)	5/19-9/39	X			
CLARINADA	4/31/41 (?)	X			
CLARION, THE	9/32-7/33-8/33 (Bound Volume)	X			Give to Library of Congress
CLARION, THE	8/46-10/46	X			
CLARITY	4-5/40 Winter Issue 1942-43	X			
CLARITY	1/44-6/49	X			
CLASE OBRERA	9/10/48-12/4/48	X			
CLASS STRUGGLE, THE	5-6/17-11/19	X			
CLASS STRUGGLE, THE	8/32-11/35	X			
CLASSE OPERAREA, A	3/30/46-5/4/46	X			
CLIPPER, THE	10/40-11/41	X			
CLUB LIFE (LABOR-PROGRESSIVE PARTY)	11/43-2-3/47	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CLUB LIFE	No Date Issue, 1955 (August 25, 1955?)	X			
COAST SEAMENS JOURNAL	10/91 Large pub.	Y			L.C.
COMBAT	2/2/45-10/45	Y			
COMBAT (HATI)	4/16/46-4/30/46	X			
COMBAT (NATIONAL REVIEW)	9/1/68-Present	D		X	Last 12 mos.
COMET	10/52	X			L.C.
COMMENT	2/2/63				
COMMENTARY	5/64-Present			X	Last 3 yrs
COMMERCE, DEPT. OF	1913 and 1920	X			
COMMISSION OF THE AMERICAN JEWISH RELIEF FUNDS	3/17	X			
COMMON CAUSE	1/12-8/13	X			
COMMON CAUSE	4/30/47	X			
COMMON GROUND	Autumn, 1940-Autumn, 1949	X			L.C.
COMMON SENSE	4/13/33-1/46	X			
COMMON SENSE (FORMERLY "THINK WEEKLY")	6/29/47-9/1/69	X			
COMMONWEALTH, THE	6/40-Summer, 1950	X			
COMMUNICATIONS JOURNAL	5/37-8/37	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
COMMUNIST, THE	4/1/19			X	
COMMUNIST, THE (UNITED COMMUNIST OF AMERICA)	6/12/20-#16 No date			X	
COMMUNIST, THE (COMBINED WITH "REV. AGE")	9/27/19-11/22/19			X	
COMMUNIST, THE (OFFICIAL PAPER OF COMM. PARTY)	7/19/19-8/30/19			X	
COMMUNIST, THE (THIRD COMMUNIST INT)	10/1/20-3/1/21			X	
COMMUNIST, THE (JOINT U.P.C. AND C.P.A. EDITIONS)	7/21-7-8/22			X	
COMMUNIST, THE (SECT. OF COMM. INTERNATIONAL)	4/21-1/23			X	
COMMUNIST, THE (NATIONAL ORGAN-C.P.OF A.-CHICAGO, ILLINOIS)	11/29/19-1/3/20			X	
COMMUNIST, THE (PUB. BY CENTRAL EXEC. COMM.)	2/15/20-9/15/20			X	
COMMUNIST, THE (SUCEEDS "WORKERS' MONTHLY")	3/27-12/44	X		X	LAST 5 YEARS
KOMMYHNCT	11/52-7/69	X			
COMMUNIST (PUBLISHED IN ENGLAND)	8/5/20-4/1/22	X		X	L.C.
COMMUNIST AFFAIRS	6/62-3-4/68	X			
COMMUNIST INTERNATIONAL	5/19-3/39	X			
COMMUNIST INTERNATIONAL (RUSSIAN)	Special #, 1939-#4, 1943	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CHINA DAILY NEWS	11/7/50-1/5/51	X			L.C.
CHINA INFORMATION SERVICE	7/18/38-10/24/49	X			
CHINA MONTHLY REVIEW	9/50-7/53	X			
CHINA NEWS ANALYSIS	8/20/65-Present			X	last 12 mos.
CHINA PICTORIAL	3/51-#5, 1964	X			
CHINA POLICY STUDY GROUP BROADSHEET	9/69-1/70	X			L.C.
CHINA RECONSTRUCTS	Bound Volumes for 1952 & 1953	X			
CHINA RECONSTRUCTS	1-2/52-Present			X	Last 12 mos.
CHINA TODAY	8/34-3/42	X			
CHINA TODAY	Bound Volume-Oct., 1934-Oct., 1936	X			
CHINA TRIBUNE, THE	5/1/61-5/4/61	X			
CHINA WEEKLY	No date	X			
CHINA WEEKLY REVIEW	12/31/49	X			L.C.
CHINESE. AMERICAN BULLETIN	3/46	X			
CHINESE JOURNAL, THE	5/1/61-5/4/61	X			
CHINESE LITERATURE	Autumn, 1951-11/60	X			
CHINESE TIMES, THE	10/22/54-2/26/55	X			
CHINESE TIMES, THE (VANCOUVER, B.C.)	9/25/54-12/2/54	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
COMMUNIST INTERNATIONAL (IN GERMAN)	1/25-12/38	X			
COMMUNIST LABOR	12/6/19-5/15/20	X			
COMMUNIST LINE BULLETIN	7/55-#1, 1962	X			
COMMUNIST REVIEW, THE	5/21-12/43	X			
COMMUNIST REVIEW (OF SIDNEY, AUSTRALIA)	10/43-2/60	X			
COMMUNIST VIEWPOINT	10/62-11/62-Vol.2 #3, No date (received 1965)	X			
COMPASS	Summer, 1949	X			
COMARADE	Bound volume-early 1900's	X			
CONGRESS VUE	3/44-10/44	X			
CONSCIENTIOUS OBJECTOR	10/41-11/43	X			L.C.
CONSERVATIVE VIEWPOINT	5/15/65-7/15/65	X			
CONSLIDATOR, THE	1/47-4/47	X			
CONSUMER REPORT, THE	Buying Guide Issue 1947-Nov., 1957	X			
CONTACT	1/47-2-3/48	X			
CONTACT	11/60	X			
CONTEMPORANU (THE CONTEMPORARY)	11/17/48-11/24/48	X			
CONTEMPORARY CHINA	11/3/41-9/17/45	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CONTEMPORARY READER, THE	3/53-2/54	X			
CONTEMPORARY WRITER, THE	3/47	X			
CONTINENTAL HEADLINES	7/1/50	X			
CONTINENTAL NEWS SERVICE	3/19/48-7/15/49	X			L. C.
CORPS DIPLOMATIQUE	5/1/46-11/15/46	X			
CORRESPONDENCE	11/15/51-7/64	X			
CORRESPONDENCE OF THE YOUNG INTERNATIONAL	12/15/20-8/23	X			
COUNCILOR, THE	9/21/62-Present			X	last 12 mos.
COUNCILOR NEWSLETTER, THE	12/56-2/60	X			
COUNTERATTACK	10/15/44-5/10/45	X			3 years
Counterattack	4/28/71				L. C.
COUNTERATTACK	8/8/47-9/8/69	X			
COUNTY STANDARD, THE	12/47-3/49	X			
CREATION OF THE UKRAINE	2/5/41-2/23/41	X			
CRIME AND DELIQUENCY NPPA	7/60-10/63-Present Bur. Library			X	
CRIMEN	6/29/45	X			L. C.
CRISIS, THE	9/24-Present.			X	last 3 years
CRISIS IN MUSIC, THE	C. 1936	X			
CROSS AND FLAG, THE	12/42-4/57	X			L. C.
CROSS ROADS	3/9/51-2/8/53	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CRUSADER NEWS AGENCY	8/27/32-12/28/35	X			
CRUSADER, THE (OF FLORIDA)	7/53	X			
CUBA	7/61-Ann. Issue 7/26/53/1967	X			L.C.
CULTURAL LIFE IN POLAND	1/49	X			
CULTURE AND LIFE	1/57-#6, 1961	X			
CURRENT DIGEST OF THE SOVIET PRESS	2/1/49-Present			X	
CURRENT HISTORY	6/36	X			
CURRENT HISTORY (PAR)	6-7/54 (Later Editions Filed in Bureau Library)	X			
CURRENT SOVIET PUBLICATIONS	10/55	X			
CURRENT THOUGHT ON PEACE & WAR	Winter, 1960-Vol. 5, 1965	X			
CZAS	11/29/46	X			L.C.
CZECHOSLOVAK LIFE	11/15/47-7/68	X			
CZECHOSLOVAK PRESS BUREAU	3/5/43-12/28/45	X			
CZECHOSLOVAK SPORT	1955	X			
CZECHOSLOVAK WOMAN, THE	#3, 1958-#1, 1960	X			
CZECHOSLOVAK YOUTH (INFORMATION BULLETIN)	3/50-2/51	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
CZECHOSLAVAKIA	No date	X			
CZECHOSLOVAKIA IN PICTURES	#1, 1952	X			
CZECHOSLOVAKIA INFORMATION BUREAU	10/51-2/55	X			
DDR	#1, 1957-#4 No date	X			
DDR REVIEW	#1, 1956-#8, 1960	X			
DZZ	3/1/38-3/28/38	X			
DAGGER OF DARKNESS, THE	No date (Early 1900s)	X			Library of Congress
DAILY COMPASS	6/8/49-11/3/52	X			
DAILY METAL REPORTER	10/12/44	X			
DAILY NEWS RELEASE	1/1/50-10/21/67	X			
DAILY RECORD	9/1/38-11/13/39	X			
DAILY TRIBUNE	5/2/47-11/4/47	X		X	1960 to date
DAILY WORKER	1/5/24-7/14/68				
DAILY WORKER-LONDON	5/25/43-4/23/66	X			L.C.
DAILY WORLD	7/4/68-Present			X	
DAS ANDERE DEUTSCHLAND (LA OTRA ALEMANIA)	10/15/40-4/45	X			
DAS NEUE DEUTSCHLAND	11/1/33-12/16/33	X			L.C.
DAS REICH	11/17/40-12/8/40	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
DAS SCHWARZE KORPS	6/25/36-11/28/40	X			
DAS WORT	#1 (July) 1936 #3 (March), 1939	X			
DEBRECZEN	5/1/45-5/5/45	X			
DECISION	1/41-1-2/42	X			
DEFEND THE POUM-"NEW ROAD"	7/37	X			
DEFENDER MAGAZINE	5/48-11/52	X			L.C.
DEFENDER'S NEWS AND VIEWS, THE	12/55-10-11/59	X			
DEFENSA	10/1/42-10/8/42	X			
DEFENSE	9/6/40-11/29/40	X			
DEFENSE ACCUSES, THE	1951	X			
DEFENSE DE L'EUROPE	10/50-3/51-4/51	X			
DEFENSE DIGEST	6/55-1/57	X			
DELEGATES' NEWS-LETTER	12/45-1/46	X			
DEMAIN (TOMORROW)	9/19	X			
DEMOCRATIC GERMAN REPORT	1/18/52-Present			X	Last 12 mos.
DEMOCRATIE NOUVELLE	1/47-11/63	X			
MARCH OF PROGRESS-ARTICLE FROM DEMOCRATIE NOUVELLE	1/56	X			L.C.
DEMOCRATIZING THE RUMANIAN ARMY	No date	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
DEMOKRATISCHE POST	8/5/43-2/1/49	X			
DENIAL OF THE MOST RECENT FABRICATION REGARDING YUGOSLAVIA'S POSITION ON THE QUESTION OF GREECE	No date	X			
DEPARTMENT OF STATE BULLETIN	6/8/53-7/29/63	X			
DEPT. STORE EMPLOYEE, THE	1/7/44-11/16/46	X			
DEPUTY UNITED STATES MARSHALS' NEWS	3/55	X			
DER ARBEITER	3/5/34-7/11/36	X			
DER ARBEITMANN	6/13/36	X			
DER GENEN-ANGRIFF	6/1/33-3/14/36	X			
DER HERMANN-SOHN	4/48-6/54	X			L.C.
DER KLASSENKAMPF	6/15/20	X			
DER NOI YORKER FOR ARBETER (THE NEW YORKER FOR WORKERS)	1941	X			
DER STURMER	10/33-8/37	X			
DES LENDEMAINS QUI CHANTENT (THE GLORIOUS TOMORROWS)	1948	X			
DEUTSCH AMERIKANISCHE UMSCHAU	2/21/29	X			
DEUTSCH ALLGEMEINE ZEITUNG	11/28/40	X			
DEUTSCH VOLKSZEITUNG	6/28/36-10/11/45	X			
DEUTSCH ZEITUNG	1/4/34-4/21/34	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
DEUTSCHES VOLKSECHO	4/3/37-9/9/39	X			
DEVELOPMENT OF PEOPLE'S ART CREATIVITY IN CZECHOSLOVAKIA	No date	X			
DIARIO LAS AMERICAS (THE AMERICAN DAILY)	4/21/54	X			
DIE BEITUNG	8/16/41-1/30/42	X			
DIE BRAUNE POST	7/28/36	X			
DIE INTERNATIONALE	4/15-1/39	X			
DIE LINKSKURVE	8/1/29-11-12/32	X			
DIE NEUE WELIBUHNE	4/6/33-8/31/39	X			
DIE NEUE WOCHE	4/9/39-3/31/40	X			
DIE POST	11/10/40	X			
DIE SCHWARZE FRONT	2/1/36	X			
DIE WAHRHEIT	9/1/35-10/15/37	X			
DIE WELIBUHNE	1/1/20-3/7/33	X			
DIE WELT	1/5/40-3/29/40	X			
DIE WELTBUHNE (THE WORLD STAGES)	1/1/20-12/29/54	X			
DIE WIENER WELTBUHNE	2/9/33-3/30/33	X			
DIE ZEIT EL TIEMPO	8/10/41-11/18/41	X			
DIE ZUKUNFT	11/4/38-11/25/38	X			
DIGEST OF SOVIET NEWS	7/53-7/54	X			

L. C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
DIGEST OF SOVIET UKRAINIAN PRESS	12/58-8/69	X			
DIPLOMATIC BULLETIN	9/6/49-11-12/57	X			
DIPLOMATIC LIST	3/23-4/56	X			
DIPLOMATIST, THE	9/50	X			L.C.
DIRECT ACTION	9/53	X			
DIRECTON	1/38-Fall, 1945	X			
DIRECTIVES FOR REREGISTERATION	1936	X			
DISCUSSION BULLETIN	4/50-8/67	X			
DISPATCH, THE	12/45	X			
DISSENT	Spring 1955-Present			X	Last 3 years.
DIVINE LIFE	Sept.-Oct.-Nov., 1923-2/24	X			
DOCUMENTS CONCERNING THE DENATONALIZATION OF YUGOSLAVS IN THE JULIAN MARCH	1946	X			
DOCUMENTS ON THE CONSTITUTIONAL HISTORY OF PUERTO RICO	No date	X			L.C.
DOCUMENTS ECONOMIQUES	#2, 1950	X			
DOCUMENTS FOR SALE BY GOVERNMENT PRINTING OFFICE	11/16-6/17	X			
DOHO	10/25/41	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
DOMINICAN REPUBLIC	5/52-4-5/53	X			
DOMINICAN TRIBUNE	2/25/54-10/56	X			
DRUG TOPICS	9/11/50	X			
DYNAMIC AMERICA	8/37-1/42	X			L. C.
DZIMTENES BALASS (HOMELAND'S VOICE)	#12 (502); 1961- #57 (755), 1963	X			
DZIS I JUTRO	6/12/49	X			
EAST EUROPE (LONDON)	7/3/47-5/19/49	X			
EAST EUROPE (NEW YORK)	1/57-Present			X	Last 12 mos.
EAST TENNESSEE NEWS	1/21/43	X			L. C.
EASTERN UNION FARMER	7/52-7/58	X			
EBONY	8/69-Present			X	Last 3 years
ECONOMIC LIFE	11/3/1920-11/5/20	X			
ECONOMIC NOTES	4/34-7/51	X			L. C.
ECONOMIC OUTLOOK	2/40-7/48	X			
ECONOMIC REVIEW OF THE SOVIET UNION	8/1/30-2/35	X			
ECONOMIST, THE	3/31/45-Present			X	Last 12 mos.
ECONOMY AND POLITICS (ECONOMIE ET POLITIQUE)	4/54-2/62	X			L. C.
EDUCATION	6/17	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
EDUCATION TODAY	11-12/53-5-6/54	X			
EDUCATIONAL BULLETIN	10/49-9-10/53	X			
EDUCATIONAL COMMENTARY ON CURRENT AFFAIRS	12/8/47-12/3/51	X			
EDUCATIONAL REVIEWER	10/53	X			
EGYPT NEWS	3/51	X			
EL DOMINICANO	2/27/54	X			
EL FORTIN	3/41	X			
EL MACHETE COMUNISTA	9/1/48-10/8/48	X			
EL NACIONAL	9/18/35-4/7/36	X			
EL POPLA CINIO (PEOPLE'S CHINA)	4/52	X			
EMBASSY OF THE UNION OF THE SOVIET SOCIALIST REPUBLIC PRESS DEPARTMENT	8/21/59-10/19/64	X			
ENCYCLOPAEDIA BRITANNICA	No date	X			
ENGINEERING PROGRESS IN THE USSR	1955	X			
ENLISTED MEN'S VOICE, THE	#9, No date-8/36	X			
ENTFCHEIDUNG	12/1/38	X			
EPIGRAMS OF OSCAR WILDE	No date	X			
EQUAL OF JUSTICE	1/38-Winter, 1942	X			

L. C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
EQUALITY	5/39-10-11/40	X			
ERIE DEUTSCHE ZEITUNG	9/27/40-12/13/40	X			
ESPANA POPULAR (POPULAR SPAIN)	8/45-12/31/48	X			L.C.
ESPOIR	8/14/48-11/13/48	X			
ETHIOPIAN SUN	2/49	X			
EVENING MOSCOW	11/2/39	X			
EVERGREEN REVIEW	12/67-Present			X	last 3 years
EVOLVE	Jan.-Feb.22,1961-Jan.-Eeb., 1963	X			
EVREISKI VESTI	10/24/48	X			
EXCHANGE LIST	3/2/22	X			
EXCLUSIVE	9/1/41-10/1/41	X			
EXHIBIT PREPARED UNDER THE AUSPICES OF THE NATIONAL RESEARCH COUNCIL,AN	No date	X			
EXPORT OF WESTERN RED CEDAR TO JAPAN, THE	1922	X			L.C.
EXPORTERS' DIGEST	11/45-7/47	X			
EXPOSE'	9/52-7/54	X			
F.D.R.	7/1/47	X			
F.P.A.	11/51	X			
F.T.A. NEWS	12/15/44-9/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
FACTORS DETERMINING PAROLE FROM THE MASSACHUSETTS REFORMATORY	8/23	X			
FACTORY MANAGEMENT AND MAINTENANCE	10/46-10/50	X			
FACTS ABOUT BLACKLIST	11/52	X			
FACTS AND FIGURES	2/52-2/2/54	X			
FACTS AND FIGURES ON WAR AND FASCISM	9/15/36-11/15/37	X			
FACTS FOR FARMERS	3/42-10/62	X			
FACTS FOR WOMEN	2/43-4-5/46	X			
FACTS FOR WORKERS	3/27/34	X			
FACTS IN REVIEW	8/29/39-6/7/41	X			
FAITH, THE (CREDINTA)	6/54	X			
FAR EASTERN BIBLIOGRAPHY 1947	June, 1948	X			
FAR EASTERN BULLETIN	2/19/49-7/9/49	X			
FAR EASTERN QUARTERLY	5/45-9/56	X			
FAR EASTERN SURVEY	1/29/36-7/2/52	X			
FASHISM	Bound Vol.-Large Pub.-1933	X			
FASHIST	#20, 1935-#62, 1941	X			
FEATURE PRESS SERVICE	8/8/49-4/1/68	X			

L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
FEDERAL BAR JOURNAL, THE	4/46	X			
FEDERAL ORGANIZER	7/22/38-9/3/38	X			
FEDERAL RECORD	9/17/38-5/46	X			L.C.
FEDERAL UNION WORLD	3/41-3/44	X			
FEDERATED PRESS	1/37-1/26/43 (28 sections)	X			
FEDERATION NEWS LETTER	8/56-1/62	X			
FELLOW WORKER, THE	1/1/20-8/7/20	X			
FELLOWSHIP	12/36-Present			X	Last 3 years
FESTIVAL	8/12/51-7/15-30/55	X			
FIAPP-INFORMATIONS	3/26/49-10/15/49	X			
FIATAL MAGYARORSZAG	12/14/49	X			
FIERY CROSS, THE	Vol.1#1 No date Vol.1#2 No date	X			
FIERY CROSS, THE	12/1/61-Issue received 5/26/66	X			L.C.
FIGHT, THE	11/33-7/39	X			
FIGHT FOR FREEDOM, THE	10/3/41-12/6/41	X			
FIGHTING WORKER, THE	4/18/42-4/10/50	X			
FILM DAILY	9/10/47-1/10/56	X			
FIRE	11/7/69-12/6/69	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
FIRING LINE, THE	1/15/52-4/62	X			
FLASHLIGHT HERALD	4/10/43-6/18/43	X			
FLICKER	10/20/43-12/59	X			
FLORDIA STATESMAN, THE	1/59-2/59	X			
FLORDIA'S DEUTSCHES ECHO	9/8/35-8/14/37	X			
FOR A LASTING PEACE, FOR A PEOPLE'S DEMOCRACY	11/10/47-4/17/56	X			
FOR A SOCIALISTIC YUGOSLAVIA	7/3/49	X			
FOR YOUR INFORMATION	1/43-7-10/43	X			
FORCE OUVRIERE	8/19-26/48	X			
FORE'N AFT	2/48-4/48	X			
FOREIGN AFFAIRS BULLETIN	6/29/63-Present			X	X - Last 5 years
FOREIGN BORN, THE	12/37-1/38 to 6-7/39	X			
FOREIGN CONSULAR OFFICES IN THE UNITED STATES	2/1/41	X			
FOREIGN POLICY BULLETIN	8/13/37-6/15/61	X			
FOREIGN POLICY REPORTS	12/9/31-6/15/51	X			
FOREIGN PRESS	11/15/37-1/16/43	X			
FOURTH INTERNATIONAL	7/36-11-12/51	X			
FOURTH INTERNATIONAL	June, 1940	X			
FOURTH INTERNATIONAL	Winter, 1958-Spring-Summer, 1961	X			

L. C.

L. C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
FRANC-TIREUR	2/3/45-10/28/45	X			
FRANCE	12/18/40-1/6/41	X			
FRANCE D'ABORD	6/28/45-11/18/48	X			
FRANCE FOREVER	9-10/41	X			
FRANCE NOUVELLE	8/11/51-8/14/53	X			
FRANCE URSS	11/44-10/45	X			
FRATERNAL OUTLOOK	Bound Vol. 1/39-12/39	X			
FRATERNAL OUTLOOK	1/39-6-7/50	X			
FREE AMERICAN (DEUTSCHER WECKRUF UND BEOBACHTER)	7/5/35-12/11/41	X			
FREE AND INDEPENDENT BULGARIA	1/20/49-11/16/50	X			
FREE BULGARIA	3/1/47-5/1/52	X			
FREE CHINA REVIEW	8/60	X			
FREE EUROPE	12/3/43-6/30/44	X			
FREE GERMAN MOVEMENT IN GREAT BRITAIN, DECLARATION BY THE	No date	X			
FREE ISREAL	7/15/48-8/12/48	X			
FREE MEN SPEAK	8-9/55	X			
FREE PRESS	3/12/41	X			
FREE PRESS FOR TEXAS	7/1/38-8/17/45	X			

L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
FREE STUDENT	#1, 1965-#8, 1966	X			L.C.
FREEDOM	11/1/48-12/15/49	X			
FREEDOM	11/50-7-8/55	X			
FREEDOM AND UNION	All issues transferred to Bureau Library.				
FREEDOMWAYS	Spring, 1961-Present			X	last 5 yrs.
FREEMAN, THE	10/2/50-10/57	X			
FREIE PRESSE FUR TEXAS	SNIF	X			
FREIE TRIBUNE	9/43-5/45	X			
FREIES DEUTSCHLAND	11/41-11-12/45	X			
FRIDAY	1/14/40-11/41	X			
FRIDERICUS	11/1/33-6/2/36	X			L.C.
FRIENDSHIP TRAVEL-TRADE CULTURAL EXCHANGE	10/55-11/60	X			
FROM THE DESK OF JULIUS KLEIN	11/49	X			
FROM THE GERMAN TRADE UNION MOVEMENT BULLETIN	1/54-3/54	X			
FRONTIER (THE VOICE OF THE NEW WEST)	5/54-2/56	X			
FRONTIERS OF DEMOCRACY	10/39-12/15/43	X			
FRONTPAGE	9/46-11/25/49	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
FUNDAMENTOS	1/44-6/54	X			
FUR AND LEATHER WORKER.	4/41-1-2/51	X			
FURNITURE WORKER	7/33-2/35	X			
FURNITURE WORKERS PRESS	10/45-4/47	X			
GDR REVIEW	11/1/57-Special Number, 1965	X			
GAZETTE OF SUPREME COUNCIL OF USSR	1/19/44-4/9/44	X			
GENERAL-ANZEIGER	7/31/34	X			
GENEVA CONVENTIONS OF AUG. 12, 1949 FOR THE PROTECTION OF WAR VICTIMS	Released Aug.1950	X			
GENIUS (CREATIVE POWER)	#12, 1936	X			
GEOGRAPHY, TRAVEL, EXPLORATION	6/16	X			
GERMAN AMERICAN, THE	5/42-6/15/46	X			
GERMAN DEMOCRACY BULLETIN	Vol. 1, #23-Vol.1, #41-No date	X			
GERMAN DEMOCRATIC REPUBLIC IN CONSTRUCTION	#1 (Jan.), 1952 #6, 1956	X			
GERMANY "DEUTSCHLAND-BERICHTE"	3/38-10/38	X			
GERMANY TODAY	8/7/45-10/21/46	X			
GIUSTIZIA	4/43-7/48	X			
GIUSTIZIA E LIBERTA'	6/18/37-7/2/37	X			
GLASUL ROMANESC	6/5/42-6/28/42	X			

L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
GLOS-BUNDU	5/1/48	X			
GLOS LUDOWY	9/20/41-10/9/48	X			
GLOS POLEK	6/13/46	X			
GLOS ROBOTNICZY	12/27/19	X			
GLOSSARY OF MARXIST WORDS AND PHRASES	Sect.II (E-R)- Section III (S-Z) No date			X	
GOLDEN AGE	9/29/20	X			
GOLOS TRUZENIKA	10/14/19-10/25/19	X			
GONDERBEILAGE DES VOLKISCHEN BEOBACHTERS	5/1/35	X			
GOOD NEWS BROADCASTER	11/59	X			L.C.
GOSSIP MONGER, THE	#II-3/21/58	X			
GOVERNMENT STANDARD	5/9/47-1/12/51	X			
GRANNY'S BIRDS	C. 1947	X			
GREEK AMERICAN TRIBUNE	1/13/50-4/4/52	X			
GROK DAYTONER ZEITUNG	1/22/43	X			
GUARDIAN	3/1/46-Present			X	Last 10 years
GUARDIAN (FORMERLY NATIONAL GUARDIAN)	2/10/68-10/4/69			X	SINCE 1960 L.C.
GUATEMALA	4/15/53-4/15/54	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
GUILD DAILY, THE	9/29/36-10/17/36	X			
GUILD NEWS (THE BULLETIN)	5/37-2/42	X			
GUILDPAPER	7/46-8/46	X			
GUILD REPORTER, THE	7/1/35-12/23/49	X			L.C.
HAINT "HOY" (TODAY)	1/22/49	X			
HAIRENIK	9/30/48	X			
HAMBURGER FREMDENBLATT	2/6/40	X			
HAMMER AND STEEL NEWSLETTER	1/65-Present			*	
HARC	1/9/43-1/30/43	X			
HARD TIMES	3/10-17/69-9/29-10/6/69	X			
HARLEM LIBERATOR, THE	4/22/33-6/16/34	X			
HARPER'S MAGAZINE	12/27-12/68	X			L.C.
HARVARD COMMUNIST, THE	11/37	X			
HAWAIIAN REPORTER	6/18/59-3/16/61	X			
HEADLINE BOOKS	#1, 1935-#35,1942	X			
HEADLINE SERIES	#44 1/44-Present			*	Last 5 yrs.
HEADLINES	9/44-3/45	X			
HEADLINES AND PICTURES	4/45-9/46	X			L.C.
HEADLINES AND WHAT'S BEHIND THEM	7/30/38-8/29/52	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
HELLAS	3/27/42-9/4/42	X			
HERALD, THE	10/31/41-11/7/41	X			
HIGHLANDER FLING, THE	3/42	X			
HOLLYWOOD NITE LIFE	8/27/48-10/21/48	X			
HOLLYWOOD REPORTER	12/31/45	X			
HOLLYWOOD REVIEW	1/53-9-10/55	X			
HONOLULU RECORD	2/21/57-7/3/58	X			
HONOLULU STAR-BULLETIN	10/14/49	X			
HORIZONS-"THE MARXIST QUARTERLY"	Winter, 1967	X			
INDEX FOR THE HOUR	Issues 1-75- No date	X			L.C.
HOUR, THE	5/30/39-3/19/43	X			
H.R. REPORTS	1 drawer-various dates	X			
HOY MEN KONG PO	9/24/54-2/14/55	X			
HRVATSKI GLAS	12/27/49	X			
HRVATSKI SVIJET	12/30/49	X			
HUNGARIAN BULLETIN	5/10/48-12/15/54	X			
HUNGARIAN EXPORTER	4/56	X			
HUNGARIAN FOREIGN TRADE	1949	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
HUNGARIAN OBSERVER, THE	1/54	X			L.C.
HUNGARIAN REVIEW (FORMERLY "HUNGARIAN BULLETIN")	1/55-Sept. 1956	X			
HUNGARIAN REVIEW	4/57-Present			X	Last 12 mos.
HUNGARY	8/52-#4, 1956	X			
HUNGER FIGHTER	11/32-7/21/34	X			L.C.
IBT NEWS	2/48	X			
I.F. STONE'S WEEKLY 2/10/72 Review of Books	1/17/53-Present			X	Last 12 mos.
I. L. W. U. DISPATCHER	12/18/42-Present			X	Last 12 mos.
I. L. W. U. REPORTER	6/20/56-12/21/60	X			
I. M. U. A. SPOT LIGHT	3/26/52-11/26/52	X			
IBERGANG	5/14/48	X			
IDEAS FOR ACTION	6/48-8/48	X			
IFJUMUNKA'S	12/18/48-1/8/49	X			
IL CORRIERE DI AKRON	8/7/37-10/14/38	X			
IL CORRIERE ITALO AMERICANO	1/23/42-4/10/42	X			L.C.
IL CROCIATO (THE CRUSADER)	3/27/43	X			
IL PROGRESSO ITALO-AMERICANO	2/1/42-12/8/44	X			
ILLINOIS STANDARD, THE	9/11/48-9/18/48	X			
IM AUSLAND ABROAD	2/48	X			
IN DEFENCE OF PEACE	8/49-11/15/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
IN FACT	6/17/40-10/2/50	X			
IN ORDER	3/1-5/42-9/42	X			
IN RE: TWO-WAY PASSAGE	1/42-8-9/43	X			
INDEPENDENT, THE	11/38-3/5/46	X			
INDEPENDENT, THE	4/27/45-3/5/46	X			
INDEPENDENT (SOUTH CAROLINA INDEPENDENT)	10/22/55-11/26/55	X			
INDEPENDENT, THE	3/59	X			
INDEPENDENT AMERICAN, THE	1-2/58-1-2/68	X			
INDIA AND ISREAL	1/49-2/49	X			
INDIA NEWS BULLETIN	3/13/50	X			
INDIANAPOLIS COMMUNIST PARTY	Info. dated 9/29/3? Missing from file	X			
INDIANAPOLIS RECORDER	8/15/42-8/22/42	X			
INDIVIDUALIST, THE	1/13/44-11/26/46	X			
INDONESIAN REVIEW	1/46	X			
INDUSTRIAL BULLETIN	11/49	X			
INDUSTRIAL CONTROL REPORTS	11/27/37-11/2/40	X			
INDUSTRIAL NEWSLETTER	9/4/47	X			
INDUSTRIAL ORGANIZER	7/17/41-12/13/41	X			

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DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
INDUSTRIAL PIONEER	2/21-9/26	X			
INDUSTRIAL UNION BULLETIN, THE	11/1/18-12/6/18	X			LC
INDUSTRIAL UNIONIST	11/10/21-11/25/21	X			
INDUSTRIAL WORKER	3/24/17-Present			X	Last 10 yrs
INFORMATION (PROPAGANDA DEPT.)	12/10/47-3/17/48	X			
INFORMATION BULLETIN-CENTRAL COUNCIL OF TRADE UNIONS IN THE PEOPLE'S REPUBLIC OF BULGARIA	3/55-12/55	X			
INFORMATION BULLETIN-CZECHOSLAVAKIA DEMOCRACY	5/46-12/47	X			
INFORMATION BULLETIN-(CZECHOSLOVAKIA)	1/48-10/51	X			
INFORMATION BULLETIN (GERMANY)	11/49-12/50.	X			
INFORMATION BULLETIN U.S. HIGH COMMISSIONER FOR GERMANY	1/51-3/53	X			LC.
INFORMATION BULLETIN-(HUNGARIAN)	8/48-Vol.VI #1, 1954	X			
INFORMATION BULLETIN OF THE CENTRAL COMMITTEE OF THE HUNGARIAN SOCIALIST WORKERS' PARTY	3/59-11/59	X			
INFORMATION BULLETIN-RUMANIAN NATIONAL COMMITTEE	1/25/51-5/53	X			
INFORMATION BULLETIN ABOUT YUGOSLAVIA	5/57-12/59	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
INFORMATION BULLETIN OF THE CHAMBER OF COMMERCE OF THE RUMANIAN PEOPLE'S REPUBLIC	1/55-8/69	X			
INFORMATION BULLETIN (EMBASSY USSR)	8/2/41-6/30/46	X			
INFORMATION BULLETIN (USSR)	7/17/46-7/14/52	X			
INFORMATION DIGEST	5/25/42 (Washington, D.C.)	X			
INFORMATION DIGEST	4/49 (London)	X			L.C.
INFORMATION ON CONDITIONS BEHIND THE IRON CURTAIN	3/50-#14, 1950	X			
INFORMATION ON THE HUNGARIAN YOUTH	9/20/50	X			
INFORMATION BULLETIN OF THE DEPT. OF LABOUR-LABOUR ATTACHES OF THE ARGENTINE EMBASSY	10/1/49-1/50-2/50	X			
INSIDE STUFF	1/29/32-2/15/35	X			
INTELLIGENCE BULLETIN, THE	2/19/40-3/18/40	X			
INTELLIGENCE PUBLICATIONS INDEX	7-12/53-2/20/68			X	
INTELLIGENCE REPORT	7/15/52-1/31/58	X			
INTER-ALLIED REVIEW, THE	6/41-8/42	X			L.C.
INTER-AMERICAN, THE	5/42-11/46	X			
INTERCOM	10/61-Present			X	last 3 yrs.
INTERNAL BULLETIN-WORKERS PARTY	4/26/40-8/29/40	X			L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
INTERNAL BULLETIN	Bound Volume- 6/10-13/32-4/29/33	X			LC
INTERNAL BULLETIN (SOCIALIST WORKERS PARTY)	9/37-4/64	X			
INTERNATIONAL AFFAIRS (MOSCOW)	2/55-Present			X	Last 5 yrs
INTERNATIONAL AFFAIRS (LONDON)	4/45-Present			X	Last 3 yrs
INTERNATIONAL ARBEITER CHRONIK	5/23/14	X			
INTERNATIONAL BULLETIN	11/39-2/45	X			
INTERNATIONAL COMMISSION AGAINST CONCENTRATION CAMP PRACTICES	12/54-2/55-12-55	X			
INTERNATIONAL COMMUNISM	2/54-1/60	X			
INTERNATIONAL CONCILIATION (AMERICAN ASSOCIATION FOR INTERNATIONAL CONCILIATION)	1/15-4/23	X			
INTERNATIONAL CONCILIATION (CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE)	2/26-3/43	X			LC
INTERNATIONAL CRIMINAL POLICE COMMISSION	12/31/47	X			
INTERNATIONAL CRIMINAL POLICE REVIEW	6-7/49-12/50	X			
INTERNATIONAL INFORMATION BULLETIN	9/46-8/65	X			
INTERNATIONAL JURIDICAL ASSOCIATION	5/1/32-12/42	X			
INTERNATIONAL LABOR DEFENSE (CIVIL RIGHTS SURVEY)	1940-July, Aug, Sept 30, 1941	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
INTERNATIONAL LABOR DEFENSE (LEGISLATIVE AND INFORMATION SERVICE)-1931	3/46	X			
INTERNATIONAL LABOR DEFENSE (NEWS)	11/3/39-1/18/46	X			
INTERNATIONAL LABOR DEFENSE (PRESS SERVICE)	7/18/25-10/15/34	X			
INTERNATIONAL LABOR DEFENSE (REPORT OF ARRESTS)	12/29/29-1/34	X			
INTERNATIONAL LIFE	2/55-5/55	X			
INTERNATIONAL LITERATURE	#1, 1932-#12, 1945	X			
INTERNATIONAL LITERATURE (LA LITTERATURE INTERNATIONALE)	#4 (April), 1943-#2, 1945	X			
INTERNATIONAL LITERATURE (LA LITERATURA INTERNACIONAL)	#1, 1944	X			
INTERNATIONAL NEWS (FOR THE FOURTH INTERNATIONAL)	Fall, 1935-May June, July, 1950	X			
INTERNATIONAL OF YOUTH (ENGLISH EDITION)	Vol.2 #2 9/22-#2, 1926	X			
INTERNATIONAL OF YOUTH (SERIES OF ARTICLES BY DIFFERENT AUTHORS--AMERICAN EDITION	No date-Vol.2 #4 1935	X			
INTERNATIONAL ORGANIZATION OF JOURNALISTS	1-2/49-12/49	X			
INTERNATIONAL POSTWAR PROBLEMS	6/44-1/46	X			

L.C

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
INTERNATIONAL PRESS CORRESPONDENCE AND WORLD NEWS AND VIEWS	Table of contents 1921-to date (12/18/43) loose leaf volume	X			
INTERNATIONAL PRESS CORRESPONDENCE	Table of contents, 1936	X			
INTERNATIONAL PRESS CORRESPONDENCE	10/1/21-6/25/38	X			
INTERNATIONAL REVIEW	1/15/36-4/41	X			
INTERNATIONAL SEAFARER, THE	11-12/23	X			July & Aug ('21) - 3 yrs
INTERNATIONAL SOCIALIST REVIEW, THE	4/05-2/18	X			
INTERNATIONAL SOCIALIST REVIEW (FORMERLY FOURTH INTERNATIONAL)	Summer, 1956-July Present	X			L C
INTERNATIONAL TEAMSTER	5/47	X			
INTERNATIONAL WOODWORKER	1/21/42-4/7/43	X			
INTERNATIONALE LITERATUR	8-9/33	X			
IOWA SHERIFF, THE	6/47	X			
IRISH DEMOCRAT, THE	1/48-3/54	X			
IRISH FREEDOM	7/44-12/44	X			
IRISH REVIEW	9/47-1/49	X			
ISREAL DIGEST	12/19/52-2/20/53	X			
ISREAL NATIONAL TOURIST CENTER	6/52-5/4/53	X			
ISREAL SPEAKS	8/12/49-2/20/53	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
ISSUE, THE	9/27/54	X			
IT	5/56	X			
ITALIAN AMERICAN REVIEW	6/67	X			
ITALIAN NEWS SERVICE	6/17/40-6/23/41	X			
ITEMS OF INTEREST ON THE PATRIOTIC FRONT	10/2/35-10/28/36	X			
IZGREV	9/23/48-2/22/49	X			
IZVESTIYA	12/22/61-10/12/63	X			L.C.
J'ACCUSE	6/27/42	X			
JAPANESE AMERICAN REVIEW, THE	1/27/40-11/1/41	X			
JEDNOTA	1/23/46-12/22/54	X			
JERUSALEM POST, THE	4/19/61-8/11/61	X			
JEWISH CLARION	12/47-3/57	X			
JEWISH CURRENTS	1/58-Present			X	Save last 3 yrs. only
JEWISH EXAMINER	7/4/41-8/25/44	X			
JEWISH FORUM	2/40-11-12/62	X			
JEWISH JOURNAL AND DAILY NEWS	3/9/42	X			
JEWISH LIFE	8/37-10/57	X			L.C.
JEWISH MAIL	5/11/51-4/54	X			
JEWISH NEWSLETTER	7/11/55-10/16/61	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
JEWISH PEOPLE'S VOICE	10/38-4/39	X			
JEWISH PERIL, THE-PROTOCOLS OF THE LEARNED ELDERS	C. 1920	X			
JEWISH PRESS AGENCY BULLETINS	4/21/48-5/10/48	X			
JEWISH SURVEY, THE	5/41-12/42	X			
JEWISH VETERAN, THE	6/40-4/44	X			
JEWISH VOICE	2/41-1/42	X			
JEZ	11/29/49	X			
JOURNAL OF ASIAN STUDIES, THE	11/56-2/59	X			
JOURNAL OF MOSCOW PATRIARCHATE (ZHURNAL MOSKOVSKOY PATRIARKHII)	8/53-10/53	X			
JUNIOR HERALD	3/7/46-10/10/46	X			
JUVENTUD	1/25/49	X			
JUVENTUD DE ESPANA	5/31/48-9/15/51	X			
JUSTICE-MISCELLANEOUS PAMPHLETS	Various dates	X			
KAMPFSIGNAL	2/26/32-2/4/33	X			
KANADSKY SLOVAK (THE CANADIAN SLOVAK)	5/31/51	X			
KAPNATCKA RYCB	1/12/42-7/20/43	X			
KAPUSTKAN, THE	12/46-8-9/50	X			
KEEP LEFT	10/58-10/66	X			

L. C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
KEN	8/25/38-9/8/38	X			
KIS UJSAG	3/11/50-3/12/50	X			
KLANSMAN, THE	1/57	X			
KLANSMAN, THE	2/25/59	X			
KNICKERBOCKER WEEKLY	2/27/41-10/12/42	X			
KNOW THE TRUTH	1/2/51	X			
KODUMAALE TAGASIPOORDUMISE EEST (RETURN HOME)	10/55-#16 May, 1963 (346)	X			
KOL NIDRE A JEWISH PRAYER TO ABSOLVE	No date	X			
KOMMYHNCT (COMMUNIST)	11/52-Present			X	Last 5 years
KOMSOMOL PRAVDA	1/3/64-1/21/64	X			
KOREA	5/57-#51,1960	X			
KOREA INFORMATION SERIES	#2, 1945-1960-#3, 1945-1960	X			
KOREA NEWS	12/10/58-9/20/60	X			
KOREA REVIEW	7/20	X			
KOREA TODAY	#32, 1959-#55,1960	X			
KOREAN INDEPENDENCE	10/23/46-10/31/51	X			
KOSCIUSZKO FOUNDATION, THE	9/46-6/47	X			
KOZALKALMAZOTT	1/15/50-5/1/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
KROKODIL	#35-36, 1935 to #13 (177) 3/9/65	X			
L. A. FIRE AND POLICE PROTECTIVE LEAGUE NEWS	4/22/48	X			
LOWUN INTERNATIONAL NEWS	9/51-11/16-12/2/51	X			
L'HUMANITE	11/21/44-3/15/53	X			
L'UNITA	11/16/54-12/25/54	X			
L'UNITA DEL POPOLO	9/6/41-7/10/54	X			
LA FOLLETTE'S MAGAZINE (THE PROGRESSIVE)	1/24	X			
LA PRENSA	12/17/42-8/27/56	X			
LA PRENSA (LIMA)	11/17/40	X			L.C.
LA SEMANA	8/25/48-10/10/49	X			
LAS ENSENANZAS INMORTALES DE LENIN Y NUESTRO PARTIDO	1951	X			
LABOR	8/6/21-5/6/50	X			
LABOR ACTION	1/21/33-9/22/58	X			
LABOR AGE	11/21-2-3/33	X			
LABOR CHALLENGE	9/2/35-11/11/35	X			
LABOR CHALLENGE	3/52 (Canadian)	X			
LABOR DEFENDER (PUBLISHED BY CIVIL RIGHTS CONGRESS)	11/52-5/53	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
LABOR DEFENDER (INTERNATIONAL LABOR DEFENSE)	Bound Volume-1/26-12/27	X			
LABOR DEFENDER (INTERNATIONAL LABOR DEFENSE)	Bound Volume 1/28-12/29	X			
LABOR DEFENDERS, THE (PUB. BY INDUSTRIAL WORKERS OF THE WORLD DEFENSE COMMITTEE)	2/16/18-12/37	X			
LABOR DIGEST, THE	6/2/23-6/16/23	X			
LABOR HERALD, THE	3/22-10/24	X			
LABOR HERALD, THE (NORTHERN CALIFORNIA CIO)	12/20/40-12/4/51	X			
LABOR LEADER, THE	8/29/44-4/60	X			
LABOR LETTER (FEDERATED PRESS)	10/20/26-2/14/29	X			
LABOR NOTES	11/36-12/42	X			
LABOR PARTY NEWS	5/36	X			
LABOR POWER	8/39-5/41	X			
LABOR REPORT	10/17/51-1/20/54	X			
LABOR TODAY	6/41-8-9/67	X			
LABOR UNITY	1/1/27-2/35	X			
LABOR'S DAILY	2/17/53-3/14/58	X			
LABOR'S ENEWS	2/29/29-10/31/31	X			
LABOUR	12/40-2/51	X			

L. C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
LABOUR GAZETTE, THE	8/18-10/24	X			
LABOUR MONTHLY, THE	1/25-2/59	X			
LABOUR RESEARCH	4/37-6/58	X			
LABOUR REVIEW	11-12/57-Winter, 1962-63	X			
LAISVE	3/24/41-10/5/50	X			
LAMP, THE (AMERICAN COMMITTEE FOR THE PROTECTION OF FOREIGN BORN)	2/44-9/58-2/59	X			
LAMP, THE (EMMA LAZARUS FED. OF JEWISH WOMEN'S CLUB)	10/52-5-6/53	X			
LAND-BLATT	2/23/36	X			
LANDSBERG A DOCUMENTARY REPORT	1/31/51	X			
LAST CALL, THE	7/51-3/55	X			
LATIN AMERICA TODAY	3/53-10-11/54	X			
LATIN AMERICAN DIGEST	12/4/33-12/11/33	X			
LATIN AMERICAN FACTS	11/50-Jan.- Feb., 1953	X			
LATIN AMERICAN TIMES, THE	6/30/65-10/15-65	X			
LAW AND SOCIAL ACTION	2/47	X			
LAWYERS GUILD REVIEW	12/40-Winter, 1951	X			
LEADER MAGAZINE, THE	3/18/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
LEAGUE FOR HUMAN RIGHTS, FREEDOM & DEMOCRACY	Thanksgiving, 1941-1/30/42	X			
LEAGUE FOR JUSTICE	7/44-6/47	X			
LEAGUE FOR WOMEN SHOPPERS, INC.	12/40-1/49	X			
LEAGUER, THE	Summer, 1956	X			
LEFT NEWS, THE	5/38-12/40	X			
LET US FOLLOW-"VAMOS A SEGUIR"	7/18/40	X			L.C.
LIBERAL, THE	10/25/47-11/25/47	X			
LIBERATION (GALAHAD PRESS, INC.)	1/32-10/32	X			
LIBERATION (WILLIAM DUDLEY PELLEY)	2/18/33-1/41	X			
LIBERATION (PARIS)	9/18/45-10/22/45	X			
LIBERATION (INDEPENDENT MONTHLY)	12/56-Present			*	last 5 years.
LIBERATION NEWS SERVICE	5/29/69-Present			*	
LIBERATOR, THE (CHRISTIAN PRESS)	9/47	X			
LIBERATOR, THE (LIBERATOR PUB. CO., INC.)	3/18-10/24 (Bound Volume-1/22-12/22)	X			L.C.
LIBERATOR, THE (FORMERLY NEGRO CHAMPION)	2/1/29-12/15/32	X			
LIBERATOR (AFRO-AMERICAN RESEARCH INSTITUTE, INC.)	1/68-Present			*	
LIBERTE	2/5/53-3/19/53	X			L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
LIBERTY	1-2/70	X			
LIBERTY AND JUSTICE	5/53-8/15-9/15/54	X			
LINK	9/46-4-5/51	X			
LIRIA	8/12/49-8/19/49	X			
LITERATURE	Spring, 1956	X			
LITERATUR NAYA GAZETA	9/11/48-11/17/48	X			
LITERATURE (NATIONAL COMMITTEE C. P. U. S. A.)	4/43-Spring, 1945	X			
LITERATURE NEWSPAPER	2/7/41-2/28/41	X			
LONGSHORE NEWS	11/55-2/58	X			
LONGSHORE NEWS (PORT OF NEW YORK EDITION)	1/4/56-4/10/56	X			L. C.
LOUISIANA FARM AND LABOR NEWS	9/1/41-2/1/42	X			
LOUISIANA WEEKLY	8/15/42	X			
LOWDOWN ON FARM AFFAIRS FROM WASHINGTON, THE	10/3/55-2/28/61	X			
M. P. C. BULLETIN	2/56-5/62	X			
M. S. G.	11/40-5-6/43	X			
M. S. N. (MONTHLY SCIENCE NEWS)	#52, 1945	X			
MACEDONIAN TRIBUNE	1/28/65-8/21/69	X			
MAGVETO (THE SOWER)	2/26/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
MAGYAR JOVO	9/15/43-5/19/53	X			
MAGYAR JOVO ALMANAC	C 1947	X			
MAINICHI, THE	5/24/52	X			
MAINSTREAM (FORMERLY "MASSES AND MAINSTREAM") American Dialog	Winter, 1947-8/63	X			
MALAYAN MONITER	11/48-11/51	X			
MALENKOV'S SPEECH, G. M.	8/8/53	X			
MANAGEMENT INFORMATION	9/49	X			
MANHATTEN COMMUNIST BULLETIN	#1 April, 1948-2/50	X			
MANIFESTO, THE	Vol.6 #1, 1951	X			L.C.
MANILA CHRONICLE, THE	5/28/52-6/14/52	X			
MARBURGER PRESSE	1/6/49 (6 copies in file)	X			
MARCH OF LABOR	6/49-9/56	X			
MARINE WORKER, THE	7/1/21-7/36	X			
MARINE WORKER, THE (SOUTH AMERICA)	5/6/20	X			
MARINE WORKERS VOICE	10/28-12/28	X			
MARINE WORKERS VOICE	1/29-3/35	X			
MARITIME STRIKE PICTORIAL	1936-37	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
MARTY AFFAIR, THE	C 1955	X			
MARXIAN, THE	10/21-11/21	X			
MARXISM TODAY	10/57-8/66	X			
MARXIST-LENINIST QUARTERLY	#1, 1963-Vol.II #2,1965	X			
MARXIST-LENINIST VANGUARD	4/59-8-9/69	X			
MARXIST QUARTERLY, THE	1-3/37-10-12/37	X			
MARXIST QUARTERLY, THE	1/54-1/57	X			
MARXIST QUARTERLY, THE (FORMERLY MARXIST REVIEW)	#1 Spring, 1962-#28 Winter, 1969	X			
MARXIST REVIEW	8-9/57-11-12/61	X			L.C
MARXIST STUDY COURSES POLITICAL ECONOMY	Course I-Lesson I Course III-Lesson 4-No dates	X			
MASARYK INSTITUTE, BULLETIN OF THE	12/46	X			
INDEX TO ARTICLES IN "THE "NEW MASSES"	7/32-4/30/40	X			
MASSES, THE	1/11-11-12/17	X			
NEW MASSES (PUBLISHED BY NEW MASSES, INC.,)	5/26-1/13/48	X			
MASSES AND MAINSTREAM	3/48-8/56	X			
MAVERICK	5/59-1-2/60	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
MAY DAY	#3 Oct. 25-Nov.1, 1968-#21 3/3-10/69	X			
MEDICAL ECONOMICS	2/50	X			
MEMBERSHIP DIRECTORY	1/45	X			
MESSAGE FROM MEXICO, A	8/26/20	X			
METROPOLITAN POLICE ACT, 1829	No date	X			
METROPOLITAN POLICE AT WAR, THE	C. 1947	X			
MEXICO LABOR NEWS	7/20/36-6/28/45	X			
MEXICAN PEOPLE AND THE OIL COMPANIES	C. 1938	X			L.C.
MEXICAN PETROLEUM, THE "STOLEN PROPERTY"?	No date	X			
MEXICO TODAY	Filed in large publications cabinet.	X			
MEXICO'S RESOURCES FOR LIVELIHOOD	C. 1938	X			
MIAMI LIFE	3/8/41	X			
MIAMI WHIP, THE	11/25/50-12/16/50	X			
MICHIGAN HERALD, THE	10/20/46-11/30/47	X			
MICHIGAN OUTLOOK, THE	10/25/49	X		X	Last 12 mos
MICHIGAN UAW SOLIDARITY	6/63-Present				
MICHIGAN WORKER	2/15/48-5/9/48	X			L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
MID-WEST AMERICAN, THE	9/25/35-1/31/36	X			
MIDWEST DAILY RECORD	2/21/38-8/30/38 (2/21/38 SNIF 5/28/70)	X			
MIDWEST LABOR WORLD	5/26/48-5/15/63	X			L. C.
MIHAI-MIIJIC-MINER'S REPRESENTATIVE	No date	X			
MIKE AND CAMERA	2/49	X			
MILITANT, THE	12/15/28-Present			X	Last 10 yrs.
MINE MILL UNION	Filed under title "Union"	X			
MINERVA	Summer, 1966-Present	X			
MINING NOTES	1/33-4/39	X			
MINNESOTA LABOR	3/24/44-4/12/46	X			
MINUTE MEN, THE	4/57-11/57	X			
INDEX TO THE "MODERN MONTHLY AND MODERN QUARTERLY"		X			L. C.
MODERN MONTHLY (FORMERLY MODERN QUARTERLY)	2/33-6/38	X			
MODERN QUARTERLY, THE	7/23-Summer, 1940	X			
MODERN QUARTERLY, THE (LONDON)	Winter, 1946-47-Autumn, 1953	X			
MODERN TIMES (NASHE VREMYA)	9/29/56-2/16/57	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
MONDES D'ORIENT	2/51-5-6/52	X			
MONITORING REPORT, THE	7/12/49-9/29/50	X			
MONITORUL	5/15/51-12/51	X			
MONTGOMERY COUNTY CITIZENS' COUNCIL (STATES' RIGHTS ADVOCATE)	4/28/56-9/28/56	X			L, C.
MONTGOMERY HOME NEWS	10/15/59-7/21/60	X			
MONTHLY BULLETIN	4-5-6/48-4-5/50	X			
MONTHLY REVIEW, THE	6/34-12/34	X			
MONTHLY REVIEW (AN INDEPENDENT SOCIALIST MAGAZINE)	Vol.I #1 May, 1949 Present			X	Last 3 yrs.
MONTHLY SALES' BULLETIN	1/1-31, 1963-2/1-3/31/64	X			
MONTHLY SUMMARY OF EVENTS AND TRENDS IN RACE RELATIONS, A	6/44-10/45	X			
MORNING FREIHEIT	10/25/41-3/4/47	X			
MORNING STAR	4/25/66-10/16/69	X			
MOSCOW	Filed in Large Publications Drawer	X			L, C.
MOSCOW DAILY NEWS	5/16/32-5/1/33	X			
MOSCOW NEWS	10/5/30-9/25/65	X			
MOSCOW NEWS	11/14/40-67 copies in file)	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
(MOSCOW NEWS	11/21/40-56 copies in file)	X			
(MOSCOW NEWS	11/28/70-Present copies in file)				
MOSTY	4/15/48-1/11/49	X			L.C.
MOTHER EARTH	5/06-8/17	X			
MOTHERLAND	#1 7-8/59-#1 2-1/63	X			
MOTIVE	11/41-Present			X	Last 3 years.
MOVEMENT, THE	6/67-Present			X	
MUHAMMAD SPEAKS	Vol. 1 #1 Oct.-Nov.,1961-9/12/69	X			
NCP REPORT	11/4/46-10/18/48	X			
NPPA JOURNAL (NATIONAL PROBATION AND PAROLE ASSOCIATION) Crime Delinquency	4/59-4/60	X		X	ALL CRIME + DEL.
NY STATE OF AFFAIRS	3/15/45-7/45	X			
NAPRIJED (FORWARD)	11/29/49	X			L.C.
NASA NADA	8/4/48-3/7/51	X			
NATIONAL ACADEMY OF SCIENCES	2/47-4/50	X			
NATIONAL AFFAIRS	5/52-6/57	X			
NATIONAL AFFAIRS MONTHLY	4/44-12/52	X			
NATIONAL BULLETIN (FEDERATION OF ARCHITECTS, ENGINEERS, CHEMISTS & TECHNICIANS)	10/37	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NATIONAL BULLETIN (LABORS NON-PARTISAN LEAGUE)	6/10/41-4/1/42	X			
NATIONAL DEFENSE	5/43	X			
NATIONAL FORUM, THE	Mid-Aug., 1954-Nov., 1954	X			L. C.
NATIONAL GAZETTE WEEKLY	8/1/48	X			
NATIONAL GUARDIAN	10/18/48-2/3/68			X	Since 1960
NATIONAL ISSUES	1/39-9/39	X			
NATIONAL JEWISH MONTHLY, THE	1/49	X			
NATIONAL LAWYERS GUILD QUARTERLY	12/37-7/40	X			
NATIONAL NEGRO CONGRESS NEWS	11/13/42-8/11/44	X			
NATIONAL REPUBLIC	7-8/35-7/58	X			L. C.
NATIONAL REPUBLIC LETTERGRAM-INDEX	(4/37-5/1/38)	X			
NATIONAL REPUBLIC LETTERGRAM	11/38-6/39	X			
NATIONAL REPUBLIC LETTERGRAM (RECEIVED)	#25 6/28/37-#198 No date	X			
NATIONAL REVIEW	11/19/55-Present			X	Last 5 yrs.
NATIONAL REVIEW BULLETIN	10/4/58-Present			X	Last 5 years
NATIONAL SOZIALIFTIFCHE SCHLESISCHE TAGESZEITUNG	9/2/33	X			
NATIONAL TRIBUNE "THE STARS AND STRIPES"	1/10/52	X			L. C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NATIONAL UNION FARMER	5/15/44-12/1/46	X			
NATIONAL WHIRLIGIG, THE	1/1-2/36-11/9/39	X			
NATIONAL WORD, THE (NARODNE SLOVO)	3/15/42-3/19/42	X			
NAUJIENOS	11/25/41-5/19/42	X			L.C.
NAZIONI UNITE (THE UNITED NATIONS)	6/18/42-12/1/45	X			
NEBRASKA MUNICIPAL REVIEW	9/49-1/51	X			
NEGRO CHAMPION	6/3/25-5-25-29	X			
NEGRO DIGEST	8/44-Present			X	last 10 yrs.
NEGRO LABOR COUNCIL	8/21/54	X			
NEGRO LIBERATOR	6/23/34-10/1/35	X			
NETWORK, THE	1/44-11-12/45	X			
NEUES DEUTSCHLAND (GERMAN DEMOCRATIC MONTHLY)	1/46-7/46	X			
NEW AFRICA	8/43-11/51	X			
NEW ALBANIA	No date-1 in file	X			L.C.
NEW AMERICA	9/5/60-11/30/66	X			
NEW AMERICAN, THE	2/15/38-6/15/40	X			
NEW CENTRAL EUROPEAN OBSERVER, THE	7/25/47-12/20/52	X			
NEW CENTRAL EUROPEAN OBSERVER NEWSLETTER	10/14/50-10/28/50	X			
NEW CHALLENGE	8/51-Summer, 1956	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NEW CHINA	Filed under title "China Information Service"	X			
NEW CHINA DAILY PRESS	4/28/61-5/4/61	X			
NEW CURRENTS	3/43-3/45	X			
NEW DAY, THE	2/4/50-7/16/60	X			
NEW EUROPE	3/41-11/43	X			L. C.
NEW FOUNDATIONS	Vol. 1 #1 Fall, 1947 Spring, 1954	X			
NEW FREEMAN, THE	1/28/31-4/29/31	X			
NEW GUARD, THE	1/67-Present			X	Last 3 yrs.
NEW HORIZONS FOR YOUTH	10/60-Vol. 4 #2, 1964 Ceased Publications in 8/64	X			
NEW HUNGARY	4/53-9/69	X			
NEW INTERNATIONAL, THE	6/2/17-6/30/17	X			
NEW INTERNATIONAL, THE (MONTHLY ORGAN OF REVOLUTIONARY MARXISM, A)	7/34-Spring-Summer, 1958	X			L. C.
NEW JAPANESE LITERATURE (SHIN NIHON BUNGAKU)	9/54	X			
NEW JERSEY STATE POLICE TRIANGLE, THE	9/10/46	X			
NEW KOREA	3/51-11/51	X			
NEW KOREA (FOREIGN LANGUAGE PUB.CO.)	6/57	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NEW LEADER	5/9/31-Present			X	Last 5 years.
NEW LEFT NOTES	3/18/66-Present			X	Last 5 years.
NEW LEFT NOTES-BOSTON	9/20/69-Present			X	
NEW LETTER, THE	10/10/56-5/1/57	X			
NEW MASSES	Filed Under "Masses and Mainstream"	X			
NEW ORDER, THE	5/34-12/38	X			
NEW ORLEANS NEWSDIGEST, THE	2/23/42-7/6/45	X			
NEW PIONEER	5/31/12/38	X			L. C.
NEW PIONEER	2/43	X			
NEW POLAND	12/47-1/56	X			
NEW POLITICS	Fall, 1961-Present	X			
NEW REASONER, THE	Summer, 1957-Summer, 1959	X			
NEW REPUBLIC	Changed to Bureau Library				
NEW REVIEW, THE	1/4/13-4/16	X			
NEW ROAD	10/37	X			
NEW SOUTH, THE	11/37-6-7/39	X			L. C.
NEW SOUTH STUDENT, THE	3/67-12/68	X			
NEW SOVIET BOOKS	2/55	X			
NEW STATESMAN AND NATION, THE	1/19/52-2/2/52	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NEW THRESHOLD	5/43-8/43	X			L. C.
NEW TIMES	3-4/38-2-3/39	X			
NEW TIMES	6/1/45-Present			X	Last year.
NEW UNIVERSITY NEWS	1/62-5/62	X			
NEW UNIVERSITY THOUGHT	Autumn, 1960-Special issue, 1966-67	X			L. C.
NEW VOICES	7/40-12/24/44	X			
NEW WORLD, THE	1/28/43-Present	X			
NEW WORLD REVIEW	3/51-Third Quarter 1969	X			
NEW YORK	10/14/68-Present			X	
NEW YORK COMMUNIST, THE	4/19/19-6/21/19	X			
NEW YORK GUILD PAPER, THE	1/7/43-5/28/46	X			
NEW YORK L. Y. L. HERALD	6/54-3/55	X			
NEW YORK NOTES. New York Review of Books Replaces if Stone weekly or Bi weekly	3/15/48-10/24/49	X			L. C.
NEW YORK STAR	6/26/48-10/4/48	X			2/10/72 12 mths
NEW YORK TEACHER NEWS	1/22/44-1/18/64	X			
NEW YORKSKY DENNIK	11/30/46	X			
NEWS	7/15/51-12/16/54	X			
NEWS AND LETTERS	7/8/55-Present			X	Last 3 years.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NEWS AND VIEWS	Bulletin #8 No date-12/60	X			
NEWS BULLETIN (OF THE COMMITTEE ON MILITARISM IN EDUCATION)	10/39-12/39	X			
NEWS BULLETIN (THE NATIONAL COMMITTEE OF THE FATHERLAND FRONT-BULGARIA)	#1, 1947	X			
NEWS BULLETIN (PROGRESSIVE PARTY OF WORKING PEOPLE)	5/49	X			
NEWS BULLETIN (INTERNATIONAL ASSOCIATION OF DEMOCRATIC LAWYERS)	10/52-3/53	X			
NEWS-FACTS ABOUT THE SOVIET UNION TODAY	#45 April, 1954-#68 Sept., 1956	X			L.C.
NEWS FLASHES FROM CZECHOSLOVAKIA UNDER NAZI DOMINATION	6/18/40-10/1/46	X			
NEWS FLASHES FROM GERMANY	3/29/41-6/7/41	X			
NEWS FROM BEHIND THE IRON CURTAIN	Report dated 7/50-12/56	X			
NEWS FROM BELGIUM	9/20/41-9/1/45	X			
NEWS FROM BULGARIA	7/55-5/60	X			
NEWS FROM GERMANY	6/38-9/40	X			
NEWS FROM GREECE	11/11/44-1/10/45	X			
NEWS IN BRIEF (NOUVELLES BREVES)	6/5/52-5/26/59	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NEWS LETTER-PUBLISHED BY NEWS RESEARCH SERVICE, INC. L.A. CALIF.	5/10/39-12/10/41	X			
NEWS LETTER "NEW YORK LEAGUE FOR WOMEN SHOPPERS"	4/42-6/42	X			
NEWS LETTER OF THE INSTITUTE OF ETHNIC AFFAIRS, INC.	6/46-3-4/50	X			
NEWS LETTER SPOTLIGHT ON AFRICA	2/1/52-9/15/54	X			
NEWS OF AFRICA	7/15/42	X			
NEWS OF CHINA	5/47	X			
NEWS OF NORWAY	9/10/49-4/24/52	X			
NEWS OF SPAIN	3/10/45-1/18/46	X			L.C.
NEWS OF STATE, COUNTY AND MINICIPAL WORKERS	3/23/43-10/19/45	X			
NEWS OF WORLD LABOR	12/45-9-10-46	X			
NEWSLETTER GREATER BOSTON YOUTH LEAGUE	Vol. I #1 (No date)	X			
NEWSLETTER, THE (A SERVICE TO SOCIALIST)	5/10/57-9/10/66	X			
NEWSLETTER FROM BEHIND THE IRON CURTAIN	5/47-12/31/53	X			
NEWSLETTER OF THE INTERNATIONAL COMMISSION OF JURISTS	9/60	X			
NEWSLETTER OF THE UNITED INDEPENDENT SOCIALIST COMMITTEE, THE	5/59-Summer, 1959	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NEWSPAPER CLIPPINGS	Evansville Press dated 6/27/59 & Indianapolis Times dated 6/30/59.	X			
NEZAVISNA HRVATSKA DRZAVA (THE INDEPENDENT STATE OF CROATIA)	10/4/41-11/1/41	X			
NINETHEENTH CENTURY AND AFTER	9/20-12/50	X			
NIPPON TIMES	5/24/52	X			
NO MORE WAR	1/51-2-3/51	X			
NORDEN	6/24/43	X			
NORDLYSET	4/15/43	X			
NORTH-EASTERN AFFAIRS RESEARCH INSTITUTE	8/32	X			L.C.
NORTHERN NEIGHBOURS (NEIGHBORS)	12/56-1/68	X			
NORTHERN TRANSLATIONS SERVICE	1/57-3/57	X			
NORTHWEST REPUBLIC, THE	8/1/50	X			
NORWICH GUIDON, THE	2/8/23	X			
NOTICIAS DE HOY	8/13/48	X			
NOTRE DAME	Winter, 1964 Winter, 1965	X			
NOTRE DAME ALUMNUS	2-3/65-9/69	X			
NOTRE DAME (INSIGHT)	Spring, 1966 Spring, 1969	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
NOVO VREME (HOBO BREME)	8/48-2/50	X			
NOWE WIDNOKREGI	6/20/42-1/30/46	X			
NOWINY	4/12/46	X			
ORT BULLETIN	9/49	X			
OCCULT DIGEST, THE	4/40-5/41	X			
OFFICE AND PROFESSIONAL NEWS	3/39-4/43	X			
OFFICIAL GAZETTE	6/7/47	X			
OFFICIAL MOTOR VEHICLE DEPARTMENT BULLETIN	2/53	X			
OHIO SOCIALIST, THE	1/8/19-11/19/19	X			L.C.
OHIO SOCIALIST, THE (OHIO STATE COMMITTEE OF THE SOCIALIST PARTY-SOCIAL DEMOCRATIC FEDERATION)	4/60-7/61	X			
OHIO WORKS ORGANIZER	3/5/47-8/7/47	X			
OMLADINA (YOUTH)	4/7/49-4/26/49	X			
ON RECORD	6/1/55	X			
ONE (FORMERLY "THE PROTESTANT")	6/53-8/54	X			
ONE (LA., CALIF.)	6/53 (SNIF 6/8/70) thru 9/53	X			
ONE BIG UNION MONTHLY, THE	3/1/19-1/21			X	
ONE ONE NINE NINE DRUG NEWS	7/44-12/44	X			L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
*ONE ONE THREE NAUGHT NEWS	12/43-5/44	X			
OPEN COURT, THE	10/20-12/20	X			
ORANGEBURG CITIZENS COUNCIL, THE	2/13/56-4/2/56	X			
ORIENTAL ECONOMIST, THE	7/19/47-7/26/47	X			
OUR WORLD	10/47-7/50	X			
OUTLOOK	Spring, 1955	X			L.C.
P.A.C. BULLETIN	10/23/48	X			
(P.A.) PACIFIC ADVOCATE	11/4/44-2/1/46	X			
PACIFIC AFFAIRS	6/45-3/51	X			
PACIFIC COAST YOUTH RECORDER	8/55-2/56	X			
PACIFIC TRIBUNE	2/22/46-Present			X	last 3 years
PACIFIC VOICE, THE	10/20	X			
PACKINGHOUSE WORKER, THE	3/5/43-11/54	X			
PACKINGHOUSE WORKERS CHAMPION	1/13/44-10/24/45	X			
PAKISTAN	11/1/53	X			L.C.
PAN-AMERICAN, THE	10/50-11-12/50	X			
PAN-AMERICAN NEWS	9/12/40-12/18/41	X			
PAN AMERICAN UNION	9/46	X			
PAN-PACIFIC MONTHLY, THE	4/29-6-7/30	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
PANAMA CANAL AND THE CANAL ZONE	11/16	X			
PAR ATGRIESANOS DZIMTENE	5/55-4/58	X			
PARALLEL 50	1/11/51	X			L.C.
PARIS MATCH	3/21/53	X			
PARISER TAGESZEITUNG	1/17/40	X			
PARTISAN, THE	4/65 - Present			X	last 3 yrs.
PARTISAN REVIEW	4-5/35-9/48	X			
PARTMUNKAS (PARTY WORKER)	2/10/50	X			L.C.
PARTNERS	1/48-11/57	X			
PARTY AFFAIRS	8/57 - Present			X	last 10 yrs.
PARTY BUILDER, THE (STATE BULLETIN OF THE SOCIALIST PARTY OF WASHINGTON-EVERETT)	8/20/20			X	
PARTY BUILDER, THE (DISTRICT 2, CPUSA)	11/15/34-5/15/35	X			L.C.
PARTY BUILDER, THE (ISSUED BY THE ORGANIZATION AND EDUCATION DEPT. OF THE NATIONAL COMMITTEE, CPUSA)	4/39-2/43			X	
PARTY BUILDER, THE (NATIONAL EDUCATION DEPT. SOCIALIST WORKERS PARTY	8/44-3/47			X	
PARTY CAMPAIGNER	5/60-10/63			X	
PARTY NEWS	3/40-2/20/43			X	
PARTY ORGANIZER (WORKER (COMMUNIST) PARTY OF AMERICA)	4/27-12/43			X	

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
PARTY ORGANIZER INDEX	5/30-7/38			X	
PARTY VIEWS	4/4/44-4/25/44	X			
PARTY VOICE	3/53-4/58	X			
PATERSON PRESS, THE	12/12/35-9/24/36	X			
PATRA NEWS SERVICE	10/49	X			
PATTUGLIA (GUARD DUTY)	5/29/49	X			
PAX ET LIBERTAS	7-8/51---10-12/58	X			L.C.
PEACE A WORLD REVIEW (CANADIAN EDITION)	5-51	X			
PEACE A WORLD REVIEW (PARIS EDITION)	#21 11/16-22/50-Vol. II #24 3/1/51	X			
PEACE REPORTER, THE	9-10/53---4-5/54	X			
PEKING REVIEW	3/4/58 - Present			X	
PELLEY'S WEEKLY	1/15/36-11/25/36	X			
PENNSYLVANIA STATE FRATERNAL ORDER OF POLICE BULLETIN	9/49	X			
PENTRU PACE TRAINICA, PENTRU DEMOCRATIE POPULARA	9/22/50	X			L.C.
PEOPLE, THE	7/8/44-10/28/44	X			
PEOPLE'S AGE	8/15/47	X			
PEOPLE'S CHAMPION	6/1/51	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
PEOPLE'S CHINA	1/1/50-12/16/57	X			
PEOPLE'S CHINA	(Bound Volume) 7/1/50-12/16/50 II	X			
PEOPLE'S CHINA	(Bound Volume) 1/1/51-6/16/51 III	X			L.C.
PEOPLE'S CHINA	(Bound Volume) 7/1/51-12/16/51 IV	X			
PEOPLE'S CHINA	(Russian Language) 3/52	X			
PEOPLE'S DAILY WORLD	1/1/38-2/1/57			X	Since 1950.
PEOPLE'S LEGISLATOR, THE	1/62	X			
PEOPLE'S LOBBY BULLETIN	6/33-10/50	X			
PEOPLE'S NEWS	11/22/35-3/13/36	X			
PEOPLE'S NEWS, THE (FOAIA POPORULUI)	8/1/20-12/54	X			
PEOPLE'S PRESS (ACA EDITION)	4/23/38-8/13/38	X			
PEOPLE'S PRESS (ARTA EDITION)	7/18/36-4/9/38	X			L.C.
PEOPLE'S PRESS (CHICAGO EDITION)	11/2/35-11/26/38	X			
PEOPLE'S PRESS (NATIONAL EDITION)	12/3/38-3/29/41	X			
PEOPLE'S PRESS (NEW YORK EDITION)	8/20/38	X			
PEOPLE'S PRESS (U. E. & R. W. A. EDITION)	6/20/36-7/11/36	X			
PEOPLE'S VOICE (HELENA, MONTANA)	8/28/40-9/4/40	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
PEOPLE'S VOICE (NEGRO N. Y.)	4/4/42-4/24/48	X			
PEOPLE'S VOICE (NEW ZEALAND)	10/15/47-6/9/48	X			
PEOPLE'S VOICE (POLISH-AMERICAN LABOR WEEKLY)	2/13/43-10/9/48	X			
PEOPLE'S VOICE (WISCONSIN)	4/47-6/47	X			
PEOPLE'S WORLD	2/9/57 - Present			X	Since 1960.
PER UNA PACE STABILE, PER UNA DEMOCRAZIA POPOLARE (ITALIAN EDITION)	5/26/50-8/19/50	X			
PERSPECTIVES	#1 10/66-#9 9/68	X			
PHILIPPINES MAIL, THE	4/29/44	X			
PHILOSOPHY PROBLEMS-"VOPROSY FILOSOFII"	#2, 1953-#5-1953	X			
PHOENIX, THE	Vol. 1 #5, 3/69	X			
PICTORIAL OBSERVER (KEPES FIGYELO)	1/14/50	X			
PICTURE POST	1/17/53-2/7/53	X			
PILGRIM TORCH, THE	1/47-4/48	X			
PILOT, THE	3/20/36-1/56	X			
PINK REPORTER, THE	10/10/39-11/7/39	X			
PIONEER, THE (LOCAL 400 UAW-CIO HIGHLAND PARK, MICH.)	No. date	X			
PITTSBURCZANIN	6/21/46-10/25/46	X			

L.C.

L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
PITTSBURGH COURIER, THE	8/15/42-9/17/60	X			
PLAIN TALK	10/46-4/50	X			L.C.
POD ZASTAVOM INTERNACIONALIZMA (UNDER BANNER OF INTERNATIONALISM)	1/16/50	X			
POKOLENIE (GENERATION)	1/23/49-2/6/49	X			
POLAND	#1, 1954,- Present			X	last 12 mos
POLAND FIGHTS	6/5/41-6/30/42	X			
POLAND IN PICTURES	No date	X			
POLAND OF TODAY	8/46---7-8/51	X			
POLAND TODAY	1/50---7-8/51	X			
POLICE	5/41-3/44	X			
POLICE CHIEFS NEWS LETTER	11/46-1/49	X			
POLICE GAZETTE	8/20/47-9/10/47	X			L.C.
POLICE JOURNAL	12/31/48	X			
POLICE REPORTER, THE	12/47-1/48	X			
POLISH AMERICAN YOUTH COURIER	11/46-12/47	X			
POLISH REVIEW, THE	9/30/47	X			
POLISH TRADE UNION REVIEW	1-2-3/52-#1, 1956	X			
POLITICA	5/1/60-12/1-31/67	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
POLITICAL ACTION	9/43-12/43	X			L.C.
POLITICAL AFFAIRS	1/45 - Present — See Attached sheet			X	Since 1960
POLITICAL CORRESPONDENCE OF THE WORKERS LEAGUE FOR A REVOLUTIONARY PARTY	10/46	X			
POLITICAL GUIDE	4/12/45	X			
POLITICAL REPORTER, THE	2/55-6/55	X			
POLITICAL WARFARE INTELLIGENCE	4/55	X			
POLITICS	2/44-Winter, 1949	X			
POLITIKA	12/2/49	X			
POLL TAX REPEALER, THE	9/24/42-8/46	X			
POLONIA REPORTER	11/56---11-12/60	X			L.C.
POLISH PRESS AGENCY	4/3/45-5/15/46	X			
POLSKA POLOGNE POLAND	1950	X			
POPROSTU	1/31/49-2/7/49	X			
POR UNA PAZ DURADERA, POR UNA DEMOCRACIA POPULAR	6/9/50-12/7/51	X			
PORT-LIGHT (OFFICIAL ORGAN COMMUNIST PARTY U. S. A. (NEW YORK SEAMEN AND HARBOR WORKERS BRANCH)	10/14/40-3/1/42	X			
POST WAR WORLD COUNCIL (NEWS SERVICE)	2/42-11/42	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
POUGHKEEPSIE SQUARE DEALER	10/3/46-11/20/47	X			
POUR LA VICTOIRE	2/14/42	X			
POWER ELITE, THE-HARD BOUND BOOK	No date	X			
PRAGUE INTERNATIONAL FAIR, THE	9/11-18/49	X			
PRAGUE NEWS LETTER	8/24/46-12/23/67	X			
PRAVA (LONDON EDITION)	5/51-6/51	X			
PRAVA (RUSSIAN EDITION)	9/1/57-8/19/64	X			
PRESS MATERIAL SERVICE OF PUBLICATIONS GUIDE (KONYUTERJESZTO) SAJTOANYAGSZOLGALATA	#3,& #4, No date	X			
PRESS RELEASE (LEGATION OF THE HUNGARIAN PEOPLE'S REPUBLIC)	12/24/51	X			
PRESS RELEASE OF THE EMBASSY OF THE UNION OF SOVIET SOCIALIST REPUBLICS	2/48-2/17/48	X			
PRESS RELEASE-JOINT LEGISLATIVE COMMITTEE TO INVESTIGATE THE PUBLIC EDUCATION SYSTEM	12/3/41-12/10/41	X			
PRESS SERVICE OF THE LEGATION OF THE PEOPLE'S REPUBLIC OF BULGARIA	2/49	X			
PREVENT WORLD WAR III	5/44-#74 Summer, 1969	X			
PROBLEMS OF COMMUNISM	#1, 1952 - Present			X	last 3 years.

L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
PROBLEMS OF HISTORY	#12, Dec., 1952	X			L.C.
PROBLEMS OF THE PEOPLES OF THE USSR	#5, 1960 #27 Autumn, 1966	X			L.C.
PROGRESSIVE, THE (LA FOLLETTES' MAGAZINE)	9/27/41 - Present			X	Last 3 yrs.
PROGRESSIVE LABOR	1/62-- Present			X	Last 5 yrs
PROGRESSIVE VETERAN, THE	11/49---2-3/50	X			
PROGRESSIVE WORKER	7/65-Vol. 6#1 No date	X			
PROGRESSIVE WORLD	12/47-8/55	X			
PROLETARIAN, THE	5/18-7/31	X			
PROLETARIAN, NEWS	1/7/32-5/64	X			
PROPAGANDA	1/47-4/47	X			
PROPAGANDA ANALYSIS	10/37-10/27/41	X			
PROTESTANT	10-11/41	X			
PROTESTANT DIGEST	#1 Dec., 1938-7-8-9/51	X			L.C.
PUBLIC INTEREST, THE	#13 Fall, 1968-#17 Fall, 1969	X			
PUBLIC OPINION	11/17/50-12/15/50	X			
PUBLIC RECORD, THE	2/47-3/47	X			
QUARTERLY LIST OF SELECTED ARTICLES	7-8-9/49--1-2-3/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
QUEENSBORO VOICE, THE	6/5/33-10/17/33	X			
RCMP GAZETTE	3/15/47-12/15/51	X			
R. I. L. U. MAGAZINE	2/1/31-2/1/33	X			L.C.
R. W. R. REPORTER	12/15/41-6/42	X			
RACE RELATIONS LAW REPORTER	2/1/56-Winter, 1967	X			
RADAR-MLODZIEZ SWIATA	3-4/60-Vol. 6 #34 1965	X			
RADICAL REVIEW, THE	7/17-1-3/19			X	
RADIO DAILY-TELEVISION DAILY	12/11/53	X			
RADNICKA BORBA	11/19/42-3/22/45	X			
RAILROAD NOTES	1/38-12/47	X			L.C.
RAILROAD TRAINMAN, THE	9/47	X			
RAILROAD WORKERS JOURNAL, THE	4/42-12/47	X			
RAMPARTS	5/65 - Present			X	last 3 yrs.
RAYMODE DIEN	No date	X			
READER (FORMERLY "THE LAB")	4/54-5/54	X			
READER'S SCOPE	8/46-5/48	X			L.C.
REBEL, THE	4/33	X			
REBEL WORKER, THE	2/15/19-12/15/19	X			
RECORD, THE	12/2/39-12/16/39	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
RECORD WEEKLY, THE	11/18/39-3/2/40	X			
RECRUITER, THE	8/18/39	X			
RED FEATHER NEWS	5/13/47	X			
RED INTERNATIONAL (OF LABOUR UNIONS MONTHLY MAGAZINE)-FORMERLY R. I. L. U. MAGAZINE	4/33-5/33	X			
RED INTERNATIONAL OF LABOUR UNIONS, THE	10/28---4-5/30	X			L.C.
RED LABOR UNION INTERNATIONAL, THE (MOSCOW)	12/1/21-2/22	X			
RED STAR, THE (RUSSIAN EDITION)	10/27/39	X			
RED STAR (MOSINEE, WISCONSIN)	5/1/50	X			
REICHSTRIEGERZEITUNG	11/3/40	X			
RELEASE	Vol.0, #0 (Sample Copy)-11/14/41	X			
RELIGION IN COMMUNIST DOMINATED AREAS	7/31/64 - Present			X	Last 5 years.
REPORT OF LEGISLATIVE ACTIVITIES OF THE DEPARTMENT OF JUSTICE DURING THE 88TH CONGRESS 1963-64	2 in file	X			
REPORTER, THE	4/26/49-6/13/68	X			L.C.
RESEARCH BULLETIN ON THE SOVIET UNION	2/15/36-12/31/37	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
RESISTANCE OUVRIERE, LA	1/11/45-10/11/45	X			
RETAIL WHOLESALE & DEPARTMENT STORE EMPLOYEE, THE	9/9/42-6/49	X			
REVELATION	1/14/41-1/21/41	X			L, C.
REVERE, THE	1/57-4/59	X			
REVIEW, THE	Bound Vol. 2/1/40-12/23/40	X			
REVIEW, THE	2/1/40-8/18/41	X			
REVIEW (YUGOSLAV MONTHLY MAGAZINE)	11/64 - Present			X	Last 12 mos.
REVIEW AND FORECAST	9/43-12/43-1/44	X			
REVIEW OF THE BRITISH DOCKS STRIKES	12/49	X			
REVIEW OF INTERNATIONAL AFFAIRS	7/5/50-11/20/60	X			
REVIEW OF SOVIET BROADCASTS	Sect. I 7/21/49-2/50, Sect. II 3/50-12/51, Sect III 2/11/52-10/23/52	X			L, C.
REVIEW OF WORLD AFFAIRS	6/44-12/69	X			
REVISTA DE CRIMINOLOGIA Y POLICIA CIENTIFICA	2/49	X			
REVISTA ELEVILOR (STUDENTS MAGAZINE)	11/15/48-12/30/48	X			
REVOLT	3/26/38-5/3/41	X			
REVOLUTIONARY AGE, THE	11/16/18-6/21/19			X	

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
REVOLUTIONARY AGE, THE (INTERNATIONAL COMMUNIST STRUGGLE)	7/5/19-8/23/19			X	
REVOLUTIONARY AGE (ISSUED BY COMMUNIST PARTY U. S. A. - MAJORITY GROUP)	Bound Vol. I #1 11/1/29-Vol.I #10 3/15/30			X	
REVOLUTIONARY AGE (ISSUED BY COMMUNIST PARTY U. S. A. - MAJORITY GROUP)	11/1/29-1/2/32			X	
REVOLUTIONARY YOUTH MOVEMENT	10/69			X	
RE-VUE	6/37/8/37	X			L.C.
RICHARD COTTEN'S PROOF SHEET	8/66-10/66	X			
RIGHT	2/56-9/60	X			
RIGHTS	5/53 - Present			X	Last 3 years
ROAD OF THE PEOPLE TOWARD WORK, PEACE, EQUAL RIGHTS, DEMOCRACY, THE	7/55	X			
ROBITNYK	12/16/19	X			
ROBOTNKIK POLSKI	2/10/46-2/23/47	X			
ROMANIAN ECONOMIC NEWS	1/70 - Present	X			
ROMANIAN NEWS	12/47-12/9/53 (Up to "I" copies in file)	X			L.C.
ROMANUL AMERICAN	5/13/50-8/30-52	X			
ROOT AND BRANCH	Winter, 1962-#2 2/??62	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
ROSSIYA	3/22/42-4/8/50	X			
ROUMANIAN STUDENT, THE	11/8/48-1/9/48	X			
ROUMANIAN YOUTH, THE	11/18/48	X			L. C.
RUBICON, THE	10/31/42-12/56	X			
RUMANIA TODAY	#4 4/56 - Present			X	Last 12 mos.
RUMANIAN NEWS	5/30/48-9/25/49	X			
RUMANIAN REVIEW	5-6/48-#1, 1960	X			
RUNDSCHAU	5/5/33-8/25/38	X			
RUSSIA	10/1/44-6/58 (As many as "F" copies in 1944's)	X			
RUSSIA AT WAR	8/14/41-7/7/42	X			
RUSSIA TODAY	7/44--1-2/56	X			L. C.
RUSSIAN AFFAIRS	10/44-10/45	X			
RUSSIAN INDEPENDENCE, THE	6/55--4-5-6/56	X			
RUSSIAN LIFE	1/29/57	X			
RUSSIAN OBSERVER	6/55--5-6/58	X			
RUSSIAN REVIEW (RUSSIAN INFORMATION BUREAU, WASH., D. C.)	Bound Vol. I-9/15/23-6/15/24 Bound Vol. II-7/1/24-12/15/24	X			
RUSSIAN REVIEW (RUSSIAN INFORMATION BUREAU, WASH., D. C.)	Unbound-1/1/25-12/26	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
RUSSIAN REVIEW (RUSSIAN INFORMATION BUREAU, WASH., D.C.)	Bound & Unbound 9/15/23-12/26	X			L.C.
RUSSIAN REVIEW, THE (NEW YORK)	11/41-Present			X	Last 5 years
RUSSIAN REVIEW (SEE RUSSIAN OBSERVER)	1-2/55-4/55	X			
RUSSIAN STATE PARTY, THE	3/1/46-3/47	X			
RUSSIAN VANGUARD	#118, 1938-#224 1940	X			
RUSSIAN VOICE (RUSSKY GOLOS)	12/17/19-1/31/55	X			
RUSSIAN WAR RELIEF, INC.	11/6/41-3/29/43	X			
SSRS NEWSLETTER	4/59-10/61	X			
SAFEGUARDS AGAINST SUBVERSIVE ACTIVITIES	6/35-2/40	X			L.C.
ST. LOUIS POST DISPATCH	4/30/47	X			
ST. RITA'S MESSENGER	11/19	X			
SALONIKI GREEK PRESS	2/18/43-3/30/44	X			
SAN ANTONIO'S OLDEST NEWSPAPER, FOUNDED 1865	Filed under "Freie Presse Fur Texas"	X			
SAN JUAN STAR, THE	9/2/60-7/28/64	X			
SATURDAY EVENING POST, THE	7/15/50-5/3/52	X			
SATURN	Vol.II #1 1-2/56 1-2-3/58	X			
SCANLAN'S	3/70-Present			X	

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SCENES FROM RPR WORKERS' LIVES	No date (1950?)	X			L.C.
SCHISM	Summer, 1969-Present			X	
SCHWEIZER ZEITUNG SONNTAG	10/30/38-12/4/38	X			L.C.
SCIENCE & SOCIETY	Vol.1 #1 Fall,1936 Vol. XXXIII #4 Fall Winter, 1969			X	Last 5 yrs.
SCIENTIFIC WORLD	#1, 1957-Present			X	Last 5 yrs.
SEAMEN'S JOURNAL, THE	Bound Volume-Vols. 36-37 May, 1922-12/23, Bound Vol.-Vols. 42-43 1/28-12/29	X			
SEAMEN'S JOURNAL, THE	Unbound volumes-6/1/31-9/12/31	X			
SEAMEN'S JOURNAL, THE (COAST)	Large Publications Bound Volumes: 10/21/91-10/5/92 10/4/99-9/26/00 9/16/14-9/8/15 9/12/17-9/4/18 9/8/20-8/31/21 9/7/21-4/5/22	X			L.C.
SEATTLE DAILY CALL	10/11/17-4/22/18	X			
SECURITY GAZETTE	5/63-Present			X	last 3 years.
SECLECTIVE SOVIET ANNOTATED BIBLIOGRAPHIES	5/61-3/62 (Soviet Society) & (Asia, Africa & Latin America)	X			L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
MISCELLANEOUS PAMPHLETS ON HEARINGS OF THE VARIOUS CONGRESSES'	65 pamphlets	X			
SENTINEL, THE (CORRECT TITLE SHOULD BE "THE HAWAII SENTINEL")	8/31-39	X			L.C.
SENTINEL, THE (PUBLISHED BY THE INDEPENDENT LABOR LEAGUE)	5/15/42-7/1/46	X			
SEPIA	11/69-Present			X	
SERVICEMEN'S NEWSLETTER	3/45	X			
SEVEN DAYS IN POLAND	(#61) 5/4/58 (#85) 10/19/58	X			
SHANGHAI NEWS, THE	11/27/51-9/7/52	X			
SHAPE-UP	7/28/41-9/41	X			
SHIPMATES' VOICE	4-5/34-2/36	X			
SHOE AND LEATHER WORKER, THE	11/32-12/34	X			L.C.
SHOP TALK	4/26/41-9/20/41	X			
SHOWBUSINESS	5/12/52	X			
SIKRA (SPARK)	2/10/50	X			
SLAVONIC BULLETIN	9/3/41	X			
SLAVS	9/42-2/51	X			
SLOBODNA REC (FREE EXPRESSION)	12/2/41-8/1/46	X			
SLOVAK V AMERIKA	2/16/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SLOVAK NEWSLETTER	7-8/54-4/58	X			L.C.
SLOVAKIA	3/55-Present			X	Last 12 mos.
SLOVAKIAN, THE	2-5/49	X			
SLOVENSKY HLASNIK (SLOVAK HERALD)	6/27/46	X			
SOCIAL BUILDER, THE	5/18	X			
SOCIAL DEMOCRAT, THE	9-10/44-12/55	X			
SOCIAL FRONTIER, THE	11/36-6/39	X			
SOCIAL JUSTICE	4/17/36-4/6/42	X			
SOCIAL REVOLUTION	3/18	X			
SOCIAL SERVICE REVIEW, THE	6/27	X			
SOCIAL WELFARE	3/10/38	X			L.C.
SOCIALIST, THE	4/29/19-7/28/19	X			
SOCIALIST, THE (WASH.,DC.)	1/37-2/44	X			
SOCIALIST APPEAL (CHICAGO)	4-5/36-3/37	X			
SOCIALIST APPEAL (LONDON)	4/46-7/49	X			
SOCIALIST APPEAL (NEW YORK)	8/14/37-1/25/41	X			
SOCIALIST CALL	3/23/35-9/30-39	X			
SOCIALIST CALL, THE (FORMERLY "THE CALL")	9/58-Spring-62	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SOCIALIST INTERNATIONAL INFORMATION	6/2/56-8/20/66	X			
SOCIALIST LEADER	8/7/54	X			
SOCIALIST PARTY BULLETIN	8/1/19	X			
SOCIALIST REVIEW, THE (FILED FOLLOWING "THE AMERICAN SOCIALIST QUARTERLY"	1/32-11/35 Changed to:"The American Socialist Monthly" 3/36-5/37. Changed to:"The Socialist Review"-9/37-Spring, 1940	X			
SOCIALIST REVIEW	9/37-Spring, 1940	X			
SOCIALIST REVIEW (LONDON)	12/47-1/48	X			
SOCIALIST WORLD, THE	2/15/21	X			
SOJOURNER, THE	10/49	X			
SOLIA (THE HERALD)	3/25/51-9/20/53	X			
SOLIDARITY	7/47-12/52	X			
SOUL FORCE	Vol.1 #1 2/15/68-Vol.1 #6 8/15/68	X			
SOUTH	3/12/56-2/66	X			
SOUTH DEERING BULLETIN	4/11/57-3/26/59	X			
SOUTHERN COURIER, THE	10/16-17/65-12/7-8/68	X			
SOUTHERN DIGEST	1/56-9/56	X			

L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SOUTHERN EDUCATION REPORT	7-8/65-5/68	X			
SOUTHERN FARMER	11/47-9/48	X			L.C.
SOUTHERN NEWS ALMANAC, THE	2/1/40-9/4/41	X			
SOUTHERN NEWSLETTER	3/58-3-4/61	X			
SOUTHERN PATRIOT, THE	12/42-Present			X	last 3 yrs.
SOUTHERN SCHOOL NEWS	9/3/54-6/65	X			
SOUTHERN WORKER	Vol.1 #1 8/16/30-Vol.6 #17 9/37	X			
SOUTHERNER, THE	2/56-9-10/56	X			
SOUTH-WEST FREETHINKERS' NEWS, THE	6/54-7-8/54	X			
SOVIET AFFAIRS	5/52-5/59	X			L.C.
SOVIET BIBLIOGRAPHY	6/8/49-6/17/53	X			
SOVIET CULTURE BULLETIN	3/81-#10, 1931	X			
SOVIET CULTURE REVIEW	#1, 1932-#3-4,1934	X			
SOVIET HIGHLIGHTS	Vol.1 #1 8/59-Vol.II #7 7/60	X			
SOVIET LIFE (FORMERLY "USSR")	1/65-Present			X	last 3 yrs.
SOVIET LITERATURE	1/46-#4, 1961	X			L.C.
SOVIET MONITOR	6/8/48-4/20/50	X			
SOVIET NEWS	5/22/45-Present			X	Last 5 yrs.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SOVIET PERIODICAL ABSTRACTS	5/62	X			L. C.
SOVIET PRESS TRANSLATIONS	12/14/46	X			L. C.
SOVIET REVIEW, THE	8/60-Present			X	last 5 yrs
SOVIET RUSSIA	Bound Volume- Vol.I 6-12/19 Bound Volume- Vol.II 1-6/20 "Photo Stat.copies Bound Volume- Vol.III 7-12/20 could be destroyed Bound Volume- Vol.IV 1-6/21 Bound Volume- Vol.V 7-12/21 Bound Volume- Vol. VI 1-6/22	X			
SOVIET RUSSIA	(Unbound Volumes) 6/7/19-12/22	X			L. C.
SOVIET RUSSIA PICTORIAL	1/23-10/24	X			
SOVIET RUSSIA TODAY	Table of Contents- 2/32-4/43	X			
SOVIET RUSSIA TODAY	2/32-1/51	X			
SOVIET RUSSIA TODAY	Bound Volume- 1/37-12/37 Bound Volume- 1/38-12/38 Bound Volume- 1/39-12/39	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SOVIET RUSSIA TODAY (IMMEDIATE RELEASES)	Section 1 1/40-3/5/41	X			L.C.
SOVIET STUDIES	Vol.VI #1 7/54-Present			X	Last 3 yrs.
SOVIET UKRAINE	2/5/41-3/28/41	X			L.C.
SOVIET UNION	3/50-Present			X	Last 3 yrs.
SOVIET UNION REVIEW	1/27-7/34 Bound Volume-1/31-12/31 Bound Volume-1/33-12/33	X			
SOVIET WAR NEWS	7/14/41-5/19/45	X			
SOVIET WAR NEWS PHOTOGRAPHIC SUPPLEMENT	#1, No date-#12, No date	X			
SOVIET WAR NEWS WEEKLY	5/7/42	X			
SOVIET WEEKLY	5/31/45-11/26/64	X			L.C.
SOVIET WOMAN	11-12/45-#7, 1959	X			
SOVIETLAND	2/37-11/40	X			
SOZIALE REVOLUTION, DIE	6/37	X			
SPAIN	9/1/45-4/51	X			
SPAIN (NEW YORK)	11/1/37-10/41	X			
SPAIN TODAY (AND VOLUNTEER FOR LIBERTY)	8/46-1/52	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS-
SPANISH CULTURAL INDEX	6/1/58-3/1/53	X			
SPANISH INTELLECTUAL AID	Filed in folder of "Spanish Refugee relief"	X			L.C.
SPANISH REFUGEE RELIEF CAMPAIGN	10/14/38-3/30/40	X			
SPARK (PUBLISHED BY P.R. CLUB, COMMUNIST PARTY (EXPELLED))	4/47-5/48	X			
SPARK (WESTERN VOICE FOR REVOLUTION)	2/8/65-12/67			X	
SPARTACIST	10/64-Present			X	
SPARTACIST-WEST-THE FOLLOWING ISSUES ARE FILED IN "SPARTACIST"	7/9/66; 8/29/66; 9/30/66;6/27/69; & 8/22/69	X			
SPARTACIST-EAST-THE FOLLOWING ISSUE FILED IN "SPARTACIST"	10/69	X			
SPEAK-UP	6/56-10/3/56	X			
SPOTLIGHT	12/43-5/45	X			L.C.
SPOTLIGHT ON THE FAR EAST	2/47-10/50 plus 8 miscellaneous pamphlets. Also filed in this envelope is the: "Information Bulletin" 3/46-12/46	X			
SPOTS AND SPLASHES	1/1/40-6/19/40	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SPRAWA OKULICKIEGO I TOWARZYSZY	6/18-20/45	X			
SQUARE, THE (THE WESTWOOD VILLAGE SQUARES)	Vol.I #1 Spring, 1968-Vol.2 #1 1st Quarter, 1969	X			
STAATS-BEITUNG AND HEROLD	1/22/43-1/5/45	X			
STALIN TIEMES	2/5/41-2/23/41	X			
STANDARD, THE	12/49-10/51	X			
STATE DEPARTMENT BULLETIN	10/27/46-8/21/50	X			
STATE OF AFFAIRS	4/28/39-8/22/39	X			
STATE OF AFFAIRS (AN INTERPRETATION OF NEW YORK CITY AND STATE POLITICS, LEGISLATION, FACTS AND FIGURES)	9/37-10/39	X			L.C.
STATES RIGHTS ADVOCATE, THE (MONTGOMERY COUNTY CITIZENS' COUNCIL)	11/25/56-8/66	X			
STATISTICAL MONTHLY, THE	5-6/48-7-8/48	X			
STATISTICAL YEARBOOK OF NORWAY	1961	X			
STEEL LABOR	1/30/42-4/28/44	X			
STEEL AND METAL NOTES	Sec.I 12/36-10/39	X			
STRIKE BULLETIN	11/3/36-1/20/37	X			
STRUGGLE FOR FREEDOM, THE	8/21/54-10/54	X			
STRUGGLING RUSSIA	3/22/19-5/1/20	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
STUDENT ADVOCATE, THE	2/36-12/10/41	X			
STUDENT REVIEW	10/32-6/35	X			L.C.
STUDENT VOICE	7/52	X			
STUDIES IN COMPARATIVE COMMUNISM	Vol.1 #1&2 7-10/68 Present			X	
STUDIES IN INTELLIGENCE	Spring, 1961 removed from Pub. and filed in file #65-66944				
STUDIES ON THE LEFT	Vol.1 #2 Winter, 1960-Vol.7 #2 3-4/67			X	
STUDIES ON THE SOVIET UNION	Vol.I #1, 1961-Present			X	last 5 years
STURM LIEDER (STORM SONGS)	No date 1 in file	X			
SUMMARY OF WORLD BROADCASTS	Sect.I 7/8/49-Sect.VII 1/50-12/31/57	X			
SUNDAY DISPATCH	11/22/53-11/29/53	X			L.C.
SUPREME COURT (DECISIONS VS. SUPREME COURT OF UNITED STATES)	1938-1939 (Various miscellaneous envelopes on Court Decisions)	X			
SURVEY	8/62-Present			X	last 5 yrs.
SURVEY, THE	10/15/21 1 in file	X			L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
SURVEY, THE (CONTINUING SURVEY GRAPHIC)	1/49-5/52	X			
SURVEY GRAPHIC	11/26/21-12/48	X			
SURVIVAL	8/6/58-7/21/59	X			
SVETOVE	3/47-12/51	X			
SVOBODNAYA BOLGARIYA (FREE BULGARIA-(RUSSIAN))	10/7/48-10/21/48	X			
SVYAT (BULGARIAN)	4/9/49	X			
SWEDISH POST, THE (SVENSKA POSTEN)	3/25/43-11/9/49	X			
SWINGSHIFT	Vol.1 #1 Summer, 1951-Vol.1 #3 Winter-Spring, 1952	X			L.C.
SYNDICALIST, THE	1/1/13-1/15/13	X			
SZABAD MAGYARSAG (FREE HUNGARY)	12/44-1/45	X			
SZABAD MAGYARSAG (N.Y.)	7/58-2/20/64	X			
SZABAD NEP	1/5/50-6/11/50	X			
SZPILKI (PINS)	5/8/49	X			
TAB	3/55-7/25/55	X			
TABLET, THE	7/27/40-2/8/41	X			
TAGBLATT	12/8/40	X			
TAGKONYVCSEREVEL	1/11/48	X			
TARTOS BEKEERT, NEPI DEMOKRACIAERT	12/3/49-11/5/50	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
TCHAHAKIR	11/15/48	X			
TECHNICAL AMERICA (PUBLISHED BY FEDERATION OF ARCHITECTS, ENGINEERS, CHEMISTS & TECHNICIANS)	11/8/37-8/38	X			
TEEN LIFE	Winter, 1945	X			
TELEGRAM	8/39-5/40	X			
TELEGRAM CODZIENNY	12/12/19	X			
TELEPRESS	7/29/48-6/12/50	X			
TELERADIO	7/11/49-8/8/49	X			
TEMPO, THE	1/15/32-5/1/33	X			
TENNESSEE CITIZEN	3/56-5/56	X			
TEVYNE	4/9/43	X			
TEVYNES BALAS	#15 (390), 1961- #44 (627), 1963	X			
TEXAS CITIZENS' COUNCIL OF GREATER HOUSTON	Vol.1 #14 No date- 12/30/56	X			
TEXAS SURVEY (OF POLITICS, LABOR, & INDUSTRY)	9/45-1/46	X			
TEXTILE NOTES	12/36-4/39	X			
THINK WEEKLY	8/4/46-5/4/47	X			
THIS MONTH	Filed with publication: "Foreign Born"	X			

L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
THIS WEEK	9/8/46	X			
THRESHOLD	10/41-2/43	X			
TIESA (THE TRUTH)	1/1/42-12/15/42 (Translations for 7/15/42 -A- F copies)	X			
TIMBER WORKER, THE	8/28/41-1/15/42	X			
TIME, THE	9/11/49-10/9/49	X			
TIMES OF THE AMERICAS, THE	1/26/66-Present	X			
TIMES OF HAVANA, THE	5/19-22/61-12/15/65	X			
TODAY	10/6/50-1/57	X			
TODAY & TOMORROW	(Filed Under Trends & Tides) 1-2/45	X			
TODAY'S CHALLENGE	6-7/39-11-12/39	X			
TODAY'S OUTLOOK	5/46	X			
TODAY'S WORLD	11/47-12/47	X			
TOILER, THE (FORMERLY "OHIO SOCIALIST")	11/26/19-1/28/22 (very crumbly. As high as F copies in file)	X			
TOWARD SOCIALISM	5/1/48-10/10/49	X			

L. C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
TOWN TALK, THE	7/28/47	X			
TOWNSEND WEEKLY	10/7/35-11/4/35	X			
TRABAJO	9/8/45-10/15/45	X			
TRADE UNION COURIER	6/6/49-8/14/50	X			
TRADE UNION RECORD	3/29/41-4/5/41	X			
TRADES UNIONIST, THE	10/20/45-11/19/49	X			
TRANSITION (CHANGE)	9/43	X			
TRANSPORT BULLETIN	6/15/40-1-2/43	X			
TREASURY (BULLETIN OF TREASURY DEPT.)	1/42 & Package of 15 Miscellaneous Bulletins	X			L.C.
TREASURY (DECISIONS)	1/6/44-4/20/50	X			
TRENDS AND TIDES	1-2/45-Mid Spring; '50	X			
TRIBUNA (THE TRIBUNE)	9/51	X			
TIRBUNA POPULAR	7/30/48	X			
TRIBUNE	5/19/48-9/25/68	X			
TRIBUNE (BRITISH)	8/19/60-Present			X	Last 12 mos.
TRIDENT, THE	1-2/39-12/40	X			
TRINIDAD & TOGABO POLICE MAGAZINE	Vol.3 #1 6/51	X			L.C.
TRUD	10/16/48-2/19/49	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
TRUTH (RUSSIAN NEWSPAPER)	11/5/39-11/6/39	X			
TRUTH, THE	12/20/18-11/14/19	X			
TRUTH MAGAZINE	Vol. I #1 No date-Vol. I #4, 1958	X			
TRYBUNA LUDU	8/27/49	X			
TRYBUNA WOLNOSCI (TRIBUNE OF LIBERTY)	6/1-7/49	X			
TUESDAY MAGAZINE	9/65-11/66	X			
TURNING POINT	2/55	X			
TURNING POINT FOR PEACE-DEMOCRACY-SOCIALISM	7/48-9/58	X			
TWENTIETH CENTURY, THE	1/51-10/57	X			
UAW SOLIDARITY	Filed under: "Michigan UAW Solidarity"	X			
UCAPAWA NEWS	11/15/42-12/1/44	X			
UE NEWS	5/24/41-5/2/49	X			
UJ ELORE	2/23/22-2/24/22	X			
UJ VILAG (NEW WORLD)	1/6/50	X			
UN APPEL DU PARTI COMMUNISTE FRANCAISE	1949	X			
UN MONTHLY CHRONICLE	5/64-Present	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
URSS	3/23/57-1/15/64	X			
U. S. NEWS AND WORLD REPORT	8/17/56-3/29/57	X			
U. S. S. R.	8/56-11/64	X			
U. S. S. R. IN CONSTRUCTION	#3 (15), 1931-#12, 1949	X			
U. S. WEEK	3/15/41-1/3/42	X			
UKRAINIAN-AMERICAN, THE	5/43	X			
UKRAINIAN COLLECTIVE FARMERS	#14 (382) (? 2/6/41)- #21 (389)?	X			
UNCENSORED	9/7/40-12/6/41	X			
UNDER THE BANNER OF MARXISM	Vol.IX #3 9/35-Vol.X #1 2/36	X			LC
UNDERGROUND NEWS	12/31/38-8/15/39	X			
UNEMPLOYED AND RELIEF WORKER, THE	3/10/35-7/10/35	X			
UNIFORM CRIME REPORTS FOR THE UNITED STATES	Vol.XXIV #2, 1953	X			
UNION	5/1/48-7/8/50	X			
UNION, THE	7/6/42-6/67	X			
UNION NEWS SERVICE	8/10/36-3/15/43	X			
UNION NOW BULLETIN	7/39	X			
UNION POPULAR	12/20/46	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
UNION TELEGRAPHER, THE	2/36-11/36	X			
UNION VOICE	1/21/45-4/5/53	X			
UNIONIST, THE	7/16/21	X			
UNITEA	12/30/48	X			
UNITED AUTOMOBILE WORKER	1/1/38-7/1/42	X			
UNITED CHINESE PRESS	4/28/61-5/5/61	X			
UNITED MINE WORKERS OF AMERICA-DISTRICT 50 NEWS	1/15/42-9/15/45	X			
UNITED MINE WORKERS JOURNAL	8/1/47-1/15/51	X			
UNITED NATIONS NEWS	6/46-3/49	X			
UNITED NATIONS NEWSLETTER	11/49-3/50	X			L.C.
UNITED NATIONS REPORTER	4/50-7/55	X			
UNITED NATIONS REVIEW	8/55-4/64	X			
UNITED NATIONS WEEKLY BULLETIN	8/3/46-12/15/50	X			
UNITED RUBBER WORKER	4/37-11/44	X			
UNITED SHOE AND LEATHER WORKER	7/34-9-10/35	X			
UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT	No date	X			
UNITED STATES REPORT-4/55-11-12/55					
UNITED STATES REPORT (LONDON)	4/56-11/56	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
UNITY	8/24/44-12/14/44	X			
UNSER WORT	6/33-8/36	X			
UNSERE ZEIT	5/40-8/42 (Newspaper)	X			
UNSERE ZEIT	4/35-7/35	X			
UNZER VORT	10/45-11/45	X			
UUS ILM	11/4/47-3/15/49	X			
UZ SUGRIZIMA I TEVYNE	#1, 1955-#26,1957	X			
VANGUARD, THE	10/2/59	X			
VANGUARD, THE (OF LIBERTY AND DEMOCRACY)	9/39-6/40	X			
VANGUARD (TRADE UNION GROUP, COMMUNIST PARTY)	6/48	X			L.C.
VART LAND	11/3/51	X			
VENTURE	Vol.1 #1 Winter-Spring, 1954-Vol.3 #3, 1959	X			
VERADZNOUND	10/5/48	X			
VERDAD	1/50-5/50	X			
VESTNIK (HERALD)	7/10/48	X			
V. I. LENIN CENTRAL MUSEUM	1953	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
VICTORY BUILDER	3/7/44	X			
VIE NUOVE (NEW PATHS)	8/29/48-8/20/48	X			
VIESTNIK (AMERIKANSKY RUSSKY)	3/6/41-10/23/41	X			
VIET-NAM INFORMATION	6/7/54	X			
VILNIS (THE SURGE)	6/27/41-12/9/42	X			
VIRGINIA TROOPER, THE	10/50	X			L.C.
VIRGINIAN, THE	9/55-5-6/58	X			
VISTI Z URKAINI	#7, 1961-#50 (248) 1963 (As many as "I" copies in file)	X			
VOICE, THE	9/8/44	X			
VOICE OF THE COMMONWEALTH	11/1/43-1/15/45	X			
VOICE OF THE FEDERATION	9/26/35-8/2/41	X			
VOICE OF FREE RUSSIA	10/58-4/59	X			
VOICE ILWU	1/18/61-Present			X	last 12 mos.
VOICE OF INDIA	9/44-3/47	X			
VOICE OF LABOR, THE (LABOR COMMITTEE OF NATIONAL LEFT WING)	8/15/19-12/31/23	X			
VOICE OF LABOR, THE (JOINT COUNCIL OF THE SHOP COMMITTEE)	10/1/19-10/15/19	X			L.C.

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
VOICE OF LABOR, THE (COMMUNIST LABOR PARTY OF AMERICA)	11/1/19-4/20/20			X	
VOICE OF LABOR, THE (PUBLISHER: UNITED COMMUNIST PARTY OF AMERICA)	6/26/20-7/10/20			X	
VOICE OF LABOR, THE (CHICAGO, ILL.)	7/8/21-12/31/23			X	
VOICE OF LABOR (SOCIALIST PARTY, LOS ANGELES, CALIF.)	9/9/20			X	
VOICE OF LABOR (NEW YORK)	6/1/33-4/15/34	X			
VOICE OF THE MARINE COOKS AND STEWARDS ASSOCIATION OF THE PACIFIC COAST CIO	9/27/41-3/25/43	X			
VOICE OF THE MEMBERS MARINE COOKS' AND STEWARDS' OF THE PACIFIC COAST CIO	9/12/41-11/22/41 (G copies in file)	X			
VOICE OF THE PROTEST-DEMONSTRATION AT STUTTGART	5/15/49	X			
VOICE OF RUSSIA, THE (GOLOS ROSSII)	2/26/56-10/28/56	X			L.C.
VOICE OF THE UNCONQUERED	3/43-4/43	X			
VOKS	#7-9, 1931-#10 (105), 1956	X			
VOLKISCHER BEOBACHTER	1/12/36-12/22/40	X			
VOLKSSTIMME	8/44-1/46	X			
VOLKSSTIMME (ORGAN DER KOMMUNISTISCHEN PARTEI OSTEVIEICHS)	9/8/45-10/20/45	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
VOLKSWILLE	3/4/32-2/33	X			
VOLKS-ZEITUNG	8/15/42	X			
VOTTSFRONT (THE PEOPLE'S FRONT)	11/35	X			
VOLUNTEER FOR LIBERTY, THE	Bound Volume- 5/24/37 Book #862				
	Bound Volume- 5/24/37 Book #329	X			
	Bound Volume- 5/24/37 Book #996				
	Bound Volume- 5/24/37 Book #413				
VOLUNTEER FOR LIBERTY	(Unbound Volumes) 6/1/37-11/7/38 (Spain)	X			
VOLUNTEER FOR LIBERTY, THE (NEW YORK)	5/38-4/29/53	X			L.C.
VOLUNTEER FOR LIBERTY, THE (LONDON)	6-7/41-6/46	X			
WFSW BULLETIN	2/55-8/56	X			
WACHTER UND ANZEIGER	11/21/42-6/12/44	X			
WAR AND POST-WAR	10/43-11-12/44	X			
WAR AND THE WORKING CLASS	6/1/43-5/15/45	X			
WARRIORS' TRAIL, THE (HADAK U TJAN)	#593/54-#62 6/54	X			
WASHINGTON AFRO AMERICAN	9/26/42-9/11/43	X			
WASHINGTON AND YOU	Vol. 1 #1 2/55- Vol. 1 #3 4/55	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
WASHINGTON DAILY NEWS	4/7/48	X			L.C.
WASHINGTON MONTHLY, THE	2/69-Present			X	Last 12 mos.
WASHINGTON NEW DEALER	10/29/42-1/21/42	X			
WASHINGTON NEWS BEAT	4/61-5/66	X			
WATERFRONT WORKER	2/18/35-2/24/36	X			
WAY IN AMERICA, THE	4/40-11/30/41	X			
WAYLAND'S MONTHLY	9/01-4/15	X			
WEEKLY LETTER COMMENTARY	6/4/60-9/30/61	X			
WEEKLY PEOPLE	8/13/21-3/27/65	X			L.C.
WEEKLY REVIEW	8/26/41-7/6/43	X			
WEEKLY SURVEY OF THE NEGRO PRESS	1/9/41-8/12/44	X			
WELT POST	11/20/40	X			
WELTWACHT DER DEUTSCHEN	#9 5/38-#10 5/38	X			
WEST COAST SAILORS	1/3/41-9/21/51	X			
WEST SIDE HERALD	4/6/44-5/4/44	X			
WESTERN SOCIALIST, THE (PORTLAND, OREGON)	1/30/19-2/27/19			X	
WESTERN SOCIALIST, THE (BOSTON, MASS)	11/39-9-10/54	X			L.C.
WESTERN VOICE	3/16/44	X			
WESTERN WORKER	1/1/32-12/30/37	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
WESTERNER, THE	11/29/47-9/11/48	X			
WHEELS	10/1/46-10/15/46	X			
WHITE AMERICA, INC.	9/28/55-10/9/56	X			
WHITE AMERICAN NEWS SERVICE	9/55-5/60	X			
WHITE SENTINEL, THE	2/52-11-12/68	X			
WIE ADOLPH HITLER DER FUHRERWURDE	Copyright 1933	X			
WISCONSIN VOICE OF LABOR	12/15/34-5/20/35	X			
WITNESS, THE	9/28/44-11/13/47	X			L. C.
WOLNA POLSKA	3/1/43-8/15/46	X			
WOMEN OF THE WHOLE WORLD	7/51-#11, 1963	X			
WOMEN'S VOICE	11/7/57-11-12/62	X			
WOODEN SHOE, THE	3/4/63	X			
WORK	4/9/38-12/31/38	X			
WORKER, THE (GLASGOW)	12/17/21	X			
WORKER, THE	2/2/22-1/12/24			X	
WORKERS AGE	1/23/32-9/24/32	X			L. C.
WORKERS AGE (NEW YORK)	6/15/33-1/25/41	X			
WORKER'S CHALLENGE, THE (NEW YORK)	1/16/21-8/8/21			X	
WORKERS CHALLENGE	2/25/22-9/23/22			X	

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
WORKER'S CHILD, THE (LONDON)	9/26-6/28	X			
WORKER'S CHILD, THE (NEW YORK)	4/33-5-6/34	X			
WORKER'S COUNCIL, THE	4/1/21-12/15/21 "H" copies in file	X			
WORKERS DEFENSE BULLETIN	11/40-Fall, '49	X			
WORKERS DEFENSE LEAGUE	3/13/41-8/21/46	X			
WORKERS INTERNATIONAL REVIEW	2-3/57-6-7/57	X			
WORKERS MONTHLY, THE	11/24-2/27	X			
WORKERS NEWS	9/23/31-4/20/32	X			
WORKERS STAR	7/5/46-4/2/48	X			L.C.
WORKER'S VOICE	3/15/33-6/17/33	X			
WORKERS WORLD	12/54-6/56	X			
WORKERS WORLD	3/59-Present	X			
WORKING WOMAN, THE	5-6/28	X			
WORKING WOMAN, THE (CENTRAL, COMMUNIST PARTY)	3/33-12/35	X			
WORKMAN AND PEASANT	11/8/19	X			
WORLD, THE	5/23/19	X			
WORLD	10/18/46	X			
WORLD AFFAIRS	1/56-3/56	X			
WORLD EVENTS	5/5/44-Winter, 1953	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
WORLD GOVERNAMENT SPONSOR	8-9/55	X			L.C
WORLD FOR PEACE AND DEMOCRACY	6/39-7/39	X			
WORLD MARXIST REVIEW	9/58-Present			X	Last 5 yrs.
WORLD NEWS	1/2/54-12/22/62	X			
WORLD NEWS AND VIEWS	7/2/38-12/19/53	X			L.C
WORLD NEWSLETTER	5/1/46-11/5/49	X			
WORLD POLITICS	4/52-Present			X	Last 3 yrs.
WORLD SERVICE	1/15/34-10/1-15/40	X			
WORLD STUDENT NEWS	Vol.3 #3, 1949-Vol.14 #5 Summer, 1960	X			
WORLD STUDENT NEWS	8/13/50	X			
WORLD SURVEY	11/41-5/42	X			L.C
WORLD TODAY, THE	7/45-7/61	X			
WORLD TRADE UNION MOVEMENT	5/49-1/68	X			
WORLD TRADE UNION NEWS	5/1/54	X			
WORLD YOUTH	1/1/38-5/25/40	X			
WORLD YOUTH REVIEW	1/39-8/39	X			
WORLDVIEW	2/60-Present			X	
X-RAY, THE	7/5/41-12/20/41	X			L.C
Y. C. I. REVIEW	9/23-11/24	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
Y. C. L. BUILDER	10/23-Vol.II #4, 1936	X			
YES	Spring, 1967 Winter, 1968	X			
YOUNG COMMUNIST REVIEW	9/36-12/39	X			
YOUNG COMRADE	12/23-11/28	X			L.C.
YOUNG DEMOCRAT, THE	10/46	X			
YOUNG LIFE	#1 Summer, 1945- #2 Summer, 1945	X			
YOUNG PIONEER	2/29-12/30	X			
YOUNG SOCIALIST	10/57-Present			X	last 3 yrs.
YOUNG SOCIALIST ALLIANCE DISCUSSION BULLETIN	Vol.7 #1 7/63 Vol.7 #6, 8/63	X			
YOUNG SOCIALIST MAGAZINE, THE	8/18-12/18	X			
YOUNG WORKER (CALIFORNIA SUPPLEMENT)	No date	X			
YOUNG WORKER, THE (FORMERLY "YOUTH")	3-4/22-4/28/36	X			L.C.
YOUNG WORKER, THE (LONDON)	10/23-6/30/28	X			
YOUNG WORKER (CANADA)	7-8/28	X			
YOUNG WORKER (WEST COAST SUPPLEMENT)	Vol.1 #1 9/12/34- Vol.1 #8 1/30/35	X			
YOUNG WORKER (CHICAGO, ILL.)	4/39-12/39-1/40	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
YOUR INVESTMENTS	12/42-2/47	X			
YOUR SON	3/41-7/41	X			
YOUR WORLD	3/47	X			
YOUTH	2/22	X			
YOUTH NEWS	4-5/48	X			
YOUTH NOTES	1/53-2/56	X			L, C
YOUTH OF THE WORLD	SNIF (5/18/70)	X			
YOUTH REVIEW	Spring, 1953	X			
YUGOSLAV EMBASSY INFORMATION OFFICE	6/7/49-3/50	X			
YUGOSLAV FACTS	10/12/55	X			
YUGOSLAV FACTS & VIEWS	10/22/55-1/23/70	X			
YUGOSLAV FORTNIGHTLY	1/20/49-9/15/50	X			
YUGOSLAV LIFE	1/60-Present			X	
YUGOSLAV NEWS BULLETIN	11/28/62-4/6/70	X			
YUGOSLAV NEWSLETTER	2/20/50-10/51	X			
YUGOSLAV REVIEW	1/52-Vol.7 #10 Special Final Edition (1957	X			L, C
ZA POVERNENNYA NA BATKIVSHEHINU	#56 (72), 1956- #85 (472), 1960	X			
ZA VOZVRASHCHENIE NA RODINU	#72 (88), 1956 (12/56)- #64 (835), 1964	X			

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	DESTROY	MICROFILM	RETAIN	COMMENTS
ZA VYARTANNE NA RADZIMU (RETURN HOME)	#74, 1956-#43 (728), 1963	X			
ZAJEDNICAR	7/30/41-6/4/52	X			
ZASAVSKI TEDNIK	4/28/55-7/7/56	X			
ZASAVSKI VESTNIK	7/21/48-4/20/55	X			
ZEITSPIEGEL	7/15/44-6/2/45	X			
ZEMEDELSKO ZNAME	9/21/48-2/22/49	X			
ZIELONY SZTANDAR (GREEN BANNER)	6/5/49	X			
ZPRAVY CESKOSLOVENSKE TISKOVE KANCELARE	1/25/46-11/26/46	X			

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LIST OF PUBLICATIONS THAT IS ON MISS [redacted] LIST (712B DB) THAT I COULDN'T FIND IN PUBLICATIONS FILES ARE AS FOLLOWS:

1. American Conservative Union Publications, The - September, 1969 - Present
2. Informaciones De Cuba
3. Review of Politics
4. Vanguard (American Workers Communist Party)
5. The Nation - Filed in Bureau Library
6. Publisher's Weekly - Filed in Bureau Library
7. Review of Politics

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan

FROM : R. D. Cotter

SUBJECT: PUBLICATIONS
RECORDS BRANCH, FILES AND
COMMUNICATIONS DIVISION

1 - Mr. Sullivan
1 - Mr. Mohr
1 - Mr. Tavel
1 - Mr. Brennan
DATE: 6/11/71

1 - Mr. O.T. Blalock
1 - Mr. J.W. Marshall
1 - Mr. Branigan
1 - Mr. Cotter
1 - Mr. Gray
1 - Mr. G.C. Moore
1 - Mr. Shackelford
1 - Mr. Wannall

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Beaver
Tele. Room
Holmes
Gandy

Destruction of Bureau Property - General

Reference memorandum J. W. Marshall to Mr. Tavel 3/17/71 requesting Domestic Intelligence Division to critically review our current publications holdings with a view to reducing publications retained to those actually needed. This memorandum pointed out that over 200 5-drawer cabinets are currently tied up housing publications.

As time has permitted during the past several months, the Publications File has been thoroughly reviewed by knowledgeable personnel of Domestic Intelligence Division. It was determined that a number of cutbacks can be made to conserve file space. For example, a number of the publications now maintained consists of foreign-language material which has not even been translated and is not used in any way. A good deal of this was collected during World War II, much of it of German origin. In addition, we can eliminate a number of other publications which have no current value to the Bureau nor any foreseeable use, such as union periodicals, political journals, and propaganda material issued by foreign countries. In a number of instances we can retain recent issues (last 12 months) of publications which could be of reference value but eliminate outdated issues. This would apply to periodicals which are useful to our supervisory staff in staying abreast of current developments in the new left, racial or nationality fields but which have little or no permanent value, such as the "AFL-CIO News," or "Dissent." In the event back issues of these periodicals are ever required, they could most likely be secured either through the Library of Congress or the publishers.

Publications which have real historic value, such as early Communist Party material published in the U.S. during the early 1920s or before will be kept as well any material which is indexed (a very negligible fraction). Special mention should be made of the "Daily Worker" published by the Communist Party, USA, from 1924 to 1968. We have copies of all issues of

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RECORDS

UNRECORDED COPY FILED IN

this publication; however, they are not bound but instead are individually folded and filed separately in exhibit envelopes. Examination revealed that the older copies of this publication are in very bad shape and are frequently torn and badly frayed. The Library of Congress has a full set of these issues in bound form, and, in fact, when the Bureau has needed this publication for prosecutive purposes we have obtained certified copies from the Library of Congress. Accordingly, we do not believe it necessary to retain all of the older issues of this publication, but we will only keep those subsequent to 1950.

Inquiry of appropriate officials of the Library of Congress has disclosed that they are interested in receiving any publications the Bureau disposes of through the Exchange and Gift Division of the Library of Congress. This unit will review our publications and keep those of use.

ACTION: see serial 1076

The Records Branch is being separately furnished a detailed compilation of publications maintained in the Publications File with appropriate notations as to whether they should be retained or disposed of. Arrangements will be made to turn over to the Library of Congress those publications which are no longer of value to the Bureau.

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6/15

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 3-17-71

FROM : J. W. Marshall

SUBJECT: PUBLICATIONS
RECORDS BRANCH, FILES AND COMMUNICATIONS DIVISION

0 Destruction of Bureau Records - General

Publications, consisting of newspapers, magazines, periodicals, pamphlets, booklets, books and other material are presently maintained in the Files and Communications Division for utilization as source and reference material, particularly by the Domestic Intelligence Division. Results of a survey presently being conducted indicates a substantial number of these publications is seldom utilized and therefore the attached compilation was made for the purpose of facilitating a review being performed by the Domestic Intelligence Division in an effort to purge those items which no longer possess any intelligence, historical or reference value. This material presently occupies 214 five-drawer legal size cabinets. It is necessary that a critical and thorough analysis and evaluation be made at this time in order to reduce our publications' holdings to a minimum commensurate with the needs of the Bureau.

RECOMMENDATION:

see serial 1076

That the attached compilation of publications as presently maintained in the Files and Communications Division be referred to the Domestic Intelligence Division for appropriate analysis and review.

Enclosure - see serial 1076

OTB:csa
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REC- 36

JUL 1 1971

RECORDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-82 BY SP4EW/cal

53 JUL 8 1971

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Rosen
Tavel
Walters
Soyars
Beaver
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 7-1-71

FROM : J. W. Marshall

SUBJECT: PURGING OF PUBLICATIONS
RECORDS BRANCH
FILES AND COMMUNICATIONS DIVISION

Destruction of Bureau Records - [illegible]

Referenced memorandum of W. M. Felt to Mr. Tolson 6-16-71 which advised that publications recommended for purging be examined by Mr. Felt and he concurred with Domestic Intelligence Division (DID) proposals that those publications so indicated be turned over to the Library of Congress, and that the remaining publications be retained in accordance with specific annotations appearing on the compilation of publications. Mr. Felt recommended that Files and Communications Division be authorized to proceed with the purging proposed by DID; that back copies of the "Daily Worker" be retained for ten years only; that back copies of "Political Affairs" be retained for ten years only; and that all extra copies of any retained publications be destroyed. These recommendations were approved by the Director.

Accordingly, on 6-28-71, Mr. Nathan Einhorn, Chief, Exchange and Gift Division, Library of Congress, Washington, D. C., advised his agency was willing to accept delivery of publications being disposed of by the Bureau. He pointed out that he had no available means or the manpower at this time to arrange for the transfer of this material and, therefore, requested that delivery be made in four shipments, spaced about two weeks apart to allow for handling and processing by his office. He explained that sufficient space is not presently available to accommodate cabinets; therefore, it will be necessary for the publications to be placed in boxes.

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He stated that any proposed schedule for delivery would be acceptable so long as the deliveries are spaced to allow for handling of the material. He advised that delivery arrangements should be made through Mr. [redacted] (extension 5310), Receiving and Routing Section, Library of Congress. He noted the material should be delivered to the truck receiving platform, street level, Library of Congress Annex, with at least a few hours' advance notification given

REC 20 66-3286-1079

1 - Mr. Felt
1 - Administrative Division
1 - Domestic Intelligence Division
OTB:jtn:bpr
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DATE 8-20-82 BY SP4 ELW/CAR

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to Mr. [redacted] He pointed out that Mr. [redacted] could explain the exact location and point of delivery. Mr. Einhorn concluded that it would be most acceptable to his agency if delivery of the boxed publications is completed within ninety days.

Transfer of publications approved in referenced memorandum will be effected through arrangements presently being made by the Administrative Division with the material being boxed by Files and Communications Division employees and other assistance being rendered by employees of this division where necessary. This transfer of publications will result in approximately 180 five-drawer filing cabinets being reclaimed for future use. This space is badly needed to provide for expansion purposes.

RECOMMENDATION:

For information.

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July 1, 1971

66-3286 -

CONFIDENTIAL

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[redacted]

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DATE 8-20-82 BY SP4EWJ
Cal

[redacted]

[redacted]

[redacted]

RA

KA

66-3286-

June 18, 1971

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Thank you for the suggestion that a particular procedure which is in use in the office to which you are assigned be extended to include certain instances where reports are now required. Consideration is being afforded this proposal and I will let you know of the final decision in the matter.

The interest and initiative you displayed in submitting your idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 22
JUN 18 1971
FBI

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2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:das
(6)

(Suggestion 929-71 dated 6/16/71)

NOTE: Suggests current WFO procedure in submitting results of negative record checks on a "no number" basis by returning the order letter to Bureau bearing a stamp containing the results be extended to using the "no number" basis where the results must be set out in report form. Further, suggests this system be extended to include the reporting of credit and police checks on applicants and relatives where all results are negative but submission of results in report form are required. Suggests also that these

(NOTE Continued on Page 2)

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Holmes
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MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 66-3286-2077-

Current practice or rule continued

in the report of another office for dissemination to the interested agency. However, after the deadline when the investigative material developed to date has been disseminated to the interested agencies, WFO is required to prepare its negative checks in a form suitable for dissemination. Additionally, in most cases in which credit and police agencies are checked communications suitable for dissemination are prepared. In these instances file numbers are assigned and files maintained under the regular destruction procedures.

Advantages of suggestion and annual savings continued

Bureau 10/21/68. It is noted that this handling will in no way decrease accountability since the identity of the persons making the checks will be set out in the details of the report.

Mr. Mohr 6/29/71

J. J. Casper

Destruction of Bureau Records

LEADS
SUGGESTION 929-71 SUBMITTED BY [redacted] b6 b7C
MR.
WASHINGTON FIELD OFFICE

Suggests the current procedure at WFO whereby results of negative record checks are handled by the "no number" system and the order letter to the Bureau is stamped with the results be extended to those cases where the results are set out in report form. Further, suggests this system be extended to include the reporting of credit and police checks on applicants and relatives when all results are negative but submission of results in report form is required. Proposes these files be destroyed after 60 to 120 days in accordance with the present practice of handling "no number" cases.

When a negative agency check is reported before the deadline, a stamp form is currently used which provides the Bureau with the necessary information to be included in the report of another office for dissemination to the interested agency. After the deadline when the investigative material developed to date has been disseminated to the interested agencies, WFO is required to prepare its negative checks in a form suitable for dissemination. In most cases in which credit and police agencies are checked, communications suitable for dissemination are prepared. In these instances, file numbers are assigned and files maintained under the regular destruction procedures.

This proposed procedure would provide a savings in preparation of file records and in the handling and storage of closed files. The record check unit of WFO applicant squads has been preparing an average of 10 reports a day in category. This system complies with the Bureau's expressed desire to extend s systems as stated in Bulet 1/24/68 captioned "Destruction of Bureau Property." It also would provide for the destruction of preexisting numbered files containing only negative record checks in Training Schools and FBI NA Applicants (1) and Departmental Applicant (77) classifications as approved by the Bureau 10/21/68.

66-3286-

Enclosure
1 - Mr. Mohr
1 - Bufile 66-18938
(1) - Bufile 66-3286
ML:das
(5)

53 JUL 13 1971

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CONTINUED - OVER

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This handling will in no way decrease accountability since the identity of the persons making the checks will be set out in the details of the report.

Inspection Division felt the system should be extended as proposed and Special Investigative Division had no objection to its adoption provided there is no change in submission of results of such record checks to the Bureau in form suitable for dissemination. Due to these observations, it is felt the idea should be approved for use by WFO.

RECOMMENDATION: That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact. His idea has been acknowledged by prior letter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Rosen

DATE: June 3, 1971

FROM : Mr. Campbell

1 - Mr. Rosen
1 - Mr. Shroder
1 - Mr. Campbell
1 - Mr. Browning
1 - Mr. Conrad

SUBJECT: MEDBURG
DESTRUCTION OF BUREAU RECORDS - GEN'L

PURPOSE: To advise you of the results of our efforts to identify Xerox Models 660 and 2400 machines used to copy stolen Media documents and request permission to destroy the copies obtained from suspect machines that did not show identifiable characteristic marks.

FACTS: During the investigation of the Media, Pennsylvania, Resident Agency burglary, examination of surfaced Xerox copies of stolen FBI documents revealed that specific markings were noted on some of the copies. It was determined that a Xerox Model 660 left a specific mark as did a Xerox Model 2400 machine and extensive efforts have been made to locate these two suspect machines. As of this date over 4,500 Xerox samples have been obtained and examined by the FBI Laboratory with negative results. These samples are currently being stored in the FBI Laboratory and no longer serve any useful purpose. Destruction of these samples would save space. The various field offices will maintain records as to the identities of Xerox machines examined.

ACTION: If approved, the FBI Laboratory will be advised to destroy the previously examined Xerox samples. This request was coordinated with SAC Roy K. Moore at Philadelphia and he has no objection to the destruction of these samples.

CBjr:bkc

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66-3286

Copies Destroyed 188 7.20.71

NOT RECORDED
102 JUL 26 1971

66 JUL 28 1971

ORIGINAL FILED IN 94-5871-2354

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 9-13-71

FROM : J.W. Marshall

SUBJECT: PURGING OF PUBLICATIONS
RECORDS BRANCH
FILES AND COMMUNICATIONS DIVISION

Reference my memorandum dated 7-1-71, advising that Library of Congress was willing to accept delivery of Bureau publications which no longer possess any historical, investigative or research value, and that arrangements have been made for delivery of these items.

On 9-13-71, final delivery of 98 boxes of publications was made to the Receiving and Routing Section of the Library of Congress. A previous delivery of 220 boxes of publications was made 7-27-71 for a total of 318 boxes. A total number of 186 five-drawer, legal size cabinets were reclaimed representing recovery of approximately one thousand square feet of badly needed space in the Records Branch in the Identification Building.

RECOMMENDATION:

For information.

OTB:jtw
(3)

ST 101

REC-55 62-32867-1880

15 SEP 22 1971

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54 SEP 28 1971

Employee Suggestion
FD-257 (Rev. 9-11-59)

#8812

b6
b7C

Date
8-12-71

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Files & Communications

SUGGESTION

That file copies of name check requests now in Bureau file 62-5 (Name Checks) received prior to February, 1964, from [redacted] on which there was no record (NR), no identifiable information (NI) or no pertinent information (NP) be removed from file and destroyed after being deindexed, provided no derogatory information was submitted on the request received from [redacted]. These [redacted] name check requests are usually in letter form furnishing name, birth, b7D residence and other identifying data (samples on page 3). (62-5-17156 is sample of type to be retained because of derogatory information.)

Destruction of Bureau Property - CONFIDENTIAL

Current practice or rule (Include manual citation as well as facts) Present general rule followed by Name Check Section of General Investigative Division concerning name check requests which result in NR, NI or NP is to appropriately stamp the request and return to the

(Continued on page 2)

Advantages of suggestion and annual savings (Include basis for estimate) Adoption of this suggestion would reclaim valuable filing space by eliminating numerous index cards in General Index Unit and considerably reduce the volume of file material in Bufile 62-5 in the Filing Unit of Files and Communications Division. There are 238 sections of Bufile 62-5 dated prior to February, 1964, to be reviewed. As an example, section 223 contains 45 serials of [redacted] name check requests (list of sample serials attached) of type covered by this suggestion and each request contains at least one name with seven of these requests having 25 names each. Adoption of this suggestion would also eliminate some file reviews and file locates.

b7D

CLASS. BY SP4ELW/cal
REASON-FCIM II, 1-2.4.2
DATE OF REVIEW
8-20-82

Disadvantages of suggestion

None, except cost and employee time required to accomplish the purge of this material from Bufile 62-5 and the General Index.

b6
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DECLASSIFIED BY AUC 60290 BCE/DCG/ymw
ON 10/10/03

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]
Signature and Title of Suggester File Supervisor

Recommendations and comments of Division Head

ENCLOSURE

See page 2.

22 SEP 15 1971

LWB:jtw:bpr (7)

Signature and Title

(Do not write in this space - for Bureau use only)

66-3286

Let. of ack, memo Cooper to Mohr mL: dao 8-25-71
mL: dao 8-17-71
ENCLOSURE

SEP 27 1971

Let. of app. mL: dao 8-26-71

NOT RECORDED
167 SEP 20 1971

CONFIDENTIAL w/o Enc

62-5-373 18

ORIGINAL FILED

Employee Suggestion
Submitted by: [redacted] b6 b7C

CONFIDENTIAL

CURRENT PRACTICE OR RULE

requester. No copy is kept in Bufiles in the absence of any possible interest to Bureau. This practice with respect to [redacted] name check requests has been in effect since February, 1964. Suggestion involves [redacted] name check requests b7D submitted prior to February, 1964, when a duplicate copy (original) of such NR, NI or NP requests was filed and indexed in Bufile 62-5. The net effect of practice then was to make a record of the fact that the Bureau had no record, thus adding names to indices and serials to files that are of no benefit to the Bureau.

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD

Favorable. This suggestion has merit and adoption is recommended. A similar purge of White House name check requests of this type was suggested by SA George H. Scatterday, 12-23-69, and approved by memorandum J. J. Casper to Mr. Mohr dated 1-9-70 (62-5-35303 and 62-5-35487). The views of General Investigative Division should be obtained concerning Miss [redacted] suggestion.

b6 b7C

CONFIDENTIAL

b7D

Sample [redacted] Serials [redacted] 62-5, Section 223

Serials: 17039
17040
17041
17042
17043
17045
17046
17047
17048
17049
17050
17059 - 25 enclosures
17060 - 25 enclosures
17061 - 25 enclosures
17062
17072
17073
17074
17075
17076 - 25 enclosures
17077 - 25 enclosures
17080
17081
17082
17083
17084
17085
17086
17087 - 25 enclosures
17088
17092
17118
17122
17134
17135
17136
17137
17149
17150 - 25 enclosures - 24 acknowledged as NI
Retain enclosure number 25
17151
17152
17153
17155
17157
17158

CONFIDENTIAL

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Classified by SP4ELW/cal
Declassify on: OADR 7/14/83

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BY SP4ELW/cal
DATE 8-20-02

DECLASSIFIED BY AUC 60290 BCE/DCS/ ymw
ON 10/10/03

See 62-5-17156 for sample of type to be retained because of derogatory information.

CONFIDENTIAL

ENCLOSURE 66-3286

ENCLOSURE

FORM NO. 1 5010-106
2 EDITION
GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr b6 b7C DATE: 8/25/71

FROM : J. J. Casper

SUBJECT: NAME CHECKS
SUGGESTION 88-72 SUBMITTED BY
MISS [redacted]
FILES & COMMUNICATIONS DIVISION CONFIDENTIAL b7D

Destruction of Bureau Property - Item

SUGGESTION: That file copies of name check requests now in Bureau file 62-5 (Name Checks) received prior to February, 1964, from [redacted] on which there was no record, no identifiable information or no pertinent information be removed from file and destroyed after being deindexed, provided no derogatory information was submitted on the request received from [redacted] These requests are usually in letter form furnishing name, birth, residence and other identifying data.

CURRENT PRACTICE: Present practice by Name Check Section, General Investigative Division, regarding these types of checks is to appropriately stamp the request and return to the requester. No copy is kept in our files in absence of any possible interest to Bureau. This practice has been in effect since 1964. This idea involves requests submitted prior to that time when a duplicate copy (original) of such requests was filed and indexed in Bufile 62-5. This "no record" material added names to indices and serials to file that are of no benefit to Bureau.

ADVANTAGES: Suggester advises we would reclaim valuable filing space by eliminating numerous index cards in General Index and volume of material in file. There are 238 sections of Bufile 62-5 dated prior to February, 1964, to be reviewed. As an example, section 223 contains 45 serials of [redacted] name check requests of this type and each one contains at least one name with seven of these requests having 25 names. Approval of this idea would also eliminate some file reviews and file locates.

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DISADVANTAGES: None, except cost and employee time required to purge this material from file and cards from index.

OBSERVATIONS: Files and Communications Division recommended approval of this proposal.

DECLASSIFIED BY 4UC 60226 BCE/DCG/gmc ON 10/10/03

CLASS. BY SP4 EWL/cp
REASON FCIM II 2.4.2 3
DATE OF REVIEW 8-20-82

Enclosure

1 - Mr. Mohr
MLL:das
(3)

62-5 SEP 27 1971

CONFIDENTIAL

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NOT RECORDED
167 SEP 20 1971

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ORIGINAL FILED IN 62-116395-1

Memo Casper to Mo[illegible] b6 b7C
Re: Name Checks
Suggestion 88-72 Submitted by
Miss [redacted]
Files & Communications Division

CONFIDENTIAL

General Investigative Division advised this suggestion would eliminate some file reviews and locates and in addition make space available in Filing Unit and General Indices. It is similar to other ideas made and adopted in the past and no disadvantages are apparent. This Division recommended adoption.

Training Division has no objection to such action.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter be forwarded to the suggester advising her of this fact. The idea has been acknowledged by prior letter.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to place the idea into effect.

noted in Records Branch, 7+C Div. 4B

CONFIDENTIAL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 9-27-71

FROM : J. W. Marshall JWM

SUBJECT: DESTRUCTION OF RECORDS-
DESERTER INQUIRIES

Recently it was approved (42-00-1528) that we discontinue filing notifications from armed forces advising of return of military personnel to military control unless individual had been subject of a deserter investigation, or had been listed as deserter in NCIC or Identification Division records. It was also approved that such material already in file be deindexed and destroyed. In connection with handling latter project, it has been observed that there are numerous communications from field requesting to be advised only if individual is wanted as a deserter-fugitive. Typical communication is one where field advised that mother of a girl believed boy her daughter was dating was a deserter. If individual was not listed in deserter index and if inquiry at appropriate branch of military revealed he had not been declared a deserter, communication was filed in Deserter-General, 42-0. An index card was prepared on individual's name. Various offices also have sent in list of names of possible deserters. These names were also indexed even though determination made individual was not a deserter.

It is estimated there are large number of names in 42-0 which have been indexed in this fashion, which have no contemporary value, and which can be purged while handling afore-mentioned project. Recent inquiries of this type should however, be temporarily retained as individual could have been absent without leave but not yet declared a deserter. Military could, after he has been absent in excess of 30 days, submit request for investigation to locate him. This field inquiry would contain information as to his recent whereabouts and it is felt inquiries should not be purged unless they are over six months old so that information would be available in event request received to locate him as a deserter. As these inquiries are in effect, "no

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62 OCT 20 1971

DESTRUCTION OF BUREAU RECORDS - GENERAL

record name check requests" which we have archival authority to destroy, further archival authority for destruction is not needed.

RECOMMENDATION:

That inquiries from field as to whether an individual is a deserter be destroyed if over six months old provided individual was not identified as a deserter. (Corresponding index cards will also be destroyed.)

W/c ST. 9/28

gbe

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Sullivan

FROM : A. Rosen

DATE: June 29, 1971

1 - Mr. Sullivan
1 - Mr. Rosen
1 - Mr. Shroder
1 - Mr. Bolz
1 - Mr. Shanley
1 - Mr. Mohr
1 - Mr. Callahan
1 - Mr. Tavel
1 - Mr. Casper

SUBJECT: PROPOSED STREAMLINING IN PREPARATION AND RETENTION OF BUREAU MATERIAL

Destruction of Bureau Property - General

Reference is made to memorandum Casper to Mohr dated 6/24/71, captioned as above, setting forth the following five proposals regarding preparation and retention of Bureau material: (1) Mandatory destruction of channelizing memoranda following submission of reports or letterhead memorandum or when information is of no further value; (2) That only two copies of lengthy channelizing memorandum be prepared reporting material of interest to other offices allowing for additional copies to be prepared at the discretion of the receiving offices; (3) In view of modern duplicating equipment available throughout the field, that only one copy of investigative reports be prepared for the office of origin and/or auxiliary offices in the absence of a specific need for more; (4) That leads be set out by letter or airtel, particularly in major cases, rather than report if the complete report is not needed; (5) Include classifications relating to gambling categories to the new destruction rule which permits auxiliary offices to retain only cover and/or synopsis page(s) of investigative reports in security matters, five years subsequent to the date the cases were referred upon completion to the office of origin.

The suggestions proposed in referenced memorandum regarding the preparation and retention of Bureau material have considerable merit and would result in the saving of space. The General Investigative Division has no objection to those proposals, however, it is suggested that the option set forth in suggestion number four be stressed. To repeat, suggestion number four is "That leads be set out by letter or airtel, particularly in major cases, rather than report if the complete report is not needed" (emphasis added). It is felt that in many cases, the identity of which may be left to the reporting office, the lead covering office should have the

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ORIGINAL FILED IN 66-12966-272

benefit of the complete background in the matter so that the office will not be relegated to a "lead coverer" but will have the full information available to conduct the appropriate investigation.

RECOMMENDATION: That the suggestions proposed by the Training Division be adopted.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Mohr

DATE: June 24, 1971

FROM : J. J. Casper

SUBJECT: PROPOSED STREAMLINING IN PREPARATION AND RETENTION OF BUREAU MATERIAL
Destruction of Bureau Property - General

SYNOPSIS

There is a critical need for additional space and filing equipment in many of our field offices. The Inspection and Training Divisions have concentrated efforts to relieve this undesirable space situation and feel that further constructive streamlining of existing record retention rules could be accomplished as follows: 1) Mandatory destruction of channelizing memoranda following submission of reports or letterhead memorandum or when information is of no further value; 2) That only two copies of lengthy channelizing memorandum be prepared reporting material of interest to other offices allowing for additional copies to be prepared at the discretion of the receiving offices; 3) In view of modern duplicating equipment available throughout the field, that only one copy of investigative reports be prepared for the office of origin and/or auxiliary offices in the absence of a specific need for more; 4) That leads be set out by letter or airtel, particularly in major cases, rather than report if the complete report is not needed; 5) Include classifications relating to gambling categories to the new destruction rule which permits auxiliary offices to retain only cover and/or synopsis page(s) of investigative reports in security matters, five years subsequent to the date the cases were referred upon completion to the office of origin.

The Inspection Division has conducted in-depth studies and on-the-spot analysis and feel that the above proposals would have practical application throughout the field consistent with good records management. After analyzing these findings, the Training Division concurs.

1 - Mr. Mohr
1 - Mr. Sullivan
1 - Mr. C. D. Brennan
1 - Mr. Callahan
1 - Mr. Dalbey
1 - Mr. Felt
1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Tavel
1 - J. E. Reilly
TAK:jms
(12)

62 JUN 30 1971

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42 JUL. 7 1971

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ORIGINAL FILED IN 77-9016-1-99
DECLASSIFIED BY SP4GLW
ON 8-20-82

Memorandum Casper to Mohr
Re: Proposed Streamlining in
Preparation and Retention
of Bureau Material

RECOMMENDATIONS:

1. That this memorandum be referred to the Domestic Intelligence Division, General Investigative Division, Special Investigative Division, and Files and Communications Division for views and comments.

2. If favorable action is recommended, that the Training Division be authorized to prepare appropriate manual revisions.

I agree ST 6/24

Memorandum Casper to Mohr
Re: Proposed Streamlining in
Preparation and Retention
of Bureau Material

DETAILS

In July, 1970, a file destruction program was implemented to allow auxiliary offices to destroy files in 62 nonsecurity classifications five years subsequent to the date cases were referred upon completion to office of origin, providing material was of no further value and was not evidentiary in nature. The Inspection Division has closely followed this destruction program. A very substantial savings in space and filing equipment has been accomplished throughout the field, with no adverse effects on sound field office administration.

There is a critical need for additional space and filing equipment in many of our field offices. The Inspection and Training Divisions have carefully analyzed existing retention rules, many of which were formulated prior to the advent of modern duplicating equipment which is now available throughout the field, and it is believed our current reporting requirements can be revised requiring fewer copies prepared benefiting the offices. The Inspection and Training Divisions have concentrated efforts to relieve this undesirable space situation and feel that constructive streamlining of existing record retention rules could be accomplished without impairing our investigative operations, as follows:

1. Make it mandatory that channelizing memoranda be destroyed following submission of reports or letterhead memorandum (LHM) or when information is of no value to the report or LHM. Current regulations instruct that channelizing memoranda in criminal cases and security cases may be destroyed following submission of reports or LHMs in nonprosecutable espionage and nationalistic tendency cases. Channelizing memorandum in security cases may also be destroyed when they have not been included in a report or LHM because the information is of no value to the report or LHM.

2. That only one or two copies of lengthy channelizing memoranda be prepared reporting material of interest to other offices, and clearly indicate next to name of the receiving office the page containing information pertinent to that office and note on the cover page that distribution of material to the field office files is left to the discretion of the receiving office. Presently, copies of memoranda are usually prepared for each subject mentioned therein.

Frequently, individuals named merely attend a meeting and play no important role, and are merely identified in the lengthy channelizing memorandum. In addition to the preparation of a lengthy channelizing memorandum in such instances it is believed advantageous for the reporting office to attach a one page memorandum listing the names of all individuals who were merely in attendance and had no important function. This would greatly facilitate the handling of such information by the auxiliary office and drastically reduce unnecessary material to be filed.

3. In view of the modern duplicating equipment available throughout the field, that only one copy of investigative reports be prepared for the office of origin and/or auxiliary offices in the absence of a specific need for more. If leads are set out, adequate copies should be prepared. Under current regulations in the majority of our classifications, at least two copies of pending reports are prepared for the office of origin and the auxiliary offices regardless of their need. Classifications 62, 66 and 100 (individuals) require that three copies of reports be prepared for the office of origin and in most instances only one copy is needed. During the recent New York Inspection, the Inspection Division presented this proposal to the security supervisors of the New York Office and they unanimously agreed that it would be advantageous to reduce the preparation of reports to one copy in security matters in the absence of a specific need for additional copies.

4. That leads be set out by letter or airtel rather than report if the complete report is not essential. Frequently in major cases, lengthy reports are prepared and sent to many offices with general leads such as a request to contact all sources, to conduct credit and criminal checks, etc., when a brief letter would suffice. A study by the Inspection Division revealed that two copies of a 1-inch report to all offices is 10 feet of material to be stored, or the equivalent of one full five-drawer cabinet of material. Frequently reports are much thicker than 1 inch.

5. Include classifications relating to gambling categories to the new destruction rule which permits auxiliary offices to retain only cover and/or synopsis page(s) of investigative reports in security matters, five years subsequent to the date cases were RUC'd. The remaining portions of the reports are destroyed. Good judgment should

be used in the destruction of this material, and reports representing cases of an important nature or cases which are considered to be of some value to the auxiliary office would not be destroyed merely because they are five years old, and index cards are retained under the existing 20-year rule for reference purposes.

The Inspection Division has conducted in-depth studies and on-the-spot analysis during recent field office inspections and felt that the above proposals would have practical application throughout the field consistent with good records management. After analyzing these findings, Training Division concurs.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : Mr. Gale

DATE: March 16, 1971

FROM : A. A. Staffeld

SUBJECT: DESTRUCTION OF Bureau Records FILES AND RECORDS General
#649-71

Reference is made to memorandum Mr. Casper to Mr. Mohr, February 26, 1971. It is noted this communication advises of a file destruction survey with reference to 62 non-security type classifications which resulted in a file destruction rule permitting auxiliary offices to destroy all but the Synopsis of reports in cases five years or more old. The index cards are not destroyed and as a consequence, should there be any future need for the information destroyed, same can be promptly obtained from the office of origin.

The 62 non-security classifications surveyed did not include any of the gambling or criminal intelligence categories. It would appear that additional savings may be accomplished in applying the same file destruction rule to the gambling categories. It is therefore suggested that a survey be conducted by the Training and Inspection Divisions in a number of offices and the views obtained of appropriate field personnel looking toward the possible adoption of this same rule with respect to the following categories supervised by the Criminal Intelligence and Organized Crime Section of the Special Investigative Division:

92 - Anti-Racketeering (Criminal Intelligence)
143 - Interstate Transportation of Gambling Devices
144 - Interstate Transportation of Lottery Tickets
162 - Interstate Gambling Activities
165 - Interstate Transmission of Wagering Information
166 - Interstate Transportation in Aid of Racketeering

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
8-20-82 EX-112 SHEW/GAL

REC-38 66-3296-108
12 NOV 2 1971

listed on Suggested for statistical purposes

1 ENCLOSURE

1 - Mr. Sullivan
1 - Mr. Mohr
1 - Mr. Casper
1 - Mr. Gale
1 - Mr. Staffeld
1 - Mr. Tavel
1 - MR. FELT

NOV 8 1971

AAS:rad
(7)

CONTINUED - OVER

Memorandum to Mr. Gale
Re: Destruction of Files and Records

168	- Interstate Transportation of Wagering Paraphernalia
172	- Sports Bribery
179	- Extortionate Credit Transactions

ACTION:

If approved, it is suggested this be referred to the Training and Inspection Divisions for further consideration.

RM NO. 10
EDITION
REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: February 26, 1971

FROM : J. J. Casper

SUBJECT: ~~X~~ DESTRUCTION OF FILES AND RECORDS GENERAL

DESTRUCTION OF BUREAU RECORDS

During calendar year 1970, file destruction rules were streamlined in auxiliary offices to the extent that 62 non-security classifications could be destroyed five years after the cases were referred upon completion to the office of origin (RUC). Prior to the approval of this destruction rule, 18 field offices were surveyed to determine the immediate savings in filing space and equipment in the event such a destruction procedure was placed into effect. The results of this survey disclosed an estimated immediate savings of 381 linear feet per office, which is equivalent to 18 seven-shelf filing units per office. An additional savings would be realized on an annual basis as this material becomes five years old.

Since the adoption of the above file destruction rules, the Inspection Division has closely followed the implementation of this rule throughout the field. The Inspection Division has enforced this rule to such an extent that there has been a curtailment of requests for additional space and equipment for the storage of closed files.

The Training and Inspection Divisions have studied existing file and serial retention rules in the field, and feel the following procedures could be placed into effect consistent with good records management: Retain only cover and/or synopsis page(s) of investigative reports in security matters in auxiliary offices, five years subsequent to the date cases were RUC'd. The remaining portions of the reports would be destroyed. Good judgment should be exercised in the destruction of this material, and reports representing cases of an important nature or cases which are considered to be of some value to the auxiliary office should not be destroyed merely because they are five years old. The responsibility for the destruction of this material would rest with the Agent supervisory personnel. Index cards would be retained under existing 20-year rule. In the event name checks made reference to destroyed material, the office of origin could be contacted and copies of reports or pages therefrom could be duplicated and furnished to the requesting office. A form could be designed to facilitate the transmission of this material.

66-3286-1071

ST-10 REC-79

12 MAR 12 1971

1 - Mr. Sullivan
1 - Mr. C. D. Brennan
1 - Mr. Callahan
1 - Mr. Felt
1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Tavel
1 - Mr. Jenkins
1 - J. E. Reilly
TAK:jms
(11)

CONTINUED - OVER

66-3286-1072

ENCLOSURE

DECLASSIFIED BY 60322 UC BAW/LCW 20-89

gtt

ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION GTT:pjc 3/4/71

Attached memorandum recommends that in security cases in auxiliary offices where cases have been referred upon completion to the office of origin, five or more years previously only cover and/or synopsis pages need be retained. This would not apply to cases of important nature or those deemed to be of some value to the auxiliary offices.

COMMENTS OF DOMESTIC INTELLIGENCE DIVISION:

This Division sees no objection to the attached recommendation. The procedure outlined above has been followed in 62 nonsecurity classifications and found to effect substantial savings of space without injuring investigative operations. Domestic Intelligence Division feels that the extention of this procedure to security cases would not seriously affect operations of this Division.

chr

Memorandum from J. J. Casper to Mr. Mohr
Re: Destruction of Files and Records

To illustrate the potential of the proposed destruction rule, an on-the-spot analysis was made during the current Chicago Inspection and a partial survey disclosed that where Chicago was the auxiliary office in security organization matters, material representing approximately 50 to 60 file cabinet drawers could be destroyed if the proposed destruction rule was placed into effect.

RECOMMENDATION:

That this memorandum be referred to the Domestic Intelligence Division, General Investigative Division, Special Investigative Division, and Files and Communications Division for views and comments.

See D.I.D. addendum

Return to 5302

RA

66-3286 -

October 14, 1971

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-82 BY SP4EWL

Mr. Moss Lee Innes
The American Embassy
Ottawa, Ontario, Canada

Dear Mr. Innes:

Thank you for the suggestion concerning the disposition of certain files. This proposal is being evaluated by the interested divisions at the Seat of Government and I will let you know of the final decision in the matter.

The interest which prompted you to give me the benefit of your thoughts on this subject is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 22
OCT 15 1971
FBI

1 - Ottawa (Suggestion file)
1 - Mr. E. S. Miller (Attention Foreign Liaison Desk)
1 - Personnel file of Legat Moss Lee Innes

MAL:jej
(6)

(Suggestion 225-72 dated 10/7/71)

NOTE: Suggests all files in Deserter and Selective Service cases be destroyed when one year old even if subject located in Canada. Foreign Policy Manual provides for destruction after one year if "future activity" cannot be reasonably anticipated. Future activity can reasonably be anticipated in all of above matters; however, space limitations make it mandatory to seek relief.

Referred to Domestic Intelligence and Special Investigative Divisions for views and recommendations.

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24 NOV 3 1971

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ORIGINAL FILED IN

Employee Suggestion
FD-282 (Rev. 9-11-59)

#225-42

Date: 10/7/71

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	MOSS LEE INNES	OTTAWA, ONTARIO, CANADA

SUGGESTION

That all files in the 42 and 25 classifications be destroyed when one year old even if subject located in Canada. Foreign Policy Manual provides for destruction after one year if "future activity" cannot be reasonably anticipated." Future activity can reasonably be expected in all of the above matters;however, space limitation makes it mandatory to seek relief.

SPI Destruction of Bureau Property - Gen.

Current practice or rule (Include manual citation as well as facts) Files maintained indefinitely as future activity can reasonably be expected in each case where subject located in Canada (Foreign Policy Manual, VI L, Page 13).

Advantages of suggestion and annual savings (include basis for estimate)

Ottawa Office now has four full drawers in both 42 and 25 classifications and number of referrals to Ottawa continues unabated. Above recommendation would eliminate an estimated six file drawers which are badly needed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-82 BY SP4 EW/cal

Disadvantages of suggestion

Office of Origin, when making supplemental request, would have to furnish Ottawa a summary of background information for handling new request. Thisis generally done at present time anyway.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss Moss Lee Innes
Signature and Title of Suggester

Recommendations and comments of Division Head MOSS LEE INNES, LEGAL ATTACHE

Moss Lee Innes
Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-

NOT RECORDED
42 OCT 18 1971

OCT 18 1971

(2 Xerox 10/18/71 JMW)
Cwojcik mlj 10/14/71

ORIGINAL FILED IN 42-00 36 7539

Mr. Mohr 10/21/71

J. J. Casper

SUPERVISION - DESERTERS
SUGGESTION 225-72 SUBMITTED BY
LEGAT MOSS LEE INNES, OTTAWA OFFICE

SUGGESTION: That all files in Deserter (42) and Selective Service (25) classifications be destroyed when one year old even if subject located in Canada. Foreign Policy Manual provides for destruction after one year if "future activity cannot be reasonably anticipated." Future activity can reasonably be expected in all of the above matters; however, space limitation makes it mandatory to seek relief.

CURRENT PRACTICE: Files are maintained indefinitely as future activity can reasonably be expected in each case where subject located in Canada.

ADVANTAGES: Ottawa Office now has four full drawers in both 42 and 25 classifications and the number of referrals to Ottawa continues unabated. Approval of this idea would eliminate an estimated six file drawers which are badly needed.

DISADVANTAGES: Legat Innes states the office of origin, when making supplemental request, would have to furnish Ottawa a summary of background information for handling the new request. This is generally done at the present time anyway.

OBSERVATIONS: Domestic Intelligence Division had no objection to approval since Ottawa has a severe space problem.

Special Investigative Division pointed out that under the present procedures no actual leads are set forth in Deserter and Selective Service matters for Ottawa, however, information relating to the possible presence of a fugitive in these classifications in Canada is furnished by letterhead memorandum (LHM) for information. In view of this procedure, this Division recommended the idea be approved. As noted, any supplemental information furnished Ottawa after the files

Destruction of Bureau Property - General

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED 8-20-82 BY SP4ELW/CAL

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NOT RECORDED
176 OCT 29 1971

Enclosure
1 - Mr. Mohr
1 - Bufile 25-00
1 - Bufile 66-3286
ML:alz
(5)

CONTINUED - OVER

ORIGINAL FILED IN

have been destroyed would necessarily include repetition of background information. It was recommended that Part I, page 50b, of the FBI Handbook for Special Agents be amended to show destruction of these files after one year if the idea is adopted.

Due to the above views, Training Division has no objection to approval of this procedure for the Ottawa Office. It is noted the Manual of Rules and Regulations, Part II, Section 4, pages 14 and 34 will also need revision.

RECOMMENDATIONS: 1. That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact. The idea has been acknowledged by prior letter.

2. On approval, this memorandum will serve as authority for the Manuals Desk, Training Division, to take appropriate action.

October 22, 1971

PERSONAL

66-3286-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-82 BY SP4EWJCAL

Mr. Moss Lee Innes
The American Embassy
Ottawa, Ontario, Canada

Dear Mr. Innes:

Reference is made to your suggestion concerning the disposition of certain files. It is a pleasure for me to advise you this proposal is being adopted and steps are being taken to place it into effect.

I want to thank you for the interest which led you to bring this matter to my attention.

MAILED 8
OCT 26 1971
FBI

Sincerely yours,
J. Edgar Hoover

1 - Ottawa (Suggestion file)
1 - Mr. E. S. Miller (Attention Foreign Liaison Desk)
1 - Personnel file of Legat Moss Lee Innes
MLML:alz
(6) (Suggestion 225-72)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, ML:alz, dated 10/21/71, re: Supervision - Deserters, Suggestion 225-72 Submitted by Legat Moss Lee Innes, Ottawa Office.

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. E. S. Miller

FROM : R. L. Shackelford

SUBJECT: MAY DAY DEMONSTRATIONS, 1971
WASHINGTON, D. C.
IDENTIFICATION MATTER

1 - Mr. J. P. Mohr
1 - Mr. A. Rosen
1 - Mr. T. E. Bishop
DATE: 10/4/71
1 - Mr. D. J. Dalbey
1 - Mr. L. M. Walters
1 - Mr. E. S. Miller
1 - Mr. A. W. Gray
1 - Mr. R. L. Shackelford
1 - Mr. W. H. Floyd
1 - Mr. H. A. Grubert

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PURPOSE:

To recommend disposal of Xerox copies of fingerprint cards representing arrests during 1971 May Day Demonstrations.

DETAILS:

Memorandum L. M. Walters to Mr. Mohr dated 9/3/71, captioned as above, advised that original fingerprint cards of 8943 individuals arrested by the Metropolitan Police Department (MPD) during the 1971 May Day Demonstrations have been returned to the MPD after federal court order nullified use of same except for verification of identity. Identification Division furnished Domestic Intelligence Division sampling of Xerox copies for intelligence assessment and final disposition.

Since the arrests represented by those fingerprint cards or the information contained thereon cannot be utilized in disseminative communications, they cease to have any useful intelligence value. To maintain these records would necessitate an unnecessary expenditure of clerical and valuable file space. Additionally, since the disclosure of this information would be a violation of a federal court order, the potential for embarrassment to the Bureau outweighs any known value that could result from its maintenance.

The MPD has indicated that in cases where final dispositions are made, it would return fingerprint cards to our Identification Division for incorporation in the regular criminal file. WFO is following the MPD to insure that this is being done.

HAG:rsm (11)

Continued - Over

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O DESTRUCTION OF BUREAU RECORDS - GENERAL

Memorandum to Mr. E. S. Miller
Re: MAY DAY DEMONSTRATIONS, 1971

In the end, the Bureau will receive information regarding many of the arrests resulting from the 1971 May Day Demonstrations. Such information will have intelligence value and will be able to be reported to interested agencies.

RECOMMENDATION:

Since it is not feasible from an intelligence standpoint to retain these Xerox copies of fingerprint cards, it is recommended that the 8943 cards of individuals arrested during the 1971 May Day Demonstrations be disposed of by the Identification Division.

HAG WMF Cmt JAS LMW EM

ALL COPIES DESTROYED IN IDENT 10/7/71 - BSO

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Bishop

DATE: 10-5-71

FROM : G. E. Malmfeldt

SUBJECT: SUGGESTION SUBMITTED BY
SA [redacted]
CRIME RECORDS DIVISION
205-72 ○ Destruction of Bureau Property - General

b6
b7C

BACKGROUND:

SA [redacted] has suggested that old sections of the "FBI Notes" main file be purged and that only those serials judged to be of value for reference purposes be saved.

b6
b7C

OBSERVATION:

The adoption of this suggestion could result in a savings of filing space through the elimination of material which has no value for reference purposes. At the present time there is no purging of this material, some of which is 35 years old.

The Crime Records Division Streamlining Committee feels this suggestion has merit and should be adopted.

b6
b7C

RECOMMENDATION:

That SA [redacted] suggestion be forwarded to the Training Division for consideration and acknowledgment.

Enclosure

~~1 - Mr. Felt~~
1 - Mr. Bishop - Enclosure
1 - Mr. Malmfeldt - Enclosure
1 - Mr. J. F. Reilly - Enclosure

HRH:nb (5)

DATE-20-82 DISPUTED

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201 OCT 20 1971

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54 OCT 26 1971

ENCLOSURE

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MAY 1962 EDITION
GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 10-8-71

FROM : J.W. Marshall

SUBJECT: DISPOSAL OF ENCLOSURES FOR NONSUBVERSIVE MICROFILMED CASE FILES OVER TEN YEARS OLD

Reference J.J. Casper memorandum to Mr. Mohr, 11-9-70, captioned Bulky Exhibits advised that the disposal of enclosures relating to nonsubversive microfilmed case files over ten years old was approved.

Material contained in these enclosures consisting of photographs, negatives, photostats, rough draft work sheets relating to laboratory examination, etc., were reviewed and those items no longer possessing any investigative, administrative, intelligence or historical value were destroyed as availability of personnel permitted. This project has now been completed, resulting in the recovery of 26 legal size, 5-drawer file cabinets of badly needed space. The foregoing is being submitted for record purposes.

RECOMMENDATION:

For information.

OTB:jtw
(3)

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184 OCT 15 1971

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22 OCT 14 1971

RECORDS

7 OCT 21 1971

DESTRUCTION OF BUREAU RECORDS

ORIGINAL FILED IN 62-83357-269

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Tavel

DATE: 11-17-71

FROM : J. W. Marshall

SUBJECT: RECORDS DISPOSAL COMMITTEE
FILES AND COMMUNICATIONS DIVISION

Blalock

Captioned committee was temporarily disbanded on 11-20-70 inasmuch as a substantial backlog of record material approved for destruction was on hand. We have made substantial progress in recent months in our rehabilitation work and now feel it is an opportune time to reconvene the committee for a period of time to further review and identify record material suitable for destruction.

Two employees will be assigned to continue the systematic review of our records holdings by classification and appropriate memoranda will be submitted on a timely basis setting forth their suggestions for official consideration.

RECOMMENDATION:

That the Records Disposal Committee be reconvened to continue reviewing record material for disposal purposes.

Employees avail. to commence 11/29/71. OK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4EWL/cal

EX-115

OTB:jtw;ifc
(3)

REC-12 66-3286-1083

16 NOV 23 1971

58 NOV 30 1971

Destruction of Bureau records - send

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : MR. MOHR

DATE: 11/16/71

FROM : J. J. CASPER

SUBJECT: TICKLERS
Maintenance beyond 60 days
Destruction of Bureau Records

Authority is requested to maintain ticklers beyond the present 60-day rule in the following matters because continuing reference to them makes this procedure desirable. These ticklers will be destroyed when no longer needed.

Accreditation - National Academy

Security of Supreme Court Building - Training

Guard Force for FBI Ranges

Manpower Development Advisory Committee

National Advisory Committee on Criminal Justice Standards & Goals

Police Development Fund

Training Center for Federal Investigators

ORIGINAL FILED IN 66-2286-5968

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DATE 8-23-82 BY SP4EJW/cal

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191 NOV 23 1971

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. E. S. Miller

DATE: 10/22/71

FROM : W. R. Wannall WRW

SUBJECT: STATE DEPARTMENT DESTRUCTION OF FBI REPORTS

Bureau Records - Gen.

By the attached letter 10/22/71, State asks for authorization to destroy, after review, some of the reports and memoranda disseminated to it by FBI.

Mr. G. Marvin Gentile, Deputy Assistant Secretary for Security, Department of State, and former Bureau Agent, who has been most cooperative with us, advises that a survey team has recommended that some of the material disseminated to State by FBI could, after review by the interested State officials, be destroyed rather than permanently retained in State's files. It is stipulated that proper records of destruction of such reports would be made and maintained, but it is pointed out that it might become necessary, in some instances, to ask the Bureau for another copy of the report at sometime in the future. Gentile has advised orally that every effort will be made by State to avoid destruction of reports for which a future need can be anticipated and further assures that in the event it appears an undue number of requests for replacement are occurring, the procedure will be revised.

The proposed procedure appears reasonable. A number of the reports and memoranda we furnish State pertain to matters of current interest only, such as demonstrations, threats and the like, and there is little or no reason to believe that they would be of future interest and warrant permanent retention. We believe that we should at least permit State to adopt its proposal on a trial basis with the proviso that it be abandoned if it appears we are

GAD:hc
(8)
Enclosures

1-Mr. Rosen
1-Mr. Mohr
1-Mr. Tavel
1-Mr. Scatterday
1-Mr. Miller
1-Mr. Wannall
1-Mr. Day

NOV 1 1971

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167 NOV 8 1971

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CONTINUED - OVER

being asked to reproduce an undue number of items.

This has been cleared with the Files and Communications Division who advised that there is no objection to the procedure and that, in fact, it is preferable to having the items returned to us by State.

ACTION:

Attached for approval is a letter to Mr. Gentile making the points discussed above.

October 22, 1971

PROPOSED CHANGES IN
MANUAL OF RULES AND REGULATIONS
DESTRUCTION OF BUREAU RECORDS - GEN'D

Part II, Section 3D, Item 8w-2, Page 15b, should be amended to read as follows:

w. Files and records which are to be destroyed when they have served their purpose for which prepared:

(1) Acknowledgment of Transfer Orders - FD-67
(2) Channelizing memoranda in criminal cases and security cases must be destroyed following submission of reports or following submission of letterhead memoranda(LHM) in nonprosecutable espionage and nationalistic tendency cases. Channelizing memoranda in security cases must be destroyed when they have not been included in a report or LHM because the information is of no value to the report of LHM. In destroying these memoranda, be guided by the following instructions:

Part II, Section 3D, Item 6b, Page 11c; add the following new material as item 6b:

6. Destruction of copies of serials

b. In auxiliary offices, retain only cover and/or synopsis pages of investigative reports in the following classifications five years subsequent to the date cases are referred upon completion to the office of origin. The remaining portions of the reports are

1 - Mr. Cleveland
1 - Mr. E. S. Miller
1 - Mr. Ponder
1 - Mr. Bates
(7) TAK:jej

66-3286-
NOT RECORDED
102 NOV 8 1971

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2 NOV 2 1971

NOTE: Based on memo J. J. Casper to Mr. Mohr, 6/24/71, re: "Proposed Streamlining in Preparation and Retention of Bureau Material," TAK:jms

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BUFILE 8-20-88 BY SP4 EW/Cal

destroyed. Good judgment should be exercised in the destruction of this material, and reports representing cases of an important nature or cases which are considered to be of some value to the auxiliary office should not be destroyed merely because they are five years old. Retain index cards for twenty years for reference purposes.

Classifications:

2	61	98	102	109	112	121	143	157	166	172
3	65	100	105	110	113	134	144	162	168	179
14	92	101	108	111	117	140	155	165	170	

Part II, Section 4B, Item 1.(1), last sentence, paragraph 1, Page 2a, should be revised to read as follows:

1. (1) (Copies of auxiliary office reports in excess of one not needed by office of origin should be destroyed and appropriate notation made in file at time case is closed.)

Part II, Section 4D, Item m-3, Page 11, should be amended to read as follows:

3. Office of origin
One copy unless specific need for more (such as leads) plus copies for USAs

Part II, Section 4D, Item m-10, Page 12, should be amended to read as follows:

10. File in the reporting office
One copy if status is pending unless reason exists for more.
If status is closed or RUC, only one copy is to be prepared.

PROPOSED CHANGES IN MANUAL OF
RULES AND REGULATIONS

Part II, Section 4D, Item 2b(1), Page 14, should be amended to read as follows:

(b) To field offices

I. Leads must be set out by letter or airtel rather than by report if the report is lengthy and the complete report is not essential. This includes leads in major cases where there is no need for the entire report. This procedure conserves paper, reading time, and filing space.

Part II, Section 9, Paragraph 1, Page 1, should be amended to read as follows:

The classification numbers, characters, and copies of reports to Bureau are set out below. Office of origin (OO) (field) receives one copy unless specific reason (such as leads) exists, or otherwise indicated in column two. The office of origin retains one copy of closing reports. The reporting auxiliary office retains one copy of pending reports unless specific reason exists, and one copy of RUC reports. The character should be typed in capital letters in the reports.

Delete column two in its entirety, and substitute column three as column two with the following revised notations:

1	Training Schools FBI National Academy Applicant -	Delete 1 to 00
62	Federal Judiciary Investigations -	1 to 00 unless reason exists
66	Administrative Matters Bureau Automobile Accidents, -	1 to 00 unless reason exists

PROPOSED CHANGES IN MANUAL OF RULES AND REGULATIONS

100	Internal Security - letters for organizational activity or nationalistic tendency; e.g., (C), (SWP), or (PLP)**	
	(Individual)	1 to 00 unless reason exists
100	Security Matter - letters for organizational activity or nationalistic tendency; e.g., (C), (SWP), or (PLP)**	
	(Individual)	1 to 00 unless reason exists

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Telson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates ✓
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12/13/71

FROM : J.W. Marshall

GENERAL DESTRUCTION OF BUREAU RECORDS

SUBJECT: PROPOSED DESTRUCTION OF 197 FILES IN THE VETERANS ADMINISTRATION MATTERS BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

The Records Disposal Committee suggested that 197 files in the 17 classification (Veterans Administration Matters) which contain only a Miami to Tampa letter dated 5/30/60 (copy attached) be destroyed, together with 393 main cards on subjects in these files. All of these files contain only the aforementioned memorandum which is contained in control file 17-23934, captioned "Business University of Tampa" and all of these names are indexed in that file. These files serve no useful purpose and occupy badly needed space. Archival approval is not necessary since copy material will be destroyed.

General Investigative Division interposes no objection to the destruction of these files. Files and Communications Division concurs with the recommendation of the Records Disposal Committee that the 197 files containing the described memorandum as well as the related index cards be destroyed.

Completed 6/12/72 - Purge Unit
192 files destroyed -
387 refs. de-allocated
18" mail destroyed

RECOMMENDATION:

That the aforementioned Veterans Administration Matters files and index cards be destroyed as they serve no useful purpose and occupy badly needed space.

1 - General Investigative Division

OTB:jtw
(7)

Enclosure

ENCLOSURE

EX-115

REC-12 66-3286-1084

17 DEC 20 1971

RECORDS

Scheduled for destruction
Purge unit 1/3/72. OB

6? JAN 10 1972

UNRECORDED COPY FILED IN 17-23934-

DATE 8-23-82 BY SP4E W/ Cal

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

To: Director, FBI (17-23934) Date: 5/30/60

From: SAC, Miami (17-596)

Subject: BUSINESS UNIVERSITY OF TAMPA
TAMPA, FLORIDA
VETERANS ADMINISTRATION MATTERS;
VETERANS READJUSTMENT ASSISTANCE ACT OF 1952
Bufile # 17-23934

Due to the opening of the Tampa Office, the following changes in the above case have been made:

A. Location of File

(XX) Entire file sent to Tampa herewith. (With Bulky exhibits)
( ) File sent to Tampa, except one copy of the following serials.
( ) File retained in Miami but one copy of following serials sent to Tampa.

Report of SA _____
Dated _____ at _____

Report of SA _____
Dated _____ at _____

Report of SA _____
Dated _____ at _____

Report of SA _____
Dated _____ at _____
(continue description page 2 if necessary)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4EW/cal

B. Office of Origin

( ) Miami
(XX) Tampa
( ) Other Office as shown in file

C. Status, MM Office

( ) Pending
(XX) RUC

1 - Bureau
1 - Tampa (Encls. 1)
1 - Miami
LOT:cac/11s
1 -
1 -
1 -

17-23934
NOT RECORDED
14 JUN 10 1960

66-3286-1084

51 JUN 14 1960

ENCLOSURE

197 files 192 Vet 5 not in Rpt

211 names 19 NR's

MM 17-596

The variance between the school attendance and VA records is as follows:

NET HOURS OF ABSENCE:

Not Recorded on School Records But Reported to VA	1,642.5
Recorded on School Records, not Reported to VA	795.5
Net Variance	847.0

It was determined that the variances were caused by:

1. Absence was to be recorded on the Monthly Master Roll by the number of hours absent. In numerous instances, absence was recorded on the master rolls by the number of classes missed rather than hours absent. In the preparation of the monthly certification, there appears to be a failure to convert the number of classes missed to the actual hours of absence, which resulted in a greater amount of absence reported to the Veterans Administration than appears on the school records.

2 2. Of the total enrollment, a small number of students attended on a three-quarter time basis. The hours of absence reported to the Veterans Administration do not agree with the hours of absence recorded on the Monthly Master Rolls. No determination could be made as to the reasons for this difference.

3. Apparent errors in addition and transposition accounted for a minor amount of the total difference.

The following is a listing of the students, reflecting the net variance between the school and VA records for each student:

NAME OF VETERAN	NET HOURS OF ABSENCE	
	Recorded on School Records, Not Reported to VA	Not Recorded on School Records But Reported to VA
17-25142 [redacted] NR [redacted]	5.0	
17-24985 [redacted]		14.5
17-24980 [redacted]		1.0

b6
b7c

3

MM-17-596

NAME OF VETERAN	NET HOURS OF ABSENCE Recorded on School Records, Not Reported to VA	NET HOURS OF ABSENCE Not Recorded on School Records But Reported to VA
17-24983 [redacted]	51.0	
17-24982		13.0
NR		--
17-24981	—	16.5
17-25037 [redacted]		19.0
17-24987		13.0
17-24986		10.5
17-25036		23.5
17-24979		3.5
17-25035		2.5
17-24984		5.5
17-25034		5.0
17-25033		8.0
17-25143 [redacted]		4.0
17-25132		6.0
17-25148	5.0	
17-25170		2.5
17-25032		19.5
NR		39.5
17-25141	b6 b7C	21.5
17-25147		12.5
17-25046		4.5
17-25031		4.0
17-25149 [redacted]		7.0
17-25045		1.0
17-25138	25.5	
17-25150		19.0
17-25042	6.0	
17-25112	---	---
17-25139		26.0
17-25137		7.5
17-25030		1.5
17-25091	1.5	
17-25044		10.5
17-25058		29.0
17-25151		22.0
17-25041		10.0

35

37

[redacted]

17-4115
17-6959
17-10482
17-11169
17-22350

b6
b7C

MM 17-596

NAME OF VETERAN	NET HOURS OF ABSENCE	
	Recorded on School Records, Not Reported to VA	Not Recorded on Schol Records But Reported to VA
17-25029	[redacted]	
17-25072	14.0	
17-25073		10.0
17-25057		6.5
NR 17-25028		2.0
17-25152	2.0	
17-25113	77.0	
17-25057		.5
17-25130	15.5	
17-25129		15.5
17-25107		16.5
NR 17-25128		23.5
17-25027		3.5
17-25024		7.0
17-25110	15.0	
17-25040		3.5
17-25111	6.5	11.0
17-25126		b6 b7C 18.0
17-25127	4.5	
17-25050		35.5
17-25054		5.0
17-25052		12.0
17-25061	75.0	
17-25125		17.0
NR 17-25124		2.5
17-25025		8.0
17-25024	7.0	
17-25063	---	---
17-25023	26.0	
17-25055		9.5
17-25153	13.5	
17-25022		4.0
17-25154		12.5
17-25039		10.0
17-25038		4.0
	1.0	30.5

35

38

MM 17-596

NAME OF VETERAN	NET HOURS OF ABSENCE	
	Recorded on School Records, Not Reported to VA	Not Recorded on School Records But Reported to VA
17-25021	66.5	
17-25108		8.0
17-25061		10.5
NR		15.5
17-25155		5.0
17-25144		6.0
17-25020		10.00
17-25089	6.0	
17-25088	23.5	
17-25087		.5
17-25146		45.5
17-25019		6.5
17-25086		25.0
NR		
17-25085	7.5	
17-25179		11.5
17-25084		28.0
17-25083		15.5
17-25082		21.0
	9.5	
17-25081		29.0
NR	4.0	
NR	6.0	
17-25107		6.0
17-25106		18.5
17-25078	1.0	
17-25056		2.0
17-25062	1.0	
17-25145		2.5
17-25063		2.0
17-25080	7.0	
17-24978	16.0	
17-25105		16.5
17-25140		3.5
17-25103		3.0
17-25102	.5	
17-25104		1.0
17-25101		8.5

b6
b7C

33

37

[redacted]

17-5248
17-17464
17-23417
17-25611
17-28381
17-28458

[redacted]

b6
b7C

17-677
17-5326
17-6427
17-9123
17-12236
17-21120
17-25813

MM 17-596

NAME OF VETERAN	NET HOURS OF ABSENCE	
	Recorded on School Records, Not Reported to VA	Not Recorded on School Records, But Reported to VA
17-25100	.5	
17-25156		9.5
17-25123		8.0
17-25018		22.0
17-25099		8.5
17-25017		3.0
17-25121	1.5	
17-25098	17-21529	8.5
17-25173		.5
17-25016		11.0
17-25015	5.5	
17-25122		10.0
17-25064		11.0
17-25120		6.5
17-25157		.5
17-25119		2.0
17-25158		2.0
17-25135		6.5
17-25159		14.5
17-25160	---	---
17-25161		15.5
17-25118		4.0
17-25162		10.5
NR	NR NR	
17-25065	23.0	30.5
17-25066		19.0
17-25067	NR NR	5.0
17-25175		11.0
17-25068	Tampa Fla	7.0
17-25070		11.0
17-25069	14.0	
NR	NR NR	
NR	NR NR	3.0
17-25116		10.0
17-25163		5.0
17-25019		27.5
17-25115		20.0
17-24988		16.0
17-25013		2.0
17-25012		11.5
17-25079		3.5

b6
b7C

38

40

MM 17-596

NAME OF VETERAN	NET HOURS OF ABSENCE: Recorded on School Records, Not Reported to VA	NET HOURS OF ABSENCE: Not Recorded on School Records, But Reported to VA
17-25077	72.5	
17-25178	48.0	
17-25011		12.5
17-25010	4.0	
NR 17-25009	4.5	
	3.0	
NR 17-2507	17.0	3.0
NR 17-24989	6.0	
17-25008	2.0	7.0
17-25007	9.0	
17-24990		8.5
17-25006		7.5
17-25164		1.0
17-25005		13.5
17-25133	9.0	
17-25097		16.5
17-24991		10.5
17-25004		6.5
17-25166		7.0
17-25096		7.5
17-25047	9.0	
	11.0	
NR 17-24992		11.0
17-24993		5.5
		2.0
NR 17-25090	---	---
17-25165	---	---
		26.5
NR 17-24994	6.5	
17-25094		2.5
17-24995		.5
17-24996	2.0	
17-25074	---	---
17-24997		27.5
17-25169		24.0
17-24998		1.0
17-25168	44.0	
	4.0	

b6
b7C

B.4
40

NAME OF VETERAN	NET HOURS OF ABSENCE Recorded on School Records, Not Reported to VA	Not Recorded on School Records, But Reported to VA
17-25167		5.0
17-25095		7.5
17-25003	NR	3.5
17-25060		13.0
17-25002	---	---
17-25076		16.5
17-25072		20.0
NR		3.0
17-25136		3.0
17-25073	NR	3.5
17-25001		8.5
17-25071	b6 b7C	25.0
17-25000		2.0
17-25048		2.5
NR	NR	13.0
17-24999		5.5
Totals	795.5	1,642.5

On March 25, 1960, Assistant United States Attorney advised Special Agents and J. HOWARD CARLSON that he was informed by the Internal Revenue Service that no income tax returns were located for for the calendar years 1955, 1956, 1957 and 1958. Mr. stated he desired that of the Columbus Drive Facility, be interviewed for his explanation as to why there was a difference between the school attendance records and the VA records for certain students who attended under a three-quarter time schedule, since was the person who submitted to the VA. In the event was unable to offer an explanation, then it was his desire that be interviewed for an explanation concerning this same matter. b6 b7C

On April 14, 1960, was contacted for the purpose of arranging an appointment for interview in this matter. He stated that he was unavailable on this date but would advise on April 15, 1960, when an interview could be arranged and that he did not intend to be represented by

Mr. Mohr 12/13/71

J. J. Casper

Destruction Of Bureau Property - General

FBI NATIONAL ACADEMY (FBINA)
SUGGESTION 344-72 SUBMITTED BY
MR. [redacted] CHARLOTTE OFFICE

b6
b7C

SUGGESTION: That the Manual of Rules and Regulations be changed to permit the destruction of files on NA graduates when deceased even though the files are not 20 years old.

CURRENT PRACTICE: Manual of Rules and Regulations, Part II, Section 3, page 13c, states that classification 1 (FBINA) files may be destroyed if 3 years old if they are training files or NA applicant files provided office is not office of origin. NA graduate files are to be retained 20 years if office is origin.

mz

ADVANTAGES: The suggester feels this would save filing space as some NA graduates are deceased but files are now retained in office or origin for 20 years.

OBSERVATIONS: A survey has been made of seven field offices (Birmingham, Chicago Cleveland, Columbia, New York, Louisville, and Richmond). These offices were unanimous in recommending the idea be approved.

Training Division has no objection to such a practice and it is believed files in this category now in each office should be destroyed on a project basis and that in the future they should be disposed of upon notification of the death of a graduate. It should be noted that as of November, 1971, there were only 772 deceased graduates; however, with the anticipated enlargement of the FBI Academy which will permit larger classes, it can be assumed that such files will inevitably increase in number.

RECOMMENDATIONS: 1. That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact. The idea has been acknowledged by prior letter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4 CAW/ cal

66-3286

NOT RECORDED
87 DEC 20 1971

Enclosures
1 - Buffle 66-3286
1 - Mr. Mohr
ML:
(4)

DEC 23 1971

CONTINUED - OVER

ORIGINAL FILED IN

b6
b7C

Memo J. J. Casper to Mr. Mohr
Re: FBI National Academy (FBINA)
Suggestion 344-72 Submitted by
Mr. [redacted] Charlotte Office

2. That the attached SAC Letter be approved to bring this matter to the attention of all offices.

3. On approval, this memorandum will serve as authority for the Training Division to make appropriate manual revisions.

Return to 302

66-3286

[redacted]

b6
b7C

[redacted]

Thank you for the suggestion regarding the [illegible] of files in a particular classification [illegible]

[illegible]

[illegible]

[

Employee Suggestion
FD-252 (Rev. 9-11-59)

#344-112

b6
b7C

Date
11-17-71

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Charlotte

SUGGESTION

It is suggested that the Manual of Rules and Regulations be changed to allow the destruction of files on National Academy graduates when deceased, even though the files are not 20 years old.

DESTRUCTION OF BUREAU PROPERTY - GEN.

Current practice or rule (Include manual citation as well as facts)

MRR, Part II, Section 3, page 13 C states that Classification 1 files may be destroyed if 3 years old if they are training files or National Academy applicant files provided office is not office of origin. National ~~Academy graduate files are to be retained 20 years if origin.~~

Advantages of suggestion and annual savings (include basis for estimate)

This would be a savings of filing space as some National Academy graduates are deceased and files are now retained until last correspondence in file is 20 years old.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4EWL cal

Disadvantages of suggestion

None.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head

(Asst. Chief Clerk, Office Services Manager)

It is believed that this suggestion has merit and should be given consideration by the Bureau.

Robert M Murphy
Signature (Robert M Murphy)
Special Agent in Charge

(Do not write in this space - for Bureau use only)

66-3286-
NOT RECORDED
DEC 2 1971

1 - Bureau
1 - Charlotte (65-2444)

NOV

1-4-1486

Return to 5302

OD ESTRUCTION OF BUREAU PROPERTY GENL

[redacted]

RECEIVED
NOV 24 1971
[redacted]

66-3286-
NOT RECORDED
DEC 2 1971

ML:alz
(16)

(Suggestion 344-72)

NOTE: Based on letter to Mr. [redacted] dated 11/24/71.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4ELW

54 DEC 23 1971

MAIL ROOM [ ] TELETYPE UNIT [ ]

Tolson
Felt
Rosen
Sohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Jones
Walters
Soyars
Tele. Room
Holmes
Gandy

NOV 30 71

b6
b7C

DESTROY FILED IN CRIM FILE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Power
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12/13/71

FROM : J.W. Marshall

SUBJECT: DESTRUCTION OF BUREAU RECORDS

PROPOSED DESTRUCTION OF NEWSPAPER CLIPPINGS IN THE CHARLES A. LINDBERGH, JR. KIDNAPPING CASE
BY THE RECORDS DISPOSAL COMMITTEE
FILES AND COMMUNICATIONS DIVISION

The Records Disposal Committee has suggested that newspaper clippings, maintained in the Sub A section of file 7-1 (Charles A. Lindbergh, Jr.-Kidnapping) which do not contain any indexing or handwritten notations by the Director or other officials, be destroyed. This file consists of 82 sections and occupies badly needed space in the Records Branch. It is estimated that at least 78 sections of this file can be destroyed in accordance with the above criterion. Archival authority is not necessary inasmuch as this is public source material.

Files and Communications Division recommends that this material be destroyed since it no longer possesses sufficient value to merit retention. It is further recommended that this matter be referred to the General Investigative Division for its views.

RECOMMENDATION:

That this suggestion be furnished to the General Investigative Division for its views and recommendations.

1 - General Investigative Division

OTB:jtw
(6)

Scheduled for destruction w/ correlation unit. 1/3/72. [illegible]

Addendum - General Investigative Division - See Page 1a

ST-103 REC-62 6-3286-1085

REC-62

DEC 20 1971

RECORDS

Completed 4/17/72 - Range Unit
129" mail destroyed
68 cards.

B1 JAN 11 1972 DEC 22 1971

UNRECORDED COPY FILED IN 7-1-2-

ADDENDUM - GENERAL INVESTIGATIVE DIVISION 12-15-71 RJG:jyl:

The newspaper clippings concerning the Lindbergh kidnaping are, for the most part, 40 years old. The Files and Communications Division has recommended that those sections of the file which do not contain indexing or handwritten notations by the Director or other officials be destroyed. It has been estimated at least 78 sections of the file can be destroyed.

This Division concurs that those sections of the file containing newspaper clippings falling within the above criteria be destroyed.

EX-102

REC 68 66-5286-1076

January 5, 1972

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4EWJ/Cal

Miss [redacted]
The American Embassy
Beirut, Lebanon

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion that offices such as the one to which you are assigned be permitted to dispose of certain items after ninety days instead of a year. It is a pleasure to advise you your suggestion has been adopted and the necessary action is being taken to place it into effect.

I appreciate the interest which led you to bring this matter to my attention.

Sincerely yours,

J. Edgar Hoover

1 - Legat, Beirut (Suggestion file)
1 - Mr. E. S. Miller (Attention Foreign Liaison Desk)
1 - Personnel file of Miss [redacted]
JER:alz
(6)

b6
b7C

(Suggestion 441-72)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, JER:alz, 1/4/72, re: Destruction of Bureau Records - General, Suggestion 441-72 Submitted by Miss [redacted] Legat Beirut.

MAILED 22
JAN 6 1972
FBI

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

December 22, 1971

PERSONAL

EX-104 REC-58 66-32847-1086

Miss [redacted]
The American Embassy
Beirut, Lebanon

b6
b7C

DECLASSIFIED
DATE 8-23-82 BY SP4EW/SAC

Dear Miss [redacted]

I have received your suggestion that offices such as the one to which you are assigned be permitted to dispose of certain items after ninety days instead of one year. Your proposal is being considered and I will let you know when a decision is made.

Your initiative and interest in submitting this idea to me are indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 22 DEC 23 1971 FBI

1 - Legat, Beirut (Suggestion file)
1 - Mr. E. S. Miller (Attention Foreign Liaison Desk)
1 - Personnel file of Miss [redacted]
JER:alz
(6)

b6
b7C

(Suggestion 411-72 dated 12/8/71)

NOTE: Suggests the FBI Intelligence Calendar of Major Events, the FBI Summary of Extremist Activities, and the FBI Current Intelligence Analysis by placed on 90-day destruction basis rather than the current one-year.

Referred to Domestic Intelligence Division for views and recommendations.

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Duval
Walters
Jones
Room

DEC 27 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

ENCLOSURE COPY FILED IN

...ggestion
...v. 9-11-59)

441-72

Date
12/8/71

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted] b6 b7C	Foreign Liaison- Legal Attache, Beirut

SUGGESTION

That the FBI Intellegence Callendar of Major Events; The FBI Summary of Extremist Activities and the FBI Current Intelligence Analysis be put on a 90 day destruction rather than the current one year.

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as facts)

Part II, Section 3 page 15 (m) Files and records to be destroyed when one year old on annual basis.

Advantages of suggestion and annual savings (include basis for estimate)

This would cut down on available space and less material to burn in the event an emergency evacuation was necessary.

FBI/DOJ
RECORDED COPY FILED IN
12-24-71
100-442087-37
66-3286-1086-1
66-3286-1086-2

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

EX-104

Clerk-stenographer
Signature and Title of Suggester

Recommendations and comments of Division Head

REC-58

Recommend this suggestion be adopted

66-3286-1086

Theodore C. Koroulis - Legal - Beirut
Signature and Title

(Do not write in this space - for Bureau use only)

30 Day Let of acknowledgment JCR:ajg 12/28/71
DEC 27 1971

Memo Casper to Mohr JCR:ajg 1/4/72

Ltr of app. JCR:ajg 1/5/72

27 DEC 20 1971

Recommendation

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12/22/71

FROM : J.W. Marshall

b6
b7C

SUBJECT:

GS-6, File Review Unit
Files and Communications Division
EOD 11-2-53

STREAMLINING COMMITTEE SUGGESTION

428-72
Destruction of Bureau Records - General

Employee suggested through the Division Streamlining Committee that files in the 25 classification (Selective Service Act) over 10 years old be placed on microfilm. As an alternate she proposed that files be scoped and onion skin paper be used instead of file backs to be used for files which have been destroyed. She noted that out of 432,888 cases, 344,422 have been destroyed. The remaining 88,466 occupy 110 six-drawer cabinets. It is noted that Selective Service files relating to World War I and prior thereto have been microfilmed and destroyed, however, since the 25 classification is in the subversive category further microfilming has not been performed in this classification since files must be listed on name check requests.

The Streamlining Committee carefully considered this suggestion and recommended that a survey be made to determine current usage of these files, in order that a determination can be made as to whether files in the 25 classification over 10 years old are no longer listed a sufficeint amount of time in name searching to preclude microfilming. Therefore, a survey is being made by Records Branch for a period of 90 days to determine the amount of activity in this classification, after which appropriate recommendations will be made.

RECOMMENDATION:

That this suggestion be referred to the Suggestion Desk in order that employee can be advised that her suggestion is under consideration and she will be advised at a later date as to ~~this~~ its position.

OTB:jtw
(6)

66-3256-
NOT RECORDED
46 JAN 3 1972

ORIGINAL FILED IN 85-0-1-28440

DECLASSIFIED BY SP4 ELW COE ON 8-23-82

61 AUG 24 1972

Rec'd 12/23/71

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12/10/71

FROM : J.W. Marshall

SUBJECT: ~~X~~ 10 Bureau Property
PROPOSED DESTRUCTION OF NEWSPAPER CLIPPINGS REGARDING INTERSTATE TRANSPORTATION OF STRIKE BREAKERS, KIDNAPPING AND EXTORTION BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

The Records Disposal Committee has suggested that consideration be given to the disposal of the following material which no longer possesses any investigative, intelligence, historical or reference value.

Completed 5/5/72 Belmont Mohr 6 cds. 17" mail destroyed

1. Sub A file of 6-0 concerns Interstate Transportation of Strike Breakers-General. This file consists of 57 sections containing only newspaper clippings during period 1936 through 1942. None of this material is indexed and therefore no longer serves any useful purpose.

4 23 cds. 17" mail destroyed

2. Sub A file of 7-2 concerns Kidnapping. This file consists of 28 sections containing only newspaper clippings from 1934-1941 which are not indexed and therefore no longer serve any useful purpose.

10 cds. 17" mail destroyed

3. Sub A file of 9-0 relates to Extortion. This file is composed of 12 sections containing only newspaper clippings. Sections 1 through 11 covers the period 1942 through 1957. Only a portion of Section 11 contains any indexing. The first 10 sections of these newspaper clippings no longer have any reference value and therefore do not merit retention.

CLASSIFYING

ST-103 REC-136 67-043-765

17" mail destroyed

4. Sub A file of 12-0 relates to Narcotics-General. This file consists of 10 sections of newspaper clippings dated from 1933 through 1939 and relates to miscellaneous narcotic matters. None of this material has been indexed. Serials in 12-0 general file have already been destroyed.

1 - General Investigative Division

REC 20 66-3286-1087

NOT RECORDED

OTB:jtw
(7)

54 JAN 18 1972

Addendum - General Investigative Division - Page 2a

(CONTINUED OVER)

ORIGINAL FILED IN 67-043-765

Memorandum J.W. Marshall to Mr. Tavel
RE: PROPOSED DESTRUCTION OF NEWSPAPER CLIPPINGS
REGARDING INTERSTATE TRANSPORTATION OF STRIKE
BREAKERS, KIDNAPPING AND EXTORTION
BY THE RECORDS DISPOSAL COMMITTEE
FILES AND COMMUNICATIONS DIVISION

It is noted that the newspaper clippings contained in the above four categories are public source material; occupy badly needed space in the Records Branch and do not require archival authority for destruction.

Files and Communications Division recommends this material be destroyed and recommends that views of the General Investigative Division be obtained.

RECOMMENDATION:

That this suggestion be furnished to the General Investigative Division for its views and recommendations.

ST
12/14

FJB

OVER

ADDENDUM - GENERAL INVESTIGATIVE DIVISION 12-15-71 RJG:jyl:

This Division agrees that the 57 sections containing newspaper clippings concerning Interstate Transportation of Strike Breakers be destroyed. None of this material is indexed and it is at least 30 years old.

We also concur that the 28 sections containing unindexed newspaper clippings from 1934 to 1941 concerning Kidnaping matters be destroyed.

We agree that the 11 sections covering the period 1942 to 1957 relating to Extortion cases which contain only newspaper clippings be destroyed.

This Division does not handle Narcotics - General; therefore, is making no recommendation concerning the destruction of newspaper clippings in this classification.

RJG

FJB

ADDENDUM - CRIME RECORDS DIVISION 12-17-71 TEB:ksf

The Crime Records Division has no objections to the destruction of any of these newspaper clippings. APPROVED ITEM 4 SPECIFICALLY. PER REINBAUGH 1-11-72. VDS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
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Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 12/23/71

FROM : J.W. Marshall

SUBJECT: [redacted]

b6
b7C

GS-6, File Review Unit
Files and Communications Division
EOD 11-2-53

O'CONNELL (7264)

DESTRUCTION OF BUREAU RECORDS - GENERAL

STREAMLINING COMMITTEE SUGGESTION

429-72

Employee has suggested through the Division Streamlining Committee that references in 100-178262 and 100-17826-3 (Interdepartmental Visa Control Committee) which do not contain derogatory information; notations by the Director, or concern policy matter be deindexed and destroyed. This file contains copies of individual memoranda prepared by the State Department on individual applicants seeking admission to the United States. Both subject and sponsor are indexed. Original minutes of committee meetings are on file with the State Department and copies are in possession of Immigration and Naturalization Service. The two files consists of 24 sections and contain no mail after 1948.

REFERENCES

100-178262-3
100-17826-2

The Streamlining Committee has carefully considered this suggestion and recommends that it be adopted for the following reasons: 1. References are presently eliminated on loyalty check reviews. 2. References are frequently listed for review on name check requests because of the numerous names indexed and limited information available on these individuals. 3. Original correspondence is on file with the State Department. 4. Material of a similar nature in the 40 classification (Passport and Visa Matters) was recently approved by Bureau and Archives for destruction. It is noted references containing derogatory information of a pertinent nature will be retained. Since the destruction of this material will result in the recovery of badly needed space and since material is no longer of sufficient value to merit retention and will reduce file reviews on name check requests, it is felt same should be approved for destruction. However, opinions and recommendations of the Domestic Intelligence Division should also be obtained.

1 - Domestic Intelligence Division

OTB:jtw

REC-88 66-3286-1087X

15 DEC 30 1971

(CONTINUED OVER)

8-23-88 BY SP4EW/CAL

INDEXED COPY FILED

b6
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Memorandum J.W. Marshall to Mr. Tavel
RE: [redacted]
STREAMLINING COMMITTEE SUGGESTION

RECOMMENDATIONS:

1. For referral to the Training Division, attention Suggestion Desk.

2. That this suggestion be referred to the Domestic Intelligence Division for its views and recommendations.

ST
12/29

66-3286-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4EW/CAL

Mr. [redacted]
Federal Bureau of Investigation
New Haven, Connecticut

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion regarding a method for the destruction of certain material. Consideration has been afforded this proposal and it has been decided that present regulations in this regard are preferred because of certain disadvantages which would be involved in the system mentioned by you.

Although favorable action was not taken in this instance, I appreciated having the benefit of your thoughts on this matter.

Sincerely yours,

J. Edgar Hoover

2 - New Haven
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:alz
(6)

b6
b7C

(Suggestion 380-72)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, ML:alz, 12/20/71 re: Suggestion 380-72 Submitted by Mr. [redacted], New Haven Office

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Conrad
Dalbey
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Gandy

DEC 21 1971
FBI

51 JAN 4 1972

MAIL ROOM [ ] TELETYPE UNIT [ ]

ORIGINAL FILED IN 66-173876-323

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. E. S. Miller GMS

DATE: 12/17/71

FROM : T. J. Smith TJS

SUBJECT: DEFENSE PLANS
VITAL RECORDS MAINTAINED AT RELOCATION SITE
Destruction of Property - Gen

In view of the repeal of the Emergency Detention Act, the following records which are maintained at Quantico should be destroyed:

1) Copy of the Detpro Survey for each field office. This was the plan of each office for apprehending the old Security Index subjects during an emergency. The original of each is still maintained in Bureau files.

2) SAC letters concerning Detpro. This is a small folder of about a dozen letters. The originals are still maintained in Bureau files.

3) Master Search Warrant cards. These are 5 x 8 cards relative to each premise to be searched had the Emergency Detention Act been invoked. The original forms from which these cards were prepared are still maintained in Bureau files.

RECOMMENDATION:

On approval, SAC, Quantico, should destroy above-mentioned records.

Handled 12-22-71 KCB

66-17381

WPD:glw glw
(5)

1 - SAC, Quantico
1 - Mr. E. S. Miller
1 - Mr. T. J. Smith
1 - Mr. W. P. Dix

5 - WPD

JAS/AG

66-3726-Sub

NOT RECORDED
202 JAN 14 1972

20 JAN 12 1972

WPD 30

58 JAN 18 1972

ORIGINAL FILED IN 66-17381-3418

66-3286-

[redacted]

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DEC 10 1971

J. Edgar Hoover

- Field personnel file
- Suggestion file
1 - Personnel file of Mr. [redacted]

b6
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ML:alz
(6)

(Suggestions 378-72, 379-72, 381-72 and 380-72 dated 12/3/71)

NOTE: Suggestion 378-72 proposes each Bureau car be provided with one five gallon water can of military type, plastic, compact for transporting gas or water in event damage occurs to cooling system or [redacted]

Administrative Division advises, if there is [redacted] action of cooling system or gas tank, car must be taken to ser[redacted] for assistance and in both instances containers are avai[redacted] Cost for placing such items in all Bureau cars would [redacted]

58 JAN 20 1972

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4EW/W COX

ORIGINAL FILED IN 66-1980-7-3841

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

TO : Mr. Mohr

DATE: 1/4/72

FROM : J. J. Casper

b6
b7C

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION 441-72 SUBMITTED BY
MISS [redacted] LEGAT BEIRUT

SUGGESTION: That FBI Intelligence Calendar of Major Events, FBI Summary of Extremist Activities, and FBI Current Intelligence Analysis (CINAL), be destroyed on a 90-day rather than a one-year basis as is currently done.

PRESENT PROCEDURE: Foreign Operations Policy Manual, Section 6, Page 14, instructs that all Legat Offices, except Hong Kong and Mexico City, may destroy criminal, applicant and other files when closed one year. Security-type cases when closed three years. Hong Kong may destroy all of the above mentioned after one year, Mexico City after five years.

ADVANTAGES: Suggester states earlier destruction period would conserve filing space and there would also be less material to burn in event of emergency evacuation.

OBSERVATIONS: Domestic Intelligence Division concurred with destruction of these three items by Legats on a 90-day basis and would also extend permission for the field to destroy one of them, FBI Calendar of Major Events, on the same basis. They felt, however, the field should retain the other two documents since they cover matters of interest to field in meeting Bureau's responsibilities in internal security and furnish excellent research and source material for field offices personnel. The division recommended that these latter two, FBI Summary of Extremist Activities, and CINALs should become part of permanent records in the field.

Training Division agrees with 90-day destruction period for these three items in Legat Offices since it feels they should have served their purpose, as far as any interest abroad is concerned, within that span. With respect to Domestic Intelligence Division's recommendation that field offices may destroy FBI Calendar of Major Events on a 90-day basis and that the other two items, FBI Summary of Extremist Activities and CINALs be retained, it is noted, however, that CINALS may now be destroyed "on an annual basis when three years old if no value" per Manual

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4 ELW/cal

REC 20 EX-115 JAN 24 1972

Enclosure
1 - Mr. Mohr
1 - Mr. E. S. Miller
JER:alz
(4)

60 JAN 28 1972

XEROX JAN 25 1972

CONTINUED - OVER

Memo J. J. Casper to Mr. Mohr
Re: Destruction of Bureau Records - General
Suggestion 441-72 Submitted by
Miss [redacted] Legat Beirut

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of Rules and Regulations, Part II, Section 3, item D, 8, i, (14) on page 14, and it is felt this should be left as it now stands for the field and that the FBI Summary of Extremist Activities could logically be placed under this schedule. With respect to the FBI Calendar of Major Events, Training Division agrees the 90-day retention period should be sufficient for the field.

RECOMMENDATIONS: 1. That suggestion as it pertains to Legat Offices be adopted and the suggester be so advised in attached letter. Receipt of idea was acknowledged previously.

2. That the field destruction period regarding the three publications in question be approved as set forth in last paragraph above.

3. On approval the memorandum will authorize Domestic Intelligence Division to make necessary manual changes.

ORIGINAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

3010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tavel

DATE: 12/21/71

FROM : J.W. Marshall

b6
b7C

SUBJECT: [redacted]
GS-7, Correlation Unit
Files and Communications Division
EOD -7-24-60- 6-3-43 (Corr.)

Destruction of Bureau Property / General

STREAMLINING COMMITTEE SUGGESTION
42-72

Employee has suggested through the Division Streamlining Committee that correlation summaries be prepared on well-known deceased individuals on whose names over 500 index cards appear in the indices. Employee cited examples, such as Benjamin Davis, Elizabeth Gurley Flynn, William Z. Foster, and others on whom well over one thousand cards exists.

Preparation of correlation summaries will facilitate destruction of voluminous index cards, thereby recovering space in the index as well as reducing the amount of time required to search names of prominent individuals who are deceased. The Streamlining Committee, after careful consideration of this suggestion, feels that it has sufficient merit for adoption in view of the potential recovery of filing space in the index, and the reduction of searching time on names in this category.

RECOMMENDATION:

For referral to the Training Division, attention Suggestion Desk.

OTB:jtw
(6)

Suggestion for handling with correlation summaries limited 1/13/72. OTB

ST 12/22

1 JAN 21 1972

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4ELW/ Cal

66-3286

NOT RECORDED
167 JAN 24 1972

ORIGINAL FILED IN 66-618-5296

66-3286-

C

[redacted]

b6
b7C

...Bureau of Investigation
...ington, D. C.

Dear Miss [redacted]

...to notify you of a proposal submitted by the ... of Communications Management, in accordance with ... our files and records contain pertinent information ... is no longer necessary to advise you that your proposal has been ... and is being put into effect.

Your initiative and interest in submitting this ... with its potential for recovery of Government funds and the ... of recurring time are appreciated.

Sincerely yours,

J. Edger Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4 EWL/al

1 - Mr. Tavel
1 - Personnel file of Miss [redacted]
JER:aga
(5)

b6
b7C

(Suggestion 421-72 dated 12/21/71)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel, 12/21/71, re: [redacted] GS-7, Correlation Unit, Files and Communications Division, EOD 7/24/30, Streamlining Suggestion," OTB:jtw.

Files and Communications Division's Streamlining Committee recommended adoption. On approval, this letter will authorize that division to take the action necessary to implement the suggestion.

54 JAN 27 1972

MAIL ROOM [ ] TELETYPE UNIT [ ]

ORIGINAL FILED IN 66-815-5290

EX-103

REC-27 7-00 - 1060

66-3286 -

February 4, 1972

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4E W/cal

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

I have received your suggestion concerning the disposition of certain enclosures in cases within one of our investigative classifications. It is a pleasure to let you know that your proposal has been adopted and the necessary action is being taken to place it into effect.

I want to take this opportunity to thank you for the interest you displayed in bringing this matter to my attention.

MAILED 8
FEB 4 - 1972
FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Waikart
1 - Personnel file of Mr. [redacted]
JER:alz
(5)

(Suggestion 500-72 dated 1/24/72)

b6
b7C

ORIGINAL FILED IN 66-3286-1606

NOTE: Based on memorandum E. W. McCoy to Mr. Waikart, OTB:jtw, dated 1/24/72, re: [redacted] GS-5, Correlation Unit, Files and Communications Division, EOD 12/2/68, Streamlining Committee Suggestion. Addendum - General Investigative Division - 1/26/72 - AFN:mgm. Addendum - Laboratory Division - 2/3/72 - IWC:su.

On approval this letter will authorize Files and Communications Division to place suggested procedure into effect bearing in mind the stipulations of Laboratory Division in the addendum noted above.

This matter has been scheduled for handling by Purge unit in Classification, Unit 2, Records Branch, as personnel permits. 2/8/72 ams

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
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Miller, E.S.
Callahan
Casper
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Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 1-24-72

FROM : E.W. McCoy

SUBJECT: [redacted] Destruction of Bureau Records

GS-5, Correlation Unit
Files and Communications Division
EOD 12-2-68

b6
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STREAMLINING COMMITTEE SUGGESTION
500-72

Mr. [redacted] suggested through the Division Streamlining Committee that enclosures to cases in the 87 classification (Interstate Transportation of Stolen Property) which have been closed over 5 years be destroyed, except for enclosures which contain original evidence, those which relate to cases under appeal, cases of notoriety, cases which were subject of Bureau articles or publications, and any other material the Laboratory may specify for retention. Presently, enclosures are sent individually to the General Investigative Division and the Laboratory Division, together with the applicable files for review by Agents who make a decision to retain or destroy them. Approximately 95 percent of the enclosures handled to date have been returned marked for destruction, except for the occasional retention of laboratory worksheets and or photo copies of evidence, which are made a part of the substantive case file.

The Streamlining Committee carefully considered this suggestion and recommended that it be adopted as considerable time can be saved in the preparation and routing of files and enclosures by the Files and Communications Division, and in the review of these records by the Laboratory and General Investigative Divisions. Also, badly needed filing space will be recovered by destroying those enclosures which no longer have sufficient value to merit retention. Archival authority is not required as original documents will not be involved.

REC-2 7-00-160-1606

7 FEB 14 1972

1 - General Investigative Division
1 - Laboratory Division

OTB:jtw
(8)

EX-103 66-3286

NOT RECORDED
42 FEB 17 1972

(CONTINUED OVER)

SEE ADDENDUM GENERAL INVESTIGATIVE DIVISION PAGE TWO
SEE ADDENDUM LABORATORY DIVISION PAGE THREE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 6383 KAT/ALM

ORIGINAL FILED IN 7-00-160-1606

Memorandum E.W. McCoy to Mr. Waikart
RE: [redacted]
Streamlining Committee Suggestion

b6
b7C

RECOMMENDATIONS:

1. That this suggestion be referred to the Training Division, attention Suggestion Desk.

2. That views of the General Investigative Division be obtained.

RJG

3. That views and guidelines of the Laboratory Division be obtained.

FW

JWM

ADDENDUM - GENERAL INVESTIGATIVE DIVISION - 1/25/72 - AFN/mgm

General Investigative Division recommends adoption of suggestion.

CWB RS RJG RKB

ADDENDUM - LABORATORY DIVISION - 2/3/72 — IWC:su

It is Laboratory's understanding of the suggestion that the Files and Communications Division will perform the screening named in the suggestion to determine those enclosures which contain original evidence, those which relate to cases under appeal, etc. On this basis, Laboratory has no objection to the suggestion, and in conformance with the suggestion, desires to specify as "other material ... for retention" the following:

1) All photographic negatives

2) Laboratory examiners' worksheets (and associated work notes) bearing Laboratory numbers with the prefix "PC" or "E" or "G" or "C."

These items may be removed and placed in the administrative file by the Files and Communications Division. If a substantial volume of photographic negatives are encountered in any given enclosure, the bulky enclosures should be forwarded to the Laboratory for review and selection of the negatives to be retained.

1 - Mr. J. E. Reilly
1 - Mr. W. R. Wannall
1 - Mr. G. A. Day

January 20, 1972

1 - Manuals Desk
1 - Mr. R. T. Castonguay

PROPOSED REVISION IN
FOREIGN OPERATIONS POLICY MANUAL

Section 6L, 2., page 14, should be amended to read as follows:

Periods for destruction as follows:

All offices	FBI Intelligence Calendar of Major Events, FBI Summary of Extremist Activities, and FBI Current Intelligence Analysis (CINAL) after 90 days.
All offices except Hong Kong and Mexico City	Criminal and applicant and other files when closed one year. Security-type cases when closed three years.
Hong Kong	Criminal and applicant and other files when closed one year. Security-type cases when closed one year.
Mexico City	Criminal and applicant and other files when closed five years. Security-type cases when closed five years.

Destructions of Bureau Records. Manual

RECORDED COPY FILED IN 66-19079-6

66-3286-
NOT RECORDED
12 JAN 24 1972

All FBI information contained herein is unclassified except where shown otherwise.
DATE 8-23-92 BY SP4GLW/TAW WBS Cad

RTC:sjrjw
(8)

NOTE:

Based on memorandum of Mr. J. J. Casper to Mr. Mohr, dated 1-4-72, captioned "Destruction of Bureau Records-General, Suggestion 411-72 submitted by Miss [redacted] Legat, Beirut." This is a procedural change involving no change in policy.

Coordinated with Training Division which is handling changes to Manual of Rules and Regulations.

RTC GAD HF DEM

60 JAN 26 1972

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

1 - Mr. A. Rosen
1 - Mr. J. P. Mohr
1 - Mr. N. P. Callahan
1 - Mr. J. K. Ponder
1 - Mr. E. S. Miller
1 - Mr. G. C. Moore
1 - Mr. T. J. Smith
1 - Mr. T. J. Deakin

January 12, 1972

CHANGE IN MANUAL OF RULES AND REGULATIONS

Part II, Section 3D (8i), page 14, should be amended to add:

(37) FBI Summary of Extremist Activities

Part II, Section 3D (8s), page 15a, should be amended to add the following:

(4) FBI Calendar of Major Events

TJD:jan
(11)

NOTE:

Memorandum J. J. Casper to Mr. Mohr 1/4/72, prepared by JER:alz, recommended manual changes be made to authorize field offices to destroy the FBI Summary of Extremist Activities on an annual basis when three years old if of no value and the FBI Calendar of Major Events to be destroyed when 90 days old.

Destruction of Bureau Records - Auth

RECORDED COPY FILED IN 66-1926-

DATE 8-23-82 BY SP4EW/CAL

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Waikart
Walters
Soyars
Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

60 JAN 26 1972

FBI - JUSTICE
RECEIVED E. S. MILLER

TJD

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 5
Page 220 ~ Referral/Direct
Page 292 ~ Referral/Consult
Page 293 ~ Referral/Consult
Page 295 ~ Referral/Consult
Page 296 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 23

66-3256-1089

REC-58

February 7, 1972

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

I have received your suggestion with respect to the disposition of material in one of our files. Your proposal is being considered and you will be further apprised when a decision is made.

Your initiative and interest in submitting the idea are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4EWLAU

1 - Mr. Waikart
1 - Personnel file of Miss [redacted]
JER:alz
(5)

b6
b7C

(Suggestion 514-72 dated 2/1/72)

NOTE: Based on memorandum E. W. McCoy to Mr. Waikart, OTB:mlj, 2/1/72, re: [redacted] GS-6, File Review Unit, Files and Communications Division, EOD 11/2/53.

Referred to Domestic Intelligence Division for views and recommendations.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAILED 5
FEB 8 1972
FBI

4 MAR 24 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart b6 b7C DATE: 2/1/72

FROM : E. W. McCoy

SUBJECT: [redacted] & Destruction of Bureau Property - Memorandum
GS-6, File Review Unit
Files and Communications Division
EOD 11/2/53

STREAMLINING COMMITTEE SUGGESTION
514-72

Employee has suggested through the Division Streamlining Committee that Serial 5 of file 65-48824 which concerns A List of Registrants For German Military Service - Alien Enemy Control - G be deindexed and destroyed. This serial consists of approximately 6,000 names of male German aliens of military age who registered at the German Consulate in New York City subsequent to the outbreak of war in 1939. The list, which was submitted by the New York Office, gives the name of the individual, his address at the time of registration, together with his date of birth. Miss [redacted] noted that previous authority was granted in memorandum Short to Nease dated 9/3/58 (Bu file 66-3286-796) to destroy the alien enemy control index of aliens who were taken into custody during World War II. b6 b7C

The Streamlining Committee carefully considered this suggestion and recommends it be adopted inasmuch as Serial 5 of file 65-48824 does not contain any derogatory information relative to the individuals listed therein and the fact that these individuals were compelled by the German government to register for the German military service during a period of war time does not in itself reflect in a derogatory manner upon these individuals. The deindexing of these names will result in the recovery of filing space and will eliminate these names being listed on name check searches.

RECOMMENDATION: EX-100 REC-58 66-3286-1089

(1) That this suggestion be referred to the Training Division, attention Suggestion Desk. 2 FEB 8 1972
Completed - Range Unit
5,850 sheets 6½" mail 4/10/72 LL

(2) That this suggestion be referred to the Domestic Intelligence Division for its views and recommendations.

1 - Domestic Intelligence Division
OTB:mlj
(8)
OTB

Let of appr mailed 2/15/72 JEH
Let of ack. 2/7/72
Memo Coard. Nease to Mohr 2/11/72 PWO

DATE 8-23-82 BY SP4 EWM/cal

JNO mbl

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION JNO:mbl 2/7/72

Attached suggestion proposes that Serial 5 of file 65-48824, which concerns A List of Registrants for German Military Service-Alien Enemy Control-G be deindexed and destroyed. This serial consists of approximately 6,000 names of male German aliens of military age who registered at the German Consulate in New York City subsequent to the outbreak of war in 1939.

COMMENTS OF DOMESTIC INTELLIGENCE DIVISION:

It is pointed out in the attached suggestion that Serial 5 of file 65-48824 does not contain any derogatory information, and that previous authority was granted to destroy the alien enemy control index of aliens who were taken into custody during World War II. In view of this, the Domestic Intelligence Division agrees to the adoption of the attached suggestion.

EMW/S

April 13, 1972

PERSONAL

FLC-140 66-3286-1090

ST-111

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-02 BY SP4ELW/cal

Dear Miss [redacted]

Reference is made to your suggestion regarding the microfilming and disposition of certain files in one of our investigative classifications. The ninety-day survey concerning this proposal has now been completed and it has been decided it should not be adopted because of the frequency with which these files are being used at the present time.

Although favorable action was not taken in this instance, I appreciate the interest which led you to submit your idea to me.

MAILED 5
APR 13 1972
FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Waikart
1 - Personnel file of Miss [redacted]

b6
b7C

ML:car
(5)

(Suggestion 428-72)

NOTE: Based on memorandum E. W. McCoy to Waikart, 4/10/72, re: [redacted] GS-6, File Review Unit, Files and Communications Division, EOD 11/2/53, OTB:jtw., with addendum of the Training Division, ML:car, 4/13/72.

Tolson
Felt
Campbell
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

62 SEP 1 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

4-000

January 14, 1972

PERSONAL

REC 66-3286-1090

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion regarding the disposition of certain reference material. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

I want to take this opportunity to express my appreciation to you for bringing this matter to my attention.

MAILED 9
JAN 14 1972
FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Waikart
1 - Personnel file of Miss [redacted]
ML:alz
(5)

b6
b7C

(Suggestion 429-72)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, ML:alz, 1/12/72, re: Interdepartmental Committee on Political Refugee Minutes, Suggestion 429-72 Submitted by Miss [redacted], Files and Communications Division.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Room 5302

FORM NO. 10
EDITION
REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 1/12/72

FROM : J. J. Casper

SUBJECT: INTERDEPARTMENTAL COMMITTEE ON POLITICAL REFUGEE MINUTES
SUGGESTION 429-72 SUBMITTED BY
MISS [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION

O'CONNELL
7264

Destruction of Bureau Records

SUGGESTION: That references in 100-17826-Sub-2 and 100-17826-Sub-3 (Interdepartmental Visa Control Committee) which do not contain derogatory information, notations by the Director or concern policy matter be deindexed and destroyed. This file contains copies of individual memoranda prepared by State Department on individual applicants seeking admission to the U. S. Subjects and sponsors are indexed. Original minutes of committee meetings are on file with the State Department and copies are in possession of Immigration and Naturalization Service. The two files consist of 24 sections and contain no mail after 1948.

ADVANTAGES: These references are presently eliminated on loyalty check reviews; references are frequently listed for review on name check requests because of the numerous names indexed and limited information available on these individuals; original correspondence is on file with State Department; and, material of a similar nature in the 40 classification (Passport and Visa Matters) was recently approved by Bureau and Archives for destruction. Since the destruction of this material will result in the recovery of badly needed space and since material is no longer of sufficient value to merit retention and will reduce file reviews on name checks, Files and Communications Division recommended idea be approved.

RECORDED COPY FILED IN 100-17826-2

REC plm 66-3286-1090

OBSERVATIONS: Domestic Intelligence Division stated that provided references containing derogatory information of a pertinent nature are retained it agreed to approval of the idea.

FEB 15 1972

Due to these views, Training Division agrees this action would be desirable.

RECOMMENDATIONS: 1. That the suggestion be adopted and the attached letter be forwarded to the suggester advising her of this fact. The idea has been acknowledged by prior letter.

Enclosures
1 - Bufile 100-178263
1 - Bufile 66-3286
1 - Mr. Mohr
ML:alz
(5)

100-17826-2-
100-17826-3-

REC'D
DATE FORWARDED
JAN 28 1972
8-03-94 DECLASSIFIED

CONTINUED - OVER

Memo J. J. Casper to Mr. Mohr
Re: Interdepartmental Committee on Political
Refugee Minutes
Suggestion 429-72 Submitted by
Miss [redacted] b6 b7C
Files and Communications Division

2. On approval, this memorandum will serve as the authority for the Files and Communications Division to obtain the necessary Archival approval for this destruction.

*SCHEDULED FOR HANDLING BY PURGE, CORRELATION UNIT, RECORDS BRANCH AFTER ARCHIVAL APPROVAL OBTAINED. 1/21/72.

EMS

RDS

EX-101

February 4, 1972

PERSONAL

REC-15 66-3286-109

Mr. [redacted]
Federal Bureau of Investigation
Oklahoma City, Oklahoma

b6
b7C

Dear Mr. [redacted]

Your suggestion has been received with respect to the disposition of files and index cards in three classifications of cases. The matter has been considered and it has been decided it should not be adopted. We have recently modified our policy in this regard as far as auxiliary offices are concerned and it is felt we should not go beyond the present requirements.

Although your idea was not approved at this time, I appreciate the interest which led you to submit it.

MAILED 5
FEB 4 1972
FBI

Sincerely yours,

b6
b7C

J. Edgar Hoover

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
JER:alz
(6)

(SUggestion 502-72 dated 1/26/72)

NOTE: Suggests all field offices be allowed after five years to destroy files and index cards in criminal intelligence categories of cases, namely 92 (Anti-Racketeering), 162 (Interstate Gambling Activities), and 166 (Interstate Transportation of Racketeering) classifications wherein investigation has shown subject not involved in criminal activities or associated with criminal element.

(NOTE Continued on Page 2)

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Walkart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

FEB 28 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

56 MAR 2 1972

UNRECORDED COPY FILED IN

DATE 8-23-82 BY SP4ELW/ cal

92-0-1
162-0-1
166-0-1
66-3286-109

Letter to Mr. [redacted]

b6
b7C

NOTE Continued:

Matter has been discussed with Special Investigative Division which opposed suggestion. They stated these files contained intelligence-type information which has continuing or potential value. They noted that need for space was an important consideration; however, we have recently relaxed our retention requirements in the three classifications in question to the extent that we permit destruction of these cases, but not the index cards, after five years provided: Office is not office of origin or prosecution, file is of no further value, stops are not outstanding, and provided FD-302s, signed statements and evidentiary material are retained. It is felt this is as far as we should go.

In view of the foregoing comments Training Division recommends suggestion not be adopted.

XEROX
FEB 28 1972

Employee Suggestion
FD-252 (Rev. 9-11-59)

502-72

b6
b7C

Date: January 26, 1972

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	Clerk [redacted]	Oklahoma City

SUGGESTION

That Field Offices be allowed after five years to destroy those files and index cards in the criminal intelligence category (92, 162, & 166) wherein investigation of the subject has shown he is not involved in criminal activity or associated with the criminal element.

Destruction of Bureau Records
General

92-0-
162-0-
166-0-

Current practice or rule (Include manual citation as well as facts)

Manual of Instructions, Part 2, Section 3, Page 13

Files may be destroyed in these classifications only after 20 years.

Advantages of suggestion and annual savings (include basis for estimate)

Provide immediate space in the closed files section of Field Office. The 162 and 166 classifications were first began in 1961, thus under present instructions it will not be possible to destroy files in either of these classifications for approximately ten more years.

Since many of this type cases are opened to identify an individual and his activities and these reflect no criminal activity, this suggestion should provide much space that could not be used otherwise for the next ten years.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4ELW/cal

EX-PROOF #37

Disadvantages of suggestion

Initially, there would be a small back log of files to be destroyed.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

EX-101

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

REC-15 66-3286-1091

This is an excellent suggestion as long as it is limited to those subjects investigation has shown are not involved in criminal activity. I recommend adoption.

Arnold C. Larson
SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

FEB 28 1972

Let of appr
JKEdgar
2/28/72

NO FEB 22 1972

UNRECORDED COPY FILED IN 66-8482-

March 14, 1972

PERSONAL

REC-51 66-3286

Miss [redacted]
Federal Bureau of Investigation
Oklahoma City, Oklahoma

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion regarding the procedures which are used with respect to certain index cards. I am pleased to advise you that a modification of your idea is being adopted and steps will be taken to place it into effect. This procedure will be brought to the attention of all offices for use on an optional basis.

The interest which led you to bring this matter to my attention is indeed appreciated.

MAILED 23
MAR 14 1972
FBI

Sincerely yours,

J. Edgar Hoover

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Miss [redacted]

b6
b7C

MJL:car
(6)

(Suggestion 598-72)

NOTE: Based on memorandum Casper to Mohr, ML:car, 3/13/72, re: Destruction of Bureau Property - General, Suggestion 598-72 Submitted by Miss [redacted] Oklahoma City Office.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

55 MAR 30 1972

March 2, 1972

PERSONAL

ST-114 REC-50 66-3256-1092

Miss [redacted]
Federal Bureau of Investigation
Oklahoma City, Oklahoma

b6
b7C

Dear Miss [redacted]

Thank you for the suggestion regarding the procedures which are used with respect to certain index cards. Consideration is being afforded this proposal and I will let you know of the final decision in the matter.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 21
MAR 2 - 1972
FBI

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file

b6
b7C

1 - Personnel file of Miss [redacted]

ML:car
(6)

(Suggestion 598-72 dated 2/28/72)

NOTE: Suggests destroying La Cosa Nostra Membership Index Cards on deceased members with only Bureau keeping such cards and, when notified by Bureau, stamp index cards in regular indices "Deceased" and keep these cards.

Referred to the Special Investigative Division, by request, for views and recommendations.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

XEROX
MAR 3 1972

UNRECORDED COPY FILED IN 92-7957-1

EXCISED BY SPECIAL 8-23-82

Suggestion
(ev. 9-11-59)

EXP

#598-42

b6
b7C

Date
2/28/72

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Oklahoma City

SUGGESTION

Destroy La Cosa Nostra Membership Index Cards on deceased members with only the Bureau keeping such cards and, when notified by Bureau, stamp the index cards "Deceased" and keep index cards.

Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts)

Director airtel to New York, 10/20/64, page 4, captioned LA COSA NOSTRA MEMBERSHIP INDEX, AR-CONSPIRACY; Bufile 92-7954

Advantages of suggestion and annual savings (include basis for estimate)

Saving filing space. In Oklahoma City we have about eight inches of space used in the deceased membership index file and would save space in each office.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4ELW/cal

92-7954-4

EXP. PROC

UNRECORDED COPY FILED IN 30 MAR 1 1972

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]
CLERK Signature and Title of Suggester

Recommendations and comments of Division Head

I recommend adoption since it would save filing space.

Arnold C. Larson
SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only) REC-50 62-116942

MAR 3 1972

Letter of acknowledgment 3-2-72 NL:cer

Letter of appreciation 3-14-72 ST-114 NL:cer

Memo Cosper to Mohr 3-13-72 NL:cer

MAR 1 1972

JPR:TWO

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
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Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 2/28/72

FROM : E. W. McCoy

SUBJECT: PROPOSED DESTRUCTION OF MATERIAL CONTAINED IN GENERAL ACTIVITIES - COMMUNIST PARTY (61-7559 Sub-A) BY RECORDS BRANCH DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

The Records Disposal Committee suggested that material contained in 61-7559 Sub-A, General Activities - Communist Party, consisting of 118 sections and housed in eight cabinet drawers, be destroyed. This material consists of newspaper clippings and is public source material. It contains limited indexing, possesses no apparent current value of a historical, intelligence, investigative and research nature. Therefore, since this file is not currently being used and in view of the fact that we have General Records Schedule approval for destruction of public source material eliminating the necessity to obtain archival authority, this material should be considered for destruction. The disposal of this material will result in the recovery of 8 letter-size cabinet drawers of valuable cabinet space.

The views and recommendations of the Domestic Intelligence Division should be obtained.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4ELW/cal

RECOMMENDATIONS:

(1) That material in 61-7559 Sub-A, General Activities - Communist Party, be destroyed inasmuch as it no longer possesses sufficient value to merit retention and is public source material.

Completed by Runge 4/20/72
5,730 typ. pgs. de-indexed
238 "mail destroyed"

REC-6 66-3286-1093

(2) That the views and recommendations of the Domestic Intelligence Division be obtained.

1 - Domestic Intelligence Division
OTB:mlj
(4)

16 MAR 7 1972

SEE DOMESTIC INTELLIGENCE DIVISION ADDENDUM, PAGE TWO

51 MAR 16 1972

Destruction approved for Comptroller 3/16/72

Destruction of Bureau Property - General

UNRECORDED COPY FILED IN 61-7559-A

RCP

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION 3/2/72 RCP:mkl

Domestic Intelligence Division concurs with the recommendation of the Records Disposal Committee that material in 61-7559 Sub A, "General Activities - Communist Party," can be destroyed. This information is more than 30 years old. It is all public source, and, if needed, can be obtained from another source.

TJS

AG
DC

EM/s

EX-109

REC-4 66-3286-1094

March 9, 1972

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4ELW/cal

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion regarding the disposition of certain enclosures behind one of our case files. I am pleased to let you know that your proposal has been approved and the necessary action has been authorized to implement it.

Your idea should enable us to salvage additional filing space and I want to thank you for bringing it to my attention.

Sincerely yours,
J. Edgar Hoover

MAILED 23
MAR 9 - 1972
FBI

b6
b7C

1 - Mr. Waikart
1 - Personnel file of Miss [redacted]
JER:car
(5)

(Suggestion 588-72)

NOTE: Based on memorandum Casper to Mohr, re: Destruction of Bureau Property - General, Suggestion 588-72 Submitted by Miss [redacted] Files and Communications Division, JER:car, 3/8/72.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAR 21 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

REC-6 - 3286 - 1094

EX-105

March 1, 1972

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

I have been advised of your suggestion regarding the disposition of certain enclosures behind a particular file. Consideration is being afforded this proposal by the appropriate division and I will let you know of the final decision in the matter.

The interest and thoughtfulness which led you to submit this idea are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 21
MAR 1 - 1972
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4 EJW/cal

1 - Mr. Waikart
1 - Personnel file of Miss [redacted]

b6
b7C

MML:car
(5)

(Suggestion 588-72 dated 2/28/72)

NOTE: Based on memorandum McCoy to Waikart, 2/28/72, OTB:jtw, re: [redacted] GS-6, General Index Unit, Files and Communications Division, EOD 11/4/46, Streamlining Committee Suggestion.

Referred to the Domestic Intelligence Division for views and recommendations.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
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MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Bates
Waikart
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Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 2-28-72

FROM : E.W. McCoy

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4 EW/cal

SUBJECT: [redacted]
GS-6, General Index Unit
Files and Communications Division
EOD 11-4-46

STREAMLINING COMMITTEE SUGGESTION
#588-42 Destruction of Bureau Property - Enclosure

Employee suggested through the Division Streamlining Committee that enclosures behind file 100-338584 entitled "El Siglo" be destroyed as this is a Spanish newspaper and pertinent information contained therein is set forth in the applicable cover letter in file. She also pointed out that the last issue was submitted by letter dated 10/10/47 and these enclosures occupy approximately two file cabinet drawers.

The Streamlining Committee carefully considered this suggestion, noting that a review of this public source material failed to indicate that it possesses investigative, intelligence, historical, or research value. Also, the material does not appear to contain sufficient value to merit retention. The Committee agrees that this extraneous material should be removed from the files in order that valuable space can be recovered. Inasmuch as this classification is supervised by the Domestic Intelligence a copy of this suggestion is being routed to that division for its opinion and recommendation.

RECOMMENDATIONS:

1. That this suggestion be referred to the Training Division, attention Suggestion Desk.

EX-105

2. That a copy of this suggestion be forwarded to the Domestic Intelligence Division for its review and recommendation.

REC-4 66-3286-1094

1 - Domestic Intelligence Division

OTB:jtw
(8)

Letter of date 3-1-72 Conv
Letter of approval 3-9-72 JEP:car
Memo Casper to News 3-8-72 JEP:car

25 MAR 15 1972

2 - [illegible]

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: March 8, 1972

FROM : J. J. Casper

b6
b7C

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 588-72 SUBMITTED BY
MISS [redacted] FILES AND COMMUNICATIONS DIVISION

Miss [redacted] has suggested that enclosures behind file 100-338584 entitled "El Siglo" be destroyed. This is a Spanish newspaper and pertinent information contained therein is set forth in the applicable cover letter in file. She also pointed out that the last issue was submitted by letter dated 10/10/47 and the enclosures in question occupy about two file drawers.

Files and Communications Division's Streamlining Committee favor adoption provided Domestic Intelligence Division agreed.

Domestic Intelligence Division advised that the material in question apparently had no investigative, intelligence, historical or research value; therefore, it had no objection to its destruction.

RECOMMENDATIONS: 1 - That the suggestion be adopted and the suggester be so advised in the attached letter. Receipt of the idea was acknowledged previously.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4EW/al

2 - On approval, this memorandum will authorize Files and Communications Division to take the necessary action.

Scheduled for handling EM
by purge unit in Correlation Unit
of Records Branch. 3/13/72

REC-1 66-2286-1095

Enclosure
1 - Mr. Mohr
JER:car
(3)

25 MAR 15 1972

Completed 5/2/72 Purge Unit
100" mail destroyed

66 MAR 21 1972

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Walkart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 3/9/72

FROM : E.W. McCoy

SUBJECT: PROPOSED DESTRUCTION OF MISCELLANEOUS RECORD MATERIAL BY RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

DESTRUCTION OF Bureau Rec cards - Dup

The Records Disposal Committee suggested that certain miscellaneous files containing obsolete record material be destroyed as they no longer possess sufficient investigative, intelligence, research and historical value to merit retention. The following is a tabulation of the files, together with a brief description of the obsolete file material.

File Number	Subject	Description
54-01 Completed Purge Unit 9-17-73 13 Cards de indexed 1/4 inch of mail destroyed Ide	Customs Laws and Smuggling	Newspaper Clippings
56-287-A Completed Purge Unit 7-16-73 12 cards de indexed 12 inches of mail destroyed Ide	Election Frauds, Kansas City, Mo. National Election, November, 1936	Newspaper Clippings dated 1936-1946
61-25 Completed Purge Unit 7-16-73 8 cards de indexed 14 inches of mail destroyed Ide	Miscellaneous Newspaper Clippings (No indexing)	Newspaper Clippings dated Oct., 1921 through Feb., 1928 covering various and sundry matters of possible interest to Bureau.
49-01 through 49-03 Completed Purge Unit 3-26-73 4 Cards de indexed 1 1/2 inches mail destroyed Ide	National Bankruptcy Act-General File (No indexing)	Matter pertain to observations of field offices and is dated 1926-1930
61-01 not approved [illegible]	General File (No Indexing)	Contain miscellaneous obsolete material dated 1920 concerning radical activities and International Workers of the World

EX-115
REC 25 66-3286-1096

[illegible] RETAINED
[illegible]
DATE 8-23-82 BY SP4EL w/ cal

2 MAR 21 1972

1 - Domestic Intelligence Division
1 - General Investigative Division

RECORDS

OTB:jtw
(5) AUG 29 1972

(continued over)

Correlation

Memorandum E.W. McCoy to Mr. Waikart
RE: Proposed Destruction of Miscellaneous Record Material
By Records Disposal Committee
Files and Communications Division

File Number	Subject	Description
62-01 through 62-050 Completed Purge Unit 3-26-73 4,913 Kefo destroyed 91 inches of mail destroyed SL	General File (No indexing)	Most recent mail dated 1920 relates to applications for Presidential exception from classification of Alien Enemy by State Department
64-01 not approved see 66-19087-47	General File (No indexing)	Mail dated in 1920 containing miscellaneous information reference Conditions and Activities in Mexico
65-1X not approved see 66-19087-47	General File (No indexing)	Material dated 1920 containing miscellaneous information reference Japanese Activities on West Coast of United States and Mexico

Archival authority will be necessary for destruction of all material, except for the first three items listed which constitutes public source material. This material is no longer used; is obsolete and the disposal of it will result in recovery of 4 six-drawer cabinets of valuable filing space. Inasmuch as this material may be of interest to the Domestic Intelligence and General Investigative Divisions, their views are being obtained.

RECOMMENDATIONS:

1. That material tabulated in this memorandum be destroyed as it no longer possesses sufficient value to merit retention.

 (continued over)

2. That the views and recommendations of the Domestic Intelligence Division be obtained.

3. That the views and recommendations of the General Investigative Division be obtained.

F.W.

EJM

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION 3/10/72

The Domestic Intelligence Division concurs with recommendation to destroy above-defined material.

EM/RLS

ADDENDUM: GENERAL INVESTIGATIVE DIVISION EJM/pwl 3/13/72

The General Investigative Division concurs with recommendation to destroy above-defined material relating to matters handled by the General Investigative Division.

EJM RLS/ELM CLM/JK

Scheduled for handling, upon receipt of archival authority, in Purge Unit of Records Branch.
3/16/72
DB

EX-115

REC 25 66-3286-1097

February 2, 1972

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4ELW/cal

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Thank you for your suggestion concerning the disposition of material in one of our subfiles. I am pleased to let you know that your proposal has been adopted and has been extended to include two additional subfiles.

The continued interest displayed by you in seeking ways to save work and salvage space is indeed appreciated.

MAILED 5
FEB 2 1972
FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Waikart
1 - Personnel file of Miss [redacted]
JER:alz
(5)

b6
b7C

(Suggestion 494-72 dated 1/26/72)

NOTE: Based on memorandum E. W. McCoy to Mr. Waikart, OTB:jtw, dated 1/26/72, re: [redacted] GS-6, File Review Unit, Files and Communcations Division, EOD 11/2/53, Streamlining Committee Suggestion and Addendum: Domestic Intelligence Division, 1/28/72, LAC:bcw/car.

On approval this letter will authorize Files and Communications Division to take necessary action.

Purge unit & correlation unit
list scheduled
this for handling
when work load
permits. 2/4/72.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

5 MAR 27 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
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Miller, E.S.
Callahan
Casper
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Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 1-26-72

FROM : E.W. McCoy

b6
b7C

SUBJECT: [redacted]
GS-6, File Review Unit
Files and Communications Division
EOD 11/2/53

STREAMLINING COMMITTEE SUGGESTION
494-72

Employee suggested through the Division Streamlining Committee that the Sub A section of file 62-101413, Senate Committee to Censure Senator Joseph McCarthy, consisting of sixteen sections of newspaper clippings, be de-indexed and destroyed. Approximately 20 names of individuals who wrote letters to Editors of newspapers are indexed. This is public source material over ten years old which occupies badly needed filing space and no longer possesses sufficient value to merit retention.

The Streamlining Committee carefully considered this suggestion and determined that the Sub A sections of files 62-96332 (Joseph R. McCarthy) and 94-37708 (Joseph R. McCarthy-Information Concerning) contain similar public source material which should be included in this suggestion for destruction. It is noted the news clippings are dated from approximately June, 1954 to June, 1955 and McCarthy died 5-2-57. This material is available through the Library of Congress and does not require archival approval for destruction. The Streamlining Committee recommends adoption of this suggestion.

DESTRUCTION OF BUREAU RECORDS - Dupe

REC 25 62-32861-1077

RECOMMENDATIONS:

1. That this suggestion be referred to the Training Division, attention Suggestion Desk.

EX-115

Completed 5/4/72 - Purge Unit 121 Refs. re-indexed & 27" mail destroyed in all 3 files. gb

2 MAR 21 1972

2. That views and recommendations of Domestic Intelligence Division be obtained.

1 - Domestic Intelligence Division

OTB:jtw
(7)

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Let of appr. JEH 2/2/72

RECORDS

SEE ADDENDUM PAGE TWO

Consultation

TWA - Jr

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, 1/28/72, LAC:bcw/car CAR

This suggestion pertains to the de-indexing and destruction at Bureau of public source material (which is over 15 years old) currently maintained in Sub A sections of three Bureau files relating to deceased Senator Joseph R. McCarthy. The material in the main consists of several sections of newspaper clippings which are readily available through Library of Congress. Relatively little indexing has been accomplished with regard to this material.

There appears to be no logical or plausible reason for the continued retention of this bulky material which is available through another source, if needed. Suggestion also has merit in providing additional needed filing space. Domestic Intelligence Division therefore recommends that suggestion be adopted.

AG/DC

EWS

February 15, 1972

EX-115
DEC 25 66-3286-1098

PERSONAL

DATE 8-23-82 BY SP4ELW/ Cal

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Reference is made to your suggestion with respect to the disposition of material in one of our files. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

I want to take this opportunity to express my appreciation to you for bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Waikart
1 - Personnel file of Miss [redacted]
ML:alz
(5)

b6
b7C

(Suggestion 514-72)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, ML:alz, 2/11/72, re: Destruction of Bureau Property - General, Suggestion 514-72 Submitted by Miss [redacted] Files and Communications Division.

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

MAILED 21
FEB 15 1972
FBI

56 AUG 29 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
Gandy

TO : Mr. Mohr

DATE: 2/11/72

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 514-72 SUBMITTED BY
MISS [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION

SUGGESTION: That serial 5 of file 65-48824 which concerns A List of Registrants For German Military Service - Alien Enemy Control - G be deindexed and destroyed. This serial consists of approximately 6,000 names of male German aliens of military age who registered at the German Consulate in New York City subsequent to the outbreak of war in 1939. The list, which was submitted by the New York Office, gives the name of the individual, his address at the time of registration, together with his date of birth. It should be noted that previous authority was granted in memorandum Short to Nease dated 9/3/58 (BUfile 66-3286-796) to destroy the alien enemy control index of aliens who were taken into custody during World War II.

OBSERVATIONS: Files and Communications Division recommended adoption since this serial does not contain any derogatory information relative to the individuals listed therein and the fact that these individuals were compelled by the German government to register for the German military service during a period of war time does not in itself reflect in a derogatory manner upon these individuals. This will result in a recovery of filing space and will eliminate these names being listed on name check searches.

Domestic Intelligence Division agreed to the proposed action since there is no derogatory information contained in this serial regarding the individuals involved.

EX-115 REC 25 66-3286-1098

Due to the above views, Training Division has no objection to the proposed action. Since this list was not prepared as a result of Bureau investigation and is not an original copy, Archival authority will not be necessary before destroying this material.

MAR 21 1972

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter be forwarded to the suggester advising her of this fact. The idea has been acknowledged by prior letter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-23-82 BY SP4ELW/CAL

Enclosure
1 - Mr. Mohr
WML:alz
(3)

CONTINUED - OVER

Destruction of Bureau Records - Gen'l

Correlation

Memo J. J. Casper to Mr. Mohr
Re: Destruction of Bureau Property - General
Suggestion 514-72 Submitted by
Miss [redacted]
Files and Communications Division

b6
b7C

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to take the appropriate action to place the idea into effect.

This matter has been placed on schedule of items for handling by Purge Unit of Records Branch as availability of Personnel permits. 2/17/72 WDS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Holmes
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TO : Mr. Mohr

DATE: 1-20-72

FROM : F. W. Waikart

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY

SUBJECT: PROPOSED DESTRUCTION OF MATERIAL CONTAINED IN NON-SUBVERSIVE SUB-0 AND SUB-A FILES OVER FIVE YEARS OLD BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

O'CRADDEN (7269)

The Files and Communications Division recommends that material in the Non-Subversive Sub-0 and Sub-A files over five years old which does not concern policy, and in which no prosecution was undertaken be destroyed, together with related index cards, inasmuch as it does not possess sufficient investigative, intelligence, historical or reference value to merit retention. The material contained in these files consists of miscellaneous correspondence from the public, allegations of violations, referral to other agencies, public source material, requests for information, anonymous communications and other miscellaneous material in which the statute of limitations has expired.

REC 25 66-3286-1099

The Identification, Special Investigative, General Investigative and Laboratory Divisions concur with the above recommendation with the following exceptions: General Investigative Division recommends retention of 149-0, 149-0-A (Destruction of Aircraft and Motor Vehicles) and 164-0 (Crime Aboard Aircraft) be retained as these are relatively new violations and conceivably may possess some value for future reference. The Laboratory Division feels that material in 95-0 (Laboratory cases other than Bureau) and 145-0 (Interstate Transportation of Obscene Matter) should be retained as it may possess some current or future value.

MAR 21 1972

RECOMMENDATION:

That nonderogatory and nonsubversive data contained in certain Sub-0 and Sub-A files over five years old be destroyed, with authority being limited to those classifications set forth in the attached memorandum and approved by the substantive divisions, after Archival authority is obtained.

Enclosure
1 - Identification Division
1 - General Investigative Division
1 - Special Investigative Division
1 - Laboratory Division
OTB:bpr

67 AUG 29 1972 ENCLOSURE

JAN 28 1972

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-81 BY 6338 JETAG

TABULATION OF NON-SUBVERSIVE
SUB-0, SUB-A FILE MATERIAL

FILE #	NO. OF SECTIONS	COMMENTS
4-0	2	Inquiries from public re firearms, no jurisdiction, firearms seizures, referrals to Treasury.
4-0-A	1	
5-0	3	Correspondence from public re tax evasion allegations, no jurisdiction, referrals to Internal Revenue.
5-0-A	5	
6-0	3	Public source material, correspondence from public re strikes, referrals to Antitrust Division.
6-0-A	45	
6-0-A-1	2	
6-0-A-2	1	
6-0-A-3	1	
6-0-A-4	1	
7-0	38	Correspondence from public re kidnapping legislation, suggestions, requests for information and statistics.
7-0-A	4	
~~7-1~~	~~142~~ not done-famous case	~~Correspondence from public re Lindberg case to~~
~~7-1-A~~	~~82~~ File retained + not to be destroyed per Mr. Benedict 11-1-73	~~suggest, assist and experiences. Referrals.~~
7-2	15	Correspondence from public re kidnapping suggestions, comments. No jurisdiction.
7-2-A	28	
8-0	1	Copies of Federal legislation, alleged violations of Migratory Bird Act, referrals to Interior Department.
8-0-A	1	
9-0	113	Correspondence, anon communications and telephone calls re extortion. No jurisdiction, no investigation, prosecution declined by USA, referrals to Post Office Inspectors.
9-0-A	12	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4 ELW Cal

66-3286-1099

Cover memo Haikeat to Mohr
of 12-20-72

ENCLOSURE

FILE #	NO. OF SECTIONS	COMMENTS
28-0 28-0-A	2 none	General correspondence relating to alleged violations in connection with Copyright Matters and referrals to Justice Department.
29-0 29-0-A	19 6	Inquiries and requests for information regarding the Federal Reserve Act and banking matters.
31-0 31-0-A	28 7	Miscellaneous material and correspondence relating to alleged violations of the WSTA, referrals to Treasury Department relating to narcotics and public source material.
32-0 32-0-A	12 1	Requests from law enforcement agencies for fingerprinting supplies and for fingerprint checks on arrested individuals.
33-1 and enclosures 33-1-A 33-1-1 sub 1 thru 56	219 4 237	Miscellaneous correspondence and material regarding Crime Statistics - General and requests for Uniform Crime Reports.
36-0 36-0-A	3 1	Mail relates to matters not within Bureau investigative jurisdiction and referrals to P. O. Dept. Also public source material.
39-0 39-0-A	530 6	INS requests for records check referrals to INS, anonymous communications, letters from private citizens concerning alien registration and illegal entry.
41-0 41-0-A	1 1	Miscellaneous correspondence relating to the Federal Explosives Act and public source material.
42-0 42-0-A	357 2	Mail relates to alleged deserters or deserters apprehended and returned to military control.
43-0 43-0-A	6 1	Illegal Wearing of Uniform; Administrative reviews on convictions; USA declined prosecution; Unsubs; USA declined prosecution on Impersonation and misuse of Federal Agency names cases.

FILE #	NO. OF SECTIONS	COMMENTS
10-0 10-0-A	2 1	Public source material, violations re use of Red Cross emblem, referrals to Red Cross.
11-0 11-0-A	2 1	Correspondence from public re taxes, referrals to IRS.
12-0 12-0-A	20 13	Correspondence from public re alleged narcotic violations, referrals to Treasury Department, no jurisdiction, public source material.
15-0 15-0-A	24 4	Unsubs TFIS, no jurisdiction.
17-0 17-0-A	17 1	Correspondence from public re VA status, complaints, no jurisdiction, referrals, non-entitlement subjects for info.
18-0 18-0-A	1 1	Correspondence from public, no violation, no jurisdiction, public source material.
21-0 21-0-A	2 1	Correspondence re alleged Food and Drug violations, no jurisdiction, referrals, public source.
22-0 22-0-A	4 none	Suggestion submitted.
23-0 23-0-A	1 3	Obsolete material destroyed in 1966. Sub-A should be handled.
24-0 24-0-A	4 none	Correspondence, complaints from public re price increases; no jurisdiction; Coleman File.
26-0 26-0-A	165 11	Miscellaneous material and correspondence relating to ITSMV - General. Also public source material.
27-0 27-0-A	4 none	Inquiries from public regarding Patent Matters, no Bureau jurisdiction and Bureau suggestions for contacting Commerce Dept. or local attorneys for desired information.

FILE #	NO. OF SECTIONS	COMMENTS
45-0 45-0-A	4 4	Alleged stowaway violations; no jurisdiction, referred to local law enforcement agencies; Unsubs; Missing seamen.
46-0 46-0-A	51 4	Correspondence from public re alleged Fraud, referrals, no jurisdiction, Unsubs.
47-0 47-0-A	64 4	Inquiries, NR re individuals allegedly employed by Bureau, referrals, Unsubs, Administrative reviews re convictions.
48-0 48-0-A	2 3	Correspondence from public re alleged Postal violations, no jurisdiction; Unsubs; referrals.
49-0 49-0-A	9 4	Administrative reviews re convictions, investigations, statistics, informants, etc. in NBA matters. Correspondence, inquiries from public.
50-0 50-0-A	3 1	Unsubs, no violation of Involuntary Servitude and Slavery Statute, public source material, correspondence from the public, referrals to local law enforcement.
52-0 52-0-A	87 2	Unsubs, correspondence from public re alleged Theft of Government Property, no jurisdiction, referrals.
55-0 55-0-A	2 4	Unsubs, referrals to Secret Service, correspondence from public re alleged Counterfeiting, no jurisdiction.
56-0 56-0-A	32 11 (1962)	Unsubs, public source material, alleged violations of Election Laws from public, no jurisdiction, complaints re irregularities, referrals.
58-0 58-0-A	14 1	Administrative reviews re Bribery, Unsubs, correspondence and reports from public re violations, no jurisdiction, referrals.

FILE #	NO. OF SECTIONS	COMMENTS
60-0 60-0-A	10 19	Inquiries re Antitrust from public, statistics, referrals, public source material, alleged violations reported by public, no jurisdiction.
62-0 62-0-A	595 5	Miscellaneous matters and correspondence. (Destruction of serials completed through Section 400 as of 12/13/71. Twenty-two (22) additional sections have been completed by Purge and are being checked.)
63-0 63-0-A	316 4	Miscellaneous non-subversive - general correspondence.
66-0 66-0-A	7 none	Administrative material, policy.
68-0 68-0-A	1 1	Miscellaneous material relating to Alaskan Matters-General, no Bureau jurisdiction and referrals. Also public source material and negative laboratory tests.
69-0 69-0-A	1 1	Material relating to possible Contempt of Court cases. No Bureau investigation. Public source material.
70-0 70-0-A	22 2	Miscellaneous material including correspondence and public source regarding various alleged crimes on Government Reservations. Not under Bureau jurisdiction, no investigations and referrals to interested agencies.
71-0 71-0-A	16 9	Mail relates to Interstate Transportation of Obscene Matter - General. Includes correspondence enclosing material received by them through mail, referrals to Post Office Dept. Obscene enclosures have been destroyed by lab.
72-0 72-0-A	3 1	Miscellaneous material relating to alleged Obstruction of Justice matters which were not under Bureau jurisdiction and were referred to interested agencies for handling.

FILE #	NO. OF SECTIONS	COMMENTS
73-0 73-0-A	3 1	Miscellaneous correspondence containing applications for pardon after completion of sentence - not under Bureau jurisdiction, referrals to Dept. of Justice. Also notices from Pardon Attorney advising of pardons granted.
75-0 75-0-A	1 1	Correspondence and related material regarding Bondsmen and Sureties - General. No Bureau jurisdiction or investigations, referrals to Dept. of Justice.
76-0 76-0-A	16 5	Mail relates to Parole Violators - General. Inquiries asking whether individuals arrested were escaped federal prisoners or parole violators.
79-1 79-1-A	134 none	Correspondence asking for Bureau assistance in locating missing persons. Descriptions and background data on missing persons set out in correspondence. No record in Bureau files regarding these individuals. Referrals to other Departments.
80-0 80-0-A	none 1	Public source material regarding laboratory research matters.
81-0 81-0-A	1 none	Mail relates to Gold Hoarding - General. No Bureau jurisdiction and referrals to Treasury Dept. Also contains public source material.
82-0 82-0-A	1 1	Material including correspondence from individuals alleging War Risk Insurance Litigations. No Bureau jurisdiction or investigation. Referrals to Veterans Administration.
83-0 83-0-A	1 1	Miscellaneous material relating to Court of Claims cases.
84-0 84-0-A	1 none	Correspondence and related material regarding the Commodity Credit Corporation. Referals to other Government agencies.

FILE #	NO. OF SECTIONS	COMMENTS
85-0 85-0-A	1 1	Correspondence relating to Home Owners Loan Corporation - General. Not within Bureau jurisdiction, referrals to other agencies.
86-0 86-0-A	1 4	Miscellaneous material and correspondence relating to complaints in connection with Federal Lending and Insurance Agencies - General. Referrals to interested agencies.
87-0 87-0-A	64 15	Inquiries re: National Stolen Property Act - General. Referrals to other Government agencies and local authorities.
88-0 80-0-A	170 1	Prosecution denied by USA, no violation, prisoner escape (walk-away), request for "wanted" notices, returned to custody and case closed, voluntary return, form-type communication to Field Office requesting status of individual in connection with possible violation of Unlawful Flight Statutes.
89-0 89-0-A	2 1	Unsub, no violation within Bureau jurisdiction, referral, inquiries from public re legislation covering the assaulting or killing of Federal officers, administrative reviews.
90-0 90-0-A	1 none	Unsubs, public source material, no jurisdiction.
91-0 91-0-A	125 16	Field Office requests for photographs (1934), additions to Federal Reserve Systems bank list, Unsubs, referrals to local law enforcement department, public source material, correspondence from public re suggestions, observations.
91-01 91-01-A	35 1	
91-02 91-02-A	5 none	

FILE #	NO. OF SECTIONS	COMMENTS
92-0 92-0-A	16 1	Mail includes administrative reviews of various field offices regarding Anti-Racketeering cases. No investigations by Bureau in alleged violations of AR Statute.
93-0 93-0-A	11 none	Mail consists mainly of administrative reviews of field offices concerning Ascertaining Financial Ability matters and cases in which debts were declared uncollectible and no investigations conducted by Bureau.
95-0 95-0-A	32 1	Requests for Laboratory examinations by law enforcement agencies and/or private citizens, and outgoing letters setting forth Bureau policy re Lab Exams in cases which did not constitute Federal violations.
99-0 99-0-A	20 3	File reviewed and material destroyed 10/1/64. Requests from public for data re Plant security, referrals, establishment of surveys and informants. Retained administrative and policy material.
99-0 sub 1	9	Plant survey lists.
103-0 103-0-A	2 1	Unsubs, correspondence from public re stolen cattle, no jurisdiction, statistics.
104-0 104-0-A	7 none	Correspondence from public re alleged violations of Servicemen's Dependents Allowance Act, determined no violation and no jurisdiction, referrals.
115-0 115-0-A	1 none	Inquiries regarding individuals suspected as possible Fugitives or Bond Defaults. Bureau records and indices negative on many of these individuals.
119-0 119-0-A	1 1	Correspondence alleging violations of the Federal Regulation of Lobbying Act - General.

FILE #	NO. OF SECTIONS	COMMENTS
120-0 120-0-A	5 1	Mail relates to Federal Tort Claims Act - General. No Bureau investigation in cases where suits against Government were not contemplated per USA's.
125-0 125-0-A	1 none	Alleged violations of the Railway Labor Act - General and public source material relating to this act.
129-0 129-0-A	1 none	One serial - Bureau memo regarding Evacuation Claims - General.
131-0 131-0-A	1 1	Mail pertains to alleged violations of the Admiralty Laws - General.
139-0 139-0-A	5 1	Unsubs, complaints regarding alleged wire-tappings, public source material re: Unauthorized Publication or Use of Communications General.
141-0 141-0-A	1 none	Unsubs pertaining to alleged False Entries in Records of Interstate Carriers. Referrals to interested Government agencies.
142-0 142-0-A	1 none	
143-0 143-0-A	2 1	Unsubs, correspondence from public re ITGD, no jurisdiction, referrals.
144-0 144-0-A	1 1	Referrals to Post Office Department re alleged violations of ITLT, no violation, public source material.
145-0 145-0-A	22 5	Reviews of non-mailable matter, referrals to Post Office authorities.
146-0 146-0-A	1 none	Unsub, correspondence from Public re alleged violations of ITPMG, referrals.
147-0 147-0-A	20 1	Inquiries from public re FHA matters, no jurisdiction, referrals, public source material, Unsubs.

FILE #	NO. OF SECTIONS	COMMENTS
148-0 148-0-A	1 none	Inquiries from public re Fireworks, legislation and alleged violations, UNSUBS, public source material.
149-0 149-0-A	9 1	Unsubs (Destruction of Aircraft), anonymous threats USA advised no Federal violation or declined prosecution, correspondence from the public, referrals to FAA, public source material.
152-0 152-0-A	1 none	Switchblade Knife Act, observations from public, no jurisdiction, referrals to Post Office, public source material.
153-0 153-0-A	1 none	
154-0 154-0-A	1 none	
156-0 156-0-A	3 none	Administrative review.
159-0 159-0-A	10 1	Unsubs, administrative reviews.
160-0 160-0-A	4 none	Unsub, USA declined prosecution, referred to local authorities, no violation or Train Wreck Statute.
162-0 162-0-A	3 none	
164-0 164-0-A	1 none	
165-0 165-0-A	2 none	
166-0 166-0-A	2 none	

FILE #	NO. OF SECTIONS	COMMENTS
167-0	1	
167-0-A	none	
168-0	1	
168-0-A	none	
169-0	none	
169-0-A	none	

OPTIONAL FORM NO. 10
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UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 1/12/72

FROM : E. W. McCoy

SUBJECT: PROPOSED DESTRUCTION OF MATERIAL CONTAINED IN NON-SUBVERSIVE SUB-0 AND SUB-A FILES OVER 5 YEARS OLD BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

The Records Disposal Committee suggested that material contained in the Non-Subversive Sub-0 and Sub-A files over five years old, that does not contain any derogatory information and in which no prosecution was undertaken, be destroyed together with the applicable index cards. The Non-Subversive Sub-0 and Sub-A files (a list which is attached) consist of miscellaneous correspondence from the public, allegations of violations, referrals to other agencies, public source material, requests for information, suggestions from the public for solution of cases, anonymous communications and other miscellaneous material. This material has ceased to have any investigative, historical, intelligence or reference value and the statute of limitations has expired on all possible criminal violations over five years old. The material, in the attached tabulation, presently occupies badly needed space equivalent to 30 six-drawer file cabinets. Inasmuch as it has ceased to have sufficient value to merit retention, the Files and Communications Division recommends that it be destroyed. Appropriate archival authority will be obtained if this proposal is approved.

The views and recommendations of the Identification Division, General Investigative Division, Special Investigative Division and Laboratory Division should be obtained.

EX-115

REC 25 66-3286-110

RECOMMENDATIONS:

(1) That non-subversive material in the Non-Subversive Sub-0 and Sub-A files over five years old containing no derogatory information, as well

Enclosure
1 - Identification Division
1 - General Investigative Division
1 - Special Investigative Division
1 - Laboratory Division

OTB:mlj

MAR 21 1972

CONTINUED - OVER

Memorandum McCoy to Waikart
Re: PROPOSED DESTRUCTION OF MATERIAL CONTAINED IN NON-SUBVERSIVE SUB-0 AND SUB-A FILES OVER 5 YEARS OLD

as related index cards, be destroyed inasmuch as it does not possess sufficient investigative, intelligence, historical or reference value to merit the retention.

(2) That this memorandum be referred to the Identification Division for its views and recommendations.

NEM Jae LMW

(3) That this memorandum be referred to the General Investigative Division for its views and recommendations.

see addendum

(4) That this memorandum be referred to the Special Investigative Division for its views and recommendations.

WMC Jae See addendum

(5) That this memorandum be referred to the Laboratory Division for its views and recommendations.

FWI

LMW

ADDENDUM GENERAL INVESTIGATIVE DIVISION: RJG 1/13/72

This Division feels that any communication setting forth Bureau policy should be retained. We also feel that the material in 149-0 and 149-0-A (Destruction of Aircraft and Motor Vehicles) should be retained. Also the material in 164-0 (Crime Aboard Aircraft) should be retained. These are relatively new violations and it is conceivable that the material in these files would have a bearing on current investigations.

With the exception of the items set forth above, this Division concurs with Recommendation (1).

RJG

SEE ADDENDUM SPECIAL INVESTIGATIVE DIVISION - OVER

TJE

ADDENDUM SPECIAL INVESTIGATIVE DIVISION TJE:sde 1/13/72

This Division concurs with the recommendations. The observations set forth in paragraph one of the memorandum are applicable to all classifications handled in this Division.

WVC

ADDENDUM LABORATORY DIVISION: DMC 1/20/72

This Division feels that the material in 95-0 (Laboratory cases, other than Bureau) and 145-0 (Interstate Transportation of Obscene Matter) should be retained. It is possible that the material in these files may have a bearing on current or future investigations or communications to outside agencies.

With the exception of the classifications set forth above, this Division concurs with Recommendation (1).

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: March 13, 1972

FROM : J. J. Casper

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 598-72 SUBMITTED BY
MISS [redacted] OKLAHOMA CITY OFFICE

b6
b7C

SUGGESTION: Suggests destroying La Cosa Nostra Membership Index Cards on deceased members with only the Bureau keeping such cards and, when notified by Bureau, stamp the cards in the main indices with "Deceased" and keep these in file.

ADVANTAGES: A saving in filing space. Suggester states Oklahoma City has about eight inches of space being used by the members of this organization who are now deceased.

OBSERVATIONS: Special Investigative Division had no objection to this idea that field offices be given permission to destroy La Cosa Nostra (LCN) Membership Index Cards pertaining to deceased subjects. Because some of the larger offices, having more extensive LCN activities, may wish to keep their copies of the Membership Index Cards for corroboration of informant data etc., it was felt that the destruction of these cards should be made optional, rather than mandatory. A measurement of the "Deceased" section of the Index maintained at SOG indicates that it occupies approximately three inches of one drawer after duplicate cards have been destroyed. Therefore, it would appear that space is not a major issue if an office feels that the retention of its cards would be a substantial investigative aid. In the event this idea is approved, this Division will direct a communication to all field offices, advising them that one or both cards may be destroyed on deceased LCN subjects as desired.

Training Division has ascertained that field offices are sent two cards for each subject on the La Cosa Nostra Membership Index. This is a separate index from the general indices in field offices. There will still be a main card in the general indices for these subjects. If approved, when the communication is prepared for forwarding to all offices, they should be advised if they follow the procedure of destroying the LCN index cards they should mark the main card in the general indices "Deceased" and retain it until the file is destroyed. This will aid in searching procedures in the field.

UNRECORDED COPY FILED IN

Enclosure
1 - Mr. Mohr
1 - Bufile 92-7954
ML:car
(4)

REC-51 92-7954-1101

55 MAR 30 1972

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4 ELW/cal

CONTINUED - OVER

Memorandum J. J. Casper to Mr. Mohr
Re: Destruction of Bureau Property - General
Suggestion 598-72 Submitted By
Miss [redacted] Oklahoma City Office

b6
b7C

RECOMMENDATIONS: (1) That the suggestion be adopted on an optional basis and the attached letter be forwarded to the suggester advising her of this action. The idea has been acknowledged by prior letter.

(2) On approval, this memorandum will serve as authority for the Special Investigative Division to prepare an appropriate communication to bring this matter to the attention of all offices.

ltr to all offices 3/20/72, JEM:jfj

WVC

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Cleveland

DATE: 3/20/72

FROM : L. H. Martin

SUBJECT: PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS
Destruction of Bureau Records - Sen

Recently the following change was made in the Manual of Rules and Regulations, Part II, Section 3D, Item 6b, Page 11c:

6. Destruction of copies of serials
   b. In auxiliary offices, retain only cover and/or synopsis pages of investigative reports in the following classifications five years subsequent to the date cases are referred upon completion to the office of origin. Good judgment should be exercised in the destruction of this material, and reports representing cases of an important nature or cases which are considered to be of some value to the auxiliary office should not be destroyed merely because they are five years old. Retain index cards for twenty years for reference purposes.

   Classifications:

2	61	90	102	109	112	121	143	157	166	172
3	65	100	105	110	113	134	144	162	168	179
14	92	101	108	111	117	140	155	165	170	

This memorandum is concerned with only two classifications: 121 (Loyalty of Government Employees) and 140 (Security of Government Employees).

In both of these classifications the Bureau is office of origin and the only remaining complete copy of the reports in these classifications will be at the Bureau. Although this is a situation where it is conceivable we can operate, it is felt this will place an undue burden on the Bureau in handling of these cases. Many of these cases are concerned with involved security matters with the individuals concerned entering and

CONTINUED OVER

1 - Training Division
1 - Mr. Cleveland
1 - Mr. Martin
1 - Mr. Egan

RHE:jaj
(5)

ST-114

REC 20 66-3286-1102

MAR 24 1972

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-28-81 BY UC 7/Read

MAR 28 1972

5 C MAR 30 1972

Two - cks

66-1934

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leaving employment in the Executive Branch of the Government over a period of years necessitating the reopening of these cases. Several of these cases currently involve Administrative Index subjects which are reopened on a periodical basis to report additional pertinent information. Some involve civil court action and some of these cases in the recent past have been the subject of newspaper publicity and congressional inquiry.

Part II, Section 3D, Item 8d, Page 13b of the Manual of Rules and Regulations dealing with the destruction of files and records in the field over five years old does not include the 121 and 140 classifications and specifically exempts the office of origin in the field in the classifications named in Item 8d (4) on that page.

Recognizing the critical need for additional space and filing equipment in many of the field offices, in the 121 and 140 classifications offices such as St. Louis, Alexandria, and Baltimore currently have the authority to destroy their files after a stated period when the file only contains the results of such record checks as Central Intelligence Agency and the Naval Investigative Service.

ACTION:

It is requested that consideration be given to revising page 11c of the Manual of Rules and Regulations (referred to above) to delete the classifications 121 and 140.

This memorandum should be routed to the Training Division.

Manual revised, OK

WVC/mm

RK

C/C

66-3286-

March 17, 1972

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Little Rock, Arkansas

b6
b7C

Dear Miss [redacted]

Thank you very much for the suggestion regarding the disposition of certain files. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

I appreciate the interest and initiative you displayed in bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 23
MAR 17 1972
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED 6383 DATE 4-28-81 BY UR T/Paul

b6
b7C

2 - Little Rock
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted]

ML:car
(6)

(Suggestion 637-72 dated 3/10/72)

NOTE: Under file destruction program, when destroying cases five years old in the Selective Service (25) classification, destroy conscientious objector files. These investigations were made only to assist draft boards in determining sincerity of registrants' objection to military service, and these investigations no longer conducted by Bureau.

Special Investigative Division agrees with this idea. It was ascertained that less than 10% of cases on hand in this classification are conscientious objector cases; however, it is felt they should be destroyed the same as the other cases in the 25 classification. It is felt that field should not be required to review the closed files which are currently being held on the

(NOTE continued on page 2)

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

54 MAR 24 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286-2

Miss [redacted] b6 b7C

NOTE (Continued)

20-year destruction plan to destroy them but should take this action on an "as encountered basis" due to the small volume of conscientious objector files involved. On approval, this letter will serve as the authority for the Manuals Desk, Training Division, to make appropriate manual revisions.

Manuals Unit and Regulations Review Desk

Employee Suggestion
FD-252 (Rev. 9-11-59)

#634-12

b6
b7C

Date: March 10, 1972

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: LITTLE ROCK

SUGGESTION

Under file destruction program, when destroying cases five years old in the Selective Service (25) classification, destroy conscientious objector (C.O.) files. C.O. investigations were made only to assist Draft Boards in determining sincerity of registrants' objection to military service, and these investigations no longer conducted by Bureau.

Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts) Files retained 20 years - MRR, Part II Sec. 3, 8a - Files and records in field divisons may be destroyed when they become 20 years old. MRR, Part II, Sec. 3, 8d - Files and records ~~to be destroyed when 5 years old - (1) Class. 25 (retain C.O. Files), etc.~~

Advantages of suggestion and annual savings (include basis for estimate)

Make available more filing space in closed file sections. Monetary savings negligible - only that represented by savings in space.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4EWJ/CAL

66-3256-

NOT RECORDED
141 MAR 22 1972

b6
b7C

Disadvantages of suggestion

No disadvantages.

EX-102

35 MAR 15 1972

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Chief Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

I recommend adoption of this suggestion.

Herbert E. Hafer

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Letter of appr. 3-17-72 ML:car

b6
b7C

3 MAR 15 1972

3 - Bureau 2 - L.R. (66-1531, P.F. [redacted]

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
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Dalbey
Cleveland
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Bates
Waikart
Walters
Soyars
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Holmes
Gandy

TO : Mr. Conrad

DATE: March 23, 1972

FROM : C. F. Downing

SUBJECT: PROPOSED DESTRUCTION OF ENCLOSURES TO FILES IN THE 95 CLASSIFICATION, LABORATORY CASES, BY THE INSPECTION DIVISION

Reference McCoy to Waikart memo, 3/16/72, requesting views of the Laboratory regarding a proposal for the destruction of enclosures in 95 cases in a manner similar to a procedure previously adopted for the destruction of enclosures in 87 cases.

The 95 classification is assigned to matters requiring examinations in the Laboratory in other than Bureau cases. The vast majority of these examinations is performed for local and state law enforcement agencies. Unlike the 87 classification, 95 cases cover a myriad of violations and the statute of limitations for each violation will vary from one jurisdiction to another, depending upon the nature of the crime and local applicable statutes.

In addition to the uncertainty of the need for retention of enclosures generated by the above-described situation, unlike files in 87 cases which generally reflect the status of a case, correspondence in a 95 classification will not ordinarily convey this information. It can be anticipated that in most instances inquiry of the contributor or the field may be necessary to determine the current status of a particular investigation.

In view of the above, it is felt that enclosures in 95 cases should continue to be forwarded to the Laboratory for review by the appropriate examiner to make a determination regarding the advisability for destroying or retaining the enclosure.

RECOMMENDATION: That current procedures governing the destruction of enclosures in 95 cases be maintained.

EX-104 REC-51 66-3286-1103

1 - Mr. Waikart
1 - Mr. Conrad
1 - Mr. Downing
1 - Mr. M. Williams
1 - Mr. Mortimer
1 - Mr. Bradley
1 - Mr. Newpher

MAR 29 1972

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4 EW/cal

JHM:mr (6)

55 APR 4 1972

SAC, Albany

3/20/72

Director, FBI 66-3286-

1 - Mr. Rosen
1 - Mr. Casper
1 - Mrs. Liddon
1 - Mr. Cleveland
1 - Mr. Emery
1 - Mr. McHale

LA COSA NOSTRA
MEMBERSHIP INDEX
AR - CONSPIRACY

ReBuairtel to Albany and all offices, dated 10/20/64, establishing captioned index on known La Cosa Nostra (LCN) members.

As explained in referenced airtel, two copies of each LCN Membership Index card (containing a photograph and pertinent background data) are sent to all offices for use in conducting organized crime investigations. Under present procedures, when someone listed in the index dies a notification to this effect is forwarded by the Bureau, and his cards are then marked "Deceased" and moved to a section of the index reserved for such individuals.

In the interest of saving space, these instructions are currently being amended to provide that offices not needing these "Deceased" cards may now destroy them at the option of the Special Agent in Charge. Offices which find them of assistance in their continuing investigations may continue to mark and keep one copy in the "Deceased" section as provided for in referenced airtel.

MAILED 10
MAR 20 1972
FBI

These instructions, however, are not to be construed as affecting your retention of the main card in your general office index, which should also be marked "Deceased" and retained until the subject's file is destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4 ELW/CAL

2 - All Offices

NOTE: See memo Emery to Mr. Cleveland, 3/16/72, captioned as above, JEM:jsj.

JEM:jsj
(125)

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room

56 MAR 30 1972

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UNRECORDED COPY FILED IN 92-7954-23

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
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TO : Mr. Cleveland

DATE: March 16, 1972

FROM : T. J. Emery

SUBJECT: LA COSA NOSTRA
MEMBERSHIP INDEX
AR - CONSPIRACY

Rememo of Mr. Casper to Mr. Mohr, 3/13/72, captioned "Destruction of Bureau Property - General; Suggestion 598-72; Submitted by Miss [redacted] Oklahoma City Office."

b6
b7C

Based on the suggestion of Miss [redacted] that each office be permitted to destroy copies of its La Cosa Nostra (LCN) Membership Index cards on deceased subjects, the Special Investigative Division advised that it had no objection to such a purging, if done on an optional basis, inasmuch as some offices having more extensive LCN activities might need to keep the cards for investigative purposes. Referenced memorandum, therefore, recommended that Miss [redacted] be advised that her suggestion was being adopted in a modified form and that the Special Investigative Division implement the instructions to the field.

b6
b7C

Attached hereto is a letter to all offices, advising them of this change in procedure. At the request of the Training Division, which has already handled Miss [redacted] notification, the field's attention is being directed to the fact that this destruction of the LCN cards does not apply to the general index cards in the main office indices.

66-3286-

NOT RECORDED
202 MAR 24 1972

ORIGINAL FILED IN 92-7154-
ENCLOSURE COPY FILED IN

RECOMMENDATION:

That the attached letter be approved for dissemination to all offices, advising them that the LCN Membership Index cards on deceased subjects may be destroyed at the option of the Special Agent in Charge.

Enclosure

1 - Mr. Rosen - Enc.
1 - Mr. Casper - Enc.
1 - Mr. Cleveland - Enc.
1 - Mr. Emery - Enc.
1 - Mr. McHale - Enc.

JEM:jsj
(6)

3-17-72

8-23-82 BY SP4ELW/CAL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Gandy

TO : Mr. Waikart

DATE: 3/16/72

FROM : E.W. McCoy

SUBJECT: PROPOSED DESTRUCTION OF ENCLOSURES TO FILES IN THE 95 CLASSIFICATION, LABORATORY CASES, BY THE INSPECTION DIVISION

DESTRUCTION OF BUREAU PROPERTY = Stamp

During the recent inspection of the Files and Communications Division the Inspection Division noted that a suggestion was submitted through the Streamlining Committee relative to destruction of enclosures to cases in the 87 classification(Interstate Transportation of Stolen Property), which eliminated extensive handling and routing of these bulkies and resulted in more expeditious recovery of badly needed filing space. The guidelines approved by the Laboratory were: 1. That all original evidence would be retained. 2. Cases must have been closed over five years. 3. Enclosures to cases on appeal be retained. 4. Enclosures to cases subject of Bureau publications be retained. 5. All photographic negatives be retained. 6. Laboratory examiners' work sheets and associated work notes bearing Laboratory numbers with the prefix "PC" or "E" or "G" or "C" be retained. A survey revealed that enclosures reviewed to date pursuant to these guidelines has resulted in approximately 90 percent of the enclosures being destroyed.

The Inspection Division suggested that consideration be given to establishing similar guidelines in the 95 classification(Laboratory Cases) to facilitate the destruction of enclosures which number approximately 10,500, in order to realize the prompt recovery of valuable filing space, and to reduce the routing and handling of these items in order to obtain approval for destruction. The enclosures in this classification contain photographs of materials examined by the Laboratory such as murder weapons, burglary tools, and etc. Also, enclosures contain newspapers, rags, items with blood stains, wrapping from packages, a very limited amount of handwriting samples, photostatic copies of checks and credit cards and other miscellaneous items relating to examinations of evidence in other than Bureau cases.

1 - Laboratory Division

OTB:jtw
(4)

REC-51 66-3286-1104

(continued over)

55APR 4 1972

MAR 29 1972

RECEIVED
DATE 8-23-78 BY SP4ELW

Memorandum E.W. McCoy to Mr. Waikart
RE: Proposed Destruction of Enclosures to Files
in the 95 Classification(Laboratory Cases)
By the Inspection Division

Inasmuch as the majority of this material does not appear to possess sufficient historical, research, intelligence or reference value to justify retention, the Files and Communications Division agrees with the suggestion of the Inspection Division that guidelines be established to permit the review of these enclosures in a manner similar to the approval given in the 87 classification.

RECOMMENDATION:

That the views and guidelines of the Laboratory Division be obtained relative to the proposal set forth concerning the disposal of material contained in enclosures to files in the 95 classification.

F.W.

OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Waikart

DATE: 3/28/72

FROM : E.W. McCoy

SUBJECT: PROPOSED DESTRUCTION OF FORM LETTERS DIRECTED TO EDITORS AND PUBLISHERS IN FUGITIVE CASES PRIOR TO 1940
BY THE RECORDS DISPOSAL COMMITTEE
FILES AND COMMUNICATIONS DIVISION

Destruction of Bureau Property—Need

The Records Disposal Committee has suggested that form letters contained in the 47(Impersonation), 87 (Interstate Transportation of Stolen Property), and 91 (Bank Robbery) classifications be destroyed, as they no longer possess historical, research, intelligence, or investigative value.

A detailed survey of files in the three classifications cited above disclosed that form letters were directed to the editors and publishers of magazines and newspapers for the purpose of publicizing badly wanted fugitives in order to secure the assistance of the public in the apprehension of these individuals. The form letters are dated during the years 1937 and 1938; are obsolete, and do not contain any value to merit retention. The editor's names were indexed in some cases and will be deindexed if this proposal is approved, as these references serve no useful purpose. The disposal of this material will eliminate further listing of these file numbers on current name searches and will result in the purge of index cards from the indices, as well as the recovery of approximately one drawer of badly needed filing space. The Files and Communications Division therefore recommends the destruction of this material, a tabulation of which is attached. Archival authority will not be necessary inasmuch as these are form type letters which upon destruction will not adversely affect the integrity of the files.

Enclosure

REC-110 66-3286-1105

16 MAR 31 1972

1 - General Investigative Division

OTB:jtw
(4)

Completed 6/12/72 - Purge Unit
588 cds. de-indexed
6½" mail destroyed

(continued over)

Addendum - General Investigative Division - See Page 2

ENCLOSURE
54 APR 6 1972

Addendum - Special Investigative Division - Page 2

Withdrawn

NW 88018 Date 8-23-88 By SP4 ELW/Cal

Memorandum E.W. McCoy to Mr. Waikart
RE: PROPOSED DESTRUCTION OF FORM LETTERS DIRECTED TO EDITORS AND PUBLISHERS IN FUGITIVE CASES PRIOR TO 1940
BY THE RECORDS DISPOSAL COMMITTEE
FILES AND COMMUNICATIONS DIVISION

RECOMMENDATIONS:

1. That the aforementioned form letters, as tabulated in the attachment hereto, be destroyed inasmuch as they no longer possess sufficient value to merit retention.

2. That the views and recommendations of the General Investigative Division be obtained.

ADDENDUM - GENERAL INVESTIGATIVE DIVISION 3-29-72 RJG:jyl:

The General Investigative Division has no objection to the destruction of this material. However, as it pertains to fugitive matters, it is recommended that the views of the Special Investigative Division also be obtained.

RJG

ADDENDUM, SPECIAL INVESTIGATIVE DIVISION JBE:cs 3/29/72

The Special Investigative Division recommends material be destroyed.

Scheduled for handling by the Purge Unit, Records Branch As availability of personnel permits. 3/30/72

Tabulation of Form Letters
By File and Serial Numbers

2/12/38	47-6463-106 to 326
12/4/37	47-11088-838 to 989
12/6/37	47-11088-990
1/5/39	87-1265-176 to 340
6/7/38	91-466-462 to 720
10/31/38	91-466-911 to 939
12/7/37	91-493-1014 to 1056
12/8/37	91-493-1066 to 1120
1/12/38	91-493-1379 to 1406
8/30/39	91-812-1334 to 1378
2/2/38	91-902-454 to 631
10/7/38	91-1043-345 to 490

60-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4EWlal

66-3286-1105

ENCLOSURE

Enclosure E.W. McCoy to Mr. Wannall
RE: Proposed Destruction of Form Letters Directed to Editors and Publishers in Fugitive Cases Prior to 1940 by the Records Disposal Comm. Files & Com. GAB:jtw 3/23/72

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tele. Room
Holmes
Gandy

TO : MR. WALTERS

DATE: 3-21-72

FROM : B. E. Ponder BEP

SUBJECT: INSTALLATION OF PAPER SHREDDER
CIVIL FILE
WILLSTE BUILDING

Destruction of Bureau Records - General

As you recall, on 1-25-72, we completed the move of our Civil File (fingerprints and name index) to the Willste Building, 7915 Eastern Avenue, Silver Spring, Maryland.

With Bureau approval, the fingerprints of persons in the National Defense portion of the Civil Files are being purged and destroyed. At present, these cards are transported to a District of Columbia incinerator for destruction. There is a fee for this service.

The Identification Division possesses a mechanical paper shredder which is ideally suited for the destruction of purged fingerprint cards. This device has been moved to the Willste Building; however, its installation and use will require the expenditure of approximately $229 for necessary wiring per estimate furnished by the Rock Creek Office of General Services Administration. At our present rate of purging, the use of the shredder would obviate any trips to the city incinerator.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-23-82 BY SP4 EW/Cal

RECOMMENDATION: 2 MAR 30 1972

That approval be granted for the expenditure of approximately $229 for necessary wiring to install the mechanical paper shredder at the Willste Building.

1 - Mr. McMichael

RCP:adf:ed
RA(5)

code 0113
FD #2587
Class 25-30
For $229.00
3/24/72

$ 229.00

LMW

66-3286

NOT RECORDED
46 APR 3 1972

Requested by Insp. Arden FBI-3
57 APR 7 1972

ORIGINAL FILED IN 66-4127-167

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Campbell
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart ✓
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 4/4/72

FROM : E.W. McCon

SUBJECT: PROPOSED DISPOSAL OF PUBLIC SOURCE MATERIAL CONTAINED IN THE 61 CLASSIFICATION BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

A survey of the record holdings in the 61 classification reveals numerous sections of Sub A mail with very limited and in some instances no indexing. This material no longer serves any useful purpose and does not contain sufficient investigative, intelligence, research and historical value to merit retention. Following is a tabulation of the files, subject of files, number of sections and date of newspaper clippings. This material appears to possess no current value relative to the Bureau's operation.

File #	Subject	# of Sections	Date of Mail
61-7272	Dock Strike-San Francisco	5	1934-1936
61-7313	Textile Strike-Rhode Island	2	1934-1946
61-7459	United Mine Workers	1	1941-1942
61-7545	Remington Rand, Inc.	2	1937-1942
61-7550	National Maritime Industry	41	1936-1963
61-7551	Activities in Government Affairs	9	1936-1955
61-7552	Activities in Steel Industry	24	1936-1959
61-7553	Activities in Coal Industry	5	1936-1941
61-7554	Activities in Newspaper Field	6	1936-1942
61-7555	Activities in Cloth Industry	7	1936-1941
61-7556	General Strike Activities	1	1941-1943

REC 31 66-3286-1106

10 APR 12 1972

1 - Domestic Intelligence Division
1 - Crime Records Division

Completed 7/13/72 - Quantities 29,706 cds. destroyed 741½" mail destroyed

OTB:jtw
(5)

COMM. SECT.

(continued over)

57 APR 17 1972

Memorandum E.W. McCoy to Mr. Waikart
RE: Proposed Disposal of Public Source Material
Contained in the 61 Classification
By the Records Disposal Committee
Files and Communications Division

File#	Subject	# of Sections	Date of Mail
61-7557	Activities in Armed Forces	6	1933-1962
61-7558	Activities in Educational Institutions	26	1936-1966
61-7562	Activities in Organized Labor	74	1936-1966
61-7568	Activities in Auto Industry	33	1937-1966
61-7582	House Committee on Un-American Activities	64	1938-1971
61-10490	United Office and Professional Workers of America	3	1941-1951
61-7566(encl. 2257)	Confidential Informant Robert M. (Clippings from N.Y. Times)	1	1940-1941
61-7603	Nazi Propaganda(German, Japanese, Chinese, Polish)Newspapers and Publications)	2(and encl. encl.)	1939-1945
61-7605	Foreign Language Newspapers	½ drawer	1926-1963

The destruction of the foregoing material, consisting of news material, will result in the recovery of four cabinets of badly needed filing space. Archival authority is not necessary for the destruction of this material. The views and recommendations of the Domestic Intelligence Division and the Crime Records Division should be obtained.

RECOMMENDATIONS:

1. That the material tabulated in this memorandum be destroyed inasmuch as it no longer possesses sufficient value to merit retention.

2. That the views and recommendations of the Domestic Intelligence Division be obtained.

3. That the views and recommendations of the Crime Records Division be obtained.

F.W.

Memorandum E.W. McCoy to Mr. Waikart
RE: Proposed Disposal of Public Source Material
Contained in the 61 Classification
By the Records Disposal Committee
Files and Communications Division

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION 4/6/72 RCP:bcw

RCP bcw

The Domestic Intelligence Division does not object to the destruction of items identified above.

AG
JAS DEM

ADDENDUM: CRIME RECORDS DIVISION 4-11-72 CJH:cl

The Crime Records Division has no objection to the destruction of this material.

Scheduled for handling by purge unit, Records Branch, as availability of personnel permits. 4/12/72, DSB.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 3/28/72

FROM : E. W. McCoy

SUBJECT: PROPOSED DISPOSAL OF "THE CURRENT DIGEST OF THE SOVIET PRESS" OVER TEN YEARS OLD

A review of publications presently being maintained in the Filing Unit, Records Branch, Files and Communications Division, reveals that "The Current Digest of the Soviet Press" publications dated from 1/49 through the current date are being maintained in three file cabinets. Four copies of the publication were received weekly through 1957. Since 1958 only one copy has been maintained. Some of the publications contain numerous indexed names whereas some do not contain any indexing. Inasmuch as this material presently occupies badly needed filing space and since the material over ten years old does not appear to possess sufficient intelligence, research, or investigative value to merit retention the Files and Communications Division proposes that all issues of "The Current Digest of the Soviet Press" over ten years old be destroyed and deindexed.

The views and recommendations of the Domestic Intelligence Division should be obtained.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-82 BY SP4 EW/cal

RECOMMENDATIONS:

(1) That all issues of "The Current Digest of the Soviet Press" over ten years old be destroyed inasmuch as these issues of this publication no longer have sufficient value to merit retention.

(2) That the views and recommendations of the Domestic Intelligence Division be obtained.

REC-59

66-32786-1107

RECORDED

8 APR 13 1972

1 - Domestic Intelligence Division

OTB:mlj
(4)

Completed 8-11-72 publications
3,390 cards destroyed
106½ inches mail destroyed
Serial 19 & ADDENDUM - OVER
739 cards destroyed

APR 10 1972

APR 17 1972 Encl. to main file

UNRECORDED COPY FILED IN 66-32786-1107

ADDENDUM: 4/5/72

Domestic Intelligence Division agrees that all issues of "The Current Digest of the Soviet Press" prior to the death of Stalin in 1953, can be de-indexed and destroyed. Furthermore, all issues between 1953 and 1962 which have not been indexed can be destroyed.

However, "The Current Digest of the Soviet Press" has definite intelligence and research value and any items which have been indexed covering the developments in the USSR since the death of Stalin should be maintained in Bureau files.

LW
WOE

TWOB

EM/DEM

TIS

Scheduled for deindexing and destruction as availability of Personnel Permits. 4/10/72. OOS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Cleveland

DATE: 3/28/72

FROM : L. H. Martin

SUBJECT: RETENTION OF SPECIAL INQUIRY SUMMARIES
SPECIAL INQUIRY UNIT
EMPLOYEES SECURITY AND SPECIAL INQUIRY SECTION
SPECIAL INVESTIGATIVE DIVISION

O DESTRUCTION OF BUREAU RECORDS - GENERAL

File in 161-00

PURPOSE

To propose that our present policy of destroying copies of all summaries over ten years old maintained in the Special Inquiry Unit be changed so that summaries over five years old can be destroyed.

BACKGROUND

Since November, 1952, when the Special Inquiry program was initiated, we have, with permission, maintained copies of all Special Inquiry summaries in folders in alphabetical order in the Special Inquiry Unit. There is also a copy of each summary in each main file of the individual involved, as well as the yellow of the summary. The copy in file is a white copy suitable for duplication for dissemination.

These summaries are maintained in the Unit for quick reference where time is of the essence and the calling of the main file might delay necessary action. We receive calls for copies of these summaries from Bureau officials, other Government agencies, and The White House.

EX-109 REC-88 66-3286-1107

In May, 1967, it was recommended and approved that we institute a purging program and destroy copies of all summaries over ten years old maintained in the Special Inquiry Unit. We maintain a running log in the unit on the frequency with which we disseminate these summaries. The log indicates that for the past few years we have referred to the older summaries at a steadily decreasing rate and it is now believed that the purging period can be shortened to five years. In the event we receive a request for older summaries, we can always call for the main file for the individual involved and duplicate the summary maintained therein.

20 APR 28 1972

1 - Mr. Rosen
1 - Mr. Cleveland
1 - Mr. Martin
1 - Mr. Young

DHY:mjy

MAY 2 1972

CONTINUED - OVER

53 MAY (4) 1972

UNRECORDED COPY FILED IN 161-00-

DATE 8-23-88 BY SP4ELW COC

Memorandum to Mr. Cleveland
Re: RETENTION OF SPECIAL INQUIRY SUMMARIES

ACTION

If approved, we will immediately destroy all copies of summaries over five years old maintained in the Special Inquiry Unit, and each month thereafter will destroy those summaries becoming five years old during that month. As pointed out, this amounts to the destruction of reference copies only, and the originals will remain on record in the individual main files.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Soyars
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TO : Mr. Waikart

DATE: 3-29-72

FROM : E. W. McCoy

SUBJECT: PROPOSED DESTRUCTION OF OBSOLETE MATERIAL IN THE 54 CLASSIFICATION (CUSTOMS LAWS AND SMUGGLING) BY THE RECORDS DISPOSAL COMMITTEE, FILES AND COMMUNICATIONS DIVISION

The Records Disposal Committee suggested that obsolete record material contained in the 54 classification (Customs Laws and Smuggling) over ten years old be destroyed inasmuch as this material no longer possesses sufficient historical, investigative, research, or intelligence value to merit retention.

There are 1,491 files in this classification, with 1,485 files being over ten years old. A detailed survey of these files revealed that, in 695 files, no investigation was conducted by the Bureau, or investigations failed to identify the subject, or no indexing is present. This classification presently occupies three- and one-half filing cabinets. The files relate to Customs Laws and Smuggling violations and miscellaneous criminal and security matters. All cases concerning security matters will be retained. The majority of the 695 files mentioned above contain only one or two serials and do not contain any information or data of a pertinent nature. The Files and Communications Division, therefore, recommends destruction of those cases in which no investigation was conducted, or in which investigations failed to identify the subject, or where there is no indexing. This action will result in the recovery of approximately two file cabinets of space. Any necessary Archival approval for the destruction of this material will be obtained.

EX-116 REC 44 66-3286-1169
JUL 27 1972

RECOMMENDATIONS:

1. That the obsolete record material in the 54 classification (Customs Laws and Smuggling) be destroyed in accordance with the guidelines set forth above.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4 ELW/CAL

RECORDS

SEE ADDENDUM DOMESTIC INTELLIGENCE DIVISION PAGE THREE

1 - Crime Records Division
1 - Domestic Intelligence Division
1 - General Investigative Division
OTB:jtw;ifc
(6)

CONTINUED - OVER

56 AUG 29 1972

See note 3.

JUL 23 1972

4-00 consideration

1-00-45

DESTROY UNLESS COPY FILED IN

Memorandum E. W. McCoy to Mr. Waikart
Re: Proposed Destruction of Obsolete Material
in the 54 Classification (Customs Laws and
Smuggling) by the Records Disposal
Committee, Files and Communications Division

(RECOMMENDATIONS: continued)

2. That the views and recommendations of the Crime Records Division, the Domestic Intelligence Division, and the General Investigative Division be obtained.

F.W.

ADDENDUM: CRIME RECORDS DIVISION TEB:cae 3/29/72

The Crime Records Division has no objections to the destruction of the material described above.

TEB

ADDENDUM:
DOMESTIC INTELLIGENCE DIVISION RLS:djr 4/3/72

The Domestic Intelligence Division interposes no objection to destruction of material described above, except file number 54-683, captioned "Bernard Morris Lerner - Enlistment in Spain." Lerner's date of birth is listed as 1/27/17 at Brooklyn, New York. At current age 55 he could be active and reference may become pertinent.

ADDENDUM: GENERAL INVESTIGATIVE DIVISION RIS 4/3/72

We have no objection to the destruction of the material described above.

Material scheduled for handling by Purge Unit, Records Branch as availability of Personnel Permits 4/4/72. OOS. Archival Authority will be obtained. OOS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Mohr
Rosen
Bates
Bishop
Callahan
Campbell
Casper
Cleveland
Conrad
Dalbey
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Marshall

DATE: 7/21/72

FROM : P. F. O'Connell

SUBJECT: PROPOSED DISPOSAL OF MISCELLANEOUS PROPAGANDA ITEMS AND PUBLICATIONS IN THE 61 CLASSIFICATION, RECORDS BRANCH, FILES AND COMMUNICATIONS DIVISION, BY THE RECORDS DISPOSAL COMMITTEE

Miscellaneous propaganda items and publications are presently contained in approximately 630 files in the 61 classification maintained in the Filing Unit of the Records Branch, Files and Communications Division, which do not appear to possess sufficient investigative, administrative, research or intelligence value to merit further retention. A tabulation has been made showing the file number, title of propaganda material or publication and the time span of the items maintained in file. Approximately one thousand index cards can likewise be destroyed if this material is approved for disposal. The bulk of the material in these files is over 20 years old. The majority of the files consist of one serial, a sample of which is also attached together with the propaganda item or publication. Some of the publications are in foreign languages and have not been translated. Some of the files contain correspondence from the public regarding a publication or submitting propaganda items. A limited number of the voluminous files are currently active, such as "The Daily Worker", "The Nation", "The Crusader", "Atlantis", "New Leader", "The Fiery Cross", and "The Fifth Column". Inasmuch as "The Daily Worker" and "The Nation", together with others, are available for review on microfilm at the Library of Congress, it does not appear necessary to retain these items for a period in excess of ten years. The very limited number of files containing investigative reports will be retained except for the publication or propaganda items which will be destroyed.

It is proposed that this memorandum be referred to the Domestic Intelligence Division for review and that any items which the Domestic Intelligence Division feels should be retained be appropriately noted. Archival authority does not appear necessary relative to the destruction of this material inasmuch as only public source material, together with transmittal letters, will be destroyed.

1 - Domestic Intelligence Division
Enclosure
OTB:mlj
(4)

1 ENCLOSURE

REC-17 61-32186

JUL 31 1972

57 AUG 23 1972

CONTINUED - OVER

SEE DOMESTIC INTELLIGENCE DIVISION ADDENDUM PAGE TWO

SERIALIZED AND INDEXED
FBI - DOJ
JUL 31 1972
FBI - MEMPHIS

SPECIAL HANDLING NOT REQUIRED
DOCUMENT IS UNCLASSIFIED
DATE 8-24-82 BY SP4 CLW/cal

RECORDS

Memorandum O'Connell to Marshall
Re: PROPOSED DISPOSAL OF MISCELLANEOUS PROPAGANDA ITEMS AND PUBLICATIONS IN THE 61 CLASSIFICATION, RECORDS BRANCH, FILES AND COMMUNICATIONS DIVISION BY THE RECORDS DISPOSAL COMMITTEE

RECOMMENDATIONS:

(1) That this memorandum be referred to the Domestic Intelligence Division for review and that appropriate notations be made in those instances where any publication or propaganda items should be retained.

(2) That the index cards for all items approved for destruction be purged from the General Index.

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION 7/24/72 WRW:ebc abc

Domestic Intelligence Division has no objection to proposed disposition of these items. It is suggested, however, that with regard to the publications Library of Congress be afforded the opportunity to take them or dispose of them dependent on its needs. This will not only enable Library of Congress to improve its collection of some of these materials but also be of advantage to the Bureau should there be a subsequent need to refer to such documents.

EHM

WRW

OK

WRC

TABULATION OF MISCELLANEOUS FILES
IN THE 61 CLASSIFICATION CONTAINING
PROPAGANDA ITEMS AND PUBLICATIONS

FILE NUMBER	SUBJECT	DATE SCOPE
61-7127	Radical papers	1922 - 1923
61-6	Burevestnik (The Storm Messenger)	1921
61-8	National Labor Journal	1921
61-12	Volna (The Wave)	1921 - 1925
61-39	"The Communist"	1921 - 1922
61-53	Official Bulletin of the Communist Party of America (Retained in Publications)	1921
61-90	Desteptarea (The Awakening)	1922 - 1926
61-92	Glos Robotniczy	1921 - 1923
61-93	Detroit Labor News	1921 - 1922
61-142	La Mosca Ronza (The Fly Buzzes)	1921
61-146	La Vieille France	1921 - 1922
61-169	Irish Nation	1921
61-187	The Spy	1921 - 1925
61-199	The New Day	1921
61-209	Umanita Nova	1921 - 1923
61-229	Industrial Unionist	1921 - 1922
61-230	Communist	1921 - 1922
61-232	Moscow	1921 - 1923
61-244	La Cronaca Souversiva	1921 - 1922
61-260	Domani L'Ordine by Roberto Elia	1903 - 1924
61-275	The Worker The Ohio Socialist The Toiler	1921 - 1955
61-282	Nuevos Horizontes	1921 - 1922
61-287	The Tulsa Massacre	1921 - 1922
61-322	Armenian radical papers	1921
61-337	Fortschritt	1921
61-338	Forward	1921 - 1925
61-349	Communist publications	1920 - 1955
61-363	Revaler Bote	1921
61-364	Socialist News	1921
61-369	The Observer	1921
61-396	La Frusla	1921 - 1923
61-406	Golos Truda	1921 - 1923
61-424	Seattle Union Record	1921 - 1925

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-24-82 BY SP4 ELW/cal

Encl. O'Connell to Marshall memo 66-3286 1110
OTB:mlj 7-21-72

ENCLOSURE

61-442	The New Age	1921
61-461	The Coming War with America	1921
61-469	Povolzye	1921
61-470	The Rummager	1921
61-492	L'Ardito Del Popolo	1921 - 1922
61-504	Wilna Hromada (Free Group)	1921 - 1922
61-520	Le Phare	1921
61-543	Die Naye Welt	1921 - 1922
61-546	The Dawn	1921 - 1922
61-574	A Uniao Portuguesa	1921
61-608	Skarb Rodziny	1921
61-620	Bulletin of the First International Congress of Revolutionary Trade and Industrial Unions	1921
61-646	Better Times	1921
61-653	Felzabadulas	1921
61-659	Why Russian Soviets Have Turned to Capitalism Explained by A. A. Heller	1921
61-670	Novy Put	1921 - 1945
61-671	The International Labor Movement	1921
61-672	Official Anti-Semitism	1921
61-689	Uj Elnore	1921 - 1925
61-712	New York Call	1921 - 1923
61-736	La Via della Salute	1921
61-761	Utro (Morning)	1922
61-770	Volkszeitung	1921 - 1922
61-775	Iskra (The Spark)	1921 - 1925
61-781	By Laws of the Russian National Society	1922
61-785	Industrialisti	1921 - 1931
61-800	Voice of the Worker	1922
61-802	Freie Arbeiter Stimme	1921 - 1922
61-836	Constitution of the Red International	1922
61-857	Red International of Labor Unions Magazine - Brass Tacks	1921 - 1944
61-888	Industrial Pioneer	1921
61-897	Societe Russe de la Crox - Rouge	1921 - 1956
61-901	The Nation (Retain attacks on Director and Bureau)	1921 - 1970
61-902	Memorandum concerning the problem of organizing the International Unity of the Seamen	1922
61-932	Literature issued by the "General Relief Committee"	1922

61-938	"The Jungle" by Labor Film Service, NY	1921 - 1922
61-946	The Liberator	1922 - 1923
61-950	Americanskye Izvestia	1922- 1924
61-961	The Marxian	1922 - 1944
61-693	Communist Review The Marxist Quarterly	1922 - 1957
61-979	Il Vespro Anarchico	1922 - 1923
61-1002	Attention! Railroad Workers	1922
61-1005	Industrial Solidarity	1922 - 1924
61-1007	Assistance of the Communist International to the Starving	1922
61-1013	The Negro World	1922 - 1925
61-1015	The Crusader	1922 - 1967
61-1017	Burevestnik (Storm Herald)	1922
61-1039	Communist International (includes voluminous index)	1922 - 1940
61-1046	Ten Days That Shook the World	1922
61-1084	Butte Bulletin	1922 - 1923
61-1091	Free Society	1922
61-1093	Max N. Maisel, publisher of Radical Books	1922
61-1129	The Correspondence of the Young International	1922
61-1135	Corruptionists and Union Records	1922
61-1137	The American Bolsheviki in a Challenge	1922
61-1157	Circular of the National Revolutionary Confederation	1922
61-1159	A Russian Child	1922
61-1166	Are the Communists Deceiving the Workers? in "Naujienos"	1922
61-1167	Der Freidenker (Free Thinker)	1922
61-1179	Rovnost Ludu	1922
61-1192	The Marine Worker	1922 - 1923
61-1205	Muncitorul	1922
61-1229	The International - Theodore Stanton	1922 - 1923
61-1262	The Workers and Peasants of Russia - How They Live by Augustine Souchy	1922
61-1278	Nailing a Calumny and Pinning the Calumniators	1922
61-1279	Literature from Ullman Press	1922
61-1281	Cosmo - Politix	1922
61-1291	Russian Information and Review	1922
61-1303	Plato	1922

61-1307	Red Dusk and the Morrow by Sir Paul Dukes	1922 - 1925
61-1316	The Anti-Bolshevist by William H. Allen	1922
61-1318	"Fight As You March"	1922
61-1330	Other Peoples Money distributed by Wollenberger & Co.	1922 - 1940
61-1332	Contributors to Solidaridad:	1922 - 1924
61-1338	M. L. Rollr	
61-1345	A. Tudela	
61-1347	Gervasio Garcia	
61-1529	Manuel Castro	
61-1530	Silverio Diego Olmes	
61-2525	Frank J. Guscetti (editor)	
	Volna (61-12) received by:	
61-1494	N. Shapkin	1922
61-1496	F. Laziuk	1922
61-1334	The Appeal	1922
61-1351	R. A. N.	1922
61-1353	Czyn	1922
61-1358	Unity Bulletin furnished by CI 1057	1922
61-1359	Memo	1921
61-1362	The Marine Journal	1922
61-1374	Debs Magazine	1922
61-1386	The Causes of the World Unrest by Knickerbocker Press	1922
61-1402	Young India Association	1922
61-1403	Literature of the National Inside Association of America	1922 - 1942
61-1404	Trude Book Agency	1922
61-1414	The New Disciple	1922
61-1432	Pittsburgh Free Labor Press	1922
61-1477	Workers Challenge	1922
61-1540	Justice and the IWW	1922
61-1541	Uncle Sam: Jailer by Winthrop D. Lane	1922
61-1543	U Plebe	1922 - 1947
61-1566 (see 61-6)	Vestnik (The Messenger)	1922
61-1579	Miner's Voice	1922
61-1580	Free Voice of Amalgamated Food Workers	1922 - 1923
61-1601	Freedom	1922 - 1923

61-1613	International Press Correspondence aka World News and Views, Daylight, Hammer, and Comment	1922 - 1962
61-1630	The New Student of the National Student Forum	1922 - 1925
61-1633	A Communist Trial	1922
61-1639	illegible	1922
61-1649	Tyomies	1918 - 1927
61-1650	Vorwarts	1922
61-1668	The Dawn	1922
61-1671	Miners of America published by Ullman Press	1922
61-1710	Shorten the Work-day by IWW	1922
61-1717	Soviet Government Propaganda to Induce Russian Land Settlers in the United States to Return to Russia	1922
61-1737	The Spartan	1922
61-1739	Aurora - editor J. Villar De Barrio	1922
61-1784	Bolshevist Propaganda Among Sailors	1922
61-1805	Foreward by Frederick Bernard Schierhorst	1922
61-1854	The Arbitrator - Editor William Floyd	1921 - 1943
61-1858	Darbininku Tresa	1922
61-1874	circular issued by Public Utility Workers	1922
61-1878	The Billings Searchlight	1922
61-1896	Miles City Evening American	1922
61-1905	Wolny Przeglad (Young Peoples Review)	1922
61-1913	The Industrial Worker	1922 - 1925
61-1919	Ostalyharc (The Class Struggle)	1922
61-1931	Congress of the International Labor Committee for the Relief of Famine Sufferers from Russky - Golos	1922
61-1966	Alba Nuova	1922 - 1924
61-1984	Popolo (The People)	1922
61-1990 (see 61-2211)	You Must Unite and Crush Your Enemies (circular)	1922
61-2010	General Industrial Intelligence Bureau and Protective Association Bulletin	1922
61-2040	California Oil Worker	1922
61-2048	The Question of Free Speech from Register-Gazette	1922
61-2058	Clipping	1922

61-2126	Form letter of Il Proletario	1922
61-2148	"All Power" of Red International of Labor Unions	1922
61-2154 (see 61-2178)	proclamation "Uncle Sam - Hands Off"	1922
61-2190	The Forum	1922 - 1931
61-2192	pamphlet of Workmen's and Soldiers' Federation of Soviet Russia	1922
61-2230	One Brown - distributed circular "Unite and Crush Your Enemy" (61-1990)	1922
61-2242	circular "Don't Be So Sure of Your Job"	1922
61-2250	The Truth published by the Revolutionary Communist Vanguard	1920 - 1940
61-2252	Toveri (The Comrade)	1922 - 1923
61-2277	Amerikai Nopszaba Magyar	1922
61-2278	Delavaska Stovenija (Slovenian Worker)	1922 - 1924
61-2302	booklet "An Economic Interpretation of the Job"	1922
61-2322	Freie Arbeiter Stimme of Jewish Anarchists Federation	1922 - 1923
61-2401	The Anarchist	1922
61-2402	The Seattle Star	1922 - 1924
61-2403	Rabotnicheska Missal (The Workers Thought)	1922
61-2409	Economicheskaya Zyzn (Economic Life)	1922
61-2412	"Stop The Army Before It Stops You"	1922
61-2450	Il Proletario	1922
61-2459	The Reds In America	1922 - 1954
61-2471	"Whither England"	1921 - 1925
61-2498	"Novy Mir"	1922 - 1924
61-2499	Memorial Album of P. A. Kropotkin, published by Foreign Bureau Russian Confederation Anarcho-Syndicalists	1922
61-2512	International Publishing Association	1922
61-2522	The Voice of Liberty	1922
61-2539	Proletariat Poems by Bella Neumann Zilberman	1922
61-2631	American Labor's Case Against Communism	1947
61-2648	La Nova Italia	1922 - 1923
61-2653	Mexico Too Bolshevistia (clipping)	1922
61-2666	Soviet Russland im Bild (Soviet Russia Illustrated)	1922
61-2670 (see 61-240)	Il Proletario	1921 - 1923

61-2682	St. Louis Post-Dispatch	1922
61-2700	"La Follette"	1922
61-2744	pamphlet by Workers Publication Group in the Argentine Republic	1922
61-2756 & ebf	Skillings' Mining Review	1922
61-2778	"Manifesto to the Workers of America" by Labor Press Syndicate	1922 - 1923
61-2797	Jefferson County Union	1922
61-2819	Kommunestische Arbeiter - Zeitung	1922
61-2827	Delavska Slovenija (Slovenian Weekly)	1922
61-2840	"El Surco"	1922
61-2849	The World Tomorrow	1922 - 1926
61-2859	Russian Motion Picture Propaganda	1922 - 1947
61-2861	"Svenska Amerikanarren Tarsdagen"	1922
61-2863	"Portland Telegram" (alleged sedititus article)	1922
61-2866	NY Volkszeitung (report re Workers Conference)	1922
61-2894	New International Publishing Company	1922
61-2896	Copy of speech from "Advance" by Senator LaFollette	1922
61-2908	Errico Malatesta (book)	1922
61-2939	Friends International Service Union	1922
61-2948	"Hunger" Amanac of Russian Red Cross	1922
61-2956	Chi Sono i Fascisti (Who Are the Fascisti?)	1922
61-2968	"What Henry Ford Is Doing" issued by Bureau of Information (book)	1922 - 1923
61-2970	Die Revolution	1922
61-2975	Der Freie Arbeiter (The Free Worker)	1922 - 1923
61-2976 & ebf	Cultura Obrera	1922 - 1927
61-2983	The Protocols of the Wise Men of Zion	1922 - 1933
61-3027	"Imperialism, Final Stage of Capitalism"	1922
61-3028	Seattle Daily Times	1922
61-3040	Detroit Foreign Language Press Bureau	1922
61-3050	The Norfolk Post	1922
61-3057	The Miners' Defender	1922
61-3062	Unity	1922 - 1956
61-3069 &ebf	Milwaukee Leader	1922 - 1923

61-3071	Die Communistische Internationale	1922 - 1943
61-3128	"Kill One at a Time"	1922
61-3134	Corriere D'America	1922
61-3140	The Kino Company (Bolshevik Moving Pictures)	1922 - 1923
61-3141	Bancni Oddelek "Edinosti"	1922
61-3152	The Gaelia American	1923
61-3154	The Times-Picayune (article)	1923
61-3164	"Moscow 'Champions' The Negro Cause" by Rollin Lynde Hartt	1922
61-3166	Radnicka Borba (Workers Struggle)	1923 - 1951
61-3186	"Craft Union Experiences on the Railroads and How to Get Immediate Organization Results"	1923
61-3191	"Golos Truzenika"	1922 - 1923
61-3197	"Trybuna Komunistyczna" distributed by Wladyslaw Nowak	1922 - 1923
61-3203	Russian Telegraph Agency (Rosta)	1925
61-3219	"Message of George W. P. Hunt, Governor of Arizona, to the Sixth State Legislature"	1923
61-3226	Anarchy	1923
61-3235	Foreign Press Service	1923 - 1942
61-3269	Mid-West Labor News	1923
61-3275 & ebf	Publications secured by Confidential Informant F-60	1923
61-3306	Germinal	1923
61-3319	"Der Syndikalist"	1923
61-3321	Die Rote Fohne (The Red Flag)	1923
61-3336	Alarm	1923
61-3339	literature distributed by Aerias Cebrian	1923
61-3351	Subscriber to Suomen Tyomies	1923
61-3352	"	"
61-3353	"	"
61-3354	"	"
61-3355	"	"
61-3356	"	"
61-3357	"	"
61-3370	Kultura Publishing Company	1923
61-3375	The Shop Representative of New York Waist and Dress Makers' Shop Delegates League	1923
61-3394 (see 61-3409)	La Difesa	1923
61-3427	film released by Hellano - American Society Phidias	1923

61-3455	Komunistychney Svit	1923
61-3483	Labor Advocate	1923 - 1928
61-3504	Neutral Peasants Croatian Republic	1923
61-3525	Soviet Russia Pictorial	1923
61-3549	Russia Thru the Shadows, film distributed by Friends of Soviet Russia	1923
61-3554	Subscriber to Suomen Tyomies	1923
61-3559	pamphlet issued by the National Federation of Religious Liberals	1923
61-3588	Let The Miners Run The Mines	1923
61-3593	Unione	1923 - 1941
61-3598	Ido	1923 - 1924
61-3610	Russian Daily News	1923
61-3639	Finnish Socialist Publications	1923
61-3718	The Searchlight	1923
61-3730	Hei Min	1923
61-3808	Wolia Ukrainy	1923
61-3813	Open Investigation of Russian Relief (clipping)	1923
61-3860	Defense News Service	1923
61-3868	T. W. T. (circular)	1923
61-4013	Bicmu	1923
61-4147	Libereso	1923
61-4157	Coke Region Miner	1923
61-4163	La Diana	1923
61-4185	L'Era Nuova Group	
61-4221	Cleveland Press	1923
61-4224	Dreamland Pool Hall, distributed radical literature	1923
61-4231	General Intelligence Bulletin	1920
61-4233	Anarchiesky Viestnik	1923 - 1924
61-4245	R. M. Mizara, editor of Laisve	1923
61-4281	Nick Di Domenico, associated with "L'Adunata"	1923
61-4289	Sempre, The Red Almanac for 1923	1923
61-4310	L'Europe Nouvelle	1923
61-4321	"Smokey" contributed article to "The Worker"	1923
61-4324	Carl Ojamaki, contributed to red propaganda	1923
61-4325	The Future New Revolution	1923
61-4327	M. Putilov, mentioned in article in "Novy Mir"	1923
61-4335	"Preparing for War in Peace" by Irez M. Cavert	1923

61-4341	John Leiviska, contributed to Red propaganda	1923
61-4342	Edward Vierikko, contributed to Red propaganda	1923
61-4343	Victor and Arno Nurmi, contributed to Red propaganda	1923
61-4349	John Niemi, contributed to Red propaganda	1923
61-4350	Hjalmar Kylven, contributed to Red propaganda	1923
61-4351	Oscar Wessman, contributed to Red propaganda	1923
61-4353	August Airaksimen, contributed to Red propaganda	1923
61-4356	William Jacobson, contributed to Red propaganda	1923
	Contributed to Red propaganda:	1923
61-4358	Evert Horma	
61-4359	John Lapakko	
61-4361	Herman Hoapala	
61-4370	Jacob Jarvi	
61-4371	Altti Lehtonen	
61-4372	Svante Alimen	
61-4375	Victor Varis	
61-4378	Otto Jarvi	
61-4379	Adam Takkinen	
61-4380	O. Wahlroos	
61-4382	Bezbozhnik (Athiest) Novy Mir	1923
61-4395	Novi Svijet	1923
61-4400	Chicago Tribune (article)	1934
61-4402	Shall a Labor Party Be Formed in America	1923
61-4417	Russian Review	1923 - 1925
61-4418	The People and The Public Schools (circular)	1923
61-4445	"Workers' Voice" of Workers Voice Publishing Company	1923 - 1924
61-4478-A	The Daily Worker	1923 - 1955
61-4493	C. L. Green, received radical literature	1923 - 1924
61-4497	N. Kulik, received "Unarchichesky Viestnik	
61-4500	V. Pawloff, received "Unarchichesky Viestnik	1923
61-4509	Lucy Meli, received "Proletarian"	1923

61-4512	Seattle Unemployed Worker	1923 - 1932
61-4516	G. Botti Solari	1923
61-4529	Hungarian Propaganda and Information Service	1923
61-4532 & ebf	"The Fifth Year" movie of Friends of Soviet Russia	1923
61-4533	"Ivan Oukunzov", editorial in Novoye Russkoye Slovo	1923
61-4536	To Abolish Wars by Maurice Battista (pamphlet)	1923
	Cancelled subscriptions to Alba Nuova:	1923
61-4574	Vincent D'Atri	
61-4575	L. Ferretti	
61-4576	Joe Gagliardi	
61-4577	A. Masnari	
61-4578	J. Pollo	
61-4579	B. Rolleri	
61-4580	Joe Berardinelli	
61-4581	J. Bianchini	
61-4582	P. Dalmasso	
61-4585	Vincenzo Ruscitti	
61-4586	S. Vacca	
61-4587	V. Trecca	
61-4588	Nanni Grocondo	
61-4589	Tommaso Curcio	
61-4592	D. Romano	
61-4593	J. Zuccolo	
61-4594	A. Ferrante	
61-4595	A. Coppa	
61-4607	Opinja (The Opinion)	1923
61-4629	Boche and Bolshevik by Nesta Webster and Herr Kurt Kerlen	1923
61-4630	W. J. Willits, in possession of IWW literature	1923
61-4632	Lavoratore Della Seta	1923
61-4633	Verita	1923 - 1924
61-4634	Progresso	1923
61-4635	Texan	1923
61-4640	Russia in the Fifth Year, movie	1923
61-4648	Attack on Labor and Liberty	1923
61-4658	Atlantis	1917 - 1961
61-4660	The Progressive Miner	1923

61-4664	clipping and anonymous communication	1923
61-4666	Case and Comment	1922
61-4669	Pat Wallace, editor of "Town Topics"	1923 - 1924
61-4672	Indianapolis "Spokesman"	1923
61-4696	Boletin Del Torcedor	1923
61-4701	Slovenske Novice and Delavska Slovenija	1923
61-4717	One Crozier, in possession of "Du" contribution list	1923
61-4721	Radnik	1923 - 1941
61-4722	A Week	1923 - 1924
61-4747	Voice of Labor	1923
61-4751	E. Gorbatuk, subscribed to Anarchis-chesky Viestnik	1923
61-4762	Charles Roberts, Lecturer with film, "Fifth Year"	1923
61-4780	Russian Gazette	1923 - 1924
61-4785	Peter Nasaroff, secured subscriptions to "Novy Mir"	1923 - 1924
61-4786	A Manual for the Soldier	1923 - 1924
61-4790	Louis D'Antonio secured subscriptions to "Alba Nuova"	1923
61-4795	Hermenegildo Ibarra, received anarchist literature	1923
61-4796	V. Shursky (Shurhay), received "Anarchi-chesky Viestnik"	
61-4802	The Young Comrade	1924
61-4803	"De Vrije Socialist"	1923 - 1924
61-4819	Russian Ukranian Chorus	1923
61-4824	El Progresso	1923
61-4846	A. Fiordalisi, collected subscriptions for Alba Nuova	1924
61-4850	"The Communist Hoax", article by James O'Neal	1924
61-4801	Isidor Kalish, allegedly interested in Soviet propaganda	1924
61-4872	Morris Winchefsky, producer of Socialist radical literature	1924
61-4898	Metal Workers Bulletin	1924
61-4907	A Rational Conception of Anarchy article by Frederico Urales	1924
61-4908	article by Simon Luset in "Cultura Obrera"	1924

61-4929	"Power is Servant of Wealth", letter to the editor from A. E. House	1924
61-4947	"Pravda", Philadelphia, official organ of the Russian Brotherhood Organization	1923 - 1948
61-4963	"Voices From The Past" by H. M. Tichezror	1924 - 1925
61-4996	"Lo Staffile" (The Strap)	
61-5000	Toucher or Tauhar, distributed radical literature	1924
61-5003	S. Rosenthal, representative of "Freheit", Jewish Communist daily	1924
61-5004	Jacob Schwab, representative of "Freheit"	1924
61-5005	R. Rosenstein, representative of Freheit	1924
61-5010	Propaganda in China	1924
61-5012	S. Brooks, representative of Freheit	1924
61-5014	one Renkema, rabid anarchist and subscriber to "De Vrije Socialist"	1924
61-5015	H. Eikelens, A. Snellenberg, one von den Hoff, subscriber to De Vrije Socialist	1924
61-5017	Thomas Fijlstra, Bernard Hagedoorn	1924
61-5018	Tony Marich (Mirich), possessed radical literature	1924
	Representatives of Freiheit:	1924
61-5019	L. Tuchman	1924
61-5020	B. Ranin	
61-5021	J. Khelek	
61-5028	I. Sheifer	
61-5029	L. Brown	
61-5030	Nathan Bell	
61-5031	B. Berlin	
61-5032	E. Tankus & Elenberg	
61-5035	article from Washington Star re Bishop Charles H. Brent	1924
61-5037	H. D. Goldberg, representative of Freiheit	1924
61-5046	The Herald of Light	1924
61-5052	The Magniphone Company, literature distributed by	
61-5070	Vanguard	1924 - 1929
61-5074	Volia Ukrainy	1924
61-5088	S. D. Levine, representative of Freiheit	1924
61-5089	Benjamin Levine, representative of Freiheit	1924

61-5090	L. Karchevsky, representative of Freiheit	1924
61-5091	H. Cohen, representative of Freiheit	1924
61-5102	Workers' Weekly	1924
61-5109	Free Youth	1924
61-5114	Trybuna Robotnicza	1924
61-5122	The Patriot	1924 - 1941
61-5124	The New Leader	1924 - 1971
61-5124-A	The New Leader	1941 - 1957
61-5130	The Molot (The Hammer)	1924
61-5144	P. F. Lawson, contributed article to "Gale's International Monthly of Revolutionary Communism"	1921
61-5159	N. Applebaum, representative of Freiheit	1924
61-5160	David Schlitz, subscribed to Freiheit	1924
61-5175	Great Falls Town Topics	1924
61-5209	Memoire On the Communist Movement in Bulgaria during 1921 and 1922	1924
61-5213	William Yuris, representative of Freiheit	1924
61-5220	The Labor Bulletin	1924 - 1940
61-5221	Massachusetts Public Interests League - exhibition of radical propaganda	1924
61-5233	New York Daily News	1924
61-5265	Strategy of the Communists (pamphlet)	1924
61-5308	"By-Laws of the White Russian Peoples Society of Chicago" published by "Novy Mir"	1924
61-5318	Waiters Union Local of New York, contributed to "Uj Elore", Hungarian Communist daily	1924 - 1934
61-5326	Seattle Public Library, maintained radical books and propaganda	1924
61-5343	Brezbozjnik (The Atheist)	1924
61-5345	"Nueva Vida"	1924
61-5346	"O Combate"	1924
61-5347	"A Black Page of American History	1924
61-5362	John Robinton, contract for distribution of Russian films, possibly Soviet propaganda	1924
61-5364	"International of Youth"	1924

61-5367	"Lefax Radian"	1924
61-5383	"Il Veltro" (The Greyhound)	1924
61-5386	Frank Szigeti, contributed to "Uj Elore"	1924
61-5396	"Farmer-Labor Voice"	1924
61-5404	"Red Star"	1924 - 1961
61-5459	S. Kessen, Sam Rafeloff, representation of Freiheit	1924
61-5461	Louis Koevess, secured subscribers to "Uj Elore"	1924
61-5515	Gandolfi Arciutta, Emilio Aurora, suspect of distributing radical literature	1924
61-5567	"Russia Since Lenin"	1924
61-5580	Velkoff aka J. Roy, distributed "Anarchichesky Viestnik"	1924
61-5601	"Foreign Policies of Soviet Russia" by L. P. Dennis	1924
61-5633	Pasquale Cobianchi, editor of L'Independente	1924
61-5641	John Weck, disseminated communist propaganda	1924
61-5654	Walker C. Smith, author	1924
61-5666	"La Follette, Socialism and Communism" (booklet)	1924
61-5667	"A Tale of Two Republics - Russia and Germany" (film)	1924
61-5669	"Kept Government of the United States" (circular)	1924
61-5673	Helen Childs, alleged distribution of Soviet literature	1924
61-5676	Mr. Orloff, distributor of Anarchichesky Viestnik and Volna	1924
61-5685	The Journal of Negro History	1924
61-5686	"Worker's Monthly", "The Communist" (periodicals)	1924 - 1941
61-5707	"Przeglad Tygodniowy"	1924
61-5710	A. Guiliano, displayed Italian papers and novels	1924
61-5715	B. Semett, disseminated Bolshevik literature	1924
61-5719	"Soviets vs The American Constitution" (circular)	1924 - 1925
61-5729	"When the Leaves Come Out"	1924
61-5731	Anibal Ibarra, disseminate radical propaganda	1924

61-5740	First Russian Revolution Moving Pictures	1924
61-5749	Mrs. E. Kreichmer, received anarchist literature	1924
61-5750	"The Road to Freedom" editor, Hippolyte Havel	1924 - 1925
61-5793	"Die Giftnudel"	1925
61-5811	"Raccs - Nations & Classes" author Miller	1925
61-5838	"Libertarian"	1925
61-5855	"The Russian Situation" (pamphlet)	1925
61-5867	"The Negro Champion"	1925 - 1928
61-5876	"Manual For Leaders of Children's Groups" by Edwin Hoernle	1925 - 1930
61-5965	Il Nuovo Mondo (The New World)	1925
61-5969	Consagracion Universitaria de Vucetich (not translated)	1925
61-5972	News Bureau of Animal Husbandry	1925
61-6015	"Uusi Kotimaa"	1926
61-6025	"A Voice in the Wilderness"	1917
61-6027	The Radical Book Shop, sold propaganda	1926
61-6028	"The Reviewer"	1926
61-6055	"Text of the Bolshevik for the Civil War"	1926
61-6088	"Red Radicalism as Described by its own Leaders"	1926
61-6103	"The Volga Boatman" (film)	1926
61-6122	"Parizerkreuzer Potemkin" (film)	1926 - 1927
61-6124	"Revelj"	1926
61-6171	"The King of Kings" (motion picture)	1926
61-6180	W. H. Young, furnished Chinese newspapers	1926
61-6197	Bulletin of the Relief Fund of the International Working Men's Association	1926
61-6201	Elements of Political Education by A. Berdnikov and F. Svetlov	1926 - 1927
61-6204	"American Popular Revolutionary Alliance" and "United Front of Manual and Intellectual Workers of Latin America" distributed circulars	1927

61-6221	Charles John Colley Douglas distributed communist literature	1927
61-6225	"Soviet versus Civilization" by Vladimir Poliakoff	1927
61-6228	"Breaking Chains" (motion picture circular)	1927
61-6246	"Bolshevik" literature re drama	1927
61-6247	"Anti-Militarist News"	1927
61-6248	"Attention Leathernecks" (circular)	1927
61-6257	Miscellaneous clippings, circulars re strikes of 1922	1922
61-6260	appeal from The United Farmer	1927
61-6271	"Industrial Solidarity"	1927
61-6307	"The Russian Revolution" (film)	1927
61-6349	"Labor Defender"	1927 - 1931
61-6352	Baltic Publishing Company	1920
61-6354	firm of Charks Buday, disseminated propaganda	1920
61-6355	"Army Smiles and Frowns"	1920
61-6358	Finnish Newspapers and periodicals	1927
61-6360	"Avanti" (Italian)	1920 - 1951
61-6386	"The Development of Socialism from Science to Action (circular)	1919
61-6393	"Communist World"	1919
61-6397	"Freedom"	1919 - 1920
61-6399	"Gale's Magazine"	1920
61-6420	"L'avvenire Anarchico" & "Il Martello"	1920 - 1943
61-6432	"La Semana", Guatemala	1928
61-6444	firm of Julius J. Rudolf, disseminated propaganda	1920
61-6450	Joseph Senkus, in possession of propaganda	1920
61-6457 (see 61-6390) (see 61-6458) (see 61-6459)	"Down with Government by Injunction" (circular)	1928
61-6461	"La Liberte"	1928
61-6471	"Useless Reminders" (clipping)	1920
61-6472	Utah Labor News	1920
61-6479	"Down With Government by Injunction"	1928
61-6482	"Magyar Vilag" (The Hungarian World)	1919

61-6491	"New York Age"	1920
61-6493	"World Liberative Movement of the Negroes" (pamphlet)	1928
61-6497	"The Golden Age", editor C. J. Woodworth	1920
61-6500	"The Party Organizer"	1928 - 1957
61-6508	"Put Mopr'a"	
61-6519	"Ten Days" (film)	1928 - 1929
61-6520	"Proletarian Culture" (news sheet)	1928
61-6527	Norman Ewer, foreign editor of the Daily Herald	1928
61-6534	"Lyrsts de Olasa'(Was of the Classes) pamphlet by John Calsworthy	1928
61-6538	"Religion of Russia" book by Julius Hecker	1928
61-6539	"In the Country of Lenin" (film)	1928
61-6571	"Gods of the Lightning"	1928
61-6581	propaganda by R. B. Anderson and Morcaux Alton	1928
61-6582	"Proletarian Education - A Journal..."	1928
61-6595	pamphlet circulated by the Chinese Students Club at San Francisco	1929
61-6598	clippings from L'Action Francaise	1929
61-6603	"Through the Needle's Eye"	1920 - 1951
61-6609	publications published and circulated by Augustus Marco	1929
61-6613	"The Red Needle"	1929
61-6617	propaganda among newly arrived immigrants	1929
61-6618	"Alpi", radical propagandist	1929
61-6630	"The Athlian New Light of the World" (pamphlet)	1929
61-6631	"Present Day Conditions in Russia"	1929
61-6675	"The Revolutionary Age"	1929 - 1944
61-6686	"Why Every Worker Should Join The The Communist Party" (pamphlet)	1930
61-6687	"Trabajobo Martime Americano"	1932
61-6693	"Forward" Jewish Daily	1930 - 1963
61-6704	"Proclamation" by Association Unity of Russia	1930
61-6732	Communist Magazine	1930
61-6735	newspaper clippings by Alexander I. Nazaroff	1930
61-6739	"Labor News"	1946
61-6751	clipping of resolution of the National Executive Committee of Students	1930

61-6752	"Open Letter" (propaganda circular)	1930
61-6765	Chinese Propaganda by Chinese Type Used for Darkening Envelopes	1930
61-6771	"Der Arbeiter" (The Workman)	1930
61-6840	"The Unemployed"	1931
61-6848	"Communism" (article)	1931
61-6853	"Fragment of an Empire" (film)	1931
61-6856	"Revista Comunista" (periodical)	1930
61-6859	"Dock Worker" (circular)	1933
61-6881	"Storm Over Asia" (propaganda film)	1931
61-6895	bulletin of the National Railroad Industrial League	1931
61-6924	radical literature in possession of Nick Tagoff when arrested for violation of Alaska Bone Dry Law	1931
61-6931	"Communism's Plans for Destruction of the US Government" (curcular)	1931
61-6986	"Wisconsin Farmers" (circular)	1931
61-7001	The Revolution of 1931 - 1932	1931
61-7003	"The Labor Record"	1931
61-7039	"New Pioneer"	1942
61-7058	circular issued by American Brass Shop Unit of the CPUSA	1932
61-7059	The Workers Acme Theatre, NYC, program	1932
61-7066	pacifist publications	1932
61-7080	J. E. Hall, possessed communist propaganda	1932
61-7085	circular - referred to meeting of Soviet Union, NYC	1932
61-7089	article - NY Times on Nills Christian Mikkelsen Kyar	1932
61-7126	circular of State Farmer - Labor Convention	1924
61-7141	The "Worker"	1943
61-7166	circular of the Communist Party, Stockton, California	1943
61-7168	"The Moscow Trial" (trial of British engineers)	1933
61-7176	"Communism and the Roosevelt Brain Trust" (pamphlet)	1933
61-7218	"The Soldier's Voice"	1933

61-7319	"The Fisk Worker"	1934
61-7362-36 encl.	subscribers to "Karpatska Rus" (not indexed)	1944
61-7460	"La Revista Catolica" (periodical)	1935 - 1942
61-7469	Oscar Radamacher, distributed radical literature	1935
61-7489	"Red Watch" (circular)	1935
61-7537	Subscription blank for "The South Today", organ of the League for Southern Labor	1936
61-7608	"Uncensored"	1939 - 1942
61-7828	Patria (weekly)	1940
61-7882	"Subversive News Week"	1940
61-7905	"Deutsche Wochenschrift" published by Eugene Gerssler	1940 - 1945
61-8157	"The Broom" (scandal sheet) copies of publication	1939 - 1952
61-8231	"The Next Nine Years" published by Kosmos Press	1940
61-8346	"Friday"	1939 - 1942
61-8464	"The Wayshower"	1940 - 1943
61-8656	"The New American Order" published by Kenneth A. Brown	1941 - 1942
61-8691	"The Wailing Wall" disseminated by Martin J. Isele	1940
61-8836	Thomas M. McVeach, manager and publisher of "New Freedom"	1940
61-9023	Mystic Book Shop, propaganda outlet	1940
61-9178	"The Commonwealth" (publication)	1939 - 1958
61-9182 sub A	"New Masses"	1940 - 1951
61-9358	"News Letter" of News Research Service Inc.	1940 - 1945
61-10170 Sub A & encl.	"People's World"	1942 - 1972
61-10355 Sub A & encl.	"The Fifth Column" - misc pamphlets published by the Constitutional Educational League, Inc.	1939 - 1970
61-10406	"The Fiery Cross"	1940 - 1972
61-10511	"Money" (magazine)	1940 - 1945
61-10524	Arden Hoover, distributed communist literature	1940
61-10532	circular "Don't be a Sucker" for meeting sponsored by Tioga Youth Council	1940
61-10549	"The Booster" (books)	1940

61-10570	pamphlet distributed by the Harris Monetary System	1940
61-10598	"What Next America"	1940
61-10661	"The Voice of the People" edited by E. D. Goodfellow	1940
61-10728	"The New Witness" (pamphlet)	1940
61-10780	"Party News"	1938 - 1942
61-10801	pamphlet for demonstration of Hunger Marchers sponsored by the Unemployed Council	1938 - 1942
61-10815	Wochenblatt (newspaper)	1941 - 1942
61-10831	Newsletter	1942
61-10833	"Benefactor"	1942
61-10841	"The Galilean" (publication)	1942
61-10865	"Smear's Pinko Twins: 'Nation', 'New Republic'" (article)	1942
61-10879	"The New Appeal"	1942
61-10880	"The Chicago Socialist"	1942
61-10940	War Time Propaganda	1943
61-10948	Wartime Propaganda	1943
61-10973	"The Washington Eagle" (newspaper)	1944
61-10974	"People"	1945 - 1955

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : MR. WAIKART

DATE: APRIL 13, 1972

FROM : E. W. MCCOY

SUBJECT: NATIONAL STOLEN PROPERTY FILE

Destruction of Bureau Records - Sec.

The only part of the National Stolen Property File remaining is that pertaining to Securities. No entries have been made in this file since March 1967. All entries after that date have been entered in N.C.I.C. Current N.C.I.C. regulations state that unrecovered Securities will be retained for the balance of the year entered, plus four. This time has elapsed for the index cards we have retained and accordingly they will be destroyed. The tick-o-meter count on these cards is 63,418.

RECOMMENDATION:

For information.

JWA:dmh
(3)

66-3286-

NOT

170 APR 20 1972

20 APR 19 1972

RECORDS

70 APR 26 1972

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Mintz
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

SD/GCM

MISS BROOKS

ORIGINAL FILED IN 67-00-16118

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Felt
Campbell
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 4/11/72

FROM : E. W. McCoy

SUBJECT: PROPOSED DESTRUCTION OF FILE 64-32001 SUB 1, UNITED STATES COMMUNICATIONS INTELLIGENCE COORDINATING COMMITTEE - PERSONNEL, BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

File Number 64-32001 Sub 1 entitled "United States Communications Intelligence Coordinating Committee - Personnel" occupies three filing cabinets of badly needed space. The material in this file consists of Personnel Security Questionnaires (PSQ) on thousands of individuals and letters which contain lists of names for indexing purposes. These PSQs and letters were submitted by the Departments of Army, Navy and Air Force for the purpose of having names of individuals, who were cleared for special intelligence work, indexed in the Bureau's indices.

This program was discontinued by these agencies 9/7/67, inasmuch as it proved to be unproductive and served no useful purpose. All of the names contained in the aforementioned file have been deindexed. Also, three bulky enclosures to this file, which contain lists of names which were never indexed, should be destroyed. Archival authority is not necessary for the destruction of this material, inasmuch as the Bureau has standing authority to destroy material of a name check nature. Copies of the memorandums authorizing discontinuance of this program are attached. The Files and Communications Division recommends the destruction of this file. The views and recommendations of the Domestic Intelligence Division should be obtained.

ORIGINAL FILED IN

APR 17 1972

RECORDS

RECOMMENDATIONS:

1. That the aforementioned material, submitted by the Army, Navy and Air Force, contained in file number 64-32001 Sub 1 be destroyed in order to reclaim three cabinets of badly needed filing space, inasmuch as this material no longer possesses sufficient value to merit retention.

1 - Domestic Intelligence Division

Enclosures

NOT RECORDED

46 APR 19 1972

OTB:jtw
(4)

(continued over)

61 APR 24 1972

Memorandum E.W. McCoy to Mr.Waikart
RE: Proposed Destruction of File 64-32001 Sub 1, United States Communications Intelligence Coordinating Committee - Personnel,
By the Records Disposal Committee
Files and Communications Division

(RECOMMENDATIONS: continued)

2. That all material submitted by the National Security Agency, which may be contained in this file, be retained.

3. That the views and recommendations of the Domestic Intelligence Division be obtained.

FWI

4-12-72
D.C. Dagnew
EWM:s

DEM

Destruction will be handled as availability of personnel in Purge Unit, Records Branch permits. 4-14-72 DD.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Mohr
Rosen
Bates
Bishop
Callahan
Campbell
Casper
Cleveland
Conrad
Dalbey
Miller, E. S.
Ponder
Soyars
Waikart
Walters
Tele Room
Holmes
Gandy

TO : Mr. Marshall

DATE: 5/30/72

FROM : E.W. McCoy

SUBJECT: PROPOSED REVIEW AND DISPOSAL OF TAPE RECORDINGS AND PHONOGRAPH RECORDS FOR SOUND REPRODUCTION, MAINTAINED IN THE FILING UNIT OF THE RECORDS BRANCH FILES AND COMMUNICATIONS DIVISION BY THE RECORDS DISPOSAL COMMITTEE

The Filing Unit in the Records Branch of the Files and Communications Division presently maintains 64 miscellaneous items of tape recordings and phonograph records for sound reproduction. A tabulation of these items is attached. Most of these items do not appear to have sufficient historical, investigative, intelligence and administrative value to merit retention. Many of the recordings have been transcribed and placed in the substantive case files. However, a thorough search of indices and abstracts fails to indicate that any action was taken to transcribe or use the material for which a file number could not be found.

It is proposed that the attached tabulation of items be reviewed and that annotations be placed thereon by the respective divisions, indicating which items should be retained or destroyed.

RECOMMENDATION:

That this matter be referred to Training Division, Domestic Intelligence Division, General Investigative Division and Crime Records Division and that appropriate notations be made by each division as to the disposition which should be made of pertinent recording material maintained in the Filing Unit of the Records Branch.

1 - Training Division
1 - Domestic Intelligence Division
1 - General Investigative Division
1 - Crime Records Division
Enclosure

OTB:jtw
(7)

REC-60 66-3286-
ST-116
JUN 20 1972

AUG 1 1972

AUG 8 1972

TAPE RECORDINGS

QTY.	DESCRIPTION	DATE	FILE NO.	TRANSCRIBED
2	FBINA Graduation Exercises, 62nd Session	11-6-58	1-4-11048	Yes
1	Spanish Test, Part 1&2 National Academy	2-16-54	66-04-1966	No
1	Speech for C.D. Deloach, Freedoms Foundation Program	4-22-59	62-90412	No
1	"At Issue" Francis G. Biddle, guest (former AG) "Spies, Security & FBI Files" WMAL - TV (ABC)	2-10-54	100-105022-22	Yes
1	"The Third Ear", Armstrong Circle Theater WRC - TV	2-7-56	No file no.	
1	"Meet The Press" Atty. Gen. William Rogers, guest WRC - TV (NBC)	4-13-58	94-38139-32	No
1	NA Graduation	6-8-56	1-4-10418	Yes
4	NA Graduation	11-18-55	1-4-10323	Yes

RECORDS

QTY.	DESCRIPTION	DATE	FILE NO.	TRANSCRIBED
4	Gymnasium exercises for NPA classes #1-#4	2/5,6,10,11/47	No file no.	
2	Subject- Walter David Lowenfels, was.; IS-C. Smith Act of 1940	11-28-51	100-1110-93	No
1	Transcription of Recording made by Dallas, Texas, P.D. Meeting of Herbert [redacted] (ph), and [redacted] (ph) at Herbert's Hideout. Obscene.	No date	62-75147-12-50,52	No

b6
b7C

DECLASSIFIED BY AVC 60290 BCE/DCG/jmw
ON 9/8/03

(continued over)

Enclosure E. W. McCoy to Mr Marshall 5/30/72 CAB:jtw
Prop. Review & Disposal of Tape Recordings & Phonograph Records for Sound Reproduction Maintained in the Filing Unit, Records Branch, Files & Com. Dir Sec
The Records Dis. Comm.

RECORDS

b7D

QTY.	DESCRIPTION	DATE	FILE NO.	TRANSCRIBED
4	Speech made by Joseph Hanson, Business Manager of the "Militant". Dub of Tape furnished by [redacted]	11-2-51	100-13359-24 p.12	No Div.5
16	Secret meeting of Harry Bridges & other Left-wing union officials at Hotel New Yorker. Dubs of Records made by McCarran Committee	No date	No file no.	Div.5
5	NPA Graduation	4-15-44	1-4-6111 thru 6119	Yes
4	22nd NPA Graduation	7-17-43	1-4-5590,5595	Yes
4	NPA Graduation	7-22-44	1-4-6382	Yes
6	NPA Graduation	10-23-43	1-4-5777,5782	Yes
6	#265-#270 Not labeled	No date	No file no.	

CONFIDENTIAL

CONFIDENTIAL

August 15, 1972

PERSONAL

REC-66 66-3286-1112

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

I have received your suggestion regarding the disposition of certain files in field offices after five years. Consideration is being afforded this proposal and you will be advised of the final decision in the matter.

The interest which prompted you to submit this idea to me is indeed appreciated.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

MAILED
AUG 15 1972
FBI

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

b6
b7C

ML:car
(6)

(Suggestion 74-73 dated 7/28/72)

NOTE: Suggests destruction of all files after five years in Unknown Subject (Unsub) cases in all criminal classifications since statute of limitations has run and retention of such files serves no practical or evidentiary purpose. All auxiliary office files, both Unsub and subject cases, in all criminal categories should also be destroyed after five years.

Suggestion is being acknowledged since additional consideration is necessary by the Office of Legal Counsel.

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

AUG 24 1972

MAIL ROOM [X] TELETYPE UNIT [ ]

Employee Suggestion
FD-252 (Rev. 9-11-59)

#44-113

b6
b7C

Date: 7/28/72

To: ACTING Director, FBI	From: (Suggester's name) SA [redacted]	Division of Assignment WFO

SUGGESTION

Destruction of all files after five years in Unknown Subject cases in all criminal classifications since statute of limitations has run and retention of such files serves no practical or evidentiary purpose. All auxiliary office files, both Unsub and subject cases, in all criminal categories also should be destroyed after five years.

0 DESTRUCTION OF BUREAU RECORDS - GEN'L

Current practice or rule (Include manual citation as well as facts) Files and records are destroyed when five years of age in certain conditions. Part II Section 3, Rules and Regulations, d(3) Unsub Subject 15, 26, 52, 70 and 87.

Advantages of suggestion and annual savings (include basis for estimate)

With accumulation of files, office space is at a premium. With destruction of such files following expiration of statute of limitations, the monetary cost per square foot for storage would be reduced and clerical personnel handling such files could be assigned other duties. It is estimated that field-wide the Bureau could realize savings in the thousands of dollars annually.

REC-66

Disadvantages of suggestion

ST-111

66-3286-1112

None known.

AUG 16 1972

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any [illegible] award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] SA b6 b7C

Signature and Title of Suggester

Recommendations and comments of Division Head Recommend favorable adoption because a considerable savings of file space would accrue. Further, there appears no purpose is served in retention of these cases once Statute of Limitations expires.

Robert G. Kunkel

Signature and Title SAC

(Do not write in this space - for Bureau use only)

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4 EWJ CAD

Letter of Sack 8/15/72 mc ieav

Memo Tenbrink to Sisk 8/17/72 mc ieav

Letter of Foppe to Sisk 8/18/72 mc ieav

3 Bureau 2-WFO (1-66-2970) (1- Personnel File)

July 13, 1972

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

To save clerical time, Part II, Section 3, Item 5d3, Page 11b, should be deleted:

(3) To facilitate destruction when five years old, the unknown subject files in the 15, 26, 52, 70, and 87 classifications may be recorded on the left side of the file cover. If a case is reopened and the subject is identified, this file number must be removed from the consolidated file cover.

1 - Mr. Ponder
1 - Mr. J. E. Reilly
TAK:wss
(6)

b6
b7C

NOTE: Based on Suggestion 906-72 submitted by [redacted] Oklahoma City Office. In view of recent streamlining of five year destruction rules in auxiliary offices relating to classifications 15, 26, 52, 70, and 87, it is now necessary to review entire consolidated volume for destruction purposes. In view of the above, the listing of file numbers in unknown subject cases in the above classifications on front of consolidated file cover would no longer facilitate destruction.

Destruction of Bureau Property - General

ORIGINAL FILED IN 66-3286-

66-3286-

NOT RECORDED
176 JUL 18 1972

NOT RECORDED
12 JUL 14 1972

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM [ ] TELETYPE UNIT [ ]

Return to 5302

July 3, 1972

PERSONAL

66-3286-

Miss [redacted] b6 b7C
Federal Bureau of Investigation
Oklahoma City, Oklahoma

Dear Miss [redacted]

The suggestions submitted by you have been received that a particular item in the Manual of Rules and Regulations be deleted and that certain photographs be retained for a particular purpose. I am pleased to advise you the first proposal is being adopted and steps will be taken to place it into effect. It has been decided the disadvantages involved in the second idea militate against approval.

The interest which led you to submit your observations to me on these matters is indeed appreciated.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted] b6 b7C

ML:car
(6)

(Suggestions 906-72 and 907-72 dated 6/21/72)

NOTE: Suggestion 906-72 proposes deletion from Manual of Rules and Regulations, Part II, Section 3, page 11b, (8) - "To facilitate destruction when five years old, the unknown subject files in the 15, 26, 52, 70 and 87 classifications may be recorded on the left side of the file cover. If a case is reopened

(NOTE continued on page 2)

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Campbell
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Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM TELETYPE UNIT

ORIGINAL FILED IN 66-3286-17
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4 EWC CAL

[redacted] b6 b7C [redacted]

Miss [redacted]

NOTE (Continued)

and the subject is identified, this file number must be removed from the consolidated file cover." Suggester states all files in a consolidated section must now be reviewed in these categories for destruction under the five-year rule, so it would appear to be a waste of clerical time to list the unknown subject file numbers as stated above.

Chief Clerk's Desk, Training Division, agrees noting that, in view of new five-year destruction rules covering all files in the classifications mentioned, it would appear these numbers would no longer be necessary to facilitate file destruction and there would be a saving of clerical time if this practice were eliminated. On approval, this letter will serve as authority for Chief Clerk's Desk to make necessary manual revisions.

Suggestion 907-72 recommends, when destroying files under the five-year rule, photographs be placed in separate containers rather than destroying them. Photographs would be used by Agents when needing look-alike photographs to display to witnesses during course of investigations.

While General Investigative Division concurs with idea, Chief Clerk's Desk pointed out vast majority of files can be destroyed only in auxiliary offices under five-year destruction rule. It would not appear these photographs would be pertinent for use as proposed in auxiliary offices to institute a suspect photograph repository. In addition, procedure would require maintenance of a special indices or addition of a notation on existing index cards that photographs were retained. Training Division recommends this idea not be approved.

Employee Suggestion
FD-232 (Rev. 9-1-59)

#4106-12

b6
b7C

Date: June 21, 1972

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Oklahoma City

SUGGESTION

The following be deleted from Manual of Rules and Regulations, Part II, Section 3, page 11b (8) - "To facilitate destruction when five years old, the unknown subject files in the 15, 26, 52, 70 and 87 classifications may be recorded on the left side of the file cover. If a case is reopened and the subject is identified, this file number must be removed from the consolidated file cover." All files in a consolidated section must now be reviewed in these categories for destruction under the five-year rule, so it would appear to be a waste of clerical time to list the unknown subject file numbers as stated above.

"Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts)

Manual citation stated above.

Advantages of suggestion and annual savings (include basis for estimate)

Save clerical time in listing unknown subject file numbers when consolidating files.

66-3286-
NOT RECORDED
191 JUL 6 1972

20 JUN 23 1972

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any ju[redacted]ted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester

Office Services Manager GS-9

Recommendations and comments of Division Head

Suggestion merits consideration and I recommend adoption.

b6
b7C

Arnold C. Larson

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Letter dropped 7/31/72

ORIGINAL FILED IN 66-5928-99

JUN 23 1972

Employee Suggestion
FD-252 (Rev. 9-11-59)

#40144

b6
b7C

Date: June 21, 1972

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Oklahoma City

SUGGESTION

It is suggested that when destroying files under the five-year rule that photographs be placed in separate containers rather than destroying them for use by Agents when needing look-a-like photographs to display to witnesses during course of investigations.

"Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts) Agents review files for photographs, obtain them from Law Enforcement Agencies, and often have a photographer make copies. No Manual citation.

Advantages of suggestion and annual savings (include basis for estimate)

Agents would have supply of photographs readily available when needing look-a-like photographs.

ORIGINAL FILED IN 66-4926-355

-34 JUN 23 1972

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4EW/CAL

66-3286-

NOT RECORDED
191 JUL 6 1972

EO JUN 23 1972

Disadvantages of suggestion

None

TWO

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any j... within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

Office Service Manager GS-9

Suggestion appears feasible and I recommend adoption.

b6
b7C

Arnold C. Larson
Signature and Title
Special Agent in Charge

(Do not write in this space - for Bureau use only)

70 JUL 12 1972

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Bates
Bishop
Callahan
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Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Marshall

DATE: 8/11/72

FROM : P. F. O'Connell

SUBJECT: PROPOSED DESTRUCTION OF MISCELLANEOUS FILES IN THE 65 (ESPIONAGE) CLASSIFICATION BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

A survey was made of cases in the 65 (Espionage) classification for the purpose of identifying and isolating files containing miscellaneous information concerning alleged wartime espionage activity which no longer possesses sufficient historical, investigative, intelligence or reference value to merit retention. It is proposed that files in the above category in which investigation was predicated upon rumor, nebulous complaints and non-specific allegations, be destroyed. All of the files proposed for destruction are over 25 years old; include an abundance of old German files; have been extensively de-indexed and consist primarily of initial correspondence or preliminary investigative reports all of which fail to possess any current value in the Bureau's operations. No prosecutive action occurred in any of these cases and many of the files were opened merely for record purposes. The proposed destruction of these files would include material in the 65-0 general file, 65-0 Sub A files and files containing very early Japanese alien activities, which were concluded in the 1920's. All of the files proposed for destruction will in no way hinder or adversely affect the Bureau's operations or responsibility as an investigative organization including the performance of name checks pursuant to requests received from other government agencies.

All files containing derogatory information, including major cases as well as files pertaining to diplomatic establishments and personalities and files pertaining to relationships between countries will be retained. Additionally, all files in which the subject is identified that contain elements of an espionage violation will be retained. It is conservatively estimated that 35 six-drawer cabinets of filing space will be reclaimed and approximately 25,000 main index cards can be destroyed in the General Index. (It is noted that material in this classification over 25 years old amounts to 136 six-drawer cabinets.) A cross section of files indicative of the type cases which fall into the category for destruction has been tabulated and is attached. Archival authority will be required since destruction will involve original records. Request for Archival authorization will be submitted separately.

3-ENCLOSURE

Enclosure

1 - Domestic Intelligence Division

OTB:mlj
(4)

CONTINUED - OVER

SEE ADDENDUM PAGE THREE

Memorandum O'Connell to Mr. Marshall
Re: PROPOSED DESTRUCTION OF MISCELLANEOUS FILES
IN THE 65 (ESPIONAGE) CLASSIFICATION
BY THE RECORDS DISPOSAL COMMITTEE
FILES AND COMMUNICATIONS DIVISION

RECOMMENDATIONS:

(1) That miscellaneous files in the 65 (Espionage) classification which no longer possess sufficient historical, investigative, intelligence or reference value to merit retention be destroyed.

(2) That this memorandum be referred to the Domestic Intelligence Division for its comments and recommendations.

SEE ADDENDUM P. 3.

(3) That a separate memorandum be submitted requesting Archival authorization for disposal of this material upon the approval of this memorandum.

DESCRIPTION	FILE NUMBER
Correspondence from public	
Original, incorporated into Bureau letters, received from other government agencies, anonymous. Urged investigations and reported suspicious individuals, sights, sounds and business establishments - Enclosures of publications, misc. items.	65-14799 65-41401 65-15587 65-49342 65-45374 65-27794
To Director, government agencies and prominent personalities.	65-5341 65-5340 65-4943 65-4559 65-4555 65-8151 65-8973 65-6452
Interviews, Telephone Calls from Public	65-45879
Reported suspicious persons, business establishments, noises, puzzle. Incorporated into Bureau memoranda and letters from Field Offices.	65-4690 65-5319 65-17862 65-14796 65-11901 65-11914 65-40887 65-45388 65-49368
Richmond to Norfolk case transfer form letter File transferred to Norfolk after establishment of that office. List attached.	65-38976 65-38918 65-38959
Photostatic strip containing brief summarization on German and other sympathizers furnished by Naval Intelligence and submitted by NYO for Custodial Detention. Bulky enclosure (100-2-3282) destroyed 4/3/46 after main case files were opened. Some files contain additional material concerning disposition. List attached.	65-40725

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
8-24-82 BY SP4 Shelley
AGREED (W) 6080 LEDERAL
#211847 7-25-82

66-3256-1113

ENCLOSURE

Field Office form (pink) noting date case received, source or complainant and Summary of Complaint. Local Police Department advised and case placed in deferred status. 1 serial	65-38418
Carrier Pigeon #'s	65-42248 65-38677
Correspondence from public, Bureau report indicating activities not detrimental	
Police Department investigations	65-39693
Police Department Report; Field Office form letter noting referral to Police, case closed by authority of SAC; Field Office letter containing same data.	65-43966 65-43078 65-41272
Address	
Light Signals from YWCA Building	65-45394
305 East 84th St., NYC - Unsub operator of short-wave radio	65-43042 65-45371
232 Broad Avenue, Wilmington, Cal.; Unsubs; Hazel's	65-41484
404 Riverside Drive, NYC; Unsubs, Photographing Hudson River Water Front	
Bureau reports and letters, correspondence from the public concerning suspicious incidents	
License #'s (auto)	
Correspondence from public, Navy Department regarding suspicious photographing, radio transmitting and other activities of automobile occupants	65-32124 65-39711 65-43031 65-40506
Japanese Situation and Alien Activities 1920 - 1922	65-311 65-498
Bureau reports, letters, newspaper clippings	65-506 65-524
SIS Files	65-38442 65-55848
Reports, letters from Mexico, Cuba, Uruguay, Brazil, Argentina regarding pro-Nazi sympathies,	65-54955 65-42348

(continued)

(continued)

repatriated German nationals, alleged German espionage activities.	65-55904 65-17907 65-45969 65-44699
Newspaper clippings	65-45951 65-57579
Related to subject of file	65-40502
Destroy also 65-748 sub A (26 sections)	65-9816
Newspaper	
New York Daily Mirror 2/23/42, contained suspicious message. Received from Naval intelligence.	65-40899
Ships, Crew Lists, Vessels	65-50652 65-39600
Bureau reports, letters, ONI, State Department, Coast Guard correspondence, SIS reports regarding activities of Swedish, Russian, Swiss, Austrian & Spanish vessels. Lab work sheet regarding possible code - neg.	65-39690 65-57559 65-54209 65-54969 65-54948 65-42266
Motor Boat Sonreed No. 5 B 829	65-36725
Anonymous letter reporting suspicious radio set on boat and flashing lights	
Photographs, Film	65-45376 65-8127
Bureau reports, memoranda, correspondence from public, alien enemy release from AG. Subjects apprehended or interviewed for taking photographs in restricted, shipping, military and defense plant areas. Subject's request for return of film. No evidence of espionage and prosecution declined by USA.	65-43071 65-42243 65-45366 65-45363 65-41448 65-41413 65-39745 65-43939

Short Wave Radio, Radio Transmitter	65-39702
	65-39752
Bureau report, letters from Field Offices and FCC concerning radio transmitters, Italian language broadcasts received on short-wave receivers, disturbance on local station possibly caused by interruption for coded messages.	65-40494 65-42297 65-42263 65-45939
Radio Station	65-38939
	65-50023
Radio Station BRE, South America Radio Station Rakovica (not deindexed), monitoring of Radio Station SV9CD, San Juan Radio Station 1180, Aerovias Nacionales Ltd, P. R., Radio Station M-16, Radio Station WGR, Buffalo, Miscellaneous radio stations	65-44039 65-42301 65-41410 65-40404 65-9313 65-41238 65-44622
Bureau reports, memoranda, correspondence from the public, FCC regarding suspicious broadcasts	
Unknown Subject	65-45902
	65-45884
Bureau reports, memoranda, Office of Censorship reports concerning miscellaneous suspicious activities, radio broadcasts, notes, articles, individuals, inquiries, airplanes, organizations, business establishments, thefts, boats, maps, tubes, lights, poisoned water. Lab reports containing work sheets and original evidence.	65-44611 65-42234 65-40917 65-40897 65-35591 65-34820 65-30769 65-17853 65-15605 65-5314 65-55927 65-43937 65-43064 65-44080
Known Subjects - Espionage, G, R, I, Portugese, Miscellaneous	65-15566 65-31412
-Foreign Funds - General	65-39665
-Internal Security - G, I, J, F	65-39723
-German Activities in the US - Subversive Activities	65-42317 65-41416 65-40431
Subjects regarded as suspicious due to actions and statements. Results of Police Department investigation.	65-45370 65-45362 65-41452 65-40907 65-39686

Censorship		65-45965
		65-43944
	Bureau memoranda, censorship reports, lab work sheets and original evidence in postal and cable censorship cases containing unusual messages and possibly code. State Department communication on Portuguese censorship.	65-45911
		65-43069
		65-44642
		65-44675
		65-43948
		65-54974
		65-55875
Government Agencies	b7D	65-55947
		65-43988
	Communications from MID, State, ONI, [redacted] concerning suspected German, Italian and Japanese agents and other individuals subject to suspicion.	65-45369
		65-32175
		65-45406
		65-17866
		65-26012
		65-34401
		65-34445
		65-36455
Correspondence to IRS, Air Reserve, PO Department to acknowledge or respond to inquiry.		65-28381
		65-26021
		65-15572
		65-5355
		65-5347
Unknown Subjects: Incomplete Name		65-57175
		65-29421
	Bureau reports, memoranda, State, ONI concerning reported suspicious activities of following:	65-4970
	Agent F 3154	65-9777
	Spanish man and woman	65-7701
	Henry ---; Paul ---	65-21613
	Prowler at US Naval Radio Station, Lualualei	65-30782
	Baroness of German-Dutch descent	65-31006
	German General	
	Postal carrier	
	Swedish meteorologists	
Administrative		
		65-28929
	Bureau memoranda concerning status of investigations	65-53701
		65-41516
		65-41522
		65-44022
		65-42233
		65-40940
		65-34425
		65-38953
		65-11878

Suspicious articles, events	65-39713
	65-39727
Bureau reports, memoranda, Lab work sheets, original evidence concerning mysterious landings, notes, cloth pouch, publication, photographs, coins, flares, camps, airline, telephone calls, films, etc.	65-43973
	65-43970
	65-44042
	65-44056
	65-44061
	65-43020
	65-54930
	65-20610
	65-31427
	65-34856
Miscellaneous items	
Pocatello Naval Ordnance Plant re secret weapon	65-57536
Hungarian immigrant desiring permanent residence	65-36128
Custodial Detention Subjects	65-36825
	65-42387
War Relocation Authority forms	65-48777
Log	65-43032
	65-34403
Mail cover	65-5323
Numerous Subjects	
Marie Lorentz	65-9230
Radio Station TTE	65-54982
Karl Bone	65-21585
Thomas Fox	65-38775

THE FOLLOWING FILES CONSIST
OF PHOTOSTATS FROM NAVAL INTELLIGENCE
CONCERNING GERMAN SYMPATHIZERS

65-39372	(Miss) (Mrs.) Mueller
65-39373	Unsubs; John J. McCarthy
65-39374	Jack Ravontichich
65-39375	F. Beebe Townsend
65-39376	C. O. Petherbridge
65-39382	Heinrich Walter; Dr. Dierson
65-39394	Unsub; George E. Post
65-39395	A. P. Gilsdorf
65-39399	Marvin H. Morris; Floyd D. Tylor
65-39403	Hartwell E. Winston
65-39404	G. C. Outland
65-39405	Herbert French
65-39407	Harry J. Van Andel
65-39411	Russell I. Townsend
65-39412	Blair Lee Stuart
65-39421	Holz Bach
65-39422	J. E. Meginley
65-39423	Henry W. Tiffany
65-39424	Edgar H. Whitehurst
65-39426	Robert H. Price
65-39428	Teresa Catherine Ertel
65-39429	H. M. Myers
65-39434	J. J. Parkerson
65-39435	Alex Powellek
65-39436	J. W. Schuerman
65-39437	William A. White
65-39438	Marvin K. Sykes
65-39439	W. H. Tippen
65-39440	Albert Emil Schmidt
65-39441	Unsubs; S. C. Sutton
65-39451	E. R. Weigand
65-39452	Hunter W. Vaughan
65-39453	Roy Kumick
65-39454	D. M. Hart
65-39457	Dr. Robinson
65-39458	---Reiter
65-39461	Y. Takagi
65-39465	Anthony J. Schmidt
65-39470	Gustave Lemart Lund Mrs. Beatrice Pinello
65-39471	Edward Staylight
65-39476	Roy W. Weaver
65-39477	John M. Behl
65-39512	John G. Witmer George Koontz
65-39515	H. Batleman
65-39521	Jane Bennett Wells
65-39522	--- Isett
65-39533	Ernest Gretas
65-39534	Joseph Holmes
65-39541	Paul S. Baur
65-39545	John Hane
65-39549	William Henry Went
65-39550	Unsub; J. B. Watson
65-39551	Jacob Sackstein
65-39554	Lucille Saunders
65-39561	Richard Rich
65-39596	Unsub; Davis A. Robinson
65-39778	A. B. Fischborne
65-40364	--- Schmidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-82 BY SP4ELW/cal
AGREED (W) LOBO LED/ERD
7-25-84 #211847

66-3286-1113

ENCLOSURE

65-38918	"Maurice" of Norfolk
65-38959	--- Gilcher
65-38976	--- Fishburn
65-40717	Bernhard Rozenhamper
65-40718	A. (Roesner) Roesmeyer
65-40719	Egmund Larsen
65-40724	William Von Roth
65-40725	Curt George Roberts
65-40726	Hennryette K. Kuhn
65-40727	Dora Lederer
65-40729	Miss Ryder
65-40730	Louis XIV Antique Co.
65-40731	Augusta E. Lipper
65-40733	James Murray Malone
65-40734	H. Marquardt
65-40736	Kocelj
65-40737	Kurt Mathis
65-40738	Baron & Baroness Maxov
65-40743	Louis Ritterbusch
65-40749	A. A. Martinoff
65-40751	John Marken
65-40753	Harry E. Lester
65-40754	Fred Kohl
65-40756	Walter H. Mecklenlurg
65-40757	Antonio Ramirez de Krost
65-40760	Karl Wilie
65-40761	William Ehmsen (Ehmson)
65-40763	Bernard Arkin
65-40764	M. Kosick
65-40766	Marie Durkin May
65-40767	Hans Rummarrel
65-40768	Walter Frederick Zech
65-40775	M. Arnold Vincent
65-40777	Cyrille Van Canteien
65-40778	Hans Henning Vondeosten (Mrs.)
65-40779	Gustave Koppe
65-40780	Emil Voll
65-40781	Herman Voro Borshel
65-40783	Mrs. Von Doming
65-40785	Schachma Moses Solomon
65-40786	Jan Sotes
65-40789	Ernest Schaal
65-40790	Fritz W. Schaeler
65-40792	Berta Trostlen
65-40793	Richard Tilkes
65-40794	Thomas Cambre Thorn
65-40795	Hans Henry Thordsen
65-40798	John Stromsdorfer
65-40799	Wedell
65-40803	Al Wackerie
65-40809	Charles Mallet & Co.; Charles Mallet
65-40811	Richard Kretschmar
65-40816	Victor Werskopf
65-40819	Harry Albert Schwartz
65-40832	Baron George Stein
65-40836	Richard Henry Wipfler
65-40838	Reinhold Ungern
65-40842	Conrad Fisher
65-40844	Dorothy Feeds
65-40850	Anthony Faccenda
65-40851	Michel Feversinger
65-40861	Paul Goldammer
65-40860	Rausch
65-40862	N. Garaude
65-40864	Synthetic Nitrogen Products Corp.
65-40865	Pfahler
65-40866	Therese Donais
65-40867	DeKimpe
65-40869	Goltsmann
65-40878	Mr. Dumont
65-40918	Fritz Hausberger
65-41034	Hugo Haneberg
65-41036	Mrs. Hamlin
65-41045	Richard Hagarth
65-41047	Angel Calderon
65-41050	Maria Helena
65-41053	P. Schuarz
65-41062	John Shoffel
65-41064	Franz (Fritz) Himmel
65-41076	William Schoenig
65-41080	Karl J. Schumacher, aka George W. Schwartz
65-41087	Isidor H. Schloss

DATE 8-25-82
AGREED (4) 6080 LEAD
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BY SPUELW

46-3286-1113

ENCLOSURE

65-41088	Clara Martha Grosser
65-41096	R. F. G. A.
65-41112	Robert Grantz
65-41114	Alfred Graf
65-41115	Hans Gohlke
65-41117	Dr. Wolf W. Plecher
65-41129	John Gruber
65-41155	Elizabeth Schmidt
65-41175	Kurt Riedelsherger
65-41194	Max Reissner
65-41196	H. Schmahl

August 21, 1972

PERSONAL

SI-106

BEC-3766-3286-1114

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion regarding the disposition of certain files in field offices after five years. After evaluation, it has been decided this proposal should not be approved because of the exceptions which would be necessary and the fact that the information contained in this material may be of value in later cases.

I appreciate the interest you displayed in giving me the benefit of your thoughts on this matter.

MAILED 5
AUG 21 1972
FBI

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
MML:car
(6)

b6
b7C

(Suggestion 74-73)

NOTE: Based on memorandum T. J. Jenkins to Mr. Felt, 8/17/72, re: Destruction of Bureau Records - General, Suggestion 74-73 Submitted By SA [redacted] Washington Field Office. ML:car.

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Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
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Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

AUG 24 1972
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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-21-92 BY SP4 EWL/cal

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
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Marshall
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Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Felt

DATE: August 17, 1972

FROM : T. J. Jenkins

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION 74-73 SUBMITTED BY
SA [redacted] b6 b7C
WASHINGTON FIELD OFFICE

SUGGESTION: It is recommended all files be destroyed after five years in unknown subject (Unsub) cases pertaining to all criminal classifications since the statute of limitations has run and retention of such files serves no practical or evidentiary purpose. All auxiliary office files, both Unsub and known subject cases, in all criminal categories should also be destroyed after five years.

CURRENT PRACTICE: The suggester notes that files and records are destroyed when five years of age under certain conditions as set forth in the Manual of Rules and Regulations, Part II, Section 3, d(3) and in Unsub cases in Theft from Interstate Shipment; Interstate Transportation of Stolen Motor Vehicle or Aircraft; Theft, Embezzlement, Robbery, Illegal Possession of, or Destruction of Government Property; Crime on Government Reservation; and, Interstate Transportation of Stolen Property cases.

ADVANTAGES: Suggester notes that office space is at a premium and with the destruction of such files following expiration of statute of limitations, the monetary cost per square foot for storage would be reduced and clerical personnel handling such files could be assigned other duties. He feels that on a field-wide basis the Bureau could realize savings in the thousands of dollars annually.

OBSERVATIONS: General Investigative felt these cases could be destroyed after five years provided; (1) stops are not outstanding; (2) a major or capital offense is not involved; and (3) the files contain no signed statements. Exceptions to this would be kidnapping, extortion, bank robbery, crime aboard aircraft, and destruction of aircraft or motor vehicle cases which should not be included. Also, other important cases or those which have many ramifications should not be destroyed simply because they are five years old. It was felt that the rules as set forth on page 13b, Part II, Section 3, d(4), of Manual of Rules and Regulations, sufficiently covers those classifications relating to auxiliary offices.

REC-37 66-3286-1114
AUG 22 1972

ST-106

Special Investigative Division opposed adoption pointing out that our present rule should be flexible enough to allow for the destruction of files after the expiration of five years from closing. There are some classifications, such as

Enclosure
MJL:car
(2)

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CONTINUED - OVER

Memorandum T. J. Jenkins to Mr. Felt
Re: Destruction of Bureau Records - General
Suggestion 74-73 Submitted By
SA [redacted]
Washington Field Office

b6
b7C

extortion, kidnapping and bank robbery wherein the rule should not apply. This idea would narrow the gap in destruction in many instances and might, therefore, involve the destruction of some files prematurely.

Chief Clerk's Desk, Training Division, and Inspection Division agreed that under existing regulations criminal files in auxiliary offices can be destroyed when five years old providing: (1) office is not office of origin of office of prosecution; (2) file is of no further value; (3) stops are not outstanding; and, (4) original FD-302s, signed statements and evidentiary material in office is retained when file is destroyed. The file fronts are retained and show identity of office of origin thereon for reference purposes. The index cards are retained for twenty years and then destroyed as encountered. It was felt the mandatory destruction of criminal files in auxiliary offices when five years old would not be consistent with good records management. Some of these files contain background and intelligence information which is still beneficial to auxiliary offices. This would be particularly true if the auxiliary office was a neighbor of the office of origin. Furthermore, in certain capital offenses there would be appellant and prosecutive interest subsequent to the five-year limitation period. These Divisions felt unsub files and index cards relating thereto could be destroyed after five years under same provisions as set forth above for the destruction of classifications mentioned by the suggester. The portion of the idea relating to known subject criminal files should not be approved.

Office of Legal Counsel opposed adoption noting that Unsub cases could be solved by the solution of later cases. Information in the first case would not be prosecutable but could be used for sentencing purposes in the later case. Due to these views and fact of exceptions as noted by other divisions, Training Division feels our current regulations should not be amended.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact.

Return to 5392-

MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
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Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Felt

DATE: August 17, 1972

Destruction of Bureau Property-Gen

FROM : T. J. Jenkins

b6
b7C

SUBJECT: DESTRUCTION OF INDEX CARDS IN LEGAL ATTACHE OFFICES
SUGGESTION 876-72 SUBMITTED BY
ASSISTANT LEGAL ATTACHE [redacted]
MEXICO CITY OFFICE

By suggestion form dated 6/6/72, the above-named Agent proposed the Foreign Operations Policy Manual (FOPM), Section 6, L, 2, paragraph 2, be amended to permit destruction of index cards, as encountered, when they pertain to destroyed files for which no Bureau file number is available in the Legat office. This destruction would be performed in the normal course of business in connection with the periodic review of indices for other purposes.

The advantage stated was the reduction of the volume of index cards to manageable proportions, retaining only those with current value, and the easier destruction of records in case of an emergency. There would eventually also be a saving of searching time if the volume of cards were reduced.

One disadvantage listed was if there is no Bureau file number available, index cards would be destroyed and the searcher would be unable to determine if the office previously had a file on the subject.

This idea was acknowledged by letter to the suggester dated 6/21/72 and approval was granted for the Domestic Intelligence Division to make a survey of all Legat offices regarding this matter. The results of this survey have now been received by the Training Division. Eighteen of the nineteen offices opposed adoption. They noted that any great saving in space would be negligible as compared to the disadvantages involved. The retention of index cards even though they pertain to destroyed files is a vital link in the chain of the administrative and investigative operations. There are numerous occasions when U. S. and foreign sources request a name check. If the file has been destroyed, there is at least an index card which contains the Legat file number, a full name, important biographic data and sometimes the character of the case. By knowing that an office had a file, it can be guided accordingly with the agency requesting the check. If a case is of sufficient importance to open, it was felt a three- by five-inch index card reference to it should be retained. The indices serve a very useful purpose and their utility would be diminished if the idea were implemented.

Enclosure
ML:car
(2)

66-3286-

NOT RECORDED
42 AUG 24 1972

AUG 24 1972

CONTINUED - OVER

53 AUG 31 1972

TWO
NAT. INT. SEC.

ORIGINAL FILED IN 67-4104-1376

DECLASSIFIED BY 2A/SP-8 ON 8-24-82

Memorandum T. J. Jenkins to Mr. Felt
Re: Destruction of Index Cards In Legal Attache Offices
Suggestion 876-72 Submitted By
Assistant Legal Attache [redacted]
Mexico City Office

b6
b7C

Due to the results of this survey, Training Division agrees the idea should not be approved.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact.

EM/DEM

August 30, 1972

PERSONAL

EX-116
REC 44 66-3286-1115

Mrs. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mrs. [redacted]

I have received your suggestion that certain publications be reviewed to ascertain if they can be disposed of at this time. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to have a tabulation of this material reviewed by the appropriate divisions for recommendations as to its retention or disposal.

The interest and initiative which prompted you to submit your idea to me are indeed appreciated.

Sincerely yours,

L. Patrick Gray III

MAILED 20
AUG 30 1972
FBI

L. Patrick Gray, III
Acting Director

1 - Mr. Marshall
1 - Personnel file of Mrs. [redacted]
MJL:car
(5)

b6
b7C

(Suggestion 156-73 dated 8/28/72)

NOTE: Suggests a review be made of the publications maintained in the Numerical Section in Room 6315, Identification Building, for the purpose of disposing of those publications which no longer possess sufficient value to merit retention. This material is contained in 30 cabinets. A similar project was handled with the publications maintained in the Alphabetical Section and this resulted in 186 file cabinets being reclaimed when these publications were given to the Library of Congress. It is felt that at least 50% of the space occupied by the numerical publications can be reclaimed.

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Mr. Armstrong
Ms. Herwig
Mrs. Neenan

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SEP 12 1972

(NOTE continued on page 2)

b6
b7C

Mrs. [redacted]

NOTE (Continued)

Files and Communications Division recommends adoption of this suggestion. It advised a tabulation of the publications maintained in the Numerical Section will be made and furnished to the appropriate divisions for review and recommendations as to retention or disposal. Upon completion of this review, Files and Communications Division will make appropriate arrangements with the Library of Congress for the transfer of that public source material which no longer has sufficient value to merit retention since it appears valuable filing space can be recovered. Training Division agrees. On approval, this letter will serve as authority for Files and Communications Division to take appropriate action.

Survey being made and Tabulation of publications will be promptly submitted to applicable Divisions for views and recommendations, 9/12.008.

Employee Suggestion
FD-252 (Rev. 9-11-59)

[redacted] b6 b7C #156-43 [redacted]

Date: 8/28/72

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Files and Communications

SUGGESTION

I would like to suggest that a review be made of the publications maintained in the Numerical Section in Room 6315, Identification Building, for the purpose of disposing of those publications which no longer possess sufficient value to merit retention. This material is contained in 30 cabinets. A similar project was handled with the publications maintained in the Alphabetical Section and this resulted in 186 file cabinets being reclaimed when these publications were given to the Library of Congress. It is felt that at least 50% of the space occupied by the numerical publications can be reclaimed.

Current practice or rule (Include manual citation as well as facts)

Current practice is to retain all numerical publications received by the Bureau.

Advantages of suggestion and annual savings (include basis for estimate)

The advantage of this suggestion would be to reclaim badly needed filing space in the publications section of the Filing Unit.

Destruction of Bureau Property - General

Disadvantages of suggestion

None. If the publications which no longer have any value were given to the Library of Congress these would be available on a need basis for future use. b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] File Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. (See "Comments" page 2)

REC 44 66-3286-1115

EX-116

John W. Marshall - Assistant Director
Signature and Title

OTB:ml
(6)

(Do not write in this space - for Bureau use only)

RECORDS BRANCH RETAINED
DATE 8-24-82 BY SP4 EL 43

letter of 8/30/72 re Library of Congress

2 SEP 5 1972

FD-252, Employee Suggestion

[redacted] b6 b7C

Files and Communications Division

COMMENTS:

Files and Communications Division recommends the adoption of this suggestion. A tabulation of the publications maintained in the Numerical Section will be made and furnished to the appropriate divisions for review and recommendations as to retention or disposal. Upon completion of this review the Files and Communications Division will make appropriate arrangements with the Library of Congress for the transfer of that public source material which no longer has sufficient value to merit retention. It appears that valuable filing space can be recovered.

70

August 25, 1972

PERSONAL

66-3386-

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Your suggestion has been received concerning the disposition of certain index cards. I am pleased to advise you this proposal is being adopted and steps will be taken to place it into effect.

The interest and initiative which prompted you to bring this matter to my attention are indeed appreciated.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

MAILED 20
AUG 25 1972
FBI

REC'D FBI
DATE 8-24-72
SPUSW

ORIGINAL FILED IN 66-16306-148

1 - Mr. Marshall
1 - Personnel file of Miss [redacted]

b6
b7C

ML:car
(5)

(Suggestion 127-73 dated 8/17/72)

NOTE: Suggests index cards on publications references which have been idented, abstracted, and included in a correlation summary be removed from the general index and destroyed in the same manner as are index cards on other idented and abstracted references.

DELETED

Files and Communications Division recommended idea be approved. Inasmuch as the correlation summary is made a part of the main file of subject on whom index cards are destroyed there will be no loss of information. Presently the index cards for references in the investigative files are destroyed after a summary of information is

(NOTE continued on page

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Mr. Armstrong
Mrs. Herwig
Mrs. Neenan

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AUG 30 1972

b6
b7C

Miss [redacted]

NOTE (Continued)

abstracted and included in a correlation summary. It should be noted in both instances the file number is shown in the correlation summary which makes reference to original source of the material. Adoption of this idea will permit indices being purged of unnecessary index cards relating to publication material, therefore, adoption is recommended. Training Division has no objection to such action since this matter falls within the jurisdiction of the Files and Communications Division. On approval, this letter will serve as authority for the Files and Communications Division to take appropriate action to place the procedure into effect.

Placed into effect by Files & Comm. Div 8/28/72 DB

Employee Suggestion
FD-252 (Rev. 9-11-59)

#124-43

b6
b7C

Date: 8/17/72

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Files & Communications

SUGGESTION

That index cards on Publications references which have been idented, abstracted, and included in a correlation summary be removed from the general index and destroyed in the same manner as are index cards on other idented and abstracted references.

Destruction of Bureau Property - general

Current practice or rule (Include manual citation as well as facts) Publications references idented ~~with~~ with the subject of a summary are abstracted and included in the summary, however, on the search slip these references are marked "Do not destroy" and these cards are retained in the general index.

Advantages of suggestion and annual savings (include basis for estimate)

Hundreds of additional cards will be removed from the general index through the preparation of correlation summaries.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4EW/cal

Disadvantages of suggestion

None. These references are no more important than any other idented references which are destroyed - perhaps less so, since they are public source information rather than information supplied by informants or developed through investigation.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Supv. Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable. (See "Comments" page 2)

OTB:mlj
(6)

66-3286-

NOT RECORDED
46 AUG 30 1972

b6
b7C

Signature and Title

(Do not write in this space - for Bureau use only)

Letter of approval 8/25/72

AUG 29 1972

ORIGINAL FILED IN 66-16506-

FD-252, Employee Suggestion

[redacted]

Files and Communications Division

b6
b7C

COMMENTS:

The Files and Communications Division recommends that employee's suggestion to destroy index cards on Publications references which have been idented, abstracted and included in a correlation summary be approved. Inasmuch as the correlation summary is made a part of the main file of the subject on whom the index cards are destroyed there will be no loss of information. Presently the index cards for references in the investigative files are destroyed after a summary of information is abstracted and included in a correlation summary. It should be noted in both instances the file number is shown in the correlation summary which makes reference to the original source of the material. Adoption of this suggestion will permit indices being purged of unnecessary index cards relating to publication material, therefore, it is recommended that it be adopted.

Return to 5302

66-3286-

August 21, 1972

PERSONAL

Mr. [redacted]
The American Embassy
Mexico City, Mexico

b6
b7C

Dear Mr. [redacted]

Reference is made to your suggestion concerning the disposition of index cards under certain circumstances in our foreign offices. The survey which was conducted regarding this matter has now been completed and the majority of the offices advised that the disadvantages involved in taking such action outweighed any anticipated benefits to be derived from it.

Although your idea was not adopted in this instance, I appreciated having the benefit of your thoughts on this subject.

MAILED 22
AUG 22 1972
FBI

Sincerely yours,

E. Patrick Gray III

L. Patrick Gray, III
Acting Director

CLASSIFIED BY [redacted] DATE 8-24-82 DECLASSIFY ON: OADR

1 - Mexico City (Suggestion file)
1 - Mr. E. S. Miller (Attention Foreign Liaison Desk)
1 - Personnel file of Assistant Legat [redacted]
ML:car
(6) (Suggestion 876-72)

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NOTE: Based on memorandum T. J. Jenkins to Mr. Felt, 8/17/72, re: Destruction of Index Cards in Legal Attache Offices, Suggestion 876-72 Submitted By Assistant Legal Attache [redacted], Mexico City Office, ML:car.

53 AUG 31 1972

ORIGINAL FILED IN 64-4104-1365

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286-

June 21, 1972

PERSONAL

Mr. [redacted]
The American Embassy
Mexico City, Mexico

b6
b7C

Dear Mr. [redacted]

Thank you very much for the suggestion concerning the disposition of index cards under certain circumstances in our foreign offices. A survey is being made regarding this matter and I will let you know of the final decision in the matter.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

E. Patrick Gray III

L. Patrick Gray, III
Acting Director

MAILED 22
JUN 22 1972
FBI

1 - Mexico City
1 - Mr. E. S. Miller (Attention Foreign Liaison Desk)
1 - Personnel file of Assistant Legat [redacted]

b6
b7C

ML:crb
(6)

(Suggestion 876-72 dated 6/6/72)

NOTE: Suggests Foreign Operations Policy Manual (FOPM), Section 6, L, 2, paragraph 2, be amended to permit destruction of index cards, as encountered, when they pertain to destroyed files for which no Bureau file is available. This work to be performed in normal course of business in connection with periodic review of indices for other purposes.

(NOTE continued page 2)

ORIGINAL FILED IN 66-4042-1365

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4E4W1

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Rosen
Bates
Bishop
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Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7C

Mr. [redacted]

NOTE: This proposal has been considered by the Domestic Intelligence Division where it was decided that a survey should be made of all Legat offices before the proposed action is approved. Due to this request, Training Division is acknowledging the idea since the survey will take approximately one month to conduct. On approval, this letter will serve as authority for the Domestic Intelligence Division to make the survey and advise the Suggestion Desk of the final decision in the matter.

Employee Suggestion
FD-252 (Rev. 9-11-59)

876-72

b6
b7C

Date
June 6, 1972

To: Acting Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment
Mexico City

SUGGESTION That the Foreign Operations Policy Manual (FOPM), Section 6, L, 2, Paragraph 2, be amended to permit destruction of index cards, as encountered, when they pertain to destroyed files for which no BuFile available. Work to be performed in normal course of business in connection with periodic review of indices for other purposes.

"Destruction of Bureau Property Gen.

Current practice or rule (Include manual citation as well as facts) Cited FOPM paragraph states, "Index cards for files destroyed should be retained, thereby affording a future file reference for any necessary Bureau indices check." In larger foreign offices, this permits needless accumulation of thousands of cards (See Page 2)

Advantages of suggestion and annual savings (include basis for estimate)

Reduction of volume of index cards to manageable proportions, retaining only those with current value (nearly 300 rows currently on hand with urgent need for additional cabinets), facilitate destruction of records in case of emergency; time saved in searching if volume of cards reduced, and time saved in attempting to locate information in files no longer available. Estimated cost of two new cabinets currently needed is $400, plus at least one additional cabinet annually in the future at $200 each.

Disadvantages of suggestion If no Bufile number available, cards would be destroyed and searcher would be unable to state that office previously had file on a particular subject. Offset by advantages listed and fact that knowledge of previous existence of file has limited value when the file itself has been destroyed.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] adopted within two years after submission.)

XX Mr. ☐ Mrs. ☐ Miss [redacted]

Recommendations and comments of Division Head

3 - Bureau
2 - Mexico City
(1 - [redacted] personnel File)
(1 - 66-500, Suggestion file)
JJF:wr (5)

Suggestion appears to have merit.

66-3286-
NOT RECORDED
42 AUG 24 1972

Robert F. Woodcock
Signature and Title

(Do not write in this space - for Bureau use only)

SUGGESTION CONTAINED IN MEMO DATED 6/21/72 WAS ADOPTED

DATE 8-24-1972 BY SQUIER

Memo to Legat 8/17/72 MJC:car

Letter of appreciation 8/21/72 MJC:car

AUG 24 1972

T.W.O.

ORIGINAL FILED IN 66-4104-1365

b6
b7C

Current practice or rule (Continued)

with no further value after files have been destroyed locally if there is no Bufile number. These clutter up the indices, occupy space needed for current cards, create need for additional index cabinets and increase volume of material to be destroyed should emergency measures be invoked.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Baker
Bates
Bishop
Callahan
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : MR. WALTERS

DATE: 10/5/72

FROM : F. B. Still

SUBJECT: CIVIL FILES PURGE AND DESTRUCTION PROJECT

DESTRUCTION OF BUREAU PROPERTY

As you know, we have been utilizing available personnel whenever feasible month-in and month-out to accomplish the earlier phases of the civil files destruction program since 7/1/70. In fiscal year 1972 we destroyed 11.8 million fingerprint cards and 11.7 million related index cards. During this same period, and in the months since 7/1/72, as personnel were available from the priority processing operations of our day-to-day responsibilities, we were able to pull from the cabinets and set aside a large block of fingerprint cards representing World War II national defense prints. The first two phases of our purge project (all persons age 75 and over and all old national defense prints) could be accomplished with low-level, untrained personnel because simple criteria were involved in determining fingerprint cards to be abstracted. We were attacking the total project in terms of getting the most cards out of file in the first two easier phases before attacking the more difficult phase of the project wherein we will be consolidating duplicates and insuring that the duplicates match before destruction of the extra copies. 66-3286-1176

ST-112 REC-70 66-3286-1176

As you know from your recent inspection at the Willste Building, these cards are stacked on cabinets all over the building and not only are unsightly but interfere with regular work processes. We have not heretofore completed the destruction program pertaining to them because we have not had available personnel to identify and remove the name index cards applicable to the fingerprint cards removed from cabinets. The total represented in these stacks of fingerprint cards awaiting completion of the process to destroy them is 31,772,553.

20 OCT 16 1972

In accordance with review and analysis of this matter with you and in view of our experience to date, a more efficient approach is being taken to the total project; namely, we have removed and destroyed the accumulation of the 31.7 million fingerprint cards. We will be able to identify the appropriate index cards in the name indices applicable to the fingerprint cards destroyed at a later time when we are going methodically through all

CONTINUED - OVER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-88 BY SP4ELW/Cal

NOV 2 1972

1 - Mr. Bishop
1 - Mr. Callahan
FBS:lfc (4)

XEROX OCT 17 1972

66-1631-

of the civil indices to segregate those applicable to the third phase of matching duplicates and destroying all duplicates but the one Federal print. This third phase will have to be initiated in the indices rather than working first from fingerprint cards in order to identify those which appear to be duplicates and then going to the fingerprint cabinet to pull the related fingerprint cards, confirming that they are in fact duplicates. Thus, while making this systematic review of the indices we will at the same time be able to quickly and readily identify those index cards applicable to the National Defense prints and to persons age 75 and over already destroyed and pull them for destruction at the same time. In the past, we have found such a procedure to be practicable.

ACTION:"

For information and record purposes.

LMW

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO: Mr. Felt

DATE: August 30, 1972

FROM: T. J. Jenkins

b6
b7C

SUBJECT: NAME CHECK REQUESTS
SUGGESTION 113-73 SUBMITTED BY
MISS [redacted]
FILES AND COMMUNICATIONS DIVISION

SUGGESTION: (1) That name check requests for State Department on crew members on foreign ships on which there is no record (NR), no identifiable information (NI) or no pertinent (NP) or derogatory information, no longer be indexed and filed or that they be filed unindexed and destroyed after a period of one year.

(2) That such State Department requests now indexed and filed be purged and destroyed if over one year old.

(3) That the name of the ship be placed on record and if there is an incident we could always go back and index the crew members if necessary.

CURRENT PRACTICE: The suggester states the general rule regarding name checks for the State Department which result in NR, NI or NP is to appropriately stamp the form and return a copy to the requester. The current practice is to file and index a copy of such NR, NI, or NP requests into various Bureau files. The net effect is that we are only making a record of the fact we have no record, thus adding names to our indices and serials to our files which appear to be of no benefit to the Bureau. In many instances because of the short duration these crewmen are in the U. S., the ship has come and gone before we have these lists placed on record.

66-3276-

ADVANTAGES: These procedures would effect savings in eliminating cost of indexing and filing these negative name checks in the future. This together with the purging of such requests now on record would not only save indexing and filing space but would also save time of review clerks in the File Review Unit and of locate clerks in the Filing Unit of the Files and Communications Division.

OBSERVATIONS: Files and Communications Division felt the idea had merit. It was noted the exact number of files maintained on Soviet and Soviet Bloc countries' ships cannot be readily ascertained from the index, however, the files are easily identified during file reviews on State Department name checks of this nature. As an example of space involved in current procedure, file 97-1655 has 25 sections in which 3,482 names are indexed and file 105-117759 has five sections in which 664 names are indexed. There are several more similar files which are known to exist.

Enclosure
ML:car
(2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4ELW/Cal

6 SEP 13 1972

CONTINUED - OVER

TWO

10 SEP 21 1972

AGREED (4) 6080 LEADS #211847 7-25-84

Memorandum T. J. Jenkins to Mr. Felt
Re: Name Check Requests
Suggestion 113-73 Submitted By
Miss [redacted]
Files and Communications Division

b6
b7C

The forms submitted by State Department on crew members are filed as serial references in the main file on the individual ships of which the person is a crew member. These forms contain no derogatory or subversive information so no useful purpose is being served by accumulating this material as a permanent record in Bureau's files. This Division recommended the idea be approved to the extent that these name check requests no longer be indexed and filed and that files, together with applicable index cards, be purged relative to name check request forms containing no derogatory information.

Domestic Intelligence Division believed this was a worthwhile proposal in that it would save clerical time and record space. Since the manifests of these foreign ships are filed and the names of the ships are indexed, there appears to be no reason to index the entire crew list. This Division recommended adoption.

Due to these views, Training Division agrees the idea should be approved.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter be forwarded to the suggester advising her of this fact.

E.M.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to place the proposed procedure into effect.

This matter scheduled for handling in Purge Unit of Correlation Unit, Records Branch, as availability of personnel & workload permits. 9/4/72 RDS

Employee Suggestion
FD-252 (Rev. 9-11-59)

PA

b6
b7C

#262-43

Date
9/25/72

To: Acting Director, FBI

From: (Suggester's name)

Division of Assignment
ALBANY

SUGGESTION That the Bureau consider destroying double zero files on a three year basis. In nearly all instances pertinent information in 00 files are incorporated into the Handbook or Manuals.

Destruction of Bureau Property - Gen

Current practice or rule (Include manual citation as well as facts)

No destruction has been authorized on these as yet.

Advantages of suggestion and annual savings (include basis for estimate)

In the Albany Office it would make a five-drawer file cabinet available for other use.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-82 BY SP4EW/ CAL

ST-102

REC-18 66-3286-1119

Disadvantages of suggestion

None apparent as the destroyed material would have been normally included in Handbook or Manuals by that time.

20 NOV 9 1972

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

CLERK Signature and Title of Suggester

Recommendations and comments of Division Head

I feel that this suggestion has definite merit.

b6
b7C

[redacted]

SPECIAL AGENT IN CHARGE Signature and Title

Memo Jenkins to Felt 11/1/72 JEH:car

Letter of Appreciation 11/2/72 JEH:car

(Do not write in this space - for Bureau use only)

5 1 NOV 16 1972

Two-

mail

JAN 24 1975

The Attorney General

NOV 13 1972

Acting Director, FBI

DESTRUCTION OF FILES
CONGRESSIONAL LIAISON

1 - Mr. Felt
1 - Mr. Kinley
1 - Mr. Bishop
1 - Mr. Dalbey

The purpose of this letter is to ask for a statement of your views on the following two questions:

1. Must the FBI, in order to destroy the material described below as the Final Memorandum, obtain prior authority from the Archivist of the United States, or, in the alternative, may we destroy the Final Memorandum without the Archivist's knowledge or permission.

2. In any event, may we have the permission of the Attorney General, in whose custody all of our information resides, to destroy the Final Memorandum.

Beginning about two decades ago, the FBI initiated a practice of unofficially obtaining public source information about nonincumbent candidates for the offices of United States Senator, United States Representative, and Governor. The purpose of obtaining this information was to enable Director Hoover and principal employees of the FBI to be better informed on the person under consideration should he be elected to the post for which he was campaigning and thus become an official with whom the FBI might necessarily deal on official matters. For example, should the person under consideration be elected to the post of United States Senator and should the information concerning him in the possession of the FBI be completely or substantially favorable, Mr. Hoover might write him a letter of congratulations immediately upon learning of his election to office.

DJD:mfd
(8)

NOV 22 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

JAN 24 1975

Felt
Baker
Bishop
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

UNRECORDED COPY FILED IN

The information was gathered unofficially, not in response to statute or regulation of any kind. After nonincumbent candidates had been chosen in the primary election, FBI field offices and Special Agents in those offices were directed by FBI Headquarters routing slip to submit such information as came to their attention while going about their prescribed duties. The information might be that found in a local newspaper, or any rumor or knowledge current in the community, or any fact learned from experience had by the Special Agent with the candidate in some way or other, as where the candidate became acquainted with the Special Agent while the former served as a defense attorney for the accused in an FBI criminal case. No investigative file was opened and no official investigation was made. The only information submitted by the Special Agent to the field office was that which is commonly labeled public source information. A Special Agent who had no information on the candidate made no report at all.

When the field office had collected the information available on each nonincumbent candidate in its office territory - the public source information informally reported by the Agents - it had what amounted to a short biography of the candidate. How long or how short the biography was varied from case to case, depending upon the age of the candidate, his past activities in the community, his reputation, and other relevant factors. The field office then searched its files on the candidate to see what additional information was available there. The sum total was then incorporated in an informal memorandum sent to FBI Headquarters.

When the informal memorandum from the field office reached FBI Headquarters, the name of the nonincumbent candidate was searched through FBI Headquarters files. In some cases this search revealed additional information and in others it did not. To take a hypothetical case, let us assume that the name searched at FBI Headquarters located information on the nonincumbent candidate in files A, B, and C. This information might be either good or bad, or both. File A might show, for example, that when the candidate was a student in college, he reportedly belonged to the Communist Party. File B might show that in his last year at college he repudiated the Communist Party and was a source of information for the FBI. File C might show that the candidate had been interviewed as a witness during a criminal investigation conducted by this Bureau or as a reference in a Federal employee investigation.

When all of the information, if any, about the candidate contained in the files of FBI Headquarters had been located, a Final Memorandum was prepared. This memorandum consolidated in one place all of the information received from the field office as above described, and all of the information found in FBI Headquarters files. That memorandum became the basis on which Director Hoover and/or other FBI officials determined what kind of relationship would be proper with the candidate if elected to the office which he sought. If he was not elected, the memorandum was destroyed as having no value. In either event, the informal memorandum received at FBI Headquarters from the field office was destroyed after the information which it contained was incorporated into the Final Memorandum written at FBI Headquarters.

It is this Final Memorandum which we now propose to destroy. It contains information from three sources, as follows:

(1) The unofficial public source information unofficially acquired by one or more Agents in the field;

(2) A summary of the information on that person that was at that time contained in the files of the FBI field office covering his home area, and

(3) A summary of the information on that person that was at that time contained in the files of FBI Headquarters.

In destroying this memorandum, we will not be destroying any official FBI record whatsoever. FBI Headquarters files A, B, and C, whose information was summarized into this memorandum, will continue to exist in headquarters files. FBI field office files, whose information was summarized into this memorandum, will continue to exist in that office. The only information that will be destroyed is that public source information which the Special Agents in the field unofficially obtained and unofficially reported to their field offices and which the field offices then sent to FBI Headquarters (along with a summary of the information in the FBI field office file), and which was thrown into the wastebasket at FBI Headquarters once it had been incorporated into the Final Memorandum which we now propose to destroy.

The Attorney General

Our study of the definition of the term "records" in Title 44, United States Code, Chapter 33, and in 41 Code of Federal Regulations, Section 101-11.000, Subpart 101-11.1, suggests that in destroying the Final Memorandum described above we will not be destroying any official records of the Department of Justice.

A statement of your views on this point and on the two points numbered on page 1 of this letter will be appreciated.

1 - The Deputy Attorney General

Re route 8 memo of 10/31

Mr. Bishop

M. A. Jones

11-4-72

Destruction of Bureau Property - gen.

CONGRESSIONAL CONTACTS

Mr. Gray has requested the infinite details concerning our programs of collecting background information on Congressional and gubernatorial candidates.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5.14.81 BY 6383 UR1/cmj

BACKGROUND:

An extensive search of Bufiles reveals nothing concerning these programs. The program concerning governors is discussed separately at the end of this memo.

Relying on the memory of employees who have been here since the late 1940s and early 1950s the following is the background of the Congressional program as best can be recalled.

Early in the 1950s, added emphasis was placed on sending congratulatory letters to successful Congressional candidates and to increased personal contacts with Members of Congress. In conjunction with this some efforts were made to obtain biographical data on candidates and to determine what our relationship had been with them in the past. There apparently was no effort to compile this data in a central place.

About 1954, apparently on oral instructions from Assistant to the Director Louis B. Nichols, a systematic review of data in Bufiles and available reference material was begun on Members of Congress. This is borne out by the fact that summary-type memo dated in 1954-55 do appear in some main files on present Members of Congress who were then in office. Memos were not prepared in every instance but the data was summarized directly onto reference cards which Mr. Nichols about the same time, also apparently orally, instructed should be prepared on each Member of Congress so he and others dealing frequently with Congress would have readily available a summary of background data and pertinent information from Bufiles to refer to when if was necessary to contact

1 XEROX COPY FOR INSP. STAFF 1/24/75 OTS/CRD

62-105528-1464X

COPY FILED IN

Enclosures (17)

1 - Mr. Bishop
(1) - Mr. Marshall
1 - Mr. M. A. Jones

DWB:kjs (6)

67 JUL 3 1973

Original cannot be located and is not on record. When original is received in Records Branch it will be filed either with this copy or may be given a new serial.

To 6/29/73

66-3286-NOT RECORDED

1 - Mr. Malmstrom JUL 2 1973
1 - Mr. Bowers 17 JUL 2 1973

XEROX

CONTINUED - OVER

JAN 24 1975 FOR INSP. STAFF

the Members or when they received inquiries from them. Preparation of these cards began in late 1954 or early 1955. From then until 1971 the maintenance and updating of these cards was the primary responsibility of one clerical employee in the Research Unit of the Research and Service Section. This function was transferred to the Administrative Review Unit of the Research and Service Section when it was created early in 1971 to consolidate all functions relating to Congressional activities (except for those dealing with the Budget) in the Crime Research Division.

During the early years of this program biographical data on newly elected Members of Congress was gathered from whatever sources were available here in Washington but this proved unsatisfactory. SACs and ASACs then were requested to provide such data along with any information the field offices might have in its files. These requests for several years were made orally during conferences and through other personal contacts with the Field Office officials. This also proved unsatisfactory so informal written requests were sent to the Field Offices for the background and summary of file information on major nonincumbent candidates. Data on incumbents has not been requested since we already knew them. Apparently, 1960 was the first year written instructions were used--this is based on memory of employee handling, for no record exists. Such written requests have continued to be sent each election year since that time.

Until this year the instructions cautioned that the matter was to be handled extremely discreetly and the information submitted on an informal basis. One copy each of two routing slips sent out in 1970 (dated 8-12-70 and 10-6-70) are enclosed as exhibits A and B. These were retained as samples and are the only ones which have been retained from prior years. In November, 1970, you reviewed the instructions which had been issued and instructed, "Let's be even more circumspect next year--tell them to make no inquiries--get info only from records." Consequently, our instructions which went out this year by routing slip dated 1-13-72 directed--"Under no circumstances should you make outside inquiries such as checks of credit bureaus or newspaper morgues." See exhibit C. The instructions this year also specified the information was to be submitted "by routing slip, not letter." In the few instances where this was not complied with, the Field Office involved was told specifically to remove all copies of the material from its files and destroy it.

 CONTINUED - OVER

M. A. Jones to Bishop Memo
RE: CONGRESSIONAL CONTACTS

About 1959 we began the practice of submitting a memo on each newly elected Congressman and Senator incorporating the background information collected and a summary of data from Field Office and Bureau files. This was the only record ever kept on any information collected under this program. All data gathered on unsuccessful candidates was destroyed after the election. Data not not included in the memo on those elected was also destroyed. This would include such information as the candidates' position on issues not related to law enforcement interest. Many Field Offices have merely sent in copies of news clippings and campaign literature which show the candidates' position on a wide range of issues from birth control to taxation. If there is no law enforcement interest it is not recorded in the memo or on the reference cards and is destroyed.

Enclosed as exhibits D and E are copies of the only two memos which have been written concerning new Members of Congress since Mr. Gray became Acting Director. These are on Senator Elaine Edwards (D-La.) dated 8-2-72 and Congressman John B. Breaux (D-La.) dated 10-13-72. These memos, like those which have been submitted before them, contain the information that the individual has been elected or appointed as Senator or Congressman. They also contain whatever biographical background information we may have either from the Field Office or from reference material available here. They contain a summary of any pertinent information contained in Bureau files or the files of the office covering the individual's home area. If no information is contained in files, this is so-stated.

If a main file for general information, as contrasted to investigative type file, does not already exist in the Bureau on the new Member, this memo will become the basis for opening such a general file. This file then will become the repository for all future general information concerning the new Member, such as memos recording contacts with the Member and some exchange of correspondence with him. If the Member becomes the subject of an investigation, either criminal or otherwise, a separate file on this matter is opened and records concerning the investigation will go into the investigative file, not the general file. Not all memos reporting contacts with a Member nor all exchange of correspondence with him will placed in his general file. If the contact or correspondence concerns a constituent matter, it will be filed under the constituent's name. If it concerns a legislative matter, it will go into a file dealing with the legislation. Rarely are copies of such documents placed in the Members main file and rarely is the Member's name even indexed to such serials. The main general file on the Member will contain

CONTINUED - OVER

such items as memoranda concerning the Member himself, i.e. his visits to the Bureau, his requests for specific items such as autographed photographs, and exchanges of correspondence dealing with personal matters, i.e. thanking him for complimentary remarks on the floor or responding to letters in which he has a personal rather than a constituent or legislative interest.

HOW THE PROGRAM WORKED:

Following is a step-by-step account on how this program has worked. More detailed information is set out later in the memo.

Each election year since 1960 routing slips have been sent to all Field Offices requesting background data and information from Field Office files on major nonincumbent candidates for Congress and for governor. The initial routing slip containing the general instructions has been approved by the Division head, follow-up routing slips where necessary have been approved by the unit or section chief. The routing slip this year was sent out on 1-13-72 (Exhibit C) to alert the Field Offices far in advance of the primaries so they would be able to start collecting news clippings, campaign literature and other public data to provide the background needed since they were specifically instructed to make no outside inquiries.

Material has been received from the Field generally by routing slip or in sealed envelopes addressed to the Crime Research Division. On rare occasions some Field Offices have submitted the data in formal communications and in each instance these offices have been orally instructed to remove from their files all copies of the material, and the communications were treated here as informal ones with no record being made in Bureau files.

One clerical employee has been assigned to handle the election project each year. As data came in from the Field, she logged it in and then placed it in folders according to state and further broken down by Congressional districts. She was the sole custodian of these folders which were maintained by her under the same security as she would maintain a regular Bureau file.

Early in September of election year this employee would request search slips from the Service Unit of the Files and Communications Division on each major nonincumbent candidate once she had collected sufficient biographical

CONTINUED - OVER

data to enable a reasonable check of Bureau indices. Where the search slip showed no record on the candidate in Bureau files this was attached to data received from the Field and held in the folder for use in dictating a memo should the candidate be elected.

If the search slip showed file references on the candidate, these files were requested and the references reviewed for information which should be included in the memo should the candidate win. Such information as the results of any prior investigations of the candidate, indications of criminal or subversive activities, indications of pro or anti law enforcement sentiments, prior contacts with FBI personnel, and positions on issues of interest to law enforcement would be summarized for inclusion in the memo. Review of file references was delayed until just prior to election day and was not done on candidates where there was good indication they had little chance of winning.

After election day, as election results were verified, memos were prepared by the clerical employee handling this project on successful nonincumbent candidates setting out background obtained from the Field and from library reference publications here and summarizing the data located in Field Office and Bureau files, if any.

All information collected on unsuccessful candidates, either from the Field, from library reference sources, from Field Office files, or Bureau files, including the search slips, was destroyed as soon as it was determined the candidate had been defeated. When results of all elections were confirmed and after all memos on successful nonincumbent candidates had been submitted everything which had been collected from any source, including the folder used to maintain the data, was destroyed. The only record which remained was the memo submitted on the successful nonincumbent candidates. This, following review by Bureau officials, was placed in Bureau files.

A reference card then was made up on the new Member. The first information on the card would be the biographical data included in the memo. Next would be a summary of any information contained in the memo which had come from Field Office or Bureau files. This card would replace the card on the defeated Member as soon as the new Member took office. Reference cards are filed alphabetically, divided by Members of the House of Representatives, Senators, and governors, the card on governors being maintained separately from Members of Congress.

CONTINUED - OVER

The cards on former Members are filed alphabetically in an inactive section in the Administrative Review Unit where they are retained for six years (a Senator's term) in the event they may be reelected. If not reelected after six years, the cards are destroyed.

A copy of information placed on the reference cards in the Administrative Review Unit is furnished to the office of the Division Assistant Director for inclusion on the duplicate cards maintained in his personal office and to the chief of the Correspondence and Tours Section for the duplicate set of cards which he maintains. These are the only copies of the reference cards and all three sets are kept under lock. The master reference card file maintained in the Administrative Review Unit is the only place where cards are kept on Members who have been defeated.

Reference cards are updated on a continuing basis by the clerical person responsible for maintaining them. All information concerning Members of Congress from any source is supposed to be furnished to the Administrative Review Unit and tickler copies of all memoranda and correspondence prepared at Bureau Headquarters to or related to Members of Congress are supposed to be designated for this Unit, and these items are reviewed for information to be added to the reference cards. Field offices periodically send to the Bureau information coming to their attention regarding Members of Congress, and this is reviewed for information which should be placed on the reference cards. No information is included on these reference cards unless it is supported by a document which has been designated to go into the official files of the Bureau.

One clerical employee is primarily responsible for the maintenance of the reference cards and for keeping them updated. She is responsible for the summarization of material included on the cards. In this respect she is guided by Agent personnel in the Administrative Review Unit.

Periodically--about once each year--Bureau indices are checked on each Member of Congress for items on the Member which may have been placed in Bureau files without having been routed through the Administrative Review Unit. A stamp is placed on the reference cards showing the month and the year when such periodic checks are made. Other clerical personnel in the Administrative Review Unit assist in this project. All of these personnel are of Grade GS 5 or above. This program requires about 45 percent of the time of the clerical employee responsible for it.

CONTINUED - OVER

Whenever any item is added to the master reference cards in the Administrative Review Unit, a copy of this is furnished to the Assistant Director's Office and to the Correspondence and Tours Section so that the cards maintained in those offices can be updated also.

TYPE OF DATA RECEIVED AND HOW IT WAS SUBMITTED:

Most of the information which has been received on nonincumbent candidates has been of a routine biographical type, virtually all of which has come from two sources--campaign literature and news media articles. Frequently, the Field Offices have complyed with instructions to send background information merel by enclosing copies of news articles and campaign brochures.

The type of information coming from Field Office files, if any, generally has related to some prior contacts office personnel have have had with the candidate. On rare occasions, the Field has furnished information already from its files concerning allegations of criminal or corrupt practices, subversive activities, and immoral conduct. The vast majority of nonincumbent candidates have had no record in the Field Office files. The Field always has been instructed to submit material in this program informally and this year the Field was specifical told to submit the material "by routing slip,not letter." Most of it has been receive in this fashion. Some has been sent directly to the Crime Research Division in sealed envelopes. One or two offices this year, contrary to the instructions, did forward the information to the Bureau by formal communication and each was promptly contacted telephonically and told to remove all reference to and copies of this material from Field Office files. The employee who was previously responsible for this program advised that such was the practice in the past also.

We have not asked for data on incumbents since we already know then The Field Offices from time to time, however, do submit to the Bureau in varying forms--letters, letterhead memoranda, airtels, teletypes--information which come to their attention concerning Members of Congress. This may include a contact the Member had with someone in the office, a speech he may have made in his home district wherein reference is made to the FBI, some allegations of possible criminal or subversive activity, or any number of other topics which the Field may consider of interest to the Bureau. All such information is supposed to be routed through the Administrative Review Unit for the information of its personnel and any action which it may deem necessary. Information of this type which might be pertinent to future dealings we may have with the Member will be summarized on the reference card maintained on him.

CONTINUED - OVER

M. A. Jones to Bishop Memo
RE: CONGRESSIONAL CONTACTS

PURPOSE OF COLLECTING DATA ON CANDIDATES:

Initially the collecting of data on Congressional candidates was to assist Bureau officials responsible for handling Congressional liaison and this has remained a major purpose. It has been used in the preparation of a memo on newly elected Members of Congress for information of Bureau officials and to determine which new Members should or should not be paid a courtesy call. It also has been available to provide lead information concerning any investigations which might arise under the law dealing with attacks on Members or Members-Elect as well as other investigations which might involve these persons. No specific instances wherein this material was used for lead information in investigations of or relating to Members or Members-Elect are known; however, personnel in the three investigative divisions frequently have requested information from these reference cards.

The collection of this material from the Field Offices has been discontinued effective 10-27-72 and we have destroyed the data which has been received from the Field Offices this year as a result of this program. Should Mr. Gray want us to continue submitting memos on new Members of Congress we will rely on biographical data which is or soon will be available in the Congressional Quarterly and standard reference material in the Bureau Library. We will check Bureau files but will not request a check of Field Office files.

CONTACTS WITH NEW MEMBERS:

Mr. Gray has indicated we should contact all newly elected Congressmen and Senators. It has been our practice in the past to attempt to do this with a few exceptions. For example, it would appear to be unwise to make a courtesy call on a newly elected Congressman who is the subject of an FBI investigation involving a possible violation of the Election Laws. Two examples of prior cases where we opted not to make a courtesy call on a new Member involved Congressman John R. Rarick (D-La.) who was an Exalted Cyclops of a Ku Klux Klan unit in Louisiana shortly before he was elected to Congress in 1966, and Congressman William J. Green (D-Pa.) who, apparently because of our having investigated his father on an allegations of Fraud Against the Government, displayed a strong dislike for the FBI and virtually refused to speak with an Agent making a routine investigation in 1960. For these reasons we recommend against a blanket policy of contacting all new Members of Congress.

CONTINUED - OVER

THE REFERENCE CARDS:

Enclosed as exhibits F, G, H, and I are Xerox copies of the information appearing on reference cards concerning Senator James O. Eastland (D-Miss.), Speaker Carl Albert (D-Okla.), Congressman David W. Dennis (R-Ind.), and Senator J. Glenn Beall (R-Md.). The first two are examples of cards on Members in office since before the program was started; the latter two are examples of Members elected within the last four years. Data is typed on front and rear of the cards. Each contains a brief biography followed by a summary of information in Bufiles, each entry contained therein being supported by a document in Bureau files.

In the upper right corner of the cards on Senator Eastland and Speaker Albert is a box with a number therein. This represented an early effort to catalog our relationship with the Members on a 1 to 5 scale, a practice long ago discontinued as totally unworkable. The dates stamped on the cards show the month and year in which a check was made of Bufiles to pick up information which was not routinely channeled to the Crime Records Division for inclusion on the cards. In the lower left corner appears the main file number on the Member and, in some instances, the initials of the employee originating the card.

Efforts are made to keep these cards as current as possible. Any communication received at the Bureau, whether it be a letter, airtel, teletype, report, or newspaper article, from any source containing information about a Member of Congress is supposed to be routed to the Administrative Review Unit of the Crime Research Division for its review and consideration of summarizing the information contained therein on the reference cards. Likewise, copies of all communications emanating from the Bureau to Members of Congress or to any other recipient containing information about a Member are supposed to be sent to the Administrative Review Unit for its review and consideration to the inclusion of data therein on the reference cards. From time to time reminders are sent to the various Headquarters Divisions instructing that copies of all documents containi information about Members of Congress, Congressional staffs, and legislation be designated for or routed through the Administrative Review Unit of Crime Research Division. The last such reminder was dated 12-22-71 and is enclosed as Exhibit J.

Because some documents containing information on Members of Congress are not furnished to the Administrative Review Unit, a periodic check of Bufiles--conducted about once each year--is made in an effort to detect those few items which were placed in file without being routed to the Unit. A stamp of the

CONTINUED - OVER

month and year in which this check was made is placed on the reference card of the Member. The memo initially submitted on the Member when he was elected is not updated unless there is specific cause to prepare a new summary memo on the Member which might occur should the Member request an appointment to see Mr. Gray.

There are three sets of these reference cards. The master set is maintained in the Administrative Review Unit which has the responsibility of keeping them up-to-date. A duplicate set is maintained in the personal office of the Assistant Director of the Crime Research Division and a third set is maintained in the Correspondence and Tours Section of the Crime Research Division. The Assistant Director's office and the Correspondence and Tours Section Chief are furnished copies of new material added to the master reference cards so that their duplicate sets can be kept up-to-date. Only in the Administrative Review Unit are copies of reference cards on former Members of Congress retained and the are kept in an inactive section filed alphabetically for six years (the term of a Senator) in the event the Member should be reelected. If after six years he has not been reelected, the reference card is destroyed.

All three sets of the cards are kept under lock and no additional copies of the cards or any portions of them are supposed to be made. Access to the cards is limited but information from them is available to all Bureau officials and supervisors who call this Division for information from them. An average of about ten such calls are received in this Division daily from personnel in other Divisions. Most of these calls come from supervisors who are preparing memoranda concerning the Member or some matter about which he has inquired or a communication to the Member and the supervisor wants to know what the FBI's relationship has been with a Member in the past. A statement concerning this relationship is placed in the body of a memo or in the note on the yellow file copy of the outgoing letter.

PURPOSE OF THE REFERENCE CARDS:

The cards serve the sole purpose of being a ready reference to information contained in Bureau files on Members of Congress. Actually, they represent the only central compilation of such information since the original data may be located in numerous different files and much of it not even indexed to the Member's name. The general file on a given Member will contain items relating to him personally such as memos on contacts and exchange of correspondence. Rarely do copies of memos or correspondence concerning legislation or constituent matters go into this file and rarely are Members indexed to such items. Copies of letters to Members on any topic can be found even if the Member is not indexed to them by checking through abstracts, but this is not true with respect to

CONTINUED - OVER

memos. If the Member is not indexed to a memo and no copy of it is placed in his main file, the reference card is the only lead to the location of this information in Bureau files. Exhibit K shows the instructions followed in Records Branch concerning indexing of Congressmen and Senators. Exhibits L and M are examples of memos where there is important information concerning contacts with Members where the Member was not indexed and our reference card remains the only lead to this data in Bureau files.

USES OF INFORMATION FROM REFERENCE CARDS:

Attached as exhibits N, O, and P are examples of how these cards are used to enhance our internal operations. Exhibit N shows that, by using the reference cards, one employee on the same day that we learned the names of 12 Senators with whom Mr. Gray was going to meet, could provide him with thumbnail sketches on these Senators and advise what our relations with them had been. Exhibit O is similar--a memo prepared for Mr. Gray's information providing thumbnail sketches on the Members of the House Judiciary Committee with whom Mr. Gray was to have lunch. Without the reference cards, such memos would require employees to do a complete indices search on the Members involved, employees to pull the files and transport them to the Justice Building, and employees to review these many file references and select therefrom pertinent information to be dictated into a memorandum.

Exhibit P shows Mr. Gray's approval of a continuation of the practice of writing congratulatory letters to selected Members of Congress upon their reelection. Without the reference cards it would require a search of Bufiles on virtually every Member of Congress to determine if he should be congratulated or not, a project which would require days and numerous employees.

The reference cards are referred to in most instances when a letter is being prepared to a Member or a memo is being prepared concerning him or some inquiry from him. These cards generally are the source of the information placed in the note of the file copy of the letter and in the body of the memo showing our relationship with the Member. It is necessary to go to Bufiles for such information only when details are essential.

The reference cards also are referred to frequently by FBI officials responsible for continuing contacts with Congress to refresh their memory on our relationship with some Member prior to going to see him. Likewise, they are

CONTINUED - OVER

used to show what matters previously were discussed with the Member should he hav some further inquiry on this topic. Relying on a check of Bufiles for this data would cause considerable delay in responding to Congressional requests and would not give a complete picture since many contacts with Members are not indexed.

The reference cards also enable us in other ways to provide the kind of prompt service which Members of Congress have come to rely upon. It is not unusual to receive a call from a Senator, Congressman, or one of their staff members referring vaguely to some prior letter from the FBI or a prior personal contact with an FBI representative and requesting a copy of the letter or that their memory be refreshed on the matter discussed. By referring to the reference cards such requests generally can be handled in a matter of minutes. It would take much more time and the services of additional employees if we had to rely on a file check. Too, without rather specific information to identify the contact, there is a good possibility we could not find the record in the files since the Member's name may not be indexed to it.

The reference cards have served and continue to serve a vital function in our daily operations. They represent a very good management practice which saves vast amounts of time and certainly enhances our efficiency. There are no recalled misuses of the cards. They are maintained under at least as good security as is the more complete information which they summarize in the general Bureau files. In spite of all this, the remote possibility that one of these cards or information about them might be leaked represents a potential threat to the Bureau and while our liaison functions will be greatly hampered, it is recommended that the prudent course of action at this time would be to destroy these cards.

PROGRAM RE GUBERNATORIAL CANDIDATES:

This program, like the one relating to Congressional candidates, was set up on the basis of oral instructions with no record being made in Bureau files. According to the clerical employee who has handled it since its inception, this program was started in 1960 to facilitate providing information to Mr. Hoover for use in his periodic conferences with SACs and ASACs and also to prepare information for inspection teams engaged in checking an office. Information similar to that requested from the Field Offices on Congressional candidates has been requested on gubernatorial candidates. In fact, this program has been operated in exactly the same manner as the Congressional program--the data received from the Field being combined with data obtained from Bureau files and a memo submitted on newly elected governors. This information and a summary

CONTINUED - OVER

of future information going into Bureau files then has been placed on reference cards set up in the same fashion as the Congressional cards. Enclosed as Exhibit Q is a Xerox copy of the card maintained on Governor Marvin Mandel (D-Md.).

This program since 1971 has been handled separately from the Congressional program when responsibility for the latter was assigned to the Administrative Review Unit. The purposes and use of the gubernatorial program are not nearly so important as those of the Congressional program. It is recommended the gubernatorial program be discontinued and the reference cards on the governors destroyed.

RECOMMENDATIONS:

1) We have discontinued effective 10-27-72 the collection of material on Congressional and gubernatorial candidates and that data which has been received has been destroyed. It is recommended Mr. Gray indicate if he wishes the continuation of the practice of submitting a memorandum on newly elected Members of Congress. If such is desired, information contained therein will be limited to data from Congressional Quarterly and standard reference material in the Library plus a summary of information already in Bureau files but not Field Office files.

2) That we continue our practice of attempting to make courtesy calls on all new Members of Congress except where there is just cause not to do so such as Members under current investigation or those affiliated with subversive-type organizations. Each proposed exception will be submitted for approval.

3) The reference cards are a vital part of our Congressional liaison program. They allow prompt responses to inquiries from Bureau officials about Members as well as prompt responses to many requests from the Members. They cut down greatly on the necessity to check Bureau files and they represent, in some instances, the only lead to important information in Bureau files. In spite of this, the possibility that some of these cards or information about them might be leaked represents a potential threat which can only be guarded against by the destruction of the reference cards; hence, it is recommended this be done.

4) That we discontinue entirely the program relating to governors and destroy all reference cards which have been prepared in this program.

Mr. Gray approved each of the above recommendations and they have been put into effect. - 13 DWS 6-29-73

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Baker
Bishop
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Felt

DATE: November 1, 1972

FROM : T. J. Jenkins

b6
b7C

SUBJECT: PHOTOGRAPHS AND DESTRUCTION OF BUREAU FILES (Property)
SUGGESTION 262-73 AND 263-73 SUBMITTED BY
MR. [redacted] ALBANY

SUGGESTION 262-73: That the Bureau consider destroying all double zero files on a three-year basis in the interest of conserving filing space since, in nearly all instances, the material in these files is incorporated in the FBI Handbook or Bureau manuals.

OBSERVATIONS: The suggestion was considered by Files and Communications, Inspection, and Training Divisions which unanimously opposed adoption. The consensus was that even though much of the pertinent information contained in double zero files is incorporated in Bureau manuals, there is much which is not. In addition, experience has shown that frequently these files are the only reference source available in the field concerning jurisdiction and policy with respect to each classification of cases as well as Departmental interpretations and Bureau instructions based on these interpretations. It was not believed the filing space salvaged would compensate for the loss of reference and historical value of these files. For these reasons it was recommended these files be retained.

SUGGESTION 263-73: Suggested Bureau consider discontinue issuing glossy photographs to all offices in Identification Order (IO) cases since the IO photographs themselves are the latest available on the subject and "glossies" could readily be obtained if believed necessary.

OBSERVATIONS: Special Investigative Division considered this proposal and opposed adoption. It advised that, in its evaluation of the proposal, it had canvassed six field offices (Knoxville, Mobile, Atlanta, San Francisco, Indianapolis and Washington Field Office). The Fugitive Desk supervisors in each of these offices have advised that the glossy photographs currently supplied each office once an IO is issued are most valuable as an investigative aid. They stated that, since these photographs are the best available likeness and are more convenient to handle than an IO, Special Agents use them frequently in "look-alike" situations and in contacting informants. They are most useful in bank robberies and other major cases where the "glossies" are included among other photographs from viewing by witnesses.

Enclosure
JER:car
(2)

CONTINUED - OVER

66-3286-
23 NOV 7 1972
NOT RECORDED
42 NOV 9 0 1972

60 NOV 1 - 1972

ORIGINAL FILED IN 66-227-1549

Memorandum T. J. Jenkins to Mr. Felt
Re: Photographs and Destruction of Bureau Files
Suggestion 262-73 and 263-73 Submitted By
Mr. [redacted] Albany

b6
b7C

RECOMMENDATIONS: That suggestions 262-73 and 263-73 not be adopted and the suggester be advised in attached letter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Baker
Bishop
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Marshall

DATE: 11/20/72

FROM : P. F. O'Connell

SUBJECT: DISPOSAL OF EXTRA COPIES OF INVESTIGATIVE REPORTS

The purpose of this memorandum is to recommend the disposal of surplus copies of investigative reports prepared in the following cases:

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 9-25-82 BY SP4 ELL Cal

Jack L. Ruby
ETAL - Civil Rights
Bufile 44-24016

Assassination of President
John Fitzgerald Kennedy,
11/22/63, Dallas, Texas
Miscellaneous - Information
Concerning
Bufile 62-109060

Lee Harvey Oswald
IS-R-Cuba
Bufile 105-82555

ST-112 REC-70 62-3256-1119

Presently a total of 719 extra copies of Bureau investigative reports are contained in file or stored on the Bulky ramp in the Records Branch in the foregoing cases. Additionally, six copies of the President's Commission Report on the Assassination of President Kennedy (Bufile 62-109060-236) are maintained in the Records Branch and occupy voluminous space. Some of these copies were returned to the Bureau by other government agencies when no longer needed. Attached is a tabulation identifying the serial number, name of reporting agent, date of report, number of copies in file and number of copies of reports maintained on the Bulky ramp in each of these cases.

Enclosure
1 - 44-24016
1 - 62-109060
1 - 105-82555

20 NOV 29 1972

RECORDED

OTB:mlj
(6)

70 DEC 5 1972

CONTINUED - OVER

1 PHOTO COPY AND COPY FILED IN

Memorandum O'Connell to Mr. Marshall
Re: DISPOSAL OF EXTRA COPIES OF INVESTIGATIVE REPORTS

These extra copies of reports occupy six 5-drawer cabinets of valuable filing space which can be recovered if copies are no longer needed. The identical duplicate copies of documents maintained in the same file are "non-record material" and Archival authority is not required to destroy them.

RECOMMENDATION:

That authority be granted for the destruction of duplicate copies of reports in the aforementioned cases and for the excess copies of the President's Commission Report on the Assassination of President Kennedy..

RJG/cam

REG

EM

OK

Scheduled for handling by Purge Unit, Records Branch - 11/29/72.

JACK L. RUBY
Bufile 44-24016

SERIAL	REPORTING AGENT	DATE OF MAIL	COPIES IN FILE	COPIES ON BULKY RAMP
658	[redacted]	12/6/63	1	2
804		12/19/63	1	2
810		12/14/63	1	2
847		12/21/63	1	2
890		12/31/63	1	1
1874	DHB	6/26/64	4	8
2005	PBD	8/13/64	1	6
	TOTAL EXCESS COPIES OF REPORTS		3	23
	TOTAL EXTRA COPIES			26

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-82 BY SP1 ELW/
CAL

Encl. O'Connell to Marshall memo
OTB:mlj 11/20/72

66-3256-1119

ENCLOSURE

ASSASSINATION OF
PRESIDENT JOHN FITZGERALD KENNEDY
Bufile 62-109060

SERIAL	REPORTING AGENT	DATE OF MAIL	COPIES IN FILE	COPIES ON BULKY RAMP
2143	Robert P. Gemberling	12/18/63	1	4
2725	"	3/23/64	1	6
2793	"	3/30/64	1	4
3083	"	5/15/64	1	4
3329	"	6/19/64	1	4
3477	"	7/16/64	1	3
3613	"	8/11/64	1	5
3630	"	8/7/64	1	4
3745	"	8/28/64	1	3
3781	"	9/18/64	1	1
3859	"	10/21/64	1	5
3930	"	12/10/64	1	6
4005	"	4/22/65	1	6
	TOTAL EXTRA COPIES OF REPORTS			55

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-82 BY SP4 ELW/ GQ

66-3286-1119

ENCLOSURE

LEE HARVEY OSWALD
Bufile 105-82555

SERIAL	REPORTING AGENT	DATE OF MAIL	COPIES IN FILE	COPIES ON BULKY RAMP
416	John T. Reynolds	12/6/63	1	4
454	[redacted]	12/2/63	1	1
455	"	12/8/63	1	3
463	[redacted]	12/1/63	1	4
464	David M. Harris	12/2/63	1	5
481	[redacted]	12/2/63	1	6
505	Robert P. Gemberling	11/30/63	1	3
527	Raymond J. Fox	12/1/63	2	4
560	[redacted]	12/6/63	3	4
604	Donald G. Harris	12/2/63	2	4
624	Thomas B. Estep	12/5/63	1	2
625	Henry A. Welke	12/6/63	1	6
639	Gerard James Norton	11/30/63	2	4
641	Birl Wilson	12/2/63	1	5
642	[redacted]	12/3/63	1	6
644	Gerard James Norton	12/4/63	2	4
645	John M. Kemmy	12/4/63	1	4
651	[redacted]	12/2/63	1	6 b6
654	John M. Kemmy	12/1/63	1	8 b7C
655	James J. O'Connor	12/3/63	1	5
663	Richard C. Thompson	12/5/63	2	5
675	Birl Wilson	12/12/63	2	4
691	George W. Hutchison	12/10/63	1	6
694	[redacted]	12/11/63	1	6
696	Charles S. Harding	12/12/63	1	6
700	[redacted]	12/10/63	1	6
703	Raymond J. Fox	12/5/63	1	6
731	[redacted]	12/13/63	1	6
732	John M. Kemmy	12/6/63	1	6
736	[redacted]	12/5/63	2	5
740	[redacted]	12/9/63	1	5
743	Dennis W. Shanahan	12/10/63	1	6
744	[redacted]	12/11/63	1	5
749	John M. Kemmy	12/9/63	1	6
752	Albert J. Rushing	12/6/63	2	4
753	[redacted]	12/10/63	3	4

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-82 BY SP4ELW/CAL

-1- 66-3286 #119

ENCLOSURE

754	Lionel E. Belanger	12/10/63	3	4
756	[redacted]	12/12/63	3	4
761		12/2/63	1	7
767	John M. Kemmy	12/12/63	1	6
786	Grover C. Twiner	12/1/63	1	5
787	"	12/5/63	1	6
788	James F. Morrissey	12/9/63	1	6
790	John M. Kemmy	12/17/63	1	6
791	Stephan M. Callender	12/10/63	1	4
793	Raymond J. Fox	12/7/63	1	6
798	[redacted]	12/17/63	1	6
955		12/16/63	1	5
970	"	12/19/63	1	4
1079	Carl E. Graham	12/2/63	1	5
1098	Stephan M. Callender	12/24/63	1	5
1116	Henry A. Welke	12/3/63	2	4
1117	[redacted]	12/3/63	1	5
1120		12/20/63	2	4
1121		12/20/63	2	5
1123	John M. Kemmy	12/23/63	1	6
1126	Raymond J. Fox	12/27/63	1	5
1129	John T. Reynolds	12/30/63	1	5
1169	Stephan M. Callender	12/12/63	1	5
1212	Robert P. Gemberling	12/23/63	1	3
1213	James J. O'Connor	12/31/63	1	6
1214	[redacted]	1/2/64	1	6
1233	John M. Kemmy	12/31/63	1	6
1238	[redacted]	1/6/64	1	6
1244		12/30/63	1	6
1329	Robert P. Gemberling	1/7/64	1	3
1375	John T. Reynolds	1/10/64	1	5
1446	"	1/20/64	1	5
1567	Robert P. Gemberling	1/22/64	1	3
1899	RET	2/7/64	5	17
1953	John T. Reynolds	2/13/64	1	5
2027	Robert P. Gemberling	2/11/64	1	3
2069	[redacted]	2/18/64	2	5
2098	Robert P. Gemberling	2/7/64	5	5
2101	RET	2/24/64	6	15
2102	RSC	2/19/64	2	15
2158	JEM	2/20/64	1	6
2462	John M. Kemmy	2/28/64	1	4
2463	James F. Morrissey	3/11/64	1	5

b6
b7C

2576	John M. Kemmy	3/11/64	1	5	
2579	Robert P. Gemberling	3/10/64		2	
2585	RET	3/6/64	3	18	
2606	James J. O'Connor	3/10/64	3	15	
3103	"	4/4/64	1	4	
3145	John M. Kemmy	4/10/64	1	5	
3278	Stephan M. Callender	4/16/64	1	6	
3302	[redacted]	4/14/64	1	4	
3439	SMC	4/3/64	1	6	b6
3464	Robert P. Gemberling	4/15/64	1	4	b7C
3583	James F. Morrissey	4/29/64	1	4	
3593	John M. Kemmy	4/30/64	1	1	
3687	[redacted]	4/14/64	1 1/2	6	
3899	Robert P. Gemberling	5/28/64	1	4	
3909	RLL	5/18/64	1	1	
4070	John M. Kemmy	6/1/64	1	4	
4095	Stephan M. Callender	6/22/64	1	5	
4112	James J. O'Connor	6/10/64	1	6	
4245	James R. McCance	6/25/64	1	4	
4354X	Robert P. Gemberling	7/2/64	1	4	
4511	"	7/17/64	1	4	
4584	"	8/5/64	2	4	
4592	John M. Kemmy	7/24/64	5	2	
4677	Robert P. Gemberling	8/10/64	1	4	
4700	James F. Morrissey	8/21/64	1	6	
4827	Robert P. Gemberling	9/19/64	1	4	
4837	Stephan M. Callender	9/3/64	1	7	
4981	"	9/23/64	2	6	
4993	Harry H. Whidbee	9/25/64	2	4	
5061	Robert P. Gemberling	10/8/64	1	6	
5312	"	11/27/64	1	6	
5375	"	1/15/65	1	6	
5408	"	4/19/65	1	5	
	TOTAL NUMBER OF EXCESS COPIES		45	593	
	TOTAL EXTRA COPIES MAINTAINED			638	

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt ✓
Baker
Bishop
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Bishop

DATE: 11-9-72

FROM : M. A. Jones

SUBJECT: CONGRESSIONAL CONTACTS
Destruction of Property - Ben

Per instructions issued by Mr. Gray during the conference in his office on 11-7-72 regarding Congressional contact matters, there is enclosed a draft of a proposed press release outlining in detail the discontinued program to collect information on nonincumbent candidates and our record procedures with respect to Members of Congress and Governors.

Files and Communications Division personnel have advised that under provisions of Chapter 33, Title 44, United States Code, we cannot destroy material in our files without specific authority from the Archivist of the United States. This authority must be requested through the Department of Justice. The proposed press release has, therefore, been written to indicate that Mr. Gray is requesting authority to destroy the summary memoranda incorporating data collected under the discontinued program. As a result of a contact with an official at the National Archives and Records Service concerning a hypothetical situation, Files and Communications Division personnel were told that specific authority would be required to destroy the memoranda involved in this matter. This individual also indicated that from a technical standpoint even the destruction of the raw material gathered under this program this year and in prior years should have been authorized by the Archivist.

RECOMMENDATIONS: #2 Okis approved.

1) That the enclosed draft of the proposed press release be referred to Mr. Kinley in Mr. Gray's office.

SI-111

No. Destroy it. detached

REC 43 62-32876-1150

2) That the Files and Communications Division request the necessary authority to destroy the summary memoranda involved in this matter.

11 JAN 10 973

No. pwb TEB/JFH

Enclosure
1 - Mr. Bishop - Enclosure
1 - Mr. Marshall - Enclosure
1 - Mr. Dalbey - Enclosure
1 - Mr. M. A. Jones - Enclosure
1 - Mr. Bowers - Enclosure

57 JAN 11 1973

DWB:kjs (6)

XEROX
JAN 11 1973

SEE ADDENDUM PAGE 2-3

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-14-81 BY 6383 VRT/ar

UNRECORDED COPY FILED IN 62-116395-2

RE: CONGRESSIONAL CONTACTS

ADDENDUM BY OFFICE OF LEGAL COUNSEL, 11/10/72, DJD:mfd.

We suggest consideration of the following points:

1. We are not ready to agree that the FBI must have permission from the Archivist to destroy the public source information accumulated on Congressman. The definition of "records" given in 44 USC 3301 can reasonably be interpreted to exclude the referenced information, in that such information was not received by the FBI under any provision of Federal law or in any necessary connection with the transaction of public business. If we are correct in our interpretation, the permission of the Archivist to destroy is not necessary.

How about material in the summary memoranda which came from our files?

2. If we make a request to the Archivist, there is a definite possibility that the Congress can get into the act in the decision-making process. Sections 3302, 3303, 3303a, 3304 and 3305 provide that the lists and schedules of records to be destroyed shall be submitted to the Administrator of General Services and that he may take the matter up by requesting advice and counsel from the Committee on Rules and Administration of the Senate, and the Committee on House Administration of the House of Representatives. This conceivably could be the opening by which members of Congress could get their hands on this raw material in the decision-making process.

3. In any event, we strongly suggest that this whole matter, including the text of the press release, be first taken up with the Attorney General. We stoutly maintain that all our files are in the possession of the Attorney General. That being the case, how can we destroy any of them without his permission? Moreover, a study by the Department could result in concurrence with our conclusion that the public source material gathered in the manner and for the purposes described in the press release is not an official FBI record and never was, and hence can be destroyed without permission of the Archivist.

We cannot! →

Agree. I/we not destroy.

CONTINUED - OVER

4. We suggest that consideration be given to eliminating the last paragraph on page 7 of the proposed press release. We do not see that it adds anything of value, and are fearful it would generate difficulties for those of our representatives who make liaison contacts with members of Congress.

UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF JUSTICE

Mr. Felt	
Mr. Baker	
Mr. Bishop	
Mr. Callahan	
Mr. Cleveland	
Mr. Conrad	
Mr. Dalbey	
Mr. Gebhardt	
Mr. Jenkins	
Mr. Marshall	
Mr. Miller, E.S.	
Mr. Purvis	
Mr. Soyars	
Mr. Walters	
Tele. Room	
Mr. Kinley	
Mr. Armstrong	
Ms. Herwig	
Mrs. Neenan	

TO : L. Patrick Gray III
Acting Director
Federal Bureau of Investigation

DATE: NOV 21 1972

FROM : Ralph E. Erickson
Deputy Attorney General

SUBJECT: Destruction of Memoranda Prepared for Purposes of Congressional Liaison

This memorandum is in response to your memorandum of November 13 to the Attorney General requesting answers to several questions relating to the destruction of certain documents entitled "Final Memoranda" prepared by Bureau personnel in connection with the Bureau's Congressional liaison program.

While the matter is not entirely free from doubt, it is our view that Chapter 33 of Title 44 of the United States Code and the General Services Administration's implementing regulations (41 C.F.R. 101-11.000 et seq.) require the FBI to obtain prior authority from the Archivist of the United States to destroy the described "Final Memoranda." It is our understanding that there are not now in existence any applicable destruction schedules for FBI records already approved by GSA.

It is suggested by your memorandum that the records at issue may not be official "records" within the meaning of 44 U.S.C. § 3301, and that the procedural requirements governing the destruction of "records" contained in Chapter 33 may therefore be inapplicable. While it is true that prior authorization from GSA is not necessary for the destruction of nonrecord material, we believe that the "Final Memoranda" in question are record material under 44 U.S.C. § 3301. We have not found any judicial or administrative decisions which are helpful on the scope of the term "records" as used in Chapter 33. A 1949 publication

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-23-84 BY SP3 KSP/ang

1 XEROX COPY FOR INSP. STAFF 1/24/75 OTB/lmt
1 Destruction of Bureau Records
62 Gen'l

66-3286-1121

REC-22

59 JAN 23 1973

JAN 24 19

HOLD UNTIL MR GRAY'S RETURN

11 JAN 15 1973

2 XEROX COPIES MADE FOR INSP. STAFF JAN 24 1975

Congressional Services

of the General Services Administration, however, contains some useful interpretive material. See General Services Administration, Disposition of Records (1949). In addition to the material expressly excluded from the definition of records by the last sentence of Section 3301, the GSA recognizes two types of material that may be considered nonrecord material for purposes of Chapter 33. The first consists of the personal records of government employees kept in their offices in government buildings. The second covers preliminary drafts, shorthand notes, and "[l]etters of transmittal that do not add any information to that contained in the transmitted material . . . ." Id. at 4. As an interpretation by the agency charged by Congress with the administration of the statute, the GSA view is entitled to great weight. It does not seem likely to us that the "Final Memoranda" described in the FBI memorandum can fairly be characterized as either of the above. In our view, memoranda summarizing information contained in FBI files which have been systematically prepared as part of their regular duties by FBI employees for use by the Director of the FBI in dealing with Members of Congress probably must be considered records of the Bureau for the purposes of Chapter 33.

I will take the position that summary memoranda are a part of FBI official files; will not be disclosed to unauthorized persons; and permission will not be requested from Archives to destroy. GMM 1/2 9:13P

Assistant Attorney General
for Administration

December 29, 1972

For the Acting Director, FBI
W. Mark Felt
Acting Associate Director

ARCHIVAL AUTHORIZATION
FOR DESTRUCTION OF
BUREAU RECORDS

66-32486—

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy records which have no further value at this time.

It is requested that this form be forwarded to the National Archives and Records Service, General Services Administration, for appropriate action.

Enclosures (4)

ENCLOSURE

~~ENCLOSURE~~

MAILED 5
DEC 29 1972
FBI

OTB:abs:bpr
(5)

NOTE: Based on memorandum J.D. Purvis to Mr. Felt dated 11-15-72, captioned "Purge of Inactive Fingerprint Cards," for which approval was given to destroy fingerprint cards and corresponding index cards taken in connection with the arrest of individuals who are 80 years of age or older. BEP:ed

16 JAN 4 1973

54 JAN 16 1973

Mr. Bates
Mr. Armstrong
Mrs. Herwig
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/8/03 BY AUC 60290 BCE/DCG
#03-20762

ORIGINAL FILED IN 66-1631-12880

(2)

S[illegible] Form No. 115
R[illegible] November 1951
Prescribed by General Service Administration
GSA Reg. 3 IV 106
115-102

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK
DATE RECEIVED / JOB NO.
DATE APPROVED
CONGRESSIONAL AUTHORIZATION
HOUSE REPORT NO. / CONGRESS / SESSION / DATE
NOTIFICATION TO AGENCY
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.
(Date) / Archivist's Representative.

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (ESTABLISHMENT)
Department of Justice

2.
Federal Bureau of Investigation

3.
Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER
[illegible] O'Connell

5. TEL. EXT.
2331

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A [X] The records have ceased to have sufficient value to warrant further retention.

B [ ] The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

Branch Chief

(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Fingerprint Cards and Corresponding Index Cards taken in connection with the arrest of individuals who are now 80 years of age or older. These fingerprints were received from state and federal law enforcement agencies, penal institutions, and International Association of Chiefs of Police, who no longer have a record or an interest in these individuals. These records no longer serve a useful purpose.		

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/8/03 BY AUC 60290 BCE/DCG/gmw
#03-R0762

ENCLOSURE 66-3286-

Four copies, including original, to be submitted to the National Archives and Records Service

16—[illegible] GPO

SAC, Cincinnati (7-43)
66-3286-10

11/30/72

For the Acting Director, FBI
W. Mark Felt
Acting Associate Director
BREKID

1 - Mr. Weiner

Reurlet 11/20/72.

Cincinnati should maintain a copy of each report, as well as copies of other type communications, which in your discretion may be of some future assistance. Authority granted for your division to purge the remainder of this file.

WAW/llr
(4)

NOTE: Cincinnati requested to be advised whether any consideration would be given to destroying any of their 37 volumes in this case. Thirty-six of the volumes are 33 years old, and relate to the Alvin Karpis matter. This grants authority to Cincinnati as Office of Origin to destroy as outlined above.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4EWJ/cal

MAILED 7
NOV 30 1972
FBI

Felt
Baker
Bishop
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Parvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

59 DEC 12 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 66-3286-7

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 11/20/72

FROM : SAC, CINCINNATI (7-43)

SUBJECT: BREKID

Destruction of Bureau Property

This case began January 17,1934 and there are 37 volumes of this file in Cincinnati, 36 of which are 33 years old. According to Cincinnati letter to Director, August 22,1941, the Cincinnati Office was made office of origin for administrative purposes in view of the fact that Assistant Director E. J. CONNELLEY was at the time of the change, SAC of the Cincinnati Office and was in direct charge of the entire investigation.

SAC Letter No. 63-50 dated 10/1/63 states " any office which has been an office of origin or an office of prosecution at any time in the BREKID case should retain all material in its possession".

The serials added to this file since 1954 have been in connection with the release of VOLENY DAVIS on habeas corpus in the district of Minnesota and his release on parole as well as the parole of ALVIN KARPIS. Our file does not show whether DAVIS was paroled.

The Bureau is requested to advise whether any consideration can be given at this time to the destruction of any of this file in the Cincinnati Division.

2-Bureau
2-Cincinnati (1-7-43)
(1-66-1659)

PMB/whh
(4)

66-3286-10

NOT RECORDED
191 DEC 6 1972

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EXP. PROC.

ORIGINAL FILED IN 7-576

5010-109-02

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Baker
Bishop
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : MR. FELT

DATE: 11-15-72

FROM : J. D. Purvis

SUBJECT: PURGE OF INACTIVE FINGERPRINT CARDS
Destruction of Bureau Property

The purpose of this memorandum is to recommend the destruction of inactive arrest records of individuals 80 years old and older. The advantages are (1) savings of 6,410 square feet of floor space; (2) make available approximately 420 cabinets which are needed to house new fingerprint jackets (a jacket is established when we have more than one fingerprint card on an individual); (3) accomplish a necessary reduction in the number of fingerprint cabinets in possession dictated by space assigned the Identification Division in the new FBI Building; and (4) eliminate an inactive section of our fingerprint file. There are no disadvantages.

By way of background, the Identification Division was established in 1924 and we have not purged any of the arrest fingerprint cards on the basis of age or inactivity. We now have approximately 1,625,000 individuals 80 years of age or older represented in a separate section of our fingerprint file. Many of the individuals in this section are over 100 years of age and the majority are obviously deceased. A survey of a limited number of these fingerprint records disclosed that 45% had FBI numbers with related jackets and 55% were single masters. A projection based on this sampling disclosed that we could eliminate approximately 731,000 fingerprint jackets. Four hundred and twenty six-drawer cabinets are needed to house this volume of jackets. The master fingerprint cards are housed in 65 five-drawer fingerprint cabinets which occupy 650 square feet of floor space. The 420 cabinets needed to house the jackets of individuals represented in this section of the file occupy 5,760 square feet of floor space. Therefore, if we destroy this section of the file we will realize a savings of 6,410 square feet of floor space which is badly needed in the Identification Division. Further, the cabinets made available through proposed destruction could be used in lieu of purchasing additional cabinets to house new jackets being established each day at a rate that requires one six-drawer cabinet per day. This represents a savings of $44,100 (420 x $105). It should also be noted that a survey conducted during the period of 10-9 through 11-13-72 disclosed that not one fingerprint search was conducted in this section of the file.

ORIGINAL FILED IN 66-1631-69

66-3286-

NOT RECORDED
191 JAN 9 '73

16 JAN 4 1973

BER:ed

CONTINUED - OVER

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DATE 8/25/2011 BY SP4ELW/cal

54 JAN 16 1973

Memorandum to Mr. Felt
RE: Purge of Inactive Fingerprint Cards

OBSERVATIONS

The fingerprints of a large number of the individuals represented in this section of the file were obtained from the Federal Penitentiary, Leavenworth, Kansas, and the International Association of Chiefs of Police when the Identification Division was established. The remainder are from local and Federal law enforcement agencies which have neither a record nor an interest in these individuals. We have previously received permission from Federal contributors and the Archives to destroy noncriminal fingerprint cards of individuals 75 years of age and older and this has been accomplished. We also destroy criminal and noncriminal fingerprints of deceased individuals. We have been advised that it will be necessary to substantially reduce the number of fingerprint cabinets in possession in order to move into the new FBI Building. This proposed destruction will be a step in the right direction. In addition, we need extra floor space and cabinets for jackets now. The need to purge the name indices in Ident is urgent and the index cards that represent these inactive fingerprint cards will be purged in connection with the rehabilitation of the name indices.

RECOMMENDATION:

That we obtain archival approval to destroy the arrest fingerprint cards and related index cards of individuals 80 years of age and older.

Approved.
1-15
9:15 P

WGL

Letter to Dept w/SF 115 submitted 12/29/72.
[illegible]

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Felt
Baker
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Felt

DATE: January 24, 1973

FROM : N. P. Callahan

b6
b7C

SUBJECT: CHANNELIZING MEMORANDA
SUGGESTION 546-73 SUBMITTED BY
SA [redacted]
KANSAS CITY OFFICE

Destruction of Bureau Property - General

SUGGESTION: That Form FD-338 (Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports) be revised to eliminate the parenthetical title (List by serial or serial scope) and in its place make three separate columns, each column captioned as follows: "Description," "Date" and "Location of Original." Samples of the current and proposed formats are attached.

CURRENT PRACTICE: Suggester states Manual of Rules and Regulations, Part II, Section 3, page 15b, requires that Form FD-338 be prepared in listing the channelizing memosto be destroyed by serial or serial scope and requesting the Chief Clerk's Office to destroy.

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ADVANTAGES: SA [redacted] believes by having the above titles for each separate column, this would eliminate the necessity for Agents noting explanatory words such as "date" and "location of original" which is time consuming and necessary to fully explain instructions for destruction of channelizing memoranda.

OBSERVATIONS: Inspection Division stated phrasing of the suggestion, as submitted, implies that in preparation of Form FD-338 additional instructional information is necessary. Part II, Section 3, pages 15b and 15c of the Manual of Rules and Regulations contains no requirement that in the preparation of Form FD-338 information as to date and location of original informant reports must be set forth, rather it instructs that the file and serial number of the original informant reports or master channelizing memoranda should properly be listed in the cover pages or cover document accompanying the report or letterhead memorandum (LHM) containing information in the serials to be destroyed. Form FD-338, as now constituted, appears adequate for the purpose intended. Since the idea would require additional work in describing a serial by more than number, listing each individual serial, and setting forth location of original informant report, Inspection Division recommended against adoption.

Alexandria Field Office states it appears this idea to change the FD-338 is made in order to record information which is already a part of the permanent record in file. The information which is proposed be included on this form should be included in the

Enclosures
ML:car
(2)

REC-88 66-3256-1122

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DATE 8-25-82 BY SP4EWJ

CONTINUED - OVER

11 JAN 31 1973

b6
b7C

cover pages of the report or in the cover document accompanying the LHM.

Washington Field Office advised this form is used to purge files of channelizing memoranda containing information which has been included in forms suitable for dissemination. Descriptive information regarding these memoranda are contained in the administrative pages of the LHM or report; therefore, this Office believed that additional descriptive data is not needed on the FD-338. It was noted the FD-338 currently used is designed so that needed information can be easily recorded. The approval of the idea would cause additional, unnecessary Agent and clerical work; therefore, it was believed approval of idea would have no benefit.

Chief Clerk's Desk, Administrative Division, points out current regulations provide for the destruction in field offices of channelizing memoranda in criminal and security cases following submission of reports or LHM in nonprosecutable espionage and nationalistic tendency cases, the cover pages accompanying the report or the cover document accompanying the LHM which lists the file and serial number of the original informant reports or master channelizing memoranda. In addition, on an annual basis copies of security informants' statements which are designated for 100 classification case files of informants and copies of extremist informants' statements designated for the 157 classification case files of informants must be destroyed. Upon destruction of this material a memorandum must be prepared and placed in the file listing each item destroyed and the location of the original information. Form FD-338a is utilized for this purpose (sample attached). As can be seen from the existing rules as set forth above, it is not necessary for the Agent to make any explanatory instructions concerning the destruction of channelizing memoranda and in view of the fact, this suggestion proposes making a change which is not necessary at this time. Our present format serves its intended purpose for the destruction of channelizing memoranda and revision is not warranted.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact.

Filed

FD-338 (Rev. 3-14-68)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : SAC, DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a ☐ report ☐ letterhead memorandum dated _____. Where the serial is accompanied by the file and serial number of the original informant report, the information was not used because it was of no value to the report. The review for the communication checked above was made from _____ through _____.

In accordance with the above, the following serials are to be destroyed.

Volume	Serials (List by serial or serial scope.)
	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
	DATE 8-25-82 BY SP4ELW/cal

No. of copies _____ Approved _____

Destroyed by _____ Date _____

66-3286-1122

CURRENT FORM FD-338

FD-338 (4-21-61)
OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : SAC DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	~~Serials (List by serial or serial scope.)~~ Description	Date	Location of Original

ALL INFORMATION CONTAINED
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DATE 8-25-82 BY SP4ELW/Cal

No. of copies: _____

ENCLOSURE 46-3256-1122

Destroyed by _____ Date _____

PROPOSED FORM FD-338

FD-338a (4-8-63)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda which are one year old, on a yearly basis, the serials listed below were destroyed. The review for this memorandum was made from serial _____ through serial _____.

In accordance with the above, the listing below sets forth the serials to be destroyed and the location of the original information:

Volume	Serials	Location of the Original Information

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DATE 8-26-82 BY SP4 Ewlcal

No. of copies _____

Approved _____

Destroyed by _____ Date _____

66-3276-1122

ENCLOSURE

FORM FD-338a

REC-88

66-3276-1123

January 29, 1973

PERSONAL

EX-117

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-82 BY SP4ELW/cal

Mr. [redacted]
Federal Bureau of Investigation
Kansas City, Missouri

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that Form FD-338 be revised to contain certain additional columns. Consideration has been afforded this proposal and it has been decided this action is not warranted since the present format is entirely adequate for its intended purpose. The file and serial number of the original report or master channelizing memoranda are listed on the cover document accompanying the report or letterhead memorandum.

The interest and thoughtfulness which prompted you to submit your idea to me are indeed appreciated.

MAILED 11
JAN 29 1973
FBI

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

b6
b7C

2 - Kansas City
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
ML:car
(6)

(Suggestion 546-73)

NOTE: Based on memorandum N. P. Callahan to Mr. Felt, 1/24/73, re: Channelizing Memoranda, Suggestion 546-73 Submitted By SA [redacted] Kansas City Office, ML:car.

Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Jarvis
Soyars
Walters
Tele. Room
Ms. Kinley
Mr. Armstrong
Mrs. Herwig
Mrs. Neenan

FEB 5 19

MAIL ROOM ☑ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#54643 b6 b7C

Date: 12/14/72

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: KANSAS CITY

SUGGESTION

Modification to form FD 338 (form used in connection with destruction of channelizing memoranda). It is suggested that this form be modified in the following manner:

Eliminate the parenthetical title "(List by serial or serial scope)" and in its place make three separate columns, each column captioned as follows: Destruction of Bureau Property - Request "Description", "Date", and "Location of original". Same modifications are noted on the modified attached form.

Example

Description	Date	Location of Original
FD 209 of [redacted]	12/6/72	[redacted]

b7D

Current practice or rule (Include manual citation as well as facts)

Part II, Section 3, page 15b of the Manual of Rules and Regulations requires that form FD 338 be prepared in listing the channelizing memo to be destroyed by serial or serial scope and requesting the CCO to destroy.

Advantages of suggestion and annual savings (include basis for estimate)

By having the above titles for each separate column, this does away with the necessity of the Agents noting explanatory words such as "date" and "location of original" which is time consuming and necessary to fully explain instructions for destruction of channelizing memoranda.

EXP PROC. #3 1/31
35 JAN 12 1973

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY 804 ELW/cal

REC-88 EX-117

Disadvantages of suggestion

None.

JAN 12 1973 31

b6 b7C [redacted]

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit and is being submitted to Bureau for further consideration.

Paul C Yorn SAC

Signature and Title

(Do not write in this space - for Bureau use only)

1 ENCLOSURE - 9 additional pages

Memo Callahan to Walters 12/21/72

Memo Callahan to Walters 1/2/73

R.L. Shackelford

THREE

FD-338 (4-21-61)
OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : SAC DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda, the information contained on the serials listed below was incorporated in a report dated . The review for this report was made from serial _____ through serial _____.

In accordance with the above, the following serials are to be destroyed:

Volume	~~Serials (List by serial or serial scope.)~~ Description	Date	Location of Original

[redacted]
DATE 8-25-92 BY SP4EWW/cal

No. of copies: _____

ENCLOSURE 66-5286-1123 Approved _____

Destroyed by _____ Date _____

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Purvis
Mr. Soyars
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Jenkins

DATE: 2-14-73

FROM : Mr. Brownfield

SUBJECT: POLICE TRAINING AND RESEARCH SECTION STREAMLINING MATTERS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4 ELL/cal

DESTRUCTION of BUREAU PROPERTY

GENERAL

In connection with the reorganization of the former Crime Research Section into captioned Section, limited manpower and available space are being utilized to the best advantage. Accordingly, a continuous effort is being made to streamline operations wherever possible. In this respect, it is pointed out that in connection with the Bureau Mailing List project, there are maintained indices cards of deceased individuals who were formerly on the Bureau Mailing List (Exhibit 1). These cards date back to early years of the Bureau and infrequently are used for reference purposes. These index cards are presently contained in five drawers of a Shaw-Walker 3 x 5 card file cabinet.

There are also maintained 23 file drawers of three individual Shaw-Walker 3 x 5 file cabinets containing index cards of items autographed by former Director Hoover (Exhibit 2). These autographed items include various copies of Mr. Hoover's books and photographs. These cards are likewise on occasion referred to for reference purposes, particularly by the Correspondence Section, in connection with identities of individuals writing in and/or a quick check on former Bureau relations with correspondents or other individuals.

66-3286-

As a practical matter and in consideration of space needs, it is suggested that the "deceased" mailing list cards presently on hand be kept for 90 days and destroyed, and the succeeding "deceased" mailing list cards likewise be kept on a tickler system of 90 days and destroyed.

NOT RECORDED
136 MAR 28 1973

Inasmuch as the autograph cards of former Director Hoover could have some historical value and are used on occasions for reference purposes, it is suggested that these be maintained in available storage in

MAR 29 1973

ORIGINAL FILED IN 66-1855-M-11362

1 - Mr. Felt ~~1 ENCLOSURE~~
1 - Mr. Jenkins
1 - Mr. Kinley 1 ENCLOSURE
1 - Mr. Callahan
1 - Files and Communications

Suggest the cards be stored in FBI Academy LRC in file cabinets if they need to be checked it can be made easily. CSS

51 APR 2 1973

CONTINUED - OVER

the Resource Learning Center at Quantico. The current and active indices of photographs and items autographed by Acting Director Gray, dating from May, 1972, will continue to be kept and maintained in up-to-date condition in the Police Training and Research Section, Room 4264.

RECOMMENDATIONS:

(1) That the "deceased" mailing list cards be destroyed on a 90-day follow-up program.

(2) That the collection of index cards on books, photographs, and items autographed by former Director Hoover be maintained for historical value and reference use at Quantico.

X AUTOGRAPH CARDS

Transferred to Res. Learning Ctr. Quantico 3/2/93 CJH.

OK

Chg O 4-1-53

Boyd, Mr. Elmer B.
President
Home News Publishing Company
New Brunswick, New Jersey

INACTIVE

Dear Mr. Boyd: Sincerely yours,

Deleted 2-12-55, died 2-6-55 per news clipping

CSN
SUL
JGK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-82 BY SP4 ELW/cal

Exhibit 1

HON. GEORGE BEEBE

Date 9-6-62

"With kind regards"

Suggested: ~~"XXXXXXXXX"~~

[X] "A Study of Communism"
[ ] "Masters of Deceit"
[ ] "The FBI Story"

[ ] Attached photo taken _____
[ ] Director's Photo
[ ] Book entitled: _____

Identification: Honorable George Beebe
Managing Editor
The Miami Herald
200 South Miami Avenue
Miami 30, Florida

✓

8-2 (Rev. 7-10-62)

[X] Crime Records

Exhibit 2

66-3286-

ENCLOSURE

OPTIONAL 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Marshall

DATE: 3/13/73

FROM : P. F. O'Connell

SUBJECT: PROPOSED DESTRUCTION OF MISCELLANEOUS 95 (LABORATORY CASES OTHER THAN BUREAU) CLASSIFICATION OVER 10 YEARS OLD BY THE RECORDS DISPOSAL COMMITTEE, FILES AND COMMUNICATIONS DIVISION

Destruction of Bureau Records - General

The purpose of this memorandum is to recommend the destruction of valueless file material in the 95 (Laboratory Cases other than Bureau) Classification.

The Records Disposal Committee, Files and Communications Division conducted a survey and analysis of this classification which revealed that certain record material could be destroyed without impairing or adversely affecting the operations and responsibility of the Laboratory Division and the Bureau. Files over 10 years old occupy 143 six drawer filing cabinets. The survey revealed that approximately 65 six drawer cabinets or a total of 780 linear feet of valuable filing space could be reclaimed through the destruction of files over 10 years old which may no longer possess sufficient investigative, reference, intelligence, historical, and evidentiary value to merit retention. Several thousand index cards would also be eliminated. Guide lines for destroying the valueless record material were set forth in the proposal submitted to the Laboratory for review and examination.

The Laboratory Division personnel reviewed samplings of file material over 10 years old proposed for destruction and concurred with the recommendation of the Files and Communications Division with the exception that cases should be limited to those over 15 years old instead of those over 10 years old. This will result in the recovery of approximately 50 six drawer filing cabinets of space.

The Laboratory specified that cases should be retained where any of the following conditions exist:

EX-112 REC-32 66-3286-1124

1. A positive identification has been made by the Laboratory

1 - Laboratory Division

QTB:abs:ma

51 APR 2 1973

XEROX MAR 22 1973

22 MAR 22 1973

RECORDS

UNRECORDED COPY FILED IN

CONTINUED - OVER

2. Laboratory examiner has testified

3. Bureau interest, i.e. possible Bureau violation involved

4. Interesting Case writeups have been prepared

5. Bureau policy or deviations of Bureau policy or research involved

6. Original evidence has not been returned but is retained (not photographic material or copies of original material)

7. Major or infamous cases, those involving well-known individuals, historical or those involving capital offenses

8. Cases where question of disposal still exists should be resolved in favor of retention

Since the destruction of files in the 95 Classification will include original record material, Archival authority will be required and will be requested by separate memorandum upon approval of this proposal.

RECOMMENDATION:

That approval be granted for the destruction of files in the 95 (Laboratory Cases Other Than Bureau) Classification in accordance with the above-defined guidelines set forth by the Laboratory in cases over 15 years old. If approved, appropriate Archival authority will be obtained.

Scheduled for handling in correlation Unit, Records Branch, upon receipt of archival authority.
3/23/73

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Gebhardt

DATE: February 28, 1973

FROM : R. E. Long

1 - Mr. Gebhardt
1 - Mr. Gallagher
1 - Mr. Long
1 - Mr. Frankenfield
1 - Mr. Marshall

SUBJECT: JAMES RIDDLE HOFFA
MISCELLANEOUS - INFORMATION CONCERNING
ESTIMATED COST
DESTRUCTION OF BUREAU RECORDS - GENERAL

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Purvis
Mr. Soyars
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

This is to recommend the destruction of captioned Bureau file 63-9203 since its purpose has been served and it is of no further value.

By way of background, Bureau airtel 6/29/62, to all field offices, instructed that each office submit on a monthly basis estimates of Agent time expended on the investigation of James Riddle Hoffa. Based on the material from the field, the Administrative Division prepared monthly memoranda showing estimated cost figures. This procedure was discontinued by Bureau airtel to all offices dated 10/21/64.

Hoffa was convicted on Obstruction of Justice charges in Chattanooga Federal Court 3/4/64, and sentenced to prison. He was also convicted of Mail Fraud, Fraud by Wire and Conspiracy in Chicago Federal Court 7/26/64, and sentenced to prison. He began serving his prison sentence 3/7/67, at the U. S. Penitentiary, Lewisburg, Pennsylvania, and on 12/23/71, the President commuted Hoffa's sentence with the provision that he not engage in labor union activities until 3/6/80. Numerous appeals have been filed since his convictions, all of which have been denied, the last being denied by the U. S. 6th Circuit in Cincinnati on 1/4/73.

Bureau file 63-9203 contains original airtels and letters between the Bureau and the field showing the estimated Agent time spent on various Hoffa investigations. Since this material is of no further value it should now be destroyed.

RECOMMENDATION: If approved, this memorandum should be forwarded to the Files and Communications Division in order that Bureau file 63-9203 can be destroyed. It is noted serial 11 in volume 6 of this file should be removed and placed in the proper file as it does not relate to estimated cost.

63-9203
WAF:DC

EX-111 REC-5
66-3286-1125

APR 10 1973

18 APR 6 1973

Completed Purge Unit
APR 19 1973
deindexed
7 1/2 inches of mail destroyed

Return to 5302

5010-106

MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mrs. Mintz
Mrs. Neenan

TO : Mr. Felt

b6
b7C

DATE: 4/12/73

FROM : N. P. Callahan

SUBJECT: Destruction of Bureau Records
RECORDS MANAGEMENT
SUGGESTION 732-73 SUBMITTED BY
MISS [redacted]
FILES AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4 EW/Cal

SUGGESTION: In view of the current effort to save space in the general index, suggests the Fish & Dies Committees reports be reviewed by the substantive supervisor to determine if there is any reason to preclude deindexing this material. This is late 1920 and early 1930 mail with reports which contain a great deal of indexing. Since this mail is over forty years old, it appears to be of little aid to the inquiries and investigations conducted presently by the Bureau. A review of these reports for deindexing of books, organizations, places and possibly lists of names with no identifying data, should result in eliminating a tremendous volume of cards occupying badly needed space in the general index. The Fish & Dies Committee file number is 62-23170 and Dies Committee is 61-7582.

ADVANTAGES: The suggester states this would eliminate several thousand cards; save space in the general index; and, save some time in making file reviews.

OBSERVATIONS: Files and Communications Division noted the Fish Committee commenced Congressional hearings in 1930 and the Dies Committee commenced hearings in 1938. These committees were established to investigate and conduct inquiries and hearings relative to Communist and unAmerican activities in the U. S. Names of numerous individuals, organizations, groups and unions were indexed in the Fish & Dies Committees' reports and in news clippings. A random sampling of these items reveals that very limited information is available on approximately one third of the names indexed. Since this material is thirty-five to forty years old most of the references to these files are eliminated in the general index on most searches because of age. This Division favors adopting the idea with respect to deindexing names on which no identifying information appears.

Intelligence Division concurred in the idea with regard to names with no identifying information involved since such references are without value, especially in view of the age of this material.

General Investigative Division believes this idea has merit and agrees that names of individuals, organizations, groups, unions, etc., on which no identifying data appears be deindexed.

Enclosure
ML:rrs
(2)

sent 4-16-73

66-3286-

NOT RECORDED
191 APR 24 1973

22 APR 18 1973

53 JUN 8 1973

CONTINUED - OVER

THREE

Memorandum N. P. Callahan to Mr. Felt
Re: Records Management
Suggestion 732-73 Submitted By
Miss [redacted] b6 b7C
Files and Communications Division

Special Investigative Division concurs.

Due to the foregoing observations, Administrative Division has no objection to approval of this idea.

RECOMMENDATION: That the suggestion be adopted and the attached letter be forwarded to the suggester advising her of this fact.

Return to 5802

NO. 10 5010-106
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Numbering
Recording
Examining

Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Felt

DATE: 4/12/73

FROM : N. P. Callahan

SUBJECT: RECORDS MANAGEMENT
SUGGESTION 717-73 SUBMITTED BY
MR. [redacted]
PHILADELPHIA OFFICE

b6
b7C

DESTRUCTION OF BUREAU RECORDS — GENERAL

SUGGESTION: That the rules regarding destruction of "42" files (Deserters) be changed to permit offices to destroy files in this classification one year after closing if not office of origin (00), and five years if 00, or at the discretion of the office regardless of 00, provided subject is not involved in a criminal violation. Extensive investigation has been conducted in an effort to locate numerous deserters, and files in these instances have expanded to as many as two, three or four volumes. Many of these deserters have not committed a crime nor have they been involved in any type of criminal violation. This can be determined by a cursory review of the file before destruction. The Army, in many of these investigations, has withdrawn its request for FBI assistance in locating the deserter or in many other instances, the deserter has been returned to military control. In either event, the subject is no longer of interest to the Bureau. Many other files are also opened based on Form DD-553 "Deserter Wanted by Armed Forces" and request withdrawn after little or no investigation. Retention of files in each aforementioned situation appears to serve no purpose, yet they must be retained for 20 years under present rule.

CURRENT PRACTICE: Suggester states files in which office is 00 are retained for 20 years. Otherwise, they are destroyed in five years provided: (a) office is not office of origin, (b) files do not pertain to a deserter who has been involved in some other criminal category where the Bureau would be obligated to disseminate information to another agency, (c) stops are not outstanding.

ADVANTAGES: The saving of considerable filing space in the closed files section of each field office.

OBSERVATIONS: Files and Communications Division had no objection to the idea provided specific guidelines are established.

ORIGINAL FILED IN 42-00-5716

Enclosure
ML:rrs
(2)

66-3286-

NOT RECORDED
136 APR 17 1973

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8A25B2 BY SP1 EWJ

58 MAY 7 1973

CONTINUED - OVER

Memorandum N. P. Callahan to Mr. Felt
Re: Records Management
Suggestion 717-73 Submitted By
Mr. [redacted]
Philadelphia Office

b6
b7C

Special Investigative Division advised, in view of the potential for saving of file space in each field office, it recommended the suggestion be approved. While there may be some instances where absence of files in the field will necessitate file reviews at FBIHQ, it was not believed these instances would be sufficient to offset the potential savings involved in the suggestion.

Inspection Division believed the basic idea had merit, particularly in view of economy to be effected from reduced space needs. To avoid any lack of uniformity, however, it was believed the portion of the idea which stated "or at the discretion of the office regardless of 00," should be deleted.

Administrative Division will not oppose this idea due to the foregoing views even though it will make another exception to our overall rules for destruction of files. It is agreed the one portion mentioned above by the Inspection Division should not be adopted.

RECOMMENDATIONS: (1) That the suggestion be adopted with the modification as mentioned by the Inspection Division and the attached letter be forwarded to the suggester advising him of this fact.

(2) On approval, this memorandum will serve as the authority for the Administrative Division to make the appropriate manual revisions to place it into effect.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Felt

DATE: 4/4/73

FROM : N. P. Callahan

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4EW CAL

SUBJECT: INTERNATIONAL WORKERS ORDER
SUGGESTION 720-73 SUBMITTED BY
MR. [redacted] b6 b7C
FILES AND COMMUNICATIONS DIVISION

SUGGESTION: That the general membership list of the Fraternal Organization of the International Workers Order (IWO) (61-7341 and subfiles) be deindexed.

Destruction of Bureau Property GENERAL

ADVANTAGES: Suggester advises this would save badly needed space in General Index and would also save the time of reviewers.

OBSERVATIONS: Files and Communications Division stated the IWO was a fraternal insurance organization which came into existence officially on 4/3/30 and was chartered in the State of New York 6/19/30. The initial objectives were set forth in its program adopted in 1930, portions of which were revolutionary in character and meaning. The IWO was cited pursuant to Executive Order 10450. This fraternal and benefit association attracted many individuals of foreign parentage due to its liberal insurance benefits and low cost premiums. It was legally dissolved as of 8/31/54 by the New York State Department of Insurance. In order that the accrued insurance benefits of members might not be lost due to the dissolution, the Continental Insurance Company at the direction of the court took over the insurance formerly underwritten by the IWO.

References in the IWO files are frequently listed because of the absence of any identifying information on persons whose names appear on the membership list. The organization was legally dissolved almost 20 years ago and while in existence was represented to the public as an insurance organization. Little or no significance is attached to names appearing on general membership lists in connection with the Bureau's name check program inasmuch as any person insured by the IWO automatically became a member. All references to officers, directors, delegates, persons active as organizers, participants in selling insurance, and proponents of IWO should be retained. However, it appears the idea has merit and that consideration should be given to deindexing names of persons who appear on the general membership lists only. The deindexing of these names will greatly reduce the repetitive listing of these references as well as the time required to review and summarize these references.

66-3286-

Enclosure
ML:rrs
(2)

SENT 4-6-73 LD

NOT RECORDED
201 APR 10 1973

APR 9 1973

51 APR 16 1973

CONTINUED - OVER

THRU

ORIGINAL FILED IN 66-3286-18

Memorandum N. P. Callahan to Mr. Felt
Re: International Workers Order
Suggestion 720-73 Submitted By
Mr. [redacted]
Files and Communications Division

b6
b7C

Intelligence Division concurred in this suggestion inasmuch as such membership has no significance from a subversive or loyalty standpoint. Names of officers, delegates, organizers and other active participants in IWO should be retained.

Special Investigative Division opposed adoption pointing out that the IWO continues to be designated under Executive Order 10450 and such information is still of security and suitability significance in connection with name checks by other agencies and name searches conducted under the Federal Employee Security Program (Executive Order 10450).

General Investigative Division wholeheartedly approved the idea of deindexing the general membership as long as the officers, directors, delegates, persons active as organizers, participants in selling insurance, and proponents of the IWO are retained. The experience of this Division has been that the list merely contains a year of birth and more often than not, involves a young child who became a member only for the purpose of obtaining a cheap life insurance policy. This information is not worthy of dissemination as the organization has been nonexistent since the early 1950s.

Administrative Division must agree with the Special Investigative Division that this material should not be deindexed at the present time since the IWO is still on the "List of Organizations Designated by the Attorney General Pursuant to Executive Order 10450." Even though the IWO is no longer in existence, the above-mentioned list still contains this organization and as long as it does it is believed we should keep these names in our indices.

RECOMMENDATION: That the suggestion not be adopted and the attached letter (4-6-73) be forwarded to the suggester advising him of this fact.

WMC RE GE NPC JJO REL WAF EM/TS OK hm LHM

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Marshall

DATE: 4-2-73

FROM : P. F. O'Connell

SUBJECT: RECORDS MANAGEMENT PROGRAM, FIELD AND FBIHQ DIVISIONAL INSPECTION FILES, PERSONNEL RECORDS UNIT, FILES AND COMMUNICATIONS DIVISION

Bureau Property - Gen.

Memo Q. Tamm to Mr. Tolson dated 12-30-58 (copy attached) authorized destruction of administrative memoranda in field office inspection files after five years. Additionally, memo authorized destruction of entire inspection report after a period of ten years, noting that the inspection summary would be retained. No provision was made for similar-type destruction involving divisional inspection files.

The Files and Communications Division has orally proposed to the Inspection Division that inspection reports for both the field and FBIHQ divisions be destroyed after a period of three years and that inspection summary memoranda be destroyed after a period of five years. The Inspection Division has indicated this criteria would be acceptable to that division.

Experience has shown that the need for an inspection report beyond the last inspection is rare. Since inspections are generally handled on an annual basis, it is felt that a three-year retention criteria would be adequate should there be some delay in an FBIHQ division or field office inspection. In the event this recommendation is approved, it is estimated that it will result in a savings of approximately 12 file cabinets within the Personnel Records Unit.

RECOMMENDATION:

That authority be granted to destroy all FBIHQ division and field office inspection reports over three years old as well as all inspection summaries after a period of five years has elapsed.

1 - ENCLOSURE

Enclosure
1 - Mr. Walters

JEB:bpr
(4)

66-3286-

170 APR 19 1973

58 APR 19 1973

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4 EWL

18 APR 10 1973

CONTAINED IN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Marshall

DATE: 3-27-73

FROM : P. F. O'Connell

SUBJECT: RECORDS MANAGEMENT PROGRAM
FILES AND COMMUNICATIONS DIVISION
(DESTRUCTION OF XEROX COPIES OF
TELETYPE SUMMARIES EMANATING
FROM INTELLIGENCE DIVISION)
DESTRUCTION OF BUREAU PROPERTY

The "Mail Screening Committee," which was recently established in the Files and Communications Division to survey volume mail prior to filing, has determined that daily summary teletypes (example attached) are prepared by the Intelligence Division regarding "Civil Unrest and Acts of Violence" and "Protest Activity and Civil Disturbances." In this regard, a Xerox copy of the file copy (yellow) of the summary teletype is sent to Mr. Felt's Office for information and thereafter is routed to other officials at FBIHQ for their information. When all designated officials have initialed the Xerox copy, it is sent to the Records Branch. Upon receipt, it is matched up with the file copy, which is generally in file, and is filed therewith. This match-up requires additional record processing including determination of file number and subsequent filing.

The present practice of preparing a Xerox copy for Mr. Felt's Office does not present any problems nor does the subsequent routing of the Xerox copy to certain Bureau officials for their immediate information. However, if the Xerox copy bore a stamp notation "To Be Destroyed - Do Not File," this would preclude unnecessary processing upon receipt in the Records Branch at which point it would be destroyed. It is to be noted that this is a Xerox copy of the original file copy and aside from the initials of officials appearing thereon serves no apparent useful purpose. If necessary, the file copy of the teletype summary could be routed to Mr. Felt's Office for further routing to other officials in lieu of the Xerox copy. This could be accomplished with slight delay following its transmission.

It is estimated that two file drawers per year could be saved by not filing the Xerox copies. By destroying the extra copies in the 49 sections of the files now in existence, a savings of four file drawers of space could be realized.

ORIGINAL FILED IN 67-9981-3286
NOT RECORDED
140 APR 20 1973
16 APR 17 1973
FIVE
58 APR 27 1973
Enclosure
1 - Mr. Miller
JEB:bpr
(4)

CONTINUED - OVER

It is to be noted that prior to 2-1-73, Xerox copies of these summary teletypes were routed by way of cover memoranda and official initialing appeared thereon instead of on the Xerox copy of the summary teletype as is the present practice. These cover memoranda were merely a vehicle for routing purposes and therefore serve no useful file need.

RECOMMENDATIONS:

1. That the Xerox copies of the above-cited teletype summaries bear the stamp notation "To Be Destroyed - Do Not File" so they may be destroyed upon receipt in the Records Branch. If approved, to be handled by the Intelligence Division.

2. That authority be granted to destroy all Xerox copies of above-cited teletype summaries as well as cover memoranda already in file regardless of official initialing appearing thereon. If approved, to be handled by the Files and Communications Division.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Marshall

DATE: 3/22/73

FROM : P. F. O'Connell

SUBJECT: ISRAEL HALPERIN CONFIDENTIAL
CORBY CASE
IS-C

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E. S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

(5)(4)

Halperin was arrested by the [redacted] on 2/15/46 and copies of a small address book and a small diary, containing numerous names, were found in his possession and were furnished to the Bureau. b7D

The listing of names (serial 365) found in subject's address book with no identifying information has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Branch, Room 6309 IB.

CLEARED BY SPHELW/Cal (3)

66-3286
NOT RECORDED
141 MAR 29 1973

RECOMMENDATION: 1-2-3
DATE OF REVIEW

For referral to appropriate substantive division.

10 MAR 29 1973

1 - 100-342972

OTB:abs
(3)

CONFIDENTIAL

5 APR 16 1973

Handling
Main Files Unit, Correlation Unit,
3/29/73 fm
Completed by Purge Unit 4-12-73 de indexed
595 cards

CONFIDENTIAL
MAR 29 1973

348500
DECLASSIFIED BY 9803ROO/mcl
ON 11-21-91

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Callahan

DATE: 3/15/73

FROM : G. S. McMichael

SUBJECT: DEFECTIVE AGENTS BADGES
Destruction of Bureau Property - General

Following is a list of agents badges that are defective and can not be repaired according to the Exhibits Section that has done all of the repairs to defective badges in the past.

1024	4363	4623
1365	4372	4646
2413	4451	4784
3850	4473	4863
4283	4612	5006

RECOMMENDATION:

1. It is requested that permission be granted to destroy all of the above-mentioned badges since they are of no use to the Bureau.

Destroyed in Exhibits JSL 3/16/73

7 APR 17 1973

2. That the Inventory be adjusted to reflect these badges destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4ELW/Cal

OK mme 3/15 66-3286-

NOT RECORDED
201 APR 20 1973

FBI/DOJ

1 - Inventory

JSL/dmc

5 APR 25 1973

ORIGINAL FILED IN 62-117603

1 - Mr. R. D. Cotter

66-3286-

Date: April 26, 1973

To: Special Agent In Charge
Bureau of Customs
P.O. Box 1272
Old San Juan, Puerto Rico 00902

Attention: Mr. Rafael Rivera-Rodriguez

From: L. Patrick Gray, III, Acting Director

Subject: DESTRUCTION OF FBI DOCUMENTS

Reference is made to your letter of April 17, 1973, your file number, INV. 22-09 SJ, INV. ADM-2.5 SJ.

This Bureau interposes no objection to the proposed action in destroying the FBI documents listed in the referenced communication.

RDC:jlk
(4)

NOTE:

Customs proposes to destroy some 60 FBI reports and letterhead memoranda previously furnished to them by the Bureau concerning a variety of Latin American matters. This material is dated from 1957 to 1971. Customs requested an indication of the Bureau's concurrence in this action.

MAILED 4
APR 26 1973
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-25-82 BY SP4 CLW CAL

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
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Tele. Room
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Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Ms. Neenan

MAY 4 1973

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 66-3286-558

Memorandum P. F. O'Connell to Mr. Marshall
Re: PROPOSED DESTRUCTION OF FILES IN THE 100 (INTERNAL SECURITY) AND 105 (INTERNAL SECURITY MATTERS) CLASSIFICATION CONTAINING VALUELESS FILE MATERIAL BY THE RECORDS DISPOSAL COMMITTEE

Files, which will be considered for destruction, contain valueless information comprised principally of initial correspondence, and preliminary reports or letters. They were opened based upon rumor, personal grievances, suspicions, non-specific allegations, nebulous information or foreign publications mostly during World War II, for record or informational purposes. All of this material has been extensively de-indexed and files which will be destroyed do not contain any information reflecting unfavorably upon the character, loyalty or associates of the subjects in the title or persons named therein. Approximately 350 six drawer file cabinets of badly needed filing space will be reclaimed. The destruction of these files will be handled on a most selective basis by experienced Records Branch Personnel and will in no way adversely affect the Bureau's operations or its responsibilities in the Name Check field.

The proposed destruction will include material in the 100-0 general file and in the 100-0 Sub A file, where applicable. Archival Authority is required for the destruction of original record material and will be requested by separate memorandum.

It is noted that this proposal is very similar in nature to a recent proposal involving files in the 65 (Espionage) Classification, which was approved by the Bureau in memorandum P. F. O'Connell to Mr. Marshall dated 8/11/72. Archival Authority was granted on 9/12/72 for the destruction of the valueless Espionage file material.

It is recommended that this proposal be referred to the Intelligence Division for its evaluation and comments.

RECOMMENDATION:

That approval be granted for the destruction of files in the 100 and 105 classifications in accordance with the above guidelines in cases over 25 years old. If approved, appropriate Archival Authority will be obtained.

ADDENDUM: GENERAL INVESTIGATIVE DIVISION
4-6-73, CWL/blw:jml

The Name Check Section presently reviews various files of reference to select information of pertinency in responding to name check requests from various executive agencies and others. In general, files containing non-derogatory information or no information of intelligence value are eliminated upon review. Therefore, the authorized destruction of any files having no apparent historical, investigative, intelligence or reference value should not have any effect upon responsibilities of the Name Check Section.

It would appear that any determination as to selectivity of files for destruction should be made by the Substantive Desk having supervisory responsibility for the files. Therefore, the Name Check Section, which performs a servicing function in connection with review of Bureau files, defers to the judgment of the Files and Communications and Intelligence Divisions.

ok RJG

Descriptions	File Number
Espionage	
Field office memo setting forth alleged Espionage activities - Preliminary investigative repat; no prosecutions; negative investigation; no subversive activities	100-474 100-327022 ✓100-79799 100-90923
Foreign Travel Control	
Preliminary investigative reports re: ships, passengers and crew members arriving in U.S.; interviews and baggage searches) negative	100-150009 100-224283 100-165521 100-211855 ✓100-70743 100-125159 100-193772 100-183883 100 188897 100-189795 100-191258 100-183889 100-183888 100-161782

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-82 BY SP4ELW/Cal
AGREED (M) 6080 LED/ESW 7-25-84
#211847

ENCLOSURE

66-3286-1126

100-183828

Information received from State 100-345332
and Navy Re: foreign passengers 100-324402
arriving in U.S. aboard ships,
no Bureau investigation

Sabotage

Preliminary investigations re: 100-126062
alleged sabotage activities ✓ 100-115845
of individuals or companies - 100-172305
Evidence negative

Hatch Act

Preliminary investigation 100-113523
re: alleged un-American ✓ 100-172380
activities of government 100-147538
employees - no action

Security Matter - H, S, C, G, f, N, R, Czech

allegations of pro-Axis	100-79877
activities of organizations or	100-351733
individuals - Cases closed,	✓ 100-204256
allegations unfounded	100-123884
	100-125848
	100-348748

Correspondence

anonymous, from public,	100-50105
offers of assistance; Re: investigations	100-343943
of literature, suspicious people	100-229636
and activities - no investigations,	100-93410
not within Bureau jurisdiction	✓ 100-115772
and referals to interested	100-118871
government agencies	100-50716
	100-47372
	100-24959
	100-1650
	100-31643

Publications

alleged subversive publications (some defunct) submitted for Bureau info. and examination

"France D'Ahad" (French language newspaper)	100-49329
Oriental Newspaper	100-209019
"Schweizer Amerikanische Zeitung"	100-125167
"The Pearl Harbor Disaster" (pamphlet) ✓	100-157372
"Japan in Pictures" (magazine)	100-165471
"Italian Press Digest"	100-240511

Unsubs, Incomplete Names and Address

b6 b7C b7D

Unknown subjects: Miss [redacted] [redacted] Enft.	100-118886
Unknown subject [redacted] [redacted] Victim (Extortion)	100-188941
Kempski, one [redacted] b6 b7C ✓	100-188959
[redacted], WDC	100-181346

Aliens - Alien Enemy Control & Registration

Alien forms, failure to	100-412080
notify of change of address, name	100-325815
or employment, AG orders	100-344316
for release of alien enemy,	100-76418
lists of aliens with misc info.	100-23834
Concerning them, Presidential	100-82336
Warrants for apprehension	100-125894
of alien enemies, Falsely	100-82392
Claiming citizenship	100-192874
	100-192734
	100-70819
	100-185972
	100-183898
	100-252222
	100-122210

SIS

Information RE: alleged subversive	100-82318
activities of individuals and	100-345244
organizations in Latin American	100-82418
countries during World War II.	100-113697
Allegations unfounded or no	100-93321
action.	

Censorship and Mail Covers

Posted censorship of letters	100-250470
for possible code or secret	100-229646
writing, intercepted letters	100-129217
by Canadian Postal Censorship	100-12388
and Imperial Censorship Bermuda,	100-70794
cable censorships, mail covers	100-85926
placed on suspicious individuals	100-181297
	100-165403

Organizations and Clubs:

Preliminary investigations	100-188942
of alleged subversive	100-189898
tendencies, information re:	100-189822
members and officers of	100-188917
Clubs and organizations -	100-160619
allegations unsubstantiated.	100-148619
	100-157412
	100-183724
	100-193728
	100-207097

Administrative

Informations re: status of cases;	100-226217
transfer of cases from NH to	100-1684
Prov., Richmond to Norfolk,	✓100-39190
Pittsburgh to Philadelphia	100-31565
and Albany to Syracuse;	100-90768
memoranda re placing longhand	
notes in file	

Custodial Detention

Apprehension forms, information	100-31560
re: individuals on custodial	100-5-15-76
detention lists - CP activities	✓100-15043
not verified	100-17970
	100-132194

Foreign Funds

Investigations of recipients	100-48838
of funds from a foreign	100-51490
source - negative PD	✓100-48836
investigations & deferred status	100-48833
of cases.	

Police Departments

Referrals to PD - Neg	100-85963
PD reports; no Bureau	100-35960
investigation or cases	100-51237
closed because of non-	100-50038
specific information	100-45204
	100-1667
	100-138482

Pink Deferred Status Forms

Cases re: alleged CP & Nazi	100-52230
sympathizers given deferred	100-90944
status by FO form setting out	100-113719
details of complaint. Some	100-72069
subjects allegedly registered	100-69350
as CP members, appeared on CP	100-69351
lists or received CP literature	100-70650
	100-48244
	100-122217

Special Inquiry (restricted)

Bureau requested to conduct background checks of employees of Homestead and Greenbrier Hotels - Information negative and cases closed — 100-73613, 100-73551, 100-90903

A-2 requested investigation of subject to determine his loyalty and fitness to be employed on War Department contract - nothing derogatory disclosed - case closed — 100-138443

Subjects Deceased

Subjects of Bureau Investigations deceased - Deaths verified & cases closed in 1940's — 100-10641, 100-17974, 100-123890, 100-129061

Security Investigations

SAC letters requesting or submitting security investigations on individuals who had access to highly classified info - Investigation negative & non-derogatory. 100-345815, 100-346861, 100-346858, 100-348611, 100-351768

b7D

Government Agencies

Inquiries & communications from INS, MID, Coast Guard, G-2 [redacted], ONI, Naval Intelligence [redacted] CIND, WPA & State re: alleged C.P., Nazi, French, Italian and Mexican sympathizers and alleged subversive activities. Also correspondence to agencies acknowledging inquiries. 100-52175, 100-1104178, 100-226258, 100-49033, 100-52457, 100-76618, 100-166150, 100-172523, 100-219874, 100-188916, 100-181254, 100-51081, 100-253227, 100-129043, 100-257938

100-115731 See also-
100-769-9338
100-93291
100-106128
100-57798
100-35240
100-69457
100-457
100-119045
100-103079

~~Internal Security - F, Q, G, SS, X, S, M, H, C, R, B, U, S, Arab, Lith, Norwegian, Czech, Chilean, & Port.~~

Bureau preliminary investigative	100-51138
repts. & correspondence re: alleged	100-172499
subversive or suspicious activities,	100-165561
articles, meetings, publications,	100-165579
photographs, groups, travels,	100-172334
funds, clothing, correspondence &	100-252461
etc. Cases closed or no action	100-147469
due to non-specific nature of	100-99818
complaints or allegations	100-99764
	100-96623
	100-99784

100-103061

100-79766

100-51162

100-51163

100-47544

100-20780

100-118981

100-73527

100-76697

100-69562

100-123943

100-123962

100-82457

100-123953

100-2497

100-7453

100-17965

100-24991

100-62511

100-76574

100-70734

100-90830

100-141274

Miscellaneous

War Department Loyalty & Character Reports	100-196940 100-196938
Main file opened on WPA employee-alleged Communist no further investigation ✓	100-514175
Cases opened on individuals who appeared at National Convention of American Newspaper Guild. Files contain only yellow summary of data which appears in other Bureau records. Approximately 210 delegates attended convention.	100-3-194165 100-3-194164
Duplicate letters, copies of which are filed & recorded in CPUSA general file; filed as new 100 cases & file closed.	100-35-0168 100-35-0184 100-35-0193

neutrality act - Export Control	100-168406
Unable to identify subject - case closed	
Shipping Act of 1916 - no derogatory information case closed	100-76597
Bureau routine inquiries	100-76645
no investigation	✓ 100-348721
newspaper clippings, flyers & pamphlets - Entire File	100-183823
	100-132104
	✓ 100-265715
	100-38758
Laboratory examinations - Requests for examinations of various articles for alleged codes or concealed messages - negative results	100-25041
	100-69516
	✓ 100-115822
	100-88369
	100-142813

Correspondence with Telephone Co. re: request for leased line facilities for surveillance purposes ✓ 100-3419448

Re: John Frederick Wecker - found to be in possession of picture of German American Vocational League in 1942 100-294717

On re: [redacted], Foreman, Machine Shop, Gary Works 100-113518

On re: [redacted], Helper, Inspection Dept, Gary Works ✓ 100-113517

b6
b7C

On re: [redacted], Foreman at East Hump, Gary Works 100-204210

Possible Repatriate on exchange vessel 100-289980

b6
b7C

Negative fingerprint checks re: [redacted] requested by SAC - New Orleans 100-332867

Invoice of contents - Specimens 100-193693
Q9 thru Q12 consigned to SAC
Pittsburgh

Transmitted letter for photostatic 100-90858
copies of translation of a letter re:
activities of White Russians

SAC request for criminal 100-304596
record of [redacted] b6 b7C

additional information re: 100-106124
[redacted] finished
Justice Department

List of names and addresses of 100-332797
persons subscribing to Lenin
Home Library for $16.58 per set

15 sections of not-recorded 100-2089
releases of the Overseas News
agency dated 6/4/2 thru 11/4/4 -
no indexing

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
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Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Marshall

DATE: 3/20/73

FROM : P. F. O'Connell

SUBJECT: PROPOSED DESTRUCTION OF FILES IN THE 100 (INTERNAL SECURITY) AND 105 (INTERNAL SECURITY MATTERS) CLASSIFICATION CONTAINING VALUELESS FILE MATERIAL BY THE RECORDS DISPOSAL COMMITTEE FILES AND COMMUNICATIONS DIVISION

Bureau Records - General

The purpose of this memorandum is to recommend the destruction of files in the 100 (Internal Security) and 105 (Internal Security or Security Matters - Nationalistic Tendencies other than Domestic) Classifications containing record material which no longer possess sufficient historical, investigative, intelligence, and reference value to merit retention.

The Records Disposal Committee, Files and Communications Division, conducted a survey of our records holdings in the 100 and 105 Classifications which revealed that files over 25 years old occupy 585 six drawer cabinets (100's occupy 565 cabinets and 105's occupy 20 cabinets). A cross section analysis of these files revealed that cases occupying approximately 350 cabinets relate to alleged Espionage, Sedition, Sabatoge, Hatch Act, and Internal Security Violations as well as alleged subversive activity, subversive tendencies, sympathizers, members of subversive organizations, suspicious activities, recipient of funds from foreign sources and miscellaneous matters in which no violations are present and the allegations were unfounded.

Also numerous files in the 100 Classification were opened on outgoing letters to Field Offices based upon excerpts from other Bureau files pertaining to subscribers to the Daily Worker or publications of a similar nature and/or alleged membership in or affiliation with subversive organizations. No further correspondence appears in these files, therefore, all information will be available in the original Bureau case file after these are destroyed.

1 ENCLOSURE

66-3286-1126

1 - Intelligence Division

EX-109 REC-69

18 APR 20 1973

OTB:abs
(4)

XEROX
APR 20 1973

MAY 3 1973

CONTINUED - OVER

FIVE NAME CHECK

UNRECORDED COPY FILED IN

APR 4 4 02 PM 1973
FBI
U.S. DEPT. OF JUSTICE

APR 6 2 49 PM '73
FILES & COMM
U.S. DEPT OF JUSTICE

APR 6 5 53 AM '73
FBI-JUSTICE

APR 6 6 55 AM '73
REC'D E.S. MILLER
FBI-JUSTICE

APR 9 8 34 AM '73
RECEIVED
U.S. DEPT OF JUSTICE

APR 9 5 33 PM '73
RECEIVED
U.S. DEPT OF JUSTICE

APR 24 7 07 PM '73
RECEIVED
FILES & COMM
FBI

SENSTUDY 75

NOTATIONS HEREIN ACCOUNT FOR ACCESS AND/OR DELIVERY OF THIS DOCUMENT TO SENATE SELECT COMMITTEE (SSC) AND/OR HOUSE SELECT COMMITTEE (HSC) ON INTELLIGENCE ACTIVITIES.

IMPORTANT NOTE: FORM IN WHICH ACCESS AND/OR DELIVERY WAS MADE MAY BE DIFFERENT THAN AS REPRESENTED BY THIS DOCUMENT IN THAT CERTAIN EXCISIONS MAY HAVE BEEN MADE. FOR ACCESS/DELIVERY FORM, SEE BUFILE (S) 62-116395 (SSC), 62-116464 (HSC).

SSC 62-116395-583

ACC. _____ DATE _____

DEL. V DATE 8/11/75

MISC.: DOCUMENTS FURNISHED TO SSC RE MARTIN LUTHER KING, JR., WERE ALSO FURNISHED TO ESTATE OF KING THROUGH THE DEPT. AS INDICATED BELOW FOR INSTANT DOCUMENT, DATE DENOTING DELIVERY TO DEPT. SEE BUFILE 100-106670 FOR FORM IN WHICH REVISED

_____ TO DEPT.

HSC

ACC. _____ DATE _____

DEL. _____ DATE _____

ASSOCIATE DIRECTOR

ASSOCIATE DIRECTOR

RECEIVED
APR 9 11 27 AM '73

RECEIVED
APR 9 6 33 PM '73
FBI
U.S. DEPT OF JUSTICE

APR 9 1 32 PM 1973
FBI
U.S. DEPT OF JUSTICE

ADDENDUM INTELLIGENCE DIVISION 4/3/73 SFP:dkp dkp

Attached to this Addendum is a list furnished by the Files and Communications Division of the files being considered for destruction. A review was made of a random sampling of these files (those checked in red on the list; one of each general type; total of thirty files). The sample review bears out the conclusion of the Files and Communications Division that these files have no apparent historical, investigative, intelligence or reference value which would merit their retention. The Intelligence Division concurs in the recommendation of the Files and Communications Division that such files be destroyed after receipt of Archival authorization for such disposal, provided that each and every file to be destroyed is first individually reviewed by experienced Records Branch personnel to ensure they meet the destruction criteria and that their destruction will in no way adversely affect the Bureau's operations or its responsibilities in the name check or security field. It is recommended however, that General Investigative Division (Name Check Section) concurrence be also obtained.

Attachment

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 9
Page 75 ~ Referral/Direct
Page 97 ~ Referral/Consult
Page 98 ~ Referral/Consult
Page 99 ~ Referral/Consult
Page 100 ~ Referral/Consult
Page 211 ~ Referral/Direct
Page 212 ~ Referral/Direct
Page 213 ~ Referral/Direct
Page 214 ~ Referral/Direct

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 24

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4EW/MS

SAC, Albany April 23, 1973

PERSONAL ATTENTION

Acting Director, FBI

DESTRUCTION OF FIELD FILES AND RECORDS — GENERAL

There is an intensification program at FBIHQ to streamline and simplify the destruction of files and records in the field. As set forth in Buairtel to Albany, with copies to all offices, dated 3/19/73, subsequent to 7/1/74, the expense for space will be at a premium and a concentrated effort is being made to eliminate or reduce the need for additional space and filing equipment.

Consideration is being given to the following proposals relating to the field file destruction program:

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

MAILED 23
APR 24 1973
FBI

1. Noninvestigative files and material in all classifications if of no further value. SAC shall designate employees to be responsible for this program. Only exceptions to this rule are destruction of Number Three Registers, FD-256, and field offices who are authorized to destroy record check-type files at an earlier date.

2. Investigative files in all classifications where results of the investigations were negative or of absolutely no continuing value. Special Agent Supervisor will authorize destruction.

REC-4 66-3286-1127

B. Files and records to be destroyed when five years old on an annual or other staggered basis: EX-103

23 APR 25 1973

1. Investigative files of no further value relating to all classifications in auxiliary offices. Special Agent Supervisor will authorize destruction of files.

Mr. Felt
Mr. Baker
Mr. Callahan
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Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Ms. Neenan

2 - All Offices (SAC, Personal Attention)
1 - Mr. Baker
1 - Mr. Callahan
1 - Mr. Cleveland
1 - Mr. Gebhardt
1 - Mr. Marshall
1 - Mr. E.S. Miller
1 - Mr. Jenkins
1 - Mr. Walters
1 - Mr. Gregory
1 - Mr. G. S. McMichael
1 - Mr. Mintz
1 - Mr. J. E. Reilly
TAK:wss
(16)

MAIL ROOM TELETYPE UNIT

C. Files and records to be destroyed when ten years old on annual or other staggered basis:

1. Investigative files in office of origin relating to all classifications of no further value. Special Agent Supervisor will authorize destruction of files.

D. To provide for a uniform and efficient file destruction, the original assignment cards will be used to schedule the destruction under the proposed programs. If this proposal is approved, the original assignment cards would, of course, not be destroyed as under present rules and regulations after cases are closed.

As indicated above, Supervisory Special Agents will authorize the destruction of investigative files. This rule is intended to eliminate the need for the Chief Clerk's Office to be responsible for authorizing the destruction of any investigative files. Clerical employees neither have the experience nor training to be in the position to determine whether or not investigative files are of a continuing value to a field office.

You are requested to submit observations concerning the above proposals as well as any comments as to the disposition of material listed below, after the respective files have been destroyed.

1 - Index cards
2 - Stop outstanding
3 - Zero files
4 - Evidentiary material

You should approximate the volume of space and equipment that would be reclaimed if the proposed file destruction rules are favorably considered.

In addition to these points, the Bureau is interested in any other observations which may relate to the streamlining of field paperwork.

Submit your replies to the Bureau, attention Administrative Division, by 6/4/73.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. J. E. Reilly

DATE: April 20, 1973

FROM : Thomas A. Keane

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

The purpose of this memorandum is to propose that current field office retention periods be shortened, and that the overall field file destruction program be streamlined and simplified. There are presently twenty-five individual rules relating to the destruction of investigative and noninvestigative field files. In addition, there are numerous other rules concerning the destruction of specified material, serials, and copies of serials. It would seem that a concentrated effort by both field and Headquarters personnel would provide for an efficient streamlined destruction program that not only would further close the gap between the creation of new paperwork and the destruction of obsolete material thereby effecting substantial savings in space and equipment, but also allowing for the retention of material of a continuing value to our field administrative and investigative operations.

In view of the substantial increase in the cost of Bureau space as set forth under Public Law 92-313, Public Buildings Amendment of 1972, it would seem that all possible solutions should be explored regarding the physical destruction of material to reclaim needed space and equipment prior to considering mechanical or electronic systems for the storage of field material. In the past, there have been frequent suggestions to microfilm closed field files to conserve space and equipment, which would result in a very expensive initial cost factor, and would restrict access to urgently needed material.

For the purposes of uniformity, streamlining, and to provide for a more manageable destruction program, the following proposals are being submitted for observations and evaluation by field and Headquarters personnel:

Enclosure
1 - Mr. Baker (Enclosure)
1 - Mr. Callahan (Enclosure)
1 - Mr. Cleveland (Enclosure)
1 - Mr. Gebhardt (Enclosure)
1 - Mr. Marshall (Enclosure)
1 - Mr. E. S. Miller (Enclosure)
1 - Mr. Jenkins (Enclosure)
1 - Mr. Walters (Enclosure)
1 - Mr. Gregory (Enclosure)
1 - Mr. G. S. McMichael (Enclosure)
1 - Mr. Mintz (Enclosure)
1 - Mr. J. E. Reilly (Enclosure)
TAK:wss (13)

EX-111

(CONTINUED - OVER)

REC-67 66-3296-1128

16 MAY 1 1973

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 EHW/sbb

5 MAY 8 1973

THREE

Memorandum T. A. Keane to J. E. Reilly
Re: Destruction of Field Files and Records

A. Files and records to be destroyed on a 90-day basis

1. Register Number 3 - FD-256 (no change in present rules; due to space required to maintain these registers, it would seem logical to destroy as soon as possible).

B. Files and records to be destroyed within 60, 90, and 120 days with Bureau approval

1. Investigative leads to auxiliary offices requesting record checks when results are of no further value (no change in current rules).

C. Files and records to be destroyed when one year old on annual or other staggered basis if preferred

1. Noninvestigative files and material of no continuing value. SAC, shall designate employee(s) to handle destruction program. (At present there are sixty - seventy different types of files and material that may be destroyed if one year old or less than one year old. The majority of this material occupies too little space to justify the many schedules presently required for destruction purposes. There would be an appreciable saving in manpower if this material was destroyed annually with the same realization of space.)

2. Investigative files in all classifications where the results of investigations were negative or the file contained nebulous material which was absolutely of no value to the field office. The Special Agent Supervisor is responsible for authorizing the destruction of this material. (For example, a field office could have one lead in an investigation to interview a relative, and the investigation revealed that the relative moved to another area outside the lead office's territory. In the majority of cases, this material would be of no value to the auxiliary office, but under current destruction rules, this material is retained for five, ten, or twenty years depending upon the investigation category involved.)

D. Files and records to be destroyed when five years old on annual or other staggered basis if preferred

1. Investigative files in auxiliary offices in all classifications after files have been reviewed and determined to be of no value to the auxiliary offices. (Investigative files in auxiliary offices are currently being destroyed when five, ten, or twenty years old depending upon the classification involved.)

E. Files and records to be destroyed when ten years old on an annual or other staggered basis

1. Investigative files in offices of origin in all classifications after file reviews have determined that the material is of no further value to the office of origin. (Current rules provide for the destruction of the majority of this material when twenty years old. Unknown subject files in certain criminal classifications can be destroyed when five years old.)

F. To provide for a uniform and efficient destruction program, that the original assignment card be used to schedule the file destruction under the proposed one, five and ten year rules. Considering the fact that the original assignment cards are color-coded to determine offices of origin and auxiliary offices, it is believed that this will further facilitate the scheduling of files for destruction. If an investigative matter is reopened, the latest original assignment card will govern the destruction rule. (At present, original assignment cards on closed and RUC cases are retained for one year and then destroyed.)

The above proposals do not make it mandatory to destroy files or records that are of a continuing value to the office. Investigative files will only be destroyed upon authorization of SAC, ASAC or Special Agent Supervisor. If there is any doubt, files should be retained or the Bureau consulted.

Memorandum T. A. Keane to J. E. Reilly
Re: Destruction of Field Files and Records

Files and records which are currently destroyed when they have served the purpose for which prepared, such as channelizing memoranda, etc., would continue to be destroyed in a like manner. No provisions are being made for changing the rule relating to the destruction of double zero files. Double zero files are retained indefinitely and occupy only a minimum volume of space. Due to the value of this material for reference and research purposes, it is believed this material should be retained as provided for under existing regulations.

It can be observed from the above proposals that no provisions have been made for the destruction or handling of index cards, zero files, stop cards, or evidentiary material, including original FD-302s. It would seem that the most workable solution relating to the destruction of this material can only be solved by consulting Headquarters and field supervisory personnel.

With the above proposals in mind, together with any other suggestions relating to the streamlining of field paperwork, it would appear that much can be accomplished with a concentrated effort by Headquarters and field personnel.

RECOMMENDATIONS:

1. That the substantive desks at FBIHQ furnish comments relating to respective investigative classifications in connection with outlined proposals, in addition to other comments, objections or suggestions.

2. That the attached letter be sentto SAC, Albany and All Offices soliciting observations from the field.

Assistant Attorney General
Office of Legal Counsel

May 7, 1973

Acting Director, FBI

REC-83 66-3286-1130

DESTRUCTION OF FBI FILES KEPT ON MEMBERS OF CONGRESS AND OTHER PUBLIC OFFICIALS

Reference is made to your memorandum dated May 1, 1973.

Your proposed draft response has been reviewed and it is agreed that the material involved falls in the category of "records" and that it would be necessary to secure the approval of the Archivist of the United States for its destruction.

In requesting such authority, this Bureau utilizes SF-115, Request for Authority to Dispose of Records, on which the records to be destroyed are described. This form is forwarded to the Office of the Assistant Attorney General for Administration with a request that it be forwarded to the National Archives and Records Service, General Services Administration.

1 - Mr. Bowers (sent direct)
1 - Mr. Mintz (sent direct)

PFO:jtw
(7)

1 — XEROX
MAY 18 1973

MAILED 4
MAY 7 - 1973
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8.18.81 BY 6383 VRI/AG

NOTE: In approximately 1954, the Bureau initiated a practice of obtaining public source information about nonincumbent candidates for the Offices of United States Senator, United States Representative and later for Governor. Field Offices informally furnished information that might be found in a local newspaper, any [redacted] knowledge current in the community or personal information possessed by personnel of the office. This information was submitted by routing slip. This information was incorporated into a memorandum with any other information in Bureau files at FBIHQ. The information furnished by routing slips was destroyed after the memorandum was prepared. The Attorney General was requested by memorandum 11-13-72, to advise whether archival authority would be necessary to destroy these summary memoranda. By memorandum 11-21-72, the Deputy Attorney General advised that archival authority would be required. (66-3286-1118, 1121) Former Acting Director Gray noted "I will take the position that summary memoranda are a part of FBI official files; will not be disclosed to unauthorized persons; and permission will be requested from Archives to destroy. G. 1/2 ; 9:13 P.M." No action will be initiated to destroy this material unless instructions are received from the Department.

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

DO-8

Office of the Acting Director
Federal Bureau of Investigation

11, 1973

___ Mr. Felt	___ Mr. Armstrong
___ Mr. Baker	___ Mr. Bowers
___ Mr. Callahan	___ Maj. Fryer
___ Mr. Cleveland	___ Mr. Hauer
___ Mr. Conrad	___ Mr. Heim
___ Mr. Gebhardt	___ Mr. Herington
___ Mr. Jenkins	___ Ms. Herwig
___ Mr. Marshall	___ Mr. Kinley
___ Mr. Miller, E.S.	___ Mr. Mintz
___ Mr. Purvis	___ Mrs. Néenan
___ Mr. Soyars	___ Miss Tschudy
___ Mr. Walters	

✓ Mr. Boone

Room ___

___ Mrs. Cavacini	___ Mail Room
___ Miss McCord	___ Reading Room
___ Mrs. Metcalf	___ Records Branch
___ Miss Mooney	___ Call Me
___ Reception Room	___ See Me
___ Telephone Room	___ Please Type
	___ Please Xerox ___ copy(ies)

___ For Your Information
___ Note and Return
___ Please Handle
___ Please Initial
___ Expedite Processing - Route
___ Place on record and return to Room 5631
___ Pull, mail, and return yellow copy

FILED IN UNCLASSIFIED
DATE 8-28-80 BY SP4 ELW/rlc

The attached draft letter to Sen. Hart reflects the information furnished to OLC.

b6
b7C

Return to 5302

Searching
Main Card Typing
Numbering
Recording
Examining

May 4, 1973

PERSONAL

66-3286-

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/rtc

Dear Mr. [redacted]

The suggestion submitted by you has been received that the practice of filing a particular type of mail be discontinued when certain circumstances exist. I am pleased to advise you this proposal is being adopted and steps will be taken to place it into effect.

Your continued interest in seeking ways to improve our operations is indeed appreciated.

Sincerely yours,

William D. Ruckelshaus

MAILED 4
MAY 4 - 1973
FBI

William D. Ruckelshaus
Acting Director

Placed into effect in Correspondence Section, Crime Records Div. 5/10/73 mw

ORIGINAL FILED IN 66-3665-4668

1 - Mr. Marshall
1 - Personnel file of SA [redacted]
ML:rrs
(5)

b6
b7C

(Suggestion 787-73 dated 4/30/73)

NOTE: Suggests discontinuing practice of filing "mental" mail for sole reason that individual's address has changed, when a card is available in file and evidence of a person's instability is on record in file. Suggests instead, a notation be made on reverse side of existing mental card to the effect that on a certain date a letter was received from correspondent indicating a change of address. The change can then be made on face of card as is now done and mail can be destroyed, as is now done, if it contains no threats or anything of pertinence. The mental card indices

CONTINUED - OVER

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herrington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

MAIL ROOM ☑ TELETYPE UNIT ☐

54 MAY 21 1973

Mr. [redacted] b6 b7C

NOTE (Continued)

are maintained in Correspondence Section, Files and Communications Division

Files and Communications Division advised the idea has merit and will result in some savings of employee time and space and recommended adoption. Since this matter lies entirely within the work of the Files and Communications Division, Administrative Division has no objection to approval of the proposal. On approval, this letter will serve as authority for the Files and Communications Division to take action necessary to implement this idea.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#MM-73

b6
b7C

Date
4-30-73

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	Files and Communications

SUGGESTION

That we discontinue the practice of filing mental mail for the sole reason that the individual's address has changed, when a card is available in file and evidence of a person's instability is on record in the file. It is suggested that instead, a notation be made on the reverse side of the existing mental card to the effect that on a certain date a letter was received from correspondent indicating a change of address. The change can then be made on the face of the card as is now done and the mail can be destroyed, as is now done, if it contains no threats or anything of pertinence. The mental card indices are maintained in the Correspondence Section, Files and Communications Division.

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as facts) Currently, the mental mail is sent to file as evidence that an individual's address has changed and the new address is noted on the face of the mental indices card. No manual change indicated.

Advantages of suggestion and annual savings (include basis for estimate)

The mental mail indicating the change of address for a correspondent will not be filed. This would result in a saving of time in filing procedures and also in space. Inasmuch as the clerks in the Correspondence Section of the Files and Communications Division must change the address on the face of the existing card, very little additional effort is expended in noting on the reverse side that the change occurred in a letter received on or dated a certain date. It is noted that in the majority of cases a piece of mental mail carrying a change of address is quite bulky and, therefore, space consuming. We receive an average of three to four changes of address on mental cards per week.

Disadvantages of suggestion

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/sac

b6
b7C

(The use by the United States of my suggestion shall not form the basis of [illegible] claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] SA

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion has merit. Will result in some savings of employee time and space and I recommend adoption.

JWM:bpr (6)

John W. Marshall, Asst. Dir.
Signature and Title

(Do not write in this space - for Bureau use only)

66-3486-

NOT RECORDED
191 MAY 16 1973

MAY 16 1973

Letter of appreciation 5/14/73

THREE

ORIGINAL FILED IN 66-3486-96

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTENTION: ADMINISTRATIVE DIVISION

DATE: 5/4/73

FROM : SAC, ANCHORAGE (66-249)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS-General

ReBulet to Albany 4/23/73.

Anchorage concurrs with the field file destruction proposals set out in A through D of relet.

Anchorage also recommends the following:

1. That index cards on destroyed investigative files be destroyed after they are 20 years old.

2. That outstanding stops be cancelled when the file warrants destruction.

3. That zero files and index cards be destroyed after five years.

4. That evidentiary material be sent to 00 by auxiliary office at time auxiliary office destroys file and by 00 when file warrants destruction.

Approximately ten five-drawer legal-sized cabinets and 75 cubic feet of space would be saved if the above destruction rules are favorably considered.

It is recommended that the Bureau consider printing communications on both sides of the paper except in the case of original 302s. Xerox model 4000 is capable of conveniently printing on both sides. Printing on both sides of paper could cut down volume of files by 25 to 40%.

(2) - Bureau
1 - Anchorage
DCL:rmm
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY

REC-46 66-3286-1129

EX-103

12 MAY 9 1973

THREE

cc returned to
D. Kean

5/9/73

MAY

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Marshall

DATE: 4/26/73

FROM : P. F. O'Connell

SUBJECT: ARCHIVAL AUTHORITY FOR DESTRUCTION OF BUREAU RECORDS (66-19087)

Destruction of Bureau Property - gen.

Authority to destroy various material in our files has been approved by following memoranda:

My memorandum to Mr. Marshall 3/13/73 approved destruction of certain record material without impairing or adversely affecting the operation of the Laboratory Division of the Bureau. This material concerned the destruction of files in the 95 Classification (Laboratory cases other than Bureau) more than 15 years old.

My memorandum to Mr. Marshall dated 3/27/73 approved the destruction of files in the 100 - 105 Classifications containing material which no longer possesses sufficient historical, investigative, intelligence and reference value to merit retention. This material is in files more than 25 years old and relates principally to cases involving espionage, sedition, sabotage, Hatch Act and Internal Security violations as well as alleged subversive activities, subversive tendencies, sympathizers and miscellaneous matters in which no violations are present and allegations were unfounded.

Existing legislation covering destruction of record material requires that we secure Archival authority to destroy material.

Attached is memorandum to the Department enclosing Standard Form 115 containing our request for authority to destroy this material. Department will forward this request to National Archives and Records Service, General Services Administration, for appropriate action.

Enclosure 4-27-73

JJPB:abs
(3)

66-19087-51

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4KLW/pte

66-3286

NOT RECORDED
178 MAY 7 1973

23 MAY 2 1973

57 MAY 11 1973

CONTINUED - OVER

ORIGINAL FILED IN

Memorandum P. F. O'Connell to Mr. Marshall
Re: ARCHIVAL AUTHORITY FOR DESTRUCTION OF BUREAU RECORDS
(66-19087)

RECOMMENDATION:

That the attached memorandum to Department be approved.

66-3286-1131

CHANGED TO

66-19087-52

JUN 29 1973

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/rtc

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTENTION: ADMINISTRATIVE DIVISION

DATE: 5/25/73

FROM : SAC, SALT LAKE CITY

SUBJECT: DESTRUCTION OF Bureau Records - General FIELD FILES AND RECORDS

ReBulet 4/23/73. 66-3286

With regard to proposals A, B, C and D, it is believed that the proposals should be adopted with the exception that the SAC be allowed to designate a relief supervisor on his and the ASAC's desks who will be the one to authorize the destruction. It is pointed out that in a two-desk office such as Salt Lake City, administrative needs, public appearance requirements and over-all supervision are such that this added responsibility would not be practical. It is further pointed out that since the SAC and ASAC are subject to transfer, they are less knowledgeable concerning the old investigations when compared with some of the older Agent personnel.

Insofar as Items 1 through 4 are concerned, it is believed that index cards should be automatically destroyed on a twenty-year basis by the Chief Clerk's Office; that stops outstanding should be forwarded to the supervisory or relief supervisory Agent for his consideration on a ten-year basis; that zero files be automatically destroyed by the CCO on a five-year basis; and evidentiary material forwarded to the supervisory or relief supervisory Agent for his consideration on a twenty-year basis.

REC-96 66-3286-1132

With regard to the space saved if proposals A through D were adopted, it is estimated that 100 cubic feet annually would be saved, or in other words that present annual savings of 406 cubic feet would increase to 506 cubic feet with adoption of the new proposals.

10 JUN 1 1973

(2) Bureau
1 - Salt Lake City
BLH:FR
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 FLW/rte

FBI

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-106-02

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 5/24/73

ATTENTION: Administrative Division

FROM : SAC, WFO (66-4127)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 FLW/ksc

Reference Bureau letter April 23, 1973.

The following observations are submitted in response to proposals set out in referenced letter:

A. Items 1 and 2 should be adopted.

B. It is felt that investigative files such as described in relet could be destroyed after one year rather than the proposed five years. In those instances wherein such files are destroyed after one year, a notation to that effect could be placed on the index card; and in the event information concerning that particular file is needed at a later date (up to 10 years), such information could be readily obtained from the office of origin.

C. This proposal should be adopted.

The files destroyed under above proposals can be accounted for by maintaining a list of file numbers at the beginning of each classification in the Closed File Section.

D. The original assignment card could very well serve as a tickler for file destruction after a case has been placed in a closed or RUC status. However, cases are frequently reopened for additional investigation. There might be an instance wherein a case is scheduled for destruction under Proposal A 2 and the case is reopened at a later date, at which time substantial information is developed which would indicate the desirability of retaining the file for a longer period of time. It would be necessary to apply safeguards to insure that the file is not destroyed at the end of one year as originally scheduled. For instance, each time a file is reopened, it may be necessary to purge the previous "original" assignment card.

To insure that a proper notation is placed on all closed or RUC communications, consideration should be given to having the stenographer typing all such communications stamp the file copy "File to be destroyed _____."
(Date)

66-3286-

NOT RECORDED
10 JUN 11 1973

2 - Bureau
2 - WFO
(1 - 66-2180)
BDW:ctw
(4)

64 JUN 12 1973

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

Index cards in all classifications can be purged when 12 years old by comparing the cards with the destruction lists maintained at the beginning of each classification and the remaining closed files.

Files should not be destroyed in instances where stops are outstanding.

It is felt that Zero files could be purged on an annual basis. This could be accomplished subsequent to the annual field office Inspection. Index cards relating to the Zero files could be destroyed at the same time.

Evidentiary material should be retained by the office having possession and destroyed or otherwise disposed of when the case file is destroyed.

It is anticipated that approximately 4,000 cubic feet of space and 2,000 file drawers would be saved in the Washington Field Office through implementation of this file destruction program.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 5/24/73

FROM : SAC, NEWARK (66-1711A)

ATTENTION: ADMINISTRATIVE DIVISION

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen.

REBULET to Albany 4/23/73.

Observations have been made this division concerning proposals relating to the field files destruction program, and it has been concluded that the current destruction policy be maintained. It is to be noted, however, that future destruction will be authorized by Supervisory Special Agents.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4 ELW/ptc

2-Bureau
1-Newark
JWL:MAW
(3)

66-3286-

NOT RECORDED
10 JUN 6 1973

55 JUN 7 1973

Form DJ-150
(Ed. 4-26-65)

UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF JUSTICE

TO : Mr. Paul F. O'Connell, Jr.
Files and Communications Division
Federal Bureau of Investigation

DATE: May 16, 1973

FROM : Harry Kulick, Director
Office of Records Operations
and Management

SUBJECT: Disposal Schedules for Records of your Bureau
Destruction of Bureau Property

This refers to your memorandum dated April 27, 1973, whereby you submitted a disposal schedule describing certain records that your Bureau desires to destroy.

The Archivist of the United States has approved the disposal of these records in accordance with the provisions of Public Law 91-287. The approved disposal schedule is enclosed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4 EHW/ste

66-1981-99

ORIGINAL FILED IN

8 MAY 23 1973

66-3286-

NOT RECORDED
87 MAY 25 1973

RECORDS

FBI 2 ENCLOSURE

8 MAY 30 1973

JUN 29 1973

Return to 5302 NO. 10 5010-106 NO. 27

UNITED STATES GOVERNMENT

Memorandum

Numbering ____ ____

Recording ____ ____

Examining ____

Mr. Cleveland ____
Mr. Conrad ____
Mr. Gebhardt ____
Mr. Jenkins ____
Mr. Marshall ____
Mr. Miller, E.S. ____
Mr. Soyars ____
Mr. Thompson ____
Mr. Walters ____
Tele. Room ____
Mr. Kinley ____
Mr. Armstrong ____
Mr. Bowers ____
Mr. Herington ____
Ms. Herwig ____
Mr. Mintz ____
Mrs. Neenan ____

TO : Mr. Felt

DATE: 5/7./73

FROM : N. P. Callahan

b6
b7C

SUBJECT: PAPERWORK MANAGEMENT
SUGGESTION 758-73 SUBMITTED BY
MISS [redacted] TAMPA OFFICE

re Destruction of Bureau Records General

SUGGESTION: (1) Suggests that informant files, classifications 134, 137 and 170 closed over five years be destroyed, with the exception of Forms FD-221a (Request for Funds for Payment to Informant), FD-302 (Form for Reporting Information That May Become Testimony), progress letters, justification letters and any other evidentiary material.

(2) Permit auxiliary offices to destroy informant files when sixty days old.

(3) Destroy files opened on potential informants, who due to lack of information have never become an informant, after six months old. The index cards for all three categories would be retained for twenty years.

CURRENT PRACTICE: Suggester states there are no specific rules regarding the destruction of informant files but the general rule for destruction of file is when they are twenty years old.

ADVANTAGES: The destruction of these files would save space and eliminate the cost of more file cabinets.

66-3286—

OBSERVATIONS: SAC Santoiana, Tampa, advised paper management is becoming a problem in field offices. Some means must be devised to save costly space which is being used for storage of dead files. He believes the idea is worthwhile and recommended serious consideration be given to it.

Files and Communications Division gave the following comments with respect to each item above: (1) It would appear the information contained in the informant's file should be available for the same period as an investigative file is retained which contains information furnished by him. As this is usually twenty years, the informant's file should be retained for same period. (2) As the file in the office of origin (OO) would contain

Enclosure Sent 5-9-73
MJ ML:rrs
(2)

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Memorandum N. P. Callahan to Mr. Felt
Re: Paperwork Management
Suggestion 758-73 Submitted By
Miss [redacted] Tampa Office

original of documents prepared by auxiliary offices along with copies of leads for auxiliary offices, there would appear to be no need for an auxiliary office to indefinitely retain its copies. (3) Same comments apply as set forth in Item (1), as a potential informant could have furnished information which is being retained in an investigative file. There would appear to be no advantage to retaining index cards if files are destroyed.

Intelligence Division opposed adoption noting there is no particular reason why these files should be made an exception to the general rules governing the destruction of files. The amount of space saved would not be commensurate with the time necessary to carry out the idea. This Division advised that a field-wide survey is currently underwa regarding the overall problem of destruction of field office files.

Special Investigative Division stated the first item does not take into consid eration the statute of limitations regarding the destruction of informant files as to a crimi nal matter nor does it take into consideration any appeals made by a convicted felon where sometime in the past an informant has furnished information as to this individual, which information might be necessary for an "in camera" or other type of inspection due to the felon's appeal. This suggestion would also destroy consolidation memoranda which wou be contained in these files. This Division did not agree with the idea in that it would des worthwhile information, thereby causing unnecessary research of cases wherein inform has been mentioned in the past plus it would also destroy the identity of the cases where informant furnished competent information of value to these cases. The second item has merit and should be considered for approval as these files serve no useful purpose for the auxiliary office. The third item should not be approved due to views set forth above regar ing first idea. These views are also true in connection with the Top Echelon Criminal Informant Program.

As noted by the Intelligence Division a field survey is being made at this time regarding the overall problem of destruction of field office files. Conceivably, the subject matter involved in this proposal will be included in the recommendations received from field offices; therefore, Administrative Division believes the idea should not be adopted at this time. If this should occur, further action will be taken with respect to the suggester.

RECOMMENDATION: That the suggestion not be adopted at this time and the attached letter be forwarded to the suggester advising her of this fact.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
(ATTN: ADMINISTRATIVE DIVISION)

DATE: 5/31/73

FROM: SAC, BUFFALO (66-1209)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
BUDED 6/4/73

Bureau Records - Gen.

ReBulet, 4/23/73.

Buffalo has carefully reviewed the proposals relating to the Field File Destruction Program and the following observations are set forth with respect to the specific proposals listed in referenced letter.

PROPOSAL

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

1. Noninvestigative files and material in all classifications if of no further value. SAC shall designate employees to be responsible for this program. Only exceptions to this rule are destruction of Number Three Registers, FD-256, and field offices who are authorized to destroy record check-type files at an earlier date.

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Observations

The advantage of adopting this proposal would be to simplify the administration of the Destruction Program since under current regulations certain noninvestigative files are to be destroyed depending on the nature of the files on a monthly, 60 day, 90 day, six month, one year, two year, or three year basis, or after they have served their purpose. In addition, other noninvestigative files such as double zero files on current classifications are to be retained indefinitely.

REC-96 66-3286-113

(2) - Bureau
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PLM:dbl
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CC referral to Insp. Shur, Rm 4321 APO

5 JUN 4 1973

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5010-108-02

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Adoption of this proposal could have the effect of promoting efficiency and eliminating confusion, resulting from the many exceptions in the guidelines for destruction of files. It would also permit destruction of material in certain control files in investigative classifications after one year, which would otherwise remain in these files until normal destruction in a particular investigative classification.

However, if the proposal were adopted as stated it would mean many volumnious records which heretofore are destroyed at specific periods of less than one year would then have to be retained for at least one year. Examples of records destroyed in less than a year's time are: FBI Calendar of Major Events (currently destroyed after 90 days); transmittal letter of checks and bonds (destroyed after 60 days); carbon copies of NCIC Terminal printouts (destroyed monthly); and Field Stenographers and Typists Daily Reports (destroyed after serving purpose).

Additionally, under the current Destruction Program certain administrative-type files are to be destroyed on an annual basis when three years old. Other files are scheduled for destruction after two years. It is noted the double zero files would fall into the noninvestigative files for destruction when one year old, according to the above proposal, and these double zero files, as well as other files and records which are most valuable in the administration of a field office, would no longer be available for use if destroyed on an annual basis under this proposal. In this regard such files as Accomplishments, Monthly Administrative Reports, Office Personnel file, SAC Letters and SAC Memoranda file, as well as the double zero files, are of value for periods in excess of one year.

It is recognized the key phrase in this proposal appears to be "If of no further value" which ostensibly would permit the field to decide which of the foregoing files can be or should be retained more than one year. This in effect could create a number of exceptions to the rule and obviate the purpose of the proposal, i.e., the simplification of the destruction of files and records program.

Based on the above, it would appear the disadvantages to adopting the proposal far out weigh any advantages to be gained by its adoption and therefore Buffalo recommends against adopting this proposal.

2. Investigative files in all classifications where results of the investigations were negative or of absolutely no continuing value. Special Agent Supervisor will authorize destruction.

Observations

In order to implement this proposal all investigative files closed more than one year would have to be reviewed by Special Agent Supervisor and undoubtedly a number of such files reviewed under this proposal would meet the criteria. Without conducting such a review it is difficult to estimate the number of such files qualifying for destruction under the proposal and perhaps there would be more qualifying files in some classifications than there are in others. However, in view of the objective of economy of space and filing equipment, it is felt a sufficient number of files susceptible to destruction under the above criteria would dictate toward the adoption of this proposal.

B. Files and records to be destroyed when five years old on an annual or other staggered basis:

1. Investigative files of no further value relating to all classifications in auxiliary offices. Special Agent Supervisor will authorize destruction of files.

Observations

Since the Office of Origin would still be in possession of pertinent data regarding investigative files in the above category and since most of such files in auxiliary offices closed five years or more would not require additional investigation after that lapse of time, it is felt adoption of this

proposal would result in a substantial volume of destruction and it is recommended this proposal be adopted. It would be incumbent upon the Office of Origin to furnish background information previously developed during investigation to auxiliary offices in those instances where cases in the above category were reopened.

C. Files and records to be destroyed when ten years old on annual or other staggered basis:

1. Investigative files in office of origin relating to all classifications of no further value. Special Agent Supervisor will authorize destruction of files.

Observations

Adoption of this proposal would likewise result in a substantial savings of space and it is felt a ten year lapse of time is adequate for most Office of Origin investigative files. It is recognized, however, in certain classifications, specifically in the security field, pertinent data could be destroyed by the field which can have a significant bearing in current investigations, such as Security of Government Employees matters. It is presumed in these instances the Bureau would be in possession of such data and files at FBIHQ would be retained longer than the ten year period. It is recommended that this proposal be adopted.

D. To provide for a uniform and efficient file destruction, the original assignment cards will be used to schedule the destruction under the proposed programs. If this proposal is approved, the original assignment cards would, of course, not be destroyed as under present rules and regulations after cases are closed.

Observations

It is felt adoption of this proposal would represent the most efficient means by which those files falling in the schedules for destruction could be identified and retrieved.

Additional observations are set forth below as to the disposition of the material specified following destruction of respective files:

1. Index cards

a. Destroy following destruction of noninvestigative files and investigative files in which results are negative.

b. Retain index cards for ten years after destruction of auxiliary office files five years old, since the index card would flag the fact that investigation had been previously conducted and file cover of destroyed file would indicate identity of the Office of Origin.

c. Destroy the index cards following destruction of Office of Origin cases when ten years old, since the index card would have no value.

2. Stop outstanding

a. Disposition not applicable in noninvestigative files and those investigative files where results of investigation were negative.

b. Stop cards on case files destroyed by auxiliary offices when five years old are maintained by the Office of Origin; however, it is felt correspondence relating to the stop notice and maintained in the auxiliary office should be retained so that any stops can be effectively removed when so instructed by the Office of Origin.

c. Remove or cancel stop with the destruction of file under the ten year destruction program.

3. Zero files

Destroy those serials in the zero file when they are ten years old.

4. Evidentiary material

a. This would not be applicable in noninvestigative files and files destroyed when results of investigation negative.

b. Retain any FD-302s, signed statements and other evidentiary material in auxiliary office on those files destroyed after five years.

c. Destroy FD-302s, signed statements and return or destroy other evidentiary material when case file is destroyed under ten year destruction program.

If the proposed destruction rules are approved the Buffalo Office estimates it currently has approximately 816 cubic feet of material to be destroyed. It is noted, however, about 400 cubic feet of this material is programmed for review and destruction under current destruction procedures.

It is also noted implementation of the proposed destruction rules would place an additional heavy burden on the Chief Clerk's Office and because destruction would have to be authorized by a Special Agent Supervisor, a heavy burden would also be placed on the supervisory staff. It is estimated this proposed program would require the full time equivalent of two clerks and one Agent Supervisor to effectively handle the destruction on a timely basis.

While the Buffalo Office is alert to suggesting streamline procedures, this office currently has no additional observations relating to the streamlining of field paperwork other than those previously submitted under the Suggestion Program.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTN: ADMINISTRATIVE DIVISION

DATE: 5/30/73

FROM : SAC, JACKSONVILLE (66-4)

SUBJECT: DESTRUCTION OF Bureau Records - Gen.
FIELD FILES AND RECORDS

1WS

ReBuLet to Albany 4/23/73, captioned as above.

The proposals set forth in referenced letter have been carefully considered and evaluated by the supervisory staff of this Division and the following comments concerning each proposal are submitted:

A.

1. Noninvestigative matters and material in all classifications if of no further value should be destroyed by an employee designated by the SAC when one year old on an annual basis. This would simplify the destruction rules regarding this type of record and would make for a more uniform destruction program.

2. Although results of any investigation may be negative, the value of the information gathered during the investigation cannot be determined to be of "absolutely no continuing value" as we have no way of knowing what may occur in the future. Consequently, it is not recommended that investigative files in all classifications be destroyed when one year old if results of investigations are negative.

B.

1. It would appear logical and practical that files and records of no anticipated further value relating to all classifications in auxiliary offices be destroyed under Special Agent Supervisory authority when 5 years old on an annual basis. However, it is recommended a record disclosing the caption of each file destroyed, the office of origin, and the office of origin file number be maintained. Original FD 302's, signed statements, and evidential material should also be maintained.

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5010-108-02

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C.

1. There is no concrete way to determine when an investigative file in office of origin has no further value. It is not recommended that investigative files in office of origin relating to all classifications be destroyed when 10 years old, primarily because we do not know if the file has further value and our experience with recidivists would indicate they should not be destroyed when 10 years old.

D. This proposal appears to provide an adequate control system for destruction of records and if the proposals set forth in referenced letter are adopted its adoption would be recommended.

It is the recommendation of this Office that indices cards be maintained for 20 years and destroyed when encountered after the file is destroyed. Files should not be destroyed in any case when there are stops outstanding. Zero files should be maintained for at least 10 years and evidentiary material should be maintained for 20 years or until it can reasonably be shown to have no continued value.

It is estimated that if the proposals set forth in referenced letter are adopted approximately 300 linear feet of space will be saved in our closed files. No equipment will be saved as we utilize open shelf filing.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

TO : Mr. Cleveland

DATE: May 29, 1973

FROM : L. H. Martin

Bureau Records - General

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

The Special Investigative Division has no objection to the referenced proposal contained in the memorandum of Thomas A. Keane to Mr. J. E. Reilly dated April 20, 1973, regarding the destroying of field files and records, except as mentioned hereinafter.

It is recommended that field files not be destroyed in the Presidential Inquiry, 161, and Departmental Applicant (professional), 77 classifications. These investigations are constantly being brought up to date for one reason or another in cases involving White House staff personnel as well as presidential appointees. Experience over the years has shown in these classifications that a select group of men handled various executive positions throughout the Government; consequently, many of these top-level individuals are the subject of investigations time and again. In the case of White House staff personnel, we automatically bring investigations up to date every three years at the request of The White House.

It is further pointed out that in the aforementioned classifications deadlines are so short that there is not sufficient time to reproduce the results of a previous investigation or investigations and forward them to the various field offices. Further, it is not believed there are a sufficient number of these cases volume-wise to cause any problem for field retention of these files. Since time is of the essence in these investigations, it is strongly recommended that 161 and 77 (professional) files not be destroyed as set forth in the reference memorandum.

1 - Mr. Cleveland
1 - Mr. Callahan
1 - Mr. Jenkins
1 - Mr. Engelstad
1 - Mr. Keith
1 - Mr. Martin
1 - Mr. J. E. Reilly

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MEMORANDUM TO MR. CLEVELAND
RE: DESTRUCTION OF FIELD FILES AND RECORDS

It is understood that the destruction of field files is accomplished on the basis that central files are maintained at FBI Headquarters. In several of the fugitive categories such as the 42 and 88 classifications, reports no longer are sent to the Bureau in routine cases. Before the proposed provision for destroying field files after ten years is approved, it is suggested that Records Branch make a determination that the nature of central files maintained in these classifications is sufficiently complete to permit destruction of field files.

It is noted the recommendations for destruction provide that this will be done only upon authorization of Special Agents in Charge, Assistant Special Agents in Charge, or Special Agent Supervisors. This would appear to place an undue burden on the supervisory staff of the various field offices. It is suggested this authority be extended to other Agent personnel such as limited duty Agents who may be given specific guidelines for authorizing the destruction. Along this line, it is also noted the only suggested criteria seems to be a determination that the material in a file is of no further value to the particular office. It would seem that to obtain some type of uniformity, additional guidelines would have to be developed relating to the destruction of field files since there could be a wide range of opinion as to what could or could not be considered of further value.

In the Criminal Informant, 137 classification, it is recommended that auxiliary office files in the classification with few exceptions, could be destroyed at an early date, such as within six months or one year. These files generally relate to a record check or verification of background information concerning the informant. The advantages of taking this step, of course, must be weighed against the fact that this immediately would set up an exception to the proposed general destruction periods recommended in the memorandum.

ACTION

That this memorandum be referred to the Training Division.

WVC

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director, FBI - Attn.: Administrative Division DATE: 6-1-73

FROM : SAC, Cleveland (66-5324)

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

ReBulet 4-23-73.

The proposals set forth in above referenced Bulet relating to the field file destruction program are very good and I feel should be implemented.

It is the observation of this office that index cards should be destroyed simultaneously with the destruction program.

Currently stop cards are reviewed on a 90-day basis and it is felt that this system should be maintained.

Zero files should be destroyed in accordance with the proposals contained in above referenced Bulet.

Evidentiary material in this office is reviewed semiannually and it is felt that this program should be maintained rather than doing it on an annual basis.

If the proposed destruction program was placed into effect, the Cleveland Office would reclaim approximately 1,000 feet of open-shelf filing shelves and 15 index card drawers.

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1-Cleveland
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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 5/31/73

FROM : SAC, CHICAGO (66-2551A)

ATTN: ADMINISTRATIVE DIVISION

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS CHICAGO DIVISION

Bureau Records-Gen.

Rebulet dated 4/23/73.

Set forth below under designated headings as listed in referenced Bureau letter are Chicago comments regarding each proposal.

A1. It is felt that in most classifications destruction of noninvestigative files and material of no further value on an annual basis is feasible. Classifications in the Organized Crime and Gambling fields should be exempt inasmuch as material appearing in these files is definitely of intelligence value and should be retained. It is felt 67-0 files could be destroyed on an annual basis; however, a notation should be made on the index card or other appropriate place as to why the particular individual was not processed.

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A2. Investigative files in classifications where results were negative or of absolutely no continuing value could be destroyed. Classifications in the Organized Crime and Gambling fields should be retained for their intelligence and background value. It is felt fugitive classifications should not be destroyed on an annual basis due to background information available on individuals who in all probability will be subjects of investigations in the future. It is felt certain cases in several classifications could be destroyed on an annual basis. Namely, 15 cases where no reports submitted to Bureau, Agency checks where Bureau has been advised of results of checks and 163 cases where Bureau is origin and results of

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investigation submitted to Bureau by letterhead. It is felt at this time the 145 classification files should not be destroyed due to the lack of specific guidelines as to the definition of obscenity. These files should be retained for a period of ten years pending clarification of the guidelines. In the Security field it is felt certain investigative files could be destroyed as long as the Special Agent Supervisor authorizes such destruction.

B1. Files in the Organized Crime Field should be retained because of the intelligence value and reflect the continuing contacts in the Chicago area by out-of-state individuals. In the Gambling Field it is believed about 75 percent of the non-origin cases could be destroyed at the descretion of the Agent Supervisor. In other criminal type violations, it is felt files could be destroyed on a selective basis, however, certain provisions would have to be made for the retention of original FD-302s, signed statements and other evidence either by sending them to the office of origin or having the office of origin authorize their destruction. In the fugitive field it is felt the five year rule might be premature due to the likelihood of repeaters in these categories. It is believed classifications 67 and 77 in which the Bureau is origin could be destroyed.

In the Security Field, it is felt certain files could be destroyed providing the office of origin is in possession of all information of value. The Agent Supervisor should, however, authorize any destructions in these cases.

C1. Files in the Organized Crime Field should be retained because of the intelligence value contained therein. Chicago is of the opinion that in most prosecutive-type criminal cases, these files could be destroyed after a ten-year period providing the Statute of Limitations

has run or all appellate actions have been exhausted. It is felt in the applicant-type cases where the Bureau is office of origin, the files could be destroyed.

In the Security Field, it is felt that while many files do contain information of continuing intelligence value to the office of origin, on a selective basis many files could be destroyed after ten years.

It is believed the Supervisor should be responsible for the authorization to destroy files in this category.

D. It is believed that the use of original assignment cards as a means of scheduling the destruction of files would be highly satisfactory. These cards could be used to set up a tickler at the discretion of the Supervisor as to when destruction of a particular file should be considered.

The following comments are submitted concerning the disposition of certain material after the respective files have been destroyed.

Index Cards

Generally it is felt the index cards should be destroyed at the time the respective files are destroyed with a few exceptions. In the case of auxiliary offices, index cards should be retained until the Statute of Limitations has run or all appellate actions have been exhausted. In Fugitive-type cases, it is believed the card should be retained showing the office of origin, file number so that if information is obtained concerning an individual, the office of origin could be contacted for complete information on this individual.

In Security-type cases it is believed the index cards could be destroyed with the exception of a card indicating the main file number of the subject and the office of origin. If the office of origin file is destroyed, a card could be retained including the Bureau file number if it is available.

Stop Outstanding

It is believed that stop cards should be retained until the reason therefor has been resolved or the Statute of Limitations has run. Certain type stops could be placed in NCIC. The office of origin should be responsible for maintaining records of stops and could furnish an auxiliary office sufficient information to cancel a stop thereby making retention of the file in the auxiliary office unnecessary.

Zero Files

In criminal-type cases it is felt zero files should be reviewed annually and information of no continuing value could be destroyed. It is believed all zero files could be destroyed with the approval of the Supervisor after five years.

In security-type cases, it is felt zero files should be maintained for a ten-year period before being considered for destruction.

Evidentiary Material

Evidentiary material should be returned to the contributor or appropriately destroyed after litigation has ceased, the Statute of Limitations tolled or when all appellate actions have been exhausted. It is felt

that original FD-302s and evidentiary material should be maintained in the files of the office of origin except in unusual circumstances as rarely are these items needed in auxiliary offices.

Volume of Space and Equipment Reclaimed

The Chicago Division currently utilized open shelf filing. If the proposed file destruction rules are favorably considered, it is estimated in criminal classifications approximately 1480 cubic feet or 100 cabinets could be reclaimed.

In the Security Field in the 157 classification, 100 cubic feet or seven cabinets could be reclaimed. In the 100 and other classifications, it is estimated 576 cubic feet or 40 cabinets could be reclaimed.

Observations Relating to Streamlining Field Paperwork

1. In the Organized Crime field, it is believed reports should not be used to set out leads. Further, with rare exceptions, copies of reports need not be sent to an auxiliary office "For Info". In setting out leads, there need not be a predication or lengthy explanation why a routine lead is being submitted, especially when an agency-type lead is set out or a subscriber check on a telephone number is made.

2. Send only two copies of FD-302s and inserts to office of origin, one copy for file and one copy for duplication. This could also apply to documents for field office files except when more copies needed for lead purposes.

3. Summarize negative investigations and maintains details in field file as opposed to including in reports.

4. Consideration be given to microfilming certain records in order to conserve filing space.

5. Changes in reporting rules, i.e. six-month reports in 76 and 88 classifications, has reduced file space approximately 20 percent in these categories and it is felt a similar change in reporting rules in 76 -EFP and 115 classifications would have a similar effect in space used. Instead of reporting with regard to the 45-day reporting rule in 115 and 76 - EFP cases, it is suggested that 120-day reports would suffice and reduce space by approximately 10 to 15 percent. Also, since six-month reports are presently being used in 76 and 88 classifications, it is felt all serials incorporated into these reports could be destroyed after the case has been resolved since the information contained in the report is also contained in other serials in the file creating a duplication of information.

6. When submitting an FD-128 changing the office of origin in security cases, either the entire file should be transmitted to the new office, since the old office of origin has no need for this file, or reports should be stripped from file which would do away with the necessity of duplicating the reports, as is now done.

7. In security cases regarding informant channelizing memorandums, it is suggested that rather than channelizing the entire memorandum to all individuals mentioned therein, it is recommended that the entire memorandum go only to the 134 file and the file of the captioned organization or individual and only the cover

page go to remaining files. Since few reports are now being written on individuals, there is no need for their files to contain all information in detail and if needed, some time in the future, the location of the information is noted in the cover page. This would do away with the necessity of channelizing thousands of pages of material annually.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director, FBI

DATE: 5-31-73

FROM : SAC, Springfield

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

ReBulet to Albany 4-23-73.

In connection with proposals set forth in reBulet, the following observations are made by Springfield and are lettered and numbered to correspond with referenced communication:

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

1. It is felt that this particular section needs to be more definitive in nature in order to specifically enumerate the types and classifications of files and material to be destroyed. If this particular section is made applicable only to non-investigative files and non-investigative material that has no apparent further value, then it would appear to be a logical step to authorize destruction on an annual basis.

2. As an alternative to the suggestion made under #2, it would appear logical to allow all auxiliary offices to destroy files in all classifications on an annual or other staggered basis, and in addition to allow the office of origin of Unknown Subject cases to destroy files that were negative or of no continuing value. It also appears appropriate to have the Special Agent Supervisor authorize such destruction.

B. Files and records to be destroyed when five years old on an annual or other staggered basis:

66-3286-

1. Springfield concurs that this item would be desirable if modified so that auxiliary offices would be required to furnish to the office of origin all original FD-302's, exhibits, evidence, and other pertinent material

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1 - Springfield
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that under present requirements must be retained under the five and ten-year destruction program. This proposed change would also be applicable to Section A2 above.

C. Files and records to be destroyed when ten years old on annual or other staggered basis:

1. Springfield concurs with this suggested change.

D. To provide for a uniform and efficient file destruction, the original assignment cards will be used to schedule the destruction under the proposed programs. If this proposal is approved, the original assignment cards would, of course, not be destroyed as under present rules and regulations after cases are closed.

Springfield again concurs that this suggestion would be beneficial.

Springfield's observations are set forth below concerning supplemental materials:

1. Index cards - It is Springfield's recommendation that all index cards concerning files being destroyed be also destroyed. This would require the hiring of an additional clerical employee, who would be assigned full time to the index card destruction project.

2. Stop outstanding - It does not appear appropriate to destroy any file where there is a pending stop outstanding.

3. Zero files - It is recommended that the contents of the zero files be destroyed on an annual basis following each inspection.

4. Evidentiary material - Evidentiary material should be returned to the contributor or destroyed, whichever is appropriate, on the authority of the United States Attorney or at such time as prosecution no longer appears feasible.

Should the above file destruction project be placed into effect, the Springfield Office feels that its current 128 file cabinets could be reduced by approximately 45 cabinets or 35% saving of open shelf space.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTENTION: ADMINISTRATIVE DIVISION

DATE: 5/31/73

FROM : SAC, HOUSTON (66-1211)

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

Re Bu let to AL, 4/23/73, copy to all offices.

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

1. Noninvestigative files and material in all classifications if of no further value. SAC shall designate material to be retained.

2. Investigative files in all classifications where results of the investigations were negative or of absolutely no continuing value, in auxiliary offices only.

B. Files and records to be destroyed when five years old on an annual or other staggered basis:

1. Investigative files of no further value relating to all classifications in auxiliary offices.

C. Files and records to be destroyed when ten years old or other staggered basis:

1. Investigative files in office of origin relating to all classifications of no further value with the exception of Security Classifications in 65, 100, 105, and 157 categories. It is suggested these files be retained for 20 years. This suggestion is made since there may be references of value in these files relating to applicant-type cases in these security classifications.

D. The original assignment card would be retained to schedule the destruction under the proposed program.

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1 - Houston
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5010-108

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Following observations have been made concerning the disposition of:

INDEX CARDS - To be retained in indices and destroyed as they are encountered in regular searching procedure if the file has been destroyed. This suggestion is made since the destruction of index cards at time file is destroyed would be too time-consuming.

STOPS OUTSTANDING - No stops retained unless they come within the criteria of being placed in NCIC.

ZERO FILES - These files to be destroyed on selective basis when one year old on an annual or other staggered basis.

EVIDENTIARY MATERIAL - No change in procedure for destruction of evidence since this material is reviewed every six months and proper disposition or retention is made at that time.

It is estimated that approximately 540 cubic feet in the open shelf files would be gained by disposition of the material indicated.

Special Agent Supervisors will authorize the destruction of all files and records.

This office has no further observations at this time for the streamlining of field paperwork.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTENTION: ADMINISTRATIVE DIVISION

DATE: 5/31/73

FROM : SAC, MINNEAPOLIS (66-00)

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

Re Bureau letter to Albany dated 4/23/73.

The observations of the Minneapolis Office concerning the proposals set forth in referenced communication are as follows:

A. Files and records to be destroyed when one year old on an annual or other staggered basis.

1. It is estimated the Minneapolis Office would gain, initially under this program, 52 linear feet of file space if non-investigative files and material in all classifications are destroyed if of no future value. It is believed this can be accomplished without affecting Bureau operations and should be favorably considered providing, when recommended by the supervising Agent, only those portions of files are destroyed that are or could be of no future use.

2. In regard to investigative files in all classifications where results of the investigation were negative or of absolutely no continuing value, it is estimated a total of approximately 91 linear feet would be reclaimed. It is again felt this can be accomplished without adversely affecting Bureau operations and should be favorably considered with the stipulation the files to be destroyed be so designated by the Agent supervisor supervising the particular classification. Here again, it is felt only in some cases partial files should be destroyed, depending on the individual case.

B. Files and records to be destroyed when five years old on an annual or other staggered basis.

66-3286-

1. Destruction of investigative files of no further value relating to all classifications in which this office is an auxiliary office would reclaim approximately 269 linear feet

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(2) - Bureau
1 - Minneapolis
ALL:bam
(3)

5 JUN 7 1973

cc retained in Insp. Sec. Rm 6210 PO

NOT RECORDED
16 JUN 4 1973

FBI

5010-108-02

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

as a result of this program. It is here again emphasized that only the Agent supervisor having supervision over the particular classification should so authorize and only files or portions of files of no further possible benefit should be destroyed.

C. Files and records to be destroyed when ten years old on an annual or staggered basis.

1. Investigative files in which this office is origin, if destroyed after ten years, would result in retrieving approximately 1,219 linear feet of space. Here again, it is felt only Agent supervisors should authorize destruction and only those files or portions of files which would be of no future value should be considered for destruction.

D. It is felt the suggested manner for a uniform and efficient file destruction by use of original assignment cards would be feasible; and, therefore, the original assignment cards should not be destroyed as under the present rules and regulations concerning their destruction. The proposed authorization for overall destruction of investigative files by the supervisory Special Agents should be considered; and, the actual destruction should be accomplished by clerical personnel after the supervisor or an Agent designated by him, has reviewed the file and instructed as to which files or portions thereof should be destroyed.

It is felt index cards should be destroyed as encountered when destroying the files as proposed herein. It is further felt index cards should not be destroyed where any portion of a file is not destroyed. It is also recommended that the pertinent portion of files not be destroyed where there are stops outstanding.

Minneapolis recommends "0" files be reviewed and portions thereof in excess of five years be destroyed at the discretion of the supervising Agent. Any evidentiary material contained in any file should not be destroyed even though portions of those files are destroyed.

The overall volume of space that would be reclaimed if the proposed file destruction rules are favorably considered would be approximately 1,631 linear feet. This figure, however, is the space reclaimed if all files not within the proposed limits are destroyed. It is noted that the Minneapolis Division has an overall total of about 9,639 linear feet of files presently in the closed section.

Consideration should be given also to implementing the use of microfilming those files which should not for various reasons be destroyed and which should be maintained for an indefinite period.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
Attention: Administrative Division

DATE: 5/31/73

FROM : SAC, DALLAS (66-680)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
Bureau Records Gen.

ReBulet to Albany 4/23/73.

In reply to consideration being given to proposals relating to the field file destruction program:

A. 1. Agree

2. Agree

ALL INFORMATION CONTAINED
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DATE 8-26-82 BY SP4 ELW/ltc

B. 1. Agree. Suggest in lieu of retaining file fronts, place information concerning office of origin, 00 file number and Bureau file number on true name index cards.

C. 1. Suggest files in office of origin cases, after being closed five years, be filmed by Recordak and film maintained for twenty years.

D. Agree

1. Index cards - retain 20 years
2. Stop outstanding - stop should be removed when file destroyed or statute of limitation has run
3. Zero files - destroy after five years old
4. Evidentiary material - dispose as file is destroyed

OTHER OBSERVATIONS: 66-3286-

The original expenditure in connection with the filming of files will be great, however, over a period of time the conservation of space will more than offset this expense.

CC Jacksonville
Jay Pen Pm 6-21 OPO

NOT RECORDED
23 JUN 5 1973

(2) - Bureau
1 - Dallas
JGS:wd

5 JUN 7 1973

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108-02

Eliminate "status" communications to FBIHQ and send only those that have any substantive or positive information.

Only positive or pertinent information should be included in communications going to U. S. Attorneys, other outside agencies, and Bureau. Negative investigations and information should be put in memorandum form and placed in file.

Eliminate reports in fugitive classifications where no report is required to be sent to FBIHQ, but current rules require that every six months an interoffice summary report be submitted.

If the proposed file destruction rules are favorably considered it is estimated we will reclaim 40 to 45% of our present volume of space and equipment. It should be pointed out, however, we will be unable to accomplish this with our present clerical personnel complement. It is believed one clerical employee will be able to handle the destruction project once it is in a current status.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 5/31/73

FROM : SAC, KNOXVILLE (66-812)

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

Re Bureau letter to Albany 4/23/73.

The Knoxville Division is keenly aware of the storage space problems existing throughout the field and is in complete accord with the need for a practical and economical solution to this problem. It is felt that whatever method determined upon to conserve space should be such that it would allow the preservation of all vital records and pertinent investigative data. It is the opinion of this office that the suggestions as set forth in referenced Bureau letter would not attain the maximum results in either conservation of space or retention of pertinent information.

It is recognized that knowledgeable Agent personnel must review all investigative files before such files can be destroyed to preclude the destruction of data which has a continuing value to our investigative functions. Experience has shown that such review is, of necessity, extremely time consuming if the program is to be handled properly. As an example, an UNSUB, ITSMV case may have no investigative value in and of itself after a certain passage of time; however, in the course of the investigation much valuable information may have been ascertained and indexed concerning suspects and/or business firms. To arbitrarily destroy such a file on a fixed date basis would lose forever the positive results of the investigation which could be of inestimable value at some time in the future. To insure against this type of loss and the redundancy of investigative work the loss might occasion, each page of every file being considered for destruction would have to be scrutinized by knowledgeable Agent personnel and a determination made as to its value.

66-3286
NOT RECORDED
16 JUN 4 1973

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DATE 8/26/82 BY SP4ELW/ptc

(2) - Bureau
1 - Knoxville
DWS/sjw
(8)

cc returned via Yuma Rm 621 OPO

5 JUN 7 1973

5010-108

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KX 66-812

Based on a conservative estimate of 100 pages per hour average review time, an Agent review of files would cost approximately $366.40 per cubic feet based on the salary for a GS-12. A similar review by a supervisor, GS-14, would cost $483.60. (Both cost estimates are based on a Step 1 salary grade.)

Because the Knoxville Division believes that the proposals for file destruction are wasteful and exorbitant in cost and furthermore carry an inherent potential that valuable data could be irretrievably lost, the following suggestion is made:

All investigative files to be microfilmed one year after closing. Non-investigative files and records to be microfilmed on a scheduled basis suitable to the type of record involved.

While no survey in depth has been carried out by the Knoxville Division at this time, inquiries made of Bell & Howell and the 3M Manufacturing Company representatives revealed that a camera and a reader printer suitable to our needs could be purchased for something under $6,000. By utilizing microfilming techniques a GS-2 clerk could microfilm one cubic foot (approximately 4,000 pages) of investigative files in 5 hours and 24 minutes, at an employee cost of under $15.00. The approximate cost for film, including processing, runs between three and five mills per page.

The storage of the microfilm is such that one cubic foot of film would be equivalent to slightly more than 32 open-shelf files or more than 770 cubic feet of shelf space.

If the microfilming technique was placed in operation, it would also eliminate the present practice of stripping files since the camera operator would only print one copy of each serial, after which the original file would be destroyed in its entirety.

KX 66-812

Representatives of microfilm manufacturers have stated that the indexing system for this procedure is such that any name checked can be located and viewed on the reader within a matter of seconds. Likewise, the print-out facilities are such that a hard copy of any required document can be made instantaneously.

More important than the comparative cost and the savings in space that microfilming of records would bring is the fact that the Bureau would have the complete retention of all investigative material and that such material would be readily accessible for review.

A representative of the Bell & Howell Microfilm Division has indicated that an untrained clerical employee using a manually operated microfilm camera could, in a 6½-hour workday, transfer to microfilm approximately 4,000 pages of 8½" X 11" material bound in an Acco fastened file. The camera which could be utilized would be such that the depth of field would allow for a file of approximately 200 pages to be photographed page by page without the pages being removed from the file jacket.

During the past fiscal year the Knoxville Division destroyed 96.8 cubic feet of investigative files. The same amount of files could be reduced to microfilm by one clerical employee in approximately 16 work weeks without any Agent supervision. As pointed out earlier, additional time would be saved since microfilming would relieve clerical personnel from stripping files as they are closed.

If the above proposal were augmented original assignment cards would be processed as under the present rules and regulations.

The above proposal would allow for the following:

Index cards, all or portions of, to be microfilmed and permanently retained;

Outstanding stops to be handled as at present;

Zero files to be microfilmed;

Evidentiary material to be destroyed following the running of the Statute of Limitations or returned to its source.

It is felt that microfilming would eventually result in almost 98% reclaimation of space now used for closed files and other records maintained by this and all other field divisions.

Representatives of the microfilm companies have advised that the equipment necessary to process the microfilm can be purchased for approximately $2600.00, enabling the Bureau Office to do its own processing to maintain the confidential nature of our files. This machine takes 40 minutes to process one roll of film and is completely automated following the manual insertion of a film reel into the machine. The possibility exists that one such machine could be purchased to serve several regional offices. For example, the processing in the Southeast area of the country might be handled from Atlanta.

It should be noted that there is nothing in the above suggested procedures which would prohibit the continued use of our present indexing system and the retention of all present index cards.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

TO : Mr. Callahan

DATE: July 5, 1973

FROM : T. J. Jenkins

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4EHM/rte

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Destruction of Bureau Property - General

By way of explanation, a field survey was recently completed in relation to the streamlining of existing field office file retention programs. Currently, there are 25 individual rules relating to the destruction of investigative and noninvestigative field files. In addition, there are numerous other rules concerning the purging of specific material, serials, and copies of serials.

In view of the substantial increase in the cost of Bureau space as set forth under Public Law 92-313, Public Buildings Amendment of 1972, which is effective as of 7/1/74, and to create a more favorable balance between the creation of new paperwork and the destruction of obsolete material, the following proposals were submitted to each field office for their observations and evaluations, including the estimated savings in space and equipment:

1. Destruction of noninvestigative files and material of no continuing value when one year old. (48 field offices recommended favorably)

2. Destruction of investigative files when results of investigations were negative when one year old. (38 field offices recommended favorably)

3. Destruction of investigative files in auxiliary offices of no further value when five years old. (48 field offices recommended favorably)

4. Destruction of files in offices of origin in ten years if of no further value. (35 field offices recommended favorably)

EX-103 REC-26 66-3286-1135

The savings in space and equipment varied according to the individual field offices. However, to cite some potential savings that would be realized if favorable consideration were given to the above proposals, the

5 JUL 11 1973

(CONTINUED - OVER)

1 - Mr. Jacobson
1 - Mr. Marshall
1 - Mr. Brownfield
1 - Mr. Gregory
1 - Mr. McMichael
1 - Mr. Reilly
TAK:wss
(8)

59 JUL 23 1973

XEROX JUL 13 1973

66-19095-148

66-16304-

UNRECORDED COPY FILED IN

Memorandum T. J. Jenkins to Mr. Callahan
Re: Destruction of Field Files and Records

Detroit Office estimated a savings of 50 percent of their present filing space and equipment; the New Haven Office estimated a savings of 30 to 50 percent of their present space and equipment; the New York Office estimated a savings of 400, 5-drawer filing cabinets and 300 indices cabinets; and the Washington Field Office estimated a savings of 4,000 cubic feet or approximately 2,000 filing drawers.

The Training Division feels that all or part of the above proposals could be favorably considered consistent with good records management. It should be noted that these proposals do not make it mandatory to destroy material of a continuing value to any particular field office and authority for destruction would be handled on a supervisory level. However, the Training Division feels strongly that no action be taken to streamline our destruction rules at this time for the following reasons:

1. Two schools for Chief Clerks are scheduled for September, 1973, and these proposals should be thoroughly discussed at that time. This would resolve a multitude of administrative problems resultant from the alteration of present destruction procedures.

2. Studies are currently under way concerning the possible use of automated filing equipment which, if accepted, would reduce our need for filing space.

3. Studies are also pending concerning the possible use of microfilm equipment for the storage of most field office material. If this system were approved, new criteria would have to be initiated which would drastically change any existing rules.

RECOMMENDATION:

That any changes in our field file retention rules be held in abeyance until the conclusion of the forthcoming schools for Chief Clerks, and the termination of studies relating to the use of automated filing equipment and microfilm equipment.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
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Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

TO : MR. WALTERS

DATE: June 6, 1973

FROM : K. L. BROUSE

SUBJECT: STUDY OF FEDERAL NARCOTICS ENFORCEMENT

Remy memoranda 5/3 and 8/73 as to the distribution of the 25 copies of captioned study. Destruction of Property

Copies 6 and 21 (attached) previously charged to Mr. Campbell and Mr. Brouse are being returned to Files and Communications Division for destruction.

Copy 15, previously charged to Mr. Walters, is being charged to Mr. Jacobson as is copy Number 4 of the sanitized version of this study.

ACTION

That copies 6 and 21 be destroyed by Files and Communications Division.

Enclosures (2)

1 - Mr. Marshall

KLB:bhg
(3)

Copies 6 & 21 destroyed 7/12/73

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4 ELW/pte

66-3286-

NOT RECORDED
201 JUL 6 1973

4 JUL 3 1973

30 JUL 10 1973

ORIGINAL FILED IN 62-116395-57

FD-36 (Rev. 5-22-64)

FBI

Date: 6/6/73

Transmit the following in _____ (Type in plaintext or code)

Via AIRTEL AIRMAIL (Priority)

TO: ACTING DIRECTOR, FBI ATT: TRAINING DIVISION

FROM: SAC, BOSTON (66-187)

DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS.

ReBSlet 5/29/73, BULET 4/23/73 and Bureau routing slip dated 6/1/73.

Approval of suggestions set forth in reBulet will result in estimated savings of 1093 square feet and 90 sections of open shelf files.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/pte

2 - Bureau (66-3286)
1 - Boston (66-187)
VER:ds
(3)

66-3286-

NOT RECORDED 10 JUN 11 1973

TWO

54 JUN 12 1973

Approved: _____ Sent _____ M Per _____
Special Agent Charge

*U.S.Government Printing Office: 1972 — 455-574

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTENTION: ADMINISTRATIVE DIVISION

DATE: 6/4/73

FROM : SAC, LAS VEGAS (66-52)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen.

Re Bureau letter to Albany, 4/23/73.

After careful analysis of the material on hand in the Las Vegas Office falling within the suggested guidelines in Bulet, the following is a tabulation of volume of space and equipment that would be reclaimed if the proposed file destruction rules are favorably considered:

(A) FILES AND RECORDS TO BE DESTROYED WHEN ONE YEAR OLD ON AN ANNUAL OR OTHER STAGGERED BASIS:

1. Non investigative files and material in all classifications if of no further value. 24.8 Cubic Feet.

2. Investigative files in all classifications where results of investigation were negative and of absolutely no continuing value. 120 Cubic Feet.

(B) FILES AND RECORDS TO BE DESTROYED WHEN FIVE YEARS OLD ON AN ANNUAL OR OTHER STAGGERED BASIS:

1. Investigative files of no further value relating to all classifications in auxiliary office. 451.2 Cubic Feet.

(C) FILES AND RECORDS TO BE DESTROYED WHEN TEN YEARS OLD ON ANNUAL OR OTHER STAGGERED BASIS.

30 Cubic Feet.

This would be a total of 626 Cubic Feet of space that could be reclaimed at the present time.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4LWPC

(2) - Bureau
1 - Las Vegas
JCK:jmb
(3)

54 JUN 12 1973

66-3286-

NOT RECORDED
10 JUN 11 1973

It is felt that at the time a closed file is reviewed on tickler by the supervising desk it would be of benefit if the supervisor would stamp the file "Destroy file in 1 year, 5 years, or 10 years," whichever is appropriate, date the file and initial it. This would alleviate the need for this file being pulled and reviewed by the supervisor a second time at a later date. It would also be reviewed while the facts of the investigation are current. If the file is reopened at a later time, this stamp should be removed until file is closed so that it can be re-evaluated each time it is opened or closed. This type procedure would give the Chief Clerk's Office the responsibility of destroying the file at the appropriate time.

At the time the file is returned to the Chief Clerk's Office from the supervisor's desk, the original tickler would be filed in the appropriate box; one year, five years, or ten years, for destruction at the appropriate time.

Zero files in any classification should be destroyed within a year from the date of communication or after each field office inspection. Index cards should be maintained for a period of not more than two years and should be destroyed as they are encountered in the indices.

Stops outstanding in any classification should be cancelled when statue of limitations has expired.

In all cases where the evidentiary material has not been returned to the owner it should be destroyed at the time the file is destroyed. This includes original signed statements, FD-302's and all contents of 1A envelopes.

Unknown Subject cases in all classifications and the index cards relating thereto should be destroyed within five years from date of closing, provided a capital offense is not involved.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI DATE: 6/4/73
ATTENTION: ADMINISTRATIVE DIVISION

FROM : SAC, SAN FRANCISCO

SUBJECT: DESTRUCTION OF Bureau Records - General FIELD FILES AND RECORDS

Re Bureau letter to Albany dated 4/23/73.

Re proposals relating to the field file destruction program contained in A, B, and C of referenced Bulet to Albany, et al, dated 4/23/73, it appears that if such a program was inaugurated without specific guidelines that considerable pertinent material contained in our non-investigative and investigative files would be destroyed. In addition, there would be little or no continuity to such a program since what one Supervisor might consider to be important another Supervisor in reviewing the same material would consider unimportant and thereby instruct that the particular file be destroyed.

It is felt that the guidelines contained in attached communication are non-specific and would result in the destruction of files on a field-wide basis without any regard being given to information contained in the files which may at a later date prove to be significant. It is strongly recommended that before such a program (destruction of files and records) be implemented that a conference be held at which field and headquarters personnel be present, all aspects of this program be discussed, and as a result of these discussions specific guidelines be set forth as to what files may be destroyed after a particular period of time.

With respect to index cards, it is felt that these should be maintained for a period of five years the file has been destroyed since they would be of some assistance to an agent if he could determine from a review that a particular individual had been the subject of a previous inquiry and the nature of the inquiry.

66-3286-

It is felt that internal security files (100 classification) should not be destroyed. However, the stripping of all old files should continue as well as the destruction of pertinent informant memos after the information has been reported. These, of course, are not new suggestions but are means of conserving

2 - Bureau (RM)
1 - San Francisco
TRD/cmp
(4) JUN 12 1973

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space. There are some who are of the opinion 100 files should be destroyed after 25 years without exception.

As to the retention of index cards, etc., it would appear that with the files destroyed such cards would serve no purpose. The same would apply to the retention of outstanding stops. It is felt 0 files could be destroyed probably within 10 years. As far as evidentiary material, if it is the type that cannot be returned and the files have been destroyed, it would appear that this material too could be destroyed.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 6/4/73

FROM : SAC, COLUMBIA (66-14)

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

Re Bureau letter, 4/23/73.

The proposals in referenced letter have been reviewed by clerical and supervisory Agent personnel for use in the Columbia Division. An estimated 42 cubic feet will be reclaimed which consists primarily of open shelf filing units. Each unit has 7 shelves 36" in length.

The implementation of the program will allow supervisory Agent personnel an opportunity to screen material for destruction.

Under Item D, maintenance of assignment cards, it would appear that the maintenance of these cards for several years would require additional space, possibly to the extent of another indices. Also, the maintenance of these assignment cards would still not relieve the supervisory personnel of reviewing the file for destruction; therefore, it would appear that the assignment cards would not be necessary and that files could be reviewed for a specified numerical grouping covering a one year period and achieve the same results without maintaining the assignment cards.

Destruction of office of origin files relating to all classifications of no further value after 10 years could conceivably present problems regarding name checks. This situation may be more apparent in a newer office such as Columbia where at the present time our routine name checks are going back 7 to 8 years and possibly longer in certain situations. The destruction of files after 10 years would possibly destroy files where pertinent name checks are necessary.

66-3286-

(2) - Bureau
1 - Columbia

GGR:nms
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/rtc

NOT RECORDED
10 JUN 11 1973

14 JUN 12 1973

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Index cards should be maintained for at least 20 years to allow for name checks and also allow for reference reviews. Additional information could be incorporated on the index card at the time of the file destruction which would make the index card a more useful reference. An example would be incorporating the location of informant information on security subject cases and a complete description of a subject which may not have been incorporated on the index card. Also, if there are stops outstanding or evidence still pending in a case file, it would appear that these files could not be destroyed and a tickler could then be set to allow a review of these files at a later date for possible destruction. Zero files could be destroyed on a one-year basis on a serial-by-serial basis after review by the supervisory Agent personnel.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
Attn: Administrative Division

DATE: 6/4/73

FROM : SAC, NORFOLK (66-913)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Record - General

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/sts

Re Bureau letter, 4/23/73.

The SAC, Supervisory Agent and Clerical Personnel, and other key Agent personnel conferred for the purpose of considering Bureau's proposals.

Items A and B:

There does not appear to be any objection to the Bureau's effecting the destruction of files as set forth under these plans concerning the one-year and five-year programs. However, in those instances where investigative files contain identifying information such as serial numbers concerning stolen property, such files should be retained.

In those instances where files are being destroyed under the five-year program, it is recommended that the Chief Clerk's Office (CCO) should record the identity of the Office of Origin on the index card and to retain the index card.

Item C:

66-3286-

It is recommended that the security-type cases not be destroyed under the ten-year program as by doing so we might lose some very important information. This particularly relates to searches of names on applications for FBI employment and name checks for CSC which are frequently received. In some major cases such as bank robberies, occasions arise where subjects commit a crime after a period of ten years and after their release from confinement. In this regard, the old bank robbery file would very obviously contain important and useful background and descriptive information. In major cases, the Supervisory Agent should decide after a ten-year period to retain such files unless some obvious reason exists to the contrary at that time.

NOT RECORDED
20 JUN 6 1973

2-Bureau
1-Norfolk
SJH:mkw:gfh
(3)

54 JUN 12 1973

Possibly in a larger office where space is at a premium, consideration should be given to microfilming Office of Origin investigative files at the end of a five- or ten-year period, retaining the index cards so as to retrieve any information from microfilm records. The Norfolk Division does not have a closed file space problem at this time, and no recommendation for microfilming is being made locally.

It is also recommended that accounting work papers can be destroyed after all criminal and civil aspects of the case have been disposed of; e.g., in a strictly civil-type investigation, there are some cases where the accounting work papers are retained indefinitely even though there does not seem to be any further reason to retain them.

Observations Concerning (1) Index Cards,
(2) Stop Outstanding,
(3) Zero Files,
(4) Evidentiary Material:

It is suggested that we retain index cards on all case files. If a file is destroyed and a "hit" is made on a search of indices, we could then either obtain necessary data from microfilmed files at Bureau or through check at the Office of Origin. Index cards could be destroyed, however, on those instances involving destruction of serials in zero or administrative files where the retention of index cards is obviously unnecessary.

It is recommended that no change be made in our procedure in handling stop notices.

Zero files innon-security-type cases could be destroyed after a five-year period unless some obvious compelling reason dictates to the contrary.

Evidentiary material could be destroyed or otherwise suitably disposed of following adjudication of known subject cases or after expiration of Statuteof Limitations in UNSUB cases.

Volume of Space and Equipment to be Reclaimed:

If all of the proposals suggested by the Bureau were placed into effect, it is believed that the Norfolk Division would reclaim about 2000 linear inches of file space. These files would ordinarily be maintained in seven 8' by 3' open-shelf filing cabinets.

Observations:

A considerable amount of Bureau success in investigative accomplishments accrues to the availability of information in our files in both the criminal and security fields. The ready availability of background information continues to be an asset to us. It is accordingly recommended that there not be a wholesale destruction of files and that when files are destroyed, they be done so only under close supervisory guidance.

The Norfolk Division is of the opinion that the amount of field paperwork has been reduced by the cutback in reporting procedures in security-type cases with the revision of criteria for inclusion on the Adex. We have no additional observations to make at this time relating to such streamlining procedures.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director, FBI
Attention: Administrative Division

DATE: 6/4/73

FROM : SAC, Albany (66-819)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS Bureau Records - Gen.

ReBulet 4/23/73.

The following observations are submitted regarding proposals relating to the field file destruction program.

A. 1. It is anticipated that difficulty would be encountered in controlling this type of destruction and additional work would be required to set up and follow a tickler system to determine which files would be available for destruction at a certain time. It would appear that administrative ticklers would be a necessity and in view of the work and time required, it is not deemed feasible or practical.

A. 2. Even though some investigative files in all classifications result in negative investigations, after one year, little time has elapsed in which to make a proper determination as to whether it is of absolutely no continuing value.

B. 1. It is most desirable to arrange one criteria for all non-administrative type records. Confusion exists when separate criteria is listed for different categories of cases and increases the possibility of error. In auxiliary offices, files contain signed statements and original FD-302s which may be needed by the Office of Origin in spite of a five-year lapse. Their individual retention or transmittal to the Office of Origin creates additional work and loss of manpower.

66-3286-

C. 1. It is recommended that the ten-year destruction proposal be adopted for all classifications, origin or not. Criteria for destruction would be simplified and streamlined, there would be less chance of error, and the question "continual value" will be more easily determined.

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23 JUN 7 1973

(3) - Bureau
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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4EW/rtc

5010-108

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D. Adoption of C. 1. would not require the retention of the original assignment cards for five years. This would require space which could be better utilized. The present rule regarding retention of a list of files destroyed at the beginning of each classification should be continued. It is noted that this list reveals an automatic, uniform efficient tickler system for regulated future destruction in numerical sequence with the files which have been destroyed. In addition, there would be no necessity for the retention of file covers, hence additional space is saved.

It is recommended that index cards not be destroyed. Their retention indicates that a file existed and prompts a query of FBIHQ, and is especially valuable in regard to name checks for other Government agencies.

There appears to be no reason for the retention of outstanding stop notices after ten years in view of the statute of limitations. The same is true for zero files and evidentiary material.

The amount of space saved by earlier destruction of individual items or classifications which could be allowed, detracts from uniformity, creates doubt and the work involved is not commensurate with the result.

Considering the "of value" clause, it could reasonably be anticipated that the volume of records would be decreased by approximately one-third or 600 cubic feet and forty shelf units.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.5

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 6/4/73

FROM: SAC, ALEXANDRIA (66-4)

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

Re Bulet to Albany, 4/23/73.

With respect to the streamlining and simplification of the destruction of field office files and records, comments are set forth as follows in accordance to the request in referenced letter:

A-1. Alexandria agrees with the destruction of non-investigative files and materials on an annual basis.

A-2. The destruction of investigative files on an annual basis regardless of classification places too much of a burden upon a Special Agent Supervisor as to the destruction of files and further complicates rather than simplifies the destruction procedure.

Alexandria recommends that all offices in lieu thereof should be advised to install a record check program in order that these type cases can be destroyed in 90 to 120 days after handling. All offices, regardless of size, can benefit materially from this type of operation and saves considerable filing space and clerical time. Under this program the index cards are also destroyed at the same time. By all offices having a uniform system all agents will be made aware of the fact that records are destroyed after a certain period of time and therefore can furnish other offices needed information as necessary if additional investigative effort is requested of the other office.

66-3286-

B-1. Alexandria Office agrees that investigative files relating to all classifications in auxiliary offices be destroyed after five years if of no further value. After the

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initial review, the tickler should be set on an annual basis for subsequent review for further destruction.

The index card should be retained and the office of origin listed on this index card so that if there is any additional correspondence with respect to this particular case, other offices can be referred to the office of origin for any additional information.

Evidence obtained in auxiliary office cases should also be destroyed after five years if the file is also destroyed.

C. Alexandria agrees that investigative files in office of origin cases be destroyed when ten years old. After the initial review they should be reviewed on an annual basis for further determination regarding any additional destruction.

D. The retention of the original assignment card to be used to schedule the destruction will provide a uniform and efficient file destruction method. It is suggested that a master destruction schedule be retained by classification indicating the file number and date destroyed. This record could be retained in numerical sequence as a file at the beginning of the classification in the closed file section or be retained as an administrative file in the Chief Clerk's Office.

E-1. Index cards should be color coded using white for office of origin and blue or some other color for auxiliary office. The index card should be dated and indicate, especially on the auxiliary office index card, the office of origin and office of origin's file number if known at the time the auxiliary office prepares the index card. In this manner information which may be desired by an auxiliary office can be retrieved from the office of origin if necessary after the file has been destroyed.

E-2. With respect to "stop outstanding" it is pointed out that stops at the present time are very minimal in view of the fact that most stops are now placed through NCIC. Upon review of the case for destruction, if a stop is outstanding this would be sufficient reason to retain the file if the stop is of continuing value. Also serious consideration can

be given at that time to determine if the stop is necessary and if same can be removed and the file destroyed.

E-3. Zero Files. Zero files should be reviewed and data therein destroyed after five years if of no continuing value. By using the five year rule again a simplified system is used and the criteria for destruction can be implemented on a much more satisfactory basis.

E-4. Evidentiary material should be destroyed at the same time that the file is destroyed. The statute of limitations in most cases runs after five years and there is no need to retain this type material after a case has been closed for five years, especially in the normal criminal type case. If the file has continuing value, it should not be destroyed after the five or ten years rule as set forth above and the evidence should also be retained.

E-5. The proposed destruction scheduled as set forth above would reclaim very little if any equipment in the Alexandria Office inasmuch as the office has been open slightly more than four years. Also inasmuch as the Alexandria Office uses the record check operation, considerable space, equipment and clerical time have been saved the past four years.

E-6. To further streamline and simplify the destruction of files and to save considerable clerical time, it is suggested that file consolidation be eliminated. It is pointed out that in attempting to destroy files in a consolidated file considerable time would be necessary to take these files apart to destroy the proper file.

E-7. To streamline administrative operation in an office, it is suggested that the 45-day delinquency rule be changed to either one month or two months. The computation of 45 days is completely unwieldy and is unequitable. By having a case posted every month or every other month, a much more uniform system can be adopted.

The administrative report further should be revised to indicate the delinquency percentage of cases in which the office is office of origin and those which are delinquent wherein the office is the auxiliary office. This procedure

will allow for analysis of investigative coverage afforded office to auxiliary office leads.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTN: ADMINISTRATIVE DIVISION

DATE: 6/4/73

FROM : SAC, SAN ANTONIO (66-5)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen.

ReBulet to Albany, 4/23/73.

The proposals set forth under A, B, C and D in referenced letter have merit. It is estimated that approximately 50 per cent of storage space of the San Antonio Division would be recovered once the procedures become current. To become current, it would require one clerk working exclusively on the project for a matter of months.

With regard to the disposition of index cards, stops outstanding, zero files and evidentiary material, San Antonio recommends the following:

Index Cards

All index cards pertaining to investigative matters in office of origin or auxiliary cases be retained for a ten-year period. At the time a file is destroyed, index cards would be disposed of in origin cases. In auxiliary matters, the index cards would be pulled and stamped "file destroyed" with date and retained for ten years. Following the aspiration of the ten-year period, index cards marked "file destroyed" would be removed from indices during normal course of searching.

Stop Outstanding

In origin matters, maintain file until case resolved or statute of limitations has run.

66-3286-

Zero Files

Retain double zero files indefinitely. Investigative zero files destroy after one year.

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Evidentiary Material

Same as stop outstanding.

Current Bureau regulations require the file fronts with identity of origin be retained when files are destroyed. This is space consuming and would appear to serve no useful purpose, if a master list on destroyed files is used wherein the file number is indicated, office of origin is identified, and office of origin file number is identified. This procedure is currently used in the San Antonio Office. Current Bureau instructions do not require that the office of origin be identified or the office of origin file number be listed.

If the Bureau proposals are adopted, this Division proposes to have a clerical employee list the files to be destroyed on the "files destroyed list." This list would be referred to the appropriate supervisor along with the files to be destroyed for evaluation and instruction.

Authorization for destruction of file would be given by supervisory initial on the review list furnished by the clerical employee. Listings not initialed would be retained.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director, FBI Attention: Administrative Division DATE: 6/4/73

FROM : SAC, Indianapolis (66-1290)

SUBJECT: Bureau Records - Cons
DESTRUCTION OF FIELD FILES AND RECORDS

ReBulet dated 4/23/73.

The following comments and observations are submitted in accordance with reBulet:

A. 1. Recommend adoption.

2. Recommend the present 5-year rule be continued as cost of administering this 1-year review would not justify space saved.

B. Recommend adoption under present requirements, i.e. retain evidentiary material and identity of office of origin.

C. Recommend adoption.

D. Recommend adoption.

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Index Cards - Present rules concerning destruction are considered adequate.

Stop Outstanding - Files should not be destroyed.

Zero Files - Recommend destruction program similar to investigative files.

Evidentiary Material - Present rules should be continued.

It is estimated that approximately 1,500 cubic feet will be saved if these recommendations are adopted.

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6 JUN 7 1973

2 - Bureau
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5010-108-02

TWO

THREE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI DATE: 6/4/73

FROM : SAC, CHARLOTTE (66-1398)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen.

ReBulet to SAC Albany and all offices dated 4/23/73 captioned as above.

The proposals being considered by the Bureau have been studied and evaluated by the Charlotte Division, and as a result the following recommendations are submitted:

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

1. Charlotte concurs that noninvestigative files and material in all classifications if of no further value should be destroyed when one year old. It is recommended that an exception be made with regard to items which are now being destroyed on a 60 or 90 day basis and that such items continue to be destroyed in the same manner as at present, due to the volume involved. It is also recommended that items currently destroyed after each inspection continue to be destroyed under current rules.

2. Charlotte concurs that investigative files in all classifications where results of the investigations were negative or of no continuing value should also be destroyed when one year old. It is recommended that the case Agent on the file copy of the closing memorandum or RUC communication indicate that the investigation was negative or of no continuing value and recommend that it be destroyed in one year and the indices purged. The Supervisor will then stamp this file copy showing his concurrence or disagreement.

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B. Files and records to be destroyed when five years old on an annual or other staggered basis:

1. Charlotte agrees that investigative files of no further value relating to all classifications in auxiliary offices should be destroyed when five years old. It is recommended that the case Agent include on the file copy of the RUC communication his recommendation as to whether or not the file should be destroyed after five years and the indices purged. The Supervisor will then stamp his approval or disapproval on the file copy.

C. Files and records to be destroyed when ten years old on annual or other staggered basis:

1. Charlotte concurs that investigative files in the office of origin relating to all classifications be destroyed after ten years if of no further value. It is recommended that the case Agent indicate on the file copy of the closing communication his recommendation as to the destruction of the file, and the Supervisor will stamp his approval for such destruction or stamp the file for subsequent review for such purpose.

D. If these proposals are approved it is recommended that the original assignment cards be retained and used as ticklers to schedule destruction. The Rotor Clerk should record on the assignment card the date it is to be set up as a tickler for review and destruction. This date will be obtained from the closing or RUC communication.

If the above proposals are approved, observations concerning disposition of the materials listed below are as follows:

1. Index cards should be purged when files destroyed.

2. Outstanding stops. Files should be retained until regular or NCIC stops are removed.

3. Zero files. Material five years old or older should be destroyed and corresponding index cards.

4. Evidentiary material should be retained for five years or until the statute of limitations expires and should be disposed of after check with the Legal Officer.

If the above proposals are adopted, it is estimated that in the Charlotte Division, 49 shelf filing units would be reclaimed and 367 square feet of floor space would be made available.

The Charlotte Division concurs that Supervisory Special Agents should authorize the destruction of investigative files. As a practical matter, however, Supervisory Special Agents with the current volume of work now on their desk will not have sufficient time to personally review the individual files as they come up for destruction. It would, therefore, be necessary for them to delegate the actual file reviews to other persons and make actual decisions in only those cases where a problem or a question arises. While it is true that the average clerical employee does not have the experience or training to make a determination as to the destruction of investigative files, it is felt that an individual may become an expert in this particular field by experience, training and constant practice. In many instances a clerk thoroughly experienced in all the functions of the Chief Clerk's Office who has an aptitude along this line could be selected, given training by Supervisory personnel and developed to the point where he could become a specialist in this particular field. After receiving training and experience he could become the employee responsible for the destruction of field files and records in the division.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTN: ADMINISTRATIVE DIVISION

DATE: 6/1/73

FROM : SAC, LITTLE ROCK (66-30)

SUBJECT: DESTRUCTION OF Bureau Records - Gen.
FIELD FILES AND RECORDS

Re Bureau letter to Albany, 4/23/73.

Historically the FBI has been noted for its record-keeping procedures and its ability to produce material with regard to information which resulted from our investigative efforts. To take steps such as untimely destruction of files could certainly hinder this facet of our operations which over the years has been one of our strong points. It is felt that if the Bureau, on a field-wide basis, is able to strictly comply with existing instructions in the area of file destruction and consolidation that there will be no great need for additional space or equipment.

In this regard the Little Rock Office and quite possibly other field divisions for one reason or another are currently behind in their file destruction and consolidation programs. It is further believed that with the continuing increase in demands on the time of employees of the Chief Clerk's Office, the full implementation of the current destruction and consolidation programs under normal circumstances will be difficult without additional personnel.

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Concerning space and equipment which could be saved if the new plans as set forth in referenced Bureau letter are implemented, it is believed this would eventually result in savings of approximately 468 cubic feet and 27 of the 7-shelf legal size open shelf filing cabinets in the Little Rock Office. It is to be noted, however, that the

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Chief Clerk of this office, after taking into consideration the status of the current file destruction and consolidation program, as well as projecting the needs under the proposed guidelines, believes it would take at least one additional employee in order for this phase of the Chief Clerk's Office operations to be properly handled. It should further be noted at this point that the file space which will be saved is physically so situated in this office that it would not result in rental savings since it would still be part of the Chief Clerk's Office and the space would continue to be used by the Chief Clerk's Office in some other capacity since it is not suitable for other use.

As noted above, it is felt the existing consolidation and destruction rules, if fully implemented, are sufficient to preclude asking for additional space or equipment in the foreseeable future. It is further believed the existing rules would certainly limit the cases of premature destruction of materials contained in the files as itemized in referenced Bureau letter under Items A, B and C.

With regard to Item D, this would add further work in the Chief Clerk's Office and obviously would require additional equipment and clerical time to properly maintain the assignment cards as destruction ticklers.

Concerning the retention of index cards, stops, zero files, and evidentiary material after the respective files are destroyed, it is felt that regulations regarding current destruction of zero files is adequate. Concerning the other items, if files are destroyed it would appear index cards should also be destroyed since it would be of little value to know that we at one time had a particular file in the matter if we could not tell what the file contained. Further, it is believed that if there is sufficient reason to retain stop or evidentiary material there should be a file available for review to make certain there is justification for continued retention of these items.

Taking all factors into consideration, if it is not believed that full implementation of current destruction and consolidation procedures are adequate to eliminate the need for additional space and file equipment and if the new file destruction program is not placed into operation, the Bureau may desire to consider microfilming some records in those offices where space and equipment problems are considered acute.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTN: ADMINISTRATIVE DIVISION

DATE: 6/1/73

FROM : SAC, SAN DIEGO

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

ReBulet to Albany, copies to all offices, dated April 23, 1973, the following answers to the questions set forth are keyed to the code utilized:

A-1. Yes.

A-2. Yes.

B-1. Yes

C-1. Yes.

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In connection with the above, it is recommended the Bureau consider establishing a clerical position designating a knowledgeable, experienced clerical employee to handle the destruction of files on a continuing basis. Such employee would only infrequently have to ask advice of Special Agent Supervisors when questions arise. It is felt that agent supervisors have ample work at the present time to keep them occupied and this destruction program would create an undue burden on them.

D. It is felt that the original assignment card should be kept for one year only and utilized for destruction of files as set forth above. Maintaining original assignment cards for five or ten year periods does not seem practical since it would require considerable space for filing and an inordinate amount of clerical time to file the cards in sequence by classification. It is felt that it would be much more efficient to just review the closed files in numerical order in all classifications and keep a running record for each classification as to the date and the files reviewed for destruction.

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5010-108

DESTRUCTION OF FIELD FILES AND RECORDS

INDEX CARDS:

It is recommended that index cards be removed when files are destroyed under the annual proposal and in situations where an office is an auxiliary and the information developed was pertinent to the investigation, the index cards should be retained and a notation made on the destroyed file front indicating the office of origin. In the case of zero files, all index cards should be destroyed after five years. Index cards should also be destroyed on those files destroyed after ten years old.

STOP OUTSTANDING:

It is not felt that a file should be destroyed if a stop is still outstanding.

ZERO FILES:

The material in zero files should be destroyed when five years old.

EVIDENTIARY MATERIAL:

Again, it is not felt that a file should be destroyed if it contains evidentiary material. In this connection, original 302's, signed statements, laboratory reports, etc., which are considered evidentiary material could be sent to the office of origin by an auxiliary office and if the office destroying the file is origin, then files containing such evidentiary material should not be destroyed.

It is estimated that approximately 400 cubic feet of space could be reclaimed if the above proposals were adopted.

OBSERVATIONS:

The terms "no further value" and "continuing value" are subject to interpretation and it is not felt that we could establish any type of uniformity using such terminology. As an example, utilizing the proposal under B-1, if the subject of a TGP case five and a half years ago was determined to have stolen $75.00 worth of

Government property and the U. S. Attorney declined at that time since the property could not be definitely established as belonging to the Government, such information might be considered of "no further value" to a supervisor reviewing the matter five years from the date the case was closed. On the other hand, if five and a half years after this case was closed, the subject again was determined to have stolen property, this information would be of benefit in presenting the case to the U. S. Attorney. If the file had been destroyed, we would, of course, have no information concerning the earlier violation.

This office shares the concern of the Bureau in attempting to streamline and simplify record keeping in the field. It is felt, however, that rather than engaging in an involved program of what should be destroyed and when, that the answer might be the utilization of microfilm in each field office. It is felt that a large portion of our files and material could be destroyed under the one-year proposal and the remainder retained on microfilm. This could be done on a project-type basis in connection with the files already closed and the new files microfilmed after they have been closed for one year and are not to be destroyed.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
Attention: Administrative Division

DATE: 6/1/73

FROM : SAC, OMAHA (66-2833)

SUBJECT: DESTRUCTION OF Bureau Records-Gen FIELD FILES AND RECORDS

ReBureau letter to Albany 4/23/73.

Regarding Items A, B, C, and D, it is this division's recommendation that the proposals as stated be adopted. Bureau letter indicates that supervisory Special Agents will authorize destruction of investigative files although the letter does not indicate who will be responsible for the actual destruction. It is assumed that this would continue to be a clerical function. Along this line, file destruction is generally handled as project work and with the tight situation in most Chief Clerks' Offices, it is quite possible that this function would not receive as much attention as would be necessary. In this connection, it is suggested that the Bureau may desire to create additional positions depending on the size of the destruction program. This would insure that space retrieval and destruction programs would receive continuous and appropriate attention.

Regarding the disposition of index cards, the system of destroying index cards when the file is destroyed is still the only sure way to insure destruction. However, this is to be done consistent with manpower available to do so. In the Omaha Division, we average 650 to 700 cases closed each month which would consume practically all the time of one employee. It is suggested that if additional employees are not hired to do this work that it may be feasible to not destroy cards when file destroyed, but destroy cards upon encountering them during searching. Most stops cease to be of value subsequent to the time set forth file destruction. However, if stops are necessary, then the file should not be destroyed, but should be maintained as long as the stops are necessary. Zero files should be destroyed when five years have elapsed as set forth in B (1.) Evidentiary material should be disposed of at the same time files are destroyed whether under the five-year or ten-year rule as suggested.

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It is estimated that the Omaha Division would reclaim approximately 425 lineal feet of filing space which is approximately 20,7 open shelf filing cabinets.

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OPTIONAL FORM NO. 10
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GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTENTION: Administrative Division

DATE: 6/1/73

FROM : SAC, NEW ORLEANS (66-1105)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS Bureau Records - Gen.

Re Bureau letter to Albany, 4/23/73.

This office concurs with the destruction proposals as set forth in Items A, B, C and D of referenced letter.

In regard to Item B - 1, it would appear that auxiliary offices should note on the index card the office of origin of a particular case since it may be necessary at a date subsequent to five years to determine background information regarding the individual, and if the auxiliary office file had been destroyed there would be no way of determining this information without first going through Identification Division records.

In regard to Item C - 1, destruction of files ten years old in all classifications in the office of origin, it has been noted that in certain classifications quite frequently the subject is a repeat offender and the background information obtained from files ten years old and older quite often alleviates a great deal of agent time. It is felt that consideration should be given to using an age factor of the subject to determine destruction in these types of cases. Age factor meaning that once the subject became a certain age and had shown no activity for several years it would be presumed that he had, because of his age, become inactive or could be presumed dead, thereby eliminating the need for maintaining background information.

Insofar as index cards are concerned, it would appear logical to maintain the index cards, having noted the office of origin on these cards, for future reference in the event an individual became active or again became the subject of an investigation in order to obtain background information from various offices.

66-3286-

In regard to stops outstanding, stop cards are currently reviewed to determine necessity of maintaining stop. This procedure appears to be entirely effective and the matter would be reviewed prior to the destruction of the file and at that time determination made regarding retaining or disposing of the stop.

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1-MS Vegas

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In regard to zero files, it would appear that proper procedure would be to purge them at least on a five-year basis, if not sooner, since much of the information contained in zero files is extraneous, miscellaneous material.

In regard to evidentiary material, at the present time this is closely followed by tickler to be disposed of as soon as possible. It is not necessary to maintain most of this material at the end of a five-year period and some of it could be photographed if it is found necessary to maintain it even that long. It would appear that the present method of handling this material would suffice, noting again that this sould be reviewed prior to the destruction of the file.

From the proposed destruction of files outlined in referenced letter, it would appear that 165 cubic feet or approximately 100 open shelf file cabinets would be reclaimed in the New Orleans Office.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director, FBI
Attn: Administrative Division

DATE: 6/1/73

FROM : SAC, Philadelphia (66-21)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Cen.

ReBUlet 4/23/73.

The proposals relating to the field file destruction program as set forth in reference letter were considered in detail and discussed with supervisory staff of this office. It was unanimously agreed that present rules governing files and records destruction were adequate at this time. The recommendation of this office is that none of the proposals as set forth in reference letter be adopted and that any additional proposals changing the present regulations regarding the destruction of files or records should be considered on an individual classification basis.

The above recommendation is made for the following reasons:

1. Under the present rules for files destruction, this office has been able to keep ahead of its files space requirements. It is not expected that any additional space or equipment will be needed for several years. To the contrary, it is expected that more space will be acquired within the next five years under present rules.

66-3286-

2. The opinion of those consulted is that material contained in our files should not be destroyed as long as there is no need for additional files space. The older information in our files continues to be of sufficient value to warrant its retention under existing rules. This is particularly true in responding to name check requests from other Government agencies. It is felt shorter time limitations would require a revision of language used in responding to name checks and more referrals to FBIHQ.

NOT RECORDED
20 JUN 5 1973

Supervisors currently authorize destruction of files under existing rules and regulations and this procedure should not be changed.

OC retained in Rm 621 OPO

(2) - Bureau
1 - Philadelphia (66-21)
WAS:MMR (3)

55 JUN 7 1973

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PH 66-21

Index Cards

It is recommended that destruction of index cards be continued under present rules, i.e., through purge of indices by experienced personnel or by removal of index cards on subjects and their aliases appearing in title of a report or other serial retained for this purpose after the file is destroyed.

Stop Cards

Stop cards to be treated as at present, i.e., removed when stop no longer in effect except recommendation made that they be reviewed yearly rather than quarterly review as presently required.

Zero Files

Recommended zero files be destroyed under same rules as OO destruction for each classification.

Evidentiary material

It is recommended evidentiary items in 1A and 1B envelopes be carefully reviewed at time auxiliary office files destroyed and items of continuing evidentiary value be forwarded to the office of origin. Office of origin destruction should remain as currently required.

Although the recommendation of this office is that the rules for destruction of files remain as at present, should the Bureau adopt the proposals as set forth in the referenced letter, it is estimated an additional 25% of files space will be gained in the criminal categories and 50% in security categories.

At this time no observations relating to streamling of field paperwork are being set forth; however, specific suggestions regarding individual projects toward this end will be submitted as need becomes apparent.

ONAL FORM NO. 10
1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
Attention: Administrative Division

DATE: 6/1/73

FROM : SAC, RICHMOND (66-1509)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen

BUDED: 6/4/73

Re Bureau letter to Albany dated 4/23/73.

After careful consideration, the proposals as outlined in referenced communication and listed as Items A through D, are believed to have merit and it is recommended they be favorably considered.

Comments as to the disposition of the following material after destruction of the files are set forth below:

1. INDEX CARDS

In the course of destroying a file, it is proposed that all serials having indexing thereon be retained temporarily until the index cards are purged from the indices on a project basis rather than on a "when encountered" basis as it is not believed this procedure is effective.

2. STOP OUTSTANDING

Wherever possible, all stops should be entered into NCIC and those that cannot be entered into NCIC should be handled according to present rules whereby quarterly review removes stops if no longer needed.

3. ZERO FILES

These files should be destroyed at the end of ten years if of no further value. It is not believed any purpose will be served by retaining these zero files for a longer period of time.

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66-3286-
NOT RECORDED
16 JUN 4 1973

(2) - Bureau
1 - Richmond
FAT:mfh
(3)

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55 JUN 7 1973

5010-108

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4. EVIDENTIARY MATERIAL

It is believed the present system for destruction of this material as set forth in the Manual of Rules and Regulations is sound and no changes should be made. This system includes, of course, the handling of bulky exhibits.

For the information of the Bureau, the administrative files in the Richmond Division are maintained in file cabinets and the closed investigative files are housed in the open shelf filing system.

If the above proposals are implemented, it is estimated two four-drawer, letter-size cabinets (twelve cubic feet) will be reclaimed for the administrative files and ninety-six cubic feet for the investigative files, which will provide a total of 108 cubic feet of space to be reclaimed for both noninvestigative and investigative files.

With regard to the streamlining of field paperwork, the following proposals are submitted:

1. That when available, the Bureau file number, correct title and office of origin be shown on each and every communication originating at FBIHQ.

2. That the office indices in each field office be converted to use by computer.

3. That the initiating office of inserts and FD-302s transmit only two copies to the office of origin and any auxiliary offices. Additional copies needed by any field division should be duplicated by that division. This will eliminate unnecessary duplication and subsequent destruction of excess copies.

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UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
(ATTENTION: ADMINISTRATIVE DIVISION)

DATE: 6/1/73

FROM : SAC, MIAMI (66-1414)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen

Re Bureau letter to Albany, 4/23/73.

Observations and comments are set forth under the same numbers as proposals in referenced Bureau letter.

A. 1. It is agreed that noninvestigative files in all classifications if of no further value, should be destroyed on an annual basis by an employee designated by the SAC. Exceptions should be held to a minimum.

2. It is not agreed that investigative files in all classifications, where results of the investigation were negative or of absolutely no continuing value, be destroyed when one year old. As a fact-finding organization, the Bureau's primary mission is to collect evidence. To destroy any investigative information, regardless of its substance, within one year is too narrow an approach merely for the sake of saving space. Destruction of information and files should be within the framework of the Statute of Limitations, which is five years.

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66-3286-

B. 1. It is agreed that investigative files of no further value in all classifications in auxiliary offices be destroyed when five years old on an annual basis.

RECORDED
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C. 1. It is not agreed that investigative files in office of origin relating to all classifications of no further value be destroyed when ten years old. To destroy the file in origin matters is again removing information from the field when may be of some benefit during a current investigation.

3 - Bureau
1 - Miami
FFF:bja

5 JUN 12 1973

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D. 1. The utilization of the original assignment card as a schedule for the destruction of files under the proposed program appears cumbersome in nature. It would create a storage problem for hundreds of cards for up to ten years. Since there has been a file destruction program in effect for a number of years, each office must have perfected their own plan for handling the program that could be easily expanded to fit any new rules. It is believed that the person in the best position to determine the value of information in any given case is the Agent to whom the case is assigned. It is therefore suggested that the case Agent be required to fill out a form when closing a case indicating the time limit for the destruction of the file according to rules in effect when case is closed, this form to be approved by the supervisor and filed as the top serial in the file. When the time limit has expired, the file could then be destroyed without further review, provided no additional mail had been added since closing. In that event, file should have a final supervisory review prior to destruction.

The following observations are offered with regard to the disposition of certain other material:

1. Index Cards - It is recommended that index cards be retained for ten years, or whatever time limit is put on office of origin files, even though an auxiliary office file would be destroyed sooner. Necessary information could then be secured from the office of origin.

2. Stop Cards - If information in file is of no value, it would appear no stop would be of value and cards should not be retained.

3. Zero Files - These files should be purged of all unnecessary serials over a year old on an annual basis.

4. Evidentiary Material - This material should be destroyed at the time of the destruction of the file in the office of origin. This material could be forwarded to the office of origin by auxiliary offices when case is RUC'd.

It is believed that approximately 1700 linear feet of open shelf filing would be saved if the proposed file destruction rules were favorably considered.

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MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI DATE: 6/1/73

ATTENTION: ADMINISTRATIVE DIVISION

FROM : SAC, MEMPHIS (66-796)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS Bureau Records-Gen.

ReBulet to Albany, 4/23/73.

The Memphis Division has considered the proposals set forth in reBulet and is in complete agreement with all proposals in Parts A, B and C. However, observations concerning Part D are set out hereinafter:

It is not believed necessary to retain the assignment cards in order to provide for a uniform and efficient file destruction program. The present system of physically reviewing the file to determine if the file is eligible for destruction would eliminate the time-consuming efforts of pulling the assignment card when the date has allowed the file to be considered for destruction. Also, after pulling the file it may be noted that a stop is outstanding or the date of the last communication would not allow destruction. Therefore, physically reviewing the files to determine if a file is eligible for destroying seems more efficient and economical.

It is also believed that Supervisory Special Agents should authorize the destruction of investigative files due to lack of experience and knowledge of clerks to determine whether or not investigative files are of a continuing value to a field office.

Part D, Item 1:

It is not believed necessary to keep index cards any longer than the files since any previous criminal history records of subjects can be obtained through NCIC or through prison records.

(3) - Bureau (AM)
1 - Memphis

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(4)

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66-3286-

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16 JUN 4 1973

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Part D, Item 2:

A file with an outstanding stop should not be destroyed if the office is office of origin; however, it might be destroyed in auxiliary offices if index cards are kept until the stop is removed.

Part D, Item 3:

It is felt that zero and double zero files should be disposed of as any other files in a given classification, since any instructional information would be in the Manual of Rules and Regulations.

Part D, Item 4:

Concerning evidentiary-type material, it should be forwarded to office of origin for disposition and the office of origin would destroy this material as the file becomes eligible for destruction under all other rules.

Estimate of space and equipment to be saved in Memphis Division:

It is estimated approximately 84 linear feet of space or approximately 4 open-shelf filing cabinets could be saved in the Memphis Division.

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MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director, FBI
Attention: Administrative Division

DATE: 6-1-73

FROM : SAC, Birmingham (66-1242)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen-

ReBulet 4-23-73.

I agree with proposals A, B, C, and D, except for A-2. I cannot think of a situation where investigative files only a year old should be destroyed as of no value even though the investigations were negative.

Undoubtedly the Bureau has considered the fact that the proposals will of necessity require more of the time of both clerks and Supervisory Special Agents than under current regulations. These factors will have to be weighed in terms of the number of investigative cases supervised by desks and in the clerk-Agent ratio of an office. I believe the benefits to be achieved by an accelerated destruction program will be sufficient to justify some relaxation in the caseload per supervisory desk and clerk-Agent ratio criteria.

Index cards -- I recommend these cards be pulled at the time files are destroyed, eliminating unnecessary work in searching and in reviewing the records of destroyed files.

Stop outstanding -- I recommend that no file be destroyed as long as there is a stop outstanding.

Zero files -- I recommend they be destroyed under the ten year rule, same as double zero files.

66-3286-

Evidentiary material -- I think evidentiary material could be destroyed after a case has been closed ten years, considering the Statute of Limitations runs in five years and allowing an additional five years for appeals. This is a question, however, which I believe should be

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NOT RECORDED
21 JUN 4 1973

2 - Bureau
1 - Birmingham
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59 JUN 7 1973

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ruled on by the Department, or at least by the Bureau's Office of Legal Counsel.

The volume of space and equipment which could be reclaimed if the proposed rules are established can only be estimated. We have 651 shelves of closed files. We believe the maximum would be a saving of 25%, or 161 shelves (23 seven-shelf cabinets).

To implement the proposals, my most experienced clerk in this area, [redacted], makes the following suggestion which I believe would be worthwhile, at least as an experiment to determine by usage its practicality: b6 b7C

Bureau to prepare a form on distinctive colored paper with four items pre-printed thereon showing the various categories of destruction, e.g.:

☐ Destroy when 1 year old

☐ Destroy when 5 years old

☐ Destroy when 10 years old

☐ Do not destroy without further review by Supervisor

When the rotor clerk closes or RUC's a case, one of these forms will be placed in the file as a top serial. Then when this closed or RUC'd file comes across the Supervisor's desk on final tickler, the Supervisor will check one of the categories.

If the file is subsequently reopened, the form will be destroyed and a new form inserted when it is again closed or RUC'd.

By utilizing a form of this type, the clerk could destroy the files without consulting the Supervisor on each and every file.

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UNITED STATES GOVERNMENT

Memorandum

30-50 yrs

TO : ACTING DIRECTOR, FBI
(ATTN: ADMINISTRATIVE DIVISION)

DATE: 6/1/73

FROM : SAC, NEW HAVEN (66-3143)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records-Gen.

RE: Bureau letter, 4/23/73.

The NHO is generally in agreement with the proposal set forth in relet relating to the field file destruction program.

The following observations and suggestions are submitted for the Bureau's consideration.

1. It is believed that indices cards relating to destroyed auxiliary office files should be retained for additional five years to reflect office of origin.

2. Where file in office of origin is destroyed, retention of indices cards would appear to serve no useful purpose.

3. If file meets criteria for destruction, there should be no need for outstanding Stop or retention of same.

4. Zero files and related indices cards should be destroyed after one year.

5. When file destroyed, evidentiary material relating to investigation should be destroyed. In case where file is preserved, but the statute of limitations has run, evidentiary material can be destroyed.

6. Field supervisor upon closing case could indicate on file cover if file could be destroyed in one year.

It is estimated that the approximate volume of space to be reclaimed upon adoption of this proposal would amount to between 30 and 50%.

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NOT RECORDED
23 JUN 4 1973

2 - Bureau
1 - New Haven
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59 JUN 7 1973

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 6/1/73

FROM : SAC, LOUISVILLE (66-1804)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Re Bureau letter to Albany 4/23/73.

The Louisville Office is in favor of proposals A.1, B, and C as set out in rel regarding destruction of files and records.

Regarding Proposal A.2, we recommend that cases in the following classifications not be destroyed until 5 years old: 92, 100, 105, and 157.

Instead of Proposal D, we would suggest the following:

A stamp would be put on the file front when the case is closed reading, "If no communication put in file after (Date), the file may be destroyed on (Date)." The Supervisory Special Agent would fill in the stamp and initial. The stamp on the file front would serve as a flag so that the file would be skipped when files were consolidated. On a periodic basis the closed files would be reviewed and the files that could be destroyed would be readily and easily identified.

The closed assignment cards would be handled in the same manner as they are now.

Regarding the disposition of material listed below after the files are destroyed:

1. Index cards. When the files are destroyed, the index cards should be destroyed.

2. Stop outstanding. Files with stops outstanding should not be destroyed.

3. Zero files. Zero files should be destroyed as are files in the classification.

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NOT RECORDED
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(2) - Bureau
1 - Louisville
CER/mm
(3)

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9 JUN 7 1973

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4. Evidentiary material. When the file has been destroyed, all evidentiary material should also be destroyed.

If the above proposals are put into effect, we feel we would be able to destroy approximately 884 cubic feet of closed files.

Regarding lengthy petitions and lists of names, we would like to suggest that they can be destroyed after ten years and the index cards also destroyed. After this length of time the value of the lists is questionable as it becomes more and more difficult to identify the persons listed.

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GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATT: ADMINISTRATIVE DIVISION

DATE: 6/1/73

FROM : SAC, PHOENIX (66-435)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
Bureau Records - Gen.

ReBulet 4/23/73.

Consideration has been given to proposals relating to field file destruction program. Following are observations on these proposals:

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

1. Noninvestigative files and material in all classifications if of no further value.
Observation: Destroy.

2. Investigative files in all classifications where results of investigations were negative or of absolutely no continuing value.
Observation: Destroy.

B. Files and records to be destroyed when five years old on an annual or other staggered basis:

1. Investigative files of no further value relating to all classifications in auxiliary offices.
Observation: Do not destroy any files at this time other than those that are currently being destroyed.

C. Files and records to be destroyed when ten years old on annual or other staggered basis:

66-3286-

1. Investigative files in office of origin relating to all classifications of no further value.
Observation: It is felt that a record of these files should be kept for 20 years in accordance with present practice.

NOT RECORDED
21 JUN 4 1973

(2) - Bureau
1 - Phoenix

LER:hc
(3)

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LER:hc

Relative to Items B and C, it is felt that most of these will be covered under A - Item 2; therefore, it is estimated that the approximate volume of space and equipment that would be reclaimed if the proposed file destruction fules are favorably considered would be 15 shelves of open shelf filing per year.

Following observations are submitted concerning disposition of material listed below, after respective files have been destroyed:

1. Index cards - Observation: Destroy
2. Stop outstanding - Do not destroy file
3. Zero files - Handle in accordance with present instructions on destruction of 5 year old files
4. Evidentiary material - Destroy

Concerning other observations which may relate to the streamlining of field paper work, it is suggested that Unsub 26 cases be destroyed in one year rather than 5 years as now being done.

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UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
(ATTENTION: ADMINISTRATIVE DIVISION)

DATE: 6/1/73

FROM : SAC, HONOLULU (66-303)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen.

ReBulet to Albany, 4/23/73.

The Honolulu Office is in agreement with the proposals set out in reBulet under Items A, B and C. With respect to Item D, it is felt that the present procedure of destroying the original assignment card within one year after the case is closed should be followed. It is felt that to retain the original assignment card for a greater length of time merely for the purpose of using such assignment card to assist in scheduling the destruction of files under the proposed programs does not warrant the extra clerical time involved in the filing of these old assignment cards for file destruction.

With respect to the destruction of index cards after the respective file has been destroyed, it is considered worthwhile and should be favorably considered.

In those instances when a file is destroyed in which there is an outstanding stop, it is believed that the stop should be removed.

With respect to zero files, it is believed that such files could be destroyed in all classifications when five-years-old on an annual or other staggered basis.

Finally, it is believed that all evidentiary material if of no further value should either be returned to the owner, if appropriate, or disposed of once final action has been taken and file has been destroyed.

Honolulu currently has 275 shelves of Closed or RUC'd files. It is estimated that of the 275 shelves, approximately 50 shelves could be reclaimed if the proposed file destruction rules are favorably considered. The consolidation project of the Honolulu Office is current and up-to-date.

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NOT RECORDED
7 JUN 7 1973

(2) - Bureau
1 - Honolulu

KVH: bad
(3) JUN 12 1973

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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5010-108-01

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI DATE: 6/1/73
ATTENTION: ADMINISTRATIVE DIVISION

FROM : SAC, BUTTE (66-1413)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records-Cen.

Retain

ReBulet, 4/23/73.

It is proposed that criteria for destruction of files be as follows:

Administrative-type files and records should be destroyed when one-year-old. Double zero files should never be destroyed. SAC to designate responsible CCO employee to authorize destruction.

Investigative-type files, all classifications, in auxiliary offices should be destroyed when five-years-old if of no further value, providing stops are not outstanding and all evidentiary materials have been disposed of. SA supervisor to authorize destruction.

Investigative files in office of origin relating to all classifications should be destroyed when ten-years-old if of no further value, providing stops are not outstanding and all evidentiary materials have been disposed of. SA supervisor to authorize destruction.

Zero files should be destroyed when one-year-old. SA supervisor to authorize destruction.

Index cards should be destroyed for all files destroyed if manpower available.

66-3286-

It is estimated that a 15% to 20%, 10 to 15 5-drawer file cabinets, savings in space would be accomplished under this program.

NOT RECORDED
JUN 5 1973

(2) - Bureau
1 - Butte
RWE:JFH/cld
(3)

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GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTN: ADMINISTRATIVE DIVISION

DATE: 6/1/73

FROM SAC, SAVANNAH (66-1139)

SUBJECT: DESTRUCTION OF Bureau Records - Gen. FIELD FILES AND RECORDS

ReBulet 4/23/73.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/rlc

A.

1. It is recommended that non-investigative files and material in all classifications if of no further value be destroyed when one year old. The decision to determine whether or not the material is of no further value should vest in a supervisory agent only.

2. Investigative files in all classifications where results of the investigation were negative or of absolutely no continuing value could be destroyed when one year old on an annual basis or under staggered basis but the final determination as to the value of this material contained in the file should only be authorized by a Special Agent supervisor.

B.

66-3286-

1. It is not believed that a blanket rule can be set forth stating files and records may be destroyed when five years old or on an annual or other staggered basis in all classifications in auxiliary offices. Such destruction could be done provided a Special Agent supervisor reviews the files and determines that they have no potential value to the auxiliary office, as in many classifications in major type cases and security type cases, there is pertinent information concerning hoodlum type, anti-racketeering, bank robberies, modus operandi and individual information concerning contacts made in particular cases which when properly indexed would assist agents in their investigations and knowledge of persons to contact for many years. It is believed absolutely necessary before any such destruction that a penetrative review be made by a Special Agent supervisor of every file in each and every classification and prepare correlation memos where needed prior to any destruction.

NOT RECORDED
21 JUN 7 1973

2 - Bureau
1 - Savannah
(3)

JUN 12 1973

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C.

With reference to investigative files in the office of origin relating to all classifications and their destruction on a 10-year basis, it is believed this should be limited in all classifications to unknown subject cases and in cases where there is no need to preserve background information, associates and contacts for the typical recidivists. In no cases should individuals who are hoodlums, security subjects or persons who would be involved on continuing basis in crime, should destruction be authorized.

1 - If the files are destroyed, the index cards are of no value and should be destroyed. They would only indicate that a query could be made of Washington in unusual cases. However, to purge the index cards, which is done on a continuing basis, could wait until routinely done.

2 - Stops outstanding - the stops should be immediately removed when the file is destroyed.

3 - Zero files can be destroyed ordinarily on a one-year basis without adverse effect.

4 - Evidentiary material in any file destroyed should be maintained until the Statute of Limitations runs on the individual case after which time it could be appropriately disposed of.

Under this program we should be able to reclaim about 42 shelves of closed file space, about 2 1/2 cu. feet per shelf, or 6 open-shelf file cabinets, maybe more.

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MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
(ATTN: ADMINISTRATIVE DIVISION)

DATE: 6/1/73

FROM : SAC, TAMPA (66-6)

SUBJECT: DESTRUCTION OF Bureau Records-Gen FIELD FILES AND RECORDS

ReBulet 4/23/73 regarding proposals relating to the Field File Destruction Program.

Following suggestions are being submitted by the Tampa Division in connection with captioned program:

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

1. Tampa Office is in agreement with destruction as outlined in reBulet; however, it is also suggested that there be included in this category informant files as well as the files included in B-1, below. In connection with informant files, it is felt it would be sufficient for the file front with the symbol number to be retained after the serials have been destroyed.

It is suggested that registered mail books and film pack logs be destroyed when they are 6 months old instead of one year.

2. Tampa agrees to destruction as listed; however, it is felt that Zero files should also be included except those of a security nature. Security Zero files could be destroyed when 10 years old.

B. Files and records to be destroyed when five years old on an annual or other staggered basis:

1. It is felt these files could be destroyed in one year as set forth in A-1, above.

66-3286-

C. Files and records to be destroyed when ten years old on annual or other staggered basis:

NOT RECORDED
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1. Tampa agrees to suggestion for destruction as listed.

2 - Bureau
1 - Tampa
JMM:av (3)

JUN 12 1973

TWO

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D. To provide for a uniform and efficient file destruction, the original assignment cards will be used to schedule the destruction under the proposed programs. If this proposal is approved, the original assignment cards would, of course, not be destroyed as under present rules and regulations after cases are closed.

Tampa agrees to proposed program, however, it is suggested instead of creating a project of reviewing files for Special Agent Supervisors, it is felt the case Agent could indicate at the time the file is closed the proper time for destruction. This can be noted on the assignment card by the rotor clerk and filed accordingly to indicate destruction date. This destruction program should be included in new Agents' orientation and training in first office.

(1) Index cards. Destroy when file destroyed.

(2) Stops outstanding. Retain until no longer needed.

(3) Zero files. Destroy as listed in A-2, above.

(4) Evidentiary material. Case Agent should destroy when no longer needed on authorization by USA's Office. Auxiliary offices should furnish evidence to Office of Origin when file due for destruction.

If proposed file destruction rules are favorably considered, approximately 400 cubic feet of space and equipment would be reclaimed.

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MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO: ACTING DIRECTOR, FBI
ATTENTION: ADMINISTRATIVE DIVISION

DATE: 6/1/73

FROM: SAC, CINCINNATI (66-1659)

SUBJECT: DESTRUCTION OF Bureau Records Gen. FIELD FILES AND RECORDS

ReBulet to Albany, 4/23/73.

The supervisory staff of this office agrees with the proposals in relet.

Recommendations as follows are being submitted:

Destroy index cards when files destroyed.

Retain files if stops outstanding.

Destroy zero files 1 year old and index cards relating thereto.

In destroying five year old files in auxiliary office, send evidentiary material to office of origin.

It is estimated that 965 linear feet would be gained through destruction of files under the proposed program. We would be able to bring all closed files into the Chief Clerk's Office proper, thus releasing 54 5-drawer filing cabinets, letter-size.

66-3286-

Because of the clerical time involved in the consolidation of files when closed six months, the addition of file ends, the removal of files from consolidated volumes when files are reopened, the return of files to consolidated volumes when case is again closed, the splitting of consolidated volumes when a pending file charged out of a consolidated volume becomes a multi-volume file and the reconsolidating of files after some files are removed from a volume for destruction, it is recommended that the consolidation of files be discontinued.

NOT RECORDED
16 JUN 4 1973

2-Bureau
1-Cincinnati

DER:jaw
(3)

5010-108-02

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI
ATTN: ADMINISTRATIVE DIVISION

DATE: 6/1/73

FROM : SAC, ALBUQUERQUE

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Records - Gen.

ReBulet 4/23/73, concerning proposals relating to the field file destruction program.

Appropriate supervisory personnel in this Division, as well as the Chief Clerk, have reviewed the proposals set forth in relet and believe those lettered A, B, C, and D should be followed. Concerning comments as to the disposition of (1) Index cards, it is suggested that they be retained in place until discovery and then destroyed. Concerning item 2, Stops Outstanding, this should be handled at the time the file is reviewed by the Special Agent Supervisor prior to destruction. Any outstanding stops should be cancelled prior to destruction of the file. (3) Zero files, since they are non-investigative, would fall into category A in relet and after appropriate review should be destroyed when they are one year old. (4) Evidentiary material should be handled in the same manner as outstanding stops in that it should be handled prior to the destruction of the file by the appropriate reviewing Special Agent supervisor.

The approximate volume of space and equipment that would be recalimed if the proposed file destruction rules are favorably considered is 55 five-drawer file cabinets and the space they would occupy.

Appropriate personnel have been canvassed concerning submission of ideas to streamline field paperwork and to date this Division has no further observations in this regard. In the event any ideas are forthcoming they will be promptly submitted to the Bureau for consideration.

2 - Bureau (RM)
1 - Albuquerque
GKM:fd
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/ltc

66-3286-

NOT RECORDED
17 JUN 5 1973

cc returned w/ Inq. yes. Rm 621 ops

55 JUN 7 1973

TWO

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

TO : Mr. Gebhardt

DATE: June 1, 1973

FROM : R. E. Bates

1 - Mr. Gebhardt
1 - Mr. Bates
1 - Mr. Huppert
1 - Mr. Callahan
1 - Mr. Mintz

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

By memorandum dated 4/20/73, from Thomas A. Keane to Mr. J. E. Reilly, it was requested that substantive desks at FBIHQ furnish comments regarding proposals relating to changes in rules which govern destruction of field files and records. The General Investigative Division (GID) feels that the proposed changes for the purpose of streamlining and conservation of space are, in general, well taken. The suggested five to ten year destruction periods, in most cases, should fulfill most needs field offices might have for data contained in pertinent files. Remarks of the various Sections of the GID are set out below:

CRIMINAL SECTION: It is not felt there are valid reasons to retain most of the field investigative files for as much as twenty years in classifications supervised in this Section, unless some special reason exists for doing so as in a particularly major classification. Exceptions could occur in classifications such as 175- (Threats Against the President). Because of their importance, files in this classification should probably be retained by the office of origin for a twenty year period.

In addition, it is pointed out that the Statute of Limitations should be taken into consideration in implementing new destruction procedures. Regarding items of evidentiary material, such as FD-302s, it is suggested that such items be retained in field offices for a minimum of ten years before destruction. It has also been suggested by personnel of this Section that files pertaining to such especially major investigations as the Kennedy Assassinations and Wounded Knee never be destroyed by the office of origin because of their potential historical value.

66-3286
NOT RECORDED
10 JUN 6 1973

JDH:mme
2 ENCLOSURES (6)

8 JUN 11 1973

CONTINUED - OVER

Bates to Gebhardt memo

CIVIL RIGHTS SECTION: The proposals relating to new destruction criteria for field files and records have been reviewed in light of classifications handled by the Civil Rights Section. Personnel of this Section feel the proposals have merit, are constructive, and should result in significant savings in space and equipment, if implemented.

ACCOUNTING AND FRAUD SECTION: The Accounting and Fraud Section does not feel that the implementation of these destruction of files and records proposals would have any adverse effect concerning classifications of cases handled in this Section.

NAME CHECK SECTION: The Name Check Section of the GID does not have any responsibility for supervision of substantive classifications. However, this Section feels that the proposals for the destruction of obsolete material have merit and should be seriously considered for adoption.

ACTION: For information.

RWG/CLM JDH

MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. J. E. Reilly

DATE: April 20, 1973

FROM : Thomas A. Keane

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

The purpose of this memorandum is to propose that current field office retention periods be shortened, and that the overall field file destruction program be streamlined and simplified. There are presently twenty-five individual rules relating to the destruction of investigative and noninvestigative field files. In addition, there are numerous other rules concerning the destruction of specified material, serials, and copies of serials. It would seem that a concentrated effort by both field and Headquarters personnel would provide for an efficient streamlined destruction program that not only would further close the gap between the creation of new paperwork and the destruction of obsolete material thereby effecting substantial savings in space and equipment, but also allowing for the retention of material of a continuing value to our field administrative and investigative operations.

In view of the substantial increase in the cost of Bureau space as set forth under Public Law 92-313, Public Buildings Amendment of 1972, it would seem that all possible solutions should be explored regarding the physical destruction of material to reclaim needed space and equipment prior to considering mechanical or electronic systems for the storage of field material. In the past, there have been frequent suggestions to microfilm closed field files to conserve space and equipment, which would result in a very expensive initial cost factor, and would restrict access to urgently needed material.

For the purposes of uniformity, streamlining, and to provide for a more manageable destruction program, the following proposals are being submitted for observations and evaluation by field and Headquarters personnel:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4 ELW/ltc

(CONTINUED - OVER)

Enclosure
1 - Mr. Baker (Enclosure)
1 - Mr. Callahan (Enclosure)
1 - Mr. Cleveland (Enclosure)
1 - Mr. Gebhardt (Enclosure)
1 - Mr. Marshall (Enclosure)
1 - Mr. E. S. Miller (Enclosure)
1 - Mr. Jenkins (Enclosure)
1 - Mr. Walters (Enclosure)
1 - Mr. Gregory (Enclosure)
1 - Mr. G. S. McMichael (Enclosure)
1 - Mr. Mintz (Enclosure)
1 - Mr. J. E. Reilly (Enclosure)

Bates to Gebhardt memo 6/1/73; JDH:mme

TAK:wss (13)

ENCLOSURE 66-3286-

Memorandum T. A. Keane to J. E. Reilly
Re: Destruction of Field Files and Records

A. Files and records to be destroyed on a 90-day basis

1. Register Number 3 - FD-256 (no change in present rules; due to space required to maintain these registers, it would seem logical to destroy as soon as possible).

B. Files and records to be destroyed within 60, 90, and 120 days with Bureau approval

1. Investigative leads to auxiliary offices requesting record checks when results are of no further value (no change in current rules).

C. Files and records to be destroyed when one year old on annual or other staggered basis if preferred

1. Noninvestigative files and material of no continuing value. SAC shall designate employee(s) to handle destruction program. (At present there are sixty - seventy different types of files and material that may be destroyed if one year old or less than one year old. The majority of this material occupies too little space to justify the many schedules presently required for destruction purposes. There would be an appreciable saving in manpower if this material was destroyed annually with the same realization of space.)

2. Investigative files in all classifications where the results of investigations were negative or the file contained nebulous material which was absolutely of no value to the field office. The Special Agent Supervisor is responsible for authorizing the destruction of this material. (For example, a field office could have one lead in an investigation to interview a relative, and the investigation revealed that the relative moved to another area outside the lead office's territory. In the majority of cases, this material would be of no value to the auxiliary office, but under current destruction rules, this material is retained for five, ten, or twenty years depending upon the investigation category involved.)

D. Files and records to be destroyed when five years old on annual or other staggered basis if preferred

1. Investigative files in auxiliary offices in all classifications after files have been reviewed and determined to be of no value to the auxiliary offices. (Investigative files in auxiliary offices are currently being destroyed when five, ten, or twenty years old depending upon the classification involved.)

E. Files and records to be destroyed when ten years old on an annual or other staggered basis

1. Investigative files in offices of origin in all classifications after file reviews have determined that the material is of no further value to the office of origin. (Current rules provide for the destruction of the majority of this material when twenty years old. Unknown subject files in certain criminal classifications can be destroyed when five years old.)

F. To provide for a uniform and efficient destruction program, that the original assignment card be used to schedule the file destruction under the proposed one, five and ten year rules. Considering the fact that the original assignment cards are color-coded to determine offices of origin and auxiliary offices, it is believed that this will further facilitate the scheduling of files for destruction. If an investigative matter is reopened, the latest original assignment card will govern the destruction rule. (At present, original assignment cards on closed and RUC cases are retained for one year and then destroyed.)

The above proposals do not make it mandatory to destroy files or records that are of a continuing value to the office. Investigative files will only be destroyed upon authorization of SAC, ASAC or Special Agent Supervisor. If there is any doubt, files should be retained or the Bureau consulted.

Files and records which are currently destroyed when they have served the purpose for which prepared, such as channelizing memoranda, etc., would continue to be destroyed in a like manner. No provisions are being made for changing the rule relating to the destruction of double zero files. Double zero files are retained indefinitely and occupy only a minimum volume of space. Due to the value of this material for reference and research purposes, it is believed this material should be retained as provided for under existing regulations.

It can be observed from the above proposals that no provisions have been made for the destruction or handling of index cards, zero files, stop cards, or evidentiary material, including original FD-302s. It would seem that the most workable solution relating to the destruction of this material can only be solved by consulting Headquarters and field supervisory personnel.

With the above proposals in mind, together with any other suggestions relating to the streamlining of field paperwork, it would appear that much can be accomplished with a concentrated effort by Headquarters and field personnel.

RECOMMENDATIONS:

1. That the substantive desks at FBIHQ furnish comments relating to respective investigative classifications in connection with outlined proposals, in addition to other comments, objections or suggestions.

2. That the attached letter be sent to SAC, Albany and All Offices soliciting observations from the field.

SAC, Albany

April 23, 1973

PERSONAL ATTENTION

Acting Director, FBI

DESTRUCTION OF FIELD FILES AND RECORDS

There is an intensification program at FBIHQ to streamline and simplify the destruction of files and records in the field. As set forth in Buairtel to Albany, with copies to all offices, dated 3/19/73, subsequent to 7/1/74, the expense for space will be at a premium and a concentrated effort is being made to eliminate or reduce the need for additional space and filing equipment.

Consideration is being given to the following proposals relating to the field file destruction program:

A. Files and records to be destroyed when one year old on an annual or other staggered basis:

1. Noninvestigative files and material in all classifications if of no further value. SAC shall designate employees to be responsible for this program. Only exceptions to this rule are destruction of Number Three Registers, FD-256, and field offices who are authorized to destroy record check-type files at an earlier date.

2. Investigative files in all classifications where results of the investigations were negative or of absolutely no continuing value. Special Agent Supervisor will authorize destruction.

B. Files and records to be destroyed when five years old on an annual or other staggered basis:

1. Investigative files of no further value relating to all classifications in auxiliary offices. Special Agent Supervisor will authorize destruction of files.

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

2 - All Offices (SAC, Personal Attention)
1 - Mr. Baker
1 - Mr. Callahan
1 - Mr. Cleveland
1 - Mr. Gebhardt
1 - Mr. Marshall
1 - Mr. E. S. Miller
1 - Mr. Jenkins
1 - Mr. Walters
1 - Mr. Gregory
1 - Mr. G. S. McMichael
1 - Mr. Mintz
1 - Mr. J. E. Reilly
TAK:wss
(16)

MAIL ROOM ☐ TELETYPE UNIT ☐

ENCLOSURE
66-3286-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/ptc

C. Files and records to be destroyed when ten years old on annual or other staggered basis:

1. Investigative files in office of origin relating to all classifications of no further value. Special Agent Supervisor will authorize destruction of files.

D. To provide for a uniform and efficient file destruction, the original assignment cards will be used to schedule the destruction under the proposed programs. If this proposal is approved, the original assignment cards would, of course, not be destroyed as under present rules and regulations after cases are closed.

As indicated above, Supervisory Special Agents will authorize the destruction of investigative files. This rule is intended to eliminate the need for the Chief Clerk's Office to be responsible for authorizing the destruction of any investigative files. Clerical employees neither have the experience nor training to be in the position to determine whether or not investigative files are of a continuing value to a field office.

You are requested to submit observations concerning the above proposals as well as any comments as to the disposition of maferial listed below, after the respective files have been destroyed.

1 - Index cards
2 - Stop outstanding
3 - Zero files
4 - Evidentiary material

You should approximate the volume of space and equipment that would be reclaimed if the proposed file destruction rules are favorable considered.

In addition to these points, the Bureau is interested in any other observations which may relate to the streamlining of field paperwork.

Submit your replies to the Bureau, attention Administrative Division, by 6/4/73.

The Attorney General

July 5, 1973

Acting Director, FBI

2 - Inspector Bassett
1 - Mr. Callahan
1 - Mr. Bowers
1 - Mr. Herington
1 - Mr. Mintz

REC-66 66-3286-1136

EX-103

INFORMATION CONCERNING FBI FILES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-18-81 BY 6383 VBT/AG

An item reported by United Press International (UPI), June 28, 1973, stated that "Clarence M. Kelley, who soon will take over as FBI Director, said Thursday he will stop the practice of keeping files on persons for political reasons." Chief Kelley was further reported to have said that checks would be made on a politician only if he or she applied for a Government job. Chief Kelley was quoted as saying, "But I do not subscribe to the establishment of files for political purposes. If this is the reason, and if they do exist, they would be stopped immediately."

As the quotation attributed to Chief Kelley correctly observed, "If they do exist," is critical to any discussion of an alleged practice of keeping files on persons for political reasons.

Events during the past year brought to public view an FBI practice that was subject to the misinterpretation that the Bureau was compiling dossiers on persons for political reasons. This unfavorable publicity was probably the basis for the press inquiries of Chief Kelley which resulted in the June 28th UPI item.

MAILED 3 JUL 5 - 1973 A-FBI

The facts concerning the FBI program referred to above were furnished the Attorney General in a memorandum dated November 13, 1972, captioned "Destruction of Files, Congressional Liaison," which requested authority to destroy the records compiled as a result of the program. The reply dated November 21, 1972, and captioned "Destruction of Memoranda Prepared for Purposes of Congressional Liaison," advised such records could not be destroyed absent specific authorization from the Archivist of the United States. As indicated by the handwritten

NOTE: Based on memorandum Legal Counsel to the Acting Director, 7/5/73, captioned as above, JAM:mfd.

JAM:mfd
(9)

54 JUL 20 1973

MAIL ROOM ☑ TELETYPE UNIT ☐

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
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Mr. Barnes
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Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

note appearing on the bottom of the second page of the reply, former Acting Director Gray took the position that the documents in question were part of FBI official files; that they would not be disclosed to unauthorized persons; and that permission would not be requested for their destruction. Copies of these documents are attached.

Further, information concerning this program is contained in the published report of the hearings held by the Committee on the Judiciary concerning the nomination of Mr. Gray to be Director of the FBI. Copies of pages 31 through 38 from that report are attached.

Mr. Gray testified on February 28, 1973, that he first learned of the program to collect biographical information on congressional candidates on October 26, 1972, when he was advised that an Agent in Ohio, contrary to specific instructions, had contacted a newspaper requesting information on a candidate. Mr. Gray testified that he promptly obtained the complete facts concerning the program and immediately ordered that it be discontinued. A press release concerning this matter was made the following day, October 27, 1972. Mr. Gray's testimony on this point was reported at page 40 of the published record of the hearings. A copy of that page is enclosed.

Such data collection which was intended only as an aid to FBI officials, was discontinued entirely October 27, 1972. Therefore, except for necessary preemployment investigations and other authorized investigations which may concern political figures, there is no FBI activity which could be misunderstood as a practice of keeping files on persons for political purposes. Therefore, the present policy of the FBI is entirely consistent with the views expressed by Chief Kelley as reported in the UPI item dated June 28, 1973.

Enclosures (7)

7/16/73: Sol Lindenbaum, Departmental attorney, said AG Richardson said Kelley should see this memo. I advised him Mr. Kelley had been furnished a copy.

Mr. Kelley read. J. A. Mintz

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

TO : The Acting Director

DATE: 7/5/73

FROM : Legal Counsel

SUBJECT: ~~INFORMATION CONCERNING FBI FILES~~ Destruction of Bureau Records - General

At 5:40 p.m. on July 2, 1973, you asked me to prepare an informational memorandum for the Attorney General concerning a United Press International wire item reporting an interview of Chief Kelley on June 28, 1973. You furnished me a copy of the UPI item in question, which copy is attached to this memorandum.

Attached is a proposed informational memorandum for the Attorney General with appropriate enclosures.

RECOMMENDATION:

That the attached memorandum be approved and sent to the Attorney General.

Enc Sent 7-5-73 HRC

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/pte

2 - Inspector Bassett
1 - Mr. Callahan
1 - Mr. Bowers
1 - Mr. Herington
1 - Mr. Mintz

/ ENCLOSURE

JAM:mfd
(7)

REC-66 66-3286-1136

EX-103

17 JUL 13 1973

LEGAL COUNSEL

299A
FBI 6-28
NIGHT LD
BY JOHN C. BRADEN

KANSAS CITY, MO. (UPI) -- CLARENCE M. KELLEY, WHO SOON WILL TAKE OVER AS FBI DIRECTOR, SAID THURSDAY HE WILL STOP THE PRACTICE OF KEEPING FILES ON PERSONS FOR POLITICAL REASONS.

AND HE SAID HE WOULD TRY TO POLISH THE IMAGE OF THE AVERAGE FBI AGENT BY MAKING HIM MORE AVAILABLE TO THE PRESS AND PUBLIC.

"THERE WAS A TIME, WHEN MR. HOOVER WAS DIRECTOR, WHEN HE HAD VERY FEW CONTACTS WITH THE PRESS," SAID KELLEY, REFERRING TO LONGTIME FBI HEAD J. EDGAR HOOVER. "I BELIEVE THE PRESS AND LAW ENFORCEMENT PERSONNEL SHOULD GET TOGETHER."

KELLEY, WHO LAUGHED AND JOKED WITH REPORTERS DURING HIS FIRST HOMETOWN NEWS CONFERENCE SINCE THE SENATE CONFIRMED HIS FBI NOMINATION WEDNESDAY, SAID CHECKS WOULD BE MADE ON A POLITICIAN ONLY IF HE OR SHE APPLIED FOR A GOVERNMENT JOB.

"BUT I DO NOT SUBSCRIBE TO THE ESTABLISHMENT OF FILES FOR POLITICAL PURPOSES," HE SAID. "IF THIS IS THE REASON, AND IF THEY DO EXIST, THEY WOULD BE STOPPED IMMEDIATELY."

KELLEY SAID HE WOULD REMAIN IN HIS PRESENT POSITION AS KANSAS CITY POLICE CHIEF UNTIL HE IS SWORN IN AS THE FBI HEAD. KELLEY SAID HE HAD NOT BEEN TOLD WHEN OR BY WHOM HE WOULD BE SWORN IN.

"YOU FELLOWS NEVER DID BOTHER ME AND I ACTUALLY DID ENJOY WORKING WITH YOU," KELLEY TOLD REPORTERS. "YOU HAVE CONSISTENTLY REPORTED WITH FIDELITY WHAT WE HAVE SAID."

KELLEY SAID HE SAW NO REASON WHY LOCAL FBI UNITS COULD NOT BE MORE FREE WITH THE NEWS MEDIA, WHO HAD GROWN USED TO "NO COMMENT" FROM AGENTS UNDER HOOVER.

"I AM OF THE SCHOOL OF THOUGHT THAT THERE SHOULD BE A GREATER LIBERTY OF DISCUSSION," HE SAID. "FROM MY EXPERIENCE, MEN OF STATURE AND ABILITY THAT THEY (LOCAL AGENTS) ARE COULD HANDLE PRESS RELATIONS."

HE SAID PROBLEMS OF MORALE OF THE BUREAU MAY HAVE BEEN OVERSTATED. HE SAID THE AGENCY SEEMED TO NEED THE STABILITY OF A PERMANENT DIRECTOR.

KELLEY SAID HE SAW NO REASON TO CHANGE FBI HAIR AND DRESS CODES, OFTEN CRITICIZED UNDER HOOVER. HE SAID THE SAME CODE WAS USED FOR THE KANSAS CITY POLICE DEPARTMENT. HE ADDED HE FELT HIS RULES WERE FLEXIBLE.

AS AN EXAMPLE, KELLEY, HIMSELF A FORMER FBI AGENT SAID, "I WORE COLORED SHIRTS MANY YEARS AGO AND I REMAINED IN THE FBI."

ABOVE IS A REPEAT TO B WIRE POINTS
UPI 06-28 08:32 PED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4 FLW/pte

ENCLOSURE

66-3286-1136

17 JUL 13 1973

Memo Legal Counsel - 15 - to Acting Director 7/5/73 JAM:mfd

LEGAL COUNSEL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Cong. Serv. ____
Corr. & Crm. Research ____
Press Off. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 7/19/73

FROM : T. J. Brownfield

Destruction of Bureaus Property - General

SUBJECT: DESTRUCTION OF INDEX CARDS, SUGGESTION 10-74 SUBMITTED BY ASSISTANT LEGAL ATTACHE [redacted] MEXICO CITY OFFICE

b6
b7C

SUGGESTION: In June, 1972, it was proposed by the Mexico City Office that destruction be permitted of those index cards which pertain to destroyed files for which no Bureau file number is available. It was pointed out the current procedures allow a needless accumulation of thousands of cards in larger foreign offices because these cards have no further value after files have been destroyed if there is no Bureau file number. They clutter up the indices, occupy space needed for current cards, multiply the number of cards to be handled during current searches, create a need for additional index cabinets in already congested areas and increase the volume of material to be destroyed if emergency measures should be invoked.

By letter dated 8/21/72, the Acting Director stated that this idea was not adopted because a survey of foreign offices disclosed the majority believed the disadvantages involved outweighed any anticipated benefits.

Suggester now requests authorization for Mexico City Office to destroy these cards, as encountered, in connection with the periodic review of the indices for other purposes. He states that although other foreign offices may not have a comparable volume, there are now over 270 rows of index cards on hand in the Mexico City Office which causes considerable congestion and an urgent need for additional index cabinets if cards in this category cannot be disposed of as suggested. In addition, if emergency destruction procedures should become necessary at some future date, the cards now on hand represent a total of 3,000 pounds of material. This could take up to 120 hours for destruction with equipment presently available inside space.

EX-105

REC-24 66-3286-1137

OBSERVATIONS: Intelligence Division recommended the proposal be accepted since the size of the Mexico City Office makes the problems of space and emergency destruction of records unique among our foreign offices and the proposed action would help alleviate these problems without detriment to Legat operations.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4ELW/rc

10 JUL 24 1973

Enclosure sent 2-23-73 bhl

MML:rrs

(2)

54 JUL 26 1973 F131

CONTINUED - OVER

2 PAGE TWO

Memorandum T. J. Brownfield to Mr. Jenkins
Re: Destruction of Index Cards
Suggestion 10-74 Submitted By
Assistant Legal Attache [redacted]
Mexico City Office

b6
b7C

Inspection Division noted the Foreign Operations Policy Manual, Section 6, L, page 13, provides for the destruction of files in Legat offices and prescribes, "Index cards for files destroyed should be retained, thereby affording a future file reference for any necessary Bureau indices check." The contention that index cards have no further value after files have been destroyed if there is no Bureau file number is not valid. Index cards, when prepared in accordance with prescribed regulations, can and do provide information. The value of that information is, of course, relative to the inquiry; however, absence of a Bureau file number would not necessarily preclude the existence of further detail in Bureau files. The absence of the index card would deny the searcher the knowledge that the office had prior information on subject.

The Inspection Division believed the advantage of retention of these cards outweighed the space and searching time to be gained from destruction of index cards prior to established guidelines. Additionally, Legat, Mexico City, should not be permitted to have its own rule for destruction of index cards. This Division opposed adoption.

W/IN Insp. Div.

Training Division agrees. The retention of index cards even though they pertain to destroyed files is a vital link in the chain of the administrative and investigative operations. There are numerous occasions when U. S. and foreign sources request a name check. If the file has been destroyed, there is at least an index card which contains the Legat file number, a full name, important biographic data and usually the character of the case. By knowing that an office had a file, it can be guided accordingly with the agency requesting the check. If a case is of sufficient importance to open, it is believed a three- by five-inch reference to it should be retained. The indices serve a very useful purpose and their utility would be diminished if the idea were implemented. In addition, this procedure would result in an exception in our current rules for one office only.

RECOMMENDATION: That the suggestion not be approved and the attached letter be forwarded to the suggester advising him of this fact.

EM/bwad

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Examining

Admin.
Comp. Syst.
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Cong. Serv.
Corr. & Crm. Research
Press Off.
Telephone Rm.
Director Sec'y

TO : Mr. Cleveland

DATE: 7/18/73

FROM : O. E. Coleman

SUBJECT: FORM 9-8

Destruction of Bureau Records - General. Applicant Type Investigations

Form 9-8 (copy attached) is utilized to initiate certain applicant-type investigations in the Employees Security and Special Inquiry Section, Special Investigative Division.

Form 9-8a (copy attached) was previously utilized by the Departmental Applicant Unit-General, Employees Security and Special Inquiry Section, Special Investigative Division, to record necessary statistics, but is no longer being utilized.

RECOMMENDATIONS:

1. Form 9-8a be removed from the Special Investigative Division form book and all copies be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4ELW/RE

2. That a M & T blocked yellow be approved and prepared for use with form 9-8.

3. That this memorandum be routed to the Training Division for appropriate action.

66-3286

NOT RECORDED
191 AUG 6 1973

4 ENCLOSURE

1 - Mr. Cleveland
1 - Mr. Coleman
1 - Training Division
1 - Mr. Egan

NRHE:ncm
(5)

9-8a deleted in Div IX Forms Book; history of 9-8 posted Re M-T Blanket Yellow. 7/19/73

F-180

58 AUG 14 1973

17 AUG 6 1973

ORIGINAL FILED IN 66-1249-867

Stickley 174-2

Clemens B-110

July 23, 1973

PERSONAL

REC-24 66-3286-1138

Mr. [redacted]
The American Embassy
Mexico City, Mexico

b6
b7C

Dear Mr. [redacted]

EX-105

Your suggestion has been received regarding the disposition of certain index cards in your office of assignment. This proposal has been evaluated and it has been decided the cards serve a valuable purpose and their retention outweighs any anticipated saving of space or searching time.

I appreciate the interest you displayed in submitting this idea to me.

Sincerely yours,

C. M. Kelley

MAILED 8
JUL 24 1973
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4 ELW/rtc

Clarence M. Kelley
Director

1 - Mexico City (Suggestion file)
1 - Mr. E. S. Miller
1 - Personnel file of Assistant Legat [redacted]
ML:rrs

Index cards, when prepared in accordance with prescribed regulations, can and do provide valuable information. The absence of the index card would deny the searcher the knowledge that the office had prior information on a subject. These cards are a vital link in the chain of the administrative and investigative operations. By knowing that an office had a file on a subject, it can be guided accordingly with the agency requesting a check. In addition, this procedure would result in an exception to our current rules for one office only.

(6) JUL 26 1973 (Suggestion 10-74)

b6
b7C

Employee

CONTINUED - OVER

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Cong. Serv. ____
Corr. & Crm. ____
Research ____
Press Off. ____
Telephone Rm. ____
Director Sec'y ____

MAIL ROOM ☑ TELETYPE UNIT ☐

b6
b7C

Mr. [redacted]

NOTE: Based on memorandum T. J. Brownfield to Mr. Jenkins, 7/19/73, re: Destruction of Index Cards, Suggestion 10-74 Submitted By Assistant Legal Attache [redacted], Mexico City Office, ML:rrs.

GENERAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : ACTING DIRECTOR, FBI

DATE: 6-28-73

FROM : LEGAT, MEXICO CITY (66-500)

1 Bureau Property — General

SUBJECT: DESTRUCTION OF INDEX CARDS
MEXICO CITY OFFICE
SUGGESTION MATTER
#10-74

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4/ELW/ptc

In June, 1972, a suggestion from this office requested that destruction be permitted of those index cards which pertain to destroyed files for which no Bureau file number is available. It was pointed out that current procedures allow a needless accumulation of thousands of cards in larger foreign offices because these cards have no further value after files have been destroyed if there is no Bureau file number. They clutter up the indices, occupy space needed for current cards, multiply the number of cards to be handled during current searches, create a need for additional index cabinets in already congested areas and increase the volume of material to be destroyed if emergency measures should be invoked.

By letter dated 8-21-72, the Acting Director stated that this suggestion was not adopted because a survey of foreign offices disclosed that the majority believed the disadvantages involved outweighed any anticipated benefits.

Bureau is now being requested to authorize the Mexico City Office to destroy these cards, as encountered, in connection with the periodic review of the indices for other purposes. Although other foreign offices may not have a comparable volume, there are now over 270 rows of index cards on hand in the Mexico City Office which causes considerable congestion and an urgent need for additional index cabinets if cards in this category cannot be disposed of. In addition, if emergency destruction procedures should become necessary at some future date, the cards now on hand represent a total of 3,000 pounds of material. This could take up to 120 hours for destruction with equipment presently available inside our space.

REC-24 66-3286-1138

2 JUL 6 1973

(4) - Bureau
(1 - Foreign Liaison Desk)
2 - Mexico City
(1 - 66-459)
JJF:ffs
(6)

memo Cunningham to Gebhardt, 7/19/73, mjz:rrs.

Letter to appear, 7/23/73, mjz:rrs.

5010-108-02

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Due to a large volume of higher priority work and a limited number of clerical personnel, it is not being suggested that any special project be undertaken to accomplish this destruction. Rather, as stated above, the cards would be destroyed as they are discovered during periodic review of the indices for other purposes.

For the above reasons, it is considered essential to request at this time that the Mexico City Office be authorized to destroy only those cards which pertain to destroyed files where no Bureau file number is available.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Cong. Serv. ____
Corr. & Crm. Research ____
Press Off. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 8/3/73

FROM : P. F. O'Connell

SUBJECT: PEOPLES DEFENSE LEAGUE
IS-C
Destruction of Bureau Property
GENERAL

Investigation in this matter was closed in 1949. Serial 1 which contains a list of approximately 600 members of the Peoples Defense League has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Section, Room 6309 IB.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP-7 mbc/lpe
4/26/89 #289006

RECOMMENDATION:

For referral to Intelligence Division.

1-100-232896

JPB:abs
(3)

100-232896-1
Completed by Purge Unit
1-4-74 #4
494 References de-indexed
per authority 66-3286-1139

Above reference reviewed. No reason apparent for retaining indexing of names listed.
100-232896-1
8/6/73

Scheduled for handling in Purge Unit as personnel available
Inspector 8-20-73

REC-26 66-3286-1139

X-112

3 AUG 8 1973

RECORDS Section - Correlation Unit

XEROX
JAN 17 19

100-232896-1

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Cong. Serv. ____
Corr. & Crm. Research ____
Press Off. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 7-19-73

FROM : G. E. Malmfeldt

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4 ELW/ptc

SUBJECT: BUREAU MAILING LIST
CORRESPONDENCE AND CRIME RESEARCH SECTION
FILES AND COMMUNICATIONS DIVISION
RECORDS MANAGEMENT PROGRAM

Destruction of Bureau Property - Gen

ORIGINAL FILED IN 66-2286-

The purpose of this memorandum is to indicate progress made in curtailing the growth of records in files within the Correspondence and Crime Research Section as related to the Bureau mailing list and to recommend the destruction of needless cards.

Upon examining the mailing list, which contains 3 x 5 cards showing the names and addresses of individuals who receive the FBI Law Enforcement Bulletin, the UCR bulletin, material sent to FBI National Academy men, and those on the Special Correspondents List, I observed that in many instances there were three or more cards attached behind the current 3 x 5 card showing the necessary information for an individual. By bringing forward to the top card information concerning either a business or home address and other pertinent information, the top card contained all the necessary data and it has been possible to eliminate all but one card for an individual. The unnecessary cards have been destroyed. This has been accomplished with your approval.

The mailing list cards have shown the salutation used by the Director in prior correspondence and this salutation is helpful as a guide to the preparation of current correspondence. To avoid confusion with the salutation used in correspondence by former Director Hoover and Acting Directors Gray and Ruckelshaus, I have had an ink line drawn through all salutations shown on our mailing list in anticipation of handling of correspondence for Mr. Kelley. This action was taken immediately after the nomination of Mr. Kelley and before he was sworn in so any salutations shown on the mailing list cards now relate to the manner in which Mr. Kelley would address the individual identified on the mailing list card.

66-2286-
NOT RECORDED
141 NOV 2 1973

Also in going through the mailing list I noticed a considerable number of inactive cards, that is cards which

OCT 31 1973

CONTINUED OVER

1 - Mr. Malmfeldt

55 NOV 15 1973

GEM:nb (5)

CORRESPONDENCE U.C.

RESEARCH SECTION

UNITED STATES GOVERNMENT

Memorandum

G. E. Malmfeldt to Marshall memo
RE: BUREAU MAILING LIST

TO Mr. Marshall

DATE 7-15-

FROM

SUBJECT

concerned individuals who previously were on the mailing list and were deleted by reason of no longer desiring to receive the material, furnished no forwarding address, etc. I have had all the inactive cards pulled out of our mailing list cabinets with an approximate 40 percent savings in cabinet space. Previously, the mailing list was contained in 8 nine-drawer cabinets which hold 3 x 5 cards. These inactive cards have been set aside and I have personally reviewed several hundred of them to satisfy myself there is no useful purpose served in their retention. I am confident that the destruction of these cards is advisable. The information contained on them is anywhere from 2 to 10 or 15 years out of date and they serve no historical purpose.

The purpose of this memorandum is to advise you of the action taken in the Correspondence and Crime Research Section as related to the Bureau mailing list and to recommend the destruction of needless cards.

RECOMMENDATION:

It is recommended that the inactive mailing list cards be destroyed. Upon approval, this memorandum should be returned to the Correspondence and Crime Research Section so that this action can be taken.

[illegible] the FBI Management Bulletin, the FBI Publications Magazine, to FBI National Academy men, and those on the Special Correspondence List, I observed that in many instances there were three or four cards attached behind the current 3 x 5 card showing the newest information on an individual. By bringing [illegible] to the [illegible] card information concerning either a business or home address and other personal information, the [illegible] necessary [illegible] been possible [illegible] card for an individual. This unnecessary [illegible] been [illegible] This has been accomplished with [illegible]

The mailing list cards have shown [illegible] [illegible] [illegible]

SAC, St. Louis (66-3)

August 23, 1973

REC 44 66-3226-140

SI-112

Director, FBI

PERSONAL ATTENTION

FILE DESTRUCTION PROGRAM

Reurlet 7/20/73, wherein you recommended that portions of all field office files relating to military service be retained for twenty years. All facets of your proposal have been given a careful evaluation at FBIHQ and it has been determined that the disadvantages, particularly those which affect the critical space need in many field offices, outweigh the potential value of this proposal.

Although favorable action was not taken on your recommendation, the thoughtfulness and benevolence on your part is appreciated.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4 EHW/ptc

1 - Mr. J. E. Reilly
TAK:wss
(5)

NOTE: Based on memo Jenkins to Callahan, 8/10/73, re: File Destruction Program, TAK:wss.

UNRECORDED COPY FILED IN 77-72777-1

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Cong. Serv. ____
Corr. & Crm. Research ____
Press Off. ____
Telephone Rm. ____
Director Sec'y ____

MAILED 21
AUG 23 1973
FBI

XEROX
SEP 2 1973

54 SEP 14 1973

MAIL ROOM ☑ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Gebhardt

DATE: June 19, 1973

FROM : R. F. Bates

1 - Mr. Gebhardt
1 - Mr. Arendt
1 - Mr. Callahan
1 - Mr. E.S. Miller

Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

SUBJECT: UNKNOWN SUBJECT;
ARSON OF BUREAU CAR #70-748
OKLAHOMA CITY DIVISION
JUNE 19, 1973
DESTRUCTION OF GOVERNMENT PROPERTY

b6
b7C

This is to advise of the destruction of Bureau car #70-748 (1970 Ambassador), Oklahoma City Division, by fire early a.m., 6/19/73.

On 6/19/73, at 4:30 a.m., SAC Wilburn K. DeBruler, Oklahoma City Division, telephonically advised Night Supervisor [redacted] that he was notified by the Oklahoma City Fire Department that captioned vehicle was found burning at the extra storage garage located at 42nd and Western Avenue, Oklahoma City, at approximately 2:30 a.m. (Oklahoma City time), 6/19/73. SAC DeBruler advised that the extra storage garage, which is used mainly for repairs, is an open-type, well lighted compound surrounded by a barbed wire fence. Unsub entered the compound by cutting the fence at the bottom and then proceeded to place a red one-gallon can of gasoline with a wick next to the left rear tire of Bureau car and ignited same resulting in complete destruction of Bureau car.

-66-3286-

SAC DeBruler stated that no suspects have been developed at this time, however, he desired to point out that Oklahoma City experienced several serious incidents possibly involving members of the Nation of Islam (NOI) on evening of 6/17/73, after Oklahoma City Police Department (OCPD) had arrested two NOI members for assaulting a police officer. NOI reportedly threatened police with retaliation when OCPD refused to release the individuals charged. During the night and early a.m. of 6/17-18/73, unknown blacks approached residences of two white families in predominantly black section of Oklahoma City and without provocation shot and killed one man and critically wounded two other men. Additionally, one 15-year-old white female was critically wounded from a shotgun blast fired from a passing car occupied by three blacks. Two fire bombs, one at a department store and one at the National Cowboy Hall of Fame, and two arsons, one at a high school and one at a local white-owned grocery, were reported during the evening and early a.m. of 6/17-18/73. SAC DeBruler advised that there

FIED INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY [illegible]

ORIGINAL FILED IN 29-9757-

F180 JBL:erge
57 AUG 3 1973

NOT RECORDED
172 JUL 30 1973

Memorandum to Mr. Gebhardt
RE: UNKNOWN SUBJECT;
ARSON OF BUREAU CAR #70-748

is no indication from witnesses or evidence to date that NOI members committed the aforementioned acts.

SAC DeBruler stated that he would be submitting a detailed teletype later a.m., 6/19/73, concerning captioned matter.

ACTION: For information.

ADDENDUM JBL:erg 6/19/73

By subsequent teletype, Oklahoma City advised that in addition to captioned vehicle, there were four other vehicles stored in this compound, however, these vehicles sustained no damage. Oklahoma City advised that these four vehicles are being removed to Agents' homes for security reasons as no space exists in the regular office garage.

JBL RSG

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Cong. Serv. ____
Corr. & Civ. Rights ____
Research ____
Press Off. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Callahan

DATE: 8/10/73

FROM : T. J. Jenkins

SUBJECT: ~~Destruction of Bureau Records~~ FILE DESTRUCTION PROGRAM

PROPOSAL: By letter, 7/20/73, under the same caption, the St. Louis Office advised that the fire at National Personnel Records Center-Military (NPRC-M) in St. Louis, Missouri, on 7/12/73 had purportedly destroyed an estimated thirty million military records. These records were reported to be all World War I, World War II, and post-World War II military records up to 1960 plus all Air Force service records.

Under these circumstances, the St. Louis Office felt that the next best record to verify military service within the above periods might well be contained in either Bureau or field office files; therefore, it recommended an exception be made to our file destruction procedures in all offices to provide that any file containing an excerpt or summary of any military record not be destroyed until such file would become eligible for destruction under the 20-year rule.

PRESENT PRACTICE: As a general rule, investigative files in field offices become eligible for destruction when 20 years old. There are, however, the following exceptions:

1. Bureau applicant cases may be destroyed after 10 years but those which have been closed administratively with no correspondence to the Bureau and Bureau applicant material in the 67-0 file may be destroyed after three years old.

2. Files may be destroyed when 5 years old in the following classifications:

25-when office is not office of origin or prosecution.

42-when office is origin (1 year for auxiliary office) and/or file does not involve a deserter implicated in other criminal activity where dissemination to another agency has been made.

REC 44 66-3786-1140

SEP 6 1973

JER:lsk
(3)
1-Mr. Jackson

1 XEROX ....OVER.....

SEP 12 1973

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/82 BY SP4 KSW/MJW

UNRECORDED COPY FILED IN 77-72-69

4, 6, 7, 8, 9, 10, 15, 17, 18, 26, 27, 28, 29, 31, 36, 39, 40, 43, 44, 45, 47, 49, 50, 51, 52, 54, 56, 58, 69, 70, 71, 72, 73, 74, 75, 76, 78, 86, 87, 88, 89, 90, 91, 93, 103, 114, 115, 119, 125, 139, 141, 142, 146, 148, 149, 152, 153, 154, 160, 164, 167, 178, provided the office is not office of origin or prosecution.

Unknown subject files in classifications 15, 26, 52, 70 and 87, unless a capital offense is involved or the file contains information of intelligence or evidentiary value.

3. FBI National Academy applicant files may be destroyed after 3 years if office is not origin.

OBSERVATIONS: General Investigative, Special Investigative and Files and Communications Divisions concurred in the recommendation made by the St. Louis Office.

Intelligence Division also concurred and recommended in addition that the moratorium be extended to include those files normally destroyed after 20 years at least until such time as it is determined such retention no longer serves the intended purpose of verifying service-record material.

Administrative Division believed the proposal of the St. Louis Office had limited merit but felt the only files which might have verified service-record information in them would be applicant-type files such as those on Bureau Applicants, Departmental Applicants, Atomic Energy Act Applicants, Special Inquiry, Application for Pardon upon Completion of Sentence, and, possibly, some Selective Service Act of 1948. cases. Administrative Division asserted, however, the validity of information obtained through interview unsupported by official documentation would, at best, be questionable and only of corroborative value. This division also cited an article which appeared on page 22 in 7/26/73 edition of "The Washington Post Times Herald" captioned, "Military Claims Unaffected by Fire" which quoted Veterans Administration official Donald E. Johnson as stating his agency's records are intact at 57 regional offices and 169 hospitals and can be used to support new claims from Vietnam veterans as well as to reconstruct any new claims from World War II and Korean War veterans.

Accordingly, Administrative Division recommended no files scheduled for destruction be maintained with the objective of providing a source of military service data unless the file contains facsimilies, copies of official

documentation of service information, or reports a specific review of military service record material.

Inspection Division noted that existing instructions require the field to destroy certain investigative files under specified conditions when they are one, three, five, ten, or twenty years old. To establish a requirement that those files which would meet the criteria for destruction prior to 20 years be retained if they contained military record data would create yet another exception to the already existing exceptions to the general 20-year retention rule.

Inspection Division further cited the provisions as set forth under "Present and Practice" above with respect to the 10, 5, 3 and 1-year destruction rules and stated that correspondence relating to military record checks in unknown subject cases could reasonably be expected to be minimal and, in known subject cases, office of origin should be in possession of copies of such correspondence at the time auxiliary office is authorized to destroy its file under the 5-year rule although, it is conceivable some origin cases in 42 classification could contain results of military record checks at time these files are eligible for destruction after 5 years. Other than unknown subject cases, 42 and 67 classifications which, as noted above, are destroyed in 5, 10 and 3 years respectively, the office of origin would retain most investigative files and any military record data included therein for 20 years.

Accordingly, Inspection Division felt that, with the availability of office space a constant problem which our present systematic file destruction programsare aimed at alleviating, the anticipated benefits of the proposed extension of these destruction periods would be outweighed by the extra storage space it would require. This was so particularly in view of the fact that such extension of the present retention periods would be based solely on the possibility some files might be of subsequent investigative interest; therefore, Inspection Division opposed adoption of the proposal.

Training Division agrees with the objections of Inspection Division and concurs in the observations of Administrative Division that the types of cases primarily involved would be of the applicant-type matters Administrative Division cited. To these, Training Division would add Internal Security and subversive investigations on individuals and Loyalty and Security of Government Employees cases. In all of these cases either the Bureau is origin or else the office of origin retains the files under the 20-year rule. The exception to this rule would be Bureau applicant cases as noted heretofore. However, in these cases the

OVER.....

results of any investigation conducted, which would include record checks, are furnished to the Bureau where they are retained and hence would be recoverable through search provided the name and sufficient identifying data were supplied.

For these reasons it is believed the vast majority of classifications which would involve military record check information are either already being retained by the field under the 20-year rule or the data has been furnished and is recoverable at the Bureau if needed in which circumstance it would be duplication to require the field to retain it.

In opinion of the Training Division, these factors, plus the fact that much of the material reportedly lost in the fire at NPRC-M is of the vintage when activity requiring recourse to such record information lessens with each passing year, make the disadvantages resulting from the proposed extension of current file retention periods far outweigh any anticipated advantage.

RECOMMENDATIONS: (1) That the present file destruction procedures remain in effect and the proposal of St. Louis Office not be approved.

(2) If ~~just~~ FIRST recommendation is approved, St. Louis Office will be appropriately advised.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: July 20, 1973

FROM : SAC, ST. LOUIS (66-3)

SUBJECT: FILE DESTRUCTION PROGRAM

Destruction of Bureau Records - Gen

In view of the major fire which occurred at the National Personnel Records Center-Military (NPRC-M), on July 12, 1973, in which some thirty million military records were estimated to have been destroyed, it is recommended that the Bureau reconsider the captioned program.

It is pointed out that the fire at the NPRC-M is reported to have destroyed all World War I, World War II, and post-World-War II until 1960 military records as well as all Air Force service records. In view of this, the next best record to verify military service may well be contained in either Bureau or field office files. Accordingly, it is recommended that in connection with the destruction of files program of all offices, that any file containing excerpts or a summary of any military record not be destroyed until such file would normally be destroyed under the 20-year rule.

2 - Bureau
1 - St. Louis

RGK:nln
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4ELW/ptc

memo Jenkins to Callahan
prepd. 8/10/73 JER:lsk

ST-114

66-3786-

NOT RECORDED
4 JUL 23 1973

1141

Ltr to SAC, St. Louis
TAK:mm, 8/23/73

15 SEP 20 1973

1 XEROX
SEP 12 1973

UNRECORDED COPY FILED IN 66-3786-

(to Divs 3 & 5 8/9/73)
6 xerox Copies
3 & 5 8/9/73

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

September 26, 1973

PERSONAL

REC-8 66-3286-1142

EX-104

Mr. [redacted]
Federal Bureau of Investigation
Columbia, South Carolina

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/pte

Dear Mr. [redacted]

I have received your suggestion that a form be designed for use when handling the disposition of certain material. You may be interested to know that similar proposals have been considered previously and not adopted. It was decided the present wording on the file cover of the consolidated volume is consistent with the manner in which these files should be purged.

The thoughtfulness which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 4
SEP 26 1973
FBI

2 - Columbia
1 - Field personnel file
1 - Suggestion file

The current rules are consistent with their intent. When files are consolidated, the fronts are not retained with the exception of the one which goes on the consolidated volume. When files are destroyed under the circumstances as mentioned in the Manual of Rules and Regulations, Part II, Section 3, page 13b, the reason for destruction is placed on the file fronts or on the consolidated volume front cover and the file numbers should be listed followed by the office of origin. This is necessary for reference purposes in auxiliary offices since no notation is being placed on index cards regarding this information. The use of a form would not be warranted for this purpose.

Assoc. Dir.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Evol.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

ML:rsb
(6)

1 - Personnel file of Mr. [redacted]
(Suggestion 202-74 dated 9/12/73)

b6
b7C

5 OCT 3 1973

CONTINUED - OVER

b6
b7C

Mr. [redacted]

NOTE: Suggests Bureau give consideration to the development of an optional form to be used to list file numbers and office of origin file number on cases destroyed under the five-year rule. Criminal classifications with exception of Selective Service and Deserters are destroyed under this rule.

Columbia is evidently not interpreting this rule as it was intended. While files are consolidated after six months and file fronts are destroyed, there naturally would be only front of consolidated volume on which to place disposition of destroyed files with office of origin. New file fronts do not need to be prepared. Training Division recommends no further action regarding this matter.

Employee Suggestion
FD-250 (Rev. 9-11-59)

EXP

#202-114

b6
b7C

Date	
9/12/73	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		COLUMBIA FIELD DIVISION

SUGGESTION

It is suggested that the Bureau give consideration to the development of an optional form to be utilized to list the file numbers and the office of origin file number on cases destroyed under the five year rule. Criminal classifications with the exception of the 25 and 42 classifications are destroyed under this rule.

FIVE YEAR RULE

DESTRUCTION of BUREAU RECORDS

GENERAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4ELW/rtc

Current practice or rule (Include manual citation as well as facts) The consolidation of closed files is done if the file has been closed for six months. In this manner it is possible to consolidate a large number of files (sometimes possibly up to

(see page 2 for continuation)

Advantages of suggestion and annual savings (include basis for estimate)

It would save considerable time and reduce expenses to maintain a form in each volume of consolidated cases (preferably right below the cover) which would allow the office to list thereon the necessary file numbers of each case destroyed. It is noted that the Columbia Office, which is a Group III Office, destroys approximately 100 files each week in accordance with established precedures. Considerable time is spent in preparing and individual file front to be inserted in the consolidated files for each case destroyed.

EXP PROC

SEP 21 1973

Disadvantages of suggestion

None known

EX-104

REC-8 66-3286-1142

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss _____ File Supv.
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit. I recommend its adoption.

b6
b7C

Harold Swart SAC
Signature and Title

(Do not write in this space - for Bureau use only)

Letter of appreciation 9/26/73 MJL:mjb

28

1 SEP 21 1973

EXP PROC

(Current Practice Continued)

100) into one volume. This volume has one file front for all of the cases contained therein. Each individual investigation contained in this consolidated volume does not have an individual file front. Rather it is maintained in the consolidated volume merely by file number. Current regulations authorize the destruction of these closed files on a five year basis. As the files are destroyed, it is necessary to list the office file number and the office of origin file number. This is accomplished by inserting a file front in the consolidated volume in lieu of the individual file destroyed. On this file front is listed the necessary file numbers. (MRR, Part II, Section 3, Paragraph 4e).

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-16-82 BY SP4 ELW/ste

66-3286-1143

CHANGED TO

66-4978-190X

MAR 04 1974

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Cleveland

FROM : O. E. Coleman

DATE: 12/12/73

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4EHW/pts

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Memorandum of Mr. Jenkins dated 12/5/73 set forth proposed streamlined, uniform destruction rules for views and comments.

The Criminal Intelligence and Organized Crime Section, Special Investigative Division, concurs with the recommendations in the memorandum of 12/5/73.

The Fugitive Section, Special Investigative Division, noted that there are several classifications in the fugitive category wherein FBIHQ does not receive investigative reports and in most instances very few interoffice communications. These classifications are unlawful flight, parole, probation, and conditional release violators, and deserters. Destruction of office of origin files after ten years would mean there will be instances in which background information concerning such individuals will not be available in the event of a subsequent investigation concerning the same subject. If it is concluded that the savings in space costs resulting from the destruction of such files outweigh the value of keeping such data in file, the Special Investigative Division interposes no objection to the recommended destruction rules provided this is not inconsistent with the Archival regulations referred to on page four of the 12/5/73 memorandum to the effect that original records cannot be destroyed before twenty years old.

In the Employees Security and Special Inquiry Section, FBIHQ, is office of origin in such cases as those handled in 77, (Departmental Applicant), 116 (Atomic Energy Act), 140 (Security of Government Employees), and 161 (Special Inquiry) classifications. In the 77, 116, and 161 classifications, numerous bring up-to-date

(CONTINUED OVER)

REC-30 66-3286-1194

6 DEC 19 1973

1 - Training Division
1 - Mr. Cleveland
1 - Mr. Coleman
1 - Mr. Egan

RHE:cjh
(5)

ST 107

XEROX
DEC 21 1973

58 MAR 6 1974

Spec Inq

UNRECORDED COPY FILED IN 66-3286-1194

Destruction of Bureau Records - Memo

investigations are conducted in which FBIHQ now refers field to prior reports already in its possession. In the 140 classification, as well as 138 classification (United Nations), which is also handled in this Division, FBI is concerned with cases involving subversive allegations with individuals concerned often leaving and reentering employment in Executive Branch over period of years necessitating reopening of these cases. Some of the cases in 140 classification involve ADEX subjects which are reopened on a periodic basis to report additional pertinent information. Recognizing the critical need for additional space and filing equipment in many field offices--St. Louis (120 days), Alexandria (90 days), and Baltimore (60 days)--currently have the authority to destroy their files after a stated period when the file contains results of such record checks as those at Central Intelligence Agency and Naval Investigative Service.

The memorandum of 12/5/73 provides that auxiliary offices destroy investigative files after five years in all classifications provided files are of no continuing value for evidence or for intelligence or other reference purposes. The question is presented as to what files actually come within this restriction.

Destruction of such files by the field is a situation we could live with but it may, on many occasions, necessitate the copying of necessary reports at FBIHQ for investigative assistance of field.

In opening cases in Employees Security and Special Inquiry Section, the field is referred to criminal and subversive references pertinent to the current investigation. We have learned to adjust to the current practice where files are generally destroyed in the field after twenty years. The recommended ten year rule would necessitate additional copying here at FBIHQ to enable the field to intelligently conduct the current investigation. In any event we could not be sure what files are available in the field to the office of origin after ten years and to auxiliary offices after five years.

ACTION:

Route to the Training Division.

WVC

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

13

TO : MR. CALLAHAN

DATE: November 7, 1

FROM : O. T. JACOBSON

Chief Off. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

SUBJECT: SECURITY OF DOCUMENTS
#306-74

PURPOSE: Destruction of Bureau Property - Security

To recommend that an appropriate security statement be included on the "Mailing List of Field Divisions of the Federal Bureau of Investigation, United States Department of Justice."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY SP4 ELW/pls

BACKGROUND:

At the present time the mailing list of field divisions of the FBI (copy attached), which is intended solely for internal FBI use, contains no cautionary statement as to the security to be afforded this document.

OBSERVATIONS:

Although the majority of information appearing on this mailing list is of public record, SACs' and ASACs' home telephone numbers are also listed thereon. In light of previous instructions to the field to strengthen security regarding publication of home telephone numbers of our personnel, it is felt that the security statement now appearing on FBIHQ and field office telephone directories, organizational charts, etc., should be added to the mailing list of field divisions in the future.

66-3286
NOT RECORDED
341 NOV 14 1973

RECOMMENDATION:

That future revisions of the "Mailing List of Field Divisions of the Federal Bureau of Investigation, United States Department of Justice," contain the following security statement: "This Document is for Internal Use Within the FBI, is to be Provided Appropriate Security, and Disposed of in Confidential Trash Receptacles When No Longer Current." If approved, addition of security statement to be handled by the Administrative Division which is responsible for the preparation of the field division mailing list.

NOV 13 1973

Enc.
JMP:gms
(4)
1 - Mr. Walsh
1 - Mr. Richard Cahill

66-2823-99
ORIGINAL FILED IN

12-73

MAILING LIST OF FIELD DIVISIONS OF THE FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE

September 28, 1973

		DIVISION & ZIP CODE	AGENT IN CHARGE	P.O. BOX & ZIP CODE	ADDRESS	**OFFICE PHONE (COMMERCIAL)	HOME PHONE
AL	E	1 Albany, New York 12207	Burns, John W.	1229 (12201)	1. 502 U. S. Post Office and Court House	518 465-7551	
AQ	M	2 Albuquerque, New Mexico 87101	Whaley, Wesley T.	2157 (87103)	2. 4301 Federal Office Building	505 CH 7-1555	
AX	E	3 Alexandria, Virginia 22314	Brennan, Charles D.	28 (22313)	3. Room 500, 300 North Lee Street	703 683-2680	
AN	AL	4 Anchorage, Alaska 99510	Moore, Martin H.	560 (99510)	4. Room 238, Federal Building	907 272-5414	
AT	E	5 Atlanta, Georgia 30303	Conroy, Leo E.	1683 (30301)	5. 275 Peachtree Street, N. E.	404 JA 1-3900	
BA	E	6 Baltimore, Maryland 21207	Farrow, Thomas H.	(Old) 1475 (21203)	6. 7142 Ambassador Road	301 265-8080	
BH	C	7 Birmingham, Alabama 35203	Miles, Ralph J.	(New) 1943 (35201)	7. Room 1400 - 2121 Building	205 328-7711	
BS	E	8 Boston, Massachusetts 02203	Newpher, James O.	28 (02202)	8. John F. Kennedy Federal Office Building	617 RI 2-5533	
BU	E	9 Buffalo, New York 14202	Asil, Richard H.	607 (14202)	9. 400 U. S. Court House Building	716 856-7800	
BT	M	10 Butte, Montana 59701	Evans, Robert W.	1175 (59701)	10. 115 U. S. Court House and Federal Building	406 792-2304	
CE	E	11 Charlotte, North Carolina 28202	Krppinsky, Edward J.	1529 (28201)	11. 1120 Jefferson Standard Life Building	704 372-5485	
CG	C	12 Chicago, Illinois 60604	Held, Richard G.	(Old) 1428 (60690)	12. Room 905, Everett McKinley Dirksen Building	312 431-1333	
CI	E	13 Cincinnati, Ohio 45202	Baken, Palmer M., Jr.	(New) 1277 (45201)	13. 415 U. S. Post Office and Court House Building	513 421-4310	
CV	E	14 Cleveland, Ohio 44199	Fehl, Frederick C.	(Old) 1943 (44114)	14. 3005 Federal Office Building	216 522-1400	
CO	E	15 Columbia, South Carolina 29201	Swanson, Harold C.	1137 (29202)	15. 1529 Hampton Street	803 252-1911	
DL	C	16 Dallas, Texas 75201	Shanklin, J. Gordon	(Old) 1675 (75221)	16. Room 200, 1810 Commerce Street	214 RI 1-1851	
DN	M	17 Denver, Colorado 80202	Giovanetti, Louis A.	1229 (80201)	17. Room 18218, Federal Office Building	303 222-5981	
DE	E	18 Detroit, Michigan 48226	Welch, Neil J.	(New) 2118 (48231)	18. 333 West Fort Building	313 965-2323	
EP	C	19 El Paso, Texas 79901	Sullivan, Donald T.	(Old) 1612 (79999)	19. 202 U. S. Court House Building	915 533-7451	
HN	HA	S20 Honolulu, Hawaii 96813	Basher, Philip T.	(Old) 3858 (96812)	20. Room 1009, Bishop Trust Building	808 537-9546	
HO	C	21 Houston, Texas 77002	Jordan, Thomas J.	(New) 61369 (77061)	21. 6015 Federal Building and U. S. Court House	713 224-1511	
IP	E	S22 Indianapolis, Indiana 46202	Martin, James F.	(Old) 1186 (46206)	22. 1221 North Pennsylvania Street	317 639-3301	
JN	C	23 Jackson, Mississippi 39205	Moore, Roy K.	(Old) 1450 (39205)	23. Room 800, First Federal Savings Building	601 948-5000	
JK	E	24 Jacksonville, Florida 32202	Alexander, William M.	1186 (32201)	24. 414 U. S. Court House and Post Office Building	904 355-1401	
KC	C	25 Kansas City, Missouri 64106	Young, Paul C.	2449 (64142)	25. 707 U. S. Court House Building	816 BA 1-6100	
KX	E	26 Knoxville, Tennessee 37919	Estill, Wallace F.	10369 (37919)	26. Room 800, 1111 Northshore Drive	615 588-8571	
LV	P	27 Las Vegas, Nevada 89101	Loetterle, Vern F.	(Old) 1475 (89101)	27. Room 2-011, Federal Office Building	702 385-1281	
LR	C	28 Little Rock, Arkansas 72201	Falsst, Raymond L.	1111 (72203)	28. 215 U. S. Post Office Building	501 FR 2-3157	
LA	P	29 Los Angeles, California 90024	Jamieson, Joe David (Asst Dir)	(New) 1250 (90053)	29. 11000 Wilshire Boulevard	213 272-6161	
			Larson, Arnold C. (SAC-Administrative Division)				
			Startzell, James L. (SAC-Security Division)				
			Linberg, Elmer F. (SAC-Criminal Division)				
LS	E	30 Louisville, Kentucky 40202	Kitchens, Thomas W., Jr.	(New) 1467 (40201)	30. Room 502, Federal Building	502 583-3941	
ME	C	31 Memphis, Tennessee 38103	Gunderson, Theodore L. (Ord. In)	(Old) 1233 (38101)	31. 841 Clifford Davis Federal Building	901 525-7373	
MM	E	32 Miami, Florida 33137	Whittaker, Kenneth W.	157 Biscayne Annex (33132)	32. 3801 Biscayne Boulevard	305 573-3333	
MI	C	33 Milwaukee, Wisconsin 53202	Hoxie, Herbert E.	90663 (53202)	33. Room 700, Federal Building and U. S. Court House	414 276-4684	
MP	C	34 Minneapolis, Minnesota 55401	Trimbach, Joseph H.	(Old) 1776 (55440)	34. 392 Federal Building	612 339-7861	
MO	C	35 Mobile, Alabama 36602	Mooney, William M. (Ord. In)	2128 (36601)	35. 520 Federal Building	205 438-3674	
NK	E	36 Newark, New Jersey 07101	LaPrade, J. Wallace	(New) 1158 (07101)	36. U. S. Post Office and Court House Building	201 622-5613	
NH	E	37 New Haven, Connecticut 06510	Leavitt, Thomas W.	1890 (06508)	37. 770 Chapel Street	203 777-6311	
NO	C	38 New Orleans, Louisiana 70113	Moore, Donald W., Jr.	51930 (70151)	38. 701 Loyola Avenue	504 522-4671	
NY	E	39 New York, New York 10021	Malone, John F. (Asst Dir)	(New) 233 (10021)	39. 201 East 69th Street	212 LE 5-7700	
			* Rampton, Ralph J. (Administrative Division)				
			* McNiff, Philip A. (Organized Crime Division) (Ord. In)				
			Schutz, Henry A., Jr. (SAC-Criminal Division)				
			* Baker, Joseph V. (Intelligence Division) (Ord. In)				
NF	E	40 Norfolk, Virginia 23502	O'Connor, James Joseph	12389 (23502)	40. Room 300, 870 North Military Highway	804 420-6700	
OC	C	41 Oklahoma City, Oklahoma 73118	DeBruler, Wilburn K.	25732 (73125)	41. 5104 N. Francis Street	405 VI 2-7471	
OM	C	42 Omaha, Nebraska 68102	Maley, Ronald L.	548 (68101)	42. 1010 Federal Office Building	402 348-1210	
PH	E	* 43 Philadelphia, Pennsylvania 19106	Sullivan, William A.		* 43. Federal Office Building, 600 Arch Street	215 LO 3-5300	
PX	M	S 44 Phoenix, Arizona 85004	Mohr, Paul J.	431 (85001)	44. 2721 North Central Avenue	602 279-5511	
PG	E	45 Pittsburgh, Pennsylvania 15222	Sheridan, Philip R.	1315 (15230)	45. 1300 Federal Office Building	412 471-2000	
PD	P	46 Portland, Oregon 97201	Mattson, Julius Lee	709 (97207)	46. Crown Plaza Building	503 224-4181	
RH	E	47 Richmond, Virginia 23220	Rogge, Richard D.	12325 (23241)	47. 200 West Grace Street	703 644-2631	
SC	P	48 Sacramento, California 95825	Reed, John M.	13130 (95813)	48. Federal Building, 2800 Cottage Way	916 481-9110	
SL	C	49 St. Louis, Missouri 63103	Kunkel, Robert G.	7251 (63177)	49. 2704 Federal Building	314 241-5357	
SU	M	50 Salt Lake City, Utah 84111	Huelskamp, Bernard L.	(Old) 1250 (84110)	50. 3203 Federal Building	801 EL 5-7521	
SA	C	51 San Antonio, Texas 78296	Adams, James B.	1630 (78206)	51. 433 Federal Building	512 CA 5-6741	
SD	P	52 San Diego, California 92103	Shroder, Rex I.	3636 (92103)	52. 3211 Fifth Avenue	714 297-3361	
SF	P	53 San Francisco, California 94102	Bates, Charles W.	36015 (94102)	53. 450 Golden Gate Avenue	415 552-2155	
SJ	AT	S 54 San Juan, Puerto Rico 00917	Anderson, Clark D.	FPO BT (00936)	54. Pan Am Building, 255 Ponce de Leon Avenue	809 765-6000	
SV	E	55 Savannah, Georgia 31405	* Sylvester, J. T., Jr.	8458 (31405)	55. 5401 Paulsen Street	912 354-9911	
SE	P	56 Seattle, Washington 98104	Milnes, James E.	(Old) 1281 (98111)	56. 1015 Second Avenue	206 MA 2-0460	
SI	C	57 Springfield, Illinois 62702	Ziel, Joseph E.	3646 (62708)	57. 535 West Jefferson Street	217 522-9675	
TP	E	58 Tampa, Florida 33602	Stames, Nick F.	3301 (33601)	58. Room 610, Federal Office Building	813 228-7661	
WFO	E	59 Washington, D. C. 20535	McDermott, John J.	(Old) 1686 (20013)	59. 506 Old Post Office Building	202 393-7100	
QT	E	Quantico, Virginia 22135	Jenkins, Thomas J. (Asst. Dir.)		Federal Bureau of Investigation Academy	804 640-6131	

* Current Changes

S - Standard Time; All other offices on Daylight Saving Time.

Code for E, C, M, P, AL, HA, AT on reverse side.

** To be used only when FTS numbers cannot be utilized. See reverse side for FTS telephone numbers.

The telephone number for the Bureau at Washington is 393-7100.

The zip code number for Bureau is 20535.

Special Agents in Charge should notify the Bureau promptly of any changes in the above list.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/18/03 BY AUC 60290 BCE/DCG/lpmw

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b7C

OPTIONAL FORM NO. 10 MAY 1962 EDITION GSA GEN. REG. NO. 27

USE EITHER POST OFFICE ADDRESS AND ZIP CODE OR STREET ADDRESS AND ZIP CODE, UNITED STATES GOVERNMENT COMBINATION OF BOTH, WHEN ADDRESSING MAIL

5010-106

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

OFFICIAL BUSINESS

PURPOSE: To recommend an appropriate Standard Field Office Mailing List for use by Field Offices in the organizational area of the Federal Bureau of Investigation. Although this publication is not classified, it contains information which should not be made available to the public without the approval of the Director, Federal Bureau of Investigation. Such information includes the statement now appearing on the first page of this publication.

"Mailing lists prepared by the Federal Bureau of Investigation are for official use only. They contain information which should not be made available to the public without the approval of the Director, Federal Bureau of Investigation."

SECURITY NOTICE: This publication is not classified, however, it contains information which should not be made available to the public without the approval of the Director, Federal Bureau of Investigation.

12-73

ASSISTANT SAC--FIELD DIVISIONS OF THE FEDERAL BUREAU OF INVESTIGATION

September 26, 1973

MAILING LIST OF FIELD DIVISIONS OF THE FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE — September 26, 1973

	DIVISION	FTS OFFICE PHONE		ASSISTANT SAC	HOME PHONE
E	1. Albany	518	472-6020	1. Hogan, J. Gerard	
M	2. Albuquerque	505	766-2040	2. O'Brien, Francis X.	
E	3. Alexandria	703	683-2680	3. Lowie, O. Franklin	
AL	4. Anchorage	A	272-6414	4. Anderson, Alfred L.	
E	5. Atlanta	404	526-4423	5. O'Keeffe, James P.	
E	6. Baltimore	301	962-4181	6. Foley, Edward F.	
C	7. Birmingham	205	251-9286	7. Phillips, Harlan C.	
E	8. Boston	617	223-0476	8. Ruehl, Vincent E.	
E	9. Buffalo	716	856-7600	9. Shanley, John F.	
M	10. Butte	406	723-3391	10. McCarthy, Vincent G.	
E	11. Charlotte	704	372-7461	11. Boeger, Henry J.	
C	12. Chicago	312	322-6015	12. O'Rourke, John W. Helgeson, Hunter E.	
E	13. Cincinnati	513	684-2151	13. Decker, James E.	
E	14. Cleveland	216	341-1510	14. Wells, Dwight M., Jr.	
E	15. Columbia	803	765-5661	15. Besley, Robert K.	
C	16. Dallas	214	749-6811	16. Grubert, Herbert A.	
M	17. Denver	303	222-5640	17. Mullen, Francis M., Jr.	
E	18. Detroit	313	226-7008	18. Gaskill, Leon M.	
C	19. El Paso	915	543-7670	19. Ridgeway, Robert L. Westfall, Thomas D.	
HA	S20. Honolulu	A	537-9546	20. White, Maurice J.	
C	21. Houston	713	990-3090	21. Schwartz, John J.	
E	S22. Indianapolis	317	633-7265	22. Wells, Arthur W.	
C	23. Jackson	601	948-2571	23. McInerney, Stephen F.	
E	24. Jacksonville	904	355-1401	24. Price, Charles E.	
C	25. Kansas City	816	374-5106	25. Knickrehm, Albert B.	
E	26. Knoxville	615	524-4511	26. Hauer, Homer R.	
P	27. Las Vegas	702	385-6301	27. Dulinsky, Mount C., Jr.	
C	28. Little Rock	* 501	378-6144	28. Johnson, Thomas M.	
P	29. Los Angeles	213	477-6565	29. Vacant	
E	30. Louisville	502	582-5189	30. Bailey, William L.	
C	31. Memphis	901	534-3807	31. Czarnecki, Stanley S.	
E	32. Miami	305	350-4621	32. Fox, Frederick F.	
C	33. Milwaukee	414	224-3217	33. Fulton, Arthur B.	
C	34. Minneapolis	612	339-7861	34. Enlow, Philip F.	
C	35. Mobile	205	433-3497	35. McCarthy, Robert J.	
E	36. Newark	201	622-5620	36. Beane, William F.	
E	37. New Haven	203	772-6416	37. Clough, Herbert D., Jr.	
E	38. New Orleans	504	527-2918	38. Beale, John L.	
E	39. New York	212	535-7700	39. Matheson, Robert H., Jr. (ASAC-Administrative Division) Nehrbass, Arthur F. (ASAC-Criminal Division) Denz, Robert Charles (ASAC-Intelligence Division) Enright, C. Edwin (ASAC-Intelligence Division) Ordered In	
E	40. Norfolk	703	441-6761	40. Coneys, John J.	
C	41. Oklahoma City	405	231-4931	41. Abbott, James A.	
C	42. Omaha	402	221-3641	42. Peelman, James S.	
E	43. Philadelphia	215	563-5300	43. Kent, Robert E. Recer, Ervin L.	
M	S44. Phoenix	602	266-4121	44. Rhyne, Louis E.	
E	45. Pittsburgh	412	471-2000	45. Griffin, Floyd M.	
P	46. Portland	503	224-4181	46. Colwell, W. Lee	
E	47. Richmond	703	782-2627	47. Deery, Patrick Joseph	
P	48. Sacramento	916	484-9110 916 484-9311	48. Rosack, Theodore P.	
C	49. St. Louis	314	256-0320	49. Devic, Charles J.	
M	50. Salt Lake City	801	524-4185	50. Schaefer, Victor R.	
C	51. San Antonio	512	225-4711	51. Stefansson, Karl L.	
P	52. San Diego	714	297-3361	52. Brown, Clark F.	
P	53. San Francisco	415	552-2155 B 415 552-2155	53. Kelly, John T. Druken, Thomas P.	
AT	S54. San Juan	A	765-6000	54. Monahan, Herbert L., Jr.	
E	55. Savannah	912	232-4370	* 55. Vacant	
P	56. Seattle	206	442-8760	56. O'Connell, Joseph E.	
C	57. Springfield	217	525-4096	57. Cooke, Benjamin H.	
E	58. Tampa	813	228-2213	58. Murphy, James M.	
E	59. Washington	202	393-7100	59. Williams, Bill D.	
E	60. Quantico	703	373-4229		

* Current Changes

S - Standard Time; All other offices on Daylight Saving Time.

A - Commerical number - these offices do not have FTS.
B - Call this FTS number after regular office hours.
E - Eastern Daylight Saving Time
C - Central Daylight Saving Time
M - Mountain Daylight Saving Time
P - Pacific Daylight Saving Time
AL - Alaskan Daylight Saving Time
HA - Hawaiian Standard Time
AT - Atlantic Standard Time

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b7C

USE EITHER POST OFFICE ADDRESS OR HOME ADDRESS

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Callahan

DATE: October 9, 1973

FROM : T. J. Jenkins

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY SP4 ELW/rtc

SUBJECT: ADMINISTRATION OF FILES
DESTRUCTION OF COPIES OF SERIALS
Bureau Property - General

Existing procedures provide for the destruction of copies of serials when files are closed or referred upon completion to the office of origin (RUC). The Manual of Rules and Regulations also provides for the consolidation of files within six months after closing or RUC.

Certain chief clerks who were in attendance at recent training programs requested that the above two functions be handled within the same time period. These employees advised that in many instances, particularly in those field offices which have an above-average number of resident agencies, serials are properly charged out at the time the file is closed or RUC, and, therefore, copies of serials cannot be destroyed in compliance with present rules. The chief clerks stated this practice is unworkable and it results in a considerable amount of time being spent locating material which is charged out at the time of closing or RUC. These employees believe that if the rule relating to the destruction of copies of serials was changed from the time of closing or RUC to within six months of the change of status, which would be consistent with the consolidation rule, there would be a more efficient operation and a savings in manpower time.

The Training Division can foresee no real disadvantages to the above proposal. In fact, this proposal would be flexible enough to satisfy the intent of these certain offices and yet allow for the immediate destruction of this material in those other offices desiring to do so.

66-3286-

NOT RECORDED
172 OCT 18 1973

RECOMMENDATIONS:

1. That approval be given to the destruction of copies of serials within six months after date of closing or RUC.

ENCLOSURE

OCT 15 1973

(CONTINUED OVER)

Enclosure
1 - Mr. Jacobson
1 - Mr. Marshall
1 - Mr. J. E. Reilly - detached
TAK:wss
(5)

ENCLOSURE 5 OCT 24 1973

ORIGINAL FILED IN 66-23197-257

RECOMMENDATIONS: (Continued)

2. If approved, that the attached revision be incorporated in the Manual of Rules and Regulations.

TJJ/jsk

October 9, 1973

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 3D6, Item 6a, Page 11c, should be revised to read as follows:

6. Destruction of copies of serials

Copies of serials in all classifications must be destroyed within six months after files have been closed or referred upon completion to the office of origin. Employee destroying copies must note on top serial in the file "file stripped" and place employee's initials and date. The employee will thus certify that at that point in the file all copies not otherwise accounted for have been destroyed. Serials may be duplicated if needed subsequent to date of destruction. When copies of serials are duplicated, the date and number of copies must be set forth on the original.

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(4)

NOTE: Based on memo Jenkins to Callahan, 10/9/73, re: "Administration of Files, Destruction of Copies of Serials," TAK:wss.

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Director Sec'y ____

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66-3286-

Enclosure

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Director Sec'y ___

TO : MR. CALLAHAN

DATE: 8/29/73

FROM : R. J. BAKER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/ltc

SUBJECT: MAJOR PROGRAM GOALS FOR FISCAL YEAR 1974

Attached is a letter to the Attorney General regarding the program entitled "Major Program Goals for Fiscal Year 1974." This letter is being submitted in response to the Attorney General's request to the Director on 8/8/73 that the FBI review these departmental goals, as well as his (the Attorney General's) reaction to them. Attached is also a copy of the Attorney General's letter to OMB, dated 8/8/73, as well as a copy of the Department's 12 Major Program Goals for FY74.

In reviewing these 12 major goals, it was apparent that four of these directly focused on the work of the Bureau, while the remaining eight only indirectly affected our operations and pertained primarily to other agencies within the Department, or to the Department itself.

Comments of the interested Divisions were obtained, distilled where necessary, and set forth in the accompanying letter. Where necessary, clarification or amplification of the Department's goal statement has been included in order to properly present the views of the Bureau.

In addition to the twelve major goals of the Department, the Bureau is also committed to its own set of objectives, which were previously forwarded to the Department. These eleven goals were originally expressed to the Department by memorandum dated 5/18/73, and while some revision has been made in the interim as to form and content, the original goals have not been altered substantially since that time. These eleven items are being set forth below for sake of clarity:

1. Develop an automated fingerprint-reading scanner system.

2. Reduce the impact of organized crime on the American public by continuing to penetrate the organized crime structure with a twofold program of intelligence gathering aimed at major hoodlum gangs, their top leaders, and their primary sources of income, and of increasing the number of convictions of major leaders in organized crime.

(continued - over)

Enclosures - Sent 9-10-73
JFA:CSH (13)
cc - All Assistant Directors

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DESTRUCTION OF BUREAU RECORDS - GENERAL
02 ENCLOSURE

ORIGINAL FILED IN 62-55947-1

3. Increase the total number of convictions obtained over the previous fiscal year.

4. Train an estimated 3,725 law enforcement officers through the FBI National Academy and specialized training programs and symposia of the FBI Academy, and provide assistance to an estimated 10,000 law enforcement training schools on the field level.

5. Automate the Bureau's general index.

6. Increase by 10 the number of states participating fully in the NCIC/CCH file.

7. Attract and sustain a steady and substantial increase of employees representing minority groups and women in assignments throughout the service so that we may be as representative of the American public as possible.

8. Increase aid afforded state and local law enforcement agencies through location of fugitives in the unlawful flight category.

9. Increase the number of items of narcotic information disseminated to appropriate agencies in an effort to render material assistance to the overall national goal to reduce illicit narcotics traffic.

10. Disseminate on an increasing basis to other Federal, state and local law enforcement agencies information developed through our investigative operations which relates to matters of interest to those organizations, in an effort to reduce crime.

11. Purge civil fingerprint file of 4,000,000 duplicate fingerprint cards.

Although only items 2 and 9 above were adopted as Department-wide goals, the Bureau remains committed to all the above objectives and progress in these areas will be followed by the Department.

(continued - over)

Memorandum from Mr. Baker to Mr. Callahan,
8/28/73 - Re: Major Program Goals for Fiscal Year 1974

The Attorney General has stated he is not satisfied with the goals expressed by the Department to the Office of Management and Budget, and has indicated extensive refinement is needed. In line with this, it would appear beneficial at this time to re-examine the previously stated FBI goals, bearing in mind that the original instructions to the Department from the President called for the establishment of "...new policy initiatives, major operational achievements, and improvements which can be made in current programs, giving particular attention to objectives which you consider to be of Presidential-level importance." (emphasis added)

A review of the FBI's own eleven goals at this time might result in the type of refinement sought by the Attorney General, or in the establishment of objectives not previously considered.

ACTION:

1. If approved, the attached letter will be forwarded to the Attorney General.

2. If approved, all FBIHQ Divisions should re-examine the previously submitted FBI program goals, with a view toward refinement or establishment of new objectives.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : The Director

DATE: November 27, 1973

FROM : Legal Counsel

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/26/82 BY SP4 ELW/pte

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

The purpose of this memorandum is to set forth the observations of the Office of Legal Counsel concerning the microfilming of closed files based on the recommendation submitted by the Los Angeles (LA) Office.

The LA Office submitted certain proposals relative to the microfilming of closed files, including details as to a specific system which they felt was best suited to their particular situation. The Inspection Division and Files and Communications Division have set forth their comments concerning the LA recommendation and requested the comments of Office of Legal Counsel concerning the same recommendation.

Specifically, Office of Legal Counsel was requested to comment on the admissibility into evidence of microfilm copies of FD-302s and signed statements, the originals of which have been destroyed.

We could find no cases where a microfilm or photostatic copy of an FD-302 or signed statement had been introduced into evidence. Normally an FD-302 is not introduced into evidence, but is utilized to satisfy the requirements of the Jencks Act (Title 18, United States Code, Section 3500). However, assuming the instance arose where it became necessary to introduce an FD-302 or signed statement where the original was not available, in our opinion a microfilm copy would be admissible under the Best Evidence Rule.

66-3286

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1 - Mr. O. T. Jacobson
1 - Mr. E. E. Sheets
2 - Mr. J. A. Mintz
1 - Mr. J. J. Burke

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LEGAL COUNSEL

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Electronic Surveillance Program - Memo

Generally, that rule requires that the original of a writing must be introduced into evidence. See McCormick on Evidence, Section 195, Page 409 (1954). If, however, the original is not available and this is demonstrated to the satisfaction of the court, secondary evidence of the original may be introduced, i.e., a copy of the original. See U.S. v. Manton, 107 F2d 834, (2nd Cir. 1938); Edmunds v. Frank R. Jellef, Inc., 127 A2d 152 (1956).

Title 44, United States Code, Section 3302 and 3303, furnish the authority for the microfilming of our files. In connection with these two sections, Title 44, United States Code, Section 3312, provides that photographs of records made in compliance with regulations under Section 3302 shall be treated as originals for the purpose of their admissibility in evidence. The regulations promulgated pursuant to that section are set forth at 37 Federal Register 2962. Therefore, although we could find no cases interpreting Section 3312 it is our opinion that section is authority for the introduction into evidence of microfilm copies of an FD-302 or signed statement if the microfilm process is performed in compliance with the above-mentioned regulations.

RECOMMENDATION:

None, for information.

HNB/GCM

GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405

September 21, 1973

GSA BULLETIN FPMR B-40
ARCHIVES AND RECORDS

TO: Heads of Federal agencies

SUBJECT: Withdrawal of authority to dispose of records

1. Purpose. In accordance with the authority in FPMR 101-11.406-8 (44 U.S.C. 2909), this bulletin announces withdrawal of disposal authorizations covering records listed in disposal schedules. Specifically those records are military service records of individuals discharged from the United States Army, November 1, 1912, through December 31, 1959, and the United States Air Force, September 18, 1947, through December 31, 1963. Disposal authorizations may be applied to all records documenting military service in the United States Navy, United States Marine Corps, and the United States Coast Guard. Records relating to service of individuals in the United States Army and United States Air Force discharged during years other than those cited above may be disposed of as authorized by current records disposal authorizations.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Background.

a. The recent fire at the Military Personnel Records Center building, St. Louis, Missouri, destroyed service records of former members of the armed forces. FPMR Bulletin B-39 directed all Federal agencies to suspend disposal of all records which could be used to reconstitute these service records.

b. Service records of members of the United States Army (including Army Air Service, Army Air Corps, and Army Air Forces) who were discharged between November 1, 1912, and December 31, 1959, and members of the United States Air Force who were discharged between September 18, 1947, and December 31, 1963, were destroyed.

c. Records of military service for individuals discharged from the United States Army prior to November 1, 1912, and subsequent to December 31, 1959, and discharged from the United States Air Force subsequent to December 1963 were not destroyed. There was no significant loss of records of military service in the United States Navy, United States Marine Corps, and United States Coast Guard.

Original Bulletin transmitted in Records Schedule Transmittal 13 of 11/14/73

ALL FBI INFORMATION CONTAINED
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memo to all SACs, JGD:jc 11-27-73 (typed)
Encl memo O'Connell to Marshall
JGD:jc 11-27-73

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ENCLOSURE

4. Procedures.

a. All Federal agencies are requested to suspend indefinitely disposal of any records that may be used to reconstitute records of military service in the United States Army for individuals discharged between November 1, 1912, and December 31, 1959, and in the United States Air Force between September 18, 1947, and December 31, 1963. These records include those containing information regarding dates of service, physical injuries, and mental impairment.

b. All Federal agencies may resume the normal disposal of records affected by GSA Bulletin FPMR B-39 other than those requested to be retained by this bulletin. Records relating to military service in the United States Navy, United States Marine Corps, United States Coast Guard, and those relating to military service in the United States Army for individuals discharged prior to November 1, 1912, and subsequent to 1959 and in the United States Air Force for individuals discharged from January 1, 1964, to the present may be disposed of according to existing records control schedules.

c. Exceptions to this bulletin will be approved by the Archivist of the United States. Requests for exceptions should be addressed to General Services Administration (NC), Washington, DC 20408.

5. Cancellation. This bulletin cancels GSA Bulletin FPMR B-39.

James B. Rhoads

JAMES B. RHOADS
Archivist of the United States

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

TO : Mr. Callahan

DATE: 12/5/73

FROM : T. J. Jenkins

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/rte

SUBJECT: ~~DESTRUCTION OF FIELD FILES AND RECORDS~~ DESTRUCTION OF Bureau Records

By separate memorandum, the Training Division was authorized to conduct surveys to streamline and simplify existing field file and serial retention procedures. The main objectives of these surveys were to arrive at a more workable destruction program, and to conserve all possible space in view of the substantial increase in space costs under Public Law 92-313, Public Buildings Amendment of 1972, effective July 1, 1974.

There are presently eight pages in the Manual of Rules and Regulations which are devoted to the more than twenty-five individual destruction rules, and, in addition, there are numerous other regulations pertaining to the destruction of specific material and serials. Current rules provide for the destruction of material ranging from immediately to twenty years, depending upon the classification, whether or not the office is origin or auxiliary, and whether or not the material is of a continuing value.

The Training Division furnished each field office with certain proposed streamlined destruction rules for comments, including savings of office filing space. The majority of the field offices were in favor of the proposed destruction rules, and there was an anticipated saving of filing space up to fifty percent. These proposals were also discussed with the Chief Clerks who were in attendance at the recent schools. For the most part, the Chief Clerks were critical of the administrative restrictions governing the destruction of material. These employees stressed the wide and varied policies were

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TAK:rsb
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1 - Mr. E. S. Miller
1 - Mr. Baker
1 - Mr. Cleveland
1 - Mr. Gebhardt
1 - Mr. Jacobson
1 - Mr. Marshall
1 - Mr. Wannall
1 - Mr. Walsh
1 - Mr. D. M. Gregory
1 - Mr. E. J. Campbell (Quantico)
1 - Mr. J. E. Reilly (Redgrave)

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often so time-consuming as to offset the worth of the space saved. Taking into consideration the replies from the field and the comments solicited from the Chief Clerks, the Training Division believes the following streamlined, uniform destruction rules could be substituted for the many existing rules without any adverse effect on the field administrative or investigative operations:

a. Files and records to be destroyed when 90 days old
   1. Carbon copy of printout produced by NCIC terminal - retain previous month plus current month
   2. Daily Report of Chief Clerk's Office - FD-127
   3. Encoded messages
   4. Field personnel files of separated employees when separation is not for disciplinary reasons or for entering military service. Electrocardiogram tracings and reports of medical history (SF-93) are to be forwarded to Bureau
   5. Record of Registered Mail - FD-211
   6. Register No. 3 - FD-256
   7. Transmittal Letters - Checks and Bonds

   (EXISTING REGULATIONS PROVIDED FOR THE DESTRUCTION OF THE ABOVE MATERIAL IN 30, 60, AND 90 DAYS)

b. Files and records to be destroyed when 120 days old
   1. In auxiliary offices with Bureau approval, investigative leads requesting record checks, when the results are of no continuing value.

c. Files and records to be destroyed after FBIHQ field office inspection providing material is 1-year old
   1. Noninvestigative files and material of no continuing value in following classificiations:
      A. Classification 1 - Training Matters only
      B. Classification 32 - Identification (Fingerprint Matters)
      C. Classification 33 - Uniform Crime Reporting
      D. Classification 62 - Miscellaneous Matter only
      E. Classification 64 - Foreign Miscellaneous
      F. Classification 66 - Administrative Matters
      G. Classification 80 - Public Relations Matters

H. Classification 94 - Research Matters
I. Classification 95 - Laboratory Cases, Other Than Bureau
J. Classification 163 - Foreign Police Cooperation

d. Files and records to be destroyed when 5 years old if following conditions are met
   1. Investigative files in all classifications in auxiliary offices provided files are of no continuing value for evidence or for intelligence or other reference purposes
   2. Dead files in all classification, if of no continuing value
   3. Zero files in all classifications if of no continuing value

e. Files and records to be destroyed in 10 years
   1. Investigative files in all classifications in offices of origin provided files are of no continuing value for evidentiary, intelligence or other reference purposes.

If there is any doubt concerning the destruction of the above material, auxiliary offices should consult the office of origin, and offices of origin should consult the Bureau.

Under existing regulations, Special Agent Supervisory personnel are responsible for authorizing the destruction of files. The Chief Clerk's Office (CCO) pulls files for destruction, delivers them to the Agent Supervisors, and returns the files to the CCO for refiling or destruction depending upon the decision of the supervisor. Presently, there are no uniform tickler systems or schedules for file destruction programs. In many instances files are repeatedly pulled and reviewed to determine if they are eligible for destruction. This procedure is particularly cumbersome when reviewing files in consolidated volumes.

In order to facilitate the destruction of material as set forth above, and to reduce the burden presently placed on Special Agent Supervisory personnel, the Training Division believes the following administrative procedures should be considered in order to provide for a uniform, workable destruction program:

1. Since there are only two destruction rules which apply to investigative files, five years and ten years, that the Case Agent in both the office of origin and the auxiliary office note the destruction rule or that file should

not be destroyed on the file copy of the closed or referred-upon-completion (RUC) communication. The Case Agent is in a position to determine the potential value of each case and the Agent's recommendation would be subject to approval by the supervisor when the communication is initialed for closing or RUC. The file would not be returned to the supervisor unless additional material was received during the interim period.

2. That the master assignment card be used as a tickler for the destruction of investigative files. Under current rules, the CCO posts the date of the file copy of each closing and RUC communication to the reverse side of the master assignment card, and these cards are maintained for one year and than destroyed. In order to use the master assignment cards for tickler purposes, the CCO, in addition to posting each case, would note on the front of each master card the destruction date recommended by the Case Agent on the file copy of each closing and RUC communication. In this manner these cards can be retained for one year under present rules; however, instead of destroying these cards when one-year old, they would be retained as ticklers for file destruction according to date appearing on the front of the card. Since these master assignment cards are color coded by office of origin (blue) and auxiliary office (white), this factor would only enhance their value by providing an already available instrument for scheduling files for destruction.

3. That index cards be destroyed when files are destroyed. The index cards would not appear to be of any value if the respective files did not exist. Fugitives, stolen property, etc., could be checked through NCIC.

4. That original FD-302s, signed statements and other items of evidence be retained for twenty years. Index cards relating to this material would also be retained for a like period. This procedure would be consistent with Archival regulations whereby original records cannot be destroyed before twenty years old. There have been some opinions expressed that this material be forwarded to offices of origin; however, it would appear that any such procedure would only generate additional paperwork unnecessarily since an office of origin would have no need for them unless prosecution was instituted.

5. That two lists containing the numbers of files destroyed be maintained. One list would be filed in front of each respective classification in the closed files section, and the other list would be retained in a specific administrative file designed for this purpose. Under present regulations, the file fronts are maintained under certain conditions, and lists of files are maintained at the beginning of each classification under other conditions. Current regulations do not provide for the maintenance of an administrative file for a listing of all files that have been destroyed in any given field office.

The Training Division believes the above proposals would have practical application throughout the field and also allow for a much more favorable balance between the creation of new paperwork and the destruction of obsolete material. It is also believed that the savings in filing space in each office would eliminate the need for any further expansion in these areas.

RECOMMENDATIONS: 1. That this memorandum be referred to the Administrative, Files and Communications, General Investigative, Inspection, Intelligence and Special Investigative Divisions, and the Office of Planning and Evaluation for views and comments.

Files & Comm. Div. preparing comments. 12/12/73 gum

2. If favorable action is recommended, that the Training Division advise the field and make appropriate manual revisions.

(SEE ADDENDUM BY INTELLIGENCE DIV. ON PAGE 6)

(SEE ADDENDUM OPE, PAGE 7)

Memorandum T.J. Jenkins to Mr. Callahan dated 12/5/73
Re: DESTRUCTION OF FIELD
FILES AND RECORDS

ADDENDUM BY INTELLIGENCE DIVISION: TJS:lml 12/27/73

It is the view of the Intelligence Division that files relating to internal security and foreign intelligence matters have a continuing value for intelligence purposes. We are constantly referring to such files which are considerably older than 10 years old. We feel that if destruction after 10 years is discretionary from office to office and is based on judgment values from office to office, there will be some field personnel who will not see future value in 10-year-old security--intelligence files. If destruction is based on prior Bureau approval we would concur in the recommended procedure.

Our objections apply only to Office of Origin files, not to auxilliary office files. Of course, any file could be destroyed after 10 years if everything contained therein is also filed at FBI Headquarters.

WPW | TJS

ADDENDUM OFFICE OF PLANNING AND EVALUATION EESheets/imt 12/28/73

Concerning Item B, page 2, of this memorandum, captioned "Files and records to be destroyed when 120 days old," it is recommended that auxiliary offices, with Bureau approval, be permitted to destroy files concerning investigative leads requesting record checks when results are of no continuing value. This is interpreted by the Office of Planning and Evaluation to have reference to major record centers such as St. Louis, San Antonio and Baltimore. The Office of Planning and Evaluation suggests that all auxiliary offices with leads requesting record checks, when results are of no continuing value, be permitted to destroy the communications pertinent thereto after 120 days without obtaining further Bureau approval. No value can be seen in the retention of such material by auxiliary offices. Therefore, there should be no occasion for requesting Bureau authority prior to destruction of that material after 120 days.

Destruction of Property - General

(B) RECORDS MANAGEMENT PROGRAM - FILES AND COMMUNICATIONS DIVISION - (WITHDRAWAL OF AUTHORITY TO DISPOSE OF MILITARY RECORDS --

The General Services Administration (GSA), Archives and Records, has advised by GSA Bulletin FPMR B-40 that authority to dispose of certain records is being withdrawn. The recent fire (July, 1973,) at the Military Personnel Records Center Building, St. Louis, Missouri, destroyed service records of many former members of the armed forces. The authority to dispose of certain records from which military service can be verified has been withdrawn by Archives.

The Archivist of the United States has directed all agencies to suspend indefinitely disposal of any records that may be used to reconstitute records of military service in the United States Army (including Army Air Service, Army Air Corps, and Army Air Forces) for individuals discharged between November 1, 1912, and December 31, 1959, and in the United States Air Force between September 18, 1947, and December 31, 1963. This includes records which contain information verifying dates of military service, physical injuries and mental impairment.

In those instances where the information has been furnished to the Bureau by the field office, the field office may destroy their records according to existing authority. Employees responsible for the destruction of files must insure the destruction and disposal of records comply with the instructions furnished above. Any exceptions to the above must be approved by the Bureau.

The loss of records of the United States Navy, United States Marine Corps, and the United States Coast Guard was insignificant. Therefore, records relating to these services and those records relating to military service in the United States Army for individuals discharged prior to November 1, 1912, and subsequent to December 31, 1959, and in the United States Air Force for individuals discharged subsequent to January 1, 1964, may be disposed of according to existing records control schedules.

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OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27
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UNITED STATES GOVERNMENT

Memorandum

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Spec. Inv. ✓
Training
Legal Coun.
Telephone Rm.
Director Sec'y

TO : Mr. Cleveland

DATE: 12-17-73

FROM : Mr. Coleman

SUBJECT: S.2741 Destruction of Bureau Records - General
A BILL TO PROVIDE FOR AN INVESTIGATION OF THE CHARACTER AND PAST ACTIVITIES OF POTENTIAL VICE-PRESIDENTIAL NOMINEES BY THE FBI
93rd CONGRESS, FIRST SESSION

By form memorandum we were requested to advise the Department's Office of Legal Counsel of our views concerning captioned bill introduced by Senator William E. Brock III (Republican-Tennessee).

This bill would permit each Presidential candidate to request investigations by the FBI of not more than ten individuals listed by him as potential Vice-Presidential nominees. After the Presidential candidate has been nominated by the national nominating convention of the political party with which he is affiliated, he and one other person designated by him would be permitted to inspect the results of the investigation of each individual listed by him as a potential Vice-Presidential nominee, if the person investigated consents to the inspection in writing. This bill provides that the inspection be made in the presence of an employee of the FBI, who would be the custodian of the evidence and information developed. It further provides that after the national nominating convention of a political party nominates a candidate for election to the office of Vice President, all evidence and information obtained during the investigation of potential Vice-Presidential nominees of that party shall be destroyed. This bill states no evidence or information obtained under or in connection with these investigations shall be admissible in any proceeding before any court of the U.S. or any state. It further states, "The disclosure, release, or retention of evidence or information in violation of the provisions of this Act shall be punishable by a fine not to exceed $50,000, imprisonment for not to exceed five years, or both."

ORIGINAL FILED IN 161-60-12

Enclosure - Sent 12-18-73

1 - Mr. Cleveland - Enc.
1 - Mr. Bowers - Enc.
2 - Mr. Mintz - Enc.
1 - Mr. Coleman - Enc.
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UNITED STATES GOVERNMENT

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TO : Mr. Marshall

DATE: 11/27/73

FROM : P. F. O'Connell

SUBJECT: RECORDS MANAGEMENT PROGRAM
FILES AND COMMUNICATIONS DIVISION
(WITHDRAWAL OF AUTHORITY TO DISPOSE
OF MILITARY RECORDS)

The General Services Administration (GSA), Archives and Records, has advised by GSA Bulletin FPMR B-40 (copy of which is attached) that authority to dispose of certain records is being withdrawn. The recent fire (July, 1973,) at the Military Personnel Records Center Building, St. Louis, Missouri, destroyed service records of many former members of the armed forces. The authority to dispose of certain records from which military service can be verified has been withdrawn by Archives.

Mr. Thomas Wadlow, Acting Director, Records Disposal Division, Archives and Records, GSA, has been contacted and has advised that any record entered into our records system from which military service can be verified must be preserved if it falls within the specific time period set forth in the attached bulletin. He further advised this would not effect our microfilm program since a microphotograph certified as true copy will be as good as the original document. Concerning the records in the field offices, Mr. Wadlow stated that if the field office had submitted the material to the Bureau Headquarters, the Headquarters record would be considered as the record copy and the field office could destroy their file in accordance with current records disposal schedules. Those employees at FBI Headquarters involved in records disposal have been thoroughly briefed on these regulations. There is attached a proposed Memorandum to All Special Agents in Charge which should serve as a guideline to all field offices in carrying out their records disposal programs.

RECOMMENDATION:

That the attached proposed Memorandum to All Special Agents in Charge be approved.

Enclosures (2)

JPB:jc

ENCLOSURE

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OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27
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UNITED STATES GOVERNMENT

Memorandum

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Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 1/8/74

FROM : P. F. O'Connell

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

General Destruction of Bureau Records

Reference T. J. Jenkins to Mr. Callahan memorandum dated 12/5/73 which sets forth streamline revisions for the destruction of files and other material both administrative and investigative in the field offices. These procedures did not change the material which was to be destroyed or otherwise disposed of but merely made recommendations concerning the retention time of various material which was of no continuing value, evidentiary, intelligence or reference wise.

The Files and Communications Division has made a detailed analysis and can find no objections to the use of these procedures as recommended. It is felt it is up to each individual office and the substantive division involved as to the reference value of the investigative files to the field office involved.

RECOMMENDATION:

For referral to the Training Division for their information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4ELW/rte

JPB:jw
(2)

REC-11

ST-115

66-3286-1148

JAN 11 1974

RECORDS

TWO

FEB 5 1974

MAR 5 1974

WILLIAM A. SULLIVAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4ELW

Prepare letter to AG pls - action 14

Assoc. Dir. ____
Dep.-A.D.-Adm. ____
Dep.-A.D.-Inv. ____
Asst. Dir.: ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

February 22, 1974

Dear Mr. Kelley:

The personnel of the Los Angeles Office join me in thanking you for visiting here this week. It was indeed an honor to have both you and the Attorney General. DESTRUCTION OF BUREAU Property - General

Mr. Saxbe was extremely complimentary regarding the personnel and operations of the Los Angeles Office. He likewise, expressed appreciation for the arrangements made by the Los Angeles Police Department, the United States Attorney's Office, the Federal Judges, and the Los Angeles Times.

Mr. Saxbe declared that his visit had been extremely beneficial to him as he had learned much and thought that his visit would be of considerable assistance in evaluating various programs administered by the Department of Justice, and particularly LEAA.

While the Attorney General was most complimentary of the Los Angeles Office, prior to his departure this morning, he commented to me that he felt the FBI needed to microfilm our files. He had observed the space necessary for the maintenance of our files and particularly, the closed files. As you will recall, he also had an explanation given regarding our file destruction program.

I believe that in light of the Attorney General's concern, that it would be desirable to inform him that our Newark Office is presently testing and evaluating our filing system as related in Bulet dated 12/17/73, entitled "Destruction of Field Files and Records."

REC-67 66-32864-1199

For your information, the Los Angeles Office, by letter dated 5/11/73, to the Bureau entitled "Destruction of Field Files and Records", made recommendations regarding the microfilming of closed files. However, this recommendation is being held in

2 MAR 13 1974

Mr. Clarence M. Kelley
Director
Federal Bureau of Investigation
Washington, D. C.

PERSONAL AND CONFIDENTIAL

Ltr to AG 3/7/74

MAR. 14 1974

Xerox made for Jim Coleman re Newark files - E. Eer.

66-16304-
66-16263-
66-6029-

#31 3-20

EX-109

FEB 28 1974

abeyance pending the study by the Newark Office.

I believe that a letter to the Attorney General regarding our testing and evaluation efforts in the Newark Division would make it clear to him that the FBI does have a program underway.

Again, it certainly was a pleasure to have you in our office and we look forward to an early return.

Sincerely yours,

Bill Sullivan

Bill Sullivan

The Attorney General

March 7, 1974

Director, FBI 66-3286-1149

REC-67

FBI FIELD OFFICE FILING PROCEDURES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4 ELW/etc

This concerns your recent comments to Assistant Director Sullivan of our Los Angeles Office relative to the microfilming of FBI files.

Please be advised that consideration is being given to the feasibility of microfilming at least closed files in our Los Angeles Office, as a result of a proposal made by them in May, 1973. While the study of Los Angeles' proposal was in progress, our Newark Office received authorization to install and test the "Conserv-a-trieve" automated equipment filing system manufactured by the Supreme Equipment and Systems Corporation of Brooklyn, New York.

Briefly, the "Conserv-a-trieve" equipment is a filing unit consisting of two facing banks of steel box containers for the storage of files and an electro-optical conveyor or transport mechanism which is located between the facing banks of containers. This conveyor, which moves vertically and horizontally at the command of an employee operating a push-button console, will pull and restore the requested file bin in a matter of seconds. The units can be tailored to existing space and can afford a saving of as much as 64 percent of file space over conventional methods.

As a result of the action approved for the Newark Office, it was decided to hold in abeyance any further action with respect to the microfilming of files in the Los Angeles Office until the results of Newark's experience with "Conserv-a-trieve" equipment are known.

MAILED 3
MAR 7 - 1974
4-FBI

1 - Mr. Walsh
1 - Mr. Marshall
1 - Mr. J. C. Coleman
1 - Los Angeles Office
R:rsb

XEROX
MAR 1

IL ROOM TELETYPE UNIT

February 26, 1974

PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4 ELW/rte

PERS. REC. UNIT

Miss [redacted]
Federal Bureau of Investigation
New York, New York

b6
b7C

Dear Miss [redacted]

DESTRUCTION OF BUREAU RECORDS - GENERAL

Reference is made to the suggestion which you submitted on March 27, 1973, that certain material be removed from field office inventories. I am pleased to advise you that this procedure has now been placed into effect due to a recent change in policy.

Your interest in this matter is indeed appreciated and I did not want this occasion to pass without advising you of the recent action.

66-3286-

Sincerely yours,

NOT RECORDED
126 MAR 8 1974

C. M. Kelley

MAILED 22
FEB 26 1974
FBI

Clarence M. Kelley
Director

b6
b7C

2 - New York
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted]
ML:rsb
(6)

13 MAR 7 1974

(Suggestion 730-73)

NOTE: Miss [redacted] proposed that all monographs be removed from the field inventory.

SAC Memorandum 6-74 (E), dated 2/5/74, placed this procedure into effect. It is, therefore, believed the suggester should be recognized for her proposal since this falls within the two-year time limit for taking such action.

PERS. REC. UNIT

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

57 MAR 12 1974

MAIL ROOM ☒ TELETYPE UNIT ☐

ORIGINAL FILED 100-358546-2382

Routing Slip
FD-4 (Rev. 12-22-69)

Date 3-29-74

To: XX Director

Att.: Procurement and Administrative Services Section

FILE

Title

☐ SAC
☐ ASAC
☐ Supv.
☐ Agent
☐ SE
☐ IC
☐ CC
☐ Steno
☐ Clerk

ENVELOPED

RE: Inventory

☐ Rotor #:

ACTION DESIRED

☐ Acknowledge
☐ Assign ___ Reassign ___
☐ Bring file
☐ Call me
☐ Correct
☐ Deadline ___
☐ Deadline passed
☐ Delinquent
☐ Discontinue
☐ Expedite
☐ File
☐ For information
☐ Handle
☐ Initial & return
☐ Leads need attention
☐ Open Case
☐ Prepare lead cards
☐ Prepare tickler
☐ Return assignment card
☐ Return file
☐ Search and return
☐ See me
☐ Serial # ___
☐ Post ☐ Recharge ☐ Return
☐ Send to ___
☐ Submit new charge out
☐ Submit report by ___
☐ Type

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4ELW/rtc

☐ Return with explanation or notation as to action taken.

Attached are FD-222 #'s 4713 and 4714 (White) to add to our Inventory one Timing Light SN#F364388 and one Dwell Tac SN#3031612 purchased locally at Sears Roebuck & Company (State Street Store), Chicago, Illinois on 3-28-74.

SAC Richard G. Held

Office Chicago

___ See reverse side

(1)-Bureau (2 enc.)
1-Chicago
(2) MAT:mat

FILE

Please see # 66-3286 3/1 lcw

☆ GPO: 1972 472-390/10

66-3286

NOT RECORDED

20 APR 17 1974

70 APR 19 1974

3-512 (Rev. 3-27-73)

PURCHASE ORDER
DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

THIS NUMBER MUST APPEAR O ALL PACKAGES AND PAPERS RELATING TO THIS ORDER

ORDER NO. FBI 28338

DATE 2/15/74

APPROPRIATION SYMBOL AND TITLE

SALARIES & EXPENSES, FBI, 1974

REQUISITION NO. 27739

ALLOTMENT 3920 # 91

PLEASE FURNISH AND DELIVER TO THE CONSIGNEE THE ARTICLES SPECIFIED BELOW: FAR2574

TO SELLER	CONSIGNEE AND DESTINATION SHIP TO
SEARS CONTRACT SALES ATTN: MR. [redacted] b6 b7C 10301 WESTLAKE DRIVE BETHESDA, MARYLAND 20034	FEDERAL BUREAU OF INVESTIGATION 506 OLD POST OFFICE BUILDING WASHINGTON, D. C. 20535

INVITATION NO.	CONTRACT NO.	TIME FOR DELIVERY	DISCOUNT TERMS
		STOCK - 10 DAYS	NET

F. O. B. POINT	SHIP VIA	GOV'T. B/L NO.
DESTINATION		

ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SEARS COLDSPOT REFRIGERATOR, 17 CU. FT. MODEL 62721, FROST FREE Serial # E401 32292	1	EA		283.50

Noted in Property
4-9-74
JMM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/82 BY SP4ELW/sts

FILE
3
JMM

TOTAL 283.50

please file 66-3286
STAMP 10 1974

F 28338

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Legal Coun. ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. Gebhardt

DATE: February 8, 1974

FROM : R. F. Bates

1 - Mr. Gebhardt
1 - Mr. Bates
1 - Mr. Arendt
1 - Mr. Walsh

SUBJECT: DESTRUCTION OF NEGATIVES FOR CHARTS [redacted] ITSMV MATTERS

BUREAU RECORDS - GEN'L

b7E

ORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/ate

BACKGROUND: [redacted] is prepared and edited on the Interstate Transportation of Stolen Motor Vehicle (ITSMV) Desk, from material requested by the Bureau from several field offices.

b7E

In 1958 [redacted] was revised to include an [redacted]

Beginning in 1958 a negative was made on [redacted] by the Mechanical Section in order to print this information.

The Mechanical Section has requested that these negatives be reviewed to determine if any of these negatives can be destroyed since the accumulation of this material is becoming bulky.

Reviewer Analyst [redacted] has prepared and edited this information since approximately 1955. He has reviewed this material in the Mechanical Section, and it is believed negatives through the year 1964 can be destroyed. It is believed the supply maintained on the ITSMV desk of these charts is sufficient for any emergency that might arise in the future.

b6
b7C

RECOMMENDATIONS: 1. It is recommended the negatives from 1958 through 1964 prepared by the Mechanical Section concerning this material be destroyed.

JAW:kms
(5)

66-3286-
NOT RECORDED
102 FEB 15 1974

17 FEB 14 1974

CONTINUED - OVER

FEB 21 1974

ORIGINAL FILED IN 62-141859-1

Bates to Gebhardt
Re: DESTRUCTION OF NEGATIVES FOR CHARTS

2. If approved, this memorandum should be forwarded to Division Three, Mechanical Section for handling.

Handled by Mechanical Section 2/13/74

S.T.

DESTRUCTION OF BUREAU PROPERTY GENERAL

(B) RESEARCH MONOGRAPHS -- In connection with handling of research monographs per Manual of Rules and Regulations, Part II, Section 8L, such monographs will not be placed on inventory lists in the future. In addition, existing monographs may now be removed from inventory and the FD-222's returned to the Bureau, Attention: Procurement and Administrative Services Section. You are also authorized to destroy all but one copy each of monographs, which copy should be so maintained for reference purposes. A record of destruction of monograph copies must be retained. Legal Attaches may destroy monograph copies when necessary due to space limitations.

Requirement for reading the Summary and Conclusions of monographs is being dropped inasmuch as recent monographs do not contain these headings.

Appropriate Manual changes being made.

2-5-74
MEMORANDUM 6-74

ORIGINAL FILED IN 66-04-3972

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4ELW/rtc

66-3286-
NOT RECORDED
136 FEB 13 1974

20 FEB 20 1974

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4 ELW/stc

January 18, 1974

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 3, page 13, should be amended to read as follows:

8. Destruction of files and records (closed files are kept in numerical sequence.) Files and records may be destroyed within the provisions of Title 44, USCA, 369, which covers the disposition of records and sets up the procedures to be followed. The head of an agency may recommend to Congress the destruction of records that apparently will not have sufficient administrative, legal, research, or other value to warrant their further preservation. When files are destroyed, retain file fronts, writing thereon reason for destruction. (See exception set out in paragraphs a, c, d, and h below.)

Authority has been suspended indefinitely for the disposal of records material that may be used to reconstitute records of military service in the United States Army (including Army Air Service, Army Air Corps, and Army Air Forces) for individuals discharged between November 1, 1912, and December 31, 1959, and in the United States Air Force between September 18, 1947, and December 31, 1963. This includes records which contain information verifying dates of military service, physical injuries and mental impairment. In those instances where the information has been furnished to the Bureau by the field office, the field office may destroy their records according to existing authority.

66-3286-

The loss of records of the United States Navy, United States Marine Corps, and the United States Coast Guard was insignificant. Therefore, records relating to these services and those records relating to military service in the United States Army for individuals discharged prior to November 1, 1912, and subsequent to December 31, 1959, and in the United States Air Force for individuals discharged subsequent to January 1, 1964, may be disposed of according to existing records control schedules.

NOT RECORDED
12 JAN 24 1974

ENCLOSED COPY FILED IN

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

JPB:jw
(4)

JAN 25 1974

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE NOTE PAGE 2

Proposed Change in Manual of Rules and Regulations

NOTE: The General Services Administration (GSA), Archives and Records, has advised by GSA Bulletin FPMR B-40 that authority to dispose of certain records is being withdrawn. The recent fire (July, 1973,) at the Military Personnel Records Center Building, St. Louis, Missouri, destroyed service records of many former members of the armed forces. The authority to dispose of certain records from which military service can be verified has been withdrawn by Archives. The Manual of Rules and Regulations has not been changed previously; however, this information has been furnished to the field and other divisions at FBI Headquarters by SAC Memorandum 55-73 (B) dated 12/4/73.

Mr. Marshall 1/14/74

P. F. O'Connell

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4 ELW/ptc

FREE WORLD, INC
IS-C

Destruction of Bureau Records - Memo

There has been no investigation in this matter since 1947. Serials 123, 124, and 125 is an index for Free World for the years 1941 through 1943. This list which contains approximately 900 names has been called to our attention by personnel engaged in Name Check work. They advise that the frequency of reference to this listing causes unnecessary work because insufficient information is available to effect an identification. In an effort to streamline procedures and eliminate unnecessary reference to this data, it is proposed that the material be de-indexed through removal of the cards from the Bureau's indices.

It is requested that the appropriate substantive supervisor review the above listed file reference to determine if any reason exists for retention of the indexing on this listing of names. A notation advising of the decision reached may be placed on this memorandum. The memorandum should be returned to the Correlation Unit of the Records Section, Room 6309 IB.

RECOMMENDATION:

For referral to Intelligence Division.

66-3286-

CC-66-3286
1-100-90431

NOT RECORDED
202 JAN 21 1974

JPB:jw
(3)

51 JAN 23 1974

ORIGINAL FILED IN

1-Mr. Cotter
1-Mr. Nasca

66-3186-

Date: January 9, 1974

To: Special Agent in Charge
Bureau of Customs
Department of the Treasury
Miami, Florida 33130

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/82 BY [illegible]

From: Clarence M. Kelley, Director

Subject: DESTRUCTION OF FBI DOCUMENTS

Reference is made to the letter from your office dated December 27, 1973, your reference SEC 1-01 MI.

The FBI interposes no objection to the destruction of your copies of the FBI communications listed in the enclosure to the referenced letter.

NOTE: Customs Office in Miami has furnished us a lengthy list of several hundred FBI reports and letterhead memoranda, copies of which were previously disseminated to that office. Customs proposes to destroy this material and wanted to know if we have any objection. The material is dated between 1962 and 1969 and relates to various Latin American and Cuban matters.

RDC:nlb (5)

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAIL ROOM ☐ TELETYPE UNIT ☐

MAILED 4
JAN 9 - 1974
FBI

54 JAN 30 1974

ORIGINAL FILED IN 62-22512-563

May 2, 1974

PERSONAL

REC-1

66-3286-1150

EX-115

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 EBW/ste

Miss [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

b6
b7C

Dear Miss [redacted]

I have received your suggestion regarding the disposition of certain material after the office inspection on a yearly basis. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

The interest and alertness which prompted you to submit this idea to me are indeed appreciated.

Sincerely yours,

C. M. Kelley

MAILED 22
MAY 0 3 1974
FBI

Clarence M. Kelley
Director

b6
b7C

2 - Cincinnati
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted]
ML:rsb
(6) (Suggestion 720-74)

NOTE: Suggests destroying after inspection by FBIHQ on a yearly basis, material in file set up as a result of Bureau teletype to all SACs, 8/17/72, captioned, "Narcotics Matters" into which has been placed copies of all narcotics matters disseminated. A copy of all matters placed in this file is also placed in 12-0 for appropriate indexing and retention.

CONTINUED - OVER

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☑ TELETYPE UNIT ☐

54 MAY

Rm 5256

Miss [redacted] b6 b7C

NOTE (Continued)

Intelligence Division noted SAC, Cincinnati, recommended the idea be adopted. It concurred especially since the 12-0 file also has a copy of data in question retained therein.

Special Investigative Division had no objection to approval of this idea since the Cincinnati Office reports the copy of each such memorandum is retained in 12-0. There appears to be no need to maintain copies of these communications in Bureau files at any time. The suggester indicates that a special file was set up as a result of Bureau teletype 8/17/73. This communication did not instruct that a separate file be initiated for this material.

Due to the foregoing views, Training Division has no objection to approval since it appears some offices may not have set up a separate file for this purpose. On approval, this letter will serve as the authority for the Special Investigative Division to take the steps necessary to place the proposed procedure into effect.

Memo to all SACs Type 5-8-74 TEK:jjg re: Narcotic Matters

Employee Suggestion
FD-252 (Rev. 9-11-59)

720-74

b6
b7C

Date	
4/16/74	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		CINCINNATI

SUGGESTION

To destroy after inspection by FBIHQ on yearly basis, material in file set up as result of Bureau teletype to all SACs, 8/17/72, captioned, "NARCOTICS MATTERS" into which has been placed copies of all narcotics matters disseminated. A copy of all matters placed in this file is also placed in 12-0 for appropriate indexing and retention.

Destruction of Bureau Property

General

Current practice or rule (Include manual citation as well as facts)

Material retained under twenty-year rules for destruction.

Advantages of suggestion and annual savings (include basis for estimate)

Space saving, growth of file in this office is 1" per year.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/26/82 BY SP4 ELW/rte

REC-1 66-3256-1150

EX-115

APR 22 1974

Disadvantages of suggestion

None.

Conley

Rejected for Reference

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

ice Services Manager

Signature and Title of Suggester

Recommendations and comments of Division Head

I recommend that the Bureau give consideration to adopting this suggestion.

Special Agent in Charge

PALMER M. BAKEN, JR. Signature and Title

(Do not write in this space - for Bureau use only)

RECEIVED FBI

3-Bureau
2-Cincinnati (1-66-2933)
DER/dlc (1-P/F)
(5)

Letter of Appreciation 5-2-74, MJS

b6
b7C

EX-31

APR 22 1974

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 6
Page 10 ~ Referral/Direct
Page 11 ~ Referral/Direct
Page 13 ~ Referral/Direct
Page 14 ~ Referral/Direct
Page 21 ~ Referral/Consult
Page 193 ~ Referral/Direct

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 25

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Cleveland

DATE: May 8, 1974

FROM : J. Keith

SUBJECT: NARCOTICS MATTERS

DESTRUCTION OF BUREAU RECORDS

The Cincinnati office has submitted a suggestion to destroy on a yearly basis material in a file set up to record narcotics information which was disseminated. This material is also maintained in another file. By letter dated 5/2/74 the suggestion was approved.

GENERAL

It is recommended that the field be advised that the procedure of maintaining copies of communications indicating dissemination of narcotics data in two separate files is not required, but noting that if they determine this facilitates administration of the program, it is permissible and the information in the second file should be destroyed on a yearly basis.

RECOMMENDATION:

It is recommended that the attached SAC memorandum be approved.

Enclosure - Sent 5-10-74

1 - Mr. Callahan
1 - Mr. Jenkins
1 - Mr. Miller
1 - Mr. Adams
1 - Mr. Campbell
1 - Mr. Franck
1 - Mr. Gebhardt
1 - Mr. Jacobson
1 - Mr. Jamieson
1 - Mr. Marshall
1 - Mr. Mintz
1 - Mr. Thompson
1 - Mr. Walsh
1 - Mr. Wannall
1 - Mr. White
1 - Mr. Cleveland
1 - Mr. Keith
1 - Mr. Kelly

54 JUN 1974

JEK:jsj

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 EW/Cal

6 MAY 22 1974

66-3206-

NOT RECORDED
MAY 24 1974

Original Filed In

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 5-9-74

FROM : J. D. Jamieson

b6
b7C

SUBJECT: FILE DESTRUCTION
SUGGESTION 731-74 SUBMITTED BY
MR. [redacted] CINCINNATI OFFICE

SUGGESTION: Suggests destruction when one year old, the bank robbery or bank burglary summaries furnished under the "Dissemination of Current Bank Robbery Data" program which was set up under SAC Letter 59-43(J) dated 7/7/59.

Proposes destruction, when one year old, of the theft from interstate shipment and interstate transportation of stolen property summaries furnished under the "Dissemination of Current TFIS and ITSP Data."

CURRENT PRACTICE: Suggester advises the referenced SAC Letter instructed that each office maintain these summaries in a separate file. No rule to cover destruction.

Destruction of Bureau Property-Gen

b6
b7C

ADVANTAGES: Mr. [redacted] believes this procedure would save space. Since July, 1959, this file has grown to 25 volumes occupying three feet of shelf filing space. Twenty-two volumes are over one year old. Since bank robberies have increased steadily in recent years and should this file not be destroyed, it would require considerable filing space in years to come. Numerous index cards could also be removed from the indices. In addition to the above advantages, needless duplication would be avoided since copies of summaries are in individual case files and because summaries serve no useful purpose after one year.

66-32861-1751

ST-116 REC-10 NOT RECORDED MAY 17 1974

OBSERVATIONS: SAC Baken, Cincinnati Office, advised this idea has considerable merit and would save filing space. Dissemination memoranda in the above three categories serve little or no useful purpose after appropriate Agent personnel have been alerted to modus operandi and personal appearance of subjects.

Files and Communications Division noted a review of this proposal indicates that inasmuch as copies of the summaries are contained in individual case files these copies would be designated as the record copy. Those copies in the album could

Enclosure
ML:rsb
(2)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4EWL

17 MAY 1974

51 JUN 17 1974

CONTINUED - OVER

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Memorandum J. D. Jamieson to Mr. Jenkins
Re: File Destruction
Suggestion 731-74 Submitted By
Mr. [redacted], Cincinnati Office

be classified as being maintained for convenience purposes. Since copies of material being maintained for convenience purposes can be classified as nonrecord material, it is the opinion of the Files and Communications Division that the summaries maintained in the albums could be purged at any time their usefulness has ended. The Records Disposal Act of 1943 as amended in Title 44, Section 366-380, U.S. Code, provides that "Extra copies of documents preserved only for convenience reference..." are not included in the definition of the word "Records" and may be destroyed at will. Inasmuch as record copies are maintained in individual case files and the albums are maintained for convenience purposes, there appears to be no reason the summaries cannot be purged at any time their usefulness has ended and based on this it was recommended the idea be adopted.

General Investigative Division stated ASAC Hogan, Cincinnati Office, telephonically advised 5/3/74, that the majority of the summaries described by the suggester are, in fact, the Forms FD-430 (Airtel for Bank Robbery ADP Entry) submitted to Cincinnati by contiguous offices such as Detroit, Louisville and Indianapolis. The summaries concerning TFIS and ITSP data are primarily airtels submitted by those same offices. No useful purpose is served by maintaining such data for extended periods of time. This Division concurred with the idea that destruction of such data after one year has merit. All offices should be so instructed, if approved.

Training Division has no objection to the approval of this idea. It is noted there is currently under consideration streamlining measures for the file retention program; however, a final decision has not been made on this matter. The current idea would be consistent with the aims of the survey.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact.

(2) On approval, this memorandum will serve as authority for the General Investigative Division to appropriately advise the field of the action which may be taken in this regard.

Employee Suggestion
FD-252 (Rev. 9-11-59)

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#131-14

Date: 4/19/74

To: Director, FBI

From: (Suggester's name)

Division of Assignment: CINCINNATI

SUGGESTION

Destroy when one year old, the bank robbery or bank burglary summaries furnished under the "Dissemination of Current Bank Robbery Data" program which was set up under SAC Letter No. 59-43 (J) dated 7/7/59.

Destroy when one year old the theft from interstate shipment and interstate transportation of stolen property summaries furnished under the "Dissemination of Current TFIS and ITSP Data."

EXP. Destruction of Bureau Property

EXP. PROC. 14

37 APR 25 1974

Current practice or rule (Include manual citation as well as facts)
Referenced SAC letter instructed that each office maintain these summaries in a separate file. No rule to cover destruction.

Advantages of suggestion and annual savings (include basis for estimate)
Save space. Since July, 1959, this file has grown to 25 volumes occupying 3 feet of shelf filing space. 22 volumes are over 1 year old. Since bank robberies have increased steadily in recent years and should this file not be destroyed, it would require considerable filing space in years to come. Numerous index cards could also be removed from indices.

In addition to above advantages, needless duplication would be avoided since copies of summaries are in individual case files and because summaries serve no useful purpose after one year.

ORIGINAL FILED IN 91-1211-77

Disadvantages of suggestion
None known

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY

APR 25 1974

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TWO

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head
This suggestion has considerable merit and would save filing space. Dissemination memoranda in the above three categories serve little or no useful purpose after appropriate Agent personnel have been alerted to modus operandi and personal appearance of subjects.

Special Agent In Charge

(Do not write in this space - for Bureau use only)

66-3286-

NOT RECORDED
MAY 17 1974

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3-Bureau
2-Cincinnati (1-66-2933)(1-P/F [redacted]) DAH:blb (5)

[illegible] 5302

May 13, 1974

PERSONAL

66-3286-

Mr. [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

b6
b7C

Dear Mr. [redacted]

I have received your suggestion regarding the disposition of certain material when it is one year old. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

The interest and initiative which prompted you to submit your idea to me are indeed appreciated.

Sincerely yours,

E. M. Kelley

Clarence M. Kelley
Director

MAILED 6
MAY 14 1974
-FBI

2 - Cincinnati
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]

b6
b7C

ML:rsb
(6)

(Suggestion 731-74)

NOTE: Based on memorandum J. D. Jamieson to Mr. Jenkins, 5-9-74, re: File Destruction; Suggestion 731-74 Submitted By Mr. [redacted] Cincinnati Office, ML:rsb.

ORIGINAL FILED IN 91-12417-77

Soc. Dir.
Ass't. AD Adm.
Asst. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☑ TELETYPE UNIT ☐

1 JUN 1974

[illegible] REVIEW IS CONCLUDED
DATE 8-26-82 BY SP4 EWJ CAL

5-14-74
MEMORANDUM 25-74 Destruction of Bureau Records - General

(B) NARCOTICS MATTERS -- It has been brought to the Bureau's attention that some offices are filing copies of narcotics information disseminated in two separate files. This procedure is not required. However, in the event you believe it facilitates your administration of the program, it is permissible. The information in the second file should be destroyed on a yearly basis after an inspection of your office by FBIHQ.

You are reminded of the necessity to maintain an active and aggressive program to develop pertinent data concerning narcotics trafficking. Promptly advise the Bureau of all significant developments.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4EWJ/cal

66-3246-

NOT RECORDED
191 MAY 22 1974

54 JUN 6 1974

ORIGINAL FILED IN

SAC, Albany

May 30, 1974

Director, FBI

1 - Mr. Foster
1 - Mr. Jenkins
1 - Mr. Miller
1 - Each Assistant Director

DISSEMINATION OF CURRENT BANK ROBBERY, THEFT FROM INTERSTATE SHIPMENT (TFIS) AND INTERSTATE TRANSPORTATION OF STOLEN PROPERTY (ITSP) DATA

Destruction of Bureau Property

The Field has submitted a suggestion concerning the destruction of bank robbery, bank burglary and bank larceny summaries, as well as TFIS and ITSP summaries, when these summaries are over one year old. The summaries referred to are in bank robbery matters, the form FD-430, and in TFIS and ITSP cases airtels submitted by contiguous Offices, which communications contain no leads, but only background information concerning the cases.

This suggestion has been approved by the Bureau. Therefore, each Office should promptly review its files containing Bank Robbery, TFIS and ITSP summaries and destroy those over one year old. Index cards pertaining to these summaries should also be destroyed.

2 - Each Field Office

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NOTE: Suggestion received from the Field and approved concerning destruction of certain summary files over one year old. Above sent to advise Field to destroy these files. Coordinated with Bank Robbery Unit and Mr. [redacted], Training Division. No manual changes necessary.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.

GJF:mel (136)

5 JUN 14 1974

MAIL ROOM [ ] TELETYPE UNIT [ ]

MAILED 8
JUN 03 1974
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-94 BY SP4EW/CG

66-3286-

RECORDED
MAY 31 1974

5 JUN 5 1974

ORIGINAL FILED IN 91-1244-18

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 6/6/74

FROM : P. F. O'Connell

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS Bureau Records - General

Re J. D. Jamieson to Mr. Jenkins memorandum 3/13/74 recommending various changes in the retention times of various administrative and noninvestigative file material in the field offices in which to provide a more exception-free and simplified file destruction program with the ultimate objective being conservation of manpower and space.

We have Archival authority for destruction of vast majority of these files. Retention period previously approved, however, varies from "when purpose served" to three years and Training Division proposes that retention period of some be shortened. We must secure Archival authority for a shorter retention period.

By way of background, law on destruction of records provides that agencies must have Archival authority to destroy records. Archives issues General Records Schedules which describe records common for all agencies and specifically describe retention period for these common records. In event records are not covered by General Records Schedules, separate Archival authority must be secured for destruction. 64-32486-

NOT RECORDED
46 JUN 19 1974

In 1946, we secured Archival authority to destroy all closed field investigative files. In 1950, we secured authority to destroy large category of field administrative and noninvestigative files. Anytime it is desired to destroy a field administrative or noninvestigative record, it is necessary to determine whether we have prior Archival authority for destruction. Likewise, in the event we desire to change the period of retention, we must determine whether new retention period is compatible with authority previously granted. This is a tremendous administrative problem. All pertinent information in a field administrative or noninvestigative file is duplicated in FBIHQ and FBIHQ files are considered to contain record copies. Accordingly, it is felt that we should make one

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-15-81 BY 6383 VKT/ad

ORIGINAL FILED IN

1 - Mr. Adams
1 - Mr. Cleveland
1 - Mr. Gebhardt
1 - Mr. Jacobson
1 - Mr. Jenkins
JPB:jw

1 - Mr. Wannall
1 - Mr. Walsh
1 - Mr. D. M. Gregory
1 - Mr. J. C. Coleman (Director's Office)
1 - Mr. T. A. Keane

54 JUN 25 1974

3 JUN 18 1974

CONTINUED - OVER

request for Archival authority to destroy any and all field administrative and noninvestigative files when they have served their useful purpose, as record copies of pertinent material are maintained in FBIHQ files.

As stated above, we have such authority for investigative files. Acquisition of this broad authority would greatly simplify field administration of retention of administrative and noninvestigative files.

RECOMMENDATION:

If approved, Files and Communications will submit necessary request to secure Archival approval for destruction of all administrative and noninvestigative files in the field when they have served their purpose.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. E. S. Miller

DATE: 6/25/74

FROM : Legal Counsel

SUBJECT: [redacted]
U. S. D. C. ORDER TO EXPUNGE
RECORDS UNDER TITLE 21,
UNITED STATES CODE, SECTION 844
(THE CONTROLLED SUBSTANCES ACT)
Destruction of Property - Gen

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

SYNOPSIS:

This memorandum sets forth a proposed procedure for use by the FBI in complying with the nonpublic record and expungement provisions of the Controlled Substances Act, Title 21, United States Code, Section 844. Captioned individual represents what is probably the first instance of an expungement order, under the above act, involving an FBI arrestee. Prior consultation with Department representatives resulted in a decision that the FBI would promulgate its own procedures in these matters and submit the procedures to the Department for approval rather than be bound by the more generalized procedures set forth in Department of Justice Order 2710.7A.

RECOMMENDATION:

That the attached memorandum to the Department with enclosed records be approved and sent.

EX-105 ~~REC-68~~ 70-5590-

JUL 16 1974

ENCLOSURE

Enc. - Sent 7-15-74

66-3286-

NOT RECORDED
202 AUG 8 1974

1 - Mr. Jamieson
1 - Mr. Marshall
1 - Mr. Wannall
1 - Mr. Gebhardt
1 - Mr. Cleveland
1 - Mr. Campbell
1 - Mr. Thompson
1 - Mr. Still
2 - Mr. Mintz
1 - Mr. Bluhm

56 AUG 9 1974

RCB:msl

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRT/amg

LEGAL COUNSEL

Request authority 66-1998 2/7/79 Cons/mm

ORIGINAL FILED IN

pages expunged per authority
26-19087-117 Cons./mmf. 2/6/79
(Per: cmg)

AUG 1 9

Memorandum to Mr. E. S. Miller

[redacted]

DETAILS: OTHER Pursuant to U.S.D.C. Order

Captioned matter represents what is believed to be the first instance of the issuance of an order to expunge arrest and identification records of an FBI arrestee under the provisions of Title 21, United States Code, Section 844 (b) (2).

Captioned individual was prosecuted under Section 844 of the Controlled Substances Act following his [redacted], arrest by Agents of the New Haven Office under a warrant charging violation of Title 18, United States Code, Section 13 (Laws of states adopted for areas within Federal jurisdiction). Issuance of the warrant was based on reports that [redacted] had [redacted] This matter was carried under the character Crime on a Government Reservation - Possession With Intent to Sell Marijuana.

On [redacted], the Government filed an Information in the U. S. D. C., D. Connecticut, charging [redacted] with violation of Title 21, United States Code, Section 844 (a), (unlawful possession of a controlled substance /marijuana/). On [redacted], [redacted] was found guilty as charged. A judgment of guilty was not entered and the subject was placed on probation for a period not to exceed one year. On 5/8/73, U. S. D. J., D. Connecticut, Jon O. Newman found that [redacted] had not violated any of the terms of his probation, and thereafter ordered the proceedings against [redacted] dismissed and that all recordation relating to the case be expunged.

The 5/8/73, Order was received in the New Haven Office on 10/4/73, from the U. S. Attorney, New Haven. A representative of the U. S. Attorney's Office advised that the court order was "believed to have been misplaced somewhere in the U. S. D. C. Clerk's Office," thereby causing the five-month delay. On 10/31/73, New Haven advised that a New Haven Assistant U. S. Attorney had instructed that all FBI records relating to this matter were to be furnished his office per Department of Justice Order 2710.7A.

CONTINUED - OVER

Memorandum to Mr. E. S. Miller
[redacted]

In view of the centralized nature of FBI records management, the fact that records regarding this matter were known to be on file in Bureau offices in Boston and Philadelphia, in addition to New Haven and FBIHQ, and in light of the fact that a five-month delay had ensued between the issuance of the order to expunge and our notice of it from the U. S. Attorney, New Haven, it was determined that SA [redacted] of the Legal Counsel Division should consult with appropriate Department officials in an effort to arrive at a more suitable plan for furnishing the appropriate records. b6 b7C

Under the provisions of Title 21, United States Code, Section 844 (b) (2) the subject of a Section 844 proceeding may, upon the discharge of the proceedings against him as specified under Title 21, United States Code, Section 844 (b) (1), apply for an order to expunge from all official records all recordation relating to his arrest, indictment or information, trial, finding of guilty, and dismissal and discharge. The only records excepted from such an order to expunge are nonpublic records which are to be maintained by the Records Section, Office of Legal Administration, Department of Justice. In accordance with this record keeping authority, the Department on 10/18/73, issued Department of Justice Order ~~2710.~~ 7A, which prescribes the procedure to be followed in the retention of a nonpublic record by the Department and the expungement of official records pursuant to court order in cases like the [redacted] matter.

A copy of Department of Justice Order 2710. 7A is attached.

On 2/11/74, [redacted] of the Identification Division prepared a memorandum captioned "Controlled Substances Act, Non-public Record Pursuant to Departmental Order 2710. 7A." A copy of this memorandum is also attached. In discussing the experience of his office under the Controlled Substances Act and the Departmental Order which was drafted in response to it, Mr. [redacted] noted that the Identification Division had received three requests from the Department per Order 2710. 7A. Two of these requests concerned the expunction of fingerprint records and one request dealt with the establishment of a nonpublic file in a case. Of these requests, Mr. [redacted] noted that the Department had b6 b7C

CONTINUED - OVER

uniformly failed to provide his division with sufficient positive identifying data to enable his office to definitely identify a fingerprint record as that assigned to the individual who was the subject of the Department's request. Additionally, the arrest fingerprint card in one case had been submitted by a local law enforcement agency even though Federal prosecution under the Controlled Substances Act had eventually taken place. Finally, Mr. [redacted] noted that the Department's request that the FBI create a nonpublic record in one instance under Paragraph 6 (b) of the Departmental Order 2710.7A would require the FBI to create a new file solely for the "sealing" of such records. Such a procedure would impose an additional administrative burden on the Identification Division, and would not be of value to the Identification Division's primary function of being a central repository for dissemination of identification information.

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The [redacted] matter adds another dimension to the situation mentioned above in that in the [redacted] case this Bureau not only possesses an arrest record on this individual but also possesses all the information regarding the investigation and prosecution of the Controlled Substances Act violation committed by [redacted] Meetings have been held between Mr. [redacted] of the Identification Division, SA [redacted] of the Legal Counsel Division, and Departmental Representatives [redacted] of the Department's Record Section and [redacted] of the Office of Legal Administration. As a result of these meetings, the following conclusions can be made:

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1. The Department has not had enough practical experience in the creation and maintenance of nonpublic records under the Controlled Substances Act to be of specific advisory benefit to this Bureau in formulating our policies in compliance with the Act.

2. The Department representatives consulted admitted that Departmental Order 2710.7A was not intended to be an all-inclusive procedure for the creation and maintenance of nonpublic records and therefore it was recognized that certain provisions of the Order would not constitute the most efficient means for this Bureau to aid the Department in its nonpublic record maintenance program.

3. While the Department has no clear and definite ideas as to precisely the extent of information to be included in each nonpublic record, the Department representatives indicated that the furnishing of the FBI

CONTINUED - OVER

Identification Record and the fingerprint record regarding the arrest which led to the ordering of the nonpublic record would in all probability be all that it is required from the FBI. This includes cases in which the subject was an FBI arrestee.

4. It was concluded that the FBI would draft what it deemed to be the most effective program for the FBI to follow in complying with the Act and Departmental Order 2710.7A. It was agreed that this proposal, along with the pertinent FBI records regarding [redacted], would be submitted to the Department and upon approval would constitute a statement of the FBI's procedures in this area under Departmental Order 2710.7A.

It is felt that the following procedure sets forth the most practical way to effectively comply with the requirements of the Controlled Substances Act as it pertains to FBI records.

1. The Department should be advised that all requests for FBI fingerprint identification records and rap sheets are to be directed to the FBI Identification Division along with sufficient identifying data to insure that a positive identification can be made.

2. Upon receipt of the Department request, the Identification Division will conduct an indices check under the name of the subject. If this check reveals that the arrest, which led to the individual's prosecution under the Controlled Substances Act was not the subject of an FBI investigation, the Identification Division would retain sole responsibility for complying with the Departmental request for expunction or nonpublic record procedure. Under no circumstances will the Identification Division set up a separate nonpublic record identification file. When such requests are received, the fingerprint card regarding the arrest in question will be submitted to the Department's Office of Records Management and that fact will be recorded via a notation made in the Identification Division's card index file. In those instances where the arrest which was the subject of the Controlled Substances Act prosecution was made by another Federal agency, the Identification Division will notify the submitting agency that the fingerprint card regarding that arrest has been forwarded to the Records Branch of the Department in accordance with Title 21, United States Code, Section 844, as implemented by Departmental Order 2710.7A.

CONTINUED - OVER

3. In those instances where the arrest fingerprint card was submitted by a non-Federal law enforcement agency even though the subject was later prosecuted federally under the Controlled Substances Act, the Identification Division will direct a letter to the submitting law enforcement agency advising it that the record has been ordered to be made part of a nonpublic record under the provisions of Title 21, United States Code, Section 844 (b) (1). This letter will formally notify the submitting agency of the transfer of the fingerprint card in question to the Records Branch of the Department of Justice by the FBI, of the deletion of that arrest information from the files of the FBI Identification Division and advise the contributor of the fingerprint card that any further correspondence regarding that fingerprint card should be directed to the Records Branch of the Department of Justice.

4. In those instances where the subject of the nonpublic record request or expunction order was an FBI arrestee, the Identification Division will furnish a copy of the request or order to the Division responsible for supervising the classification under which the crime was investigated. The responsible investigative division, upon review of the Bureau files in that case should notify all field offices maintaining records in that investigation. The field offices should be instructed to submit all records, including field office index cards regarding that investigation to FBIHQ. In addition, the Identification Division will submit the arrest fingerprint card and Identification Record to the FBIHQ Division handling the Bureau case.

Additionally, the Division responsible for supervising the classification involved would be required to compile, for the information of the Department's Records Section, Office of Legal Administration, a listing of those agencies to whom we disseminated information regarding the investigation.

Upon receipt of the records at FBIHQ, the fingerprint card and Identification Record regarding the arrest in question will be furnished the Department's Record Section, along with an executed Department of Justice Form 329 (Certificate of Expungement), and all Bureau records regarding that arrest shall be destroyed. This record destruction function should be the responsibility of the Files and Communications Division. The Files and Communications Division should create a control

CONTINUED - OVER

file to maintain the Bureau copies of Department of Justice Form 329 in an alphabetical or chronological basis, whichever is more practical. Additionally, the Files and Communications Division should retain the subject's index card in its General Index, Records Section, with a notation reflecting that the file in question has been expunged in accordance with a court order per Title 21, United States Code, Section 844. In order to prevent any possible interpretation that the expungement of the subject's file came as a result of a "skip" or "miss" in our numerical file sequence, a provision should be made by the Files and Communications Division to place a notice in the file cabinet that the file in question has been expunged in accordance with a court order.

5. Any record check thereafter conducted under the subject's name would not disclose a record of the Controlled Substances Act prosecution either in our Files and Communications Division or the Identification Division. All we will retain will be the previously mentioned nondescriptive file control notices to be maintained by the Files and Communications Division and the expungement notation in the Identification Division's card index file. The above notations, which would seem to be permissible under the Act, would also serve as proof that on a date certain the FBI had expunged its records regarding the arrest in question. Such proof would be of value in meeting any allegation that this Bureau had failed to comply with a court order issued under the Act. Whereas, a total lack of records noting the expungement would materially hinder our ability to prove that we had complied with an expungement order under the Act.

Legal Counsel does not believe that our destruction of files not supplied to the Department per Departmental Order 2710.7A would require this Bureau to seek case-by-case authority for such record destruction per Title 44, United States Code, Chapter 33 (Disposal of Records). Title 21, United States Code, Section 844 (Controlled Substances Act), was enacted following the most recent revision of the general record disposal procedures under Title 44, United States Code, Chapter 33, and we may safely conclude that the specific expungement requirements of the Controlled Substances Act supersede and are an exception to general records disposal procedures cited previously.

It is Legal Counsel's opinion that the previously outlined procedures, if agreed to by the affected Divisions, and acceptable to the Department, constitute an efficient method by which the FBI can comply with the requirements of expungement orders issued under the Controlled Substances Act, while, at the same time, causing the least possible degree of dislocation in our present record keeping procedures.

SDV:jm 7/8/74

Acting Director, Records Disposition Division July 8, 1974
Office of Federal Records Centers, NARS
Original signed by
Sylvia D. Vallorio
Chief, Records Management
Administrative Services Programs Staff
Office of Management and Finance, DOJ

X Authorization for Destruction of FBI Records

Destruction of Bureau Records Gen

Attached for appropriate action is SF 115, Request for Authority to Dispose of Records, reference FBI Schedule No. 351-S114, 12/11/50.

Attachment

cc: Paul F. O'Connell, FBI

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/gmw
#03-R0962

1 - ENCLOSURE

EX-101
REC-73

66-3276-1152
NOT RECORDED
3 JUL 18 1974

DEPT OF JUSTICE
JUL 8 5 36 PM '74
CRIMINAL DIVISION
RECEIVED

56 JUL 24 1974

Office of Management & Finance

Mr. William H. O'Donoghue
Director
Administrative Services Programs Staff

July 3, 1974

Robert A. Cunningham
Acting Director
Operations Support Staff

Authorization for Destruction of FBI Records.

As your Staff is responsible for Department-wide records management, the attached memorandum from the FBI requesting authority to dispose of certain Bureau records is forwarded to your office for transmittal to the National Archives and Records Service.

Attachment

DATE STAMP: RECEIVED JULY 3, 1974 (1720)
OFFICE OF ADMIN. SERICES

FBI
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/ym
#63-R0762

66-3286-115A

ENCLOSURE

July 22, 1974

PERSONAL

REC-35 66-3286-1153

EX-109

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Philadelphia, Pennsylvania

Dear Mr. [redacted]

Thank you very much for the suggestion regarding the disposition of files in three classifications when certain conditions have been met. I am pleased to advise you this proposal is being adopted and steps will be taken to place it into effect.

The interest and initiative which prompted you to bring this matter to my attention are indeed appreciated.

Sincerely yours,

C. M. Kelley

MAILED 3
JUL 22 1974
FBI

Clarence M. Kelley
Director

2 - Philadelphia
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted] b6 b7C
MLML:rsb
(6) (Suggestion 16-75)
NOTE: Based on memorandum J. D. Jamieson to Mr. Jenkins, 7-18-74, re: Destroying Files In Field Divisions, Suggestion 16-75
Submitted By Mr. [redacted] Philadelphia Office, ML:rsb.

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

JUL 31 1974

MAIL ROOM ☑ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4EW/cal

Employee Suggestion
FD-252 (Rev. 9-11-59)

#116-15

b6
b7C

Date: 7/10/74

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Philadelphia Bureau Property

SUGGESTION

Unknown subject files in an Office of Origin for classifications 9, 31, and 47 be included in existing rule for destruction of unsub files in classifications 15, 52, 70 and 87, i.e., destroyed when five years old if certain conditions are met. See Part II, Section 3, d (3), page 13b, Manual of Rules and Regulations.

GENERAL

Exp.

EXP. PROC.

Current practice or rule (Include manual citation as well as facts)

Files may not be destroyed until 20 years of age, Part II, Section 3, a, page 13a.

Advantages of suggestion and annual savings (include basis for estimate)

Each field division would obtain a great amount of file space in the closed file section and this destruction would amount to an undetermined monetary savings in each office.

DATE 8-26-82

SP4EW1 Cal

Disadvantages of suggestion

None

b6
b7C

REC-35 66-3286-1153

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Assistant Chief Clerk

Recommendations and comments of Division Head

This suggestion appears to have merit and it is recommended it receive appropriate consideration.

Richard J. Baker
Signature and Title
Special Agent in Charge

(Do not write in this space - for Bureau use only)

Memo Jamieson to Sanford, 7-18-74, MLR:sds

Letter to Phila., 7-22-74, MLR:sds

2324

6 JUL 11 1974

(3) - Bureau
2 - Phila. (1-Suggestion File)(1-Pers. file) RCK:MMR (5)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 7-18-74

FROM : J. D. Jamieson

SUBJECT: DESTROYING FILES IN FIELD DIVISIONS
SUGGESTION 16-75 SUBMITTED BY
MR. [redacted] b6 b7C
PHILADELPHIA OFFICE

SUGGESTION: Suggests unknown subject (Unsub) files in an office of origin (OO) for classifications 9 (Extortion), 31 (White Slave Traffic Act), and 47 (Impersonation) be included in existing rule for the destruction of Unsub files in classifications 15, 52, 70 and 87, i.e., destroyed when five years old if certain conditions are met.

GENERAL / BUREAU PROPERTY

CURRENT PRACTICE: Suggester states files may not be destroyed until 20 years old (Manual of Rules and Regulations, Part II, Section 3, a, page 13).

ADVANTAGES: Mr. [redacted] believes each field office would retrieve a great amount of file space in the closed file section and this destruction would amount to an undetermined monetary savings in each office. b6 b7C

OBSERVATIONS: Office of Legal Counsel had no objection to the idea but deferred to the substantive division with regard to the need for retention of any files.

General Investigative Division recommended this idea be given favorable consideration pointing out that it would appear that Unsub 9, 31 and 47 cases although they involve "victims" instead of crimes against property (15, 26, 52, 70 and 87 classifications), would not normally, after passage of five years, retain any greater import just because of their nature. This is especially true in view of the fact that the Statute of Limitations would run after five years. Should the Unsub cases in these three classifications be included under the five-year rule, destruction of the pertinent files would still be subject to supervisory review with any doubtful cases submitted to FBIHQ for final consideration.

REC-35 66-3286-1154

Files and Communications Division advises the Bureau has Archival approval for such destruction as long as reports have been sent to FBIHQ.

Enclosure Sent 7-25-74
1 - Mr. J. C. Coleman
MJL:rsb
(3)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4EWJ CAL

15 JUL 24 1974

Proposed Manual Rev

10 JUL 31 1974

GLP:sb

CONTINUED - OVER

TWO

Memorandum J. D. Jamieson to Mr. Jenkins
Re: Destroying Files In Field Divisions
Suggestion 16-75 Submitted By
Mr. [redacted]
Philadelphia Office

b6
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Due to the foregoing observations, Training Division has no objection to the approval of this idea since the material involved will still be retained at FBIHQ.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact.

REG/hfs JJR JJR

(2) On approval, this memorandum will serve as the authority for the General Investigative Division to make the manual revisions necessary to place this procedure into effect.

REG/hfs JJR JJR

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. White

DATE: July 23, 1974

FROM : B. P. Herndon

SUBJECT: DESTRUCTION OF OBSOLETE CLERICAL BADGES

General Destruction of Bureau Property -

Several years ago, at the request of the Administrative Division, arrangements were made with the Food and Drug Administration to burn obsolete clerical badges in their Pathological Incinerator. Obsolete badges were accumulated in our crypto-vault until such time as there was a sufficient number to warrant a trip to the incinerator. Badges were then transported to and placed in the incinerator by personnel of this Section in the sealed containers in which they were received.

Since that time, several badges believed to have been placed in the incinerator have been turned in to the FBI. One such badge, recently received, belonged to Mr. [redacted] of the Identification Division, who turned in this badge approximately a year ago. Mr. [redacted], General Services Administration Supervising Engineer, advises that in his opinion, nothing can escape the incinerator without being totally destroyed inasmuch as the material passes through several destruction chambers over 1/4" shaker grates. When the material is sufficiently destroyed it falls through the grates into a water bath where it is removed by a chain conveyor and sold as top soil conditioner for agricultural purposes. Mr. [redacted] also advises that during the period in question there was no breakdown of his equipment that required the destruction process to be stopped and nothing could have been removed from the incinerator.

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b7C

However, in order to insure that all clerical badges are completely destroyed, the following procedures have been initiated:

66-3286-

NOT RECORDED
185 AUG 1 1974

JUL 29 1974

1. Badges are immediately inventoried when received in this

CONTINUED - OVER

1 - Mr. Thompson (Attn.: Mr. Whitwam, Room 6125 IB)
1 - Mr. Walsh (Attn.: Mr. McMichael, Room 5266)
1 - Mr. Gleason
1 - Personnel file of [redacted]

b6
b7C

4 AUG 8 1974

RLG:clb
(5)

ORIGINAL FILED IN 66-3286-

DECLASSIFIED BY SP4EW/Cal ON 8-26-82

Memorandum to Mr. White
Re: Destruction of obsolete clerical badges

Section and discrepancies are reported to the Property Unit.

2. As soon as is practical, badges are destroyed beyond recognition in our Security Engineered Disintegrator through a special security screen obtained for this purpose.

ACTION:

None. For information.

July 29, 1974

1 - Mr. Penrith
1 - Mr. Jamieson

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Manual of Rules and Regulations, Part II, Section 3D, 3, Page 13b, should be amended to read:

(3) Unknown subject files in classifications 9, 15, 26, 31, 47, 52, 70 and 87 and the index cards relating thereto provided:

Destruction of Bureau Property

GLP:sls
(5)

NOTE: Refer to attached memorandum dated 7/18/74, from Mr. J. D. Jamieson to Mr. Jenkins wherein the aforementioned change has been approved.

66-1934-1

DATE

BY

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-88 BY SP4EW/cal

66-3286-

NOT RECORDED
17 JUL 31 1974

UNRECORDED COPY FILED IN

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

58 AUG 12 1974

MAIL ROOM ☑ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
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Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 7-26-74

FROM : P. F. O'Connell

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Based on my memorandum 6-6-74, request for authority to destroy administrative and non-investigative records in field which are duplicated in entirety or substance at FBIHQ when purpose served was forwarded to Acting Assistant Attorney General for Administration 6-17-74. Department was requested to forward our request to National Archives and Records Service, General Services Administration. By routing slip 7-24-74, Archives returned our request bearing approval of Archivist of the United States. Approval which is on Standard Form 115 is attached.

This authority coupled with authority previously received for destruction of closed field investigative files now gives us authority to destroy all field files when we feel purpose has been served.

RECOMMENDATION:

For record purposes.

Enclosure

1 - Mr. Coleman (Director's Office)
1 - Mr. Jamieson (attention: Mr. J. E. Reilly)

PFO:jtw
(5)

66-3286-
NOT RECORDED
141 AUG 7 1974

16 AUG 1 1974

ORIGINAL FILED IN 66-Records

Destruction of Prod. Records
Field Offices Speed Up

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-92 BY SP4EW Cal

5 ENCLOSURE

56 AUG 2 1974

...ee Suggestion
...52 (Rev. 9-11-59)

#48-113

b6
b7C

Date: July 26, 1974

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Jackson

SUGGESTION

Auxiliary offices destroy all files in all classifications after 5 years. Retain on file front office of origin. Retain index cards 20 years and destroy as encountered.

EXP

EXP PROC.
39 JUL 29 1974

Current practice or rule (Include manual citation as well as facts)

Manual Rules and Regulations Part 2,,Section 3D. Auxiliary offices may destroy files in certain classifications after 5 years.

Advantages of suggestion and annual savings (include basis for estimate)

This suggestion would save space in closed file section. It would add uniformity to the file destruction program.

Destruction of Bureau Property

General

Disadvantages of suggestion

If a file was needed after it had been destroyed, the office of origin would have to furnish pertinent serials.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered ... estion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester: Chief Clerk

Recommendations and comments of Division Head

There may be some exceptions to a general rule but overall it appears to be a good idea.

SAC

Signature and Title: Jay K. Moore

66-3286-1155

(Do not write in this space - for Bureau use only)

REC-3 8-1

XEROX

JUL 29 1974

AUG 5 1974

DATE ... 8-26-82 BY SP4EW/Cal

7-31-74

66-2379-1

ENCLOSURE ATTACHED

July 31, 1974

PERSONAL

REC-3 66-3286-1155

Miss [redacted] b6 b7C
Federal Bureau of Investigation
Jackson, Mississippi

Dear Miss [redacted]

The suggestion submitted by you has been received regarding the disposition of all files in all classifications after five years. You may be interested to know the matter is currently under active consideration and studies are being conducted by FBI Headquarters.

Although prior action was being taken in this instance, I appreciate having the benefit of your thoughts on this subject.

MAILED 6
JUL 31 1974
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
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Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

2 - Jackson
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted] b6 b7C
ML:rsb
(6) (Suggestion 48-75)

NOTE: Suggests auxiliary offices destroy all files in all classifications after 5 years; retain on file front office of origin; and retain index cards 20 years and destroy as encountered.

CONTINUED - OVER

MAIL ROOM ☒ TELETYPE UNIT ☐

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Miss [redacted]

NOTE (Continued)

By memorandum P. F. O'Connell to Mr. Marshall dated 6/6/74 captioned "Destruction of Field Files and Records," our current policy regarding the destruction of field files was set out and it was noted we have Archival authority for destruction of vast majority of various administrative and noninvestigative file material. Retention periods previously approved; however, vary from "when purpose served" to three years; therefore, Archival approval had to be secured for a shorter retention period. When we desire to change the period of retention, we must determine whether new retention period is compatible with authority previously granted. This is a tremendous administrative problem. All pertinent information in a field administrative or noninvestigative file is duplicated at FBIHQ and FBIHQ files are considered to contain record copies. It was pointed out that acquisition of this broad authority would greatly simplify field administration of retention of administrative and noninvestigative files. It was approved that Archival authority be obtained for disposition of all administrative and noninvestigative files in field when they have served their purpose. In addition, a trial is currently underway in four California offices to determine the feasibility of destruction of all files in auxiliary offices after they are referred upon completion. Due to the foregoing observations, Training Division recommends no further action regarding the current proposal.

Return to 5307

L FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
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Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
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Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 8/7/74

b6
b7C

FROM : P. F. O'Connell

SUBJECT: [redacted] DESTRUCTION OF BUREAU RECORDS - GENERAL

GS-11, Classifying Unit
Files and Communications Division
EOD: *11/16/45

STREAMLINING COMMITTEE SUGGESTION
#75-75

Employee, through the Streamlining Committee, Files and Communications Division, has suggested that copies of Justice Department Press Releases more than four years old in file 94-8-3-A be destroyed. These press releases are filed in date order as Not Recorded Mail and there is no indexing in this file.

The file started in 1938 with a few newspaper clippings and thereafter copies of Justice Department Press Releases have been filed with no indexing. If the press release is pertinent to a Bureau case or to the Bureau in some other fashion, a copy is designated as file copy by the Agent Supervisor and is marked for indexing if any is indicated. It is then filed in the appropriate case file.

A discussion with Special Agent T. J. Harrington of the Press Office, External Affairs Division, determined that he could see no reason for retaining any of these for more than four years or the period of time necessary to cover a current Attorney General. A review of files indicated that those copies maintained in 94-8-3-A could be classified as convenience copies and would be, therefore, nonrecord material. The Records Disposal Act of 1943 as amended in Title 44, Section 366-380, U.S.C., provides that "Extra copies of documents preserved only for convenient reference....." are not included in the definition of the word "Records" and may be destroyed at will.

66-3286-
NOT RECORDED
29 AUG 15 1974

Enclosure (Dept 8-14-74 Ltr)
JPB:jw
(7)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-26-82 BY SP4 [illegible]

CONTINUED - OVER

14 AUG 15 1974

57 AUG 28 1974

See Addendum page 2

7821-3-5-4-75 ENCLOSURE

Memorandum to Mr. Marshall
Re: [redacted]
Streamlining Committee Suggestion

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The Streamlining Committee recommended unanimously that this suggestion be adopted and the Justice Department Press Releases more than four years old be destroyed. They also recommended that prior to destroying, approval be obtained from the Press Office, External Affairs Division. If adopted approximately one half drawer of filing space would be recovered for future use.

RECOMMENDATIONS:

1. For referral to the Press Office, External Affiars Division, for their comments.

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2. If approved, Mrs. [redacted] be thanked by letter for her suggestion. Monetary savings would be negligible; therefore, no reward appears necessary. Appropriate letter to the suggester is attached.

3. On approval, this memorandum will serve as authority for the Files and Communications Division to place the proposed procedure into effect.

ADDENDUM, EXTERNAL AFFAIRS DIVISION TJH:asg 8/9/74

The Press Services Office is in full agreement with this suggestion and recommends that it be adopted.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Wannall

FROM : A. B. Fulton

DATE: 8/8/74

1-Mr. Adams
1-Mr. Wannall
1-Mr. Mintz
1-Mr. Bowers
1-Mr. Nuzum
1-Mr. Fulton
1-Mr. Cotter

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
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Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

SUBJECT: FREEDOM OF INFORMATION ACT
PROPOSED AMENDMENTS
H.R. 12004
Destruction of Bureau Property

Remymemo 7/23/74 recommending that SA Richard D. Cotter, Document Classification Officer, accompany Assistant Attorney General Rakestraw of the Office of Legislative Affairs, during latter's appearance before House Subcommittee on Foreign Operations and Government Information to present Department's views on H. R. 12004. This legislation would revise Federal classification system.

R. D. Cotter

Mr. Rakestraw, accompanied by SA Cotter and Mr. James H. Wentzel of the Office of Legislative Affairs, testified 7/25/74. A copy of the stenographic minutes is attached (Rakestraw's testimony is set out on pages 218-272). Rakestraw deferred several questions to Cotter with regard to classification procedures and these are included from page 251 to page 269. In line with accepted procedures, Cotter has made various grammatical and editorial changes in the text.

Members of Subcommittee asked that additional material be prepared for the record, including following two points which arose during Cotter's testimony:

(1) The criminal penalties involved with regard to the destruction of Government records. Congressman McCloskey inquired as to whether classified material could be destroyed and he was advised that in this respect the FBI followed the various regulations established by the National Archives relating to the destruction of record material. McCloskey then inquired as to whether it was a crime to destroy records without the concurrence of Archives and he was advised that further information would be furnished in this regard. Following the exchange McCloskey commented that he was curious as to why former Acting FBI Director Gray had not been prosecuted (in connection with his admitted destruction of certain documents he had been given by former White House Counsel John Dean).

It is noted that the Bureau's Legal Counsel prepared a memorandum dated 5/1/73 in the Watergate case in which he outlined possible violations involved

SEP 24 1974

ORIGINAL FILED IN 62-116395-1

66-3286-

NOT RECORDED
201 OCT 1 1974

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE: 5/19/81 BY 6383 VRT/ckt

DRDC:nlb (8)

MAILED 4
OCT 4 1974

FBI/DOJ

(CONTINUED - OVER)

in the Dean-Gray transaction. Legal Counsel noted several possible violations of statutes depending upon whether or not the documents were Government property or the personal property of a White House employee and whether or not documents were of evidentiary value. Legal Counsel noted that if the material were U.S. Government property, violation of Title 18, U.S. Code, Section 641 (Destruction of Government Property) might exist. By letter 5/4/73 from Mr. Ruckelshaus to Assistant Attorney General, Criminal Division, we requested approval to conduct certain inquiries regarding circumstances of Dean-Gray transaction. Department never responded to this communication nor has the Special Prosecutor requested any FBI inquiries along these lines. Question of Gray's culpability is still pending with Special Prosecutor so far as we know.

(2) An estimate as to difference in cost in handling Top Secret and Confidential material. In this regard, it has been our long-standing practice to maintain classified material (including Top Secret, Secret and Confidential) in the same manner as unclassified material and without any compartmentalization. We do not maintain special vaults or safe cabinets for the storage of classified information, as most agencies do. Instead, we keep all of our files under periodic surveillance (either by appropriate supervisors during working hours or by security patrols during non-business hours.) This system, in lieu of special safe-type cabinets, is specifically provided for in Departmental regulations implementing Executive Order 11652. As result, there is actually little difference in handling costs between unclassified and classified information in the FBI.

ACTION: Attached transcript should be routed to Inspector Bowers of External Affairs Division for delivery to Department's Office of Legislative Affairs. The submission of the two additional items for the record will be handled by separate memorandum.

Declined to OLA 8-14-74 [illegible]

In responding to Mr. McCloskey's inquiry concerning the destruction of classified information, we will limit our answer to pertinent regulations dealing with maintenance and disposal of record material (as set out in Title 44, U.S. Code, Sections 3101-3314).

[illegible]

Employee Suggestion
FD-252 (Rev. 9-11-59)

#90-75

b6
b7C

Date: 8/20/74

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Newark

SUGGESTION

Destruction of serials that do not identify source in field files of 134, 137, 170 classification, where file is over five years old or serials showing negative contacts, in all files over two years old, as well as serials in closed files over five years old, that reflect info that is duplicated in file, by report, LHM, or disseminated to substantive file.

(See addendum) O Destruction of Bureau Records. General

4 Rep.

Current practice or rule (Include manual citation as well as facts)

No destruction of serials in 134, 137 and 170 files allowed.

Advantages of suggestion and annual savings (include basis for estimate)

A sampling review of the files of the Newark Division, falling within these catagories reflect a savings of closed file space of between 10 and 15 percent of actual closed files or more than 10 percent of 26 five drawer cabinets amounting to three file cabinets or more, representing 21 sq. ft. of floor space @ $10.50 per sq. ft. rental per year.

EXCISED
40 AUG 29 1974
FBI - NEWARK

30

Disadvantages of suggestion

None known.

66-3286-

NOT RECORDED
152 SEP 17 1974

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an unspecified award if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Special Agent

Recommendations and comments of Division Head

This suggestion has merit and I recommend its implementation.

Wallace Lehrach

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

RECEIVED
DATE 8-26-82 BY SP4 [illegible]

Memo Jenkins to Gemmill 9-4-74

Memo Gemmill to McCabe 9-6-74

AUG 21 1974

ORIGINAL FILED IN

TWO

Return to 5302

MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
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Laboratory ____
Plan. & Eval. ____
Spec. Inv. ✓
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 9/4/74

FROM : J. D. Jamieson

b6
b7C

SUBJECT: DESTRUCTION OF FILE MATERIAL
SUGGESTION 90-75 SUBMITTED BY
SA [redacted]
NEWARK OFFICE

SYNOPSIS

O Bureau Records General

Proposes destruction of serials which do not identify source in field files of Security Informants, Criminal Informants and Extremist Informants where file is over five years old or serials showing negative contacts, in all files over two years old, as well as serials in closed files over five years old that reflect information which is duplicated in file by report, letterhead memorandum (LHM) or disseminated to substantive file. The objective of this procedure would be saving of file space.

Special Investigative Division had no objection to destruction of serials reflecting negative contacts in criminal informant files or other types of serials in such files as long as there remains in file the basic background data of the individual. Intelligence Division believed the idea had some merit with respect to Form FD-209 (Memorandum for Recording Contacts with Criminal, Extremist and Security Informants) which merely show a contact made with source and no information obtained. Files and Communications pointed out we do not have Archival authority to destroy material in pending files and it is doubtful if volume of negative contact serials would warrant securing this authority. Training Division discussed this matter with supervisors of Washington Field Office who felt that destruction of serials in informant files after a five-year period which are duplicates of material in the substantive file would not be a good practice. Any anticipated saving of space would be outweighed by the effort needed to strip the files. With respect to Forms FD-209 or other memoranda which report purely negative contact, there is no apparent reason why this could not be done after a two-year period; however, in many instances informants are interviewed about numerous matters and the average FD-209 would probably reflect both positive and negative contacts. Since we cannot destroy results of a positive contact, it follows the time and effort to separate the negative from the positive would not be worth the effort. Training Division believes the idea should not be approved.

66-3286-

NOT RECORDED
15 SEP 17 1974

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact.

Enclosure
1 - Mr. Coleman, Room 5625
ML:cmb
(3)

54 SEP 19 1974

DECLASSIFIED BY 8-26182 BIOSP4EW/cal

CONTINUED - OVER

ORIGINAL FILED IN 134-00-471

TWO

Memorandum J. D. Jamieson to Mr. Jenkins
Re: Destruction of File Material
Suggestion 90-75 Submitted By
SA [redacted] b6 b7C
Newark Office

DETAILS

SUGGESTION: Proposes destruction of serials which do not identify source in field files of 134 (Security Informants), 137 (Criminal Informants) and 170 (Extremist Informants) classifications, where file is over five years old or serials showing negative contacts, in all files over two years old, as well as serials in closed files over five years old, that reflect information which is duplicated in file, by report, LH M or disseminated to substantive file.

Suggester states in reviewing closed files in these classifications, he noted that numerous serials in the closed field files are totally negative in nature. These seria show merely that a contact was made and no identifying data on the source or positive data was furnished. Many of the serials reviewed have information which is duplicated in exac wordage in serials elsewhere in the file, such as LHMs, reports, Forms FD-221a or justification letters to the Bureau. In addition, many serials in files closed five years or longer are disseminated to substantive files, indexed there, and are merely a duplication of paper in the source file. Several files carried indications that the former sources wer deceased and these files, five years or older, could be stripped of all serials except identifying data.

Files closed more than two years, or with totally negative contacts, such as on Forms FD-209 (Memorandum for Recording Contacts with Criminal, Extremist and Security Informants), two years old or older in pending volumes, could be stripped of these serials also. This would allow these serials to be available during the most recent inspection, or last two inspections, then destroyed. A file with these serials destroyed, upon being reactivated, as some are occasionally, would have no less necessary information within the file than if the serials would be still in existence. The value of the file would be no less with these serials destroyed and would in no way hinder a judgment on th value of the source at any time in the future. With these serials destroyed, the Newark Office would save considerable space in storage of files and a total amount of space in storage of files and a total amount of space saved Bureau wide.

CURRENT PRACTICE: Suggester states no destruction of serials in these classifications is permitted.

ADVANTAGES: A savings of closed file space of between 10 and 15 percent of actual closed files or more than 10 percent of 26 file drawer cabinets amount to

Memorandum J. D. Jamieson to Mr. Jenkins
Re: Destruction of File Material
Suggestion 90-75 Submitted By
SA [redacted] b6 b7C
Newark Office

three file cabinets or more representing 21 sq. ft. of floor space at $10.50 per sq. ft. rental per year.

OBSERVATIONS: Special Investigative Division had no objection to the destruction in the field of serials reflecting negative contacts in criminal informant files, or other types of serials in these files so long as there remains in the file the basic background data of the individual. This latter information would be essential if he will again be used as an informant at some later date. It should also be noted that all pertinent background information along with the productivity and payment records are maintained on a permanent basis at FBIHQ.

Intelligence Division advised it appeared this idea has some merit with respect to Forms FD-209 in field files which merely show a contact made with source and no information obtained. A review of the Manual of Rules and Regulations reveals that these classifications are maintained for a period of 20 years. It states that destruction of files and records are under provisions of Title 44, USCA, Section 369. It also states the head of an agency may recommend certain files to be destroyed if their further preservation is of no value. This Division believed Legal Counsel Division should possibly review these files and recommend whether further consideration is necessary.

Inspection Division believed any authorization for destruction of serials in these classification should be limited to those serials which report completely negative contacts. Serials which contain information, even though it is subsequently reported in case files, LHMs, reports, etc., should not be destroyed. The serial recording the information is the original recording and should be retained so that it may be later referre to for verification of what has been recorded. It was agreed those serials containing completely negative contacts could be destroyed without affecting the ability of a reviewer to assess the value of the source. Retaining the negative contacts for a two-year period would permit both supervisor and Inspector's Aide to determine that contacts are being regularly made and the source is being properly handled. It was recommended this idea be approved to the extent that serials reporting completely negative contacts with sources be destroyed after a two-year period.

Files and Communications Division noted the Bureau has Archival authority to destroy closed field investigative files at any time. Time limit on retention is within Bureau's discretion. Accordingly, we can approve destruction of any material in closed files once file has been closed. We do not, however, have Archival authority to destroy material in pending field files. Further Archival authority will be necessary to do so. It

Memorandum J. D. Jamieson to Mr. Jenkins
Re: Destruction of File Material
Suggestion 90-75 Submitted By b6 b7C
SA [redacted]
Newark Office

is doubtful that volume of negative contact serials in pending files would warrant securing Archival authority. It would seem if a file was pending for more than two years, there should be relatively few negative contact serials and that time and effort to review, remov and destroy such serials would not be commensurate with space saved. Any material of any substance in closed files in these classifications is duplicated in FBIHQ files. Accordingly, field copies are for convenience of reference by field. Records Section deferred to judgment of the substantive desks handling these classifications as to type of information which should be retained by field.

Since Training Division had some doubt about the destruction of the materia as proposed, this matter was discussed with supervisors of Washington Field Office who advised destroying serials in informant files after a five-year period which are duplicates of material in the substantive file would not be a good practice. Any anticipated saving of space would be outweighed by the effort needed to strip the files. With respect to destroying Forms FD-209 or other memoranda in informants' files which report purely negative contact, there is no apparent reason that this could not be done after a two-year period; however, in many instances informants are interviewed about numerous matters and the average FD-209 would probably reflect both positive and negative contacts. Since we cannc destroy the results of a positive contact, it follows that the time and effort to separate the negative from the positive is not worth the effort. Due to these observations, Training Division believes the idea should not be approved.

ADDENDUM

In reviewing a sampling of closed 134, 137 and 170 files, it is noted that numerous serials in the close field files are totally negative in nature. These serials show merely that a contact was made and no identifying data on the source or positive info was furnished.

Many of the serials reviewed have info that is duplicated, in exact wordage, in serials elsewhere in the file, such as in LHM's, reports, FD 221a or justification letters to the Bureau. In addition, many serials in files closed five years or longer, are disseminated to substantive files, indexed there, and are merely a duplication of paper in the source file.

Several files carried indications that the former sources were deceased, and these files, five years or older, could be stripped of all serials except identifying data.

Files closed more than two years, or with totally negative contacts, such as on FD 209's, two years old or older in pending volumes, could be stipped of these serials also. This would allow these serials to be available during the most recent inspection, or last two inspections, then destroyed. A file with these serials destroyed, upon being re-activated, as some are occasionally, would have no less necessary information within the file than if the serials would be still in existence. The value of the file would be no less with these serials destroyed and would in no way hinder a judgment on the value of the source, at any time in the future. With these serials destroyed, the Newark Office would save considerable space in storage of files, and a total amount of space saved Bureau wide, could not be evaluated by the Newark Division. Those Bureau offices having a closed file storage problem, would be allowed more space for expansion.

Return to 5302

66-3286-

September 10 1974

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Newark, New Jersey

b6
b7C

Dear Mr. [redacted]

Thank you for the suggestion regarding the disposition of certain serials in files of a particular type. After consideration by the interested divisions at FBI Headquarters, it has been decided this proposal should not be approved since it was felt the time and effort required to separate and purge this material would more than outweigh any anticipated saving of space.

I appreciate the interest you displayed in submitting this idea to me.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
SEP 10 1974
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 CAL

ORIGINAL FILED IN 134-00-482

2 - Newark
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

b6
b7C

ML:cmb
(6)

(Suggestion 90-75)

NOTE: Based on memorandum J. D. Jamieson to Mr. Jenkins, 9/4/74, Re: Destruction of File Material, Suggestion 90-75 Submitted By SA [redacted], Newark Office, ML:cmb

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SEP 10 1974

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GPO 954-546

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

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Dep. AD Adm. ____
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Director Sec'y ____

TO : MR. BASSETT

DATE: September 19, 1974

FROM : R. D. COTTER

SUBJECT: FREEDOM OF INFORMATION ACT
PROPOSED AMENDMENTS
H. R. 12004 Destruction of Bureau Records

Reference memorandum A. B. Fulton to Wannall, 8/8/74, reporting testimony of Assistant Attorney General Vincent Rakestraw of the Office of Legislative Affairs before the House Subcommittee on Foreign Operations and Government Information. Rakestraw presented the Department's views on H. R. 12004, a bill which would revise the Federal classification system. As indicated in referenced memorandum, Rakestraw was accompanied by SA R. D. Cotter, FBI Document Classification Officer, to whom he deferred various questions.

Members of the Subcommittee asked that additional material be submitted for the record on two points which arose during Cotter's testimony: (1) Federal regulations governing the destruction of Government records and the possible applicability of criminal penalties; (2) an estimate as to the cost differences in handling "Top Secret" and "Confidential" material in the FBI.

A letterhead memorandum (attached) has been prepared setting forth additional information on these two subjects. On the question of destruction of records, our letterhead memorandum cites the overall responsibility of the Administrator of General Services for establishing procedures on the proper disposal of Federal records (as set forth in Title 44, U. S. Code). We have also called attention to the possible applicability of Title 18, U. S. Code, Section 641 which prohibits unauthorized disposal of such records and Title 18, Section 2071, which prohibits unlawful destruction of Government records.

Concerning the handling of "Top Secret" as opposed to "Confidential" material, the attached letterhead memorandum spells out our long-established stress on the confidentiality of all FBI investigative files, over and above any classification assigned. We call attention to the fact that all FBI employees are hired only after a thorough background inquiry and interview, are cleared for access to "Top Secret." Accordingly, no compartmentalization of our files

Enclosure

1 - Messrs. Adams, Bassett, Wannall, Marshall, Mintz, Bowers

RDC:bhg (8)

CONTINUED - OVER

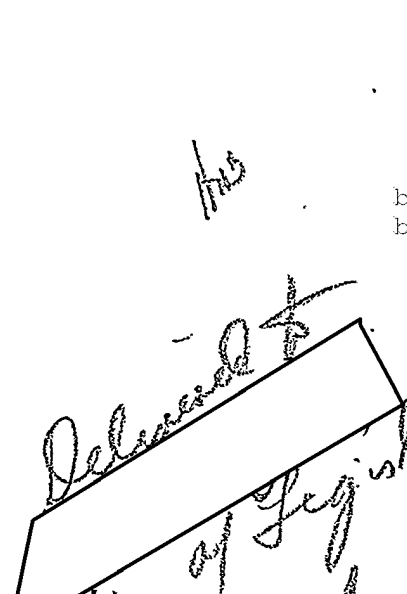
66-3286-
OCT 1 1974
DATE 8-26-82 BY SP4EW1
OCT 04 1974
ORIGINAL FILED IN 62-116830-213

by classification is required and, in effect, all of our investigative files are stored the same with the exception of certain minor exceptions (e. g. communications intelligence data). The letterhead memorandum cites additional precautions taken by the Bureau in disseminating "Top Secret" and "Secret" data but points out that the costs are very minimal, especially in view of the very limited amount of such data originated by the FBI.

ACTION

That the attached letterhead memorandum, after approval, be delivered by the Congressional Services Office to an appropriate representative of the Subcommittee for inclusion in the record of Mr. Rakestraw's testimony.

b6
b7C



September 19, 1974

TESTIMONY OF ASSISTANT ATTORNEY GENERAL VINCENT RAKESTRAW BEFORE THE HOUSE SUBCOMMITTEE ON FOREIGN OPERATIONS AND GOVERNMENT INFORMATION, JULY 25, 1974

Destruction of Bureau Property - General

Pursuant to the request of members of the Subcommittee, the following additional information is submitted for the record with respect to the testimony of Special Agent Richard D. Cotter, FBI Document Classification Officer, who accompanied Mr. Rakestraw during his appearance before the Subcommittee on July 25, 1974.

1. Congressman McCloskey requested that additional information be supplied as to regulations governing the destruction of Government records. Overall responsibility for establishing Federal procedure relative to the proper disposal of Federal records is vested in the Administrator of General Services as set forth in Title 44, U. S. Code, Section 3301-3314, which prescribes that records of the United States Government may not be alienated or destroyed except under this chapter. No specific penalties are provided for violations of existing regulations. In practice, the Administrator of General Services has delegated this responsibility to the National Archives and Records Service.

The destruction of Government records could constitute a violation of Title 18, U. S. Code, Section 641, which provides punishment for whoever without authority disposes of any record, voucher, money, or thing of value to the United States, or of any department or agency thereof, or any property made or being made under contract for the United States or any department or agency thereof. It could also constitute a violation of Title 18, U. S. Code, Section 2071, which provides penalties for the willful and unlawful destruction of records filed or deposited with any public office or officer of the United States.

66-3286-

NOT RECORDED
20 OCT 1 1974

2. Congressman Moss, Chairman of the Subcommittee, requested that additional information be furnished as to the comparative costs in the FBI of handling "Top Secret" and "Confidential" material. In this respect, certain preliminary comments are necessary by way of background.

1 - Messrs. Adams, Bassett, Wannall, Marshall, Mintz, Bowers (Sent Separately)

RDC:bhg (10)

See Note Page 3.

ORIGINAL FILED IN 62-91830-212

FILMED 10 OCT 28 1974 RVSHQ

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Testimony of Assistant Attorney General Vincent Rakestraw

It has been a long-standing rule in the FBI that in order to properly discharge the serious responsibilities imposed on us, maintain the confidence of persons furnishing information to us, and protect the privacy of individuals who might be the subject of unfounded allegations, the confidential character of FBI investigative files must be preserved.

The disclosure of FBI reports, except under the most stringent safeguards, would reveal the identity of sensitive sources of information and, if it did not place the lives of such persons in actual jeopardy, it would likely destroy their future value and effectiveness. The disclosure of our files would make otherwise patriotic citizens reluctant to furnish information and, in many instances, could prove of considerable advantage to hostile foreign intelligence or domestic subversive elements, or to unlawful and criminal elements. Moreover, such disclosure could injure the reputations or well-being of individuals connected with the investigation who are entirely innocent of any wrongdoing.

Accordingly, it has been our established policy to treat all FBI investigative files as confidential in character and as deserving of careful protection from unauthorized disclosure. This policy was in effect long before the creation of a Federal classification system in 1951 under Executive Order 10290.

All FBI employees are afforded a thorough background investigation and a detailed interview before they are hired to insure their discretion, reliability and trustworthiness. Tight discipline is maintained and a strict need-to-know principle is enforced with respect to the handling or dissemination of all data concerning FBI investigations, both within and outside the Bureau. Prompt and stringent administrative action is taken in any instances involving a breach of this principle.

The very nature of the FBI's operations and the heavy volume of our work, including the handling of hundreds of thousands of file checks annually, make it essential that all our employees have ready access, on a need-to-know basis, to the data in our files, including information which may be classified. Any attempt to compartmentalize our files or our staff into different categories of storage or access would seriously impair and delay our handling of the Bureau's responsibilities and would also result in major additional costs, both for extra personnel and otherwise.

Testimony of Assistant Attorney General Vincent Rakestraw

All FBI employees are cleared for information up to and including "Top Secret" on a need-to-know basis in the performance of their duties. Moreover, all Bureau investigative files are maintained under continuous security and accountability procedures, including periodic surveillance by a small but mobile security patrol force when they are not under the supervision of our regular staff during business hours. Accordingly, we do not provide separate storage facilities for classified material, including "Top Secret" information, with the exception of certain selective and relatively small categories of documents requiring special protection under various National Security Council directives and other agency requirements (e.g. communications intelligence data).

Certain differences exist in the transmission of FBI documents containing differing levels of sensitive or classified information. "Top Secret" items being transmitted to other agencies are individually packaged, appropriately marked, and a register is maintained to provide accountability. "Secret" material is transmitted in a separate envelope, appropriately designated, and a register is also kept on all such documents. Within the Bureau, all "Top Secret" correspondence must be routed in envelopes. The additional costs involved in these regulations are minimal, however.

In fact, classified documents represent a comparatively small percentage of the total number of documents originated by the FBI. While no exact figures are available, it is estimated that less than five percent of our reports and other correspondence are classified. Of the classified material, some eighty percent is classified "Confidential," approximated y twenty percent "Secret," and less than one percent "Top Secret."

NOTE: Based on memo R. D. Cotter to Mr. Bassett captioned "Freedom of Information Act, Proposed Amendments, H. R. 12004," dated 9/19/74, RDC:bhg.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. J. P. Marshall
1 - Mr. J. A. Mintz
1 - Mr. W. R. Wannall
1 - Mr. D. W. Bowers
DATE: 10/16/74
1 - Mr. A. B. Fulton
1 - Mr. P. T. Blake

Assoc. Dir. ____
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Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

FROM : H. R. Hauer

SUBJECT: S. 3921
H.R. 16655
RECORDS MANAGEMENT ACT
TWO BILLS TO AMEND TITLE 44,
UNITED STATES CODE, TO STRENGTHEN
THE AUTHORITY OF THE ADMINISTRATION
OF GENERAL SERVICES WITH RESPECT TO
RECORDS MANAGEMENT BY FEDERAL AGENCIES,
AND FOR OTHER PURPOSES
Destruction of Bureau Property
General

In reference to A. B. Fulton to W. R. Wannall memorandum dated 10/1/74, the comments and observations of the Files and Communications Division concerning captioned bills have been requested.

The Senate and House bills accomplish the same goal, that is the policies contained in the present law, Chapter 27 through 31, Title 44, United States Code, are combined into one chapter. Neither of these Acts, if passed, should work to the detriment of the Bureau's records management and custodial practices. It would or should not in any way effect the destruction of material or the disposal of records under our records management program. The only change of any importance is in the area of the inspection of the records by the Administrator of General Services Administration or his authorized representative. Presently, and as proposed by the House bill, the Administrator promulgates regulations concerning inspection but permits must be granted by the head of the agency whose records are to be examined. The Senate version of the new law, Section 2704(d)(2), Title 44, would transfer approval from the head of the agency to the Executive Office of the President. Depending upon the situation, this could or could not bring about some small controversy in examination of the records. It is not believed it would materially effect the FBI's records because this inspection is supposed to be made for the purpose of assisting the agency in its records management program. 66-3286

ORIGINAL FILED IN 94-81-96

OCT 24 1974

NOT RECORDED
201 NOV 1 1974

RECOMMENDATION:

For information of recipients of this memorandum.

2 ENCLOSURE

JPB:dlw
5 NOV 1 1974

DECLASSIFIED BY SP4EL/W CAC ON 8-26-82

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Telephone Rm. ____
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TO : Mr. R. L. Shackelford RLS 10/25

DATE: 10/25/74

FROM : E. P. Grigalus

SUBJECT: LIST OF SECURITY SUBJECTS
Destruction of property

Enclosed herewith is one copy of the following lists of security subjects for transmittal to the Training Division, Quantico, for storage with other vital records maintained there.

1. Alphabetical list
2. Geographical list
3. Special Section
4. Specials out of country
5. Subjects whose citizenship status is unknown
6. Aliens
7. Missing subjects

Training Division, Quantico, should destroy by burning the lists furnished 9/23/74. When this action has been taken, that Division should so note on this memorandum and return to E. P. Grigalus, 4433 J. E. Hoover Building.

ACTION:

If you approve, this memorandum and the attached lists will be furnished to Training Division, Quantico, for the above action.

66-3286

NOT RECORDED
183 NOV 6 1974

Enclosures
100-358086

1 - Training Division, Quantico
1 - Mr. E. P. Grigalus

EPG:dew dew
(3)

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DATE 8-26-82 BY SP4EW/Cal

2 NOV 1 1974

Received & handled by Quantico 10/30/74 cm

58 NOV 1 1974

ORIGINAL FILED IN 100-358086

October 17, 1974

PERSONAL

66-3286-

Miss [redacted]
Federal Bureau of Investigation
New Haven, Connecticut

b6
b7C

Dear Miss [redacted]

I have received your suggestion that the Manual of Rules and Regulations be revised to show the limits for retention of certain summaries. It is a pleasure to advise you that the manual in question is being amended to set out the necessary information.

Your thoughtfulness in bringing this matter to my attention is indeed appreciated.

Sincerely yours,

E. M. Kelley

Clarence M. Kelley
Director

MAILED 20
OCT 17 1974
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 EW Cal

2 - New Haven
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted]

b6
b7C

JER:cmb
(6)

(Suggestion 201-75)

NOTE: Suggests the destruction of bank robbery, bank burglary, bank larceny, theft from Interstate Shipment (TFIS) and Interstate Transportation of Stolen Property (ITSP) summaries, which, the field was advised by Letter to SAC, Albany, and All Offices, dated 5/30/74, could be accomplished after they were one year old, be included in the appropriate portion of the Manual of Rules and Regulations (MRR).

CONTINUED - OVER

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57 OCT 24 1974

GPO 954-546

ORIGINAL FILED IN 91-12417

Miss [redacted] b6 b7C

NOTE (Continued)

General Investigative Division, which disseminated the letter to all offices cited above agrees that this data should be incorporated in the appropriate section of the MRR. On approval, Manuals Desk, Training Divisio will take the necessary action.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#201-15

b6
b7C

		Date 10/4/74
To: Director, FBI	From: (Suggester's name) [redacted]	Division of Assignment NEW HAVEN

SUGGESTION That the destruction of bank robbery, bank burglary and bank larceny summaries, as well as TFIS and ITSP summaries, when these summaries are over one year old be included in the one year destruction section of the Manual of Rules and Regulations, Part II, Section 3, pages 15 and 15a. This destruction was approved by the Bureau and by Bureau letter dated 5/30/74, each office was advised to review its files promptly, destroying those over one year old and the index cards pertaining thereto.

Dissemination of Current Info
Robbery
Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts)

Destruction being done but citation not yet included in Manual of Rules and Regulations.

Advantages of suggestion and annual savings (include basis for estimate)

The file covers of the consolidated volumes destroyed could be marked "All files destroyed with the exception of the enclosed per MRR." At the present time the file cover in this office is being marked to show the date of the Bulet which authorized the destruction and the file number of the administrative file wherein Bulet located. Having this listed with other annual destruction would give better insurance in not skipping it unintentionally.

ORIGINAL FILED IN 91-12417-70

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Disadvantages of suggestion

66-3286-
NOT RECORDED
45 OCT 21 1974

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b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]
Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion has merit and should be adopted.

91-12417-70

[redacted]
SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

Letter of Appreciation 10-17-74

25 OCT 17 1974

/lh

3-Bureau 1-66/3236 1-67/

REC-19 66-3286-1156

ST-117

November 6, 1974

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. [redacted]

Thank you for the suggestion regarding a procedure for use in connection with the disposition of mail and index cards in certain classifications involving numerous serials. After evaluation, it has been decided our current procedures are preferred since the action mentioned by you is taken when the names in a serial are arranged alphabetically and it has been found to be more efficient to write duplicate cards when the names are spread throughout the serials.

I appreciate the interest which prompted you to submit your idea to me.

MAILED 7
NOV 6 1974
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

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Dep. AD Adm. ____
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Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

1 - Mr. Marshall
1 - Personnel file of Mr. [redacted]

b6
b7C

MJL:cmb (5)

(Suggestion 226-75)

NOTE: Suggests a change of procedure with regard to the destruction of mail and index cards in certain classifications involving numerous serials (75 to 200 per file). The mail which can be destroyed could be taken to the indices instead of writing the 3- by 5-inch cards. These cards could be eliminated and the original 3- by 5-inch cards could be searched and pulled according to the subject or subjects and the serial number on the mail. The

NOV 14 1974
MAIL ROOM ☐ TELETYPE UNIT ☐

CONTINUED - OVER

GPO 954-546

b6
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Mr. [redacted]

NOTE (Continued)

original 3- by 5-inch cards could then be checked against the mail in one process instead of the two which are being used at the present ttime.

Files and Communications Division advised the current and long-time practice used when lists of names are involved is as proposed. The serial containing the list of names is taken to the indices and the cards are pulled from the list, especially if the names are arranged alphabetically. In those instance where the indexed names are spread throughout the serials, not in alphabetical order and with the great volume of mail involved through the purging of files at FBIHQ, it has been found to be more efficient not to take the mail into the indices. The writing up of duplicate 3- by 5-inch cards, to be arranged alphabetically to expedite the accurate pulling of cards is more efficient. Inasmuch as we already pull purged cards using the serial when an alphabetized list of names is involved and it has been found to be more efficient to write duplicate cards which are arranged alphabetically, the adoption of this idea was not recommended. Due to these views, Training Division recommends the proposal not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

226-75

b6
b7C

Date
10-21-74

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	IV

SUGGESTION

The change of procedure with regards to the destruction of mail and index cards in certain classifications involving numerous serials (75 to 200 per file). The mail which can be destroyed could be taken to the indices instead of the hand written 3x5 cards. These hand written cards could be eliminated and the original 3x5 cards could be searched and pulled according to the subject or subjects and the serial number on the mail. The original 3x5 cards could then be checked against the mail in one process instead of the two which are being used at present.

DESTRUCTION OF BUREAU PROPERTY
GENERAL

Current practice or rule (Include manual citation as well as facts)

3x5's are hand written for each subject or subjects for each serial. They are then used in searching for the original 3x5's. Mail destroyed after 3x5 made and checked. Cards destroyed after found &nck.

Advantages of suggestion and annual savings (include basis for estimate)

Hand written 3x5 cards would be eliminated. The unit production average for writing these cards varies from 36 to 53 per hour depending on the classification. 3x5's could be found by the mail.

Checking the hand written 3x5's with the mail would be eliminated. This would create the need for only one check which brings about very good advantages in itself. Checking the original 3x5's with the mail would clarify the subjects names on serials that are either not clear due to damage and repair or due to a number of variations or aliases that may or not be indexed.

Man hours could be saved by not only the elimination of the hand written cards but also by the time it takes to check them against the mail.

Disadvantages of suggestion

ST-117

This procedure would depend upon the amount of room needed for the extra employees who would be using the indices.

REC-19 66-3296-1256

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] (File Clerk)

Signature and Title of Suggester

Recommendations and comments of Division Head

Unfavorable - See comments, page two.

JPB:dlw (7)

John W. Marshall, Asst. Dir.

Signature and Title

(Do not write in this space - for Bureau use only)

8-26-82

DISAPPROVED

Letter of Appreciation 11-9-74

JPB

TWO

Recommendations and comments of Division Head

The current and long time practice used when lists of names are involved is as suggested by Mr. [redacted] The serial containing the list of names is taken to the indices and the cards are pulled from the list, especially if the names are arranged alphabetically. In those instances where the indexed names are spread throughout the serials, not in alphabetical order and with the great volume of mail involved through the purging of files at FBIHQ, it has been found to be more efficient not to take the mail into the indices. The writing up of duplicate 3 X 5 cards, to be arranged alphabetically to expedite the accurate pulling of cards is more efficient. Inasmuch as we already pull purged cards using the serial when an alphabetized list of names is involved and it has been found to be more efficient to write duplicate cards which are arranged alphabetically, the adoption of this suggestion is not recommended.

b6
b7C

November 13, 1974

PERSONAL

REC-38
EX-101
66-3286-1157

Miss [redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Miss [redacted]

Thank you very much for the suggestion regarding the disposition of certain sections of a particular file. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

I want to take this opportunity to commend you for bringing this matter to my attention.

MAILED 7
NOV 13 1974
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4EW/cal

1 - Mr. Marshall
1 - Mrs. Randolph
1 - Personnel file of Miss [redacted]

b6
b7C

MJL:cmb
(6)

(Suggestion 229-75)

NOTE: Suggests Files 80-501 through 80-533 be destroyed. The files occupy two and one-half file drawer cabinets. They are not indexed and consist completely of newspaper clippings which have no bearing on subjects falling within the Bureau's jurisdiction. The dates of the clippings run from January, 1935, to August, 1944.

RECEIVED

Files and Communications Division recommended adoption noting this material is of no value, investigative or historical, and is occupying much needed cabinet space. It is not indexed, does not pertain to Bureau cases and

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

56 NOV 25 1974

CONTINUED - OVER

GPO 954-546

b6
b7C

Miss [redacted]

NOTE (Continued)

the most recent newsclippings in these files are over 30 years old. There would be a monetary savings of approximately $209, based on the purchase price of six-drawer letter-size file cabinets of $84 each. This mail is all public source material and as such would not require Archival approval for destruction. It lends nothing to the history of the Bureau, is of no investigative value and at best could be classified as being nonrecord convenience material.

External Affairs Division agreed with foregoing views. It noted a review of the files disclosed the material contained therein has no historical value and is serving no present-day purpose. Further, valuable filing space would be saved.

While a savings is set forth, it is not sufficient for consideration of an incentive award so it is believed a letter of commendation is appropriate in this instance. Training Division recommends the idea be approved.

Has been placed on destruction schedule 11/21/74 [illegible]

Completed in Purge Unit
11-27-74
372 inches of mail destroyed
[illegible] 11-27-74

Employee Suggestion
FD-252 (Rev. 9-11-59)

#229-75

Date: 10/24/74

To: Director, FBI

From: (Suggester's name) b6 b7C

Division of Assignment: Files & Communications

SUGGESTION: I would like to suggest that Files 80-501 through 80-533 be destroyed. The files occupy 2 1/2 six drawer cabinets. They are not indexed and consist completely of newspaper clippings which have no bearing on subjects falling within the Bureau's jurisdiction. The dates of the clippings run from January, 1935, to August, 1944.

Destruction of Bureau Records - Plan

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

This mail is not referred to since there is no indexing. It will make available 15 drawers of needed file space which can be used for more current and important documents.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4CW/cal

Disadvantages of suggestion

NONE

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable - This material is of no value, investigative or historical, and is occupying much needed cabinet space. It is not indexed, does not pertain to Bureau cases and the most recent newsclippings in these files

(Comments cont., page two) JPB:dlw (6)

John W. Marshall - Asst. Dir.

Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-157

REC-38

15 NOV 15 1974

Letter to Committee 11-13-74 ML:cmb

Recommendations and Comments of Division Head - Continued

are over 30 years old. It is recommended this suggestion be adopted. There would be a monetary saving of approximately $209, based on the purchase price of six drawer letter size file cabinets of $84 each. This mail is all public source material and as such would not require Archival approval for destruction. It lends nothing to the history of the Bureau, is of no investigative value and at best could be classified as being nonrecord convenience material.

It is further recommended this suggestion be referred to External Affairs Division, with attached file, for their approval.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Legal Coun. ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. Jenkins

DATE: 10/3/74

FROM : John W. Marshall

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

By memorandum from Mr. Jenkins to Mr. Callahan, dated 12/5/73, under the same caption, the Training Division proposed revisions of existing destruction rules for closed and referred-upon-completion (RUC) files in the field to provide the most exception-free and simplified file-destruction program possible. The ultimate objectives are, of course, to save manpower and conserve filing space in the field.

The revisions proposed were evaluated by the Administrative, Files and Communications, Intelligence, General Investigative, Special Investigative and Inspection Divisions plus the Office of Planning and Evaluation. These divisions furnished some additional comments for the clarification and/or amendment of the proposed revised program.

Following is a revised proposed file-destruction program incorporating the views of the divisions mentioned. It is believed this revised version covers the objections and pitfalls cited by them in their consideration of the original proposals. It is noted that, under the proposed program, as under present rules, destruction of a file will not be accomplished summarily or arbitrarily simply because a file has satisfied the prescribed retention requirement since discretion must be exercised if the file contains material of continuing value from an investigative, intelligence or historical aspect or there are other ramifications which would militate against its destruction. In this regard, if there is any doubt concerning the feasibility of destroying any file in an auxiliary office, that office will consult the office of origin. Similarly, if there is any doubt about destruction of a file in an office of origin, that office will consult FBIHQ prior to taking action. Further, since the Bureau is office of origin in some classifications, primarily applicant-type cases, and since the present retention period in the field with respect to Bureau Applicant cases is ten years, it is believed that uniformity will be achieved if the retention period for auxiliary offices (namely, the field) in all cases in which the Bureau is office of origin be made a flat ten years. This will correspond, as noted, to present retention rule for Bureau Applicant cases and will provide a rule that Special Investigative Division, which handles other applicant-type classifications, can live with.

66-3286-1158

1 - Mr. Adams
1 - Mr. Bassett
1 - Mr. Cleveland
1 - Mr. Gebhardt
1 - Mr. Jacobson
1 - Mr. Marshall
1 - Mr. Wannall
1 - Mr. Walsh
1 - Mr. Paul O'Connell
1 - Mr. Keane
1 - Mr. John C. Coleman
1 - Mr. Jamieson

JER:cmb
(13)

CONTINUED - OVER

Memorandum John W. Marshall to Mr. Jenkins
Re: Destruction of Field Files and Records

There were two other objections to the proposed revisions, one by the Intelligence Division and the other by the Legal Counsel Division.

The Intelligence Division argued that files relating to internal security and foreign intelligence matters have a continuing value for intelligence purposes and, in the division's experience, constant reference is being made to files which are considerably older than 10 years old. The division feared that, if destruction after 10 years was made discretionary from office to office and was based on judgment values from office to office, there will be some field personnel who will not see future value in 10-year-old security-intelligence files. The division felt that such destruction should be based only on prior Bureau approval. It conceded, however, that such objections applied only to office of origin files, not to auxiliary office files and added that, of course, any file could be destroyed after 10 years provided anything contained in it was also on file at FBIHQ.

To satisfy this objection, the proposed revisions will specifically stipulate that security files may be destroyed by the office of origin after 10 years provided the Bureau has been advised of and has recorded all the pertinent information contained in them.

Legal Counsel Division questioned whether we have authority to destroy administrative and noninvestigative records in the field. Files and Communications Division advised that we had Archival approval for destruction of a vast majority of these files; however, the retention periods previously approved, varied from "when purposes served" to three years. We must secure Archival authority to shorten the retention period. Accordingly, Files and Communications Division requested Archival approval to destroy administrative and noninvestigative records in the field which are duplicated in entirety or in substance at FBIHQ when the purposes for which the records were prepared have been served. By memorandum 7/26/74, Files and Communications Division advised that approval had been received from the Archivist of the United States on Standard Form 115. This authority compiled with authority previously received for destruction of closed field investigative files now gives the FBI authority to destroy all field files which are duplicated in entirety or in substance at FBIHQ.

Accordingly, it is now proposed:

A. Files and records to be destroyed when 90 days old
   1. Carbon copy of printout produced by NCIC terminal-retain previous month plus current month
   2. Daily Report of Chief Clerk's Office - FD-127
   3. Encoded messages

4. Field personnel files of separated employees when separation is not for disciplinary reasons or for entering military service. Electrocardiogram tracings and reports of medical history (SF-93) are to be forwarded to Bureau
5. Record of Registered Mail - FD-211
6. Register No. 3 - FD-256
7. Transmittal Letters - Checks and Bonds

B. Files and records to be destroyed when 120 days old.
1. In auxiliary offices, investigative leads requesting only record checks, when results are negative or of no continuing value.

C. Files and records to be destroyed after FBIHQ field office inspection provided the material is one year old.
1. Noninvestigative files and material of no continuing value in the following classifications:
   a. Classification 1-Training matters only
   b. Classification 32-Identification (Fingerprint matters)
   c. Classification 33-Uniform Crime Reporting
   d. Classification 62-Miscellaneous matter only
   e. Classification 64-Foreign miscellaneous
   f. Classification 66-Administrative matters
   g. Classification 80-Public relations matters
   h. Classification 94-Research matters
   i. Classification 95-Laboratory cases, other than Bureau
   j. Classification 163-Foreign police cooperation

D. Files and records to be destroyed when 5 years old if following conditions are met.
1. Investigative files in all classifications in auxiliary offices provided files are of no continuing value for evidentiary, intelligence, historical or other reference purposes or if the case is one in which the Bureau is office of origin. In Bureau origin cases, retain 10 years.
2. Dead files in all classifications if of no continuing value.
3. Zero files in all classifications if of no continuing value.

E. Files and records to be destroyed when 10 years old
1. Investigative files in all classifications, except security classifications, in offices of origin provided the files are of no continuing value for evidence, intelligence, historical or other reference purposes. In

security classifications the files may be destroyed only if all the pertinent information therein has been made a matter of record at the Bureau.

2. Investigative files in auxiliary offices in cases in which Bureau is office of origin.

If there is any doubt concerning the destruction of the above material by an auxiliary office, it should consult the office of origin. If there is any doubt about the destruction of a file in an office of origin, that office should consult the Bureau.

With respect to the mechanics of the file destruction in the field, existing regulations place responsibility on Special Agent supervisory personnel for the destruction of files. The Chief Clerk's Office (CCO) pulls files for destruction, delivers them to the Agent supervisors and they return them to the CCO for refiling or destruction depending on their decision. At present there are no uniform tickler systems or schedules for file destruction programs with the result that files may be pulled repeatedly for review to determine if they are eligible for destruction. This procedure is particularly cumbersome when files to be reviewed are in consolidated volumes.

To simplify this procedure, Training Division proposes the following system:

1. Since there would be only two destruction rules under the proposed revisions which apply to investigative files, 5 years and 10 years, the case Agent will either note the destruction rule on the file copy of the closed or referred-upon-completion (RUC) communication or else note that it should be retained plus appropriate justification for such retention. The case Agent is logically in the best position to determine the potential value of each case; however, his recommendation would be subject to approval by the supervisor when the communication is initialed for closing or RUC. The file would not be returned to the Supervisor unless additional material were received during the interim period.

2. The master assignment card should be used as a tickler for the destruction of investigative files. Under present rules, the CCO posts the date of the file copy of each closing or RUC communication to the reverse side of the master assignment card and these cards are then retained for one year and destroyed. In order to use these master assignment cards for ticklers as proposed, the CCO, in addition to posting each case, would note on the front of the master assignment card the destruction date recommended by the case Agent and approved by the supervisor on the file copy of the closing or RUC communication. Instead of destroying the card as is now the rule, it would be retained as tickler for destruction according to the date shown on the front

of the card. Since these cards are color-coded, blue for office of origin and white for auxiliary office, this factor would further enhance their value as ticklers by providing an already available instrument for scheduling files for destruction. In the event a file were reopened during the period intervening between being closed or RUC and its actual destruction, the new master assignment card would supersede the old tickler.

3. Index cards relating to the case should be retained for 20 years and then destroyed as encountered.

4. Original FD-302s, signed statements and other items of evidence will be retained for twenty-years or until of no further value if that be longer than 20 years. Index cards relating to this material would also be retained for a like period. (There have been some opinions expressed that this material, if in an auxiliary office, should be forwarded to the office of origin; however, this would only generate additional paperwork unnecessarily with no saving of space, since the office of origin would have no need of them unless prosecution were instituted.)

5. Two lists containing the numbers of files destroyed should be maintained. One list would be filed in front of each respective classification in the closed files section; the other list would be retained in an administrative file specifically created for this purpose. This procedure should simplify the present system under which file fronts are maintained under some circumstances and lists of files are maintained at the beginning of each classification under other circumstances. It is noted no provision is currently made for an administrative file to list all files destroyed in any given office.

Training Division believes these revised proposals would have practical application in the field and would strike a more favorable balance between the generation of new paperwork and the destruction of obsolete material. This in turn would save filing space and eliminate or at least minimize the need for further expansion. It is felt these changes now meet the objections raised by Special Investigative and Intelligence Divisions.

RECOMMENDATIONS: (1) That rules for field office file destruction proposed above be approved.

(2) On approval, the Training Division will advise the field and make necessary manual revisions.

OFFICE OF THE DIRECTOR

PERSONAL ATTENTION
MEMORANDUM 52-74

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

CONFIDENTIAL

November 5, 1974

(A) DESTRUCTION OF FIELD FILES AND RECORDS -- Following extensive study and a canvass of all field divisions, the following procedures have been adopted to provide a more simplified file-destruction program for the field.

A - Files and records to be destroyed when 90 days old.

1 - Carbon copy of printout produced by NCIC terminal (retain previous month plus current month)
2 - Daily Report of Chief Clerk's Office (FD-127)
3 - Encoded messages
4 - Field personnel files of separated employees when separation was not for disciplinary reasons or for entering military service. Electrocardiogram tracings and reports of medical history (SF-93) are to be forwarded to the Bureau.
5 - Record of Registered Mail (FD-211)
6 - Number 3 Registers (FD-256)
7 - Transmittal letters - checks and bonds

DECLASSIFIED BY Spetwlcd 8-26-82

B - Files and records to be destroyed when 120 days old. In auxiliary offices, investigative leads requesting only record checks, when results are negative or of no continuing value.

C - Files and records to be destroyed when ~~five~~ ONE years old if following conditions are met.

DECLASSIFIED BY Spetwlcd 8-26-82

1 - Noninvestigative files and material of no continuing value in the following classifications:

a. Classification 1 - Training matters only
b. Classification 32 - Identification (Fingerprint matters)
c. Classification 33 - Uniform Crime Reporting
d. Classification 62 - Miscellaneous matters only
e. Classification 64 - Foreign miscellaneous
f. Classification 66 - Administrative matters
g. Classification 80 - Public Relations matters
h. Classification 94 - Research matters
i. Classification 95 - Laboratory cases, other than Bureau
j. Classification 163 - Foreign police cooperation

ORIGINAL FILED IN 62-116395-3286

CLASS. & EXT. BY 1-2.4.2 REASON-FCIM II 1-4 DATE OF REVIEW 11-4-82

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11-5-74 BY

NOT RECORDED
46 DEC 3 1974

MEMORANDUM 52-74
57 DEC 13 1974

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-28-81 BY URT 6383 Pmd
page 1, 2, 3 only

CONFIDENTIAL

D. Files and records to be destroyed when five years old if following conditions are met.

1. Investigative files in all classifications in auxiliary offices provided files are of no continuing value for evidentiary, intelligence, historical or other reference purposes or if the case is one in which the Bureau is office of origin. In Bureau origin cases, retain 10 years.
2 - Dead files in all classifications if of no continuing value
3 - Zero files in all classifications if of no continuing value

E. Files and records to be destroyed when 10 years old.

1 - Investigative files in all classifications, except security classifications, in offices of origin provided the files are of no continuing value for evidence, intelligence, historical or other reference purposes. In security classifications the files may be destroyed only if all the pertinent information therein has been made a matter of record at the Bureau.
2 - Investigative files in auxiliary offices in cases in which Bureau is office of origin.

If there is any doubt concerning the destruction of the above material by an auxiliary office, it should consult the office of origin. If there is any doubt about the destruction of a file in an office of origin, that office should consult the Bureau.

With respect to the mechanics of such file destruction in a field office, the following procedure should be followed:

A. Since there will be only two destruction rules, five years and 10 years, which apply to investigative files under the new regulations, the case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC) or else note that it should be retained plus appropriate justification for such retention. The case Agent is logically in the best position to determine the potential value of the case; however, his recommendation would be subject to approval by the supervisor when the communication is initialed for closing or RUC. The file would not be returned

to the supervisor unless additional material were received between the time the case was closed or RUC and the actual date for destruction.

B. The master assignment card should be used as a tickler for the final destruction of an investigative file. Heretofore, the Chief Clerk's Office (CCO) posted the date of the file copy of the closing or RUC communication to the reverse side of the master assignment card and the card was retained for one year and then destroyed. Under the new system so that these master assignment cards can be used as ticklers, the CCO, in addition to posting the date of the closing or RUC communication in each case, will note on the front of the master assignment card the destruction date which was recommended by the case Agent and approved by the supervisor on the file copy of the communication. Instead of destroying the card in one year, it should be retained as a tickler for destruction according to the date shown on its front side. In the event the file is reopened during the period intervening between being closed or RUC and its actual destruction, the new master assignment card would supersede the old tickler.

C. Index cards relating to the case should be retained for 20 years and then destroyed as encountered.

D. Original FD-302s, signed statements and other items of evidence will be retained for 20 years or until of no further value if that be longer than 20 years. Index cards relating to this material would also be retained for a like period.

E. Two lists containing the numbers of the files destroyed should be maintained. One list will be filed in front of each respective classification in the closed files section; the other list will be maintained in an administrative file created specifically for this purpose.

Manual changes concerning the foregoing procedures are being made and will be forthcoming in the near future.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir. ___
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Legal Coun. ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. Decker

DATE: 11/18/74

FROM : C. D. Neudorfer

SUBJECT: MICROFILMING OF BLUE SLIPS AND INFORMANT RECEIPTS AND DISPOSAL OF ORIGINAL DOCUMENTS

DESTRUCTION OF BUREAU PROPERTY

Attached memorandum from the Legal Counsel Division to Mr. J. B. Adams dated 10/23/74 sets forth background information concerning captioned matter and concludes that the Bureau has legal and delegated authority to microfilm blue slips and informant receipts and destroy the original documents provided such documents are five or more years old. Pursuant to this memorandum, we now plan to start microfilming such documents. Through arrangements with the Files and Communications Division we are obtaining two microfilm recorders and two film viewers. This equipment will enable us to do the microfilming and viewing in our own space and with Voucher Unit personnel. Arrangements have also been made with the Files and Communications Division for the developing of the microfilm. The developed films will be reviewed by employees of the Voucher Unit to insure that we have good copies of all original records prior to their destruction.

As indicated in the attached memorandum, we have some records that have been microfilmed but the original documents never destroyed. These microfilmed records cover the period of time from the beginning of the Confidential Informant Program through a portion of the calendar year 1954. These original records including blue slips and informant receipts may now be destroyed. We will continue to retain administrative data concerning informant payments which includes monthly reports and posting ledgers. This material must be retained to insure verification of tabulations for payments made to an informant, should we be requested to furnish such tabulations for court purposes.

Original Filed in 66-2102-1132

Enclosure

DEC:daw/jh
(6)
1 - Mr. Decker
1 - Mr. Mintz
1 - Mr. L. W. Brady

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-88 BY SP4 CAL

66-2102

DEC 6 1974

NOT RECORDED

DEC 18 1974

58 DEC 27 1974

OVERSIZED DATA CHECKED

Memorandum Neudorfer to Decker
RE: MICROFILMING OF BLUE SLIPS

RECOMMENDATIONS:

(1) That approval be granted for the resuming of microfilming of blue slips and informant receipts and for the destruction of the original documents provided they are five or more years old.

(2) That authority be granted for the Voucher Unit of the Data Processing Section to do the microfilming and film review and that the developing of the microfilm be handled by the Files and Communications Division in Bureau.

(3) That the originals of blue slips and informant receipts already microfilmed, all of which meet the five-year-old requirement, now be destroyed.

OPTIONAL FORM NO. 10 5010-106
MAY 1962 EDITION
GSA GEN. REG. NO. 27

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
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Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

TO : Mr. Walsh

DATE: November 18, 1974

FROM : R. G. Hunsinger

SUBJECT: PURGING OUT-OF-SERVICE PERSONNEL FILES

The purpose of this memorandum is to consider purging our out-of-service personnel files of "temporary" records and retaining those classified as "permanent" records as set out in the Federal Personnel Manual (FPM).

The permanent records are described by the FPM as those which give legal force and effect to personnel transactions and establish employee rights and benefits under the pertinent laws and regulations governing Federal employment. The permanent records make up the Official Personnel Folder (OPF) which "travels" with the employee throughout his entire Federal career, and in the case of most agencies, is eventually placed in a repository for Federal records. We have authority to retain same on out-of-service personnel as opposed to forwarding to a Federal repository.

The FPM identifies and itemizes permanent records. It recognizes that all agency records are not the same and specifies the equivalent of the record named is to be considered a permanent record. The FPM does not identify temporary records but gives examples such as requests for personnel action, letters of reference, performance ratings (other than Outstanding or Unsatisfactory), debt and draft correspondence, admonishments, letters of caution, warning, reprimand, and similar disciplinary action papers.

There follows a listing of the permanent records using our designations when the name of the record differs from the FPM listing:

1. Application for employment
2. Claim for Veterans preference
3. Notification of Personnel Action (3-634) and Payroll Change Slip (3-542), formerly SF-50 and SF-1126
4. Request for Federal Employees Group Life Insurance (FEGLI - SF-51)
5. Election, Declination, or Waiver of FEGLI Coverage (SF-176 or SF-176T)

ENCLOSURE

ENCLOSURE

JUL 28 1976

66-3286

SEE LEGAL COUNSEL MEMO DATED 7/26/76 PAGE 6

NOT RECORDED
191 JUL 28 1976

(OVER)

GLM:pms (6)
1 - Mr. Jenkins
1 - Mr. Marshall
1 - Mr. McDermott
1 - Mr. Mintz

6. Designation of Beneficiary for FEGLI (SF-54 and SF-1152) for unpaid compensation
7. Appointment Affidavit (SF-61)
8. Reports of medical examinations
9. Notice of completion of character and security investigation
10. Statement of prior Federal, civilian, and military service (or equivalent)
11. Health Benefits Registration (SF-2809)
12. Notice of Change in Health Benefits (SF-2810)
13. Evidence of birth
14. Official Personnel Folder received from another Government agency
15. Request for Verification of Military Service (creditable service of retired military personnel - CSC Form 813)
16. Federal Employees Notice of Injury or Occupational Disease (CA-1 and CA-2)
17. Outstanding performance rating and Unsatisfactory performance rating (official only)
18. Notification of incentive awards
19. Official commendation letters
20. Agency Certification of FEGLI (SF-56)
21. Record of Leave Data Transferred (SF-1150)
22. Resignation letter
23. Exit interview
24. Evidence of separation for legal incompetence
25. Approval for disability retirement.

Our personnel files contain results of the Bureau applicant investigation and briefs or other summaries thereof which we would retain permanently in addition to the records named above.

The Bureau has not purged out-of-service Special Agent personnel files, only out-of-service clerical files over ten years old. We retain all mail in out-of-service files not purged. In those purged, we have been retaining the records listed above and in addition thereto, have retained the following:

Memo Hunsinger to Walsh
Re: Purging Out-of-Service Personnel Files

1. Any derogatory information
2. Any memoranda or letters on which administrative action has been based
3. Appointment letters
4. Congressional endorsements
5. Duplicate property record
6. Emergency personnel program appointments (applicants appointed without investigations) which we have not made for years
7. Field firearms and scientific training records
8. Inquiries from outside the Bureau concerning employment or credit references
9. Unsatisfactory inspection reports
10. Leave without pay forms which are for periods of 30 days or more
11. Letters of censure and background material
12. Marital change and data concerning check of spouse
13. Memoranda prepared by Name Check Section for forwarding to other Government agencies
14. All material on mental conditions of employee or members of employee's family
15. Last performance rating (in addition to any Outstanding and Unsatisfactory)
16. Relative sheets showing results of file reviews concerning Bureau applicants
17. Copy of suggestion letters (if approved)
18. Tuberculosis x-ray
19. Unemployment compensation data
20. Civil Service Commission mail
21. All mail which amends an action
22. Cancellation of action
23. Any mail which indicates a reference card has been made that refers to other individuals
24. Inquiries from employees concerning his or her retirement
25. Indebtedness to the Government matters
26. All mail concerning accrued annual leave and sick leave
27. All mail supporting incentive awards
28. Application for retirement deductions refund
29. Draft matters, deferments, induction papers, and discharge papers

Memo Hunsinger to Walsh
Re: Purging Out-of-Service Personnel Files

30. Yellow outgoing of expense vouchers
31. Photostats of retirement records
32. Leave record cards
33. Permanent Brief

Regulations concerning disposal of temporary records specify disposal on transfer to another agency (except in a transfer of functions), separation of the employee, or when one year old, whichever is earlier.

Although it is likely that some of the 33 items listed above might be useful in handling an inquiry from the former employee or other sources, it is felt that after one year has elapsed, from date of separation, their usefulness would be minimal and retention would not be justified in view of our need to conserve record storage space. One area has been given special consideration. Specifically, exit interviews of those resigning during an administrative inquiry do not set out the specific reason for separation but instead refer to a memorandum which in fact does record the specific reason for resignation. It is concluded that we will be confronted conceivably with requests for reinstatement of those who have been out of service for more than one year and accordingly, it is necessary to insure that the file provides sufficient information so as to allow for determination on whether we will consider the employee for reinstatement. Therefore, we propose that in any case where Files and Communications Division is confronted with an exit interview that refers to a related memorandum the entire file be sent to the Administrative Division for determination as to what should be retained. We contemplate retaining no more than one administrative memorandum which would be sufficient to make a determination on any request for reinstatement. No material would be purged from any file involved in current litigation.

The Files and Communications Division estimates there are approximately 117,000 out-of-service personnel files now on hand which could be purged and to do so utilizing 10 GS-4 clerical employees would require about 29 months and cost over $180,000.

This has been coordinated with Files and Communications Division and Legal Counsel Division.

Such a reference memorandum to the
memo by reference will become an integral
part of the exit interview form (4-) and therefore
cannot be destroyed in MD Records
Post & Hunsinger for Legal Counsel

Memo Hunsinger to Walsh
Re: Purging Out-of-Service Personnel Files

RECOMMENDATIONS:

1. That approval be given for Files and Communications Division to purge both clerical and Special Agent out-of-service personnel files after they are one year old, except any involved in current litigation.

2. That we retain only the permanent records, results of the background investigation, and all briefs on other summaries of the background investigation. This is with the proviso that whenever an exit interview refers to an attendant administrative memorandum, the entire file be sent to the Administrative Division for determination as to what should be retained.

RCH

OVER

ADDENDUM OF LEGAL COUNSEL DIVISION THB:law 11-25-74

The general provisions regarding disposal of records are contained in Chapter 33 of Title 44, U. S. Code, which provides that files and records of Federal agencies may be destroyed following submission of lists of records that do not warrant further preservation to the Administrator of General Services. The Administrator then determines whether disposal of the listed records is appropriate.

The Federal Personnel Manual specifies agency civilian personnel records should be disposed of as scheduled in the GSA General Records Schedule 1, Federal Property Management Regulations (FPMR) 101-11.4, issued December 15, 1967. As indicated in this memorandum, disposal of "temporary records" upon transfer to another agency, separation of the employee, or when one year old, whichever is earlier, is provided for in the FPMR.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : MR. THOMPSON

DATE: 12/9/74

FROM : E. W. Whitwam

Files & Gen. Inv. ____ 1
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

SUBJECT: DISCONTINUANCE OF MAJOR CASE SUSPECT INDEX CARD FILE

Destruction of Bureau Property

General

Major Case Suspect Index Card File is a file in Latent Fingerprint Section of 3" x 5" cards filed by FBI number, if available, or name showing extent of search of fingerprints or major case prints of suspects and subjects through National Unidentified Latent File (NULF).

File was established at inception of NULF in 1944 and each examiner, prior to making a search in NULF, checks captioned file to determine if prints of suspect or subject have previously been searched. Upon completion of search examiner adds card to file showing extent of current search.

Captioned file consists of 24 file drawers of 3" x 5" cards with some dating back to 1944. Over the past several years it has been necessary to add additional categories to NULF and further subdivide existing categories. This has necessitated a complete renumbering and resequencing system and resulted in information on most cards in file being no longer applicable. Further, captioned file has been under review by supervisorystaff and by the file review committee and it has been determined that the incidence of duplicate or repeated requests for comparison of a particular suspect or subject with the same category in NULF is extremely infrequent and does not warrant retention of the file. Captioned file is therefore being destroyed. Sections in Latent Fingerprint Section manual relative to procedures involved in maintaining the file are being deleted.

RECOMMENDATION:

For information

66-3286-

NOT RECORDED
182 DEC 20 1974

GJB:psp (2)

20 JAN 9 1975

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 EW/cal

ORIGINAL FILED IN 66-16288-10

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-104

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir. _____
Admin. _____
Comp. Syst. _____
Ext. Affairs _____
Files & Com. _____
Gen. Inv. _____
Ident. _____
Inspection _____
Intell. _____
Laboratory _____
Plan. & Eval. _____
Spec. Inv. _____
Training _____
Legal Coun. _____
Telephone Rm. _____
Director Sec'y _____

TO : Mr. Decker

DATE: 11/18/74

FROM : C. D. Neudorfer CDN

SUBJECT: MICROFILMING OF BLUE SLIPS AND INFORMANT RECEIPTS AND DISPOSAL OF ORIGINAL DOCUMENTS

DESTRUCTION OF BUREAU PROPERTY

Attached memorandum from the Legal Counsel Division to Mr. J. B. Adams dated 10/23/74 sets forth background information concerning captioned matter and concludes that the Bureau has legal and delegated authority to microfilm blue slips and informant receipts and destroy the original documents provided such documents are five or more years old. Pursuant to this memorandum, we now plan to start microfilming such documents. Through arrangements with the Files and Communications Division we are obtaining two microfilm recorders and two film viewers. This equipment will enable us to do the microfilming and viewing in our own space and with Voucher Unit personnel. Arrangements have also been made with the Files and Communications Division for the developing of the microfilm. The developed films will be reviewed by employees of the Voucher Unit to insure that we have good copies of all original records prior to their destruction.

As indicated in the attached memorandum, we have some records that have been microfilmed but the original documents never destroyed. These microfilmed records cover the period of time from the beginning of the Confidential Informant Program through a portion of the calendar year 1954. These original records including blue slips and informant receipts may now be destroyed. We will continue to retain administrative data concerning informant payments which includes monthly reports and posting ledgers. This material must be retained to insure verification of tabulations for payments made to an informant, should we be requested to furnish such tabulations for court purposes.

Original Filed in 66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26-82 BY SP4 CAL

Enclosure

DEC:daw/jhh
(6)
1 - Mr. Decker
1 - Mr. Mintz
1 - Mr. L. W. Brady

66-3286
ENCLOSURE
DEC 6 1974

66-3286
NOT RECORDED
DEC 18 1974

(OVER)

58 DEC 27 1974

Memorandum Neudorfer to Decker
RE: MICROFILMING OF BLUE SLIPS

RECOMMENDATIONS:

(1) That approval be granted for the resuming of microfilming of blue slips and informant receipts and for the destruction of the original documents provided they are five or more years old.

(2) That authority be granted for the Voucher Unit of the Data Processing Section to do the microfilming and film review and that the developing of the microfilm be handled by the Files and Communications Division.

(3) That the originals of blue slips and informant receipts already microfilmed, all of which meet the five-year-old requirement, now be destroyed.

December 3, 1974

PERSONAL

REC-31 6-32-86-1159

Mrs. [redacted]
Federal Bureau of Investigation
Miami, Florida

b6
b7C

Dear Mrs. [redacted]

Your suggestion has been received that Forms FD-1C and FD-1D be revised to include an additional line for entering the date for disposal of a file. It is a pleasure for me to advise you this procedure is being adopted and steps will be taken to place it into effect.

I want to take this opportunity to express my appreciation to you for bringing this matter to my attention.

Sincerely yours,

C. M. Kelley

MAILED 7
DEC 3 1974
FBI

Clarence M. Kelley
Director

b6
b7C

2 - Miami
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mrs. [redacted]
ML:mml
(6) (Suggestion 268-7.5)

NOTE: In view of new instructions regarding file destruction and use of master assignment card as tickler for final file destruction, suggests Forms FD-1C and FD-1D, samples attached, be revised to include an additional line reading "File to be destroyed (date)," under the "Reassigned to" line.

(CONTINUED - OVER)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO 954-546

UNRECORDED COPY FILED IN 62-22851

b6
b7C

Letter to Mrs. [redacted]

Chief Clerk's Desk, Files and Communications Division, advised the suggestion relates to the recent file destruction rules furnished to the field whereby a uniform streamlined schedule for destruction was established through use of master assignment cards for ticklers. The Records Section concurs with the idea inasmuch as the proposed revision would provide for a uniform location of the destruction date with no additional effort on part of field clerical personnel. Due to these views, Training Division recommends the idea be adopted. On approval, this letter will serve as the authority for the Forms Management Desk, Training Division, to take appropriate action.

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#268-15

Date: November 11, 1974

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		MIAMI

SUGGESTION

In view of new instructions re file destruction and use of master assignment card as tickler for final file destruction, it is suggested that FD-1C and FD-1D be revised to include an additional line reading "File to be destroyed (date)", under the "Reassigned to" line.

Destruction of Bureau Records - GEN

Current practice or rule (Include manual citation as well as facts)

In the past the master assignment card has been destroyed after one year. The manual is presently being revised in this regard.

Advantages of suggestion and annual savings (include basis for estimate)

This pre-printed line on the master assignment card will provide a neat, uniform system throughout the field for setting the file destruction tickler. Clerical time will be saved as all that would have to be entered is a date. Otherwise, the clerk would have to write "Destroy (date)" or use a rubber stamp to that effect, on each card closed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4EW/CAL

Disadvantages of suggestion

None.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] Supervisory Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

It is recommended that this suggestion be considered for adoption inasmuch as it will save time and serve as a flag that date can be added as case is closed.

KENNETH W. WHITAKER
Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

Let of Appreciatn, 12/3/74, MLS

2 ENCLOSURE

REC-31 66-3286-1159

12/17

17 NOV 14 1974

DEC 10 1974

EXP. PROC.

UNRECORDED COPY FILED IN 40

TWO

PERFORATED
(Preinserted carbon form)

Title

File No.

Date Rec.:

Buded:

Assigned to (date)
Reassigned to (date)

File to be destroyed (date)

File Withdrawn
Letter dated 12/3/74 JC

12-3-74)
FD-1C (Rev. 1-20-58)

XEROX COPY of PROPOSED
REVISED FD-1c
(no printing at this time)

b6
b7C

PERFORATED
(Preinserted carbon form)

Title

File No.

Date Rec.:

Buded:

Assigned to (date)
Reassigned to (date)

File to be destroyed (date)

File Withdrawn
Letter dated 12/3/74 JC

XEROX COPY of PROPOSED
REVISED FD-1d
(no printing at this time)

12-3-74)
FD-1D (REV. 1-20-58)

☆U.S. GOVERNMENT PRINTING OFFICE: 1972 — 472-391

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP6 6 - 3286 - 1159

ENCLOSURE

Title

File No.

Date Rec.:

Buded:

Assigned to (date)
Reassigned to (date)

☆GPO: 1974—526-513

FD-1C (Rev. 1-20-58)

Title

File No.

Date Rec.:

Buded:

Assigned to (date)
Reassigned to (date)

FD - 1D (REV. 1 - 20 - 58)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1973 — 493 - 148

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4ELW/cal

DEC 10 1974

ENCLOSURE

66-3286-1159

December 5, 1974

PERSONAL

REC 17 66-3276-1160

EX-112

Mr. [redacted]
Federal Bureau of Investigation
San Antonio, Texas

b6
b7C

Dear Mr. [redacted]

The suggestion submitted by Mr. [redacted] and you has been received concerning the use of a form in connection with our new regulations regarding the disposition of certain files. A field survey of a representative number of offices is being made with respect to this proposal and you will be further advised of the final decision.

I appreciate the interest and initiative which you displayed in submitting this idea to me.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 7
DEC 6 1974
FBI

2 - San Antonio
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:mml
(6) (Suggestion 270-75)

NOTE: Based on memorandum J. D. Jamieson to Mr. Jenkins, 12/3/74, re: Destruction of Field Files and Records, Suggestion 270-75 Submitted By Mr. [redacted] and Mr. [redacted] San Antonio Office, ML:mml.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAY 2 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

DEC 11 1974

UNRECORDED COPY FILED IN 66-162-83

b6
b7C

Employee Suggestion
FD-258 (Rev. 9-11-59)

b6
b7C

#2MO-115

11/11/74

To: Director, FBI

From: (Suggester's [redacted]
Chief Clerk
Correlation Clerk [redacted]

Division of Assignment
SAN ANTONIO

SUGGESTION

That the attached form be used by all field offices in recording Office of Origin and OO file number when files are destroyed in an auxiliary office.

Destruction of Bureau Records - Gen

Current practice or rule (Include manual citation as well as facts) SAC Memorandum 52-74(A) dated 11/5/74 contains no requirement for listing of OO. MRR, Part II, Section 3, page 13b (4)(e) states, "Retain file fronts and show identity of OO thereon for reference purposes."

Advantages of suggestion and annual savings (Include basis for estimate)

By use of this form, each field office could correspond directly with OO in the event information in a destroyed file is needed. Without this form the field office involved would be required to correspond with the Bureau, who may or may not be able to furnish the required information since the Bureau is not advised of all investigation conducted in the file. If available at the Bureau, the file may be difficult to retrieve. The retention of file fronts as required by the MRR is impractical as many field offices consolidate their closed files and the file fronts are not available at the time of destruction.

REC 176-3286-116

By use of a carbon, two copies of the form would be prepared. One copy would be filed in front of each respective classification in closed file section; the other list would be maintained in an administrative file created for this purpose.

Disadvantages of suggestion

None.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-29-83

21 NOV 14 1974

12-10

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Chief Clerk
Correlation Clerk

Recommendations and comments of Division Head

Suggestion appears to have considerable merit and it is recommended that it be considered for adoption.

Clark D. Anderson
Signature and Title
SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

Memo Jamieson to Jenkins, 12/3/74, ML:mml
Lets of Appreciatn, 12/5/74, ML:mml

Memo Jamieson to Jenkins 1-10-75 ML:cmb
Letters of appreciation 1-17-75 ML:cmb

XEROX

DEC 11 1974

3-Bureau (Enc. 10)
3-SA (1-66-720)(1-67-[redacted])(1-67-[redacted])

b6
b7C

UNRECORDED COPY FILED IN 66-162-63-

LIST OF DESTROYED FILES

Files listed below have been reviewed and destroyed per Manual of Rules and Regulations, Part II, Section 3. Index cards to be retained for 20 years and then destroyed as encountered. (*) indicates those files in which original FD-302's, signed statements, and evidentiary material retained:

FILE #	00	00 FILE #	FILE #	00	00 FILE #

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4EW/Cal

XEROX

ENCLOSURE

DEC 11 1964

66-32-86-1160

December 5, 1974

PERSONAL

Destruction Of Bureau Records

Mr. [redacted]
Federal Bureau of Investigation
San Antonio, Texas

b6
b7C

General

Dear Mr. [redacted]

I have received the suggestion submitted by Mr. [redacted] and you that a form be approved for use in connection with the latest regulations concerning the disposition of certain files. A field survey is being made regarding this proposal and you will be advised of the final decision in the matter.

The interest and thoughtfulness which prompted you to submit this idea to me are indeed appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

66-3286-1161

REC 17

21 DEC 11 1974

MAILED 7
DEC 6 1974
FBI

2 - San Antonio
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:mml
(6) (Suggestion 270-75)

FBI
MAIL ROOM

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP6 W/ [illegible]

DEC 11 1974

NOTE: Based on memorandum J. D. Jamieson to Mr. Jenkins, 12/3/74, re: Destruction of Field Files and Records, Suggestion 270-75 Submitted By Mr. [redacted] and Mr. [redacted] San Antonio Office, ML:mml.

b6
b7C

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com: ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAR 3 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

UNRECORDED COPY FILED IN 66-163203-1

SAC, Chicago

December 5, 1974

Director, FBI

PERSONAL ATTENTION

66-3296-1162

REC-71

DESTRUCTION OF FIELD FILES AND RECORDS
SUGGESTION MATTER
BUDED 12/18/74

Reference is made to SAC Memorandum 52-74 (A), dated 11/5/74, with the caption, "Destruction of Field Files and Records." On page three of this memorandum, item E. states: "Two lists containing the numbers of files destroyed should be maintained. One list will be filed in front of each respective classification in the closed files section; the other list will be maintained in an administrative file created specifically for this purpose."

A suggestion is under consideration at FBI Headquarters whereby the enclosed form would be used for this purpose. By use of carbon paper, two copies could be prepared for filing as noted above. By having this form for use, field offices could correspond directly with the office of origin in the event information in a destroyed file is needed. The suggesters feel that the retention of file fronts as required by the Manual of Rules and Regulations is impractical as many field offices consolidate their closed files and the fronts are not available at the time of destruction.

You are requested to thoroughly review this matter and submit your comments to the attention of the Suggestion Desk, Training Division by the close of business 12/18/74.

Enclosure
2 - Cincinnati (Enc.) (Personal Attention)
2 - Mobile (Enc.) (Personal Attention)
2 - Philadelphia (Enc.) (Personal Attention)
2 - Phoenix (Enc.) (Personal Attention)
2 - Richmond (Enc.) (Personal Attention)
2 - Tampa (Enc.) (Personal Attention)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

WML:mml
(16)

NOTE: Based on Memorandum J. D. Jamieson to Mr. Jenkins, 12/3/74, re: Destruction of Field Files and Records, Suggestion 270-75 Submitted By Mr. [redacted] and Mr. [redacted] San Antonio Office, ML:mml.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-22-2011 BY SP4 CAL

b6
b7C

MAILED 5
DEC 6 1974
FBI

56 MAR 19 1975

MAIL ROOM [X] TELETYPE UNIT [ ]

XEROX

DEC 11 1974

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: December 3, 1974

FROM : J. D. Jamieson

b6
b7C

SUBJECT: ~~DESTRUCTION OF~~ FIELD FILES AND RECORDS
SUGGESTION 270-75 SUBMITTED BY
MR. [redacted] AND MR. [redacted]
SAN ANTONIO OFFICE

Destruction of Bureau Property - General

SUGGESTION: That the attached form be used by all field offices in recording office of origin (OO) and OO file number when files are destroyed in an auxiliary office.

CURRENT PRACTICE: Suggesters state SAC Memorandum 52-74 (A) dated 11/5/74, regarding this matter contains no requirement for listing of OO. Manual of Rules and Regulations, Part II, Section 3, page 13b, (4), (e) states, "Retain file fronts and show identity of OO thereon for reference purposes."

ADVANTAGES: By having this form for use, each field office could correspond directly with OO in the event information in a destroyed file is needed. Without this form, the field office involved would be required to correspond with the Bureau which may or may not be able to furnish the required information since the Bureau is not advised of all investigations conducted in the file. If available at the Bureau, the file may be difficult to retrieve. The retention of file fronts as required by the Manual is impractical as many field offices consolidate their closed files and the file fronts are not available at the time of destruction. By use of a carbon, two copies of the form would be prepared. One copy would be filed in front of each respective classification in closed file section; the other list would be maintained in an administrative file created for this purpose.

OBSERVATIONS: Inspection Division stated the idea appears valid but it would defer to the judgment of Files and Communications and Training Divisions.

EX-110 REC-71 66-3246-1162

Files and Communications Division noted this form provides for auxiliary offices to list the file number and the identity of the OO for all files destroyed in auxiliary offices in accordance with SAC Memorandum dated 11/5/74. This Division feels, as a result of the recent published file destruction regulations, there may be

Enclosures Sent 12-6-74
ML:mml
(2)

21 DEC 10 1974

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-26-82 BY SP4 EAW/cal

XEROX
DEC 11 1974

ENCLOSURE

TWO

Memorandum J. D. Jamieson to Mr. Jenkins
Re: Destruction of Field Files and Records
Suggestion 270-75 Submitted By
Mr. [redacted] and Mr. [redacted]
San Antonio Office

b6
b7C

several suggestions from the field concerning the creation of a new form or in the event of approval of the above form, modifications of same. In order to prepare a uniform, standard system throughout the field, the Records Section believes it would be practical to survey a representative number of field offices regarding their comments on the proposed format. It was believed such a form should also include the date of destruction and the identity of the Bureau file number, if available.

Due to these observations, Training Division believes the idea should be acknowledged and a survey made of a representative number of field offices to obtain their comments before final action is taken.

RECOMMENDATIONS: (1) That the attached letters be forwarded to the suggesters advising them of the action which is being taken. That final action be held in abeyance pending the results of this survey.

(2) That the attached letter be forwarded to a number of our field offices to obtain their thoughts regarding this matter.

December 31, 1974

PERSONAL

REC-74 66-3286-1163

EX-105

Mr. [redacted]
Federal Bureau of Investigation
Mobile, Alabama

b6
b7C

Dear Mr. [redacted]

Thank you for your suggestion concerning a method of insuring that certain data appears on our index cards. I thought you would be interested to know that the problem to which you have reference is already being addressed as part of a trial study being conducted among a selected number of our field offices. A decision will be made after the results of the study have been assessed.

Your thoughtfulness and initiative in providing me with your observations are indeed appreciated.

Sincerely yours,

G. M. Kelley

Clarence M. Kelley
Director

MAILED 10
DEC 31 1974
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 [illegible]

UNRECORDED COPY FILED IN

2 - Mobile
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

b6
b7C

JER:cmb
(6)

(Suggestion 394-75)

NOTE: Suggests that prior to destruction of an investigative file at end of 5 or 10 years, whichever is appropriate, the indices card(s) relating to file in question be pulled and identity of office of origin (OO) be noted thereon and, also, that all descriptive data pertaining to subject of case be placed on the card(s). If adopted, OO should be indicated on each original index card prepared.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

JAN 7 1975 TJJ TJF

XEROX

JAN 7 1975

CONTINUED - OVER

GPO 954-546

b6
b7C

Mr. [redacted]

NOTE (Continued)

SAC McNiff, Mobile Office, stated that the idea would be beneficial from an investigative standpoint; however, from a practical standpoint, it would be very time-consuming to pull the indices cards, review the files and then transpose data to the cards. He stated his office does not have necessary clerical manpower to implement the idea and he was sure the same conditions existed in larger offices. For these reasons he did not recommend adoption.

Training Division noted that a trial study (California Project) is being conducted among the four California offices plus the Chicago, Las Vegas Phoenix and Portland Offices, to determine the feasibility of destroying auxiliary office files after the case has been referred upon completion (RUC'd) In connection with this project, the means of insuring that the office of origin i noted on the indices card and up-dating the card with available identifying data is also being studied since it will be necessary for retrieval of information if the case file is no longer available. This project is to continue until approximately 2/5/75 after which the results of the study will be evaluated. For these reasons, no further action is necessary on the current suggestion.

Employee Suggestion
FD-252 (Rev. 9-11-59)

394-75

Date: 12/17/74

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA JOEL R. HITT	MOBILE DIVISION

SUGGESTION that prior to destruction of investigative files at end of 5 or 10 yrs., whichever is appropriate, indices card(s) relating to the file be pulled and office of origin be typed thereon and it be insured that all descriptive data available in file pertaining to the subject is placed on the card. If adopted, it is suggested that at time of preparation of original indices card, office of origin be indicated thereon.

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as facts) Bureau Memo 52-74 dated 11/5/74, sets forth a file and record destruction program for the field, basically setting forth that auxiliary office investigative files can be

(Continued Next Page)

Advantages of suggestion and annual savings (include basis for estimate) Assume that after destruction of a file info is received necessitating investigation of an individual. Indices check shows prior file on person with same name. Office may be able to determine subject to be non-identical with subject of prior investigation from info appearing on indices card. If this occurs in 5 to 10 yr. period of original investigation and another office was 00 in old investigation, office receiving info causing a new investigation would know prior 00 and could go to that office for background info, investigative leads, etc. Estimate of annual savings unknown but it can be seen that instances where identifying number(s) is available from indices card NCIC should be checked, leads to 00 could be set forth, thereby possibly eliminating extensive investigation, etc.

Disadvantages of suggestion

Suggestion, if adopted, would require additional clerical time in the typing of office of origin on indices card, if not already shown and additional identification data if available in file on indices card.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss Joel R. Hitt

JOEL R. HITT, Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head

From an investigative standpoint, I believe it would be beneficial to have information mentioned by suggester placed on indices cards; however, (cont'd next page)

Philip A. McNiff, SAC

Signature and Title

ENCLOSURE

(Do not write in this space - for Bureau use only)

66-32806-1165

RECEIVED

DEC 23 1974

FBI

XEROX

JAN 7 1975

Letter of Appreciation 12-31-74

8-26-88 BY SP4 MEW CO

1/8/75

17 DEC 23 1974

3-Bureau

3-Mobile (1-66-922)(1-67-3526)(1-66-1116) JRH:jh (6)

EXECUTED DEC 23 1974

UNRECORDED COPY FILED IN

Current Practice or rule (Continued)

destroyed in 5 years except where Bureau is office of origin. In origin cases and Bureau origin cases, investigative files are destroyed in 10 years except in Security classifications.

* * *

Recommendations and comments of Division Head (Cont'd)

from a practical standpoint I can see where it would be very time-consuming to pull the cards, look through the files and thereafter type appropriate information. I know our office does not have the clerical manpower to do this and I am sure larger offices would have similar problem. In view of this, I recommend against adoption.

4-528

66-3286 - 1164
1165

CHANGED TO

66-19159 - 3
4

MAR 24 1975

dhl / cg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4ELW1
Cal

January 6, 1975

PERSONAL

REC-25 66-3286-1160

EX-112

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Jacksonville, Florida

Dear Mr. [redacted]

Your suggestion has been received that Form FD-77 be amended to include certain information regarding the destruction of files. I thought you would be interested to know that several proposals have been received concerning methods for handling this procedure and a form is now on trial in one of our offices to ascertain if it would serve the intended purpose. A final decision will be made after the results of the trial are received.

Although prior action was being taken in this regard, I appreciated having the benefit of your observations.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 7
JAN 6 1975
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-88 BY SP4 CLW

b6 b7C

2 - Jacksonville
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
ML:cmb
(6) (Suggestion 396-75)

NOTE: Suggests two lines be added to Form FD-77 (Dictation Slip) to include the Agent's recommendation for destruction of a file. Sample attached.

Training Division opposes adoption of this idea at the present time since a form is being used on a six-month trial basis in the Los Angeles Office

58 JAN 16 1975

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAIL ROOM ☑ TELETYPE UNIT ☐

CONTINUED - OVER

GPO 954-546

Mr. [redacted] b6 b7C

NOTE (Continued)

at the present time. The trial period began 11/21/74. There have been several other proposals regarding methods for handling this procedure; therefore, it is believed no further action is necessary until the results of the trial are received.

Employee Suggestion
FD-2[illegible] (Rev. 9-11-59)

396-75 b6 b7C

Date 12/17/74

To: Director, FBI	From: (Suggester's name)	Division of Assignment JACKSONVILLE

SUGGESTION

A FORM

Two lines be added to the FD-77 (Dictation Slip) to include the Agent's recommendation for destruction (see attached).

OF FILES

DESTRUCTION of BUREAU RECORDS

GENERAL

Current practice or rule (Include manual citation as well as facts) Bureau memorandum 52-74 instructs that the case Agent is responsible to advise stenographer of the destruction information orally at the time of dictation.

Advantages of suggestion and annual savings (include basis for estimate)

The adoption of this suggestion would serve as a uniform basis throughout the Bureau and insure that the destruction date is given to stenographers at time of dictation and/or rough-drafting.

10 ENCLOSURE - 9 dut Suggests me

REC-25 66-3286-1166

EX-112

1-8-75

DEC 24 1974

Disadvantages of suggestion

None known.

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head

I have reviewed this suggestion and it appears to have considerable merit. It is recommended it be adopted.

Charles E. Price
Assistant Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-26-82 BY SP1 MLW CAL

Letter Approved 1-6-75 MC:cmb

DEC 30 1974

Dictation Slip
FD-77 (Rev. 10-13-66)

File No.	Agent

☐ Expedite _____ Buded ☐ RUC ☐ Closed ☐ Pending

☐ Dictation * ☐ Rough Draft ☐ Dictaphone ☐ Prepare FD-217

☐ Letter ☐ Airtel ☐ Stencil ☐ Copy Work (pages) _____
☐ Report ☐ Insert ☐ Memo Form Nos. ☐ FD-302 ☐ _____

☐ Copies to _____

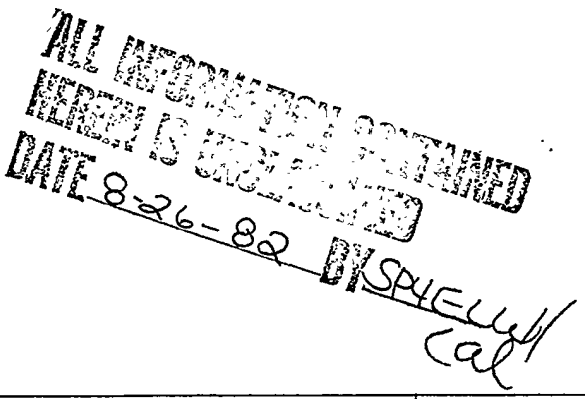
☐ Original to _____

☐ Copies _____

Date typed _____ Routed by _____

Remarks:
DESTROY AFTER __ 90 days __ 120 days __ 1 yr.
__ 5 yrs. __ 10 yrs. __).

(Destruction information to be inserted at asterick.)



Steno or Typist	Date

GPO : 1971 O - 451-023

64-3286-1166
ENCLOSURE

SAC, Albany

12/24/74

PERSONAL ATTENTION

Director, FBI

DESTRUCTION OF FIELD FILES AND RECORDS

Bureau Record

GENERAL

The Bureau has received several suggestions that Forms FD-1C and FD-1D (Assignment Cards) be appropriately revised to provide space to enter the date for destruction of the case file involved. This is to aid in implementing the new file destruction program set out in SAC Memorandum 52-74 (A) dated November 5, 1974.

Please be advised that action has already been taken to appropriately revise the forms in question and they will be made available to the field as soon as they are printed.

1 - Each Assistant Director (Personal Attention)
1 - All Offices (Personal Attention)
JER:cmb
(4)

b6
b7C

NOTE: As the result of a suggestion submitted by Mrs. [redacted] of the Miami Office on 11/11/74, Assignment Card Forms (FD-1C and FD-1D) are being amended to include space to enter date case file in question is eligible for destruction. Some delay is encountered as these forms must be printed by Government Printing Office. Since Suggestion Desk has to date received at least six suggestions proposing same action, it is felt letter should be sent to field to forestall any other duplicative submissions.

REC-50 66-3286-1167

MAILED
DEC 26 1974
FBI

DEC 27 1974

DATE 8-26-82

XEROX

JAN 3 1974

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM 1975 TELETYPE UNIT

GPO 954-546

UNRECORDED COPY FILED IN 66-3286-1167

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : MR. WALSH

DATE: 1/8/75

FROM : L. C. GROOVER

SUBJECT: DISPOSITION OF MATERIAL CONCERNING SENATE APPROPRIATION HEARINGS

b6
b7C

On 12/24/74, [redacted] staff assistant, Senate Appropriations Subcommittee, who retired effective 12/31/74, turned over to me for destruction the following material relating to our hearings before the Subcommittee in connection with the supplemental request for fiscal year 1971 and regular requests for fiscal years 1972, 1973 and 1974.

Supplemental request - fiscal year 1971

Original transcript with exhibits and corrections after the Bureau's review.

fiscal year 1972

1) Steno tapes of hearings; 2) copies of transcript before corrections and without exhibits; 3) one Xerox copy of transcript after corrections and without exhibits; and 4) one Xerox copy of transcript with exhibits and corrections after Bureau's review.

fiscal year 1973

66-3286-

1) Steno tapes of hearings; 2) five copies of transcript before corrections and without exhibits.

NOT RECORDED
170 APR 22 1975

18 APR 18 1975

fiscal year 1974

1) Steno tapes of hearings; 2) summary of Acting Director Gray's statement before the Subcommittee which was provided to the Subcommittee prior to the hearings; 3) copy of Acting Director Gray's prepared statement which was given to the Chairman during the hearings; 4) "first run" of transcript; 5) transcript "masters" from which copies were made; 6) discarded pages of masters and transcript and notes for correcting transcript; 7) two copies of transcript before corrections and without exhibits; 8) one Xerox copy of transcript with corrections after review by Bureau but without exhibits; 9) receipt dated 4/6/73 from [redacted] to Reynolds Reporting Service for transcript, tapes, notes, first run of transcript, masters, carbons and waste; and 10) receipt dated 4/6/73 from [redacted] for original and one copy of transcript.

70 MAY 5 1975

LCG:jmb

b6
b7C

REVIEW IS COMPLETED
DATE 8-26-82 BY SP4 ELLWOOD...

3-Feb

Destruction of Bureau Property

Misc

62-74438-1

ENCLOSURE

b6
b7C

L. C. GROOVER TO MR. WALSH MEMO
RE: DISPOSITION OF MATERIAL CONCERNING SENATE APPROPRIATION.....

Mr. [redacted] advised that the foregoing material is of no further value to the Subcommittee and he wanted to turn it over to the FBI for destruction prior to his retiring. He noted that each of the hearings had been held in executive session and that all of the material bears classifications ranging from confidential to top secret.

This material has been reviewed and it contains no data of interest to us. We already have copies of the transcripts before and after corrections were made. The steno tapes and other miscellaneous items are of no significance.

RECOMMENDATION:

b6
b7C

That we be authorized to destroy the material listed in this memorandum as requested by [redacted] Senate Appropriations Subcommittee.

SAC, Albany

1/16/75

Director, FBI

PERSONAL ATTENTION

Duncan Boards - Hdqs

DESTRUCTION OF FIELD FILES AND RECORDS

Reference is made to SAC Memorandum 52-74 (A), dated November 5, 1974, under the same caption.

Item E on page 3 of referenced SAC Memorandum is amended to require that only one list be maintained of the files destroyed in each classification and that it be kept at the beginning of each respective classification in the closed files section. Maintenance of a duplicate list in an administrative file set up specifically for that purpose will be optional. Manual changes follow.

You may reproduce this communication to meet the needs of pertinent personnel in your office.

D

2 - All Offices (Personal Attention)
1 - Mr. Callahan
1 - Mr. Jenkins
1 - Mr. Adams
1 - Each Assistant Director
JER:cmb cmb
(4)

EXCISED

REC 44 66-3286-1166

NOTE: Based on memorandum J. D. Jamieson to Mr. Jenkins, 1/16/75, Re: Destruction of Field Files and Records, JER:cmb.

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAIL ROOM ☐ TELETYPE UNIT ☐

MAILED JAN 20 1975 FBI

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12 JAN 21 1975

8-26-82 BY SP6 LW/Cal

JAN 24 1975

JAN 29 1975

Smith 5382 Austin

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GPO 954-546

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : SAC, Albany

DATE: 1/16/75

PERSONAL ATTENTION

FROM : Director, FBI

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Reference is made to SAC Memorandum 52-74 (A), dated November 5, 1974, under the same caption.

Item E on page 3 of referenced SAC Memorandum is amended to require that only one list be maintained of the files destroyed in each classification and that it be kept at the beginning of each respective classification in the closed files section. Maintenance of a duplicate list in an administrative file set up specifically for that purpose will be optional. Manual changes follow.

You may reproduce this communication to meet the needs of pertinent personnel in your office.

2 - All Offices (Personal Attention)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4EWlcal

XEROX
JAN 24 1975

66-3256-1168

UNRECORDED COPY FILED IN

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 1/16/75

FROM : J. D. Jamieson

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

SAC Memorandum 52-74 (A), dated November 5, 1974, and entitled as above advised the field of newly adopted, more simplified file destruction procedures.

Among the instructions set forth in the SAC Memorandum was one to the effect that two lists containing the numbers of the files destroyed should be maintained. One list is to be filed in front of each respective classification in the closed files section; the other list is to be maintained in an administrative file created specifically for this purpose.

From the various comments, the field has enthusiastically received the new procedure; however, several questions have been posed as to the need for maintaining the duplicate list of files destroyed in an administrative file set up solely for this purpose. The tenor of these comments has been that the administrative file is cumbersome and unnecessary duplication of effort inasmuch as one list is already maintained at beginning of each classification in closed files.

The matter has been discussed with a dozen offices (Alexandria, Baltimore, Dallas, Las Vegas, Los Angeles, Phoenix, Portland, Richmond, Sacramento, San Diego, San Francisco and Washington Field Offices) and only one, Dallas, favored maintaining the administrative file because it has done so even before the new procedure was instituted. One office, San Diego, was opposed to maintaining either list feeling that the file fronts could be retained and the necessary notations made thereon. The other 10 offices felt the second copy of the destruction list was overcontrol and unnecessary duplication.

EX-110 REC 44 66-3276-1169

In view of these comments, it is felt there is validity to the arguments of the majority of the field offices enumerated above and the instruction should be amended to require maintenance of only the list kept in front of each classification in closed files. However, inasmuch as one office apparently has a procedure of long-standing by which it maintains an administrative file on files destroyed, it is felt the maintenance of the duplicate list could be made optional.

JAN 21 1975

Enclosure Sent 1/20/75

JER:cmb
(2)

JAN 24 1975

CONTINUED - OVER

FBI 55 JAN 29 1975

RECORDED COPY FILED IN

Memorandum J. D. Jamieson to Mr. Jenkins
Re: Destruction of Field Files and Records

RECOMMENDATIONS: (1) That, in connection with the current procedures for destruction of files in field offices, they be required to maintain only the list of files destroyed at the beginning of each classification in closed files section. The maintenance of the duplicate list in an administrative file set up for that purpose be left to the discretion of the individual office.

(2) On approval, the attached Letter to Albany and All Offices be approved and sent.

(3) Manuals Desk, Training Division will make the necessary change.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 1/10/75

FROM : J. D. Jamieson

b6
b7C

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
SUGGESTION 270-75 SUBMITTED BY
MR. [redacted] AND MR. [redacted]
SAN ANTONIO OFFICE
Form FD-478

Reference is made to my memorandum to you with the above caption dated 12/3/74 regarding the proposal that a form (sample attached) be used by all field offices in recording office of origin (OO) and OO file number when files are destroyed in an auxiliary office. Destruction of Bureau Property - General Rule 5B2

It was recommended and approved that a field survey be made regarding this matter. The results of that survey are now available. Chicago Office recommended another column be added to the form entitled "Date Destroyed" and the form, when the page is filled, would go to the administrative file and classification file. As files are destroyed, date could be inserted on the two forms and lists would be in numerical order with date of destruction available. Cincinnati submitted a form which it has been experimenting with for the same purpose (sample attached showing how the system works). Mobile, Phoenix and Richmond recommended adoption of original form submitted. Philadelphia and Tampa wanted to retain the file fronts which already have most of the information noted on them; however, this takes up extra space in each field office.

REC-31 66-3286-1170

This matter has been discussed with Washington Field Office and Baltimore Office. The latest instructions regarding the destruction of files calls for the two lists to be maintained at the beginning of each classification and in an administrative file. It is believed the system being used by the Cincinnati Office would be more efficient than any other being considered. The format has been amended to include "Date Destroyed" as mentioned previously and the asterisk and notation regarding those files in which original FD-302s, signed statements and evidentiary material retained has been deleted. This would be noted on the file front and until all items in the file have been destroyed or in the case of evidence returned to the OO, it would not be marked off of the proposed form.

Training Division believes this system will be beneficial to all offices and will provide uniformity in handling this procedure.

1 MAR 13 1975

RECOMMENDATIONS: (1) That the amended proposed form be approved and the attached letters be forwarded to the suggesters advising them of this fact.

ENCLOSURE ATTACHED

FD-478 amended to form + letter sent to FBI Forms Desk. 1/15/75

Enclosures (2)
ML:cmb

1 ENCLOSURE
Sent 1-14-75 mc

0 MAR 28 1975

MAR 14 1975

CONTINUED - OVER

RECORDED COPY FILED IN 66-3286-1170

b6
b7C

(2) On approval, Training Division will make the necessary manual revisions to alert the field to the form and Forms Management Desk will take the steps to have the form prepared for issuance to the field.

8-27-82
SP4EWW
CAL

66-3286-1170

ENCLOSURE

FD-478 (1-10-75)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Sec.3, and SAC Memorandum 52-74(A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered.

Date

CLASSIFICATION -

AMENDED PROPOSED FORM FOR APPROVAL

File #	00	00 File #	Date Destroyed	File #	00	00 File #	Date Destroy
		check with dictation tape from D'year file	1 year?			Appeal and Exit right take from here	1 year
10				60			
11				61			
12				62			
13				63			
14				64			
~~15~~ Duplicate				65			
16				66			
17				67			
18				68			
19				69			
20				70			
21				71			
22				72			
23				73			
24				74			
25				75			
26				76			
27				77			
28				78			
29				79			
30				80			
31				81			
32				82			
33				83			
Duplicate ~~34~~				84			
35				85			
36				86			
37				87			
38				88			
39				~~89~~ Duplicate			
40				90			
41				91			
~~42~~				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			
50				Show on 1.00			

This page contains file numbers from _____ Thru _____

FD-478 (1-10-75)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section 3, and SAC Memorandum 52-74 (A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
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32				82			
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39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			
50				00			

This page contains file numbers from _____ thru _____

PRINTED FD-478

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-27-82 BY SP4 CAL

Routing Slip
0-7 (Rev. 12-17-73)

(Copies to Offices Checked)

TO: SAC:

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico

TO LEGAT:

- ☐ Beirut
- ☐ Bern
- ☐ Bonn
- ☐ Brasilia
- ☐ Buenos Aires
- ☐ Caracas
- ☐ Hong Kong
- ☐ London
- ☐ Madrid
- ☐ Manila
- ☐ Mexico City
- ☐ Ottawa
- ☐ Paris
- ☐ Rome
- ☐ Singapore
- ☐ Tel Aviv
- ☐ Tokyo

Date 3/12/75

RE: FORM FD-478
LIST OF FILES DESTROYED
FBI FORM BOOK

☒ For information ☐ Retention optional ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____

Remarks: Re SAC Memorandum 52-74 (A) 11/5/74, and Teletype to All SACs and All LEGATS 1/29/75 "Destruction of Field Files and Records."

Enclosed is a supply of Form FD-478 designed for use in procedure mentioned above. Bear in mind, however, latest instructions set out in referenced teletype.

Requisitions for additional copies of FD-478 should not be submitted at this time.

b6
b7C

[redacted]
Forms Management Desk
Training Division

Enc.
Bufile
Urfile

PRINTED ROUTING SLIP

file Units 11/10/75 Memo
DK

Example

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Sec. 3 and SAC Memorandum 52-74(A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered. (*)indicates those files in which original FD-302s, signed statements and evidentiary material retained

CLASSIFICATION 26

File #	OO	OO File #	File #	OO	OO File #
201			251		
02			52		
03			53		
04			54		
05			55		
06			56		
07			57		
08			58		
09			59		
10			60		
11			61		
12			62		
13			63		
14			64		
15			65		
16			66		
17			67		
18			68		
19			69		
~~20~~	MM	26-827	70		
21			71		
22			72		
23			~~73~~	JK	26-53
24			74		
25			75		
26			76		
27			77		
28			78		
29			79		
30			80		
31			81		
32			82		
33			83		
34			84		
35			85		
36			86		
37			87		
38			88		
39			89		
40			90		
41			91		
42			92		
43			93		
44			94		
45			95		
46			96		
47			97		
48			98		
49			99		
250			300		

ALL INFO CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 8-24-93 BY

This page contains file numbers from 26 201 Thru 300

Example

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Sec. 3 and SAC Memorandum 52-74(A) dated 11-5-74. Index cards to be retaine 20 years and then destroyed as encountered. (*)indicates those files in which original FD-302s, signed statements and evidentiary material retained

CLASSIFICATION 26

File #	OO	OO File #	File #	OO	OO File #
101			151		
02			52		
03			53		
04			54		
05			55		
06			56		
07			57		
08			58		
09			59		
10			60		
11			61		
12			62		
13			63		
14			64		
15			65		
16			66		
17			67		
18			68		
19			69		
20			70		
21			71		
22			72		
~~23~~ *	PG	26-6704	73		
24			74		
25			75		
26			76		
27			77		
28			78		
29			~~79~~	CE	26-3332
30			80		
31			81		
32			82		
33			83		
34			84		
35			85		
36			86		
37			87		
38			88		
39			89		
40			90		
41			91		
~~42~~			92		
43			93		
44			94		
45			95		
46			96		
47			97		
48			98		
49			99		
150			200		

DESTROYED
8-27-82
DATE

This page contains file numbers from 26 101 Thru 200

Example

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Sec.3 and SAC Memorandum 52-74(A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered. (*)indicates those files in which original FD-302s, signed statements and evidentiary material retained

CLASSIFICATION 26

File #	OO	OO File #	File #	OO	OO File #
01			51		
02			52		
03			53		
04			54		
05			55		
06			56		
07			57		
08			58		
09			59		
10			60		
11			61		
12			62		
13			63		
14			64		
~~15~~	LS	26-123	65		
16			66		
17			67		
18			68		
19			69		
20			70		
21	[illegible]		71		
22	[illegible]		72		
23	[illegible]		73		
24	[illegible]		74		
25	[illegible]		75		
26	DATE 8-27-82 DISPOSED		76		
27			77		
28			78		
29			79		
30			80		
31			81		
32			82		
33			83		
~~34~~ *	CG	26-5846	84		
35			85		
36			86		
37			87		
38			88		
39			~~89~~	MP	26-824
40			90		
41			91		
42			92		
43			93		
44			94		
45			95		
46			96		
47			97		
48			98		
49			99		
50			100		

This page contains file numbers from 26 1 Thru 100

EXAMPLE OF METHOD USED BY CINCINNATI OFFICE UTILIZING SIMILAR FORM

January 13, 1975

PERSONAL

Destruction of Bureau Property - General

Mr. [redacted]
Federal Bureau of Investigation
San Antonio, Texas

b6
b7C

Dear Mr. [redacted]

Reference is made to the suggestion submitted by Mr. [redacted] and you concerning the use of a form in connection with our new regulations regarding the disposition of certain files. The results of the survey are now available and it has been decided a form similar to the one proposed will be approved for use in handling this procedure. Steps will be taken to place this system into effect.

I did not want this opportunity to pass without expressing my appreciation to you for bringing this matter to my attention.

Sincerely yours,

REC-31 66-3286-1171

C. M. Kelley

14 MAR 14 1975

Clarence M. Kelley
Director

MAILED 7
JAN 14 1975
FBI

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

2 - San Antonio
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:cmb
(6) (Suggestion 270-75)

b6
b7C

NOTE: Based on memorandum J. D. Jamieson to Mr. Jenkins, 1/10/75, Re: Destruction of Field Files and Records, Suggestion 270-75 Submitted By Mr. [redacted] and Mr. [redacted] San Antonio Office, ML:cmb

MAR 18 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

DATE 8-27-82 BY SP4EW/cal

GPO 954-546

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Associate Director
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

TO : Mr. LaPrade

DATE: 1-17-75

FROM : H. R. Hauer

SUBJECT: PURGING OUT-OF-SERVICE PERSONNEL FILES
Destruction of Bureau Records

Attached memorandum R. G. Hunsinger to Mr. Walsh, 11-18-74, captioned as above recommended that Files and Communications Division purge out-of-service Special Agent and clerical personnel files after they are one year old (except those involved in litigation) and that we retain only those records designated as "permanent" in accordance with the Federal Personnel Manual and results of all background investigation. Recommendation was approved.

A conference was held on 1-10-75 with Deputy Associate Director, James B. Adams, and representatives of the Administrative, Files and Communications Division, and Office of Legal Counsel to discuss guidelines and procedures to be followed in implementing the purging of these files.

Mr. Adams proposed that the out-of-service Agent files be purged before the out-of-service clerical files since they are generally more voluminous than most clerical files and a greater savings of filing space will be realized. A logical purging procedure commencing with the files at the beginning of the alphabet and continuing systematically was decided as the most logical and practical approach. No material would be purged from any file involved in current litigation.

In 1969, Archives made Records Retention Plan (describing records which must be retained indefinitely) for Bureau. Plan requires that personnel folders of officials occupying positions of Assistant Director and above be retained indefinitely. Accordingly, these files will not be purged.

Out-of-service files containing memoranda relative to adverse administrative action resulting in suspension or dismissal will be forwarded to the Personnel Section, Administrative Division, for a determination as to retention

ENCLOSURE
Enclosure

66-3286-

NOT RECORDED
191 JUL 28 1976

JUL 26 1976

1 - Mr. Jenkins
1 - Mr. Adams
1 - Mr. Walsh
1 - Mr. McDermott
1 - Mr. Mintz

PFS:bpr
(8)

55 AUG 26 1976

CONTINUED - OVER

LEGAL COUNSEL
PERS. REC. UNIT THREE

ORIGINAL FILED IN 66-3286-5

of material. Thereafter, memoranda flagged for retention will be placed in a personnel inquiry file under the individual's name and filed in the Personnel Records Unit. Since the Statute of Limitations for filing a civil action against the United States is six years, personnel inquiry files will be destroyed after six years. Some of this material, such as inquiries into possible violation of law, may require Archival authority for destruction. Prior to destruction of such material, a determination would be made.

Files and Communications Division estimates we currently have approximately 117,000 out-of-service files, of which about 12,000 are Agent files. A recent three-day survey was conducted concerning purging out-of-service Agent files in accordance with the standards set forth in referenced memorandum and it was determined that a GS-5 clerk averaged five Agent files per day. It is believed this average would gradually increase with experience and following the creation of a Purge Unit for this specific purpose which, of course, will be a continuing operation.

In order to implement recommendation that out-of-service personnel files be purged, it is imperative that additional clerical employees be assigned to Files and Communications Division. It is our estimate that 23 clerical employees will be necessary and it is just not possible for Records Section to reassign current on-board employees to this work since we are already operating at a very substantial level below our authorized quota. It is anticipated that GS-5 employees currently on duty in Records Section will be reassigned to the Purge Unit being created in the Personnel Records Unit and it is essential that they be replaced by new employees. Proposed job descriptions, including a clerical supervisor, will be promptly submitted.

RECOMMENDATIONS:

1. That purge of out-of-service personnel files commencing with Agent files alphabetically be instituted by Files and Communications Division.

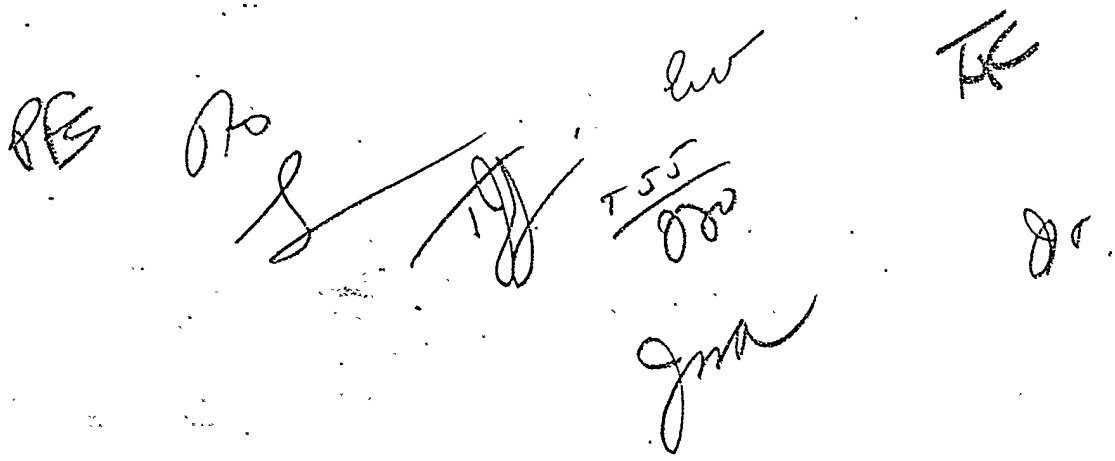
2. That appropriate action be taken by Administrative Division to assign necessary clerical employees to Files and Communications Division for replacement of clerical employees who will be assigned to the new Purge Unit.

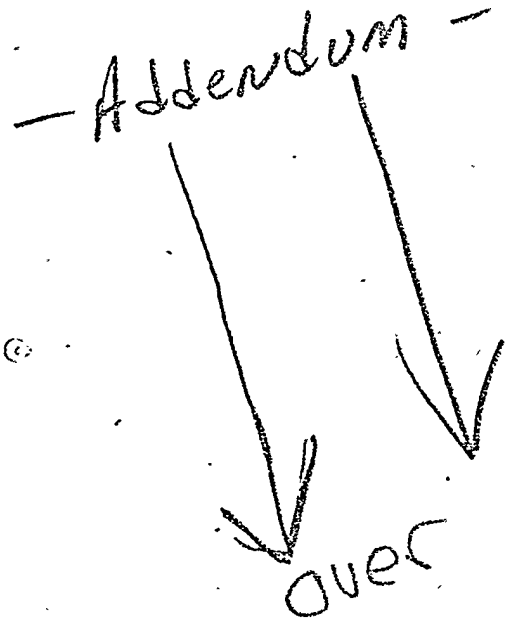
OVER

Memo Hauer to LaPrade
Re: Purging Out-Of-Service Personnel Files

RECOMMENDATIONS: (Continued)

3. That a new classification be designated for personnel inquiries on FBI employees and that classification 186 be assigned.





ADDENDUM OF LEGAL COUNSEL DIVISION THB:ms 1/24/75

This memorandum has been reviewed by Legal Counsel Division. It is not necessary to notify General Services Administration (GSA) of the destruction of the records proposed in view of provisions set forth in the Federal Personnel Manual (FPM). Chapter 293 of FPM deals with general policies governing agency records and files. Subchapter 1 states authority for agencies to dispose of certain classes of personnel records, including those designated as "temporary" is contained in GSA, General Records Schedule 1, published in the Federal Property Management Regulations, (FPMR) 101-11.4. A check of this section of the FPMR shows the authorized disposition for all copies of correspondence and forms maintained as "temporary" records is by disposal on (1) transfer of employee to another agency (2) separation of the employee, or (3) when one year old, whichever is earlier. This is distinquished from the "Official Personnel Folder," which other agencies must, on separation of employee, transfer to the Federal Records Center, St. Louis. Memorandum of R.G. Hunsinger to Mr. Walsh dated 11/18/74, captioned as instant memorandum, states we have authority to retain the official Personnel Folder of separated employees as opposed to forwarding to a Federal repository.

This and the above mentioned memorandum state our "permanent" records will be retained and that purging will be of "temporary" records from Out of Service Personnel Files. The above cited provisions of the FPM and FPMR authorize us to dispose of these records without notification to GSA.

CODE TELETYPE IMMEDIATE

1-29-75

FEDERAL BUREAU OF INVESTIGATION
COMMUNICATIONS SECTION

JAN 29 1975

TO ALL SACS AND ALL LEGATS

FROM DIRECTOR FBI

DESTRUCTION OF ~~FIELD FILES AND~~ Bureau RECORDS.

IN ACCORDANCE WITH PROPOSED INVESTIGATION AND General STUDY OF GOVERNMENT OPERATIONS WITH RESPECT TO INTELLIGENCE ACTIVITIES, CONGRESSIONAL LEADERS HAVE REQUESTED THE BUREAU NOT TO DESTROY, REMOVE FROM OUR POSSESSION OR CONTROL, OR OTHERWISE DISPOSE OR PERMIT DISPOSAL OF ANY RECORDS OR DOCUMENTS WHICH MIGHT HAVE A BEARING ON SUBJECTS UNDER INVESTIGATION. ACCORDINGLY, UPON RECEIPT OF THIS COMMUNICATION, RECIPIENTS ARE INSTRUCTED TO HOLD IN ABEYANCE ANY RECORDS DESTRUCTION PROGRAM PREVIOUSLY APPROVED BY STATUTE OR REGULATIONS. FURTHER INSTRUCTIONS IN THIS MATTER WILL BE ISSUED UPON RECEIPT.

1 - Foreign Liaison Unit (sent direct)
1 - Mr. Callahan (sent direct)
1 - Mr. Jenkins (sent direct)
1 - Mr. Adams (sent direct)
1 - Each Assistant Director (sent direct)
PFS:bpr
(19)

NOTE: Reference letter to the Director dated 1-27-75 from Hugh Scott, Republican Leader, and Mike Mansfield, Majority Leader, United States Senate.

ORIGINAL FILED IN 62-116395-26

FEB 28 1975

66-3286

NOT RECORDED
FEB 28 1975

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4 EW/CAL

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAR 5 1975

COM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6
5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. LaPrade

DATE: 1/29/75

FROM : H. R. Hauer

SUBJECT: DISPOSITION OF MATERIAL CONCERNING SENATE APPROPRIATION HEARINGS

Reference memorandum L. C. Groover to Mr. Walsh dated 1/8/75 captioned "Disposition of Material Concerning Senate Appropriation Hearings."

On 1/21/75, Mrs. [redacted] Archivist, Records Disposition Division, National Archives and Records Service, who handles records disposition for the Department of Justice, was contacted personally with a hypothetical question concerning the attached memorandum. Mrs. [redacted] advised that the records schedule for the Congress, both Senate and House of Representatives, and the Judicial Branch of the Government are handled separately from the Executive Branch. She said her records do not show the House of Representatives turning any records over to Archives; however, the Senate has in the past done so. They are obliged to retain their original records; however, hearings and other matters within the Subcommittees and the papers resulting from therein are sometimes considered work papers and after the information has been published, are destroyed or disposed of in other ways. She said record copies of material furnished by the FBI to Committees or Subcommittees on the Hill concerning various matters such as budgetary material would be the copies maintained permanently by the FBI, in so far as the FBI is concerned. She further advised that in connection with Senate or House of Representatives records, Jane Smith, Director, Civil Archives Division, Mark Eckhoff, Chief of the Legislative, Judicial and Fiscal Branch, Civil Archives Division, or George Perros, Head of the Legislative Section of the Archives, would be the appropriate people to contact.

66-3286-

NOT RECORDED
170 APR 22 1975

It is noted that some of the material listed in referenced memorandum was given in executive session and presumably not published. Based on conversation with Mrs. [redacted] it would appear that this could then be considered as records material. In view of this, it is not felt that this material should be destroyed.

b6
b7C

SEE ADDENDUM ADMINISTRATIVE DIVISION PAGE 3

APPROVED: 5 MAY 1975 (3) 8-22-80 BY SP4 ECW/CAL

CONTINUED - OVER

ORIGINAL FILED IN

Memorandum H. R. Hauer to Mr. LaPrade
Re: Disposition of Material Concerning Senate Appropriation Hearings

RECOMMENDATION:

That the material named in the attached memorandum not be destroyed.

b6
b7C

ADDENDUM ADMINISTRATIVE DIVISION LCG:jmb , 2/18/75

In view of recommendation by the Files and Communications Division that the material received from [redacted] Senate Appropriations Subcommittee, not be destroyed, it is recommended that this material be turned over to the Files and Communications Division for retention.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. LaPrade

DATE: 1-31-75

FROM : H. R. Hauer

SUBJECT: DESTRUCTION OF FILES AND RECORDS
FILES AND COMMUNICATIONS DIVISION

Assoc. Dir. ____
Dep. AD-Adm. ____
Dep. AD-Inv. ____
Asst. Dir. ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

As you are aware, Senate Majority Leader Mike Mansfield and Republican Leader Hugh Scott, in a letter to the Director dated 1-27-75, requested the Bureau not to destroy, remove from our possession or control, or otherwise dispose or permit the disposal of any records or documents which might have a bearing on subject's under investigation proposed by Senate. Accordingly, Files and Communications Division is holding in abeyance any destruction program previously approved by statute or regulation and has issued instructions to all field offices and Legats to do likewise until clarification of above request is received. Recommend Office of Legal Counsel prepare letter to Senators Mansfield and Scott asking clarification of their request and whether or not it includes existing destruction procedures previously approved by the Archivist of the United States.

Regulations of the National Archives and Records Service (NARS), General Services Administration, which are based on Title 44, Chapter 33, Sections 3301 and 3302, U. S. Code, govern the type of material which we must maintain. NARS regulations also govern what material may be destroyed. Record material is described as including "all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U. S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of data contained therein." Our destruction programs are conducted in compliance with NARS regulations to conserve space and manpower. In those instances where we have more than one copy of a communication it is our policy to file only the original of the communication and to destroy any copies when they no longer serve a useful purpose. Examples follow:

1 - Mr. Callahan
1 - Mr. Jenkins
1 - Mr. Adams
1 - Mr. Mintz
1 - Mr. Ash

PFS:bpr
(8)

46-3286-
NOT RECORDED
46 FEB 28 1975

21 FEB 28 1975

TWO

CONTINUED - OVER

Memo Hauer to LaPrade
Re: Destruction of Files and Records
Files and Communications Division

Identification Division has purge-type projects in both the criminal and civil fingerprint files involving the destruction of certain fingerprint cards and related name index cards, primarily duplicate-type cards on persons considered inactive because of age.

Insofar as destruction of material by Files and Communications Division is concerned, files, index cards, and related material over 25 years old maintained at FBI Headquarters pertaining to unfounded allegations of subversive activities, membership in subversive organizations, subversive sympathies and tendencies on the part of individuals and organizations are approved for destruction by NARS when investigations revealed allegations predicated upon rumor, nebulous complaints and nonspecific allegations from which no prosecutive action occurred. Archival authority has been obtained to destroy FBI Headquarters files in connection with Interstate Transportation of Stolen Motor Vehicles cases, Selective Service Act cases, Destruction of Aircraft or Motor Vehicles cases (provided no prosecution results from the inquiries conducted and the case had been closed ten years);

and Archival authority has been obtained for destruction of files at FBI Headquarters in unknown subject cases in which there was no criminal prosecution (no time limit set regarding the destruction of unknown subject cases).

In addition to the above authority for the outright destruction of FBI Headquarters records, Archival authority has also been obtained to microfilm any closed criminal file after the case has been closed for ten or more years. Thereafter, the paper records may be destroyed. We currently have on hand 38,601 index cards to be destroyed which pertain to paper record material which has been destroyed previously under NARS regulations and authority.

In addition, personnel files concerning employees who have been separated more than one year are reviewed and temporary records contained therein which no longer serve a useful purpose are purged and only those permanent records as described in the Federal Personnel Manual are retained in the official personnel folder.

Also files, index cards and related material, over 15 years old, maintained at FBI Headquarters relating to laboratory examinations requested by various local,

state and Federal law enforcement organizations in cases other than FBI cases wherein positive identification was not effected are also purged. These files no longer possess sufficient reference or evidentiary value to merit retention.

Administrative and noninvestigative records maintained in the various field offices of the Federal Bureau of Investigation are purged also. This material is retained in the field offices until necessary action has been taken or it has served its purpose.

RECOMMENDATION:

That Office of Legal Counsel prepare an appropriate reply to Senators Mansfield and Scott to determine if their request not to destroy records and documents was intended to include the destruction programs enumerated above.

Document sent SSC Staff

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Cleveland

DATE: 2-11-75

FROM : D. H. Young

SUBJECT: H. R. 2070
94TH CONGRESS, 1ST SESSION
Destruction of Bureau Records - General

H. R. 2070 (Attached) introduced 1-23-75, by Charles H. Wilson (D-CA) and referred to Committee on the Judiciary.

Bill directs Director, FBI, to permit any Member of Congress, upon request, to examine any file maintained by FBI, indexed to such Member of Congress, unless exempt from examination under Bill. No later than 60th day following such examination, FBI shall destroy such file without divulging information in such file to any person. Likewise, any file subject to examination under Bill shall be destroyed by FBI, whether or not such examination takes place or requested.

File not subject to examination or destruction under Bill if file maintained by FBI as part of investigation into alleged violation by such Member of Congress of a specific criminal law for purposes of prosecution, but FBI shall in such case give notice, not later than 6 months after opening file, to Speaker of House of Representatives or President pro tempore of Senate, as appropriate, of fact such file being maintained. File not exempt from examination if maintained more than 3 years after enactment of Act and no criminal charges or indictment filed.

File not subject to examination if maintained by FBI as part of background investigation of such Member of Congress for consideration for appointive position in executive or judicial branches, but FBI shall in such case give prompt notice to Speaker of House or President pro tempore of Senate. Exemption does not apply if file maintained more than 6 months and Member of Congress has not been nominated to office for which considered.

CONTINUED - OVER

Enclosure

1 - Mr. Gebhardt
1 - Mr. Mintz
1 - Mr. Cleveland
1 - Mr. Young
1 - Mr. Egan

66-3286-

NOT RECORDED
46 MAR 12 1975
FEB 26 1975

RHE:mem
(6)
58 MAR 17 1975

ENCLOSURE
ENCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-27-82 BY SP4

ORIGINAL FILED IN 66-3286-5063

Memorandum to Mr. Cleveland
Re: H. R. 2070
94th Congress, 1st Session

OBSERVATIONS: Bill, if enacted, would have serious impact on phases of work of General Investigative and Special Investigative Divisions. Disclosure of requested information would adversely affect investigative effectiveness of FBI. Individuals, including some Members of Congress, cooperate with the FBI because they feel their information will not be revealed to the person investigated and disclosure of their information would adversely affect ability of FBI to obtain their cooperation in the future. The current atmosphere in Congress makes opposition to this Bill difficult.

ACTION: Route to Legal Counsel.

WVC
CRS

94TH CONGRESS
1ST SESSION

H. R. 2070

IN THE HOUSE OF REPRESENTATIVES

JANUARY 23, 1975

Mr. CHARLES H. WILSON of California introduced the following bill; which was referred to the Committee on the Judiciary

A BILL

To require the destruction of certain files maintained by the Federal Bureau of Investigation with respect to Members of Congress, and to require notice to the Speaker of the House of Representatives and the President pro tempore of the Senate of certain other such files.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That, notwithstanding any other provision of law, the Director of the Federal Bureau of Investigation is directed to permit any Member of Congress to examine any file or other record maintained by the Federal Bureau of Investigation and indexed or identifiable to such Member of Congress, upon the request of such Member, unless such file is exempt

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4 EWJ CAL

ENCLOSURE

66-3286

from such examination under section 2. Not later than the sixtieth day following the date such examination is concluded, the Director of the Federal Bureau of Investigation is directed to destroy any file so examined, without divulging the information contained in such file to any person. The Director of the Federal Bureau of Investigation is directed to destroy promptly, without divulging the contents of such file to any person, any file subject to examination by a Member of Congress under this section, whether or not such examination takes place or is requested, but no such file shall be destroyed prior to ninety days after the date of the enactment of this Act.

SEC. 2. (a) No file shall be subject to the examination of a Member of Congress or destruction under the first section of this Act if such file is maintained by the Federal Bureau of Investigation as a part of an investigation into the alleged violation by such Member of Congress of a specific criminal law for the purposes of prosecution, but the Director of the Federal Bureau of Investigation shall, in the case of each file so maintained, give notice not later than six months after the commencement of the maintenance of that file to the Speaker of the House of Representatives (in the case of a Member of that House) or the President pro tempore of the Senate (in the case of a Member of that House) of the fact

that such file is being maintained. No file shall be exempted under this subsection from examination and destruction under the first section of this Act if such file has been maintained for any period greater than three years after the date of the enactment of this Act and no criminal charges or indictment have been filed in court during such three years against the Member to whom such file is identifiable or indexed.

(b) No file shall be subject to the examination of a Member of Congress or destruction under the first section of this Act if such file is maintained by the Federal Bureau of Investigation as a part of an investigation into the background of such Member of Congress to assist in the consideration of such Member for any appointive position in the executive or judicial branches of the Federal Government, but the Director of the Federal Bureau of Investigation shall, in the case of each file so maintained, give prompt notice to the Speaker of the House of Representatives (in the case of a Member of that House) or the President pro tempore of the Senate (in the case of a Member of that House) of the fact that such file is being maintained and of what appointive office is involved. No file shall be exempted under this subsection from examination and destruction under the first section of this Act if such file has been maintained for a period greater than six months, and the Member of Congress to

whom it is identifiable or indexed has not been nominated to the office required to be mentioned in the notice given to the Speaker of the House of Representatives or the President pro tempore of the Senate under this subsection.

94TH CONGRESS
1ST SESSION

H. R. 2070

A BILL

To require the destruction of certain files maintained by the Federal Bureau of Investigation with respect to Members of Congress, and to require notice to the Speaker of the House of Representatives and the President pro tempore of the Senate of certain other such files.

By Mr. CHARLES H. WILSON of California

JANUARY 23, 1975

Referred to the Committee on the Judiciary

12

66-3286 —

Date: February 10, 1975

To: Mr. John R. Whalen
Director, Office of Security
ACTION, Room 336-T
806 Connecticut Avenue, N. W.
Washington, D. C. 20525

From: Clarence M. Kelley, Director

Subject: DESTRUCTION OF FBI REPORTS

Your letter of February 3, 1975, has been carefully reviewed and this Bureau has no objection to your destruction, by burning or other method of complete destruction, of Federal Bureau of Investigation investigative material furnished directly to ACTION.

1 - General Investigative Division (Attention: Mr. Hetherington)

NOTE: See attached letter from Mr. John R. Whalen requesting permission to destroy FBI investigative material in their possession. We have previously advised other agencies that it is satisfactory for them to destroy copies of our reports which we have furnished them provided the disposal method meets with one of the approved methods of destruction of classified material such as burning or maceration.

JPB:dlw
(6)

62-114508 — 11

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DATE 8-27-82 BY SP4 EW

ACTION
WASHINGTON, D.C. 20525

February 3, 1975

Mr. Clarence M. Kelley
Director
Federal Bureau of Investigation
Washington, D. C. 20535

ATTENTION: Name Check Section

Destruction of Bureau Property General

The ACTION Office of Security intends to remove all investigative reports and memoranda of other agencies from security files before retirement to a Federal Record Center. May Federal Bureau of Investigation investigative material furnished directly by the FBI to ACTION be destroyed (by burning) at that time, or must it be returned to the FBI? A record will be maintained by ACTION of all reports destroyed.

FBI investigative material furnished directly to ACTION by the Civil Service Commission will, of course, be returned to the CSC according to the ACTION-CSC Agreement.

Respectfully yours,

John R. Whalen
Director
Office of Security

62-114508-11

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66-3286-

NOT RECORDED
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Act
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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. J. B. Adams

DATE: 2-14-75

FROM : Legal Counsel

SUBJECT: SENSTUDY - 75
LETTER FROM SENATORS MANSFIELD AND SCOTT
RE DESTRUCTION OF RECORDS - general
JANUARY 27, 1975

In a letter to Mr. Kelley dated 1-27-75, Senators Mike Mansfield (D - Mont.) and Hugh Scott (R - Pa.) requested we not destroy any documents or files that may be of interest to the Senate in the forthcoming hearings on intelligence activities.

A memorandum from H. R. Hauer to Mr. LaPrade dated 1-31-75 captioned "Destruction of Files and Records, Files and Communications Division," pointed out that our destruction program is governed by the Federal Records Act of 1950 and regulations of the National Archives and Records Service. Our current practice is to destroy files over 25 years old relating to subversive activities which are based on unsubstantiated allegations and have not resulted in prosecution. Criminal files over 10 years old are reduced to microfilm and the paper records are destroyed. In addition, all duplicate copies of communications are destroyed when they no longer serve a useful purpose. The Files and Communications Division asked the Legal Counsel Division to determine whether the Senators' request applied to our current destruction program. Mr. Callahan noted "Discuss with SSC staff."

On 2-10-75 Inspector J. B. Hotis, Legal Counsel Division, met with William G. Miller, Staff Director, Senate Select Committee on Intelligence Activities, concerning this matter. Miller was told that our destruction program has been suspended until we can determine whether any documents are involved that might be of interest to the Committee. Miller said he doubted that the Committee would inquire into intelligence matters that were over 25 years old but asked that we withhold destruction of files until he consulted with Senator Church. He said he would contact us later this week.

Enclosures (2) - Sent 2-19-75

66-3286-
NOT RECORDED
46 MAR 25 1975

1 - Mr. Callahan
1 - Mr. Adams
1 - Mr. Jenkins
1 - Mr. Mintz
1 - Mr. Farrington
1 - Mr. McDermott
1 - Mr. Ash
1 - Mr. Wannall
1 - Mr. Bowers
1 - Mr. Hotis

57 MAR 27 1975

JBH:mbk (11)

(CONTINUED - OVER)

ORIGINAL FILED IN 62-116395-1

DATE 8-22-88 BY SP4 EW

Memorandum to Mr. J. B. Adams
Re: SENSTUDY
Letter from Senators Mansfield and Scott
Re Destruction of Records; 1-27-75

Attached are letters to Senators Mansfield and Scott acknowledging their letter to the Director and advising them that we have suspended our destruction program until the matter is clarified.

RECOMMENDATION:

That the attached letters to Senators Mansfield and Scott be sent.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
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UNITED STATES GOVERNMENT

Memorandum

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Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: February 20, 1975

FROM : J. D. Jamieson

1) Manuals Desk
(2) The Mitchell
(3) Bear, 6138 JEH-FBI Bldg.
(4) T. Cahi, 1-B-355 JEH-FBI Bldg.

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS gen.

Form FD-479

SAC Memorandum 52-74 (A) dated 11/5/74 and captioned as above set forth a new file destruction program to be followed in the field.

By letter 11/14/74, the Los Angeles Office proposed use of a form to be used as a top serial in each closed file for the purpose of either setting forth the date the file would be eligible for destruction under the newly established criteria or, if it were to be retained, the appropriate justification for its retention.

Los Angeles was instructed by letter dated 11/21/74 to place the proposed form on trial for a 6-month period to evaluate its usefulness. If, however, it became apparent earlier that the form was functioning to the satisfaction of the office, the trial could be cut short and appropriate recommendations made.

Information received from various sources indicated the complete feasibility of such a form, so Los Angeles was instructed to terminate the trial after three months and submit its request for approval of the form.

By letter 2/10/75, Los Angeles submitted the form for approval, modified to include two additional check-off boxes so that provision would be made to cover every retention period involved in our file destruction criteria.

Since the format would be useful to all offices, it is now proposed that it be approved for use field wide. A sample of the proposed form is attached modified to include the pertinent manual citation.

66-3286-

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170 APR 22 1975
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RECOMMENDATIONS:

1. That the attached form be approved for use as a top "floating" serial in each closed file.

FD-479 assigned to forms + notes in Mgt. Proc. Book 4/24/75 JA

Enclosure

2 ENCLOSURES NOT RECORDED

1 - Files and Communications Division, Att.: Mr. Awe, 5644 JEH-FBI Bldg. (sent direct)
(4 copies)

57 APR 28 1976

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4 EL W/Carl

ORIGINAL FILED IN 66-162623-237

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-103

RECOMMENDATIONS: (continued)

2. On approval, Forms Management Desk, Training Division, will take appropriate action to place the form into effect.

3. Also on approval, Manuals Desk, Training Division, will make the necessary manual changes.

1 -
1 -
1 -
1 -

February 19, 1975

1 - Mr. Ash
1 - Mr. Wannall
1 - Mr. Mintz
1 - Mr. Farrington
1 - Mr. Bowers
1 - Mr. Hotis

Honorable Mike Mansfield
United States Senate
Washington, D. C. 20510

66-32566

Dear Senator Mansfield:

We have received the letter of January 27, 1975, with enclosure, from you and Senator Hugh Scott which requests that we not destroy or otherwise dispose of any records or documents relating to a forthcoming Senate investigation of intelligence activities.

Our procedures regarding the destruction of documents in our files are governed by the Federal Records Act of 1950 and regulations of the National Archives and Records Service. It is our current policy to destroy all records over twenty-five years old pertaining to subversive activities which were based on unsubstantiated allegations and did not result in prosecutive action. In addition, all criminal files over ten years old are reduced to microfilm and the original records are destroyed. We also destroy the duplicate copies of all documents when these copies no longer serve a useful purpose.

Upon receipt of your letter, we immediately suspended our destruction program and are attempting to determine whether any documents are involved that might relate to matters set out in section 2 of Senate Resolution 21. We also contacted William G. Miller, Staff Director, Senate Select Committee on Intelligence Activities, who advised us that he will consult with Senator Church and advise us accordingly.

You may be assured that we are taking every possible measure to preserve those records or documents relating to intelligence activities that might be of interest to the Senate. It is certainly our intention to cooperate fully with the Select Committee in this very important inquiry.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
FEB 19 1975
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(See NOTE next page)

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DATE 8-27-82 BY SP4 ELW/CAL

GPO 954-546

UNRECORDED COPY FILED IN

Honorable Mike Mansfield
United States Senate
Washington, D. C. 20510

NOTE: See memorandum Legal Counsel to Mr. J. B. Adams dated 2-14-75 captioned "SENSTUDY, Letter from Senators Mike Mansfield and Hugh Scott re Destruction of Records, 1-27-75," JBH:mbk. Neither Senator Mansfield nor Senator Scott is on the Bureau's mailing list.

1 - Mr. Callahan
1 - Mr. Adams
1 - Mr. Jenkins
1 - Mr. McDermott

February 19, 1975

1 - Mr. Ash
1 - Mr. Wannall
1 - Mr. Mintz
1 - Mr. Farrington
1 - Mr. Bowers
1 - Mr. Hotis

46-32856

Honorable Hugh Scott
United States Senate
Washington, D. C. 20510

Dear Senator Scott:

We have received the letter of January 27, 1975, with enclosure, from you and Senator Mike Mansfield which requests that we not destroy or otherwise dispose of any records or documents relating to a forthcoming Senate investigation of intelligence activities.

Our procedures regarding the destruction of documents in our files are governed by the Federal Records Act of 1950 and regulations of the National Archives and Records Service. It is our current policy to destroy all records over twenty-five years old pertaining to subversive activities which were based on unsubstantiated allegations and did not result in prosecutive action. In addition, all criminal files over ten years old are reduced to microfilm and the original records are destroyed. We also destroy the duplicate copies of all documents when these copies no longer serve a useful purpose.

Upon receipt of your letter, we immediately suspended our destruction program and are attempting to determine whether any documents are involved that might relate to matters set out in section 2 of Senate Resolution 21. We also contacted William G. Miller, Staff Director, Senate Select Committee on Intelligence Activities, who advised us that he will consult with Senator Church and advise us accordingly.

You may be assured that we are taking every possible measure to preserve those records or documents relating to intelligence activities that might be of interest to the Senate. It is certainly our intention to cooperate fully with the Select Committee in this very important inquiry.

Sincerely yours,

Clarence Kelley

Clarence M. Kelley
Director

MAILED 6
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FBI

ORIGINAL FILED IN 62-116395-25

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(See NOTE next page)

GPO

Honorable Hugh Scott
United States Senate
Washington, D. C. 20510

NOTE: See memorandum Legal Counsel to Mr. J. B. Adams dated 2-14-75 captioned "SENSTUDY, Letter from Senators Mansfield and Hugh Scott re Destruction of Records, 1-27-75," JBH:mbk. Neither Senator Mansfield nor Senator Scott is on the Bureau's mailing list.

MIKE MANSFIELD
MONTANA

United States Senate
Office of the Majority Leader
Washington, D.C. 20510
January 27, 1975

Honorable Clarence M. Kelley
Director, Federal Bureau of Investigation
Washington, D. C. 20535

Dear Mr. Director:

As you may be aware, the Senate is to conduct an investigation and study of government operations with respect to intelligence activities. The scope of the investigation is set out in S. Res. 21, a copy of which has been enclosed for your information.

We are writing to request that you not destroy, remove from your possession or control, or otherwise dispose or permit the disposal of any records or documents which might have a bearing on the subjects under investigation, including but not limited to all records or documents pertaining in any way to the matters set out in section 2 of S. Res. 21.

Sincerely yours,

HUGH SCOTT, REPUBLICAN LEADER

MIKE MANSFIELD, MAJORITY LEADER

Enclosure

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66-3286-
NOT RECORDED
46 MAR 7 1975

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Read to LaPrade by phone 6 pm 1/28/75 and requested no destruction of any 30 files until further notice.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Legal Coun. ____
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Director Sec'y ____

TO : Mr. J. B. Adams

DATE: 3/10/75

FROM : Legal Counsel

SUBJECT: TESTIMONY BY THE ATTORNEY GENERAL AND THE DIRECTOR BEFORE THE SUBCOMMITTEE ON CIVIL RIGHTS AND CONSTITUTIONAL RIGHTS, FEBRUARY 27, 1975

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4E/W/Cal

On March 10, 1975, Associate Deputy Attorney General James Wilderotter advised me that the Attorney General had called him this morning and requested a memorandum to be prepared by the FBI interpreting Executive Order 10450 and practices of the FBI under the Order. Mr. Wilderotter said that he understands that the Attorney General will have the FBI's memorandum referred to the Department's Office of Legal Counsel for review and analysis before final submission of both memoranda to the Attorney General.

Mr. Wilderotter also said that the Attorney General mentioned that the Director had said to the Attorney General on several occasions that he would approve the destruction of certain material in FBI files if that were possible. The Attorney General asked that a plan for destruction of material in FBI files should be prepared setting out the standards and criteria that might be used and the mechanics that would be involved.

I discussed with Mr. Wilderotter the temporary prohibition against destroying anything in our files imposed by requests we have received from Senator Mansfield and Congressman Albert, and Mr. Wilderotter agreed that such temporary requests should be maintained, but that they should not interfere with the preparation of an appropriate plan as requested by the Attorney General.

62-116435
1 - Mr. McDermott
1 - Mr Cleveland
1 - Mr. Farrington
1 - Mr. Hotis
1 - Mr. Mintz

JAM:mfd
(7)

66-3256 —
NOT RECORDED
141 APR 17 1975

APR 8 1975

MAY 6 1975

CONTINUED - OVER

Memorandum to Mr. Adams
Re: Testimony by the Attorney General
and the Director, etc.

The two requests from the Attorney General grew out of the testimony before the Edwards Committee even though they are not specifically included in the list of requests made officially by the Committee on the day of the testimony.

RECOMMENDATIONS:

1. That the Special Investigative Division prepare an appropriate memorandum to the Attorney General concerning Executive Order 10450 and FBI practices pursuant to that Order.

2. That the Files and Communications Division prepare an appropriate memorandum to the Attorney General describing a plan for destruction of material in FBI files as requested by the Attorney General.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
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UNITED STATES GOVERNMENT

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Director Sec'y ___

TO : Mr. J. B. Adams

DATE: 3-12-75

FROM : Legal Counsel

SUBJECT: SENSTUDY
DESTRUCTION OF BUREAU FILES
AND RECORDS

Re my memorandum to you dated 2-14-75.

As indicated in referenced memorandum, the Bureau's program concerning destruction of files and records has been suspended until we can determine whether it involves any documents that might be of interest to the Senate Select Committee on Intelligence Activities.

We contacted William G. Miller, Staff Director for the Committee, and he asked that we withhold further destruction of files until the Committee Counsel, who had not been appointed at that time, had an opportunity to review the matter. Mr. F. A. O. Schwarz 3d, a New York attorney, was recently named the Committee's Chief Counsel. It is recommended that representatives of the Files and Communications Division and the Legal Counsel Division meet with Mr. Schwarz and Mr. Miller at the earliest opportunity to resolve this matter.

RECOMMENDATION:

That representatives of the Files and Communications Division and the Legal Counsel Division meet with the Chief Counsel and Staff Director of the Senate Select Committee on Intelligence Activities to determine whether the Bureau's destruction program can be reinstituted.

66-3286

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4EW1

1 - Mr. Callahan
1 - Mr. Adams
1 - Mr. Jenkins
1 - Mr. McDermott
1 - Mr. Ash
1 - Mr. Wannall
1 - Mr. Mintz
1 - Mr. Farrington
1 - Mr. Leavitt
67 MAY 12 1975
JBH:dkg (10)

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OPTIONAL FORM NO. 10
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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. McDermott

DATE: 3-28-75

FROM : H. R. Hauer

SUBJECT: GENERAL ACCOUNTING OFFICE (GAO) REVIEW OF FBI OPERATIONS

In response to A. B. Fulton memorandum to Mr. W. R. Wannall dated 3-4-75, on captioned matter; data pertaining to the Files and Communications Division regarding maintenance of information resulting from FBI investigations, are listed below.

The records retention plan for FBIHQ generally provides for the microfilming but continuing retention of criminal files after 10 years old, and the indefinite retention of security matters except for investigations which were instituted on non-specific complaints of subversive activities which were never corroborated through investigation. Any extention of the Bureau's destruction or purging procedures would have to be approved by the National Archivist. Regulations of the National Archives and Records Service, General Services Administration, which are based on Title 44, Chapter 33, Sections 3301 and 3302, U. S. Code, govern the type of material which we must maintain.

Specific authority governing the FBI's destruction of information obtained from domestic intelligence investigations was granted by Archives on 10-3-72 and 5-11-73. This specifically relates to records that consisted of nebulous complaints and non-specific allegations for which there were no prosecutions and the material was over 25 years old.

Specific authority governing the FBI's destruction of information obtained from criminal investigations currently relates to several basic areas. Specifically, Archival authority was initially granted on 7-9-52 to destroy criminal investigative

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58 JUL 23 1975

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files which had been closed and inactive for 10 or more years after adequate microphotographic copies were obtained. Thereafter, approval was granted on 8-23-57 for destruction of Interstate Transportation of Stolen Motor Vehicles Act investigations over 10 years old in which no prosecution resulted. On 7-28-70, approval was granted for destruction of Sabotage of Aircraft and Destruction of Aircraft or Motor Vehicle investigations over 10 years old in which no prosecution resulted. On 11-12-70, approval for destruction was granted for cases in which no prosecution resulted because identities of perpetrators were not developed during investigation. On 10-3-72, approval was granted for destruction of miscellaneous material over 5 years old including correspondence from the public, letters of complaints and referrals, and newspaper articles in which no prosecution was undertaken. On 5-11-73, approval was granted to destroy Laboratory matters over 15 years old wherein positive identification was not affected.

RECOMMENDATION:

That this memorandum be forwarded to the Intelligence Division to be incorporated with other data being obtained in this matter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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Director's Sec'y ___

TO : Mr. McDermott

DATE: March 31, 1975

FROM : H. R. Hauer

SUBJECT: TESTIMONY BY THE ATTORNEY GENERAL AND THE DIRECTOR BEFORE THE SUBCOMMITTEE ON CIVIL RIGHTS AND CONSTITUTIONAL RIGHTS FEBRUARY 27, 1975

Destruction of Bureau Records - General

My memorandum to you of 3-18-75, captioned as above, set forth information concerning the destruction of certain material in FBI files. Attached to my memorandum were a cover memorandum from the Director to the Attorney General enclosing a letterhead memorandum on this same subject. The letterhead memorandum contained, as the last paragraph, a statement that the letterhead memorandum is the property of the FBI and its contents were not to be distributed outside the agency to which it was sent. Mr. Kelley has inquired as to the use of the last paragraph of the letterhead memorandum. He has also inquired regarding certain material maintained in 62, 63 and 94 classification files.

With respect to the Director's inquiry regarding the inclusion of the last paragraph of the letterhead memorandum, it is noted the Stenographer's Manual for FBI Headquarters, Part 2, Section 3, Page 5, indicates wording of this nature should be included on letterhead memoranda being forwarded outside the FBI. It has been determined the general practice at FBIHQ is to use such wording in letterhead memoranda being forwarded to the Department in those instances where it can be anticipated the content of the letterhead memorandum will be disseminated outside the Department. Since this is the practice and since it does not seem the information contained in the letterhead memorandum would be disseminated beyond the Department, the last paragraph of the letterhead memorandum has been deleted.

With respect to the Director's inquiries concerning certain material being filed in the 62, 63 and 94 files, it is true the majority of the record material retained by the FBI concerning Members of Congress, prominent individuals and other private citizens which does not directly involve a matter of investigative interest or responsibility of the FBI is filed in the 62, 63 and 94 files. At the

CONTINUED - OVER

1 - Mr. Cleveland (sent direct)
1 - Mr. Adams (sent direct)
1 - Mr. Farrington (sent direct)
1 - Mr. Hotis (sent direct)
1 - Mr. Mintz (sent direct)
Enclosure
HRH:jtw (8)

66-3286-
NOT RECORDED
170 APR 10 1975

APR 22 1975

ORIGINAL FILED IN 62-116229-

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-19-81 BY 6383 VET/ca

LEGAL COUNSEL

present time we have approximately 305 six-drawer filing cabinets of 62 files; 43 six-drawer filing cabinets of 63 files; and 110 six-drawer filing cabinets of 94 files. Each six-drawer filing cabinet contains an estimated 30,000 pages of material; therefore, the 458 cabinets house approximately 13,740,000 pages of material. The material contained in these 62, 63 and 94 files covers a multitude of matters and is not limited solely to information which does not involve matters of investigative interest or responsibility of the FBI. In order to purge the 62, 63 and 94 files of the type of material which is of current concern, it would be necessary to conduct a very detailed review of each file in these classifications since many of the files are of a general nature and contain information and material which would be inappropriate for purging. An experienced employee who is required to do a detailed review of documents can be expected to review approximately 10 pages per hour. Based on this estimate which was obtained from FOIA Unit, it would take an astronomical amount of time to review the material contained in our 62, 63 and 94 files (687 man years, based on 8 hours per day, 5 days per week, 50 work weeks per year).

With respect to purging the 62, 63 and 94 files, it must be kept in mind, and it is imperative all parties understand, that under no circumstances would such a purge remove from FBI files all of the material of the type that is of concern. This is because material of the type that is of concern has without question in some instances been placed in other than 62, 63 and 94 files, such as, additions to files in other classifications already in existence. The only way to retrieve all such information would be by a serial-by-serial review of our entire file holdings.

A question also arises as to whether the FBI has the authority to purge the 62, 63 and 94 files of all material that does not involve a matter of investigative interest or responsibility of the FBI. This question comes about since the Retention Plan for Records of the FBI, as prescribed by the National Archives and Records Service, specifically states "Reports on crimes involving, and other records (emphasis added) concerning, the Presidents and Vice-Presidents of the United States, members of and delegates elected to the Congresses of the United States, cabinet heads, judges and other officials appointed by the President" must be retained indefinitely. When considering the "and other records" portion of the aforementioned quotation, it seems a legitimate question can be raised as to whether or not the FBI can dispose of certain material that can undoubtedly be found in the 62, 63 and 94 files, even though such information does not directly pertain to a matter of investigative interest or responsibility of the FBI. This question would, of course, have to be resolved with the Archivist prior to any purge being undertaking by the FBI.

The end result of all of this could very well be that the FBI would undertake a very substantial purge project and, in the final analysis, would not purge the very material that is involved in the issue presently being considered, unless the Archivist modifies his standards for records retention.

This brings us back to the point where the modification of our dissemination rules to conform with approved guidelines to be drawn seems to be the most practical solution to the problem.

The letterhead memorandum to the Attorney General has been rewritten to include information concerning data contained in 62, 63 and 94 files. The statement concerning the letterhead memorandum being the property of the FBI has been removed.

RECOMMENDATION:

That the attached letterhead memorandum be forwarded to the Attorney General for his information and consideration.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: April 1, 1975

FROM : W. M. Mooney

SUBJECT: RECORDS MANAGEMENT
SUGGESTION 565-75 SUBMITTED BY
MR. [redacted]
PHILADELPHIA OFFICE

b6
b7C

SUGGESTION: That field offices continue review of closed files for destruction and those files meeting current file destruction requirements as set forth in the Manual of Rules and Regulations, Part II, Section 3, particularly investigative files, be removed from the closed file section of offices and placed in appropriately marked storage cartons which would be kept in location other than with closed files, but readily available if needed in connection with proposed investigation and study of Government operations with respect to intelligence activities referred to in BUtel, 1/29/75. Files held in this manner can be so indicated on Form FD-478 (List of Files Destroyed) by placing an asterisk beside the number.

CURRENT PRACTICE: Suggester states Records Destruction Rules are being held in abeyance apparently for indefinite period as per instructions received in above-mentioned BUtel to all offices.

b6
b7C

ADVANTAGES: Mr. [redacted] notes that in the recent past, current rules regarding file destruction has enabled field offices to require space in proper sequence or classification through destroying files where space is needed, thus continuously providing space for current files as they become closed out. For Philadelphia Office and no doubt many others should this destruction program be held in abeyance for any length of time current files being closed will need to be filed out of classification sequence or else additional space and equipment will be needed to keep them in any kind of order. By removing files the Bureau has already determined to be of no current value, investigative wise, space will continue to be available to file recent closed files which are referred to from time to time for investigation purposes. At such time as the ban on destroying investigative files is lifted, the files accumulated in cartons can easily be burned without further review.

OBSERVATIONS: SAC Baker, Philadelphia Office, stated this appears to be an excellent idea and one that would benefit all field offices.

APR 8 1975

70 APR 18 1975

66-3286-

NOT RECORDED
102 APR 9 1975

Enclosure

ML:dk
(2)

(Continued - Over)

ORIGINAL FILED IN 66-4629-2nd SUB A

Memorandum W. M. Mooney to Mr. Jenkins
Re: Records Management
Suggestion 565-75 Submitted by
Mr. [redacted] b6 b7C
Philadelphia Office

Files and Communications Division feels this proposal is practical and adoption of same would prevent an accumulation of project work at the termination of the above-mentioned moratorium. In fact, this Division has received several informal requests from the field regarding the proposed procedure; and in each instance, the appropriate field office was advised that the segregation of material to be destroyed would not be in violation of instructions from the congressional committee. If approved, Files and Communications Division will handle the appropriate notification to the field.

Training Division agrees with the idea as it appears a practical solution to the problem and the files will still be available as needed.

RECOMMENDATIONS: (1) That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact.

(2) On approval, this memorandum will serve as the authority for the Records Management Unit, Files and Communication Division to take the action necessary to place the idea into effect.

May 6, 1975

PERSONAL

REC 8 66-3286-1173

Miss [redacted]
Federal Bureau of Investigation
Jackson, Mississippi

b6
b7C

Dear Miss [redacted]

Your suggestion has been received that we discontinue the use of Form FD-479 in favor of inscribing the date of destruction for the file on the file copy of the communication closing the case or referring it on completion. I thought you would be interested to know that the procedure you propose is already covered in the Manual of Rules and Regulations. The form to which you refer was created in response to requests by some field offices and was adopted after a trial for use on an optional basis. Manual changes to this effect are forthcoming.

Although your idea was not adopted, I appreciate the interest which led you to submit it to me.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY

MAILED 7
MAY 6 1975
FBI

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Legal Coun. ___
Telephone Rm. ___
Director Sec'y ___

2 - Jackson
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted]

b6
b7C

JER:dk
(6) (Suggestion 646-75)

NOTE: Suggests we discontinue use of Form FD-479, Files and Records Destruction Order, and, instead, place date for destruction of files on file copy of serial closing the case or referring it on completion adjacent to the status.

10 MAY 8 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

(NOTE cont. page 2)

GPO

Miss [redacted] b6 b7C

NOTE: (Continued)

As noted above in reply to suggester, Manual of Rules and Regulations, Part II, Section 3, item 3, D, 8, a, already provides for noting destruction date of file (or that it be retained plus justification for retention) on serial closing case or referring it on completion. Form FD-479 was created in response to field requests and after a trial period in Los Angeles Office. Its use is optional and it is provided for convenience since it is recognized that some offices have devised other means to flag destruction or retention of file such as stamping file cover or noting on closing serial as described above. Instructions setting forth optional use of FD-479 are in process of being printed in Manual of Rules and Regulations and will be distributed with next revision.

Employee Suggestion
FD-252 (Rev. 9-11-59)

646-75

b6
b7C

Date
4/25/75

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Jackson

SUGGESTION Destruction of Bureau Records - General

Discontinue the use of FD-479 "Files and Records Destruction Order". FORM

Place the date of destruction on the memorandum, letter or report that RUC's or closes the file next to the status.

i.e.: FROM: SAC, JACKSON (C) (D.D. 4/25/85)

Current practice or rule (Include manual citation as well as facts)

FD-479 issued 2/20/75 to record the date a file is to be destroyed.

Advantages of suggestion and annual savings (include basis for estimate)

The destruction date is designated at the time of dictation and can be approved by the supervisor when he approves the closing communication. This also can be posted to the assignment card at the same time the assignment card is posted.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4 EL/Cal

REC 8 66-3286-1153

EX-114

5 APR 29 1975

40 APR 29 1975

Disadvantages of suggestion

None known.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any kind against me, my heirs, or assigns upon the United States. I understand that I will be considered for and justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester Chief Clerk

Recommendations and comments of Division Head

This is an excellent suggestion which will result in considerable saving of storage space through the elimination of an additional serial in each closed case. The practice suggested by Miss [redacted] Chief Clerk of Jackson Division, is the practice and resulted from All-Employees Conference when the destruction rule introduced. The savings in dollars through elimination of unnecessary form could be considerable. I recommend adoption.

Special Agent in Charge

(Do not write in this space - for Bureau use only)

b6
b7C

Donald T. Sullivan

Lett apprec
JER:dk
5/6/75

66-3286-

April 3, 1975

PERSONAL

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Philadelphia, Pennsylvania

Dear Mr. [redacted]

Thank you very much for the suggestion regarding a method for handling and storing certain files during a particular period. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

I want to take this opportunity to express my appreciation to you for giving me the benefit of your thoughts on this matter.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

b6
b7C

MAILED 7
APR 4 1975
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4EW

2 - Philadelphia
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mr. [redacted]
ML:dk
(6) (Suggestion 565-75)

NOTE: Based on memorandum W. M. Mooney to Mr. Jenkins, 4/1/75, Re: Records Management, Suggestion 565-75 Submitted by Mr. [redacted] Philadelphia Office, ML:dk.

b6
b7C

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

APR 18 1975

MAIL ROOM [X] TELETYPE UNIT [ ]

GPO 954-546

ORIGINAL FILED IN 66-3286-609

mployee Suggestion
(9-11-59)

#565-15

b6
b7C

3/17/75

To: Director, FBI	From: (Suggester's name)	Division of Assignment Philadelphia

SUGGESTION

Continue review of Closed Files for destruction and those files meeting current file destruction requirements as set forth in the Manual of Rules and Regulations, Part II, Section 3, particularly investigative files, be removed from the closed file section of offices and placed in appropriately marked storage cartons which would be kept in location other than with closed files, but readily available if needed in connection with proposed investigation and study of Government operations with respect to intelligence activities referred to in BU tel, 1/29/75. Files held in this manner can be so indicated on FD-478 by placing asterisk beside number.

DESTRUCTION OF BUREAU PROPERTY - GEN'L.

Current practice or rule (Include manual citation as well as facts) Records Destruction Rules are being held in abeyance apparently for indefinite period as per instructions received in Butel, 1/29/75, to all offices.

Advantages of suggestion and annual savings (include basis for estimate)

Recent past, and more so, current rules regarding Files Destruction has enabled Field Offices to require space in proper sequence or classification through destroying files where space is needed, thus continuously providing space for current files as they become closed out. For this office and no doubt many others should this destruction program be held in abeyance for any length of time current files being closed will need to be filed out of classification sequence or else additional space and equipment will be needed to keep them in any kind of order. By removing files, the Bureau has already determined to be of no current value investigative wise space will continue to be available to file recent closed files which are referred to from time to time for investigation purposes. At such time as the ban on destroying investigative files is lifted the files accumulated in cartons can easily be burned without further review.

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any ju within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss [redacted] Office Services Manager

Signature and Title of Suggester

Recommendations and comments of Division Head

It would appear that this is an excellent suggestion and one that would be beneficial to all field offices in the Bureau.

Richard J. Baker
RICHARD J. BAKER
Special Agent in Charge

Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-

NOT RECORDED
62 APR 9 1975

67 MAR 24 1975

DATE 8-27-80 BY SP2 [illegible]

30 MAR 24 1975
ORIGINAL FILED IN 66-3286-243

(3) - Bureau
2 - Philadelphia (1-Pers. file)(1-Suggestion file) WLP:MMR(5)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McDermott

DATE: 4-29-75

FROM : H. R. Hauer

SUBJECT: Destruction of Bureau Records - General
DESTRUCTION OF FILES AND RECORDS

Present instructions as set forth in Part II, Section 3D8, page 13 of Manual of Rules and Regulations, provides for the destruction of files and records under the provisions of Title 44, USCA, Section 369. The latest edition of Title 44, USCA, reveals that Section 369 was subsequently changed to Section 3304 and repealed. Existing authority for the destruction of files and records falls within Title 44, USCA, Section 3303, "Lists and schedules of records lacking preservation value; submission to Congress by Administrator of General Services;" and Section 3303a, "Examination by Administrator of General Services of lists and schedules of records lacking preservation value; disposal of records."

RECOMMENDATION:

That attached manual revision be approved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-27-82 BY SP4EW/Cal

ST-101

Enclosure
TAK:mmr
(5)

1 - Mr. Reilly

REC-18

66-3286-1174

MAY 2 1975

RECORDS

57 MAY 12 1975

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

TO : Mr. McDermott

DATE: 4-23-75

FROM : H. R. Hauer

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Purpose of this memorandum is to advise of a conflict between instructions which have been issued to the field regarding destruction of field files and records and actual Archival authority to dispose of such records.

SAC Memorandum 52-74 dated 11-15-74, set forth detailed instructions regarding the destruction of closed field investigative files. Field was authorized to destroy RUC'd auxiliary office files after five years and closed office of origin files after ten years, provided files were of no continuing value for evidentiary, intelligence, historical or other reference purposes. Exception to these rules concern cases in which Bureau is office of origin, and security classification files. In Bureau origin matters, field must retain files ten years and in security classification files, destruction is authorized only if all pertinent information contained therein has been made a matter of record at FBIHQ.

The only Archival authority the FBI has obtained to destroy closed field files involves those files in which the material contained therein is duplicated in its entirety or in substance at FBIHQ. That authority was obtained in 1946. Reporting procedures have changed considerably over the years and at the present time FBIHQ files do not contain the substance of all field investigations. As a matter of fact, during Fiscal Year 1974, FBIHQ opened only 40% as many files as were opened by offices of origin in the field. Based on this, it is apparent much record material is being created and maintained at field level. While it is recognized that most, if not all, of the cases which are being closed at field level on the authority of the SAC without the substance of the files being reported to FBI Headquarters are of small significance compared to those cases which require reports and other communications to be submitted to FBIHQ, it is important the FBI maintain and/or dispose of this material in accordance with Archival regulations.

ST-103 REC 75 66-3296-1175

A moratorium on the destruction of any record material, either at FBIHQ or in the field, has been in effect since late January 1975. This moratorium is based on the request of Senators Mansfield and Scott that no material be destroyed

JUN 5 1975

HRH:jtw
(3)

CONTINUED - OVER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 5-19-81 BY 6383 YRT/ard
RECORDS

which may have a bearing on forthcoming Senate Study of intelligence operations. In view of this, it would not appear that any extensive destruction of field files has been accomplished in accordance with instructions issued in SAC Memorandum 52-74; however, it is important this conflict between the instructions issued and the authority obtained be resolved promptly inasmuch as several field offices have space problems regarding the maintenance of closed files.

Since the bulk of the cases which are opened and closed in the field without FBIHQ being advised involve no prosecutive action; the perpetrators of the violation are not identified; or the investigation revealed the allegations were predicated upon rumor or nebulous complaints, it would seem these files do not possess sufficient reference or evidentiary value to merit retention and it is not anticipated there would be difficulty in obtaining Archival authority to dispose of these records.

In view of the conflict discussed herein, we have two choices with respect to the action that must be taken. We can either seek Archival authority to dispose of the field files and records as instructed in SAC Memorandum 52-74 or we can rescind those instructions. Since criminal penalties may attach to the unauthorized destruction of record material, it is imperative this matter be resolved at this time.

My recommendation is that Archival authority be obtained to dispose of those field files and the current moratorium be continued until such time as that authority is in hand.

RECOMMENDATIONS:

1. That Archival authority be sought to dispose of field files and records as set forth in SAC Memorandum 52-74 dated 11-5-74.

2. That the current moratorium on the destruction of field files and records be continued, even after the Scott-Mansfield request, is withdrawn, until such time as appropriate Archival authority has been obtained.

yes + notify field mail to Arnold under SAC memo 52-74 until resolved. Jan Hod
Not necessary. Discussed with McCallum & he agreed MD 5/20/75

4-29-75

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Part II, Section 3D, Item 8, First Sentence, page 13, should be revised to read as follows:

8. Destruction of files and records (closed files are kept in numerical sequence). Files and records may be destroyed within the provisions of Title 44, USCA, Sections 3303 and 3303a.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP2 EW/ Cal

66-3286-

NOT RECORDED
14 MAY 15 1975

1 - Mr. Reilly

TAK:mmr
(5)

Note: Re memorandum H. R. Hauer to Mr. McDermott, entitled Destruction of Files and Records, dated 4-29-75, JWA:mmr

Asst. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAY 20 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR .41 CFR) 101-11.6

UNITED STATES GOVERNMENT

~~TOP SECRET~~ MATERIAL ATTACHED

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. J. B. Adams

DATE: 7/3/75

FROM : Legal Counsel

SUBJECT: INVENTORY OF DOCUMENTS RECEIVED FROM FORMER ASSOCIATE DEPUTY ATTORNEY GENERAL JAMES A. WILDEROTTER, DEPARTMENT OF JUSTICE

Obstruction of Bureau Records - General

By memorandum to the Attorney General dated June 26, 1975, the Attorney General was advised of the circumstances under which documents were received from former Associate Deputy Attorney General Wilderotter by Section Chief James A. Farrington. A copy of the memorandum was addressed to Mr. Wilderotter and the memorandum indicated that we would make available to Wilderotter for his review, but not for retention, a copy of the inventory of the documents.

At 2:30 p.m. on July 1, 1975, I met with Mr. Wilderotter in his office at the White House and furnished him his copy of the memorandum and a copy of the inventory. I asked Mr. Wilderotter to review it carefully and if he desired to indicate appropriate disposition of the items listed. Mr. Wilderotter reviewed each of the items and indicated for each recommendations as to their disposition. He placed an X or wrote the word "burn" beside those he thought should be destroyed. Others he indicated the recipients to whom the materials should be forwarded.

Attached is the copy of the inventory which Mr. Wilderotter reviewed and bearing his notations.

RECOMMENDATIONS:

That the notations by Mr. Wilderotter be considered during discussions with the Department as to the appropriate disposition of the materials.

REC-107 66-3286 - 2168

NOT RECORDED

3 JUL 14 1975

Enc. 1 - ENCLOSURE

1 - Mr. Wannall
1 - Mr. McDermott (Attn/ Mr. Farrington)
1 - Mr. Mintz

~~TOP SECRET~~ MATERIAL ATTACHED

46 MAR 2 1976

LEGAL COUNSEL

ROUTE IN ENVELOPE

JAM:mfd
(4)

MAR 2 1976

JUL 17 1975

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4-28-81 BY SP1 JRT/pad

Agreement Letter #21847 6383

ORIGINAL FILED IN

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
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Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 7/23/75

FROM : W. M. Mooney

SUBJECT: DISPOSITION OF FILES AND RECORDS
SUGGESTION 28-75 SUBMITTED BY
MRS. [redacted]
OKLAHOMA CITY OFFICE

b6
b7C

Destruction of Bureau Records - Gen.

SUGGESTION: Proposes the Files and Records Destruction Order (Form FD-479) be revised to include "Permanent Retention Order" in the title as reflected in attached sample.

Manual of Rules and Regulations, Part II, Section 3, page 13a, paragraph a., states "The case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC) or else note that it should be retained plus appropriate justification for such retention. Form FD-479, Files and Records Destruction Order, may be used for this purpose."

ADVANTAGES: Suggester believes use of proposed modified form would make it easier to handle the destruction of files program. In instances where the present FD-479 is used, it would appear that the contents of the file are to be destroyed at the first glance. Proposed modification of form would more clearly define the purpose for which form was originally intended.

OBSERVATIONS: Inspection Division noted this form is utilized to either recommend destruction of or justify retention of files. The current title connotes it is for destruction information only. Proposed change in title would more adequately describe the form. This Division concurred with the idea.

Files and Communications Division on the other hand does not agree with the proposed revision noting the existing form provides for the file destruction under the 120-day rule, one-year rule, five-year rule, and ten-year rule. Further retention of any file has to be detailed in the body of the existing form. At the time the present destruction rules were approved for field use, it was the intent to have these files reviewed periodically in order to determine if they were still of some value to the appropriate field office. The form was designed to permit periodic reviews and also for the retention of any file under the existing rules and regulations. This Division opposed adoption.

Enclosures 2 ENCLOSURE
ML: slp
(2)

DATE REC-26 8-22-75 RETAINED 1-10 Jul 31 1975
EX-106 BY SPECIAL
56 AUG 05 1975
CAL

Memorandum W. M. Mooney to Mr. Jenkins
Re: Disposition Of Files And Records
Suggestion 28-75 Submitted By
Mrs. [redacted] b6 b7C
Oklahoma City Office

Training Division agrees with Files and Communications Division's views. There are files which are retained permanently because of various reasons, particularly when they are of historical value. Any employee using this form can certainly ascertain from the other wording on the format (sample of present form attached) the space allowed for justification of retention. No problem should exist; therefore, it is believed cost for revising form at this time would not be warranted. This is a new form and 60,000 copies were furnished the field with 300,000 copies placed in stock as late as March, 1975.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising her of this fact.

FD-479 (12-20-75)

FILES AND RECORDS DESTRUCTION OR PERMANENT RETENTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 120-day Rule ☐ 1-year Rule ☐ 5-year Rule ☐ 10-year Rule

☐ **Retained**

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

_____

DATE 8-27-82 BY SP4 EWL CAL

Case Agent's Initials _____

Supervisor's Initials _____

GPO : 1975 O - 571-812

ENCLOSURE 66-3286-1176

PROPOSED FORM FD-479

FD-479 (2-20-75)

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 120-day Rule ☐ 1-year Rule ☐ 5-year Rule ☐ 10-year Rule

☐ **Retained**

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

Case Agent's Initials _____

Supervisor's Initials _____

DATE 8-27-92 BY SP4ELW/ CAL

GPO : 1975 O - 571-812

ENCLOSURE

66-3286-1176

July 28, 1975

PERSONAL

ST 106 REC-26 66-3286-1177

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-22-82 BY SP4 EW/CAL

Mrs. [redacted]
Federal Bureau of Investigation
Oklahoma City, Oklahoma

b6
b7C

Dear Mrs. [redacted]

Your suggestion has been received that the title of Form FD-479 be revised in a particular manner. After consideration, it has been decided the expense involved in taking this action at the present time would not be warranted since when the entire format is read an individual should have no difficulty in determining how to enter the necessary information.

I appreciate the interest you displayed in submitting this idea to me.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
JUL 28 1975
FBI

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file
1) - Personnel file of Mrs. [redacted]

b6
b7C

ML:slp
(6) (Suggestion 28-75)

NOTE: Based on memorandum Mooney to Jenkins, ML:slp, 7/23/75.

Re: Disposition Of Files And Records Suggestion 28-75 Submitted By Mrs. [redacted] Oklahoma City Office.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

56 AUG 05 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

GPO : 1975 O - 569-920

Employee Suggestion
FD-252 (Rev. 9-11-59)

#28-16

b6
b7C

Date
July 10, 1975

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Oklahoma City

SUGGESTION

The Files and Records Destruction Order (FD-479) should be revised to include "Permanent Retention Order" in the title as reflected in attached sample.

"Destruction of Bureau Records - Manual

Manual of Rules and Regulations, Part II, Section 3, page 13a, Paragraph a. "The case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC) or else note that it should be retained plus appropriate justification for such retention. Form FD-479, Files and Records Destruction Order, may be used for this purpose."

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

Use of proposed modified form would make it a little easier to handle the destruction of files program. In instances where the present FD-479 is used, it would appear that the contents of the file are to be destroyed at the first glance. Suggested modification of form would more clearly define the purpose for which originally intended.

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 8-27-82 BY SP4ELW/CAL

REC-26 66-3286-177

30 JUL 14 1975

EXP PROC 31 JUL 14 1975

Disadvantages of suggestion

None

ST 106

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

30

Recommendations and comments of Division Head

b6
b7C

I feel the suggestion has merit and recommend it be given consideration.

Kenneth W. Whittaker

SPECIAL AGENT IN CHARGE Signature and Title

(Do not write in this space - for Bureau use only)

memo mcowen / Jenkins
7/23/75 ML:clp
Ltr of appre.
7/28/75 ML:clp

Mrs. Lenahan
DMG

(3) - Bureau 2 - Oklahoma City (1-66-2180) (1-67,) (5)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. McDermott

DATE: 7-30-75

FROM : W. L. Bailey

SUBJECT: CALIFORNIA PROJECT; PROPOSED DESTRUCTION OF AUXILIARY FILES WHEN THEY ARE REFERRED UPON COMPLETION (RUC) FOR 6 MONTHS

Associate Dir.
Dep. Assoc. Dir.
Dep. AD Inv.
Asst. Dir.
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

A survey was conducted in the eight field offices who participated in the California Project to determine the frequency in which cases were reopened in auxiliary offices. The basic facts from the survey revealed that a total of 3,263 auxiliary office cases were reopened by the eight participating offices, in 75 classifications, during a six-month period. Additionally, 82% of this activity was confined to within 20 classifications, and approximately 2,600 or 80% of these reopenings took place within 13 weeks of the RUC date.

Basic observations regarding the effective implementation of a six-month auxiliary office destruction program are as follows:

1. The six-month destruction rule will be consistent with the time period for file consolidations which would eliminate duplicate handling.

2. Auxiliary offices would be responsible for the submission of original FD-302's and pertinent evidence and exhibits to the office of origin. Bulky evidence, and exhibits will be the exception to this rule and will be handled under existing regulations.

3. The exception to the six-month destruction rule will be those cases in which the Bureau is office of origin.

66-3286-
NOT RECORDED
170 SEP 19 1975

(CONTINUED - OVER)

1 - Mr. Jenkins (Sent direct)
1 - Mr. Bassett (Sent direct)
1 - Mr. Gallagher (Sent direct)
1 - Mr. Walsh (Sent direct)

TAK:mmr
(8)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-22-82 BY SP2EW Cal

9 SEP 16 1975

REC. MGT.

5 60CT 08 1975

7-163

THREE

ORIGINAL FILED IN 66-19132-

4. It will be necessary for auxiliary office index cards to contain the identity of the office of origin, office of origin file number, and RUC date. "See" references, pertaining to auxiliary office files will have to be destroyed at the time auxiliary office files are destroyed.

5. Such a streamlined file destruction project can only be successful if adequate manpower is available to keep this project on a current basis.

6. In order for this program to be effective, it will be essential for the office of origin to send sufficient lead information to auxiliary offices since any leads previously sent to other offices will not be available six months subsequent to date of RUC.

Throughout the California Project, certain questions were raised as to the practical application of a streamlined auxiliary office destruction rule. These observations are as follows:

1. Any projected space savings would be false economy when compared to the increase in communication costs.

2. In Bureau applicant cases where Bureau is origin and in most instances, the field submits only a summary Airtel and if cases were reopened or references necessary, the file would have been destroyed.

3. Difficulties will be encountered when it is necessary to change offices of origin.

4. Transfer of original FD-302's, certain evidentiary material, and exhibits would place added burden on Agent personnel and Agent Supervisors.

5. In 105 contact cases, (Internal Security--Nationalistic Tendency) results of prior investigations are invaluable.

6. Added communications and manpower costs to refer to origin for additional information would offset any advantages derived from the proposed procedures.

The eight field offices: Chicago, Los Angeles, Las Vegas, Portland, Phoenix, Sacramento, San Diego, and San Francisco were furnished the above observations and comments along with the statistical data concerning the frequency in which cases were reopened during a six-month period subsequent to date of RUC. Again, these field offices were requested to discuss the proposed destruction program with their supervisory staffs and were requested to submit their observations concerning the six-month survey along with the proposed guidelines for the implementation of this program.

Five of these field offices: Chicago, Los Angeles, Portland, Sacramento, and San Diego recommended adoption of a six-month file destruction program in auxiliary offices. The San Francisco and Phoenix field offices recommended that the current five-year destruction of auxiliary office files be retained because they did not feel that the advantages offered by the proposed program would offset the disadvantages in relation to manpower and economy. The Las Vegas Office did not think it was necessary to retain auxiliary office files for six months. In doing the survey, they found that the majority of cases reopened could be adequately handled without the need for prior background data. The Las Vegas Office believed that any program that eliminates RUC files as soon as possible would present a savings to the Bureau in manpower time and filing space. They found no real objection to the original California Project wherein files were to be destroyed at time of RUC.

The five offices listed above, who recommended approval of this program, did not feel that any of the objections set forth above would present any overwhelming problems. It is interesting to note, however, they felt very strongly against the inclusion of the RUC date on index cards as suggested above. These offices believed that if this date was deemed that important to retain, it could be recorded on the file destruction sheet and that these sheets could be retained in front of every classification in the closed file section.

Memorandum W. L. Bailey to Mr. McDermott
Re: California Project Proposed Destruction of Auxiliary Files When They are Referred Upon Completion (RUC)

On Monday, July 28, 1975, the "California Project" was discussed at Mr. Callahan's conference. With the exception of Mr. Mintz, who was absent, the attendees unanimously approved the California Project and those related procedures set forth in the below listed observations.

OBSERVATIONS:

1. It is believed that this survey reveals that six months would be a reasonable retention period for auxiliary office files. It will achieve the basic objective in eliminating the material of no continuing value and result in considerable space savings.

2. That it should not be necessary to include the RUC date on index cards which would be a very time consuming function. The advantages of having this date available would be accomplished through the use of assignment cards or the file destruction sheet.

3. It should not be mandatory that files be destroyed when six months old, and index cards relating thereto, if material contained therein is of a continuing value to the auxiliary office. If there is any doubt concerning the destruction of this material by an auxiliary office, it should consult the office of origin.

4. In order to maintain strict control of bulky exhibits, which are obtained by auxiliary offices, these offices will send a copy of the "green sheet", FD-192, to the office of origin. Offices of origin can utilize this copy as a tickler in order to immediately notify the appropriate auxiliary office to return or dispose of related bulky exhibits.

5. Existing regulations provide for the use of the master assignment card as a tickler or schedule for file destruction purposes. These cards would be maintained in a like manner under the proposed destruction rules, and these cards will enable the Inspection Staff

to review the respective files to determine the continuing value to the auxiliary office.

6. That special consideration be given to the storage and maintenance of Court of Claims cases, classification number 83. Under existing regulations, the Bureau will designate office of origin. The office of origin, upon completion of its investigation, submits a letter to FBIHQ with a copy to WFO requesting that WFO be designated office of origin and instructing WFO to follow the Court of Claims docket until a final decision has been rendered. To insure that Court of Claims cases are not prematurely destroyed by auxiliary offices, it is recommended that the original offices or origin remain origin until cases are closed. When the office of origin submits a letter to FBIHQ with copy to WFO instructing that WFO follow Court of Claims docket, the office of origin file will be placed in a pending inactive status and WFO, acting as an auxiliary office, will advise offices of origin and FBIHQ when a decision is rendered by court.

7. It will be necessary to create a workable solution whereby evidence sent to the Laboratory and/or Identification Division will be returned to the office of origin when examinations have been completed.

8. The initialing of FD-302's by Resident Agents will require tighter controls by the auxiliary offices. Procedures will be established whereby outgoing communications making references to FD-302's will not be submitted to the office of origin until the original FD-302 has been initialed by the Resident Agent and returned to Headquarters City and sent as an enclosure with the appropriate outgoing communications.

RECOMMENDATION:

1. That the six-month destruction program as set forth above be adopted; however, actual destruction must be held in abeyance in

accordance with the current congressional request not to destroy any file material.

2. If approved, the field will be advised separately regarding the details for implementation of this program. (Archival approval is not necessary for the destruction of duplicate material).

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. J. A. Mintz
1 - Mr. J. J. McDermott
Attn: Mr. Farrington

TO : Mr. W. R. Wannall

DATE: 9/22/75

1 - Mr. W. R. Wannall
1 - Mr. F. J. Cassidy
1 - Mr. R. H. Ross

FROM : F. J. Cassidy

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ✓
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

SUBJECT: INVENTORY OF DOCUMENTS RECEIVED FROM FORMER ASSOCIATE DEPUTY ATTORNEY GENERAL JAMES A. WILDEROTTER, DEPARTMENT OF JUSTICE

Destruction of Bureau Record - general

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-19-97 BY 63 BVK/sls

Reference is made to memorandum of J. C. Farrington to Mr. McDermott 6/17/75, captioned as above, with copy of the inventory attached, which requested INTD to review the inventory to determine if any of the documents were of interest.

PURPOSE:

To advise regarding disposition of documents in captioned inventory which originated in INTD.

A copy of the inventory is attached to this memorandum.

On 9/12/75, Section Chief James C. Farrington advised that the Department had not yet made a decision as to the disposition of the documents obtained from Mr. Wilderotter.

The inventory has been reviewed by substantive sections of the INTD for the purpose of making recommendations as to the disposition of individual items if they are retained by the Bureau and are not governed by any existing regulations regarding document retention. It was suggested that where a document is the original Bureau correspondence to the Department, it should be returned to the Bureau file with appropriate notation made. If the document was a copy of the original, Sections varied as to the dispositions of the document and their responses are noted below.

66-3286-

Enclosure

RHR:jmn (6)

ENCLOSURE

NOT RECORDED

CONTINUED - OVER

46 MAR 2 1976

SEE ADDENDUM OF FREEDOM OF INFORMATION ACT SECTION PAGE 4

ORIGINAL FILED IN 66-3286-6-2-3-11-2

TOP SECRET MATERIAL ATTACHED
ROUTE IN ENVELOPE

57 MAR 2 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-102

Memorandum to Mr. W. R. Wannall
Re: Inventory of Documents Received from
Former Associate Deputy Attorney
General James A. Wilderotter,
Department of Justice

Item Disposition

2. Destroy
3. Destroy
4. Destroy
6. Destroy
7. Retain and forward to CI-1
9. Destroy
12. Retain and forward to IS-1
15. (1) Return to file 105-186336-4275 per CI-3
21. Retain and forward to CI-1
25. Retain and forward to IS-1
28. Destroy (same as Item 4)
30. (2) Retain and forward to CI-3
(4) Retain and forward to CI-1
(6) Return to file 105-202076-265
(7) Destroy (original in 105-77787-210-2676)
(11) Return to file 105-77787-210-2676
31. Retain and forward to CI-1
34. Retain and forward to IS-1
35. Retain and forward to IS-1
37. Retain and forward to IS-1
40. Retain and forward to CI-1
43. Retain: Original memorandum 6/4/71 and file (65-74060-4743)
Destroy: Copy of memorandum 7/13/71 (65-74060-439)
Destroy: Copy of memorandum 7/16/71 (65-74060-559)
45. B. Retain 3/6/75 draft memorandum and forward to CI-1
Retain 3/7/75 draft memorandum and forward to CI-3
45. C. Destroy
46. Retain and forward to CI-1
47. Retain and forward to CI-1
49. Destroy (copy is 62-115360-110)

CONTINUED - OVER

Memorandum to Mr. W. R. Wannall
Re: Inventory of Documents Received from
Former Associate Deputy Attorney
General James A. Wilderotter,
Department of Justice

50. (1) Destroy (copy is 105-143909-126)
(2) Retain and forward to CI-2
(4) Retain and forward to CI-1
(10) Retain and forward to CI-2
(11) Retain: Original memorandum 1/7/75 and file (105-186336-4225)
51. Retain and forward to IS-1
57. Retain: Original LHM 1/20/75 and file (159-4005-16)
60. Retain and forward to IS-1
61. Retain and forward to IS-3

RECOMMENDATION:

The above disposition be made of the documents if they are retained by the Bureau and are not subject to specific retention requirements. If the disposition of a specific document originating with INTD is not set out herein it is suggested the document be destroyed.

ADDENDUM: FREEDOM OF INFORMATION ACT SECTION JCF:law 9/25/75

The Freedom of Information Act Section agrees with the ultimate disposition of these documents as set forth above by the Intelligence Division. However, in Legal Counsel Division to Mr. J. B. Adams memorandum of 7/8/75 it was reported that the Deputy Attorney General had requested a copy of the inventory for the purpose of discussing it with Mr. K. William O'Connor following which the Deputy would contact Assistant Director Mintz to discuss further the disposition of the materials reflected in the inventory and presently being held by the Bureau. Therefore, no action should be taken regarding the disposition of the above-referenced documents until we have received appropriate instructions from the Deputy Attorney General.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McMichael

DATE: 11/10/75

FROM : Gloria L. Bear

SUBJECT: DESTRUCTION OF RECORDS — general

There is listed below a list of items that are routinely destroyed:

Special Employee type Credentials

Clerical Identification Cards

Agent Credentials

FBIRA Cards

Government Operators Identification Cards

FBI Employees Handbooks

Control cards for clerical Identification Cards with numbers assigned with Hoover on reverse

Copies of letters accepting resignations

Copies of letters forwarding manuals, handcuffs, stopwatches, Agent Badges, ect., after property receipts have been received and all records noted

Copies of routing slips forwarding Clerical Identification cards, Government Operators Identification Cards, etc., after property receipts have been received and all records have been noted.

Covers of completely used books of GTR's after noting in control book that they have been used

8-30-82 SPHELW/Col

66-3286-1178

REC-58

noted in Property 11-14-75

EX-112

NOV 26 1975

GLB
(2)

OVER.....

57 DEC 8 1975

3/8

Memorandum Gloria L. Bear to Mr. McMichael
Re: Destruction of Records

Correspondence regarding completely used GTR's

Top Card of Agent Credentials when there is a title Change

Correspondence regarding Agent Credentials after 6 months

Negatives and extra prints of clerical employees that are not sent to file

Copies of FD-207 regarding name changes

Extra copies of New EOD clerk classes - form 3-566

Tickler copies of letters and routing slips to Field Offices

Copies of FD-107 after they have been up dated on new FD-107's

Letters and routing slips from Field Offices forwarding property receipts for various items after records noted and property receipt sent to file

Copies of 3-452 (stock replenishment form), purchase orders, FD-369's, and 0-11's when items received in stock

Extra copies of FD-218 when supplies are acknowledged

Copies of 0-11 when items received in unit

Copies of letters, routing slips, purchase orders, memos, FD-369's after all action has been taken regarding inventory changes and no need to send to file

Following is a list of items that are periodically destroyed:

Work sheets for typewriters 1 month after completion of action

Memorandum Gloria L. Bear to Mr. McMichael
Re: Destruction of Records

DESTROY - 1 YEAR AFTER DATE OF COMPLETION OF ACTION
Property cards for Clerical Employees resigned
Copies of letters to Field Offices transmitting Identification Cards for FBI Employees
Clerical appointment lists
Form 0-50, after submission of current Division Inventory
Stock Shipments Received Form 3-14 - Fiscal year basis
Back order lists (weekly lists made up)

DESTROY - YEARLY BASIS (Records retained 2 years from date of completion or disposition prior to destruction)
Stock Issue Records
Rosters for New Agent and National Academy Classes
Agent Property Cards for employees resigned
Control Cards on typewriters, dictating and transcribing machines, except lost or stolen
Nonexpendable Inventory forms FD-222 (2 years from inventory date)

DESTROY - FISCAL YEAR BASIS (Records retained 2 years prior to destruction)
Supply Requisitions acknowledged

DESTROY - 2 YEARS FROM DATE OF SUBMISSION
Personal inventory forms FD-107 or after completion of subsequent inventory check

DESTROY - AFTER 1 YEAR HAS ELAPSED FROM PREPARATION OF NEW RECORDS
Historical record cards (new cards usually prepared every 4 years)

RECOMMENDATION:

That approval be granted to continue destruction of above as listed.

EW/RGH

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Walsh

DATE: 11/10/75

FROM : W. M. Mooney

SUBJECT: ELECTRONIC EQUIPMENT AT FBI ACADEMY

The Academy has one Balkamp battery charger model 14-4094, serial number T8789. This equipment under normal use has failed to operate. The electronic shop has determined that to facilitate repairs will cost approximately $81.00 for repair parts. The unit is six years old and the initial cost was $133.48.

RECOMMENDATION:

Due to cost of repair that this equipment be removed from inventory and junked at Quantico.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 EJW Cal

ST. 109
REC-66 66-3286-1179

5 NOV 28 1975

LFR:jrd
(3)

File #93
66-3286
56 DEC 11 1975

3 Dep

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

1-Mr. Cochran
1-Mr. Boyd

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Cochran

DATE: 1/7/76
1-Mr. Gleason

FROM : K. T. Boyd

SUBJECT: DESTRUCTION OF CONFIDENTIAL TRASH
J. EDGAR HOOVER FBI BUILDING

Re memorandum dated 4/29/75 which set forth security criteria for acceptance of the L and F Industries "Document Disintegration System" hammermill which will be used to dispose of confidential trash in the J. Edgar Hoover FBI Building, and memorandum dated 7/16/75, which reported favorable security analysis of effluent produced by machine constructed for FBI and recommended that authorization be granted for shipment and installation.

This equipment has now been completely installed and all security adjustments have been effected. A controlled sample consisting of materials normally constituting confidential trash (carbon paper, carbon ribbon, photographs, film, teletype tape, teletype ribbon, and various weights of bond and thin paper) was destroyed utilizing the prescribed 3/16" security screen. A portion of this effluent was collected and a representative sample weighing 10. grams was removed for analysis. When the pieces exceeding the 3/16" screen size were segregated they were found to weigh .17 grams. Slippage was determined to be 1.7%, which is within the prescribed 3% limit. Examined samples are attached. We have apprised the Headquarters Building Unit and the Bureau's Security Coordinator that the Document Disintegration System is performing satisfactorily from a security standpoint.

ORIGINAL FILED IN 66-4279-23

66-2286
NOT RECORDED
141 JAN 12 1976

RECOMMENDATION: Forward to Headquarters Building Unit for information.

Enclosure

2-Mr. Walsh (1-Attn: Mr. Dunphy) (1-Attn: Mr. Flynn)
1-Mr. Bassett (Attn: Mr. Griffith)

RLG:nlb (7)

CLASSIFICATION OBTAINED FROM FBI HEADQUARTERS DATE 8-30-88 BY SP4EWL

JAN 12 1976

ENCLOSURE

F-249
JAN 12 1976

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-18-2012

UNITED STATES GOVERNMENT

Memorandum

SECRET ~~SECRET~~ (U)

~~CONFIDENTIAL~~

TO : Mr. W. R. Wannall

FROM : J. W. Redfield

J. McDermott
(M... H. R. Hauer)
1 - Mr. W. R. Wannall
1 - Mr. J. W. Redfield
1 - Mr. P. B. Christensen

DATE: 1/12/76

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

SUBJECT: CROATIAN TERRORIST ACTIVITIES IN [redacted]
INTERNAL SECURITY - YUGOSLAVIA
DESTRUCTION OF BUREAU PROPERTY - General
b7D

This recommends that appropriate officials at the National Archives be contacted to determine if two previous editions of the [redacted] which were furnished by [redacted] and remain the property of [redacted] and which have been incorporated into FBI files, may be destroyed in accordance with the wishes of [redacted] (S) (U)

By letter dated 12/8/75, [redacted] furnished the FBI with a copy of the [redacted]

[redacted] (S) (U) b7D

The matter pertaining to the destruction of the above material was coordinated by P. B. Christensen, CI-2, INTD, with Inspector-Deputy Assistant Director H. R. Hauer (Files and Communications Division) on 1/8/76.

CLASSIFIED BY Auc lw/sp BCE/Dcg/ymm
DECLASSIFY ON: 25X 1,6
As Amended
9/9/03

ENCLOSURE

105-275716

SECRET

46-3286

FEB 5 1976

CONTINUED -OVER

NOT RECORDED
191 FEB 9 1976

(U)

Classified by GS75
Exempt from GDS, Category 1
Date of Declassification Indefinite

FILES AND COMMUNICATIONS DIVISION ADDENDUM, PAGE 5

~~CONFIDENTIAL~~

ORIGINAL FILED IN

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-106

SECRET

Memorandum to Mr. W. R. Wannall
Re: [Croatian Terrorist Activities in [redacted] (S) U
[105-275716] (S) U

CONFIDENTIAL

b7D

ACTION:

If you approve, this memo be referred to the Files and Communications Division so that appropriate officials at the National Archives may be contacted to determine if the above material may be destroyed. In such case, [the previous editions of the [redacted] contained in serials 2 and 3 of the Bureau file 105-275716] will be destroyed and a document (S) U certifying such destruction will be furnished [redacted] (S) U

SECRET

ADDENDUM OF FILES AND COMMUNICATIONS DIVISION (CMG:pew 2/2/76)

CONFIDENTIAL

The Acting Director, Records Disposition Division, National Archives and Records Service (NARS), General Services Administration, was consulted regarding the proposed distruction of previous editions of the [redacted] which were superseded by a more recent edition. Previous editions were ordered destroyed or returned to the contributor, [redacted]. NARS advised that submission of Standard Form 115 "Request For Authority To Dispose Of Records" would be required and this request has been noted by the Records Management Unit for future action. Current Congressional restrictions on record destruction would preclude disposal of this material at this time. b7D

CONFIDENTIAL

SECRET

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. McDermott

DATE: 1/30/76

FROM : W. L. Bailey

SUBJECT: ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS - General

Based on my memorandum dated 1/7/76, request for authority to microfilm contents of fingerprint jackets which had not been accessed in over 10 years was forwarded to the Department on 1/7/76. The Department was requested to forward this submission to National Archives and Records Service, General Services Administration.

By routing slip 1/27/76, Archives returned our request bearing approval of the Acting Archivist of the United States. Standard Form 115 bearing our request and approval is attached.

RECOMMENDATION:

None. For record purposes.

66-19087

Enclosures
1 - Mr. York, Room 10853 JEH
CMG:pew
(5)

66-3286-
NOT RECORDED
191 FEB 19 1976

14 FEB 19 1976

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 EWM/Cal

1 - ENCLOSURE

26 MAR 03 1976

ORIGINAL FILED IN 62-101-99

February 19, 1976

PERSONAL

REC-6 66-3286-1170
ST 115

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4ELW/cal

Mr. [redacted]
Federal Bureau of Investigation
San Juan, Puerto Rico

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that Form FD-479 be amended to add a ballot box with a particular item regarding exhibits. After evaluation, it has been determined that it would be premature to take this action at the present time since new rules and guidelines concerning the disposition of material are to be made available to field offices in the future and this will cause several changes to be made in this format.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
FEB 19 1976
FBI

2 - San Juan
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA [redacted]

b6
b7C

ML:slp
(6) (Suggestion 378-76)

NOTE: Based on memorandum Mooney/Jenkins, ML:slp, 2/17/76.
RE: Destruction of Bureau Property - General, Suggestion 378-76, Submitted By SA [redacted], San Juan Office.

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Legal Coun. ___
Telephone Rm. ___
Director Sec'y ___

56 MAR 05 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1975 O - 569-920

Employee Suggestion
FD-25 (Rev. 10-11-59)

#3118-116

b6
b7C

Date: 1/29/76

To: Director, FBI

From: (Suggester's name)

Division of Assignment: SAN JUAN

SUGGESTION

To add a block on the FD-479 entitled "Files and Records Destruction Order," between the words "destroyed and retained" with writing adjacent to it reading, "1 A's Bulky Exhibits cleared." A copy of the FD-479 showing the proposed revision is attached.

EXP Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts)

FD-479 (2-20-75) is currently in general usage.

Advantages of suggestion and annual savings (include basis for estimate)

The inclusion of such a block for 1 A's and/or Bulky Exhibits on the FD-479 would serve as a reminder for Agents closing cases to be sure that 1 A's and/or Bulky Exhibits no longer necessary for retention are returned or destroyed. It is difficult to accurately estimate a monetary savings to the Government but certainly one would be gained in terms of space reserved for Bulky Exhibits no longer necessary.

EX 103 REC-60 66-3216-1180

EXP. PROC. 30 FEB 3-1976

Disadvantages of suggestion

I can think of no disadvantages.

FEB 3 1976

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

SA, FBI
Title of Suggester

Recommendations and comments of Division Head

Above suggestion has merit and would serve a most useful purpose in insuring that 1a's and bulky exhibits have been cleared and should preclude any unnecessary retention thereof. Recommend approval.

Warren C. DeBruyn
Signature and Title SAC

(Do not write in this space - for Bureau use only)

(3) Bureau (1 ENCLOSURE)
2- San Juan (1- 66-710) (1- 67- SA [redacted] personnel file)
LCC:maw (5)

b6
b7C

FD-249 (2-20-75)

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 120-day Rule ☐ 1-year Rule ☐ 5-year Rule ☐ 10-year Rule

☐ 1A's / Bulky Exhibits Cleared

☐ **Retained**

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

Case Agent's Initials _____

Supervisor's Initials _____

FBI - ROME
8-30-82
SPHELW
cal

66-3286-1180

GPO : 1975 O - 571-812

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-18-2012

Memorandum

~~SECRET~~ (U)

TO : T. W. Leavitt

DATE: 4/6/76

~~CONFIDENTIAL~~

FROM : V. V. Kolombatovic

b7D

SUBJECT: [redacted]

DESTRUCTION OF ADDRESS CARD 70-1
FOREIGN LIAISON MATTER

Destruction of Bureau Property - Authorization for General

This recommends that address card 70-1 be destroyed and no replacement card prepared.

(U) [redacted] Washington liaison representative, has advised that [redacted] Address card 70-1 shows [redacted] and contains an address for directing mail to [redacted] similar to those of the FBI in the U. S. It has no criminal responsibilities. Because correspondence between FBIHQ and [redacted] primarily handled and prepared almost exclusively by the Intelligence Division in view of mutual interest of the FBI and [redacted] in the security and intelligence field, we see no reason to prepare a new address card for wide distribution at FBIHQ. We feel that recipients of this memorandum should instruct personnel in possession of address card 70-1 to destroy it and refer any future inquiries for the address of [redacted] to the Foreign Liaison Unit of the Intelligence Division.

b7D

1 - N. P. Callahan
1 - R. H. Ash
1 - H. N. Bassett
1 - J. Cochran
1 - A. J. Decker
1 - F. C. Fehl
1 - R. J. Gallagher
1 - H. E. Hoxie
1 - J. J. McDermott
1 - J. A. Mintz
1 - E. W. Walsh
1 - W. M. Mooney
1 - D. W. Moore

1 - P. V. Daly
1 - J. T. Stewart, Jr. (Room 1831 JEH)
1 - Correspondence Review Unit (Room 6658 JEH)
1 - Mechanical Section
1 - Mail Room
1 - T. W. Leavitt
1 - V. V. Kolombatovic
1 - A. J. Duffin
1 - H. C. Flemister

66-3286-

NOT RECORDED
191 APR 26 1976

HCF:pld
(23)

56 MAY 04 1976

~~CONFIDENTIAL~~

~~SECRET~~

(U) CONTINUED - OVER

ORIGINAL FILED IN 62-2345-2380

Ass Amended 9/9/03 CLASSIFIED BY Auc 60290 Bae/bcg/gmd
DECLASSIFY ON: 25X 1-6 #03-20762 per G-1 Guide

SPYELW/Cal 3 appls 8-27-82

~~SECRET~~

Memorandum Kolombatovic to Leavitt

Re: [redacted] (S)

Destruction of Address Card 70-1

b7D

ACTION:

That address card 70-1 be destroyed and that recipients of this memorandum instruct appropriate personnel to refer any future inquiries for the address of [redacted] (S) to the Foreign Liaison Unit of the Intelligence Division.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~ ~~SECRET~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. McDermott

DATE: 4/9/76

FROM : W. L. Bailey

SUBJECT: DESTRUCTION OF BUREAU RECORDS

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

Jack: Recall memo re destruction of GENERAL records. T.J.S.

PURPOSE:

The purpose of this memorandum is to request Archival authorization for destruction of individual enclosures, attachments and exhibits to Bureau files including publications which have been incorporated into our record system and no longer serve a useful purpose.

b6
b7C

[redacted] Quantico Library, will review publications week 4/5-30 for material he would like to retain at Quantico

SYNOPSIS:

The files system of the Records Management Division includes an endless number of enclosures to files and publications which appear to be of no value. Procurement of Archival authorization and subsequent destruction of this material would result in a meaningful recovery of file space.

CURRENT BUREAU POLICY:

Archival authorization is necessary for the destruction of record material.

RECOMMENDATIONS:

1. That destruction of the record material described in this memorandum be approved.

ORIGINAL FILED IN 66-

66-3286

NOT RECORDED
46 APR 28 1976

Enclosure
1-Mr. Leavitt
66-3286
CMG:dgc
(7)

CONTINUED OVER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-27-82 BY SP4ELW/ Cal

RECORDS ITEMS

57 MAY 1 1976

2. That, if approved, the attached letter be forwarded to the Department enclosing the appropriate number of copies of Standard Form 115 to be transferred to the National Archives and Records Service for appropriate action.

3. That any resultant action be held in abeyance until termination of the current moratorium on destruction of record material.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

DETAILS:

In order to eliminate material which no longer serves an administrative need and to recover space in our file area, destruction of countless enclosures, attachments and exhibits to case files should be considered. The bulk of this material is never accessed, is outdated, is generally irrelevant, and would not impair future Bureau operations. Striking examples include enclosures to criminal investigations which have been microfilmed after 10 years of inactivity; outdated evidentiary material (toys, medicine, tools, wearing apparel, shoes, literature) dated from 1921; latent fingerprints; photographs; photostatic copies of checks; newspaper clippings; and other miscellaneous items. This material contains little or no indexing. As a precautionary measure, individual enclosures to files would be directed to the substantive division for review and determination of final disposition.

Destruction of publications filed in the Numerical Section (as opposed to Alphabetical) of the Publications sub-unit of the Filing Unit would be an additional source of space recovery. The material occupies 30 legal-size cabinets, is dated from 1879 and is infrequently accessed. A preliminary review of this material by the Central Research Unit of the Intelligence Division disclosed that only a minimal number of publications are worthy of retention. The bulk of these records are copies of military and foreign intelligence documents, many of which are classified. Included are military daily and weekly intelligence summaries; studies on Soviet propaganda and espionage; Communist Party history; foreign propaganda, travel and political activities; and foreign and domestic intelligence reports. Studies emanating from the Federal Bureau of Investigation and those documents so designated by the Intelligence Division would be retained.

Approximately seven legal-size cabinets of material filed in the Alphabetical Section of the Publications sub-unit have now exceeded the specified retention periods designated by the Domestic Intelligence Division in 1971. These items, along with extra copies, "Daily Worker" and "Political Affairs" editions over 10 years old, and 76 reels of microfilmed copies of the "Daily Worker" dated 1/13/24 - 9/27/54 would also be destroyed.

6/6/84 File brought to RMD's attention re misfiled
Series Consolidation misfiled mail by
Series and chronological order. JGW/RDM/TET
All serials accounted for.

F-370
UTD. LOST ENTRY in file 15 1180
SRIF

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 23
Page 95 ~ Duplicate
Page 171 ~ Referral/Consult
Page 172 ~ Referral/Consult
Page 173 ~ Referral/Consult
Page 174 ~ Referral/Consult
Page 175 ~ Referral/Consult
Page 176 ~ Referral/Consult
Page 177 ~ Referral/Consult
Page 178 ~ Referral/Consult
Page 179 ~ Referral/Consult
Page 180 ~ Referral/Consult
Page 181 ~ Referral/Consult
Page 199 ~ Referral/Consult
Page 200 ~ Referral/Consult
Page 201 ~ Referral/Consult
Page 202 ~ Referral/Consult
Page 203 ~ Referral/Consult
Page 204 ~ Referral/Consult
Page 205 ~ Referral/Consult
Page 206 ~ Referral/Consult
Page 207 ~ Referral/Consult
Page 208 ~ Referral/Consult
Page 209 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 26

January 12, 1970

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-83 BY SP4 ELW/JC

Honorable Mike Mansfield
Majority Leader of the Senate
Room S-208
The Capitol
Washington, D.C. 20510

Destruction of Bureau Records - General

Dear Senator Mansfield:

You will recall that by letter dated January 27, 1975, you and Senate Minority Leader Hugh Scott requested that the FBI not destroy or otherwise dispose of material relevant to the subjects of inquiry by the Senate Select Committee.

Please find enclosed a copy of a letter which addressed to Senator Frank Church, Chairman of the Senate Committee to Study Governmental Operations With Respect gence Activities, suggesting what, I hope, is a reason of our total moratorium on file destruction.

Please accept my assurance of cont in all matters of mutual interest.

REC-43 66-32

EX-110

Sincerely yours,

1 JAN 30

Clarence M. Kelley
Director

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Rm.

FEB 4 1976

COURIER OR MESSENGER SERVICE

Enclosure
1-Mr. Adams
1-Mr. Mintz - attached
1-Mr. Wannall - attached
JJMcD:jmr

MAIL ROOM ☐ TELETYPE UNIT ☐

Telephone Rm.
Director Sec'y

JAN 13 9 14 AM '76

REC'D
CORRESPONDENCE REVIEW
F B I

RECEIVED-DIRE
F B I

JAN 13 11 32

JAN 14 9 34 AM

SENSTUDY 75

NOTATIONS HEREIN ACCOUNT FOR ACCESS AND/OR DELIVERY OF THIS DOCUMENT TO SENA
SELECT COMMITTEE (SSC) AND/OR HOUSE SELECT COMMITTEE (HSC) ON INTELLIGENCE ACTI
IMPORTANT NOTE: FORM IN WHICH ACCESS AND/OR DELIVERY WAS MADE MAY BE DIFFERENT
THAN AS REPRESENTED BY THIS DOCUMENT IN THAT CERTAIN EXCISIONS MAY HAVE BEEN
MADE. FOR ACCESS/DELIVERY FORM, SEE BUFILE(S) 62-116395 (SSC), 62-116464 (HSC).

SSC 62-116395-1315 HSC

ACC. _____ DATE _____ ACC _____ DATE _____

DEL. ✓ DATE 2/12/76 DEL. _____ DATE _____

MISC.: DOCUMENTS FURNISHED TO SSC RE MARTIN LUTHER KING, JR., WERE ALSO FURNISHED TO ESTATE OF KING THROUGH THE DEPT. AS INDICATED BELOW FOR INSTANT DOCUMENT, DATE DENOTING DELIVERY TO DEPT. SEE BUFILE 100-106670 FOR FORM IN WHICH FURNISHED.

_____ TO DEPT.

February 23, 1976

PERSONAL

EX-110

REC-78

66-3286-1182

Mr. [redacted]
Federal Bureau of Investigation
Little Rock, Arkansas

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 ELW/rte

Dear Mr. [redacted]

I have received your suggestion that a rubber stamp containing certain data be used in lieu of Form FD-479 on the file copy of a closing or referred upon completion communication. It may interest you to know that similar proposals have been considered in the past. This form is optional and it is not mandatory that it be used since some offices have devised other means for noting this information in a file, including the use of rubber stamps.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 7
FEB 23 1976
FBI

2 - Little Rock
1 - Field personnel file
1 - Suggestion file

b6
b7C

1 - Personnel file of Mr. [redacted]
CML:slp
(6) (Suggestion 400-76)

NOTE: Proposes a rubber stamp be used in lieu of Form FD-479 (Files and Records Destruction Order) on file copy of closing or referred upon completion communications in investigative files giving instructions for file destruction, such as:

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAR 2 1976

MAIL ROOM [ ] TELETYPE UNIT [ ]

CONTINUED - OVER

GPO : 1975 O - 569-920

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
Little Rock, Arkansas

I HAVE REVIEWED THIS FILE, AND UNDER THE CRITERIA SET FORTH IN PART II, SECTION 3 OF MRR, THIS FILE SHOULD BE DESTROYED.

☐ 5 year rule ☐ 10 year rule DATE _____

CASE AGENT'S INITIALS _____ SUPERVISOR'S INITIALS _____.

Form FD-479 would then only be used in investigative files in those instances where justification for retention is needed.

As noted above in reply to suggester, Manual of Rules and Regulations, Part II, Section 3,D,8,a, page 13a, already provides for noting destruction date of file (or that it can be retained plus justification for retention) on serial closing case or referring it UP on completion. Form FD-479 was created in response to field requests and after a trial period in Los Angeles Office. Its use is optional and it is provided for convenience since it is recognized that some offices have devised other means to flag destruction or retention of file such as stamping file cover or noting on closing serial. Due to these observations, Training Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#400-46

b6
b7C

Date
Feb. 4, 1976

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		LITTLE ROCK

SUGGESTION

A rubber stamp be used in lieu of FD-479 on file copy of closing or RUC communication in investigative files giving instructions for file destruction, such as:

I HAVE REVIEWED THIS FILE, AND UNDER THE CRITERIA SET FORTH IN PART II, SECTION 3 OF MRR, THIS FILE SHOULD BE DESTROYED
☐ 5 year rule ☐ 10 year rule DATE_____
CASE AGENT'S INITIALS_____ SUPERVISOR'S INITIALS_____

and form FD-479 would only be used in investigative files in those instances where justification for retention is needed.

Destruction of Bureau Records - general

Current practice or rule (Include manual citation as well as facts)

Current practice of the Little Rock Division is the submission by agents of FD-479 in all files being closed or RUC per MRR, part 2, section 3.

Advantages of suggestion and annual savings (include basis for estimate)

Advantages of suggestion are that it would save clerical and agent time in handling and filing an additional form and reduce likelihood of destruction information not being included in file and also would produce an annual savings to the Bureau in reduction of cost of paper and printing of FD-479.

REC-78 66-3286-182
EX-110

FEB 11 1976

FEB 11 1976

EXP PROC

Disadvantages of suggestion

NONE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 ELW/sta

NR 1 DDOJ

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] stion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

I believe that this suggestion has merit and should be given consideration by the Bureau.

b6
b7C

John R Kelly, SAC
Signature and Title

(Do not write in this space - for Bureau use only)

Left of copies
ML sep
2/23/76

b6
b7C

3 - Bureau
2 - Little Rock (66-1531 & [redacted] PF)
JTK:crc (5)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 2/17/76

FROM : W. M. Mooney

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 ELW/ptc

SUBJECT: DESTRUCTION OF BUREAU PROPERTY - GENERAL
SUGGESTION 378-76 SUBMITTED BY
SA [redacted], SAN JUAN OFFICE

SUGGESTION: Proposes adding a ballot box on Form FD-479, "Files and Records Destruction Order," between the words "destroyed and retained" with writing adjacent to it reading, "1-A's/Bulky Exhibits cleared." A copy of the form showing the proposed revision is attached.

ADVANTAGES: Suggester states the inclusion of such a ballot box for 1-As and/or Bulky Exhibits on the FD-479 would serve as a reminder for Agents closing cases to be sure that these exhibits are no longer necessary for retention and have been returned or destroyed. It is difficult to accurately estimate a monetary savings but certainly one would be gained in terms of space reserved for Bulky Exhibits no longer necessary.

OBSERVATIONS: SAC deBrueys, San Juan, notes the idea has merit and would serve a most useful purpose in insuring that 1-A's and Bulky Exhibits have been cleared and should preclude any unnecessary retention thereof.

Inspection Division advised rules for retention of property are set out in the Manual of Rules and Regulations, Part II, Section 8, page 19, and an Agent following these rules should have disposed of his evidence long before a file is considered for destruction. This Division could see no need for revising Form FD-479 and recommended the idea not be adopted.

EX-115 REC-6 66-3286-1183

Files and Communications Division commented that, while the Manual of Rules and Regulations explicitly comments regarding the handling of exhibits, it does appear that proposed revision has merit in that such a statement would serve as a flag to employee reviewing file(s) for destruction that consideration must also be given to the destruction/retention of exhibit material. However, new destruction rules and guidelines which have a significant impact on the destruction of field files have been established and approved at FBIHQ. These instructions, which will cause Form FD-479 to be revised considerably, will be made available to the field at such time as the existing moratorium on records destruction is removed. Therefore, it was the opinion of the Records Management Unit that revision of Form FD-479 should be held in abeyance until such time as the aforementioned moratorium is removed and new destruction guidelines are made available to the field.

29 FEB 25 1976

56 MAR 05 1976

Enclosures (2)
ML:slp

1 - ENCLOSURE

Letter sent 2/19/76 Jen

2 - OTS

CONTINUED - OVER

Memorandum W. M. Mooney to Mr. Jenkins
Re: Destruction of Bureau Property - General
Suggestion 378-76 Submitted By
SA [redacted] San Juan Office

b6
b7C

Due to the above observations, Training Division agrees the idea is not practical for approval at the present time.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact.

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ Destroyed

under the ☐ 120-day Rule ☐ 1-year Rule ☐ 5-year Rule ☐ 10-year Rule

☐ 1A's / Bulky Exhibits Cleared

☐ Retained

Justification for Retention is as Follows:

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4EW/rtc

Case Agent's Initials _____

Supervisor's Initials _____

GPO : 1973 O - 571-812

66-3286-183

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Walsh

DATE: 2/5/76

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 ELW

FROM : G. S. McMichael

SUBJECT: DISPOSAL OF RETURNED COMMISSION CARDS AND FBI IDENTIFICATION CARDS

During the last inspection of the Procurement and Administrative Services Section, it was suggested by the Inspection Division that a new system be set up as to the destruction of Agent's credentials and non-Agent employee's identification cards. At the time of the last inspection, credentials of this type were kept in a 2-drawer safe filing cabinet and were periodically destroyed by hand.

In the write-up for the Inspectors, we indicated that this matter of destruction would be resolved in the new building with the hammer mill system and that a tickler would be set up every 30 days for these cards to be destroyed and a responsible clerical employee would be assigned to the project, at which time he or she would make a list of the numbers and employee's names of the cards being destroyed and sign and date that he or she destroyed same and that a document would be forwarded to the Personnel Records Section to be placed in the personnel files of all involved.

For a matter of record purposes, this procedure is now in progress and working with one exception - that in many cases these cards are destroyed more frequently than 30 days depending on the volume. It should also be noted that clerical identification cards that are being returned are being destroyed in the same manner.

RECOMMENDATION:

EX-111 66-3286-1182X

None. For information. RFC-14

5 FEB 17 1976

XEROX FEB 19 1976

GLB/sam
(3)
1 - Inspection Division

5 MAR 25 1976

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.: ___
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. McDermott

DATE: 2/9/76

FROM : W. L. Bailey WLB

SUBJECT: ~~RETENTION OF~~ ACCOUNTING OF RECORD DISSEMINATION AS REQUIRED BY THE PRIVACY ACT OF 1974
DESTRUCTION OF BUREAU RECORDS General

SYNOPSIS

The purpose of this memorandum is to direct attention to the accounting of record dissemination regulation cited in the Privacy Act of 1974 and to establish an effective system whereby dissemination from all FBI records systems would be duly recorded.

RECOMMENDATIONS:

1. That Files and Communications Division effectuate a retention period of at least five years on record material which has been disseminated from the investigative, administrative, and general files to conform with the regulations of the Privacy Act of 1974.

Agreed W
6080 LEDK/W
7-25-84
#21184

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 ELW/ste

2. That the Identification, Intelligence and Computer Systems Divisions, whose systems of records require similar retention or policy revision, review and comment on proposed procedures for accountability.

EX-115

66-3286-1184

REC-60

5 MAR 1 1976

CONTINUED ~~OVER~~

1 - Mr. Ash
1 - Mr. Bassett
1 - Mr. Cleveland
1 - Mr. Cochran
1 - Mr. Decker
1 - Mr. Mooney
1 - Mr. Moore
1 - Mr. Walsh
1 - Mr. Wannall
Attention: Mr. Bermingham
66-3286
CMG:pew
(18)

70 MAR 8 1976

Memorandum to Mr. McDermott
Re: RETENTION OF ACCOUNTING OF RECORD
DISSEMINATION AS REQUIRED BY THE
PRIVACY ACT OF 1974
DESTRUCTION OF BUREAU RECORDS

3. That Legats be advised to utilize LEG-7 as a means of accountability and to forward this information to Headquarters for retention in the respective case file for specified period.

4. That appropriate manual insertions be prepared by the Records Management Unit to ensure that obligations incurred by the Act will be discharged.

DETAILS

The regulations of the Privacy Act of 1974 (Public Law 93-579), which encompass systems of records maintained by all Federal agencies as of 9/27/75, include an accountability clause that will carry some impact with regard to our record destruction programs at FBIHQ and in the field. Subsection (c), entitled "Accounting of Certain Disclosures", paragraphs (1) and (2), requires each agency to keep an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency; to note the name and address of the person or agency to whom the disclosure is made; and to retain that accounting for at least five years or the life of the record, whichever is longer. Access or dissemination within the agency in the course of routine duties is exempt from the requirements. In order to fulfill our obligation under subsection (c), a review of FBI record systems is essential.

FBI RECORD SYSTEMS

The FBI record systems reported in the Federal Register, issue of 8/27/75, were identified as (001) National Crime Information Center (NCIC), (002) the FBI Central Records System, (003) the Bureau Mailing List, (004) Routine Correspondence Handled by Preprinted Form, (005) Routine Correspondence Prepared Without File Yellow, (006) Electronic Surveillance (Elsur) Indices, (007) FBI Automated Payroll System, (008) Personnel Information Network System, and (009) the Identification Division Records System.

Memorandum to Mr. McDermott
Re: RETENTION OF ACCOUNTING OF RECORD
DISSEMINATION AS REQUIRED BY THE
PRIVACY ACT OF 1974
DESTRUCTION OF BUREAU RECORDS

Since systems 001, 002, 007, and 009 disseminate record information as a routine function and conduct extensive destruction programs, and systems 006 and 008 disseminate but retain records indefinitely, guidelines for accountability of dissemination should be formulated and adopted for these systems. Systems 003, 004, and 005 may be excluded from this procedure since record material is not dissem-- inated.

FBI CENTRAL RECORDS SYSTEM

Throughout the years, variable rules regarding retention of disseminated documents have been adopted by the Purge and Consolidation Units of the Files and Communications Division which conduct the destruction program for the investigative, administrative, and general files of the FBI Central Records System. While the maintenance of a card file containing the dissemination record has been suggested as a means of accountability, retention of the original record for the specified period would appear to be more feasible. The maintenance of a tickler system should be considered during the initial review as a means to retrieve files for destruction after the five year retention period if destruction criteria are met.

The microfilming program in the Files and Communications Division has adequate provisions for accountability since the reverse sides of communications are filmed if dissemination stamps appear thereon and the film is spliced to include additional dissemination notations as they are created and filmed.

An accounting of material disseminated from the official personnel files is handled through the execution of Standard Form 50 "Notification of Personnel Action" or Standard Form 127 "Request For Official Personnel Folder" by the Administrative Division. The completed form is serialized and retained in the personnel files indefinitely.

FBI FIELD RECORDS SYSTEMS

Provisions have been made for field retention of FD-159 (Control File), "Record of Information Furnished Other Agencies", for the prescribed period and appropriate manual changes have been handled separately.

Memorandum to Mr. McDermott
Re: RETENTION OF ACCOUNTING OF RECORD
DISSEMINATION AS REQUIRED BY THE
PRIVACY ACT OF 1974
DESTRUCTION OF BUREAU RECORDS

LEGAL ATTACHE RECORD SYSTEMS

Instructions had been issued to Legal Attache Offices to maintain in a control file, all correspondence with Headquarters relating to destroyed files. To ensure total compliance, the Foreign Liaison Unit of the Intelligence Division proposed advising Legal Attache Offices to complete LEG-7 for routine liaison inquiries which result in record dissemination. LEG-7 would be forwarded to Headquarters for filing in the substantive case file for the retention period, since records are not retained for prolonged periods in Legal Attache Offices. The format of LEG-7, which is utilized to record dissemination of classified documents abroad, is adequate to record the essentials required by the Act with the exception of the purpose which may be noted as "routine liaison inquiry."

Additional record systems maintained at FBIHQ will continue to be published in the Federal Register and substantive divisions will be required to maintain records on dissemination from these systems. Pertinent divisions will be alerted when the additional systems are published.

In addition to the above accountability requirement, subsection (o) of the Act, entitled "Report on New Systems", alerts all agencies that alterations to or revisions in established systems of records and the creation of new systems must be reported in advance to Congress and the Office of Management and Budget by each agency for evaluation. Such alterations would include expansion of type or categories of information maintained, change in method of organization, indexing, or retrieval, alteration in purpose of the system or change in equipment configuration.

April 28, 1976

PERSONAL

REC-64

66-3286-1185

EX-111

Mrs. [redacted]
Federal Bureau of Investigation
El Paso, Texas

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4ELW/pkc

Dear Mrs. [redacted]

Your suggestion has been received regarding placing certain additional data on index cards and retaining certain of these cards after a particular period of time. I am pleased to advise you the first portion of your proposal is being adopted and steps will be taken to place it into effect. It has been decided the rule concerning the retention period should remain as it is at the present time.

I appreciate the interest and initiative you displayed in submitting this idea to me.

MAILED 6
APR 28 1976
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

2 - El Paso
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Mrs. [redacted]

b6
b7C

MJL:slp
(6)

(Suggestion 504-76)

NOTE: Based on memorandum Mooney/Jenkins, ML:slp, 4/21/76.
RE: Destruction Of Bureau Records - General, Suggestion 504-76, Submitted By Mrs. [redacted] El Paso Office.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
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Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM [ ] TELETYPE UNIT [ ]

10 JUN 25 1976

GPO : 1975 O - 569-920

Employee Suggestion
FD-252 (Rev. 9-11-59)

Date: 3/31/76

To: Director, FBI

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: EL PASO

SUGGESTION

It is suggested that the office of origin and its file number be included in the data placed on an index card at the time of its preparation. It is further suggested that index cards be retained, rather than destroyed after six months as required by Bulet to SAC, Albany, entitled "DESTRUCTION OF FIELD FILES AND RECORDS", dated 3/3/76. This retention would enable a field office to identify subjects of RUC'd cases and, if the case is of a classification where the subject could be dangerous to Bureau personnel, a call to the office of origin could resolve the situation if the former subject were to appear at the auxiliary office or come to its attention in an investigative matter.

Current practice or rule (Include manual citation as well as facts)

Currently there is no rule relative to the placing of the OO file number on an index card and destruction in auxiliary cases is after six months.

Advantages of suggestion and annual savings (include basis for estimate)

If all auxiliary files and index cards are destroyed in six months, a dangerous subject could easily escape detention since there would be no record of previous investigation regarding him in the auxiliary office, a situation that could have dire or embarrassing consequences.

Destruction of Bureau Records
Ground

Disadvantages of suggestion

None known.

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b6 b7C

EXP. PROC.

APR 5 1976

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Clerk
Signature and Title of Suggester

REC-45 65-29-86A-65

Recommendations and comments of Division Head

Suggestion appears to have merit and in the absence of any information indicating otherwise, I recommend it be adopted.

EX-112

Warren Pelt Bunn
SPECIAL AGENT IN CHARGE
Signature and Title

23 APR 5 1976

(Do not write in this space - for Bureau use only)

memo mooney / gentens
ml. sep 4/21/76
next of copies
ml. sep 4/28/76

TWO

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : MR. DECKER

DATE: 3/11/76

ALL INFORMATION CONTAINED IS UNCLASSIFIED DATE 8-30-82 BY SP4ELW/lcta

FROM : C. S. Banner

SUBJECT: RETENTION OF ACCOUNTING OF RECORD DISSEMINATION AS REQUIRED BY THE PRIVACY ACT OF 1974
DESTRUCTION OF BUREAU RECORDS

Bailey to McDermott memorandum dated 2/9/76 requested the Computer Systems Division to review and comment on procedures utilized in accounting for record disseminations in systems of records under its control. Accordingly, the following information is furnished:

001 - National Crime Information Center (NCIC)

The NCIC is a computerized information system. A permanent record of all NCIC transactions, including disseminations, is maintained in the form of computer magnetic tapes stored at the FBI computer center.

007 - FBI Automated Payroll System

Payroll information is disseminated to Federal, state, and local government agencies pursuant to Federal statutes and regulations. These disseminations involve salary and leave information furnished to such agencies for income tax and social security matters, and upon retirement, transfer, or resignation from this agency. Written records of disseminations are maintained for the life of the payroll records.

EX-112
REC-49

008 - Personnel Information Network System (PINS)

The automated PINS system is used by the Administrative Division as a source of information to respond to outside requests for employment verification, salary data, etc. Such disseminations are made only with the employee's approval. Permanent written records of such disseminations are maintained in each employee's personnel file.

28 APR 6 1976

RECOMMENDATION: That this memorandum be referred to the Records Management Division.

1 - Mr. McDermott
1 - Mr. Decker
1 - Mr. Buell
1 - Mr. Neudorfer

CSB:mb (5)

56 APR 21 1976

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
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Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. J. B. Adams

DATE: 3/18/76

FROM : Legal Counsel

SUBJECT: SENSTUDY 75

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/rtc

Destruction of Bureau Records - General

The purpose of this memorandum is to clarify a statement appearing in a memorandum from the Attorney General to the Director.

Attached is a memorandum from the Attorney General to the Director dated March 15, 1976, captioned "File Destruction Program." The Attorney General's memorandum, in part, states "Before the program actually resumes the Department will have to contact Congresswoman Abzug, who has requested of me that no files be destroyed." Since the aforementioned quote appears not to be consistent with our prior understanding with the Department on this matter, Jack Fuller, Special Assistant to the Attorney General, was contacted on 3/18/76 and he was asked whether the Department was implying they would solicit the approval of Chairwoman Bella S. Abzug prior to the resumption of the file destruction program. Fuller said that this was not the case and they were merely going to give Chairwoman Abzug notice of the decision to resume the program. The notice would be given in a fashion to apprise her that this resumption had been approved by Senators Church, Scott and Mansfield.

RECOMMENDATION:

Conducted in mail.

For information.

ENCLOSURE

Enclosure

ENCLOSURE

1 - Mr. Mintz - Enc.
1 - Mr. Leavitt - Enc.
1 - Mr. McDermott - Enc.
1 - Mr. Phillips - Enc.
1 - Mr. Daly - Enc.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

NOT RECORDED
46 APR 5 1976

ORIGINAL FILED IN 62-116395-1525

PVD:lad (7)

INITIAL OR ORIGINAL

84 APR 19 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: March 15, 1976

FROM : The Attorney General

SUBJECT: File Destruction Program

Assoc. Dir. ✓
Dep. A.D.-Adm. ✓
Dep. A.D.-Inv. ✓
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ✓
Plan. & Eval. ____
Rec. Mgmt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y. ____

I know that we are now seeking the concurrence of Senators Church, Scott and Mansfield as to the resumption of part of the FBI records destruction program. Before the program actually resumes the Department will have to contact Congresswoman Abzug, who has requested of me that no files be destroyed.

See HCD memo to Mr. Adams 3/18/76 PVD:LAS.

XP. PROC. MAR 16 1976

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 ELW/ptc

ENCLOSURE

ENCLOSURE 100-3286
NOT RECORDED
46 APR 5 1976
7 MAR 31 1976

INITIALS ON ORIGINAL

INITIALS ON ORIGINAL

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
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Laboratory ___
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Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. Jenkins

DATE: 3/19/76

FROM : J. J. McDermott

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 [illegible]

SUBJECT: FILE DESTRUCTION

PURPOSE: Restoration of Bureau Records - General

To advise the Director of the status of file destruction.

DETAILS:

The Director previously created a committee to consider the acceleration of the destruction of records not required for operational use. The committee consists of Mr. Cochran, Mr. Gallagher and myself. The status concerning the committee's deliberation follows.

1. As you are aware, for months we have been attempting to remove the moratorium on Bureau file destruction requested by the Joint Senate Leadership. The Department has approved forwarding a request to the Senate and a favorable response to our request is anticipated which will allow us to resume the destruction of file material which has been approved by the National Archives and Records Service (NARS), other than security and intelligence files.

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2. Instructions have already gone forward to all field offices mandating the destruction of Auxiliary Office files six months after they have been placed in an RUC status as opposed to the current five year destruction rule. Index purging would accompany such destruction. This procedure will allow us to save at least 30 percent of closed file space in all field offices. Field supervisors would have the option for the selective retention of any record believed to be of continuing value.

EX-101 REC-59 66-3288-1187

3. There continues a study looking to proposing to the National Archivist various records for destruction which are included in the Records Retention Plan which should allow us to reduce our file retention in certain classifications, especially at FBIHQ.

4. New uniform criteria for indexing records (through 1976 which all information is retrievable) has already been promulgated and implementation is imminent.

1 - Mr. Adams
1 - Mr. Callahan
1 - Mr. Jenkins
1 - Mr. Cochran
1 - Mr. Gallagher
1 - Mr. Hoxie

JWA:evp (9)

CONTINUED OVER

Enclosure

57 APR 26 1976 329

5. Of paramount consideration in the destruction of Headquarters files is the Bureau's responsibility under Executive Order (EO) 10450, which requires Executive Branch agencies to submit name check requests to the FBI. The standards of file review require consideration of the applicant or employee's entire adult life. This review criteria vis-a-vis EO 10450 would be impeded by the destruction of records covering a person's adulthood which may thereafter become the subject of a name check request. This problem has been discussed with the Department and we have been informed that in view of the sensitivity of the Congress and the Executive Branch to curtail certain record retention it might be necessary to rewrite EO 10450.

6. Title 44 of the United States Code authorizes NARS to promulgate the retention or destruction of Executive Branch records. The Archivist has previously advised that "... Ordinarily the records of a Federal agency that are worthy of permanent retention amounts to a rather small percentage of the total volume of records generated. However, many of the records produced by the FBI relate to a number of controversial, if not important, aspects of history of the United States, particularly the role of the Federal Government in its relation to its citizens. NARS noted that many years will pass before these records can be made available to the public for historical and other serious research. Nevertheless, the Archival value of these records will not decrease, nor will interest in them dissipate." Accordingly, in connection with the Records Retention Plan, NARS has placed an indefinite retention period on most of our basic violation categories. The destruction of the substance of any of this material is prohibited. After records in this category are no longer needed by the Bureau, they must be sent to NARS for permanent retention because of their historical value. Despite this, we have reason to believe from negotiations we have had with NARS we can obtain Archival approval to accelerate destruction of certain of our records and this is being pursued.

7. There is attached a three and one half page excerpt captioned "Archival Matters" which is taken from my memorandum to Mr. Jenkins dated 2/26/76 captioned "Automated Records Management Systems (ARMS) - Developments in Communications Section", copies of which were furnished to all Assistant Directors. This discusses in more detail the matters relating to file destruction and file retention.

RECOMMENDATION:

None. This is submitted for the Director's information regarding the status of the file destruction and retention program.

APPROVED:	Comp. Syst.	Laboratory
Assoc. Dir.	Ext. Affairs	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Admin.	Intell.	Training

ARCHIVAL MATTERS
(CODE OF FEDERAL REGULATIONS TITLE 41)
(UNITED STATES CODE TITLE 44)

GENERAL ARCHIVAL DATA APPLICABLE TO
AGENCIES OF THE FEDERAL GOVERNMENT

All agencies are required to retain any material made or received during the course of public business which has been preserved or is appropriate for preservation. Disposal must be in accordance with established regulations. Records of the Federal Government are legally destroyed in accordance with General Records Schedules which are promulgated by the Administrator of General Services and apply to records material common to several or all agencies or by submission of individual record schedules to National Archives and Records Service (NARS). With a combination of these items and the Records Retention Plan, developed and approved by NARS, agencies are required to prepare Records Control Schedules to provide for disposition of all agency records, either through destruction, retention at agency level, retention at Federal Records Centers or National Personnel Records Centers, or accession by Archives.

Duplicate copies of record material maintained for convenience are not considered "records" and may be destroyed without NARS approval.

NARS GUIDELINES APPLIED
TO FBI RECORDS

FBI records support the Bureau's investigative and administrative needs and its obligation to act as a clearinghouse under Executive Order (EO) 10450 regarding the security of Government employees. Accordingly, in support of this need, the destruction of original records or records of substance has not been sought. In other words, the record is needed in the transaction of current business in accordance with FBI obligations as prescribed by law. The records are needed for investigative reference and for EO 10450 until such time a legal limit is placed on what prior records may be accessed for this purpose. Additionally, because of the continuing need to access all records on a frequent basis, Federal Records Centers have not been used for investigative data. The following is a brief summary on the disposition of FBI records:

General Criteria Used For The
Destruction of FBI Records As
Approved by NARS

1) A variety of records are destroyed after a specified time in accordance with the Records

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ENCLOSURE
66-3286-1117

Control Schedule which includes categories of records approved within the General Records Schedules and specific requests made and approved by NARS. Records in this category are generally administrative in nature and also apply to fingerprint records.

2) Destruction of FBI investigative matters has generally applied in the following categories:

a) cases in which there was no prosecutive action undertaken;

b) perpetrators of violations not developed during the investigation, and;

c) investigation revealed allegations were unsubstantiated or not within the investigative jurisdiction of the FBI.

3) Destruction of FBI closed criminal matters over 10 years old after it has been determined that microphotographic copies are satisfactory duplicates of the original material.

4) Destruction of closed field files after reports or summaries of substance have been forwarded to FBIHQ.

General Criteria Used For The Retention of FBI Records As Approved By NARS

Accordingly, it is interesting to note that the FBI has never destroyed an investigative matter of substance. Additionally, NARS, in connection with their Records Management Evaluation Program, established a Records Retention Plan for the Bureau wherein they noted that ordinarily the records of a Federal agency that are worthy of permanent retention amounts to a rather small percentage of a total volume of records generated. However, many of the records produced by the FBI relate to a number of controversial, if not important, aspects of history of the United States, particularly the role of the Federal Government in its relation to its citizens. NARS noted that many years will pass before these records can be made available to the public for historical and other serious research. Nevertheless, the Archival value of these records will not decrease, nor will interest in them dissipate.

While it may be established there may be certain categories of investigative records of substance that can be offered for destruction (by obtaining authority from NARS because they serve no continuing need), NARS may exercise their option to retain the records because of their future historical significance. Records in this category could be applicant cases since NARS, in their records retention plan, did not place an indefinite retention period on this type of record.

In connection with the Records Retention Plan, NARS has placed an indefinite retention period on most of the basic violation categories. The destruction of the substance of any of this material is prohibited. After it has been determined that files in the specific categories noted by NARS serve no continuing need, the Bureau will be obligated to forward them to NARS for permanent retention because of their historical value. This data, however, is always subject to reevaluation by NARS.

USE OF FEDERAL
RECORDS CENTERS (FRC)

The FBI has forwarded material to the FRC which has been administrative in nature and applies only to payroll and voucher material. The only exception has been a court order placing certain documents from personnel files under seal in a National Personnel Records Center.

Because of FBI obligation to disseminate pertinent data to other agencies in connection with EO 10450 or other "need-to-know" basis, these agencies have in turn deposited these records with NARS. However, in accordance with Title 41 of the Code of Federal Regulations, no one else can have access to these records without the originating agency's approval.

RECORDS FORWARDED TO NARS BECAUSE
OF THEIR HISTORICAL VALUE

The only FBI records that have been accessioned by or offered to NARS for their historical value which did not serve a continuing need for the FBI are those records prior to 1924. They were referred to as the Old German, Bureau Section, Mexican and Miscellaneous files.

CURRENT APPLICATION OF NARS GUIDELINES
TO BRING THE RETENTION OF FIELD RECORDS
IN-BALANCE WITH THEIR NEEDS

At the conclusion of the current moratorium on the destruction of record material imposed by Senate Resolution 21 (request of Joint U. S. Senate leadership Mansfield and Scott) all field offices will be advised of new field destruction rules which have previously been approved. This will allow Auxiliary Office files, which are of no continuing value, to be destroyed six months from the date cases were referred upon completion to the office of origin. The office of origin currently has authority to destroy files of no continuing value after they are 10 years old.

With these destruction rules, FBIHQ will then have a copy (or summary of substance) of all investigative matters handled by the field except (1) pending matters which have not required a communication to Headquarters, and (2) unknown subject cases and cases that did not result in prosecution which are closed administratively.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
& Evd.

March 17, 1976

MR. KELLEY:

Re: STUDY REGARDING REVISION OF POLICY CONCERNING RETENTION OF RECORDS

I met with Mr. McDermott today.

Pursuant to the committee which you established (consisting of McDermott, Cochran, and Gallagher) to explore accelerated file destruction, he will submit a status memorandum regarding this general topic.

Following this submission, Mr. McDermott and I would like to meet with you.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 ELW/ste

H. E. HOXIE

ST 104

66-3286-1188

REC-59

5 APR 12 1976

HEH:jmr
(3)

55 APR 26 1976

Routing Slip
0-7 (Rev. 7-11-75)

(Copies to Offices Checked)

TO: SAC:

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico

TO LEGAT:

- ☐ Bern
- ☐ Bonn
- ☐ Brasilia
- ☐ Buenos Aires
- ☐ Caracas
- ☐ Hong Kong
- ☐ London
- ☐ Madrid
- ☐ Manila
- ☐ Mexico City
- ☐ Ottawa
- ☐ Paris
- ☐ Rome
- ☐ Tel Aviv
- ☐ Tokyo

Date 5/21/76

RE: FORM FD-491
TRANSMITTAL COMMUNICATION FOR ORIGINAL DOCUMENTS TO OFFICE OF ORIGIN
FBI FORM BOOK

☒ For information ☐ Retention optional ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____

Remarks: ReBulet to Albany and All Offices 3/3/76, and Buairtel to Albany, All Offices, and LEGATS 4/27/76, both captioned DESTRUCTION OF FIELD FILES AND RECORDS.

Enclosed are supplies of NEW FORM FD-491 in BOND and THIN YELLOW to assist you in this procedure. Place a copy of the BOND in the FBI Form Book. Begin to use these forms immediately. A minimum supply of the form has been issued to the LEGATS who may request additional copies at this time if necessary.

Enc.
Bufile
Urfile

James J. Stewart Jr.
Forms Management Desk
Training Division

PRINTED ROUTING SLIP

Fwd White Letter to [redacted] 7/13/76. JS

FBI/DOJ

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4LEW/MRE

66-3286-1189

ENCLOSURE

FD-491 (4-15-76)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : SAC, ( ) DATE:

FROM : SAC, RE: FILE DESTRUCTION PROGRAM

SUBJECT: _____
(Title)

ORIGINAL DOCUMENTS. DO NOT BLOCK STAMP.

Enclosed are _____ items of evidentiary nature. These items are forwarded your office since you were OO at the time our case was RUC'd. Enclosures are described as follows:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 ELW/ste

b6
b7C

PRINTED FD-490 - ORIGINAL
UNBLOCKED YELLOW

Enc.

66-3286-1189

ENCLOSURE

File this Letter to [redacted] 1/15/76 de

FBI/DOJ

FD-491 (4-15-76)

SAC, ( )

SAC, RE: FILE DESTRUCTION PROGRAM

_____
(Title)

ORIGINAL DOCUMENTS. DO NOT BLOCK STAMP.

Enclosed are _____ items of evidentiary nature. These items are forwarded your office since you were OO at the time our case was RUC'd. Enclosures are described as follows:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4ELW/ate

b6
b7C

Enc.

66-3286-1189

ENCLOSURE

File with letter to [redacted] 1/15/76 ja

FBI/DOJ

TO: SAC_____ TITLE_____

FILE #_____ _____

FROM: SAC_____ _____

RE: FILE DESTRUCTION PROGRAM

Enclosed are _____ items of evidentiary nature. These items are forwarded your office since you were 00 at the time our case was RUC'd. Enclosures are described as follows:

PROPOSED NEW FORM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4ELW/ate

ORIGINAL DOCUMENTS. DO NOT BLOCK STAMP.

ENCLOSURE

66-3286-1189

FD-491 (4-15-76)
OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : SAC, (Reason this opening by) DATE:

FROM : SAC, RE: FILE DESTRUCTION PROGRAM

SUBJECT: _____
(Title)

Reason this opened - Research.
Henry Pruit - Range Attorney.

ORIGINAL DOCUMENTS. DO NOT BLOCK STAMP.

3 spaces

Enclosed are _____ items of evidentiary nature. These items are forwarded your office since you were OO at the time our case was RUC'd. Enclosures are described as follows:

AMENDED PROPOSED FORMAT FOR APPROVAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 ELW/pls

Enc.

Board Inquiry Research (Dudley)

ENCLOSURE

66-3286-1189

SUGGESTION 501-76

INSPECTION DIVISION ADDENDUM H. N. BASSETT:wmj 4/6/76

This suggestion appears to have merit; however, the Inspection Division defers to the Records Management Division.

SUGGESTION 501-76

ADDENDUM: OFFICE OF PLANNING AND EVALUATION JEH:imt 4/8/76 b6 b7C

The suggestion made by [redacted], Kansas City, proposing a form to be utilized by an auxiliary office to the office of origin upon destruction of auxiliary office files appears to have merit. The first listed advantage is that such a form would alert the Chief Clerk's Office that documents attached should not be blockestamped which is very valuable and would automatically alert the Chief Clerk's Office not to block stamp document attached. It appears that the suggestion does have merit and the Office of Planning and Evaluation recommends adoption be considered.

April 15, 1976

PERSONAL

EX-101

REC-83 66-3286-1189

FD-491 assigned to former Bank. + related serial 4/28/76

Mr. [redacted]
Federal Bureau of Investigation
Kansas City, Missouri

b6
b7C

Dear Mr. [redacted]

Thank you for the suggestion that a new form be approved for use when forwarding certain items to the office of origin. I am indeed pleased to advise you this proposal is being adopted and steps will be taken to place it into effect. The format has been modified to further clarify its purpose.

The interest and initiative you displayed in submitting this idea to me are appreciated since this procedure should further streamline this phase of our operations.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

b6
b7C

MAILED 10
APR 15 1976
FBI

2 - Kansas City
1 - Field personnel file
1 - Suggestion file

1) - Personnel file of SA [redacted]

ML:slp
(6)

(Suggestion 501-76)

NOTE: Proposed attached form be approved for use in transmitting original documents to office of origin (OO) upon destruction of files by an auxiliary office. This form would be utilized at such time as the moratorium has been removed.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Secty

25 JUN 8 1976

MAIL ROOM ☑ TELETYPE UNIT ☐

CONTINUED - OVER

Noted in Prop 6-3-76 TAP

GPO : 1975 O - 569-920

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Kansas City, Missouri

Inspection, Records Management Divisions and Office of Planning and Evaluation agree the idea has merit and should be approved. By Bulet 3/3/76 entitled "Destruction of Field Files and Records" all offices were informed of new destruction criteria applicable to auxiliary office files with instructions that original FD-302s and 1-A Exhibits be furnished to OO. While many of these items will naturally be transmitted by formal communication containing investigative information, there will also be many instances when such a communication is not required. Therefore, a form as proposed would eliminate need to prepare other suitable transmittal communication and alert the Chief Clerk's Office that material attached should not be block stamped. The format has been discussed with Records Management Division and it is believed the amended form attached for approval is more appropriate than the one submitted. On approval, this letter will serve as the authority for the Forms Management Desk, Training Division, to take appropriate action and the Records Management Division to advise the field of the use to be made of the form.

APPROVED:	Comp. Syst.	Laboratory
Assoc. Dir.	Ext. Affairs	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Admin.	Intell.	Training

FBI
MECH-AU
RECEIVED

-2-

Employee Suggestion
FD-252 (Rev. 9-11-59)

#501-M6

Date: 4/1/76

To: Director, FBI

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: Kansas City

SUGGESTION

See form attached. Proposed form to be utilized in transmitting original documents to OO upon destruction of files by an auxiliary office. This form would be utilized at such time as the moratorium has been removed.

General
Destruction of Bureau Property

Current practice or rule (Include manual citation as well as facts)

Director's letter to Albany dated 3/3/76 re destruction of field files and records.

Advantages of suggestion and annual savings (include basis for estimate)

If proposed form adopted, following advantages will be derived:
1) Will alert CCO in receiving offices not to block stamp original documents.
2) Will streamline and simplify forwarding original FD-302s, lab reports and other original documents to office of origin.
3) Will save steno time in typing and xerox costs of reproducing a transmittal form.

34 APR 2 1976 EXP. PROC.

Disadvantages of suggestion

None

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4ELW/ste

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] S-A

Title of Suggester

Recommendations and comments of Division Head: This form would be especially helpful in Resident Agencies where original FD-302s must be returned for initialing prior to being forwarded to office of origin. The suggestion has merit and I recommend its adoption.

REC-83 66-3286-1189

Signature and Title: Special Agent in Charge

(Do not write in this space - for Bureau use only)

Letter of Commendation
ML sup
4/15/76

20 APR 2 1976

5 ENCLOSURES

(3) - Bureau (enc. 10)
1 - KC 66-1719 JHP:ssc

SUGGESTION 501-76

ADDENDUM RECORDS MANAGEMENT DIVISION (TBD:evp 4/7/76)

It is proposed in attached suggestion that a form (sample copy enclosed) be authorized for use as a transmittal communication for documents and/or items being furnished to Office of Origin by Auxiliary Office as the result of instructions contained in Bulet 3/3/76 to Albany and all offices captioned "Destruction of Field Files and Records."

OBSERVATIONS:

By Bulet 3/3/76 titled "Destruction of Field Files and Records" all field divisions were informed of new destruction criteria applicable to Auxiliary Office files with instructions that original FD-302s and 1A exhibts be furnished to office of origin. While many of these items will naturally be transmitted by formal communication containing investigative information, there will also be many instances when such a communication is not required. Therefore, a form as suggested would eliminate the need to prepare other suitable transmittal communication. It is the opinion of the Records Systems and Training Unit that suggestion has merit and should be adopted as such a form would be a useful tool in implementing the instructions setforth in Bulet 3/3/76.

RECOMMENDATION:

That suggestion be adopted.

Assoc. Dir.
Dep.-A.D.-Adm.
Dep.-A.D.-Inv.
Asst. Dir.
Admin.
Comp. Syst.
Ext. Affairs
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

FRANK CHURCH, IDAHO, CHAIRMAN
JOHN G. TOWER, TEXAS, VICE CHAIRMAN
PHILIP A. HART, MICH.
WALTER F. MONDALE, MINN.
WALTER D. HUDDLESTON, KY.
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HOWARD H. BAKER, JR., TENN.
BARRY GOLDWATER, ARIZ.
CHARLES MC C. MATHIAS, JR., MD.
RICHARD S. SCHWEIKER, PA.
WILLIAM G. MILLER, STAFF DIRECTOR
FREDERICK A. O. SCHWARZ, JR., CHIEF COUNSEL
CURTIS R. SMOTHERS, MINORITY COUNSEL

United States Senate

SELECT COMMITTEE TO
STUDY GOVERNMENTAL OPERATIONS WITH
RESPECT TO INTELLIGENCE ACTIVITIES
(PURSUANT TO S. RES. 21, 94TH CONGRESS)
WASHINGTON, D.C. 20510

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 ELW/rtc

March 19, 1976

Honorable Hugh Scott
United States Senate Minority Leader
Room S-230, The Capitol
Washington, D. C.

Dear Senator Scott:

The Select Committee has been advised by the FBI that it wishes to resume its normal file destruction program, which was suspended over a year ago. This suspension was instituted by the FBI as a result of your request of January 27, 1975, that the FBI not destroy any records which might have a bearing on the subjects under investigation by the Select Committee pursuant to S. Res. 21.

The Select Committee believes that this moratorium on records destruction is broader than is now necessary, both for its work and for the effective discharge of the responsibilities of any future Senate committee engaged in oversight of the FBI. We have reached this conclusion after consultation with the Attorney General. A letter from Attorney General Edward H. Levi of March 18, 1976, relating to this matter is attached. In addition, I am attaching an exchange of correspondence between FBI Director Clarence M. Kelley, the Justice Department, and myself on this matter.

The Select Committee believes that the FBI Director should be permitted to resume the Bureau's routine records destruction program, since the files to be covered by that program do not relate to security or intelligence matters. This is clearly stated in Director Kelley's letter. Consequently, the Select Committee recommends that the FBI institute the procedures outlined by Director Kelley.

Sincerely,

Frank Church
(IDAHO)

ENCLOSURE

cc: Honorable Clarence M. Kelley

EXP. PROC.
MAR 19 1976
APR 23 1976

OFFICE OF THE DIRECTOR

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 12, 1976

Honorable Frank Church
Chairman
Select Committee to Study Governmental Operations
With Respect to Intelligence Activities
United States Senate
Washington, D.C. 20510

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 FLW/ptc

Dear Mr. Chairman:

You will recall that by letter to me of January 27, 1975, from Senate Majority Leader Mike Mansfield and Minority Leader Hugh Scott, we were advised of the Senate's plan to conduct an investigation and study of intelligence activities by Government agencies. The scope of the study was defined in Senate Resolution 21 of the 94th Congress. The letter specifically requested that we not destroy or otherwise dispose of any records or documents which might have a bearing on the subjects under investigation or relating to the matters specified in Section 2 of Senate Resolution 21. That Section of the Resolution described the Senate's extensive interest in the domestic intelligence, as well as foreign counterintelligence, activities of Executive Branch agencies, including the FBI.

In accommodation of that request of the leadership of the United States Senate, I immediately issued instructions to all offices and divisions of this Bureau establishing a moratorium on the destruction of all records of whatever description. In retrospect, I now feel that the moratorium need not have been as all-encompassing as that, but this was done to assure that there could be no question of my intention for the FBI to comply fully with the request with regard to the preservation of relevant records in which the Senate might develop an interest.

RECEIVED
JAN 15 1976
FBI

ENCLOSURE

WFO 3286 1190

Honorable Frank Church

It is now almost one year since the inception of the moratorium on our regular records destruction program. For your information, our regular destruction program, as approved by the National Archives and Records Service, is designed to prevent retention of masses of records well beyond the period during which they may serve a useful purpose. Further, our records destruction program, as approved by the National Archivist, permits the destruction of those records which are deemed to no longer possess evidentiary, intelligence, or historical value. The moratorium, which was not expected to last as long as it has, has created substantial administrative burdens not only at FBI Headquarters but throughout our 59 field offices. The suspension of sound records management and file destruction practices in many areas is causing very substantial space and storage problems.

I, therefore, now propose, with your concurrence, to resume that portion of our records destruction program which, in reality, could not have been contemplated by the Senate leadership's request in the first instance. We would continue the destruction moratorium on all classifications of files which would fall within the general description of "security files." These would encompass all files on domestic intelligence matters, extremist matters, racial matters, as well as foreign counter-intelligence subject matters. We would, with regard to such "security matters," destroy duplicative material only.

The matters that we propose to resume routine destruction of, in accordance with our previously established Records Retention Plan, are the following: files relating to criminal investigations, suitability or applicant-type investigations, correspondence files, and files of an administrative nature generally. Should you or any members of your Committee express an interest for our continued retention of any record material other than as specified herein, you may be assured that such a request would receive every consideration.

REC RDM

JAN 15 1975

FBI

Honorable Frank Church

I do hope that you are able to express concurrence in the proposals herein since the file destruction moratorium has produced substantial administrative burdens for us. Please also accept my assurance of our continued full cooperation with you and your Committee.

Sincerely yours,

Clarence Kelley

Clarence M. Kelley
Director

1 - Honorable Mike Mansfield
Majority Leader of the Senate
Room S-208
The Capitol
Washington, D.C. 20510

1 - Honorable Hugh Scott
Minority Leader of the Senate
Room 260 Russell Senate Office Building
Washington, D.C. 20510

RL

JAN 15 1975

FBI

February 20, 1976

Honorable Clarence M. Kelley
Director
Federal Bureau of Investigation
Washington, D. C. 20535

RETENTION IS UNCLASSIFIED
DATE 8/30/82 BY SP4ELW/sbs

Dear Director Kelley:

I have considered your letter of January 12, 1976, regarding the request of the Majority Leader and the Minority Leader on January 27, 1975, that the FBI not destroy any records which might have a bearing on matters specified in Senate Resolution 21.

The Select Committee deeply appreciates your instructions issued immediately after the request establishing a moratorium on destruction of all FBI files of whatever description. We understand that this moratorium has been costly and has produced substantial administrative burdens.

Therefore, the Select Committee would raise no objection to the resumption of destruction of certain records which would have no relationship whatsoever to the matters specified in S. Res. 21. We are concerned, however, that resumption of routine destruction in accordance with your established Records Retention Plan may result in destroying materials which might be of use in connection with the work of a future Senate committee engaged in oversight of the FBI.

Consequently, we suggest that you confer with the Attorney General so as to ensure that he is satisfied that reinstitution of destruction under the Records Retention Plan is consistent with his policies regarding the

ENCLOSURE
66-3286-1190

availability of materials for future Congressional oversight, as well as for effective supervision of the FBI by the Attorney General.

I will be happy to recommend to the Majority Leader and Minority Leader that they endorse resumption of records destruction, upon receipt of notification that the Attorney General has approved such destruction after considering the concerns stated above.

Thank you again for your continued cooperation with the Select Committee.

Sincerely,

Frank Church

JTE/jm

OFFICE OF THE DEPUTY ATTORNEY GENERAL
WASHINGTON, D.C. 20530

MAR 15 1976

Honorable Frank Church, Chairman
United States Senate Select Committee
on Intelligence Activities
Washington, D. C. 20510

Dear Senator Church:

Transmitted herewith is a memorandum prepared by the Federal Bureau of Investigation outlining the Bureau's proposed reinstitution of the FBI's normal file destruction program. I am authorized to advise you that the Bureau's position as outlined in this attached memorandum has been reviewed and approved by the Attorney General in light of the concerns raised in your letter of January 20, 1976, to Director Kelley. Please be assured that resumption of routine destruction will not result in destruction of materials which might be of use to a future Senate committee engaged in oversight of the FBI.

Sincerely,

MICHAEL E. SHAHEEN, JR.
Special Counsel for Intelligence Coordination

...TAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 ELW/pte

ENCLOSURE

66-B286-1190

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C. 20535

March 4, 1976

U. S. SENATE SELECT COMMITTEE
ON INTELLIGENCE ACTIVITIES

Reference is made to the letter of Chairman Frank Church to Honorable Clarence M. Kelley, Director, Federal Bureau of Investigation, dated February 20, 1976, which requested the Attorney General's concurrence in the FBI's reinstitution of the destruction of certain FBI documents and files.

By letter to the Director of the FBI dated January 27, 1975, from Senate Majority Leader Mike Mansfield and Minority Leader Hugh Scott, the FBI was advised of the U. S. Senate's intended investigation and study of intelligence activities by the FBI and other Government agencies. The scope of this investigation and study was described in Senate Resolution 21 of the 94th Congress.

The aforementioned letter specifically requested the FBI not destroy or otherwise dispose of any records or documents which might have a bearing on the subjects under investigation or relating to the matters specified in Section 2 of Senate Resolution 21. That Section of the Resolution described the Senate's extensive interest in the domestic intelligence as well as foreign counterintelligence, activities of Executive Branch agencies, including the FBI.

In accommodation of that request, Director Kelley immediately issued instructions to all offices and divisions of the FBI establishing a moratorium on the destruction of all records of whatever description. In retrospect, the FBI now feels that the moratorium need not have been as all-encompassing as that, but this was done to assure that there could be no question of its intention to comply fully with the request with regard to the preservation of relevant records in which the Senate might develop an interest.

RECEIVED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 ELW/pte

ENCLOSURE

66-3286-1190

U. S. SENATE SELECT COMMITTEE ON
INTELLIGENCE ACTIVITIES

It is now more than one year since the inception of the moratorium on the FBI's regular records destruction program. For your information, the FBI's regular destruction program, as approved by the National Archives and Records Service and the Department of Justice, is designed to prevent retention of masses of records well beyond the period during which they may serve a useful purpose. Further, our records destruction program, as approved by the National Archivist, permits the destruction of those records which are deemed to no longer possess evidentiary, intelligence, or historical value. The moratorium, which was not expected to last as long as it has, has created substantial administrative burdens not only at FBI Headquarters but throughout the 59 field offices. The suspension of sound records management and file destruction practices in many areas is causing very substantial space and storage problems.

The FBI now proposes that that portion of its records destruction programs which do not pertain to or concern classifications of files which would fall within the general description of "security files" be reinstituted. Those files which would not be affected by the reinstitution of the file destruction program would include all files on domestic intelligence matters, extremist matters, racial matters as well as foreign counterintelligence matters. The files which the FBI proposes to resume routine destruction of in accordance with its established records retention plan include the following: files relating to criminal investigations, suitability or applicant-type investigations, correspondence files, and files of an administrative nature generally.

Office of the Attorney General
Washington, D. C. 20530

MAR 18 1976

Honorable Frank Church
Chairman
United States Senate Select
Committee on Intelligence Activities
Washington, D.C. 20510

Dear Chairman Church:

This letter will confirm my views as conveyed to you earlier by Special Counsel Michael E. Shaheen in his letter of March 15, 1976, that I have reviewed and approved the FBI's proposed reinstitution of its normal file destruction program. The Bureau's plan to resume routine destruction takes into account the concerns raised in your letter of January 20, 1976, to Director Kelley, that resumption of such a program would not result in the destruction of materials which might be of use to a future Senate committee engaged in oversight of the FBI.

Sincerely,

Edward H. Levi
Attorney General

FBI
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/gmv
#03-R0762

ENCLOSURE

66-3286-190

April 28, 1976

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 ELW/ltc

Mr. Joel R. Hitt
Federal Bureau of Investigation
Mobile, Alabama

Dear Mr. Hitt:

Destruction of Bureau Records - general

Reference is made to the suggestion which you submitted on December 17, 1974, concerning a method of insuring that certain data appears on our index cards. It is indeed a pleasure for me to advise you that a modification of your proposal has now been approved due to the evaluation of a recent idea. The office of origin and its file number will now be placed on these cards when they are initially prepared.

I did not want this occasion to pass without advising you of my appreciation for your interest in this matter.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

EX-112
REC-71 66-3286-1191

MAILED 6
APR 28 1976
FBI

MAY 18 1976

2 - Mobile
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA Joel R. Hitt
ML:slp
(6) (Suggestion 394-75)

NOTE: Suggested prior to destruction of an investigative file at end of 5 or 10 years, whichever is appropriate, the indices card(s) relating to file in question be pulled and identity of office of origin (OO) be noted thereon and, also, that all descriptive data pertaining to subject of case be placed on the card(s). If approved, OO should be indicated on each original index card prepared.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

51 MAY 27 1976

CONTINUED - OVER

GPO : 1975 O - 569-920

Mr. Joel R. Hitt
Federal Bureau of Investigation
Mobile, Alabama

The last sentence of the suggestion is the procedure which will be placed into effect.

APPROVED:	Comp. Syst.	Laboratory
Assoc. Dir.	Ext. Affairs	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Admin.	Intell.	Training

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Cochran

DATE: 4/9/76

FROM : W. E. Harward

SUBJECT: FM Radio Equipment — Destruction of Bureau Property

The Laboratory is in possession of several pieces of old Moore tone control equipment. These are pieces of equipment that have been used by various field offices for control of their radio systems and have been replaced with newer equipment. This equipment is of a vintage such that new replacement printed circuit cards are no longer available from the manufacturer. Inasmuch as these units will not be used in the future by the Bureau, it is recommended they be cannibalized for usable parts and the remainder destroyed.

Equipment	Serial Number	Approximate Cost New	Approximate Date acquired
Moore Model 039B	110	$3000.00	1960
Moore Model 039C	105	$3365.00	1961
Moore Model 039C	109	"	"
Moore Model 039C	110	"	"
Moore Model 039C	111	"	"

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4EW/pte

SEARCHED INDEXED SERIALIZED FILED
MAY 21 1976
FBI

b6
b7C

2 - Mr. Walsh (1 - Attn: Mr. McMichael, 1 - Attn: Mrs. [redacted]
1 - Mr. Harward
1 - Mr. Wiser
JOW:asc
(5)

66-3286
RECORDED
JUN 1 1976

CONTINUED - OVER

SEE ADDENDUM PROPERTY PROCUREMENT AND MANAGEMENT SECTION PAGE 3a.....

JUN 9 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

MEMORANDUM TO MR. COCHRAN
FM RADIO EQUIPMENT

Equipment	Serial Number	Approximate Cost New	Approximate Date acquired
Moore Model 039C	113	$3365.00	1961
Moore Model 039D	102	$3300.00	"
Moore Model 039D	103	"	"
Moore Model 039E	102	$3200.00	1962
Moore Model 039E	105	"	"
Moore Model 039E	119	"	"
Moore AMX Model 829A	109	$2000.00	"
Moore AMX Model 892A	111	"	"
Moore VBS Model 822A	101	$3500.00	"
Moore VBS Model 822A	102	"	"
Moore VBS Model 822A	114	"	"
Moore CDP Model 831A	102	$2470.00	"
Moore CDP Model 831A	105	"	"

Also there are 10 filters and 15 tone transmitters on a frequency of 2805 Hz, part of the above equipment, which can no longer be used.

RECOMMENDATION:

If approved that units be cannibalized for useful parts, that units be removed from Laboratory inventory.

WEB/fw

ADDENDUM PROPERTY PROCUREMENT AND MANAGEMENT SECTION
GSM/lsk 5/18/76

The matter of cannibalization has been discussed with Mr. [redacted], Chief, Materiel Management Unit, Department of Justice and he in turn discussed the matter with Mr. [redacted] General Services Administration. b6 b7C

Mr. [redacted] advised that cannibalization is left up to the discretion of the agency. Therefore, taking into consideration the equipment listed in this memorandum is of a vintage such that new replacement printed circuit cards are no longer available from the manufacturer, that permission be granted for the Laboratory Division to cannibalize this equipment for usable parts and the remainder destroyed. Appropriate inventory adjustments must be submitted accordingly.

OK

Return to 1831

April 9, 1976

PERSONAL

66-3286-

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Charlotte, North Carolina

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4ELW/rte

Dear Mr. [redacted]

Thank you for the suggestion that the Manual of Rules and Regulations be revised to include certain additional instructions. After evaluation, it has been decided this action is not warranted at the present time since new regulations regarding this program are being formulated and they will result in major manual changes in this regard.

I appreciate the interest and concern which prompted you to submit your idea to me.

Sincerely yours,

Clarence M. Kelley

Director

MAILED 2
APR 9 - 1976
FBI

2 - Charlotte
1 - Field personnel file
1 - Suggestion file

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

1 - Personnel file of Mr. [redacted]

b6
b7C

ML:slp
(6)

(Suggestion 489-76)

NOTE: Based on memorandum Mooney/Jenkins, ML:slp, 4/7/76.
RE: Handling Of Mail In Field Divisions, Suggestion 489-76, Submitted By Mr. [redacted] Charlotte Office.

MAIL ROOM [ ] TELETYPE UNIT [ ]

56 APR 21 1976

GPO : 1975 O - 569-920

ORIGINAL FILED IN 66-16263-

489

Employee Suggestion
FD-252 (Rev. 9-11-59)

#489-76

b6
b7C

Date 3-19-76

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Charlotte

SUGGESTION

It is suggested that the MRR, Part II, Section 3, 5 (b), be changed to read "Files in all classifications must be consolidated within 6 months after closed or referred upon completion to the office of origin or at the time that Auxiliary office files are destroyed under the 6 months destruction rule."

"Destruction of Bureau Records - General"

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4ELW/rtc

Current practice or rule (Include manual citation as well as facts) MRR, Part II, Section 3, 5 (b), states "Files in all classifications must be consolidated within 6 months after closed or referred upon completion to the office of origin

Advantages of suggestion and annual savings (Include basis for estimate)

It may be some time before all offices become current in file destruction in all classifications because of new file destruction rules. It would save considerable clerical time to delay condolidation of closed files until auxiliary office files have been destroyed. It would be easier to destroy auxilary office files while filed as single files and before they are stripped and consolidated. Auxiliary office files could be destroyed and other files stripped and consolidated in one operation and volumes would have to be made only one time.

66-3246-

Disadvantages of suggestion

None apparent.

NOT RECORDED
191 APR 15 1976

Hudson

b6
b7C

TWO

ORIGINAL FILED IN 1-A 66-3246

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head

Suggestion would appear to have merit and should be considered.

Office Services Manager - Asst. Chief Clerk.

Edgar A. Hunt SAC
Signature and Title

(Do not write in this space - for Bureau use only)

memo money/Jenkins
ML:sep 4/7/76

Work of Cypress.
ML:sep 4/9/76

b6
b7C

(3) - Bureau
2 - Charlotte (1) 67-[redacted] (1) 66-2444

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 4/7/76

FROM : W. M. Mooney

b6
b7C

SUBJECT: HANDLING OF MAIL IN FIELD DIVISIONS
SUGGESTION 489-76 SUBMITTED BY
MR. [redacted] CHARLOTTE OFFICE

Destruction of Bureau Records - General

PURPOSE: To consider the proposal that the Manual of Rules and Regulations (MRR), Part II, Section 3,5,(b), be changed to read "Files in all classifications must be consolidated within 6 months after closed or referred upon completion to the office of origin or at the time that Auxiliary office files are destroyed under the 6 months destruction rule."

SYNOPSIS: Above suggestion was considered by Inspection and Records Management Division and both recommended it not be adopted at this time. There is a current moratorium on the destruction of files and new instructions regarding the file destruction program are now being formulated at FBIHQ.

CURRENT BUREAU POLICY: MRR, Part II, Section 3,5,(b), states "Files in all classifications must be consolidated within 6 months after closed or referred upon completion to the office of origin.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/rtc

APPROVED:
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. ____
Spec. Inv. ____
Training ____

20 APR 1976

Enclosure letter dtd 4/19/76 re
WML:slp
(2)

CONTINUED - OVER

66-3246-

NOT RECORDED
101 APR 15 1976

56 APR 21 1976

66-16263-1

Memorandum W. M. Mooney to Mr. Jenkins
Re: Handling Of Mail In Field Divisions
Suggestion 489-76 Submitted By
Mr. [redacted], Charlotte Office

b6
b7C

DETAILS: Suggester states it may be some time before all offices become current in file destruction in all classifications because of new file destruction rules. It would save considerable clerical time to delay consolidation of closed files until auxiliary office files have been destroyed. It would be easier to destroy auxiliary office files while filed as single files and before they are stripped and consolidated. Auxiliary office files could be destroyed and other files stripped and consolidated in one operation and volumes would have to be made only one time.

Inspection Division stated, in view of the fact that the Records Management Division has recently issued instructions relative to destruction of files and has been receiving numerous suggestions concerning file destruction, it was the Division's view that the idea should be held in abeyance until the current moratorium on destruction of files is lifted and a final determination can be made regarding these proposals by the Records Management Division.

Records Management Division observed that new instructions relative to the 6-month file destruction program are being formulated at FBIHQ and will be furnished to the field in the very near future. In addition to file destructio these instructions will impact file consolidation and will result in major manual changes relative thereto. This Division recommended the proposal not be adopted since forthcoming instructions will cause manual changes to be made that will supersede proposed change.

Due to the above observations, Training Division agrees the idea should not be adopted at this time.

April 5, 1976

PROPOSED CHANGE IN FOREIGN OPERATIONS POLICY MANUAL

Destruction of Bureau Records - Journal

Section 12, page 6 should be amended to read as follows:

G. RETENTION OF DISSEMINATION ACCOUNT

In order to comply with the regulations of the Privacy Act of 1974 (Public Law 93-579), Legal Attaches will complete form LEG-7 for routine liaison inquiries which ultimately result in dissemination and forward this information to FBIHQ for retention in the substantive case file for the prescribed period. The regulations require retention of accounting of dissemination of record material or disclosure of a record to any person or to another agency for five years or the life of the record, whichever is longer.

1 - Mr. Leavitt
Attention: Mr. Bermingham
1 - Manuals Desk

CMG:EVP
(9)

NOTE: This policy was initiated and approved in W. L. Bailey memorandum to Mr. McDermott dated 2/9/76, captioned "Retention of Accounting of Record Dissemination as required by the Privacy Act of 1974: Destruction of Bureau Records," prepared by CMG:pew.

HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 ELW/ste 7-25-84
agreed (W 6080 LED/ELW #211847

66-3266
NOT RECORDED
5 APR 12 1976

UNRECORDED COPY FILED IN 62-116395-90

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

APR 16 1976

MAIL ROOM ☑ TELETYPE UNIT ☐

GPO 954-54

MIKE MANSFIELD
MONTANA

United States Senate
Office of the Majority Leader
Washington, D.C. 20510

March 24, 1976

Destruction of Bureau Records - General

Honorable Clarence M. Kelley
Director
Federal Bureau of Investigation
Washington, D. C. 20535

Dear Mr. Director:

You will recall that we wrote to you on January 27, 1975, requesting "that you not destroy, remove from your possession or control or otherwise dispose of documents. . ." which might be pertinent to the investigation which was provided for by S. Res. 21. We are now advised by Senator Church, as Chairman, that this moratorium is broader than necessary at this time.

Accordingly, we rescind our request of January 27, 1975, to the end that you may resume the Bureau's routine records disposal program. Our understanding is that the files involved in that program do not relate to security and intelligence matters.

With appreciation for your cooperation, we are

Sincerely yours,

Hugh Scott
HUGH SCOTT, REPUBLICAN LEADER
(PENNSYLVANIA)

Mike Mansfield
MIKE MANSFIELD, MAJORITY LEADER
(MONTANA)

Asst. Dir.:
Dep.-A.D.-Adm.
Dep.-A.D.-Inv.
Asst. Dir.:
Admin.
Comp.
Ext. Affairs
Gen. Inv.
Ident.
Ins.
Intell.
Lab.
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y.

62-116395-157

EXPEDITE PROC

MAR 25 1976

ORIGINAL FILED IN

66-3286
NOT RECORDED
46 APR 30 1976

RECORDS SYSTEMS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/ptc

84 MAY 5 1976

F238

/76 the Bureau received copies of letters dated 3-19-76
/76 to Senators Scott and Mansfield from Senator Church
ch wherein Senator Church [redacted] the Select Committee
mittee believed the Director should be permitted to resume
sume the Bureau's routine records destruction program
ram.

United States Senate
Office of the Majority Leader
Washington, D.C. 20510

March 22, 1976

Re: Destruction of Bureau Records

Honorable Frank Church
Chairman
Select Committee to Study
Governmental Operations with
Respect to Intelligence Activities
United States Senate
Washington, D. C. 20510

Dear Mr. Chairman:

This will acknowledge receipt of your letter of the nineteenth and the enclosures accompanying it, all of which I appreciated receiving and have read with interest.

I agree with the conclusion of the Select Committee that the FBI Director should be permitted to resume the Bureau's routine records destruction program.

With best personal wishes, I am

Sincerely yours,

Mike Mansfield

cc: Honorable Clarence M. Kelley

Associate Director
Dep.-A.D.-Adm.
Dep.-A.D.-Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

ORIGINAL FILED IN 62-116395

20 MAR 23 1976

DECLASSIFIED BY SP4ELW/pte ON 8-30-82
DATE 8-30-82 BY SP4ELW/pte

(MONTANA)

REC-45 62-116395-15

62-32865-1

NOT RECORDED
46 APR 21 1976

23 MAR 23 1976

84 APR 23 1976

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 4/21/76

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4ELW/ptc

FROM : W. M. Mooney

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
SUGGESTION 504-76 SUBMITTED BY
MRS. [redacted] EL PASO OFFICE

b6
b7C

PURPOSE: To evaluate the proposal that the office of origin (OO) and its file number be included in the data placed on an index card at the time of its preparation. Further, suggests that index cards be retained, rather than destroyed after six months as required by Bulet to SAC, Albany, entitled "Destruction of Field Files and Records," dated 3/3/76.

SYNOPSIS: This retention would enable a field office to identify subjects of referred upon completion (RUC'd) cases and, if the case is of a classification where the subject could be dangerous to Bureau personnel, a call to the OO could resolve the situation if the former subject were to appear at the auxiliary office or come to its attention in an investigative matter.

If all auxiliary files and index cards are destroyed in six months, a dangerous subject could easily escape detention since there would be no record of previous investigation regarding him in the auxiliary office, a situation that could have dire or embarrassing consequences.

Records Management Division agrees with the idea to place OO and OO file number on index cards at time they are prepared and this would be in line with the current study and effort to automate/computerize indices. This Division opposes retention of index cards after six months. Views are attached.

It is noted that a similar idea was submitted by SA Joel R. Hitt on 12/17/74 and not approved at that time. This is within the two-year time limit for recognition of ideas so it is believed he should receive a letter regarding this matter.

REC-34 66-3256-1192

RECOMMENDATIONS: (1) That the portion of the idea regarding placing the OO and OO file number on index cards when they are prepared be adopted and the attached letters be forwarded to the suggesters advising them of this fact.

ST 104

(4-28-76)

6 MAY 12 1976

Enclosures - letters dated 4/28/76

2- UTS/me

ML:slp
(2)

manual change dated 5-6-76

CONTINUED - OVER

55 JUN 9 1976

Records Management Division Addendum Page 3

Memorandum W. M. Mooney to Mr. Jenkins
Re: Destruction Of Bureau Records - General
Suggestion 504-76 Submitted By
Mrs. [redacted], El Paso Office

b6
b7C

(2) On approval, this memorandum will serve as the authority for the Records Management Division to make appropriate manual revisions to place this idea as modified into effect.

Manual Changes made - Memo dated 5-6-76 TBJ:emp

APPROVED:	Comp. Syst.	Laboratory
Assoc. Dir.	Ext. Affairs	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Admin.	Intell.	Training

ADDENDUM RECORDS MANAGEMENT DIVISON (TBD:evp 4/19/76)

It is proposed in attached suggestion that Office of Origin (OO) and OO file number be placed on index cards at the time the cards are prepared. Further, that index cards be retained rather than destroyed after six months as currently required by Bulet to SAC, Albany 3/3/76 entitled "Destruction of Field Files and Records." Currently there is no requirement that OO and/or OO file number be placed on index cards.

OBSERVATIONS:

The suggestion to PLACE ~~[illegible]~~ OO and OO file number on index cards at time they are prepared appears to have merit and would be in line with the current study and effort to automate/computerize indices. This project is in the process of being implemented at this time. The suggestion that index cards be retained rather than destroyed after six months is contrary to instructions contained in aforementioned Bulet to SAC, Albany and all offices 3/3/76, and McDermott to Jenkins memorandum 4/5/76 titled "Destruction of Field Files and Records" wherein a change in the Manual of Rules and Regulations was approved thereby providing for the destruction of index cards at the time related file material is destroyed. Therefore, suggestion to retain index cards should not be favorably considered for adoption.

RECOMMENDATIONS:

That suggestion to place OO and OO file number on index cards be adopted. However, retention of index cards as suggested should not be adopted as such an arrangement would be contrary to above cited instructions and manual change.

APPROVED: [illegible], Dir. [illegible], AD Adm. [illegible], AD Inv. [illegible], Asst. Dir.: Admin. Comp. Syst. Ext. Affairs Gen. Inv. Ident. Inspection Intell. Laboratory Legal Coun. Plan. & Eval. Rec. Mgmt. Spec. Inv. Training

FD-478 (Rev. 6-25-76)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section 3, and Bureau airtel dated 4/27/76. Index cards to be destroyed at time related file material is destroyed.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
20				70			
21				71			
22				72			
23				73		1	
24				74			
25				75			
26				76			
27				77			
28				78			
29				79			
30				80			
31				81			
32				82			
33				83			
34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			
50				00			

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/9/03 BY AUC 60290 BCE/DCS/ymw

b6
b7C

[redacted]

6/25/76

This page contains file numbers from _____ thru _____

FBI/DOJ

PRINTED REVISED FD-478

Employee Suggestion
FD-252 (Rev. 9-11-59)

#612-16

Date: 5/14/76

To: Director, FBI

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: Albany

SUGGESTION

The revision of Form FD 479 "Files and Records Destruction Order" to incorporate current record destruction rules and fix responsibility for compliance.

Proposed sample copy attached.

It is also suggested Form FD 478 "List of Files Destroyed" be revised to reveal current destruction criteria. Proposed sample copy attached.

EX-PRESS 35 JUN 1 1976

DESTRUCTION OF BUREAU RECORDS - GEN'L

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

To fix responsibility for carrying out instructions indicated in the Director's airtel to SAC, Albany, dated 4/27/76 and all SAC's.

Disadvantages of suggestion

None.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-82 BY SP4 ELW/pte

b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Supervisory Clerk GS-6

Signature and Title of Suggester

Recommendations and comments of Division Head

It is recommended that suggestions be adopted.

Robert E. Kane

SPECIAL AGENT IN CHARGE

Signature and Title

(Do not write in this space - for Bureau use only)

ENCLOSURE ATTACHED

Ltr of Appre. 6-25-76

REC-1 66-3286-1193

EX-112

14 JUN 1 1976

25 ENCLOSURE - 18 dct Engg Desk - ml

Tolson
Mohr
Bishop
Callahan
Conrad
Dalbey
Gebhardt
Jenkins
Walters
Tele. Room
Holmes
Gandy

#612-76

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:evp 6/11/76)

Attached suggestion from the Albany Office proposes that forms FD-478, List of Files Destroyed, and FD-479, Files and Records Destruction Order (samples attached), be revised to further facilitate the file destruction program outlined in BuAirtel 4/27/76 titled "Destruction of Field Files and Records."

OBSERVATIONS:

In view of the recent instructions concerning destruction of field investigative files, aforementioned forms are in need of revision as suggested. The Records Systems and Training Unit, therefore, feels this suggestion has merit and should be adopted.

RECOMMENDATION:

Recommend suggestion be adopted.

WLB/RS ajd/RS

(1) Mrs. [redacted] Desk
(2) The Director
(3) Bureau, Attn: FBI Key Desk
(4) T. Lodi, 1B353 JGH-FBI

June 25, 1976

PERSONAL

EX-108 REC-52

1 - 3276 - 1198 Bureau of FU-478 and FU-479 voted in FBI Forum Book. 6/28/76 JGH

Mrs. [redacted] b6 b7C
Federal Bureau of Investigation
Albany, New York

Dear Mrs. [redacted]

Thank you for your suggestion that two forms which are used in connection with the destruction of field files and records be revised. It is a pleasure for me to advise you that your proposal is being adopted, and steps will be taken to place it into effect.

I appreciate the interest which prompted you to submit your idea to me.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

E Cultone MG
1B973 JGH-FBI Key

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4ELL/rte

2 - Albany
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Mrs. [redacted] b6 b7C

GW:slp
(6)

(Suggestion 612-76)

NOTE: Suggests that Form FD-479 "Files and Records Destruction Order" be revised to incorporate current record destruction rules and fix responsibility for compliance. Also suggests Form FD-478 "List of Files Destroyed" be revised to reveal current destruction criteria (samples attached).

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

MAILED 10
JUN 25 1976
FBI

CONTINUED - OVER

FBI/DOJ

b6
b7C

Mrs. [redacted]
Federal Bureau of Investigation
Albany, New York

SAC Robert E. Kent recommended that suggestion be adopted.

Records Management Division agrees that forms should be revised and feels that this suggestion has merit and should be adopted. In view of the recent instructions concerning destruction of field investigative files, these forms do need revision. Training Division has no objection to taking this action. On approval, this letter will serve as the authority for the Forms Management Desk, Training Division, to take appropriate steps to place the idea into effect.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

May 26, 1976

THE DESTRUCTION OF FBI FILES AND RECORDS

The regular destruction program applied to FBI files and records has been approved by the National Archives and Records Service (NARS) and is in accordance with Title 44, Chapter 33 of the United States Code and Title 41, Chapter 101 of the Code of Federal Regulations. The program is designed to prevent retention of masses of records beyond the period during which they may serve a useful purpose. Additionally, our records destruction program as approved by the National Archivist permits the destruction of those records which are deemed to no longer possess evidentiary, intelligence, or historical value.

In addition to the approved destruction of various types of administrative, applicant and correspondence files, destruction of FBI investigative matters has generally applied in the following categories: (a) cases in which there was no prosecutive action undertaken; (b) perpetrators of violations not developed during the investigations and (c) investigations that revealed allegations were unsubstantiated or not within the investigative jurisdiction of the FBI. Destruction has also applied to Laboratory examinations other than FBI cases in which positive identifications were not made. In these categories reference to the original material does not exist.

In investigative matters of substance, microfilmed copies or summaries of substance are retained. For example, destruction has applied to: (a) FBI closed criminal matters over 10 years old after it has been determiend that microphotographic copies are satisfactory duplicates of the original material; (b) closed field files after reports or summaries of substance have been forwarded to FBI Headquarters and; (c) duplicate or extra copies of record material. These approved guidelines, which permit the disposal of obsolete material, are in accordance with sound records management principles and allow for a more efficient utilization of filing equipment and space.

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
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66-3286-1194

ENCLOSURE

FBI/DOJ

The Destruction of FBI Files and Records

In accordance with Senate Resolution 21 of the 94th Congress, all file destruction was suspended in January, 1975, at FBI Headquarters and all field offices. This moratorium was placed on all records of every description to assure the preservation of relevant records in which the Senate might develop an interest. This moratorium lasted longer than anticipated which caused administrative burdens and storage problems. Therefore, at the request of the FBI, on April 7, 1976, the Attorney General, after advising various members of the Congress, advised the FBI may renew the routine program of file destruction except those files relating to domestic intelligence, extremist matters, racial matters and foreign counterintelligence matters. The Attorney General also advised that in implementing this plan great care should be taken so that no documents involved in litigation are destroyed and that the destruction program leaves intelligence and security files intact. This also precluded the destruction of duplicate copies of material in this category.

Approval is now requested to procede with the complete file destruction program for which Archival authority has been granted without the exceptions noted above. This particularly refers to duplicate material which no longer serves a useful purpose and closed files in our field offices after reports or summaries of substance have been forwarded to FBI Headquarters.

APPROVED:
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Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
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Gen. Inv.
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Legal Coun.
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5/26/76

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

0 Destruction of Bureau Property - General

Part II, Section 3C, 8f, Page 5a, delete.

Part II, Section 3D, 8a first sentence, Page 13a, amend to read as follows:

> There are only two basic destruction rules, six months and ten years, which apply to investigative files.

Part II, Section 3D, 8c, Page 13a, delete.

Part II, Section 3D, Paragraphs 8d and 8e delete. Substitute the following:

d. Files and records to be destroyed when ten years old:

(1) Field office investigative files in all classifications, in office of origin provided the files are of no continuing value for evidence, intelligence, historical or other reference purpose.

(2) Investigative files in auxiliary offices in cases in which the Bureau is office of origin.

(3) Destroy all field office index cards at time related field office file is destroyed.

e. Files and records to be destroyed when six-months old if following conditions are met:

(1) Investigative files in all classifications in auxiliary offices provided files are of no continuing value for evidentiary, intelligence, historical or other reference purposes, or if the case is one in which FBIHQ is office of origin.

(2) Exceptions to the ten-year and six-month destruction rules include the following field office files and material which are to be retained five years and then destroyed:

SEE NOTE PAGE 4.

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FBI/DOJ

Proposed Change in Manual of Rules and Regulations

(a) Dead files and index cards related thereto in all classifications if of no continuing value.

(b) Zero files and index cards related thereto in all classifications if of no continuing value.

(c) FBI Law Enforcement Bulletins - (retain index cards).

(d) Records of Information furnished other agencies, FD-159 (control file copy only) to be destroyed after five years. Copy of FD-159 contained in the substantive file and index cards related thereto to be destroyed when substantive field office file is destroyed.

If there is any doubt concerning destruction of the above material by an auxiliary office, that office should consult the office of origin. If there is any doubt about the destruction of a file in an office of origin, that office should consult the Bureau.
*

Add the following paragraphs:

Procedures set forth below are to be followed in implementing instructions for the destruction of field office files and records, items 8d and 8e above:

Original FD-302s, Laboratory reports, latent fingerprint reports, and 1A exhibits being retained as the only items in a file due to a previous purge/destruction rule should be forwarded to Office of Origin (OO) if subject and/or OO file number is available otherwise this material should be retained by auxiliary office and destroyed when 10 years old. If less than 10 years old and subject and/or OO file number is available these items are to be furnished to OO by routing slip or other appropriate transmittal communication. Otherwise, auxiliary office should retain these items until 10 years old and then destroy them.

* Form FD-491, Transmittal communication for Original Documents to Office of Origin, may be utilized in connection with the destruction program.

Original FD-302s, Laboratory reports, latent fingerprint reports and 1A exhibits being removed from files which currently satisfy the destruction criteria and are not 10 years old are to be forwarded to OO by routing slip and/or other appropriate communication reflecting subject and/or OO file number. Recipient office will assign each FD-302, Laboratory report and latent fingerprint report OO file number and next sequential serial number and place in OO file. Transmittal communication may be filed if appropriate. 1A exhibits are to be filed according to previously established filing procedures.

Original FD-302s prepared, and 1A exhibits acquired as a result of current and ongoing investigations are to be forwarded to OO by appropriate communications with the exception of those 1A exhibits which are to be returned to the contributor in the jurisdiction wherein they were obtained. You may retain these excepted exhibits until they have served their purpose or until the auxiliary office file has satisfied the destruction criteria at which time these exhibits should have served their purpose and should be returned to contributor. However, if additional retention is required, the exhibit is to be made a bulky exhibit and two copies of the green sheet (FD-192) furnished to OO.

In order to avoid unusual delays in reporting by OO, auxiliary offices with remotely located Resident Agencies may furnish OO copies of FD-302 by appropriate communication. The original is to be forwarded to OO by routing slip or other appropriate communication once it has been initialed by the Resident Agent and returned to field office headquarters. Auxiliary offices will request FBIHQ to furnish original Laboratory reports, latent fingerprint reports, and if appropriate, the evidence to OO upon completion of Laboratory examinations.

In current and ongoing investigations where auxiliary office furnished FD-302s, Laboratory reports, latent fingerprint reports, and/or 1A exhibits to OO, a copy of the transmittal as well as a copy of the FD-302 should be retained in auxiliary office file until file is destroyed.

Proposed Change in Manual of Rules and Regulations

In those cases where OO is changed, both the new OO and new auxiliary office will apply the 10 year destruction rule to files in this category. It will be the responsibility of the new OO to advise the original OO when case is closed. This will facilitate the retention of original material that is contained in the files of both offices and will insure that original documents and/or evidence is not prematurely destroyed. At such time the OO is changed it will not be necessary for new auxiliary office to forward existing original FD-302s, Laboratory reports, latent fingerprint reports, and/or IA exhibits to OO. Only these items prepared and/or acquired subsequent to changing OO will be furnished to new OO in accordance with aforementioned procedure, unless advised to the contrary by OO.

In connection with bulky exhibits, the auxiliary office should furnish two copies of FD-192 to OO. One copy will be filed in OO case file according to established filing procedures and the other copy will be filed in the bulky exhibit index (numerical sequence of form FD-192 by classification and file number). Auxiliary office will retain original FD-192 in case file, place copy in bulky index, and copy with exhibit. This procedure will facilitate conduct of the semi-annual inventory of bulky exhibits which will be the responsibility of the OO. Semi-annually, when OO reviews bulky exhibits and notes on FD-192 action to be taken, a Xerox copy of this form is to be furnished to auxiliary office holding exhibit(s). The most recent FD-192 will supersede the one previously furnished and being retained in the bulky index.

In all cases, with the exception of FBI Law Enforcement Bulletins, all index cards are to be destroyed at time related file material is destroyed.

NOTE: Based on Bulet 3/3/76 and Bureau Airtel 4/27/76 to Albany and all offices titled "Destruction of Field Files and Records".

5/25/76

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

Destruction of Bureau Property - General

Volume 1, Section 7, Page 24, Item T, insert as second paragraph the following:

Auxiliary office will request FBIHQ to furnish original Laboratory reports, latent fingerprint reports, and if appropriate, the evidence to Office of Origin upon completion of Laboratory examinations.

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NOTE: Based on Bulet 3/3/76 and BuAirtel 4/27/76 to SAC, Albany and all offices titled "Destruction of Field Files and Records."

WLO/RBS CPD/RBS

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FBI/DOJ

5/25/76

PROPOSED CHANGE IN
FBI HANDBOOK FOR SPECIAL AGENTS OF
THE FEDERAL BUREAU OF INVESTIGATION

Part I, Page 4, Item 9, add following paragraph:

Auxiliary office will request FBIHQ to furnish original Laboratory reports, latent fingerprint reports, and if appropriate, the evidence to Office of Origin upon completion of Laboratory examinations.

Part I, Page 39a, R, add the following paragraph:

Original FD-302(s) and 1A exhibits are to be forwarded to Office of Origin at time prepared and/or acquired with the exception of those 1A exhibits which are to be returned to the contributor in the jurisdiction wherein they were obtained. Office of Origin may retain excepted exhibits until they have served their purpose or until Auxiliary office file has satisfied the destruction criteria at which time these exhibits should have served their purpose and should be returned to contributor. However, if additional retention is required, the exhibit is to be made a bulky exhibit.

Part I, Page 41, X, add the following paragraph:

Auxiliary office will request FBIHQ to furnish original Laboratory reports, latent fingerprint reports, and if appropriate, the evidence to Office of Origin upon completion of the Laboratory examinations.

Part II, Page 20, Item 24D, add the following paragraph:

66-3286

Auxiliary office will request FBIHQ to furnish original Laboratory reports, latent fingerprint reports, and if appropriate, the evidence to Office of Origin upon completion of Laboratory examinations.

RECORDED
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(TBD:evp 7/6)

NOTE: Based on Bulet 3/3/76 & BuAirtel 4/27/76 to SAC, Albany and all offices titled "Destruction of Field Files and Records."

Bureau Property

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PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

Volume II, Section 32, Page 4, item K, amend to read as follows:

OFFICE OF ORIGIN Destruction of Bureau Records - General

FBIHQ will designate office of origin which is to remain origin until case is closed. The office of origin, upon completion of its investigation, is to submit a letter to FBIHQ with a copy to the Washington Field Office instructing that Washington Field Office follow Court of Claims docket until a final decision has been rendered. Included in the letter should be a brief background of the case and the amount involved in the suit. The offices of origin file is to be placed in a "pending inactive" status. Washington Field Office, acting as auxiliary office, is to follow all cases on a monthly basis and advise origin and FBIHQ when a decision is rendered by the court.

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NOTE: Based on Bulet to Albany and all offices 3/3/76 titled "Destruction of Field Files and Records."

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Assistant Attorney General
Civil Division

5/26/76

Director, FBI

Destruction OF Bureau Records - general

FILE DESTRUCTION

In response to a request made by Tom Martin, Special Assistant to the Assistant Attorney General of the Civil Division, to Special Agent Paul V. Daley on May 25, 1976, you will find enclosed a letterhead memorandum setting forth the basic file destruction program for the FBI, the current status and our request for approval to resume destruction in those areas that were previously excluded but are in accordance with what has been approved by the National Archives and Records Service.

Enclosure

1 - Mr. Paul V. Daly (detached)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4ELW/rtc

JWA:evp
(7)

NOTE: Tom Martin, Special Assistant to the Assistant Attorney General of the Civil Division, U. S. Department of Justice, requested through SA Paul V. Daly that the Bureau provide information regarding the file destruction program seeking approval to proceed without any exceptions in accordance with that which has been approved by NARS.

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1 ENCLOSURE

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FBI/DOJ

MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

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Director Sec'y ___

TO : Mr. Jenkins

DATE: 6/7/76

FROM : A. J. Decker, Jr.

SUBJECT: ASSESSMENT OF PRIORITIES FOR THE RECORDS MANAGEMENT DIVISION

PURPOSE: Destruction of Bureau Records - General

The purpose of this memorandum is to advise the Director of my assessment of the priorities for the Records Management Division.

SYNOPSIS:

After meeting with my staff and reviewing the various areas of responsibilities for this Division, I have concluded there are three basic areas that should receive priority attention. Specifically this relates to: (1) the automation of the General Index, (2) the destruction of obsolete file material, and (3) improving our position relating to FOIPA matters. I feel the Bureau's overall mission and goals will be greatly enhanced if positive accomplishments can be fully realized in the immediate future in these important areas. I fully intend to see that sufficient resources are dedicated to these matters and expect positive results to be forthcoming.

RECOMMENDATION:

None. For the Director's information.

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1 - Mr. Callahan
1 - Mr. Adams

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FBI/DOJ

54 JUL 2 1976
F-133

Memorandum to Mr. Jenkins
ASSESSMENT OF PRIORITIES FOR
THE RECORDS MANAGEMENT DIVISION

DETAILS:

Automation of the General Index

I consider the automation of the General Index to be of prime importance. The Index is the key to all file material and automation of other significant record functions depend on the Index. By providing the capability of remote access and input for index automation, investigative personnel will have available to them the information to use as an investigative aid that is currently not available. In addition to providing significant savings by eliminating many redundant functions, the Automated Index will serve as a basis to include many other related automation programs that would aid and be helpful to the investigator. For these reasons I feel it is essential to accelerate this project. Significant progress has already been achieved in this area and by the first of July of this year we will begin to capture all new incoming index information in machine format and at the same time start converting a portion of the existing index. We should have an automated index within two or three years that relates to all FBIHQ records for the past 20 years. This will accommodate 77 percent of all FBIHQ searching requirements. The New York Office will be used as a pilot study in applying index automation to the field. Terminal equipment has been ordered and we expect a prototype operation to be under way by the first of the year. The experience factor gained with New York will help in extending index automation to all field offices.

File Destruction

I feel it is now timely for the Bureau to reevaluate requirements for the retention of file material at FBIHQ beyond certain specified time periods and to consider the retention period of 10 or 20 years after a case has been closed. The Bureau has not previously sought destruction of investigative records of substance at FBIHQ on the basis they were needed for reference in connection with investigative and administrative needs and to satisfy requirements under Executive Order (EO) 10450. There is no legal requirement to maintain files for a specified period of time in connection with EO 10450 and it may be reasonable to assume that a 10 year retention period would account for all records that are relevant and timely. Additionally, the National Archives and Records Service (NARS) placed an indefinite retention period on all basic violation categories because of their historical significance. NARS is now reluctant to accession records

in large volume due to complications encountered as a result of the Freedom of Information and Privacy Acts, and records they previously felt should be retained for historical reasons are now being reevaluated since they would be responsible for responding to the requests if they took custody of the records. FBIHQ's continuing need for these records will now be reevaluated since a short retention period would have a significant impact on many operations, such as: (1) burdens in handling responses to Freedom of Information and Privacy Act requests, (2) reduction in the staff at FBIHQ, resulting from less records to maintain and review, and (3) result in significant savings in space. I consider this to be a very essential and priority item for this Division and will see to it that the appropriate aspects regarding file destruction are resolved and that appropriate resources are directed to accomplish desired goals.

Freedom of Information-Privacy Acts

Implementation of the Freedom of Information-Privacy Acts (FOIPA) continues as a high priority matter of the FOIPA Section, Records Management Division. At the present time, FOIPA Section has 182 employees on-board consisting of 24 law-trained Agents and 82 reviewer analysts. The high volume of work associated with FOIPA continues unabated and requests for records continue to be received at the rate of 55 per day, the same daily average as in 1975. There is currently a backlog of slightly over 6,000 requests in the Section and the courts continue to look with a jaundice eye on this backlog. There have been a number of court orders requiring expedited attention in some of these cases which further increases the backlog of requests since each must be treated as "mini" specials. At the present time, the FOIPA Section is just about holding its own in responding to requests and the backlog has been kept at about the 6,000 level for the past two months, having reached a peak of 6,782 in the latter part of March, 1976. There has been a substantial allocation of our resources in both terms of manpower and finances to FOIPA matters and it is essential that this commitment be maintained until the backlog has been substantially reduced. Requests have been made for slight increases in Agent and analyst complement to further reduce the backlog and if approved, this further commitment will give us an idea as to what further action, if any, need be taken in this area.

OPTIONAL FORM
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

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Director Sec'y ___

TO : Mr. Jenkins

DATE: 6/7/76

FROM : A. J. Decker, Jr.

SUBJECT: DESTRUCTION OF FBI FILES

PURPOSE:

The purpose of this memorandum is to: (1) set forth basic data regarding the Bureau's Records Management Program as it relates to the creation and disposition of records, (2) explore the possibility of changing the retention period for all FBIHQ files, and the impact this would have on FBI operations and responsibilities, and (3) determine from all FBIHQ Divisions if justification can be advanced for the retention of FBIHQ files beyond certain time periods.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRT/ama

SYNOPSIS:

It now appears timely for the Bureau to reevaluate requirements for the retention of file material at FBIHQ beyond certain specified time periods and to consider the retention period of 10 or 20 years after a case has been closed. The Bureau has not previously sought destruction of investigative records of substance at FBIHQ on the basis they were needed for reference in connection with investigative and administrative needs and to satisfy requirements under Executive Order (EO) 10450. There is no legal requirement to maintain files for a specific period of time in connection with EO 10450 and it may be reasonable to assume that a 10 year retention period would account for all records that are relevant and timely. Additionally, the National Archives and Records Service (NARS) placed an indefinite retention period on all basic violation categories because of their historical significance. NARS is now reluctant to accession records in large volume due to complications encountered as a result of the Freedom of Information and Privacy Acts and records they previously felt should be retained for historical reasons are now being reevaluated since they would be responsible for responding to requests if they took custody of the records. FBIHQ's continuing need for these records should now be reevaluated since a short retention period would have a significant impact on many operations, such as: (1) burdens in handling responses to Freedom of Information and Privacy Act requests, (2) reduction in the staff at FBIHQ, resulting from less records to maintain and review, and (3) result in significant savings in space.

9 ENCLOSURE

ST 109 REC-33 66-3286-1197A

Enclosures
1 - Mr. Callahan
1 - Mr. Adams
1 - Mr. Jenkins
1 - Each Assistant Director

RETAIND FILE

18 NOV 5 1976

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memorandum to Mr. Jenkins
DESTRUCTION OF FBI FILES

RECOMMENDATION:

Any Assistant Director desiring to comment relative to the 10 or 20 year retention plan should submit their comments to the Records Management Division by close of business 7/1/76. The Records Management Division will then correlate this data for presentation to NARS for approval.

K/WCB

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

File memo from Bowman as enclosure to memo-

DETAILS:

The Bureau's Records Management Program is in accordance with Title 44 of the U. S. Code and Title 41 of the Code of Federal Regulations. The National Archives and Records Service (NARS), in connection with their Records Management Evaluation Program established in 1969 a Records Retention Plan for FBI records and in doing so noted that "...Ordinarily the records of a Federal Agency that are worthy of permanent retention amount to a rather small percentage of the total volume of records generated. Many of the records produced by the FBI relate to a number of controversial, if not important, aspects of history of the United States, particularly the role of the Federal Government in its relation to its citizens. Many years will pass before these records can be made available to the public for historical and other serious research. Nevertheless, the Archival value of these records will not decrease, nor will interest in them dissipate." Accordingly, in connection with the Records Retention Plan, NARS placed an indefinite retention period on most of our basic violation categories.

The Bureau has traditionally taken the position that FBI records support the Bureau's investigative and administrative needs and its obligation to act as a clearinghouse under Executive Order (EO) 10450 regarding the security of Government employees. Accordingly, in support of this need, the destruction of investigative records of substance at FBIHQ has not been sought.

In addition to the approved destruction of various types of administrative, applicant, and correspondence files, destruction of FBI investigative matters has generally applied in the following categories: (a) cases in which there was no prosecutive action undertaken, (b) perpetrators of violations not developed during the investigation, and (c) investigations that revealed allegations were unsubstantiated or not within the investigative jurisdiction of the FBI. Destruction has also applied to Laboratory examinations other than FBI cases in which positive identificaitons were not made. In these categories reference to the original material does not exist.

In investigative matters of substance, microfilmed copies or summaries of substance are retained. For example, destruction has applied to: (a) FBI closed criminal matters over 10 years old after it has been determined that microphotographic copies are satisfactory duplicates of original material, (b) closed field files after reports or summaries of substance have been forwarded to FBIHQ, and (c) duplicate or extra copies of record material.

Statuatory Requirements

Title 44 of the U. S. Code and Title 41 of the Code of Federal Regulations (CFR) set forth statuatory requirements regarding the creation, maintenance, use, and disposition of Federal records. There is attached an enclosure with pertinent excerpts from Title 41 CFR relating to the creation and disposition of records. Basically these regulations require that records be made and preserved to show adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency which will furnish information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

These regulations also require that routine paperwork be kept to a minimum and that the accumulation of unnecessary files be prevented. Effective techniques should be applied to minimize duplicate files and the disposal without filing of transitory material that has no value for record purposes. The Agency's Records Control Schedule should provide for the disposition of all records and prevent retention of records beyond the period during which they may serve a useful purpose.

Current NARS Policy

A representative from NARS in a recent discussion regarding records expressed reluctance on the part of Archives to accession additional records in large volume due to complications encountered as a result of the Freedom of Information and Privacy Acts. The NARS representative noted that Government agencies were requesting reductions for retention periods in established Records Control Schedules because of the burden of these Acts. Accordingly, many records which NARS previously felt should be retained because of their historical significance are not receiving the same interpretation today because of the complications and burdens of these Acts.

According to the current Records Retention Plan approved by NARS, there are many categories of records the FBI is prohibited from destroying and once it is determined the records no longer serve a useful purpose for FBI responsibilities, the Bureau would be obligated to forward them to NARS for permanent retention because of their historical value. Other records we have that are not included in the Records Retention Plan may be offered for destruction once they are no longer needed by the Bureau. However, NARS can exercise their option to retain the records if they believe they contain historical significance.

This position is now subject to reevaluation and there is an indication that NARS will not be interested in obtaining the many categories of records that were initially listed in the Records Retention Plan for historical reasons because of the burdens and complications of the Freedom of Information and Privacy Acts. That is, once they took custody of the records they would be responsible to respond to requests. They most likely would now authorize the destruction of these records once the Bureau determined they no longer serve a useful purpose. Perhaps there would be exceptions for certain major cases with historical significance such as the Lindbergh kidnaping case, and it may be necessary to retain a representative sample of investigative matters in selected classifications.

Current Use of Records

In connection with the study of automation applied to Bureau records, it is interesting to note that recent surveys show that 77 percent of all index searching requests are satisfied with references that have been established since 1956. In other words, this is material established in the last 20 years. The General Index contains approximately 59 million index references, however, 13 million references satisfy 77 percent of FBIHQ searching requirement. We currently have about 7 thousand file cabinets of file material and about half of them pertain to material generated in the past 20 years. About 15 hundred cabinets, or 20 percent of the total, relate to material generated within the past 10 years. Enclosed is a chart showing the volume of file material related to certain years in terms of 6 drawer file cabinets.

OBSERVATIONS;

It appears it is now timely for the Bureau to reevaluate requirements and justification for the retention of file material at FBIHQ beyond certain specified time periods. It is noted that the retention for field files (Office of Origin), after the case has been closed, is 10 years. This has previously been acceptable to NARS on the basis that FBIHQ maintained the record copy or summary of substance of all pertinent investigative matters. The indefinite retention period for files at FBIHQ, in addition to the NARS Records Retention Plan, is based on the fact they are needed for reference purposes in accordance with the Bureau's basic investigative obligations and EO 10450. It is noted that this Executive Order has no reference as to how long investigative material must be maintained. Therefore, it is believed that retaining only information that is necessarily relevant and timely would be in compliance with this order and it would be reasonable to assume that a 10 year retention period would fulfill this requirement. The current standards for file review require consideration of the applicant or employee's entire adult life. This review criteria vis-a-vis EO 10450 would be impeded by the destruction of records covering a person's adulthood, which may thereafter become the subject of a name check request. However, this problem has been discussed with the Department and we have been informed that in view of the sensitivity of the Congress and the Executive Branch to curtail certain record retention, it might be necessary to rewrite EO 10450.

It might be reasoned that information in our closed files more than 20 years old except in certain situations would be of little value unless it is also supported by current information. It may be further reasoned that the retention period of 10 years for our files could be considered since the field, from an investigative point of view, can satisfy their basic responsibilities with this type of criteria. A retention period of 10 or 20 years for FBIHQ files (except for certain individual files that were deemed to have a continuing value even though the case has been closed for more than a 10 or 20 year period) would have a very significant impact on FBIHQ operations. For example: (1) the burdens under the Freedom of Information and Privacy Acts would be greatly diminished if we did not have our current large volume of file material to give out, (2) the large maintenance staff (1,150 employees) in the Records Section would not be needed to maintain and service a smaller file holding, (3) the continuing need for a large staff for other FBIHQ Divisions would diminish considerably because there would no longer be available a large amount of files to review, (4) space saved in filing cabinets alone could amount to over 35,000 square feet

if a 10 year retention period was adopted, and (5) there would be a considerable impact and savings on many other related functions if a short (10 year) retention period was adopted, such as eliminating the need to microfilm old records and additional space savings as a result of curtailing other activities.

Accordingly, it is being recommended that each FBIHQ Division review this material in detail and provide justification for the retention of files in their respective areas of responsibility for periods beyond 10 and 20 years or to suggest other retention periods. Of particular importance will be for the General Investigative Division to reexamine the requirements under the Name Check program and for the Special Investigative Division to reexamine the requirements for the Security of Government Employees currently being handled by the Employees Security and Special Inquiry Section. Additionally, consideration must be given for the need of references to criminal and security cases more than 10 or 20 years old.

EC-33 66-3288-EX-112 1197

June 28, 1976

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Detroit, Michigan

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that field office indices cards not be destroyed when auxiliary office files are destroyed and that the office of origin be placed on the indices cards for retention at least ten years. You may be interested to know the same proposal has been considered in the recent past and manual revisions are currently being made with respect to adding the recommended data to these cards; however, it was decided the destruction period as set forth in recent instructions to the field should not be changed.

The interest you displayed in giving me the benefit of your thoughts on this matter is indeed appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
JUN 28 1976
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 EHW/ste

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
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Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

2 - Detroit
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA [redacted]
ML:slp
(6)

(Suggestion 625-76)

NOTE: Suggests field office indices cards not be destroyed when auxiliary office files are destroyed and that the office of origin (OO) be

JUL 26 1976

MAIL ROOM ☑ TELETYPE UNIT ☐

CONTINUED - OVER

FBI/DOJ

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Detroit, Michigan

designated on the indices cards and these be retained at least ten years.

When considered in recent past, it was decided by the Records Management Division that the proposal to place OO and OO file number on index cards at time they are prepared had merit and would be in line with the current study and effort to automate/computerize indices. The suggestion that index cards be retained rather than destroyed after six months is contrary to instructions contained in Bulet to SAC, Albany and all offices 3/3/76, and McDermott to Jenkins memorandum 4/5/76 titled "Destruction of Field Files and Records" wherein a change in the Manual of Rules and Regulations was approved thereby providing for the destruction of index cards at time related file material is destroyed. Therefore, idea to retain index cards should not be favorably considered for adoption. Manual of Rules and Regulations is being revised at present time to place first portion of idea into effect. Training Division recommends retention of these cards for at least ten years not be approved.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
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Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

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[redacted]9-11-[redacted]

b6
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#625-NG

Date
6/1/76

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	Detroit

SUGGESTION

It is suggested that field office indices cards not be destroyed when auxiliary office files are destroyed. In addition, it is further suggested that the Office of Origin be designated on the indices cards and these be retained at least ten years.

Destruction of Bureau Property - General

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/83 BY SP4 ELW/kte

JUN 8 1976

Exp.

Current practice or rule (Include manual citation as well as facts) Auxiliary office files and indices cards are destroyed after six months with original FD-302s, 1As, etc. being submitted to origin. (Manual of Rules and Regulations, Part 2, 3, 13.) This eliminates all record of individual in auxiliary office.

Advantages of suggestion and annual savings (include basis for estimate)

In the event of an inquiry concerning an individual from an outside agency or private citizen be made, it can be immediately ascertained if he is a matter of Bureau interest (i.e., escapee, fugitive, etc.).

Under the current practice, there would be nothing in the auxiliary office records to indicate any investigation had been conducted concerning the individual or the identity of the OO. Unless a full name and identifying number could be obtained, NCIC could not be queried to determine if an individual was a fugitive.

Annual savings could only be estimated in the amount of investigative efforts saved by eliminating duplication of efforts and number of fugitives or individuals of Bureau interest missed.

Disadvantages of suggestion

Additional space necessary to retain indices cards.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] ggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] S. A.
Signature and Title of Suggester

EX-112

Recommendations and comments of Division Head

REC-33 66-3286-1197

SEE PAGE 2

Acting Special Agent in Charge
Jay E. Bailey
Signature and Title

(Do not write in this space - for Bureau use only)

Lett of Cmnc.
ml: dlp
6-28-76

24 JUN 8 1976

7-1

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD

As the Bureau is aware, auxiliary office files in criminal classifications are destroyed after a six month period with the exception of certain documents. At the time of this destruction, existing instructions require that the indices cards relating to the destroyed file also be removed from the general indices and destroyed.

It is felt that this suggestion has merit in assisting a field office, prior to computerization, in identifying office of origin in cases in which investigation has been conducted by an auxiliary office. It is conceivable that recent information would be available in the files of office of origin which might assist the former auxiliary office in a current investigation. If all indices cards had been destroyed by an auxiliary office there would be no way of determining whether prior investigation had been conducted without having knowledge of office of origin or making an inquiry of the Bureau, provided the case had not been closed administratively by the office of origin. Instead of maintaining all indices cards in a case meeting criteria for destruction, it is suggested that strong consideration be given to destroying all indices cards with the exception of title indices cards which would also identify the office of origin.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: Y
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 4/5/76

FROM : J. J. McDermott

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
(Bufile 66-3286)

PURPOSE:

The purpose of this memorandum is to recommend that the Manual of Rules and Regulations be changed to conform with the existing 10 year destruction rule thereby permitting the field to destroy original FD-302s, signed statements, and other items of evidence when 10 years old. This change would also provide for the destruction of index cards at the time related material is destroyed.

DETAILS:

Currently the Manual of Rules and Regulations provide two basic rules for destruction of field investigative files, (1) Office of Origin files when 10 years old, (2) Auxiliary Office files when 5 years old providing files are of no continuing value for evidentiary, intelligence, historical or other reference purposes. Current regulations further stipulate that "original FD-302s, signed statements and other items of evidence will be retained for 20 years or until of no further value if that be longer than 20 years. Index cards relating to this material would also be retained for a like period."

1 - Mr. McDermott
1 - Mr. Adams
1 - Mr. Fehl
1 - Mr. Gallagher
1 - Mr. Leavitt
1 - Mr. Mintz

TBD:evp
(10)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4ELW/plc

REC 68 66-3286-1198

ST 106

APR 30 1976

CONTINUED OVER

manual changes submitted 5-25-76

JUL 16 1976

Memorandum to Mr. Jenkins
DESTRUCTION OF FIELD FILES AND RECORDS
(Bufile 66-3286)

As the result of a unanimous decision at Mr. Callahan's conference on 7/28/75, the 5 year rule has been changed to permit the field to destroy auxiliary office files six months after they have been referred upon completion (RUC'd) to office of origin. Therefore, the Records Management Division proposes changing the Manual of Rules and Regulations to conform with the 10 year destruction rule thereby permitting the field to destroy aforementioned FD-302s, signed statements and other evidence and provide for the destruction of index cards at the time related material is destroyed. This change will be in accordance with authorization received from National Archives and Records Service concerning records retention and destruction.

RECOMMENDATIONS:

If approved, Records Systems and Training Unit, Records Management Division will initiate appropriate manual changes.

WFB

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
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Gen. Inv.
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Inspection
Intell.
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Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

1 - A. J. Decker (Dudney)
1 - T. W. Leavitt
1 - V. V. Kolombatovic
6/28/76
1 - Foreign Liaison Unit
1 - H. C. Flemister

All Legats

Director, FBI

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BUREAU RECORDS - GENERAL

DESTRUCTION OF FIELD FILES AND RECORDS

DESTRUCTION OF FIELD FILES AND RECORDS

ReBuairtel to Albany 4/27/76 and Legat, Bonn, letter to Bureau 6/15/76 (no copies to other Legats).

In connection with the instructions contained in reBuairtel, Bureau desires that all Legat Offices continue to follow the field destruction program as currently outlined in Section 6 of the Foreign Operations Policy Manual. The Albany airtel specifically noted that the Attorney General had placed a moratorium on destruction of certain security, extremist and racial information with instructions that great care be taken to insure that no documents involved in litigation be destroyed. The Attorney General is currently considering lifting this moratorium and you will be advised in this regard. However, until such time as you are notified by the Bureau, you should not destroy any information encompassed by the Attorney General's instructions as outlined in reBuairtel.

HCE:pld
(34)

MAILED 15
JUL 1 1976
FBI

REC- 13 66-3286-1260
EX-112

5 JUL 7 1976

NOTE:

Referenced Albany airtel to all field offices and each Legal Attache set out instructions as to basic destruction rules of files and records in the field. These basic destruction rules primarily relate to destruction of files either at a 10-year or 6-month interval. In effect auxiliary offices in which the Bureau is office of origin such files according to the new rules would have to be maintained for a period of 10 years. Our Legal Attache Offices in the capacity of an auxiliary office, maintain a number of cases in which the Bureau is office of origin, such as the 163 classification (foreign police cooperation matters). The prime consideration for continuing to utilize the destruction program in effect for foreign offices is the storage problem and the need, should it arise, to destroy files in a foreign office where the exigencies of the situation might dictate. This matter has been coordinated with [redacted] of the Records Management Division who has indicated that his Division would have no objections to Legats continuing to follow the policy as outlined in the Foreign Operations Policy Manual concerning the destruction of files and records. The Attorney General's

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JUL 1976
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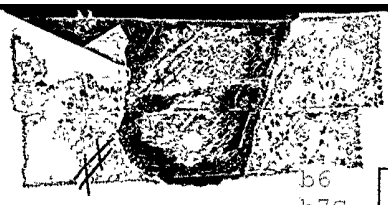
NOTE continued page two

FBI/DOJ

moratorium as referred to in this letter would have an effect on the destruction of information in possession of each Legal Attache relating to certain types of security matters as indicated above. We are following this matter closely and in the event the Attorney General's moratorium is lifted within a few weeks, Legat Offices will be so advised.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

Employee Suggestion
FD-252 (Rev. 9-11-59)



b6
b7C

EXP.

Date	
June 18, 1976	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		BIRMINGHAM

SUGGESTION

In the implementation of new Bureau instructions regarding the destruction of auxiliary office files and index cards considerable concern, some real and some imaginary, has been expressed by investigative personnel over the inability to identify a case upon possible receipt of subsequent information since the index cards are destroyed six months after the case is RUC'd. It would appear that this can be alleviated by retaining the index cards in RUC cases under the ten year rule and using these cards as a cross reference to the FD 478 (List of Files Destroyed), so that it can quickly be determined when the file was destroyed, which office was 00 and the 00 file number.

Destruction of Bureau Property - Suggestion

EXP. PROC.

Current practice or rule (Include manual citation as well as facts)

Destroy RUC case files and index cards six months after the case is RUC'd, unless retention can be justified.

Advantages of suggestion and annual savings (include basis for estimate)

ADVANTAGES: The advantages of retaining the index cards for this purpose under the ten year destruction rule, particularly until such time as the Automated Indices are implemented, far outweigh the present arrangement of leaving a complete void when new information is received even though instances of receipt of such information may be minimal. It is requested that Bureau give consideration to the feasibility of the above and, of course, any refinements FBIHQ may have to offer based on its overall expertise in the field of records management.

SAVINGS: It is not possible to measure the degree of monetary savings which may accrue as the result of this suggestion; however, it is felt that considerable expenditure of time and effort by FBI employees can be avoided on those occasions when the need to identify cases occur.

Disadvantages of suggestion

None

REC-21 66-3286-1201

JUN 28 1976

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [illegible] adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head SAC, Birmingham feels this is a well thought out suggestion, having considerable merit and so recommends that serious consideration be given to its adoption.

b6
b7C

Signature and Title

(Do not write in this space - for Bureau use only)

3 - Bureau
2 - Birmingham
CEN: (66-1919 & 67-9387)
(5)

Ltr of Appre.
GWS sep
7-14-76

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DATE 6-24-97 BY ELW/rec

All Legats 6/28/76

Director, FBI

DESTRUCTION OF FIELD FILES
AND RECORDS

ReBuairtel to Albany 4/27/76 and Legat, Bonn, letter to Bureau 6/15/76 (no copies to other Legats).

In connection with the instructions contained in reBuairtel, Bureau desires that all Legat Offices continue to follow the field destruction program as currently outlined in Section 6 of the Foreign Operations Policy Manual. The Albany airtel specifically noted that the Attorney General had placed a moratorium on destruction of certain security, extremist and racial information with instructions that great care be taken to insure that no documents involved in litigation be destroyed. The Attorney General is currently considering lifting this moratorium and you will be advised in this regard. However, until such time as you are notified by the Bureau, you should not destroy any information encompassed by the Attorney General's instructions as outlined in reBuairtel.

July 14, 1976

PERSONAL

REC-21 66-3286-1201

ST-115

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Birmingham, Alabama

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4EHW/ate

Dear Mr. [redacted]

I have received your suggestion that field office indices cards be retained when auxiliary office files are destroyed. You may be interested to know the same proposal has been considered in the recent past, and it was decided the destruction period as set forth in recent instructions to the field should not be changed.

The interest you displayed in giving me the benefit of your thoughts on this matter is indeed appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
JUL 14 1976
FBI

2 - Birmingham
1 - Field personnel file
1 - Suggestion file

b6
b7C

1 - Personnel file of Mr. [redacted]

Assoc. Dir.
Dep. AD Adm.
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Director Sec'y

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JGW:slp
(6)

(Suggestion 651-76)

NOTE: Suggests field office indices cards not be destroyed when auxiliary office files are destroyed and that they be retained under the 10-year rule.

ASSOCIATE DIRECTOR
JUL 13 10 09 AM '76
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Continued - Over

FBI/DOJ

Mr. [redacted]
Federal Bureau of Investigation
Birmingham, Alabama

b6
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The suggestion that index cards be retained rather than destroyed after 6 months is contrary to instructions contained in Bulet to SAC, Albany and all offices 3/3/76, and McDermott to Jenkins memorandum 4/5/76 titled "Destruction of Field Files and Records" wherein a change in the Manual of Rules and Regulations was approved thereby providing for the destruction of index cards at time related file material is destroyed. Therefore, idea to retain index cards should not be favorably considered for adoption. Training Division recommends retention of these under the 10-year rule not be approved.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.	
Dep. A.D. Adm.	
Dep. A.D. Inv.	
Asst. Dir.:	
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Rec. Mgmt.	
Spec. Inv.	
Training	
Telephone Rm.	
Director Sec'y.	

TO : Director, FBI

DATE: April 7 1976

FROM : Attorney General

SUBJECT: ~~X~~ Destruction of Files

Destruction of Bureau Records

General

The Federal Bureau of Investigation letterhead memorandum of March 4, 1976, captioned "U.S. Senate Select Committee on Intelligence Activities" described a plan to renew the routine program of file destruction in areas other than domestic intelligence, extremist matters, racial matters and foreign counterintelligence matters. I asked that you hold off in implementing this plan until various Members of Congress had been notified. This has been done, and you may now proceed to implement the plan described in the memorandum. Great care should, of course, be taken so that no documents involved in litigation are destroyed and that the destruction program leaves intelligence and security files intact.

EX-101

REC-86

66-3286-1202

5 JUL 6 1976

EX-PROC APR 7 1976

30

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XEROX

JUL 21 1976

1 Xerox made + sent to Messrs. Jenkins, Adams, Mintz, + McDermott edpw

424385 1-7-76

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

Airtel

4/27/76

EX-101 To: SAC, Albany

PERSONAL ATTENTION

From: Director, FBI 66-3286-1202 (65-3736)

REC-86

DESTRUCTION OF FIELD FILES AND RECORDS

Re Butel to all offices 1/29/75 captioned as above which imposed a moratorium on destruction of all field office files and records.

This is to advise that the moratorium has been lifted and all offices should resume the destruction program according to criteria set forth in Bulet to Albany and all offices 3/3/76, same caption. Re Bulet stipulates that all "Auxiliary Office Files" and index cards relating thereto may be destroyed six months after a case is last referred upon completion (RUC) to office of origin with the exceptions of those cases wherein FBIHQ is office of origin or cases are believed to have continuing value for evidentiary, intelligence, historical, or for other reference purposes.

The Attorney General, by letter dated 4/7/76, specifically excluded from destruction at this time those matters relating to domestic intelligence, extremist, racial, and foreign counterintelligence with instructions that great care be taken to insure that no documents involved in litigation are destroyed and that the destruction program leaves intelligence and security files intact. In view of these instructions from the Attorney General material in security classifications identified in the Manual of Rules and Regulations, Part II, Section 3, Page 25, is not to be destroyed. This also includes duplicate copies of this material. You will be advised if and when destruction of material in these security classifications can be resumed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-18-82 BY 6383 MLP/baw

MAILED 15
APR 29 1976
FBI

424387

1 - Each Field Office
1 - Each Legal Attache
1 - Foreign Liaison Unit
1 - Mr. Callahan (Sent Direct)
1 - Mr. Adams (Sent Direct)
1 - Mr. Jenkins (Sent Direct)
1 - Each Assistant Director (Sent Direct)
TBD:evp
(94)

SEE NOTE PAGE 5.

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
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Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

APPROVED:
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
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56 MAY 25 1976 MAIL ROOM ☐ TELETYPE UNIT ☐

XEROX JUL 21 1976

UNRECORDED COPY FILED IN 66-3286-1202

GPO 954-546

Airtel to SAC Albany
DESTRUCTION OF FIELD
FILES AND RECORDS

There are two basic destruction rules, (1) ten years and (2) six months, which apply to field office investigative files. These rules are being stated herein and supersede previous instructions applicable to the destruction of field office investigative files:

1) Files and records to be destroyed when ten years old:

   a) Field office investigative files in all classifications, in office of origin provided the files are of no continuing value for evidence, intelligence, historical or other reference purposes.

   b) Investigative files in auxiliary offices in cases in which the Bureau is office of origin

   c) Destroy all field office index cards at time related field office file is destroyed.

2) Files and records to be destroyed when six-months old if following conditions are met:

   a) Investigative files in all classifications in auxiliary offices provided files are of no continuing value for evidentiary, intelligence, historical or other reference purposes, or if the case is one in which FBIHQ is office of origin.

3) Exceptions to the ten-year and six-month destruction rules include the following field office files and material which are to be retained five years and then destroyed:

   a) Dead files and index cards related thereto in all classifications if of no continuing value.

424389

b) Zero files and index cards related thereto in all classifications if of no continuing value.

c) FBI Law Enforcement Bulletins - (retain index cards)

d) Record of Information furnished other agencies, FD-159 (control file copy only) to be destroyed after five years. Copy of FD-159 contained in the substantive file and index cards related thereto to be destroyed when substantive field office file is destroyed.

If there is any doubt concerning destruction of the above material by an auxiliary office, that office should consult the office of origin. If there is any doubt about the destruction of a file in an office of origin, that office should consult the Bureau.

In order to establish uniform procedures to be followed in implementing instructions for the destruction of field office files the following guidelines are being set forth:

1. Original FD-302s, Laboratory reports, latent fingerprint reports, and 1A exhibits being retained as the only item(s) in a file due to a previous purge/destruction rule should be forwarded to OO if subject and/or OO file number is available otherwise this material should be retained by auxiliary office and destroyed when 10 years old. If less than 10 years old and office of origin (OO) subject and/or file number is available these items are to be furnished to OO by routing slip or other appropriate transmittal communication. Otherwise, auxiliary office should retain these items until 10 years old and then destroy them.

2. Original FD-302s, Laboratory reports, latent fingerprint reports and 1A exhibits being removed from files which already satisfy the destruction criteria and are not 10 years old are to be forwarded to OO by routing slip and/or other appropriate communication reflecting OO subject and/or file number. Recipient office will assign each FD-302, Laboratory report and latent fingerprint report OO file number and next sequential serial number and place in OO file. Transmittal communication may be filed if appropriate. 1A exhibits are to be filed according to previously established filing procedures.

424390

3. Effective immediately, original FD-302s prepared, and 1A exhibits acquired as a result of current and ongoing investigations are to be forwarded to the OO by appropriate communication with the exception of those 1A exhibits which are to be returned to the contributor in the jurisdiction wherein they were obtained. You may retain these excepted exhibits until they have served their purpose or until the auxiliary office file has satisfied the destruction criteria at which time these exhibits should have served their purpose and should be returned to contributor. However, if additional retention is required, the exhibit should be made a bulky exhibit and two copies of green sheet (FD-192) furnished to OO in accordance with instructions relating to bulky exhibits set forth in paragraph number 5 below.

It is recognized that some concern exists over the delay of original FD-302s reaching OO due to remotely located Resident Agencies. However, it is believed that if this situation does exist, it can be overcome by auxiliary office continuing to follow the present procedure of furnishing copies of the FD-302 to OO by appropriate communication. The original can be forwarded to OO by routing slip once it has been initialed by the Resident Agent and returned to field office headquarters. This procedure is considered highly desirable since the submission of original FD-302 to OO at time case is RUC'd or destroyed would result in these communications being months or even years out of logical sequence in OO file. In order to further streamline and minimize the handling of original Laboratory reports and latent fingerprint reports, auxiliary office will request FBIHQ to furnish these items, and if appropriate, the evidence to office of origin upon completion of Laboratory examinations.

In all current and ongoing investigations where auxiliary office furnished FD-302s, Laboratory reports, latent fingerprint reports, and/or 1A exhibits to OO, a copy of the transmittal as well as a copy of the FD-302 should be retained in auxiliary office file until file is destroyed.

4). In those cases where OO is changed, both the new OO and new auxiliary office will apply the 10 year destruction rule to files in this category. It will be the responsibility of the new OO to advise the original OO when case is closed. This will facilitate the retention of original material that is contained in the files of both offices and will insure that original documents and/or evidence is not prematurely destroyed. At such time the OO is changed it will not be necessary for new auxiliary office to forward existing original FD-302s, Laboratory reports, latent fingerprint reports, and/or 1A exhibits to OO.

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Only these items prepared and/or acquired subsequent to changing OO will be furnished to new OO in accordance with aforementioned procedure, unless advised to the contrary by OO. This will be particularly helpful in cases comprised of many volumes and subsections.

5. In the case of bulky exhibits, the auxiliary office should furnish two copies of FD-192 to OO. One copy will be filed in OO case file according to established filing procedures and the other copy will be filed in the bulky exhibit index (numerical sequence of form FD-192 by classification and file number). Auxiliary office will retain original FD-192 in case file, place copy in bulky index, and copy with exhibit. This procedure will facilitate conduct of the semi-annual inventory of bulky exhibits which will be the responsibility of the OO. Semi-annually, when OO reviews bulky exhibits and notes on FD-192 action to be taken, a Xerox copy of this form should be furnished to auxiliary office holding exhibits(s). The most recent FD-192 will supersede the one previously furnished and being retained in the bulky index.

In accordance with the Manual of Rules and Regulations, Part II, Section 3, Page 13a, the Supervisory Special Agent and/or case Agent has the option of retaining and/or authorizing for destruction investigative files after criteria for destruction has been satisfied. The case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC), or else note that it should be retained plus appropriate justification for such retention, and designate projected destruction date. Form FD-479, Files and Records Destruction Order, may be used for this purpose.

In all cases, with the exception of FBI Law Enforcement Bulletins, all index cards are to be destroyed at time related file material is destroyed.

Appropriate manual changes are forthcoming.

NOTE: Based on Bulet to Albany and all offices 3/3/76 captioned "Destruction of Field Files and Records", and letter from Attorney General to Director 4/7/76 captioned "Destruction of Files" which granted authority to resume file destruction program excluding matters relating to domestic intelligence, extremist, racial and foreign counterintelligence and set forth instructions to exercise great care to insure all documents involved in litigation are not destroyed and that intelligence and security files are kept intact.

424392

Employee Suggestion
FD-282 (Rev. 9-11-59)

#134-76

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Date	
7/22/76	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		El Paso

SUGGESTION

That the requirement that a list containing the numbers of files destroyed be maintained in front of each respective classification in the closed file section be rescinded as having no practical application in view of recent file destructions regulations that ALL INDEX CARDS ARE TO BE DESTROYED AT THE TIME FILE MATERIAL IS DESTROYED.

Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts)

Manual of rules & Regs., Part II, Sect. 3, P. 13, and Buairtel to SL re file destruction, 4/27/76. SEE ATTACHED.

Advantages of suggestion and annual savings (include basis for estimate) Since the most recent instructions dictate that all index cards are to be destroyed at the time related file material is destroyed, no logical reason exists to record destroyed files. As the suggestor views the situation, the reason lists of destroyed files were prepared and maintained in the past was for retrieval capability. This administrative procedure was valid when files were destroyed but index cards were not until 20 years old, as indicated on form FD-478. (SEE ATTACHED). Index cards made it possible to retrieve information from files in the office of origin. This information was available from data appearing on form FD-478. Since there will be neither files nor index cards under the present destruction criteria, the maintenance of lists of destroyed cont.

Disadvantages of suggestion

None apparent to suggestor

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b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered within two years after submission.)

XX Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head Suggestion appears to have merit except that retention of records showing date a file was destroyed may be desirable in event it ever became pertinent in connection with our own investigative operations or with inquiries by other official U.S. Govt. Agencies.

Warren C. Brennan
Signature and Title SAC

(Do not write in this space - for Bureau use only)

REC-40 66-3276-1203

24 JUL 27 1976

9-ENCLOSURE 8 detached drawing - go

Dept of Approc
GCW:amp
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EXPEDITE

35 JUL 27 1976

(JTS/gw TWO

Advantages cont.

files is an obsolete procedure, in the opinion of the suggestor. Preparing form FD-478 is time consuming and tedious. Since is has ceased to have any practical function, it appears it should be abolished along with the requirement of maintaining lists of destroyed files.

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c. Bulky exhibits
Bulky exhibit is an exhibit of such size, quantity, or value that it cannot be placed in the 1-A serial of the case file. Each bulky exhibit must be identified individually. Form FD-192, which is a letter-size green form for entering the date, title and character of case, date property acquired, source from which property acquired, location of property or bulky exhibit, reason for retention of property and efforts made to dispose of same, description of property or exhibit and identity of Agent submitting same, and field file number, must be executed when a bulky exhibit is obtained whether or not brought to the office or when the 1-A serial is made a bulky exhibit. Original FD-192 is then filed as the 1-B serial adjacent to the 1-A serial, if there is one, and immediately above it, or as the bottom serial of the first section of the file. FD-192 is to be block stamped with the date received in the office. It is made up in triplicate; a duplicate must be attached to the exhibit. The serial number of the document showing the details concerning the exhibit should be put on the green sheet. FD-192 is to be used to record automobiles taken into custody by the FBI.

When a bulky exhibit is received in a zero file, FD-192 is to be filed adjacent to the memorandum, letter, or other communication to which it pertains. It is to be given in such cases a main serial number and its accompanying memorandum, letter, or other communication is to be made an "A" serial to it.

d. Bulky exhibit index and inventory
The basis of the bulky exhibit index is the third copy of FD-192. The third copy of form FD-192 is to be filed in numerical sequence in a binder. These copies serve as an inventory of bulky exhibits. If desirable, an additional copy of FD-192 may be made to serve as the tickler for disposal. This tickler is not mandatory and small offices will not usually need it for they can follow exhibits from the triplicate of FD-192.

e. Only those clerical employees designated by the SAC may initial 1-A serials for filing.

f. Only the field supervisor, ASAC, or SAC may initial bulky exhibit envelopes and FD-192 for filing. Official is to examine package prior to filing in order to determine if any part of such property may be disposed of and in order to permit a discussion with the Agent who acquired such exhibit as to any property which is not useful as evidence or necessary for retention.

8. Destruction of files and records (Closed files are kept in numerical sequence.)
Files and records may be destroyed within the provisions of Title 44, USCA, [§§ 3303 and 3303a,]which covers the disposition of records and sets up the procedures to be followed. The head of an agency may recommend to the Administrator of General Services who in turn may recommend to Congress the destruction of records that apparently will not have sufficient administrative, legal, research, or other value to warrant their further preservation. When files are destroyed, a list containing the numbers of the files destroyed should be maintained in front of each respective classification in the closed files section. Form FD-478 should be used for this purpose. At the option of each office another list may be maintained in an administrative file created specifically for this purpose.

Authority has been suspended indefinitely for the disposal of records material that may be used to reconstitute records of military service in the United States Army (including Army Air Service, Army Air Corps, and Army Air Forces) for individuals discharged between November 1, 1912, and December 31, 1959, and in the United States Air Force between September 18, 1947, and December 31, 1963. This includes records which contain information verifying dates of military service, physical injuries and mental impairment. In those instances where the information has been furnished to the Bureau by the field office, the field office may destroy its records according to existing authority.

66-3286-1
5-27-75
ENCLOSURE

Only these items prepared and/or acquired subsequent to changing OO will be furnished to new OO in accordance with aforementioned procedure, unless advised to the contrary by OO. This will be particularly helpful in cases comprised of many volumes and subsections.

5. In the case of bulky exhibits, the auxiliary office should furnish two copies of FD-192 to OO. One copy will be filed in OO case file according to established filing procedures and the other copy will be filed in the bulky exhibit index (numerical sequence of form FD-192 by classification and file number). Auxiliary office will retain original FD-192 in case file, place copy in bulky index, and copy with exhibit. This procedure will facilitate conduct of the semi-annual inventory of bulky exhibits which will be the responsibility of the OO. Semi-annually, when OO reviews bulky exhibits and notes on FD-192 action to be taken, a Xerox copy of this form should be furnished to auxiliary office holding exhibits(s). The most recent FD-192 will supersede the one previously furnished and being retained in the bulky index.

In accordance with the Manual of Rules and Regulations, Part II, Section 3, Page 13a, the Supervisory Special Agent and/or case Agent has the option of retaining and/or authorizing for destruction investigative files after criteria for destruction has been satisfied. The case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC), or else note that it should be retained plus appropriate justification for such retention, and designate projected destruction date. Form FD-479, Files and Records Destruction Order, may be used for this purpose.

In all cases, with the exception of FBI Law Enforcement Bulletins, all index cards are to be destroyed at time related file material is destroyed.

Appropriate manual changes are forthcoming.

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DATE 8/30/82 BY SP4ELW/ptc

ENCLOSURE

66-3286-1223

FD-478 (1-10-75)

LIST OF FILES DESTROYED

Files [illegible] on this list have been reviewed and destroyed per MRR-II, Section 3, and SAC Memorandum 52-74 (A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered.

CLASSIFICATION - 26

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
26-15466	EP		6/76	*26-15517	AQ		6/74
26-15467	SD	26-12955	6/76	26-15518	AQ	26-15370	6/74
26-15468	SL		6/74	*26-15519	LA	26-40899	6/74
26-15469	SA	26-21836	6/74	26-15520	AQ	26-15592	6/74
*26-15470	AQ	26-15504	6/74	26-15521	BH	26-20423	6/74
*26-15471	TP	88-2096	6/74	26-15522	EP		6/76
26-15472	EP		6/74	26-15523	EP		6/74
26-15473	EP		6/74	26-15524	EP		6/76
26-15474	EP		6/74	26-15525	EP		6/74
26-15476	SF	26-33173	6/74	26-15526	EP		6/76
26-15477	AT	26-28412	6/74	26-15527	EP		6/76
26-15478	AQ	26-15485	6/74	26-15528	EP		6/74
26-15479	SD		6/74	26-15529	EP		6/76
26-15480	AQ		6/74	26-15530	EP		6/74
26-15481	EP		6/74	26-15531	AQ	26-15624	6/74
26-15482	NF	26-6656	6/74	26-15532	PH	26-28236	6/74
26-15483	BH	26-20423 26-20458	6/74	26-15533	LR	26-19356	6/74
26-15484	NO		6/74	26-15534	DL	26-33693	6/74
26-15485	EP		6/76	26-15535	EP		6/76
26-15486	NO		6/74	26-15536	EP		6/76
*26-15487	AQ	26-15503	6/74	26-15537	EP		6/76
26-15488	SL		6/74	26-15538	FBIHQ		6/74
26-15489	LS	26-34344	6/74	26-15539	EP		6/76
26-15490	LV	26-5188	6/74	*26-15540	MP	26-17899	6/74
26-15491	EP		6/74	26-15541	EP		6/74
26-15492	EP		6/76	26-15542	NO		6/74
*26-15493	DL		6/74	26-15543	EP		6/76
26-15494	AQ	26-15532	6/74	26-15544	LV	26-5317	6/76
26-15495	EP		6/74	26-15545	AT		6/76
26-15496	EP		6/76	26-15546	EP		6/74
26-15497	EP		6/74	26-15547	EP		6/76
*26-15498	PD	26-18292	6/74	26-15548	EP		6/76
*26-15499	SU	26-22989	6/74	26-15549	PX	26-21906	6/74
26-15500	EP		6/76	26-15550	IP	26-40189	6/74
26-15501	CI	91-2700	6/76	26-15551	OC	26-29797	6/74
26-15502	NO	26-32339	6/74	*26-15552	ME	88-4180	6/74
26-15503	PX	26-21922	6/74	26-15553	AQ		6/74
*26-15504	PX	26-21931	6/74	26-15554	AQ	26-15657	6/74
26-15505	LA	26-40559	6/74	26-15555	TP	26-3391	6/74
26-15506	LA	26-40804	6/74	26-15556	PX	26-21774	6/76
26-15507	EP		6/76	26-15557	EP		6/76
26-15508	EP		6/74	26-15558	OC	26-29814	6/74
26-15509	DL	26-32561	6/74	26-15559	OC	26-29858	6/76
26-15510	EP		6/74	26-15560	NK	26-28130	6/74
26-15511	TP	26-3819	6/74	26-15561	AQ	26-15695	6/74
26-15512	EP		6/74	26-15562	PX		6/74
26-15513	LA		6/74	26-15563	OC		6/74
26-15514	EP		6/76	26-15564	AQ	26-15698	6/74
26-15515	EP		6/76	26-15565	AQ	26-15718	6/74
*26-15516	AQ	26-15586	6/74	26-15566	OC		6/74

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*Evidence

66-3286-26-15466-1203 thru 26-15566

This page contains file numbers from

ENCLOSURE

Suggestion #T34-76

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD: evp 7/29/76)

It is proposed in attached suggestion from the El Paso Office that the requirement to maintain a "list of files destroyed," Form FD-478, in front of each respective classification in the closed files section be discontinued as having no practical application in view of recent regulations which require that all index cards be destroyed at time related field office file material is destroyed.

OBSERVATIONS:

The "list of files destroyed" provides a means of determining the existence or nonexistence of a file which cannot be located in its proper numerical sequence in the closed and/or pending files of the Chief Clerk's Office. Without such a method of accounting for destroyed files it would be impossible to determine if a particular file ever existed, and if it did is it misfiled, has it been destroyed, or whatever. It is, therefore, the opinion of the Records Systems and Training Unit that in order to maintain integrity of the file numbering system, and the whereabouts of files, the "list of files destroyed" is essential and a necessary adjunct to sound records management. Accordingly, it is believed this suggestion should not be considered for adoption.

RECOMMENDATION:

Recommend suggestion not be adopted.

WLB/RPB

ASD/WFB

ST-105

REC-33 66-3276-1203

August 6, 1976

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
El Paso, Texas

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/rte

Dear Mr. [redacted]

I have received your suggestion that the requirement to maintain Form FD-478 in front of each respective classification in the closed file section be discontinued. Since this form provides a means of determining whether or not a particular file ever existed as well as its present status, its use should be continued.

Thank you for the interest which you expressed in submitting your proposal to me.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 10
AUG 6 1976
FBI

2 - El Paso
1 - Field personnel file
1 - Suggestion file

APPROVED:		
Assoc. Dir.	Ext. Affairs	Laboratory
Dep. AD Adm.	Fin. & Pers.	Legal Coun.
Dep. AD Inv.	Gen. Inv.	Plan. & Eval.
Asst. Dir.:	Ident.	Rec. Mgmt.
Adm. Serv.	Inspection	Spec. Inv.
	Intell.	Training

1 - Personnel file of Mr. [redacted]

b6
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Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

AGW:slp
(6)

(Suggestion T34-76)

NOTE: Suggests use of FD-478 (List of Files Destroyed) in front of each respective classification in the closed files section be discontinued. The Records Systems and Training Unit, Records Management Division, opposes the adoption of this suggestion and states that, in order to maintain the integrity of the file numbering system and the whereabouts of files, the form is essential and a necessary adjunct to sound records management. (Views attached.) Training Division agrees that suggestion should not be approved.

AUG 6 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1976 O - 207-526

Suggestion #T58-76

ADDENDUM ADMINISTRATIVE SERVICES DIVISION JMC:dsm 8/12/76

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SA [redacted], Mobile Office, has recommended an inquiry of NCIC be made by auxiliary offices to determine if a subject is still in a fugitive status prior to destruction of the case file, and associate index cards. In instances where NCIC is negative, re all fugitives involved, the file would be destroyed in accordance with current instructions regarding destruction of field files and records, otherwise, a copy of the fugitive's record in NCIC would be placed in the file, and the file would be retained intact for another six months' period.

Retention of the case file, or destruction of the case file (in auxiliary offices) will not foreseeably impact NCIC Operations in our field offices, since per airtel to SAC, Albany and each Field Office, 4/27/76, captioned "DESTRUCTION OF FIELD FILES AND RECORDS," the auxiliary office should recognize the need to retain files containing documentation re property on the file in NCIC, and files in which the auxiliary office has an outstanding warrant cannot be RUC'd. The decision as to the merits of this suggestion is directly within the purview of the Records Management Division and Special Investigative Division, hence, this suggestion is being deferred to these divisions for their views and recommenations.

FBG/PM

Suggestion #T58=76

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:chs 8/11/76)

Attached suggestion from the Mobile Office recommends that Auxiliary Office be permitted to retain auxiliary office files in those instances where it is determined that one of the subjects was a fugitive at the time the case was RUC'd. That an NCIC check be made to determine if the subject is still in a fugitive status prior to destruction of the file. If NCIC is negative, file could be destroyed. If still a fugitive a copy of the NCIC printout be placed in the file and be retained for six additional months. On each occasion thereafter prior to destruction the same NCIC check would be made.

OBSERVATIONS:

The Manual of Rules and Regulations currently provides that investigative files in all classifications in auxiliary offices may be destroyed when six months old provided the files are of no continuing value for evidence, intelligence, historical, or other reference purpose. Accordingly, an auxiliary office file wherein the subject(s) is still in a fugitive status has continuing value and should not be automatically destroyed merely because it is six months old. It therefore appears that suggested procedure is adequately covered by existing regulations which permits the retention of files at the discretion of the Supervisory Special Agent and/or the case Agent. The Records Systems and Training Unit is of the opinion that suggestion does not warrant favorable consideration for adoption.

RECOMMEDNATION:

Recommend suggestion not be adopted.

WLB/RBS

Suggestion #T58-76

INSPECTION DIVISION ADDENDUM R. P. KEEHAN:jmh 8/12/76

Suggester believes that a check should be made of NCIC on any fugitive cases in an auxiliary office scheduled for destruction under the six-month rule to determine if the file should be retained. Manual of Rules and Regulations, Part II, Section 3, pages 13a and 13b, provides that investigative files in all classifications in auxiliary offices should be scheduled for six-month destruction "provided files are of no continuing value for evidentiary, intelligence, historical, or other reference purposes." The manual continues in a later paragraph, "If there is any doubt . . . . by an auxiliary office, that office should consult the office of origin."

There may be many reasons why an auxiliary office should retain files in fugitive cases longer than six months, and the suggester's observations are well taken; however, the current rules give each office latitude for destruction and there appears to be no need for a specific rule to be applied to all fugitive cases.

Inspection Division is not aware of the results of a study by OPE or Records Management Division regarding destruction policy and, in the absence of this information, Inspection Division recommends that the suggestion not be adopted.

Suggestion #T58-76

ADDENDUM OF OFFICE OF PLANNING AND EVALUATION, GNC:crt 8-16-76

Current guidelines allow for the destruction of auxiliary office files six months after the date of RUC. This recommendation was set forth in memorandum Bailey to McDermott dated 7-30-75 captioned, "California Project, Destruction of Files When They are Referred Upon Completion." The recommendations contained in this memorandum were a result of an extensive study performed by the Records Management Division which established, among other things that 80% of auxiliary office files, if reopened, are reopened within 13 weeks. The recommendations also included the proviso that the case agent could retain the files beyond the six-month period if required for historical, intelligence or other good reason. This proviso seems adequate and there would be no need to adopt a separate procedure as set forth in this suggestion. Therefore, it is recommended that this suggestion not be adopted.

GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (~~62-95702~~) DATE: 8/18/76

FROM : SAC, BALTIMORE (19-22) RUC

SUBJECT: WARTIME INFORMATION SECURITY PROGRAM
(WISP)
Destruction of Bureau Records - General
RE: FBIHQ letter to Baltimore dated 8/4/76.*

Enclosed for FBIHQ are the following materials as requested in referenced communication:

1. Eight (8) DAYREPS Forms, 63 IBM cards

2. Four (4) DAYREP Forms, re Bureau's cover address and telephone in New York.

3. Stand-By National Censorship Agreement. Instructions for preparation of National Censorship Watchlistings and DAYREPS.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4ELW/rtc

File - *Encls to be destroyed when moratorium on destruction of security materials is lifted. 8/30/76

(2) - Bureau (Enc. 3) ENCLOSURE (REGISTERED MAIL)
1 - Baltimore
JLM:bjc
(3)

66-3286-

NOT RECORDED
191 SEP 7 1976

RECORDS 4-WD

9-7

50-10-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

54 SEP 9 1976

FILED IN 62-95702-337

Employee Suggestion
Form 252 (Rev. 9-11-59)

#T5876

b6
b7C

Date
7/7/76

To:	From: (Suggester's name)	Division of Assignment
Director, FBI 5	SA [redacted]	MOBILE

SUGGESTION In connection with the destruction of field files and records in those instances where an auxiliary office determines one of the subjects was a fugitive at the time the case was RUC'd, an NCIC check be made to determine if the subject is still in a fugitive status prior to destruction of the file. If NCIC is negative, file could be destroyed. If still a fugitive, a copy of the printout should be placed in the file and it be retained intact for six more months. On each occasion thereafter prior to destruction the same NCIC check would be made.

Destruction of Bureau Property
General

AUG 9 1976

Current practice or rule (Include manual citation as well as facts) BUairtel to Albany and all offices, 4/27/76 captioned "Destruction of Field Files and REcords".

Advantages of suggestion and annual savings (include basis for estimate) By maintaining file intact in the event further investigation is necessary, the background information concerning the fugitive, including photos, would be in the file. The index cards would also still be in file thereby enabling the auxiliary office to determine by an indices search that the subject was still a fugitive. This procedure would be followed in every classification where prior to destruction under the six-months rule the file showed at the time case was RUC'd that at least one subject was a fugitive. Maintaining the file would save an inestimable amount in communications cost, not having to furnish complete background to auxiliary offices by OO. In addition to fact that in those cases where index cards had been destroyed, auxiliary office would not even be aware of fact subject was a fugitive with an indices search.

Disadvantages of suggestion

None noted.

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] b6 b7C

Recommendations and comments of Division Head It would appear this suggestion has merit in that the existing practice does call for possible premature destruction of records, photographs, etc., which could be of benefit to an auxiliary office if the case is subject to (cont'd)

[redacted] Signature and Title

(Do not write in this space - for Bureau use only)

ST-113

REC 32 66-3286-1264

22 AUG 9 1976

Dest of Approc.
GW sup
8-23-76

(3) Bureau 3-Mobile (1-66-922) (1-66-1116) (1-67-) HJD:agf (6)

Recommendations and comments of Division Head: (cont'd)

being reopened in the immediate future. I would recommend its adoption unless the preliminary survey conducted by OPE in this matter clearly indicates that the suggested procedure is not essential.

August 23, 1976

REC 32 EX-109

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Mobile, Alabama

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that an NCIC check be made in certain instances prior to the destruction of field files and records. It appears that your proposal is adequately covered in the Manual of Rules and Regulations which currently provides that files may be retained if required for evidentiary, intelligence, historical, or other reference purposes.

Although favorable action was not taken in this instance, the interest you expressed in submitting your idea to me is appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
AUG 23 1976
FBI

2 - Mobile
1 - Field personnel file
1 - Suggestion file

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/ate

1 - Personnel file of SA [redacted]

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

GW:slp
(6)

(Suggestion T58-76)

ATTENTION SAC: You are referred to Manual of Rules and Regulations, Part II, Section 3, pages 13a and 13b.

56 AUG 27 1976

MAIL ROOM ☑ TELETYPE UNIT ☐

Continued - Over

GPO : 1976 O - 207-526

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Mobile, Alabama

NOTE: Suggests, in connection with the destruction of field files and records in those instances where an auxiliary office determines one of the subjects was a fugitive at the time the case was RUC'd, an NCIC check be made to determine if the subject is still in a fugitive status prior to destruction of the file. If subject still a fugitive, a copy of the printout should be placed in the file and it be retained intact for six more months. The Manual of Rules and Regulations currently provides that investigative files in all classifications in auxiliary offices may be destroyed when six months old provided the files are of no continuing value for evidence, intelligence, historical, or other reference purpose. Accordingly, an auxiliary office file wherein the subject(s) is still in a fugitive status has continuing value and should not be automatically destroyed merely because it is six months old. Training Division is of the opinion that suggestion not be adopted. Views attached.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

REC-59 EX-108

66-3286-1205

August 30, 1976

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Norfolk, Virginia

b6
b7C

Dear Mr. [redacted]

I have received your suggestion that Form FD-479 be printed on colored paper. After careful consideration, it is believed that this proposal would serve no useful purpose since many of our forms are currently printed in various colors.

Although favorable action was not taken in this instance, your thoughtfulness in submitting this idea to me is indeed appreciated.

MAILED 10
AUG 30 1976
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

2 - Norfolk
1 - Field personnel file
1 - Suggestion file

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 EHW/rte

1 - Personnel file of Mr. [redacted]

b6
b7C

NGW:slp
(6)

(Suggestion T61-76)

NOTE: Suggests FD-479 be printed on colored paper. The Records Management Division recommends against adoption since many forms are currently printed on colored paper, and this proposal would serve no useful purpose. Training Division agrees that suggestion not be approved. Views attached.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Secy.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

MAIL ROOM ☐ TELETYPE UNIT ☐

70 SEP 13 1976

GPO : 1976 O - 207-526

Employee Suggestion
FD-252 (Rev. 9-11-59)

#T61-76

b6
b7C

Date	
8/9/76	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Norfolk

SUGGESTION

It is suggested that the FD-479 (Files and Records Destruction Order) be changed from white to pink, as with the FD-237 (Criminal Informant Review Sheet) or some other color not commonly used.

Destruction of Bureau Property - General

Current practice or rule (Include manual citation as well as facts)

FD-479 is currently on plain white paper.

Advantages of suggestion and annual savings (include basis for estimate)

Use of FD-479 of a color not commonly used would enable it to act as a divider between individual files within a consolidated volume and would therefore allow a certain file within a consolidated volume to be more readily located.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/rte

Disadvantages of suggestion

None noted.

EX-101

REC-77 66-3286-1205

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] File Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

b6
b7C

Suggestion appears to have merit and should be considered at FBI Headquarters.

Harwood L. Clough Jr.
Special Agent in Charge

(Do not write in this space - for Bureau use only)

Lead of copies.
GW:sep
8-30-76

AUG 10 1976

FBI/DOJ

AUG 10 1976

30

FTS/gw TWO

FD-479 (Rev. 6-25-76)

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 6-month ☐ 10-year Rule

☐ Auxiliary Office original FD-302s, Laboratory or Latent FP reports and/or 1-A Exhibit or Bulky Exhibit FD-192 green sheets have been forwarded to OO as applicable.

☐ **Retained**

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

Case Agent's Initials _____

Supervisor's Initials _____

0

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

Suggestion #61-76

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:dgc 8/24/76)

Attached suggestion from the Norfolk Office proposes that form FD-479 (Files and Records Destruction Order) be printed on colored paper. Suggester feels that the colored form would enhance the effort of locating a file within a consolidated volume.

OBSERVATIONS:

Currently many of our forms are printed in various colors and are located throughout the file(s). It therefore appears that to print form FD-479 on colored paper as suggested would serve no useful purpose and in fact would only be making change for the sake of change. Records Systems and Training Unit is of the opinion that the significance of suggestion does not warrant consideration for adoption.

RECOMMENDATION:

Recommend suggestion not be adopted.

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 11-24-2008

/ERNMENT

~~CONFIDENTIAL~~

1 - Mr. A. [redacted] Decker
(Attn: [redacted] Mr. Awe)
1 - Mr. J. P. Thomas
DATE: 8/26/76
1 - Mr. P. B. Christensen

~~SECRET~~

~~CONFIDENTIAL~~

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

Asst. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.: ___
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Dir. Sec'y ___

FROM : J. W. Redfield

SUBJECT: [redacted]

(S) (U)

CLASS. BY SP4 ELW/stc
REASON-FCIM II, 1-2.4, 2, 3
DECL. OADR
DATE OF REVIEW
8/31/82

b1

Destruction of Bureau Records - General

PURPOSE

To file attached materials. (U)

DETAILS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Attached material was received from Quantico for destruction as recommended in J. W. Redfield memo to Mr. T. W. Leavitt dated 6/30/76, captioned "Buplans-Vital Records Maintained at Relocation Site," since information contained herein is of no further use in its present form. This information is duplicated in substance in the general files of the FBI. This material is being made an enclosure to this file and will be destroyed at such time as the moratorium on destruction of FBI documents is lifted. (U)

10/20/03 CLASSIFIED BY 60324 UC baw/dcb/ysm
DECLASSIFY ON: 25X 1-6
As Amended #03-R0762

ACTION

The attached material will be filed in this file. (U)

(U) (S) 65-63778 JPT 66-3286 (U) 65-63778 (S)

Enclosures (10)
PBC:pbc
(4)

NOT RECORDED
191 SEP 1 1976

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

10 XEROX

~~CONFIDENTIAL~~

SEP 1 1976

~~SECRET~~

Classified by 6875 JPT
Exempt from GDS Category 2
Date of Declassification Indefinite

~~CONFIDENTIAL~~

INITIALS ON ORIGINAL

3 SEP 1976

INITIALS ON ORIGINAL

FIVE

84 SEP 7 1976

ORIGINAL FILED IN

65-63778-76 Enc

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. A. [redacted] Decker
(Att: J. W. Awe)
1 - Mr. J. W. Redfield
1 - Mr. J. P. Thomas

TO : Mr. T. W. Leavitt

DATE: 8/26/76

FROM : J. W. Redfield

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir. ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

SUBJECT: WARTIME INFORMATION SECURITY PROGRAM (WISP)
Destruction of Bureau Records - General

PURPOSE:

To have placed in instant file obsolete materials returned from Quantico until such time as they may be destroyed.

DETAILS:

In connection with emergency planning, and specifically with captioned program, formerly known as "Censorship Planning," certain materials for use in time of emergency were pre-positioned at Quantico. Included in these materials were "DAYREP" forms. A DAYREP was a form designed to record pertinent information concerning individuals involved in espionage and/or considered likely to be conduits for communication with hostile countries during wartime, for their possible inclusion on emergency watch lists. It has been determined that past arrangements for such action are no longer operative. Bureau letter 8/4/76 instructed Quantico to return the DAYREPs to FBIHQ for inclusion in instant file; they should be destroyed when the moratorium on the destruction of records relating to security matters is lifted. Quantico returned attached materials by routing slip dated 8/20/76. The enclosed materials are "~~Top Secret~~."

ACTION:

Records Management Division will file attached materials in this file until destruction is permissible.

Enclosure

62-95702

JPT:blb (4)

1 ENCLOSURE

66-3286-

NOT RECORDED

191 SEP 1 1976

3 SEP 1 1976

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/81 BY 6383 VR/tad

ROUTE IN ENVELOPE

INITIALS ON ORIGINAL

84 SEP 7 1976

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 FLS/tad

ORIGINAL FILED IN 62-95708-336

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. Jenkins

DATE: 7/28/76

FROM : A. J. Decker

SUBJECT: STATUS OF DESTRUCTION of Bureau OF FBIHQ RECORDS - General

PURPOSE:

The purpose of this memorandum is to keep the Director informed of the progress in the file destruction program of the Records Management Division.

DETAILS:

Since the partial removal of the Congressional restrictions on destruction of FBI records, the Records Management Division has resumed routine destruction tasks in those categories that have been approved by the National Archives and Records Service (NARS). In accordance with the existing Congressional restrictions, the Bureau is still prohibited from destroying any material pertaining to domestic intelligence matters, extremist matters, racial matters, and foreign counterintelligence matters. Approval, however, is in the process of being obtained to destroy duplicate copies of this material providing they do not contain action statements on any particular copy that is not also on the original copy.

Since the resumption of our routine destruction we have destroyed the equivalent of 200 file cabinets of material that has been microfilmed. We must, however, maintain the microfilm copy of these records. This is a space saving expedient for those records that are relatively inactive. This basically applies to criminal cases that have been closed for more than 10 years.

There is attached for your information the categories of records that are scheduled for destruction and the approximate volume of records in each of the categories. We are giving this matter priority attention in order to properly dispose of obsolete material. In order to accomplish the destruction of the material indicated on the enclosure, except that which pertains to personnel records, it is extimated it will take

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 4383 1/21/ad

JWA:evp
(3)

REC-59 66-3286-1206

EX-105

CONTINUED OVER

AUG 26 1976

ENCLOSURE

5810-108

7 1976

approximately 6 months utilizing about 50 employees for these duties. For the destruction of material relating to Out-of-Service personnel files it is estimated it will take approximately 3 years for 30 employees since more detailed analysis is required for this material.

In addition to administrative and correspondence files this represents our basic Archival authority for FBIHQ records. As you know, our Records RetentionPlan is being reevaluated and each FBIHQ Division is recommending retention guidelines relative to their respective responsibilities. You will be advised separately regarding the analysis of the Records Retention Plan.

RECOMMENDATION:

For information.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.
Adm. Serv.

Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.

Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

The following records have been approved for destruction and employees are in the process of performing the various tasks to accomplish the disposal of these records with the exception of security related material currently prohibited from destruction	Amount of Records (Cabinets)
54 Classification Customs Laws & Smuggling Cases in which no investigation was conducted or investigation failed to identify subject. These cases are destroyed after they are 10 years old.	3
65 Classification Espionage	35
100 Classification Internal Security	130
105 Classification Internal Security (Nationalistic Tendency - Foreign Intelligence Records relating to nonspecific allegations or complaints or matters not within the investigative jurisdiction of the FBI. These matters are destroyed after they are 25 years old.	5
95 Classification Laboratory Cases (Other Than Bureau Cases) Records relating to Laboratory examinations other than FBI cases requested by other law enforcement organizations wherein positive identification was not effected. This relates to material more than 15 years old.	90
149 Classification Destruction of Aircraft or Motor Vehicles Records relating to cases that did not result in prosecution that are more than 10 years old	4
All Criminal Classifications Records relating to all criminal cases that are more than 10 years old are destroyed after it has been determined that microphotographic copies are satisfactory duplicates of the original material.	330

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-19-81 BY 6383 VRT/[illegible] DISCLOSURE

The following records have been approved for destruction and employees are in the process of performing the various tasks to accomplish the disposal of these records with the exception of security related material currently prohibited from destruction	Amount of Records (Cabinets)
Copy Destruction (Nonrecord material) All extra copies of documents preserved only for convenience of reference are destroyed after they have served their initial purpose. In previous years copies of record material was also filed.	50
General Files This category pertains to Zero files in all criminal classifications and relates to correspondence from the general public, allegations of violations, and other general data for which case files were not established. This material is destroyed after it becomes 5 years old.	10
Personnel Records Destruction of nonessential material in all Out-of-Service personnel files is underway. The Out-of-Service personnel files will then contain only that material required by the Federal Personnel Manual. This program will be accelerated as more employees are trained and become available for this assignment. Great care will be taken to insure no material is destroyed that would be in conflict with the Records Retention Plan, matters pending litigation, and matters for which there are pending Privacy Act requests.	300
Total amount of material scheduled for destruction	957

FD-479 ~~(2-20-75)~~
(Rev. 6-25-76)

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

☐ **under the** ☐ ~~120-day~~ 6-Month Rule ☐ ~~1-year~~ ☒ 5-year Rule ☐ ~~10-year~~ 25-year Rule ☐ 10-year Rule

☐ **Retained** Auxiliary Office original FD-302s, Laboratory or Latent FP reports and/or 1-A Exhibit or Bulky Exhibit FD-192 green sheets have been forwarded to OO as applicable.

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

Case Agent's Initials _____

Supervisor's Initials _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/lmw

PROPOSED REVISED FD-479

GPO : 1975 O - 571-812

FD-479 (2-20-75)

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 120-day Rule ☐ 1-year Rule ☐ 5-year Rule ☐ 10-year Rule

☐ **Retained**

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

Case Agent's Initials _____

Supervisor's Initials _____

b6
b7C

[redacted]

Letter 6/25/76 dc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 FLW/ptc

Lie Matter

2-

CURRENT FD-479

FD-478 (1-10-75)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section 3, and SAC Memorandum 52-74 (A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
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44				94			
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47				97			
48				98			
49				99			
50				00			

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY DUC 60290 BCE/DCG/gmw

This page contains file numbers from _____ thru _____

E611-982E-99

CURRENT FD-478

FD-478 ~~(1-10-75)~~
(Rev. 6-25-76)

LIST OF FILES DESTROYED

Bureau airtel dated 4/27/76.

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section 3, and Index cards to be ~~retained/destroyed~~ at time related file material is destroyed.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
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37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45 ALL INFORMATION CONTAINED				95			
46 HEREIN IS UNCLASSIFIED				96			
47 DATE 9/9/03 BY AUC 60290 BCE/DCG/ym w				97			
48				98			
49				99			
50				00			

This page contains file numbers from _____ _____ thru _____

E611-9825-99

PROPOSED REVISED FD-478

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. J. B. Adams
1 - Mr. T. J. Jenkins
1 - Mr. A. J. Decker, Jr.

TO : Mr. T. W. Leavitt

DATE: 6/30/76

1 - Mr. T. W. Leavitt
1 - Mr. F. J. Cassidy
1 - Mr. J. G. Deegan
1 - Mr. D. Ryan

FROM : J. G. Deegan

SUBJECT: DESTRUCTION OF FBI FILES

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

PURPOSE: To set forth for the assistance of the Records Management Division (RMD) comments and suggestions of the Intelligence Division (INTD) relating to the retention of files within the purview or the responsibility of INTD.

SYNOPSIS: INTD concurs with RMD contention that re-evaluation of retention requirements of FBIHQ file material is warranted. In addition to cost factors, indefinite retention of internal security/intelligence files deters our ability to extract and utilize file material relevant to current internal security/intelligence needs. Retention period as pertains to files in INTD work should be measured from the date of the last significant material in the file as opposed to date file administratively closed. It is also suggested RMD establish a system to appropriately flag files by category to indicate tentative date of destruction.

RECOMMENDATION: That this memorandum be referred to the RMD for its use and its proposed presentation to the National Archives and Records Service (NARS) for approval.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers:
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRL/dr

DR:seb
(8)

CONTINUED - OVER

66-3286-1206X
enclosure

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

Memorandum to Mr. T. W. Leavitt
Re: Destruction of FBI Files

DETAILS: INTD concurs with RMD contention, as set forth in memorandum to Mr. Jenkins from A. J. Decker, Jr., dated 6/7/76 that a current re-evaluation of retention requirements of FBI file material is warranted. In addition to increasingly prohibited cost factors, our present indefinite retention of insignificant and less significant file material at FBIHQ deters our ability to readily extract and utilize file material relevant to our current investigative and intelligence responsibilities. While INTD generally supports the concept of systematic destruction of certain categories of files after periods of specified retention, the comments and suggestions set forth herein relate only to files/records within the purview of the INTD as relates to its investigative/intelligence responsibilities.

It should be noted in the instance of criminal-type substantive investigations customarily the period of file retention commences when the case is administratively closed. In the area of internal security/counterintelligence responsibilities, where investigations are frequently of an open end case with future analytical value, the retention period should be measured from the date of the last filed material recording relevant activity. It should be pointed out there are instances where files have been opened to administer or record intelligence-type material for over 30 years and these files are still utilized.

Policy Files - Current experience with Congressional investigative and oversight committees has demonstrated the necessity of indefinite retention of policy material such as that dealing with statutory interpretations, executive orders and directives, Department instruction, jurisdiction, certain liaison matters, particularly relating to internal security/extremist/counterintelligence investigations. This material must continue to be indefinitely maintained and where practical it should be segregated from files primarily regarding substantive investigations.

Material of Historical Significance - The retention of material based on its possible future historical value is basically a judgment decision, subject to critical hindsight. However, files relating to notorious individuals and highly publicized investigations (the Silvermaster ring, Rosenberg case, Hiss case, Colonel Abel investigation, certain Communist Party leaders such as William Z. Foster and Elizabeth Gurley Flynn), outlining unique or unorthodox investigative/counterintelligence techniques and those relating to key sources, defectors, illegals, intelligence personalities, should be indefinitely retained. In addition to the possible future need of this material for analytical research purposes, files of this nature regularly contain information of a policy and historical significance.

Termination of Intelligence Significance - Social-political factors may alleviate the need for the retention of specific files in whole areas of foreign intelligence interest. For example, with few exceptions, almost all the extensive FBI file holdings on World War II German American, Japanese-American, Nazi, Bund, Custodian Detention and Alien Control matters, could be immediately destroyed without harm to our ongoing or future intelligence needs. Also, excepting those of historical interest, files relating to our investigative/intelligence interests in South America and Central America during World War II (Special Investigative Services) could be destroyed based upon the radically altered social/political alignments.

On the other hand, many of our files dealing with personalities and organizations concerned with Soviet intelligence activities are vital to our analytical intelligence needs as long as the Soviet-bloc presents a military-economic-political intelligence threat to our internal security interests.

Files on Individuals - As regards the internal security-counterintelligence areas, files on individuals may be divided into three basic categories for retention purposes.

1. Investigations where derogatory information was not developed or insignificant to warrant expanded investigative scrutiny (destroy in five years), except in foreign counterintelligence matters (destroy in 20 years.)

2. Investigations where derogatory information has been developed but not deemed of prosecutive or continuing intelligence need (would include rank-and-file members of subversive/extremist groups) (destroy in 10 years).

3. Investigations with significant prosecutive or ongoing intelligence interest. These would include top functionaries and activists of certain subversive/extremist groups (destroy after 20 years or longer if any indication of historical or future analytical value). Known and suspected intelligence officers and important intelligence agents should be retained indefinitely.

It is believed a policy should be developed whereby significant information relating to subversive/extremist involvement of individuals could be, where practical, incorporated into organizational or topical files so appropriate indexing may be effected to meet future possible requirements under Executive Order 10450 (security-loyalty matters).

Organizational Files - Excepting instances where derogatory information is lacking or not confirmed, our files on subversive/extremist organizations and organizations of foreign counterintelligence interest should be retained for a period of 20 years and longer in the event they are deemed to have historical or future analytical value.

Informant, Source, Asset Files - Where an individual is considered for informant, source, asset use and subsequently not used or used on a restrictive basis, it is suggested the file be retained for only 10 years, unless unusual circumstances dictate otherwise.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

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Telephone Rm. ____
Director Sec'y ____

TO : MR. DECKER

DATE: 8/9/76

FROM : MR. DE BRULER

SUBJECT: DESTRUCTION OF FBI FILES

PURPOSE

The purpose of this memorandum is to set forth the Office of Planning and Evaluation's (OPE) response to memorandum of A. J. Decker, Jr. to Mr. Jenkins, dated 8/2/76 in which it was requested that each FBIHQ Division review that memorandum to determine if a twenty-year searching criteria, as set forth in that memorandum can be established.

DETAILS

OPE defers to the user Divisions, the disposition of files pertaining to both investigative and administrative records.

OPE does feel that relative to file destruction perhaps consideration should be given to the management area involving file duplication throughout the FBI, plus the potential historical value of FBI investigative and administrative records.

RECOMMENDATION

For information.

1 - Mr. DeBruler
1 - Mr. Henehan
1 - Mr. Evans
JLE:ah
(4)

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Director Sec'y ____

TO : MR. DECKER

DATE: 8/24/76

FROM : H. N. BASSETT HNB

SUBJECT: DESTRUCTION OF FBI FILES

Re Decker to Mr. Jenkins memorandum dated 8/2/76, captioned as above. This Division has reviewed referenced memorandum and is of the opinion that the 20-year searching criteria set out therein can and should be established.

WCL:bhg
(3)

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

August 24, 1976

To: A. J. Decker

Reference is made to the memorandum dated August 2, 1976, from A. J. Decker, Jr., to Mr. Jenkins captioned "Destruction of FBI Files." That memorandum recommended that each FBIHQ Division furnish a response to the Records Management Division by September 1, 1976, to the following two proposals:

(1) Twenty-year limit with regard to standard searches of Bureau Indices.

The External Affairs Division foresees no problems in the Records Management Division's adoption of such a 20-year policy regarding standard searches of Bureau Indices. On infrequent occasions, such as in handling inquiries concerning the "Gangster Era of the 1930s" or World War II espionage cases, it will be necessary for us to request the Service Unit to extend its search of Bureau Indices beyond the 20-year limit. However, the 20-year limit is entirely adequate for the vast majority of Indices searches for matters handled by the External Affairs Division.

(2) Destruction of certain categories of file material.

The External Affairs Division agrees that the majority of FBIHQ files could be destroyed either 10 years or 20 years after the last investigative report or other substantive item (such as a memorandum to the Justice Department) in those files. Exceptions to the general 10-year or 20-year destruction rule would be:

(1) Files of continuing administrative value, such as those relating to policy matters, FBI organizational changes, Departmental Orders, Presidential Directives, and the like.

1 - Mr. Moore

GWG:slr (5)

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(2) Files pertaining to matters of continuing interest to authors, historians, and other citizens. These include files regarding notorious criminal gangs and gangsters of the 1920s and '30s; major espionage investigations of World War I and World War II; the 1950 Boston Brink's Robbery; widely publicized civil rights-type cases of the 1950s and '60s; and a limited number of other investigative matters concerning which inquiries are received virtually year after year.

(3) Matters of continuing controversy such as the Sacco-Vanzetti case, the alleged forewarning to the FBI about the Japanese plans to bomb Pearl Harbor; FBI wiretap policies and authority over the years; etc.

(4) The substantive case file for convicted persons who, it can reasonably be believed, are still serving their sentences in Federal penal institutions. As was exemplified by Kathryn Kelly (who was released on appeal bond in 1958 after being sentenced to life imprisonment in 1933 for kidnaping--and remains free), appeals requiring access to such substantive case files may be pressed at virtually any time by inmates of Federal penal institutions.

The External Affairs Division also assumes that ample notice will be given to appropriate Congressional Committees, to the Attorney General, and to the public prior to the institution of any new policies or procedures with respect to destruction of FBI files. Such public notice will serve to muffle, but not entirely silence, complaints and criticisms that the FBI is destroying files in order to circumvent the Freedom of Information and Privacy Acts and/or to prevent disclosure of illegal acts committed by FBI Agents.

Donald W. Moore, Jr.

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Director Sec'y ____

TO : MR. ASH

DATE: 8/25/76

FROM : J. T. Stewart

SUBJECT: DESTRUCTION OF FBI FILES

Reference memorandum A. J. Decker, Jr., to Mr. Jenkins dated 8/2/76.

The Identification Division has no objection to the proposal to limit routine FBIHQ searching to file material within the past 20 years with the provision that specific requests may go beyond that period.

RECOMMENDATION:

That this memorandum be routed to the Records Management Division.

APPROVED:	Ext. Affairs	Laboratory
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Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
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5010-108

8/31/76

TO : A. J. Decker, Jr.

SUBJECT: DESTRUCTION OF
FBI FILES

Your memo to Mr. Jenkins 8/2/76 discussed a 20 year searching criteria and establishing a new criteria for destroying obsolete files and requested each division determine whether such new criteria is practical and/or desirable.

The Laboratory Division has no objection to the proposed searching and file destruction criteria.

Jay Cochran, Jr.

1 - Room 3090
LAC:clh

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TO : Mr. Fehl

DATE: 9-1-76

FROM : G. R. Steel

SUBJECT: DESTRUCTION OF FBI FILES

Reference memorandum dated 8-2-76 from Mr. Decker to Mr. Jenkins and Mr. Steel to Mr. Fehl memorandum dated 6-30-76.

PURPOSE: To set forth the views of the Special Investigative Division relative to changing retention periods for Bureau files and proposed 20-year standards for searching.

SYNOPSIS: The Organized Crime Section would require an examination of some of its files on a case-by-case basis prior to destruction and would not object to a 20-year searching standard if exceptions were permitted. The Fugitive Section also approves 20-year standards for searching and file destruction programs, with major cases being examined by the substantive division. Employees Security and Special Inquiry Section opposes 20-year destruction of applicant-type files and would approve 20-year standards for searching with reservation to extend that period on a case-by-case basis as necessary. The 20-year destruction standard conflicts with a proposed Executive Order to replace EO 10450. The proposed draft, Section 13, (e) (iv), provides retention periods of 15 and 25 years after active investigation.

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1 - Deputy Associate Director-Administrative
1 - Mr. Decker
1 - Mr. Fehl
1 - Mr. Steel
1 - Mr. Sharp
1 - Mr. Hurst
1 - Mr. Ervin

"CONTINUED OVER"

WCE:maf
(8)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-108

Memorandum to Mr. Fehl
DESTRUCTION OF
FBI FILES

RECOMMENDATION: That any guidelines regarding destruction be written in conjunction with Department of Justice standards under study, with the recent draft of the Executive Order to replace EO 10450, and with discretion in the substantive division to except certain files as necessary. New searching guidelines should allow for exceptions to the 20-year rule, particularly in applicant-type cases.

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DETAILS: The Organized Crime Section has no objection to a 20-year searching criterion for name searching and file review functions except where specifically requested.

With respect to the destruction of nonsubstantive, 92-AR files, it is suggested that, prior to their destruction, Organized Crime Section personnel should review these files to determine if they have extraordinary historical value and, should be retained indefinitely. The establishment of definitive criteria for the destruction of nonsubstantive 92-AR files is not possible, and any decision to destroy such files must be made by Organized Crime Section personnel on a case-by-case basis.

The Fugitive Section believes that the proposed 20-year searching standard as explained in referenced memorandum could be established without seriously hampering its investigative effectiveness. Of course, files of major investigations should not be destroyed without the approval of the substantive division.

FBI Headquarters is Office of Origin in applicant-type investigations and thus is the only location where results of complete background applicant-type investigations can be obtained.

In background applicant-type investigations numerous occasions arise where an individual has transferred to another agency or where update investigation is necessary to further evaluate continuing security clearances. The results of investigation conducted 15 years ago could not be duplicated due to lapse of time, destruction of files by other agencies and organizations, and inability to locate and interview persons who may still be able to comment or who are now deceased.

In connection with investigations under the Atomic Energy Act of 1954 as amended, it is known that the security file maintained by the Energy Research Development Administration and the Nuclear Regulatory Commission is destroyed after 10 years if the individual has not continued employment in an area requiring "Q" clearance. In view of this, when an individual again is employed and requires "Q" clearance, the only current investigation would be an update investigation and copies of prior reports would again be forwarded to ERDA - NRC.

"CONTINUED OVER"

Early destruction of investigative results in applicant-type cases would be more costly than retention and storage of such material at Headquarters level.

Further, the collection of background information by the field is influenced by numerous retention policies of corporations, educational institutions, and public sources. Some organizations retain records for only a few years while others keep them in dead storage and prefer not to search them unless a special situation exists. Thus, much background information collected in early investigations would be irretrievable during a current inquiry.

The Department of Justice is currently studying the overall retention guidelines problem. Our efforts to define retention periods must be consistent with formulated guidelines.

A proposed Executive Order to replace EO 10450 provides in Section 13, (e) (iv), that "investigation reports prepared as provided by this Order shall be destroyed fifteen years after the last investigative activity unless they contain significant adverse information in which case they shall be retained twenty five years after the last investigative activity." The standard for file destruction should be prepared in recognition of this draft.

OPTIONAL FORM NO. 10
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UNITED STATES GOVERNMENT

Memorandum

1 - Mr. A. J. Decker, Jr.
1 - Mr. R. J. Gallagher
1 - Mr. T. W. Leavitt
1 - Mr. A. B. Fulton

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Director Sec'y ___

TO : Mr. T. W. Leavitt

DATE: 8/31/76

FROM : A. B. Fulton

1 - Mr. V. V. Kolombatovic
1 - Mr. S. S. Mignosa
1 - Mr. E. C. Peterson
1 - Mr. J. W. Redfield
1 - Mr. R. P. Finzel
1 - Mr. J. R. Wolfinger

SUBJECT: DESTRUCTION OF FBI FILES

PURPOSE:

To set forth the position of the counterintelligence sections of the Intelligence Division (INTD) and the internal security sections of the General Investigative Division (GID) regarding proposed new criteria for destruction of FBI file material and name searching.

SYNOPSIS:

INTD counterintelligence sections and GID internal security sections met on 8/18/76 concerning proposals to establish new file destruction and name search policies which were discussed in Decker to Jenkins memorandum, dated 8/2/76, (a copy of which is attached). All sections agreed that informant files pertaining to counterintelligence and internal security classifications should not be destroyed on an accelerated basis.

Internal security sections agreed that proposals for destruction of file material and a 20-year name search criteria which were set out in Decker to Jenkins memorandum, dated 8/2/76, were acceptable.

Counterintelligence sections agreed that indefinite retention of foreign counterintelligence file material and unrestricted name search were best for them.

RECOMMENDATIONS:

1. That the policy of indefinite retention of all FBI foreign counterintelligence file material be continued.

Enclosures

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CONTINUED - OVER

Memorandum to Mr. T. W. Leavitt
Re: Destruction of FBI Files

RECOMMENDATIONS CONTINUED:

2. That the policy of indefinite retention of informant files be continued.

APPROVED:	Ext. Affairs	Laboratory
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DETAILS:

On 8/18/76 a meeting of representatives of each section of the counterintelligence branch of the INTD and of the internal security branch of the GID was held regarding proposals set forth in Decker to Jenkins memorandum, dated 8/2/76, concerning the establishment of new criteria for file destruction and name searching.

Counterintelligence sections and internal security sections agreed that informant files should not be destroyed on an accelerated basis. The reasoning for retention of these files can be located in the addendum of the INTD to the Bailey to Decker memorandum, dated 6/21/76, captioned "Destruction of Field Informant Files" (a copy of which is attached).

CONTINUED - OVER

Internal security sections agreed that the proposals for destruction of file material and the 20-year name search criteria set out in Decker to Jenkins memorandum, dated 8/2/76, were acceptable to them. However, both sections noted that the applicant sections of Division 9 and Division 3 would be affected by such a change and should be consulted prior to establishing new destruction policies.

All INTD counterintelligence sections agreed that indefinite retention of foreign counterintelligence file material and unrestricted name search was the most desirable policy for them. Counterintelligence information may be collected in some cases and retained a number of years before it can be exploited. There does not appear to be a way in which we could readily segregate potentially valuable file material from that which has little or no potential value.

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TO : Mr. Gallagher

DATE: 8/30/76

FROM : B. H. Cooke

1 - Mr. Gallagher
1 - Mr. O'Connell
1 - Mr. Cooke
1 - Mr. Hetherington
1 - Mr. Peelman
1 - Mr. Rhyne
1 - Mr. Riley
1 - Mr. Decker

SUBJECT: DESTRUCTION OF FBI FILES

PURPOSE: To furnish Records Management Division (RMD) with General Investigative Division (GID) views concerning new searching criteria and file destruction recommendations.

SYNOPSIS: GID Sections have considered 20-year searching criteria recommendation of RMD and concur this time frame is workable. Civil Rights Section notes their work can be satisfied ~~with 5-year searching criteria~~. Certain criteria for destruction of obsolete file material in various categories set out.

RECOMMENDATION: That this memorandum be forwarded RMD.

WJR/mk

APPROVED:
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DETAILS: RMD has requested our comments concerning establishing the 20-year searching criteria and to suggest criteria for the destruction of obsolete file material in various categories. All Sections of GID have been canvassed with the following results:

All Sections of GID believe a 20-year searching criteria is workable for Division activities. However, Civil Rights Section notes it can limit searching of indices for matters within its supervisory responsibilities for a period of 5 years.

WJR:skp (9)

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Memorandum to Mr. Gallagher
RE: DESTRUCTION OF FBI FILES

Certain criteria for the destruction of obsolete file material in various categories follow:

1. A 20-year retention policy for files is feasible except for those having historical value because of high publicized investigations.

2. Exceptions to the 20-year destruction policy would be of those violations wherein a heinous crime such as murder is carried in the case character.

3. Each Division should be canvassed to identify those files of historical value.

The Civil Rights Section submits the following criteria for files which they supervise:

1. FBIHQ Investigative File - should be destroyed at such times as prosecution is barred by the Statute of Limitations, i.e., after 5 years, unless an appeal is pending. It is observed that copies of all reports reviewed by the Civil Rights Section are maintained in the office of origin and are also furnished to the Department. Bulet 4/27/76 instructed all field offices to maintain investigative files for 10 years.

2. Policy Files - should be kept indefinitely: subject to a stringent review by the Civil Rights Section every 5 years as to necessity for further retention.

3. Files of Historical Interest - a determination should be made by the Civil Rights Section when investigation is concluded as to whether a particular file is considered of historical significance. Thereafter, any files so retained should be reconsidered every 5 years. When such files are determined no longer of historical value, they should be destroyed with the concurrence of the National Archives as required by law.

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TO : MR. MC DERMOTT

DATE: 8/27/76

FROM : C. S. BANNER

SUBJECT: DESTRUCTION OF FBI FILES

Reference Decker to Jenkins memorandum dated 8/2/76 requesting that each FBIHQ Division to: (1) determine if a 20-year file-searching criterion can be established; and (2) determine if the criteria for destruction of obsolete file material can be more clearly defined.

A survey of the Administrative Services Division disclosed that a 20-year searching criterion would pose no foreseeable problems as long as provision is made for special search requests for more than 20 years. Insofar as file destruction is concerned, since this would affect the various Sections in the Division in different ways, individual comments for each Section are set forth below.

Data Processing Section

The Data Processing Section (DPS) reiterates its position of deferring the formulation of a file destruction policy to the user Divisions.

The Intelligence Division's suggestion that file covers be flagged to indicate the proposed category and date of destruction should be considered along with the suggestion offered by DPS in its previous response on this matter. At that time, DPS indicated that the File Automated Control System (FACS) would offer the Records Management Division an excellent means of administering file destruction policy. The FACS system can be programmed to give automatic notification of when a file should be reviewed and/or destroyed. Furthermore, the automated General Indices system can also be programmed to purge all index records pertaining to those files which are to be destroyed.

CSB:nls (9)

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1 - Mr. Decker
1 - Mr. McDermott
1 - Mr. Buell
1 - Mr. Flynn
1 - Mr. McMichael
1 - Mr. Neudorfer
1 - Mr. Zolbe
1 - Mr. Banner

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National Crime Information Center Section

The National Crime Information Center (NCIC) Section has no objection to the proposal that FBIHQ searching be limited to file material generated since 1956 as no NCIC data existed prior to that date.

NCIC matters, which could reasonably be considered to be of historical interest beyond a ten or twenty-year period, are NCIC-related internal memoranda and correspondence with the Attorney General or the Deputy Attorney General relating to the establishment of policy.

Printing and Space Management Section

The proposals as set forth are reflective of our stated needs, in the area of administrative files relating to policy, contracts, etc., that might be needed for future reference to protect the financial, legal and other rights of the Government, being retained.

Our concern at this time must turn to the destruction of those files to be no longer retained and the index cards to be eliminated.

Current confidential trash destruction is performed within this Section, utilizing three personnel of the Printing, Warehousing and Supply Unit. The average daily volume handled, during the normal eight-hour workday, aggregates (at 750 pounds per hour) three tons or 756 tons annually over 252 workdays. The destruction of the 46 million index cards alone will approximate 104 tons over the current annual amount, equating with the need to destroy an additional one-half ton per day. This could only be accomplished by utilizing the facility on an overtime basis each day, at an estimated salary cost of $41.13 each day or $2,880 for six months. In addition, reimbursable costs for energy requirements and transporting the end product would increase. This estimate is for the destruction of the index cards alone.

The cost of destruction of the files will not be hazarded at this point as no base exists against which to estimate the volume involved. With this essential input of the Records Management Division, such an estimate, for personnel, time and costs, may be determined. Needless to say, this will be a monumental task and will of necessity require planning to effect the necessary destruction.

CONTINUED - OVER

Memorandum for Mr. McDermott
Re: DESTRUCTION OF FBI FILES

Property Procurement and Management Section

This Section believes that its needs are adequately provided for under the exception which is stated in the referenced memorandum as follows: "Generally it is agreed that certain administrative files relating to policy, contracts, etc., should be maintained because they document various policies and procedures regarding the transaction of public business and are needed for future reference to protect the financial and legal rights of the Government."

Uniform Crime Reporting Section

The Uniform Crime Reporting (UCR) Section relies on FBI files primarily for correspondence purposes. This Section responds to numerous inquiries for crime statistics by the general public and relies heavily on Bureau files to identify instances of prior correspondence, as well as background on the individuals making the inquiry. The UCR Section is in agreement that a 20-year searching criteria regarding matters relating to UCR within its correspondence responsibility is acceptable.

The "33" classification relates to UCR matters aside from general correspondence. On a periodic basis, the UCR Section has been requested by the Records Management Division to review and purge historical volumes of this classification. Contained within the UCR main file are memoranda and other documents relating to the policy, press releases, and other matters of historical import connected with the UCR Program. The initial volume of the 33 classification was created in 1930 and there are currently 235 volumes assigned to the classification. However, it should be noted the volumes up through 1950 are quite thin as extensive purging has been completed to that historical point. Matters relating to UCR from a policy and historical development standpoint contained within the 33 classification should remain the responsibility of the UCR Section for purging and destruction purposes appropriately coordinated with the Records Management Division.

RECOMMENDATION: That this memorandum be referred to the Records Management Division.

APPROVED:
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- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
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- ☐ Manila
- ☐ Mexico City
- ☐ Ottawa
- ☐ Paris
- ☐ Rome
- ☐ Tel Aviv
- ☐ Tokyo

Date 8-4-76

RE: FORMS FD-478,
LIST OF FILES DESTROYED;
FD-479
FILES AND RECORDS DESTRUCTION ORDER
FBI FORM BOOK

☒ For information ☐ Retention optional ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____

Remarks: Enclosed are supplies of revised Forms FD-478 and FD-479. Place a copy of each revision in the FBI Form Book.

Use these versions of the forms immediately, and destroy all copies of each form not bearing the revision date on enclosed copies.

Forms Management Desk
Training Division

Enc.
Bufile
Urfile

PRINTED ROUTING SLIP

file with letter 6/25/76 dc

FBI/DOJ

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4ELW/RE

FD-479 (Rev. 6-25-76)

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 6-month ☐ 10-year Rule

☐ Auxiliary Office original FD-302s, Laboratory or Latent FP reports and/or 1-A Exhibit or Bulky Exhibit FD-192 green sheets have been forwarded to OO as applicable.

☐ **Retained**

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

Case Agent's Initials _____

Supervisor's Initials _____

Letter 6/25/76

ALL INFORMATION CONTAINED
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DATE 9/9/03 BY AUC 160290 BCE/DCG/ym

[redacted]

File this

b6
b7C

PRINTED REVISED FD-479

FBI/DO

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. Jenkins

DATE: 8/2/76

FROM : A. J. Decker, Jr.

SUBJECT: DESTRUCTION OF Bureau Records - General
FBI FILES

PURPOSE: The purpose of this memorandum is to: (1) set forth the responses by other FBIHQ Divisions relative to my memorandum regarding captioned matter dated 6/7/76, (2) propose a new searching criteria of 20 years as a result of the basic analysis from these responses, and (3) set forth observations and recommendations of the destruction of certain categories of file material based upon the responses received from the substantive divisions.

SYNOPSIS: FBIHQ Divisions have provided a response regarding the destruction of file material relating to their respective areas of responsibility. Generally it is agreed that certain administrative files relating to policy, contracts, etc. should be maintained because they document various policies and procedures regarding the transaction of public business and are needed for future reference to protect the financial and legal rights of the Government. Additionally, policy files relating to various investigative matters, organizational files, certain major cases, and those files that have historical significance should be maintained. However, the various divisions indicate there are areas where a more realistic retention period could be established for investigative files and that obsolete material should be destroyed. Generally, files in criminal categories could be considered for destruction after they are 10 years old. Because of social-political factors, files relating to World War II activities could be considered for destruction. Files relating to internal security-extremist matters without foreign involvement such as Klan, Minutemen, Nation of Islam, Black Panther Party, antiriot and bombing matters could be considered for destruction after they are 10 years old. Certain organized crime files could be considered for destruction on a 10 or 20 year basis. The criteria regarding these matters must be more fully defined and developed in order to more readily identify obsolete material that can be considered for destruction. Generally, there was little or no need advanced for material more than 20 years old and, therefore, a new searching criteria is being proposed that

Enclosure 12 - ENCLOSURE
1 - Mr. Held
1 - Mr. Adams
1 - Mr. Jenkins
1 - Each Assistant Director
JWA:evp (20)

ENCLOSURE ATTACHED

EX-113
REC-46

66-3286-12

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRI/cm

18 NOV 5 1976

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5010-108

would limit all FBIHQ searching to file material established from 1956 or within the past 20 years. A 20 year searching criteria, except for FOIPA matters and where specifically requested otherwise, would greatly streamline name searching and file review functions and could result in some immediate economies in the range of 50 employees or an approximate amount of $400,000 per year. Each FBIHQ Division is being requested to respond to the proposed 20 year searching criteria and to provide data that would be helpful to more specifically define and establish a criteria for file destruction in order that positive steps can be taken at the earliest possible time to seek the destruction of obsolete material from our files.

RECOMMENDATIONS:

1. That each FBIHQ Division review this memorandum in detail to determine if a 20 year searching criteria can be established as set forth in the Details. You should direct your response to the Records Management Division by September 1, 1976, regarding this matter.

2. The substantive FBIHQ Divisions should review the material in this memorandum carefully to determine if the criteria for the destruction of obsolete file material in various categories can be more clearly defined so additional positive steps can be taken to seek its destruction. You should provide your response regarding this matter to the Records Management Division by September 1, 1976.

H/WCB
Title response memo as enclosure to memo

OK

APPROVED:	Inspection	Laboratory
Assoc. Dir.	Intell	Legal Coun
Dep. AD Adm	Ext. Affairs	Plan. & Eval
Dep. AD Inv	Fin. & Pers	Rec. Mgmt
Asst. Dir.:	Gen. Inv	Spec. Inv
Adm. Serv	Ident	Training

DETAILS:

RESPONSES BY ALL FBIHQ DIVISIONS
RELATIVE TO FILE DESTRUCTION

My memorandum of 6/7/76 proposed that each FBIHQ Division submit justification for the retention of files in their respective areas of responsibility for periods beyond 10 and 20 years or to suggest other retention periods. The substantive divisions basically involved include Division V, the Intelligence Division; Division VI, the General Investigative Division; and Division IX, the Special Investigative Division. Other divisions also provide comments relative to this matter. Summaries of the comments from nonsubstantive divisions that have responded to this matter follow.

II Training Division

The Training Divison suggested that the field be canvassed and consulted on the value of investigative files beyond a 10 or 20 year retention period.

XI Legal Counsel Division

The Legal Counsel Division questions the wisdom of destroying background investigations or counterintelligence files in 10 years or less. To do so denies the intelligence value of the information and undermines the Bureau's position with regard to the need for such investigations.

XII Administrative Services Division

The Administrative Services Division defers to the user divisions the disposition of investigative records. They indicate there are certain administrative files relating to policy, contracts, etc. that should be kept for longer than a 10 or 20 year period because it documents various policies and procedures regarding the transaction of public business and might be needed for future reference to protect the financial, legal, and other rights of the Government.

Comments from the substantive divisions who have the direct responsibility for investigative matter are listed below in the detail in which they were provided.

The following are the comments of Division V, the Intelligence Division.

The Intelligence Division concurs with the Records Management Division contention, as set forth in memorandum to Mr. Jenkins from A. J. Decker, Jr., dated 6/7/76 that a current reevaluation of retention requirements of FBI file material is warranted. In addition to increasingly prohibited cost factors, our present indefinite retention of insignificant and less significant file material at FBIHQ deters our ability to readily extract and utilize file material relevant to our current investigative and intelligence responsibilities. While the Intelligence Division generally supports the concept of systematic destruction of certain categories of files after periods of specified retention, the comments and suggestions set forth herein relate only to files/records within the purview of the Intelligence Division as it relates to its investigative/intelligence responsibilities.

It should be noted in the instances of criminal-type substantive investigations customarily the period of file retention commences when the case is administratively closed. In the area of internal security/counterintelligence responsibilities, where investigations are frequently of an open end case with future analytical value, the retention period should be measured from the date of the last filed material recording relevant activity. It should be pointed out there are instances where files have been opened to administer or record intelligence-type material for over 30 years and these files are still utilized.

Policy Files - Current experience with Congressional investigative and oversight committees has demonstrated the necessity of indefinite retention of policy material such as that dealing with statutory interpretations, executive orders and directives, Department instruction, jurisdiction, certain liaison matters, particularly relating to internal security/extremist/counterintelligence investigations. This material must continue to be indefinitely maintained and where practical it should be segregated from files primarily regarding substantive investigations.

Material of Historical Significance - The retention of material based on its possible future historical value is basically a judgment decision, subject to critical hindsight. However, files relating to notorious individuals and highly publicized investigations (the Silvermaster ring, Rosenberg case, Hiss case, Colonel Abel investigation, certain Communist Party leaders such as William Z. Foster and Elizabeth Gurley Flynn), outlining unique or unorthodox investigative/counterintelligence techniques and those relating to key sources, defectors, illegals, intelligence personalities, should be indefinitely retained. In addition to the possible future need of this material for analytical research purposes, files of this nature regularly contain information of a policy and historical significance.

Termination of Intelligence Significance - Social-political factors may alleviate the need for the retention of specific files in whole areas of foreign intelligence interest. For example, with few exceptions, almost all the extensive FBI file holdings on World War II German-American, Japanese-American, Nazi, Bund, Custodian Detention and Alien Control matters, could be immediately destroyed without harm to our ongoing or future intelligence needs. Also, excepting those of historical interest, files relating to our investigative/intelligence interests in South America and Central America during World War II (Special Investigative Services) could be destroyed based upon the radically altered social/political alignments.

On the other hand, many of our files dealing with personalities and organizations concerned with Soviet intelligence activities are vital to our analytical intelligence needs as long as the Soviet-bloc presents a military-economic-political intelligence threat to our internal security interests.

Files on Individuals - As regards the internal security-counterintelligence areas, files on individuals may be divided into three basic categories for retention purposes.

1. Investigations where derogatory informaton was not developed or insignificant to warrant expanded investigative scrutiny (destroy in five years), except in foreign counterintelligence matters (destroy in 20 years).

2. Investigations where derogatory information has been developed but not deemed of prosecutive or continuing intelligence need (would include rank-and-file members of subversive/extremist groups) (destroy in 10 years).

3. Investigations with significant prosecutive or ongoing intelligence interest. These would include top functionaries and activists of certain subversive/extremist groups (destroy after 20 years or longer if any indication of historical or future analytical value). Known and suspected intelligence officers and important intelligence agents should be retained indefinitely.

It is believed a policy should be developed whereby significant information relating to subversive/extremist involvement of individuals could be, where practical, incorporated into organizational or topical files so appropriate indexing may be effected to meet future possible requirements under Executive Order 10450 (security-loyalty matters).

Organizational Files - Excepting instances where derogatory information is lacking or not confirmed, our files on subversive/extremist organizations and organizations of foreign counterintelligence interest should be retained for a period of 20 years and longer in the event they are deemed to have historical or future analytical value.

Informant, Source, Asset Files - Where an individual is considered for informant, source, asset use and subsequently not used or used on a restrictive basis, it is suggested the file be retained for only 10 years, unless unusual circumstances dictate otherwise.

Internal Security/Extremist Files Without Foreign Involvement - Organizational and individual investigative or intelligence files relating to such transitory organizations as the Klan, Minutemen, Nation of Islam, Black Panther Party, etc., may logically be destroyed 10 years after the last reported relevant activity. Also included in the 10-year category for destruction would be such investigations as those relating to antiriot and bombing matters and Espionage-X cases, unless circumstances dictate otherwise.

It is suggested the Records Management Division consider establishing a system whereby file covers may be appropriately flagged to indicate proposed category of destruction and, where appropriate, the date of destruction. Such a system could be supported by a card file index which would insure systematic review and destruction of files within specific categories at the termination of appropriate retention dates.

The following are the comments of Division VI, the General Investigative Division:

The Records Management Division has requested our comments concerning retention periods for all FBIHQ files and impact this would have on FBI operations and responsibilities. Each Section in the General Investigative Division has reviewed and Name Check and Civil Rights Sections believe 20 year retention period is necessary for them to carry out their supervisory responsibilities.

Name Check Section had the following comments:

The FBI Headquarters' filing system originated and developed over the years based upon the concept that a strong central records system adequately indexed for full and facile retrievability of pertinent information (mostly indicating criminal, subversive or suitability factors) would assist the Government in maintaining the internal

security of the nation, assist in solving crimes perpetrated by repeat offenders, and avoid situations where persons of unsavory or disreputable backgrounds could work their way into positions of trust with the Government. This American was rather fixed; that is, a person was born, educated and employed in a somewhat confined area, in most instances within the same state or geographic region. As society and living standards have developed, the shiftability or mobility of the average American has increased tremendously and with it, the changing of names, mores and other factors which could identify an individual with prior unfavorable information. Inasmuch as the question of identity is left begging in many instances, that is, in the absence of fingerprints, the FBI's practice of having volumes filled with old, perhaps outdated, data has really outlived itself due to the changes mentioned above. Accordingly, the name check program does not need information more than 20 years old assuming the period of a person's life between 20 and 40 years is the normal "make or break" stage, that is, the person is during this period well on the way to success or well seasoned as a criminal or subversive threat. Conversely, the files should be maintained for at least 20 years in order to be meaningful.

Accounting and Fraud and Criminal Sections of the General Investigative Division believe a 10 year destruction policy will be appropriate as it concerns handling of violations supervised by those Sections. They note that seldom, if ever, are our files over 10 years old meaningful as it concerns a criminal violation and believe their supervisory responsibilities to be appropriately handled with a retention policy of at least 10 years.

As it concerns individual major FBI investigations, the General Investigative Division believes the Substantive Division handling investigation should have the opportunity to decide whether or not that particular major investigative file should be destroyed when the destruction period arrives. We suggest the Records Management Division query Substantive FBIHQ Division as it concerns these major FBI investigations prior to destruction.

The following are the comments of Division IX, the Special Investigative Division:

The establishment of short retention periods for Bureau files because of the burdens of processing FOIA and PA requests invites the conclusion that short retention periods have a primary purpose of avoiding the intent of these statutes. Moreover, a short retention period would hamper the FBI in its ability to defend itself against

unjust criticism and lawsuit in that we would be without the evidence to support our objectivity. Such criticisms have already been raised as our files have been opened to requesters. The first letter sent to a requester informing that due to our short retention, we have destroyed information about him might be expected to result in legislation establishing a 30, 40 or 50-year program of retention of files.

The Department of Justice is currently studying retention guidelines and there are specific retention guidelines set forth in several other areas. Our efforts to define retention periods must be consistent with these other guidelines.

For example, the PA, Section (C) (2) states that an accurate accounting of disclosure of a record must be retained for at least five years or the life of the record whichever is longer. Further, the latest (May, 1976) proposed revision of EO 10450 in Section 7 (j) states that reinvestigations of incumbents in positions of special trust may be conducted every five years. This proposed revision would also set forth standards for the control, release, use, and retention of reports (Section 13). Also, the Attorney General's Guidelines for FBI Information Gathering and Retention Policies sets forth proposed standards for the collection and retention of information. The several proposed drafts of these guidelines also deal with our background investigations for Congressional and Judicial positions and the retention of reports resulting from these investigations. We have furnished several memoranda to the Department concerning these guidelines, i.e. Cleveland to Adams memorandum dated 9/15/75; McDermott to Jenkins dated 9/8/75. We are now preparing an agreement to conduct background investigations for the Senate Select Committee on Intelligence. This agreement would set forth standards for the dissemination and retention of reports of background investigations.

In view of these varying standards and the need to insure that our consideration of retention periods covers the above situations and other possibilities, reevaluation should include consideration of these several areas.

A short-term retention policy of 10 or 20 years is feasible only as it can be effectively shown that information beyond those years is of little or no value, a demonstration which has not yet been made. Our files are unique and singular and contain information which would not exist elsewhere. If destroyed it could be irretrievable. The study cited revealed that 77 percent of searching requirements are met from file data since 1956. A 23 percent utilization rate data over 20 years old is not insignificant and without a clearer demonstration such data possesses little or no utility, valuable data could be lost forever. No amount of saved square footage could compensate for destroyed information which could be pertinent to a current investigation.

The ten-year destruction program in the field affords little basis for justifying a shorter retention plan for FBIHQ since the field program is based on the availability of data at FBIHQ. To destroy FBIHQ files would undermine the basis for the field destruction program.

While aspects of FOIA/PA may be oppressive at the moment, this situation could abate considerably once controversial file reviews are settled. It is important that we not allow what may be short-term considerations to generate policies which may disadvantage the long-term investigative responsibilities of the Bureau.

While personnel savings may result, a short-term program should be defensible and justifiable on its own merits and any ancillary benefits should devolve from a sound policy and not form a basis for determining that policy. Furthermore, little personnel savings can be expected in other divisions since they are essentially engaged in managing current investigative activity and not in processing data over 20 years old.

As to organized crime files, in general, either a 10- or 20-year retention period for both substantive and nonsubstantive matters currently handled by this section is acceptable and cannot be foreseen as having a detrimental impact on future FBI operations. Certain nonsubstantive 92-AR biographical data on top hoodlums, trace the origins and development of organized crime in America, or represent the historical value and should be retained indefinitely. The Organized Crime Section believes that prior to their destruction nonsubstantive 92 files should be evaluated by this section to determine whether or not they should in fact be destroyed.

Memorandum to Mr. Jenkins
DESTRUCTION OF
FBI FILES

PROPOSED SEARCHING
CRITERIA

There is attached as an enclosure an analysis of FBIHQ searching requirements based on current criteria. This shows that name check requests account for over 90 percent of searching that applies to records more than 20 years old. This chart also indicates that 77 percent of all index searching requests are satisfied with references that have been established since 1956. In other words, this is material established in the last 20 years. The General Index contains approximately 59 million index references, however, 13 million references satisfy 77 percent of FBIHQ searching requirements. About one half of our 7,000 file cabinets of material pertain to files generated in the past 20 years.

In connection with the Name Check Program under Executive Order (EO) 10450, our surveys show that over 40 percent of the references that are listed under our current criteria pertain to files that were opened prior to 1956 or files that are more than 20 years old. It is our current practice to list all references that might pertain to the individual being searched, irrespective of the age of the file material.

An analysis of responses provided by FBIHQ Divisions regarding the retention of files in their respective areas of responsibility generally indicate there is little need for file material more than 20 years old. Exceptions would include files relating to policy matters, major cases and files of historical significance, certain organizational files, etc. Accordingly, it now appears timely to consider positive steps to adjust searching criteria for most FBIHQ matters, particularly as it relates to the Name Check Program since this program accounts for about 70 percent of all searching. This will be a significant step regarding the use of FBIHQ records, result in immediate economies, and serve as a guide in our continuing analysis of the value of retaining certain file material beyond a 20 year period.

It is, therefore, being proposed that all FBIHQ searching (except for FOIPA matters) be limited to file material generated within the past 20 years or since 1956. Index references prior to this time would not be considered in any searching requests unless there is a specific request to include material prior to that time.

This means that all searching would be limited to only 13 million cards in our index as opposed to the total 59 million. This should considerably expedite all searching since employees could arbitrarily eliminate all cards dated prior to 1956. This will also have a significant impact on the file review operation and will eliminate about 40 percent of the references now being reviewed. The total effect this would have to contribute to a more efficient operation can only be estimated. However, from the total amount of employees now involved in the searching and review operations it is estimated that the savings over a period of time with this type of searching criteria could amount to about 50 employees. Using an average of a GS-4, or about $8,000 per year per employee, the savings could amount to about $400,000 per year.

A further analysis of the responses by the various divisions indicates that in certain categories searching could be limited to material within the past 10 years. There are many subtleties involved and this would have to be carefully defined on a classification basis.

OBSERVATIONS REGARDING THE DESTRUCTION OF CERTAIN CATEGORIES OF FILE MATERIAL

The Intelligence Division advised that because of changing social-political factors, most investigative cases could be destroyed relating to World War II German-Americans, Japanese-Americans, Nazi, Bund, etc. without harm to ongoing or future intelligence needs. Also, files relating to investigative intelligence interests in South and Central America during Word War II (SIS) could be destroyed, except for those that would be of historical interest. Accordingly, an effort will be made to determine if files in these categories can be readily identified so the necessary steps can be taken to seek their destruction.

The Intelligence Division also indicated that internal security-extremist files without foreign involvement relating to the Klan, Minutemen, Nation of Islam, and Black Panther Party may logically be destroyed 10 years after the last report of relevant activity. Antiriot and bombing matters could also be included in this category. Accordingly, efforts will be made to determine if files in these categories can be readily identified in order that proper steps can be taken to seek their destruction.

The General Investigative Division has advised that the Accounting and Fraud and Criminal Sections believe a 10 year destruction policy would be appropriate for all violations supervised by those Sections. We currently microfilm all criminal matters more than 10 years old and destroy the original hard copy file material after it has been determined that the microphotographic copies are satisfactory duplicates of the original material. The comments by the General Investigative Division relative to criminal files indicate that such material could be destroyed without microfilming. This also indicates that all microfilmed criminal cases more than 10 years old could be destroyed. We currently have over 1.7 million cases that have been microfilmed.

The Special Investigative Division has indicated that certain organized crime files, except those relating to top hoodlums and those that trace the origin and development of organized crime, could be destroyed on either a 10 or 20 year basis. Accordingly, an effort will be made to determine if such files can be readily identified in order that the proper steps can be taken to seek their destruction.

The initial analysis regarding the responses from the various divisions indicates that a shorter retention period could be developed in many categories; however, care should be taken to insure that policy files, certain organizational files, those that would have historical significance or of a continuing value should not be destroyed. This would certainly be in line with Archival guidelines since we are obligated by law to seek authority for destruction of all obsolete file material and to retain that which has a continuing value or historical signifance. As previously indicated, there are many subtleties involved in the entire process and it may be difficult to readily identify files in the various categories as indicated above. Specific criteria and classifications must be developed. Therefore, this material is again being presented to each FBIHQ Division to determine if they can further refine and develop more specific and meaningful criteria that will aid and identify files that are of no continuing value.

The Records Management Division will also further pursue this matter to determine if such files as mentioned by the various FBIHQ Divisions can be readily identified as indicated above.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#T92-76

b6
b7C

Date: 8-31-76

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Cincinnati

SUGGESTION

That UNSUB cases be destroyed by the Office of Origin when closed for five years in classifications 15, 26, 52, 70 and 87.

Or

If destruction rules remain 10 years, that Section 3C, Part II, item(d) be deleted or revised to retain index cards until cases ~~xxxx~~ destroyed.

The reason for this suggestion is that index cards have been removed on items of property according to the manual when 5 years old. FD-302 originals are being received from other offices and while files are still existent, they cannot be located without index cards.

Current practice or rule (Include manual citation as well as facts) UNSUB cases are destroyed by OO when closed 10 years (MRR-II-3D page 13a) together with index cards. Because of the problem with FD-302s, we have discontinued destruction of index cards on items of property when 5 years old per MRR-II-3C page 5a).

Advantages of suggestion and annual savings (include basis for estimate)

If files are destroyed earlier than 10 years, filing space reclaimed earlier.

REC 68 DE-4 66-3286-1207

34 SEP 2 1976

Destruction of Bureau ST-117 Records - general

21 SEP 7 1976

Disadvantages of suggestion

None known except for Agents having to remember the exception to the 6 month and 10 year destruction rules.

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss _____ OSM

Signature and Title of Suggester

Recommendations and comments of Division Head

Current destruction rules were adopted after much study by FBIHQ and I feel this was probably considered. I am forwarding this suggestion for consideration.

Thomas W. Kitahara Jr. SAC

Signature and Title

(Do not write in this space - for Bureau use only)

Lett. of Apprec.
GW:mrd
9/21/76

b6
b7C

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3 - Bureau
2 - Cincinnati (1 - 66-2933, 1/P/F - [redacted]der (5)

Suggestion #T92-76

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:dgc 9/13/76)

Attached suggestion from the Cincinnati Office proposes that Office of Origin (OO) be permitted to destroy UNSUB cases in classifications 15, 26, 52, 70 and 87 when five years old, otherwise change the Manual of Rules and Regulations to permit the retention of index cards on items of property until file is destroyed. Current Bureau regulations stipulate that index cards on certain items of property in UNSUB cases can be destroyed when five years old. Bureau regulations also provide for the destruction of OO cases and index cards relative thereto in all classifications when ten years old, and Auxiliary Office files and related index cards in all classifications when six-months old provided the case has no continuing value for evidence, intelligence, historical, or other reference purposes.

OBSERVATIONS:

The entire records retention and destruction program is currently under study by the Records Management Division and representatives of the National Archives and Records Services (NARS), General Services Administration, for the purpose of insuring that only those records of continuing value are being retained. It is anticipated that the results of this study will significantly impact the Bureau's policy on records holdings. It is therefore believed this suggestion should be held in abeyance pending the outcome of this study.

RECOMMENDATION:

Recommend suggestion be held in abeyance pending the outcome of aforementioned study.

5/6/76

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 3C, 4c, Page 4, amend to read as follows:

Office of origin, office of origin file number when available, month and year index card prepared and month and year additional reference placed thereon.

TBD:evp
(6)

NOTE: Above manual change based on Mooney to Jenkins memo 4/21/76 captioned "Destruciton of Bureau Records - General Suggestion 504-76 submitted by Mrs. [redacted] El Paso Office."

b6
b7C

WLG/RFS AJD/RFS

66-3286

NOT RECORDED
6 MAY 18 1976

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DATE 8-30-82 BY SP4 ELW/ptc

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Admin. ____
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Ext. Affairs ____
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Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAY 25 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO 954-546

66-1328-

September 21, 1976

PERSONAL

REC-51 66-3286-1207

Miss [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/ste

Dear Miss [redacted]

I have received your suggestion that certain cases be destroyed by the office of origin when closed for five years, or if destruction rules remain ten years, the Manual of Rules and Regulations be revised. You may be interested to know that the entire records retention and destruction program is currently under study, and it is anticipated that the results of this study will have a significant impact on the Bureau's policy on records retention.

The thoughtfulness which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

MAILED 10
SEP 21 1976
FBI

C. M. Kelley

Clarence M. Kelley
Director

2 - Cincinnati
1 - Field personnel file
1 - Suggestion file

b6
b7C

1 - Personnel file of Miss [redacted]
(6) (Suggestion T 92-76)

CGW:mrd

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
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Training
Telephone Rm.
Director's Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

Continued - Over

b6
b7C

Miss [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

NOTE: Suggests UNSUB cases be destroyed by the office of origin when closed for five years in classifications 15, 26, 70, and 87; or, if destruction rules remain 10 years, that Section 3C, Part II, item 8.d., of the Manual of Rules and Regulations be deleted or revised to retain index cards until cases destroyed. The Records Management Division advises the entire records retention and destruction program is currently under study by the Records Managment Division and representatives of the National Archives and Records Services (NARS), General Services Administration, for the purpose of insuring that only those records of continuing value are being retained. It is anticipated that the results of this study will significantly impact the Bureau's policy on record holdings. In view of foregoing, Training Division recommends no further action on this proposal. Views attached.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. Decker

DATE: 8/25/76

FROM : W. L. Bailey WLB

SUBJECT: NARCOTICS MATTERS
DESTRUCTION OF BUREAU RECORDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 ELW/ptc

PURPOSE:

The purpose of this memorandum is to propose the destruction of monthly field office statistics for the Narcotics Matters survey which was initiated in April 1976; to terminate the practice of placing this material on record for subsequent filing in the investigative files; and to establish disposition for this material.

DETAILS:

Reference is made to R. J. McCarthy memorandum to Mr. Fehl, dated 4/21/76, captioned "Narcotics Matters" wherein authority was granted to computerize narcotics accomplishment data received from all field offices on a monthly basis, beginning in April, 1976. In April, 1977, the printout will include comparative figures from FY 1976 to FY 1977 for month and FY to date.

Currently, three file volumes contain field office airtels providing data for this survey. The practice of retaining and continuing to accumulate this material does not appear to conform with sound records management in that valuable filing space is utilized for material which has no further research value. GSA regulations permit the destruction of source data files after determination is made by competent agency research personnel that the files have served all research purposes.

1 - Mr. Fehl (Attention: Mr. Sharp)
1 - Mr. McDermott (Attention: Mr. Neudorfer)
1 - 62-115258

66-3286
CMG:chs
(9)

REC-77 66-3286

EX-113

SEP 9 1976

(CONTINUED - OVER)

SEP 16 1976

UNRECORDED COPY FILED IN 62-115258

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

FBI/DOJ

Memorandum to Mr. Decker
NARCOTICS MATTERS
DESTRUCTION OF BUREAU RECORDS

It is therefore proposed that destruction of monthly airtels, after pertinent data has been extracted and placed on computer tape, be continued by the Administrative Services Division. The current practice of forwarding the original airtel to Records Management Division for processing and filing will be discontinued by the Special Investigative Division. Serials currently on record in file 62-115258 which contain monthly statistical accomplishment data will be destroyed in accordance with GSA regulations.

The monthly printout should be retained by the Special Investigative Division for at least one year or until comparative figures are available for the current and previous year. If a permanent record is desirable, the data should be collated and condensed into report form, bearing in mind that the printout will contain only the statistics for the current and previous year.

Immediate destruction of the recorded serials is permissible through authority granted in letter to the Director from the Attorney General, dated 4/7/76, which authorized resumption of the Bureau's routine record destruction program, with the exception of security and intelligence related records or those involved in litigation.

This matter has been coordinated with the Special Investigative and Administrative Services Divisions.

RECOMMENDATIONS:

1. That the practice of placing monthly airtels containing field office narcotics accomplishment data on record be discontinued.

2. That pertinent sections of file 62-115258 be referred to the Consolidation Unit, Records Management Division, for removal and destruction of above described airtels.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Inspection
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Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Laboratory
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Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

2-3 (Rev. 7-26-73)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	JEH	7162	Director		AD	207	Mr. E. L. Campbell
	JEH	7142	Mr. Held				
	JEH	7110	Mr. Jenkins		DN	B211	Mr. Barko
	JEH	7110	Mr. Adams		CL	101	Mr. Cotter
	JEH	11255	Mr. Ash		CL	121	Mr. Donelan
	JEH	6212	Mr. Bassett		PE		Mr. Gump
	JEH	3090	Mr. Cochran		CL	105	Mr. Hughes
	JEH	7125	Mr. DeBruler		AD	203	Mr. J. E. Decker
	JEH	5829	Mr. Decker		CL	102	Mr. Joseph
	JEH	5740	Mr. Fehl		LB		Mr. Kenney
	JEH	5012	Mr. Gallagher		AD	216	Mr. Kirsch
	JEH	4026	Mr. Leavitt		CL	103	Mr. McNerney
	JEH	7222	Mr. McDermott		CL	107	Mr. Martz
	JEH	7427	Mr. Mintz		LB		Mr. Pfaff
	AD	214	Mr. Mooney		CL	110	Mr. Shanahan
	JEH	7159	Mr. Moore		DN	B243	Mr. H. D. Smith
	JEH	6012	Mr. Walsh		RA		Mr. Zeiss
	JEH	7098	Mr. Coleman				
	JEH	7082	Mr. Reed		JEH	1835	Mr. Brownfield
	JEH	7142	Mr. O'Connell		JEH	1427	Mr. McNeely
					JEH	1636	Mr. Montefiore
	JEH	6052	Mr. Burns		JEH	1831	Mr. Stewart
	JEH	7825	Mr. Malmfeldt				
	JEH	6823	Mr. McMichael		JEH	1835	Miss Costas
	JEH	7222	Mr. Banner		AD	223	Mr. Blake
					AD	217	Miss Vega
					SC		Mrs. Woodard
					JEH	1B327	Mail Room
					JEH	6658	Correspondence Review Unit

☐ RECOMMENDATION/COMMENT ☐ LOG ☐ NECESSARY ACTION
☒ SEE REMARKS ON REVERSE ☐ FILE ☐ COORDINATE
☐ MAKE COPIES (NO.) ☐ SEE ME ☐ PER INQUIRY
☐ RETURN (BY) ☐ CALL ME ☐ INFORMATION

FROM	BLDG.	ROOM
J. E. Decker W. M. Mooney Training Division Quantico, Ext. 2726	Admin. PHONE Ext 2424	DATE 8/25/76

FORM DOJ-359A
8-1-74 ppi

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

Quantico, Va.
8/25/76

To: ~~Mr. A. J. DECKER, JR.~~

Re your memo to Mr. Jenkins dated 8/2/76, captioned "DESTRUCTION OF FILES."

The Training Division agrees that a 20 year searching criteria should be established and a special request would be needed to include material prior to that time.

J. E. Decker
Quantico Training

ALL INFORMATION CONTAINED
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DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : The Associate Director

DATE: 9/29/76

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4ELW/sta

FROM : Legal Counsel

SUBJECT: SENATE SELECT COMMITTEE ON INTELLIGENCE (SCI)

PURPOSE: Obstruction of Bureau Property - General

To advise of the Attorney General's approval that duplicate material be destroyed.

DETAILS:

By memorandum to the Attorney General dated 7/28/76, we advised the Attorney General of our definition of what was duplicate material. We had previously requested the Attorney General's approval for the destruction of this material since there was a question as to whether this material came within the moratorium of the SCI. The Attorney General had advised Chairman Daniel K. Inouye of his intention to authorize destruction of duplicate material.

b6
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By memorandum from Jack Fuller, Special Assistant to the Attorney General, to SA [redacted], Legal Counsel Division, dated 9/27/76 (copy attached), Fuller advised that the Attorney General had no objection to the destruction of duplicate material as described in the aforementioned Bureau memorandum.

RECOMMENDATION:

That the Records Management Division take the necessary steps to reinstitute the destruction of duplicate material as described in the aforementioned Bureau memorandum.

UNRECORDED COPY FILED IN 62-116395-1

FILE PROCESSED FOR RELEASE IN CIVIL DIV. DATE 2/24/78 SEE BUFILE 62-116395

1 ENCLOSURE

EX-106

REC-59

66-3245-6-1209

JCF/RFD

APPROVED:
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. RJD/WB
Spec. Inv. ____
Training ____

9 OCT 4 1976

Enclosure

1 - Mr. Decker - Enc.
1 - Mr. Gallagher - Enc.
1 - Mr. Leavitt - Enc.
1 - Mr. Mintz - Enc.
1 - Mr. [redacted] - Enc.
2 - Mr. [redacted] - Enc.

b6
b7C

PVD:lad (8)

Div. 4: Prepare appropriate instructions to be furnished Field Offices by Bufiletter

424400 Mr. Fuller advised 10/7/76

54 OCT 19 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

FBI/DOJ

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : [redacted] b6 b7C

DATE: Sept. 27, 1976

FROM Jack Fuller

SUBJECT: Destruction of files

The Attorney General had no objections to the limited destruction of duplicate files as described in the Director's memorandum to the Attorney General, dated 7/28/76, captioned Senate Select Committee on Intelligence.

ALL INFORMATION CONTAINED
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DATE 8/30/82 BY SP4 ELW/ltc

424398

66-3286-1209

ENCLOSURE

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
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Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Assistant Director
Records Management Division

DATE: 9/16/76

FROM : Legal Counsel

SUBJECT: TESTIMONY BEFORE THE SUBCOMMITTEE ON CIVIL AND CONSTITUTIONAL RIGHTS OF THE HOUSE COMMITTEE ON THE JUDICIARY, 9/16/76

PURPOSE: "Destruction of Bureau Records"

To advise of unanswered question raised during captioned testimony.

DETAILS:

During captioned testimony one question was raised by Representative Robert F. Drinan to which an answer is to be provided. The question was: What are the guidelines for the destruction of files?

RECOMMENDATION:

That the Records Management Division prepare a letter to Chairman Don Edwards responding to the above question.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4ELW/rc

1 - ENCLOSURE

Handled by LET to the Subcommittee 10/6/76 P.

66-3286-1st

NOT RECORDED
191 OCT 12 1976

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt. 9/17/76
Spec. Inv.
Training

3 OCT 1976

4-ASD/WCB

1 - Mr. Powers
1 - Mr. Mintz
2 - Mr. Daly

lad
(5)

56 OCT 19 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-106

ORIGINAL FILED IN 62-116435-171

Serial Charge-Out

RECORDS MANAGEMENT DIVISION
RECORD/ INFORMATION DISSEMINATION SECTION

SERIAL CHARGE OUT

f

This Document Has Been Removed

~~TOP SECRET~~ MATERIAL

Document can be located in the Classification Unit
SCIF ROOM 6912 B, SAFE CONTROL # 00209641

NOTE TO DISCLOSURE:
Please proceed as usual processing other documents in the request.

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DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

FOIPA # 03-20762

File # 66-3286 **Serial** NR

Date of Mail 9/16/76 **Page (s)** 1

Date 9/17/03 **Initials** ymw

Analyst [redacted] **Team** B-1

b6
b7C

(Rev. 7/1/76)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	JEH	7162	DIRECTOR		JEH	7222	MR. BANNER
	JEH	7142	MR. CALLAHAN				
	JEH	7110	MR. JENKINS		JEH	7222	MISS SOUTHERS
	JEH	7110	MR. ADAMS		JEH	7222	MISS BAILEY
	JEH	11255	MR. ASH		Justice	5211	MR. CLARKE
	JEH	6212	MR. BASSETT		Justice	5211	MR. MC CALL
	JEH	3098	MR. COCHRAN		Justice	5211	MISS HAMM
	JEH	7125	MR. DE BRULER				
	JEH	5829	MR. DECKER		JEH	7230	MR. BUELL
	JEH	3012	MR. FEHL		JEH	7230	MR. YOUNG
	JEH	5012	MR. GALLAGHER		JEH	7230	MISS WITHERELL
	JEH	4026	MR. LEAVITT				
	JEH	7222	MR. MC DERMOTT		JEH	1B875	MR. FLYNN
	JEH	7427	MR. MINTZ		JEH	1B875	MR. GREEN
	Academy		MR. MOONEY		JEH	1B875	MISS GARNER
	JEH	7159	MR. MOORE				
	JEH	6012	MR. WALSH		JEH	6823	MR. MC MICHAEL
					JEH	6823	MR. LAWLESS
	JEH	7142	MR. O'CONNELL		JEH	6823	MRS. MC QUILLEN
	JEH	7082	MR. REED				
					JEH	6845	MR. BAUGH
	JEH	6028	BUDGET & ACCTG. SECTION		JEH	6845	MRS. LOCKHART
	JEH	6658	CORRESPONDENCE REVIEW				
	JEH	1B327	MAIL ROOM		JEH	1344	MR. NEUDORFER
	JEH	6912	PERSONNEL RECORDS		JEH	1344	MR. SKAGGS
	JEH	6052	PERSONNEL SECTION		JEH	1344	MRS. DAVIS
	JEH	6247	TELETYPE SUBUNIT				
	JEH	1835	TRAINING & MANUALS SECTION		JEH	7437	MR. ZOLBE
					JEH	7437	MR. KENNEDY
					JEH	7437	MRS. ELLIOTT

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DATE 8/30/82 BY SP4 ELW/ltc

For more information on views of the Dept's response from Legal Counsel.

- ☐ RECOMMENDATION/COMMENT
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- ☐ FILE
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- ☐ NECESSARY ACTION
- ☐ COORDINATE
- ☐ PER INQUIRY
- ☐ INFORMATION

FROM	BLDG.	ROOM
JOHN J. MC DERMOTT ASSISTANT DIRECTOR ADMINISTRATIVE SERVICES DIVISION	JEH	7222
	PHONE: 3851	DATE:

FORM DOJ-359A
8-1-74

7-19 (Rev. 7/20/76)

FEDERAL BUREAU OF INVESTIGATION
LABORATORY DIVISION

9/3, 1976

✓ Mr. Cochran	3090	Lab Files	3434	Acct. & Fraud	5155
Mr. Kelleher	3090	Publications	3443	Civil Rights	5121
Miss Novotny	3090	Correspondence Rev.	6658	Criminal	5030
Mr. Boyd	Annex	Mail Room	1B327	Intelligence Div.	4026
Mr. Dunphy	1B224	Pr. & Sp. Mgnt.	1B875	Spec. Inves. Div.	3012
Mr. Frank	6421	Records	5835	Procurement	6823
Mr. Herndon	3206	Spec. File Room	5847	Data Processing	1344
Mr. Stack	3266	Teletype Unit	6247		

Mr. Harward
Mr. Wilgus
Mrs. Marcus
Mrs. Williams
Miss Clarkson
Miss Wachtl
Mr. Scalamandre
Mr. Wikeen
Mr. Alvarez

SECURITY COUNTERMEASURES
Mr. Stevens
Mr. Baker
Mr. Clark
Mr. Conway
Mr. Herold
Mr. Keiper
Mr. Killion
Mr. Koenig
Mr. Paul
Mr. Reames
Mr. Riccobene
Mr. Ritenour
Mr. Todd
Mr. Umholtz
Mr. Wilmore

SECURITY RESEARCH
Mr. Perry
Mr. Allen
Mr. Foster
Mr. Kiel
Mr. Price, N.E.
Mr. Tickel

ENGINEERING
Mr. Campbell
Mr. Brooks
Mr. Condatore
Mr. Frawley
Mr. Mullen
Mr. Petty
Mr. Price, W.D.
Mr. Spellings
Mr. Veltman

FM RADIO MATTERS
Mr. Wiser
Miss Bowers
Mr. Bryant
Mr. Conti
Mr. Essem
Mr. Farr
Mr. Golias
Mrs. Hess
Mr. Huber
Mr. Koopmann
Mr. Moneysmith
Mr. Murphy
Mr. Smith
Mr. Tolliver

EMERGENCY FACILITIES & ELECTRONIC ANALYSIS
Mr. Verven
Mr. Breidenfeld
Mr. Davis
Mr. Freeman
Mr. Jarrell
Mr. Parsons
Mr. Votsis

RESEARCH SPECIAL PROJECTS
Mr. Johnson
Mr. Askelson
Mr. Castaneda
Mr. Didyk
Mr. Emerson
Mr. Frields
Mr. Hager
Mr. Heineman
Mr. Jones
Mr. Lewis
Mr. Morris
Mr. Nothdurft
Mr. Pantuso

CRYPTO SYSTEMS 3343
Mr. Greenleaf
Mr. Boyer
Mr. Craft
Mr. Hammack
Mr. Harden
Mr. Kendra
Mrs. Martz
Mr. McShane
Mr. Rivers
Mr. Rogers
Mr. Sommerville
Mr. Tyreman
Mr. Vance
Mr. Wade

For Your Info
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Please Initial
Please Copy ___ ea.
Note & Return
See Other Side

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FBI/DOJ LABORATORY DIVISION

Fee no real problem

I know of no way to be certain re #3 — without excessive delay —

(OVR)

RADIO ENGINEERING SECTION
Room 1B046, Ext. 5785

FBI/DOJ

When implemented I think ASD should have a form prepared with the conditions set out so it can be be signed by the cannibalizer and his Supervisor. Furthermore

WEA.

7-23 (Rev. 5/3/76)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	JEH	7162	Director		JEH	3090	Mr. Kelleher
	JEH	7142	Mr. Callahan		Annex		Mr. Boyd
	JEH	7110	Mr. Jenkins				Mr. Paddock
	JEH	7110	Mr. Adams		JEH	6421	Mr. Frank
	JEH	11255	Mr. Ash				Mr. Witzel
	JEH	6212	Mr. Bassett		JEH	1B046	Mr. Harward
	JEH	3090	Mr. Cochran				Mr. Wilgus
	JEH	7228	Mr. Deakins		JEH	3206	Mr. Herndon
	JEH	3012	Mr. Fehl				Mr. Lilja
	JEH	5012	Mr. Gallagher		JEH	3266	Mr. Stack
	JEH	7125	Mr. Hoxie				Mr. O'Tousa
	JEH	4026	Mr. Leavitt				Mr. Stombaugh
	JEH	5829	Mr. McDermott				
	JEH	7427	Mr. Mintz		JEH	3090	Miss Novotny
	Academy		Mr. Mooney				Mrs. Materazzi
	JEH	7159	Mr. Moore				Mrs. Stombaugh
	JEH	6012	Mr. Walsh				
					JEH	3449	Mr. Cubbison
	JEH	7098	Mr. Coleman		JEH	3443	Mr. Geer
	JEH	7082	Mr. Reed		JEH	1B248	Mr. Alvarez
	JEH	7074	Mrs. Metcalf		Academy		Mr. Hughes
	JEH	7142	Mr. O'Connell, J. J.				
	JEH	7110	Mr. Feeney		JB	7746	Mr. Brownfield
	JEH	7110	Mr. Mack		JEH	6052	Mr. Burns, S. R.
	JEH	1344	Data Processing Section		JEH	7825	Mr. Mahnfeldt
	JEH	1B327	Mail Room		JEH	6828	Mr. McMichael
	JEH	6247	Teletype Unit		JEH	6658	Correspondence Review
	JEH	3434	Laboratory Records				
	JEH	6431	Word Processing Center				

Bassett

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We have no problem w/ Dept. Letter except their Item B.

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☐ PER INQUIRY
☐ INFORMATION

FROM
LABORATORY
JAY COCHRAN, JR.
ASSISTANT DIRECTOR

BLDG. JEH
ROOM 3090
PHONE 4410
DATE 9/30

FORM DOJ-359A
8-1-74

(Rev. 9-3-75)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION		TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	
			DIRECTOR'S OFFICE					DIVISION FRONT OFFICE	
	JEH	7162	Director	214	1	JEH	7222	Mr. Banner	245
	JEH	7162	Telephone Room	214		JEH	7222	Miss Southers	245
			ASSOCIATE DIRECTOR'S OFFICE			JEH	7222	Miss Bailey	245
	JEH	7142	Associate Director	235				SECTION CHIEFS	
	JEH	7110	Dep. Assoc. Dir. (Adm)	235		JEH	7230	Mr. Buell	245
	JEH	7110	Dep. Assoc. Dir. (Inv.)	235		JEH	1B875	Mr. Flynn	151
			ASSISTANT DIRECTORS			JEH	6823	Mr. McMichael	212
	JEH	7222	Admin. Services Div.	245		JEH	1344	Mr. Neudorfer	153
	JEH	7159	External Affairs Div.	213		JEH	7437	Mr. Zolbe	245
	JEH	6012	Finance & Personnel Div.	234				OTHER	
	JEH	5012	Gen. Investigative Div.	233		JEH	6845	Mr. Baugh	212
	JEH	11255	Identification Division	341		JEH	6040	Mr. Brixey	234
	JEH	6212	Inspection Division	244		JB	5211	Mr. Clarke	152
	JEH	4026	Intelligence Division	232		JEH	6066	Mr. Corless	212
	JEH	3090	Laboratory Division	241		JEH	1262	Mr. J. Cox	153
	JEH	7427	Legal Counsel Division	245		JEH	1127	Mr. Quick	253
	JEH	7125	Planning & Evaluation Div.	213		JEH	6052	Personnel Section	234
	JEH	5829	Records Management Div.	211		JEH	6247	Registry Unit	244
	JEH	3012	Special Investigative Div.	230		JEH	6668	Correspondence Review Unit	215
	Academy		Training Division	253		JEH	1B327	Mail Room	152

RETAINED

8/30/82 DIV 5 LW/rte

(1) Write memo to Pommerening advising further guidance regarding what actions are needed to fulfill conditions. Point out that, unless such are limited in scope, excessive delays and costs could be incurred. Also, point out

- ☐ RECOMMENDATION/COMMENT
- ☐ SEE REMARKS ON REVERSE
- ☐ MAKE COPIES (NO.)
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- ☒ NECESSARY ACTION
- ☐ COORDINATE
- ☐ PER INQUIRY
- ☐ INFORMATION

OVER

FROM	BLDG.	ROOM
CONRAD S. BANNER Inspector-Deputy Assistant Director Administrative Services Division	J. Edgar Hoover	7222
	PHONE 5001	DATE 9/20/76

FORM DOJ-359A
8-1-74 DOJ

that exigencies may preclude taking this step in certain urgent situations.

(2) Do you agree with making up a form for use in cannibalizing situations?

CM

(Rev. 4/1/76)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	JEH	7162	DIRECTOR		JEH	7222	MR. BANNER
	JEH	7142	MR. CALLAHAN				
	JEH	7110	MR. JENKINS		JEH	7222	MISS SOUTHERS
	JEH	7110	MR. ADAMS		JEH	7222	MISS BAILEY
	JEH	11255	MR. ASH		Justice	5211	MR. CLARKE
	JEH	6212	MR. BASSETT		Justice	5211	MR. MC CALL
	JEH	3090	MR. COCHRAN		Justice	5211	MISS HAMM
	JEH	7125	MR. DE BRULER				
	JEH	5829	MR. DECKER		JEH	7230	MR. BUELL
	JEH	3012	MR. FEHL		JEH	7230	MR. YOUNG
	JEH	5012	MR. GALLAGHER		JEH	7230	MISS WITHERELL
	JEH	4026	MR. LEAVITT				
XX	~~JEH~~	~~7222~~	~~MR. MC DERMOTT~~		JEH	1B875	MR. FLYNN
	JEH	7427	MR. MINTZ		JEH	1B875	MR. GREEN
	Academy		MR. MOONEY		JEH	1B875	MISS GARNER
	JEH	7159	MR. MOORE				
	JEH	6012	MR. WALSH		JEH	6823	MR. MC MICHAEL
					JEH	6823	MR. LAWLESS
	JEH	7142	MR. O'CONNELL		JEH	6823	MRS. MC QUILLEN
	JEH	7082	MR. REED				
					JEH	6845	MR. BAUGH
	JEH	6028	BUDGET & ACCTG. SECTION		JEH	6845	MRS. LOCKHART
	JEH	6658	CORRESPONDENCE REVIEW				
	JEH	1B327	MAIL ROOM		JEH	1344	MR. NEUDORFER
	JEH	6912	PERSONNEL RECORDS		JEH	1344	MR. SKAGGS
	JEH	6052	PERSONNEL SECTION		JEH	1344	MRS. DAVIS
	JEH	6247	TELETYPE SUBUNIT				
	JEH	1835	TRAINING & MANUALS SECTION		JEH	7437	MR. ZOLBE
					JEH	7437	MR. KENNEDY
					JEH	7437	MRS. ELLIOTT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 ELW/pte

- ☐ RECOMMENDATION/COMMENT
- ☐ SEE REMARKS ON REVERSE
- ☐ MAKE COPIES (NO.)
- ☐ RETURN (BY)
- ☐ LOG
- ☐ FILE
- ☐ SEE ME
- ☐ CALL ME
- ☐ NECESSARY ACTION
- ☐ COORDINATE
- ☐ PER INQUIRY
- ☐ INFORMATION

FROM: JOHN J. MC DERMOTT
ASSISTANT DIRECTOR
ADMINISTRATIVE SERVICES DIVISION

BLDG.: JEH | ROOM: 7222
PHONE: 3851 | DATE: 9/1/76

GSM/lks Room 6823 JEH

See attached.

FORM DOJ-359A
8-1-74

9/1/76

Mr. McDermott:

Attached herewith is a copy of our letter that was forwarded to the Department regarding "Cannibalization and Destruction of Equipment" and the Department's response dated August 26, 1976.

It is suggested that this entire package be forwarded to the Legal Counsel Division for their review and recommendation.

GSM/lks Room 6823 JEH

Glen E. Pommerening
Assistant Attorney General
for Administration

September 28, 1976

66-3286-1240

Harold N. Bassett, Assistant Director
Administrative Services Division, FBI

CANNIBALIZATION AND DESTRUCTION
OF EQUIPMENT

Reference is made to your memorandum dated August 26, 1976, to John J. McDermott, Assistant Director, Administrative Services Division, FBI, concerning cannibalization and destruction of equipment.

It is requested that you furnish further guidance regarding what actions are needed to fulfill Condition 3 (Required parts are not available from Government excess). Unless such inquiries are limited in scope, excessive delays and costs could be incurred. Exigencies may preclude taking this step in certain situations.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4 ELW/ptc

JSL:lks (5)
1-Laboratory Division

NOTE: The Laboratory Division has advised they can see no problem with instructions set forth in Department's memorandum dated 8/26/76, except with Item #3.

MAILED 10
SEP 28 1976
FBI

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.

Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.

Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

SEP 29 1976

TELETYPE UNIT

FBI/DOJ

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgnt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. McDermott

DATE: 6/9/76

FROM : J. S. McMichael

SUBJECT: CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

PURPOSE: Destruction of Bureau Property - General

The purpose of this memorandum is to request that a definite decision be made as to the disposition of equipment used on clandestine investigations at the time it becomes excess to the Bureau's needs.

RECOMMENDATIONS:

1. Obtain the Laboratory Division's comments and recommendations regarding destruction of equipment used in clandestine investigations, and distinguish it from "off-the-shelf" equipment which, even though once used in very sensitive investigations, can now be traded in on replacement or other equipment without compromise of sensitive information.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

2. Request the Legal Counsel Division to research this matter to determine if any laws exist regarding disposition of this type of equipment.

DE-32 66-3246 ST-131

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

3. That the Property Procurement and Management Section be advised of the above findings.

6 OCT 6 1976

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

JSL:lsk (4)
1-Laboratory Division
1-Legal Counsel Division
Encs. (3)

(SEE LABORATORY ADDENDUM PAGE 2)

OVER. . . .

let to Mr. McDermott dated 7/10/76 JSL/gmm

Prop. Proc. & Mgmt. Sec.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 LEW/ltc

Memo McMichael to McDermott
Re: Cannibalization and Destruction
of Equipment

DETAILS:

As set forth in (attachment #1), nonexpendable clandestine equipment (serialized technical equipment) was destroyed at the FBI, Academy, Quantico, Virginia, on August 20, 1975. The destruction was completed by burning and burial.

The Bureau has been given authority to report its own excess personal property directly to the General Services Administration (GSA) by memorandum dated 2/2/76. This information is set forth in (attachment #2).

The Laboratory Division requested by memorandum dated 4/9/76 permission to cannibalize Moore tone control equipment for usable parts and the remainder destroyed as set forth in (attachment #3). At that time, this matter was discussed with Mr. [redacted], Chief, Materiel Management Unit, Department of Justice and he in turn discussed the matter with Mr. [redacted], Area Utilization Officer for Region 3 of GSA. It was determined that cannibalization is left up to the discretion of the agency. b6 b7C

Before this Section can feel sure that they are legally sound in permitting the Laboratory to destroy equipment of this type, more research is necessary by all concerned.

DAN'S

Mr. Walsh

9/4/75

W. M. Mooney

SURPLUS PROPERTY

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/30/82 BY SP4ELW/rtc

Re R. A. Miller to Mr. White memorandum dated 3/14/75, captioned as above.

The following serialized technical equipment was destroyed by burning and burial at the FBI Academy, Quantico, Virginia, on August 20, 1975.

NORELCO

24296	7361033	7360922
63377	7360925	7361036
63390	7361037	3 Norelco SI missing
69484	WR057640	K-12
187386	401-6	K-19
187556	401-24	K-29

MAGNECORD

BA-7	BPT-87	BT-138	BT-209-3S	A-104	A-253
BA-14	BPT-115	BT-162	BT-221-3S	A-121	A-262
BA-20	VA-5	BT-163	BT-227-3S	A-139	A-266
BA-56	BT-20	BT-164	BT-236-3S	A-141	A-269
BP-29	BT 63	BT-167	BT-248-3S	A-150	A-274
BP-30	BT-66	BT-168	BT-251-3S	A-151	A-304
BP-31	BT-68	BT-171	BT-252-3S	A-155	A 307
BP-39	BT-86	BT-172	BT-273-3S	A-157	A-322
BP-48	BT-125	BT-174	BT-257-3S	A-164	A-330
BP-52	BT-126	BT-194-3S	A-22	A-166	A-337
BP-62	BT-137	BT 195-3S	A-88	A-172	A-339
A-185	A-349	A-198	A-358	A-199	A-361
A-200	A 391	A-207	A-393	A-208	A-417
A-209	A-418	A-210	A-423	A-212	A-424
A-235	A-459	A-236	A-492C	A-237	A-493C
A-239	T-10	A-245	T-64	A-252	T-85

1 - Mr. Jay Cochran

LLS:jrd
(4)

[redacted] CONTINUED - OVER

b6
b7C

Per Mr. [redacted] Inventory Instructions Will Be Mailed 9/15/75

ENCLOSURE

66-3286-1211

Memorandum to Mr. Walsh
Re: Surplus Property

MAGNECORD (continued)

T-227	T-429	T 580	T-704	A-326	T-661
T-295	T-448	T-584	T-713	A-255	T-711
T-306	T-451	T-585	T-722	A=374	T-375
T-318	T-458	T-586	T-727	A-362	A-160
T-320	T-459	T-588	T-728	A-539-B	BT-165
T-322	T-460	T-589	A-355	A-324	T-661
T-339	T-461	T-590	A-519-B	A-282	T-348
T-349	T-464	T-593	A-556-B	A-481-C	T-666
T-353	T-467	T-596	T-531	BT-237-3S	T-711
T-358	T-468	T-598	BT-206-3S	A-521-B	T-375
T-361	T-470	T-644	T-685	A-484-C	55
T-363	T-481	T-646	A-576-B4	A-548-B	T-521
T-366	T-484	T-648	A-524-B	A-325	T-289
T-382	T-488	T-653	A-446	BT-90	BT-19
T-398	T 497	T-656	A-495-B	A-538-B	BT-229
T-399	T-498	T-657	A-438	BA-66	T-9
T-400	T-519	T-658	A-480-C	A-388	A-160
T-402	T-522	T-659	T-583	A-563-B4	BT-201-3S
T-403	T-527	T-660	T-487	A-577-B-4	A-445
T-407	T-528	T-664	T-524	A-515-B	A-379
T-411	T-530	T-665	T-529	A-503B	BT-226-3S
T-414	T-532	T-667	T-652	A-318	T-149
T-417	T-534	T-671	T-535	A-483-C	A-304
T-419	T-535	T-677	A-570-B4	A-513-B	A-560-B4
T-420	T-557	T-686	BT-201-3S	A-520-B	
T-425	T-579	T-690			

POCKET RECORDERS

E-2	E-3	E-5	E-6	E-15	E-16
E-18	E-21	E-23	E-25	E-29	E-33S
E-34S	E-37S	E-38S	E-42	E-47	E-49
E-50	E-54	E-55	E-56	E-62	E-63
B-101	B-103	E-28	E-1	E-39S	E-35S
E-4	E-61	B-114	B-116	B-205	B-209
E-27	E-45	E-58	B-215	B-212	B-204
B-214	B-225	B-218	B-206	B-224	B-230

ORC 141 A RECORDERS

#10	#17	#62	#68	#78	#83
#89	#90	#106	#87	#69	#7
#74					

AUDIO AMP.

#28	#45	#41	#22	#2	#5
#14	#35	#46	#26	#58	#90

CONTINUED - OVER

Memorandum to Mr. Walsh
Re: Surplus Property

4 each Minifon P55 nonumbers

Recorder P55 #715790

Recorder Blk (can not identify SN) with Blk battery pack.

Uher Recorder #23 and #25. ✓

RECOMMENDATION:

Nohe. For information.

DIRECTOR, FBI
(ATTENTION: RADIO AND ENGINEER SECTION)

3/6/75

SAC, CHICAGO (66-699)

TECHNICAL EQUIPMENT
CHICAGO DIVISION

Enclosed for the Bureau is the following equipment which is no longer used by the Chicago Office:

Magnicord Transports with the following numbers:

BT 162
BT 163
BT 164
BT 165
BT 167
BT 168
BT 171
BT 172
BT 174
BT 194-3S
BT 195-3S

T 10
T 289
T 295
T 349
T 399
T 400
T 403
T 414
T 497
T 498
T 579
T 657
T 658
T 659
T 660
T 661
T 686
T 713

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY sp4 EW/ptc

(3) - Bureau
(1 - Package)
2 - Chicago
(1 - Property Clerk)

CAF/man
(5)

TECHNICAL EQUIPMENT RECEIVED FROM CHICAGO FIELD

A-199
A-424
A-481C
A-548B

BT-152
BT-163
BT-164
BT-165
BT-167
BT-168
BT-171
BT-172
BT-174
BT-194-3S
BT-195-3S

T-10
T-289
T-295
T-349
T-399
T-400
T-403
T-414
T-497
T-498
T-579
T-657
T-658
T-659
T-660
T-661
T-686
T-713

2 DC CONVERTER'S

RECEIVED THE ABOVE DESCRIBED EQUIPMENT FROM FBI LABORATORY, RADIO ENGINEERING SECTION.

[redacted]
SIGNED

2/28/75
DATE

b6
b7C

Magnicord Amplifier with the following serial numbers:

A 199
A 424
A 481C
A 548B

Also enclosed for the Bureau are two surplus direct current (d-c) converters which are no longer used by the Chicago Office.

UNITED STATES GOVERNMENT

Memorandum

Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO: Mr. Walsh

DATE: 9/4/75

FROM: G. S. McMichael

SUBJECT: PROPOSED DEPARTMENT OF JUSTICE
PROPERTY MANAGEMENT REGULATIONS
UTILIZATION OF PERSONAL PROPERTY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/82 BY SP4ELW/tc

Attached herewith from the Department of Justice is a proposed draft on Department of Justice Property Management Regulations. Mr. Lloyd A. Bastian, Director, Security and Administrative Services Staff, Office of Management and Finance, is suggesting that you informally review this proposal and he would appreciate your candid assessment. He also advised that after he receives your input he will revise and distribute throughout the Department of Justice for comment.

For a matter of record, the Bureau received a similar proposal from the Department of Justice in which you were advised of all the pertinent facts by memorandum to you dated 3/11/75 and also the Department was advised by memorandum from you to Mr. O'Donoghue dated 3/12/75. It appears that throughout this proposed draft the Department is suggesting that the bureaus within the agency handle their own excess property and the entire proposal is doing nothing but supplementing the Federal Property Management Regulations regarding disposal of same.

For your information, the present procedure for handling excess property is as follows: 1) A Standard Form 120 is prepared by the Procurement and Administrative Services Section and signed by the Supply Management Officer. 2) This is forwarded to the Department of Justice where they in turn prepare a Standard Form 120 reporting some of the property to the General Services Administration (GSA) and other portions of the property to the Department of Health, Education and Welfare. It should be noted that this is done after all bureaus within the agency have been contacted and it has been determined that they have no need for property in question. 3) After all action has been taken, the Bureau is advised by the Department either to transfer property to another Government agency, deliver property to GSA for sale, donate property to a local tax-supported body, such as the Police Department, City Fire Department, City Library, etc., sell property locally or dispose of property as scrap.

JSL/sam
(2) Enc.

(OVER)

Memo McMichael to Walsh
Re: Proposed Department of Justice
Property Management Regulations
Utilization of Personal Property

The Department keeps a list of all property declared excess by the Bureau and reports directly to GSA. In this proposed draft they are suggesting as mentioned above that each bureau within the agency handle its own property which could perhaps expedite the disposition of same. It appears throughout this draft that they are recommending there be three individuals to handle all or in part the administration, coordination, control, disposition, keeping detailed property records and providing documentation regarding all excess property and these positions are as follows: Property Management Officer, Accountable Property Officer and Property Custodian. ...

It appears if this proposal were adopted, it would require at least one, if not two (one being an alternate), full-time employees to implement this procedure for the Bureau. It would also be necessary that both employees be given a course on all regulations regarding excess property by GSA.

RECOMMENDATION:

The Procurement and Administrative Services Section can see no objections to the proposed draft submitted by the Department of Justice regarding utilization of personal property. After this proposal has been finalized in the Federal Register, additional paper work will be submitted to implement the procedures and also request additional personnel that will be required to do the duties as required therein. Therefore, if you agree, a notation will be made to this effect on the 2-way memorandum forwarded to you from Mr. Bastian on an informal basis that this Bureau has no objections to the proposed draft.

OK EWS 9/11

2-Way Memo

Subject: Proposed Draft - Justice Property Management Regulations

DATE OF MESSAGE
August 25, 1975

DATE OF REPLY
September 11, 1975

INSTRUCTIONS
Use routing symbols whenever possible.
SENDER:
Forward original and one copy. Conserve space.
RECEIVER:
Reply below the message, keep one copy, return one copy.

To:
Mr. Gene Walsh
Assistant Director
Administrative Division
Federal Bureau of Investigation

OLD FOL

USE BRIEF, INFORMAL LANGUAGE

Attached for your informal review and comment are proposed Draft Justice Property Management Regulations. Given that this is an area of great management diversity in DOJ, I would appreciat your candid assessment.

After we receive your input we will revise, if necessary, and distribute throughout DOJ for comment.

Thanks

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

To: Mr. Lloyd A. Bastian
Office of Management and Finance

From: E. W. Walsh, Assistant Director
Administrative Division, FBI

This Bureau has no objections to the proposed draft.

EW

Lloyd

From:
Lloyd A. Bastian, Director
Security and Administrative Services Staff
Office of Management and Finance

OPTIONAL FORM 27
OCTOBER 1962

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Walsh

DATE: 4/27/76

FROM : G. S. McMichael

SUBJECT: AUTHORITY TO REPORT EXCESS PERSONAL PROPERTY DIRECTLY TO THE GENERAL SERVICES ADMINISTRATION

Attached is the original copy of memorandum dated 2/2/76 addressed to the Director from Mr. Pommerening, Assistant Attorney General for Administration, Department of Justice, delegating the authority to handle excess personal property directly to the Bureau.

This proposal was reviewed by the Bureau informally and a memorandum was directed to you on 9/4/75 in which you were advised that if this proposal was adopted, it would require at least one if not two full-time employees to implement this procedure for the Bureau. You were also advised that it would be necessary that a course be given to the employee(s) regarding excess property by the General Services Administration (GSA) when available.

Attached herewith is a proposed format to be used by the Bureau when forwarding excess property reports to bureaus within the Department. This is required for screening within the Department for 15 days.

A screening period of 60 to 90 days is required with GSA and if disposition is not made at this time, it is forwarded to the Department of Health, Education and Welfare for a donation or a 15 day screening period.

If an additional employee is necessary after a complete evaluation, you will be advised.

JJSL:lsk
(2)
Encs.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-30-82 BY SP4 ELW/rte

OVER.....

Memo McMichael to Walsh
Re: Authority to Report Excess Personal Property Directly to the General Services Administration

RECOMMENDATIONS:

1. This be made a matter of record that the Bureau has now been delegated complete authority for the disposition of excess personal property.

2. The attached format be approved in forwarding all excess personal property reports declared by the Bureau to all bureaus within the agency.

3. Position Classification perform an audit on the desk or position performing these duties. This is necessary due to increasing workload, contacting of all bureaus within the Department, GSA,other Federal, state and local agencies and perhaps in some cases local tax supporting agencies.

4. When a course is offered by GSA regarding excess property, permission be granted to send employee involved in this type of work to this school.

APPROVED:	Comp. Syst.	Laboratory
Assoc. Dir.	Ext. Affairs	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Admin.	Intell.	Training

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

: SEE DISTRIBUTION

DATE:

: Federal Bureau of Investigation

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2009 BY 60292 AUC DCG/DEK/YMW

ECT: Excess Property

Attached for your information and possible utilization is a copy of Standard Form 120 on property excess to the needs of this Bureau.

If you wish to obtain these items, on an as is, where is, non-reimbursable basis, please contact the GSA office listed on the report, for transfer action.

This action is in compliance with Department of Justice memorandum requiring notification to Departmental Agencies of all excesses.

G. S. McMichael
Supply Management Officer

Attachment

DISTRIBUTION:

Law Enforcement Assistance Administration
Property Management Branch
Room 400, IND Building
633 Indiana Avenue, N. W.
Washington, D. C. 20531

Office of Management and Finance
Chief, Material Management Unit
Room 6623, MAIN Building
10th & Constitution Avenue, N. W.
Washington, D. C. 20530

Bureau of Prisons (Includes FPI)
Property Management and
Procurement Section
Room 1000, HOLC Building
320 First Street, N. W.
Washington, D. C. 20534

Drug Enforcement Administration
Property Management Unit
Room 924, EYE Building
1405 Eye Street, N. W.
Washington, D. C. 20537

Immigration and Naturalization Service
General Services Branch
Room 6216, 4th & I Building
425 I Street, N. W.
Washington, D. C. 20534

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Mr. Cochran 4/9/76

W. E. Harward

FM Radio Equipment

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/30/82 BY SP4 ELW/pte

The Laboratory is in possession of several pieces of old Moore tone control equipment. These are pieces of equipment that have been used by various field offices for control of their radio systems and have been replaced with newer equipment. This equipment is of a vintage such that new replacement printed circuit cards are no longer available from the manufacturer. Inasmuch as these units will not be used in the future by the Bureau, it is recommended they be cannibalized for usable parts and the remainder destroyed.

Equipment	Serial Number	Approximate Cost New	Approximate Date acquired
Moore Model 039B	110	$3000.00	1960
Moore Model 039C	105	$3365.00	1961
Moore Model 039C	109	"	"
Moore Model 039C	110	"	"
Moore Model 039C	111	"	"

Equipment	Serial Number	Approximate Cost New	Approximate Date acquired

(2) - Mr. Walsh (1 - Attn: Mr. McMichael, 1 - Attn: Mrs. [redacted])
1 - Mr. Harward
1 - Mr. Wiser

b6
b7C

JOW:nsc
(5)

ENCLOSURE 66-3286-1211

CONTINUED - OVER

SEE ADDENDUM PROPERTY PROCUREMENT & MANAGEMENT SECTION
PAGE 3a

MEMORANDUM TO MR. COCHRAN
FM RADIO EQUIPMENT

Equipment	Serial Number	Approximate Cost New	Approximate Date acquired
Moore Model 039C	113	$3365.00	1961
Moore Model 039D	102	$3300.00	"
Moore Model 039D	103	"	"
Moore Model 039E	102	$3200.00	1962
Moore Model 039E	105	"	"
Moore Model 039E	119	"	"
Moore AMX Model 829A	109	$2000.00	"
Moore AMX Model 892A	111	"	"
Moore VBS Model 822A	101	$3500.00	"
Moore VBS Model 822A	102	"	"
Moore VBS Model 822A	114	"	"
Moore CDP Model 831A	102	$2470.00	"
Moore CDP Model 831A	105	"	"

MEMORANDUM TO MR. COCHRAN
FM RADIO EQUIPMENT

Also there are 10 filters and 15 tone transmitters on a frequency of 2805 Hz, part of the above equipment, which can no longer be used.

RECOMMENDATION:

If approved that units be cannibalized for useful parts, that units be removed from Laboratory inventory.

ADDENDUM PROPERTY PROCUREMENT AND MANAGEMENT SECTION
GSM/lsk 5/18/76

The matter of cannibalization has been discussed with Mr. [redacted], Chief, Materiel Management Unit, Department of Justice and he in turn discussed the matter with Mr. [redacted] General Services Administration. b6 b7C

Mr. [redacted] advised that cannibalization is left up to the discretion of the agency. Therefore, taking into consideration the equipment listed in this memorandum is of a vintage such that new replacement printed circuit cards are no longer available from the manufacturer, that permission be granted for the Laboratory Division to cannibalize this equipment for usable parts and the remainder destroyed. Appropriate inventory adjustments must be submitted accordingly.

Addendum to memorandum to Mr. McDermott from G.S. McMichael
RE: CANNIBALIZATION AND DESTRUCTION
OF EQUIPMENT
6/9/76

ADDENDUM OF LABORATORY DIVISION:GOV:mkw, June 22, 1976

The Radio Engineering Section has a frequent need to dispose of or recommend the disposal of technical equipment. In most cases the equipment is disposed of through surplus property channels.

In some instances equipment is deemed to be no longer economically feasible to repair while there is additional equipment of the same type still in service and replacement parts are difficult or impossible to obtain. In such cases it is in the best interests of the Bureau to cannibalize the excess equipment for spare parts to maintain the equipment still in service.

On other occasions it may be necessary to dispose of equipment that is primarily useful for the surreptitious interception of communications, such equipment being within the purview of Title 18, U.S.C., Section 2512. When this type of equipment becomes excess to our needs, it should be totally destroyed or retained as a source of spare parts. This policy should also apply to any equipment the nature of which may disclose sensitive information or compromise our electronic surveillance techniques.

Equipment that may have been utilized in connection with Bureau electronic surveillance installations but obtained as "off-the-shelf" equipment would not normally be destroyed.

Chief, Administrative Programs Section
Security and Administrative Programs Staff
Office of Management and Finance

7/16/76

John J. McDermott, Assistant Director
Administrative Services Division
Federal Bureau of Investigation

CANNIBALIZATION AND DESTRUCTION
OF EQUIPMENT

REC-75 66-3286-1211

ST-131

After much research in existing regulations, in conversation with the Department and also GSA, it has been determined that cannibalization and destruction of equipment can be handled according to the discretion of the agency.

Equipment in many cases is of a vintage that new replacement parts are no longer available from the manufacturer. Therefore if cannibalization were permitted for usable parts and the remainder destroyed, a tremendous savings could be realized. It is requested that a definite decision be given this Bureau regarding this matter.

JSL:jmm
(5)

MAILED 6
JUL 20 1976
FBI

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NOTE: This is based on memorandum from G. S. McMichael to Mr. McDermott dated 6/9/76 regarding subject. The Property Procurement and Management Section feels that a definite decision must be made by the Department so the Bureau will be on sound grounds to permit this action.

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56 NOV 8 1976

FBI/DOJ

WAYNE STATE UNIVERSITY
DETROIT, MICHIGAN 48202

ARCHIVES OF LABOR HISTORY
AND URBAN AFFAIRS

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(313) 577-4024

14 October 1976

OUTSIDE SOURCE

Clarence M. Kelley
Director
Federal Bureau of Investigation
Ninth Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20535

Dear Mr. Kelley: DESTRUCTION OF BUREAU PROPERTY

At its meeting on September 25, 1976, the AHA-OAH-SAA Joint Committee on Historians and Archives gave careful consideration to the report that your agency and other governmental law enforcement and intelligence units were destroying records obtained illegally. We deplore the unilateral destruction of such records without consultation with the appropriate authorities. GENERAL

The Joint Committee is composed of the executive directors and representatives of the American Historical Association, the Organization of American Historians and the Society of American Archivists.

Sincerely yours,

Philip P. Mason

Philip P. Mason
Director
Professor of History
Chairman, AHA-OAH-SAA
Joint Committee on
Historians and Archives

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DATE 8/26/82 BY SP4 ELW/ptc

g

cc: Attorney General of the United States
William B. Saxbe

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V-8
DE-34
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Ack 11/1/76

EXTERNAL AFFAIRS

V-8 DE-34

REC-29 3 - 4-1212

November 1, 1976

Professor Philip P. Mason
Department of History
Wayne State University
ST-131 Detroit, Michigan 48202

OUTSIDE SOURCE

Dear Professor Mason:

8-26-82 CMK/ate

In reply to your letter of October 14th in which you expressed concern about the alleged unauthorized destruction of FBI records, I wish to point out that the FBI's Records Management Program, which includes the destruction and disposition of all FBI records, regardless of their source, is conducted in accordance with the provisions set forth in Title 44, Chapter 33 of the United States Code and Title 41, Chapter 101-11 of the Code of Federal Regulations. These requirements are very specific regarding the destruction and disposition of Government records, and such matters are closely coordinated with and approval is obtained from the National Archives and Records Service prior to the destruction of any record material.

Our Records Management Program, as approved by the National Archives and Records Service, is designed to facilitate the destruction of obsolete material and to insure permanent retention of those records that have historical and enduring value.

MAILED 10
NOV 3 1976
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

NOTE: This is in response to a letter objecting to alleged destruction of FBI records without consulting with appropriate authority. This matter has been coordinated with the Legal Counsel Division, Planning & Inspection Division and External Affairs Division.

JWA:evp
(5)

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CLASSIFICATIONS

1.* Training Schools; National Academy Matters; F.B.I. National Academy Applicants
2.** Neutrality Matters
3.** Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than Income)
12. Narcotics
13. (Obsolete)
14.** Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injuction - Obsolete
17. Veterans' Adminstration Matters
18. May Act
19. Censorship Matters (obsolete)
20. (Obsolete)
21. Food and Drugs
22. (Obsolete)
23. Prohibition
24. Profiteering (obsolete)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
30. (Obsolete)
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
35. Civil Service
36. Mail Fraud
37. (Obsolete)
38. (Obsolete)
39. Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosive (obsolete)
42. Deserter; Deserter - Harboring

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DATE 8-26-82 BY SP4 ELW/RC

* Applicant-related classifications

** Security-related classifications.

ENCLOSURE 66-3286-1213

43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging Naval Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.

44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws - Voting Rights Act, 1965

45. Crime on the High Seas (Includes stowaways on boats and aircraft)

46. Fraud Against the Government: Anti-Kickback Statute; Dependents Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil) Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act

47. Impersonation

48. Postal Violations (Except Mail Fraud)

49. National Bankruptcy Act

50. Involuntary Servitude and Slavery

51. Jury Panel Investigations

52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property

53. (Obsolete)

54. Customs Laws and Smuggling

55. Counterfeiting

56. Election Laws

57. War Labor Disputes Act (Obsolete)

58. Bribery; Conflict of Interest

59. (Obsolete)

60. Anti-Trust

61.** Treason or Misprision of Treason

62.* Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)

63. Miscellaneous - Non-Subversive - including:
Black Market in Railroad Tickets (Obsolete)
Civil Aeronautics Act (Obsolete)
Eight-Hour-Day Law
Federal Judiciary Investiations
Federal Juvenile Delinquency Act
Kickback Racket Act
Lands Division Matter (Condemnation Proceedings)
Miscellaneous - Civil Suit
Miscellaneous - O.P.A. Violations (Civil) (Obsolete)

Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
Soldiers and Sailors Civil Relief Act of 1940
Tariff Act of 1930
Top Hoodlum Coverage
Unreported Interstate Shipment of Cigarettes
Federal Cigarette Labeling and Advertising Act

64.** Foreign Miscellaneous
65.** Espionage
66. Administrative Matters
67.* Personnel Matters
68. Alaskan Matters (Obsolete)
69. Contempt of Court
70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzelment or Theft of Indian Property
71. Bills of Lading Act
72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations
73. Application for Pardon After Completion of Sentence and Application for Executive Clemency
74. Perjury
75. Bondsmen and Sureties
76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
77.* Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)
78. Illegal Use of Government Transportation Requests
79. Missing Persons
80. Laboratory Research Matters
81. Gold Hoarding (Obsolete)
82. War Risk Insurance (National Service Life Insurance) (Obsolete)
83. Court of Claims
84. Reconstruction Finance Corporation Act (Obsolete)
85. Home Owner Loan Corporation (Obsolete)
86. Federal Lending and Insurance Agencies
87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute
90. Irregularities in Federal Penal Institutions
91. Bank Burglary; Bank Larceny; Bank Robbery
92. Anti-Racketeering; A.R. - Lea Act; A.R. - Interference with Government Communications System; A.R. - Hobbs Act
93. Ascertaining Financial Ability
94. Research Matters
95. Laboratory Cases (Examination of Evidence in Other than Bureau Cases)

96. Alien Applicants (Obsolete)
97.** Registration Act
98.** Sabotage
99. Plant Survey (Obsolete)
100.** Subversive Matter (Individuals); Internal Security (Organizations)
101. Hatch Act (Obsolete)
102.** Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete)
105.** Internal Security (Nationalistic Tendency - Foreign Intelligence) (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete)
107. Denaturalization Proceedings (Obsolete)
108. Foreign Travel Control (Obsolete)
109.** Foreign Political Matters
110.** Foreign Economic Matters
111.** Foreign Social Conditions
112.** Foreign Funds
113.** Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete)
115. Bond Default; Bail Jumper
116.* Atomic Energy Act-Applicant; Atomic Energy Act-Employee
117.** Atomic Energy Act-Criminal
118.* Applicant - Central Intelligence Agency (Obsolete)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121.* Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123.* Special Inquiry - State Department - Voice of America (U.S. Information Center) (Public Law 402 - 80th Congress)
124.* European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126. National Security Resources Board - Special Inquiry (Obsolete)
127. Sensitive Positions in the U.S. Government - Public Law 266 (Obsolete)
128. International Development Program (Foreign Operations Administration)
129. Evacuation Claims (Obsolete)
130. Special Inquiry - Armed Forces Security Act (Obsolete)
131. Admiralty Matter
132. Special Inquiry - Office of Defense Mobilization (Obsolete)
133.* National Science Foundation Act - Applicant (Obsolete)
134.** Security Informants

135. PROSAB (Protection of Stategic Air Command Bases of U.S.A. Air Force)
136. American Legion Contact (Obsolete)
137. Criminal Informants
138.* Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of Communications (Formerly Unauthorized Publication or Use of Communications)
140.* Security of Government Employees; S.G.E. - Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickers
145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
146. Interstate Transportation of Prison Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportaion of Fireworks
149. Destruction of Aircraft or Motor Vehicles
150. (Obsolete)
151.* (Referral cases received from CSC under P. L. 298)
Agency for International Development
Atomic Energy Commission (Civil Service Commission)
National Aeronautics and Space Administration
National Science Foundation
Peace Corps; Action
U.S. Arms Control and Disarmament Agency
World Health Organization
International Labor Organization
U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155.* National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act
157.** Extremist Matters; Civil Unrest
158. Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (Obsolete)
159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
160. Federal Train Wreck Statute
161.* Special Inquiries for White House, Congressional Committees and Other Government Agencies
162. Interstate Gambling Activities
163.** Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transporation in Aid of Racketeering

167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete)
170.** Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete)
172. Sports Bribery
173. Public Accommodations - Civil Rights Act of 1964
Public Facilities - Civil Rights Act of 1964
Public Education - Civil Rights Act of 1964
Employment - Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats (Formerly Bombing Matters; Bombing Matters - Threats)
175. Assaulting the Pesident (or Vice-President) of the United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling Business - Obstruction; Illegal Gambling Business - Forfeiture
183. Racketeer Influenced and Corrupt Organizations
184. Police Killings
185.** Protection of Foreign Officials and Official Guests of the United States
186. Real Estate Settlement Procedures Act of 1974
187. Privacy Act of 1974 - Criminal
188. Crime Resistance

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

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Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McDermott

DATE: 10/12/76

FROM : A. J. Decker

SUBJECT: FILE DESTRUCTION AND SEARCHING CRITERIA

Destruction of Bureau Records - General

PURPOSE:

The purpose of this memorandum is (1) to obtain approval to establish a new searching criteria at FBIHQ for immediate implementation and (2) to establish a basic file retention/destruction policy and guidelines subject to the approval of the National Archives and Records Service (NARS) as a result of responses received from all FBIHQ Divisions relative to my memorandum of 8/2/76.

SYNOPSIS:

Each FBIHQ Division provided specific information and justification for the retention of files in their respective areas of responsibility. Generally, the retention period would be: (1) 10 years for criminal files, (2) 20 years for security-related files, and (3) 15 years for nonderogatory applicant files and 25 years for derogatory applicant files. Substantive Divisions will have the option to selectively retain the files that have a continuing value for their respective responsibilities. As a result of the response provided by each Division, guidelines have been established for the permanent retention of those records that have a historical and enduring value and to identify those records that are no longer timely and relevant in order to facilitate the destruction of obsolete material in accordance with Federal regulations. Additionally, each Division advised that a 20 year searching criteria would be acceptable with the option to request older material when needed. The implementation of this policy will ultimately result in significant savings to the Bureau.

RECOMMENDATIONS:

1. That a search criteria of 10 years for criminal files and 20 years for other files as indicated in the attached classification list be approved for immediate implementation.

Will be fully implemented by 11-15-76

66-3286-1213

EXEC AU REC-40 V-18 DE-21

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRL/ca NOV 1976

ENCLOSURE

Enclosure
1 - Mr. Held
1 - Mr. McDermott
1 - Mr. Adams
1 - Each Assistant Director
JWA:evp (17)

CONTINUED OVER

F-55

5 NOV 26 1976

RECEIVED

Memorandum to Mr. McDermott
FILE DESTRUCTION AND
SEARCHING CRITERIA

2. That this memorandum serve as the Bureau's basic policy and guidelines for the destruction and/or retention of file material subject to approval by NARS.

3. That pertinent information contained in this memorandum relative to our Records Retention Plan be provided NARS and the Department.

4. That, after approval from NARS, the Records Management Division begin without delay for full implementation of this plan (subject, of course, to the current restrictions on file destruction as requested by Congress).

WLB/RM

BHC
DEW

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Training

Memorandum to Mr. McDermott
FILE DESTRUCTION AND
SEARCHING CRITERIA

DETAILS:

In accordance with the regulations set forth in Title 41, Code of Federal Regulations, Chapter 101, the FBI is in the process of reevaluating its Records Management Program as it relates to the disposition of records. Representatives from NARS have been contacted regarding this matter to determine if the Records Retention Plan can be revised to insure it is up-to-date and in accordance with current needs. Accordingly, there is a continuing process of identifying those records that are no longer timely and relevant so we can purge all obsolete material from our files. NARS has indicated it is desirable to pursue this goal so those records that have a historical and enduring value can be properly segregated for permanent retention.

In our effort to identify those records that have no continuing value to the Bureau's needs, all FBI Headquarters Divisions have been canvassed regarding this matter. Generally, they feel little need for records in the security classifications beyond 20 years old or in the criminal classifications beyond 10 years old, providing they can selectively retain that which they believe to have a continuing value to the operations of the Bureau.

FBI records support the Bureau's investigative and administrative needs and its obligation to act as a clearinghouse under Executive Order (EO) 10450 regarding the security of Government employees. Accordingly, in support of this need certain records will be maintained in order for the Bureau to successfully accomplish its basic missions and goals as an investigative agency. As a result of an analysis of the response provided by each Headquarters Division, the following policy is being proposed.

RECORDS TO BE RETAINED INDEFINITELY
BECAUSE OF THEIR HISTORIC OR ENDURING VALUE

1. Adequate and proper documentation
This will include records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions to furnish information necessary to protect the legal and financial rights of the Government and persons directly affected by the Bureau's activities.

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2. General guidelines:
Administrative and general policy files; contracts; policy files relating to various investigative matters such as statutory interpretations, executive orders and directives, Department instructions, jurisdiction, certain liaison matters, particularly relating to internal security/extremist/counterintelligence investigations; organizational files; certain significant major cases; and those files that have a historical significance.

3. Case file guidelines:
Cases selected for permanent retention must meet one or more of the following criteria for significance:

A. A case can be regarded as significant in terms of legal impact on statutes, rules or regulations or law enforcement policies;

B. An investigation or case can be regarded as significant in terms of actual or potential breakdown of public order (civil disturbance);

C. An investigation or case can be regarded as significant in terms of intensity of public interest expressed by (1) a demonstrated interest of a Congressional Committee or the Executive Office of the President or (2) a high degree of national media attention.

It is noted that the retention of files based on its possible future historical value is basically a judgment decision subject to critical hindsight. The following are examples only for future guidance.

Examples of historical cases
Files relating to notorious individuals and highly publicized investigations such as: The Silvermaster ring; Rosenberg case, Colonel Abel investigation; certain Communist Party leaders such as William Z. Foster and Elizabeth Gurley Flynn; key sources, defectors, illegals and intelligence personalities; certain biographical data on top hoodlums which trace the origins and developments of organized crime in America; files of notorious criminal gangs and gangsters of the 1920s and 1930s; Lindberg kidnapping; the Brinks Robbery; widely publicized civil

rights-type cases of the 1950s and 1960s. Matters of continuing controversy such as the Sacco-Vanzetti case; the alleged forewarning to the FBI of Japanese plans to bomb Pearl Harbor and significant World War II cases.

INVESTIGATIVE RECORDS TO BE RETAINED
BECAUSE OF POSSIBLE LEGAL IMPLICATIONS

1. Files related to pending litigation.

2. Files for which there is a pending FOI/PA request.

3. Files of convicted persons who are believed to be still serving their sentences in Federal penal institutions. An example is Kathryn Kelly, who was released on appeal bond in 1958 after being sentenced to life imprisonment in 1933 for kidnapping, and today she remains free. Appeals requiring access to such substantive case files may be required at virtually any time by inmates of Federal penal institutions.

SELECTIVE RETENTION OF INVESTIGATIVE RECORDS

These records would be retained beyond basic time periods because of their continuing need to support the Bureau's investigative and administrative responsibilities. Files in this category relate to personalities and organizations concerned with Soviet intelligence activities and are vital to analytical intelligence needs as long as the Soviet-Bloc presents a military-economic-political intelligence threat to internal security interests; known and suspected intelligence officers and important intelligence agents; foreign counter-intelligence file material; pertinent security informant files; certain organizational crime files and applicant files relative to the security of government employees.

GENERAL GUIDELINES FOR
FILES THAT CAN BE DESTROYED

Files in these categories would be eligible for destruction unless they met the criteria for further retention.

1. In criminal-type cases the period of file retention commences when the case is administratively closed.

2. In security/counterintelligence cases the retention period will be measured from the date of last filed material recording relevant activity.

3. Termination of Intelligence Significance
Social-political factors may alleviate the need for the retention of specific files in whole areas of foreign intelligence interest. For example, files relating to World War II German-American, Japanese-American, Nazi, Bund, Custodian Detention and Alien Control matters may be destroyed without harm to ongoing or future intelligence needs.

4. Files on Individuals - Internal Security - Counter-intelligence areas

   A. Investigations in which derogatory information was not developed or insignificant to warrant expanded investigative scrutiny (5 years); foreign counter-intelligence matters (20 years).

   B. Investigations where derogatory information has been developed but not deemed of prosecutive or continuing intelligence value such as rank and file members of subversive/extremist groups (10 years).

   C. Investigations with significant prosecutive or intelligence interest such as top functionaries and activists of certain subversive/extremist groups (20 years).

5. Organizational Files - subversive/extremist
These would be files on subversive/extremist organizations or organizations of foreign counterintelligence interest (20 years).

6. Informant, Source, Asset Files
Files on individuals considered for informant, source, asset use and subsequently not used or used on a restrictive basis (10 years).

7. Internal Security/Extremist Files Without Foreign Involvement Individual investigative or intelligence files relating to membership in such transitory organizations as the Ku Klux Klan, Minutemen, Nation of Islam, Black Panther Party, etc. (where no significant derorgatory information is shown), and antiriot and bombing matter cases (10 years).
8. All criminal cases (10 years); civil rights cases (5 years).
9. All applicant cases without derogatory information except current Bureau employees (15 years).
10. All applicant cases with derogatory information (25 years).
11. In privacy requests Section (c)(2) of the Privacy legislation states that an accurate accounting of disclosure of a record must be retained at least 5 years or the life of the record whichever is longer.

SPECIFIC GUIDELINES
FOR IMPLEMENTATION

There is attached a list of all classifications of files relating to the FBI Central Records System as published in the Federal Register. Those without an asterisk (*) relate to criminal matters that can be considered for destruction in 10 years. Those with an asterisk (*) relate to applicant matters and will generally be retained for 15 years (nonderogatory) and 25 years (derogatory). Those with a double asterisk (**) are security related and include classifications relating to domestic intelligence, extremist, racial, and foreign counterintelligence which must be excluded from destruction at this time because of the Congressional request to retain files in these categories. The general retention of these files will be 20 years upon the conclusion of the moratorium.

The files in the criminal classifications will be limited to a 10-year search criteria since they will be eligible for destruction at that time. All others will be subject to a 20-year search criteria. All FOI/PA requests will be searched against all record material maintained. The option will be available to extend searching beyond 10 or 20 years when specifically requested.

Memorandum to Mr. McDermott
FILE DESTRUCTION AND
SEARCHING CRITERIA

Prior to the destruction of any record material that may be questionable as to its retention because of the various criteria set forth, the appropriate substantive supervisor will be contacted to insure the proper selective retention of records that have a continuing value.

This criteria will be continually reviewed, refined and revised as necessary to insure it remains responsive to FBI needs, and, at the same time, satisfy NARS' guidelines to retain essential records and destroy obsolete material. Each FBIHQ Division will make recommendations for changes as necessary consistent with their responsibilities.

OBSERVATIONS:

It is interesting to note that the implementation of these recommendations will have a very significant impact on the operations of the Records Management Division. For example, there are over 1,600 six-drawer file cabinets of material that currently relate to criminal files over 10 years old. This will result in a significant savings in space. There are over 1.7 million criminal cases more than 10 years old on microfilm that would be eligible for destruction. Also, there are about 2,600 six-drawer file cabinets of material that relate to security and other matters over 20 years old. While the Congressional moratorium precludes destruction of this material at this time, a more compact storage for these files, which will be seldom used, may be considered if it is determined that the effort and cost would save enough space to make the change worthwhile. This would leave about 2,800 file cabinets for active files. The change in searching criteria should ultimately require significantly less employees for searching and review functions. Additionally, only about 10 million index cards would be necessary for conversion of the automated index, allowing us to then seek a more compact storage for the remaining 49 million index cards which would be accessed on an infrequent basis. This will allow us to achieve an automated index earlier than previously anticipated. This also could ultimately result in significantly reducing the burdens and costs involved in FOI/PA obligations. The net result will be a considerable dollar savings to the Bureau. With approval, the Records Management Division will proceed without delay to achieve full implementation of this plan at the earliest possible time.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) [illegible].6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgnt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. McDermott

DATE: 11/12/76

FROM : A. J. Decker

SUBJECT: FILE DESTRUCTION Destruction of Bureau Records - General

PURPOSE:

The purpose of this memorandum is to obtain approval for representatives from the National Archives and Records Service (NARS) to review a small sample of FBI files for the purpose of establishing firm guidelines relative to the material that would be retained for historical purposes.

DETAILS:

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[redacted] of NARS telephonically advised this date that he and other representatives of NARS would like to meet with Records Management personnel on Tuesday, 11/16/76, to further resolve the Bureau's request regarding a revision to the Records Retention Plan so it will conform with the Bureau's newly proposed guidelines. In this regard, NARS would like to review files in certain classifications in order to satisfy themselves of the type of information that the Bureau will hold for historical reasons that will ultimately be accessioned to NARS. They would like to look at a sample of an individual's file and an organizational file recently closed in the following classifications. For criminal matters they specified classifications 29, 31, 44, 91 and 173; and in the security classification 65, 100, 105 and 157. In order to become familiar with our policy files they requested permission to review one 00 file in both the criminal and security classifications.

Review of these files by NARS will be cursory in nature and not an indepth page-by-page review. They feel this is essential in order to establish proper guidelines for those files that would meet the historical retention criteria. The representatives from NARS who would review these files have Top Secret clearance, and care will be taken to insure that informant data would not be revealed to them. This review would be conducted in the presence of Bureau employees. Granting this request to NARS would help expedite the Bureau's request for revision in the records retention policy, which will provide us with the authority to destroy obsolete material from our files.

66-3286
REC-46
5 NOV 29 1976
1 - Mr. Mintz
1 - Mr. Gallagher
1 - Mr. Fehl
1 - Mr. Leavitt
JWA:eyp (8)

CONTINUED OVER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-13-81 BY 4383 Ketland

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-106 DEC 06 1976

FBI/DOJ

Memorandum to Mr. McDermott
FILE DESTRUCTION

RECOMMENDATION:

That approval be given to have representatives from NARS review selected files in the categories listed above for the purpose of establishing a revision in our Records Retention Plan.

With approval exclusion of protection of identities all counsels

WCB

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

UNITED STATES DEPARTMENT OF JUSTICE 21-76

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

November 11, 1976

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: NEW SEARCHING CRITERIA

As the result of a study conducted by the Records Management Division and information provided by all FBIHQ Divisions, new searching criteria were unanimously approved and will be implemented commencing Monday, November 15, 1976. This procedure will serve the needs of the substantive FBIHQ Divisions by providing information that is timely and relevant. Destruction of Bureau Property - general

Regular search requests will automatically be limited to 10 years in criminal classifications and 20 years in all other classifications. However, a search will be conducted beyond 10 or 20 years when specifically requested. FOI/PA requests will not be affected by this new searching criteria.

The following classifications will be limited to a 20-year search:

1, 2, 3, 14, 61, 62, 64, 65, 67, 77, 97, 98, 100, 102,

105, 109, 110, 111, 112, 113, 116, 117, 118, 121, 123,

124, 133, 134, 138, 140, 151, 155, 157, 161, 163, 170,

185, 191

All other classifications will be limited to a 10-year search since most files in these categories are eligible for destruction after they have been closed for more than 10 years.

Supervisory personnel at FBIHQ should be cognizant of this change in order that responses to their requests will fulfill their needs.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-26-82 BY SP4 ELW/ptc

66-3286

Clarence M. Kelley
Director

RECORDED
46 DEC 2 1976

ORIGINAL FILED IN 66-3286-90

FBI/DOJ

DEC 22 1976

Employee Suggestion
(Rev. 9-11-59)

#66-77

b6
b7C

Date 10/27/76

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	Chicago

SUGGESTION "Destruction of Bureau Property - General"

In view of the current ten-year destruction and six-month RUC programs, it is recommended that the criminal file consolidation program be discontinued, that files be retained in their original jacket and, in conjunction with this, that the inside of the file cover (FD-245) be modified so that pertinent data regarding subjects of the file can be recorded thereon, such as: FBI Number, date of birth, photograph, prosecutive information. (Suggested revised FD-245 attached.)

This suggestion would not apply to files in the security classifications.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4ELW/rte

Current practice or rule (Include manual citation as well as facts)

Consolidation of criminal files after six months and destruction of the file cover (FD-245).

Advantages of suggestion and annual savings (include basis for estimate)

It is believed that a considerable (though unestimateable) savings in both clerical manpower and time would result from not having to assign personnel to the criminal file consolidation program. It would likewise save clerical time and file covers (FD-245) when reopening a case because the file would not have to be pulled from a consolidated volume and a new file cover (FD-245) prepared. The concurrent modification of the file cover (FD-245) would save both Agent time and provide ease of access when retrieving data which is frequently needed not only from closed files, but also routinely in pending cases. The current ten-year destruction vs. twenty-year destruction program has resulted in space saving which would compensate for the additional space required in retaining files in the unconsolidated state.

Disadvantages of suggestion

Would require modification of file cover (FD-245).

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justi within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

The suggestion has merit. The proposed recording of data could be done on a permanent top serial rather than the inside of the file cover if Headquarters feels consolidation of files should continue as at present.

[redacted] SAC
Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-

NOT RECORDED
191 NOV 9 1976

24 NOV 2 1976

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(3) - Bureau 2 - Chicago

WJF/RIG

FILED IN 66-3286-5
NOV 3 1976

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ADDENDUM

FROM CHIEF CLERK [redacted]: It is felt elimination of consolidation of closed files (criminal only) after 6 months would be beneficial to the Chief Clerk's Office for its time-saving factor. Since implementation of the 10 year destruction and 6 month RUC destruction program of crminal files, the necessity of consolidating these files for space-saving reasons is somewhat relieved. Now, charging out a consolidated volume by the Correlation Section or the substantive desk for example, ties up sometimes many different files while one is being reviewed; adding serials to any of these consolidated files means taking the whole volume apart and there is a tremendous volume of serials to be added to closed files, including NCIC "hits", original 302's and 1A exhibits sent from auxiliary offices, etc.; reopening requires again taking the volume apart and charging out the reopened file as does destruction of one of the files in the volume; not to mention the time spent in consolidating in the first place. It is believed the savings in time and manpower derived from elimination of consolidation of closed criminal files over 6 months old would greatly overshadow any space acquired through such consolidation.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : MR. COCHRAN

DATE: 11/29/76

FROM : R. L. STRAIN

Destruction of Property - General

SUBJECT: MODEL OF PRESENT FBI HEADQUARTERS BUILDING

PURPOSE:

To recommend that the model of the J. Edgar Hoover FBI Building, presently being stored in the Special Projects Section (SPS) of the Scientific and Technical Services Division, be declared surplus and destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-82 BY SP4 ELW/pte

DETAILS:

Captioned model was originally made by an unknown commercial firm for use in a television documentary possibly done by CBS. This program was made during the period the building itself was under construction and apparently became surplus to the network during this period. Somehow, it was acquired by the District of Columbia National Bank, 9th and D Streets, N.W., Washington, D.C., and placed on display in their lobby for quite a few months. Ultimately, it was offered to the Bureau, accepted and trucked by us to the Old Post Office studio for storage. It is now stored in Room 1B210C of the SPS. It is in poor condition from abuse by the public while in the bank lobby and because of the numerous trips it has made since that time. To restore the model to displayable condition would require a great deal of labor as well as material.

A check with the Tour Unit of the External Affairs Division indicates that they have no plans to display the model, that a suitable site on the present tour route is not available from a traffic standpoint, and that maintenance would present a problem.

In view of the high cost of restoration and maintenance of this model and the relative little value it would have as a display item, it is suggested that it be declared surplus and destroyed.

DE-41 66-3286-1215

1 - Mr. Cochran
RLS:aeb (3)

ST 104 REC-47 CONTINUED - OVER

14 DEC 6 1976

Exhibits Sec.

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-108

Memorandum to Mr. Cochran
Re: MODEL OF PRESENT FBI
HEADQUARTERS BUILDING

RECOMMENDATION:

That the SPS be authorized to destroy the model of the J. Edgar Hoover FBI Building currently stored in the Section.

TK/BK

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 13
Page 81 ~ Referral/Consult
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Page 83 ~ Referral/Consult
Page 84 ~ Referral/Consult
Page 88 ~ Referral/Consult
Page 89 ~ Referral/Consult
Page 90 ~ Referral/Consult
Page 104 ~ Referral/Consult
Page 105 ~ Referral/Consult
Page 199 ~ Referral/Direct
Page 200 ~ Referral/Direct
Page 221 ~ Referral/Direct
Page 222 ~ Referral/Direct

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 27

Employee Suggestion
FD-252 (Rev. 9-11-59)

#104-76

b6
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Date: 11/19/76

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: BUTTE

SUGGESTION

That the present destruction date for files and index cards in auxiliary offices on criminal matters be extended to five years.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY S.P.E.W/gmk

Destruction of Bureau Property - Gen.

Current practice or rule (Include manual citation as well as facts)

Files and index cards are destroyed in auxiliary offices six months after matter is RUCd.

Advantages of suggestion and annual savings (include basis for estimate)

Numerous times Subject resides in the territory of the auxiliary office and indices searches after the destruction date (six months) fail to disclose any investigation on Subject making indices practically meaningless. It is easier for an Agent who has handled a matter previously to handle subsequent leads than for it to be assigned to a different Agent everytime it reoccurs in an auxiliary office. At present supervisors have no way of knowing who accomplished leads in a particular matter if it is past the six month destruction date.

33 DEC 2 1976

Disadvantages of suggestion

Files would have to be stored for five years instead of the present six months.

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(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] SA

Recommendations and comments of Division Head

Suggestion appears to be worthy of consideration even though present system was recently implemented.

[redacted] - SAC

Signature and Title

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GW: mrd
12-10-76

DE-41 REC-47 66-3286-[redacted] 16 DEC 2 1976

EX 113

December 10, 1976

PERSONAL

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJ w/BHK

Mr. [redacted]
Federal Bureau of Investigation
Butte, Montana

Dear Mr. [redacted]

Destruction of Bureau Property.

Your suggestion has been received that certain field office files and index cards be retained for five years. You may be interested to know the same proposal has been considered in the recent past, and it was decided the destruction period as set forth in recent instructions to the field should not be changed.

The interest you displayed in giving me the benefit of your thoughts on this matter is indeed appreciated.

Sincerely yours,

C. M. Kelley

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Clarence M. Kelley
Director

MAILED 6
DEC 10 1976
FBI

2 - Butte
1 - Field personnel file
1 - Suggestion file

REC-47 66-3286-1217

1 - Personnel file of SA [redacted]

5 DEC 14 1976

(6) (Suggestion #104-77)

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
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Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM ☑ TELETYPE UNIT ☐

GPO : 1976 O - 207-52

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Mr. [redacted]
Federal Bureau of Investigation
Butte, Montana

NOTE: Suggests present destruction date for files and index cards in auxiliary offices on criminal matters be extended to five years. The suggestion that files and index cards be retained rather than destroyed after 6 months is contrary to instructions contained in Bulet to SAC, Albany and all offices 3-3-76, and McDermott to Jenkins memo 4-5-76 titled "Destruction of Field Files and Records" wherein a change in the Manual of Rules and Regulations was approved thereby providing for the destruction of index cards at time related file material is destroyed. Therefore, idea to retain files and index cards should not be favorably considered for adoption.

APPROVED:
Adm. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
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Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgmt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. Decker

DATE: 11/19/76

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF FILES

Destruction of Bureau Records - General

PURPOSE:

The purpose of this memorandum is to provide information regarding the status of file destruction.

SYNOPSIS:

Records Management Division employees met with representatives from the National Archives and Records Service (NARS) on 11/16/76 regarding the Bureau's proposed change in the Records Retention Plan which provides for the destruction of files more than 10 years old if criminal and 20 years old for security-related matters. NARS representatives believe this is a reasonable and desirable approach. They will further review the Bureau's request and provide a meaningful definition for historical files that must be maintained indefinitely so this matter may be brought to an early conclusion. This would give the Bureau authority to destroy all obsolete material which is now contained in over 2500 file cabinets. The current authority for destruction is rather limited and is subject to the Congressional moratorium for security-related matters. However, since the partial lifting of the moratorium on 4/7/76, over 133 file cabinets of material have been destroyed, which represents over 27,000 files. This matter is being closely followed to insure appropriate resources will be utilized on this important matter by the time full approval from NARS is received.

DE-2 REC-39 EX-109 66-3286-1218

DEC 1 1976

RECOMMENDATION:

For information.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

66-3286

1 - Each Assistant Director

JWA:evp
(19)

CONTINUED OVER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRH/mj

JAN 10 1977

Memorandum to Mr. Decker
DESTRUCTION OF FILES

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DETAILS:

On 11/16/76, SA [redacted] and I met with representatives from the National Archives and Records Service (NARS) regarding the Bureau's proposed change in the Records Retention Plan. The NARS representatives included Mr. Clarence F. Lyons, Jr., Chief of Legislative, Judicial and Fiscal Branch; his Assistant, [redacted], Appraiser, Federal Records Center. Generally, they believed that the Bureau's proposal for file retention (i.e., 10 years for criminal files and 20 years for security-related files) is reasonable and desirable. Their one concern was how to properly define the records that must be maintained for historical purposes which would ultimately be accessioned to Archives at the lapse of a specific time, such as 50 or 75 years. They wanted to provide the Bureau with reasonable guidelines for identifying historical files which met Archival requirements for permanent retention, but at the same time would allow the Bureau to destroy all obsolete records which are no longer timely and relevant to the Bureau's needs. In other words, they believed a simplified guideline is needed to eliminate a detailed file review or a complicated decision-making process and at the same time satisfy their needs.

They noted that informant data is frequently mentioned in files by a code symbol and that if informant files were destroyed because of the general age criteria, there would be no way to identify the informant for those files that are maintained for historical purposes. They were told that was precisely the Bureau's intention since informant data was given in confidence and it should remain that way. This would be one piece of the puzzle that historians would never know and that the Bureau had no intention of every providing Archives with such data. All NARS representatives agreed that this is a reasonable approach and that informant files most likely could be considered for destruction after they had been closed since they are administrative in nature and pertinent data had been incorporated into the proper case file.

They planned to further review the Bureau's request and were very enthusiastic about the Bureau's proposal, which will provide for the destruction of a large volume of obsolete material. They noted the previous retention plan required the maintenance of records that now exceed Archival needs.

Memorandum to Mr. Decker
DESTRUCTION OF FILES

The new proposal has the potential of destroying over 2500 file cabinets of material at FBIHQ; depending, of course, on the exact definition that will be provided by NARS for files which must be maintained for historical purposes. Also, the Bureau has the option of retaining those files beyond the prescribed time period if they serve a continuing need as an investigative reference. It is expected that NARS will resolve this matter within the next 30 days, which will then give the Bureau authority to apply the new criteria to criminal matters. The Congressional moratorium still applies to security-related files.

Our current authority for file destruction is rather limited due to the Records Retention Plan previously established by NARS and basically applies to: (a) cases in which there was no prosecution, (b) perpetrators of violations not developed, and (c) investigations revealed allegations were unsubstantiated or not within the FBI's jurisdiction. Also, it has been our policy to microfilm files in the criminal classifications after 10 years old and then destroy the original material. Duplicate copies of all material are also destroyed. Additionally, we have authority to destroy certain material in personnel files as set forth in the Federal Personnel Manual, which is common to all Government agencies. For field offices NARS has provided authority for the destruction of all investigative matters when closed since the field is required to forward to FBIHQ the originals, duplicates, or summarizations of substance of all significant aspects of pertinent investigative matters. However, this authority has not been completely delegated to the field since they have a need to maintain certain files for investigative reference. For this purpose, the field may destroy files after they have been closed for: (a) 6 months in auxiliary offices and (b) 10 years in office of origin. The destruction program, however, has been limited because of the current Congressional moratorium for security-related matters.

Since the lifting of the Congressional moratorium for file destruction on 4/7/76 (excluding security-related matters), over 133 file cabinets of material have been destroyed. 70 percent of this material is a result of destroying criminal files after they have been microfilmed. The balance relates to the destruction of Laboratory cases in which positive identification was not made, obsolete Bureau applicant files and obsolete material in out-of-service files. This has related to the destruction of over 27,000 files. During the past two weeks, the new proposed criteria has been applied to the 26 (ITSMV) classification, wherein they have identified over 1500 files for destruction. These, of course, will be held until final approval is received from NARS.

Boyle Suggestion
(Rev. 9-11-58)

#125-77

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Date 12/10/76

To:	From: (Suggester's name)	Division of Assignment
Director, FBI		Richmond

SUGGESTION

~~FORM~~

It is suggested that FD-478 (LIST OF FILES DESTROYED) be revised to delete 00 and 00 file number. Ten copies of proposed form enclosed.

Destruction of Bureau Records - General

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/SHK

Current practice or rule (Include manual citation as well as facts) Current practice is to review all files for 00 and 00 file number and record same on form. A Manual citation as such has not yet been recorded, however, reference is made to Bulet to Chicago dated 12/5/74, captioned DESTRUCTION OF FIELD FILES AND RECORDS, SUGGESTION MATTER, a copy of which is also enclosed.

Advantages of suggestion and annual savings (include basis for estimate) The file destruction program is being greatly hindered by a form requiring recording of information which can serve no useful purpose in any way. Since index cards must be destroyed at the time related file material is destroyed, there is no way to "get back" to a name in the indices giving a file number for reference information from an 00. It is felt the original concept of the form had to do with a proposed program whereby index cards would not be destroyed; however, with the Privacy Act and Freedom of Information (continued)

Disadvantages of suggestion

None noted.

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(The use by the United States of my suggestion shall not form the basi assigns upon the United States. I understand that I will be considered within two years after submission.)

ed

☐ Mr. ☒ Mrs. ☐ Miss

Office Services Manager

Signature and Title of Suggester

Recommendations and comments of Division Head

It appears this suggestion has considerable merit since maintaining 00 file numbers serves absolutely no purpose as index cards are destroyed.

Charles E. Price
Special Agent in Charge 286-1219

Signature and Title

(Do not write in this space - for Bureau use only)

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ENCLOSURE - Attached in training ltr

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Act programs in full swing, index cards must be destroyed, thus rendering the form FD-478 not only nonpertinent but extremely time consuming for no logical reason.

The advantages and savings are employee time and at least a doubling of the speed and efficiency of the file destruction program which must need attention in all FBI field divisions due to a moratorium on same for more than a year's time.

The form as proposed would also allow space for recording of twice as many file numbers as on the FD-478 of 6/25/76, however, it is suggested that sufficient space be allowed between the lines for easy viewing when attempting to locate numbers of files destroyed. It is also suggested that the two-digit numbers on each line be deleted as they become somewhat confusing in the maze of numbers when the form is actually in use.

Suggestion #125-77

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mjo 12/20/76)

Attached suggestion from the Richmond office proposes that form FD-478 (List of Files Destroyed), sample enclosed, be revised to delete "00" and "00 File #", and provide for the recording of additional file numbers.

OBSERVATIONS:

The Records Research Unit is in agreement with the suggestion to eliminate "00" and "00 File #" on form FD-478. On the other hand, the form was designed to facilitate and expedite recording destruction of a specific file number by merely crossing out the two digit number on the form that corresponds with the last two digits of the number of the file destroyed. This procedure requires recording only once at the top of the form the classification and complete file number within a given block of 100 files, i.e., 91-101; 87-7501; 100-201701, etc. Also by limiting each form to a block of 100 numbers provides for a chronological recording of file numbers resulting in ease of locating same should the need arise. To expand the form to accommodate recording additional numbers as suggested would add confusion and work to maintaining a record of files destroyed.

RECOMMENDATIONS:

Recommend that suggestion to eliminate columns "00" and "00 File #" from form FD-478 be adopted. That suggestion to revise the form to allow for the recording of additional numbers not be adopted.

: SAC, Chicago

: Director, FBI

DATE: December 5, 1974

PERSONAL ATTENTION

ECT: DESTRUCTION OF FIELD FILES AND RECORDS
SUGGESTION MATTER
BUDED 12/18/74

Reference is made to SAC Memorandum 52-74 (A), dated 11/5/74, with caption, "Destruction of Field Files and Records." On page three of this memorandum, item E. states: "Two lists containing the numbers of files stroyed should be maintained. One list will be filed in front of each respective ssification in the closed files section; the other list will be maintained in an ministrative file created specifically for this purpose."

A suggestion is under consideration at FBI Headquarters whereby the closed form would be used for this purpose. By use of carbon paper, two pies could be prepared for filing as noted above. By having this form for use, eld offices could correspond directly with the office of origin in the event formation in a destroyed file is needed. The suggesters feel that the retention file fronts as required by the Manual of Rules and Regulations is impractical s many field offices consolidate their closed files and the fronts are not available the time of destruction.

You are requested to thoroughly review this matter and submit your omments to the attention of the Suggestion Desk, Training Division by the close f business 12/18/74.

nclosure
- Cincinnati (Enc.) (Personal Attention)
- Mobile (Enc.) (Personal Attention)
- Philadelphia (Enc.) (Personal Attention)
- Phoenix (Enc.) (Personal Attention)
)- Richmond (Enc.) (Personal Attention)
- Tampa (Enc.) (Personal Attention)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gHK

[redacted]

Incidental Room

Use handle + return slip approved.

66-2751

SEARCHED ____ INDEXED ____
SERIALIZED ____ FILED ____
DEC 7 1974
FBI - RICHMOND

[redacted]

b6
b7C

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

66-3286-1219

FD-478 (Rev. 6-25-76)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section [illegible] and Bureau airtel dated 4/27/76. Index cards to be destroyed at time related file material is destroyed.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
20				70			
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29				79			
30				80			
31				81			
32				82			
33				83			
34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			
50				00			

Consult Jmm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 Ezw/glk

This page contains file numbers from [illegible] thru [illegible]

66-3286-1219

FBI/DOJ

Files crossed off this list have been reviewed and destroyed per MORR, Part II, Section [redacted] and Bureau airtel dated [redacted]27/76. Index cards to be destroyed at time related file material is destroyed.

File Number	Date Dest	File Number	Date Dest	File Number	Date Dest	File Number	Date Dest

FD-478 (Rev. ~~6-25-76~~ 1-7-77)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section [illegible] Bureau airtel dated 4/27/76. Index cards to be destroyed at time related file material is destroyed.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
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41				91			
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43				93			
44				94			
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46				96			
47				97			
48				98			
49				99			
50				00			

Two volumes to be removed

Two volumes to be removed

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gHK

b6
b7C

This page contains file numbers from [illegible] thru [illegible]

ENCLOSURE 66-3286-129

AMENDED REVISED FD-478

FBI/DOJ

FD-478 (Rev. 1-7-77)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section [redacted] and Bureau airtel dated 4/27/76. Index cards to be destroyed at time related file material is destroyed.

CLASSIFICATION -

File Number	Date Destroyed	File Number	Date Destroyed
01		51	
02		52	
03		53	
04		54	
05		55	
06		56	
07		57	
08		58	
09		59	
10		60	
11		61	
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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-20-82 BY SP4 [illegible] w/ b MM

b6
b7C

See Serial Letter to Bureau dated 12/1/76 & 1/11/77 Reported

This page contains file numbers from _____ thru _____

FBI/DOJ

XEROX COPY of MASTER for REVISED FD-478 (Rev. 1-7-77) - no printing at this time.

66-3286-1219

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : ~~Mr. Decker~~

DATE: 12/8/76

FROM : J. W. Awe

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS — General

PURPOSE: The purpose of this memorandum is to advise receipt of approval from the National Archives and Records Service (NARS) for destruction of erroneous record material and propose a means by which this matter will be resolved.

DETAILS: Based on W. L. Bailey memorandum to Mr. Decker, dated 9/17/76, request for authority to destroy records maintained at FBIHQ and the LA Field Office was forwarded to NARS as the result of erroneous information detected through the response to an FOIPA request. The requester was informed of the length of time involved in the legal destruction process and the LA Office was requested to forward all pertinent file material and index cards, including material which had been disseminated.

By routing slip, dated 10/21/76, NARS returned our request bearing approval of the Acting Archivist of the United States and the stipulation that index cards will be retained for accountability. Since the Fraud Against the Government (FAG) case file on which the request was based will be destroyed in entirety, provisions have been made for retention of index cards through indexing the FOIPA case file.

Records have now been received from the LA Office with the exception of documents furnished to the U.S. Attorney, Los Angeles (USA, LA). In lieu of returning this material, AUSA, LA, assumed the option of retaining pertinent reports and requested that a letter be prepared at FBIHQ to verify the inaccuracies and, noting particularly, the fact that the criminal records pertain to one [redacted] AUSA, LA, advised that the explanatory letter would subsequently be filed with the retained reports. b6 b7C

66-3286 — 3 FEB 23 1977

1 - Mr. Gallagher
(Attn: Mr. Rhyne)
2 - ENCLOSURE
66-19087

NOT RECORDED
191 MAR 1 1977

Enclosures
CMG:chs
(5)

RECORDS SYSTEMS

4 MAR 7 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gmr

ORIGINAL FILED IN 66-19087-99

Memorandum to Mr. Decker
ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

b6
b7C

The assembled file material, index cards and abstracts related to the FAG investigation have now been destroyed. The Disclosure Section of the FOIPA Branch will separately prepare correspondence directed to the AUSA, LA, to verify the inaccuracies of this material, as requested, and to the requester, [redacted] to inform him of the reports retained by the AUSA, LA.

RECOMMENDATION:

None. For records purposes.

WMB

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Ext. Affairs	Plan. & Insp.
Dep. AD Adm.	Fin. & Pers.	Rec. Mgt. 4/5/77 WMB
Dep. AD Inv.	Gen. Inv.	S. & T. Serv.
	Ident.	Spec. Inv.
	Intell.	Training

AUSA, LA, has been advised to destroy records. RDS/amg 2/16/77

Employee Suggestion
FD-252 (Rev. 9-11-59)

#123-77

b6
b7C

Date
12/10/76

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Butte

SUGGESTION

It is suggested that investigative files of FBI employees, which files are maintained with the personnel files where the employees are assigned, be destroyed when 10 years old the same as any other file in which the Bureau is office of origin.

Current practice

When an employee enters on duty in a Field Division the Manual of Rules and Regulations (Part II, Section 3, page 10, item D, 3, e) states the investigative file is to be maintained with the personnel file while the employee is assigned in that particular Division. In some instances the investigative file has been destroyed prior to the transfer of an employee to a Division where investigation was conducted if the investigative file was 10 years old prior to the transfer. However, in many instances (especially with clerical employees) the investigative file is maintained much longer than the 10 years and is removed from the personnel files only when an employee resigns, retires or is transferred.

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

The only advantage is the saving of space. Since personnel files are maintained in special fireproof cabinets, the saving of space would also be a saving in the purchase of such cabinets.

Destruction of General

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-92 BY SP4 EZW/glk

EXP. PROC. 3

40 DEC 14 1976

Disadvantages of suggestion

None known as investigative files of employees would be destroyed routinely when 10 years old the same as any other file in which the Bureau is office of origin. It is felt after 10 years there is practically no occasion when an investigative file would be of value or even referred to.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature of Employee

(Secretary Stenography)

b6
b7C

Recommendations and comments of Division Head

This is an excellent suggestion and if adopted would result in the disposition of reports which are of absolutely no assistance.

SAC

Signature and Title THOMAS P. DRUKEN

(Do not write in this space - for Bureau use only)

Lett of Approc
GW mrd
1-6-77

56 JAN 21 1977

EX-113

REC- 13 66-3286-1220

DE-44

22 DEC 14 1976

INDEXED

Suggestion #123-77

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mjo 12/20/76)

Attached suggestion from the Butte office proposes that investigative files of FBI employees be destroyed when 10 years old.

OBSERVATIONS:

Current regulations provide for the destruction of investigative files when 10 years old in auxiliary office in those cases in which the Bureau is office of origin. This includes investigative files of FBI employees. Therefore, it is believed that existing instructions are sufficiently clear to permit the destruction of files as suggested.

RECOMMENDATIONS:

Recommend that suggestion not be adopted in view of existing instructions regarding destruction of investigative files.

Suggestion #123-77

ADDENDUM: PLANNING AND INSPECTION DIVISION CEM/imt 12/21/76

Planning and Inspection Division recommends that this suggestion be adopted. In fact, this Division would favor a policy of destroying the field investigative files of Bureau employees after one year if consistent with archival requirements. It is our understanding that if all pertinent information is on file at a central location such as FBIHQ in the case of Bureau Applicant Matters, archival approval could be obtained to destroy auxiliary office files on a more timely basis.

Suggestion #123-77

ADDENDUM OF FINANCE AND PERSONNEL DIVISION AES:dam 12/20/76

The Finance and Personnel Division believes that this recommendation has merit and should be adopted. It is felt that the basis for adoption is in the conformity of file destruction rules rather than the possible space saving which might occur. It is pointed out that field investigative files of Bureau employees are destroyed under the ten-year rule in offices other than where the employee is assigned. Therefore, this rule should be followed in the office where the employee is assigned as the employee's Headquarters file contains all results of investigation conducted on the employee.

FBI
DEC 23

66-3286- (1221) IN THIS FILE SKIPPED DURING SERIALIZATION.

3/31/77

dew

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gjdt

C

AIRTEL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/82 BY sp4Tp/alw

1/12/77

To: SAC, Albany

PERSONAL ATTENTION

From: Director, FBI

THE BLACK PANTHER PARTY, ET AL
V. EDWARD LEVI, ET AL., USDC, DC
CIVIL NO. 76-2205 - FILE DESTRUCTION of Bureau Property

The Department has advised of a lawsuit by the Black Panther Party (BPP) which was filed in the United States District Court for the District of Columbia on December 1, 1976, against FBI Director Kelley and other defendants. The Department has advised that in connection with this lawsuit all documents which in any way relate or which might potentially relate to this matter be preserved pending the outcome of this litigation. Records in this category are currently governed by the Congressional moratorium on destruction. However, in connection with your existing authority to destroy files in field offices, great care should be taken to insure that no files are destroyed which contain the BPP in the caption of the case or the BPP as a subcaption to any individual investigation irrespective of classification. This restriction will remain in effect until you are advised to the contrary.

It has additionally been noted that the following individuals are listed as plaintiffs in this lawsuit and the restriction for destruction would also apply to them. This would include any files wherein these individuals may be cross referenced into any other investigative file. Therefore, you should prepare a search slip on these individuals to insure that all files or any references relating to them are maintained.

HUEY P. NEWTON
8501 East 14th Street
Oakland, California

[redacted] b6 b7C

1 - Each Field Office
1 - Each Legal Attache
1 - Mr. Held
1 - Mr. Adams
1 - Mr. McDermott
1 - Each Assistant Director

66-3286

NOT RECORDED
167 FEB 8 1977

JAN 25 1977

Route through General Investigative and Legal Counsel Divisions

JWA:evp
(21)

SEE NOTE PAGE 2.

MAR 17 1977

MAILED 2
JAN 14 1977
FBI

ORIGINAL FILED IN 62-117412

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.

TELETYPE UNIT

Airtel to SAC, Albany
THE BLACK PANTHER PARTY, ET AL
V. EDWARD LEVI, ET AL., USDC, DC
CIVIL NO. 76-2205 - FILE DESTRUCTION

[redacted]

BERTON SCHNEIDER
933 N. LaBrea
Los Angeles California
90038

b6
b7C

[redacted]

[redacted]

[redacted]

[redacted]

In connection with this restriction, convenience ticklers and duplicate copies (including channelized copies) without action statements are nonrecord material and may be destroyed when administrative needs have been met.

NOTE: Department letter from Rex E. Lee, Assistant Attorney General, Civil Division, to the Director dated December 22, 1976, requested the Bureau to insure that documents as described above are not destroyed in connection with previously authorized destruction criteria pending the outcome of this litigation.

APPROVED: [redacted]

Director	Adm. Serv.	Legal Coun.
Asscc. Dir.	Ext. Affairs	Plan. & Insp.
Dep. AD [redacted]	Fin. & Pers.	Rec. Mgt.
Dep. AD [redacted]	Gen. Inv.	S. & T. Serv.
	Ident.	Spec. Inv.
	Intell.	Training

January 6, 1977

PERSONAL

Miss [redacted]
Federal Bureau of Investigation
Butte, Montana

Obstruction of Bureau Property
Removal

Dear Miss [redacted]

Thank you for your suggestion concerning the investigative files of FBI employees. After careful consideration, it is believed that current instructions are sufficiently clear regarding your proposal; therefore, favorable action is not being taken.

b6
b7C

The thoughtfulness you expressed by submitting your idea to me is greatly appreciated.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/MK

MAILED 6
JAN 7 1977
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

ATTENTION SAC: Your attention is directed to Part II, Section 3, page 13a, item d (1), of the Manual of Rules and Regulations.

ST-108 REC-13 66-3286-1222

2 - Butte
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted]

GW:mrd
(6)

(Suggestion #123-77)

23 JAN 11 1977

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

Continued - Over

GPO : 1976 O - 207-526

Miss [redacted]
Federal Bureau of Investigation
Butte, Montana

b6
b7C

NOTE: Suggests that investigative files of FBI employees, which files are maintained with the personnel files where the employees are assigned, be destroyed when 10 years old, the same as any other file in which the Bureau is office of origin. The Planning and Inspection Division recommends that suggestion be adopted. In fact, this division would favor a policy of destroying the field investigative files of Bureau employees after one year if consistent with archival requirements. The Records Management Division recommends that suggestion not be adopted in view of existing instructions regarding destruction of investigative files. Current regulations provide for the destruction of investigative files when 10 years old in auxiliary office in those cases in which the Bureau is office of origin. This includes investigative files of FBI employees. Therefore, it is believed that existing instructions are sufficiently clear to permit the destruction of files as suggested. Training Division agrees with the Records Management Division that (Part II, Section 3, Page 13a, of the Manual of Rules and Regulations) existing instructions regarding this suggestion are clear and recommends that no further action be taken. Views attached.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Intell.

Legal Coun.
Plan. & Insp. AVT
Rec. Mgmt. RJD/wcB
Tech. Serv.
Spec. Inv.
Training

[redacted]

Memorandum

b6
b7C

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. ____
Tech. Inv. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. [redacted]

DATE: 1/5/77

FROM : [redacted]

Division 4

Bureau Property - General

SUBJECT: DESTRUCTION OF PRODUCTION RECORDS OF RECORDS MANAGEMENT DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gmh

ORIGINAL FILED IN 66-1835-79

PURPOSE:

To report that production records of each unit in the Records Management Division dating back to 1951 will be destroyed with the exception of those pertaining to the last two years (1975-76). Henceforth, these production records will be destroyed by the Personnel Records Unit each January after they become two years old.

DETAILS:

Miss [redacted] File Supervisor, Personnel Records Unit, determined that since January, 1951, monthly production records in the Records Management Division have been retained and suggested that such records be destroyed when they become two years old. Inquiry has determined that these records are seldom, if ever, referred to by officials and supervisors at Headquarters. The only exception would be inspections, where on one occasion the records were reviewed for the immediate past two years because there had not been an inspection for almost that period of time. Since each employee's production is closely followed monthly and appropriate administrative action recommended promptly, there is no useful purpose to be served in retaining these records beyond a period of time that could reasonably be expected to be useful in answering inspection questions. Destruction of these records with the exception of the immediate past two years would save 8 cubic feet of space and would not be in violation of any moratorium or archival regulation. Miss [redacted] has been orally commended for her suggestion.

b6
b7C

66-3286-

no archival problem this is listed on our Records Control schedule

66-1835-7

RECORDED
167 FEB 10 1977

FEB 8 1977

b6
b7C

RECOMMENDATION:

None. For information.

JLB:dw
(3)

1 - Personnel file of [redacted]

listed on Suggestions Desk for Statistical purposes only. gw 1-28-77

5 FEB 22 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

January 7, 1977

PERSONAL

Destruction of Bureau Records - general

Mrs. [redacted]
Federal Bureau of Investigation
Richmond, Virginia

b6
b7C

Dear Mrs. [redacted]

Thank you for your suggestion that Form FD-478 be revised in a particular manner. After careful consideration, I am pleased to advise you that a modified version of your proposal has been approved, and steps will be taken to place it into effect when the present supply of this form has been exhausted.

The thoughtfulness which you expressed by submitting your idea to me is greatly appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

2 - Richmond
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mrs. [redacted]

GW:mrd
(6)

(Suggestion #125-77)

b6
b7C

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM [ ] TELETYPE UNIT [ ]

57FEB3 1977

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gbk

GPO : 1976 O - 207-526

[redacted]

b6
b7C

Mrs. [redacted]
Federal Bureau of Investigation
Richmond, Virginia

NOTE: Suggests that FD-478 (List of Files Destroyed) be revised to delete office of origin and office of origin file number. The proposed revision would also allow space for recording of twice as many file numbers. The Records Management Division recommends that suggestion to eliminate "OO" and "OO File #" from FD-478 be adopted; however, this division recommends against revising the form to allow additional numbers. The present form is limited to a block of 100 numbers and provides a chronological recording of file numbers resulting in ease of locating same should the need arise. Training Division agrees that the "OO" and "OO File #" should be eliminated from FD-478, and upon approval, this letter will act as authority for the Forms Management Desk, Training Division, to make the appropriate revision when the present supply of this form has been exhausted. Views attached.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt. AJ Sykes
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm. MDP	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-05-2011

OPTIONAL FORM NO. 10

[redacted]

Memorandum

TO : Harold N. Bassett, Assistant Director
Administrative Services Division
Federal Bureau of Investigation

DATE: NOV 3 1976

FROM : Glen E. Pommerening
Assistant Attorney General
for Administration

SUBJECT: Cannibalization and Destruction of Equipment

Destruction of Bureau Property

Reference your memorandum dated September 28, 1976, subject as above.

The Federal Property Management Regulations (FPMR), 41 CFR 101-43.315-2, discusses the methods of obtaining reliable information on the availability of excess property.

When the need for excess property cannot be reasonably foreseen, the actions prescribed in FPMR 101-43.315-2(a), (b) and (c) should be met in a formal or informal manner to the extent possible prior to cannibalization.

In cases where future requirements can be foreseen, such as the discontinuance of a major assembly or line of products by a manufacturer, the provisions of FPMR 101-43.315-2(d) must be met. This will provide the General Services Administration an opportunity to locate usable excess prior to cannibalization, without the pressure normally associated with exigencies.

In any event, a statement supporting the removal of an item from property records must be in accordance with Condition 6 of my August 26, 1976, memorandum.

I trust the above references and amplification provide the guidance you requested.

REC-19 66-3286-1224

JAN 25 1977

EX-109

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gHK

FBI
DATE 9/9/03 AUC 60290 BCE/DCG/ymw
#03-R0762

5 FEB 5480 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Kelly

DATE: 1/25/77

FROM : S. R. Burns

SUBJECT: ADMINISTRATIVE ADVANCEMENT CARDS

PURPOSE: To recommend that Administrative Advancement Cards maintained by Movement be discontinued.

DETAILS: Since approximately 1955 Special Agent Annual Performance Ratings (currently over 8,000 in number) have been routed to Movement where they are reviewed to determine if the Agent is interested, available and qualified for Administrative Advancement. When an Agent is so interested, available and qualified a 3" x 5" card (sample copy attached) is prepared and updated annually upon receipt of his performance rating. The cards are maintained in alphabetical order and additionally indicate office of assignment.

Efforts to locate memoranda authorizing this administrative procedure were unsuccessful. The exact purpose of the cards is unknown but in all liklihood they were used in some way to facilitate the selection of personnel for advancement to FBIHQ.

Currently no reports are generated from the cards and there are no recalled instances by Movement personnel for any requests for information from the cards. There is therefore no known purpose for maintaining the cards. As you are aware, those Agents interested, available and qualified for administrative advancement may now be identified through automated records.

RECOMMENDATION: That the Administrative Advancement Cards maintained by Movement in room 6148 be discontinued and that the mail flow be appropriately adjusted to preclude Movement receiving Agent performance ratings in the future.

APPROVED:

Director ____
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Intell. ____
Legal Coun. ____
Plan. & Insp. ____
S. & T. Serv. ____
Spec. Inv. ____
Training ____

Enc. 1 DISCLOSURE
DCT:pms (5)
1 - Mr. [redacted]
1 - Mr. Kelly
1 - Mrs. Smith (Attn: Mrs. [redacted]

b6
b7C

66-3286-

NOT RECORDED
191 MAR 3 1977

MAR 9 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan!

5010-104

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY SP4 E JW/BHP 9-22-82

ORIG. COMP. 66-3286-

cards destroyed 2-1-77

[redacted]

b6
b7C

ASSIGN: Miami
RA Fort Pierce
3/31/[illegible] adv Inter, avail & qual-E

3/31/74-SAC adv Inter, avail & qual-I

3/31/75-SAC adv Inter, avail & qual-E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 E2w/ghk

ENCLOSURE

January 12, 1977

PROPOSED CHANGES IN
MANUAL FOR BUREAU SUPERVISORS

Destruction of Bureau Records - General

Section 14, (1), (b), page 7, paragraph 4, amend to read:

STANDARD SEARCHING PROCEDURE for both Name Searching and Service Units is limited to a search of references prepared during the past 10 years for criminal classifications and 20 years for all others. Further elimination of nonpertinent references will be made based on identifying information furnished (analytical search). Appropriate notations on the combined search/routing slip (Form 4-22) should be indicated or terminology thereon should be provided for telephone requests to insure that an adequate search is conducted.

Extended searches are available and should be noted accordingly:

RESTRICTED SEARCH NOT APPLIED: Listed references will be extended beyond the 10-or 20-year limitation of the standard search when specific requests are made for this service.

Section 14, (1), (b), 1, page 7, lines 1, 2, 3, and 4; delete.

Section 14, (1), (b), 2, page 8, lines 1 and 2; delete.

Section 14, (1), (b), page 8, lines 3 and 4, amend to read:

ALL REFERENCES search should be requested when search of subversive and nonsubversive references is desired.

Section 14, (1), (b), page 8, paragraph 3, amend to read:

The number of references listed can be reduced by indicating the type of search desired:

66-3286-

1. Subversive Search - The following are classifications in which security information might appear; however, criminal violations will be restricted to a 10-year search on the standard search:

Section 14, (1), (b), page 8, paragraph 4, amend line 1 to read:

2. Nonsubversive Search - The following are remain -

1 - Manuals Desk

CMG:evp
(7)

54 JAN 6 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgnt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Secy ___

NOT RECORDED
6 JAN 24 1977

SEE NOTE PAGE 2

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gmk

GPO : 1976 O - 207-526

UNRECORDED COPY FILED IN

Section 14, (1), (b), page 8, paragraph 4, amend last line to read:

versive category) and references will be limited to 10 years on standard searches.

Section 14, (1), (b), page 8, item 4, amend to read:

RESTRICTED TO LOCALITY. Listing of references will be restricted to localities noted on index cards.

Section 14, (1), (b), page 8, paragraph 8, continue line 2 to read:

clude six-way breakdown, illustrated as follows, using example, John William Smith.

John William Smith, John W. Smith, John Smith, J.W. Smith, J. William Smith, William Smith

Breakdown may be limited by indicating Exact Name Only, in which event search, sometimes referred to as "on the nose," will be made on name furnished.

Section 19, (b), page 15, paragraph 1, amend to read:

NR - No Record - Term "no record" indicates that it has been established that individual on form is not the same individual mentioned in file or that reference content exceeds the 10- or 20-year limitation for the standard search.

Section 19, (b), page 15, paragraph 6, line 3, amend to read:

reference or the reference content exceeds the 10-or 20-year limitation for the standard search.

Section 20, page 15, amend line 6 to read:

eliminate references which appear to be of no value. Specific requests

NOTE: Based on memorandum A. J. Decker to Mr. McDermott dated 10/12/76, captioned "File Destruction and Searching Criteria" wherein approval was granted to implement a 10- and 20-year searching criteria.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt. AJD
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

Employee Suggestion
FD-252 (Rev. 9-11-59)

#179-77

Date
12/29/76

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA THOMAS F. BECKER	LOUISVILLE

SUGGESTION

That index cards for cases "RUC'd" by auxiliary offices not be destroyed at the time that the investigative files are destroyed.

Destruction of Bureau Property - Memo

DE-32

Current practice or rule (Include manual citation as well as facts) Index cards for "RUC'd" cases are destroyed six months after the case is "RUC'd". Manual of Rules and Regulations, Part II, Section 3, page 13c (6/28/76)

REC 61 66-3386-125

Advantages of suggestion and annual savings (include basis for estimate) Allows for subsequent information retrieval. At present, after six-month destruction, an indices search would be negative, and therefore, misleading, in that it suggests that the name or organization checked had not been subject to FBI investigation in the past. The retention of an index card portrays a more complete picture of actual circumstances, even though the file has been destroyed and it allows for subsequent communication with the former "OO" to retrieve past investigative results, e.g., pictures, accomplices, associates, etc. While files may be retained at the agent's discretion, for stated reasons, it is not always clear at the time a case is RUC'd" what value the information contained therein may have at a future date. Annual savings unknown.

2-15

21 JAN 24 1977

Disadvantages of suggestion

Increase in space to accommodate index cards.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss SA Thomas F. Becker
Signature and Title of Suggester

Recommendations and comments of Division Head

It appears that the above suggestion has some merit and should be given some consideration.

SAC Stanley S. Symanski
Signature and Title

(Do not write in this space - for Bureau use only)

Lett of Apprec
Glw mrd
2-11-77

F-46

55 FEB 25 1977

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gtk

February 11, 1977

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EIW/gmr

Mr. Thomas F. Becker
Federal Bureau of Investigation
Louisville, Kentucky

Dear Mr. Becker:

Your suggestion regarding the destruction of certain field office index cards has been received. You may be interested to know, the same proposal has been considered several times in the recent past, and it was decided the destruction period as set forth in instructions to the field should not be changed.

The interest you displayed in giving me the benefit of your thoughts on this matter is indeed appreciated.

Sincerely yours,

REC 61

C. M. Kelley
Clarence M. Kelley
Director

66-3286-1726

DE-32

7 FEB 15 1977

2 - Louisville
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA Thomas F. Becker
CW:mrd
(6)

(Suggestion #179-77)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM ☑ TELETYPE UNIT ☐

Continued - Over

GPO : 1976 O - 207-526

Mr. Thomas F. Baker
Federal Bureau of Investigation
Louisville, Kentucky

NOTE: Suggests index cards for cases "RUC'd" by auxiliary offices not be destroyed at the time the investigative files are destroyed. The suggestion that files and index cards be retained rather than destroyed after 6 months is contrary to instructions contained in Bulet to SAC, Albany and all offices 3-3-76, and McDermott to Jenkins memo 4-5-76 titled "Destruction of Field Files and Records" wherein a change in the Manual of Rules and Regulations was approved thereby providing for the destruction of index cards at time related file material is destroyed. Therefore, idea to retain index cards should not be favorably considered for adoption.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

Employee Suggestion
FD-252 (Rev. 9-11-59)

#227-77

b6
b7C

Date	
2/9/77	

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	ASAC [redacted]	Pittsburgh

SUGGESTION That attached form, captioned "Background Data Request," which is self-explanatory in nature, be adopted for field use.

Bulet to Albany and all offices, 3/3/76, captioned "Destruction of Field Files and Records," authorizes destruction of auxiliary office files six months after a case is last referred upon completion to office of origin, except in certain stipulated instances. Vast majority of auxiliary office files do not warrant exemption and are destroyed after six months.

Beginning in October, 1976 (six months after receipt of Bulet 3/3/76) auxiliary offices began receiving leads in files which had been destroyed under six-month rule. Leads were not accompanied by necessary background or descriptive data, necessitating correspondence with office of origin to obtain same, prior to coverage of leads. This form enables auxiliary offices to expeditiously request needed data without expending typist or stenographic time and effort.

Current practice or rule (Include manual citation as well as facts) Auxiliary offices must now request needed data via telephone, teletype or written communication such as airtel or letter. Destruction of Bureau Property - Memo

Advantages of suggestion and annual savings (Include basis for estimate) By using handprinted form, needed background material can be requested from office of origin by auxiliary office supervisor immediately upon determination that former case file in matter has been destroyed. Notation by supervisor on incoming communication that FD- was sent constitutes necessary record of action. Requests for background data now normally handled by case Agent upon receipt of new case by dictating teletype, airtel or letter. Use of form would save 3-5 days time in getting request to office of origin; at least three pieces of stationery; stenographic/typist time; time expended by rotor clerk in serializing and filing outgoing request. Annual savings unknown.

ORIGINAL FILED IN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/JNK

Name(s) of employee(s) suggesting: None known

66-3286

NOT RECORDED
167 MAR 3 1977

3-2
7 FEB 11 1977

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Assistant Special Agent in Charg

Recommendations and comments of Division Head

Recommend adoption. Although current instructions require what suggestion will accomplish they are uniformly honored more in the breach than the observance. Suggestion is a practical remedy.

Special Agent in Charge

(Do not write in this space - for Bureau use only)

1 - Enclosure (attached in quadruplicate)
F-370

Letter of Appreciation
GWO, mrj
3-1-77

TWO

Background Data Request
FD-

INSTRUCTIONS

Auxiliary Office

1. This form may be submitted in legible hand printing.
2. Complete only one copy of form, sending same to OO.
3. Show on all copies of incoming communication that FD- was sent to OO, and date of this action.

Office of Origin

1. Do not blockstamp incoming form.
2. Use this form as transmittal letter to send serials, photographs and other material to the interested auxiliary office.
3. Record items sent to auxiliary office on original file copies.

TO:

DATE:

FROM:

SUBJECT:

Re

Reference communication requested this office cover lead(s) in captioned matter. Although this office has conducted investigation in this matter in the past, case file has since been destroyed in accordance with existing instructions, and background data necessary to properly cover your lead(s) is lacking.

Promptly forward to this office copy of all serials containing background data pertinent to coverage of requested lead(s). If subject is in fugitive status, also forward copy of serial containing complete physical description of subject as well as copy of serial reporting filing of complaint, offense charged, issuance of warrant and recommended bond. If fugitive, also furnish copy of most recent photograph.

Return reply to:

SAC, _____

File No. _____

Encls.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/lgmw

ENCLOSURE

Employee Suggestion
FD-252 (Rev. 9-11-59)

#209-77

b6
b7C

Date
2/1/77

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Tampa

SUGGESTION

Suggest FD-478 be revised to add a column for date that file can be destroyed. Sample enclosed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gHK

Current practice or rule (Include manual citation as well as facts)

Master assignment cards are used as a tickler for file destruction since 12/74.

Advantages of suggestion and annual savings (include basis for estimate)

Prior to ruling for master assignment cards being utilized as ticklers for file destruction, all files are reviewed for destruction. At the time files are being reviewed and destroyed the FD-478 is appropriately marked, at this time, if unable to destroy a file because of age, a date could be inserted next to file number on the FD-478. The FD-478 control file could be reviewed on an annual basis for file destruction. This would eliminate reviewing all consolidated files prior to 12/74 each year for file destruction.

Destruction of Bureau Property Gen

Disadvantages of suggestion

None known.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion has merit and adoption recommended.

2-25 Philip A. McGuff
SAC Signature and Title

(Do not write in this space - for Bureau use only)

5 ENCLOSURE
Attached

REC-49 66-3286-1227
DE-32
24
17 FEB 1977

57 MAR 11 1977

WMO'Brien/gw

Suggestion #209-77

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mk 2/10/77)

Attached suggestion from the Tampa Office proposes that form FD-478 (list of files destroyed) be revised to provide a column for recording "date file can be destroyed." Present policy provides that master assignment card (FD-1c or FD-1d) is to be used as a tickler and set up according to date file will be eligible for destruction (ten years in office of origin cases and six months in auxiliary office cases). When files are pulled on tickler in connection with the file destruction program, the file is reviewed and if pertinent activity has transpired subsequent to the original closing/RUC date the tickler is reset for a more appropriate period. In those instances where a case has been reopened the most recent assignment card supercedes the earlier one.

OBSERVATIONS:

The Records Systems Section (RSS) is of the opinion that the present procedures of identifying through the tickler system files that satisfy the destruction criteria is far more efficient than that suggested in that it is significantly less cumbersome and time consuming to maintain. Cases that would be closed/RUD'd today might be reopened tomorrow and closed/RUC'd again which would result in the date on FD-478 having to be changed continually. For those cases closed/RUC'd prior to December 1974, which are to be retained beyond the period currently specified in the field file destruction criteria, it is believed that it would be more efficient and practical to prepare a three by five index card indicating subject, file number, and date file will be eligible for destruction. The three by five card will then serve as a tickler and be set up according to date file can be destroyed. It is felt that suggestion does not warrant favorable consideration for adoption.

RECOMMENDATIONS:

Recommend that suggestion not be adopted.

FD-478 (Rev. 6-25-76)

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section 3, and Bureau airtel dated 4/27/76. Index cards to be destroyed at time related file material is destroyed.

CLASSIFICATION -

To be destryd	File #	OO	OO File #	Date Destroyed	To be destryd	File #	OO	OO File #	Date Destroyed
	01					51			
	02					52			
	03					53			
	04					54			
	05					55			
	06					56			
	07					57			
	08					58			
	09					59			
	10					60			
	11					61			
	12					62			
	13					63			
	14					64			
	15					65			
	16					66			
	17					67			
	18					68			
	19					69			
	20					70			
	21					71			
	22					72			
	23					73			
	24					74			
	25					75			
	26					76			
	27					77			
	28					78			
	29					79			
	30					80			
	31					81			
	32					82			
	33					83			
	34					84			
	35					85			
	36					86			
	37					87			
	38					88			
	39					89			
	40					90			
	41					91			
	42					92			
	43					93			
	44					94			
	45					95			
	46					96			
	47					97			
	48					98			
	49					99			
	50					00			

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gmm

This page contains file numbers from _____ thru _____

ENCLOSURE 66-3286 1227

FBI/DOJ

February 24, 1977

b6
b7C

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/JHN

Mrs. [redacted]
Federal Bureau of Investigation
Tampa, Florida

Dear Mrs. [redacted]

Destruction of Bureau Property - General

I have received your suggestion that Form FD-478 be revised in a particular manner. After evaluation, it is believed that our present procedures regarding the file destruction criteria should be continued.

The thoughtfulness which you expressed by submitting your proposal to me is greatly appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

REC-49

66-3286-1228

2 - Tampa
1 - Field personnel file
1 - Suggestion file

9 FEB 25 1977

1 - Personnel file of Mrs. [redacted]
GW:mrd
(6)

b6
b7C

(Suggestion #209-77)

MAILED 10
FEB 24 1977
FBI

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1976 O - 207-526

Mrs. [redacted] b6 b7C
Federal Bureau of Investigation
Tampa, Florida

NOTE: Suggests that Form FD-478 (list of files destroyed) be revised to provide a column for recording "date file can be destroyed." The Records Systems Section, Records Management Division, is of the opinion that the present procedures of identifying through the tickler system files that satisfy the destruction criteria is far more efficient than that suggested in that it is significantly less cumbersome and time consuming to maintain. This division recommends that suggestion not be approved, and Training Division agrees. Views attached.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

Employee Suggestion
ED-292 (Rev. 9-11-59)

#233-77

Date: 1/28/77

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Los Angeles

SUGGESTION

It is suggested that consideration be given to the elimination of Form FD-479. My suggestion is that a block stamp be utilized which would contain a synopsis of information presently appearing on Form FD-479 and that the destruction order be stamped on the reverse side of file jacket or on the top serial if file is consolidated. b6 b7C

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as facts)

For each case that is closed or RUC'd an FD-479 is prepared by the Case Agent and included as the top serial in the file.

Advantages of suggestion and annual savings (include basis for estimate)

1. Substantial savings in paper and printing costs. Los Angeles usage of this form is approximately 37,500 copies per year at an estimated annual cost of $2,000.

2. Agent time saved in form preparation.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/JHK

Disadvantages of suggestion

None.

b6 b7C

(The use by the United States of my suggestion shall not form the ba[sis] for any claim by me, my heirs, or assigns upon the United States. I understand that I will be considered [if my suggestion is adopted] within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Mis[s]

SPECIAL AGENT
[Title] of Suggester

Recommendations and comments of Division Head

While the basis for this suggestion is appreciated, it has been given consideration and is not being recommended for adoption at this time for the following reasons: DE-47

(continued on page 2)

[Signature] Asst. Dir.
Signature and Title SAC, ADM. DIV.

(Do not write in this space - for Bureau use only)

Lett of Apprec
Gwinn rd
3-9-77

REC-47 66 3286 1229

3-10

14 FEB 17 1977

17 MAR 16 1977

F-370

EWO MSV/pge

When case is closed, stamp would be placed on the inside of file cover. When file is consolidated at a later date, the information would have to be transferred to the top serial of the file. This would mean losing the agent and supervisor's original initials which is felt necessary to place responsibility on the agent. As new mail is added to the file the serial with the stamp on it would no longer remain the top serial and thus easily overlooked.

March 9, 1977

PERSONAL

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gmk

Mr. [redacted]
Federal Bureau of Investigation
Los Angeles, California

Destruction of Bureau Records - General

Dear Mr. [redacted]

Your suggestion has been received that we discontinue the use of Form FD-479. After careful consideration, it is believed that our present procedures as covered in the Manual of Rules and Regulations, Part II, Section 3 D. 8. a., should not be changed.

Although favorable action was not taken in this instance, the interest you expressed by submitting your proposal to me is appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

V-12 104 DE-47 REC-47 66-3286-1230

3 MAR 16 1977

2 - Los Angeles
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA [redacted]

b6
b7C

JEW:mrd
(6) (Suggestion #233-77)

MAILED 10
MAR 9 1977
FBI

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAR 16 1977

MAIL ROOM ☑ TELETYPE UNIT ☐

PMS

GPO : 1976 O - 207-526

Mr. [redacted]
Federal Bureau of Investigation
Los Angeles, California

b6
b7C

NOTE: Suggests that consideration be given to the elimination of Form FD-479, that a block stamp be utilized which would contain a synopsis of information presently appearing on this form, and that the destruction order be stamped on the reverse side of file jacket or on the top serial if file is consolidated. The SAC of the Administrative Division in Los Angeles does not recommend the adoption of this suggestion. Training Division is of the opinion that the Manual of Rules and Regulations, as cited in letter to suggester, covers this proposal when they state that the case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC) or else note that it should be retained plus appropriate justification for such retention. Form FD-497 may be used for this purpose. Training Division recommends that no further action be taken on this proposal.

April 8, 1977

b6 b7C PERSONAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gmk

Mr. [redacted]
Federal Bureau of Investigation
San Francisco, California

Dear Mr. [redacted]

I have received your suggestion that all auxiliary office files be retained for a five-year period and then destroyed. You may be interested to know similar proposals have been considered in the recent past, and it was decided the destruction period as set forth in instructions to the field and in the Manual of Rules and Regulations should not be changed.

The interest you displayed in giving me the benefit of your thoughts on this matter is appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

DE-52
ST-103
REC-60 66 32 86 -1231
V-35
22 APR 12 1977

2 - San Francisco
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Mr. [redacted]

UGW:klm (6)

MAILED 10
APR 8 1977
FBI

(Suggestion 320-77)

b6
b7C

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

APR 1 1977

MAIL ROOM [ ] TELETYPE UNIT [ ]

GPO : 1976 O - 207-526

Destruction of Bureau Property Generally

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
San Francisco, California

NOTE: Suggests that all auxiliary office files be retained for a five-year period and then destroyed, as that is the normal statute of limitations. This suggestion is contrary to instructions contained in Bulet to SAC, Albany and all offices, 3-3-76, and McDermott to Jenkins memo, 4-5-76, titled "Destruction of Field Files and Records" wherein a change in the Manual of Rules and Regulations was approved thereby providing for the destruction of auxiliary files under two basic destruction rules--(1) ten years and (2) six months. In view of the present policy regarding the destruction of field files and records and the fact prior suggestions along this line have not been approved, Training Division recommends that this suggestion not be adopted.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

Employee Suggestion
FD-252 (Rev. 5-11-59)

#320-77

b6
b7C

Date: 3/9/77

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: SAN FRANCISCO

SUGGESTION

It is suggested that all auxiliary office files be retained for a five-year period and then destroyed, as that is the normal statute of limitations. Any auxiliary files that are to be maintained for a longer period should be maintained only on specific instruction of OO or the field supervisor where the file is maintained. This would completely eliminate the necessity of sending original Fd-302s, agents' notes and exhibits to origin when a case is RUC'd. This current practice creates a tremendous administrative burden on the Chief Clerk's Office, the field supervisor, and the case agent himself, and due to the complexity of the situation, creates the possibility of a clerical mistake which could be fatal to the prosecution of the case.

Destruction of Bureau Records

Current practice or rule (Include manual citation as well as facts) Current auxiliary office cases when RUC'd require all original Fd-302s, agents' notes and evidentiary exhibits be forwarded to origin as enclosures, per Manual of Rules and Regulations, III, Section 3, pages 13a, para. e thru page 13c.

Advantages of suggestion and annual savings (include basis for estimate)

It eliminates the need for forwarding original Fd-302s, agents' notes and evidentiary exhibits to origin upon RUCing a case, thereby saving the enclosure clerical time involved in performing these functions and also saving agent's time, in that he does not necessarily have to initial the Fd-302 before forwarding copies to origin. Also saves time in that origin would not have to exhibit agents' notes that are retained and other exhibits that normally would have been exhibited in the reporting field office. It also eliminates the necessity for the receiving office supervisor to initial the extra piece of mail involved and should significantly decrease mail volume. It also

(continued on page 2)

Disadvantages of suggestion

None. However, it is noted these files will require shelf space, which is already available and the need will not expand because files will be routinely and uniformly destroyed at the end of ten years in origin cases and five years in auxiliary cases.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] Signature and Title of Suggester

Recommendations and comments of Division Head

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gnk

See page 2.

Laurence G. Leach
Signature and Title Acting SAC

(Do not write in this space - for Bureau use only)

REC-26 66-3286

b6
b7C

3 Bureau
3 SF (1- 66-1748; 1- P/F [redacted]
1- P/F [redacted]
SJH:rap
(6)

4-8-77

7 MAR 31 1977

Advantages of suggestion (continued)

keeps available to the auxiliary office background information which in the event future investigation is required and could be particularly helpful in fugitive matters, which often run well beyond six months. Also, under the Freedom of Information and Privacy Act instruction, any substantive file from which documents are processed and released to a requester must not be destroyed under the six-month destruction rule pertaining to auxiliary field office records; these files are to be maintained for five years. Since each office would have a large number of requests for information from auxiliary field office files, it is believed a five and ten year destruction rule on all substantive files would be more realistic and uniform. It is felt this change would save considerable clerk, agent and supervisory time.

Recommendations and Comments of Division Head:

It has been the experience of this office that the current procedures for file destruction have taken up a considerable amount of administrative time insuring that originals of FD-302s, evidence, etc. is submitted to the Office of Origin when in fact a very small percentage of these things are actually used in a court of law.

However, I am confident that the study which changed our file destruction procedures took this into consideration. If it did, I do not recommend the adoption of suggestion. However, if the administrative handling of these matters was not taken into serious consideration, I feel that the auxiliary office file destruction program should be looked at one more time with this in mind.

April 8, 1977

PERSONAL

Mr. [redacted] b6 b7C
Federal Bureau of Investigation
San Francisco, California

Dear Mr. [redacted] Destruction of Bureau Records gen

Your suggestion has been received that all auxiliary office files be retained for a five-year period and then destroyed. You may be interested to know similar proposals have been considered in the recent past, and it was decided the destruction period as set forth in instructions to the field and in the Manual of Rules and Regulations should not be changed.

The interest you displayed in giving me the benefit of your thoughts on this matter is appreciated.

Sincerely yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gmk

Clarence M. Kelley
Director

2 - San Francisco
1 - Field personnel file
1 - Suggestion file

REC-26 66 3286 4233

1 - Personnel file of SA [redacted] b6 b7C
GW:klm
(6) (Suggestion 320-77) ST-101

APR 12 1977

MAILED 18
APR 8 1977
FBI

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1976 O - 207-526

Mr. [redacted]
Federal Bureau of Investigation
San Francisco, California

b6
b7C

NOTE: Suggests that all auxiliary office files be retained for a five-year period and then destroyed, as that is the normal statute of limitations. This suggestion is contrary to instructions contained in Bulet to SAC, Albany and all offices, 3-3-76, and McDermott to Jenkins memo, 4-5-76, titled "Destruction of Field Files and Records" wherein a change in the Manual of Rules and Regulations was approved thereby providing for the destruction of auxiliary files under two basic destruction rules--(1) ten years and (2) six months. In view of the present policy regarding the destruction of field files and records and the fact prior suggestions along this line have not been approved, Training Division recommends that this suggestion not be adopted.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Inv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McDermott

DATE: 3/17/77

FROM : A. J. Decker, Jr.

SUBJECT: FILE DESTRUCTION AND SEARCHING CRITERIA

Reference Decker to McDermott memorandum dated 10/12/76 which sets forth new criteria for searching and destruction of files over 20 years old in security-related matters and 10 years in criminal matters.

PURPOSE:

The purpose of this memorandum is to (1) adjust the searching and retention criteria according to user division needs and (2) obtain approval to send the attached SF 115 to the National Archives and Records Service (NARS) for their approval which will establish a new Records Retention Plan for FBI files and provide broad authority for disposition of these files.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-91 BY 6383 VRT/MJ

DETAILS:

After consultation with members of NARS, a basic plan has been developed which adjusts the Records Retention Plan they established in 1969. Basically this will allow for the destruction of criminal files over 10 years old and security-related files over 20 years old with the provision that certain material outlined by NARS must be retained indefinitely for historical value for ultimate accession by them.

The Criminal Investigative Division indicated criminal files may be destroyed after they are 10 years old. The Intelligence Division advised certain foreign counterintelligence file material should be retained indefinitely and specifically requested that classifications 65 and 105 not be systematically destroyed. However, should certain material in these classifications be identified that is no longer considered timely and relevant, the Intelligence Division will be consulted and their concurrence obtained prior to destruction. The Special Investigative Division advised that in connection with FBI responsibility under Executive Order 10450 security-related and applicant classifications should be retained for at least 30 years.

Enclosures (2)

1 - Mr. Held
1 - Mr. McDermott
1 - Mr. Adams
1 - Each Assistant Director

CONTINUED OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memorandum to Mr. McDermott
FILE DESTRUCTION AND
SEARCHING CRITERIA

In view of the needs presented by the substantive divisions, the FBI will adopt the policy of retaining criminal files for 10 years and security and applicant-related files for 30 years. Search criteria will be adjusted to conform with retention criteria.

Attached as an enclosure to the SF 115 is the classification list identifying the 191 categories of files in the Central Records System indicating which are security and applicant-related.

Attached as an enclosure to this memorandum is an SF 115 relative to this matter which is self-explanatory that will be sent to NARS for their final approval of the FBI's proposed change in the Records Retention Plan. This will also be made available to the Department in a separate communication so they will be aware of the Bureau's plans in this regard. This will also give the Department an opportunity to provide this information to the Senate Select Committee on Intelligence to insure they would have no objection to this plan before it is implemented. Additionally, it is intended that this SF 115 after approval by NARS will be added to the "Retention and Disposal Section" of the "Central Records System" as printed in the Federal Register in accordance with the Privacy Act.

It is noted that the authority for the destruction of file material that will be granted as shown in the SF 115 is broader than what will actually be used. This will allow us to adjust to shorter retention periods in the future by merely advising NARS of our intention without going through the complicated procedure of adjusting a Records Retention Plan. The longer retention period for certain categories is based upon substantive division needs.

RECOMMENDATIONS:

1. That the retention plan as set forth be approved.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv. M/KVH	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

2. If approved the enclosed SF 115 should be returned to the Records Management Division for delivery to NARS. The copy for the Department will be handled by separate communication. Appropriate manual changes will be prepared by the Records Management Division after approval.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv. M/KVH	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instruction on reverse)

LEAVE BLANK
JOB NO. CONFIDENTIAL
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Date — Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
James W. Awe	4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/16/77	James W. Awe	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	"Central Records System"		
1.	Description of content & arrangement of records The FBI utilizes a "Central Records System" of maintaining its investigative, personnel, applicant, administrative, and general files. This System consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file. For example, all information on a given subject matter or case is channeled into one file. In order to facilitate control of the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (a) general classification and nature of violation, (b) the individual case file in this category, and (c) serialization of individual pieces of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned to the Kidnaping (7) classification. The FBI has 191 classifications in its basic filing		DECLASSIFIED BY APY EZW/gtk ON 9-22-82 per release

CONFIDENTIAL ENCLOSURE 66-3286-1234

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

CONFIDENTIAL

system. They pertain primarily to the Federal violations over which the FBI has investigative jurisdiction. However, included in the 191 classifications are personnel, applicant and administrative matters to facilitate the overall filing scheme. Attached as an enclosure is the classification list identifying the 191 classifications.

The Records contained in this System are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, State, local, and foreign agencies and to private citizens and Congressional offices where the right and need to have access to this information exists. (S)U

The "Central Records System" is explained in further detail as a system of records (System 002) in the Federal Register, Volume 41, Number 181, dated 9/16/76 (Page 39997) which was published in accordance with the Privacy Act and amended in Volume 42, Number 4, dated 1/6/77 (Page 1313).

A. Administrative files for permanent retention

Supervision -- policy and procedure -- files, (OO) for each classification.

DISPOSITION: PERMANENT. Offer for transfer to National Archives and Records Service after files are 75 years old.

B. Investigative files for permanent retention

Files for significant investigations or cases, selected by the Records Management Division in conjunction with those having direct supervisory responsibility for the category involved, according to the criteria listed below. It is noted the criteria is general in nature and selection is basically

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

a judgement decision.

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Selection Procedures:

(For existing closed files that meet age criteria) Files with 5 or less volumes would generally not apply under the criteria for a significant investigation or case and will be destroyed after a review, to insure compliance with criteria, by an experienced employee. Files more than 5 volumes will be reviewed by seasoned employees using their best judgment in applying the criteria for destruction or retention. A quality control spot check will insure a high degree of reliability in judgment.

(For future closed files)
At the time a file is closed, the case agent will provide a recommendation regarding retention in accordance with this criteria. This recommendation will be subject to reevaluation prior to disposition to insure initial appraisal has remained accurate.

Files will be selected and designated for permanent retention if they meet one or more of the following criteria for significance:

1. The investigation or case has significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques;

2. The investigation or case involves an actual or potential breakdown of public order (civil disturbance) of major proportions;

3. The investigation or case directly involves (a) a subversive or extremist organization, with or without foreign connections, or (b) a person or persons holding a major leadership position within such an organization;

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4. The investigation or case directly involves a person, element, or organization whose activites are deemed to pose a substantive and compelling threat to the conduct of national defense or foreign policy.

5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.

Disposition: PERMANENT. Offer for transfer to National Archives and Records Service 75 years after closing.

C. Investigative files other than those described above under Items 1a and 1b.

(1) Criminal investigative cases and supporting retrieval devices after 10 years of no relevant activity, including microfilmed cases.

Disposition: DESTROY 10 years after no relevant activity.

(2) Security investigative files after 20 years of no relevant activity with supporting retrieval devices. (See attached classification list).

Disposition: DESTROY 20 years after no relevant activity. (30 years will be used and NARS will be advised by informational SF 115 when reduced to 20).

(3) Applicant cases containing no derogatory information. (See attached classification list).

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

Dispositon: DESTROY 15 years after no relevant activity. (30 years will be used and NARS will be advised by informational SF 115 when reduced to 15 years).

CONFIDENTIAL

(4) Applicant investigations containing DEROGATORY information.

Disposition: DESTROY 25 years after no relevant activity. (30 years will be used and NARS will be advised by informational SF 115 when reduced to 25 years).

(5) Certain files selected exclusively for investigative or administrative potential. While lacking Archival qualities, may be considered for longer retention periods due to the nature of content.

Disposition: DESTROY after administrative needs have been served.

(6) Investigative files which, if maintenance is continued, would conflict with provisions of the Privacy Act of 1974, 5 U.S.C. 552a (e) (1), (5), and (7).

Disposition: DESTROY regardless of age if found to be irrelevant to FBI operations, information is not timely, or retention is not justified or warranted. Files will be evaluated on an individual basis.

D. Items other than those described above under 1a, 1b and 1c.

(1) Transitory documents such as airtels, teletypes, memoranda, etc., the substance of which has been included in prosecutive summary reports or other permanent communications which provide the basis for retention according to the prescribed disposition of the respective file.

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Disposition: DESTROY after action has been taken and transitory document no longer serves a useful purpose.

(2) Reference index cards which permit access to secondary names indexed in a communication that are not considered to be the main subject of the communication. De-indexing and the destruction of these cards would make the names nonretrievable once it is determined they no longer serve a useful purpose whereas continued maintenance of the file and retrievability of the file under its main caption is essential for FBI needs or Archival requirements. This would be particularly true where continued maintenance of such reference index cards would conflict with the provisions of the Privacy Act of 1974, 5 U.S.C. 552a (e) (7).

Disposition: DESTROY after it is determined such references no longer serve a useful purpose or their continued maintenance would conflict with the provisions of the Privacy Act.

NOTE: Separate authority has been granted for the destruction of field office records on the basis that the records are contained in Headquarters files in whole, substance, or summarization. Destruction resulting from this disposal schedule will not compromise current authority granted for the destruction of field records.

Time periods for retention were selected to meet current needs; however, this criteria will be reevaluated from time to time to ensure that information maintained is essential and relevant. Adjustments may be needed in the future, especially as it relates to: (1) the FBI's obligation under Executive Order 10450 for the Security of Government Employees and (2) future Department of Justice guidelines for information gathering and retention policies for investigative data.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) CONFIDENTIAL	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

The following classifications are excluded from disposition standards for criminal, security and applicant investigative files. That National Archives and Records Service will, upon examination, apply separate criteria for disposition in these classifications: 1, 32, 33, 39, 43, 62, 63, 64, 66, 67, 80, 91, 94, 98, 100, 105, 122, 188 and 191. A supplemental SF 115 will be submitted regarding these classifications after the National Archives and Records Service determines specific retention guidelines which will then allow for the destruction of obsolete material in these classifications.

A copy of this request is being made available to the Department of Justice for the Attorney General's information so he will be aware of the FBI's Retention Plan. This will enable the Department to also make this data available to the Senate Select Committee on Intelligence before the plan is implemented to insure no data is destroyed for which there is a Congressional interest. Additionally, particular care will be taken to be sure no material is destroyed for which there is pending litigation or otherwise restricted because of a special request.

CONFIDENTIAL

CLASSIFICATIONS ~~CONFIDENTIAL~~

1.* Training Schools; National Academy Matters; F.B.I. National Academy Applicants
2.** Neutrality Matters
3.** Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than Income)
12. Narcotics
13. Misc. National Defense Act; Prostitution; Selling Whiskey Within Army Camps (Obsolete - 1920)
14.** Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injuction (Obsolete)
17. Veterans' Adminstration Matters
18. May Act
19. Censorship Matters (Obsolete - 1946)
20. Federal Grain Standards Act (Obsolete - 1921)
21. Food and Drugs
22. National Motor Vehicle Act (Obsolete - 1927)
23. Prohibition
24. Profiteering (Obsolete - 1945)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
30. Interstate Quarantine Laws (Obsolete - 1925)
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
34. Violation of Lacy Act (Obsolete - 1927)
35.* Civil Service
36. Mail Fraud
37.* False Claims Against The Government (Obsolete - 1928)
38.* Application for Pardon to Restore Civil Rights (Obsolete - 1936
39.** Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosives (Obsolete)
42. Deserter; Deserter - Harboring

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-20-81 BY 6383 URT/CAK

* Applicant-related classifications
** Security-related classifications

ENCLOSURE 66-3286-1234

43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging Naval Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.
44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws - Voting Rights Act, 1965
45. Crime on the High Seas (Includes stowaways on boats and aircraf
46. Fraud Against the Government: Anti-Kickback Statute; Dependent Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil) Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
47. Impersonation
48. Postal Violations (Except Mail Fraud)
49. National Bankruptcy Act
50. Involuntary Servitude and Slavery
51. Jury Panel Investigations
52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
53. Excess Profits on Wool (Obsolete - 1925)
54. Customs Laws and Smuggling
55. Counterfeiting
56. Election Laws
57. War Labor Disputes Act (Obsolete - 1951)
58. Bribery; Conflict of Interest
59. World War Adjusted Compensation Act (Obsolete - 1928)
60. Anti-Trust
61.** Treason or Misprision of Treason
62.* Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
63.* Miscellaneous - Non-Subversive - including:
Black Market in Railroad Tickets (Obsolete)
Civil Aeronautics Act (Obsolete)
Eight-Hour-Day Law
Federal Judiciary Investiations
Federal Juvenile Delinquency Act
Kickback Racket Act
Lands Division Matter (Condemnation Proceedings)
Miscellaneous - Civil Suit
Miscellaneous - O.P.A. Violations (Civil) (Obsolete)

Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
Soldiers and Sailors Civil Relief Act of 1940
Tariff Act of 1930
Top Hoodlum Coverage
Unreported Interstate Shipment of Cigarettes
Federal Cigarette Labeling and Advertising Act

64.** Foreign Miscellaneous
65.** Espionage
66. Administrative Matters
67.* Personnel Matters
68. Alaskan Matters (Obsolete - 1956)
69. Contempt of Court
70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzelment or Theft of Indian Property
71. Bills of Lading Act
72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations
73.* Application for Pardon After Completion of Sentence and Application for Executive Clemency
74. Perjury
75. Bondsmen and Sureties
76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
77.* Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)
78. Illegal Use of Government Transportation Requests
79. Missing Persons
80. Laboratory Research Matters
81. Gold Hoarding (Obsolete - 1952)
82. War Risk Insurance (National Service Life Insurance) (Obsolete - 1967)
83. Court of Claims
84. Reconstruction Finance Corporation Act (Obsolete - 1953)
85. Home Owner Loan Corporation (Obsolete - 1952)
86. Federal Lending and Insurance Agencies
87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute
90. Irregularities in Federal Penal Institutions
91. Bank Burglary; Bank Larceny; Bank Robbery
92. Anti-Racketeering; A.R. - Lea Act; A.R. - Interference with Government Communications System; A.R. - Hobbs Act
93. Ascertaining Financial Ability
94. Research Matters
95. Laboratory Cases (Examination of Evidence in Other than Bureau Cases)

96.* Alien Applicants (Obsolete - 1944)
97.** Registration Act
98.** Sabotage
99. Plant Survey (Obsolete - 1944)
100.** Subversive Matter (Individuals); Internal Security (Organizations); Domestic Security Investigations
101. Hatch Act (Obsolete - 1941)
102.** Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete - 1957
105.** Internal Security (Nationalistic Tendency - Foreign Intelligence (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete - 1963)
107. Denaturalization Proceedings (Obsolete - 1952)
108. Foreign Travel Control (Obsolete - 1944)
109.** Foreign Political Matters
110.** Foreign Economic Matters
111.** Foreign Social Conditions
112.** Foreign Funds
113.** Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete - 1972)
115. Bond Default; Bail Jumper
116.* Atomic Energy Act-Applicant; Atomic Energy Act-Employee; Energy Research and Development Administration - Applicant
117.** Atomic Energy Act-Criminal
118.* Applicant - Central Intelligence Agency (Obsolete - 1952)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121.* Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123.* Special Inquiry - State Department - Voice of America (U.S. Information Center) (Public Law 402 - 80th Congress) (Obsolete - 1963)
124.* European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete - 1963)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126.* National Security Resources Board - Special Inquiry (Obsolete - 1950)
127.* Sensitive Positions in the U.S. Government - Public Law 266 (Obsolete - 1950)
128.* International Development Program (Foreign Operations Administration) (Obsolete)
129. Evacuation Claims (Obsolete - 1966)
130.* Special Inquiry - Armed Forces Security Act (Obsolete - 1951)
131. Admiralty Matter
132.* Special Inquiry - Office of Defense Mobilization (Obsolete - 1951)
133.* National Science Foundation Act - Applicant (Obsolete - 1963)
134.** Security Informants

135. PROSAB (Protection of Stategic Air Command Bases of U.S.A. Air Force)
136. American Legion Contact (Obsolete)
137. Criminal Informants
138.* Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of Communications (Formerly Unauthorized Publication or Use of Communications)
140.* Security of Government Employees; S.G.E. - Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickers
145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
146. Interstate Transportation of Prison Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportaion of Fireworks
149. Destruction of Aircraft or Motor Vehicles
150. For Administrative use of Voucher - Statistical Section (in recording harboring fugitive statistics) (Obsolete)
151.* (Referral cases received from CSC under P. L. 298)
Agency for International Development
Atomic Energy Commission (Civil Service Commission)
National Aeronautics and Space Administration
National Science Foundation
Peace Corps; Action
U.S. Arms Control and Disarmament Agency
World Health Organization
International Labor Organization
U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155.* National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act
157.** Extremist Matters; Civil Unrest
158.** Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (Obsolete - 1966)
159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
160. Federal Train Wreck Statute
161.* Special Inquiries for White House, Congressional Committees and Other Government Agencies
162. Interstate Gambling Activities
163.** Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transporation in Aid of Racketeering

167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete - 1966)
170.** Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete - 1965)
172. Sports Bribery
173. Public Accommodations - Civil Rights Act of 1964
Public Facilities - Civil Rights Act of 1964
Public Education - Civil Rights Act of 1964
Employment - Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats
(Formerly Bombing Matters; Bombing Matters - Threats)
175. Assaulting the Pesident (or Vice-President) of the United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling Business - Obstruction; Illegal Gambling Business - Forfeiture
183. Racketeer Influenced and Corrupt Organizations
184. Police Killings
185.** Protection of Foreign Officials and Official Guests of the United States
186. Real Estate Settlement Procedures Act of 1974
187. Privacy Act of 1974 - Criminal
188. Crime Resistance
189. Equal Credit Opportunity Act
190. Freedom of Information/Privacy Act
191.** False Identity Matter

File classifications noted as obsolete are not currently opened as new cases. Year that classification became obsolete is also shown.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Fehl

DATE: 1-5-77

FROM : G. R. Steel

SUBJECT: FILE DESTRUCTION AND SEARCHING CRITERIA

Reference Decker to Jenkins memorandum dated August 2, 1976, and Awe to Decker memorandum dated November 19, 1976, which set forth new criteria for searching and destruction of files of 20 years in security related matters and 10 years in criminal matters.

PURPOSE: To set forth specific needs of the Special Investigative Division (SID) with respect to searching and destruction criteria in order to fulfill our responsibilities under Executive Order 10450 (EO 10450).

SYNOPSIS: The 20-year searching and destruction criteria restrict FBI ability to discharge our responsibilities as set forth in EO 10450. The Communist Party was very active in the late 1940's and early 1950's, and the 20-year criteria removes all records of that activity from consideration in EO 10450 investigations. Since about 30 percent of all EO 10450 searches are eliminated by the 20-year criteria, a substantial risk is incurred, especially with respect to very sensitive positions, such as applicants and employees of CIA, military, and FBI. Privacy Act guidelines do not conflict with a longer criteria since the test is one of relevancy, which is primarily an adjudicative function automatically denied if the information is destroyed. The Civil Service Commission (CSC), the primary name check contributor, and the agency with overall Government employment responsibility, advised by letter dated December 8, 1976, that in its view, there are important considerations concerning the use of dated loyalty information. CSC advised it believes destruction criteria should be a conscious decision on the part of the administration, the agencies involved, and the intelligence community.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-30-87 BY 63830 DMH/MJW

DE-42 REC-50 32861235

APR 15 1977

SEE RMD ADDENDUM, PAGE 9
SEE GID ADDENDUM, PAGE TWO
SEE INTD ADDENDUM, PAGE SIX

Enc.

1 - Mr. McDermott
1 - Each Assistant Director
1 - Mr. Fehl
1 - Mr. Steel
1 - Mr. [redacted]
1 - Mr. Ervin

b6
b7C

CONTINUED - OVER

WCR:lm (8)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memorandum to Mr. Fehl
Re: File Destruction and Searching Criteria

CURRENT BUREAU POLICY: Current Bureau Policy just instituted, provides that criminal files be destroyed after ten years of no activity, and security related files after 20 years of no activity. Searching criteria are now 20 years for security related and 10 years for criminal, with provisions for extended searches upon request. Traditionally, we have searched without regard to time criteria.

RECOMMENDATIONS: That a searching and destruction criteria no less than 30 years for security related files be implemented in all matters covered by EO 10450.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell. TLW 6	Training

ADDENDUM: GENERAL INVESTIGATIVE DIVISION: KVH:enm 1/17/77

General Investigative Division does not concur with the recommendations for searching and destruction criteria of 30 years set forth above but does concur with the recommendation for the searching criteria as set forth in Decker to McDermott memo dated 10/12/76, captioned, "File Destruction and Searching Criteria."

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv. 1/18	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

Memorandum to Mr. Fehl
Re: File Destruction and Searching Criteria

DETAILS: EO 10450 directs the FBI, upon receipt of inquiries from other Government agencies, to furnish them information contained in our central files and the files of our Identification Division, which bears upon the suitability and/or loyalty of Government employees. EO 10450 describes the type of information which is to be furnished.

Prior to EO 10450, which was issued on April 27, 1953, EO 9835, issued March 21, 1947, set forth similar standards for Government employment and delegated similar responsibilities to the FBI. Both of these orders were issued at a time when Communist Party activity in the United States was at its heighth and when our investigations, as well as Congressional inquiries, were extensive. The specific purpose of both orders was to control Government employment; i.e., to insure that the Federal Government employed persons who were of unswerving loyalty. Of course, that purpose is the same today, and the obligations imposed by EO 10450 are no less than our obligations were in March, 1947.

A 20-year criteria for searching and file destruction draws a line which not only excludes 29.75 percent of all name searching requests under EO 10450, but also excludes a historical period of the heaviest Communist Party activity in the United States. Omitting almost 30 percent of all such searches obviously restricts our ability to adjust the scope of our investigations to determine the applicant's character, associates, reputation, and loyalty--particularly when the limitation excludes the time period mentioned above.

A Government employee who was aged in his twenties in 1946, is today in his fifties, and is far more likely to be in a sensitive position or seeking a sensitive position than ever before. Similarly, applicants for Government employment today will have parents, relatives, references, or associates, who may have been involved in Communist Party activities in the late 1940's and early 1950's. These applicants will be subjected to a different scope of investigation in each instance where prior activities on the part of a relative, for example, are established. It is important to note that the purpose of the investigation, and therefore the scope, is to resolve whether a loyalty

issue exists--to prove or disprove its existance so the adjudicating officer in the proper office can make an objective determination.

Under current procedures, a Government employee who is employed in a nonsensitive position is the subject of a National Agency Check Investigation (NACI) and not a full field investigation. However, when he moves into a sensitive position, he is subjected to a full field investigation and must provide complete background information. This results in an additional NACI which includes another check of FBI files. Further, all persons applying for sensitive positions are subject to a full field investigation including a NACI no matter what their age when they applied for the position. This procedure includes all Presidential appointments, as well as the employment of persons by the CIA, the military agencies, and FBI applicants. In sum, a 20-year searching and destruction rule and the resulting loss of 30 percent of the information, will result, presumably, in missing information on the most sensitive positions of our Governement about 30 percent of the time. This result is hard to square with the FBI's specifically delegated responsibilities under EO 10450.

An additional question pertinent to establishing searching and destruction criteria is raised by the Privacy Act of 1974. Section (e) (1) states that each agency that maintains a system of records shall "maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by executive order of the President." The Office of Management and Budget guidelines note that the Act recognizes that agencies need to maintain information about individuals to discharge their responsibilities effectively. As we have pointed out in our prior memorandum, if information is not sought or if it is destroyed, there can be no question about its relevance, nor of its retrievability. Again, the question of an adjudication of the employee, whether favorable or unfavorable, will remain unanswered because of the absence of information.

On December 2, 1976, members of the CSC, Bureau of Personnel Investigations, and FBI Headquarters representatives from SID and Records Management Division met to discuss the

possible effects of the destruction and searching criteria on CSC operations and to determine how useful is the information currently being furnished to CSC. The opinion of CSC was sought by SID because of the more than 300,000 name searches initiated by it each year, and because EO 10450 specifically delegates to CSC overall responsibility to maintain the employment program for the Federal Government. CSC's views are set forth in the enclosed letter dated December 8, 1976.

In conclusion, SID feels that the 20-year searching and destruction criteria impose unnecessary restrictions on the use of information available to discharge our responsibilities under EO 10450. As we have previously stated, while some personnel and cost savings may result from a more accelerated criteria, we should not allow what may be short-term considerations to generate policies which may work to the disadvantage of our long-range investigative responsibilities. In this case, these responsibilities encompass the loyalty of each Government employee.

SID recommends that a searching and destruction criteria no less than 30 years for security related files be implemented in all matters covered by EO 10450. These matters include:

(1) All Special Inquiries (161)
(2) Loyalty of Government Employees and United Nations Employee Investigations, including CSC referral cases (138, 140, 151)
(3) Name Checks
(4) National Agency Check Investigations (all SF-85's and 86's)
(5) Departmental Applicant Investigations (77)
(6) Nuclear Regulatory Commission and Energy Research and Development Administration Investigations (116)
(7) Maintenance Employee Investigations (77)
(8) Bureau Applicant Investigations (67)

ADDENDUM: Intelligence Division JRW:ded 1/31/77

The Intelligence Division does not concur with any proposed searching and destruction criteria, either of a 30 or 20 year duration, which does not provide for retention of valuable and potentially valuable foreign counterintelligence information in the 65 and 105 classifications.

The Records Management Division (RMD) has proposed that with certain limited exceptions all "security related" files be destroyed after a period of 20 years. The exceptions insofar as foreign counterintelligence material is concerned deal with cases which, at the time of proposed destruction, are deemed to be of either major or historical significance.

INTD regards destruction of irrelevant and outdated file material as desirable. However, it should be noted that foreign counterintelligence classifications 65 and 105, contain a significant amount of information that is neither major case material nor of historical value but that is of actual or potential value to the investigative operations of the INTD. An example of such a case might be of an intelligence officer who visits the United States as an exchange student and who is relatively young. Information concerning this subject would be placed in a 105 case file. When this officer leaves the United States the case would be closed and the file would lie dormant. In the event that subject returned to the United States after 20 years, the results of the initial investigation would be of importance and should be available. In addition, it is not inconceivable that such a subject might come to the attention of another member of the U. S. Intelligence Community after 20 years, in which case that Agency would reasonably expect the FBI to provide support.

There is a significant amount of material contained in classifications 65 and 105 which is not readily segregable from that which is irrelevant and outdated. INTD believes, therefore, that file material in the foreign counterintelligence classifications 65 and 105 should not be systematically destroyed after 20 years unless procedures ensure that material of actual or potential value is retained.

INTD recommends that foreign counterintelligence file material in the 65 and 105 classifications be retained indefinitely.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Ext. Affairs	Plan. & Insp.
Dep. AD Adm.	Fin. & Pers.	Rec. Mgt.
Dep. AD Inv.	Gen. Inv.	S. & T. Serv.
	Ident.	Spec. Inv.
	Intell.	Training

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (JWA:evp 2/16/77)

The Records Management Division (RMD) has reviewed the data set forth by the Special Investigative Division (SID) in G. R. Steel memorandum to Mr. Fehl dated 1/5/77 and the addendums to this memorandum by the General Investigative Division (GID) and Intelligence Division (INTD) as it relates to the file destruction and searching criteria. Briefly, the current Bureau approved searching/destruction criteria provides that criminal files be destroyed after 10 years of no activity and security-related files after 20 years of no activity with the provisions for extended searches upon request and that files of a continuing value would be maintained beyond the periods indicated. The SID recommends that a searching/destruction criteria of no less than 30 years be established for security-related files for all matters covered by Executive Order (EO) 10450. The GID recommended the Bureau continue with current policy for 10 and/or 20 years for criminal and security-related matters. The INTD indicated that file material in the foreign counterintelligence classifications 65 and 105 should not be systematically destroyed after 20 years unless procedures insured that material of actual or potential value is retained. INTD further recommended that foreign counterintelligence file material in the 65 and 105 classifications be retained indefinitely in order for them to fulfill their responsibilities.

The RMD is clearly a service division and does not in any way want to establish policy as to what user divisions need. This must be established by each of the user divisions. However, the RMD is obligated under the law (41 CFR 101-11) to seek destruction of obsolete material that is no longer considered timely and relevant to FBI needs and to preserve that for which there is a continuing need, including those files that have a historical value for their ultimate accession to the National Archives and Records Service (NARS). To this end RMD is trying to establish a uniform criteria to insure we maintain in our files that data which is essential for the Bureau to accomplish its missions and goals and at the same time insure obsolete material is disposed of promptly. In regard to the SID's need for data beyond the 10 and 20 year rule, RMD sets forth three basic observations.

1. EO 10450 is silent as to how long material must be maintained for record purposes. While the Department has been working on guidelines relative to this matter, there is no indication this will be resolved by the Department in the near future. Civil Service in their letter did not specifically say how long they desired the Bureau to keep information other than the Bureau's decision should be a conscience one since it could affect the intelligence community. In this regard, it would seem reasonable that Civil Service or other agencies requesting information beyond the 10/20 year criteria should provide a reasonable degree of justification and to demonstrate that such information in the past has proven to be beneficial and that successful results were obtained by using the information with a significant degree of frequency. Civil Service has indicated this would be hard to do, especially in view of today's environment, i.e., what seemed important 10 or 20 years ago is interpreted differently today.

2. If the requesting agencies can support a justifiable need for the "older" information, then perhaps they should be asked to share in the costs. Name Checks and investigations for other agencies are now done on a reimbursable basis; and if we are required to maintain information solely for this purpose, it seems reasonable that the large costs of continuing this burden should be equally shared by the requesters including the burdens under FOI/PA. It seems this would be particularly true if the Bureau can demonstrate this information is no longer needed for the Bureau's investigative needs. All 59 field offices conduct their investigative work successfully by only having reference to investigative material in their respective offices no longer than 10 years for both criminal and security categories. However, they do maintain certain files longer than that if they serve a continuing need for investigative references. With this in mind, it then becomes more difficult for FBIHQ to support justification for records beyond what the field feels they need for investigative references. Justification, of course, in the past has been EO 10450. The continued cost of maintaining large volumes of records just for this reason is extremely high and perhaps if other agencies had to share in this particular cost they may feel the "older information does not contain the value they though it had.

3. On 2/9/77 a representative from NARS presented the Bureau with a draft of information which will alter the current Records Retention Plan and, thereby, give the FBI the authority to destroy obsolete material substantially the same as proposed in Awe to Decker memorandum dated November 19, 1976. The NARS draft proposal provides the Bureau with the authority to set its own time criteria as to how long records from the "Central Records System" would be maintained before they would be scheduled for destruction. Their only interest is to insure that those records that have a historical significance will be maintained indefinitely to be ultimately accessioned to NARS. While the complete authority to initiate the destruction program does not have final approval we now know that NARS is in agreement with the Bureau's general proposal which must now be finalized and submitted to them for final authority. In this regard a separate communication will be submitted to obtain broad Archival authority for the destruction of obsolete material. This does not mean we will be obligated to destroy material for which NARS has authorized as long as it serves a continuing need in order for the Bureau to accomplish its missions and goals, but we should attempt to define the specific areas where material must be kept beyond a certain time frame for our needs and clearly define this material so we may proceed to destroy that which is no longer needed.

If SID and INTD believe they must have certain material beyond the basic 10/20 year criteria they should establish definitive guidelines, perhaps by classification and then topic or category within the classification, that must be maintained since it is generally known there is a considerable amount of obsolete material that would be found in either the 100 or 105 classifications that could be destroyed.

The following relates to the NARS' draft proposal for permanent retention:

A. All supervision policy and procedure files, including 00 files for each classification.

B. Files must be selected and designated for permanent retention if they meet one or more of the following criteria for significance:

1. The investigation or case has a significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques.

2. The investigation or case involves an actual or potential breakdown of public order (civil disturbance) of major proportions.

3. The investigation or case directly involves (a) a subversive or extremist organization, with or without foreign connections, or (b) a person or persons holding a major leadership position within such an organization.

4. The investigation or case directly involves a person, element, or organization whose activities are deemed to pose a substantive and compelling threat to the conduct of national defense or foreign policy.

5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.

NARS may define additional criteria for retention in the following classifications: 1, 32, 33, 39, 43, 62, 63, 64, 66, 67, 80, 91, 94, 98, 100, 105 and 102. Until they review selected material in these classifications, no destruction will be implemented in these classifications. These matters will be handled separately with NARS in order to arrive at a clear understanding as to what must be maintained for their purposes, at the same time, allow us to destroy nonessential, obsolete material in these classifications.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI
Attn: Finance & Personnel Division
Budget & Accounting Section

DATE: 2/23/77

FROM : SAC, BIRMINGHAM (66-0)

SUBJECT: ~~X~~ DESTRUCTION OF BUREAU RECORDS - GENERAL ACCOUNTING OFFICE (GAO)
REVIEW OF FBI OPERATIONS - INDICES

ReBHlet to Bureau, 10/18/76.

Referenced letter requested authority from FBIHQ to destroy the following Birmingham special indices inasmuch as they have outlived their usefulness and information is retrievable through general indices:

GREENBOMBS
BAPBOMB
KEY ACTIVIST ALBUM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4E2w/gnk

During recent inspection of the Birmingham Division, it was further recommended that Birmingham examine the necessity of retaining the Top Hoodlum Photographic Album, the special indices on the United Klans of America, Inc., and the gambling indices. Information to which these indices pertain is also retrievable through the Birmingham general indices and current use does not justify retention.

In view of the above, FBIHQ authority is requested for the destruction of these special indices, namely:

GREENBOMBS
BAPBOMB
KEY ACTIVIST ALBUM
TOP HOODLUM PHOTOGRAPHIC ALBUM
UNITED KLANS OF AMERICA, INC.
GAMBLING INDICES

V-24 DE-18

3 - Bureau
(1 - OET, OFFICE OF INSPECTIONS, PLANNING & INSPECTION DIV.)
2 - Birmingham
ALB:hss
(5)

66-3286-1235X
REC-53 66-12152-13
28 FEB 1977
EX-101

MAY 4 1977

Bonds Regularly on the Payroll Savings Plan

SAC, Birmingham (66-0)

3/23/77

Director, FBI (66-19159)

GENERAL ACCOUNTING OFFICE (GAO)
REVIEW OF FBI OPERATIONS - INDICES
DESTRUCTION OF FIELD FILES AND RECORDS

DESTRUCTION OF BUREAU RECORDS-GENERAL

ReBHletters to Bureau 10/18/76 and 2/23/77.

Referenced letters requested authority from FBIHQ to destroy the following Birmingham special indices inasmuch as they have outlived their usefulness and information is retrievable through general indices:

GREENBOMBS
SAPBOMB
KEY ACTIVIST ALBUM
KOP HOODLUM PHOTOGRAPHIC ALBUM
UNITED KLANS OF AMERICA, INC.
GAMBLING INDICES

MAILED 7
MAR 24 1977
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRI/mc

DE-18 66-3286-1235x1

Authority is granted for destruction of the above listed indices as these are considered administrative tools used by the field.

REC-53 66-19159-14

NOTE: ReBHlets to Bureau 10/18/76 and 2/23/77 requesting authority to destroy special indices that have outlived their usefulness. These indices are considered administrative tools for the field and per Manual of Rules and Regulations can only be set up with Bureau authority. While there are no instructions requiring Bureau authority to destroy these indices, it appears to be only sound records management that authority for destruction of these indices should be secured from the source (Bureau) granting this authority. Therefore BH is being authorized to destroy these indices. In view of no specific instructions regarding destruction of special indices, upon approval of this communication Records Management Division will initiate appropriate manual changes, to require Bureau authority be secured on a UACB basis for destruction of special indices.

There are no Archival or Congressional moratorium restrictions that would preclude destruction of these special indices. Coordinated with Planning and Evaluation.

2 - Birmingham
EMK:mkl (9)

1 - OET Office of Inspections, Planning and Instructions Division
1 - Manuals Desk

Rec. Mgt. S. & T. Serv. Spec. Inv. Training
Fin. & Pers. Gen. Inv. Ident. Intell.
Assoc. Dir. Dep. AD Adm. Dep. AD Inv.
Laboratory Legal Coun. Plan. & Eval. Rec. Mgmt. Inspection Inv. Ping Tele. Rm.

MAIL ROOM TELETYPE UNIT

Employee Suggestion
FD-252 (Rev. 8-11-59)

#394-77

b6
b7C

Date
5/24/77

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
SACRAMENTO

SUGGESTION
When an Auxiliary Office case is RUC or an Office of Origin case is closed, no destruction notation be made on the RUC or closing communication and no FD 479 be prepared when file will be destroyed under the six-month and 10-year rules respectively. Therefore, a destruction notation will be made or an FD 479 will be prepared only when the file is to be retained for some specific reason.

Destruction of Bureau Records General

Current practice or rule (Include manual citation as well as facts)
According to Manual of Rules and Regulations, Part III, Section 3, Page 13a, the Case Agent will either note the appropriate destruction rule on the file copy of closing or RUC communication referring it to the office of origin, or note that it should be retained plus the appropriate justification for retention; Form FD 479 is used for this purpose.

Advantages of suggestion and annual savings (Include basis for estimate)
This would do away with most of the destruction notations on the closing serials and the preparation of FD 479.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gdk

b6
b7C

Disadvantages of suggestion
None noted.

(The use by the United States of my suggestion shall not form the ba... eirs, or assigns upon the United States. I understand that I will be consider... is adopted within two years after submission.)

XX Mr. ☐ Mrs. ☐ Mis... er Special Agent

Recommendations and comments of Division Head
I agree with the above suggestion inasmuch as there appears to be no purpose in an Agent's making a notation on a closing communication or preparing an FD 479 when he desires the file to be destroyed in accordance with Bureau policy (6-month and 10-year rules); however, such a notation or FD 479 should be made when he desires the file to be retained beyond the destruction period in order that he may set out the period for which he desires it to be retained and his justification for same.

Richard C. White Sp Agt in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-1236

DE-52

MAY 26 1977

(3) - Bureau
2 - Sacramento (1 - 66-73; 1 - Personnel File)

Suggestion #394-77

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mk 6/6/77)

It is proposed in attached suggestion from the Sacramento Office that when Auxiliary Office cases are RUC'd or an Office of Origin case is closed, no destruction notation be made on the RUC or closing communication and that no form FD-479 (files and records destruction order) be placed in file when file will be destroyed under the six-month and ten-year rules respectively. That a destruction notation be made and/or FD-479 be prepared only when the file(s) is to be retained beyond the normal destruction period. Current rules and regulations stipulate that the case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it upon completion (RUC) or else note that it should be retained plus appropriate justification for such retention. Form FD-479 may be used for this purpose. This procedure permits the Chief Clerk's Office to automatically destroy files that satisfy the destruction criteria without returning the file to the supervisor unless additional material is received between the time the case is closed or RUC'd and the actual date for destruction.

OBSERVATIONS:

The Records Systems Section (RSS) is of the strong opinion that the Chief Clerk's Office should not arbitrarily destroy files that have not been authorized for destruction by the case Agent and/or Agent Supervisor inasmuch as the case Agent and Agent Supervisor are logically in the best position to determine the potential value of the case. To destroy files otherwise could result in the premature destruction of material that significantly impacts investigative operations. The current policy requiring the Agent to note destruction and/or retention period on RUC/closing communications or execute form FD-479 reflecting this information serves as an absolute flag for the Chief Clerk's Office to either destroy or retain files without having to return the file(s) to the Agent Supervisor for further review. RSS believes that the current policy provides a more efficient management tool for controlling and managing the file destruction/retention program and therefore should be continued.

RECOMMENDATION:

Recommend suggestion not be adopted.

APPROVED:

Director_____
Assoc. Dir._____
Dep. AD Adm._____
Dep. AD Inv._____

Adm. Serv._____
Crim. Inv._____
Fin. & Pers._____
Legal_____
Intell_____
Laboratory_____

Legal Coun._____
Plan. & Insp._____
Rec. Mgnt. A:D
Spec. Inv._____
Tech. Servs._____
Training_____
Public Affs. Off._____

May 20, 1977

Destruction of Bureau Property-gm

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Part I, Section 16, Page 1d, Item 5, Line 20 following ". . . armed forces." Insert two new sentences as follows:

Investigative results are not to be retained in field office files. Immediately after submitting the information to FBIHQ, the field office communications containing the investigative results are to be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EIW/gmc

APPROVED:
Director
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory

66-3286

NOT RECORDED

JUN

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

Based on memorandum Mr. A. J. Decker, Jr., to Mr. McDermott dated 5/5/77.

RAH:dam (4)

55 JUN 27 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI/DOJ

BUREAU GENERAL

(B) DESTRUCTION OF FIELD FILES AND RECORDS - Current rules indicate that index cards must be destroyed when related file material is destroyed. The practice generally followed has been to destroy the file(s) retaining only those serials and/or pages of serials where-upon indexing has been accomplished. Immediately thereafter the file number of each file destroyed is recorded on Form FD-478 (list of files destroyed) in order to provide a permanent record of files that have been destroyed in accordance with the Bureau's regular and ongoing destruction program. Subsequent to destroying the file and on a project basis commensurate with available manpower, the serials are used as a means of locating and purging the index cards for destruction.

To insure that all offices utilize the most expedient and efficient procedure you should, by employing the aforementioned procedure, vigorously pursue the destruction of all files in your office that meet the current file destruction criteria set forth in the Manual of Rules and Regulations and Bureau airtel dated 4/27/76 captioned as above.

In the event a request is received in your office under the Freedom of Information and Privacy Acts, and a check of the general indices reveals the existence of an index card, and subsequent check fails to produce a file, the "list of files destroyed" will provide a means of identifying a file that has been destroyed and permits you to respond to the requester that file has been destroyed in accordance with the Bureau's file destruction program. Manual changes are forthcoming.

(Security page attached)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/glk

66-3286-
NOT RECORDED
48 MAY 13 1977

70 MAY 25 1977

4-312 (Rev. 12-11-73)

Date of Mail APRIL 22,1977

Has been removed and placed in the Special File Room of Records Section.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP4 EJW/gHK

See File 66-2554-7530 for authority.

Subject JUNE MAIL -DESTRUCTION OF BUREAU PROPERTY-GENERAL

Removed By 79 MAY 19 1977

File Number 66-3286-

Permanent Serial Charge Out

FBI/DOJ

April 19, 1977

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

General

Part II, Section 3D, 8d(3), page 13a amend to read as follows:

Destruction Of Bureau Records

Subsequent to the destruction of files and commensurate with available manpower, related index cards are to be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/JK

Part II, Section 3D,8e(d), Page 13b amend to read as follows:

Copy of FD-159 contained in the substantive file is to be destroyed when substantive field file is destroyed. Subsequently, and commensurate with available manpower, related index cards are to be destroyed.

66-3286-

NOT RECORDED
APR 26 1977

Part II, Section 3D, Page 13c, Paragraph four, amend to read as follows:

In all cases, with the exception of FBI Law Enforcement Bulletins, all index cards are to be destroyed subsequent to the destruction of related file material commensurate with available manpower. This should be accomplished by retaining during the file destruction process, only those serials and/or pages of serials whereupon indexing has been done. Immediately thereafter the file number of each file destroyed is to be recorded on form FD-478 (list of files destroyed) in order to provide a permanent record of files destroyed. Subsequent to destroying the file and on a project basis commensurate with available manpower, the serials are to be used as a means of locating and purging the index cards for destruction. In the event a request is received under the Freedom of Information

APPROVED: Director ..... Adm. Serv. ..... Legal Coun. .....
Assoc. Dir. ..... Ext. Affairs ..... Plan. & Insp. .....
Dep. AD Adm. ..... Fin. & Pers. ..... Rec. Mgt. .....
Dep. AD Inv. ..... Gen. Inv. ..... S. & T. Serv. .....
Ident. ..... Spec. Inv. .....
Intell. ..... Training .....

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
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Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

TBD:mk (6)

5 MAY 4 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE NOTE PAGE 2

GPO : 1976 O - 207-526

and Privacy Acts, and a check of the general indices reveals the existence of an index card, and subsequent check fails to produce a file, the "list of files destroyed" will provide a means of identifying a file that has been destoyed and facilitate responding to the requester.

NOTE: Based on J. W. Awe to Mr. Decker memo 4/11/77 captioned "File Destruction Program, Jacksonville Division" recommending that uniform policy re field file/index card destruction be established and that appropriate manual inserts be submitted.

1 - Mr. A. J. Decker
(Mr. [redacted])
1 - Mr. T. W. Leavitt
4/14/77

Legat, Caracas (66-93)

1 - Mr. [redacted]
1 - Mr. R. A. Bermingham

Director, FBI (66-3786)

Destruction of Records Page 5

DESTRUCTION OF FIELD
FILES AND RECORDS

ReCARlet dated 4/5/77.

In connection with the destruction of index cards Foreign Operations Policy Manual, Section 6L, Item 2, page 13, as revised on 10/30/74 states "index cards for files destroyed should be retained." SAC Memorandum 52-74(a) dated 11/5/74 and Manual of Rules and Regulations Part II, Section 3d, Item 8D(3), 6/28/76, both state that index cards should be destroyed when files are destroyed. These two communications concern field office files and not Legal Attache Office files.

Bureau letter dated 6/28/76 to all Legats specifically advises Legats to follow the file destructions program as outlined in the Foreign Operations Policy Manual, Section 6.

As stated in the Foreign Operations Policy Manual and reaffirmed by above letter to all Legats dated 6/28/76, index cards should not be destroyed by Legal Attaches.

1 - Foreign Liaison Unit (detached)

RAB:blk
(8)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gnr

NOTE:

Above response coordinated with Mr. [redacted] of the Records Management Division.

b6
b7C

66-3286-

MJ

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
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S. & T. Serv. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

MAILED 18
APR 15 1977
FBI

APR 19 1977

F-981

APR 27 1977

MAIL ROOM ☑ TELETYPE UNIT ☐

GPO 643—16—62790-1

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (66-3786) DATE: 4/5/77

FROM : LEGAT, CARACAS (66-93)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Re FBIHQ letter to all Legats, 6/28/76.

This letter concerns the destruction of index cards related to files and serials destroyed under captioned program.

The Foreign Operations Policy Manual, Section 6L, Item 2, on Page 13, with a revision date of 10/30/74, states "Index cards for files destroyed should be retained, thereby affording a future file reference for any necessary Bureau indices check."

SAC Memorandum 52-74(A) dated 11/5/74, Item c, Page 3, states "Index cards relating to the case should be retained for 20 years and then destroyed as encountered."

Manual of Rules and Regulations, Part II, Section 3D, Item 8D(3), Page 13A, with a revision date of 6/28/76, states "Destroy all field office indices cards at time related field office file is destroyed."

FBIHQ is requested to advise Caracas and other Legats which regulation concerning destruction of index cards relates to Legal Attache Offices; particularly, are index cards to be destroyed and if so, when?

66-3786

INDEXED RECORDED
20 APR 12 1977

3 - Bureau
1 - Foreign Liaison Unit
1 - Caracas
DGG/jms
(4)

RECORDS SYSTEM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EEW/gHK

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/glk

June 14, 1977

PERSONAL

Mr. [redacted]
Federal Bureau of Investigation
Sacramento, California

Destruction of Bureau Records - General

b6
b7C

Dear Mr. [redacted]

I have received your suggestion regarding destruction notations and the use of Form FD-479 in certain instances. After evaluation, it is believed that our current procedures provide a more efficient management tool for controlling and managing the file destruction/retention program; and therefore, should be continued.

Although favorable action was not taken in this instance, the interest you expressed by submitting your proposal to me is indeed appreciated.

Sincerely yours,

C M Kelley

Clarence M. Kelley
Director

MAILED 14
JUN 14 1977
FBI

2 - Sacramento
1 - Field personnel file
1 - Suggestion file

DE-52 66 3286 1237

1 - Personnel file of SA [redacted]

GW:klm
(6)

(Suggestion # 394-77)

b6
b7C

JUN 15 1977

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
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Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

57 JUN 21 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI/DO

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Sacramento, California

NOTE: Suggests that, when an auxiliary office case is RUC or an office of origin case is closed, no destruction notation be made on the RUC or closing communication and no FD-479 be prepared when file will be destroyed under the six-month and 10-year rules respectively. Therefore, a destruction notation will be made or an FD-479 will be prepared only when the file is to be retained for some specific reason. The Records Systems Section, Records Management Division, is of the strong opinion that the Chief Clerk's Office should not arbitrarily destroy files that have not been authorized for destruction by the case Agent and/or Agent Supervisor, inasmuch as the case Agent and Agent Supervisor are logically in the best position to determine the potential value of the case. To destroy files otherwise could result in the premature destruction of material that significantly impacts investigative operations. The current policy requiring the Agent to note destruction and/or retention period on RUC/closing communications or execute Form FD-479 reflecting this information serves as an absolute flag for the Chief Clerk's Office to either destroy or retain files without having to return the file(s) to the Agent Supervisor for further review. The Records Systems Section believes that the current policy provides a more efficient management tool for controlling and managing the file destruction/retention program; and therefore, should be continued. The Records Management Division recommends that suggestion not be approved, and Finance and Personnel Division agrees. Views attached.

APPROVED:

Director_____
Asst. Dir._____
Supv. AD Adm._____
Dep. AD Inv._____

Adm. Serv._____
Crim. Inv._____
Fin. & Pers. REL/qw
Ident._____
Intell._____
Laboratory_____

Legal Coun._____
Plan. & Insp._____
Rec. Mgmt. 09/17/79
Spec. Inv._____
Tech. Servs._____
Training_____
Public Affs. Off._____

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Long

DATE: 6/9/77

FROM : J. H. Skaggs JHS

SUBJECT: DESTRUCTION OF BUREAU RECORDS

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

PURPOSE: To seek authority to destroy blue slips and supporting documentation (FD-221 and receipts) in accordance with the established destruction schedule applicable to other voucher and payment records without microfilming.

SYNOPSIS: Observations, conclusions and recommendations regarding the permanent retention of blue slips and supporting documentation and/or copies thereof are set forth herein.

CURRENT BUREAU POLICY: Blue slips and supporting documentation, over five years old, are placed on microfilm and the original documents are destroyed.

RECOMMENDATIONS:

1. That the Bureau approve the destruction of original blue slips and supporting documentation, without microfilming, six years three months from end of fiscal year covered.

66-3286

NOT RECORDED
AUG 12 1977

ORIGINAL FILED IN

2. If approved, this memorandum be forwarded to the Records Management Division for preparation of the documentation to obtain Department of Justice and National Archives and Record Service authorization to dispose of these records.

JUL 22 1977

2 ENCLOSURE

2 ENCLOSURE

2 Enclosures

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

BD:nli
(6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRT/ac

1 - Mr. Decker - Enclosures
1 - Mr. Long - Enclosures
1 - Mr. Mintz - Enclosures
1 - Mr. Evans - Enclosures

DETAILS ON PAGE 2

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

FBI/DOJ

Memorandum J. H. Skaggs to Mr. Long

RE: DESTRUCTION OF BUREAU RECORDS

DETAILS: A document and vouchering technique known as a "blue slip" was established prior to 1920 to provide additional security to certain sensitive and/or confidential payments to informants, sources and/or commercial firms when it was necessary to protect the identity of the payee and/or the payor (Bureau). The original blue slips and supporting receipts or copies thereof are being retained permanently.

In 1954, after an accumulation of approximately 60 drawers of blue slips dating back to 1916, it was approved that blue slips over 5 years old be placed on microfilm and the original documents destroyed (Memorandum P. G. Travers to Mr. Glavin dated 2/16/54). The microfilm project commenced in 1954 and continued into 1957, but was discontinued as a result of an adverse court decision wherein original receipts in support of certain payments were not available and an attempt to introduce copies of receipts as evidence was rejected. At the time of termination blue slips covering payments thru calendar year 1949 had been placed on microfilm.

In late 1974, as a result of a space and security survey and after it was determined that documents reproduced from microfilm would be acceptable for court purposes, it was approved that we proceed with the microfilming of blue slips and destroy those original documents previously microfilmed (Memorandum C. D. Neudorfer to Mr. Decker dated 11/18/74). This destruction project has been completed. During the destruction of previously microfilmed documents it was determined that any prompt and accurate retrieval of payment documents from microfilm records would require that a detailed sophisticated indexing procedure be established. It was also determined that microfilm equipment with the needed indexing and retrieval capability was not available in Bureau inventory. In view of this, 3M Company representatives were contacted and it was determined that equipment with the needed capabilities would require an outlay of approximately $75,000.00. In addition to the above, it was concluded that a five (5) phase process consisting of document separation and preparation; document microfilming; microfilm processing; microfilm review and indexing and original document destruction would be needed to handle this project. Surveys indicated that initially approximately two million documents, at least 5 years old, would be microfilmed, indexed and destroyed to bring this project up to date and that annually, thereafter, a lesser number of documents would be microfilmed, indexed and destroyed to keep the project current. It was also approved that, in view of the senitive nature of the documents involved, this project would only be handled internally by Bureau personnel. This can be accomplished, however, the expenditure of funds and manpower will be substantial and it is believed that this expenditure of funds and manpower may not be necessary.

Memorandum J. H. Skaggs to Mr. Long

RE: DESTRUCTION OF BUREAU RECORDS

In this regard, it should be noted that in the past the Bureau has been occasionally requested to furnish original receipts for informant payments for use in preparation of and/or introduction in court proceedings. These receipts have been furnished when available. On a number of occasions receipts have not been available inasmuch as the informant had refused to provide any receipt. On those occasions the Bureau has furnished a notarized tabulation of payments. Thusfar, those notarized tabulations have been acceptable and it is felt that such a tabulation would suffice if the original receipts and/or a copy thereof were unavailable due to authorized destruction. Any required tabulation of payments could be prepared from other available records (informant payment ledger pages) which are retained at FBIHQ on a permanent basis.

In addition to the above, it is believed that the documents in question (blue slips and receipts) serve no archival or historical value and that such are in reality only supporting documentation to substantiate an expenditure of appropriated funds and, as such, should be destroyed in accordance with the established destruction schedule applicable to other voucher and payment records. Agencies are required to retain original vouchers and supporting receipts for audit by the General Accounting Office (GAO). After audit or earlier if storage space is limited these original vouchers and receipts are forwarded to the Federal Records Center where such are stored for a period of 6 years 3 months from the end of the fiscal year (FY) covered and then routinely destroyed (e.g. 1976 FY - destroy 9/30/82). It is also believed that blue slips and receipts would have been destroyed in accordance with the above schedule had they not been separated from the original payment voucher due to the sensitive nature of the information set forth thereon.

In view of the above, it is felt that the retention of blue slips and receipts or copies thereof is not necessary or legally required and that the Bureau should consider the feasibility of destroying such documents without microfilming and, if approved, request legal authority to support that action. On 9/30/77, approximately 350 cubic feet of records could be destroyed.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: February 18, 1954

FROM : P. G. Travers

b6
b7C

SUBJECT: MICROFILMING BLUE SLIPS
Destruction of Blue Slips

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/JK

Mr. [redacted], Agent Supervisor of the Voucher Unit, suggested to the Administrative Division's Streamlining Committee that blue slips (used for confidential payments) over 5 years old be placed on microfilm and the originals destroyed. There are approximately 60 drawers of blue slips dating back to 1916, filed in Room 7106 in the Identification Building.

As blue slips are annually audited by the General Accounting Office, this matter of microfilming our blue slips was discussed with Mr. Allen N. Humphrey, Chief of the Records Management and Services Branch of the Office of the Administrative Service, GAO, for the purpose of determining what approval is necessary to microfilm blue slips and to destroy the originals. Mr. Humphrey advised that there is no objection to the microfilming of blue slips and he stated that the procedure to be followed would be execution of [illegible] Form 115, identified as the Request for Authority to Dispose of Records. According to Mr. Humphrey, one copy of Form 115 is forwarded to the General Accounting Office which will be acknowledged by their letter to the Bureau authorizing us to microfilm the blue slips. This is not final authority as it is necessary that the original of Form 115 and 4 copies be executed and sent to the Archives, who in turn furnishes copies of this form to GSA and Congress for their respective approval. Mr. Humphrey indicated that this approval, if desired by the Bureau could be extended to allow the Bureau to microfilm the blue slips on a continuing basis without the necessity of obtaining approval every time the microfilming is done.

Mr. Frank Waikart of the Records Section advised that the following information is necessary in the execution of Form 115: (1) a description of the material to be destroyed, (2) period covered by the material to be destroyed, and (3) the volume of the material to be destroyed. Mr. Waikart felt that under (1), description of material, it would suffice to state on Form 115 something to the effect as follows: "memorandum covering payment of expenses in connection with investigations performed."

From past experience, it has been noted that the need for blue slips over 5 years old is rare and the microfilm could be used in the event such blue slips were requested to be reviewed.

66-19087-22X

66-3286

ENCLOSURE

PGT:vs

(SEE ADDENDUM NEXT PAGE)

15 APR 27 1954

RECOMMENDATION

That Bureau approval be granted to microfilm blue slips over 5 years old and the originals destroyed so that the Form 115 can be executed in order to get the approval of GAO, CSA and Congress.

If final approval is granted for the microfilming of blue slips it is recommended that an employee of the Voucher Unit be present when the microfilming is being done in order to place the blue slips in the desired chronological order.

It is felt by the Records Section that a test should be made to determine if the blue slips are of suitable material for microfilming before any large project is set up to accomplish same as recommended in this suggestion.

That this memorandum be referred to the Training and Inspection Division for their analysis and consideration.

b6
b7C

That the attached proposed letter to Mr. [redacted] go forward, acknowledging his suggestion.

Attachment

ADDENDUM: (WRG:mfs) February 18, 1954

The Executives Conference of February 17, 1954, consisting of Messrs. Tolson, Harbo, Boardman, Tamm, Tracy, Belmont, McGuire, Rosen, and Glavin, recommended approval of microfilming blue slips as set forth heretofore in this memorandum.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dirs.
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Assistant Director
Records Management Division

DATE: 6/7/77

FROM : Legal Counsel

SUBJECT: FILE DESTRUCTION

Destruction of Bureau Records

PURPOSE: To furnish Records Management Division list of pending civil actions assigned in Information and Privacy Acts Litigation Unit (IPALU) as of 5/31/77. Legal Counsel will keep Records Management Division advised on a periodic basis of new civil actions filed as well as disposition of those pending civil actions attached.

SYNOPSIS: Decided during conference of 5/31/77, between Section Chief James Awe, Records Management Division, Deputy Assistant Director James Farrington, Unit Chiefs [redacted] and [redacted] of Legal Counsel Division, that Civil Litigation Unit and IPALU would provide list of pending civil actions for use by Records Management Division in determining which records should not be destroyed in connection with Bureau-wide file destruction program. Attached is list of 166 pending civil actions in IPALU, identifying subject matter and Bureau file number when available. b6 b7C

RECOMMENDATION: That Records Management Division utilize enclosure in instructing the field concerning file destruction.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EZW/MHK

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Fin. & Pers.	Rec. Mgnt.
Dep. AD Inv.	Ident.	Spec. Inv.
	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

ORIGINAL FILED IN

DETAILS: During conference on 5/31/77, between Section Chief James Awe, Records Management Division, Deputy Assistant Director James Farrington, Unit Chiefs [redacted] and [redacted] of Legal Counsel Division, it was decided the Civil Litigation Unit and IPALU would provide a list of pending civil actions for use by Records

Enclosure 66-3286 (OVER)

7 - ENCLOSURE
1 - Mr. Decker
Attn: Mr. Awe
1 - Mr. [redacted]
1 - Mr. Mintz
1 - Mr. [redacted]

NOT RECORDED
167 OCT 5 1977

3 OCT 5 1977

b6
b7C

LEGAL COUNSEL
RECORDS

PCM:dlr (5)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

FBI/DOJ

Memo from Legal Counsel to
Assistant Director
Records Management Division

Management Division in determining which records should not be destroyed in connection with the Bureau-wide resumption of file destruction program. Attached as an enclosure is a list of 166 pending civil actions in IPALU. Enclosed identifies the subject whether it be an individual or organization with identifying data when available and Bureau file number when available. In three instances when the subject matter of the records involved covered several areas, you will find an attachment to the enclosure identifying those areas as found in original FOIA and/or Privacy Act requests.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

1 - Bassett
1 - Mr. Kelleher
1 - Mr. [redacted]

b6
b7C

DATE: 5/26/77

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
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Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO: Mr. Bassett HNB/ext

FROM: Mr. Kelleher TK/ext

SUBJECT: REFERENCE FIREARMS COLLECTION
.380 AUTO CALIBER BROWNING
SEMI-AUTOMATIC PISTOL, SERIAL
NUMBER 72N17336

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4EJW/gmk

PURPOSE:

To advise that the captioned firearm is going to be destroyed and replaced in the Laboratory's Reference Firearms Collection.

DETAILS:

The listed firearm is no longer of evidentiary value and is in excess of the Bureau's needs. In accordance with authorization granted (memorandum from R.H. Jevons to Mr. Conrad dated 10/1/64, Bufile 80-14, Sub 1) the referenced firearm is being destroyed and is being replaced by a firearm described as follows: .380 Auto caliber Browning semi-automatic pistol, Serial Number 71N12732.

RECOMMENDATION:

That the captioned weapon be destroyed and be replaced in the Reference Firearms Collection. The captioned weapon should be removed from the Bureau's permanent inventory and be replaced with the other weapon.

66-3286
NOT RECORDED
19 JUL 22 1977

DRR/dlp* (4)
1 cc Doc. Prog.
7/19/77

TK/ext

3 JUL 22 1977

5 AUG 2 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

66-3760-99 NO GEN IND

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 8/2/77

FROM : SAC, DALLAS (66-680)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
EXPLOSIVES AND INCENDIARY DEVICES/
BOMB THREATS

Re Manual of Rules and Regulations, Part II, Section 3, Page 25; Bureau airtel dated 4/27/76, captioned "DESTRUCTION OF FIELD FILES AND RECORDS."

Re instructions call for retention of material in "security classifications." The 174 classification, according to the Manual of Rules and Regulations, is such a classification and accordingly, such material may not be marked for normal destruction at the time the case is closed. A review of Dallas 174 cases clearly indicates that the vast majority of 174 classificationscases (origin and auxiliary office) involve isolated criminal activities and cannot be even remotely construed as being "security" related.

To consolidate file destruction program in Dallas and preclude time consuming reviews at later date, Dallas requests FBIHQ reconsider current policy insofar as it pertains to non-security type 174 cases.

2 - Bureau
1 - Dallas
WLH/pc
(3)

REC-29 66-3286-1238

EX-131

23 AUG 30 1977

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gmk

5010-108-02

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

0-20 (Rev. 5-12-76)

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gHK

Destruction of Bureau Property

N029
R
FBI FILES

WASHINGTON (AP) -- THE FBI MAY SOON GET RID OF HUNDREDS OF THOUSANDS OF FILES ON INDIVIDUALS AND ORGANIZATIONS THAT ATTRACTED FBI ATTENTION ONLY BECAUSE THEY PARTICIPATED IN SOME SORT OF POLITICAL PROTEST.

JUSTICE DEPARTMENT AND FBI OFFICIALS SAID MONDAY THEY ARE CONSIDERING HOW TO DISPOSE OF MANY OF THE 6.5-MILLION FILES THE BUREAU HAS COLLECTED ON CITIZENS AND GROUPS.

BUT WILLIAM SCHAFFER, A DEPUTY ASSISTANT ATTORNEY GENERAL, SAID THAT UNDER THE LAW, "THE FBI JUST CAN'T DISPOSE OF THE FILES UNILATERALLY."

HE SAID DEPARTMENT AND FBI OFFICIALS ARE CONFERRING WITH REPRESENTATIVES OF THE NATIONAL ARCHIVES TO DETERMINE WHAT CAN BE DONE.

THE LAW SETS DOWN PROCEDURES FOR GOVERNMENT AGENCIES, INCLUDING THE FBI, TO TRANSFER HISTORIC RECORDS TO THE ARCHIVES AND GIVES ARCHIVISTS A ROLE IN DETERMINING WHAT MUST BE PRESERVED AND WHAT CAN BE DESTROYED.

THE ISSUE AROSE AT A HOUSE JUDICIARY SUBCOMMITTEE HEARING. SOME COMMITTEE MEMBERS CRITICIZED THE FBI FOR HOARDING VOLUMES OF FILES HAVING NOTHING TO DO WITH CRIMINAL ACTIVITY.

IN RESPONSE TO COMMITTEE QUESTIONS, DEPARTMENT AND FBI OFFICIALS SAID THEY ARE RECEIVING AN AVERAGE OF 68 REQUESTS EVERY WORKING DAY FROM INDIVIDUALS SEEKING FBI RECORDS UNDER THE FREEDOM OF INFORMATION ACT.

MORE THAN 6,000 REQUESTS ARE PENDING AND THE BUREAU HAS ASSIGNED 375 EMPLOYES TO PROCESS THEM, SAID JAMES M. POWERS, THE FBI OFFICIAL IN CHARGE OF HANDLING THE REQUESTS.

HE SAID THE FBI HOPES TO ELIMINATE THE BACKLOG BY SEPT. 30.

0628 1039AED

66-3286-A
NOT RECORDED
45 AUG 1 1977

55 AUG 3 1977

WASHINGTON CAPITAL NEWS SERVICE

FBI/DOJ

Assistant Attorney General
for Administration

July 11, 1977

Director, FBI

FEDERAL GOVERNMENT

ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS - General

Attached hereto are the required number of copies of Standard Form 115 requesting authority to destroy records which have no further value at this time.

It is requested that this form be forwarded to the National Archives and Records Service, General Services Administration, for appropriate action.

Enclosures (4)

66-19087
CMG:evp
(7)

NOTE: Based on J. W. Awe memorandum to Mr. Decker dated 7/11/77, captioned as above.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EFW/gHK

ORIGINAL FILED IN 66-19087-79

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm. MCD
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt. ASD/wcB
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

ENCLOSURE
ENCLOSURE

MAILED 14
JUL 12 1977
FBI

66-3286-

NOT RECORDED
191 JUL 21 1977

23 JUL 19 1977

54 JUL 27 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI/DOJ

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO.
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Date — Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER — 5. TEL. EXT.
James W. Awe — 4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7/8/77	James W. Awe	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Original and microfilmed memoranda and supporting documentation covering payment of expenses from appropriated funds in connection with official investigations performed by the Federal Bureau of Investigation. The proposed retention period will satisfy administrative needs and auditing requirements and the substance of the documents can be reconstructed from permanent ledgers in the event that this data is required in the future. The documents are dated from 1916, encompass approximately 350 cubic feet of records, and produce approximately 18 cubic feet of records annually. (This is a broadening of request approved on 5/17/54 to delete the microfilming process which would require an expenditure of funds in excess of $75,000.) Destroy 6 years and 3 months from the end of the fiscal year covered or whenever administrative needs have been served, whichever is later.	II-NNA-1133	

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gmp

ENCLOSURE 66-3286

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Decker

DATE: 7/11/77

FROM : J. W. Ame/K

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gmk

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

PURPOSE:

The purpose of this memorandum is to request approval to forward the attached Standard Form 115 to the National Archives and Records Service (NARS) for authority to destroy original and microfilmed blue slips and supporting documentation after a retention period of 6 years and 3 months.

DETAILS:

Reference is made to J. H. Skaggs memorandum to Mr. Long, dated 6/9/77, captioned "Destruction of Bureau Records," wherein Bureau authority was granted to destroy, after a period of 6 years and 3 months from the end of the fiscal year covered, original and microfilmed blue slips and supporting documentation.

Archival authorization was sought and granted in 1954 to microfilm and, in turn, destroy the original blue slips. This procedure was determined to be costly and administratively burdensome in that equipment for the project would require an estimated expenditure of $75,000 and entail a complex indexing procedure to permit retrieval. The currently approved retention period appears to satisfy Bureau needs and audit purposes and, if circumstances dictate, tabulation of payments can be reconstructed from permanent records.

Attached are the appropriate number of completed Standard Form 115 containing our disposal request. Due to the sensitive nature of the subject matter, this request will be forwarded to NARS through the Department.

RECOMMENDATION:

That the attached letter and enclosures be forwarded to the Department for subsequent action by NARS.

Sent 7-12-77 klc

23 JUL 19 1977

APPROVED: ____ Adm. Serv. ____ Legal Coun. ____
Director ____ Crim. Inv. ____ Plan. & Insp. ____
Dep. AD Adm. ____ Inspection ____ Rec. Mgmt. ____
Dep. AD Inv. ____ Laboratory ____ Tech. Servs. ____
Public Affs. Off. ____ Training ____

66-13087
Enclosures
1 - Mr. Long
1 - Mr. Mintz
CMG:evp (6)

66-3286-

NOT RECORDED
191 JUL 21 1977

5 JUL 27 1977

ORIGINAL FILED IN 66-13087-69

INSTRUCTIONS

General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textural records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/81K

FD-479 (Rev. 6-25-76)

FILES AND RECORDS DESTRUCTION ORDER

Date 7-11-77

TO: Bureau

FROM: New York

RE: NY File No. 163-135 General

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☑ Destroyed Destruction of Bureau Property

under the ☐ 6-month ☑ 10-year Rule

☐ Auxiliary Office original FD-302s, Laboratory or Latent FP reports and/or 1-A Exhibit or Bulky Exhibit FD-192 green sheets have been forwarded to OO as applicable.

☐ Retained

Justification for Retention is as Follows:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gmk

Case Agent's Initials

Supervisor's Initials

6 - ENCLOSURE

66-3286-1238

NOT RECORDED
18 JUL 11 1977

54 JUL 20 1977

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI (66-3786) DATE: June 28, 1977

FROM : Legat, Madrid (66-30)

SUBJECT: BUREAU RECORDS - GENERAL
DESTRUCTION OF FIELD FILES AND RECORDS
LEGAT, MADRID

Re: Bureau airtel, June 28, 1976.

Legat recently had to give an estimate of classified material on hand to the Regional Security Officer (RSO) of the Embassy in Madrid.

Subsequently, Legat was contacted by the RSO and asked if there was any way possible to reduce the volume of classified material since in the event of an emergency, it would be most difficult, if not impossible, to destroy all the classified material in the Embassy.

Legat explained that at this time, due to restrictions imposed on us, it would be impossible to reduce the volume and on the contrary, it would be more likely the volume would increase unless these restrictions are lifted.

The RSO requested that Legat do everything possible to reduce the volume.

REQUEST OF BUREAU:

Bureau advise if the Attorney General is considering lifting the moratorium and if not, would the Bureau consider allowing the transfer of this material from the Legat Office to the Bureau for storage.

UNRECORDED COPY FILED IN 66-16299-

66-3286-
NOT RECORDED
14 AUG 2 1977

(3) - Bureau
(1 - Foreign Liaison Unit)
1 - Madrid
GTG:CAK
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gHK

ACK TBD:CHS 7/12/77

5 AUG 15 1977

257

5010-110
Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Long

DATE: 6/27/77

FROM : L. C. Groover

Groover

SUBJECT: DESTRUCTION OF MONTHLY FIELD ADMINISTRATIVE REPORTS OF BUREAU PROPERTY

PURPOSE: The purpose of this memorandum is to request authority to destroy monthly field administrative reports which are older than the year prior to the current fiscal year.

DETAILS: In the past, the Budget and Accounting Section has retained on file three years of the monthly field administrative reports. GSA regulations authorize destruction of working papers one year after close of the fiscal year covered by the budget. Currently there are on file six fiscal years plus the current year.

RECOMMENDATIONS:

(1) That authority be granted to destroy monthly field administrative reports which are older than the year prior to the current fiscal year.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers. ✓
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

(2) That Budget and Accounting Section be authorized to destroy reports from fiscal years 1971 through 1975.

66-3286 -

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers. ✓
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

NOT RECORDED
49 AUG 12 1977

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/glk

(3) If recommendations 1 and 2 are approved, that the destruction be coordinated with appropriate individuals from Records Management Division.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers. ✓
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

11 AUG 3 1977

RECORDS MANAGEMENT DIVISION ADDENDUM PAGE TWO

JAB:jaw (2)

57 AUG 23 1977

66-2115-805

ORIGINAL FILED IN

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (CMG:chs 7/6/77)

The Records Management Division has reviewed the proposed destruction of monthly field administrative reports one year after close of the fiscal year covered by the budget and concurs with the conclusions of the Budget and Accounting Section, Finance and Personnel Division. The proposed retention period is consistent with GSA Regulations and the Bureau's Record Control Schedule, maintained by the Records Branch, will be adjusted accordingly.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : ~~Mr. Bocker~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-26-81 BY 6383 UR/TAM

DATE: 6/16/77

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF FBI FILES Bureau Records - gen.

PURPOSE:

The purpose of this memorandum is to: (1) record basic conclusions regarding file destruction as a result of a conference held on 5/31/77 with representatives from the Associate Director's Office, investigative divisions, Planning and Inspection Division, Records Management Division and Legal Counsel division and (2) adopt as Bureau policy the conclusions reached at this conference that relate to amendments to approved file destruction.

SYNOPSIS:

A conference recently held between personnel from the Associate Director's Office and other divisions concerning various aspects of the new proposed "Prosecutive Report" also considered the Bureau's file destruction policy. It was generally concluded that field office files that have been closed for 5 years in the criminal classifications and 10 years in the applicant- and security-related classifications should be destroyed. Six months would continue to apply to Auxiliary Office files except for those wherein the Bureau is origin and certain other exceptions. It was agreed that it would be mandatory for the field to destroy files at the conclusion of this time period since references to relevant old material could be obtained by checking central indices at FBIHQ. It was further agreed that the 5-year destruction rule would also be applied to all criminal files at FBIHQ. Bureau approval is requested to

EX-132 REC-79 66-3286-1741 SEP 16 1977

Enclosures (3)
1 - Mr. Held
1 - Mr. Adams
1 - Mr. McDermott
1 - Mr. Feeney
1 - Mr. Mack
1 - Each Assistant Director
JWA:cvb (25)

ADDENDUM - LEGAL COUNSEL, JRD:kg, 6/24/77

ADDENDUM, SPECIAL INVESTIGATIVE DIVISION, SEE PAGES 10 AND 11

ADDENDUM RECORDS MANAGEMENT DIVISION PAGE 12

ADDENDUM, SPECIAL, INVESTIGATIVE DIVISION, PAGE 14

CONTINUED OVER

SEP 30 1977

RECORDS SYSTEMS

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

adopt the reduced new retention periods. However, this policy will not be fully implemented until concurrence is received from NARS and the Attorney General. The field will be advised separately of the lifting of the moratorium which authorizes the destruction of certain files as currently approved by NARS. A copy of the revised Records Retention Plan (approved by Decker to McDermott memorandum dated 3/17/77) pending at NARS, with proposed amendments to effect the changes set forth in this memorandum, is enclosed.

CURRENT BUREAU POLICY:

The Bureau has approved by A. J. Decker memorandum to Mr. McDermott dated 3/17/77 the basic file destruction policy for FBIHQ files and by airtel to all offices dated 4/27/76 the basic file destruction policy for all field offices. For FBIHQ the rule is 10 years for criminal files and 30 years for applicant- and security-related files. For field offices the rule is six months for Auxiliary Offices and 10 years for Office of Origin files with the provision that the field or Headquarters can selectively retain beyond the general retention period those files that would be of continuing value for investigative reference. These plans have not been implemented for security- and applicant-related matters for field offices because of the moratorium on the destruction of this material and final approval is needed from NARS before implementation at FBIHQ. The attached SF-115 has been forwarded to NARS and explains in detail the criteria for selection of historical files that must be maintained indefinitely. Classification list attached to the SF-115 defines applicant- and security-related files noting that all others are criminal or administrative in nature.

The proposed change to current policy basically involves changing the retention period for criminal files from 10 years to 5 years for both Headquarters and the field and to provide for mandatory destruction of field office files at the prescribed time.

Memorandum to Mr. Decker
DESTRUCTION OF FBI FILES

RECOMMENDATIONS:

1. That a 5-year retention period for criminal files and 10 years for security- and applicant-related files for field offices be approved and that the destruction of these files be mandatory at the time periods indicated.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

2. That a 5-year retention period for all criminal files be approved for FBIHQ with the provision for the selective retention of those files so designated by supervisory personnel if they serve a continuing need.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

3. If approved, the Records Management Division will forward appropriate communication to the Department regarding the Bureau's proposed change in the overall Records Retention Plan for both Headquarters and field offices.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

4. If approved, the Records Management Division will prepare appropriate Memorandum to all Special Agents in Charge setting forth the revised retention policy, submit appropriate manual changes and arrange to publish in the Federal Register the new retention policy in accordance with the Privacy Act.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

5. If approved, the Records Management Division will take necessary action to see that this plan is fully implemented and monitor the results of both the field and FBIHQ.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

Memorandum to Mr. Decker
DESTRUCTION OF FBI FILES

DETAILS:

On 5/31/77 a conference was convened in Mr. Held's conference room for the purpose of discussing various aspects of the new "Prosecutive Report" which will be applicable to select criminal classifications. Attendees at this meeting were Messrs Adams, McDermott, Feeney and Mack of the Associate Director's Office, along with Mr. Moore, Criminal Investigative Division; Mr. Colwell and Mr. Scott, Planning and Inspection Division; Mr. Monahan, Special Investigative Division; Mr. Fulton, Intelligence Division; Mr. Davis, Legal Counsel Division; Mr. Awe, Records Branch and Mr. Hannigan, FOIPA Branch of the Records Management Division.

At this meeting considerable discussion took place regarding the Bureau's file destruction policy and the fact that considerable problems may be encountered in connection with FOIPA matters if the field retained data that was not also contained in FBIHQ files. The Legal Counsel Division pointed out that because of litigation matters it would be essential to retain in field offices all documents that were generated regarding a case at least 5 years after the case has been closed and this would include any transitory documents such as airtels, memos, etc., even though the substance of the data from these communications were later incorporated in a report or other document which was subsequently forwarded to FBIHQ.

The investigative divisions believed that the retention of information in criminal investigative files if retained for 5 years would satisfy their responsibilities. The Special Investigative Division and the Intelligence Division advised that security- and applicant-related files should be maintained for at least 10 years in the field. Additionally, since the Office of Origin in applicant matters is FBIHQ, all Auxiliary Office material in this category would have to be retained for 10 years. All participants agreed, however, that the destruction for field files (6 months for Auxiliary Office, 5 years for criminal matters, 10 years for applicant-and security-related matters) should be mandatory, i.e., those files in which no significant or relevant information has been placed in file for the time periods indicated. Any need for background information beyond these time periods can be obtained by requesting a FBIHQ central indices search.

This committee additionally agreed that a 5-year rule for all criminal matters could be applied for all FBIHQ files. The committee also suggested that a 20-year rule be be applied to FBIHQ applicant (67 classification) files, i.e., those applicants who were never hired but the file contains investigative data. This will also apply to the background investigation regarding any out-of-service personnel. As a matter of information all Bureau applicant files that did not result in an appointment and do not contain investigative data are destroyed after they are two years old based upon current Archival authority. Certain material that is not required as set forth in the Federal Personnel Manual for out-of-service personnel files is being destroyed one year after the employee's services have been terminated in accordance with current Archival authority. NARS has previously indicated that they will evaluate certain classifications at a later time (as set forth in the attached SF-115) which includes the 67 classification.

While this plan still poses an FOIPA problem because the field will still retain certain data not contained in FBIHQ files, FOIPA obligations will be met by requesting Office of Origin to forward to FBIHQ those documents not previously sent. The mandatory destruction by Auxiliary Offices would eliminate the need to canvass all 59 field offices on FOIPA requests for any data they may have that would not also be contained in FBIHQ files. Additionally, if the last communication in FBIHQ files is more than 5 and/or 10 years old (depending on classification) there will be no need to check with Office of Origin on a FOIPA request because of the mandatory destruction for field files.

The field continues to maintain certain other data for which there is no reference in FBIHQ files. This basically involves (1) unknown subject cases closed administratively, (2) cases in which prosecution was declined and closed administratively, and (3) those matters closed administratively because of unfounded allegations or the complaint did not result in a violation over which the Bureau has jurisdiction. There is no FOIPA problem for this information if retained separately in the field and this is clearly explained in the Federal Register in accordance with the Bureau's System of Records.

Memorandum to Mr. Decker
DESTRUCTION OF FBI FILES

The Bureau is in receipt of a letter from the Attorney General dated June 6, 1977, lifting the current moratorium (as a result of Senate Resolution 21, 94th Congress) on the destruction of Bureau files in accordance with the existing authority from NARS. The Attorney General advised, however, that while the existing records destruction plan is undergoing review he wanted to review any new plan before it is implemented.

Accordingly, the Records Management Divsiion will prepare appropriate communication advising the field they can resume normal file destruction as currently approved by NARS. This will allow the field to destroy all Auxiliary Office files (except those in which the Bureau is Office of Origin) 6 months after they have been RUC'd and all Office of Origin files after they have been closed for more than 10 years. The current regulation allows the field to selectively retain that information they think would be of continuing value to them for investigative reference. Now that the moratorium has been lifted, the only restriction for destruction for the field offices will be those files in litigation and for which there is a Congressional interest.

A separate communication will be forwarded to the Department regarding the revised Records Retention Plan which has been forwarded to NARS and other changes that are approved herein. There is attached for information (1) a copy of the revised Records Retention Plan previously approved by A.J. Decker memorandum to Mr. McDermott dated 3/17/77 captioned File Destruction and Searching Criteria that has been forwarded to NARS for their final approval; (2) an amended SF-115 that will be forwarded to NARS for information regarding field office file retention; and (3) an amended SF-115 that will be forwarded to NARS for their approval, adjusting the retention period for FBIHQ criminal files from 10 years to 5 years. You will note that attached to Item #1 is a classification list designating the applicant- and security-related classifications. All others will be considered criminal or administrative.

It should be noted that Item #1 in the above paragraph clearly defines the categories of historical files that must be maintained and ultimatley accessioned to NARS. Additionally, it should be noted that there are many subtleties in our records system; and, therefore, there will be various exceptions to the general destruction policy (i.e., extended retention by Auxiliary Offices of all "IO" fugitive data, etc.) that will be specifically set forth in the various rules and guidelines that will be incorporated into the manual.

Memorandum from J. W. Awe to Mr. Decker dated 6/16/77
Re: Destruction of FBI Files

ADDENDUM, LEGAL COUNSEL DIVISION, JRD:kg, 6/24/77

Legal Counsel Division has no objection from a legal standpoint to adoption of the reduced file retention periods recommended in the attached memorandum. Legal Counsel continues to have some reservations, which were expressed in the conferences concerning this matter, as to whether a five-year retention period for criminal files is sufficient to meet the routine needs of the investigative divisions; however, we will defer to the opinion of the user divisions in this regard.

With regard to the retention of "transitory documents" [described under D(1) on page 5 of the attached SF-115], we understand that airtels, memoranda, etc. contained in an investigative file are not included within this description. Specifically, it is our understanding that approval of this memorandum will not authorize the destruction of "transitory documents" prior to the destruction of the investigative file in which they are contained.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgmt.
Assoc. Dir.	Ident.	Spec. Inv.
Dep. AD Adm.	Intell.	Tech. Servs.
Dep. AD Inv.	Laboratory	Training
		Public Affs. Off.

Memorandum from J. W. Awe to Mr. Decker dated 6/16/77
Re: Destruction of FBI Files

ADDENDUM, SPECIAL INVESTIGATIVE DIVISION, WCE:maf, 6/28/77

The Employees Security and Special Inquiry Section (ES & SIS), Special Investigative Division (SID), opposes Recommendation Number 2, which would provide a 5 year retention period for all criminal files for FBI Headquarters instead of the current 10 year retention period.

In Decker to Jenkins memorandum dated 8/2/76 entitled "Destruction of FBI Files," a statistical analysis of total searching requests was provided. It indicated that 77% of all searches are satisfied by the most recent 20 years of FBI Headquarters references. Of this percentage, 62.8% of the searches are name searching requests under Executive Order (EO) 10450, Security Requirements for Government Employment. In conjunction with EO 10450, the Name Check Section of SID receives in excess of 21,000 name searches per month from CSC alone, and 9000 per day from all EO 10450 sources.

Section 14, of EO 10450 delegates to CSC responsibility for the implementation of the Order and Section 14 (b) directs all departments and agencies to cooperate with CSC in facilitating the accomplishment of its responsibilities. By destroying files 5 years or older, we will be eliminating the vast number of the 77% of searches which fall within the last 20 years. Consequently we will be furnishing CSC and other Government agencies only a fraction of the information which we have previously furnished concerning applicants and employees in the Federal Service.

Such unilateral action without notification to these agencies and individuals responsible violates the directive set forth in Section 14, and contravenes our practice of having consulted with CSC concerning retention of Security and Applicant files.

Memorandum from J. W. Awe to Mr. Decker dated 6/16/77
Re: Destruction of FBI Files

ADDENDUM, SPECIAL INVESTIGATIVE DIVISION, WCE:maf, 6/28/77

Furthermore, CSC has been designated by the Office of Management and Budget to provide a second draft of a revised EO 10450 and has a deadline of late August, 1977. The most recent draft of a revised EO 10450 set retention standards of 15 and 25 years after latest investigative activity, depending on whether the reports contained significant adverse information. Since the FBI is a primary source of information under this program, and since we are being consulted by CSC on the redraft, it is incumbent upon us to notify CSC of our intention and to determine the impact such a reduced schedule will have.

Finally, Section 13 of EO 10450 requires the Attorney General (AG) to render to the heads of departments and agencies such advice as may be requisite to establish and maintain the employee-security program. The impact of the five year rule upon the Federal employee-security program should be specifically called to the attention of the AG for his opinion on whether it meets established criteria under EO 10450.

RECOMMENDATIONS: That FBI Headquarters retain the current ten year rule for destruction of criminal files until we have notified and consulted with the CSC and AG.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Serv.
Training
Public Aff. Off.

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (JWA:evp 7/8/77)

The Employees Security and Special Inquiry Section (ES&SIS) of the Special Investigative Division (SID) opposes 5 year retention period for all criminal files and instead favors a 10-year retention period. Their objection is based upon the fact that a significant amount of information would not be furnished to the Civil Service Commission (CSC) and other Government agencies if the reduced retention period is developed. For example, 77 percent of all searching is satisfied by references generated within the past 20 years and over 9,000 name check requests are processed each day from all Executive Order (EO) 10450 sources. They recommend that CSC and the Attorney General be consulted before a 5-year retention period is placed into effect.

The Records Management Division (RMD), through a further statistical analysis, has concluded that of the 9,000 daily name check requests only 2,000 of them involved a security search wherein both criminal and subversive references are listed. This includes all forms 85 and 86. About 7,000, or the balance of name check requests, receive a "short" search, which means they are limited to subversive references only. The criminal aspect of these searches is handled through Identification Division records. RMD statistical analysis further indicates that about 80 percent of all searching received a "No Record." This percentage, applied to the 2,000 searches, would leave about 400 daily name checks with records which must be reviewed. Of this, about one third result in being idents and about one half of all references are criminal. Accordingly, from the 9,000 name check forms received daily an average of 66 forms per day receive ident criminal data, most of which could probably be established through Identification Division records as it relates to arrest data. Therefore, if viewed in this perspective, the amount of data not furnished to the CSC or other agencies if the 5-year plan is adopted becomes less significant.

There is a general indication that the CSC would not object to the destruction of criminal files more than 5 years old since basic usable data in adjudicating cases is available to them through the arrest records in the Identification Division. Furthermore, there is a general indication that the CSC would not object to eliminating all "see" reference data for all information more than 20 years old. This is based upon the concept of being "timely and relevant" and the fact that any significant and meaningful data of more than 20 years old would be contained in main file references.

It is important for the Bureau to expeditiously resolve this matter in order to establish a meaningful file retention policy that is responsive to the Bureau's needs and, therefore, RMD offers the following recommendations.

RECOMMENDATIONS:

1. That the Employees Security and Special Inquiry Section, SID, contact the officials at CSC at the earliest time practical in order to bring an early resolution to this matter. Specifically it should be determined if:

a. CSC would object to a 5-year retention period for criminal files noting that basic information for adjudicating cases is available through the arrest data of the Identification Division; and

b. Determine if the CSC would object to not listing "see" reference data more than 20 years old on the basis that such data is no longer "timely and relevant." Data of sufficient consequence relating to applicant and security information more than 20 years old would be available through mail file references.

APPROVED:

Director_____
Assoc. Dir._____
Dep. AD Adm._____
Dep. AD Inv._____

Adm. Serv._____
Crim. Inv._____
Fin. & Pers._____
Ident._____
Intell._____
Laboratory_____

Legal Coun._____
Plan. & Insp._____
Rec. Mgmt. ASD/WCB
Spec. Inv._____
Tech. Servs._____
Training_____
Public Affs. Off._____

2. That the SID make appropriate recommendations after consultation with the CSC regarding this matter.

APPROVED:

Director_____
Assoc. Dir._____
Dep. AD Adm._____
Dep. AD Inv._____

Adm. Serv._____
Crim. Inv._____
Fin. & Pers._____
Ident._____
Intell._____
Laboratory_____

Legal Coun._____
Plan. & Insp._____
Rec. Mgmt. ASD/WCB
Spec. Inv._____
Tech. Servs._____
Training_____
Public Affs. Off._____

Memorandum from J. W. Awe to Mr. Decker dated 6/16/77
Re: Destruction of FBI Files

ADDENDUM, SPECIAL INVESTIGATIVE DIVISION, WMG:rf, 7/26/77

b6
b7C

On 7/21/77, Civil Service Commission (CSC) representatives, including [redacted] met with FBIHQ Section Chiefs James Awe, Records Management Division, and Carl Hurst and Karl Hetherington, Special Investigative Division. CSC representatives advised that if the FBI file destruction is implemented in accordance with the Archives standards, CSC would not object to a 5-year retention period for criminal files.

Concerning elimination of searches resulting in "see" references older than 20 years, CSC advised that they would like to further consider the possible effects of this policy before furnishing their opinion. They will recontact Section Chief Awe or an associate in the Records Management Division concerning "see" references. CSC agreed to 10-year criminal search and 20-year subversive search on SF-85s.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

CONFIDENTIAL

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
James W. Awe

5. TEL. EXT.
4185

Date — Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8-20-81
CLASS. & EXP. DT 6383 DRTCA
REASON-FCIM I, 1-2.4.2 2
DATE OF REVIEW 8-20-91

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/4/87	James W. Awe	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	"Central Records System"		
1.	Description of content & arrangement of records The FBI utilizes a "Central Records System" of maintaining its investigative, personnel, applicant, administrative, and general files. This System consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file. For example, all information on a given subject matter or case is channeled into one file. In order to facilitate control for the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (a) general classification and nature of violation, (b) the individual case file in this category, and (c) serialization of individual pieces of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned to the Kidnapping (7) classification. The FBI has 191 classifications in its basic filing system.	CONFIDENTIAL	DECLASSIFIED BY APY E&W/gmk ON 9-22-92 per main release

115-107

ENCLOSURE
66-3286-12

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

CONFIDENTIAL

They pertain primarily to the Federal violations over which the FBI has investigative jurisdiction. However, included in the 191 classifications are personnel, applicant and administrative matters to facilitate the overall filing scheme. Attached as an enclosure is the classification list identifying the 191 classifications.

The records contained in this system are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, State, local, and foreign agencies and to private citizens and Congressional offices where the right and need to have access to this information exists. (S) U

The "Central Records System" is explained in further detail as a system of records (System 002) in the Federal Register, Volume 41, Number 181, dated 9/16/76 (Page 39997) which was published in accordance with the Privacy Act and amended in Volume 42, Number 4, dated 1/6/77 (Page 1313).

A. Administrative files for permanent retention

In the beginning of each classification there is a double zero (00) file for the purpose of collecting in one place all policies and procedures that refer to that particular classification or violation category. For example, in the Kidnaping (7) classification there will be a 7-00 file that will be filed prior to any case numbers within that classification. Each time there is a basic change in policy or procedure regarding this category the document indicating the change will be placed in this file.

DISPOSITION: PERMANENT. Offer for transfer to National Archives and Records Service after files are 75 years old.

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GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) CONFIDENTIAL	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

B. Investigative files for permanent retention

Files for significant investigations or cases, selected by the Records Management Division in conjunction with those having direct supervisory responsibility for the category involved, according to the criteria listed below. It is noted the criteria is general in nature and selection is basically a matter of informed judgement.

Selection Procedures:

(For existing closed files that meet age criteria) Files with 5 or less volumes would generally not meet the criteria for a significant investigation or case and will be destroyed after a review, to insure compliance with criteria, by an experienced employee. Files more than 5 volumes will be reviewed by seasoned employees using their best judgement in applying the criteria for destruction or retention. A quality control spot check will insure a high degree of reliability in judgement. The disposition of the file governs disposition of index cards.

(For future closed files)
At the time a file is closed, the case agent will provide a recommendation regarding retention in accordance with this criteria. This recommendation will be subject to reevaluation prior to disposition to insure initial appraisal has remained accurate.

Files will be selected and designated for permanent retention if they meet one or more of the following criteria for significance:

1. The investigation or case has significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques;

CONFIDENTIAL

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

CONFIDENTIAL

2. The investigation or case involves an actual or potential breakdown of public order (civil disturbance) of major proportions;

3. The investigation or case directly involves a full-field investigation for: (a) a subversive or extremist organization, with or without foreign connections; or (b) a person or persons holding a major leadership position within such an organization;

4. The investigation or case directly involves a person, element, or organization whose activities are deemed to pose a substantial and compelling threat to the conduct of national defense or foreign policy.

5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.

Disposition: PERMANENT. Offer for transfer to National Archives and Records Service 75 years after closing.

C. Investigative files other than those described above under Items 1a and 1b.

1. Criminal investigative cases and supporting retrieval devices after 10 years of no relevant activity, including microfilmed cases.

Disposition: DESTROY 10 years after no relevant activity or after administrative needs have been served, whichever is later.

CONFIDENTIAL

GPO : 1975 O - 570-367

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) CONFIDENTIAL	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

2. Security investigative files with supporting retrieval devices after 30 years of no relevant activity. (See attached classification list).

Disposition: DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.

3. Applicant investigations and supporting retrieval devices after 30 years of no relevant activity. (See attached classification list.)

Disposition: DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.

4. Investigative files, in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974, 5 USC 552a (e) (1), (5), and (7).

Disposition: DESTROY regardless of age if found to be irrelevant to FBI operations, information is not timely, or retention is not justified or warranted. Files will be evaluated on an individual basis.

D. Items other than those described above under 1a, 1b and 1c.

1. Transitory documents such as airtels, teletypes, memoranda, etc., the substance of which has been included in prosecutive reports or other permanent communications which provide the basis for retention according to the prescribed disposition of the respective file.

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GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

CONFIDENTIAL

Disposition: DESTROY after action has been taken and transitory document no longer serves a useful purpose.

NOTE: Separate authority has been granted for the destruction of field office records on the basis that the records are contained in Headquarters files in whole, substance, or summarization. Destruction resulting from this disposal schedule will not compromise current authority granted for the destruction of field records.

Time periods for retention were selected to meet current needs; however, this criteria will be reevaluated from time to time to ensure that information maintained is essential and relevant. Adjustments may be needed in the future, especially as it relates to: (1) the FBI's obligation under Executive Order 10450 for the Security of Government Employees and (2) future Department of Justice guidelines for information gathering and retention policies for investigative data.

The following classifications are excluded from disposition standards for criminal, security and applicant investigative files. National Archives and Records Service will, upon examination, apply separate criteria for disposition in these classifications: 1, 32, 33, 39, 43, 62, 63, 64, 66, 67, 80, 91, 94, 100, 105, 122, 188 and 191 and any other classification created hereafter. A supplemental SF 115 will be submitted regarding these classifications after the National Archives and Records Service determines specific retention guidelines which will then allow for the destruction of obsolete material in these classifications.

A copy of this request is being made available to the Department of Justice for the Attorney General's information so he will be aware of the FBI's Retention Plan. This will enable the Department to also make this data available to the Senate Select Committee on Intelligence before the plan is implemented to insure no data is destroyed for which there is a Congressional interest. Additionally, particular care will

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GPO : 1975 O - 579-387

CONFIDENTIAL

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

be taken to be sure no material is destroyed for which there is pending litigation or otherwise restricted because of a special request.

The provisions of this schedule do not supersede the retention standards of Federal Records Schedule 14, Items 16-30, developed by Department of Justice and General Services Administration Legal Counsel, for records relating to the administration of the Freedom of Information and Privacy Acts.

In the attached classification list the applicant-related classifications are identified by one (*) and the security-related classifications by two (**); all other classifications are criminal-related or administrative in nature.

CONFIDENTIAL

CLASSIFICATIONS

1.* Training Schools; National Academy Matters; F.B.I. National Academy Applicants
2.** Neutrality Matters
3.** Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than Income)
12. Narcotics
13. Misc. National Defense Act; Prostitution; Selling Whiskey Within Army Camps (Obsolete - 1920)
14.** Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injuction (Obsolete)
17. Veterans' Adminstration Matters
18. May Act
19. Censorship Matters (Obsolete - 1946)
20. Federal Grain Standards Act (Obsolete - 1921)
21. Food and Drugs
22. National Motor Vehicle Act (Obsolete - 1927)
23. Prohibition
24. Profiteering (Obsolete - 1945)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
30. Interstate Quarantine Laws (Obsolete - 1925)
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
34. Violation of Lacy Act (Obsolete - 1927)
35.* Civil Service
36. Mail Fraud
37.* False Claims Against The Government (Obsolete - 1928)
38.* Application for Pardon to Restore Civil Rights (Obsolete - 1936
39.** Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosives (Obsolete)
42. Deserter; Deserter - Harboring

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-20-81 BY 6383 DPH/KAK

* Applicant-related classifications
** Security-related classifications

Enclosure

43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging Naval Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.
44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws - Voting Rights Act, 1965
45. Crime on the High Seas (Includes stowaways on boats and aircraft)
46. Fraud Against the Government: Anti-Kickback Statute; Dependents Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil) Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
47. Impersonation
48. Postal Violations (Except Mail Fraud)
49. National Bankruptcy Act
50. Involuntary Servitude and Slavery
51. Jury Panel Investigations
52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
53. Excess Profits on Wool (Obsolete - 1925)
54. Customs Laws and Smuggling
55. Counterfeiting
56. Election Laws
57. War Labor Disputes Act (Obsolete - 1951)
58. Bribery; Conflict of Interest
59. World War Adjusted Compensation Act (Obsolete - 1928)
60. Anti-Trust
61.** Treason or Misprision of Treason
62.* Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
63.* Miscellaneous - Non-Subversive - including:
Black Market in Railroad Tickets (Obsolete)
Civil Aeronautics Act (Obsolete)
Eight-Hour-Day Law
Federal Judiciary Investiations
Federal Juvenile Delinquency Act
Kickback Racket Act
Lands Division Matter (Condemnation Proceedings)
Miscellaneous - Civil Suit
Miscellaneous - O.P.A. Violations (Civil) (Obsolete)

Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
Soldiers and Sailors Civil Relief Act of 1940
Tariff Act of 1930
Top Hoodlum Coverage
Unreported Interstate Shipment of Cigarettes
Federal Cigarette Labeling and Advertising Act

64.** Foreign Miscellaneous
65.** Espionage
66. Administrative Matters
67.* Personnel Matters
68. Alaskan Matters (Obsolete - 1956)
69. Contempt of Court
70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzelment or Theft of Indian Property
71. Bills of Lading Act
72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations
73.* Application for Pardon After Completion of Sentence and Application for Executive Clemency
74. Perjury
75. Bondsmen and Sureties
76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
77.* Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)
78. Illegal Use of Government Transportation Requests
79. Missing Persons
80. Laboratory Research Matters
81. Gold Hoarding (Obsolete - 1952)
82. War Risk Insurance (National Service Life Insurance) (Obsolete - 1967)
83. Court of Claims
84. Reconstruction Finance Corporation Act (Obsolete - 1953)
85. Home Owner Loan Corporation (Obsolete - 1952)
86. Federal Lending and Insurance Agencies
87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute
90. Irregularities in Federal Penal Institutions
91. Bank Burglary; Bank Larceny; Bank Robbery
92. Anti-Racketeering; A.R. - Lea Act; A.R. - Interference with Government Communications System; A.R. - Hobbs Act
93. Ascertaining Financial Ability
94. Research Matters
95. Laboratory Cases (Examination of Evidence in Other than Bureau Cases)

96.* Alien Applicants (Obsolete - 1944)
97.** Registration Act
98.** Sabotage
99. Plant Survey (Obsolete - 1944)
100.** Subversive Matter (Individuals); Internal Security (Organizations); Domestic Security Investigations
101. Hatch Act (Obsolete - 1941)
102.** Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete - 1957
105.** Internal Security (Nationalistic Tendency - Foreign Intelligence (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete - 1963)
107. Denaturalization Proceedings (Obsolete - 1952)
108. Foreign Travel Control (Obsolete - 1944)
109.** Foreign Political Matters
110.** Foreign Economic Matters
111.** Foreign Social Conditions
112.** Foreign Funds
113.** Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete - 1972)
115. Bond Default; Bail Jumper
116.* Atomic Energy Act-Applicant; Atomic Energy Act-Employee; Energy Research and Development Administration - Applicant
117.** Atomic Energy Act-Criminal
118.* Applicant - Central Intelligence Agency (Obsolete - 1952)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121.* Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123.* Special Inquiry - State Department - Voice of America (U.S. Information Center) (Public Law 402 - 80th Congress) (Obsolete - 1963)
124.* European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete - 1963)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126.* National Security Resources Board - Special Inquiry (Obsolete - 1950)
127.* Sensitive Positions in the U.S. Government - Public Law 266 (Obsolete - 1950)
128.* International Development Program (Foreign Operations Administration) (Obsolete)
129. Evacuation Claims (Obsolete - 1966)
130.* Special Inquiry - Armed Forces Security Act (Obsolete - 1951)
131. Admiralty Matter
132.* Special Inquiry - Office of Defense Mobilization (Obsolete - 1951)
133.* National Science Foundation Act - Applicant (Obsolete - 1963)
134.** Security Informants

135. PROSAB (Protection of Stategic Air Command Bases of U.S.A. Air Force)
136. American Legion Contact (Obsolete)
137. Criminal Informants
138.* Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of Communications (Formerly Unauthorized Publication or Use of Communications)
140.* Security of Government Employees; S.G.E. - Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickers
145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
146. Interstate Transportation of Prison Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportaion of Fireworks
149. Destruction of Aircraft or Motor Vehicles
150. For Administrative use of Voucher - Statistical Section (in recording harboring fugitive statistics) (Obsolete)
151.* (Referral cases received from CSC under P. L. 298)
Agency for International Development
Atomic Energy Commission (Civil Service Commission)
National Aeronautics and Space Administration
National Science Foundation
Peace Corps; Action
U.S. Arms Control and Disarmament Agency
World Health Organization
International Labor Organization
U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155.* National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act
157.** Extremist Matters; Civil Unrest
158.** Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (Obsolete - 1966)
159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
160. Federal Train Wreck Statute
161.* Special Inquiries for White House, Congressional Committees and Other Government Agencies
162. Interstate Gambling Activities
163.** Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transporation in Aid of Racketeering

167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete - 1966)
170.** Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete - 1965)
172. Sports Bribery
173. Public Accommodations - Civil Rights Act of 1964
Public Facilities - Civil Rights Act of 1964
Public Education - Civil Rights Act of 1964
Employment - Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats
(Formerly Bombing Matters; Bombing Matters - Threats)
175. Assaulting the Pesident (or Vice-President) of the United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling Business - Obstruction; Illegal Gambling Business - Forfeiture
183. Racketeer Influenced and Corrupt Organizations
184. Police Killings
185.** Protection of Foreign Officials and Official Guests of the United States
186. Real Estate Settlement Procedures Act of 1974
187. Privacy Act of 1974 - Criminal
188. Crime Resistance
189. Equal Credit Opportunity Act
190. Freedom of Information/Privacy Act
191.** False Identity Matter

File classifications noted as obsolete are not currently opened as new cases. Year that classification became obsolete is also shown.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO.
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Date — Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice
2. MAJOR SUBDIVISION
Federal Bureau of Investigation
3. MINOR SUBDIVISION
Records Management Division
4. NAME OF PERSON WITH WHOM TO CONFER — 5. TEL. EXT.
James W. Awe — 4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6/16/77	James W. Awe	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	This is an amendment to Job No. NC1-65-76-3 for Federal Bureau of Investigation Field Office files to provide NARS with current destruction procedures associated with this schedule. Authority to dispose of records after 10 years has been reevaluated and a 5-year retention period for criminal classifications only is being delegated to field offices. Destroy criminal classifications 5 years after date of case closing or when administrative needs have been met, whichever is earlier.	NC1-65-76-3	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-81 BY 6383 VR/TK

EXPUNGED
66 3286 - 1241

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

INSTRUCTIONS

General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textural records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO.
DATE RECEIVED
NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date — *Archivist of the United States*

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
James W. Awe	4185

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☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6/16/77	James W. Awe	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
xx	This is an amendment to Job No. NC1-65-77-2, "Central Records System", Item C 1, dated 5/4/77, to be reworded as indicated below. This will reduce the retention period for criminal files from 10 years to 5 years.		
1.	Criminal investigative cases and supporting retrieval devices after 5 years of no relevant activity, including microfilmed cases. Destroy 5 years after no relevant activity or after administrative needs have been served, whichever is later.	NC1-65-77-2	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-20-81 BY 6383 UR-Tck

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

INSTRUCTIONS

General Instructions:

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Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal. Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

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Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

LEGAT, Madrid (66-30) 7/22/77

Director, FBI (66-3786)

DESTRUCTION OF FIELD FILES
AND RECORDS - LEGAT, MADRID

DATE 9-22-82 BY SP4 EZW/JHK

Reurlet 6/28/77 captioned as above requesting FBIHQ to advise if the Attorney General is considering lifting the moratorium on file destruction and if not, for the Bureau to consider allowing the transfer of certain material from the Legat Office to FBIHQ for storage.

FBIHQ is in the process of preparing for dissemination to the Field and all Legats a suitable communication concerning the file destruction program. That communication will inform you that the moratorium has been lifted and will contain specific restrictions and instructions concerning file destruction and retention. Should you have further questions after receipt and review of aforementioned communication you should further correspond with FBIHQ.

1 - Foreign Liaison Unit (route through for review)

TBD:chs
(6)

NOTE: Based on Legat, Madrid letter 6/28/77 above caption requesting FBIHQ to advise if the Attorney General is considering lifting the moratorium on file destruction and if not, for the Bureau to consider allowing the transfer of certain material from the Legat Office to FBIHQ for storage. This matter was coordinated with Mr. [redacted] Section CI-3, Intelligence Division.

b6
b7C

66-3286

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director Sec'y

MAILED 14
JUL 25 1977
FBI

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

DATA RECORDED
AUG 8 1977

4AUG151977

MAIL ROOM ☒ TELETYPE UNIT ☐

XEROX

AUG 11 1977

FBI/DOJ

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. McDermott

DATE: 7/29/77

FROM : A. J. Decker, Jr.

Bureau Records - jen.

SUBJECT: DESTRUCTION OF FBI FILES

Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

PURPOSE:

To present for the Director's approval recommendations concerning file destruction policy which resulted from extensive review by all impacted FBIHQ divisions and as set forth in detail in the attached memorandum J. W. Awe to Mr. Decker dated 6/16/77.

DETAILS:

The memorandum attached contains recommendations dealing with the destruction of FBI files. In the interest of establishing a policy, it was recommended that a 5-year retention period for criminal files and 10 years for security- and applicant-related files for field offices be approved and that the destruction of these files be mandatory at the time periods indicated. It was further recommended that the 5-year period for all criminal files be approved for FBIHQ with the provision for the selective retention of those files so designated by supervisory personnel if they serve a continuing need and those categories of files that have been selected by the National Archives and Records Service (NARS) which are historical in nature and ultimately be accessioned to them. This basically includes, in addition to all policy and procedure files for each classification, files or cases which (1) have significant impact on law enforcement policies; (2) involve actual or potential breakdown in public order; (3) involve subversive or extremist organizations and major leaders; (4) involve activities posing a substantive and compelling threat to the conduct of national defense or foreign policy; and (5) and is highlighted by intense public interest, as expressed by a Congressional committee, the Executive Office of the President or national media attention.

DE-44 REC-79 66-3286-1742

1 - Mr. McDermott
1 - Mr. Adams
1 - Mr. Held

EX-132

This was discussed with Director 8/23/77 by Assistant Director Decker and Director approved recommendations herein. WLB

PLA:evp
(7)

CONTINUED OVER

RECORDS SYSTEMS

SEP 30 1977

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRI/ad

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/

Memorandum to Mr. McDermott
DESTRUCTION OF FBI FILES

The attached memorandum with the addendums have been reviewed by all divisions having an interest in the destruction or retention of FBI records and has been the subject of conferences with other agencies such as the Civil Service Commission and NARS. Procedures and counterarguments to the recommendations set forth above have been discussed in conferences and all matters relating thereto have been resolved by interested parties.

RECOMMENDATION:

1. The Director approve a 5-year retention period for criminal files and 10 years for security- and applicant-related files (previously approved) for field offices and that destruction of these files be mandatory.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

WCB

SAC RFP

2. The Director approve a 5-year retention period for all criminal files for FBIHQ with the provision for the selective retention of those files so designated by supervisory personnel.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

WCB

SAC RFP

I believe 5 years may be too short. Consider 5 years for Bufiles and 10 years for the field - Consider & advise - Agree to retention by (2) procedure above of files specially chosen.

8/22/77

TO THE DIRECTOR:

The Director noted on attached memo of 7/29/77, in connection with recommendation 1, that he felt the 5-year retention period for both Headquarters and field files may be too short; consider 5 years for Bureau files and 10 years for the field; consider and advise. The Director agreed to the second recommendation as to the procedure for files to be retained beyond the normal retention period.

We believe the 5-year retention period should be consistent between Headquarters and the field. The 5-year rule only applies to criminal files and not security or applicant files. This matter of destruction of criminal files was the subject of lengthy discussions and deliberations of concerned personnel and it was their recommendation as well as ours that the 5-year rule be uniformly implemented in both Headquarters and the field. The basic argument for consistency in the retention of criminal files between field and Headquarters is the application of FOIPA requests. If we were to retain files in the field for a longer period of time than retained at Headquarters, this would result in an unnecessary burden in processing FOIPA requests in the field.

EX-132 REC-79 66-3286-1243

Accordingly, we strongly believe the Director should also approve the 5-year rule for criminal files in the field.

23 SEP 16 1977

A. J. Decker, Jr.

RECORDS SYSTEM

Assoc. Dir.
Dep. AD Admin.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Aff. Off.
Telephone Rm.
Director's Sec'y
FBI/DOJ

Destruction of Bureau Records. 5

Seal the investigative mail sent to Records Section - Postal Service requires a seal for Confidential files. 3

Explain why (K)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRT/ant

84 SEP 30 1977

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Decker

DATE: 8/8/77

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF BUREAU RECORDS

ORIGINAL FILED IN 190-122-2

PURPOSE:

To request the attached communication and enclosures be furnished to all field offices and Legats to advise that the moratorium on destruction of records has been rescinded and to set forth file destruction procedures to insure no files involved in litigation or under House study are destroyed.

SYNOPSIS:

The Attorney General has granted approval to resume the FBI records destruction program with the exception of those records involved in and related to litigation and those records the House Select Committee on Assassinations has asked to be preserved. Pending civil actions have been identified and grouped for transmittal to all field offices for searching and preservation of pertinent records. Field offices, Legats, and FBIHQ will insure that all files involved in litigation are preserved until final disposition and also insure that future cases involving litigation will also be identified and retained.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-19-81 BY 4383 VRS/Cmf

CURRENT BUREAU POLICY:

Field offices have been instructed to retain files involved in litigation and those of interest to the House Select Committee on Assassinations, but all of the cases have not previously been identified; however, this matter has been addressed and resolved in the attached letter to Albany and all offices.

cc-
66-3286
Enclosures
1 - Mr. Held
1 - Mr. Adams
1 - Mr. McDermott
1 - Each Assistant Director
CMC:mk (19)

61-3286-

NOT RECORDED
167 OCT 5 1977

OCT 5 1977

LEGAL COUNSEL

RECORDS SYSTEM

OCT 17 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memorandum to Mr. Decker
DESTRUCTION OF RECORDS

RECOMMENDATIONS:

1) That attached letter and enclosures be sent to all field offices and Legats advising the moratorium on file destruction has been lifted.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Fin. & Pers.	Rec. Mgmt.
Dep. AD Inv.	Ident.	Spec. Inv.
	Laboratory	Tech. Servs.
		Training
		Public Affs. Off.

2) That Legal Counsel Division advise Records Management Division , by format identical with format enclosed herewith, of dismissal of civil actions and/or receipt of future civil actions. Records Management Division will notify all field offices and Legats.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Fin. & Pers.	Rec. Mgmt.
Dep. AD Inv.	Ident.	Spec. Inv.
	Laboratory	Tech. Servs.
		Training
		Public Affs. Off.

DETAILS:

You will recall, the moratorium on file destruction was effected on 1/29/75, upon receipt of correspondence from U. S. Senate Leadership Hugh Scott and Mike Mansfield who requested retention of all files and documents which might relate to an investigation and study of Government operations with respect to intelligence activities as set forth in Senate Resolution 21. On 4/7/76, we were successful in gaining approval to pursue our destruction program in areas other than matters involved in litigation, domestic intelligence, extremist, racial, and foreign counterintelligence matters, and on 9/27/76, destruction of exact duplicate records in all categories.

By letter dated 6/6/77, the Attorney General advised the moratorium on the destruction of records is no longer in effect; therefore, the Bureau could begin to destroy obsolete records in connection with the Records Retention Plan that has been established by National Archives and Records Service (NARS). However, the Attorney General pointed out his approval was subject to the following conditions: preservation of all records relating to cases in litigation and preservation of those records the House Select Committee on Assassinations has asked to be retained. Accordingly, we may now pursue file destruction in our field offices according to the retention period of ten years for Office of Origin files and six months for Auxiliary Office files. In order to make a responsible effort to insure no data is destroyed that is involved in litigation, either at FBIHQ, field offices and Legats, Legal Counsel Division has prepared some basic information regarding each individual pending civil action.

Legal Counsel memoranda to the Assistant Director, Records Management Division, captioned "File Destruction" and dated 6/7/77 and 6/21/77, contain lists of 166 pending civil actions assigned in Information and Privacy Acts Litigation Unit (IPAL) as of 5/31/77, and 241 assigned in the Civil Litigation Unit, Legal Counsel Division (CL), as of 6/10/77, respectively. Enclosures to these memoranda identified the subject, whether it be an individual or organization, aliases, identifying data, and related subjects. In this regard, we must be certain that any data relating to plaintiffs, defendants, and subject matter is retained, providing it can be established the information is identical with the particular person or organization involved with the specific litigation. The litigation frequently involves certain specific activities and individuals for which related data could exist in many files.

For the purpose of preserving these files in accordance with the Attorney General's directive, a chart form has been designed to furnish these cases to the field offices for searching, identification, and preservation. A letter has been prepared to instruct all field offices and Legats on the procedure to follow to insure that pertinent files are excluded from destruction and that a control file is established in the 197 (Civil Actions; Claims Against the Government) classification to maintain forms and any related search slips on litigation matters until disposition is received from FBIHQ.

According to referenced memorandum, dated 6/21/77, Legal Counsel Division will advise Records Management Division of all new civil actions as they are received and all civil actions as they are dismissed by format established herewith. Accordingly, Legal Counsel Division should take necessary steps to identify those civil action matters received subsequent to 5/31/77 (IPAL) and 6/10/77 (CL), and advise the Records Management Division. Instructions to field offices and Legats will be handled by Records Management Division.

Files relating to civil actions maintained at FBIHQ will also be identified and appropriately stamped to insure that records in this category are excluded from destruction.

This matter has been coordinated, in substance, with the Civil Litigation and Information and Privacy Acts Litigation Units, Legal Counsel Division, and the Congressional Inquiry Unit, Special Investigative Division.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#542-77

b6
b7C

Date
8/31/77

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Mobile

SUGGESTION Form In lieu of submitting separate memorandum, where a case is to be RUC'd or closed without additional outgoing communication, that FD-479 (Files and Records Destruction Order) be revised to perform this function by placing under "Destroyed" section a space showing "Reason for" similar to that under "Retained", "Justification for Retention is as Follows," now on the form.

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as facts)

Submission of a separate memo in addition to FD-479.

Advantages of suggestion and annual savings (include basis for estimate)

Suggestion would eliminate preparation of two memos and make it necessary to prepare only one, and the FD-479 would always be submitted when case is closed or RUC'd, without reminding the steno. (Copy of FD-479 attached)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-92 BY SP4 EJW/TMK

Disadvantages of suggestion

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss Clerk Dictating Machine Trans.
Signature and Title of Suggester

Recommendations and comments of Division Head The above suggestion appears to have considerable merit, and it is recommended serious consideration be given to its adoption.

FBI MOBILE
SEP 15 52 PM

SAC
Signature and Title

(Do not write in this space - for Bureau use only)

Ltr to apprec
9-15-77

SEP 28 1977

EX-131
V-33

REC-76 66-3286-6

SEP 29 1977

Whitenger

3-Bureau 3-Mobile (1-66-922) (1-66-1116) (1-67-6237) (6)

THREE RELEASE

FD-479 (Rev. 6-25-76)

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file. and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 6-month ☐ 10-year Rule

☐ Auxiliary Office original FD-302s, Laboratory or Latent FP reports and/or 1-A Exhibit or Bulky Exhibit FD-192 green sheets have been forwarded to OO as applicable.

☐ **Retained**

Justification for Retention is as Follows:

_____

_____

_____

_____

_____

_____

_____

Case Agent's Initials _____

Supervisor's Initials _____

c43—16—83549-1 U.S. GOVERNMENT PRINTING OFFICE

Suggestion #542-77

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mk 9/8/77)

It is proposed in attached suggestion from the Mobile Office that form FD-479 (Files and Records Destruction Order) be revised to permit this form to be used as an RUC or closing communication in those instances where it is not necessary to prepare an outgoing communication reflecting RUC/closing status of a case. Suggester feels this procedure would eliminate the need to prepare two communications, (1) the RUC/closing communication and (2) form FD-479 which certifies that the file can be destroyed within a prescribed period of time and/or retained beyond the normal destruction period.

OBSERVATIONS:

The Manual of Rules and Regulations, Part II, Section 3D, a, page 13a, stipulates that "the case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC) or else note that it should be retained plus appropriate justification for such retention. Form FD-479, Files and Records Destruction Order, may be used for this purpose". The option provided in above cited regulation eliminates the need to prepare two communications as indicated in suggestion. It is therefore the opinion of the Records Management Division that suggestion does not merit favorable consideration for adoption.

RECOMMENDATION:

Recommend suggestion not be adopted.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgmt. AJD
Assoc. Dir.	Ident.	Spec. Inv.
Dep. AD Adm.	Intell.	Tech. Servs.
Dep. AD Inv.	Laboratory	Training
		Public Affs. Off.

August 25, 1977

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 3D, 8e, Page 13b, insert as item "(f)" the following:

DESTRUCTION BUREAU PROPERTY

Top Ten cases and those cases containing identification orders, Wanted Flyers, and/or Generals Check Circulars relative to the subject(s) must be retained, in addition to the six-months RUC rule, six months beyond the date cancellation notices for these items are received.

FMK:mk (6)

NOTE: Based on Bulet to SAC, Albany dated 8/15/77, captioned "Destruction of Field Files and Records" advising the field that the moratorium on file destruction has been lifted, and to resume file destruction pursuant to instructions set forth in referenced letter and in accordance with instructions contained in Manual of Rules and Regulations.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Fin. & Pers.	Rec. Mgnt.
Dep. AD Inv.	Ident.	Spec. Inv.
	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

66-3286-

NOT RECORDED
21 SEP 1 1977

9-22-82 SP4 2 SW 9 MK

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

5 5 SEP 13 1977

FBI/DOJ

Unrecorded Copy Filed In

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR 141 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : MR. ASH

DATE: 8-24-..

FROM : Erkshell T. Zinn

SUBJECT: DESTRUCTION OF MANUALS
FPCS, IDENTIFICATION DIVISION

Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

PURPOSE: To recommend that 337 Fingerprint Correspondence Manual of Instructions with assigned numbers 500 through 837 be destroyed.

DETAILS: Fingerprint Correspondence has 837 Section Manuals of Instructions assigned to the Section. These manuals were assigned to the Section when the personnel complement was well over 900 employees. Because of the decrease in personnel, due to work being performed by Automation Units, it is felt Fingerprint Correspondence no longer needs these manuals to continue to operate.

RECOMMENDATION:

It is recommended that Fingerprint Correspondence Section Manual of Instructions with numbers assigned 500 through 837 be destroyed.

APPROVED:

Director ___
Asso. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___

Adm. Serv. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Laboratory ___

Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

Original filed in

All w/ PPMS
EPK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 E2W/gbk

MANUALS DESTROYED BY IDENTIFICATION DIVISION ON 9-12-77 PER TELEPHONE CONVERSATION WITH MR. ZINN.

66-3286 -

NOT RECORDED
SEP 16 1977

2 SEP 14 1977

EA:dah/csw
(3)
1 - Property Procurement and Management Section, Room 6132 JEH

5 SEP 21 1977

FILE 12

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5070-110

FBI/DOJ

September 13, 1977

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/JHK

Mrs.
Federal Bureau of Investigation
Mobile, Alabama

Dear Mrs

b6
b7C

Destruction of Bureau Records general

Your suggestion has been received that Form FD-479 be revised in a particular manner. The Manual of Rules and Regulations, Part II, Section 3D, page 13a, stipulates: "The case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC) or else note that it should be retained plus appropriate justification for such retention. Form FD-479, Files and Records Destruction Order, may be used for this purpose." It is believed this regulation eliminates the need to prepare two communications as indicated in your proposal; therefore, it is not being approved.

Although favorable action was not taken in this instance, I appreciate the interest you expressed by submitting it to me.

EX-131 REC-76 66-9286-1245

Sincerely yours,

C M Kelley

SEP 16 1977

Clarence M. Kelley
Director

MAILED 5
SEP 14 1977
FBI

b6
b7C

2 - Mobile
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mrs.

GW:klm (6)

20 SEP 23 1977

(Suggestion #542-77)

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
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Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM ☑ TELETYPE UNIT ☐

FBI/DOJ

b6
b7C

Mrs. [redacted]
Federal Bureau of Investigation
Mobile, Alabama

NOTE: Suggests Form FD-479 (Files and Records Destruction Order) be revised to permit this form to be used as an RUC or closing communication in those instances where it is not necessary to prepare an outgoing communication reflecting RUC/closing status of a case. Suggester believes this procedure would eliminate the need to prepare two communications, (1) the RUC/closing communication and (2) Form FD-479 which certifies that the file can be destroyed within a prescribed period of time and/or retained beyond the normal destruction period. The Records Management Division recommends that suggestion not be approved for reasons set out in above letter. Views attached.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgmt.
Assoc. Dir.	Ident.	Spec. Inv.
Dep. AD Adm.	Intell.	Tech. Servs.
Dep. AD Inv.	Laboratory	Training
		Public Affs. Off.

FEDERAL GOVERNMENT

The Attorney General

September 15, 1977

Director, FBI

FILE DESTRUCTION

Destruction of Bureau Records - General

Reference is made to your letter of June 6, 1977, authorizing the destruction of files pursuant to the current National Archives and Records Service (NARS) plan. In accordance with your request, great care will be taken to insure that no files will be destroyed that relate to matters in litigation or records which the House Select Committee on Assassinations has asked to be retained. These have been carefully cataloged prior to advising our field offices in this matter.

As you are aware, the existing Records Retention Plan has been undergoing review and, after considerable consultation with representatives from NARS, a new plan has been developed which is pending final approval with the Archivist. A copy of this plan which is self-explanatory is attached. For your information the Archivist has advised that prior to approving this plan he had disseminated copies to certain Congressional committees for their advice and counsel because of the possible public interest in these records. This included the Senate Committee on Rules and Administration, the Committee on House Administration, the Senate Committee on Governmental Affairs and the House Committee on Government Operations. The only Committee that indicated an interest was the Senate Committee on Rules and Administration which requested additional time for review and is expected to respond to the Archivist by September 15, 1977, after which the Archivist intends to approve this plan.

Subsequent to submitting this plan to the Archivist, the Civil Service Commission advised that, in connection with the Security of Government Employees under Executive Order 10450, the FBI's criminal investigative records that are more than five years old are no longer considered timely and relevant to their needs. A careful review has determined there is no need to retain these records beyond five years.

1 - Legal Counsel Division
(Attn: Mr. [redacted])
66-3286
JWA:cbs (8)

ENCLOSURE

REC-29 66-3286-1246

SEP 21 1977

EX-110

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EGW/gmr

b6
b7C

Assoc. Dir. ✓
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

SEP 28 1977

MAIL ROOM ☑ TELETYPE UNIT ☐

Degreed & sent to SA James W. Awe, 9/19/77 for delivery

delivered to MARY LAWTONS' OFFICE 9-16-77

FBI/DOJ

Therefore, reducing the retention period on criminal files maintained at Headquarters from ten years to five years will be sought from the Archivist after our currently pending request is approved. Essential criminal information is available through arrest records in the Identification Division.

After final approval from the Archivist has been received, the new plan (as set forth in the enclosure) will be implemented on October 1, 1977, unless instructions to the contrary are received from you. In addition, the Archivist has now approved a five-year retention period for criminal investigations maintained in field offices since field office records have previously been appraised by the Archivist as being "non-Archival." This authorization would also be implemented with your approval. Efforts will be continued to further evaluate and refine the FBI's Records Retention Plan to insure that we do not maintain records that are obsolete to our needs.

Enclosure

1 - Mary C. Lawton - Enclosure
Deputy Assistant Attorney General

NOTE: Based on A. J. Decker memorandum to Mr. McDermott captioned "File Destruction and Searching Criteria" dated 3/17/77, wherein approval is granted to submit our completed Standard Form 115 to NARS and the Attorney General for approval. While this plan is pending approval at NARS, it is anticipated they will approve it as submitted without further changes since they have noted their corrections on a draft of this plan previously provided to them. The Attorney General in his letter of 6/6/77 requested that he have an opportunity to review the new plan before it is implemented. Pursuant to authority contained in 44 U.S.C., Section 3303a, the Archivist has referred the plan to Congressional committees for advice and counsel.

WVB

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm. McDK
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO.
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
Date — Archivist of the United States

1. TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

2. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

3. MAJOR SUBDIVISION
Federal Bureau of Investigation

4. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
James W. Awe	4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/4/82	James W. Awe	Section Chief

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	"Central Records System"		
1.	Description of content & arrangement of records The FBI utilizes a "Central Records System" of maintaining its investigative, personnel, applicant, administrative, and general files. This System consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file. For example, all information on a given subject matter or case is channeled into one file. In order to facilitate control for the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (a) general classification and nature of violation, (b) the individual case file in this category, and (c) serialization of individual pieces of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned to the Kidnapping (7) classification. The FBI has 191 classifications in its basic filing system.		

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 CPW/gmm

-107

66-3316-1246
ENCLOSURE

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

They pertain primarily to the Federal violations over which the FBI has investigative jurisdiction. However, included in the 191 classifications are personnel, applicant and administrative matters to facilitate the overall filing scheme. Attached as an enclosure is the classification list identifying the 191 classifications.

The records contained in this system are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, State, local, and foreign agencies and to private citizens and Congressional offices where the right and need to have access to this information exists.

The "Central Records System" is explained in further detail as a system of records (System 002) in the Federal Register, Volume 41, Number 181, dated 9/16/76 (Page 39997) which was published in accordance with the Privacy Act and amended in Volume 42, Number 4, dated 1/6/77 (Page 1313).

A. Administrative files for permanent retention

In the beginning of each classification there is a double zero (00) file for the purpose of collecting in one place all policies and procedures that refer to that particular classification or violation category. For example, in the Kidnaping (7) classification there will be a 7-00 file that will be filed prior to any case numbers within that classification. Each time there is a basic change in policy or procedure regarding this category the document indicating the change will be placed in this file.

DISPOSITION: PERMANENT. Offer for transfer to National Archives and Records Service after files are 75 years old.

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised by [illegible]
Prescribed by [illegible] Services
Administration
[illegible]

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

B. Investigative files for permanent retention

Files for significant investigations or cases, selected by the Records Management Division in conjunction with those having direct supervisory responsibility for the category involved, according to the criteria listed below. It is noted the criteria is general in nature and selection is basically a matter of informed judgement.

Selection Procedures:

(For existing closed files that meet age criteria) Files with 5 or less volumes would generally not meet the criteria for a significant investigation or case and will be destroyed after a review, to insure compliance with criteria, by an experienced employee. Files more than 5 volumes will be reviewed by seasoned employees using their best judgement in applying the criteria for destruction or retention. A quality control spot check will insure a high degree of reliability in judgement. The disposition of the file governs disposition of index cards.

(For future closed files)
At the time a file is closed, the case agent will provide a recommendation regarding retention in accordance with this criteria. This recommendation will be subject to reevaluation prior to disposition to insure initial appraisal has remained accurate.

Files will be selected and designated for permanent retention if they meet one or more of the following criteria for significance:

1. The investigation or case has significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques;

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

2. The investigation or case involves an actual or potential breakdown of public order (civil disturbance) of major proportions;

3. The investigation or case directly involves a full-field investigation for: (a) a subversive or extremist organization, with or without foreign connections; or (b) a person or persons holding a major leadership position within such an organization;

4. The investigation or case directly involves a person, element, or organization whose activities are deemed to pose a substantial and compelling threat to the conduct of national defense or foreign policy.

5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.

Disposition: PERMANENT. Offer for transfer to National Archives and Records Service 75 years after closing.

C. Investigative files other than those described above under Items 1a and 1b.

1. Criminal investigative cases and supporting retrieval devices after 10 years of no relevant activity, including microfilmed cases.

Disposition: DESTROY 10 years after no relevant activity or after administrative needs have been served, whichever is later.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

2. Security investigative files with supporting retrieval devices after 30 years of no relevant activity. (See attached classification list).

Disposition: DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.

3. Applicant investigations and supporting retrieval devices after 30 years of no relevant activity. (See attached classification list.)

Disposition: DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.

4. Investigative files, in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974, 5 USC 552a (e) (1), (5), and (7).

Disposition: DESTROY regardless of age if found to be irrelevant to FBI operations, information is not timely, or retention is not justified or warranted. Files will be evaluated on an individual basis.

D. Items other than those described above under 1a, 1b and 1c.

1. Transitory documents such as airtels, teletypes, memoranda, etc., the substance of which has been included in prosecutive reports or other permanent communications which provide the basis for retention according to the prescribed disposition of the respective file.

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1973
Prescribed by General Services Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

Disposition: DESTROY after action has been taken and transitory document no longer serves a useful purpose.

NOTE: Separate authority has been granted for the destruction of field office records on the basis that the records are contained in Headquarters files in whole, substance, or summarization. Destruction resulting from this disposal schedule will not compromise current authority granted for the destruction of field records.

Time periods for retention were selected to meet current needs; however, this criteria will be reevaluated from time to time to ensure that information maintained is essential and relevant. Adjustments may be needed in the future, especially as it relates to: (1) the FBI's obligation under Executive Order 10450 for the Security of Government Employees and (2) future Department of Justice guidelines for information gathering and retention policies for investigative data.

The following classifications are excluded from disposition standards for criminal, security and applicant investigative files. National Archives and Records Service will, upon examination, apply separate criteria for disposition in these classifications: 1, 32, 33, 39, 43, 62, 63, 64, 66, 67, 80, 91, 94, 100, 105, 122, 188 and 191 and any other classification created hereafter. A supplemental SF 115 will be submitted regarding these classifications after the National Archives and Records Service determines specific retention guidelines which will then allow for the destruction of obsolete material in these classifications.

A copy of this request is being made available to the Department of Justice for the Attorney General's information so he will be aware of the FBI's Retention Plan. This will enable the Department to also make this data available to the Senate Select Committee on Intelligence before the plan is implemented to insure no data is destroyed for which there is a Congressional interest. Additionally, particular care will

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1951
Prescribed by General Services Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

be taken to be sure no material is destroyed for which there is pending litigation or otherwise restricted because of a special request.

The provisions of this schedule do not supersede the retention standards of Federal Records Schedule 14, Items 16-30, developed by Department of Justice and General Services Administration Legal Counsel, for records relating to the administration of the Freedom of Information and Privacy Acts.

In the attached classification list the applicant-related classifications are identified by one (*) and the security-related classifications by two (**); all other classifications are criminal-related or administrative in nature.

CLASSIFICATIONS

1.* Training Schools; National Academy Matters; F.B.I. National Academy Applicants
2.** Neutrality Matters
3.** Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than Income)
12. Narcotics
13. Misc. National Defense Act; Prostitution; Selling Whiskey Within Army Camps (Obsolete - 1920)
14.** Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injuction (Obsolete)
17. Veterans' Adminstration Matters
18. May Act
19. Censorship Matters (Obsolete - 1946)
20. Federal Grain Standards Act (Obsolete - 1921)
21. Food and Drugs
22. National Motor Vehicle Act (Obsolete - 1927)
23. Prohibition
24. Profiteering (Obsolete - 1945)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
30. Interstate Quarantine Laws (Obsolete - 1925)
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
34. Violation of Lacy Act (Obsolete - 1927)
35.* Civil Service
36. Mail Fraud
37.* False Claims Against The Government (Obsolete - 1928)
38.* Application for Pardon to Restore Civil Rights (Obsolete - 193
39.** Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosives (Obsolete)
42. Deserter; Deserter - Harboring

* Applicant-related classifications
** Security-related classifications

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP9E2W/8MK

43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging Naval Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.
44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws - Voting Rights Act, 1965
45. Crime on the High Seas (Includes stowaways on boats and aircraf
46. Fraud Against the Government: Anti-Kickback Statute; Dependent Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil) Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
47. Impersonation
48. Postal Violations (Except Mail Fraud)
49. National Bankruptcy Act
50. Involuntary Servitude and Slavery
51. Jury Panel Investigations
52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
53. Excess Profits on Wool (Obsolete - 1925)
54. Customs Laws and Smuggling
55. Counterfeiting
56. Election Laws
57. War Labor Disputes Act (Obsolete - 1951)
58. Bribery; Conflict of Interest
59. World War Adjusted Compensation Act (Obsolete - 1928)
60. Anti-Trust
61.** Treason or Misprision of Treason
62.* Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
63.* Miscellaneous - Non-Subversive - including:
Black Market in Railroad Tickets (Obsolete)
Civil Aeronautics Act (Obsolete)
Eight-Hour-Day Law
Federal Judiciary Investiations
Federal Juvenile Delinquency Act
Kickback Racket Act
Lands Division Matter (Condemnation Proceedings)
Miscellaneous - Civil Suit
Miscellaneous - O.P.A. Violations (Civil) (Obsolete)

Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
Soldiers and Sailors Civil Relief Act of 1940
Tariff Act of 1930
Top Hoodlum Coverage
Unreported Interstate Shipment of Cigarettes
Federal Cigarette Labeling and Advertising Act

64.** Foreign Miscellaneous
65.** Espionage
66. Administrative Matters
67.* Personnel Matters
68. Alaskan Matters (Obsolete - 1956)
69. Contempt of Court
70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzelment or Theft of Indian Property
71. Bills of Lading Act
72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations
73.* Application for Pardon After Completion of Sentence and Application for Executive Clemency
74. Perjury
75. Bondsmen and Sureties
76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
77.* Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)
78. Illegal Use of Government Transportation Requests
79. Missing Persons
80. Laboratory Research Matters
81. Gold Hoarding (Obsolete - 1952)
82. War Risk Insurance (National Service Life Insurance) (Obsolete - 1967)
83. Court of Claims
84. Reconstruction Finance Corporation Act (Obsolete - 1953)
85. Home Owner Loan Corporation (Obsolete - 1952)
86. Federal Lending and Insurance Agencies
87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute
90. Irregularities in Federal Penal Institutions
91. Bank Burglary; Bank Larceny; Bank Robbery
92. Anti-Racketeering; A.R. - Lea Act; A.R. - Interference with Government Communications System; A.R. - Hobbs Act
93. Ascertaining Financial Ability
94. Research Matters
95. Laboratory Cases (Examination of Evidence in Other than Bureau Cases)

96.* Alien Applicants (Obsolete - 1944)
97.** Registration Act
98.** Sabotage
99. Plant Survey (Obsolete - 1944)
100.** Subversive Matter (Individuals); Internal Security (Organizations); Domestic Security Investigations
101. Hatch Act (Obsolete - 1941)
102.** Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete - 1957
105.** Internal Security (Nationalistic Tendency - Foreign Intelligence (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete - 1963)
107. Denaturalization Proceedings (Obsolete - 1952)
108. Foreign Travel Control (Obsolete - 1944)
109.** Foreign Political Matters
110.** Foreign Economic Matters
111.** Foreign Social Conditions
112.** Foreign Funds
113.** Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete - 1972)
115. Bond Default; Bail Jumper
116.* Atomic Energy Act-Applicant; Atomic Energy Act-Employee; Energy Research and Development Administration - Applicant
117.** Atomic Energy Act-Criminal
118.* Applicant - Central Intelligence Agency (Obsolete - 1952)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121.* Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123.* Special Inquiry - State Department - Voice of America (U.S. Information Center) (Public Law 402 - 80th Congress) (Obsolete - 1963)
124.* European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete - 1963)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126.* National Security Resources Board - Special Inquiry (Obsolete - 1950)
127.* Sensitive Positions in the U.S. Government - Public Law 266 (Obsolete - 1950)
128.* International Development Program (Foreign Operations Administration) (Obsolete)
129. Evacuation Claims (Obsolete - 1966)
130.* Special Inquiry - Armed Forces Security Act (Obsolete - 1951)
131. Admiralty Matter
132.* Special Inquiry - Office of Defense Mobilization (Obsolete - 1951)
133.* National Science Foundation Act - Applicant (Obsolete - 1963)
134.** Security Informants

135. PROSAB (Protection of Stategic Air Command Bases of U.S.A. Air Force)
136. American Legion Contact (Obsolete)
137. Criminal Informants
138.* Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of Communications (Formerly Unauthorized Publication or Use of Communications)
140.* Security of Government Employees; S.G.E. - Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickers
145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
146. Interstate Transportation of Prison Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportaion of Fireworks
149. Destruction of Aircraft or Motor Vehicles
150. For Administrative use of Voucher - Statistical Section (in recording harboring fugitive statistics) (Obsolete)
151.* (Referral cases received from CSC under P. L. 298)
Agency for International Development
Atomic Energy Commission (Civil Service Commission)
National Aeronautics and Space Administration
National Science Foundation
Peace Corps; Action
U.S. Arms Control and Disarmament Agency
World Health Organization
International Labor Organization
U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155.* National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act
157.** Extremist Matters; Civil Unrest
158.** Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (Obsolete - 1966)
159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
160. Federal Train Wreck Statute
161.* Special Inquiries for White House, Congressional Committees and Other Government Agencies
162. Interstate Gambling Activities
163.** Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transporation in Aid of Racketeering

167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete - 1966)
170.** Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete - 1965)
172. Sports Bribery
173. Public Accommodations - Civil Rights Act of 1964
Public Facilities - Civil Rights Act of 1964
Public Education - Civil Rights Act of 1964
Employment - Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats (Formerly Bombing Matters; Bombing Matters - Threats)
175. Assaulting the Pesident (or Vice-President) of the United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling Business - Obstruction; Illegal Gambling Business - Forfeiture
183. Racketeer Influenced and Corrupt Organizations
184. Police Killings
185.** Protection of Foreign Officials and Official Guests of the United States
186. Real Estate Settlement Procedures Act of 1974
187. Privacy Act of 1974 - Criminal
188. Crime Resistance
189. Equal Credit Opportunity Act
190. Freedom of Information/Priyacy Act
191.** False Identity Matter
192. Hobbs Act - Financial Institutions
193. Hobbs Act - Commercial Institutions
194. Hobbs Act - Corruption of Public Officials
195. Hobbs Act - Labor Related
196. Fraud by Wire
197. Civil Actions; Claims Against the Government(FBI)
198. Crime on Indian Reservation

File classifications noted as obsolete are not currently opened as new cases. Year that classification became obsolete is also shown.

SAC, Albany

9/15/77

Director (66-3286)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-92 BY SP4 EJW/gmk

DESTRUCTION OF FIELD FILES AND RECORDS

PERSONAL ATTENTION

The Attorney General, by letter dated 6/6/77, informed FBIHQ that the moratorium on file destruction has been lifted and indicated his approval for the FBI to resume the file destruction program. However, he specifically instructed that all records in litigation and those records which the Select Committee on Assassinations has asked to be retained must be preserved. By Bureau teletypes 11/24/76 and 1/5/77, captioned "House Select Committee on Assassinations," you were furnished instructions concerning the preservation of records in which the Committee has specific interest. These subjects have again been identified and are set forth in attached one-page enclosure. Additionally, enclosed are 407 individual documents which identify cases involved in Civil Litigation (CL) and/or Information and Privacy Acts Litigation (IPAL) that must be preserved in accordance with the Attorney General's directive. It is to be noted pages 129 and 221 carry continuation page A, and page 332 carries continuation pages A through K for a total of 420 pages. In this regard, it is essential that any data relating to the plaintiffs, defendants, subject matter and/or requester be retained, providing it can be established that information is identical with the particular person or organization that is involved with the specific litigation. This list will assist you in identifying corresponding and related cases in your office that must be preserved.

In order to be sure that no case file(s) is destroyed involving these matters, you should conduct a thorough search of your general indices on each name, organization, publication, etc. relative to each civil action. It is to be noted that in certain cases the topic matter must be searched, such as "Illegal Opening of Mail", etc. An exception to the mandatory search will be those instances where the "Attorney General, Edward M. Levi, Griffin B. Bell, Clarence M. Kelley, Department of Justice, Federal Bureau of Investigation, and/or variations/abbreviations thereof,

Enclosures

1 - Each Field Office
1 - Each Legal Attache

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i.e., AG, E. Levi, Levi, G. Bell, Bell, C. Kelley, Kelley, C.M.K., DOJ, FBI, etc.," is indicated as defendants it will not be necessary to search. Upon completion of search, those case files containing information that can be positively identified as being identical to the person or organization involved must be appropriately marked for preservation and excluded from destruction until the litigation has been resolved. This applies to auxiliary offices, office of origin, and Legats. FBIHQ case files relating to this material are likewise excluded from destruction.

Once all searches have been completed and, where necessary, files appropriately marked for retention, you should establish a control file in the newly created 197 classification (Civil Actions or Claims Against the Government) wherein the enclosed documents with any related search slips attached thereto are to be filed alphabetically by case title and maintained until disposition is received from FBIHQ.

To facilitate this effort and establish uniform procedures throughout the field, you should immediately arrange to procure rubber stamps with one quarter (¼) inch high letters that read as follows:

1) DO NOT DESTROY - PENDING LITIGATION

2) DO NOT DESTROY - PRESERVE FOR SELECT COMMITTEE ON ASSASSINATIONS

Where applicable, the appropriate stamp, using red ink, is to be affixed to the outside of the file cover. Should a file(s) be contained in a consolidated volume, the stamp should be placed on the top serial of the particular file(s) within the consolidated volume. In the event a case file(s) is involved in more than one litigation the appropriate stamps and date of applicable Bureau communication are to be likewise affixed to the file(s) for each separate litigation.

In addition to above, destruction rules concerning auxiliary office files have been modified to require that Top Ten cases and those cases containing identification orders, Wanted Flyers, and/or Check Circulars relative to the subject(s) must be retained, in addition to the six-months RUC rule, six months beyond the date cancellation notices for these items are received.

197

Further, destruction rules have been amended to permit destruction of Security and Administrative Index (this refers to Security Index cards and ADEX cards). Also, index cards which relate to Law Enforcement Bulletins are to be destroyed providing the Bulletins are five years old and have been destroyed.

Receipt of this communication grants authority to resume file destruction program pursuant to above and in accordance with instructions contained in Manual of Rules and Regulations, Part II, Section 3, Pages 13 through 15c. Legal Attaches should pursue file destruction program in accordance with instructions set forth in Foreign Operations Policy Manual, Section 6, Item L 2. You will be advised separately as matters currently pending litigation are dismissed and/or as new litigation matters are received.

You should afford file destruction program your immediate attention in order to insure that all obsolete material is destroyed so as to recapture as soon as possible much needed and very costly file storage space.

Where appropriate, manual changes will be forthcoming.

66-3286-1247
CHANGED TO
197-122-3X

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cmk/emt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/ymw

b6
b7C

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

1-Mr. Bassett (for [redacted]
& [redacted]
1-Mr. Kelleher
1-Mr. Kelle
1-Mr. [redacted]

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Crim. Inv. ___
Fin. & Pers. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Kelleher

DATE: 9/27/77

FROM : C. Lilja, Jr.

SUBJECT: CANNIBALIZATION OF UNREPAIRABLE SPEEDGRAPHIC AND TOPCON CAMERAS

PURPOSE:

To obtain Bureau authorization to cannibalize certain unrepairable Speedgraphic and Topcon Cameras for parts.

DETAILS: DESTRUCTION OF BUREAU PROPERTY - General

The following listed Speedgraphic and Topcon Cameras are unrepairable and it is requested that these cameras be cannibalized and used for parts to repair and maintain other cameras in current use; thereby effecting the greatest economy and utilization of the equipment currently on inventory. Parts are unavailable for these cameras from any source. This cannibalization will be accomplished with reference to the attached form which was prepared by the Property Procurement and Management Section of the Administrative Services Division.

RECOMMENDATION:

It is requested the Bureau authorize this cannibalization to be done in accordance with the attached sheet and its conditions.

APPROVED:
Director ___
Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Adm. Serv. ___
Crim. Inv. ___
Fin. & Pers. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 E Tow/ 3146

If this action is approved by the Bureau, the attached sheet with listed cameras will be signed by a Special Agent Supervisor of the Special Photographic Sub Unit of the Document Section, Laboratory Division.

DE-64
REC-90 66-3286-12
ST-124

APPROVED:
Director ___
Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Adm. Serv. ___
Crim. Inv. ___
Fin. & Pers. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___

SEP 30 1977

ENCLOSURE

REC:bp
(5)*

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5 8 OCT 7

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

The following cameras are to be cannibalized and used for parts:

TOPCON #4626241
4617292
4616309

4 X 5 GRAPHICS #900556
908603
973577
853229 Lens 928879
986561
932345 G34190
903456 G16117
910230 G17279

BELL & HOWELL 16 MM Proj. Mod. 552
EX18916

The following is necessary for the cannibalization and destruction of equipment.

The Department approves of cannibalization of property for the purpose of obtaining parts to repair a like item, provided all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.

2. Required parts are not available from other units previously cannibalized.

3. Required parts are not available from Government excess.

4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.

5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

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HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EPW/gmr

The conditions, as set forth above, have been met to the best of my knowledge with regards to the equipment listed on the attached memorandum dated July 11, 1977. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

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Name [redacted]

Position Title Special Agent Supervisor

Office Special Photographic Unit, Document Section

Date July 8, 1977

66-3286 - 12 18

ENCLOSURE

Assistant Director
Records Management Division

9/22/77

Legal Counsel

Bureau Property 1 - General

DESTRUCTION OF FIELD
FILES AND RECORDS

AMERICAN CIVIL LIBERTIES UNION, et al., v.
THE CITY OF CHICAGO, et al.,
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 75-C-3295

ALLIANCE TO END REPRESSION, et al., v.
JAMES M. ROCHFORD, et al.,
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 74-C-3268

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EIW/gHK

PURPOSE: To obtain approval of attached airtel to SAC, Chicago, resolving confusion regarding destruction of files pertaining to "domestic intelligence" investigations.

SYNOPSIS AND DETAILS: Bulet dated 9/15/77, provided general instructions regarding destruction of files and records, but specifically exempted files and records in litigation. In that regard, it was noted that any data relating to plaintiffs, defendants, and/or subject matter in litigation must be retained "providing it can be established that information is identical with the particular person or organization that is involved with the specific litigation." Two civil suits captioned as above, scrutinize "domestic intelligence" investigative activities by the Chicago Field Office since 1/1/66, and potentially of an earlier

(CONTINUED - OVER)

Enclosure
1 - Mr. Awe
1 - Mr. Mintz
1 - Bufile ~~66-11745~~
RLM:jp
(8)

1 - Mr. Leavitt
1 - Bufile 66-3286
1 - Bufile ~~197-82~~

1 - Mr. Moore
2 - Civ. Lit. Unit

66-3286-

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ORIGINAL FILED IN 66-11745.

time. The civil suits filed as class actions involve every domestic security investigation by the Chicago Field Office since 1/1/66, and possibly of an earlier time period. United States District Court Judge Alfred Kirkland, has ordered no destruction or altering of any files or data possibly relevant to the lawsuit. The attached airtel advises the Chicago Field Office not to destroy any records or files relating to "domestic intelligence" investigations.

RECOMMENDATION:

That the attached airtel to SAC, Chicago, be approved.

UNITED STATES DEPARTMENT OF JUSTICE 10-77

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

September 20, 1977

"Destruction of Bureau Records - General

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: SEARCHING CRITERIA

Reference is made to Memorandum to All Bureau Officials and Supervisors dated 11/11/76 entitled "New Searching Criteria" wherein you were advised that a 10-year criteria would be utilized for criminal references and a 20-year criteria for all other classifications. With further analysis as to the retention of certain categories of files, it has been determined that searching criteria should be further modified according to current needs.

Accordingly, regular search requests will automatically be limited to 5 years in criminal classifications and 20 years in all other classifications. The 20-year search will be extended to 30 years on Civil Service Standard Form 86, Bureau Applicants and Marital Status forms. However, a search will be conducted beyond 5 or 20 years when specifically requested. FOI/PA requests will not be affected by this revised searching criteria.

The following classifications will be limited to a 20-year search:

1, 2, 3, 14, 61, 64, 65, 67, 77, 97, 98, 100, 102,

105, 109, 110, 111, 112, 113, 116, 117, 118, 121,

123, 124, 133, 134, 138, 140, 151, 155, 157, 161,

168, 170, 185, 191

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/MK

Depending on the type of search requested, all other classifications will be limited to a 5-year search since they are being proposed for destruction after they have been closed for more than 5 years. Although final approval from the Archivist is required before file destruction is implemented, searching criteria is now being changed to be compatible with the proposed retention period. This will be responsive to current needs.

Supervisory personnel at FBIHQ should be cognizant of this change in order that responses to their requests will fulfill their needs.

66-3286-

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Clarence M. Kelley
Director

FBI/DOJ

ORIGINAL FILED IN 66-02-210

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Assistant Director
Records Management Division

DATE: 8/24/77

FROM : Legal Counsel

SUBJECT: FILE DESTRUCTION ~~Destruction of Bureau Property - Records~~

PURPOSE: To furnish Records Management Division (RMD) the following information:

1. A list of civil actions assigned in the Civil Litigation Unit, Legal Counsel Division, as of 6/10/77. Enclosure #1.

2. A list of new civil actions assigned in the Civil Litigation Unit from 6/10/77 through 8/12/77. Enclosure #2.

3. A list of those civil actions contained in Enclosure #1 which have been closed in Civil Litigation Unit between 6/10/77 and 8/12/77. Enclosure #3.

SYNOPSIS AND DETAILS: During a conference on 5/31/77 attended by Section Chief James Awe, RMD; Deputy Assistant Director James C. Farrington; and Unit Chiefs [redacted] and [redacted] of Legal Counsel Division, it was decided that the Civil Litigation Unit and Information and Privacy Act Litigation Unit would provide a list of pending civil actions for use by RMD in determining which records should not be destroyed in connection with the Bureau - wide resumption of file destruction program. Attached are the following:

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJ 2/4K

Enclosures (3)

PGH:tml (4)

ENCLOSURE

66-3286 -

NOT RECORDED
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1 - Mr. Decker
Attn: Mr. Awe
1 - Mr. Mintz
1 - Civ. Lit. Unit
Attn: SA [redacted] (Encs. 3)

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5 NOV 2 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ORIGINAL FILED IN 92-132-4

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1. A list of civil actions assigned in the Civil Litigation Unit, Legal Counsel Division, as of 6/10/77.

Attached & included in enclosure to letter to Albany & all offices, 9/27/77 JHP/mcg

2. A list of new civil actions assigned in the Civil Litigation Unit from 6/10/77 through 8/12/77.

3. A list of those civil actions contained in Enclosure #1, in Civil Litigation Unit between 6/10/77 and 8/12/77.

The Civil Litigation Unit will continue to advise RMD of the opening of new civil actions and the closing of previously pending civil actions so that RMD can keep the Field advised concerning what documents need to be preserved in connection with civil actions and what documents can be destroyed.

RECOMMENDATION: That RMD utilize the three enclosures to instruct the Field what documents must be preserved and what documents can be destroyed. } Letter Albany 9/27/77 JHP/mcg

APPROVED: ____

Director ____	Adm. Serv. ____	Legal Coun. M/AF
Assoc. Dir. ____	Crim. Inv. ____	Plan. & Insp. ____
Dep. AD Adm. ____	Fin. & Pers. ____	Rec. Mgmt. A-BJ WLB
Dep. AD Inv. ____	Ident. ____	Spec. Inv. ____
	Intell. ____	Tech. Servs. ____
	Laboratory ____	Training ____
		Public Affs. Off. ____

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197-122-4X1

DEC 11 1978

cmk/emb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG

AIRTEL

9/22/77

TO : SAC, Chicago

FROM : Director, FBI

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
Bureau Property
General

1 - Mr. Awe
1 - Mr. Leavitt
1 - Mr. Moore
1 - Mr. Mintz
2 - Civ. Lit. Unit

AMERICAN CIVIL LIBERTIES UNION, et al., v.
THE CITY OF CHICAGO, et al.,
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 75-C-3295

ALLIANCE TO END REPRESSION, et al., v.
JAMES M. ROCHFORD, et al.,
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 74-C-3268

Re Bulet to Albany and all Field Offices, dated 9/15/77.

Enclosed for Chicago is a copy of a current list of Classifications with those believed Security-related marked **. Also enclosed is a definition of "domestic intelligence" as provided by plaintiffs in the above-captioned matters.

Referenced communication provided general instructions regarding destruction of files and records, but specifically exempted files and records in litigation. In that regard it was noted that any data relating to plaintiffs, defendants, and/or subject matter in a lawsuit must be retained "providing it can be established that the information is identical with the particular person or organization that is involved with the specific litigation."

Enclosures (2)

1 - Bufile ~~66-117455~~ 1 - Bufile ~~197-22~~ (1) - Bufile 66-3286

RLH:jp
(13)

NOTE PAGE FOUR

66-3286-
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DUPLICATE YELLOW

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 CJW/DNH

ORIGINAL FILED IN 62-117455

Airtel to SAC, Chicago
Re: Destruction of Field Files and Records; American Civil Liberties Union...; Alliance to End Repression...

As you are aware, there are two currently pending civil suits in the United States District Court, in the Northern District of Illinois, captioned as above, wherein the investigative activities in "domestic intelligence" matters by the Chicago Field Office are being scrutinized. The suits have been consolidated for purposes of discovery. Both of these suits are filed as class actions with the classes certified as follows:

> "The class represented by plaintiff individuals consists of all residents of the City of Chicago and all other persons who are physically present within the City of Chicago for regular or irregular periods of time, who engage in or have engaged in lawful, political, religious, educational, or social activities and who, as a result of these activities, have been, are now, or hereafter maybe, subjected to or threatened by alleged infiltration, physical or verbal coercion surveillance or dossier collection, maintenance and dissemination by defendants or their Agents."

> "The class represented by organizations consists of all organizations located or operating in the City of Chicago who engage in or have engaged in lawful, political,

> religious, educational or social activities and who, as a result of these activities, have been, are now, or hereafter maybe, subjected to or threatened by alleged infiltration, physical, or verbal coercion surveillance or dossier collection, maintenance and dissemination by defendants or their Agents."

The American Civil Liberties Union lawsuit alleges a conspiracy among FBI personnel, 113th Military Intelligence Group personnel, and Chicago Police Department personnel from 1966 to the present time. The Alliance lawsuit alleges a conspiracy among FBI personnel, the Department of Defense personnel, CIA personnel, and Chicago Police Department personnel commencing not later than 1/1/66.

During a recent visit to the Chicago Field Office by SA [redacted] Civil Litigation Unit, Legal Counsel Division, SA [redacted] was advised by SA [redacted], Legal Instructor, Chicago Field Office, that some confusion existed as to whether "domestic intelligence" files and records could be destroyed in the Chicago Field Office. Inasmuch as these civil suits are "class actions" involving every investigation of a domestic intelligence nature in the Chicago Field Office since at least 1/1/66 (and potentially prior to that date), and in view of the previous order of the United States District Court prohibiting Federal defendants from destroying or altering "any documents or data in their possession, custody, or control that are or may be relevant to this litigation," the Chicago Field Office is instructed not to destroy any records or files relating to domestic intelligence investigations. In order to assure compliance with the Court's order, a very liberal interpretation should be given to the term "domestic intelligence" and where doubt arises, the question should be resolved in favor of retaining the record. The enclosures herewith should be utilized as a guide to determine if a particular matter relates to "domestic intelligence."

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Airtel to [redacted], Chicago
Re: Destruction of Field Files and Records; American Civil Liberties Union...; Alliance to End Repression...

NOTE: See Legal Counsel Division memo dated 9/22/77, captioned, "DESTRUCTION OF FIELD FILES AND RECORDS."

9-29-77

OUTSIDE SOURCE

Mr. Kelly, ○ DESTRUCTION OF BUREAU RECORDS

b3

I am writing in regard to your intended destruction of over 6.5 million files in your bureau which contain the facts of attrocities comitted against "Patriotic Americans." I find your request for permission to perform this bastardly act totally repugnant. What do you have to hide! It is obvious to me that the aforementioned files constitute a great source of embarressment to you & the F.B.I. As a law-abiding, tax paying citizen, I demand that you make the facts of the Cointelpro program public.

Mr Kelly, due to this latest crime committed by you & your organization of anti-Christs upon the american public, I have now made up my mind to fight the F.B.I. and everything they stand for. As it now stands, I must presume that you are taking your instructions from the KGB. But, who am I.

I am your employer.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/SHM

CORRESPONDENCE

ACK: 10-7-77 EJH:dmb

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Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

October 7, 1977

OUTSIDE SOURCE

ALL INFORMATION CONTAINED
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DATE 9-22-82 BY SP4 EJW/gHK

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[redacted]

DESTRUCTION OF BUREAU RECORDS

Dear Mr. [redacted]

In reply to your letter of September 29th regarding possible destruction of FBI files, I assure you that disposition of all FBI records, regardless of their source, is carried out in strict accordance with the very specific provisions set forth in Title 44, Chapter 33, of the United States Code, and in Title 41, Chapter 101-11, of the Code of Federal Regulations. We in the FBI closely coordinate these matters with the National Archives and Records Service, and we have a comprehensive program in force to facilitate the destruction of obsolete material and the permanent retention of historically valuable records. After appropriate time has elapsed, those records deemed to hold historical value are ultimately transferred to the National Archives where they are available for research purposes.

I also wish to advise you that information regarding this Bureau's Counterintelligence Program has been furnished to the public in the past.

DE-60 66-3286-1251

V-32

Sincerely yours,

C. M. Kelley REC-51 11 OCT 11 1977

MAILED 12
OCT 07 1977
FBI

ST-126

Clarence M. Kelley
Director

NOTE: Bufiles contain no information identifiable with correspondent. Above reply coordinated with the Domestic Security-Terrorism Section, Criminal Investigative Division.

ESH:jmh (3)

jmh

APPROVED: [redacted]

Director	Adm. Serv.	Legal Coun.	
Assoc. Dir.	Crim. Inv.	Plan. & Insp.	
Dep. AD Adm.	Fin. & Pers.	Rec. Mgnt.	
Dep. AD Inv.	Ident.	Spec. Inv.	
	Intell.	Tech. Servs.	
	Laboratory	Training	
		Public Affs. Off.	

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

70 OCT 27 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI/DOJ

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Inst. ____
Rec. Mgnt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Decker

DATE: 10/5/77

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF BUREAU RECORDS

PURPOSE:

The purpose of this memorandum is to note receipt of (1) GSA Bulletin FPMR (Federal Property Management Regulations) B-72 which contains authority to perform amendments, either by correcting or expunging information, in response to requests made pursuant to the Privacy Act of 1974 and (2) General Records Schedule #14 which establishes disposition of FOIPA correspondence. Both documents are attached.

DETAILS:

As a result of the influx of FOIPA requests, we have accumulated a large volume of records which require corrections or expunctions under the Privacy Act of 1974. Records Branch has been unable to make amendments required under the Act in view of the restrictions imposed by 44 U.S.C., Chapter 33, regarding destruction of Government records. The possible conflict between the Privacy Act requiring this action and Title 44 which restricts destruction of records was discussed with the National Archives and Records Service (NARS) and they agreed that an FPMR Bulletin should be issued to establish authorization and limitations for the amendments. This authority permits corrections or expunctions of data elements up to, but not including, an entire record. We will be permitted to delete words, phrases, sentences, paragraphs, pages, or serials. Submission of Standard Form 115 will be required for destruction of a total record. The Field Coordination and Appeals Unit of the FOIPA Branch has and will continue to determine the exact data elements to be corrected and/or expunged and refer all file material to the Consolidation Unit of the Records Branch for action.

1 EX-105

66-3286

Enclosures 4 - ENCLOSURE

1 - Mr. Held - Enclosures
1 - Mr. Adams - Enclosures
1 - Mr. McDermott - Enclosures
1 - Each Assistant Director
1 - 190-00 - Enclosures

CMG:mk (25)

REC 68

66-3286-1252

11 OCT 18 1977

CONTINUED - OVER

RECORDS SECTION

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

FBI/DOJ

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 CTW/gmr

UNRECORDED COPY FILED IN 190-00-1

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File material will include the substantive case file, copies of excised file material furnished to the requester, and any field office files which might be forwarded to FBIHQ for this purpose. The Consolidation Unit will complete necessary expunctions, including the removal and destruction of any index cards or abstracts. Similar expunctions or corrections required for personnel files will be referred to the Personnel Records Unit for action.

Additionally, we have received General Records Schedule #14 which provides authority to dispose of correspondence related to FOIPA requests after specific retention periods. Schedule #14 basically permits destruction of correspondence and supporting documents, after two years, with the exception of appealed cases which must be retained for five years. The Schedule also describes the records that are determined to be of permanent value. This destruction will be coordinated with the the FOIPA Branch. It is interesting to note that we have accumulated over 9,000 files in the 190 (FOIPA) classification, 331 sections in the FOIPA general file, 62-115530, and correspondence filed in an unknown number of substantive case files.

RECOMMENDATION:

That record amendments and destruction be pursued in accordance with the authority contained herewith.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

August 10, 1977

GSA BULLETIN FPMR B-72
ARCHIVES AND RECORDS

TO : Heads of Federal agencies

SUBJECT: Disposal of Federal records in response to requests made pursuant to the Privacy Act

1. Purpose. This bulletin transmits guidelines designed to ensure agency compliance with Federal records disposal requirements when responding to requests to amend a record under provisions of the Privacy Act of 1974.

2. Expiration date. This bulletin will remain in effect until superseded or canceled.

3. Background.

a. Chapter 33 of title 44, United States Code, sets forth procedures for the disposal of records of the United States Government. Section 3314 of title 44 provides that no records of the Government shall be alienated or destroyed by a Federal agency except in accordance with chapter 33. Under this chapter, Federal records may not be destroyed unless such disposal is approved by the Archivist of the United States, as delegate of the Administrator of General Services. Procedures for obtaining the necessary approval are contained in FPMR 101-11.406.

b. The Privacy Act permits an individual to examine records maintained in a system of records by Federal agencies. The individual may also request that records containing inaccurate, out-of-date, or misleading information be amended by correcting or expunging the information. An agency may agree to amend a record, or the individual may institute judicial action to try to compel an agency to amend a record.

c. Since there has been some misunderstanding concerning disposal of Federal records in response to requests made pursuant to the Privacy Act, it is necessary to specify which records may be destroyed and how it is to be accomplished. Records already accessioned into the National Archives are exempted from the Privacy Act provision allowing individuals to request that records relating to them be amended. Most provisions of the Privacy Act apply only to those systems of records which are under the legal control of the originating agency; e.g., an agency's current operating files or records stored at a Federal records center.

d. The guidelines listed in paragraph 4 are designed to clarify the provisions of the Federal Records Act and the Privacy Act as they relate to the destruction of records as a result of requests for amendment.

86-326-1252

ENCLOSURE

4. Guidelines. The disposal of records in response to requests from individuals to amend records under the Privacy Act must be carried out in accordance with chapter 33 of title 44, United States Code,and FPMR 101-11.406. Adherence to the following guidelines will ensure that these requirements are met.

a. Data elements within a record may be amended or removed if the agency agrees to the amendment, whether or not the records are scheduled as permanently valuable. A data element is a small piece of information such as a block of information on a form; e.g., a change in a block of information on Standard Form 50, Notification of Personnel Action. Destruction of an entire record is not permitted without prior authorization even if the record consists of only one page.

b. Authorization for early destruction of records or files which have been scheduled for eventual disposal or which are unscheduled may be obtained by submitting a Standard Form 115, Request for Records Disposition Authority, to General Services Administration (NCD), Washington, DC 20408.

c. Authorization for destruction of records or files which have been designated for permanent retention as part of the National Archives of the United States in a NARS approved agency records schedule or Part II of a Retention Plan will not be given.

James B. Rhoads

JAMES B. RHOADS
Archivist of the United States

FPMR 101-11.4

GENERAL RECORDS SCHEDULES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EZW/gHK

GSA
GENERAL SERVICES ADMINISTRATION

NATIONAL ARCHIVES AND RECORDS SERVICE

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/ymw

G-3286-1252

PUBLISHED

GENERAL RECORDS SCHEDULE 14

Informational Services Records

This schedule covers certain records pertaining to informational services performed by Government agencies in their day to day affairs and in their relations with the public; including records created in administering Freedom of Information Act and Privacy Act programs. Except as otherwise specified in individual items, it applies to copies of these records wherever located in an agency. Items 2 and 6 apply only to files maintained in the office responsible for the operation of the informational activities of the agency or subdivision thereof. Items 16 through 20 describe the files accumulated in carrying out the provisions of the Freedom of Information Act, and items 25 through 30 describe the files created in administering the provisions of the Privacy Act.

These records consist of inquiries, replies, and related correspondence; and in the case of FOIA and Privacy Act files, reports and appeal case files; and administrative background material for formal informational releases. Closely related records such as certain records relating to budget presentation, and printing, duplicating and distribution are covered by other general records schedules. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Information Files.	
	Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto.	Submit SF 115, Request for Records Disposition Authority.
2.	Information Subject Files.	
	Subject files of formally designated informational offices, not covered elsewhere in this schedule.	Submit SF 115, Request for Records Disposition Authority.

ITEM NO.	DESCRIPTION OF RECORDS	AUTOHRIZED DISPOSITION
9 through 15	Reserved.	
16.	Freedom of Information Act (FOIA) Requests Files.	
	Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING) the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Request not appealed.	Destroy 2 years after date of reply.
	(b) Request appealed.	Destroy as authorized under item 17.
	(3) Denying access to all or part of the records requested.	
	(a) Request not appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under item 17.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.
17.	FOIA Appeals Files.	
	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA requests, whichever is later.
18.	FOIA Control Files.	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.	
	a. Registers or listing.	Destroy 5 years after date of last entry.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Other files.	Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.
19.	FOIA Reports Files.	
	Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.	
	a. Annual reports at departmental or agency level.	Permanent. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.
	b. Other reports.	Destroy when 2 years old or sooner if no longer needed for administrative use.
20.	FOIA Administrative Files.	
	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.
21 through 24.	Reserved.	
25.	Privacy Act Requests Files.	
	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Requests not appealed.	Destroy 2 years after date of reply.
	(b) Requestsappealed.	Destroy as authorized under item 26.
	(3) Denying access to all or part of the records requested.	
	(a) Requests not appealed.	Destroy 5 years after date of reply.
	(b) Requests appealed.	Destroy as authorized under item 26.
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
26.	Privacy Act Amendment Case Files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the Individual against the refusing agency as provided under 5 U.S.C. 552a(g).	
	a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.
	b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.
	c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.	Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
27.	Privacy Act Accounting of Disclosure Files.	
	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.
28.	Privacy Act Control Files.	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.	
	a. Registers or listings.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.
29.	Privacy Act Reports Files.	
	Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.	
	a. Annual reports at departmental or agency level.	Permanent. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Other reports.	Destroy when 2 years old.
30.	Privacy Act General Administrative Files.	
	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.	
Dep. AD Adm.	
Dep. AD Inv.	
Asst. Dir.:	
Adm. Serv.	
Crim. Inv.	
Fin. & Pers.	
Ident.	
Intell.	
Labor	
Legal Coun.	
Plan. & Insp.	
Rec. Mgnt.	
Spec. Inv.	
Tech. Servs.	
Training	
Public Affs. Off.	
Telephone Rm.	
Director's Sec'y	

TO : Mr. Clarence M. Kelley, Director
Federal Bureau of Investigation

DATE: September 20, 1977

FROM : Michael J. Egan
Associate Attorney General

SUBJECT: Destruction of Certain FBI Investigative and Other Reports

FEDERAL GOVERNMENT

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/03 BY AUC 60290 BCE/DCG/ymw

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EZW/DMK

By direction of the Attorney General, I have been requested to destroy all reports with respect to character investigations conducted by the FBI on all sitting Federal judges and on the Attorney General. This would also include the destruction of any administrative inquiry reports and criminal investigative files.

It is understood that you retain originals on all of these files, and it is felt there is insufficient need for us to retain our copies.

If you see any problem, I would appreciate your advice as soon as possible so that we may begin our destruction process.

EXP. PROC.
SEP 21 1977

66-3286-1253

EX-101 REC-39

cc: Mr. Robert Yahn
Mr. James Washington
Mr. Benjamin Civiletti

11 OCT 19 1977

11- LEGAL COUNSEL

RECORDS SECTION

Sent to Assoc. Atty Gen.
10/4/77
3:05

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5 OCT 26 1977

1 - Mr. Decker
(Attn: J. W. Awe)
1 - Asst. Dir.: Special)
Investigative Div.
(Attn: [redacted]
[redacted]
1 - Legal Research
1 - Mr. Davis

b6
b7C

The Associate Attorney General

10/4/77

Director, FBI

BUREAU RECORDS - GENERAL

DESTRUCTION OF CERTAIN FBI
AND OTHER REPORTS

FEDERAL GOVERNMENT

By memorandum captioned as above, dated September 20, 1977, you advised of your intention to destroy certain files on sitting Federal judges and on the Attorney General. You requested to be advised of any problems raised by the proposed file destruction.

The proposed destruction of your copies of the reports described in your memorandum appears to be a matter within your discretion assuming that you have determined that the Records Disposition Schedule of the Department would allow such destruction.

One point should be made concerning the destruction of these reports. Your memorandum indicates that you are relying on the fact that the FBI has the original copies of all of these reports. At this time this assumption is correct, although some of these documents may have been reduced to microfilm. However, by memorandum to the Attorney General dated September 15, captioned "File Destruction" you were advised of a new Records Disposition Schedule developed by the FBI after consultation with representatives from the National Archives and Records Service (NARS). That plan, which is currently pending approval with NARS, would authorize the destruction of FBI Headquarters applicant type investigative files after thirty years and the destruction of FBI Headquarters criminal files after ten years. Although certain records which meet NARS criteria as being of sufficient historical interest may be retained beyond these periods, informal contact with NARS has indicated that there is no assurance that all background investigations of Federal judges would be retained. Additionally, as was explained in detail in our memorandum to the Attorney General of September 15, 1977, after approval of the pending

SEE NOTE PAGE 2

MAILED 2
OCT 17 1977
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 GAW/MMS

66-3286-1254
REC-39
EX-101
11 OCT 19 1977

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
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Plan. & Inst.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

URD:las (7)

MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286

55 OCT 26 1977

FBI/DOJ

The Associate Attorney General

Records Disposition Schedule, we intend to seek authority to further reduce the retention period for FBI Headquarters criminal files to five years.

Therefore, you should not rely on the FBI to retain copies of these reports indefinitely and, in fact, under our proposed record retention plan it is possible that such records could be destroyed while a judge is still on the bench.

NOTE: This responds to a memorandum from the Associate Attorney General, dated 9/20/77, advising of the Department's intention to destroy certain categories of investigative reports. This response was coordinated with the Records Management Division and the Special Investigative Division.

JCF

APPROVED:
Director
Asscc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
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4-528

66-3286-1255
CHANGED TO
197-122-4X

DEC 6 1977

FI/JRH

ALL INFORMATION CONTAINED
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DATE 9/9/03 BY Auc 60290 BCE/DCG/ymw

FBI/DOJ

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : The Attorney General

DATE: September 15, 1977

FROM : Director, FBI

SUBJECT: FILE DESTRUCTION

Reference is made to your letter of June 6, 1977, authorizing the destruction of files pursuant to the current National Archives and Records Service (NARS) plan. In accordance with your request, great care will be taken to insure that no files will be destroyed that relate to matters in litigation or records which the House Select Committee on Assassinations has asked to be retained. These have been carefully cataloged prior to advising our field offices in this matter.

As you are aware, the existing Records Retention Plan has been undergoing review and, after considerable consultation with representatives from NARS, a new plan has been developed which is pending final approval with the Archivist. A copy of this plan which is self-explanatory is attached. For your information the Archivist has advised that prior to approving this plan he had disseminated copies to certain Congressional committees for their advice and counsel because of the possible public interest in these records. This included the Senate Committee on Rules and Administration, the Committee on House Administration, the Senate Committee on Governmental Affairs and the House Committee on Government Operations. The only Committee that indicated an interest was the Senate Committee on Rules and Administration which requested additional time for review and is expected to respond to the Archivist by September 15, 1977, after which the Archivist intends to approve this plan.

Subsequent to submitting this plan to the Archivist, the Civil Service Commission advised that, in connection with the Security of Government Employees under Executive Order 10450, the FBI's criminal investigative records that are more than five years old are no longer considered timely and relevant to their needs. A careful review has determined there is no need to retain these records beyond five years.



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Therefore, reducing the retention period on criminal files maintained at Headquarters from ten years to five years will be sought from the Archivist after our currently pending request is approved. Essential criminal information is available through arrest records in the Identification Division.

After final approval from the Archivist has been received, the new plan (as set forth in the enclosure) will be implemented on October 1, 1977, unless instructions to the contrary are received from you. In addition, the Archivist has now approved a five-year retention period for criminal investigations maintained in field offices since field office records have previously been appraised by the Archivist as being "non-Archival." This authorization would also be implemented with your approval. Efforts will be continued to further evaluate and refine the FBI's Records Retention Plan to insure that we do not maintain records that are obsolete to our needs.

Enclosure

1 - Mary C. Lawton - Enclosure
Deputy Assistant Attorney General

Employee Suggestion
FD-252 (Rev. 9-11-59)

#6-78

b6
b7C

Date	9/29/77

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	SA [redacted]	ALBUQUERQUE

SUGGESTION

1 Destruction of Bureau Records - Jus.

It is recommended that serious consideration be given that the six months rule for destruction of files in an auxiliary office be modified to except fugitive cases from this rule or to make provisions where the rule in fugitive cases does not apply until six months after the fugitive has been apprehended.

This could be facilitated by auxiliary offices very easily by making a "Z" inquiry in National Crime Information Center (NCIC) on fugitive cases when the tickler for destruction comes up and if this inquiry shows the subject is still in a fugitive status, a new tickler be set for a six month period.

Current practice or rule (Include manual citation as well as facts)

Six months destruction on all cases in all auxiliary offices.

Advantages of suggestion and annual savings (include basis for estimate)

To keep auxiliary offices from continually recontacting the Office of Origin in the event new leads are set out by the Office of Origin and the auxiliary office has already destroyed the file and returned photographs to the Office of Origin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/gmm DE-38

Disadvantages of suggestion

None

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b7C

EX-108 X-14 REC-85 66-3286-1257

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] within two years after submission.)

X [redacted] Mr. ☐ Mrs. ☐ Miss

RECEIVED [redacted]

[redacted] Signature and Title of Suggester SA

OCT 4 1977

Recommendations and comments of Division Head

This suggestion has obvious merit. Experience has shown that many leads are received on fugitive cases in which the files have been destroyed requiring additional reproduction and contact with office of origin.

FORREST S. PUTMAN SAC
Signature and Title

(Do not write in this space - for Bureau use only)

Letter Approved
Worklen
10-31-77 38 NOV 1977
DEC 16 1977 gg

WHITSON

DEFER
REJ

Suggestion #6-78

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mk 10/5/77)

It is proposed in attached suggestion from the Albuquerque Office that the six-months destruction rule for all auxiliary office (AO) files be modified to require that fugitive cases be retained for six-months after the fugitive has been apprehended. Suggester feels that proposed procedure would eliminate the need for AO to continually contact Office of Origin (OO) in the event new leads are set out by OO after AO file has been destroyed.

Current regulations stipulate that AO investigative files in all classifications are to be destroyed when six-months old except top ten cases and those cases containing identification orders, wanted flyers, and/or check circulars relative to the subject(s) which must be retained, in addition to the six-months rule, six months beyond the date cancellation notices for these items are received. Additionally, any case may be retained if it is considered to have value for evidentiary, intelligence, historical, or other reference purposes.

OBSERVATIONS:

The Manual of Rules and Regulations, Part II, Section 4, pages 13, 14, and 15, sets forth instructions concerning leads and the responsibility of the office setting out leads. Specifically, preparation of communications designed to set out leads should set out concise, general, summary and background of matter. (Information which will prepare reader's minds so that he will be able to decide as to the subsequent action desirable.) Communication should set forth any descriptive data necessary, action taken, new developments, or other facts upon which the recommendations are based. Additionally, communications should set forth instructions, recommendations, or leads listed in numerical order. In view of existing instructions, the Records Systems Section is of the opinion that if instructions concerning leads and lead information are adhered to, there will be no need to retain AO files for a period greater than that currently provided. It is therefore felt that suggestion does not warrant favorable consideration for adoption.

RECOMMENDATION:

Recommend that suggestion not be adopted.

APPROVED:

Director_____
Assoc. Dir._____
Dep. AD Adm._____
Dep. AD Inv._____

Adm. Serv._____
Crim. Inv._____
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Ident._____
Intell._____
Laboratory_____

Legal Coun._____
Plan. & Insp._____
Rec. Mgmt. ASD/WCB
Spec. Inv._____
Tech. Servs._____
Training_____
Public Affs. Off._____

suggestion #6-78
ADDENDUM OF PLANNING AND INSPECTION DIVISION: RLH:dc, 10 11 '77

The Planning and Inspection Division feels that the Criminal Investigative Division and Records Management Division would be in the best position to comment on and evaluate the effects of this suggestion and defers to them.

PID submits the following as observations and it would recommend against adaption of the suggestion for the following reasons:

(1) To make an exception to the destruction criteria for fugitive cases in an auxiliary office until 6-months after a fugitive has been apprehended would create another unnecessary administrative tickler system in each field office. The same reasons set forth in this suggestion for changing the destruction criteria in auxilliary offices could apply to many of the Bureau's classifications and if approved these exceptions would soon become the rule. The Records Management Division when it evaluates the disposition program at FBIHQ and in the field would be in the best position to determine if changes in the disposition criteria are needed.

(2) In addition, past surveys have indicated that approximately 80 to 90 percent of all fugitives are apprehended within the first 6-months, thus if the suggestion is adopted NCIC "z" inquiries would be negative approximately 80 to 90 percent of the time and the new tickler system would be being set up for relatively few cases.

(3) Current instructions in the Manual of Rules and Regulations Section IV appear to be adequate and require that sufficient detail be submitted in communications that set out leads for auxilliary offices.

Suggestion #6=78

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION RC:can 10/6/77

Criminal Investigative Division (CID) has reviewed suggestion number 6-78 submitted by the Albuquerque Division and believes that the proposal to exempt the fugitive matters in the six months destruction rule allowing auxiliary offices the benefit of not destroying fugitive cases until six months after the subject has been apprehended and is worthy of adoption. Therefore, CID recommends that this suggestion be approved. If approved, the Records Management Division should prepare any necessary instructions or manual changes that might be required.

October 31, 1977

b6
b7C

PERSONAL

Destruction of Bureau Records
Personal

Mr. [redacted]
Federal Bureau of Investigation
Albuquerque, New Mexico

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-82 BY SP4 EJW/gHK

Dear Mr. [redacted]

I have received your suggestion that the six-month destruction rule for all auxiliary office files be modified in a particular manner. After evaluation, your proposal is not being approved. The Manual of Rules and Regulations, Part II, Section 4, pages 13, 14, and 15, sets forth instructions concerning leads and the responsibility of the office setting out leads, and it is believed that if the present instructions concerning leads and lead information are adhered to there would be no need to retain auxiliary office files for a period greater than that currently provided.

Although favorable action was not taken in this instance, the thoughtfulness you expressed by submitting your idea to me is appreciated.

Sincerely yours,

Clarence M. Kelley

MAILED 5
OCT 31 1977
FBI

Clarence M. Kelley
Director

66-3286-1258

EX-108 REC 85

20 NOV 2 1977

2 - Albuquerque
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

GW:klm (6)

(Suggestion #6-78)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
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Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

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Continued - Over

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Albuquerque, New Mexico

NOTE: Suggests the six-month destruction rule for all auxiliary office (AO) files be modified to require that fugitive cases be retained for six months after the fugitive has been apprehended. Suggester believes this procedure would eliminate the need for AO to continually contact office of origin (OO) in the event new leads are set out by OO after AO file has been destroyed. The Criminal Investigative Division believes the suggestion is worthy of adoption. The Planning and Inspection Division believes the Criminal Investigative and Records Management Divisions would be in the best position to comment on and evaluate the effects of this suggestion and defers to them; however, they submit observations and would recommend against adoption. The Records Management Division states current regulations stipulate that AO investigative files in all classifications are to be destroyed when six months old except top ten cases and those cases containing identification orders, wanted flyers, and/or check circulars relative to the subject(s) which must be retained, in addition to the six-month rule, six months beyond the date cancellation notices for these items are received. The Manual of Rules and Regulations, Part II, Section 4, pages 13,14, and 15 sets forth instructions concerning leads and the responsibility of the office setting out leads. Specifically, preparation of communications designed to set out leads should set out concise, general, summary and background of matter. In view of the existing instructions, the Records Management Division recommends against adoption of this suggestion since, if instructions concerning leads and lead information are adhered to, there will be no need to retain AO files for a period greater than that currently provided. In view of the foregoing, it is recommended that this proposal not be approved. Views attached.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgnt.
Assoc. Dir.	Ident.	Spec. Inv.
Dep. AD Adm.	Intell.	Tech. Servs.
Dep. AD Inv.	Laboratory	Training
		Public Affs. Off.

4-528

66-3286-1259
CHANGED TO
66-3286-3-10

DEC 6 1977

9T /DMH

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66-3286-1260
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66-3286-2-10

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FEDERAL BUREAU OF INVESTIGATION
FOIPA
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No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 20
Page 79 ~ Referral/Direct
Page 80 ~ Referral/Direct
Page 106 ~ Duplicate
Page 118 ~ Referral/Direct
Page 216 ~ Referral/Direct
Page 217 ~ Referral/Direct
Page 218 ~ Referral/Direct
Page 221 ~ Duplicate
Page 222 ~ Duplicate
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Page 236 ~ Duplicate
Page 237 ~ Duplicate

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 28

4-528

66-3286-1261
CHANGED TO
66-3286-39-11

DEC 6 1977

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4-528

66-3286-1262

CHANGED TO

66-3286-43-15

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66-3286-1263
CHANGED TO
66-3286-52-9

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DEC 6 1977

AT/DMH

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66-3286-1264
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66-3286-42-14

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66-3286-1265
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66-3286-54-6

DEC 6 1977

JT /DMH

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66-3286-1266

CHANGED TO

66-3286-35-9

FTT

DEC 6 1977

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66-3286-1267

CHANGED TO

66-3286-63-8

DEC 6 1977

JT / DMH

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66-3286-4-20

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66-3286-1269
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64-4532-2480

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66-3286-1270
CHANGED TO
66-42-430

DEC 6 1977

JT / DMH

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DATE 1/9/03 BY AUC 60290 BCE/DCG/ymw

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : The Attorney General

DATE: September 15, 1977

FROM : Director, FBI

SUBJECT: FILE DESTRUCTION

Reference is made to your letter of June 6, 1977, authorizing the destruction of files pursuant to the current National Archives and Records Service (NARS) plan. In accordance with your request, great care will be taken to insure that no files will be destroyed that relate to matters in litigation or records which the House Select Committee on Assassinations has asked to be retained. These have been carefully cataloged prior to advising our field offices in this matter.

As you are aware, the existing Records Retention Plan has been undergoing review and, after considerable consultation with representatives from NARS, a new plan has been developed which is pending final approval with the Archivist. A copy of this plan which is self-explanatory is attached. For your information the Archivist has advised that prior to approving this plan he had disseminated copies to certain Congressional committees for their advice and counsel because of the possible public interest in these records. This included the Senate Committee on Rules and Administration, the Committee on House Administration, the Senate Committee on Governmental Affairs and the House Committee on Government Operations. The only Committee that indicated an interest was the Senate Committee on Rules and Administration which requested additional time for review and is expected to respond to the Archivist by September 15, 1977, after which the Archivist intends to approve this plan.

Subsequent to submitting this plan to the Archivist, the Civil Service Commission advised that, in connection with the Security of Government Employees under Executive Order 10450, the FBI's criminal investigative records that are more than five years old are no longer considered timely and relevant to their needs. A careful review has determined there is no need to retain these records beyond five years.

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DATE 9-23-82 BY SP4 EJW/gmk

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

Therefore, reducing the retention period on criminal files maintained at Headquarters from ten years to five years will be sought from the Archivist after our currently pending request is approved. Essential criminal information is available through arrest records in the Identification Division.

After final approval from the Archivist has been received, the new plan (as set forth in the enclosure) will be implemented on October 1, 1977, unless instructions to the contrary are received from you. In addition, the Archivist has now approved a five-year retention period for criminal investigations maintained in field offices since field office records have previously been appraised by the Archivist as being "non-Archival." This authorization would also be implemented with your approval. Efforts will be continued to further evaluate and refine the FBI's Records Retention Plan to insure that we do not maintain records that are obsolete to our needs.

Enclosure

1 - Mary C. Lawton - Enclosure
Deputy Assistant Attorney General

Terrence B. Adamson
Special Assistant to the
Attorney General

FEDERAL GOVERNMENT

October 7, 1977

1 - Mr. Decker
1 - Mr. Awe
1 - Mr. McCreight
1 - Mr. Byerly

Director, FBI

FBI RECORDS DESTRUCTION SCHEDULE
DATED MAY 4, 1977

Reference is made to your memorandum of September 27, 1977.

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The captioned records destruction schedule, presently undergoing Congressional review, will after final approval act as our authority to effect the destruction of an entire investigative file. It will not authorize the destruction of a partial investigative file.

Destruction of [redacted] and [redacted] material can be effected pursuant to the authorization contained in FPMR Bulletin B-72 issued by the General Services Administration on April 10, 1977.

Concerning the next step in these two cases, the material relating to [redacted] can be destroyed at any time and we are awaiting your decision and your response to Mr. [redacted] request.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY SP4 EJ/gmm DATE 9-23-82

66-3286-1277X

In the [redacted] case, we would recommend that destruction be postponed until such time as all current litigation is brought to a final resolution. This would be in keeping with the Attorney General's approval of the May 4, 1977, destruction schedule, in view of the fact that it is conceivable the records containing the [redacted] material to be destroyed could become involved in present litigation.

b6
b7C

REC-85
DE-54

23 OCT 20 1977

SPR:bag (9)

MAILED 10
OCT 12 1977
FBI

SEE NOTE PAGE TWO.

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Crim. Inv. ___
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Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv. ___
Crim. Inv. ___
Fin. & Pers. ___
Ident. ___
Intell. ___
Laboratory ___

Legal Coun. ___
Plan. & Insp. ___
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Public Affs. Off. ___

DEC 16 1977

MAIL ROOM ☑ TELETYPE UNIT ☐

FBI

Terrence B. Adamson
Special Assistant to the
Attorney General

b6
b7C

NOTE: Above being furnished to Adamson of the AG's Office in response to his inquiry of 9/27/77 wherein he asked 1) whether or not our 5/4/77 records destruction schedule applies to the [redacted] and [redacted] destruction requests, and 2) what is our next step in both of these cases. We are committed to destruction of the [redacted] material; however, these records could become involved in present litigation and for this reason we are recommending destruction be postponed. The request for destruction of the [redacted] material was directed to the AG at which time we volunteered our willingness to effect such destruction pending the AG's response. The matter was left with Adamson and to date have not heard what, if any, final decision was made.

4-528

66-3286-1272
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66-3286-B-X3
X5
X4
X7

AUG 31 1978

NBH/BDG

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DATE 9/10/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

1 - Mr. Adams
1 - Mr. Decker
(At[illegible]: Mr. A[illegible]
1 - Mr. [illegible]intz

Mary C. Lawton
Deputy Assistant Attorney General
Office of Legal Counsel

10/19/77

1 - Mr. Monahan
1 - Mr. Hurst
1 - Mr. Stoops

Director, FBI

Destruction of Bureau Records - General

DRAFT EXECUTIVE ORDER ON FBI BACKGROUND INVESTIGATIONS

Reference is made to your memorandum dated September 28, 1977, in which you solicited our comments and suggestions concerning captioned matter. We have reviewed the proposed Executive Order (EO) entitled "Establishing Procedures For Background Investigations Conducted By The Federal Bureau of Investigation" and our comments and suggestions follow:

Promulgation of this EO would terminate the FBI from conducting background investigations at the request of the Department of Health, Education and Welfare or other departments concerning individuals being considered for positions of trust and responsibility.

Section 1 of this EO does not provide for any procedures concerning internal file reviews (name check requests) conducted by the FBI. It appears that some procedures need to be established in this EO for the summaries and reports which are furnished by the FBI in response to name check requests.

Section 1 limits our field investigations solely to the suitability of the individual being considered for appointment. Section 1 as written fails to provide that the FBI ascertain facts and information relevant to the appointee's suitability and trustworthiness for clearance for access to information classified under the provisions of EO 11652 and where necessary for clearance for access to compartmented information in accordance with the standards set forth in Director of Central Intelligence Directive 1/14.

Section 2 requests the FBI to conduct investigations for purposes described in Section 1. At the time a request is made for investigation it should be clearly indicated into which category the investigations fall, i.e., Presidential appointment, staff, National Security Council, etc. It is not clearly set out that we will be advised as to the nature of the request.

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Dep. AD Inv. ___
Asst. Dir.: ___
Adm. Serv. ___
Crim. Inv. ___
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SEE NOTE ON PAGE 3

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OCT 21 1977
FBI

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Deputy Assistant Attorney General
Office of Legal Counsel

Section 3 allows for no review of summaries or reports of FBI field investigations for a clearance determination. The clearance deficiency contained in this section is similar to the clearance deficiency noted in Section 1.

Section 4 of this EO fails to describe the FBI's retention policy as to our summaries or reports. It is felt that a sentence needs to be added to Section 4 to cure this matter. This sentence should state that the information obtained during field investigations conducted by the FBI will be retained at FBI Headquarters and FBI field offices in accordance with the FBI Records Retention Plan.

The provision in Section 4 requiring the official who requested the investigation to furnish the FBI written certification that the summaries or reports have been destroyed and a record of all persons who reviewed the summaries or reports and the date on which review occurred to be furnished with the certification appears to place an undue and costly burden on the FBI. Each department or agency in the Executive Branch of the Government is required under the Federal Records Act to manage the retention and disposal of records in its possession.

The Archivist has the responsibility and authority to make decisions concerning the disposal of investigative records under the Federal Records Act, 44 U.S.C. 3301 et. seq. It is suggested that the provision in Section 4 be phrased in a manner to fix responsibility for the destruction and furnishing of a record of all persons who reviewed our documents and the date on which review occurred on the interested department or agency through their respective Records Retention Plan after concurrence with the Archivist.

Consideration should be given for this EO to have a provision stating that the Attorney General shall issue guidelines to implement this EO.

Deputy Assistant Attorney General
Office of Legal Counsel

NOTE: Mary C. Lawton Deputy Assistant Attorney General, OLC, DOJ, by memorandum, 9/28/77 requested views and comments re EO draft concerning FBI background investigations conducted for White House, DOJ, NRC and Secretary of Energy. EO restricts individuals who may request investigations and requires destruction of FBI summaries or reports (S/R) furnished after appointment decision is made. EO lacks destruction procedure for S/R furnished per name check requests. Sections 1 and 3 limit scope of investigation and use of S/R solely to suitability for appointment and no provision for use to make clearance determinations. Section 2 unclear that we will be advised as to nature of request. Section 4 should included info re FBI Records Retention Plan. Section 4 provision re written certification that S/R have been destroyed and record of date and identities of all persons who reviewed same, as written, places undue and costly burden on us. Archivist has responsibility and authority re disposal of investigative records. Provision re destruction and furnishing record of date and reviewers identities should be affixed on interested department or agency through their Records Retention Plan after concurrence with Archivist. SID coordinated this response with Records Management Division.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Dep. AD Adm. ___
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Asst. Dir.:
Adm. Serv. ___
Crim. Inv. ___
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Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Bassett

DATE: 11-15-77

FROM : R. P. Keehan RPK

SUBJECT: CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

PURPOSE: Form FD-519 Destruction of Bureau Property General

That an FD-form number be established to implement a policy to account for any property cannibalized or destroyed as set forth in the Department of Justice Property Management Regulations, Title 41, Subpart 128-43.50.

DETAILS: V-1 DE-70 ST 114 REC-7 66-3286-12

The Department of Justice has advised the Bureau that specific information on the attached proposed form is required when cannibalizing or destroying equipment. To fulfill the Department's instructions, it is felt that this information should be placed on a Bureau form. At the time an office requests that they be permitted to cannibalize or destroy equipment, the Property Procurement and Management Section will respond either negatively or positively. If the response is positive the office will be advised to complete the proposed form which will be made a part of the correspondence regarding same. Provision for cannibalization is included in the FBI Accounting Systems Manual approved by the Government Accounting Office and the Department of Justice. A space is also provided on the Data Adjustment Form (FD-514) for information regarding the automation of nonexpendable inventory.

RECOMMENDATIONS:

1. That the proposed form be approved.

APPROVED:

Director	Adm. Serv.	Legal Coun.	
Assoc. Dir.	Crim. Inv.	Plan. & Insp.	
Dep. AD Adm.	Fin. & Pers.	Rec. Mgnt.	
Dep. AD Inv.	Ident.	Spec. Inv.	
	Intell.	Tech. Servs.	
	Laboratory	Training	
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4 ENCLOSURE 2 ATTACHED

2. If approved, the Property Procurement and Management Section will advise the field of proper procedure in utilizing this form.

APPROVED:

Director	Adm. Serv.	Legal Coun.	
Assoc. Dir.	Crim. Inv.	Plan. & Insp.	
Dep. AD Adm.	Fin. & Pers.	Rec. Mgnt.	
Dep. AD Inv.	Ident.	Spec. Inv.	
	Intell.	Tech. Servs.	
	Laboratory	Training	
		Public Affs. Off.	

Enclosures

JSL:jcd
(4)

1 - Forms Desk, Room 6857
1 - Mr. Bassett

JAN 10 1978

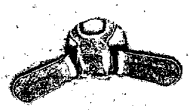
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Enclosures to Memorandum R. P. Keehan to Mr. Bassett 11/15/77 "Cannibalizatio
and Destruction of Equipment."

239



ENCLOSURE

66-3286-1275X

(Rev. 10-27-77)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	Telelift #214	7162	Director
	#235	7142	Associate Director
	#235	7110	Assistant to the Director - Adm.
	#235	7110	Assistant to the Director - Inv.
	#341	11255	Identification Division
	Quantico		Training Division
	#234	6012	Finance and Personnel Division
	#211	5629	Records Management Division
	#232	4026	Intelligence Division
	#233	5012	Criminal Investigative Division
	#241	3090	Laboratory Division
	#213	7159	Technical Services Division
	#231	3012	Special Investigative Division
	#213	7125	Planning and Inspection Division
	#245	7427	Legal Counsel Division
	#245	7222	Administrative Services Division
	#213	7150	Public Affairs Office
	#214	7162	Miss Devine
	#213	7825	Mr. Malmfeldt
	#244	6296	Mr. Mc[illegible]nt

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	Telelift #245	7427	Mr. Harrington
	#231	3648	Mr. Blake
	~~#245~~	~~7222~~	~~Mr. Bowers~~
	#231	3658	Mr. Hotis
	#245	7338	Mr. Peterson
	Quantico		Mr. McLaughlin
	#245	7427	Miss Ross
	#245	7427	Miss Murphy
			M[illegible]
	#152	TB327	Mail Room
	#215	6658	Reading Room
	#244	6247	Teletype Room
	#111	4336C	Routing

Comment yes

JCH 11/18

Form + content appear OK to me. DOJ Property Management Regulations cited in #1 are not CFR citations. Are not available without going to DOJ. I assume form conforms to their requirements.

- ☐ RECOMMENDATION/COMMENT
- ☐ SEE REMARKS ON REVERSE
- ☐ MAKE COPIES (NO.)
- ☐ RETURN (BY)
- ☐ LOG
- ☐ FILE
- ☐ SEE ME
- ☐ CALL ME
- ☐ NECESSARY ACTION
- ☐ COORDINATE
- ☐ PER INQUIRY
- ☐ INFORMATION

FROM: J. C. Harrington
LEGAL COUNSEL

BLDG. JEH | ROOM

PHONE | DATE 11/23 1977

JCH

File Title 11/15/77 Memo. JCH

FORM DOJ-359A 8-1-74

(1-15-77)

REQUIREMENTS AND CERTIFICATION FOR CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

Cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted after Bureau authority is granted and when all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.

2. Required parts are not available from other units previously cannibalized.

3. Required parts are not available from Government excess. (Government excess means any personal property under the control of any Federal Agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.)

4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.

5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

CERTIFICATION

The conditions, as set forth above, have been met to the best of my knowledge with regard to the equipment listed on the attached memorandum and/or FD-500, dated_____. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name_____

Position Title_____

Office_____

Date_____

Reviewed By_____

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DATE 9-23-82 BY SP4 EZW/gNK

Lois Whitehead 11/15/77

FBI/DOJ

PRINTED FD-519

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0-7 (Rev. 5-13-77)

(Copies to Offices Checked)

TO: SAC:

☐ Albany	☐ Houston	☐ Oklahoma City	
☐ Albuquerque	☐ Indianapolis	☐ Omaha	
☐ Alexandria	☐ Jackson	☐ Philadelphia	
☐ Anchorage	☐ Jacksonville	☐ Phoenix	
☐ Atlanta	☐ Kansas City	☐ Pittsburgh	
☐ Baltimore	☐ Knoxville	☐ Portland	
☐ Birmingham	☐ Las Vegas	☐ Richmond	
☐ Boston	☐ Little Rock	☐ Sacramento	
☐ Buffalo	☐ Los Angeles	☐ St. Louis	
☐ Butte	☐ Louisville	☐ Salt Lake City	
☐ Charlotte	☐ Memphis	☐ San Antonio	
☐ Chicago	☐ Miami	☐ San Diego	
☐ Cincinnati	☐ Milwaukee	☐ San Francisco	
☐ Cleveland	☐ Minneapolis	☐ San Juan	
☐ Columbia	☐ Mobile	☐ Savannah	
☐ Dallas	☐ Newark	☐ Seattle	
☐ Denver	☐ New Haven	☐ Springfield	
☐ Detroit	☐ New Orleans	☐ Tampa	
☐ El Paso	☐ New York City	☐ Washington Field	
☐ Honolulu	☐ Norfolk	☐ Quantico	

TO LEGAT:

☐ Bern
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☐ Buenos Aires
☐ Caracas
☐ Hong Kong
☐ London
☐ Madrid
☐ Manila
☐ Mexico City
☐ Ottawa
☐ Paris
☐ Rome
☐ Tokyo

☐ SAC, New Rochelle (MRA) ☐ ASAC, Rapid City ("Mini") 12/30/77 (Date)

RE: **FORM FD-519**
REQUIREMENTS AND CERTIFICATION FOR CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT
FBI FORM BOOK

☒ For information ☐ Retention optional ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____

Remarks: ReBulet to Albany and All Offices 12/23/77 "Cannibalization and Destruction of Equipment."

Enclosed is a supply of new form FD-519. Place a copy of the form in the FBI Form Book. A limited supply is on hand at the Bureau. Do not request additional copies of the form at this time.

Forms Management Desk
Finance and Personnel Division

Enc.
Bufile
Urfile

PRINTED ROUTING SLIP

FBI/DOJ

ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gmk

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : SAC, Albany

DATE: December 23, 1977

FROM : Director, FBI

SUBJECT: CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

An FD-form has been established to implement a policy to account for any property cannibalized or destroyed. The Department of Justice has advised FBIHQ that specific information is required when cannibalizing or destroying equipment. To fulfill the Department's instructions, this information will be placed on Bureau form FD-519.

At the time any office requests that it be permitted to cannibalize or destroy equipment, the Property Procurement and Management Section of the Administrative Services Division will respond either negatively or positively. If the response is positive, the office will be advised to complete form FD-519 which will be made a part of the correspondence regarding same. This form must not be completed until your office is authorized by FBIHQ to cannibalize or destroy equipment.

An initial supply of form FD-519 will be forwarded to your office under separate cover.

1 - Each Field Office

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DATE 9-23-82 BY SP4 EJW/gHK

Fee Waiver 11/15/77 Memo, Jo

COPY OF LETTER TO ALBANY AND ALL OFFICES
(re Form FD-519)

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Mr. Monahan

11/2/77

1 - Mr. Adams
1 - Mr. Monahan
1 - Mr. Peelman
1 - Mr. [redacted]
1 - Intelligence Div. (Attn: W. O. Cregar)
1 - Criminal Investigative Div.
1 - Administrative Div. (Attn: [redacted])
1 - Records Div. (Attn: J. W. Awe)
1 - Legal Counsel Div.

b6
b7C

J. S. Peelman

SENSTUDY 75; HOUSTUDY

PURPOSE: To recommend that both captioned files, all enclosures, ticklers, request folders, indices and other supporting material be moved from the Congressional Inquiry Unit (CIU), Special Investigative Division (SID), Room 8988, JEH, and placed in the custody of Records Management Division (RMD).

RECOMMENDATION: (1) That all material described above relating to the Senstudy and Houstudy files presently maintained by the CIU, SID, Room 8988, JEH, be moved and placed in a permanent storage area under custody of the RMD.

(2) If above approved, prior to move of the material to RMD, Divisions 5, 6 and 9 should designate representative(s) to review Senstudy/Houstudy index cards to eliminate those which are duplicative or serve no useful purpose in order that remaining cards can be more easily consolidated into the central records system by RMD.

Destruction of Bureau Property - Mon.

ALL INFORMATION CONTAINED
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DATE 9-23-82 BY SP4 EZW/ptt

66-3286-

NOT RECORDED
167 JAN 4 1978

JTA:sas (12)

CONTINUED - OVER

1 ~~62-116464 (Houstudy)~~
~~62-116395 (Senstudy 75)~~

SEE INTD ADDENDUM PAGE 4

79 JAN 16 1978

Memorandum to Mr. Monahan
Re: Senstudy 75: Houstudy

DETAILS: By memorandum from R. J. Gray to Mr. T. W. Leavitt, dated 6/9/77, material pertaining to captioned files was moved from the Intelligence Division to the CIU of the SID, Room 8988. This action was to provide temporary storage of the material, some of which could be useful in connection with current review of the Kennedy and King assassination investigations by the House Select Committee on Assassinations (HSCA). After four months the HSCA has displayed no interest in FBI material previously furnished to the Senate and House Intelligence Committees. CIU clerical time has been expended with work totally unrelated to the HSCA review because assistance is necessary to help other Divisions of FBIHQ locate information in the Senstudy and Houstudy files.

Because of historical significance and a continuing need for access to these files by various Divisions at FBIHQ, it is believed that Senstudy and Houstudy material should be moved to a permanent storage area and maintained under custody of the RMD.

The index to the Senstudy and Houstudy material consists of approximately 12,500 cards referring to proper names, newspaper clippings, Bureau communications and miscellaneous subject matter. Many of these cards are duplicative or serve no useful purpose. Prior to transfer of material to RMD, if approved, these index cards should be reviewed by designated representatives of Divisions 5, 6 and 9 to destroy those unnecessary cards. The remaining cards can then be more easily consolidated into the central records system by RMD. The CIU will coordinate review of the index with Divisions 5 and 6. Divisions 5 and 6 should, in an addendum to this memorandum, designate representative(s) to handle review.

ADDENDUM CRIMINAL INVESTIGATIVE DIVISION (CID) PEN:pjm 11/15/77

The CID concurs in that it should participate in this review of Senstudy/Housstudy index cards under the overall supervision of the Congressional Inquiry Unit of the Special Investigative Division. In this regard, SA [redacted] is designated as the CID participant. b6 b7C

ADDENDUM: INTELLIGENCE DIVISION (INTD) RPF:jdp 11/21/77

b6
b7C

Miss [redacted] GS-11, extension 4674, is INTD's representative for review of Senstudy/Houstudy index cards for review and removal of duplicative and non-essential cards prior to their consolidation into the central records system.

66-3286-1275X1

66-3286-B-X1

1275X2 **CHANGED TO**

X2

JUN 30 1978

NBH/RG

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DATE 9/10/03 BY AUC 60290 BCE/DCG/ymw

4-528

66-3286-1276

1277 **CHANGED TO**

1278

66-3286B-X6

2X

2X1

AUG 31 1978

NBH/BDG

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DATE 9/10/03 BY AUC 60290 BCE/DCG/ymw

SAC, Albany

Director, FBI

December 23, 1977

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gmc

CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

Destruction of Bureau Property General

An FD-form has been established to implement a policy to account for any property cannibalized or destroyed. The Department of Justice has advised FBIHQ that specific information is required when cannibalizing or destroying equipment. To fulfill the Department's instructions, this information will be placed on Bureau form FD-519.

At the time any office requests that it be permitted to cannibalize or destroy equipment, the Property Procurement and Management Section of the Administrative Services Division will respond either negatively or positively. If the response is positive, the office will be advised to complete form FD-519 which will be made a part of the correspondence regarding same. This form must not be completed until your office is authorized by FBIHQ to cannibalize or destroy equipment.

An initial supply of form FD-519 will be forwarded to your office under separate cover.

ST. 114

1 - Each Field Office

MAILED 2
DEC 28 1977
FBI

DEC-7

66-3286-1279

JAN 10 1978

JSL:jcq
(10)
1 - Mr. Adams
1 - Mr. Held
1 - Mr. McDermott
1 - Mr. Bassett
1 - Each Assistant Director
1 - Forms Desk
1 - Manuals Desk

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

NOTE: Based on memorandum from R. P. Keehan to Mr. Bassett, dated November 15, 1977, captioned "Cannibalization and Destruction of Equipment." Cannibalization is set forth in the Accountable Property Manual and no manual changes are necessary.

APPROVED:

Director	Adm. Serv.	Legal Coun.	
Assoc. Dir.	Crim. Inv.	Plan. & Insp.	
Dep. AD Adm.	Fin. & Pers.	Rec. Mgnt.	
Dep. AD Inv.	Ident.	Spec. Inv.	
	Intell.	Tech. Servs.	
	Laboratory	Training	
		Public Affs. Off.	

MAIL ROOM ☑ TELETYPE UNIT ☐

70 FEB 14 1978

FBI/DOJ

66-3286-NR 12/16/77
CHANGED TO
66-3286-B-NR 12/16/77

AUG 31 1978
NBH/BDG

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DATE 9/10/03 BY AUC 60290 BCE/DCG/ym

66-3286-NR 11/15/77

CHANGED TO

66-3286-B-NR 11/15/77

AUG 31 1978

NBH/BDL

ALL INFORMATION CONTAINED
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DATE 9/10/03 BY AUC 60290 BCE/DCG/ymw

AIRTEL

1 - Mr. Held
1 - Mr. Adams
1 - Mr. McDermott
1 - Mr. Boynton
12/21/77
1 - Each Assistant Director
1 - Mr. McCreight
1 - Mr. Ross
1 - Mr. Bresson
1 - Foreign Liaison Unit

Destruction of Bureau Records general

To: SAC, Albany

From: Director, FBI (66-3286)

PRIVACY ACT OF 1974;
PROCEDURE FOR HANDLING REQUESTS TO CORRECT OR EXPUNGE RECORDS MAINTAINED BY FIELD OFFICES

Re airtel to SAC, Albany dated 3/21/77, captioned, "Privacy Act of 1974; Procedure for Handling Requests to Correct or Expunge a Record."

As pointed out in referenced airtel, individuals may request correction and amendment of their records pursuant to the Privacy Act of 1974 (Title 5, United States Code, Section 552a (d)(2)). Also pointed out was, when the field office maintains the same information as FBI Headquarters (FBIHQ), the office would be requested to submit the original records to FBIHQ for destruction or correction. As stated at that time, this procedure could be subject to change in the future where increased volume would require the field to destroy or correct their own records rather than sending them to FBIHQ.

Effective 1/1/78, field offices and legats will be required to destroy or correct their own records. To help facilitate this, FBIHQ will be utilizing a new form, 4-728 Instructional Sheet, copy attached. This instruction sheet sets out the specific files or serials on which total destruction, partial expunction, or specific corrections are to be made. This instruction sheet is to be completed within 10 working days of its receipt and returned to FBIHQ for permanent retention in the Records Branch, Bufile 66-3286. Manual changes will follow.

Enclosure EX-130 DE-50 66-3226-1280
REC-94

ENCLOSURE
2 - Each Field Office - Enclosure
1 - Each Legat - Enclosure

rjm:blc (155)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
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Telephone Rm.
Director's Sec'y

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
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FBI/DOJ

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MAILED 18 DEC 27 1977 FBI

UNRECORDED COPY FILED IN

4-728 (11-4-77

This form is: ☐ Top Secret ☐ Secret ☐ Confidential ☐ Unclassified

TO: SAC:

☐ Albany	☐ Houston	☐ Oklahoma City	
☐ Albuquerque	☐ Indianapolis	☐ Omaha	
☐ Alexandria	☐ Jackson	☐ Philadelphia	
☑ Anchorage	☐ Jacksonville	☐ Phoenix	
☐ Atlanta	☐ Kansas City	☐ Pittsburgh	
☐ Baltimore	☐ Knoxville	☐ Portland	
☐ Birmingham	☐ Las Vegas	☐ Richmond	
☐ Boston	☐ Little Rock	☐ Sacramento	
☐ Buffalo	☐ Los Angeles	☐ St. Louis	
☐ Butte	☐ Louisville	☐ Salt Lake City	
☐ Charlotte	☐ Memphis	☐ San Antonio	
☐ Chicago	☐ Miami	☐ San Diego	
☐ Cincinnati	☐ Milwaukee	☐ San Francisco	
☐ Cleveland	☐ Minneapolis	☐ San Juan	
☐ Columbia	☐ Mobile	☐ Savannah	
☐ Dallas	☐ Newark	☐ Seattle	
☐ Denver	☐ New Haven	☐ Springfield	
☐ Detroit	☐ New Orleans	☐ Tampa	
☐ El Paso	☐ New York City	☐ Washington Field	
☐ Honolulu	☐ Norfolk	☐ Quantico	

TO LEGA

☐ Bern
☐ Bonn
☐ Buenos Aires
☐ Caracas
☐ Hong Kong
☐ London
☐ Madrid
☐ Manila
☐ Mexico City
☐ Ottawa
☐ Paris
☐ Rome
☐ Tokyo

☐ SAC, New Rochelle (MRA) ☐ ASAC, Rapid City ("Mini")

Attn: FOIPA Coordinator

Counting of Paragraphs:
Reference-counted as first para.; last para. on page continued to next page counted on first page only; page beginning with continued para. first full para. counted as para. one; para. followed by (:)-material thereafter counted as part of original para. or referred to as "line ____"; info. not in para. form identified as "line ____", or subject matter.

Bu file ____

Ur file ____

Date ____

Re: ____ (Division) ____ (Division)

☐ Report of SA ____
☐ Letter ☐ Airtel ☐ Teletype
☐ LHM ☐ Memo ☐ Other

☐ Cover Communication:
☐ Letter ☐ Airtel ☐ Report cover pages

TO: ____ Dated ____ TO: ____ Dated ____

Under the Privacy Act of 1974, the amendment or destruction of documents listed below has been made at FBIHQ. You are directed to make the changes indicated on your referenced communications and all other file copies in your division. Advise local agencies previously receiving copies of communications of changes. **This routing slip must be returned to FBIHQ after changes have been made.** It will be kept permanently on file in the Records Branch Destruction Folder (Bufile 66-3286).

File Number	Page	Paragraph	Line(s)	Description or Action

ALL INFORMATION CONTAINED
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DATE 9-23-80 BY SP4 EJW/GMK

☐ See reverse side for additional listings.

66-3286-1280

Date and Signature of FOIPA Coordinator/File Supervisor Who Completed Amendment or Destruction Action at Field Office

ENCLOSURE

FBI/DOJ

66-3286-1281
1282
1283

CHANGED TO

66-3286-B-2X2
3X
3X1

AUG 31 1978
NBH/BDG

ALL INFORMATION CONTAINED
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DATE 9/10/03 BY ANC 60290 BCE/DCG/ymw

66-3286-NR 1-19-78

CHANGED TO

66-3286-B-NR 1-19-78

JUN 30 1978

NBH/RF

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DATE 9/10/03 BY DUC 60290 BCE/DCG/lym

66-3286 - NR 1-12-78

CHANGED TO

66 - 3286 - B - NR 1-12-78

JUN 30 1978

NB H/RJ

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DATE 9/10/03 BY AUC 60290 BCE/DCG/ym

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dirs.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Bassett

DATE: 1/11/78

FROM : D. Ryan

SUBJECT: DEFENSE PLANS
FORMER SPECIAL INVESTIGATIVE DIVISION

PURPOSE: Destruction of Bureau Property General

To dispose of copies of the Defense Plans for Special Investigative Division which was abolished January 1, 1978 and functions transferred to Records Management and Criminal Investigative Divisions.

RECOMMENDATIONS:

1.) Defense Plans Coordinators, Criminal Investigative Division and Records Management Division, review for pertinent information which would require revision of Defense Plans of those divisions. Upon completion, destroy copies of Defense Plans, Special Investigative Division.

WFS:dc*dc
(8)

(CONTINUED - OVER)

1 - Mr. Bassett
Attn: [redacted]
(4865)
1 - Records Repository, Quantico
2 - Criminal Investigative Division
Attn: Mr. Long (5078)
Attn: Extra Duty Supervisor (5027)
1 - Technical Services Division
Attn: [redacted] (6421)
1 - Mr. Ryan
1 - Mr. Shubatt

b6
b7C

66-3286-
NOT RECORDED
APR 25 1978

66-3286-B
66-17380-74
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DATE 9-23-82 BY SP4 EJW/gHK

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

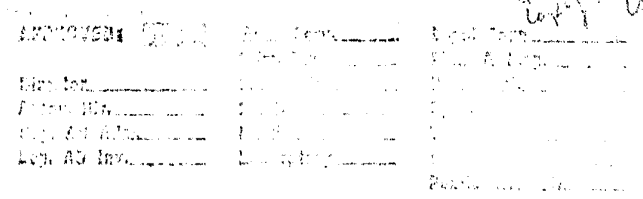
MAY 2 1978

Memorandum D. Ryan to Mr. Bassett
RE: DEFENSE PLANS
FORMER SPECIAL INVESTIGATIVE DIVISION

2.) That Extra Duty Supervisor, Criminal Investigative Division, destroy copy number eight (8) "Defense Plans, Special Investigative Division."



3.) That Defense Plans Coordinators, Technical Services Division, former Special Investigative Division and Records Repository, Quantico, destroy remaining copies of Defense Plans, Special Investigative Division.



DETAILS:

By memorandum J.J. McDermott to Mr. Held dated November 25, 1977 regarding Headquarters reorganization, the Special Investigative Division was abolished effective January 1, 1978 with two sections being transferred to Criminal Investigative Division and one section transferred to Records Management Division.

Ten copies of the Defense Plans for the Special Investigative Division were in existence. Original contained in Bureau files, six copies within the Division and one copy maintained by the following: (1) Defense Plans Coordinator, Technical Services Division; (2) Records Repository, Quantico; (3) Extra Duty Supervisor, Criminal Investigative Division.

1 - Mr. Mintz
1 - Mr. Bassett

January 6, 1978

1 - Mr. Awe
1 - Mr. McCreight
1 - Policy Folder

Assistant Attorney General
Office of Legal Counsel

Director, FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/BWK

PRIVACY ACT OF 1974;
MAINTENANCE OF PERSONAL INFORMATION
IN VIOLATION OF
Destruction of Bureau Property - General

The purpose of this memorandum is to bring to your attention an apparent problem which has been created by the specific language in the FBI's records destruction schedule, approved by the Attorney General, and GSA Bulletin FPMR B- 72, issued by the General Services Administration on August 10, 1977. A copy of each of these douuments is attached.

The language in both of these documents seems to prohibit the FBI from initiating destruction or expunction action in those cases where the retention of personal information maintained in the FBI's central records system is determined to be violative of the Privacy Act of 1974, specifically, Subsections (e)(1), (5) and (7), prohibiting the maintenance of information by an agency which is unnecessary or irrelevant to accomplish an authorized purpose of the agency; information which is inaccurate, irrelevant, untimely or incomplete; and information describing the exercise of a right guaranteed by the First Amendment unless meeting certain criteria.

MAILED 7
JAN 11 1978
FBI

The exact language creating this apparent conflict with the law is found in the "Request For Records Disposition Authority," submitted by this Bureau on May 4, 1977, Item C.4., i.e., "investigative files, in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974, 5USC552a (e)(1), (5), and (7)," and GSA Bulletin FPMR B- 72, dated August 10, 1977, paragraph 4, "Guidelines. The disposal of records in response to requests from individuals..." This, then, would preclude the voluntary disposal of records determined to be violative of the Act where no specific request for disposal of the records has been submitted by the individual record subject.

JAN 18 1978

SEE NOTE PAGE TWO.

SPR:bag (11)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
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Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Secty

MAIL ROOM ☑ TELETYPE UNIT ☐

NOT RECORDED
14 JAN 20 1978

54FEB 1 1978

FBI/DOJ

Assistant Attorney General
Office of Legal Counsel

In view of the above, it is requested you consider advising the National Archives and Records Service that this language, ordered into our records destruction schedule by that agency, conflicts with the Privacy Act of 1974 and should be deleted; or, in the alternative, provide this Bureau with direction relative to the appropriate means to dispose of personal information maintained in our central records system, the retention of which we determine to be in violation of the Privacy Act, but for the destruction of which we have received no specific request.

Your early attention to this matter will be appreciated.

Enclosures (2)

1 - The Deputy Attorney General
Office of Privacy and Information Appeals
Attention: Quinlan J. Shea, Jr.

NOTE: See H. N. Bassett to Mr. McDermott memo dated 1/6/78, captioned as above.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Bassett

DATE: 2/8/78

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF BUREAU RECORDS—GENERAL

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

DECLASSIFIED COPY LOG

PURPOSE:

The purpose of this memorandum is to note receipt of copies of correspondence exchanged between the Senate Select Committee on Intelligence and the Department concerning the end of the moratorium on destruction of records.

DETAILS:

By routing slip, Mary C. Lawton, Deputy Assistant Attorney General, Office of Legal Counsel, provided a copy of a letter dated 12/21/77, directed to the Attorney General from Daniel K. Inouye, Chairman, Senate Select Committee on Intelligence, and the response from Ms. Lawton dated 1/12/78. Senator Inouye advised that all agencies previously bound by the moratorium on destruction could resume normal destruction programs but that any changes in records maintenance or destruction procedures be brought to the attention of the Select Committee. Ms. Lawton commented that the FBI records disposal schedule has not yet received final approval and that continued retention of obsolete records was creating severe administrative problems. Copies of correspondence attached hereto.

RECOMMENDATION:

None. For record purposes.

APPROVED:	Adm. Serv.	Legal Coun.
Director	Crim. Inv.	Plan & Insp.
Assoc. Dir.	Ident.	Rec. Mgnt. HNB
Dep. AD Inv.	Intell.	Spec. Inv.
Dep. AD Adm.	Laboratory	Tech. Servs.
	EX-111	Training
		Public Affs. Off.

66-3286-1284

REC- 13

ENCLOSURE

Enclosures

66-3286

CMS:lopr (4)

20 FEB 8 1978

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1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

FBI/DOJ

DANIEL K. INOUYE, HAWAII, CHAIRMAN
BARRY GOLDWATER, ARIZ., VICE CHAIRMAN
BIRCH BAYH, IND.
ADLAI E. STEVENSON, ILL.
WILLIAM D. HATHAWAY, MAINE
WALTER D. HUDDLESTON, KY.
JOSEPH R. BIDEN, JR., DEL.
ROBERT MORGAN, N.C.
GARY HART, COLO.
DANIEL PATRICK MOYNIHAN, N.Y.
CLIFFORD P. CASE
JAKE GARN, UTAH
CHARLES MCC. MATHIAS, JR., MD.
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JOHN H. CHAFEE, R.I.
RICHARD G. LUGAR, IND.
MALCOLM WALLOP, WYO.
ROBERT C. BYRD, W. VA., EX OFFICIO
HOWARD H. BAKER, JR., TENN., EX OFFICIO
WILLIAM G. MILLER, STAFF DIRECTOR
EARL D. EISENHOWER, MINORITY STAFF DIRECTOR

United States Senate

SELECT COMMITTEE ON INTELLIGENCE
(PURSUANT TO S. RES. 400, 94TH CONGRESS)
WASHINGTON, D.C. 20510

December 21, 1977

RECEIVED
1977
O.L.A.

IN REPLY PLEASE
REFER TO Q#1237

DEC 28 8 47 AM '77
DEPT. OF JUSTICE
MAIL ROOM
RECEIVED 3

Hon. Griffin B. Bell
Attorney General of the United States
Department of Justice
Washington, D. C.

Dear Mr. Attorney General:

On July 17, 1976 I requested that the moratorium on destruction of intelligence and investigative records originally requested by Senators Mansfield and Scott be extended through December 17, 1976. No further extensions have been formally requested. Therefore, all agencies maintaining records pursuant to the moratorium may return to normal records destruction policies.

I would request that any changes in records maintenance or destruction procedures affecting intelligence or investigations which have been promulgated since the moratorium was instituted as well as any future changes in procedures be brought to the attention of the Senate Select Committee on Intelligence.

Aloha,

Daniel K. Inouye
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/10/03 BY AUC 60290 BCE/DCG/ymw

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SR4 EJW/SHK

177-012
DEC
OFFICE OF LEGISLATIVE AFFAIRS

ENCLOSURE

66-3286-1284

We will, of course, advise the Committee when resumption of destruction begins and will bring any future changes in destruction policies concerning intelligence matters to your attention.

Sincerely,

Mary C. Lawton
Deputy Assistant Attorney General
Office of Legal Counsel

DEPUTY ASSISTANT ATTORNEY GENERAL
OFFICE OF LEGAL COUNSEL

Department of Justice
Washington, D.C. 20530

January 12, 1978

Your Ref. Q#1237

Honorable Daniel K. Inouye
Chairman
Select Committee on Intelligence
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Thank you for your letter of December 21, 1977 concerning termination of the moratorium on records destruction.

Pursuant to earlier communications with you on this subject and discussions with your staff, the Federal Bureau of Investigation submitted a revised records destruction plan to the Archives on May 4, 1977. A copy of that plan is attached for your information.

Approval of the plan has been delayed. While agreeing in substance, the National Archives and Records Service submitted the proposed plan to the Senate Committee on Rules and Administration and the House Administration Committee. Additional information copies have been furnished to the Senate Committee on Government Affairs and the House Committee on Government Operations. We understand that representatives of the FBI have discussed the plan with members of your staff as well.

The desire of Archives to hear from the committees prior to granting final approval is apparently the reason the plan is not yet in effect. We are most anxious to resume destruction of obsolete records the continued retention of which is creating severe administrative problems.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/10/03 BY AUC leo290 BCE/DCG/ymw

ENCLOSURE

66-3286-1284

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett

DATE: 2/28/78

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF BUREAU RECORDS

PURPOSE:

The purpose of this memorandum is to record receipt of GSA Bulletin FPMR (Federal Property Management Regulations) B-74 (attached) regarding disposal of Federal records in response to requests made pursuant to the Privacy Act of 1974.

DETAILS:

Reference is made to my memorandum to Mr. Decker, dated 10/5/77, wherein I noted receipt of FPMR Bulletin B-72 which granted authorization to perform various expunctions on original records in response to requests made pursuant to the Privacy Act. FPMR Bulletin B-72, dated 8/10/77, has been cancelled and is superseded by FPMR Bulletin B-74, dated 1/17/78.

The new Bulletin is designed to broaden the authority for expunctions to include amendment, removal and/or destruction of a document with related attachments if the agency agrees to such action.

Series of records and individual files that have either been approved by NARS (National Archives and Records Service) for future disposal or for which disposition has not been authorized will continue to require submission of Standard Form 115. Our current procedure of submitting separate requests for destruction of files pursuant to the Privacy Act will not be altered by the new authority.

James Megronigle, Director, Planning and Analysis Division, NARS, was contacted to clarify the authority of the new Bulletin as it would relate to our files. Mr. Megronigle concurred that our file would be the equivalent of the file

ENCLOSURE

Enclosure
66-3286

1 - 190-00

CMG:mk (6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gmk

(CONTINUED - OVER)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

unit or folder described in the newly-issued authority and that the submission of Standard Form 115 will continue to be required for destruction of any files that do not meet the time criteria for destruction or for files that have not been scheduled.

RECOMMENDATION:

None. For record purposes.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgnt. HWB
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

WCB

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

January 17, 1978

GSA BULLETIN FPMR B-7
ARCHIVES AND RECORDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-92 BY SP4 EJW/gmk

TO : Head of Federal agencies

SUBJECT: Disposal of Federal records in response to requests made pursuant to the Privacy Act

1. Purpose. This bulletin transmits revised guidelines designed to ensure agency compliance with Federal records disposal requirements when responding to requests to amend a record under provisions of the Privacy Act of 1974.

2. Expiration date. This bulletin will remain in effect until superseded or canceled.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY AUC 60290 BCE/DCG/gmw

3. Background.

a. Chapter 33 of title 44, United States Code, sets forth procedures for the disposal of records of the U.S. Government. Section 3314 of title 44 provides that no records of the Government shall be alienated or destroyed by a Federal agency except in accordance with chapter 33. Under this chapter, Federal records may not be destroyed unless disposal is approved by the Archivist of the United States, as delegate of the Administrator of General Services. Procedures for obtaining the necessary approval are contained in FPMR 101-11.406.

b. The Privacy Act permits an individual to examine records relating to him maintained in a system of records by Federal agencies. The individual may also request that records containing inaccurate, out-of-date, or misleading information be amended by correcting or expunging the information. An agency may agree to amend a record, or the individual may institute judicial action to try to compel an agency to amend a record.

c. Since there has been some misunderstanding concerning disposal of Federal records in response to requests made pursuant to the Privacy Act, it is necessary to specify which records may be destroyed and how destruction is to be accomplished. Records already accessioned into the National Archives are exempted from the Privacy Act provision allowing individuals to request that records relating to them be amended. Most provisions of the Privacy Act apply only to those systems of records which are under the legal control of the originating agency; e.g., an agency's current operating files or records stored at a Federal records center.

66-3286-1285

ENCLOSURE

d. The guidelines listed in paragraph 4 are designed to clarify the provisions of the Federal Records Act and the Privacy Act as they relate to the destruction of records as a result of request for amendment.

4. Guidelines. The disposal of records in response to requests from individuals to amend records under the Privacy Act must be carried out in accordance with chapter 33 of title 44, United States Code, and FPMR 101-11.406. Adherence to the following guidelines will ensure that these requirements are met.

a. Data elements within a document or file item (a document with related attachments) may be amended or removed if the agency agrees to the amendment. A data element is a piece of information recorded on a document; e.g. block 3, date of birth, on Standard Form 50, Notification of Personnel Action.

b. Removal and destruction of an entire document or file item is permitted if the agency determines that compliance with 5 U.S.C. 552a(d)(2) requires such removal and destruction.

c. A Standard Form 115, Request for Records Disposition Authority, must be submitted to the General Services Administration (NCD), Washington, DC 20408, in order to effect immediate destruction of:

(1) A series of records or file units (folders) within a series which have been approved by NARS for some eventual disposition, or

(2) Any records series or file units for which disposition has not been authorized.

5. Cancellation. GSA Bulletin FPMR B-72 of August 10, 1977, is canceled.

James B. Rhoads

JAMES B. RHOADS
Archivist of the United States

GSA-DC-78-2754

PRECLOSURE

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett

DATE: 2/17/78

FROM : J. W. Awe

SUBJECT: PRIVACY ACT OF 1974;
PROCEDURE FOR HANDLING REQUESTS
TO CORRECT OR EXPUNGE RECORDS

PURPOSE:

The purpose of this memorandum is to record the proposed Records Branch procedure for handling requests for expunction/ destruction pursuant to regulations of the Privacy Act of 1974 and to identify the controls necessary to maintain accountability for corrections performed.

DETAILS:

Reference is made to airtels to SAC, Albany, dated 3/21/77 and 12/21/77, captioned as above, which set forth guidelines to field offices on procedures to expunge or destroy records upon receipt of Form 4-728, Instructional Sheet (copy attached), pursuant to the Privacy Act. Field offices were instructed to complete the designated expunctions and return Form 4-728 to FBIHQ within 10 working days. The Field Coordination and Appeals Unit, FOIPA Branch, has advised recipient agencies and field offices of necessary expunctions on a limited basis. However, due to the volume of requests now pending and the numerous corrections involved that appear to be more closely aligned with Records Branch functions, the Records Branch will perform the tasks associated with Privacy Act destruction/ expunction/corrections. Under this procedure, the Field Coordination and Appeals Unit, FOIPA Branch, will complete Form 4-727 (copy attached) noting the specific action to be taken and forward to a predesignated employee of the Consolidation Sub-unit, Records Branch, for action.

From information extracted from Form 4-727, designated employee will complete action on files maintained at HQ, prepare Form 4-728 to advise field offices and Legats of action to be taken, and prepare appropriate correspondence to advise Government agencies to which records were disseminated of action taken.

Enclosures
66-3286

1 - Mr. Leavitt
(Attn: Mr. Gray)

CMG:mk

(CONTINUED - OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/MK

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

APR 7 1978

FBI/DOJ

Memorandum Awe to Mr. Bassett
PRIVACY ACT OF 1974;
PROCEDURE FOR HANDLING REQUESTS
TO CORRECT OR EXPUNGE RECORDS

Files maintained at FBIHQ will require the following action pursuant to Privacy Act requests:

(1) Total destruction - Separate Archival authorization is required and will be sought since HQ and field office files may not meet destruction criteria.

(2) Partial expunctions (i.e. words, phrases, serials) - Authority contained in 66-3286-1252. (No additional authorization required.)

(3) Corrections - Letters of explanation provided by the requester to correct original records in file. File cover will be stamped to note correction.

(4) Serial removal - Serial removed for return to submitting agency at their request. Permanent serial charge-out will be inserted to insure integrity of files.

Each category will require review of file, index cards, abstracts, excised documents, note on "yellow", and copies directed to other files to insure that all records have been corrected.

Similar action will be required for official personnel files on a limited basis and each case will be handled separately.

Upon completion of action, all copies of completed Forms 4-728 signed by appropriate employee, and copies of correspondence to other Government agencies will be assembled as an enclosure to Form 4-727 and filed in the respective 190 (FOIPA) classification file for a trial period of six months.

RECOMMENDATION:

None. For information.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

WCB

4-727 (11-4-77)

Date _____

Reviewer _____

Subject: _____

File: _____ Serials _____ Section _____

File where original located _____

FILES TO BE CALLED:

Unrecorded copies:

Date File Called	Location of File	Date Put on Locate	Perm. Chge. Rm.	Date File Corrected

(See Reverse Side for Additional Listings)

Counting of Paragraphs: Reference - counted as first paragraph; a continued paragraph is counted on the first page only; first full paragraph on page beginning with a continued paragraph is counted as paragraph one; material after paragraph ending with a colon(:) is counted as part of the original paragraph or referred to as "line _____", below colon; information not in paragraph form should be identified as being "line _____", above or below a specific paragraph.

Re: _____ _____

(Office) (Office)

☐ Report of SA _____ ☐ Cover Communication:

☐ Letter ☐ Airtel ☐ Teletype ☐ Letter ☐ Airtel ☐ Report cover pages

☐ LHM ☐ Memo ☐ Other

To: _____ Dated _____ To: _____ Dated _____

Under the Privacy Act of 1974, the below listed documents require necessary amendment or destruction action by the Records Branch.

File Number	Page	Paragraph	Line(s)	Description of Action

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gmr

66-3286-128

☐ See reverse side for additional listings.

ENCLOSURE

FBI/DOJ

4-728 (11-4-77)

This form is: ☐ Top Secret ☐ Secret ☐ Confidential ☐ Unclassified

TO: SAC:

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico

TO LEGAT:

- ☐ Bern
- ☐ Bonn
- ☐ Buenos Aires
- ☐ Caracas
- ☐ Hong Kong
- ☐ London
- ☐ Madrid
- ☐ Manila
- ☐ Mexico City
- ☐ Ottawa
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

☐ SAC, New Rochelle (MRA) ☐ ASAC, Rapid City ("Mini")

Counting of Paragraphs:
Reference-counted as first para.; last para. on page continued to next page counted on first page only; page beginning with continued para. first full para. counted as para. one; para. followed by (:)-material thereafter counted as part of original para. or referred to as "line ____"; info. not in para. form identified as "line ____", or subject matter.

Bu file _____

Ur file _____

Date _____

Attn: FOIPA Coordinator

Re: _____ (Division) _____ (Division)

☐ Report of SA _____
☐ Letter ☐ Airtel ☐ Teletype
☐ LHM ☐ Memo ☐ Other

TO: _____ Dated _____

☐ Cover Communication:
☐ Letter ☐ Airtel ☐ Report cover pages

TO: _____ Dated _____

Under the Privacy Act of 1974, the amendment or destruction of documents listed below has been made at FBIHQ. You are directed to make the changes indicated on your referenced communications and all other file copies in your division. Advise local agencies previously receiving copies of communications of changes. **This routing slip must be returned to FBIHQ after changes have been made.** It will be kept permanently on file in the Records Branch Destruction Folder (Bufile 66-3286).

File Number	Page	Paragraph	Line(s)	Description or Action

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DATE 9-23-82 BY SP4 E2W/TNK

☐ See reverse side for additional listings.

66-3286-1286

Date and Signature of FOIPA Coordinator/File Supervisor Who Completed Amendment or Destruction Action at Field Office

FBI/DOJ

ENCLOSURE
2

Date

ROUTING AND TRANSMI[illegible]L SLIP

TO: (Name, office symbol, room number, buildi[illegible] Agency/Post)	Initials	Date
1. [redacted]		
2.	b6 b7C	
3.		
4.		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-92 BY SP4 EJ w/ glk

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Mary C Lawler	Phone No.

5041-102
☆ U.S. G.P.O. 1977-241-530/3090

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett

DATE: 3/27/78

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF BUREAU RECORDS

GENERAL C.O.

PURPOSE:

The purpose of this memorandum is to note the proposed transfer of obsolete publications to the Library of Congress.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/MK

Information from Bulky Pgs. 8155, 9703, 10242 is declassified per Approp Agency's letr dtd 3-3-86 SP8BTJ/COL 8-22-86 211,847

DETAILS:

By way of background, R. D. Cotter memorandum to Mr. C. D. Brennan, captioned "Publications - Records Branch, Files and Communications Division" (66-3286-1077) and dated 6/11/71, recommended transfer to the Library of Congress of some 200 five-drawer cabinets of publications filed in the alphabetical section of the publication files. The material had been reviewed by the Domestic Intelligence Division which designated retention periods or other disposition. This recommendation ultimately resulted in the recovery of 186 five-drawer, legal-size cabinets. Subsequently, publications filed in the numerical section (by file number 61-7550 sub 2 through 61-7594 sub 2) were compiled for disposition.

By memorandum W. L. Bailey to Mr. McDermott, dated 4/9/76 and captioned as above, Archival authorization was sought to destroy some 30 six-drawer, legal-size cabinets of numerical publications dated from 1866 that were recorded in the compilation. This material included military intelligence summaries, studies on Soviet propaganda and espionage, Communist Party history, foreign propaganda, travel and political activities, and foreign and domestic intelligence reports. Quantico was not able to accept the material for the library due to lack of space. Authorization was granted to dispose of these records on 6/10/76; however, the Library of Congress learned through the National Archives and Records Service that we no longer had a need to retain these publications and expressed an interest in receiving them.

1- Bulky

1- ENCLOSURE

66-3286-1287

Enclosure
66-3286

"ENCLOSURE REC-140 IN BULKY ROOM"

7 MAR 31 1978

1 - Mr. Leavitt
(Attn: Mr. Gray)

CMG:mk (7)

CONTINUED - OVER

70 APR 3 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

RECORDS SYSTEMS

The publications were subsequently reviewed by the Intelligence Division for transfer to the Library of Congress and were designated for destruction, retention or transfer. Although no further action was taken due to the Congressional moratorium on destruction, contact has been maintained with the Exchange and Gift Division at the Library of Congress.

b6
b7C

The numerical publications have now been reviewed and disposed of or packed for transfer and the alphabetical publications are current with the previously specified retention periods. This action has resulted in the recovery of 30 six-drawer legal-size cabinets and 70 boxes have been prepared for transfer. Mr. [redacted] of the Exchange and Gift Division has been contacted and arrangements have been completed to transfer these records to the Library of Congress on 3/28/78.

Transferred 3/28/78

In addition, 76 reels of 35 mm microfilm containing copies of the Daily Worker and Sunday Worker were destroyed. The publications were dated from 1/13/24 to 9/27/54 and were of no reference value.

RECOMMENDATION:

None. For information.

APPROVED: WVB

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgmt.
Dep. AD Inv.	Intell.	Tech. Servs. WVB/WVB
	Laboratory	Training
		Public Affs. Off.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ___
Asst. Dir.: AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Crim. Inv. ___
Fin. & Pers. ___
Ident. ___
Inspec. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Long

DATE: 2/13/78

FROM : L. C. Groover

SUBJECT: SECURITY OF GOVERNMENT EMPLOYEES PROGRAM
DESTRUCTION OF PROPERTY

PURPOSE: To propose the discontinuance of the quarterly report entitled "Employees Security Statistics" presently being prepared by the Investigative Statistics Subunit (ISS), Cost Analysis Unit, Budget and Accounting Section, Administrative Services Division.

DETAILS: From the inception of the Security of Government Employees Program (approximately 1955) various types of statistics have been compiled. The original source data is received from the Employees Security and Special Inquiry Section, Criminal Investigative Division (CID). The data is keypunched on cards from which statistical reports are generated. The input for this program was very voluminous in the initial years and in subsequent years has substantially decreased. During the past year, the volume of input has decreased to the point that seldom is any input received. In view of the insignificant volume of data presently being received pertaining to this report, it appears same could be prepared manually by the CID without difficulty if determined necessary. The Security of Government Employees Program replaced a program entitled "Loyalty of Government Employees." The Loyalty of Government Employees Program generated voluminous data which was also keypunched on cards. Presently there are two cabinets consisting of 44 trays of cards representing the input of these programs. The data contained on these cards is permanently recorded on tapes in the possession of the Technical Services Division. Upon discontinuance of this report said cards in possession of the ISS will be destroyed.

This proposal was coordinated with Carl W. Hurst, Jr., Section Chief, Employees Security and Special Inquiry Section, Criminal Investigative Division, who concurred with recommendations.

66-3286-
NOT RECORDED
APR 11 1978

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EZW/gmk

1 - Mr. Moore (Attention: Mr. C. W. Hurst, Rm. 3821)
1 - Mr. Bassett (for information)
1 - Mr. Cochran (for information)

LMK:rjw (5)

(OVER)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

SEARCHED INDEXED SERIALIZED FILED

140-0-41

Memorandum L. C. Groover to Mr. L[illegible]
Re: Security of Government Emplo[illegible]s Program

RECOMMENDATIONS:

(1) That ISS discontinue preparing the Employees Security Statistics Report.

FBV

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgmt.
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

(2) That keypunched cards in possession of the ISS be destroyed as same is on permanent record.

FBV

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgmt.
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO Mr. Bassett

DATE: 3/8/78

FROM J. W. Awe

SUBJECT: REQUEST FOR RECORDS DISPOSITION SCHEDULE NOW PENDING WITH THE ARCHIVIST BY [redacted] OF THE LOS ANGELES TIMES

b6
b7C

DESTRUCTION OF BUREAU RECORDS. GENERAL

PURPOSE:

The purpose of this memorandum is to advise that [redacted] Washington Bureau of the Los Angeles Times, requested a copy of our Records Disposition Schedule, which is pending with the Archivist, and to recommend that a copy be given to him.

D. C.

DETAILS:

On 3/7/78, [redacted] Washington Bureau of the Los Angeles Times, called in relation to our records destruction program and wanted to know if he could obtain a copy of our Records Disposal Schedule, which is now pending with the Archivist. I told him that since this was a pending matter, I was not sure if it could be released; however, I would find out and let him know.

By way of background, Mr. [redacted] was at the Bureau in the latter part of January, 1978, to discuss FOIPA matters and Bureau status on file destruction. At that time, I gave him a brief tour of the records operation and discuss with him in general terms the proposed file destruction program which was pending approval of the Archivist. He was also told that the Archivist intended to approve the pending request for the destruction of certain categories of obsolete files after he received the advice and counsel from the Committee on Rules and Administration of the Senate and the Committee on House Administration of the House of Representatives. The provision for referring this matter to the Congress is set forth in USC, Title 44, Section 3303a.

DE-65

REC-71 66-3286-1288

24 MAR 20 1978

Thomas W. Wadlow, Director, Records Disposition Division, National Archives and Records Service (NARS) has recently advised that the status of our proposed disposition schedule is now pending with Senator Cannon's committee, who in turn has requested the advice of several other committees. Mr. Wadlow is of the opinion that the various committees have

ENCLOSURE

Enclosure
JWA:evp
(3)

APR 10 1978

CONTINUED OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-22-92

Memorandum to Mr. Bassett
REQUEST FOR RECORDS DISPOSITION SCHEDULE
NOW PENDING WITH THE ARCHIVIST BY
[redacted] OF THE LOS ANGELES TIMES

not raised any objection to the proposed schedule and that NARS is waiting for the final reply from Senator Cannon's committee.

b6
b7C

The FOIPA Branch has advised that this schedule would be released under any request for it under the provisions of the Freedom of Information ACT. It is a general consensus of opinion that there should be no objection in providing this schedule to Mr. [redacted] since it has been widely distributed to various committees of the Congress. There is attached a copy of this schedule which, if approved, may be disseminated to Mr. [redacted] by the Public Affairs Office.

RECOMMENDATION:

That approval be given for the Public Affairs Office to make this schedule available to Mr. [redacted]

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgnt. HNB/WCB
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO.
DATE RECEIVED
NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date — *Archivist of the United States*

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
James W. Awe	4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/4/87	James W. Awe	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	"Central Records System"		
1.	Description of content & arrangement of records The FBI utilizes a "Central Records System" of maintaining its investigative, personnel, applicant, administrative, and general files. This System consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file. For example, all information on a given subject matter or case is channeled into one file. In order to facilitate control for the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (a) general classification and nature of violation, (b) the individual case file in this category, and (c) serialization of individual pieces of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned to the Kidnapping (7) classification. The FBI has 191 classifications in its basic filing system.		

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gmm

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

66-3286-1211

ENCLOSURE

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

They pertain primarily to the Federal violations over which the FBI has investigative jurisdiction. However, included in the 191 classifications are personnel, applicant and administrative matters to facilitate the overall filing scheme. Attached as an enclosure is the classification list identifying the 191 classifications.

The records contained in this system are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, State, local, and foreign agencies and to private citizens and Congressional offices where the right and need to have access to this information exists.

The "Central Records System" is explained in further detail as a system of records (System 002) in the Federal Register, Volume 41, Number 181, dated 9/16/76 (Page 39997) which was published in accordance with the Privacy Act and amended in Volume 42, Number 4, dated 1/6/77 (Page 1313).

A. Administrative files for permanent retention

In the beginning of each classification there is a double zero (00) file for the purpose of collecting in one place all policies and procedures that refer to that particular classification or violation category. For example, in the Kidnaping (7) classification there will be a 7-00 file that will be filed prior to any case numbers within that classification. Each time there is a basic change in policy or procedure regarding this category the document indicating the change will be placed in this file.

DISPOSITION: PERMANENT. Offer for transfer to National Archives and Records Service after files are 75 years old.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

B. Investigative files for permanent retention

Files for significant investigations or cases, selected by the Records Management Division in conjunction with those having direct supervisory responsibility for the category involved, according to the criteria listed below. It is noted the criteria is general in nature and selection is basically a matter of informed judgement.

Selection Procedures:

(For existing closed files that meet age criteria) Files with 5 or less volumes would generally not meet the criteria for a significant investigation or case and will be destroyed after a review, to insure compliance with criteria, by an experienced employee. Files more than 5 volumes will be reviewed by seasoned employees using their best judgement in applying the criteria for destruction or retention. A quality control spot check will insure a high degree of reliability in judgement. The disposition of the file governs disposition of index cards.

(For future closed files)
At the time a file is closed, the case agent will provide a recommendation regarding retention in accordance with this criteria. This recommendation will be subject to reevaluation prior to disposition to insure initial appraisal has remained accurate.

Files will be selected and designated for permanent retention if they meet one or more of the following criteria for significance:

1. The investigation or case has significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques;

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

2. The investigation or case involves an actual or potential breakdown of public order (civil disturbance) of major proportions;

3. The investigation or case directly involves a full-field investigation for: (a) a subversive or extremist organization, with or without foreign connections; or (b) a person or persons holding a major leadership position within such an organization;

4. The investigation or case directly involves a person, element, or organization whose activities are deemed to pose a substantial and compelling threat to the conduct of national defense or foreign policy.

5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.

Disposition: PERMANENT. Offer for transfer to National Archives and Records Service 75 years after closing.

C. Investigative files other than those described above under Items 1a and 1b.

1. Criminal investigative cases and supporting retrieval devices after 10 years of no relevant activity, including microfilmed cases.

Disposition: DESTROY 10 years after no relevant activity or after administrative needs have been served, whichever is later.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

2. Security investigative files with supporting retrieval devices after 30 years of no relevant activity. (See attached classification list).

Disposition: DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.

3. Applicant investigations and supporting retrieval devices after 30 years of no relevant activity. (See attached classification list.)

Disposition: DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.

4. Investigative files, in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974, 5 USC 552a (e) (1), (5), and (7).

Disposition: DESTROY regardless of age if found to be irrelevant to FBI operations, information is not timely, or retention is not justified or warranted. Files will be evaluated on an individual basis.

D. Items other than those described above under 1a, 1b and 1c.

1. Transitory documents such as airtels, teletypes, memoranda, etc., the substance of which has been included in prosecutive reports or other permanent communications which provide the basis for retention according to the prescribed disposition of the respective file.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

Disposition: DESTROY after action has been taken and transitory document no longer serves a useful purpose.

NOTE: Separate authority has been granted for the destruction of field office records on the basis that the records are contained in Headquarters files in whole, substance, or summarization. Destruction resulting from this disposal schedule will not compromise current authority granted for the destruction of field records.

Time periods for retention were selected to meet current needs; however, this criteria will be reevaluated from time to time to ensure that information maintained is essential and relevant. Adjustments may be needed in the future, especially as it relates to: (1) the FBI's obligation under Executive Order 10450 for the Security of Government Employees and (2) future Department of Justice guidelines for information gathering and retention policies for investigative data.

The following classifications are excluded from disposition standards for criminal, security and applicant investigative files. National Archives and Records Service will, upon examination, apply separate criteria for disposition in these classifications: 1, 32, 33, 39, 43, 62, 63, 64, 66, 67, 80, 91, 94, 100, 105, 122, 188 and 191 and any other classification created hereafter. A supplemental SF 115 will be submitted regarding these classifications after the National Archives and Records Service determines specific retention guidelines which will then allow for the destruction of obsolete material in these classifications.

A copy of this request is being made available to the Department of Justice for the Attorney General's information so he will be aware of the FBI's Retention Plan. This will enable the Department to also make this data available to the Senate Select Committee on Intelligence before the plan is implemented to insure no data is destroyed for which there is a Congressional interest. Additionally, particular care will

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	be taken to be sure no material is destroyed for which there is pending litigation or otherwise restricted because of a special request. The provisions of this schedule do not supersede the retention standards of Federal Records Schedule 14, Items 16-30, developed by Department of Justice and General Services Administration Legal Counsel, for records relating to the administration of the Freedom of Information and Privacy Acts. In the attached classification list the applicant-related classifications are identified by one (*) and the security-related classifications by two (**); all other classifications are criminal-related or administrative in nature.		

1.* Training Schools; National Academy Matters; FBI National Academy Applicants
2.** Neutrality Matters
3.** Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than Income)
12. Narcotics
13. Misc. National Defense Act; Prostitution; Selling Whiskey Within Army Camps (Obsolete 1920)
14.** Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injuction (Obsolete)
17. Veterans' Adminstration Matters
18. May Act
19. Censorship Matters (Obsolete 1946)
20. Federal Grain Standards Act (Obsolete 1921)
21. Food and Drugs
22. National Motor Vehicle Act (Obsolete 1927)
23. Prohibition
24. Profiteering (Obsolete 1945)
25. Selective Service Act
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
30. Interstate Quarantine Laws (Obsolete 1925)
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
34. Violation of Lacy Act (Obsolete 1927)
35.* Civil Service
36. Mail Fraud
37.* False Claims Against The Government (Obsolete 1928)
38.* Application for Pardon to Restore Civil Rights (Obsolete 1936)
39.** Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosives (Obsolete)
42. Deserter; Deserter - Harboring
43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Use, Possession or Sale of Emblems and Insignia; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging Naval Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.
44. Civil Rights; Civil Rights-Election Laws; Civil Rights Election Laws - Voting Rights Act, 1965
45. Crime on the High Seas (Includes stowaways on boats and aircraft)
46. Fraud Against the Government; Anti-Kickback Statute; Dependents Assistance Act of 1950; False Claims-(Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act (Criminal); Renegotiation Act (Civil) Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
47. Impersonation
48. Postal Violations (Except Mail Fraud)
49. National Bankruptcy Act
50. Involuntary Servitude and Slavery
51. Jury Panel Investigations
52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
53. Excess Profits on Wool (Obsolete 1925)
54. Customs Laws and Smuggling
55. Counterfeiting
56. Election Laws
57. War Labor Disputes Act (Obsolete 1951)
58. Bribery; Conflict of Interest
59. World War Adjusted Compensation Act (Obsolete 1928)
60. Anti-Trust
61.** Treason or Misprision of Treason
62.* Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
63.* Miscellaneous - Non-Subversive - including:
Black Market in Railroad Tickets (Obsolete)
Civil Aeronautics Act (Obsolete)
Eight-Hour-Day Law
Federal Judiciary Investigations
Federal Juvenile Delinquency Act
Kickback Racket Act
Lands Division Matter (Condemnation Proceedings)
Miscellaneous-Civil Suit
Miscellaneous-O.P.A. Violations (Civil) (Obsolete)
Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
Soldiers and Sailors Civil Relief Act of 1940
Tariff Act of 1930
Top Hoodlum Coverage
Unreported Interstate Shipment of Cigarettes
Federal Cigarette Labeling and Advertising Act
64.** Foreign Miscellaneous
65.** Espionage
66. Administrative Matters
67.* Personnel Matters
68. Alaskan Matters (Obsolete 1956)
69. Contempt of Court
70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzlement or Theft of Indian Property
71. Bills of Lading Act
72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations
73.* Application for Pardon After Completion of Sentence and Application for Executive Clemency
74. Perjury
75. Bondsmen and Sureties
76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
77.* Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications
78. Illegal Use of Government Transportation Requests
79. Missing Persons
80. Laboratory Research Matters
81. Gold Hoarding (Obsolete 1952)
82. War Risk Insurance (National Service Life Insurance) (Obsolete 1967)
83. Court of Claims
84. Reconstruction Finance Corporation Act (Obsolete 1953)
85. Home Owner Loan Corporation (Obsolete 1952)
86. Federal Lending and Insurance Agencies
87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute
90. Irregularities in Federal Penal Institutions
91. Bank Burglary; Bank Larceny; Bank Robbery
92. Anti-Racketeering; A.R. - Lea Act; A.R. - Interference with Government Communications System; A.R. - Hobbs Act
93. Ascertaining Financial Ability
94. Research Matters
95. Laboratory Cases (Examination of Evidence in Other than Bureau Cases)
96. Alien Applicants (Obsolete 1944)
97.** Registration Act
98.** Sabotage
99. Plant Survey (Obsolete 1944)

100.** Subversive Matter (Individuals); Internal Security (Organizations); Domestic Security Investigations
101. Hatch Act (Obsolete 1941)
102.** Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete 1957)
105.** Foreign Counterintelligence - Russia (formerly Internal Security) (Nationalistic Tendency - Foreign Intelligence) (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete 1963)
107. Denaturalization Proceedings (Obsolete 1952)
108. Foreign Travel Control (Obsolete 1944)
109.** Foreign Political Matters
110.** Foreign Economic Matters
111.** Foreign Social Conditions
112.** Foreign Funds
113.** Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete 1972)
115. Bond Default; Bail Jumper
116.* Department of Energy (Applicant-Employee); (Formerly Energy Research and Development Administration - Applicant-Employee); Nuclear Regulatory Commission Applicant Employee (Formerly Atomic Energy Act - (Applicant-Employee)
117.** Atomic Energy Act-Criminal
118.* Applicant - Central Intelligence Agency (Obsolete 1952)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121.* Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123.* Special Inquiry - State Department - Voice of America (U.S. Information Center) (Public Law 402 - 80th Congress) (Obsolete 1963)
124.* European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P. European Recovery Program; A.I.D. - Agency for International Development (Obsolete 1963)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126.* National Security Resources Board - Special Inquiry (Obsolete 1950)
127.* Sensitive Positions in the U.S. Government - Public Law 266 (Obsolete 1950)
128.* International Development Program (Foreign Operations Administration) (Obsolete)
129. Evacuation Claims (Obsolete - 1966)
130.* Special Inquiry - Armed Forces Security Act (Obsolete 1951)
131. Admiralty Matter
132.* Special Inquiry - Office of Defense Mobilization (Obsolete 1951)
133.* National Science Foundation Act - Applicant (Obsolete 1963)
134.** Security Informants
135. PROSAB (Protection of Strategic Air Command Bases of U.S.A. Air Force)
136. American Legion Contact (Obsolete)
137. Criminal Informants
138.* Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of Communications (Formerly Unauthorized Publication or Use of Communications)
140.* Security of Government Employees; S.G.E. - Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickers
145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
146. Interstate Transportation of Prison Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportaion of Fireworks
149. Destruction of Aircraft or Motor Vehicles
150. For Administrative use of Voucher - Statistical Section (in recording harboring fugitive statistics) (Obsolete)
151* (Referral cases received from CSC under P.L. 298)
Agency for International Development
Atomic Energy Commission (Civil Service Commission)
National Aeronautics and Space Administration
National Science Foundation
Peace Corps; Action
U.S. Arms Control and Disarmament Agency
World Health Organization
International Labor Organization
U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155.* National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act
157.** Extremist Matters; Civil Unrest
158.** Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (Obsolete 1966)
159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
160. Federal Train Wreck Statute
161.* Special Inquiries for White House, Congressional Committees and Other Government Agencies
162. Interstate Gambling Activities
163.** Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transporation in Aid of Racketeering
167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete - 1966)
170.** Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete 1965)
172. Sports Bribery
173. Public Accommodations - Civil Rights Act of 1964
Public Facilities - Civil Rights Act of 1964
Public Education - Civil Rights Act of 1964
Employment - Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats (Formerly Bombing Matters; Bombing Matters-Threats)
175. Assaulting the President (or Vice-President) of the United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling Business-Obstruction; Illegal Gambling Business-Forfeiture
183. Racketeer Influenced and Corrupt Organizations
184. Police Killings
185.** Protection of Foreign Officials and Official Guests of the United States
186. Real Estate Settlement Procedures Act of 1974
187. Privacy Act of 1974 - Criminal
188. Crime Resistance
189. Equal Credit Opportunity Act
190. Freedom of Information/Privacy Acts
191.** False Identity Matter
192. Hobbs Act - Financial Institutions
193. Hobbs Act - Commercial Institutions
194. Hobbs Act - Corruption of Public Officials
195. Hobbs Act - Labor Related
196. Fraud by Wire
197. Civil Actions; Claims Against the Government (FBI)
198. Crime on Indian Reservation
199.** Foreign Counterintelligence - (Country abbreviation - Terrorism
200.** Foreign Counterintelligence - China
201.** Foreign Counterintelligence - Satellite
202.** Foreign Counterintelligence - Cuba
203.** Foreign Counterintelligence - All Other Countries
204. Federal Revenue Sharing - State and Local Fiscal Assistance; Crime Control Act; Comprehensive Employment and Training Act; Housing and Community Development Act; Railroad Revitilization and Regulatory Reform Act

* Applicant-related classifications
* Security-related classifications

File classifications noted as obsolete are not currently opened as new cases.
Year that classification became obsolete is also shown.

66-3286-1289

CHANGED TO

66-3286-B-4

JUN 30 1978

NBH/Rg

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DATE 9/10/03 BY ANC 60290 BCE/DCG/lyn

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. Bassett - Enc.
1 - Mr. Cochran - Enc.
1 - Mr. Leavitt - Enc.
2 - Mr. Mintz - Enc.
Attention: Mr. Coulson - Enc.

TO : Mr. McDermott

DATE: 3/6/78

FROM : H. N. Bassett

1 - Mr. Moore - Enc.
1 - Mr. McCreight - Enc.
1 - Mr. Dennis - Enc.

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Crim. Inv. ___
Fin. & Pers. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Spec. Inv. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

SUBJECT: GENERAL ACCOUNTING OFFICE (GAO) REVIEW OF FBI OPERATION-INDICES

PURPOSE: Destructions of Bureau Records

The purpose of this memorandum is to obtain approval for the sending of the two attached communications.

DETAILS:

By letter dated 1/27/78, Congressman Preyer was furnished our initial response to actions we were taking in regard to the GAO Report on FBI indices. A memorandum from Glen E. Pommerening, Director, Internal Audit Staff, dated 1/26/78, advised that Office was responsible for coordinating a responsive statement to Appropriations and Government Operations Committees of both Houses.

The attached communication to Congressman Preyer advises him the Department's statement is being furnished to the House Committee on Government Operations. Preyer's Committee is a Subcommittee of the Government Operations Committee. It would seem superfluous to send the same information to both the full Committee and the Subcommittee. The memorandum to the Department sets forth a summary of actions we have taken in response to the GAO recommendations for forwarding to Congress.

66-3286-1289X1
REC-45 66-3286-1289X1
11 AUG 11 1978

RECOMMENDATION:

That the attached communications be approved for forwarding to Congressman Preyer and the Director, Internal Audit Staff, Department of Justice.

Enclosure

RCD:bjr (9)

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.

SEP 15 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

FBI/DOJ

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gmt

66-3286-1290
1291 **CHANGED TO** 66-3286-B-4X
6

AUG 31 1978
NBH/BDG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY Auc 60290 BCE/DCG/gmw

FEDERAL GOVERNMENT

March 28, 1978

Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
Washington, D. C. 20408

Dear Dr. Rhoads: DESTRUCTION OF BUREAU PROPERTY GENERAL

I have received your letter of March 20, 1978, in which you requested that members of your staff have the opportunity to review the current schedule for field office file destruction and the manner in which the approved schedule is being applied. You noted that a number of recent news articles have been critical of the FBI File Destruction Program.

I would like to assure you that the manner in which our File Destruction Program has been conducted is in complete compliance with the schedule you have approved. There has been no change in FBI procedures that would alter the basic concept for which approval was granted. However, I want you to be assured that the FBI intends to cooperate with you and your staff in any way possible to facilitate your review of this matter.

Special Agent James W. Awe, Section Chief, Records Systems Section, Records Management Division, has the responsibility for file destruction matters and he has already been in touch with Mr. Thomas W. Wadlow of your staff regarding this matter.

REC-56 66-32P6-1292

Sincerely yours,

William H. Webster
Director

2 APR 10 1978

JWA:mk (5)

MAILED 17
MAR 29 1978
FBI

(SEE NOTE PAGE 2)

Assoc. Dir. ____
Dep. AD Adm. ____
Dep AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM ☑

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EBH/MJW

FBI/DOJ

UNRECORDED COPY FILED IN 66-32P6-1292

Letter to Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
Washington, D. C. 20408

NOTE: SA James W. Awe, on 3/24/78, contacted Thomas W. Wadlow, Director, Records Disposition Division, at National Archives and Records Service (NARS) regarding this letter and assured him that this Bureau would extend its cooperation to NARS regarding this matter. Mr. Wadlow advised that he would inform Mr. Walter Stender, Assistant Archivist for Federal Records Centers, and would contact us later to work out the details.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgmt.
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

66-3286-1293

CHANGED TO

66-3286-B-5

JUN 30 1978

NBH/Rf

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY Auc 60290 BCE/DCG/ymw

THE LIBRARY OF CONGRESS

WASHINGTON, D. C. 20540

FEDERAL GOVERNMENT

PROCESSING DEPARTMENT
EXCHANGE AND GIFT DIVISION

Refer to: A
April 27, 1978

Destruction of Bureau Records - General

Dear Mr. Bailey:

As you know, seventy cartons containing books, political pamphlets, propaganda leaflets and intelligence reports were transferred to the Library on March 28, 1978. We acknowledge receipt of this material with thanks.

We very much appreciate the efforts made by you and your staff to have this material sent for reference use in the Library.

Sincerely,

Peter H. Bridge
Assistant Chief
Exchange and Gift Division

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY AUC 60290BCE/DCG/lgmw

Mr. William L. Bailey
Inspector-Deputy Assistant Director
Records Management Division
Room 5829
Federal Bureau of Investigation
Washington, D. C. 20535

EX-121

No ack. nec.
GPA/amg

REC-56

66-3286-214

6 MAY 9 1978

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DATE 9-23-82 BY SP4 ESW/glk

57 MAY 19 1978

File

file 66-3286

-GPA/amg

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Asst. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Moore

DATE: 4/18/78

FROM : J. E. Henehan

1 - Mr. Moore
1 - Mr. [redacted]
1 - Mr. Henehan
1 - Mr. [redacted]

SUBJECT: [redacted]
ET AL
FBI INVESTIGATION OF THE
BURGLARY OF THE
DEMOCRATIC NATIONAL
COMMITTEE HEADQUARTERS
JUNE 17, 1972
COMMONLY REFERRED TO AS WATERGATE

b6
b7C

Destruction of Records - General

PURPOSE: To advise that tickler copies of communications relating to the Watergate cases and related cases currently maintained in the White-Collar Crime Section will be destroyed.

RECOMMENDATION: None. For information.

ELR

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv. MTW
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

DETAILS: Tickler copies of communications, and copy of indexes accumulated during Watergate and related investigations are currently maintained in the White-Collar Crime Section, Criminal Investigative Division. Since the Watergate and related cases are in a closed status, these tickler copies will be reviewed and destroyed.

66-3246-

NOT RECORDED
191 JUN 6 1978

JUN 1 1978

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DATE 9-23-82 BY SP4 EJW/gHK

XEROX
JUN 6 1978

JHY:blp
(5)

70 JUN 13 1978

118

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

ORIGINAL FILED IN 139-4089-3087

HENRY S. REUSS
5TH DISTRICT, WISCONSIN

WASHINGTON OFFICE:
2413 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
PHONE: 202-225-3571

MILWAUKEE OFFICE:
FEDERAL BUILDING ROOM 400
517 EAST WISCONSIN AVENUE
MILWAUKEE, WISCONSIN 53202
PHONE: 414-291-1331

Congress of the United States
House of Representatives
Washington, D.C. 20515

COMMITTEES:
BANKING, FINANCE AND URBAN AFFAIRS
CHAIRMAN
SUBCOMMITTEE ON THE CITY
CHAIRMAN
JOINT ECONOMIC COMMITTEE
INTERNATIONAL ECONOMICS SUBCOMMITTEE
CO-CHAIRMAN

66-3286-99

May 15, 1978

FEDERAL GOVERNMENT

William H. Webster
Director
Federal Bureau of Investigation
Washington, D.C. 20535

31 6/9/78
EXP. PROC.
10 MAY 19 1978

Dear Mr. Webster:

I write on behalf of a constituent, who has asked for information about reports that the Federal Bureau of Investigation has requested or obtained authority from the National Archives to destroy old files of information on individuals. My constituent states that such "blanket approval" would lead to the destruction of valuable records, of interest to the individuals involved as well as of interest to those who monitor the Bureau's activities.

I would appreciate any information which you could provide to me on this subject.

Sincerely,

Henry S. Reuss

Henry S. Reuss
Member of Congress
(Wisconsin)

re Destruction of Bureau Property

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DATE 9-23-82 BY SP4 EJW/glk

REC-115 66-3286-1214X

6-38
14 MAY 19 1978

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DATE 9/10/03 BY AUC 60290 BCE/DCG/lmw

ACK NB: lyn/mg 6-5-78
54 AUG 7 1978

66-3286 - NR 5/9/78

CHANGED TO

66-3286-B NR 5/9/78

AUG 31 1978

NBH/BDG

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY AUC 60290 BCE/DCG/lmw

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dirs.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Inspection ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett

DATE: 5/1/78

FROM : J. W. Awe

SUBJECT: ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

PURPOSE: "Destruction of Bureau Records"

The purpose of this memorandum is to gain approval to forward our disposal request to the National Archives and Records Service (NARS) for destruction of NCIC and Computerized Criminal History (CCH) transaction (LOG) tapes after six-years.

DETAILS:

Reference is made to F. E. Torpey memorandum to Mr. Cochran, dated 3/22/78 and captioned "Retention of NCIC and NCIC Computerized Criminal History (CCH) Transaction Tapes," which established a six-year retention period for both NCIC and CCH transaction tapes. Over 2,800 NCIC transaction tapes have been created since the inception of NCIC in January, 1967, and over 500 NCIC CCH transaction tapes have been created since CCH went on-line in November, 1971. The indefinite retention period previously observed for the log tapes has provided a file of all message activity; however, it has now been determined that a six-year retention period is adequate to serve current and future Bureau needs. By addendum, dated 3/7/78, Legal Counsel Division recommended the six-year retention period for both NCIC and NCIC CCH transaction tapes.

Federal regulations (41 CFR 101-11.210-1) require Federal agencies to establish standards for proper disposition of machine-readable records. In order to schedule the above-described records, the appropriate number of copies of Standard Form 115 has been prepared for submission to NARS.

ENCLOSURE

XEROX

66-19087

MAY 24 1978

66-9216-

NOT RECORDED

141 MAY 24 1978

Enclosures

1 - Mr. Cochran
(Attn: Mr. Torpey)
1 - Mr. Mintz
(Attn: Mr. Peterson)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gHK

CMG:bpr
(7)

CONTINUED OVER

118

JUN 7 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum Awe to Bassett
ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

Pertinent pages of the NCIC System of Records (Justice/FBI-001) as published in the Federal Register, issue of 9/30/77, are attached for additional clarification. It should be noted that no alteration or revision to the System, as described, is required as a result of the disposal of transaction tapes.

RECOMMENDATION:

That attached copies of Standard Form 115 be returned to the Records Branch for subsequent delivery to NARS.

APPROVED:

Director
Assoc. Dir.
Asst. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

66-3286-1295
1296 **CHANGED TO** 66-3286-B-7
8

AUG 31 1978
NBH/BDG

ALL INFORMATION CONTAINED
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DATE 9/10/03 BY AUC 60290 BCE/DCG/ymw

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO: Mr. Bassett

DATE: 5/25/78

FROM: J. W. Ave

SUBJECT: FILE DESTRUCTION - FBIHQ
DESTRUCTION OF BUFILE PROPERTY

PURPOSE:

To record results of statistical analysis on files potentially eligible for destruction.

DETAILS:

During the week of May 22, 1978, a survey was made to determine approximately the volume of files that would be eligible for destruction according to the proposed criteria pending with the National Archives and Records Service (NARS). This survey indicates by classification the approximate number of cabinets that will be eligible for destruction. There would be a total of 3,110 cabinets of files that could be destroyed according to the 10- and 30-year criteria that had been proposed. The attached data is self-explanatory.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/glk

APPROVED: Director ____ Assoc. Dir. ____ Dep. AD Adm. ____ Dep. AD Inv. ____

Adm. Serv. ____ Crim. Inv. ____ Ident. ____ Intell. ____ Laboratory ____

Legal Coun. ____ Plan. & Insp. ____ Rec. Mgnt. ____ Tech. Servs. ____ Training ____ Public Affs. Off. ____

REC- 13
66-3286-1297
V-8
DE-74
ST-103
20 JUN 23 1978

ENCLOSURE
Enclosure

JWA:evp
(3)

66-3286

May 25, 1978

The statistics contained herein denote the actual number of full cabinets of files which will be eligible for disposal under the 30-year (subversive and applicant) and 10-year (all others) destruction plan. The figures are all-encompassing and no provisions have been made for files of archival and administrative value and active files which will remain intact. Therefore, certain allowances should be made in interpreting these figures.

Total Cabinets	7473	100%
Eligible for Destruction	3110	42%
Retained Cabinets	4363	58%
Empty Cabinets	42	

CMK

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DATE 9/10/03 BY AUC 60290 BCE/DCG/gmw

46-3288 — 1297

ENCLOSURE

* 1.	26	60.	16	113.	1
2.	2	61.	73	114.	1
3.	1	*62.	212	115.	5
4.	0	*63.	0	116.	69
5.	0	*64.	56	117.	1
6.	1	65.	137	118.	6
7.	34	*66.	92	119.	0
8.	0	68.	0	120.	15
9.	21	69.	1	*122.	13
10.	0	70.	20	125.	0
11.	0	71.	6	129.	0
12.	1	72.	7	131.	3
14.	3	73.	0	135.	0
15.	27	74.	6	136.	0
16.	0	75.	0	137.	29
17.	9	76.	22	139.	5
18.	0	77.	33	141.	0
19.	1	78.	0	142.	0
21.	0	79.	8	143.	3
25.	211	*80.	14	144.	1
26.	140	82.	1	145.	9
27.	1	83.	6	146.	0
28.	1	86.	1	147.	40
29.	33	87.	126	148.	1
30.	0	88.	50	149.	10
31.	12	89.	4	150.	0
* 32.	54	90.	1	152.	0
* 33.	1	*91.	99	153.	1
36.	1	92.	46	154.	0
38.	0	93.	22	156.	1
* 39.	5	*94.	109	159.	7
40.	5	95.	192	160.	2
42.	89	96.	4	162.	9
* 43.	3	97.	8	164.	1
44.	85	98.	36	165.	13
45.	4	*100.	458	166.	11
46.	30	101.	15	167.	1
47.	14	102.	5	168.	3
48.	0	103.	1	169.	0
49.	10	*105.	33	171.	0
50.	2	106.	5	172.	0
51.	1	107.	1	173.	14
52.	22	108.	2	174.	10
54.	4	109.	21	175.	0
56.	6	110.	2		
57.	3	111.	0		
58.	10	112.	1		

* These classifications are not included in pending request with NARS and will be submitted separately after current pending request is approved (but are included in the 3110 figure)

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

FBI/DOJ

TO : Mr. Bassett

DATE: 6/30/78

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF BUREAU RECORDS — General

PURPOSE:

The purpose of this memorandum is to provide, for record purposes, copies of correspondence exchanged between the Archivist and the American Historical Association (AHA) regarding FBI file destruction practices.

DETAILS:

On 6/21/78, Thomas W. Wadlow, Director, Records Disposition Division, National Archives and Records Service (NARS), furnished copies of correspondence, dated 5/22/78 and 6/20/78, exchanged between Mr. Mack Thompson, Executive Director of the AHA, and Dr. James B. Rhoads, Archivist of the United States, as the result of a specific incident of field office file destruction. The substance of the correspondence related to the concern generated by the AHA for current FBI field office file destruction practices, the application of the currently-pending Records Disposal Schedule for files maintained at Headquarters, and the oversight NARS will provide in the implementation of this Schedule.

Copies of the correspondence, which are self-explanatory, are attached herewith.

RECOMMENDATION:

None. For record purposes.

APPROVED:	Adm. Serv.	Crim. Inv.	Ident.	Intell.	Laboratory	Legal Coun.	Plan. & Insp.	Rec. Mgnt.	Tech. Servs.	Training	Public Affs. Off.
Director											
Assoc. Dir.											
Dep. AD Adm.											
Dep. AD Inv.											

EX-115
REC-19 66-3286-

2 JUL 11 1978

66-3286

Enclosures

CMG:bpr
(4)

1 ENCLOSURE

54 JUL 28 1978

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DATE 9-13-82 BY SP4 EIW/sMK

DIRECTORATE COPY FILED IN 66-9825-99

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

JUN 2 0 1978

Mr. Mack Thompson
Executive Director
American Historical Association
400 A Street, SE
Washington, DC 20003

ALL INFORMATION CONTAINED
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DATE 9-23-82 BY SP4 EJW/MLK

Dear Mack:

Thank you for your letter of May 22, 1978. We have been in touch with [redacted] and are aware of his concern over the disposition of Federal Bureau of Investigation (FBI) investigative records. We regret the untimely destruction of the field office files related to his research. Although such files have been authorized for disposal since 1946, we are undertaking an extensive review of these records by the Director of the Records Disposition Division and two senior staff members to insure that our judgment concerning their lack of research value remains valid.

b6
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In connection with the FBI headquarters records, we share the AHA view that the sheer volume of the records poses a major problem. We understand the FBI headquarters central records system contains more than six million folders representing more than 60,000 cubic feet of records. The cost to the taxpayers for storing this quantity of records is substantial. The FBI, in developing a schedule for the disposition of these records, is adopting a records management approach we have encouraged every Federal agency to follow. On the other hand, we are aware of the opinion that destruction of any FBI records will diminish the documentary record relating to FBI investigative and intelligence practices. In view of these conflicting interests I referred the proposed schedule to appropriate congressional committees for review and possible comment.

It is our considered judgment that the proposed schedule for disposition of FBI headquarters case files contains appropriate archival standards for insuring the preservation of FBI records having enduring historical or other research value. Under the schedule, administrative files for each classification of the FBI central records system (a classification is a particular category of matters over which the FBI has investigative jurisdiction) are designated for permanent retention and will be offered for transfer to the National Archives and Records Service (NARS) when 50 years old. These administrative files document the establishment of the classification and each basic change in policy, procedure, instruction, or guideline for that particular classification or investigative category.

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DATE 9/10/03 BY AUC 60290 BCE/DCG/MW

66-3286 -

In addition, the schedule outlines procedures for designating selected investigative case files for permanent retention and eventual transfer to NARS. It provides that files will be selected and designated for permanent retention if they meet one or more of the following criteria:

1. The investigation or case has significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques;

2. The investigation or case involves an actual or potential breakdown of public order (civil disburbance) of major proportions;

3. The investigation or case directly involves a full-field investigation for: (a) a subversive or extremist organization, with or without foreign connections; or (b) a person or persons holding a major leadership position within such an organization;

4. The investigation or case directly involves a person, element, or organization whose activities are deemed to pose a substantial and compelling threat to the conduct of national defense or foreign policy;

5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.

These criteria are based on our recommendations to the FBI and are designed to preserve those investigative files of greatest interest to historians and other reseachers.

Once the schedule is approved, the FBI assumes responsibility for applying it to the records. Frankly, we have neither the resources nor the detailed knowledge of the agency's activities necessary to implement the schedule on a file by file basis. Moreover, the application of records control schedules to records is legally an agency records management function (41 CFR 101-11.401-5). Although NARS does not exercise the function for agencies, our oversight of agency records management activities includes the proper application of records control schedules. I can assure you that we will exercise this oversight responsibility as soon as the schedule is approved.

We already have informed the staff of the FBI Records Management Division of our interest in monitoring the application of the schedule and have received assurances of their cooperation. It is our understanding that FBI staff members having the necessary knowledge of the agency's investigative activities will be applying the schedule to the investigative files.

I appreciate your interest in these records and I hope that this explanation will resolve any concern that you may have felt about this proposed records schedule.

Sincerely,

Bert

JAMES B. RHOADS
Archivist of the United States

OFFICIAL FILE:NC
DAY FILE:NC
N

[redacted] pla:6/19/78 6/19/78 6/20/78 6/20/78

b6
b7C

cc: FBI Records Management Division (Tom J. Love) 6/21/78

ORGANIZED 1884 INCORPORATED BY THE CONGRESS 1889

American Historical Association

400 A STREET S.E. WASHINGTON, D. C. 20003 | 202-544-2422

5/26/7

JEJr.

May 22, 1978

Received NA-N
MAY 25 1978

Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
7th and Pennsylvania Avenue, Room 111
Washington, DC 20408

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gtk

Dear Burt:

One of our members, [redacted] has brought to our attention a case of destruction of some specific records in an FBI field office and raised the more general issue of the intention of the FBI to destroy many of the old files deposited at its headquarters. The FBI plan to dispose of its files has, I understand, been forwarded to the National Archives, as is required, and you in turn are seeking the advice of Congress in the matter.

At its meeting earlier this month the AHA Research Division considered both the particular case and general concern brought to us by Mr. [redacted] b6 b7C Members of the Division and the AHA realize that neither the National Archives nor any federal agency can be expected to retain all of its records. Nonetheless, we are profoundly concerned that there may be some massive destruction of FBI records without their first being thoroughly and professionally reviewed for their future historical value. I stress the word "professionally," for the selection of material to be retained should be the responsibility of trained archivists and historians, not untrained clerks or agents in the FBI.

Mr. [redacted] initially contacted us about the destruction of FBI records pertaining to Clifford Durr in Alabama. At this point there may be nothing that can be done about this loss of research material, which I understand was not a result of any action on the part of the National Archives. Nevertheless, this specific case does sharpen the issue of the proposed plan for the more general and larger scale destruction of FBI records in Washington

I would appreciate your keeping the AHA informed about any disposition of the FBI records. Furthermore, I would like to receive a schedule for any proposed or approved destruction of these records.

In closing, let me reiterate the AHA's considerable interest in the preservation of important historical records of one of our nation's most pervasive and powerful government agencies.

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DATE 9/10/03 BY AUC 60290 BCE/DCG/gmw

Yours sincerely,

Mack Thompson
Executive Director

MT:ll
cc: [redacted] b6 b7C
[redacted]
Research Division

GENERAL SERVICES ADMINISTRATION

ROUTING SLIP

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORRESPONDENCE SYMBOL
1. Mr. James W. Awe	
2. Records Management Division - FBI	
3.	
4.	
5.	

- ☐ ALLOTMENT SYMBOL
- ☐ APPROVAL
- ☐ AS REQUESTED
- ☐ CONCURRENCE
- ☐ CORRECTION
- ☐ FILING
- ☐ FULL REPORT
- ☐ HANDLE DIRECT
- ☐ IMMEDIATE ACTION
- ☐ INITIALS
- ☐ NECESSARY ACTION
- ☐ NOTE AND RETURN
- ☐ PER OUR CONVERSATION
- ☐ PER TELEPHONE CONVERSATION
- ☐ READ AND DESTROY
- ☐ RECOMMENDATION
- ☐ SEE ME
- ☐ SIGNATURE
- ☐ YOUR COMMENT
- ☒ YOUR INFORMATION
- ☐
- ☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____
- ☐ PREPARE REPLY FOR THE SIGNATURE OF _____

REMARKS

ALL INFORMATION CONTAINED
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DATE 9-23-82 BY SP4 EJW/gmk

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORR. SYMBOL	BUILDING, ROOM, ETC.
THOMAS W. WADLOW, Director	NCD	711-14th St.
Records Disposition Div.	TELEPHONE 724-1625	DATE 6/21/78

☆ U.S.GPO:1976-0-241-253/33

66-3286-NR 5/30/78
CHANGED TO
66-3286-B-NR 5/30/78

AUG 31 1978

NBH/BDG

C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY AUC 60290 BCE/DCG/gmw

June 5, 1978

FEDERAL GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/4MK

Honorable Henry S. Reuss
House of Representatives
Washington, D. C. 20515

Dear Congressman Reuss:

Your letter of May 15th on behalf of one of your constituents inquiring about the destruction of FBI files has been received.

I believe your constituent's inquiry was prompted by a recent newspaper article which specifically stated that the files being considered for destruction are those inactive criminal files in our various field offices throughout the Nation. As also stated in the article, material of substance from those files will be maintained in our central Headquarters here in Washington.

The disposition of all FBI records, regardless of their source, is carried out in strict accordance with the very specific provisions as set forth in Title 44, Chapter 33 of the United States Code, and in Title 41, Chapter 101-11 of the Code of Federal Regulations. We closely coordinate these matters with the National Archives and Records Service and have a comprehensive program in force to facilitate the destruction of obsolete material and the permanent retention of historically valuable records. The Code of Federal Regulations, cited above, requires that records no longer of current use be disposed of promptly. After the passage of appropriate time, those records deemed to have historical value, and thus preserved under the same citation, are transferred to the National Archives where they are available for research purposes.

REC-115 66-3286-1299

23 JUN 28 1978

NB:bjr/nsg (7)

MAIL ROOM

FBI/DOJ

MAILED 7
JUN 15 1978
FBI

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

5 AUG 2 1978

UNRECORDED COPY FILED IN 66-3286-D

Honorable Henry S. Reuss

I hope this information will be of assistance to you in responding to your constituent.

Sincerely yours,

William H. Webster

William H. Webster
Director

1 - Milwaukee - Enclosure
1 - Office of Congressional Affairs - Enclosure
1 - Mr. Bassett - Enclosure
(Attention: Mr. Awe)

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett

DATE: 8/31/78

FROM : J. W. Awe

SUBJECT: FILE DESTRUCTION
Destruction of Bureau Records - General

PURPOSE: The purpose of this memorandum is to set forth data relative to file destruction as a result of meeting with various staff members from the Senate Judiciary Committee.

SYNOPSIS: Staff members of the Senate Judiciary Committee have under consideration the Bureau's request to destroy certain obsolete Headquarters files that are more than 10 years old for criminal files and 30 years old for security and applicant files. In order to answer their many questions, Section Chief J. W. Awe of the Records Management Division, and Mr. Thomas W. Wadlow of the National Archives and Records Service appeared before the staff members on 8/25/78. On 8/29/78 they were given a tour of the records operations to further clarify questions they had. Their main concern was criticism they may get for approving the request because of the controversial nature of FBI files. They also expressed concern over FBI clerical employees being able to properly interpret NARS criteria for the selection of historical files and that perhaps historians should be engaged for this process. They thought alternative solutions should be considered.

RECOMMENDATION:

None, for information. You will be advised of further developments.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gHA

EX-120 REC-16 66-3286-1300

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

2 - Enclosure

1 - Mr. Adams
1 - Mr. McDermott
1 - Legal Counsel Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRT/cmj

23 SEP 15 1978

Enclosures (2)
JWA:evp
(7)

CONTINUED OVER

OCT 10 1978

RECORDS SYSTEMS

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memorandum to Mr. Bassett
FILE DESTRUCTION

DETAILS: On 8/24/78 [redacted], a staff member of the Senate Judiciary Committee, requested that I appear before various Committee staff members on 8/25/78 to answer questions regarding the FBI's pending request for disposition authority for Headquarters files. This relates to our May 4, 1977, request to destroy obsolete files that are more than 10 years old in the criminal categories and 30 years old in the security and applicant categories. Mr. [redacted] said that Thomas W. Wadlow, who is the director of the Records Disposition Division of the National Archives and Records Service (NARS), would also be present to answer questions that pertained to NARS responsibility on the destruction of records. [redacted], of the Legal Liaison and Congressional Affairs Unit, Legal Counsel Division, appeared with me before the staff members. b6 b7C

I explained to the staff members the Bureau's records procedures, the magnitude of the records system, how it was extensively used, and the Bureau's responsibility for providing information to other Executive Branch agencies in connection with the National Agency Check Program. I also explained a reason for submitting our request to destroy obsolete records that are no longer timely and relevant to our needs and that a request of this nature was in compliance with the regulations that are set forth in Title 41, Code of Federal Regulations, Section 101-11. Mr. Wadlow, of NARS, confirmed that this request was appropriate and desirable, that the Archivist was in favor of the plan, and the criteria for identifying historical files was established by NARS. The staff members had many questions regarding file destruction which were answered and they indicated they would perhaps have more questions in the future. I told them the FBI intended to cooperate with them in every way possible and I extended to them an opportunity to see the records operations which might help clarify many questions they have.

On 8/29/78, [redacted] of the Committee, advised that she and several other staff members would like the opportunity to see the Bureau's records operations. Accordingly, I met with members of the staff that afternoon, provided them with a tour of the records operations and further answered their questions. Other staff members that attended were [redacted] and [redacted]. Also included was [redacted] who is on the staff of Senator Edward M. Kennedy; [redacted], personal staff of Senator Charles M. Mathias; and [redacted] who is a legal aid to Senator Howard M. Metzenbaum. b6 b7C

It was explained to the staff members that the Bureau had a realistic space problem and, therefore, an interim request for authority to destroy criminal files in the categories of (a) Selective Service matters, (b) Interstate Transportation of Stolen Motor Vehicles, and (c) Interstate Transportation of Stolen Property would allow us to recover space for about 400 file cabinets and that files in these categories should not be controversial. Certain staff members indicated that Selective Service matters would be controversial; and that if it was learned the FBI was destroying matters in this category, there would be many civil libertarians that would protest and would try to advise all citizens who had been investigated by the FBI for Selective Service matters to request their files prior to destruction so they could determine if they had been abused by the FBI investigation and perhaps initiate a law suit.

Staff members also were concerned about potential criticism from historians and thought that some arrangement should be made to have historians review the files prior to any authorized destruction. It was again explained to the committee members that Mr. Wadlow from NARS had very strongly emphasized that NARS acted as the Government's historian and that members from his staff were qualified historians and that it was their responsibility under the law to determine what Government documents were to be preserved for historical purposes and that the criteria established by NARS was more than adequate for this purpose.

The staff members indicated this may be true, but this approach did not consider the political realities and the criticisms that would be voiced at the destruction of FBI files. They indicate they could not recommend to their senators a plan that would be controversial and place them in a position of receiving criticism from the news media. They again emphasized that the review of files by outside historians would prevent any possible criticism of approving file destruction. They thought that it would not be sufficient to merely have FBI clerks review files and make a determination as to which should be preserved for historical purposes.

I again emphasized to them that Mr. Wadlow of NARS previously told them the proposed procedure was quite adequate and he thought that veteran clerical personnel would be a better judge in applying the historical criteria than even members from NARS. Additionally, NARS would monitor and spot check any file destruction process. The staff members thought alternative solutions should be considered.

There is attached as an enclosure a copy of the pending request for disposition authority for Headquarters records which includes, on page 3, the historical criteria which is of concern to the staff members of the Committee. Additionally, there is enclosed a copy of our interim request for the three criminal classifications.

OBSERVATIONS: 1. It appears that the controversy is really between NARS and the staff members of the Senate Judiciary Committee, and it is rather unlikely that the criteria for historical files can be simplified any more than it is.

2. The Bureau has a realistic space problem and if approval is not forthcoming in the immediate future to destroy certain obsolete records, consideration will have to be given for placing these records on microfilm or in a secondary storage area.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK
JOB NO
DATE RECEIVED
NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Date — *Archivist of the United States*

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
James W. Awe

5. TEL. EXT.
4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6/7/78	James W. Awe	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Files, index cards and related records, including microfilmed records, maintained at Federal Bureau of Investigation Headquarters in Criminal classifications 25 (Selective Service Act), 26 (Interstate Transportation of Stolen Motor Vehicles), and 87 (Interstate Transportation of Stolen Property). Records have previously been determined to lack sufficient investigative, evidentiary and research value to warrant further retention and were included in Job NC1-65-77-2. Disposal would recover approximately 450 6-drawer cabinets (4050 cubic feet) and alleviate a serious space problem. Provisions will be made for retention of historical files, as set forth in Job NC1-65-77-2. Destroy 10 years after no relevant activity or whenever administrative needs have been met, whichever is later.	II-NNA-223	

Employee Suggestion
[illegible] 2 (Rev. 9-11-62)

Date: August 7, 1978

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	STEVE D. EVANS	Phoenix

SUGGESTION

Suggestion relates to F.C.I. matters. It is suggested that the original surveillance logs prepared by auxiliary offices be forwarded to office of origin when matter placed in RUC status and a xerox copy retained in the auxiliary office file.

Destruction of Bureau Records - General

Current practice or rule (Include manual citation as well as facts)

Currently original surveillance logs maintained in sub-section of investigative file, FCIM 105-1-6.

Advantages of suggestion and annual savings (include basis for estimate)

This suggestion relates to destruction rules. According to the M.A.O.P., Part II, Section 2 - 4. 5. 6. currently a moratorium exists on destruction of security-related files; however, when moratorium lifted, according to M.A.O.P. reference, security files will be destroyed in auxiliary office in six months. If suggestion implemented, the handling of original surveillance logs will be forwarded to office of origin when matter is RUC'd, as is currently being done in criminal matters relative to FD-302s and original signed statements.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/MK

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered for any cash award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Supervisory Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit and its adoption is recommended.

Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

66-3286-

NOT RECORDED
191 SEP 8 1978

ORIGINAL FILED 203-0-46

THREE

1978

Re: Suggestion #400-78, August 7, 1978

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:bpr 8/29/78)

The Phoenix Office has proposed in attached suggestion that the original copy of surveillance logs prepared by Auxiliary Office (AO) be forwarded to Office of Origin (OO) at time case is placed in RUC status and a duplicate copy be retained in the AO file.

OBSERVATIONS:

The Records Systems Section (RSS), Records Management Division (RMD), concurs with suggestion that AO forward to OO the original surveillance logs. However, RSS is of the opinion that the logs should be forwarded to OO at the time the file is reviewed for destruction rather than when RUC'd. This procedure will acoomplish the objective of preserving original material that is significantly relevant to the OO case and at the same time eliminate the need to duplicate such material for retention in AO file.

RECOMMENDATIONS:

1. Recommend that a modified version of suggestion be adopted to require AO to forward to OO original surveillance logs at time AO reviews file for destruction rather than at time file is placed in RUC status.

APPROVED: Adm. Serv. Crim. Inv. Ident. Intell. Laboratory Legal Coun. Plan. & Insp. Director Assoc. Dir. Dep. AD Adm. Dep. AD Inv. Tech. Svcs. Training Public Affs. Off.

2. If recommendation #1 is approved, it is recommended that the Manuals Desk be furnished a copy of this suggestion and addendum for the purpose of modifying the MAOP as indicated below:

MAOP, Part II, 2-4.5.6, (1), page 304, add "Original FD-302s, Laboratory reports, latent finger print reports, surveillance logs, and IA exhibits having evidentiary value and contained in files destroyed pursuant to the six-month rule are to be forwarded to Office of Origin."

APPROVED: Adm. Serv. Crim. Inv. Ident. Intell. Director Assoc. Dir. Dep. AD Adm. Dep. AD Inv. Plan. & Insp. Public Affs. Off.

NOTE: Procedure for instituting manual change was coordinated with the Manuals Desk in the event recommendations are approved.

Suggestion #400-78

Re: Suggestion of SA Steve D. Evans,
Phoenix Division, dated 8/7/78

ADDENDUM: INTELLIGENCE DIVISION DVK:en 8/23/78

This suggestion affects the procedure concerning the retention of original surveillance logs by the Office of Origin (OO) when the surveillance is conducted in an auxiliary office (AO). The suggestion recommends such logs be forwarded at the time the case is RUC'd to the OO. If this suggested procedure is in line with policies and procedures of the Records Management Division, Intelligence Division (INTD) interposes no objection to the change as long as there is a copy maintained by the AO. This is to insure that, in the event the surveillance subject reappears in AO territory, as is often the case in counterintelligence investigations, the AO will be able to refer back to its previous surveillance experience with the subject.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Asst. Dir.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

TO : Assistant Director
Records Management Division

DATE: 7/12/78

FROM : Legal Counsel

SUBJECT: FILE DESTRUCTION
Destruction of Bureau Files - Gen.

PURPOSE: To furnish Records Management Division (RMD) the following information:

1) The titles of 83 new civil actions assigned in the Civil Litigation Unit (CLU) from 1/31/78 through 5/29/78. Enclosure Number 1.

2) A list of 38 civil actions previously furnished or furnished in enclosure number 1 above, to RMD which have been closed in the CLU from 1/31/78 to 5/29/78. Enclosure Number 2.

SYNOPSIS AND DETAILS: As a result of a conference held on 5/31/77, between RMD and Legal Counsel Division (LCD) it was decided that the CLU and Information and Privacy Act Litigation Unit (IPAL) would provide a list of pending civil actions for use by the RMD in determining which records should not be destroyed in connection with the Bureau-wide file destruction program. Attached are the following:

1) The titles of 83 new civil actions assigned in the CLU from 1/31/78 through 5/29/78. Enclosure Number 1.

2) A list of 36 civil actions previously furnished or furnished in enclosure number 1 above, to RMD which have been closed in the CLU from 1/31/78 to 5/29/78. Enclosure Number 2.

Enclosures (2)

66-3286-

NOT RECORDED
167 AUG 1 1978

2 - Mr. Bassett - Enclosures (2)
Attn: Mr. Awe - Enclosures (2)
Attn: Miss [redacted] - Enclosures (2) Room 4989
1 - Mr. Mintz
1 - Civil Litigation Unit - Enclosures (2)
Attn: Special Agent [redacted]

PGH:tg
(5)

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 Ecky/mm

ORIGINAL FILED IN 66-3286-42

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

AUG 21 1978

Memorandum to the Assistant Director
Records Management Division
RE: FILE DESTRUCTION

The CLU will continue to advise RMD of the opening and closing of pending civil actions so that RMD can keep the Field advised concerning what documents need to be preserved in connection with civil actions and what documents can be destroyed in connection with the Bureau-wide file destruction program. The list of closed cases contains the page number assigned by RMD to the civil actions in previous letters and routing slips from the Director to all Field Offices. When no page number is indicated the omission is due to the fact that the case was closed before the Field was advised of its existence.

RECOMMENDATION: That RMD utilize the 2 enclosures to instruct the Field concerning what documents must be preserved due to pending litigation and what documents may be destroyed under applicable file destruction rules.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Bassett

DATE: 9-15-78

FROM : J. J. Ross

SUBJECT: PROCEDURES FOR PERFECTING REQUESTS TO CORRECT, AMEND OR DESTROY RECORDS IN THE FBI CENTRAL RECORDS SYSTEM

PURPOSE: The purpose of this memo is to describe the procedures to be followed when handling requests for correction, amendment, or destruction of documents in the central records system pursuant to the Privacy Act of 1974, Title 5, U. S. Code, Section 552a (d)(2).

DETAILS: The Privacy Act provides that individuals may request correction, amendment, or destruction of their records.

Information maintained in the FBI central records system, to the extent it is subject to exemption pursuant to Title 5, U. S. Code, Section 552a (j)(k), is exempt from the correction and amendment provisions of the Privacy Act of 1974; however, it is the policy of this bureau to consider each such request on an individual basis in order to reach an equitable determination consistent with the best interests of both the individual and the Government.

Where we consent to amend a record on request, any one or more of the following actions might be required:

(1) Total destruction - Separate NARS authorization will be sought, since headquarters and field office files may not meet automatic destruction criteria.

(2) Partial expunction (i.e., words, phrases, serials) - authority contained in 66-3286-1285. (No additional authorization is required.)

(3) Corrections - Letters of explanation provided by the requester to correct original records in file. File cover will be stamped to note correction.

1 - Mr. Bassett
1 - Mr. McCreight
1 - Mr. Bresson
1 - Mr. Ross
1 - Mr. [redacted]
1 - Policy folder
1 - Mr. Awe

23 SEP 26 1978

b6
b7C

rjm:nek (8)

REC. MGT.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EAW/SAW

DE-42 REC-114 66-3286-1301

(4) Serial removal - Serial removal for return to submitting agency at their request. Permanent serial change-out will be inserted to insure integrity of files.

Each category will require review of file, index cards, abstracts, excised documents, note on "yellow", and copies directed to other files to insure that both the original and all derivative records have been corrected.

Similar action will be required for Official Personnel Files and each case will be handled separately.

The Field Coordination and Appeals Unit, FOIPA Branch, will advise recipient agencies and field offices of necessary expunctions on limited basis. However, designated employees of the Consolidation sub-Unit and Personnel Records, in compliance with the following procedures, will effect the actual amendment or expunction action.

(a) Procedures for making the requester's letter a matter of record:

(1) Requester's incoming letter and any enclosures, along with our response, are to be individually serialized (red serial) and filed in the requester's 190 file.

(2) Copies of these serialized letters are to be filed in the designated, substantive Bufiles as green serials.

(3) The outside of the jacket is to be stamped "correction serial" _____. This is to insure that future dissemination will include corrected data as well as the original data.

(4) When an individual submits a formal "Statement of Disagreement", thru the Department of Justice, copies will be disseminated to all prior recipients of the records being affected.

(5) Certain corrections may be required on the serials or main files, to which the letters are added. These changes will be minor in nature, such as birth date, birth place, street address, etc.

(b) Procedures for making a correction, amendment, and/or total destruction action.

(1) Requester's incoming letter and enclosures, along with our response are to be individually serialized (red serial) and filed in the requester's 190 file.

(2) The litigation print-out sheet is to be reviewed to insure there is no pending litigation involving the requester.

(3) Amendment or destruction action requested on the worksheet form 4-727 is taken.

(4) Form 4-728 will be sent to inform the appropriate field divisions of what action was taken at FBI Headquarters. The field office must comply with this action if the office still maintains the document(s) or file(s). Insure that the 190 Bureau file number and subject's name are on the form. When this form is returned to FBI Headquarters it must be given a red serial. These 4-728's, as incomings, require a white and blue abstract.

All outside, prior recipients of the records being affected must be apprised of our action, either by OF-10 memorandum if a federal agency, or by letter if outside the federal community. These outgoing memos or letters must be given a red serial, and require a yellow and pink abstract. File the yellow in the 190 when completed.

RECOMMENDATION:

None. For record purposes.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgnt.
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

September 5, 1978

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EZW/JHK

Mr. Steve D. Evans
Federal Bureau of Investigation
Phoenix, Arizona

Dear Mr. Evans:

Destruction of Bureau Records - General

Your suggestion has been received that certain material prepared by an auxiliary office be forwarded to the office of origin at the time the case is placed in Referred-Upon-Completion status and that a duplicate copy be retained in the auxiliary office. After evaluation, I am pleased to advise you that a modified version of your proposal has been approved, and manual changes will be forwarded to the field in the near future which will require the auxiliary office to forward this material to the office of origin at the time the auxiliary office reviews the file for destruction rather than at the time the file is placed in Referred-Upon-Completion status.

The interest you displayed by submitting your idea to us is indeed appreciated.

Sincerely yours,

William H. Webster
Director

MAILED 7
SEP 1 1978
FBI

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dirs.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM

2 - Phoenix
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA Steve D. Evans
GW:njw
(6)

(Suggestion #400-78)

66-3286-

NOT RECORDED
191 SEP 8 1978

62 SEP 22 1978

ORIGINAL FILED IN 203-0-1270

Continued - Over

Mr. Steve D. Evans
Federal Bureau of Investigation
Phoenix, Arizona

NOTE: In relation to Foreign Counterintelligence (FCI) matters, suggests the original surveillance logs prepared by auxiliary offices (AO) be forwarded to the office of origin (OO) when matter placed in RUC status and a xerox copy be retained in the AO file. The Intelligence Division interposes no objection to this suggestion as long as there is a copy maintained by the AO if this suggested procedure is in line with policies and procedures of the Records Management Division. The Records Systems Section (RSS), Records Management Division, concurs with suggestion that AO forward to OO the original surveillance logs. However, RSS is of the opinion the logs should be forwarded to OO at the time the file is reviewed for destruction rather than when RUCd. This procedure will accomplish the objective of preserving original material significantly relevant to the OO case, and at the same time, eliminate the need to duplicate such materi for retention in AO file. The Records Management Division recommends a modified version of suggestion be adopted to require AO to forward to OO original surveillance logs at time AO reviews file for destruction rather than at time file is placed in RUC status and that appropriate manual changes be made as set out in addendum from Records Management Divisior In view of the foregoing, it is recommended that modified version of this suggestion be approved, and based on this suggestion, appropriate manual changes be made. Views attached.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director		Rec. Mgnt.
Assoc. Dir.	Ident.	Tech. Servs.
Dep. AD Adm.	Intell.	Training
Dep. AD Inv.	Laboratory	Public Affs. Off.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#455-78

To:	From: (Suggester's name)	Date
Director, FBI	b6 b7C	9/22/78
		Division of Assignment: Cincinnati

SUGGESTION

In office of origin files where stops were placed, after files closed under the 5 and 10 year rule have satisfied all other requirements, destroy file and at the same time, remove stops. As alternatives:

(1) Rules should be changed to allow retention of files where stops have been placed.

(2) Format of stop cards changed to contain sufficient data to handle hits after files have been destroyed.

Current practice or rule (Include manual citation as well as facts)

Investigative files are destroyed per MAOP: Part II 2-4.5, pages 302-314.

Advantages of suggestion and annual savings (include basis for estimate)

Standardizing of destruction practices throughout field under new destruction rules. Destruction of files as early as possible. It is noted that in some limited cases it may be desirable to maintain stop notices after the five year rule.

Destruction of Bureau Property -

Disadvantages of suggestion

None

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-23-90 BY SP2 [illegible]

Serials

DIVISION SERVICES

(The use by the United States of any suggestion submitted in response to this form does not give rise to any claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for a cash award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

b6 b7C

Signature and Title of Suggester

TO: W. OSM

Recommendations and comments of Division Head

Suggestion has merit. I recommend approval.

RECEIVED

REC-80 66-3286-302

SEP 28 1978

SE-150

William W. Kitchen Jr., SAC

Signature and Title

(Do not write in this space - for Bureau use only)

DIVISION SERVICES ADMINISTRATIVE MAIL ROOM

Ltr. of apprec. GWinje

OCT 30 1978

22 SEP 28 1978

10-19

THRU

3-Bureau 2-Cincinnati DER:blb (5)

SUGGESTION NUMBER 455-78 dated 9/22/78

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:bjr 10/4/78)

It is proposed in attached suggestion from the Cincinnati office that "stops" be removed when office of origin (00) files are destroyed pursuant to the five- and ten-year destruction rule. As alternatives to proposed procedure it is suggested that rules should be changed to allow for retention of files when "stops" have been placed and that the format of the "stop card" be changed to permit the recording of sufficient data to handle "hits" after files have been destroyed.

OBSERVATIONS: Existing instructions contained in the Manual of Investigative Operations and Guidelines, Part II, 10-7.4, (1) page 1050, stipulates that "It is the direct responsibility of the 00 to remove all stops on individuals or property when a determination has been made that they are no longer needed." It therefore follows that if the determination has been made to destroy a file because it lacks enduring investigative value beyond five or ten years, any related "stop" should be removed because it too lacks enduring value. Bulet to SAC, Albany and all offices 5/8/78 captioned "Destruction of Field Files and Records" established policy and procedures to permit the retention of files beyond the five- and ten-year destruction period in those instances where the field considered it essential to retain a file because of its enduring investigative value. Therefore, if the determination was made to retain a file beyond the prescribed destruction period, logically, related "stop cards" would be retained if in the opinion of the 00 they are still needed. Suggested alternative to change the format of the "stop card" is not relevant since stop cards should not be retained after the related file has been destroyed.

RECOMMENDATIONS:

Recommend suggestion not be adopted since existing policy adequately covers the points raised therein.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgnt. HNB
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

October 18, 1978

PERSONAL

Destruction of Bureau Property

Miss [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

b6
b7C

Dear Miss [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gHK

Your suggestion has been received that "stops" be removed when office of origin files are destroyed pursuant to the five- and ten-year destruction rule. After evaluation, your proposal is not being approved since it is believed that existing policy adequately covers the points raised therein. Your attention is directed to the Manual of Investigative Operations and Guidelines, Part II, 10-7.4, (1) and a Bureau letter to the SAC, Albany and all offices dated May 8, 1978, captioned "Destruction of Field Files and Records."

Although favorable action was not taken in this instance, I appreciate the interest you expressed by submitting your idea to me.

MAILED 6
OCT 18 1978
FBI

Sincerely yours,

William H. Webster

William H. Webster
Director

b6
b7C

2 - Cincinnati
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Miss [redacted]
GW:njw
(6)

FBI
READING ROOM
DECEIVED
OCT 13 11 22 AM '78

REC-80 66-3286-1303

OCT 19 1978

(Suggestion #455-78)

OCT 30 1978
MAIL ROOM

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

Continued - Over

FBI/DOJ

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b7C

Miss [redacted]
Federal Bureau of Investigation
Cincinnati, Ohio

NOTE: Suggests "stops" be removed when office of origin (OO) files are destroyed pursuant to the five- and ten-year rule. As alternatives to proposed procedure, it is suggested that rules be changed to allow for retention of files when stops have been placed and that the format of the stop card be changed to permit the recording of sufficient data to handle "hits" after files have been destroyed. The Records Management Division states existing instructions contained in the Manual of Investigative Operations and Guidelines (MIOG), Part II, 10-7.4, (1) page 1050, stipulates that "It is the direct responsibility of the OO to remove all stops on individuals or property when a determination has been made that they are no longer needed." It therefore follows that if the determination has been made to destroy a file because it lacks enduring investigative value beyond five or ten years, any related stop should be removed because it too lacks enduring value. Bulet to SAC, Albany and all offices 5-8-78 captioned "Destruction of Field Files and Records" established policy and procedures to permit the retention of files beyond the five- and ten-year destruction period in those instances where the field considered it essential to retain a file because of its enduring investigative value. The Records Management Division recommends this suggestion not be adopted since existing policy adequately covers the points raised therein. Views attached.

APPROVED:	Adm. Serv. KEJ/gw	Legal Coun.
Director	Crim. Inv.	Plan. & Insp.
Assoc. Dir.	Ident.	Rec. Mgmt. HHP
Dep. AD Adm.	Intell.	Tech. Servs.
Dep. AD Inv.	Laboratory	Training
		Public Affs. Off.

11

1 - Mr. Herndon
1 - Mr. Silas

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
1 - Mr. [redacted]
(Room 1B239) b6 b7C
1 - Mr. [redacted]

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Herndon

DATE: 10/3/78

FROM : F. D. Silas, Jr.

SUBJECT: REMINGTON 1100 12 GA. SHOTGUN
SERIAL L891569V

PURPOSE: To advise that the captioned firearm is going to be cannibalized and destroyed.

DETAILS:

The captioned firearm was received from the Bureau of Alcohol, Tobacco and Firearms (BATF) on 9/20/78 as excess property of that agency. Furthermore, the firearm falls under the guidelines set forth in the Manual of Administrative Operations and Procedures, Part II, Section 2-4.4.4, and is subject to destruction. The captioned firearm is also in poor and unserviceable condition and is only suitable for parts.

Attached are copies of form FD-519 for cannibalization and destruction of equipment.

RECOMMENDATION:

None. For information only.

REC-110 66-3286-1384

1 ENCLOSURE

5 OCT 17 1978

1cc det. PAS/lv 10/6/78

1 - Mr. Cochran
Attention: Mr. Keehan, Room 6823
1 - 80-743
1 - 66-3209
RDG/jza* (8)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4EXW/MK

NOV 13 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

FD-519 (11-15-77)

4388

REQUIREMENTS AND CERTIFICATION FOR CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

Cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted after Bureau authority is granted and when all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.

2. Required parts are not available from other units previously cannibalized.

3. Required parts are not available from Government excess. (Government excess means any personal property under the control of any Federal Agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.)

4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.

5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

CERTIFICATION

The conditions, as set forth above, have been met to the best of my knowledge with regard to the equipment listed on the attached memorandum and/or FD-500, dated 9-28-78. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name [redacted]

Remington 1100 12 GA. Shotgun
Serial L891569V

Position Title Special Agent

Office SAS Firearms-Toolmarks

Date 9-28-78

Reviewed By [redacted]

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/03 BY BVC 60290 BCE/DCG/lgm

66-3286-1304

DISCLOSURE

FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
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Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett HNM81

DATE: 9/19/78

FROM : J. W. Awe

SUBJECT: DISPOSITION OF RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EZW/BAK HEAFORD

PURPOSE:

The purpose of this memorandum is to provide a response to the recommendations made to the Records Management Division (RMD) by the Office of Planning and Evaluation (OPE) in their report on "Disposition of Records" dated 7/31/78.

DETAILS: Destruction of Bureau Property - General

OPE conducted an evaluation of the status of file destruction procedures for both field and Headquarters to determine if destruction is being handled effectively and in compliance with current Government regulations. In connection with this evaluation, OPE set forth six recommendations which are listed below, each followed by comments by RMD.

Recommendation (1): As soon as the current records retention plan as submitted to NARS (National Archives and Records Service) is approved the RMD should prepare a written detailed action plan for implementation. This would update the limited action plan that was prepared in December, 1977. This plan should be submitted to the Deputy Associate Director - Administrative and list alternative procedures to bring disposition activities to a current status at the earliest possible date.

Comments by RMD: The RMD will prepare a detailed action plan to implement records disposition as soon as the current Records Retention Plan submitted to NARS is approved. It is possible that the criteria that were listed in the Plan as submitted could be changed, which precludes preparation of a detailed plan at this time.

EX-106

DE-37 66-3286-1305

REC-51

OCT 6 1978

Recommendation (2): That the RMD continue to reassess their current disposition procedures and prepare a written updated working guide of these procedures for the benefit of employees to be assigned to this activity. These procedures should be streamlined and tie into the overall action plan of the RMD for disposition matters.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6389 UNIT/CAM

JWA:evp
(4)

CONTINUED OVER

5 JAN 10 1979

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RECORDS SYSTEMS

FBI/DOJ

Comments by RMD: RMD agrees that our current procedure should be changed since it is not efficient for a high volume operation. File destruction authority at FBIHQ has previously been limited to unknown subject cases, cases of unfounded allegations, etc, and, therefore, was conducted on a limited basis. Since a new schedule has been submitted to NARS for authority to destroy a considerable amount of obsolete material on a broader basis, it was determined it would not be productive to continue the file destruction program on the limited authority we now have. Although file destruction is considered a high priority program, it was determined that employees should be used on other priority work until authority is received from NARS to proceed with file destruction in a fashion that will be more meaningful.

RMD agrees the procedures previously used would not be applicable once authority is received from NARS to proceed on a much broader basis. Action is being taken to improve procedures that were previously used in an effort to streamline the whole process which will eliminate many redundant functions. An updated working guide will be prepared that will tie into the overall action plan for disposition matters. Alternate procedures will be considered and the most viable option will be selected to insure this program, when approval is granted from NARS, will proceed in the most effective manner consistent with the guidelines that will ultimately be approved.

Recommendation (3): That the Disposition Unit, RMD, set up appropriate work level statistics or other management aids that will enable the supervisor to continually assess employee efforts and also show the current status of disposition matters.

Comments by RMD: RMD will establish appropriate work level statistics that will allow us to effectively assess employee efforts and current status for disposition matters. In this regard, RMD has made an estimated projection of work level statistics and how the program should progress. This estimate is included as Appendix A in the OPE report. The chart shows projected milestones, cumulative progress and estimated costs. Once actual experience is gained, a more detailed analysis will be possible, which will allow for a more realistic projection for the entire program.

Recommendation (4): That the RMD consider placing the appropriate FOIPA, Name Check, or Litigation stamp on the front of each file that has been affected by this type of activity. It is noted that FOIPA has implemented this procedure and RMD should coordinate for uniformity the placing of these stamps on the file fronts.

Comments by RMD: RMD has considered the placing of stamps on file covers to indicate certain instructions pertaining to the file similar to the FOIPA stamp now being placed on file covers. The FOIPA stamp indicates that material in the file is being processed and the date the material was copied from the file is placed with the stamp. Although the 190 classification is the audit trail for FOIPA matters, the original material must also be maintained in the event of subsequent appeal. Accordingly, the FOIPA stamp indicates the file must be maintained beyond the date indicated on the cover of the file.

The use of an appropriate stamp to indicate the dissemination of record material has been considered; however, there are many complex facets involved. In order to determine the most effective procedures, RMD will give this matter proper attention to insure that an adquate procedure is developed and will so advise OPE by memorandum.

A similar procedure has been considered for all matters in litigation but it was determined that because of the complexities with litigation matters it would not be practical to utilize the stamp procedure. As an alternate method, an automated procedure has been developed that will more effectively serve the same purpose to insure no files are destroyed that are involved in litigation matters. Experience has indicated there are many additions and deletions to the ever-expanding litigation list and, therefore, we find it would be too cumbersome to keep track of litigation matters by stamping file covers. If and when we receive authority to destroy Headquarters files, we will have an updated list as a reference point for litigation matters.

Recommendation (5): That the RMD consider automating the necessary information (file numbers, next eligible date file could be destroyed, etc.) on those files that are presently reviewed but must be retained, so that in the future a computer printout will be able to tell us what files are to be reevaluated to see if they meet the current disposition criteria. This would apply to all files retained for whatever reason.

Comments by RMD: The RMD has reviewed a number of files in the 26 classification applying the proposed destruction criteria to determine what problems would be encountered. At the time this was started it was anticipated that early approval for file destruction would be received from NARS. During this process a list was made of those files that meet the criteria for destruction, together with those files that must be retained. After this process was completed for the 26 classification it was determined that the employees working in the Disposition Unit should be engaged in other priority work until the disposition schedule is approved by NARS. It is conceivable the criteria could be changed and to continue this process with another classification might not be meaningful. It has since been determined that it appears rather unlikely that we will receive authority for file destruction in the near future. Therefore, it would not be practical to automate the limited list we now have.

However, the RMD agrees with OPE's recommendations on developing an automated system that would indicate those files that must be retained, together with other data that would allow us to more effectively track file disposition matters. If and when we receive authority to destroy Headquarters files, the RMD will request the Technical Services Division, by memorandum, to determine the feasibility of establishing such a program consistent with the availability of their resources and the priority with which they must dedicate their resources. Perhaps this can be done with a minor modification to the existing File Automated Control System (FACS) program. This program now contains microfilmed files, bulky enclosures, etc. The additional data regarding file destruction could possibly be added to this program.

Recommendation (6): Inasmuch as NARS has indicated that the FBI is not to destroy any file in the fugitive deserter 42 classification due to the extensive fire at the Federal Records Center in St. Louis, Missouri, the RMD should consider determining from NARS and the Federal Records Center the feasibility of transferring pertinent materials from our 42 classification files to the Federal Records Center in St. Louis. It is noted that there are presently 287 cabinets in the 42 classification, 76 of which are presently eligible for destruction.

Comments of RMD: The 42 classification is part of our disposition schedule pending with NARS. If and when this is approved, we will be able to proceed as indicated in the recommendation. We have over 400 cabinets that would be eligible for destruction in the Selective Service (25), Interstate Transportation of Stolen Motor Vehicles (26), and Interstate Trasnportation of Stolen Property (87) classifications. We have submitted an interim request to NARS for the destruction of this material thinking that these matters are not controversial and NARS would grant approval. However, this schedule has also been forwarded to Congress for consideration. My memorandum of 8/31/78 set forth the problems that are being encontered in an attempt to gain approval for the destruction of these matters. Possibly the same will be ture for the 42 classification. However, we will submit separately to NARS a request for disposition authority for the 42 classification consistent with what was submitted for all Headquarters files in May of 1977. If approved, we will then proceed with the destruction of obsolete material in this classification and forward to NARS the pertinent material that would help them reconstruct certain military records that were destroyed in the extensive fire at the St. Louis Federal Records Center.

RECOMMENDATION:

That this memorandum be forwarded to the Planning and Inspection Division, attention OPE. The RMD will proceed as indicated above.

APPROVED:	Adm. Serv. ____	Legal Coun. ____
	Crim. Inv. ____	Plan. & Insp. ____
Director ____		Rec. Mgnt. ____
Assoc. Dir. ____	Ident. ____	Tech. Servs. ____
Dep. AD Adm ____	Intell. ____	Training ____
Dep. AD Inv. ____	Laboratory ____	Public Affs. Off. ____

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

TO : Mr. Bassett

DATE: 12/18/78

FROM : J. W. Ar

SUBJECT: Destruction of Bureau Property - General
DISPOSITION OF FBI FIELD OFFICE INVESTIGATIVE FILES

PURPOSE:

The purpose of this memorandum is to provide for record purposes the draft of the report on the disposition of FBI field office investigative files which was prepared by the National Archives and Records Service (NARS).

DETAILS:

By memorandum dated 6/14/78, I provided the tentative schedule which NARS planned to use for their review of records procedures relative to the field office file destruction program. The review consisted of visits to the Chicago, New York, and Washington Field Offices; comparison of field office and Headquarters files for content; examination of pertinent FBI manuals and inspection reports; and interviews with appropriate personnel. NARS completed the draft of their report and furnished it to me on 12/5/78 for review. While some minor notations were made, the report confirms the fact that our destruction procedures are adequate. Through this review, NARS concluded that field office investigative files do not appear to have sufficient historical or other research value to warrant permanent retention by the Federal Government.

RECOMMENDATION:

None. For record purposes.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-19-81 BY 6383 VCT/ad

APPROVED:
Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
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Enclosure

66-3286-1306

REC-109

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CMG:bjr
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ENCLOSURE

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RECORDS SYSTEMS

JAN 24 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : Mr. Bassett

DATE: 10/23/78

FROM : J. W. Awe

SUBJECT: FILE DESTRUCTION
CIVIL ACTION CASES

Destruction of Bureau Property - General

PURPOSE:

The purpose of this memorandum is to provide data regarding pending litigation cases for recording purposes.

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77 that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil litigation and Information and Privacy Acts litigation cases. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at FBIHQ.

To insure that all pertinent subjects related to the cases are duly recorded, 12 individual attachments which have previously been forwarded for searching and retention purposes, are attached for record processing.

RECOMMENDATION:

None. For record purposes.

ORIGINAL FILED

197-122

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EIW/MM

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
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Ident.
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Enclosures
197-122
CMG:ssj
(4)

12 - ENCLOSURE

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167 OCT 26 1978

62 NOV 22 1978

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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#107-79

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To:	From: (Suggester's name)	Date
Director, FBI	[redacted]	12/27/78
		Division of Assignment: San Antonio

SUGGESTION That field offices be given the option of maintaining their list of destroyed files (FD-478) either in front of each respective classification in the closed file section or in an administrative file created specifically for this purpose, or both. The administrative file, if used, would be centrally located in or near the closed files.

*RM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/glk

Destruction of Bureau Records

Current practice or rule (Include manual citation as well as facts) Current rules require the list of destroyed files (FD-478) be maintained in front of each respective classification in the closed file section. Another (Con't. on Page 2.)

Advantages of suggestion and annual savings (include basis for estimate) (1) Per current rules, numerous files from varying classifications are destroyed each month under a tickler system using the original assignment card. San Antonio is averaging over 125 files per month destroyed per this system. Pulling the destroyed file list for each classification affected from the closed files, recording the file number of the destroyed file, and refiling the lists at various locations is extremely time consuming. It would be a relatively easy task if all the lists for each classification were maintained at one central location in an administrative file.
(2) Several lists of files to be located for mail or special projects
(Con't. on Page 2.)

Disadvantages of suggestion

EX-114 N-27
DE-48 REC-60 66-3286-1307

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] clerk
Signature and Title of Suggester

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b7C

Recommendations and comments of Division Head

This suggestion has merit and I strongly recommend its serious consideration and adoption.

Michael A. Morrow
Michael A. Morrow, Special Agent in Charge
San Antonio

(Do not write in this space - for Bureau use only)

Ltr. of appr.,
GW:mjw
61 FEB 22 1979 7123

16 JAN 1979

THREE

FBI/DOJ

Current practice (Continued):

list may be maintained in an administrative file at each offices' option. (MAOP, Sect. 2-4.5.1)

Advantages of Suggestion (Continued):

are handled each week in the RASU. Having one central list of destroyed files provides a faster and easier check to determine if any of the files on the search list are destroyed.

(3) The maintaining of two separate lists, as authorized by the current rule, is very time consuming and could possibly lead to confusing errors. Maintaining one list is quicker, easier, and less prone to error. Further, if the list is centrally located instead of scattered throughout the closed file section, it can be more efficiently used. In most offices, especially the smaller ones, there should be little or no loss of time or efficiency in having to move from the classification involved to the central list to determine if a particular file is destroyed.

RE: Suggestion #107-79

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:ssj 1/17/79)

It is proposed in attached suggestion from the San Antonio Office that field offices be given the option of maintaining their "list of files destroyed" (FD-478) either in front of each respective classification in the closed file section or in an administrative file created specifically for this purpose, or both. The administrative file, if used, would be centrally located in or near the closed files.

OBSERVATIONS:

Current rules require that the "list of files destroyed" (FD-478) be maintained in front of each respective classification in the closed file section. At the option of each office another list (copy) may be maintained in an administrative file created specifically for this purpose. The Records Management Division is of the opinion that existing policy for maintaining a record of files destroyed is superior to suggested procedure. Maintaining all lists in one file as suggested could result in the entire record of files destroyed being inadvertently misplaced or destroyed. Distribution of the destruction lists to the respective classifications pursuant to existing policy substantially reduces the risk of all records identifying files destroyed becoming lost or misplaced.

RECOMMENDATION:

Recommend suggestion not be adopted.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt. 1/17/79
Tech. Servs.
Training
Public Affs. Off.

January 24, 1979

PERSONAL

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HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/ak

Obstruction of Bureau Records

Mr. [redacted]
Federal Bureau of Investigation
San Antonio, Texas

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b7C

Dear Mr. [redacted]

Thank you for your suggestion that field offices be given the option of maintaining Forms FD-478 in front of each respective classification in the closed file section or in an administrative file created specifically for this purpose, or both. After evaluation, it is believed our current policy regarding the filing of Forms FD-478 should be continued since it substantially reduces the risk of all records identifying files destroyed becoming lost or misplaced.

I appreciate the interest which prompted you to submit your idea to me although favorable action was not taken in this instance.

Sincerely yours,

EX-114 DE-48
N-27
William H. Webster REC-60
66-3286-1308

William H. Webster
Director

MAILED 6
JAN 24 1979
FBI

2 - San Antonio
1 - Field personnel file
1 - Suggestion file

2 JAN 26 1979

1 - Personnel file of Mr. [redacted]

GW:njw
(6)

(Suggestion #107-79)

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Assoc. Dir.
Dep. AD Adm.
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Director's Sec'y

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MAIL ROOM

Continued - Over

FBI/DOJ

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Mr. [redacted]
Federal Bureau of Investigation
San Antonio, Texas

NOTE: Suggests field offices be given the option of maintaining their list of destroyed files (FD-478) either in front of each respective classification in the closed file section or in an administrative file created specifically for this purpose, or both. The Records Management Division notes current rules require that the list of files destroyed be maintained in front of each respective classification in the closed file section. At the option of each office another list (copy) may be maintained in an administrative file created specifically for this purpose. The Records Management Division is of the opinion that existing policy for maintaining a record of files destroyed is superior to suggested procedure. Maintaining all lists in one file as suggested could result in the entire record of files destroyed being inadvertently misplaced or destroyed. The Records Management Division recommends that this suggestion not be approved. Views attached.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv. RELow
Crim. Inv.
Ident.
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Legal Coun.
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UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ___
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Dep. AD Inv. ___
Asst. Dir.: ___
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Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Bassett

DATE: 1/12/79

FROM : J. W. Awe

SUBJECT: FILE DESTRUCTION
CIVIL ACTION CASES
Destruction of Bureau Records - General

PURPOSE:

The purpose of this memorandum is to provide information concerning pending litigation cases for record purposes.

DETAILS:

In accordance with the Attorney General's instructions of 6/6/77 that files related to litigation matters be preserved, Legal Counsel Division provides pertinent information regarding pending civil litgation and Freedom of Information and Privacy Acts litigation cases. The Records Management Division subsequently provides this information to field offices and Legal Attaches for appropriate searching and preservation. A similar process is conducted at FBIHQ.

To insure that pertinent subjects are recorded, four attachments, which have been forwarded for searching and retention purposes, are enclosed herewith for record processing.

RECOMMENDATION:

None. For record purposes

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/HK

4 ENCLOSURES

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
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17 JAN 22 1979

Enclosures (4)
~~197-122~~
CMG:evp
(4)

FEB 5 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

197-122-20

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv. ___
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Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Bassett

DATE: 1/10/79

FROM : J. W. Awe

SUBJECT: DESTRUCTION OF BUREAU RECORDS

PURPOSE: The purpose of this memorandum is to record procedure of filing abstracts containing authority for files destroyed to insure the integrity of our abstract system.

DETAILS: It has been an established policy in our file destruction program to insert in our filing scheme, an identifier containing file number or scope, date, and authorization for destroyed files. While this procedure appears to be adequate, an additional practice is being instituted to further insure accountability and integrity in the file and abstract systems due to civil litigation matters.

Effective immediately, an abstract containing file number or scope, date, and authorization will be placed in the drawer at the time abstracts to destroyed files are removed.

Field office procedure requires that a listing of destroyed cases be filed at the beginning of each classification. This practice has been considered for use at Headquarters but was determined to be impractical due to the volume of records maintained.

RECOMMENDATION:

None. For information.

66-3286
AMH:bjr
(5)

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
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Plan. & Insp.
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Public Affs. Off.

66-3286-1309

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EZW/GHH

JAN 31 1979

14 JAN 15 1979

RECORDS SYSTEMS

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : MR. BASSETT

DATE: 12/27/78

FROM : L. COLWELL

SUBJECT: ~~DESTRUCTION OF DOUBLE ZERO FILES SUGGESTION~~
Destruction of Bureau Property - Policy - General

PURPOSE:

To suggest instructions regarding destruction of double zero files be formulated.

DETAILS:

Attached are memorandum of Inspector's Aide Gerald T. Grimaldi and memorandum of Inspector John D. Glover suggesting double zero files be considered for destruction.

RECOMMENDATION:

For whatever action deemed appropriate.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

REC-51 EX-125
DE-8

66-3286-1310

Enclosures

1 - Mr. Price
GDR:jmh
(2)

2 - ENCLOSURE
ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 Ext/gHK

66-3286

22 JAN 17 1979

RECORDS SYSTEM

UNRECORDED COPY FILED IN 66-3286-B

ADDENDUM OF RECORDS MANAGEMENT DIVISION PAGE 4

61 FEB 13 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

RE: Memorandum Colwell to Bassett, 12/27/78
DESTRUCTION OF DOUBLE
ZERO FILES SUGGESTION

ADDENDUM OF RECORDS MANAGEMENT DIVISION (TBD:evp 1/12/78)

By memorandum from L. Colwell to Mr. Bassett 12/27/78 captioned "Destruction of Double Zero Files Suggestion" it was proposed that instructions regarding destruction of double zero (OO) files be formulated.

OBSERVATIONS: Inasmuch as legal and archival requirements to permanently retain this type of information is satisfied by permanent retention at FBIHQ, there is no requirement to maintain it in the field; however, it would be virtually impossible to determine by age critera which information should be retained or destroyed. Additionally, it should be pointed out that the volume of material in OO files in the field is so small that any space that might be recouped by destruction would be insignificant when weighed against the documentation of the historical evolution of respective violation categories it provides. Although, as mentioned above, corresponding information is maintained at FBIHQ, the convenience of maintaining material in the field could be of immeasurable value to the field for reference and research purposes. This is one convenience which costs the Bureau almost nothing.

RECOMMENDATION: That no action be taken to change the present policy requiring the permanent retention of material in OO files.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Inspector JOHN D. GLOVER DATE: 12/8/78

FROM : Inspector's Aide GERALD T. GRIMALDI

SUBJECT: DESTRUCTION OF OO FILES

During the review of the OO files of Squad I, I noticed there were some serials that dated as far back as 1937 (See 94-00).

The Manual of Administrative Operations and Procedures does not specifically deal with the destruction of OO files.

I seriously doubt the value of preserving most OO serials not specifically prohibited from being destroyed for one reason or another, and I feel perhaps valuable space could be recovered if a destruction policy relative to OO files could be established.

I recommend that this matter be referred to records management for adjudication.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gmk

GTG:dkh
(1)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. COLWELL DATE: 12/19/78

FROM : J. D. GLOVER

SUBJECT: DESTRUCTION OF OO FILES

Enclosed self-explanatory memo from Inspector's Aide, GERALD T. GRIMALDI, appears to have merit. A random review of OO files in the Miami Division and other offices during inspection of those offices disclosed obsolete material with no apparent continuing value.

RECOMMENDATION:

That enclosed memo be referred to Records Management Division for appropriate action.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gHK

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
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Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Bassett

DATE: 1/24/79

FROM : J. W. Awe

SUBJECT: DISPOSITION OF FBI FIELD OFFICE INVESTIGATIVE FILES
Destruction of Bureau Records-General

Reference is made to J. W. Awe to Mr. Bassett, memorandum 12/12/78, above captioned, which provided for record purposes, a draft of the report on the disposition of FBI Field Office investigative files prepared by the National Archives and Records Services (NARS).

Purpose:

The purpose of this memorandum is to place on record a copy of NARS' final report recently furnished to FBIHQ.

Details:

In mid 1978, NARS conducted a study of the current Records Schedule for FBI Field Office investigative files and the procedures for its application to the records to determine whether any revisions to the schedule and the procedures were necessary. The study was conducted because of NARS' responsibility for oversight of records management practices in Federal agencies and its concern over the appearance of a number of newspaper and magazine articles critical of the current Records Control Schedule for FBI Field Office investigative files.

Enclosed is a copy of the final report which concludes that the procedures established by the FBI for implementing aforementioned schedules do not deviate from the retention standards approved by NARS for these records.

Enclosure
66-3286
TBD:lrm
(4)

31-121 REC-55 66-3286-1314 DE-79
2 FEB 14 1979
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/JMK
RECORDS SYSTEMS TO BE BROKE-9
F51
MAR 7 1979

Memorandum to Mr. Bassett
DISPOSITION OF FBI FIELD
OFFICE INVESTIGATIVE FILES

The report also concludes that no change need be made in the current standard for retention of Field Office investigative files. However, it does recommend that the FBI revise the wording of the retention standards in its current schedules for such files in order to more clearly define the retention periods and document more fully that disposal is governed by the expiration of fixed retention periods. The Records Management Division concurred with this recommendation and has submitted to NARS for approval, a revised schedule.

Recommendations:

None. For record purposes.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

1 - Mr. Herndon
1 - Mr. Silas

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
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Legal Coun. ____
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Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Herndon BPH/wsk

DATE: 1/29/79

1 - Mr. [redacted]
(Room 1B239)

FROM : F. D. Silas, Jr. FDS/wsk

1 - Mr. [redacted]

SUBJECT: .22 LONG RIFLE CALIBER CDM PRODUCTS REVOLVER
SERIAL # 0055030

b6
b7C

C) Destruction of Bureau Property Rev.

80-743-

66-3209 — UNRECORDED COPY FILED IN

PURPOSE:

To advise that the captioned firearm is going to be cannibalized and destroyed.

DETAILS:

The captioned firearm was received from the Bureau of Alcohol, Tobacco and Firearms (BATF) on 1-12-79 as excess property of that agency. Furthermore, the firearm falls under the guidelines set forth in the Manual of Administrative Operations and Procedures, Part II, Section 2-4.4.4, and is subject to destruction. The captioned firearm is also in poor and unserviceable condition and is only suitable for parts.

Attached are copies of form FD-519 for cannibalization and destruction of equipment.

DE-31 66-3286-1315
FEB 14 1979

RECOMMENDATION: REC-123 V-13

None. for information only.

1 - Mr. Cochran
Attention: Mr. Shanley, Room 6823
1 - 80-743
1 - 66-3209

APPROVED:
Director ____
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Adm. Serv. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory BPH/wsk
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. 4/1/80
Training ____
Public Affs. Off. ____

Prop Proc & Mgmt Sec'n

8/wsk

E[illegible]:cr* (8)

1 — ENCLOSURE

62APR 5 1979

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EXW/gNK

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

FD-519 (11-15-77)

REQUIREMENTS AND CERTIFICATION FOR CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

Cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted after Bureau authority is granted and when all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.

2. Required parts are not available from other units previously cannibalized.

3. Required parts are not available from Government excess. (Government excess means any personal property under the control of any Federal Agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.)

4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.

5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 cgw/9 mr

CERTIFICATION

The conditions, as set forth above, have been met to the best of my knowledge with regard to the equipment listed on the attached memorandum and/or FD-500, dated 1-12-79. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name [redacted]

Position Title S.A.

Office Fire Arms Unit Laboratory

Date 1-16-79

Reviewed By [redacted]

.22 LR cal CDM Product Revolver serial # 0055030

66-3286-1315

ENCLOSURE

b6
b7C

FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett

DATE: 3/22/79

FROM : J. W. Awe

SUBJECT: MANDATORY APPLICATION OF GENERAL RECORDS SCHEDULES-DESTRUCTION OF BUREAU RECORDS - Genera

C

PURPOSE:

The purpose of this memorandum is to advise all Headquarters Divisions that mandatory application of the General Records Schedules has been approved by the President and that each Division will be canvassed to insure that we are in compliance with the new regulation.

DETAILS:

DECLASSIFIED BY AUC 60290 BCE/DCG/ymw
ON 9/10/03

On 10/10/78, the President approved Public Law 95-440 which amended Section 3303a (d) of Title 44, United States Code, to make application of the General Records Schedules, as approved by the Archivist of the United States, mandatory in all Federal agencies. Agencies have previously been permitted to use the Schedules at their discretion. Copies of Federal Property Management Regulations, Temporary Regulation B-2, dated 1/11/79, and Public Law 95-440, effecting this policy change, are attached.

The General Records Schedules (copy attached) consist of 22 separate schedules for records which are common to several or all agencies and are divided by administrative function, all with specific retention periods. The Schedules have been successfully applied to the destruction of applications for Bureau employment which did not result in appointment and to requests for informational literature, and copies of replies thereto, which are not processed or filed in the Central Records System.

Enclosures
66-3286
CMG:ssj

Copies sent 3/23/79 MS

REC-120 66-3286-1316

15 MAR 28 1979

1 - Mr. Adams, Room 7142
1 - Mr. McDermott, Room 7110
1 - Each Assistant Director
1 - Mr. [redacted] Room 6212

ST-131

Classified by sp-4 [illegible]
Declassify on: OADR

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b7C

ENC BEHIND FILE

RECORDS SYSTEMS

ENCLOSURE
APR 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memo Awe to Bassett 3/15/79
MANDATORY APPLICATION OF
GENERAL RECORDS SCHEDULES-
DESTRUCTION OF BUREAU RECORDS

It is conceivable that our needs would require retention periods that will exceed the period authorized in the Schedules. In that event, Standard Form 115, "Request for Records Disposition Authority", will be prepared for submission to the National Archives and Records Service (NARS) to request retention periods more responsive to our needs. The Schedules also require submission of disposal schedules to identify records having permanent archival value. Generally, records created prior to the establishment of recordkeeping standards are considered to have historical value and disposal is prohibited.

Each Headquarters division is requested to provide the name(s) of knowledgeable personnel, by routing slip, to the Records Systems Section, Records Management Division (RMD), for the purpose of assisting RMD in determining satisfactory retention periods for records currently maintained. Each Division is being furnished separately, for review, the Schedule(s) applicable to its specific functions.

Field office records will also be reviewed to determine whether the mandatory retention periods are adequate for field office operations or if additional retention is necessary. This matter will be handled separately.

Upon completion of this review, appropriate disposal schedules for Headquarters and field offices will be forwarded to NARS for action.

RECOMMENDATION:

That Headquarters Divisions provide the name(s) of knowledgeable personnel by routing slip to the Records Systems Section, RMD, in order to implement the mandatory application of the General Records Schedules as outlined above.

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

March 21, 1979

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b7C

PERSONAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 CSW/ dmk

Destruction of Bureau Records - General

Mrs. [redacted]
Federal Bureau of Investigation
Indianapolis, Indiana

Dear Mrs. [redacted]

I have received your suggestion that the practice of stripping investigative files at the time a case is completed and referred to the office of origin be eliminated. After evaluation, it is believed that instructions contained in the Manual of Administrative Operations and Procedures, Part II, 2-4.5.7(4) are sufficiently clear to govern the stripping of closed files. The manual states: "Copies of serials in all office of origin cases must be destroyed within six months after files have been closed." There is no inference in this citation that auxiliary office files must be stripped.

The interest which you displayed by submitting your idea to me is appreciated although favorable action was not taken in this instance.

MAILED 5
MAR 21 1979
FBI

Sincerely yours,

William H. Webster

William H. Webster
Director

1 MAR 22 1979

b6
b7C

2 - Indianapolis
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of Mrs. [redacted]
GW
(6) (Suggestion #210-79)

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
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Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.

Continued - Over

66-3286
NOT RECORDED
191 MAR 27 1979

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
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Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM
66 APR 2 1979
38

FBI/DOJ

ORIGINAL FILED IN 66-16263-2543 X1 (dmd 2546)

b6
b7C

Mrs. [redacted]
Federal Bureau of Investigation
Indianapolis, Indiana

NOTE: Suggests practice of stripping investigative files at the time a case is completed and referred to the office of origin (RUC'd) in those classifications wherein the files are mandatorily destroyed six months after being placed in RUC status. The SAC, Indianapolis, states instructions in the Manual of Administrative Operations and Procedures (MAOP), Part II, 2-4.5.7(4) should be sufficient guidance for operation of the field offices. The Records Management Division concurs with the comments and recommendations of the SAC. The manual citation states: "Copies of serials in all office of origin cases must be destroyed within six months after files have been closed." There is no inference in this citation that auxiliary office files must be stripped. Views attached.

66-3286-NR 2/28/79
CHANGED TO
66-27-NR 2/28/79

JUN 12 1979
NBH / NBH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY AUC W29O BCR/DCG/gmm

C

Employee Suggestion
FD-252 (Rev. 9-11-58)

21-79

b6
b7C

Date
2/15/79

To:	From: (Suggester's name)	Division of Assignment
Director, FBI	[redacted]	Indianapolis

SUGGESTION

Eliminate the practice of "stripping" investigative files at the time a case is completed and Referred to the Office of Origin (RUC'd) in those classifications wherein the files are mandatorily destroyed six months after being placed in RUC status.

Destruction of Bureau Records

Current practice or rule (Include manual citation as well as facts) At time employee RUC's file, copies of serials are destroyed; employee then notes on top serial "File Stripped," initials and date; even though file will be destroyed in six months per MAOP, Part II, 2-4.5.3, p. 303.

Advantages of suggestion and annual savings (include basis for estimate) It is anticipated that annual savings by implementation of this suggestion could result in an approximate savings of $37,563.98. This figure was reached by using Indianapolis average of approximately 160 RUC cases per month, times number of field offices, times an average cost of 39 cents per file to be stripped. The 39 cents-per-file cost was arrived at by estimates of time to strip files by Rotor Clerks of the Indianapolis Division, times the salary for a GS-4, Step 1, employee. As many Rotor Clerks obviously occupy positions higher than a Step 1 in the GS-4 pay series, it is likely that the overall annual savings will exceed the estimate set forth above.

Disadvantages of suggestion None known.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/glw

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] Secretary
Signature and Title of Suggester

Recommendations and comments of Division Head Suggestion would have merit if the procedure for stripping auxiliary office files was a Bureau requirement. Due to space problems some field offices may find it advantageous to continue stripping auxiliary office files. Instructions as stated in MAOP II 2-4.5.7(4) should be sufficient guidance for operation of the field offices. Indianapolis in the past has stripped [illegible]

Signature and Title Special Agent In Charge

(Do not write in this space - for Bureau use only)

3-Bureau
2-Indianapolis (66-2565)
(1cc [redacted] Pers. File)
SWM/swm (5)

66-3286 –

NOT RECORDED
191

b6
b7C

ORIGINAL FILED IN 66-16263-2543X1

b6
b7C

Re: Employee Suggestion
[redacted]
Indianapolis Division

Recommendations and comments of Division Head (continued):

auxiliary files in order to conserve space; however, this practice has now been discontinued.

RE: Suggestion #210-79

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD)(TBD:ssj 3/6/79)

It is proposed in attached suggestion from the Indiannapolis Office that the practice of stripping investigative files at the time a case is completed and referred to the office of origin (RUC'd) be eliminated. The elimination of this practice would affect auxiliary office files only that are subject to the six-month destruction rule.

OBSERVATIONS:

The Records Systems Section (RSS), RMD, concurs with the comments and recommendations of the Special Agent in Charge, Indiannapolis Division, and is in agreement that the instructions set forth in the MAOP part II, 2-4.5.7 (4) are sufficiently clear to govern the stripping of closed files. Aforementioned manual citation states that "Copies of serials in all office of origin cases must be destroyed within six months after files have been closed". There is no inference in this citation that auxiliary office files must be stripped. RMD is therefore of the opinion that no change need be made in existing instructions concerning the stripping of investigative files.

RECOMMENDATION:

Recommend suggestion not be adopted.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.

Assistant Attorney General
for Administration
Office of Management and Finance

Assistant Director
Records Management Division

April 16, 1979

FEDERAL GOVERNMENT
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/MK

RECORDS DISPOSITION PROGRAM

Destruction of Bureau Records - General

Reference is made to Order DOJ-2710, which establishes a program for the disposition of records of the Department of Justice in accordance with existing Federal regulations.

Copies of three separate disposal schedules which are under consideration by the National Archives and Records Service (NARS) are attached herewith for the information of the Administrative Programs Management Staff, Records Management Group. The comprehensive disposal schedule, dated May 4, 1977, encompasses the investigative files of this Bureau and includes the criteria for identifying cases of historical value for permanent retention. This schedule was referred to various Congressional committees by the Archivist in accordance with 44 U.S.C. Section 3303a(c) and is currently in a pending status with the Senate Committee on the Judiciary.

In response to your request, [redacted] b6 b7C
Archives Specialist, telephone 324-4844, has been designated as the records disposition liaison officer.

Enclosures (3)

REC-121 DE-11

66-3286-1317

NOTE: Response is based on Department Order DOJ-2710 (attached) which defines the responsibilities of the Office of Management and Finance (OMF) and the Offices, Boards, Divisions, and Bureaus of the Department in relation to the records disposition program established by the OMF. Three pending disposal schedules are being furnished to the Records Management Group for their information. The Order requested that a records disposition liaison officer be designated to serve as the primary contact point for the component.

MAILED 7
APR 16 1979
FBI

23 APR 19 1979

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

66-3286
CMG:ssj
(6)

APPROVED:
Director ___
Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Adm. Serv. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Tech. Servs. FOIPA
Training ___
Public Affs. Off. ___

57 MAY 22 1979
MAIL ROOM

FBI/DOJ

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
Date — Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT
James W. Awe	4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/29/78	James W. Awe	Section Chief

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Files, index cards, and abstracts maintained at Federal Bureau of Investigation Headquarters relating to violations in the 42 (Deserter: Deserter Fugitive) classification. Records encompass approximately 90 cabinets (800 cubic feet) and disposition would be conducted within the guidelines set by GSA Bulletin FPMR B-40. Records are in hard copy form, are dated from 1936, and contain Defense Department Forms 553 and 616 which note the dates and location of absence and return of subject which could provide data to reconstitute military records. Records no longer contain sufficient investigative or administrative value to warrant further retention. Records previously microfilmed will not be included in this schedule. DISPOSITION OF RECORDS BOUND BY FPMR B-40 OFFER DD Forms 553 and 616 to the National Personnel Records Center. DISPOSITION OF RECORDS NOT BOUND BY FPMR B-40 DESTROY after case closed ten years or when administrative needs have been met, whichever is later.		

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration

CLEARANCE RECORD	TYPE OF DOCUMENT	IDENTIFICATION (If any)
	Order	DOJ 2710

SUBJECT

Records Disposition Program

PREPARED BY

NAME [redacted]

OFFICE and EXTENSION
OMF/APMS/RMG/RMDS
633-2274

EXPLANATION OF ISSUANCE (Continue on reverse)

b6
b7C

This order establishes a program for the disposition of records of the Department of Justice in accordance with U.S.C. 3102 and the General Services Administration Federal Property Management Regulations.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/JNK

PROPOSED DISTRIBUTION (Write out - Do not use code)

BUR/H-2: First and second level, all Bureaus.
OBD/H-2: First and second level, all Offices, Boards and Divisions.

ORIGINATING OFFICE CLEARANCE

TITLE	SIGNATURE	DATE	DEADLINE DATE FOR CLEARANCE
Assistant Attorney General for Administration	[signature]	2/22/79	4/20

CLEARANCE ROUTING

ORGANIZATION	SIGNATURE	DATE	Concur Sub. & Dist. No Comment	Concur Sub. & Dist. Comment Attached	Non-Concur Comments Attached	Comments Accepted Changes Made
CRT						
TAX						
LND						
CRS						
FBI						
DEA	ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 9/12/03 BY AUC 60290 BCE/DCG/lyn					
BOP						
USMS						

FINAL ADMINISTRATIVE CLEARANCE

b6
b7C

ORGANIZATION	SIGNATURE	DATE
DOJ/DMO	[redacted]	3/19/79

AFTER APPROVAL SEND TO:
APMS/RMG, Room 6234, MAIN 66-3286-1317

APPROVAL DATE

United States Department of Justice

...LOSURE

DJ FORM - 178
(Ed. 7-1-71)

DEPARTMENT OF JUSTICE

Order

DOJ 2710

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/BHK

Subject: RECORDS DISPOSITION PROGRAM

1. PURPOSE. This order establishes a program for the disposition of records of the Department of Justice (DOJ) in accordance with 44 U.S.C. 3102 and the General Services Administration Federal Property Management Regulations.

2. SCOPE. This order applies to all components of the DOJ.

3. PROGRAM OBJECTIVES.

The basic objectives of the records disposition program are:

a. The timely and systematic removal of records deemed temporary by the creating component, the Department and the Government for later destruction by the Department or a Federal Archives and Records Center.

b. The designation of permanent records having sufficient historical and archival values to warrant immediate or later transfer to the National Archives for permanent preservation.

4. RESPONSIBILITIES.

a. Office of Management and Finance. The Records Management Group (RMG), Administrative Programs Management Staff, Office of Management and Finance shall:

(1) Establish records disposition policy and standards for the DOJ.

(2) Act as liaison with the National Archives and Records Service (NARS) for Department program direction.

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HEREIN IS UNCLASSIFIED
DATE 9/10/03 BY AUC 60290 BCE/DCG/gms

Distribution: BUR/H-2, OBD/H-2

Initiated By: Office of Management and... Finance, Administrative Programs Management Staff

66-3286-1317
ENCLOSURE

(3) Secure necessary approvals for the destruction of records of the Offices, Boards, Divisions and Bureaus.

(4) Provide assistance and advice on records disposition matters to officials throughout the Department.

(5) Evaluate the Department's program periodically to ensure its operation at peak efficiency.

b. Offices, Boards, Divisions and Bureaus. Each Office, Board, Division and Bureau shall:

(1) Implement policy and standards for records disposition set forth in guidance published by the Department and the General Services Administration (Federal Property Management Regulations).

(2) Submit all requests for records disposition authority (Standard Form 115) to NARS via RMG.

(3) Ensure timely removal from office space and equipment of noncurrent records.

(4) Encourage the use of Federal records centers as storage facilities for records with reduced reference activity.

(5) Ensure that records of archival value are identified properly for eventual transfer to NARS.

(6) Establish a central point for approval or disapproval of all requisitions for filing equipment by evaluating need and by checking compliance with authorized records disposition instructions.

(7) Provide adequate staff to carry out program responsibilities.

(8) Ensure that program staff are adequately trained in coordination with RMG.

5. DESIGNATION OF RECORDS DISPOSITION LIAISON.

Each Office, Board, Division and Bureau shall designate a records disposition liaison officer to serve as the primary contact point for the component, including its field offices, and advise RMG in writing of the name of that individual.

KEVIN D. ROONEY
Assistant Attorney General
for Administration

IBM TYPING

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

9

TO : Mr. Moore

DATE: 4/3/79

FROM : W. D. Gow WDG

1 - Mr. Moore
1 - Mr. Ingram
1 - Mr. Gow
1 - Mr. Shaffer
1 - Mr. Cochran

Rec. Mgnt. ____
Tech Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

SUBJECT: [redacted]

Destruction of Bureau Property

PURPOSE: To advise the Technical Services Division, Computer Applications Unit, of changes in [redacted] b7E

RECOMMENDATION: That the Technical Services Division, Computer Applications Unit destroy all tapes and computer listings for [redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gjk

APPROVED:

Director		Adm. Serv.	Legal Coun.
Assoc. Dir.		Crim. Inv.	Plan. & Insp.
Dep. AD Adm.		Ident.	Rec. Mgnt.
Dep. AD Inv.		Intell.	Tech. Servs.
		Laboratory	Training
			Public Affs. Off.

DETAILS: [redacted]

Due to a recent change in the program [redacted] b7E

Original Filed in 1-1330-

66-3286-

NOT RECORDED
25 APR 24 1979

DES/jap (6)

MAY 3 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

WILLIAM J. HUGHES
2D DISTRICT, NEW JERSEY

COMMITTEES:
COMMITTEE ON THE JUDICIARY
COMMITTEE ON MERCHANT MARINE AND FISHERIES
SELECT COMMITTEE ON AGING

Congress of the United States
House of Representatives
Washington, D.C. 20515

WASHINGTON OFFICE:
436 CANNON HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
(202) 225-6572

DISTRICT OFFICES:
2920 ATLANTIC AVENUE
ATLANTIC CITY, NEW JERSEY 08401
(609) 345-4844

427 LANDIS AVENUE
VINELAND, NEW JERSEY 08360
(609) 696-3269

151 NORTH BROADWAY
P.O. BOX 248
PENNSVILLE, NEW JERSEY 08070
(609) 678-3333

Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
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Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y
FBI/DOJ

FEDERAL GOVERNMENT

May 17, 1979

Hon. William H. Webster
Director
Federal Bureau of Investigation
J. Edgar Hoover Building
Washington, D. C. 20535

Dear Mr. Webster:

I am enclosing herewith a copy of the communication which was directed to my Chairman, Peter Rodino, and other members of the Judiciary Committee.

I would appreciate your sharing with me present FBI policy relative to destruction of files. I would also appreciate hearing from you as to the suggestion that there have been delays in furnishing field offices with policy decisions as well as the implication that files have been intentionally destroyed to deny persons public access to the same.

Thank you, and with kind regards, I remain,

Sincerely,

William J. Hughes
Member of Congress
(New Jersey)

1 - ENCLOSURE

WJH/mm

Bureau Request

UNRECORDED COPY FILED IN

66-3286-138

V-65 DE-65 EX-137 REC-70 66-3286-138

22 JUL 16 1979

MAY 22 1979

66AUG 16 1979

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-21-81 BY 6383 VRT

XEROX JUL 23 1979

9 May 1979

The Honorable Peter Rodino
Chairman
Committee on the Judiciary
U.S. House of Representatives
RHOB 2137
Washington, D.C. 20515

~~BA~~
~~TR~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EZW/gtk

Dear Congressman Rodino:

In April 1976, the FBI implemented a revised files destruction policy and the Bureau told its field offices to eliminate records of criminal cases that had been closed more than ten years. On August 31, 1977, the period was reduced to five years. In a recent agreement between the Department of Justice and the National Archives and Records Service (NARS), "official" sanction has now been given to the destruction of auxillary FBI field office files which are more than six months old.

The destruction of FBI files poses a serious threat to the public's right-to-know. For example, the report recently released by the National Archives and Records Service states that there are no significant files located in the field offices that are not duplicated and preserved in the FBI's Washington national headquarters. However, as revealed in the Martin Luther King assassination investigations, field office files, found to contain crucial information in the case, were not duplicated at the FBI's national headquarters. Had these files been destroyed, Americans would have been forever denied access to information - information which they have a right to know.

To cite an example where destruction of files did in fact occur, the research and legal staff engaged in the Rosenberg case discovered 42 files, running into thousands of pages of documents, which the FBI admits to having destroyed. These files were destroyed despite the order of August 1, 1975 by the Federal District Court in Washington enjoining the FBI from destroying any files in the Meeropols' request. It was recently learned that this order was not disseminated to the FBI's field offices until a year later. It is highly probable that we will never know the full extent or even the number of files and documents which existed on the Rosenberg-Sobell case.

66-3286-1311

XEROX
JUL 23 1979

ENCLOSURE

It is difficult to refute the contention that hundreds of thousands of files with solid information are being destroyed under this new policy.

We urge you and the other members of your Committee to request of the FBI and Department of Justice that they immediately stop destruction of FBI files. We also urge that your Committee deny approval to the Bureau's request to destroy the central files at FBI headquarters in criminal cases after they are ten years old.

We would be willing to discuss with you possible alternatives to the destruction of files.

Sincerely,

[redacted]
United Church of Christ,
Office for Church in Society

[redacted]
National Commission on Law
Enforcement and Social Justice
Church of Scientology

b6
b7C

[redacted]
National Committee Against
Repressive Legislation

[redacted]
Project For Open Government

[redacted]

Committee for
Grand Jury Reform

[redacted]

Assassination Information Bureau

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b7C

[redacted]

Department of Law, Justice and
Community Relations of the
Board of Church and Society of
the United Methodist Church

[redacted]

Washington Office
United Presbyterian Church

[redacted]

Washington Office
Unitarian Universalist Association

cc: All members of the House Judiciary Committee

Assistant Director
Records Management Division

7/10/79

Legal Counsel

AMERICAN CIVIL LIBERTIES UNION, et al., v.
CITY OF CHICAGO, et al.
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 75 C 3295

ALLIANCE TO END REPRESSION, et al., v.
SAMUEL NOLAN, et al.
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 74 C 3268

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 CBW/9M

DESTRUCTION OF FIELD
FILES AND RECORDS

Destruction of Bureau Prop

PURPOSE: To obtain approval of attached airtel to SAC, Chicago, instructing Chicago not to destroy any records or files in certain classifications.

SYNOPSIS & DETAILS: Captioned civil actions, which have been certified as class actions, seek injunctive and declaratory relief against the Federal defendants as a result of an alleged course and pattern of conduct which includes, inter alia, use of infiltrators and informers, surreptitious entries, electronic and physical surveillance, and disruption and intimidation of plaintiffs in the exercise of their First Amendment rights.

In July, 1976, the Court entered an Order prohibiting defendants "from destroying or altering, or permiting to be destroyed or altered, any documents or data compilations of any kind...in their possession, custody or control that are or may be relevant to this litigation." (Pretrial Order Number 3, Paragraph 7).

3 ENCLOSURE

66-3286-

NOT RECORDED

1982 JUL 16 1979

b6
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Enclosure

1 - Mr. Bailey
Attn: Mr. [redacted]
1 - 197-22
1 - 66-3286

DFH:dag
66 JUL 20 1979

1 - Acting Section Chief
Records Services Section
Records Management Division
1 - Civ. Lit. Unit
2 - Mr. [redacted]
1 - ACLU lit. folder
1 - Alliance lit. folder

Assistant Director
Records Management Division
Re: AMERICAN CIVIL LIBERTIES UNION, et al., v.
CITY OF CHICAGO, et al. . .

By airtel dated 9/22/77, Chicago was instructed not to destroy any records or files in classifications determined to be security related and marked ** on a then current list of classifications.

Plaintiffs sought, as class discovery, production of all FBIHQ and Chicago Field Office (CFO) files pertaining to 748 individuals and organizations identified in a list attached to Plaintiffs' First Set Of Interrogatories And Document Requests to Defendants Levi, Kelley and Held. In an Order entered on 4/27/78, the Court limited such discovery to a systematic sampling of CFO files in 15 specifically enumerated classifications, including 62, 66 and 176. The Court further limited discovery concerning the 748 individuals and organizations to 50 individuals and 25 organizations to be selected by the plaintiffs.

By letter dated 11/2/78, [redacted], one of the attorneys for the ACLU plaintiffs, wrote counsel for the Federal defendants concerning a 9/27/78 article in the Wall Street Journal concerning the destruction of FBI files more than five years old. [redacted] noted that although the FBI had placed non-destruction notices in named plaintiffs' files the same was not true of potential class discovery documents. In response, he was advised of the moratorium on destruction of files in security-related classifications and furnished a copy of the 9/22/77 airtel directed to Chicago. b6 b7C

Following public disclosure of the fact that former Bureau official Robert L. Shackelford had destroyed "47 file drawers of FBI files relating to, inter alia, FBI burglaries," plaintiffs sought production of whatever information Federal defendants have concerning the contents thereof.

Assistant Director
Records Management Division
Re: AMERICAN CIVIL LIBERTIES UNION, et al., v.
CITY OF CHICAGO, et al. . .

The Court ordered compliance with this discovery request in February, 1979.

By letters dated 4/26/79 and 6/7/79 (copies attached), Mr. [redacted] noted additional concerns regarding FBI file destruction, including the fact that the non-destruction directives previously furnished to him prohibited destruction only in "security-related classifications." At page 2 of the 4/26/79 letter he lists 12 classifications which, he believes, contain or may contain information relevant to captioned litigation, but which are not categorized by the FBI as "security-related classifications." It is noted that three of those classifications, 62, 66 and 176, fall within the purview of the 4/27/78 Order, supra.

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On 6/27/79, following a pretrial conference at Chicago, Illinois, [redacted] Counsel for the Federal defendants, [redacted] Legal Counsel Division and [redacted] Records Management Division, met with [redacted] and other attorneys for the plaintiffs to discuss several matters, including FBI file destruction. Mr. [redacted] termed the meeting a conference in compliance with local Rule 12(d) to attempt settlement of discovery disputes prior to presentation of same to the Court for resolution. [redacted] was advised that we would respond to the requests set forth in his letter of 4/26/79.

Legal Counsel Division shares the concern of Records Management Division that a moratorium on file destruction by the Chicago Field Office in additional classifications may set an undesirable precedent. However, Legal Counsel Division strongly believes that in the context of this particular litigation compliance with plaintiffs' non-destruction requests is advisable.

Assistant Director
Records Management Division
Re: AMERICAN CIVIL LIBERTIES UNION, et al., v.
CITY OF CHICAGO, et al. . .

There can be no doubt that the current non-destruction Order in this litigation covers files in those classifications listed by Mr. [redacted] should such files contain information which may be relevant to the litigation. In fact, we have already produced to the plaintiffs numerous files in many of those classifications either in response to particular discovery requests or through Court-ordered class discovery. b6 b7C

Should we not agree to the non-destruction of CFO files in certain classifications as requested by plaintiffs, we will certainly be faced with a motion by the plaintiffs that the Court order such non-destruction. Legal Counsel Division firmly believes, based on personal dealings with counsel for the plaintiffs and the history of this litigation, that the end result of such a motion could be an Order prohibiting destruction of any files or records in the CFO.

It is noted that captioned litigation was recently assigned to United States District Judge Thomas R. McMillen following the retirement of Judge Kirkland. We have pending before Judge McMillen, and ready for filing, several motions of utmost importance to this litigation. To take the issue of file destruction in certain arguably relevant classifications before Judge McMillen could, in the opinion of Legal Counsel Division, severely damage Federal defendants' chances for favorable rulings on more important issues. b6 b7C

Although Mr. [redacted] also expressed his concern regarding destruction of FBIHQ files in the same classifications, Legal Counsel Division, at this time, plans only to advise him that there is no destruction of relevant FBIHQ files taking place. Should approval for such destruction be forthcoming from Congress, Legal Counsel Division would oppose a similar moratorium on FBIHQ destruction as that proposed in the attached airtel, citing the limitation of class discovery to CFO files and burdensomeness.

Assistant Director
Records Management Division
Re: AMERICAN CIVIL LIBERTIES UNION, et al., v.
CITY OF CHICAGO, et al.

RECOMMENDATION: That the attached airtel to SAC, Chicago be approved.

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b7C

AIRTEL

1 - Mr. Bailey
Attn: Mr. [redacted]

1 - ~~Mr. Heim~~ Section Chief
Records Services
Section, Records
Management Division
1 - 197-22
1 - 66-3286
1 - Civ. Lit. Unit
2 - Mr. [redacted]
1 - ACLU lit. folder
1 - Alliance lit.
folder

To: SAC, Chicago

From: Director, FBI

AMERICAN CIVIL LIBERTIES UNION, et al., v.
CITY OF CHICAGO, et al.
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 75 C 3295

ALLIANCE TO END REPRESSION, et al., v.
SAMUEL NOLAN, et al.
(U.S.D.C., N.D. ILL.)
CIVIL ACTION NO. 74 C 3268

DESTRUCTION OF FIELD
FILES AND RECORDS

ReBuairtel to Chicago dated 9/22/77.

Reairtel enclosed a copy of the then current list of classifications with those determined security related marked **. Chicago was instructed not to destroy any records or files relating to domestic intelligence investigations.

Copies of the 9/22/77 airtel, the list of classifications, and other policy documents concerning FBI record and file destruction policies have been furnished to counsel for the plaintiffs pursuant to discovery requests.

In a letter to counsel for the Federal defendants and at a meeting with counsel for the plaintiffs held at the Chicago Field Office on 6/27/79, [redacted] one of the attorneys for the ACLU plaintiffs, expressed concern that files in certain classifications which are not

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DFH:dag
(10)

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DATE 9-23-82 BY SP4 EJW/blk

ENCLOSURE

66-3286-

considered "security related classifications" contain information which may be relevant to the allegations in captioned litigation and that such files may be destroyed by the Chicago Field Office. Special Agent [redacted] Principal Legal Advisor, Chicago, attended this meeting with counsel for the Federal defendants and representatives of Legal Counsel Division and Records Management Division.

The classifications to which Mr. [redacted] referred are 25, 40, 62, 63, 66, 135, 137, 140, 161, 173, 176 and 177. b6 b7C

As a result of the discussion with Mr. [redacted], and to avoid any potential violation of paragraph seven of Pretrial Order No. 3 prohibiting destruction of or alteration of documents or data that are or may be relevant to this litigation, Chicago is instructed not to destroy any files in the above listed classifications pending resolution of captioned litigation.

Should you have any questions concerning this matter, please contact Special Agent [redacted] Legal Counsel Division, extension 4532.

BPI
Business and Professional People for the Public Interest
109 North Dearborn Street, Suite 1300 • Chicago, Illinois 60602 • Telephone: (312) 641-5570

June 7, 1979

[redacted]

b6
b7C

Benjamin Franklin Station
Washington, D.C. 20044

Re: ACLU, et al. v. City of Chicago, et al.

Dear [redacted]

I am disappointed that you have made no reply whatsoever to my letter of April 26, 1979, concerning FBI file destruction (copy enclosed). Unless you reply and we are able to work out a reasonable arrangement before June 21, when the agenda is due for the Pretrial Conference presently scheduled for June 27, ACLU plaintiffs will proceed to file an appropriate motion to compel production of all FBI and Justice Department documents relating to file destruction policies and to supplement the protective order against file destruction previously entered in this case.

I remind you of your responsibility under local Rule 12(d) of this District to make reasonable efforts in good faith to resolve discovery disputes before they are presented to the Court for resolution.

I have discussed this matter with Alliance plaintiffs' attorney, [redacted] and he is in complete accord.

Sincerely,

[redacted]

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gMK

DC:jk
cc: [redacted]

Staff
Alexander Polikoff, Executive Director
Robert J. Vollen, General Counsel
Douglass W. Cassel, Jr., Attorney
Mary Galloway James, Attorney
Elizabeth L. Lassar, Attorney
Dianne L. Sautter, Director of Development
Julie A. Simon, Projects Associate
Nancy Stone, Paralegal
Past Presidents
Gordon B. Sherman
Elliot Lehman

Directors
Robert B. Lifton, President
Donald Dann
Alan Saks
Dora Williams, Vice Presidents
Bernard Gordon, Treasurer
Leon M. Despres, Secretary
James W. Ashley
Julian Berman
Robert H. Cohn
David Dinsmore Comey
Carol Y. Farwell
Leon D. Finney
Ronald Grzywinski
Martin Hausman
Peter Hunt
Jack A. Jaffe
Richard Jaffee
E. Laverne Jones
Arnold B. Kanter
Joseph Kellman
Elliot Lehman
Michael D. Maltz
John L. McKnight
Walter A. Netsch
Eugene Pekow
Alexander Polikoff
Rudolph S. Rauch
Jeremy Warburg Russo
Sylvia Scheinfeld
Dr. James A. Shapiro
Robert L. Tucker
Robert J. Vollen
Lois Weisberg
Morton Weisman
Richard Wolff

ENCLOSURE

66-3286-

BPI
Business and Professional People for the Public Interest
109 North Dearborn Street, Suite 1300 • Chicago, Illinois 60602 • Telephone: (312) 641-5570

April 26, 1979

b6
b7C

[redacted]
Benjamin Franklin Station
Washington, D.C. 20044

Re: ACLU, et al. v. City of Chicago, et al.

Dear [redacted]

This letter concerns FBI file destruction. As a preliminary note, I remind you that Pretrial Order No. 15, ¶(4), required you to produce all possible information concerning the apparently voluminous files destroyed by FBI official Robert Schackelford, within 30 days of the January 31, 1979 Pretrial Conference. To my knowledge no such information has yet been provided. I trust that you will do so promptly.

I have reviewed the documents* you produced concerning FBI file destruction policy. They appear to fall short of providing adequate protection against destruction of evidence, in at least the following respects:

*Teletype, Director to all SAC's, 1/16/78; Airtel, Director to SAC, Chicago, 9/22/77, with two enclosures.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-22-82 BY SP4 EJW/glk

Staff
Alexander Polikoff, Executive Director
Robert J. Vollen, General Counsel
Douglass W. Cassel, Jr., Attorney
Mary Galloway James, Attorney
Elizabeth L. Lasser, Attorney
Dianne L. Sautter, Director of Development
Julie A. Simon, Projects Associate
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Gordon B. Sherman
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John L. McKnight
Walter A. Netsch
Eugene Pincus
Alexander Polikoff
Rudolph S. Rauch
Jeremy Warburg Rosso
Sylvia Scheinfeld
Dr. James A. Shannon
Robert L. Tucker
Robert J. Vollen
Lois Weisberg
Morton Weisman
Richard Wolff

66-3286-

b6
b7C

1. The no-destruction directive refers only to "Field Files and Records." What directives prohibit routine and extraordinary (e.g., Schackelford) destruction of FBI Headquarters files relevant to this class action?

2. The directive prohibits destruction only in "security-related classifications" as defined by the FBI. However, much relevant evidence already produced in this lawsuit consists of files from other classifications. Files not yet produced from these classifications must not be destroyed. At a minimum, relevant files (whether Headquarters or Field Office) in classifications 25, 40, 62, 63, 66, 135, 137, 140, 161, 173, 176 and 177 must be protected.

3. The directive covers only "file destruction and index card purge and destruction." What directives prohibit destruction of particular documents within files? In my review of FBI files produced to date, I have discovered that nearly all have had many of the serialized documents within them destroyed. Effective procedures to stop this destruction are essential.

4. Similarly, what directive prevents destruction of duplicates or "flimsies"? These may contain handwritten notes of great evidentiary value. (Press reports indicate that some of the documents destroyed by Schackelford included "flimsies" containing evidence not appearing on originals or other copies.) Destruction of this evidence, too, must be prevented.

5. After receiving the two documents from you, I received from other sources a memorandum from the FBI Director to all SAC's dated 8/15/77, entitled "Destruction of Field Files and Records." Are there any other Headquarters or Chicago Field Office documents concerning file destruction policy or practice? If so, please produce them.

6. The documents indicate several changes in FBI file destruction policies in 1977-78. Clearly plaintiffs need to be apprised, not only of any changes since the 1/10/78 document, but also of future changes as they occur. What procedures do you suggest to ensure that both you and we are kept abreast of any changes?

7. To avoid unnecessary disputes over whether destruction of particular files or documents violates Pretrial Order No. 3, ¶7 of this case, I believe it is important that whatever understanding we reach concerning these matters (including protective procedures designed to prevent file destruction) be entered as an agreed Order in this case.

b6
b7C

Sincerely,

[redacted]

DC:gdw
cc: [redacted]

CONFIDENTIAL

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Cochran

DATE: 5/8/79

FROM : W. D. Campbell

SUBJECT: EXCESS TECHNICAL EQUIPMENT
CONFIDENTIAL DISPOSAL

Destruction of Property - General

Concerning the captioned matter, there are attached 18 pages of the FD-508 Excess Property Form setting forth equipment that is obsolete and in excess to the needs of the Engineering Section. Because of the sensitive nature of these items, they must be disposed of in a confidential manner. It has been determined that the Alexandria Scrap Corporation has available machinery which will destroy this type of material. This could be an acceptable method for handling this matter.

RECOMMENDATION:

That equipment listed as items 01 through 67 on the attached forms be destroyed by use of Alexandria Scrap Corp. facilities provided an on-sight inspection by personnel of the Technical Services Division to confirm acceptability of destr. procedures.

1 - ENCLOSURE

APPROVED:

Director	Adm. Serv	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgmt.
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

Enclosures (67)
1 - Mr.
1 - Mr.

66-3286-
NOT RECORDED
182 JUN 25 1979

VS:jfm
(2)

DECLASSIFIED BY SP4 EJW/gMK
ON 9-23-82
per release

CLASS. & EXT. BY 5
REASON-FCIM II, 1-2.4.2 (2,3)
DATE OF REVIEW 5/8/79

b6
b7C

ORIGINAL FILED IN 66-3286

CONFIDENTIAL

SEE ADDENDUM OF PPMS - PAGE 2

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ADDENDUM OF PROPERTY PROCUREMENT AND MANAGEMENT SECTION
CBS:blq 5/16/79

Reference is made to memorandum from W. D. Campbell to Mr. Cochran dated 5/8/79, captioned "Excess Technical Equipment, Confidential Disposal."

Regulations regarding destruction of equipment are mentioned in Federal Property Regulations Subpart 101-45.5; U. S. Code, Titles 18 and 44, Section 2512 and 3301-3314; Section 17.74-17.77. All of these regulations have been reviewed and this Section feels that we are proper in destroying property in question.

Alexandria Scrap Corporation can provide the necessary equipment to destroy this equipment. The Technical Services Division and the Property Procurement and Management Section have advised they have personnel who can witness and sign for this destruction. The signature of those witnessing the destruction should appear on all originals of Form FD-508.

1 - Mr. Bassett
1 - Mr. McCreight
1 - Mr. Tierney

Assistant Attorney General,
Criminal Division
Attention: Francis J. Martin
(Room 2244 Main Justice)
Harold N. Bassett, Assistant Director,
Records Management Division, FBI

July 21, 1978

DESTRUCTION OF MATERIAL IN RESPONSE TO GAO FINAL REPORT ENTITLED "FBI TAKING ACTIONS TO COMPLY FULLY WITH THE PRIVACY ACT" (GGD-77-93)

Destruction of Bureau Property

This is to provide notice of our intention to destroy the following inactive material:

1. Black Extremist Photo Index
2. Black Panther Party Photo Index
3. Black United Front Index
4. Security Photo Album.

This action is being taken in accordance with the recommendations contained in the Comptroller General's report dated December 26, 1977, entitled "FBI Taking Actions to Comply Fully with the Privacy Act" (GGD-77-93). In addition, Assistant Attorney General Pooney, in his June 9 letters to Congressman Preyer and others, committed [illegible] destruction of this material.

66-3286-

NOT RECORDED

141 AUG 9

This notice is being furnished in compliance with Mr. Martin's request that he be granted the opportunity to apprise defense counsel in the matter entitled, United States v. L. Patrick Gray, et al., of our intended action.

Accordingly, unless we receive word to the contrary by August 15, we will proceed with the destruction of this material.

9 AUG 9 1978

NOTE: Pursuant to recommendations of GAO we have gone on record with Congress by indicating our intention to destroy several inactive indices which the field previously had packaged up and returned to Headquarters. Because of the sensitivity involved in destroying records, while civil litigation is pending, the Criminal Division expressed their desire to apprise Defense Counsel in the L. Patrick Gray suit of our intended action. Instant communication is serving notice on the Criminal Division of our intention to go forward with the destruction in the absence of defense objections.

1 ENCLOSURE

62 JUN 7 1979

SPR:nek (8)

APPROVED:

Director		Adm. Serv.	Legal Coun.
Assoc. Dir.		Crim. Inv.	Plan. & Insp.
Dep. AD Adm.		Ident.	Rec. Mgnt.
Dep. AD Inv.		Intell.	Tech. Servs.
		Laboratory	Training
			Public Affs. Off.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y
MAIL ROOM ☑

MAILED 7
JUL 24 1978
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-24-81 BY 4383 VEP/AR

ORIGINAL FILED IN 62-117116-1388

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir.
Dep. AD A
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Ins.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Bailey

DATE: 6/7/79

FROM : J. W. Awe

Destruction of Bureau Property - General

SUBJECT: RECHARGE SHEET
FORM 4-4

This form is no longer used for the purpose approved and it is recommended that it be removed from the Records Management Division Form Book. All unused copies have been destroyed.

RECOMMENDATIONS:

1. That the Form 4-4 be removed from the Records Management Division Form Book and all copies be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gHK

2. That this memorandum be routed through the Administrative Services Division for appropriate action.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Crim. Inv.	Plan. & Insp.
Dep. AD Adm.	Ident.	Rec. Mgnt.
Dep. AD Inv.	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

ENCLOSURE

Enclosure

DLR:smg
(3)

66-3286-
NOT RECORDED
152 JUN 14 1979

ORIGINAL FILED IN

JUN 27 19

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Director

DATE: 5/17/79

FROM : Legal Counsel

SUBJECT: DESTRUCTION OF RECORDS

PURPOSE: To advise of inquiry by House Permanent Select Committee on Intelligence (HPSCI) regarding Destruction of Records.

DETAILS: On 5/15/79, [redacted] b6 b7C of the HPSCI advised that Chairman Edward Boland (Mass.) of the Committee is in receipt of a letter co-signed by a number of citizen and public interest groups requesting that the HPSCI immediately stop the Bureau from destroying field office files. A copy of the letter has been forwarded to all members of the HPSCI. It takes issue with the Bureau's file destruction program and states that extremely valuable information is being destroyed by the Bureau.

Ms. [redacted] advised that she had been instructed by [redacted], HPSCI, to contact Legal Liaison/ Congressional Affairs Unit of the FBI and determine the Bureau official responsible for file destruction. Ms. [redacted] b6 b7C was advised that Mr. James Awe, Section Chief, Records Management Division is the appropriate Bureau official in charge of file destruction. Ms. [redacted] was also advised that any requests for information should be directed to the Director from the Chairman indicating the Committee's interest and the necessity of a Bureau response.

RECOMMENDATION:

None. For information.

22 MAY 25 1979

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EZW/gmk

Director
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

JTM:sr (7)

1 - Mr. Bailey
1 - Mr. Awe
1 - Mr. McDermott
2 - Mr. Moschella
1 - Mr. McCarthy

66-3286-

NOT RECORDED
152 JUN 14 1979

62 JUN 27 1979

ORIGINAL FILED IN 62-117768-502

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

June 29, 1979

Honorable William J. Hughes
House of Representatives
Washington, D. C. 20515

FEDERAL GOVERNMENT

Dear Congressman Hughes:

In response to your letter dated May 17, 1979, I have enclosed information which outlines present FBI policy relative to destruction of files and traces the development of that policy.

Bureau Records - Gen L

We appreciate the concern expressed relative to the King and Rosenberg files; however, no FBI files are destroyed for the purpose of denying access, and all document destruction has been conducted in accordance with guidelines established and approved by the National Archives and Records Service (NARS). The FBI retains records to meet its investigative and administrative needs and requirements. I am satisfied that the Central Records System at FBI Headquarters does contain all substantive information necessary to discharge our responsibilities and to satisfy NARS requirements for preservation of historical information. This position has been substantiated by a recent NARS survey and report concerning the retention of destruction of FBI field office files.

I trust that this information will be helpful. If you have further inquiry, please contact

EX-137
REC-20 66-3286-319

Sincerely,

William H. Webster

22 JUL 16 1979

William H. Webster
Director

UNRECORDED COPY FILED IN 66-3286-1

MAILED 12
JUN 29 1979
FBI

1 - ENCLOSURE

Associate Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

2 Enclosures (2)
66 AUG 10 1979
1 - Legal Counsel
(Legal Liaison and Congressional Affairs Unit)
JEM/ALS:km/cwb (5)

MAIL ROOM

NARA RELEASE DATE 5-18-81 CJ83 NRT/09

SEE NOTE PAGE 2

FBI/

Congressman Hughes

NOTE: Response to Congressman William J. Hughes (New Jersey) in his letter, dated May 17, 1979, which encloses a letter with multiple signatures dated May 9, 1979. Congressman Hughes requests information regarding present FBI policy relative to destruction of files. He also requests FBI explanation for accusation in letter he enclosed to the effect that there have been delays in furnishing field offices with policy decisions as well as implication that files have been intentionally destroyed to deny public access. This letter was coordinated with Emil P. Moschella, Chief, Legal Liaison and Congressional Affairs Unit, Legal Counsel Division.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

June 22, 1979

DISPOSITION OF FBI RECORDS

The dispostion of FBI records is controlled by regulations of the National Archives and Records Service (NARS), General Services Administration. Title 44, Chapter 33, Section 3301, et seq., of the U. S. Code defines record and nonrecord material, and Section 3302 directs the Administrator of General Services to promulgate regulations regarding procedures for destruction and standards for reproduction of records. Approval for the destruction of record material is sought on the basis that the records lack investigative, intelligence, historical, or research value; that the destruction would not affect current or future operations of the Bureau; or that microphotographic copies are satisfactory duplicates of the original material, as is the case when recorded matter is microfilmed prior to destruction. Requests are forwarded directly to NARS (previously through the Department of Justice). If the Archivist approves our request, we will proceed accordingly.

Additional guidelines for maintenance and destruction of records are included in the Code of Federal Regulations, Title 41, Chapter 101, entitled "Federal Property Management Regulations" which is issued by the General Services Administration. FBI records support the Bureau's investigative and administrative needs and its obligation to act as a clearinghouse under Executive Order (EO) 10450 regarding the Security of Government Employees. Accordingly, in support of this need, the destruction of investigative records or records of substance at FBIHQ has not previously been sought. In other words, the records were needed in the transaction of current business in accordance with FBI responsibilities as prescribed by law (including EO 10450) and for investigative reference. Destruction therefore, has been limited to certain nonessential records, i.e. cases in which there was no prosecutive action undertaken; perpetrators of violations were not developed during the investigation; and investigation revealed allegations were unsubstantiated or not within the investigative jurisdiction of the FBI.

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-18-81 BY C383VCT/ad

66-3286-1319

ENCLOSURE

FBI
JUL 23 1979
XEROX

FBI/DOJ

DISPOSITION OF FBI RECORDS

A revised records retention plan is pending with NARS to facilitate, on a broader basis, the disposal of records no longer timely and relevant to FBI needs. The proposed guidelines provide for the permanent retention of records having historical and enduring value and the destruction of obsolete records. Generally for FBIHQ, the retention period will be (a) ten years for criminal files and (b) thirty years for applicant-and security-related files.

Following is a description of the file destruction program which contains policy relating to the destruction of field office files.

Historical criteria do not apply to field offices since they are required to forward to FBIHQ the originals, duplicates, or summarizations of substance of all significant aspects of pertinent investigative matters. Initially, Archival authorization was granted in March, 1946, to permit the destruction of closed files in field offices and a retention period of 25 years was established within the FBI. This policy remained in effect until April, 1959, when the retention period was reduced to 20 years. Following an extensive study of field office file retention needs, field offices were delegated authority in November, 1974, to destroy investigative files after 10 years in the office of origin (controlling office) and 5 years in the auxiliary (or lead) office. Pursuant to a letter to the FBI dated January 27, 1975, from the Joint U. S. Senate Leadership, all previously approved record destruction programs were temporarily suspended. This was in accordance with Senate Resolution 21 of the 94th Congress because of the Senate's extensive interest in domestic intelligence and foreign counterintelligence activities of Executive Branch agencies, including the FBI. By letter dated April 7, 1976, from the Attorney General, the FBI was authorized to renew the routine program of file destruction in accordance with prior authorization of NARS. The Attorney General advised, however, that the FBI should specifically exclude from destruction at that time those matters relating to domestic intelligence, extremist, racial, and foreign counterintelligence and that great care should be taken to insure that no documents involved in litigation are destroyed and that the destruction program leaves intelligence and security files intact. The Attorney General provided this authorization after conferring with various members of Congress to insure

that no files would be destroyed in which there was a continuing Congressional interest. By letter dated June 21, 1976, Daniel K. Inouye, Chairman of the Senate Select Committee on Intelligence, requested continuation of the moratorium on the destruction of records as previously set forth by Senators Mansfield and Scott in their letter of January 27, 1975. The request, however, was limited to those files of a security nature as described in the Attorney General's letter of April 7, 1976. Authority for the destruction of duplicate material for security-related files was sought and subsequently granted by the Attorney General on September 27, 1976, based on the provision that the copy was exact and contained no action statements. By letter dated June 6, 1977, the Attorney General authorized resumption of the FBI's NARS approved destruction program with the exception of all records relating to cases in litigation and records which the House Select Committee on Assassinations had asked to be retained. To date, these files are being identified and the destruction program previously authorized has not yet been implemented at FBIHQ. In accordance with the request of January 27, 1975, from the Joint United States Senate Leadership all previously approved record destruction programs were temporarily suspended. Pursuant to the authorization from the Attorney General of April 7, 1976, the field was instructed on April 27, 1976, to resume destruction of files excluding intelligence and security files and matters in litigation and records which the House Select Committee on Assassinations had asked to be retained. On August 31, 1977, NARS approved destruction of criminal files by the office of investigative origin closed in excess of five years and on October 28, 1977, the field was so advised.

APPROVED:	Adm. Serv. ____	Legal Coun.
	Crim. Inv. ____	Plan. & Insp.
Director ____	Ident. ____	Rec. Mgnt.
Assoc. Dir. ____	Intell. ____	Tech. Servs. ____
AD Adm.	Laboratory ____	Training ____
D. AD Inv. ____		Public Affs. Off. ____

CONFIDENTIAL

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. McDermott

DATE: CONFIDENTIAL 7/23/79

FROM : W. A. Bayse

SUBJECT: PROPOSED CHANGES IN THE LEGAL ATTACHE MANUAL (LAM)

DECLASSIFIED BY A/C 60290 BCE/DCG/gmw
ON 10/16/03

PURPOSE: To recommend changes in the LAM which will bring it into conformance with the Defense Plans Manual (DPM).

DETAILS:

REASON FOR CHANGE

Evacuation and/or destruction of files and equipment during an emergency information contained in the LAM is outdated. The changed text, included herein, will bring this important information into conformance with the DPM. The second revision contained herein changes the date for review of Department of State emergency plans. This review is to insure that FBI interests and requirements are met.

CHANGED TEXT

2-19.2 Evacuation and/or Destruction of Files and Equipment

In the event of an emergency, the Legal Attache must be prepared to evacuate or destroy files and equipment pertinent to that office. It should be clearly understood that records should not be destroyed unless it is absolutely necessary. The following priority is to be followed in connection with either evacuation or destruction:

EX-113

[redacted]

b7E

REC-109 66-3286-1320

DE-61

1 - Manuals Desk
1 - Mr. Bayse (Division Manual Control Folder)
1 - [redacted] (Rm 1997)
1 - 66-19079 (LAM)

2 AUG 7 1979

DES:bjt (5)

CLASS. BY SR4 EJW/gmw
DATE OF REVIEW OADR 9-09-99 per release

Classified and Extended by 1445
Reason for Extension FCIM, II 1-2.4.2
Date of Review for Declassification July 23, 1999

b6
b7C

AUG 23 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

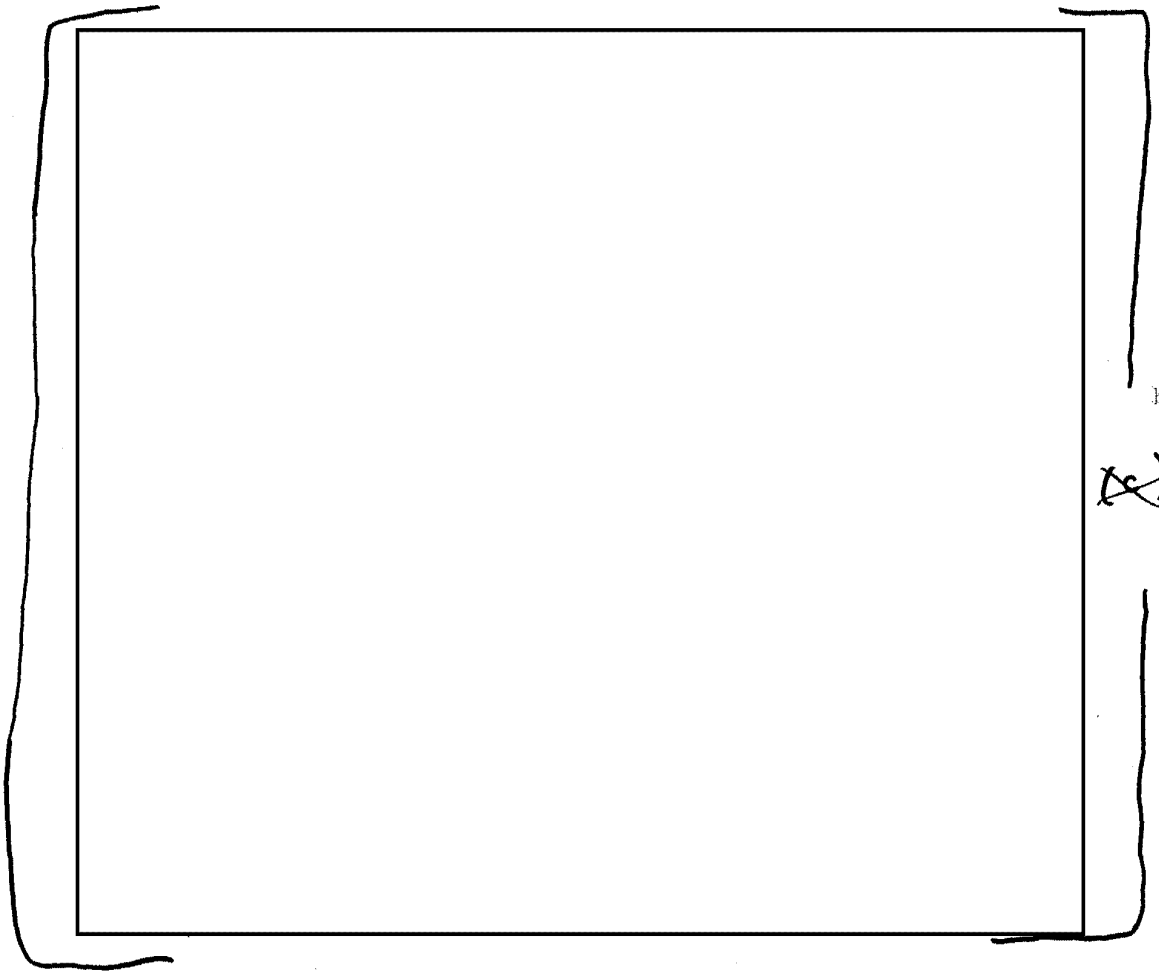
FBI/DOJ

CONFIDENTIAL

CONFIDENTIAL

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UNRECORDED COPY FILED IN 66-19079



b7E

(c)(4)

2-19.4 Department of State Emergency Plans Review

Legal Attache will review Department of State emergency plans semiannually and advise FBIHQ, Attention: Emergency Plans Desk, that such a review has been made and all FBI requirements continue to be met. If such is not the case, Legal Attache will advise Emergency Plans Desk of discrepancies, and seek advice as to preparation of separate plan. This review will be conducted during the months of February and August. (Unclassified)

Memorandum W.A. Bayse to Mr. McDermott
RE: Proposed Changes In The
Legal Attache Manual (LAM)

CONFIDENTIAL

SAC MEMORANDUM

The above revisions are routine in nature and do not require the preparation of an SAC Memorandum.

RECOMMENDATION: That the above-described revisions to the LAM be approved.

APPROVED:			
Director		Adm. Serv.	Legal Coun.
Assoc. Dir.		Crim. Inv.	Plan. & Insp.
Dep. AD Adm.		Ident.	Rec. Mgnt.
Dep. AD Inv.		Intell.	Tech. Servs.
		Laboratory	Training
			Public Affs. Off.

EDWARD P. BOLAND, MASS., CHAIRMAN
CLEMENT J. ZABLOCKI, WIS.
BILL D. BURLISON, MO.
MORGAN F. MURPHY, ILL.
LES ASPIN, WIS.
CHARLES ROSE, N.C.
ROMANO L. MAZZOLI, KY.
NORMAN Y. MINETA, CALIF.
WYCHE FOWLER, JR., GA.

J. KENNETH ROBINSON, VA
JOHN M. ASHBROOK, OHIO
ROBERT McCLORY, ILL.
G. WILLIAM WHITEHURST, VA.
C. W. BILL YOUNG, FLA.

THOMAS K. LATIMER, STAFF DIRECTOR
MICHAEL J. O'NEIL, CHIEF COUNSEL

Room H-405, U.
(202) 225-

U.S. HOUSE OF REPRESENTATIVES
PERMANENT SELECT COMMITTEE ON INTELLIGENCE
WASHINGTON, D.C. 20515

May 22, 1979

Honorable William H. Webster, Director
Federal Bureau of Investigation
J. Edgar Hoover Building
Washington, D. C. 20535

Dear Mr. Webster: Destruction of Bureau Records - Ltr.

The attached correspondence is forwarded to you for consideration

Please provide the Committee with the FBI's policy procedures on destruction of files so that I may reply to this letter.

With every good wish, I am

Sincerely yours,

EDWARD P. BOLAND
Chairman

Enclosure

1 ENCLOSURE

62-112768-13
ORIGINAL FILED IN
24 MAY 25 1979

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gmk

1 ENCLOSURE

16 MAY 25 1979

66-3286

NOT RECORDED
167 JUL 17 1979

61AUG 13 1979

9 May 1979

RECEIVED-REGISTRY

79 MAY 10 PM 12:02

The Honorable Edward Boland
Chairman
Permanent Select Committee on Intelligence
U.S. House of Representatives
H 405 Capitol Building
Washington, D.C. 20515

Dear Congressman Boland:

In April 1976, the FBI implemented a revised files destruction policy and the Bureau told its field offices to eliminate records of criminal cases that had been closed more than ten years. On August 31, 1977, the period was reduced to five years. In a recent agreement between the Department of Justice and the National Archives and Records Service (NARS), "official" sanction has now been given to the destruction of auxillary FBI field office files which are more than six months old.

The destruction of FBI files poses a serious threat to the public's right-to-know. For example, the report recently released by the National Archives and Records Service states that there are no significant files located in the field offices that are not duplicated and preserved in the FBI's Washington national headquarters. However, as revealed in the Martin Luther King assassination investigations, field office files, found to contain crucial information in the case, were not duplicated at the FBI's national headquarters. Had these files been destroyed, Americans would have been forever denied access to information - information which they have a right to know.

To cite an example where destruction of files did in fact occur, the research and legal staff engaged in the Rosenberg case discovered 42 files, running into thousands of pages of documents, which the FBI admits to having destroyed. These files were destroyed despite the order of August 1, 1975 by the Federal District Court in Washington enjoining the FBI from destroying any files in the Meeropols' request. It was recently learned that this order was not disseminated to the FBI's field offices until a year later. It is highly probable that we will never know the full extent or even the number of files and documents which existed on the Rosenberg-Sobell case.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gmk

ENCLOSURE

66-3276-

It is difficult to refute the contention that hundreds of thousands of files with solid information are being destroyed under this new policy.

We urge you and the other members of your Committee to request of the FBI and Department of Justice that they immediately stop destruction of FBI files. We also urge that your Committee deny approval to the Bureau's request to destroy the central files at FBI headquarters in criminal cases after they are ten years old.

We would be willing to discuss with you possible alternatives to the destruction of files.

Sincerely,

[redacted]
Policy Advocate for the
United Church of Christ,
Office for Church in Society

[redacted]
National Commission on Law
Enforcement and Social Just
Church of Scientology

b6
b7C

[redacted]
National Committee Against
Repressive Legislation

[redacted]
Project For Open Government

[redacted]
Committee for
Grand Jury Reform

[redacted]
Assassination Information B

b6
b7C

[redacted]
Community Relations of the
Board of Church and Society of
the United Methodist Church

[redacted]
Washington Office
United Presbyterian Church

[redacted]
Washington Office
Unitarian Universalist Association

cc: All members of the Permanent Select Committee on Intelligen

June 29, 1979

Honorable Edward P. Boland
Chairman, Permanent Select
Committee on Intelligence
House of Representatives
Washington, D. C. 20515

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EZW/gmm

Dear Mr. Chairman:

In response to your letter dated May 22, 1979, I have enclosed information which outlines present FBI policy relative to destruction of files, and traces the development of that policy. For your information, a copy of the letter you enclosed with multiple signatures dated May 9, 1979, was also furnished to us by Congressman William J. Hughes (New Jersey) who, likewise, posed questions regarding our policy for file destruction.

We appreciate the concern expressed relative to the King and Rosenberg files; however, no FBI files are destroyed for the purpose of denying access, and all document destruction has been conducted in accordance with guidelines established and approved by the National Archives and Records Service (NARS). The FBI retains records to meet its investigative and administrative needs and requirements. I am satisfied that the Central Records System at FBI Headquarters does contain all substantive information necessary to discharge our responsibilities and to satisfy NARS requirements for preservation of historical information. This position has been substantiated by a recent NARS survey and report concerning the retention or destruction of FBI field office files.

ENCLOSURE

Should you require additional assistance in this matter, do not hesitate to contact me.

Sincerely,

William H. Webster

William H. Webster
Director

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

MAILED 12
JUN 29 1979
FBI
ENCLOSURE

Enclosures (2)

1 - Legal Counsel
(Legal Liaison and Congressional Affairs)

JEM/ALS:km/cwb (5)

MAILROOM

66-3276
NOT RECORDED
167 JUL 17 1979

SEE NOTE PAGE

Congressman Boland

NOTE: Response to Congressman Edward P. Boland (Mass.), Chairman, Permanent Select Committee on Intelligence, U.S. House of Representatives, for his letter, dated May 22, 1979, which encloses letter with multiple signatures, dated May 9, 1979. Enclosed letter is identical to one furnished by Congressman William J. Hughes (New Jersey), and contains accusation of FBI delays in furnishing field offices with policy decisions as well as implication that files have been intentionally destroyed to deny public access. Congressman Boland requests information regarding FBI file destruction so that he may reply to letter. This letter was coordinated with Emil P. Moschella, Chief, Legal Liaison and Congressional Affairs Unit, Legal Counsel Division.

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1,6)
DATE 03-22-2009

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL ~~CONFIDENTIAL~~

TO : DIRECTOR, FBI (66-3286) DATE: 7/26/79

(C)

FROM : SAC, SAN FRANCISCO [redacted] (C) (SQ. 16) (C)

(C) No COC

SUBJECT: [redacted] (C) Destruction of Bureau Records - General

b1

To

(C) [redacted]

APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP(S) OF Classified 1/1/83 DATE

C O N F I D E N T I A L
Classified and Extended by 1466
Reason for Extension FCIM, II, I-2.4.2 (3)
Date of Review for Declassification 7/26/99

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

CLASS. BY SP4 Eaw/tgh
DECLAS. ON
DATE OF REVIEW 9-23-99

EX-113

1/2 - Bureau (EMS)
2 - San Francisco
(1 - 66-1696)
RCF/cap
(4)

[redacted]

ORIGINAL - HEADQUARTERS COPY

REC-126 66-3286-1321

DE-10

V-10

AUG 8 1979

Lbfa XEROX AUG 7 1979

9/10/03 CLASSIFIED BY AUC 60290 BCE/RCG/ymw
REASON: 1.4(C,D)
DECLASSIFY ON: X 1, 6
AS AMENDED

FBI

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

~~CONFIDENTIAL~~

3 ATTY 10-30

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AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1,6)
DATE 03-12-2009

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EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR 141 CFR 101-11.6

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL ~~CONFIDENTIAL~~

DATE: 7/26/79

TO : DIRECTOR, FBI (66-3286)
(C) (Attn: Records Management Div.)

FROM : SAC, SAN FRANCISCO [redacted] (C) (SQ. 16) (C)

(C)

SUBJECT: [redacted] (C) Destruction of Bureau Records - General

b1

No Cc

(C)

[redacted]

AND FIELD OFFICES
ADVISED BY ROUTING SLIP(S) ☐
DATE 1/1/83

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CONFIDENTIAL
Classified and Extended by 1466
Reason for Extension FCIM, II, 1-2.4.2 (3)
Date of Review for Declassification 7/26/99

CLASS. BY ~~SP4 EJW/BMK~~ [redacted]
DATE OF REVIEW ~~DADR~~ 9-23-82

2 - Bureau (EMS)
2 - San Francisco
(1 - 66-1696)
RCF/cap
(4)

DE-26
REC-2
ST-103

66-3286-1322

ORIGINAL - HEADQUARTERS COPY

1 bfs
XEROX
AUG 7 1979

10/16/03
CLASSIFIED BY: AVC/60290 BCG/DCG/ ~~4mw~~
REASON: 4 C, d)
DECLASSIFY ON: X 1
~~AS AMENDED~~

AUG 8 1979

FBI

5010-119

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

~~CONFIDENTIAL~~

60 AUG 22 1979

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : The Director

DATE: 6/21/79

FROM : Legal Counsel

SUBJECT: SUIT TO BE FILED ENJOINING FBI RECORD DESTRUCTION PROGRAM

Destruction of Bureau Property-General

PURPOSE: To advise that it has been learned that [redacted] intends to commence an action in the United States District Court for the District of Columbia, on June 25, 1979, to enjoin the FBI record destruction program. b6 b7C

SYNOPSIS AND DETAILS: [redacted], who has represented [redacted] in the FOIA litigation seeking records concerning the Rosenbergs, by letter dated May 28, 1979, advised of his intent to file an action enjoining the FBI record destruction program. A copy of this letter is attached. Also attached for your information is a copy of a letter to Mr. [redacted] from James E. O'Neill, Acting Archivist, and a copy of our proposed response to Mr. [redacted] On June 2[redacted] 1979, it was learned from Departmental Attorney [redacted] that during discussions concerning the FOIA litigation, Ms. [redacted] learned from Mr. [redacted] that he intended to be in Washington on June 25, 1979, to file suit enjoining the FBI's record destruction program.

RECOMMENDATION: For information.

Enclosures

APPROVED: Adm. Serv. Legal Coun. Director Off. Inv. Asso. Dir. Ident. Dep. AD Adm. Intell. Dep. AD Inv. Laboratory Public Affs. Off.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT DATE 9-23-98 BY SP4 EXW/DMK

1 - Mr. Boynton
1 - Mr. Bailey
1 - Mr. Mintz
1 - Mr. Bokal
1 - IPALU

3 ENCLOSURE

66-3286-
NOT RECORDED
152 AUG 6 1979

JPB:tlp (6)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

63 AUG 6 1979

ORIGINAL FILED IN 197-12[illegible]-2

[redacted]

b6
b7C

NEIL BROWER

Assoc. Dir.	
Dep. AD Adm.	
Dep. AD Inv.	
Asst. Dir.:	
Adm. Servs.	
Crim. Inv.	
Ident.	
Intell.	
Laboratory	
Legal Coun.	✓
Plan. & Insp.	
Rec. Mgnt.	✓
Tech. Servs.	
Training	
Public Affs. Off.	
Telephone Rm.	
Director's Sec'y	

FBI/DOJ

May 28, 1979

Hon. Griffin B. Bell
Attorney General of the United States
Department of Justice
Washington, D.C. 20530

William H. Webster, Director
Federal Bureau of Investigation
Washington, D.C. 20530

Joel W. Solomon, Administrator
General Services Administration
F Street N.W.
Washington, D.C.

James B. Rhoads, Archivist
General Services Administration
National Archives & Records Service
Washington, D.C. 20408

Thomas W. Wadlow, Director
Records Destruction Division
National Archives & Records Service
Washington, D.C. 20408

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/DMK

35 JUN 6 1979

Re: FBI Record Destruction Program

Dear Sirs:

We write this letter as attorneys on behalf of individuals and organizations representing diverse endeavors and interests in the fields of scholarly research, education, art, science, labor, civil rights and civil liberties, religion, politics, and in the areas of race, ethnic and social rights and relations. They and we have learned with dismay and concern of the FBI's Record Destruction Program which is now in process, resulting in the destruction of massive numbers of investigative files and other records in the FBI's field offices.

16 JUN 5 1979

66-3286-

ENCLOSURE

F.C.I.A.

Some of the individuals and organizations in whose behalf we write have requested files under the Freedom of Information Act and have learned that the files have been destroyed either prior or subsequent to their request. Others have learned of the destruction of requested files notwithstanding orders of United States Courts enjoining the FBI from destroying them. All will be requesting field office files now and in the future in furtherance of their endeavors and interests.

We know from facts acquired, experience and research that the FBI field offices files constitute a unique source of information not otherwise obtainable either from FBI headquarters files or anyplace else. These records are of great historical value to our clients and the general public. They contain evidential informational and functional data which reflect the nature of the information amassed as well as methods, procedures and orientation of the FBI over the period of its existence. The research, social and political value of these records of the FBI field offices are of the greatest importance, requiring preservation. The destruction of these files and records would constitute the destruction of a vital portion of history which the people are entitled to have.

From knowledge and experience obtained in the course of FOIA requests and litigation and from researching of files obtained, it is a clear and unequivocal fact that the quantity, quality and nature of the files in the FBI's field offices are of even greater scope and significance than the files in FBI headquarters which have their own unique contents as well. Not only do the files in the field offices have a greater quantum of documents and facts than headquarters but it is these files alone that contain the primary evidentiary source material, exhibits and other data not found elsewhere, as well as the manner and authority for acquisition. There are thousands of files in the FBI field offices which have no counterparts at headquarters.

A review of the present FBI field office Record Destruction Program and the files and records of NARS bearing thereon as well as the proposed program of destruction of headquarters records, compels us to conclude they are violative of the Archival Administration Act, the Federal Records Management Act, the Disposal of Records Act, the Freedom of Information Act and the Privacy Act as well as the Constitutional

rights of our clients. We have read the NARS report issued in December of 1978. It is clear that the conclusions set forth are totally in error obviously based upon inaccurate and incomplete facts derived from a most limited and inadequate review of the FBI files and destruction program.

It is evident that already all too many unique records of great historical, research and legal value have already been destroyed over the past few years and that process is continuing day by day. To permit the continuance of such destructive practices is unconscionable.

In behalf of the persons and organizations referred to above, we have been authorized and directed to commence an action in the United States District Court for the District of Columbia to enjoin the FBI's Record Destruction Program. We anticipate filing this action sometime in the latter part of June, 1979. To avoid any further irreparable damage pending the filing of the action and the resolution of the issue by the United States District Court, we request, in the national interest, that you immediately cease and desist and hold in abeyance the entire FBI Record Destruction Program. Such action on your part can cause no injury or prejudice to the FBI, the National Archives, the General Services Administration or the Department of Justice. On the other hand the destruction of a unique record is final and irreversible. It would be tragic were you to continue with this program only to have it later determined that the destruction was unlawful and contrary to the national interest.

It is a fact that the FBI's Record Destruction Program constitutes an all too effective means of frustrating, eviscerating and in effect de facto repealing the FOIA.

We ask that you immediately communicate with each and every one of the 59 field offices of the FBI and its eleven foreign liaison offices and direct them to immediately cease and desist from any further destruction of any FBI records in their custody, care or control pending further determination of the matter by the United States Courts.

In view of the emergent nature of the situation I would appreciate your advising me forthwith of your intentions with respect to our request set forth herein.

CERTIFIED -RRR

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b7C

June 12, 1979 — K. — Raff

[redacted]

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b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EJW/gHK

Dear Mr. [redacted]

This responds to your letters of May 28, 1979, to Mr. Joel W. Solomon, former Administrator of General Services, Dr. James B. Rhoads, Archivist of the United States, and Mr. Thomas W. Wolfe, Director of our Records Disposition Division, regarding disposal of Federal Bureau of Investigation (FBI) field office investigative files.

The disposal of all Federal records is governed by the Records Disposal Act of 1943, as amended. While we respect your opinion regarding the value of the FBI field office investigative files, it should be noted that the destruction of these records was first authorized in 1946, when the Congress of the United States, through its Joint Committee on the Disposition of Executive Papers, approved their disposal on a continuing basis. At that time, the National Archives and Records Service (NARS) appraised the field office investigative files and determined they did not have sufficient historical or other value to warrant permanent retention by the Federal Government. Since that time we have reevaluated the records on several different occasions, most recently in an exhaustive study completed in late 1978. On each occasion we have concluded that no change is needed in the basic retention standard providing for disposal of the records. Our most recent reevaluation involved a systematic examination and comparison of investigative files maintained in three different field offices with those records maintained at the headquarters level. This study determined that the headquarters files do contain field office accounts detailing the conduct and results of substantive investigations and do provide a more complete account of such investigations than the scattered and fragmentary field office files.

The volume of Federal records requires NARS to appraise records in terms of records series rather than in terms of individual documents or isolated files. The NARS appraisals of field office investigative files have been based on this records series approach. A record series consists of folders, documents, or other file units arranged systematically in accordance with a filing scheme or maintained as a unit because they relate to a particular function, subject, or activity. At the end of Fiscal Year 1978, roughly 295,000 cubic feet of investigative files were maintained at FBI field offices. In arriving at the conclusion that this series of records did not merit permanent retention, NARS recognized that some field office files do contain unique materials. Contrasted with the documentary content of headquarters files, however, we have concluded that documentation unique to field office files does not have sufficient value to warrant permanent retention by the Federal Government.

66-3286-

ENCLOSURE

The National Archives and Records Service has, as its legislative mandate, responsibility for preserving the permanently valuable records of the Federal Government and making these records available to the public. Our experience amply demonstrates, however, that we cannot perform this task by attempting to collect every bit of unique information produced by the Federal Government. Rather, we must seek to identify and preserve the central core of documentary materials that has the most enduring value for future research purposes. Our actions in the appraisal of records of the FBI, both headquarters and field, have been guided by these considerations.

We have not received any evidence indicating that the FBI is maintaining and disposing of its field office investigative files in violation of the statutes and regulations governing maintenance and disposition of records. In fact, our most recent evaluation of these records noted that the FBI procedures for implementing its schedules did not deviate from the retention standards approved by NARS for the records. Moreover, the actual application of the schedule to the records conformed fully with the procedures set forth by the agency. You may be assured, however, that we will make all necessary inquiries and insist on corrective action if we have any indication that the FBI, or any other Federal agency, is not complying with the regulations governing records disposition and files maintenance.

In summary, we do not plan to modify our previous determination that FBI field office investigative files do not have sufficient value to warrant permanent retention by the Federal Government. Accordingly, we will not comply with your request that the implementation of these disposal schedules be halted.

Sincerely,

JAMES E. O'NEILL
Acting Archivist
of the United States

OFFICIAL FILE:NC
DAY FILE:NC
N
A(2)
AO [redacted]
[redacted]

b6
b7C

JAMES E. AWE, RECORDS MANAGEMENT DIVISION, FBI
CONTROL NO. N79-1768
LRR
[redacted]:pla:6/11/79

Mr. [redacted]

June 12, 1979

[redacted]

b6
b7C

Dear Mr. [redacted]

Your letter of May 28, 1979, captioned, "FBI Record Destruction Program," requests that I issue an instruction to end destruction of records located in FBI field offices and FBI foreign liaison offices.

The FBI's Central Records System was constructed to satisfy the investigative and administrative needs of the FBI. When those needs have been satisfied, the destruction of obsolete and inactive records is sound records management practice. It is the rational and reasonable alternative to the high cost of maintaining, storing, and servicing records which no longer meet the needs of the FBI. In addition, a proper and practical file destruction program is mandatory for all Federal agencies.

The criteria for destruction of FBI files has been coordinated very closely with the National Archives and Records Service (NARS) and policy for file destruction conforms to Title 44, United States Code, and various guidelines established by NARS, including Part 101-11, Title 41, Code of Federal Regulations. Inasmuch as our reporting procedures require the field offices to furnish the original, copies, or summaries of all pertinent investigation to FBI Headquarters, we are satisfied that proper controls are exercised for preservation of historical information. Likewise, as set forth in the December, 1978 report NARS released as a result of their detailed analysis of the FBI's field office file destruction program, NARS is satisfied that all reasonable efforts are being taken to preserve information of historical interest.

JEM:km
(9)

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DATE 9-23-82 BY SP4 EXW/BHK
(SEE NOTE PAGE 3)

66-3286-

[redacted]

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Mr. [redacted]

In view of the conclusions reached by NARS as set forth in its report, we will continue the practice of destroying obsolete, inactive FBI records which meet the approved criteria for destruction.

Sincerely yours,

William H. Webster
Director

1 - Honorable Griffin B. Bell
Attorney General of the United States
Department of Justice
Washington, D.C. 20530

1 - Paul H. Goulding, Acting Administrator
General Services Administration
Washington, D.C. 20405

1 - Mr. James B. Rhoads, Archivist
National Archives and Records Service
General Services Administration
Washington, D.C. 20408

1 - Mr. Thomas W. Mallon, Director
Records Disposition Division
National Archives and Records Service
General Services Administration
Washington, D.C. 20408

Mr [redacted]

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b7C

NOTE: Response to letter from addressee who also represents other parties in litigation involving various aspects of the FBI Central Records System. His letter indicates he will seek injunction against FBI File Destruction Program involving field office files inasmuch as he claims there is considerable material destroyed which is unique to the field office file and is therefore historical. Mr. [redacted] also requests that the Director "cease and desist" further file destruction pending determination by U.S. Courts. Attached for information is National Archives and Record Service (NARS) response to Mr. [redacted] letter which sets forth position that FBI destruction schedules are sound and will not be halted.

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DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1,6)
DATE 03-12-2009

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL ~~CONFIDENTIAL~~

TO : DIRECTOR, FBI (66-3286)
(C) (Attn: Records Management Div.)

DATE: 7/26/79

FROM : SAC, SAN FRANCISCO [redacted] (SQ. 16) (C)

(C)

SUBJECT: [redacted] destruction of Bureau Records general

(C)

[redacted]

b1

APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP(S) OF [illegible] DATE [illegible]

[redacted]

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Reason for Extension FCIM, II, 1-2.4.2 (3)
Date of Review for Declassification 7/26/99

(C)

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7 AUG 9 1979

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DATE OF REVIEW OADR
9-23-99

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UNRECORDED COPY

AUG 27 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

CONFIDENTIAL ~~CONFIDENTIAL~~

BILL ARCHER
7TH DISTRICT, TEXAS

MEMBER:
WAYS AND MEANS
COMMITTEE

Congress of the United States
House of Representatives
Washington, D.C. 20515

July 25, 1979

Assoc. Dir.	
Dep. AD Adm.	
Dep. AD Inv.	
Asst. Dir.:	
Adm. Servs.	
Crim. Inv.	
Ident.	
Intell.	
Laboratory	
Legal Coun.	
Plan. & Insp.	
Rec. Mgnt.	
Tech. Servs.	
Training	
Public Affs. Off.	
Telephone Rm.	
Director's Sec'y	

FBI/DOJ

FEDERAL GOVERNMENT

Mr. William H. Webster
Director
Federal Bureau of Investigation
J. Edgar Hoover Building
Washington, D.C. 20535

b6
b7C

Dear Mr. Webster:

Enclosed is the correspondence my district office recently received.

Any information your office might provide so that I may be of assistance to Dr. [redacted] would be greatly appreciated. Please mail your response to my district office at 7501 Federal Building, 515 Rusk, Houston, Texas 77002.

Thank you for your assistance.

Sincerely,

Bill Archer, M.C.
(Texas)

BA/sp

#38 EXP. PROC. 30 JUL 27 1979

TWP

DESTRUCTION OF BUREAU RECORDS - GENERAL

DE-53 SI-126 REC-2 66-3286-1324

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2 JUL 30 1979

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DATE 9-23-82 BY SP4 EJW/MK

XEROX
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8-17-79 MM

TWP
1- ENCLOSURE

59 SEP 19 1979

CORRESPONDENCE

UNRECORDED COPY FILED IN 190-0

THIS STATIONERY PRINTED ON PAPER MADE WITH RECYCLED FIBERS

[redacted]

b6
b7C

OP

July 12, 1979

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

I am informed that the FBI and the CIA are destroying papers which would show them in a bad light. I wish you would do all you could to stop these practices and see that both the word and spirit of the Freedom of Information Act are fulfilled. In view of the fact that you haven't done much this past year except raise your annual salaries you ought to do something for the people of this country.

b6
b7C

Very truly yours,

[redacted]

complainant

GD/cm

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DATE 9-23-82 BY SP4 EJW/gmk

cc: Senator Lloyd Bentsen
Senator John Tower
Representative W.R. Archer

XEROX
AUG 21 1979

66 - 3286 - 1324

ENCLOSURE

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO: Mr. [illegible]

DATE: 8/3/79

FROM: [redacted] b6 b7C

SUBJECT: DISPOSITION OF RECORDS

Destruction of Bureau Property - Genera

PURPOSE:

The purpose of this memorandum is to provide an update to the recommendations made to the Records Management Division (RMD) by the Office of Planning and Evaluation (OPE) in their report on "Disposition of Records."

DETAILS:

By memorandum J. W. Awe to Mr. Bassett, dated 9/13/78 (copy attached), RMD responded to six recommendations proposed by OPE in relation to their evaluation of RMD file destruction procedures. At that time, approval of our comprehensive disposal schedule by the Senate Committee on the Judiciary was believed to be forthcoming. The schedule is currently pending with the Judiciary Committee and, while the recommendations would enhance the overall destruction program, our comments, with the exception of Recommendation (6), are basically unchanged. The Disposition Unit has been disbanded, personnel have been assigned to other areas and the destruction program has virtually come to a halt.

In response to Recommendation (6), RMD has submitted a disposal schedule to destroy records over ten years old

ORIGINAL FILED IN

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66-3286

Enclosure

1 - Mr. Colwell
1 - Mr. Bailey (Admin.)
1 - Mr. [redacted]
1 - Miss [redacted]

CMG:kal
(5)

b6 b7C

66-3286-
NOT RECORDED
167 AUG 28 1979

CONTINUED OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

63SEP 27 1979

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b7C

Memo [redacted] to Bailey
RE: DISPOSITION OF RECORDS

in the 42 (Deserter) classification, with the exception of certain Department of Defense documents. The latter documents will be assembled and forwarded to the National Personnel Records Center for the purpose of reconstructing military records lost in the fire in St. Louis, Mo. An appraiser of the National Archives and Records Service (NARS) has reviewed a sampling of files and expressed an interest in them. NARS officials have been in contact with the Senate Judiciary Committee regarding these records but have received no positive response to date.

RECOMMENDATION:

That this memorandum be forwarded to the Planning and Inspection Division, Attention: OPE.

APPROVED: Crim. Inv. Ident. Legal Adm. Off.

June 19, 1979

Destruction of Bureau Records - General

Honorable Daniel P. Moynihan
United States Senate
Washington, D. C. 20510

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/gmk

Dear Senator Moynihan:

This is in response to the correspondence we received from you on June 11, 1979. You asked for comments concerning the two letters you enclosed. Mr. [redacted] asked you to oppose the FBI's "proposed ban on turning over files," and Dr. [redacted] expressed opposition to the proposed moratorium and file destruction program. b6 b7C

The FBI is committed to the objective of public disclosure aimed toward the goal of an informed citizenry. A moratorium would not abolish the Freedom of Information Act. It would strengthen the protection of valid law enforcement interests.

In discharging our investigative responsibilities, the Bureau has always relied, as we must, on citizen cooperation. We have found that there are those from a cross section of society who are refusing to furnish information because of their fear of disclosure under the Freedom of Information Act. These are not merely uncooperative professional confidential informants. They include Federal judges, private citizens, businessmen, and officials of municipal, state, federal and even foreign governments. The moritorium is designed to minimize the risks to those who provide information to the FBI.

JDM:bac (7)

1 - Mr. Mintz-detached
Attn: Mr. Moschella
1 - Mr. Flanders-detached
1 - Mr. Ross-detached

66-3286-
NOT RECORDED
152 AUG 17 1979

SEE NOTE PAGE 2

MAIL ROOM
54AUG 29 1979

ORIGINAL FILED IN 190-0-16587

Honorable Daniel P. Moynihan

Please be assured that any destruction of FBI files is conducted in strict compliance with Title 44 of the United States Code and guidelines established by the National Archives and Records Service.

As you requested, your constituents' correspondence is enclosed.

Sincerely yours,

William H. Webster
Director

Enclosures (2)

NOTE: By transmittal slip Senator Moynihan's office forwarded two constituent letters for comment. Both concern the proposed moritorium on the release of FBI files under the FOIA. This is a response to the Senator.

MLK

APPROVED:	Adm. Serv.	Legal Coun.
Director	Crim. Inv.	Plan. & Insp.
Assoc. Dir.	Ident.	Rec. Mgnt.
Dep. AD Adm.	Intell.	Tech. Servs.
Dep. AD Inv.	Laboratory	Training
		Public Affs. Off.

DANIEL P. MOYNIHAN
NEW YORK

UNITED STATES SENATE

Date: 6/4/79

Respectfully referred to
DESTRUCTION OF BUREAU RECORDS - GENERAL
F.B.I.

FEDERAL GOVERNMENT

for such consideration as the enclosed may warrant. Please send me your written response in duplicate along with the letter from my constituent.

Sincerely,

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HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EZW/gmm

Daniel P. Moynihan
U.S.S.

Daniel P. Moynihan
(...rk)

EXP. PROC.
35 JUN 11 1979

Mark to the Attention of: [redacted]

b6
b7C

2 ENCLOSURE

66-3286-
NOT RECORDED
152 AUG 17 1979

2 ENCLOSURE
54 AUG 29 1979

ORIGINAL FILED IN 190-0-14386

[redacted]

May 12, 1975

b6
b7C

Senator Daniel Patrick Moynihan
U.S. Senate
Washington D.C.

ALL INFORMATION CONTAINED
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DATE 9-23-82 BY SP4 EJW/gmk

Dear Senator Moynihan

I urge that you support the Freedom of Information Act and that you oppose the F.B.I.'s proposed ban on turning over files. We have worked long and hard for this important legislation which I believe is fundamental to the democratic process.

b6
b7C

Sincerly yours,

[redacted]

ENCLOSURE

ENCLOSURE 66-3286-

[redacted]

b6
b7C

TELEPHONE 472-9954

May 11, 1979

Representative Gary Lee
House of Representatives
Washington, D.C. 20515

Dear Representative Lee:

I am opposed to any congressional action approving FBI Director William Webster's proposal for a ten year moratorium in releasing FBI files. I am also opposed to the FBI's request to be allowed to destroy their files after ten years. Both of these actions will destroy the effectiveness of the Freedom of Information Act and therefore violate the rights of Americans to have access to files kept by intelligence agencies.

Sincerely,

[redacted]

b6
b7C

RMW/dd
abc/3

cc: Senator Daniel Moynihan
Senator Jacob Javitts
Representative Ted Weiss
Representative Richardson Preyer
Senator Edward Kennedy

COPY

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HEREIN IS UNCLASSIFIED
DATE 9-23-82 BY SP4 EJW/JHF

66-3286-
ENCLOSURE

FEDERAL BUREAU OF INVESTIGATION
FOIPA
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Page 193 ~ Referral/Direct
Page 194 ~ Referral/Direct
Page 195 ~ Referral/Direct
Page 197 ~ Referral/Consult
Page 198 ~ Referral/Consult
Page 211 ~ Referral/Direct
Page 212 ~ Referral/Direct
Page 213 ~ Referral/Direct
Page 214 ~ Referral/Direct
Page 215 ~ Referral/Direct
Page 216 ~ Referral/Direct
Page 230 ~ Duplicate
Page 231 ~ Duplicate
Page 232 ~ Duplicate
Page 233 ~ Duplicate
Page 234 ~ Duplicate
Page 235 ~ Duplicate
Page 236 ~ Duplicate
Page 237 ~ Duplicate
Page 278 ~ Duplicate
Page 279 ~ Duplicate
Page 280 ~ Duplicate

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 29

August 17, 1979

FEDERAL GOVERNMENT

Honorable Bill Archer
Member of Congress
7501 Federal Building
515 Rusk
Houston, Texas 77002

DESTRUCTION OF BUREAU RECORDS

Dear Congressman Archer:

Your letter of July 25th enclosing a copy of [redacted] letter to the President has been referred to me for acknowledgment. b6 b7C

As Judge Webster stated on the "Face the Nation" program, our file destruction policy is a matter of record and has the approval of the Archivist of the United States. The specific provisions are set forth in Title 44, Chapter 33 of the United States Code, and in Title 41, Chapter 101-11 of the Code of Federal Regulations. We closely coordinate these matters with the National Archives and Records Service and have a comprehensive program in force to facilitate the destruction of obsolete material and the permanent retention of historical valuable records. The Code of Federal Regulations cited above, requires that records no longer of current use be disposed of promptly. After the passage of appropriate time, those records deemed to have historical value, and thus preserved under the same citation, are transferred to the National Archives where they are available for research purposes.

We are not destroying files at the present time at FBI Headquarters, where most of our files are located. As Director Webster pointed out, the files that we do want to destroy, for good business management reasons, are in the field, and are largely copies of documents currently on file at FBI Headquarters.

MN:jmh (7)

SEE COPY DESIGNATIONS AND NOTE, PAGE TWO

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EFW/GNK

MAILED 8 AUG 17 1979 FBI

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.

REC-2 66-3286-1325
ST-126
AUG 20 1979
XEROX AUG 21 1979
FBI

UNRECORDED COPY FILED IN

Honorable Bill Archer

Let me assure you and [redacted] that, as evidence by the more than 1,900 final responses to Freedom of Information Act (FOIA) requests made last year alone, the FBI is committed to the principle of full disclosure of information to which the public has a right. There is nothing in our regulations regarding file destruction that circumvents the Freedom of Information Act either in spirit or in law.

Sincerely yours,

b6
b7C

William L. Bailey
Assistant Director

1 - Houston - Enclosures (2)
1 - Legal Liaison and Congressional Affairs Unit - Enclosures (2)
NOTE: There is nothing in Bufiles on [redacted] to preclude this letter.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

Congress of the United States

House of Representatives

Washington, D.C.

July 30 1979

DESTRUCTION OF BUREAU RECORDS - FEDERAL GOVERNMENT

GENERAL

TO: Federal Bureau of Investigation

Sir:

The attached communication is sent for your consideration. Please investigate the statements contained therein and forward me the necessary information for reply, returning the enclosed correspondence with your answer.

Yours truly,

Edward R. Roybal
(California)

ATTN: [redacted]

2211 Rayburn H.O.B.
Washington, D.C. 20515

EXP. PROC.
35 JUL 31 1979

#35

66-3286-1326

8-27

60 SEP 27 1979

b6
b7C

1-ENCLOSURE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/JHK

[redacted]
Los Angeles, Ca. 90065. b6 b7C
July 23, 1979.

Edward R. Roybal
Congressman, 25th District

[redacted]

Dear Congresman Roybal:

We have apreciated your answering our letters, and were sorry we could not attend the Glasell Park Senior Citizens lunch at which you spoke last week.

One of our concers at present is the admitted destroying of historical and political documents by FBI Director William Webster (Congressional testimony) It is evident that he is affraid of past and curent illegal activities being revealed.

The Freedom of Information Act is in danger as he does not want to release files until 10 years old, and has already destroyed files shortly over 5 years. Thus he is working to destroy the Information Act.

We urge you to support this Act by apposing the FBI's proposed illegal ban on turning over files.

Sincerely yours,

[redacted] b6 b7C

Original enclosure returned to correspondent 7/5/79

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/gmr

ENCLOSURE

66-3286-1326

Routing Slip
0-7 (Rev. 5-13-77)

(Copies to Offices Checked)

TO: SAC:

☐ Albany	☐ Houston	☐ Oklahoma City	TO LEGAT:
☐ Albuquerque	☐ Indianapolis	☐ Omaha	☐ Bern
☐ Alexandria	☐ Jackson	☐ Philadelphia	☐ Bonn
☐ Anchorage	☐ Jacksonville	☐ Phoenix	☐ Buenos Aires
☐ Atlanta	☐ Kansas City	☐ Pittsburgh	☐ Caracas
☐ Baltimore	☐ Knoxville	☐ Portland	☐ Hong Kong
☐ Birmingham	☐ Las Vegas	☐ Richmond	☐ London
☐ Boston	☐ Little Rock	☐ Sacramento	☐ Madrid
☐ Buffalo	☐ Los Angeles	☐ St. Louis	☐ Manila
☐ Butte	☐ Louisville	☐ Salt Lake City	☐ Mexico City
☐ Charlotte	☐ Memphis	☐ San Antonio	☐ Ottawa
☐ Chicago	☐ Miami	☐ San Diego	☐ Paris
☐ Cincinnati	☐ Milwaukee	☐ San Francisco	☐ Rome
☐ Cleveland	☐ Minneapolis	☐ San Juan	☐ Tokyo
☐ Columbia	☐ Mobile	☐ Savannah	
☐ Dallas	☐ Newark	☐ Seattle	
☐ Denver	☐ New Haven	☐ Springfield	
☐ Detroit	☐ New Orleans	☐ Tampa	
☐ El Paso	☐ New York City	☐ Washington Field	
☐ Honolulu	☐ Norfolk	☐ Quantico	

☐ SAC, New Rochelle (MRA) ☐ ASAC, Rapid City ("Mini") 11/16/77 (Date)

RE:

Bulet to SAC, Albany and all offices with copies to each Legat dated 10/28/77, captioned "Destruction of Field Files and Records Buded 11/8/77."

BUREAU RECORDS

☐ For information ☐ Retention optional ☐ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA 66-3286- dated _____.

NOT RECORDED
2 NOV 21 1977

Remarks:

Legats should adhere to the instructions contained in the Foreign Operations Policy Manual concerning destruction of files and index cards. It will not be necessary for Legats to submit monthly reports on the status of file and index card destruction.

RECORDS SYSTEMS

NOTE: Coordinated with SA [redacted]
CI-3-C Unit, Intelligence Div.

Enc.
Bufile 66-3286
Urfile

b6
b7C

FBI/DOJ

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/gwt

File in 66-3286

9 APR 28 1981

55 NOV 28 1977 F101

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR 41 CFR 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.
Admin. Serv.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. Cochran

DATE: 11/3/76

FROM : W. E. Harward

SUBJECT: EXCESS TECHNICAL EQUIPMENT
CONFIDENTIAL DISPOSAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/gmk

ORIGINAL FILED IN 66-3189-698

PURPOSE: DESTRUCTION OF BUREAU PROPERTY

To obtain approval of attached letter setting forth names of Bureau personnel and their security clearance for entry to a U. S. Army facility which will provide equipment for destruction of technical equipment.

DETAILS:

A memorandum Harward to Mr. Cochran dated 9/10/76 recommended use of equipment at a local army facility to destroy excess Bureau technical equipment, copy attached, which was approved.

The army has advised that they will require a letter setting forth the Security clearances of FBI personnel who will participate in these destruction procedures.

Attached letter, in response to this request, lists Bureau personnel involved in this project as well as their clearances.

RECOMMENDATION:

That attached letter to the Army Security Detail at Harry Diamond Laboratories, 2800 Powder Mill Road, Adelphi, Maryland, 20793, showing security clearance for Bureau personnel involved in this project be approved.

1 - ENCLOSURE

enc.

66-3286-
NOT RECORDED
27 JAN 3 1980

1 - Mr. McDermott
1 - Mr. Bassett
(Attn: Mr. [redacted])
(Attn: Mr. [redacted])
1 - Mr. Gleason

1 - Mr. Cochran
1 - Mr. Harward
1 - Mr. Campbell
1 - Mr. Davis
1 - Mr. Stevens

b6
b7C

WGS:dk
(9)

59 JAN 8 1980

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Cochran

DATE: 9/16/76

FROM : W. E. Harward

SUBJECT: EXCESS TECHNICAL EQUIPMENT-
CONFIDENTIAL DISPOSAL

Concerning captioned matter there are attached 21 pages of the 0-50 surplus property form setting forth equipment that is excess to the needs of the Radio Engineering Section. Because of the sensitive nature of these items they must be disposed of in a confidential manner. In this connection it has been determined that the United States Army has available machinery which will destroy this type of material. It would appear that this could be an acceptable method for handling this matter.

The disposal of this equipment must occur as soon possible inasmuch as the space i.e. 1B056, 1B058, and 1B being used for its storage is scheduled for major construction beginning soon after 9/28/76.

RECOMMENDATION:

1. That equipment listed, on attached forms, be destroyed by use of United States Army facilities, providing an on sight inspection by personnel of Administrative Services Division and Laboratory confirm acceptability of destruction procedures.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCE/DCG/gmw

1 - Administrative Services Division
1 - Mr. Cochran
1 - Mr. Gleason
1 - Mr. Harward
1 - Mr. Stevens

SEE ADDENDUM PROPERTY PROCUREMENT MANAGEMENT SECTION DATED 10/1/76.

WGS:dhc*

(6)

CONTINUED OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ENCLOSURE 66-3286-

Memorandum to Mr. Cooling
UNCLASS TECHNICAL [illegible]

2. In the event recommendation #1 is not accepted [illegible] Administrative Services [illegible]tion will provide an alternative method.

WHO

ADDENDUM PROPERTY PROCUREMENT & MANAGEMENT SECTION:
GSM/lab:sam 10/14/76

Reference is made to memorandum from W. E. Harward to Mr. Cochran dated 9/16/76 captioned "Excess Technical Equipment - Confidential Disposal." Regulations regarding destruction of equipment are mentioned in Federal Property Regulations Subpart 101-45.5; U. S. Code, Titles 18 and 44, Sections 2512 and 3301-3314; Code of Federal Regulations (CFR), Title 28, Subpart M and Section 17.74-17.77. All of these regulations have been reviewed and the matter has been discussed with Mr. [redacted] Office of Management and Finance, Department of Justice. This Section feels that we are proper in destroying property in question. b6 b7C

The United States Army facilities can provide the necessary equipment to destroy this property. The Laboratory has advised they have personnel that can witness and sign for this destruction. The Property Procurement and Management Section also has personnel available to witness and sign for destruction. These signatures should appear on all originals of 0-50. It will be necessary to contact Printing and Space Management Section to arrange transportation. Recommend this request be approved and returned to this Section for handling in its entirety.

1 - Mr. [redacted] (Enc.)
1 - Laboratory Division (Enc.)

Mr. Mohr 12/9/70

J. J. Casper CONFIDENTIAL DESTRUCTION OF BUREAU PROPERTY

NEWSPAPER CLIPPINGS
SUGGESTION 352-71 SUBMITTED BY
MR. [redacted] MEXICO CITY OFFICE GENERAL

b6
b7C

SYNOPSIS

Suggests foreign offices in order to conserve space and keep volume of files within manageable levels be authorized to destroy newspaper clippings when they are no longer needed. After the case Agent completes his file review and report or other communication to the Bureau, he could then indicate the clippings which could be destroyed. Until destruction, clippings could be retained by fastening them to a file back and placing them in a folder. If the clipping should be needed at a later date, it could be obtained from the morgue of the newspaper involved.

Domestic Intelligence Division recommended approval due to space limitation in these offices. Crime Records had no observations since it has no responsibility for the retention of this material. Training and Inspection Divisions have discussed this matter and feel a survey should be made of Bonn, Paris and Rome to obtain their opinions regarding such a procedure and if any pertinent problems would be involved.

RECOMMENDATION: That the attached letter be approved for forwarding to Bonn, Paris and Rome for their views and that final action with regard to the suggester be held in abeyance pending the results of the survey. His idea has been acknowledged by prior letter.

DECLASSIFIED BY Auc 60290 BCE/DCG/ymw
ON 9/23/03
#03-R0762

66-3286

Classified by SP-4 elw/abw
Declassify on: OADR
4/29/82

NOT RECORDED
29 DEC 16 1970

ALL INFORMATION CONTA
HEREIN IS UNCLASSIFI
EXCEPT WHERE SHOWN
OTHERWISE

Enclosure
(1)- Bufile 66-3286
1 - Bufile 64-4532
ML:das
(4)

CONTINUED - OVER

DEC 11 1980 BW
OCT 3 1980 LKD

CONFIDENTIAL

Memo Casper to Mohr
Re: Newspaper Clippings
Suggestion 352-71 Submitted by
Mr. [redacted] Mexico City Office

b6
b7C

DETAILS

CONFIDENTIAL

SUGGESTION: That foreign offices in order to conserve space and keep volume of files within manageable levels be authorized to destroy newspaper clippings when they are no longer needed. After a case Agents completes his file review and report or other communication to the SOG, he could then indicate the clippings which could be destroyed. Until destruction, clippings could be retained by fastening them to a file back and placing them in a folder. [Mexico City Office has previously been authorized to retain FD-306s (Cover Sheet for Informant Report or Material) in this manner.] If the clipping should be needed at a later date, it could be obtained from the morgue of the newspaper involved.

CURRENT PRACTICE: The suggester states that at present, newspaper clippings are mounted on paper, searched, indexed and serialized for the file. The majority of the newspaper clippings retained in this office are placed in "A" volumes of the substantive files. A review of the provisions of the Manual of Instructions, Manual of Rules and Regulations, Foreign Operations Policy Manual and FBI Handbook for Special Agents does not, according to the suggester, disclose regulations which would prohibit the proposed procedure. The Manual of Rules and Regulations, Part II, Section 3, page 15, permits destruction of police school newspaper clippings after two years.

b6
b7C

ADVANTAGES: Mr. [redacted] advises authority to destroy newspaper clippings on an accelerated basis, after they have served their purpose, would save a substantial amount of filing space. According to a survey of the Mexico City Office files, it is anticipated that one file cabinet would be saved by this procedure.

OBSERVATIONS: Legat Nischwitz, Mexico City, stated the idea appeared to have merit and should be considered there would certainly be a savin[illegible] in clerical time involved.

Domestic Intelligence Division observed that it appeared newspaper clippings maintained after an investigation has been completed only serve to take up valuable space in Legat offices. Provided information in the clippings has been reported to the Bureau there appears no valid reason to maintain them beyond that time. As proposed by Mexico City, these clippings are available at a later date from

CONFIDENTIAL

b6
b7C

newspaper morgues and could be obtained if the need arises. As a spacesaving measure, this Division recommended the idea receive favorable consideration.

Crime Records Division stated it is responsible for initial distribution of newspaper clippings from the field. It has no responsibilities concerning the retention of clippings in the field and has no pertinent observations for this suggestion.

Training Division has discussed this procedure with the Inspection Division and it has been decided the views of three foreign offices should be obtained to ascertain how they are handling these clippings at the present time, the amount involved, and the procedures in effect. When these replies are received, we will have a better idea of the problems involved with respect to certain aspects of this suggested system.

66-3286

LEGAT, Bonn

12-10-70

Director, FBI (66-1697)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/gltk

NEWSPAPER CLIPPINGS
SUGGESTION MATTER
BUDED 1/4/71

A suggestion is under consideration at the Bureau whereby foreign offices would be authorized to destroy newspaper clippings when they are no longer needed in order to conserve space and keep the volume of files within manageable levels. When a case Agent completes his file review and report or other communication to the Bureau, he could then indicate the clippings which could be destroyed. Until destruction, clippings could be retained by fastening them to a file back and placing them in a folder. If the clipping should be needed at a later date, it could be obtained from the morgue of the newspaper involved.

You are requested to advise the procedures in this regard now in use in your office. Are newspaper clippings mounted, searched, indexed and serialized for the substantive file? If so, how would the proposed system affect accountability for this material. Would these clippings be considered work paper-type information which could be destroyed as proposed without the need for indexing and serializing them? If such a procedure were placed into effect, how much space would be saved in your office of assignment? You should forward your views and recommendations to the attention of the Suggestion Desk, Training Division, by the close of business January 4, 1971.

2 - Paris
2 - Rome
1 - Foreign Liaison Desk (route through for review)
1 - Bufile 66-3286
1 - Bufile 64-4532
ML:das
(11)

b6
b7C

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, ML:das, dated 12/9/70, re: Newspaper Clippings, Suggestion 352-71 Submitted by Mr. [redacted] Mexico City Office.

15 JAN 29 1971

1980

DUPLICATE YELLOW

SEARCHED INDEXED SERIALIZED FILED

1981-99

August 8, 1979

JHC

Honorable Edward R. Roybal
House of Representatives
Washington, D. C. 20515

DESTRUCTION OF BUREAU RECORDS
FEDERAL GOVERNMENT
GENERAL

Dear Congressman Roybal:

Your July 30th communication on behalf of your constituents, [redacted], has been received. b6 b7C

With respect to the concern of your constituents, the disposition of all FBI records, regardless of their source, is carried out in strict accordance with the very specific provisions as set forth in Title 44, Chapter 33 of the United States Code, and in Title 41, Chapter 101-11 of the Code of Federal Regulations. We closely coordinate these matters with the National Archives and Records Service and have a comprehensive program in force to facilitate the destruction of obsolete material and the permanent retention of historically valuable records. The Code of Federal Regulations, cited above, requires that records no longer of current use be disposed of promptly. After the passage of appropriate time, those records deemed to have historical value, and thus preserved under the same citation, are transferred to the National Archives where they are available for research purposes.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/gmk

MAILED 11 AUG 3 1979 FBI

Let me assure Mr. and Mrs. [redacted] that, as evidenced by the more than 19,000 final responses to Freedom of Information Act requests made last year alone, the FBI is committed to the principle of full disclosure of information to which the public has a right. At the same time, we wish to insure that legitimate law enforcement needs are protected and the proposals made to the Congress to modify the Freedom of Information Act address both these concerns. b6 b7C

Your enclosure is being returned as requested.

Sincerely yours,

REC-5 66-3286-1327

11 AUG 27 1979

William L. Bailey
Assistant Director

Enclosure
1 - Los Angeles - Enclosures (2)
1 - Legal Liaison and Congressional Affairs Unit - Enclosures (2)
ESH:kms (5)

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

APPROVED:

Adm. Serv. ____ Legal Coun. ____
Crim. Inv. ____ Plan. & Insp. ____
Rec. Mgnt. WLB/FE
Ident. ____ Tech. Servs. ____
Intell. ____ Training ____
Laboratory ____ Public Affs. Off. ____

60 SEP 27 1979
MAIL ROOM

FBI/DOJ

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Adm. Serv. ____
Crim. Inv. ____
Fin. & Pers. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Spec. Inv. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bayse

DATE: 7/17/79

FROM : K. E. Joseph

SUBJECT: DESTRUCTION OF EXPENDABLE PROPERTY

The purpose of this memorandum, which has been coordinated with Property Procurement and Management Section, is to establish policy to destroy purses, cases and stopwatches.

DESTRUCTION OF BUREAU PROPERTY

From time to time the above-mentioned items are returned in such condition that deems impossible to reissue. SA [redacted] Unit Chief of the Explosive Unit, has expressed a need for some of these items in his training. Quantico requests permission to forward worn and/or damaged purses, cases and stopwatches to SA [redacted] Explosive Unit, as needed. b6 b7C

An FD-519 is attached.

RECOMMENDATION:

DE-22 66-3886-1328

That permission be granted to permit forwarding of 15 purses, 10 cases and one stopwatch to SA [redacted] Unit Chief of the Explosive Unit, to be utilized in training. b6 b7C

APPROVED:

Director ____
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Adm. Serv. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____

NOT RECORDED
11 SEP 26 1979

1 - ENCLOSURE

Enclosure
1 - Mr. Schmidle

LLL:jaf
(4)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/gmk

5 9 OCT 16 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-110

FBI/DOJ

FD-519 (11-15-77)

REQUIREMENTS AND CERTIFICATION FOR CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

Cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted after Bureau authority is granted and when all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.

2. Required parts are not available from other units previously cannibalized.

3. Required parts are not available from Government excess. (Government excess means any personal property under the control of any Federal Agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.)

4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.

5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

CERTIFICATION

The conditions, as set forth above, have been met to the best of my knowledge with regard to the equipment listed on the attached memorandum and/or FD-500, dated _____. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name [redacted]

Position Title Property Custodian

Office Training Division

Date 7/17/79

Reviewed By [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/TMT

b6
b7C

66-3286-1328
ENCLOSURE

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Asst. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO: Mr. Bailey

DATE: 8/31/79

FROM: P. L. Andrews

SUBJECT: FILE DESTRUCTION
CIVIL ACTION CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/gHK

DESTRUCTION of BUREAU RECORDS
GENERAL

PURPOSE:

The purpose of this memorandum is to provide data regarding pending litigation cases for record purposes.

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77 that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil litigation and Freedom of Information and Privacy Acts litigation cases. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at Headquarters.

To insure that all pertinent subjects related to the cases are duly recorded, two individual attachments which have previously been forwarded for searching and retention purposes are attached herewith for record processing.

RECOMMENDATION:

None. For record purposes.

ENCLOSURE

APPROVED: Adm. Serv. Legal Coun. Crim. Inv. Plan. & Insp. Rec. Mgnt. WLB/BLA Ident. Tech. Servs. Lab.

197-122

Enclosures

1 - Mr. Andrews
1 - Mr. Bailey (Admin.)
1 - Miss [redacted]

b6
b7C

CMG:evp
(4)

66-3286-
NOT RECORDED
188 SEP 12 1979

66 SEP 14 1979

ORIGINAL FILED IN 197-122

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

[redacted] b6 b7C

August 22, 1979

FBI Director William Webster
Federal Bureau of Investigation
Washington, D.C. 20520

OUTSIDE SOURCE

Dear Sir:

I am quite disturbed that the FBI is destroying the files of citizens who have been involved in different organizations and in various causes not to the government's liking.

The Freedom of Information Act of 1966(strenghthened in 1974) makes it possible for citizens to request their files. The FBI has used all sorts of delaying tactics to prevent these people from receiving their files. Now the FBI is destroying files that are more than five years old, although refusingtto send files under ten years to those who request them.

These files are part of our national resources. I urge you to halt the further destruction of these files.

Bureau Records - General

I should like to know what action you are taking in this matter.

Sincerely yours,

[redacted] b6 b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-92 BY SP4 EJW/GLK

EX-109 REC-65

66-3286-1328X

SEP 21 1979

ACK 9/11/79 RB:RLRD

64 NOV 14 1979

CORRESPONDENCE

S. I. HAYAKAWA
CALIFORNIA

GENE PRAT, PH. D.
ADMINISTRATIVE ASSISTANT

United States Senate

WASHINGTON, D.C. 20510

COMMITTEES:
AGRICULTURE, NUTRITION, AND FORESTRY
FOREIGN RELATIONS
SMALL BUSINESS

September 5, 1979

Federal Bureau of Investigation
Congressional Affairs
J.Edgar Hoover Building
9th and Pennsylvania Ave. NW
Washington, D.C. 20535

Gentlemen: Destruction of Buren Property - Inmate

Enclosed is a copy of correspondence I received from [redacted] I would appreciate any information you could provide regarding this matter. [redacted]

Please ~~forward your reply, in duplicate,~~ Santa Monica Calif. to the attention of my staff assistant, [redacted] [redacted], Room 6217, Dirksen Senate Office Building, Washington, D.C. 20510.

b6
b7C

Sincerely,

Sam Hayakawa

S. I. Hayakawa

SIH/mp
Enclosure

1 - ENCLOSURE

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y
FBI/DOJ

REC-106 66-3286-1329
V-71 DE-48 EX-109
2 SEP 20 1979

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-92 BY SP4 E2w/glw

Ack 9-18-79 NB

64 OCT 1 2 1979

[redacted]

b6
b7C

9-3

[redacted] SANTA MONICA, CALIF. 90403

1/jcd

b6
b7C

Dear Senator Hayakawa

We urgently urge you to use the necessary time/effort to defeat the FBI from any destruction of the Freedom of Information data

Please consider this action as one of your top priorities

Thank you

Sincerely,

[redacted]

5-3-79

[redacted]

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/JMK

66-3286-1329

ENCLOSURE

September 18, 1979

Honorable S. I. Hayakawa
United States Senate
Washington, D. C. 20510

FEDERAL GOVERNMENT
Destruction of Bureau Property
General

Dear Senator Hayakawa:

Your communication of September 5th on behalf of Ms. [redacted] has been received.

With respect to Ms. [redacted] Calif. concern, the FBI's file destruction policy is a matter of record and has the approval of the Archivist of the United States. The specific provisions are set forth in Title 44, Chapter 33 of the United States Code, and in Title 41, Chapter 101-11 of the Code of Federal Regulations. We closely coordinate these matters with the National Archives and Records Service and have a comprehensive program in force to facilitate the destruction of obsolete material and the permanent retention of historically valuable records. The Code of Federal Regulations cited above, requires that records no longer of current use be disposed of promptly. After the passage of appropriate time, those records deemed to have historical value, and thus preserved under the same citation, are transferred to the National Archives where they are available for research purposes.

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-12 BY SP4 EZW/gmm

We are not destroying files at the present time at FBI Headquarters, where most of our files are located. The files that we do want to destroy, for good, business management reasons, are in the field, and are largely copies of documents currently on file in FBI Headquarters.

I hope the above will be of assistance to you in responding to Ms. [redacted] I am returning your enclosure for your convenience.

b6
b7C

MAILED 8
SEP 18 1979
FBI

Sincerely yours,

REC-109
66-3286-1330
DE-48
V-71

William L. Bailey
Assistant Director

2 SEP 20 1979

Enclosure
1 - Los Angeles - Enclosures (2)
1 - Legal Division and Congressional Affairs Unit - Enclosures (2)
NOTE: Bufiles contain nothing identifiable with Ms. [redacted]
NB:jmh (7) Reply previously discussed with SA P. L. Andrews, Records Management Division.

b6
b7C

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM

WLB/RAM

64 OCT 1 2 1979

Assoc. Dir.	
Dep. AD Adm.	
Dep. AD Inv.	
Asst. Dir.:	
Adm. Servs.	
Crim. Inv.	
Ident.	
Intell.	
Laboratory	
Legal Coun.	
Plan. & Insp.	
Rec. Mgnt.	
Tech. Servs.	
Training	
Public Affs. Off.	
Telephone Rm.	
Director's Sec'y	

FBI/DOJ

FEDERAL GOVERNMENT

HOUSE OF REPRESENTATIVES, U.S.
WASHINGTON, D.C.

September 10, 19 79

Respectfully referred to

Director William H. Webster
Federal Bureau of Investigation
Washington, D. C. 20535

The Congressman would appreciate your comments regarding the constituent's concerns, particularly the allegation that the FBI has "begun to destroy files that are not more than five years old."

Thank you for your assistance.

b6
b7C

225-1668

Very respectfully,

Gerry E. Studds

M.C., 12th *District.* MA

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-24-82 BY SP4 E 2wj/gmm

Encl.

DESTRUCTION OF BUREAU RECORDS

REC-18 66-3286-1331

DE-55

V-71

1 SEP 21 1979

ENCLOSURE

5 9 OCT 18 1979
715

59 OCT 18 1979
715

[redacted]

August 22, 1979

b6
b7C

The Honorable Gerry E. Studds
1511 Longworth House Office Building
Washington, D.C. 20515

Dear Gerry:

I understand that the Freedom of Information Act, passed in 1966 and strenghthened in 1974, is presently under attack, that the FBI does not wish to release files until they are ten years old--and yet has begun to destroy files that are not more than five years old.

The Freedom of Information Act has made it possible for citizens who have been active in many organizations and for many causes to find out just how the government has tried to interfere with their constiutional rightz.

The Freedom of Information should be strenghthened even further. The FBI must turn files over to citizens who request them without using all sorts of delaying tactics.

I should appreciate hearing from you when you get back to Congress on this matter. I know that you are always forth - right in responding to questions and letters from your constituents.

Sincerely yours,

[redacted]

b6
b7C

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DATE 7-29-92 BY SP4 EJW/gmc

ENCLOSURE

66-3286 - 1331

September 21, 1979

FEDERAL GOVERNMENT

Honorable Gerry E. Studds
House of Representatives
Washington, D. C. 20515

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/lgHK

Dear Congressman Studds:

Your communication of September 10th, enclosing the attached correspondence from Ms. [redacted] has been received. For your information, the FBI received a similar letter from her, and I am enclosing a copy of my reply. DESTRUCTION OF BUREAU RECORDS - GENERAL

b6
b7C

Sincerely yours,

/s/

William L. Bailey
Assistant Director

MAILED 8
SEP 21 1979
FBI

Enclosures (2)
Correspondent's enclosure
Copy of Assistant Director Bailey's letter to Ms. [redacted]
[redacted] dated 9-11-79
1 - Boston - Enclosures (3)
1 - Legal Liaison and Congressional Affairs Unit - Enclosures (3)

b6
b7C

NOTE: The only reference in Bufiles concerning Ms. [redacted] is our letter to her dated 9-11-79.

CAM:rfw (7)
/jmh

REC-18 66-3286-1332

EX-109

SEP 21 1979

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____
Telephone Rm. _____
Director's Sec'y _____

OCT 1 1979

MAIL ROOM

FBI/DOJ

Assistant Attorney General
for Administration
Office of Management and Finance

October 2, 1979

Assistant Director
Records Management Division

~~DISPOSITION OF CONTROLLED SUBSTANCES ACT NONPUBLIC RECORDS~~
DESTRUCTION OF BUREAU RECORDS
FEDERAL GOVERNMENT GENERAL

This is in response to letter dated September 12, 1979, from Vincent A. Lobisco, Assistant Director, Records Management, Administrative Programs Management Staff/OMF, which enclosed the proposed disposition schedule for nonpublic records maintained pursuant to the Controlled Substances Act, 21 U.S.C. 844(b)(1).

The proposed disposition schedule has been reviewed and this Bureau concurs with the contents and proposed retention periods.

NOTE: The proposed schedule provides a retention period of 50 years after expiration of term of probation for fingerprint or nonpublic records which are forwarded to and maintained within the Department. We are providing the Department our concurrance. This matter has been coordinated with the Identification Division. Copies of referenced letter and proposed schedule are attached.

MAILED 14 OCT 2 1979 FBI

66-3286

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt. WLB/PA
Tech. Servs.
Training
Public Affs. Off.

66-3286-1333

OCT 9 1979

1 - Mr. Mintz
(Attn: Mr. [redacted])
1 - Mr. Stames
(Attn: Mr. Arnold)
1 - Mr. Andrews
1 - Mr. Bailey (Admin.)
1 - Miss [redacted]

REC-124

CMG:km
(8)

2 - ENCLOSURE

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
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Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/gmk

FBI/DOJ

September 11, 1979

[redacted]

OUTSIDE SOURCE

b6
b7C

Dear Ms. [redacted]

Judge Webster has received your August 22nd letter concerning the Freedom of Information Act (FOIA) and the FBI's policy on destruction of files and he has asked me to respond to you. BUREAU RECORDS - GENERAL

Your concern appears to be prompted by the FBI's proposed moratorium on the release of certain files under the Freedom of Information Act, which was included in Judge Webster's proposals submitted to Congressional oversight committees at their request. These proposals are designed to refine the Act, not repeal it. In an effort to explain the basis of the proposed moratorium, it must be realized that the FBI must rely on public confidence and cooperation in order to function effectively as an investigative agency. It is, therefore, a matter of utmost importance that we maintain a confidential relationship with informants and others who do not wish to be identified as sources of information. To underscore the value of informants, for example, last year we obtained over 2,600 convictions and had over $200 million in recoveries as a result of information provided by informants.

1334

REC-65 66-3286-1334

We have found, however, that because of their fear of disclosure under the FOIA, many informants, as well as ordinary citizens, are reluctant to provide information crucial to the solution of crimes. Therefore, we have proposed a seven-year moratorium on the disclosure of the contents of investigative files compiled for law enforcement purposes so that we can minimize the risk to those who provide information to the FBI. There would be obvious exceptions to the proposed moratorium, perhaps in cases of national interest or in instances when sufficient cause for waiver could be demonstrated.

SEE NOTE PAGE TWO

NB:kms (3)
/jmh

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DATE 9-26-92 BY SP4 EZW/glk

MAILED 8
SEP 11 1979
FBI

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

NOV 14 1979
MAIL ROOM

b6
b7C

Ms [redacted]

Our proposal also provides that FBI records be divided into two categories. Our most sensitive information, that pertaining to foreign intelligence, foreign counterintelligence, organized crime and terrorism would be exempt from mandatory disclosure under the FOIA, but would be governed by Title 28, Code of Federal Regulations, Section 50.8, which provides for access to files over 15 years old and of historical interest. All other FBI records would fall within category two and be subject to the FOIA's mandatory disclosure provisions.

Let me assure you that the FBI will not use the moratorium in concert with a file destruction program to frustrate the FOIA. Our records management program, which includes the destruction of files, is conducted in strict compliance with Title 44, Chapter 33, of the U. S. Code; Title 41, Chapter 101-11, of the Code of Federal Regulations; and guidelines closely coordinated with National Archives and Records Service. We are not destroying files at the present time at FBI Headquarters, where most of our files are located. The files that we do want to destroy, for good business management reasons, are in the field, and are largely copies of documents currently on file in FBI Headquarters.

In closing, let me assure you that, as evidenced by the more than 19,000 final responses to FOIA requests made last year alone, the FBI is committed to the principle of full disclosure of information to which the public has a right. At the same time, we wish to insure that legitimate law enforcement needs are protected. These requests are handled on a first-come, first-served basis and I can assure you we do not use delaying tactics. Before we release material, it must be given a line-by-line review and this is a very time-consuming procedure. We are continuing to work with the Department of Justice on legislative proposals being drafted by that Department for submission to Congress.

Sincerely yours,

/S/

William L. Bailey
Assistant Director

NOTE: Bufiles contain nothing identifiable with correspondent.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bailey

DATE: 11/19/79

FROM : P. L. Andrews

SUBJECT: DESTRUCTION OF BUREAU RECORDS

PURPOSE:

The purpose of this memorandum is to recommend a solution to an undesirable situation which currently exists in the 66 classification relating to the previously-maintained "Alphabetical Administrative Files."

DETAILS:

The 66 classification currently contains file charge-outs (copies attached) bearing the legends "THIS FILE PERTAINS TO FBI ADMINISTRATIVE MATTERS AND IS FILED IN THE ALPHABETICAL SECTION BY NAME" and "THESE FILES PERTAIN TO ADMINISTRATIVE MATTERS AND HAVE BEEN CONSOLIDATED INTO PERSONNEL FILES." The Alphabetical Section is no longer in existence and positive attempts should be made to completely remove these guides from the files since they have created confusion and wasted effort over a 25-year period.

According to a memorandum for Mr. Hoover, dated 5/23/22, M. C. Bartley noted that the "Administrative Files" consisted of 748 separate jackets pertaining to FBI personnel or field offices and included correspondence related to travel, space, transfer and leave matters. F. W. Waikart

ENCLOSURE
Enclosures (7)

66-3286 -1335

*ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE DATE 10-7-82 BY SP-4 EJW

ATTACHED

16 NOV 21 1979

66-3286
1 - 67-043
1 - Mr. Kelliher
1 - Mr. [redacted]
1 - Mr. Scherrer
1 - Mr. Mayo
1 - Mr. [redacted]
1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Miss [redacted]

b6
b7C

CMG:kal
(10)

5 NOV 28 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

memorandum to Mr. Nichols, dated 1/11/51, approved the destruction of Numbering Unit abstracts to the Administrative Files since the practice of preparing the abstracts was discontinued in 1941. W. G. Eames memorandum to Mr. Nichols dated 11/23/56, approved the destruction of the "Alphabetical Administrative Files," with the exception of certain categories which would be integrated into the Official Personnel Folder (OPF). Copies of these memoranda are attached.

It appears that all factors of this integration/destruction process was methodically documented and handled, with the exception of the related index card(s) which leads the file-reviewer to the above described charge-outs.

In order to remove the related index cards from the General Index, the above-described charge-outs will be replaced with permanent "DESTROYED" charge-outs by authority of this memorandum and the attached listing of file numbers will provide guidance to the various units having access to the files and General Index. Due to the age of the cards, they should be confined to the "Inactive" index and, when encountered, should be removed and forwarded to the Index Unit for destruction.

Since records of a temporary nature have been destroyed and permanent records have been integrated into the OPF, no special authorization will be required for the disposal of the index cards. Material of relevance will be accessible through the OPF and related index cards.

RECOMMENDATION

That temporary charge-outs and index cards for "Administrative Files" be removed from the General Index and replaced and/or destroyed as outlined above.

APPROVED:

Director _____
Exec. AD-Inv. _____
Exec. AD-Adm. _____
Exec. AD-LES _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

Department of Justice,
Bureau of Investigation,
Washington, D. C.

May 23, 1922.

Memorandum for Mr. Hoover.

The "Administrative Files" at present consist of 748 separate jackets, the subjects being an agent, an accountant, a clerk in a field office, or a field office. The material in these files is correspondence with regard to transportation requests, vouchers, office space, postoffice boxes, leaves of absence, fixing of headquarters, permission to leave headquarters, telephone bills, telegraph bills, auto hire bills, ice and laundry bills, requests for supplies, and letters transferring agents from one office to another.

The work incident to filing this material is exactly the same as for other correspondence. The letters must be read, numbered and recorded. This class of work is not heavy, only three and one-half drawers in a steel filing cabinet being sufficient to hold them.

Respectfully,

M. C. Bartley

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCG/DCG/mw

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-11-51

FROM : F. W. WAIKART

SUBJECT: DESTRUCTION OF NUMBERING UNIT ABSTRACTS PERTAINING TO ADMINISTRATIVE FILES

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Candy

An inspection of the abstracts of the 66 classification shows that considerable space in that classification is taken up with abstracts of the Agents' and employees' administrative files. The policy apparently changed in 1941 and alphabetical files were used thereafter and no abstracts made. The present administrative material for Agents is filed in alphabetical folders while administrative material for clerks goes into their personnel files.

b6
b7C

Miss [redacted] supervisor of the Numbering Unit, advises that these abstracts are rarely if ever referred to. At this date even the files sections they represent are quite inactive. Destruction of these abstracts would do no possible harm to our service to the Bureau and should provide at least two more cabinets for further expansion in the 66's. Room is needed particularly for the new files being opened on confidential informants.

If approved the Numbering Unit could readily carry out this destruction through careful inspection of the abstracts and the subject matter thereon, and thus insure that no other type of 66 abstract is destroyed since the employees' files are interspersed with other types.

It is clear that Bureau policy of long standing is not to destroy Bureau abstracts. However, it is believed that making exception of this material would cause no future difficulties and on the contrary it would have distinct advantages.

RECOMMENDATION:

That the abstracts in the Numbering Unit representing material in old administrative files, which abstracts were discontinued in 1941, be removed and destroyed.

WMM:nle

UNRECORDED COPY FILED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-28-83 BY SP-4 Eju

RECORDED - 53
INDEXED - 53

64

EX-71

~~CONFIDENTIAL~~

66-161 through 167
66-169 through 170
66-173
66-175
66-233 through 235
66-272 through 275
66-290 through 297
66-299 through 300
66-302 through 304
66-306 through 309
66-311 through 312
66-314 through 331
66-349 through 352
66-362
66-366
66-372 through 394
66-396 through 399
66-501 through 505
66-508 through 510
66-517 through 520
66-522 through 524
66-526 through 535
66-537
66-539 through 544
66-552 through 556
66-559 through 564
66-566 through 567
66-569
66-571
66-573 through 574
66-576 through 578
66-581 through 582
66-625 through 628
66-651 through 657
66-659 through 668
66-683 through 708
66-710 through 729
66-743 through 744
66-746 through 747
66-449 through 764
66-766 through 772
66-779
66-785
66-787
66-789
66-791
66-793 through 795
66-798 through 800
66-804
66-806 through 812
66-814 through 817
66-821 through 824
66-826 through 827
66-829 through 838
66-840 Sub 1
66-819
66-842 through 843
66-845
66-847 through 849
66-852 through 853
66-855
66-858 through 870
66-871 through 877
66-879 through 881
66-883 through 886
66-893 through 897
66-899
66-901 through 902
66-969
66-994
66-996
66-998 through 999
66-1008 through 1020
66-1022
66-1024 through 1025
66-1027
66-1029 through 1030
66-1032 through 1033
66-1035 through 1043
66-1058 through 1059
66-1061 through 1064
66-1066 through 1067
66-1070 through 1072
66-1074
66-1076 through 1079
66-1088 through 1089
66-1091 through 1092
66-1094
66-1096 through 1098
66-1100 through 1102
66-1104
66-1104 Sub 1
66-1105
66-1106 Sec 1

ALL INFORMATION CONTAINED
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DATE 7-28-83 BY SP4CAM

~~CONFIDENTIAL~~

CONFIDENTIAL

66-1106 Sec 2
66-1106 Sub 1
66-1108
66-1111 through 1117
66-1119 Sec 1 and 2
66-1125 through 1126
66-1128 through 1129
66-1131
66-1133 through 1134
66-1137
66-1139 through 1148
66-1153 through 1156
66-1163
66-1165
66-1167 through 1168
66-1170
66-1172 through 1176
66-1188
66-1190 through 1191
66-1193 through 1197
66-1199
66-1201 through 1210
66-1212 through 1213
66-1216
66-1218 through 1220
66-1233 through 1234
66-1237
66-1240 through 1242
66-1245
66-1248 through 1249
66-1251 through 1261
66-1263 through 1275
66-1277 through 1280
66-1283 through 1284
66-1286 through 1292
66-1294 through 1295
66-1297 through 1306
66-1308 through 1311
66-1313 through 1315
66-1319 through 1324
66-1327 through 1340
66-1342
66-1344 through 1356
66-1358 through 1360
66-1362 through 1363
66-1365 through 1370
66-1389
66-1426
66-1426 Sub 1
66-1435 through 1441
66-1468 through 1484
66-1491 through 1498
66-1502
66-1522 through 1527
66-1535
66-1537
66-1539
66-1541 through 1550
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66-1576 through 1591
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66-1601 through 1605
66-1607 through 1614
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66-1632 through 1633
66-1635 through 1636
66-1638 through 1639
66-1642 through 1650
66-1652 through 1659
66-1661 through 1662
66-1671 through 1672
66-1674 through 1688
66-1690 Sec 1 and 2
66-1692 through 1717
66-1719 through 1722
66-1724 through 1730
66-1732 through 1738
66-1740 through 1747
66-1749 through 1751
66-1753 through 1755
66-1757 through 1800
66-1805 through 1811
66-1813 through 1825
66-1827 through 1853
66-1856 through 1857
66-1860 through 1885
66-1890 through 1896
66-1899 through 1906
66-1908 through 1926
66-1928 through 1930

CONFIDENTIAL

CONFIDENTIAL

66-1967 through 1972
66-1981 through 1985
66-1987
66-1999
66-2016
66-2019 through 2020
66-2022 through 2040
66-2042 through 2044
66-2048 through 2057
66-2066 through 2067
66-2084
66-2089 through 2090
66-2091 through 2093
66-2103
66-2104 through 2108
66-2110 through 2114
66-2117 through 2118
66-2122 through 2124
66-2126 through 2129
66-2135 through 2137
66-2139
66-2142
66-2143
66-2145
66-2147 through 2153
66-2156
66-2157 through 2159
66-2168
66-2171
66-2174
66-2176 through 2180
66-2186 through 2188
66-2192
66-2196 through 2197
66-2199
66-2201 through 2202
66-2204 through 2215
66-2220
66-2222
66-2224 through 2236
66-2253
66-2258
66-2259 through 2264
66-2265 through 2266
66-2268 through 2269
66-2272 through 2276
66-2278
66-2283 Sec 1
66-2283 Sec 2
66-2292
66-2293 Sec 1
66-2293 Sec 2
66-2293 Sub 1
66-2297
66-2301
66-2303 through 2304
66-2307 through 2313
66-2321 through 2322
66-2325 through 2329
66-2332
66-2334
66-2335 Sec 1
66-2335 Sec 2
66-2335 Sec 3
66-2338 through 2339
66-2346
66-2355 through 2360
66-2372 through 2375
66-2377 through 2387
66-2390 through 2392
66-2395 through 2396
66-2405
66-2408 through 2417
66-2418 through 2419
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CONFIDENTIAL

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TO : MR. NEA

DATE: 11-23-53

FROM : W. C. BAKER

CONFIDENTIAL

SUBJECT: ALPHABETICAL ADMINISTRATIVE FILES - PERSONNEL RECORDS UNIT RECORDS BRANCH

As you know, all administrative types of mail relating to Bureau employees are now filed in the individual personnel files. Previously it was the practice to file this mail alphabetically by employee in separate individual files referred to as "alphabetical administrative files," however since 1946, this particular type of mail has been filed in the personnel files of clerical employees and since July 1, 1951, in the personnel files of Special Agents.

In 1952, we had 104 file cabinets containing an estimated 30,000 administrative files of which approximately 30,000 related to out-of-service personnel. On 12-31-52 the Executives Conference approved the destruction of all correspondence in the out-of-service administrative files with the exception of those categories of correspondence shown on the attached list (67-80002-525). The correspondence retained was integrated into the out-of-service personnel file.

At the present time, we have 24 4-drawer cabinets maintained in the Personnel Records Unit containing administrative types of mail dated prior to July 1, 1951, concerning in-service personnel. These files are very infrequently used, occupy valuable space and equipment which could be utilized to better advantage and in conformance with good records management procedures, it is proposed that consideration be given to the destruction of all material in these files with the exception of those categories shown on the attached list. The material which should be retained will be integrated into the employee's personnel file.

Archival authority is not necessary to destroy this type of material.

67-80 000-1954

Personnel are not available at the present time to perform this operation; however, if the recommendation is approved, it will be done as soon as personnel are available.

RECORDED - 45

2 DEC 17 1953

FEDERAL BUREAU OF INVESTIGATION

RECOMMENDATION:

That all correspondence retained in the "alphabetical administrative files" on in-service employees be destroyed with the exception

DOWNGRADED BY SP-4 Efw 10-7-82

(Continued page 2)

45

(4) Enclosure

ENCLOSURE DATE OF REVIEW

CONFIDENTIAL

DECLASSIFIED BY SP-4 Efw

BY SP-4 Efw

BY

CLASSIFYING

CLASS. & EXT. BY 283 VAT/eag

REASON-FCIM II, 1-2 4.2 2

DATE OF REVIEW 4-28-91

4-28-91

~~CONFIDENTIAL~~

11-29-56

Memo to Mr. Nichols
Re: Alphabetical Administrative Files -
Personnel Records Unit
Records Branch

RECOMMENDATION: (continued)

of those categories shown on the attached list. (This is similar procedure which was applied to the alphabetical administrative file on out-of-service employees in 1952). If approved, this will be done when personnel becomes available.

12-4-56
ADDENDUM

This has been discussed with the Administrative Division and that Division agrees provided all material which should be maintained in the Official Personnel Folder as set up in the attached list of the contents of the Official Personnel Folder is retained. This will be done.

VGE:mcg
(2)
Enclosure

OK
V. Boardman
12/6

Noted. Will be done when personnel available. Tickler set to follow.
12/12/56
gsm

~~CONFIDENTIAL~~

~~SUBJECT OF MATTER~~ ~~CENTRAL FILES 62~~ ~~PREPARED~~ CONFIDENTIAL

Compensation and Injury reports

Leave--Correspondence to and from other agencies regarding an employee's leave

Overseas assignment--Briefing of Bureau policy on time of departures (SIS matters)

Passport--Issued to employees transferred overseas (SIS matters)

Resignations--Acknowledging receipt of resignation and advising of acceptance

Retirement Fund

Tax Adjustments

Accidents--Advising date of trial regarding Agent's accident in Bureau car; details of accident in Bureau car; transmitting papers for use in connection with accident in Bureau car; inquiries as to whether court action is pending with regard to accident in Bureau car. (If the original is not filed in an appropriate 66 file)

Assistance-- Special Agents' offer of assistance to the Bureau

Association of Former Special Agents--Membership, advising Bureau does not sponsor

[Code Instructions--Transmitting and deciphering code messages (SIS matters)] & (W)

FBI pledge for law enforcement officers

Injuries--Advising of injuries incurred by Agents

Liaison material--Correspondence from SIS employees regarding Liaison matters

Medical expenses--In connection with SIS assignment

Military leave--Employee killed in action

Overseas assignment--Letters from Agents relating information on foreign posts.

Retirement--Annuity computations, exemption from compulsory retirement law, requests for refunds

(Continued on page 2)

7-28-83
SP-4 EW
DATE OF REVIEW

CONFIDENTIAL

REVIEWED BY Auc 602.90 Bca/bcg/gmw
123/63

ENCLOSURE 67-80 000

Memo Gr nee to Nichols, 11/23/56, Jum

XX INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

Salaries--Advising of loss of salary check; correspondence to the disbursing office from the Bureau stopping payment of lost check

SIS Training--Reports regarding Agents trained by commercial agencies

THIS FILE CONTAINS FBI
ADMINISTRATIVE MATTERS AND
IS FILED IN THE ALPHABETICAL
SECTION BY NAME

RE [illegible]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-28-83 BY SP4 EJW

66-410 THRU 66-415

THESE FILES PERTAIN TO ADMINISTRATIVE MATTERS AND HAVE BEEN CONSOLIDATED INTO PERSONNEL FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-28-83 SP-4 EW

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1,6)
DATE 02-20-2009

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

VERNMENT

Memorandum

~~CONFIDENTIAL~~

TO : DIRECTOR, FBI (66-3286) DATE: 12/3/79
(C) (ATTN: RECORDS MANAGEMENT DIVISION)

FROM : SAC, SAN FRANCISCO [redacted] (C) (SQ. 16) (C)

b1

(C)
SUBJECT [redacted] (C)

Destruction of Bureau Records

(C) [redacted]

CONFIDENTIAL
Classified and Extended by (1466)
Reason for Extension FCIM, II, 1-2.4.2 (3)
Date of Review for Declassification (December 3, 1999)

9/23/03
CLASSIFIED BY: Ave Lanza BCE/Dcg/gmw
REASON: 1.4 (c,d)
CLASSIFY ON: X 1,6
AS AMENDED

(U)

CLASS. BY SP4 E2W/gmw
DATE OF REVIEW OADR
9-28-82

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

[redacted]

Classified by G3
Declassify on: OADR 1/8/83

DE-47 66 - 3286 -1336

ORIGINAL - HEADQUARTERS COPY

27 DEC 18 1979

2 - Bureau (EMS)
2 - San Francisco
(1 - 66-1696)
RCF/lmh
(4)

XEROX
DEC 17 1979

JAN 4 1980

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

~~CONFIDENTIAL~~

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : DIRECTOR, FBI (66-3286 Sub B) DATE: 10/30/79

FROM : SAC, ST. LOUIS (66-2872 Sub A)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

The below listed file is being maintained past the five year destruction date because of its enduring investigative value. It is felt that this file is essential to the investigative needs of the St. Louis Office in the Organized Crime field.

CII TEAMSTERS LOCAL 688
AR
OO: ST. LOUIS
SL 92-541

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EXW/g NHC

66-3286-

1 copy pulled in Rec. 56

3 - Bureau
(2) - 66-3286 Sub B)
(1 - 29-62712)
2 - St. Louis
(1 - 66-2872 Sub A)
(1 - 92-541)
CJC:cms
(5)

INDEXED
NOV 2 1979

RECORDS SYSTEMS

6 NOV 6 1979 97

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 02-20-2009

RNMENT

Memorandum

~~CONFIDENTIAL~~

~~C O N F I D E N T I A L~~

TO : DIRECTOR, FBI (66-3286)
(ATTN: RECORDS MANAGEMENT DIVISION)

DATE: 12/3/79

(C)

FROM : SAC, SAN FRANCISCO (NYNMCN) (C) (SQ. 16) (U)

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1 , 6)
DATE 07-28-2011

SUBJECT: [redacted] (U)

(C)

Destruction of Bureau Property

b1

(C) [redacted]

C O N F I D E N T I A L
Classified and Extended by (1466)
Reason for Extension FCIM, II, 1-2.4.2 (3)
Date of Review for Declassification (December 3, 1999)
9/23/03
CLASSIFIED BY: AUC 66286 BCE/DCG/kmw
REASON: 1.5 (b, d)
DECLASSIFY ON: X 1, 6
AS AMENDED
(U)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

CLASS. BY SP4 EJW/ZHK
DATE OF REVIEW OADR
9-28-82

Classified by G3
Declassify on: OADR
1/3/83

[redacted]

DE-47

66-3286-1337

ORIGINAL - HEADQUARTERS COPY

7 DEC 18 1979

XEROX
DEC 17 1979

2 - Bureau (EMS)
2 - San Francisco
(1 - 66-1696)
RCF/lmh
(4)

FIVE

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

66 JAN 4 1980

~~CONFIDENTIAL~~

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1,6)
DATE 02-20-2009

NMENT

CONFIDENTIAL

Memorandum

TO : DIRECTOR, FBI (66-3286)
(ATTN: RECORDS MANAGEMENT DIVISION)

DATE: 12/3/79

(C) FROM : SAC, SAN FRANCISCO (SQ. 16) (C)

b1

SUBJECT: (C)

(C) DESTRUCTION OF BUREAU RECORDS

(C)

CONFIDENTIAL
Classified and Extended by (3466)
Reason for Extension FCIM, II, 1-2.4.2 (3)
Date of Review for Declassification (December 3, 1999)

(U) (C)

CLASS. BY 82 EEW LMC
DATE OF REVIEW OADR
9-28-82

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

9/23/03
CLASSIFIED BY: AUC 60290 BCE/DCG/jmw
REASON: 1.4 (c,d)
DECLASSIFY ON: X 1-6
As Amended

Classified by G-3
Declassification: OADR
11/3/83

66-3286

b1 (C)

NOT RECORDED
16 DEC 27 1979

2 - Bureau (EMS)
2 - San Francisco
(1 - 66-1696)
RCF/lmh
(4)

66 JAN 7 1980

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

CONFIDENTIAL

CARBON COPY

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

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Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bailey

DATE: 11/29/79

FROM : P. L. Andrews

SUBJECT: DEPARTMENTAL REQUEST FOR BACKGROUND INVESTIGATIONS ON SITTING FEDERAL JUDGES

DESTRUCTION OF BUREAU PROPERTY - GENERAL

PURPOSE:

The purpose of this memorandum is to provide data in response to an informal request by the Department to furnish background investigations on sitting Federal judges in order to make their files complete.

DETAILS:

During informal meetings held with personnel of the Records Research Staff on 6/13/79 and 9/17/79, Vincent A. Lobisco, Administrative Programs Management Staff, and Robert M. Yahn, Records Management Group, Office of Management and Finance, discussed the concept of recovering background investigations from Bureau files on sitting Federal judges and the manpower, duplication, and other costs involved. It appears that during a major file destruction program, the Department's "B files," or that segment of the files containing the background investigations, were destroyed. Subsequently, the National Archives and Records Service (NARS) designated the entire file on sitting judges as "permanent" and the Department is now attempting to recover the background records. An inquiry by the Associate Attorney General, dated 9/20/77, regarding the proposed destruction process and our response of 10/4/77 (attached), was mentioned.

Enclosures – sent 11-30-79 V-48 DE-44 66 - 3286 - 1338

66-3286

1 - Mr. Long
(Attn: Mr. [redacted])
1 - Mr. Mullen
(Attn: Mr. [redacted])
1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Miss [redacted]

CMG:kel
(6)

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1 DEC 6 1979

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/SLC

2 - ENCLOSURE

JAN

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FBI/DOJ

Memo Andrews to Bailey
RE: DEPARTMENTAL REQUEST FOR
BACKGROUND INVESTIGATIONS ON
SITTING FEDERAL JUDGES

Mr. Lobisco and Mr. Yahn acknowledged the correspondence and advised that NARS had detected the loss during recent record scheduling. They had suggested to NARS that the background investigations in Bureau files be declared "permanent" which would slightly alter our major disposal schedule now pending with the Senate Judiciary Committee; however, NARS preferred to accession the files as one package. They indicated that approximately 850 files would require reconstruction.

At our suggestion, Mr. Yahn forwarded the names of 25 judges in order for us to gain some insight on the time and cost involved. It is estimated that the cost of searching, identifying and duplicating this material would be $12,000 over a six-month period with the use of two employees. The Accounting and Budget Analysis Unit, Budget and Accounting Section, Administrative Services Division, has been contacted regarding this matter.

It was noted that the background investigations are generally confined to the 77 classification and copies of serials are already in file, therefore, eliminating the duplicating process. On the other hand, the release would be stamped on the original document as for dissemination and a five-year retention period would be required.

Mr. Lobisco and Mr. Yahn requested that we furnish cost statistics and problem areas which we have encountered for their discussions with NARS.

RECOMMENDATION:

That the attached letter to the Department showing results of the above survey and retention restriction be approved and sent.

APPROVED:

Director
Exec. AD-Inv.
Exec. AD-Adm.
Exec. AD-LES
Adm. Serv.
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Public Affs. Off.

1 - Mr. Decker
(Attn: J. W. Awe)
Asst. Dir. (Special)
Investigative Div.
(Attn: [redacted])
1 - Legal Research
1 - Mr. Davis

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b7C

The Associate Attorney General

10/4/77

Director, FBI

DESTRUCTION OF CERTAIN FBI
AND OTHER REPORTS

By memorandum captioned as above, dated September 20, 1977, you advised of your intention to destroy certain files on sitting Federal judges and on the Attorney General. You requested to be advised of any problems raised by the proposed file destruction.

The proposed destruction of your copies of the reports described in your memorandum appears to be a matter within your discretion assuming that you have determined that the Records Disposition Schedule of the Department would allow such destruction.

One point should be made concerning the destruction of these reports. Your memorandum indicates that you are relying on the fact that the FBI has the original copies of all of these reports. At this time this assumption is correct, although some of these documents may have been reduced to microfilm. However, by memorandum to the Attorney General dated September 15, 1977, captioned "File Destruction" you were advised of a new Records Disposition Schedule developed by the FBI after consultation with representatives from the National Archives and Records Service (NARS). That plan, which is currently pending approval with NARS, would authorize the destruction of FBI Headquarters applicant-type investigative files after thirty years and the destruction of FBI Headquarters criminal files after ten years. Although certain records which meet NARS criteria as being of sufficient historical interest may be retained beyond these periods, informal contact with NARS has indicated that there is no assurance that all background investigations of Federal judges would be retained. Additionally, as was explained in detail in our memorandum to the Attorney General of September 15, 1977, after approval of the pending

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OCT 7 1977
FBI

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URD:las (7)

SEE NOTE PAGE 2

MAIL ROOM ☐ TELETYPE UNIT ☐

66-3286-1338

ENCLOSURE

FBI/DOJ

The Associate Attorney General

Records Disposition Schedule, we intend to seek authority to further reduce the retention period for FBI Headquarters criminal files to five years.

Therefore, you should not rely on the FBI to retain copies of these reports indefinitely and, in fact, under our proposed record retention plan it is possible that such records could be destroyed while a judge is still on the bench.

NOTE: This responds to a memorandum from the Associate Attorney General, dated 9/20/77, advising of the Department's intention to destroy certain categories of investigative reports. This response was coordinated with the Records Management Division and the Special Investigative Division.

JCF

APPROVED:

Director
Assoc. Dir.
Dep. AD
Dep. AD

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OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

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Dep. AD Adm.	✓
Dep. AD Inv.	
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Director's Sec'y	

TO : Mr. Clarence M. Kelley, Director
Federal Bureau of Investigation

DATE: September 20, 1977
advise pls

FROM : Michael J. Egan
Associate Attorney General

SUBJECT: Destruction of Certain FBI Investigative and Other Reports

By direction of the Attorney General, I have been requested to destroy all reports with respect to character investigations conducted by the FBI on all sitting Federal judges and on the Attorney General. This would also include the destruction of any administrative inquiry reports and criminal investigative files.

It is understood that you retain originals on all of these files, and it is felt there is insufficient need for us to retain our copies.

If you see any problem, I would appreciate your advice as soon as possible so that we may begin our destruction process.

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cc: Mr. Robert Yahn
Mr. [redacted]
Mr. Benjamin Civiletti

Ltr to Assoc. Atty Gen
10/4/77
SRD:lks

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66-3286-1338

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ENCLOSURE

SEP 21 1977

1 - Mr. Long
(Attn: Mr. [redacted])
1 - Mr. Mullen
(Attn: Mr. [redacted])
1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Miss [redacted]

[redacted]

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b7C

Date: November 30, 1979

To: Assistant Attorney General
for Administration
Justice Management Division
Attn: Mr. Vincent A. Lobisco

From: Assistant Director
Records Management Division

FEDERAL GOVERNMENT

Subject: BACKGROUND INVESTIGATIONS
ON SITTING FEDERAL JUDGES

GENERAL

DESTRUCTION OF BUREAU PROPERTY -

As a result of informal meetings with Mr. Lobisco and Mr. Robert A. Yahn regarding the need to recover background investigations on sitting Federal judges, we requested the names of 25 judges in order to determine the time and cost involved to complete and furnish this data on approximately 850 judges. We have completed the sampling and are furnishing the results for your further discussions with representatives of the National Archives and Records Service.

We have estimated that, by assigning two employees we could complete the project well within six months at a cost of $12,000. Although no major problems were encountered during the sampling, clarification was required to identify exact documents since an occasional criminal investigation or similarly unrelated background investigation would surface. That facet appears to be resolved at this point. The remaining area of concern would relate to the continued retention for five years for files from which documents are released, in the event that our pending disposal schedule is approved. The continued retention would not impose a serious hardship, however, since the proposed retention period is 30 years and many of the files would not have reached their maturity.

V-48 DE-44 66-3286-1339

I am hopeful that this information is adequate for you to reach a final determination. In the event we can be of further assistance, do not hesitate to contact us. 1979

Hand-delivered to Justice Management Division 11/30/79 TBD/cmg

NOTE: Based on Andrews to Bailey memo dated 11/28/79 captioned "Departmental Request for Background Investigations on Sitting Federal Judges" CMG:kal.

66-3286
CMG:kal (6)

JAN 8 1980
MAIL ROOM

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Director's Sec'y ____

APPROVED:
Director ____
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UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

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Director's Sec'y	

FBI/DOJ

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TO : Mr. [redacted]

DATE: 11/29/79

FROM : Mr. Strain

SUBJECT: ~~CANNIBALIZATION OF~~ UNREPAIRABLE PHOTOGRAPHIC EQUIPMENT

DESTRUCTION OF BUREAU PROPERTY - GENERAL

PURPOSE:

To obtain Bureau authorization to cannibalize certain unrepairable photographic equipment consisting of cameras, lenses, and miscellaneous photographic accessories.

DETAILS:

The attached list of photographic equipment is unrepairable and it is requested that this equipment be cannibalized and used for parts to repair and maintain other equipment in current use; thereby, effecting the greatest economy and utilization of the equipment currently on inventory. Parts are unavailable for the equipment from any known source which could be utilized for repair of this equipment at an economically feasible cost. Equipment listed without GPN numbers was received from the field and we have been unable to locate any in the records available to us.

RECOMMENDATION:

It is requested that the Bureau authorize the cannibalization of the listed photographic equipment.

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APPROVED:	Adm. Serv.	Legal Coun.
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Exec. AD-Adm.	Ident.	Tech. Servs.
Exec. AD-LES	Intell.	Training
	Laboratory	Public Affs. Off.

66-32-86-1340

23 DEC 19 1979

1 - Mr. [redacted]
1 - Mr. Bayse
(Attn: Mr. [redacted])
1 - Mr. Strain
1 - Mr. [redacted]

BLM/tap (5)

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9 JAN 1 1980

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FBI/DOJ

EQUIPMENT TO BE CANNABALIZED

Topcon Camera Super D:

SN 4617229	GPN 00217979	SN 4624711
SN 4624352	GPN 00217978	SN 4605025 — 00075637
SN 4641971	GPN 00217976	SN 4626649
SN 4624869	GPN 00217974	
SN 4612198	GPN 00217973	SN 4624336
SN 4665145	GPN 00217972	
SN 4665153	GPN 00217971	
SN 7208929	GPN 00217970	
SN 4689561	GPN 00217962	
SN 4626076	GPN 00217952	
SN 4611504	GPN 00217932	

Topcor Lens:

58mm f1.8:

SN 11660718	GPN 00217936
SN 11613801	GPN 00217933
SN 9901232	GPN 00217931

SN 11610951

Topcor Lens:

135mm f2:

SN 310322	GPN 00217955
SN 310365	GPN 00217937
SN 310464	GPN 00217934

Topcor Lens:

135mm f3.5:

SN 7620825	GPN 00217946

Topcor Lens:

100mm f2:

SN 7504289	GPN 00217947

Topcor lens:

200mm f5.6:

SN 9833677	GPN 00217939

Topcor Lens:

87mm-205mm f4.7:

SN 1307615	GPN 00217940

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66-3286-1340

Topcor Lens:

300mm f5.6:

SN 701323 GPN 00217944
SN 15500309 GPN 00217941

Topcon Motor Drive:

SN 1290015 GPN 00217951
SN 1290437 GPN 00217950
SN 1290138 GPN 00217949
SN 1290037 GPN 00217943
SN 1293042 GPN 00217942
SN 1290220 GPN 00217935

SN 1290118 GPN 00220719
SN 1290102 GPN 00220718

Topcon Auto 100 Camera

SN 54163061 GPN 00217969
with lens:
SN 54238951 GPN 00217968

Topcon Auto 100 Camera:

SN 54163192 GPN 00217965
with lens:
SN 54234968 GPN 00217964

Topcon D-1 Camera

SN 5613004 GPN 00217963

Gossen Luna-six Meters:

SN 23092 GPN 00217966
SN 554597 GPN 00217961

Polaroid 4x5 film holders:

SN 252117 GPN 00217927
SN FH88684S GPN 00217953

Minota SR-1 Camera:

SN 2211851 GPN 00217967

Minota 7S Camera:

SN 864921 GPN 00217929 ✓

Contaflex Camera:

SN X41718 GPN 00217960
SN 242980 GPN 00217958

Argus Camera:

SN 1829360262 GPN 00217929

Robot Star Camera:

SN D140451 GPN 00217957

Alpa Camera:

SN 31002 GPN 00217955
with lens:
SN 52010 GPN 00217954 ✓

Olympus Motor Drive:

SN 013698 GPN 00217977

Beseler 660 Flash:

SN 614718 GPN 00217975

Lens 50mm f2 Tessar:

SN 2949613 GPN 00217959

Schneider Kreuznick Lens #40mm f1.9:

SN 3245138 GPN 00217956

Schneider Kreuznich lens: 35mm f2.8

SN 4624205 GPN 00217930

4x5 Graphic Camera

934324 GPN 00217794
with Lens G45070-00073132A

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

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Telephone Rm.
Director's Secy

TO : Mr. Bailey

DATE: 12/17/79

FROM : P. L. Andrews

Destruction of Bureau Property - Remove

SUBJECT: FILE DESTRUCTION
CIVIL ACTION CASES

PURPOSE:

The purpose of this memorandum is to provide data regarding pending litigation cases for record purposes.

RECOMMENDATION:

None. For record purposes.

APPROVED:
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Public Affs. Off.
Director
Asst. Dir.
Dep. AD-Inv.
Dep. AD-Adm.
Asst. Dir.

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77 that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil litigation and Freedom of Information and Privacy Acts litigation cases. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at Headquarters.

To insure that all pertinent subjects related to the cases are duly recorded, two individual attachments which have previously been forwarded for searching and retention purposes are attached herewith for record processing.

197-122 b6 b7C

Enclosures
1 - Mr. Andrews
1 - Mr. Bailey (Admin)
1 - Miss

CMG:evp
(4)

66-3286
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FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 02-20-2009

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DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

Memorandum

CONFIDENTIAL

TO : DIRECTOR, FBI (66-3286)
(ATTN: RECORDS MANAGEMENT DIVISION)

DATE: 12/3/79

(C)

FROM : SAC, SAN FRANCISCO (C) (SQ. 16) (S)

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WHERE SHOWN OTHERWISE

(C)

SUBJECT: (S)

DESTRUCTION OF BUREAU PROPERTY

(C)

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Classified and Extended by (1466)
Reason for Extension FCIM, II, 1-2.4.2 (3)
Date of Review for Declassification (December 3, 1999)

9/23/03
CLASSIFIED BY: AUC 60290 BCE/DCG/ymw
REASON: 1.4 (C, D)
DECLASSIFY ON: X ~~1, 6~~
~~AS AMENDED~~

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CLASS. BY SP4 E/Z w/o HMS
DATE OF REVIEW OADR
9-28-82

Classified by G3
Declassify on: OADR 1/3/83

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V-35 DE-41 66-3286-1341

2 - Bureau (EMS)
2 - San Francisco
(1 - 66-1696)
RCF/lmh
(4)

DEC 17 1979

DEC 18 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

64 JAN 21 1980

CONFIDENTIAL

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UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

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Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Bailey

DATE: 1/8/80

FROM : P. L. Andrews

SUBJECT: RECORDS DISPOSITION PROGRAM - DESTRUCTION OF BUREAU RECORDS — GENERAL

PURPOSE:

The purpose of this memorandum is to record receipt of Department of Justice Order DOJ 2710.9 which establishes the records disposition program for all components of the Department in accordance with existing regulations.

RECOMMENDATION:

None. For record purposes.

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APPROVED:	Adm. Serv. ___	Legal Coun. ___	
	Crim. Inv. ___	Plan. & Insp. ___	
Director ___		Rec. Mgnt. ___	
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Exec. AD-LES ___	Laboratory ___	Public Affs. Off. ___	

DETAILS:

On 1/7/80, Robert M. Yahn, Records and Publications Staff, Office of Personnel and Administration, Justice Management Division, furnished a copy of Department of Justice Order DOJ 2710.9, dated 7/10/79, which established a records disposition program for Departmental components and cites the objectives

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Enclosure

66-3286

1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Miss [redacted]

CMG:kal
(4)

66-3286-341X
22 MAY 5 1980

1 - ENCLOSURE

Per attached order cancelled 5/21/80 WMB
MAY 20 1980
775
Replaced by DOS order 2710.9A.

FBI/DOJ

of this program and responsibilities of the respective components. The document is self-explanatory and a copy is attached herewith.

Our comments regarding DOJ 2710 were previously sought and, on 4/16/79, we furnished the Office of Management and Finance copies of three disposal schedules which are currently in a pending status. DOJ 2710.9 requires that future requests for disposition authority (Standard Form 115) be directed to the Records Management Group (now Records and Publications Staff) as opposed to the previous policy of submitting our requests directly to the National Archives and Records Service (NARS). Mr. Yahn did make an exception to this requirement for individual cases related to the Privacy Act of 1974 which will continue to be submitted directly to NARS.

DEPARTMENT OF JUSTICE

Order

DOJ 2710.9

July 10, 1979

Subject: RECORDS DISPOSITION PROGRAM

1. PURPOSE. This order establishes a program for the disposition of records of the Department of Justice (DOJ) in accordance with 44 U.S.C. 3102 and the General Services Administration Federal Property Management Regulations.

2. SCOPE. This order applies to all components of the DOJ.

3. PROGRAM OBJECTIVES. The basic objectives of the records disposition program are:

   a. The timely and systematic removal of records deemed temporary by the creating component, the Department and the Government for later destruction by the Department or a Federal Archives and Records Center.

   b. The designation of permanent records having sufficient historical and archival values to warrant immediate or later transfer to the National Archives for permanent preservation.

4. RESPONSIBILITIES.

   a. Office of Management and Finance. The Records Management Group (RMG), Administrative Programs Management Staff (APMS), Office of Management and Finance shall:

      (1) Establish general records disposition policy and standards for the DOJ.

      (2) Act as a liaison with the National Archives and Records Service (NARS) for Department program direction.

FBI
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DATE 9/23/03 BY AUC 60290 BCE/DCG/gmw

Distribution: BUR/H-2, OBD/H-2

Initiated By: Office of Management and Finance, Administrative Programs Management Staff

66-3286-1341X
ENCLOSURE

(3) Review all requests for records disposition authority (Standard Form 115) which are originated by Offices, Boards, Divisions and Bureaus and submit them to NARS for approval.

(4) Provide assistance and advice on records disposition matters to officials throughout the Department.

(5) Evaluate the Department's program periodically to ensure its operation at peak efficiency.

b. Offices, Boards, Divisions and Bureaus. Each Office, Board, Division and Bureau shall:

(1) Implement policy and standards for records disposition set forth in guidance published by the Department and the General Services Administration (Federal Property Management Regulations). Submit any supplementary program guidance to RMG for review prior to issuance (Offices, Boards, and Divisions only).

(2) Submit all requests for records disposition authority (Standard Form 115) to NARS via RMG.

(3) Ensure timely removal from office space and equipment of noncurrent records.

(4) Encourage the use of Federal records centers as storage facilities for records with reduced reference activity.

(5) Ensure that records of archival value are identified properly for eventual transfer to NARS.

(6) Establish a central point for approval or disapproval of all requisitions for filing equipment by evaluating need and by checking compliance with authorized records disposition instructions.

(7) Provide adequate staff to carry out program responsibilities.

(8) Ensure that program staff are adequately trained in coordination with RMG.

5. DESIGNATION OF RECORDS DISPOSITION LIAISON. Each Office, Board, Division and Bureau shall designate a records disposition liaison officer to serve as the primary contact point for the component, including its field offices, and advise RMG in writing of the name of that individual.

for KEVIN D. ROONEY
Assistant Attorney General
for Administration

4-528

66-3286-1342

CHANGED TO

66-3286-B-31X

APR 18 1988

NB H/RB

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FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

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Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Boynton

DATE: 1/23/80

FROM : W. L. Bailey

SUBJECT: BUREAU RECORDS - GENERAL
DESTRUCTION OF FIELD
FILES AND RECORDS

Reference W. L. Bailey to Mr. Boynton memo dated 1/14/80.

PURPOSE: To respond to Director Webster's question as to whether the article appearing in the Washington Post dated 1/11/80 was in error or if the opinion of Judge Harold H. Greene was in error.

RECOMMENDATION: For information.

APPROVED:

Director
Exec. AD-Inv.
Exec. AD-Adm.
Exec. AD-LES

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Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. WJB
Tech. Servs. ____
Training ____
Public Affs. Off. ____

DETAILS: Referenced memorandum advised that the article appearing in the Washington Post on Friday, 1/11/80, dealing with file destruction was incorrect in its content. The Honorable Harold H. Greene, Judge, U. S. District Court, Washington, D.C., issued a temporary injunction on the destruction of all FBI files and records effective 1/10/80. This order evolved from the Civil Action Suit #79-1655, filed by the American Friends Service Committee, et al., v. William H. Webster, et al. V-16 DE-57 66-3286-1343

The Washington Post article stated "Greene said that from 1946 to 1976 not a single Archives employee saw any FBI documents before they were destroyed." While this statement is part of the opinion issued by the Judge, it is without further clarification and, therefore, misleading and incorrect.

1 - Mr. Boynton
1 - Mr. Steel
1 - Mr. Mintz Attn: Mr. [redacted]
1 - Mr. Bailey (Admin.)
1 - Mr. [redacted]
1 - Mr. Andrews
PLA:lvd
(7)

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COPY RETAINED IN PERSONNEL RECORDS UNIT

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On page 8 of the opinion, it is stated "The Archivist took action with respect to FBI records on four occasions during that 30-year period" (1946 - 1976). On page 9, the opinion further states "During that entire period, neither in connection with the approval of the various plans and schedules, nor during the interim years, did a single employee of the Archives see a single FBI file."

As indicated above, the issue before the court dealt with only four occasions wherein the Archivist took action and, therefore, the opinion of the court is correct in that no employee of the Archives reviewed the files. It is noted, however, that a footnote in the opinion advised that there were several minor actions concerning the destruction of administrative materials. The Post article taken out of context would imply that no NARS employee had ever seen a single FBI file over a period of 30 years. Memoranda contained in Headquarters files and previously reported in referenced memorandum clearly show that NARS employees during this 30-year period did, in fact, see FBI files that were not a matter of issue before the court in this particular case.

It is, therefore, the conclusion of the Records Management Division that the opinion of Judge Greene is correct as it deals with the four occasions of NARS action over the 30-year period. However, the Washington Post article taken out of context and without clarification is incorrect. Testimony given by Mr. James W. Awe, former Section Chief, Records Management Division, during the hearing supported the fact that NARS employees had during the questionable period reviewed files in several instances, however, dates and individuals involved could not be recalled by the witness.

1 2

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FM DIRECTOR FBI

TO ALL FBI FIELD OFFICES IMMEDIATE

PERSONAL ATTENTION

ALL LEGAL ATTACHES IMMEDIATE

PERSONAL ATTENTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/gmk

BT

UNCLASS E F T O

DESTRUCTION OF Bureau FIELD FILES AND RECORDS General

PURSUANT TO PRELIMINARY INJUNCTION ISSUED BY U. S. DISTRICT COURT JUDGE HAROLD H. GREENE, U.S. DISTRICT COURT, DISTRICT OF COLUMBIA, ON JANUARY 10, 1980, ALL, REPEAT ALL, FILE DESTRUCTION PROGRAMS CURRENTLY IN EFFECT FOR FBIHQ, FIELD OFFICES AND LEGATS ARE TO BE IMMEDIATELY SUSPENDED PENDING FINAL RESOLUTION OF THIS MATTER. THIS COMMUNICATION SUPERSEDES ALL PREVIOUS COMMUNICATIONS CONCERNING DESTRUCTION OF FBI FILES AND RECORDS. NO DESTRUCTION OF ANY FBI FILES OR RECORDS SHOULD TAKE PLACE UNTIL FURTHER ADVISED BY FBIHQ. SHOULD YOU RECEIVE ANY COURT ORDERS

PLA:evp 1/11/80 5644 4185

66-3286-

1 - MR. BOYNTON
1 - MR. COLWELL
1 - MR. [redacted]
1 - MR. BRUEMMER
1 - MR. STEEL
1 - MISS [redacted]
1 - EACH ASSISTANT DIRECTOR
1 - MR. [redacted]
1 - MR. [redacted]

1 - MR. ANDREWS
1 - MR. FINZEL
1 - MR. SCHERRER
1 - MR. [redacted]
1 - MISS [redacted]

NOT RECORDED
38 JAN 24 1980

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64 JAN 28 1980

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PAGE TWO DE HQ 0059 UNCLAS E F T O

RELATIVE TO DESTRUCTION OR EXPUNCTION OF FBI FILES, NO ACTION SHOULD BE TAKEN EXCEPT TO IMMEDIATELY NOTIFY RECORDS MANAGEMENT DIVISION, FBIHQ, ATTENTION ROOM 5644.

BT

|

Gen. Coun.

Laboratory

Public Affs.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Asst. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Boynton

DATE: 1/14/80

FROM : W. L. Bailey

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

BUREAU RECORDS - GENERAL

PURPOSE:

To advise that the article appearing in The Washington Post dated Friday, 1/11/80, dealing with the File Destruction Program is both slanted and incorrect in its content.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-21-81 BY 6383 SRT/ant

Director ____ Exec. AD-Inv. ____ Exec. AD-Adm. ____ Exec. AD-LES ____
Adm. Serv. ____ Crim. Inv. ____ Ident. ____ Intell. ____ Laboratory ____
Legal Coun. ____ Plan. & Insp. ____ Rec. Mgnt. ____ Tech. Servs. ____ Training ____ Public Affs. Off. ____

DETAILS:

The Honorable Harold H. Green, Judge, U. S. District Court, Washington, D. C. issued a temporary restraining order on the destruction of all FBI files and records effective 1/10/80. This action evolved from Civil Action Suit #79-1655 filed by the American Friends Service Committee, et al, vs. William H. Webster, et al.

The Washington Post published an article 1/11/80 (copy attached) which states; "Greene said that from 1946 to 1976 not a single Archives employee saw any FBI documents before they were destroyed." This statement is untrue as supported by memoranda contained in files, i.e., memorandum dated 3/30/54 from W. G. Eames to Mr. Nichols, captioned

1 - ENCLOSURE

Enclosure DE-47 62-3286-1347

ENCLOSURE ATTACHED

FEB 4 1980

1 - Mr. Boynton
1 - Mr. Steel
1 - Mr. Mintz
(Attn: Mr. [redacted])
1 - Mr. [redacted]

1 - Mr. Bailey
1 - Mr. Andrews
1 - Mr. [redacted]
1 - Miss [redacted]

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FBI/DOJ

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"American Protective League" indicates that NARS representatives examined records contained in 11 cabinets and took approximately one-fourth of a drawer of records as a representative sample suitable for preservation. During a time frame of 1969-1971, a study was conducted by representatives of NARS in making an evaluation of Records Management Programs of the Department of Justice (DOJ) including the FBI. During this study, representatives were furnished access to records for their review and appraisal. This is substantiated by memorandum dated 4/23/70, from Mr. Tavel to Mr. Mohr captioned "General Services Administration Evaluation of DOJ Records Management Program.

In 1978, NARS representatives conducted a study for the specific purpose of resolving three issues.

1. Application of current disposal authority for field office investigative files
2. Reporting requirements and the FBI Central Records System
3. Headquarters and field office investigative files: a comparison. Visits to three major FBI field offices (New York City, Chicago, and Washington, D. C.) covered a full range of investigative matters - criminal, security and applicant cases followed by a subsequent review of FBIHQ files of the same cases resulting in a detailed comparison of the records for each case.

The conclusions of this study were reported in December 1978 and are as follows:

1. The FBI program for disposition of field office investigative files conforms fully with the disposition instuctions approved by NARS.
2. Although FBI reporting procedures vary according to type of investigation, the procedures do provide for submission of full accounts of field office actions in substantive investigations.
3. On the basis of examination of the records, FBI field offices investigative files do not have sufficient historical or other research value to warrant permanent retention.

In view of the above, it is the opinion of Records Management Division that the attached newspaper article is incorrect and slanted.

A detailed analysis and review of the temporary restraining order on file and records destruction will be made by the Legal Counsel Division and submitted by separate memorandum.

See LCD memo to Director of 1/11/80 captioned, "American Friends Service Committee et al. v. William H. Webster, et al., (U.S. D.C., D.C.) Civil Action # 79-1655" JFK 1/15/80

Judge Blocks FBI From Destroying 30 Years of Documents in Archives

By Kenneth Bredemeier
Washington Post Staff Writer

A federal judge here yesterday blocked the FBI and National Archives officials from destroying as many as a billion FBI documents the agency has collected over the last 30 years, many of them records that historians, alleged victims of FBI abuses, and others say should be preserved.

District Court Judge Harold H. Greene said that U.S. archivists over the last three decades, despite a congressionally approved mandate, have abdicated their authority to review FBI documents before the FBI destroys them.

The judge found that the FBI has destroyed millions of files without the required review to see if the documents are of historical interest or valuable to people trying to prove they were wronged by some FBI action.

The judge gave the FBI, Archives officials and other federal recordkeepers 90 days to consult with historians and others, devise a plan to review the FBI documents, and get it approved by Greene before any further destruction of documents.

Greene ruled in a case brought by 11 civil-liberties, religious, peace and historian groups as well as 40 individuals, including Daniel Ellsberg, who leaked the Pentagon Papers, author Jessica Mitford, activist Angela Davis, and Michael and Robert Meeropol, sons of executed spies Julius and Ethel Rosenberg.

One of their lawyers, Marshall Perlin of New York, said the intent of the suit was "not to save every scrap of paper," but rather to systematically review documents before they are lost forever.

He said that among the 750 million to one billion FBI documents are World War II Selective Service case files, political surveillance records, and papers dealing with the FBI's illegal wiretapping and "black bag" break-ins.

Greene said that from 1968 to 1978, not a single Archives employee saw any FBI documents before they were destroyed. "All decisions were made on the basis of representations of the FBI—representations which . . . were in some respects incorrect, and in all respects unverified," the judge said.

Some Archives officials testified at a hearing that they were capable of acting on FBI document-destruction plans without seeing the papers to be destroyed.

"The court finds those representations to be wholly incredible," Greene said.

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UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : Mr. Bailey

DATE: January 25, 1980

FROM : W. C. Ervin

SUBJECT: ~~PROCEDURES FOR PERFECTING REQUESTS TO CORRECT, AMEND OR DESTROY RECORDS IN THE FBI CENTRAL RECORDS SYSTEM~~ DESTRUCTION OF BUREAU RECORDS - GENERAL

PURPOSE: To redescribe the procedures to be followed when handling requests for corrections, amendment, or destruction of documents in the central records system pursuant to the Privacy Act, Title 5, U.S. Code, Section 552a (d)(2). This redescription is necessitated by the discontinuance of the preparation of abstracts, pursuant to P. L. Andrews to Mr. Bailey memorandum dated October 2, 1979 (66-2593-288).

SYNOPSIS: With the Automated Incoming Mail Serialization (AIMS) System, the preparation of abstracts has been discontinued effective 10/16/79 with the exception of abstracts prepared for Personnel and Bureau Applicant matters. This requires a redescription of a number of procedures utilized in perfecting the mechanical aspects of completing granted requests for correction, amendment, or destruction of records.

RECOMMENDATION:

None - For record purposes.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director		Rec. Mgnt. WLB
Exec. AD-Inv.	Ident.	Tech. Servs.
Exec. AD-Adm.	Intell.	Training
Exec, AD-LES	Laboratory	Public Affs. Off.

DETAILS: Reference is made to J. J. Ross to Mr. Bassett memorandum captioned as above dated September 15, 1978 (66-3286-1301).

V-38 DE-81 66-3286-1344X

The Privacy Act, specifically subsection 552a(d)(2), permits individuals to request correction, amendment, or destruction of a record(s) pertaining to themselves.

1 - Mr. Bailey
1 - Mr. Flanders
1 - Mr. Bresson
1 - Mr. Ervin
rjm:ic (9)

1 - Mr. Andrews
1 - Mr. [redacted]
1 - Policy folder
1 - Mr. [redacted]
Attention Mr. [redacted]

23 JUN 30 1980

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Memo Ervin to Bailey

Re: PROCEDURES FOR PERFECTING REQUESTS TO CORRECT, AMEND OR DESTROY RECORDS IN THE FBI CENTRAL RECORDS SYSTEM

Information maintained in the FBI central records system, to the extent it is subject to exemption pursuant to Title 5, United States Code, Section 552a (j)(2) and (k)(2), is exempt from the correction and amendment provisions of the Privacy Act. However, it is the policy of this bureau to consider each such request on an individual basis in order to reach an equitable determination consistent with the best interests of both the individual and the Government.

Where we agree to amend a record on request, any one of the following actions may be required:

(1) Total destruction - Separate National Archives and Records Service (NARS) authority must be obtained, where headquarters and field office files do not meet automatic destruction criteria.

(2) Partial expunction (i.e., words, phrases, serials) - authority contained in Federal Personnel Manual Records Bulletin - 74(B-74)(66-3286-1285). No additional authorization is required.

(3) Notation of dispute - Letters of explanation provided by the requester concerning original records in file. File cover will be stamped to note serial containing the notation of dispute.

(4) Serial removal - Serial removal for return to submitting agency at their request. Permanent serial charge-out will be inserted to insure integrity of files.

Each category will require review of files, index cards, abstracts (in records prior to 10/16/79), excised documents, note on "yellow", and copies directed to other files to insure that both the original and all derivative records have been corrected, amended, or destroyed.

Similar action will be required for Official Personnel Files, and each case will be handled separately.

CONTINUED - OVER

Memo Ervin to Bailey

Re: PROCEDURES FOR PERFECTING REQUESTS TO CORRECT, AMEND OR DESTROY RECORDS IN THE FBI CENTRAL RECORDS SYSTEM

The Field Coordination and Appeals Unit, FOIPA Branch, will continue to advise recipient agencies and field offices of necessary corrections, amendments, or destructions on limited bases. However, designated employees of the Consolidation subunit and Personnel Records, in compliance with the following procedures, will effect the actual correction, amendment, or destruction action.

(a) Procedures for making the requester's notation of dispute a matter of record.

(1) Requester's incoming letter and any enclosures, along with our response, are to be individually serialized into AIMS (red serial) and filed in the requester's 190 file.

(2) Copies of the serialized letters are to be filed in the designated substantive Bufiles as green serials, after serialization into AIMS.

(3) The outside of the jacket is to be stamped "File contains notation of dispute, substance of which must be included with any disclosure of the disputed information." The purpose of this notation is to bring to the attention of any reviewer that disputed information has been filed and must be taken into account. This is a requirement of subsections (c)(4) and (d)(4) of the Privacy Act.

Certain corrections may be required on the serials or main files, to which the letters are added. These changes will be minor in nature, such as birth date, birthplace, street addresses, etc.

(b) Procedures for amendment, and/or total destruction action.

(1) Requester's incoming letter and any enclosures, along with our response are to be individually serialized into

CONTINUED - OVER

AIMS (red serial) and filed in the requester's 190 file.

(2) The litigation printout sheet is to be reviewed to insure there is no pending litigation involving the requester.

(3) Amendment or destruction action requested on the worksheet, form 4-727, is taken.

(c) Pursuant to subsections (c)(4) and (d)(4), all prior recipients of the affected record must be notified of the notation of dispute, amendment, or destruction action taken. This will be complied with by utilization of form 4-728, memorandum, or letter.

(1) Form 4-728 should be utilized to inform the appropriate field division(s) of the action(s) taken at FBIHQ. The field division(s) must comply with this action if the division still maintains the document(s) or file(s). Insure that the 190 Bureau file number and subject's name are on the form. When this form is returned to FBIHQ it must be serialized into AIMS as a red serial.

(2) All outside, prior recipients of the affected records must be apprised of our action. In these instances, a memorandum will be utilized if the prior recipient is a Federal agency, and a letter will be utilized if the agency is outside the Federal community. These outgoing memoranda or letters will be serialized into AIMS as red serials.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Asso. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs RFL
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bailey

DATE: 2/6/80

FROM : P. L. Andrews

SUBJECT: DESTRUCTION OF BUREAU RECORDS - General

PURPOSE:

The purpose of this memorandum is to establish destruction criteria for correspondence related to requests for and destruction of badges and identification cards for support and service personnel.

RECOMMENDATION:

That, upon approval, this memorandum be referred to the Property Procurement and Management Section, Administrative Services Division, and the Special Projects Section, Laboratory Division, for future maintenance and disposal considerations and to the Index Subunit, Records Management Division (RMD), for future disposal action.

APPROVED:

Director	Adm. Serv. RFL	Legal Coun.
Exec. AD-Inv.	Crim. Inv.	Plan. & Insp.
Exec. AD-Adm.	Ident.	Rec. Mgnt.
Exec. AD-LES	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

DETAILS:

The Property Procurement and Management Section, Administrative Services Division, has brought to our attention a matter regarding processing and filing of correspondence

Enclosure
"ENCLOSURE ATTACHED"
66-3286

1 - 62-12846
1 - Mr. [redacted]
(Attn: Mr. Strain)
1 - Mr. Long
(Attn: Mr. Shanley)
1 - Mr. Scherrer
1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Miss [redacted]
CMG:kal (8)

66-3286-1345

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66 FEB 25 1980

pertaining to requests for and issuance and destuction of badges and identification cards for support and service personnel. The correspondence is accumulated through the exchange of correspondence between FBIHQ and field offices, generally through the use of Forms FD-464, FD-523, 7-152a, r/s FD-4, and Optional Form 10. The correspondence has been routinely processed and sent to Bureau file 62-12846. The Property Procurement and Management Section has questioned the need to retain records of this nature.

General Records Schedule #11, Item 4, (copy attached) provides for the disposal of this material. Through the use of this authority, correspondence will be destroyed after credentials are accounted for. Initially, field offices, with the exception of Alexandria, Baltimore, Newark, New York, and WFO, were advised by airtel, 8/3/79, on procedures to follow on the issuances of new credentials. Copies of all outgoing communications have been placed in file. One copy will be retained with above exceptions noted thereon and the remainder removed from file and destroyed. Proper notation of the disposal will be affixed to the retained communication. Hereafter, correspondence of this nature will be retained within the Property Procurement and Management Section or the Special Projects Section until credentials are accounted for. In addition to above outgoing communications, Index Subunit, RMD, will remove and destroy correspondence which has accumulated relative to this program.

Property Procurement and Management Section and the Special Projects Section are reminded, however, that any destruction of FBI records is prohibited as result of preliminary injunction issued by Judge Harold H. Greene and all records should be retained until this matter is resolved.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	b. Receipts, indices, listings and accountable records.	Conform to agency practice.	Dispose after all listed credentials are accounted for.
5.	Requests for building and equipment maintenance services, excluding fiscal copies.	Numerically by control or requisition number.	Dispose 3 months after work performed or requisition cancelled.

Item 1. These are routine files with related data reflecting the activities of the service operation group in administering its internal management and operation. Policy documentation is normally reflected in files at higher administrative levels. The records are maintained a sufficient period to satisfy administrative needs and have no other significant values.

Item 2. These files accumulate in the process of assigning and utilizing agency space. Reports are submitted to General Services Administration as directed by the Federal Property and Administrative Service Act of 1949, and GSA Real Property Management Regulation No. 3. Administrative needs have been met after the lapse of period indicated and the value of summary records held by the General Services Administration reflecting Government-wide trends and policies must be determined separately.

Item 3. The memoranda, completed questionnaires, forms and reports are accumulated in the compilation of directory service listings and are of temporary value after issuance or publication of listing. They are held long enough to satisfy administrative needs.

Item 4. These records relate to the issuance of and accountability for identification credentials, issued to individuals. The credentials themselves and the related control records have little value after they have served their immediate purpose.

Item 5. Requests for maintenance service normally originate in the operating units. Their purpose is served and they have little further value when the services which they request have been performed or the request has been cancelled.

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.
	b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	
	(1) Agency records to General Services Administration regarding space occupied in "Metropolitan Washington" and "Outside the "District of Columbia", and related papers.	Destroy when 2 years old.
	(2) Copies in subordinate reporting units and related work papers.	Destroy when 1 year old.
3.	Directory Service Files.	
	Correspondence, forms and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.
4.	Credentials Files.	
	Identification credentials and related papers.	
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles; and property, dining room and visitors passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.
	b. Receipts, indices, listings and accountable records.	Destroy after all listed credentials are accounted for.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCE/DCS/ymw

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Boynton

DATE: 3/20/80

FROM : W. L. Bailey WLB RPA

SUBJECT: APPRAISAL OF FBI HEADQUARTERS AND FIELD OFFICE RECORDS BY THE NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)

PURPOSE: DESTRUCTION OF BUREAU RECORDS-GENERAL

The purpose of this memorandum is to advise all Headquarters divisions that NARS will be conducting an appraisal of Headquarters and field office records during the period of March 31 - August 22, 1980, in order to establish a retention plan for investigative, applicant and general files in the Central Records System.

RECOMMENDATION:

None. For information.

APPROVED:

Director		Adm. Serv.	Legal Coun.
Exec. AD-Inv.		Crim. Inv.	Plan. & Insp.
Exec. AD-Adm.		Ident.	Rec. Mgmt. WLB RPA
Exec. AD-LES		Intell.	Tech. Servs.
		Laboratory	Training
			Public Affs. Off.

DETAILS:

As you are aware, on 1/10/80, Judge Harold H. Greene issued a Preliminary Injunction in the civil action, "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action Number 79-1655," which ordered this Bureau to cease all record destruction

DE-156 6-3286-1346

Enclosure 2 ENCLOSURE

66-3286

N-35

11 MAR 27 1980

1 - Mr. Boynton
1 - Mr. Colwell
1 - Mr. Joseph
1 - Mr. Bruemmer
1 - Mr. Steel

1 - Mr. Young
1 - Each Assistant Director
1 - 197-1264
1 - Mr. Andrews
1 - Miss [redacted]

66 APR 1 1980

CMG:kal (20)

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at Headquarters and in the field offices. Accordingly, on 1/11 and 14/80, all offices were advised to discontinue all destruction programs. The Opinion issued by Judge Greene requires the FBI to observe this moratorium on destruction until the FBI and NARS have formulated a records retention plan and disposal schedules for both Headquarters and field office files and the submissions are approved by the Court. In order to initiate this project, NARS has furnished a copy of their action plan (attached herewith) which is self-explanatory.

Basically, the NARS appraisal will encompass a review of all file classifications, the policy files in each classification, and the investigative and administrative manuals. The Headquarter's examination is scheduled for 3/31/80 - 6/27/80 and the field office review for 7/7/80 - 8/22/80. Eight appraisers and a team leader will review the records and discuss their findings with three consultants (historians/archivists). Through concerted efforts by the FBI and NARS, the retention plan and disposition schedules will be submitted to Judge Greene in January 1981.

Efforts are being made to insure that security clearances for the appraisers are adequate; that informant, financial, and tax data will be restricted; that knowledgable personnel will be available to assist the appraisers; and that this operation is completed to the satisfaction of all concerned parties. You will be advised of important aspects of this review as they occur.

PROGRAM AND TIMETABLE

FOR DEVELOPING RETENTION PLAN AND DISPOSITION SCHEDULE

FOR FBI HEADQUARTERS AND FIELD OFFICE RECORDS

February 1980

I. Developing the program	Timetable
A. Office of Federal Records Centers (NC) develops and GSA Office of Legal Counsel (LR) concurs in a preliminary proposal for conducting an appraisal and establishing a retention plan for FBI headquarters and field office records.	Feb 4-22
B. The Archivist of the United States (N) approves preliminary proposal	Feb 26
C. N approves selection of a team leader and a team of eight archivists with following qualifications to conduct appraisal of records	Feb 26
1. Substantial experience in appraising records	
2. Strong background in American history and historical activities (i.e., academic credentials, publications, teaching experience, etc.)	
3. Ability to express themselves articulately because service as a witness is a possibility	
D. FBI reviews preliminary proposal and concurs/comments	Feb 27-29
E. N approves an interim proposal and timetable subject to possible revision on basis of comments from National Archives Advisory Council subcommittee and outside consultants	Mar 3
F. N requests chairman of National Archives Advisory Council to create a Council subcommittee for the purpose of providing oversight of program	Mar 3
G. Council subcommittee provides N with concurrence/comments on preliminary proposal and list of historians/archivists recommended as consultants to project of appraising FBI records	Mar 4-28
H. N selects three consultants from persons recommended by Council subcommittee	Mar 31-Apr 4

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/GHK

66-3286-1346

ENCLOSURE

(11)

I. Consultants and NARS appraisers receive briefing from GSA and FBI representatives — (1) Apr 21-22 (consultants); (2) Mar 6-7 (appraisers)

1. N briefs consultants and appraisers on their functions and responsibilities

2. LR provides briefing on status of court case, including order and opinion of the court

3. FBI provides briefing on its method of operation and its recordkeeping system

4. NC provides briefing on the proposal for developing a retention plan and disposition schedule for FBI records

J. Consultants review proposal and provide comments/concurrence on procedures for appraising FBI records — Apr 23-May 2

K. N approves final proposal — May 2

II. Implementing the program

A. Program requirements

1. Retention plan and disposition standards will cover headquarters and field office records (note that the FBI Central Records System, which covers investigative records, also incorporates administrative and facilitative records)

2. Retention plan and disposition schedule will take classification by classification approach to records (FBI Central Records System has 209 primary classifications of records)

3. Appraisers will examine headquarters and field office records within each classification

4. Investigative records appraised as permanently valuable will include, at a minimum, "office or origin" files in the field as well as headquarters files

5. The criteria and procedures for selection of cases for permanent retention will permit only minimal discretion of FBI personnel in applying the criteria and making the selection

B. Actions by [redacted]S appraisers in developing a retention plan for FBI records

1. Receive a briefing from GSA and FBI representatives (see I above for detail) — Mar 6-7

2. Survey the Central Records System — Mar 10-21

a. Review FBI investigative and and administrative manuals for understanding of procedures for creating, maintaining, and disseminating records

b. Examine administrative ("00") files within each classification of the Central Records System for information on function and content of the system's 209 classifications

3. Review the demand for FBI records, particularly demand under Freedom of Information and Privacy Acts — Mar 24-28

4. Examine headquarters and field records (as many individual files as are necessary for obtaining an accurate appraisal) for each of the 209 classifications of the Central Records System

a. Examine headquarters files on classification by classification basis using four two-person teams of appraisers — Mar 31-June 27

(1) Ca. 115 classifications involve routine appraisals and each each will require examination by only one team of appraisers (29 classifications per team): completion will take 15 workdays — Mar 31-Apr 18

(2) Ca. 73 classifications involve difficult appraisals but each will require examination by only one team of appraisers (18 classifications per team): completion will take 25 workdays — Apr 21-May 23

(3) Ca. 21 classifications involve complex appraisals, given controversial content and massive volume of records, and each will require examination by two teams of appraisers (10 classifications per team): completion will take 25 workdays — May 27-June 27

b. Review preliminary findings and recommendations with consulting historians/archivists	June 30-July 3
c. Examine field records at three different field offices (classifications involving difficult or complex appraisals will be examined at two or three field offices, while remaining classifications will be examined at only one field office)	July 7-Aug 22
(1) Washington, DC - each of 208 classifications require examination (52 classifications per team): completion will take 25 workdays	July 7-Aug 8
(2) New York City - ca. 58 classifications require examination (15 classifications per team): completion will take 5 workdays	Aug 11-15
(3) Los Angeles - ca. 57 classifications require examination (15 classifications per team): completion will take 5 workdays	Aug 18-22
d. Review findings and recommendations with consulting historians/archivists	Aug 25-29
e. Collect necessary documentation during examination of records to support appraisal judgments of a classification by classification basis (e.g., volume of records at headquarters and field, number of files examined, types of cases within the classification, content of files, etc.)	
5. Compare, through use of FARC professional staff, "auxiliary office" and "office of origin" field office files for same cases to determine whether contents of "auxiliary office" files duplicate contents of "office of origin" files (ca. 30 percent of field office files, in terms of volume, are "auxiliary office" files)	July 7-Aug 22
6. Draft the following documents	Sep 2-Oct 10

a. [redacted]ention plan for headquarters [redacted]d field office records, fully justifying and documenting appraisal judgments for each classification of the Central Records System and incorporating provisions for conducting periodic inspections of the FBI's retention program for permanently valuable records (FPRM 101-11.403-4(e))

b. A report outlining the retention plan and describing the project of compiling it

7. Submit report and retention plan to consulting historians/archivists and Advisory Council subcommittee for comments/concurrence — Oct 14-31

8. Submit report and retention plan to N for approval and transmittal to FBI — Nov 3-7

C. Actions by FBI in developing a records disposition schedule based on NARS retention plan — Nov 10-Dec 19

1. Establish following elements of the disposition schedule

a. Retention periods for temporary records

b. Provisions for offering permanent records for transfer to NARS once they reach a specific age

c. Specific procedures for implementing any provisions of retention plan providing for selection of permanently valuable records

2. Submit disposition schedule to NARS for review and concurrence

D. Submission of retention plan and disposition schedule to Judge Harold H. Greene, United States District Court, for approval — Jan 1981

Concurrence_____(NC)

Concurrence_____(LR)

Office of Federal Records Centers
National Archives and Records Service
February 25, 1980

66-3286-1347
CHANGED TO
66-19087-159X

AUG 26 1980

MBN/oc

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HEREIN IS UNCLASSIFIED
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C

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
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Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Bailey

DATE: 4/14/80

FROM : P. L. Andrews

SUBJECT: FILE DESTRUCTION
CIVIL ACTION CASES

DESTRUCTION OF BUREAU PROPERTY - GENERAL

PURPOSE:

The purpose of this memorandum is to provide data regarding pending litigation cases for record purposes.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EZW/SMK

RECOMMENDATION:

None. For record purposes.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Exec. AD-Inv.	Crim. Inv.	Plan. & Insp.
Exec. AD-Adm.	Ident.	Rec. Mgnt. WLB 4/17
Exec. AD-LES	Intell.	Tech. Servs.
	Laboratory	Training
		Public Affs. Off.

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77 that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil litigation and Freedom of Information and Privacy Acts litigation cases. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at Headquarters.

To insure that all pertinent subjects related to the cases are duly recorded, two individual attachments which have previously been forwarded for searching and retention purposes are attached herewith for record processing.

197-122

Enclosures (2) ENCLOSURE

b6
b7C

1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Miss [redacted]

CMG:kal
(4)

66-3286-
NOT RECORDED
152 APR 21 1980

60 APR 30 1980

ORIGINAL FILED IN 197-122

FBI/DOJ

Mr. Bailey 3/27/80

P. L. Andrews

ELSUR; DESTRUCTION OF
FIELD FILES AND RECORDS

PURPOSE:

To obtain approval to submit an appropriate schedule to the National Archives and Records Service (NARS) to allow the destruction of FBIHQ ELSUR Index cards that specifically and only relate to field office files subject to destruction.

SYNOPSIS:

Archival authorization has previously been secured for field office criminal records over five years old, security-related records over ten years old, and auxiliary office records over six months old. It appears that separate authority should be sought for ELSUR records to specifically define the retention period for field office files and indices and the FBIHQ ELSUR indices. A ten-year retention period is being requested for all ELSUR records including those related to criminal investigations.

RECOMMENDATION:

That, upon approval of this memorandum, the attached copies of Standard Form 115 be returned to the Records Branch for subsequent referral to NARS and the attached letter to the Department be approved and sent.

ORIGINAL FILED IN 66-3215-18248

66-32 86

NOT RECORDED
167 APR 29 1980

2 ENCLOSURE
Enclosures

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-19-81 BY 6383 VRT/ca

62-318

1 - Mr. Boynton
1 - Mr. Mintz
1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Miss [redacted]
2 - Mr. Scherrer
1 - 66-3286
1 - 66-19087

b6
b7C

RWS:GL:kal (10)

Memorandum F. L. Andrews to Mr. Bailey
RE: ELSUR; DESTRUCTION OF
FIELD FILES AND RECORDS

DETAILS:

In October, 1966, the Director instructed field offices to prepare two special index cards on all persons monitored electronically since 1/1/60, and forward one of these index cards to FBIHQ. The index cards forwarded to FBIHQ are now reposed in what is known as the FBIHQ ELSUR Index. In November, 1966, as a result of an opinion of the Department of Justice (DOJ), names of persons mentioned or discussed were likewise indexed. The practice of indexing the names of persons mentioned or discussed was discontinued as a result of a later reversing opinion of the DOJ.

As time went on, instructions have been sent out to the field requiring other ELSUR index cards be made identifying persons targeted in wiretaps and microphone surveillances as well as identifying locations and/or telephones targeted and those persons owning, leasing or licensing premises monitored. Each and every one of the above-described index cards, be they overhear; mentioned; principals or proprietary interest cards, are cards prepared in field offices in duplicate and thereafter one copy is sent to FBIHQ. All of these ELSUR Index cards maintained at FBIHQ access records that are maintained in field offices. These ELSUR Index cards were not ever intended to nor are they used to access FBIHQ files. The useful purpose of these cards is to enable FBIHQ to quickly identify a field office or field offices in reference to a given name, that should be contacted to determine if in fact the person that is subject of an inquiry was of electronic surveillance interest or monitored in the field. By having a copy of each card at FBIHQ, the necessity of contacting all field offices each time a court raises a question is eliminated. In other words these FBIHQ ELSUR Index cards are a duplication of each initial reference in each field office and therefore an extension of the field office ELSUR Indices.

On 7/13/79, Deputy Assistant Attorney General Robert L. Keuch orally authorized the destruction of field office ELSUR records and tapes unless otherwise restricted from destruction because of litigation, court order, Freedom

of Information/Privacy Acts review or appeal provided those records are more than ten years old regardless of whether in the area of National security, consensual, Title III or criminal intelligence. Mr. Keuch agreed that the Title III records cannot be destroyed until procedures are established in the near future to insure the statutory requirements regarding destruction are thoroughly defined and thereafter implemented. Mr. Keuch's opinion is being confirmed in writing.

Title 18, United States Code (USC) Section 2518(8) in referring to the destruction of the contents of any wire or oral communications intercepted according to that statute states that none of the contents of the intercepted communications, original court orders or original applications for orders can be destroyed unless ordered by the issuing or the denying judge and must be kept in any event for ten years.

As a result of the discussions with Mr. Keuch coupled with the above-cited provisions of Title 18, USC Section 2518(8), Mr. Keuch has indicated that destruction of field files and records regarding ELSUR matters should be limited to those files and records ten years old or older provided they are not otherwise restricted from destruction by law, litigation or otherwise. This ten-year rule would apply to all ELSUR records including those related to criminal investigations. It is noted that the previous field file and records destruction program regarding criminal files and records was five years for origin and six months for auxiliary offices.

The current publication in the "Federal Register" cites the ELSUR Index as a system of records of the FBI where in actuality the ELSUR Index is only a specific means to access the central records system (in the field) and identify those files containing ELSUR information. All ELSUR records in the field are maintained as a part of an investigative file and are not separate records in and of themselves.

In the event the ten-year plan for destruction of ELSUR files and records becomes a reality, it will be incumbent upon each field office destroying those records to likewise destroy the ELSUR Index cards in that office.

By the same token, it becomes necessary to have the field office purging ELSUR Index cards send the purged cards to FBIHQ to use them to purge the companion cards maintained at FBIHQ. Failure to do so would leave index cards in the FBIHQ ELSUR Index that would lead a searcher to no existing record. It is understood that the purge and destruction of those ELSUR Index cards maintained at FBIHQ only ten years old or older would be in violation of current destruction regulations pertaining to Headquarters records and files.

No accurate estimate of the volume of the index cards at FBIHQ and in the field nor of the volume of the files and records in the field containing ELSUR information liable for eventual destruction is possible at this time. This is due to the fact that short of a file-by-file review in the field, those files containing ELSUR information are not identified until they are otherwise subject to review for destruction. It is noted, however, that FBIHQ ELSUR indices constitute 27.4 cubic feet of records.

In order to insure compliance with existing regulations, it is necessary to obtain NARS' approval to amend the field office destruction authority and to destroy the FBIHQ ELSUR index cards that are companion to and therefore a duplication of those references being destroyed in the field. In order to secure authorization, the appropriate number of copies of Standard Form 115 have been completed and are attached herewith for submission to NARS. We do not anticipate immediate approval of the attached disposal schedule; however, receipt of the schedule will alert NARS to a situation which could be addressed during their forthcoming review of FBI files and records and considered a part of any retention/ destruction plan that is established.

The Deputy Attorney General
Attention: Mr. Robert L. Keuch

April 15, 1980

Director, FBI

DESTRUCTION OF FIELD FILES AND RECORDS:
ELECTRONIC SURVEILLANCE
(ELSUR) MATTERS

This will confirm an oral opinion by Deputy Assistant Attorney General Robert L. Keuch on July 13, 1979, furnished to Supervisory Special Agent [redacted] Records Management Division, FBI Headquarters (FBIHQ). On the above date Mr. Keuch advised that, as a result of the termination of the project involving FBI review of prior responses to Department requests involving the search of FBI ELSUR records, the FBI should at this time address the matter of retention of ELSUR records in FBI field offices. b6 b7C

Mr. Keuch stated it was his opinion that no ELSUR records otherwise eligible for destruction should be destroyed until more than ten years old. This would serve to standardize the destruction of ELSUR records field-wide. Mr. Keuch noted that Title III requires retention for ten years and thereafter destruction can only occur with the permission of the court. He noted the Department has already ruled no National Security tapes or related ELSUR records can be destroyed unless more than ten years old.

Mr. Keuch was advised that ELSUR records which are related to pending litigation, or are under Freedom of Information or Privacy Act review or otherwise being subjected to review by Congress will not be destroyed until such time as authorized.

66-3286-
NOT RECORDED
167 APR 23 1980

SEE NOTE PAGE THREE

1 - Mr. Boynton
1 - Mr. Mintz
1 - Mr. Bailey (Admin.) b6 b7C
1 - Mr. Andrews
1 - Miss [redacted]
2 - Mr. Scherrer
1 - 66-19087
1 - 66-3286

RWS:grm (12)

66 MAY 1 1980

DUPLICATE YELLOW

ELSUR INDEX

66-3286-

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In addition, a discussion followed as to the proper method to destroy Title III tapes and records since the FBI now has a few more than ten years old. Mr. Keuch requested a suggested procedure be provided by the FBI for the destruction of those records and he, at the same time, would generate a review of the law within the Department with emphasis toward standardizing the destruction procedure involving Title III tapes and records Government-wide.

Pursuant to the opinion of Mr. Keuch, the FBI will begin the destruction of ELSUR records in the field more than ten years old according to accepted guidelines provided by the National Archives and Records Service (NARS). The FBI is presently contacting NARS to obtain disposal authority for the ELSUR records. We do not anticipate immediate approval of the disposal schedule; however, receipt of the schedule will alert NARS to a situation which could be addressed during their forthcoming review of FBI files and records and considered a part of any retention/destruction plan that is established. ELSUR records involved in pending litigation, being reviewed pursuant to Freedom of Information and Privacy Acts requests, or involving National Security matters or otherwise restricted from destruction will not be destroyed. Title III records will not be destroyed until specific guidelines are adopted for the destruction of such records.

Approved: _____

Date: _____

The Deputy Attorney General

NOTE: In early 1978, as a result of internal audits conducted at Headquarters and in the field, a concern was developed that the ELSUR indexing in the past had been less than complete. The New York Office inspection in April, 1978, confirmed this suspicion, and a series of discussions were then held with Mr. Keuch in an effort to resolve whether legal damage could have, or did in fact, result.

A lengthy course of action was agreed upon between the FBI and Mr. Keuch and the final phase of the course of action included reviewing all of the previous requests from the Department involving the searching of records pertaining to electronic surveillance.

This final phase was addressed as a project and is the project referred to in this memorandum. The results of that project were furnished to Mr. Keuch by memorandum dated July 30, 1979, and that memorandum was provided to Mr. Keuch to confirm his opinion on July 13, 1979, that the project be discontinued, inasmuch as after completion of more than 40 per cent of the total project, no errors were identified in previous responses.

Confirmation of the opinion of Mr. Keuch was not submitted earlier in order to address questions raised internally regarding the ability of the FBI to respond to matters currently in litigation or in future litigation, particularly as litigative matters pertaining to file destruction. Questions raised internally have been resolved, therefore, it is timely to forward memorandum to Mr. Keuch.

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FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1,6)
DATE 02-20-2009

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : DIRECTOR, FBI (66-3286)
(C) (ATTN: RECORDS MANAGEMENT DIVISION)

DATE: 4/5/80

FROM : SAC, SAN FRANCISCO [redacted] (C) (SQ. 16) (C)

(C)

SUBJECT: [redacted] (C)

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

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DESTRUCTION OF BUREAU RECORDS CONCERN

(C) [redacted]

C O N F I D E N T I A L
Classified and Extended by (7569)
Reason for Extension FCIM, II, I-2-4.2 (3)
Date of Review for Declassification (April 5, 2008)

ALL INFORMATION CONTAINED
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OTHERWISE

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DATE OF REVIEW OADR
9-28-82

ORIGINAL - HEADQUARTERS COPY

66-3286-1348

2 - Bureau (ENS)
2 - San Francisco
(1 - 54-1696)
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9/23/03
CLASSIFIED BY: Auc [illegible] DCS/lgw
REASON: 1.5 (C&D)
DECLASSIFY ON: X 1-6
AS AMENDED

14 APR 24 1980

RECORDS SYSTEMS

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

68 MAY 1 1980

CONFIDENTIAL

0-93 (Rev. 4-26-79)

126

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 1 OF 2

DATE	CLASSIFICATION	PRECEDENCE
4/29/80	UNCLAS E F T O	ROUTINE

START HERE

FM FM DIRECTOR FBI

TO TO ALL FBI FIELD OFFICES ROUTINE

ATTENTION APPLICANT COORDINATOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/BAK

14 BT

UNCLAS E F T O

12 DESTRUCTION OF FIELD FILES AND RECORDS

REBULETS 1/11/80, 1/14/80, AND 2/7/80, CAPTIONED AS ABOVE INSTRUCTING THAT ALL, REPEAT ALL, FILE DESTRUCTION PROGRAMS CURRENTLY IN EFFECT FOR FBIHQ, FIELD OFFICES, AND LEGATS ARE TO BE IMMEDIATELY SUSPENDED.

A FORTHCOMING MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE REGARDING THE SUPPORT APPLICANT PROGRAM STATES THAT ALL SHORT EMPLOYMENT (SET) AND WORD RECOGNITION (WRT) TESTS ARE TO BE DESTROYED IN THE FIELD OFFICE BY THE APPLICANT COORDINATOR UPON MAKING AN APPROPRIATE RECORD OF THE APPLICANT'S TEST SCORES ON FORM FD-190b. DISREGARD THIS PORTION OF THE FORTHCOMING MEMORANDUM AND, UNTIL FURTHER NOTICE, DO

DO NOT TYPE MESSAGE BELOW THIS LINE 66-3286

DO NOT TYPE PAST THIS LINE

APPROVED BY	DRAFTED BY	DATE	ROOM	TELE EXT.
REC/JOK	EMB (28)	4/29/80	6658/3	3351

1 - DIRECTOR'S OFFICE
1 - EACH EXECUTIVE ASSISTANT DIRECTOR
1 - MR. BRUEMMER
1 - MR. STEEL
1 - PUBLIC AFFAIRS OFFICE
1 - EACH ASSISTANT DIRECTOR
1 - MANUALS DESK
1 - MR. KELLY
1 - MR. [redacted]
1 - MR. [redacted]
1 - MR. HARDING
1 - MR. [redacted]
1 - MRS. [redacted]
1 - MRS. [redacted]
1 - MS. [redacted]

b6
b7C

FEDERAL BUREAU OF INVESTIGATION
COMMUNICATIONS CENTER
APR 29 1980

64 MAY 13 1980
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DO NOT FILE WITHOUT COMMUNICATIONS STAMP

FBI/DOJ

0-93A (7-19-77)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 2

START HERE

NOT DESTROY ANY TESTING MATERIAL, INCLUSIVE OF THOSE APPLICANTS WHO HAVE BEEN UNFAVORABLY RECOMMENDED.

YOU ARE REMINDED THAT THE INTEGRITY OF THE TESTS MUST BE MAINTAINED AND SHOULD BE CONTROLLED WITH LIMITED ACCESS WITHIN THE FIELD OFFICE.

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FBI/DOJ

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AUG 26 1980

NBH/OC

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HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY ANC 60290 BCE/DCG/ymw

Assistant Attorney General
for Administration
Justice Management Division

W. L. Bailey
Assistant Director
Records Management Division

FEDERAL GOVERNMENT

May 6, 1980

Destruction of Bureau Property

RECORDS DISPOSITION PROGRAM

Reference is made to Order DOJ 2710.9A which establishes a program for the disposition of records of the Department of Justice in accordance with current Federal regulations. The Order has been reviewed and this Bureau concurs with the contents.

In connection with the Order, attached herewith, for the information of the Records Management Group, Records and Publications Staff, is a copy of the disposal schedule relating to Uniform Crime Reporting records which was previously delivered directly to the National Archives and Records Service (NARS) and is now awaiting final refinements by NARS personnel. A separate disposal schedule which relates to Electronic Surveillance (ELSUR) records is attached for submission to NARS.

The records disposition liaison officer is [redacted] Archives Specialist, telephone 324-4844. b6 b7C

Enclosures (2)

Note: By way of background, P. L. Andrews memorandum to Mr. Bailey, dated 1/8/80, captioned "Records Disposition Program - Destruction of Bureau Records" recorded receipt of DOJ Order 2710.9 which established the records disposition program for all components of the Department. DOJ Order 2710.9 has been cancelled and is superseded by DOJ Order 2710.9A.

66-3286

1 - Mr. Bailey (Admin.)
1 - Mr. Andrews
1 - Mr. Scheirer
1 - Miss [redacted] b6 b7C
CMG:kal (7)

66-3286-1350

CONTINUED

MAY 7 1980

ENCLOSURE
Hand carried to Rm PT 5/6/80 cmg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/gHK

MAY 15 1980

59 JUN 4 1980
MAIL ROOM

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62-3286-1

Assistant Attorney General
for Administration
Justice Management Division

The basic content of the previous Order has not been altered. Instant Order provides the definition of "records" and titles of functional levels which have changed due to reorganization.

With our response, we are forwarding for information of the Records Management Group, Records and Publications Staff, a copy of the disposal schedule for Uniform Crime Reporting records which was sent directly to NARS and completed copies of a disposal schedule for ELSUR records for subsequent submission to NARS. Copies of the disposal schedules and Order DOJ 2710.9A are attached for information.

APPROVED:

Director _____
Exec. AD-Inv. _____
Exec. AD-Adm. _____
Exec. AD-LES _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Date — *Archivist of the United States*

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Paul L. Andrews	4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/25/80	Paul L Andrews	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Investigative files, index cards, tapes, logs, transcripts, and related material maintained at Federal Bureau of Investigation (FBI) field offices and duplicate access cards maintained at FBI Headquarters (FBIHQ) which records compose the Electronic Surveillance (ELSUR) Indices. Headquarters indices are a duplication of field office indices and enable FBIHQ to identify the field office(s) to be contacted if the subject of an inquiry was of electronic surveillance interest or monitored in the field office(s). ELSUR records are maintained in field offices as part of the investigative file and are both criminal- and security-related. Proposed retention period will be consistent with Title 18, United States Code, Section 2518(8), which states that contents of the intercepted communication, original court orders or original applications for orders may not be destroyed unless ordered by the issuing or the denying judge and must be retained in any event for ten years. This will amend Job NC 1-65-79-10 to insure that all ELSUR records are retained for at least ten years, whether criminal- or security-related	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 [illegible]	NARS

115-107

66-3286-1350
ENCLOSURE

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	and whether maintained in office of origin (controlling office) or auxiliary (lead) office. (Records System Justice/FBI-006, as printed in the Federal Register, Thursday, September 28, 1978, provides a further description of the ELSUR Indices). FBIHQ ELSUR Indices constitute 27.4 cubic feet of records. A. DISPOSITION of field office records covered by Title 18, United States Code, Section 2518(8) Destroy after ten years upon orders of the issuing or denying judge. B. DISPOSITION of field office records not covered by above citation Destroy after ten years or when administrative needs have been met, whichever is later. C. DISPOSITION of corresponding FBIHQ access card Destroy upon notification that field office records have been destroyed.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO: NC 1-65-79-28

DATE RECEIVED

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposal not approved" or "withdrawn" in column 10.

Date — Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER: Paul L. Andrews

5. TEL EXT: 4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8/13/79	Paul L. Andrews	Section Chief

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	UNIFORM CRIME REPORTING (UCR) RECORDS The annual publication of the Federal Bureau of Investigation (FBI), "Crime in the United States," and the quarterly UCR reports (preliminary release) are compiled through the use of reports from which statistical data submitted by law enforcement agencies by city, county, and state are assembled. The UCR Program has been in effect since 1930, at which time the FBI was authorized by Congress to serve as the national clearinghouse for statistical information on crime. This schedule will broaden the disposal schedule (Job No. 351-S114), approved 12/11/50, to encompass all records created or received in conjuction with the UCR program. A. "Crime in the United States." Annual publication which incorporates all facets of crime offenses received from law enforcement agencies by narrative and charts. Crime trends and rates by locality; urban, suburban, and rural arrest trends by age,		

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 CTM/STP

66-3286-1350

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

sex and race; and law enforcement employees assaulted or killed by population group. 14 cubic feet.

DISPOSITION: Past issues are available through the U.S. Government Printing Office. A limited number of issues will be retained indefinitely for reference purposes.

B. The Quarterly UCR reports (preliminary release).

Published quarterly to provide crime trends in the U. S., regions, counties and cities and crime counts within cities with 100,000 or more inhabitants. Since the releases are followed by the annual publication, lengthy retention periods are unnecessary.

DISPOSITION: Destroy with exception of current and previous year.

C. "Crime in the United States" manuscript.

Prepared by UCR in handwritten copy, typed copy, and data processing printouts with proof/edit symbols. Manuscript is used by the Government Printing Office to compile the annual publication and returned. 5 cubic feet.

DISPOSITION: Retain 5 years after publication of annual and destroy.

D. UCR handbook

Published to aid contributors to the UCR Program in the preparation of Uniform Crime Reports. Publication is revised and reprinted whenever significant changes in definitions became effective. Related records include the manuscript. Less than 1 cubic foot.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

DISPOSITION of handbook: Limited number retained indefinitely for reference value.

DISPOSITION of manuscript: Retained until subsequent edition is printed.

E. The Return A reports.

Contains the number of offenses reported to local law enforcement, the number later proved to be unfounded, the number of actual offenses, the number of offenses cleared by arrest and the number of offenses cleared wherein persons under 18 years of age were involved. Actual offense and clearance data are entered into the FBI Data Processing (DP) System and printed onto quarterly and yearly record cards. Offense data are printed in quarterly releases and the annual publication. The clearance data are reported in the annual publication. 56 cubic feet.

DISPOSITION of Return A reports: Retain 18 months and destroy.

DISPOSITION of record cards: Microfilm after 30 months and destroy.

F. Supplementary Homicide Reports (SHR)

Used to collect data concerning murder victims and offenders, weapon used, relationship of victim to offender, motives, justifiable/unfounded homicides and manslaughters by negligence. Data regarding murders is recorded in the FBI/DP system and reported in the annual publication. 28 cubic feet.

DISPOSITION: Hardcopy material is destroyed after 18 months; data is stored on magnetic tape indefinitely.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

G. Supplement to Return A reports.

Used to collect more detailed information regarding the number of actual offenses reported on the Return A which include the value of property stolen and recovered. Age, Sex, and Race (ASR) of Persons Arrested reports collect detailed arrest statistics concerning persons arrested by local law enforcement agencies. The Law Enforcement Officers Killed or Assaulted (LEOKA) reports collect the number of local police officers killed or assaulted. The data detail the type of weapon used in the assault, the type of assignment the officer was on at the time of assault, the type of activity in which the officer was engaged and whether the officer was injured. The data collected in Return A, ASR, and LEOKA are entered into the FBI/DP system and printed in the annual publication. Summary record cards are printed annually for each agency's report. 386 cubic feet.

DISPOSITION of reports: Destroy hard-copy material after 18 months.

DISPOSITION of summary record cards: Microfilm and destroy after 30 months.

H. The Law Enforcement Employees report.

Used to collect the number of full-time law enforcement employees by male/female, sworn officers, and civilians. The data are entered into the FBI/DP system and printed in the annual publication. 8 cubic feet.

DISPOSTION: Destroy after 2 years; data for each agency are stored indefinitely on magnetic tape.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

I. Population Source Data.

Used to estimate the population of local and county agencies on an annual basis. Estimates are entered into the FBI/DP system. 17.5 cubic feet.

DISPOSITION of source data: Retain for 3 years and destroy.

DISPOSITION of populations ascribed to contributing agency: Microfilm after 30 months and destroy in conjuction with disposition of Return A.

J. Correspondence.

Correspondence with local law enforcement agencies concerning uniform crime reports and records. Material dated from 1930 and is valuable for reference purposes. 56 cubic feet.

DISPOSITION: Retain indefinitely.

K. "Assaults On Federal Officers" publication.

Annual publication initiated in 1972 provides an analysis of the assaults on certain officers and officials of the United States Government to illustrate the hazards facing personnel involved in the enforcement of our laws, the protection of officials, and the prosecution and confinement of law violators. Through the study, agencies may adopt procedures to reduce the frequency of potentially dangerous situations and become more alert to their existence. Information is obtained through reports of investigations conducted by the FBI, the Department of the Treasury, and the United States postal service.

DISPOSITION of annual publication: Retain indefinitely for reference value.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

DISPOSITION of manuscript: Camera-ready copy destroyed after publication is printed.

DISPOSITION of source documents: Destroy upon distribution of publication. Source documents are copies of reports maintained at FBI, Treasury and Postal Services.

L. "Bomb Summary" publication.

Annual publication first published in 1972 to provide meaningful information on bombing crimes. Information is gathered from FBI field offices and, in the absence of a Federal violation, dependence is placed with the public safety agencies which advise the FBI when such attacks occur. Backup data include the manuscript and Form FD-436 which is used to collect bomb data. 3 cubic feet.

DISPOSITION of annual publication: Retain indefinitely for reference value.

DISPOSITION of manuscript: Camera-ready copy destroyed after publication is printed.

DISPOSITION of Form FD-436: Retain indefinitely for reference value.

M. "Law Enforcement Officers Killed" publication.

Published annually since 1972 to alert law enforcement personnel to types of potentially dangerous situations to aid in the prevention of further line-of-duty deaths. Nearly 15,000 law enforcement agencies contribute monthly to the UCR program and supply preliminary data concerning law enforcement officers killed. FBI field offices report

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN

incidents occurring within their jurisdictions and Legal Attache offices provide data on the death of US law enforcement officers on duty abroad. Related records include manuscript and source documents. 10 cubic feet.

DISPOSITION of annual publication: Retain indefinitely for reference value.

DISPOSITION of manuscript: Camera-ready copy destroyed after publication is printed.

DISPOSITION of source documents: Retain indefinitely for reference value.

N. Manual of Police Records.

A concise outline of basic record procedures to provide a guide to law enforcement administrators who are establishing a police records system for the first time or as reference to law enforcement officials seeking to improve on existing recordkeeping tasks. The Manual provides an outline on the records pertinent to complaints, investigations, arrests, dispositions, and closely related matters. Revisions are made only as significant progress is made in the field of police records. Related record is the manuscript. Less than 1 cubic foot.

DISPOSITION of publication: Retain indefinitely for reference value.

DISPOSITION of manuscript: Retained for the most recent issue.

CLEARANCE RECO	TYPE OF DOCUMENT	IDENTIFICATION (If any)
SUBJECT	Order	DOJ 2710.9A
Records Disposition Program	NAME Vincent A. Feb[illegible] PREPARED BY Robert M. Yahn	OFFICE and EXTENSION Records Management Group/633-2274

EXPLANATION OF ISSUANCE (Continue on reverse)

This order establishes a program for the disposition of records of the Department of Justice (DOJ) in accordance with 44 U.S.C. 3102 and the General Services Administration Federal Property Management Regulations. This revision adds the definition of terms in paragraph 4, and requires that changes in designation of records disposition liaisons be reported in paragraph 7.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCE/DCG/ymw ~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EIW/gmk~~

PROPOSED DISTRIBUTION (Write out - Do not use code)

BUR/H-2. First & second level, headquarters, all bureaus.

OBD/H-2. First & second level, headquarters, all offices, boards and divisions.

ORIGINATING OFFICE CLEARANCE

TITLE	SIGNATURE	DATE	DEADLINE DATE FOR CLEARANCE
Assistant Attorney General for Administration	[signature]	4/2/80	6 MAY 1980

ORGANIZATION	SIGNATURE	DATE	Concur Sub. & Dist. No Comment	Concur Sub. & Dist. Comment Attached	Non-Concur Comments Attached	Comments Accepted Changes Made
LEAA						
USMS						
DEA						
FBI ✓						

FINAL ADMINISTRATIVE CLEARANCE

ORGANIZATION	SIGNATURE	DATE
JMD/RPS/RMG/RCS	[redacted] b6 b7C	3/21/80
AFTER APPROVAL SEND TO: DOJ DMO, JMD, Room 6234, Main		APPROVAL DATE

United States Department of Justice

DJ FORM - 178 (Ed. 7-1-71)

66-3286 — 1350

ENCLOSURE

DEPARTMENT OF JUSTICE

Order

DOJ 2710.9A

Subject: RECORDS DISPOSITION PROGRAM

1. PURPOSE. This order establishes a program for the disposition of records of the Department of Justice (DOJ) in accordance with 44 U.S.C. 3102 and the General Services Administration Federal Property Management Regulations.

2. SCOPE. This order applies to all components of the DOJ.

3. CANCELLATION. DOJ Order 2710.9 is cancelled.

4. DEFINITION OF TERMS.

   a. Records. As defined in the Records Disposal Act of 1943 (now 44 U.S.C. 3301), ". . . books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. . . ."

   b. Disposition. As described in 41 CFR 101-11.102-5, "provisions. . . made to insure that records of continuing value are preserved but that records no longer of current use to an agency are promptly disposed of or retired. Effective techniques for accomplishing these ends are the development of records control schedules; the transfer of records to records centers and to the National Archives; the microfilming of appropriate records; and the disposal of valueless records."

5. PROGRAM OBJECTIVES. The basic objectives of the records disposition program are:

   a. The timely and systematic removal of records deemed temporary by

Distribution: BUR/H-2, OBD/H-2

Initiated By: Justice Management Division, Records and Publications Staff

FBI
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the creating component, the Department and the Government for later destruction by the Department or a Federal Archives and Records Center.

b. The designation of permanent records having sufficient historical and archival values to warrant immediate or later transfer to the National Archives for permanent preservation.

6. RESPONSIBILITIES.

a. Justice Management Division. The Records Management Group (RMG), Records and Publications Staff (RPS), Justice Management Division shall:

(1) Establish general records disposition policy and standards for the DOJ.

(2) Act as a liaison with the National Archives and Records Service (NARS) for Department program direction.

(3) Review all requests for records disposition authority (Standard Form 115) which are originated by Offices, Boards, Divisions and Bureaus and submit them to NARS for approval.

(4) Provide assistance and advice on records disposition matters to officials throughout the Department.

(5) Evaluate the Department's program periodically to ensure its operation at peak efficiency.

b. Offices, Boards, Divisions and Bureaus. Each Office, Board, Division and Bureau shall:

(1) Implement policy and standards for records disposition set forth in guidance published by the Department and the General Services Administration (Federal Property Management Regulations). Submit any supplementary program guidance to RMG for review prior to issuance (Offices, Boards, and Divisions only).

(2) Submit all requests for records disposition authority (Standard Form 115) to NARS via RMG.

(3) Ensure timely removal from office space and equipment of noncurrent records.

(4) Encourage the use of Federal records centers as storage facilities for records with reduced reference activity.

(5) Ensure that records of archival value are identified properly for eventual transfer to NARS.

(6) Establish a central point for approval or disapproval of all requisitions for filing equipment by evaluating need and by checking compliance with authorized records disposition instructions.

(7) Provide adequate staff to carry out program responsibilities.

(8) Ensure that program staff are adequately trained in coordination with RMG.

7. DESIGNATION OF RECORDS DISPOSITION LIAISON. Each Office, Board, Division and Bureau shall designate a records disposition liaison officer to serve as the primary contact point for the component, including its field offices, and advise RMG in writing of the name of that individual. Changes in designation should be reported as soon as possible.

KEVIN D. ROONEY
Assistant Attorney General
for Administration

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WHERE SHOWN OTHERWISE

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1,6)
DATE 03-10-2009

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

~~CONFIDENTIAL~~ CONFIDENTIAL

(C)

TO : DIRECTOR, FBI (66-3286)
(ATTN: RECORDS MANAGEMENT DIVISION)

DATE: 4/30/80

FROM : SAC, SAN FRANCISCO [redacted] (C) (SQ. 16) (X)

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 07-28-2011

SUBJECT: [redacted] (C) (X)

b1

DESTRUCTION OF BUREAU Records - General

(C) [redacted] (C)

CONFIDENTIAL
Classified and Extended by (7569)
Reason for Extension FCIM, II, 1-2-4.2 (3)
Date of Review for Declassification (APRIL 5, 2000)

b1

~~9/23/03~~
CLASSIFIED BY: AUC 60290 BCE/DCG/lym
REASON: 1.5 (C, d)
~~DECLASSIFY ON: X 1,6~~
As Amended

Classified by G3
Declassify on: OADR
1/3/83

66-3286

NOT RECORDED
8 MAY 5 1980

2 - Bureau (EMS)
2 - San Francisco
(1 - 66-1696)
RCF/lmk
(4)

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EXCEPT WHERE SHOWN

(U)

~~CONFIDENTIAL~~

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5 9 MAY 30 1980 125

4-528

66-3286-1351

CHANGED TO

66-19087-160 X2

MAR 17 1981

NBH/CKS

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DATE 1/23/03 BY [illegible]

Memorandum

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Bayse

Date 2/26/81

From : R. W. Witzel

Subject : DESTRUCTION OF PROTECTION TAPE RECORDINGS STORED IN THE SIGNAL ANALYSIS UNIT

Destruction of Bureau Property - General

PURPOSE: To request authorization to destroy tape recordings that are being maintained in the Signal Analysis Unit.

DETAILS: On a yearly basis, the Signal Analysis Unit (SAU) receives approximately 1800 tape recordings from the FBI and other Federal, state and local law enforcement agencies for examination. Usually, the SAU case examiner makes a protection copy of the submitted recording which is stored in the SAU. This protection copy will be used as the next best evidence if anything happens to the original recording as it is being returned to the contributor or to refresh the memory of the case examiner before trial.

At the present time, the SAU has several thousand magnetic tape recordings that are protection copies of tape recordings that have been submitted for examination by various contributors.

Experience indicates that after four years these tape recordings are not normally required. It is being recommended that the SAU be authorized to destroy all of these tape recordings that are over four years old on an annual basis.

RECOMMENDATION: That the SAU be authorized to destroy all protection tape recordings that are over four years old on a yearly basis.

66-3286-

APPROVED:

Director ___
Exec. AD-Inv. ___
Exec. AD-Adm. ___
Exec. AD-LES ___

Adm. Serv. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___

Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs ___
Training ___
Public Affs. Off. ___

NOT RECORDED
38 APR 14 1981

1 - Mr. Finzel
1 - Mr. Mintz
1 - Mr. Bayse
1 - Mr. Witzel
1 - Mr. [redacted]
1 - Mr. [redacted]

JLL:jmh (7)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-92 BY SP4 EZW/ajm

MAR 26 1981

LEGAL COUNSEL-3645

ADDENDUM: LEGAL COUNSEL DIVISION - PAGE 2

RECORDS MANAGEMENT DIVISION ADDENDUM PAGE 3.

9 MAY 1 1981

FBI/DOJ

ORIGINAL FILED IN 66-19193-4986

Memorandum from R. W. Witzel to Mr. Bayse
Re: DESTRUCTION OF PROTECTION TAPE
RECORDINGS STORED IN THE SIGNAL
ANALYSIS UNIT

ADDENDUM: LEGAL COUNSEL DIVISION (LCD), 3/11/81, CER:

The Technical Services Division (TSD) recommendation to destroy all protection tape recordings that are over four years old, if approved, would be in violation of the preliminary injunction (enjoining the destruction of all FBI files and records) which was issued by Judge Harold H. Greene on 1/10/80, in the case captioned American Friends Service Committee, et al. v. William H. Webster, et al., Civil Action Number 79-1655 (U.S.D.C., D.C.).

These "protection copies" are the only copies that the FBI maintains; they were created in connection with official FBI investigations/examinations; and they constitute documentary materials within the definition of "record" in 44 U.S.C. 3301. They should, therefore, remain incorporated in the FBIHQ Central Records System and be subject to appraisal by the National Archives and Records Service (NARS) prior to any destruction being requested. This appraisal is being conducted pursuant to the 1/10/80 Court Order, described supra.

RECOMMENDATION: That the protection tape recordings be furnished to Records Management Division and treated as permanent records subject to appraisal by NARS.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Off. of Cong. & Public Aff.

1 - Mr. Finzel
1 - Mr. Mintz
1 - Mr. Bayse
1 - Mr. Witzel
1 - Mr. [redacted]
1 - Mr. [redacted]

b6
b7C

RE: R. W. Witzel to Mr. Bayse memorandum, 2/26/81
DESTRUCTION OF PROTECTION TAPE
RECORDINGS STORED IN THE SIGNAL
ANALYSIS UNIT

ADDENDUM OF RECORDS MANAGEMENT DIVISION (RMD)(RWS:evp 3/23/81)

In accordance with Legal Counsel Division's addendum dated 3/11/81 to instant memorandum, the tapes being retained by the Signal Analysis Unit will be made a bulky enclosure to instant memorandum and stored on the bulky ramp, RMD. The National Archives and Records Service (NARS) will take up the destruction of the tapes described in instant memorandum with the NARS appraisal team who are presently visiting FBIHQ and a four-year retention schedule will be requested. It is anticipated that NARS will develop retention schedules for all FBI records and that after the submission of disposition schedules by FBIHQ to Judge Greene, a records destruction program wil be resumed.

APPROVED: Adm. Serv. _____ Legal Coun. _____
Crim. Inv. _____ Plan. & Insp. _____
Director _____
Exec. Dep. Dir. _____
Exec. Asst. Dir. _____
Exec. Asst. Dir. _____

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
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Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Finzel

DATE: 3/3/81

FROM : R. W. Scherrer

SUBJECT: FILE DESTRUCTION OF [redacted] RECORDS
CIVIL ACTION CASES

PURPOSE:

The purpose of this memorandum is to provide data regarding pending litigation cases for record purposes.

RECOMMENDATION:

None. For record purposes.

APPROVED: [redacted]

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77, that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil litigation and Freedom of Information and Privacy Acts litigation cases. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at Headquarters.

To insure that all pertinent subjects related to the cases are duly recorded, an attachment which has previously been forwarded for searching and retention purposes is attached herewith for record processing.

197-122

66-3286-

ENCLOSURE

Enclosure

NOT RECORDED
26 APR 8 1981

b6
b7C

1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Miss [redacted]

CMG:tfc
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 E2w/gnk

53 APR 17 1981

Original Filed in 197-122

FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : R. P. Dinzel - R.P.D/Ehn

DATE:

FROM : R.W. Scherrer - R.W.S/Ehn

SUBJECT:

The attached _____ has been received in the Records Branch, appropriately initialed, and indicated for file. By use of instant transmittal memorandum, all necessary recording and indexing will be accomplished. It is to be noted this form is for internal use only within the Records Branch, principally by the Routing Unit where bulky material not accompanied by memorandum is usually received.

The enclosure, if bulky and not usually filed with other papers in file, may be detached but this action should be clearly noted under the word "Enclosure."

Enc.

1 - ENCLOSURE

ENCLOSURE ATTACHED

66-3286-

NOT RECORDED
7 JAN 22 1981

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/gHK

57 FEB 4 1981

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv.
Exec AD Adm.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Finzel *F/Rwk*

DATE: 2/10/81

FROM : R. W. Scherrer *Rwk*

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

PURPOSE:

To record details of contact by NARS officials to develop a methodology for a plan to appraise FBIHQ and field records in order to develop new retention schedules.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/gHK

APPROVED: Adm. Serv. Legal Coun.
Crim. Inv. Plan. & Insp.
Rec. Mgnt. *F/Rwk*

SYNOPSIS:

Details of contacts by NARS officials with FBIHQ on 2/2,3,5/81, for assistance in formulating methodology for development of a plan for the appraisal of FBIHQ and field records set forth. Deadline for presenting NARS appraisal plan to U. S. District Court, Washington, D. C., established by the Archivist as 4/1/81. NARS has tentative plans to commence appraisal of FBIHQ and field records by 4/15/81, should appraisal plan be approved by the Court.

66-3286-

NOT RECORDED
26 FEB 17 1981

[redacted]

FEB 11 1981

[redacted]

Enclosures (4) ENCLOSURE

1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Finzel
1 - Mr. Andrews
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Mr. Scherrer

b6
b7C

Rwk
RWS:evp

CONTINUED OVER

64 FEB 24 1981

RECORDS SYSTEMS

Rwk

FBI - DOJ

Original filed in

66-3286-99

Memo R. W. Scherrer to Mr. Finzel
DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

DETAILS:

On 2/2/81, Dr. Charles Dollar, Director of the Office of Program Development, NARS, telephonically contacted me to advise that the Archivist desired a new plan for the appraisal of FBIHQ and field records for submission to U. S. District Judge Harold Greene, Washington, D. C., in order to comply with Judge Greene's Opinion and Order dated 1/10/80. Dr. Dollar stated that the Archivist desired a more detailed plan than had been previously developed by NARS in early 1980. Dr. Dollar requested to personally meet with me at FBIHQ in order to discuss the methodology for the conduct of the NARS appraisal.

On 2/3/81, I met with Dr. Dollar at FBIHQ. Also present were [redacted] Chief of the Records Research Staff and Miss [redacted] Records Management Division Archivist and Historian. Dr. Dollar stated that the Archivist had set a 4/1/81 deadline for the development of an appraisal plan for submission to Judge Greene. Dr. Dollar stated that if Judge Green approved the appraisal plan, NARS hoped to commence their appraisal by 4/15/81. Dr. Dollar noted that the Archivist considered that an impartial, professional NARS appraisal of FBI records was one of the most important tasks ever undertaken by NARS, in that the credibility and authority of NARS were at stake. I informed Dr. Dollar that the FBI was extremely desirous of assisting NARS in any way possible in their appraisal of FBI records and the development of a records retention schedule. I pointed out to Dr. Dollar that the long delay by NARS in commencing with their appraisal, which had been caused by NARS' adamant stand over access to Internal Revenue (IRS) and Grand Jury (6E) information contained in our files, had caused considerable hardship and expense, both to FBIHQ and the field. As an example, I informed Dr. Dollar that, because of security considerations, it had been necessary to retire a large volume of inactive records holdings to FBIHQ, which normally would be eligible for destruction, from certain Legal Attache Offices situated in sensitive locations. Dr. Dollar stated he was sympathetic to the FBI's position and promised to do everything possible to expedite the NARS appraisal of our records holdings and the development of a retention schedule acceptable to the court which would permit us to resume destruction. Dr. Dollar advised that a seven member NARS task force had been formed to develop the methodology for the development of an appraisal plan.

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Dr. Dollar requested that the task force be provided a general briefing on the FBI's Central Records System and afforded an appropriate tour of Records Management Division's filing and mail processing subunits. He also requested that statistical data be compiled with regard to the volume of records at FBIHQ by classification and also the total number of cases in each classification. A briefing and tour was arranged for Dr. Dollar and his task force for the afternoon of 2/5/81.

On 2/5/81, Dr. Dollar and his task force visited FBIHQ. After introductory remarks by Inspector-Deputy Assistant Director Bresson, Dr. Dollar and his group were afforded a briefing of the FBI's Central Records System and were given a tour as requested (see copy of program attached). The statistical data requested by Dr. Dollar on 2/3/81 was presented to him (see copy attached). Dr. Dollar presented a list of questions prepared by the NARS task force regarding the FBI's Central Records System (copy attached), which were answered and explained at length. Dr. Dollar requested that similar statistics (i.e., volume of records by classification and number of cases by classification) be obtained for each field office. I agreed to obtain this data for Dr. Dollar, and the appropriate teletype (copy attached) was sent to all SACs and Legats on 2/6/81. Dr. Dollar also requested that the task force be furnised with the number of drawers by letter in the inactive and active index. I agreed to secure this information and furnish same to Dr. Dollar at a later date. Finally, Dr. Dollar asked to borrow a copy of instructions utilized by employees of the Classifying Subunit. I agreed and furnished same to Dr. Dollar on 2/9/81.

Dr. Dollar and members of the task force were most appreciative of the briefing and tour. Prior to his departure from FBIHQ, I reminded Dr. Dollar that, regardless of the disposition of the question of access by NARS to IRS and Grand Jury information contained in FBI files, all files selected for review by NARS in connection with the appraisal would be pre-screened by FBI employees and the identities of all sources, assets and informants contained in these files would be masked. Dr. Dollar advised that this arrangement was acceptable to NARS.

RSONAL ATTENTION
MEMORANDUM 39-80

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

November 24, 1980

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) DESTRUCTION OF FIELD FILES AND RECORDS

Destruction of Bureau Property - General

Reference is made to Bureau teletypes dated January 11 and 14, 1980, ordering an immediate and total suspension of all record destruction programs as the result of the preliminary injunction issued by Judge Harold H. Greene, U.S. District Court, District of Columbia, on January 10, 1980. The order has been modified somewhat and limited destruction authority for certain administrative records is now being granted. Receipt of complete destruction authority is not anticipated until final resolution of pending litigation which entails the review by the National Archives and Records Service (NARS) of Headquarters and field office files, including administrative records which remain under restriction.

Record categories have been reviewed and greatly expanded to derive full benefits from the modified order. Retention periods have also been adjusted in some instances to conform with retention periods authorized by the General Services Administration and the revisions should be observed. Manual changes are being prepared to denote the modifications; however, the changes are not complete due to the composite nature of the records and the limited authority granted. Therefore, this communication and BUAirtel, 5/30/80, captioned "Destruction of Field Files and Records," regarding the disposition of physical evidence, should serve as the only guides and authority to engage in a destruction program until the litigation is completely resolved.

All records filed in Bureau Classifications 1 through 213 are subject to review by NARS and, with the exception of the administrative records set forth hereafter, should not be destroyed. Records relating to certain personnel

66-3286-

NOT RECORDED
26 DEC 2 1980

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-18-81 BY C383VCP/mf

11/24/80
MEMORANDUM 39-80

59 DEC 16 1980

Original Filed in 66-04-335

FBI/DOJ

matters; i.e., Conflict of Interest case files; Equal Employment Opportunity (EEO) records; Personnel Counseling records, including interviews and analysis and records relating to the Alcohol and Drug Abuse Program; Standards of Conduct files; Grievance, disciplinary and adverse action files; personal injury files; and temporary records relating to promotions continue to be restricted by the original court order. Budget preparation, presentation, and apportionment records; Informational services records (i.e., general correspondence with the public and Freedom of Information and Privacy Acts correspondence); Administrative management records (i.e., official directives, forms, and records management files, and publications); Security and protective service records (i.e., classified documents control records, facilities security and checks, guard assignments, police functions, key control); Research and development records; Machine-readable records; and Audio-visual records continue to be restricted. Generally, these record groups are created and maintained at FBIHQ; however, all offices will continue to retain records of this nature until pending litigation is fully resolved.

Authority is granted to implement a limited destruction program according to record categories/retention periods as follows:

FILES AND RECORDS TO BE DESTROYED AFTER SIX YEARS, THREE MONTHS, IF CERTAIN CONDITIONS ARE MET

Field Support Account - Including cancelled checks, bank statements, check stubs, and bank passbooks. Destroy six years, three months, after period covered by account for records created after Fiscal Year 1975 (June 30, 1975).
NOTE: Records created prior to Fiscal Year 1976 (July 1, 1975) must be retained for ten years, three months, after period covered by account.

RECORDS TO BE DESTROYED AFTER SIX YEARS, IF CERTAIN CONDITIONS ARE MET

(1) Automobiles - Accidents - Retain if loss of life, personal injury to third party, or possible suits involved.

(2) Health Record Cards - Containing date of employees' visits, diagnosis, and treatment. Destroy six years after date of last entry.

RECORDS TO BE DESTROYED AFTER FOUR YEARS, IF CERTAIN CONDITIONS ARE MET

Automobiles - After vehicle leaves custody by sale, transfer, donation, or exchange.

FILES AND RECORDS TO BE DESTROYED AFTER THREE YEARS, IF CERTAIN CONDITIONS ARE MET

(1) Time and Attendance Register, FD-420

(2) Registers No. 1, FD-31

(3) Registers No. 2, FD-48

(4) Registers No. 3, FD-256

(5) Leave Accounting Listings

(6) Leave Requests, FD-282

(7) Record of Absences for Illness, FD-304

(8) Doctors Certificates

(9) Application for Leave, SF-71

(10) Correspondence relating to position classification appeals. Destroy three years after resolution.

(11) Correspondence relating to employee appeals of performance ratings. Destroy three years after resolution.

(12) Tax Exemption Files - Tax exemption certificates and related papers. Security informants Income Tax Account Banking records. Destroy three years after period covered by related account.

(13) Telephone Toll Statements, invoices, and toll slips

(14) Report of Excess Personal Property, SF-120

(15) Correspondence, reports, and data relating to voucher preparation

(16) Imprest Fund

(17) Charity campaigns

(18) Bills of lading

(19) Government Transportation Requests and related correspondence

(20) Household goods - Transportation

(21) Correspondence relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

(22) Lost or damaged shipment files - Schedules of valuables shipped and related correspondence

(23) Monthly recap of cost of operation and accrued milage of Bureau-owned motor vehicles, FD-150

(24) Radio equipment maintenance log, FD-341. Retain for three years after completion.

(25) Postal Irregularities - Correspondence relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders or loss or destruction of mail. Destroy three years after investigation completed.

(26) Printing and duplicating - Files and correspondence pertaining to planning and other technical matters relating to the printing and duplicating function.

(27) Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and similar matters.

FILES AND RECORDS TO BE DESTROYED WHEN TWO YEARS OLD OR AFTER OFFICE INSPECTION, WHICHEVER IS LATER

(1) Daily Reports, FD-28

(2) Record of Agents' individual accomplishments (SAC may retain FD-324 longer, if needed, as an aide in the overall evaluation of Agents' performance.)

FILES AND RECORDS TO BE DESTROYED AFTER CLOSE OF FISCAL YEAR IN WHICH INSPECTION WAS CONDUCTED

Log of toll calls, FD-296

FILES AND RECORDS TO BE DESTROYED AFTER TWO YEARS IF CERTAIN CONDITIONS ARE MET

(1) Applications for employment and related records in the 67 classification. Destroy after two years if appointment did not result and background investigation was not conducted.

(2) Supply Management Files - Correspondence relating to supply requirements and procurement matters submitted for supply management purposes. Destroy when two years old.

(3) Ammunition - Destroy two years after completion or cancellation of requisition.

(4) Inventory lists, cards, and requisitions. Destroy two years after final action.

(5) Property Disposal Correspondence Files - Correspondence maintained by units responsible for property disposal, pertaining to their operation and administration.

(6) Space files and related correspondence pertaining to the allocation, use, and release of space under agency control. Destroy two years after termination of assignment; when lease is cancelled; or when plans are superseded or obsolete.

(7) Files and correspondence relating to the administration, operation, and execution of the copying, duplicating, and printing functions.

(8) Procurement matters - Original correspondence files concerning internal operation and administration not forwarded to FBIHQ.

FILES AND RECORDS TO BE DESTROYED AFTER ONE YEAR, IF CERTAIN CONDITIONS ARE MET

(1) Monthly Automotive Inspection Report, FD-212

(2) Copies of correspondence forwarded to Office of Personnel Management relating to performance rating board reviews. Destroy one year after case is resolved (for files created prior to the Civil Service Reform Act of 1978).

(3) Notice of Tardiness, FD-120. Destroy when one year old at the end of the calendar year.

(4) Photographic-Photocopy Log, FD-345. Destroy when one year old at the close of fiscal year.

RECORDS TO BE DESTROYED AFTER ONE YEAR, ON AN ANNUAL BASIS

(1) Field Personnel Files - Destroy superseded documents. Forward file to FBIHQ 90 days after separation or retirement of employee for final disposition.

(2) OFFICE PERSONNEL FILE - Destroy obsolete temporary documents relating to Bureau personnel only. (Remaining documents should be retained until resolution of pending litigation.)

(3) Firearms Score Card, FD-39

FILES AND RECORDS TO BE DESTROYED AFTER ONE YEAR, ON A MONTHLY BASIS

Postal Records and mail and delivery service control files - Including Record of Registered Mail, FD-211; U.S. Postal Service Forms 3877 (Outgoing registered mail) and 3883 (Incoming registered mail); records relating to certified, insured, and special delivery mail, including receipts and return receipts; application for postal registration and certificates of declared value of matter subject to postal surcharge; reports of loss, rifling, delay, and other improper treatment of mail matter; records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies; statistical reports on mail handled and work performed; records relating to checks, cash, stamps, money orders, or other valuables remitted by mail; and correspondence relating to the administration of the mail room operation.

FILES AND RECORDS TO BE DESTROYED AFTER SIX MONTHS, IF CERTAIN CONDITIONS ARE MET

(1) Daily Report of Support Services Supervisors, FD-127

(2) Field Stenographer's and Typist's Daily Report, FD-76

(3) CW Radio Log, FD-279

(4) Telecommunications message registers, logs, performance reports, daily load reports, and related and similar records.

(5) Report of stamps used, FD-161, and requisitions for stamps (exclusive of copies used as supporting documents to payment vouchers).

FILES AND RECORDS TO BE DESTROYED AFTER THREE MONTHS, IF CERTAIN CONDITIONS ARE MET

(1) Transmittal letters - checks and bonds

(2) Automobile Record Form, FD-73

(3) FM Radio Station Log, FD-283

(4) Gasoline sales tickets (tissue copy)

(5) Duplicate property card of separated employees, FD-107

(6) Identification credentials, including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials. Destroy three months after return.

(7) Building and Equipment Service Files - Requests for building and equipment maintenance services, excluding fiscal copies. Destroy three months after work performed or requisition cancelled.

FILES AND RECORDS TO BE DESTROYED AFTER TWO MONTHS, IF CERTAIN CONDITIONS ARE MET

(1) Messenger Service Files - Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and similar records related to the messenger function.

(2) Telecommunications - Copies of incoming and outgoing messages retained in the message center.

FILES AND RECORDS TO BE DESTROYED WHEN PURPOSE HAS BEEN SERVED

(1) Acknowledgment of Transfer Orders, FD-67

(2) Itinerary, FD-330

(3) Circulars, flyers related to charity campaigns, recreational matters, open season for health benefits, blood donor program.

(4) Copies of SF-50 (3-634) documenting individual personnel actions.

(5) Credentials - Papers related to identification credentials, including receipts, indices, listings, and accountable records. Destroy when all listed credentials are accounted for.

(6) Telecommunications - Tapes of outgoing messages. Destroy after transmission.

RECORDS TO BE DESTROYED AFTER SEPARATION OR TRANSFER OF EMPLOYEE

Employee record cards used for informational purposes.

RECORDS TO BE DESTROYED WHEN ABOLISHED OR SUPERSEDED

(1) Copies of position descriptions and related correspondence.

(2) Copies of official publications, charts, posters, directives, regulations, forms, press releases or similar material.

FILES AND RECORDS TO BE DESTROYED WHEN CANCELLED OR REVISED

Mailing lists - Correspondence, request forms, and other records relating to changes in mailing lists,

card lists, and addressograph plates. Destroy when cancelled or revised, whichever is appropriate.

Files and Records to be Destroyed Upon Termination or Completion

(1) Copies of routine procurement files, including contract, requisition, purchase order, lease and bond and surety records. (Excluding original correspondence not forwarded to FBIHQ)

(2) Copies of successful or unsuccessful bids.

Manual changes are forthcoming.

William H. Webster
Director

SAC, Seattle (70-5650) (P) 9/9/80

Director, FBI (66-3286, SUB B)

[redacted] aka;
[redacted], aka
ET AL
CGR - THEFT (C)
OO: SEATTLE

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Reurlet 9/2/80 captioned as above requesting FBIHQ to make a determination as to the proper disposition of certain business records acquired as evidence in captioned case.

As you are aware, the preliminary injunction issued by U.S. District Court Judge Harold H. Greene, U.S. District Court, District of Columbia, 1/10/80, enjoining the FBI from further destruction of all Bureau files and records is still in effect. Therefore, you should hold in abeyance the disposition of physical evidence described in referenced letter pending resolution of aforementioned injunction.

NOTE: Based on Seattle letter 9/2/80 captioned as above requesting FBIHQ to make a determination as to the proper disposition of business records acquired as evidence in captioned case.

1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted]

TBD:tfc
(6)

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66-3286 -

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

NOT RECORDED
6 SEP 16 1980

MAILED 8
SEP 9 1980
FBI

SEP 10 1980

Exec AD Inv.
Exec AD Adm.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EJW/gmk

ORIGINAL FILED IN 70-11031-8

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : DIRECTOR, FBI (66-3286, SUB B)
ATTN: RECORDS MANAGEMENT DIVISION,
RECORDS SYSTEMS SECTION

DATE: 9/2/80

FROM : SAC, SEATTLE (70-5650) (P)

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SUBJECT: [redacted] aka;
[redacted], aka
ET AL
CGR - THEFT (C)
OO: SEATTLE

Re Bureau airtel (66-3286, SUB B), dated May 30, 1980, entitled "DESTRUCTION OF FIELD FILES AND RECORDS".

Captioned case opened May 13, 1977. Subsequent investigation led to trial in which both subjects were convicted and sentenced.

During the course of the investigation, business records were subpoenaed from one [redacted] in Vallejo, California, who was believed to be fence for the stolen property. The contributor of the documents, Mr. [redacted], was never brought to trial and the documents have been determined by the AUSA, Seattle, as not being needed for further investigative purposes and no longer have evidentiary value.

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Since an agreement was not made for the return of the documents at the time they were subpoenaed, nor has Mr. [redacted] made a specific request for the return of the documents, the question arises as to their proper disposition.

The records consist of the following:

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1. Appointment sheet;
2. Three (3) cancelled checks totalling $950.00;
3. Service records;
4. Asset purchases, 1977;

66-3286-
NOT RECORDED
6 SEP 16 1980

2 - Bureau (66-3286, SUB B)
2 - Seattle (70-5650)
NLH/jcb
(4)

CARBON COPY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EXW/9HK

ORIGINAL FILED IN 7103I-7

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5. Equipment and parts invoices;

6. Eight (8) bags of cash receipts;

7. Route listing;

8. Three (3) books of check stubs;

9. Two (2) folders of alphabetized bills;

10. Eight (8) packages of cancelled checks.

REQUEST OF THE BUREAU

The Records Management Division, Records Systems Section, is requested to make a determination as to the proper disposition of the business records and notify Seattle.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv.
Exec AD Adm.
Exec AD LES
Asst. Dir.
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Colwell

DATE: 8/25/80

FROM : R P. Finzel

SUBJECT: PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: Destruction of Bureau Records-General

To recommend change in the MAOP ~~to~~ establish uniformity ~~for~~ disposition of field personnel files and issuance of an appropriate SAC Memorandum.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4EZW/gmk

RECOMMENDATION:

That upon approval of manual change and SAC Memorandum, instant memorandum and enclosure be forwarded to the Manuals Desk, Administrative Services Division, for appropriate action.

APPROVED:

Director
Exec. AD-Inv.
Exec. AD-Adm.
Exec. AD-LES

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt. RM
Tech. Servs.
Training
Public Affs. Off.

DETAILS:

REASON FOR CHANGE

By memorandum R. W. Scherrer to Mr. Bailey, 7/30/80, captioned "Application of the General Records Schedules - Records Management," authority was granted to reestablish field office policy concerning disposition of employees' personnel files maintained in the field offices. Current policy permits destruction of employees' personnel files after 90 days unless separation resulted from disciplinary action. Certain papers were removed from the file and forwarded to FBIHQ for permanent retention. DE-45

Enclosure

66-04
1 - 66-19198 (Manual of Administrative Operations and Procedures)
1 - Manuals Desk
1 - Mr. Long
(Attn: Mr. [redacted])
1 - Mr. Finzel (Admin)
1 - Mr. Andrews
1 - Mr. Scherrer
1 - Miss [redacted]
CMG:km (8)

66-3286-

SEP 11 1980

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NOT RECORDED
52 SEP 22 1980

FBI/DOJ

ORIGINAL FILED IN 66-04-4323

UNRECORDED COPY FILED IN

Memorandum R. P. Finzel to Mr. Colwell
RE: PROPOSED CHANGE IN MANUAL
OF ADMINISTRATIVE OPERATIONS
AND PROCEDURES (MAOP)

In order to establish uniformity for the disposition of the files and comply with Federal regulations, personnel files of employees who have separated from service or transferred to other Government agencies should be forwarded to FBIHQ after a retention period of 90 days. Upon receipt at FBIHQ, all records duplicated in the Official Personnel Folder (OPF) will be destroyed immediately and nonduplicative records will be integrated into the OPF. Current policy regarding retention of files of employees who transfer between offices is not altered. This matter has been coordinated with the Administrative Services Division.

Appropriate contact was made with [redacted] Manuals Desk, on 5/9/80. b6 b7C

CHANGED TEXT

MAOP, Part I, Section 20-4(2), page 228, should be deleted and replaced with the following:

(2) When an employee transfers to FBIHQ or becomes an SAC, the personnel file is sent to FBIHQ. The file of an employee who resigns or retires should be retained for 90 days and then sent to FBIHQ for final disposition. The file of a permanent or temporary indefinite employee leaving for military service is maintained in the field office inasmuch as employees have certain mandatory restoration rights and may return to that office, and because, in their absence, they have a right to be considered for promotions that arise. The file should thus be available for review for qualifications. Upon notification from FBIHQ that an employee no longer has restoration rights, the file is to be forwarded to FBIHQ.

MAOP, Part II, Section 2-4.2.1(4)(a), page 285, should be deleted and replaced with the following:

(a) Employees' personnel files: If the investigative file on the employee is in the field office to which the employee is assigned, such file is to be maintained with

the personnel file. Both files are then to be kept under lock and key under the supervision of the SAC. Personnel file shall be sent to FBIHQ when an employee is designated SAC or transfers to FBIHQ. File of employee who resigns or retires shall be retained 90 days and then sent to FBIHQ where duplicate records will be destroyed immediately and nonduplicative records will be integrated into the Official Personnel Folder. When permanent or temporary indefinite employee leaves to enter the military service, retain file in field office. Upon notification from the Bureau that restoration rights of an employee have expired, the personnel file is to be forwarded to FBIHQ. The investigative file is to be maintained in the closed files section in the field office and disposed of in accordance with the regulations governing the disposition of investigative files in the 67 classification.

MAOP, Part II, Section 2-4.5.15(3), page 311, should be deleted and succeeding items renumbered.

SAC MEMORANDUM

An SAC Memorandum has been prepared and is attached herewith.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv.
Exec AD Adm.
Exec AD LES
Asst. Dir.
Adm. Servs.
Crim. Inv.
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Legal Coun.
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Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

TO : Mr. Bailey WLB/Rwk

DATE: 7/30/80

FROM : R. W. Scherrer Rwk

SUBJECT: FILE DESTRUCTION
CIVIL ACTION CASES

PURPOSE: Destruction of Bureau Records-General

The purpose of this memorandum is to provide data regarding pending litigation cases for record purposes.

RECOMMENDATION:

None. For record purposes.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director		Rec. Mgnt. WLB/Rwk
Exec. AD-Inv.	Ident.	Tech. Servs.
Exec. AD-Adm.	Intell.	Training
Exec. AD-LES	Laboratory	Public Affs. Off.

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77 that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil litigation and Freedom of Information and Privacy Acts litigation cases. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at Headquarters.

To insure that all pertinent subjects related to the cases are duly recorded, an attachment which has previously been forwarded for searching and retention purposes is attached herewith for record processing.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 E2w/gHK

197-122

Enclosure

1 - Mr. Bailey (Admin.)
1 - Mr. Scherrer
1 - Miss [redacted]

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b7C

CMG:km
(4)

66-3286-

NOT RECORDED
152 JUL 31 1980

ORIGINAL FILED IN 197-122-

Rwk

FBI/DOJ

File copy

Routing Slip
O-7 (Rev. 5-8-78)

(Copies to Offices Checked)

TO: SAC:

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
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- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico

TO LEGAT:

- ☐ Bern
- ☐ Bonn
- ☐ Buenos Aires
- ☐ Caracas
- ☐ Hong Kong
- ☐ London
- ☐ Madrid
- ☐ Manila
- ☐ Mexico City
- ☐ Ottawa
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

☐ SAC, New Rochelle (MRA)
☐ SAC, Brooklyn-Queens (MRA)
☐ ASAC, Rapid City ("Mini")

7/18/80
(Date)

RE: DESTRUCTION OF FIELD FILES AND RECORDS

☐ For information ☐ Retention optional ☐ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____

Remarks: ReBulet 8/15/77. Attached are new Civil Litigation and Information and Privacy Acts Litigation cases received to date which should be handled in accordance with procedures outlined in referenced letter. The documents are numbered 1326 thru 1421. Also attached are three pages of closed CL cases to be handled in accordance with instructions contained in referenced Bulet and Bureau teletypes dated 1/16/78 and 1/11/80.

Enc.
Bufile
Urfile

RECORDS MANAGEMENT DIVISION
Records Systems Section

FBI/DOJ

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AC 60290BCE/DCG/gmw

Electronic Surveillance (Elsur Indices), JUSTICE/FBI-006: This item is revised to more accurately describe the nature of the item. The modifications to the system notice constitute amplifications rather than an alteration or expansion of the scope of the records. The clarifications incorporated into the system notice have been italicized for public convenience. The text reprinted below reflects these modifications.

JUSTICE/FBI—006

System name: Electronic Surveillance (Elsur) Indices.

System location: Federal Bureau of Investigation, J. Edgar Hoover Bldg., 10th and Pennsylvania Ave., NW., Washington, D.C. 20535. *Those field offices which have conducted electronic surveillances maintain this index. See appendix to System 002.*

Categories of individuals covered by the system: Individuals who have been the targets of direct electronic surveillance coverage by the FBI, who have participated in conversations monitored by an FBI electronic installation, *or who have been known* to have owned, leased, or licensed premises on which the FBI has conducted an electronic surveillance, *and names of persons mentioned during conversations between persons being monitored. Not all field office electronic surveillance indices contain this last category of individuals.*

Categories of records in the system: The Elsur Indices are maintained on 3 x 5 cards, where set forth the name of each person monitored or the proprietor of premises on which an electronic surveillance was conducted by the FBI since January 1, 1960, a file number to identify the electronic surveillance, the date the conversation occurred, the location of the field office which conducted the monitoring, and the address and/or telephone number where the electronic surveillance occurred.

Authority for maintenance of the system: The Elsur Indices were created in October, 1966, at the instructions of the Department of Justice. The authority for the maintenance of these records is Title 5, Section 301, USC, which grants the Attorney General the authority to issue rules and regulations prescribing how Department of Justice information can be employed. Title 18, USC, Section 2519, also sets forth recordkeeping requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Elsur Indices are utilized: (1) To respond to judicial inquiries about possible electronic surveillance coverage of witnesses, defendants, or attorneys involved in Federal court proceedings, and (2) To enable the Government to certify whether a person regarding whom court-order authority is being sought for electronic coverage has ever been so covered in the past. The actual users of the indices are always *employees* of the FBI.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Service: a record from a system of records may be disclosed as a routine use to the National Archives and Records Service (N.A.R.S.) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: he records are maintained manually on 3 x 5 cards.

Retrievability: *Names* are indexed alphabetically. *Telephones monitored are indexed by telephone number. Locations monitored in which a person has been known to have a proprietary interest are indexed by address.*

Safeguards: They are maintained in a guarded room at all times, with a special locking system for off-duty hours when they are not in use.

Retention and disposal: Until advised to the contrary by the Department, the courts or Congress, these indices will be maintained indefinitely.

System manager(s) and address: Director, Federal Bureau of Investigation, Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures: Inquiry addressed to Director, FBI, Washington, D.C. 20535.

Contesting record procedures: Same as the above.

Record source categories: See Category of Individual.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H), (e) (5) and (8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

Controlled Substance Act Nonpublic Records, JUSTICE/OMF-002: Revisions to this system of records effect editorial changes which are necessary because of a recent internal reorganization. Other minor editorial corrections are also reflected in the text reprinted below.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/gdk

ENCLOSURE

66 -3286

Electronic Surveillance (Elsur Indices), JUSTICE/FBI-006. This system is revised to more accurately describe the nature of the system. The modifications to the system notice constitute amplifications rather than an alteration or expansion of the scope of the records. The clarifications incorporated into the system notice have been italicized for public convenience. The text reprinted below reflects these modifications.

JUSTICE/FBI—006

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Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Service: a record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) to records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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Storage: he records are maintained manually on 3 x 5 cards.

Retrievability: *Names* are indexed alphabetically. *Telephones monitored are indexed by telephone number. Locations monitored in which a person has been known to have a proprietary interest are indexed by address.*

Safeguards: They are maintained in a guarded room at all times, with a special locking system for off-duty hours when they are not in use.

Retention and disposal: Until advised to the contrary by the Department, the courts or Congress, these indices will be maintained indefinitely.

System manager(s) and address: Director, Federal Bureau of Investigation, Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures: Inquiry addressed to Director, FBI Washington, D.C. 20535.

Contesting record procedures: Same as the above.

Record source categories: See Category of Individual.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H), (e) (5) and (8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

Controlled Substance Act Nonpublic Records, JUSTICE/DMF-002: Revisions to this system of records effect editorial changes which are necessary because of a recent internal reorganization. Other minor editorial corrections are also reflected in the text reprinted below.

UNITED STATES GOVERNMENT

memorandum

DATE: 6/24/80

REPLY TO ATTN OF: SAC, Oklahoma City (66-90)

SUBJECT: ~~CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT~~
Destruction of Bureau Property

TO: Director, FBI
Attention: Property Accounting Systems Unit

On 6/20/80 Oklahoma City received a teletype from FBIHQ requesting a same day reply regarding security files that were housed in a combination lock safe.

Two sound [redacted] agents and one special agent who was a former U.S. Army lock expert worked on the safe, but were unsuccessful in their attempts to open same.

Due to the urgency of the teletype, prior Bureau authority could not be obtained before demolishing the safe.

This safe was constructed with concrete and mesh walls and very little steel, so there is nothing to be salvaged. Bureau authority is requested to take the safe to a local dump.

Enclosed are two copies each of FD-500 and FD-519, as well as the FD-514.

514 detached 7/21/80

2-Bureau (Encl)
1-Oklahoma City
EJP:pqh
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/JMK

see memo 7/11/80 oc to Director subj "Excess Supplies and/or Equip Report" memo 7/11/80 and 519 cancels this letter FD-514 detached and 500. Submitted with FD-508 on 7/21/80 jcd 7/21/80

DE-8
V-57

66-3286-1352
NOT RECORDED
20 JUL 22 1980

3/jcd

ENCLOSURE

64 AUG 15 1980

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
(REV. 7-76)
GSA FPMR (41 CFR) 101-11.6
5010-112

FD-5 (11-5-77)

REQUIREMENTS AND CERTIFICATION FOR
CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

Cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted after Bureau authority is granted and when all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.

2. Required parts are not available from other units previously cannibalized.

3. Required parts are not available from Government excess. (Government excess means any personal property under the control of any Federal Agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.)

4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.

5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

CERTIFICATION

The conditions, as set forth above, have been met to the best of my knowledge with regard to the equipment listed on the attached memorandum and/or FD-500, dated 6/24/80. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name [redacted] b6 b7C

Position Title Support Services Supervisor

Office Oklahoma City

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/23/03 BY Auc 60290 BCE/DCG/gmd

Date 6/24/80

Reviewed By [redacted]
Special Agent in Charge

66-3286-352

FBI/DOJ

ENCL

FD-500 (Rev. 4-25-77)

FEDERAL BUREAU OF INVESTIGATION
EQUIPMENT INVENTORY DISCREPANCY REPORT

Date: 6/24/80

To: Director, FBI
From: SAC, Oklahoma City Office: Okla.City Reported By: Support Services Supervisor

Class. Code	Item Description (Include Manuftr & Model #)	Property Number	Serial Number	Net Acquisition Cost	Book Value
3102	Cabinet, Safe File Four drawer Remington Rand Systems	00031175	4&448-407	$243.82	

Circumstances: ☐ Damaged ☒ Destroyed ☐ Lost ☐ Other (Specify)

Details of explanation and recommendation:

The combination lock on this cabinet malfunctioned and could not be unlocked. Many efforts to manipulate this lock were made with no success. The only way to open the cabinet was by drilling the side and defeating the individual drawer locking device, which was done. The lock remains locked and the cabinet is no longer useful.

FBI/DOJ

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Finzel

DATE: 9/12/80

FROM : R. W. Scherrer

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
~~PARTIAL RESUMPTION OF RECORD~~
~~DESTRUCTION PROGRAMS~~

PURPOSE:

The purpose of this memorandum is to provide guidelines to the Technical Services Division (TSD) on records which may now be destroyed and those which continue to be restricted by the Court relative to the preliminary injunction issued by U. S. District Court Judge Harold H. Greene on 1/10/80.

SYNOPSIS:

Headquarters divisions have observed a moratorium on record destruction in response to preliminary injunction issued by Judge Greene on 1/10/80. The Court Order has been modified and Headquarters divisions are being provided with specific guidelines in order to initiate a limited destruction program.

RECOMMENDATION:

That this memorandum be referred to TSD for appropriate action.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

66-3286

6 - Mr. Bayse
Attn: Mr. [redacted]
Attn: Mr. [redacted]
Attn: Mr. [redacted]
Attn: Mr. [redacted]
Attn: Mr. [redacted]
Attn: Mr. Witzel
1 - Mr. Mintz
Attn: Mr. [redacted]
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Miss [redacted]

CMG:evp (11)

CONTINUED OVER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-18-81 BY 6383 VRT/ca

66-3286-1353

b6
b7C

SEP 16 1980

344

59 SEP 23 1980

FBI/DOJ

Memorandum R. W. Scherrer to Mr. Finzel
DESTRUCTION OF BUREAU RECORDS
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

DETAILS:

Bureau teletype, 1/11/80, advised FBIHQ and all offices to immediately suspend all destruction programs pursuant to the preliminary injunction issued by Judge Harold H. Greene, U. S. District Court, District of Columbia, on 1/10/80 in civil action "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action No. 79-1655."

On 2/20/80 and 4/3/80, Judge Greene issued modified orders which would permit destruction of records pursuant to certain General Records Schedules (GRS), 22 schedules which provide authorized retention periods for administrative records common to most Federal agencies. In addition, the modified orders addressed requests for relief in specific areas in which record maintenance imposed an administrative burden. The latter category was presented to the Court in the form of individual affidavits.

Legal Counsel memorandum to the Director, dated 8/15/80, provided the current status of the litigation and authorized the Records Management Division (RMD) to initiate a limited destruction program for records applicable to the GRS.

Therefore, in accordance with this authority, TSD may pursue a limited disposal program as outlined below, including action approved by Judge Greene in response to the individual affidavits. Retention periods which are not responsive to the needs of TSD due to inadequate or excessive retention or which deviate from established Bureau policy, should be brought to the attention of RMD, Records Systems Section, in order to secure proper authorization from the National Archives and Records Service (NARS) to extend/reduce the retention periods. Accurate statistics should be maintained for records destroyed for inclusion in the annual record count.

For informational purposes, categories of records which continue to be restricted from destruction are also noted. Archival authority has either been withdrawn or the records are subject to review by NARS prior to any issuance of disposal authority. In any event, the records should be preserved.

EXEMPTED FROM COURT ORDER

ALL DIVISIONS MAY PROCEED WITH DESTRUCTION OF FOLLOWING RECORDS:

EMPLOYEE RECORD CARDS Index used for informational purposes.	GRS #1, Item 6. Destroy on separation or transfer of employee.
SUPERVISOR'S PERSONNEL FILES Records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF), including production records and Notice of Tardiness.	GRS #1, Item 18a. Review annually and destroy superseded documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.
LEAVE RECORDS T&A Registers; Number One Registers; Number Two Registers; Leave Accounting Listings; Leave Requests; SF-71s; Doctors Certificates; Record of Absences for Illness (FD-304).	GRS #2, Item 3, 8, 9. Destroy when 3 years old.
SERVICE LISTINGS Correspondence, forms, and other records relating to the compilation of directory service listings, assignment charts, and routing slips.	GRS #11, Item 3. Destroy 2 months after issuance of listing. (Request has been submitted to reduce retention to "Destroy after distribution")

ADMINISTRATIVE UNIT
MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS
(Destruction Permitted by GRS #10)

These records pertain to the management, maintenance, and operation of motor vehicles used by agencies.

1. MOTOR VEHICLE CORRESPONDENCE FILE Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	Destroy when 2 years old.

2. MOTOR VEHICLE OPERATING AND MAINTENANCE FILES	
a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.	Destroy when 3 months old.
b. Maintenance records, including those relating to service and repair.	Destroy when 1 year old.
3. MOTOR VEHICLE COST FILES Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.
4. MOTOR VEHICLE REPORT FILES Reports on motor vehicles (other than accident, operating and maintenance reports).	Destroy 3 years after date of report.
5. MOTOR VEHICLE ACCIDENTS FILES Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed.
6. MOTOR VEHICLE RELEASE FILES Records relating to transfer, sale, donation or exchange of vehicles.	Destroy 4 years after vehicle leaves agency custody.
7. MOTOR VEHICLE OPERATION Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employee or 3 years after recision of authorization to operate Government-owned vehicle, whichever is sooner.

Emergency Plans - This category of records continues to be restricted by court order (GRS #18) and records should not be destroyed. A description of the records is being provided for identification purposes only.

Emergency Planning Records

Records accumulating from the formulation and implementation of plans (such as evacuation plans) for protection of life and property during emergency conditions.

Emergency Planning Administrative Correspondence Files
Correspondence files relating to administration and operation of the emergency planning program.

Emergency Planning Case Files
Case files accumulated by offices responsible for preparation and issuance of plans and directives, consisting of a record copy of each plan or directive issued, with related background papers.

Emergency Directives Reference Files
Copies of plans and directives, other than those maintained in case files described above.

Emergency Planning Reports
Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.

Emergency Operations Tests Files
Papers accumulating from tests conducted under emergency plans, such as instructions to members participating in tests, staffing assignments, messages, tests by communications and facilities, and retained copies of reports.

CONTRACT REVIEW UNIT

PROCUREMENT, SUPPLY AND GRANT RECORDS
(Destruction permitted by GRS #3)

Any records created prior to 1895 must first be offered to the National Archives and Records Service for possible permanent retention before applying the disposal instructions. Records requiring submission of SF-115 have no disposal authority and records must be retained until disposal authority is granted by NARS.

1. UNIQUE PROCUREMENT FILES Procurement files (as in Item 4, below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs, other than those covered by tax exemption files.	Submit SF-115, Request for Records Disposition Authority.
2. REAL PROPERTY FILES Title papers documenting the acquisition of real property (by purchase, condemnation, donations, exchange, or otherwise).	
a. Papers for property acquired prior to January 1, 1921.	Submit SF-115, Request for Records Disposition Authority.
b. Papers for property acquired since January 1, 1921, other than abstract or certificate of title.	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.
c. Abstract or certificate of title.	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
3. GENERAL CORRESPONDENCE FILES Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Destroy when 2 years old.
4. ROUTINE PROCUREMENT FILES Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1 and 2).	

a.	Procurement or purchase organization copy, and related papers.	
	1. Transactions of more than $10,000 and all construction contracts exceeding $2,000, dated subsequent to July 25, 1974.	Destroy 6 years and 3 months after final payment. (Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after 2 years.)
	2. Transactions of more than $2,500 dated prior to July 26, 1974.	Destroy 6 years after final payment.
b.	Obligation copy.	Destroy when funds are obligated.
c.	Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.

6. BID FILES

a.	Successful or unsuccessful bids.	Apply provisions of Item 4.
b.	Lists or cards of acceptable bidders.	Destroy when superseded or obsolete.

8. NONPERSONAL REQUISITION FILE

Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6). — Destroy when 1 year old.

9. INVENTORY REQUISITION FILE

Requisitions for supplies and equipment for current inventory.

a. Stockroom copy.	Destroy 2 years after completion or cancellation of requisition.
b. All other copies.	Destroy when 6 months old.

12. CONTRACTORS' PAYROLL FILES

Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.

OFFICE OF INFORMATION SYSTEMS
RESEARCH AND DEVELOPMENT

Research and Development records are restricted from destruction by court order and should continue to be preserved.

OPERATIONS MANAGEMENT SECTION

The Court's Order of 1/10/80 continues to apply to machine-readable records and the records should continue to be preserved for review by NARS.

COMMUNICATIONS RECORDS
(DESTRUCTION PERMITTED BY GRS #12)

The principal records documenting communication functions include messenger service data, telecommunications service control and operational records; and summary of long distance telephone reports. Any records created prior to January 1, 1921, must be offered to NARS before applying these dispositon instructions:

MESSENGER SERVICE FILES

Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	GRS #12, Item 1 Destroy when 2 months old.

COMMUNICATION CORRESPONDENCE, REPORTS AND REFERENCE FILES Correspondence and related records pertaining to internal administration and operation.	GRS # 12, Item 2a. Destroy when 2 years old.
Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	GRS #12, Item 2b. Destroy when 3 years old.
Telecommunications statistical reports including cost and volume data.	GRS #12, Item 2c. Destroy when 1 year old
Telecommunications reference voucher files.	
Reference copies of vouchers, bills, invoices, and related records.	GRS #12, Item 2d. (1) Destroy when 1 fiscal year old.
Records relating to installation, change, removal, and servicing of equipment.	GRS #12, Item 2d. (2) Destroy 1 year after audit or when 3 years old, whichever is sooner.
Copies of agreements with background data and other records relating to agreements for telecommunications services.	GRS #12, Item 2e. Destroy 2 years after expiration or cancellation of agreement
TELECOMMUNICATIONS OPERATIONAL FILES Message registers, logs, performance reports, daily load reports, and related and similar records.	GRS #12, Item 3a. Destroy when 6 months old.
Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message.	GRS #12, Item 3b. Destroy when 2 months old.
Machine copies (hard copies), discs, and tapes of outgoing messages.	GRS #12, Item 3c. Destroy after transmission.

TELEPHONE SUMMARIES Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.	GRS #12, Item 4. Destroy after the close of fiscal year in which audited.
TELEPHONE RECORDS Telephone statements and toll slips.	GRS #3, Item 11. Destroy 3 years after period covered by related account.

NATIONAL CRIME INFORMATION CENTER (NCIC) SECTION

Deletion of entries on fugitives, stolen property, Federal criminal records under court order and missing persons data from the NCIC computer is now permitted; however, a log of all entries and deletions from the system must be maintained. (Based on Lawrence G. Lawler affidavit of 1/23/80). The court concluded that this information was not intended to be within the scope of the 1/10/80 Order.

RESTRICTED FROM DESTRUCTION - ALL DIVISIONS

RECORDS OF THE CENTRAL RECORDS SYSTEM

All records filed in classifications 1 through 212 are subject to review by NARS, are restricted by court order, and should not be destroyed. (Exceptions: Files related to Privacy Act requests and records of the Official Personnel Folder.)

BUDGET PREPARATION, PRESENTATION AND APPORTIONMENT RECORDS

This record category includes budget policy files; budget estimates and justification files; budget correspondence files; budget background records; budget reports files; and budget apportionment files. The records continue to be restricted by court order (GRS #5) and should not be destroyed.

INFORMATIONAL SERVICES RECORDS

This record category consists of routine inquiries, replies and related correspondence with the public; records created in administering the Freedom of Information and Privacy Acts Programs; and formal informational releases and

publications, such as press releases, press conference transcripts, official speeches and indexes thereto. The records continue to be restricted by court order (GRS #14) and should not be destroyed.

ADMINISTRATIVE MANAGEMENT RECORDS

This category includes official directives, forms, records management files and committee, conference and organizational records. The records continue to be restricted by court order (GRS #16) and should not be destroyed.

SECURITY AND PROTECTIVE SERVICE RECORDS

This category of records includes classified document receipts relating to the receipt and dispatch of classified documents; emergency planning records; and records relating to facilities security, including guard functions, lost or stolen property and key accountability. The records continue to be restricted by court order (GRS #18) and should not be destroyed.

RESEARCH AND DEVELOPMENT RECORDS

This category of records continues to be restricted by court order (GRS #19) and records should not be destroyed.

MACHINE-READABLE RECORDS

This category of records continues to be restricted by court order (GRS #20) and records should not be destroyed.

AUDIO-VISUAL RECORDS

This category of records continues to be restricted by court order (GRS #21) and records should not be destroyed.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Finzel

DATE: 9/12/80

FROM : R. W. Scherrer

SUBJECT: DESTRUCTION OF BUREAU RECORDS-
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

PURPOSE:

The purpose of this memorandum is to provide guidelines to components of the Records Management Division (RMD) for records which may now be destroyed and those which continue to be restricted by the Court relative to the preliminary injunction issued by U.S. District Court Judge Harold H. Greene on 1/10/80.

SYNOPSIS:

Headquarters divisions have observed a moratorium on record destruction in response to preliminary injunction issued by Judge Greene on 1/10/80. The Court Order has been modified and Headquarters divisions are being provided with specific guidelines in order to initiate a limited destruction program. Field offices will be advised by separate communication.

RECOMMENDATION:

That this memorandum be brought to the attention of appropriate personnel.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Exec. AD-Adm.	Crim. Inv.	Plan. & Insp.
Exec. AD-Inv.	Ident.	Rec. Mgnt.
Exec. AD-LES	Intell.	Tech. Servs.
	Laboratory	Training
		Off. of Cong. & Public Affs.

66-3286

DE-36
V-18

66-3286-1354

1 - Mr. Finzel (Admin.)
1 - Mr. Bresson (Attn: Mr. Ervin)
1 - Mr. Andrews
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. Scherrer
1 - Miss [redacted]

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b7C

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CMG:tfe (8)

60 SEP 29 1980

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5-18-81 BY 6383 VLR/ang

SEP 15 1980

FBI/DOJ

Memorandum R. W. Scherrer to Mr. Finzel
DESTRUCTION OF BUREAU RECORDS-
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

DETAILS:

Bureau teletype, 1/11/80, advised FBIHQ and all offices to immediately suspend all destruction programs pursuant to the preliminary injunction issued by Judge Harold H. Greene, U.S. District Court, District of Columbia, on 1/10/80 in civil action "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action No. 79-1655."

On 2/20/80 and 4/3/80, Judge Greene issued modified orders which would permit destruction of records pursuant to certain General Records Schedules (GRS), 22 schedules which provide authorized retention periods for administrative records common to most Federal agencies. In addition, the modified orders addressed requests for relief in specific areas in which record maintenance imposed an administrative burden. The latter category was presented to the Court in the form of individual affidavits.

Legal Counsel memorandum to the Director, dated 8/15/80, provided the current status of the litigation and authorized RMD to initiate a limited destruction program for records applicable to the GRS.

Therefore, in accordance with this authority, RMD may pursue a limited disposal program as outlined below, including action approved by Judge Greene in response to the individual affidavits. Retention periods which are not responsive to our needs due to inadequate or excessive retention or which deviate from established Bureau policy, should be brought to the attention of the Records Systems Section in order to secure proper authorization from the National Archives and Records Service (NARS) to extend/reduce the retention periods. Accurate statistics should be maintained for records destroyed for inclusion in the annual record count. Field offices will be advised by separate communication.

For informational purposes, categories of records which continue to be restricted from destruction are also noted. Archival authority has either been withdrawn or the records are subject to review by NARS prior to any issuance of disposal authority. In any event, the records should be preserved.

EXEMPTED FROM COURT ORDER

ALL DIVISIONS MAY PROCEED WITH DESTRUCTION OF FOLLOWING RECORDS:

EMPLOYEE RECORD CARDS- Index used for informational purposes.	GRS #1, Item 6. Destroy on separation or transfer of employee.
SUPERVISOR'S PERSONNEL FILES - Records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF), including production records and Notice of Tardiness.	GRS #1, Item 18a. Review annually and destroy superseded documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.
LEAVE RECORDS - T&A Registers; Number One Registers; Number Two Registers; Leave Accounting Listings; Leave Requests; SF-71s; Doctors Certificates; Record of Absences for Illness (FD-304).	GRS #2, Items 3,8,9. Destroy when 3 years old.
SERVICE LISTINGS - Correspondence, forms, and other records relating to the compilation of directory service listings, assignment charts, and routing slips.	GRS #11, Item 3. Destroy 2 months after issuance of listing. (Request has been submitted to reduce retention to "Destroy after distribution")

RECORDS SYSTEMS SECTION

Consolidation Unit

Destruction of entire files and related material pertaining to individual Privacy Act requests is permitted as well as 13 pending requests for partial expunction of file material, pursuant to established procedures. Upon notification by the FOIPA Branch, Consolidation Unit may complete action on the files. Litigation listings should be consulted prior to destruction or deletion to insure that substantive files are not involved in litigation.

Mail Services Unit

Postal Records.

Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	GRS #12, Item 5a. Destroy when 1 year old.
Application for postal registration and certificates of declared value of matter subject to postal surcharge.	GRS #12, Item 5b. Destroy when 1 year old.
Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	GRS #12, Item 5c. Destroy when 1 year old.

Mail and Delivery Service Control Files.

Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by Item 5 and those used as indexes to correspondence files.	GRS #12, Item 6a. Destroy when 1 year old.
Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	GRS #12, Item 6b. Destroy when 6 months old.
Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	GRS #12, Item 6c. Destroy when 6 months old.
Statistical reports and data relating to handling of mail and volume of work performed.	GRS #12, Item 6d. Destroy when 1 year old.

Records relating to checks, cash, stamps, money orders or any other valuables remitted to the agency by mail.	GRS #12, Item 6e. Destroy when 1 year old.
Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	GRS #12, Item 6f. Destroy when 6 months old.
General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	GRS #12, Item 6g. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	GRS #12, Item 6h. Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.

Penalty Mail Report Files.

Offical penalty mail reports and all related papers.	GRS #12, Item 7. Destroy when 6 years old.

Postal Irregularities File.

Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	GRS #12, Item 8. Destroy 3 years after completion of investigation.

Routing Unit

Postal Records

Records relating to incoming registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	GRS #12, Item 5a. Destroy when 1 year old.

RECORDS SERVICES SECTION

Filing Unit

All records filed in classifications 1-212 are subject to review by NARS, are governed by the Order of 1/10/80, and should not be destroyed. (Exceptions: Files related to Privacy Act requests and records of the Official Personnel Folder.)

Personnel Records Unit

(All records created prior to 1/1/21 and policy records should be retained.)

Temporary Records

Temporary papers from the Official Personnel Folder (OPF) of Out-of-Service clerical personnel pursuant to established guidelines. CAUTION should be exercised to insure that records involved in litigation or records relating to (Item 25) Conflict of Interest; (Item 27) Personnel Counseling records including interviews and analyses and records pertaining to the Alcohol and Drug Abuse Program; (Item 28) Standards of Conduct files; (Item 31) Grievance, Disciplinary and Adverse Action files; (Item 32) Personal Injury files; and (Item 33) Temporary records relating to promotions are retained. Items 25, 26, 27, 28, 31, 32, and 33 continue to be governed by the 1/10/80 Order and should be preserved for the NARS review.	GRS #1, Item 10. Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.

Employment Applications.

Destruction of employment applications that did not result in employment is permitted	GRS #1, Item 15. Destroy when 2 years old.

pursuant to established guidelines. Litigation listing should be consulted prior to disposal to insure that the records are not involved in litigation.

"Special Files". This category of files relates to personnel programs and functions. With minor exceptions, retention periods have not been established due to the historical content of certain files and determination of disposition has been deferred to the NARS review. Exceptions are:

Inspection files for Headquarters, field offices and Legats.	PERMANENT. Files have been stamped for permanent retention and eventual transfer to the National Archives.
Employee Awards Records. Reports Pertaining to the Operation of the Incentive Awards Program. Correspondence relating to agency sponsored cash and noncash awards (incentive awards, within grade merit increases, suggestions and outstanding performance); awards from other government agencies or private organizations; length of service and sick leave awards; and letters recognizing length of service and retirement and letters of appreciation and commendation for performance.	GRS #1, Item 12. Destroy when 2 years old.
Reports pertaining to the operation of the Incentive Awards Program.	GRS #1, Item 13. Destroy when 3 years old.

Files:
67-561-A Comment - Commendation
67-561-C Commendation - Laboratory
67-5910 Commendation and Incentive Awards
67-535182 Authorization for incentive award
67-597841 Quality within grade salary increase.

Specifically excluded from this category are records of the OPF and records relating to awards made at the Departmental level or higher (Secretary's Awards, Presidential Awards, etc.) Case files of this nature (Rockefeller Public Service Award 67-729844) along with OPF of recipients have been offered to the National Archives for permanent retention.

Duplicate Documentation Maintained Outside Personnel Offices. Duplicate documentation from field personnel files (after nonduplicative documents are integrated into the OPF) after separation or retirement of personnel. Files are retained in the field office for 90 days and forwarded to Headquarters.	GRS #1, Item 18b. Destroy when 6 months old. (Request has been submitted to reduce the retention to "immediately" for support personnel and "immediately after separation from service" for Special Agent personnel.
Performance Rating Records General or case files of forms, memoranda or correspondence. 67-033 Performance Ratings	GRS #1, Item 23b. Destroy after 3 years.
Performance Rating Board Case Files Copies of case files forwarded to CSC or OPM relating to performance rating board reviews.	GRS #1, Item 9. Destroy 1 year after case is closed (for case files created prior to Civil Service Reform Act of 1978.)
Performance Rating Appeals Files Memoranda, correspondence, and other records relating to employee appeals of performance ratings.	GRS #1, Item 23c. Destroy 3 years after final settlement of case.
Position Classification Files Correspondence, memoranda, and other records filed in position classification files of Headquarters divisions, field offices, and Legats.	GRS #1, Item 3b. Destroy when 5 years old.

DOCUMENT CLASSIFICATION AND REVIEW SECTION

Security and Protective Service Records

This category of records continues to be restricted by court order (GRS #18) and records should not be destroyed. A description of the records is being provided for identification purposes only:

Classified Information Accounting and Control Records

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive Order 10501, other Executive Orders, or statutory or regulatory requirements.

DESCRIPTION OF RECORDS

Classified Documents Administrative Correspondence Files.

Correspondence files pertaining to the administration of security classification, control and accounting for classifed documents.

Document Receipt Files.

Classified documents receipts, relating to the receipt and issue of classified documents.

Destruction Certificates.

Classified documents destruction certificates relating to the destruction of classified documents.

Classified Document Inventory Files.

Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered eslewhere in this schedule.

Top Secret Accounting and Control Files.

a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch or destruction of the documents.

b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

Access Request Files.

Requests and authorizations for individuals to have access to classified files.

Classified Document Container Security Files.

Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

UNIFORM CRIME REPORTING (UCR) SECTION

Disposal request for records of the UCR Program is pending and no additional destruction authority is granted.

FREEDOM OF INFORAMTION AND PRIVACY ACTS (FOIPA) BRANCH

OPERATIONS SECTION

Expungement/destruction of substantive records resulting from release of record material, pursuant to provisions of the Privacy Act, is now permitted (based on William L. Bailey affidavit, 1/24/80, and [redacted] affidavit, 2/20/80). The Court has concluded that the destruction of total files pursuant to the Privacy Act, after individual review by NARS to determine historical value, may be excluded from the 1/10/80 Order, as well as 13 pending requests for expunction which may be processed immediately. b6 b7C

Destruction of remaining records created by the FOIPA Branch will be subject to review by NARS.

RESTRICTED FROM DESTRUCTION - ALL DIVISIONS

RECORDS OF THE CENTRAL RECORDS SYSTEM

All records filed in classifications 1 - 212 are subject to review by NARS, are restricted by court order, and should not be destroyed. (Exceptions: Files related to Privacy Act requests and records of the Official Personnel Folder.)

BUDGET PREPARATION, PRESENTATION AND APPORTIONMENT RECORDS

This record category includes budget policy files; budget estimates and justification files; budget correspondence files; budget background records; budget reports files;

and budget apportionment files. The records continue to be restricted by court order (GRS #5) and should not be destroyed.

INFORMATIONAL SERVICES RECORDS

This record category consists of routine inquiries, replies and related correspondence with the public; records created in administering the Freedom of Information and Privacy Acts Programs; and formal informational releases and publications, such as press releases, press conference transcripts, official speeches and indexes thereto. The records continue to be restricted by court order (GRS #14) and should not be destroyed.

ADMINISTRATIVE MANAGEMENT RECORDS

This category includes official directives, forms, records management files and committee, conference and organizational records. The records bcontinue to be restricted by court order (GRS #16) and should not be destroyed.

SECURITY AND PROTECTIVE SERVICE RECORDS

This category of records includes classified document receipts relating to the receipt and dispatch of classified documents; emergency planning records; and records relating to facilities security, including guard functions, lost or stolen property and key accountability. The records continue to be restricted by court order (GRS #18) and should not be destroyed.

RESEARCH AND DEVELOPMENT RECORDS

This category of records continues to be restricted by court order (GRS #19) and records should not be destroyed.

MACHINE-READABLE RECORDS

This category of records continues to be restricted by court order (GRS #20) and records should not be destroyed.

AUDIO-VISUAL RECORDS

This category of records continues to be restricted by court order (GRS #21) and records should not be destroyed.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO Mr. Finzel

DATE: 9/12/80

FROM : R. W. Scherrer

SUBJECT: ~~DESTRUCTION OF BUREAU RECORDS-~~
~~PARTIAL RESUMPTION OF RECORD~~
~~DESTRUCTION PROGRAMS~~ DESTRUCTION OF BUREAU PROPERTY

PURPOSE:

The purpose of this memorandum is to provide guidelines to the Office of Congressional and Public Affairs and the Training, Intelligence, Criminal Investigative, Laboratory, Legal Counsel, and Planning and Inspection Divisions for records which may now be destroyed and those which continue to be restricted by the Court relative to the preliminary injunction issued by U.S. District Court Judge Harold H. Greene on 1/10/80.

SYNOPSIS:

Headquarters divisions have observed a moratorium on record destruction in response to preliminary injunction issued by Judge Greene on 1/10/80. The Court Order has been modified and Headquarters divisions are being provided with specific guidelines in order to initiate a limited destruction program.

RECOMMENDATION:

That this memorandum be referred to the Office of Congressional and Public Affairs and the Training, Intelligence, Criminal Investigative, Laboratory, Legal Counsel, and Planning and Inspection Divisions for appropriate action.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

66-3286

Tickler sent 9/12 RMY

1 - Mr. Greenleaf
1 - Mr McKenzie
1 - Mr. Mintz
1 - Mr. O'Malley
1 - Mr. Otto
1 - Mr. Revell
1 - Mr. Young
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Miss

DE-64 66-3286-1355

SEP 15 1980

CMG:km (11)

59 SEP 30 1980

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EZW/gtk

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Memorandum R. W. Scherrer to Mr. Finzel
RE: DESTRUCTION OF BUREAU RECORDS-
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

DETAILS:

Bureau teletype, 1/11/80, advised FBIHQ and all offices to immediately suspend all destruction programs pursuant to the preliminary injunction issued by Judge Harold H. Greene, U.S. District Court, District of Columbia, on 1/10/80 in civil action "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action No. 79-1655."

On 2/20/80 and 4/3/80, Judge Greene issued modified orders which would permit destruction of records pursuant to certain General Records Schedules (GRS), 22 schedules which provide authorized retention periods for administrative records common to most Federal agencies. In addition, the modified orders addressed requests for relief in specific areas in which record maintenance imposed an administrative burden. The latter category was presented to the Court in the form of individual affidavits.

Legal Counsel memorandum to the Director, dated 8/15/80, provided the current status of the litigation and authorized Records Management Division to initiate a limited destruction program for records applicable to the GRS.

Therefore, in accordance with this authority, the above Headquarters Divisions may pursue a destruction program as outlined below. Since the records maintained within those Divisions are minimal, specialized, and/or potentially historical, destruction authority is limited to the administrative records maintained by all divisions. Accurate statistics should be maintained for records destroyed for inclusion in the annual record count.

For informational purposes, categories of records which continue to be restricted from destruction are also noted. Archival authority has either been withdrawn or the records are subject to review by NARS (National Archives and Records Service) prior to any issuance of disposal authority. In any event, the records should be preserved.

Memorandum R. W. Scherrer to Mr. Finzel
RE: DESTRUCTION OF BUREAU RECORDS-
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

EXEMPTED FROM COURT ORDER

ALL DIVISIONS MAY PROCEED WITH DESTRUCTION OF FOLLOWING RECORDS:

EMPLOYEE RECORD CARDS- Index used for informational purposes.	GRS #1, Item 6. Destroy on separation or transfer of employee.
SUPERVISOR'S PERSONNEL FILES - Records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF), including production records and Notice of Tardiness.	GRS #1, Item 18a. Review annually and destroy superseded documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.
LEAVE RECORDS - T&A Registers; Number One Register; Number Two Registers; Leave Accounting Listings; Leave Requests; SF-71's; Doctors Certificates; Records of Absences for Illness (FD-304).	GRS #2, Items 3,8,9. Destroy when 3 years old.
SERVICE LISTINGS - Correspondence, forms, and other records relating to the compilation of directory service listings, assignment charts, and routing slips.	GRS #11, Item 3. Destroy 2 months after issuance of listing. (Request has been submitted to reduce retention to "Destroy after distribution")

RESTRICTED FROM DESTRUCTION

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS (OCPA)

Records created or received in OCPA should continue to be retained in view of the historical significance of the records of the Research functions and the restrictions which continue to govern the records of the Correspondence/ Tours functions. The records will be subject to review by NARS prior to the issuance of disposal authority.

TRAINING DIVISION

Training Division should continue to insure that training and audio-visual records are retained for review by NARS.

INTELLIGENCE DIVISION

Authority to delete information from FBI records pursuant to minimization procedures set forth in orders of the United States Foreign Intelligence Surveillance Court (USFISC), as set forth in Edward J. O'Malley affidavits of 1/23/80 and 3/7/80, has not been granted and records should not be destroyed.

Authority to destroy classified document receipts, relating to the receipt and issuance of classified documents, governed by GRS #18, a restricted schedule, is withdrawn and records should be retained for review by NARS.

Authority to destroy files and indices maintained as administrative aids will be determined by the NARS review. A listing of the indices appears in the "Federal Register" as part of the Central Records System and the records should be retained for the NARS review.

CRIMINAL INVESTIGATIVE DIVISION

Authority to destroy files and indices maintained as administrative aids will be determined by the NARS review. A listing of the indices appears in the "Federal Register" as part of the Central Records System and records should be retained for the NARS review.

LABORATORY DIVISION

Authority to destroy the Evidence Control Index will be established during the NARS review and records should be retained.

PLANNING AND INSPECTION DIVISION

Authority to destroy working papers associated with inspections of Headquarters divisions and field offices is governed by GRS #16, a restricted schedule, and records should continue to be retained for review by NARS.

RESTRICTED FROM DESTRUCTION - ALL DIVISIONS

RECORDS OF THE CENTRAL RECORDS SYSTEM

All records filed in classifications 1 - 212 are subject to review by NARS, are restricted by court order, and should not be destroyed. (Exceptions: Files related to Privacy Act requests and records of the Official Personnel Folder)

BUDGET PREPARATION, PRESENTATION AND APPORTIONMENT RECORDS

This record category includes budget policy files; budget estimates and justification files; budget correspondence files; budget background files; budget reports files; and budget apportionment files. The records continue to be restricted by court order (GRS #5) and should not be destroyed.

INFORMATIONAL SERVICES RECORDS

This record category consists of rountine inquiries, replies and related correspondence with the public; records created in administering the Freedom of Information and Privacy Acts Programs; and formal informational releases and publications, such as press releases, press conference transcripts, official speeches and indexes thereto. The records continue to be restricted by court order (GRS #14) and should not be destroyed.

ADMINISTRATIVE MANAGEMENT RECORDS

This category includes official directives, forms, records management files and committee, conference and organizational records. The records continue to be restricted by court order (GRS #16) and should not be destroyed.

SECURITY AND PROTECTIVE SERVICE RECORDS

This category of records includes classified document receipts relating to the receipt and dispatch of classified documents; emergency planning records; and records relating to facilities security, including guard functions, lost or stolen property and key accountability. The records continue to be restricted by court order (GRS #18) and should not be destroyed.

RESEARCH AND DEVELOPMENT RECORDS

This category of records continues to be restricted by court order (GRS #19) and records should not be destroyed.

MACHINE-READABLE RECORDS

This category of records continues to be restricted by court order (GRS #20) and records should not be destroyed.

AUDIO-VISUAL RECORDS

This category of records continues to be restricted by court order (GRS #21) and records should not be destroyed.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Finzel

DATE: 9/12/80

FROM : R. W. Scherrer

SUBJECT: DESTRUCTION OF BUREAU RECORDS
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-28-82 BY SP4 EJW/tdh

PURPOSE:

The purpose of this memorandum is to provide guidelines to the Identification Division on records which may now be destroyed and those which continue to be restricted by the Court relative to the preliminary injunction issued by U. S. District Court Judge Harold H. Greene on 1/10/80.

SYNOPSIS:

Headquarters divisions have observed a moratorium on record destruction in response to preliminary injunction issued by Judge Greene on 1/10/80. The Court Order has been modified and Headquarters divisions are being provided with specific guidelines in order to initiate a limited destruction program.

RECOMMENDATION:

That this memorandum be referred to the Identification Division for appropriate action.

APPROVED: Director ___ Exec. AD-Adm. ___ Exec. AD-Inv. ___ Exec. AD-LES ___ Adm. Serv. ___ Crim. Inv. ___ Ident. ___ Intell. ___ Laboratory ___ Legal Coun. ___ Plan. & Insp. ___ Rec. Mgnt. ___ Tech. Servs. ___ Training ___ Off. of Cong. & Public Affs. ___

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b7C

4 - Mr. Stames
Attn: Mr. Banner
Attn: Mr. [redacted]
Attn: Mr. [redacted]
Attn: Mr. [redacted]
1 - Mr. Mintz
Attn: Mr. [redacted]
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Miss [redacted]

CMG:evp
(9)

66-3286-1356

SEP 15 1980

CONTINUED OVER

FBI/DOJ

Memorandum R. W. Scherrer to Mr. Finzel
DESTRUCTION OF BUREAU RECORDS
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

DETAILS:

Bureau teletype, 1/11/80, advised FBIHQ and all offices to immediately suspend all destruction programs pursuant to the preliminary injunction issued by Judge Harold H. Greene, U. S. District Court, District of Columbia, on 1/10/80 in civil action "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action No. 79-1655."

On 2/20/80 and 4/3/80, Judge Greene issued modified orders which would permit destruction of records pursuant to certain General Records Schedules (GRS), 22 schedules which provide authorized retention periods for administrative records common to most Federal agencies. In addition, the modified orders addressed requests for relief in specific areas in which record maintenance imposed an administrative burden. The latter category was presented to the Court in the form of individual affidavits.

Legal Counsel memorandum to the Director, dated 8/15/80, provided the current status of the litigation and authorized the Records Management Division (RMD) to initiate a limited destruction program for records applicable to the GRS.

Therefore, in accordance with this authority, the Identification Division may pursue a limited disposal program as outlined below, including action approved by Judge Greene in response to the individual affidavits. Retention periods which are not responsive to the needs of the Identification Division due to inadequate or excessive retention or which deviate from established Bureau policy, should be brought to the attention of RMD, Records Systems Section, in order to secure proper authorization from the National Archives and Records Service (NARS) to extend/reduce the retention periods. Accurate statistics should be maintained for records destroyed for inclusion in the annual record count.

For informational purposes, categories of records which continue to be restricted from destruction are also noted. Archival authority has either been withdrawn or the records are subject to review by NARS prior to any issuance of disposal authority. In any event, the records should be preserved.

Memorandum R. W. Scherrer to Mr. Finzel
DESTRUCTION OF BUREAU RECORDS
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

EXEMPTED FROM COURT ORDER
ALL DIVISIONS MAY PROCEED WITH DESTRUCTION OF FOLLOWING RECORDS:

EMPLOYEE RECORD CARDS Index used for informational purposes	GRS #1, Item 6. Destroy on separation or transfer of employee.
SUPERVISOR'S PERSONNEL FILES Records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF), including production records and Notice of Tardiness.	GRS #1, Item 18a. Review annually and destroy superseded documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.
LEAVE RECORDS T&A Registers; Number One Registers; Number Two Registers; Leave Accounting Listings; Leave Requests; SF-71s; Doctors Certificates; Record of Absence for Illness (FD-304).	GRS #2, Items 3, 8, 9. Destroy when 3 years old.
SERVICE LISTINGS Correspondence, forms, and other records related to the compilation of directory service listings, assignment charts, and routing slips.	GRS#11, Item 3 Destroy 2 months after issuance of listing. (Request has been submitted to reduce retention to "Destroy after distribution")

IDENTIFICATION DIVISION

Destruction of Federal applicant and employment fingerprint cards after individual reaches 75 years of age; destruction of criminal justice fingerprint cards after individual reaches 80 years of age with transmittal sheets from which data have been transferred to permanent record; and destruction, or return upon request, of fingerprint cards, transmittal sheets and other records when court orders require their deletion, expungement or return are permitted. Arrest data may be expunged from FBI identification records pursuant to directives from state and local agencies which furnished such

information (based on C. Kenneth Arnold affidavit of 1/23/80). The Court concluded that retention of fingerprint cards was unnecessary and excluded them from the Order of 1/10/80.

DESTRUCTION PERMITTED BY GRS:

POSTAL RECORDS	
Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	GRS #12, Item 5a. Destroy when 1 year old.
Application for postal registration and certificates of declared value of matter subject to postal surcharge.	GRS #12, Item 5b. Destroy when 1 year old.
Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	GRS #12, Item 5c. Destroy when 1 year old.
MAIL AND DELIVERY SERVICE CONTROL FILES	
Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, exclusing both those covered by item 5 and those used as indexes to correspondence files.	GRS #12, Item 6a. Destroy when 1 year old.
Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	GRS #12, Item 6b. Destroy when 6 months old.
Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	GRS #12, Item 6c. Destroy when 6 months old.

Statistical reports and data relating to handling of mail and volume of work performed.	GRS #12, Item 6d. Destroy when 1 year old.
Records relating to checks, cash, stamps, money orders or any other valuables remitted to the agency by mail.	GRS #12, Item 6e. Destroy when 1 year old.
Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	GRS #12, Item 6f. Destroy when 6 months old.
General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	GRS #12, Item 6g. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	GRS #12, Item 6h. Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.
PENALTY MAIL REPORT FILES Official penalty mail reports and all related papers.	GRS #12, Item 7. Destroy when 6 years old.
POSTAL IRREGULARITIES FILE Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	GRS #12, Item 8. Destroy 3 years after completion of investigation.

RESTRICTED FROM DESTRUCTION - IDENTIFICATION DIVISION

Authority to destroy files and indices maintained as administrative aids will be determined by the NARS review. The Missing Persons Index, maintained in the Identification Division, should be preserved for review by NARS.

Memorandum R. W. Scherrer to Mr. Finzel
DESTRUCTION OF BUREAU RECORDS
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

RESTRICTED FROM DESTRUCTION - ALL DIVISIONS

RECORDS OF THE CENTRAL RECORDS SYSTEM

All records filed in classifications 1 through 212 are subject to review by NARS, are restricted by court order, and should not be destroyed. (Exceptions: Files related to Privacy Act requests and records of the Official Personnel Folder)

BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS

This record category includes budget policy files; budget estimates and justification files; budget correspondence files; budget background records; budget reports files; and budget apportionment files. The records continue to be restricted by court order (GRS #5) and should not be destroyed.

INFORMATIONAL SERVICES RECORDS

This record category consists of routine inquiries, replies and related correspondence with the public; records created in administering the Freedom of Information and Privacy Acts Programs; and formal informational releases and publications, such as press releases, press conference transcripts, official speeches and indexes thereto. The records continue to be restricted by court order (GRS #14) and should not be destroyed.

ADMINISTRATIVE MANAGEMENT RECORDS

This category includes official directives, forms, records management files and committee, conference and organizational records. The records continue to be restricted by court order (GRS #16) and should not be destroyed.

SECURITY AND PROTECTIVE SERVICE RECORDS

This category of records includes classified document receipts relating to the receipt and dispatch of classified documents; emergency planning records; and records relating to facilities security, including guard functions, lost or stolen property and key accountability. The records continue to be restricted by court order (GRS #18) and should not be destroyed.

RESEARCH AND DEVELOPMENT RECORDS

This category of records continues to be restricted by court order (GRS #19) and records should not be destroyed.

MACHINE-READABLE RECORDS

This category of records continues to be restricted by court order (GRS #20) and records should not be destroyed.

AUDIO-VISUAL RECORDS

This category of records continues to be restricted by court order (GRS #21) and records should not be destroyed.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Finzel

DATE: 9/12/80

FROM : R. W. Scherrer

SUBJECT: DESTRUCTION OF BUREAU RECORDS - GENERAL
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

PURPOSE:

The purpose of this memorandum is to provide guidelines to the Personnel and Space Management Branch, Administrative Services Division (ASD), on records which may now be destroyed and those which continue to be restricted by the Court relative to the preliminary injunction issued by U. S. District Court Judge Harold H. Greene on 1/10/80.

SYNOPSIS:

Headquarters divisions have observed a moratorium on record destruction in response to preliminary injunction issued by Judge Greene on 1/10/80. The Court Order has been modified and Headquarters divisions are being provided with specific guidelines in order to initiate a limited destruction program. The Office of Equal Employment Opportunity Affairs and the Financial Management Branch are being advised by separate communication.

RECOMMENDATION:

That this memorandum be referred to the Personnel and Space Management Branch, ASD, for appropriate action.

APPROVED:

Director	Adm. Serv. CEM/TGK	Legal Coun.
Exec. AD-Adm.	Crim. Inv.	Plan. & Insp.
Exec. AD-Inv.	Ident.	Rec. Mgnt. RM
Exec. AD-LES	Intell.	Tech. Servs.
	Laboratory	Training
		Off. & Public Affs.

66-3286

DE-73 66-3286-1359

4 - Mr. [redacted]
Attn: Mr. Kelly
Attn: Mr. [redacted]
Attn: Mr.
Attn: Mr.
1 - Mr. Mintz
Attn: Mr. [redacted]
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Miss [redacted]

b6
b7C

V-79

11 SEP 15 1980

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY SP4 EJW/TGK

57 [illegible] 1980

CMG:evp (9)

CONTINUED OVER

FBI/DOJ

Memorandum R. W. Scherrer to Mr. Finzel
DESTRUCTION OF BUREAU RECORDS
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

DETAILS:

Bureau teletype, 1/11/80, advised FBIHQ and all offices to immediately suspend all destruction programs pursuant to the preliminary injunction issued by Judge Harold H. Greene, U. S. District Court, District of Columbia, on 1/10/80 in civil action "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action No. 79-1655."

On 2/20/80 and 4/3/80, Judge Greene issued modified orders which would permit destruction of records pursuant to certain General Records Schedules (GRS), 22 schedules which provide authorized retention periods for administrative records common to most Federal agencies. In addition, the modified orders addressed requests for relief in specific areas in which record maintenance imposed an administrative burden. The latter category was presented to the Court in the form of individual affidavits.

Legal Counsel memorandum to the Director, dated 8/15/80, provided the current status of the litigation and authorized the Records Management Division (RMD) to initiate a limited destruction program for records applicable to the GRS.

Therefore, in accordance with this authority, the Personnel and Space Management Branch may pursue a limited disposal program as outlined below. Retention periods which are not responsive to the needs of ASD due to inadequate or excessive retention or which deviate from established Bureau policy, should be brought to the attention of RMD, Records Systems Section, in order to secure proper authorization from the National Archives and Records Service (NARS) to extend/reduce the retention periods. Accurate statistics should be maintained for records destroyed for inclusion in the annual record count. The Office of Equal Employment Opportunity Affairs and the Financial Management Branch are being advised separately.

For informational purposes, categories of records which continue to be restricted from destruction are also noted. Archival authority has either been withdrawn or the records are subject to review by NARS prior to any issuance of disposal authority. In any event, the records should be preserved.

EXEMPTED FROM COURT ORDER

ALL DIVISIONS MAY PROCEED WITH DESTRUCTION OF FOLLOWING RECORDS:

EMPLOYEE RECORD CARDS Index used for informational purposes.	GRS #1, Item 6. Destroy on separation or transfer of employee.
SUPERVISOR'S PERSONNEL FILES Records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF), including production records and Notice of Tardiness.	GRS #1, Item 18a. Review annually and destroy superseded documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.
LEAVE RECORDS T&A Registers; Number One Register; Number Two Registers; Leave Accounting Listings; Leave Requests; SF-71s; Doctors Certificates; Record of Absences for Illness (FD-304).	GRS #2, Item 3, 8, 9. Destroy when 3 years old.
SERVICE LISTINGS Correspondence, forms, and other records relating to the compilation of directory service listings, assignment charts, and routing slips.	GRS #11, Item 3. Destroy 2 months after issuance of listing. (Request has been submitted to reduce retention to "Destroy after distribution")

PERSONNEL AND SPACE MANAGEMENT BRANCH
Special Agent Transfers and Traffic Management Unit

TRAVEL AND TRANSPORTATION RECORDS
(DISPOSAL PERMITTED BY GRS #9)

This schedule covers records pertaining to the movement of goods and persons under Government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual.

1. FREIGHT FILES

Records relating to freight consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.

a. Issuing office memorandum copies other than those identifed in 1d.	Destroy when 3 years old.
b. All other copies	Destroy when 1 year old.
c. Registers and control records.	Destroy when 3 years old.
d. Records on international shipments of household goods moved by freight forwarders.	Destroy 6 years after the period of the account.

2. LOST OR DAMAGED SHIPMENTS FILES

Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 years old.

PERSONNEL SECTION

CIVILIAN PERSONNEL RECORDS

Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service for possible permanent retention before these disposition instructions may be applied.

CAUTION should be exercised to insure that the following records are retained in accordance with the modified orders issued by Judge Greene:

> Conflict of Interest; Personnel Counseling records including interviews and analyses and records relating to the Alcohol and Drug Abuse Program; Standards of Conduct files; Grievance, Disciplinary, and Adverse Action files; Personal Injury files and temporary records relating to promotions. Destruction of these record categories is authorized by GRS #1, Items 25 through 28 and 31 through 33, which continue to be governed by the 1/10/80 Order. Pertinent records should be preserved for the NARS review.

Official Personnel Folders

Personnel Records Unit, Records Management Division, is being authorized to proceed with purge functions as they relate to files of Out-of-Service clerical personnel and applications for employment which did not result in appointment. The program will be conducted pursuant to established guidelines and above restrictions will be applied. Certain "Special files" will be purged according to previously granted authority; however, the majority will be retained for the NARS review due to the nature of the files and their historical potential.

Directives, Forms and Manuals

All records related to Bureau-issued directives, forms, manuals and supporting papers continue to be restricted by Court Order (GRS #16) and records should be preserved for review by NARS.

(Disposal Permitted by GRS #1)

2. SERVICE RECORD CARDS;
OUT-OF-SERVICE PAYROLL CARDS
Service Record Card (Standard Form 7 or its equivalent).

a. Cards for employees separated or transferred on or before December 31, 1947.	Transfer to NPRC (CPR) St. Louis, Missouri. Destroy 60 years after earliest personnel action date.

b. Cards for employees separated or transferred on or after January 1, 1948.	Destroy 3 years after separation or transfer of employee.
6. EMPLOYEE RECORD CARDS Employee record cards used for informational purposes outside personnel offices (such as SF 7-B). (Analytical and Aptitude Examinations Index; Field personnel needs; Supervisory Support Specialists, SP, Office of Preference; and Vocational Index.)	Destroy on separation or transfer of employee.
7. POSITION CLASSIFICATION FILES a. Position Classification Standards Files	
(1) Standards. CSC standards determining title, series, and grade based on duties, responsibilities, and qualifications requirements.	Destroy 5 years after position is abolished or description is superseded.
(2) Development. Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and CSC approval or disapproval.	
(a) Case File.	Destroy 5 years after position is abolished or description is superseded.
(b) Review File.	Destroy when 2 years old.

b. Position Descriptions. Files describing established positions including information on title, series, grade, duties and responsibilities.	
(1) Record copy.	Destroy 5 years after position is abolished or description superseded.
(2) All other copies.	Destroy when position is abolished or description superseded.
c. Survey Files (1) Classification Survey Reports. Survey reports on various positions prepared by classification specialists, including periodic reports such as Annual Whitten Amendment report and Annual Supergrade Position Report.	
(a) Office of origin.	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.
(b) Inspection, Audit and Survey Files. Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluations.	Destroy when obsolete or superseded.
d. Appeals Files. Case files relating to classification appeals.	Destroy 3 years after case is closed.

9. PERFORMANCE RATING BOARD CASE FILES Copies of case files forwarded to CSC relative to performance rating board reviews.	Destroy 1 year after case is closed for case files created prior to Civil Service Reform Act of 1978.
10. TEMPORARY INDIVIDUAL EMPLOYEE RECORDS All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31. (Personnel Records Unit, Records Management Division)	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.
11. POSITION IDENTIFICATION STRIPS; POSITION CARDS Strips such as Standard Form 7D, used to provide summary data on each position occupied.	Destroy when position is cancelled or new strip is prepared.
12. EMPLOYEE AWARDS FILES Disposition of general awards files will be handled by the Personnel Records Unit based on previous approval.	
d. Lists or Indexes to Agency Award Nominations.	
Lists of nominees and winners, and indexes of nominations.	Destroy when superseded or obsolete.
Service Award Index - Headquarters and Field; Incentive Awards - Alpha Index; Payroll cards - employees due within-grade increase; and Seniority Index.	

13. INCENTIVE AWARDS PROGRAM REPORTS Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old.
14. NOTIFICATIONS OF PERSONNEL ACTION Standard Form 50 documenting initial employment, promotions, transfers, in or out, separation, and all other individual personnel actions, exclusive of those in Official Personnel Folders.	
b. All other copies maintained in personnel offices.	Destroy when 1 year old. (Request has been submitted to NARS to reduce retention to "1 year old or when administrative needs have been met, whichever is earlier.")
15. EMPLOYMENT APPLICATIONS Applications (Standard Form 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the Official Personnel Folder. Disposition will be handled by the Personnel Records Unit.	Destroy upon receipt of Civil Service Commission inspection report or when 2 years old, whichever is earlier, providing the requirements of the Federal Personnel Manual, Chapter 333, Section A-4, are observed.
16. PERSONNEL OPERATIONS STATISTICAL REPORTS Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old. (Request has been submitted to NARS to extend retention to 10 years.)

17. CORRESPONDENCE AND FORMS FILES Operating personnel office records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.	
a. Correspondence and forms relating to pending personnel actions.	Destroy when action is completed. (Request has been submitted to NARS to extend retention to 5 years.)
b. Retention Registers.	
(1) Registers from which reduction-in-force actions have been taken.	Destroy when 2 years old. (Request has been submitted to NARS to extend retention to 5 years.)
(2) Registers from which no reduction-in-force actions have been taken.	Destroy when superseded or obsolete.
18. DUPLICATE DOCUMENTATION AND PERSONNEL FILES MAINTAINED OUTSIDE PERSONNEL OFFICES a. Supervisor's Personnel Files.	
Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions; copies of position descriptions; requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.

b. Duplicate Documentation	
Other copies of documents duplicated in Official Personnel Folders not provided for elsewhere in this schedule. (Request submitted to NARS to adjust retention for duplicate records of field personnel files.)	Destroy when 6 months old.
19. INDIVIDUAL HEALTH RECORD FILES Cards which contain such information as date of employee's visit, diagnosis and treatment.	Destroy 6 years after date of last entry.
20. HEALTH UNIT CONTROL FILES Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units.	
a. If information is summarized on statistical reports.	Destroy 3 months after last entry. (Request has been submitted to NARS to extend retention to 1 year after last entry.)
b. If information is not summarized.	Destroy 2 years after last entry.
21. INDIVIDUAL EMPLOYEE HEALTH CASE FILE Forms, correspondence and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, EXCLUDING pre-employment physical examinations and disability	Destroy 6 years after last entry. (Request has been submitted to NARS to extend retention to coincide with disposition of the OPF.)

retirement and fitness for duty examinations which are filed in the Official Personnel Folder (OPF) upon separation of employee (Ref: FPMS 293-31). Those records not required for filing in the OPF, if not retained by the agency, may be transferred to the local Federal Records Center. Under no circumstances should these files be sent to the National Personnel Records Center (CPR).

22. STATISTICAL SUMMARIES Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.	Destroy 2 years after date of summary or report. (Request has been submitted to NARS to extend retention to 5 years.)
23. PERFORMANCE RATING RECORDS	
b. General or case files of forms, memoranda, and correspondence.	Destroy when 3 years old.
c. Appeals Files.	
Memoranda, correspondence and other records relating to employee appeals of performance rating.	Destroy 3 years after final settlement of case.
25. CONFLICT OF INTEREST CASE FILES Statements of employment and financial interests and related records.	Restricted by court order.
26. EQUAL EMPLOYMENT OPPORTUNITY RECORDS	Restricted by court order.
a. Official Discrimination Complaint Case Files.	

Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 5 CFR 713.222.

(1) Cases resolved within the agency.

(2) Cases resolved by the Civil Service Commission or a U. S. Court.

b. Copies of Complaint Case Files.

Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case File.

c. Background Files.

Background records not filed in the Official Discrimination Complaint Case Files.

d. Compliance Records.

(1) Compliance Review Files.

Reviews, background papers and correspondence relating to contractor employment practices.

(2) EEO Compliance Reports.

e. Employee Housing Requests.

Forms requesting agency assistance in housing matters, such as rental or purchase.

f. Employee Statistics Files.

Employment statistics relating to race and sex.

g. EEO General Files.

General Correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and agency EEO Commission meeting and records including minutes and reports.

h. EEO Affirmative Action Plans (AAP).

(1) Agency copy of consolidated AAP(s).

(2) Agency feeder plan to consolidated AAP(s).

27. PERSONNEL COUNSELING RECORDS Restricted by Court Order.

a. Counseling files.

Reports of interviews, analyses and related records.

b. Alcohol and Drug Abuse Program.	
Records created in planning, coordinating and directing an alcohol and drug abuse program.	
28. STANDARDS OF CONDUCT FILES Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.	Restricted by Court Order.
29. LABOR MANAGEMENT RELATIONS RECORDS	
b. Labor Arbitration General and Case Files.	
Correspondence, forms, and background papers relating to labor arbitration cases.	Destroy 5 years after final resolution of case. (Deferred to the NARS Study.)
30. TRAINING RECORDS	
a. Training Aids	
(1) One copy of each manual, syllabus, textbook, and other training aid developed by the agency.	Submit SF-115, Request for Records Disposition Authority.
(2) Training aids from other agencies or private institutions.	Destroy when obsolete or superseded.
b. General file of agency-sponsored training.	

(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.
(2) Background and workpapers	Destroy when 3 years old.
c. Employee Training.	
Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other Government agencies or non-Government institutions.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.
d. Course Announcement Files.	
Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by Government or non-Government organizations.	Destroy when superseded or obsolete.

31. GRIEVANCE, DISCIPLINARY AND ADVERSE ACTION FILES

a. Grievance, Appeals Files (5 CFR 771).	
Records originating in the review of grievance and appeals raised by agency employees, except EEO	Restricted by Court Order.

complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

b. Adverse Action Files (5 CFR 752).

Case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand.

32. PERSONAL INJURY FILES

Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Official Personnel Folder and copies submitted to the Department of Labor.

Restricted by Court Order.

33. TEMPORARY RECORDS RELATING TO PROMOTIONS Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING any records that duplicate information in the promotion plan, in the Official Personnel Folders, or in other personnel records.	Restricted by Court Order.

PRINTING AND SPACE MANAGEMENT SECTION
(Disposal permitted by GRS #11)

Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Service before applying these disposition instructions.

1. SPACE AND MAINTENANCE GENERAL CORRESPONDENCE FILES Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Destroy when 2 years old
2. AGENCY SPACE FILES Records relating to the allocation, utilization, and release of space under agency control, and related reports to General Services Administration.	
a. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.

b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	
(1) Agency records to General Services Administration regarding space occupied in "Metropolitan Washington" and "Outside the "District of Columbia", and related papers.	Destroy when 2 years old
(2) Copies in subordinate reporting units and related work papers.	Destroy when 1 year old.
3. DIRECTORY SERVICE FILES Correspondence, forms and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing. (Request has been submitted to NARS to reduce retention to "Destroy after distribution.")
4. CREDENTIALS FILES Identification credentials and related papers.	
a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.
b. Receipts, indices, listings and accountable records.	Destroy after all listed credentials are accounted for.

5. BUILDING AND EQUIPMENT SERVICE FILES Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work performed or requisition cancelled.

Printing, Binding, Duplication, and Distribution of Records
(Disposal permitted by GRS #13)

Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

1. PUBLICATIONS FILES	
a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar material. (This item does not cover copies and related program material retained in originating office.)	Submit SF-115, Request for Records Disposition Authority.
b. All other copies.	Destroy when superseded, obsolete or no longer needed.
2. ADMINISTRATIVE CORRESPONDENCE FILES Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication and distribution matters, and related papers.	Destroy when 2 years old.
3. PROJECT FILES Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.	

a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	Destroy 1 year after completion of job.
b. Files pertaining to planning and other technical matters.	Destroy when 3 years old.
4. CONTROL FILES	
Control registers pertaining to requisitions and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.
5. MAILING LISTS	
a. Correspondence, request forms and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.
b. Card lists.	Destroy individual cards when cancelled or revised.
c. Plate or stencil mailing lists.	Destroy plates or stencils when cancelled or revised.
6. JCP REPORTS FILES	
Reports to Congress and related records.	
a. Agency reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Destroy when 3 years old.

b. Copies in subordinate reporting units and related work papers.	Destroy 1 year after date of report.

7. INTERNAL MANAGEMENT FILES
Records relating to internal management and operation of the unit. — Destroy when 2 years old.

SECURITY AND PROTECTIVE SERVICES RECORDS

This category of records continues to be restricted by Court Order (GRS #18) and records should be preserved for review by NARS. A description of the records is being provided for identification purposes only.

1. SECURITY POLICY FILES
Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.

FACILITIES SECURITY AND PROTECTIVE SERVICES RECORDS

Records relating to measures taken for the protection of Government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.

9. SECURITY AND PROTECTIVE SERVICES ADMINISTRATIVE CORRESPONDENCE FILES
Correspondence files relating to administration and operation of the facilities security and protective services programs.

10. SURVEY AND INSPECTION FILES
(Government-owned facilities)
Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

11. SURVEY AND INSPECTION FILES
(Privately owned facilities)
Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related papers.

12. INVESTIGATIVE FILES
Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.

13. PROPERTY PASS FILES
Property pass files, authorizing removal of property or materials.

14. GUARD ASSIGNMENT FILES
Files relating to guard assignments and strength.

a. Ledger records.

b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.

15. POLICE FUNCTIONS FILES
Files relating to exercise of police functions.

a. Ledger records of arrest, cars ticketed, and outside police contracts.

b. Reports, statements of witnesses, warning notices, and other case papers relating to arrest, commitments, and traffic violations.

c. Reports on contact of outside police with building occupants.

16. PERSONAL PROPERTY ACCOUNTABILITY FILES
Files relating to accountability for personal property lost or stolen.

a. Ledger files.

b. Reports, loss statements, receipts and other papers relating to lost and found articles.

17. KEY ACCOUNTABILITY FILES
Files relating to accountability for keys issued.

18. VISITOR CONTROL RECORDS
Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

19. FACILITIES CHECKS FILES
Files relating to periodic guard force facility checks.

a. Data sheets, door slip summaries, check sheets, and guard reports on security violations.

b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in agency files.

20. GUARD SERVICE CONTROL FILES

a. Control center key or code records, emergency call cards, and building record and employee identification cards.

b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.

c. Automatic machine patrol charts and registers of patrol and alarm services.

d. Arms distribution sheets, charge records, and receipts.

21. LOGS AND REGISTERS
Guard logs and registers not covered elsewhere in this schedule.

a. Central guard office master logs.

b. Individual guard post logs of occurrences entered in master logs.

TRAVEL AND TRANSPORTATION RECORDS
(Disposal permitted by GRS #9)

This schedule covers records pertaining to the movement of goods and persons under Government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual.

1. FREIGHT FILES
Records relating to freight consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.

a. Issuing office memorandum copies other than those identified in ld.	Destroy when 3 years old.
b. All other copies.	Destroy when 1 year old.
c. Registers and control records.	Destroy when 3 years old.
d. Records on international shipments of household goods moved by freight forwarders.	Destroy 6 years after the period of the account.

2. LOST OR DAMAGED SHIPMENTS FILES Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 years old.
PUBLIC PRINTER FILES (GRS #3, Item 7) Records relating to requisitions on the Printer, and all supporting papers.	
a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Destroy 3 years after completion or cancellation of requisition.
b. Accounting copy of requisition.	Destroy 3 years after period covered by related account.

RESTRICTED FROM DESTRUCTION - ALL DIVISIONS

RECORDS OF THE CENTRAL RECORDS SYSTEM

All records filed in classifications 1 through 212 are subject to review by NARS, are restricted by court order, and should not be destroyed. (Exceptions: Files related to Privacy Act requests and records of the Official Personnel Folder.)

BUDGET PREPARATION, PRESENTATION AND APPORTIONMENT RECORDS

This record category includes budget policy files; budget estimates and justification files; budget correspondence files; budget background records; budget reports files; and budget apportionment files. The records continue to be restricted by court order (GRS #5) and should not be destroyed.

INFORMATIONAL SERVICES RECORDS

This record category consists of routine inquiries, replies and related correspondence with the public; records created in administering the Freedom of Information and Privacy Acts Programs; and formal informational releases and

publications, such as press releases, press conference transcripts, official speeches and indexes thereto. The records continue to be restricted by court order (GRS #14) and should not be destroyed.

ADMINISTRATIVE MANAGEMENT RECORDS

This category includes official directives, forms, records management files and committee, conference and organizational records. The records continue to be restricted by court order (GRS #16) and should not be destroyed.

SECURITY AND PROTECTIVE SERVICE RECORDS

This category of records includes classified document receipts relating to the receipt and dispatch of classified documents; emergency planning records; and records relating to facilities security, including guard functions, lost or stolen property and key accountability. The records continue to be restricted by court order (GRS #18) and should not be destroyed.

RESEARCH AND DEVELOPMENT RECORDS

This category of records continues to be restricted by court order (GRS #19) and records should not be destroyed.

MACHINE-READABLE RECORDS

This category of records continues to be restricted by court order (GRS #20) and records should not be destroyed.

AUDIO-VISUAL RECORDS

This category of records continues to be restricted by court order (GRS #21) and records should not be destroyed.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Finzel

DATE: 9/24/80

FROM : R. W. Scherrer

SUBJECT: RECORDS DISPOSITION PROGRAM
DESTRUCTION OF BUREAU RECORDS - GENERAL
DOJ ORDER 2710.9

PURPOSE: The purpose of this memorandum is to record receipt of Department of Justice (DOJ) Order DOJ 2710.9A, dated 8/6/80, which establishes the records disposition program for all components of the Department in accordance with existing regulations.

RECOMMENDATION: None. For record purposes.

APPROVED:	Adm. Serv.	Legal Coun.
	Crim. Inv.	Plan. & Insp.
Director		Rec. Mgnt.
Exec. AD-Adm.	Ident.	Tech. Servs.
Exec. AD-Inv.	Intell.	Training
Exec. AD-LES	Laboratory	Off. of Cong. & Public Affs.

DETAILS: By letter dated 5/6/80, the Justice Management Division was advised that DOJ Order 2710.9A had been reviewed and that this Bureau concurred with the contents. The records disposition liaison officer was also designated.

Upon receipt of DOJ Order 2710.9, dated 7/10/79, and prior to receipt of instant Order, Robert M. Yahn, Records and Publications Staff, Justice Management Division, was telephonically contacted regarding the procedure for submitting requests for records disposition authority (SF-115) for individual Privacy Act requests. On both occasions, Mr. Yahn advised that, for the sake of expediency, individual requests related to the Privacy Act should continue to be submitted directly to the National Archives and Records Service.

A copy of approved DOJ Order 2710.9A, dated 8/6/80, which is self-explanatory, is attached.

Enclosure

1 - ENCLOSURE

66-3286

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1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Miss [redacted]

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ALL INFORMATION CONTAINED
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DATE 9-28-82 BY SP4 EJW/gHK

FBI/DOJ

DEPARTMENT OF JUSTICE

Order

DOJ 2710.9A

Aug. 6, 1980

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCE/DCG/ymw

Subject: RECORDS DISPOSITION PROGRAM

1. PURPOSE. This order establishes a program for the disposition of records of the Department of Justice (DOJ) in accordance with 44 U.S.C. 3102 and the General Services Administration Federal Property Management Regulations.

2. SCOPE. This order applies to all components of the DOJ.

3. CANCELLATION. Order DOJ 2710.9 is cancelled.

4. DEFINITION OF TERMS.

   a. Records. As defined in the Records Disposal Act of 1943 (now 44 U.S.C. 3301), ". . . books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. . . ."

   b. Disposition. As described in 41 CFR 101-11.102-5, "provisions. . . made to insure that records of continuing value are preserved but that records no longer of current use to an agency are promptly disposed of or retired. Effective techniques for accomplishing these ends are the development of records control schedules; the transfer of records to records centers and to the National Archives; the microfilming of appropriate records; and the disposal of valueless records."

5. PROGRAM OBJECTIVES. The basic objectives of the records disposition program are:

   a. The timely and systematic removal of records deemed temporary by

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Initiated By: Justice Management Division, Records and Publications Staff

66-3286-1358

ENCLOSURE

the creating component, the Department and the Government for later destruction by the Department or a Federal Archives and Records Center.

b. The designation of permanent records having sufficient historical and archival values to warrant immediate or later transfer to the National Archives for permanent preservation.

6. RESPONSIBILITIES.

a. Justice Management Division. The Records Management Group (RMG), Records and Publications Staff (RPS), Justice Management Division shall:

(1) Establish general records disposition policy and standards for the DOJ.

(2) Act as a liaison with the National Archives and Records Service (NARS) for Department program direction.

(3) Review all requests for records disposition authority (Standard Form 115) which are originated by Offices, Boards, Divisions and Bureaus and submit them to NARS for approval.

(4) Provide assistance and advice on records disposition matters to officials throughout the Department.

(5) Evaluate the Department's program periodically to ensure its operation at peak efficiency.

b. Offices, Boards, Divisions and Bureaus. Each Office, Board, Division and Bureau shall:

(1) Implement policy and standards for records disposition set forth in guidance published by the Department and the General Services Administration (Federal Property Management Regulations). Submit any supplementary program guidance to RMG for review prior to issuance (Offices, Boards, and Divisions only).

(2) Submit all requests for records disposition authority (Standard Form 115) to NARS via RMG.

(3) Ensure timely removal from office space and equipment of noncurrent records.

(4) Encourage the use of Federal records centers as storage facilities for records with reduced reference activity.

(5) Ensure that records of archival value are identified properly for eventual transfer to NARS.

(6) Establish a central point for approval or disapproval of all requisitions for filing equipment by evaluating need and by checking compliance with authorized records disposition instructions.

(7) Provide adequate staff to carry out program responsibilities.

(8) Ensure that program staff are adequately trained in coordination with RMG.

7. DESIGNATION OF RECORDS DISPOSITION LIAISON. Each Office, Board, Division and Bureau shall designate a records disposition liaison officer to serve as the primary contact point for the component, including its field offices, and advise RMG in writing of the name of that individual. Changes in designation should be reported as soon as possible.

Kevin D. Rooney

KEVIN D. ROONEY
Assistant Attorney General
for Administration

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

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Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Colwell

DATE: 10/7/80

FROM : R. P. Finzel

SUBJECT: PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: Destruction of Bureau Property - General

The purpose of this memorandum is to record receipt of FPMR (Federal Property Management Regulations) Bulletin B-98 which authorizes Federal agencies to resume disposal of military service records and to delete the previous withdrawal of authority from the MAOP.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-28-82 BY SP4 EIW/gHK

RECOMMENDATION:

That, upon approval of manual change, instant memorandum be forwarded to the Manuals Desk, Administrative Services Division (ASD), for appropriate action.

APPROVED:

Director	Adm. Serv.	Legal Coun.	
Exec. AD-Adm.	Crim. Inv.	Plan. & Insp.	
Exec. AD-Inv.	Ident.	Rec. Mgmt.	RM
Exec. AD-LES	Intell.	Tech. Servs.	
	Laboratory	Training	
		Off. of Cong. & Public Affs.	

DETAILS:

REASON FOR CHANGE

By way of background, P.F. O'Connell memorandum to Mr. [redacted], dated 11/27/73 (66-3286-1146), advised that disposal authority for certain military records was withdrawn due to the fire at the Military Personnel Records Center building,

Enclosure
66-3286

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ENCLOSURE

1 - 66-19198 (Manual of Administrative Operations and Procedures)
1 - 42-00 (Deserters - Administration)
1 - Mr. [redacted] (Attn: Manuals Desk)
1 - Mr. Revell (Attn: Mr. [redacted])
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted] (RMD Control Folder)
1 - Miss [redacted]

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FBI/DOJ

Memorandum R. P. Finzel to Mr. Colwell
RE: PROPOSED CHANGE IN MANUAL
OF ADMINISTRATIVE OPERATIONS
AND PROCEDURES (MAOP)

St. Louis, Mo., and enclosed a copy of FPMR Bulletin B-40, dated 9/21/73, which set forth criteria for records to be retained. The memorandum noted that Tom Wadlow, Records Disposition Division, Archives and Records, General Services Administration, had been contacted regarding disposal of field office records. Mr. Wadlow advised that, if the field offices had forwarded the records to Headquarters, the Headquarters record would be considered as the record copy and field offices could destroy their files in accordance with existing authority. Field offices were furnished these instructions by SAC Memorandum 55-73, dated 12/4/73 (66-04-3964).

FPMR Bulletin B-98, dated 4/28/80 (attached), cancelled Bulletin B-40 and authorized Federal agencies to resume disposal of the previously restricted records. Due to pending litigation which prohibits destruction of investigatory records, field offices are not being delegated this authority. However, to preserve the integrity of our manuals, it appears that this restriction should be deleted from the MAOP.

Appropriate contact was made with [redacted] Manuals Desk, ASD, on 9/29/80. b6 b7C

CHANGED TEXT

MAOP, Part II, Section 2-4.5.2, page 303, should be deleted.

SAC MEMORANDUM

An SAC memorandum is not being prepared since implementation of this authority is prohibited by pending litigation.

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

April 28, 1980

GSA BULLETIN FPMR B-98
ARCHIVES AND RECORDS

TO: Heads of Federal agencies

SUBJECT: Disposal authorization covering military service records

1. Purpose. This bulletin reinstates disposal authorizations that were withdrawn by GSA Bulletin FPMR B-40. All Federal agencies may resume disposal of these records in accordance with approved disposition schedules.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Background. A fire at the National Personnel Records Center (Military Personnel Records Building), St. Louis, Missouri, in July 1973, destroyed service records of former members of the Armed Forces. GSA Bulletin FPMR B-40 directed Federal agencies to suspend indefinitely the disposal of any records that could be used to reconstitute records of military service in the U.S. Army for individuals discharged between November 1, 1912, and December 31, 1959, and in the U.S. Air Force between September 18, 1947, and December 31, 1963. The records collected as a result of that bulletin increased the Center's reconstruction capability and the freeze on disposals can now be lifted.

4. Cancellation. GSA Bulletin FPMR B-40 is canceled.

James E. O'Neill

JAMES E. O'NEILL
Acting Archivist
of the United States

FBI
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DATE 9/23/03 BY Auc lw290 BCG/DCG/ymw
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GSA DC-01004R04

66-3286-1359
ENCLOSURE

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
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Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Finzel

DATE: 9/12/80

FROM : R. W. Scherrer

SUBJECT: DESTRUCTION OF BUREAU RECORDS - PARTIAL RESUMPTION OF RECORD DESTRUCTION PROGRAMS

PURPOSE:

The purpose of this memorandum is to provide guidelines to the Office of Equal Employment Opportunity (EEO) Affairs and the Financial Management Branch, Administrative Services Division (ASD), on records which may now be destroyed and those which continue to be restricted by the Court relative to the preliminary injunction issued by U.S. District Court Judge Harold H. Greene on 1/10/80.

SYNOPSIS:

Headquarters divisions have observed a moratorium on record destruction in response to preliminary injunction issued by Judge Greene on 1/10/80. The Court Order has been modified and Headquarters divisions are being provided with specific guidelines in order to initiate a limited destruction program. Due to the volume of records maintained within ASD, the Personnel and Space Management Branch is being advised separately.

RECOMMENDATION:

That this memorandum be referred to the EEO Officer and Financial Management Branch, ASD, for appropriate action.

APPROVED:

Director
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Exec. AD-Inv.
Exec. AD-LES
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Crim. Inv.
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Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

66-3286

5 - Mr. [redacted]
Attn. Mr. Groover
Attn. Mr. [redacted]
Attn. Mr. Shanley
Attn. Mr. [redacted]
1 - Mr. Mintz
Attn. Mr. [redacted]
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Miss [redacted]

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FBI/DOJ

Memorandum R. W. Scherrer to Mr. Finzel
RE: DESTRUCTION OF BUREAU RECORDS-
PARTIAL RESUMPTION OF RECORD
DESTRUCTION PROGRAMS

DETAILS:

Bureau teletype, 1/11/80, advised FBIHQ and all offices to immediately suspend all destruction programs pursuant to the preliminary injunction issued by Judge Harold H. Greene, U.S. District Court, District of Columbia, on 1/10/80 in civil action "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action No. 79-1655."

On 2/20/80 and 4/3/80, Judge Greene issued modified orders which would permit destruction of records pursuant to certain General Records Schedules (GRS), 22 schedules which provide authorized retention periods for administrative records common to most Federal agencies. In addition, the modified orders addressed requests for relief in specific areas in which record maintenance imposed an administrative burden. The latter category was presented to the Court in the form of individual affidavits.

Legal Counsel memorandum to the Director, dated 8/15/80, provided the current status of the litigation and authorized the Records Management Division (RMD) to initiate a limited destruction program for records applicable to the GRS.

Therefore, in accordance with this authority, ASD may pursue a limited disposal program as outlined below. Retention periods which are not responsive to the needs of ASD due to inadequate or excessive retention or which deviate from established Bureau policy, should be brought to the attention of RMD, Records Systems Section, in order to secure proper authorization from the National Archives and Records Service (NARS) to extend/reduce the retention periods. Accurate statistics should be maintained for records destroyed for inclusion in the annual record count. The Personnel and Space Management Branch is being advised by separate communication.

For informational purposes, categories of records which continue to be restricted from destruction are also noted. Archival authority has either been withdrawn or the records are subject to review by NARS prior to any issuance of disposal authority. In any event, the records should be preserved.

EXEMPTED FROM COURT ORDER

ALL DIVISIONS MAY PROCEED WITH DESTRUCTION OF FOLLOWING RECORDS:

EMPLOYEE RECORD CARDS- Index used for informational purposes.	GRS #1, Item 6. Destroy on separation or transfer of employee.
SUPERVISOR'S PERSONNEL FILES - Records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF), including production records and Notice of Tardiness.	GRS #1, Item 18a. Review annually and destroy superseded documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.
LEAVE RECORDS - T&A Registers; Number One Registers; Number Two Registers; Leave Accounting Listings; Leave Requests; SF-71s; Doctors Certificates; Record of Absences for Illness (FD-304).	GRS #2, Items 3,8,9. Destroy when 3 years old.
SERVICE LISTINGS - Correspondence, forms, and other records relating to the compilation of directory service listings, assignment charts, and routing slips.	GRS #11, Item 3. Destroy 2 months after issuance of listing. (Request has been submitted to reduce retention to "Destroy after distribution")

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY (EEO) AFFAIRS

EEO records remain under the Order of 1/10/80 and should be preserved for review by NARS.

FINANCIAL MANAGEMENT BRANCH
BUDGET AND ACCOUNTING SECTION

All budget preparation, presentation, and apportionment records remain under the Order of 1/10/80 (GRS #5) and should be preserved for review by NARS. A description of the records is being provided for identification purposes only. Records created prior to 1/1/21 must be offered to the National Archives.

Budget Policy Files.

Correspondence or subject files in formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

Budget Estimates and Justifications Files.

a. Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.

b. Working papers and background materials.

Budget Correspondence Files.

Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.

Budget Background Records.

Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in item 2.

Budget Reports Files.

Periodic reports on the status of appropriation accounts and apportionment.

a. Annual report (end of fiscal year).

b. All other reports.

Budget Apportionment Files.

Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

PROPERTY PROCUREMENT AND MANAGEMENT SECTION.

Procurement, Supply, and Grant Records
(Disposal permitted by GRS #3)

Any records created prior to 1895 must first be offered to the National Archives and Records Service for possible permanent retention before applying the disposal instructions.

Additional items from this schedule were forwarded to the Contract Review Unit, Technical Services Division.

1. Unique Procurement Files.

Procurement files (as in item 4, below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs, other than those covered by Item 13.	Submit SF 115, Request for Records Disposition Authority.

3. General Correspondence Files.

Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Destroy when 2 years old.

4. Routine Procurement Files.

Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1, 2, and 13).

a. Procurement or purchase organization copy, and related papers.

(2) Transactions of $10,000 or less and construction contracts under $2,000, dated subsequent to July 25, 1974; and transactions of $2,500 or less dated prior to July 26, 1974.	Destroy 3 years after final payment. (close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)
(3) Transactions of more than $2,500 dated prior to July 26, 1974.	Destroy 6 years after final payment.
b. Obligation copy.	Destroy when funds are obligated.
c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.

5. Supply Management Files.

Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201 (a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

a. Copies received from other units for internal purposes or for transmission to staff agencies.	Destroy when 2 years old.
b. Copies in other reporting units, and related work papers.	Destroy when 1 year old.

8. Nonpersonal Requisition Files.

Requisitions for nonpersonal services, such as duplicating,	Destroy when 1 year old.

laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6).

9. Inventory Requisition File.

Requisitions for supplies and equipment for current inventory.

a. Stockroom copy.	Destroy 2 years after completion or cancellation of requisition.
b. All other copies.	Destroy when 6 months old.

10. Inventory Files.

a. Inventory lists.	Destroy 2 years from date of list.
b. Inventory cards.	Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.
c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.	Destroy 2 years after date of survey action or date of posting medium.

13. Tax Exemption Files.

Tax exemption certificates and related papers.	Destroy 3 years after period covered by related account.

VOUCHER AND PAYROLL SECTION

Payrolling and Pay Administration Records
(Disposal permitted by GRS #2)

Any record created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

1. Individual Accounts Files.

Individual earning reports.	Transfer to the National Personnel Records Center (NPRC), St. Louis, Missouri. Destroy 56 years after the date of the last entry.

4. Individual Authorized Allotments Files. U.S. Savings Bond authorizations; Standard Form 1192 or equivalent; savings authorizations and authorization for individual allotment to Combined Federal Campaigns. — Destroy 3 years after separation of employee.

6. Bond Receipt and Transmittal Files.

Receipts for and transmittals of U.S. Savings Bonds and checks.	Destroy 3 months after date of receipt. (Request will be submitted to NARS to extend retention to 3 years.)

7. Bond Purchase Files.

Forms and reports with related papers pertaining to deposits and purchases of bonds.	Destroy when 3 years old.

10. Records of Leave Data Transferred. Agency Copy. (Original SF 1150 filed permanently in the Official Personnel Folder) — Destroy when 3 years old.

11. Notification of Personnel Action Files.

Copies of SF 50 (3-634), not filed in the Official Personnel Folder.

a. Pay or fiscal copy.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner. (Request will be submitted to NARS to extend retention to "3 years after transfer or separation of employee".)

12. Budget Authorization Reference Files.

Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded.

13. Payroll files.

Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1013, SF 1128A, or equivalents.

a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with relating papers.	Destroy when Federal Records Center receives second subsequent payroll or checklist covering the same payroll unit.
b. All other copies.	
(1) If earning record card is maintained.	Destroy after GAO audit or when 3 years old, whichever is earlier.
(2) If earning record card is not maintained.	Transfer to NPRC, St. Louis, Missouri, when 3 years old. Destroy when 10 years old.

15. Payroll Change Files.

Payroll change slips, exclusive of those of the OPF, such as SF 1126.

a. Copy used in GAO audit.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.

17. Administrative Payroll Report Files.

Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.

a. Reports and data used for workload and personnel management purposes. (Miscellaneous Reports.)	Destroy when 2 years old.

18. Tax Files.

a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 4 years after form is superseded or obsolete.
b. Returns on income taxes such as IRS Form W-2.	Destroy when 4 years old.
c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when 4 years old.

21. Retirement Files.

a. Reports and registers.

Reports, registers or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	Destroy when 3 years old. (Request will be submitted to NARS to extend retention to "3 years after transfer or separation of employee.")

b. Assistance Files.

Correspondence, memoranda, estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old. (Request will be submitted to NARS to extend retention to 3 years.)

c. Deduction files.

SF 2806 or equivalent and other records used to document retirement deductions of individual employees. (Maintained in Official Personnel Folder as permanent record.)

22. Insurance Deduction Files.

Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Destroy when 3 years old.

23. Levy and Garnishment Files.

Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work-papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy when 3 years old.

24. Wage Survey Files.

Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implemention of wage schedules; and request for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Destroy after completion of second succeeding wage survey.

Travel and Transportation Records
(Disposal permitted by GRS #9)

This schedule covers records pertaining to the movement of goods and persons under Government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual.

3. Passenger Transportation Files.

Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers.

a. Issuing office memorandum copy.	Destroy when 3 years old.
b. Obligation copy.	Destroy when funds are obligated.

c. Unused ticket redemption forms, such as SF 1170.	Destroy when no longer needed for administrative use.

4. Passenger Reimbursement Files.

Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

a. Travel administrative office files.	Destroy when 3 years old.
b. Obligation copies.	Destroy when funds are obligated.

5. General Travel and Transportation Files.

a. Correspondence, forms and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Destroy when 2 years old.
b. Accountability records.	Destroy 1 year after all entries are cleared.

Accountable Officers' Accounts Records
(Disposal permitted by GRS #6)

Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

1. Accountable Officers' Files.

a. Original ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, dis-	(1) Records created prior to Fiscal Year 1976 (July 1, 1975): Destroy 10 years, 3 months, after period covered by account. (2) Records created after Fiscal Year 1975 (June 30, 1975): Destroy 6 years, 3

bursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an intergrated accounting system approved by GAO, certain required documents, supporting vouchers, and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited, in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.	months, after period covered by account.
b. Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this schedule, and excluding freight records covered by Schedule 9 and payroll records covered by Schedule 2.	Destroy 3 years after the period of the account.

2. GAO Exceptions Files.

General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.

3. Certificates Settlement Files.

Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related records.

a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Destroy 2 years after date of settlement.

b. Certificates covering periodic settlements.	Destroy when subsequent certificate of settlement is received.

4. General Fund Files.

Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit (SF 201, 209, and 219), other than those records covered by Item 1 of this schedule.	Destroy when 3 years old.

5. Accounting Administrative Files.

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

a. Files used for workload and personnel management purposes.	Destroy when 2 years old.
b. All other files.	Destroy when 3 years old.

6. Federal Personnel Surety Bond Files.

a. Official copies of the bond and attached powers of attorney.	
(1) Bonds purchased prior to January 1, 1956.	Destroy 15 years after bond becomes inactive.
(2) Bonds purchased after December 31, 1955.	Destroy 15 years after the end of the bond premium period.
b. Other bond files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end of the bond premium period.

7. Gasoline Sales Tickets.

Hard copies of sales tickets filed in support of paid invoices for credit card purchases of gasoline.	Destroy after GAO audit or when 3 years old, whichever is sooner.

8. Telephone Toll Tickets.

Originals and copies of toll tickets filed in support of telephone toll call payments.	Destroy after GAO audit or when 3 years old, whichever is sooner.

9. Telegrams.

Originals and copies of telegrams filed in support of telegraph bills.	Destroy after GAO audit or when 3 years old, whichever is sooner.

Expenditure Accounting Records
(Disposal permitted by GRS #7)

Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

1. Expenditures Accounting General Correspondence and Subject Files.

Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old.

2. General Accounting Ledgers.

General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 10 years after the close of the fiscal year involved.

3. Appropriation Allotment Files.

Allotment records showing status of obligations and allotments under each authorized appropriation.	Destroy 10 years after the close of the fiscal year involved.

4. Expenditure Accounting Posting and Control Files.

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

a. Original records.	Destroy when 3 years old.
b. Copies	Destroy when 2 years old.

Property Disposal Records
(Disposal permitted by GRS #4)

1. Surplus Property Precedential Case Files.

Case files on sales of surplus personal property (as described in item 6 below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	Submit SF 115, Request for Records Disposition Authority.

2. Property Disposal Case Files.

Case files on disposal of surplus real and related personal property.	Submit SF 115, Request for Records Disposition Authority.

3. Excess Real Property Reports. — Submit SF 115, Request for Records Disposition Authority.

4. Property Disposal Correspondence Files.

Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 years old.

5. Excess Personal Property Reports. — Destroy when 3 years old.

6. Surplus Property Case Files.

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1 and 2).

a. Transactions subsequent to July 25, 1974, of more than $10,000; and transactions prior to July 26, 1974, of more than $2,500.	Destroy 6 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 2 years thereafter.)

b.	Transactions subsequent to July 25, 1974, of $10,000 or less; and transactions prior to July 26, 1974, of $2,500 or less.	Destroy 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and destroy except that files on which actions are pending will be brought to the next fiscal year's files for disposal therewith.)

7. Real Property Files.

Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. (Also, see GRS 22, Design and Construction Records.)

Stores, Plant, and Cost Accounting Records
(Disposal permitted by GRS #8)

Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

1. Plant Accounting Files.	
Plant account cards and ledgers pertaining to structures.	Submit SF 115, Request for Records Disposition Authority.
2. Plant, Cost and Stores General Correspondence Files.	
Correspondence files of units responsible for plant, cost and stores accounting operations.	Destroy when 3 years old.
3. Stores Invoice Files.	
Invoices or equivalent papers used for stores accounting purposes.	Destroy when 3 years old.
4. Stores Accounting Files.	
Stores accounting returns and reports.	Destroy when 3 years old.
5. Stores Accounting Work Papers.	
Work papers used in accumulating stores accounting data.	Destroy when 2 years old.
6. Plant Accounting Files.	
Plant account cards and ledgers, other than those described in item 1.	Destroy 3 years after item is withdrawn from plant account.
7. Cost Accounting Reports.	
a. Copies in units receiving reports.	Destroy when 3 years old.
b. Copies in reporting units, and related work papers.	Destroy when 3 years old.
8. Cost Report Data Files.	
Ledgers, forms, and machine-records used to accumulate data for use in cost reports.	

a. Ledgers and forms. — Destroy when 3 years old.

b. Machine-records.

(1) Detail cards. — Destroy when 6 months old.

(2) Summary cards. — Destroy when 6 months old.

(3) Tabulations. — Destroy when 1 year old.

RESTRICTED FROM DESTRUCTION - ALL DIVISIONS

RECORDS OF THE CENTRAL RECORDS SYSTEM

All records filed in classifications 1 - 212 are subject to review by NARS, are restricted by court order, and should not be destroyed. (Exceptions: Files related to Privacy Act requests and records of the Official Personnel Folder)

BUDGET PREPARATION, PRESENTATION AND APPORTIONMENT RECORDS

This record category includes budget policy files; budget estimates and justification files; budget correspondence files; budget background records; budget reports files; and budget apportionment files. The records continue to be restricted by court order (GRS #5) and should not be destroyed.

INFORMATIONAL SERVICES RECORDS

This record category consists of routine inquiries, replies and related correspondence with the public; records created in administering the Freedom of Information and Privacy Acts Programs; and formal informational releases and publications, such as press releases, press conference transcripts, official speeches and indexes thereto. The records continue to be restricted by court order (GRS #14) and should not be destroyed.

ADMINISTRATIVE MANAGEMENT RECORDS

This category includes official directives, forms, records management files and committee, conference and organizational records. The records continue to be restricted by court order (GRS #16) and should not be destroyed.

SECURITY AND PROTECTIVE SERVICE RECORDS

This category of records includes classified document receipts relating to the receipt and dispatch of classified documents;

emergency planning records; and records relating to facilities security, including guard functions, lost or stolen property and key accountability. The records continue to be restricted by court order (GRS #18) and should not be destroyed.

RESEARCH AND DEVELOPMENT RECORDS

This category of records continues to be restricted by court order (GRS #19) and records should not be destroyed.

MACHINE-READABLE RECORDS

This category of records continues to be restricted by court order (GRS #20) and records should not be destroyed.

AUDIO-VISUAL RECORDS

This category of records continues to be restricted by court order (GRS #21) and records should not be destroyed.

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 8
Page 29 ~ Referral/Direct
Page 30 ~ Referral/Direct
Page 31 ~ Referral/Direct
Page 82 ~ Duplicate
Page 83 ~ Duplicate
Page 84 ~ Duplicate
Page 172 ~ Duplicate
Page 173 ~ Duplicate

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 30

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-05-2011

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP4 EJW/SDM

TO : Mr. Colwell

FROM : R. P. Finzel

DATE: 11/7/80

SUBJECT: PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)
Destruction of Bureau Property
General

PURPOSE:

The purposes of this memorandum are to issue an appropriate Memorandum to All Special Agents in Charge to advise of a change in records destruction policy based on modified orders issued by Judge Harold H. Greene, U.S. District Court, District of Columbia (U.S.D.C., D.C.), on 2/20/80 and 4/3/80, which will permit field offices and Legats to implement a limited destruction program for administrative records and to recommend revisions in the MAOP to coincide with this action.

RECOMMENDATION:

That, upon approval of manual changes and SAC Memorandum, instant memorandum be referred to the Manuals Desk, Administrative Services Division (ASD), for appropriate action.

APPROPRIATE AGENCIES AND FIELD OFFICES ADVISED BY ROUTING SLIP(S) OF Classified 1/7/83
DATE

APPROVED: Director Exec. AD-Adm. Exec. AD-Inv. Exec. AD-LES
Adm. Serv. Crim. Inv. Ident. Intell. Laboratory
Legal Coun. Plan. & Insp. Rec. Mgnt. Tech. Servs. Training Off. of Cong. & Public Affs.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

DETAILS:

REASON FOR CHANGE

It is necessary to change Bureau policy regarding the destruction of certain administrative records.

Bureau teletypes, 1/11 and 14/80, advised FBIHQ and all offices to immediately suspend all destruction programs based on the preliminary injunction issued by Judge Harold H. Greene, U.S.D.C., D.C., on 1/10/80

Enclosure - detached - handled separately

66-3286-1Cl

~~66-204~~

1 - 66-19198 (Manual of Administrative Operations and Procedures)
1 - 66-3286 Sub B (Destruction of Field Files and Records)
1 - Manuals Desk
1 - Mr. Mintz (Attn: Mr. [redacted]) b6 b7C
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted] (RMD Control Folder)
1 - Miss [redacted]

59 FEB 12 1981

CMG:TBD:tfc (9)

Classified by SP-4 EJW/SDM
Declassify on: OADR 1/4/83

23 NOV 83 1980

Forwarded Copy Filed In

66-19198-

DECLASSIFIED BY Auc 60290 BCE/DCG/gmw
ON 9/23/03
#03-R0762

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in civil action, "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action No. 79-1655." On 2/20/80 and 4/3/80, modified orders were issued by Judge Greene which would permit destruction of certain administrative records. Legal Counsel memorandum to the Director, dated 8/15/80, authorized the Records Management Division to proceed with destruction of these records since the plaintiffs' appeal time for the modifications had expired. Accordingly, Headquarters Divisions were delegated authority to initiate limited destruction programs, based on the General Records Schedules (GRS) and individual affidavits, by memoranda dated 9/12/80, which were subsequently approved.

A review of administrative records maintained by field offices has been completed and records identified as being within the scope of the modified orders are being enumerated within authorized and defined retention periods as a guide for field office destruction programs. Retention periods have been amended in certain instances to comply with authorized retention periods as set forth in the GRS. Destruction of substantive file material in response to Privacy Act requests has not been addressed inasmuch as this matter was handled separately by Airtel to all SACs, dated 10/29/80.

Field offices are being advised that, due to the limitations of the destruction authority, pertinent sections of the MAOP cannot be completely revised and, therefore, the attached SAC Memorandum and BUAirtel, 5/30/80, captioned "Destruction of Field Files and Records", regarding the disposition of physical evidence, will serve as the only guides to authorized record destruction programs. Manual revisions, although fragmentary, are being recommended for records coming within the scope of the modified orders to preserve the integrity of the Manual. Additional revisions to Section 2-4.5 of the MAOP will be required upon resolution of pending litigation. b6 b7C

Appropriate contact was made with [redacted] Manuals Desk, ASD, on 10/28/80.

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Memorandum R. P. Finzel to Mr. Colwell
RE: PROPOSED CHANGE IN MANUAL
OF ADMINISTRATIVE OPERATIONS
AND PROCEDURES (MAOP)

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CHANGED TEXT

MAOP, Part I, Section 9-12(1), page 118, should be revised as follows:

(1) Time and Attendance Registers (FD-420), Registers No. 1 (FD-31), Registers No. 2 (FD-48), and Registers No. 3 (FD-256) are to be retained three years. These records should be destroyed on an annual basis when three years old.

MAOP, Part II, Section 2-4.5.6(3), page 304, should be deleted.

MAOP, Part II, Section 2-4.5.9, page 307, through Section 2-4.5.18, page 314, should be deleted and replaced with the following:

2-4.5.9 Noninvestigative Files and Records to be Destroyed If More Than Six Years, Three Months, Old, If Certain Conditions Are Met

Field Support Account - Including cancelled checks, bank statements, check stubs, and bank passbooks. Destroy six years, three months, after period covered by account for records created after Fiscal Year 1975 (June 30, 1975). NOTE: Records created prior to Fiscal Year 1976 (July 1, 1975) must be retained for ten years, three months, after period covered by account.

2-4.5.10 Files and Records to be Destroyed If More Than Six Years Old, If Certain Conditions Are Met

(1) Automobiles - Accidents - Destroy six years after case is closed. Retain if loss of life, personal injury to third party, or possible suits involved.

(2) Health Record Cards - Cards containing dates of employees visits, diagnosis, and treatment. Destroy six years after date of last entry on card.

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2-4.5.11 Files and Records to be Destroyed If More Than Four Years Old, If Certain Conditions Are Met

Automobiles - After vehicle leaves custody by Sale, Transfer, Donation, or Exchange.

2-4.5.12 Files and Records to be Destroyed If More Than Three Years Old, If Certain Conditions Are Met

(1) Time and Attendance Registers, FD-420 (See Part I, 9-12.)

(2) Registers No. 1, FD-31 (See Part I, 9-12.)

(3) Registers No. 2, FD-48 (See Part I, 9-12.)

(4) Registers No. 3, FD-256 (See Part I, 9-12.)

(5) All Leave Accounting Listings (See Part I, 9-12.)

(6) Leave Requests, FD-282 (See Part I, 9-12.)

(7) Record of Absences for Illness, FD-304 (See Part I, 9-12.)

(8) Doctor's Certificates (See Part I, 9-12.)

(9) Application for Leave, SF-71 (See Part I, 9-12.)

(10) Correspondence relating to position classification appeals. Destroy three years after resolution.

(11) Correspondence relating to employee appeals of performance ratings. Destroy three years after resolution.

(12) Tax Exemption Files - Tax exemption certificates and related papers. Security Informants Income Tax Account Banking records. Destroy three years after period covered by related account.

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(13) Telephone Toll Statements, invoices, and toll slips

(14) Report of Excess Personal Property, SF-120

(15) Correspondence, reports, and data relating to voucher preparation

(16) Imprest Fund

(17) Charity campaigns

(18) Bills of lading

(19) Government Transportation Requests and related correspondence

(20) Household Goods - Transportation

(21) Correspondence relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

(22) Lost or damaged shipment files - Schedules of valuables shipped and related correspondence

(23) Recap of Cost of Operation and Accrued Milage of Bureau-owned Motor Vehicles, FD-150

(24) Radio Equipment Maintenance Log, FD-341. Retain for three years after completion.

(25) Postal Irregularities - Correspondence relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders or loss or destruction of mail. Destroy three years after investigation completed.

(26) Printing and duplicating - Files and correspondence pertaining to planning and other technical matters relating to the printing and duplicating function.

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(27) Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service and similar matters.

(28) Speech material - except one copy of speech material of continuing interest.

(29) Quarterly and/or semiannual reports of the national organization of the Communist Party USA, furnished all offices by New York. If desired, individual offices may maintain for historical value. New York will retain.

(30) Copies of annual letters submitted on informants maintained in control file.

(31) Firearms

(32) Inspections (For destruction of work papers, see Part II, 2-4.5.13(7).)

(33) Office Personnel File (SAC is to review prior to destruction and specify documents to be retained longer than three years.)

(34) SAC Letters and SAC Memorandums (See Part II, 2-4.2.1 (3).)

(35) Surveillances

(36) Technical Equipment

(37) Technical Plants

(38) FBI Domestic Terrorist Digest

(39) Record of positive contacts with sources of Bureau cases under the liaison program.

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(40) Monthly Administrative Reports

(41) Copies of correspondence maintained in administrative control file concerning non-tax criminal information requested and obtained from the Internal Revenue Service (IRS). See MIOG, Volume III, Part II, Section 19.

2-4.5.13 Files and Records to be Destroyed When Two Years Old or After Office Inspection, Whichever Is Later

(1) Daily Reports, FD-28

(2) Record of Agents' individual accomplishments (SAC may retain FD-324 longer, if needed, as an aide in the overall evaluation of Agents' performance).

(3) Copies of correspondence requesting record checks of Baltimore Source 4 and Passport Office, Department of State, maintained in control file.

(4) Copies of quarterly progress letters submitted concerning informants (FD-374) and data maintained in control file to compile these letters.

(5) Copies of semiannual inventory of property acquired during investigations, FD-192.

(6) Indexing Lists for the FBI Law Enforcement Bulletin

(7) Inspection work papers (yellows) covering prior inspection provided inspection just completed was full inspection and not a recheck. If longer retention deemed essential, appropriate notation to be made. (See Part II, 2-4.5.12(32).)

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(8) Copies of the Statistics Letter (FD-515) maintained in the control file.

2-4.5.14 Records to be Destroyed After Close of Fiscal Year In Which Inspection Was Conducted

Log of toll calls, FD-296

2-4.5.15 Files and Records to be Destroyed When Two Years Old, If Certain Conditions are Met

(1) Applications for employment and related records in the 67 classification. Destroy after two years if appointment did not result and background investigation was not conducted.

(2) Supply Management Files - Correspondence relating to supply requirements and procurement matters submitted for supply management purposes. Destroy when two years old.

(3) Ammunition - Destroy two years after completion or cancellation of requisition.

(4) Inventory lists, cards, and requisitions. Destroy two years after final action.

(5) Property Disposal Correspondence Files - Correspondence maintained by units responsible for property disposal, pertaining to their operation and administration.

(6) Space files and related correspondence pertaining to the allocation, use, and release of space under agency control. Destroy two years after termination of assignment, when lease is cancelled, or when plans are superseded or obsolete.

(7) Files and correspondence relating to the administration, operation, and execution of the copying, duplicating, and printing functions.

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(8) Procurement matters - Original correspondence files concerning internal operation and administration not forwarded to FBIHQ.

2-4.5.16 Files and Records to be Destroyed When One Year Old, If Certain Conditions are Met

(1) Monthly Automotive Inspection Report, FD-212

(2) Copies of correspondence forwarded to Office of Personnel Management relating to performance rating board reviews. Destroy one year after case is resolved (for files created prior to the Civil Service Reform Act of 1978).

(3) Notice of Tardiness, FD-120. Destroy when one year old at the end of the calendar year.

(4) Photographic-Photocopy Log, FD-234. Destroy when one year old at the close of fiscal year.

(5) Noninvestigative files and material of no continuing value in the following classifications:

Classification 1 - Training Matters only
Classification 32 - Identification (Fingerprint Matters)
Classification 33 - Uniform Crime Reporting
Classification 62 - Miscellaneous Matters only
Classification 64 - Foreign Miscellaneous
Classification 66 - Administrative Matters
Classification 80 - Public Affairs Matters (At FBIHQ, Laboratory Research Matters)
Classification 94 - Research and Correspondence
Classification 95 - Laboratory cases, other than Bureau

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(6) Channelizing memoranda - copies of domestic security informants' statements designated for the 100 and 157 classification case files of informants. (See Part II, 2-4.5.23.) A memorandum must be prepared and placed in the file listing each item destroyed and the location of the original information. Use form FD-388a for this purpose. Employee destroying the channelizing memoranda must place date of destruction and his/her initials on the destruction memorandum. Thereafter, this memorandum will be filed in the case file as a permanent record of the serials destroyed.

(7) Forms

(8) Gun Vault Charge-Out Records, FD-79

(9) Bank robbery, bank burglary, and bank larceny summaries

(10) Theft from Interstate Shipment and Interstate Transportation of Stolen Property summaries

2-4.5.17 Files and Records to be Destroyed When One Year Old on an Annual Basis

(1) Field Personnel Files - Destroy superseded documents. Forward file to FBIHQ 90 days after separation or retirement of employee for final disposition.

(2) Office Personnel File - Destroy obsolete temporary documents relating to Bureau personnel only. (See Part II, 2-4.5.12(33), for disposition of remaining documents).

(3) Firearms Score Card, FD-39

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(4) In the absence of specific instructions to the contrary, material in any administrative file not listed for destruction in this Manual may be destroyed when one year old on an annual basis if of no value, except for the following administrative files which must be retained:

(a) Arraignment

(b) Arrests

(c) Interviews including confessions and signed statements

(d) Searches and seizures

(e) In destroying this material, carefully examine SAC memoranda to ensure that instructions which are still applicable and which will be of future value are retained as provided in Part II, 2-4.2.1 (3) of this Manual.

2-4.5.18 Files and Records to be Destroyed When One Year Old on a Monthly Basis

(1) Postal Records and mail and delivery service control files - Including Record of Registered Mail, FD-211; U.S. Postal Service Forms 3877 (Outgoing registered mail) and 3883 (Incoming registered mail); records relating to certified, insured, and special delivery mail, including receipts and return receipts; application for postal registration and certificates

of declared value of matter subject to postal surcharge; reports of loss, rifling, delay, and other improper treatment of mail matter; records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies; statistical reports on mail handled and work performed; records relating to checks, cash, stamps, money orders, or other valuables remitted by mail; and correspondence relating to the administration of the mail room operation.

(2) Except New York and Washington Field Offices: Copies of INS form I-94 or equivalent form used locally to furnish information from the I-94 to FBIHQ which pertain to individuals within the provisions of the Manual of Investigative Operations and Guidelines, and which are retained in control files only and the index cards relating thereto.

2-4.5.19 Files and Records to be Destroyed When Six Months Old, If Certain Conditions are Met

(1) Daily Report of Support Services Supervisors, FD-127

(2) Field Stenographer's and Typist's Daily Report, FD-76

(3) CW Radio Log, FD-279

(4) Telecommunications message registers, logs, performance reports, daily load reports, and related and similar records.

(5) Report of stamps used, FD-161, and requisitions for stamps (exclusive of copies used as supporting documents to payment vouchers).

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2-4.5.20 Files and Records to be Destroyed When Four Months Old

In auxiliary offices, investigative leads requesting only records checks, when results are negative or of no continuing value.

2-4.5.21 Files and Records to be Destroyed When Three Months Old, If Certain Conditions Are Met

(1) Transmittal letters - checks and bonds

(2) Automobile Record Form, FD-73

(3) FM Radio Station Log, FD-283

(4) Gasoline sales tickets (tissue copy)

(5) Duplicate property card of separated employees, FD-107

(6) Identification credentials, including cards, badges, parking permits, photographs, agency permits to operate motor vehicles; property, dining room, and visitors passes; and other identification credentials. Destroy three months after return.

(7) Building and Equipment Service Files - Request for building and equipment maintenance services, excluding fiscal copies. Destroy three months after work performed or requisition cancelled.

(8) Carbon copy of printout produced by NCIC terminal (Retain previous two months plus current month.)

(9) Visiting employees

2-4.5.22 Files and Records to be Destroyed When Two Months Old, If Certain Conditions Are Met

(1) Messenger Service Files - Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and similar records related to the messenger function.

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(2) Telecommunications - Copies of incoming and outgoing messages retained in the message center.

2-4.5.23 Files and Records to be Destroyed When Purpose Has Been Served

(1) Acknowledgement of Transfer Orders, FD-67

(2) Itinerary, FD-330

(3) Circulars, flyers related to charity campaigns, recreational matters, open season for health benefits, blood donor program.

(4) Copies of SF-50 (3-634) documenting individual personnel actions.

(5) Credentials - Papers related to identification credentials, including receipts, indices, listings, and accountable records. Destroy when all listed credentials are accounted for.

(6) Telecommunications - Tapes of outgoing messages. Destroy after transmission.

(7) Channelizing memoranda in criminal cases and security cases must be destroyed following submission of reports or following submission of LHM in nonprosecutable espionage and nationalistic tendency cases. In addition, in domestic security matters, channelizing memoranda may be destroyed following preparation of an "investigative insert" for later inclusion in an LHM or report.

(8) Channelizing memoranda in security cases must be destroyed when the contents have not been included in a report or LHM because the information is of no value to the report or LHM. In destroying these memoranda, be guided by the following instructions:

(a) The Agent, at the time he/she dictates the report or the LHM in nonprosecutable espionage and nationalistic tendency cases, is to prepare a memorandum (form

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FD-338) listing the channelizing memoranda to be destroyed by serial or serial scope and requesting Support Services Supervisor to destroy. List channelizing memoranda to be destroyed because they are of no value to the report or LHM by file and serial number. This memorandum should indicate that pertinent information contained in the serials to be destroyed was incorporated in the report or the LHM, or in security cases was not included because the information was of no value to the report or LHM.

(b) The cover pages accompanying the report or the cover document accompanying the LHM will list the file and serial number of the original informant reports or master channelizing memoranda [except in cases concerning reports or LHM prepared by Legal Attaches since Legat sources are not usually available for testimony.]

(c) In the case of multiple volumes, the destruction memorandum should be prepared by the Agent in sufficient numbers so that one copy will appear in each volume of the multiple volume file being stripped.

(d) Prior to destruction, the Agent's recommendations are to be reviewed and approved by the supervisor at the time he/she reviews and approves the report or the LHM.

(e) Employee destroying the channelizing memoranda must place date of destruction and his/her initials on the destruction memorandum. Thereafter, this memorandum will be filed in the case as a permanent record of the serials destroyed.

CONFIDENTIAL

CONFIDENTIAL

(f) Channelizing memoranda based on confidential investigative techniques may be destroyed after submission of LHM or report. The cover pages of the report or the cover document of the LHM must record the exact location in the office files of the original information.

(g) Channelizing memoranda of translations of foreign language newspapers and periodicals may be destroyed provided the original translation is maintained in the main file of the publication concerned.

(h) Channelizing memoranda from other offices may be destroyed provided the communication of transmittal and one copy of the channelizing memoranda are retained in your office. The cover pages to the report or the cover document to the LHM should list field office and the file number in which the original recording is located, as well as location in your files of the retained copy.

(9) Do not destroy channelizing memoranda in the following instances: The original recording; serial one of a file regardless of its nature; serials containing indexing. It would appear that if indexing was necessary to channelizing memoranda, such indexing would only be done in the main case file as set forth in the title of the communication; serials showing "action" information: e.g., opening, closing, posting, or instructions given by a supervisor to an Agent concerning the case.

(10) The destruction of these channelizing memoranda should be subject to close supervisory control to insure that all pertinent information contained in these memoranda is reported in the investigative report or the LHM.

CONFIDENTIAL

CONFIDENTIAL

(11) Correspondence received by coastal offices requesting affirmative action in connection with stop notices placed with INS maintained in administrative file (if no case file exists) when stop notices have been canceled or expired.

(12) Correspondence from chronic letter writers which is nonspecific, frequently incoherent, and contains no data of interest to this Bureau or to other agencies. Prepare memorandum summarizing known background of each individual involved. Place memorandum, together with a typical letter from correspondent, in file and destroy remaining letters. Future irrelevant correspondence may be destroyed after notation showing receipt of material is placed on the memorandum in file which summarizes known background of the individual.

(13) Teletype summaries or reproduced copies of teletype summaries on civil unrest sent to all field offices by FBIHQ.

(14) Copies of communications concerning matters referred for prosecution to USAs maintained in subfiles which have been totaled and included in quarterly report to FBIHQ.

2-4.5.24 Files and Records to be Destroyed Upon Notification of Death

FBI National Academy graduates (office of origin).

2-4.5.25 Records to be Destroyed After Separation or Transfer of Employee

Employee record cards used for informational purposes.

2-4.5.26 Files and Records to be Destroyed When Abolished or Superseded

(1) Copies of position descriptions and related correspondence

CONFIDENTIAL

(2) Copies of official publications, charts, posters, directives, regulations, forms, press releases or similar material.

2-4.5.27 Files and Records to be Destroyed When Cancelled or Revised

Mailing lists - Correspondence, request forms, and other records relating to changes in mailing lists, card lists, and addressograph plates. Destroy when cancelled or revised, whichever is appropriate.

2-4.5.28 Files and Records to be Destroyed Upon Termination or Completion

(1) Copies of routine procurement files, including contract, requisition, purchase order, lease, and bond and surety records. (Excluding original correspondence not forwarded to FBIHQ)

(2) Copies of successful or unsuccessful bids.

SAC Memorandum

An SAC Memorandum has been prepared and is attached herewith.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
(1) Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
(2) Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Colwell

DATE: 1/14/81

FROM : R. W. Finzel

SUBJECT: INQUIRY BY CONGRESSMAN DON EDWARDS REGARDING FBI RECORDS DESTRUCTION REGULATIONS

DESTRUCTION OF BUREAU RECORDS

PURPOSE:

To record details of contact by Congressman Don Edwards (D-Cal.) with Records Management Division Section Chief Robert W. Scherrer regarding current FBI records destruction regulations.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-21-81 BY 6383 RBT/mdg

APPROVED:

Director	Adm. Serv.	Legal Coun.
Exec. AD-Adm.	Crim. Inv.	Plan. & Insp.
Exec. AD-Inv.	Ident.	Rec. Mgnt.
Exec. AD-LES	Intell.	Tech. Servs.
	Laboratory	Training
		Off. of Cong. & Public Affs.

DETAILS:

During the morning of 1/14/81, Congressman Don Edwards, Chairman of the House Subcommittee on Civil and Constitutional Rights, contacted SA Emil Moschella, Office of Congressional and Public Affairs, in order to ascertain the identity of the FBI official knowledgeable regarding current FBI records destruction regulations. SA Moschella referred Congressman Edwards to SA Scherrer.

66-3286-1362

2-6 16 JAN 28 1981

Subsequently, Congressman Edwards telephonically contacted SA Scherrer at FBIHQ on 1/14/81. Congressman Edwards explained that he desired information regarding current FBI records destruction regulations in order to answer a question presented to his Subcommittee by the "Los Angeles

66-3286

1 - Mr. Colwell
1 - Mr. O'Malley
1 - Mr. Young
Attn: Mr. Moschella
1 - Mr. Finzel
1 - Miss [redacted] b6 b7C
1 - Mr. Scherrer

RWS:evp (7)

FEB 18 1981

CONTINUED OVER

Off. of Cong. & Pub. Affs.

RECORDS SYSTEM

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FBI/DOJ

69 FEB 26 1981

Times" regarding the destruction of COINTELPRO material contained in FBI records. Congressman Edwards advised that the "Los Angeles Times" apparently was preparing an article on the COINTELPRO and the fact that the FBI had not, as a matter of policy, destroyed COINTELPRO material contained in FBI files had surfaced. Congressman Edwards requested a brief summary of current FBI records destruction regulations. SA Scherrer pointed out to Congressman Edwards that, at present, all previously approved National Archives and Records Service (NARS) destruction of FBI investigative records has been suspended since 1/10/80, based on an Opinion and Order of U. S. District Judge Harold Greene on the same date. Additionally, SA Scherrer explained to Congressman Edwards that it would be necessary for NARS to conduct an extensive re-appraisal of FBI records holdings, both at FBIHQ and the field, in order to develop new retention schedules for submission to Judge Greene for his review and approval. SA Scherrer also called Congressman Edward's attention to the fact that the vast majority of COINTELPRO material contained in FBI records is filed in security classifications and that no FBI records in these classifications had been destroyed since 1/16/78, based on a self-imposed FBI moratorium on destruction of such material due to the discovery proceedings in the Felt, Gray, Miller cases. SA Scherrer also explained to Congressman Edwards that, based on the Attorney General's instruction of 6/6/77, all FBI files and records related to pending litigation, Congressional interest or FOIPA requests have not been destroyed. In conclusion, SA Scherrer emphasized to Congressman Edwards that the FBI had not promulgated a policy of not destroying COINTELPRO material contained in our files.

Congressman Edwards expressed his appreciation for the information provided and indicated he would re-contact SA Scherrer through the Office of Congressional and Public Affairs should additional questions arise.

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : DIRECTOR, FBI

DATE: 2/2/81

FROM : SAC, SAN DIEGO (66-3286) Sub B

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

Re Bureau letter to all SACs, dated 5/30/80.

Title 18, USC, Section 2518, specifies that the contents of any wire on oral communications that were intercepted "Shall not be destroyed except upon an order of the issuing judge or denying judge and in any event shall be kept for ten years." United States Attorney's Office, San Diego, advised that because of Judge Greene's preliminary injunction, no applications ordered destruction of Title III tapes should be made without authority of the Justice Department.

Because of the above, the Bureau is requested to contact Department and advise whether application for court ordered destruction of Title III tapes kept longer than ten years may be made.

(2) - Bureau
2 - San Diego

GML:cam
(4)

ALL INFORMATION CONTAINED
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DATE 9-24-82 BY SP4 EZW/gMK

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FOUND IN ELSUR INDEX

RECORDS SECTION

4-1

FBI/DOJ

Memorandum

Exec AD Adm. ___
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Exec AD LES ___
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Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Colwell

Date 4/17/81

From : R. P. Finzel

Destruction of Bureau Property - General

Subject : PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: To recommend that the MAOP be changed to accurately reflect retention/destruction period for Form FD-150 (Recap of Cost of Operation and Accrued Milage of Bureau-Owned Motor Vehicles), and FD-111 and FD-111a (Semiannual Motor Vehicle Report).

DETAILS:

REASON FOR CHANGE

By memorandum R. P. Finzel to Mr. Colwell 11/7/80 captioned as above, Part II, Section 2-4.5.12(23), page 309, was inadvertently changed to reflect that Form FD-150 (Recap of Cost of Operation and Accrued Milage of Bureau-Owned Motor Vehichle) is to be destroyed when three years old. Form FD-150 is used to recap cost of operation for individual vehicles and is retained in the individual car file. The retention period for car files is four years after vehicle leaves custody by sale, transfer, donation, or exchange; therefore, the above MAOP citation regarding the three year destruction of Form FD-150 is incorrect inasmuch as the form is an integral part of the car file and should be retained for the life of the file. Forms FD-111 and FD-111a (Semiannual Motor Vehicle Report) should have been identified as the forms to be destroyed when three years old. The FD-111 and FD-111a is prepared semiannually and the original forwarded to FBIHQ. The copy maintained in a control file in the field is of no value beyond the three year period and can be destroyed persuant to general records schedule #10, item #3.

Required contact has been made with the Manual Desk, Administrative Services Division, for necessary coordination and assistance prior to the preparation of this memorandum.

[redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4E2W/TNK

66-3286-1364

APR 22 1981

66-19198 (MAOP)
1 - Mr. Colwell
1 - Mr. [redacted]
1 - Mr. Otto
1 - Each Assistant Director
1 - Mr. Steel
1 - Mr. [redacted]
1 - Mr. Scherrer
1 - Mr. [redacted] (Division Manual Control Folder)
1 - Manuals Desk
TBD/adp
(20)

APR 27 1981

b6
b7C

THREE

FBI/DOJ

Unrecorded Copy Filed In 66-19198-

Memorandum Finzel to Mr. Colwell
RE: PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES

CHANGE TEXT

MAOP Part II, Section 2-4.5.12(23), page 309, delete and replace with the following information:

"Semi-Annual Motor Vehicle Report, Form FD-111 and FD-111a."

Manual Revised. ATS

SAC MEMORANDUM

An SAC Memorandum is not necessary since the aforementioned change is routine in nature and can be communicated to the field and Legats by regular monthly manual changes.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Exec. AD-Adm.	Crim. Inv.	Plan. & Insp.
Exec. AD-Inv.	Ident.	Rec. Mgmt.
Exec. AD-LES	Intell.	Tech. Servs.
	Laboratory	Training
		Off. of Cong. & Public Affs.

Memorandum

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Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
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Legal Coun. ___
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Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Finzel FBI/DOJ

Date 4/30/81

From : R. W. Scherrer

Subject: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

PURPOSE:

To advise that on 4/29/81 the NARS Appraisal Group was furnished copies of certain documents from FBIHQ files in connection with their appraisal of FBIHQ and Field Office records.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EZW/mHK

APPROVED: Director ___ Exec. AD Adm. ___ Exec. AD Inv. ___ Exec. AD LES ___ Adm. Serv. ___ Crim. Inv. ___ Ident. ___ Intell. ___ Laboratory ___ Legal Coun. ___ Plan. & Insp. ___ Rec. Mgmt. FBI/DOJ Tech. Servs. ___ Training ___ Off. of Cong. & Public Affs. ___

DETAILS:

On 4/29/81 the NARS Appraisal Group was furnished Volumes 9 through 14 of Thomas H. Bresson Deposition, Civil Action #75-1121, entitled, "Michael Meeropol, aka Rosenburg, et al., Plaintiffs, v. Edward H. Levi, et al., Defendants", and copies of attached documents from FBIHQ files. Enclosed documents were reviewed by the Document Classification and Review Section, Records Management Division, for classification action prior to being furnished to the NARS group.

66-3286-

NOT RECORDED
26 MAY 7 1981

Enclosures

66-19249
1 - Mr. Finzel
1 - Mr. Scherrer
1 - Miss [redacted] b6 b7C
1 - Mr. [redacted]

TBD/adp
(5)

53 MAY 8 1981

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FBI/DOJ

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
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Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Secty ___

To : Mr. Finzel HLux

Date 4/9/81

From : R. W. Scherrer Lux

Subject : DESTRUCTION OF RECORDS General
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

PURPOSE:

To advise that certain FD and FBIHQ forms were furnished to the NARS Appraisal Staff for their assistance in reviewing FBIHQ and field files.

RECOMMENDATION: For information.

APPROVED:

Director ___
Exec AD-Adm. ___
Exec AD-Inv. ___
Exec AD-LES ___

Adm. Serv. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___

Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. HLux
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___

DETAILS:

In order to assist the NARS Appraisal Staff in their review of FBIHQ and field files, blank copies of the following FD and FBIHQ forms were provided to the NARS Appraisal Staff on 3/17/81:

FD-36	1-336
FD-65	
FD-204	7-72
FD-205	
FD-220	4-21
FD-263	4-22
FD-272	4-22a
FD-302	4-22b
FD-356	4-312
FD-430	4-674
FD-430a	4-679
FD-467	4-720
FD-515	
FD-517	
FD-532	

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 cdy

66-19249

66-3286

1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Finzel
1 - Mr. Andrews
1 - Mr. [redacted]
1 - Ms.
1 - Mr.

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b7C

NOT RECORDED
26 APR 23 1981

64 AP

RWS:evp (7)

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Original Filed In

FBI/DOJ

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
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Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Finzel 7/Rwk

Date 4/7/81

From : R. W. Scherrer RWK

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

PURPOSE:

To record correspondence received from NARS regarding security clearances held by NARS personnel.

RECOMMENDATION: For information.

APPROVED: Adm. Serv. ___ Legal Coun. ___
Crim. Inv. ___ Plan. & Insp. ___
Director ___ Rec. Mgnt. 7/RWK
Exec. AD Adm. ___ Tech. Servs. ___
Exec. AD Inv. ___ Training ___
Exec. AD LES ___

DETAILS:

In connection with the appraisal of FBIHQ and field files by NARS, the attached communications relating to security clearances held by NARS personnel were received and should be made a matter of record.

Communications attached to the original of this memorandum are letters dated March 11, 1981, and March 7, 1980, from the Chief, Personnel Security Branch of General Services Administration. In addition, a memorandum dated 3/3/80 from the Assistant Archivist is attached.

Enclosures (3) ENCLOSURE

66-19249

1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Finzel
1 - Mr. Andrews
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Mr. Scherrer

RWK
RWS:evp
(9)

59 MAY 4 1981

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HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP4 EXW/ gwk

66-3286 — [redacted]

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NOT RECORDED
26 APR 23 1981

4/RWK

FBI/DOJ

Original Filed In

66-19249-

1 - Mr. Bayse
Attn: Mr. Lawler
1 - Mr. Stames
Attn: Mr. Arnold

November 4, 1980

Assistant Attorney General
Criminal Division - Appellate Section
Attention: Mr. [redacted]

1 - Mr. Banner
1 - Mr. [redacted]

Assistant Director - Legal Counsel
Federal Bureau of Investigation

b6
b7C

JOHN DOE v.
WILLIAM H. WEBSTER, et al.
(U.S.D.C., D.C.C.)
COURT OF APPEALS NO. 77-2011

Reference is made to your letter, captioned as above, dated July 29, 1980.

b6
b7C

This communication sets forth a detailed explanation as to why, after considering Mr. [redacted] suggestions in the above-referenced letter, the Identification Division (ID) continues to believe that expunction of conviction-set-aside (CSA) records is the most appropriate method of compliance with the decision of the court in the above-captioned case. Briefly stated, the ID points out the risk of inadvertent disclosure during employment and licensing inquiries at state and local agencies, and the resulting harm that might be caused from the acquisition of only partial information by the inquirer. The cumbersome and time consuming method of providing the total record to those agencies entitled to it is also mentioned.

Particular emphasis is given to the fact that only approximately 400 CSA certificates per year are involved. This fact coupled with the small rate of recidivism among those receiving CSA certificates diminishes the importance of maintaining the records when balanced against the harm that might result from disclosure of the information.

BFB:tlb
(8)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP4 EJW/gmk

66-3286-1364X

LC to AD, RMD
4-22-81
JRB:kar

ENCLOSURE

Assistant Attorney General

The ID concludes with a discussion of the availability of the same information through other sources, and the extensive cost involved in implementing the approach suggested by Mr. [redacted] Our Technical Services Division concurs with the ID suggestion for reasons stated infra. b6 b7C

The position of the Legal Counsel Division (LCD) is also in accord with that of the ID. As long as there exists a clear possibility that information regarding the conviction may be disseminated, inadvertently or otherwise, the express intent of the court in this case will be frustrated. As the court stated, "The plain fact is that - irrespective of notations and certification - unless the slate is wiped clean in such a way that the FBI will not disclose, and the youthful ex-offender whose conviction was set aside may legally deny, the existence of that previous conviction, he will almost inevitably and forever bear its stigma in terms of both social relationships and economic opportunities. Anything less leaves him at best only slightly better off than if his conviction had never been set aside at all." Doe v. Webster, 606 F.2d 1226 (D.C.C. 1979), at p. 1239-1240.

The primary concern of the Department appears to be the permanent loss of the record, which might prove useful in future law enforcement investigations. According to a footnote of the opinion, numerous district courts do not share this concern, in that many are cited as viewing section 5021 as authorizing expunction. Ibid., n. 47 at p. 1237. Nor was the Doe court averse to the general idea of records being expunged, as evidenced in that portion of the opinion beginning on page 1235, dealing with the federal record-keeping laws. The court was concerned with the fact that there might be some legitimate law enforcement interest in the CSA records, but the primary emphasis was on insuring that the records not be "disseminated to anyone, public or private, for any other purpose (than a bona fide criminal investigation)." Ibid. at p. 1244. The suggested system of sending out a caveat to all inquiring agencies to the effect that more information is available would protect the law enforcement interest, but not the interest of the ex-offender, about whom the court was primarily concerned.

When this is considered in conjunction with the fact that the information is available from other sources, as pointed out in more detail later, and the indication that occasions when the information might be needed would be extremely rare, the concern over expunging the FBI record should be assuaged.

Assistant Attorney General

The following represents the basis for the belief by the ID that CSA records should be expunged:

By memorandum from Assistant Director - Legal Counsel to the Assistant Attorney General, Criminal Division - Appellate Section, dated February 26, 1980, captioned as above, the DOJ was requested to authorize expunction of identification record entries representing convictions under the Federal Youth Corrections Act (FYCA) when the conviction is later set aside. By memorandum from [redacted] Attorney, Appellate Section, Criminal Division, to John A. Mintz, Assistant Director - Legal Counsel, dated July 29, 1980, the DOJ responded to our memorandum. b6 b7C

The [redacted] memorandum stated that the DOJ did not agree with the FBI request because (a) expunction of the CSA entries would deprive law enforcement of such information in bona fide criminal investigations; (b) the Department would be deprived of information it needs in determining future FYCA eligibility; and (c) "we should not unnecessarily yield prerogatives that the court permitted." Accordingly, the DOJ proposed that CSA entries be deleted from any responses to employment and licensing inquiries. The DOJ further proposed that arrest fingerprint cards and other criminal justice inquiries be answered by deleting CSA entries and adding a caveat to the record advising that additional information was available if the inquiry was in connection with a bona fide criminal investigation. The agency would then have to make another request for the complete record, certifying that it was in connection with such an investigation.

The ID has serious reservations about implementing the procedure suggested by the DOJ. It would cause identification records bearing the caveat to be placed in the files of state central criminal history records repositories as well as the files of state and local law enforcement agencies where they might be revealed in response to employment and licensing inquiries. Many of these agencies allow Federal agencies access to their files for employment and licensing purposes. The ID is aware that the Office of Personnel Management (OPM) and the Defense Investigative Service (DIS), two agencies which conduct the vast majority of employment and licensing inquiries for the Federal Government, review the files of state and local criminal justice agencies. Even though OPM and DIS would not receive CSA information from the ID, they may be alerted to this information during a state or local agency records check when the agency files contain an FBI identification record bearing the caveat. Further, although state and local criminal justice agencies are not authorized to furnish information from FBI identification records in response to non-Federal employment and licensing inquiries, such information may be disclosed inadvertently.

The release by a state or local criminal justice agency of information from an FBI identification record bearing the caveat could result in harm to an applicant if the inquirer presumes from the caveat that there are additional arrests and does not receive the complete facts, i.e., there was an arrest and conviction but the subject's good conduct resulted in the conviction being set aside. The ID is concerned over the possibility of lawsuits aginst the FBI when identification record information is obtained in this manner and the applicant is denied employment.

A record bearing the caveat can also harm the subject whose name arises during a law enforcement inquiry. The caveat may lead a criminal investigator reviewing the record to presume the individual has a more serious record than actually exists. This may result in detrimental action against the record subject. The mere fact that the record is unusual will call attention to it, contrary to the intent of the Doe decision which seeks to protect those who earn CSA treatment.

Another problem with the DOJ's proposal is the added time for an agency entitled to the complete record to receive it. First, the fingerprint card submission or other request will be answered with the restricted record and the caveat. The recipient will then have to make a second request for the CSA information. Several additional weeks will elapse before the full record is obtained. In the meantime, the record subject may be in custody pending a bail determination, or awaiting a prosecutive determination. Here again the intent of Doe will be frustrated.

The DOJ argues that law enforcement would be deprived of CSA information for bona fide criminal investigative purposes if our proposal to expunge such entries is adopted. It is pointed out that the ID receives only approximately 400 CSA certificates each year. Recipients are persons who have demonstrated exemplary conduct which earned them early termination of confinement or probation. Officials of the Administrative Office of United States Courts (AOUSC) have advised they maintain no data on recidivism by persons receiving CSA certificates; however, very few individuals who receive certificates become repeat defendants in the Federal judicial system. Since many of these persons will never again become involved in the criminal justice process as a suspect or defendant, there will be no later need for their records to be disseminated. The futures of all who earn the CSA certificate should not be unnecessarily jeopardized for the small benefit gained by having these records available.

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b7C

Mr. [redacted] memorandum states the DOJ would be deprived of information needed to determine future FYCA eligibility if the ID procedure were adopted. It is acknowledged that ID records would provide the most comprehensive check to determine if a person has a prior conviction. However, the same information may also be available through the U.S. Probation Office where the individual was supervised or the Bureau of Prisons if the individual was confined. The AOUSC maintains limited records concerning CSA matters, and may be able to identify persons who have been handled under the FYCA. Further, in view of the AOUSC statement that very few persons obtain the certificates become repeat offenders in the Federal judicial system, there will be minimal need for this information.

The DOJ argues that we should not unnecessarily yield prerogatives the court permitted. Given the serious problems encountered in trying to follow the court's instructions, the ID still believes expunction is the most judicious course of action when the danger of harm to the record subject and the possibility of lawsuits against the FBI are balanced against the small benefit to be derived from maintaining the records. If this means yielding certain prerogatives permitted by the Court, then it seems a small price to pay for protecting individual rights.

A final objection to the DOJ's proposal is the cost and effort of implementing and maintaining the new system. The DOJ's memorandum suggests that a simple coding procedure can be implemented to provide automated response for CSA records. While it is agreed that the necessary programming can be accomplished, it is estimated that it will take three man-months to identify and make the necessary changes to the functional specifications and six man-months to program, check out, and document all changes to the existing AIDS programs. The ID believes that this is an extensive and costly undertaking and should not be characterized as a simple programming change.

Based on all the considerations involved, the ID strongly believes that the procedures recommended by the DOJ should not be adopted.

The Technical Services Division (TSD) agrees with both the ID and the DOJ that CSA information should not be disseminated for employment and licensing purposes. Dissemination of

Assistant Attorney General

CSA information in response to all criminal fingerprint card submissions is considered most desirable in serving the needs of the criminal justice community; however, given the constraints imposed by the DOJ proposed procedure, any dissemination would be impractical. The proposed procedures are likewise impractical in regard to the exchange of records from the NCIC Computerized Criminal History file. TSD, therefore, concurs with the recommendation of the ID.

In view of the above, the Department is requested to reconsider the recommendation that CSA records be expunged.

If there are any questions, please contact Special Agent [redacted] at FTS 324-4532 or Special Agent Kenneth Arnold at FTS 324-5454.

1 - Honorable Charles F. C. Ruff
United States Attorney
Room 2800-A U.S. Courthouse
3rd & Constitution Avenue, NW
Washington, D.C. 20001

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b7C

Attention: Ms. [redacted]
Assistant United States Attorney

NOTE: This letter requests that the DOJ reconsider its position with regard to the disposition of Conviction-Set-Aside records under the Federal Youth Corrections Act. The Department previously rejected our proposal that all such records be expunged. This letter relates the basis for the Identification Division's continued belief that expunction is most consistent with the Doe Court's decision. With regard to the statements in the first paragraph of Page 4 pertaining to the AOUSC, Mr. Kenneth Arnold, Section Chief, I.D., advised that this information was provided to him by a representative of that Court during a telephone conversation. He could not recall the name of the individual to whom he spoke.

Memorandum

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

To : Assistant Director
Records Management Division

Date 4/22/81

From : Legal Counsel

Subject : [redacted] DESTRUCTION OF BUREAU RECORDS - GENERAL

PURPOSE: To provide a legal analysis of the Federal Youth Corrections Act (FYCA), Title 18, United States Code (USC), Section 5021(b), upon which a policy can be developed by Records Management Division (RMD) for processing expungement orders, pursuant to the FYCA, such as arose in connection with captioned subject.

66-3286-1964X

SYNOPSIS: By memorandum from R. W. Scherrer to Mr. Bailey, dated 7/10/80, RMD requested guidance from Legal Counsel Division (LCD) regarding the proper disposition of file material following the receipt of a court order calling for the expunction of the criminal record of an individual afforded treatment under the FYCA, Title 18, USC, Section 5021(b). It is the opinion of LCD, that future dissemination of records concerning the arrest and/or conviction of any individual afforded expunction under the FYCA must be limited to bona fide law enforcement agencies for bona fide law enforcement purposes, which would not include an investigation for the purpose of determining an individual's suitability for employment with a law enforcement agency. It is LCD's opinion that the [redacted] Order in question did not intend to require expunction in accordance with Title 21, USC, Section 844(b)(2) but only used this statute as an analogy when discussing the authority of a federal court to expunge a criminal record.

7 AUG 27 1981

RECOMMENDATION: That dissemination of arrest and conviction information subject to court ordered expungement under the FYCA be limited to inquiries from law enforcement agencies for bona fide law enforcement investigative purposes, not to include an investigation to determine suitability for employment.

70-62287

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EJW/gmm

"SET ASIDE RECORD"
Original filed in the Special File Room pursuant to Federal Youth Corrections Act, 18 USC, Section 5021(b).

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

XEROX
DEC 3 1981

1 - Mr. Finzel
(Attn: Mr. Scherrer)
1 - Mr. Stames
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Legal Research Unit

b6
b7C

JRB:kar (6)

file 66-3286 (Policy)
cc: 70-62287

APR 16 1982

FBI/DOJ

Memo LC to A[redacted] RMD
Re: [redacted]

DETAILS: By memorandum from R. W. Scherrer to Mr. Bailey, dated 7/10/80, RMD requested guidance from LCD regarding the proper disposition of file material following the receipt of FYCA expungement orders such as the one which arose in connection with captioned matter. Attached is a copy of an order from the United States District Court for the Southern District of Illinois calling for the expunction of the "criminal record" of [redacted], who was afforded treatment under the FYCA. 1/ While the [redacted] Court notes that expunction is not explicitly mentioned in the FYCA, the Court bases its authority for this expunction on its "inherent power to expunge a criminal record if, in the particular case, expunction would further the purposes of the Youth Corrections Act." Based upon a previous recommendation from LCD, RMD has segregated the [redacted] file from the central records files in order to prevent dissemination of information from this file until a policy for handling FYCA orders is implemented. LCD believes that a policy for handling such cases is necessary in order to comply with the legislative intent of the FYCA and all future FYCA orders.

The Congressional purpose of the FYCA was to prevent young offenders from becoming habitual criminals and "to help the offender get a job and keep him from having to be turned down by a prospective employer because of the fact that he has had a conviction." 2/

1/ Title 18, USC, Section 5021 (1970). In full, the statute provides:

(a) Upon the unconditional discharge by the division of a committed youth offender before the expiration of the maximum sentence imposed upon him, the conviction shall be automatically set aside and the division shall issue to the youth offender a certificate to that effect.

(b) Where a youth offender has been placed on probation by the court, the court may thereafter, in its discretion, unconditionally discharge such youth offender from probation prior to the expiration of the maximum period of probation therefore fixed by the court, which discharge shall automatically set aside the conviction, and the court shall issue to the youth offender a certificate to that effect.

2/ Hon. Orie L. Phillips, Chief Judge, U.S. Court of Appeals, Tenth Circuit, before the Senate Committee on the Judiciary on S.1114 and S.2609, 81st Cong., 1st Sess., (1949) p. 70.

3/ Correctional System for Youth Offenders: Hearings on S.1114 and S.2609 Before a Subcommittee of the Senate Committee on the Judiciary, 81st Cong., 1st Sess., 1 (1949). What is now referred to as section 5021 was originally section 5025.

Although the Congressional purpose of the FYCA is clear, just what is encompassed by the term "set aside" contained in Section 5021(b) is not clear from the legislative history as there was only limited discussion of this term in the Committee hearings. What remarks were made did little to dispel the doubt surrounding the term "set aside". 3/ Because of the lack of documentation of the Congressional intent behind Section 5021, the courts have had the task of defining the proper implementation of the statute. This has resulted in the meaning of the "setting aside" of a conviction still continuing to cause controversy among the federal courts which do not agree on the construction to be given Section 5021. 4/ The meaning and effect of "set aside" has been variously interpreted by federal courts and described as "expunged", "sealed", "vacated", "wiped out" or "pardoned".

United States v. McMains 5/ was the first case to deal directly with the expunction of conviction records under the FYCA. In McMains the Court concluded that Congress did

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4/ Compare, Schaefer, The Federal Youth Corrections Act: The Purposes and Uses of Vacating the Conviction. Fed. Probation, Sept., 1975 at 31, with Cough, The Expungement of Adjudication Records of Juvenile and Adult Offenders: A Problem of Status, 1966 Wash. U.L.Q. 147. Language used by courts when only parenthetically referring to the effects of Section 5021 upon the records of an ex-offender is often ambiguous. Language which appears to indicate that the provision acts to expunge both the conviction and the youth's criminal record has been used by several courts. See, Cox v. United States, 473 F.2d 334, 336, 340n.4 (4th Cir. 1973); United States v. McDonald, 481 F.2d 513, 525 (D.C. Cir. 1973) (dissenting opinion); United States v. McDonald, 386 F.Supp. 587, 589 (D.N.H. 1975); United States v. Bailey, 343 F.Supp. 76, 78 (W.D. Mo. 1971); United States v. Caviness, 239 F.Supp. 545, 553 (D.D.C. 1965). Other courts, however, have used language indicating that Section 5021 expunges only the record of conviction. See United States v. Mollet, 510 F.2d 625, 628 (9th Cir. 1975); Brager v. United States, 527 F.2d 895, 897n.1 (8th Cir. 1975); United States v. Bronson, 449 F.2d 302, 305 (10th Cir. 1971); United States v. Prianos, 403 F.Supp. 766, 769 (N.D. Ill. 1975); United States v. Borawski, 298 F.Supp. 198, 200 (E.D. N.Y. 1969).

5/ 540 F.2d 387 (8th Cir. 1976).

not intend Section 5021 of the FYCA to remove a youth's record from public scrutiny, but intended instead to compromise the rehabilitative goals of the FYCA in favor of "the important societal interest served by criminal record keeping" and held that the FYCA does not authorize or empower a federal court to expunge a criminal record of one whose conviction has been "set aside". 6/

After McMains, the Sixth Circuit in United States v. Doe 7/ also held that Section 5021 did not authorize expunction, but stated that the setting aside of a person's conviction should be noted on all records. Previously, in United States v. Fryer 8/ the Sixth Circuit had referred to the FYCA as an "expungement" statute. The Sixth Circuit distinguished this apparent conflict by a difference in the definition of the term "expungement". The Fryer Court equated expunction with vacating the judgment of a conviction, whereas in Doe, expunction meant the destruction or erasure of records. The Doe Court went on to say that the FYCA is an expunction statute in that it annuls convictions. 9/ Thus, consistent with Fryer, the conviction may not be used in later prosecutions, but it is not erased and remains available to law enforcement agencies.

The District of Columbia Circuit has considered the subject of expunction on several occasions. In 1962, the Court of Appeals in Tatum v. United States 10/ stated in dictum that section 5021 of the FYCA allowed the expunction of both "the conviction and the record". 11/ This dictum was followed by Stevenson v. United States 12/ where the Court noted that it could spare an ex-offender the burden of a lifelong criminal record by setting aside the conviction. 13/ The District Court for the District of Columbia in United States v. Glasgow 14/ stated the purpose of the Act, as mentioned above, and in dictum suggested that the records of the ex-offender could be sealed, thereby freeing him of the

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6/ Id., 389.

7/ 556 F.391 (6th Cir. 1979).

8/ 545 F.2d 11 (6th Cir. 1976).

9/ 556 F.2d 391, 393.

10/ 301 F.2d 854 (D.C. Cir. 1962).

11/ Id., 856n.2.

12/ 380 F.2d 590 (D.C. Cir. 1967).

13/ Id., at 593.

14/ 389 F.Supp. 217 (D.D.C. 1975).

taint of conviction. 15/ Doe v. Webster 16/ is the first case in which a federal court of appeals has found that Section 5021 authorizes expunction of a conviction record. This Court examined the reasoning of McMains and United States v. Doe and then parted with their precedent. the Webster Court did not find it fatal that Congress did not specifically use the word "expungement" in Section 5021. This Court's reading of the legislative history of the FYCA led it to conclude that there was nothing which would indicate that the term "set aside" did not mean expunction; and in fact the Court found support in some statements contained in the legislative history such as: "wiped out . . . the conviction", 17/ "completely set aside the conviction so that (the person) will not have a criminal record staring him in the face", 18/ and that "this law blots out (the person's) sentence and lets (him) go without any stigma . . .", 19 to indicate that expunction was the proper remedy.

The Webster Court was unpersuaded by the government's arguments that expunction was barred by the record-keeping power vested in the Attorney General. 20/ Congress can limit

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15/ Id., 224n.17.

16/ 606 F.2d 1226 (D.C. Cir. 1979).

17/ Senator Harley M. Kilgore, Congressional Record, Oct. 18, 1949, 81st Cong., 1st Sess., p. 14889; Hearings before the Senate Committee on the Judiciary on S.1114 and S.2609, 81st Cong., 1st Sess., 1949, p. 70n.2.

18/ Id., 45.

19/ Id., 19.

20/ The government cited 28 USC, Section 534 (1976) as authorizing the retention of records by the Attorney General. Section 534 provides in pertinent part:

534. Acquisition, preservation, and exchange of identification records; appointment of officials

(a) The Attorney General shall

(1) acquire, collect, classify, and preserve identification, criminal identification, crime, and other records; and

(2) exchange these records with, and for the official use of, authorized officials of the Federal Government, the States, cities, and penal and other institutions.

(b) The exchange of records authorized by subsection (a)(2) of this section is subject to cancellation if dissemination is made outside the receiving departments or related agencies.

the record-keeping power of the Attorney General, as evidenced by a recently enacted statute expressly authorizing the expunction of the records of certain federal drug offenders. 21/ It is only logical that Congress, which conferred the record-keeping power on the Attorney General may limit the power as it later sees fit. Courts have also intruded into this power by the equitable expunction of criminal records in extra-ordinary circumstances. 22/ The Webster Court found that Section 5021 was a statutory exception to the power of the Attorney General and that, in any case, the Court's inherent equity power to expunge records could be invoked to override the statute.

The Webster Court incorporated into its interpretation of the FYCA a balancing of governmental law enforcement needs against the individual ex-offender's right to privacy. The Court defined "expunction" to mean a separate storage of the conviction records which may be used only "in the course of a bona fide criminal investigation". 23/ The Court reasoned that this type of "expunction" will not burden law enforcement agencies and yet will afford individual ex-offenders maximum protection. The Court stated that law enforcement agencies would have complete access to arrest records, and that the conviction records will be available in a "bona fide criminal investigation". The Court found that the interests of the ex-offender and law enforcement could both be protected by this form of "expunction".

The plaintiff in Webster also sought the expunction of his arrest records. Such expunction is not within the scope of Section 5021 of the FYCA, as by its language, 5021 provides only for setting aside of convictions. However, under the FYCA a "conviction" is a judgment, a verdict, or plea of nolo contendere. 24/ This definition precludes any construction of Section 5021 that might include arrest records in those records which are set aside under the Act. So, the decision as to whether the plaintiff's arrest records should be expunged rested upon the Webster Court exercising its

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21/ 21 USC, Section 844(b)(2) (1976).

22/ E.g., United States v. McLeod, 385 F.2d 734 (5th Cir. 1967); United States v. Benlizar, 459 F.Supp. 614 (D.D.C. 1978); Urban v. Breier, 401 F.Supp. 706 (E.D. Wis. 1975). Contra, Rogers v. Slaughter, 469 F.2d 1084, 1085 (5th Cir. 1972).

23/ 606 F.2d at 1244.

24/ 18 USC 5006(g) (1976).

equitable power of expunction. The Court employed the test of whether federal law enforcement interests outweigh the plaintiff's right of privacy, the outcome of which depends on the facts of each particular case. The Webster Court found that the governmental interest in law enforcement outweighed the plaintiff's right to privacy, and held the arrest records could not be expunged because no extraordinary circumstances such as a constitutional violation were at issue. The Court noted that persons arrested but not convicted are not entitled to expunction as a matter of course, and that a convicted person should not gain any advantage solely by virtue of his conviction. This reasoning is supported by precedent. The District of Columbia Circuit has found on numerous occasions that arrest records may not be expunged absent statutory authority. 25/ Other circuits are largely in agreement with the D.C. Circuit. 26/

Recently, two federal district courts have followed the basic reasoning of the Doe v. Webster Court. However, unlike the Doe v. Webster Court, they have concluded from a review of the FYCA legislative history that Section 5021 not only implicitly authorizes, but requires expungement of a youth's arrest records, as well as his conviction records. United States v. Thomas A. Henderson 27/ and United States v. John Doe. 28/ Both Courts state that a federal court has the inherent power to expunge a youth's arrest record where expungement would further the purposes of the FYCA. The basic difference between these cases and Doe v. Webster is that they chose to read the phrase "set aside the conviction" very literally, while the Doe v. Webster Court chose to interpret the word "conviction" narrowly so as to exclude the arrest record from the expungement remedy. The Henderson Court noted that federal and state courts have often recognized that the word

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25/ See, e.g., Utz v. Cullinane, 520 F.2d 467 (D.C. Cir. 1975); Sullivan v. Murphy, 478 F.2d 938 (D.C. Cir.), cert. denied, 411 U.S. 880 (1973); Morrow v. District of Columbia, 417 F.2d 728 (D.C. Cir. 1969); United States v. Benlizar, 459 F.Supp. 614 (D.D.C. 1978).

26/ E.g., Shipp v. Todd, 568 F.2d 133 (9th Cir. 1978); United States v. Schnitzer, 567 F.2d 536 (2d Cir. 1977); United States v. Linn, 513 F.2d 925 (10th Cir.), cert. denied, 423 U.S. 836 (1975); United States v. McLeod, 385 F.2d 734 (5th Cir. 1967); see, Coleman v. United States Dep't. of Justice, 429 F.Supp. 411 (N.D. Ind. 1977).

27/ 482 F.Supp. 234 (D. N.J. 1980).

28/ 496 F.Supp. 650 (D. R.I. 1980).

"conviction" is of equivocal meaning. In United States v. Cody 29/ the Court stated that what constitutes a conviction "varies according to the purpose for which its definition is sought". 30/ Even courts which have not explicitly addressed this issue have in actuality looked to the intent of a particular statute in order to derive a definition for the word "conviction". 31/

It should be noted that although both courts in United States v. Henderson and United States v. John Doe ordered "expungement" of both arrest and conviction records, they specifically referred to "expungement" as the remedy fashioned by the District of Columbia Circuit in Webster. 32/ The Henderson Court extensively discussed the Government's investigative need to maintain criminal records and stated that this remedy would adequately accommodate both the interests of the law enforcement community in record-keeping and the youthful offender's interest in freedom from the taint of a criminal conviction.

29/ 529 F.2d 564, 566n.3. (8th Cir. 1976).

30/ See also, People v. Fabian, 192 N.Y. 433, 449 (1908); DeVeau v. Braisted, 5 N.Y. 2d 236, 242 (1959); Richetti v. New York State Board of Parole, 300 N.Y. 357, 360 (1950).

31/ E.g., Quershi v. Immigration and N. S. Dept. of J. of United States, 519 F.2d 1174, 1175-76 (5th Cir. 1975) (looks to Congressional intent of "conviction" in 18 USC, 1251(a)(5); Zabanazad v. Rosenbery, 306 F.2d 861, 861-62 (9th Cir. 1962) (determines that a violation of 11530 of the California Health and Safety Code is a "conviction", and therefore warrants deportation); Postma v. International Bro. of Teamsters, Etc., Local 294, 229 F.Supp. 655, 658 (N.D. N.Y.), add'd, 337 F.2d 609 (2nd Cir. 1964) (construes the word "conviction" as used in 29 USC, 504); United States v. Lee, 227 F.Supp. 450 452 (D. N.D. 1964) found a court-martial conviction to fall within the ambit of the term "conviction" as used in 15 USC, 902(e)).

32/ The text of Webster's remedy is as follows:

The set-aside must be actual: the conviction records must be physically removed from the central criminal files and placed in a separate storage facility not to be opened other than in the course of a bona fide criminal investigation by law enforcement authorities and where necessary for such an investigation. These records may not be used by appellees FBI for any other purpose, nor may they be disseminated to anyone, public or private, for any other purpose.

Once notified of the entry of a set-aside order, appellees and their agents will be required to respond in the negative to any and all inquiries concerning the set-aside conviction. Similarly, the ex-offender whose conviction is or has been set aside under section 5021, may legally reply in the negative to any and all inquiries concerning his former conviction.

The United States v. John Doe Court ordered:

> 1. Once a district court issues its order setting aside a conviction under section 5021 and transmits that order to the Federal Bureau of Investigation, it will not be sufficient for the Identification Division of that Bureau merely to enter the words "set aside" on its records. The set-aside must be actual: the conviction records and the arrest records must be physically removed from the central criminal files and placed in a separate storage facility not to be opened other than in the course of a bona fide criminal investigation by law enforcement authorities and where necessary for such an investigation. These records may not be used by the government for any other purpose, nor may they be disseminated to anyone, public or private.
>
> 2. Once notified of the entry of a set-aside order, the government and its agencies will be required to respond in the negative to any and all inquiries concerning the set-aside conviction and arrest records. 33/

The Webster decision prescribes a system of segregation of identification records for the Federal Bureau of Investigation (FBI). This restriction, which is short of expungement in its purest sense, serves the interests of rehabilitation without denying law enforcement agencies access to a criminal record. Several cases have held that a court can shape a remedy in equity in the absence of a specific statutory remedy. Thus a court can shape relief in the form of something less than actual expunction by ordering records sealed and prohibiting disclosure of their contents. 34/

Thus, the FBI must not only comply with FYCA expunction orders for identification records but must insure that information concerning an ex-offender's arrest and conviction is not disseminated so as to negate the purpose of the FYCA.

33/ The wording of this order was taken from Doe v. Webster, supra, at 1244, except as to that portion pertaining to arrest records.

34/ 424 U.S. 693, 47 L.Ed. 2d 405 (1976).

The above court decisions agree that the purpose of "setting aside" the conviction record is to protect the youthful ex-offender from the social stigma and loss of economic opportunity that accompanies the status of an "ex-con" label. The courts agree that the intent of the FYCA, as indicated throughout its legislative history is to afford individuals processed under the FYCA an opportunity to gain employment and reintegrate into the productive segment of society; although, in providing this protection, these courts recognize the legitimate law enforcement interests of the Government in keeping criminal records and the statutory duty of the FBI to maintain these records. 35/

Thus, it is LCD's opinion that RMD must insure that information concerning the conviction of captioned subject, as well as any other individual whose record is "set aside" or "expunged" under the FYCA pursuant to a federal court order, is not disseminated other than to a bona fide law enforcement agency for a legitimate law enforcement investigative purpose. Such a purpose would not include an investigation to determine suitability for employment by a law enforcement agency. 36/ Furthermore, LCD is of the opinion that dissemination of information concerning an individual's arrest should likewise be restricted, to a legitimate law enforcement agency for a legitimate law enforcement investigation when a court order commands expunction of both an individual's conviction and arrest records.

LCD notes that the FBI and the Appellate Section of the Criminal Division, Department of Justice (DOJ) are currently discussing various methods by which the Identification Division (ID) can comply with set aside orders pursuant to the FYCA directing expungement of Identification records or the arrest and conviction information they contain. See, memorandum from the Director to the Assistant Attorney General, Criminal Division, captioned "John Doe v. William H. Webster, et al., dated 11/4/80, copy attached.

35/ United States v. Rosen, 343 F.Supp. 804 (S.D. N.Y., 1972). Only where the "original arrest was unlawful, or a statute directs the court to expunge." United States v. Seasholtz, 376 F.Supp. 1288 (D. Okla. 1974), or where equity requires the expungement to effect the requirements of justice, United States v. Doe, 556 F.2d 391 (6th Cir. 1977), will a court order a record expunged.

36/ See, 482 F.Supp 234.

Memo LC to), RMD
Re: [redacted]

The ID is concerned with the risk of an inadvertent disclosure during an employment or licensing inquiry by a state or local agency and so desires the identification record to be physically destroyed. The primary concern of the DOJ appears to be the permanent loss of the record which might prove useful in future law enforcement investigations.

The position reached in this memorandum is not inconsistent with the point of view of the ID because the records here are the raw investigative files of the FBI, which are not normally available to state or local agencies as are the ID's records. We thus conclude that while the ID may, out of an abundance of caution, find it more prudent to completely destroy the identification records, we do not think that this solution is required by the law for the investigative records. Thus, LCD recommends that the investigative records maintained by the Records Management Division which are the subject of a set aside order pursuant to the FYCA not be destroyed but rather be completely segregated from the main investigative files.

Enclosure

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir. ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
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Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Finzel

Date 8/26/81

From : R. W. Scherrer

Subject : DESTRUCTION OF BUREAU RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4EZ w/BNM

PURPOSE:

The purpose of this memorandum is to record receipt of GSA Bulletin FPMR B-111 which reduces the retention period for General Accounting Office's (GAO) site audit records.

RECOMMENDATION:

That this memorandum be referred to the Voucher and Payroll Section, Administrative Services Division, for appropriate action.

APPROVED:	Adm. Servs. ___	Laboratory ___
	Crim. Inv. ___	Legal Coun. ___
Director ___		Off. of Cong. & Public Affs ___
Exec. AD-Adm. ___	Ident. ___	Rec. Mgnt. ___
Exec. AD-Inv. ___	Inspection ___	Tech. Servs. ___
Exec. AD-LES ___	Intell. ___	Training ___

DETAILS:

GSA Bulletin FPMR (Federal Property Management Regulations) B-111, dated 7/7/81 (copy attached), authorizes a reduced retention period of six years and three months after period covered by the account for all GAO site audit records.

We have previously observed the split retention period of 10 years, three months, after period covered by account for records created prior to Fiscal Year 1976 (July 1, 1975), and six years, three months, after period covered by account for records created after Fiscal Year 1975 (June 30, 1975). GAO has now ruled that the "six-year" limitation applies to all site audit records, regardless of date.

Enclosure

ENCLOSURE

66-3286

DE-65

66-3286-1365

2 - Mr. Revell (Attn: Mr. [redacted])
(Attn: Manuals Desk)
1 - Mr. Finzel
1 - Mr. Scherrer
1 - Ms. [redacted]

CMG/adp
(6)

b6
b7C

17 SEP 3 1981

FBI/DOJ

Memorandum R. W. Scherrer to Mr. Finzel
RE: DESTRUCTION OF BUREAU RECORDS

Modification to the preliminary injunction issued by Judge Harold H. Greene on 1/10/80, permits destruction of records encompassed by General Records Schedule #6; therefore, the Voucher and Payroll Section, Administrative Services Division, may apply the reduced retention period on the authority of this memorandum and FPMR Bulletin B-111.

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

July 7, 1981

GSA BULLETIN FPMR B- 111
ARCHIVES AND RECORDS

TO: Heads of Federal agencies

SUBJECT: Revision of General Records Schedule (GRS) 6, item 1

1. Purpose. This bulletin announces an amendment to General Records Schedule (GRS) 6, Accountable Officers' Accounts Records, item 1, Accountable Officers' Accounts.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled or superseded.

3. Background. At the request of the National Archives and Records Service, the General Accounting Office (GAO) reevaluated the effect of the General Accounting Office Act of 1974 (Pub. L. 93-604) that reduced the statute of limitation on claims brought before the Comptroller General from 10 years to 6 years. Initially, GAO believed that a corresponding reduction in the retention period could be made for its extremely voluminous site audit records. In fact, a request was approved in 1975 establishing a 6-year standard. Shortly after this schedule was processed, however, GAO determined that the reduced statute of limitations was not retroactive. Consequently, a new schedule was approved providing for the current split retention period. Site audit records created before FY 1976 are destroyed after 10 years while those created after FY 1975 may be destroyed after only 6 years (GRS 6, item 1a). GAO now has ruled that the 6-year limitation applies to all site audit records, regardless of date.

4. Explanation of change. The current description of site audit files in GRS 6, item 1a, will not change. However, the disposition instruction is modified by deleting the standards in items 1a(1) and 1a(2). All site audit files now are governed by the disposition instruction to "Destroy 6 years and 3 months after the period covered by the account."

5. Action. Make the necessary pen-and-ink changes to GRS 6, item 1a, and cite this GSA bulletin as authority.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/23/03 BY Auc 60240 BCE/DCG/ym

ROBERT M. WARNER
Archivist of the United States

66-3286-1365

ENCLOSURE

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PP HQ

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P 1262125Z JUN 81

FM MEMPHIS (26-40311) (66-796) (P)

TO DIRECTOR PRIORITY

BT

UNCLAS E F T O

ATTENTION: LEGAL COUNSEL DIVISION.

[redacted] ET AL; ITSMV (A); OO: MEMPHIS.

DESTRUCTION OF FIELD FILES AND RECORDS

b6
b7C

RE BUREAU TELETYPE TO ALL FIELD OFFICES, JUNE 10, 1981.

FOLLOWING COMPLETION OF TRIAL IN U. S. DISTRICT COURT, NASHVILLE, TENN., IN FIRST CAPTIONED MATTER, SUBJECT [redacted] WAS ABLE TO SHOW BONAFIDE INTEREST IN 1979 CADILLAC EL DORADO SEIZED BY FBI. INSURANCE COMPANY ALSO HAD BONAFIDE INTEREST IN VEHICLE AND A SETTLEMENT WAS REACHED WHEREIN THE VEHICLE WOULD BE SOLD AND [redacted] WOULD RECEIVE 40 PERCENT OF PROFITS AND INSURANCE COMPANY 60 PERCENT OF PROFITS. WHEN VEHICLE SEIZED KENTUCKY TITLE ALSO SEIZED.

ON JUNE 25, 1981, U. S. ATTORNEY JOE B. BROWN, NASHVILLE, TENNESSEE, REQUESTED FBI GIVE INSURANCE COMPANY TITLE TO VEHICLE,

66-3286-
NOT RECORDED
23 AUG 4 1981

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP4 EJW/ plk

55 AUG 17 1981

ORIGINAL FILED IN 26-47894-192

23 JUL 27 1981

AND USA WAS ADVISED OF INJUNCTION ISSUED BY U. S. DISTRICT JUDGE GREENE. USA THEN INSTRUCTED THAT TITLE BE GIVEN TO HIM PERSONALLY AND HE WOULD THEN GIVE TITLE TO INSURANCE COMPANY; AND THIS WAS RESPECTFULLY DECLINED BY BUAGENT.

AT THIS POINT LEGAL COUNSEL DIVISION CONTACTED AND CONCURRENCE WAS GIVEN WITH DECISION BY BUAGENT, NASHVILLE, IN NOT GIVING TITLE TO USA.

ABOVE ACTION BROUGHT TO THE ATTENTION OF VINCENT GARVEY AT DOJ BY USA BROWN AND GARVEY STOOD BEHIND BUAGENT IN DECISION. USA BROWN ADVISED JUNE 26, 1981, THAT HE WOULD GET COURT ORDER IN MIDDLE DISTRICT OF TENNESSEE ORDERING FBI TO TURN OVER CAR TITLE TO INSURANCE COMPANY, OR SECOND ALTERNATIVE WOULD BE TO ENTER CAR TITLE INTO EVIDENCE IN COURT, AT WHICH TIME IT COULD THEN BE RETURNED TO INSURANCE COMPANY. IT WAS EXPLAINED TO USA BY BUAGENT THAT THIS PROBABLY COULD NOT BE DONE, INASMUCH AS NO TRIAL IS IN PROGRESS AND MATTER HAS BEEN ALREADY TRIED IN COURT AND, THEREFORE, NO EVIDENCE COULD BE ENTERED.

IT WAS FURTHER EXPLAINED TO USA THAT IF LOCAL COURT ORDER ISSUED FOR RETURN OF TITLE, BUAGENT HAD A DECISION TO MAKE AS TO WHETHER HE WOULD BE IN CONTEMPT OF DISTRICT COURT IN TENNESSEE

OR DISTRICT COURT IN WASHINGTON, D.C.

LEGAL COUNSEL WILL BE KEPT ADVISED.

BT

CC

Date: August 31, 1981 FEDERAL GOVERNMENT

To: Director
Office of Personnel Management
1900 E Street, N.W.
Washington, D.C. 20415

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EJW/MM

From: Robert P. Finzel, Assistant Director
Records Management Division

Subject: ~~DISPOSITION OF OFFICIAL PERSONNEL FOLDERS (OPF)~~
DESTRUCTION OF BUREAU PROPERTY - GENERAL

On January 2, 1981, the Archivist of the United States approved a disposal schedule which will permit the proper disposition of OPFs maintained by the Federal Bureau of Investigation (FBI). The disposal schedule was submitted to the National Archives and Records Service (NARS) to note records which were determined by the FBI to be permanently valuable or disposable and the folders were subsequently appraised by NARS. Since the FBI retains the folders of separated personnel (FPM Supplement 293-31, subchapter S5, section S5-9a.), we have delayed implementing action on this matter until you were properly apprised of our intentions.

Pursuant to the approved disposal schedule, records of historical value will be transferred to the National Archives at the conclusion of designated retention periods. The proposed transfer of records is consistent with the requirements of the pending action "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action Number 79-1655".

MAILED 13 AUG 31 1981 FBI

66-3286-1366

V-28

66-3286

DE-62

1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Revell (Attn: Mr. [redacted])
1 - Mr. Finzel (Admin.)
1 - Mr. Andrews
1 - Mr. Scherrer
1 - Ms. [redacted]

SEP 1 1981

b6
b7C

CMG:tcc
(9)

HFL

[redacted] OPM
(254-9778) called 9/10/81 and expressed appreciation for advising OPM & they had no objection to proposed procedure. mg 12/3/81

2Feb 03:385

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
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Intell. ___
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Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

MAIL ROOM

Director
Office of Personnel Management
1900 E Street, N.W.
Washington, D.C. 20415

The remaining OPFs and service record cards will be destroyed according to the retention periods authorized by General Records Schedule #1. Immediate implementation is not anticipated due to the current immaturity of the records and restrictions placed on certain temporary records by the preliminary injunction issued by Judge Harold H. Greene on January 10, 1980.

NOTE: Based on R. W. Scherrer memo to Mr. Finzel, dated 1/21/81, captioned, "Archival Authorization for Destruction of Bureau Records," which attached the disposal schedule approved by the Archivist of the United States and permits us to transfer OPFs of historical value to the National Archives and destroy the remaining records. Referenced memorandum noted that, since the OPFs are a system of records of the Office of Personnel Management (OPM) and the Federal Personnel Records Center generally destroys OPFs after designated periods, action would be held in abeyance until OPM was properly notified of our plans. We have advised OPM that we will proceed with the transfer of historical OPFs to the National Archives but that the destruction process will be held in abeyance due to the current immaturity of the records and restrictions placed on temporary records filed in the OPFs.

APPROVED:	Adm. Servs. ____	Laboratory ____
	Crim. Inv. ____	Legal Coun. ____
Director ____		Off. of Cong. & Public Affs ____
Exec. AD-Adm. ____	Ident. ____	Rec. Mgnt. ____
Exec. AD-Inv. ____	Inspection ____	Tech. Servs. ____
Exec. AD-LES ____	Intell. ____	Training ____

Mr. Colwell 8/31/81

R. P. Finzel

PROPOSED CHANGE IN MANUAL
OF ADMINISTRATIVE OPERATIONS
AND PROCEDURES (MAOP)

PURPOSE:

To recommend changes in the MAOP to reduce the retention period for General Accounting Office's (GAO) site audit records, insert retention period for New Agents' Training Unit class books, and issue an appropriate SAC Memorandum.

RECOMMENDATION:

That, upon approval of manual changes and SAC Memorandum, instant memorandum and enclosure be forwarded to the Manuals Desk, Administrative Services Division, for appropriate action.

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DATE 9-24-82 BY SP4 EJW/gtk

Enclosure

66-04

1 - 66-19198 (Manual of Administrative Operations and Procedures)
1 - 66-3286 Sub B (Destruction of Field Files and Records)
1 - Mr. Colwell
1 - Mr. Revell (Attn: Manuals Desk)
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted] (RMD Control Folder)
1 - Ms. [redacted]

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66-3286

NOT RECORDED
26 SEP 14 1981

CMG:tfc
(9)

Original Filed in

Memorandum R. P. Finzel to Mr. Colwell
RE: PROPOSED CHANGE IN MANUAL
OF ADMINISTRATIVE OPERATIONS
AND PROCEDURES (MAOP)

DETAILS:

REASON FOR CHANGE

By memorandum R. W. Scherrer to Mr. Finzel, 8/26/81, captioned "Destruction of Bureau Records," authority was granted to apply a reduced retention period of six years, three months, after period covered by the account, to all GAO site audit records pursuant to GAO ruling. We have previously observed split retention periods of 10 years, three months, after period covered by account for records created prior to Fiscal Year 1976, and six years, three months, after period covered by account for records created after Fiscal Year 1975. By memorandum J. D. McKenzie to Mr. Finzel, dated 8/17/81, captioned "New Agents' Training Records, Freedom of Information - Privacy Acts (FOIPA)" approval was granted to destroy New Agents' Training Unit class books after retention of one year. Implementation is permitted in both instances pursuant to modifications to the preliminary injunction issued by Judge Harold H. Greene on 1/10/80.

Appropriate contact was made with [redacted] Manuals Desk, Administrative Services Division, on 8/25/81. b6 b7C

CHANGED TEXT

MAOP, Part II, Section 2-4.5.9 (1), page 307, should be deleted and revised as follows:

(1) Field Support Account - Including cancelled checks, bank statements, check stubs, and bank passbooks. Destroy six years, three months, after period covered by account.

MAOP, Part II, Section 2-4.5.16 (11), page 312, should be inserted as follows:

(11) New Agents' Training Unit class books.

SAC MEMORANDUM

An SAC Memorandum has been prepared and is attached herewith.

(66-04)

Typed August 28, 1981

PERSONAL ATTENTION

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

RE: DESTRUCTION OF FIELD FILES AND RECORDS

The General Services Administration has authorized Federal agencies to apply the retention period of "six years, three months, after period covered by the account" for all General Accounting Office's (GAO) site audit records. Field offices were previously authorized to use the split retention period of ten years, three months, after period covered by account for records created prior to Fiscal Year 1976 (July 1, 1975), and six years, three months, after period covered by account for records created after Fiscal Year 1975 (June 30, 1975). GAO has now ruled that the "six-year" limitation applies to all site audit records, regardless of date. Field offices may, therefore, apply the newly authorized retention period to destruction of Field Support Account records.

66-3286

Modification to the preliminary injunction issued by Judge Harold H. Greene on January 10, 1980, permits the disposal of records of this nature.

Manual changes follow.

NOT RECORDED
26 SEP 14 1981

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DATE 9-24-82 BY SP4 EJW/gmk

William H. Webster
Director

NOTE: Based on R. P. Finzel memorandum to Mr. Colwell, dated 8/31/81, captioned "Proposed Change in Manual of Administrative Operations and Procedures (MAOP)."

1 - 66-19198 (Manual of Administrative Operations and Procedures)
1 - 66-3286 Sub B (Destruction of Field Files and Records)
1 - Mr. Colwell
1 - Mr. Revell (Attn: Manuals Desk)
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted] (RMD Control Folder)
1 - Ms. [redacted]

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b7C

CMG:tfc (11)

FEDERAL GOVERNMENT

Assistant Attorney General
Office of Legal Counsel

September 1, 1981

Assistant Director, Records Management Division
Federal Bureau of Investigation

FBI PARTICIPATION IN DISCOVERY IN THE KEARNEY CASE AND THE GRAY, FELT, AND MILLER CASES

Bureau Property - General

The FBI has observed a moratorium on the destruction of files of a security nature since January 16, 1978, as a result of contact with Mary C. Lawton, former Deputy Assistant Attorney General, Office of Legal Counsel, in connection with the Kearney case. By letter dated April 12, 1978, Ms. Lawton advised former Deputy Associate Director John J. McDermott that an attempt would be made to limit the number of field office files involved in discovery in the Gray, Felt, and Miller cases in order to permit a normal destruction program in the field offices. No further action was taken in this regard and the restriction imposed by the Department has remained in effect.

As you are aware, the trial of former Associate Director W. Mark Felt and former Assistant Director Edward S. Miller commenced on September 15, 1980. Messrs. Felt and Miller were later convicted by jury, fined by the presiding judge, and later pardoned by President Reagan. The trial of former Acting Director L. Patrick Gray was severed from the Felt-Miller case in early 1979 and prosecution was dropped in December, 1980.

It now appears to be timely to request an official termination of this moratorium. While the pending action, "American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.C.) Civil Action Number 79-1655," will continue to limit destruction of investigative records pending court approval,

Enclosures 2 ENCLOSURE

66-3286-1367

66-3286

10 SEP 4 1981

1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]

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CMG:tfc (7)

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FBI

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Exec AD LES ___
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Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

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Assistant Attorney General
Office of Legal Counsel

the National Archives and Records Service will now consider approval of requests for court-ordered file destruction pursuant to modified orders issued by Judge Harold H. Greene. Termination of the moratorium, established on January 16, 1978, will permit record destruction in these instances and will administratively remove a restriction which no longer serves a purpose.

NOTE: By teletype dated 1/16/78, all offices were advised to suspend all record destruction in security-related classifications for discovery in the Kearney case. By letter dated 4/12/78, Mary C. Lawton advised former Deputy Associate Director John J. McDermott that the Department would attempt to limit the field office files involved in discovery in the Gray, Felt, and Miller cases to permit normal destruction programs in most of the offices. No action was taken in this regard and the restriction remains in effect. We are requesting an end to this moratorium which no longer serves a useful purpose. Copies of referenced communications are attached for information.

APPROVED:

Director		Adm. Servs.	Laboratory
Exec. AD-Adm.		Crim. Inv.	Legal Coun.
Exec. AD-Inv.		Ident.	Off. of Cong. & Public Affs.
Exec. AD-LES		Inspection	[illegible]
		Intell.	Training

clear - make copy for your records

SPECIAL

TELETYPE

PRIORITY

UNCLASSIFIED

AWE-Rest.

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1/16/78

FM DIRECTOR

TO ALL SACS (PRIORITY) PERSONAL ATTENTION

ALL LEGATS (PRIORITY) PERSONAL ATTENTION

1 - Mr. McDermott
1 - Mr. Adams
1 - Mr. Bassett
1 - Mr. [illegible]
1 - Mr. Mintz

BT

C L E A R

DESTRUCTION OF FIELD FILES AND RECORDS.

DUE TO CERTAIN PENDING LITIGATION MATTERS, YOU ARE INSTRUCTED TO IMMEDIATELY SUSPEND FILE DESTRUCTION AND INDEX CARD PURGE AND DESTRUCTION IN ALL SECURITY RELATED CLASSIFICATIONS. SECURITY CLASSIFICATIONS ARE IDENTIFIED IN BUREAU LETTER TO ALL OFFICES DATED OCTOBER 28, 1977, CAPTIONED ABOVE. THIS RESTRICTION WILL REMAIN IN EFFECT UNTIL FURTHER NOTICE.

ET

NOTE: Per Deputy Associate Directors McDermott and Adams.

JWA:pdh
(7)

Discussed with this date @ 6:25 pm
Mary Lawton this date @ 6:30 pm
& advised McDermott

HNB

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DATE 9-24-82 BY SP4 EJW/SMT

66-3286-

ENCLOSURE

Assistant Attorney General
for Administration
Justice Management Division

September 2, 1981

FEDERAL GOVERNMENT

Assistant Director
Records Management Division

COURT ORDERED DISPOSITION OF OFFICIAL RECORDS OTHER THAN CONTROLLED SUBSTANCES ACT ORDERS

Destruction of Bureau Property
General

This is in response to DOJ Order 2710 which establishes procedures for executing an order of the court to seal or expunge records when such an order is not covered by the Controlled Substances Act, 21 U.S.C., Section 844.

The Identification Division of the Federal Bureau of Investigation (FBI) has no policy for sealing arrest records and resolves the issue in favor of expungement. The Records Management Division has no policy to permanently seal records of the central records system, but has temporarily sealed records while awaiting final disposition authority.

Item 5c. of DOJ 2710 directs the responsible U.S. Attorney to transmit a certified copy of a court order to each individual, agency, or component which might maintain a record on the defendant. This procedure would defeat the purpose of the centralized concept. Direct contact between the U.S. Attorney and FBI Headquarters would be most suitable to insure that all involved field offices and Headquarters are cognizant of and in complete compliance with the order of the court.

MAILED 2
SEP 4 1981
FBI

NOTE: Referenced DOJ Order 2710 places responsibility on the U.S. Attorneys' Office for executing court orders to seal or expunge records unrelated to juvenile drug offenders and not specifically covered by 21 U.S.C., Section 844. We are advising the Department that the Identification and Records Management Divisions have

66-3286

66-3286-1367X

1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Stames (Attn: Mr. [redacted])
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Ms. [redacted]

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b7C

15 SEP 13 1981

CMG:[redacted]

3 ENCLOSURE

MAIL ROOM

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DATE 9-24-82 BY SP4 EZW/gHK

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Exec AD LES ___
Asst. Dir.: ___
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Legal Coun. ___
Plan. & Insp. ___
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Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

Assistant Attorney General
for Administration
Justice Management Division

no policy to seal records and we would prefer direct contact between Headquarters and the U.S. Attorney to insure total compliance with the court order. This matter has been coordinated with the Identification Division. Copy of DOJ Order 2710 is attached for information.

APPROVED:

Director	Adm. Servs.	Laboratory
Exec. AD-Adm.	Crim. Inv.	Legal Coun.
Exec. AD-Inv.	Ident.	Off. of Cong. & Public Affs.
Exec. AD-LES	Inspection	Res. Mgmt.
	Intell.	Tech. Servs.
		Training

CLEARANCE RECORD	Type of Document	Identification (*If any*)
	Order	DOJ 2710

Subject: Court Ordered Disposition of Official Records Other than Controlled Substance Act Orders

PREPARED BY

Name: [redacted]

Office and Extension: 724-6043

Explanation of Issuance *(Continue on reverse)*

To establish procedures to be followed for executing an order of the court to seal or expunge records when such an order is NOT covered by the Controlled Substances Act, 21 U.S.C. 844.

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Proposed Distribution *(Write out–Do not use code)*

All U.S. Attorneys' Offices, Criminal Division, U.S. Marshals Service, Federal Bureau of Investigation, Drug Enforcement Administration

Surname	Office Symbol	Date
[redacted]	RMDS	8-6-81
[redacted]	RMG	8-7-81
[redacted]	RPS	8-10-81

ORIGINATING OFFICE CLEARANCE

Title: Assistant Attorney General for Administration

Signature: [redacted]

Date: 8/12/81

CLEARANCE ROUTING

Deadline Date for Clearance: AUG 21 1981

Organization	Signature	Date	Concur Sub. & Dist. No Comment	Concur Sub. & Dist. Comment Attached	Non-Concur Comments Attached	Comments Accepted Changes Made
Criminal Division						
U.S. Marshals Serv.						
FBI	[redacted]	8/31/81	[redacted]	✓		b6 b7C
DEA						

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DATE 9-24-82 BY SP4 EZW/sHP

66-3286-1367X

FINAL ADMINISTRATIVE CLEARANCE

Organization	Signature	Date

After Approval/Clearance Send to: RPS/RMDS Room 1004 Todd Building

Approval Date:

DEPARTMENT OF JUSTICE

Order

Subject: COURT ORDERED DISPOSITION OF OFFICIAL RECORDS OTHER THAN CONTROLLED SUBSTANCES ACT ORDERS

1. PURPOSE. This Order establishes the procedure to be followed for executing an order of the Court to seal or expunge records when such an order is NOT covered by the Controlled Substances Act, 21 U.S.C. Section 844.

2. SCOPE. This Order applies to all U.S. Attorneys' Offices, the Criminal Division, the U.S. Marshals Service, the Federal Bureau of Investigation, the Drug Enforcement Administration and the Justice Management Division.

3. DEFINITIONS.

   a. Seal. Fastened up in any manner so as to be closed against inspection of its contents.

   b. Expunge. To destroy, delete or obliterate; it implies not a legal act, but a physical destruction; to blot out; to efface designedly, to strike out wholly.

4. RESPONSIBILITY. The U.S. Attorneys' Office will be responsible for executing court orders to seal or expunge records unrelated to juvenile drug offenders and not specifically covered by 21 U.S.C. Section 844. The recipients of court orders directing sealing or expungement of official records not within their purview should forward such requests to the responsible U.S. Attorneys' Office.

5. FORM DOJ-XXX. Form DOJ-XXX, Court Ordered Disposition of Official Records will be used to initiate sealing or expungement of official records as directed by the court. This form will also provide a record that such action has been completed. Upon receipt of a certified copy of a court order to seal or expunge official records, the responsible U.S. Attorney shall:

   a. Complete Part I - Defendant Information and Part II - Court Ordered Disposition of Form DOJ-XXX, Court Ordered Disposition of Records.

Distribution: OBD/USA/CRM/JMD/H-1
OBD/USA/F-2
BUR/USM/FBI/DEA/H-1

Initiated By: Justice Management Division
Records and Publications Staff

66-3286-1367X

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DATE 9/23/03 BY AUC 60290 BCE/DCG/gmw

b. Seal or expunge records of the U.S. Attorneys' Office on the defendant as required by the court order.

c. Transmit a copy of Form DOJ-XXX and a certified copy of the court order to each individual, agency or component (Federal, State, or local) whom the Assistant United States Attorney knows or has reason to believe is maintaining a record on the defendant.

d. Ensure that all copies of Form DOJ-XXX, with Part III - Certificate of Disposition of Official Records completed on each, are returned.

e. Seal or expunge the original and all copies of Form DOJ-XXX, as required by the court order.

6. AVAILABILITY. Form DOJ-XXX, Court Ordered Disposition of Official Records shall be made available through the Department's warehouse facility.

KEVIN D. ROONEY
Assistant Attorney General
for Administration

Subject: Court Ordered Disposition of Official Records

To: Date:

From:

PART I - DEFENDANT INFORMATION

Name: _____ Date of Birth: _____

F.B.I. No.: _____ DEA File No.: _____

U.S. Marshals No.: _____ Criminal No.: _____

U.S. Attorney Control Key No: _____

Date and Place of Offense: _____

Other Identification: _____

On the reverse side provide the name and address of each individual, or agency or component whom you have reason to believe is maintaining a record of the above case.

PART II - COURT ORDERED DISPOSITION

By Order of the United States District Court for the _____ District of _____ dated _____, ALL official records (headquarters and field office) of the above named individuals shall be /_/ sealed / /_/ expunged. After appropriate action complete Part III of this form and return it to the U.S. Attorneys' Office indicated above. A certified copy of the court order is attached.

PART III - CERTIFICATE OF DISPOSITION OF OFFICIAL RECORDS

I hereby certify that records of _____
Name
in the case of _____ and _____
Title Number
have been /_/ sealed / /_/ expunged pursuant to the above court order.

66-3286-1367X

_____ _____
Date Signature

_____
Typed or printed name and title

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Form DOJ-XXX

Memorandum

Subject: FEDERAL GOVERNMENT

Proposed Change in Records Center Accessioning Policy

Date: 2 SEP 1981

To: Bureau Records Officers

From: Vincent A. Lobisco
Assistant Director
Records Management
Records and Publications Staff

The National Archives and Records Service (NARS) has proposed a change to its current policy for accessioning agency records to its records center system. Please review the attached memorandum, dated August 27, 1981, and advise my office no later than September 8, 1981 of any adverse impact such a change would have on your records operations. We will prepare a Departmental reply to NARS. Questions on this subject may be referred to Robert M. Yahn of my staff at 724-6043.

Attachment

DESTRUCTION OF BUREAU PROPERTY CN

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SEP 16 1981

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ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/23/03 BY AUC 60290 BCE/DCG/ymw

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General Services Administration
National Archives and Records Service
Washington, DC 20408

August 27, 1981

MEMORANDUM FOR ALL AGENCY RECORDS OFFICERS

Because of recent budget cuts and severe space problems throughout the records center system, the Office of Federal Records Centers is re-examining its current accessioning policy. At present that policy allows us to accept all scheduled records with a retention period in the records centers of one year or more. The change we are considering would limit our accessions to those records that would remain in our centers at least three years before their scheduled disposal.

While this change would result in considerable savings to us by reducing the volume of our annual accessions by about 15%, it is felt that the impact on agencies should not be too severe. Data we have obtained from our NARS-5 computer system indicates that for most agencies, the annual volume is small, particularly when dispersed among many offices.

However, while this change could prove beneficial to NARS, we realize there may be factors of which we are unaware and this change therefore might have a negative impact on your own operation. Before we make a final decision we would like your comments on how your agency would be affected if this new policy is adopted. Please provide this information to us no later than September 15, 1981, so that your comments can become part of our determination of a future course of action.

If you have any questions or feel you need further information on this matter, please call me on 724-1614.

G. N. SCABOO
Acting Assistant Archivist
for Federal Records Centers

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ENCLOSURE 1

5. Agency action. Until a revision of GRS 1, item 21, is approved and announced, Federal agencies should suspend the disposal of all records described under that item.

Edward Weldon

EDWARD WELDON
Acting Archivist
of the United States

GSA DC-01105129

Assistant Attorney General
for Administration
Justice Management Division
Attn: Vincent A. Lobisco
Assistant Director, Records Management Division
Federal Bureau of Investigation

September 4, 1981

FEDERAL GOVERNMENT

PROPOSED CHANGE IN RECORDS
CENTER ACCESSIONING POLICY

DESTRUCTION OF BUREAU PROPERTY - GENERAL

This is in response to your letter, dated September 2, 1981, with attachment, which requested comments regarding the proposed change in policy by the National Archives and Records Service which will require that records accessioned for storage in the records centers remain there for at least three years before their scheduled disposal.

The proposed policy will have no adverse effect on storage of Federal Bureau of Investigation records in the records centers.

66-3286-1367X

NOTE: By letter dated September 2, 1981, Vincent A. Lobisco, Assistant Director, Records Management, Justice Management Division, requested comments regarding a proposed policy change which would limit accessions to the records centers to records requiring storage for at least three years. Attached letter, dated August 27, 1981, from G. N. Scaboo, Acting Assistant Archivist for Federal Records Centers, provided rationale for the proposed changes. FBI records stored at the Washington National Records Center are stored in excess of the proposed three-year minimum period and we are advising Mr. Lobisco that the policy change would have no adverse effect on our record transfers. Referenced communications are attached for information.

SEP 16 1981

66-3286

1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Ms. [redacted]

CMG:tfc
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APPROVED:
Director
Exec. AD
Exec.
Exec.

Adm. Servs.
Crim. Inv.
Ident.
Inspection
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Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Mgmt.
Tech. Servs.
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Memorandum

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Exec AD LES ___
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Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Finzel

Date 10/5/81

From : R. W. Scherrer

Subject: DISPOSITION OF EMPLOYEE MEDICAL RECORDS

Destruction of Property-General

PURPOSE:

The purpose of this memorandum is to record receipt of GSA Bulletin FPMR B-112, relating to individual employee health case files.

RECOMMENDATION:

None. For record purposes.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

DETAILS:

GSA Bulletin FPMR B-112, dated 8/5/81 (copy attached), notifies Federal agencies that disposal of employee medical records has been suspended in view of conflicting retention periods established for the records. Additionally, the Interagency Task Group on Federal Employee Medical Records has recommended significant changes in the structure, maintenance, and disposition of the records.

My memorandum, dated 1/21/81, captioned, "Archival Authorization for Destruction of Bureau Records," provided the disposal schedule relating to General Records Schedule (GRS)#1 which was approved by the Archivist and permitted us to destroy employee medical records in accordance with disposition of the Official Personnel Folder (OPF). A revised retention period as noted in Item 3c. of attached bulletin, i.e., "duration of employment plus thirty (30 years)" could drastically effect disposition of the OPFs. Upon receipt of the approved revision, necessary adjustments will be made.

Enclosure

66-3286

66-3286-1368

OCT 13 1981

1 - Mr. Revell (Attn: Mr. [redacted])
1 - Mr. Finzel (Admin.)
1 - Mr. Andrews
1 - Mr. Scherrer
1 - Ms. [redacted]

CMG:tfc (6)

b6
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ENCLOSURE

PERS. REC. UNIT

FBI/L

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EJW/MM

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

August 5, 1981

GSA BULLETIN FPMR B-112
ARCHIVES AND RECORDS

TO: Heads of Federal agencies

SUBJECT: Suspension of disposal of employee medical records (General Records Schedule 1, item 21)

1. Purpose. This bulletin notifies agencies that the National Archives and Records Service (NARS) has temporarily withdrawn application of the disposition provisions of General Records Schedule (GRS) 1, item 21, relating to individual employee health case files.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Background.

a. Executive Order 12196, issued to provide direction for the implementation of section 19 (Federal employee occupational safety and health programs) of the Occupational Safety and Health Act of 1970 (29 U.S.C. 668), requires the head of each Federal agency to comply with all health and safety standards issued under section 6 as promulgated at 29 CFR 1910.

b. Section 3303a of title 44 U.S.C. makes application of the General Records Schedules, as approved by the Archivist of the United States, mandatory for all Federal agencies.

c. There is a conflict between 29 CFR 1910.20(d)(i), which provides that employee medical records "shall be preserved and maintained for at least the duration of employment plus thirty (30 years)," and the disposition standard for GRS 1, item 21, Individual Employee Health Case Files ("Destroy 6 years after last entry").

d. In addition, Interagency Task Group on Federal Employee Medical Records, jointly sponsored by the Office of Personnel Management (OPM) and the Department of Labor (DOL), has recommended significant changes in the structure, maintenance, and disposition of Federal employee medical records, which would render the current GRS standard insufficient.

4. NARS action. NARS will work with OPM and DOL to develop new descriptions and disposition instructions for employee medical records for inclusion in the GRS. A subsequent GSA bulletin will announce the approved revision.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCE/DCG/gmw

66-3286-1368

ENCLOSURE

FEDERAL GOVERNMENT

Assistant Attorney General
for Administration
Justice Management Division
Attention: Vincent A. Lobisco
Assistant Director, Records Management Division
Federal Bureau of Investigation

October 5, 1981

PROPOSED CHANGE IN RECORDS CENTER WITHDRAWAL POLICY ~~Destruction of Bureau Records~~ General

This will respond to your letter, dated September 17, 1981, with attachment, in which the National Archives and Records Service requested comments regarding proposed deadlines for returning entire cartons of agency records which have been withdrawn from the records centers.

The establishment of deadlines for withdrawn records would require no modifications to the current procedures of the Federal Bureau of Investigation.

NOTE: Based on letter from Vincent A. Lobisco, Justice Management Division, dated 9/17/81, with attached letter, dated 9/10/81, from G. N. Scaboo, National Archives and Records Service, which requested comments on a proposal to establish a time limit for which agency records may be withdrawn from the records centers. We are advising the Department that the proposal would not affect our current withdrawal procedures. This matter has been coordinated with the Voucher and Payroll Section, Administrative Services Division. Referenced communications are attached for information.

66-3286

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1 - Mr. Revell (Attn: Mr. [redacted])
1 - Mr. Finzel (Admin.)
1 - Mr. Scherrer
1 - Ms. [redacted]

CMG:tfc (6)

DE-62

66-3286-1370

APPROVED:

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

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NOV 18 1981

OCT 16 1981

original delivered by courier 10/6/81 tdwr

FBI/DOJ

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EJW/gs

Assistant Attorney General
Office of Legal Counsel

12/18/81

FEDERAL GOVERNMENT

Robert P. Finzel
Assistant Director, Records Management Division

FBI PARTICIPATION IN DISCOVERY IN THE KEARNEY CASE AND THE GRAY, FELT, AND MILLER CASES

By letter dated September 1, 1981, with attachments, I requested that consideration be directed toward administratively terminating the moratorium on destruction of security-related records which the Federal Bureau of Investigation has observed since January 16, 1978, in response to captioned matter.

Completed copies of Request for Records Disposition Authority (SF 115) have been submitted to the National Archives and Records Service (NARS) for destruction of complete files pursuant to court orders and to provisions of the Privacy Act of 1974 and we anticipate immediate approval. While the pending status of the action "American Friends Service Committee, et al. v. William H. Webster, et. al. (U.S.D.C., D.C.) Civil Action Number 79-1655" would continue to prohibit destruction of investigative files until final resolution of the case, Judge Harold H. Greene has modified his original order of January 10, 1980, to exclude destruction of records related to court order and the Privacy Act.

Your further consideration of this matter would be appreciated. Relief from the moratorium would permit us to take action on records which have been approved for disposal by NARS and by the Court.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-24-82 BY SP4 EZW/SHK

1 - Mr. Vincent M. Garvey
Civil Division

NOTE: On 9/1/81, Department was initially requested to terminate the moratorium on security-related records which was imposed on 1/16/78. We have received no response. We are again attempting to seek termination of the moratorium in view of the proposed approval of our disposal requests related to court orders and Privacy Act requests.

66-3286
1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Finzel (Admin)
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:lcm(8)

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V-53
DE-22

66-3286-1370X

NOTE: HAND CARRIED TO DOJ BY RMD EMPLOYEE 12-18-81

15 JAN 12 1982

MAIL ROOM

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : DIRECTOR, FBI
(ATTN: RECORDS MANAGEMENT DIVISION,
RECORDS SYSTEM SECTION
~~FROM~~ SA ROBERT W. SCHERRER, SECTION CHIEF

DATE: 1/22/82

~~SUBJECT:~~ INFORMATION AND PRIVACY ACTS
LITIGATION UNIT, ROOM 3648
SA [redacted]

b6
b7C

FROM SAC, PHOENIX (1-351)

SUBJECT DESTRUCTION OR DISPOSITION OF
DOCUMENTARY EVIDENCE

Re Phoenix tel to Bureau, 12/11/81; Bureau tel to Phoenix 1/11/82; Phoenix tel calls to Bureau, 1/11/82, 1/21/82.

Enclosed for the information of the Bureau are two copies of legal memorandum of Assistant U.S. Attorney (AUSA) [redacted] on Rule 6 (e) Disclosure Orders.

Referenced teletypes addressed the problem of disposition of documentary evidence in Bureau cases to be referred to a state jurisdiction for prosecution and the orders issued by U.S. District Court Judge Harold H. Greene in the civil matter, "American Friends Service Committee, et al v. William H. Webster, et al".

Enclosures are being forwarded to the Bureau for information.

V-1

DE-51 66-3286-

12 FEB 17 1982

3- Bureau (Encs. 2)
1- Phoenix

ADB:ptp
(4)

ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP4 EZW/glw

SCHERRER
RECORDS SYSTEMS

[redacted]
LEGAL COUNSEL

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UNRECORDED COPY FILED IN 66-6036

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

108

PAGE 1 OF 2

DATE 2/3/82 UNCLAS IMMEDIATE

FBIHQ AFOMDE HQ #0108 ENTYUO 0421037 FEB 82

START HERE

MF FM FM DIRECTOR, FBI

TO TO ALL FBI FIELD OFFICES IMMEDIATE

ALL LEGATS IMMEDIATE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EJW/gHK

BT Destruction of Bureau Property-General

UNCLAS

DESTRUCTION OR DISPOSITION OF DOCUMENTARY EVIDENCE

RE MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE (MEMORANDUM 5-82), DATED 2/2/82.

REFERENCED MEMORANDUM 5-82 REFLECTS A NOTICE OF MODIFICATION OF THE CURRENT BUREAU POLICY REGARDING WHICH SPECIFIC COPY OF FORM FD-192 SHOULD BE USED TO RECORD THE CHAIN-OF-CUSTODY INFORMATION FOR MATERIALS SEIZED/RECOVERED BY OR VOLUNTARILY CONTRIBUTED TO THE FBI. IT SHOULD BE NOTED THAT ANY SUCH RETURN OR DESTRUCTION OF THESE MATERIALS MUST BE IN COMPLIANCE WITH THE CURRENT OUTSTANDING COURT ORDERS IN THE MATTER OF AMERICAN FRIENDS SERVICE COMMITTEE, ET AL. V. WEBSTER, ET AL., CIVIL ACTION NUMBER 79-1655, (D.D.C.). THEREFORE, UNLESS YOU ARE 10

DO NOT TYPE MESSAGE BELOW THIS LINE

APPROVED BY	DRAFTED BY	DATE	ROOM	TIME
	TOR:DEP (6)	2/3/82	3648	4522

1 - EACH EAD
1 - EACH ASSISTANT DIRECTOR
1 - MR. [redacted]
1 - MR. SCHERRER
1 - MR. [redacted]
1 - MR. [redacted]
1 - MR. [redacted]
1 - MR. ANDREWS
1 - MS. [redacted]
1 - MISS [redacted]

b6
b7C

APPROVED: Director, Exec. AD-Adm., Exec. AD-Inv., Exec. AD-LEO, Adm. Servs., Crim. Inv., Ident., Inspection, Intell., Laboratory, Legal Coun., Off. of Cong. & Public Affs., Rec. Mgnt., Tech. Servs., Training

FEDERAL BUREAU OF INVESTIGATION COMMUNICATIONS CENTER 0507Z

FEB 5 1982

66-3286-1371X

FEB 1

DO NOT FILE WITHOUT COMMUNICATIONS STAMP

FBI/DOJ

TOAU 2/3/82 4:00PM

ADVISED THAT THE RETURN OR DESTRUCTION OF SAID MATERIALS IS AUTHORIZED PURSUANT TO THE ABOVE COURT ORDERS, NO RETURN OR DESTRUCTION SHOULD TAKE PLACE. ONCE YOU ARE ADVISED THAT ANY MATERIALS IN YOUR POSSESSION MAY BE RETURNED OR DESTROYED, THE ABOVE REGULATIONS IN MEMORANDUM 5-82 REGARDING THE PACKAGE COPY OF FORM FD-192 WILL BE APPLICABLE.

BT

Assistant Attorney General
Office of Legal Counsel

March 3, 1982

Assistant Director
Records Management Division

FBI PARTICIPATION IN DISCOVERY IN THE KEARNEY CASE AND THE GRAY, FELT, AND MILLER CASES

Destruction of Bureau Property - General

Reference is made to my memoranda dated December 18, 1981, and September 1, 1981, which requested that consideration be given to administratively terminate or modify the moratorium on the destruction of security-related records, which has been observed by the Federal Bureau of Investigation since January 16, 1978, in connection with captioned matter.

For your information, I am attaching copies of four separate Standard Form 115 (Request for Records Disposition Authority), which were approved by the Archivist of the United States. Since the files approved for destruction by the Archivist of the United States are security related, no disposition action may be taken by the Federal Bureau of Investigation until the moratorium, previously mentioned, is lifted or modified by the Department.

Enclosures (4)

1 - Mr. William C. Bryson
Criminal Division
1 - Mr. Vincent M. Garvey
Civil Division
1 - Mr. John J. Farley, III
Civil Division
1 - Mr. Larry L. Simms
Office of Legal Counsel

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 E2w/ gmk

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66-3286 — 1372

NOTE: This memorandum forwards approved SF 115s for destruction of records pursuant to the Privacy Act. Previous memoranda, as identified above, have been directed to the Department, however, no response has been received.

MAILED 14
MAR - 3 1982
FBI

66-3286
1 - Mr. Mintz (Attn: Mr. [redacted])
1 - AD, RMD
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
RWS:evp (11)

CLOSURE

7 MAR 4 1982

APPROVED: Adm. Servs. ____ Laboratory ____
Crim. Inv. ____ Legal Coun. ____
Director ____
Exec. AD-Inv. ____ Inspection ____ Tech. Servs. ____
Exec. AD-LES ____ Intell. ____ Training ____

Exec. AD Inv. ____
Exec. AD-Adm. ____
Exec. AD LES ____
Asst. Dir.: ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
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Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM ☑

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See [illegible]tructions on reverse)

LEAVE BLANK

JOB NO

NC1-65-82-16

DATE RECEIVED

December 18, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1/22/82
Date

Edward Weldon
Acting Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Robert W. Scherrer

5. TEL. EXT.
4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☒ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/9/81	Robert W. Scherrer	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Files, index cards and related material maintained at Federal Bureau of Investigation Headquarters and field offices relating to background loyalty investigation conducted in 1948-1951, background applicant investigation conducted in 1938-1942, and espionage investigations conducted during the period of 1938-1948. The files consist of approximately 250 documents which were released pursuant to provisions of the Privacy Act of 1974. The records have been determined to serve no useful purpose and continued maintenance could conflict with subsection (e)(1) and (5) of the Privacy Act. File numbers 65-800, 65-46310, 77-9361, 121-13297 Immediate destruction.		

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-24-82 BY SP4 EJW/MJK

66-3286-1310

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO NC1-65-82-12

DATE RECEIVED December 18, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1/27/82
Date

Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Robert W. Scherrer

5. TEL. EXT.
4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☒ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/9/81	[signature]	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Files, index cards and related material maintained at Federal Bureau of Investigation Headquarters and field offices regarding applicant background investigation conducted in 1963 and subsequent documents dated in 1973-1975. The records consist of approximately 45 documents which were released through provisions of the Privacy Act of 1974. The records were determined to serve no current or future investigative purpose and continued retention could compromise the contents of subsection (e)(1) of the Privacy Act. File number 151-464 Immediate destruction.		

115-107

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCE/DCG/mw

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO
NC1-65-82-9

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
December 18, 198

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Robert W. Scherrer	4185

1/22/82 — Date
Edward Weldon — Acting Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☒ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/9/81	Robert W. Scherrer	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Files, index cards, and related documents maintained at Federal Bureau of Investigation Headquarters and field offices relating to a brief investigation conducted in 1967-1968 involving an alleged security matter. The file consists of approximately 10 documents which were released pursuant to the Privacy Act of 1974. Further retention of this material could conflict with subsection (e)(5) of the Privacy Act. File number 105-171585 Immediate destruction.		

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/03 BY AUC 60290 BCE/DCG/ymw

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

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JOB NO NC1-65-81-12

DATE RECEIVED February 4, 1981

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1/22/82 Edward Weber
Date Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Robert W. Scherrer

5. TEL. EXT.
4185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☒ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/23/81	Robert W. Scherrer	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Files, index cards, and related material maintained at Federal Bureau of Investigation Headquarters and field offices which contain the results of inquiry into organizational affiliations in 1975-1976. The records consist of approximately 15 documents which were released through provisions of the Privacy Act of 1974. Continued maintenance of the material could be violative of subsection (e)(7) as the information is no longer within the scope of an authorized law enforcement activity. File number 100-484211. Immediate destruction.		

115-107

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/23/03 BY ANC 00290 BCE/DCG/lpm

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

FEDERAL GOVERNMENT

March 26, 1982

DESTRUCTION of BUREAU PROPERTY

Mr. Dan K. Webb
United States Attorney
Northern District of Illinois
United States Courthouse
Chicago, Illinois 60604

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EJW/glk

General

Dear Mr. Webb:

This is in reference to your letter of January 26, 1982, which was directed to [redacted] Justice Management Group, Justice Management Division, Department of Justice, and which referred to five cases that were ordered expunged pursuant to the Federal Youth Corrections Act.

Please be advised that although the Department of Justice has not given final approval to an order outlining a procedure for handling cases expunged pursuant to the Federal Youth Corrections Act, the Federal Bureau of Investigation (FBI) has developed a standard procedure for processing such records.

Thus, pursuant to your request, the records of the individuals named in your communication have been purged from the files of the FBI's Identification Division. Additionally, the investigative files that refer to these individuals have been physically removed from the FBI's central criminal files to insure that information concerning the ex-offenders' arrests and convictions is not disseminated so as to negate the purpose of the Federal Youth Corrections Act.

MAILED 8 MAR 26 1982 FBI

Sincerely yours,

Thomas H. Bresson

Thomas H. Bresson
Inspector-Deputy
Assistant Director
Records Management Division

66-3286-1372

RECORDED COPY FILED IN 62-505749

1 - Mr. [redacted]
United States Attorney's Office
66-3286
1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. [redacted]
1 - AD, RMD
1 - Mr. Scherrer
1 - Ms. [redacted]
CMG:evm (8)

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12 MAR 29 1982

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SEE NOTE PAGE 2.

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Mr. Dan K. Webb

NOTE: Based on receipt of Form JMD-95, dated 2/24/82, from the Justice Management Division, ordering expungement of records pursuant to Controlled Substances Act, 21 U.S.C., Section 844(b)(2), although subjects of court orders were being afforded treatment under the Federal Youth Corrections Act (FYCA). In response to request by the Records Management Division, the Legal Counsel Division (LCD) provided a legal analysis of the FYCA, 18 U.S.C., Section 5021(b), by memorandum dated 4/22/81 (66-3286-1364X) and recommended that pertinent records be segregated from the central records system and disseminated only to bona fide law enforcement agencies for legitimate law enforcement investigative purposes. We are stating our position with the U.S. Attorney in view of our reluctance to dispose of legitimate investigative files without positive definition or clarification and the prospects of obtaining archival authorization and court approval for destruction under these uncertain conditions. [redacted] who coordinates the expungement orders in the Justice Management Division, was contacted on 2/18/82. Ms. [redacted] was sympathetic with the problem and supportive in our effort to resolve the matter with the U.S. Attorney, Chicago. This matter is being closely coordinated with the Legal Research Unit, LCD.

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b7C

APPROVED: Adm. Serv. ____ Laboratory ____
Crim. Inv. ____ Legal Coun. ____
Director ____ Off. of Cong. & Public Affs. ____
Exec. AD-Adm. ____ Ident. ____ Rec. Mgnt. ____
Exec. AD-Inv. ____ Inspection ____ Tech. Servs. ____
Exec. AD-LES ____ Intell. ____ Training ____

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
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Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To Assistant Director E/Rec
Records Management Division

Date 3/24/82

From R. W. Scherrer RWS

Subject DESTRUCTION OF RECORDS;
CREATION OF A RECORDS DISPOSITION AND ARCHIVAL SUBUNIT
RECORDS SYSTEMS SECTION
RECORDS MANAGEMENT DIVISION (RMD)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EJW/JHK

Destruction of Bureau records

PURPOSE:

To advise of plans to establish a Records Disposition and Archival Subunit to implement FBIHQ, field and Legat records destruction and archival retention of FBI records.

RECOMMENDATION:

For information.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Ident. ___ Rec. Mgmt. E/Rec
Inspection ___ Tech. Servs. ___
Exec AD-LES ___ Intell. ___ Training ___

SYNOPSIS AND DETAILS:

As a result of the civil matter American Friends Service Committee, et al. v, William H. Webster, et al., U.S. District Court, Washington, D. C., Civil Action Number 79-1655, the FBI has been enjoined from destruction of administrative and investigative files since January, 1980. In complying with orders of the Court in the above-mentioned civil matter, the National Archives and Records Service (NARS) and the FBI prepared and submitted a detailed retention plan and disposition schedule to the Court for approval on 11/9/81.

1 - Mr. Colwell
1 - Mr. Mintz (Attn: Mr. [redacted]
1 - Mr. Revell
1 - AD, RMD
1 - Mr. Andrews
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Ms.
1 - Mrs.
1 - Miss
1 - Miss
RWS:evm (14)

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APPROPRIATE AGENCIES
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FBI/DOJ

After approval by the Court, the FBI will be bound by the provisions of the retention plan and disposition schedule. The critical space problems at FBIHQ and in the field resulting from the records destruction prohibition requires the prompt resumption of a records destruction program after authority is received from the Court. The NARS review of FBI records was the most extensive undertaking of its kind ever conducted by that agency. The resulting retention plan and disposition schedule are exceptionally complex and complicated.

Previously, the FBI had been generally authorized to destroy administrative and investigative files by administrative, criminal and subversive categories with few exceptions and/or restrictions. The field and Legat destruction programs were administered by individual field and Legat offices with minimal direction from FBIHQ. The new retention plan and disposition schedule developed by NARS will require continuous FBIHQ direction and control with regard to the destruction of field and Legat records. In addition, the new retention plan and disposition schedule will require that the FBI maintain a wide variety of administrative and investigative records for eventual transfer to NARS. The new retention plan and disposition schedule call for the retention of certain investigative and administrative records by classification, utilizing a statistical sampling procedure. All multi-volume files at FBIHQ, the field and in Legat offices in specified classifications will have to be retained and prepared for transfer to NARS. Also, specific criteria to identify exceptional cases have been established by NARS and these records also must be retained and prepared for transfer to NARS. The corresponding field records must be combined with multi-volume FBIHQ files for retention and transfer to NARS. The reverse is also true. Corresponding index cards from FBIHQ and the field related to files that must be permanently retained and ultimately transferred to NARS must be recovered and also transferred to NARS for retrieval purposes. Prior to the transfer of any FBI records to NARS, there must be a review for classification. In addition, records permanently transferred to NARS must be thoroughly reviewed in order to protect the identity of FBI informants or assets.

The foregoing activity will be continuing and ongoing. No FBI files, with the exception of World War I era records, have ever been transferred to NARS. In addition, no significant destruction of FBIHQ records has ever taken place.

Memorandum R. W. Scherrer to AD, RMD
RE: DESTRUCTION OF RECORDS;
CREATION OF A RECORDS DISPOSITION
AND ARCHIVAL SUBUNIT
RECORDS SYSTEMS SECTION
RECORDS MANAGEMENT DIVISION (RMD)

Personnel selected to carry out the destruction and archival retention of FBI records, in addition to having a broad RMD background, must also have the ability to analyze and interpret the subject matter under consideration for destruction and/or transfer to NARS. Personnel must also have the ability to work with a minimum of supervision. A preliminary RMD analysis of the proposed Disposition and Archival Specialist position leads to the belief that the incumbent should occupy the position of a GS-7 analyst with promotional opportunities through GS-9, after necessary experience has been obtained and performance has been demonstrated. Due to the huge amounts of FBIHQ, field and Legat records involved, RMD believes a targeted staffing level for the new Record Disposition and Archival Subunit should be fixed at 25 employees. RMD will be in touch with the Administrative Services Division for guidance and assistance in developing required position descriptions.

1 3

3/24/82 UNCLAS E F T O ROUTINE

FM DIRECTOR FBI {66-19249}

TO ALL FBI FIELD OFFICES ROUTINE

PERSONAL ATTENTION

BT

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DATE 9-24-82 BY SP4 EJW/gmm

UNCLAS E F T O Bureau Property General

DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS SERVICE {NARS} APPRAISAL OF FBIHQ AND FIELD RECORDS;

COPYRIGHT MATTERS. 66-3286-

REBUTEL 10/7/81, UNDER THE FIRST CAPTION.

BASED ON RECENT INQUIRIES DIRECTED TO THE RECORDS MANAGEMENT DIVISION {RMD} BY SEVERAL FIELD OFFICES AS TO WHETHER PIRATED MOTION PICTURE FILMS, VIDEO CASSETTES OR SOUND RECORDINGS SEIZED BY THE FBI WERE CONSIDERED DOCUMENTARY OR PHYSICAL EVIDENCE, THE FOLLOWING INFORMATION AND GUIDANCE IS SET FORTH:

CONSULTATION BY RMD WITH LEGAL COUNSEL DIVISION; CIVIL DIVISION, DEPARTMENT OF JUSTICE, AND NARS DISCLOSED THAT

ORIGINAL FILED IN 66-19249-244

RWS:evm 3/24/82 5644 4185

1 - MR. COLWELL
1 - EAD INVESTIGATIONS
1 - MR. OTTO
1 - EACH ASSISTANT DIRECTOR
1 - MR. [redacted]
1 - MR. SCHERRER
1 - MR. [redacted]
1 - MR. [redacted]
1 - MS. [redacted]
1 - MR. [redacted]

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1 - MR. [redacted]
1 - MS. [redacted]
1 - MISS [redacted]
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PIRATED MOTION PICTURE FILMS, VIDEO CASSETTES AND SOUND RECORDINGS APPEAR TO FALL WITHIN THE BROAD DEFINITION OF DOCUMENTARY EVIDENCE. AS ALL OFFICES ARE AWARE, THE DISPOSITION OF DOCUMENTARY EVIDENCE RETAINED BY THE FBI IS GOVERNED BY ORDERS ISSUED JULY 28, 1981, AND AUGUST 26, 1981, BY U.S. DISTRICT JUDGE (USDJ) HAROLD H. GREENE IN THE CIVIL MATTER "AMERICAN FRIENDS SERVICE COMMITTEE, ET AL. V. WILLIAM H. WEBSTER, ET AL." U.S. DISTRICT COURT, WASHINGTON, D.C., CIVIL ACTION NUMBER 79-1655. SPECIFIC INSTRUCTIONS REGARDING THE IMPLEMENTATION OF THE AFOREMENTIONED ORDERS ISSUED BY JUDGE GREENE WERE SET FORTH IN REBUTEL.

THE CIVIL DIVISION, U.S. DEPARTMENT OF JUSTICE, WILL SEEK CLARIFICATION FROM JUDGE GREENE AS TO WHETHER PIRATED MOTION PICTURE FILMS, VIDEO CASSETTES OR SOUND RECORDINGS SEIZED BY THE FBI ARE CONSIDERED TO BE DOCUMENTARY OR PHYSICAL EVIDENCE. UNTIL CLARIFICATION OF THIS ISSUE IS RECEIVED FROM JUDGE GREENE, ALL OFFICES SHOULD ADHERE TO THE INSTRUCTIONS SET FORTH IN REBUTEL CONCERNING THE DISPOSITION OF DOCUMENTARY EVIDENCE.

INFORMAL INQUIRY BY FBIHQ WITH SEVERAL FIELD OFFICES ESTABLISHED THAT PIRATED MOTION PICTURE FILMS, VIDEO CASSETTES AND SOUND RECORDINGS WERE BEING DISPOSED OF BY COURT ORDER AS PROVIDED IN TITLE 17, U.S. CODE, SECTION 506(B), INASMUCH AS THE SEIZED MATERIAL WAS CONSIDERED BY THE U.S. ATTORNEY AND THE USDJ TO BE PHYSICAL EVIDENCE. CIVIL DIVISION, U.S. DEPARTMENT OF JUSTICE, DESIRES TO ASCERTAIN THE NUMBER OF INSTANCES WHEREIN PIRATED MOTION PICTURE FILMS, VIDEO CASSETTES OR SOUND RECORDINGS WERE DISPOSED OF BY FIELD OFFICES UNDER THE PROVISION OF TITLE 17, U.S. CODE, SECTION 506(B), OR BY OTHER MEANS DURING THE PAST YEAR. ACCORDINGLY, EACH OFFICE SHOULD PROVIDE THIS INFORMATION TO FBIHQ BY TELETYPE UNDER THE ABOVE CAPTION MARKED FOR THE ATTENTION OF SA ROBERT W. SCHERRER, SECTION CHIEF, RECORDS SYSTEMS SECTION, RMD. PLEASE FORWARD YOUR RESPONSE BY COB 3/31/82.

BT

NOTE: INSTANT TELETYPE PROVIDES GUIDANCE AND INSTRUCTIONS TO THE FIELD IN CAPTIONED MATTERS AND THE DISPOSITION OF PIRATED MOTION PICTURE FILM, VIDEO CASSETTES AND SOUND RECORDINGS SEIZED BY THE FBI. THIS MATTER WAS COORDINATED BY THE RECORDS MANAGEMENT DIVISION WITH THE CRIMINAL INVESTIGATIVE AND LEGAL COUNSEL DIVISIONS.

Assistant Attorney General
for Administration
Justice Management Division
Attn: Terry Appenzellar

April 7, 1982

Assistant Director
Records Management Division

GENERAL ACCOUNTING OFFICE
(GAO) RECORDS

Destruction of Bureau Property

This is in response to your letter of March 31, 1982, relating to disposal of site audit records and GAO contract copies which are currently maintained in the Washington National Records Center (WNRC).

These particular records are not forwarded to WNRC but are maintained at Federal Bureau of Investigation Headquarters.

NOTE: In response to letter dated 3/31/82, from Terry Appenzellar, Library Staff, Office of Information Technology, Justice Management Division, regarding disposal of site audit records and GAO contract copies maintained in the records center. We have advised that these particular records are maintained at FBIHQ. This matter was coordinated with the Voucher and Payroll Section, Financial Management Branch, Administrative Services Division. A copy of referenced letter is attached for information.

66-3286
1 - Mr. Revell (Attn: Mr. [redacted]
1 - AD, RMD
1 - Mr. Scherrer
1 - Ms. [redacted]
CMG:lcm(6)

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FBI

APPROVED:
Director
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Exec. AD-LES
Adm. Servs.
Crim. Inv.
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Off. of Public Affs.
Rec. Mgmt. 3/Cwk
Tech. Servs.
Training

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4/16/82 UNCLAS E F T O ROUTINE

FM DIRECTOR FBI (66-19249)

TO FBI BALTIMORE ROUTINE

FBI RICHMOND ROUTINE

FBI SPRINGFIELD ROUTINE

BT

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DATE 9-24-82 BY SP4 Egulston

UNCLAS E F T O

DESTRUCTION OF Bureau Property of General RECORDS; NATIONAL ARCHIVES AND RECORDS SERVICE (NARS); APPRAISAL OF FBIHQ AND FIELD RECORDS; COPYRIGHT MATTERS

REBUTEL 3/24/82 CAPTIONED AS ABOVE, WHICH INSTRUCTED EACH OFFICE TO ADVISE FBIHQ BY 3/31/82 OF EACH INSTANCE WHEREIN PIRATED MOTION PICTURE FILMS, VIDEO CASSETTES OR SOUND RECORDINGS WERE DISPOSED OF PURSUANT TO THE PROVISIONS OF TITLE 17, U.S. CODE, SECTION 506(B) OR BY ANY OTHER MEANS.

SINCE NO RESPONSE FROM YOUR OFFICE HAS BEEN RECEIVED BY FBIHQ, IT IS PRESUMED THAT NO DISPOSAL OF PIRATED MOTION PICTURE FILMS, VIDEO CASSETTES OR SOUND RECORDINGS WAS CARRIED OUT BY

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RMS:evm 4/16/82 5644 4185

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(1) - 66-3286 SUB B
1 - 26-00
1 - MR. MINTZ (ATTN: MR. [redacted]) b6 b7C
1 - MR. MONROE
1 - AD, RECORDS MANAGEMENT DIVISION
1 - MR. SCHERRER
1 - MR. [redacted]
1 - MR. [redacted]

DUPLICATE YELLOW

ORIGINAL FILED IN 66-19241-2

YOUR OFFICE.

BT

FEDERAL GOVERNMENT

Assistant Attorney General
for Administration
Justice Management Division
Attention: Terry Appenzellar

April 28, 1982

Assistant Director, Records Management Division
Federal Bureau of Investigation

Destruction of Bureau Property-Gen'l

RECORDS DISPOSITION

This is in response to your memorandum dated April 16, 1982, which noted the policy change regarding storage of records in the Federal records centers and the proposed change that would limit accessions to records with established date of disposition.

The policy changes will have no immediate application to storage of Federal Bureau of Investigation records.

NOTE: Referenced communication notes that, effective 10/1/82, Federal records centers will accept records for storage only if the records will remain in the center for at least three years before their scheduled disposition and a proposed change to limit storage to records which have established dates of disposition. We are advising that the policy changes will have no immediate application. Referenced communication; related correspondence from George N. Scaboo, dated 8/27/81, 3/29/82, and 4/5/82; and GSA Bulletin FPMR B-117, dated 2/2/82, are attached for information.

66-3286
1 - AD, RMD (Admin)
1 - Mr. Scherrer
1 - Ms. [redacted]
CMG:lcm(5)

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APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
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5 - ENCLOSURE

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Telephone Rm. ___
Director's Sec'y ___

MAIL ROOM

Terry Appenzellar
Justice Management Division
(Attention: Robert M. Yahn)

May 21, 1982

Charles P. Monroe, Assistant Director
Records Management Division

FEDERAL GOVERNMENT

EXPUNGEMENT OF RECORDS
PURSUANT TO THE PRIVACY ACT

Destruction of Bureau Property

In response to your April 13, 1982, memorandum, the following comments are set forth concerning captioned matter:

The proposed revision of GSA Bulletin FPMR B-74 with regard to Privacy Act expungements provides that data elements or file items may be amended, expunged or removed from a file without the submission of SF-115, provided the following conditions are met: (1) The individual requests such action; (2) The agency agrees to the action; and (3) The affected record is scheduled for destruction by a National Archives and Records Service (NARS)-approved agency schedule or by a General Records Schedule. Since all destruction authority for FBI investigative files has been withdrawn by the Archivist of the United States during the pendency of the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., U.S. District Court, Washington, D. C., Civil Action Number 79-1655, the FBI would be precluded from amending or expunging any material from investigative files in connection with a Privacy Act request. The FBI processes numerous requests for amendment, correction and partial expungement of data contained in investigative files. Requests for such partial amendments, correction and expungements have been received by the FBI in a ratio of 4 to 1 vis-a-vis total destruction of material contained in investigative files.

It is the opinion of the FBI that the requirement for the submission of SF-115 for each and every partial amendment, correction or expungement will be a burdensome procedure, not only for the FBI, but for NARS. It is obvious that the requirement for the submission of SF-115 to NARS and the

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1 - Mr. Mintz
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms.
1 - Mr.
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MAIL ROOM

Tarry Appenzellar
Justice Management Division

subsequent review of material to be partially amended, corrected or expunged by NARS will cause considerable delay in the resolution of the Privacy Act request. Such delays may well result in civil litigation against the Government by the Privacy Act requester. It is believed that some discretionary authority should be afforded to the FBI to correct or amend minor items of information contained in investigative files that would obviously have no historical or other value.

Should you have any questions on this subject, please contact Special Agent R. W. Scherrer, Section Chief, Records Systems Section, Records Management Division at 324-4185.

NOTE: In response to referenced memorandum from the Justice Management Division. The 4/30/82 deadline for a response on this matter was extended to 5/21/82 as a result of contact on 4/29/82 with Mr. Robert M. Yahn, Justice Management Division.

APPROVED:

Director _____
Exec. AD-Adm. _____
Exec. AD-Inv. _____
Exec. AD-LES _____

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Memorandum

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Telephone Rm. ___
Director's Sec'y ___

To : Mr. Mintz

Date 5/28/82

From : C. P. Monroe

Destruction of Bureau Records General

Subject : ~~RETENTION/DESTRUCTION OF FBI INVESTIGATIVE RECORDS~~ RELATED TO NATIONAL SECURITY

PURPOSE: To present for your consideration a problem which arises from the continuing moratorium imposed by the Department of Justice on FBI destruction of national security related records.

RECOMMENDATION: That LCD review this matter and, if appropriate, correspond directly with both the Criminal and Civil Divisions, DOJ in order to resolve the issues.

APPROVED:	Adm. Serv. ___	Legal Coun. *
	Crim. Inv. ___	Plan. & Insp.
Director ___		Rec. Mgnt.
Exec. AD-Adm. ___	Ident. ___	Tech. Servs. ___
Exec. AD-Inv. ___	Intell. ___	Training ___
Exec. AD-LES ___	Laboratory ___	Off. of Cong. & Public Affs. ___

DETAILS: Attached are two memoranda, one from OLC and the other from Civil Division, wherein the Department is interposing objections to the destruction of national security related FBI records. While we share the Department's interest in preserving records relevant to pending civil or criminal litigation, in our judgement such a moratorium is much too broad. It prevents us from disposing of records which have been determined to be of no further investigative value, the destruction of which has been specifically requested by the record subject pursuant to his or her rights under the Privacy Act (5 U.S.C. 552a (d)(2). As you are aware, the Act prohibits us from maintaining records which are not relevant and necessary to an authorized purpose of the FBI,

DE 58 66-3286-1379

Enclosures (2) ENCLOSURE V-28

* Legal Counsel memo to Civil Div. 6/17/82

1 - Mr. Monroe
1 - Mr. Bresson
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Mr.

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RECORDS SYSTEMS

FBI/DOJ

and, where describing rights guaranteed by the First Amendment, records which are not pertinent to nor within the scope of an authorized law enforcement activity.

In June of last year, Judge Harold Green of the U. S. District Court here in Washington modified a previous court order to the extent he would permit destruction of records pursuant to the Privacy Act, where the records are made available for and destruction approved by the National Archives and Records Service. NARS has agreed to this, and has provided us authority in several cases for such destruction. All of these cases, now numbering approximately 35, are being maintained under secure conditions until such time as this matter is resolved.

The Department is concerned primarily with records relevant to the discovery process in the Kearney, Gray, Felt and Miller cases, as well as those which relate to various organizations, e.g., The Black Panther Party, National Lawyers Guild, et al. None of our records relating in any way to these matters or to any organization, whatsoever, are ever destroyed. The only records considered for destruction pursuant to the Privacy Act are those which involve individual citizens, who have been the subject of old, mostly domestic security or CPUSA investigations, not related in any way to the organizations identified in the Department's memorandum. It is believed we have enough legal and investigative experience to determine ad hoc those records which might relate to pending civil or criminal proceedings.

Consequently, we suggest that LCD advise the Department that it is our intention to go forward with our records destruction procedures under the Privacy Act, subject to individual review and approval by NARS. If you think it appropriate, we certainly would not object to providing each individual case to LCD for its own review and approval.

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The above may be discussed further with [redacted], Assistant Chief-Operations, FOIPA Section, Ext. 5578.

FEDERAL GOVERNMENT

Assistant Attorney General
Civil Division
Attention: John J. Farley, III
Director, Torts Branch
Assistant Director - Legal Counsel
Federal Bureau of Investigation

June 17, 1982

RETENTION/DESTRUCTION OF FBI INVESTIGATIVE RECORDS RELATED TO NATIONAL SECURITY
DESTRUCTION of Bureau Records

Reference is made to a memorandum from the Federal Bureau of Investigation (FBI) to the Department of Justice (DOJ) Office of Legal Policy (OLP) dated December 18, 1981; a memorandum from Mr. John J. Farley, III, Director, Torts Branch, Civil Division, DOJ, to Mr. Larry L. Simms, Deputy Assistant Attorney General, OLP, dated March 8, 1982; and to a memorandum from Mr. Larry L. Simms to Mr. Thomas H. Bresson, Deputy Assistant Director, Records Management Division, FBI, dated March 26, 1982.

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Each of the above referenced memoranda spoke to the issue of whether to lift the DOJ-imposed moratorium on the destruction of security-related investigative records which has been in effect since January 16, 1978. It was the opinion of the DOJ that at present, the moratorium should not be lifted. The purpose of this memorandum is to clarify the FBI's request and to request reconsideration of your opinion in order to permit the destruction of a limited number of FBI documents.

Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
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Director's Sec'y

As you know, the DOJ asked that the FBI not destroy any security-related investigative records on approximately January 16, 1978, because of the criminal investigation and prosecution of former FBI officials Gray, Felt, Miller and Kearney. Since that time, the FBI has abided by that moratorium and has refrained from destroying any security-related investigative records.

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However, it is our belief that the moratorium should be modified to permit the destruction of certain security-related investigative records which are the subject of perfected Privacy Act requests. We are not asking that the entire moratorium be lifted at this point. Although we question whether the retention of the moratorium is

JUN 29 1982

2 - Records Management Division
Attention: Mr. [redacted]
Attention: Mr. Scherrer
1 - Mr. [redacted]
1 - IPALU

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warranted at this time, we believe that the injunction prohibiting the FBI from "destroying or otherwise disposing of" documents in the possession of the FBI as a result of American Friends Service Committee, et al. v. Webster, et al. (U.S.D.C., D.C.), Civil Action Number 79-1655, moots the issue. We also believe that when the retention and disposition plan submitted to the Court in the American Friends Service Committee case is approved by that Court, the moratorium will effectively be removed since the disposition of FBI records will be governed by that plan.

However, the issue which now confronts the FBI and prompts this memorandum is that the FBI is currently in possession of approximately thirty-five perfected Privacy Act requests which require the destruction of certain FBI records. These Privacy Act expunction requests concern security-related files but are in no way related to any pending litigation, either civil or criminal.

As you know, the Privacy Act of 1974 permits an individual to request an agency to correct information contained in that agency's files which the individual believes is not accurate, relevant, timely or complete. Although the FBI has exempted certain of its investigative files from that provision of the Privacy Act pursuant to Title 28, Code of Federal Regulations (C.F.R.), Section 16.96, the FBI still as a matter of agency discretion responds to requests for the correction of its records where the FBI agrees the information is no longer relevant or necessary to the FBI's purposes. As mentioned before, the FBI is currently in possession of thirty-five such requests where administratively the FBI agrees with the individual requester that the information is no longer necessary and should be deleted from FBI files. It is the FBI's position that in these instances, destruction or correction of the records is appropriate and will best serve the interest of the FBI in avoiding unnecessary litigation by administratively agreeing to destroy or correct the file.

Currently, however, under the DOJ moratorium imposed on the destruction of security-related investigative records, the destruction of the records in question is not permitted. Should the moratorium be modified to permit the destruction of these records, it is the belief of the FBI that the interests of the individuals involved and the interests of the FBI will be better served.

Assistant Attorney General
Civil Division

It should also be noted that the injunction in American Friends Service Committee, which prohibits the FBI from destroying or otherwise disposing of most documentary records, would permit the destruction of the records in question. On April 3, 1980, Judge Harold H. Green modified his injunction to permit the FBI to destroy certain records which are the subject of perfected Privacy Act requests or court orders.

In summary, we agree that no records relating to any pending civil or criminal action should be destroyed. Further, though we question the necessity of retaining the entire moratorium, we believe it appropriate at this time to modify the moratorium insofar as it prohibits the FBI from responding to the perfected Privacy Act requests which it has now on hand and which may come into its possession. Such a modification of the moratorium will not lessen the ability of the FBI to respond to any civil or criminal case now pending, while on the other hand, will allow the FBI the latitude it needs in handling Privacy Act requests for the destruction of material which it is no longer necessary to maintain in FBI files.

NOTE: This memorandum is written at the request of RMD, who had earlier corresponded with DOJ and DOJ indicated it appeared LCD had not earlier been apprised of the effort to modify the moratorium. This memorandum requests DOJ to modify the moratorium on destruction of security-related investigations to allow only for the destruction of certain records which are the subject of perfected Privacy Act requests.

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Memorandum

Exec AD Adm.
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Telephone Rm.
Director's Sec'y

To : Mr. Colwell
Chairman, Contract Review Board

Date 7/1/82

From : [redacted]
Recording Secretary

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b7C

Subject : RETENTION OF RECORDS
IDENTIFICATION DIVISION
USER FEE SYSTEM

Destruction of Bureau Records

PURPOSE: To recommend that the Inspection Division contact the General Accounting Office (GAO) and institute liaison procedures relating to the User Fee System.

General

DETAILS: On 6/28/82, the Contract Review Board, chaired by Executive Assistant Director (EAD) Colwell, met concerning the procurement of various ADP equipment to support the Identification Division User Fee System. The Board examined records which would be created and the necessity for the retention of the records. Various financial information will be generated by the User Fee System, and Federal Regulations require that GAO audit these records prior to their destruction. EAD Colwell directed that the GAO be contacted and requested to institute immediate audits so that records could be retained for as short a period of time as is permissible.

RECOMMENDATION: That the Inspection Division contact the GAO and institute procedures to ensure that records supporting the User Fee System may be disposed as quickly as possible.

WSB/GAO

66-3286-

1 - Mr. Colwell
1 - Mr. Bayse
1 - Mr. Greenleaf
1 - Mr. Groover
1 - Mr. Mintz
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. Andrews
1 - Mr. [redacted]

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DATE 9/28/83 BY SP4 elw/ebm

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Original Filed In

FBI/DOJ

Assistant Attorney General
for Administration
Justice Management Division
Attn: Mr. Robert M. Yahn

November 23, 1982

Charles P. Monroe, Assistant Director
Records Management Division

~~QUESTIONNAIRE REGARDING THE~~
~~RECORDS DISPOSITION PROGRAM~~
DESTRUCTION OF BUREAU RECORDS GENERAL

By letter dated November 5, 1982, Dr. Robert M. Warner, Archivist of the United States, provided a questionnaire pertaining to the records disposition program for use by the Appraisal and Disposition Task Force, National Archives and Records Service (NARS).

The completed questionnaire for this Bureau is attached for your review and final action.

Enclosure

NOTE: By letter dated 11/5/82, Robert M. Warner, Archivist of the United States, provided a questionnaire to assist a Task Force appointed to evaluate the records disposition efforts of Federal agencies and the subsequent performance of records appraisal and disposition functions by NARS. On 11/17/82, Richard Jacobs, Task Force Chairman, was contacted regarding the status of the disposition program of the FBI and informed that our responses would deviate somewhat from the normal pattern as the result of efforts devoted to, and restrictions resulting from, pending litigation. Mr. Jacobs indicated that such a response would be useful to the Task Force and encouraged completion of the questionnaire. A copy of referenced letter and our response are attached.

66-3286 2-ENCLOSURE
1 - Mr. Monroe (Admin.)
1 - Mr. Scherrer
1 - Ms. [redacted]
CMG:mdv
(5)

APPROVED
b6
b7C

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
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Legal Coun. ___
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Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

MAIL ROOM

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FBI

DE-124 66-3286 -1382

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DATE 1/4/82 BY SP-4 elw/slw

17 NOV 30 1982

QUESTIONNAIRE FOR AGENCY RECORDS OFFICERS
About The Government Records Disposition Program

1. Name of agency Department of Justice
Federal Bureau of Investigation (FBI)

2. Name of Records Officer Robert W. Scherrer Phone Number 324-4185

3. Name of person primarily responsible for records disposition work (such as, preparing records schedules) if other than the formally designated records officer.

Name [redacted] Phone Number 324-4844 b6 b7C

4. How long have you been responsible for records disposition?

☐ 1 year or less

☐ 2 - 5 years

☒ more than 5 years How many years? 6

5. Which types of records does your disposition responsibility encompass? (Check all that apply.)

☒ Textual

☒ Audiovisual

☐ Cartographic

☒ Machine-readable

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6. How often do you have contact with the National Archives and Records Service (NARS)?

☐ 1 or more times per week

☒ 2 - 3 times per month

☐ less often. If so, how many times in the last year? ____

7. What NARS unit do you deal with? (Check all that apply.)

☒ Records Disposition Division (NCD) staff

☒ Federal Records Center (FRC) staff

☒ Other. If so, please name which unit if known: ____

What is the nature of your business with each NARS unit? See #8

66-3286-1382

ENCLOSURE

8. What is the nature of your contact with NARS? (Check all that apply.)

- [X] Phone conversations
- [X] NARS visits to your agency to review schedules
- [X] Your visits to a Federal Records Center (FRC)
- [ ] Submission of SF 135 to FRCs
- [ ] Receipt of disposal notices from FRCs
- [X] Letters to and/or from NARS concerning specific records schedules or other specific disposition matters
- [X] Receipt of NARS records disposition and FRC procedural issuances for all agency records officers
- [X] Attendance at NARS sponsored special briefings/seminars.
- [X] Other. If so, what is the nature? See Attachment

9. Have you or other personnel from your agency taken the NARS training class in records disposition?

- [ ] No
- [ ] Yes, within the last year. If so, how many attended? _____
- [X] Yes, within the last 2 - 5 years. If so, how many attended? 1

10. Have you or other personnel from your agency taken the NARS training class in files maintenance and improvement?

- [X] No
- [ ] Yes, within the last year. If so how many attended? _____
- [ ] Yes, within the last 2 - 5 years. If so, how many attended? ____

11. Have you used the NARS appraisal guidelines on permanent records (GSA Bulletin FPMR B-104) in preparing records schedules?

- [ ] Yes
- [XX] No, Bulletin dated 7/21/80.

12. Are you familiar with the NARS records management handbook, Disposition of Federal Records?

- [XX] Yes
- [ ] No

13. Has this handbook been helpful to you in the preparation of records schedules?

- [XX] Yes
- [ ] No

14. Have you prepared and submitted a records disposition schedule (SF 115) to NARS within the last year?

- [XX] Yes
- [ ] No

15. What is the date of your most recently prepared and NARS approved records schedule? 8/30/82

16. Are your agency's schedules reviewed and, if necessary, updated annually?

☐ Yes ☐ No See attachment.

17. What percentage of your agency's records do you estimate are covered by up-to-date NARS approved schedules? 26%

18. Do you use the General Records Schedules (GRS) on a regular basis?

☐ Yes ☒ No See attachment.

19. What percentage of your agency's records do you estimate are covered by the General Records Schedules (GRS)? 10%

20. Have you prepared and submitted to NARS an SF 258 for an offer of unscheduled records within the last year?

☐ Yes ☒ No

21. Have you prepared and submitted to NARS an SF 258 for an offer of previously scheduled permanent records within the last year?

☒ Yes ☐ No 10/21/82.

22. Have you prepared and submitted an SF 135 to a Federal Records Center for the transfer of scheduled records to an FRC within the last year?

☐ Yes ☒ No

23. How do you evaluate NARS work with your agency in the following areas of the records disposition program?

Reviewing records schedules submitted for NARS approval

☐ Excellent ☒ Good ☐ Average ☐ Fair ☐ Poor

Appraising direct offers of unscheduled records in agency space

☒ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor In 1975.

Transferring scheduled records to Federal Records Center

☐ Excellent ☒ Good ☐ Average ☐ Fair ☐ Poor

Transferring scheduled permanent records from agency space directly to the Office of the National Archives

☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor See attachment.

24. Overall do you think the present system for records scheduling and disposition is

☒ Satisfactory? ☐ Unsatisfactory?

25. What are the strong points in the present system? _____

_____

_____

26. What are the weak points in the present system? What changes do you suggest to remedy these defects? _____

_____

_____

Richard Jacobs (NN)
Chairman, Appraisal and
Disposition Task Force
National Archives and Records Service
Washington, DC 20408

QUESTIONNAIRE FOR AGENCY RECORDS OFFICERS
About The Government Records Disposition Program

ATTACHMENT

#8 Contact is maintained primarily with the Records Disposition Division; however, as the result of the preliminary injunction issued on January 10, 1980, by the U. S. District Court, District of Columbia, the FBI halted all record destruction until a retention plan and disposition schedule for FBI records were prepared by NARS and the FBI and approved by the Court. During the course of the review and appraisal of records and subsequent discovery, constant contact has been maintained with employees assigned to various components of NARS, including Presidential Libraries and the National Archives. Efforts, however, have been devoted to the NARS appraisal of FBI records. The FBI also participated with NARS personnel in a review of records stored in Washington Federal Records Center pursuant to congressional mandate.

#16 Schedules are normally reviewed on a timely basis for revisions and/or clarification. All authority for records disposal has been withdrawn for record categories other than fingerprint records as the result of pending civil action.

#18 Disposition authority contained in seven full schedules and one partial schedule of the General Records Schedules was withdrawn as the result of pending civil action. The remaining schedules are being applied, however.

#23 As noted in #21, SF 258 was submitted on October 21, 1982 for permanent record group but response cannot be evaluated at this time. The disposition schedule now pending with the Court has identified numerous record categories for transfer to the National Archives after designated retention periods.

General Services Administration
National Archives and Records Service
Washington, DC 20408

5 NOV 1982

Memorandum to Agency Records Officers:

I have appointed a Task Force on appraisal and disposition to review the current records disposition efforts of the Federal Government and the performance of records appraisal and disposition functions by the National Archives and Records Service. In making this evaluation we want to benefit from your knowledge and views about the current program.

Therefore, we are sending the enclosed questionnaire to formally designated records officers of cabinet departments and their administrations, bureaus and services as well as independent agencies.

If, as the records officer of your agency, you have assigned major records disposition duties, such as writing new records schedules, to a member of your staff, we ask that such staff members also complete copies of the questionnaire.

Please complete the questionnaires as soon as possible. It will only take a few minutes of your time. If you wish to provide further comments on the appraisal and disposition activities of NARS and the Federal Government, feel free to include them in your response.

Please send your completed questionnaires to:

Richard Jacobs (NN)
Chairman, Appraisal and
Disposition Task Force
National Archives and Records Service
Washington, DC 20408

Please return the questionnaires by November 30, 1982. If you have any questions about this matter, Mr. Jacobs' phone number is 523-3130.

Sincerely,

Robert M Warner

ROBERT M. WARNER
Archivist of the United States

Enclosure

ack
11/23/82
cmg: mdv

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DATE 9/24/03 BY AUC 60290 8CE/DCG/gmw

66-3286-1282

ENCLOSURE

AIRTEL

11/1/82

Director, FBI (66-19249)

All SACs

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

ReButel 10/29/82, captioned as above.

Enclosed is a copy of a self-explanatory U.S. Department of Justice Civil Division teletype, dated 10/22/82, to all U.S. Attorneys concerning the 10/19/82 Memorandum and Order of U.S. District Judge Harold H. Greene in the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., U.S. District Court, Washington, D. C., Civil Action Number 79-1655, which was filed on 10/20/82.

The enclosure is provided for your information.

Enclosure
NOTE: Detailed instructions re disposition of seized, subpoenaed and voluntarily contributed documentary evidence pursuant to USDJ Greene's 10/19/82 Memorandum and Order, supra, were furnished the field via Butel 10/29/82, captioned as above. Field is being provided with a copy of DOJ, Civil Division, instructions to all U.S. Attorneys re Judge Greene's 10/19/82 Memorandum and Order.

1 - Mr. Colwell
1 - EAD. Inv.
1 - Mr. Otto
1 - Ea. Assistant Director
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Mr.
1 - Miss [redacted]
1 - Manuals Desk
RWS:evm
(141)

APPROVED: Adm. Servs. Laboratory
Director
Exec AD Inv.
Exec AD Adm.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

66-3286

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26 NOV 15 1982

ENCLOSURE

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66-19249-399

Original Filed In

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
DEPARTMENT OF JUSTICE	ACTION: INFO:	
ACCOUNTING CLASSIFICATION	DATE PREPARED 10/22/82	TYPE OF MESSAGE ☐ SINGLE ☐ BOOK ☐ MULTIPLE ADDRESS
FOR INFORMATION CALL		
NAME [redacted] b6 b7C	PHONE NUMBER	

MA. Advise Room 5644 JEH

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED (*Use double spacing and all capital letters*)

TO: ALL UNITED STATES ATTORNEYS

PURSUANT TO A MEMORANDUM ORDER ISSUED ON OCTOBER 20, 1982, BY UNITED STATES DISTRICT JUDGE HAROLD H. GREENE, THE FBI IS NO LONGER REQUIRED TO RETAIN ORIGINALS OR COPIES OF GRAND JURY SUBPOENAED, SEIZED OR VOLUNTARILY CONTRIBUTED DOCUMENTARY MATERIAL PURSUANT TO THE JANUARY 10, 1980 IN-JUNCTION, AS AMENDED, IN AMERICAN FRIENDS SERVICE COMMITTEE V. WEBSTER.

ACCORDINGLY, I AM RESCINDING MY PREVIOUS INSTRUCTIONS ISSUED ON JUNE 29, 1982, REGARDING DISPOSITION OF GRAND JURY SUBPOENAED DOCUMENTS IN ACCORDANCE WITH PREVIOUS ORDERS IN AMERICAN FRIENDS. THE ORDERS IN AMERICAN FRIENDS NO LONGER RESTRICT THE LAWFUL DISPOSITION OF GRAND JURY SUBPOENAED, SEIZED OR VOLUNTARILY CONTRIBUTED MATERIAL IN THE POSSESSION OF THE FBI.

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DATE 9/24/03 BY 9VC 60290 BCE/DCG/ymw

SECURITY CLASSIFICATION		
	PAGE NO. 1	NO. OF PGS. 1

STANDARD FORM 14
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-35.306

U.S. GOVERNMENT PRINTING OFFICE: 1974-535-402

66-3286

ENCLOSURE

UNITED STATES GOVERNMENT

memorandum

DATE: 9/8/82

REPLY TO ATTN OF: SAC, PHILADELPHIA (87-C-29067)(HRA)(RUC)

SUBJECT: [redacted] aka; b6 b7C
dba [redacted]
PITTSFORD, VERMONT; ITSP - TTT
~~XX~~ (OO: ALBANY)

TO: DIRECTOR, FBI
ATTENTION: RECORDS MANAGEMENT DIVISION,
ELSUR INDEX, ROOM 4448

This file has been stamped on the cover with the word "ELSUR" and a tickler made for review ten years after it has been RUC'd, in accordance with Bureau instructions in Bureau airtel 3/12/79.

This file contains either tapes, logs, transcripts, related records, Title III matters or consensual tape matters and is being maintained beyond the established destruction period.

Pursuant to instructions contained in Bureau letter 5/8/78 captioned "Destruction of Field Files and Records," this letter is to serve as justification for retaining the file beyond the established destruction period.

66-3286

1 - Bureau
1 - Albany (87-C-10736)(RRA)(Info.)
2 - Philadelphia
1 - 66-6740 Sub A
1 - 87-C-29067 (HRA)

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46 OCT 5 SEP 24 1982

DPH:kak
(4)

"ENCLOSURE ATTACHED"

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SEARCHED
SERIALIZED
INDEXED
FILED

76 OCT 12 1982

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆U.S. Government Printing Office: 1981—341-526/6410

UNITED STATES GOVERNMENT

memorandum

DATE: 8/24/81

REPLY TO ATTN OF: SAC, PHILADELPHIA (9B-4593) (NSRA) (C)

SUBJECT: UNSUB, aka [redacted] (LNU);
[redacted] - VICTIM;
EXTORTION

b6
b7C

TO: (OO:PH)

DIRECTOR, FBI
ATTENTION: RECORDS MANAGEMENT DIVISION
ELSUR INDEX
ROOM 4448

This file has been stamped on the cover with the word "Elsur" and a tickler made for review ten years after it has been closed or RUC'd, in accordance with Bureau instructions in Bureau airtel, 3/12/79.

This file, which concerns consensual tape matters, does not contain tapes, logs, transcripts, related records, or Title III matters, but is being maintained beyond the established destruction period.

Pursuant to instructions contained in Bureau letter, 5/8/78, captioned "Destruction of Field Files and Records", this letter is to serve as justification for retaining the file beyond the established destruction period.

66-3286

NOT RECORDED
46 OCT 23 1982

1 - Bureau
2 - Philadelphia
1 - (66-6740 SUB A)
1 - (9B-4593) (NSRA)

FJK/jc
(3)

Initials on Original

SIX

REC'D MGT.

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16 OCT 21 1982

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆U.S. Government Printing Office: 1980—341-153/8042

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe Cong/Rels

Date 8/13/82

From : R. W. Scherrer Rels

Subject : ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

PURPOSE:

The purpose of this memorandum is to gain approval to forward a disposal request to the National Archives and Records Service (NARS) to expunge "see" references in order to complete a pending Privacy Act request.

RECOMMENDATION:

That the attached copies of SF 115 be referred to NARS for action.

APPROVED: Adm. Servs. Laboratory
Cong. Affs. Legal Coun.
Director Plan. & Insp. AG
Exec. AD-Adm. Rec. Mgnt. Cong/Rels
Exec. AD-Inv. Tech. Servs.
Exec. AD-LES Intell. Training

DETAILS:

As you are aware, the Civil Division of the Department of Justice has modified the moratorium on the destruction of security-related material, which became effective on 1/16/78, to permit destruction of record material resulting from Privacy Act expungement requests. Authority to destroy entire files has been granted on numerous occasions and our submissions to NARS are current.

Enclosure
66-19087
1 - Mr. Mintz (Attn: Mr. [redacted]
1 - Mr. Monroe (Admin.)
1 - Mr. Scherrer
1 - Ms. [redacted]
CMG:lcm(5)

66-3286

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66 AUG [illegible] 1982
ENCLOSURE

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66-19087-99

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Memo R. W. Scherrer to Mr. Monroe
RE: ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

NARS has, however, withdrawn a broad authority to perform expungements on serials and/or portions thereof which was distributed throughout the Federal Government as FPMR Bulletin B-74. Until that authority is more clearly defined, restricted and approved, partial expungements and serial deletions will be handled by submission of SF 115 to NARS. We are currently maintaining a three-year backlog of partial expungements.

Attached herewith are the appropriate number of copies of SF 115 to obtain authority to complete our most urgent request. The remaining requests will be submitted on a timely basis.

Request for Records Disposition Authority—Continuation	JOB NO.	PAGE OF 2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	65-9180-33-2 (serial) 65-12352-64 p. 12 (name) 65-36142-223 p. 3-5 (name) 65-36481-16 p. 1, encl 2pp. (partial) 66-7155-214 p. 2 (name) 74-1333-4083 ep. 1 (name) 97-1038-21 p. 5 (name) 100-2-3 p. 1 (partial) 100-2-74 p. 1 (name) 100-2-1058 ep. 2 (name) 100-2-1123 ep. 1 (name) 100-1054-7X p. 4 (name) 100-12997-151 ep. 11 (name) 100-26844-632 p. 15 (name) 100-69599-267 p. 2 (name) 100-195769-1 p. 2 (name) 100-363922-15 p. 5 (name) 100-366471-34 ep. 23 (name) 102-1-150 ep. 7 (name) 105-190908-17 p. 3 (identifying data) 121-0-1678 (serial) 121-0-2847 ep. 3 (partial) 121-23278-14 ep. 1 (name) 121-23278-57 p. 1 (name) 121-23278-68 p. 1 (name) 121-23278-77 ep. 3a (summary) 121-23278-86 ep. 1 (name) 121-23278-170 ep. 2 (name) 121-23278-193 p. 1 (name) 121-23278-195 p. 1 (name) 121-23278-199 p. 1 (name) 121-23278-215 p.3 (name) 190-24663 (copies of excised documents as above) Immediate Destruction/Deletion		

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 570-587

4-528

66-3286-1383
CHANGED TO
66-3941-1838X47

MAY 14 1985
NBH NBH

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FBI/DOJ

4-528

66-3286-1384
CHANGED TO
190-38893-8X

CONS./MMJ.

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DATE 9/24/03 BY AUC 60290 BCE/DCG/gmw
#03-R0762

Memorandum

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgmt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

To : Mr. Monroe

Date 12/3/82

From : W. A. Bayse

Subject : CONTRACTS
Destruction of Bureau Property - General

PURPOSE: The purpose of this memorandum is to inform the Records Management Division (RMD) of the destruction/retention program being implemented by the Contract Review Unit, Technical Services Division (TSD).

RECOMMENDATION: None. For information.

APPROVE

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Ident.
Inspection
Intell.
Gen. Law Affs.
Rec. Mgmt.
Tech. Servs.
Training

DETAILS: Based on R. W. Scherrer memorandum to Mr. Finzel, dated 9/12/80, captioned "Destruction of Bureau Records, Partial Resumption of Record Destruction Program," the Contract Review Unit, TSD, has commenced a destruction program which is consistent with authority granted by the National Archives and Records Service (NARS) and modified orders issued by U.S. District Court Judge Harold H. Greene.

66-3941
NOT RECORDED
APR 18 1983

The Contract Review Unit plans to destroy contracts which have been stored for some 20 years and are disposable after 6 years and 3 months after final payment. Contracts which do not meet the disposal requirements (dated subsequent to August, 1976) will be forwarded to RMD for filing and all indexing will be noted on the individual transmittal cover letters to permit retrieval. In the future, contracts will be sent to file when they are inactive or closed.

66-3941 V-28 DE-121

On an annual basis, the Contract Review Unit will conduct reviews of, and destroy, the contracts eligible for destruction, request RMD to remove the related index cards/entries from the maunal/automated indices, and place a notation on the transmittal document in file that the attachment has been destroyed.

66-3941

1 - Mr. Bayse
1 - Mr. Groover
1 - Mr. Monroe
1 - Mr. Scherrer

GLB:rmm

17 DEC 8 1982

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FBI/DOJ

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 49
Page 61 ~ Referral/Direct
Page 62 ~ Referral/Direct
Page 75 ~ Referral/Direct
Page 76 ~ Referral/Direct
Page 81 ~ Referral/Direct
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Page 174 ~ Referral/Direct

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 31

AIRTEL

6/9/83

Director, FBI (66-3286 Sub B)

All SACs
All Legats

PERSONAL ATTENTION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw #03-R0762

DESTRUCTION OF RECORDS: GENERAL
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

A permanent injunction in the civil matter American Friends Service Committee, et al., v. William H. Webster, et al., U. S. District Court, Washington, D. C., Civil Action 79-1655, has precluded the destruction of certain administrative and all investigative files since January 10, 1980. You were previously advised that a Disposition Schedule and Retention Plan were developed by NARS and the FBI and submitted to the Court on November 9, 1981; however, to date, the presiding Judge has not approved the Disposition Schedule and Retention Plan. The combined Disposition Schedule and Retention Plan constitute the most complex and detailed records destruction and retention program ever devised for any Government agency. Pending a decision by the presiding Judge, the U. S. Government filed appeals in the U. S. Circuit Court of Appeals, Washington, D. C., challenging the status of the plaintiffs to maintain the above-mentioned Civil Action, and also challenging the authority of NARS personnel to access Internal Revenue Service, Title III and Federal grand jury information contained in FBI files. These appeals were consolidated and oral arguments were heard by a U.S. Circuit Court of Appeals Panel on April 25, 1983. A decision by the U. S. Circuit Court of Appeals is anticipated in the early fall, 1983. Pending action by the presiding Judge to lift the permanent injunction or a favorable ruling by the U. S. Circuit Court of Appeals, destruction of FBI administrative records/files is limited to those described in Memoranda to All SACs numbered 39-80 and 21-83, dated 11/24/80, and 5/31/83, respectively. Destruction of other administrative files and investigative files is not possible at this time.

1 - 66-19249
1 - Mr. Colwell
1 - EAD. Investigations
1 - Mr. Otto
1 - Each Assistant Director
1 - Mr. Scherrer
1 - Mr. P. Andrews
1 - Mr. [redacted]
RWS:jls/ajs (150)

1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Miss [redacted]
1 - Liaison Unit
1 - Manuals Desk

66-3286-1385

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17 JUN 20 1983

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b7C

Exec AD Inv. 1
Exec AD Adm. 1
Exec AD LES 1
Asst. Dir.: 1
Adm. Servs. 1
Crim. Inv. 1
Ident. 1
Intell. 1
Laboratory 1
Legal Coun.
Plan. & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM ☑

APPROVED: Adm. Servs. Laboratory

Director
Exec AD
Exec AD
Exec AD

FBI/DOJ

Airtel to All SACs and All Legats
RE: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICES (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

In response to inquiries by several field offices, the following is a summary of the proposed Disposition Schedule and Retention Plan which is provided to acquaint field office personnel with the proposed retention/destruction policy for FBI records. The complexity of the program requires that all future records disposition programs be coordinated and controlled by FBIHQ, which will require a substantial commitment of Records Management Division resources. The previously established retention periods of six months for auxiliary office files and five and ten years for office of origin criminal and security files will no longer apply.

In conducting an extensive review of FBI files and records, NARS identified certain categories within each classification which, after a retention period of 30 or 50 years, will be removed from the custody of the FBI and placed in the National Archives for permanent retention. These records document the functions, policies, and operations of the FBI and have been judged to have permanent historical value. NARS has estimated that approximately 20,000 cubic feet of FBIHQ records and 30,000 cubic feet of field office records will be removed to the National Archives for permanent retention. This 50,000 cubic feet total exceeds 5,500 6-drawer, letter-sized cabinets of records. Prior to transfer to the National Archives, all records will be subjected to a classification review for national security information. This review will be conducted at FBIHQ.

Only after all permanent records are identified will a destruction program commence. The criteria established by NARS for permanent field office records are:

(1) Exceptional cases - Equivalents of cases identified at FBIHQ by NARS due to the research interest and historical value of the contents. The composite collection of cases was suggested by NARS' outside consultants and/or identified during the review of files;

(2) Multisection/serial cases originating at both FBIHQ and field offices and their respective equivalents;

(3) An informational or evidential sample which will generally be the equivalent of the FBIHQ selection. The sampling procedure will also be applied to records originating in ten field offices;

(4) Classifications designated as permanent in their entirety in Office of Origin, Auxiliary offices or selected offices; and

(5) All related index cards.

After permanent records have been identified and forwarded to FBIHQ and a determination has been made that no litigation, pending FOIPA requests, administrative or investigative needs exist, field destruction will be accomplished after retention periods of:

(1) 20 years - Security and applicant files in Office of Origin;
(2) 10 years - Criminal files in Office of Origin; and
(3) 1 year - Files of Auxiliary offices.

Legal Attache office permanent files include exceptional cases identified at FBIHQ, multisection/serial cases within certain classifications, or certain entire classifications maintained by Legal Attache Offices in Hong Kong and Mexico City. Basically, destruction of Legal Attache records will be accomplished after one year, if no retention restrictions exist.

Due to the quasi-sensitive nature of the pending litigation, NARS has not made the FBI aware of the exceptional cases or sample cases selected for permanent retention and most likely will not do so until resolution of the civil action. Consequently, additional research will be required to identify pertinent files upon receipt of this data and some delay is anticipated in forwarding instructions to field offices for action.

Through the automated file inventory system, FBIHQ has the capability to identify multisection cases and will initiate a program to identify corresponding field office files; however, the identification of multiserial cases will require a file-by-file review by each field office. At the present time, field offices should maintain a current status on litigation cases which are periodically received from FBIHQ for searching and retention of pertinent files.

The foregoing represents an overview of the proposed retention/destruction program of FBI records to familiarize all personnel with the elementary provisions of the program and is not intended to serve as authorization to commence destruction.

Any questions regarding the foregoing should be directed to SA Robert W. Scherrer, Section Chief, Records Systems Section, Records Management Division.

b6
b7C

NOTE: Content of instant airtel was coordinated with SA [redacted] and SA [redacted], Legal Counsel Division, by SA R. W. Scherrer, Records Management Division.

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe cm/Rux

Date 7/20/83

From : R. W. Scherrer Rux

Subject: REVISION OF FORM FD-478 (LIST OF FILES DESTROYED)

PURPOSE: Destruction of Bureau Records - General

It is proposed that Form FD-478 be revised (sample attached) to facilitate the capture of file numbers of field files transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

RECOMMENDATION:

1. That Form FD-478 be revised according to sample attached in order to provide a column for recording the file number of field files transferred to FBIHQ to be accessioned to NARS.

APPROVED:
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Off. of Cong. & Public Affs ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___

DE-148 66-3286-1386

2. If recommendation number one is approved, recommend this memorandum with enclosure be forwarded to the Forms and Reports Management Desk, Administrative Services Division, for appropriate action.

APPROVED:
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Off. of Cong. & Public Affs ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___

cm/Rux

2 SEP 9 1983

DETAILS:

ENCLOSURE ATTACHED The Records Management Division is beginning with phased implementation of the FBI Records Disposition Schedule and Retention Plan developed by NARS and the FBI and submitted to the U. S. District Court, Washington, D. C., 11/9/81. Even though

3-ENCLOSURE
Enclosure

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/lyms

1 - Mr. Groover (Attn: Forms and Reports Management Desk)
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
TBD-ve (5)

b6
b7C

Revision of FD-478 voted in FBI Forms Bank. 7/20/83

5 OCT 27 1983

FBI/DOJ

not approved by the Court, to date, the plan identifies certain categories of files for permanent retention after 30 or 50 years and recommends that these files be removed from the custody of the FBI and placed in the National Archives for permanent retention. It is this phase of the plan that is being implemented at this time.

To provide the field with a uniform procedure for accounting for field files and file numbers, it is proposed that Form FD-478 be revised (see sample attached) to provide a single source that can be referred to by the field to determine which files have been destroyed and which have been transferred to FBIHQ to be accessioned to NARS.

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Enclosures to Memorandum R. W. Scherrer to Mr. Monroe 7/20/83 "Revision of Form FD-478 (List of Files Destroyed)."

66-3286—1386

ENCLOSURE

FD-478 (Rev. 3-7-78)

CURRENT FD-478 file with 7/20/83 Memo, SR

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MAOP-II, Section 2. Index cards to be destroyed at time related file material is destroyed.

CLASSIFICATION

File Number	Date Destroyed	File Number	Date Destroyed
01		51	
02		52	
03		53	
04		54	
05		55	
06		56	
07		57	
08		58	
09		59	
10		60	
11		61	
12		62	
13		63	
14		64	
15		65	
16		66	
17		67	
18		68	
19		69	
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32		82	
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34		84	
35		85	
36		86	
37		87	
38		88	
39		89	
40		90	
41		91	
42		92	
43		93	
44		94	
45		95	
46		96	
47		97	
48		98	
49		99	
50		00	

This page contains file numbers from _____ _____ thru _____

FBI/DOJ

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FD-478 (Rev. 7-20-83)

PROPOSED REVISED FD-478

Back

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Smaller heavy print

iles crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the ational Archives and Records Service (NARS).

Back

LASSIFICATION

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ile Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00	Width of title -	Width of title -	Text More than 1 line.	50			
01				51			
02	Reduce + add to File # columns	extra space to File # columns		52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
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37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			

This page contains file numbers from _____ thru _____

PRINTED REVISED FD-478 File With 7/20/83 Memo. dk

FD-478 (Rev. 7-20-83)

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Files crossed off this list have been destroyed *or* transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

CLASSIFICATION _____

File Number	Destroyed (X)	Transferred to FBIHQ to be accesioned to NARS (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00				50			
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
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39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			

This page contains file numbers from _____ thru _____

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DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

Routing Slip
0-7 (Rev. 5-28-82) **(Copies to Offices Checked)**

TO: SAC,

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
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- ☐ Chicago
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- ☐ Dallas
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- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
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- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico
- ☐ ASAC, New Rochelle (MRA)
- ☐ ASAC, Brooklyn-Queens (MRA)

TO: LEGAT,

- ☐ Bern
- ☐ Bogota
- ☐ Bonn
- ☐ Canberra
- ☐ Hong Kong
- ☐ London
- ☐ Mexico City
- ☐ Montevideo
- ☐ Ottawa
- ☐ Panama City
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

8-30-83
Date

RE: FORM FD-478
LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ
FBI FORM BOOK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCF/DCG/ymw

	Retention	For appropriate
☒ For information	☐ optional	☒ action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____.

Remarks: ReBulet to All SACs and All LEGATS 7/27/83 "Destruction of Records; National Archives and Records Service (NARS); Appraisal of FBIHQ and Field Office Records, BUDED 8/26/83."

Enclosed is a supply of revised Form FD-478. Place a copy in the FBI Form Book. This revision is to be used in connection with instructions contained in referenced Bulet.

At the time it is necessary to replenish your supply of FD-478, please bear in mind the frequency of its use in your office and order quantities accordingly.

Enc.
Bufile
Urfile

Forms Management Desk
Administrative Services Division

PRINTED ROUTING SLIP

file Watch 7/20/83 memo.

FBI/DOJ

Memorandum

To : MR. STAMES

Date 6/21/83

From : J. M. Jones

Subject : STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

66-1631

Re memorandum of C. S. Banner to Mr. Stames dated 2/1/83, entitled "Study of Civil File Purge Project."

PURPOSE: To report results of a study of the Civil File purge project conducted 2/1/83 through 6/3/83, and furnish recommendations regarding this purge project.

SYNOPSIS: Instant study was predicated upon referenced memorandum. Enclosed is a report entitled "Identification Division Study of Civil File Purge Project - 6/17/83," by SA John M. Jones, Chief, Latent Fingerprint Section (LFPS), ID. The initial purge of the Civil File unofficially began in July 1970, to gain badly needed space. Fingerprint cards for persons 75 years of age and older, plus National Defense fingerprint cards, were purged from the Civil File for future destruction. In a two-month period, 4.2 million fingerprint cards and about one million index cards were purged. Since that time, with necessary approval from other Government agencies and the Archivist of the United States, the ID has purged the Civil File only when personnel resources have been available to do so. From July 1970 to 1973, there were 31,772,553 fingerprint cards purged from the file. On 7/12/73, a major fire occurred at the National Personnel Records Center - Military, St. Louis, Missouri. As a result, the Archivist of the United States directed all agencies to suspend indefinitely disposal of any records useful to reconstitute records of military service in the U.S. Army for individuals discharged between 11/1/12 and 12/31/59, and U.S. Air Force between 9/18/47 and 12/31/63. As a result, the ID suspended destruction of all military fingerprint cards except for those known to be deceased. That policy remains in effect to date. Some small amount of purging has continued in the Civil File each year until as of 2/28/83, a total of 52,926,189 fingerprint cards and just over 18,000,000 index cards had been purged. Currently, there are 104,327,819 index cards filed in 1,347 cabinets. The fingerprint cards are filed in 3,769 cabinets. If the Archivist of the United States were to lift his suspension on destruction of military records, it is estimated that 1,410,718 fingerprint cards and index cards for individuals 75 years of age could be purged. If the ID could also rid itself of the Old Armed Forces File, an additional 8,733,000 fingerprint

66-3286 —

(CONTINUED - OVER)

1 ENCLOSURE
Enc.

NOT RECORDED
11 MAR 16 1984

15 MAR 19 1984

(1) - Mr. N. F. Stames, Rm. 11255, TL #341 - Enc.
1 - Mr. C. S. Banner, Rm. 11262, TL #341 - Enc.
1 - Mr. J. L. Williamson, Rm. 11255, TL #341 - Enc.
1 - Each ID Section Chief ( )

1-66-3286
5 JMJ:mjs
(10)

APR 2 1984

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DATE 9/24/03 BY AUC 60290 BCE/DCS/ymw

ORIGINAL FILED IN 66-1631-1483

and related index cards could be purged. It is estimated that as many as 22 million consolidations could be made in the Civil File and that a similar number of fingerprint and index cards could be purged. However, this is costly and time-consuming for it requires the services of trained Fingerprint Examiners. Calculations indicate that to purge Card Index-Civil File alone using current purge criteria would require 47 work years of effort and as many as 56,019,949 index cards could be purged. It would take about eight workdays to train the employees to perform this purge of index cards and anywhere from 32 to 320 could effectively work at this task at anyone time if their services could be spared. For a one-year period, the daily average of name searches conducted in the Civil File was 295 while the number of fingerprint card searches by characteristic was four. Currently, 62 Fingerprint Examiners have been purging fingerprint cards in the Civil File since 3/10/83, and they purged 831,403 cards in March and 1,140,204 cards in April, 1983. At the present rate of this purge, they should complete it by about 7/8/83. The Old Armed Forces contain some fingerprint cards of persons born 113 years ago. If the 75 years of age criteria for purging were applied to this file, an estimated 46 percent of the cards could be purged. There is still some active requests for searches in this file and based upon two-month statistics, it is costing the FBI about $197.11 for each tentative identification effected in this file, based upon salaries alone. There are about 1,400 rolls of microfilm that are of no value and should be destroyed. The fingerprint cards in file are misfiled and the entire file should be segregated by a 55 year of age breakdown and the file rehabilitated. This would cut searching time in half. Also, consideration should be given to purging U.S. Immigration and Naturalization Service fingerprint cards relating to those who applied for adjustment of status, asylum, and naturalization. If the entire Civil File was purged and realigned, it is estimated that a total of 14,609 square feet could be saved and the file would be more effective than at present. Various schedules are included to assist in calculating the different spans of time it would require for various different numbers of trained support employees to efficiently complete purging tasks in the Civil File.

RECOMMENDATIONS:

(1) That the ID forward to Mr. Robert M. Warner, Archivist of the United States, National Archives and Records Service, General Services Administration, 8th Street and Pennsylvania Avenue, Northwest, Washington, D.C. 20408, an appropriate communication citing that a decade has passed since the fire occurred at the National Personnel Records Center - Military, on July 12, 1973, which in turn caused a withdrawal by that office of authority to dispose of any records that may be used to reconstitute records of military service in the U.S. Army (including Army Air Service, Army Air Corps, and Army Air Force) for individuals discharged between 11/1/12 and 12/31/59, and in the U.S. Air Force between 9/18/47 and 12/31/63, and requesting him to review this matter to determine if the situation has changed over the past 10 years enough to permit him to rescind the withdrawal of authority to dispose of these specific military records or by our purging those effected service cards of persons over

(CONTINUED - OVER)

75 years of age and sending them to the National Personnel Records Center - Military, St. Louis, Missouri, as we cannot tell from the fingerprint cards the date of discharge from military service.

Approved - 6/23/83

(2) That the ID management attempt to, at this time, divest itself of the Old Armed Forces File because of its limited utility (the Veterans Administration is the primary user) and high-cost burden to maintain and operate.

Approved 6/23/83

(3) If recommendation number 2 above is approved, that the communication to Mr. Robert M. Warner, Archivist of the United States, include a request for his concurrence to permit the FBI-ID to dispose of the Old Armed Forces File either by destruction or by transferring that file to the National Personnel Records Center - Military, St. Louis, Missouri.

Approved 6/23/83

(4) It is recommended that the ID forward to the Commissioner, United States Immigration and Naturalization Service (USINS), 425 I Street, Northwest, Washington, D.C. 20536, an appropriate communication to seek the USINS approval to purge and destroy all applicant fingerprint cards (FD-258) in ID's Civil File for individuals who, in the past, had these fingerprint cards submitted seeking adjustment of their status, asylum, or for naturalization purposes.

Approved 6/23/83

(CONTINUED - OVER)

(5) If recommendation number 4 is approved and USINS approval is received to purge the fingerprint cards from the Civil File, then it is recommended that such fingerprint cards (and related index cards thereto) be purged from the "Applicant" segment of the Civil File.

Approved 6/13/83 f

(6) In the event that recommendation number 1 and 2 above are not approved for any reason, it is then recommended that the ID proceed to purge the Old Armed Forces File and the "Military" segment of the Civil File of all fingerprint cards and related index cards of individuals 75 years of age and older excluding Army Air Service, Army Air Corps, and Army Air Force, and the U.S. Air Force. This means that all Navy, Marines, and Coast Guard fingerprint cards for persons over 75 years of age could be purged and could represent as many as 3 to 4 million records that could be purged.

NA

(7) It is recommended that the Old Deceased Master Microfilm File located on the 10th Floor, Harkins Building, be disposed of promptly, with the approxiamtely 1,400 rolls of mircrofilm therein, being sent through proper channels to recover whatever silver content there is on the backing to that film.

Approved 6/13/83 f
Check if GSA review ordered first.

(8) It is recommended that the ongoing purge of the fingerprint cards in the Civil File of persons 75 years of age or older be continued until it is completed in mid-July, 1983, as an estimated 1,102,000 fingerprint cards will be purged before this particular effort is completed. Also, a trained crew is in place and is purging this part of the file at a rate of approximately 2.4 fingerprint cards per minute per employee assigned to this task.

approved 6/13/83
dependent on availability of personnel. f

(CONTINUED - OVER)

(9) At the conclusion of the purge in recommendation number 8 above, it is recommended that the available support personnel performing that purge be given the necessary training (about 8 workdays) and that a concentrated effort be mounted to purge the Card Index-Civil File of the millions and millions of useless index cards therein for which there is no longer any fingerprint cards on file. This particular effort is without a doubt the foremost productive purge that can be done as it will not only dispose of over 50 million worthless index cards but, it will make the file more efficient and effective, inasmuch as, there are about 73 name-search requests for each fingerprint card search by characteristic performed. Ideally, Card Index Section trained personnel should handle this task, however, it currently appears that it is highly unlikely that any substantial numbers of such employees could be spared from current work until possibly after the Card Index automated name file conversion of persons born 1/1/29, forward, is completed in the next 1 1/2 years or so; therefore, if Fingerprint Examiners become available because of automation in the form of ATS-II in the Technical Section, they should be used on this card index purge project.

Approved 6/13/63 J
CI-Civil file need be our #1
purge target.

(10) After completion of recommendation number 9 above, it is recommended that a concerted effort be made in Card Index-Civil File to locate two or more index cards in file for the same individual regardless of what the reason he was fingerprinted. These index cards would be paper clipped together and taken to the fingerprint card file where the applicable fingerprint cards can be consolidated. If a military card is involved, it should be made master and retained. The other fingerprint cards and index cards would be permanently purged from file and destroyed.

Approved 6/13/63
J

(CONTINUED OVER)

MEMORANDUM FROM J. M. JONES TO MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

(11) It is recommended that once recommendation number 10 above is completed, as well as the end result of recommendations numbers 1, 5, 6, and 8 is known and handled, that the fingerprint cards in the Civil File be reviewed and the year of birth be indicated in blue in the upper right corner of the card above the fingerprint classification to make future purging and file rehabilitation more efficient and effective.

approved in principle - Long term recommendation

(12) It is recommended that at the same time that recommendation number 11 above is being done, that the fingerprint cards be broken into two different subfiles by age with those persons less than 55 years of age in one part and those persons 55 years of age and older in the other part. This would permit the Fingerprint Examiner in the future to search a fingerprint card in about half the time it currently takes because he/she would only have to search through about half the total number of cards now being searched.

Same as #11

(13) It is recommended that as recommendation number 12 above is being performed, the Fingerprint Examiner doing the task resequence the fingerprint cards into the proper Henry Fingerprint Classification ensuring that all the fingerprint cards are in the proper segment of the file and in the proper sequence within that segment according to sex, the reason the person was fingerprinted, the persons age, and the proper order of fingerprint classification sequence.

Same as #'s 11, 12

(14) It is recommended, in the event that the ID cannot get sufficient numbers of support employees to volunteer to go to the Harkins Building to perform the purge of the Civil File, that a special shift be instituted similar to that being used at other Federal agencies wherein the employees work four nine-hour days, Monday through Thursday, then eight hours on Friday. The second week in the pay period would follow with four nine-hour days, Monday through Thursday, and the following Friday would be a nonworking day giving the employee a three-day weekend every other weekend.

We will get sufficient numbers of employees to perform Civil File purge.

(CONTINUED - OVER)

MEMORANDUM FROM J. M. JONES TO MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

DETAILS: Instant study of the Civil File was predicated upon an informal memorandum of SA Conrad S. Banner, Inspector-Deputy Assistant Director (Operations), Identification Division (ID), to Mr. Nick F. Stames, Assistant Director, ID, dated 2/1/83, entitled, "Study of Civil File Purge Project." This study was to determine answers to such questions regarding the Civil File as: What purging remains to be accomplished? What limitations have been placed on purging by the Archivist -- by the Federal Records Center due to the fire at St. Louis in 1973? -- and others? What skills are needed to conduct the fingerprint card purge? -- the name-index card purge? The numbers of employees that can be productively utilized in such tasks? et cetera.

From its inception in 1924 to about 1930, the ID dealt strictly with criminal fingerprint record processing. In 1930 greater responsibilities were added and noncriminal fingerprint cards were turned over to the ID to maintain. The first such records were from the military branches. On 7/1/32, the Civil Service Commission turned over 140,278 noncriminal fingerprint cards. It was in 1934 that the ID began receiving personal identification fingerprint cards from private citizens for retention on file. Also, that same year, the War Department (U.S. Army) commenced sending applicant fingerprint cards to the ID for record checks. The U.S. Navy followed suit in 1936 as did the U.S. Marine Corps. By 1939, the ID Civil Files included Federal and civilian agencies' employees, the War Department, Navy, Marine Corps and the U.S. Coast Guard. The fingerprint cards were all filed in one file regardless if they were criminal or noncriminal in nature. The index cards were filed together also. By 1939, the fingerprint card holdings of the ID had reached 10 million. On 7/1/39, the noncriminal fingerprint cards and index cards were separated from the criminal records and the Civil File was established. World War II brought a phenomenal growth rate to the Civil File and from 1940 to 1946 the ID's file increased from 13.2 million fingerprint cards to over 100 million cards. By 1957 there was 115 million fingerprint cards in the ID files. It was on 7/1/57, that the ID adopted a policy of returning to the contributor all non-Federal applicant fingerprint cards submitted in connection with local licensing and employment. This policy remains in effect at the present time. In 1966, Fingerprint Correspondence Section began photocarding index cards for use in the Civil File. For 36 years prior to that time these cards were typed and alias index cards were produced if two versions of the name were on the fingerprint card. Between February 1970, and October 1971, the National Army Fingerprint File in the Civil File was microfilmed.

In July 1970, badly needed space for file expansion purposes was gained by purging for future destruction the civil fingerprint and index cards of persons 75 years of age and older taken in connection with National Defense work during World War II. In a two month period, over 4.2 million of these fingerprint cards and about 1 million index cards were purged. In January 1971, the ID contacted several different pertinent government agencies to seek their concurrence and approval to purge and destroy fingerprints of persons 75 years of age and older from the Civil File. All necessary approvals were

(CONTINUED - OVER)

obtained including that of the Archivist of the United States on 6/10/71. In 1970, the Congress of the United States approved the FBI's budget for Fiscal Year (FY) 1972. This included a specific request for 274 full-time employees for the ID to perform the proposed purge of the Civil File. However, in the Fall of 1971 the President of the United States in his economy program cut 182 of these employees. The remaining 92 was all that was subsequently approved and even that number was not received. Also, those that were received could not be fully committed to this specific task. However, assistance was gained in purging when in the first half of FY 1972 a court decision in the "Menard" cases temporarily suspended the processing of most of the non-Federal applicant fingerprint cards. The freed up employees were switched to assisting in the Civil File purge for only a few months. From July 1970, to 1973, there were 31,772,553 fingerprint cards pulled from file using the 75 years of age criteria and by also purging the old National Defense fingerprint cards. The corresponding index cards were not removed, however, because of the lack of personnel to perform the task.

On 7/12/73, a major fire occurred at the National Personnel Records Center - Military, St. Louis, Missouri, and an estimated 20 million records were destroyed. On 7/27/73, the Assistant Archivist of the United States visited the ID and discussed the FBI's civil military fingerprint card file. He was very optimistic at the time about being able to restore 98 percent of the destroyed records through secondary sources. He indicated that a check of the FBI's military fingerprint card records would probably only be necessary in cases where no records could be located elsewhere. Subsequently, the Archivist of the United States directed all agencies to suspend indefinitely disposal of any records that may be used to reconstitute records of military service in the United States Army (including Army Air Service, Army Air Corps, and Army Air Force) for individuals discharged between 11/1/12, and 12/31/59, and in the U.S. Air Force between 9/18/47, and 12/31/63. This included records containing information verifying date of service, physical injuries, and mental impairment. As a result, the Bureau issued SAC Letter 55-73(B) to this effect. That suspension of record destruction remains in effect to date. There is no indication of any attempt to lift this suspension in the last tenyears and as a result the ID has not purged a military record unless the individual was deceased.

Some small amount of purging continued in the Civil File each year over the ensuing years but, no large concentrated effort was put forth again because of the lack of personnel. However, by 2/28/83, a total of 52,926,189 fingerprint cards had been purged from the Civil File but, only slightly over 18,000,000 index cards had been purged. The various kinds of noncriminal fingerprint cards purged from file are not kept by actual count but, are estimated based upon a percentage of the make up of that file. Therefore, the figures given in the ID's Work Status Report are not actuals but are best estimates.

(CONTINUED - OVER)

MEMORANDUM FROM J. M. JONES TO MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

Currently the Card Index-Civil File is comprised of 1,347 cabinets with 97,719 drawers. There are 1,806 empty drawers available for expansion purposes. Thus, 95,913 drawers are in use and Recording Section statistics indicate that there are 104,327,819 index cards for the Civil File. An estimated average of 1,100 index cards is filed in each drawer. The fingerprint cards are filed in 3,769 cabinets. There are 2,734 four-drawer cabinets and 1,035 five-drawer cabinets. The total number of drawers is, therefore, 16,111 which includes 660 drawers holding the Old Armed Forces File. Most of these drawers are full or about full. A full drawer holds an estimated 5,700 cards while an about full drawer has about 5,100 cards filed in it. Military cards are thinner than other fingerprint cards which average about 100 to an inch. The military cards comprise 49.2 percent of the number of cards in the entire Civil File and their average thickness equates to about 156 to the inch. Using this data plus sampling the data of the average number of fingerprint cards purged per cabinet drawer, it was projected that the number of fingerprint cards that will be purged, if the 75 years of age purge is completed, could be 4,750,000 at the most. This does not include the military fingerprint cards. A sampling was then done of the military cards and it is estimated that providing the Archivist of the United States would lift his suspension on the destruction of military prints another 1,410,718 military cards could be purged. Further, if the FBI is also permitted to purge or otherwise rid itself of the records in the Old Armed Forces File it would remove 8,733,300 fingerprint cards. This would mean that a total of 10,144,018 additional fingerprint cards could be purged from the Civil File.

Prior estimates, which appear valid, were located concerning the number of records that could be purged via consolidations. When those numbers were added with the 2,000,000 additional projected consolidations put in file in the last decade, it indicates that an estimated 22,000,000 consolidations could exist in the Civil File. It is estimated, therefore, that 22,000,000 fingerprint cards and related index cards could be purged by effecting consolidations in the Civil File. However, this method is costly and time-consuming for it requires trained Fingerprint Examiners to actually pull from file and compare the fingerprints.

Using actual figures of the number of support employees assigned and index cards purged during the month of April 1983, it was calculated that to purge the Card Index-Civil File by use of current purge criteria and trained employees would require 1 hour 14 minutes per index card drawer or approximately 47 work-years of effort. A schedule is set out showing the ratio of employees and the differing times it would take to perform this specific task. The total number of index cards purged from July 1970, through the end of April 1983, was 19,812,269.

The usage of the Civil File is set forth and the number of name-search requests and fingerprint card searches by fingerprint characteristics for a one-year period is included. From 5/1/82, through 4/30/83, their was 74,620 name-search requests and 1,038 fingerprint card searches. Thus, the daily average

(CONTINUED - OVER)

of name searches is 295 and the daily average of fingerprint searches is four per workday. The ratio is about 73 name searches to one fingerprint search. With this in mind, it appears that the most economical approach would be for the ID to concentrate its efforts in purging the index cards rather than continuing to purge fingerprint cards as we have been doing for the last 13 years. For example, presently the ID has 62 support employees from Technical Section purging fingerprint cards and 11 employees from Card Index Section purging index cards. Great strides are, however, being made in the current fingerprint card purging process, which was increased in effort on 3/10/83. During March 1983, there were 831,403 fingerprint cards purged and in April 1983, an additional 1,140,204 cards were purged. The Fingerprint Examiners performing this purge averaged approximately 2.4 cards purged per minute. If this effort of purging is continued at the current level, it can be anticipated that the 75 years of age purge of the fingerprint cards in the Civil File will be completed by about 7/8/83.

The statistics concerning the present activity and use of the Old Armed Forces File is set forth. Also, a sampling of the age of the individuals whose fingerprints are in this file was conducted. This disclosed that some individuals with fingerprints in this file have dates of birth going back 113 years to 1870. Three percent of the file had individuals with dates of birth over 100 years ago and 46 percent were born prior to 1909 making them purgable under the 75 years of age purge criteria. The current activity for two months in this file was: In January 1983, there were 375 name searches and 16 tentative identifications. There were 42 fingerprint characteristic searches and 18 identifications. In April 1983, there were 532 name searches and 22 tentative identifications. There were 19 fingerprint characteristic searches and 5 identifications. Four full-time support employees are assigned to this unit and based upon their combined salaries alone and the anticipated activity in this particular segment of the Civil File for the next year, it will cost the FBI about $197.11 for each tentative identification effected in the Old Armed Forces File. The preponderance of the identifications effected are for requests from the Veterans Administration.

A file was located containing about 1,400 rolls of microfilm of old deceased master fingerprint cards. This file was placed in this cabinet in 1969 and has not been accessed once in the past 10 years. A cursory review of the film revealed that the subject's fingerprint card had been marked "deceased"in 1954. This particular file is of no value and should be disposed of.

A computation was made to forecast the numbers of support personnel that could be productively utilized in the purging project in both the Technical and Card Index-Civil File. The card index file purge is somewhat complex in that there are numerous different kinds of index cards from numerous contributing agencies that qualify to be pulled and destroyed because the fingerprint cards have already been purged. Page 37-40 of instant report sets out this data. It will take about eight workdays at the minimum to properly train the employees on how to perform this purge. For each 25 employees

(CONTINUED - OVER)

purging there should be two supervisory employees and five other employees checking the work for accuracy. Thus, groups of 32 are most desirable. Employees from the Card Index Section, ID, are most desirable because of their prior experience and their lesser grade structure. However, Technical Section Fingerprint Examiners can easily adapt to this task. It is estimated that if 32 employees are assigned to the task, it would take them one year, nine months, one week, and two days to complete this purge. The work area and available space would, however, permit up to 320 or more employees to be assigned and the entire purge could be completed in a little over two months' time. Any multiple number from 32 to 320, therefore, could be utilized in this particular purge and as many as 56,019,949 index cards could be purged. The fingerprint card purge by the 75 years of age criteria was 75.4 percent completed as of 6/3/83. If the same 62 employees continue on this task, they will have purged an additional 1,102,000 fingerprint cards as of 7/8/83. This would raise the total purged since July 1970, to a grand total of 57,235,009.

The condition of the fingerprint card file is very poor as there are untold numbers of misfiled cards. This entire file is in need of a file rehabilitation. At the same time this is being performed, the file should be divided by age into two separate segments. One segment for individuals under 55 years of age and another for those from 55 to 75 years of age. If this were done, it would reduce the searching time of a fingerprint card by fingerprint characteristic by one half and the same effect would be achieved in locating and pulling fingerprint cards tentatively located via name searches. The year of birth should also be entered in the upper right corner of the card so that future file rehabilitation would be more quickly performed and age purging would be more easily done. It is estimated that this file rehabilitation would require 50 Fingerprint Examiners one year, seven months, and three weeks to complete. The file space and work area is such that as many as 250 or more Fingerprint Examiners could be assigned this task. If 250 employees were to work at the file rehabilitation, it could be completed in approximately four months' time.

In looking to the future some 15 years or more ahead, the Civil File may well be the only practical source for training and giving new Fingerprint Examiners on-the-job experience in manual sequencing, searching, and maintenance of a fingerprint card file.

A prognosis was made of the possible space savings that could result from purging and realigning the entire Civil File and it broke down as follows: Should the ID divest itself of the Old Armed Forces File a savings of 3,600 square feet of space could be saved. Should the ID receive necessary approval to purge the military fingerprint cards of those persons over 75 years of age an additional 1,410,718 cards would be destroyed. This would bring the total purged since January 1983 to 6.5 million cards. It takes 260 four-drawer fingerprint cabinets to hold that number of cards and that number of cabinets require 2,092 square feet of space. Thus, 2,092 square feet could be saved.

(CONTINUED - OVER)

MEMORANDUM FROM J. M. JONES TO MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

The Card Index-Civil File purge could produce a savings of 8,293 square feet of space if the entire file was realigned.

Further, the ID as of January 1982, changed its policy and no longer retains U.S. Immigration and Naturalization Service (USINS) fingerprint cards on file. A sampling of the "Applicant" segment of the Civil File disclosed tha 17.2 percent of that segment is USINS cards. This then equates to 1,904,214 USINS cards on file. Should the ID change its policy of retaining these old USINS cards and obtain approval from the USINS to purge them, a total of 77 fingerprint cabinets could be emptied, freeing up 624 square feet of space. Thus, the total space that is possible to be saved by purging and realignment in the Civil File of the ID is 14,609 square feet.

It should be noted that by a Bureau teletype dated 1/11/80, all Special Agent in Charge and Legats were advised that pursuant to a preliminary injunction issued by U.S. District Court Judge Harold H. Greene, District of Columbia, on 1/10/80, all FBI file destruction programs in effect at that time were to be immediately suspended. However, by a subsequent memorandum ofR. W. Scherrer to Mr. Finzel dated 9/12/80, entitled "Destruction of Bureau Records, Partial Resumption of Record Destruction Programs," it, among other things, clarified this by stating "destruction of Federal applicant and employment fingerprint cards after individual reaches 75 years of age; destruction of criminal justice fingerprint cards after individual reaches 80 years of age with transmittal sheets from which data have been transferred to permanent record; and destruction or return upon request, of fingerprint cards, transmittal sheets, and other records when court orders require their deletion, expungement or return are permitted."

Dissemination
Routing Slip
FD-417 (9-12-69)

(Copies to Offices Checked)

To: [X] Director, Att.: Records Management Division
Records System Section
[ ] SAC,

[ ] Albany	[ ] Houston	[ ] Oklahoma City
[ ] Albuquerque	[ ] Indianapolis	[ ] Omaha
[ ] Alexandria	[ ] Jackson	[ ] Philadelphia
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[ ] Honolulu	[ ] Norfolk	

Date 1/28/83

RE: DESTRUCTION OF FIELD FILES AND RECORDS
SAN JUAN DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/28/83 BY SP-4 [illegible]

REMARKS:

66-3286

Attached is a copy of a memorandum justifying retention of San Juan file [redacted].

FEB 4 1983

b7D

1 ENCLOSURE

1 - Bureau
1 - San Juan (66-727 Sub 1)

MJB: rtr
(2)

SAC RICHARD W. HELD

FILE #:

OFFICE SAN JUAN

UNITED STATES GOVERNMENT

memorandum

DATE: 1/28/83

b6
b7C

REPLY TO ATTN OF: SSA [redacted]

SUBJECT: [redacted]

b7D

TO: SAC, SAN JUAN ([redacted])

It is recommended that the material contained in this file be retained indefinitely as it serves as valuable reference material for ongoing and future investigations in the Terrorism Program.

Historically, individuals and groups identified in the past investigations conducted by this office in the terrorist program have frequently re-surfaced both in San Juan and elsewhere during the conduct of other, related investigations. For this reason it is recommended the material contained in this file be exempted from the Bureau's file destruction program and retained as reference material.

1 - Bureau
2 - San Juan ([redacted]) b7D
(1 - 66-727 Sub 1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/28/83 BY sp-4 elw/alw

66-3286 -

SECURE

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆ U.S. GOVERNMENT PRINTING OFFICE : 1982 0 - 361-526 (7290)

Dissemination
Routing Slip
FD-417 (9-12-69)

(Copies to Offices Checked)

To: [X] Director, Att.: Records Management Division
Records System Section
[ ] SAC,

[ ] Albany	[ ] Houston	[ ] Oklahoma City
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[ ] Denver	[ ] New Haven	[ ] Springfield
[ ] Detroit	[ ] New Orleans	[ ] Tampa
[ ] El Paso	[ ] New York City	[ ] Washington Field
[ ] Honolulu	[ ] Norfolk	

Date 1/28/83

RE: DESTRUCTION OF FIELD FILES AND RECORDS
SAN JUAN DIVISION

REMARKS: 66 3786

Attached is a copy of a memorandum justifying retention of San Juan file 174B-905.

FEB 4 1983

1 ENCLOSURE

1 - Bureau
1 - San Juan (66-727 Sub 1)

MJB: rtr
(2)

SAC RICHARD W. HELD

FILE #: OFFICE SAN JUAN

9/28/83

UNITED STATES GOVERNMENT

memorandum

b6
b7C

DATE: 1/25/83

REPLY TO ATTN OF: SSA [redacted]

SUBJECT: UNSUBS: AKA ORGANIZACION DE VOLUNTARIOS POR LA REVOLUCION PUERTORRIQUEÑA (OVRP) ORGANIZATION OF PUERTO RICAN REVOLUTION: ATTEMPTED BOMBING OF BANCO SANTANDER, VALLE REAL PLAYA PONCE, PONCE, PUERTO RICO 6/29/81, EID 00:ST

TO: SAC, SAN JUAN (174B-905)

It is recommended that the material contained in this file be retained indefinitely as it serves as valuable reference material for ongoing and future investigations in the Terrorism Program.

Historically, individuals and groups identified in the past investigations conducted by this office in the terrorist program have frequently re-surfaced both in San Juan and elsewhere during the conduct of other, related investigations. For this reason it is recommended the material contained in this file be exempted from the Bureau's file destruction program and retained as reference material.

(1) - Bureau
2 - San Juan (174B-905)
(1 - 66-727 Sub 1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/28/83 BY SP-4 [illegible]

66-3286

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

★U.S. GOVERNMENT PRINTING OFFICE : 1982 0 - 361-526 (7290)

Dissemination
Routing Slip
FD-417 (9-12-69)

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To: [X] Director, Att.: Records Management Division
Records System Section
[ ] SAC,

[ ] Albany	[ ] Houston	[ ] Oklahoma City
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[ ] Honolulu	[ ] Norfolk	

Date 1/28/83

RE: DESTRUCTION OF FIELD FILES AND RECORDS
SAN JUAN DIVISION

REMARKS: 66-3286-

Attached is a copy of a memorandum justifying retention of San Juan file [redacted].

b7D

1 ENCLOSURE

1 - Bureau
1 - San Juan (66-727 Sub 1)

MJB: rtr
(2)

SAC RICHARD W. HELD

FILE #:

OFFICE SAN JUAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

9/28/83

UNITED STATES GOVERNMENT

memorandum

DATE: 1/26/83

b6
b7C

REPLY TO ATTN OF: SSA [redacted]

SUBJECT: [redacted]

b7D

TO: SAC, SAN JUAN ([redacted])

It is recommended that the material contained in this file be retained indefinitely as it serves as valuable reference material for ongoing and future investigations in the Terrorism Program.

Historically, individuals and groups identified in the past investigations conducted by this office in the terrorist program have frequently re-surfaced both in San Juan and elsewhere during the conduct of other, related investigations. For this reason it is recommended the material contained in this file be exempted from the Bureau's file destruction program and retained as reference material.

b7D

1 - Bureau
2 - San Juan ([redacted])
(1 - 66-727 Sub 1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
9/28/83 SP-4 ddw/alm

66-3286

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆U.S. GOVERNMENT PRINTING OFFICE : 1982 0 - 361-526 (7290)

Dissemination
Routing Slip
FD-417 (9-12-69)

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To: [X] Director, Att.: Records Management Division
Records System Section
[ ] SAC,

[ ] Albany	[ ] Houston	[ ] Oklahoma City
[ ] Albuquerque	[ ] Indianapolis	[ ] Omaha
[ ] Alexandria	[ ] Jackson	[ ] Philadelphia
[ ] Anchorage	[ ] Jacksonville	[ ] Phoenix
[ ] Atlanta	[ ] Kansas City	[ ] Pittsburgh
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[ ] Denver	[ ] New Haven	[ ] Springfield
[ ] Detroit	[ ] New Orleans	[ ] Tampa
[ ] El Paso	[ ] New York City	[ ] Washington Field
[ ] Honolulu	[ ] Norfolk	

Date 1/28/83

RE: DESTRUCTION OF FIELD FILES AND RECORDS
SAN JUAN DIVISION

REMARKS:

Attached is a copy of a memorandum justifying retention of San Juan file [redacted]. b7D

NOT RECORDED
1 FEB 4 1983

ENCLOSURE 66-3286-

1 - Bureau
1 - San Juan (66-727 Sub 1)

MJB: rtr
(2)

SAC RICHARD W. HELD

FILE #: [redacted]

OFFICE SAN JUAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/28/83 BY SP-4 [illegible]

UNITED STATES GOVERNMENT

memorandum

b6
b7C

DATE: 1/28/83

REPLY TO ATTN OF: SSA [redacted]

SUBJECT: [redacted]

b7D

TO: SAC, SAN JUAN ([redacted])

It is recommended that the material contained in this file be retained indefinitely as it serves as valuable reference material for ongoing and future investigations in the Terrorism Program.

Historically, individuals and groups identified in the past investigations conducted by this office in the terrorist program have frequently re-surfaced both in San Juan and elsewhere during the conduct of other, related investigations. For this reason it is recommended the material contained in this file be exempted from the Bureau's file destruction program and retained as reference material.

b7D

1 - Bureau
2 - San Juan ([redacted])
(1 - 66-727 Sub 1)

[illegible] INFORMATION [illegible]
9/28/83 SP-4 [illegible]

66-3286 -

[illegible]LOSURE

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

★U.S. GOVERNMENT PRINTING OFFICE : 1982 0 - 361-526 (7290)

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. Monroe cm/Rus

Date 9/22/83

From : R. W. Scherrer Rus

Subject : DESTRUCTION OF RECORDS; BUREAU RECORDS CRMCRA/
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE:

The purpose of this memorandum is to record the results of a request of all offices to forward to FBIHQ, files of the 61 classification over 50 years old.

RECOMMENDATION:

None. For record purposes.

APPROVED: Adm. Servs. ____ Laboratory ____
Crim. Inv. ____ Legal Coun. ____
Director ____
Exec. AD-Adm. ____ Off. Cong. & Public Affs. ____ cm/Rus
Exec. AD-Inv. ____ Inspection ____ Tech. Servs. ____
Exec. AD-LES ____ Intell. ____ Training ____

DETAILS:

By Bulet dated 7/27/83, all SACs and Legats were requested to forward all files in the 61 (Treason or Misprision of Treason) classification over 50 years old, along with related index cards, to FBIHQ for transfer to NARS with the HQ permanent record collection.

All offices have responded and, with the exception of El Paso and San Francisco, all responses were negative. El Paso file, 61-6, and San Francisco files 61-1, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 41, 42, and 43 were detached for classification review and inclusion with the FBIHQ record collection.

The responses were retained and are filed as an enclosure to this communication.

66-3286 1387

Enclosures
66-3286 Sub B
1 - 66-19249
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:jls (6)

ENC. BEHIND FILE

b6
b7C

5 OCT 11 1983

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/gmw

FBI/DOJ

Routing Slip
FD-4 (Rev. 4-20-1)

Date 9/15/83

To: ~~XX~~Director
Att.: Records Services Section, Div. 4

- ☐ SAC
- ☐ ASAC
- ☐ Supv.
- ☐ Agent
- ☐ SSS
- ☐ Rotor #
- ☐ Steno
- ☐ Typist
- ☐ M
- Room

FILE # LONfile 197-1

Title Destruction of Legat Files and Records

RE: LONtel 11/5/82; Butels 1/7/83 & 1/17/83.

☐ Acknowledge	☐ For information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

We are still in process of gathering and boxing approximately 9 containers of old "closed" files. Due to shortage of personnel and other work requirements, this is not expected to be accomplished until sometime later this year. In addition to the approximately 38 linear feet of "closed" files referred in LONtel, we are expecting to forward another 10-15 linear feet accumulated in past year.

RLM:lkm
(2)

66-3286

NOT RECORDED
1 SEP 30 1983

~~SAC~~ Robert L. Moore

_____ See reverse side

Office Legat, London

FBI/DOJ

53 OCT 12 1983 345

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/lmw

To: Assistant Director
Records Management Division
Attention: Mr. James W. Awe

From: Legal Counsel

DESTRUCTION OF FBI FILES Bureau Records-General

With reference to your memorandum of 8-2-76, captioned as above, Legal Counsel has no comment and defers to Records Management on file destruction matters.

John A. Mintz

66-3286-1388

SEP 26 1983

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Routing Slip
FD-4 (Rev. 4-24-80)

Date 9/29/83

To: XXX Director
Att.: Emergency Plans Desk

FILE # BOGfile (66-11)

Title X Destruction of Files

SAC
ASAC
Supv
Agent DESTRUCTION OF BUREAU RECORDS
SSS
Rotor #
M
Room

RE: LAM Sec. 2p23 (7)

- [ ] Acknowledge
- [ ] Assign [ ] Reassign
- [ ] Bring file
- [ ] Call me
- [ ] Correct
- [ ] Deadline
- [ ] Delinquent
- [ ] Discontinue
- [ ] Expedite
- [ ] File
- [ ] For Information
- [ ] Handle
- [ ] Initial & return
- [ ] Leads need attention
- [ ] Open case
- [ ] Prepare lead cards
- [ ] Prepare tickler
- [ ] Recharge file [ ] serial
- [ ] Send to V-5 DE-153
- [ ] Return assignment card
- [ ] Return file [ ] serial
- [ ] Return with action taken
- [ ] Return with explanation
- [ ] Search and return
- [ ] See me
- [ ] Type

66-3386-1389
NOT RECORDED
23 DEC 1983

All Bogota files eligible for destruction have been sent to FBIHQ for safe haven. All remaining files are manageable, and could be destroyed in event of forseeable emergency.

(1) - Bureau
1 - Bogota (66-11)
DGG/mlt
(2)

I C made
DEC 13 1983

7/89 Exit

SAC Dwight G. Garretson

See reverse side

Office Legat, Bogota

GPO : 1980 O - 319-681

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DATE 9/24/03 BY Auc 60290 BCE/DCG/ymd

Memorandum

Exec AD ___
Exec A ___
Exec ___
Asst. ___
Ad[illegible]s. ___
Cri[illegible]. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : MR. STAMES

Date 12-7-83

From : J. F. Risdon

Subject : STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)
Destruction of Bureau Records Cenes

Reference is made to memoranda from J. F. Risdon to Mr. Stames dated 10-6-83, 10-21-83, and 11-17-83 and captioned as above.

PURPOSE: To report that 8.7 million fingerprint cards and corresponding name index cards and 3,294 rolls of microfilm of the National Army have been destroyed.

DETAILS: By letter dated 8-23-83 to Mr. Harry N. Walters, Administrator of Veterans Affairs, Veterans Administration (VA), the ID advised the VA of its intention to purge some 8.7 million fingerprint cards referred to as the Old Armed Forces File. It was pointed out to the VA that on 7-14-75 the then Acting Archivist of the United States, James E. O'Neill, gave the FBI authority to destroy original master fingerprint cards forwarded to the FBI ID by military services when individuals reach 80 years of age or when administrative need for records has been met, whichever is earlier. The VA, by letter dated 11-7-83 concurred on our proposal to purge the aforementioned records and thanked us for the opportunity to comment on our proposal.

The number of fingerprint cards and name index cards to be destroyed were broken down into the following branches of the military services:

Army	6,500,000
Marine Corps	280,000
Navy	1,953,300
Total	8,733,300

The 3,294 rolls of microfilm represent approximately 3,425,760 fingerprint cards previously destroyed.

The above described fingerprint cards occupied 136 five-drawer cabinets and the name index cards occupied 18 seventy-two-drawer cabinets. The 3,294 rolls of microfilm occupied 4 ten-drawer cabinets. All of the cabinets occupied 3,022 square feet of floor space at the Harkins Building.

66-1631-13462

ORIGINAL FILED IN 66-3286

1 - Mr. Monroe (Attn: Mr. R. W. Scherrer, Room 5835, TL #211)
1 - Mr. Stames, Room 11255D, TL #341
1 - Mr. C. S. Banner, Room 11262A, TL #341
1 - Mr. J. F. Risdon, Room 7366, TL #313
1 - Mr. [redacted], Room 9100C, TL #152
1 - Mr. [redacted], Room 11799A, TL #332
1 - Bureau File #66-3286

66-3286-

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DEC 21 1983

JFR:rnp
(7)

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DATE 9/24/03 BY AUC 60290 BCE/DCG/lyn

(CONTINUED-OVER)

FBI/DOJ

Memorandum from J. F. Risdon to MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

Destruction of all of the above records and microfilm was completed as of 12-2-83. The cards were destroyed in an incinerator operated by the Government of the District of Columbia, Department of Environmental Services, located at 3200 Benning Road, Washington, D.C. The microfilm was delivered to the Photographic Processing Unit, Laboratory Division, Room 1B903, J. Edgar Hoover Building, for silver salvage and destruction.

Empty Old Armed Forces cabinets will be used as expansion cabinets in the Civil File to replace worn-out cabinets in the Civil File. Any worn-out cabinets will be surplused. The 3,022 square feet of space that will be freed up after removal of the cabinets will be used to expand the civil female file and for sequencing work space.

RECOMMENDATION: None, for information.

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To Mr. Baugh b6 b7C Date 11/2/83

From : [redacted]

Subject : REQUEST FOR DESTRUCTION OF FBI PROPERTY

PURPOSE: To recommend the destruction of photographic equipment declared excess to the needs of the Laboratory Division.

DETAILS: On 10/28/83 the Laboratory Division declared equipment listed on the attached FD-508s, Excess Supplies and/or Equipment Reports, excess to the needs of the Division.

The Federal Property Management Regulation 101-45.504(A) states in part "Property may be abandoned or destroyed by an executive agency . . . without public notice upon a written finding by a duly authorized official thereof, approved by a reviewing authority, that the immediate abandonment or destruction of the property is necessary . . . because of the expense and difficulty of its care and handling."

After an evaluation of this property, it has been determined that due to the age, condition, and original acquisition cost of the property, it is apparent that the property has no commercial resale value and the cost of its continued care and handling would exceed any proceeds from a sale. It is, therefore, requested that the property be destroyed in accordance with FPMR 101-45.504.

RECOMMENDATION: That the Property Procurement and Management Section coordinate the destruction of this property with the Laboratory Division.

APPROVED: Adm. Servs. ____ Laboratory ____
Crim. Inv. ____ Legal Coun. ____
Director ____ Off. of Cong. & Public Affs. ____
Exec. AD-Adm. ____ Ident. ____ Rec. Mgnt. ____
Exec. AD-Inv. ____ Inspection ____ Tech. Servs. ____
Exec. AD-LES ____ Intell. ____ Training ____

Enclosures (4)

b6 b7C

1 - Mr. Baugh
1 - Mr. [redacted]

JCD:dlb (4)

66-3286-

NOT RECORDED
2 NOV 23 1983

NOV 22 1983

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FBI/DOJ

UNRECORDED COPY FILED IN

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD-LES ____
Asst. Dir. ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : MR. GEER

From [redacted]

Date 11/4/83
1 - Mr. Geer
1 - Mr. [redacted]
1 - Mr.
1 - Mr.

Subject: CANNIBALIZATION OF PHOTO EQUIPMENT
PHOTOGRAPHIC PROCESSING UNIT (PPU)
SPECIAL PROJECTS SECTION (SPS)
LABORATORY DIVISION

b6
b7C

PURPOSE: Destruction of Bureau Propert

To request authorization for the cannibalization of one item of photographic equipment assigned to the PPU of the SPS. General

DETAILS:

The PPU has on-hand one paper processor in which the main frame has rusted beyond repair and not suitable for surplusing or cannibalization. However, most of the parts are in good condition therefore making it well worth while to cannibalize for parts. Most parts in this processor will be interchangeable with the new processor being purchased. The processor is a Pako Hipak SN 01884, G# 00161891 purchased 1/23/75.

RECOMMENDATION: V-147 DE-188 66-3286-1389X

That approval be granted for the cannibalization of parts and the destruction of the main frame on the processor described above. If such approval is granted, appropriate Bureau form FD-519 will be completed.

APPROVED:
Adm. Servs. ____ Laboratory ____
Crim. Inv. ____ Legal Coun. ____
Director ____ Off. of Cong. & Public Affs. ____
Exec. AD-Adm. ____ Ident. ____ Rec. Mgmt. ____
Exec. AD-Inv. ____ Inspection ____ Tech. Servs. ____
Exec. AD-LES ____ Intell. ____ Training ____

JAN 11 1984

1 - Mr. Groover (Attn: Mr. Baugh)
WLW:pmg(6)

96FEB

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SEE PPMS, ASD ADDENDUM . . . PAGE 2.

FBI/DOJ

ADDENDUM: PROPERTY PROCUREMENT AND MANAGEMENT SECTION (PPMS), ADMINISTRATIVE SERVICES DIVISION (ASD), 11/14/83, JCD:dlb

A review of the Property Accounting System has revealed that the Printer, (UNKNOWN), Property Number 00161891, Serial Number 7884, was received on 2/20/75 at an acquisition cost of $10,098.80. Inasmuch as parts can be retrieved from this processor and utilized as replacement parts for a new processor being purchased, the Property Accounting Systems Unit , PPMS concurs with the recommendation of the Laboratory Division to cannibalize this equipment for parts and destroy the remainder. This action is in conformance with current Justice Property Management Regulation 128-43.5000.

RECOMMENDATIONS: 1. That the Laboratory Division cannibalize the Paper Processor and destroy the remaining salvage pieces.

APPROVED:

	Adm. Servs.	Laboratory 11/18/83
	Crim. Inv.	Legal Coun.
Director		Off. of Cong. & Public Affs.
Exec. AD-Adm.	Ident.	Rec. Mgnt.
Exec. AD-Inv.	Inspection	Tech. Servs.
Exec. AD-LES	Intell.	Training

2. Upon completion of the cannibalization and destruction, the Laboratory Division should submit Form FD-519, Requirements and Certification for Cannibalization and Destruction of Equipment and Form FD-514, Inventory Data Adjustment Form to delete the item from their inventory.

APPROVED:

	Adm. Servs.	Laboratory 11/18/83
	Crim. Inv.	Legal Coun.
Director		Off. of Cong. & Public Affs.
Exec. AD-Adm.	Ident.	Rec. Mgnt.
Exec. AD-Inv.	Inspection	Tech. Servs.
Exec. AD-LES	Intell.	Training

FD-519 (Rev. 6-30-81)

REQUIREMENTS AND CERTIFICATION FOR
CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

After Bureau authority is granted cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted when all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.
2. Required parts are not available from other units previously cannibalized.
3. Required parts are not available from Government excess. (Government excess means any personal property under the control of any Federal Agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.)
4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.
5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.
6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

CERTIFICATION

The conditions, as set forth above, have been met to the best of my knowledge with regard to the equipment listed below and on FD-508, dated memo 11/14/83. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name [redacted]	Item Description: Printer (Unknown)
Position Title: Asst. Property Custodian	
Office: Laboratory Administrative Unit / Date: 1/6/84	Property Number: 00161891
Reviewed By [redacted]	Serial Number: 1884

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DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

66-3286-1389X

FBI/DOJ

UNITED STATES GOVERNMENT

memorandum

DATE: December 6, 1983

REPLY TO ATTN OF: Legat, Paris (197-1)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
BUREAU RECORDS Concerning Document Inquiries by Legat Paris 1/3/84 fmk

TO: Director, FBI
Attention: Records Section, Records Management Division

ReBur/s of 10/18/83 and Bulet of 8/15/77; latter communication not found in Legat Paris records. Paris requests copy of same as it was previously requested and never received.

The following is a synopsis of references found in Paris files:

[redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

PARFILE 105-6844

Case opened on inquiry from [redacted] received [redacted] desiring current whereabouts of subject, who had been travelling to Europe in connection with terrorist acts against [redacted]. Bureau informed Paris of location of subject but no derogatory information given at the time; information passed to [redacted] and case closed 10/13/77. b6 b7C b7D

PARFILE 183-26-18

Bureau cable of 6/23/81 requesting European Legats to contact Security agencies in an effort to locate [redacted] believed to be somewhere in Europe after having attended a [redacted] meeting in [redacted] was arrested on [redacted] among other [redacted] members on several charges. Case closed 7/1/81. b6 b7C

[redacted] 66-3286-1390

12 JAN 5 1984

PARFILE 199-63-1

Philadelphia LHM dated 9/9/81 states that captioned individual, a [redacted] having been convicted of [redacted] as well as membership in [redacted] apprehended in [redacted] on [redacted] b6 b7C

2 - Bureau
1 - Paris
RJT:iv
(3)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5 JAN 20 1984

OPTIONAL FORM NO. 10
(REV. 7-76)
GSA FPMR (41 CFR) 101-11.6
5010-112

and incarcerated in the Metropolitan Correction Center, New York City, New York, awaiting final results of deportation proceedings. No further details or inquiries regarding captioned individual.

Employee Suggestion
FD-252 (Rev. 9-11-59)

b6
b7C

#178-84

Date
May 31, 1984

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
ADMINISTRATIVE SERVICES

SUGGESTION
That Form FD-519 be revised. The revision of Form FD-519 (copy of revised and previous form attached) contains information required by the Department of Justice Property Management Regulations. The revised form will minimize employee time required to research necessary correspondence dealing with the destruction and cannibalization of FBI property. The revision will also eliminate possible employee errors such as closing out the wrong file due to common nomenclatures and deleting the wrong property from the automated Property Accounting System. Some reports have property or serial numbers that can be matched; however, some do not have property or serial numbers. The reports that have no property or serial numbers, but have common nomenclatures, are easily confused with other reports, and as a result, the wrong report is closed out. To resolve this problem, numerous files (approximately 110 volumes) must be

Current practice or rule (Include manual citation as well as facts)
Currently, searching through numerous binders is necessary when looking for the items to compare property and serial numbers of items. However, not all items have property or serial numbers; therefore, comparing

Advantages of suggestion and annual savings (include basis for estimate)
Having the report number will save time when looking for items because comparing property or serial numbers and nomenclatures will not be required, they will also maintain the integrity of the automated Property Accounting System. With the report number, there will be less chance of making a costly error that may later cause problems. Substantial savings will be recognized because less time will be spent researching files to obtain information for destruction or cannibalization of one item and no costly errors will be made.

DESTRUCTION OF BUREAU PROPERTY - General 66-3286-1390X1

Disadvantages of suggestion
There are no disadvantages to this suggestion.

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DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

2 OCT 26 1984 b6 b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester (Supply Tech)

Recommendations and comments of Division Head

I see no objections and recommend this suggestion be adopted.

2-ENCLOSURE

Signature and Title

(Do not write in this space - for Bureau use only.)

ENCLOSURE ATTACHED

Let of appec 7/12/84 lcp.amo

JAN 17 1985

FBI/DOJ

Employee Suggestion

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b7C

SUGGESTION (Cont.)

researched to locate the misplaced document. Since the previous form lacks specific information to document who authorized the cannibalization and destruction of property, an additional line item can capture and document General Services Administration (GSA) authorization for cannibalization and destruction of property. In view of the fact that 95 percent of destruction or cannibalization of FBI property is authorized by GSA, this documentation should be captured and retained as part of the file.

CURRENT POLICY (Cont.)

nomenclatures is necessary. Inasmuch as numerous items have common standard nomenclatures without serial numbers, it is difficult to determine if the correct property has been cannibalized or destroyed and could result in the deletion of an item from the Property Accounting System that is still in the office. Approximately 20,000 items are declared excess annually, and in the event of an error, it is understandable that searching through the volumes of files to correct the error would be time consuming.

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Enclosures to SUGGESTION of [redacted] 7/12/84 Washington Office.

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269

ENCLOSURE
66-3286-1390X1

CURRENT COPY FD-519

FD-519 (Rev. 6-30-81)

REQUIREMENTS AND CERTIFICATION FOR
CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

After Bureau authority is granted cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted when all of the following conditions are met:

1. Repair of the broken or worn parts is not possible.
2. Required parts are not available from other units previously cannibalized.
3. Required parts are not available from Government excess. (Government excess means any personal property under the control of any Federal Agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.)
4. The parts are not available from commercial or Government supply sources or it is not practical to obtain the required parts from commercial sources because of obsolescence, excessive price or extraordinary leadtimes.
5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.
6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request, to General Accounting Office and Departmental auditors.

CERTIFICATION

The conditions, as set forth above, have been met to the best of my knowledge with regard to the equipment listed below and on FD-508, dated _____. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name		Item Description	
Position Title			
Office	Date	Property Number	
Reviewed By		Serial Number	

ALL INFORMATION CONTAINED
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DATE 9/24/03 BY AUC 60290 BCE/DCG/gmw

PREVIOUS FORM

FD-519 (Rev. 11-12-84) **PROPOSED REVISED FD-519**

REQUIREMENTS AND CERTIFICATION FOR CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

After Bureau authority is granted cannibalization and destruction of equipment for the purpose of obtaining parts to repair a like item is permitted when all of the following conditions are met:

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5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request to General Accounting Office and Department auditors.

7. In accordance with General Services Administration authorization, dated _____.

9/24/03 AUC 60290 BCE/DCG/ymw

CERTIFICATION

The conditions, as set forth above have been made to the best of my knowledge with regard to the equipment listed below and on FD-508, SF-126, or SF-120, Number _____, dated _____. This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name	
Position Title	
Office	Date
Reviewed By	

Item Description
Property Number
Serial Number

REVISED FORM

R/S TRANSMITTING FD-519

Routing Slip
0-7 (Rev. 5-28-82) (Copies to Offices Checked)

TO: SAC,

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico
- ☐ ASAC, New Rochelle (MRA)
- ☐ ASAC, Brooklyn-Queens (MRA)

TO: LEGAT,

- ☐ Bern
- ☐ Bogota
- ☐ Bonn
- ☐ Canberra
- ☐ Hong Kong
- ☐ London
- ☐ Mexico City
- ☐ Montevideo
- ☐ Ottawa
- ☐ Panama City
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

10-22-1984
Date

RE: FORM FD-519
REQUIREMENTS AND CERTIFICATION FOR
CANNIBALIZATION AND DESTRUCTION
OF EQUIPMENT
FBI FORM BOOK

Retention For appropriate

☒ For information ☐ optional ☒ action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____

dated _____.

Remarks: Enclosed is a supply of revised FD-519. Place a copy of the form in the FBI Form Book. This revision is effective immediately. Unused copies of FD-519 not bearing the revision date of 7-12-84 are obsolete.

Forms and Reports Management Desk
Records Management Division

Enc.
Bufile
Urfile

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DATE 9/24/03 BY Auc 60290 BCE/DCG/ymw

FBI/DOJ

FD-519 (Rev. 7-12-84)

PRINTED REVISED FD-519 file with suggestion 5/30/84 4-905

REQUIREMENTS AND CERTIFICATION FOR CANNIBALIZATION AND DESTRUCTION OF EQUIPMENT

REQUIREMENTS

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5. The benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.

6. A signed statement, approved by a reviewing official, indicating the actions taken to verify the above conditions is made part of the file supporting the removal of the cannibalized item from property records, and such information is made available upon request to General Accounting Office and Department auditors.

7. In accordance with General Services Administration authorization, dated _____ .

CERTIFICATION

The conditions, as set forth above have been made to the best of my knowledge with regard to the equipment listed below and on FD-508, SF-126, or SF-120, Number _____ , dated _____ . This equipment should therefore be removed from inventory and the parts will be used for the repair and maintenance of similar equipment.

Name	
Position Title	
Office	Date
Reviewed By	

Item Description
Property Number
Serial Number

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY Auc 60290 BCE/DCG/ym

FBI/DOJ

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : MR. STAMES

Date 6-5-84

From : J. F. Risdon

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

Subject: STUDY OF CIVIL FILE PURGE PROJECT IDENTIFICATION DIVISION

DESTRUCTION OF BUREAU RECORDS - GENERAL

Reference is made to memorandum from J. M. Jones to Mr. Stames dated 6-21-83, captioned as above, and memoranda from J. F. Risdon to Mr. Stames dated 10-6-83, 10-21-83, 11-17-83, and 1-20-84, captioned as above.

PURPOSE: To report the progress of the Civil File Purge Project and the accomplishments of recommendations set forth in memorandum of J. M. Jones dated 6-21-83.

SYNOPSIS: Recommendations 1 through 4, 7, and 8 have been completed. Recommendation 5 recommended the purge of the USINS fingerprint cards and related index cards. Since 10-4-83 we have purged 212,000 cards. Recommendation 6 concerned performing an age purge of the Old Armed Forces file in the event approval for destruction of that file was not received and an age purge of the cards in the "Military" section of the Civil File. The entire Old Armed Forces file was destroyed and purging of the cards in the "Military" portion of the Civil File will be accomplished in the ongoing purge. Recommendation 9 recommended the purging of the millions of useless index cards from the Name Index Section Civil File. Since 8-17-83 we have purged 20,330 drawers and 8,207,632 cards. Recommendation 10 recommended the consolidation of two or more index cards on the same individual and the corresponding fingerprint cards in the Technical Section Civil File. This recommendation will be acted upon last due to the number of personnel and time it has been estimated that it will take to accomplish this project. Recommendation 11 recommended that the year of birth be indicated in blue in the upper right corner of the fingerprint cards in the Technical Section Civil File. Recommendation 12 recommended that the fingerprint file be broken into two different subfiles by age. Recommendation 13 recommended resequencing of the fingerprint cards by classification. It should be noted that the 80+ segment of recommendation 6 and recommendations 11, 12, and 13 can be accomplished at the same time. Recommendation 14 recommended that a special shift be instituted for the Civil File Purge Project in the event a sufficient number of employees do not volunteer to go to the Harkins Building. At the present time we have a sufficient number of volunteers.

DE-279 66-3286-1391

12 JUN 7 1984

530CT 16 1984

1 - Mr. Monroe (Attn: Mr. R. W. Scherrer, Room 5835, TL #211)
1 - Mr. Stames, Room 11255D, TL #341
1 - Mr. C. S. Banner, Room 11262A, TL #341
1 - Mr. J. F. Risdon, Room 7366, TL #313
1 - Mr. [redacted] Room 9100C, TL #152
1 - Mr. [redacted] Room 11799A, TL #332
1 - Bureau File #66-3286

b6
b7C

JAM:mat/rnp (9)

(CONTINUED - OVER)

FBI/DOJ

Memorandum from J. F. Risdon to MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION

RECOMMENDATION: None, for information.

APPROVED:

Director	Adm. Servs.	Laboratory
Exec. AD-Adm.	Crim. Inv.	Legal Coun.
Exec. AD-Inv.	Ident.	Off. of Cong. & Public Affs.
Exec. AD-LES	Inspection	Rec. Mgmt.
	Intell.	Tech. Servs.
		Training

DETAILS: Recommendations 1 through 4, 7, and 8 of referenced J. M. Jones memorandum have been completed.

Recommendation 5 recommended that we purge the USINS fingerprint cards and the related index cards if approval were received from USINS. That approval was granted by USINS letter dated 10-4-83. Since the approval and as current workload would permit, we have had four individuals work on the USINS purge. We have purged 212,000 cards as of 5-16-84 and will continue this purge as workload permits.

Recommendation 6 recommended that in the event recommendations 1 and 2 were not approved for any reason, the Identification Division (ID) proceed to purge the Old Armed Forces file and the "Military" segment of the Civil File of all fingerprint cards and related index cards of individuals 75 years of age and older with the exception of those records needed to reconstruct records destroyed by fire at the National Personnel Records Center, St. Louis, Missouri. GSA Bulletin FPMR B-98 dated 4-28-80 gave us authority to reinstitute our purge of military records and the Veterans Administration, by letter dated 11-7-83, concurred on our proposal to purge the Old Armed Forces file. The entire Old Armed Forces file was completely purged and destroyed as of 12-2-83. The purging of the 80+ Military fingerprint cards and corresponding index cards in the Civil File is to be accomplished in the ongoing Civil File Purge Project. It is to be noted that with regard to military fingerprint cards, the Archivist of the United States has approved the destruction of cards of individuals who are 80 years of age or when administrative need for records has been met, whichever is first.

Recommendation 9 recommended that at the conclusion of the fingerprint card purge, the available support personnel performing that purge be given necessary training (about eight workdays consisting of one day of classroom training and seven days of on-the-job training) and that a concentrated effort be mounted to purge the Name Index Section Civil File of the millions and millions of useless index cards. The Name Index Section did not have available manpower for this project so the Fingerprint Examiners assigned to the fingerprint card purge were afforded the necessary eight workdays of training and the purge was initiated on 8-17-83. On 3-9-84 the Name Index Purge was stopped due to the heavy current workload in the ID, and on 3-12-84 19 Fingerprint Examiners were transferred back to the Technical Section of the ID to help eliminate the heavy current workload. The remaining 30 Fingerprint

(CONTINUED - OVER)

Memorandum from J. F. Risdon to MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION

Examiners were utilized to handle the current workload in the Technical Section Civil File, and on 4-9-84 we began receiving Iranian prints to process on an expedite basis. These employees assisted in the searching of the Iranian prints. Between 1-1-84 and 4-30-84 we purged 8,431 drawers and 2,725,147 cards. From 8-17-83 to 5-16-84 we purged 20,330 drawers and 8,207,632 cards. We have 52,955 drawers left to be purged.

Recommendation 10 recommended that after recommendation 9 was completed, a concerted effort be made in the Name Index Section Civil File to locate two or more index cards in file for the same individual regardless of what the reason he or she was fingerprinted. These index cards would represent consolidations in the Civil Fingerprint File and would make it possible for us to purge additional fingerprint cards and index cards from our Civil File. It is recommended that this recommendation be acted on last inasmuch as it has been estimated that it will take 200 personnel approximately nine years to complete this project in the Civil Fingerprint File and 20 personnel approximately nine years to finish this project in the Civil File of the Name Index Section.

Recommendation 11 recommended that fingerprint cards in the Civil File be reviewed and the year of birth be indicated in blue in the upper right corner of the card so future purging and file rehabilitation would be more efficient and more effective.

Recommendation 12 recommended that the fingerprint file be broken into two different subfiles by age, and at the same time recommendation 13, which recommended resequencing of the fingerprint cards by classification, would take place.

It should be noted that the 80+ segment of recommendation 6 and recommendations 11, 12, and 13 can be accomplished at the same time. These recommendations will be acted upon when the Name Index Section Purge and USINS purge have been completed.

Recommendation 14 recommended that a special shift be instituted for the Civil File Purge Project in the event a sufficient number of support employees do not volunteer to go to the Harkins Building. At the present time, the Technical Section has a sufficient number of volunteers to accomplish the Civil File Purge Project. At this time it is believed that it is not necessary to establish a special shift.

Another memorandum will be submitted to you in September 1984, advising you of the progress of the Civil File Purge Project.

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Legal Counsel Division
Attn: [redacted] b6 b7C

Date 3/16/84

From : FOIPA Section
Attn: [redacted]

Subject : PRIVACY ACT REQUESTS FOR RECORDS DESTRUCTION/EXPUNCTION OF Property-General

The below listed individuals have requested that records concerning them be destroyed/expunged pursuant to the Privacy Act. You are requested to insure there is no pending litigation concerning these individuals and/or organizations. Once this memorandum is returned to the FOIPA Section, the documents will be immediately destroyed/expunged unless otherwise noted below by Legal Counsel Division.

[redacted] b6 b7C

No pending litigation
cc: these individuals.
DEF/ 4/5/89

LEGAL COUNSEL DIVISION COMMENTS:

66-3286

NOT RECORDED
15 APR 16 1984

1 - Consolidation Unit
1 - Mr. [redacted]
1 - Mr.

RJM:alw
(4)

b6 b7C

MAY 0 1984

ORIGINAL FILED IN 190-Case files Cons. Unit 4/30/84

[redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ymm

FBI/DOJ

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : MR. STAMES

Date 1-26-84

From : J. F. Risdon

Destruction of Bureau Records - General

Subject : STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

Reference is made to memorandum from J. M. Jones to Mr. Stames dated 6-21-83, captioned as above, and memoranda from J. F. Risdon to Mr. Stames dated 10-6-83, 10-21-83, 11-17-83, and 12-7-83, captioned as above.

PURPOSE: To report the progress of the Civil File Purge Project and the accomplishment of recommendations set forth in memorandum of J. M. Jones dated 6-21-83.

DETAILS: Recommendations 1 through 4, 7, and 8, of referenced J. M. Jones memorandum have been completed.

Recommendation 5 recommended that we purge the USINS fingerprint cards and the related index cards if approval be received from USINS. That approval was granted by USINS letter dated 10-4-83. Since the approval and as current workload would permit, we have had four individuals work on the USINS purge. We have purged 202,878 through the end of December and will continue this purge as workload permits.

Recommendation 6 recommended that in the event recommendations 1 and 2 were not approved for any reason, the ID proceed to purge the Old Armed Forces file and the "Military" segment of the Civil File of all fingerprint cards and related index cards of individuals 75 years of age and older with the exception of those records needed to reconstruct records destroyed by fire at the National Personnel Records Center. GSA Bulletin FPMR B-98 dated 4-28-80, gave us authority to reinstitute our purge of military records and the Veterans Administration, by letter dated 11-7-83, concurred on our proposal to purge the Old Armed Forces file. The entire Old Armed Forces file was completely purged and destroyed as of 12-2-83. The purging of the 80+ Military fingerprint cards and corresponding index cards in the civil files is to be accomplished in the ongoing Civil File Purge Project. It is to be noted that with regard to military fingerprint cards, the Archivist of the United States has approved the destruction of cards of individuals who are 80 years of age or when administrative need for records has been met, whichever is earlier.

ORIGINAL FILED IN 66-1631-13470

1 - Mr. Monroe (Attn: Mr. R. W. Scherrer, Rm. 5835, TL #211)
1 - Mr. Stames, Rm. 11255D, TL #341
1 - Mr. C. S. Banner, Rm. 11262A, TL #341
1 - Mr. J. F. Risdon, Rm. 7366, TL #313
1 - Mr. [redacted] Rm. 9100C, TL #341
1 - Mr. [redacted] Rm. 11799A, TL #332
1 - Bureau File #66-3286

66-3286-[redacted]
NOT RECORDED
13 FEB 7 1984

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JAM:mat/vap
(9)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 66290 BCE/DCG/gmw

(CONTINUED - OVER)

FBI/DOJ

Memorandum J. F. Risdon to MR. STAMES
RE: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION (ID)

Recommendation 9 recommended that at the conclusion of the fingerprint card purge, the available support personnel performing that purge be given the necessary training (about eight workdays) and that a concentrated effort be mounted to purge the Name Index Section Civil File of the millions and millions of useless index cards. The Name Index Section did not have available manpower for this project so the Fingerprint Examiners assigned to the fingerprint card purge were afforded the necessary eight workdays of training and the purge was initiated on 8-17-83. As of 1-13-84, 5,814,459 index cards have been purged. There remain 59,582 index card drawers to be purged as of 1-13-84. At the beginning of this project it was estimated that it would take 11 months to complete but with the interruption caused by work on the Beirut disaster, it is estimated this project will not be completed until the end of September or October, 1984.

Recommendation 10 recommended that after recommendation 9 was completed, a concerted effort be made in the Name Index Section Civil Files to locate two or more index cards in file for the same individual regardless of what the reason he or she was fingerprinted. These index cards would represent consolidations in the Civil Fingerprint File and would make it possile for us to purge additional fingerprint cards and index cards from our Civil Files. It is recommended that this recommendation be acted on last inasmuch as it has been estimated that it will take 200 personnel approximately 9 years to complete this project in the Civil Fingerprint Files and 20 personnel approximately 9 years to finish this project in the Civil Files of the Name Index Section.

Recommendation 11 recommended that fingerprint cards in the Civil File be reviewed and the year of birth be indicated in blue in the upper right-hand corner of the card so future purging and file rehabilitation would be more efficient and more effective.

Recommendation 12 recommended that the fingerprint file be broken into two different sub-files by age, and at the same time recommendation 13, which recommended resequencing of the fingerprint cards into the proper Henry Fingerprint Classification, would take place.

It should be noted that recommendations 11, 12, and 13 can be done at the same time. These recommendations will be acted upon when the Name Index Section purge, USINS purge, and Military purge have been completed.

Recommendation 14 recommended that a special shift be instituted for the Civil File Purge Project in the event a sufficient number of support employees do not volunteer to go to the Harkins Building. At the present time, the Technical Section has 38 Fingerprint Examiners and three Supervisory Fingerprint Examiners assigned to the Civil File Purge Project. At this time, it is believed that it is not necessary to establish a special shift.

(CONTINUED - OVER)

Memorandum J. F. Risdon to MR. STAMES
RE: STUDY OF CIVIL PURGE PROJECT
IDENTIFICATION DIVISION (ID)

Another memorandum will be submitted to you in May 1984, advising you of the progress of the Civil File Purge Project.

RECOMMENDATION: None, for information.

est

AIRTEL

6/20/84

Director, FBI (66-3286 Sub B)

All SACs PERSONAL ATTENTION

BUREAU

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/31/84

ReBuairtel to All SACs, 4/17/84, captioned as above.

ReBuairtel provided instructions for preservation of additional multisection/multiserial cases in the field offices and responded to specific inquiries generated as the result of previous instructions issued in regard to record preservation.

This communication will complete the function of identifying historical cases pending resolution of the American Friends Service Committee litigation, with the exception of an "exceptional category" of records. The instructions for the exceptional group will be forthcoming upon completion of the identification process at FBIHQ. Instant communication includes an attachment to assist you in identifying permanent records maintained within your office. The attachment is divided into two categories: (1) multisection cases and (2) cases, regardless of volume, further explained in this communication. Again, you are requested to identify, stamp, and preserve certain records in your office and, as instructed, determine the FBIHQ file number(s) and notify FBIHQ accordingly. You are not required to review the cases listed on the attachment for the FBIHQ file number(s) and you need not provide listings of file numbers destroyed with your response.

UNRECORDED COPY FILED IN 66-3286-1392

Enclosure

1 - 66-19249
1 - Mr. Otto
1 - Each Assistant Director
1 - Mr. Scherrer
1 - Mr. Hotis
1 - Mr. [redacted]

1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Miss [redacted]
1 - Manuals Desk

66-3286-1392

CMG:jlc (14)

ENC. BEHIND FILE

(See Note Page 5)

1 JUL 3 1984

JUL 20 1984

MAIL ROOM

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY Auc lmn291 RCE/DCG/lmw FBI/DOJ

Airtel to All SACs
RE: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/31/84

PERMANENT CASES/MULTISECTION CASES FROM THE ATTACHMENT

Previous communications provided an attachment with permanent records identified at FBIHQ and instructions to retain corresponding field office records, regardless of volume. The attachment to instant airtel contains separate instructions for classifications in this category, i.e., identification of cases, regardless of their volume, and identification of multisection (2 or more sections) cases. Classifications on the attachment are divided as follows, and a review for the corresponding FBIHQ file number(s) is not required:

OFFICE OF ORIGIN CASES ONLY. IDENTIFY MULTISECTION (TWO OR MORE SECTIONS) CASES WHICH APPEAR IN THE FOLLOWING CLASSIFICATIONS ON THE ATTACHMENT AND STAMP FOR PRESERVATION AS NOTED HEREIN. YOU ARE NOT REQUIRED TO STAMP ANY CASES WITH LESS THAN TWO CONSECUTIVE SECTIONS FOR THIS CATEGORY.

7
19
60

OFFICE OF ORIGIN CASES ONLY. IDENTIFY CASES IN ALL REMAINING CLASSIFICATIONS WHICH APPEAR ON THE ATTACHMENT AND STAMP FOR PRESERVATION, REGARDLESS OF THEIR VOLUME.

Airtel to All SACs
RE: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/31/84

MULTISECTION CASES

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES IN THE FOLLOWING CLASSIFICATIONS, STAMP FOR PRESERVATION AS NOTED HEREIN, REVIEW FOR CORRESPONDING FBIHQ FILE NUMBERS AND, IF AVAILABLE, FORWARD THE FILE NUMBER(S) TO FBIHQ.

12
31
54
58
89

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES IN THE FOLLOWING CLASSIFICATIONS, AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS.

14
28
39
64
88

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES CREATED PRIOR TO 1978 (12/31/77), AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS.

23

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES CREATED SUBSEQUENT TO 1977 (1/1/78) AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS.

44

WASHINGTON FIELD OFFICE ONLY - OFFICE OF ORIGIN CASES ONLY. IDENTIFY MULTISECTION (TWO OR MORE SECTIONS) CASES MAINTAINED IN THE WASHINGTON FIELD OFFICE ONLY, STAMP FOR PRESERVATION AS NOTED HEREIN, REVIEW FOR CORRESPONDING FBIHQ FILE NUMBER AND, IF AVAILABLE, FORWARD THE FILE NUMBER(S) TO FBIHQ.

46

MULTISECTION CASES/OFFICE OF ORIGIN AND AUXILIARY OFFICE

OFFICE OF ORIGIN AND AUXILIARY OFFICE CASES. IDENTIFY MULTISECTION (TWO OR MORE SECTIONS) CASES CREATED PRIOR TO 1978 (12/31/77) AND STAMP FOR PRESERVATION AS NOTED HEREIN.

OFFICE OF ORIGIN CASES ONLY. IDENTIFY MULTISECTION (TWO OR MORE SECTIONS) CASES CREATED SUBSEQUENT TO 1977 (1/1/78) AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ NUMBERS.

3

MULTISECTION/MULTISERIAL CASES

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES AND/OR ALL CASES WITH 40 OR MORE SERIALS, STAMP FOR PRESERVATION AS NOTED HEREIN, REVIEW FOR CORRESPONDING FBIHQ FILE NUMBER AND, IF AVAILABLE, FORWARD THE FILE NUMBER(S) TO FBIHQ.

2

MISCELLANEOUS CATEGORIES - NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS

Classification 1 - Stamp all "00" policy files for permanent retention.

Classification 31 - Stamp all control files for permanent retention.

Classification 108 - Stamp all "00" policy files for permanent retention.

Airtel to All SACs
RE: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/31/84

Classification 116 - Stamp for permanent retention all cases created between November, 1947 and September, 1948, that contain no correspondence between the field office and FBIHQ (no corresponding FBIHQ file).

Field offices are asked to respond to the foregoing request for corresponding FBIHQ file data by COB 8/31/84. The information should be directed to FBIHQ, Attention: Records Section, Records Management Division, Room 5657.

NOTE: Field offices are being requested to identify and preserve cases of historical value pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule, and to furnish corresponding FBIHQ file numbers to cases identified in the field offices by established deadline.

APPROVED: Director Exec. AD Inv. Exec. AD-Adm. Exec. AD-LES
Adm. Servs. Crim. Inv. Ident. Intell.
Laboratory Legal Coun. Off. of Cong. & Public Affs. Rec. Mgt. Tech. Servs. Training

July 12, 1984

PERSONAL

b6
b7C

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. [redacted]

DESTRUCTION OF BUREAU PROPERTY

Thank you for your suggestion to revise General Form FD-519, Requirements and Certification for Cannibalization and Destruction of Equipment, to enable our employees to more efficiently process the form. I am happy to advise that your proposal has been approved for adoption and that appropriate steps will be taken to ensure its implementation.

It is always a pleasure for me to learn of ideas that will improve our administrative procedures, and I genuinely appreciate your taking the time and initiative to bring this one to our attention.

Sincerely yours,

L. Clyde Groover, Jr.

L. Clyde Groover, Jr.
Assistant Director
Administrative Services Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

1 - Mr. Groover (Personal Attention) - Enclosure
1 - Mr. Baugh - Enclosure
Please ensure that all appropriate steps are taken to implement this suggestion, including any necessary manual changes, and advise the Suggestion Desk when completed.
2 - Records Management Division - Enclosures (2)
1 - Forms and Reports Management Desk (For appropriate action)
1 - Manuals Desk (For your information)
1 - Personnel file of [redacted] - Enclosure

66-3286-1392X
DE-104
OCT 26 1984

JUL 12 1984 FBI

(8) Suggestion #178-84

NOTE: The Property Procurement and Management Section (PPMS), ASD, set forth its concurrence with suggestion under the "Comments and Recommendations of Division Head" section on the Suggestion form, Form FD-252. Therefore, upon approval, suggester being advised his proposal will be adopted and authorization granted the Forms and Reports Management Desk, RMD, to take all appropriate action. It should be noted that, although suggester states implementation of his proposal will result in substantial savings (in man-hours) for the Bureau, Mr. [redacted], Assistant Section Chief, PPMS, advised that the resulting benefits will not be such as to warrant an incentive award for the suggester. Therefore, no award is being considered.

FBI/DOJ

Date: August 9, 1984

FEDERAL GOVERNMENT

To: Assistant Attorney General
for Administration
Justice Management Division
Attn: Mr. Robert M. Yahn

From: Assistant Director
Records Management Division

Subject: X DEPARTMENTAL REQUEST FOR
BACKGROUND INVESTIGATIONS
ON SITTING FEDERAL JUDGES

DESTRUCTION of Bureau PROPERTY General

This will acknowledge previous discussions and recent conversations with members of my staff regarding your interest in the preservation or creation of copies of preappointment background investigative reports on 712 Federal judge candidates. Copies of the reports will complete the specific file collection of the Office of the Attorney General (OAG).

The Records Retention Plan and Disposition Schedule prepared by the National Archives and Records Service and the Federal Bureau of Investigation provide for disposition of the records containing the background investigative reports.

I want to assure you that we will comply with your request for assistance in reconstructing the OAG files prior to implementing our disposition instructions. At the present time, the name searches are completed and the pertinent files have been identified.

Please do not hesitate to contact SA Robert W. Scherrer of my staff at 324-4507 if we can be of further assistance.

1 - Mr. [redacted]
Civil Division

b6
b7C

1 - Mr. Mintz (Attn: Mr. [redacted])
1 - Mr. Monroe
1 - Mr. Revell (Attn: Mr. [redacted])
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]

CMG:jls (9)

(See NOTE Page 2)

V52DE-113 66-3286-1393

17 AUG 10 1984

FBI
AUG 09 1984
WASHINGTON, D.C.

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
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Legal Coun. ___
Plan. & Insp. ___
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Tech. Servs. ___
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Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

OCT 5 1984

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/13 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

Assistant Attorney General for Administration
Justice Management Division

NOTE: Based on initial request by Vincent A. Lobisco and Robert M. Yahn, Office of Management and Finance (now Justice Management Division (JMD)), in June, 1979, for copies of investigative reports on sitting Federal judges. Occasional contact has been maintained with JMD regarding this matter in view of the current restrictions on destruction; however, the names of the 712 judges have been searched and pertinent files identified. In response to an inquiry on 8/6/84, Mr. Yahn is being assured that the FBI will provide copies of the specific investigative reports to JMD prior to final disposition of the pertinent records in order to complete the OAG file collection.

APPROVED: Director

Memorandum

Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe

Date 8/24/84

From : R. W. Scherrer

Subject : ~~DEPARTMENTAL REQUEST FOR~~ BACKGROUND INVESTIGATIONS ON SITTING FEDERAL JUDGES

DESTRUCTION OF BUREAU PROPERTY General

PURPOSE:

The purpose of this memorandum is to place the attached enclosure on record for future reference.

RECOMMENDATION:

None. For information.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
___ Ident. ___
___ Inspection ___
___ Intell. ___ Training ___

DETAILS:

By letter dated 3/31/81, Walter R. Wilson, Director, Records and Publications Staff, Justice Management Division (JMD), provided a listing of 712 Federal judge candidates to assist the FBI in identifying pertinent records regarding the candidates and to preserve copies of the background investigative reports. The reports will assist the Office of the Attorney General in reconstructing their file collection which had previously been destroyed.

On 8/21/84, Mr. Robert M. Yahn, JMD, was contacted regarding possible additions to the listing, and he advised that the list was complete. A master listing of the pertinent file numbers has been prepared and will be maintained in the Records Disposition and Archival Subunit for future reference and action.

66-3286-1394

DE-38

The 27-page listing and accompanying search slips are attached as an enclosure for filing. No additional indexing is required.

SG-ENCLOSURE

"ENCLOSURE IN BULKY ROOM"

AUG 27 1984

Enclosures
66-3286
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:jls (5)

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/ypmw

FBI/DOJ

All SACs
All Legats

8/1/84

PERSONAL ATTENTION

Director, FBI (66-3286 Sub B)

DESTRUCTION OF FIELD FILES AND RECORDS

Destruction of Bureau Records-General

It is anticipated that in the near future Judge Harold H. Greene, U.S. District Court, District of Columbia, Washington, D. C., will take action to resolve litigation in the civil matter "American Friends Service Committee, et al. v. William H. Webster, et al.," Civil Action Number 79-1655. Resolution of the civil action, supra, and approval of the FBI's Records/Disposition Plan will allow destruction of certain files and records. To illustrate, upon approval of the Plan, the field will be able to destroy Auxiliary Office files when one year old, and "zero" files when three years old in the majority of the classifications. Immediate implementation of this phase of the Plan, when approved, will give the field offices much-needed relief from overcrowded file storage conditions and possibly eliminate the need to acquire additional equipment and/or space for file storage purposes.

To ensure that all offices will be in a position to proceed with implementation of the Records Retention/Disposition Plan when approved, the following situation is being brought to your attention:

Bulet to SAC, Albany, and all offices, 8/15/77, captioned as above, provided instructions and guidelines for identifying and marking for preservation, files and records involved in litigation. This project has been in effect since 1977, is ongoing and is likely to continue indefinitely.

MAILED 16 AUG 07 1984 FBI

FBIHQ is aware that personnel constraints and day-to-day priority investigative and administrative activity have encumbered a number of offices from keeping current with marking for preservation files and records involved in litigation. It is imperative that this project be in a current status before the field, Legats and FBIHQ can embark on any future file destruction program. Therefore, it is suggested that every effort be made to bring this work into a current status as soon as possible.

UNRECORDED COPY FILED IN 66-19247-

66-3286-1395

DE 216

V-133

3 AUG 8 1984

Exec AD Inv.
Exec AD Adm.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv. — 1 - Mr. Monroe
Ident. — 1 - Mr. Scherrer
Intell. — 1 - Mr. [redacted]
Laboratory — 1 - Liaison Unit
Legal Coun. — 1 - Ms. [redacted]
Plan. & Insp. — 1 - 66-19247
Rec. Mgnt. — 1 - TBD: jls (9)
Tech. Servs. — 1
Training
Affs. Off.
Off. Rm.

AUG 10 1984

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

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FBI/D

Letter to All SACs and All Legats
RE: DESTRUCTION OF FIELD FILES
AND RECORDS

You are reminded that the ban on file destruction has not been lifted to date; therefore, no destruction of files and records can take place at this time. This communication is intended to serve as a reminder of the aforementioned project which must be completed before any destruction Plan is placed into effect. You will be kept apprised of pertinent developments.

NOTE: This communication is being directed ~~of~~ to all field offices and Legats for the purpose of alerting them of the need to bring into a current status the above-mentioned project work in preparation for implementation of the FBI's Records Retention/Disposition Plan once it is approved by the court. Current information indicates that the court may take action by the end of calendar year 1984 to resolve the "American Friends Service Committee" litigation. Resolution of the litigation will permit implementation of the file destruction program and permit the immediate destruction of certain categories of files which will give all offices some relief from the overcrowded file storage conditions.

RWT APPROVED: Adm. Serv. _____ Laboratory _____
Crim. Inv. _____ Legal Coun. _____
Director _____
Exec. AD-Adm. _____
Exec. AD-Inv. _____
Exec. AD-LES _____

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : MR. STAMES

Date 9-13-84

From : J. F. Risdon

Subject : STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION
Destruction of Bureau Records - General

Reference is made to memorandum from J. F. Risdon to Mr. Stames dated 6-5-84 captioned as above.

PURPOSE: To report the progress of the Civil File Purge Project.

RECOMMENDATION: None, for information.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

DETAILS: Since 5-16-84, through normal course of business and as workload would permit, the employees in the Name Index Section have purged 272 drawers and 70,291 index cards bringing about a grand total of 20,602 drawers and 8,277,923 index cards purged since 8-17-83. We have 52,683 drawers left to be purged.

Since 5-16-84, through normal course of business and as workload would permit, the employees in the Technical Section have purged 1,712 USINS fingerprint cards bringing about a grand total of 213,712 USINS fingerprint cards purged since USINS approval letter dated 10-4-83.

DE-169 V-65 66-3286-1396

Another memorandum will be submitted to you in December 1984 advising you of the progress of the Civil File Purge Project.

SEP 20 1984

1 - Mr. Monroe (Attn: Mr. R. W. Scherrer, Room 5835, TL 211)
1 - Mr. Stames, Room 11255D, TL #341
1 - Mr. C. S. Banner, Room 11262A, TL #341
1 - Mr. J. F. Risdon, Room 7366, TL #313
1 - Mr. [redacted], Room 9100C, TL #152 b6
1 - Mr. [redacted], Room 11799A, TL #332 b7C
1 - Bureau File #66-3286

JFR:mat
(8)

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DATE 9/24/03 BY AUC 60290 BCG/DCG/ymw

16 NOV 19 1984

File 66-3286

FBI/DOJ

Memorandum

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

To : Executive Assistant Director - Administration

Date 9/10/84

From : Legal Counsel

Subject : CLOSED FILES STORAGE FACILITIES
Destruction of Bureau Records

REFERENCE: Your memorandum dated 8/22/84 to Mr. MONROE entitled "Closed Files Storage Facilities." General

PURPOSE: To advise you of the initiatives which the FBI or the Attorney General might take to relieve the administrative burden of Judge GREENE's permanent injunction.

SYNOPSIS: The initiatives available are very limited. This conclusion was reached in discussions between LCD and VINCENT GARVEY and [redacted], Civil Division, DOJ. A status hearing before Judge GREENE, which should be scheduled for mid-October, 1984, should indicate Judge GREENE's thinking and, therefore, influence future initiatives.

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DETAILS: The options considered are as follows:

1. Stipulation: The parties could agree that there are records which can be destroyed immediately. However, due to plaintiffs' desire for broad discovery, the disadvantages of a "quid pro quo" stipulation would outweigh any short term benefit.

66-3286

Mr. GARVEY noted that a stipulation to eliminate the most satisfactory areas of the Records Retention Plan (1977 Plan) would allow plaintiffs to challenge the balance of the 1977 Plan as inadequate. Mr. GARVEY also stated that any stipulation "would encourage Judge GREENE to decide on a piecemeal basis" thereby incurring "further delays and removing the effect of the severity of the administrative burden argument in inducing Judge Greene to promptly reach a final decision."

1 - Mr. Bayse
1 - Mr. Glover
1 - Mr. Groover
1 - Mr. Mintz
1 - Mr. Monroe
Attn: Mr. Scherrer

1 - Long Range Planning
1 - Mr. [redacted]
1 - IPALU

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26 OCT 1 1984

258
46 NOV 1 1984

RJD:bjj (9)

CONTINUED OVER

1 ENCLOSURE

ENCLOSURE

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DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

Memorandum from Legal Counsel to
Executive Assistant Director - Administration
dated 9/10/84
RE: CLOSED FILES STORAGE FACILITIES

2. Writ of Mandamus. This is an extraordinary remedy used to compel public officials to act. Mr. GARVEY stated that there was "no way" that DOJ would consider mandamus to hasten judicial resolution as it is too extreme and would alienate Judge GREENE, even assuming the Court of Appeals would ever consider this.

3. Administrative Burden Argument. Judge GREENE has not favorably received this argument to date. Mr. GARVEY stated this argument can now be raised to negate attempts for continued discovery.

DOJ has suggested that the FBI update the adverse financial, personnel and spacial impact of Judge GREENE's ruling.

4. "In-house" measures. RMD is prepared to increase personnel levels to implement the 1977 Plan. Supplemental budgetary and hiring approvals will be sought immediately following Judge GREENE's ruling.

LCD is reviewing the issue of attorney's fees. It is anticipated that this issue will be raised at a status conference. If attorneys' fees are merited, this should be related at the appropriate moment to avert judicial rebuke.

LCD is coordinating agreement with NARS as to how Grand Jury material under Fed.R.Crim.P. 6(e) should be handled.

5. Background. This memo is the product of LCD meetings with Messrs. [redacted] and Garvey, DOJ. Mr. [redacted] noted a status conference should be set for mid-October, 1984. This matter was also discussed with Section Chief Scherrer, RMD.

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RECOMMENDATION: None, for information.

MR. MONROE 8/22/84

LEE COLWELL

CLOSED FILES
STORAGE FACILITIES

It is my understanding we have approximately 20,000 square feet of space in the JEH Building that could be freed-up when the order issued by Judge Greene prohibiting the destruction of files is lifted. I am asking that we prepare an impact statement as to how much storage space presently being occupied by closed files would be made available for use in the Hoover Building once that order is lifted.

In recent coversations with Assistant Director Lee Laster in New York, I was advised that approximately half of one floor (the 27th floor), amounting to approximately 12,000 or more square feet, could be retrieved in the New York Division alone. I ask that we survey the field for similar estimates, but to include New York with the survey.

I then would like an informative memorandum prepared for me to the Director setting forth options and recommendations for the Director to consider in talking to the Attorney General regarding initiatives that might be taken by the Department with the Court in order to seek relief for the FBI in connection with Judge Greene's order.

I would ask that you complete this review within the next 60 days and provide a report to me.

1 - Mr. Bayse
1 - Mr. Glover
1 - Mr. Groover
1 - Mr. Mintz
1 - Long Range Planning Staff

LC:ams
(7)

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DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

66-3286

ENCLOSURE

ENCLOSURE

AIRTEL

7/9/85

Director, FBI (66-3286 Sub B) PERSONAL ATTENTION

All SACs

Records - General

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel to all SACs, dated 5/29/85, captioned as above.

ReBuairtel provided instructions for preservation of exceptional cases (including auxiliary office cases) maintained in field offices, as identified through review of cases maintained at FBIHQ which NARA has evaluated as exceptional.

An attachment has been prepared for each field office, and you are requested to affix the rubber stamp "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," to file covers of cases listed on your attachment. You are not required to conduct a further review of your files. Again, it is unnecessary to affix the stamp to a file which has previously been identified as exceptional, and FBIHQ has attempted to eliminate repetition by excluding duplicate exceptional cases.

All offices are requested to advise FBIHQ, Attention: Records Section, Records Management Division, Room 5935, that action has been completed by COB 8/16/85. You are reminded that no record destruction will be authorized until permanent records are identified and the litigation program is current and files appropriately stamped to avoid inadvertent destruction.

UNRECORDED COPY FILED IN 66-19249-

FBI JUL 11 1985

Enclosure — ENCLOSURE ENC. BEHIND FILE

66-3286-1847

FBI JUL 12 1985

1 - 66-19249
1 - Mr. Otto
1 - Each Assistant Director
1 - Mr. Scherrer
1 - Mr. Hotis
1 - CMG Sls (141)

1 - Mr. [redacted]
1 - Miss [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Manuals Desk

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(See NOTE page 2)

JUL 27 1985

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/03 BY AUC 60290 BCE/DCG/gms

FBI/DOJ

Airtel to All SACs
RE: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

NOTE: Field offices are being requested to preserve files that were identified by NARA as exceptional. Offices are being provided with an attachment containing exceptional records for their respective offices for stamping and no further review is required. A deadline was established to ensure a timely response by all offices.

APPROVED: Adm. Servs. ____ Inspection ____
Crim. Inv. ____ Ident. ____
Director ____
Exec. AD-Inv. ____ Off. of Leg. Affs. ____
Exec. AD-Adm. ____ Public Affs. ____
Exec. AD-LES ____ Tech. Servs. ____

AIRTEL

8/2/85

Director, FBI (66-3286 Sub B) PERSONAL ATTENTION

All SACs

MG O BUREAU General

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel to all SACs, dated 7/9/85, captioned as above.

ReBuairtel provided instructions for preservation of exceptional cases (including auxiliary office cases) maintained in field offices, as determined through a review of FBIHQ cases which were identified during the course of captioned appraisal, and/or provided by NARA's outside consultants and historians.

An attachment has been prepared for each field office, and you are requested to affix the rubber stamp, "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," to file covers of cases listed on your attachment. You are not required to conduct a further review of your files, nor are you required to affix the stamp to a file previously identified as exceptional.

All offices are requested to advise FBIHQ, Attention: Records Section, Records Management Division, Room 5935, that action has been completed by COB 9/4/85. You are reminded that destruction authority will not be granted until all permanent records are identified and the litigation program is current.

Enclosure

66-3286-1398

1 - 66-19249
1 - Mr. Otto
1 - Each Assistant Director
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Mr. [redacted]
SLH/CMG:jls (141)

1 - Miss [redacted]
1 - Mr.
1 - Ms.
1 - Miss
1 - Manuals Desk

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(See NOTE Page 2)

Exec AD Adm. 1
Exec AD Inv. 1
Exec AD LES 1
Asst. Dir.:
Adm. Servs. 1
Crim. Inv. 1
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

1 ENCLOSURE
ENC. BEHIND FILE
53 SEP 13 1985
MAIL ROOM

MAILED 20
AUG 1985
FBI

AUG 21 1985

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/25/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

RECORDED COPY FILED 66-19249

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 9/4/85

NOTE: Field offices are being requested to preserve files that were identified by NARA as exceptional. Offices are being provided with an attachment containing exceptional records for their respective offices for stamping and no further review is required. A deadline was established to ensure a timely response by all offices.

APPROVED: Director

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 6/4/85

TO: DIRECTOR, FBI (66-3286-Sub-B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT
DIVISION, ROOM 5636

FROM: SAC, DETROIT (66-1868)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Buairtel to ALL SACs captioned as above dated, 3/8/84.

All files meeting NARS criteria in the classifications referenced in Bureau Airtel, 3/8/84, were stamped with the legend "DO NOT DESTROY; HISTORICAL VALUE, NATIONAL ARCHIVES," and appropriate precautions applied to preclude inadvertent destruction. The specified multisection cases were also stamped.

Requested FBIHQ file data on classifications marked for retention are listed:

66-3286-B

NOT RECORDED
15 JUN 13 1985

2 - Bureau (Enc. 1) ENCLOSURE
1 - Detroit
JJJ:cjm
(3)

57 JUL 9 1985

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Approved: _____ Transmitted _____ Per _____
(Number) (Time)

ALL INFORMATION CONTAINED
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DATE 9/25/03 BY AUC 60290 BCE/DCG/ymw

CLASSIFICATION 183

DE FILE #

183B-1797

FBIHQ FILE #

Devils Disciples Motorcycle Club

NR

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DATE 9/25/03 BY Auc 60290 BCE/DCG/ymw

66-3286-B

ENCLOSURE

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : MR. STAMES

Date 4/11/85

From : [redacted]

b6
b7C

Subject : STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION
Destruction of Bureau Records General

Reference is made to memoranda from J. F. Risdon to Mr. Stames dated 6/5/84 and 9/13/84 captioned as above.

PURPOSE: To report the progress of the Civil File Purge Project.

RECOMMENDATION: None, for information.

S/LWCY

DETAILS: Since 5/16/84, through normal course of business and as workload would permit, the employees in the Name Index Section have purged 428 drawers and 100,221 index cards bringing about a grand total of 20,758 drawers and 8,353,326 index cards purged since 8/17/83. We have 52,587 drawers left to be purged.

Since 5/16/84, through normal course of business and as workload would permit, the employees in the Technical Section have purged 3,206 USINS fingerprint cards bringing about a grand total of 215,206 USINS fingerprint cards purged since USINS approval letter dated 10/4/83.

Another memorandum will be submitted to you in August, 1985 advising you of the progress of the Civil File Purge Project.

66-3286-

1 - Mr. Monroe (Attn: Mr. R. W. Scherrer, Room 5835, TL #211)
1 - Mr. Stames, Room 11255D, TL #341 Sent Direct
1 - Mr. [redacted] Room 11262A, TL #341 Sent Direct
1 - Mr. [redacted] Room 7366, TL #313 Sent Direct
1 - Mr. [redacted] Room 9100C, TL #152 Sent Direct
1 - Mr. [redacted] Room 11799A, TL #332 Sent Direct
1 - Bureau File #66-3286
JAM:mat
(8)

16 APR 19 1985

NOT RECORDED
7 MAY 1 1985

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ymm

JUN 6 1985

FBI/DOJ

ORIGINAL FILED IN 66-3286-13549

Memorandum

To : MR. STAMES

Date 12/14/84

From : J. F. Risdon

Subject : STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION

Reference is made to memoranda from J. F. Risdon to Mr. Stames dated 6/5/84 and 9/13/84 captioned as above.

PURPOSE: To report the progress of the Civil File Purge Project.

RECOMMENDATION: None, for information.

DETAILS: Since 5/16/84, through normal course of business and as workload would permit, the employees in the Name Index Section have purged 418 drawers and 74,911 index cards bringing about a grand total of 20,748 drawers and 8,328,016 index cards purged since 8/17/83. We have 52,597 drawers left to be purged.

Since 5/16/84, through normal course of business and as workload would permit, the employees in the Technical Section have purged 2,208 USINS fingerprint cards bringing about a grand total of 214,208 USINS fingerprint cards purged since USINS approval letter dated 10/4/83.

Another memorandum will be submitted to you in March, 1985 advising you of the progress of the Civil File Purge Project.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

1 - Mr. Monroe (Attn: Mr. R. W. Scherrer, Room 5835, TL #211)
1 - Mr. Stames, Room 11255D, TL #341
1 - Mr. C. S. Banner, Room 11262A, TL #341
1 - Mr. J. F. Risdon, Room 7366, TL #313
1 - Mr. [redacted], Room 9100C, TL #152
1 - Mr. [redacted], Room 11799A, TL #332
1 - Bureau File #66-3286
JAM:mat
(8)

66-3286

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57 MAR 6 1985

RECORDED
JAN 8 1985

66-163-13522

ORIGINAL FILED IN

FBI/DOJ

DEPARTMENT OF JUSTICE

Order

DOJ 2710.10

Oct. 3, 1984

Subject: FEDERAL COURT ORDERS FOR THE DISPOSITION OF OFFICIAL RECORDS OTHER THAN UNDER THE CONTROLLED SUBSTANCES ACT

1. PURPOSE. This order establishes the procedure to be followed for executing a Federal court order to seal or expunge records when such an order is NOT covered by the Controlled Substances Act, 21 U.S.C. 844.

Destruction of Bureau Records

2. SCOPE. This order applies to all U.S. Attorneys' Offices, the Criminal Division, the U.S. Marshals Service, the Federal Bureau of Investigation, the Drug Enforcement Administration, the Justice Management Division (JMD), and any other component known to have records that might relate to the case.

General

3. DEFINITIONS.

   a. Seal. Fastened up in any manner so as to be closed against inspection of its contents.

   b. Expunge. To destroy, delete or obliterate; it implies not a legal act, but a physical destruction; to blot out; to efface designedly, to strike out wholly. As it applies to this order, the expungement of records is not to be greater or less than specified in the order.

4. RESPONSIBILITY. The U.S. Attorneys' Office will be responsible for executing court orders to seal or expunge records not specifically covered by 21 U.S.C. 844. The recipients of court orders directing sealing or expungement of official records not within their purview should forward such requests to the responsible U.S. Attorney's Office.

66-3086

5. RECORDS DISPOSITION AUTHORITY. In accordance with 44 U.S.C. 3314, no records of the Government shall be destroyed or otherwise alienated from the Government without prior approval of the Archivist of the United States.

1 - Destruction of Records
1 - Substantive File

NOT RECORDED
28 NOV 19 1984

66-19022-89

Distribution: BUR/USM, FBI, DEA/H-1
OBD/USA, CRM/H-1
OBD/USA, CRM/F-2
SPL-23

Initiated By: Library Staff
Justice Management Division

53 JAN 19 1985

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DATE 9/24/03 BY AUC 60290 BCE/DCG/gmw

Original Filed In

6. OBTAINING RECORDS DISPOSITION AUTHORITY. A Standard Form 115, Request for Records Disposition Authority (SF-115), must be submitted to the National Archives and Records Service (NARS) through the JMD, Records Management Services, when the court order affects records that are:

   a. Designated for permanent retention by an existing approved SF-115.

   b. Unscheduled and disposition has not been authorized by NARS.

7. SEALING AND EXPUNGEMENT OF RECORDS. Form DOJ-499, Court Ordered Disposition of Official Records, will be used to initiate sealing or expungement of official records as directed by the court. This form will also provide a record that such action has been completed. Upon receipt of a certified copy of the court order to seal or expunge official records, the responsible U.S. Attorney shall:

   a. Complete Part I - Defendant Information and Part II, Section 1 and 3, of Form DOJ-499. Appendix 1 illustrates use of the form.

   b. Transmit a copy of Form DOJ-499 and a certified copy of the court order to each individual, or the headquarters office of each agency or component (Federal, state or local), known to the Assistant United States Attorney (due to specific information provided by the defendant or due to specific copies of related records contained in the file) to be maintaining a record to which the order for sealing or expungement applies.

   c. Ensure that all copies of Form DOJ-499, with Part II, Section 2, completed by the addressee, have been returned to the U.S. Attorney.

8. MULTIPLE DEFENDANTS. If a court order is issued for a case in which there are two or more individuals named as defendants, all recordation identifying the defendant named in the order shall be sealed or expunged, as ordered, from the records of any co-defendants.

9. ACTION. The U.S. Attorney's Office shall seal or expunge its own records including the original and all copies of Form DOJ-499, as required by the court order.

10. AVAILABILITY. Copies may be obtained through normal supply channels from the Department's Warehouse Services Section. Form SF-115 may be obtained through the General Services Administration Supply Store.

for ANTHONY C. LIOTTA
Assistant Attorney General
for Administration

APPENDIX 1. EXAMPLE OF FORM DOJ-499 (FRONT).

Memorandum

Subject	Date
Court Ordered Disposition of Official Records	

To

U.S. Marshals Service
927 Federal Building
Detroit MI 48226

From

Charles Smith
United States Attorney
231 W. Lafayette
Detroit MI 48226

PART I - DEFENDANT INFORMATION
TO BE COMPLETED BY U.S. ATTORNEY'S OFFICE

NAME: John Q. Doe

F.B.I. NO.: 526-247-K6

U.S. MARSHALS NO.: 012-31-12-74

DATE OF BIRTH: 9-20-62

DEA FILE NO.: 11-00-0038

CRIMINAL NO.: CR-80-3045

U.S. ATTORNEY CONTROL KEY NO.: A-780412

DATE AND PLACE OF OFFENSE: 5-30-79 Detroit, Michigan

OTHER IDENTIFICATION: Social Security # 554-00-0000

After consideration of specific information provided by the defendant or due to specific copies of related records contained in the file, forward a copy of this form along with a copy of the court order to each individual or agency or component whom you have reason to believe is maintaining a record of the above case (See Part II, Section 1).

FORM DOJ-499
JUN. 84

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/24/03 BY Auc 60290 BCE/DCG/ymw

APPENDIX 1. EXAMPLE OF FORM DOJ-499 (BACK).

PART II - CERTIFICATE OF DISPOSITION OF OFFICIAL RECORDS

SECTION 1 - TO BE COMPLETED BY U.S. ATTORNEY'S OFFICE

This action applies to records in the custody of:

U.S. Marshals Service
Individual, Agency or Component

817 Federal Building
Street Address

Detroit
City or Town

Michigan 070101
State Zip Code

SECTION 2 - TO BE COMPLETED BY ADDRESSEE

I hereby certify that, by order of the U.S. District Court for the *Eastern* District of *Michigan* dated *July 2, 1980*, all official records (headquarters and field office) in the case of *U.S. v. John Q. Doe* and *CR-80-3045* Number have:

____ not been located, ____ been sealed, *X* been expunged pursuant to the above court order (check as appropriate).

6-30-84
DATE

John L. Green
SIGNATURE

John L. Green, Chief Deputy, USM
NAME AND TITLE (TYPE OR PRINT)

Upon completion, return this form to the requesting U.S. Attorney's Office listed below:

SECTION 3 - TO BE COMPLETED BY U.S. ATTORNEY'S OFFICE

Charles Smith

United States Attorney

231 W. Lafayette
Street Address

Detroit, Michigan 48226
City and State Zip Code

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe Cm/Rec

Date 11/1/84

From : R. W. Scherrer Rec

Subject : FILE DESTRUCTION
CIVIL ACTION CASES

Destruction Of Bureau Records General

PURPOSE:

The purpose of this memorandum is to provide data regarding pending litigation cases for record purposes.

RECOMMENDATION:

None. For record purposes.

APPROVED:

Director		Adm. Servs.	Laboratory
Exec. AD-Adm.		Crim. Inv.	Legal Coun.
Exec. AD-Inv.		Ident.	Off. of Cong. & Public Affs.
Exec. AD-LES		Inspection	Rec. Mgnt. Cm/Rec
		Intell.	Tech. Servs.
			Training

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77, that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil litigation and Freedom of Information and Privacy Acts litigation cases. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at Headquarters.

To ensure that all pertinent subjects related to the cases are fully recorded, an attachment which has previously been forwarded for searching and retention purposes is attached herewith for record processing.

1 ENCLOSURE
Enclosure ENCLOSURE
197-122
1 - Mr. Monroe (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:jls (5)

b6
b7C

66-3286
NOT RECORDED
26 NOV 15 1984

16 NOV 6 1984

66 DEC 5 1984

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY ANC 60290 BCE/DCG/ymm

4-Rec

Original Filed in 197-122-205

FBI/DOJ

Routing Slip
0-7 (Rev. 5-28-82)

(Copies to Offices Checked)

TO: SAC

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico
- ☐ ASAC, New Rochelle (MRA)
- ☐ ASAC, Brooklyn-Queens (MRA)

TO: LEGAT,

- ☐ Bern
- ☐ Bogota
- ☐ Bonn
- ☐ Canberra
- ☐ Hong Kong
- ☐ London
- ☐ Mexico City
- ☐ Montevideo
- ☐ Ottawa
- ☐ Panama City
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

10/25/84
Date

RE: DESTRUCTION OF FIELD FILES AND RECORDS

Retention For appropriate

☐ For information ☐ optional ☐ action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____.

Remarks: ReBulet 8/15/77. Attached are new IPAL and CL cases received to date which should be handled in accordance with procedures outlined in referenced letter. The documents are numbered 2529 thru 2544. Also attached are 4 pages of closed IPAL and CL cases to be handled in accordance with instructions contained in referenced Bulet and Bureau teletypes dated 1/6/78 and 1/11/80.

RECORDS MANAGEMENT DIVISION
RECORDS SECTION

Enc.
Bufile
Urfile

FBI/DOJ

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/03 BY AUC 60290 BCE/DCG/ym

66-3286

ENCLOSURE

ENCLOSURE

Closed Cases
Civil Litigation Units I & II
July 1984

2320 Bethel v. State of Florida, Dade Co., FBI, CIA

2334 A. Eichhorn, Jr. v. Federal Government, et al.

2335 Shirley Sisk C. Engle

2337 Bennie D. Graves v. Caliguiri, et al.

2353 Kanika Parris/Rickey Page

2391 Lillie Albertson

2410 Daniel R. DeNardo v. William Cook, et al.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ym

CLOSED CASES
CIVIL LITIGATION UNITS I AND II
August, 1984

1366 William P. Foley v. The Commonwealth of Mass., et al.

1914 Ewa Moskalik, et al. v. Walerian Moskalik, et al.

2172 Leslie Chernak

2239 Stanley MIlton Glickman v. USA, et al.

2427 Walerian Moskalik v. USA

2445 Martin E. Wendelken v. DOJ, et al.

2471 Eugene C. Johnson v. FBI

2497 Cincinnati Gas & Electric Co.

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HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

CIVIL ACTIONS CLOSED
INFORMATION AND PRIVACY ACTS LITIGATION UNIT
4/1/84 - 6/30/84

PAGE

862 Elmer G. Pratt
v. Federal Bureau of Investigation, et al.

1313 Robert G. Baker
v. Federal Bureau of Investigation, et al.

1829 Philip W. Amadon
v. Federal Bureau of Investigation

1855 Des Moines Register & Tribune Company & Tom Knudson
v. U.S. Department of Justice, F.B.I.

1958 Stephen Kohn
v. Federal Bureau of Investigation, et al.

2123 James C. Wilson
v. United States of America

2196 Dennis Doyle
v. Federal Bureau of Investigation

2204 John D. Locklear
v. U.S. Department of Justice, F.B.I.

2213 James Richard Sauder
v. Federal Bureau of Investigation

2215 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2216 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2217 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2218 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2219 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

PAGE

2220 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2221 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2304 Victor Levine
v. Department of Justice

2308 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2309 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2310 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2311 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2312 Thomas Robert Stimac
v. Federal Bureau of Investigation, et al.

2314 David A. Wilson
v. United States of America

2372 Robert J. Flynn, Jr.
v. United States Department of Justice

2377 Gerald Duane Lingenfelter
v. Federal Bureau of Investigation

2378 Richard Vine Marshall
v. Federal Bureau of Investigation, et al.

2382 Robert F. Rizzo
F.B.I., William H. Webster, & James K. Hall

2384 Cesar A. Serrato, Jr.
v. United States

2482 Glen L Roberts
v. Federal Bureau of Investigation, et al.

2501 Ray Rainmaker Lindsey
v. James K. Hall

62 (6-29-78)

Case Title

IPALU

Joseph Borenstein
v. William French Smith, et al.
U.S.D.C., C.D. California
Civil Action Number 84-5705

Aliases

Identifying Data

Plaintiff's Attorney

[redacted]
Conkle and Olesten, Professional Law Corporation
12233 West Olympic Boulevard, Suite 320
Los Angeles, California 90064

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b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff requested from the FBI's Chicago Office and the Justice Department's Organized Crime Strike Force background and investigative materials concerning himself.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

32 (6-29-78)

ase Title

Robert Farlow v.
FBI, Newark, New Jersey, et. al.
(U.S.D.C., D. N. J.)
Civil Action Number 84-1086

Aliases

Identifying Data

Plaintiff's Address

[redacted]

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff is requesting from the FBI's Newark New Jersey, Office documents which relate to [redacted] in which plaintiff's name is mentioned.

FBI/DOJ

9-62 (6-29-78)

Case Title

IPALU

Donald Frost
v. Federal Bureau of Investigation,
Department of Justice
U.S.D.C., D.C.
Civil Action Number 84-24-75

Aliases

Identifying Data

Plaintiff's Address

[redacted]

Plaintiff's Attorney

[redacted], Esq.
Washington, D.C.
20006

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b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

The requestor is seeking access to records pertaining to certain FBI written policies, guidelines and training materials.

FBI/DOJ

9-82 (8-29-78)

Case Title

John Scott Garside v.
William H. Webster, Director, Federal Bureau of Investigation;
William French Smith, Attorney General, U.S. Department of Justice; et. al.
(U.S.D.C., S.D. Ohio/ Western Division
Civil Action Number C-1-84-1178

Aliases

Identifying Data

Plaintiff's Address

[redacted]

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff is seeking FBI records concerning alleged FBI misconduct.

FBI/DOJ

4

9-02 (6-29-78)

Case Title

Jay Adney Griffin v.
United States of America, Department of Justice, et. al.
U.S.D.C., N.D. Georgia)
Civil Action Number C84-1161A

Aliases

Identifying Data



b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff is requesting information concerning himself in the FBI's Atlanta Office and FBIHQ.

FBI/DOJ

0-02 (6-29-78)

Case Title

Hartnett, Ambrose J.
v. Federal Bureau of Investigation
U.S.D.C., D. Massachusetts
Civil Action Number 84-2095-G

Aliases

Identifying Data

Plaintiff's Attorney
[redacted] Esq.
Comras & Jackman
Suite 945
One Boston Place
Boston, Massachusetts
02108

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff requests copies of all documents which relate to the "Hartnett Hydrogen Generator."

FBI/DOJ

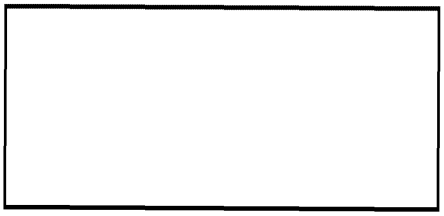
9-62 (6-29-78)

Case Title

Herbert Holmes
v. CIA, et. al.
U.S.D.C., N.D. of West Virginia
Civil Action No. 84-0146-C

Aliases

Identifying Data



b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff requested all documents relating to him which were in the files of the CIA, the Air Force, the United States Postal Service and the FBI.

FBI/DOJ

02 (6-20-78)

Case Title

Louis S. Kalmar, Sr.
v. United States Department of Justice, et al.
(U.S.D.C., D. Conn.)
Civil Action Number B-84-602-EBB

Aliases

Identifying Data

Plaintiff's Address

[redacted]

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff seeks records in the possession of defendants which pertain to himself.

FBI/DOJ

0-62 (6-29-78)

Case Title

IPALU

James William Lewis
v. Department of Justice, et al.
U.S.D.C., N.D. of Illinois
Civil Action Number 84C5635

JS

Aliases

Identifying Data

[redacted]

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff who was [redacted] in the possession of the defendants.

FBI/DOJ

9-82 (6-29-78)

Case Title

Robert P. Osborne v.
Federal Bureau of Investigation
(U.S.D.C., S.D. New York)
Civil Action No. 84-4988

Aliases

Robert Paul Osborne

Identifying Data

Pro-Se

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff seeks access to all FBI records concerning himself.

FBI/DOJ

9-02 (6-29-78)

Case Title

IPALU

Glen L. Roberts
v. The United States of America, et al.
U.S.D.C., E.D. Michigan
Civil Action Number 84CV7330AA

Aliases

Identifying Data

Plaintiff's Address

[redacted]

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff seeks access to FBI records pertaining to himself.

FBI/DOJ

02 (6-29-78)

Case Title

IPALU

Anthony Summers
v. Central Intelligence Agency, et al.
U.S.D.C., D.C.
Civil Action Number 84-2754

JS 11

Aliases

Identifying Data

Plaintiff's Attorney

[redacted]
1231 Forth Street, SW
Washington, D.C. 20024

Plaintiff's address

[redacted]

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff is an author who is researching a book on the death of actress Marilyn Monroe and seeks information from defendants on this subject.

FBI/DOJ

12

02 (6-29-78)

ase Title	Tesoro Petroleum Corporation v. United States Department of Justice, et. al. (U.S.D.C., D. Del.) Civil Action No. 84-477

Aliases	

Identifying Data	Plaintiff's Attorney [redacted] Morris, Nichols, Arsht & Tunnel Twelfth and Market St. Wilmington, Delaware 19899 b6 b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved	Plaintiff is seeking FBI records "pertaining to [redacted] of the law firm of Spector, Cohen, Gadon & Rosen, P.C., ."

FBI/DOJ

02 (0-29-78)

Case Title

IPALU

Lawrence A. Tearl
v. Jonathan C. Rose, et al,
U.S.D.C., D. Md.
Civil Action Number N-84-1795

Aliases

Identifying Data

Plaintiff's Attorney

[redacted]

954 Forrest Street, C-116
Baltimore, Maryland 21202-3697

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff is seeking the release of certain lab reports and anaylsis that pertain to himself in the possession of the FBI.

FBI/DOJ

OPE (0-29-78)

Case Title

Paul Anthony White v.
United States Department of Justice
(U.S.D.C., D.C.)
Civil Action Number 84-2746

Aliases

Identifying Data

Plaintiff's Address

[redacted]

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff, [redacted] seeks records in the possession of the FBI which pertain to himself.

FBI/DOJ

15

-02 (8-29-78)

Case Title

David Alan Yurky
v. Federal Bureau of Investigation
(U.S.D.C., D.C.)
Civil Action Number 84-2893

Aliases

Identifying Data

Plaintiff's Address:

b6
b7C

Related Individuals, Organizations, Publications, etc. to Be Searched; if Record Contained in File(s) of Your Office, File(s) Must Be Preserved

Plaintiff seeks access to certain records concerning himself in the possession of the Federal Bureau of Investigation.

FBI/DOJ

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To MR. STAMES

Date 8/5/85

From : [redacted]

Destruction of Bureau Records General

Subject: STUDY OF CIVIL FILE PURGE PROJECT
IDENTIFICATION DIVISION

b6
b7C

Reference is made to memoranda from J. F. Risdon to Mr. Stames dated 6/5/84, 9/13/84 and from [redacted] dated 4/11/85 captioned as above.

PURPOSE: To report the progress of the Civil File Purge Project.

RECOMMENDATION: None, for information.

APPROVED:	Adm. Servs.	Laboratory
	Crim. Inv.	Legal Coun.
Director		Off. of Cong. & Public Affs.
Exec. AD-Adm.	Ident. S/LKY	Rec. Mgnt.
Exec. AD-Inv.	Inspection	Tech. Servs.
Exec. AD-LES	Intell.	Training

DETAILS: Since 5/16/84, through normal course of business and as workload would permit, the employees in the Name Index Section have purged 496 drawers and 166,645 index cards bringing about a grand total of 20,816 drawers and 8,419,750 index cards purged since 8/17/83. We have 52,519 drawers left to be purged.

Since 5/16/84, through normal course of business and as workload would permit, the employees in the Technical Section have purged 6,088 USINS fingerprint cards bringing about a grand total of 218,088 USINS fingerprint cards purged since USINS approval letter dated 10/4/83.

Another memorandum will be submitted to you in December 1985, advising you of the progress of the Civil File Purge Project.

V-147 DE-190 66-3286-1399

1 -- Mr. Monroe (Attn: Mr. R. W. Scherrer, Room 5634, TL # 211)
1 - Mr. Stames, Room 11255D, TL #341
1 - Mr. [redacted] Room 11262A, TL #341
1 - Mr. [redacted] Room 7366, TL #313
1 - Mr. [redacted] Room 9100C, TL #152
1 - Mr. [redacted] Room 11799A, TL # 332
1 - Bureau File #66-3286
JAM:ljt
(8)

b6
b7C

23 AUG 20 1985

8/12

117 JAN 3 1986

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/25/03 BY AUC 60290 BCE/DCG/ymw

0-9 (Rev. 8-16-79)

~~SECRET~~

DECLASSIFIED BY 60292 AUC DCG/DEK/YMW
ON 02-20-2009

11/18/03
CLASSIFIED BY: ~~NLS/DCG/60267/ymw~~
REASON: 1.4 (C)
DECLASSIFY ON: X 11/13/28

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ **DATE:** 9/6/85

FROM: Director, FBI (66-3286 Sub B) PERSONAL ATTENTION

TO: All SACs

Bureau

DESTRUCTION OF RECORDS - General
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 10/25/85

ReBuairtels to all SACs, dated 3/8, 4/17, and 6/20/84 and 5/29, 7/9, and 8/2/85, and Buairtel to all SACs and Legats, dated 11/26/84, captioned as above.

Referenced communications furnished instructions to assist in identifying historical records and provided historical case numbers as determined from the review of FBIHQ files. Instant airtel will update the program and resolve discrepancies which have been detected and verified with NARA since issuance of the initial instructional directives.

A complete listing of file classifications included in reBuairtels 3/8, 4/17, and 6/20/84, and their respective instructions are set forth hereafter and will require updating from approximately March, 1984, unless the instructions are altered due to discrepancies or all action was completed upon receipt of initial communication. Classifications which require a review for FBIHQ file numbers (or subject matter if file number is unknown) and subsequent notification to FBIHQ are identified by (*); classifications which have revised instructions due to discrepancies are identified by (**) and may require a more thorough review. Any additional historical records identified through the review should have the legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," affixed to the file cover.

FBI ... 1985

UNRECORDED COPY FILED IN 66-19249

AD-Adm.
AD-Inv.
AD-LES
Dir.:
. Servs.
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of Cong.
Public Affs.
Mgmt.
. Servs.
ing
hone Rm.
or's Sec'y

- 66-19249
- Mr. Mintz
- Mr. Otto
- Mr. Revell
- Each Assistant Director
- Mr. Scherrer
- Mr. [redacted]

1 - Mr. [redacted]
1 - Miss [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Manuals Desk

66-3286-1400

10-16

b6
b7C

CMG:cm (141)

SEE NOTE ON PAGE 11

53 DEC 6 1985

MAIL ROOM

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

~~SECRET~~

FBI/DOJ

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/25/85

Classification	Instructions
1	All "00" (policy) files.
*2	Office of Origin multisection (two or more sections) cases and/or cases with 40 or more serials.
3	Office of Origin and Auxiliary Office multisection (two or more sections) cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)
3	Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).
*12	Office of Origin multisection (two or more sections) cases.
14	Office of Origin multisection (two or more sections) cases.
**23	All Office of Origin cases created prior to 1978 (12/31/77). (You were previously instructed to preserve multisection cases only.)
28	Office of Origin multisection (two or more sections) cases.
*31	Office of Origin multisection (two or more sections) cases.
31	Office of Origin control files.
39	Office of Origin multisection (two or more sections) cases.
44	All Office of Origin cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)

44	Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).
*46	Washington Field Office only. Office of Origin multisection (two or more sections) cases.
50	All Office of Origin cases.
*54	Office of Origin multisection (two or more sections) cases.
*58	Office of Origin multisection (two or more sections) cases.
61	All Office of Origin and Auxiliary Office cases.
64	Office of Origin multisection (two or more sections) cases.
65	All Office of Origin cases created prior to 1939 (12/31/38). (Action is completed, item included only for accountability.)
81	Butte and Portland only. All Office of Origin and Auxiliary Office cases.
**88	Office of Origin multisection (two or more sections) cases created prior to 1978 (12/31/77). (No time period was designated previously. Files stamped for the period subsequent to 1977 may remain intact. Noted at FBIHQ to be handled with destruction authority. Action is completed, item included only for accountability.)
*89	Office of Origin multisection (two or more sections) cases.
*97	Office of Origin cases with 30 or more serials.
*101	All Office of Origin and Auxiliary Office cases.

102	All Office of Origin cases.
**106	Office of Origin multisection (two or more sections) cases. (No instructions were issued previously.)
108	All "00" (policy) files.
109	All Office of Origin and Auxiliary Office cases.
110	All Office of Origin cases.
**113	All Office of Origin cases. (You were previously instructed to preserve multisection cases only.)
116	Cases created between November, 1947, and September, 1948, which contain no correspondence between the field office and FBIHQ (no corresponding FBIHQ file). (Action is completed, item included only for accountability.)
117	Office of Origin multisection (two or more sections) cases.
119	Washington Field Office only. All Office of Origin cases.
122	Office of Origin multisection (two or more sections) cases and/or cases with 11 or more serials.
129	All Office of Origin and Auxiliary Office cases.
*143	Office of Origin multisection (two or more sections) cases.
*145	Office of Origin multisection (two or more sections) cases.
*147	Office of Origin multisection (two or more sections) cases.

156	Office of Origin multisection (two or more sections) cases.
157	Office of Origin multisection (two or more sections) cases.
158	All Office of Origin cases.
*159	Office of Origin multisection (two or more sections) cases.
*162	Office of Origin multisection (two or more sections) cases.
*165	Office of Origin multisection (two or more sections) cases.
*166	Office of Origin multisection (two or more sections) cases.
*168	Office of Origin multisection (five or more sections) cases.
172	Office of Origin multisection (two or more sections) cases.
173	All Office of Origin cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)
173	Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).
*174	Office of Origin multisection (two or more sections) cases.
175	Office of Origin multisection (two or more sections) cases and/or cases with eight (8) or more serials.
176	All Office of Origin cases.

**177	All Office of Origin cases created prior to 1978 (12/31/77). (No time period was designated previously. Files stamped for the period subsequent to 1977 may remain intact. Noted at FBIHQ to be handled with destruction authority. Action is completed, item included only for accountability.)
179	Office of Origin multisection (two or more sections) cases created prior to 1978 (12/31/77). (Action is completed, item included only for accountability.)
*179	Office of Origin multisection (two or more sections) cases created subsequent to 1977 (1/1/78).
*182	Office of Origin multisection (two or more sections) cases.
*/**183	Office of Origin multisection (two or more sections) cases and/or cases with 30 or more serials. (You were not previously instructed to furnish corresponding case numbers to FBIHQ.)
*185	Office of Origin multisection (two or more sections) cases.
188	Office of Origin multisection (two or more sections) cases and/or cases with 10 or more serials.
*191	Office of Origin multisection (two or more sections) cases.
199	Office of Origin multisection (two or more sections) cases and/or cases with 20 or more serials.
*/**200	Office of Origin multisection (two or more sections) cases and/or cases with 25 or more serials. (You were previously instructed to

preserve multisection cases only. Cases should be reviewed for FBIHQ file numbers for cases with 25 or more serials in addition to multisection cases.)

202	Office of Origin multisection (two or more sections) cases.
205	Office of Origin and Auxiliary Office multisection (two or more sections) cases and/or cases with 20 or more serials.
211	All Office of Origin and Auxiliary Office cases.
212	All Office of Origin cases.

Historical cases identified in the foregoing classifications prefixed by (*), namely; 2, 12, 31, 46, 54, 58, 89, 97, 101, 143, 145, 147, 159, 162, 165, 166, 168, 174, 179, 182, 183, 185, 191, and 200 should be reviewed for the corresponding FBIHQ file number and the file numbers should be forwarded to FBIHQ for preservation.

Multisection Cases Identified at FBIHQ

The updated review of FBIHQ multisection cases in certain classifications to determine the corresponding Office of Origin file numbers is completed and the results are set forth hereafter by Office. The legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers. Classification 145 was not previously reviewed for Office of Origin file numbers due to a discrepancy in the instructions.

Albany	7-623	Baltimore	7-1423
			60-432
Albuquerque	145-4		87-12034
	198-1124		145-56
Alexandria	58-276		145-155
	166-489		145-422
Atlanta	44-5874		145-683
	44-5997		145-675
	145-638		149-443

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/25/85

Birmingham	2-28
	44-4037
Boston	88-8697
	89-245
	145-545
	182-1018
Butte	7-742
	145-95
Charlotte	88-16581
	88-16583
	145-16
	145-410
Chicago	145-21
	145-126
Cleveland	145-457
	145-692
Columbia	145-8
Dallas	44-9240
	145-13
	145-26
	145-72
Denver	44-1810
	145-256
Detroit	2-90
	88-16573
	[200-591](S) (U)
El Paso	44-1369
Honolulu	44-353
	145-88
	174-1041
	[200-106](S) (U)
Houston	145-130
	145-299
Indianapolis	145-409
Jackson	44-5748
Jacksonville	88-15358
	145-194
	145-269
	145-275
Kansas City	44-2679
	145-238
Knoxville	162-28

Las Vegas	145-174
	145-229
	145-344
	145-364
Little Rock	157-1298
	157-2203
Los Angeles	44-4186
	44-4412
	44-4544
	91-29355
	145-38
	145-245
	145-345
	145-545
	145-901
	145-979
	145-1033
	157-3912
	174-3491
	185-246
	[200-1191](S) (U)
Miami	7-1698
	44-4015
	44-4067
	44-4092
	145-475
	183-510
Milwaukee	7-872
	7-897
	44-1220
Minneapolis	70-9783
	145-16
Mobile	44-4393
Newark	44-2671
	44-2715
	145-826
	[202-758](S) (U)

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/25/85

New Orleans	44-7794
	44-8178
	44-8307
	145-98
	145-350
	145-352
	145-446
	145-450
	145-534
	145-544
New York	44-3664
	145-13
	145-45
	145-224
	145-331
	145-671
	145-2323
	145-2497
	145-2802
	145-2818
	145-3093
	145-3829
	174-3121
	182-2016
	[200-1116] (S) (U)
	200-1857
	[200-2150 200-4461 200-4610 200-4862 202-2198] (S) (U)
Norfolk	88-3476
Oklahoma City	145-223
Omaha	7-1053
Philadelphia	44-4204
	44-4256
	145-594
Phoenix	[200-187] (S) (U)
Pittsburgh	44-2170
	145-356
	145-524
	[200-714] (S) (U)
Portland	91-9941
Richmond	44-1678
Sacramento	44-1414
San Antonio	44-5382
	[200-270] (S) (U)
San Diego	145-145
San Francisco	60-239
	70-7741
	145-577
	145-809
	158-14
	[200-2010 200-3003] (S) (U)
San Juan	145-31
	174-958
Seattle	44-975
Springfield	145-189
	145-328
Tampa	145-6
	145-325
Washington Field	7-1619
	79-399
	145-15
	145-152
	145-421
	145-500
	145-537
	174-984
	174-1008
	[200-6664] (S) (U)

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/25/85

Exceptional Cases Identified at FBIHQ

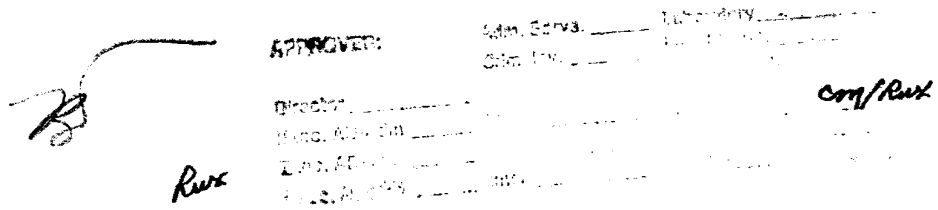
The updated review for corresponding field office (including Auxiliary Office) file numbers from FBIHQ cases containing 20 or more sections in additional classifications has been completed for an exceptional category of historical records. The results are set forth hereafter and the legend, "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers.

Boston	76-394	New York	3-13 87-81067 100-7546
Chicago	62-3802 100-1973		183-2285 245-3
Cleveland	26-436	San Antonio	47-929 89-243
Dallas	76-811		89-250
Detroit	46-724 46-1187	San Diego	79-36
El Paso	26-2523	San Juan	183-108
Los Angeles	100-16080 [199-520](S) (U)	Salt Lake City	100-335
Newark	245-3	Springfield	44-27 159-152
		Washington Field	3-4 3-5 46-1774

All offices are requested to furnish corresponding FBIHQ file numbers to aforementioned field office historical cases and advise FBIHQ, Attention: Records Section, Records Management Division, Room 5935, that action has been completed by COB 10/25/85. Inquiries may be directed to telephone extension 4819 (temporary). Destruction authority cannot be granted until historical cases are identified and the litigation program is current.

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/25/85

NOTE: Field offices are being requested to conduct an annual update of previous instructions to identify historical records, furnish corresponding FBIHQ file numbers for preservation, and stamp multisection and exceptional records identified at FBIHQ, by established deadline.



Legat, Mexico City

September 16, 1985

Director, FBI

DESTRUCTION OF FIELD FILES AND RECORDS

Re: Legat, Mexico City, letter dated August 22, 1985, and Memorandum to All Special Agents in Charge, Number 39-80, dated November 24, 1980; captioned as above.

Since issuance of referenced directive, a discrepancy was noted in the retention period established therein for supporting documents to the Field Support Account (FSA) and in the retention period set forth in the FSA Guide. The matter was resolved in favor of the retention period in the FSA Guide; however, the reduced retention period was not delegated in order to avoid fragmented disposition authorities.

Mexico City is requested to hold proposed destruction of additional FSA records in abeyance until resolution of pending litigation, at which time reduced retention periods consistent with the FSA Guide, page 16, which clarifies the retention periods for disposable documents, will be delegated.

APPROVED:

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

NOTE: Based on Legat, Mexico City, letter dated 8/22/85, which requested specific retention periods for supporting documents of the FSA, which appear in the FSA Guide. The retention period of three years as opposed to the six years/three months set forth in referenced SAC Memorandum was resolved with the General Accounting Office and the revised retention period of three years will be delegated upon resolution of pending American Friends litigation to conform with the FSA Guide.

SEP 20 1985 FBI

1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Liaison Unit, INTD

CMG:cgz (8)

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

MAIL ROOM

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663286-1401

DECLASSIFIED BY 9/29/63 AUC 60290 BCE/DCG/gmw

FBI/DOJ

Memorandum

To : DIRECTOR, FBI
ATTENTION: RMD, RECORDS SECTION,
RECORDS RESEARCH UNIT

Date AUGUST 22,1985

From : LEGAT, MEXICO CITY(66-459)

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

ReMemo To All Special Agents in Charge number 39-80 dated November 24,1980.

Page 2 of referenced memo sets forth criteria for destruction of Field Support Account records. Specific items not mentioned includes the supporting documents including but not limited to vouchers, receipts and cover sheets of the actual expense account. Copies of these documents were forwarded to the Bureau at the time of reimbursement.

If these records could be destroyed this would eliminate thirty six incles of linear feet in our storage area in Mexico City.

Request of the Bureau

The Bureau is requested to advise if supporting documents to the FSA can also be destroyed in accordance with referenced memo.

(3) Bureau
(1-Liaison Unit, INTD)
1-Mexico City(66-459)

66-3286-1402

SEP 4 1985

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw

RECORDED

7 0 DEC 12 1985

FEDERAL GOVERNMENT

Assistant Attorney General
Office of Legal Counsel

January 15, 1986

Assistant Director - Legal Counsel
Federal Bureau of Investigation

RETENTION/DESTRUCTION OF FBI INVESTIGATIVE RECORDS RELATED TO NATIONAL SECURITY

ACTION MEMORANDUM

Destruction of Bureau Records
General

66-3286-1373

Reference is made to the memorandum dated March 8, 1982 from Mr. John J. Farley, III, Director, Torts Branch, Civil Divison, Department of Justice (DOJ), to Mr. Larry L. Simms, Deputy Assistant Attorney General, Office of Legal Counsel, DOJ (copy attached).

The Federal Bureau of Investigation (FBI) requests that the moratorium of January 16, 1978, which prohibits the destruction of security related records, be rescinded. This moratorium was self-imposed by the FBI at the suggestion of Miss Mary Lawton, DOJ, in view of discovery proceedings which were pending in 1978 against former FBI employees Gray, Felt, Miller and Kearney. These individuals were also defendants in a civil action which arose out of the Weather Underground and Weather Fugitive investigations (Judith Clark, et al. v. United States, et al. 78 Civ. 2244 MEL (S.D.N.Y.)).

DE-297 66-3286-1402X

Charges against Mr. Kearney were dropped on April 15, 1978 by nolle prosequi. On March 26, 1981 the indictments concerning Messrs. Felt and Miller were dismissed by reason of a Presidential pardon. The parallel civil action in Judith Clark was settled on August 19, 1983. The perjury proceeding involving Mr. Gray was deemed insufficient to warrant prosecution on October 7, 1975.

Any disposition of the security related files at issue is currently subject to a permanent injunction granted in American Friends, et al. v. William H. Webster, et al., 79 Civ. 1655 (D.D.C.). However, in a Memorandum dated December 20, 1985, the Honorable Harold H. Greene,

3 - Mr. Monroe
Attention: Mr. Scherrer
Attention: Mr. [redacted]
Attention: Ms. [redacted]
1 - Mr. Collingwood
1 - Mr. [redacted]
1 - IPALU
RJD:lmk (13)

"ENCLOSURE ATTACHED"
ENCLOSURE

SEE NOTE PAGE FOUR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1/21/03 BY AUC/ml29 BCE/baq/gmn

JAN 23 1986 FBI

ec AD Adm.
ec AD Inv.
ec AD LES
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Crim. Inv.
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Acting Assistant Attorney General
Civil Division

United States District Judge, again approved the FBI's Records Retention and Destruction Schedule (PLAN), with limited exceptions. Judge Greene reiterated his finding set forth in a Memorandum Order dated June 20, 1985 in which he upheld "the general thrust of the plan as appropriate under law."

The Memorandum of December 20, 1985 ordered the FBI to incorporate limited modifications into its PLAN and directed that the National Archieves and Records Administration review the files of two FBI field offices to evaluate the historical significance of their files for purposes of retention. Judge Greene concluded his ruling by stating "the plan as so amended will promptly be approved, and the injunction...will be lifted" (emphasis added).

In light of Judge Greene's recent rulings, it is anticipated that the permanent injunction in American Friends will be lifted within the immediate future and that the FBI will be allowed to process its documents under the PLAN.

In his letter of March 8, 1982, Mr. Farley notes his concern regarding the proposed destruction of security related files which might have an adverse impact on the ability of the Torts Branch "to defend the governmental and individual interests we represent in these lawsuits." While Mr. Farley's concern is well-taken, the FBI has implemented a number of procedural safeguards, the purpose of which is to ensure that security related files will not be destroyed prior to the final resolution of each lawsuit.

The FBI has instituted procedures which are intended to computerize main case files; this system was instituted for the purpose of ensuring that the names and identifying data regarding subjects and persons having investigative value to the FBI are properly recorded in the computerized records systems of both FBI Field Offices and FBI Headquarters (FBIHQ). After a lawsuit is commenced, FBIHQ is to inform each field office involved that appropriate files are to be preserved until further notice from FBIHQ. This information is then to be computerized and periodically reviewed and updated.

Acting Assistant Attorney General
Civil Division

Eventual destruction would commence only after a final order is entered and after all rights of appeal have been exhausted. Even then, FBI personnel will review each file to ensure strict adherence to the destruction guidelines which have been promulgated by the National Archives and Records Administration (NARA) for security-related classifications. Files relating to the most prominent security-related lawsuits would most likely be preserved regardless, under NARA's guidelines concerning the retention of cases of historical significance.

The FBI is anxious to resume an approved records management program of security related files. It is the opinion of the FBI that the lifting of the moratorium is necessary for the execution of the judicially approved PLAN.

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Special Agent [redacted] of our Legal Counsel Division is assigned this matter and he can be contacted at 324-5662.

Enclosure

1 - Assistant Attorney General
Criminal Division

1 - Assistant Attorney General
Civil Division
Attention: Mr. John J. Farley, III
Director, Torts Branch

1 - Assistant Attorney General
Civil Division
Attention: Mr. Vincent M. Garvey
Assistant Director, Federal Programs Branch

1 - Assistant Attorney General
Office of Legal Policy

Acting Assistant Attorney General
Civil Division

NOTE: This letter, which was requested by Section Chief ROBERT SCHERRER, RMD, seeks the lifting of the moratorium on the destruction of security related files so that the FBI can proceed to enact its records management program as soon as the permanent injunction in American Friends is ended. Disposition will commence upon notification of DOJ and upon receipt of an Order from Judge GREENE which would approve destruction. Disposition will also be coordinated with LCD which will analyze the impact of dispositon on pending and/or potential litigation.

APPROVED:

Director _____
[illegible] _____
[illegible] _____
Exec AD-LES _____

Adm. Serv. _____
Crim. Inv. _____
[illegible] _____
[illegible] _____
Intell. _____

Laboratory _____
Legal Coun. JKO
Off. of Comm. [illegible] Affs. _____
Rec. Mgmt. CM
Tech. Servs. _____
Training _____

JJF:LLGregg:hmr

March 8, 1982

MEMORANDUM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY AuC 60290 BCE/DCG/ymw

TO: Mr. Larry L. Simms
Deputy Assistant Attorney General
Office of Legal Counsel

FROM: John J. Farley, III
Director, Torts Branch
Civil Division

SUBJECT: FBI - Document Destruction

Your memorandum of February 11, 1982, requests our comments on the Bureau's proposal to lift a moritorium on the destruction of certain security-related records. This moritorium was imposed by your office in view of the pendency of criminal proceedings against former FBI officials Kearney, Gray, Felt and Miller.

First of all, the criminal case against Messrs. Felt and Miller remains "pending" since an appeal has been filed. Moreover, the above individuals currently are defendants in a civil suit pending in the United States District Court for the Southern District of New York captioned Judith Clark, et al. v. United States, et al., 78 CIV 2244 MEL (S.D. N.Y.), which arises out of the Weather Underground and Weather Fugitive investigations. This case is primarily handled by the United States Attorney. That office should be consulted fully before any documents are destroyed. It might be noted, however, that it is likely that any documents retrieved in connection with the criminal cases would be deemed relevant to the related civil case, in view of the broad relevancy concept embodied in the Federal Rules of Civil Procedure.

Aside from the above, you should be aware that this Division handles several cases which challenge national security investigations conducted by the Bureau over the years. These include investigations of the Black Panther Party, National Lawyers Guild, Socialist Workers Party,

Mem AD-LC to AAG-OLC
1-15-86 RJD:lmh

66-3286-1402X

Jewish Defense League, Peoples Coalition for Peace and Justice, Students for a Democratic Society, East Coast Conspiracy to Save Lives and numerous other groups. We are concerned that any destruction of security-related records might hinder our ability to defend the governmental and individual interests we represent in these lawsuits. It is perhaps significant to note that the Legal Counsel Division of the FBI, with which we work closely in defending these cases, does not appear to have been consulted on the question of resuming destruction. Its view would be helpful.

At the present time we are inclined to recommend against destruction of any security-related documents. At the very least, in the event the Bureau is permitted to commence normal destruction of records, provision should be made to ensure that this Division is advised in advance of any proposed destruction in order that our litigation interests and obligations might be protected. Various document retrieval and destruction programs notwithstanding, the destruction of relevant documents of potential evidentiary value could adversely impact on presently pending cases, particulary when they are subject to non-destruct orders.

cc: Mr. W. Ronald Bonds
Deputy Assistant Attorney General
Civil Division

Mr. Vincent M. Garvey
Assistant Branch Director
Federal Programs Branch
Civil Division

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
(1) Adm. Servs.
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
(2) Legal Coun.
Plan. & Insp.
(3) Rec. Mgnt.
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Monroe

DATE: 11/6/85

FROM : R. W. Scherrer

SUBJECT: DESTRUCTION OF BUREAU RECORDS

PURPOSE:

To provide details of a records destruction program of folders maintained in the Personnel Records Subunit (PRS) for Bureau applicants who were never employed for both Special Agent and support positions.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/29/03 BY AUC 60290 BCE/DCG/gmw

RECOMMENDATION:

For information.

APPROVED: Adm. Serv. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___ Inspection ___ Training ___

DETAILS:

The PRS currently maintains approximately 157,000 folders for Bureau applicants who were never employed for both Special Agent and support positions. The earliest application noted is dated in 1922. The folders are eligible for destruction after 2 years pursuant to General Records Schedule (GRS) #1, Item 15, and Judge Greene's modified order of 4/3/80, in the civil matter American Friends Service Committee, et al v. William H. Webster, et al, which removed the previous temporary restriction for destruction of these records. It is noted that Title 44, U. S. Code, Section 3303a (2)(b), contains the following statement, "....and schedules promulgated by the Archivist under Subsection d of this Section shall be mandatory" (emphasis added). Title 44, U. S. Code, Section 3303a (2)(d) indicates, "The Archivist shall promulgate schedules authorizing the disposal, after the lapse of specified periods of time of records of a specified form or character common to several or all agencies if such records will not at the end of the periods specified, have sufficient administrative, legal, research or other value to warrant their further preservation by the U. S. Government....." The aforementioned citations to Title 44, U. S. Code, Section 3303a, pertain to the GRS.

66-3286-1402X1

10 AUG 7 1986

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Unrecorded Copy Filed In 66-19249

66-3286
1 - 66-19249
1 - Mr. Davis (Attn: Mr. [redacted])
1 - Mr. Sharp
1 - Mr. Monroe
1 - Mr. Scherrer
RWS:cak (11)

1 - Mr. [redacted] (Attn: Mr. [redacted])
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Miss [redacted]
1 - Mrs. [redacted]

SEE LCD ADDENDUM PAGE 4

(CONTINUED-OVER)

FBI/DOJ

The records occupy 2,720 linear feet of space in the PRS mobile shelving units alone with more recent application folders maintained in letter-sized cabinets, and are accessible by duplicate index cards filed in the HQGI and the PRS; a PRS manual abstract system; and the automated HQGI.

Two concerns precluding earlier destruction were recently resolved, i.e., destruction of SA applications due to the Hansen suit and FOIPA considerations. Assistant Director Sharp, Administrative Services Division, advised that he had consulted the Legal Counsel Division regarding the destruction of the SA applications in light of the Hansen suit and expressed no interest in folders predating 1970. A cutoff date for applications dated 1/1/70, was established. Assistant Section Chief [redacted] FOIPA Section, advised that FOIPA maintained no backlog on requests and that searching and file retrieval are conducted upon receipt of requests. b6 b7C

A review of folders from a shelf selected at random revealed that 92 percent of the folders were eligible for destruction. The remaining 8 percent consisted of SA applications dated subsequent to 1/1/70; folders containing FOIPA correspondence, the destruction of which continues to be restricted by American Friends; and name check dissemination (yellows or stamps) less than 5 years old which must be retained pursuant to the Privacy Act. An audit trail has been established for the name check items, by date, and for the folders containing FOIPA correspondence, thereby permitting retrieval and destruction at the conclusion of 5 years/resolution of American Friends. An updated litigation listing for the 67 classification is received biweekly and its contents reviewed with the folders proposed for destruction. No folders have been noted to be involved in litigation as yet.

Based on the destruction estimate of 92 percent, 2,500 linear feet of shelving space would be recovered. Based on one index card per folder (145,000 - 92 percent of 157,000), a minimum of 73 drawers or 1 1/3 54-drawer index cabinets would be recovered from both the HQGI and the PRS index. A greater recovery is anticipated due to the numerous cards generated for applicants with aliases. Based on the 145,000 figure, 427 drawers or 8 54-drawer index cabinets containing related abstracts and numbering cards will be recovered in the PRS. A number of entries exceeding 145,000 will be deleted from the automated HQGI.

A listing of destroyed files (numbers only) will be created for the PRS and the program will be closely coordinated with that subunit. Retained files will be returned to the shelves with adequate space to integrate the retained folders maintained in the cabinets and allow removal of the cabinets to the In-Service area of the PRS to ease the crowded conditions there.

The National Archives and Records Administration has expressed an interest in receiving folders on prominent individuals, such as former President Richard M. Nixon, who submitted applications for employment. Folders of this type will be appropriately stamped for ultimate transfer to the National Archives.

Memorandum from Mr. R. E. Scherrer to Mr. Monroe dated November 6, 1985

Re: DESTRUCTION OF BUREAU RECORDS

ADDENDUM: LEGAL COUNSEL DIVISION (LCD) 7/24/86 FRC:dsm

This addendum sets forth the position of LCD regarding the proposed records destruction program for applicant (both Special Agent and support) folders from 1922 through December 23, 1969. Destruction of the subject folders would be consistent with current orders under American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.D.C.), Civil Action No. 79-1655.

In his Order dated April 3, 1980, Judge HAROLD H. GREENE modified the temporary injunction of January 10, 1980 regarding the destruction of FBI records and ruled that this injunction "shall not apply to General Records Schedules (GRS) . . . and Items 1-24 . . . of GRS No. 1."

GRS No. 1, item 15 provides authorization for the destruction of employment applications (Standard Form 191) and related records upon receipt of an Office of Personnel Management "inspection report or when these records are 2 years old, whichever is earlier." As 2 years have elapsed since the creation of the subject applicant folders, destruction would be authorized under American Friends and GSA statutes. However, for reasons explained below, LCD urges destruction be limited at the present time to files in the 1922 - 1950 time frame.

On November 11, 1985, Supervisory Special Agent (SSA) [redacted] Civil Litigation Unit II, Legal Counsel Division contacted Department of Justice attorney [redacted] Civil Division, regarding the proposed destruction of Bureau applicant folders. Mr. [redacted] is DOJ attorney assigned to and responsible for the EEO lawsuit, Christine A. Hansen v. William H. Webster, (U.S.D.C., D.D.C.), Civil Action No. 84-3026. Mr. [redacted] informed SSA [redacted] that he desired that the FBI retain the applicant files mentioned in the attached memorandum until a conclusive judicial ruling was forthcoming in Hansen. Summary judgment and dismissal motions were pending in the Hansen suit. Although he recognized that the likelihood is remote, Mr. [redacted] was concerned that it might become necessary to conduct a review

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ADDENDUM: LEGAL COUNSEL DIVISION (LCD) 7/24/86 FRC:dsm

or statisticial analysis of applicant files as part of the judicial proceedings either in response to discover or for our own defense of the suit. For these reasons, he asked that the FBI delay the proposed destruction of applicant files until a judicial decision was rendered in the Hansen case.

On June 30, 1986, U.S. District Judge Joyce Hens Green entered a Memorandum Opinion and Order with respect to the pending motions for summary judgment. Following this decision Mr. [redacted] informed SSA [redacted] on July 18, 1986, that he had discussed this matter with his supervisory officials in DOJ and that DOJ had no objection to the FBI commencing destruction of files in the 1922 - 1950 time frame. Once a decision with respect to the possible appeal of this Hansen decision is made, authority to destroy the files from 1951 forward will be addressed. LCD will keep RMD advised of developments as they occur.

b6
b7C

APPROVED:
Director
Exec AD-Adm.
Exec AD-Inv.
Exec AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun. JRD/JEC
Off. of Cong. & Public Affs.
Rec. Mgmt. AM/Rec
Tech. Servs.
Training

Legat, Montevideo

3/7/86

Director, FBI (66-3286 Sub B)

DESTRUCTION OF FIELD FILES AND RECORDS

This is to advise that the following administrative files of the former Buenos Aires Office, which were maintained at FBIHQ, were destroyed on 3/7/86, pursuant to authorized destruction criteria:

Assistant Legat Calvin C. Clegg's Residence-Government Lease	66-2 Sub D
Check Transmittal Letters	66-7
Identification Orders	66-11
Bureau Car	66-13(A)
Bureau Car	66-13(B)
Inventory	66-14
Supplies - Bureau	66-15
Supplies - Embassy	66-15(A)
Insurance Matters	66-17
Administrative Uncontrollable Overtime (AUO)	66-20
Leave and Holiday Matters	66-24

(CONTINUED - OVER)

1 - Mr. Geer (Attn: Liaison Unit)
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted] (Attn: Mrs. [redacted])
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:cgz (9)

66-3286-1403

b6
b7C

MAILED 11
MAR 14 1986
FBI

10 MAR 19 1986

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

MAIL ROOM

53 MAY 1 1986

9/29/03 AUC 60290 BCE/DCG/gmw

FBI/DOJ

Position Classification Matters	66-26
Ten Most Wanted	66-27
Travel	66-30
Travel Justification	66-30(A)
Salary and Payroll Matters	66-33
Suggestions	66-36
Register No. 1	66-38
Register No. 2	66-38
Road Trip No. 1 Registers	66-38(A)
Transportation and Travel Regulations	66-40
Christmas Card List	66-58
Retirement Matters	66-64
Long Distance Telephone Calls Log	66-83
Inventory - Nonexpendable Property Chargeout	66-108

Corresponding index cards for the destroyed files which are maintained in your office may be removed from your indices and destroyed.

NOTE: Administrative records of the former Legat, Buenos Aires, were reviewed and certain records were destroyed consistent with modified orders issued by the U.S.D.C., D.C., in the American Friends action. Legat, Montevideo is being advised to destroy corresponding index cards, inasmuch as the records of the Buenos Aires Office were absorbed by Montevideo, which continues to maintain the index cards.

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe cm/Rwk

Date 2/4/86

From : R. W. Scherrer RWS

DESTRUCTION OF BUREAU RECORDS

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to record receipt of permanent sample case numbers for five classifications as provided by NARA.

RECOMMENDATION: None. For information.

APPROVED: _____
Director _____
_____
_____
_____

cm/Rwk

DETAILS: My memorandum, dated 4/26/85, captioned "File Compression Project; Expansion of the Special File Room; Relations with the National Archives and Records Administration," provided information concerning file compression in the 42 classification and the subsequent recovery of 175 cabinets. Permanent files, as well as records involved in pending litigation and FOIPA requests, remained intact and the results of the project were reviewed by an official from NARA.

Enclosures Handled separately
66-19249
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]

CMG:srs (6)

66-3286

NOT RECORDED
FEB 26 1986

b6
b7C

FEB 6 1986

2 MAY 6 1986

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

ORIGINAL FILED IN 66-19249-99

365

Memorandum from R. W. Scherrer to Mr. Monroe
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Due to the successful outcome of the initial venture, NARA was apprised of our interest in obtaining the sample case numbers in the 95, 115, 116, 120, 140, and 163 classifications.

By letter dated 1/9/85, Dr. James E. O'Neill, Director, FBI Appraisal Project, provided the printouts for the sample cases for the foregoing classifications, with the exception of the 116 classification. The latter classification bears an instructional discrepancy which must be resolved prior to selection of the sample. Dr. O'Neill's letter and enclosures, as well as the computer printout prepared by the Technical Services Division for the 42 classification, are attached for record purposes.

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe cm/Rec

Date 9/13/85

From : R. W. Scherrer RWS

Subject : FILE DESTRUCTION
CIVIL ACTION CASES

Destruction of Bureau Records

PURPOSE:

The purpose of this memorandum is to provide data regarding pending litigation cases for record purposes.

RECOMMENDATION:

None. For record purposes.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___
Director ___
Exec. AD Adm. ___
Exec. AD Inv. ___
Exec. AD LES ___ cm/Rec

DETAILS:

Pursuant to the Attorney General's instructions of 6/6/77, that all files related to pending litigation must be preserved, Legal Counsel Division has provided Records Management Division (RMD) with pertinent information regarding pending civil actions, including actions brought pursuant to the Freedom of Information and Privacy Acts. RMD has subsequently provided this information to field offices and Legal Attaches for appropriate searching and identification. A similar process is conducted at Headquarters.

To ensure that all pertinent subjects related to the cases are fully recorded, an attachment which has previously been forwarded for searching and retention purposes is attached herewith for record processing.

197-122

66-3286

RECORDED
SEP 30 1985

Enclosure
197-122
1 - Mr. Monroe (Admin.)
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Mrs [redacted]
[redacted] ENCLOSURE

b6
b7C

RRC:cgz (6)

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DATE 9/29/03 BY AUC 60290 BCE/DCG/gmw

54 FEB 3 1986

FBI/DOJ

Legat, Bogota 3/7/86

Director, FBI (66-3286 Sub B)

DESTRUCTION OF FIELD FILES AND RECORDS

This is to advise that the following administrative files of the former Caracas Office, which were maintained at FBIHQ, were destroyed on 3/7/86, pursuant to authorized destruction criteria:

Automobiles - General	66-5
Position Classification Matters	66-34
Salary Matters	66-39
Savings Bond Campaign	66-40
Suggestion Program - FBI	66-44
Crime Laboratory Digest	66-98

Corresponding index cards for the destroyed files, which are maintained in your office, may be removed from your indices and destroyed.

MAILED 11
MAR 19 1986
FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw

1 - Mr. Geer (Attn: Liaison Unit)
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted] (Attn: Mrs. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]

66-3286 - 1404

b6
b7C

NOTE: Administrative records of former Legat, Caracas, were reviewed, and certain records were destroyed consistent with modified orders issued by the U.S.D.C., D.C., in the American Friends action. Legat, Bogota, is being advised to destroy corresponding index cards, inasmuch as the records of the Caracas Office were absorbed by Bogota, which continues to maintain the index cards.

2 MAR 26 1986

CMG:cgz (9)

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED: Director

MAR 19 1986

MAIL ROOM

FBI/DOJ

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe

Date 6/6/86

From : R. W. Scherrer

Subject : FIELD OFFICE REQUESTS
FOR REVIEW OF FBIHQ INDICES AND FILES -
FIELD FILE DESTRUCTION PROGRAM;
NAME CHECK REQUESTS

Re memorandum C. P. Monroe to Mr. Clarke 11/19/85 captioned as above and addenda thereto prepared by the Criminal Investigative Division (CID) and Intelligence Division (INTD) dated 3/14 and 4/1/86 respectively (copies attached).

PURPOSE: To request that the attached copies of referenced memorandum and addenda be treated as original communications and serve as a basis for revising form FD-493 as outlined therein.

RECOMMENDATIONS:

1. That form FD-493 be revised as proposed in referenced memorandum, the enclosed sample form and the CID addendum thereto dated 3/14/86.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___ Intell. ___

2. That the CID suggested modification "See reference side of form for additional information which may assist FBIHQ in conducting a thorough file review" be inserted immediately following "organization address." See sample of proposed revision enclosed with referenced memorandum.

V-142 DE-207

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___ Intell. ___ Training ___

4 ENCLOSURE
ENCLOSURE ATTACHED

Enclosures
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted] b6 b7C
1 - Mrs. [redacted]
TBD: cgz (5)

DEC 17 1986

(CONTINUED - OVER)

4 FEB 20 1987

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DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

3. That the suggested revision contained in the INTD addendum dated 4/1/86 not be approved inasmuch as the word "intelligence" can apply to either or both criminal and security information. The word "security" more clearly differentiates security information from criminal information and better describes the type of search desired.

APPROVED:
Adm. Servs. ____ Laboratory ____
Ident. Div. ____ Legal Coun. ____
Director ____
Exec. AD-Adm. ____
Exec. AD-Inv. ____
Exec. AD-LES ____

DETAILS: Inasmuch as the Records Section is unable to locate the original of the documents referred to above, it is recommended that the attached copies be treated as original documents and placed on record so that action can be taken to revise and make available to the field the revised form FD-493.

Enclosures to Memorandum R. W. Scherrer to Mr. Monroe 6/6/86 "Field Offi
Requests for Review of FBIHQ Indices and Files - Field File Destruction
Program; Name Chekk Requests."

ALL INFORMATION CONTAINED ON ENVELOPE
~~HEREIN~~ IS UNCLASSIFIED
DATE 9/29/03 BY Auc leo29D BCE/DCG/ym

ENCLOSURE 66-3286-1404X

Memorandum

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

To Mr. Clarke

Date 11/19/85

From C. P. Monroe

Subject FIELD OFFICE REQUEST FOR REVIEW OF FBIHQ INDICES AND FILES - FIELD FILE DESTRUCTION PROGRAM; NAME CHECK REQUESTS

PURPOSE:

To propose that Form FD-493 (Headquarters Record Review Request) be revised to allow the field to make requests of FBIHQ to review headquarters indices and files for information concerning the file destruction program and/or information pertinent to name check requests.

RECOMMENDATIONS:

1. That Form FD-493 be revised (see sample attached) for use by the field when requesting FBIHQ to provide information concerning the file destruction program and/or information pertinent to name check requests.

Enclosures
1 - Mr. Revell
1 - Mr. Clarke
1 - Mr. Geer
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. Stoops
1 - Mr. [redacted]
1 - Mrs. [redacted]
TBD:cgz (9)

b6
b7C

SEE ADDENDUM: INTELLIGENCE DIVISION - PAGE 6

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DATE 9/29/03 BY AUC 60290 BCE/DCQ/ymw

See CID Addendum
page (s) 5

FBI/DOJ

2. That Form FD-493 be prepared with an original and ~~one~~ two yellow copies with carbon insert and that instructions concerning use of the form be placed on the reverse side of the original.

3. In those instances where no record at FBIHQ is located concerning name check requests or the file destruction program, recommend that the Records Management Division (RMD) appropriately mark the FD-493 and return it to the submitting office.

4. If the request concerns the field file destruction program and a search of FBIHQ indices and files identifies the office of origin and related file number(s), recommend that RMD appropriately mark the FD-493, list the pertinent information thereon and return the original to the submitting office. The yellow copy of the form should be placed in the FBIHQ file that corresponds with the field office of origin file.

5. If the request is for a name check and a search of FBIHQ indices and files identifies information that is identical or possibly identical with the individual/organization of interest to the field, recommend RMD appropriately mark the FD-493, list pertinent references thereon and forward the form to the substantive FBIHQ division (Criminal Investigative Division (CID) or Intelligence Division (INTD)) for review and reply to the submitting field office.

6. Recommend that the CID and INTD respond by addendum to instant memorandum concerning the proposed revision and use of Form FD-493 and procedures for handling at FBIHQ name check requests from the field.

DETAILS:

In a recent meeting at FBIHQ the Special Agents Advisory Committee voiced concern over the turnaround time between the field and FBIHQ of name check requests for review of headquarters indices and/or files to determine if information exists in the Central Records System that is identical or possibly identical to individual(s)/organization(s) of interest in field investigative matters. The Agents noted that there have been instances where responses have exceeded 40 days.

Presently, name check requests from the field for a review of FBIHQ indices and files are forwarded by an appropriate communication (memorandum, letter, airtel, teletype, etc.) to the substantive FBIHQ division for action. Upon receipt, personnel of the substantive FBIHQ division prepare indices search slips requesting a review of FBIHQ general indices. The search slips are forwarded to the RMD for appropriate action. The turnaround time for searching the FBIHQ General Index and returning the indices search slips to the substantive FBIHQ division by RMD is between five to seven work days. It should be noted that frequently it is necessary for personnel of a substantive FBIHQ division to review FBIHQ files in order to prepare a response to the field. For this reason, requests for review of the FBIHQ General Index and files and responses to the field may be delayed.

In an effort to improve upon these procedures and enhance FBIHQ responses to name check requests from the field, the RMD proposes that Form FD-493 be revised (see sample attached) for use by the field when requesting FBIHQ to review headquarters indices and/or files for information concerning the field file destruction program and/or name check requests.

Memorandum from C. P. Monroe to Mr. Revell
RE: FIELD OFFICE REQUEST FOR REVIEW OF
FBIHQ INDICES AND FILES -
FIELD FILE DESTRUCTION PROGRAM;
NAME CHECK REQUESTS

Form FD-493 was initially designed in 1976 for exclusive use by the field in connection with the field file destruction program to ascertain the file number and office of origin of an investigation to facilitate reconstruction of records by an auxiliary office which had destroyed its investigative file after being closed for a six-month period pursuant to then existing destruction criteria. The FD-493 was not designed for the purpose of the field submitting a name check request to FBIHQ. RMD believes that proposed revision of FD-493 for use by the field in requesting a review of information not limited to the file destruction program will improve the utility of the form and enhance FBIHQ responses to the field, particularly responses concerning name check requests. Use of the revised form will, in those cases where no record at FBIHQ is located and/or the request concerns the file destruction program, allow RMD to return the properly executed form directly to the requesting field office. In those instances where identical or possibly identical information concerning a name check request is located as a result of a review of the FBIHQ General Index, the form listing the pertinent references will be forwarded to the substantive FBIHQ division (CID or INTD) for review and reply to the field.

The CID and INTD are being requested to respond by addendum to the above proposal to revise Form FD-493 for use by the field when making name check requests and the procedures for handling same at FBIHQ.

Memorandum from C. P. Monroe to Mr. Clarke, dated 11/19/85
RE: FIELD OFFICE REQUEST FOR REVIEW OF
FBIHQ INDICES AND FILES -
FIELD FILE DESTRUCTION PROGRAM;
NAME CHECK REQUESTS

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION; CIO;MYS; 3/14/86

CID has reviewed a C. P. Monroe memorandum to Mr. Clarke dated 11/19/85, which recommends certain revisions to the FD-493. The revisions are proposed in order to increase the forms utility enabling field offices to make name check requests and request review of files to identify information which is identical or possibly identical to specified individuals/ organizations. The recommended revisions to the FD-493 will, in the opinion of CID, permit more efficient handling of field office name check and file review requests at FBIHQ and therefore, CID concurs with the recommendations.

CID does however, propose one additional revision to the FD-493. Currently, substantive Sections in CID are requested to perform name check requests and thereafter file reviews by airtel, teletype or other appropriate communications. These communications frequently contain information in addition to the identifying information currently specified on the proposed FD-493. CID recommends that the revised FD-493 provide space on the front of the form to permit the requesting office to provide any additional information which may assist the substantive Section in conducting a thorough file review. If insufficient space exists on the front of the form, space should be provided on the back of the form with a check-off block on the front.

RECOMMENDATION: That the Records Management Division, in addition to the proposed revisions to the FD-493 set out in C. P. Monroe memorandum to Mr. Clarke dated 11/19/85, provide space on the revised FD-493 to allow field offices to submit "Other Identifying Information" which will permit a more efficient review of files at FBIHQ.

APPROVED:_____	Adm. Servs._____	Laboratory_____
	Crim. Inv._____	Legal Coun._____
		Off. of Cong
Director_____		& Public Affs._____
Exec. AD-Adm._____	Ident._____	Rec. Mgnt._____
Exec. AD.Inv._____	Inspection_____	Tech. Servs._____
Exec. AD-LES_____	Intell._____	Training _____

Memorandum from C. P. Monroe to Mr. Clarke, dated 11/19/85
Re: Field Office Request for Review of
FBIHQ Indices and Files -
Field File Destruction Program;
Name Check Requests

ADDENDUM: INTELLIGENCE DIVISION (INTD), TJW:glh, 4/1/86

INTD has received a C. P. Monroe memorandum to Mr. Clarke, dated 11/19/85, which recommends revisions to Form FD-493 (Headquarters Record Review Request).

INTD agrees with the proposal which would enable field offices to make name check requests and request review of files to identify information which is identical to specified individuals/organizations. This revision should provide more efficient handling of field office name check and file review requests at FBIHQ and INTD agrees with the recommendation.

INTD would request, however, that the term "Security" under the Limit Search category be changed to read "Intelligence." INTD believes that this would further clarify the search area for FBIHQ personnel.

RECOMMENDATION:

That the Records Management Division accept the proposed revisions of FD-493 as set out by the C. P. Monroe memorandum to Mr. Clarke, dated 11/19/85, with the additional change incorporated of the replacement of the word "Security" with "Intelligence" in the section designated Limit Search.

p.527 MAOP 10.3.1.6

10-10 mze 54

CURRENT FORM FD-493

adquarters Record Review Request
D-493 (7-6-76)

INSTRUCTIONS

1. *This form may be submitted in legible* **hand printing.**
2. *Use separate form for each individual on whom search is requested.*
3. *Make effort to furnish unique identifying data, such as FBI identification number, date of birth, etc.*
4. *Indicate office for reply in lower right corner only. Also list in lower right corner all offices which should receive copies of reply and forward carbon copies of this form for each of those offices.*

To: DIRECTOR, FBI (Attention: Records Management Division)

DATE: _____ Field File Number _____

TITLE:

In connection with captioned investigation, a search of Headquarters indices and files is requested regarding the below described individual, to determine the Office(s) of Origin in and the identity of any past case(s). Search should be limited to:

☐ Exact Spelling ☐ Main Criminal Case Files Only ☐ Restrict to Locality of _____

☐ All References ☐ Criminal References Only

☐ Main Subversive Case Files Only ☐ Main Subversive (If no Main, list all Subversive References)

☐ Subversive References Only ☐ Main Criminal (If no Main, list all Criminal References)

Name	Age	Sex	Race

Aliases

FBI Identification Number	Social Security Account Number

Other Identifying Numbers

Date of Birth	Birthplace

Residence

Headquarters Reply

☐ On basis of information furnished above, no record located.

☐ Above described individual referenced to _____

Return Reply to:

SAC, _____

Send Copies to:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY AUC 60290 BCE/DCG/gmd

FBI/DOJ

Headquarters Record Review Request

PROPOSED REVISION

FD 495 (Rev. 6-6-86)

(See instructions on reverse side.)

TO: DIRECTOR, FBI (Attention: Records Management Division)

DATE: Field File Number _____

TITLE:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY Auc 60290 BCE/DCG/ymw

Re: ☐ File Destruction Program:

In connection with captioned investigation, it is requested that a search of FBIHQ indices and files be conducted concerning the individual/organization listed below to determine the office of origin and the identity of any past case(s).

☐ Name Check Program:

In connection with captioned investigation, it is requested that a search of FBIHQ indices and files be conducted concerning the individual/organization listed below to determine if information exists which is identical or possibly identical with the individual/organization listed below.

Limit Search to:

☐ Exact Spelling
☐ All References
☐ Main Security Case Files Only
☐ Security References Only
☐ Main Criminal (If no Main, list all Criminal References)
☐ Main Criminal Case Files Only
☐ Criminal References Only
☐ Main Security (If no Main, list all Security References)
☐ Restrict to Locality of _____

Individual	Age	Sex	Race
Aliases			

FBI Identification Number	Social Security Account Number
Other Identifying Numbers	
Date of Birth	Birthplace

Residence

Organization Name

Organization Address

Proposed Revision

Headquarters Reply:

☐ On the basis of information furnished, no record located.

☐ File Destruction Program:

☐ Above described individual/organization is referred to in files of the:
Field Office(s) _____
File Number(s) _____

☐ Name Check Program:

☐ Information contained in FBIHQ indices and files possibly responsive to your request has been referred to the
☐ Criminal Investigative Division
☐ Intelligence Division
for response.

Return Reply to:
SAC, _____
Send copies to:

☐ See reverse side of form for additional information which may assist FBIHQ in conducting a thorough file review.

Insert

INSTRUCTIONS:

- Prepare an original and two yellow copies.
- Forward the original and one yellow copy to FBIHQ, Attention Records Management Division (RMD). Retain one yellow copy in the substantive file in the field division.
- If no record is located at FBIHQ concerning a name check request or the field file destruction program, the FD-493 will be appropriately marked and returned to the submitting field division.
- If request concerns the field file destruction program and a search of FBIHQ indices and files identifies the office of origin and related file number(s), the RMD will appropriately mark the original FD-493, list the pertinent information and return the original to the submitting field division. The yellow copy of the form will be placed in the FBIHQ file that corresponds with the field division office of origin file.
- If the request is for a name check and a search of FBIHQ indices and files identifies information that is identical or possibly identical with the individual/organization of interest to the submitting field division, the RMD will appropriately mark the FD-493, list the pertinent references and forward the form to the substantive FBIHQ division [Criminal Investigative Division (CID) or Intelligence Division (INTD)] for review and reply to the submitting field division.

ADDITIONAL INFORMATION WHICH MAY ASSIST FBIHQ IN CONDUCTING A THOROUGH FILE REVIEW:

Headquarters Record Review Request
FD-493 (7-6-76)

INSTRUCTIONS

1. *This form may be submitted in legible* **hand printing.**
2. *Use separate form for each individual on whom search is requested.*
3. *Make effort to furnish unique identifying data, such as FBI identification number, date of birth, etc.*
4. *Indicate office for reply in lower right corner only. Also list in lower right corner all offices which should receive copies of reply and forward carbon copies of this form for each of those offices.*

To: DIRECTOR, FBI (Attention: Records Management Division)

DATE: _____ Field File Number _____

TITLE:

In connection with captioned investigation, a search of Headquarters indices and files is requested regarding the below described individual, to determine the Office(s) of Origin in and the identity of any past case(s). Search should be limited to:

☐ Exact Spelling ☐ Main Criminal Case Files Only ☐ Restrict to Locality of _____

☐ All References ☐ Criminal References Only

☐ Main Subversive Case Files Only ☐ Main Subversive (If no Main, list all Subversive References)

☐ Subversive References Only ☐ Main Criminal (If no Main, list all Criminal References)

Name	Age	Sex	Race

Aliases

FBI Identification Number	Social Security Account Number

Other Identifying Numbers

Date of Birth	Birthplace

Residence

Headquarters Reply

☐ On basis of information furnished above, no record located.

☐ Above described individual referenced to _____

Return Reply to:

SAC, _____

Send Copies to:

9/29/03 AUC 60290 BCE/DCG/ym

FBI/DOJ

Routing Slip
0-7 (Rev. 10-9-84)

(Copies to Offices Checked)

TO: SAC,

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico
- ☐ ASAC, Brooklyn-Queens (MRA)

TO: LEGAT,

- ☐ Bern
- ☐ Bogota
- ☐ Bonn
- ☐ Canberra
- ☐ Hong Kong
- ☐ London
- ☐ Mexico City
- ☐ Montevideo
- ☐ Ottawa
- ☐ Panama City
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

12/11/86
Date

RE: FORM FD-493
REQUEST FOR FBIHQ RECORDS REVIEW
FBI FORM BOOK

Retention For appropriate

☒ For information ☐ optional ☒ action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____.

Remarks: Enclosed is a supply of captioned revised form FD-493 which has been changed to a PREINSERTED CARBON form. Please place a copy of the revised form in the FBI Field Office Form Book.

Enclosed form is effective upon receipt. Unused copies of the form FD-493 not bearing the revision date of 6-6-86 are obsolete and should be destroyed.

Forms and Reports Management Desk
Records Management Division

Enc.
Bufile
Urfile

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY Auc 60290 BCE/DCG/gmw

FBI/DOJ

★U.S.GPO:1986-0-167-467/6639

PRINTED REVISED FD-493 file with memo 6/6/86. gm

Headquarters Record Review Request
FD-493 (Rev. 6-6-86)

(See instructions on reverse side.)

TO: DIRECTOR, FBI (Attention: Records Management Division)

DATE: Field File Number _____

TITLE:

Re: ☐ File Destruction Program:

In connection with captioned investigation, it is requested that a search of FBIHQ indices and files be conducted concerning the individual/organization listed below to determine the office of origin and the identity of any past case(s).

☐ Name Check Program:

In connection with captioned investigation, it is requested that a search of FBIHQ indices and files be conducted concerning the individual/organization listed below to determine if information exists which is identical or possibly identical with the individual/organization listed below.

Limit Search to:

- ☐ Exact Spelling
- ☐ All References
- ☐ Main Security Case Files Only
- ☐ Security References Only
- ☐ Main Criminal (If no Main, list all Criminal References)
- ☐ Main Criminal Case Files Only
- ☐ Criminal References Only
- ☐ Main Security (If no Main, list all Security References)
- ☐ Restrict to Locality of _____

Individual	Age	Sex	Race
Aliases			
FBI Identification Number	Social Security Account Number		
Other Identifying Numbers			
Date of Birth / Birthplace			
Residence			
Organization Name			
Organization Address			

☐ See reverse side of form for additional information which may assist FBIHQ in conducting a thorough file review.

Headquarters Reply:

☐ On the basis of information furnished, no record located.

☐ File Destruction Program:

☐ Above described individual/organization is referred to in the files of the:
Field Office(s) _____
File Number(s) _____

☐ Name Check Program:

☐ Information contained in FBIHQ indices and files possibly responsive to your request has been referred to the
☐ Criminal Investigative Division
☐ Intelligence Division
for response.

Return Reply to:
SAC, _____
Send copies to:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/30/03 BY Auc 60324 BCE/DCG/gmw

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe cm/Rwk

Date 6/9/86

From : R. W. Scherrer RWS

Subject : DESTRUCTION OF Field Files and Records
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE:

The purpose of this memorandum is to record the results of a request of all SACs to identify and appropriately stamp an exceptional category of records for permanent retention.

RECOMMENDATION:

None. For record purpose.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Off. Cong. & Public Affs. ___
Exec. AD-Adm. ___ Rec. Mgnt. ___
Exec. AD-Inv. ___ Tech. Servs. ___
Exec. AD-LES ___ Intell. ___ Training ___

cm/Rwk LH

DETAILS:

By airtel dated 8/2/85, captioned as above, all SACs were requested to appropriately mark permanent records for eventual transfer to NARA.

The records encompassed an exceptional category and included office of origin and auxiliary office records identified through a review of FBIHQ cases, which were assembled during the course of captioned appraisal and/or provided by NARA's outside consultants and historians.

All offices have complied, and the responses are attached herewith as an enclosure.

ENC. BEHIND FILE
ENCLOSURE

66-3286 - 1405

Enclosure
66-3286 Sub B
1 - 66-19249
1 - Mr. Davis (Attn: Mr. [redacted]
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms.
1 - Mrs.
JEA/CMG:cgz (8)
JEA CMG cgz

b6
b7C

12 XEROX

10 JUN 13 1986

66-19249-7

JUN 19 1986 ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw

4/Rwk

64 JUN 25 1986

FBI/DOJ

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe cm/Rwk

Date 6/9/86

From : R. W. Scherrer RWS

Subject : ~~DESTRUCTION OF~~ Field Files and Records RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE:

The purpose of this memoranduum is to record the results of a request of all offices to respond to FBIHQ concerning retention of historical records.

RECOMMENDATION:

None. For information.

APPROVED: Director ___ Exec. AD-Adm. ___ Exec. AD-Inv. ___ Exec. AD-LES ___ Adm. Servs. ___ Crim. Inv. ___ Laboratory ___ Legal Coun. ___ Off. of Cong. & Public Affs. ___ Rec. Mgnt. cm/Rwk Tech. Servs. ___ Training ___

DETAILS:

By airtel dated 7/9/85, captioned as above, all SACs were requested to identify and preserve historical cases pursuant to instructions found in the FBI Records Retention Plan and Disposition Schedule relating to the exceptional record category. All files that were identified and stamped for preservation will eventually be forwarded to FBIHQ for transfer to the National Archives.

All offices have responded, and the responses are filed as an enclosure to this communication.

Enclosure
66-3286 Sub B
1 - 66-19249
1 - Mr. Davis (Attn: Mr. [redacted])
1 - Mr. Monroe
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms.
1 - Mrs.
ERC/CMG:cgz (8)

b6
b7C

66-3286-1406

12 JUN 12 1986

XEROX

JUN 26 1986

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/29/03 BY AUC 66290 BCR/DCG/ymw

08 JUL 10 1986

FBI/DOJ

Unrecorded Copy filed in 66-19249-96

TWS'A.

DGU

PAGE 1 OF 3

9/22/86 UNCLAS E F T O ROUTINE

266/0060K
266/0060S
266/0060T
266/0060L

START HERE

FM DIRECTOR FBI (66-3286-SUB B)

TO ALL FBI FIELD OFFICES

ALL LEGAL ATTACHES

PERSONAL ATTENTION

BT

UNCLAS E F T O

9/29/03 BY AUC 60290 BCE/DCG/ymw

DESTRUCTION OF FIELD FILES AND RECORDS

AS YOU ARE AWARE, THE FBI HAS BEEN PRECLUDED FROM A FILE DESTRUCTION PROGRAM AS A RESULT OF AN INJUNCTION ISSUED ON 1/10/80, IN THE CIVIL MATTER "AMERICAN FRIENDS SERVICE COMMITTEE, ET AL V. WILLIAM H. WEBSTER, ET AL," U. S. DISTRICT COURT, DISTRICT OF COLUMBIA.

BY ORDER AND MEMORANDUM FILED 9/9/86, IN THE U. S. DISTRICT COURT, DISTRICT OF COLUMBIA, THE PRESIDING JUDGE VACATED THE INJUNCTION WHICH WILL PERMIT THE FBI TO COMMENCE A FILE DESTRUCTION AND ACCESSION PROGRAM.

DO NOT TYPE PAST THIS LINE

APPROVED BY Adm | DRAFTED BY RWS:cak | DATE 9/22/86 | REQUEST 5634 | TIME 2307

66-3286-1407

OCT 28 1986

1 - 66-19249
1 - MR. GLOVER
1 - MR. REVELL
1 - MR. OTTO
1 - EACH ASSISTANT DIRECTOR
1 - MR. SCHERRER
1 - MR.
1 - MS.

b6
b7C

FEDERAL BUREAU OF INVESTIGATION SEE NOTE PAGE 4

00002-W
23

XEROX

NOV 13 1986

98 FEB 3 1987

DO NOT FILE WITHOUT COMMUNICATIONS STAMP

FBI/DOJ

UNRECORDED COPY FILED IN 66-19249-

THIS LENGTHY LITIGATION WAS MOST COMPLEX AND HAD MANY ISSUES WHICH HAD TO BE RESOLVED BY THE GOVERNMENT. THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) AND RECORDS MANAGEMENT DIVISION (RMD) VISITED SEVERAL FIELD OFFICES AND EXAMINED NUMEROUS FBIHQ AND FIELD FILES. IN CONJUNCTION WITH THE RMD, NARA PROMULGATED A DETAILED RECORDS RETENTION PLAN AND RECORDS DISPOSITION SCHEDULE WHICH WERE FILED WITH THE COURT.

EACH OFFICE HAS PREVIOUSLY BEEN PROVIDED WITH DETAILED INSTRUCTIONS BY THE RMD TO PREPARE FOR THE IMPLEMENTATION OF A FILE DESTRUCTION AND ACCESSION PROGRAM. SPECIFICALLY, BY LETTER DATED 8/1/84, TO ALL SACS AND LEGATS UNDER THE ABOVE CAPTION, THE RMD NOTED THAT THE IDENTIFICATION AND MARKING FOR PRESERVATION OF FILES AND RECORDS INVOLVED IN LITIGATION MUST BE KEPT IN A CURRENT STATUS BEFORE THE FBI COULD COMMENCE A FILE DESTRUCTION PROGRAM.

IN THE NEAR FUTURE, THE RMD WILL PROVIDE SPECIFIC INSTRUCTIONS CONCERNING THE DESTRUCTION OF RECORDS THAT QUALIFY FOR DESTRUCTION AT THIS TIME. THE DESTRUCTION PROGRAM WILL INITIALLY FOCUS ON AUXILIARY OFFICE FILES. HOWEVER, UNTIL INSTRUCTIONS AND AUTHORITY TO IMPLEMENT A FILE DESTRUCTION

PROGRAM ARE RECEIVED FROM FBIHQ, NO DESTRUCTION OF ANY OF YOUR OFFICE RECORDS MAY BE INSTITUTED.

THE RMD IS APPRECIATIVE OF THE ASSISTANCE RENDERED BY THE FIELD TO ASSIST IN THE SUCCESSFUL RESOLUTION OF THIS CIVIL SUIT.

BT

NOTE: All SACs and Legats are being advised of resolution of the civil matter American Friends Service Committee, et al v. William H. Webster, et al, U.S. District Court, District of Columbia. The Records Retention Plan and Disposition Schedule, which have been approved by the Court, will permit the destruction of FBIHQ records that are not restricted by the provisions of the Records Retention Plan and Records Disposition Schedule as follows:

FBIHQ Records		Field Office Records	
Security	- 30 years	Auxiliary Office	- 1 year
Criminal	- 20 years	Security	- 20 years
		Criminal	- 10 years

The Records Management Division and the National Archives and Records Administration estimate that the pending auxiliary office files comprise approximately 60 percent of the field file population. Accordingly, there will be meaningful immediate relief to the field in recovering space through a file destruction program.

AIRTEL

9/25/86

Personal Attention

Director, FBI (66-3286-Sub B)

All SACs

DESTRUCTION OF FIELD FILES AND RECORDS

Re Buteletype, 9/22/86, captioned as above.

During the course of litigation in the civil matter American Friends Service Committee, et al v. William H. Webster, et al, restrictions on the disposition of documentary evidence were imposed by Judge Greene, the presiding judge in the aforementioned civil matter.

One aspect related to the destruction of seized, subpoenaed or voluntarily contributed documentary evidence which had no further prosecutive or administrative value to the Government. Pursuant to Judge Greene's orders, such documentary evidence could only be returned to the owner at his or her request provided the appropriate U. S. Attorney concurred. In many instances, the owner of seized, subpoenaed or voluntarily contributed documentary evidence refused to accept the return of the documentary evidence. Prior to the 9/9/86, dissolution of the injunction, the FBI was required to retain this documentary evidence and not permitted to destroy same.

Effective immediately, you are authorized to destroy all documentary evidence which your office has been retaining pursuant to the foregoing set of circumstances.

An appropriate notation regarding the destruction should be placed on the corresponding FD-192 and a notation that the U. S. Attorney or Assistant U. S. Attorney concurred with the destruction of the documentary evidence.

Should you have any questions concerning the foregoing, do not hesitate to contact SA Robert W. Scherrer, Section Chief, Records Section, Records Management Division, at FBIHQ, extension 2307.

66-3286-1408

12 OCT 3 1986

1 - 66-19249
1 - Each Assistant Director
1 - Mr. Scherrer
1 - Mr. [redacted] b6 b7C
1 - Miss [redacted]

RWS:cak (147)

See NOTE, Page 2

MAILED 9
SEP 30 1986
FBI

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___
MAIL ROOM

9/29/03 AUC 60290 BCE/DCG/ymd

FBI/DOJ

Airtel to All SACs
Re: Destruction of Field Files and Records

NOTE: All SACs are being advised that the destruction of documentary evidence which has been seized, subpoenaed or voluntarily contributed, holding no additional investigative or administrative value to the Government, for which the owner refused to accept return, may be destroyed with the concurrence of the responsible U. S. Attorney. This matter was coordinated with the Civil Division, U. S. Department of Justice, by Section Chief Robert W. Scherrer, Records Section, Records Management Division.

DATE: 02-03-2009
CLASSIFIED BY 60324 AUC DCG/DK/YMW
REASON: 1.4 (D)
DECLASSIFY ON: 02-03-2034

Memorandum

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

~~SECRET~~

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1, 6)
DATE 08-24-2011

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. McCreight

From : R. W. Scherrer

Subject : DESTRUCTION OF RECORDS - General Bureau
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to provide guidelines for preservation/destruction authority for records maintained by FBIHQ divisions in accordance with approval granted by the Archivist of the United States and resolution of the civil action, American Friends Service Committee, et al. v. WILLIAM H. WEBSTER, et al.

RECOMMENDATION: That instant memorandum be referred to FBIHQ divisions for appropriate action/information.

APPROVED:	Adm. Servs.	Laboratory
	Crim. Inv.	Legal Coun.
Director		Off. of Cong. & Public Affs.
Exec. AD-Adm.	Ident.	Rec. Mgnt
Exec. AD-Inv.	Inspection	Tech. Servs.
Exec. AD-LES	Intell.	Training

66-3286-1409

DETAILS: As the result of the preliminary injunction issued in the American Friends action on 1/10/80, all FBI record destruction programs were suspended. On 9/12/80, HQ divisions were provided with limited destruction authority based on modified orders issued by the Court. Recipients were cautioned that record destruction in the areas of machine readable, audiovisual, informational services, security and protective service, and certain personnel records would continue to be restricted until the records had been appraised by NARA and approval granted by the Court.

66-3286
1 - 66-19249
1 - Mr. Glover
1 - Each Assistant Director
1 - Mr. Scherrer
1 - Mr. Moschella
1 - Mr. Stoops
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:rlf (19)

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

10 FEB 17 1987

Classified by: 6383 VRT/AG
Declassify on: OADR

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11 MAR 17 1987

~~SECRET~~ 10/15/03
~~CLASSIFIED BY: AUC 60290 BCE/DCG/ymw~~
~~REASON: 1.4 (D)~~
~~DECLASSIFY ON:~~
As Amended

Downgraded Copy Filed in

FBI/DOJ

~~SECRET~~

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Legal Counsel memorandum to the Director, dated 9/26/86, has provided the authority to proceed with a record disposition program, based on resolution of American Friends and approval of the FBI Records Retention Plan and Disposition Schedule prepared by the FBI and NARA and presented to the Court on 11/9/81. The Schedule provides explicit instructions for disposition of the foregoing records, although primary consideration was directed to the investigative, applicant, and general files of the central records system, including records of the field offices and Legats. The latter category permits destruction of security/applicant cases after 30 years and criminal cases after 20 years at FBIHQ; after 20 years for security/applicant and 10 years for criminal cases in Office of Origin; and after 1 year in auxiliary offices and Legats, after permanent records have been identified and preserved and appropriate restrictions applied.

Guidelines have been prepared to encompass the records maintained by, or under the control of, FBIHQ divisions, with the exception of the Legal Counsel Division, which maintains no records. In the event that determination is made that the records should be maintained for reduced/extended periods, the Records Management Division will submit a formal request to NARA. Restrictions, such as pending litigation and administrative needs, should be considered prior to application of any destruction authority, and destruction of record categories created subsequent to 1981 should be held in abeyance for appraisal by NARA.

Disposition of records pertaining to budget papers; directory service; access, control, maintenance, and accountability of classified documents; research and development records; and emergency planning records may be a consideration for all HQ divisions; therefore, the following destruction/retention guidelines have been prepared as a general category:

(CONTINUED - OVER)

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Budget Background Records

Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, and originating offices' copies of reports submitted to the formal budget office.	DESTROY 1 year after the close of the fiscal year covered by the budget.

Directory Service Files

Correspondence, forms and related records which are gathered to compile routing slips, assignment charts and directory service listings. Records are requested by and received at central offices at FBIHQ to routinely update current listings.	DESTROY after distribution of new listing.

SECURITY AND PROTECTIVE SERVICE RECORDS

Document Receipt Files Classified documents receipts, relating to the receipt and issue of classified documents.	DESTROY when 2 years old.
DESTRUCTION CERTIFICATES Classified documents destruction certificates relating to the destruction of classified documents.	DESTROY when 2 years old.
Classified Document Inventory Files Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material.	DESTROY when 2 years old.

(CONTINUED - OVER)

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Top Secret Accounting and Control Files Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	DESTROY 5 years after documents shown on forms are downgraded, transferred, or destroyed.
Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	DESTROY when related document is downgraded, transferred, or destroyed.
Access Request Files Requests and authorizations for individuals to have access to classified files.	DESTROY 2 years after authorization expires.
Classified Document Container Security Files Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	DESTROY when superseded by a new form or list, or upon turn-in of containers.
Classified Documents Administrative Correspondence Files Correspondence files pertaining to the administration of security classification, control and accounting for classified documents.	DESTROY when 2 years old.
Personal Security Clearance Status Files	
Lists or rosters showing the current security clearance status of individuals	DESTROY when superseded or obsolete.

(CONTINUED - OVER)

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Classified or Classifiable Information Nondisclosure Agreements	
Copies of nondisclosure agreements, such as SF 189, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms should be maintained separately from personnel security clearance files	DESTROY when 50 years old.
Key Accountability Listings or Logs	DESTROY 3 years after turn-in of key.
Research and Development (R&D) Records	
Permanent records have been incorporated into Bureau files as a matter of policy; however, both permanent and temporary categories are set forth for guidance and information:	
R&D Program Files	
Program documents, schedules, and correspondence maintained by offices responsible for execution, review, and analysis of agency research and development programs, and relating to the general planning and supervision of the programs	PERMANENT. Transfer to NARA when 50 years old.
R&D Technical Committee and Board Files	
Agendas, directives, minutes of meetings and reports covering general operations of the committee or board, and papers relating to the establishment, revision, or termination of individual projects.	PERMANENT. Transfer to NARA when 50 years old.

(CONTINUED - OVER)

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Official file of the committee or board maintained by the Secretary, Chairman, or other designee.	PERMANENT. Transfer to NARA when 50 years old.
Copies of committee or board files distributed to members.	DESTROY when superseded or obsolete or upon termination of membership, whichever is earlier.

R&D Project Case Files

Records maintained at the laboratory or comparable level, reflecting a complete history of each project from initiation through research, development, design, and testing, to completion. They include procurement files, consisting of a copy of each contract or agreement for research services with related modifications, changes, or addenda; project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered to be essential to document design, modifications, and engineering development; technical and progress reports; notice of completion or cancellation; reference to the location of prototype models, films, or other items too bulky for inclusion in these files; and correspondence influencing the course of action taken on a project.	PERMANENT. Transfer to NARA when 50 years old.

R&D Source Data Files

Punch cards, electronic tape, or comparable media used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or	DISPOSE of when determined by competent agency research personnel that the files have served all research purposes.

(CONTINUED - OVER)

observations of a routine, repetitive nature, and used for reference in arriving at determinations in the conduct of research projects.

R&D Laboratory Notebooks Files

Notebooks containing technical and scientific data accumulating from the conduct of research and development:

Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not aid significantly to the project file.	DESTROY 6 months after completion or termination of the related project or projects.
Other notebooks.	PERMANENT. Transfer to NARA when 50 years old.

R&D Technical Report Files

Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project, article reprints, terminal narratives, statistical and graphic compilations, summarizations, and analyses.	PERMANENT. Transfer to NARA when 50 years old.

R&D Project Control Files

Copies of documents contained in project case files, preliminary sketches, drawings, specifications, and photographs determined by competent scientific and technical personnel not to be of sufficient value for incorporation	DESTROY upon completion or cancellation of project, or earlier, as they serve their purpose.

(CONTINUED - OVER)

into project case files, and correspondence concerning such administrative matters as travel, conferences, consultations, and transmittal of documents.

R&D General Correspondence Files

Correspondence of General Administrative or housekeeping nature (exclusive of papers containing scientific or technical data).	DESTROY when 2 years old.

R&D Summary Progress Reports Files

Reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects, and consolidated reports prepared therefrom:

Copies of reports retained by reporting offices.	DESTROY 1 year after completion or cancellation of related projects.
Feeder reports used for compilation of consolidated reports (excluding reports described below).	DESTROY upon submission of consolidated report.
Consolidated reports, consisting of an official file copy of each consolidated report and any feeder reports used for preparation thereof containing technical or scientific data not fully documented in the consolidated reports.	PERMANENT. Transfer to NARA when 50 years old.

R&D Technical Reference Files

Copies of technical reports, specifications, drawings, and other technical and scientific data received from government agencies, commercial concern, or other sources, used as a	DESTROY when superseded or obsolete.

reference source in the performance of the research and development function, but exclusive of official file copies of these documents.

Emergency Planning Records

Emergency Planning Case Files

Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related papers:

One record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	PERMANENT. Transfer to NARA when 50 years old.
Case file copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials.	DESTROY 3 years after issuance of a new plan or directive.

Emergency Directives Reference Files

Copies of directives and plans issued by the agency (other than described above), as well as those issued by FEMA, other Federal agencies, State and local governments, and the private sector.	DESTROY when superseded or obsolete.

Emergency Planning Reports

Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.	PERMANENT. Transfer to NARA when 50 years old.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Emergency Operations Tests Files

Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports (excluding consolidated and comprehensive reports).	DESTROY when 3 years old.

Emergency Planning Administrative Correspondence Files

Remaining correspondence files relating to administration and operation of the emergency planning program.	DESTROY when 2 years old.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS

Uniform Crime Reporting (UCR) Section

Record Set of UCR Publications

"Crime in the United States" "UCR Handbook" "Assaults on Federal Officers" "Bomb Summary" "Law Enforcement Officers Killed" "Manual of Police Records" UCR "Newsletter"	PERMANENT. Transfer to NARA when 30 years old. Issues of "Crime In the United States," 1930-1952 have been processed for transfer.

Automated Records

Return A File Supplement to Return A Report File Supplementary Homicide Report File The Law Enforcement Employees Report File Age, Sex, Race and Ethnic Origin File Arson File User Guides	PERMANENT. Transfer magnetic tapes to NARA when 2 years old.
Updated tapes resulting from revision in master tapes	PERMANENT. Transfer to NARA after verification process is completed.

Related Work Papers

Manuscripts

"Crime in the United States"	DESTROY 5 years after publication of annual.
UCR "Handbook" "Manual of Police Records"	DESTROY after subsequent edition is printed.

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Memorandum from R. W. Scherrer to Mr. McCreight
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"Assaults on Federal Officers" "Bomb Summary" "Law Enforcement Officers Killed"	DESTROY camera-ready copy after publication is printed.

Source Documents and Related Records

Return A Reports

Return A cumulative reports	DESTROY after 18 months.
Hard-copy record cards	DESTROY after 30 months after microfilm has been verified for completeness and accuracy.
Microfilmed record cards	DESTROY after 50 years or when administrative needs have expired, whichever is earlier.

Supplementary Homicide Reports (SHR)

Hard-copy reports	DESTROY after 18 months.

Supplement to Return A Report

Cumulative hard-copy reports	DESTROY after 18 months.
Hard-copy record cards	DESTROY after 30 months after microfilm has been verified for completeness and accuracy.
Microfilmed record cards	DESTROY after 50 years or when administrative needs have expired, whichever is earlier.

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The Law Enforcement Employees Report

Cumulative hard-copy reports	DESTROY after 2 years.
"Assaults on Federal Officers" publication source documents	DESTROY upon distribution of publication.
"Bomb Summary" publications source documents (FD-436) "Law Enforcement Officers Killed" publication source documents	DESTROY when administrative purposes have been served.
Quarterly UCR Reports (preliminary release)	DESTROY with exception of current and previous years.
Population source data	DESTROY after 3 years.
Correspondence	DESTROY when administrative needs have expired.

Public Affairs Section

Visitors, callers, tours with the Director.	PERMANENT. Transfer to NARA when 50 years old.
Visitors, callers, tours, excluding those with the Director	
For areas under maximum security.	DESTROY 5 years after final entry or 5 years after date of document, as appropriate.

For other areas	DESTROY 2 years after final entry or 2 years after date of document, as appropriate.
Interesting Case Summaries	
Brief summaries of investigative cases which have significant interest.	PERMANENT. Transfer to NARA when 10 years old.
Office Logs and Appointment Books of the Director, 1941-1972.	PERMANENT. Transfer to NARA when 50 years old.
Monographs prepared by the Research Section which include topics such as labor racketeering and Socialist Workers Party.	PERMANENT. Transfer to NARA when 50 years old.
Informational Services	
Record set of speeches, addresses, and comments by senior FBI personnel, including the Director. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of the agency. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural news media commentators. The format may be paper, audio or video tape or motion picture film.	PERMANENT. Transfer textual and audiovisual records to NARA when 30 years old.

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Record set of news releases. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce changes in policy, adoption of programs, and changes in senior personnel. The format may be paper, film, and video or sound recordings.	PERMANENT. Transfer textual and audiovisual records to NARA when 30 years old.
Nontextual materials, including audio and video tapes maintained by the Media Services Unit.	PERMANENT. Transfer to NARA when 30 years old.
Press Service Files	
Press service teletype news and similar materials.	DESTROY when 3 months old.
Publications	
Record set of the FBI Annual Report and Law Enforcement Bulletin.	PERMANENT. Transfer to NARA when 30 years old.
Scripts	
Scripts for the FBI television series, and related papers.	DISPOSAL NOT AUTHORIZED. NARA appraisal pending.
Indexes and Check Lists	
Bibliographies, check lists, and indexes of agency publications and releases.	DESTROY when superseded or obsolete.

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Information Request Files

Routine requests for information and copies of replies thereto, involving no administrative action, no policy decisions, and special compilations or research, and requests for and transmittals of publications, photographs, and other informational literature.	Hard copy: DESTROY 3 months after transmittal or reply. Automated: Proposed retention period of 6 months pending with NARA.
Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	DESTROY 3 months after acknowledgement or referral.
Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel, investigative, or general files.	DESTROY when 3 months old.
Routine Correspondence Handled by Preprinted Form.	DESTROY original correspondence after 90 days. DESTROY 3x5 index cards after 1 year.
Informational services project case files maintained in formally designated informational offices.	DESTROY 1 year after close of file or 1 year after completion of project.

Automated System

Bureau Mailing List	DESTROY/DELETE when administrative needs have expired.

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IDENTIFICATION DIVISION

Automated Systems

Automated Identification Division System (AIDS II) Minutiae Master File User-Fee System	DISPOSAL NOT AUTHORIZED. Further evaluation by NARA is required.
Computerized Criminal History (CCH) File	PERMANENT. Transfer all except court-ordered deletions to history file and offer to NARA when 30 years old.

For the information of the Identification Division, Classification 32 - Identification (Fingerprint Matters) was appraised by NARA and 500 sample cases; cases 1 - 10, 16171 - 16181, and 32343 - 32353; and sections 1 and 2 of the "0" (general) file were declared PERMANENT for transfer to the National Archives after 50 years. The remaining cases are disposable when 30 years old.

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TRAINING DIVISION

New Agents Training Classbooks	Review annually and destroy obsolete documents. Coordinate final destruction with Personnel Records to eliminate Special Agents Trainees listings from individual OPFs.
Hostage Rescue Team (HRT) candidates selection file	Review annually and destroy obsolete documents. Coordinate final destruction with Personnel Records to eliminate HRT candidates listings from individual OPFs.
National Center for the Analysis of Violent Crime (NCAVC)	DISPOSAL NOT AUTHORIZED. Disposition schedule pending with NARA.
Nontextual Records Material maintained by the Bureau Library at the Academy as Hoover era memorabilia	DISPOSAL NOT AUTHORIZED. Offer to NARA when 50 years old for final disposition determination.
Automated Files	
ACE: Academy Services File PTS: Police Training Schools File QSIS: Quantico Student Information System	DESTROY when administrative needs have expired.

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Audiovisual Records	
Audiovisual materials maintained by the Training Division (In order to clarify this record series, descriptive data from General Records Schedule #21 is being furnished directly to the Training Division.)	DISPOSAL NOT AUTHORIZED. Offer to NARA when 30 years old for final disposition determination.
Management Aptitude Program (MAP) Records	
MAP reports and workpapers.	DISPOSAL NOT AUTHORIZED. Evaluation by NARA is required.
Security and Protective Services Program Records	
Security Policy Files	
Manuals, directives, plans, reports and correspondence reflecting policies and procedures developed in the administration and direction of facilities security and protective services	PERMANENT. Transfer to NARA when 50 years old.
Security and Protective Services Administrative Correspondence Files	
Correspondence files relating to administration and operation of the facilities security and protective services programs (other than above)	DESTROY when 2 years old.
Survey and Inspection Files (Government-owned facilities)	
Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against	DESTROY when 3 years old, or upon discontinuance of facility, whichever is sooner.

(CONTINUED - OVER)

hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

Property Pass Files

Property Pass files, authorizing removal of property or materials	DESTROY 3 months after expiration or revocation.

Guard Assignment Files

Files relating to guard assignments and strength

Ledger records	DESTROY 3 years after final entry.
Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	DESTROY when 2 years old.

Personal Property Accountability Files

Files relating to accountability for personal property lost or stolen

Ledger files	DESTROY 3 years after final entry.
Reports, loss statements, receipts and other papers relating to lost and found articles	DESTROY when 1 year old.

Key Accountability Files

Files relating to accountability for keys issued

For areas under maximum security	DESTROY 3 years after turn-in of key.

For other areas	DESTROY 6 months after turn-in of key.

Visitor Control Files

Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

For areas under maximum security	DESTROY 5 years after final entry or 5 years after date of documents, as appropriate.
For other areas	DESTROY 2 years after final entry or 2 years after date of documents, as appropriate.

Facilities Checks Files

Files relating to periodic guard force facility checks

Data sheets, door slip summaries, check sheets, and guard reports on security violations	DESTROY when 1 year old.
Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in other files.	DESTROY when 1 month old.

Guard Service Control Files

Control center key or code records, emergency call cards, and building record and employee identification cards.	DESTROY when superseded or obsolete.

Round reports, service reports on interruptions and tests, and punch clock dial sheets	DESTROY when 1 year old.
Automatic machine patrol charts and registers of patrol and alarm services.	DESTROY when 1 year old.
Arms distribution sheets, charge records, and receipts	DESTROY 3 months after return of arms.

Logs and Registers

Guard logs and registers not covered elsewhere in this directive.

Central guard office master logs	DESTROY 2 year after final entry.
Individual guard post logs of occurrences entered in master logs.	DESTROY 1 year after final entry.

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ADMINISTRATIVE SERVICES DIVISION

Equal Employment Opportunity (EEO) Records.

Offical Discrimination Complaint Case Files.

Orginating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearing and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.	DESTROY 4 years after resolution of cases.

Copies of Complaint Cases Files.

Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	DESTROY 1 year after resolution of case.

Background Files.

Background records not filed in the Offical Discrimination Complaint Case Files.	DESTROY 2 years after final resolution of case.

Compliance Records.

Compliance Review Files.

Reviews, background papers and correspondence relating to contractor employment practices.	DESTROY when 7 years old.

EEO Compliance Reports.	DESTROY when 3 years old.
Employment Statistics Files.	
Employment statistics relating to race and sex.	DESTROY when 5 years old.
EEO General Files.	
General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.	DESTROY when 3 years old, or when superseded or obsolete, whichever is applicable.
EEO Affirmative Action Plans (AAP).	
Agency copy of consolidated AAP(s).	DESTROY 5 years from date of plan.
Agency feeder plan to consolidated AAP(s)	DESTROY 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
Report of on-site reviews of Affirmative Action Programs.	DESTROY 5 years from date of report.
Agency copy of annual report of Affirmative Action accomplishments.	DESTROY 5 years from date of report.

Budget Records Maintained Outside of FBI Central Records System

Budget related records maintained outside of the FBI's central records system span the period 1939 to the present and comprise approximately 300 feet of material. In the files accumulated between 1939 and 1979, records relating to budget formulation are intermixed with documents pertaining to budget execution, reflecting the fact that until 1979 both budget preparation and execution were performed by a single organizational unit of the Bureau. In 1979, however, a Budget Formulation and Presentation Unit was established to handle budget formulation while budget execution was left to an Accounting and Budget Analysis Unit; each unit maintains files documenting the execution of its mission and, therefore, records relating to budget formulation and budget execution are no longer intermixed. Files accumulated between 1939 and 1972 are in inactive storage in a basement storeroom adjacent to the Director's garage. These records are arranged chronologically by year and thereunder by subject. More recent records are maintained in offices of Budget and Accounting Section and its component units. Current files are maintained in three-year blocks, which are arranged alphabetically by subject and thereunder chronologically by year.

Records relating to budget preparation document the initial formulation of the FBI's budget and the revisions it undergoes in the course of its review by the Department of Justice, the Office of Management and Budget and finally, the Congress. Included are such materials as memorandums prepared by component units of the FBI outlining their programs and needs for the coming budget year; memorandums that document high level decisions made within the Bureau concerning budget questions; and records accumulated in connection with OMB and Congressional hearings, such as copies of bills and committee prints, internal FBI memos concerning the status of the FBI appropriation bill, and, most important, copies of printed and near print submissions of a formal nature containing FBI budget requests and related narrative explanations and justifications. Since 1979, the Budget Formulation and Presentation Unit has used the files plan enclosed as Attachment 1—most of its records are filed under "Congressional Affairs and Estimates," "Office of Management and Budget," and "Spring Planning Estimates."

Records relating to budget execution are a mass of fiscal accounting type documents, such as ledgers, vouchers, apportionment and reapportionment schedules, reports on the status of obligations, reconciliations, and similar materials, which document the allocation and disbursement of appropriated funds.

Staff of the Budget Formulation and Presentation Unit and the Accounting and Budget Analysis Unit insist that all of the 300 feet of records they control are copies and that the original documents can be found in the Central Records System. Examination of records maintained in current files areas tends to confirm this contention, as most of these documents are photocopies. However, the older materials stored in the basement of the Hoover Building contained a high proportion of original material, including documents and exhibits prepared for Director Hoover in connection with his appearances before Congressional committees and memorandums from component units of the FBI prepared at the start of the budget cycle. It is difficult to state with certainty whether or not copies of any or all of these older materials can be found in the Central Records System. However, an examination of samples of those 66 and 62 case files that most closely relate to budget matters (62-40772, House Appropriations Committee; 62-18217, Bureau of the Budget/OMB; 66-18000, FBI Budget and Accounting Procedures, and two 66 files on Appropriations), suggests that the older budget records in inactive storage do contain unique documents.

Regardless of the question of duplication in the central records system, there is no

reason why records relating to budget execution need to be retained permanently. These records are next to impossible to use for secondary research purposes, and, more important, sufficient data on how agences spend funds is available in budget formulation records. For these reasons, all agency budget execution records are scheduled for disposal in General Records Schedules 5 and 6. FBI fiscal accounting records do not differ significantly from the records of other agencies and, therefore, the relevant items of the GRS should govern their disposition. The disposition instructions contained in the GRS should apply to budget execution records maintained outside of the FBI's Central Records System and also to those segments of classification 66 that pertain solely to budget execution (i.e., 66-18147, Reconciliation of General Ledgers).

On the other hand, budget formulation records maintained outside of the Central Records System should be retained permanently. First, as noted above, there is not complete duplication between these records, particularly those predating 1973, and the appropriate 62 and 66 case files of the Central Records System. Second, budget preparation records outside of the Central Records System are more conveniently arranged for reference purposes so that many, if not most, researchers interested in FBI budget matters should be able to locate the information they need in these files and will not have to plow through the fragmented 62 and 66 case files that pertain to budget formulation. This would be particularly true of researchers interested in how much money the FBI requested for specific programs in a given year or time period and the justifications they used—researchers interested in the dynamics of the budget process, such as the Bureau's relationship with OMB and congressional committees, will find interesting material in these records, but they definitely will need to consult the relevant 62 and 66 files.

As noted at the outset, in records accumulated before 1979, budget formulation records are intermixed with fiscal accounting-type documents. The FBI should cull out these disposable materials before permanent budget preparation records are transferred to the National Archives. This would eliminate material of no value and would significantly decrease the volume—about half of the pre-1979 files consist of disposable records relating to budget execution.

Draft Disposition Instructions

Budget formulation files: PERMANENT. Cut off files every 3 years. Offer records to NARS in 3-year blocks ~~30~~ 50 years after cut off.

Budget execution files: TEMPORARY. Dispose of in accordance with relevant items of General Records Schedules 5 and 6.

Note 1: Records predating 1979 contain a mixture of permanent and temporary records. FBI will apply the above disposition standards before offering permanent records to NARS.

Note 2: Records predating 1973 are arranged chronologically by fiscal year. Permanent budget formulation records predating 1973 should be offered to NARS when ~~30~~ 50 years old.

ATTACHMENT 1

Budget Accounting System and Architecture
Bureauwide Information Program
Congressional Affairs and Estimates

Appropriation Bills
Authorization Bills
Call and Instructions

Citations and Statutory Authority
External Submissions
House Appropriations Matters
House Authorization Matters
House Judiciary Matters
House Perm. Intell. Matters
Misc. Info. (Calendar Year 1981)
Senate Appropriations Matters
Senate Authorization Matters
Senate Judicary Matters
Senate Select Intell. Matters

Congressional Record Reports
DOJ Matters - Misc.
Direct Agent Work-year (DAWY) Reports
EEO Matters
FBI Financial Plan/Status
FBI Financial Profile
Federal Productivity Program
Field Office Support Personnel Allocation
Internal Budget Process — Analyses and Recommendations; Decisions and Approvals; Instructions; Submissions

Justice Management Division — Analyses and Hearings; Submissions

Management-By-Objectives (MBO) Program
Miscellaneous Matter - General
National Foreign Intelligence Program (NFIP)
Office of Management and Budget — Allowance (Marks) and Appeals; Call and Instructions; Exhibits; External Submissions; Galleys; Hearings; Misc. Correspondence; M.O.D.E. Matters; Press Conference

Program Evaluation and Studies
Reorganization
Reprogrammings
Resource Management and Allocation
SAC Letters and Memos
Spring Planning Estimates — Call and Instructions; Analysis and Recommendation; Hearing and Appeals; External Submissions; Misc. Correspondence

Retention Plan for the Records of the Federal Bureau of Investigation, November 9, 1981, Appendix A, Appraisal of FBI Records.

Memorandum from R. W. Scherrer to Mr. McCreight
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Budget Records

Unclassified budget formulation records documenting the development of the Bureau's budget and its revision by the Department of Justice, the Office of Management and Budget, and the Congress.

PERMANENT. Transfer to NARA when 50 years old.

Budget Policy Files

Correspondence or subject files in formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

PERMANENT. Transfer to NARA when 50 years old.

Budget Estimates and Justification Files

Budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.

PERMANENT. Transfer to NARA when 50 years old.

Budget Correspondence Files

Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered by above authorities.

DESTROY when 2 years old.

Budget Background Records

Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of the PERMANENT

DESTROY 1 year after the close of the fiscal year covered by the budget.

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budget estimates, and originating offices' copies of reports submitted to the formal budget office.

Budget Reports Files

Periodic reports on the status of appropriation accounts and apportionment

Annual report (end of fiscal year).	DESTROY when 5 years old.
All other reports.	DESTROY 3 years after the end of the fiscal year.

Budget Apportionment Files

Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	DESTROY 2 years after the close of the fiscal year.

Accountable Officers' Files

Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records.	DESTROY 6 years, 3 months, after period covered by account.
Accounts and supporting documents pertaining to American Indians	Disposition not authorized.

All other records described with the original accountable officers' accounts.	DESTROY 6 years, 3 months, after period covered by account.
Memorandum or extra copies of accountable officers' returns, including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered above.	DESTROY 3 years after the period of the account.
GAO Exceptions Files	
General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	DESTROY 1 year after exception has been reported as cleared by GAO.
Certificates Settlement Files	
Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.	
Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	DESTROY 2 years after date of settlement.
Certificates covering period settlements.	DESTROY when subsequent certificate of settlement is received.
General Fund Files	
Records relating to availability, collection, custody and deposit of funds, including appropriation warrants and certificates of deposit.	DESTROY when 3 years old.

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Accounting Administrative Files

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

Files used for workload and personnel management purposes.	DESTROY when 2 years old.
All other files.	DESTROY when 3 years old.

Federal Personnel Surety Bond Files

Official copies of the bond and attached powers of attorney.

Bonds purchased before 1/1/56.	DESTROY 15 years after bond becomes inactive.
Bonds purchased after 12/31/55.	DESTROY 15 years after the end of the bond premium period.
Other bond files, including other copies of bonds and related papers.	DESTROY when bond becomes inactive or after the end of the bond premium period.

Gasoline Sales Tickets

Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	DESTROY after GAO audit or when 3 years old, whichever is sooner.

Telephone Toll Tickets

Originals and copies of toll tickets filed in support of telephone toll call payments.	DESTROY after GAO audit or when 3 years old, whichever is sooner.

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Telegrams	
Originals and copies of telegrams filed in support of telegraph bills.	DESTROY after GAO audit or when 3 years old, whichever is sooner.
Automated Files Related to Financing	
Performance Appraisal Merit Pay File (PAMPS) Payroll File (PAY) Electronic Reservations and Ticketing System Purchase Order File (ERTS) Accounting Voucher Files (13) (VOU) Auto Inventory File (AUTO) Federal Procurement Data File (FPDS) Program Index File (IND) Cost Accounting System File (CAS) (Includes TURK: Time Utilization Record Keeping data) Property Accounting System File (PAS)	DESTROY/DELETE when administrative needs have expired.
Automated Payroll System	
Master payroll and accounting records	DESTROY after 3 years.
Federal Tax Files	DESTROY after 4 years.
Auxiliary files pertinent to main payroll functions	DESTROY after 3 pay periods to 3 years, depending on support files need for any retroactive or audit purposes.
TURK	
Bi-weekly magnetic tape	DELETE after 3 years.
Hard-copy records	DESTROY after 3 years.
Cost-Reports ledgers and forms	DESTROY after 3 years.

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Machine records

Detail cards	DESTROY when 6 months old.
Summary cards	DESTROY when 6 months old.
Tabulations	DESTROY when 1 year old.

PERSONNEL SECTION

Employee Performance File System Records

Non-SES Appointees

Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	DESTROY after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.
Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	DESTROY upon supersession.
Performance-related records pertaining to a former employee.	DESTROY when 3 years old or when no longer needed, whichever is sooner.
All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.	DESTROY 3 years after date of appraisal.
Supporting documents.	DESTROY 3 years after date of appraisal or when no longer needed, whichever is sooner.

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SES-Appointees	
Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	DESTROY upon supersession.
Performance-related records pertaining to a former SES appointee.	Disposition pending.
All other performance appraisals, along with job elements and standards (job expectations) upon which they are based.	DESTROY 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.
Supporting documents.	DESTROY 5 years after date of appraisal or when no longer needed, whichever is sooner.
Presidential appointees.	Disposition pending
Merit Promotion Case Files	
Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, excluding any records that duplicate information in the promotion plan, in the Official Personnel Folders, or in other personnel records.	DESTROY 2 years after the personnel action or after the action has been audited by OPM, whichever is sooner.
Grievance, Disciplinary and Adverse Action Files	
Correspondence and memoranda relating to the FBI's review of grievances and adverse actions (removal, suspension). If an appeal is taken to the MSPB, the	DESTROY 5 years after case i resolved.

file will include affidavits, interrogatories and answers thereto, briefs, and copies of MSPB decisions.

Personnel Counseling Records

Memoranda describing sessions in which FBI officials counseled individual employees regarding their work performance and personal problems.	DESTROY 3 years after termination of counseling.
Records created in planning, coordinating, and directing counseling programs.	DESTROY when superseded or obsolete.

Standards of Conduct Files

Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	DESTROY when obsolete or superseded.

Conflict of Interest Disclosure Reports

Standard Form 278, Executive Personnel Financial Disclosure Report, containing financial information on the following: income and interests in property; purchases, sales, and exchanges; gifts and reimbursements; and liabilities. Reports are filed annually by persons who are GS 16 and above.	DESTROY when 6 years old.

Labor Management Relations Record

Correspondence, forms, and background papers related to labor arbitration cases, filed in 197 classification.	Disposition determined by authorities established for 197 classification.

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Individual Employee Health Case File	
Forms, correspondence and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, excluding pre-appointment physical examinations and disability retirement and fitness for duty examinations which are filed in the Official Personnel Folder(OPF).	DESTROY in accordance with disposition of OPF. (Disposition currently suspended for government-wide review by NARA)
Personal Injury Files	
Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the OPF and copies submitted to the Department of Labor.	DESTROY when 5 years old.
Tabulation of Work-Related Injuries	
Tabulations provide the name of the employee and the date on which he/she was furnished with a Bureau of Employee Compensation form. In some cases, the entry specifies the injury.	DESTROY when 5 years old.
Alcoholism Program Participant Files	
Correspondence and memoranda documenting the referral of employees to the alcoholism program, the results of any counseling that may have occurred, and recommendations for and results of treatment.	DESTROY when 3 years old.

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Selective Service and Reserve Matter Index	
Alphabetical listing for employees to show military service or reserve status.	DESTROY when no longer applicable or upon separation from service, whichever is earlier.
Employee Housing Requests	
Forms requesting agency assistance in housing matters, such as rental or purchase.	DESTROY when 1 year old.
Blood Donation Records	
Donation Cards identify the employee donor and dates on which he/she donated blood. Request Cards identify individual requiring blood donation and his/her relationship with an FBI employee.	DESTROY when no longer applicable.
Automated Files Related to Personnel	
Personnel Information Network System (PINS) Personnel Automated Network System (PANS) Personnel Statistics System (STAT) Aviation Skills File (PILOT) Agent Answer Sheet File (AAS) Career Development Program (CDP) Quantico Training Facilities File (QTF)	DESTROY/DELETE when administrative needs have expired.
Security Access Control System (SACS)	
Automated files	DESTROY when 1 year old or when administrative needs have expired, whichever is later.

Hard copy computer listings	DESTROY when 6 months old or when administrative needs have expired, whichever is later.
Cards containing badge information on other government personnel, contractors, vendors, etc.	DESTROY when administrative needs have expired.
Duplicate badges maintained on individuals who are granted permanent access.	DESTROY when access is no longer required or upon separation or transfer.

Facilities Security and Protective Services Records

Security Policy File

Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs relating to facilities security and protection.	PERMANENT. Transfer to NARA when 50 years old.

Security and Protective Services Administrative Correspondence Files

Correspondence files relating to administration and operation of the facilities security and protective programs (other than above).	DESTROY when 2 years old.

Survey and Inspection Files (Government-owned facilities)

Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against	DESTROY when 3 years old.

hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

Property Pass Files

Property pass files, authorizing removal of property or materials.	DESTROY 3 months after expiration or revocation.

Guard Assignment Files

Files relating to guard assignments and strength.

Ledger records	DESTROY 3 years after final entry.
Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	DESTROY when 2 years old.

Police Functions Files

Files relating to exercise of police functions.

Ledger records of arrest, cars ticketed, and outside police contacts.	DESTROY 3 years after final entry.
Reports, statements of witnesses, warning notices, and other case papers relating to arrest, commitments, and traffic violations.	DESTROY when 2 years old.

(CONTINUED - OVER)

Reports on contact of outside police with building occupants.	DESTROY when 1 year old.
Personal Property Accountability Files	
Files relating to accountability for personal property lost or stolen.	
Ledger files.	DESTROY 3 years after final entry.
Reports, loss statements, receipts, and other papers relating to lost and found articles.	DESTROY when 1 year old.
Key Accountability Files	
Files relating to accountability for keys issued.	
For areas under maximum security.	DESTROY 3 years after turn-in of key.
For other areas.	DESTROY 6 months after turn-in of key.
Visitor Control Files	
Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	
Records of visitors for the Director.	PERMANENT. Transfer to NARA when 50 years old.
Remaining records.	
For areas under maximum security.	DESTROY 5 years after final entry or 5 years after date of document, as appropriate.

For other areas.	DESTROY 2 years after final entry or 2 years after date of documents, as appropriate.

Facilities Checks Files.

Files relating to periodic guard force facility checks.

Data sheets, door slip summaries, check sheets, and guard reports on security violations (except those incorporated into official case files).	DESTROY when 1 year old.
Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in other files.	DESTROY when 1 month old.

Guard Service Control Files

Control center key or code records, emergency call cards, and building record cards.	DESTROY when superseded or obsolete.
Round reports, service reports on interruptions and tests, and punch clock dial sheets.	DESTROY when 1 year old.
Automatic machine patrol charts and registers of patrol and alarm services.	DESTROY when 1 year old.
Arms distribution sheets, charge records, and receipts.	DESTROY 3 months after return of arms.

Log and Registers

Guard logs and registers not covered above.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Central guard office master logs.	DESTROY 2 years after final entry.
Individual guard post logs of occurrences entered in master logs.	DESTROY 1 year after final entry.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

RECORDS MANAGEMENT DIVISION

Operations Section

Out-of-Service Payroll Cards

Cards on employees who were transferred or separated on or before 12/31/47.	DESTROY 60 years after earliest personnel action date.
Cards on employees who were separated or transferred on or after 1/1/48	DESTROY 3 years after separation or transfer of employee.

Records Section

Automated Systems

Automated Records Management System (ARMS) Automation of Incoming Mail Serialization (AIMS) File Automated Control System (FACS) Headquarters General Index (HQGI)	DISPOSAL NOT AUTHORIZED. Further evaluation by NARA is required.

Official Personnel Folder (OPF)

OPFs covering periods of employment terminated prior to 1/1/21.	PERMANENT. Transfer to NARA 30 years after date of last document in file.
OPFs of officials holding the positions of Section Chief, Special Agent in Charge, Legal Attache, their equivalent and superior positions.	

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

OPFs of recipients of the Attorney General's Award, Rockefeller Public Service Award, or equally distinguished awards.	
OPFs of Special Agents killed in the line of duty or received wide media attention in connection with alleged wrongdoing.	
OPFs containing documents bearing the marginalia of former Director Hoover and the person occupying the Number Two position in the Bureau.	
Related index cards and abstracts.	
Remaining Out-Of-Service OPFs	
OPFs which do not meet criteria for permanent retention.	DESTROY 75 years after birthdate of employee or 60 years after the date of the earliest document in file (if birthdate cannot be determined) provided the employee has been separated for at least 5 years, and the folder has no historical value.
Remaining index cards.	DESTROY with related OPFs.
Applicant	
67-1 Applicant - General 67-8 Applicant - General	DESTROY when 2 years old if application did not result in employment.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Subfiles - "Special Files"

Subfiles to Headquarters Divisions, Field offices, and Legats files, numbered 2 (Personnel Guidance), 4 (Civil Service), and 5 (Position Classification)	DESTROY when 2 years old or when administrative needs have been met, whichever is later.

"Special Files"

Remaining files related to general administration and operation of personnel functions - Special Files.	PERMANENT. Transfer to NARA when 50 years old.

Remaining Abstracts

Abstracts relating to the Special Intelligence Service, 1940-1948; Out-of-Service personnel; and Applicants who were never employed.	PERMANENT. Transfer to NARA when 50 years old.

Individual Employee Health Case Files

Forms, correspondence, and other records related to employees' medical history, occupational injuries, diseases, and physical examinations.	Handle according to disposition of OPF.

Grievance, Disciplinary and Adverse Action Files

Records originating in a review of grievances and appeals raised by agency employees and adverse action against an employee.	DESTROY 5 years after the case is resolved.

Trainees Listings

Special Agent and Hostage Rescue Team trainees' listings filed in the OPF.	DESTROY upon notification by the Training Division.

(CONTINUED - OVER)

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Electronic Surveillance (ELSUR) Index

Principal (subject) cards Proprietary interest cards "Overhear" cards and remaining cards, such as early "Mention" cards.	PERMANENT; however, will be retained at FBIHQ.

Forms, Reports, Manuals

Record set of Forms, and set of FBI unclassified formal manuals.	PERMANENT. Transfer to NARA when 30 years old.

Freedom of Information/Privacy Acts (FOIPA) Section

The '00' (policy) file, cases 190-1 and 190-3, a sample of 500 cases, and cases litigated before the Supreme Court have been declared PERMANENT for transfer to NARA from the 190 classification. Disposal is not authorized for cases 190-4 through 190-10 and additional review by NARA will be required to determine appropriate disposition. Case 190-2 and remaining case files are disposable unless, through analysis, the individual cases meet the exceptional criteria for PERMANENT retention, or the contents are restricted by pending litigation. Basically, the 190 case files are disposable after 2 - 5 years; civil actions after 20 years.

Automated System

FOIPA File	DELETE/DESTROY when administrative needs have expired.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

INTELLIGENCE DIVISION

Monographs

Monographs prepared by the Research Section. An archival set of monographs has been prepared, as well as a reference set for the Research Unit, OCPA.	PERMANENT. Transfer to NARA when 50 years old.

Automated Systems

Intelligence Information System (IIS)	DISPOSAL NOT AUTHORIZED. Further evaluation by NARA is required.
Computerized Telephone Number File, Intelligence (CTNF)	DESTROY when administrative needs have expired.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Specialized Indices

Mail Cover Index	PERMANENT. Transfer to NARA after 50 years.
Foreign Counterintelligence Asset Index National Security Electronic Surveillance Card File National Security Electronic Surveillance File National Security Electronic Surveillance Statistics File	PERMANENT. Will be retained at FBIHQ.
Leased Line Letter Request Index Mail Cover Statistics Index Toll Record Request Index	DESTROY when administrative needs have expired.

It should be noted that administrative indices maintained by field offices as published in the Federal Register are disposable when administrative needs have expired, with the exception of the ELSUR index.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Classified Indexes

(S) [redacted] PERMANENT. Will be retained at FBIHQ.

(S) [redacted] PERMANENT.

(S) [redacted] PERMANENT.

b1

(S) [redacted] PERMANENT.

(S) [redacted] DESTROY when administrative needs have expired.

(U) Expellee Index [redacted] PERMANENT.

(U) Foreign Counterintelligence and International Terrorism Investigative Index [redacted] DESTROY when administrative needs have expired.

Classified Alphabetical Retrieval and Reference Index PERMANENT.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

CRIMINAL INVESTIGATIVE DIVISION

Research Monographs

Monographs prepared by the Research Section	PERMANENT. Transfer to NARA when 50 years old.

Identification Orders, Wanted Fliers

Master set of Identification Orders and Wanted Fliers	PERMANENT. Transfer to NARA when 50 years old.

Administrative Indices, Albums, Listings

Administrative Index (ADEX) Extremist Photo Album Identification Order Fugitive Flier File Key Extremist Program Listing La Cosa Nostra Membership Index Symbionese Liberation Army Index Top Ten Program File Wanted Flyers File Weatherman Photo Album	PERMANENT. Transfer to NARA when 50 years old.
Criminal Informant Index Extremist Informant Index Key Activist Program Photo Album Security Informant Index Top Echelon Criminal Informant Program	PERMANENT. Will be retained at FBIHQ.
Associates of DEA Class I Narcotics Violators Listing Background Investigation Index - Department of Justice Background Investigation Index - White House, other Executive agencies, and Congress Check Circular File Con Man Index DEA Class I Narcotics Violators Listing	DESTROY when administrative needs have expired.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

FBI Wanted Persons Index Foreign Police Cooperation Index Fugitive Bank Robbers File Gambling Case Listing Kidnapping Book Military Deserter Index National Bank Robbery Album Selective Service Violators Index Skyjack Fugitive Album Witness Security Program Index	
White House Special Index	DESTROY upon notification of resolution of Abramson v. FBI, et al.
Automated Systems	
Federal Statistics File (FED) Organized Crime Statistics File (ORC) Bank Robbery Statistics File (BRU) Informant Information File (INF)	PERMANENT. Transfer to NARA when 30 years old.
Organized Crime Information System (OCIS) Terrorist Information System (TIS)	DISPOSAL NOT AUTHORIZED. Further evaluation by NARA is required.
Investigative Support Information System (ISIS) Computerized Telephone Number File, Organized Crime and Gambling (CTNF) Monthly Administrative Reports (MAR) Narcotics Matters (NAR) Procheck System (PRO) Bank Fraud Statistics (BFR) Gambling Information	DESTROY when administrative needs have expired.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

Form FD-467

Form FD-467, Statistical Reporting Form, prepared and submitted by field offices, entered in data base at FBIHQ and used for analytical, comparative, and statistical purposes.	DESTROY when 2 years old or when no longer meeded, whichever is earlier.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

LABORATORY DIVISION

Administrative Indices, Files

Anonymous Letter File Car Ring Theft Working Index Evidence Control Index False Identities Index National Fraudulent Check File Night Depository Trap Index	DESTROY when administrative needs have expired.

Automated Files

Art File Bank Robbery Note File Criminal Laboratory Information System(CLIS)	DESTROY when administrative needs have expired.
Scientific Management Information Retrieval System (SMIRS)	DISPOSAL NOT AUTHORIZED. Further evaluation by NARA is required.

Nontextual Records

Nontextual records, including three dimensional objects and photographs of fraudulent checks and bank robbery notes:	
Known Samples	DESTROY when 5 years old.
Questioned Samples	DESTROY when 3 years old.

For the information of the Laboratory Division, 500 sample cases in the 95 classification (Laboratory Cases - Examination of Evidence in other than Bureau Cases) have been declared PERMANENT and will be transferred to NARA when 50 years old. Remaining case files may be destroyed when 20 years old.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

TECHNICAL SERVICES DIVISION

Signal Analysis Unit

Audio tapes processed by the Signal Analysis Unit:

Tapes processed in conjunction with FBI cases and returned to field offices	DESTROY when administrative or investigative value terminates.
Tapes processed on behalf of local law enforcement agencies	DESTROY when administrative or investigative value terminates.
Copies of tapes maintained by the Signal Analysis Unit	DESTROY when administrative or investigative value terminates.

Sound Recording Reference File(SRRF)

Phonorecords maintained for comparison purposes.	DESTROY on an ad hoc basis when obsolete, superseded, or when current agency use ceases.

NCIC Files

Stolen Vehicle File Stolen License Plate File Stolen/Missing Gun File Stolen Article File Securities File Boat File	DESTROY/DELETE when administrative needs have expired.
Computerized Criminal History (CCH) File	PERMANENT. Transfer all except court-ordered deletions to a history file. Transfer

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

	to NARA after 30 years.
Wanted Persons File Missing Persons File	DISPOSAL NOT AUTHORIZED. Transfer all except court-ordered deletions to a history file.
NCIC and NCIC Computerized Criminal History (CCH) transaction tapes (previously authorized)	DESTROY after 6 years or when administrative needs have expired, AFTER creation of above history files.

Field Office Information Management System (FOIMS)

New York General Index (NYGI) Serial Summary File (Richmond only) Exhibits File (Richmond) Index File (Richmond) Vehicle File (Richmond)	DISPOSAL NOT AUTHORIZED. Further evaluation by NARA is required.

For the information of TSD, the automated systems and retention/disposal authority for remaining FBIHQ divisions are included in the divisional breakdowns herein. Disposal of any remaining systems is not authorized.

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

INSPECTION DIVISION

Inspection Reports/Summaries	PERMANENT. Transfer to NARA when 50 years old.
Inspection Workpapers	DESTROY when 2 years old or when administrative needs have expired, whichever is applicable.
Audit Trails	DESTROY when 2 years old or when administrative needs have expired, whichever is applicable.

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 11/6/86

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS MANAGEMENT DIVISION,
RECORDS DISPOSITION AND ARCHIVAL
SUBUNIT)

FROM: SAC, MIAMI (66-1414)

DESTRUCTION OF Bureau RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 11/7/86

Re Bureau airtel to Miami, dated 10/22/86

Under seperate covers are five (5) boxes containing files requested by referenced airtel. The following files are not included, an explanation and their replacements are listed below:

12-29 destroyed replaced with 12-47

12-237 unable to locate replaced with 12-239

12-393 consolidated into 245-159

12-705 consolidated into 245-74

12-1277 unable to locate replaced with 12-1301

3 - Bureau
(1 package copy)
1 - Miami
MBH:mdl
(4)

66-3286-1410

6 NOV 12 1986

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw

12-1485 consolidated into 245-331

12-1693 converted replaced with 12-1699

196-153 destroyed replaced with 196-165

196-313 destroyed replaced with 196-317

196-633 consolidated into 196-877

196-1273 consolidated into 196-1435

196-2313 converted replaced with 196-2315

201-52 converted replaced with 201-48

223-11 unable to locate replaced with 223-13

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. McCreight AM/Rec

Date 11/17/86

From : R. W. Scherrer RWS

Subject: ~~MORATORIUM ON FBI~~ Destruction of Bureau Property RECORDS DESTRUCTION

PURPOSE: The purpose of this memorandum is to provide the Departmental response to our request for relief from the moratorium on destruction of security-related records which has been in effect since 1/16/78.

RECOMMENDATION: None. For information.

APPROVED:

Director ____
Exec. AD-Adm. ____
Exec. AD-Inv. ____
Exec. AD-LES ____

Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Inspection ____
Intell. ____

Laboratory ____
Legal Coun. ____
Off. of Cong. & Public Affs. ____
Rec. Mgnt. AM/Rec
Tech. Servs. ____
Training ____

DETAILS: By letter dated 1/15/86, to the Assistant Attorney General, Office of Legal Counsel, the Legal Counsel Division expressed the need to resolve the self-imposed moratorium on the destruction of security-related records in anticipation of the resolution of the American Friends action. The moratorium has been observed since 1/16/78 in view of the discovery proceedings which were pending against former FBI employees, Messrs. Gray, Felt, Miller and Kearney, and relief was necessary to fully implement the Records Retention Plan and Disposition Schedule. By Order and Memorandum dated 9/8/86, in the American Friends action, the Plan was accepted by the Court.

Enclosure Encl Det & handled seperately 1-6-87 PH
66-3286

1 - Mr. Clarke
2 - Mr. Davis (Attn: Mr. [redacted])
(Attn: Mr. Collingwood)
1 - Mr. Geer (Attn: Mr. [redacted])
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - 62-318
1 - 66-19249
CMG:cgz (12)

(CONTINUED - OVER)

b6
b7C

W257
DE-101

66-3286-1413

ENCLOSURE

JAN 6 1987

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/09/13 BY AUC 60290 BCE/DCG/lmw

60 JUN 22 1987

FBI/DOJ

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Moratorium on FBI Records Destruction

By Memorandum to Section Chief Robert W. Scherrer, Records Section, Records Management Division, dated 11/6/86 (copy attached), Mary C. Lawton, Counsel for Intelligence Policy, Office of Intelligence Policy and Review, advised that representatives of the FBI and Departmental entities agreed that the FBI could begin implementing the Records Disposition Schedule. Ms. Lawton addressed the destruction of duplicate tapes of Foreign Intelligence Surveillance Court-approved electronic surveillances and requested to be kept advised on FBI internal procedures and guidance on this matter. This aspect will be handled by the Records Section.

0-9 (Rev. 8-16-79)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 11/3/86

FROM: Director, FBI (66-3286 Sub B)

TO: All SACs
All Legats

DESTRUCTION OF FIELD FILES AND RECORDS

ReButel 9/22/86, captioned as above, advising that the injunction issued on 1/10/80 in the civil matter "American Friends Service Committee, et al v. William H. Webster, et al," U. S. District Court, District of Columbia, was vacated by Order and Memorandum filed in the U. S. District Court, District of Columbia, 9/9/86.

Resolution of the foregoing litigation now makes it possible for the field to destroy the following records as specified:

CASE ASSIGNMENT CARDS

Original closed/RUC'd case assignment cards, FD-1C and FD-1D, are to be filed in classification and file number order by year and month closed/RUC'd. Destroy on a monthly basis after each inspection plus one year.

Duplicate closed/RUC'd case assignment cards (green for office of origin and pink for auxiliary office) are to be filed in classification and file number order behind the name of the employee to whom the case was assigned. Duplicate assignment cards may be destroyed after each inspection. However, the SAC may authorize a longer retention period if desirable.

MAILED 12
NOV 19 1986
FBI

66-3286-1414

1 - Mr. Otto
1 - Mr. Revell
1 - Mr. Glover
1 - Each Assistant Director
1 - Mr. [redacted]
1 - Mr. Christensen
1 - Mr. Scherrer
TBD:cgz (170)

1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Miss [redacted]
1 - Mr. [redacted]
1 - Miss [redacted]
1 - Manuals Desk

b6
b7C

FEB 3 1987

Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech.
Trainin
Telephone Rm.
Director's Sec'y

APR 24 1987

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

The foregoing instructions are applicable to the manual case assignment cards only. The case management information presently being captured in the Field Office Information Management System (FOIMS) is not to be purged or deleted at this time except in those instances where it is necessary to modify and/or delete an incorrect record. The FOIMS data is classified as "machine readable" records, which will be the subject of a future evaluation by the National Archives and Records Administration (NARA) for the purpose of developing a Disposition Schedule for such records. You will be advised separately regarding retention/disposition policy for machine readable records.

It is to be noted that instructions set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.5.3(2), page 303, concerning the use of master assignment cards as ticklers for the file destruction program are no longer valid inasmuch as the current Records Retention Plan and Disposition Schedule requires that the entire closed files population be reviewed to identify and mark for preservation and eventual transfer to the NARA files having historical or research value. Consequently, date for file destruction cannot be determined until this exercise is completed.

ALIAS/FALSE IDENTIFICATION

Buairtel to SAC, Albany and all offices, 12/29/77, captioned "Undercover Activities; Use of Alias/False Identification," established policy concerning the use, control and maintenance of alias/false identification. Further, BUairtel, supra, stipulated that "the destruction of false identification when no longer needed must be reported to FBIHQ promptly and a certification made in field office control file by appropriate personnel that destruction was accomplished."

Buairtel to all SACs, 6/16/80, entitled "Destruction of Field Files and Records" suspended the destruction of alias/false identification as a result of the 1/10/80 order issued in the above-mentioned American Friends Service Committee litigation. Inasmuch as the foregoing litigation has been resolved, you may now dispose of alias/false identification in accordance with instructions set forth in the aforementioned 12/29/77 BUairtel to SAC, Albany and all offices.

DUPLICATE FIELD FILES IN RESIDENT AGENCIES

When the investigative matter to which the duplicate field office file pertains is closed/RUC'd the duplicate file in the resident agency is to be promptly forwarded to the field headquarters city office where a serial-by-serial match is to be

made with the original file. Any serials in the duplicate file that bears "action" notations, i.e. notations issuing instructions, notations requesting action be taken, notations of certification that action was taken, etc., not appearing on the original file copy of the serial must be matched with and filed adjacent to the original serial. Remaining serials in the duplicate file not bearing notations, supra, may be destroyed. The employee destroying duplicate copies of serials is to initial and date the top (last) serial in the original file and note thereon that extra copies have been purged and destroyed pursuant to instructions set forth in this communication.

EXTRA/DUPLICATE COPIES OF SERIALS IN INVESTIGATIVE AND ADMINISTRATIVE FILES

Extra/duplicate copies of serials in investigative files that do not bear "action" notations, as described in the above paragraph, may be purged and destroyed at the time the case is closed/RUC. Extra/duplicate copies of serials in administrative files may be destroyed at any time. Again, particular care should be taken to ensure that copies of serials bearing "action" notations not recorded on the original serials are retained along with the original file copy. It is reiterated that the employee destroying extra/duplicate serials is to initial and date the top (last) serial in the original file and note thereon that extra copies have been purged and destroyed pursuant to instant communication.

SERIALS/INDEX CARDS PURGED PURSUANT TO PREVIOUSLY AUTHORIZED DESTRUCTION PROGRAM - MATERIAL NOT DESTROYED DUE TO THE 1/10/80 INJUNCTION REFERRED TO ABOVE

Serials/Index cards purged for destruction pursuant to the authorized destruction program predating the aforementioned 1/10/80 injunction, may now be destroyed. If only the serials were purged, and because of other priorities the corresponding index cards were not removed from the general indices, it will not be necessary to purge the indices at this time. In other words, the serials may be destroyed without purging from the general indices the corresponding index cards. However, the SAC may, at his/her discretion, require that the indices be purged.

To aid in tracking space recovered as a result of the Field File Destruction Program, it is requested that each field office maintain in an appropriate control file a continuing record of the cubic feet of material destroyed. To assist in computing cubic feet of record material stored in various and sundry equipment, you may refer to the "table of equivalence" set forth in Memorandum to all SACs number 33-82, dated 8/31/82, Paragraph (C), pages four and five.

Airtel to All SACs
Re: Destruction of Field Files and Records

In addition to above, several field offices have made inquiry concerning the marking of bulky exhibits for permanent retention and eventual transfer to the NARA and/or the disposition/destruction of documentary bulky exhibits. You are referred to Buairtel 4/17/84 entitled "Destruction of Records; National Archives and Records Service (NARS) Appraisal of FBIHQ and Field Office Records" for specific instructions regarding the marking of bulky exhibits for permanent retention. Buairtel 9/25/86 entitled "Destruction of Field Files and Records" addresses the disposition/destruction of documentary evidence and provides specific guidance regarding same.

Should you have questions concerning the foregoing matters, you may direct them to FBIHQ, Attention: Records Management Division, Records Section, Records Research Unit, extension 4844.

NOTE: The injunction issued on 1/10/80 in the civil matter "American Friends Service Committee, et al. v. William H. Webster, et al." U. S. District Court, District of Columbia, was vacated by Order and Memorandum filed in the U. S. District Court, District of Columbia, 9/9/86. Hence, resolution of this litigation permits the destruction of the material identified herein. Destruction/retention of case assignment cards and alias/false identification is governed by General Records Schedule number 23, item 5. Destruction of duplicate field office files created to support resident agencies and destruction of extra/duplicate copies of serials in investigative and administrative files is governed by Title 41, Code of Federal Regulations, subpart 101-11-101-3. Destruction of serials/index cards purged pursuant to previously authorized file destruction program may now be destroyed pursuant to provisions of the current FBI Records Retention Plan and Disposition Schedule. This has been coordinated with Doctor [redacted], Archivist, NARA.

b6
b7C

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgmt. AHM/gs
Tech. Servs.
Training

4-94 (Rev. 10-23-69)

Destruction of Field Files and Records (SUBJECT) 66-3286- (FILE NO.)

☑ ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE "SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

☐ FOLLOWING SERIALS WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

66-3286-1411

(TAB CARD IN THE NUMBERING UNIT INDICATES ACTION TAKEN)

DATE 8/13/87

INITIALS Cmg/mmf.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/29/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

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FEDERAL BUREAU OF INVESTIGATION
FOIPA
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Total Deleted Page(s) ~ 4
Page 46 ~ Referral/Direct
Page 47 ~ Referral/Direct
Page 238 ~ Referral/Direct
Page 239 ~ Referral/Direct

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 32

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. McCreight AM/Rux

Date 1/5/87

From : R. W. Scherrer Rux

Subject : DISPOSAL OF SITE AUDIT RECORDS
Destruction of Field Files And Records

PURPOSE: The purpose of this memorandum is to provide instructions regarding the disposition of site audit records as furnished by the General Accounting Office (GAO).

RECOMMENDATION: None. For information.

APPROVED: Director ____ Exec. AD-Adm. ____ Exec. AD-Inv ____ Exec. AD-LES ____

Adm. Servs. ____ Crim. Inv. ____ Ident. ____ Inspection ____ Intell. ____

Laboratory ____ Legal Coun. ____ Off. of Cong. & Public Affs ____ Rec. Mgnt AM/Rux Tech. Servs. ____ Training ____

DETAILS: By letter dated 12/8/86, with attachments, [redacted] Records Officer, GAO, provided a reminder regarding the disposition of site audit records and cautioned Federal Agencies not to destroy site audit records if they are pertinent to pending claims by or against the government, litigation, or similar actions.

Ms. [redacted] letter is self-explanatory and is attached for information.

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b7C

Enclosure
66-3286

1 - Mr. Sharp (Attn: Mr. [redacted]
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:cgz (6)

66-3286-1415

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/30/03 BY Auc 60290 BCE/DCG/gmw #03-R0762

FBI/DOJ

GAO

United States
General Accounting Office
Washington, D.C. 20548

General Services
and Controller

December 8, 1986

Federal Records Officers

Subject: Disposal of Site Audit Records

The correct disposal authority for the disposition of accountable officers' files, also commonly known as site audit records, is General Records Schedule 6, item 1a(2), which provides for their destruction 6 years and 3 months after the period covered by the account. This authority applies to site audit records whether they are stored in federal records centers (FRC) operated by the National Archives and Records Administration (NARA) or maintained by the creating agency in its own space.

Each year we advise NARA that they may destroy site audit records stored in FRCs in accordance with GRS 6, item 1a(2), without obtaining our concurrence. (See enclosure 1.) Recently, we granted federal agencies the same authority regarding site audit records stored in their space. (See enclosure 2.) However, regardless of where they are stored, site audit records must not be destroyed if they are pertinent to pending claims by or against the government, litigation, or similar actions. In such cases, the relevant records must be retained until the action has been completed. In addition, the agency creating the records has responsibility for suspending their scheduled destruction, including notifying NARA, if they are stored in a federal records center.

If you have any questions or need additional information, please call me on 275-3830.

Norma Stapleson
Records Officer

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 9/30/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

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b7C

Enclosures

cc: David Peterson, Assistant Archivist for Federal Records Centers, National Archives and Records Administration

James Moore, Assistant Archivist for Records Administration, National Archives and Records Administration

66-3286-1415
ENCLOSURE

GAO

United States
General Accounting Office
Washington, D.C. 20548

General Services
and Controller

September 9, 1986

Mr. David F. Peterson
Assistant Archivist for Federal Records Centers
Office of Federal Records Centers (NC)
National Archives and Records Administration
Washington, D.C. 20408

Dear Mr. Peterson:

In keeping with our policy of annually approving the destruction of records at the Federal Records Centers which are scheduled under General Records Schedule 6, Item 1a (2), we are sending this letter of disposal authority for those records that become eligible for destruction for the period up to and including March 1987. Such destruction is, of course, still subject to any applicable court imposed restrictions.

Sincerely,

Norma Stapleson
Records Officer

UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

GENERAL SERVICES
AND CONTROLLER

NOV 22 1985

FEDERAL RECORDS OFFICERS:

SUBJECT: SITE AUDIT RECORDS

As you know, site audit records are extremely voluminous. For this reason, federal agencies transfer their site audit records to federal records centers (FRC) operated by the National Archives and Records Administration (NARA) when they become inactive. Before 1979, FRCs would seek GAO concurrence prior to the destruction of any agency site audit records in their physical custody. Each year since 1980, however, GAO has given blanket authority for their destruction with the understanding that no records pertinent to pending claims or other litigation would be destroyed until the litigation was resolved.

A number of agencies do not store all of their site audit records in FRCs. As these become eligible for destruction, the creating agency seeks concurrence from GAO before destroying their files. Since these concurrences are invariably given and since we routinely provide blanket approval for the destruction of the vast majority of site audit records stored in FRCs, we have modified our current procedure. Effective immediately, GAO approval is no longer required for the disposal of site audit records (original copies of accountable officers' files) retained in agency space. Agencies can apply General Records Schedule 6, item 1a(2), i.e., destroy 6 years and 3 months after period covered by account, to these records as they become eligible for destruction. However, any records involved in pending claims or other litigation shall not be destroyed until the litigation is resolved.

This change will be included in the next revision of Title 8 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies. For further information, please contact Norma Stapleson of my staff on 275-3830.

Julius S. Brown
GAO Records Management Officer

0-9 (Rev. 8-16-79)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 10/31/86

FROM: Director, FBI (66-3286 SUB B) PERSONAL ATTENTION

TO: ALL SACs

Destruction of Field Files and Records

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re: Buairtels to all SACs, dated 5/29, 7/9 and 8/2/85.

ReBuairtels provided all offices with computer printouts identifying file numbers which encompassed an exceptional record category developed by NARA during captioned appraisal in 1981. Reairtels also instructed that files listed on the printouts, supra, be stamped "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES." This action has been completed by office of origin and FBIHQ advised of same. To establish the exceptional category, NARA selected individuals, organizations, and other subject matter that appeared in the FBI Annual Reports and in appraised case files which suggested future research potential due to historical value. The selection was reinforced by scholars, historians, outside consultants and a group of archivists who were not associated with the captioned appraisal, but who were experienced with the appraisal and disposition of records. Subsequently, FBIHQ files were reviewed to identify the office of origin and a limited number of auxiliary office file numbers for the exceptional category which appear on the aforementioned printouts.

MAILED 18 NOV 05 1986 FBI

DE-100 66-3286-1416

Due to the Memorandum and Order filed on 9/9/86 in the American Friends civil action, all office of origin and auxiliary office files related to the exceptional category must be retained, wherever located. You are therefore requested to review the attachments to reairtels and, from the review of the office of origin files listed thereon that have not been destroyed pursuant to a previously authorized destruction program, determine all auxiliary offices involved and advise the auxiliary office(s) to stamp for permanent retention their corresponding case file if not destroyed pursuant to a previously authorized file destruction program. The auxiliary office file covers should be affixed with the stamp "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES."

Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

1 - 66-19249
1 - Mr. McCreight
1 - Mr. Scherrer
CMG:cgz (14)

1 - Mr. [redacted]
1 - Miss [redacted]

SEE NOTE PAGE TWO

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JUN 10 1987

MAIL ROOM

INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/30/03 BY AUC 60290 BCE/DCG/lgmw FBI/DOJ

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records

You are requested to expedite completion of this identification/notification process, and advise FBIHQ when action is completed. This communication does not constitute authority to initiate a file destruction program, only further preparation toward that goal. Instructions to preserve office of origin and auxiliary office files for the Interesting Cases category, another phase of preparation, will be forthcoming.

NOTE: Based on the 9/9/86 Memorandum and Order issued by Judge Harold H. Greene in the American Friends civil action which requires preservation of all "named exceptional" cases, wherever located. All office of origin file numbers and a limited number of auxiliary office file numbers from the "named exceptional" category were previously furnished to field offices, and all offices are now being requested to identify and notify auxiliary offices to ensure that corresponding extant cases will be preserved for permanent retention.

APPROVED: Director ____ Exec. AD-Adm. ____ Exec. AD-Inv. ____ Exec. AD-LES ____
Adm. Serv. ____ Crim. Inv. ____ Ident. ____ Inspection ____ Intell. ____
Laboratory ____ Legal Coun. ____ Off. of Cong. & Public Affs. ____ Rec. Mgmt. ____ Tech. Servs. ____ Training ____

FEDERAL GOVERNMENT

The Deputy Attorney General
Attention: Linda A. Cinciotta, Director
Office of Attorney Personnel Management
Allen H. McCreight
Assistant Director, Records Management Division

January 14, 1987

PRE-APPOINTMENT BACKGROUND INVESTIGATION REPORTS
ON FEDERAL JUDGES

DESTRUCTION OF BUREAU RECORDS GENERAL

Reference is made to a request of Vincent A. Lobisco and Robert M. Yahn of the Justice Management Division (JMD) in June, 1979, concerning the need to reconstruct a collection of background investigative reports on 712 Federal sitting judge candidates to complete the file series of the Office of the Attorney General (OAG). Messrs. Lobisco and Yahn requested assistance of the Federal Bureau of Investigation (FBI) in reconstructing the record series, and provided a listing of the 712 candidates. In 1981, Walter R. Wilson, Director, Records and Publications Staff, JMD, proposed that the reconstruction take place when the judge(s) left the bench, at which time copies of the background investigative reports would be requested from the FBI and transferred to the records center by the OAG.

The injunction which prohibited destruction of FBI records was dissolved by the U. S. District Court for the District of Columbia on September 8, 1986, in the civil action American Friends Service Committee, et al v. William H. Webster, et al. The approved FBI Records Retention Plan and Disposition Schedule, prepared by the National Archives and Records Administration and the FBI, permits destruction of substantive applicant files after thirty years. In order to avoid inadvertent destruction of the substantive files prior to duplication, the entire collection has been reconstructed.

Enclosures: Inventory (1)
Cartons (21)

66-3286-1417

1 - Assistant Attorney General for Administration
Justice Management Division
Attention: [redacted], Assistant Chief
Records Management Section
General Services Staff

ENCLOSURE

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

66-52-3286

1 - Mr. Glover
1 - Mr. Clarke (Attention: Mr. [redacted])
1 - Mr. Davis (Attention: Mr. [redacted])
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]

CMG:dh/cak (10)

MAIL ROOM

52 MAY 12 1987

Delivered by courier, 1/14/87 cmg

2 MAR 12 1987

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b7C

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/30/03 BY AUC 60290 BCE/DCG/ywm

(CONTINUED - OVER)

FBI/DOJ

The Deputy Attorney General

The records are being transferred herewith in twenty-one cartons and an inventory to the cartons is attached. It should be noted that we were unable to locate the material requested on five of the candidates, namely, W. J. Brennan, Jr.; W. C. Chestnut; J. Fisher; P. J. McCormick; and S. F. Reed.

NOTE: Based on informal meetings and correspondence generated since June, 1979, the substance of which pertained to reconstruction of investigative reports on 712 sitting Federal judge candidates. The record series was destroyed by the Department based on the assumption that the original records maintained by the FBI were the only official records. Thereafter, the collection was declared permanent by the Archivist, and JMD requested FBI assistance in reconstructing the collection. In order to avoid destruction prior to duplication and to eliminate any delays in our destruction program, duplication of the background investigations was completed and 21 cartons of the material are being forwarded to the Office of the Deputy Attorney General.

APPROVED:

Director

AM/RWK

INVENTORY
BACKGROUND INVESTIGATIONS ON
FEDERAL SITTING JUDGES

BOX 1	ABRUZZO, M. T.	-	BEEKS, W. T.
BOX 2	BELEW, D.	-	BROWNING, J. R.
BOX 3	BRYAN, A. V.	-	CHANDLER, S. S.
BOX 4	CHAPMAN, R.	-	COOK, H. D.
BOX 5	COOK, J. A.	-	DOYLE, J. E.
BOX 6	DOYLE, JOHN	-	FINESILVER, S. G.
BOX 7	FIRTH, R.	-	GIGNOUX, E. T.
BOX 8	GIGNOUX, E. T. (sect. 4)	-	HAMILTON, E. N.
BOX 9	HANSON, W. C.	-	HOGAN, T. S.
BOX 10	HOLDEN, J. S.	-	KEETON, R. E.
BOX 11	KEITH, D. J.	-	LABUY, W. J.
BOX 12	LAMBROS, T. D.	-	MARKEY, H. T.
BOX 13	MARTIN, B. F.	-	McMILLAN, T.
BOX 14	McNAUGHT, J. J.	-	MUIR, M.
BOX 15	MULLIGAN, W. H.	-	OWENS, W. D.
BOX 16	PAIR, H. B.	-	PRATT, P. P.
BOX 17	PRYOR, W. C.	-	SMITH, S. O.
BOX 18	SNEED, J.T.	-	TAURO, J. L.
BOX 19	TAYLOR, D. J.	-	WALLACE, W. R.
BOX 20	WALSH, J. A.	-	WILLIAMS, S. M.
BOX 21	WILLSON, J. P.	-	ZOBEL

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HEREIN IS UNCLASSIFED
DATE 9/30/03 BY AUC 60290 BCE/DCG/ym

66-3286-1417

ENCLOSURE

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
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Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. McCreight

Date 4/3/87

From : W. A. Gavin

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
Destruction of Bureau Records

PURPOSE: To advise Records Management Division (RMD) of implementation of procedures to destroy no longer needed inspection work papers.

DETAILS: To comply with provisions set forth in Memorandum of R. W. Scherrer to Mr. McCreight, captioned as above, dated 12/29/86, Office of Inspections, Inspection Division, has altered appropriate checklist(s) to initiate directions to destroy inspection work papers. Upon completion of the current inspection of a field or Headquarters division inspection, Review and Analysis Supervisors will determine whether or not previous inspection work papers are needed. If not needed the Supervisor will advise Special File Room, RMD, to destroy said work papers.

RECOMMENDATION: None. For information.

APPROVED:
Director ____
Exec. AD-Adm. ____
Exec. AD-Inv. ____
Exec. AD-LES ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Off. of Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____

66-3286 1418

1 - Mr. McCreight
1 - Mr. Gavin
1 - Mr. [redacted]
1 - Mr. [redacted]

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RRG:emr (5)

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HEREIN IS UNCLASSIFIED
DATE 7/30/03 BY AUC 60290 BCE/DCG/ymw

60 JUL 2 1987

file 66-3286

FBI/DOJ

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
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Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. McCreight AM/Aux

Date 5/8/87

From : R. W. Scherrer Rwst

Subject : DESTRUCTION OF RECORDS - BUREAU Control
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to record the results of a request to all SACs to respond to FBIHQ regarding retention of historical records.

RECOMMENDATION: None. For record purposes.

APPROVED: Director ____ Exec. AD-Adm. ____ Exec. AD-Inv. ____ Exec. AD-LES ____
Adm. Servs. ____ Crim. Inv. ____ Ident. ____ Inspection ____ Intell. ____
Laboratory ____ Legal Coun. ____ Off. of Cong. & Public Affs. AM/Aux Rec. Mgnt. ____ Tech. Servs. ____ Training ____

DETAILS: Bulet dated 11/22/85, captioned as above, requested all SACs to identify cases in the 44 and 61 classifications over 30 and 50 years old, respectively, and forward the cases to FBIHQ for transfer to the National Archives. Additionally, field offices were requested to forward all cases in miscellaneous, obsolete criminal classifications and obsolete monographs which no longer served a purpose.

Field offices provided 58 cases from the 44 classifications to include with the transfer collection and 83 cartons of obsolete monographs. The offices maintained no records in the obsolete criminal classifications.

All responses have been received from the field offices and are attached herewith as an enclosure.

66-3286-1419

Enclosure
66-3286 Sub B
ENCLOSED ENCL ENC. BEHIND FILE
1 - 66-19249
1 - Mr. Davis (Attn: Mr. [redacted])
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Mrs. [redacted]
RRC:cgz (8)

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2 JUL 6 1987

~~SECRET~~ MATERIAL ATTACHED

ALL INFORMATION CONTAINED
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DATE 9/30/03 BY AUC 60290 BCE/DCG/gmw

11 AUG 11 1987

FBI/DOJ

ENCLOSURE ATTACHED

66-19249-1

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Assistant Director
Records Management Division

Date 5/20/87

From : Legal Counsel

Subject : DESTRUCTION OF BUREAU RECORDS - General

PURPOSE: To inform you that Legal Counsel has no objection to the destruction of old applicant folders from 1951 to 1/1/70.

RECOMMENDATION: None, for information.

APPROVED:		
	Adm. Servs. ____	Off of Cong.
	Crim. Inv. ____	& Public Affs. ____
	Ident. ____	Off of Lia.
Director ____	Inspection ____	& Intl Affs. ____
Exec. AD-Adm. ____	Intell ____	Rec Mgmt. ____
Exec AD-Inv ____	Laboratory ____	Tech. Servs. ____
Exec AD-LES	Legal Coun. ____	Training ____

DETAILS: Reference is made to a 5/8/87 telephone conversation between Unit Chief [redacted] Records Research Unit (RRU), Records Management Division (RMD) and Supervisory Special Agent (SSA) [redacted] Civil Litigation Unit II (CLU II), Legal Counsel Division (LCD), with respect to the destruction of old applicant folders from 1950 - 1/1/70. b6 b7C

By way of a 11/6/85 memorandum from R. W. Scherrer to Mr. Monroe, captioned as above, RMD proposed a records destruction for folders of Bureau applicants (SA and support) who were never employed by the FBI. RMD proposed the destruction of such records from 1922 until 1/1/70. In an addendum, dated 7/24/86, LCD, after discussing this proposal with the Departmental attorney handling the [redacted] suit in U.S. District Court, expressed no objection to the destruction of applicant files from 1922-1950. However, because of the fact that the civil suit was still pending in U.S. District Court, LCD

Enclosures 1 ENCLOSURE

66-3286-1420

JUL 22 1987

1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Miss [redacted]
1 - Mr. [redacted]
1 - Mrs. [redacted]
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - CLU II

b6
b7C

FRC:dsm

* U.S. GOVERNMENT PRINTING OFFICE: 1983-411-864/9070

SEP 28 1987

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DATE 9/30/03 BY AUC 60290 BCE/DOG/gmw

Memorandum to AD, RMD, from LC
Re: DESTRUCTION OF BUREAU RECORDS

urged that the proposed destruction of files in the 1951 - 1970 time frame be delayed until a decision as to whether to appeal the [redacted] had been made. A copy of the 11/6/85 memorandum and LCD's 7/24/86 addendum is attached.

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Subsequently, it was decided that an appeal would not be taken and all pending issues in the U.S. District Court have been resolved. This being the case, LCD now interposes no objection to RMD proceeding with the destruction of applicant folders from the 1951 - 1970 timeframe.

[redacted] b6 b7C

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
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Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Monroe

DATE: 11/6/85

FROM : R. W. Scherrer

SUBJECT: DESTRUCTION OF BUREAU RECORDS

PURPOSE:

To provide details of a records destruction program of folders maintained in the Personnel Records Subunit (PRS) for Bureau applicants who were never employed for both Special Agent and support positions.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/30/03 BY AUC 60290 BCE/DCG/ymw

APPROVED: [redacted]
Director [redacted]
[redacted]

DETAILS:

The PRS currently maintains approximately 157,000 folders for Bureau applicants who were never employed for both Special Agent and support positions. The earliest application noted is dated in 1922. The folders are eligible for destruction after 2 years pursuant to General Records Schedule (GRS) #1, Item 15, and Judge Greene's modified order of 4/3/80, in the civil matter American Friends Service Committee, et al v. William H. Webster, et al, which removed the previous temporary restriction for destruction of these records. It is noted that Title 44, U. S. Code, Section 3303a (2)(b), contains the following statement, "....and schedules promulgated by the Archivist under Subsection d of this Section shall be mandatory" (emphasis added). Title 44, U. S. Code, Section 3303a (2)(d) indicates, "The Archivist shall promulgate schedules authorizing the disposal, after the lapse of specified periods of time of records of a specified form or character common to several or all agencies if such records will not at the end of the periods specified, have sufficient administrative, legal, research or other value to warrant their further preservation by the U. S. Government....." The aforementioned citations to Title 44, U. S. Code, Section 3303a, pertain to the GRS.

66-3286-1420

66-3286
1 - 66-19249
1 - Mr. Davis (Attn: Mr. [redacted])
1 - Mr. Sharp
1 - Mr. Monroe
1 - Mr. Scherrer

1 - Mr. [redacted] (Attn: Mr. [redacted])
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Miss [redacted]
1 - Mrs. [redacted]

b6
b7C

ENCLOSURE

SEE LCD ADDENDUM PAGE 4

(CONTINUED OVER)

FBI/DOJ

Memorandum from R. W. Scherrer to Mr. Monroe
Re: Destruction of Bureau Records

The records occupy 2,720 linear feet of space in the PRS mobile shelving units alone with more recent application folders maintained in letter-sized cabinets, and are accessible by duplicate index cards filed in the HQGI and the PRS; a PRS manual abstract system; and the automated HQGI.

Two concerns precluding earlier destruction were recently resolved, i.e., destruction of SA applications due to the Hansen suit and FOIPA considerations. Assistant Director Sharp, Administrative Services Division, advised that he had consulted the Legal Counsel Division regarding the destruction of the SA applications in light of the Hansen suit and expressed no interest in folders predating 1970. A cutoff date for applications dated 1/1/70, was established. Assistant Section Chief [redacted], FOIPA Section, advised that FOIPA maintained no backlog on requests and that searching and file retrieval are conducted upon receipt of requests. b6 b7C

A review of folders from a shelf selected at random revealed that 92 percent of the folders were eligible for destruction. The remaining 8 percent consisted of SA applications dated subsequent to 1/1/70; folders containing FOIPA correspondence, the destruction of which continues to be restricted by American Friends; and name check dissemination (yellows or stamps) less than 5 years old which must be retained pursuant to the Privacy Act. An audit trail has been established for the name check items, by date, and for the folders containing FOIPA correspondence, thereby permitting retrieval and destruction at the conclusion of 5 years/resolution of American Friends. An updated litigation listing for the 67 classification is received biweekly and its contents reviewed with the folders proposed for destruction. No folders have been noted to be involved in litigation as yet.

Based on the destruction estimate of 92 percent, 2,500 linear feet of shelving space would be recovered. Based on one index card per folder (145,000 - 92 percent of 157,000), a minimum of 73 drawers or 1 1/3 54-drawer index cabinets would be recovered from both the HQGI and the PRS index. A greater recovery is anticipated due to the numerous cards generated for applicants with aliases. Based on the 145,000 figure, 427 drawers or 8 54-drawer index cabinets containing related abstracts and numbering cards will be recovered in the PRS. A number of entries exceeding 145,000 will be deleted from the automated HQGI.

-2- (CONTINUED-OVER)

A listing of destroyed files (numbers only) will be created for the PRS and the program will be closely coordinated with that subunit. Retained files will be returned to the shelves with adequate space to integrate the retained folders maintained in the cabinets and allow removal of the cabinets to the In-Service area of the PRS to ease the crowded conditions there.

The National Archives and Records Administration has expressed an interest in receiving folders on prominent individuals, such as former President Richard M. Nixon, who submitted applications for employment. Folders of this type will be appropriately stamped for ultimate transfer to the National Archives.

Memorandum from Mr. R. E. Scherrer to Mr. Monroe dated November 6, 1985

Re: DESTRUCTION OF BUREAU RECORDS

ADDENDUM: LEGAL COUNSEL DIVISION (LCD) 7/24/86 FRC:dsm

This addendum sets forth the position of LCD regarding the proposed records destruction program for applicant (both Special Agent and support) folders from 1922 through December 23, 1969. Destruction of the subject folders would be consistent with current orders under American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.D.C.), Civil Action No. 79-1655.

In his Order dated April 3, 1980, Judge HAROLD H. GREENE modified the temporary injunction of January 10, 1980 regarding the destruction of FBI records and ruled that this injunction "shall not apply to General Records Schedules (GRS) . . . and Items 1-24 . . . of GRS No. 1."

GRS No. 1, item 15 provides authorization for the destruction of employment applications (Standard Form 191) and related records upon receipt of an Office of Personnel Management "inspection report or when these records are 2 years old, whichever is earlier." As 2 years have elapsed since the creation of the subject applicant folders, destruction would be authorized under American Friends and GSA statutes. However, for reasons explained below, LCD urges destruction be limited at the present time to files in the 1922 - 1950 time frame.

On November 11, 1985, Supervisory Special Agent (SSA) [redacted] Civil Litigation Unit II, Legal Counsel Division contacted Department of Justice attorney [redacted], Civil Division, regarding the proposed destruction of Bureau applicant folders. Mr. [redacted] is DOJ attorney assigned to and responsible for the EEO lawsuit, Christine A. Hansen v. William H. Webster, (U.S.D.C., D.D.C.), Civil Action No. 84-3026. Mr. [redacted] informed SSA [redacted] that he desired that the FBI retain the applicant files mentioned in the attached memorandum until a conclusive judicial ruling was forthcoming in Hansen. Summary judgment and dismissal motions were pending in the Hansen suit. Although he recognized that the likelihood is remote, Mr. [redacted] was concerned that it might become necessary to conduct a review

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ADDENDUM: LEGAL COUNSEL DIVISION (LCD) 7/24/86 FRC:dsm

or statisticial analysis of applicant files as part of the judicial proceedings either in response to discover or for our own defense of the suit. For these reasons, he asked that the FBI delay the proposed destruction of applicant files until a judicial decision was rendered in the Hansen case.

On June 30, 1986, U.S. District Judge Joyce Hens Green entered a Memorandum Opinion and Order with respect to the pending motions for summary judgment. Following this decision Mr. [redacted] informed SSA [redacted] on July 18, 1986, that he had discussed this matter with his supervisory officials in DOJ and that DOJ had no objection to the FBI commencing destruction of files in the 1922 - 1950 time frame. Once a decision with respect to the possible appeal of this Hansen decision is made, authority to destroy the files from 1951 forward will be addressed. LCD will keep RMD advised of developments as they occur.

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MEMORANDUM

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Legal Couns.___
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Public Affs.___
OLIA___
Rec. Mgnt.___
Tech. Servs.___
Training___
Telephone Rm.__
Director's Sec'y___

To : Mr. McCreight

Date 7/27/87

From : R. W. Scherrer

Subject : DESTRUCTION OF BUREAU RECORDS - GENERAL

PURPOSE: The purpose of this memorandum is to provide the remaining statistical sample printouts prepared by the National Archives and Records Administration (NARA).

RECOMMENDATION: None. For information.

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.	
Exec. AD-Adm.	Crim. Inv.	Off of Lia. & Intl. Affs.	
Exec. AD-Inv.	Ident.	Rec. Mgmt.	
Exec. AD-LES	Inspection	Tech. Servs.	
	Intell.	Training	
	Laboratory		
	Legal Coun.		

DETAILS: Implementation of instructions set forth in the FBI Records Disposition Schedule requires the preservation and transfer of permanent records to the National Archives after 30 or 50 years or whenever administrative needs have expired, and disposal of temporary records after 20 or 30 years or when agency needs have been met. One of the criteria established by NARA to select permanent records is employment of the systematic evidential or informational sample using a random start number. The evidential sample involves retention of a small number of case files to document how the FBI conducted investigations for specific violations. The informational sample involves retention of only a portion of a classification to accurately reflect the characteristics of the entire classification.

66-3286-1421

To offer assistance in the effort to alleviate our severe file storage problem, NARA initially provided the random start number and interval ratio for the 42 classification in February, 1985, and the sample of 500 cases was calculated manually to begin the compression project. Thereafter, NARA provided automated printouts for sample cases for 21 classifications, namely; 9, 15, 26, 29, 46, 47, 52, 58, 76, 77, 87, 88, 91, 95, 115, 120, 121, 123, 138, 140, and 163.

Enclosure - ENCLOSURE
66-3286
1 - 66-19249
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
CMG:crs (7)

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12 AUG 11 1987

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"ENCLOSURE IN BULKY ROOM"

64 OCT 8 1987

ALL INFORMATION CONTAINED
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DATE 9/30/03 BY AUC 60290 BCE/DCS/gmw

MEMORANDUM TO MR. MCCREIGHT FROM R. W. SCHERRER
RE: DESTRUCTION OF BUREAU RECORDS

NARA has now completed the sample selection and provided automated printouts for 82 additional classifications, namely; 1, 2, 4, 5, 7, 17, 19, 23, 28, 31, 39, 40, 41, 43, 44, 45, 49, 51, 64, 65, 70, 73, 74, 75, 78, 79, 82, 86, 89, 92, 93, 96, 97, 98, 100, 101, 103, 105, 108, 114, 116, 118, 122, 124, 126, 128, 130, 131, 132, 133, 139, 141, 142, 143, 144, 145, 146, 147, 148, 149, 151, 152, 153, 157, 159, 160, 162, 165, 166, 167, 168, 174, 178, 180, 181, 182, 184, 190, 191, 192, 197, and 200.

NARA is currently unable to calculate the sample selection for classifications 90, 183, 186, 194, 196, 198, 202, 206, and 207 due to the lack of sufficient cases, and for the 25 classification which requires destruction prior to application of the sample.

Section F of the Records Disposition Schedule contains a listing of 114 classifications and all have been accounted for. The sample printouts for the 82 classifications, consisting of 302 pages, are enclosed herewith.

MEMORANDUM

Exec AD Adm.___
Exec AD Inv___
Exec AD LES___
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Legal Couns.___
Off.Cong & Public Affs.___
OLIA___
Rec. Mgnt.___
Tech. Servs.___
Training___
Telephone Rm.___
Director's Sec'y___

To : Mr. McCreight

Date 6/16/87

From : R. W. Scherrer

Subject : DESTRUCTION OF FBIHQ FILES AND RECORDS

Bureau Property - GENERAL

PURPOSE: To propose that index cards in the manual index not be purged for destruction when the corresponding file is destroyed.

RECOMMENDATION: That index cards in the manual index not be purged for destruction when the corresponding file is destroyed.

APPROVED:	Adm. Servs.	Off. of Cong. & Public Affs.
	Crim. Inv.	
	Ident.	Off of Lia. & Intl Affs.
Director	Inspection	Rec. Mgmt.
Exec AD-Adm.	Intell.	Tech. Servs.
Exec. AD-Inv.	Laboratory	Training
Exec. AD-LES	Legal Coun.	

DETAILS: The injunction against records destruction or disposal issued on 1/10/80 in the civil matter "American Friends Service Committee, et al. v. William H. Webster, et al., U.S. District Court, D.C. District of Columbia (USDC, DC) was vacated by order and memorandum filed in the USDC, DC, 9/9/86. Hence, the Disposition Archival Subunit (DASU), Records Research Unit (RRU), Records Section (RS), Records Management Division (RMD), is engaged in implementation of the FBI Records Retention Plan and Disposition Schedule, hereinafter the Plan.

66-3286-1422

The Plan permits the destruction of investigative and administrative files and records after files and records having historical or research value have, by applying the criteria of the Plan, been identified and marked for preservation and eventual transfer to the National Archives and Records Administration (NARA). At the time the historical and research files are transferred to the NARA, the corresponding index cards must be purged, matched with the file(s) and transferred simultaneously. Other index cards are disposable when the corresponding files become eligible for destruction pursuant to provisions of the Plan.

JUL 17 1987

1 - Mr. McCreight
1 - Mr. Stoops
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Miss [redacted]
TBD+cgz (6)

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DATE 9/30/93 BY Auc 60290 BCE/DCS/ymw

Purging the manual index of cards corresponding to files that are destroyed is being discontinued. Discontinuing this laborious and time-consuming purge task will eliminate the need to review files that are being destroyed to identify information that has been indexed, the preparation of purge cards, alphabetizing the purge cards and subsequently, the searching of the manual index to match the purge card with the original index card for purge and destruction. Additionally, the elimination of this function will reduce the number of employees needed in the DASU to perform these duties inasmuch as the purge activity will be limited to only those files transferred to the NARA.

It is recognized that in the above situation, subsequent searches of the manual index may occcasionally identify an index card that makes reference to a file that has been destroyed. An employee attempting to retrieve a file that has been destroyed will note the gap in the filing sequence and consult the "list of files destroyed" maintained at the beginning of each classification to verify the destroyed status of the file.

O-9 (Rev. 8-16-79)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 8/19/87

Personal Attention

FROM: Acting Director, FBI (66-3286 Sub B)

TO: SACs, Albuquerque
Buffalo
Columbia
Dallas
Detroit
Indianapolis
Las Vegas
Los Angeles
New York
Oklahoma City
Pittsburgh
San Juan

O DESTRUCTION OF FIELD FILES AND RECORDS

BUDED: 8/28/87

ReBuAirtel 4/7/87, captioned as above requesting all field offices to complete action contained in six separate instructional directives enumerated in reairtel.

To enable the file destruction program to commence at the earliest possible date, all offices were encouraged to complete the instructions set forth in the aformentioned six communications and advise FBIHQ of progress by close of business 6/29/87.

The offices listed below failed to meet the aformentioned deadline and to date, FBIHQ has not received a status report from these offices concerning the communication(s) indicated adjacent to each office:

Albuquerque
Buairtels 11/17, and 11/18/86

Buffalo
Buairtel 11/18/86

Las Vegas
Buairtel 11/17/87

Los Angeles
Buairtels 11/17, and 11/18/87

66-3286

NOT RECORDED
NOV 18 1987

66-19249
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms. [redacted]
TBD:crs (7)

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64 NOV 19 1987

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Columbia Buairtels 11/17, and 11/18/86	New York Buairtel 11/18/86
Dallas Buairtels 11/17, and 11/18/86	Oklahoma City Buairtel 11/17/86
Detroit Buairtel 11/18/86	Pittsburgh Buairtel 11/18/86
Indianapolis Buairtel 11/17/86	San Juan Buairtel 11/18/86

You are reminded that authorization for the field to commence file destruction can not be granted until all field offices have complied with the instructions concerning the stamping for preservation and eventual transfer to the National Archives and Records Administration files having historical and/or research value. Also, the destruction of a large volume of Legat files stored at FBIHQ must be delayed until all offices have complied with instructions, supra. Further, it is reiterated that file destruction can not take place in any office that is not current with instructions previously furnished the field under the above caption concerning the identification and marking for preservation files and records involved in litigation.

It is recognized that investigative and administrative priorities face the field daily. However, many field offices have exhausted all file storage space and are desperately in need of relief from grossly overcrowded conditions brought about in many instances by the lack of a file destruction program. The file destruction program, therefore, is extremely important and requires that each office devote the attention and resources necessary to complete the instructions outlined in the communication(s) identified with the field offices listed above so that authority to commence with a field file destruction program can be granted in the immediate future.

By close of business 8/28/87, each recipient field office is requested to furnish FBIHQ, attention Records Management Division, Records Section, Records Research Unit, the date by which FBIHQ can expect the completion of the instructions set forth in the communication(s) adjacent to the respective offices identified above.

MEMORANDUM

Exec AD Adm___
Exec AD Inv___
Exec AD LES___
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Legal Couns.___
Off.Cong & Public Affs.___
OLIA___
Rec. Mgnt.___
Tech. Servs.___
Training___
Telephone Rm.___
Director's Sec'y___

To : Mr. McCreight

Date 7/23/87

From : R. W. Scherrer

Subject : DESTRUCTION OF BUREAU RECORDS - General

PURPOSE: The purpose of this memorandum is to inform you of the results attained from our records destruction efforts.

RECOMMENDATION: None. For information.

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.	
Exec AD-Adm.	Crim. Inv.	Off. of Lia. & Intl. Affs.	
Exec. AD-Inv.	Ident.	Rec. Mgmt.	
Exec. AD-LES	Inspection	Tech. Servs.	
	Intell.	Training	
	Laboratory		
	Legal Coun.		

DETAILS: In order to keep you apprised of accomplishments resulting from implementation of instructions contained in the Records Disposition Schedule, the following statistics have been developed:

Applicant Folders (as of 6/30/87)

Folders Destroyed 15,265

Total inches 1,886.25

Recovered 72 (36") units from 77 units in the mobile shelving, as of 7/22/87. Ongoing, with a 92% reduction in space.

66-3286-1423

16 AUG 20 1987

66-3286
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted] (Attn: Ms. [redacted])
CMG:crs (7)

1 - Mr. [redacted] (Attn: Mrs. [redacted])
1 - Mr.
1 - Ms.

(CONTINUED - OVER)

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ALL INFORMATION CONTAINED
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DATE 7/30/03 BY AUC 60290 BCE/DCB/ymw

64 FEB 5 1988

MEMORANDUM TO MR. MCCREIGHT FROM R. W. SCHERRER
RE: DESTRUCTION OF BUREAU RECORDS

Completed Classifications (As of 7/17/87)

Class	Cases Destroyed	Inches
121 (872 cartons from 1B storage)	40,782	11,559.25
87 (790 cartons from Records Center storage)	27,248	8,566
108 (Security - 8 drawers recovered from 10)	1,604	90.5
45 (Criminal - 13 drawers from 21)	2,249	144.5
118 (Applicant - 70 drawers from 87)	7,279	1,190
		21,550.25
Total investigative cases	79,162	
Applicant Folders (inches)		1,886.25
Total inches		23,436.5
Cabinets recovered		15

Review of the 116 classification has commenced and 283 cabinets are eligible for destruction. You will be informed of the progress of this program on a regular basis.

O-9 (Rev. 8-16-79)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 12/14/87

PERSONAL ATTENTION

FROM: Director, FBI (66-3286 Sub B)

TO: All SACs
All LEGATs

Bureau Records General

DESTRUCTION OF FIELD FILES AND RECORDS

Reference is made to Bureau teletype dated 9/22/86, captioned as above advising that the injunction prohibiting the destruction of FBI files and records issued on 1/10/80, in the civil matter "American Friends Service Committee, et al. v. William H. Webster, et al.," was vacated by order and memorandum filed 9/9/86 in the U. S. District Court, District of Columbia, Washington, D.C., and that resolution of this matter permits the FBI to commence a file destruction program.

Resolution of the above civil matter resulted in the Court approving the FBI Records Retention Plan and Disposition Schedule (hereinafter the Plan) which contains disposition authority and instructions for most file classifications up to and inclusive of classification 258. The National Archives and Records Administration (NARA) is scheduled to conduct a review and appraisal of FBI records at five-year intervals to update the Plan and establish disposition instructions for new classifications and/or record systems established during the interim five-year period.

BDV

The file destruction program will be coordinated by the Records Management Division, FBIHQ, on a classification-by-classification basis and the authority to destroy field office files and records will be forwarded to the field on an ongoing basis upon completion of the FBIHQ review.

66-3286-1424

As you are aware, efforts have been underway since 1984 to identify and mark for preservation and eventual transfer to NARA certain office of origin and auxiliary office case files designated permanent by NARA because of their historical and/or research value. Others have been designated permanent after

17 DEC 22 1987

1 - Mr. Otto
1 - Mr. Revell
1 - Mr. Glover
1 - Each Assistant Director
1 - Mr. Scherrer
1 - Mr. Collingwood
CMG/TBD:crs (141)

1 - Mrs. [redacted]
1 - Mr.
1 - Ms.
1 - OLIA
1 - Manuals Desk
1 - 66-19249

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SEE NOTE PAGE 6

MAILED 20
1987

ALL INFORMATION CONTAINED
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DATE 9/30/03 BY AUC 60290 BCE/DCG/lmw

Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgmt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

95APR 21 1988 FBI
MAIL ROOM

application of the multivolume/multiserial, exceptional, and/or statistical sample criteria of the Plan. Completion of this preliminary work in all field offices now makes it possible for the field to commence with its file destruction.

As a result of the foregoing, the field is now permitted to destroy certain auxiliary office files and, in some instances, office of origin files as outlined herein after observance of the following instructions and restrictions:

Litigation Matters: No field office may engage in file destruction until all litigation matters have been searched through the office indices and relevant files identified and marked for retention pending resolution of the litigation. Case files which bear the notation that the files are being retained due to pending litigation are to be maintained until notification is received from FBIHQ that the litigation has been resolved. Identifying and marking files involved in litigation are essential to the implementation and ongoing file destruction program; therefore, this work must be kept current at all times. Upon receipt of new litigation matters from FBIHQ, all file destruction must cease until the new litigation freeze sheets have been searched through the office indices and related files identified and marked for retention pending resolution of the litigation.

Investigative/Administrative Needs: Case files which continue to serve investigative, administrative or research needs may be retained if deemed necessary. If a case file that has not been marked for archival retention is retained beyond the authorized destruction period, a memorandum should be placed in the case file justifying the need for longer retention.

Copy Destruction: Duplicate copies of communications which do not contain action notations, i.e., notations issuing instructions, notations requesting action be taken, notations of certification that action was taken, etc., may be removed from exceptional/permanent files and destroyed. Copies of documents which contain action notations not appearing on the original communication, are to be retained with the original communication. Similarly, copies of documents in other investigative case files may be purged and destroyed when the case is Closed/Ruc'd. In adminstrative files, copies of documents may be destroyed at any time.

FOI/PA Releases: Case files or contents thereof which have been released pursuant to the Freedom of Information or Privacy Acts are to be retained for five years from the date of release.

FOI/PA Requests: Upon receipt of an FOI/PA request in the field office, the request must be immediately searched through the office indices to identify any relevant files which must be immediately marked to indicate that an FOI/PA request is pending and to preclude premature destruction pending resolution of the request.

Historical Records: Auxiliary office case files which contain 50 or more volumes are to be retained and the stamp "X: DO NOT DESTROY: HISTORICAL VALUE: NATIONAL ARCHIVES" affixed to the file cover(s).

Original Documents: Original FD-302s, Laboratory reports, Latent Fingerprint reports, original surveillance logs, and 1-A exhibits in auxiliary office files are to be forwarded to the office of origin prior to destruction of the auxiliary case file.

Tax Returns/Tax Return Information: Tax returns and/or tax return information are to be removed from an auxiliary office files prior to destruction and forwarded to the office of origin.

Index Cards: Index cards corresponding to files destroyed may be purged from the general indices at the discretion of the SAC.

Auxiliary office files in the following classifications may be destroyed after one (1) year after observance of the foregoing instructions:

Classifications:

2,	4,	5,	6,	7,	8,	9,	10,	12,	14,	15,
17,	19,	21,	23,	25,	26,	27,	28,	29,	31,	32,
36,	39,	40,	41,	42,	43,	44,	45,	46,	47,	48,
49,	51,	52,	54,	55,	56,	58,	60,	64,	65,	69,
70,	71,	72,	74,	75,	76,	79,	82,	83,	86,	87,
88,	89,	90,	91,	93,	96,	97,	98,	99,	100,	102,
103,	104,	105,	106,	108,	110,	111,	112,	113,	114,	115,
117,	119,	120,	122,	125,	131,	139,	141,	142,	143,	144,
145,	146,	147,	148,	149,	152,	153,	156,	157,	158,	159,
160,	162,	164,	165,	166,	167,	168,	172,	173,	174,	176,
177,	178,	179,	180,	181,	182,	184,	185,	186,	187,	188,

192, 193, 194, 195, 196, 198, 199, 200, 201, 202, 203, 204, 206, 207, 208, 209, 210, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 245, 246, 247, 248, 249, 250, 251, 252, 256, 257, and 258.

Classification 81: Auxiliary office case files in classification 81 may be destroyed after one (1) year in all offices except Butte and Portland after a determination has been made that none of the foregoing restrictions are applicable.

Classification 163: Auxiliary office (FBIHQ is origin) case files in classification 163 have been determined to contain little or no historical value and may be destroyed if closed for ten (10) years or longer and if none of the foregoing restrictions are applicable.

Classification 116: Pursuant to earlier instructions, auxiliary office (FBIHQ is origin) case files in classification 116 have been stamped for permanent retention if the case files were created between November, 1947, and September, 1948, and contain no correspondence between the field office and FBIHQ. Remaining auxiliary office case files in the 116 classification may be destroyed if closed for twenty (20) years or longer and none of the foregoing restrictions are applicable.

Auxiliary office (FBIHQ is origin) case files in the following classifications have been determined to contain little or no historical value and may be destroyed if closed for twenty (20) years or longer after a determination has been made that none of the foregoing restrictions are applicable:

37, 77, 118, 121, 124, 126, 127, 128, 130, 132, 133, 138, 140, 151, and 161.

NARA has determined that most field offices no longer maintain files in the following obsolete criminal classifications, and that permanent retention is not required. Therefore, office of origin and auxiliary office case files in the classifications set forth below may be destroyed when ten (10) years or one (1)-year old, respectively, if none of the foregoing restrictions are applicable or the files were not previously stamped for permanent retention.

11, 13, 16, 18, 20, 22, 24, 30, 33, 34, 53, 57, 59, 68, 78, 84, 85, 95, 107, 135, 136, 154, 155, 169, and 171.

Records Checks: Auxiliary offices may destroy, when six (6) months old, results of contacts with various credit, law enforcement, and Federal, state and local Bureaus to determine criminal, credit and/or employment status of individuals related to current investigations.

Record checks in office of origin are to be destroyed/retained commensurate with the disposition authority of the case file to which the record check relates.

Zero (0) Files: Zero (0) files over three years old must be reviewed to determine if any policy material is contained therein. Any policy material identified is to be transferred to the Double Zero (00) file for permanent retention. Thereafter, Zero (0) files in all classifications up to and inclusive of classification 258 may be destroyed when three years old or when all administrative needs have been met, whichever is later.

Destruction of files in classifications identified above will result in the recovery of a substantial amount of prime office space desperately needed in all offices. Therefore, all offices are strongly encouraged to devote all available resources to the file destruction program so that benefits from reclaimed office space can be realized at the earliest possible date. Appropriate notations are to be recorded on FD-478 for all files destroyed. Records are to be maintained to document the volume of records destroyed in linear feet measurements. Information regarding the volume of records destroyed will be requested by the Records Management Division, FBIHQ, semiannually in June and December of each year to monitor the progress of the destruction program.

Legat Files and Records: NARA has designated all Hong Kong and Mexico City Legat files and corresponding index cards as exceptional/permanent, consequently, there will be no destruction of these records. All other Legat files and corresponding index cards are eligible for destruction when five (5) years old after application of the criteria of the Plan to identify exceptional/permanent case files extant in this collection of files. Inasmuch as closed Legat files are stored at FBIHQ the files will be reviewed by the Records Management Division to identify and mark for preservation any exceptional/permanent Legat files. Thereafter, remaining Legat files except Hong Kong and Mexico City will be destroyed according to the five (5) year authority granted by NARA. In conjunction with the destruction process, the files will be reviewed and a list made of all information indexed by Legats. The Legats, except Hong Kong and

Airtel to All SACs and LEGATs
RE: DESTRUCTION OF FIELD FILES AND RECORDS

Mexico City, will be forwarded a list of all files destroyed and a listing of all information indexed by the Legats. These listings are to be used by the Legats to identify and destroy the corresponding microfiche, if extant, and the corresponding index records. The list of information indexed may be destroyed once the index purge and destruction process have been completed. The list of files destroyed is to be retained by the Legat for future reference.

All exceptional/permanent Legat files will be reviewed by the Records Management Division when five (5) years old to identify corresponding index records which, as stated earlier, are permanent. A listing by file number of information indexed will be furnished to all Legats with instructions to purge the Legat indices and forward the index records to FBIHQ to be matched with the corresponding exceptional/permanent file for eventual transfer to NARA. Once the index records have been purged and forwarded to FBIHQ the purge list may be destroyed by the Legat.

Any inquiries regarding the instructions and/or restrictions set forth herein, may be directed to FBIHQ, Attention: Records Research Unit, Records Section, Records Management Division, or telephone extension 2168. Manual changes follow.

NOTE: Based on Legal Counsel memorandum to the Director dated 9/26/86, which advised of the resolution of the civil matter American Friends Service Committee, et al. v. William H. Webster, et al. Resolution of this civil matter resulted in the approval of the FBI's Records Retention Plan and Disposition Schedule and authorized the FBI to resume a file destruction program. Field offices are being provided destruction authority for certain office of origin (25 classifications) and auxiliary office (209 classifications) records, inasmuch as preliminary identification of permanent auxiliary office files has been completed by all field offices.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Off. of Cong. & Public Affs.
Off of Lia. & Intl. Affs.
Rec. Mgmt.
Tech. Servs.
Training

SSP
CLASS
SEC'D
SER
REC

Memorandum

To : SAC, Los Angeles (66-101) Date 1/20/88

From : Director, FBI

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

Re: LA letter 6/22/87, Bulet 7/15/87.

In response to your request for assistance in disposing of 72 cartons of negative name checks resulting from inquiries made during the 1984 Olympic Accreditation process, a formal request for records disposition authority was submitted to the National Archives and Records Administration (NARA).

NARA has responded favorably and, based upon instant communication, you are authorized to destroy the above-described record material.

JAN 21 1988

66-3286-1425

66-3286 Sub B
1 - Mr. McCreight
1 - Mr.
1 - Mr.
1 - Ms.
CMG:crs (5)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/30/03 BY AUC 60290 BCE/DCG/ymw 17 FEB 8 1988

Exec AD Adm
Exec AD Inv
Exec AD LES
Asst Dir.
Adm. Serv.
Crim. Inv.
Ident.
Insp.
Intell.

NOTE: As the result of a request for guidance from the Los Angeles Office, authority was sought from NARA to destroy 72 cartons of negative name checks. Based on [redacted] memorandum to Mr. McCreight, dated 1/15/88, captioned "Archival Authorization for Destruction of Bureau Records," authority to destroy the name checks was granted by the Acting Archivist of the United States as Job No. N1-65-87-17.

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b7C

120

22 SEP 10 1988

APPROVED:

Director
Spec AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.

Off. of Cong. & Public Affs.
Off of Lia. & Intl Affs
Rec. Mgmt.
Tech. Servs.
Training

FBI/DOJ

FEB 9 1988

ALL ROOM

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. McCreight

Date 10/30/87

From : R. W. Scherrer

Subject : DESTRUCTION OF BUREAU RECORDS General

PURPOSE: The purpose of this memorandum is to apprise you of results achieved in our file destruction program.

RECOMMENDATION: None. For information.

APPROVED:

Director
Exec AD-Adm.
Exec AD-Inv.
Exec AD-LES

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.

Off. of Cong. & Public Affs.
Off of Lia. & Intl Affs.
Rec. Mgmt.
Tech. Servs.
Training

DETAILS: In order to provide you with the accomplishments in our file destruction program, the following statistics were developed:

	6/30/87	9/30/87
Applicant Folders		
Folders Destroyed	15,265	52,401
Total inches	1,886.25	5,237
Recovered shelving units (48")	72 from 77	234 from 252
Recovery equated to cabinets	13	36
116 Classification		
Cases Destroyed	61,194	
Total inches	4,853.75	
Cabinets Recovered	34	

66-3286-1426

NOV. 4 1987

66-3286

1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Ms.
CMG:jmc (7)

b6
b7C

ALL INFORMATION CONTAINED
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DATE 9/30/03 BY ANC 60280 BCE/DCG/ymw

14 SEP 20 1988 120

FBI/DOJ

MEMORANDUM

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst.Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Couns.
Off.Cong & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Off. Liaison & Int. Affs.
Telephone Rm.
Director's Sec'y

SSR
CLASS
SRC'D
SER
REC

: Mr. McCreight AM/RWS Date 11/4/87

From : R. W. Scherrer RWS

Subject : ~~DESTRUCTION OF FIELD FILES~~ AND RECORDS

PURPOSE: To report delinquent work in certain field offices that will delay implementation of the Field File Destruction Program in those offices experiencing the delinquency.

RECOMMENDATION: None. For information.

APPROVED: Director; Exec AD-Adm.; Exec AD-Inv.; Exec AD-LES; Adm. Serv.; Crim. Inv.; Ident.; Inspection; Intell.; Laboratory; Legal Coun; Off. of Cong. & Public Affs.; Off. of Leg. Affs.; Rec. Mgmt.; Tech. Servs; Trainer

DETAILS: On 8/15/77, FBIHQ commenced forwarding to the field a list of FBI cases involved in Civil Litigation (CL) and/or Freedom of Information and Privacy Acts Litigation (FOI/PAL). The field was instructed that the names of each individual, organization, publication, etc., mentioned in each litigation must be searched through the field office general indices to locate case files containing information identical to the person, organization, publication, etc., mentioned and that any such files located must be marked for preservation and excluded from destruction until the litigation is resolved. Since 1977, FBIHQ has, on a regular and recurring basis, continued to notify the field of new cases involved in litigation and instructing that such cases must be handled in accordance with instructions, supra.

In 1984, the Records Section, RMD, recognized that the FBI Records Retention Plan and Disposition Schedule, then pending with the U. S. District Court, Washington, D.C., if modified by the court prior to approval, would not be less restrictive. Anticipating approval of the plan, which was not approved until 9/9/86, RMD commenced with preliminary work to support full implementation of the plan. In this regard, the Records Section

66-3286 Sub B
1 - Mr. McCreight
1 - Mr. Scherrer
1 - Mr. [redacted]
1 - Ms.
TBD:crs (5)

66-3286-1426X

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NOV 13 1987

(CONTINUED - OVER)

4-Y

37

13DEC051988

ALL INFORMATION CONTAINED
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DATE 9/30/03 BY AUC 60290 BCE/DCG/gmw

Memorandum to Mr. McCreight from R. W. Scherrer dated 11/4/87
RE: DESTRUCTION OF FIELD FILES
AND RECORDS

RMD being aware that a number of field offices were delinquent with the project of marking for retention files involved in litigation, informed the field that it would be necessary to bring the litigation project into current status and that the current status must be maintained in order for file destruction to begin. This requirement has been reiterated to the field on several ocassions since 1984. It appears, however, that other priorities have taken precedence and/or certain field offices have ignored instructions to keep the litigation project current. Consequently, a number of offices are delinquent and will not be able to destroy files until this situation is rectified. This requirement will again be reiterated when instructions to begin file destruction are forwarded to the field.

The status of identifying and marking case files involved in litigation in each field office is set forth below, including the estimated time necessary to complete the task.

Field Office	Status of Litigation Project
Albany	Current
Albuquerque	Current
Alexandria	Current
Anchorage	Current
Atlanta	2 weeks to complete
Baltimore	1 month to complete
Birmingham	Current
Boston	3 years to complete
Buffalo	Current
Butte	Current
Charlotte	Current
Chicago	Current
Cincinnati	Current
Cleveland	Current
Columbia	Current
Dallas	Current
Denver	Current
Detroit	3 weeks to complete
El Paso	1 week to complete
Honolulu	2 months to complete
Houston	3 weeks to complete
Indianapolis	3 months to complete
Jackson	7 days to complete
Jacksonville	4 days to complete
Kansas City	2 days to complete
Knoxville	Current
Las Vegas	1 week to complete
Little Rock	10 days to complete
Los Angeles	3 weeks to complete
Louisville	1 month to complete

Memorandum to Mr. McCreight from R. W. Scherrer dated 11/4/87
RE: DESTRUCTION OF FIELD FILES
AND RECORDS

Field Office	Status of Litigation Project
Memphis	1 week to complete
Miami	3 months to complete
Miluakee	Current
Minneapolis	Current
Mobile	Current
Newark	1 year to complete
New Haven	3 weeks to complete
New Orleans	1 week to complete
New York City	Current
Norfolk	3 days to complete
Oklahoma City	Current
Omaha	Current
Philadelphia	15 days to complete
Pheonix	3 days to complete
Pittsburgh	Current
Portland	3 weeks to complete
Richmond	Current
Sacremento	Current
Saint Louis	Current
Salt Lake City	Current
San Antonio	Current
San Diego	Current
San Francisco	Current
San Juan	1 month to complete
Savannah	Current
Seattle	1 month to complete
Springfield	Current
Tampa	Current
Washington Field	Current

MEMORANDUM

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst.Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Insp._____
Intell._____
Lab._____
Legal Couns._____
Off.Cong & Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison & Int. Affs._____
Telephone Rm._____
Director's Sec'y___

To : Mr. McCreight

Date 1/20/88

From : [redacted]

b6
b7C

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

SSP
CLASS_____
SRC'D_____
SER_____
REC_____

PURPOSE: The purpose of this memorandum is to record receipt of responses to comply with identification and preservation of permanent records.

RECOMMENDATION: None. For information.

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.
Exec. AD-Adm.	Crim. Inv.	Off of Lia. & Intl Affs.
Exec. AD-Inv.	Ident.	Rec. Mgmt.
Exec. AD-LES	Inspection	Tech. Servs.
	Intell.	Training
	Laboratory	
	Legal Coun.	

DETAILS: By Airtel to all SACs and Legats, dated 4/7/87, all offices were requested to complete all pending directives to identify and appropriately mark permanent records by Bureau deadline. Completion of instructions would permit initiation of the file destruction program for certain auxiliary office files.

Responses have been received and are attached herewith as an enclosure.

ENC. BEHIND FILE

SEALED ENCL

66-3286-1426X1

FEB 8 1988

Enclosure
66-3286 Sub B

1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr.
1 - Ms.
1 - 66-19249
CMG:crs (6)

b6
b7C

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DATE 9/30/03 BY AUC 60290 BCE/DCG/ym

O-9 (Rev. 8-16-79)

SSP

CLASS

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 2/10/88

FROM: Director, FBI (66-3286 Sub B)

TO: ALL SACs PERSONAL ATTENTION

DESTRUCTION OF FIELD FILES AND RECORDS -
PEN REGISTER TAPES

As the result of inquiries received from several field divisions, disposition authority was sought from the National Archives and Records Administration (NARA) to permit destruction of Pen Register Tapes.

NARA has advised that Pen Register Tapes are inextricably linked to the value of the case file itself and cannot be treated as a separate entity. Therefore, upon receipt of this communication, you are authorized to destroy Pen Register Tapes when the file itself is authorized to be destroyed, and consistent with one of the following conditions:

Pen Register Tapes created under the provisions of Title III of the Omnibus Crime Control and Safe Street Act of 1968 must be retained for a period of 10 years and thereafter destroyed upon approval of a U. S. District Court Judge.

Pen Register Tapes introduced as evidence in criminal proceedings may be destroyed upon approval of an appropriate U.S. Attorney.

All other Pen Register Tapes whether governed by Rule 41 or Rule 57(b), Federal Rules of Criminal Procedure may be destroyed when administrative needs have expired.

All offices should ensure that statistics are maintained for record material destroyed.

66-3286-1427

JUN 23 1988

Exec AD Adm. 1 - Mr. McCreight
Exec AD Inv. 1 - Mr. [redacted] (Attn: Mr. [redacted]
Exec AD LES
Asst. Dir.: 1 - Mr. [redacted]
Adm. Servs. 1 - Mr.
Crim. Inv. 1 - Mr.
Ident. 1 - Ms.
Insp.
Intell. CMG:crs (126) See Note Page 2
Lab. cmg/crs
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

b6
b7C

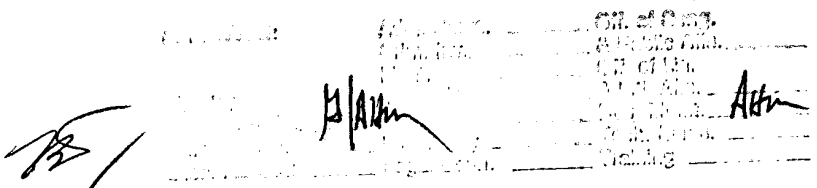
MAIL ROOM

10/15/63 AUC 60290 BCE/DCG/lyn

FBI/DOJ

Airtel to All SACS
RE: DESTRUCTION OF FIELD FILES AND RECORDS -
PEN REGISTER TAPES

NOTE: Based upon R. W. Scherrer memorandum to Mr. McCreight, dated 12/21/87, captioned "Archival Authorization for Destruction of Bureau Records," authority to destroy Pen Register Tapes was granted by the Acting Archivist of the United States on 12/9/87 as Job No. N1-65-87-19. This matter was coordinated with the Legal Counsel Division.



SSP
CLASS
SRC'D 13
SER
REC

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

AIRTEL

TO: DIRECTOR, FBI DATE: 3/9/88
ATTN: CRIMINAL INVESTIGATIVE DIVISION;
LEGAL COUNSEL DIVISION;
RECORDS MANAGEMENT DIVISION

FROM: SAC, SAN JUAN (66-868)

DESTRUCTION OF FIELD FILES
AND RECORDS-ORIGINAL ELSUR TAPES
OO: BUREAU

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Re San Juan telcall to SSAs [redacted] and [redacted] on 3/2/88, and Bureau airtel dated 11/19/86, captioned "Destruction of Field Files And Records."

INDEX

The purpose of this communication is to request guidance regarding the destruction of original ELSUR tapes maintained within the division which were recorded prior to Calendar Year 1978 (10 years). In order to accommodate the increasing volume of current ELSUR materials, guidance is needed in clearing non-evidentiary 10 year and older tapes from ELSUR storage.

It is requested that guidance be afforded regarding procedure for seeking court order from the District Court that authorized the original interception which order will authorize the destruction of original material that is no longer evidentiary in nature and was captured prior to 1978. Furthermore, guidance is requested regarding whether San Juan may consult directly with the court without permission of the Bureau and whether San Juan should consult with the Bureau prior to any contact with the court on a case-by-case basis.

66-3286-1427X

6 - Bureau
(2 - Criminal Investigative Division)
(2 - Legal Counsel Division)
(2 - Records Management Division)
2 - San Juan
(1-66-868)
(1-66-727)
GLM:ia
(8)

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DATE 9/30/03 BY AUC 60290 BCE/DCG/ym

1*

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b7C

2cc Legal Counsel Div. Attn: SA [redacted] 4-14-88
2cc RMD Mm - 4997 JFD 4/13/88

(Rev. 8-10-79)

SSE
CLASS
SRC'E
SER
REC

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 3/29/88

FROM: Director, FBI (66-3286 Sub B)

TO: All SACs

DESTRUCTION OF FIELD FILES AND RECORDS

ReBUairtel dated 12/14/87.

As the result of a recent case decided in the U.S. District Court for the District of Columbia, it was determined that a six-year statute of limitations of claims shall apply to FOIA appeals. As a result, the National Archives and Records Administration (NARA) has issued amended instructions establishing a six-year retention period.

Therefore, based on the authority of this communication, you should amend reairtel (page 3, line 3, item captioned "FOIA/PA Releases") to read six years.

1 - Mr. Otto
1 - Mr. Revell
1 - Mr. Glover
1 - Each Assistant Director
1 - Mr. Moschella
1 - Mr. [redacted]
1 - Mr. Collingwood
1 - Mrs. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - OLIA
1 - Manuals Desk

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY AUC 60290 BCE/DCG/lyn

b6
b7C

66-3286-1427X1

NOTE: Based on NARA Bulletin No. 87-6 (attached), which increased the retention period for FOIA matters to six years. Instant response has been coordinated with the Freedom of Information/Privacy Acts Section, Records Management Division.

CMG:crs (83)

ENCLOSURE

APPROVED:

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.

Off. of Cong. & Public Affs.
Off. of Lia. & Intl. Affs.
Rec. Mgmt.
Tech. Servs.
Training

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgmt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

MAIL ROOM

4 UT/enq

FBI/DOJ

National Archives and Records Administration
Washington, DC 20408

NARA BULLETIN

NO. 87-6

April 6, 1987

TO: Heads of Federal Agencies

SUBJECT: Increase in retention period for records relating to denials of FOIA requests.

1. **Purpose.** This bulletin announces an increase in the retention period for records relating to denials of Freedom of Information Act (FOIA) requests.

2. Expiration date. This bulletin expires September 30, 1988. The GRS changes transmitted by this bulletin will remain in effect until amended, superseded, or cancelled.

3. Cancellation. NARA Bulletin 86-7, Retention of records relating to denials of FOIA requests, dated September 29, 1986, is cancelled.

4. Background.

a. The GRS 14, Informational Services Records, covers FOIA requests and related records. GRS 14, item 16a(3)(a), covers correspondence and supporting documents for denied FOIA requests which are not appealed; GRS 14, item 17a, covers those denied requests which are appealed; and GRS 14, item 18, covers FOIA control files.

b. In a recent case decided in the U.S. District Court for the District of Columbia, Edward Spannaus v. United States Department of Justice (643 F. Supp. 698), Judge Joyce Hens Green determined that the six-year statute of limitations of claims applies to FOIA appeals.

5. **NARA action.** In view of this decision, NARA, in consultation with the Department of Justice, has increased the retention period of these records to six years.

6. Agency action. Federal agencies should make pen and ink changes to GRS 14, items 16a(3)(a), 17a, and 18a and b, and to appropriate items in their agency manuals as shown on the reverse of this page.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY Auc 60290 BCE/DCG/ymw

FRANK G. BURKE
Acting Archivist
of the United States

66-3286-1427X1
ENCLOSURE

General Records Schedule 14. Information Services Records

16.	Freedom of Information Act FOIA Requests Files.	
	* * * * *	
	a. Corespondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	
	* * * * *	
	(3) Denying access to all or part of the records requested.	
	(a) Request not appealed.	Destroy ~~5~~ 6 years after date of reply.
	* * * * *	
17.	FOIA Appeals Files.	
	* * * * *	
	a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).	Destroy ~~4~~ 6 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
	* * * * *	
18.	FOIA Control Files.	
	* * * * *	
	a. Registers or listing.	Destroy ~~5~~ 6 years after date of last entry.
	b. Other files.	Destroy ~~5~~ 6 years after final action by the agency or after final adjudication by courts, whichever is later.

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

SSE
CLASS
SRC'D
SER
REC

To : MR. MC KNIGHT
(SSA [redacted])

b6
b7C

Date 4-29-88

From : J. W. Greenleaf

Subject : FILE DESTRUCTION PROGRAM of Field Files and Records
FBI ACADEMY
QUANTICO, VIRGINIA

Enclosed are copies of two FD-31 registers and copies of three final class rosters from Quantico File.

PURPOSE: To request authority to destroy FD-31 registers and class rosters being maintained in Quantico File.

RECOMMENDATION: That Records Management Division review the enclosed documents and determine under what guidelines these documents could be destroyed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY Auc 60290 BCE/DCG/gw

APPROVED: Director ___ Exec. AD-Adm. ___ Exec. AD-Inv. ___ Exec. AD-LES ___
Adm. Servs. ___ Crim. Inv. ___ Ident. ___ Inspection ___ Intell. ___ Laboratory ___ Legal Coun. ___
Off. of Cong. & Public Affs. ___ Off. of Lia. & Intl Affs. ___ Rec. Mgmt. ___ Tech. Servs. ___ Training ___

DETAILS: Quantico is currently reviewing the files and records being maintained at Quantico to ascertain if any space containing records could be recovered by a destruction program that has been overlooked in the past.

The enclosed records are contained in two file cabinets with a linear footage of approximately 15 feet and dated back into the 1970's.

The matter was brought to the attention of SSA [redacted] who suggested that Quantico make a request of Records Management Division for a destruction determination.

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66-3286-1428

MAY 31 1988

Reply should be directed to the attention of SSA [redacted]

Enclosures destroyed 5/5/88 cmj
1 - ~~66-2777~~
PMU:bm (4)

SEE RMD ADDENDUM PAGE 2

Hlogg
Rm to Offices
Plan response appropriate
5/2/88

File 66-3286

* U.S. GOVERNMENT PRINTING OFFICE: 1983-411-864/9070

18FEB 1 1989

Re: J. W. Greenleaf memorandum to Mr. McCreight dated 4/29/88, captioned "File Destruction Program, FBI Academy, Quantico, Virginia."

Addendum of the Records Management Division (RMD) CMG:crs 5/16/88

RMD has reviewed the request of the Academy for assistance in determining the appropriate disposition of FD-31 registers and final class rosters. This matter has been discussed with SSA [redacted] at the Academy to note that the foregoing records are temporary and disposable.

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FD-31 registers are time and attendance records and are disposable after three years. This authority is documented in R. W. Scherrer memorandum to Mr. Finzel, dated 9/12/80, captioned "Destruction of Bureau Records - Partial Resumption of Records Destruction Programs."

The class rosters may be considered as workpapers and background data and may be destroyed when three years old. The Academy may choose to retain this material for five years, which is the retention period for material relating to the substance of the training, in the event that prolonged retention is desirable.

Copies of records enclosed with instant memorandum as samples have been destroyed since their intended purpose has been served.

APPROVED:	Adm. Servs.	Off. of Cong. & Public Affs.
	Crim. Inv.	
	Ident.	Off of Lia. & Intl. Affs.
Director	Inspection	
Exec. AD-Adm.	Intell.	Rec. Mgmt.
Exec. AD-Inv.	Laboratory	Tech. Servs.
Exec. AD-LES	Legal Coun.	Training

Memorandum

BSP
CLASS
SPCLD
SEP
DEC

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. McCreight

Date 2/9/89

From : J. W. Greenleaf

Subject : DESTRUCTION OF FORMS

BUREAU RECORDS GENERAL

PURPOSE: To advise that the attached Training Division (TD) forms 2-188 and 2-187 are no longer used.

DETAILS: The attached forms are no longer used by the TD inasmuch as the laundry at Quantico is now contracted out to a private firm. This form is now obsolete inasmuch as the Academy is no longer responsible for providing laundry services.

RECOMMENDATION: That TD be authorized to destroy the attached forms and that these forms be removed from the form book.

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.
Exec. AD-Adm.	Crim. Inv.	Off of Lia. & Intl. Affs.
Exec. AD-Inv.	Ident.	Rec. Mgmt.
Exec. AD-LES	Inspection	Tech Servs.
	Intell.	Training
	Laboratory	
	Legal Coun.	

Enclosures (2)

1 - Mr.
1 - Mrs. [redacted] b6 b7C

DSB:sjh (4)

Forms 2-188 and 2-187 deleted from Div II Form Book 2/14/89 GPS

66-3286-1429

4 - ENCLOSURE

FEB 15 1989

ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw

SEP 15 1989

☆ U.S.G.P.O.: 1988-202-042/75505

16723

☆ U.S. GOVERNMENT PRINTING OFFICE - 1979 295-987

ACADEMY LAUNDRY TICKET **A 23003**

2-188 (4-27-79)

PLEASE PRINT ALL ENTRIES

NAME	CLASS	DATE

ADDRESS	SSN

(FOR LAUNDRY USE ONLY)	LAUNDRY MARK	LOT NUMBER

MARKER	CHECKER	TOTAL

Claim for shortage must be made in person within 48 hours after delivery, excluding nonwork days

Amt.	Chkd	ARTICLES			PRICE	TOTAL
		BAG:	Laundry	Clothing		
		BATHROBE:	Woman's	Man's		
		BELT:				
		BLOUSE:	Woman's			
		CAP:	Utility			
		COAT:				
		COAT (SHIRT):	Utility			
		DRESS:	1-Piece			
		DRESS:	2-Piece			
		LINGERIE:				
		SKIRT:				
		DRAWERS:	Cotton	Woolen		
		HANDKERCHIEF:				
		JACKET:	Civilian	Mess		
		JUMPER:	White	Navy		
		NECKTIE:				
		PAJAMAS:				
		SHIRT:	Uniform			
		SHIRT:	Civilian			
		SHORTS:	Trunks	Athletic		
		SOCKS, PR.:				
		SWEAT SUIT:				
		TOWEL:	Bath			
		TROUSER:				
		UNDERSHIRT:	Cotton	Sweat		
		UNIFORM:				
		WASHCLOTH:				

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10/1/03 BY AUC 60290 BCE/DCG/gmd

60-3826-1429

ENCLOSURE

☆ U.S. GOVERNMENT PRINTING OFFICE 1979-295-968

[redacted]DEMY LAUNDRY TICKET

[redacted]187 (4-27-79)

D 00906

PLEASE PRINT ALL ENTRIES

NAME	CLASS	DATE

ADDRESS	SSN

(FOR DRY CLEANING USE ONLY)	DRY CLEANING MARK	LOT NUMBER
MARKER	CHECKER	TOTAL

Claim for shortage must be made in person within 48 hours after delivery, excluding nonwork days

AMT.	CHKD				PRICE	TOTAL
		MEN'S ARTICLES				
		CAP:	Garrison	Covers		
		COAT:	Uniform	Civilian		
		COAT:	Rain	Over		
		JACKET:	Military	Civilian		
		NECKTIE:	Military	Civilian		
		SHIRT:	Uniform			
		SHIRT:	Sport			
		TROUSER:	Uniform	Civilian		
		SUIT:	Man's			
		SWEATER:	Sleeveless	Long Sleeve		
			WOMENS'			
		BATHROBE:	Plain			
		BATHROBE:	Fancy	Quilted		
		BLOUSE:	Woman's			
		COAT:	Woman's			
		DRESS:	Woman's	Plain		
			Wool	Silk Fancy		
		JACKET:	Woman's			
		PEDAL PUSHER				
		SKIRT, WOMAN'S:	Plain	Pleated		
		SLACK:	Wool	Silk		
		SUIT, 2 PIECE:				
		SUIT, WOMAN'S PLAIN:				
		SWEATER, WOMAN'S:	Sleeveless	Long Sleeve		
		TROUSER,				
			HOUSEHOLD ARTICLES			
		BLANKET:	Single	Double		
		QUILT:	Silk	Wool Filled		

Enclosures Memorandum J. W. Greenleaf to Mr. McCreight 2/9/89 "Destruction of Forms."

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DATE 10/1/03 BY AUC 60290BCE/DCG/ym

66-3286-1429
ENCLOSURE

F15

☆ U.S. GOVERNMENT PRINTING OFFICE: 1987—192-887

FBI ACADEMY LAUNDRY TICKET
2-187 (4-27-79)

D 61800

PLEASE PRINT ALL ENTRIES

NAME	CLASS	DATE

ADDRESS	SSN

(FOR DRY CLEANING USE ONLY)	DRY CLEANING MARK	LOT NUMBER
MARKER	CHECKER	TOTAL

Claim for shortage must be made in person within 48 hours after delivery, excluding nonwork days

AMT.	CHKD	MEN'S ARTICLES			PRICE	TOTAL
		CAP:	Garrison	Covers		
		COAT:	Uniform	Civilian		
		COAT:	Rain	Over		
		JACKET:	Military	Civilian		
		NECKTIE:	Military	Civilian		
		SHIRT:	Uniform			
		SHIRT:	Sport			
		TROUSER:	Uniform	Civilian		
		SUIT:	Man's			
		SWEATER:	Sleeveless	Long Sleeve		
			WOMENS'			
		BATHROBE:	Plain			
		BATHROBE:	Fancy	Quilted		
		BLOUSE:	Woman's			
		COAT:	Woman's			
		DRESS:	Woman's	Plain		
			Wool	Silk	Fancy	
		JACKET:	Woman's			
		PEDAL PUSHER:				
		SKIRT, WOMAN'S:	Plain	Pleated		
		SLACK:	Wool	Silk		
		SUIT, 2 PIECE:				
		SUIT, WOMAN'S PLAIN:				
		SWEATER, WOMAN'S:	Sleeveless	Long Sleeve		
		TROUSER:				
			HOUSEHOLD ARTICLES			
		BLANKET:	Single	Double		
		QUILT:	Silk	Wool Filled		

Dictionary Room 2-187
Quilted from Dir.-11
Term Bkt 8/14/89 9:05

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DATE 10/1/03 BY Auc 60290 Bce/bcg/mm

FORM 2-187 -- FBI Academy Dry Cleaning Ticket (blue)
Administration and Operations Unit

USE OF FORM: Purpose of this form is to afford the customer to maintain a record of all clothing articles submitted for cleaning; it is patterned after the Marine Corps form and has been approved by the Marine Corps Base Laundry Officer; students at the Academy have the privilege of using the Marine Corps Laundry facilities. (Preinserted carbon form)

HISTORY: Approved per memo K. E. Joseph to Cochran 4/27/79 "Request for Laundry Forms." Form number 2-187 and date of 4-27-79 indicated on form; memo forwarded to Property Procurement and Management (Mr. [redacted] office) for further processing 5/14/79. fk (66-65-2532X)

b6
b7C

NOTE: 50,000 copies ordered in BLUE for DRY CLEANING. fk
Department Requisition dated 6/8/79; numbered #171. fk

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DATE 10/1/03 BY AUC 60290 BCE/DCG/ym

16723

☆ U.S. GOVERNMENT PRINTING OFFICE - 1979 295-987

FBI ACADEMY LAUNDRY TICKET **A 23004**

2-188 (4-27-79)

PLEASE PRINT ALL ENTRIES

NAME	CLASS	DATE
ADDRESS		**SSN**

(FOR LAUNDRY USE ONLY)	LAUNDRY MARK	LOT NUMBER
MARKER	CHECKER	TOTAL

Claim for shortage must be made in person within 48 hours after delivery, excluding nonwork days

Amt.	Chkd	ARTICLES			PRICE		TOTAL	
		BAG:	Laundry	Clothing				
		BATHROBE:	Woman's	Man's				
		BELT:						
		BLOUSE:	Woman's					
		CAP:	Utility					
		COAT:						
		COAT (SHIRT):	Utility					
		DRESS:	1-Piece					
		DRESS:	2-Piece					
		LINGERIE:						
		SKIRT:						
		DRAWERS:	Cotton	Woolen				
		HANDKERCHIEF:						
		JACKET:	Civilian	Mess				
		JUMPER:	White	Navy				
		NECKTIE:						
		PAJAMAS:						
		SHIRT:	Uniform					
		SHIRT:	Civilian					
		SHORTS:	Trunks	Athletic				
		SOCKS, PR.:						
		SWEAT SUIT:						
		TOWEL:	Bath					
		TROUSER:						
		UNDERSHIRT:	Cotton	Sweat				
		UNIFORM:						
		WASHCLOTH:						

History and Lumni Div II Form 1-30 9/14/89 gms

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/11/03 BY AUC 100290 BCE/DCG/ljm

FORM 2-188 -- FBI Academy Laundry Ticket (pink)
Administration and Operations Unit

USE OF FORM: Purpose of this form is to afford the customer to maintain a record of all clothing articles submitted to be laundered; it is patterned after the Marine Corps form and has been approved by the Marine Corps Base Laundry Officer; students at the Academy have the privilege of using the Marine Corps Laundry facilities. (Preinserted carbon form)

HISTORY: Approved per memo K. E. Joseph to Cochran 4/27/79 "Request for Laundry Forms." Form number 2-188 and date of 4-27-79 indicated on form; memo forwarded to Property Procurement and Management (Mr. [redacted] office) for further processing 5/14/79. fk (66-65-2532X)

b6
b7C

NOTE: 50,000 copies ordered in PINK for LAUNDRY. fk
Department Requisition dated 6/8/79; numbered #176. fk

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DATE 10/11/03 BY AUC 60290 BCE/DCG/ym

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. McCreight

Date 2/13/89

From : J. W. Greenleaf

Subject : DESTRUCTION OF FORM

Bureau Record GENERAL

PURPOSE: To advise that the attached Training Division (TD) form 2-12 is no longer used.

DETAILS: Attached form had been used in the past when a student at Quantico would request to meet the Director. This form has not been used in the last few years and the TD administration does not anticipate this form being used in the future. Inasmuch as this form is now obsolete it is requested that it be removed from the form book.

RECOMMENDATION: That the attached TD form be removed from the form book.

APPROVED: Adm. Servs. ____ Public Affs. ____
Director ____ Rec. Mgnt. ____
Exec. ____ Tech Servs. ____
Exec. ____ Training ____
Exec. ____

b6
b7C

Enclosure

1 - Mrs. [redacted]

DSB:sjh (3)

Form 2-12 deleted from Div. II form Book. 2/16/89 DSB

66-3286-1430

ENCLOSURE ATTACHED

FEB 21 1989

3 ENCLOSURE

ALL INFORMATION CONTAINED
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DATE 10/1/03 BY ANC 60290 BCE/DCG/ymw

RECORDS

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Request to See Director
2-12 (Rev. 2-13-76)

Name	Class	Request Made By Time -- To	Director's Office Notified	Call from Director's Office re Appointment	Agent Notified Time

FBI/DOJ

66-32881-1413

Enclosures to Memorandum J. W. Greenleaf to Mr. McCreight 2/13/89 "Destruction of Form."

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DATE 10/1/03 BY ANC 60280 BCE/DCG/gmw

34

66-3286-1430

Request to See Director
2-12 (Rev. 2-13-76)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw

Name	Class	Request Made By Time -- To	Director's Office Notified	Call from Director's Office re Appointment	Agent Notified Time

Tom 2-12 Ltr Tony audited
Tom Div. II Tom Bootes

FBI/DOJ

PUNCH
(3-hole, ~~bottom~~ margin)

FORM 2-12 -- Request to See Director
Front Office

USE OF FORM: This form is used in the Front Office of the Training and Inspection Division to record requests to see the Director, and any pertinent information concerning these requests. The form is destroyed thirty days after executed. (per [redacted] 5/10/55)

b6
b7C

HISTORY: Reinstated per memo R. K. Moore to Malone 5/9/60 "Reinstatement of Form 2-12, 'Requests to See the Director.'" (Form deleted per memo R. K. Moore to Mr. J. F. Malone 2/26/60 "Annual Forms Survey.") Master ordered 5/10/60. fk Printing ordered 5/16/60. fk

NOTE: Per memo Tolson to the Director 9/24/62 (no subject) Training and Inspection Division divided into Training Division (Division II) and Inspection Division (Division X). Per memo Casper to Mohr 10/18/62 "Form Books, Training Division, Inspection Division" Form 2-12 assigned to Training Division with form number remaining 2-12. fk **(66-3482-6125)**

NOTE: Per memo Jenkins to Casper 4/29/66 "Survey of Forms, Deletions or Exceptions Based on 100-Copy Criterion," Form 2-12 approved for continued use, although it fails to meet "frequency of use" criterion. fk

b6
b7C

Revised per memo [redacted] to [redacted] 2/13/76 "Annual Forms Survey, Training Division." Master ordered 2/25/76. gr Printing ordered 4/2/76. gr (66-3482-7749)

NOTE: Joint Committee on Printing (JCP) Notice 12/18/78 changed standard paper size to 8½ x 11 inches. fk

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DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw

Memorandum

#154-88

To : DIRECTOR, FBI
Attention: Records Management Division,
Office of Automation and
Information Management

Date 4/12/88

From : ACTING SAC, BUTTE (66-1413)(242-1)

SSE
CLASS
SRC'D
SER
REC

Subject : AUTOMATION MATTERS
FILE DESTRUCTION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY Auc 60290 BCE/DCG/gmw

Enclosed for Headquarters Divisions is one copy of FBIHQ airtel entitled, "Destruction of Field Files and Records", 12/14/87, which outlines destruction parameters for various file classifications.

At present in the FOIMS environment, it is possible to acquire: (A) listing of all files closed for a date range, (B) all files closed by classification for a date range, (C) all files closed by Program for a date range.

In Program (A), the listing contains files not subject to destruction, OO files, and files have assorted destruction parameters.

Program (C), as in Program (A), is no more responsive in creating a listing for destruction process.

In Program (B) a listing could be acquired that would meet the specific needs of the destruction program; however, each classification and alpha must be entered, an extremely time intensive process to acquire the listing.

Butte Division requests the possibility of creating a program to acquire listings of cases closed that would be within the parameters of the file destruction program as mandated in referenced airtel, be examined and possibly address destruction in the automated environment.

4 - Bureau
(2)- Records Management Division) (Enc. 1)
(2 - Technical Services Division) (Enc. 1)
2 - Butte
(1 - 66-1413)
(1 - 242-1)
FLC/ve
(6)

66-3286-1431

only 2 copies received in Records. SRL 4/19/88

2-28-89

- 1* -

SEE RMD ADDENDUM PAGE 2

Memo Prep. + dated 2/24/89 eh

54 MAR 30 1989 MAR 13 1989

Unrecorded Copy Filed In 242-1-7-9, 242-1-7-18.

Re: Butte letter (BTlet) 4/12/88, captioned "Automation Matters - File Destruction"

Addendum of Records Management Division (RMD) TBD:crs 5/4/88

ReBTlet requests that the Field Office Information Management Systems (FOIMS) software be modified to permit the listing of all closed cases by one or multiple classifications according to the parameters which govern the destruction of field files and records. Presently, FOIMS users must query the FOIMS for each separate classification and separate alpha designator within a classification to obtain a listing of all closed cases. It would be helpful if the field could obtain from FOIMS, without regard for the alpha designator, a listing of all record check cases closed more than six months, auxiliary office cases closed more than one year, criminal cases closed more than ten years, security and applicant cases closed more than twenty years.

The Records Section, RMD, considers the BT proposal to have merit and suggests that the FOIMS software be modified to accommodate the listing of closed cases as indicated above.

Contact with James E. Short, Office of Automation and Information Management (OAIM), RMD, determined that the FOIMS software can be modified as indicated above. Mr. Short has prepared and submitted to the Technical Services Division (TSD) an SDM-70 (copy attached) requesting the modification. Mr. Short indicated that the field will be advised of the modification through routine notification of FOIMS software/program changes.

RECOMMENDATIONS: 1. That the BT request be treated as a suggestion and forwarded to the Suggestion Desk, Administrative Services Division (ASD) and that the BT office be credited with a suggestion submitted and adopted.

APPROVED: Director, Exec. AD-Adm., Exec. AD-Inv., Exec. AD-LES; Adm. Servs., Legal Coun., Off. of Cong. & Pub. Affs., Off. of Eq., Ident., Info. Mgmt., Tech. Servs., Training

2. That the Suggestion Desk, ASD, prepare an appropriate communication to BT to acknowledge receipt of their request/suggestion and express appreciation for their contribution which will result in an enhancement to the FOIMS.

APPROVED: Director, Exec. AD-Adm., Exec. AD-Inv., Exec. AD-LES; Adm. Servs., Legal Coun., Off. of Cong. & Pub. Affs., Off. of Eq., Ident., Info. Mgmt., Tech. Servs., Training

Re: Butte letter (BTlet 4/12/88) captioned "Automation Matters - File Destruction"

ADDENDUM: TECHNICAL SERVICES DIVISION (TSD), EGG:plw, 7/8/88

The FOIMS programming staff has created one menu with five Pf-key options to cover the requested listings. Pf-key<1> is a report to list all record check cases that have been closed for six months or more. Pf-key<2> is a report to list all auxiliary office cases that have been closed for one year or more. Pf-key<3> is a report to list all office of origin criminal cases that have been closed for ten years or more. Pf-key<4> is a report to list all office of origin security cases that have been closed for twenty years or more. Pf-key<5> is a report to list all office of origin applicant cases that have been closed for twenty years or more. These reports will be implemented in the beginning of September 1988.

APPROVED:	Adm. Servs.	Off. of Cong. & Public Affs.
	Crim. Inv.	
	Ident.	Off. of Lia.
Director	Inspection	Off. Pub. Affs.
Exec. AD-Adm.	Intell.	Rec. Mgmt.
Exec. AD-Inv.	Laboratory	Tech. Servs.
Exec. AD-LES	Legal Coun.	Training

Date 5/2/88

BUR. REV (020786)	SDM/70 ENHANCEMENT REQUEST	ER Number FOA8805 Date Rec'd Project #

SYSTEM
TITLE: FOIMS - CLOSED CASES REPORT
SYSTEM ID: 2809

REQUESTOR: [redacted] / JAMES SHORT
UNIT: OAIM/RRU/RMD
EXT:

ER INITIATED BY: __PIR/SER ___USER ___DP
When Required? xx With Next Release
___ Right Away Date Required
REASON FOR REQUIRED DATE DEADLINE:
In support of FBI File Destruction Policy

APPROVAL SIGNATURES
[redacted]
Date 5/6/88
DP)
DATE

b6
b7C

DESCRIPTION OF DESIRED ENHANCEMENT:

Type of Enhancement: xx New to System ____Change to Existing System Component (report, display, function, etc.)

Please create a new report to list closed cases based on selected destruction criteria. Operationally, this new report could be modeled after the current cases closed by class and date range report. The new report should allow up to six classification entries regardless of any alpha designators and provide for the following selection criteria:

A.) List all Record Check cases that have been closed for six months or more;

B.) List all Auxiliary Office cases that have been closed for one year or more;

C.) List all Office of Origin - Criminal cases that have been closed for 10 years or more;

[xx] See Attachments

PURPOSE - Why Required/Desired:

Destruction practice will adhere to established policy and be done on a case by case basis.

BENEFITS - Tangible & Intangible:

Improved efficiency in highlighting cases eligible for destruction.

IMPACT - Impact If No Enhancement Made:

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Estimated Cost of performing Function W/O Enhancement (Per Yr): $

Percent Cost Savings if Enhancement is Available: %

COMPLETED BY DP ORGANIZATION (REQUIRED COMP. DATE ____)

___Include ER In Release; Rel. No:____
___Handle Individually

Assigned For
Action To:

This form is an integral part of a proprietary product of Atlantic Software, Inc. developed in conjunction with Katch & Associates. Its use and reproduction is permitted only within the installation licensed to use this product.

SMD-010 FBI/DOJ

MAR 13 1989

66-3286-1431

D.) List all Office of Origin - Security cases that have been closed for twenty years or more;

E.) List all Office or Origin - Applicant cases that have been closed for 20 years or more.

The following software capabilities should be incorporated into the program:

a.) All time ranges should be generated from the current date;

b.) List cases in file number order with breaks between classifications;

c.) Allow the option to enter classifications with or without alpha designators;

d.) When classifications are selected (C, D, E), verifications for Criminal, Security, and Applicant cases should be on classification only (disregarding any alpha designators);

e.) The report title should read:

"CASES ELIGIBLE FOR DESTRUCTION"
XXXXXXXXXXXXXXXXXX

where xxxxxxxxxxxxxxxxx can be one of the following:

"RECORD CHECKS"
"AUXILAIRY OFFICE"
"OFFICE OF ORIGIN - CRIMINAL"
"OFFICE OF ORIGIN - SECURITY"
"OFFICE OF ORIGIN - APPLICANT"

f.) On the report list the following information:

report title	current date
auxiliary office	office of origin
file number	open date
closed date	

g.) Please provide test results to RMD prior to field implementation.

O-9 (Rev. 8-16-79)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 12/14/87

PERSONAL ATTENTION

FROM: Director, FBI (66-3286 Sub B)

TO: All SACs
All LEGATs

DESTRUCTION OF FIELD FILES AND RECORDS

Reference is made to Bureau teletype dated 9/22/86, captioned as above advising that the injunction prohibiting the destruction of FBI files and records issued on 1/10/80, in the civil matter "American Friends Service Committee, et al. v. William H. Webster, et al.," was vacated by order and memorandum filed 9/9/86 in the U. S. District Court, District of Columbia, Washington, D.C., and that resolution of this matter permits the FBI to commence a file destruction program.

Resolution of the above civil matter resulted in the Court approving the FBI Records Retention Plan and Disposition Schedule (hereinafter the Plan) which contains disposition authority and instructions for most file classifications up to and inclusive of classification 258. The National Archives and Records Administration (NARA) is scheduled to conduct a review and appraisal of FBI records at five-year intervals to update the Plan and establish disposition instructions for new classifications and/or record systems established during the interim five-year period.

The file destruction program will be coordinated by the Records Management Division, FBIHQ, on a classification-by-classification basis and the authority to destroy field office files and records will be forwarded to the field on an ongoing basis upon completion of the FBIHQ review.

As you are aware, efforts have been underway since 1984 to identify and mark for preservation and eventual transfer to NARA certain office of origin and auxiliary office case files designated permanent by NARA because of their historical and/or research value. Others have been designated permanent after application of the multivolume/multiserial, exceptional, and/or statistical sample criteria of the Plan. Completion of this preliminary work in all field offices now makes it possible for the field to commence with its file destruction.

As a result of the foregoing, the field is now permitted to destroy certain auxiliary office files and, in some instances, office of origin files as outlined herein after observance of the following instructions and restrictions:

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DATE 10/1/03 BY AUC 60290 BCE/DCG/ym

66-3286 - 1431

Litigation Matters: No field office may engage in file destruction until all litigation matters have been searched through the office indices and relevant files identified and marked for retention pending resolution of the litigation. Case files which bear the notation that the files are being retained due to pending litigation are to be maintained until notification is received from FBIHQ that the litigation has been resolved. Identifying and marking files involved in litigation are essential to the implementation and ongoing file destruction program; therefore, this work must be kept current at all times. Upon receipt of new litigation matters from FBIHQ, all file destruction must cease until the new litigation freeze sheets have been searched through the office indices and related files identified and marked for retention pending resolution of the litigation.

Investigative/Administrative Needs: Case files which continue to serve investigative, administrative or research needs may be retained if deemed necessary. If a case file that has not been marked for archival retention is retained beyond the authorized destruction period, a memorandum should be placed in the case file justifying the need for longer retention.

Copy Destruction: Duplicate copies of communications which do not contain action notations, i.e., notations issuing instructions, notations requesting action be taken, notations of certification that action was taken, etc., may be removed from exceptional/permanent files and destroyed. Copies of documents which contain action notations not appearing on the original communication, are to be retained with the original communication. Similarly, copies of documents in other investigative case files may be purged and destroyed when the case is Closed/Ruc'd. In adminstrative files, copies of documents may be destroyed at any time.

FOI/PA Releases: Case files or contents thereof which have been released pursuant to the Freedom of Information or Privacy Acts are to be retained for five years from the date of release.

FOI/PA Requests: Upon receipt of an FOI/PA request in the field office, the request must be immediately searched through the office indices to identify any relevant files which must be immediately marked to indicate that an FOI/PA request is pending and to preclude premature destruction pending resolution of the request.

Historical Records: Auxiliary office case files which contain 50 or more volumes are to be retained and the stamp "X: DO NOT DESTROY: HISTORICAL VALUE: NATIONAL ARCHIVES" affixed to the file cover(s).

Original Documents: Original FD-302s, Laboratory reports, Latent Fingerprint reports, original surveillance logs, and 1-A exhibits in auxiliary office files are to be forwarded to the office of origin prior to destruction of the auxiliary case file.

Tax Returns/Tax Return Information: Tax returns and/or tax return information are to be removed from an auxiliary office files prior to destruction and forwarded to the office of origin.

Index Cards: Index cards corresponding to files destroyed may be purged from the general indices at the discretion of the SAC.

Auxiliary office files in the following classifications may be destroyed after one (1) year after observance of the foregoing instructions:

Classifications:

2, 4, 5, 6, 7, 8, 9, 10, 12, 14, 15,
17, 19, 21, 23, 25, 26, 27, 28, 29, 31, 32,
36, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48,
49, 51, 52, 54, 55, 56, 58, 60, 64, 65, 69,
70, 71, 72, 74, 75, 76, 79, 82, 83, 86, 87,
88, 89, 90, 91, 93, 96, 97, 98, 99, 100, 102,
103, 104, 105, 106, 108, 110, 111, 112, 113, 114, 115,
117, 119, 120, 122, 125, 131, 139, 141, 142, 143, 144,
145, 146, 147, 148, 149, 152, 153, 156, 157, 158, 159,
160, 162, 164, 165, 166, 167, 168, 172, 173, 174, 176,
177, 178, 179, 180, 181, 182, 184, 185, 186, 187, 188,
192, 193, 194, 195, 196, 198, 199, 200, 201, 202, 203,
204, 206, 207, 208, 209, 210, 213, 214, 215, 216, 217,
218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228,
229, 245, 246, 247, 248, 249, 250, 251, 252, 256, 257,
and 258.

Classification 81: Auxiliary office case files in classification 81 may be destroyed after one (1) year in all offices except Butte and Portland after a determination has been made that none of the foregoing restrictions are applicable.

Classification 163: Auxiliary office (FBIHQ is origin) case files in classification 163 have been determined to contain little or no historical value and may be destroyed if closed for ten (10) years or longer and if none of the foregoing restrictions are applicable.

Classification 116: Pursuant to earlier instructions, auxiliary office (FBIHQ is origin) case files in classification 116 have been stamped for permanent retention if the case files were created between November, 1947, and September, 1948, and contain no correspondence between the field office and FBIHQ. Remaining auxiliary office case files in the 116 classification may be destroyed if closed for twenty (20) years or longer and none of the foregoing restrictions are applicable.

Auxiliary office (FBIHQ is origin) case files in the following classifications have been determined to contain little or no historical value and may be destroyed if closed for twenty (20) years or longer after a determination has been made that none of the foregoing restrictions are applicable:

37, 77, 118, 121, 124, 126, 127, 128, 130, 132, 133, 138, 140, 151, and 161.

NARA has determined that most field offices no longer maintain files in the following obsolete criminal classifications, and that permanent retention is not required. Therefore, office of origin and auxiliary office case files in the classifications set forth below may be destroyed when ten (10) years or one (1)-year old, respectively, if none of the foregoing restrictions are applicable or the files were not previously stamped for permanent retention.

11, 13, 16, 18, 20, 22, 24, 30, 33, 34, 53, 57, 59, 68, 78, 84, 85, 95, 107, 135, 136, 154, 155, 169, and 171.

Records Checks: Auxiliary offices may destroy, when six (6) months old, results of contacts with various credit, law enforcement, and Federal, state and local Bureaus to determine criminal, credit and/or employment status of individuals related to current investigations.

Record checks in office of origin are to be destroyed/retained commensurate with the disposition authority of the case file to which the record check relates.

Zero (0) Files: Zero (0) files over three years old must be reviewed to determine if any policy material is contained therein. Any policy material identified is to be transferred to the Double Zero (00) file for permanent retention. Thereafter, Zero (0) files in all classifications up to and inclusive of classification 258 may be destroyed when three years old or when all administrative needs have been met, whichever is later.

Destruction of files in classifications identified above will result in the recovery of a substantial amount of prime office space desperately needed in all offices. Therefore, all offices are strongly encouraged to devote all available resources to the file destruction program so that benefits from reclaimed office space can be realized at the earliest possible date. Appropriate notations are to be recorded on FD-478 for all files destroyed. Records are to be maintained to document the volume of records destroyed in linear feet measurements. Information regarding the volume of records destroyed will be requested by the Records Management Division, FBIHQ, semiannually in June and December of each year to monitor the progress of the destruction program.

Legat Files and Records: NARA has designated all Hong Kong and Mexico City Legat files and corresponding index cards as exceptional/permanent, consequently, there will be no destruction of these records. All other Legat files and corresponding index cards are eligible for destruction when five (5) years old after application of the criteria of the Plan to identify exceptional/permanent case files extant in this collection of files. Inasmuch as closed Legat files are stored at FBIHQ the files will be reviewed by the Records Management Division to identify and mark for preservation any exceptional/permanent Legat files. Thereafter, remaining Legat files except Hong Kong and Mexico City will be destroyed according to the five (5) year authority granted by NARA. In conjunction with the destruction process, the files will be reviewed and a list made of all information indexed by Legats. The Legats, except Hong Kong and Mexico City, will be forwarded a list of all files destroyed and a listing of all information indexed by the Legats. These listings are to be used by the Legats to identify and destroy the corresponding microfiche, if extant, and the corresponding index records. The list of information indexed may be destroyed once the index purge and destruction process have been completed. The list of files destroyed is to be retained by the Legat for future reference.

All exceptional/permanent Legat files will be reviewed by the Records Management Division when five (5) years old to identify corresponding index records which, as stated earlier, are permanent. A listing by file number of information indexed will be furnished to all Legats with instructions to purge the Legat indices and forward the index records to FBIHQ to be matched with the corresponding exceptional/permanent file for eventual transfer to NARA. Once the index records have been purged and forwarded to FBIHQ the purge list may be destroyed by the Legat.

Any inquiries regarding the instructions and/or restrictions set forth herein, may be directed to FBIHQ, Attention: Records Research Unit, Records Section, Records Management Division, or telephone extension 2168. Manual changes follow.

0-9 (Rev. 8-16-79)

~~SECRET~~

DATE: 04-08-2011
CLASSIFIED BY 60324 uc baw/sab/lsg
REASON: 1.4 (c)
DECLASSIFY ON: 04-08-2036

SEP
CLASS Oc
SRC'D Oc
SER
REC

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

TRANSMIT VIA: AIRTEL

CLASSIFICATION:

DATE: 9/8/88

FROM: Director, FBI (66-3286 Sub B) PERSONAL ATTENTION

TO: All SACs

Bureau Records General

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 10/28/88

Re BUairtel to all SACs dated 11/18/86, captioned as above.

Referenced communication provided instructions to assist in identifying historical records and furnished field offices with historical case file numbers identified through the review of FBIHQ files. Instant communication will continue to update the Program and provides disposition instructions for more recent classifications resulting from the five-year update of our disposition schedule by NARA. For clarity and convenience, the latter instructions have been set out separately.

The following instructions, by classification, will require a review of files to update your previous efforts from approximately November, 1986. File numbers forwarded to FBIHQ from previous submissions need not be repeated. By the same token, efforts have been made to eliminate duplicate file numbers listed herein for preservation. Historical records identified during the review of the following classifications should have the legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," affixed to the file cover(s). Historical cases from the classifications which are prefixed by "*" should be reviewed for the corresponding FBIHQ file numbers which, in turn, will be forwarded to FBIHQ for similar file preservation.

ORIGINAL FILED IN 66-19249-3917

66-3286-

1 - 66-19249
1 - Mr. Davis (Attn: Mr. [redacted])
1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mrs. [redacted]

b6
b7C

NOT RECORDED
SEP 9 - 1988

WJR:nhp (126)

11/12/03
CLASSIFIED BY: NLS/DCG/60267/ymm
REASON: 1.4 (C)
DECLASSIFY ON: X 11/12/2028

SEE NOTE PAGE 11

DUPLICATE YELLOW

~~SECRET~~

SEP 9 - 1988

FBI/DOJ

~~SECRET~~

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

Classifications	Instructions
All Classifications	All "OO" (Policy) files
* 2	Office of Origin multisection cases and/or cases with 40 or more serials.
3	Office of Origin multisection cases created after 1977.
* 12	Office of Origin multisection cases.
14	Office of Origin multisection cases.
28	Office of Origin multisection cases.
* 31	Office of Origin multisection cases.
31	Office of Origin Control files.
39	Office of Origin multisection cases.
44	Office of Origin multisection cases created after 1977.
* 46	Washington Metropolitan Field Office Only. Office of Origin multisection cases.
50	All Office of Origin cases.
* 54	Office of Origin multisection cases. (Update from approximately 9/6/85 for corresponding HQ file number. "*" was inadvertently omitted from instructions in reairtel.)
* 58	Office of Origin multisection cases.
61	All Office of Origin and Auxiliary Office cases.
64	Office of Origin multisection cases.

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	81	Butte and Portland only. All Office of Origin and Auxiliary Office cases.
*	89	Office of Origin multisection cases.
*	97	Office of Origin cases with 30 or more serials.
*	101	All Office of Origin and Auxiliary Office cases.
	102	All Office of Origin cases.
	106	Office of Origin multisection cases.
	109	All Office of Origin and Auxiliary Office cases.
	110	All Office of Origin cases.
	113	All Office of Origin cases.
	117	Office of Origin multisection cases.
	119	Washington Metropolitan Field Office only. All Office of Origin cases.
	122	Office of Origin multisection cases and/or cases with 11 or more serials.
	129	All Office of Origin and Auxiliary Office cases.
*	143	Office of Origin multisection cases.
*	145	Office of Origin multisection cases.
*	147	Office of Origin multisection cases.
	156	Office of Origin multisection cases.
	157	Office of Origin multisection cases.
	158	All Office or Origin cases

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

*	159	Office of Origin multisection cases.
*	162	Office of Origin multisection cases.
*	165	Office of Origin multisection cases.
*	168	Office of Origin multisection (five or more) cases.
	172	Office of Origin multisection cases.
	173	Office of Origin multisection cases created after 1977.
*	174	Office of Origin multisection cases.
	175	Office of Origin multisection cases and/or cases with eight (8) or more serials.
	176	All Office of Origin cases.
*	179	Office of Origin multisection cases created after 1977.
*	182	Office of Origin multisection cases.
*	183	Office of Origin multisection cases and/or cases with 30 or more serials.
*	185	Office of Origin multisection cases.
	188	Office of Origin multisection cases and/or cases with 10 or more serials.
*	191	Office of Origin multisection cases.
	199	Office of Origin multisection cases and/or cases with 20 or more serials.
*	200	Office of Origin multisection cases and/or cases with 25 or more serials.

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

202	Office of Origin multisection cases.
205	Office of Origin and Auxiliary Office multisection cases and/or cases with 20 or more serials.
211	All Office of Origin and Auxiliary Office cases.
212	All Office of Origin cases.

The following category encompasses the additional classifications which were appraised by NARA during their five-year update, at which time disposition instructions, as set forth hereafter, were established. Inasmuch as this category has not been previously addressed, you will be required to review the entire classifications to identify the permanent records. Again, the file cover(s) of the permanent records should be stamped with the legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES." You are not required to determine the FBIHQ file number.

Classification	Instructions
193	Office of Origin multisection cases.
194	Office of Origin multisection cases.
196	Office of Origin multisection cases.
201	Office of Origin multisection cases and/or cases with 15 or more serials.
203	Office of Origin multisection cases and/or cases with 15 or more serials.
207	Office of Origin multisection cases.
208	Office of Origin multisection cases.
215	Office of Origin multisection cases and/or cases with 15 or more serials.

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

216	Office of Origin multisection cases and/or cases with 15 or more serials.
217	Office of Origin multisection cases and/or cases with 15 or more serials.
218	Office of Origin multisection cases and/or cases with 15 or more serials.
219	Office of Origin multisection cases and/or cases with 15 or more serials.
220	Office of Origin multisection cases and/or cases with 15 or more serials.
221	Office of Origin multisection cases and/or cases with 15 or more serials.
222	Office of Origin multisection cases and/or cases with 15 or more serials.
223	Office of Origin multisection cases and/or cases with 15 or more serials.
224	Office of Origin multisection cases and/or cases with 15 or more serials.
225	Office of Origin multisection cases and/or cases with 15 or more serials.
226	Office of Origin multisection cases and/or cases with 15 or more serials.
227	Office of Origin multisection cases and/or cases with 15 or more serials.
228	Office of Origin multisection cases and/or cases with 15 or more serials.
229	Office of Origin multisection cases and/or cases with 20 or more serials.

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

245	Office of Origin multisection cases.
246	Office of Origin multisection cases and/or cases with 15 or more serials.
247	Office of Origin multisection cases and/or cases with 15 or more serials.
248	Office of Origin multisection cases and/or cases with 15 or more serials.

Multisection Cases Identified at FBIHQ

The results of the updated review of FBIHQ multisection cases in certain classifications to determine the corresponding Office of Origin file number(s) are set forth hereafter, by Office. The legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers.

Albuquerque	198-1378
	198-1451
Atlanta	44-5859
	44-6248
	44-6304
	44-6377
(S)	44-6382 [redacted] (S) b1
Baltimore	44-1963
Birmingham	44-4266
Boston	44-3617
Butte	88-8428
Charlotte	44-4624
	70-6356
	88-16578
	88-16582
	91-7910
Chicago	7-2813
	88-21726
	183-1852
	225-11
Dallas	44-10016
	88-15638
	149-1184
Denver	44-1798
Honolulu	200-185
	200-766
Houston	7-1382
	44-8808
	200-1659
Indianapolis	44-2972
	44-3078
	44-3103
Jacksonville	44-3329
	70-3695

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Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

Kansas City	88-15561
Little Rock	44-3074 44-3225
Los Angeles	44-4163 44-4544 44-4697 44-4936 (S) [redacted] (S)
Louisville	44-2906 149-313
Miami	2-705 44-4138 44-4201 92-5158 202-2657
Milwaukee	44-1309 198-292
Minneapolis	7-1103 62-4252 (S) [redacted] (S)
Mobile	44-4524 44-4625
Newark	7-1265 70-4480 92-6135 174-2754
New York (NR)	7-3168 44-3353 44-3875 44-3896 44-3927 44-3944 91-24940
New York	92-9281 92-9428 200-4582 200-6100 202-1669
New Orleans	7-1877 44-8926 44-8938 91-8638 b1
Omaha	44-1025
Philadelphia	44-4364 44-4373 44-4393 44-4414
Phoenix	87-16742 92-2112 198-1761
Portland	44-991 91-9430
Sacramento	88-8441 b1
St. Louis	44-3754
San Antonio	7-1227 7-1233 44-5997
San Diego	88-9652 177-51
San Francisco	44-2260 92-4158 200-2091 200-6914
Seattle	88-12014 200-327

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Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

Springfield	91-8903
Tampa	200-542
WMFO	2-411 7-1677 58-1809 58-1969
(S)	183-514
	[redacted] (S) b1
(Alexandria)	7-415 7-440 58-376 7-5229

Exceptional Cases Identified at FBIHQ

The results of the current review for corresponding field office file numbers to FBIHQ cases which meet the criteria for exceptional cases are set forth hereafter. The legend "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers:

Albany	87-5192
Atlanta	87-12328
Baltimore	87-7456 87-10956
Birmingham	87-4340 87-6056
Buffalo	45-82 87-7130
Charlotte	87-7487 87-8080
Chicago	12-256 87-18700 87-19277 87-19776 87-23020 87-23788 87-29419 245-123
Cleveland	9-2685 87-10443
Dallas	87-11666 87-14277
Denver	87-10942

~~SECRET~~

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

Detroit	87-9414
	87-10718
Honolulu	31-599
	45-543
	100-687
Houston	87-7291
	87-8963
Indianapolis	87-3432
	87-3472
	194-145
Jackson	9-569
Jacksonville	87-8031
Kansas City	62-7797
	87-15549
	87-19108
	87-20792
Little Rock	87-9481
Los Angeles	87-16507
	87-17445
	87-18588
	87-23229
	87-23450
	87-24772
Louisville	87-7305
Memphis	87-9919
	87-11119
Miami	45-667
	45-931
	74-100
	87-8635
Miami	87-13776
	87-17221
	87-23676
	87-25910
Milwaukee	87-7486
Minneapolis	70-10239
	87-11985
	198-10239
Mobile	87-6628
Newark	45-606
New Haven	15-11430
New Orleans	87-11227
New York	45-5527
	45-6475
	87-6477
	87-20439
	87-21520
	87-21750
	87-26419
	87-42497
	87-51651
Oklahoma City	87-13619
Omaha	87-10833
Philadelphia	87-13075
	87-14817
Pittsburgh	87-7141
	87-7495
	87-10310
Portland	87-9972
	89-94

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~~SECRET~~

Airtel to All SACs
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
Buded: 10/28/88

San Antonio	87-6310	Seattle	87-10002
	87-6985		87-10523
			87-11988
San Francisco	42-27596		
	45-1064	Springfield	87-10569
	87-21505		
		Tampa	87-4769
San Juan	45-669		
	183-121	WMFO	199-1451
		(Alexandria)	
Savannah	87-7866		

All offices are requested to furnish corresponding FBIHQ file numbers to foregoing field office historical cases (indicated by "*") to FBIHQ, Attention: Records Section, Records Management Division, Room 4346, by COB 10/28/88. Inquiries may be directed to telephone extension 4770 (temporary).

NOTE: Field offices are being requested to conduct a periodic update of previous instructions to identify historical records, furnish FBIHQ with Bureau file numbers to permanent files identified in the field offices, and stamp corresponding cases to multisection and exceptional records identified at FBIHQ by established deadline. In addition, new instructions for classifications appraised by NARA during their first five-year update are included herein as a separate category.

~~SECRET~~

Memorandum

To : All SACs Date 6/14/88

From : Director, FBI (66-3286 Sub B)

SSR
LASS
SRC'D
SER
REC

Subject : DESTRUCTION OF FIELD FILES AND RECORDS
BUDED: 6/30/88

ReBUairtel to all SACs and Legats, 12/14/87.

Reairtel provided all field offices with authority to destroy auxiliary office files in numerous classifications and authorized destruction for a limited number of miscellaneous categories. In order to monitor the progress of the file destruction program, you were advised that the volume of records destroyed (in linear feet measurements) would be requested in June and December.

Therefore, you are requested to forward the volume of records destroyed (in linear feet) to FBIHQ, Attn: Records Section, Records Management Division, Room 4346. Inquiries regarding this matter may be directed to telephone extension 4769. Responses are requested by COB 6/30/88.

1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr.
1 - Ms.
CMG:crs (65)

b6
b7C

66-3286 143 1X

15 JUN 22 1988

MAILED 21
JUN 21 1988
FBI

NOTE: Based on 12/14/87 airtel to all SACs and Legats, which delegated authority to commence destruction of auxiliary office files in most investigative classifications. Field offices are being requested to submit statistics of volume of records destroyed in linear feet measurements by established deadline.

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.	
Exec. AD-Adm.	Crim. Inv.	Off. of Lia. & Intl. Affs.	
Exec. AD-Inv.	Ident.	Rec. Mgmt.	
Exec. AD-LES	Inspection	Tech. Servs.	
	Intell.	Training	
	Laboratory		
	Legal Coun.		

MAIL ROOM

68 MAR 30 1989

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw
FBI/DOJ

Acting SAC, Butte

7/13/88

SSF
CLASS
SRC'D
SER
REC

Director, FBI

AUTOMATION MATTERS
FILE DESTRUCTION

Destruction Of Field Files and Records

Reur Memorandum dated 4/12/88.

Your memorandum regarding the destruction of field files and records was deferred to the FBI's Suggestion Program. At the present time, your suggestion is being evaluated by the appropriate personnel, and when a final decision is reached, you will be notified.

MAILED 19
JUL 12 1988
FBI

66-3286-1432

Enclosures (2)

9 FEB 28 1989

Exec AD Adm: ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____

Based on Memorandum from Acting SAC, Butte to Director 4/12/88 with addendum of RMD 5/4/88 deferring to FBI's Suggestion Desk, re Automation Matters, File Destruction. Views attached.
MCH (8) Suggestion #154-88

mch

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/ywW

R-6856

MAIL ROOM

5 4 MAR 3 0 1988

Acting SAC, Butte 2/24/89

Director, FBI PERSONAL ATTENTION

SSR
CLASS
SRC'D
SER
REC

AUTOMATION MATTERS
FILE DESTRUCTION

Reur Memorandum dated 4/12/88.

The review of your division's suggestion regarding the destruction of field files and records has been completed. The appropriate Headquarter's divisions advised that this proposal has been adopted and implemented. Therefore, this is to inform your division that this idea will be recorded as adopted.

Your submission of this timely idea was appreciated, and the Field Office Information Management System will be enhanced by your suggestion.

MAILED 19
FEB 23 1989
FBI

66-3286-1433

Enclosures (3)

FEB 23 1989

AD Adm.
AD Inv.
Ac AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Off. Liaison & Int. Affs.
Telephone Rm.
Director's Sec'y

Based on Memorandum from Acting SAC, Butte to Director 4/12/88 with addenda of RMD 5/4/88 and TSD 7/8/88. Views attached.
MCH:lh (4) Suggestion #154-88

mch

HEADQUARTERS
K-6856

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY AUC 60290 BCE/DCG/gmw

4 MAR 3 1989

Memorandum

To : DIRECTOR, FBI
ATTENTION: RMD, Records Section, Records Research Unit

Date August 22, 1988

From : SAC, OMAHA (242-1)

CLASS
SRC'D
SER
REC

Subject : FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS)
DESTRUCTION OF FIELD FILES AND RECORDS/
AUDIT PROCEDURES
BUDED: 8/26/88

Re Bureau airtel to all SACs 8/5/88.

The following employees in the Omaha Office will be granted authority to delete records concerning the file destruction program from the FOIMS system:

[redacted]

b6
b7C

2 - Bureau
2 - Omaha
(1 - 242-1)
(1 - 66-3009)
cjw
(4)

66-3286-

NOT RECORDED
DEC 29 1988

ORIGINAL FILED IN 242-1-36-17-1

276

18JAN06 1989

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY Auc 60290 BCE/DCG/ymw

SP

CLASS
REC'D
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REC

AIRTEL

8/5/88

Director, FBI

ALL SACs

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw

FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS)
DESTRUCTION OF FIELD FILES AND RECORDS/
AUDIT PROCEDURES
BUDED: 8/26/88

FBIHQ is developing automated procedures to enable field offices to identify and track, through FOIMS, files that are eligible for destruction as well as those that have already been destroyed. The automated procedures will also enable field offices to delete from the FOIMS data base all case management information and index records corresponding to files that have been destroyed merely by entering the file number. Individual index records corresponding to files destroyed may be deleted by entering each record separately. The system will generate reports concerning the file destruction program which are to be used to review, monitor, and perform quality assurance audits of information deleted. After the reports have served their purpose, they may be destroyed inasmuch as edit logs will be maintained by FBIHQ and can be used to reconstruct any required case management or index data.

For control purposes, authority to delete above records from the FOIMS data base will be restricted to support personnel designated by the SAC in each field office. The identity and access codes for these individuals will be resident in the FOIMS system and will be updated as necessary due to turnover of personnel prompted by promotion, reassignment, transfer, resignation, retirement, etc. Each office is to maintain a current list of personnel authorized to delete information concerning the file destruction program from the FOIMS system and immediately advise FBIHQ of any changes in personnel granted this authority.

MAILED 8
AUG 09 1988

66-3286-

242-1-99

ORIGINAL FILED IN 242-1-99

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES 1 - Mr. Otto
Asst. Dir.: 1 - Mr. Revell
Adm. Servs. 1 - Mr. Glover
Crim. Inv. 1 - Each Assistant Director
Ident. 1 - Mr. [redacted]
Insp. 1 - Mr. Collingwood
Intell. 1 - Mrs. [redacted]
Lab. 1 - Mr. [redacted]
Legal Coun. TBD/mfb (27)
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Rm.
Sec'y MAIL ROOM

NOT RECORDED
MAY 17 1988

1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted] (Attn: Mr. Short)
1 - Mr. [redacted]
1 - Manuals Desk

12 AUG 23 1988

b6
b7C

APPROVED:

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Off. of Lia. & Int. Affs.
Rec. Mgmt.
Tech. Servs.
Training

FBI/DOJ

Airtel to All SACs
RE: FIELD OFFICE INFORMATION SYSTEM (FOIMS)
DESTRUCTION OF FIELD FILES AND RECORDS/
AUDIT PROCEDURES
BUDED: 8/26/88

To establish the aforementioned controls, each field office is requested to furnish FBIHQ by COB 8/26/88, the name and social security number of each person, as designated by the SAC, granted authority to delete records concerning the file destruction program from the FOIMS system. Persons so designated should be held to an absolute minimum and should be career oriented employees who can reasonably be expected to remain in FBI employment; thereby, minimizing the need to update the data base with the identity and access codes for such persons. Semiannually, each field office will be requested to validate the list of persons authorized to delete information relating to the file destruction program. However, it remains the responsibility of each office to notify FBIHQ, Attention: RMD, Records Section, Records Research Unit, of changes as they occur.

Your cooperation and assistance in maintaining an accurate record of the personnel authorized to delete information regarding the file destruction program is solicited. Any questions, and your responses to this request, should be directed to FBIHQ, Attention: RMD, Records Section, Records Research Unit.

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____

To Mr. McCreight Date 3/1/89

From Emil P. Moschella

Subject: EXPUNGEMENT ORDER PROCESSING WITHIN THE RECORDS MANAGEMENT DIVISION

ESR OC
CASD OC
ISR OC
LFC ____

Destruction of Field Files and Records

PURPOSE: To provide the Records Section with the results of research by the Freedom of Information-Privacy Acts (FOIPA) Section concerning statutory and case law requirements for carrying out the different types of expungement orders received by the FBI.

SYNOPSIS: The RMD receives numerous expungement orders from federal and state courts across the country. Properly executing those orders is difficult because the term "expungement" has no common meaning among those who use it, with courts often in conflict concerning how the expunged records should be handled. This memo will treat each of the contexts in which expungement orders have been received.

The procedures followed by the Identification Division for expungements are cited for information and comparison purposes only.

RECOMMENDATION: None, for information.

ENCLOSURE

66-18966
1 - 66-3286
1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr. Moschella
1 - Mr. Stoops (Attn: [redacted]
1 - Mr. [redacted] Attn:
1 - Mr. [redacted]

b6
b7C

66-3286-1436

(CONTINUED - OVER)

JMK:glb (7)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw

APR 25 1989

APR 25 1989 OC

☆ U.S.G.P.O.: 1988-202-042/75505

ORIGINAL FILED IN 66-18966-928

Memorandum from Emil P. Moschella to Mr. McCreight, dated 3/1/89
RE: EXPUNGEMENT ORDERS

DETAILS: Although the term "expungement" is commonly understood to mean the destruction of records, it often means something much different, such as special retention and disclosure procedures. The following is a discussion of the meaning of the term "expungement" in the context of the different types of expungement orders received by the FBI.

FEDERAL YOUTH CORRECTIONS ACT

The Federal Youth Corrections Act (FYCA), codified at 18 U.S.C. § 5021 but repealed on 10/12/84, was a statutory vehicle which allowed a young offender to have a (federal) conviction set aside. Although the FYCA did not explicitly provide for an expungement of records, various courts held that some form of expungement was necessary to afford the young offender the fresh start contemplated by the statute. The courts which addressed this issue, however, were in conflict as to what form of expungement was appropriate. Since it would be impractical to treat each jurisdiction separately, it is suggested that all FYCA expungement orders be treated under the broadest standard, which was enunciated in United States v. Doe, 579 F. Supp. 1351, 1355 (N.D. Ill. 1984), shown below:

> Now all agents of the government, including the Federal Bureau of Investigation, are ordered that all recordation relating to defendant's criminal episode, including the charge, arrest, indictment, court proceedings, record of conviction and sentence, shall be expunged by physically removing them from the central criminal files of the Federal Bureau of Investigation, and of all other law enforcement authorities, and placed in a separate storage facility which is not to be opened other than in the course of a bona fide criminal investigation by law enforcement authorities, and only where necessary for such an investigation.
>
> These records shall not be used by law enforcement authorities for any other purpose, nor may such records be disseminated to anyone, public or private, for any other purpose.

 (CONTINUED - OVER)

> It is further ordered that agents of the government, including the Federal Bureau of Investigation, shall respond, in the negative, to any and all inquiries concerning the set aside and expunged conviction and arrest records. Similarly, defendant whose arrest record and conviction have been set aside and expunged under Section 5021(b) may legally reply in the negative to any and all questions concerning his arrest and conviction in this case. Further, it is ordered that defendant may, and all others must, consider the expunged criminal episode, from arrest to conviction, as having never occurred.

This holding is broader than that of the highest federal court which has decided this issue, the District of Columbia Circuit Court, in that it covers not only conviction records but all records relating to the criminal incident. See Doe v. Webster, 606 F.2d 1226 (D.C. Cir. 1979). Following this broader holding will not only eliminate the need to speculate how different courts might decide the expungement issue, it will also make unnecessary the removal of only "conviction records" from files.

In reaching its decision, the Northern District of Illinois relied heavily on the reasoning of the D. C. Circuit concerning the FYCA's purpose, which was to spare a rehabilitated young offender from the social stigma and economic loss which flow from the "ex-con" label. Both courts were very concerned with the job prospects a young offender faces. While discussing that issue, the D. C. Circuit noted in footnote 51 that the Civil Service Commission allowed a young offender to omit from its Standard Form 171 Personal Qualifications Statement a conviction set aside under the FYCA, and that the Federal Personnel Manual stated that a person need not answer affirmatively to questions regarding convictions if those convictions had been set aside under the FYCA. Later in its opinion, the D. C. Circuit gave examples of the circumstances under which expunged records could be used: "Law enforcement authorities have an interest in knowing, for example, that a definite suspect in a crime under

investigation had previously been arrested or convicted, especially if for a similar offense. Likewise, police investigators will be greatly assisted if they are able to check whether persons residing or having been observed at the situs of an offense involving a particular modus operandi have previously been arrested or convicted of an offense involving the same modus operandi." Doe v. Webster, 606 F.2d at 1243. These examples involve reopening expunged records to assist in the investigation of another crime, not to determine whether a job applicant has committed or is likely to commit a crime. Given these examples, the court's concern about the job prospects of a young offender, and the purpose of the FYCA, it seems clear that records expunged under the FYCA cannot be used to determine suitability for employment, either in the public (government) or private sector.

Nor does it appear that expunged records should be disclosed pursuant to a Freedom of Information Act (FOIA) or Privacy Act (PA) request. Records subject to nondisclosure orders are not "improperly withheld" under the FOIA or, presumably, the PA. See FOIA Update, Vol. IV, No. 3, p. 5 (a DOJ publication).

In the event that a request for information from expunged records involves unusual circumstances, such as where information is being sought regarding a prospective appointee to a high government position, the Legal Counsel Division should be contacted for guidance.

In the event that any field office of the FBI has any record relating to the young offender's criminal episode, that record must be treated in the manner explained above. Thus, the following record holders should also be contacted: 1) the office of origin for the investigation; 2) all auxiliary offices; 3) all offices shown in the copy count of communications; and 4) any other agencies which may have received disseminated documents. (Note: The repeal of this statute did not affect those who were sentenced under it for offenses committed before 10/12/84. Such persons are afforded the protection of the statute even when discharged from probation after 10/12/84.)

Identification Division procedures for fingerprint cards and rap sheets are explained in Part II of the MIOG, Section 14-16.8.

(CONTINUED - OVER)

Memorandum from Emil P. Moschella to Mr. McCreight dated 3/1/89
RE: EXPUNGEMENT ORDERS

Federal Pretrial Diversion Programs

Pretrial diversion programs at the federal level are the creation of the U.S. Attorney's Office and Probation Office in each jurisdiction. In general, the arrestee is required to complete a period of community service, after which the charge is dismissed. Since each jurisdiction has its own program, it would be necessary to contact the U.S. Attorney's Office which handled each case to determine how investigative records should be treated. For the time being, these records should be stored in the same manner as FYCA cases, and a short preprinted notice explaining how the FBI is maintaining the records should be sent to the appropriate U.S. Attorney's Office. That notice should ask for further instructions, with the following language suggested:

> The attached expungement order was received without sufficient instructions concerning the parameters of the "expungement". We will continue to maintain in a separate storage cabinet all investigative records we may have until we receive such instructions. Please advise us of the following: 1) How should the records be stored? 2) How can the records be used in the future (i.e., FBI criminal investigations, state/local criminal investigations, inquiries from regulatory agencies, inquiries from a prospective federal government employer, inquiries from a prospective state government employer)? Your response, which should also provide the authority (i.e., case law, local rule, etc.) which is the basis for your answers, should be mailed to FBI Headquarters, Attn: [redacted] Room 5640, 9th and Pennsylvania Ave. N.W., Washington, D. C. 20535. b6 b7C

Identification Division procedures are explained in Part II of the MIOG, Section 14-16.7. Special procedures exist for child pornography cases in accordance with a memorandum dated 9/29/87 from Joseph Hartzler, Chief of the DOJ's Criminal Litigation Division.

(CONTINUED - OVER)

Presidential Pardons

A presidential pardon remits punishment and restores a petitioner's civil rights which were lost as the result of a conviction, but it does not erase the fact the conviction occurred. See Bjerkan v. United States, 529 F.2d 125 (7 Cir. 1975). Although courts do have broad equitable powers to fashion appropriate legal remedies, the majority view is that those powers are insufficient to order an expungement of records on the basis of a pardon. Since the FBI has at least one expungement order based on a pardon, however, it will be necessary to address this issue.

In the rare case when an expungement order based on a presidential pardon is received, it should be followed if it specifies what form the expungement is to take. Consider returning a copy of any vague order to the originating U.S. Attorney's Office with a preprinted notice as discussed above.

When the Identification Division receives information concerning a presidential pardon, it retains the subject's fingerprint card and rap sheet, but reflects the pardon as a disposition on the rap sheet.

21 U.S.C. § 844 (b)(1) and (b)(2)

These two provisions, which were repealed on 10/12/84, concerned the treatment of records pertaining to a person found guilty for the first time of simple possession of a controlled substance. Pursuant to 21 U.S.C. § 844 (b)(1), the subject was discharged from probation and the proceedings were dismissed without a conviction. A nonpublic record was retained by D.O.J. solely for the purpose of ensuring the subject would not be afforded such treatment more than once. Pursuant to 21 U.S.C. § 844 (b)(2), if at the time of the offense the subject was not over 21 years of age, the court issued an order to expunge all records relating to his arrest, indictment/information, trial, finding of guilt, dismissal and discharge, but of course retained the nonpublic record mentioned above.

Thomas Zeno, Chief of the Special Proceedings Section, U.S. Attorney's Office, District of Columbia (hereafter D.C.),

(CONTINUED - OVER)

has advised that all records pertaining to an offense covered by this statute should be mailed to the following address: Special Proceedings Section, U.S. Attorney, 555 4th Street, Washington, D.C. 20001. The cover letter from the U.S. Attorney's Office for the expungement order should be annotated "Order complied with", and the responsible FBI official should sign his name and show his position by that annotation. (This can be in the form of a stamp.)

It is suggested that orders from other district courts be handled in a similar manner, with the records and annotated referral letter being returned to the U.S. Attorney's Office covering the jurisdiction in question.

The Identification Division handles these orders in accordance with Legal Counsel's memorandum dated 10/8/76 entitled, "Controlled Substances Act" and DOJ Order 2710.7B dated 8/12/76.

33 D.C. Code § 541 (e)

This is the D.C. version of 21 U.S.C. 844 (b)(1) and (2), the difference being the absence of any age restrictions for the subject. Pursuant to an agreement with Thomas Zeno (see above), all records relating to the subject's arrest, indictment/information, trial, finding of guilt, dismissal and discharge, should be destroyed. This includes the subject's fingerprint card and identification record. The referral letter from the D.C. U.S. Attorney's Office should be annotated "Order complied with", as explained above and it should be returned to the address shown above.

D.C. Rule 118 (f)(2)

This rule provides that if a person is arrested for violating the D.C. Code but has his charges dismissed before trial, he may file a motion to have his records sealed. If the court issues the order, it covers all records of the subject's arrest, including the fingerprint card and identification record. Any computerized record of the arrest must be eliminated, but that may be accomplished by making the record irretrievable by the identity of the subject. These orders, according to Mr. Zeno, should be handled in the same manner as the 33 D.C. Code § 541(e) orders.

24 D. C. Code § 803 and § 806

These provisions are the D. C. version of the FYCA. Mr. Zeno's office is working out an agreement with the D. C. courts concerning these orders and will advise when the agreement is concluded.

Federal Court Orders Issued to Preserve Basic Legal Rights

Federal courts may order the expungement of records to preserve basic legal rights. See Menard v. Saxbe, 498 F.2d 1017 (D. C. Cir. 1974). For instance, if a person is arrested without probable cause, a federal court may order the expungement of his arrest record. Even where the arrest is made by a state or local police department which does not make a formal request to withdraw the record, the federal court's expungement order must be followed by the FBI.

Each order should be read carefully to determine if it specifies what form the expungement is to take (i.e., destruction, sealing of records, etc.). If the order fails to provide that information, it is suggested that the appropriate U. S. Attorney's Office be contacted or, at a minimum, the records be treated in the same manner as FYCA records.

State and Local Court Orders for Expungement

Whether state and local court orders for expungement should be followed by the FBI is an issue which apparently is still undecided by DOJ (See attached memo dated 7-18-84 from Rhoda Mancher, Justice Management Division, to John Mintz, FBI). An inquiry has been made to Miriam Nisbet, Deputy Director, Office of Information and Privacy, Office of Legal Policy, DOJ, to determine the status of this matter.

The Identification Division handles these orders in accordance with Part II of the MIOG, Section 14-17.2.

Memorandum from Emil P. Moschella to Mr. McCreight dated 3/1/89
RE: EXPUNGEMENT ORDERS

Expungement Orders Received from Unofficial Sources

If the subject of an expungement order or his attorney submits a copy of the order, that person should be advised to have an official copy submitted by an appropriate official, such as the clerk of the court which issued the order or the prosecutor's office which handled the case.

MEMORANDUM

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst.Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Insp._____
Intell._____
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Off.Cong & Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison & Int. Affs._____
Telephone Rm._____
Director's Sec'y_____

SP
ASS OC
C'D OC
IR OC
EC

To : Mr. McCreight b6 b7C Date 4/20/89

From : [redacted]

Subject : EXPUNGEMENT ORDER PROCESSING WITHIN THE RECORDS MANAGEMENT DIVISION

Destruction of Field Files and Records

PURPOSE: To advise of the procedures currently being followed by the Records Disposition and Archival Subunit, Records Management Division (RMD) in processing court orders under the Federal Youth Corrections Act (FYCA).

RECOMMENDATION: None. For information.

DETAILS: The RMD has received numerous expungement orders from federal and state courts across the country. At the present time, RMD has approximately 1200 court orders awaiting disposition in the Records Disposition and Archival Subunit. Based on information provided in the Moschella to McCreight memorandum dated 3/1/89, it has been determined that the procedures currently being followed would allow the court orders to be handled in the most expeditious manner. The following procedures are the results of discussions between personnel of the Records Disposition and Archival Subunit and the Freedom of Information-Privacy Acts Section.

66-18966
(1) - 66-3286
1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr. Moschella b6 b7C
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Mrs
1 - Mr. Shackelford

WS:der (10)

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66-3286-1437

ORIGINAL FILED IN 66-18966-929

ALL [redacted] INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 10/1/03 BY AUC 60290 BCE/DCG/fmw

APR 25 1989

APR 25 1989 OC

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b7C

Memorandum from [redacted] to Mr. McCreight dated 4/20/89
Re: Expungement Order Processing Within
The Records Management Division

Main Files

Files are removed from cabinets and placed under the control of the Records Disposition and Archival Subunit. Permanent charge-outs are in place in the filing cabinets in order to maintain the integrity of the filing system.

Cross References

Original serial is removed from the file. Xerox copy is made and information to be expunged/deleted is excised from the serial using the xerox copy. Excised copy is re-xeroxed and redacted copy is placed in the file and the file is returned to the cabinets. Original and excised copy are placed under the control of the Records Disposition and Archival Subunit.

Index Cards

Index cards will remain in the indices. No notations will be made on the index cards.

Field Office Records

All field office (Office of Origin and Auxiliary Office) records will be called into FBIHQ for proper handling.

Field Office Inquiries

Subsequent inquiries by field offices regarding FYCA records will be directed to Legal Counsel Division for proper handling. This procedure is necessary in order to ensure accurate research as to particular United States District Court/Circuit Court rulings which may be determined to be unique to each separate field office territory.

Court Order Retention

All court orders will be retained under the control of the Records Disposition and Archival Subunit. Retention will be by jurisdiction and court order numbers. Court orders will not be filed in the Central Records System.

Co-conspirators Cases

Cases involving co-conspirators will be handled in the same manner as cross references.

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Miscellaneous

Issues involving records other than FYCA matters will be addressed separately as the need arises. Such issues would include records involving Presidential pardons and court orders issued by state and local courts. Handling of state and local court orders involving expungement might require an interpretation of the supremacy clause and is presently under consideration by the Department of Justice.

MEMORANDUM

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SER
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To : Mr. McCreight

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Date 7/27/88

From :

Destruction of Field Files and Records

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst.Dir.:
Adm.Servs.
Crim.Inv.
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Off.Cong & Public Affs.
Rec. Mgmt.
Tech. Servs.
Training
Off. Liaison & Int. Affs.
Telephone Rm.
Director's Sec'y

Subject : DISPOSITION OF ALPHABETICAL PUBLICATIONS

PURPOSE: The purpose of this memorandum is to obtain the assistance of the Criminal Investigative Division (CID) and the Intelligence Division (INTD) in the final determination to destroy, retain or transfer the alphabetical publications to the Library of Congress.

RECOMMENDATION: That the attached inventory be referred to and reviewed by CID and INTD, as applicable, for appropriate disposition of the publications.

Joe

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.
Exec. AD-Adm.	Crim. Inv.	Off. of Lia. & Int. Affs.
Exec. AD-Inv.	Ident.	Rec. Mgmt.
Exec. AD-LES	Laboratory	Tech. Servs.
	Legal Coun.	Training

DETAILS: Based on my memorandum dated 7/15/88, authority was granted to refer the inventory to numerical publications to CID and INTD to assist in determining final disposition of the publications, many of which were dated from the early 1900's, and no longer requested or accessed.

Attached is the inventory to the alphabetical publications, which consume 106 cartons, for similar assistance and review by CID and INTD to determine the appropriate disposition. The publications, some of which are classified, may be reviewed by contacting the RMD Bulky Room, extension 3434.

ENCL. BEHIND FILE
ENCLOSURE

Enclosure
66-3286

66-3286-1438

1 - Mr. Clarke
1 - Mr. Geer
1 - Mr. McCreight
1 - Mr.
1 - Mr. (Attn: Mrs.
1 - Mr.
1 - Mrs.
WJR:crs (8)
WJR

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DATE 10/1/03 BY Auc 60290 BCE/DCG/gmw

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MEMORANDUM

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst.Dir.:
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Ident.
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Legal Couns.
Off.Cong & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Off. Liaison & Int. Affs.
Telephone Rm.
Director's Sec'y

SSP
CLASS
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REC

To : Mr. McCreight

b6 PER
b7C FBI

Date 7/15/88

From : [redacted]

Destruction of Field Files and Records

Subject : DISPOSITION OF NUMERICAL PUBLICATIONS

PURPOSE: The purpose of this memorandum is to obtain the assistance of the Criminal Investigative Division (CID) and the Intelligence Division (INTD) in the final determination to destroy, retain, or transfer numerical publications to the Library of Congress.

RECOMMENDATION: That the attached inventory be referred to and reviewed by CID and INTD, as applicable, for appropriate disposition of the publications.

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.
Exec. AD-Adm.	Crim. Inv.	Off. of Lia. & Intl. Affs.
Exec. AD-Inv.	Ident.	Rec. Mgmt. AHM/88
Exec. AD-LES	Inspection	Tech. Servs.
	Intell.	Training
	Laboratory	
	Legal Coun.	

DETAILS: Since 1971, the Records Management Division (RMD), has been successful in recovering space through the disposition of alphabetical and numerical publications which are no longer requested or accessed. This material has been donated to the Library of Congress which continues to be an enthusiastic recipient. To date, over 250 cabinets of publications have been forwarded to the Library's Exchange and Gift Division.

Attached herewith is the inventory to the numerical publications which consume 17 cartons. The publications, some of which are classified, may be reviewed by contacting the RMD Bulky Room, extension 3434. The inventory to the alphabetical publications is currently being prepared and will be handled separately.

66-3286
Enclosure

66-3286-1439

1 - Mr. Clarke
1 - Mr. Geer
1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
CRS:crs (8)

b6 PER
b7C FBI

10 MAY 30 1989

1 ENCLOSURE
MAY 30 1989

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw

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ADDENDUM: INTELLIGENCE DIVISION (INTD), 4/12/89, AJC

The Records Management Division (RMD) requested both CID and the Intelligence Division (INTD) to assist in determining the appropriate disposition of the numerical publications. INTD questions the origin of the documents. INTD recommends that the documents be reviewed by RMD to determine if the documents were provided to the FBI by assets or if there are any markings, including labels, on the documents which reveal the identity of the assets. Documents provided by currently active assets should not be offered to the Library of Congress for public access. Regarding the remainder of the material, providing no source indicators remain on the documents, INTD recommends first offering the material to the Central Intelligence Agency (CIA). The CIA uses material, such as listed in this inventory, for their research. If CIA declines the offer and assets are not identifiable, INTD concurs with RMD to offer the documents, if properly processed, to the Library of Congress.

APPROVED:

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

Adm. Serv.
Crim. Inv.
Ident.
Off. of Cong.

SUMMARY OF NUMERICAL PUBLICATIONS

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7550-2-					
19	In the Matter of Harry R. Bridges	1939				
52	The Washington Post	6/6/46				
	61-7551-2					
44	Counter-Espionage Laws	5/30/18				
87	In Defense of the Constitution	1935				
124	Constitutional Rights in Wartime	July, 1917				
134	FBI, Detroit	N/A				
148	On the Nature of Sabotage	N/A				
338	Communism-Present Threat to U.S. Welfare	September, 1949				
348	Review of the Scientific Conference for World Peace	4/19/49				
350	Use of the Communist Movement as a Propaganda Medium	10/1/45				
351	Communist Party, USA	10/1/45				
451	Does Attorney General Palmer Support the Constitution	N/A				
455	The Reporter	1952				
517	U.S. Court of Appeals	2/27/56				
526	Dib	10/7/57				

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY AUC 60290 BCE/DCG/gmw

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7551-2- (Con't.)					
527 SIRAB	10/8/57				
528 Weekly Intelligence Summary	9/5/57				
529 Significant Counterintelligence Briefs	6/14/57				
539 Book List	1951				
554 Warning! Leave the FBI Alone	1946				
560 Counterintelligence Digest	6/10/58				
572 Annual Report of the Special Agent in Charge for F/Y ending 6/30/21	6/30/21				
582 Fingerprint Identification	N/A				
606 Revista Policial Del Per Discursos	October, 1959 1959				
607 Monthly Domestic Intelligence Summary	1/31/60				
608 Dissents In the U.S. Supreme Court	6/8/59				
613 Communist Revisionism and Dissidence	9/30/60				
614 Review of the Communist Theoretical Journals	10/7/60				
615 Intelligence Knowledge	November, 1960				
616 CIA Subject Headings					
620 Attitudes on Tourism and Espionage as Expressed in the Soviet Press	January-October, 1960				

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7551-2 (Con't.)					
628 The Honorable Mr. Nixon and the Alger Hiss Case	1956				
631 Cuba vs. the CIA	1961				
656 New Politics (Volume X, #1-4; Volume XII, #1)	1973				
657 Peace, Freedom and Socialism (Volumes 15, 16)	1972 - 1973				
658 Left/Right Digest	May, June, 1973				
61-7554-2					
59 T. Jefferson : Selections From His Writings	1943				
155 Washington, D.C. Examiner	11/22-26/67 5/16-18/68				
61-7557-2-					
41 LIFE Detroit Race Riot	7/5/43				
72 Counter-Intelligence Summary	3/1/57				
74 Intelligence Staff Division (Parts E & F)	1953				
75 Intelligence (Volume 7)	1956				
78 Intelligence Summary	6/30/57				

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7558-2-					
6 The Harvard Communist	December, 1936				
145 Samuel Adams: Selections From His Writings	1946				
164 Communism in the U.S. (Hoover)	1948				
171 6 Easy Ways to Recognize a Bad Check	1950				
186 A Declaration of Civil Rights	N/A				
264 Seeing the U.S.S.R.	N/A				
265 See the U.S.S.R.	N/A				
268 Nine Day School	N/A				
281 Status of Schools - Segregation/ Desegregation in the Southern and Border States	1957				
282 Books on East Asia and the Pacific Islands	N/A				
299 National Security Review	Jan., Feb., Mar., 1967 June, July, 1967				
300 U.S. and Eastern Europe	4/27-30/67				
302 Race Relations Law Survey	July, Sept., 1969				
61-7559-2					
1 The XYZ of Communism	N/A				
2 Who Are the Communists and What Do They Stand For?	N/A				

SUMMARY OF NUMERICAL PUBLICATIONS

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2 (Con't.)					
24	The Communist Election Platform	1936				
27	15 Years of the Communist Party	1934				
45	Trotskyism	1935				
59	The Communist Party	N/A				
60	History of the C.P.S.U.	1936				
61	The Communist Party in Action	1932				
72	History of the Workers Party of America	N/A				
82	Report to the 8th Convention Communist Party	4/2-8/34				
88	The Communist Parties in the Fight for the Masses	March, 1934				
98	Foundations of Leninism	1932 1939				
118	The Illinois Labor Party	N/A				
119	15 Years of the Communist International	N/A				
120	The Foundation of the Communist International	1934				
121	The Truth about Soviet Russia	1938				
136	The Witchcraft Trial in Moscow	1937				
137	Trotskyism	Sept., 1936				

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TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7559-2 (Con't.)					
138 Trotskyism and Fascism	Jan., 1937				
139 The Crisis in the Socialist Party	Nov., 1936				
140 Stalin and the Red	1936				
141 To Defend Assassins is to Help Fascism	Feb., 1937				
147 World Voices on the Moscow Trials	N/A				
148 The Suppressed Testament of Lenin	Nov., 1946				
150 Sabotage	1913				
166 The Soviets at Work	1918				
202 Subversive Activities	10/16/36				
205 Facts About Communism	1937				
253 The Communist Solar System	N/A				
254 The Crisis in the Communist Party	March, 1937				
255 The Tactics of Communism	N/A				
269 Communism and the Masses	1937				
284 The Communists in the Peoples Front	1937				
325 Milestones in the History of the Communist Party	August, 1937				
338 Communism in the U.S.A.	1936				
339 The Truth about the Communists	N/A				

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61-7559-2 (Con't.)					
358 Principles of Communism	Sept., 1937; Jan., Oct., 1939; Jan., Oct., 1940; July, 1941; Jan., Apr., 1942; Jan., Apr., 1943				
455 American Friends of the Chinese People	6/26/60				
487 Communist Party of the U.S.A.	N/A				
490 Lincoln and the Communists	Feb., 1936				
570 Communist Election Platform	1938				
571 Japanese Imperialism Exposed	1942				
611 Red Radicalism	1920				
662 Charges of Illegal Practices of the Department of Justice	Jan. 19/March 3, 1921				
738 Marxism-Leninism	October, 1938				
747 The Communist and the People of Washington	1939				
758 Manifesto of the Communist Party of America on the Workers' Party	Circa 1922				
769 The Seventh World Congress of the Communist International	July 25-August 21, 1935				
770 Fourth Congress of the Communist International	Nov. 7 - Dec. 3, 1922				
771 Membership Cards for Communist Party	1919				

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61-7559-2- (Con't.)					
807 Two Decades of the Communist Party, USA	1939				
872 Who is the GPU?	1938				
1120 Third World Congress, Moscow	July, 1924				
1126 The February Struggle in Austria and its Lessons	1934				
1127 The Soviet Union in 1942	June, 1939				
1178 Principles of Communism	1933				
1364 The Labor Spy	1921				
1558 The Meaning of Marx	1934				
1559 Communism-World Revolution to Red Imperialism	N/A				
1571 Smash the Power of the Ku Klux Klan!	N/A				
1582 Socialism and War	1952				
1729 Witch Hunt, 1941, Hits Government Workers	N/A				
1848 Wiretapping Bill Let's Look at the Record	N/A				
1849 Is Your Phone Safe?	N/A				
2051 History of the Communist Party Soviet Union	N/A				

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	61-7559-2- (Con't.)					
2066	Bulletin of the Central Executive Committee of the Communist Party of America	N/A				
2068	America and the Communist International	N/A				
2289	Statement Issued to the Membership of the Communist Party, USA (opposition)	N/A				
2295	Stop Wire Tapping!	January, 1932				
2297	Police Lawlessness Against Communists in New York	April, 1930				
2313	Espionage Act Cases	July, 1918				
2358	Condition of Indians in the United States	1933				
2359	India's Freedom in American Courts	April, 1919				
2370	Restore the Rights of Citizenship to the 1500 Espionage Act Victims!	June, 1929				
2406	The Civil War in France	1933				
2415	The Communist World	various dates				
2432	Communist Manifesto No Compromise	1913 1919				
2597	Proposed Agenda - National Nominating Convention of the Communist Party	N/A				

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	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2- (Con't.)					
2606	The Major Problem Before the Seventh Convention of the CP,USA	1930				
2742	The Communist Party	N/A				
2743	What is the Communist Party?	N/A				
2802	The Organizational Construction of the Communist Parties	N/A				
2844	Problems of the Chinese Revolution	June, 1927				
2869	Natasha	N/A				
2969	A Study in Communist Tactics	1937				
3174	The Recognition of Soviet Russia by the United States	8/15/32				
3239	Russia's Democracy	1918				
3514	Abolition of the Poll Tax	N/A				
3515	Investigate Martin Dies	August, 1942				
3545	The Way Out	1941				
3579	Leninism or Trotskyism	February, 1925				
3798	What is the New Deal?	August, 1933				
3855	The Leninist Young Communist League	1936				
3917	May Day	1938				
4024	Joseph Stalin; Stalin	1943				
	Joseph Stalin; Political Biography	1949				
	Joseph Stalin: A Short Biography	1952				
	I.V. Stalin	1940				

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	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2 (Con't.)					
4339	News Release	1943				
4491	Abstract of the Address by Robert Ausa Smith	1/23/43				
4492	Abstract of the Address by F. McCracken Fisher	1/23/43				
4507	Jehovah's Witnesses and the War	January, 1943				
4518	Problems of Leninism	1934				
4768	Marx, Engels, Lenin, Stalin	1939				
4846	Communism	December, 1934				
4851	Charges Against the Department of Justice	1920				
4853	Supreme Court of the U.S.	1926				
4854	Appeal of the Communist Party of America	N/A				
4878	Japan and the Next World War	1927				
4891	The Communist	7/19/19				
4893	Organize for Victoria	1943				
4982	5th Convention of the Workers Communist Party	8/30 - 9/6/27				
5045	The End of the Comintern	September, 1943				
5046	From Lenin to Stalin	1937				
5114	The 19th Anniversary of Lenin's Death	N/A				
5162	Communists and National Unity	April, 1944				
5240	Karl Marx Interviewed by the New York Press (1871)	N/A				
5267	Report of Resolutions Committee to the Communist National Convention	5/20/44				

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61-7559-2 (Con't.)					
5372 Karl Marx (1818-1883)	N/A				
5373 Lenin and Stalin on Propaganda	1942				
5374 Communist Political Articles	N/A				
5396 Call to the State Convention of the Communist Party of Maryland and the District of Columbia	N/A				
5397 Stalin - The Russian Bear Reminiscences	1941				
5398 Reminiscences of Lenin	1934				
5400 The Heritage of the Communist Political Association	August, 1941				
5401 Constitution of the Communist Political Association	1944				
5430 Harry Bridges before the Attorney General in Deportation Proceedings	1942				
5466 Leningrad - Stalingrad	N/A				
5472 Fundamental Laws of the Chinese Soviet Republic	1934				
5474 The October Days in Moscow	April, 1914				
5475 Karl Marx: The Man and His Work	1918				
5484 The Teachings of Leon Trotsky	July, 1944				
5485 War and Peace	N/A				
5486 The Russian Revolution	March, 1944				
5494 History: Workers Party of America	May, 1937				
5495 History: Young Communist League	N/A				
5496 Minutes of the 16th Constitutional General Convention of the Industrial Workers of the World	10/13 - 11/10/24				

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	61-7559-2- (Con't.)					
5534	Twenty-five Years of the Academy of Sciences of the U.S.S.R.	April, 1944				
5546	A Book You Need (Vol. XIX of Lenin)	N/A				
5573	Two Stories from Agnes Smedley's "China's Red Army Marches"	N/A				
5601	China - America's Ally	1942				
5606	The Tenth Anniversary of the October Revolution Manifesto of the Central Executive Committee of the Government of the U.S.S.R.	1927				
5646	Guide to Self-study of the History of the Communist Party of the Soviet Union	N/A				
5674	Objectives of New Jersey Y.C.L. Recruiting Drive	2/12/43				
5772	Why America is Interested in the Chinese Communists	April, 1945				
5775	Communism - A Will O'The Wisp	August, 1936				
5776	The Anti-God Front of Communism	June, 1937				
5777	Communism, Our Common Enemy	1937				
5788	Speeches and Statement of the People's Commissar of Foreign Affairs of the U.S.S.R. and Chairman of the Soviet Delegation	5/24/45				
5804	V.M. Molotov	N/A				
5805	Russian Imperialism the Soviet Way	N/A				
5853	Communist Party of N.Y. State	1945				
5854	Communist Party "Jews"	N/A				
5891	What are we doing in China?	December, 1945				

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	61-7559-2- (Con't.)					
5907	Our Country needs a strong Communist Party	February, 1946				
5911	Communism: An Outline For Everyone	N/A				
5928	First 5 Years of the Communist International (Volume I)	October, 1945				
5967	Communist Policy for Britain	November, 1945				
5965	Comment on Communists and Communism	N/A				
5968	Statement of V. M. Molotov	5/27/46				
5969	Text of a Speech Delivered by V. M. Molotov	10/29/46				
5971	The Communist Party and You	January, 1947				
5972	A.V. Vyshinsky	11/6/46				
5973	K.V. Kiselev	10/28/46				
5974	V. M. Molotov	November, 1946				
5976	V. M. Molotov	Nov. - Dec., 1946				
5977	Text of a Statement by N.V. Novikov	11/11/21				
5978	N. V. Novikov	12/13/46				
5987	Communist Reply to Congress Working Committees' Charges by P.C. Joshi	December, 1945				
5990	China: Yesterday and Today	1946				
6009	U.S.S.R. and China	March, 1946				
6010	Cross Currents in the Philippines	1946				
6012	Who's Who in the Red Army	October, 1944				
6015	What You Should Know About the Communist	March, 1947				
6030	The Communist Fifth Column	6/24, 7/14, 1946				
6043	Marxism-Leninism v. Revisionism	7/9/48				

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	61-7559-2- (Con't.)					
6044	Changing China	1942				
6045	C.T.A.L. White and Blue Book	2/20/46				
6046	Franco Spain - Menace to World Peace	March, 1947				
6047	Eisler Hits Back	12/11/46				
6048	The Fight Against Revisionism in the U.S. Communist Party	N/A				
6055	Towards a Mass Communist Party: Every Party Member a Party Builder	1946				
6078	What Do Communists Really Want?	March, 1947				
6083	Speech by V. M. Molotov	2/6/46				
6084	Speech by J. U. Stalin	2/9/46				
6090	Investigation of UnAmerican Activities	1/30/46				
6018	The Communist Party	January, 1946				
6111	Call To a Conference on China and the Far East	10/18-20/46				
6115	Inside the Soviet Zone	1945				
6132	The Greater New York Committee for Japanese Americans, Inc.	6/7/46				
6155	Communist Agents in America	1947				
6156	How to Spot a Communist	2/22/47				
6167	Russia: The Empire and the Republic	1946				
6194	Lenin and Stalin	1945				
6250	Text of Speech Delivered by A.Y. Vyshinsky for the Peace and Friendship of Nations Against the Instigators of a New War	9/18/47				

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	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2- (Con't.)					
6251	Text of Address by V.M. Molotov on the 30th Anniversary of the Great October Socialist Revolution	11/6/47				
6288	Soviet Statements by V.M. Molotov; Marshall V. D. Sokolovsky	11/21/47				
6320	Soviet Russia Today	3/10/48				
6326	23 Questions About the Communist Party	1/11/48				
6359	The Third Party and the 1948 Elections by E. Dennis	March, 1948				
6362	Who Are the Foreign Agents?	June, 1948				
6374	Statement of the Central Committee of the Communist Party of Yugoslavia	1948				
6391	Russia Readers guide to	1945				
6392	Russia Under Tears and Commissars, A Readers Guide	1946				
6402	Real Russia Challenge	November, 1947				
6422	Marx and America	1934				
6425	Communist Manifesto	1948				
6429	Correspondence between Central Committee of the Communist Party of Jugaslavia	December, 1948				
6443	Psychiatric Newsletter	Feb., Oct., Nov., 1948 March, April, July-October, 1949				
6444	"Communist Party": Independent Nominating Petition	11/5/46				
6453	Theory and Practice of the Communist Party	May, 1950				
6456	Truth about Trotskyism	1/19/37				
6457	Tomorrow's China	December, 1948				

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61-7559-2- (Con't.)					
6458 31 Years of the Union of Soviet Socialist Republics	December, 1948				
6459 Stalin's Policy of Peace and Democracy	1948				
6465 The Case for Communism	February, 1949				
6466 Communist Party of California	N/A				
6474 Marxist Glossary	1947				
6475 Young Marxist	Fall, 1949				
6483 U.S.A. and U.S.S.R. - World Peace or Atomic War	N/A				
6496 History of the Communist Party of the Soviet Union	1939				
6519 An Introduction to the Theory and Practice of Communism	December, 1948				
6524 Citations by Official Government Agencies of Organization and Publications fornd to be Communist or Communist Fronts	12/18/48				
6525 The Case for the Communist Party	April, 1949				
6533 Chart Showing Party membership. . .	N/A				
6534 Facts and material on organizational status. . .	4/3-8/34				
6535 Balance Sheet of C.P.,U.S.A.	12/31/34				
6604 Address of the Central Committee of the Bulgarian Communist Party	1949				
6605 May Day Proclamation of Communist Party of Yugoslavia	N/A				
6606 Marshal Tito's Report to People's Front Congress	N/A				

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6607	Marshal Tito's Speech to the Slovene Academy of Sciences and Arts	N/A				
6610	American Stalinism and Anti-Stalinism	July, 1947				
6624	Communist Plot Exposed	March, April, 1948				
6636	30 Years of the Communist Party, U.S.A. (1919-1949)	N/A				
6638	Communism From the Inside	June, 1948				
6642	IV Congress Union of Communist Youth of Yugoslavia	1948				
6690	The Answer to Communism	April, 1949				
6714	Communism, Revolution and War	September, 1949				
6754	Lenin and Stalin	1948				
6755	The State and Democracy	June, 1948				
6756	The Aims of the Communist Party	June, 1946				
6774	Documents on the Mindszenty Case	January, 1946				
6794	Communism in the U.S.	N/A				
6800	Report of Literature Commission	N/A				
6802	Did the Russians Ground the Missouri	2/4/50				
6819	The Communist Party	N/A				
6822	The Great Victories in China	11/10/48				
6823	On the International Significance of the Bolshevik Party	N/A				
6825	Subversive Utterances	N/A				
6826	Stop Purging Communists	N/A				
6841	The Trial of Jozsef Mindszenty	1949				
6851	The Economy of the USSR during World War II	1947				

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	61-7559-2- (Con't.)					
6862	Constitution of the Azerbaigan Soviet Socialist Republic	April, 1950				
6863	Constitution of the Latvian Soviet Socialist Republic	8/25/40				
6864	Constitution of the Kirghiz Soviet Socialist Republic	April, 1950				
6865	Peace Movement in Hungary	N/A				
6866	Constitution of the Byelorussian Soviet Socialist Republic	12/23/36				
6867	An Answer to Comrade Cervenlio and Others	7/11/48				
6868	Constitution of the Moldavar Soviet Socialist Republic	8/25/40				
6869	Constitution of the Narelo Finnish Soviet Socialist	7/9/40				
6870	Constitution of the Estonian Soviet Socialist Republic	8/25/40				
6871	Constitution of the Uazokh Soviet Socialist Republic	3/26/37				
6872	Constitution of the Georgian Soviet Socialist	April, 1950				
6873	Constitution of the Lithuanian Soviet Socialist Republic	April, 1950				
6874	Constitution of the Uzbek Soviet Socialist Republic	April, 1950				
6875	Constitution of the Armenian Soviet Socialist Republic	April, 1950				
6876	Constitution of the Turkmen Soviet Socialist	April, 1950				
6878	Report of the Communist Party of Yugoslavia	1948				

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61-7559-2- (Con't.)					
6879 Constitution of the Russian Soviet Federated Social Republic	April, 1950				
6880 Constitution of the Tajik Soviet Socialist Republic	April, 1950				
6881 Constitution of the Ukranian Soviet Socialist Republic	February, 1950				
6882 Constitution of the 16 Constituent of the USSR	May, 1950				
6883 In Guerrilla China	1950				
6884 Yugoslav Owed Its Existence to Soviet Assistance	1950				
6892 The Great Architect of Communist Society	1950				
6900 Puerto Rican Communist Party	N/A				
6901 The North Atlantic Pact	1949				
6902 One Week in Hungary	3/10-17/50				
6903 The Report of the Central Committee of Bulgarian Communist Party	January, 1950				
6906 Canadian Communists	1948				
6907 The Thought of Mao-Tse-Tung	June, 1947				
6910 Outline for Discussion	N/A				
6947 Communist Party of the Soviet Union	1935				
6960 Comrade Stalin	1950				
6969 Marxism Revisionism	1931				
6977 An S.O.S. to All Communists	N/A				
6996 Williams Intelligence Summary	August, 1950				
7004 Lenin	1950				

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61-7559-2- (Con't.)					
7006 Communism and the Communist Party	12/1/50				
7041 Basic Principles and Practices of the C.P., U.S.A.	September, 1945				
7042 Supreme Court Decision of the Taft-Hartley Law	June, 1950				
7043 Prisoners Relief	June, 1950				
7044 Communist Party	October, 1950				
7048 Stalin Speaks for Peace	2/16/51				
7049 How the Reds Invaded Radio	December, 1950				
7050 Red Bulwark IWO	March, 1951				
7059 The Agrarian Reform Law	1950				
7060 The Communist Organ of the Central Committee of the CPY	September, 1941				
7803 The McCarren Conspiracy	1950				
7097 Stalin and the Armed Forces of the U.S.S.R.	1951				
7098 The Communist Party	July, 1949				
7110 The Soviet Union at the Fifth Session of U.N.O.	1950				
7111 Voice of the U.S.S.R. at the London Session of U.N.O. General Assembly	1/16 - 2/10/46				
7117 Russia Past and Present	N/A				
7130 Soviet Speeches at the World Peace Congress	November, 1950				
7131 Communist Party - 18th Congress	November, 1945				
7139 Important Dates in the Life of V.I. Lenin (1894-1901)	1939				
7142 Timoshenko	1/20/42				

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	61-7559-2- (Con't.)					
7145	Marx on the Truman Doctrine	3/19/51				
7149	On the Party	March, 1950				
7163	American Bar Association Brief on Communism-Marxism-Leninism	1939				
7169	Soviet Aggression: Myth or Reality?	April, 1951				
7188	Primer on Communism	1951				
7209	The Sixteen Republics of the Soviet Union	1917				
7219	The Trial of Traicho Kostov and His Group	1949				
7237	To Secure Justice in th Rosenberg Case	1951				
7238	The Chinese Conquer China	1949				
7272	Lenin (Vol.XXIII)	1918-1919				
7273	The Communist International	1938				
7274	Leninism	1942				
7275	The Great Patriotic War of the Soviet Union	1945				
7276	The Theoretical Principles Marxism	1943				
7306	Toward the Seizure of Power	1932				
7307	The Imperialist War	1930				
7308	The Revolution of 1917	1929				
7309	The Iskra Period	1929				
7310	Some Neglected Aspects of Communism	N/A				
7328	The Faith of the Soviet	December, 1950				
7331	Communist Policy for Peace - NEGOTIATE NOW	7/10/51				

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	61-7559-2- (Con't.)					
7332	How to be a Good Communist	October, 1951				
7335	Man, Humanity, and Humanism	1949				
7336	Smith Act Trial Report	4/10, 17, 24 - 6/2, 9 16, 23/52				
7337	World Peace	1928				
7338	The Communist Party and the Fight for Unity	7/4/52				
7340	Resolutions and Proceedings	7/2, 5/52				
7341	AGIT - PROP Commission, C.C.- C.P.U.S.A.	5/16/52				
7342	Report of the Executive Committee	1/29/52				
7369	The Chinese Revolution and the Communist Party of China	1939				
7370	Exchange of Letters Between the Australian and British Communist Parties	6/17/52				
7380	The Communist Party and the Intellectuals	N/A				
7381	Stalin and the Soviet Armed Forces	1950				
7394	Communism and the Russian Mind	June, 1937				
7395	Communism in Britain	October, 1951				
7396	Stalin's War Against Britain	N/A				
7422	China Accuses	1951				
7425	Chinese Women in 1950	1950				
7426	30 Years of the Communist Party of China	1951				
7433	Jeffersonian Democracy	January, 1951				
7434	A Peaceable Answer to the Russian Challenge	July, 1946				

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	61-7559-2- (Con't.)					
7435	The Common Program	1950				
7485	Aid to the Propagandist on Principles of Leninism	11/3/52				
7486	The Great Epoch of the Formation of Socialist Nations in the USSR	11/3/52				
7487	On the Work of I.V. Stalin	11/3/52				
7517	Hiss, Chambers, and the Age of Innocence	August, 1951				
7565	Life Guide on Japan Communist Party	N/A				
7570	The Russian Intelligence Service	August, 1950				
7571	Stalinist Theory and Soviet Foreign Policy	October, 1952				
7581	Brief to Establish the Illegal Activities of the Communist Party of the U.S.A. (Secs. 1 - 3)	5/5/48				
7625	The Development by Stalin of Marxist-Leninist Theory	1951				
7618	Articles on Tolstoy	1951				
7626	What is to be Done - V.I. Lenin	1951				
7677	Embassy of the Union of Soviet Socialist Republics	9/3/52 - 2/23/56				
7694	Report to the Seventeenth Congress of the C.P.S.U. on the Work of the Central Committee	1951				
7706	Intelligence Brief	9/11/52 - 2/26/58				
7708	The Cold War Murder	1952				
7806	Stalin's Victory Address	June, 1945				
7807	Principles and Methods	1952				
7808	Lenin's Book	1952				

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	61-7559-2- (Con't.)					
7809	Campaign Against the Frame-Up of the Communist Leaders	N/A				
7810	Communist Party Fronts, Their Purpose and Tactics	1949				
7811	Communist Front Organizations	4/11/41				
7812	Results of the Fourth Five-Year Plan of the U.S.S.R.	1946-1950				
7821	Communist Infiltration in the United States	1946				
7851	On Changes in the Rules of the Communist Party of the Soviet Union	October, 1952				
7856	Trial of Vatican Agents in Czechoslovakia	1951				
7868	The Communist Party Pettis	1952				
7869	Principles of Party Organization	1921				
7933	Communism and Conformity	5/20/53				
7935	Selected Essays	N/A				
7972	Death House Letters of Julius and Ethel Rosenberg	1933				
8003	Give Us Your ___ Poems and Songs for Ethel and Julius Rosenberg	2/10/78				
8042	Korean Armistice Agreement and other Documents	8/1/53				
8113	Congress on American-Soviet Relations	12/3 - 5/49				
8116	Constitution of the Communist Party of the United States	August, 1945				
8153	Abbreviations of Intelligence Interest Central Intelligence Agency	July, 1954				

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	61-7559-2- (Con't.)					
8154	The Collections and Indexes of the German Military Documents Section LAGOS	May, 1953				
8155	Economic Plans and Plans Fulfillment on File in the CIA Library for USSR, East Germany, Albania, Bulgaria, Czechoslovakia, Hungary, Poland, and Rumania	November, 1953				
8162	From the Briefs on the Unconstitutionality of the Smith Act	N/A				
8176	Underground Activity in Soviet Russia	N/A				
8251	Constitution of the Russian Federated Soviet Republic					
8277	Mao Tse-Tung on the Chinese Revolution	1952				
8284	The Communist Program and the Fight for Jobs, Equal Rights, Democracy	1954				
8319	On the Mastery of Marxist-Leninist Theory	1/11/54				
8332	The Policies, Measures and Perspectives of Combating Japanese Invasion	1954				
8344	Report on the Directives of the 19th Party Congress Relating to the 5th Five-Year Plan for the Development of the U.S.S.R.	1951 - 1955				
8345	Report to the Nineteenth Party Congress on Amendments to the Rules of the C.P.S.U.	1952				
8346	Report on the 19th Party Congress and the Work of the Central Committee of the C.P.S.U.	1952				

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TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7559-2- (Con't.)					
8412 Know Your Communist Enemy #6 Who are Communists and Why	January-December, 1955				
8414 Information Respecting the Russian Soviet System and its Propaganda in North America	August, 1920				
8416 May Day Celebration	5/1/19				
8417 The Present Government of Russia	N/A				
8418 Commentary	January, 1955				
8420 The Nameless War	1954				
8421 Office Worker	12/9/53				
8422 Marxism and the Individual	1/24/55				
8423 Main Resolution and Commission Recommendations	8/20-27/54				
8424 Man A Machine	1927				
8425 Origin of Anarchism	1902				
8426 Organized Vengeance called "Justice"	1902				
8427 New China New World	1949				
8428 The Life of Joseph Stalin [The Rebel and the Statesman]	1944				
8429 Our Great Debt to Bolshevism	1919				
8430 The Painting of the French REvolution	1938				
8431 The Philosophy of Socialism	September, 1916				
8435 Rules of the Communist Party of the Soviet Union	1953				
8530 Strength of the International Communist Movement	May, 1954				
8714 Index to the History of the C.P.S.U.	N/A				

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7559-2- (Con't.)					
8716 Abraham Lincoln: Selections from his Writings	1944				
8744 The October Revolution and the Tactics of the Russian Communists	1950				
8812 Communism (Story of the Communist Party)	1943				
8904 The Canadian Intelligence Service	June, 1952				
8958 Political Report of the Central Committee to the Sixteenth Congress of the C.P.S.U.	1951				
8964 Political Report of the Central Committee to the Fourteenth Congress of the C.P.S.U.	1950				
8965 Report of the Central Committee of the Bulgarian Communist Party to the Sixth Congress of the Party	1954				
8966 Reports Delivered at the Hungarian National Assembly	11/15 - 16/55				
8998 The 2nd Congress of the Communist International	1920				
8999 20th Congress of the Communist Party of the Soviet Union	1956				
9039 Speech by M.A. Suslov	2/16/56				
9040 Foreign Documents Division Summary	8/21/56				
9046 Twentieth Congress of the Communist Party of the Soviet Union	2/14/56				
9047 Report on the Directives of the Twentieth Congress of the CPSU for the Sixth Five-Year Plan for the Development of the USSR	2/21/56				

SUMMARY OF NUMERICAL PUBLICATIONS

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2- (Con't.)					
9048	Report of the Central Committee C.P.S.U. to the XX Congress of the Communist Party of the Soviet Union	1956				
9081	Report of the Central Committee of the Communist Party of the Soviet Union to the 20th Party Congress	1956				
9082	Visit to Burma and Afghanistan	February, 1956				
9083	Speech at the 20th Congress of the C.P.S.U.	1956				
9089	Report on Directives of the 20th Congress of the C.P.S.U. For the Sixth Five-Year Plan For the Development of the U.S.S.R. (1956-1960)	1956				
9091	Resolutions of the 20th Congress of the Communist Party of the Soviet Union	1956				
9092	Speech at the 20th Congress of the C.P.S.U.	1956				
9093	Draft Resolution For the 16th National Convention of the Communist Party, U.S.A.	1956				
9125	Foreign Documents Division Summary	1957 - 1958				
9130	Speech at the 20th Congress of the C.P.S.U.	1956				
9131	Speech at the 20th Congress of the C.P.S.U.	1956				
9150	Speech at the 20th Congress of the C.P.S.U.	1956				
9151	Speech at the 20th Congress of the C.P.S.U.	1956				

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7559-2- (Con't.)					
9152 Speech at the 20th Congress of the C.P.S.U.	1956				
9213 Constitution of the Communist Party of the United States of America	5/10/57				
9214 Constitution of the Communist Party of the United States of America	October, 1948				
9215 16th National Convention Discussion Bulletin	1/1/57				
9219 I Decretidel Soviet	N/A				
9228 Constitution of the Union of Soviet Socialist Republics	1938				
9233 The Constitiution of the Communist Party of China	1956				
9234 Constitution of the Union of Soviet Socialist Republics	1936				
9236 History of the Communist	N/A				
9237 History of the C.P.U.S.	N/A				
9271 The Socialist Party	N/A				
9272 Proceedings at the 16th National Convention of the Communist Party U.S.A.	2/9-12/57				
9302 The Communist Party at the Crossroads	January, 1957				
9319 Educational Discussion Material on the History of the Communist Party of the United States	N/A				
9407 Materials of the 5th Session of the U.S.S.R. Supreme Soviet concerning Disarmament and Prohibition of Atomic and Hydrogen Weapons	July, 1956				

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7559-2- (Con't.)					
9410 The Political Report of the Central Committee	1956				
9456 Report on the Communist Party of the United States as an Advocate of Overthrow of Government by Force and Violence	5/10/48				
9460 The Rosenberg Story	1954				
9466 Resolutions of the 10th Convention of the Communist Party	July, 1938				
9580 Almanac for the Spy	10/28/52				
9168 Sommaire Recapitulatif Pour L'annee	1956				
9192 Report on the Work of the Central Committee to the 18th Congress of the C.P.S.U./B./	1939				
9212 Main Political Resolution	2/9-12/57				
9593 What is a Communist?	7/28/53				
9670 Communist Party Clandestine Organization and Activity 1954-1956	December, 1957				
9702 Monthly Intelligence	December, 1957				
9705 International Geophysical Year Information Brief	February, 1958				
9726 Office of Research and Intelligence	1/4/58				
9727 Office of Research and Intelligence	1/5/58				
9743 Report of the XV Congress of the Communist Party of the Soviet Union	March, 1928				
9762 History of the Communist Party of the United States	1952				
9869 Organization Chart of Communist Party, U.S.A. - 1945	N/A				

SUMMARY OF NUMERICAL PUBLICATIONS

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2- (Con't.)					
10031	Collier's	12/6/48				
10084	Newspapers and magazines of the U.S.S.R.' - 1959	1959				
10085	Soviet Books 1958	1958				
10125	Directives of the 7th Congress of the bulgarian Communist Party on the Third Five-Year Plan for the Development of Peoples Republic of Bulgaria	1958-1962				
10126	General Report of the Central Committee of the Bulgarian Communist Party Delivered at the 17th Congress of the Party	1958				
10292	The Development of Economic and Cultural Cooperation -- An important factor in strengthening friendship between the Soviet and American Peoples	1959				
10308	Eighth Plenary Session of the Eighth Central Committee of the Communist Party of China	1959				
10331	Trial of American U-2 Spy Pilot	August, 1960				
10338	Decisions of the Twenty-first Extraordinary Congress of the Communist Party of the Soviet Union	1/27 - 2/5/59				
10532	Struggle of the C.P.S.U. for Unity of the International Communist Movement	1964				
10590	Negro Revolution	July, 1965				
10602	23rd Congress of the C.P.S.U.	1966				
10608	Miscellaneous Communist Books	N/A				

SUMMARY OF NUMERICAL PUBLICATIONS

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7560-2-					
57	Adolf Hitler from Speeches	1933-1938				
58	Speech Delivered in the Reichstag	2/20/38				
59	Mein Kampe	1939				
65	Speech Delivered in the Reichstag	5/21/35				
70	Speech by Adolf Hitler	9/19/39				
71	Proclamation of the Fuhrer to the German People	9/3/39				
76	Hitler's "Mein Kamph" and the Present War	1939				
77	Speech by Adolf Hitler	8/6/39				
86	Adolf Hitler's Speech	11/8/39				
114	Behind the Swastika	January, 1936				
115	Adolf Hitler' Message and Philosophy	N/A				
118	The Lindenberghs-An Appreciation	N/A				
203	The Strange Case of Herr Hitler	1933				
206	Information About Nazi Germany	October, 1937				
207	In Re: Persecution of the Jews in Germany	4/9/33				
249	Truth and Facts About the 3rd Reich	1936				
250	Germany Under Hitler	1935				
251	Building the 3rd Reich	June, 1939				
284	Exchange of Communications between President and Chancellor	April, 1939				
292	What Will Happen to Germany?	1943				
294	Werkstoffe	1941				

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7561-2-					
441 From Spanish Trenches	1937				
61-7562-2-					
161 Can ___ Hear Their Voices?	1/4/31				
439 Francis Biddle	N/A				
979 On Relief in Illinois	N/A				
1274 Declaration of the Ku Klux Klan	1923				
2391 Using the Espionage Act to Terrorize Labor	5/17/21				
2393 An Appeal for Just Laws and for their Impartial Enforcement	9/10/17, 1/2/18, 9/6/18, 8/11, 25/19, 10/19/19, 6/25/20				
61-7563-2-					
79 3rd National Negro Congress	June, 1940				
363 Negro History	1956				
410 The Black Panther	5/4/68, 5/18/68, 6/10/68				
412 Contrast	3/23/73, 5/3, 11/73, 8/17/73, 12/14, 21/73				
413 The Black Voice	March, August, November, 1973				
414 The Black Collegian	March-April, May-June, Sept.-Oct., Nov.-Dec.,1973				
61-7567-2-					
124 History of the Communist Party History of the C.P.S.U.	October, 1940 1939				

SUMMARY OF NUMERICAL PUBLICATIONS

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
61-7567-2- (Con't.)					
532 Dialogue	Spring, Fall, Winter, 1972				
533 Spark	8/31/72				

O-9 (Rev. 8-16-79)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 12/20/88

FROM: Director, FBI (66-3286 Sub B)

TO: All SACs

DESTRUCTION OF FIELD FILES AND RECORDS
BUDED: 1/27/89

ReBuairtel to all SACs and Legats 12/14/87.

Reairtel provided all field offices with authority to destroy auxiliary office files in numerous classifications and authorized destruction for a limited number of miscellaneous categories. Additionally, reairtel advised that the volume of records destroyed (in linear feet measurements) would be requested semiannually to enable FBIHQ to follow the progress of the field file destruction project.

By COB 1/27/89, all offices are requested to forward to FBIHQ, Attention: Records Section, Records Research Unit, the total volume of records (in linear feet) destroyed since 12/87. Of the total volume of records destroyed, identify (in linear feet) the volume destroyed since 10/1/88.

Inquiries regarding this matter may be directed to [redacted], telephone extension 4844 or [redacted] extension 4770.

b6
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66-3286-1440X

MAILED 28
DEC 22 1988
FBI

APPROVED: _____

Director _____
Exec. AD Adm. _____
Exec. AD Inv. _____
Exec. AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgmt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr.
1 - Mrs [redacted]

b6
b7C

JAN 4 1989

Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgmt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____ MAIL ROOM

NOTE: Based on reairtel to all SACs and Legats, 12/14/87, which delegated authority to commence destruction of auxiliary office files in most investigative classifications. Field Offices are being requested to submit statistics of volume of records destroyed in linear feet measurements by established deadline.

TBD:crs (65)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/gmw
#03-20762

FBI/DOJ

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 12
Page 49 ~ Duplicate
Page 50 ~ Duplicate
Page 51 ~ Duplicate
Page 52 ~ Duplicate
Page 53 ~ Duplicate
Page 54 ~ Duplicate
Page 98 ~ Referral/Consult
Page 99 ~ Referral/Consult
Page 109 ~ Referral/Direct
Page 151 ~ Referral/Consult
Page 152 ~ Referral/Consult
Page 153 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 33

Memorandum

3114

CONFIDENTIAL

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. Glover

Date 2/10/89

From : W. A. Bayse

Subject : PROPOSED CHANGES IN LEGAL ATTACHE MANUAL (LAM)

6 Destruction of Bureau Records

PURPOSE: To recommend the following changes in LAM. The proposed changes are merely procedural and do not contain any changes in policy.

RECOMMENDATION: That upon approval of the below-listed manual changes, this memorandum be routed to the Manuals Desk for appropriate handling.

OLIA W/SP

APPROVED:	Adm. Servs.	Laboratory
	Crim. Inv.	Legal Coun.
Director		Off. of Cong. & Public Affs.
Exec. AD-Adm.	Ident.	Rec. Mgnt.
Exec. AD-Inv.	Inspection	Tech. Servs. WAB
Exec. AD-LES	Intell.	Training

Manuals Desk notified

DETAILS:

REASON FOR CHANGE

The Manuals Desk was contacted prior to the preparation of this manual change memorandum.

CHANGED TEXT

LAM, 3-3.2, should be changed to read as follows:

SECURITY

(1) Same

(Continued - over)

DECLASSIFIED BY AUC 60290 BCE/DCG/ymw
ON 10/2/03
#03-R0762

66-3-82-1440Y

Classified by 8
Declassify on: OADR

1 - Mr. Bayse
1 - OLIA
1 - Mr. [redacted] (Rm. 3662)
1 - Manuals Desk (Rm. 4901)
1 - 66-19079 (LAM)

b6
b7C

4/Submitted Rm. 4901

JM:noj (6)

CONFIDENTIAL

FBI/DOJ

Memorandum from W. A. Bayse to Mr. Glover
Re: PROPOSED CHANGES IN LEGAL ATTACHE MANUAL (LAM)

(2) Same except fourth sentence. New combinations will be selected randomly by the Communications Security Unit and transmitted to the Legal Attache by Secure Telephone.

LAM, 3-4.2, should be changed to read as follows:

Evacuation and/or Destruction of Files and Equipment

Same

(1) Cryptographic materials (In accordance with Chapter VIII, COMSEC CUSTODIAN MANUAL);

INDEXING

No indexing is necessary.

SAC MEMORANDUM

This change is being communicated to manual users by routine monthly manual change method.

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

47

To : Mr. McCreight

Date 2/27/89

From FSC/10 I. Clarke

Destruction of Field Files and Records

Subject : DISPOSITION OF NUMERICAL PUBLICATIONS

SSP
CLASS
SRC'D
SER
REC

PURPOSE: The purpose of this memorandum is to respond to the memorandum from Mr. [redacted] to Mr. McCreight, dated 7/15/88, regarding the above captioned matter.

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RECOMMENDATION: The Criminal Investigative Division (CID) has reviewed the inventory that was provided and concludes that there is no reason to retain any of the publications listed.

APPROVED:			
	Adm. Servs.		Off. of Cong. & Public Affs.
	Crim. Inv.	FSC/10	
	Ident		Off. of Lia. & Intl Affs.
Director	Inspection		
Exec. AD-Adm.	Intell.		Rec. Mgmt.
Exec. AD-Inv.	Laboratory		Tech. Servs.
Exec. AD-LES	Legal Coun.		Training

DETAILS: CID was requested by the Records Management Division (RMD) to review a Summary of Numerical Publications to determine which, if any, should be retained. It was decided by CID's CounterTerrorism Section that there is no reason to retain any of the publications that were listed.

Enclosure

1 - Mr. McCreight
(Attn: Mr. [redacted]
1 - Mr. Clarke
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Special Assistants
1 - Mr. [redacted]
1 - Mr.
1 - Mr.

RBR (10)

b6
b7C

66-3286-1441

10 MAY 30 1989

4 [redacted]

1 ENCLOSURE

"ENCLOSURE ATTACHED"

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

MAY 30 1989

MEMORANDUM

Exec. AD Adm
Exec AD Inv
Exec AD LES
Asst.Dir.
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Couns.
Off.Cong & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Off. Liaison & Int. Affs.
Telephone Rm.
Director's Sec'y

SSR
CLASS
RC'D
ER
EC

To : Mr. McCreight

From :

Date 4/25/89

Destruction of Field Files and Records

Subject : DESTRUCTION OF BUREAU RECORDS

PURPOSE: To advise of the destruction of the 3 X 5 index card indices system previously used by the Freedom of Information-Privacy Acts (FOIPA) Section.

RECOMMENDATION: None. For information.

APPROVED:

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Off. of Lia. & Intl. Affs.
Rec. Mgmt.
Tech. Servs.
Training

b6
b7C

DETAILS: During a meeting held on 4/17/89, between FOIPA Section Chief Emil P. Moschella, FOIPA Assistant Section Chief [redacted] and Archives Specialist [redacted] the following information was ascertained regarding the specialized indices previously used by the FOIPA Section.

With the inception of the Freedom of Information Unit (now the FOIPA Section) in 1974, a specialized indices system was developed to serve as a tracking system for the numerous requests received by the FBI. This system involved the use of 3 X 5 index cards, with each of the cards containing the following information:

1) Subject of the request
2) Name of the requester
3) Date of receipt
4) Assignment date
5) Team assignment
6) Analyst assignment

66-3286-1442

10 MAY 30 1989

66-3286
1 - Mr. McCreight
1 - Mr. Moschella
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Mrs
1 - Mr.
WS:der (8)

b6
b7C

MAY 30 1989

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/2/03 BY Auc 60290 BCE/DCG/lyn

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Memorandum from [redacted] to Mr. McCreight dated 4/25/89
Re: Destruction of Bureau Records

This specialized indices system was used as a tracking system for each request received. The system contains the above information for each of the 217,000 requests received by the FBI between 1974 and August, 1981. The 3 X 5 cards did not reflect the final disposition of the requests. The system was fully used until August, 1981, when a computerized tracking system became operational in the FOIPA Section. This computer system contained all of the information which had been previously listed on the 3 X 5 cards, as well as: 1) the final disposition of the request (including pages reviewed and pages released; and 2) other miscellaneous information determined to be pertinent to the request.

Prior to the removal, from the FOIPA Section, all information contained on the 3 X 5 cards was entered into the computerized tracking system and can be retrieved in the form of a computer print-out. Inasmuch as the information pertinent to the early requests received by the FBI can be retrieved, Mr. Moschella advised that the 3 X 5 indices system had no administrative value and could be destroyed.

Authority for destruction of the 3 X 5 card indices system can be found in General Records Schedule (GRS) 14, Item 13 and GRS 23, Item 8.

MEMORANDUM

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst.Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Insp._____
Intell._____
Lab._____
Legal Couns._____
Off.Cong & Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison & Int. Affs._____
Telephone Rm._____
Director's Sec'y___

SSP
CLASS
SRC'D
SER
REC

To : Mr. McCreight AHM/dpc

Date 5/2/89

From : [redacted] VRT/dpc

b6
b7C

Subject : DESTRUCTION OF BUREAU RECORDS
Destruction of Field Files and Records

PURPOSE: To advise of the completion of the file destruction project in the Personnel Records Subunit.

RECOMMENDATION: None. For information.

APPROVED:

	Adm. Servs.		Off. of Cong. & Public Affs.
	Crim. Inv.		
	Ident.		Off. of Lia. & Intl Affs.
Director	Inspection		
Exec. AD-Adm.	Intell.		Rec. Mgmt. AHM/dpc
Exec. AD-Inv.	Laboratory		Tech. Servs.
Exec. AD-LES	Legal Coun.		Training

DETAILS: In November, 1986, employees of the Records Disposition and Archival Subunit began the review and destruction of old applicant folders in the Personnel Records Subunit. These folders consisted of the application and the background investigation of unsuccessful Bureau applicants. The review and destruction of these folders concluded on 3/24/89. The sequential listing of the file numbers for the computer program to delete the records from the automated system was completed on 4/24/89. The actual computer program for the deletion of these file numbers from the automated system is not fully operational at this time. Cumulative totals for the Personnel Records file destruction project are as follows:

Folders reviewed	-	183,019
Folders Destroyed	-	161,387
Mail Destroyed	-	20,868.25 inches 1,739.02 linear feet

66-3286-1443

1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr. [redacted] (Attention: Mrs. [redacted])
1 - Mr. [redacted]
1 - Mrs [redacted]
1 - Mr. [redacted]

b6
b7C

[redacted]

10 MAY 30 1989

(CONTINUED - OVER)

[redacted]

WSS:sc (7)
SC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY Auc 60290 BCE/pcg/lpw

4-JN

MAY 30 1989

Memorandum from [redacted] to Mr. McCreight dated 5/2/89
Re: Destruction of Bureau Records

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Cards Destroyed	-	10,269.50 inches 855.80 linear feet
Shelf Space (originally occupied)	-	2,848.00 linear feet
Shelf Space (now occupied)	-	244.00 linear feet
Shelf Space (net gain)	-	2,604.00 linear feet

In May, 1988, approximately 20 cubic feet of Personnel Records abstracts were transfered to the Washington National Records Center (WNRC). At the present time, an additional 38 cubic feet of abstracts are being prepared for transfer to the WNRC.

MEMORANDUM

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst.Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Insp._____
Intell._____
Lab._____
Legal Couns._____
Off.Cong & Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison & Int. Affs._____
Telephone Rm._____
Director's Sec'y_____

To : Mr. McCreight

Date 2/21/89

From : [redacted]

b6
b7C

Subject : DESTRUCTION OF FBIHQ AND FIELD FILES AND RECORDS

SSP

CLASS
SRC'D
SER
REC

PURPOSE: To advise of FBIHQ and field progress in the File Destruction Program.

RECOMMENDATION: None. For information.

APPROVED:

Director		Adm. Servs.	Off. of Cong. & Public Affs.
Spec. AD-Adm.		Crim. Inv.	
Spec. AD-Inv.		Ident.	Off. of Lia. & Intl. Affs.
Exec. AD-LES		Inspection	Rec. Mgmt.
		Intell.	Tech. Servs.
		Laboratory	Training
		Legal Coun.	

DETAILS: Resolution of the civil matter American Friends Service Committee, et al v. William H. Webster, et al on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, FBIHQ has destroyed 5,182.8 linear feet of obsolete material. Of this volume 1,675.4 linear feet were destroyed since 10/1/88.

By Buairtel 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories.

By Buairtel 12/20/88, all field offices were surveyed to determine the progress of the Destruction Program. The survey revealed that since 12/87, collectively 52 field offices have destroyed a total of 11,480.35 linear feet (equivalent to 2.2 miles) of obsolete file and record material. Of this volume, 2,282.5 linear feet were destroyed since 10/1/88.

66-3286-1444

7 FEB 28 1989

Enclosure
66-3286 Sub B
1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Mrs.
1 - 66-3286
TBD:crs (7)

b6
b7C

(CONTINUED - OVER)

1-ENCLOSURE ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

RECORDS

Memorandum to Mr. McCreight from [redacted] dated 2/21/89
RE: DESTRUCTION OF FBIHQ AND
FIELD FILES AND RECORDS

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b7C

As of COB 2/17/89, six field offices (Anchorage, Boston, Miami, Mobile, San Francisco and Washington Metropolitan Field Office) have not implemented the File Destruction Program. While the Washington Metropolitan Field Office has not destroyed any material, it is noted that the Alexandria Field Office destroyed 381 linear feet of material prior to merging with the Washington Metropolitan Field Office.

The attached list reveals the volume of material destroyed to date by each field office as well as those offices which have destroyed no material.

Work Sheet
0-48a (Rev. 3-3-88)

	Since 12/14/87	Since 10/1/88
1. Albany	46.7	55.8
2. Albuquerque	122ft. 3/4 in.	7 ft. 7½ in.
3. Anchorage	0	0
4. Atlanta	289	46
5. Baltimore	170⅓	0
6. Birmingham	81	33
7. Boston	0	0
8. Buffalo	0	48.75
9. Butte	15⅓	1½
10. Charlotte	54	65
11. Chicago	166 ft. 8 in.	0
12. Cincinnati	92	0
13. Cleveland	54	0
14. Columbia	160	0
15. Dallas	387	30
16. Denver	133	64
17. Detroit	326	0
18. El Paso	13	0
19. Honolulu	5 ft. 9¼ in.	0
20. Houston	27.75	4
21. Indianapolis	11⅓	0
22. Jackson	27	0
23. Jacksonville	115	5 ft. 3 in.
24. Kansas City	21¼	0
25. Knoxville	168	24
26. Las Vegas	7	0
27. Little Rock	6 ft. 5 in.	44.5
28. Los Angles	33	0
29. Louisville	220.02	172.12
30. Memphis	26 ft. 2 in.	2
31. Miami	0	0
32. Milwaukee	13	0
33. Minneapolis	494	50
34. Mobile	0	0
35. Newark	279.8	13.1
36. New Haven	66.33	15.95
37. New Orleans	65.4	39.4
38. New York City	2,141	528.7
39. Norfolk	98	37
40. Oklahoma City	172¼	29½
41. Omaha	512	41
42. Philadelphia	104	34
43. Phoenix	397	167
44. Pittsburgh	270	25
45. Portland	32	5
46. Richmond	104	95
47. Sacramento	96	327
48. Saint Louis	470	17
49. Salt Lake City	25	0
50. San Antonio	81	92
51. San Diego	205	69
52. San Francisco	0	0
53. San Juan	190.3	40.3
54. Savannah	65	35
55. Seattle	31.75	1¼
56. Springfield	49	0
57. Tampa	75	16
58. Washington Metropolitian Field	0	0
FBIHQ		
Quantico		
Brooklyn-Queens		
Ft. Monmouth		
Pocatello		
Supply Room, Basement		
Totals		

* Prior to merge with WMFO, Alexandria destroyed 381 linear feet of material.

** Since 9/9/86 FBIHQ has destroyed 5,182.8 linear feet of obsolete material.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/20/03 BY AUC 60290 BCE/DCG/ymw

Executive Offices	

Totals

1. Identification	
2. Training	
3. Administrative Services	
4. Records Management	
5. Intelligence	
6. Criminal Investigative	
7. Laboratory	
8. Technical Services	
9. Legal Counsel	
10. Inspection	
11. Office of Congressional and Public Affairs	

Totals

1. Bern	
2. Bogota	
3. Bonn	
4. Bridgetown	
5. Canberra	
6. Hong Kong	
7. London	
8. Mexico City	
9. Montevideo	
10. Ottawa	
11. Panama City	
12. Paris	
13. Rome	
14. Tokyo	

Totals

66-3286 NR 4-1989

CHANGED TO

66-3286-221-2

2-15-90

MCB

INFORMATION CONTAINED
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66-3286-1445

CHANGED TO

66-3286-43-1

2-15-90

MLB

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DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

MEMORANDUM

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst.Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Insp._____
Intell._____
Lab._____
Legal Couns._____
Off.Cong & Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison & Int. Affs._____
Telephone Rm._____
Director's Sec'y_____

To : Mr. McCreight AHM/dr Date 8/21/89

From : [redacted] b6 b7C

Subject : DESTRUCTION OF BUREAU RECORDS
Field files + Records

PURPOSE: To advise of the destruction of copies of Federal Bureau of Investigation (FBI) documents pertaining to civil action "FRANCES CARTER HILLIARD, v. FEDERAL BUREAU OF INVESTIGATION"; Civil Action Number N-82-363; United States District Court for the District of Connecticut.

RECOMMENDATION: None. For information.

APPROVED:

Director		Adm. Servs.	Off. of Cong. & Public Affs.
Exec AD-Adm.		Crim. Inv.	Off. of Lia. & Intl. Affs.
Exec AD-Inv.		Ident.	Rec. Mgmt. AHM/dr
Exec AD-LES		Inspection	Tech. Servs.
		Intell.	Training
		Laboratory	
		Legal Coun.	

DETAILS: Pursuant to the provisions of the Freedom of Information - Privacy Acts (FOIPA), plaintiff [redacted] Hilliard requested access to any and all documents pertaining to her maintained in the files of the FBI. Material from the files maintained at FBI Headquarters (HQ) was furnished to her, with deletions pursuant to the FOIPA, by FBI letters dated 9/13/78, 9/28/78 and 10/5/79. Additional material, maintained by various FBI Field Offices was also furnished, by the field offices, directly to her. Subsequent to receiving the material Ms. [redacted] filed suit in the United States District Court for the District of Connecticut, requesting judicial review of the actions of the FBI. By FBI letter dated 12/21/82, declarations of Special Agent (SA) Tom D. King and SA [redacted] were furnished to the

66-3286-1WW

AUG 23 1989

66-3286
1 - 197-3478
1 - Mr. McCreight
2 - Mr. Davis (Attention: Mr. [redacted] and Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. Moschella (Attention Mr. [redacted]
1 - Mr. [redacted]
1 - Mrs. [redacted]
1 - Mr. [redacted]

b6 b7C

WS:sc (11)

Shackelford

RECORDS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/2/03 BY AUC 60290 BCE/DCG/gmd

RECORDED COPY FILED IN 197-3478-11

AUG 1989 DC

Memorandum from [redacted] to Mr. McCreight b6 b7C
RE: Destruction of Bureau Records

Office of the United States Attorney for the District of Connecticut for filing in Civil Action N-82-363. The purpose of the declarations was to support a motion for summary judgment filed by the United States Attorney on behalf of the FBI. Through Stipulations for Dismissal dated 1/25/85, filed with the District Court, all parties involved in Civil Action Number N-82-363 agreed to dismiss the lawsuit.

By letter dated 8/24/87, from the Office of the United States Attorney for the District of Connecticut, the copies of the declarations, with exhibits, were returned to the FBI. Legal Counsel Division, FBIHQ, requested Records Management Division to determine if the material returned by the Office of the United States Attorney was duplicative of material maintained in the files pertaining to Civil Action Number N-82-363. It has been determined by the Records Disposition/Archival Subunit that the documents are duplicates of material filed in Bufile 197-3478 serial 8 Bulky Enclosure. Therefore, the duplicate material is being destroyed. The duplicate documents consist of ten inches of material.

36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 6/23/89

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS RESEARCH UNIT

FROM: SAC, BIRMINGHAM (66-2198)

DESTRUCTION OF FIELD FILES AND RECORDS
BUDED: 6/30/89

Re Bureau airtel to All SACs and Legats, 12/14/87 and Bureau airtel to All SACs dated 12/20/88.

The Birmingham Division has destroyed 176½ linear feet since 12/87. Of the total volume of records destroyed, 62½ linear feet have been destroyed since December 1988.

(2) - Bureau
1 - Birmingham
~~LJD/ljd~~
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

☆U.S. GPO: 1987 — 181-486

10/2/03 AUC 60290 BCE/DCG/gmw

4-528

66-3286-1447

CHANGED TO

66-3286-1-29

2-15-90

MCB

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DATE 10/9/03 BY Auc 60290 BCE/DCG/ymw



MEMORANDUM

Exec AD Adm
Exec AD Inv
Exec AD LES
Asst.Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Couns.
Off.Cong &
Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Off. Liaison &
Int. Affs.
Telephone Rm.
Director's Sec'y

To : Mr. McCreight

Date 9/29/89

b6
b7C

From :

Subject : DESTRUCTION OF FBIHQ AND FIELD FILES AND RECORDS

PURPOSE: To advise of FBIHQ and field progress in captioned program.

RECOMMENDATION: None. For information only.

APPROVED:

Director
Exec AD-Adm.
Exec AD-Inv.
Exec AD-LES

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory

Off. of Cong. & Public Affs.
Off of Lia. & Intl Affs
Rec. Mgmt
Tech Servs
Training

DETAILS: Resolution of the civil matter American Friends Service Committee, et al. v. William H. Webster, et al. on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, FBIHQ has destroyed 6,078.50 linear feet of obsolete records. Of this total, 665.75 linear feet were destroyed since 1/89.

66-3286-1448

By Buairtel 12/14/87, all SACs and Legats were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories.

Enclosure

66-3286

1 - Mr. McCreight
1 - Mr.
1 - Mr.
1 - Mr.
1 - Mrs
1 - 66-3286 Sub B

b6
b7C

(CONTINUED - OVER)

WJR:sc (7)

1 - ENCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

RECORDED COPY FILED IN 66-3286-8-96

OCT 13 1989

b6
b7C

Memorandum from [redacted] to Mr. McCreight dated 9/29/89
Re: DESTRUCTION OF FBIHQ AND FIELD FILES AND RECORDS

By Bulet 7/10/89, all field offices were surveyed to determine the progress of the Destruction Program. The survey revealed that since 12/87, 54 field offices have, collectively, destroyed a total of 17,955.36 linear feet of obsolete file and record material. Of this volume, 6,957.11 linear feet were destroyed since 1/89. The survey further revealed that Boston, Mobile and San Francisco have not implemented the Destruction Program.

By airtel dated 7/11/89, the Mobile Office advised that the office has not commenced the file destruction program. No indication was given by Mobile as to when the program might begin. No reason was given for the delay in implementation.

By airtel dated 8/31/89, the Boston office advised that the office had not commenced the file destruction program due to a heavy litigation workload. Boston advised that implementation of the program was expected to commence approximately 8/31/89.

By airtel dated 7/31/89, the San Francisco office advised that due to the transfer of closed files to the WRCSC in Pocatello, Idaho,the file destruction program had not commenced. Destruction was anticipated to begin in both SF and Pocatello upon completion of the transfer. No projected date was furnished to HQ by SF.

The attached list reveals the volume of the material destroyed to date by each field office and identifies those offices which have not destroyed any material.

Work Sheet -
0-48 (Rev. 7-14-82) 1/89 - 6[redacted]0/89 1[redacted]7

	1. Albany	222.2	324.7
	2. Albuquerque	20.3/4	143.5
	3. Alexandria	Merged with WMFO 0	381
	4. Anchorage	73 ft. 3 in.	109
	5. Atlanta	80	369
	6. Baltimore	50.5	121
	7. Birmingham	62½	176½
*	8. Boston	0	0
	9. Buffalo	43.25	92
	10. Butte	16	16
	11. Charlotte	87	206
	12. Chicago	269 ft. 11 in.	436 ft. 7 in.
	13. Cincinnati	16½	337½
	14. Cleveland	193 ft. 4 in.	385
	15. Columbia	5	165
	16. Dallas	25	412
	17. Denver	211	344
	18. Detroit	121	447
	19. El Paso	43	56
	20. Honolulu	56 ft. 4¼ in.	69¼
	21. Houston	93¼	121
	22. Indianapolis	67 3/4	79¼
	23. Jackson	14	41
	24. Jacksonville	103	223
	25. Kansas City	9½	61 3/4
	26. Knoxville	14	182
	27. Las Vegas	12	19
	28. Little Rock	31 ft. 3 in.	83 ft. 1.5 in.
	29. Los Angeles	123	156
	30. Louisville	14	234.2
	31. Memphis	26 ft. 7 in.	52.9
	32. Miami	0	2½
	33. Milwaukee	0	13
	34. Minneapolis	91	585
*	35. Mobile	0	0
	36. Newark	161.8	515
	37. New Haven	116 ft. 8 in.	198 ft. 11 in.
	38. New Orleans	22.5	88
	39. New York City	2,491	4,632
	40. Norfolk	11	172
	41. Oklahoma City	226¼	398½
	42. Omaha	78	590
	43. Philadelphia	180	284
	44. Phoenix	110	507
	45. Pittsburgh	411	706
	46. Portland	106	143
	47. Richmond	102	206
	48. Sacramento	153.50	576.50
	49. Saint Louis	21	535
	50. Salt Lake City	42	42
	51. San Antonio	169	250
	52. San Diego	62	267
*	53. San Francisco	0 Moved closed files to Pocatello	0
	54. San Juan	53	243
	55. Savannah	20	120
	56. Seattle	132	165
	57. Springfield	20	168
	58. Tampa	15	90
	59. Washington Field	51	613
	FBIHQ		
	Quantico		
	Brooklyn-Queens		
	New Rochelle		
	Supply Room, Basement		
	Totals	**6,957.11**	**17,955.36**

* These offices have not implemented the file destruction program.

[redacted]INFORMATION CONTAINED
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DATE 10/9/03 BY ANC 60290 BCE/DCG/ymw

66-3286-1449

CHANGED TO

66-3286-62-2

2-15-90

MCB

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DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

4-528

66-3286-1450
1451
1452
1453

CHANGED TO

66-3286-B-93X
66-3286-34-48
66-3286-64-8
66-3286-19-8

APR 5 1990

MLC/CONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

MEMORANDUM

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst. Dirs.:
Adm. Servs._____
Crim. Inv._____
Ident._____
Insp._____
Intell._____
Lab._____
Legal Couns._____
Off. Cong & Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison & Int. Affs._____
Telephone Rm._____
Director's Sec'y_____

SSP
ASS
C'D
R
EC

To : Mr. McCreight

Date 11/15/89

From : V. R. Thornton

Subject : TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

(6) Destruction of Field Files and Records

PURPOSE: To advise of the withdrawal of records within the 87 classification (Interstate Transportation of Stolen Property) from the Washington National Records Center (WNRC).

DETAILS: Reference is made to my memorandum dated 9/28/89, which set out the details pertaining to the review of material within the 87 classification for transfer to NARA and/or destruction in accordance with the criteria set forth in the FBI Records Retention Plan and Disposition Schedule. Referenced memorandum stated that 109,000 case files, within the 87 classification were eligible for review subsequent transfer/destruction. At the present time, 439 case files (24 cubic feet), in the 87 classification, are stored at the WNRC facility in Suitland, Maryland. In order to complete the review for transfer/destruction, of the 87 classification material, it is necessary to withdraw these records from the WNRC.

Attached is a copy of Optional Form (OF) 11 which was forwarded to the WNRC on 11/9/89.

RECOMMENDATION: None. For information only.

ORIGINAL FILED IN 66-19268-53

Enclosure

66-19268

b6
b7C

1 - Mr. McCreight
1 - Mr. Thornton
1 - Mr. [redacted]
1 - Mrs [redacted]
1 - Mr. [redacted]
(1) - 66-3286

66-3286-1454

DEC 7 1989

WS:sc (7)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

ENCLOSURE 4

REFERENCE REQUEST—FEDERAL RECORDS CENTERS

NOTE: Use a separate form for each request.

SECTION I—TO BE COMPLETED BY REQUESTING AGENCY

RECORD GROUP NO.	ACCESSION NO.	AGENCY BOX NUMBER	RECORDS CENTER LOCATION NUMBER
65	065-88-0011	Entire Accession	01-80-21-7-1 through 01-80-23-4-6

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED *(Include file number and title.)*

FBI investigative records maintained in FBI classification 87 (Interstate Transportation of Stolen Property). Entire accession consists of 24 boxes.

REMARKS

Records to be reviewed for transfer to the National Archives and Records Administration in view of potential historical research value of the material

NATURE OF SERVICE

b6
b7C

☒ FURNISH COPY OF RECORD(S) ONLY ☒ PERMANENT WITHDRAWAL ☐ TEMPORARY LOAN OF RECORD(S) ☐ REVIEW ☐ OTHER *(Specify)*

NAME OF REQUESTER	TELEPHONE NO. ☐ FTS	DATE
	(202) 324-6903	11/9/89

NAME AND ADDRESS OF AGENCY *(Include street address, building, room no. and ZIP Code)*

Federal Bureau of Investigation
Room 4346
JEH Building/FBI Headquarters
10th and Pennsylvania Avenue, N.W.
Washington, D. C. 20535
(In Washington, D.C. area also include STOP number)

RECEIPT OF RECORDS

Requester please sign, date and return this form, for file item(s) listed above, *ONLY* if the block to right has been checked by the Records Center. ☐

SIGNATURE | DATE

SECTION II—FOR USE BY RECORDS CENTER

☐ RECORDS NOT IN CENTER CUSTODY ☐ RECORDS DESTROYED

☐ WRONG BOX NUMBER—PLEASE RECHECK

☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED

☒ MISSING *(Neither record(s), information nor charge card found in container(s) specified)*

☐ RECORDS PREVIOUSLY CHARGED OUT TO *(Name, agency and date):*

REMARKS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/2/03 BY AUC 60290 BCE/DCG/ymw

DATE	SERVICE	TIME REQUIRED	SEARCHER'S INITIALS

SECTION III—TO BE COMPLETED BY REQUESTING AGENCY

TO

General Services Administration
Federal Records Center NARS
Washington National Records Center
Reference Service Branch - NCWR
Washington, D. C. 20409
(City) *(State)* *(Zip Code)*

NOTE: In Washington, D.C. area send to STOP 386

66-3086-1454
ENCLOSURE

5011-106 NSN 7540-00-682-6423 PREVIOUS EDITION USABLE

OPTIONAL FORM 11 (Rev. 9-79)
Prescribed by GSA, FPMR (41 CFR) 101-1104

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

SSP
CLASS
SRC'D
SER
REC

To : Mr. Bayse

Date 7/18/88

From : Allen H. McCreight

Subject : FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS)
DESTRUCTION OF FIELD FILES AND RECORDS
AUDIT PROCEDURE

PURPOSE: To recommend that the audit procedure for the destruction of field office files and related records be captured and tracked via automation.

RECOMMENDATION: That audit information under file destruction be captured through FOIMS.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 60290 BCE/D

APPROVED:			
	Adm. Servs.		Off. of Cong. & Public Affs.
	Crim. Inv.		
	Ident.		Off. of Lia. & Int'l. Affs.
Director	Inspection		
Exec. AD-Adm.	Intell.		Rec. Mgmt. AHM
Exec. AD-Inv.	Laboratory		Tech. Servs.
Exec. AD-LES	Legal Coun.		Training

DETAILS: In support of the FBI's File Destruction Program, the Office of Automation and Information Management (OAIM), Records Management Division (RMD), has been working with the Technical Services Division (TSD) in facilitating the procedure for deleting information from the FOIMS Case Management Sub-System. This procedure will include the destruction of information from the case, index and leads databases. 66-3286

To effectively track records that are affected under file destruction, OAIM, RMD, is recommending that an audit trail of destroyed files be captured through FOIMS. This "destruction file" will be limited to information currently captured on the FD-478 - "List of Files Destroyed/Transferred to FBIHQ." The file will be updated automatically if the case is purged from FOIMS, or the file can be updated by terminal operator for cases being destroyed that existed prior to FOIMS implementation. For this file, a report will be generated showing current file destruction activity by classification and/or program. Software development will be coordinated with TSD through SDM/70 tracking forms.

ORIGINAL FILED IN

NOT RECORDED
JUL 11 1989

12 AUG 3 1988

3 - Mr. Bayse
(Attn: Mr. [redacted]
(Attn: Mr. [redacted]
(Attn: Ms. [redacted]
1 - Mr. McCreight
JES:nmq (10)

1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. Short

b6
b7C

SEE TSD ADDENDUM - PAGE 2

Memorandum from Allen H. McCreight to Mr. Bayse, dated 7/18/88
RE: Field Office Information Management System (FOIMS)
Destruction of Field Files and Records
Audit Procedure

ADDENDUM: TECHNICAL SERVICES DIVISION (TSD) 7/25/88, LNG:lng

TSD concurs with the RMD recommendation that file destruction audit information be captured through FOIMS. Currently all deletions of Case, Index and Lead records are captured on the FOA-LOG file. In addition, new software has been developed to generate reports containing information about files eligible for destruction and to delete, upon request, these eligible files. To augment this software a new file must be added to capture the audit information for all files that will be destroyed, including those that were never added to online FOIMS. (FOIMS was implemented using a "day-one" approach; therefore any file closed prior to an office's implementation on FOIMS would not appear in the online database.) An SDM/70 request, including conceptual file layout, for this audit file will be forwarded to the Data Administrator. Once approval for this file is received, the audit function will be developed and implemented.

APPROVED:

Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.

Off. of Cong. & Public Affs.
Off of Lia. & Intl Affs.
Rec Mgmt.
Tech. Servs.
Training

MEMORANDUM

SSP
CLASS 70
SRC'D
SER
REC

: Mr. Bayse

: Kenneth H. McCreight

Date 10/17/88

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst.Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Insp._____
Intell._____
Lab._____
Legal Couns._____
Off.Cong &
Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison &
Int. Affs._____
Telephone Rm._____
Director's Sec'y___

Subject : FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS) DESTRUCTION OF FIELD FILES AND RECORDS/AUDIT PROCEDURES

ReBuairtel to All SACs 8/5/88, captioned as above.

PURPOSE: To provide to the Technical Services Division (TSD), a list of field office personnel authorized by their respective SAC to delete from the FOIMS, case management and index information corresponding to field office files that have been destroyed.

RECOMMENDATION: That the TSD define to the FOIMS the identity of persons listed in this memorandum as the only persons in their respective field offices, authorized to delete from the FOIMS, case management and index information that corresponds to field office files that have been destroyed.

APPROVED:
Director
Exec AD-Adm.
Exec AD-Inv
Exec AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Off of Lia. & Intl. Affs.
Rec. Mgnt.
Tech. Servs.
Training

DETAILS: ReBuairtel surveyed the field to identify persons, as designated by the SAC, authorized to delete from the FOIMS, case management and index information corresponding to field office files that have been destroyed. The name and access code for these individuals are to be defined to the FOIMS for the purpose of restricting the delete function, supra, to persons identified herein. Set forth below by field office are the names, Social Security Numbers and FBI Credential/Identification badge numbers for each employee listed.

66-3286

1 - Mr. Bayse (Attn: Mr. [redacted]
1 - Mr. McCreight
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted] (Attn: Mr. Short)
1 - Mr. [redacted]
TBD:crs (7)

NOT RECORDED
AUG 3 1989
18

NOV 2 1988

CONTINUED - OVER

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 60290 BCE/DCG/ywn

RECORDS

PERSONNEL UNIT

ORIGINAL FILED IN

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF
FIELD FILES AND RECORDS/AUDIT
PROCEDURES

b6
b7C

FIELD OFFICE	NAME	SSAN	FBI Credential/ Identification Badge #
Albany			
Albuquerque			
Anchorage			
Atlanta			
Baltimore			
Birmingham			
Boston			

CONTINUED - OVER

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF
FIELD FILES AND RECORDS/AUDIT
PROCEDURES

b6
b7C

Buffalo

Butte

Charlotte

Chicago

Cincinnati

Cleveland

Columbia

CONTINUED - OVER

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF
FIELD FILES AND RECORDS/AUDIT
PROCEDURE

b6
b7C

Dallas

Denver

Detroit

El Paso

Honolulu

Houston

Indianapolis

Jackson

Jacksonville

CONTINUED - OVER

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF
FIELD FILES AND RECORDS/AUDIT
PROCEDURE

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b7C

Kansas City

Knoxville

Las Vegas

Little Rock

Los Angeles

Louisville

Memphis

Miami

CONTINUED - OVER

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF
FIELD FILES AND RECORDS/AUDIT
PROCEDURE

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b7C

Milwaukee

Minneapolis

Mobile

Newark

New Haven

New Orleans

New York City

Norfolk

Oklahoma City

CONTINUED - OVER

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF
FIELD FILES AND RECORDS/AUDIT
PROCEDURE

b6
b7C

Omaha

Philadelphia

Phoenix

Pittsburgh

Portland

Richmond

Sacramento

Saint Louis

Salt Lake City

San Antonio

CONTINUED - OVER

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS) DESTRUCTION OF FIELD FILES AND RECORDS/AUDIT PROCEDURE

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San Diego

San Francisco

San Juan

Savannah

Seattle

Springfield

Tampa

WMFO

MEMORANDUM

Exec AD Adm_____
Exec AD Inv_____
Exec AD LES_____
Asst.Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Insp._____
Intell._____
Lab._____
Legal Couns._____
Off.Cong & Public Affs._____
Rec. Mgnt._____
Tech. Servs._____
Training_____
Off. Liaison & Int. Affs._____
Telephone Rm._____
Director's Sec'y_____

To : Mr. McCreight

Date 12/18/89

From : V. R. Thornton

Subject : DESTRUCTION OF BUREAU RECORDS OF Field Files + Records

PURPOSE: To advise of the completion of the file destruction project of records within the 116 classification (Department of Energy Applicants; Department of Energy Employees).

RECOMMENDATION: None. For information.

APPROVED:

Director	Adm. Servs.	Legal Coun.	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Rec. Mgnt.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Inspection	Training	
	Intell.	Cong. Affs. Off.	
	Laboratory	Off. of EEO	

DETAILS: In July, 1987, employees of the Records Disposition/Archival Subunit began the review and destruction of non-essential, obsolete records within the 116 classification. This destruction review was in accordance with the criteria set forth in the FBI Records Retention Plan and Disposition Schedule which permits the destruction of records within this classification when the age of the material is 30 years or more. The 116 classification was established in 1946 and the destruction review, of records dated prior to 1959, was completed on 12/13/89. Cumulative totals for this project are as follows:

66-3286

66-3286-1455

1 - Mr. McCreight
1 - Mr. Thornton
1 - Mr. [redacted] (Attn: Miss [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mrs [redacted]

WS:sc (8)

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3 DEC 18 1989

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Memorandum from V. R. Thornton to Mr. McCreight
RE: DESTRUCTION OF BUREAU RECORDS

Cases Reviewed	440,800
Cases Destroyed	422,259
Mail Destroyed	35,981.25 linear inches 2,998.43 linear feet
6 - Drawer Cabinets (originally occupied)	283
6 - Drawer Cabinets (currently occupied)	37
6 - Drawer Cabinets (net gain)	246
Office Space Reclaimed	1,722 square feet

U.S. DEPARTMENT OF JUSTICE

Order

DOJ 2710.7C

Nov. 21, 1989

SSP
CLASS
REC'D
INDEX

DESTRUCTION OF FIELD FILES AND RECORDS - GENERAL

Subject: RECORDKEEPING FOR VIOLATIONS COMMITTED UNDER THE CONTROLLED SUBSTANCES ACT

1. PURPOSE. This order prescribes the procedures to be followed pursuant to 21 U.S.C. sec. 844 and 18 U.S.C. sec. 3607 for the retention of a nonpublic record by the Department of Justice, and the expungement of official records pursuant to court order.

2. SCOPE. This order applies to all U.S. Attorneys' offices, the Criminal Division, the Justice Management Division, the U.S. Marshals Service, the Federal Bureau of Investigation (FBI), the * Drug Enforcement Administration, and the Executive Office for U.S. Attorneys.

3. CANCELLATION. Order DOJ 2710.7B is cancelled.

* 4. DEFINITIONS.

a. Expunge. To destroy, delete or obliterate; to blot out; to efface designedly; to strike out wholly; it implies not a legal act, but a physical destruction. As it applies to this order, the expungement of records is not to be greater or less than specified in the order.

b. Seal. Fastened in any manner so as to be closed against inspection of the contents.

66-3286-1456*

5. POLICY. The Justice Management Division, Records Management Section (RMS), will be responsible for the administration of the nonpublic record.

6. RETENTION OF NONPUBLIC RECORD.

DEC 20 1989 DEC 19 1989

a. The U.S. Attorney responsible for the case [illegible] receiving a certified copy of the court order of dismissal and discharge issued under 21 U.S.C. sec. 844(b) (1) or 18 U.S.C. sec. 3607(a), shall obtain from his/her records all recordation relating to the person's arrest, indictment or information and trial. These recordations shall be prominently identified as nonpublic records under 21 U.S.C.

66-19042-118

Distribution: OBD/USA/CRM/JMD/H-1
OBD/USA/F-2
BUR/USM/FBI/DEA/H-1
SPL-23

Initiated By: Facilities and Administrative Services Staff
Justice Management Division

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/6/03 BY AUC 60290 BCE/DCG/ym

sec. 844(b)(1) or 18 U.S.C. sec. 3607(a). A certified copy of the court order of dismissal and discharge, and an executed Form OBD-160, Defendant Information, (with the specific name, address and zip code of each individual or agency or component (Federal, state or local) thereof whom the U.S. Attorney knows or has reason to believe is maintaining a record), shall be forwarded as indicated on Form OBD-160.

b. RMS, upon receipt of a certified copy of the court order of dismissal and discharge and an executed Form OBD-160 from the U.S. Attorney, shall notify the appropriate organizational elements in the department and applicable Federal instrumentalities maintaining records of these matters by Form JMD-96, Retention of Nonpublic Records, and furnish each element with a copy of the court order and Form OBD-160. Said departmental elements and Federal instrumentalities shall be responsible for maintaining their headquarters and field office records as nonpublic and protecting them against disclosure. In addition, RMS shall notify those state and local agencies whom the U.S. Attorney knows or has reason to believe are maintaining relevant records, of the existence and effect of the court order.

7. EXPUNGEMENT OF RECORDS. If the court enters an order under 21 * U.S.C. sec. 844(b) (2) or 18 U.S.C. sec. 3607(c) to expunge from * all official records (other than the aforesaid nonpublic records to be retained by the Department of Justice) all recordation relating to a person's investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge:

a. The U.S. Attorney responsible for the case shall:

(1) Obtain from the Clerk of Court a certified copy of the court order to expunge.

* (2) Upon receipt of the court order, ascertain the eligibility for expungement based on the age of the defendant to the statute citation.

(3) Immediately appeal, to the district court, a ruling determined to be ineligible based on the age of the defendant at the time of the offense. *

(4) Prepare Form OBD-160 as prescribed in paragraph 6a.

(5) Expunge his/her own records and prepare Form DOJ-329, Certificate of Expungement.

(6) Forward to RMS, the certified copy of the court order to expunge, Form OBD-160, and Form DOJ-329.

b. RMS, upon receipt of a certified copy of the court order to expunge, Form OBD-160, and Form DOJ-329 from the U.S. Attorney, shall notify the appropriate organizational elements in the department and applicable Federal instrumentalities maintaining relevant records by Form JMD-95, Expungement of Records, and furnish each element with a copy of the court order and Form OBD-160. Said departmental elements and Federal instrumentalities shall be responsible for expunging their records and obtaining Form DOJ-329 from their headquarters and field offices, and delivering each Form DOJ-329 to the RMS.

* c. Expungement orders under 21 U.S.C. sec. 844(b) (2) or 18 U.S.C. sec. 3607(c) require that all records be eliminated, * not sealed, except the nonpublic records to be administered by RMS. The nonpublic record shall consist of a copy of the certified court order to expunge, a copy of Form OBD-160, all applicable Forms DOJ-329, and the fingerprint card forwarded to RMS from the FBI.

8. MULTIPLE DEFENDANTS. If a court discharges a defendant and dismisses the proceedings against him/her under 21 U.S.C. sec. * 844(b) (1) or 18 U.S.C. sec. 3607(a) and subsequently orders an expungement under 21 U.S.C. sec. 844(b) (2) or 18 U.S.C. sec. 3607(c), all recordation identifying the defendant and relating * to his/her investigation, arrest, and discharge and dismissal shall be expunged from the records of any co-defendant.

9. AVAILABILITY OF NONPUBLIC RECORDS.

a. RMS shall retain a nonpublic record in accordance with 21 U.S.C. sec. 844(b) (1) or 18 U.S.C. sec. 3607(a) solely for use by the courts in determining whether or not, in subsequent proceedings, a person qualifies for a dismissal and discharge.

b. When there is reason to believe an individual does not qualify for a dismissal and discharge because of a prior dismissal and discharge under 21 U.S.C. sec. 844(b) (1) or * 18 U.S.C. sec. 3607(a), the U.S. Attorney at the direction * of the court shall submit the individual's fingerprints to RMS, who will request the FBI to match them to existing fingerprint files within the RMS nonpublic record.

c. The nonpublic records retained by the Department shall be available only to a Federal court upon its court order issued to the Attorney General demanding such records, or upon the written request of a U.S. Attorney, for use by a

Federal court in determining whether or not a person qualifies under 21 U.S.C. sec. 844(b) or 18 U.S.C. sec. 3607. Such order or request should be made prior to the application of the sentencing provisions of 21 U.S.C. sec. 844(a), or the dismissal and discharge provisions of 21 U.S.C. sec. 844(b) or 18 U.S.C. sec. 3607.

10. FORMS AVAILABILITY. Form OBD-160 and Form DOJ-329 may be obtained through normal supply channels.

HARRY H. FLICKINGER
Assistant Attorney General
for Administration

National Archives

Washington, DC 20408

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OCT 25 1989

Destruction of Bureau Records

Mr. Vernon Thornton
Acting Chief, Records Section
Federal Bureau of Investigation
J. Edgar Hoover Building
Washington, DC 20535

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b7C

Dear Mr. Thornton:

[redacted] recently asked us whether or not NARA would approve the substitution of microfilm for paper in the case of permanent FBI case files. Because of restrictions that will limit public access to FBI records after they are accessioned into the National Archives, we would prefer to accession paper records, not film. Consequently, NARA would not approve the destruction after filming of original FBI files that are permanent. NARA approval is not needed if the Bureau wishes to destroy temporary records after filming.

If you have any questions, please let us know.

Sincerely,

Kenneth F. Rossman

KENNETH F. ROSSMAN
Director
Records Appraisal and
Disposition Division

66-3286-1457

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DATE 10/6/03 BY AUC 60290 BCE/DCG/ymw

62-31683-
Kec62-19249*
19273
Ldc-18966

Memorandum

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Sec'y _____

SSP
ASS
C'D
ER
EC

To : Mr. Christensen

Date 1/31/90

From : V. R. Thornton

Subject : DESTRUCTION OF BUREAU RECORDS

PURPOSE: To obtain approval to forward attached letter to the National Archives and Records Administration (NARA) requesting approval to transfer numerous obsolete alphabetical and numerical publications to the Library of Congress.

RECOMMENDATION: That attached letter be forwarded to NARA for appropriate action.

APPROVED:
Director
Dep. Dir.
ADD Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident
Inspection
Intell.
Laboratory
Legal Coun.
Rec. Mgnt.
Tech. Servs
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

DETAILS: Reference is made to [redacted] to Mr. McCreight memoranda dated 7/15/88 and 7/27/88, which advised that numerous alphabetical and numerous publications, dated from the early 1900s, had been removed from the files of the Records Management Division (RMD) and reviewed for final disposition, by the Records Disposition and Archival Subunit (RDAS), Records Research Unit, Records Section, RMD.

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RMD requested both the Criminal Investigative Division (CID) and the Intelligence Division (INTD) to assist in determining the appropriate disposition for both the alphabetical and numerical publications. INTD recommended that 1) RMD review the publications to determine if any of the documents had been provided to the FBI by assets and 2) that the documents determined to be appropriate for transfer be offered to the Central Intelligence Agency (CIA) for research material prior to the transfer of any material to the Library of Congress. CID concurred with INTD recommendations.

66-3286 ENCLOSURE

66-3286-1458

1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Mr.
1 - Mr.
1 - Mrs

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FEB 16 1990

WJR:sc (7)

ALL INFORMATION CONTAINED
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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

Memorandum from V. R. Thornton to Mr. McCreight, dated 1/31/90
RE: DESTRUCTION OF BUREAU RECORDS

In accordance with INTD communications, RDAS has reviewed the publications and those documents determined to have been provided to the FBI by assets have been segregated by RDAS and will be retained by RMD.

By A. H. McCreight to Mr. Geer memorandum dated 5/31/89, RMD forwarded to the Liaison Unit, INTD, for delivery to the CIA, inventories of the alphabetical and numerical publications. On 9/29/89, through the Office of Liaison and International Affairs, the CIA declined the offer to transfer the publications to that agency. Following the CIA declination, contact was made with Mr. [redacted] of the Exchange and Gift Division of the Library of Congress, who agreed to accept the donation of the obsolete publications to the Library of Congress. Written concurrence of Mr. [redacted] agreement was furnished to Mr. [redacted], RDAS, by letter dated 1/8/90. b6 b7C

The attached letter directed to Mr. Kenneth F. Rossman, Director, Records Appraisal and Disposition Division, NARA, requests authority from NARA to complete the transfer of the obsolete publications to the Library of Congress.

THE LIBRARY OF CONGRESS

WASHINGTON, D.C. 20540

EXCHANGE AND GIFT DIVISION

1-8-90

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To : Federal Libraries – Mr. [redacted] Hq FBI

Subject: Duplicate Library Materials

ALL FBI INFORMATION CONTAINED
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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

I wish to call your attention to the duplicate publications which the Library of Congress, in accordance with 2 U.S.C. 149, offers to other libraries of the Federal Government, and to ask for your continued cooperation in forwarding to the Library of Congress all library materials which are no longer needed by your agency, in accordance with 41 CFR 101–46.301 and 41 CFR 101–46.405. We are enclosing a copy of a notice that appeared in the December 29, 1977 issue of the *Federal Register* (Volume 42, Number 250, pages 64934–64935) concerning the Library of Congress' need for excess copies of publications.

The Library's collection of duplicate publications, administered by the Exchange and Gift Division, is housed in the Library of Congress, James Madison Memorial Building, Room LM–B03.

As we have done in the past, we have shelved for your inspection both current and retrospective monographs and bound serial volumes which have proved to be duplicates and excess to our needs; a large portion of these materials comes to us as transfers from other Federal agency libraries.

Although we do not have the facilities to make available to you duplicate single issues of periodicals, selections from these materials are turned over to the Universal Serials and Book Exchange on behalf of all Federal libraries. Consequently, whenever you wish to obtain any publications from the U.S.B.E., it is not necessary for you to furnish the Exchange with any further materials for publications credit.

Under the arrangements described above, our Exchange and Gift Division serves in effect as a clearinghouse for the distribution of excess library materials to the Federal library community (and, subsequently, to non-Federal institutions in the United States). These arrangements are, as mentioned above, dependent upon your continued cooperation in forwarding to us all library materials which are no longer needed by your agency.

The only publications not useful in our program are the daily issues of the *Congressional Record* and *Federal Register*. However, it may not be worthwhile, because of the distance and the consequent expense involved in mailing materials from Federal libraries outside the Washington area, for those libraries to send to us *all* their duplicate publications, particularly U.S. copyrighted materials which are almost certain to be already represented in the collections of the Library of Congress. We do request, however, that you send us all duplicate or unwanted publications which are of more than ordinary value because of rarity, cost, or

66-3286-1458

R#550

ENCLOSURE

importance in coverage of your special subject fields. Particular attention should be given to American publications which have not been copyrighted, and to works printed in other countries.

All materials should be addressed to:

The Library of Congress
Exchange and Gift Division
Washington, D.C. 20540
STOP 141 (for libraries in the Washington area)

The material from outside the Washington area should be mailed (or shipped pre-paid) to the Exchange and Gift Division. The regular franked mailing label will carry a package weighing up to seventy pounds within the United States.

Each representative who makes selections from the Library's duplicates collection should present a letter from the librarian of his agency authorizing him to select from this collection. This letter, which can name as many representatives as you wish, will be kept on file in the Exchange and Gift Division. We realize that representativees of those libraries located outside the Washington area may not be in a position to visit the Exchange and Gift Division except on those occasions when other business brings them to Washington. They should keep in mind, however, that they may authorize someone in this area to act on their behalf in selecting publications from our duplicate collection.

We shall appreciate your cooperation in sending us your duplicates. The Chief of the Exchange and Gift Division, Nathan R. Einhorn, and Peter H. Bridge, the Assistant Chief, will be glad to answer any questions that you may have about this program. Libraries using the CENTREX system may call 287–5243; those without CENTREX may call Area Code 202, 287–5243.

Sincerely,



Daniel J. Boorstin
The Librarian of Congress

Enclosures

has prepared a draft supplement to the final environmental statement for the authorized O'Neill Unit Project, Nebr. The final statement, designated INT FES 72-34, was filed with the Council on Environmental Quality and publicly distributed on September 22, 1972.

The supplement addresses the geology of the Norden damsite, ground water quality in the O'Neill service area, wildlife impacts, and researching techniques for improving livestock and crop production without diminishing ground-water reserves by irrigation. This supplement and its four technical appendices are prepared in response to Civil Action 75-L-96 of the United States District Court for the District of Nebraska judgment that the final statement was inadequate in the above categories.

Written comments may be submitted to the Regional Director (address below) by February 13, 1978.

Copies are available for inspection at the following locations:

Office of Assistant to the Commissioner—Ecology, Department of the Interior, Bureau of Reclamation, Room 7622, Interior Building, Washington, D.C. 20240, telephone 202-343-4991.

Division of Engineering Support, Technical Services and Publications Branch, Engineering and Research Center, Denver Federal Center, Denver, Colo. 80225, telephone 303-234-3022.

Office to the Regional Director, Bureau of Reclamation, Lower Missouri Region, Building 20, Denver Federal Center, Denver, Colo. 80225, telephone 303-234-3779.

Nebraska Reclamation Office, Second and Locust Streets, Grand Island, Nebr. 68801, telephone 308-832-3660.

Kansas River Projects, 1706 West Third Street, McCook, Nebr. 69001, telephone 308-345-4400.

Libraries in Omaha, Lincoln, O'Neill, Atkinson, Valentine, Bassett, Norfolk, Stuart, and Grand Island, Nebr.; and at Kearney State College, Chadron State College, Wayne State College, and the University of Nebraska at Omaha and Lincoln.

Single copies of the final statement, the supplement, and the technical appendices may be obtained on request to the Commissioner of Reclamation or the Regional Director at the addresses listed above. Copies of the final environmental statement and the supplement are available at no charge. There will be a charge of $5 per copy for the technical appendices.

Dated: December 20, 1977.

DAVID USHIO,
Acting Deputy Assistant Secretary of the Interior.

[FR. Doc. 77-36976 Filed 12-28-77; 8:45 am]

[4410-01]

DEPARTMENT OF JUSTICE

Drug Enforcement Administration

[Docket No. 77-31]

COMMONWEALTH WHOLESALE DRUG CO.

Denial of Registration

On October 18, 1977, the Administrator of the Drug Enforcement Administration ("DEA"), directed to Commonwealth Wholesale Drug Co., Inc. ("Respondent"), an Order to Show Cause proposing to deny the Respondent's application for registration under the Controlled Substances Act as a distributor of Schedule III through V controlled substances. The Respondent requested a hearing and this matter was docketed by the Administrative Law Judge.

On December 8, 1977, pursuant to 21 CFR §§ 1316.54 and 1316.55, and following the exchange of written prehearing statements, the Administrative Law Judge convened a prehearing conference by telephone. Judge Young and counsel for both the Government and the Respondent participated in this conference. Subsequently, the Administrative Law Judge issued his prehearing ruling, containing, inter alia, the issues which he would consider in the hearing of this matter.

On December 12, 1977, the Respondent, through counsel, withdrew its request for a hearing on the issues raised by the Order to Show Cause and, on December 19, 1977, the Administrative Law Judge terminated all proceedings in this matter then pending before him.

Subsections (a) through (e) of section 303 of the Controlled Substances Act (21 U.S.C. 823(a)-823(e)), set forth the factors which are to be considered in determining whether the issuance of a registration to manufacture or distribute controlled substances would be in the public interest. These factors include the maintenance of effective controls against the diversion of controlled substances from legitimate to illegitimate channels, compliance with applicable State and local laws, the prior conviction record of an applicant under Federal or State laws relating to controlled substances, the applicant's past experience in the handling of controlled substances, and such other factors as may be relevant to the public health and safety.

In a case, such as this one, in which a new application for registration is involved, the applicant's prior experience in the handling of controlled substances may be scant, remote or possibly nonexistent. In such cases, other factors become relatively more important and relevant. The essence of the aforementioned factors is "trust." That is, can the applicant be entrusted with the responsibility of securing controlled substances, taking adequate measures to prevent their diversion and keeping complete and accurate records with respect to their acquisition, inventory and distribution? Controlled substances, if diverted from legitimate medical, scientific, and industrial channels, pose a danger to the public health and safety. Congress has mandated a system of law and regulations designed to maintain a closed system of distribution and thereby to lessen the potential for diversion of these drugs. Distributors and manufacturers of controlled substances can be expected to handle greater quantities and wider varieties of controlled substances than other types of registrants. Consequently, the public trust to be imposed on these registrants or licensees is relatively greater than that imposed on other registrants whose contacts with controlled substances are fewer or more remote.

The Administrator, pursuant to 21 CFR §§ 1301.54(d) and 1301.54(e), has considered all of the facts and circumstances involved in this matter and has concluded that the registration of Commonwealth Wholesale Drug Co., Inc., to be a distributor of controlled substances would not be consistent with the public interest.

Therefore, pursuant to the authority vested in the Attorney General, and redelegated to the Administrator of the Drug Enforcement Administration, the Administrator orders that the application of Commonwealth Wholesale Drug Co., Inc., be, and it hereby is, denied.

Dated: December 22, 1977.

PETER B. BENSINGER,
Administrator, Drug Enforcement Administration.

[FR Doc. 77-37049 Filed 12-28-77; 8:45 am]

[1410-03]

LIBRARY OF CONGRESS

TRANSFER OF MATERIAL

Need for Excess Copies of Publications

The Library of Congress needs, uses, and distributes excess copies of all types of books and government publications in all languages and scholarly periodicals, journals, and magazines.

Pursuant to the provisions of the Federal Property and Administrative Services Act of 1949 and the Federal Property Management Regulations (41 CFR Subpart 101-43.3 and Subpart 101-46.3) the Library hereby gives notice of its need for the aforementioned excess personal property (41 CFR 101-43.301) and also hereby gives notice that it uses and distributes such property (41 CFR 101-46.301).

Any Federal agency having such excess property or property available for transfer to the Library of Congress

is requested to contact the Chief of the Exchange and Gift Division, Library of Congress, Washington, D.C. 20540, and make known to him the kind and extent of the material available.

DANIEL J. BOORSTIN,
The Librarian of Congress.

[FR Doc. 77-36923 Filed 12-28-77; 8:45 am]

[7536-01]

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

FELLOWSHIPS PANEL

Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 25, 1978.

The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of History sumitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted by the Acting Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5 U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

STEPHEN J. MCCLEARY,
Advisory Committee Management Officer.

[FR Doc. 77-37050 Filed 12-28-77; 8:45 am]

[7536-01]

FELLOWSHIPS PANEL

Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 24, 1978.

The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of Art History submitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Acting Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5 U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

STEPHEN J. MCCLEARY,
Advisory Committee Management Officer.

[FR Doc. 77-37051 Filed 12-28-77; 8:45 am]

[7536-01]

FELLOWSHIPS PANEL

Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 20, 1978.

The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of English Literature submitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Acting Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5 U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

STEPHEN J. MCCLEARY,
Advisory Committee Management Officer.

[FR Doc. 77-37052 Filed 12-28-77; 8:45 a.m.]

[7536-01]

FELLOWSHIPS PANEL

Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 19, 1978.

The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of Sociology submitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

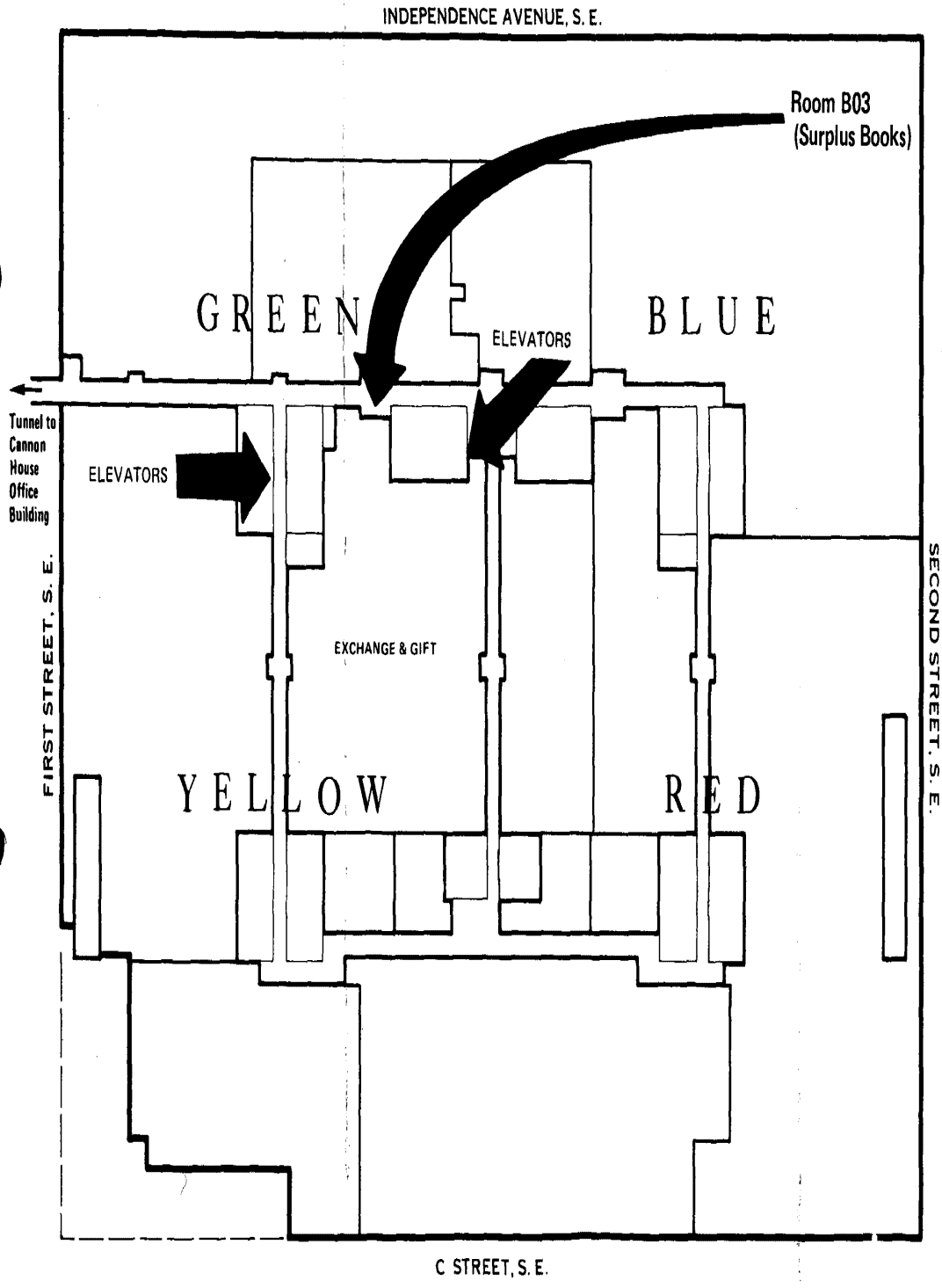
Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Acting Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5 U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

STEPHEN J. MCCLEARY,
Advisory Committee Management Officer.

[FR Doc. 77-37053 Filed 12-28-77; 8:45 am]

(Main entrance on Floor 1)



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James Madison Memorial Building

WASHINGTON, D. C.

N

Basement Floor

(2 floors below Floor 1)

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

January 31, 1990

SSE
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REC

Mr. Kenneth F. Rossman
Director
Records Appraisal and Disposition Division
National Archives and Records Administration
Washington, D.C. 20408

Dear Mr. Rossman,

"Destruction of Field Files and Records

The Federal Bureau of Investigation (FBI) is in possession of approximately 169 cubic feet of public source material consisting of newspapers, magazines, booklets, pamphlets and other informational type publications which the FBI would like to make available to the Library of Congress.

These public source publications, which were collected by the FBI during the course of bona fide criminal and/or security investigations, are no longer accessed by the FBI. The records are currently in storage at FBI Headquarters. The records will be tranferred to the Library of Congress, at the discretion of the employees of the Library of Congress. No restrictions will be imposed on the use of the records, by the FBI, inasmuch as the records are public source material. The transfer of these publications will permit the recovery of much needed office space by the FBI.

Attached is a letter from the Library of Congress confirming their desire to accept these records in accordance with Title 41, Code of Federal Regulations, Chapter 101, Subparts 46.301 and 46.405.

MAILED 30 FEB 08 1990 FBI

ENCLOSURE

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b7C

66-3286

66-3286-1459

1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Thornton
1 - Mr. [redacted]
1 - Mrs. [redacted]

WS:sc (8)

APPROVED:

Director	Adm. Servs.	Legal Coun. GNC	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Rec. Mgnt.	Off. of Public Affs.
ADD-Adm.	Ident.	Tech. Servs.	
ADD-Inv.	Inspection	Training	
	Intell.	Cong. Affs. Off.	
	Laboratory	Off. of EEO	

FEB 16 1990

SHACKELFORD
Room 4346
TL 112

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

MAIL ROOM

GNC/SI

R#550

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

FBI/DC

Mr. Kenneth F. Rossman
Director
Records Appraisal and Disposition Division

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b7C

If you have any questions concerning this matter, you may contact Mr. [redacted] at (202) 324-6903.

Sincerely,

181

Vernon R. Thornton
Acting Section Chief
Records Section
Records Management Division

Enclosure

Memorandum

SSP
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ER
EC

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

To : Mr. Christensen

Date 3/20/90

From : V. R. Thornton

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

PURPOSE: To advise of FBIHQ and Field Office progress in the captioned program.

RECOMMENDATION: None. For information only.

APPROVED: Director, Dep. Dir., ADD-Adm., ADD-Inv., Adm. Servs., Crim. Inv., Ident., Inspection, Inteil., Laboratory, Legal Coun., Rec. Mgnt., Tech. Servs., Training, Cong. Affs. Off., Off. of EEO, Off. of Liaison & Int. Affs., Off. of Public Affs.

DETAILS: Resolution of the civil matter American Friends Service Committee, et al v. William H. Webster, et al. on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and making for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, FBIHQ has destroyed 6,920.55 linear feet of obsolete records.

By airtel dated 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories.

Enclosure

66-3286 1-ENCLOSURE "ENCLOSURE ATTACHED"

66-3286-1460

7 MAR 20 1990

1 - 66-3286 Sub B
1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Thornton
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mrs. [redacted]

b6
b7C

WJR:sc (8)

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66-3286-B-100

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FBI/DOJ

Memorandum from V. R. Thornton to Mr. Christensen 3/20/90
RE: DESTRUCTION OF FIELD FILES AND RECORDS

By Bulet 12/13/89, all field offices were surveyed to determine the progress of the destruction program. The survey revealed that since 12/87, the field offices, except Boston and San Francisco, have destroyed a total of 22,549.20 linear feet of obsolete file and record material. Of this total, 5,617.65 linear feet were destroyed since 7/1/89.

By memorandum 1/12/90, the Boston (BS) office advised that an extreme shortage of support personnel staff has prevented that office from pursuing file destruction. However, a recent increase in personnel resources will now enable BS to commence with file destruction.

On 12/19/89, San Francisco (SF) advised that no file destruction has been accomplished in SF. That SF closed files eligible for destruction pursuant to current guidelines have been transferred to WRCSC, Pocatello, Idaho, and that destruction will be accomplished at the WRCSC. Future statistics regarding the destruction of SF files will be reported by the WRCSC.

Each field office, as requested, has identified the classification/categories of records wherein destruction has not been addressed, and the estimated number of linear feet of shelf/cabinet space that could be recovered if destruction was brought into a current status.

The attached list identifies the volume of material destroyed by each field office, the status of destruction in each office, the two field offices that have not destroyed any material, and the approximate space that would be recovered if destruction were current.

Work Sheet 0-48 (Rev. 7-14-82)	LINEAR FEET DESTROYED 12/87	7/1/89	CURRENT OR NOT CURRENT	LINEAR FEET OF SPACE TO BE RECOVERED
1. Albany	347.2	22.5	Not Current	100
2. Albuquerque	219' 11½"	39 3¼"	Not Current	60
3. ~~XXXXXX~~				
4. Anchorage	198.4	15.9	Not Current	20
5. Atlanta	395' 9"	26' 9"	Not Current	15
6. Baltimore	121	50' 6"	Not Current	569
7. Birmingham	214½	38	Not Current	120
8. Boston	0	0	Not Current	No Estimate Furnished
9. Buffalo	95	3	Not Current	18
10. ~~XXXX~~				
11. Charlotte	206	0	Not Current	428
12. Chicago	883 5½	177 5½	Not Current	800
13. Cincinnati	348½	10	Current	0
14. Cleveland	385	0	Current	0
15. Columbia	171	6	Not Current	35
16. Dallas	432	20	Not Current	100
17. Denver	397	53	Not Current	543
18. Detroit	491	44	Not Current	400
19. El Paso	108	65	Not Current	240
20. Honolulu	69¼	0	Not Current	24
21. Houston	435	112	Not Current	1,100
22. Indianapolis	106¼	38½	Not Current	380
23. Jackson	88' 4"	47' 4"	Not Current	30
24. Jacksonville	338	115	Not Current	300
25. Kansas City	65 3/4	4	Not Current	60¾
26. Knoxville	198	30	Not Current	100
27. Las Vegas	64' 6"	28	Not Current	75
28. Little Rock	119' 5½"	36' 4"	Not Current	625
29. Los Angeles	255	99	Not Current	6,077
30. Louisville	243¼"	9	Not Current	150
31. Memphis	158	103' 5"	Not Current	600
32. Miami	45	45	Not Current	800
33. Milwaukee	15	2	Not Current	200
34. Minneapolis	615	30	Not Current	300
35. Mobile	105	15	Current	0
36. Newark	558	43	Not Current	2,500
37. New Haven	281' 6"	82' 7"	Not Current	55'
38. New Orleans	138' 6"	50.5	Not Current	206
39. New York City	7,087	2,454	Current	0
40. Norfolk	187	15	Not Current	30
41. Oklahoma City	471	72.5	Not Current	495
42. Omaha	677	87	Not Current	1,150
43. Philadelphia	183	3	Not Current	250
44. Phoenix	535	165	Not Current	9
45. Pittsburgh	869	163	Not Current	500
46. Portland	143	0	Not Current	40
47. Richmond	289	83	Not Current	300
48. Sacramento	660	83.5	Not Current	810
49. Saint Louis	558	23	Not Current	27
50. Salt Lake City	42	42	Not Current	16
51. San Antonio	551	128	Not Current	500
52. San Diego	337	70	Not Current	110
53. San Francisco	0	0	Not Current	No Estimate Furnished
54. San Juan	275	32	Not Current	30
55. Savannah	145	25	Not Current	700
56. Seattle	198	33	Not Current	1,458
57. Springfield	171	3	Not Current	425
58. Tampa	105	0	Not Current	50
59. Washington Field	104.6	611	Not Current	850
FBIHQ				
Quantico				
Brooklyn-Queens				
New Rochelle				
Supply Room, Basement				
Totals	22,549.2	5,617.65	53 Not Current 4 Current	24,780.25

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66-3286-1962

Executive Offices	

Totals

1. Identification	
2. Training	
3. Administrative Services	
4. Records Management	
5. Intelligence	
6. Criminal Investigative	
7. Laboratory	
8. Technical Services	
9. Legal Counsel	
10. Inspection	
11. Office of Congressional and Public Affairs	

Totals

1. Bern	
2. Bogota	
3. Bonn	
4. Canberra	
5. Hong Kong	
6. London	
7. Mexico City	
8. Montevideo	
9. Ottawa	
10. Panama City	
11. Paris	
12. Rome	
13. Tokyo	

Totals

0-9 (Rev. 5-16-79)

CLASS
SRC'D
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REC

TRANSMIT VIA: Airtel

CLASSIFICATION: _____ DATE: 1/10/90

FROM: Director, FBI (66-19249)

TO: SACs, Baltimore
Boston
Cincinnati
Honolulu
Mobile
New York
San Antonio
Washington Metropolitan Field Office

ALL INFORMATION CONTAINED
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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

Field Files and Records

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBI AND FIELD OFFICE RECORDS
BUDED 2/9/90

The NARA has reviewed the fourth "Name Exceptional" case list and, as a result determined that many of the FBIHQ files meet the "Name Exceptional" case criteria and are of sufficient historical value to warrant permanent retention for eventual transfer to NARA. The "Name Exceptional" category was established during the development of the FBI Records Retention Plan and Disposition Schedule, which was approved by the U.S. District Court, District of Columbia, 9/9/86.

The field "Office of Origin" file numbers identified by the NARA during the review of FBIHQ files are set forth below by field office. By close of business 2/9/90, recipient field offices are requested to advise FBIHQ, Attn: Records Section (RS), Records Research Unit (RRU), Records Disposition and Archival Subunit (RDAS), Records Management Division (RMD), of the volume (section) and serial scope of each respective "office of origin" file listed. Once NARA has reviewed this information and determined if the field "office of origin" file meets the "Name Exceptional" criteria, you will be notified to stamp the file cover with the legend "X, Do Not Destroy, Historical Value, National Archives." Do not stamp any files until so advised by FBIHQ.

66-3286 Sub B

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V-175

66-3286-1461

1 - Mr.
1 - Mr.
1 - Mr.
1 - Mr.
1 - Mrs.

WJR:sc (23)

ORIGINAL FILED IN 66-19249-410

Airtel to SACs, Baltimore, Boston, Cincinnati, et al
RE: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBI and Field Office Records
Buded 2/9/90

FIELD OFFICE	FIELD OFFICE OF ORIGIN FILE NUMBERS	FBI HEADQUARTERS FILE NUMBERS
Baltimore	194-188	194-3973 194-5091
Boston	9-4430 58-572 100-347861	9-70562 58-11053 100-438824
Cincinnati	12-514	12-18292
Honolulu	105-1371	97-2848
Mobile	183-461 194-358 194-399	183-9849 194-7304 183-9849
New York	62-16084	12-9206
San Antonio	91-5575	91-75210
WMFO	157-953 185-15 247-57 (former AX)	157-14198 185-2103 247-1598

Any questions concerning this request may be directed to FBIHQ, Attn: [redacted] extension 4770. b6 b7C

NOTE: Field Offices designated to receive this communication are being requested to furnish FBIHQ with the volume (section) and serial scope of the field "Office of Origin" file listed. The above listed cases have the potential for meeting the criteria for the "Name Exceptional" category. Recipient field offices are requested to advise FBIHQ by COB 2/9/90.

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Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. Christensen

Date 2/22/90

From : V. R. Thornton

Subject : PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: To place in MAOP instructions regarding the destruction of field files and records and delete from MAOP instructions rendered obsolete by the FBI Records Retention Plan and Disposition Schedule (The Plan) which was approved by the U. S. District Court, Washington, D. C., 9/9/86. The instructions were communicated to the field by Buairtel 12/14/87, entitled "Destruction of Field Files and Records".

DETAILS:

REASON FOR CHANGE

From 1/10/80 until 9/9/86, the FBI was enjoined from engaging in a file destruction program. The injunction was predicated upon the civil matter "American Friends Service Committee, et al. v. William H. Webster et al." (U.S.D.C., District of Columbia, Washington, D. C.) Civil Action No. 79-1655.

Plaintiffs, numerous individuals and organizations filed civil action, supra, seeking to prevent the FBI from carrying out its Records Destruction Program on the basis that the FBI's actions violated various laws and interfered with their rights and interests. After review of voluminous memoranda and subsequent to an evidentiary hearing, the District Court (The Honorable Harold Greene) found that plaintiffs had standing to bring suit under Title 5, United States Code (U.S.C.), Section

Recorded Copy Filed In

MAR 27 1990

1 - Mr. Otto
1 - Mr. Christensen (Division Manual Control Folder)
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Manuals Desk
1 - 66-19198 (MAOP)

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TBD:sc (8)

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Rm 4901

FBI/DOJ

701, et seq., commonly known as the Administrative Procedure Act (APA). This ruling was based on plaintiffs' perceived need for access to research material in their respective professions (i.e., historians, journalists, teachers) and the need to discover any evidence necessary to commence legal action to remedy alleged wrongs.

The Court also found that the FBI's document disposal plan contravened both the procedural directives and the substantive purpose of the records management laws. Accordingly, the aforementioned injunction was issued and the FBI was enjoined from engaging in a file destruction program until a satisfactory records retention plan was established. As a consequence, the defendants, the National Archives and Records Administration (NARA) and the FBI were ordered to develop The Plan for submission to the Court for approval. The Plan was developed and subsequently approved by the Court on 9/9/86; thus, the injunction was vacated.

The Plan renders many of the previously authorized file destruction instructions obsolete. Consequently, new guidelines and instructions have been established and communicated to the field. The new instructions and guidelines are being placed in the MAOP and obsolete instructions are being deleted.

Required contact was made with the Manuals Desk, Records Management Division, for necessary coordination and assistance prior to the preparation of this memorandum.

CHANGED TEXT

MAOP, Part II, Sections 2-4.5 through 2-4.5.8 (9), pages 303 through 307, delete and substitute the following:

2-4.5 Destruction Of Field Files And Records

The destruction of FBI files and records is governed by Title, 44 U.S. Code, Section 3303 and 3303a; Title 36, Code of Federal Regulations, Part 1220, the General Records Schedule (GRS); and the FBI Records Retention Plan and Disposition Schedule (The Plan) developed by the National Archives and Records Administration (NARA) and the FBI, which was approved by the United States District Court, District of Columbia, Washington, D. C., September 9, 1986.

(CONTINUED - OVER)

Memorandum from V. R. Thornton to Mr. Christensen
RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

FILES AND RECORDS NOT IDENTIFIED HEREINAFTER ARE NOT TO BE DESTROYED WITHOUT SPECIFIC FBIHQ AUTHORITY.

The following field files and records are authorized for destruction after observance of the instructions and restrictions set forth below. The file number and date of destruction are to be recorded on Form FD-478 (List of Files Destroyed/Transferred to FBIHQ). Form FD-478 containing the file numbers and dates files were destroyed is to be maintained at the beginning of each respective classification in the closed files section. For files bearing the Universal Case File Number (UCFN), the FD-478 should be filed at the beginning of the field office breakdown in the closed files section. At the option of each office, an additional copy of Form FD-478 may be maintained in an administrative control file entitled "List of Files Destroyed."

2-4.5.1 Restrictions:

(1) Periodically, and pursuant to criteria outlined in The Plan, FBIHQ issues to the field instructions to stamp certain field files/records, including auxiliary office files with 50 or more volumes/sections, with legends "Do not Destroy: Historical Value: National Archives" and/or "X: Do not Destroy: Historical Value: National Archives." Files so stamped are permanent and must be retained for eventual transfer to the NARA.

(2) Freedom of Information/Privacy Acts (FOI/PA) Request:

Upon receipt of an FOI/PA request in the field office, the request must be immediately searched through the office indices to identify any relevant files which must be immediately marked to indicate that an FOI/PA request is pending and to preclude premature destruction pending resolution of the request.

(3) Litigation Matters:

No field office may engage in file destruction until all litigation matters have been searched through the office indices and relevant files identified and marked for retention

(CONTINUED - OVER)

pending resolution of the litigation. Case files which bear the notation that files are being retained due to pending litigation are to be maintained until notification is received from FBIHQ that the litigation has been resolved. Upon receipt of new litigation matters from FBIHQ, all file destruction must cease until the new litigation freeze sheets have been searched through the office indices and related files identified and marked for retention pending resolution of the litigation.

(4) Tax Returns/Tax Return Information:

Tax returns and/or tax return information are to be removed from auxiliary office files prior to destruction and forwarded to the office of origin for retention in the office of origin file for five (5) years from date of receipt of the Internal Revenue Service (IRS) material from IRS, or five (5) years from the date of any disclosure, whichever is longer.

(5) Original Documents: Original FD-302s, Laboratory reports, Latent Fingerprint reports, original surveillance logs, Agents' investigative notes, original photographs and other original documents maintained in the 1-A exhibit section of auxiliary office case files are to be forwarded to the office of origin prior to destruction of the auxiliary file. Form FD-491 (Transmittal of Original Documents to Office of Origin) may be used for this purpose.

(6) Investigative/Administrative Needs:

Case files which continue to serve investigative, administrative or research needs may be retained if deemed necessary. If a case file that has not been marked for archival retention is retained beyond the authorized destruction period, a memorandum should be placed in each case file justifying the need for longer retention.

where really exhibits?

2-4.5.2 Destruction - Investigative Files and Records:

(1) Index Cards: Automated index records in the Field Office Information Management System (FOIMS) data base should be deleted when the corresponding file is destroyed. Manual index records corresponding to files destroyed may be purged from the general indices at the discretion of the SAC.

(CONTINUED - OVER)

(2) Copy Destruction: Duplicate copies of communications which do not contain action notations, i.e., notations issuing instructions, notations requesting action be taken, notations of certification that action was taken, etc., may be removed from files that have been stamped as having historical/research value (exceptional/permanent) and destroyed. Copies of documents which contain action notations not appearing on the original file copy are to be retained along with the original file copy. Similarly, copies of documents in other investigative case files may be purged and destroyed when the case is Closed/Referred Upon Completion (Ruc'd).

(3) Record Checks:

(a) Auxiliary offices may destroy, when six (6) months old, results of contacts with various credit, law enforcement, and Federal, state and local Bureaus to determine criminal, credit and/or employment status of individuals related to current investigations.

(b) Record Checks in office of origin are to be retained/destroyed commensurate with the disposition authority of the office of origin case file to which the record check relates.

(4) Auxiliary Office Files:

(a) Auxiliary office files in the following classifications may be destroyed one (1) year after RUC'd, or one year from the date of the last relevant communication, whichever is later, **AND AFTER OBSERVANCE OF THE FOREGOING RESTRICTIONS/INSTRUCTIONS**:

Classifications:

2,	4,	5,	6,	7,	8,	9,	10,
11,	12,	13,	14,	15,	16,	17,	18,
19,	20,	21,	22,	23,	24,	25,	26,
27,	28,	29,	30,	31,	32,	33,	34,
36,	39,	40,	41,	42,	43,	44,	45,
46,	47,	48,	49,	51,	52,	53,	54,
55,	56,	57,	58,	59,	60,	64,	65,
68,	69,	70,	71,	72,	74,	75,	76,
78,	79,	82,	83,	84,	85,	86,	87,

(CONTINUED - OVER)

classifications cont.

88, 89, 90, 91, 95, 96, 97, 98,
99, 100, 102, 103, 104, 105, 106, 107,
108, 110, 111, 112, 113, 114, 115, 117,
119, 120, 122, 125, 131, 135, 136, 139,
141, 142, 143, 144, 145, 146, 147, 148,
149, 152, 153, 154, 155, 156, 157, 158,
159, 160, 162, 164, 165, 166, 167, 168,
169, 171, 172, 173, 174, 176, 177, 178,
179, 180, 181, 182, 184, 185, 186, 187,
188, 192, 193, 194, 195, 196, 198, 199,
200, 201, 202, 203, 204, 206, 207, 208,
209, 210, 213, 214, 215, 216, 217, 218,
219, 220, 221, 222, 223, 224, 225, 226,
227, 228, 229, 245, 246, 247, 248, 249,
250, 251, 252, 256, 257, and 258

(b) Classification 81: After a determination has been made that none of the foregoing restrictions are applicable, auxiliary offices case files in classification 81 may be destroyed after one (1) year in all offices except Portland and former Butte field office. Butte auxiliary office files in the 81 classification created prior to the Butte/Salt Lake City merger 6/6/89, and now resident in Salt Lake City, are permanent and must be retained.

(5) FOI/PA FILES: Files containing correspondence and supporting documents (excluding official file copy of material if filed therein) two (2) years after the date of reply, provided access was granted to all records requested and no appeal was filed, files containing responses to requester for nonexistent records, responses to requester who provided inadequate description, or those where requester failed to pay reproduction fees.

(6) Zero "O" Files: Zero "O" files in classifications one (1) through two hundred fifty-eight (258), exclusive of classifications 192, 213 and 214, may be destroyed when three (3) years old or when all administrative needs have been met, whichever is later. Prior to destruction, Zero "O" file material must be carefully reviewed and any policy material identified transferred to the corresponding Double Zero "OO" file for permanent retention.

(CONTINUED - OVER)

(7) Nontax Criminal Information: Destroy when five (5) years old, copies of correspondence maintained in administrative control files concerning nontax criminal information requested and obtained from the Internal Revenue Service (IRS). See MIOG, Part II, Section 19.

(8) Freedom of Information and Privacy Acts Requests:

Files and records relating to FOI/PA requests are authorized for destruction six (6) years after the date of last relevant entry, reply to requester, final adjudication by court and/or FBI agreement to amend:

(a) Records involved in litigation;

(b) Those under appeal;

(c) Those records involved in request to amend and/or expunge certain information, and;

(d) Those files where access to all or part of the records requested was denied.

(9) Classification 163: Auxiliary office (FBIHQ is origin) case files in classification 163 may be destroyed if closed for ten (10) years or longer and if none of the foregoing restrictions are applicable.

(10) Office of Origin files in the following classifications may be destroyed when ten (10) years old if none of the foregoing restrictions are applicable.

Classifications:

11, 13, 16, 18, 20, 22, 24,
30, 33, 34, 53, 57, 59, 68,
78, 84, 85, 95, 107, 135, 136,
154, 155, 169, and 171

(11) Classification 116: Auxiliary office (FBIHQ is origin) case files in classification 116 created between November, 1947, and September, 1948, and contain no correspondence between the field office and FBIHQ are permanent and must be retained for eventual transfer to the NARA.

(CONTINUED - OVER)

Remaining auxiliary office case files in the 116 classification may be destroyed if closed for twenty (20) years and none of the foregoing restrictions are applicable.

(12) Auxiliary Office (FBIHQ is origin) case files in the following classifications may be destroyed if closed for twenty (20) years or longer after a determination has been made that none of the foregoing restrictions are applicable:

Classifications:

37, 77, 118, 121, 124, 126, 127, 128, 130, 132, 133, 138, 140, 151, and 161

(13) Legat Files and Records:

(a) The NARA has designated all Hong Kong and Mexico City Legat investigative case files and corresponding index cards as exceptional/permanent; consequently, there will be no destruction of these records. All other Legat files and corresponding index cards are eligible for destruction when five (5) years old after application of the criteria of The Plan to identify exceptional/permanent case files in this collection. Closed Legat files are stored at FBIHQ; therefore, they will be reviewed by the Records Management Division to identify and mark for preservation any exceptional/permanent Legat files. A numerical list of files to be transferred to the NARA and an alphabetical listing, by file number, of information indexed in exceptional/permanent Legat files will be furnished to all Legats with instructions to purge the Legat indices and forward the index records to FBIHQ to be matched with the corresponding exceptional/permanent file for eventual transfer to the NARA. After the index records have been purged and forwarded to FBIHQ, the index purge list may be destroyed by the Legat. The numerical list of files transferred to the NARA should be retained by the Legat for future reference.

(b) Remaining Legat files, except Hong Kong and Mexico City, will be destroyed according to the five (5) year authority granted by the NARA. In conjunction with the destruction process, the files will be reviewed and a list made of all information indexed by Legats. The Legats, except Hong Kong and Mexico City, will be furnished a list of all files destroyed and

(CONTINUED - OVER)

a listing of all information indexed by the Legats. These listings are to be used by the Legats to purge and destroy the corresponding microfiche and index records. The list of information indexed may be destroyed once the index purge and destruction process have been completed. The list of files destroyed is to be retained by the Legat for future reference.

2-4.5.3 Destruction - Noninvestigative Files and Records:

Copy Destruction: Duplicate copies of communications may be destroyed at any time if they contain no action notations, i.e., notations issuing instructions, notations requesting action be taken, notations of certification that action was taken, etc. Copies bearing aforementioned notations not appearing on the original file copy of the communication must be retained with the original document until the entire file qualifies for destruction.

Delete paragraphs 2-4.5.4 through 2-4.5.8

MAOP, Part II, Section 2-4.5.9, page 307, delete and substitute the following:

Noninvestigative Files And Records To Be Destroyed If More Than Six (6) Years and Three (3) Months Old.

Delete paragraph commencing with "Documents identified as tax returns.....and ending.....five years from the date of any disclosure, whichever is longer."

Delete paragraph (1) and substitute the following:

Field Support Account - Blue Slips (FD-37, supporting documents, receipts, cancelled checks, bank statements, check stubs, and bank passbooks, six (6) years and three (3) months, after period covered by audit.

MAOP, Part II, Section 2-4.5.10, page 307 and 308, delete and substitute the following:

Files And Records To Be Destroyed If More Than Six (6) Years Old.

(CONTINUED - OVER)

Memorandum from V. R. Thornton to Mr. Christensen
RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

Delete paragraph commencing with "Documents identified as tax returns.....and ending.....five years from the date of any disclosure, whichever is longer."

Paragraphs (1) and (2) remain unchanged.

MAOP, Part II, page 308, delete the current 2-4.5.11 and insert the following as new 2-4.5.11:

Files And Records To Be Destroyed When Five Years (5) Old Or Five (5) Years From The Date Of Receipt Or Disclosure, Whichever Is Longer.

Documents identified as tax returns and/or containing tax return information maintained in the field office 66-administrative control file entitled "Tax Return/Tax Return Information" may be destroyed five (5) years from the date of receipt of the Internal Revenue Service (IRS) material or five (5) years from the date of any disclosure, whichever is longer.

MAOP, Part II, Section 2-4.5.12, page 308, delete and substitute the following:

Files And Records To Be Destroyed If More Than Three (3) Years Old.

Delete paragraph commencing with "Documents identified as tax returns and/or containing return information.....and ending ..... (For items (1)-(9) see Leave/Time and Attendance (T&A) Manual.)

Insert the following as paragraph (1).

Automobiles - After vehicle leaves custody by Sale, Transfer, Donation, or Exchange.

Re-number existing paragraphs (1) "Time and Attendance Registers, FD-420" through (33) "Office Personnel File.....retain longer than three years.)"

Delete paragraph (34) and substitute the following:

(CONTINUED - OVER)

Memorandum from V. R. Thornton to Mr. Christensen
RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

Memorandum to All SACs (formerly SAC Letters), and Bureau bulletins. Carefully review to ensure that instructions which are still applicable and which will be of future value are not destroyed prematurely.

Delete paragraphs (35) through (39) and renumber (40).

MAOP, Part II, Section 2-4.5.13, page 310, delete paragraph commencing "Documents identified as tax returns..... and ending .....five years from the date of any disclosure, whichever is longer."

Paragraph (6) delete.

MAOP, Part II, Section 2-4.5.14, page 311, delete paragraph commencing "Documents identified as tax returns..... and ending .....five years from the date of any disclosure, whichever is longer."

MAOP, Part II, Section 2-4.5.15, page 311, delete paragraph commencing "Documents identified as tax returns..... and ending.....five years from the date of any disclosure, whichever is longer."

Insert as paragraph (9) the following:

MAOP, Part II, 3-3.3 (3) changed 5 to 2 per Jim Rabbitt to correspond with this

Law Enforcement Bulletins and related Indexing Lists.

MAOP, Part II, Section 2-4.5.16, pages 311 and 312, delete paragraph commencing "Documents identified as tax returns..... and ending.....five years from the date of any disclosure, whichever is longer."

Delete paragraph (5).

MAOP, Part II, Section 2-4.5.17, page 312, delete paragraph commencing "Documents identified as tax returns..... and ending.....five years from the date of any disclosure, whichever is longer."

Delete paragraph (4) (e) and substitute the following:

Carefully review Memoranda to All SACs (formerly SAC Letters) to ensure that instructions which are still applicable and which will be of future value are retained.

(CONTINUED - OVER)

Memorandum from V. R. Thornton to Mr. Christensen
RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

Insert as paragraph (5), page 312.01, the following:

Individual Security Patrol Daily Report, FD-215; Combined Security Patrol Report, FD-215a; and Security Patrol Log, FD-215b.

MAOP, Part II, Section 2-4.5.18, page 312.01, delete paragraph commencing "Documents identified as tax returns..... and ending.....five years from the date of any disclosure, whichever is longer."

MAOP, Part II, Section 2-4.5.19, page 312.02, delete paragraph commencing "Documents identified as tax returns..... and ending.....five years from the date of any disclosure, whichever is longer."

MAOP, Part II, Section 2-4.5.20, page 312.02, delete.

MAOP, Part II, Section 2-4.5.21, page 312.02; Section 2-4.5.22, page 312.03; Section 2-4.5.23, page 312.03; Section 2-4.5.24, page 312.05; Section 2-4.5.25, page 312.05; Section 2-4.5.26, page 312.05; Section 2-4.5.27, page 313, and Section 2-4.5.28, page 313, delete paragraphs commencing "Documents identified as tax returns..... and ending .....five years from the date of any disclosure, whichever is longer."

INDEXING

Delete all indexed information pertaining to the deleted portions of MAOP (2-4.5 through 2-4.5.8(9)) and from MIOG index page 8, "Destruction in field of" heading. Change heading to "Destruction of records" and incorporate undeleted information left under former heading. Insert the following information under the new heading:

Destruction of records
auxiliary case files (2-4.5.2(4)(9)(11)(12)
copies (2-4.5.2(2)) (2-4.5.3)
Freedom of Information/Privacy Acts files
(2-4.5.2(5)(8)
index cards ((2-4.5.2(1)), 280.03 413
investigative files (2-4.5.1(7))(2-4.5.2)

(CONTINUED - OVER)

Memorandum from V. R. Thornton to Mr. Christensen
RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

Legat files (2-4.5.2(13)(See also Legal Attache
Manual, Section 2-15.2.)
Memorandum to All SACs (formerly SAC Letters)
(2-4.5.12(34)) (2-4.5.17(4)(e))
noninvestigative files (2-4.5.3)
office of origin files (2-4.5.2(10))
record checks (2-4.5.2(3)), 312.02
restrictions
administrative files (2-4.5.1(7))
Freedom of Information/Privacy Acts requests,
(2-4.5.1(2))
litigation matters (2-4.5.1(3))
original documents (2-4.5.1(5))
tax information (2-4.5.1(4))
tax information (2-4.5.1(4)) (2-4.5.2(7)
use of FD-478 (2-4.5)

SAC MEMORANDUM

No SAC Memorandum is necessary.

RECOMMENDATION: That upon approval of above manual changes, this memorandum be routed to the Manuals Desk for appropriate handling.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Rec. Mgmt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 1/27/90

SSR
CLASS
SRC'D
SER
REC

TO : DIRECTOR, FBI
(ATTN: [redacted], RECORDS
RESEARCH UNIT, ROOM 5640, TL #211

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b7C

FROM : SAC, BUFFALO (66-BF-1209)

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
FORM FD-215

Re MAOP: Part II, 2-4.5.6, page 304 and to MEMORANDUM 39-80 dated 11/24/80.

According to the MAOP, the Daily Report for Security Patrol Clerk, Form FD-215, may be destroyed when six-months old. However, this citation is not included in MEMORANDUM 39-80 which granted a limited destruction program for certain administrative records in view of the injunction issued on 1/10/80 which prohibited the destruction of FBI files and records.

Inasmuch as the this injunction was vacated on 9/9/86 and since this form serves no useful purpose after it is six months old, it is requested that Bureau advise Buffalo the disposition requirements regarding this form.

2 - Bureau
1 - Buffalo
JVV
(3)

66-3286-1463

2 FEB 1 1990

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ym

National Archives

Washington, DC 20408

SSR
CLASS BC
REC'D
DR DC
LC

February 14, 1990

Mr. Vernon R. Thornton
Acting Section Chief
Records Section
Federal Bureau of Investigation
Washington, D.C. 20535

Destruction of Field Files and Records

Dear Mr. Thornton:

This is in response to your letter of January 31, 1990, concerning certain printed materials the Federal Bureau of Investigation (FBI) has accumulated. We believe that these materials are nonrecord. Consequently, the FBI does not need approval from the National Archives and Records Administration to transfer them to the Library of Congress.

If you have any further questions regarding this matter, please contact [redacted] at 724-1493.

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b7C

Sincerely,

Kenneth F. Rossman

KENNETH F. ROSSMAN
Director
Records Appraisal and
Disposition Division

66-3286-1464

APR 2 1990

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[redacted]

National Archives
and Records Administration

Washington, DC 20408 NIR

Official Business
Penalty for Private Use, $300

U.S.MAIL

Postage and Fees Paid
National Archives and
Records Administration
NARA-362

Mr. Vernon R. Thornton
Acting Section Chief
Records Section
Federal Bureau of Investigation
Washington, DC 20535

5634

ALL FBI INFORMATION CONTAINED
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DATE 10/2/03 BY ANC 60290 BCE/DCG/ym-w

Washington National Records Center
Washington, DC 20409

March 23, 1990

Destruction of Field Files and Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1990. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes
Chief, Accession and Disposal Branch

Enclosure(s)

66-3786-1465

APR 2 1 990

"ENCLOSURE ATTACHED"
ENCLOSURE
RECORDS

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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw
03-R0762

4-

NCWA

Washington National Records Center
Washington, DC 20409

Official Business
Penalty for Private Use, $300

WASHINGTON, D.C. 200
PM
26 MAR
1990

U.S. MAIL

Postage and Fees Paid
National Archives and
Records Administration
NARA-362

Vernon R. Thornton
Federal Bureau of Investigation
Records Mgt Division
J. Edgar Hoover Bldg - Room 5634
10th St & Pennsylvania Avenue, N.W.
Washington, DC 20535

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DATE 10/7/03 BY auc 160290 BCE/DCG/ymw
#03-R0762

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
04/01/90	199007

The records described in this notice appear eligible for disposal on the date shown. In accordance with FPMR 101.11.410.8(b) they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date), within the 90 day period to the Director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-86-0003	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	196

SERIES DESCRIPTION

SITE AUDIT
10/83-3/84

REMARKS

LOCATION 17-73-53-7-2 17-74-05-7-1

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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS
CENTER
WASHINGTON, DC 20409

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 1301 (4.85)

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 35
Page 7 ~ Duplicate
Page 8 ~ Duplicate
Page 9 ~ Duplicate
Page 10 ~ Duplicate
Page 11 ~ Duplicate
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FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 34

Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

SSP
[illegible]
TRO'D
SER
REC

To : Mr. Christensen

Date 4/2/90

From : V. R. Thornton

Subject : ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS
VISA APPLICANT MAIL

PURPOSE: To advise that Visa Applicant mail being processed at the Butte Information Technology Center (ITC), be destroyed rather than filed after entry into the Intelligence Information System (IIS).

RECOMMENDATION: That the Butte ITC be instructed to destroy the Visa Applicant mail being processed for the Records Management Division (RMD), after it has been entered into the IIS.

APPROVED:

Director	Adm. Servs.	Legal Coun.	Off. of Liaison & Int. Affs.		
Dep. Dir.	Crim. Inv.	Rec. Mgnt.			
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.		
ADD-Inv.	Inspection	Training			
	Intell.	Cong. Affs. Off.			
	Laboratory	Off. of EEO			

DETAILS: Visa Applicant mail is generated by the United States Department of State and the Immigration and Naturalization Service, related to individuals who have applied for visas or who have been issued visas to enter the United States. If the Visa Applicant mail concerns the subject of an FBI investigation, the mail will be placed in the individual's main file. If, however, no investigation has been or is being conducted on the individual, the mail is processed into a general file for Visa Applicant Correspondence, Bureau File 105-7.

66-3286

1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Thornton
1 - Mr. [redacted]
2 - Mr. [redacted]
(1 - Mr. [redacted])

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b7C

VRT:lg (8)

(CONTINUED-OVER)

66-3286-1466

RECORDED COPY FILED IN 105-7-4.31

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DATE 10/7/03 BY AUC 60290 BCE/DCG/ywn
03-R0762

FBI/DOJ

Memorandum from V. R. Thornton to Mr. Christensen
Re: Archival Authorization for
Destruction of Bureau Records

Visa Applicant Mail

In 5/88, the Archivist of the United States authorized the destruction of Visa Applicant mail which contains no indexing. This decision was very beneficial to the Records Processing Subunit (RPSU), Records Section (RS), RMD, since approximately 35 percent of the Visa Applicant mail received fell into this category and did not have to be processed for file. However, the volume of Visa Applicant mail is tremendous and the limited personnel resources of the RPSU were unable to remain current with the processing and alternative methods of handling Visa Applicant mail had to be devised.

The Office of Automation and Information Management, RMD, in concert with the Technical Services, Intelligence and Criminal Investigative Divisions, established a procedure whereby Visa Applicant mail will be received from the submitting agency in electronic form and automatically entered into the IIS for storage and future retrieval. The Visa Applicant mail in the RPSU's backlog of mail to be processed (approximately 220,000 pieces) is being transported to the Butte ITC for entry into the IIS by employees at that Center. The electronic information in the IIS is identical to the information on the Visa Applicant mail.

The General Records Schedule (GRS) 20, Item 2.a., captioned "Input/Source Records," address the issue of non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a National Archives and Records Administration-approved agency records schedule. This section of the GRS authorizes the destruction of these documents after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the master file, whichever is later.

Based on the above, the Butte ITC should be instructed to destroy the Visa Applicant mail being processed for the RPSU upon entry into the IIS.

66-3286-1467 66-3286-B-103X1

CHANGED TO

1468 103X2

MAY 5 1992

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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

Memorandum

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Sec'y _____

To : Mr. Christensen

Date 3/8/90

SSP
SS
'D

From : W. A. Bayse

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b7C

Subject : PRESERVATION/DESTRUCTION OF RECORDS
Destruction of Bureau Records

Reference conversation between [redacted], Automated Data Processing and Telecommunications (ADPT) Security Staff, Technical Services Division (TSD), and Mr. [redacted] Unit Chief, Records Research Unit (RRU), Records Management Division (RMD), on 2/9/90, regarding captioned matter.

PURPOSE: To request RMD guidance on the preservation/destruction of automated mainframe computer audit records maintained by TSD.

RECOMMENDATION: That RMD provide guidance on the preservation/destruction of automated mainframe computer audit records maintained by TSD.

APPROVED:	Adm. Servs.	Legal Coun.	Off. of Liaison
	Crim. Inv.	Rec. Mgnt.	& Int. Affs.
Director	Ident.	Tech. Servs.	Off. of
Dep. Dir.	Inspection	Training	Public Affs.
ADD-Adm.	Intell.	Cong. Affs. Off.	
ADD-Inv.	Laboratory	Off. of EEO	

DETAILS: TSD is seeking guidance in determining the preservation/destruction schedule of automated mainframe computer audit records. For RRU's information, the Freedom of Information - Privacy Acts (FOIPA) Section, RMD, opines that automated audit records constitute a system of records, as defined in the Privacy Act of 1974. TSD, with FOIPA's guidance, is filing the FBI's mainframe automated audit records in the Federal Register.

66-3286-1468X

1 - Mr. Christensen
1 - Mr. Thornton
(Attn: Mr. [redacted], Rm. 5640, TL 211)
1 - Mr. [redacted]
(Attn: Mrs. [redacted] Rm. 6998, TL 314)
1 - Mr. Bayse
1 - Mrs. [redacted]
1 - Mr. [redacted]
(Attn: Mr. [redacted] Rm. 1997, TL 153)
1 - Mr. [redacted]
(Attn: Mrs. [redacted])

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2 APR 25 1990

BDB (8)

(CONTINUED - OVER)

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DATE 10/7/03 BY AUC 60290 BC E/DCG/ymw

28

FBI/DOJ

TSD maintains audit records detailing the activities of ADP users against the files and databases maintained on the FBI's mainframe computers. These computers are used for official Bureau use, and are accessed only by appropriately authorized users. These types of audit records are maintained for a number of different purposes: a) damage assessments, b) Office of Professional Responsibility (OPR) investigations, c) "activity logs", d) security violations, and e) reconstruction of lost automated data. During damage assessments and OPR investigations, TSD may need to determine what information stored in the FBI's mainframe computer systems was accessed (e.g., viewed, modified, updated or deleted) by a specific authorized automated information system (AIS) user. Likewise, such investigations may require that TSD determine what authorized AIS user(s) accessed a specific segment of automated information. "Activity logs" are used to reflect job performance of FBI employees, e.g., capturing the number of new records added to an automated file per day, per employee. In addition, AISs capture security violations occurring on the AIS (e.g., failed log-on attempts). Lastly, TSD can reconstruct lost data by reviewing audit logs detailing recent activities (e.g., updates) against specific AIS files and databases.

The specific type of audit information collected is dependent on the AIS being supported as well as the purpose(s) for which it is being maintained. In general, however, automated mainframe computer audit records include, but are not strictly limited to: a) user ID, b) terminal ID from where the action logged was initiated, c) name of file/databse accessed, d) location of file/database accessed, e) the specific type of action initiated (e.g., query, adds, updates, and deletes), f) information viewed by the user as a result of a specific action, and g) information pertaining to security violations (e.g., attempts to access/update data for which the user is not authorized; an invalid log-on attempt). Audit logs are retrievable by the User ID, which is associated with and unique to each authorized AIS user.

It is recommended that RMD review the above information and provide TSD with appropriate guidance on the preservation/destruction of automated mainframe computer audit records maintained by TSD. Questions regarding this matter may be directed to Mrs. [redacted] ADPT Security Staff, TSD (x2236). b6 b7C

This matter has been coordinated with Mr. [redacted], Database Administration (DBA) Program Manager, TSD.

Memorandum

SSP
CLASS
SRC'D
SER
REC

To : Mr. Christensen

From : V. R. Thornton

Date 3/23/90

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

Subject : DESTRUCTION OF BUREAU RECORDS

Reference V. R. Thornton to Mr. McCreight memoranda dated 7/15/88 and 7/27/88, and V. R. Thornton to Mr. Christensen memorandum dated 1/31/90.

PURPOSE: To advise that the transfer of obsolete alphabetical and numerical publications to the Library of Congress has been completed.

RECOMMENDATION: None. For information only.

APPROVED:	Adm. Servs.	Legal Coun.	Off. of Liaison & Int. Affs.
	Crim. Inv.	Rec. Mgnt.	
Director	Ident.	Tech. Servs.	Off. of Public Affs.
Dep. Dir.	Inspection	Training	
ADD-Adm.	Intell.	Cong. Affs. Off.	
ADD-Inv.	Laboratory	Off. of EEO	

DETAILS: Referenced memoranda set forth the details regarding the transfer of numerous obsolete alphabetical and numerical publications to the Library of Congress. By letter dated 2/14/90, Mr. Kenneth F. Rossman, Director, Records Appraisal and Disposition Division, National Archives and Records Administration (NARA) advised that the obsolete publications were non-record material and that NARA had no objection to the transfer of the material to the Library of Congress.

66-3286-1469

Enclosure

66-3286

b6
b7C

1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Thornton

1 - Mr. [redacted]
1 - Mrs
1 - Mr.

MAR 30 1990

WS:sc (7)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BAE/DCG/ymw

FBI/DOJ

Memorandum from V. R. Thornton to Mr. Christensen dated 3/23/90
RE: DESTRUCTION OF BUREAU RECORDS

On 3/21/90, two employees of the Records Disposition and Archival Subunit, Records Research Unit, Records Section, Records Management Division, delivered 125 cartons, totaling 109.7 linear feet, to the Library of Congress. Additionally, 5.25 linear feet of material, which was determined to be inappropriate for transfer to the Library of Congress, for reasons set forth in referenced memoranda, has been destroyed in view of the NARA determination that the publications were non-record material.

Attached, for record purposes, is a receipt from the Library of Congress acknowledging delivery of the 109.7 linear feet of material.

THE LIBRARY OF CONGRESS

WASHINGTON, D.C. 20540

March 21, 1990

This is to acknowledge receipt of 109.7 linear feet of obsolete records from the Federal Bureau of Investigation on the above date. The FBI records were packed in 125 cartons and delivered to the Library of Congress in two shipments by two FBI employees. This transfer is in accordance with the regulations set forth in Title 41, Code of Federal Regulations, Chapter 101, Parts 46.301 and 46.405.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/7/03 BY AUC 160290 BCE/DCG/ymw

b6
b7C

Shipment Clerk

66-32807-55/4869

0-9 (Rev. 8-16-79)
SSP

CLASS
SRC'D
SER
REC

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 4/2/90

FROM: Director, FBI

TO: Information Technology Center (ITC)
Butte, Montana

ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

The purpose of this communication is to authorize the destruction of the Visa Applicant mail being processed for FBIHQ.

For your information, the "General Records Schedule (GRS) 20, Item 2.a., captioned "Input/Source Records," authorizes the destruction of non-electronic documents used solely to create, update, or modify the records in an electronic medium, after the information has been converted to an electronic medium and verified.

Based on this, Butte ITC is authorized to destroy the Visa Applicant mail being processed for FBIHQ once it has been entered into the Intelligence Information System and verified.

66-19471 Sub 7
Bufile 66-3286
1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Thornton
1 - Mr. [redacted]
1 - Mr. [redacted]
(1 - Mr. [redacted])

b6
b7C

NOTE: See V. R. Thornton to Mr. Christensen memorandum dated 4/2/90, captioned as above.

VRT:lg (9)

66-3286-1470

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/gmm

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 3/24/90

SSP
CLASS DC
SRC'D
SER DC
REC

TO : DIRECTOR, FBI
(ATTN: [redacted] ARCHIVES SPECIALIST,
RDAS, RECORDS RESEARCH UNIT, RECORDS
SECTION/RECORDS MANAGEMENT DIVISION,
ROOM 4346)

Destruction of Bureau Records

FROM : SAC, HOUSTON (62-0)

SUBJECT: [redacted], AKA [redacted] b6 b7C
DISTRICT COURT OF CAMERON COUNTY,
103RD JUDICIAL DISTRICT
CAUSE # 08-87-3507-D
ORDER OF EXPUNCTION
MISCELLANEOUS CIVIL SUITS

Request of the Bureau:

Review enclosed documents and advise Houston and San Antonio what action, if any, is to be taken.

Enclosed for the Bureau and San Antonio are copies of a letter from AUSA [redacted], First Amended Petition for Expunction of Records, and Order of Expunction in captioned matter. As the offense to be expunged occurred within the San Antonio Division, copies of this airtel, and enclosures, are being forwarded to San Antonio.

66-3286-1471 b6 b7C

ENCLOSURE

MAR 30 1990

2 - Bureau (Enc. 3)
2 - San Antonio (Enc. 3)
2 - Houston
CAH/en
(6)

ENCLOSURE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCB/DCG

RECORDS

Approved: _____ Transmitted _____ (Number) (Time) Per _____

HO 62-0

As the order requests all records relating to [redacted] be expunged, this request is being sent to the Records Research Unit rather then the Identification Division. Houston indices reflect one file concerning [redacted] being #77A-7483, caption [redacted], U. S. Courts Applicant, U. S. Probation Officer, Southern District of Texas, Buded 6/27/83." Houston file consists of three serials; a copy of [redacted] application for employment, airtel from the Bureau of 6/6/83, and Houston's report of investigation out of the Corpus Christi R.A. Houston's file contains no information regarding the [redacted].

b6
b7C

4-528

66-3286-1471X

CHANGED TO

66-3286-B-103X3

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY Auc 60290 BCE/DCG/ym

FBI/DOJ

0-9 (Rev. 8-16-79)

SSP

CLASS 0C
SRC'D
SER 0C
REC

TRANSMIT VIA: AIRTEL

CLASSIFICATION: UNCLASS DATE: 7/6/90

FROM: Director, FBI

TO: SAC, Houston (62-0)
SAC, San Antonio

Destruction of Bureau Records

[redacted], AKA

b6
b7C

DISTRICT COURT OF CAMERON COUNTY
103RD JUDICIAL DISTRICT
CAUSE #08-87-3507-D
ORDER OF EXPUNCTION
MISCELLANEOUS CIVIL SUITS

Reference is made to Houston (HO) airtel dated 3/24/90, captioned as above.

A review of the indices to the Central Records System, Records Management Division and the files of the Identification Division, FBIHQ, failed to disclose any reference to the [redacted], as described in referenced airtel.

San Antonio (SA) is instructed to check the indices of the SA Office for information pertaining to the [redacted] and advise HO of the results of the SA indices search.

66-3286-1472

Houston, upon receipt of the results of the SA indices search, is instructed to advise the Office of the United States Attorney (USA) for the Southern District of Texas of the results of the reviews conducted at FBIHQ, HO and SA, and to coordinate the final resolution of this matter with the USA. Advise FBIHQ of the final resolution.

MAILED 1
JUL 11 1990
FBI

JUL 24 1990

66-3286

1 - Mr. Davis (Atten: Mr. [redacted]) b6 b7C
1 - Mr. Christensen
1 - Mr. Evans
1 - Mr. Prillaman
1 - Mr. Thornton
1 - Mr. [redacted]
1 - Mr.
1 - Mrs.

WS:sc (13)

Exec AD Adm. Exec AD Inv. Exec AD LES Asst. Dir.: Adm. Servs. Crim. Inv. Ident. Insp. Intell. Lab. Legal Coun. Off. Cong. & Public Affs. Rec. Mgnt. Tech. Servs. Training Telephone Rm. Director's Sec'y

APPROVED: Director, Dep. Dir., ADD-Adm., ADD-Inv., Adm. Servs., Crim. Inv., Ident., Inspection, Intell., Laboratory, Legal Coun., Rec. Mgnt., Tech. Servs., Training, Cong. Affs. Off., Off. of EEO, Off. of Liaison & Int. Affs., Off. of Public Affs.

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE bcg/ywu

Div. 4

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liason & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

To : Mr. Christensen

Date 7/24/90

From : R. G. Prillaman

Subject : DESTRUCTION OF BUREAU RECORDS

PURPOSE: To advise of the accomplishments of a Records Disposition/Archival Subunit project, within the 66 classification (Administrative Matters).

RECOMMENDATION: None. For information only.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

DETAILS: On 2/24/90, the Records Disposition/Archival Subunit (RDAS), Records Research Unit, Information Services Section, Information Management Division, began conducting a review of Bufile 66-2058 (Motor Vehicle Accidents Involving Bureau Cars). This destruction review included the main file and all field office sub-files. The purpose of the review was to destroy all material within Bufile 66-2058, authorized for destruction in accordance with General Records Schedule (GRS) 10, Item 5, which provides that all records related to motor vehicle accidents may be destroyed six years after the accident case is closed. Bufile 66-2058 was established in 1938 and the destruction review, of records dated prior to 1/1/84, was completed on 7/21/90. Cumulative totals for the destruction review of Bufile 66-2058 are as follows:

66-3286

1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Prillaman
1 - Mr. Thornton
1 - Mr. [redacted]
1 - Mrs [redacted]
1 - Mr. [redacted]

b6
b7C

66-3286-1473

WS:sc (8)

(Continued - Over)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/gmw

Sections Reviewed	3,337.00	
Sections Destroyed	3,183.00	
Mail Inches Destroyed	3,213.00	
Copy Inches Destroyed	28.75	
Linear Feet Destroyed	269.75	
File Cabinets (originally occupied)	38.00	
Cabinet Drawers (originally occupied)	228.00	
File Cabinets (currently occupied)	11.00	
Cabinet Drawers (currently occupied)	66.00	
File Cabinets (net gain)	27.00	
Cabinet Drawers (net gain)	162.00	
Office Space Reclaimed (7 square feet per cabinet)	189.00	square feet

The destruction review project of Bufile 66-2058 was accomplished through the use of 601.50 overtime man-hours only. This project was not disruptive to the destruction/transfer review of files in the 42,87, and 91 classifications, which is beneficial to both the FBIHQ Central Records System and to FBI field offices, currently underway in RDAS. If additional overtime funding is provided to RDAS, subsequent destruction reviews will be undertaken in other classifications thereby providing additional benefits, in terms of space gains to FBIHQ. The subsequent review will be conducted in the following main files (and sub-files, if applicable):

(Continued - Over)

105-7	Visa Applicants
Classification 95	Laboratory Matters
Classification 190	Freedom of Information-Privacy Acts

4-528

66-3286-1474

CHANGED TO

66-3286-B-103X5

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

4-528

66-3286-1476
CHANGED TO
66-3286-B-103X4

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/gmw

FBI/DOJ

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

SSP
CLASS'D
R
REC

To : Mr. Bayse

Date 3/26/90

From : G. Norman Christensen

Subject : PRESERVATION/DESTRUCTION OF RECORDS

Reference W. A. Bayse to Mr. Christensen memorandum dated 3/8/90, captioned as above, requesting Records Management Division (RMD) guidance regarding retention/destruction of automated mainframe computer audit records maintained by the Technical Services Division (TSD).

PURPOSE: To provide direction and guidance relevant to the retention/destruction of automated mainframe computer audit records maintained by TSD.

RECOMMENDATION: That instant memorandum containing direction and guidance regarding the retention/destruction of automated mainframe computer audit records be forwarded to the TSD.

APPROVED: Director ____ Dep. Dir. ____ ADD-Adm. ____ ADD-Inv. ____ Adm. Servs. ____ Crim. Inv. ____ Ident. ____ Inspection ____ Intell. ____ Laboratory ____ Legal Coun. ____ Rec. Mgnt. ____ Tech. Servs. ____ Training ____ Cong. Affs. Off. ____ Off. of EEO ____ Off. of Liaison & Int. Affs. ____ Off. of Public Affs. ____

DETAILS: Referenced memorandum requested RMD assistance regarding retention/destruction of automated mainframe computer audit records maintained by TSD. The FBI Records Retention Plan and Disposition Schedules (The Plan) indicates "Disposal Not Authorized" for records fitting the category described by TSD.

66-3286

4 - Mr. Bayse
(1 - Mrs. [redacted])
(1 - Mr. [redacted] [Attn: Mr. [redacted])
(1 - Mr. [redacted] Attn: Mrs. [redacted])
1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
(Attn: Mrs. [redacted] Rm. 6998, TL 314)
1 - Mr. [redacted]

b6
b7C

66-3286-1478

(CONTINUED OVER)

TBD:WS:sc (10)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

4-VC

Memorandum from G. Norman Christensen to Mr. Bayse dated 3/26/90
Re: PRESERVATION/DESTRUCTION OF RECORDS

On 3/16/90, [redacted], Archives Specialist, Records Disposition/Archival Subunit, Records Research Unit, Records Section, RMD, contacted [redacted] Appraisal Archivist, National Archives and Records Administration (NARA), who advised that the records described by TSD in referenced memorandum can be disposed of in accordance with General Records Schedule (GRS) 20, Item 1 (c), which states as follows: b6 b7C

1. Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files

   c. Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

   Authorized Disposition

   Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedures. b6 b7C

[redacted] advises that, in conjunction with the GRS, The Plan will be modified by NARA to indicate destruction authorization for these records.

FD-252 (Rev. 10-26-84)

SSP
CLASS
SEC'D
SER
REC

50-91

1 Destruction of Field Files and Records

b6
b7C

Date 5/21/90

To: Assistant Director, Administrative Services Division

From: (Suggester's name) SA [redacted]

Division of Assignment: WASHINGTON METROPOLITAN

SUGGESTION: When a pre-Universal Case File Number (UCFN) file is destroyed, a notation should be made on the FD-478 "List of Files Destroyed/Transferred to FBIHQ," showing the Office of Origin (OO) and the OO File Number.

X Form FD-478

Current practice or rule (Include manual citation as well as facts): (MAOP, Part II, Sect. 2-4.5.1) When files are destroyed, Form FD-478 containing file numbers and dates of destruction is to be maintained in front of each respective section in Closed Files.

Advantages of suggestion and annual savings (include basis for estimate)

When an indices search produces a reference to a destroyed file, there is currently no way of determining the OO (pre-UCFN). With the adoption of this suggestion, it would then be possible to contact the OO and obtain needed information.

66-3286-1478X

Disadvantages of suggestion: None. The only costs involved would be in the revision of the current Form FD-478 to include a line for listing the OO and OO File Number.

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion [redacted]

☒ Mr. ☐ Mrs. ☐ Miss

(SA)

Recommendations and comments of Division Head: This suggestion has merit for pre-UCFN files and SAC, WMFO recommends it be adopted. The benefits which would be derived for Case Agents outweigh the costs to revise the Form FD-478.

Thomas E. Dockaday/atte
Signature and Title

FEB 1 [illegible]

(Do not write in this space - for Bureau use only)

RECEIVED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG lyn

Re: Suggestion 50-91, dated 5/21/90, from the Washington Metropolitan Field Office

ADDENDUM OF THE INFORMATION MANAGEMENT DIVISION (IMD), 2/15/91, SHM:shm

The IMD has reviewed referenced suggestion that form FD-478 be revised to include a section that would list the Office of Origin (OO) and OO file number of pre-Universal Case File Number (UCFN) cases when ~~as~~ destroyed. Currently, when an indices search produces a reference to a destroyed file, there is no way of determining the OO when the file is pre-UCFN.

It is the opinion of IMD that this suggestion has merit and, with a slight modification, should be implemented. The suggestion requested that two columns be added to the form FD-478 (for the OO and OO file number in pre-UCFN cases.) However, this would greatly congest the form. IMD suggests that only the OO be captured. Once the OO is known to the Auxiliary Office (AO), if necessary can telephone the OO and obtain the file number.

An example of the FD-478 with IMD's modification to the suggestion, is attached.

RECOMMENDATIONS:

(1) That adoption of the modified suggestion (copy attached) proposed by IMD, i.e., capturing only the OO, be implemented.

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgnt. GNG 2/15	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

(2) If approved, IMD recommends that form FD-478 be revised at the next printing.

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgnt. GNG 2/15	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

FD-478 (Rev. 7-20-[illegible]3)

CURRENT FORM

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

CLASSIFICATION: _____

File Number	Destroyed (X)	Transferred to FBIHQ to be accesioned to NARS (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00				50			
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
20				70			
21				71			
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35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			

This page contains file numbers from _____ thru _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/03 BY Auc 60290 BCE/DCG/ym

FBI/DOJ

FD-478 (Rev. ~~7-20-88~~ 3-1-91)

PROPOSED REVISION

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

OFFICE OF ORIGIN _____
CLASSIFICATION _____

File Number	Destroyed (X)	Transferred to FBIHQ to be accesioned to ~~NARS~~ (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00		NARA		50		NARA	
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
20				70			
21				71			
22				72			
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34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			

This page contains file numbers from _____ thru _____

FD-478 (Rev. 3-1-91)

PRINTED FORM

List of Files Destroyed//Transferred to FBIHQ

Classification_____

Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Administration (NARA).

File Number	Destroyed (X)	OO	Transferred to FBIHQ to be accessioned to NARA (X)	Date	File Number	Destroyed (X)	OO	Transferred to FBIHQ to be accessioned to NARA (X)	Date
00					50				
01					51				
02					52				
03					53				
04					54				
05					55				
06					56				
07					57				
08					58				
09					59				
10					60				
11					61				
12					62				
13					63				
14					64				
15					65				
16					66				
17					67				
18					68				
19					69				
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23					73				
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37					87				
38					88				
39					89				
40					90				
41					91				
42					92				
43					93				
44					94				
45					95				
46					96				
47					97				
48					98				
49					99				

This page contains file numbers from _____ thru _____

Routing Slip
0-7 (Rev. 8-2-90)

(Copies to Offices Checked)

TO: SAC,

- ☐ Albany
- ☐ Albuquerque
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Metropolitan Field
- ☐ Quantico
- ☐ ASAC, Brooklyn-Queens (MRA)

TO: LEGAT,

- ☐ Bangkok
- ☐ Bern
- ☐ Bogota
- ☐ Bonn
- ☐ Bridgetown
- ☐ Brussels
- ☐ Canberra
- ☐ Hong Kong
- ☐ London
- ☐ Manila
- ☐ Mexico City
- ☐ Montevideo
- ☐ Ottawa
- ☐ Panama City
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

5-10-91
Date

RE: FORM FD-478 (Rev. 3-1-91)
LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ
FBI FORM BOOK

☐ For information ☐ Retention optional ☐ For appropriate action ☐ Surep by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____.

Remarks: Enclosed is a supply of the captioned form FD-478 which has been revised to add "Office of Origin" and to changed the unit name. Please place a copy of the revised form in the FBI Field Office Form Book.

Existing unused copies of Form FD-478 not bearing the revision date of 3-1-91 are obsolete and should be destroyed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

Forms and Reports Management Desk
Information Management Division

Enc.
Bufile
Urfile

FBI/DOJ

DISTRIBUTION LIST FOR REVISED FORM FD-478 (3-1-91) -- (to be sent by ROUTING SLIP)

WHITE BOND

3 pkgs.to:	Baltimore	Boston	Chicago	
	Cleveland	Detroit	Los Angeles	
	Miami	Newark	New York	
	Philadelphia	San Francisco	WMFO	3600
2 pkgs. to:	Albany	Atlanta	Birmingham	
	Buffalo	Charlotte	Cincinnati	
	Columbia	Dallas	Denver	
	Houston	Indianapolis	Jackson	
	Jacksonville	Kansas City	Knoxville	
	Las Vegas	Louisville	Memphis	
	Milwaukee	Minneapolis	Mobile	
	New Haven	New Orleans	Oklahoma City	
	Omaha	Phoenix	Pittsburgh	
	Portland	Richmond	Sacramento	
	St. Louis	San Antonio	San Diego	
	San Juan	Seattle	Springfield	
	Tampa			7400
1 pkg. to:	Albuquerque	Anchorage	El Paso	
	Honolulu	Little Rock	Norfolk	
	Salt Lake City	Quantico	Brooklyn-Queens	1100
	Ft. Monmouth	Pocatello		
1 pkg. to:	Mr. [redacted] 5640 TL211			100
1 pkg. to:	Forms Desk Rm. 4901 TL111			100
			TOTAL	12300
102 pkgs. to:	STOCK			10200
			GRAND TOTAL	22500

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 160290 BCE/DCG/ymw

SSP
CLASS
SRC'D
SER
REC

Washington National Records Center

Washington, DC 20409

September 24, 1990

Dear Records Officer: Destruction of Field Files and Records.

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in January 1991. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes

Judith A. Barnes, Chief
Accession and Disposal Branch

Enclosure(s)

66-3286-1479

"ENCLOSURE ATTACHED"
ENCLOSURE

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

b6
b7C

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
10/01/90	199101

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-87-0001	
DISPOSAL AUTHORITY	**VOLUME *(Cu. ft.)***
GRSN/6/1A	232

SERIES DESCRIPTION

SITE AUDIT
FY84

REMARKS

LOCATION 16-89-36-5-1 16-89-48-1-4

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS
CENTER
WASHINGTON, DC 20409

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/lgmw

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

66-3286-1480

CHANGED TO

66-3286-B-104X

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymm

Memorandum ~~SECRET~~

SSB
CLASS
RC'D
ER
EC

To : SAC, Honolulu (66-798) Date 11/13/90

From : Director, FBI (66-19087)

Subject: DESTRUCTION OF FIELD OFFICE FILES AND RECORDS

Reference Honolulu (HN) airtel 7/5/90, captioned as above.

By referenced airtel HN requested authority to destroy material related to the movement of foreign nationals maintained in various HN files.

For information of HN, all requests for authority to dispose of file and record material not covered by the FBI Records Retention Plan and Disposition Schedule (The Plan) must be coordinated with the National Archives and Records Administration (NARA). The Plan does not address special categories of records as described in reairtel and contained in various HN files which were forwarded to the Bureau for a review and determination regarding disposition. Thus, the Information Management Division must coordinate the HN requests with the NARA. HN will be advised upon receipt of final disposition authority from the NARA.

The following HN files are being returned at this time for retention pending receipt of disposition authority from the NARA:

~~(S)~~ (U)

HN 200-47 Volumes 1 through 4 and Volume 21
HN 200-119 Volumes 1 through 4 and Volume 40
HN 223-2 Volumes 1 and 2

DECLASSIFIED BY 60292 AUC DCG/DEK/YMW
ON 02-26-2009

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

Enclosures

66-3286-1481

66-19087

1 - 66-3286
1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mrs. [redacted]
1 - Mr. [redacted]

b6
b7C

~~11/13/03~~
~~CLASSIFIED BY: NLS/DCG/60267/ymw~~
~~REASON: 1.4(C)~~
~~DECLASSIFY ON: X 11/13/28~~

WS:sc (11)

~~DUPLICATE YELLOW~~

~~SECRET~~

ORIGINAL FILED IN 66-19087-

66-3286-1482
CHANGED TO
66-3286-B-104X1

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ym

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liason & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Secty

To : Mr. Christensen

Date 8/10/90

From : R. G. Prillaman

SSP

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

SUBJECT: To advise of FBIHQ and Field Office progress in the captioned program.

DETAILS: Resolution of the civil matter American Friends Service Committee, et. al., v. William H. Webster, et. al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, 7,394.05 linear feet of obsolete FBIHQ files and records have been destroyed.

By Buairtel 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories.

By Bulet 6/4/90, all field offices were surveyed to determine the progress of the destruction program. The survey (results attached) revealed that since 12/87, all offices have destroyed a total of 27,146.85 linear feet of obsolete file and record material. Of this total 4,633.15 linear feet were destroyed since 1/1/90.

RECOMMENDATION: None. For information only.

APPROVED: Director, Dep. Dir., ADD Adm., ADD Inv., Adm. Servs., Crim. Inv., Ident., Inspection, Intell., Laboratory, Legal Coun., Rec. Mgnt., Tech. Servs., Training, Cong. Affs. Off., Off. of EEO, Off. of Liaison & Int. Affs., Off. of Public Affs.

ENCLOSURE

Enclosure

66-3286

66-3286-1483

1 - 66-3286 Sub B
1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Prillaman

1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Mrs

b6
b7C

WJR:sc (9)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCS/gmw

66-3286-B-43X

Serialized Copy Filed In

Work Sheet
0-48 (Rev. 6-28-89)

	12/4/87	1/1/90
1. Albany	370.2 linear feet	23 linear feet
2. Albuquerque	225 linear feet 2⅕ inches	5 linear feet 3 inches
3. Anchorage	201.4 linear feet	3 linear feet
4. Atlanta	416.25 linear feet	20.50 linear feet
5. Baltimore	121 linear feet	0
6. Birmingham	226⅕ linear feet	12 linear feet
7. Boston	165 linear feet	165 linear feet
8. Buffalo	101 linear feet	6 linear feet
9. Charlotte	215 linear feet	9 linear feet
10. Chicago	941 linear feet	58 linear feet
11. Cincinnati	363 linear feet	14⅕ linear feet
12. Cleveland	399 linear feet	14 linear feet
13. Columbia	204 linear feet	33 linear feet
14. Dallas	432 linear feet	0
15. Denver	483 linear feet	86 linear feet
16. Detroit	578½ linear feet	87⅕ linear feet
17. El Paso	194 linear feet	86 linear feet
18. Honolulu	69 linear feet 1/4 inches	0
19. Houston	471.25 linear feet	36.25 linear feet
20. Indianapolis	133½ linear feet	27 1/4 linear feet
21. Jackson	184 linear feet	97 linear feet
22. Jacksonville	432 linear feet	94 linear feet
23. Kansas City	77 3/4 linear feet	12 linear feet
24. Knoxville	212 linear feet	14 linear feet
25. Las Vegas	97.5 linear feet	33 linear feet
26. Little Rock	259 linear feet	139 linear feet 11.50 inches
27. Los Angeles	317 linear feet	62 linear feet
28. Louisville	243.02 linear feet	0
29. Memphis	179 linear feet 10⅕ inches	21 linear feet 8⅕ inches
30. Miami	211 linear feet	166 linear feet(includes 125ft.SVITC)
31. Milwaukee	95 linear feet	80 linear feet
32. Minneapolis	679 linear feet	64 linear feet
33. Mobile	120 linear feet	15 linear feet
34. Newark	623 linear feet	65 linear feet
35. New Haven	356 linear feet 2 inches	74 linear feet 10 inches
36. New Orleans	143.5 linear feet	5 linear feet
37. New York City	8906 linear feet	1819 linear feet
38. Norfolk	187 linear feet	9 linear feet
39. Oklahoma City	512 linear feet	40 linear feet
40. Omaha	774 linear feet	97 linear feet
41. Philadelphia	185 linear feet	2 linear feet
42. Phoenix	556 linear feet	21 linear feet
43. Pittsburgh	998 linear feet	129 linear feet
44. Portland	143 linear feet	0
45. Richmond	305 linear feet	16 linear feet
46. Sacramento	847 linear feet	187 linear feet
47. Saint Louis	582 linear feet	24 linear feet
48. Salt Lake City	139⅕ linear feet	72⅕ linear feet
49. San Antonio	558 linear feet	7 linear feet
50. San Diego	527 linear feet	190 linear feet
51. San Francisco	4.9 linear feet	4.9 linear feet
52. San Juan	324.50 linear feet	49.50 linear feet
53. Savannah	412 linear feet	267 linear feet(plus 125ft of MM Div)
54. Seattle	229 linear feet	31 linear feet
55. Springfield	187 linear feet	16 linear feet
56. Tampa	126 linear feet	21 linear feet
57. Washington Metropolitan Field	104.6 linear feet	0
FBIHQ		
Quantico		
Brooklyn-Queens		
Ft. Monmouth		
Pocatello		
Supply Room, Basement		
Totals	**27,146.85**	**4,633.15**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY ANC 60290 BCE/DCG/ym

ENCLOSURE
66-3286-1483

Executive Offices	

Totals

1. Identification	
2. Training	
3. Administrative Services	
4. Records Management	
5. Intelligence	
6. Criminal Investigative	
7. Laboratory	
8. Technical Services	
9. Legal Counsel	
10. Inspection	
11. Office of Congressional and Public Affairs	

Totals

1. Bern	
2. Bogota	
3. Bonn	
4. Bridgetown	
5. Brussels	
6. Canberra	
7. Hong Kong	
8. London	
9. Manila	
10. Mexico City	
11. Montevideo	
12. Ottawa	
13. Panama City	
14. Paris	
15. Rome	
16. Tokyo	

Totals

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-19-2008 BY 60324/AUC DCG/DK/YMW

SSP
CLASS
SRC'D
SER
REC

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

October 30, 1990

[redacted]

b6
b7C

National Underground Storage, Inc.
Boyers, Pennsylvania 1620

Dear Mr. [redacted]

Destruction of Field Files and Records

I have given FBI employees [redacted] authority to enter the FBI space located in your facility. This authority is effective for the week of November 26 through 29, 1990.

Thank you for you assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

Gary L. Stoops
Security Programs Manager

66-3286-1484

66-3286

b6
b7C

1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted] (Attn: Mr. [redacted])
1 - Mr. [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

NOTE: Employees identified above will visit the National Underground Storage (NUS) site, Boyers, PA, during the week of 11/26/90, to plan and arrange for removal and destruction of the 3x5 index cards stored at the NUS facility.

TBD:sc (9)

APPROVED:
Director ___
Dep. Dir. ___
Asst. Dir. ___
Adm. Inv. ___

Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___

Legal Coun. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Cong. Affs. Off. ___
Off. of EEO ___

Off. of Liaison & Int. Affs ___
Off. of Public Affs. ___

MAIL ROOM
Mailed 10/30/90 25

4-528

66-3286-1484X
CHANGED TO
66-3286-B-105X

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/tpm

4-528

66-3286-1485

CHANGED TO

66-3286-B-110X1

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

Washington National Records Center
Washington, DC 20409

SSE
CLASS MMJ
SRC'D
SER MMJ
REC

March 27, 1991

Destruction of Field Files and Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1991. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes

Judith A. Barnes, Chief
Accession and Disposal Branch

b6
b7C

66-3286-1486

Enclosure(s)

APR 9 1991

MMJ

ENCLOSURE
ENCLOSURE ATTACHED

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/7/03 BY AuC 60290 BCE/DCG/ymw

case + classification
per WP R/RD - AUnit
4/9/91
mmg

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
04/01/91	199107

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-87-0002	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	210

SERIES DESCRIPTION

SITE AUDIT
10/84-3/85

REMARKS

LOCATION 13-79-27-3-3 13-79-39-3-2

VERNON R. THORTON
FBI-RECORDS MGMT DIVISION
J. EDGAR HOOVER BLDG- ROOM 5634
10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC 20535

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS
CENTER
WASHINGTON, DC 20409

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCS/gmw

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

SSP
CLASS
SEC'D
SER
REC

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

March 28, 1991

b6
b7C

[redacted]

National Underground Storage, Inc.
Boyers, Pennsylvania 16020

Dear Mr. [redacted]: Destruction of Field Files And Records

I have given FBI employee [redacted] authority to enter on April 2, 1991, the FBI space located in your facility. Mr. [redacted] will escort truck and driver from Keystone Pallet Exchange, Connellsville, Pennsylvania, into your facility for the purpose of removing material stored therein.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

Gary L. Stoops
Security Programs Manager

66-3286-1487

66-3286

1 - IMD Front Office
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted]

b6
b7C

TBD:sc (7)

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

Sent direct 3/28/91

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY Auc 60290 BCE/DCG/ymw

SSP
CLASS
SEC'D
SER
REC

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

March 18, 1991

[redacted]

b6
b7C

National Underground Storage, Inc.
Boyers, Pennsylvania 16020

Dear Mr. [redacted]

DESTRUCTION of field Files and Record

I have given FBI employee [redacted] authority to enter on March 19, 1991, the FBI space located in your facility. Mr. [redacted] will escort truck and driver from Keystone Pallet Exchange, Connellsville, Pennsylvania, into your facility for the purpose of removing material stored therein.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

/S/

Gary L. Stoops
Security Programs Manager

MAILED 15
MAR 20 1991
FBI

66-3286

66-3286-1488

1 - IMD Front Office
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted]

b6
b7C

TBD:sc (7)

Dep. Dir. ____
ADD Adm. ____
ADD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Cong. Affs. Off. ____
Off. of EEO ____
Off. Liaison & Int. Affs. ____
Off. of Public Affs. ____
Telephone Rm. ____
Director's Sec'y ____

APPROVED:

Director ____
Exec. Dir. ____
ADD-Adm. ____
ADD-Inv. ____

Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Info. Mgnt. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Tech. Servs. ____
Training ____
Cong. Affs. Off. ____
Off. of EEO ____
Off. of Liaison & Int. Affs. ____
Off. of Public Affs. ____

UNCLASSIFIED

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY Auc 60290 BCE/DCG/ym

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

March 21, 1991

SSP
CLASS
SEC'D
SER
REC

b6
b7C

National Underground Storage, Inc.
Boyers, Pennsylvania 16020

Dear Mr. [redacted] Destruction of Field Files and Records

I have given FBI employee [redacted] authority to enter on March 21, 1991, the FBI space located in your facility. Mr. [redacted] will escort truck and driver from Keystone Pallet Exchange, Connellsville, Pennsylvania, into your facility for the purpose of removing material stored therein.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

Gary L. Stoops
Security Programs Manager

66-3286-1489

66-3286

1 - IMD Front Office
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted]

b6
b7C

TBD:sc (7)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/03 BY AUC 160290 BCE/DCG/ymw

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgmt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.
Phone Rm.
Sec'y

APPROVED:
Director
Dep. Dir.
ADD Adm.
ADD Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

Sent Direct 3/21/91

MAIL ROOM

Original signed out By Mr. Evans 3/21/91

Div. F

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 3/1/91

TO: DIRECTOR, FBI
ATTN: RECORDS DISPOSITION AND ARCHIVAL SUBUNIT
ROOM 4346, ARCHIVES SPECIALIST [redacted]

FROM: SAC, MILWAUKEE (66F-2160)

b6
b7C

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS
[redacted] vs. WEBSTER; (U.S.D.C., E.D. MICHIGAN)
CIVIL ACTION
BUDED: 3/13/91

SSP
CLASS MMJ
SRC'D
SER MMJ
REC

Re Bureau teletype to All Field Offices dated 2/26/91.

Enclosed for the Bureau are RETAINED/HQ two FD-160's, two ELSUR cards, one page print screen of FOIMS records re subject and serials 1725 and 1733 from file 66F-950. MATERIAL RETURNED TO MILWAUKEE 4/1/91

Milwaukee Division has completed search of manual, FOIMS and ELSUR indices to locate all references on subject. All searches were done in the "around the clock" fashion as instructed in referenced teletype.

1 ENCLOSURE
ENCLOSURE ATTACHED

3 - Bureau (Encl. 13)
1 - Milwaukee
PJP
(4)

66-3286-1490

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

GPO : 1987 O - 193-749

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

SSP
CLASS
SRC'D
SER
REC

April 2, 1991

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/lpm

Honorable Don W. Wilson
Archivist of the United States
National Archives and Records Administration
Washington, D. C. 20408

Dear Mr. Wilson: Destruction of Field Files and Records

Reference is made to your letter dated February 21, 1991, regarding the volume of Federal Bureau of Investigation (FBI) records from the World War II era that have not yet been transferred to the National Archives.

There are approximately 90,000 (10,000 cubic feet) FBI investigative records from the World War II era. It is estimated that approximately 25 to 30 percent of these records, which to date have not been transferred to the National Archives, would meet the criteria and requirements to accession records as outlined in the FBI Records Disposition Schedule dated May 13, 1987. All are subject to a record-by-record, document-by-document review, primarily for classification rather than declassification. This action is required since, prior to the mid-1970s, very few documents containing classified information were ever appropriately marked. The structure, content, and sensitivity of the records are not suitable for bulk review due to the manner in which classified information may be distributed throughout the record. Approximately four cubic feet of the aforementioned records have been reviewed for declassification in connection with Freedom of Information Act requests. Although these records do not meet the guidelines of the FBI Records Disposition Schedule for transfer when 50 years old, they can be

66-3286 - 1492

66-3286

Dep. Dir. ____
ADD Adm. ____
ADD Inv. 1
Asst. Dir.: 1
Adm. Servs. ____
Crim. Inv. 1
Ident. 1
Insp. ____
Intell. 1
Lab. ____
Legal Coun. ____
Rec. Mgmt. TBD:sc (12)
Tech. Servs. ____
Training ____
Cong. Affs. Off. ____
Off. of EEO ____
Off. Liaison & Int. Affs. ____
Off. of Public Affs. ____
Telephone Rm. ____
Director's Sec'y ____

1 - Mr. Clarke
1 - Mr. Greenleaf
1 - Mr. Revell
1 - Mrs. [redacted]
1 - IMD Front Office

1 - Mr. [redacted] (Attn: Mr. [redacted])
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mr. [redacted]

b6
b7C

MAIL ROOM

transferred earlier by mutual agreement between the FBI and the National Archives. The FBI will, in the immediate future, contact appropriate officials at the National Archives to determine their interest in making arrangements for early accession of these records.

The FBI is keenly sensitive to the concerns that historical and research records be accessioned to the National Archives, and is aggressively pursuing this endeavor. However, because of limited personnel resources and pressing investigative and administrative priorities, the FBI is unable to provide additional resources to address classification/declassification matters at this time.

I have made a note of the next Steering Committee meeting scheduled for June 3, 1991, and will await further details.

Sincerely yours,

William S. Sessions
Director

U.S. Department of Justice

Federal Bureau of Investigation

In Reply, Please Refer to
File No.

Washington D. C. 20535

February 6, 1991

[redacted]
National Underground Storage, Inc.
Boyers, Pennsylvania 16020

Dear Mr. [redacted] DESTRUCTION OF FIELD FILES AND RECORDS

b6
b7C

I have given FBI employee [redacted] and Mr. [redacted] Swab Distributors, Brookfield, Pennsylvania authority to enter on February 6, 1991, the FBI space located in your facility.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY Auc 60290 BCE/DCG/ymw

Gary L. Stoops
Security Programs Manager

66-3286

66-3286-1493

1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted]

NOTE: FBI employee [redacted] Pittsburgh Office will accompany Mr. [redacted] Swab Distributors, Brookfield, PA into the FBI space located in the National Underground Storage facility so that Mr. [redacted] can examine the cabinets which house the 3 X 5 index cards to determine if he is interested in purchasing the cabinets from GSA once the cards have been removed.

b6
b7C

TBD:sc (8)

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___
MAIL ROOM ☑

APPROVED:
Director ___
Dep. Dir. ___
ADD-Adm. ___
ADD-Inv. ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Info. Mgmt. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Tech. Servs. ___
Training ___
Cong. Affs. Off. ___
Off. of EEO ___
Off. of Liaison & Int. Affs. ___
Off. of Public Affs. ___

Sent Direct 2/6/91

Div. of IB

Memorandum

To : Mr. Christen

Date 3/14/91

From : R. G. Prillaman

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

PURPOSE: To advise of FBIHQ and Field Office progress in the captioned program.

RECOMMENDATION: None. For information only.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison
Public Affs.

DETAILS: Resolution of the Civil matter America Friends Service Committee, et. al. vs William H. Webster, et. al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, 8,116.5 linear feet of obsolete FBIHQ files and records have been destroyed.

ENCLOSURE
Enclosure

66-3286

1 - IMD Front Office
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Miss
1 - Mr.
1 - Mrs.
1 - 66-3286 Sub B

b6
b7C

66-3286-1494

WJR:sc (8)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

86

Memorandum from R. G. Prillaman to Mr. Christensen
RE: Destruction of Field Files and Records

By airtel 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a number of miscellaneous categories.

By Buairtel 12/21/90, all field offices were surveyed to determine the progress of the destruction program. The survey (results attached) revealed that since 12/87, all offices have destroyed a total of 32,970.65 linear feet of obsolete file and record material. Of this total, 6,174.96 linear feet were destroyed during the period of 6/1/90 through 12/31/90.

Work Sheet
0-48 (Rev. 7-14-82)

	12/87	6/1/90
1. Albany	563.7 linear feet	193.5 linear feet
2. Albuquerque	242 linear feet	17 linear feet
3. [redacted]		
4. Anchorage	201.4 linear feet	0
5. Atlanta	430 linear feet (Destroyed by SV ITC)	12.25 linear feet
6. Baltimore	208.42 linear feet	37.92 linear feet
7. Birmingham	235 linear feet	8.5 linear feet
8. Boston	415 linear feet	250 linear feet
9. Buffalo	109.5 linear feet	8.5 linear feet
10. [redacted]		
11. Charlotte	215 linear feet	0
12. Chicago	1,043 linear feet 11 inches	102 linear feet 4.5 inches
13. Cincinnati	412 linear feet	49 linear feet
14. Cleveland	402 linear feet	3 linear feet
15. Columbia	213 linear feet	9 linear feet
16. Dallas	432 linear feet	0
17. Denver	523 linear feet	40 linear feet
18. Detroit	776 linear feet	197.5 linear feet
19. El Paso	315 linear feet	121 linear feet
20. Honolulu	133 linear feet	63.75 linear feet
21. Houston	746 linear feet	274.75 linear feet
22. Indianapolis	168.5 linear feet	35 linear feet
23. Jackson	197 linear feet 4 inches	13 linear feet 4 inches
24. Jacksonville	529 linear feet	97 linear feet
25. Kansas City	88.75 linear feet	11 linear feet
26. Knoxville	243 linear feet	31 linear feet
27. Las Vegas	127 linear feet	29.5 linear feet
28. Little Rock	435 linear feet 8.25 inches	176 linear feet 3.25 inches
29. Los Angeles	609.1 linear feet	292.1 linear feet
30. Louisville	243.02 linear feet	0
31. Memphis	216 linear feet 4 inches	36 linear feet 5.5 inches
32. Miami	799 linear feet (Destroyed by SV ITC)	588 linear feet
33. Milwaukee	175 linear feet	80 linear feet
34. Minneapolis	700 linear feet	21 linear feet
35. Mobile	122 linear feet	2 inches
36. Newark	641 linear feet	18 linear feet
37. New Haven	390 linear feet 8 inches	34 linear feet 6 inches
38. New Orleans	166.5 linear feet	23 linear feet
39. New York City	11,409 linear feet	2,503 linear feet
40. Norfolk	222 linear feet	26 linear feet
41. Oklahoma City	531.75 linear feet	19.75 linear feet
42. Omaha	842 linear feet	68 linear feet
43. Philadelphia	188 linear feet	3 linear feet
44. Phoenix	571 linear feet	15 linear feet
45. Pittsburgh	1,125 linear feet	127 linear feet
46. Portland	164 linear feet	21 linear feet
47. Richmond	316 linear feet	11 linear feet
48. Sacramento	969 linear feet	122 linear feet
49. Saint Louis	603 linear feet	21 linear feet
50. Salt Lake City	309.5 linear feet	170 linear feet
51. San Antonio	568 linear feet	10 linear feet
52. San Diego	547 linear feet	20 linear feet
53. San Francisco	4.92 linear feet (Destroyed by Pocatello)	0
54. San Juan	351 linear feet	26.50 linear feet
55. Savannah	***	--------
56. Seattle	269 linear feet	40 linear feet
57. Springfield	210 linear feet	23 linear feet
58. Tampa	165 linear feet	39 linear feet
59. Washington Field	138.1 linear feet	33.5 linear feet
FBIHQ		
Quantico		
Brooklyn-Queens		
New Rochelle		
Supply Room, Basement		
Totals	32,970.65	6,174.96

*** SV ITC has destroyed 811.25 total linear feet
Atlanta 12.25 linear feet
Miami 799.00 linear feet

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

Executive Offices	

Totals

1. Identification	
2. Training	
3. Administrative Services	
4. Records Management	
5. Intelligence	
6. Criminal Investigative	
7. Laboratory	
8. Technical Services	
9. Legal Counsel	
10. Inspection	
11. Office of Congressional and Public Affairs	

46-3286-1464
ENCLOSURE

Totals

1. Bern	
2. Bogota	
3. Bonn	
4. Canberra	
5. Hong Kong	
6. London	
7. Mexico City	
8. Montevideo	
9. Ottawa	
10. Panama City	
11. Paris	
12. Rome	
13. Tokyo	

Totals

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-26-2009 BY 60292 AUC DCG/DEK/YMW

SSP

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REC

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

March 6, 1991

DESTRUCTION OF FIELD FILES AND RECORDS

[redacted]
National Underground Storage, Inc.
Boyers, Pennsylvania 16020

Dear Mr. [redacted]

b6
b7C

I have given FBI employees [redacted] and [redacted] authority to enter on March 6 and/or 7, 1991, the FBI space located in your facility. These employees will escort truck and driver from Keystone Pallet Exchange, Connellsville, Pennsylvania, into your facility for the purpose of removing material stored therein.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

Gary L. Stoops
Security Programs Manager

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

66-3286-1495

Dep. Dir.
ADD Adm.
ADD Inv. 66-3286
Asst. Dir.:
Adm. Servs.
Crim. Inv. 1 - IMD Front Office
Ident. 1 - Mr. Stoops
Insp.
Intell. 1 - Mr. Prillaman
Lab. 1 - Mr. [redacted]
Legal Coun.
Rec. Mgmt.
Tech. Servs. TBD:sc (7)
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y
MAIL ROOM

b6
b7C

Sent direct 3/6/91

Dir. 4

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

SSR
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SRC'D
SER
REC

U.S. Department of Justice

Federal Bureau of Investigation

In Reply, Please Refer to
File No.

Washington D. C. 20535

February 5, 1991

DESTRUCTION OF FIELD FILES AND RECORDS

[redacted]
National Underground Storage, Inc.
Boyers, Pennsylvania 16020

b6
b7C

Dear Mr. [redacted]

I have given FBI employee [redacted] and Mr. [redacted] PABS Supply, Kulpmont, Pennsylvania authority to enter on February 6, 1991, the FBI space located in your facility.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

Gary L. Stoops
Security Programs Manager

66-3286

1 - Mr. Christensen
1 - Mr. [redacted]
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY ANC 60290 BCE/DCS/ymw

66-3286-1496

NOTE: FBI employee [redacted], Pittsburgh Office will accompany Mr. [redacted], PABS Supply, Kulpmont, PA into the FBI space located in the National Underground Storage facility so that Mr. [redacted] can examine the cabinets which house the 3 X 5 index cards to determine if Mr. [redacted] is interested in purchasing the cabinets from GSA once the cards have been removed.

b6
b7C

TBD:sc (8)

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
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Intell. ___
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Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED:
Director ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
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Intell. ___
Laboratory ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Off. of ESD ___
Off. of Liaison & Int. Affs. ___
Off. of Public Affs. ___

MAIL ROOM ☑

SSR
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SRC'D
SER
REC

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

February 20, 1991

[redacted]

DESTRUCTION OF FIELD FILES AND RECORDS

National Underground Storage, Inc.
Boyers, Pennsylvania 16020

Dear Mr. [redacted]

I have given the following FBI employees authority to enter on February 25, 1991, the FBI space located in your facility. These employees will be working in the area for approximately two weeks. b6 b7C

[redacted] [redacted]

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

Gary L. Stoops
Security Programs Manager

Dep. Dir. 66-3286
ADD Adm.
ADD Inv.
Asst. Dir.: 1 - IMD Front Office
Adm. Servs. 1 - Mr. Stoops
Crim. Inv. 1 - Mr. Prillaman
Ident. 1 - Mr. [redacted]
Insp. 1
Intell.
Lab.
Legal Coun.
Rec. Mgmt. TBD:sc (6)
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

Sent Direct 2/26/91

MAIL ROOM

b6
b7C

66-3286-1497

APPROVED:
Director
Exec. Off.
Asst. Dir.
ADD Adm.
ADD Inv.

Adm. Servs.
Crim. Inv.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/gmw

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

SSR
CLASS
SRC'D
SER
REC

March 25, 1991

OBSTRUCTION OF FIELD FILES AND RECORDS

[redacted]
National Underground Storage, Inc.
Boyers, Pennsylvania 16020

b6
b7C

Dear Mr. [redacted]

I have given FBI employee [redacted] authority to enter on March 26, 1991, the FBI space located in your facility. Mr. [redacted] will escort truck and driver from Keystone Pallet Exchange, Connellsville, Pennsylvania, into your facility for the purpose of removing material stored therein.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

Sincerely,

Gary L. Stoops
Security Programs Manager

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

66-3286

1 - IMD Front Office
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted]

b6
b7C

66-3286-1498

TBD:sc (7)

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

APPROVED:

Director
Dep. Dir.
ADD-Adm.
ADD-Inv.

Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Inspection
Intell.

Laboratory
Legal Coun.
Rec. Servs.
Training
Cong. Affs. Off.
Off. of EEO

Off. of Liaison & Int. Affs.
Off. of Public Affs.

MAIL ROOM

mailed 3/25/91

4-528

66-3286-1499 66-3286-B-117X

CHANGED TO

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MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ym

SSP
CLASS
SEC.

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

March 12, 1991

[redacted]
National Underground Storage, Inc.
Boyers, Pennsylvania 16020

DESTRUCTION OF FIELD FILES AND RECORDS

Dear Mr. [redacted]

I have given FBI employee [redacted] authority to enter on March 13, 1991, the FBI space located in your facility. Mr. [redacted] will escort truck and driver from Keystone Pallet Exchange, Connellsville, Pennsylvania, into your facility for the purpose of removing material stored therein.

Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.

b6
b7C

Sincerely,

Gary L. Stoops
Security Programs Manager

66-3286-1501

66-3286

1 - IMD Front Office
1 - Mr. Stoops
1 - Mr. Prillaman
1 - Mr. [redacted]

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgmt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

TBD:sc (7)

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Rec. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgmt.	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

Sent Direct
3/12/91

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ypw

4-528

66-3286-1502 66-3286-B-110X

CHANGED TO

1503 111X

MAY 5 1992

322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY Auc 60290 BCE/DCG/ym

FBI/DOJ

Memorandum

SER
REC

To : Mr. Christensen

Date 4/4/91

From : R. G. Prillaman

Subject: DESTRUCTION OF RECORDS

PURPOSE: To advise that removal and destruction of the 3 X 5 manual index cards stored at the National Underground Storage (NUS) facility, Boyers, Pennsylvania, has been accomplished.

RECOMMENDATION: None - for information.

DETAILS: In early 1988, approximately 30,348,000 3 X 5 manual index cards (13,464 linear feet or 2,642 cubic feet), which have been automated, were moved to the NUS for storage pending validation of the reliability of the automated index. In mid-1989, it was determined that these records were of no further value; thus, on 8/11/89, the Office Management Services Unit (OMSU) initiated and forwarded to the National Archives and Records Administration (NARA) for approval a request for authority to destroy these records which had been scheduled previously as permanent. By SF-115 "Request For Records Disposition Authority", Job No. NI-65-89-7, dated 1/5/90, NARA approved destruction of the 3 X 5 manual index cards. Predication for the NARA approval of this request is the automated index which corresponds to the 3 X 5 manual index records and provides the same or greater retrieval capability. Accordingly, the NARA scheduled the automated index as permanent; thus, permitting destruction of the 3 X 5 manual index cards.

66-3286

66-3286-1504

1 - Mr. Kennedy (Attn: Mr. Johnson)
1 - IMD Front Office
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mr. [redacted]

b6
b7C

TBD: SC (6)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/7/03 BY AUC 60290 BCE/DCG/ym

Memorandum from R. G. Prillaman to Mr. Christensen
Re: Destruction Of Records

During the period 2/25 through 3/7/91, personnel from the OMSU, the Resources Unit, and the Pittsburgh Field Office removed the 3 X 5 manual index cards from the metal cabinets and placed them in large cardboard boxes in preparation for removal from the NUS facility to a recycling facility for destruction. During the period 3/7 through 4/2/91, the cards were transported from the NUS facility under the supervision and control of armed Special Agent personnel, Pittsburgh Field Office, to the Halltown Paperboard Company (paper recycling facility), Halltown, West Virginia, where destruction/recycling of the cards was supervised and witnessed by the Special Agent personnel.

The volume of material (13,464 linear feet or 2,642 cubic feet) destroyed/recycled totaled approximately 136,250 pounds (68.125 tons).

Memorandum

SSP

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SRC'D
SER den
REC

To : Mr. Christensen

Date 4/26/91

From : R. G. Prillaman

Subject : DESTRUCTION OF BUREAU RECORDS FIELD FILES AND RECORDS

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Secy

Reference is made to R. G. Prillaman to Mr. Christensen memoranda dated 8/13/90 and 11/23/90, captioned "Archival Authorization For The Destruction Of Bureau Records." Reference is also made to Mr. Toohey to Mr. Christensen memorandum dated 12/18/90, captioned "OPEA Workpaper Destruction Project; Office Of Planning, Evaluation and Audits."

PURPOSE: To advise of the completion of the destruction of workpaper material from the Office of Planning, Evaluation and Audits (OPEA).

RECOMMENDATION: None. For information only.

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgnt.	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

DETAILS: Referenced memoranda set forth the details pertaining to the destruction of workpapers of the Program Evaluation Unit (PEU), OPEA, for the time period of 1972 through December 31, 1985.

On 11/15/90, the PEU, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Office Management Services Unit, Information Services Section, Information Management Division (IMD), a listing of 43 Headquarters file

66-3286

1 - Mr. Toohey (Attn: Mr. [redacted])
1 - IMD Front Office
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mrs.
1 - Mr.

b6
b7C

66-3286-1505

WS:sc (7)

(CONTINUED - OVER)

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DATE 10/7/03 BY AUC 60290 BCE/DCG/gmw

numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction. After a review of the material by a representative of the National Archives and Records Administration (NARA), authorization for destruction was granted. Following is a summary of the results of the RDAS review and destruction effort.

WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-118039	62-118200
62-118506	62-118986
62-119690	62-119332
62-116529*	62-118730
62-119603	62-118132
62-119463	62-119772
62-120491	62-120231
62-120748	62-119995

WORKPAPERS INELIGIBLE FOR DESTRUCTION - LESS THAN 5 YEARS OLD

62-118136	62-118252
62-118410	62-117709
62-120114	62-120651
62-117573	

NO WORKPAPERS LOCATED

62-116247	62-117669
62-118692	62-118458
62-120545	67-765407**
62-120550	62-118265
62-120868	62-120495
62-120744	62-121488
62-117815	62-117634
62-120227	62-121182
62-118865	

WORKPAPERS PREVIOUSLY DESTROYED

62-118260	62-118459

* File Number changed by IMD to 66-19164
** Identified by PEU/OPEA as 62-765407

(CONTINUED - OVER)

Memorandum from R. G. Prillaman to Mr. Christensen
RE: Destruction of Bureau Records

Bufile 67-80008, captioned "Drug Deterrence Program" was reviewed by RDAS employees and it was determined that the file does not meet any of the OPEA destruction criteria. Bufile 66-19378 was not furnished to RDAS by OPEA, however it was reviewed by RDAS employees in view of the identical subject matter.

Completion of the OPEA destruction project resulted in the destruction of 43.54 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room.

~~CONFIDENTIAL~~

DATE: 07-28-2011
CLASSIFIED BY 60324 uc baw/sab/lsg
REASON: 1.4 (c, d)
DECLASSIFY ON: 07-28-2036

~~DATE: 02-27-2009~~
~~CLASSIFIED BY 60292 AUC DCG/DEK/YMW~~
~~REASON: 1.4 (C,D)~~
~~DECLASSIFY ON: 02-27-2034~~

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

SSP

CLASS. DC
SRC'D
SER
REC

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

May 3, 1991

BY LIAISON

Destruction of Field Files and Records.

(C) [redacted] (C)

10/7/03 derivative
CLASSIFIED BY: AUC 60290 BCE/DCG/ymw
REASON: 1.4 (c,d)
DECLASSIFY ON: X 1,6
As Amended

(C) [redacted] (C)

(C) [redacted]

[redacted] (C)

Please be advised that the FBI interposes no objection to the proposed destruction of the non-classified FBI material [redacted] I (C)

(C) concur that the destruction of the non-classified material, [redacted] would be the best procedure. However, it is requested (C)

that all classified material, regardless of classification level, [redacted] b1

(C) returned to the FBI. The procedure is necessary to ensure and (C)

complete and proper disposal of all classified material which

1 - OLIA (Attn: Mr. [redacted])
1 - Mr. Gow (Attn: Mr. [redacted])
1 - IMD Front Office
1 - Mr. Prillaman
1 - Mr. [redacted] (Attn: Mr. [redacted]) b6 b7C
1 - Mr. [redacted]

66-3286-1507

WS:sc (9)

(SEE NOTE PAGE 2)

Dep. Dir.
ADD Adm. 1
ADD Inv. 1
Asst. Dir.: 1
Adm. Servs. 1
Crim. Inv. 1
Ident.
Insp. 1
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

MAIL ROOM

RETURN TO [redacted]
Room 4338/TL 112

~~CONFIDENTIAL~~

ORIGINAL DELIVERED BY LIAISON
5/7/91 OLIA

~~CONFIDENTIAL~~

(C)

[redacted] (X)

b1

originated with the FBI. Your office is requested to return the classified material, through proper channels, to the FBI, Washington, D.C., Attention: Records Disposition and Archival Subunit, Office Management Services Unit, Information Services Section, Information Management Division.

I appreciate the opportunity to review and comment on this matter.

Sincerely yours,

Randolph G. Prillaman
Section Chief
Information Services Section
Information Management Division

b6
b7C

NOTE: Based on referenced letter dated 2/19/91. Coordinated by the Records Disposition and Archival Subunit with Special Agent [redacted], Security Programs Office, IMD, and Special Agent , Intelligence Division.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

~~CONFIDENTIAL~~

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

To : Mr. Christensen

Date 5/14/91

From : R. G. Prillaman

SSD
CLASS MMJ
SRC'D
SER MMJ
RDC

Subject : DESTRUCTION OF BUREAU RECORDS

PURPOSE: To record the results of FBI efforts to comply with the City of Philadelphia Court of Common Pleas expungement order.

RECOMMENDATION: None. For information only.

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgnt.	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

DETAILS: By undated letter (copy attached), received from the Department of Justice, the State of New Jersey Commission of Investigation advised that an expungement order had been entered by the Court of Common Pleas in Philadelphia requiring the expungement of specific information, pertaining to [redacted] from the roster on the Bruno/Scarfo organized crime group. This organized crime roster originated with the State of New Jersey Commission of Investigation. b6 b7C

An indices search of FBI Headquarters General Indices System was conducted by employees of the Records Disposition and Archival Subunit (RDAS), Office Management Services Unit (OMSU), Information Services Section (ISS), Information Management Division (IMD), with negative results. Contact with Special

Enclosure

66-3286 ENCLOSURE ATTACHED

1 - Mr. Baker (Attn: Mr. [redacted])
1 - IMD Front Office
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mrs. [redacted]
1 - Mr. [redacted]

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66-3286-1508

WS:sc (7)

(CONTINUED - OVER)

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DATE 10/7/03 BY AUC 60290 BCE/DCG/ym

4-3

Memorandum from R. G. Prillaman to Mr. Christensen
RE: Destruction of Bureau Records

Agent (SA) [redacted], Assistant Section Chief, Organized Crime (OC) Section, Criminal Investigative Division (CID), and SA [redacted], Unit Chief, OC Unit, CID, determined that FBIHQ was not a recipient of the crime roster, as described in the attached letter.

b6
b7C

Upon completion of the review at FBIHQ, copies of the attached letter were forwarded to the Newark and Philadelphia Field Offices in an effort to determine if these offices were in possession of the organized crime roster. By return telephone calls, SA [redacted] of the Philadelphia Field Office and Miscellaneous Document Examiner [redacted] of the Newark Field Office advised that these offices had copies of the organized crime roster. Archives Specialist [redacted] FBIHQ, advised that the information pertaining to [redacted] should be deleted from the roster as instructed in the State of New Jersey Commission of Investigation letter.

FBI

State of New Jersey

COMMISSION OF INVESTIGATION

28 WEST STATE STREET
CN 045
TRENTON, N.J. 08625
(609) 292-6767
TELECOPIER
(609) 633-7366

JAMES R. ZAZZALI
CHAIRMAN
BARRY H. EVENCHICK
W. HUNT DUMONT
KENNETH D. MERIN
COMMISSIONERS

JAMES J. MORLEY
EXECUTIVE DIRECTOR
ROBERT J. CLARK
DEPUTY DIRECTOR
HELEN K. GARDINER
ASSISTANT DIRECTOR
THOMAS W. CANNON
EXECUTIVE ASSISTANT
COUNSEL
CHARLOTTE K. GAAL
CAROL L. HOEKJE
ILEANA N. SAROS

NOTICE

To all agencies and individuals in possession of the Bruno/Scarfo group organized crime roster

You are listed in the records of the New Jersey State Commission of Investigation as a recipient of its roster on the Bruno/Scarfo organized crime group. This document contains a profile of associate [redacted], noting prior criminal activity which includes [redacted] and [redacted] Pursuant to 18 PA. C.S. 9112(d) an expungement order has been entered by the Court of Common Pleas of Philadelphia. Accordingly, the quoted language must be obliterated and deleted from the roster. Any disclosure of the expunged offenses is subject to the penalty provided by Pennsylvania law.

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RECEIVED
DEPARTMENT OF JUSTICE
'90 OCT 10 A9:10
EXECUTIVE SECRETARIAT

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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymw

STATE OF NEW JERSEY
COMMISSION OF INVESTIGATION
28 W. STATE STREET
CN 045
TRENTON, NEW JERSEY 08625

TRENTON NJ OCT-2'90 U.S.POSTAGE =025= P.B. METER 6051135

Hon. Richard Thornburgh
Attorney General of the U.S.
Department of Justice
Room 5111
10th & Constitution, NW
Washington DC 20530

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DATE 10/7/03 BY AUC 60290 BCE/DCS/ymw

OCT 5 1990

4-528

66-3286-1509
CHANGED TO
197-122-305X

MAY 5 1992

322

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DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

SSP
CLASS
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SER
REC

Memorandum

To : Mr. Christensen

Date 4/4/91

From : R. G. Prillaman

Subject: DESTRUCTION OF RECORDS

PURPOSE: To advise that removal and destruction of the 3 X 5 manual index cards stored at the National Underground Storage (NUS) facility, Boyers, Pennsylvania, has been accomplished.

RECOMMENDATION: None - for information.

APPROVED:					
	Adm. Servs.		Laboratory		Off. of Liaison & Int. Affs.
	Crim. Inv.		Legal Coun.		
Director	Ident.		Tech. Servs.		Off. of Public Affs.
Dep. Dir.	Info. Mgmt.		Training		
ADD-Adm.	Inspection		Cong. Affs. Off.		
ADD-Inv.	Intell.		Off. of EEO		

DETAILS: In early 1988, approximately 30,348,000 3 X 5 manual index cards (13,464 linear feet or 2,642 cubic feet), which have been automated, were moved to the NUS for storage pending validation of the reliability of the automated index. In mid-1989, it was determined that these records were of no further value; thus, on 8/11/89, the Office Management Services Unit (OMSU) initiated and forwarded to the National Archives and Records Administration (NARA) for approval a request for authority to destroy these records which had been scheduled previously as permanent. By SF-115 "Request For Records Disposition Authority", Job No. NI-65-89-7, dated 1/5/90, NARA approved destruction of the 3 X 5 manual index cards. Predication for the NARA approval of this request is the automated index which corresponds to the 3 X 5 manual index records and provides the same or greater retrieval capability. Accordingly, the NARA scheduled the automated index as permanent; thus, permitting destruction of the 3 X 5 manual index cards.

66-3286

66-3286-1510

1 - Mr. Kennedy (Attn: Mr. Johnson)
1 - IMD Front Office
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mr. [redacted]

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Destroyed Box 18 of 20 RE HQ File # 66-19169-142 9-10-91

3/4/90

TBD:sc (6)

(CONTINUED - OVER)

4-V

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

Memorandum from R. G. Prillaman to Mr. Christensen
Re: Destruction Of Records

During the period 2/25 through 3/7/91, personnel from the OMSU, the Resources Unit, and the Pittsburgh Field Office removed the 3 X 5 manual index cards from the metal cabinets and placed them in large cardboard boxes in preparation for removal from the NUS facility to a recycling facility for destruction. During the period 3/7 through 4/2/91, the cards were transported from the NUS facility under the supervision and control of armed Special Agent personnel, Pittsburgh Field Office, to the Halltown Paperboard Company (paper recycling facility), Halltown, West Virginia, where destruction/recycling of the cards was supervised and witnessed by the Special Agent personnel.

The volume of material (13,464 linear feet or 2,642 cubic feet) destroyed/recycled totaled approximately 136,250 pounds (68.125 tons).

SSP
CLASS
SEC'D
SER

March 1, 1991

PERSONAL

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Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. [redacted]:

Destruction of Field Files and Records

I am pleased to advise you of the modified adoption of your suggestion to show the Office of Origin (OO) and the OO File Number on ~~Form FD-478 - List of Files Destroyed/Transferred to FBIHQ.~~ It is believed that adding two columns would greatly congest the form. Therefore, it was recommended only the OO be captured, and if necessary, the Auxiliary Office can obtain the file number from the OO. This revision will be included at the time of the next printing.

MAILED 12
MAR 01 1991
FBI

I want to take this opportunity to thank you for your excellent suggestion. It is through the participation of employees such as you in the Suggestion Program that our investigative efforts are enhanced. Please continue to share your ideas.

Sincerely yours,

/S/

Weldon L. Kennedy
Assistant Director
Administrative Services Division

APPROVED:
Director
Sp. Dir.
DD-Adm.
DD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

66-3286-1511

2 - WMFO
1 - Field personnel file
1 - Suggestion file
1 - Information Management Division - (For Your Information)
1 - Forms and Reports Management Desk, IMD - Enclosures (4)
Please take the necessary steps to implement this suggestion and advise the Suggestion Desk when completed. Your division is responsible for approval of the final form, that appropriate changes are made to the Manual of Administrative Operations and Procedures and the field is advised.
1 - Manuals Desk, IMD - Enclosures (4) - For Action
1 - Personnel file of [redacted] - Enclosure

NOTE: Suggestion set forth in letter to suggester and FD-252 dated 5/21/90 with addendum of IMD, 2/15/91 with attached modified sample. IMD will take appropriate steps to implement the suggestion, make the necessary MAOP changes and advise the field. Therefore, upon approval, suggester being informed that his idea is being adopted. Views attached.

MCN:lh (8) Suggestion #50-91

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgmt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

MAIL ROOM

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HESSLER
R-6856

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66-3286-1512

CHANGED TO

66-3286-B-117X1

MAY 5 1992

322

ALL INFORMATION CONTAINED
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DATE 10/8/03 BY AUC 60290 BCE/DCG/lym

FBI/DOJ

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

To : Mr. Davis Date 5/16/91

From : G. Norman Christensen

Subject : ABDEEN M. JABARA vs.
WILLIAM H. WEBSTER
(U.S.D.C., E.D. MICHIGAN)
CIVIL ACTION NUMBER 39065

(D) Destruction of field files and Records

Reference Assistant Director, Legal Counsel to Assistant Director, Records Management Division memorandum dated 6/29/89.

PURPOSE: To advise that the retrieval, review and destruction of records subject to the provisions of the stipulated settlement in the captioned civil matter has been completed.

RECOMMENDATION: That the Legal Counsel Division (LCD) advise the Department of Justice (DOJ) of the completion of this project.

DETAILS: Referenced memorandum set forth the details pertaining to the stipulated settlement in the captioned civil matter which required the FBI to retrieve all records, identifiable with [redacted] dated prior to 9/7/84. Retrievable records were to include records at FBIHQ as well as all Field

197-247

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b7C

1 - Mr. Davis
1 - Mr. Kelley (Attn: Mr. [redacted])
1 - IMD Front Office
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mrs.
1 - Mr.
1 - 66-3286

66-3286-1513

WS:sc (9)

(CONTINUED - OVER)

66-3286

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DATE 10/8/03 BY Auc 60290 BCE/DCG/ymw

Offices and the offices of the Legal Attaches (LEGATS). In addition, the FBI was required to make a good faith effort to identify and retrieve records which have been disseminated to other agencies of the Federal government.

Employees of the Records Disposition and Archival Subunit (RDAS), Office Management Services Unit (OMSU), Information Services Section (ISS), Information Management Division (IMD), completed the review and destruction of material identifiable with the plaintiff, maintained at FBIHQ on 2/27/91. This destruction included material which had been retrieved from other agencies of the Federal government. By Buairtel dated 2/25/91, all Field Offices and Legats were instructed to forward all material, identifiable with the plaintiff, to FBIHQ for review and handling pursuant to the provisions of the court stipulation. This review and destruction was completed by RDAS on 4/25/91. Inasmuch as the DOJ has made several telephonic inquiries regarding the status of this project, LCD should advise DOJ of its completion.

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
04/01/92	199207

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-88-0001	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	256

SERIES DESCRIPTION

SITE AUDIT
10/85-3/86

REMARKS

LOCATION 13-57-25-4-1 13-57-27-4-4

MARION P. THORTON
SPI - INFO MGMT DIVISION
J. EDGAR HOOVER BLDG- ROOM 5644
10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC 20535

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS CENTER
WASHINGTON, DC 20409

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/lgmss

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

Washington National Records Center #679

Washington, DC 20409

Destruction of Field Files and Records

March 27, 1991

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1992. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief
Accession and Disposal Branch

Enclosure(s)

1 - ENCLOSURE

66-3281-1513X

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FBI

ALL INFORMATION CONTAINED
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DATE 10/8/03 BY AUC 60290 BCE/DCG/ym

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66-3286-1514 66-3286-B-121X

CHANGED TO

1515 121X1

MAY 5 1992

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ALL INFORMATION CONTAINED
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DATE 10/8/03 BY AUC 60290 BCE/DCG/ym-w

FBI/DOJ

66-3286-1516

CHANGED TO

66-19471-49-23

MAY 5 1992

322

ALL INFORMATION CONTAINED
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DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

4-528

66-3286-1517

66-3286-B-125X

CHANGED TO

1518

125X1

MAY 5 1992

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/8/03 BY AUC 60290 BCE/DCG/ymw

FBI/DOJ

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 1/28/92

FROM: Director, FBI (66-3286 Sub B)

TO: SAC, Seattle
Butte Information Technology Center

DESTRUCTION OF FIELD FILES AND RECORDS
INFORMATION TECHNOLOGY CENTER (ITC)
BUTTE (BT), MONTANA

b6
b7C

Reference is made to telephone conversation 1/27/92, between Seattle (SE) Administrative Officer, [redacted] and Unit Chief [redacted] Office Management Services Unit (OMSU), Information Services Section (ISS), Information Management Division (IMD), regarding FBIHQ approval for SE to use services available at the Butte Information Technology Center (BT ITC) to process a backlog of approximately 1500 to 2000 linear feet of SE files and records to determine their eligibility for destruction and/or retention for archival purposes.

As you are aware, the BT ITC is an FBI staffed facility under the sponsorship of the IMD chartered to address work that can be displaced from other offices.

To assist SE with reducing the file destruction backlog, SE is authorized to forward to the BT ITC files eligible for review to determine if the material can be destroyed or must be retained for eventual transfer to the National Archives and Records Administration (NARA). An inventory of files shipped to the BT ITC is to be maintained by SE to document the file classification, file number, volume scope, and date of shipment. An inventory of files received at the BT ITC is to be maintained to document the file classification, file number, volume scope, date of receipt, and date of destruction.

66-3286-1519

b6
b7C

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. 1 - IMD Front Office
Ident. 1 - Mr. Prillaman
Insp. _____
Intell. 1 - Mr. [redacted]
Lab. 1 - Mr. [redacted]
Legal Coun. _____
Rec. Mgmt. 1 - 66-19471 Sub 7
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Secy _____

TRD:sc (10)

APPROVED: Director _____ Dep. Dir. _____ ADD Adm. _____ ADD Inv. _____
Adm. Servs. _____ Crim. Inv. _____ Ident. _____ Info. Mgmt. _____ Inspection _____ Intell. _____
Laboratory _____ Legal Coun. _____ Tech. Servs. _____ Training _____ Cong. Affs. Off. _____ Off. of EEO _____
Off. of Liaison & Int. Affs. _____ Off. of Public Affs. _____

MAIL ROOM

FBI

JAN 31 1992

MAILED 26

ALL INFORMATION CONTAINED
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DATE 10/8/03 BY AUC 60290 BCE/DCG/ymm

SEARCHED INDEXED SERIALIZED FILED

If it is determined during the review process at the BT ITC that a SE file should be retained for eventual transfer to NARA because of its historical/research value, the file is to be returned to SE for retention pending transfer to NARA. Every 60 days the BT ITC is to furnish the SE Office, by classification number, a record of the linear feet of material destroyed.

Files that are marked for pending litigation or FOIPA concerns are not to be shipped to the BT ITC until the litigation/FOIPA concerns are resolved and the file(s) meet the destruction criteria set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.5, entitled "Destruction of Field Files and Records." Additionally, if a file indicates that **evidence** corresponding to the file is still in possession of the SE Office, the file is not to be forwarded to the BT ITC until SE has properly disposed of the evidence.

The SE files eligible for review for destruction are to be shipped to the BT ITC in phases and by category (Closed Administrative and Applicant files, Criminal files, and Security files). Use boxes of sufficient size and strength to accommodate the weight of the files. It is suggested that Number Four boxes available on GSA Schedule (order number 8115-00-FBI-0053) are appropriate. The first shipment of files may commence with receipt of this communication and include Closed Administrative Files, Applicant Files and the Corresponding single zero "0" files. Approximately 10 days prior to completing processing/destruction of the initial shipment, the BT ITC should request that SE forward the second phase/category (Criminal files and corresponding "0" files.) Similarly, the third phase/category (Security files and corresponding "0" files) are to be forwarded to the BT ITC.

Transport of files between the SE Office and BT ITC must be by armed Special Agent personnel or registered mail.

Any questions regarding this matter may be directed to FBIHQ, Attention: Unit Chief [redacted] OMSU, ISS, IMD.

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b7C

Washington National Records Center
Washington, DC 20409

679 81

December 27, 1991

"Destruction of Field Files + Records.

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in April 1992. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

SSP
CTJ 'S
SRC'D
SER
REC

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief
Accession and Disposal Branch

1 Enclosure(s)

66-3286-1523

ENCLOSURE

ENCLOSURE ATTACHED

[redacted] b6 b7C

FBI
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw 4

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
01/01/92	199204

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-87-0003	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	271

SERIES DESCRIPTION

SITE AUDIT
4-10/85

REMARKS

LOCATION 13-82-35-7-3 13-82-49-3-3

VERNON R. THORTON
FBI - INFO MGMT DIVISION
J. EDGAR HOOVER BLDG- ROOM 5644
10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC 20535

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS CENTER
WASHINGTON, DC 20409

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

149-5-679

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

January 7, 1992

Destruction of Field Files & Records

Mr. James J. Hastings
Director
Records Appraisal and Disposition Division
National Archives and Records Administration
Washington, D.C. 20408

Dear Mr. Hastings:

Reference is made to your letter dated December 16, 1991, concerning the destruction of 30 pages of FBI records pertaining to the murder investigation of Harry T. and Harriette Moore in 1951.

A review of the main investigative file revealed that seventeen documents were destroyed on December 28, 1960. The records destruction practices of the FBI, prior to January 10, 1980, were conducted in full compliance with Title 44, United States Code, Chapter 33, and the Code of Federal Regulations, Title 41, Chapter 101, Subpart 101-11.4.

For your information, we are enclosing copies of documents from our file at FBI Headquarters which identify, by file and serial numbers, the seventeen documents. However, we were not able to identify the number of pages involved. It

5 ENCLOSURE

Enclosures (4)

b6
b7C

1 - IMD Front Office
2 - Mr. [redacted] (Attn: Mr. [redacted] - Room 6296)
(Attn: Mr. [redacted] - Room 6927)
1 - Mr. Prillaman
1 - Mr. [redacted]
1 - Mrs
1 - Mr.

66-3286-1524

MCK/WS:mck (9)

(SEE NOTE PAGE 2)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY DLC 60290 BCE/DCG/ymw

MAIL ROOM

Mr. James J. Hastings
Director

should be noted that these pages which identify the destroyed documents were also provided to all Freedom of Information Act requesters seeking material concerning the Moores.

We trust that this information will be helpful to you.

Sincerely yours,

Randolph G. Prillaman
Section Chief
Information Services Section
Information Management Division

NOTE: Copy of original incoming from Mr. Hastings is attached for reference purposes. The above reply was coordinated with Freedom of Information-Privacy Acts Section and Records Disposition and Archival Subunit, Information Services Section.

APPROVED:	Adm. Servs.	Crim. Inv.	Ident.	Info. Mgmt.	Inspection	Intell.	Laboratory	Legal Coun.	Tech. Servs.	Training	Cong. Affs. Off.	Off. of EEO	Off. of Liaison & Int. Affs.	Off. of Public Affs.
Director														
Dep. Dir.				GNC/RG										
ADD-Adm.														
ADD-Inv.														

4-94 (4-21-55)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-18-82 BY SP4 [illegible]

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-3286-891

44-4118-168
169
170
172

12-28-60
[illegible]

ENCLOSURE

4-94 (4-21-55)

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-3286-891

44-4118-195
196
206
207

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-12-82 BY SP4 [illegible]

12-28-60
[illegible]

66-[illegible]-1524

ENCLOSURE

4-94 (4-21-55)

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-3286-891

44-4118-238

239

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-19-82 BY SP1 [illegible]

12-28-60
pb

ENCLOSURE

4-94 (4-21-55)

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-3286-891

44-4118-334
335
336
337
338
339
360

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-30-82 BY SP4 [illegible]

12-28-60

ENCLOSURE

308

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Stoops

Date 6/29/92

From : V. R. Thornton

Subject : DESTRUCTION OF BUREAU RECORDS

Reference is made to R. G. Prillaman to Mr. Christensen memoranda dated 8/13/90 and 11/23/90, captioned "Archival Authorization For The Destruction Of Bureau Records." Reference is also made to Mr. Toohey to Mr. Christensen memoranda dated 12/18/90 and 3/19/92, captioned "OPEA Workpaper Destruction Project; Office Of Planning, Evaluation and Audits."

PURPOSE: To advise of the completion of the destruction of workpaper material from the Office of Planning, Evaluation and Audits (OPEA).

RECOMMENDATION: None. For information only.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

DETAILS: Referenced memorandum dated 3/19/92, set forth the details pertaining to the destruction of workpapers of the Program Evaluation Unit (PEU), OPEA, for the time period of 1985 through December 31, 1986.

Referenced memoranda dated 8/13/90 and 11/23/90, advised of the authorization for the annual destruction of OPEA material as granted by the National Archives and Records Administration, on 11/15/90 under Job Number N1-65-90-4.

66-3286

66-3286-1525

1 - Mr. Toohey (Attn: Mr. [redacted]
1 - IMD Front Office
1 - Mr. Thornton
1 - Mr. [redacted]
1 - Mrs
1 - Mr.

b6
b7C

WS:ws (7)

(CONTINUED - OVER)

Div. 4

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 100290 BCE/DCG/ymw

Memorandum from V. R. Thornton to Mr. Stoops
RE: Destruction of Bureau Records

On 3/19/92, the PEU, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Records Policy Unit, Information Services Section, Information Management Division (IMD), a listing of 11 Headquarters (HQ) file numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction. In addition, 1 HQ file which was previously furnished to IMD by referenced memorandum dated 12/18/90 and determined to be ineligible was reviewed by RDAS in an effort to destroy the workpapers on a timely basis. Following is a summary of the results of the RDAS review and destruction effort.

WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-118136 *
62-117498 **
62-120820
62-117669
62-121631
62-117574
62-121416 **

WORKPAPERS INELIGIBLE FOR DESTRUCTION - LESS THAN 5 YEARS OLD

62-117498 **
62-121416 **

NO WORKPAPERS LOCATED

62-120494
62-121626
62-117584
62-122030

WORKPAPERS PREVIOUSLY DESTROYED

62-118200

* Previously furnished by memoramdum dated 12/18/90

** Partial destruction due to date of material and final reports

Completion of the OPEA destruction project resulted in the destruction of 15.41 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room and Special File Room.

Employee Suggestion
FD-262 (Rev. 10-26-84)

#153-92

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Date 6/3/92

To: Assistant Director, Administrative Services Division	From: (Suggester's name)	Division of Assignment
		TAMPA

SUGGESTION

DESTRUCTION of BUREAU RECORDS

FD-478 information should be entered into Case Menu within the FOIMS system, under appropriate file number, or simply, program the computers to automatically transfer information from the Destruction of Case Record Menu, when processed, into case file information before FD-478 is filed in appropriate areas within the Closed Files Section. This would enable office personnel who need to view information, i.e., status of case, relating to a specific case number in FOIMS to know that they will not be able to locate the file as it has been destroyed.

Current practice or rule (Include manual citation as well as facts) MAOP, Section 2-4.5, page 303) FD-478, containing file numbers and dates destroyed, is maintained at the beginning of classifications or field office breakdowns. (Closed Files)

Advantages of suggestion and annual savings (include basis for estimate)

Current system is too time-consuming. The implementation of this suggestion would reduce the amount of time currently spent viewing the Case Menu to find the status of desired case number and then trying to physically locate the file only to discover it had been destroyed. In essence, this would virtually become a one-step system when checking the computer for case information. This suggestion would be highly effective since it would allow employees to have more time to complete other tasks assigned to them.

Disadvantages of suggestion

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66-3286-1526

(The use by the United States of my suggestion shall not form the basis of a fu
I understand that I will be considered for any justified award only if my sugg

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

I believe this is an excellent suggestion and recommend that it receive further consideration.

Allen H. McCreight
Signature and Title
SAC ALLEN H. MC CREIGHT, Tampa

(Do not write in this space - for Bureau use only)

Rm. 6856

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY Auc 60290 BCE/DCG/ymw

b6
b7C

Re: Suggestion # 153-92 from [redacted] Tampa Field Office, dated 6/3/92

ADDENDUM: INFORMATION MANAGEMENT DIVISION (IMD), 6/24/92, CPL:lms

The captioned suggestion has been reviewed by IMD representatives. It has been determined that once a case has been destroyed on FOIMS there is no "case" record retained on the computer and, therefore, no place to transfer information from the Destruction of Case Record Menu. The suggested activity cannot be accommodated under the current destruction process. It is recommended, however, that Tampa arrange for "Query Only" access to the Destruction of Cases function for those requiring knowledge of cases destroyed. Once this access is provided, the user can query the "cases destroyed" list to determine if a file has been destroyed.

APPROVED: ____

Director ____	Adm. Servs. ____	Laboratory ____	Off. of Liaison & Int. Affs. ____
Dep. Dir. ____	Crim. Inv. ____	[illegible] ____	
ADD-Adm. ____	Ident. ____	[illegible] ____	Off. of Public Affs. ____
ADD-Inv. ____	Info. Mgmt. ____	[illegible] ____	
	Inspection ____	[illegible] ____	
	Intell. ____	Off. of EEO ____	

June 26, 1992

322

PERSONAL

b6
b7C

Ms. [redacted]
Federal Bureau of Investigation
Tampa, Florida

Dear Ms. [redacted]

DESTRUCTION of BUREAU RECORDS

I have received your suggestion pertaining to the programming of information from Form FD-478 into the Field Office Information Management System. Presently, your proposal is being considered by the pertinent divisions. As soon as I have received their recommendations, you will be notified.

Meanwhile, I wish to thank you for participating in the Suggestion Program. You can be sure that any other ideas you may have will be welcomed.

Sincerely yours,

151

Weldon L. Kennedy
Assistant Director
Administrative Services Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY Auc 60290 BCE/DCG/ymw

MAILED 27
JUN 26 1992

2 - Tampa
1 - Field personnel file
1 - Suggestion file

66-3286-1527

b6
b7C

1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion set forth in letter to suggester and FD-252 dated 6/3/92. To date, no response from IMD. Therefore, pending approval, suggester being advised that suggestion is being placed in a pending status until recommendations are received, at which time she will be advised of the decision. No views attached.
JLS:dam (6) Suggestion #153-92

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Rec. Mgmt. _____
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____

July 2, 1992

PERSONAL

b6
b7C

Ms. [redacted]
Federal Bureau of Investigation
Tampa, Florida

Dear Ms. [redacted]

Destruction of Bureau Records

The review of your suggestion pertaining to the programming of information from Form FD-478 into the Field Office Information Management System (FOIMS) has been completed. Once a case has been destroyed in FOIMS, leaving no record in the computer, there is no place to transfer information, thereby making it impossible to implement your proposal under current destruction process. It has been recommended, however, that the Tampa Division arrange for "Query Only" access to the Destruction of Cases function so that the user can query the list to determine if a file has been destroyed.

Although no further action will be taken on your proposal, I do want to thank you for taking the time to participate in the Suggestion Program. I welcome any other ideas you may have.

Sincerely yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY Auc 60290 BCE/DCG/ym w

Weldon L. Kennedy
Assistant Director
Administrative Services Division

66-3286-1528

2 - Tampa
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and FD-252 dated 6/3/92. Addendum of IMD dated 6/24/92 recommending nonadoption. Views attached.
JLS (6) Suggestion #153-92

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. Dir.
D Adm.
D Inv.
t. Dir.:
dm. Servs.
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ec. Mgmt.
ech. Servs.
aining
g. Affs. Off.
of EEO
Liaison &
l. Affs.
of Public Affs.
phone Rm.
ctor's Sec'y

MAIL ROOM

691

Washington National Records Center

Washington, DC 20409

September 28, 1992

Destruction of Bureau Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in January 1993. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes

Judith A. Barnes, Chief
Accession and Disposal Branch

Enclosure(s)

66-3256-1529

ENCLOSURE

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/8/03 BY ANC 60290 BCE/DCG/ymw

NOTICE OF INTENT TO DESTROY RECORDS

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

REMARKS

LOCATION 14-59-41-3-5 14-59-53-2-6

b6
b7C

[redacted]

FBI - INFO MGMT DIVISION
J. EDGAR HOOVER BLDG - ROOM 5640
10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC 20535

DATE OF NOTICE	DISPOSAL DATE
10/01/92	199301

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-89-0001	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	248

SERIES DESCRIPTION

SITE AUDIT
4-9/86

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS
CENTER
WASHINGTON, DC 20409

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/8/03 BY AUC 60290 BCG/DCG/ymw

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

FD-36 (Rev. 11-17-88)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 10/2/92

TO : DIRECTOR, FBI (66-3286 SUB B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5636)

FROM : SAC, DETROIT (66-1868)

SUBJECT : DESTRUCTION OF Bureau RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Buairtel to all SACs captioned above, dated 3/8/84.

Enclosed for the Bureau is the requested file data on classifications marked for retention.

All files meeting NARS criteria in the classifications referenced in Bureau airtel, 3/11/91, were stamped with the legend "DO NOT DESTROY: HISTORICAL VALUE, NATIONAL ARCHIVES" and appropriate precautions applied to preclude inadvertent destruction. The specified multi-section cases were also stamped.

66-3286-1530

2 - Bureau (Enc. 1) ENCLOSURE
1 - Detroit
PES:jao
(3)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY Auc 60290 BCE/DCG/ymw
#03-R0762

RM 53:2

Approved: _____ Transmitted _____ (Number) (Time) Per _____

~~SECRET~~

CLASSIFICATION 12

DE FILE #	FBIHQ FILE #
12D-DE-61944	[redacted] aka ET AL
312H-DE-62560	[redacted] ET AL
12A-DE-61889	[redacted] ET AL
12C-DE-65361	[redacted], aka ET AL
12D-DE-65120	[redacted] aka ET AL
12D-DE-65356	[redacted]
12C-DE-64977	[redacted] aka ET AL
12B-DE-61895	[redacted]; aka ET AL

b6
b7C

DECLASSIFIED BY 60292 AUC DCG/DEK/YMW
ON 03-03-2009

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

~~11/13/03~~
~~CLASSIFIED BY: NLS/DCG/60267/ymw~~
~~REASON: 1.4 (C)~~
~~DECLASSIFY ON: X 11/13/2028~~

66 3286-1530

ENCLOSURE ~~SECRET~~

~~SECRET~~

CLASSIFICATION 31

DE FILE #

31C-DE-66553

FBIHQ FILE #

~~SECRET~~

~~SECRET~~

CLASSIFICATION 196

DE FILE #

196A-DE-65292

FBIHQ FILE #

~~SECRET~~

~~SECRET~~

CLASSIFICATION 199

DE FILE #

[199K-DE-64046](~~S~~) (U)

FBIHQ FILE #

[199-20355](~~S~~) (U)

9

~~SECRET~~

SECRET

CLASSIFICATION 245

DE FILE #

245F-DE-65286

FBIHQ FILE #

[redacted]

ET AL

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b7C

SECRET

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 25
Page 14 ~ Referral/Direct
Page 15 ~ Referral/Direct
Page 16 ~ Referral/Direct
Page 17 ~ Referral/Direct
Page 18 ~ Referral/Direct
Page 19 ~ Referral/Direct
Page 20 ~ Referral/Direct
Page 21 ~ Referral/Direct
Page 59 ~ b6, b7C, b7E
Page 60 ~ b7E
Page 61 ~ b6, b7C, b7E
Page 62 ~ b7E
Page 63 ~ Referral/Direct
Page 64 ~ Referral/Direct
Page 65 ~ Referral/Direct
Page 66 ~ Referral/Direct
Page 86 ~ b1
Page 100 ~ Referral/Consult
Page 101 ~ Referral/Consult
Page 109 ~ Referral/Direct
Page 110 ~ Referral/Direct
Page 111 ~ Referral/Direct
Page 121 ~ Duplicate
Page 122 ~ Duplicate
Page 123 ~ Duplicate

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 35

Memorandum

To : Douglas N. Frazier
Associate Deputy Attorney General

Date 12/16/92

From : Director, FBI

"Destruct... of Bureau Records

Subject: PRESERVATION AND DISPOSITION OF FEDERAL RECORDS

Reference is made to the memorandum of Deputy Attorney General George J. Terwilliger III dated December 1, 1992, and the enclosed memorandum of Assistant Attorney General for Administration Harry H. Flickinger dated November 18, 1992.

The purpose of this letter is to advise that the records disposition practices of the Federal Bureau of Investigation (FBI) are conducted in complete compliance with the provisions of the Federal Records Act and the Records Disposal Act, as codified in Title 44, United States Code, Section 3301 and Title 36, Code of Federal Regulations, Chapter 12, Subchapter B, Part 1228. In addition, the removal of records from the FBI by departing officials is handled under the provisions of Department of Justice Order 2710.3A.

Additionally, and as the direct result of the civil litigation of **American Friends Service Committee, et al., v. William H. Webster, et al.; United States District Court for the District of Columbia; Civil Action Number 79-1655**, the National Archives and Records Administration (NARA), in concert with the FBI, undertook a comprehensive study of all types of FBI case files (investigative, applicant and administrative) and all types of miscellaneous records (records maintained outside of the standard case file) of the FBI. During the study, individual case files and other records were evaluated in order to determine if the material:

66-18966

66-3286-1531

(1) - 66-3286
1 - IMD Front Office
1 - Mr. Schiman
1 - Mr. [redacted]
1 - Mrs. [redacted]
1 - Mr. [redacted]

b6
b7C

WS:ws (10)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

1) had potential historical signifigance and/or research value, thereby warranting eventual transfer to NARA for permanent retention, or

2) was disposable after FBI investigative, administrative, and research needs had expired.

The by-product of the NARA/FBI study was the FBI Records Disposition Schedule.

The detailed instructions and restrictions of the FBI Records Disposition Schedule are explicit, extensive, and diverse in scope. Application of the statutory regulations, outlined above, coupled with the additional instructions and guidelines set forth in the FBI Records Disposition Schedule, ensures the preservation of official records, which are of lasting value as evidence of the activities of the FBI in view of their potential historical and/or research value.

1 - Director
Office of Policy Development

417

81

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

December 4, 1992

Destruction of Bureau Records

[redacted]
National Underground Storage, Inc.
Boyers, Pennsylvania 16020

b6
b7C

Dear Mr. [redacted]

I have given FBI employees [redacted], [redacted], and [redacted] authority to enter on December 7, 8, and 9, 1992, the space located in your facility. Messrs. [redacted] will enter your facility for the purpose of accessing file material stored therein.

Thank you for your assistance. If you have any questions, please contact me at (202) 324-4901.

Sincerely,

/s/ Martin V. Hale

Martin V. Hale
Security Programs Manager

66-3286
1 - Mr. Gilbert (Attn: Mr. Hale)
1 - IMD Front Office
1 - Mr. Schiman
1 - Mr. Thornton
1 - Mr. [redacted]

b6
b7C

VRT:sf (8)

66-3286-1532

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM ☑

Sent via Federal Express
12/4/92 #770 0809 322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh

Date 1/14/93

From : J. H. Schiman

Subject : DESTRUCTION OF BUREAU RECORDS

Reference made to Legal Counsel to Assistant Director, Administrative Services Division memorandum, dated 11/16/92, captioned "Retention Of Documentation And Recordings of Career Board Deliberations"

PURPOSE: To forward the attached "Request For Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for documentation and recordings of Career Board deliberations.

RECOMMENDATION: That the attached SF-115 be forwarded to NARA for appropriate action.

APPROVED: Adm. Servs. Laboratory Off. of Liaison & Int. Affs.
Crim. Inv. Legal Coun.
Director Ident. Tech. Servs. Off. of Public Affs.
Dep. Dir. Info. Mgnt. Training
ADD-Adm. Inspection Cong. Affs. Off.
ADD-Inv. Intell. Off. of EEO

DETAILS: Referenced memorandum set forth the details pertaining to the requirement, as necessitated by the court decision in the civil matter of Perez v. FBI, that FBIHQ and Field Offices document and record the deliberations of all Career Boards. In addition, referenced memorandum detailed the opinion of the Legal Counsel Division (LCD) that, in view of the statutes of limitations pertaining to personal injury, the minimum time for

ENCLOSURE

Enclosure

66-3286

66-3288 - 1533

1 - IMD Front Office
1 - Mr. Schiman
1 - Mr. [redacted] b6 b7C
1 - Mrs.
1 - Mr.

WS:ws (6)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

retention should be six years, with a provision that any record or Career Board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time.

The FBI Records Disposition Schedule contains no disposition authority for Career Board records. Therefore, NARA is being requested to provide official disposition authority for this material to ensure that retention is commensurate with archival requirements for retention of official government records.

The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK
N1-65-93-4

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
1-22-93

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Information Management Division

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
	(202) 324-6903	8-4-94	Trudy Huskamp Peterson

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

b6
b7C

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
01 14 1993		Records Offficer - Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	FBI CAREER DEVELOPMENT PROGRAM DOCUMENTATION AND RECORDINGS Documentation and recordings of FBI Career Board deliberations generated in conjunction with the Executive Devvelopment and Selection Program of the Administrative Services Division. Documentation and recordings are created and maintained at FBIHQ and in various FBI Field Offices. DISPOSITION: Temporary. Destroy six (6) year after final determination of the Career Board or after final adjudication of litigation, whichever is later.		

ALL [redacted] INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

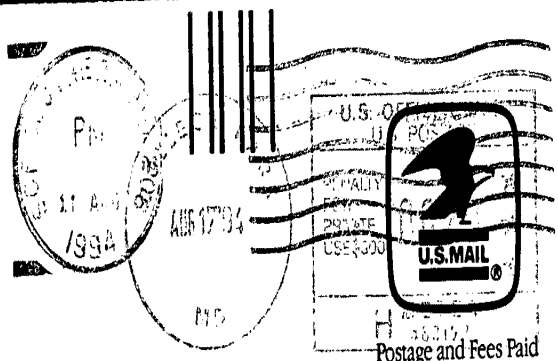
ENCLOSURE

15-108 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

66-3286-1533

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

NIR
FICIAL BUSINESS
alty for Private Use, $300



Postage and Fees Paid
National Archives and
Records Administration
NARA-362

b6
b7C

Mr. [redacted]
Records Management Division
Federal Bureau of Investigation
10th and Pennsylvania Ave., NW
Washington, DC 20535

4933

ALL FBI INFORMATION CONTAINED ON ENVELOPE
~~HEREIN~~ IS UNCLASSIFED
DATE 10/8/03 BY Auc 60290 BCE/DCG/lynn

4/0-2

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Assistant Director
Administrative Services Division

Date 11/16/92

From : Legal Counsel JMJ/gh

687 Subject : Destruction of Bureau Records
RETENTION OF DOCUMENTATION AND RECORDINGS
OF CAREER BOARD DELIBERATIONS

PURPOSE: To provide the Executive Development and Selection Program (EDSP), Administrative Services Division (ASD), with Legal Counsel Division's (LCD) opinion concerning the retention of documentation and recordings of Career Board deliberations.

RECOMMENDATION: That all documentation and recordings of Career Board deliberations be retained until the Information Management Division (IMD), Records Policy Unit, Records Disposition and Archival Subunit, in consultation with the Office of Equal Employment Opportunity Affairs Office, the Personnel Sections of ASD, and the Director's Office, determines the retention and destruction requirements applicable to the documentation and recordings of Career Board deliberations.

APPROVED: Director, Dep. Dir., ADD-Adm., ADD-Inv., Adm. Servs., Crim. Inv., Ident., Info. Mgmt., Inspection, Intell., Laboratory, Legal Coun. JMJ/gh, Tech. Servs. WEB, Training, Off. of EEO, Off. of Liaison & Int. Affs., Off. of Public Affs.

DETAILS: By Routing Slip dated 9/2/92, Mr. Langford, EDSP Administrator, requested guidance from LCD concerning the length of time the documentation and recording of Career Board deliberations should be retained. Mr. Langford noted that Judge Bunton's order in Perez v. FBI required the FBI to document and record the deliberations of FBI Career Boards. He further noted that several field offices had inquired as to how long such records must be maintained.

66-3286-1534

1 - Mr. Davis
1 - Mr. Kelley
2 - Mr. Baugh
(1 - Attn: Mr. [redacted]
2 - Mr. Kennedy
(1 - Attn: Mr. [redacted]
(1 - Attn: Mr. [redacted]
JMJ:jh (16)

1 - Mr. [redacted]
1 - Mr. Moschella
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Ms. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]

b6
b7C

cc made for EDSP

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymm

Memorandum from Legal Counsel to Assistant Director,
Administrative Services Division
Re: Retention of Documentation and Recordings
of Career Board Deliberations

The duty to maintain documentation and recordings of Career Board deliberations has dual origins. After the court in Perez v. FBI entered its finding of liability against the FBI, the court invited the Bureau to submit any changes to policy and procedure the Bureau intended to make in light of the court's 9/30/88 liability opinion. In response, on 11/25/88, the Director approved a series of policy and procedure modifications to address the court-identified deficiencies in the FBI's Career Development Program (CDP). Among those modifications was the duty to maintain documentation of field office and FBIHQ Career Board deliberations. In its 5/5/89 damages opinion, the court expanded on that obligation by requiring that Career Board deliberations also be recorded. In addition, the court ordered that Career Board records be made available to the Office of Equal Employment Opportunity Affairs, the Office of Personnel Resources, and the Director, who has discretionary authority to allow access to CDP applicants.

While neither the FBI's self-assumed policy modifications nor the court's 5/5/89 Order addressed the length of time such documentation and recordings must be maintained, four legal and policy considerations are instructive on the issue.

First, the Equal Employment Opportunity Commission (EEOC) has promulgated regulations under Title VII of the Civil Rights Act of 1964 governing the filing and prosecution of claims of discrimination based on race, sex, religion, color, and national origin. See, 29 C.F.R., Part 1614. Those regulations require that an employee who claims discrimination must begin the complaint process within 45 days of the alleged discrimination and mandate that untimely complaints be rejected. See, 29 C.F.R. §§1614.214 and 1614.215. Complainants who fail to comply with that administrative deadline cannot thereafter sue in Federal court under Title VII to challenge the alleged discriminatory action. See, Low v. Heckler, 768 F.2d 409 (D.C. Cir. 1985). Since the resolution and defense of discrimination claims may require reference to the contemporaneous documentation and recordings of Career Board deliberations, such records should be kept at least the minimum amount of time in which an employee must begin the EEO complaint process and until final resolution of that claim.

Second, where an employee seeks to challenge a Career Board action on constitutional grounds as opposed to Title VII (e.g., a constitutional equal protection claim), the period of

time in which such a suit must be brought is governed by the statute of limitations governing personal injury actions in the state where the suit is filed. See, Wilson v. Garcia, 471 U.S. 261 (1985); Owens v. Okure, 109 S.Ct. 573 (1989); Doe v. Department of Justice, 753 F.2d 1092 (D.C. Cir. 1985); Strum v. Lawn, 940 F.2d 406 (9th Cir. 1991). Since personal injury statutes of limitations can be as long as six years, documentation and recordings of Career Board deliberations which would be necessary to the successful defense of such an action should be kept at least that minimum period of time.

Third, the OEEOA, Personnel Sections of ASD, and the Director's Office were granted access to such records by Judge Bunton's 5/5/89 Order and should be consulted to determine their use for such records and their recommendations for retention and disposition.

Fourth, as a result of litigation in American Friends Service Committee v. Webster, 494 F.Supp. 803 (D.D.C. 1980), aff'd in part, rev'd in part, 720 F.2d 29 (D.C. Cir. 1983), the FBI adopted a records retention and disposition plan which governs when and what records may be disposed, retained, or archived. On 9/25/92, SSA [redacted], LCD, was advised by Mr. [redacted], IMD, Records Policy Unit, Records Disposition and Archival Subunit that IMD had considered the period of retention applicable to records of Career Board deliberations at the time the Perez v. FBI orders were entered by the court and determined it was necessary to wait for a sufficient number of such records to accumulate so they could be reviewed and judged for their historical value before a retention and disposition plan could be assigned. Mr. [redacted] invited the EDSP to make a formal request to IMD for such a determination. b6 b7C

LCD defers on policy matters of IMD and other interested divisions regarding retention of documentation and recordings of Career Board deliberations. However, LCD recommends that the minimum time for retention should be at least six years, with a provision that any record or Career Board action which is the subject of litigation will be retained for purposes of the litigation, regardless of the passage of time.

~~SECRET~~

Memorandum

DATE: 07-27-2011
CLASSIFIED BY 60324 uc baw/sab/lsg
REASON: 1.4 (c)
DECLASSIFY ON: 07-27-2036

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

To : Mr. William E. Baugh Date 2/11/93

From : W. R. Gilbert

Subject : DESTRUCTION OF SURVEILLANCE TAPES
Bureau Records

This memorandum is unclassified.

PURPOSE:

To request that the archival sub unit, Information Management Division, contact the National Archives and request an exception to policy to the ten year retention of surveillance tapes for a particular case.

RECOMMENDATION:

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b7C

That SSA [redacted] contact the National Archives and request an exception to policy.

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgnt.	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

1 - Mr. W. E. Baugh
1 - Mr. J. H. Schiman
1 - Mr. [redacted]
(Attn: [redacted]
1 - Mr. W. R. Gilbert
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
(Attn: Mr. [redacted])

b6
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

CAS:tsw (8)

CONTINUED - OVER)

66-3286-1535

11/13/03
CLASSIFIED BY: NSIC/DCG/60267/ymw
REASON: 1.4 (C)
DECLASSIFY ON: X 11/13/28

~~SECRET~~

~~SECRET~~

Memorandum from W. R. Gilbert to William E. Baugh
Re: Destruction of Surveillance Tapes

b7E

DETAILS:

(S) [redacted] is the unclassified codename [redacted] b1 [redacted] The field office has asked for permission to destroy any tapes over two years old. (S)

Examination of the Foreign Counterintelligence Manual, Part 1, Section 0-2.6.11 (Destruction of electronic surveillance tape recordings) discloses that all types of foreign counterintelligence tapes are to be retained for ten years. Unlike "Title III" surveillances, the Foreign Intelligence Surveillance Act of 1978 does not require retention of tapes. Review of the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (AG FCI Guidelines) disclosed no specific requirement to retain records other than Section VII.A (Retention), which states that any information shall be retained "in accordance with a records retention plan approved by the National Archives and Records Service."

If the National Archives concurs, the Intelligence Division proposes to authorize the field office in question an exception to policy to allow it to accelerate the destruction of these [Top Secret tapes to anything older than two years.] The normal procedures for destruction would be followed in all other ways.

The Intelligence Division point of contact for this request is SSA [redacted] CI-2B Unit, Room 4072, telephone number (202) 324-8214. b6 b7C

~~SECRET~~

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
04/01/93	199307

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-89-0002	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	222

SERIES DESCRIPTION

SITE AUDIT
10/86-3/87

REMARKS

LOCATION 13-77-57-7-1 13-78-09-4-4

b6
b7C

[redacted]

FBI - INFO MGMT DIVISION
J. EDGAR HOOVER BLDG - ROOM 5640
10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC 20535

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS
CENTER
WASHINGTON, DC 20409

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCB/DCG/gmw

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

Washington National Records Center
Washington, DC 20409

March 29, 1993

Destruction of Bureau Records.

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1993. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief
Accession and Disposal Branch

Enclosure(s)
1 ENCLOSURE

66-3286-1536

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/8/03 BY AIC 60280 BAB/DCG/ymw

Div 4

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgmt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh

Date 4/20/93

From : J. H. Schiman

Subject : DESTRUCTION OF BUREAU RECORDS

Reference made to W. R. Gilbert to Mr. William E. Baugh memorandum dated 2/11/93, captioned "Destruction of Surveillance Tapes".

PURPOSE: To forward attached "Request For Disposition Authority" (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for records having no continuing administrative and/or investigative value.

RECOMMENDATION: That the attached SF-115 be forwarded to NARA for appropriate action.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Crim. Jus. Info. Servs.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Off. of EEO Affs.
Off. of Liaison & Int. Affs.
Off. of Public & Cong. Affs.
TQM Off.

DETAILS: Referenced memorandum set forth the details pertaining to the accumulation of a considerable volume of Top Secret audio tapes which have been created as a result of an electronic surveillance being conducted as part of the ongoing EX PROPOSITO Foreign Counter-Intelligence investigation. In view of the security classification level of these audio tapes routine procedures for the storage of the material can not be used.

1 - ENCLOSURE
Enclosure

66-3286 "ENCLOSURE ATTACHED"

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 60290 BCE/DCG/ymm

1 - IMD Front Office, Room 5829
1 - Mr. Gilbert, Room 4026
(Attn: Mr. [redacted], Room 4072)
1 - Mr. Schiman, Room 5368
1 - Mr. [redacted] Room 5342
1 - Mrs. [redacted] Room 4346
1 - Mr. [redacted], Room 4336

b6
b7C

66-3286 - 1537

WS:ws (7)

Div-4

Memorandum from J. H. Schiman to Mr. Baugh dated 4/20/93
RE: Destruction of Bureau Records
66-3286

Current policy, which was approved by NARA under Job Number N1-65-90-003, permits destruction of audio tapes which have been created under the Foreign Intelligence Surveillance Act of 1978 when the material is ten years old. In view of the extraordinary measures which must be taken to ensure the security of the material, the Field Office which is holding the audio tapes has requested an exception to the current policy in order to allow accelerated destruction of these Top Secret tapes that are two years or older.

The appropriate number of copies of an SF-115 have been prepared and are attached for referral to NARA.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK
JOB NO.
DATE RECEIVED

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Information Management Division

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
	202-324-6903		

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

b6
b7C

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
04 20 199		Records Officer - Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	FOREIGN COUNTER - INTELLIGENCE [FCI] ELECTRONIC SURVEILLANCE AUDIO TAPES Audio tapes of an Electronic Surveillance [ELSUR] collected as a part of a specific FCI operation and which are of no further administrative and / or investigative value. The ELSUR was authorized in accordance with the provisions of the Foreign Intelligence Surveillance Act [FISA] of 1978. Authorized destruction for audio tapes relative to other FCI operations, authorized under the FISA of 1978, is set at 10 years by NARA Job Number N1-65-90-003. The current volume of audio tapes [approximately 20 cubic feet], continued accumulation of tapes [approximately 5 - 6 cubic feet per year], and security classification level the material present a storage and maintenance burden for this single FBI Field Office. Related transcripts, extracts, and other written materials will be retained for 50 years comensurate with the NARA-approved disposition of the Case File. DESTROY when 2 years old or when all administrative and / or investigative needs have expired, whichever is later.		

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

FD-36 (Rev. 11-17-88)

380

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 3/23/93

TO : DIRECTOR, FBI

DESTRUCTION OF FIELD OFFICE FILES AND RECORDS

FROM : SAC, RICHMOND (145-0)

SUBJECT : DISCONTINUANCE OF THE PORNOGRAPHIC MATERIAL REFERENCE FILE (PMRF)

Re Bureau airtel to all SACs dated 3/17/93.

Richmond has submitted no material to FBIHQ that requires retention or return.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY ANC 100290 BCE/DCG/pmw

66-3286-1537X

(2) - Bureau
1 - Richmond (145-0)
JCP/lam
(3)

1*

Approved: _____ Transmitted _____ (Number) (Time) Per _____

Memorandum

Dep. Dir.	
ADD Adm.	
ADD Inv.	
Asst. Dir.:	
Adm. Servs.	
Crim. Inv.	
CJIS	
Ident	
Info. Mgnt.	
Insp.	
Intell.	
Lab.	
Legal Coun.	
Tech. Servs.	
Training	
Off. of EEOA	
Off. Liaison & Int. Affs.	
Off. of Public & Cong. Affs.	
TQM Office	
Telephone Rm.	
Director's Office	

To : Mr. Baugh

Date 6/23/93

From : J. H. Schiman

Subject: DESTRUCTION OF BUREAU RECORDS

Reference made to J. W. Hicks to Mr. Potts memorandum dated 3/3/93, captioned "Pornographic Material Reference File (PMRF)."

PURPOSE: To advise of the completion of the destruction of the PMRF located in the Laboratory Division.

RECOMMENDATION: None. For information only.

APPROVED:			
Director	Adm. Servs.	Inspection	Off. of EEO Affs.
Dep. Dir.	Crim. Inv.	Intell.	Off. of Liaison
ADD-Adm.	Crim. Jus. Info. Servs.	Laboratory	& Int. Affs.
ADD-Inv.	Ident.	Legal Coun.	Off. of Public
	Info. Mgmt.	Tech. Servs.	& Cong. Affs.
		Training	TQM Off.

DETAILS: Referenced memorandum set forth details pertaining to the existence and purpose of the PMRF which has been maintained by the Laboratory Division for more than fifty years. In addition, by referenced memorandum the Laboratory Division requested assistance of the Information Management Division (IMD) in destroying entire PMRF.

On 5/17/93, Archives Specialist [redacted] and Archives Technician [redacted] Records Disposition and Archival Subunit (RDAS), Field Services/Information Policy Unit (FS/IPU), Information Services Section (ISS), IMD commenced the the destruction of the PMRF.

Destruction of the PMRF was completed on 6/21/93 and resulted in the destruction of 1,398.33 linear feet of material and the recovery of approximately 850 square feet of prime space for the Laboratory Division in Room 1B098.

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b7C

66-3286

66-3286-1538

1 - Mr. Hicks, Room 3090 (Attn: Mr. [redacted], Room 3248)
1 - IMD Front Office, Room 5829
1 - Mr. Schiman, Room 5368
1 - Mr. [redacted] Room 5342
1 - Mrs [redacted] Room 4346
1 - Mr. [redacted], Room 4336

WS:ws (7)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY Auc 60290 BCG/DCG/ymw

FD-36 (Rev. 11-17-88)

#679

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/29/93

TO : DIRECTOR, FBI
ATTN: [redacted]
RECORDS AND DISPOSITION AND
ARCHIVAL SUBUNIT, ROOM 4336

b6
b7C

FROM : SAC, BALTIMORE (66-1651 SUB A)

SUBJECT : DESTRUCTION OF CONTROL FILES
Bureau Records

Per our conversation on 7/27/93 the control file in question to be destroyed in Baltimore is 88-7330. I presented the case agent with this file and to his knowledge no other offices maintain a control file like this. There are no investigations initiated on any of the subjects. This file contains information only on escapees from Maryland's penial facilities. The control file began with May 1975 to present day. Enclosed you will find a copy of the form that is used in this file. It is a simple memo with a description of the escapee and what they were charged with at time of escape. The case agent also agrees that we needn't maintain so many years of this case, he presented a three year hold on it. Any questions pertaining to this control file please give me a call.

66-3286-1539

3-YEAR DESTRUCTION APPROVED

BALTIMORE TELEPHONICALLY ADVISED 8/11/93

(2) - BUREAU
1 - BALTIMORE
(3) DLC

1-ENCL VPSS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 160290 BCE/DCG/ymw

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2009 BY 60292 AUC DCG/DEK/YMW

UNITED STATES GOVERNMENT

Memorandum

TO : SAC, BALTIMORE (88-7330) DATE: 9.3.92

FROM : SA [redacted] b6 b7C

SUBJECT: [redacted] AKA: _____

ESCAPEE/RETURNEE

ON [redacted] DATE, [redacted] NAME OF OFFICIAL OF Baltimore NAME & ADDRESS

Pre-Release Unit OF INSTITUTION ADVISED THAT THE SUBJECT ESCAPED FROM THAT INSTITUTION ON/AND WAS RETURNED ON [redacted] DATE

AT 3:15pm TIME 3800 E. Baltimore St. LOCATION. SUBJECT WAS b6 b7C

CHARGED WITH [redacted] AND WAS SENTENCED TO

6 years YEARS ON — DATE.

DESCRIPTION:

RACE: B FBI #: [redacted]

SEX: M OTHER #: Doc [redacted]

DOB: [redacted] COMPLEXION: _____

POB: _____ SCARS/MARKS/TATOOS: _____

HEIGHT: 5'9"

WEIGHT: 158

HAIR: BLK

EYES: BRN

ADDRESS: [redacted]

Baltimore, MD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

88-7330-8756

SEARCHED ... INDEXED ...
SERIALIZED ... FILED ...
SEP 03 1992
FBI - BALTIMORE

Returned 10/2/92



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgmt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh Date 9/29/93

From : J. H. Schiman

Subject : DESTRUCTION OF FIELD FILES AND RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Reference is made to J. H. Schiman to Mr. Baugh memorandum, dated 6/1/93, captioned as above.

PURPOSE: To advise of NARA approval of disposition authority for a series of textual records maintained at the Butte and Savannah Information Technology Centers, BITC/SITC respectively.

RECOMMENDATION: None. For information only.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Crim. Jus. Info. Servs.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Off. of EEO Affs.
Off. of Liaison & Int. Affs.
Off. of Public & Cong. Affs.
TQM Off.

DETAILS: Referenced memorandum set forth details pertaining to the visit of [redacted], Appraisal Archivist, NARA, to the SITC in conjunction with the 1991-92 review and update of the FBI Records Retention Plan. During this visit, [redacted] was

Enclosure

b6
b7C

66-3286

1 - IMD Front Office, Room 5829
1 - Mr. Schiman, Room 5368
1 - Mr. [redacted] Room 5839 (Attn: Mr. [redacted] Room 5869)
1 - Mrs. [redacted], Butte Information Technology Center
1 - Mrs. [redacted] Savannah Information Technology Center
1 - Mr. [redacted] Room 5342
1 - Mrs. [redacted], Room 4346C
1 - Mrs. [redacted] Room 4346B
1 - Mr. [redacted] Room 4336

66-3286-1540

WS:ws (10)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY Auc 60290 BCE/DCG/ymw

requested to examine a series of textual records used as the input/source records for the Public Source Module.

As a result of his appraisal of the SITC material, (Form FD-809a and any corresponding attachments), [redacted] advised that the records may be considered temporary and destroyed pursuant to the provisions of the General Records Schedule (GRS), Part 20, Item 2a. GRS Part 20, Item 2a, provides that textual records, used to create, update, or modify records maintained in an electronic medium may be destroyed after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. b6 b7C

[redacted] appraisal was confirmed by letter from James J. Hastings, Director, Records Appraisal and Disposition Division, NARA, to Mr. [redacted], Records Officer, FBI, dated 9/14/93 (copy attached).

Based on above, a review of the material, and discussions between representatives of the Field Services/Information Policy Unit, Information Services Section, Information Management Division, and the Public Source Module, SITC, it was determined that a 30 day retention of the FD-809 (BITC), FD-809a (SITC) and corresponding attachments, would be sufficient to meet the needs of the Public Source Module. Therefore, Public Source material, Forms FD-809, and FD-809a, along with any attachments, presently being maintained by the BITC and SITC respectively, may be destroyed 30 days after the last transaction.

National Archives

Washington, DC 20408

September 14, 1993

Mr. [redacted]
Records Officer
Federal Bureau of Investigation
Room 5342
10th and Pennsylvania Avenue
Washington, D.C. 20535

b6
b7C

Dear [redacted]

This responds to your oral request on our views of the Public Access textual request/response records at the FBI's Savannah Information Technology Center.

We believe these records fall under General Records Schedule 20, Item 2a (input/source) records. The request forms are used solely to create, update or modify the records in an electronic medium. The hardcopy printout responding to the request duplicates the data that is maintained in automated format. Our understanding is that these paper files have never been used. As they are maintained in rough chronological order, accessibility is next to impossible.

Sincerely,

[redacted]

b6
b7C

for JAMES J. HASTINGS
Director
Records Appraisal
and Disposition Division

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ym

66-3280-1540

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh

Date 8/25/93

From : J. H. Schiman

Subject : DESTRUCTION OF BUREAU RECORDS

PURPOSE: To forward the attached "Request For Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for summary abstracts and syntheses prepared by Staff Assistants to the Director of the FBI.

RECOMMENDATION: That the attached SF-115 be forwarded to NARA for appropriate action.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Crim. Jus. Info. Servs.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Off. of EEO Affs.
Off. of Liaison & Int. Affs.
Off. of Public & Cong. Affs.
TOM Off.

DETAILS: In order to facilitate the review of correspondence which requires the signature of the Director of the FBI, Staff Assistants assigned to the Office of the Director prepare abstracts and/or syntheses which are brief summaries of the documents. The abstracts/syntheses are prepared on Form DO-6 and do not contain any information which is not contained in the complete documents, however in some instances have additional background information attached. Abstracts/syntheses are

Enclosure
1 - ENCLOSURE

66-3286

1 - Mr. Wyman, Room 7176
1 - IMD Front Office, Room 5829
1 - Mr. Schiman, Room 5369
1 - Mr. [redacted] Room 5342
1 - Mrs. [redacted] Room 4346C
1 - Mrs. [redacted] Room 4346B
1 - Mr. [redacted] Room 4336

b6
b7C

66-3286-1541

WS:ws (8)

(CONTINUED - OVER)

ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

maintained in the Office of the Director and are filed alphabetically and chronologically by name of Staff Assistant and date prepared. Creation of the abstracts/syntheses was unique to the tenure of former FBI Director William S. Sessions.

b6
b7C

[redacted], Appraisal Archivist, National Archives and Records Administration reviewed the material and determined that the abstracts/syntheses material lacked any historical and/or research value and therefore were temporary and no longer serve any purpose. Therefore, destruction authority is being requested from NARA.

The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER

DATE RECEIVED

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION

Information Management Division [IMD]

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

(202) 324-6903

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

b6
b7C

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
08 25 1993		Records Officer, IMD, FBI

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

ISSUES ABSTRACTS PREPARED FOR THE DIRECTOR OF THE FEDERAL BUREAU OF INVESTIGATION

Abstracts / Syntheses, which summarize the major issues of documents, prepared for FBI Director's review prior to signing or concurring with the correspondence.

Abstracts / Syntheses (with occasional additional background information attached) are prepared by FBI Staff Assistants to the Director and are created on Form DO-6.

Abstracts / Syntheses are filed alphabetically, by name of Staff Assistant and chronologically by date prepared and maintained in the Office of the Director.

TEMPORARY: Destroy when 90 days old or when administrative needs have expired, whichever is later.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/ymw

ENCLOSURE

66-3286-154

691

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh

Date 10/14/93

From : J. H. Schiman

Subject : DESTRUCTION OF BUREAU RECORDS

Reference made to W. R. Gilbert to Mr. William E. Baugh memorandum dated 2/11/93, captioned "Destruction of Surveillance Tapes" and J. H. Schiman to Mr. Baugh memorandum dated 4/20/93, captioned as above.

PURPOSE: To advise of the receipt of an approved "Request For Disposition Authority" (SF-115) from the National Archives and Records Administration (NARA) authorizing destruction of records having no continuing administrative and/or investigative value.

RECOMMENDATION: None. For information only.

APPROVED: Adm. Servs. Inspection Off. of EEO Affs
Crim. Inv. Intell. Off. of Liaison
Director Crim. Jus. Info. Laboratory
Dep. Dir. Spec. Legal Coun.
ADD-Adm. Ident. Tech. Servs.
ADD-Inv. Info. Mgmt. Training

DETAILS: Referenced memoranda set forth the details pertaining to the accumulation of a considerable volume of Top Secret audio tapes created during a Foreign Counter-Intelligence electronic surveillance.

Enclosure

1 ENCLOSURE
66-3286

66-3286-1542

1 - IMD Front Office, Room 5829
1 - Mr. Gilbert, Room 4026
(Attn: Mr. [redacted], Room 4072)
1 - Mr. Schiman, Room 5368
1 - Mr. [redacted] Room 5342
1 - Mrs [redacted] Room 4346
1 - Mrs [redacted] Room 4346
1 - Mr. [redacted] Room 4336

b6
b7C

WS:ws (8)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/lmw

Dir. 4

Memorandum from J. H. Schiman to Mr. Baugh dated 10/14/93
RE: Destruction of Bureau Records
66-3286

Current policy, which was approved by NARA under Job Number N1-65-90-003, permits destruction of audio tapes which have been created under the Foreign Intelligence Surveillance Act of 1978 when the material is ten years old. Inasmuch as routine procedures for the storage of the material can not be used, the Field Office which is holding the audio tapes requested an exception to the current policy in order to allow accelerated destruction of audio tapes that are two years or older. b6 b7C

On 10/12/93, [redacted] Appraisal Archivist, NARA, delivered to the Records Disposition and Archival Subunit, Field Services/Information Policy Unit, Information Services Section, Information Management Division, a copy of the approved SF-115, bearing the signature of the Acting Archivist of the United States, thereby authorizing the accelerated destruction of the audio tapes.

A copy of the approved SF-115, bearing NARA Job Number N1-65-93-05, is attached for record purposes.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK
NC-65-93-5

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
4-26-93

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Information Management Division

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
	202-324-6903	10-12-93	Cindy Huskamp Peterson

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
04 20 1993		Records Officer - Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	FOREIGN COUNTER - INTELLIGENCE [FCI] ELECTRONIC SURVEILLANCE AUDIO TAPES Audio tapes of an Electronic Surveillance [ELSUR] collected as a part of a specific FCI operation and which are of no further administrative and / or investigative value. The ELSUR was authorized in accordance with the provisions of the Foreign Intelligence Surveillance Act [FISA] of 1978. Authorized destruction for audio tapes relative to other FCI operations, authorized under the FISA of 1978, is set at 10 years by NARA Job Number N1-65-90-003. The current volume of audio tapes [approximately 20 cubic feet], continued accumulation of tapes [approximately 5 - 6 cubic feet per year], and security classification level the material present a storage and maintenance burden for this single FBI Field Office. Related transcripts, extracts, and other written materials will be retained for 50 years comensurate with the NARA-approved disposition of the Case File and transferred to NARA with the case file 10-12-93 DESTROY when 2 years old or when all administrative and / or investigative needs have expired, whichever is later. ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 60290 BCE/DCG/lgm 66-3286-1542		

115-108 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

ENCLOSURE

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

322

To : Mr. Baugh WEB/93

Date 10/27/93

From : J. H. Schiman JHS/BS

Subject : DESTRUCTION OF BUREAU RECORDS

Reference is made to R. G. Prillaman to Mr. Christensen memoranda dated 8/13/90 and 11/23/90, captioned "Archival Authorization For The Destruction Of Bureau Records." Reference is also made to Mr. Toohey to Mr. Christensen memorandum dated 12/18/90 and Mr. Binney to Mr. Baugh memorandum dated 4/22/93, captioned "OPEA Workpaper Destruction Project; Office Of Planning, Evaluation and Audits."

PURPOSE: To advise of the completion of the destruction of workpaper material from the Office of Planning, Evaluation and Audits (OPEA).

RECOMMENDATION: None. For information only.

APPROVED: Director ____ Dep. Dir. ____ ADD-Adm. ____ ADD-Inv. ____
Adm. Servs. ____ Crim. Inv. ____ Crim. Jus. Info. Servs. ____ Ident. ____ Info. Mgmt. WEB/93 ____
Inspection ____ Intell. ____ Laboratory ____ Legal Coun. ____ Tech. Servs. ____ Training ____
Off. of EEO Affs. ____ Off. of Liaison & Int. Affs. ____ Off. of Public & Cong. Affs. ____ Tech Off. ____

DETAILS: Referenced memoranda dated 8/13/90 and 11/23/90, advised of the authorization for the annual destruction of OPEA material as granted by the National Archives and Records Administration, on 11/15/90 under Job Number N1-65-90-4.

66-3286

66-3286-1543

1 - Mr. Binney, Room 7125
(Attn: Ms. [redacted] Room 7632)
1 - IMD Front Office, Room 5829
1 - Mr. Schiman, Room 5368
1 - Mr. [redacted] Room 5342
1 - Mrs [redacted] Room 4933
1 - Mrs [redacted] Room 4933
1 - Mr. [redacted] Room 4933

b6
b7C

WS:ws (8)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 100290 BCE/DCG/cgmw

Memorandum from J. H. Schiman to Mr. Baugh dated 10/27/93
RE: Destruction of Bureau Records
66-3286

By referenced memorandum dated 4/22/93, the Program Evaluation Unit, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Field Services/Information Policy Unit, Information Services Section, Information Management Division (IMD), a listing of 8 Headquarters (HQ) file numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction.

In addition, 1 HQ file which was previously furnished to IMD by referenced memorandum dated 3/19/92 and determined to be ineligible for destruction was reviewed by RDAS in an effort to destroy the workpapers on a timely basis. Following is a summary of the results of the RDAS review and destruction effort.

WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-122323
62-118136
62-117669 *
62-120114 **
62-121965 **
62-117816 **

NO WORKPAPERS LOCATED

62-117573

WORKPAPERS PREVIOUSLY DESTROYED

62-118506

CASE FILES NOT AVAILABLE FOR RDAS REVIEW

62-117709 ***

* Previously furnished by memorandum dated 3/19/92

** Partial destruction due to date of material and final reports

*** Case file could not be located, by RDAS employees. When located, case file will be reviewed in order to complete final destruction.

Memorandum from J. H. Schiman to Mr. Baugh dated 10/27/93
RE: Destruction of Bureau Records
66-3286

Completion of the OPEA destruction project resulted in the destruction of 8.54 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room and Special File Room.

Employee Suggestion
0-252 (Rev. 10-26-84)

b6
b7C

#137-93-306

Destruction of Bureau Records

To: Assistant Director, Administrative Services Division	From: (Suggester's name)	Date 04-06-93
		Division of Assignment Denver

SUGGESTION

The case destruction report be enhanced to disregard case type when sorting by file number.

Current practice or rule (Include manual citation as well as facts)

See Attached

Advantages of suggestion and annual savings (include basis for estimate)

It will save the field a tremendous amount of combined time in searching for previously destroyed cases

66-3286-1544

Disadvantages of suggestion

none forseen

b6
b7C

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss

Lead Rotor
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has merit and should be given consideration for Bureauwide implementation.

Joseph D. Martindale Jr (Stf)
Signature and Title

(Do not write in this space - for Bureau use only)

RECEIVED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY Auc 60290 BCE/DCG/gmw

SDM/70

MAINTENANCE REQUEST

COMPLETED BY DP | MR NUMBER | | DATE RECEIVED | |

SYSTEM TITLE: FOIMS b6 b7C SYSTEM ID: DN56806

PROBLEM OBSERVED BY: [ ] ORGANIZATION: DENVER EXTENSION: 3079

MR REQUESTED BY: [ ] ORGANIZATION: DENVER EXTENSION: 3079

PROBLEM/CHANGE DESCRIPTION

☑ MR IS FOR DETECTED PROBLEM DATE FIRST OBSERVED: 5/5/93 PROBLEM IS: ☒ Recurrent ☐ Sporadic ☐ Other:

☑ MR IS FOR REQUIRED CHANGE TO: DISREGARD CASE TYPE IN NUMERICAL ORDER FOR DESTRUCTION.

DESCRIBE PROBLEM/CHANGE AS WELL AS YOU UNDERSTAND IT. BE AS DETAILED AS POSSIBLE.

1. Brief problem description: Per Bureau policy, a list of cases destroyed in each classification is maintained with that classification in the closed file room. These lists are in straight numerical order regardless of the case type within the classification. Under the case destruction program, the destroyed cases report breaks the cases into segments with type C, D, R and Z appearing at the end of the report, thus breaking the straight numerical sequence of the case numbers. This has proved to be very confusing to employees consulting the destroyed case lists in an attempt to locate a file. It has resulted in missed searches for destroyed files and added work in continuing to search for a file which had been destroyed. As time goes by and the file destruction lists get longer and longer, the point will be reached when it will be almost impossible to keep searching backwards and forwards thoughout the long report for file numbers not in a straight numerical sequence.

2. Detail (include symptoms and conditions under which error occurred):

SUPPORTING EVIDENCE ATTACHMENTS OR REFERENCES:

See attached.

DESCRIBE YOUR PERCEPTION OF THE PROBABLE PROBLEM CAUSE/SOURCE:

The move from a manual to an atomated system for file destruction did not take into account the traditional way of maintaining file destruction lists, which is the method the majority of employees are familiar with.

IMPACT

DESCRIBE IMPACT TO YOUR OPERATION IF PROBLEM NOT CORRECTED OR CHANGE NOT DONE:

Numerous hours may be spent looking for a file that has previously been destroyed. Under the present destruction guidelines where AO cases are eligible for destruction after one year, this problem could occur repeatedly.

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2009 BY 60292 AUC DCG/DEK/YMW

APPROVALS

PRIORITY ☐ Urgent (immediately) ☐ High (by next processing run) ☐ Medium (by next 3 runs) ☐ Low (time permitting)

REQUESTOR	DATE	DP MANAGEMENT	DATE	REVIEW COMMITTEE (if necessary)	DATE

SDM-005 This form is an integral part of a proprietary product of Atlantic Software, Inc. developed in conjunction with Katch & Associates Its use and reproduction is permitted only within the installation licensed to use this product FBI/DOJ

SUGGESTED ENHANCEMENT

DESTROYED CASES REPORT

04/06/93
DENVER DESPGPO2
PAGE 1

CASE NUMBER	DATE RANGE	DESTRUCTION DATE
219C/SL-0000056		06/12/1991
200C/SL-R0000306 *		06/12/1991
196C/SL-0001229		06/12/1991
049A/SL-0001272		06/12/1991
196A/SL-0001339		06/12/1991
067D/SL-R0001391 *		08/31/1992
029A/SL-0003889		06/12/1991
029C/SL-0003890		06/12/1991
029B/SL-0003895		06/12/1991
088A/SL-0012297		06/12/1991
088A/SL-0012371		01/18/1992
015F/SL-0020670		06/12/1991
088A/SL-0172670		06/12/1991
087C/SL-0172744		06/12/1991
164C/SL-0172783		06/12/1991
029B/SL-0172801		06/12/1991
007/SL-0172801		06/11/1991
087A/SL-0172971		06/11/1991
088C/SL-0173143		06/11/1991
245B/SL-0173171		07/09/1992
088A/SL-0173391		01/18/1992
088A/SL-0173398		06/11/1991
087G/SL-0173488		01/18/1992
088C/SL-0173491		07/09/1992
196B/SL-0173549		07/09/1992
196B/SL-0173648		01/18/1992
087B/SL-0173676		01/18/1992
087G/SL-0173689		01/18/1992
026B/SL-0173744		07/09/1992
091A/SL-0173834		07/09/1992
088B/SL-0173944		07/09/1992
196B/SL-0174088		07/09/1992
067D/SL-R0174113 *		08/31/1992
087A/SL-0174368		07/09/1992
067D/SL-R0175035 *		08/31/1992

ALL INFORMATION CONTAINED
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* *REPRESENTS PARTIAL RECORDS*

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256C/HQ-0000055		06/10/1991
199H/HQ-0002084		06/10/1991
252C/HQ-0002269		06/27/1992
117/HQ-0002726		06/10/1991
199E/HQ-0004782		06/27/1992
241/HQ-0005045		04/03/1993
260A/HQ-0005098		04/03/1993
217B/HQ-0005121		06/27/1992
241/HQ-0005307		04/03/1993
241/HQ-0005580		04/03/1993
067F/HQ-0013150		08/28/1992
199K/HQ-0020167		06/10/1991
073/HQ-0021005		03/23/1993
199D/HQ-0021771		06/24/1992
199K/HQ-0022176		06/10/1991
161C/HQ-0023241		04/03/1993
161C/HQ-0023243		04/03/1993
161C/HQ-0023345		04/03/1993
105C/HQ-0037546		06/10/1991
077A/HQ-0079904		03/25/1993
015C/HQ-0080281		06/27/1992
067B/HQ-0091630		08/25/1992
029A/HQ-0099619		06/11/1991
105B/HQ-0135469		06/10/1991
077H/HQ-0156261		03/30/1993
000/HQ-0156652		03/31/1993
000/HQ-0156956		03/30/1993
105C/HQ-0159572		06/10/1991
077D/HQ-0160150		03/25/1993
077D/HQ-0160965		03/30/1993
105A/HQ-0296835		06/10/1991
105C/HQ-0306931		06/11/1991
105B/HQ-0316822		06/10/1991
105A/HQ-0320553		06/11/1991
105B/HQ-0331068		06/10/1991
105A/HQ-0340912		06/27/1992
105B/HQ-0354405		06/10/1991
105C/HQ-0367466		06/27/1992
105C/HQ-0369045		06/27/1992
105C/HQ-0369572		06/27/1992
105C/HQ-0371383		06/10/1991
105C/HQ-0372059		06/10/1991
105A/HQ-0372215		06/10/1991
105C/HQ-0372378		06/11/1991
105C/HQ-0372512		06/11/1991
105C/HQ-0372999		06/10/1991
105C/HQ-0373853		06/27/1992
105C/HQ-0374678		06/11/1991
105C/HQ-0375552		06/27/1992
105C/HQ-0376009		06/27/1992
105C/HQ-0377162		06/27/1992

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196C/SL-0001229		06/12/1991
049A/SL-0001272		06/12/1991
196A/SL-0001339		06/12/1991
029A/SL-0003889		06/12/1991
029C/SL-0003890		06/12/1991
029B/SL-0003895		06/12/1991
088A/SL-0012297		06/12/1991
088A/SL-0012371		01/18/1992
015F/SL-0020670		06/12/1991
088A/SL-0172670		06/12/1991
087C/SL-0172744		06/12/1991
164C/SL-0172783		06/12/1991
029B/SL-0172801		06/12/1991
007/SL-0172817		06/11/1991
087A/SL-0172971		06/11/1991
088C/SL-0173143		06/11/1991
245B/SL-0173171		07/09/1992
088A/SL-0173391		01/18/1992
088A/SL-0173398		06/11/1991
087G/SL-0173488		01/18/1992
088C/SL-0173491		07/09/1992
196B/SL-0173549		07/09/1992
196B/SL-0173648		01/18/1992
087B/SL-0173676		01/18/1992
087G/SL-0173689		01/18/1992
026B/SL-0173744		07/09/1992
091A/SL-0173834		07/09/1992
088B/SL-0173944		07/09/1992
196B/SL-0174088		07/09/1992
087A/SL-0174368		07/09/1992
200C/SL-R0000306		06/12/1991
067D/SL-R0001391		08/31/1992
067D/SL-R0174113		08/31/1992
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105B/HQ-0377730		06/11/1991
105B/HQ-0378337		06/27/1992
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105C/HQ-0380100		06/27/1992
105A/HQ-0381955		06/27/1992
100A/HQ-0481297		06/27/1992
116A/HQ-0486547		03/31/1993
067F/HQ-0855894		08/25/1992
067B/HQ-0899358		08/25/1992
067D/HQ-0924274		08/28/1992
067B/HQ-0933805		08/31/1992
067D/HQ-0934881		08/28/1992
067B/HQ-0936480		03/23/1993
067B/HQ-0936894		08/31/1992
067B/HQ-0936910		08/31/1992
067B/HQ-0938516		08/31/1992
067B/HQ-0942723		08/31/1992
067B/HQ-0945247		08/31/1992
067B/HQ-0952516		08/31/1992
067B/HQ-0955617		08/31/1992
067B/HQ-0958893		08/31/1992
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067D/HQ-1022004		03/23/1993
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259A/HQ-R0001044		04/03/1993
259A/HQ-R0001169		04/03/1993
259A/HQ-R0001277		04/03/1993
259C/HQ-R0001361		04/03/1993
259A/HQ-R0001394		04/03/1993
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259A/HQ-R0001631		04/03/1993
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259B/HQ-R0001687		04/03/1993
259C/HQ-R0001708		04/03/1993
259A/HQ-R0001860		04/03/1993
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260A/HQ-R0001990		04/03/1993
259A/HQ-R0002029		04/03/1993
259A/HQ-R0002036		04/03/1993
260A/HQ-R0002328		04/03/1993
260A/HQ-R0002455		04/03/1993
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260A/HQ-R0002996		04/03/1993
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260A/HQ-R0003338		04/03/1993
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260A/HQ-R0003858		04/03/1993
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260A/HQ-R0003977		04/03/1993
260A/HQ-R0003981		04/03/1993
260A/HQ-R0004079		04/03/1993
260D/HQ-R0004187		04/03/1993
260A/HQ-R0004216		04/03/1993
260A/HQ-R0004367		04/03/1993
260C/HQ-R0004402		04/03/1993
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260A/HQ-R0004546		04/03/1993
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260A/HQ-R0005064		04/03/1993
260A/HQ-R0005095		04/03/1993
260A/HQ-R0005102		04/03/1993
260A/HQ-R0005117		04/03/1993
241/HQ-R0005142		04/03/1993
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161C/HQ-R0015271		04/03/1993
161C/HQ-R0015724		04/03/1993
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161A/HQ-R0018813		03/31/1993
161C/HQ-R0019158		04/03/1993
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073/HQ-R0020924		03/23/1993
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073/HQ-R0020941		03/23/1993
073/HQ-R0020956		03/23/1993
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161A/HQ-R0021500		04/02/1993
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161C/HQ-R0021745		04/03/1993
161C/HQ-R0021953		04/03/1993
161C/HQ-R0021974		04/03/1993
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161G/HQ-R0022087		04/03/1993
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161E/HQ-R0022230		04/03/1993
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161C/HQ-R0023123		04/03/1993
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161B/HQ-R0023261		04/03/1993
067D/HQ-R0023294		08/28/1992
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161C/HQ-R0023426		04/03/1993
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161C/HQ-R0023530		04/03/1993
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161C/HQ-R0023542		04/03/1993
161G/HQ-R0023557		04/03/1993
161C/HQ-R0023642		04/03/1993
161D/HQ-R0023713		04/03/1993
161D/HQ-R0023722		04/03/1993
161B/HQ-R0023797		04/03/1993
161C/HQ-R0023828		04/03/1993
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161C/HQ-R0023880		04/03/1993
161C/HQ-R0023885		04/03/1993
161A/HQ-R0023927		04/03/1993
161C/HQ-R0024039		04/03/1993
161C/HQ-R0024114		04/03/1993
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259B/HQ-R0045209		04/03/1993
067B/HQ-R0057655		08/25/1992
067D/HQ-R0061436		08/28/1992
077A/HQ-R0081478		03/25/1993

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116A/HQ-R0085142		03/31/1993
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077H/HQ-R0113793		03/31/1993
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077E/HQ-R0133428		03/30/1993
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077D/HQ-R0159157		03/25/1993
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077H/HQ-R0159360		03/31/1993
077F/HQ-R0159378		03/30/1993
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077I/HQ-R0161721		03/31/1993
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077E/HQ-R0161741		03/30/1993
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116A/HQ-R0445926		03/31/1993
116A/HQ-R0451652		03/31/1993
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116A/HQ-R0490018		03/31/1993
116A/HQ-R0490028		03/31/1993
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067F/HQ-R0806576		08/28/1992
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067B/HQ-R0929887		08/31/1992
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067B/HQ-R0936131		08/31/1992
067B/HQ-R0936260		08/31/1992
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067B/HQ-R0938923		08/31/1992
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067B/HQ-R0940442		08/31/1992
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067B/HQ-R0961525		03/23/1993
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067B/HQ-R0968279		08/31/1992
067D/HQ-R0969720		08/28/1992
067B/HQ-R0970605		03/23/1993
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067D/HQ-R1003997		08/28/1992
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067D/HQ-R1015530		03/23/1993
260C/HQ-R1016175		04/03/1993
067D/HQ-R1017441		03/23/1993
067D/HQ-R1018654		03/23/1993
077D/HQ-R1020495		03/30/1993
077A/HQ-R1020748		03/25/1993
260A/HQ-R1021704		04/03/1993

CASE NUMBER	DATE RANGE	DESTRUCTION DATE
161B/HQ-R1022893		04/03/1993
260A/HQ-R1025778		04/03/1993
067D/HQ-R1027202		03/23/1993
077E/HQ-R1027926		03/30/1993
077E/HQ-R1028527		03/30/1993
067D/HQ-R1028895		03/23/1993
077D/HQ-R1031447		03/30/1993
260A/HQ-R2004696		04/03/1993
260A/HQ-R2005057		04/03/1993

* REPRESENTS PARTIAL RECORDS

Re: Suggestion #137-93, dated 4/6/93, from the Denver Field Office

ADDENDUM: INFORMATION MANAGEMENT DIVISION (IMD), dated 5/25/93, LDB:mdw

The Field Services/Information Policy Unit (FS/IPU), IMD, has reviewed the referenced suggestion (#137-93) from the Denver Field Office requesting a change to the destroyed cases report in the Field Office Information Management System (FOIMS).

The FS/IPU is in favor of this suggestion. The destroyed cases reports maintained at the beginning of each classification in the closed files section of the field office need to be in numerical order. UCFN's are generated in numeric sequence regardless of classification or case type. The UCFN closed files are filed in the same order, regardless of classification or case type. The destroyed cases report should list the UCFN destroyed cases in the same order in which they would be filed.

Based on the above, the FS/IPU recommends the destroyed cases report be modified to list the UCFN's in numerical order regardless of classification or case type. However, due to the redesigning of FOIMS, the comments and recommendations of the Technical Services Division (TSD) should be solicited regarding the requested changes to the existing FOIMS database.

RECOMMENDATION: That this suggestion be adopted; however, the comments and recommendations of TSD should be solicited.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2009 BY 60292 AUC DCG/DEK/YMW

8/31/93

b6
b7C

To: [redacted]

Re: Suggestions #127-93; 128-93; 129-93; 137-93

The above suggestions will be included in a new application called ~~Integrated~~ Investigative Case Management (ICM).

The ICM will be tested from 11/93 - 2/94; with operational/pilot use available by 3/94

Future status regarding the ICM should be directed to [redacted], TSD 703-751-2144.

b6
b7C

[redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2009 BY 60292 AUC DCG/DEK/YMW

306

May 28, 1993

PERSONAL

Destruction
Bureau Records

Mrs. [redacted]
Federal Bureau of Investigation
Denver, Colorado

Dear Mrs. [redacted]

I am in receipt of your suggestion that the case destruction report be enhanced to disregard the case type when sorting by file number. At the present time, your recommendation is being reviewed by the appropriate personnel. Once I am advised of the final decision, you will be formally notified.

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b7C

Meanwhile, I would like to thank you for taking the time to participate in the Suggestion Program, and I encourage you to submit any further ideas that you may have for review.

Sincerely yours,

MAY 16 1993
MAY 28 1993
FBI

Steven L. Pomerantz
Assistant Director
Administrative Services Division

b6
b7C

66-3286-1545

2 - Denver
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion set forth in letter to suggester and FD-252 dated 4/6/93. To date, no response from IMD or TSD. Therefore, pending approval, suggester being advised that suggestion is being placed in a pending status until all recommendations are received, at which time she will be advised of the decision. No views attached.
DBW (6) Suggestion #137-93

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Sec'y _____

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCG/DCG/ymw

DB/gwl dbm
Watson

ML

306

October 7, 1993

PERSONAL

Mrs. [redacted]
Federal Bureau of Investigation
Denver, Colorado

Destruction Bureau Records

b6
b7C

Dear Mrs. [redacted]

I take great pleasure in advising you that your suggestion that the case destruction report be enhanced to disregard the case type when sorting by file number has been approved for adoption. Efforts are currently underway by the Technical Services Division to implement the use of a new application called Investigative Case Management (ICM). The ICM will include the changes you recommended and will be available for use by March 1994.

Thank you for your fine contribution to the FBI's Suggestion Program. I hope you will continue to give us the benefit of your concern and insight.

Sincerely yours,

Steven L. Pomerantz
Assistant Director
Administrative Services Division

APPROVED:

Adm. Servs.	Inspection	Off. of EEO Affs.
Crim. Inv.	Intell.	Off. of Liaison
Crim. Jus. Info. Servs.	Laboratory	& Int. Affs.
Ident.	Legal Coun.	Off. of Public & Cong. Affs.
Info. Mgmt.	Tech. Servs.	TQM Off.
	Training	

OCT 0 8 1993
FBI

2 - Denver
1 - Field personnel file
1 - Suggestion file

66-3286-1546

1 - Field Office Information Management Unit, Technical Services Division (For Your Information)
1 - Personnel file of [redacted] - Enclosure

b6
b7C

NOTE: Suggestion set forth in letter to suggester and FD-252 dated 4/6/93. IMD addendum dated 5/25/93. Per [redacted] TSD suggestion will be included in a new application called Investigative Case Management 9/23/93. Therefore, upon approval, suggester being advised that suggestion is being adopted. Views attached.

(7) Suggestion #137-93

Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgmt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

03/00 Watson

#679

National Archives

Washington, DC 20408

September 14, 1993

Destruction of Bureau Records

Mr. [redacted]
Records Officer
Federal Bureau of Investigation
Room 5342
10th and Pennsylvania Avenue
Washington, D.C. 20535

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b7C

Dear [redacted]

This responds to your oral request on our views of the Public Access textual request/response records at the FBI's Savannah Information Technology Center.

We believe these records fall under General Records Schedule 20, Item 2a (input/source) records. The request forms are used solely to create, update or modify the records in an electronic medium. The hardcopy printout responding to the request duplicates the data that is maintained in automated format. Our understanding is that these paper files have never been used. As they are maintained in rough chronological order, accessibility is next to impossible.

Sincerely,

Jean E. Keeling

for JAMES J. HASTINGS
Director
Records Appraisal
and Disposition Division

66-3286-1547

[redacted]

b6
b7C

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 6/9/03 BY Auc 60290 BCE/DCG/ymw

#679

Washington National Records Center

Washington, DC 20409

September 28, 1993

Destruction of Bureau Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in January 1994. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us ~~if you want these records retained even if you have notified~~ us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief
Accession and Disposal Branch

ENCLOSURE
Enclosure(s)

66-3286-1548

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC 60290 BCE/DCG/gmw

"ENCLOSURE ATTACHED"

b6
b7C

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
10/01/93	199401

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-89-0003	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	245

SERIES DESCRIPTION

SITE AUDIT
FY87

REMARKS

LOCATION 12-86-15-6-1 12-86-27-4-5

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b7C

FBI - INFO MGMT DIVISION
J. EDGAR HOOVER BLDG - ROOM 5640
10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC 20535

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS CENTER
WASHINGTON, DC 20409

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/9/03 BY Auc 60322 BCE/dcg/gmw

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

ENCLOSURE

NA 13001 (7-88)

303
82

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

November 2, 1993

[redacted]

National Underground Storage, Inc.
Boyers, Pennsylvania 16020

Dear Mr. [redacted]

Re: Destruction of Bureau Records

For your information, employees [redacted] and [redacted] will require entry to your facility on 11/16/93. Messrs. [redacted] and [redacted] will enter your facility for the purpose of accessing file material stored therein, and storing additional file material.

Thank you for your assistance. If you have any questions, please contact me at (202) 324-4901.

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Sincerely,

Martin V. Hale
Security Programs Manager

66-3286

1 - Mr. [redacted] (Attn: Mr. Hale, Room 4246)
1 - IRD Front Office, Room 5829
1 - Mr. [redacted] Room 5350

RDP:rj (5)

66-3286-1549

APPROVED:

Director	Adm. Serv.	Inspection	Off. of EEO Affs.
Dep. Dir.	Crim. Inv.	Intell.	Off. of Liaison
ADD-Adm.	Crim. Jus. Info. Serv.	Laboratory	& Int. Affs.
ADD-Inv.	Ident.	Legal Coun.	Off. of Public
	Info. Mgmt.	Tech. Serv.	& Cong. Affs.
		Training	FOIM Off.

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MAIL ROOM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Potts Date 3/3/93

From : J. W. Hicks

Subject : THE PORNOGRAPHIC MATERIAL REFERENCE FILE (PMRF)
DESTRUCTION OF BUREAU RECORDS

PURPOSE: To discontinue the Pornographic Material Reference File (PMRF). To determine the method of removal of the PMRF from the laboratory.

SYNOPSIS: The PMRF has been reduced to a library of Interstate Transportation of Obscene Materials (ITOM) related publications (videos, movies, books magazines). With the decreasing activity in this investigation, the file has become out of date and is of little to no value in current investigations. Consultation with the Criminal Investigative Division (CID) and the Information Management Division (IMD) confirmed the following:

1: The CID has no interest in the further maintenance or retention of the file.

2: The IMD recommends destruction rather than storage of the file.

66-3286-1550

1 - Mr. Potts, Rm. 5012
1 - Mr. Kahoe, Rm. 5030
1 - Mr. [redacted] Rm. 5042
1 - Mr. Baugh, Rm. 5829
1 - Mr. [redacted] Rm. 5350
1 - Mr. [redacted] Mr. [redacted] Rm. 3090
1 - Mr. [redacted] Mr. [redacted] Rm. 1B224
1 - Mr. [redacted] Mr. [redacted] Rm. 3457
1 - Mr. [redacted] Rm. 3457
1 - Mr. [redacted] Rm. 3372-A
1 - Bureau File (80-hq-662)

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JMA: (11)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCB/ymw

Memorandum to Mr. Potts from J.W. Hicks dated 3/3/93
Re: THE PORNOGRAPHIC MATERIAL
REFERENCE FILE (PMRF)

RECOMMENDATIONS: 1: The Laboratory Division will send an all SAC Airtel advising of the date for termination of the PMRF. If any material submitted by that office is to be returned, the Laboratory should be notified prior to the closing of the file.

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgmt.	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

2: Relinquish control and possession of the file to the INFORMATION MANAGEMENT DIVISION for storage or destruction as deemed appropriate.

APPROVED:

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	
ADD-Adm.	Ident.	Tech. Servs.	Off. of Public Affs.
ADD-Inv.	Info. Mgmt.	Training	
	Inspection	Cong. Affs. Off.	
	Intell.	Off. of EEO	

DETAILS: The laboratory is the curator of a large volume of obscene material known as the PORNOGRAPHIC MATERIAL REFERENCE FILE (PMRF). Historically, the file was used to establish ITOM violations. There have not been any testimonies or examinations resulting from the PMRF in decades.

Even with the prevailing emphasis on child pornography investigations, the file has little or no value. The child pornography cases are autonomous. The questioned and known material are predominantly submitted in the same case, thus there is no application for the PMRF.

An estimate of the size of the PORNOGRAPHIC MATERIAL REFERENCE FILE was set forth in memo dated 11/7/86, from COVERT TO GAST, captioned: "PORNOGRAPHIC MATERIALS REFERENCE FILE (PMRF) COMPUTERIZATION EFFORT".

26,880	index cards
5,190	magazines and pamphlets
5,580	paperback books
900	hardcover books
11,760	films and videos
2,490	companies/individuals/etc
960	advertising and literature

Memorandum to Mr. Potts from J.W. Hicks dated 3/3/93
Re: THE PORNOGRAPHIC MATERIAL
REFERENCE FILE (PMRF)

The Bureau control file (80-HQ-662) consists of three sections with a total of 366 serials. It was opened Sept. 30, 1942 and the last activity is serial 366, a U.S. Customs "CUSTODY RECEIPT FOR RETAINED OR SEIZED PROPERTY" dated May 24, 1990.

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Historically, Unit Chief [redacted] of the Document Section has been involved with the PMRF in various capacities since the early 1960s and provided the following:

In support of investigations of violations of the Interstate Transportation of Obscene Materials (ITOM) statutes and of investigations of child pornography investigations under the Sexual Exploitation of Children (SEOC) statutes, the FBI Laboratory has maintained the Pornographic Materials Reference File (PMRF) for more than fifty years. It has served primarily as a central dissemination point for investigative developed intelligence data on manufacturers, producers, distributors and others in the pornography industry. It has also served as a repository of seized original pornographic materials to allow technical inter- comparisons with evidentiary materials in new investigations. This is done to assist in determining the source of the materials and to establish whether there is an interstate aspect to its distribution. In this fashion it has served as a unique national resource for the law enforcement community.

The file was very active in the 1970s and early 1980s and provided valuable assistance to investigations and prosecutions of several major OC-related ITOM cases, such as MIPORN, and involving OC figures such as [redacted], Reuben Sturman, Robert DiBernardo and Mickey Zaffarano. The PMRF database was automated in the mid-1980s. With the FBI's investigative de-emphasis on ITOM and SEOC matters there has been decreasing file activity in recent years. In the absence of continuing and timely input from the field, the file has been losing the current intelligence data and sample materials necessary to be of value or to fully justify its continued existence.

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Procedures for disposing of pornographic materials are long standing and well-established through instructions from FBIHQ to the field. The hard-copy pornographic materials in the PMRF were submitted to the FBI Laboratory with authority granted for final disposition, either destruction or addition to the file

at the discretion of the Laboratory, and they no longer serve any evidentiary function. All prosecutive efforts were completed prior to the materials being added to the PMRF. Those materials were submitted primarily by FBI field offices and other Federal agencies such as the U.S.Customs Service, who by prior agreement continues to submit seized materials periodically; only a small percentage of materials in the file were provided by state and local law enforcement agencies.

It should be noted that it has been the Laboratory's experience that unusual security problems are involved in storing and safeguarding "vice" materials such as pornography. Merely crating up the PMRF and having the Information Management Division (IMD) handle it would cause IMD some difficulties.

On 1/29/93, [redacted] (Unit Chief, Violent Crime and Major Offenders Section, Violent Crimes Unit, Criminal Investigative Division, CID) was shown the extent of the ITOM classification. [redacted] is the supervisor of ITOM violations. He was unaware that such an extensive file existed.

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On 2/8/93, E. Michael Kahoe, (Section Chief, Section Chief, Violent Crime and Major Offenders Section, CID) advised JOHN HANCOCK (Section Chief, Special Projects Section, Laboratory Division (LD)) that he has no objection to either the storage or destruction of the file by IMD. KAHOE advised that the Violent Crime Section would not be using the reference file and ITOM matters are all but non existent except for the occasional child pornography case.

On 2/12/93, [redacted] (Unit Chief, Records Management Unit, Information services Section, IMD) reviewed the expanse of the file and expressed concern with the security requirements to store the file in bureau records. He concluded that destruction of the file was both appropriate and practical.

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

March 22, 1994

Destruction of Bureau Records

Mr. James Hastings
Director
Records Appraisal Disposition Division
Attention: NIR
National Archives Records Administration (NARA)
8601 Adelphi Road
College Park, Maryland 20740

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

Dear Mr. Hastings:

The purpose of this letter is to request an amendment to NARA Job N1-65-90-03, which granted, to the Federal Bureau of Investigation (FBI), authority for the destruction of numerous physical intelligence surveillance tapes authorized under the provisions of the Foreign Intelligence Surveillance Act (FISA) of 1978 and maintained by Field Offices of the FBI.

Item 1 of NARA Job N1-65-90-03 permits the destruction of tapes of individuals who were not the targets of an authorized surveillance, along with related records in accordance with the minimization requirements of the FISA. Item 2 permits the destruction of the remaining tapes, pertaining to an authorized surveillance, after 10 years or when agency use has been exhausted, whichever comes later. However, various Field Offices are maintaining physical intelligence surveillance tapes which were obtained prior to the implementation of the FISA. In view of this, it is therefore requested that Item 2 be amended to permit immediate destruction of pre-FISA material.

Your prompt consideration of this request would be greatly appreciated.

Sincerely yours,

66-3286-1551

LeRoy M. Teitsworth
Section Chief
Field Information Support Section

APPROVED: Director / Deputy Director

Crim. Inv. / Criminal Jus. Info. Servs. / Finance / Info. Res. / Inspection / Laboratory / Legal Counsel / National Sec. / Personnel / Training / Off. of EEO Affairs / Off. of Public & Cong. Affs.

p. Dir. / O Adm. / O Inv. / st. Dir.: / Adm. Servs. / Crim. Inv. / dent. / nsp. / ntell. / Lab. / Legal Coun. / Rec. Mgmt. / Tech. Servs. / Training / ng. Affs. Off. / f. of EEO / f. Liaison & Int. Affs. / f. of Public Affs. / Telephone Rm. / rector's Sec'y

66-3286

1 - IMD Front Office, Room 5829
1 - Mr. Teitsworth, Room 5368
1 - Mr. [redacted] Room 5342

WS:ws (8)
MAIL ROOM 3/22/94 735

b6 b7C
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - Mr. [redacted] Room 4933

RETURN TO [redacted] - Room 4933

MAR 24 1994

691

Memorandum

Dep. Dir. ____
ADD Adm. ____
ADD Inv. ____
Asst. Dir.:
Adm.Servs. ____
Crim.Inv. ____
Ident. ____
Info.Mgnt. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Tech. Servs. ____
Training ____
Cong. Affs. Off. ____
Off. of EEO ____
Off. Liaison & Int. Affs. ____
Off. of Public Affs. ____
Telephone Rm. ____
Director's Office ____

To : Mr. Baugh

Date 3/15/94

From : L. M. Teitsworth

Subject : DESTRUCTION OF BUREAU RECORDS

Reference made to J. H. Schiman to Mr. Baugh memorandum dated 8/25/93, captioned as above.

PURPOSE: To record receipt of an approved "Request For Disposition Authority" (SF-115) from National Archives and Records Administration (NARA).

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DETAILS: Referenced memorandum set forth the details pertaining to the request for destruction authority for summary abstracts and syntheses prepared by Staff Assistants assigned to the Office of the Director. [redacted] Appraisal Archivist, NARA reviewed the material and determined that this material lacked any historical and/or research value and therefore was temporary and no longer served any purpose.

The provisions of the approved SF-115, dated 2/28/94, which bears NARA Job Number N1-65-93-7 and the signature of the Acting Archivist of the United States, will be incorporated into the FBI Records Disposition Schedule.

RECOMMENDATION: None. For information only.

Enclosure

ENCLOSURE
66-3286

APPROVED:

Director	Adm. Servs.	Inspection	Off. of EEO Affs.
Dep. Dir.	Crim. Inv.	Intell.	Off. of Liaison
ADD-Adm.	Crim. Jus. Info. Servs.	Laboratory	& Int. Affs.
ADD-Inv.	Ident.	Legal Coun.	Off. of Public & Cong. Affs.
	Info. Mgmt	Tech. Servs.	
		Training	TQM Off.

66-3286-1552

1 - IMD Front Office, Room 5829
1 - Mr. Teitsworth, Room 5368
1 - Mr. [redacted] Room 5342
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - Mr. [redacted] Room 4933

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WS:ws (7)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY Auc 60290 BCE/DCG/ymw

Div. 4

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER N1-65-93-7

DATE RECEIVED 9-20-93

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION
Information Management Division [IMD]

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE
(202) 324-6903

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 2/28/94 ACTING ARCHIVIST OF THE UNITED STATES Raymond Ambler

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
08 25 1993		Records Officer, IMD, FBI

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	ISSUES ABSTRACTS PREPARED FOR THE DIRECTOR OF THE FEDERAL BUREAU OF INVESTIGATION Abstracts / Syntheses, which summarize the major issues of documents, prepared for FBI Director's review prior to signing or concurring with the correspondence. Abstracts / Syntheses (with occasional additional background information attached) are prepared by FBI Staff Assistants to the Director and are created on Form DO-6. Abstracts / Syntheses are filed alphabetically, by name of Staff Assistant and chronologically by date prepared and maintained in the Office of the Director. TEMPORARY: Destroy when 90 days old or when administrative needs have expired, whichever is later. ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/9/03 BY Auc 60290 BCE/DCG/ymw 66-3286-1552		

5-109

NSN 7540-00-334-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

ENCLOSURE

691

Washington National Records Center

Washington, DC 20409

March 25, 1994

Destruction of Bureau Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1994. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Sincerely,

Judith A. Barnes

Judith A. Barnes, Chief
Accession and Disposal Branch

Enclosure(s)

66-3786-1553

ENCLOSURE

ENCLOSURE ATTACHED

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

Washington National Records Center
Washington, DC 20409

Official Business
Penalty for Private Use, $300





Postage and Fees Paid
National Archives and
Records Administration
NARA-362

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DATE 10/9/03 BY Auc 60290 BCE/DCG/gmw

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE	DISPOSAL DATE
04/01/94	199407

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

RECORDS DESCRIPTION

ACCESSION NUMBER	SUBGROUP
065-89-0004	
DISPOSAL AUTHORITY	**VOLUME (Cu. ft.)**
GRSN/6/1A	235

SERIES DESCRIPTION

SITE AUDIT
10/87-3/88

REMARKS

LOCATION 20-73-54-1-1 20-74-06-2-5

b6
b7C

[redacted]

FBI - INFO MGMT DIVISION
J. EDGAR HOOVER BLDG - ROOM 5640
10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC 20535

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS
CENTER
WASHINGTON, DC 20409

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DATE 10/9/03 BY AUC 60290 RCE/DCG/ymw

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

691

National Archives at College Park
8601 Adelphi Road College Park, Maryland 20740-6001

APR 5 1994

Mr. LeRoy M. Teitsworth
Section Chief
Field Information Support Section
Federal Bureau of Investigation
10th and Pennsylvania Avenue
Washington, D.C. 20535 — Destruction of Bureau Records

Dear Mr. Teitsworth:

This responds to your letter of March 22.

There is no need to amend Job No. N1-65-90-03. That job gives the Federal Bureau of Investigation the authority to destroy intelligence surveillance tapes predating the Foreign Intelligence Surveillance Act.

If you need further information, please call [redacted] at (301) 713-7099. b6 b7C

Sincerely,

JAMES J. HASTINGS
Director
Records Appraisal and
Disposition Division

66-3286-1554

b6
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ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ym w

[redacted]
4933

Memorandum

~~SECRET~~

691

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Rec. Mgmt. _____
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Sec'y _____

To : Mr. Baugh

Date 3/8/93

From : D. G. Binney

DATE: 07-27-2011
CLASSIFIED BY 60324 uc baw/sab/lsg
REASON: 1.4 (c)
DECLASSIFY ON: 07-27-2036

Subject : DESTRUCTION OF BUREAU RECORDS

PURPOSE: To request that the Records Disposition and Archival Subunit, Records Policy Unit, Information Services Section, Information Management Division review the Centralized Records System for original material as listed on the attached inventory listing, file originals as necessary, and destroy remaining materials if appropriate.

RECOMMENDATION: That the Records Disposition and Archival Subunit, Records Policy Unit, Information Services Section, Information Management Division review the Centralized Records System for original material as listed on the attached inventory listing, file originals as necessary, and destroy remaining materials if appropriate.

APPROVED:

Director _____
Dep. Dir. _____
ADD-Adm. _____
ADD-Inv. _____
Adm. Servs. _____
Crim. Inv. _____
Crim. Jus. Info. Servs. _____
Ident. _____
Info. Mgmt. _____
Inspection _____
Intell. _____
Laboratory _____
Legal Coun. _____
Training _____
Off. of EEO Affs. _____
Off. of Liaison & Int. Affs. _____
Off. of Public & Cong. Affs. _____
TQM Off. _____

DETAILS: The Audit Unit, Office of Planning, Evaluation and Audits, Inspection Division has been retaining sensitive files that now need to be either archived or destroyed. A review of these files has noted that most of this information dates back from five to ten years. The Audit Unit has no need for further retention of this material.

1 ENCLOSURE

66-3286-1555

Enclosure
1 - Mr. Binney
1 - Mr. Sonnichsen
1 - Mr. [redacted] b6 b7C
1 - Ms.
1 - Ms.
DAC:dac (6)

SEE IRD ADDENDUM - PAGE 3

(CONTINUED - OVER)

Classified by: 10
Declassified on: OADR

~~0/20/03 CLASSIFIED BY AUC 60220 BCE/DCG/ymw REASON: 1.4 (C,D) DECLASSIFY ON: 1-6~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

~~SECRET~~

FBI/DOJ

~~SECRET~~

Memorandum from D. G. Binney to Mr. Baugh
RE: DESTRUCTION OF BUREAU RECORDS

Due to the sensitive nature of this material the Audit Unit would like to ensure that the disposition of these files is done properly. Since some of the communications on file appear to be originals, the Audit Unit requests that the Records Disposition and Archival Subunit, Records Policy Unit, Information Services Section, Information Management Division review the Central Records System for original material as listed on the attached inventory listing, file originals as necessary, and destroy remaining documentation if appropriate.

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If you have any questions, please contact Ms. [redacted] on extension 2905, or Ms. [redacted] on extension 3985.

~~SECRET~~

~~SECRET~~

Memorandum from D. G. Binney to Mr. Baugh dated 3/8/93
Re: Destruction of Bureau Records

ADDENDUM: INFORMATION RESOURCES DIVISION (IRD) 4/18/94 WS/WS

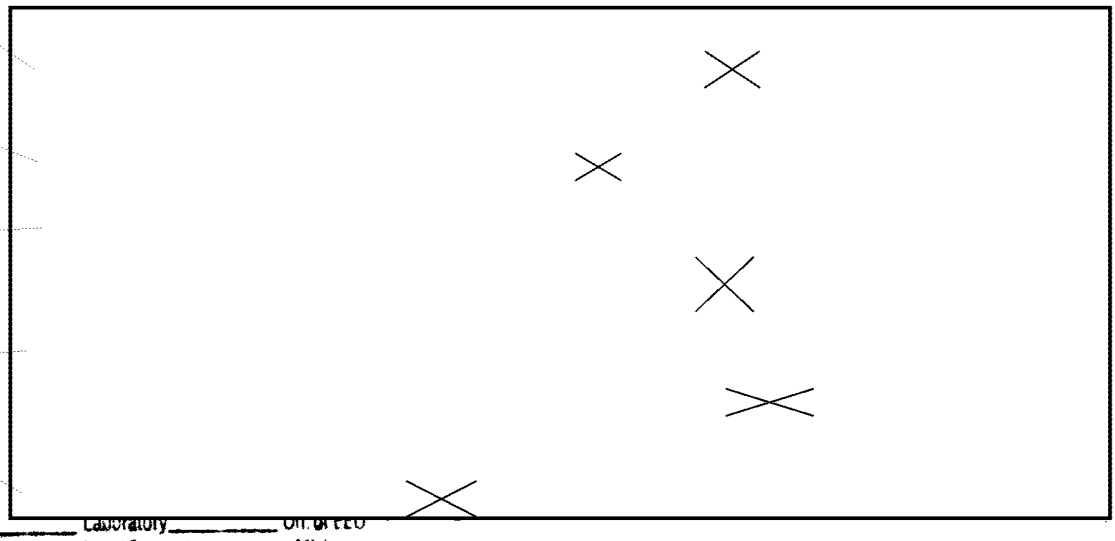
Referenced memorandum requested the Records Disposition and Archival Subunit (RDAS), Field Services/Information Policy Unit (formerly Records Policy Unit), Field Information Support Section (formerly Information Services Section) Information Resources Division (formerly Information Management Division) review an enclosed inventory and search the Central Records System for original material, file originals as necessary and destroy or archive remaining material.

RDAS has completed the review and determined that the disposition of the material varied inasmuch as the material covered a time span from 1982-90. Portions of the material was eligible for immediate destruction in accordance with provisions of the General Records Schedules (GRS), Manual of Administrative Operations and Procedures (MAOP) and the FBI Records Retention Plan. Remaining material must be temporarily retained for eventual destruction, on an annual basis, based on the closing date of the material.

b1

♦ **ORIGINALS PLACED IN CASE FILE**

(S)
(S)
(S)
(S)
(S)



APPROVED:

Director _____
Deputy Director _____

Crim. Inv. _____ Laboratory _____ Off. of EEO Affairs _____
Crim. Jus. Info. Servs. _____ Legal Counsel _____ Off. of Public & Cong. Affs. _____
National Sec. _____
Finance _____
Info. Res. _____
Personnel _____
Training _____
Inspection _____

~~SECRET~~

Memorandum from D. G. Binney to Mr. Baugh dated 3/8/93
Re: Destruction of Bureau Records

ADDENDUM: INFORMATION RESOURCES DIVISION (IRD) 4/18/94 WS:ws

♦ **MATERIAL DESTROYED (GRS Part 22, Item 2)**

(S) [redacted] ~~S~~)

WMFO Audit Workpapers 2/1/83 - 12/31/83; Volume 5

WMFO Audit Workpapers 1/1/84 - 2/28/85; Volume 6

b1

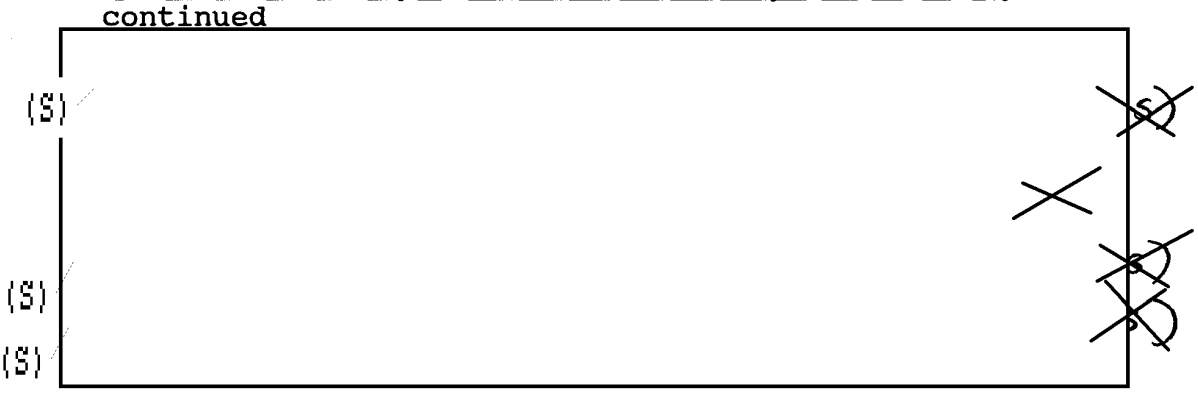
♦ **COPY DESTRUCTION/ORIGINALS IN FILE (MAOP 2-4.5.3)**

(S) [redacted] ~~S~~)

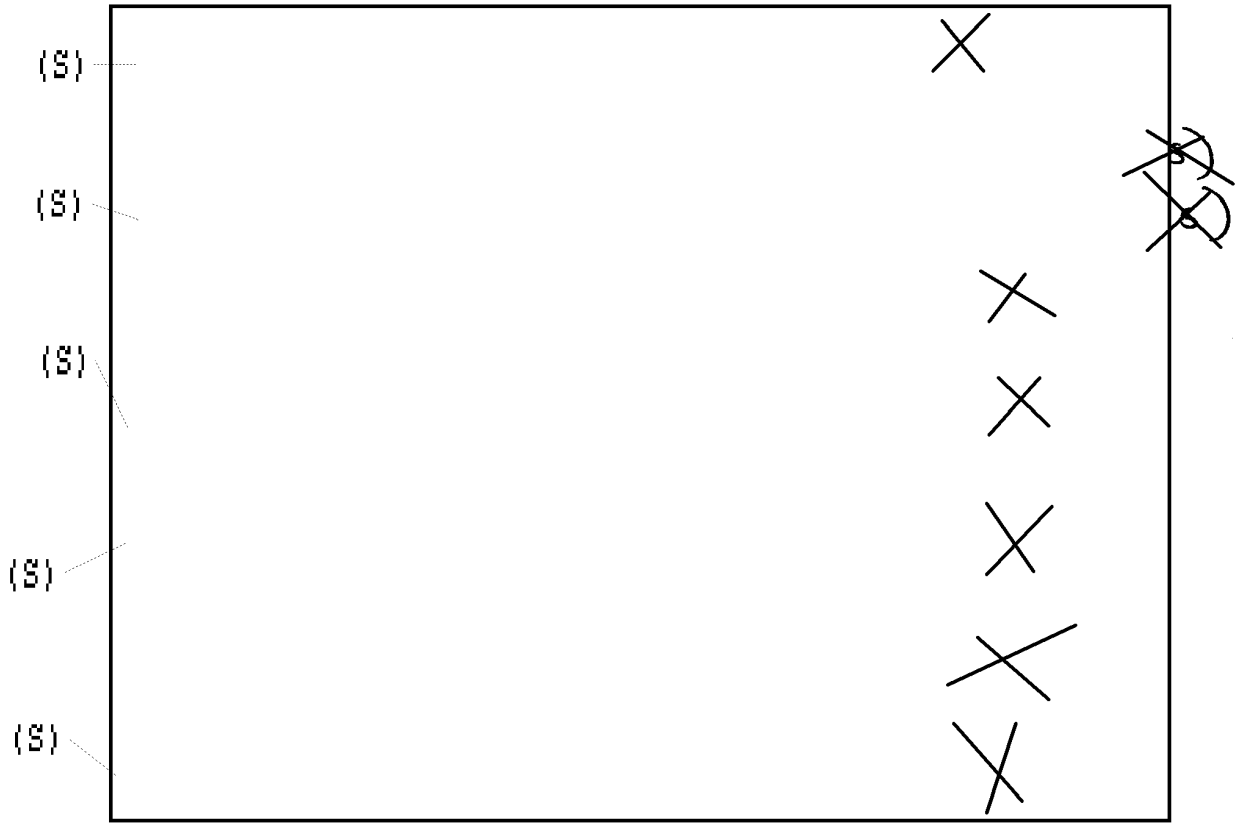
ADDENDUM: INFORMATION RESOURCES DIVISION (IRD) 4/18/94 WS:ws

b1

- **COPY DESTRUCTION/ORIGINALS IN FILE (MAOP 2-4.5.3)** continued



- **MATERIAL TEMPORARILY RETAINED FOR EVENTUAL DESTRUCTION**

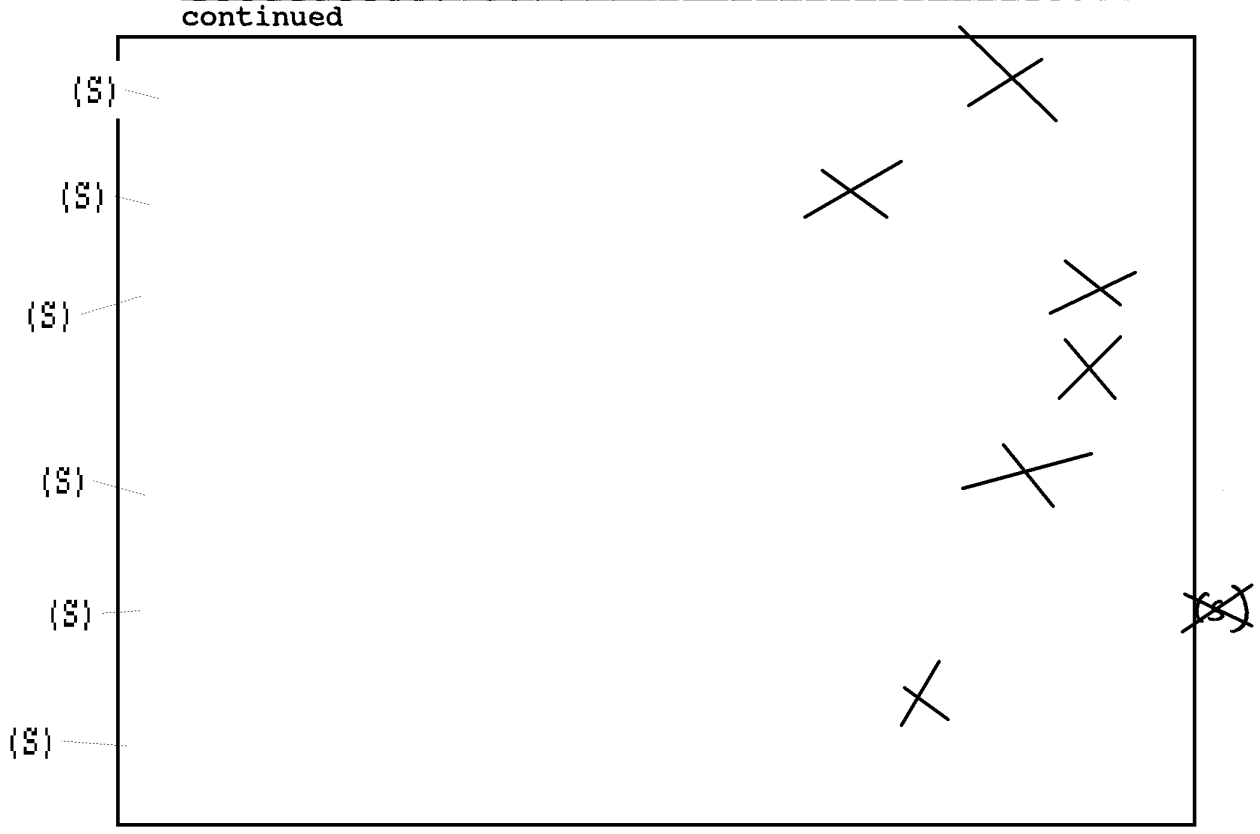


Memorandum from D. G. Binney to Mr. Baugh dated 3/8/93
Re: Destruction of Bureau Records

ADDENDUM: INFORMATION RESOURCES DIVISION (IRD) 4/18/94 WS:ws

b1

♦ **MATERIAL TEMPORARILY RETAINED FOR EVENTUAL DESTRUCTION**
continued

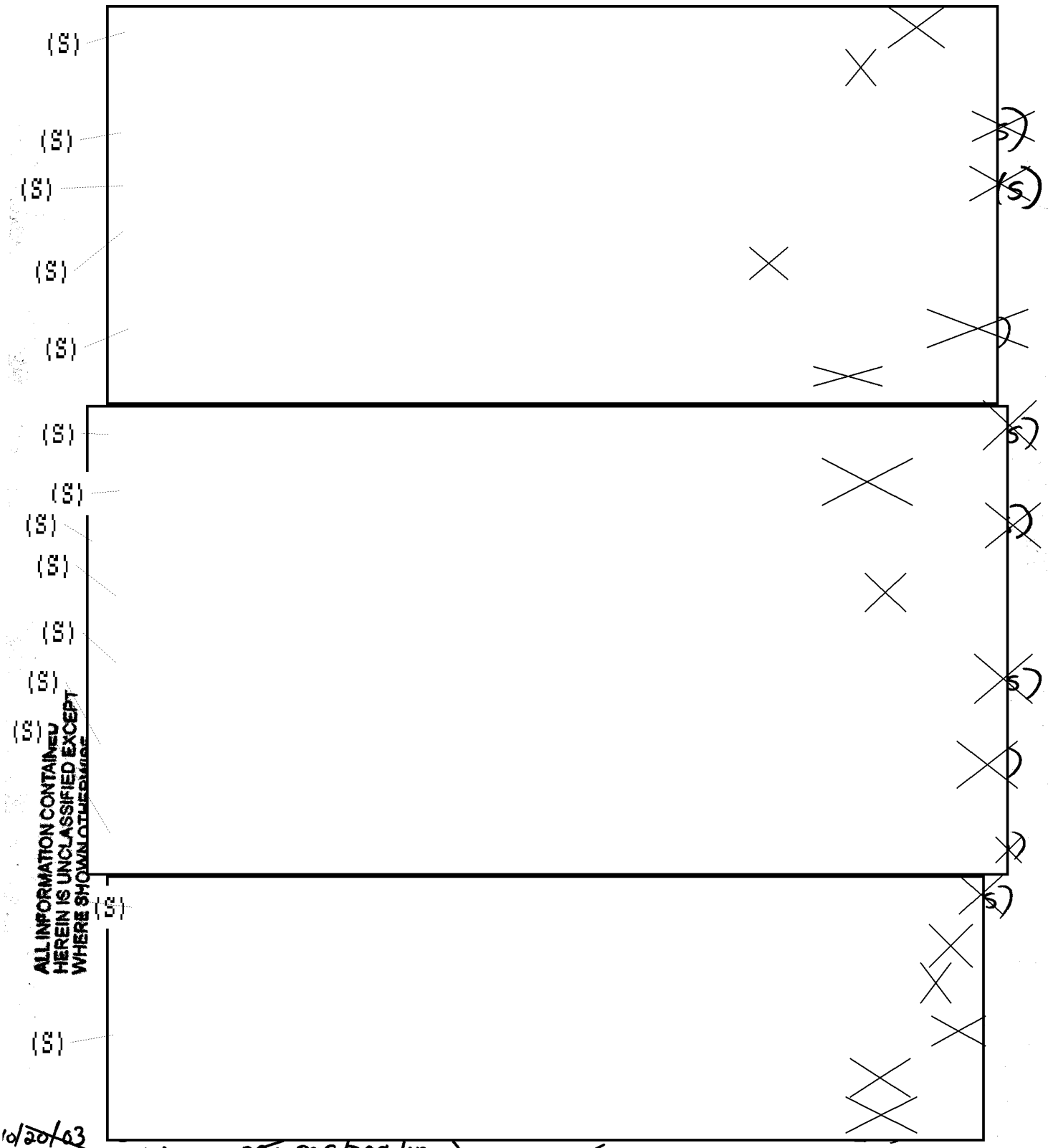


~~SECRET~~

DATE: 05-24-2011
CLASSIFIED BY 60324 uc baw/sab/lsg
REASON: 1.4 (1, 6)
DECLASSIFY ON: 05-24-2036

FILE INVENTORY

b1


(S)
(S)
(S)

FILE INVENTORY - CONTINUED

(S) [redacted] b1

WMFO AUDIT WORKPAPERS 2/1/83 - 12/31/83 VOL. V

WMFO AUDIT WORKPAPERS 1/1/84 - 2/28/85 VOL. VI OF VI

(S) [redacted]

(S) [redacted]

(S) [redacted]

(S) [redacted]

(S) [redacted]

(S) [redacted]

(S) [redacted]

(S) [redacted]

691

National Archives at College Park
8601 Adelphi Road College Park, Maryland 20740-6001

April 12, 1994

Mr. [redacted]
Chief, Archival Subunit
Federal Bureau of Investigation
10th and Pennsylvania Avenue
Washington, D.C. 20535

Destruction of Bureau Records

Dear [redacted]

I am returning the draft SF 115 you sent me to change the retention period for FBI grievance, disciplinary and adverse action files so that it conforms with the General Records Schedules (GRS). You do not need further authority from NARA to replace an approved deviation from the GRS with the current GRS standards. The Bureau therefore can change the disposition instructions for Classification 67, subitem f, originally approved under Job No. N1-65-87-11, to reflect GRS 1/30.

If you need further information, please feel free to call me at (301) 713-7099.

b6
b7C

Sincerely,

[redacted]

Records Appraisal and
Disposition Division

Enclosure

66-3286-1556

1 ENCLOSURE

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER

DATE RECEIVED

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE | ARCHIVIST OF THE UNITED STATES

TO: NATIONAL ARCHIVES [redacted] RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department Of Justice

2. MAJOR SUBDIVISION
Federal Bureau Of Investigation [FBI]

3. MINOR SUBDIVISION
Information Resources Division [IRD]

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE
(202) 324-6903

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required; [ ] is attached; or [ ] has been requested.

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b7C

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
04 12 1994		Records Officer - IRD / FBI

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Grievance, Disciplinary And Adverse Action Files The records consist of correspondence and memoranda relating to the FBI review of grievances and adverse actions [e.g., removal / suspension]. If an appeal is taken to the Merit Systems Protection Board [MSPB], the file will include affidavits, interrogatories and answers thereto, briefs and copies of MSPB decisions DESTROY 4 years after case is resolved NOTE: This SF-115 requests a reduction [from 5 years] in the approved retention period for Grievance, Disciplinary and Adverse Action Files. Following NARA approval, change will be incorporated into the FBI Records Retention Plan. ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw 66-3286-1556 ENCLOSURE		

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
CJIS.
Info. Mgmt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Off. of EEOA
Off. of Liaison & Int. Affs.
Off. of Public & Cong. Affs.
TQM Office
Telephone Rm.
Director's Office

687

To : Mr. Baugh WSB/ss Date 6/13/94

From : L. M. Teitsworth LMT/ss

Subject : DESTRUCTION OF BUREAU RECORDS

Reference made to J. H. Schiman to Mr. Baugh memorandum dated 10/5/93, captioned "Transfer of Records to the National Archives and Records Administration".

PURPOSE: To advise of the receipt of an approved "Request For Disposition Authority" (SF-115) from the National Archives and Records Administration (NARA) authorizing destruction of records having no continuing administrative and/or investigative value.

RECOMMENDATION: None. For information only.

APPROVED: Director _____ Deputy Director _____
Crim. Inv. _____ Crim. Jus. Info. Servs. _____ Finance _____ Info. Res. WSB/ss Inspection _____
Laboratory _____ Legal Counsel _____ National Sec. _____ Personnel _____ Training _____
Off. of EEO Affairs _____ Off. of Public & Cong. Affs. _____

DETAILS: Referenced memoranda set forth the details pertaining to the request for disposition authority from NARA in order to permit the immediate destruction of the Electronic Surveillance (ELSUR) Manual Indices Cards. This series of manual indices cards constituted, prior to automation, the primary retrieval

1-ENCLOSURE
Enclosure

66-3286

66-3286-1557

1 - IRD Front Office, Room 5829
1 - Mr. Teitsworth, Room 5368
1 - Mr. [redacted] Room 5342
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - Mr. [redacted] Room 4933

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b7C

WS:ws (7)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ywn

4-15

system for data related to the use of ELSUR during criminal and security investigations of the FBI. The manual indices cards were automated on 9/18/91 and the reliability of the automated system, which is currently the primary electronic retrieval system for ELSUR related data, has been confirmed.

On 6/7/94, the Records Disposition and Archival Subunit, Field Services/Information Policy Unit, Field Information Services Section, Information Resources Division, received a copy of the approved SF-115, bearing the signature of the Acting Archivist of the United States, authorizing the **destruction** of the ELSUR manual indices cards and the **permanent retention** of the automated ELSUR system.

A copy of the approved SF-115, bearing NARA Job Number N1-65-93-03 and approval date of 5/24/94, is attached for record purposes.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO. N1-65-93-03

DATE RECEIVED 12-01-1993

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION
Information Management Division [IMD]

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
	(202) 324-6903	5-24-94	Cindy Huskamp Peterson

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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b7C

A. GAO concurrence: [ ] is attached; or [X] is unnecessary.

B. DATE	C. SIGNATURE	D. TITLE
10 05 1993		Records Officer, IMD, FBI

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	FBI HEADQUARTERS ELECTRONIC SURVEILLANCE (ELSUR) INDICES RECORDS		
	I. Manual ELSUR Indices Cards	N1-65-87-11	
	Arranged alphabetically and/or numerically by: 1) Subject of the ELSUR; 2) Location of the ELSUR; or 3) FBI symbol-source number assigned to the ELSUR. All information from these cards has been or will be entered into the current Automated ELSUR Indices System, which was created on 9/18/91. Reliability of the Automated ELSUR Indices System will be verified prior to destruction of "hard copy" index cards. DESTROY upon verification that information has been converted to Automated ELSUR Indices System.		

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

66-3286-1551

Copies sent NNT, NSX, NIA (JP) 5/26/94

115-108

NSN 7540-00-634-4064

ENCLOSURE

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)

II. Automated ELSUR Indices System

A) Master File

1) Information in PERMANENT Case Files

(a) Information whose disposal is governed by a Court Order of competent jurisdiction

DESTROY in accordance with Court Order or other Court directive

(b) All Other Information

(i) "Principal" Information

PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.

(ii) "Proprietary Interest" Information

PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.

(iii) "Overhear" and "Intercept" Information

DESTROY when Case File is transferred to NARA or no longer needed, whichever comes first

(iv) "Consensual" Information

DESTROY when Case File is transferred to NARA or no longer needed, whichever comes first

2) Information in TEMPORARY Case Files

DESTROY when temporary Case File is destroyed

B) Documentation

PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2009 BY 60292 AUC DCG/DEK/YMW

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh WEB 8/8

Date 8/15/94

From : J. V. DeSarno JVS 8/8

Subject : DESTRUCTION OF BUREAU RECORDS

687

Reference is made to R. G. Prillaman to Mr. Christensen memoranda dated 8/13/90 and 11/23/90, captioned "Archival Authorization For The Destruction Of Bureau Records." Reference is also made to Mr. Toohey to Mr. Christensen memorandum dated 12/18/90 and Bob C. Reutter to Mr. Baugh memorandum dated 2/28/94, captioned "OPEA Workpaper Destruction Project; Office Of Planning, Evaluation and Audits."

PURPOSE: To advise of the completion of the destruction of workpaper material from the Office of Planning, Evaluation and Audits (OPEA).

RECOMMENDATION: None. For information only.

APPROVED:

Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Crim. Jus. Info. Servs.
Ident.
Info. Mgmt. WEB 8/5/8
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Off. of EEO Affs.
Off. of Liaison & Int. Affs.
Off. of Public & Cong. Affs.
TQM Off.

DETAILS: Referenced memoranda dated 8/13/90 and 11/23/90, advised of the authorization for the annual destruction of OPEA material as granted by the National Archives and Records Administration, on 11/15/90 under Job Number N1-65-90-4.

66-3286

1 - Mr. Reutter, Room 7125
1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5368
1 - FS/IPU Unit Chief, Room 5342
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - Mr. [redacted] Room 4933

66-3286-1558

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b7C

WS:ws (8)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

Memorandum from J. V. DeSarno to Mr. Baugh dated 8/15/94
RE: Destruction of Bureau Records
66-3286

By referenced memorandum dated 2/28/94, the Program Evaluation Unit, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Field Services/Information Policy Unit, Information Services Section, Information Resources Division (IRD), a listing of 7 Headquarters (HQ) file numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction.

Following is a summary of the results of the RDAS review and destruction effort.

WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-118252	3 Boxes
62-118865	1 Box
62-121632	1 Box
62-122500	1 Box
62-122541	4 Boxes
62-122570	1 Bulky

WORKPAPERS PARTIALLY DESTROYED

62-117500	10 Boxes - Destroyed
	4 Boxes - Retained

Completion of the OPEA destruction project resulted in the destruction of 20.50 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room and Special File Room.

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
CJIS.
Info. Mgmt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Off. of EEOA
Off. of Liaison & Int. Affs.
Off. of Public & Cong. Affs.
TQM Office
Telephone Rm.
Director's Office

To : Mr. Baugh Date 8/24/94

From : J. V. DeSarno

Subject : DESTRUCTION OF BUREAU RECORDS

Reference made to Legal Counsel to Assistant Director, Administrative Services Division memorandum, dated 11/16/92, captioned "Retention of Documentation and Recordings of Career Board Deliberations", and to J. H. Schiman to Mr. Baugh memorandum dated 1/14/93, captioned as above.

PURPOSE: To advise of the receipt of an approved "Request For Records Disposition Authority" form (SF-115) from the National Archives and Records Administration (NARA) which authorizes the destruction of documentation and recordings of Career Board deliberations.

RECOMMENDATION: None. For information only.

APPROVED:

Director
Deputy Director

Crim Inv. ____ Crim. Jus. Info. Servs. ____ Finance ____ Info. Res. ____ Inspection ____
Laboratory ____ Legal Counsel ____ National Sec. ____ Personnel ____ Training ____
Off. of EEO Affairs ____ Off. of Public & Cong. Affs. ____

DETAILS: Referenced memorandum dated 11/16/92, set forth the details pertaining to the requirement that FBIHQ and Field Offices document and record the deliberations of all Career Boards. In addition, referenced memorandum detailed the opinion of the Legal Counsel Division (LCD) that the minimum time for

Enclosure

66-3286-1559

66-3286

1 - Mr. T. J. Coyle (Attn: Mr. [redacted], Room 4981)
1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5338
1 - Mr. [redacted] Room 5342
1 - Mrs [redacted] Room 4933
1 - Mrs. [redacted] Room 4933

b6
b7C

WS:ws (7)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymm

/ ENCLOSURE

retention should be six years, with a provision that any record or Career Board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time. By referenced memorandum dated 1/14/93, NARA was requested to provide official disposition authority for Career Board material.

The enclosed SF-115, dated 8/4/94, bearing NARA Job Number N1-65-93-04 and the signature of the Acting Archivist of the United States, sets the disposition authority for this material at six years after final determination of the Career Board or after final adjudication of litigation, whichever is later. Approved disposition authority will be incorporated into the FBI Records Retention Plan.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK
NI-65-93-4

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
1-22-93

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Information Management Division

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
	(202) 324-6903	8-4-94	Trudy Huskamp Peterson

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
01 14 1993		Records Offficer - Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	FBI CAREER DEVELOPMENT PROGRAM DOCUMENTATION AND RECORDINGS Documentation and recordings of FBI Career Board deliberations generated in conjunction with the Executive Devvelopment and Selection Program of the Administrative Services Division. Documentation and recordings are created and maintained at FBIHQ and in various FBI Field Offices. DISPOSITION: Temporary. Destroy six (6) year after final determination of the Career Board or after final adjudication of litigation, whichever is later.		

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymm

66-3286-1559
ENCLOSURE

National Archives at College Park

8601 Adelphi Road
College Park, MD 20740-6001

August 31, 1994

[redacted]
Records Officer
Room 5342 FBI Headquarters
Washington, DC 20535

Dear Mr. [redacted]

The enclosed signed copy of an SF 258 completes the transfer and accessioning of a group of FBI video recordings (accession number NN3-065-94-008) into the custody of the National Archives.

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If you have any questions about this transaction, please contact me at (301) 713-7050, extension 253.

Sincerely,

[redacted]
Assistant Chief
Motion Picture, Sound, and Video Branch

1 ENCLOSURE
Attachment

66-3286-1560

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC 60290 8CE/DCS/ymd

MMF

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES

(See Instructions on reverse)

LEAVE BLANK			RG 65
UNIT	DATE RECEIVED	UNIT	DATE RECEIVED
JOB NUMBER NN3-065-094-008		JOB NUMBER	

1. TYPE OF ACTION

- [ ] A. OFFER OF UNSCHEDULED RECORDS
- [X] B. TRANSFER OF SCHEDULED RECORDS

2. TO

- [ ] A. RECORDS DISPOSITION DIVISION MAILING ADDRESS GENERAL SERVICES ADMINISTRATION (NCD) WASHINGTON, DC 20408
- [X] B. NATIONAL ARCHIVES MAILING ADDRESS GENERAL SERVICES ADMINISTRATION (NNB) WASHINGTON, DC 20408
- [ ] C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION

3. UNIT THAT CREATED THE RECORDS

A. AGENCY OR ESTABLISHMENT
DEPARTMENT OF JUSTICE

B. MAJOR SUBDIVISION
FEDERAL BUREAU OF INVESTIGATION

C. MINOR SUBDIVISION
INFORMATION RESOURCES DIVISION

D. NAME OF UNIT
RECORDS DISPOSITION/ARCHIVAL

E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS
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F. TELEPHONE (Include area code)
202-324-6903

4. CURRENT LOCATION OF RECORDS

A. AGENCY SPACE *(Give location)*
[X] ROOM 5342; FBI HEADQUARTERS; WASHINGTON, D.C. 20535

B. FEDERAL RECORDS CENTER *(Identify center and FRC accession no. and enter location)*
[ ]

C. REQUESTED TRANSFER DATE
ASAP

5. RECORDS DATA

A. DESCRIPTION OF RECORDS *(Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are now in FRC. Continue on separate sheet of paper, if necessary.)*

[ ] SF 135 ATTACHED

[X] SEPARATE SHEET(S) ATTACHED

VIDEO TAPES OF FORMER FBI DIRECTOR WILLIAM S. SESSION SPEECHES
1987 - 1993
(Attachments)

B. EST. VOLUME	C. ARE RECORDS SUBJECT TO PRIVACY ACT? *(If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)*	D. SPECIFIC RESTRICTIONS TO BE IMPOSED *(Include justification and and cite statute or FOI exemption that authorizes such restrictions)*
2 cu. ft.	NO	NO RESTRICTIONS IMPOSED BY THE FBI

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.
N1-65-89-04

F. AGENCY REMARKS:
NONE

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the *Guide to the National Archives of the United States*. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. NAME AND TITLE	B. TITLE	C. MAILING ADDRESS (not the agency records center or NARS)	D. DATE
	RECORDS OFFICER	ROOM 5342; FBI HEADQUARTERS WASHINGTON, D.C. 20535	4/20/94

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION

A. ACTION	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
[X] APPROVED	MMF/SWND		4/26/94				
[ ] DISAPPROVED	2CW	NNSM	5/07/94				

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING

Records are unclassified.

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HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

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E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE	F. TITLE	G. DATE
	Acting Textual Archives Div	5-6-94

RECORDS RECEIVED NARS DEPOSITORY ▶	A. DATE	B. SIGNATURE	C. TITLE
	5/26/94		

INSTRUCTIONS

This form may be initiated by either the transferring agency or a Federal records center.

INITIATED BY AGENCY:

Agency completes items 1 through 6 (see specific instructions below). Item 6 must be signed and dated. Send original and 4 copies to the appropriate address in item 2 sixty days before planned date of transfer.

INITIATED BY FEDERAL RECORDS CENTER:

Federal records center completes items 1, 2, 3A-F, if known, 4B, 5A and B, D and E and sends original and 3 copies to transferring agency records officer.

Agency completes/corrects items 3, 5A, 5C-F, and 6. Item 6 must be signed and dated. Agency sends original and 3 copies to the address indicated in item 2 sixty days before planned date of transfer.

ITEM 1, TYPE OF ACTION:

If 1B is checked, a reference to the records control schedule number or NARS appraisal job number must be included in 5E. (Item 1B may be checked for unscheduled records if an appropriate appraisal job is cited to reflect an accretion according to prior evaluation of the series).

ITEM 2, TO:

When 1B is checked, requests are sent to the National Archives (NNB) unless the records control schedule or appraisal job specifies a regional archives or Presidential library.

When 2C is checked, include in that block address (number and street, city, State, and zip code) of the regional archives branch being offered the records.

ITEM 3, UNIT THAT CREATED THE RECORDS:

Fully identify the agency, subdivision, and unit that created or originated the records (not the agency records office). If this is not possible, or a successor unit or agency is transferring the records, then explain under Agency Remarks, item 5F.

ITEM 4, CURRENT LOCATION OF RECORDS:

Identify the agency location or the particular records center in which the records are located and provide FRC accession number. The stack location in the center may also be provided.

ITEM 5, RECORDS DATA:

5A. Describe the records. If the records are in a Federal records center, attach SF 135. Arrangement statement must be provided and enough description to substantiate responses in items 5B (with volume for each item) 5C and 5D.

5B. Estimated volume may be indicated in either cubic feet or cubic meters.

5C. Privacy Act notices must be cited for records subject to the Privacy Act (5 U.S.C. 552a) and should be attached.

5D. Specific restrictions must be fully justified and may not violate the Freedom of Information Act (5 U.S.C. 552).

5E. If the records have previously been scheduled in a records control schedule, the schedule and item number must be cited, and the schedule itself may be attached. If the records are not scheduled but a part of the series has been appraised as permanent in the past and transferred to a NARS depository, then cite the appraisal job number as authority and treat as a scheduled offer.

ITEM 6, STATEMENT OF AGENCY REPRESENTATIVE:

Signature and title of agency records officer is placed here and normally is not the name or office given in item 3.

ITEM 7, ACTION TAKEN BY NARS:

NARS will indicate approval and provide shipping or delivery instructions, or disapproval and recommend appropriate disposition of the records. NARS will indicate quantity of offer approved, disapproved and for which action is deferred.

If NARS approves the transfer, the Office of the National Archives sends SF 258 to the agency (or to the Federal records center if the records are in a center) with a transfer date and shipping or delivery.

If NARS disapproves the transfer, the Records Disposition Division returns SF 258 to the agency with suggestions for disposition of the records.

ITEM 8, RECORDS RECEIVED:

After receipt of records by a NARS depository NARS will sign and return one copy of SF 258 to the agency.

#649

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh Date 11/1/94

From : W. V. DeSarno

Subject : DESTRUCTION OF BUREAU RECORDS

PURPOSE: To forward the attached "Request For Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for files and records pertaining to the Violent Crime Apprehension Program (VICAP) of the National Center for the Analysis of Violent Crime (NCAVC).

RECOMMENDATION: That the attached SF-115 be forwarded to NARA for appropriate action.

APPROVED: Director _____ Deputy Director _____

Crim. Inv. _____ Crim. Jus. Info. Servs. _____ Inspection _____ Laboratory _____ Legal Counsel _____ National Sec. _____ Personnel _____ Training _____ Off. of EEO Affairs _____ Off. of Public & Cong. Affs. _____

DETAILS: Files and records dealing with research in the investigations of serial killings and other violent crimes such as kidnapping, child molestation and rape are maintained in the NCAVC at the FBI Training Academy in Quantico, Virginia. These files and records consist of initial requests for NCAVC assistance from local law enforcement officials, local police department reports, FBI investigative reports, research projects,

1- ENCLOSURE
Enclosure

66-3286

66-3286-1561

1 - Mr. [redacted] Quantico
(Attn: Mr. [redacted])
1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5338
1 - Mr. [redacted] Room 5342
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted], Room 4933

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b7C

WS:ws (7)

(CONTINUED - OVER)

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profiling/consultation results, evidence submitted, photographs, autopsy reports, case records, news clippings, liaison between the FBI and law enforcement officials, and any other correspondence related to the case.

In accordance with agreements negotiated between the NCAVC and local law enforcement officials, no information will be given to any other government agency and NCAVC will return or destroy the portions of the NCAVC files submitted by the local authorities when FBI investigative/administrative use has been exhausted.

The FBI Records Disposition Schedule contains no disposition authority for VICAP/NCAVC records. Therefore, NARA is being requested to provide official disposition authority for this material to ensure that retention is commensurate with archival requirements for retention of official government records.

The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER

DATE RECEIVED

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE | ARCHIVIST OF THE UNITED STATES

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION
Information Resources Division [IRD]

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE
202-324-6903

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required; [ ] is attached; or [ ] has been requested.

b6
b7C

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/1/94		Archival Specialist, IRD, FBI

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

VIOLENT CRIME APPREHENSION PROGRAM [VICAP]
NATIONAL CENTER
FOR THE
ANALYSIS OF VIOLENT CRIME [NCAVC]
FBI TRAINING ACADEMY - QUANTICO, VIRGINIA

Files and records dealing with research in the investigations of serial killings and other violent crimes such as kidnapping, child molestation and rape. These records are maintained in the NCAVC and consist of initial requests for NCAVC assistance from local law enforcement officials, local police department reports, FBI investigative reports, research projects, profiling / consultation results, evidence submitted, photographs, autopsy reports, case records, news clippings, liaison between the FBI and law enforcement officials, and any other correspondence related to the case.

In accordance with agreements negotiated between the NCAVC and the local law enforcement officials, no information will be given to any other government agency and NCAVC will return or destroy the portions of the NCAVC files submitted by the local authorities when FBI investigative / administrative use has been exhausted.

Requested dispositions for VICAP records [Classification 252] maintained at the NCAVC are as follows:

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DATE 10/9/03 BY AUC 60290 BCE/DCG/ymd

66-3286-1561

115-109

NSN 7540-00-334-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

ENCLOSURE

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

1] CONTROL FILES

Administrative files consisting of requests for assistance from the NCAVC and the acknowledgements by the NCAVC. The requests are arranged by State and thereunder sequentially.

DESTROY when 50 years old

2] CASE FILES

Case files document the assistance provided by the NCAVC and the FBI on individual requests assistance from other law enforcement offices. Case files are aranged by Universal Case File Number [UCFN].

A] Case files corresponding to FBIHQ case files with 7 or more serials

PERMANENT: Transfer to NARA when 50 years old

NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities

B] Case files corresponding to Office of Origin case files with 10 or more serials

PERMANENT: Transfer to NARA when 50 years old

NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities

C] All other case files

DESTROY when 50 years old

3] ENCLOSURES BEHIND FILES [EBFs] / BULKY EXHIBITS

Textual and Non-Textual materials that are too voluminous to be incorporated as part of the case file and consequently are maintained separately. These materials are assigned UCFNs corresponding to the case file UCFN.

DISPOSE of in accordance with the related case file EXCEPT for materials submitted by local law enforcement authorities, which will either be returned to the contributors or destroyed

NOTE: All EBFs / Bulkies which relate to permanent case files but which NARA determines do not have sufficient value to warrant archival retention will be destroyed at the time of transfer

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2009 BY 60292 AUC DCG/DEK/YMW

0-9 (Rev. 8-16-79)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ **DATE:** 2/3/95

FROM: Director, FBI (66-3286 Sub B)

TO: SAC, Boston (66-4101)
Savannah Information Technology Center (SITC)

DESTRUCTION OF FIELD FILES AND RECORDS
INFORMATION TECHNOLOGY CENTER (ITC)
SAVANNAH, GEORGIA

Destruction of Bureau Records

Reference Boston airtel dated 1/27/95, captioned "File Destruction," and telephone call on 2/3/95, from Acting Unit Chief [redacted], Field Services Information Unit (FSIU), Field Information Support Section (FISS), Information Resources Division (IRD) to Administrative Officer [redacted], Boston (BS) Field Office, concerning the use of services available at the SITC to process BS files and records to determine their eligibility for destruction and/or retention for archival purposes. b6 b7C

The SITC is an FBI staffed facility under the sponsorship of the IRD chartered to address work that can be displaced from other offices. Therefore, to assist BS with reducing the file destruction backlog, BS is authorized to forward to the SITC Office of Origin and Auxiliary Office files eligible for review to determine if the material can be destroyed or must be retained for eventual transfer to the National Archives and Records Administration (NARA). An inventory of files shipped to the SITC is to be maintained by BS to document the file classification, file number, volume scope, and date of shipment. An inventory of files received at the SITC is to be maintained to document the file classification, file number, volume scope, date of receipt, and date of destruction.

MAILED 33
FEB 07 1995
FBI

66-3286 Sub B

66-3286-1562

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

Dep. Dir. 1 - IRD Front Office, Room 5829
Chief of Staff 1 - Mr. DeSarno, Room 5336D
Off. of Gen. Counsel 1 - Mr. [redacted] Room 5336F
Asst. Dir.: 1 - Mrs. [redacted] Room 4933
Crim. Inv. 1 - Mrs. [redacted] Room 4933
CJIS
Finance
Info. Res. WS:ws (10)
Insp.
Lab.
National Sec.
Personnel
Training
Off. of EEOA
Off. of Public & Cong. Affs.
Director's Office

APPROVED:
Director
Deputy Director

Crim. Inv. Laboratory Off. of EEO
Crim. Jus. Info. Serv. Legal Counsel Affairs
National Sec. Off. of Public
Finance Personnel & Cong. Affs.
Info. Res. WEB Training
Inspection

2/3/95
MAIL ROOM

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[redacted]
5336-F

FBI/DOJ

Airtel to SAC, [redacted] and SITC, dated 2/3/95
RE: Destruction of Field Files and Records
Information Technology Center (ITC)
Savannah, Georgia
66-3286 Sub B

If it is determined during the review process at the SITC that a BS file should be retained for eventual transfer to NARA because of its historical/research value, the file is to be returned to BS for retention pending transfer to NARA. Every 60 days, the SITC is to furnish the BS Office, by classification number, a record of the linear feet of material destroyed.

Referenced BS airtel advised that at the present time BS has a two year backlog in searching the monthly litigation freeze reports. As explained to AO [redacted] during referenced telephone call, files that are marked for pending litigation or FOIPA concerns are not to be shipped to the SITC until the litigation/FOIPA concerns are resolved and the file(s) meet the destruction criteria set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.5, entitled "Destruction of Field Files and Records". In order for BS to fully benefit from the services provided by the SITC, a waiver of this requirement is granted, thus allowing the SITC employees to assist BS with the required searching of the monthly litigation freeze reports. b6 b7C

BS is reminded that if a file indicates that evidence corresponding to the file is still in possession of the BS Office, the file is not to be forwarded to the SITC until BS has properly disposed of the evidence.

The BS files eligible for review for destruction are to be shipped to the SITC in boxes of sufficient size and strength to accommodate the weight of the files. It is suggested that Number Four boxes available on GSA Schedule (order number 8115-00-FBI-0053) are appropriate.

Transport of files between the BS Office and SITC is to be accomplished by using Federal Express (FED EX) service or armed Special Agent personnel.

Any questions regarding this matter may be directed to FBIHQ, Attention: Acting Unit Chief [redacted], FSIU, FISS, IRD, telephone extension 4844. b6 b7C

0-93 (Rev. 01/25/91)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
[X] Teletype	[ ] Immediate	[ ] TOP SECRET
	[ ] Priority	[ ] SECRET
DATE: 3/9/95	[X] Routine	[ ] CONFIDENTIAL
		[X] UNCLAS E F T O
^PAGE 1 OF 2		[ ] UNCLAS

FM DIRECTOR FBI {66-3286}

TO ALL FBI FIELD OFFICES/ROUTINE/

BT

UNCLAS E F T O

CITE: //0451//

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS.

REFERENCE MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE DATED JANUARY 13, 1995, CAPTIONED AS ABOVE.

REFERENCE COMMUNICATION PROVIDED ALL FIELD OFFICES WITH ADDITIONAL DESTRUCTION AUTHORITY FOR OFFICE OF ORIGIN AND AUXILIARY OFFICE CASE FILES AS WELL AS SEVERAL MISCELLANEOUS CATEGORIES. ATTENTION IS DIRECTED TO PAGE 3, PARAGRAPH 1 OF REFERENCED COMMUNICATION WHICH STATES THAT FREEDOM OF INFORMATION-PRIVACY ACTS (FOIPA) CASE FILES OR CONTENTS THEREOF WHICH HAVE BEEN RELEASED PURSUANT TO THE FOIPA ARE TO BE RETAINED

66-3286-1563

******* FOR COMM CENTER USE ONLY *******

NOTE: Copy Designations Are On The Last Page Of This Teletype!!!

Approved By 3/9/95

MRI/JUL 695/72

Transmitted 1441Z MAR 13 1995

ISN 2

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DATE 10/9/03 BY AUC 100290 BCE/DCG/ym-w

0-93A (Rev. 01/25/91)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

FOR SIX YEARS FROM THE DATE OF RELEASE. THIS PARAGRAPH INDICATES THAT THE FOIPA CASE FILES MAY BE DESTROYED AFTER THE SIX YEAR PERIOD HAS EXPIRED. ALL FIELD OFFICES ARE DIRECTED TO MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP) PART II, SECTION 2-4.5.2 (8) WHICH STATES THAT FOIPA CASE FILES ARE AUTHORIZED FOR DESTRUCTION SIX YEARS AFTER THE DATE OF LAST RELEVANT ENTRY, REPLY TO REQUESTER, FINAL ADJUDICATION BY COURT AND/OR FBI AGREEMENT TO AMEND. NO MANUAL CHANGES WILL BE NECESSARY. QUESTIONS CONCERNING THIS MATTER SHOULD BE DIRECTED TO FBIHQ, ATTENTION: ARCHIVES SPECIALIST [redacted] RECORDS DISPOSITION AND ARCHIVAL SUBUNIT, FIELD SERVICES INFORMATION UNIT, FIELD INFORMATION SUPPORT SECTION, INFORMATION RESOURCES DIVISION, ROOM 4933, EXTENSION 6903.

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BT

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0-93B (Rev. 01/25/91)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

Drafted By: WS:mdw Room/TL #: 5336F Phone No: 6903

COPY DESIGNATIONS:

1 - IRD FRONT OFFICE, ROOM 5829

1 - MR. DESARNO, ROOM 5336D

1 - MR. [redacted] ROOM 5336F

1 - MRS. [redacted] ROOM 4933 b6 b7C

1 - MRS. [redacted] ROOM 4933

1 - MR. [redacted] ROOM 6993

FD-36 (Rev. 11-17-88)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 1/10/95

687

TO : DIRECTOR, FBI
ATTN: [redacted] ROOM 4933
RECORDS DISPOSITION AND ARCHIVAL SUBUNIT
FIELD SERVICES/INFORMATION POLICY UNIT
INFORMATION SERVICES SECTION

FROM : SAC, SEATTLE (66F-1303 SUB A)

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SUBJECT : DESTRUCTION OF FIELD FILES AND RECORDS
BUTTE INFORMATION TECHYNOLOGY CENTER

For the information of the Bureau, the Seattle Division has concluded the project of shipping files to Butte for file destruction.

Seattle has been sending files to Butte to process since March, 1992. Approximately 350 linear feet of files have been destroyed, and Seattle is greatly appreciative of Butte's assistance. The quality of the work returned to Seattle has been very satisfactory.

In particular, we would like to recognize Archives Supervisor [redacted] for the manner in which she coordinated this project. Mrs. [redacted] knowledge regarding this program and her attention to detail greatly contributed to its successful completion. The support provided by her and her staff was invaluable to Seattle in light of our own limited human resources to devote to this program.

(2) - HQ
2 - BT
1 - SE
/val
(5)

66-3286-1564

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw

Approved: _____ Transmitted _____ (Number) (Time) Per _____

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh WEB

Date 4/13/95

687

From : J. V. DeSarno JVD/8

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

PURPOSE: To advise of FBIHQ and Field Office progress in the captioned program.

RECOMMENDATION: None. For information only.

APPROVED: Crim. Inv. ____ Info. Res WEB ____ Training ____
Crim. Jus. Info. Servs. ____ Inspection ____ Office of EEO ____
Director ____ Finance ____ Laboratory ____ Affairs ____
Deputy Director ____ Gen. Counsel ____ National Sec. ____ Office of Public & Cong. Affairs ____
Personnel ____

DETAILS: Resolution of the civil matter American Friends Service Committee, et. al. vs. William H. Webster, et al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and Field Office files and records having historical and/or research value.

During the period of 9/9/86 through 12/31/94, a total of 24,411.56 linear feet of obsolete FBIHQ files and records have been destroyed.

Enclosure

1-ENCLOSURE

66-3286 Sub B

66-3286-1565

ENC. BEHIND FILE

1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5336D
1 - FSIU Unit Chief, Room 5336F
1 - Miss [redacted] Room 5342
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - Mr. [redacted] Room 4933

b6
b7C

WS:ws (8)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCS/gmw

Memorandum from J. V. DeSarno to Mr. Baugh dated 4/13/95
RE: Destruction of Field Files and Records
66-3286 Sub B

By Buairtel dated 12/14/87, all Field Offices were authorized to destroy Auxiliary Office (AO) files in numerous classifications, as well as the destruction of obsolete file and record material in a number of miscellaneous categories. In addition, by Buairtels dated 4/3/91, 11/6/91, 4/13/92 and 3/1/93, all Field Offices were authorized to destroy Office of Origin (OO) files in Classifications 1, 15, 42, 87, 88, and 91.

By Buairtel dated 1/9/95, all Field Offices were surveyed in order to determine the progress of the file destruction program. This survey (results attached) revealed that since 12/87, all field offices have destroyed a total of 80,741.33 linear feet of obsolete file and record material. Of this total, 823.76 linear feet of OO material and 1,271.42 linear feet of AO material (Total - 2,095.18 linear feet) was destroyed during the period of 7/1/94 through 12/31/94.

The attached Field Office file destruction survey lists separately the accomplishments of the Butte and Savannah Information Technology Centers and the Western Regional Computer Service Center in Pocatello. These accomplishments have been credited to the Field Offices which benefitted through the use of these three facilities.

(09/19/94)

FEDERAL BUREAU OF INVESTIGATION

Precedence: PRIORITY **Date:** 04/13/95

To: DIRECTOR, FBI **Attn:** [redacted] RECORDS DISPOSITION AND ARCHIVAL, ROOM 4933

From: SAC, DETROIT
AO OFFICE
Contact: FS [redacted] 313-237-4118

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b7C

File Number(s): 66-1868-SUB A

Document Content: Request to send files to Savannah ITC for destruction.

Destruction of Field Files & Records

Title: FILE DESTRUCTION PROGRAM
DETROIT DIVISION

Details: Detroit is requesting permission to send files to Savannah ITC for destruction. Detroit presently has approximately 20,367 files which are eligible for destruction. It is estimated that this would clear approximately 5,850 linear feet in the closed files section.

Since most AO cases can be destroyed after one year and record checks after six months, the destruction of these files in the UCFN section would allow us to regain critically needed shelf space. Detroit in addition to the needed space is currently preparing for the implementation of the Automated Case Support (ACS) application. By destroying these cases it will eliminate unnecessary information being incorporated into the ACS.

In the past file destructions have been accomplished by utilizing summer employees. Detroit has not benefitted from the summer employee program for the past two years. The number of file clerks on-board responsible for this function has dwindled to 4 and their daily workloads prohibit them from performing file destructions.

Detroit would appreciate favorable consideration to thsi request and would provide all necessary support in preparation for the destruction to ensure that this project is handled in the most efficient manner.

Drafted By: [redacted] mkm b6 b7C

Approved By: [redacted]

66-3286-1566

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymm

FBI-DIV4

0-9 (Rev. 8-16-79)

32

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ **DATE:** 4/19/95

FROM: Director, FBI (66-3286 Sub B)

TO: SAC, Detroit (66-1868 Sub A)
Savannah Information Technology Center (SITC)

DESTRUCTION OF FIELD FILES AND RECORDS
INFORMATION TECHNOLOGY CENTER
SAVANNAH, GEORGIA

Reference is made to Detroit (DE) communication dated 4/13/95, entitled "File Destruction Program - Detroit Division" requesting approval to use services available at the SITC to process DE files and records to determine their eligibility for destruction and/or retention for archival purposes.

The SITC is an FBI staffed facility under the sponsorship of the Information Resources Division (IRD) chartered to address work that can be displaced from other offices. Therefore, to assist DE with reducing the file destruction backlog, DE is authorized to forward to the SITC Office of Origin and Auxiliary Office files eligible for review to determine if the material can be destroyed or must be retained for eventual transfer to the National Archives and Records Administration (NARA). An inventory of files shipped to the SITC is to be maintained by DE to document the file classification, file number, volume scope, and date of shipment. An inventory of files received at the SITC is to be maintained to document the file classification, file number, volume scope, date of receipt, and date of destruction.

MAILED 16
APR 19 1995
FBI

1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5336D
1 - Mr. [redacted] Room 5336F
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933

b6
b7C

[redacted]
Room 4933

66-3286-1567

Dep. Dir. _____
Chief of Staff _____
Off. of Gen. Counsel _____
Asst. Dir.: _____
Crim. Inv. _____
CJIS _____
Finance _____
Info. Res. _____
Insp. _____
Lab. _____
National Sec. _____
Personnel _____
Training _____
Off. of EEOA _____
Off. of Public & Cong. Affs. _____
Director's Office _____

WS:ws (10)

4/18/95
MAIL ROOM

APPROVED:
Crim. Inv. _____ Info. Res WEB Training _____
Crim. Jus. Info. Servs. _____ Inspection _____ Office of EEO
Director _____ Finance _____ Laboratory _____ Affairs _____
Deputy Director _____ Gen. Counsel _____ National Sec. _____ Office of Public & Cong. Affairs _____
Personnel _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/ymw
03-R0762

FBI/DOJ

If it is determined during the review process at the SITC that a DE file should be retained for eventual transfer to NARA because of its historical/research value, the file is to be returned to DE for retention pending transfer to NARA. Every 60 days the SITC is to furnish the DE Office, by classification number, a record of the linear feet of material destroyed.

Files that are marked for pending litigation or FOIPA concerns are not to be shipped to the SITC until the litigation/FOIPA concerns are resolved and the file(s) meet the destruction criteria set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.5, entitled "Destruction of Field Files and Records." Additionally, if a file indicates that **evidence** corresponding to the file is still in possession of the DE Office, the file is not to be forwarded to the SITC until DE has properly disposed of the evidence.

The DE files eligible for review for destruction are to be shipped to the SITC in phases and by category, i.e., closed administrative and applicant files, criminal files, and security files. It is suggested that Number Four boxes available on GSA Schedule (order number 8115-00-FBI-0053) are of sufficient size and strength to accommodate shipment of the files. The first shipment of files may commence with receipt of this communication. While flexible, it is suggested that the first shipment of files include Closed Administrative Files, Applicant Files and the Corresponding single zero "0" files. Approximately 10 days prior to completing processing/destruction of the initial shipment, the SITC should request that DE forward the second phase/category (Criminal files and corresponding "0" files.) Similarly, the third phase/category (Security files and corresponding "0" files) are to be forwarded to the SITC.

Transport of files between the DE Office and SITC is to be accomplished by using Federal Express (FED EX) service or armed Special Agent personnel.

Any questions relative to instructions set forth in this communication may be directed to FBIHQ, Attention: Acting Unit Chief [redacted] Field Services Information Unit, Field Information Support Section, IRD.

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b7C

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Section 36

Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh

Date 4/24/95

From : J. V. DeSarno

Subject : DESTRUCTION OF BUREAU RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Reference made to J. H. Schiman to Mr. Baugh memorandum dated 5/13/93, captioned as above.

PURPOSE: To advise of the receipt of an approved "Request For Records Disposition Authority" form (SF-115) from the National Archives and Records Administration (NARA) which authorizes the destruction of case files within in Classifications 259 - 279 and various automated systems maintained at FBIHQ and in FBI Field Offices.

RECOMMENDATION: None. For information only.

APPROVED: Director / Deputy Director

Crim. Inv. _____ Crim. Jus. Info. Servs. _____ Finance _____ Gen. Counsel _____
Info. Res. _____ Inspection _____ Laboratory _____ National Sec. _____ Personnel _____
Training _____ Office of EEO Affairs _____ Office of Public & Cong. Affairs _____

DETAILS: Referenced memorandum set forth the details pertaining to the appraisals, conducted by NARA, of newly created case file classifications and established case file classifications, for which no disposition authorities had been previously granted.

1 - ENCLOSURE
Enclosure
ENC. BEHIND FILE

66-3286

66-3286-1568

1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5336D
1 - Mr. [redacted] Room 5336F
1 - Mrs [redacted] Room 4933
1 - Mrs [redacted] Room 4933

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b7C

WS:ws (6)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

Aforementioned NARA appraisals were conducted at FBIHQ and in the Baltimore, New York and Washington Metropolitan Field Offices between October, 1991 and February, 1992. Additionally, NARA appraised numerous automated systems throughout FBIHQ and Field Offices. Upon completion of these appraisals, NARA was requested to provide official disposition authorities for material within Classifications 88, 161, 189, 192, 213, 214, 249-253, 255, 256 and 259-279, as well as the various automated systems in order to ensure that retention is commensurate with archival requirements for retention of official government records.

The enclosed SF-115, dated 11/18/94, bearing NARA Job Number N1-65-93-06 and the signature of the Acting Archivist of the United States, sets the disposition authority for the material within the aforementioned case file classifications and as the various automated systems. The approved disposition authorities have been incorporated into the FBI Records Retention Plan and the 1995 version of the FBI Records Retention Plan will be distributed within FBIHQ after printing and assembly is completed. Twenty copies of the FBI Records Retention Plan will be furnished to NARA for appropriate distribution.

Memorandum

#364

Dep. Dir. 3U
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Baugh Date 1/9/95

From : J. V. DeSarno

Subject : PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: To place in MAOP additional instructions regarding the destruction of field files and records and delete from MAOP instructions rendered obsolete by the FBI Records Disposition Schedule (The Schedule).

DETAILS:

REASON FOR CHANGE

Additional disposition authority is being granted in order to permit destruction of Field Office files and records in the auxiliary office and miscellaneous categories, outlined herein, after observance of the indicated restrictions:

In addition, provisions of The Schedule have rendered some previously authorized file destruction instructions obsolete. Consequently, new guidelines and instructions have been established. The new instructions and guidelines are being placed in the MAOP and obsolete instructions are being deleted.

manual removed

[redacted] sent to Records

Enclosure

66-3286 Sub B

66-3286-1569

1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5336D
1 - Mr. [redacted] Room 5336F
2 - Miss [redacted] Room 5447
(1 - Division Manual Control Folder)
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - 66-19198 (MAOP)

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b7C

WS:ws (9)

(CONTINUED - OVER)

RECORDED COPY FILED IN 66-19198-434

H. Arnold Room 5447

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw

Memorandum from J. V. DeSarno to Mr. Baugh, dated 1/9/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

Required contact was made with the Manuals Desk, Field Services Information Unit, Field Information Support Section, Information Resources Division (IRD), for necessary coordination and assistance prior to the preparation of this memorandum.

CHANGED TEXT

MAOP, Part II, Section 2-4.5.2 (4)(a), delete and substitute the following:

(4) Auxiliary Office Files:

(a) Auxiliary office files in the following classifications may be destroyed one (1) year after RUC'd, or one year from the date of the last relevant communication, whichever is later, **AND AFTER OBSERVANCE OF THE FOREGOING RESTRICTIONS/INSTRUCTIONS**:

Classifications:

1, 2, 4, 5, 6, 7, 8, 9, 10, 11,
12, 13, 14, 15, 16, 17, 18, 19, 20, 21,
22, 23, 24, 25, 26, 27, 28, 29, 30, 31,
32, 33, 34, 35, 36, 38, 39, 40, 41, 42,
43, 44, 45, 46, 47, 48, 49, 51, 52, 53,
54, 55, 56, 57, 58, 59, 60, 64, 65, 68,
69, 70, 71, 72, 73, 74, 75, 76, 78, 79,
82, 83, 84, 85, 86, 87, 88, 89, 90, 91,
93, 95, 96, 97, 98, 99, 100, 102, 103, 104,
105, 106, 107, 108, 110, 111, 112, 113, 114, 115,
117, 119, 120, 122, 125, 129, 131, 135, 136, 139,
141, 142, 143, 144, 145, 146, 147, 148, 149, 152,
153, 154, 155, 156, 157, 158, 159, 160, 162, 164,
165, 166, 167, 168, 169, 171, 172, 173, 174, 176,
177, 178, 179, 180, 181, 182, 183, 184, 185, 186,
187, 188, 191, 192, 193, 194, 195, 196, 197, 198,
199, 200, 201, 202, 203, 204, 206, 207, 208, 209,
210, 213, 214, 215, 216, 217, 218, 219, 220, 221,
222, 223, 224, 225, 226, 227, 228, 229, 230, 231,
232, 233, 234, 235, 236, 237, 238, 239, 240, 241,
242, 244, 245, 246, 247, 248, 249, 250, 251, 252,
253, 255 256, 257, 258, 262, 264, 265, and 266

(CONTINUED - OVER)

Memorandum from J. V. DeSarno to Mr. Baugh, dated 1/9/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

MAOP, Part II, Section 2-4.5.2 (6), delete and substitute the following:

(6) Zero "0" Files: Zero "0" files in classifications one (1) through two hundred seventy-nine (279), exclusive of classifications 192, 214, 258, 261, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, and 279, may be destroyed when (3) years old or when all administrative needs have been met, whichever is later. Prior to destruction, Zero "0" file material must be reviewed and any policy material identified transferred to the corresponding Double Zero "00" file for permanent retention.

MAOP, Part II, Section 2-4.5.2 (12), delete and substitute the following:

(12) Auxiliary Office (FBIHQ is origin) case files in the following classifications may be destroyed if closed for twenty (20) years or longer after a determination has been made that none of the foregoing restrictions are applicable:

Classifications:

37, 77, 118, 121, 124, 126, 127, 128, 130,
132, 133, 138, 140, 151, 161, 259, and 260

MAOP, Part II, Section 2-4.5.12, insert the following:

(35) Foreign National Field Office Control Files - Records pertaining to the movement of foreign nationals to and from the United States. Control files only; Field Office investigative case files are to be retained/destroyed commensurate with the disposition authority applicable to the specific case file classification wherein the material is maintained.

(36) Equal Employment Opportunity (EEO) Control Files - General correspondence, copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, any pertinent later legislation and EEO Committee meeting records (including minutes and reports).

(CONTINUED - OVER)

Memorandum from J. [redacted] DeSarno to Mr. Baugh, dated 1/9/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

MAOP, Part II, Section 2-4.5.12, insert the following:

(37) Volumes of letters, often from chronic letter writers, which do not require acknowledgement. Correspondence is nonspecific, frequently incoherent, and contains no data of interest to the FBI or any other agency.

MAOP, Part II, Section 2-4.5.13, insert the following:

(10) Original Agent File Review Sheets (FD-271) maintained for inspection purposes,

(11) Pending Transcription Workload and Delinquency Report (FD-703)

clarified per 5/4/94 airtel re Black Agent Settlement Agreement and

MAOP, Part II, Section 2-4.5.23 (11), delete and substitute the following:

(11) Stop Notice cards and correspondence received by Field Offices requesting affirmative action in connection with Stop Notices placed with Immigration and Naturalization Service (INS) and Bureau of Prisons (BOP) maintained in administrative file (if no case file exists) when Stop Notices have been canceled or expire.

MAOP, Part II, Section 2-4.5.23 (12), delete.

MAOP, Part II, Section 2-4.5.23, insert the following:

(16) Field Office Special Surveillance Group (SSG) Daily Worksheets - Control files which have been arranged in monthly volumes and workshift for the purpose of gathering and maintaining statistics used for administrative purposes.

(17) Weekly Press Summary File (WPSF)/National Periodical Summary File (NPSF) - Volumes of copies of newspaper articles from various national/international newspapers (WPSF) and periodicals (NPSF). Material is furnished to Field Offices and Legal Attaches by the Office of Congressional and Public Affairs, FBIHQ, for informational/reference purposes only. Retention by the Field Office or Legal Attaches is optional.

MAOP, Part II, Section 2-4.5.24, delete.

(CONTINUED - OVER)

Memorandum from J. V. DeSarno to Mr. Baugh, dated 1/9/95
RE: Proposed Change In Manual of Administrative Operations and Procedures (MAOP)
66-19198

MAOP, Part II, insert the following:

2-4.5.29 Files To Be Destroyed Upon Notification From FBIHQ

(1) Office of Professional Responsibility (OPR) case files maintained by Field Offices may be destroyed upon receipt of notification from Administrative Summary Unit, Personnel Division, FBIHQ, that the OPR matter has been resolved.

INDEX

The index of the MAOP should be changed to reflect the following underlined information:

Agent File Review Sheets (FD-271)	2-4.5.13(10)
Bureau of Prisons Stop Notices	2-4.5.23(11)
Chronic Letter Writer Files	2-4.5.12(37)
Control Files	
Equal Employment Opportunity	2-4.5.12(36)
Foreign National - Field Office	2-4.5.12(35)
Equal Employment Opportunity Control Files	2-4.5.12(36)
Field Office Special Surveillance Group Daily Worksheets	2-4.5.23(16)
Foreign National Field Office Control Files	2-4.5.12(35)
Immigration and Naturalization Service (INS) Stop Notices	2-4.5.23(11)
National Periodical Summary Files	2-4.5.23(17)
Office of Professional Responsibility (OPR) Matters - Field Office	2-4.5.29(1)
Pending Transcription Workload/Delinquency Reports (FD-703)	2-4.5.13(11)

(CONTINUED - OVER)

Memorandum from J. [redacted]. DeSarno to Mr. Baugh, dated 1/1/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

Stop Notices	
Bureau of Prisons (BOP)	2-4.5.23(11)
Immigration and Naturalization Service (INS)	2-4.5.23(11)
Weekly Press Summary Files	2-4.5.23(17)

RECOMMENDATION: That upon approval of the above manual changes, this memorandum and the attached SAC Memorandum be forwarded to the Manual Desk for handling.

APPROVED:

Director _____
Deputy Director _____

Crim. Inv. _____ Laboratory _____ Off. of EEO
Crim. Jus. Info. Servs. _____ Legal Counsel _____ Affairs _____
National Sec. _____ Off. of Public
Finance _____ Personnel _____ & Cong. Affs. _____
Info. Res WEB INT Training _____
Inspection _____

Memorandum

Dep. Dir._____
ADD Adm._____
ADD Inv._____
Asst. Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Info.Mgnt._____
Insp._____
Intell._____
Lab._____
Legal Coun._____
Tech. Servs._____
Training_____
Cong. Affs. Off._____
Off. of EEO_____
Off. Liaison & Int. Affs._____
Off. of Public Affs.___
Telephone Rm._____
Director's Office____

To : Mr. Baugh

Date 5/1/95

From : J. V. DeSarno

Subject : DESTRUCTION OF BUREAU RECORDS

Reference J. V. DeSarno memorandum to Mr. Baugh, dated 11/1/94, captioned as above.

PURPOSE: To advise of the receipt of an approved "Request For Records Disposition Authority" form (SF-115) from the National Archives and Records Administration (NARA) which sets the disposition authority for files and records pertaining to the Violent Crime Apprehension Program (VICAP) of the National Center for the Analysis of Violent Crime (NCAVC).

RECOMMENDATION: None. For information only.

APPROVED:	Crim. Inv.	Info. Res.	Training
	Crim. Jus. Info. Servs.	Inspection	Office of EEO Affairs
Director	Finance	Laboratory	
Deputy Director	Gen. Counsel	National Sec.	Office of Public & Cong. Affairs
		Personnel	

DETAILS: Referenced memorandum set forth the details pertaining to the appraisal, by NARA representatives, of files and records dealing with research in the investigations of serial killings and other violent crimes such as kidnapping, child molestation and rape are maintained in the NCAVC at the FBI Training Academy in Quantico, Virginia, for which no disposition authority had been previously granted.

Enclosure

66-3286
ENCLOSURE

66 - 3286 - 1570

1 - Mr [redacted] Quantico
(Attn: Mr. [redacted]
1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5336D
1 - Mr. [redacted] Room 5336F
1 - Mrs [redacted] Room 4933
1 - Mrs [redacted] Room 4933

b6
b7C

WS:ws (7)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCB/gmw

Memorandum from J. V. DeSarno to Mr. Baugh dated 5/1/95
RE: Destruction Of Bureau Records
66-3286

The FBI Records Disposition Schedule contained no disposition authority for VICAP/NCAVC records. Therefore, NARA was requested to provide official disposition authority for this material to ensure that retention is commensurate with archival requirements for retention of official government records.

The enclosed SF-115, dated 4/17/95, bearing NARA Job Number N1-65-94-02 and the signature of the Acting Archivist of the United States, sets the disposition authority for the VICAP/NCAVC material. The approved disposition authority will be incorporated into the FBI Records Retention Plan.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER N1-65-94-2

DATE RECEIVED 12-13-1994

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 4-17-95

ARCHIVIST OF THE UNITED STATES Trudy Huskamp Peters (acting)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION
Information Resources Division [IRD]

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE
202-324-6903

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/1/94		Archival Specialist, IRD, FBI

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	VIOLENT CRIME APPREHENSION PROGRAM [VICAP] NATIONAL CENTER FOR THE ANALYSIS OF VIOLENT CRIME [NCAVC] FBI TRAINING ACADEMY - QUANTICO, VIRGINIA Files and records dealing with research in the investigations of serial killings and other violent crimes such as kidnapping, child molestation and rape. These records are maintained in the NCAVC and consist of initial requests for NCAVC assistance from local law enforcement officials, local police department reports, FBI investigative reports, research projects, profiling / consultation results, evidence submitted, photographs, autopsy reports, case records, news clippings, liaison between the FBI and law enforcement officials, and any other correspondence related to the case. In accordance with agreements negotiated between the NCAVC and the local law enforcement officials, no information will be given to any other government agency and NCAVC will return or destroy the portions of the NCAVC files submitted by the local authorities when FBI investigative / administrative use has been exhausted. Requested dispositions for VICAP records [Classification 252] maintained at the NCAVC are as follows: 66-3286-1570		

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/15/03 BY AUC 60290 BCE/DCQ/ymm

ENCLOSURE

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

1] CONTROL FILES

Administrative files consisting of requests for assistance from the NCAVC and the acknowledgements by the NCAVC. The requests are arranged by State and thereunder sequentially.

DESTROY when 50 years old

2] CASE FILES

Case files document the assistance provided by the NCAVC and the FBI on individual requests assistance from other law enforcement offices. Case files are aranged by Universal Case File Number [UCFN].

A] Case files corresponding to FBIHQ case files with 7 or more serials

PERMANENT: Transfer to NARA when 50 years old

NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities

B] Case files corresponding to Office of Origin case files with 10 or more serials

PERMANENT: Transfer to NARA when 50 years old

NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities

C] All other case files

DESTROY when 50 years old

3] ENCLOSURES BEHIND FILES [EBFs] / BULKY EXHIBITS

Textual and Non-Textual materials that are too voluminous to be incorporated as part of the case file and consequently are maintained separately. These materials are assigned UCFNs corresponding to the case file UCFN.

DISPOSE of in accordance with the related case file EXCEPT for materials submitted by local law enforcement authorities, which will either be returned to the contributors or destroyed

NOTE: All EBFs / Bulkies which relate to permanent case files but which NARA determines do not have sufficient value to warrant archival retention will be destroyed at the time of transfer

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

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National Archives and Records Administration
NARA-362

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b7C

Mr. [redacted]
Acting Records Officer
Federal Bureau of Investigation
Room 5356
10th + Pennsylvania Ave, NW
Wash, DC 20535

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/15/03 BY AUC 60280 BCE/DCG/ymw

303

(Typed February 13, 1995)

PERSONAL ATTENTION

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

RE: SPECIAL AGENT CAREER BOARDS
DESTRUCTION OF RECORDS
@Destruction of Field Files and Records

Approval has been granted by the National Archives and Records Administration for the destruction of documentation and records of Special Agent career boards. Minimum time for retention of field and FBIHQ career board documentation and recordings is six years after final determination of the career board, with a provision that any documentation and recording of career board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time.

Louis J. Freeh
Director

ENCLOSURE
66-3286-1571

66-3286
1 - Mr. Potts
1 - Mr. Coyle (Division Manual Control Folder)
1 - Manuals Desk
1 - 66-19198 (MAOP)
1 - 67-739676
1 - Mrs. Jung
EVM (8)

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DATE 10/15/03 BY AUC 60290 BCE/DCG/ym

Memorandum

#380

302

To : Mr. Coyle Date 2/13/95

From : Christine M. Jung, Administrator
Executive Development and Selection Program

Subject : PROPOSED CHANGES IN MANUAL OF
ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)
& Destruction of Field Files and Records

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

PURPOSE: To recommend the attached changes in MAOP be made to reflect approved policy in the Executive Development and Selection Program.

RECOMMENDATION: That upon approval of this manual change and attached SAC Memorandum, this memorandum be forwarded to the Manuals Desk for appropriate handling.

APPROVED:

Director	Crim. Inv.	Laboratory	Off. of EEO Affairs
	Crim. Jus. Info. Servs.	Legal Counsel	
		National Sec.	Off. of Public & Cong. Affs.
	Finance	Personnel	
Deputy Director	Info. Res.	Training	
	Inspection		

2/13/95

DETAILS:

REASON FOR CHANGE

The reason for the submission of attached manual change is to reflect the approval of a records disposition authority from the National Archives and Records Administration.

3rd Memo dtd & handled

Enclosure

ENCLOSURE
66-3286
1 - Mr. Potts
1 - Mr. Coyle (Division Manual Control Folder)
1 - Manuals Desk
1 - 66-19198 (MAOP)
1 - 67-739676
1 - Mrs. Jung

66-3286-1572

EVM (7)

CONTINUED - OVER

5447

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Manual Revised

RECORDED COPY FILED IN 66-19198-437

Memorandum from Administrator, EDSP to Mr. Coyle
RE: Proposed Changes in Manual of
Administrative Operations and Procedures (MAOP)

CHANGED TEXT
PART 1 SECTION 3

3-3.1 Add:

(4) Minimum time for retention of field and FBIHQ career board documentation and recordings is six years after final determination of the career board, with a provision that any documentation and recording of career board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time.

SAC MEMORANDUM

SAC memorandum attached.

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

May 5, 1995

Destruction of Field Files and Records

Mr. James Hastings
Director
Records Appraisal Disposition Division
Attention: NIR
National Archives Records Administration (NARA)
8601 Adelphi Road
College Park, Maryland 20740

Dear Mr. Hastings:

The purpose of this letter is to request an amendment to NARA Job N1-65-90-01, which granted, to the Federal Bureau of Investigation (FBI), disposition authority for fingerprint records, jackets containing fingerprint cards, rap sheets and related material, alphabetical name indices, which were generated in connection with the arrest of individuals or background investigations of military personnel and certain Federal civilian job applicants.

Item 2 of NARA Job N1-65-90-01 authorized the transfer of automated criminal history record information of individuals including notations of arrests, court/custody information and personal descriptive data when the records indicate that the individual has reached 80 years of age or if 7 years have elapsed since notification of individual's death. Authorized transfer also included the data system codebooks and record layouts

66-3286

66-3286-1573

MAILED 33
MAY 0 8 1995
FBI

1 - Mr. Pomerantz, Room 11861
1 - Mr. [redacted] Room 11854
1 - Ms. [redacted] Room 9904
1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5336D
1 - Mr. [redacted], Room 5336F
1 - Mrs [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - 66F-HQ-1018042

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Dep. Dir. ____
Chief of Staff ____
Off. of Gen. Counsel ____
Asst. Dir.: ____
Crim. Inv. ____
CJIS ____
Finance ____
Info. Res. ____
Insp. ____
Lab. ____
National Sec. ____
Personnel ____
Training ____
Off. of EEOA ____
Off. of Public & Cong. Affs. ____
Director's Office ____

WS:ws (11)

5/8/95

MAIL ROOM

APPROVED: Crim. Inv. ____ Info. Res. JVD/B Training ____
Crim. Jus. Info. Servs. ____ Inspection ____ Office of EEO
Director ____ Finance ____ Laboratory ____ Affairs ____
Deputy Director ____ Gen. Counsel ____ National Sec. ____ Office of Public & Cong. Affairs ____
Personnel ____

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FBI/DOJ

RECORDED COPY FILED IN 66F HQ-1018042-2201

397

identifying the logical and physical structure if the data. Additionally, NARA Job N1-65-90-01 authorized the destruction of the hard-copy fingerprint cards, fingerprint minutiae and automated indices when the records indicate that the individual has reached 80 years of age or if 7 years have elapsed since notification of individual's death.

Based on recent requests made by fingerprint contributors as well as information gathered during a survey conducted by the FBI Criminal Justice Information Services (CJIS) Division (successor to the Identification Division), the CJIS Division is requesting that NARA amend Job N1-65-90-01 to extend the retention period from 80 years to 99 years of age. This amendment request is based on the following:

- Human longevity has increased;
- Older individuals are engaging in criminal acts;
- Individuals of an age greater than 80 years are applying for firearms purchases; and,
- Individuals of an age greater than 80 years are applying for a variety of licensing and employment

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If you have any questions, or need any assistance, you may contact Mr. [redacted] FBI Archives Specialist, telephone (202) 324-4844.

Your prompt consideration of this request would be greatly appreciated.

Sincerely yours,

/s/

James V. DeSarno, Jr.
Section Chief
Field Information Support Section

FD-36 (Rev. 11-17-88)

69

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 5/26/95

TO : DIRECTOR, FBI (66-3286 SUB B)
ATTN: [redacted] ROOM 4933

b6
b7C

FROM : SAC, NEW ORLEANS (66-2826)

SUBJECT : AUTHORITY TO TRANSFER FILES TO THE NATIONAL ARCHIVES AND RECORD ADMINISTRATION (NARA)
DESTRUCTION of Field Files AND RECORDS

The New Orleans Field Office has a Space Saver System for the storage of closed files. This system is maxed-out and closed files are being stacked on desk tops, and in additional open shelf cabinets scattered throughout the office. The overcrowding and lack of adequate storage space for closed files has placed a tremendous burden on our limited resources. We have recovered valuable space with the File Destruction Program; however, our need for additional space far exceeds the amount of feet recovered through file destruction.

New Orleans has identified and stamped certain field office Origin case files requiring retention for historical value. They occupy approximately 1200 linear feet of space within our Space Saver System. Transfer of these case files to the NARA will recover valuable office space and allow for the proper storage of closed files within this Division.

Therefore, New Orleans is requesting Bureau authority to transfer to the NARA, these field office case files previously identified and stamped for retention.

66-3286-1575

(3) - Bureau
1 - New Orleans
JLR:
(4)

Approved: MJG/Z Transmitted _____ (Number) _____ (Time) Per _____

ALL INFORMATION CONTAINED
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DATE 10/15/03 BY AUC 60290 BCE/DCG/gmw

Memorandum

Dep. Dir._____
ADD Adm._____
ADD Inv._____
Asst. Dir.:
Adm.Servs._____
Crim.Inv._____
Ident._____
Info.Mgmt._____
Insp._____
Intell._____
Lab._____
Legal Coun._____
Tech. Servs._____
Training_____
Cong. Affs. Off._____
Off. of EEO_____
Off. Liaison & Int. Affs._____
Off. of Public Affs._____
Telephone Rm._____
Director's Office_____

To : Mr. Baugh WEB 8/

Date 9/13/95

From : J. V. DeSarno JVD 8/

Subject : DESTRUCTION OF FIELD FILES AND RECORDS

PURPOSE: To advise of FBIHQ and Field Office progress in the captioned program.

RECOMMENDATION: None. For information only.

APPROVED: Director _____ Deputy Director _____

Crim. Inv. _____ Crim. Jus. Info. Servs. _____ Finance _____ Gen. Counsel _____

Info. Res. WEB 8/ Inspection _____ Laboratory _____ National Sec. _____ Personnel _____

Training _____ Office of EEO Affairs _____ Office of Public & Cong. Affairs _____

DETAILS: Resolution of the civil matter American Friends Service Committee, et. al. vs. William H. Webster, et al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and Field Office files and records having historical and/or research value.

During the period of 9/9/86 through 6/30/95, a total of 32,018.56 linear feet of obsolete FBIHQ files and records have been destroyed. Of this total, 7,607.00 linear feet of FBIHQ material was destroyed during the period of 1/1/95 through 6/30/95.

Enclosure

ENCLOSURE

66-3286 Sub B

66-3286-1576

ENCL BEHIND FILE

1 - IRD Front Office, Room 5829
1 - Mr. DeSarno/Mr. [redacted] Room 5336D
1 - Mr. [redacted] Room 5336F
1 - Miss [redacted] Room 5342
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933

b6
b7C

WS:ws (7)

(CONTINUED - OVER)

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DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw

Memorandum from J. V. DeSarno to Mr. Baugh dated 9/13/95
RE: Destruction of Field Files and Records
66-3286 Sub B

By Buairtel dated 12/14/87, all Field Offices were authorized to destroy Auxiliary Office (AO) files in numerous classifications, as well as the destruction of obsolete file and record material in a number of miscellaneous categories. In addition, by Buairtels dated 4/3/91, 11/6/91, 4/13/92 and 3/1/93, all Field Offices were authorized to destroy Office of Origin (OO) files in Classifications 1, 15, 42, 87, 88, and 91.

By Buairtel dated 7/12/95, all Field Offices were surveyed in order to determine the progress of the file destruction program. This survey (results attached) revealed that since 12/87, all field offices have destroyed a total of 84,068.90 linear feet of obsolete file and record material. Of this total, 859.92 linear feet of OO material and 2,467.08 linear feet of AO material (Total - 3,363.00 linear feet) was destroyed during the period of 1/1/95 through 6/30/95.

The attached Field Office file destruction survey lists separately the accomplishments of the Butte and Savannah Information Technology Centers and the Western Regional Computer Service Center in Pocatello. These accomplishments have been credited to the Field Offices which benefitted through the use of these three facilities.

NOTE: All Measurements Are In LINEAR FEET

FIELD OFFICE	"OO" DESTRUCTION 1/95 - 6/30	"AO" DESTRUCTION 1/95 - 6/95	TOTAL "OO" DESTRUCTION SINCE 4/91	TOTAL "AO" DESTRUCTION SINCE 12/87	TOTAL FIELD DESTRUCTION SINCE 12/87
ALBANY	20.48	00.00	378.06	741.19	1,119.25
ALBUQUERQUE	11.00	9.50	249.09	392.73	641.82
ALEXANDRIA	MERGED	with	WMFO	381.00	381.00
ANCHORAGE	00.00	3.90	10.54	269.32	279.86
ATLANTA *	32.17	149.88	407.21	900.87	1,308.08
BALTIMORE *	52.60	00.00	731.43	816.70	1,548.13
BIRMINGHAM	7.00	9.00	158.00	471.00	629.00
BOSTON *	00.00	3.50	73.00	1,077.50	1,150.50
BUFFALO	00.00	2.00	192.91	316.92	509.83
BUTTE FIELD	MERGED	with	SALT LAKE	19.00	19.00
CHARLOTTE	33.40	35.75	293.01	405.37	698.38
CHICAGO	84.00	00.00	374.00	965.58	1,339.58
CINCINNATI	00.00	16.90	341.50	606.56	948.06
CLEVELAND	00.00	63.00	185.62	617.86	803.48
COLUMBIA	25.08	45.16	700.56	412.90	1,113.46
DALLAS	00.00	55.00	380.25	773.66	1,153.91
DENVER	00.00	00.00	274.00	898.50	1,172.50
DETROIT *	00.00	25.92	2,378.00	1,242.92	3,620.92
EL PASO	00.00	00.00	79.00	392.00	471.00
HONOLULU	27.00	00.00	119.00	685.16	804.16
HOUSTON *	6.02	40.21	266.51	1,169.84	1,436.35
INDIANAPOLIS *	00.00	5.00	305.54	389.50	695.04
JACKSON	232.00	00.00	407.00	255.04	662.04
JACKSONVILLE	5.00	60.00	255.50	724.50	980.00
KANSAS CITY	12.00	43.00	207.00	608.75	815.75
KNOXVILLE	4.00	8.00	469.38	456.92	926.30
LAS VEGAS	10.00	60.00	166.00	697.00	863.00
LITTLE ROCK	00.00	25.32	141.80	856.09	997.89

"OO" = OFFICE OF ORIGIN
"AO" = AUXILIARY OFFICE

* FIELD OFFICES ASSISTED BY SAVANNAH - ITC
** FIELD OFFICES ASSISTED BY WRCSC - POCATELLO
*** FIELD OFFICES ASSISTED BY BUTTE - ITC

NOTE: All Measurements Are In LINEAR FEET

FIELD OFFICE	"OO" DESTRUCTION 1/95 - 6/95	"AO" DESTRUCTION 1/95 - 6/95	TOTAL "OO" DESTRUCTION SINCE 4/91	TOTAL "AO" DESTRUCTION SINCE 12/87	TOTAL FIELD DESTRUCTION SINCE 12/87
LOS ANGELES	00.00	37.50	356.16	826.44	1,182.60
LOUISVILLE	3.00	6.00	436.33	471.56	907.89
MEMPHIS	00.00	29.66	159.57	422.39	581.96
MIAMI *	00.00	00.00	253.16	1,073.50	1,326.66
MILWAUKEE	8.00	28.00	83.00	573.61	656.61
MINNEAPOLIS	9.00	7.00	214.00	1,095.00	1,309.00
MOBILE	00.00	10.00	121.00	224.17	345.17
NEWARK	6.00	123.00	595.00	1,353.00	1,948.00
NEW HAVEN	6.16	10.08	41.34	508.43	549.77
NEW ORLEANS	00.00	34.00	315.75	426.91	742.66
NEW YORK CITY	69.00	827.00	3,272.00	23,278.00	26,550.00
NORFOLK	7.00	17.00	67.00	413.00	480.00
OKLAHOMA CITY	36.00	27.00	312.35	609.46	921.81
OMAHA	00.00	12.50	309.00	1,338.50	1,647.50
PHILADELPHIA *	29.25	60.58	453.50	1,273.58	1,727.08
PHOENIX	19.00	6.50	393.50	1,079.50	1,473.00
PITTSBURGH	24.00	19.00	328.00	1,619.00	1,947.00
PORTLAND	18.00	64.00	349.50	514.50	864.00
RICHMOND	00.00	17.00	531.00	561.00	1,092.00
SACRAMENTO ***	45.39	138.35	264.62	1,735.39	2,000.01
ST. LOUIS	7.00	25.00	225.48	829.23	1,054.71
SALT LAKE CITY	2.50	9.00	490.89	528.31	1,019.20
SAN ANTONIO	00.00	90.33	82.50	761.93	844.43
SAN DIEGO	00.00	43.00	229.81	825.75	1,055.56
SAN FRANCISCO **	8.87	71.07	512.52	553.16	1,065.68
SAN JUAN	00.00	6.50	210.37	434.42	644.79
SAVANNAH FIELD	MERGED	with	ATLANTA	412.00	412.00
SEATTLE ***	00.00	21.00	164.00	728.88	892.88

"OO" = OFFICE OF ORIGIN
"AO" = AUXILIARY OFFICE

* FIELD OFFICES ASSISTED BY SAVANNAH - ITC
** FIELD OFFICES ASSISTED BY WRCSC - POCATELLO
*** FIELD OFFICES ASSISTED BY BUTTE - ITC

NOTE: All Measurements Are In LINEAR FEET

FIELD OFFICE	"OO" DESTRUCTION 1/95 - 6/95	"AO" DESTRUCTION 1/95 - 6/95	TOTAL "OO" DESTRUCTION SINCE 4/91	TOTAL "AO" DESTRUCTION SINCE 12/87	TOTAL FIELD DESTRUCTION SINCE 12/87
SPRINGFIELD	00.00	55.00	306.50	402.00	708.50
TAMPA	00.00	11.00	147.00	380.79	527.79
WASHINGTON *	00.00	00.00	3.25	499.10	502.35
TOTAL DESTRUCTION	859.92	2,467.08	20,772.01	63,296.89	84,068.90
WRCSC - POCATELLO	8.87	54.16	456.19	412.33	868.52
SAVANNAH - ITC	19.67	130.83	830.67	3,550.24	4,380.91
BUTTE - ITC	42.14	59.85	324.99	264.01	589.00

"OO" = OFFICE OF ORIGIN
"AO" = AUXILIARY OFFICE

* FIELD OFFICES ASSISTED BY SAVANNAH - ITC
** FIELD OFFICES ASSISTED BY WRCSC - POCATELLO
*** FIELD OFFICES ASSISTED BY BUTTE - ITC

Memorandum

#456

To WEB/AM Mr. Baugh Date 8/28/95

From : Mr. V. DeSarno

Subject : PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

PURPOSE: To place in MAOP additional instructions regarding the destruction of field files and records and delete from MAOP instructions rendered obsolete by the FBI Records Disposition Schedule (The Schedule).

DETAILS:

REASON FOR CHANGE

Additional disposition authority is being granted in order to permit destruction of Field Office files and records in the auxiliary office and miscellaneous categories, outlined herein, after observance of the indicated restrictions:

In addition, provisions of The Schedule have rendered some previously authorized file destruction instructions obsolete. Consequently, new guidelines and instructions have been established. The new instructions and guidelines are being placed in the MAOP and obsolete instructions are being deleted.

manual revised

Enclosure

1-ENCLOSURE
66-3286 Sub B

1 - IRD Front Office, Room 5829
1 - Mr. DeSarno, Room 5336D
1 - Mr. [redacted] Room 5336F
2 - Miss [redacted] Room 5447
(1 - Division Manual Control Folder)
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933
1 - 66-19198 (MAOP)

b6
b7C

66-3286-1577

WS:ws (9)

(CONTINUED - OVER)

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DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw

RECORDED COPY FILED IN 66-19198-492

Memorandum from J. V. DeSarno to Mr. Baugh, dated 8/28/95
RE: Proposed Change In Manual of Administrative Operations and Procedures (MAOP)
66-3286 Sub B

Required contact was made with the Manuals Desk, Field Services/Information Policy Unit, Field Information Support Section, Information Resources Division (IRD), for necessary coordination and assistance prior to the preparation of this memorandum.

CHANGED TEXT

MAOP, Part II, Section 2-4.5.9 (1), delete and substitute the following:

~~(1)~~ Confidential Voucher Matters - Field Office files containing voucher records processed as Direct Advance Vouchers or through the Third Party Draft system including, but not limited to supporting documents, such as Draft Request Forms (FD-794), receipts, cancelled checks, bank statements, check stubs, and bank passbooks.

MAOP, Part II, Section 2-4.5.12, insert the following:

(38) Vouchers Matters - Field Office files containing voucher records which have been forwarded to FBIHQ for payment.

MAOP, Part II, Section 2-4.5.15 (2), delete and substitute the following:

(2) Supply Management Matters - Files containing original correspondence relating to supply requirements and procurement matters submitted for internal supply management operation and administration, exclusive of that original material which has been incorporated into investigative case files, or that material which has been forwarded to FBIHQ.

MAOP, Part II, Section 2-4.5.15 (4), delete and substitute the following:

(4) Inventory/Requisition Matters - General files containing requisitions, inventory lists and inventory cards for supplies and equipment necessary to supplement and/or maintain current inventory, exclusive of that material which has been incorporated into specific investigative case files, or that material which has been forwarded to FBIHQ.

(CONTINUED - OVER)

Memorandum from J. [redacted]. DeSarno to Mr. Baugh, dated 8/28/95
RE: Proposed Change In Manual of Administrative Operations and Procedures (MAOP)
66-3286 Sub B

MAOP, Part II, Section 2-4.5.15 (8), delete.

MAOP, Part II, Section 2-4.5.15, insert the following:

(11) Career Board Documentation/Records for Support Personnel.

MAOP, Part II, Section 2-4.5.29, insert the following:

(2) Case files which have been stamped with OCIS/ISIS/IIS/TIS notations. Destroy Office of Origin case files in accordance with destruction authority granted by FBIHQ. Auxiliary Office case files may be destroyed after a determination has been made that none of the foregoing restrictions are applicable.

INDEXING

Confidential Voucher Field Files	2-4.5.9 (1)
Voucher Field Files	2-4.5.12 (38)
Supply Management Field Files	2-4.5.15 (2)
Inventory Requisition Field Files	2-4.5.15 (4)
Career Board Documentation Support Personnel	2-4.5.29 (2)

SAC MEMORANDUM

No SAC Memorandum is necessary. These disposition authorities were communicated to the field by Buairtel dated 7/19/95, captioned "Destruction of Field Files and Records - National Archives and Records Administration (NARA) - Appraisal of FBIHQ and Field Office Records".

RECOMMENDATION: That upon approval of the above manual changes, this memorandum be forwarded to the Manual Desk for appropriate handling.

APPROVED:

Director	Crim. Inv.	Info. Res.	Training
Deputy Director	Crim. Jus. Info. Servs.	Inspection	Office of EEO Affairs
	Finance	Laboratory	
	Gen. Counsel	National Sec.	Office of Public & Cong. Affairs
		Personnel	

0-9 (Rev. 8-16-79)

Archives Subunit
Records/Information Policy
Unit
FISS

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ **DATE:** 7/19/95

FROM: Director, FBI (66-3286 Sub B)

TO: All SACs
Butte Information Technology Center (BITC)
Savannah Information Technology Center (SITC)

DESTRUCTION OF FIELD FILES AND RECORDS -
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

As the result of inquiries received from several Field Offices, FBIHQ sought clarification of disposition authorities, previously approved by NARA, which permits destruction of six categories of miscellaneous Field Office records.

NARA has responded and upon receipt of this communication, you are authorized to destroy this material as follows:

(1) Supply Management Matters - Files containing original correspondence relating to supply requirements and procurement matters submitted for internal supply

1 - Mr. Potts, Room 7142
1 - Each Assistant Director

1 - Mr. Collingwood, Room 7240
1 - Mr. Perez, Room 7901
1 - Mr. [redacted], Room 7427
1 - Mr. [redacted] Quantico
1 - Mr. [redacted] Room 7176
1 - Mr. [redacted] Room 7176
1 - Miss [redacted], Room 7176
1 - Ms. [redacted] Room 7176
1 - Ms. [redacted], Room 7176

(1) - Manuals Desk, Room 5447
1 - Mr. [redacted] Room 5845
1 - Dr. [redacted] Room 5634
1 - Mr. DeSarno, Room 5336D
1 - Mr. Hartingh, Room 5849
1 - Mr. [redacted] ERF
1 - Mr. [redacted] Room 6296
1 - Mr. [redacted] Room 1334
1 - Mr. [redacted] Room 5336F
1 - Mrs. [redacted], Room 4933
1 - Mrs. [redacted], Room 4933

b6
b7C

WS:ws (149)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw

file work
review
4/[illegible]

66-3286-1577
ENCLOSURE

management operation and administration, exclusive of that original material which has been incorporated into investigative case files.

DISPOSITION: Destroy when 2 years old or when all administrative needs have expired, whichever is later.

(2) Inventory Requisition Matters - General files containing requisitions, inventory lists and inventory cards for supplies and equipment necessary to supplement and/or maintain current inventory, exclusive of that material which has been incorporated into specific investigative case files.

DISPOSITION: Destroy when 2 years old or when all administrative needs have been met, whichever is later.

(3) Case files which have been stamped with OCIS/ISIS/IIS/TIS notations.

DISPOSITION: Destroy Office of Origin case files in accordance with destruction authority granted by FBIHQ and Auxiliary Office case files in accordance with the provisions of the Manual of Administrative Operations and Procedures (MAOP).

(4) Career Board Documentation/Records for Support Personnel

DISPOSITION: Destroy when 2 years old after completion of personnel action or when all administrative needs have been met, whichever is later.

(5) Voucher Matters - Field Office files containing voucher records which have been forwarded to FBIHQ for payment.

DISPOSITION: Destroy when 3 years old or when administrative needs have expired, whichever is later.

(6) Confidential Voucher Matters - Field Office files containing voucher records processed as Direct Advance Vouchers or through the Third Party Draft system including, but not limited to supporting documents, such as Draft Request Forms (FD-794) receipts, cancelled checks, bank statements, check stubs, and bank passbooks.

DISPOSITION: Destroy when 6 years/3 months old or when administrative needs have expired, whichever is later.

All offices should ensure that statistics are maintained for record material destroyed.

Manual changes forthcoming.

(03/31/95)

677

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE **Date:** 11/01/1995

To: DIRECTOR, FBI **Attn:** [redacted]
Acting Unit Chief
Field Services/Information
Policy Unit,
Field Information Support
Section, IRD, Room 5336-D

From: BUTTE INFORMATION TECHNOLOGY CENTER (BITC)
Contact: [redacted] b6 b7C

Approved By: [redacted]

Drafted By: cjs

File Number(s): 66-3286 Sub B

Title: DESTRUCTION OF FIELD FILES AND RECORDS
INFORMATION TECHNOLOGY CENTER (ITC)
BUTTE, MONTANA

Synopsis: The Butte ITC has completed file destruction for the Sacramento Division.

Administrative: Reference Bureau airtel to Sacramento and Butte ITC, dated 4/29/94.

Details: On 10/23/95, the Butte ITC forwarded four boxes of files to the Sacramento Division, which consisted of auxiliary office UCFN files. It should be noted that this completes the destruction of files for Sacramento as Sacramento now has employees in their office to assist in file destruction.

If you have any questions regarding this matter, please contact Butte ITC Archives Technician [redacted] b6 b7C at 406-496-3824.

66-C3286-1578

◆◆

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Skaggs

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/15/03 BY ANC 60290 BCE/DCG/ymw

DATE: 3/6/80

FROM :

b6
b7C

SUBJECT: DESTRUCTION OF BUREAU RECORDS Properly

PURPOSE: To provide information and justification for continued destruction of records maintained by Confidential Subunit, Voucher and Payroll Section, Administrative Services Division.

DETAILS: The records in question consist of blue slips (FD-37 and FD-536), FD-221s, receipts, etc., which support Bureau expenditures of a confidential nature, which due to their sensitive and classified nature have historically been isolated from the vouchers (SF 1012 and SF 1129) which support the expenditure of Bureau appropriated funds. These documents have received limited audit by GAO in the past.

In 1954, due to storage problems, authority to microfilm blue slips and supporting documents over five years of age, and destroy the original documents, was requested and obtained from National Archives and Records Service (NARS). The microfilm project was commenced and in 1957 discontinued due to an adverse court decision wherein original documents were not produced.

In 1974, due to security and storage problems, it was again recommended and approved that microfilming of blue slips and supporting documents be commenced inasmuch as photostatic copies would be appropriated for court purposes. Approval to destroy those blue slips and supporting documents previously microfilmed was also granted at that time.

In 1975-76, during destruction of the original documents previously microfilmed, it was noted that an appropriate index for retrieval purposes had not been established and it was virtually impossible to retrieve specific documents from microfilm records. At that time, it was also determined that an approximate outlay of $75,000.00 for appropriate retrieval equipment in addition to the outlay of extensive employee time to prepare, microfilm, index, and store approximately 1,000,000 documents would be necessary to

BD:ekw (3)
ekw

66-3286-1579
66-A 3286

bring the project up to date. Further, an additional annual outlay of employee time would be required to keep the project current.

In 1977, after closer examination of the documents in question and conferences with NARS personnel, it was determined that these documents were technically nothing more than supporting documentation for the expenditure of Bureau appropriated funds, were appropriate for destruction under General Records Schedule (GRS) 6 and had the documents not been historically isolated due to the sensitive and classified nature of same, would have been destroyed in accordance with GRS 6. It sh ould be noted that each individual payment is manually recorded in a set of ledger records, which records are being retained on a permanent basis for use in production of notorized tabulations of payments if such information is requested for court purposes.

Original blue slips, FD-22ls, receipts, etc., covering confidential payments through fiscal year 1968 have been destroyed in accordance with authority contained in GRS 6. Records for 1969 fiscal year were due for destruction on 11/1/79; however, destruction of same has been held in abeyance pending final resolution of the injunction issued on 1/10/80 regarding destruction of records.

In view of the nature of the documents in question and inasmuch as information contained therein is available from other sources, destruction of these documents in accordance with GRS 6 is appropriate.

RECOMMENDATION: For information.

(12/31/1995)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE **Date:** 07/30/1996

To: Information Resources

From: Information Resources
FISS/FSU/5336F
Contact: [redacted], ext. 4770

Approved By: [redacted]

b6
b7C

Drafted By: [redacted] mdw

Case ID #: 66-HQ-3286

Title: DESTRUCTION OF BUREAU RECORDS

Synopsis: To forward the attached "Request for Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for files and records pertaining to the Special Service Contact (SSC).

Enclosures: The attached SF-115 be forwarded to NARA for appropriate action.

Details: The Special Service Contact program were prominent individuals who volunteered their services to the FBI during periods of emergency. The program was discontinued in April 1945, but reinstitutes in July 1950 following the outbreak of the Korean War. The program was eliminated on April 4, 1955, as part of an effort to streamline FBI operations. Special Service contacts were not paid for their services. Case files on Special Service contact are maintained at FBI Headquarters. They are placed in classification 67 (Personal Matters) since that classification was maintained alphabetically.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw
#03-R0762

HQ 66-C3286-1580

To: Information Resources From: Information Resources
Re: 66-HQ-3286, 07/30/1996

The files that deals with policy and major program decisions involving the SSC consist of 11 sections and is approximately one cubic foot. The SSC files that are maintained alphabetically consist of 100 files and approximately 4 - 6 cubic feet. Therefore, NARA is being requested to provide official disposition. The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

CC: 1 - IRD Front Office, Room 5829
1 - Mr. [redacted] Room 5336D
1 - Ms. [redacted] Room 5336F
1 - Mrs. [redacted] Room 5971F
1 - Mrs. [redacted] Room 4933
1 - Mrs. [redacted] Room 4933

b6
b7C

♦♦

FBI File No. 66-HQ-3286 Destruction of Bureau Records
June Mail - Section 1

Mr. Callahan 1-17-56

A. H. Newman

Destruction of booklets and pamphlets

Several years ago the Laboratory stored in our Gun Vault two boxes of booklets and pamphlets entitled Instructions for the Installation of Telephone Taps and Bell System Practices. The latter booklet consists of four volumes each.

These items have been stored for the last three years or longer and have never been referred to or requested by anyone in the Bureau.

It is requested that permission be granted to destroy these booklets and pamphlets.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-6-82 BY SP4 EJW/gHK

66-3086

NOT RECORDED
145 JAN 27 1956

amn:lwl
(3)

6 FEB 7 1956

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 11, 1956

JUNE

FROM : SAC, Miami (31-2654)

SUBJECT: GERTRUDE WALSH, Was., ETAL;
WSTA.

Bureau records will reflect that during the 1937-38 Winter Season telephone taps were maintained for varying periods at Miami on the following:

LILLIAN LEWIS, 35 N.W. 7th Street, 2-2407;
RAE MURRAY, 716 N. Miami Avenue, 3-2791;
GERTRUDE WALSH, 1401 N.W. 22nd Avenue,
4-4544 and 4-9151;
TOMMIE DARLEY, 71 N.E. 8th Street, 3-4891;
JEAN ROSE, 836 N.E. 1st Avenue, 2-7763;
BILLIE DOVE, 104 N.E. 7th Street,
2-8750 and 2-0629;
PEARL EVON REESE, 185 S.W. 15th Road, 2-8949;
BESSIE McGEE, 2999 W. Flagler Street, 4-3561;
RUTH SHERRY, 5400 N.E. 4th Street, 7-9118;
JEAN WALL, 39 N.W. 9th Street, 3-8837.

Longhand logs were kept by the monitoring Agents. These logs were later typed and copies were furnished the Bureau. These original logs and copies thereof now occupy much needed file space. Since there is no longer any possibility of their serving any useful purpose, authorization to destroy them is requested.

2 - Bureau (Registered Mail)
1 - Miami

CAH:GK
(3)

66-3286
NOT RECORDED
133 SEP 25 1956

20
SEP 12 1956

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-6-82 BY SP4E2W/YNK

ORIGINAL FILED IN

SAC, Miami (31-2654) September 18, 1956

JUNE

Director, FBI (31-45615)

66-32861

GERTRUDE WALSH, WAS., ET AL;
WSTA

Reurlet September 11, 1956.

Authority granted to destroy logs of technical surveillances referred to in your letter.

NOTE: During the 1937-38 Winter season, Miami was conducting considerable investigation into White Slave Traffic Act activity in the Miami-Miami Beach area. Numerous telephone taps were authorized by the Bureau in connection with this investigation. From January through March, 1938, Miami furnished to the Bureau transcripts of all of the surveillance logs prepared on the basis of these telephone taps. The logs are voluminous and the original logs as furnished by Miami to the Bureau have been microfilmed and the logs destroyed. Miami requests authority to destroy the original ~~and~~ logs of these telephone taps together with the copies thereof, since they are voluminous and now occupy much needed file space.

FGB:jlp
(4)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-6-82 BY SP4 EJW/gNK

MAILED 3
COMM-FBI

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ORIGINAL FILED IN 31-45615-

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-08-2012

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: March 7, 1957

FROM : Mr. A. H. Belmont

CONFIDENTIAL

b7E

JUNK

(U)

SUBJECT: LOGS USED ON TECHNICAL SURVEILLANCES (C)
AND [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Trotter
Winterrowd
Tele. Room
Holloman
Gandy

(U)

Bureau Bulletin #30 dated 5/6/42 authorized establishment of a log as a record of the arrival and departure of personnel [redacted]. Bureau Bulletin #47 dated 9/11/46 clarified the use of this record and stated it should be blank, letter-size paper, maintained in longhand and contain the date, name of employee arriving and departing and appropriate remarks as appear necessary. It is to be prepared daily, block stamped, initialed, filed and destroyed after one year. It was pointed out by two offices that these registers were helpful in identifying persons [redacted] and as a result Bureau Bulletin #66 dated 12/26/46 was issued directing that they be retained permanently as some of the information might be of value at future ex parte hearings. These instructions have never been rescinded. (C)

b7E

(U)

It is believed that these registers need not be retained and may be destroyed. If it is necessary to identify an employee [redacted] since 1946, his name in addition to his initials should be on the chronological log prepared immediately upon receipt of the information by [redacted]. This is based upon instructions contained in SAC Letter #129 dated 12/6/46, which states that after a chronological log is delivered to the appropriate supervisory official that individual must print on the first page of the log the full name of each individual whose initials appeared on the log so that at any future time there will be no difficulty in identifying the employee. Prior to this time [redacted] initials or signature could be placed on the chronological log. In 1949 a new form was issued which contained a space on the chronological log for the "employee's name." (C)

b7E

Enclosure

Classified by SP-4 dlw/slw
Declassify on: OADR 12/2/82

1 - Mr. Boardman
Mr. Belmont
Training and Inspection Division
Mr. Donohue

NOTE RECORDED
76 MAR 18 1957
3 MAR 15 1957

JDD:prh
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-9-82 BY SP4 dlw/slw

ORIGINAL COPY FILED

CONFIDENTIAL INT. REC.

6 MAR 27 1957

b7E

(U) Memorandum for Mr. Boardman
RE: [LOGS USED ON TECHNICAL SURVEILLANCES AND] (C) ~~CONFIDENTIAL~~

(U) It was felt, that arrivals and departures of personnel can be recorded on regular office registers #1 and #3 and a special type of register is not necessary. Before issuing instructions in this matter it was believed the views of the offices having the majority of the technical surveillances should be obtained. All of these offices, namely, Buffalo, Los Angeles, Newark, New York, San Francisco and Washington Field have replied and the consensus is that regular #1 and #3 registers can be used. These registers are kept for three years. (C)

RECOMMENDATION:

(U) It is recommended as follows:

(1) That regular field office registers #1 and #3 be utilized to record arrivals and departures of personnel . These registers are destroyed after they are three years old. (C)

(U) (2) the type of registers authorized in Bureau Bulletin #47 dated 9/11/46 should still be utilized and for uniformity these registers should be destroyed after they are three years old. (C)

b7E

(U) (3) That all registers of arrivals and departures by personnel maintained since the issuance of SAC Letter #129 dated 12/6/46 be destroyed. It is noted that since that time the identities of personnel (C)

 ~~CONFIDENTIAL~~

(U) CONFIDENTIAL

Memorandum for Mr. Boardman
RE [LOGS USED ON TECHNICAL SURVEILLANCES AND [redacted]] (C)

(U) [redacted] is reflected on the chronological log not only by initials but also by name. Prior to that time the chronological log could contain initials or name and there has been difficulty in determining the identities of personnel [redacted] prior to the issuance of SAC Letter #129. In order to assist in identifying such personnel if the need arises, it is recommended that arrival and departure registers [redacted] which were prepared prior to SAC Letter #129 be retained. (C) b7E

In line with the afore-mentioned recommendations there is attached for approval an appropriate letter to all SACs.

CONFIDENTIAL

JUNE
PERSONAL AND CONFIDENTIAL
NO NUMBER SAC LETTER 57-E

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

March 14, 1957 WASHINGTON 25, D.C.

b7E

RE: LOGS USED ON TECHNICAL SURVEILLANCES
AND [redacted]

Destruction of Bureau Records - General

Effective immediately regular #1 and #3 registers should be used to record arrivals and departures [redacted]. These registers should be handled in the same manner as similar registers in your office but they should not be identified with [redacted] should continue to utilize the log described in Bureau Bulletin #47 dated September 11, 1946, and they should be destroyed after three years. Arrival and departure logs which have been maintained in accordance with Bureau Bulletin #66 dated December 26, 1946, and which are more than three years old should be destroyed. If you feel any of these logs should be retained longer than three years, furnish the reasons and request specific authorization to make an exception.

Very truly yours,

John Edgar Hoover

Director

DECLASSIFIED BY 7458 SP/RC/CCL
ON 4-23-82

6 APR 5 1957

166 [illegible]

[illegible] MAR 22 [illegible]

INITIALS OF PERSONNEL

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-08-2012

UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN

DATE: May 16, 1958

FROM : MR. A. H. BELMONT

CONFIDENTIAL

SUBJECT: TECHNICAL AND MICROPHONE SURVEILLANCES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

Adams
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

Destruction of Bureau Property

(U) Washington Field Division by letter dated May 6, 1958, requested authority to destroy disc recordings which have accumulated in technical and microphone surveillances. Since the letter was not clear as to what exactly was to be destroyed, Supervisor Oberndorf of WFO was contacted and he advised that they wanted to destroy over twenty thousand recordings accumulated prior to 12-22-49 and in addition all other recordings on Roy Wood and related communist activities accumulated since 12-22-49. Present procedure instituted 12-22-49 requires that only a daily summary log of the information received on a surveillance is retained and the disc recordings, notes, memoranda, or other material connected with the surveillance are destroyed as soon as the pertinent information is placed in the log. Department has furnished opinion that material from wire taps such as disc recordings, and so forth, are temporary in nature and may be destroyed without violation of the law relating to the preservation of Government records. When this policy placed in effect WFO advised by letter of 1-27-50 that it had over 23 thousand old discs which had been retained over a number of years. WFO could not state with certainty that all information in the recordings had been included in the appropriate files. Because of the work involved in insuring that all information on these old discs had been incorporated into appropriate files, WFO was authorized to retain the recordings. This problem was again considered in two subsequent inspections of WFO. The Executives' Conference on July 29, 1952, approved a letter of the same date to WFO instructing that the recordings not be destroyed unless all pertinent material therefrom had been recorded in logs or summaries.

In addition, under our present policy recordings are retained when a special reason exists such as whenever a subpoena duces tecum is issued or a motion is filed in a Smith Act case relative to discovery of evidence. Department by memorandum 2-29-52 advised that all original discs, tapes, etc., on technical and microphone surveillances of defendants in Smith Act cases should be preserved until the conclusion of the trial. Field was so instructed by SAC Letter 4-24-52 and to also retain such material on related installations (such as communist headquarters) which could occasionally cover the defendant's conversations. WFO has advised such recordings have been retained on Roy Wood, convicted Smith Act subject and related cases. Since case involving Wood has been finally adjudicated, pertinent recordings need no longer be retained and

(U) should be destroyed.

66-3256-1
NOT RECORDED
141 MAY 27 1958

66-8160
Enclosure
JDE:jas (6) JUN

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 10-8-92 BY SP4 EJW/BMK

Classified by SP-4
Declassify on: OADR
4/9/82

ORIGINAL COPY FILED IN 66-8160-1

Memorandum to Mr. Boardman
Re: TECHNICAL AND MICROPHONE SURVEILLANCES
66-8160

~~CONFIDENTIAL~~

WFO is also retaining on temporary basis with Bureau approval certain selected recordings in espionage matters to assist Agents and Special Employees in identifying voices of suspects. Bureau is kept advised of cases in which such recordings are retained. This is a sound procedure and should be followed.

RECOMMENDATIONS:

(1) WFO cannot state with certainty that all information in the old disc recordings accumulated prior to 12-22-49 has been included in appropriate files. This information could well become an issue. It may not be available elsewhere in files. Recently recordings of interviews with Budenz in 1945 became of significance. Because of the work involved in insuring that all information on these old discs is incorporated in appropriate files, WFO has been authorized to retain them. It is recommended that we continue to retain these recordings for five years at which time we will reconsider the matter. For approval, there is attached a letter to WFO directing that these recordings be retained until further notice unless WFO is sure that all pertinent information therefrom has been recorded in logs or summaries.

(U)

(2) Since the Smith Act case in which Roy Wood was a subject has been adjudicated, recordings involving Wood and other related communist subjects should be destroyed if the information is incorporated into appropriate logs. WFO is being directed in the attached letter accordingly. (C)

~~CONFIDENTIAL~~

jdd

Memorandum to Mr. Boardman
Re: **TECHNICAL AND MICROPHONE SURVEILLANCES**
66-8160

(3) WFO is also being instructed in the attached letter to make certain that all current and future recordings since the institution of the present procedure are destroyed after the necessary action has been taken to record the information in logs and channelized to appropriate files with the exception of those specific recordings being retained on a temporary basis to assist Agents and Special Employees in familiarizing themselves with the voices of suspects in espionage matters. In the latter instance WFO is being instructed to continue to furnish to the Bureau by June 1 of each year a report reflecting the cases in which such recordings are being retained for intelligence identification purposes.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (66-8160)

DATE: 9/11/58
JUNE

FROM : SAC, WFO (66-779)

SUBJECT: TECHNICAL MICROPHONE SURVEILLANCES

ReBulet dated 5/21/58, captioned as above relating to the destruction of disc recordings.

A total of 31,461 disc recordings from which all pertinent information therefrom has been recorded in logs or summaries have been destroyed. There are no disc recordings remaining in this office.

All recordings were placed in hot water, the acetate removed and thereafter burned at the city incinerator under supervision of agent personnel. All blank discs have been turned over to the property management section of the Bureau for disposition.

2-Bureau
1-WFO

CDD:css
(3)

Destruction of Bureau Records

66-3286-
NOT RECORDED
126 SEP 18 1958

16 SEP 12 1958

INT. SEC.

ORIGINAL FILED IN 66-8160-

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 05-08-2012

~~CONFIDENTIAL~~ (U)

4/8/65

AIRTEL Classified by SP4 E/W/gjw (C)

AIRMAIL Declassify on: OADR 11-23-82

(U) ~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

TO: DIRECTOR, FBI [(100-3-36) (~~100~~-345092)] (C)

(U) FROM: SAC, MILWAUKEE [(66-950)] (C) (U) [JUNE] (C)

(U) SUBJECT: [COMMUNIST PARTY - USA
Dist, 18, Milwaukee, Wisconsin] (C)
IS - C

(U) A review of the bulky exhibit file of the Milwaukee Office has reflected a large number of disc recordings obtained from microphone surveillances of the headquarters office of the Wisconsin Communist party, as well as the Wisconsin Civil Rights Congress. (C)

(U) The information contained on these records has been further recorded in log form and indexed, so that there is a written record of the contents of the disc recordings. The period involved is the late 1940's and early 1950's. (C)

The Wisconsin Civil Rights Congress became defunct in approximately 1955. The recordings are designed for use on an outmoded playback machine no longer available in this office. Agents acquainted with security work over a long period of time in the Milwaukee Office have advised that to their knowledge no one has ever found it necessary to play-
(U) back one of these recordings since the written document covering the records contents in complete. (C)

(U) The disc recordings would have no evidentiary value since they are the result of a confidential technique. (U) (C)

Since these exhibits utilize a great amount of valuable space and serve no useful purpose either now or in the future, the
(U) Milwaukee Office will destroy these exhibits UACB. [The Bureau is requested to advise the Milwaukee Office of the proper method of destruction of the recordings since the discs are of some type of metal base.] (U) (C)

(U) 4 - Bureau (AM (RM)
1 - Milwaukee [(66-950)] (C)
[RES/bb
(5)] (U) (C)

66-3216 -
NOT RECORDED
141 APR 23 1965

CLASS. BY SP4 E/W/gjw

DATE OF REVIEW OADR 11-23-82

~~CONFIDENTIAL~~

APR 27 1965

CONFIDENTIAL

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Moore DWM/JEM

DATE: 4/22/77

FROM : E. J. Sharp EJS/JEM

SUBJECT: MICROPHONE AND TELEPHONE SURVEILLANCES
Destruction of Bureau Property - General

PURPOSE:

The purpose of this memorandum is to obtain approval for the sending of the attached teletype to all offices advising them to discontinue the destruction of any logs and transcripts dealing with electronic surveillances.

DETAILS:

During the conduct of a recent electronic surveillance check in response to a court order, it was determined that the Baltimore Division, under the ten-year rule for destruction of field files and records, had destroyed logs and transcripts relating to electronic surveillances conducted in criminal intelligence matters in the early 1960s. As this is the first instance of such an incident occurring in response to a court order for disclosure, the impact upon cases before the courts is not known. However, the Departmental Attorney handling this case has requested that no more logs and transcripts relating to electronic surveillances be destroyed until the matter can be studied by the Department to determine the legal ramifications in regard to discovery motions and 3504 motions.

Enclosure - Sent

1 - Mr. Held
1 - Mr. Adams
1 - Mr. Ash
1 - Mr. Bassett
1 - Mr. Cochran
1 - Mr. DeBruler
1 - Mr. Decker
(Attention: Mr. Awe)
1 - Mr. Fehl
1 - Mr. Leavitt
1 - Mr. Long
1 - Mr. Meincke
1 - Mr. Mintz
1 - Mr. Moore
1 - Mr. Sharp
1 - Mr. Smythe

JLS:jms
(16)

RECOMMENDATION - OVER

9 MAY 9 1977

66-3286-

NOT RECORDED
191 MAY 11 1977

ORIGINAL FILED IN 62-116395-1 13 SEP

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10-8-82 BY SP4 EJW/gmk

6 MAY 19 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memorandum to Mr. Moore
Re: Microphone and Telephone
Surveillances

RECOMMENDATION:

It is recommended that the attached teletype be sent to all field offices instructing them to discontinue any destruction of logs and transcripts dealing with electronic surveillance without prior Bureau approval.

APPROVED:

Director	Adm. Serv.	Legal Coun.
Assoc. Dir.	Ext. Affairs	Plan. & Insp.
Dep. AD Adm.	Fin. & Pers.	Rec. Mgt.
Dep. AD Inv.	Gen. Inv.	S. & T. Serv.
	Ident.	Spec. Inv.
	Intell.	Training

EFTO TELETYPE PRIORITY

4/22/77

FM DIRECTOR

TO ALL OFFICES

BT

E F T O

1 - Mr. Held
1 - Mr. Adams
1 - Mr. Ash
1 - Mr. Bassett
1 - Mr. Cochran
1 - Mr. DeBruler
1 - Mr. Decker
(Attn: Mr. Awe)
1 - Mr. Fehl
1 - Mr. Leavitt
1 - Mr. Long
1 - Mr. Meincke
1 - Mr. Mintz
1 - Mr. Moore
1 - Mr. Sharp
1 - Mr. Smythe

MICROPHONE AND TELEPHONE SURVEILLANCES.

RE AIRTEL TO SAC, ALBANY, DATED APRIL 27, 1976, CAPTIONED, "DESTRUCTION OF FIELD FILES AND RECORDS."

IT HAS BEEN BROUGHT TO THE ATTENTION OF THE BUREAU THAT AT LEAST ONE OFFICE, UNDER THE TEN-YEAR RULE FOR DESTRUCTION OF FIELD FILES AND RECORDS, HAS DESTROYED LOGS AND TRANSCRIPTS RELATING TO ELECTRONIC SURVEILLANCES CONDUCTED IN CRIMINAL MATTERS IN THE EARLY 1960S. THE DEPARTMENT OF JUSTICE HAS REQUSTED THAT NO FURTHER LOGS AND TRANSCRIPTS DEALING WITH ELECTRONIC SURVEILLANCE BE DESTROYED UNTIL THE LEGAL RAMIFICATIONS IN REGARD TO DISCOVERY MOTIONS AND 3504 MOTIONS DEALING WITH ELECTRONIC SURVEILLANCE CAN BE STUDIED.

FIELD OFFICES SHOULD NOT DESTROY LOGS AND TRANSCRIPTS RECORDS DEALING WITH ELECTRONIC SURVEILLANCE WITHOUT PRIOR APPROVAL OF FBIHQ.

JLS:jms

(17)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-24-82 BY SP4 EZW/MJK

ORIGINAL FILED IN

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Intell. ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgt. ___
S. & T. Serv. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Intell.

Legal Coun.
Plan. & Insp.
Rec. Mgt.
S. & T. Serv.
Spec. Inv.
Training

6 MAY 19 1977

MAIL ROOM ☐ TELETYPE UNIT ☒

NOT RECORDED
191 MAY 6 1977

TEL TO ALL OFFICES

RE: MICROPHONE AND TELEPHONE SURVEILLANCES

IF ANY RECEIVING OFFICES HAVE DESTROYED ANY LOGS AND TRANSCRIPTS DEALING WITH ELECTRONIC SURVEILLANCE, NOTIFY THE BUREAU UNDER ABOVE CAPTION IMMEDIATELY AS TO WHAT LOGS AND TRANSCRIPTS HAVE BEEN DESTROYED.

BT

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 2
Page 2 ~ Referral/Consult
Page 3 ~ Referral/Consult

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 75X - Section 1

C.H.Law

November 7, 1941

MR. NICHOLS

It is requested that authority be granted to destroy the material listed below as it is believed it has no value and is only occupying valuable space. This material has been sent to the Files Division over a period of years by various Units and Sections of the Bureau for storage purposes.

ITEM	DESCRIPTION	NUMBER OF FILE CASE DRAWERS
1.	Supply requisitions from various Divisions at the Seat of Government to the Equipment Section, 1933 to March 31, 1941.	9
2.	Weekly reports of work performed in the Mechanical Section relative to printing, 1937 to 1940.	2
3.	Memoranda relative to the "F.B.I. Law Enforcement Bulletin" and mailing list, 1937. (Copies of these memoranda filed in Bureau files.)	½
4.	Records of shipments received in the Supply Division, 1937 - 1939.	1
5.	Filled requisitions for the Research Division, 1938 to May 1941.	1
6.	Disposition sheets relative to criminals received from Special Agents in Charge, 1932.	1½
7.	Publicity bulletins relative to the Bureau's work and organization marked "Not for Release", 1932.	½
8.	Original memoranda to the Identification Division relative to wanted men, 1927 - 1932	1
9.	Reports issued by the National Bureau of Criminal Identification, 1914.	½

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Drayton
Mr. Quinn Tamm
Mr. Hendon
Mr. Tracy
Miss Gandy

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10.	Copies of Division Bulletins, 1934 to May 31, 1941.	½
11.	Mailing list of supplies sent to contributors, 1935 and names added to the mailing list of Mechanical Section, 1935 to June 30, 1940. (Copies of this material are filed in Bureau files.)	1
12.	Photographic requests relative to fugitives, 1934 - 1937.	½
13.	Copies of miscellaneous memoranda to the Seat of Government and copies of letters to the Field relative to the Mechanical Section, 1932 - 1934.	½
14.	Requests for supplies from the Mechanical Section to the Chief Clerk's Office, 1933 - 1935.	5 folders
15.	Instruction memoranda for the Identification Division, 1933.	1 folder
16.	Purchase Orders, 1934.	1 folder
17.	Notices to the Chief Clerk's Office of supplies received, 1935.	1 folder
18.	Record of trips of the motorcycle messenger, 1935.	1 folder
19.	Attendance record of the Mechanical Section, 1934 - 1936.	2 folders
20.	Bureau form letters for Mr. Kennedberger, 1934 to date.	½
21.	Multigraph and photostat requisitions, 1931 - 1932.	1
22.	Original memoranda to Mr. Kennedberger, 1934 - 1935.	2 folders
23.	List of contributors of fingerprints who received form letters, 1932.	1 folder
24.	Record of supplies mailed to law enforcement officials, 1931 - 1932.	2 folders
25.	Printing requisitions for the Mechanical Section, 1933.	4 folders
26.	Printing requisitions from the Field, 1933.	1 folder

27.	Supply requisitions from the Mechanical Section, 1932 - 1937.	½
28.	Forms advising the Chief Clerk's Office of the receipt of supplies for various Units and Divisions, 1933 - 1935.	4 folders
29.	Record of miscellaneous material mailed from the Supply Division to Field Offices and others, 1933 - 1939.	1
30.	Original memoranda for the Mechanical Section, 1935 to March 1941. (Copies of these memoranda are in Bureau files.)	1
31.	Record of supplies mailed to law enforcement officials by Mr. Harbo, 1935 to August 1941.	1
32.	Record of supplies sent to fingerprint contributors by the Identification Division, 1939 to August 1941.	1½
33.	Transcripts of criminal records received in the Files Division from the Identification Division, 1933 to 1939.	4
34.	Unposted dispositions showing discharges and expirations of sentences from state penitentiaries, 1938.	½
35.	Printing requisitions from the Identification Division, 1932.	3 folders
36.	Requisitions for supplies from the Identification Division, 1932.	1 folder
37.	Invoices of material received in the Identification Division, 1932.	1 folder
38.	Cancelled requisitions and list of surplus property, 1932.	1 folder
39.	Sample sheets of printed forms prepared in the Mechanical Section, 1931.	1
40.	Requisitions from various Divisions and Units to the Mechanical Section for photostating, photographing, and printing, 1934 to date.	28

The above-listed material presently occupies approximately 75 file case drawers.

There are attached hereto, samples of the various items listed above showing the type of material which it is desired to destroy. These samples are numbered to correspond with the Item Number above.

Respectfully,

C. H. Patterson.

Attachment

1249

No._____

DIVISION OF INVESTIGATION

Date 11-27-28-29---33

To Equipment Section:

Please furnish the following supplies to Equipment Section :

Quantity	On Hand	Articles
1 can	4	Sulphite soda
1 can		Carbonate of Soda.
1 box		tacks thumb
94 yds		cheesecloth
22 M		16 x 10½ Bond
20 M		8 x 10½ bond
10 M		8 x 8 cards, white
15 M		8 x 10½ Mimeograph
2 rolls		Photostat paper
5 M		Punched sheets
2 quires		Wrapping paper 48 x 36
2 bottles		Platex
4 cans		Blankrolla
1 box		Bands #17
1 box		Bands #31
24 ea.		Blotters 24 x 19" white
2 balls		Twine medium

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DATE 10-5-82 BY SP4 EZW/SHK

file pck

Approved_____

Signed Rck per JDS

66-3286-75X

(1)

WEEKLY REPORT, DUPLICATING UNIT

MECHANICAL SECTION

For the Period: - August 30, 1937 through September 4, 1937

DATE	MULTIGRAPHING	MULTILITHING	MIMEOGRAPHING	ADDRESSOGRAPHING	TOTALS
8-30	191,410	174,600	200		366,210
8-31	136,550	100,600		7,226	243,376
9-1	10,670	163,500	500	5,400	181,870
9-3	49,075	100,500	615		179,190
9-3	45,495	86,005	3,060	1,200	135,760
9-4	85,850	75,300	1,730		102,880
	400,090	797,305	6,215	13,826	1,277,746

Folding - 355,000

ANALYSIS OF MULTIGRAPHING AND MULTILITHING: -

ALL INFORMATION CONTAINED
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DATE 10-5-82 BY SP4 EJW/gHK

Address cards for AO's and IO's	504,705
Apprehension Orders	175,200
Identification Orders	114,000
FBI Law Enforcement Bulletin	394,425
Scientific Methods of Crime Detection	46,500
Wanted and reward notices	65,000
Address sheets for wanted and reward notices	60,500
Current forms and form letters	99,375
	1,259,705

(2)

66-3256-75x

JOHN EDGAR HOOVER
DIRECTOR

726 - 1/4/38

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

LBN:MWC

December 30, 1937.

MEMORANDUM FOR MR. RENNEBERGER

Please make the following additions to, deletions from, and changes in the FBI Law Enforcement Bulletin mailing list:

ADDITIONS

Jailer,
Catlettsburg, Kentucky.

Chief of Police,
Freeport, Maine.

Officer in Charge,
State Motor Police,
Hollidaysburg, Pennsylvania.

Sheriff's Office,
Gillespie County,
Fredericksburg, Texas.

City Marshal,
Marksville, Louisiana.

Mr. Armand Morin,
6993 Chambord Street,
Montreal, Quebec,
Canada.

Mr. Harry Raf'n,
Police Department,
Billings, Montana.

Officer in Charge,
Dixie Highway Station,
Kenton County Patrol,
Fort Mitchell, Kentucky.

Officer in Charge,
State Police,
Coquille, Oregon.

Officer in Charge,
State Police,
Jerome, Idaho.

Warden,
Bulloch County Chain Gang,
Statesboro, Georgia.

Mr. Josef Zoltaszka, Editor,
Przeglad Policyjny,
Police Administration,
Trebacka, #11, Warsaw, Poland.

Mr. C. E. Evans,
Special Agent,
Texas and Pacific Railway,
Marshall, Texas.

DELETIONS

Southern Pacific Lines, out
Jacksonville, Texas.

Lieutenant Clinton H. Anderson, out
Police Department,
Beverly Hills, California.

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66-3256-75X

(3) RD-7

CHANGE

From:

Mr. Fred C. Olson,
Constable & Texas Ranger,
Round Rock, Texas.

To:

Mr. Fred C. Olson,
Texas Ranger,
Post Office Box 51,
Round Rock, Texas.

Very truly yours,

L. B. Nichols.

CC-Mr. Sheedy,
Supply Section.

CC-108

No. 19322

FEDERAL BUREAU OF INVESTIGATION

Date Oct. 31, 1938

To Supply Room:

Please furnish the following supplies to Miss Charlotte Meyer
Moscow Mills, Missouri

(Regular Mail)

On Hand	Quantity	Articles
	10	The Federal Bureau of Investigation
	10	The Selection and Training of Personnel

ALL INFORMATION CONTAINED
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DATE 10-5-82 BY SP4 EJW/JHC

mailed 11/2/38 Sam

Approved_____ Signed_____

L. B. Nichols

(5)

66-3196-75X

RECORD OF SHIPMENTS RECEIVED IN THE SUPPLY ROOM

Date: DEC 31 1937

Bill of Lading or Order Number	Number of Pieces	Shipper	Received in Supply Room by:	Received from Supply Room by:
#7259	2	Printing Office	C.M.S.	
Prepaid	1	Chicago Ill. Krim-Ko Co. Tolson	C.M.S.	
Prepaid	1	Chicago Kim-Ko Co Haney	C.M.S	
5-77600	1	S.A.C. Birmingham, Ala.	C.M.S.	
5-96528	2	S.A.C. Richmond, Va.	C.M.S. Clegg	
5-93813	1	S.A.C. Atlanta Ga.	C.M.S.	
5-81893	1	S.A.C. Milwaukee, Wisc.	C.M.S.	
5-81894	1	S.A.C. Milwaukee, Wisc.	C.M.S.	
Prepaid	1	Box 520 Springfield Mass. Walsh	H.Q. C.M.S.	
Collect	1	S.A.C. Detroit Mich. Lab.	C.M.S.	
#7114	1	Bausch & Lomb	Mail Lab.	
#7181	1	Fisher Scientific	Mail Lab.	
		ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10-5-82 BY SP4E2W1 SIHK		
		66-3256-75		

(4)

SUPERINTENDENT'S REPORT TO MEMBERS
OF THE

National Bureau of Criminal Identification

EUGENE VAN BUSKIRK, SUPERINTENDENT

WASHINGTON, D. C.

CHIEF OF POLICE,

DEAR SIR: I SEND HEREWITH THE FOLLOWING INFORMATION CONCERNING CRIMINALS AS FURNISHED THE NATIONAL BUREAU OF CRIMINAL IDENTIFICATION BY ITS MEMBERS:

Page I (Report for November, issued December 7, 1914) 10 pages

Sam. Sammy Franks, Frank Hughes, Samuel Green, Frank Gorden — 23 IO / 27 OI — 20
Arr. Oct. 21, 1914 Elmira, N. Y. No. 298.
Chg. Vag. P.P. Plead guilty. Oct. 22, 1914 sent. sus. to leave city.
B. Meas. 17.4; 14.1; 11.0; 24.6; 44.7; 70.1; 8.8; 89.0; 74.5; 6.4; 12.7;
Criminal specialty, P. P. 3741 Buffalo; 7256.
Previous arrests, Phila. 5835; Milwaukee 4369; Lansing 357; Detroit 2260; St. Louis

Bert Clark, Bennie Hoffman, Bennie Halpine — 15 0 / 32 OI — 0
Arr. Oct. 2, 1914 Toledo, Ohio No. 4814
Chg. Vag. Oct. 6, 1914 given 30 days and costs. Work House.
B. Meas. 19.2; 15.7; 11.1; 25.2; 43.2; 62.0; 8.7; 89.8; 65.0; 6.8;
Criminal Specialty; P. P.
Previous arrests, Des Moines 933; Omaha 2962; Kansas City 5877.

Frank Lamar, John Brown — 32 IN / 32 OI — 0
Arr. Oct. 27, 1914 Newark, N. J. No. 3401
Chg. G. L.
B. Meas. 18.1; 15.5; 11.1; 25.1; 43.1; 65.0; 8.6; 91.3; 65.0; 6.1; 13.3;
Criminal specialty; Thief.
Previous arrest, Philadelphia 11719

Paul C. Austin, Galvin C. Powers, Dr. Everet L. Fornbaugh — 30 I / 20 0 — 19
Arr. Oct. 14, 1914 Richmond, Va.,
Chg. Bogus Checks. 2 years in Virginia Atate Pen.
B. Meas. 19.1; 14.7; 11.9; 26.5; 47.0; 81.6; 9.1; 85.2; 79.0; 6.2; 14.1;
Criminal specialty; Check worker.
Previous arrests, Minneapolis, Minn. 7248; Washington, D. C. 4980.

Louis Robins, L. Robinowitz, Louis Robinitz — 9 U 00 / 2 U 00 — 10
Arr. Oct. 21, 1914 New Orleans No. 1954
Chg. O. M. F. P.
B. Meas. 19.4; 15.6; 11.6; 26.9; 47.2; 76.8; 8.8; 90.9; 80.0; 6.7; 14.6;
Criminal specialty; Con man.
Previous arrests, Indianapolis, Ind. 5648; Cincinnati 12923.

Gus. Gus. Shultz, Chas Harris, Whitney Harris — 29 II / 27 0 — 20
Arr. Aug. 30, 1914 Sioux City, Ia., No. 1630
Chg. Conspiracy, Con. game. Sent. 3 yrs. at Anamosa Iowa Oct. 1914.
B. Meas. 19.0; 15.8; 11.8; 25.1; 47.1; 68.1; 8.9; 92.7; 77.0; 6.8; 14.6;
Criminal Specialty, Con. man.
Previous arrests, Omaha No. 3317; Kansas City 6334.

John Walter, John Miller — 17 M / 1 00 — 15
Arr. Nov. 7, 1914 Toledo, Ohio No. 4057
Chg. Larceny (from boarding house)
B. Meas. 18.2; 15.7; 12.1; 26.0; 46.3; 67.8; 9.0; 88.2; 73.0; 6.2; 13.3;
Criminal specialty; Thief
Previous arrests, Baltimore, Md. 8015

Wilbur H. Robinson
Arr. Sept. 22, 1914 Aurora No. 325
Chg. Forgery and Burglary. Held $6000.
B. Meas. 19.2; 15.0; 7.6; 26.5; 46.0; 77.0; 9.4; 89.0; 82.0; 6.7; 14.0;
Criminal specialty; Forger.

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(9)

Henry C. Brinton
Arr. Sept. 14, 1914 Ft. Wayne, Ind. No. 1559
Chg. Forgery. Rec'd Indiana State Prison Oct. 29, 1914. 2 to 14 years.
B. Meas. 19.3; 14.9; 10.6; 24.7; 44.7; 76.1; 8.4; 92.2; 73.0; 6.5; 13.2;
Criminal specialty; Forger. (With Chas. F. Diggs 1560)

Louis Simon, Jacob B. Davis
Arr. Oct. 1, 1914 Boston, Mass. No. 12220 — 29 I / 19 I — 19
Chg. Susp. person (P.P.)
B. Meas. 19.6; 15.0; 11.4; 25.2; 46. 7; 67.5; 8.7; 88.1; 77.0; 6.8; 13.7;
Criminal specialty; P.P.
Previous arrests; Cincinnati No. 12335

Chas. F. Diggs, Chas. F. Davidson
Arr. Sept. 11, 1914 Ft. Wayne, Ind., No. 1560
Chg. Forgery. Rec'd Indiana State Prison Oct. 29, 1914. 2 to 14 years.
B. Meas. 18.4; 14.1; 10.9; 24.5; 45.1; 74.0; 8.7; 91.5; 70.0; 5.9; 13.0;
Criminal specialty; Forger. (With Henry C. Brinton 1559)

Daniel Brooks, Dan Taft, "Big Dan", Daniel Cain, Daniel Edwards. — 9 U 10 / 1 U 00 — 20
Arr. Nov. 6, 1914 Baltimore, Md. No. 8021
Chg. Burglary. See Album 1913
Criminal specialty; P. P.
Report September page 3

Richard Murphy, Richard Smith, Richard C. Smith — 1 OI / 19 I
Arr. Oct. 30 , 1914 Boston, Mass. No. 12254
Chg. susp. person (coin matcher)
B. Meas. 19.2; 15.4; 10.7; 42. 7; 62.5; 8.6; 90.0; 63.0; 6.0; 13.8;
Criminal specialty; Con. Man.
Previous arrests, Detroit 2336; Toledo 2141; Kansas City 5928.

W. L. Grant, Chas. Hall, James Kelly, James Anderson — 30 I / 18 00 — 19
Arr. Sept. 7, 1914 Sioux City, Ia. No. 1627
Chg. Conspiracy. Con game.
B. Meas. 19.8; 15.6; 12.0; 27.6; 46. 5; 75.0; 9.2; 93.0; 70.5; 6.6; 14.2;
Criminal specialty; P. P. 6181.
Previous arrests, Memphis 482; Cinn. 5490; Omaha 2168; St. Louis 1959; Kansas City

Ed. Garland, Ed. Williams, Edward Smilor, "Smilor" — 29 I / 19 0 — 9
Arr. July18, 1914 Ft. Wayne, Ind., No. 1536
Chg. Susp/
See July report page 7
Criminal specialty P. P.

Wm. Y. Lunt, Walter Burns, Wm. Lockhart, Wm. Andrews — 1 00 / 23 M — 0
Arr. Oct. 21, 1914 Baltimore, Md. No. 7992
Chg. Automobile thief.
B. Meas. 18.6; 14.5; 10.7; 24.3; 45.0; 66.0; 8.3; 89.7; 72.0; 6.2; 12.6;
Criminal specialty; Auto and Bycycle thief.
Previous arrests, Norfolk, Va. 597; Washington, D. C. No. 4877.

Fred Wagenr, Chas. Schroeder, Geo. Levy, Geo. Snyder, 5 U OI / 18 U II 4
Arr. Oct. 28, 1914 Louisville, Ky., No. 2570
Chg. House breaking
B. Meas. 19.5; 15.0; 10.3; 25.1; 42.5; 59.3; 7.9; 86.0; 63.0; 6.9; 13.5;
Criminal specialty; Burglar
Previous arrests, St. Louis 2587; Baltimore 2140; Denver 3312;

John Cummings, Harry Hodden, James Murnor, Jas. Hart, Jas. Murraugh 1 R IO / 1 U OI 13
Arr. Nov. 13, 1914 St. Louis, Mo. No. 8840
Chg. P. P. Nov. 16, 1914 discharged in P. C.
Criminal specialty; P. P.
See June report, page 3. Wanted in Pittsburgh, Larceny from person.

Fred W. Coleman, Fred W. Huestis
Arr. Nov. 6, 1914 Jacksonville, Fla. No. 1879
Chg. Passing worthless checks.
Criminal specialty; Forger and check man.
B. Meas. 18.6; 15.7; 11.6; 25.4; 46.2; 67.0; 9.4; 87.6; 72.0; 6.4; 13.8;
Previous arrests, Kalamazoo, Mich., No. 637

Sylvan J. Alexander, Sylvester Alexander 9 U IO / 6 U 10
Arr. Nov. 8, 1914 Detroit, Mich. No. 6271
Chg. Writing and publishing
Criminal specialty; Forging (Check man)
B. Meas. 18.9; 14.7; 11.9; 26.3; 47.7; 81.6; 9.2; 92,7; 84.0; 7.5;
Previous arrests, Omaha, Neb. 3195.

Eddie Mack, Eddie Mack, W. S. McClenzy 5 R OI / 17 U 01
Arr. June 19, 1914 St. Louis, Mo. No. 5647
Chg. P. P. Nov. 16, 1914 discharged in P. C.
Criminal specialty P. P.
B. Meas. 19.3; 15.6; 11.9; 27.0; 49.7; 76.6; 9.1; 94.3; 87.0; 6.3; 14.3;
Previous arrests, St. Louis, Mo. 5647; Little Rock, Ark. 952

W. R. Butler, Walter Butler, "Murphy"
Arr. Nov. 13, 1914 Louisville, Ky., No. 2582
Chg. O. M. F. P.
Criminal specialty; O. M. F. P.
B. Meas. 19.3; 16.2; 12.4; 26,8; 49.7; 77.1; 9.6; 90.4; 92.0; 6.5; 14.3;
Previous arrests, Cincinnati, Ohio. No. 13687

J. C. Barbour, John C. Barbour
Arr. Oct. 24, 1914 Louisville, Ky., No. 2578
Chg. G. L.
Criminal specialty; Bogus Checks.
B. Meas. 18.5; 15.1; 11.7; 26.9; 48.0; 79.0; 9.1; 91.1; 80.0; 6.4; 13.0;
Previous arrests, Cincinnati No. 7870

Edw. Francis Odlin Sinclait, J. B. McLoud, Edw. J. W. Odlin 28 II / 32 01 0
Arr. Nov. 6, 1914 Springfield, Mass. No. 1586
Chg. Larceny 2 counts
Criminal specialty, False Protense.
B. Meas. 19.7; 15.6; 11.5; 26.5; 48.7; 77.9; 8.8; 91.9; 84.0; 6.8; 14.3;
Previous arrests, Baltimore No. 6023

William Miller, C. N. Charles, R. Meyers, Geo. Morris
Chg. Fug. and Robbery. Rec'd Indiana State Prison Oct. 28, 1914. 1 to 14 yrs.
Arr. Oct. 21, 1914 Indianapolis, Ind. No. 6421
B. Meas. 19.2; 15.7; 11.4; 26.8; 46.3; 73.9; 8.9; 90.5; 78.0; 6.7; 15.2;
Criminal specialty; Robbery. P. O. Dept. made inquiry Nov. 5, 1914.

Robert L. Frazier, 13 R / 2 A 13
Arr. Oct. 10, 1914 Detroit, Mich. No. 6244
Chg. Disorderly person.
B. Meas. 18.3; 14.8; 10.5; 23.7; 43.8; 5.9;9; 8.6; 83.7; 67.0; 6.1;
Criminal specialty G. L.
Previous arrests, Milwaukee, Wis.

Albert Chambers, Bud Preacher, Louis Bradshaw 5 Ø / 28 I 19
Arr. Sept. 7, 1914 Sioux City, Ia., No. 1626
Chg. Con. game, held G. J.
B. Meas. 18.9; 14.9; 11.4; 24.8; 45.8; 62.0; 8.8; 89.0; 65.5; 6.6; 13.1;
Criminal specialty; Con, man.
Previous arrests, Minneapolis, Minn.

Harry Mercer, I. P. Little, Harry R. Mercer 10 A / 1 R 20
Arr. Nov. 7, 1914 Harrisburg, Pa., No. 1071.
Chg. Forgery and F. P. Held $3000. (With H. La Brun 1072, wanted in N.Y. worthless checks)
Criminal specialty; Forger
B. Meas. 18.4; 15.2; 13.0; 27.6; 50.1; 79.4; 10.3; 90.5; 94.0; 6.3; 10.3;
Previous arrests, St. Louis 2643; Philadelphia.

Jos. Shields, Joe. Shields, Kid Shields, Joe Seals 32 I / 24 OM 0
Arr. Oct. 15, 1914 Duluth, Minn. No. 1610
Chg. Drink. (Susp. P.P.) Oct. 16, 1914 paid fine $3.
Criminal specialty, Short change man.
B. Meas. 19.2; 15.1; 11.2; 26.0; 46.6; 76.7; 8.8; 92.7; 75.5; 6.2; 13.6;
Previous arrests, Buffalo, 746; Detroit 5114.

Geo. Oliver
Arr. Nov. 10, 1914 Gary, Ind., No. 910
Chg. Sus. P. P.
Criminal specialty;
B. Meas. 18.5; 14.8; 10.8; 25.2; 42.6; 58.1; 8.5; 86.5; 60.0; 6.1; 13.5;
Previous arrest, Cincinnati 13383.

Frank Burns, Edward J. Porter
Arr. Oct. 13, 1914 Hammond, Ind. No. 898 (Reported by Gary, Ind).
Chg. P. P. See Album 1913
B. Meas. 19.1; 15.4; 11.9; 26.7; 46.2; 68.5; 9.6; 89.5; 71.5; 6.4; 14.3;
Criminal specialty, P. P.
Previous arrests: Boston 6458; Detroit 2004; Cleveland 12011; Toronto 8662.

John F. Sullivan, Daniel Lynch 10 U 00 / 22 U OI 0
Arr. Oct. 21, 1914 New Haven, Conn. No. 1006
Chg. Burglary and begging.
B. Meas. 18.8; 15.1; 10.0; 23.0; 41.0; 52.4; 8.0; 56.0; 6.6; 13.5;
Criminal specialty, Burglar
Previous arrests, Springfield, Mass. 146; Boston
(Pal of Jno. W. Lynch, Harry Leavenworth, and Michael Clougherty)

Warren J. Gardner
Arr. Aug. 22, 1914 Cleveland, Ohio No. 12612
Chg. P. O. Robbery
B. Meas. 19.7; 15.0; 11.7; 24.8; 46.2; 70.0; 9.1; 90.4; 76.0; 7.0; 13.8;
Criminal specialty P. O. Robber.

Edward Hensel, John Wolf
Arr. Oct. 29, 1914 Ft. Wayne, Ind., No. 1593
Chg. Entering to commit a felony. Bound to C. C. $2000. bond.
B. Meas. 19.3; 16.1; 11.1; 23.7; 43.6; 61.2; 8.6; 85.4; 68.0; 6.1; 14.0;
Criminal specialty, Burglar
Previous arrests, Sent. Joliet Mch. 4, 1896. Paroled Mch. 23, 1898. No. 4924.

Frank O'Neil, H. Cohen, "Mud O'Neil", F. Brown, F. Hendricks
Arr. July 6, 1914 Aurora, Ill. No. 321
Chg. Susp. P. P. Fined $10. and costs. Given hours.
Criminal specialty P. P.
B. Meas. 19.5; 13.7; 9.7; 26.9; 48.1; 71.9; 9.7; 92.6; 78.0; 7.0; 13.5;

Edgar Burke, C. Monroe, "Peggy Burke", Ed Bingeman, Harry Phillips
Arr. July 4, 1914 Aurora, Ill. No. 324
Chg. Susp. (P.P.) Fined $100. and costs. Given hours.
B. Meas. 19.3; 15.2; 11.0; 25.3; 45.4; 68.0; 8.8; 86.1; 70.0; 6.5; 13.2;
Criminal specialty P. P.
Previous arrests, Cinn. 7607; Buffalo 843; St. Louis 5665; Cleveland 6400

Edw. H. Moore, "Omaha Eddie", Ed Moore
Arr. Nov. 2, 1914 Milwaukee, Wis. No. 6834
Chg. P. L. Fined $10. and costs
Criminal specialty; Thief
B. Meas. 19.2; 15.5; 11.1; 24.4; 43.3; 63.7; 8.8; 93.0; 67.0; 6.9; 14.4;
Previous arrest Omaha, Neb. 3213.

G. W. Morris, G. W. Grady, Michael Graham, Joe Murphy — 1 U 00 / 1 U II — 14
Arr. July 20, 1914 Sioux City, Ia., No. 1625
Chg. Check Con. game. Released on own bond acc't. sickness.
B. Meas. 18.7; 15.1; 11.5; 25.6; 43.8; 68.0; 9.0; 90.0; 64.0; 6.3;
Criminal specialty, Check Con. man.
Previous arrests; St. Louis 10; Kansas City 5339; New Orleans 482; Omaha 3370

Nathan Gold, Nath Gold — 5 U / 17 A aa — 5
Arr. Nov. 13, 1914 Indianapolis, Ind. No. 6449
Chg. Loitering. Fined $1.00 and costs. 30 days W. H.
B. Meas. 18.3; 15.0; 10.9; 24.0; 41.6; 53.9; 7.9; 60.0; 5.7; 12.8;
Criminal specialty, Thief.
Previous arrests, Buffalo, N. Y. No. 5048

Ben Terry, Ben Jerry, "Dago Benny" — 5 R II / 17 R II — 19
Arr. Oct. 26, 1914 Duluth, Minn. No. 1615
Chg. G. L. 2nd degree. (Purse Snatching)
Criminal specialty, P. P.
B. Meas. 19.5; 14.9; 10.8; 25.0; 43.8; 68.8; 8.3; 90.3; 72.5; 6.1; 14.2;
Previous arrests, Detroit, Mich. No. 6142

John Gallagher,
Arr. Chester, Pa., about Oct. 17, 1914 (Reported by B. &. O. Police)
Chg. With three others stole seven bales of woolens from B. & O. R. R. Cars.
B. Meas. 18.8; 14.4; 11.6; 25.4; 45.1; 64.8; 9.3; 89.7; 71.0; 6.2; 13.0;
Previous arrest, Milwaukee, No. 5373.

Thomas Spelacy, Jacob Reinhardt, Jas. Moore
Arr. Oct. 30, 1914 Pittsburgh, Pa., No. 3466
Chg. P. P. Nov. 2, 1914 $50. or 30 days Work House.
B. Meas. 18.6; 15.2; 10.8; 25.0; 44.3; 64.7; 8.2; 88.7; 67.0; 5.7; 14.0;
Criminal specialty, P.P.
Previous arrests, Cleveland No. 9332; Ohio State Reformatory No. 285.

Frederick Nolson, Robt. Hayes, "Curly Carter", Albert Carter
Arr. Nov. 2, 1914 Philadelphia, Pa., No. 27127
Chg. Larceny and Conspiracy
B. Meas. 19.5; 14.9; 11.1; 26.3; 46.2; 67.3; 8.9; 91.4; 6.8; 13.8;
Previous arrests, Buffalo 3350.
Criminal specialty Thief.

Frod Buttorfield, Fred Royce
Arr. Oct. 23, 1914 Cincinnati, Ohio No. 14075
Chg. Loitering. Fined $25. and costs Oct. 25, 1914.
B. Meas. 18.8; 15.2; 12.7; 28.4; 47.8; 81.6; 10.0; 97.5; 82.0; 6.5; 13.6;
Previous arrests, Buffalo, 1307; Cleveland 7062;
Criminal specialty; Vag.

Joseph Wilcox, John Birmingham
Arr. Sept. 29, 1912 New Haven, Conn. No. 578
Chg. Thief(Stole a sloop Yacht) Oct. 11, given 1 year County jail.
B. Meas. 20.5; 15.6; 13.4; 30.2; 50.6; 83.7; 10.6; 97.4; 82.0; 6.6; 14.5;
Criminal specialty; Thief

John Birmingham, Joseph Wilcox
Rec'd Ohio State Penn. Oct. 23, 1914 No. 43057
Chg. Burg. (Inhabited dwelling, Lorain Co.) Sent. indeterminate.
See above arrest.

Sam Phillips, Jos. Groenstein, Art Leonard, Jos. Silverstein
Arr. Pittsburgh, Pa., Oct. 30, 1914 No. 3467
Chg. P. P. Nov. 2, 1914 $50. or 30 days Work House.
B. Meas. 18.6; 15.7; 11.1; 25.8; 44.4; 65.5; 8.6; 88.5; 69.6; 7.1; 14.5;
Criminal specialty P. P.
Previous arrests, Kansas City 4301; Cleveland 10246;

James Gavin, James Phillips Gavin, James Cooper, Jas, Hartsworth 1 Ua / 1 Aa 9
Arr. Sept. 10, 1914 Oakland, Cal. No. 4615
Chg. Obt. Money False Pretense. Reduced to vag. 60 days City Prison.
B. Meas. 19.9; 15.9; 11.4; 26.2; 46.2; 71.5; 8.9; 90.6; 73.0; 6.2; 13.9;
Criminal specialty; Thief
Previous arrests, Fremont, Neb. 371

Frank Petrusek, John Schwieger 31 00 / 28 OM 15
Rec'd Ohio State Penn. Oct. 10, 1914 No. 43020
Chg. B. &. L. Sent. indeterminate (Lorain County)
B. Meas. 17.7; 15.1; 10.9; 24.8; 43.3; 64.0; 8.4; 88.5; 61.0; 6.4; 12.9
Previous arrest; Milwaukee No. 6145
Criminal Specialty; Thief.

William Crossley, Frank Williams
Arr. July 12, 1914 Sioux City, IOwa No. 1639
Chg. Conspiracy and robbery. Sent. 3 years Anamora Iowa Penn. Oct. 10, 1914.
B. Meas. 19.0; 15.8; 12.5; 27.0; 50.3; 79.2; 9.8; 92.0; 88.5; 6.0; 14.0;
Criminal specialty; Robber
Previous arrest, Omaha, Neb. 3513

George A. Davis, George H? Davis, Harry Jones, Harry H. Dennis
Arr. July 3, 1914 Aurora, Ill. No. 320
Chg. Susp. P. P. Fined $10. and costs and given hours.
B. Meas. 18.7; 15.1; 12.4; 26.1; 49.4; 77.2; 9.2; 91.0; 86.0; 6.6; 14.6;
Criminal specialty P. P.
Previous arrest, Omaha, Neb. 2725; St. Louis 5759.

Ray Burns, Ray Smith, $\frac{17\ I}{3\ 0}$ 9
Arr. Oct. 23, 1914 Milwaukee, Wis. No. 6822
Chg. Fugitive (Forgery)
Previous arrests, Omaha, Neb. No. 3305
Criminal specialty; Forger.

James R. Wyndham, J. H. Burrows F.P
Arr. Oct. 15, 1914 Aurora, Ill. No. 326 O.M
Chg. Con. man. (Games) Dismissed and sent back to Canada. Wanted Toronto
B. Meas. 19.9; 14.8; 11.9; 27.5; 47.5; 79.2; 9.2; 92.6; 81.0; 7.0; 13.5;
Criminal specialty; CON Man.
Previous arrest, Toronto, Can.

Abraham Fried, Abe Friedman
Arr. July 3, 1914 Aurora, Ill. No. 316
Chg. Susp. (P.P.) Fined $10. and costs and given hours.
B. Meas. 19.5; 16.0; 11.7; 26.7; 45.8; 65.8; 9.4; 89.0; 72.0; 7.7; 13.8;
Criminal specialty P.P.

Fred Carson, George Carr, Frank Kelley
Arr. Oct. 21, 1914 Sioux City, No. 1603
Chg. Having Burglar tools. Sent. 5 years Ft. Madison Iowa Penn.
B. Meas. 18.8; 14.7; 11.0; 26.1; 45.9; 71.9; 8.3; 89.8; 74.0; 5.7; 13.6;
Criminal specialty, Concealed weapons.
Previous arrests; Milwaukee No. 5920

John Ryder, John Rudder, J. F. Harrison $\frac{17\ M}{1\ R\ 00}$ 11
Arr. Sept. 19, 1914 Oakland, Cal. No. 4646
Chg. Vag. (Susp. bogus checks)
B. Meas. 17.7; 14.4; 11.3; 26.7; 47.4; 75.7; 8.8; 90.3; 81.0; 6.4; 13.2;
Criminal specialty; Vag.
Previous arrest, Oakland, Cal. 3442.

Peter Murphy, Wm. Adams, Patrick Murphy, Pat Murphy
Arr. Oct. 15, 1914 Cleveland, Ohio No. 12714
Chg. Robbery. Held $500. G. J.
B. Meas. 19.5; 15.0; 11.6; 25.6; 46.3; 73.0; 9.0; 90.6; 78.0; 6.4; 13.8;
Criminal specialty, Robber.
Previous arrest, Ft. Wayne, Ind. No. 1248.

George Martin Morgan, Wm. Millspaugh, Jim Elliot, Dan'l E. Griswold 31 II 18
28 OM
Arr. Sept. 15, 1914 Oakland, Cal. No. 4630
Chg. Vag. and Bunco
B. Meas. 19.9; 15.7; 12.5; 28.9; 50.3; 80.1; 9.6; 93.8; 87.0; 7.9; 14.7;
Criminal specialty, Con. Man.
Previous arrests, New Orleans 206; Kansas City 39, Baltimore 4655

Andrew Messinger
Arr. Oct. 20, 1914 Aurora, Ill. No. 327 for trial)
Chg. Forgery.(Fug. Bath, Pa. where he was wanted for forgery, to be taken there
B. Meas. 17.8; 14.1; 12.3; 26.3; 47.8; 69.2; 9.2; 90.1; 78.0; 6.6; 13.0;
Criminal specialty; Forger
Previous arrests, Easton, Pa.

Fred Dixon
Arr. Aug. 22, 1914 Cleveland, Ohio.No. 12613
Chg. Post Office Robbery. P. O. made inquiry Sept. 30, 1914
B. Meas. 18.7; 15.1; 11.2; 25.5; 44.3; 69.5; 8.9; 90.4; 71.0; 6.7; 13.8;
Criminal specialty; Robber.

Frank Herbert, Frank Kelley, Frank McGuiggan
Arr. July 3, 1914 Aurora, Ill. No. 323
Chg. Susp. (P.P.) Fined $10. and costs. Given hours.
B. Meas. 20.0; 15.3; 11.8; 26.3; 47.3; 75.0; 9.5; 91.0; 79.0; 6.1; 14.0;
Criminal specialty P. P.
Previous arrests, Milwaukee 4960;Hartford, Conn.Louisville 2197;St.Louis 6592.

Geo. Young, Edw. Burton
Arr. July 3, 1914 Aurora, Ill. No. 322
Chg. Susp. (P. P.) Fined $10. and costs and given hours.
B. Meas. 19.1; 15.8; 11.5; 25.8; 46.1; 65.3; 8.6; 88.0; 67.0; 4.9; 14.7;
Criminal specialty; P.P.
Previous arrest Kansas City

Chas. Miller, Chas. Wise, Chas. Weiss 31 10 18
28 MI
Arr. Oct. 12, 1914 Boston, Mass. No. 12231
Chg. Susp. (P.P.)
B. Meas. 18.1; 14.5; 11.4; 25.3; 44.9; 61.0; 8.8; 84.7; 73.0; 6.1; 12.8;
Criminal specialty P.P.
Previous arrests, Lansing, Mich;Philadelphia 12062;Baltimore 3775;Buffalo 2896.

Munzio Reino, Lombardo Andrea, Andreo Lombardo
Arr. Oct. 20, 1914 Pittsburgh, Pa., No. 3456
Chg. Bunco
B. Meas. 18.5; 14.7; 10.8; 25.7; 42.7; 60.8; 8.5; 86.1; 57.0; 6.5; 14.1;
Criminal specialty, Con. Man.
Previous arrests, Boston, Mass. 6943; Rochester, N. Y. 1786

HarryHarry Goldberg, John Morris,John Herman Schafer 25 I 17
19 I
Arr. Nov. 4, 1914 St. Louis, Mo. No. 8803
Chg. P.P.
See August Report, page 7.

Charles Wellman, Smauel Kanner, Hardy Morris, Sidney Kennels 9 R OI / 1 R II 6
Arr. Nov. 1, 1914 Cincinnati, Ohio No. 14090
Chg. P. L. and A. B. Found guilty. Fined $100. and costs. Paid.
B. Meas. 17.8; 14.8; 11.0; 25.1; 44.0; 57.5; 7.9; 84.0; 67.0; 5.7; 13.6;
Criminal specialty P. P.
Previous arrests, St. Louis 7597; Detroit 6081; Jersey City

Samuel Kanner, Charles Wellman, Henry Gordon, "Sunshine Sammy"
Arr. Aug. 6, 1914 Toledo, Ohio. No. 4703
Chg. Suspicion. Aug. 8, 1914 Released.
See above arrest.

Patsk. Jos. Sullivan, Max Katzemeyer 9 a U / 2 a U 3
Arr. Oct. 25, 1914 Syracuse, N. Y. No. 6004
Chg. Att. Burgl. 3rd degree (Store)
B. Meas. 17.8; 15.6; 11.2; 24.8; 43.1; 62.7; 9.0; 89.2; 66.0; 6.6; 13.8;
Criminal specialty; Burglary
Previous arrest, Buffalo No. 1471

Elman C. McCann, Elmer McCann 25 I / 19 I 21
Arr. Oct. 17, 1914 New Haven, Conn. No. 994
Chg. Defraying Hotel Keeper. Fined $25. and costs Oct. 21, 1914 in C.C.
B. Meas. 18.8; 15.4; 11.7; 27.7; 47.7; 77.2; 9.8; 91.0; 82.0; 6.1; 13.9;
Criminal specialty; Worthless checks (Hotels)
Previous arrest; Newark, N. J. 3129

Geo. Bailey, Geo. David Brown, George Browne 25 MI / 30 00
Arr. July 7, 1912 Detroit, Mich. No. 4790
Chg. Susp. person, Con. man.
B. Meas. 19.3; 15.1; 11.6; 26.1; 47.2; 73.4; 8.9; 90.3; 78.0; 6.3;
Criminal specialty; Con. man. Kansas City 5766.
Previous arrests, Atlantic City 1284; Baltimore 3088; Omaha 2933; N.Orleans 1667;

Ed Conroy; Edward Burns, Frank Ward 1 R 00 / 1 U 00 11
Arr. May 1, 1914 Detroit, Mich. No. 6126
Chg. Forgery, June 16, 1914 Sentenced Detroit H. of C. 6 to 9 months.
B. Meas. 19.7; 15.0; 11.4; 25.1; 71.4; 9.0; 90.9; 73.0; 6.4;
Criminal specialty, Forger.
Previous arrests, Toledo, Ohio No. 3905.

Edward Dixoh, Harry Furey, Frank Harper, Wm. H. Miller, Geo. Edw. Walker 29 I O / 27 O 17
Arr. Oct. 23, 1913 Buffalo, N. Y. No. 4621
Chg. Susp. Larceny. Ordered out of city Oct. 24, 1913.
See. report for March page 7.

Harry Wm. Leonard, Herman Wm. Krieger, Herman Kreiger 1 U II / 1 U II 7
Arr. Sept. 4, 1914 Oakland, Cal. No. 4609
Chg. P. L. Sept. 11, 1914 90 days city Prison.
B. Meas. 19.2; 14.2; 11.6; 24.8; 45.7; 64.9; 8.9; 88.3; 69.0; 6.5; 12.6;
Criminal specialty; Thief
Previous arrest; San Diego, Cal. No. 1174

John Burns, John Byrne, John T. Burns 27 I / 17 OI 20
Arr, Nov. 5, 1914 Cincinnati, Ohio No. 11301
Chg. P. P.
See February report page 2.

Leo Meyers, John Hill, Harry Morgan, Carl Fisher, Frank Reed
Arr. Sept. 2, 1914 Des Moines, Ia. No. 1196
Chg. G. P. and P. P. Served 15 days for vagrancy.
Criminal specialty P. P.
See Sept. report page 6.

John Hill, Harry Morgan, Leo Meyers, Carl Fisher, Frank Reed
Arr. Sept. 22, 1914 Sioux City, Ia., No. 1635
Chg. Vag. P. P. $500. bond or 1 year county jail. Given hours.
See. above arrest.

Chas. Williams Harry Meyers, Harry Riley, Huckle Dean
Arr. July 3, 1914 Aurora, Ill. No. 317
Chg. Susp. P. P. Fined $10. and costs. Given hours.
B. Meas. 19.5; 16.3; 11.9; 27.2; 47.5; 69.0; 9.1; 89.7; 81.0; 6.9; 14.2;
Criminal specialty P. P.
Previous arrests, Chicago 56929; Milwaukee, Detroit, SanFrancisco, Cal.

J. W. Daley, William Lemon
Arr. Oct. 24, 1914 Cincinnati, Ohio No. 14077
Chg.
B. Meas. 19.3; 15.0; 11.5; 25.4; 46.1; 64.0; 9.0; 85.6; 71.0; 7.5; 14.8;
Criminal specialty; Vag.
Previous arrests, Chattanooga, Tenn.

Frank Edwards, Frank Conroy, Frank Watson
Arr. Sept. 25, 1914 Sioux City, Ia., No. 1631
Chg. Vag. and P. P. Held in $500 Bond or 1 yr. County Jail. Given hours.
B. Meas. 18.4; 15.1; 12.3; 27.5; 47.8; 77.9; 9.4; 95.6; 77.0; 6.6; 13.5;
Criminal specialty, P. P.
Previous arrests, St. Louis, Mo. 5412

Ed. Kelley, John Martin, Frank Haden, S. E. Jaffrays
Arr. Sept. 25, 1914 Sioux City, Ia., No. 1637
Chg. Larceny from person.
B. Meas. 18.6; 16.1; 11.9; 27.4; 47.9; 73.4; 9.5; 90.7; 81.0; 6.3; 15.0;
Criminal specialty; Thief.
Previous arrests, Dayton, Ohio. No. 1445

Harry Stearns, Harry Cohen
Arr. Oct. 21, 1914 Elmira, N. Y. No. 297
Chg. Vag. and P. P. Oct. 22, 1914 plead guilty. Sent. susp. to leave city.
B. Meas. 18.4; 14.1; 11.2; 25.2; 43.7; 65.9; 8.4; 86.1; 69.0; 6.4; 13.0;
Criminal specialty P. P.
Previous arrest, Milwaukee, Wis. No. 4071.

Sam Harris, Sam Gerst
Rec'd Ohio State Penn. Oct. 20, 1914 No. 43052
Chg. P. P. from Mahony county. Indeterminate sentence.
B. Meas. 17.9; 15.3; 10.6; 26.7; 44.6; 55.0; 7.8; 85.9; 71.0; 6.4; 13.7;
Criminal specialty; P.P.
Previous arrest; Hartford, Conn. No. 115.

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E. Van Buskirk,
Superintendent.

201 Liberty National Life Bldg
Birmingham, Alabama.
(Name and address of Contributor)

Date 9/28/32

Mr. J. E. Hoover,
Director, Bureau of Investigation,
Department of Justice,
Washington, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4EJW/gHS

Dear Sir:-

Following are the dispositions of cases on which fingerprints have been mailed to the Bureau of Investigation:

Print Number	Name and Alias	Disposition
cws 10-14	U.S. Ind. Reformatory, KING EDDIE WALL Chillicothe, Ohio, No. 5322 -C	As Eddie Wall arrested U. S. Marshal, Montgomery, Ala. 5/14/32 charged NMVTA sentenced 9/24/32 to serve five years U. S. Penitentiary, Atlanta, Ga.
~~Tom Strickland, 23176~~ ~~State Convict Dept, Montgomery, Ala.~~	~~THOMAS JACKSON STRICKLAND~~	~~As Thomas Jackson Strickland arrested U. S. Marshal, Montgomery 5/13/32, charge NMVTA, directed verdict of not guilty 5/22/32 and released~~

10/14 WS

This form to be submitted to the Bureau of Investigation to report dispositions of cases in which prints were forwarded previously. Dispositions include such information as advice relative to sentences imposed, fines, discharges from custody, etc. Several cases may be listed on each sheet.

Very truly yours,

J. H. Hanson
Acting
Special Agent in Charge
(Official Title)

LJG/dr

BUREAU OF INVESTIGATION
30 1932 A.M.
DEPARTMENT OF JUSTICE
FILE

1.1. 3256-75 X

JOHN EDGAR HOOVER
DIRECTOR

SPC:EB
31-32633-35

U. S. Bureau of Investigation
Department of Justice
Washington, D. C.

October 27, 1932.

MEMORANDUM FOR DIVISION SIX.

Reference is made to CHARLIE _____, fugitive index #3972.

Information has been received to the effect that a nolle prosequi was entered at Philadelphia, Pennsylvania, in this case on October 13, 1932. Therefore, this subject is no longer wanted by the Bureau.

Very truly yours,

J. Edgar Hoover

Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/ glw

RECORDED
OCT 28 1932

64-5256-15X

(8)

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

EPC:HCB
31-32633-10

November 17, 1931.

MEMORANDUM FOR DIVISION SIX

Please refer to Fugitive Index No. 3972, CHARLIE _____, and to your memorandum dated November 13, 1931. A review of the Bureau file indicates that the subject of the fugitive index is white, whereas the individual whom you cite as arrested by the New York Police Department on March 11, 1930, is colored. Accordingly, our New York Office is not being requested to attempt a verification.

Very truly yours,

J. Edgar Hoover

Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/ 9145

~~[illegible]~~

~~[illegible]~~

LCS:EFH November 13, 1931.

MEMORANDUM FOR THE DIRECTOR:

Please refer to Fugitive Index #3972, CHARLIE -------, file #31-32633.

Our files reflect a fingerprint card on one Charles S. Smith, alias Charlie, colored, 30 years old, 5'9½" tall, weight 190 pounds, medium build, showing his arrest by the New York City Police Department on March 11, 1930, charged with violation of Section 1897 Penal Law, which apparently relates to breaking and entering, since this individual was charged with entering a tenement building.

While it is hardly possible that those individuals are identical, you may desire to make inquiry into this fact. The Fugitive posting, meantime, has been placed as "probably identical" on the fingerprint card of the Charles S. Smith, alias Charlie mentioned above.

Respectfully,

L. C. Schilder.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/jhr

11/14/31

JOHN EDGAR HOOVER
DIRECTOR

U. S. Bureau of Investigation
Department of Justice
Washington, D. C.
November 28, 1932.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/gmt

THE UNITED STATES BUREAU OF INVESTIGATION.

- HISTORICAL -

Just as necessity mothers inventions, it also fosters origins, and nurtures progress. The origin, development, and growth of the United States Bureau of Investigation is in answer to the need for an unprejudiced fact-finding body in the field of efficient governmental operation and service. An unbiased agency of research and investigation became imperative with the first passage of criminal laws by the American Congress in 1790. Its need coincided with the first attempt to defraud the infant Republic. The location of such a service as an integral part of the Federal Department of Justice is as logical as is a government's duty to administer justice, prevent fraud, and protect its citizens.

The beginning of the fourth-ranking executive department is found in the legislation providing for the office of Attorney General in 1789, which was consummated by the appointment of Edmond Randolph to that position by President Washington. United States Attorneys and United States Marshals were placed under the administration of this office during the first year of the Civil War, and nine years later, Congress created the Department of Justice with the Attorney General at its head. In creating this Department, the legislation provided that the Attorney General include in his annual report statistics of crime under the laws of the United States, as well as those arising under the laws of the various states. The next year, 1871, the first appropriation was made for "The Detection and Prosecution of Crimes", which since has been renewed annually. Then, after the new century was but six years of age, the Attorney General referred to Congress the fact that methods of criminal identification were being used in Federal Prisons and specific reference was made to the Bertillon system of identification, which, already found inadequate, was being supplanted by the accurate method of identification by fingerprints. The request was made for authority to exchange identifying records with state officials and institutions.

Thus we find the actions which were forerunners of the United States Bureau of Investigation, with its functions of investigation, research, and identification.

With the creation of the Department of Justice in 1870, the Attorney General appointed an agent, whose title soon became "Special Agent", to make special investigations for the Attorney General. By 1879 the title was changed to "General Agent", and three years later, this official was given three assistants, known as examiners. They aided United States Attorneys in important cases, later aided in the administration of prisons and prisoners, examined accounts of clerks, Marshals and Commissioners, and observed their conduct of

(11)

official business. The increased necessity for supervision of the Department's officials and duties soon demanded their full time and they had a status similar to that of accountants and examiners. In 1894, the force so employed consisted of a Special Agent, a Special Examiner, and seven Examiners engaged in a general check on the administration of the business of the Department, augmented by one Special Agent who investigated crimes on Indian Reservations. In 1902 another Special Agent was added to make investigations, as an aid in preparing for the defense of claims arising as an outgrowth of the Spanish-American War. In the meantime, the need for additional examiners had arisen and one Special Agent was authorized to investigate Antitrust law violations.

It is observed that these employees were largely engaged in checking administrative functions and operations. The broad field of Federal law violations was, before 1906, practically without investigators, although there were operatives and agents in other departments with limited duties in this field. It is no wonder, then, that following the Civil War, the Attorney General indicated he was without funds and investigators to handle the many problems relative to the detection and prosecution of crimes which arose as an aftermath of that war. Again in 1878, the Attorney General told Congress he had no force to make investigations of Federal crimes. The establishment of Indian Reservations gave the Federal Government jurisdiction over thousands of square miles of territory for the use of the Indian wards of the Government. A multitude of fraudulent claims were filed following the Spanish-American War. Frauds in naturalization matters became enormous. With the opening of the West, land frauds under Federal jurisdiction became numerous. Although Antitrust laws were passed in 1890, the Attorney General in 1906 advised he had no investigators to aid in enforcing these laws. Only the Federal Government had jurisdiction of offenses occurring on the high seas, on military and many other reservations and national parks. Bankruptcy proceedings were administered exclusively by the United States Courts. Interstate commerce violations were by law made punishable by the United States. Fugitives from justice were to be located.

Picture the difficulties, therefore, of those who were to defend suits brought against the Government. They needed facts. They must have the facts to prevent payment of fraudulent claims from the Treasury. The United States Attorney who prosecutes crimes at times is located in a district covering an entire state; again, he is in a thickly populated center, with a large volume of business. He cannot, of course, make investigations to build up every case for prosecution, or even to see if he should or should not prosecute. The problem is even greater when some of the witnesses reside hundreds of miles away.

It is but little wonder, then, that by 1906, in addition to an increased number of examiners and administrative aids, there had been borrowed from another department more than one and one-half score of "operatives", but they were not responsible to the Attorney General. Congress directed that this "loaning" of agents be discontinued in 1908. Action was necessary, so

on July 26, 1908, Attorney General Charles J. Bonaparte issued an order placing all of the Department of Justice investigators and examiners, other than bank examiners and naturalization service investigators, under the direction of a Chief Examiner who was responsible to the Head of the Department. Nine "borrowed" operatives were appointed Special Agents, who, with twelve Examiners, and thirteen other Special Agents heretofore inquiring into peonage violations and land frauds, constituted the first organized force of the investigative bureau of the Department of Justice. The following year all naturalization examiners were transferred by Congress to the Department of Commerce and Labor. A small force of accountants was added to this remaining nucleus, particularly to handle violations of national banking laws and kindred matters. In the same year, 1909, at the request of Congress and direction of the President, a report was submitted to show the organization and operations of this new unit, and a list of twenty-five classes of investigations was submitted as being under its jurisdiction. An order establishing this Bureau was made on March 16, 1909, by the Attorney General.

In 1910, the administrative head of the Bureau bore the title of "Chief", an office held by Stanley W. Finch. Administrative and clerical positions were created to supplement the agents in the field. A. Bruce Bielaski became Assistant Chief. Two years later Mr. Finch accepted a position as Special Commissioner for the Suppression of White Slave Traffic, which, with investigators known as White Slave Traffic Officers, established headquarters in Baltimore, however, this unit merged with the United States Bureau of Investigation in 1914. With the departure of Mr. Finch in 1912, A. Bruce Bielaski became Chief of the Bureau. His Assistant Chief was Raymond E. Horn. During the following year a pamphlet of instructions was issued for the use of Special Agents, and for the most part, the agents were under the direct supervision of the Chief. In 1913 Attorney General McReynolds reported to the Secretary of State, William Jennings Bryan, that the Examiners and Special Agents were concerned with the prosecution of crimes, the apprehension of criminals, and the supervision of certain field officials of the Department. This seems to have outlined the general duties of the investigative staff at that time. The investigations of violations of the White Slave Traffic Act were added to the duties in 1914 and further emphasized the need for trained personnel.

The year 1914 marked the beginning of the World War. Violations of neutrality laws demanded investigative attention. Numerous reports were received concerning alleged illegal activities of German agents. Although they were often false, nevertheless, extensive investigation was required. In 1916, international disputes arose along the Mexican border which demanded that further facts be obtained by investigators of this Bureau. On April 6, 1917, the United States declared the existence of a state of war, and immediately it became necessary to arrest and intern dangerous enemy aliens, to enforce the Espionage Act, the Selective Service Act, to investigate charges of war profiteering, frauds against the Government, obstruction of recruiting,

violations by camp followers, and numerous indications of subversive activities by alien enemies. Complaints received during the next twelve months averaged 1500 daily, and at times reached a total of more than 3000 per day. It became necessary, of course, to supplement the investigations by voluntary aid which was contributed largely through the American Protective League, a volunteer organization which cooperated with this Bureau. Likewise, it became necessary to assign agents to fleet bases for protective and investigative purposes.

The Armistice was signed, but the usual situations following in the wake of war demanded further investigations, including the adjustment of contracts, the inquiries concerning charges of graft, profiteering, and all these charges demanded more facts which were largely furnished by this Bureau.

Mr. Bielaski resigned in 1919, and William E. Allen of Texas became Acting Chief. Soon afterwards, the administrative examiners of the Department were transferred to the Division of Accounts by the Attorney General. Mr. Allen was succeeded after a few weeks by William J. Flynn, with the title of Director. Frank Burke became Assistant Director and Chief. Increased demands for investigations arose from subversive activities and doctrines which were called to the Government's attention; from charges of profiteering and "high cost of living" conditions which were under regulations of the Food Control Act; and from passage of the National Motor Vehicle Theft Act. In 1914 President Wilson promoted Attorney General McReynolds to the Supreme Court, and in 1917 his successor, Mr. Gregory, appointed J. Edgar Hoover to a position in the Department of Justice, and in 1919, Mr. Hoover was promoted to the position of Special Assistant to the Attorney General. He became administrative head of the General Intelligence Division of the Bureau during the same year, and the creation of this division emphasizes the increased demands for investigations, in view of the need for facts concerning the many and far reaching problems and conditions arising as an aftermath of the World War. There was initiated in this Division a practice later adopted by the entire Bureau of more intensively reviewing all reports of agents, to supervise the information obtained and the investigative steps recorded. During this period, the Bureau was functioning under the direction of an Assistant Attorney General. In 1920, Special Assistant to the Attorney General William J. Neale was directed to perform the duties of Acting Chief of the Bureau. In October of the same year, Lewis J. Baley was appointed as Chief of the Bureau, vice Frank Burke resigned, and in 1921, William J. Burns was appointed Director of the Bureau. J. Edgar Hoover became Assistant Director. Shortly afterwards, a system of training of new employees was initiated, and the demands for investigations continued, as is shown by the fact that the War Department reported nearly 250 cases of alleged violations, bankruptcy frauds were reported in increased numbers, and passport and visa investigations were made by the hundreds. There were also reported for investigation war risk insurance violations, aircraft and cantonment construction frauds, and claims filed against the Government also made demands for investigations by Special Agents and Special Accountants. By 1922, however, the number of positions was decreased, the instruction school for new agents was reestablished, and the Special Agents and Special Accountants were conducting their operations from 52 field office headquarters.

In May, 1924, J. Edgar Hoover was designated Acting Director, and he was promoted to the position of Director on December 19, 1924, by Attorney General Stone. There began a constructive program of retrenchment and progress. The Bureau's functions were made entirely non-political and the relationship with peace officials in every section of the nation was placed on a high plane of cooperation.

In July, 1924, the fingerprints received at the Leavenworth Penitentiary were consolidated with those maintained in Washington by the International Association of Chiefs of Police, and the combined collection became a part of the United States Bureau of Investigation. This marked a step forward in the era of cooperation and administrative development which made this division of the Bureau's work the largest unit of criminal identification in the world, where free of charge there is furnished information based on fingerprint identification to thousands of law enforcement officials and agencies throughout the United States, and through such facilities there is rendered valuable service in civil identifications and a medium for keeping a check on criminals who operate on an international basis. Following the phenomenal development of this identification project, the International Association of Chiefs of Police in June, 1930, sponsored legislative authority for this Bureau to collect and compile uniform crime statistics for the entire United States, a movement previously initiated by that Association. Again there was marked progress as a result of the advancement of this, another cooperative movement for the benefit of peace officers.

In the Bureau's investigative and cooperative work efficient, effective and economical administrative methods have been installed; unnecessary overhead has been eliminated; a codification of regulations and instructions based upon suggestions and cooperative experiences of all members of the Bureau has been effected; required standards of qualifications for new appointees were raised so that personnel is selected from a field of law-trained young men or expert accountants, who are investigated vigorously before appointment. Afterward they receive a course of training in the Bureau's training school, which combines scientific and theoretical instruction, with its practical application by training the new employee with experienced Special Agents. All employees are required to keep pace with the latest development of ethical and intelligent methods of investigative procedure; promotions are based solely on efficiency, and all possible aid is given the Special Agent in order to develop his versatility, general ability and skill as an investigator. A highly trained personnel is required in order that the Bureau with a small force can most economically and effectively handle investigations of diversified classifications, including the following:

Antitrust Violations
Bankruptcy Frauds and Violations
Bribery
Contempt of Court
Copyright Violations
Crimes on Indian Reservations
Crimes on Military and Other Government Reservations and Parks
Crimes on the High Seas
Federal Kidnaping Law
Federal Reserve Act
Frauds Against the Government

Interstate Commerce Violations
Intimidation of Witnesses
Location of Escaped Federal Prisoners
Major Crimes in Alaska
Miscellaneous Official Matters and Violations
National Bank Act
National Motor Vehicle Theft Act
Parole, Pardon and Probation Matters
Perjury
Patent Violations
Peonage .
Theft and Embezzlement of Government Property
Theft from Interstate Commerce
Veterans Bureau Violations
White Slave Traffic Act

These investigations are conducted in Alaska, Hawaii, on the high seas, on Military, Indian and other Government Reservations, in cities and in rural communities. An Agent may be required to handle an investigation of a hardened criminal on one day and on the next may be assigned to obtain evidence from men prominent in the affairs of the business or political world. Although this Bureau has investigative jurisdiction over all cases in which the United States is or may be a party in interest, in order to avoid duplication of effort its attention is confined largely to the above characters of investigation, which leads many to speculate that perhaps four or five thousand Special Agents are required to handle the work, which is in fact accomplished by less than one-tenth of the number included in such estimates. These Special Agents, highly trained in this work, now conduct investigations from twenty-two field offices of the United States Bureau of Investigation, which, in answer to the need for such service, has a record of progressively increasing accomplishments.

United States Bureau of Investigation

Room 422. 7-15 1932

To:
- ____Director
- ____Mr. Nathan
- ____Mr. Tolson
- ____Mr. Edwards
- ____Miss Gandy
- ____Miss O'Brien
- ✓ Chief, Div. 7
- ____Supervisor, Steno. Pool.
- ____Inspector
- ____Supervisor
- ____Secretary

Remarks:

Lindbergh kidnaping

7-15-32

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EXW/SMK

H. H. Clegg.

NEGATIVES	94
POSITIVES	
CONTACT-PRINTS	14
ENLARGEMENTS	
LANTERN SLIDES	
MOUNTING	
OPAQUING	DATE 10-5-82 BY SPYEZW-ONE
DELIVERED	Date 3/2 Time 12:45 pm Initial

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Date 2-28-35

Mr. Renneberger:

Please make the customary positive photographic copies for the Fugitive Bulletin of the indicated fingers on the attached cards, as follows:

Name	Jacket or Print Number	Finger	No.
W. L. Baker, Jr.	9493 Okla. StRefor.	rt index	41
Haywood Smith	823497	rt index	42
Z. V. Starnes	SO, Graham, NC.	rt index	43
Lee Cantrell	10514 Okla. StRefor.	rt index	44
Norman Dixon	SO, Graham, NC.	rt middle	45
Clinton McCloud	372801	rt index	46
~~George Hughes~~	~~775299~~	rt index	47
Peter Poleski	546520	rt index	48
~~Harry Lazarow~~	~~629854~~	rt index	49
Frank Thurston	883791	rt thumb	50
~~Buster Nichols~~	~~458338~~	rt index	51
William Dastiglio	541640	rt index	52
~~Elizabeth Wilson~~	~~PDm Baltimore, Md.~~	rt middle	54
James Williams	PD, Columbus, Miss.	rt ring	55

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/TMT

Signed K. J. Williams

(12)

16 3216-75 A

June 26, 1935.

Mr. John T. Thompson,
Sheriff,
Pocahontas, Arkansas.
Atten: Identification Officer.
200 fingerprint cards
50 envelopes

Mr. J. M. Sumner,
Sheriff,
Sylvester, Georgia.
Atten: Mr. D. S. Hudson.
200 fingerprint cards RUSH

Mr. S. W. Seabrook,
Chief Clerk,
Federal Jail,
New Orleans, Louisiana.
Atten: Identification Officer.
300 ~~fingerprint cards~~ envelopes

Mr. L. M. Patterson,
Chief of Police,
Vinita, Oklahoma.
Atten: Identification Officer.
50 envelopes
25 disposition sheets.

Mr. Joseph A. LeStrange,
Superintendent of Police,
Philadelphia, Pennsylvania.
Atten: Identification Officer.
5,000 fingerprint cards

Colonel S. Francis Riggs,
~~Chief of Police~~ Chief of Insular Police,
San Juan, Puerto Rico.
Atten: Mr. J. M. Hernandez.
5,000 fingerprint cards.

Mr. Ralph H. Walker, Warden,
State Prison & Providence County Jail,
Howard, Rhode Island.
Atten: Mr. E. E. Sullivan.
300 institutional fingerprint cards.

Mr. Geddes E. West,
Chief of Police,
Spartanburg, South Carolina.
Atten: Mr. Joseph M. Hill,
100 envelopes.

Mr. Walter J. Goetz,
Chief of Police,
Aberdeen, South Dakota.
Atten: Identification Officer.
200 fingerprint cards
50 envelopes
25 disposition sheets.

Mr. M. F. Hammond,
United States Marshal,
Houston, Texas.
Atten: Mr. J. F. Myers.
10 card holders
5 rollers
12 tubes f.p. ink
3,000 fingerprint cards - 1,000 envelopes.

Mr. Lawrence Bonnes,
Sheriff,
Hudson, Wisconsin.
Atten: Identification Officer.
200-50-25-10-1"Fingerprints".
(made active 6-28-35)

Mr. Chester O. Miller, Jr.,
State Parole & Probation Officer,
City Hall,
Rhinelander, Wisconsin.
200-50-25-10- NEW
(cut stencil:-State Parole & Probation Officer,
City Hall,
Rhinelander, Wisconsin.

10-5-82 Copy ETW/BHK

Please add the following to the list to receive the bulletin entitled "Fugitives Wanted by Police, beginning with the current issue:
Sheriff's Office,
Ringgold, Georgia.

Investigator In Charge,
Alcohol Tax Unit,
Bureau of Internal Revenue,
U. S. Treasury Department,
Bangor Maine.

PLEASE SEND CURRENT ISSUE OF FUGITIVE BULLETIN AS WELL AS SUBSEQUENT ISSUES, TO ALL NEW CONTRIBUTORS.

PLEASE NOTE THE FOLLOWING:

On 6/26/35 you were instructed to
CANCEL
Chief of Police,
Chappaqua, New York
HEREAFTER, CONTINUE TO SEND TO
Chief,
New Castle Police Department,
Chappaqua, New York.

PLEASE SEND THE FOLLOWING SUPPLIES TODAY WITHOUT FAIL.

Mr. P. Davis,
Care of Police Department,
Brookline, Massachusetts.
20 pers. ident. fingerprint cards.

CC-Mr. Renneberger.

PLEASE SEND CURRENT ISSUE OF FUGITIVE BULLETIN, AS WELL AS SUBSEQUENT ISSUES, TO ALL NEW CONTRIBUTORS.

June 29, 1935.

Mr. Marion M. Wilson,
Chief of Police,
Santa Barbara, California.
Atten: Identification Officer.
50 envelopes

Mr. T. A. Frantz,
Chief of Police,
Walsenburg, Colorado.
Atten: Identification Officer.
200-50-25-10-1 "Fingerprints". NEW

Mr. Claude Swift,
Sheriff,
Walsenburg, Colorado.
Atten: Identification Officer.
100 fingerprint cards
25 envelopes

Mr. C. C. Reynolds,
Superintendent,
State Police,
Wilmington, Delaware.
Atten: Identification Officer.
200 fingerprint cards
50 envelopes

Mr. James H. Smith,
Sheriff,
Cedar Rapids, Iowa.
Atten: Mr. L. Mason.
200 fingerprint cards.

Mr. Lacey M. Simpson,
Warden,
State Penitentiary,
Lansing, Kansas.
Atten: Mr. C. W. Wilson.
500 institutional fingerprint cards
100 envelopes

Mr. D. K. Fitch,
Chief of Police,
Salina, Kansas.
Atten: Sergeant W. L. Buecha.
100 pers. ident. f.p. cards.

Mr. J. F. Hackett,
Chief of Police,
Birmingham, Michigan.
Atten: Identification Officer.
50 envelopes

Mr. W. R. Schmidt, Coroner,
McLeod County,
Glencoe, Minnesota.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW
(CORONER - DO NOT SEND FUGITIVE BULLETIN)

Mr. John A. Warner,
Superintendent,
Troop "K",
State Police,
Hawthorne, New York.
Atten: Identification Officer.
300 fingerprint cards

Mr. Joseph C. Zajic,
20-73 - 45th Street,
Long Island City, New York.
50 pers. ident. f.p. cards.

Mr. Davis A. Wennerstrom,
Sheriff,
Finley, North Dakota.
Atten: Identification Officer.
25 envelopes

Mr. Henry B. Lowery,
Sheriff,
Nowata, Oklahoma.
Atten: Mr. H. J. Deardorff.
50 envelopes

Mr. H. L. Hesling,
Chief of Police,
North East, Pennsylvania.
Atten: Identification Officer.
100 fingerprint cards.

10-5-82 8 P 4 E 3 w/pmk

PLEASE SEND CURRENT ISSUE OF FUGITIVE BULLETIN, AS WELL AS SUBSEQUENT ISSUES, TO ALL NEW CONTRIBUTORS.

Mr. J. A. Hamm,
County Detective,
Uniontown, Pennsylvania.
250 pers. ident. f.p. cards -

Mr. Frank J. Burns,
Sheriff,
Chattanooga, Tennessee.
Atten: Mr. R. W. Clinton.
100 pers. ident. f.p. cards -

Mr. Edward Tyrrell,
Operative in Charge,
Secret Service Division,
U. S. Treasury Department,
Lock Box #996,
San Antonio, Texas.
200 fingerprint cards.

Mr. H. G. Thompson,
Chief of Police,
Sherman, Texas.
Atten: Identification Officer.
50 envelopes

Mr. W. N. Hannah,
Commonwealth Attorney,
Palmyra, Virginia.
200-50-25-10-1"Fingerprints". NEW

Major C. E. Heckman,
Acting Superintendent of Police,
Roanoke, Virginia.
Atten: Identification Officer.
50 envelopes

Mr. Joe Heitzinger,
Sheriff,
Stevens Point, Wisconsin.
Atten: Mr. Winkler.
200-50-25-10-1"Fingerprints".
(made active 6-29-35)

PLEASE SEND CURRENT ISSUE OF FUGITIVE BULLETIN, AS WELL AS SUBSEQUENT ISSUES, TO ALL NEW CONTRIBUTORS

CC-Mr. Renneberger.

February 28, 1935.

The following is a list of Coroners enrolled as Contributors, but to whom "FUGITIVE BULLETINS" are not sent:

Dr. G. S. Atkinson, Coroner,
Sharp County,
Hardy, Arkansas.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. R. E. Wynne, Coroner,
Lawrence County,
Bedford, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. C. J. Folz, Coroner,
Vanderburgh County,
Evansville, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. Edwin L. Libbert, Coroner,
Dearborn County,
Lawrenceburg, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. George C. Porter, Coroner,
Greene County,
Linton, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. F. T. Tyler, Coroner,
Floyd County,
New Albany, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. R. L. Hiatt, Coroner,
Wayne County,
Richmond, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. R. O. Kennedy, Coroner,
Rush County,
Rushville, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. W. R. Tindall, Coroner,
Shelby County,
Shelbyville, Indiana.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. Elwood Williams, Coroner,
Daviess County,
Washington, Indiana.
200 fingerprint cards.
50 envelopes
1 "Fingerprints". NEW

Dr. H. B. Kyselka, Coroner,
Grand Traverse County,
Traverse City, Michigan.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. C. B. Thurston, Coroner,
Anoka County,
Anoka, Minnesota.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. Amos M. Hansen,
Coroner,
Koochiching County,
International Falls, Minnesota.
"Fingerprints"
200 fingerprint cards
50 envelopes. NEW

Dr. P. A. Mattison, Coroner,
Winona County,
Winona, Minnesota.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10-5-82 BY SP4 EJW/ 34

3/1/35

(11)

6-1-5256-75-X

DO NOT SEND FUGITIVE BULLETINS TO THE FOLLOWING:

Dr. T. M. Mathews, Coroner,
Pike County,
Bowling Green, Missouri.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. F. E. Butler,
County Coroner,
Salem, Missouri.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Coroner,
Columbiana County,
Lisbon, Ohio.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. Robert Berry,
Custodian of Lucas County Morgue,
Toledo, Ohio.
50 fingerprint cards
25 envelopes NEW

Dr. A. M. Showalter, Coroner,
Montgomery County,
Christiansburg, Virginia.
200 fingerprint cards
50 envelopes
1 "Fingerprints" NEW

Dr. Paul J. Parker, Coroner,
Elizabeth City County,
Hampton, Virginia.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. I. C. Bodow,
City Coroner,
Hopewell, Virginia.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. Gilbert F. Nolan, Coroner,
Christian County,
Taylorville, Illinois.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Dr. Robert Whitehead, Coroner,
Lunenburg County,
Victoria, Virginia.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. H. Meier, Coroner,
Iron County,
Hurley, Wisconsin.
Atten: Mr. Joe Charbonneau
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. W. T. Brown, Coroner,
Juneau County,
Mauston, Wisconsin.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. Arthur E. Taylor, Coroner,
Lincoln County,
Merrill, Wisconsin.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. S. W. Fogo, Coroner,
Richland County,
Richland Center, Wisconsin.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mr. Victor S. Prais, Coroner,
Portage County,
Stevens Point, Wisconsin.
200 fingerprint cards.
50 envelopes
1 "Fingerprints. NEW

Mailed
3/1/35

DO NOT SEND "FUGITIVE BULLETINS TO THE FOLLOWING:

Mr. Lew M. Gay,
County Coroner,
Casper, Wyoming.
200 fingerprint cards
50 envelopes
1 "Fingerprints". NEW

Mailed 3/1/35 EOS.

CC- Mr. Renneberger.

Division of Investigation

U. S. Department of Justice

Washington, D. C.

December 31, 1934.

DIVISION BULLETIN NO. 89,
Fiscal Year 1935,
First Series.

TO ALL SPECIAL AGENTS IN CHARGE:

This is to advise you that after December 30, 1934, the address of the Pittsburgh Office will be as follows:

620 New Federal Building.

Telephone Number: GRANT 0800.

Post Office Box: 1987.

All mailing lists should be changed accordingly.

Very truly yours,

John Edgar Hoover,

Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/gMK

66-3258-75X

(10)

PROCUREMENT DIVISION COPY

PURCHASE ORDER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

Order No. 27489

Appropriation: [illegible] , 19

For [illegible]

Please furnish and deliver the articles specified below to [illegible]

ITEM NO.	DESCRIPTION OF ARTICLE	QUANTITY	UNIT	PRICE	AMOUNT
[illegible]	[illegible]	1	[illegible]		

(Set Type)

Ordered from Procurement Division

12-Wrenches, 10"
12-Screw drivers 6"
12-Pliers, side cutting, 8"
12-Files, flat second cut 8"
12-Hammers, 1 lb.

[illegible] 10-5-82 [illegible]

7—1295a

(TO BE FORWARDED TO THE PROCUREMENT DIVISION)

U. S. GOVERNMENT PRINTING OFFICE 1918

June 28, 1933

MEMORANDUM FOR: MR. COFFEY
ASSEMBLY SECTION
CARD INDEX SECTION
POSTING SECTION
RECORDING SECTION
TYPING SECTION
TECHNICAL SECTION
STENOGRAPHERS
MESSENGERS

Effective July 1, 1933, the Typing Section is to transmit copies of letters answering fingerprints only in the following instances:

(A) SEE FOOTNOTE.

(B) The Bureau of Prisons is to be furnished with copies of letters reflecting current arrests of individuals previously confined to any of the Federal institutions where our records show such individuals are on parole. Letters answering current prints received from Federal institutions are to be directed to the Bureau of Prisons with copies to the said institutions.

(C) Copies of letters replying to current prints are to be forwarded to all contributors interested in securing the apprehension of any individual as a fugitive. Those letters are to be sent when they report the fugitive status of an individual and also are to be sent when a print reporting the arrest of a fugitive is answered.

(D) Prints from Federal agencies are to be answered direct to the contributing field office and not to the Washington headquarters as is the practice now. No copy is to be sent to the Washington headquarters unless that headquarters is the contributing agency.

(E) Where it is customary at the present time for copies of letters to be sent to parole or similar agencies, that practice may be followed.

The decision with reference to sending copies of records in "reanswer" cases is to be made in the individual cases by the assistant Chief or by me.

Very truly yours,

I. C. Schilder

CC Burgess
Mr. Edwards

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/glw

(2) Division memorandum dated June 28, 1933:

"Recent instructions contained in my memorandum of June 25, 1933, relative to the preparation and transmittal of copies of letters containing criminal history are amended to provide that hereafter no copies of such letters shall be sent to prosecuting officials of any character. This change shall also be placed into effect on July 1, 1933."

(15)

JOHN EDGAR HOOVER
DIRECTOR

U. S. Bureau of Investigation

Department of Justice

Washington, D. C.

For completion of our records, please supply dispositions to this Bureau in any of the foregoing cases where they do not appear.

Form No. 785B

DEPARTMENT OF JUSTICE

OFFICE Mechanical Section
Room 7325, New Justice Bldg.

To the Director, Bureau of Investigation,
Department of Justice.

July 1, 1935

Please furnish this office for use during the three months ending ____, 19____, the supplies indicated in the following list.

R C Rennebergen
Chief, Mechanical Section.
(Official title)

7—1641

Item No.	Quantity: On hand	Quantity: Ordered	Quantity: Unit	√	Articles	Price	Aggregate Cost
					INSTRUCTIONS ON BACK MUST BE FOLLOWED LEAVE DOUBLE SPACE BETWEEN EACH ITEM		
					The following parts for Dexter Folding Machine obtainable from Dexter Folder Company.		
		4	ea.		#5302 Feed Rolls		
		6	ea.		#5310 Feed Rolls		
		~~2~~ 1	ea.		#5210 Friction Pinion		
		6	ea.		#375 Rubber Tires		
		3	ea.		5/8 x 1 x 1-1/4" Bronze Bushing		
		4	ea.		5/8 x 1 x 1-1/4" Nigrum		
		4	ea.		5/16" Oil Cups		
		5	ea.		2-0 Oil Cups		

COMMUNICATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 Edw/glk

64 11 3356-75-A

THESE INSTRUCTIONS MUST BE FOLLOWED

INSTRUCTIONS

1. Requisitions must be made to the Bureau in duplicate, and submitted quarterly for all expendable supplies.

2. The item number and letter given to designate the article in "The List of Supplies" must be placed in the first column.

3. State make of machine for which typewriter ribbons are required.

4. Samples must be furnished in duplicate for envelopes, letterheads, and all special printing.

5. Requisitions for typewriters must be accompanied by a statement showing the make, model, and number of machine to be turned in.

6. Requisitions for supplies and special equipment not listed on the schedule must be accompanied by a detailed explanation as to the necessity thereof.

7. Requisitions for dockets and other bound books should be forwarded at least three months before they are actually required for use.

8. SEPARATE REQUISITIONS MUST BE MADE FOR (1) SUPPLIES, (2) STOCK FORMS, (3) DOCKETS, (4) ENVELOPES, (5) PRINTING, (6) LAW BOOKS, (7) OFFICE DEVICES, AND (8) MISCELLANEOUS SUPPLIES NOT LISTED ON SCHEDULE. THIS IS IMPORTANT AND MUST BE FOLLOWED CLOSELY.

U. S. GOVERNMENT PRINTING OFFICE: 1931 7—1641

EPC:KW

June 27, 1934.

Special Agent in Charge,
New Orleans, Louisiana.

Dear Sir:

Reference is made to your letter of June 22, 1934, in which you request a supply of General Appearance Forms to be used in connection with the descriptive data pertaining to kidnapers, extortionists, and bank robbers. There are being transmitted to you under separate cover three hundred originals and an equal number of thin white copies of the above forms.

Very truly yours,

Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY 804 EZW/gmk

Marked 6-27-34.

RCR:MJB

June 27, 1934.

MEMORANDUM FOR MR. TOLSON.

This is to advise that the reward circulars on John Herbert Dillinger and Lester M. Gillis were forwarded to the following offices on June 26, 1934 by special delivery mail.

	Dillinger	Gillis
St. Paul	3,000	3,000
Chicago	2,250	2,250
Indianapolis	1,500	1,500
Kansas City	2,400	2,400
Detroit	2,800	2,800
Cincinnati	3,000	3,000
Omaha	500	500
Oklahoma City	1,400	1,400
Little Rock	1,000	1,000
St. Louis	2,200	2,200
Nashville	2,100	2,100
Boston	2,925	
New York	5,500	
Portland	1,450	
	32,035	22,150

Respectfully,

R. C. Renneberger.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/gbk

DIVISION OF INVESTIGATION

Date May 29, 1935

To Chief Clerk:

This is to advise that the articles listed below were received today by Unit Mechanical Section.

Memo. No. or Date of Req.	No. Rec'd	Unit	Article
5-2-35	15	doz.	Eastman lantern slide plates, 3¼ x 4"
	6	rls.	½" black Scotch masking tape
	6	rls.	1" black Scotch masking tape

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/MJT

Signed _____

Inlo R.C.R.

(17) 66-3231-15 X

FROM EASTMAN KODAK COMPANY
ROCHESTER, N. Y.
CONTENTS — MERCHANDISE

Postmaster: This package may be opened for postal inspection if necessary. If not delivered notify us, giving Invoice No. Forwarding or return postage guaranteed.

INVOICE NO. E [illegible]420

YOUR ORDER NO. 33854

DEPARTMENT OF JUSTICE
OFFICE OF CHIEF CLERK
WASHINGTON D C

FROM EASTMAN KODAK COMPANY
ROCHESTER, N. Y.
CONTENTS — MERCHANDISE

Postmaster: This package may be opened for postal inspection if necessary. If not delivered notify us, giving Invoice No. Forwarding or return postage guaranteed.

INVOICE NO. E [illegible]420

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
MECH.SEC.BASEMENT
WASHINGTON D C JUSTICE BLDG

5 5/16/34/35 SPL GOVT

PARTIAL SHIPMENT

J J 5/27/35

15 Dz EASTMAN L S PLATES

18-P-22730-A-1

Rec'd 5/20/35 5/9/34

PACKING MEMO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/gHK

IN CASE OF ERROR PLEASE RETURN THIS PACKING MEMORANDUM TO EASTMAN KODAK COMPANY, ROCHESTER, N. Y.

MOTORCYCLE MESSENGER RECORD

DATE 6-4 1935 NAME [illegible]

From	Time	To	ARRIVAL	DEPARTURE	RETURN
Equipment Section	9:20	Old Southern Ry.	9:30	[illegible]	9:50
" "	10:45	" " "	11.10	[illegible] 11.15	11:30
" "	1:00	" " "	1:20	[illegible]	1:35
" "	2:15	" " "	2:45	2:50	
" "	3:45	" " "	3:55	[illegible]	
" "	5:00	" " "	5:40	[illegible]	
" "		" " "			

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/gbk

(18)

16-3986-75X

ATTENDANCE RECORD
MECHANICAL SECTION

	16	17	18	19	20	21	23	24	25	26	27	28
Renneberger, R. C.	✓	✓	✓	✓								
Barber, C.												
Bartz, A. E.											A	
Battenfield, W. A.	8:45	8:50	8:50	8:50	8:50	8:50		8:55		8:50	8:55	8:45
Bauknight, F. S.												
Buchholz, C. W.						A						
Bodziak, S. E.	8:45	8:40	8:50	8:45	8:55	C	S	S		S	S	S
Bourque, A. J.	8:50	8:50										
Broach, G. H.						A	A	A		A	A	A
Brooke, I. A.												
Bucher, D. B.A.	8:45	8:45	8:45	8:45	8:45	8:45	8:45	8:45		8:40	8:45	8:45
Caldwell, R. N.												
Caver, W. H.												
Clayton, J. R.												
Dunlop, J. R.												
Ezell, O. A.												
Green, C. L.												
Hargett, E. E.												
Heley, F. A.												
Holland, W. M.												
Houser, J. H.	S	8:45	8:45	8:50	8:50	8:50	8:55	9:00		8:55	8:55	
Jenkins, T. J.												
Johnson, J. R.												
Johnson, J. S.												
Krahling, J. W.												
Laycock, C. F.												
Lewis, M. E.												
McArthur, W. S.										A	A	A
McMahon, J. E.		S										
Morin, W. P.						C	A	A		A	A	C
Neale, A. W.												
Northrop, J. R.												
Patterson, E. B.							A	A		A	A	A
Preston, R. D.	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	
Row, M. F.											S	S
Russell, R. S.												
Sellers, H. P.												
Sievers, G. K.												
Sullivan, J. D.		S										
Swaim, B. W.												
Taylor, P. L.					A						A	
Teague, L. O.												
[illegible]iplett, R. E.												

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

December 28, 1934.

Special Agent in Charge,

Attention: Mr. Renneberger.

Dear Sir:

The Division has noticed that a tendency prevails on the part of several field offices to designate as "Kidnaping - Extortion" those cases in which a letter is received by a victim, threatening a kidnaping in the event a demand for ransom is not complied with.

For administrative purposes, it is desired that only those cases be characterized as "Kidnaping" where there has been an actual seizure and abduction, or where information is received that a plot has been or is being formulated to effect an abduction.

In other instances, where a letter merely threatens to kidnap a person in an endeavor to extort, the "Extortion" classification should be used.

Very truly yours,

J. Edgar Hoover

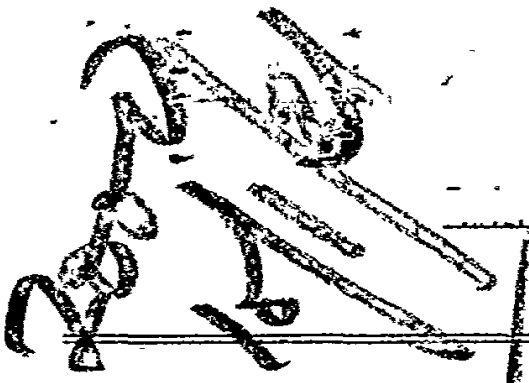
John Edgar Hoover,
Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4EZW/STK

(20) 11-30 56 - 95 X

To:
_____ Director
_____ Mr. Nathan
_____ Mr. Tolson
_____ Mr. Baughman
_____ Mr. Appel
_____ Mr. Egan
_____ Mr. Conway
_____ Mr. Reed
_____ Inspector_____
_____ Division Seven
_____ Bureau Files
_____ Personnel Files
_____ Local Bureau Office
_____ Stenographic Pool
Identification Division
_____ Mr. Schilder
_____ Mr. Waters

V. W. Hughes
Room 418.



193

To:
- Director
- Mr. Nathan
- Mr. Tolson
- Mr. Baughman
- Mr. Hughes
- Mr. Egan
- Inspector
- Division Seven
- Bureau Files
- Personnel Files
- Stenographic Pool
- Identification Division

C. A. Appel.
Room 420.

_____ 193

To:
_____ Director
_____ Mr. Nathan
_____ Mr. Tolson
_____ Mr. Baughman
_____ Mr. Hughes
_____ Mr. Egan
_____ Inspector_____
_____ Division Seven
_____ Bureau Files
_____ Personnel Files
_____ Stenographic Pool
_____ Identification Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/ZLK

C. A. Appel.
Room 420.

BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE

To Division Six: Date 9-28-31.

REQUISITION FOR) Mimeographing ☐
) Multigraphing ☒
) Photostating ☐

REQUESTED BY R. C. Renneberger,

APPROVED BY J. E. Hoover

DIVISION 7 ROOM NO. 433 PHONE 133

No. of Originals	No. of Copies Req. of Each	Letter Heads		Plain	
		Dept.	Bureau	Plain	Bond
1	1,000				

No. of Originals	No. of Copies Req. of	Total No. of Copies	Size Required	Negative or Positive	Special Instructions

DESCRIPTION OF WORK per attached.

TIME COMPLETED WORK DESIRED:-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/glk

(21) 62-32916-15X

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation
U. S. Department of Justice
Washington, D. C.

June 30, 1934

MEMORANDUM FOR MR. RENNEBERGER

You are advised that Messrs. Jack R. Clayton and William A. Battenfield are being recommended for appointment to Messenger positions in the Equipment Section and will be directed to report to you for assignment when they enter on duty.

Very truly yours,

J. Edgar Hoover

Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/JHK

22 11-3086-95 1

October 23, 1932.

Memorandum for Mr. Schildor

In compliance with Mr. Schenken's instructions I am attaching a list of the contributors of fingerprints who received the form letters regarding disposition sheets and foreign exchange. On each of the sheets appear the initials of the typist who prepared the letters referred to.

Respectfully,

A. H. Breuer.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/ slk

North Carolina

Minot	Post Office Department	Insp. in Charge
Mohall	Sheriff	H.R.Gieselman
Mott	Sheriff	Kasper Neiderkorn
New Rockford	C.P.	
New Rockfort	Sheriff	Carl Thompson
Rolla	Sheriff	Frank Fitzharris
Rugby	Sheriff	O.M.Rohrer
Schafer	Sheriff	S.A.Thompson
Stanley	Sheriff	Henry G. Lund
Stanton	Sheriff	Otto Poschadel
Steele	Sheriff	F.C.Bowerman
Towner	Sheriff	James M. Scholl
Valley City	Sheriff	Arthur A. Sunde
Valley City	C.P.	James Kelly
Wahpeton	Sheriff	D.S.McIlwain
Washburn	Sheriff	A.J.Ludenbeck
Williston	Sheriff	Oscar N. Lee

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

July 29, 1935.

MEMORANDUM FOR THE MECHANICAL SECTION

Re: Avery Simons, with aliases, Fugitive, I.O. 1247, Bank Robbery.

Supplementing memorandum dated June 28, 1935, the following additional data are furnished for use in preparing the pocket Identification Order:

The F.P.C. is: 5 1 tUr 6
1 U 9

Reproduce right index finger from print #3457.

Use photograph reverse side of print #3457.

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 E2W/gHK

(30) 16-3556-95X

February 27, 1935.

Special Agent in Charge,
Birmingham, Alabama.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/gmt

Dear Sir:

This is with reference to your letter of February 15, 1935, and the package suspected of containing inflammable mechanism to be used in arson plots or a bomb transmitted to you by Deputy Fire Marshal S. S. Blackburn of Chattanooga, Tennessee.

In view of the fact that your letter did not give any of the details of the securing of this package the examiners were forced to treat it as though it were suspected of containing a live bomb. As you know trigger mechanisms frequently render it impossible to open such packages safely. The package was taken to a rifle range where a shot from a high powered rifle was fired through the center. This failed to explode it and another shot was placed through the bottom. As no explosion resulted the package was opened. It was found to be a cylindrical box of wood approximately five inches long by 2 1/8 inches in diameter, the two hollow ends being fastened together by screw threads cut in the wood.

The interior was filled with absorbent cotton packed tightly, in the center of which was found a metal tube one end of which is closed by a tube which simply fits over and is held in place by friction. On the end of this tube stamped in the tin or other metal of which it was composed were the letters "AT PE D. S." All of these letters were not visible because the first bullet from the rifle tore away the end of the metal tube. The visible letters are possibly part of the abbreviation "Pat. Pend." On the opposite end is the figure of a maltese cross which is made by embossing of the metal. Inside this tube there was additional absorbent cotton packed in the end closed by the cap. In the other end there apparently was no cotton but as it was opened by the bullet no positive statement can be made as to this. In the center of the tube was a cylindrical object, practically the diameter of the tube, which was, however, free to move. As it was possible that this contained an explosive, it also was first tested and then filed. It was found to be a solid piece of brass moulded to this shape.

It is obvious that the package is one designed by some abnormal person. It might have been intended for use in connection with an arson plot as all that was necessary to finish its preparation for this purpose was to add some explosive

(29)

66-3286-75x

and some means of igniting it. This is somewhat true with reference to the possible use as a bomb, it being unusual, however, for such packages to contain the inflammable materials such as cotton and wood. Also, it would be unusual to find a metal cylinder, its only possible use being as a projectile and there being no means provided for insuring any aim. If the package was designed for use in connection with arson it would seem to be a crude device, probably unsuccessful in most instances. In fact, altogether the package appears to be the work of a mentally deranged person or one lacking experience in things of this type.

The package in its present condition and all the parts described are being returned under separate cover.

This information is being transmitted in order that you may contact Mr. Blackburn and inform him of the results of the examination.

Very truly yours,

John Edgar Hoover,
Director.

cc - Nashville.

AIR MAIL - SPECIAL DELIVERY

2/28/35

RECEIPT FOR REGISTERED ARTICLE No. 17411

.....fee paid. .....class postage paid. ....., 193 (Date)

Declared value, $..... Surcharge paid, $.....

From ..... (Sender)

..... (Street and number) (Post Office and State)

Addressed to ..... (Addressee)

..... (Street and number) (Post Office and State)

Accepting employee will place initials in space below, indicating restricted delivery

Return receipt fee ..... Special delivery fee .....

Delivery restricted to addressee { in person ..... or order ..... Fee paid ..... } Postmaster, per .....

5—6869

POSTMARK

DIVISION OF INVESTIGATION

Date 12-29-33

To Chief Clerk:

This is to advise that the articles listed below were received today by Unit Equipment Section

Memo. No. or Date of Req.	No. Rec'd	Unit	Article
	100	ea.	Letter-aize file cabinets 4-drawer olive-green

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/JHK

Signed _____

(28) 66-3256-75X

No. 297

UNITED STATES BUREAU OF INVESTIGATION

Date 11/13/32

To Division Ten:

Please furnish the following supplies to Division 10 :

Quantity	On Hand	Articles
10 boxes		Broadface Elite Type--small "e"
10,000 ea.		Bond Paper, 8x8
30 yds.		Cheesecloth

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/gHK

Approved RMR

Signed _____

(27) 66-3256-75x

No. [illegible]

UNITED STATES BUREAU OF INVESTIGATION

Date July 6, 1933.

To Division Ten:

Please furnish the following supplies to ~~Divisions~~ San Antonio:

Quantity	On Hand	Articles
20		I. O. #1189
20		I. O. #1190

PLEASE EXPEDITE

Sent 7/6/33.
E.V.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/ plk

Approved [signature]

Signed H. H. Locke
Chief Clerk.

(26) 16-3256-75x

No. 3655

UNITED STATES BUREAU OF INVESTIGATION

Date 9-28-33

Equipment Unit:
To ~~DIVISION TEN~~ 10-2-4:00

Please prepare the following for ~~DIVISION~~ Unit 5, Room No. 804

Phone 287:

☐ Multigraphing ☐ Photostating

☐ Mimeographing ☒ Photographing

☐ Addressing ☐ Dry-Lithing

No. of Originals	No. of Copies Req. of each	Kind of Paper		Size	Negative or Positive
		Letterhead	Plain		
1	2	Lifted Latent		Enlarge 5 X	
1	2	Latent Photo		Enlarge 5 X	
1	2	Rolled impression of right index finger of #1 Suspect		Enlarge 5 X	

Remarks or description: Re: Oswego Latent Case

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/SMK

Approved: [signature]

Signed C. P. Coffey
S. F. P. S.

(25)

66-3256-75X

July 31, 1931.

8/1/31

Mr. Charles A. Freiberg,
Sheriff,
Buffalo, N. Y. 500 forms.

Mr. R. F. Wurstner,
Chief of Police,
Dayton, Ohio. 500 forms. 8/1/31

Mr. P. A. Lainson,
Sheriff,
Council Bluffs, Ia. 50 dispo. *

1000 - cards
50 Disp

Prepared & mailed

July 31, 1931

J Dutton Ferguson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/gHK

(24) 66-3256 1/5 *

Form No. 785B

DEPARTMENT OF JUSTICE

Division of
OFFICE Identification & Information
804 Old Southern Ry. Bldg.,

To THE DIRECTOR, BUREAU OF INVESTIGATION,
DEPARTMENT OF JUSTICE.

11-30, 1931

Please furnish this office for use during the three months ending _____, 19____, the supplies indicated in the following list.

Cancelled

_____

7—1641

_____
(Official title)

ITEM NO.	QUANTITY			✓	ARTICLES	PRICE	AGGREGATE COST
	On hand	Ordered	Unit				
					INSTRUCTIONS ON BACK MUST BE FOLLOWED LEAVE DOUBLE SPACE BETWEEN EACH ITEM		
249		1000	M		Letter Heads--Thin--No Ivy Couple Attached--with unglazed or dull finish		
1/8		500	M		1/14/32		
		100	M		2/10/32		

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 SW/plm

THESE INSTRUCTIONS MUST BE FOLLOWED

INSTRUCTIONS

1. Requisitions must be made to the Bureau in duplicate, and submitted quarterly for all expendable supplies.

2. The item number and letter given to designate the article in "The List of Supplies" must be placed in the first column.

3. State make of machine for which typewriter ribbons are required.

4. Samples must be furnished in duplicate for envelopes, letterheads, and all special printing.

5. Requisitions for typewriters must be accompanied by a statement showing the make, model, and number of machine to be turned in.

6. Requisitions for supplies and special equipment not listed on the schedule must be accompanied by a detailed explanation as to the necessity thereof.

7. Requisitions for dockets and other bound books should be forwarded at least three months before they are actually required for use.

8. **SEPARATE REQUISITIONS MUST BE MADE** FOR (1) SUPPLIES, (2) STOCK FORMS, (3) DOCKETS, (4) ENVELOPES, (5) PRINTING, (6) LAW BOOKS, (7) OFFICE DEVICES, AND (8) MISCELLANEOUS SUPPLIES NOT LISTED ON SCHEDULE. THIS IS IMPORTANT AND MUST BE FOLLOWED CLOSELY.

U. S. GOVERNMENT PRINTING OFFICE: 1919 7—1641

Department of Justice

Bureau of Investigation

Washington, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/gkt

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice

Bureau of Investigation

Washington, D. C.

May 26, 1932.

MEMORANDUM FOR MR. SCHILDER.

Listed below is a list of surplus supplies and equipment on hand in Division Six with appropriate comments:

EXPENDABLE SUPPLIES NOT NEEDED

83 bx. Rubber Bands #84 (very heavy)--might possibly be returned
~~39,700 Guide Cards #105 buff 1/5 cut 3 x 5 --Mr. Leonard will take most of these, remaining few can probably be used.~~
576 fingertips #11 (very small)--Might possibly be turned in, for credit.
11,700 paper inserts--too narrow, of no use that I can see.
151 bottles of typewriter oil--none used for a year, though some need may exist for them in the future.
45 cushions of pins--several hundred to a cushion--not called for for a year.

SURPLUS NON-EXPENDABLES

1 -3 x 5 cabinet, 3 drawers(double compartment), wood, condition fair
6 -angle irons — desk tilting part — [illegible]
5 -smaller type angle irons, circular.
1 -typist chair, cane back, condition poor.
1 -3 x 5 drawer, broken
5 -fans, need repairs badly.
2 -small tables, oak, very rickety.
5 -typewriter silencer cases.
1 -picture frame, large, broken
1 -old arc lamp, sent from Birmingham Office, no use--Mr. Heley.
1 -bx of carbons for above
3 -sets of typewriter shock absorbers-new, never used
1 -old microscope, cannot be properly focussed--Mr. Heley
1 -lamp holder for the above.
1 -old electric stove--do not need--Mr. Heley
About one-half ton of used type to be turned in for credit.

Respectfully,

Fred S. Bauknight

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/glk

(38)

February 1939	Police Cards	Institution Cards	Civil Cards	Applicant Cards	Return Envelopes	Disposition Sheets	Wanted Notices	Fingerprints	Small Fpt. Sets	Mod. & Ext. of H. Syst.	Crim. Ident.	F. B. I.	Sel. of Personnel	Ceh. Dev. of Lat. Fpt.	Tech. Lab.	Scientific Methods	Death Notices	Glass Ink Plates	Ink-¼ lb.	Ink-small	Metal Card Holders	Large Rollers	
1	5700	500	1200	700	625	500		1									50					1	
2	2850		2550	100	675	1500	30	4				1	1	1	1	1							
3	12100	5100	500	1100	2275	4300	145	15	2														
4	2000	4500	2325		1475	800	115	3	3														
5																							
6	2500	200	500	500	750	1500	25	4															
7	2600	100	650	400	275	1300	15	70	71										1			1	
8	4800	2000	1225		825																		
9	2650	100	1358	310	1325	1800	70	9	2					1		1			6			6	
10	3400	2000	1200	148	1200	3800	50	6						1		1		1	4			1	
11	1700	1000	4700	550	1625	900	55	5	2														
12																							
13	6100		1950	1000	500	2600	5	1															
14	5000	2200	2950	350	1225	2850	30	2															
15	4300		950	200	1425	1800	150	10	4					2		2				1			
16	2200	200	700	1100	800	1400	15	2	1														
17	1900		7850	600	350	600	30	4	1														
18	6350	1300	2000	800	2150	8200	175	18	2														
19	5500	1500	500	100	1125	2400	20	2	9					1					2				
20	3100	500	1325		1050	1650	250	5	1	1													
21	5050		535	500	550	1750	310	7	3					1		1							
22	1650	3500	2000	200	1325	6800	20	3	2													1	
23	4250	7450	1150	700	375	1450	50										50						
24	5800	200	13000		1300	500	15	3	1		12	12								1			
25	2800			500	1125	1500	60	4															
26																							
27	9650		10750	50	400				30														
28	1900		6600		475	300	15	2	1		1			1									
29																							
30																							
31																							
	114150	31850	66410	15750	24625	47400	1550	1000	135	1	13	13	1	8	1	6	150	1	13	2		10	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY 804 SW/gHK

EJH:lb
33-1-209

December 31, 1935.

Mr. L. D. Nolan, Sheriff,
Davidson County,
Nilar, Tennessee.

Dear Sir:

I have been informed of your recent conversation with a representative of the Federal Bureau of Investigation relative to crime reporting, and am pleased to learn of your interest in that project. In accordance with your request, there has been forwarded to you under separate cover a copy of the manual "Uniform Crime Reporting". In addition, there are transmitted herewith a copy of "A Handbook Containing Suggestions for the Preparation of Uniform Crime Reports" and copies of the forms entitled "Register of Offenses Known to the Police", "Register of Persons Charged by the Police", "Return A, Monthly Return of Offenses Known to the Police", and "Tally Sheet for Return A".

It should be observed that in the system of uniform crime reporting there are three reports employed; monthly Return A, annual Return B and annual Return C. Copies of those forms, bearing sample entries, may be found in the inclosed handbook. It is intended that the Register of Offenses Known to the Police and the Register of Persons Charged by the Police be permanently retained in the files of your office. If employed, they will make readily available the information desired for monthly Return A and annual Returns B and C.

It is desired that reports contributed by sheriffs be limited to the rural portions of the territory under their jurisdiction. Villages, and other places with less than 2,500 inhabitants, should be considered as rural in character. If the sheriff's office also polices places with more than 2,500 inhabitants, offenses committed in such communities should be separately listed.

In the future the necessary Return A forms and Tally Sheets will be mailed so as to reach you on or about the first of the month following that for which they are to be submitted. If the Bureau can be of further assistance in connection with the compilation of crime reports, please do not hesitate to call upon me.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 E24/pmr

Very truly yours,

J. Edgar Hoover

John Edgar Hoover,
Director.

(31)

Inclosure # 27-13

cc- FBI, Nashville

CONSIGNEE'S COPY OF MANIFEST

Norfolk & Washington, D. C., Steamboat Co.

HAM 1705

No claims for damages will be allowed unless the Delivery Clerk is notified before the Goods are taken from the wharf that they are in bad order.

Point of Shipment	Way-Bill No.	Way-Bill Date	Expense Bill No.	Shipper	Consignee and Destination	Articles and Marks	Weight	Rate	Advances	Freight
N Y C	106	1/15		DEPT OF JUSTICE DECTECT & PROSECUT BUR OF INVESTIGATION E J CONNELLEY S A	DIVISION OF IDENTIFICATION & INFORMATION DEPT OF JUSTICE	12 CS UNIFORM CRIME REPORTING				
			B/L 16912		1300 & WW		3315	72		2
						10-5-82				

The Property described above, consigned to you, is now ready for delivery on payment of charges due thereon. Freight will be held at owner's risk free of charge for a period not exceeding forty-eight hours (Sundays, legal holidays and day of arrival not included). Freight not removed within time specified will be stored at owner's cost and risk including expence of cartage or switching.

Deliver the above Consignment to { 37

Received

Form No. 785B

DEPARTMENT OF JUSTICE

OFFICE Division of Identification,
Bureau of Investigation.

To the Director, Bureau of Investigation,
Department of Justice.

November 11, 1931.

Please furnish this office for use during the three months ending _____, 19____, the supplies indicated in the following list.

Mr. L. C. Schilder.

7—1641

(Official title)

Item No.	Quantity On hand	Quantity Ordered	Quantity Unit	✓	Articles	Price	Aggregate Cost
					INSTRUCTIONS ON BACK MUST BE FOLLOWED LEAVE DOUBLE SPACE BETWEEN EACH ITEM		
53-320-g-1-aa		12	single		..... "Ditto" rolls, 8½x14½ feet in length. ✓		

12 - Rec'd 12/7/31 R.L.S.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/bkt

To Supply Div
11-17-31
JDS

✓

Please return this copy to the Division of Identification for files.

LHF/df.

(36)

C C 3320 G 75X

THESE INSTRUCTIONS MUST BE FOLLOWED

INSTRUCTIONS

1. Requisitions must be made to the Bureau in duplicate, and submitted quarterly for all expendable supplies.

2. The item number and letter given to designate the article in "The List of Supplies" must be placed in the first column.

3. State make of machine for which typewriter ribbons are required.

4. Samples must be furnished in duplicate for envelopes, letterheads, and all special printing.

5. Requisitions for typewriters must be accompanied by a statement showing the make, model, and number of machine to be turned in.

6. Requisitions for supplies and special equipment not listed on the schedule must be accompanied by a detailed explanation as to the necessity thereof.

7. Requisitions for dockets and other bound books should be forwarded at least three months before they are actually required for use.

8. **SEPARATE REQUISITIONS MUST BE MADE** FOR (1) SUPPLIES, (2) STOCK FORMS, (3) DOCKETS, (4) ENVELOPES, (5) PRINTING, (6) LAW BOOKS, (7) OFFICE DEVICES, AND (8) MISCELLANEOUS SUPPLIES NOT LISTED ON SCHEDULE. THIS IS IMPORTANT AND MUST BE FOLLOWED CLOSELY.

U. S. GOVERNMENT PRINTING OFFICE: 1929 7—1641

5,000 Plain bond

8-20-32

BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE

To Division Six: Date 8-20-32

REQUISITION FOR) Mimeographing ☐
) Multigraphing ☒
) Photostating ☐

REQUESTED BY Front Office

APPROVED BY [signature]

DIVISION 6 ROOM NO. _____ PHONE _____

No. of Originals	No. of Copies Req. of Each	Letter Heads		Plain	
		Dept.	Bureau	Plain	Bond
0	5,000			Plain bond	

No. of Originals	No. of Copies Req. of	Total No. of Copies	Size Required	Negative or Positive	Special Instructions

DESCRIPTION OF WORK See sample attached

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-4-82 BY SP4 EJW/JMC

TIME COMPLETED WORK DESIRED:-

(35) 66-3216-75X

EA-m-12-50
JDO

RECEIPT FOR GOVERNMENT PROPERTY.

_____

I certify that I have received the following Government property for the official use of

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/JHT

Very truly yours,

(39) 66-9256-75X

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D.C.

November 12, 1930.

BUREAU BULLETIN NO. 37
Fiscal Year 1931.

TO ALL SPECIAL AGENTS IN CHARGE:

It is desired that hereafter employees performing accounting investigations be referred to in all inter-Bureau correspondence as "Special Agent (Accountant)".

Very truly yours,

J. E. Hoover,

Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/ gltk

39

NO. _____

FEDERAL BUREAU OF INVESTIGATION

TO MECHANICAL SECTION: DATE 6/30/39

PLEASE PREPARE THE FOLLOWING FOR DIVISION 1 ROOM NO. 5730 PHONE 13

☐ MIMEOGRAPHING ☐ PHOTOGRAPHING ☒ PHOTOSTATING
☐ MULTIGRAPHING ☐ DUPLIGRAPHING ☐ MULTI-LITHING
☐ ADDRESSOGRAPHING

NO. OF ORIGINALS	NO. COPIES REQUESTED OF EACH	KIND OF PAPER: LETTERHEAD PLAIN	SIZE	NEGATIVE OR POSITIVE
1	4			
		INDICATE BLOCK STAMPSON		
		ONE COPY ONLY.		

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY 8945 jw/gmk

REMARKS OR DESCRIPTION Letter 6-19-39 from B. F. Erwin.

APPROVED _____ SIGNED M. Canty

(40)

M-16

PHOTOGRAPHIC

NEGATIVES	41 1 0 7/5/39
POSITIVES	
CONTACT-PRINTS	
ENLARGEMENTS	
LANTERN SLIDES	
MOUNTING	
OPAQUING	
DELIVERED DATE TIME INITIAL	7/5/39 3:44

PRINTING

	DATE	INITIALS
SET TYPED		
PROOFED		
CORRECTED		
PLATES MADE		
RUN		
ASSEMBLED FOLDED		
STAPLED PUNCHED CUT		
DELIVERED		

FED. BUR. OF INVESTIGATION U.S. DEPT. OF JUSTICE
RECD. SEC.
JUL 7 1939

JOHN EDGAR HOOVER
DIRECTOR

U. S. Bureau of Investigation

Department of Justice

Washington, D. C.

October 26, 1933.

The following is a transcript of the record, including the most recently reported data, as shown in the files of the United States Bureau of Investigation concerning

our #9227.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 Ezw/gmk

J. E. Hoover,
Director.

CONTRIBUTOR OF FINGERPRINTS	NAME AND NUMBER	ARRESTED OR RECEIVED	CHARGE	DISPOSITION
PD, Kansas City, Mo.	George J. Bell, #5353,	1-2-12	veg. (P.P.)	given hours
PD, St. Louis, Mo.	Louis Gozzollo, #6582,	6-8-12	P.P.	fined $100
PD, Phila., Pa.	Louis Gozzollo, #23021,	4-27-15	P.P.	* 5-5-15, disch.
PD, Detroit, Mich.	Louis Gozzollo, #8429,	4-7-17	lar. from per.	
PD, Toledo, Ohio	Louis Gozzollo, #7247,	3-23-17	susp. (P.P.)	
PD, Pgh., Pa.	Louis Gozzollo, #4257,	11-10-17	S.P. (P.P.)	$50 or 30 days Wh.
PD, Great Falls, Mont.	Louis Gozzollo, #714,	6-6-18	robb.	* 6-21-18, rel.
PD, Boston, Mass.	Louis Gozzollo, #10749,	4-16-20	lar. from person	
PD, St. Louis, Mo.	Louis Gozzollo, #6582,	1-13-21	P.P.	* rel.
PD, Calgery, Alberta, Can.	Louis Pastore, #7349,	6-11-23	vag. - invest.	
PD, L.A., Calif.	Louis Salvador, #22172,	12-12-23	P.P.	rel. 12-13-23
PD, Jersey City, N.J.	Louis Pastore, #3059,	3-7-24	dis. per. (susp.)	

(33)

* Represents notations unsupported by fingerprints.

For completion of our records, please supply dispositions to this Bureau in any of the foregoing cases where they do not appear.

61-3911-12

CONTRIBUTOR OF FINGERPRINTS	NAME AND NUMBER	ARRESTED OR RECEIVED	CHARGE	DISPOSITION
PD, Sioux City, Iowa	Louis Pastore, #3479,	12-12-24	invest.	rel. 12-13-24
PD, New Orleans, La.	Louis Pastono, #7450,	1-15-25	D.and S. - P.P. - fugitive from Detroit - wanted for bond forfeiture	
PD, Louisville, Ky.	Louis Pastore, #11110,	5-16-25	vag. - D.C. - P.P. - fug.	
PD, Seattle, Wash.	Louis Pastro, #12665,	7-8-26	dis. per	
PD, San Antonio, Texas	Louis Pastores, #3748,	12-10-26	theft from per.	
PD, Tampa, Fla.	Louis Pastore, #1111,	12-28-26	susp. P.P. and con man	$50 or 20 days on vag.chge. 12-29-26
PD, Phila., Pa.	Louis Gozzollo, #29021,	7-9-27	P.P.	
PD, Hoboken, N.J.	Louis Pastore, #3785,	6-8-29	dis. per.	90 days Pen.
PD, New Haven, Conn.	Louis Pastore, #3555,	10-26-29	idleness (hold) - P.P.	
PD, Niagara Falls, N.Y.	Louis Pastore, #752,	7-5-30	G.L. 2nd deg.	
PD, Cleveland, Ohio	Louis Pastore, #15039,	7-11-30	invest.	
PD, Jersey City, N.J.	Louis Pastore, #3059,	1-20-31	dis. per.	
PD, Wash., D.C.	Louis Pastore, #38337,	4-25-31	invest.	
PD, Petersburg, Va.	Louis Pastera, #1152,	10-15-31	dis. per.	
PD, Pgh., Pa.	Louis Pastore, #C-4257,	12-13-31	S.P.	

* Represents notations unsupported by fingerprints.
For completion of our records, please supply dispositions to this Bureau in any of the foregoing cases where they do not appear.

CONTRIBUTOR OF FINGERPRINTS	NAME AND NUMBER	ARRESTED OR RECEIVED	CHARGE	DISPOSITION
PD, Chicago, Ill.	Louis Pastore, #C-36078,	2-9-32	G.P.	
PD, Evanston, Ill.	Louis Pastore, #32148,	5-31-32	P.P.	fined $200 and costs
PD, Pocatello, Idaho	Louis Pastore, #C-692,	7-20-32	P.L.	fined $150
PD, Des Moines, Iowa	Louis Pastore, #9451,	10-4-32	lar. from per.	
SO, Des Moines, Iowa	Louis Pastore, #4404,	10-4-32	lar. from per.	
PD, Louisville, [illegible]	Louis Pastore, #11110,	10-22-32	D.C. and vag.	
PD, St. Louis, [illegible]	Louis Gozzolla, #6582,	3-13-33	P.P.	
PD, Newark, Ohio	Louis Golden, #---,	6-21-33	not given	
PD, Cincinnati, Ohio	Louis Pastore, #28508,	8-5-33	assault and batt.-att. P.P.	Bond forfeited-Capias (inf. rec. 8-21-33)
PD, Ft. Wayne, Ind.	Louis Pastore, #6326,	8-26-33	loitering and suspicion - P.P.	
PD, Omaha, Nebr.	Louis Pastore, #18359,	9-30-33	inv. - con man	
PD, Fort Worth, Texas	Louis Pastore, #6796,	10-19-33	invest. - gen. prin. - P.P.	reld. and given hours 10-20-33
*	#37735, Louis Boggio, 4-19-07, G.P.; turned out.			
*	#38850, Louis Cohn, 11-22-07, bond forf. - lar.			
*	Louis Boggio, 1-10-08, $50 and costs; dis. cond.			
*	#40461, Louis Cohen, 5-27-08, nolle prossed; lar.			
*	Louis Gazzolo, 6-11-12, St. Louis, Mo., P.P.; 6-11-12, fined $100 and costs by default - idling and P.P.			
*	#51551, Louis Cohen, 6-5-11, 6 mos. H. of C.; lar.			
*	As Louis Gozzolo, 8-3-12, Indianapolis, Ind., loitering; 9-23-12 disch.			
*	Louis Gozzollo, 11-29-13, susp. and 12-1-13, disch., dis. cond.			
*	#56830, Louis Gozzollo, 3-18-13, not guilty, lar.			
*	Louis Pastoria, 11-12-18, Minneapolis, Minn., P.P.			

* Represents notations unsupported by fingerprints.
For completion of our records, please supply dispositions to this Bureau in any of the foregoing cases where they do not appear.

CONTRIBUTOR OF FINGERPRINTS	NAME AND NUMBER	ARRESTED OR RECEIVED	CHARGE	DISPOSITION
*	Louis Gozzollo, 5-10-19, Detroit, Mich., lar. P.P. (Above notations as on record sheet from PD, Chicago, Ill.)			
*	Hamilton, Ont., Louis Gozzollo, 6-19-13, theft; 2 weeks City Jail.			
*	Chicago, Ill., #38850, Louis Cohn, 11-22-17, lar.; forfeited bond.			
*	Chicago, Ill., #40461, Louis Gozollo, 1-8-12, P.P. - rearrested same date as suspect.			
*	As Lewis Cohen, #191, Youngstown, Ohio, 5-28-08, P.P., 6-21-08, escaped from jail at Youngstown, Ohio - 7-4-08, rearrested at Marion, Ind. by Det. of Pa. R.R., 7-6-08, sent. 4 years Ohio Pen. #38506.			
*	Louis Goggollo, #3304, 6-27-11, Buffalo, N.Y., susp., 6-27-11, ordered out of town.			
*	Lewis Gozzollo, #843, 5-21-15, Scranton, Pa., P.P.			
*	6-16-15, Tamaqua, Pa., lar. from per.; 3 years Schuylkill Co. Pr., 6-25-15. Rec. from Phila., Pa.			
*	Cleveland, Ohio, 1-16-16, P.P.			
*	Louis Boggio, #157, Aurora, Ill., 7-18-07, P.P.; bond forfeited.			
*	Louis Gozzollo, Atlanta, Ga., 12-20-13, lar.; 2 years and $1000 and costs.			
*	Louis Gozzollo, #15039, Cleveland, Ohio, 1-16-17, P.L.; $200 and costs and 30 days.			
*	Louis Gozzollo, #15039, Cleveland, Ohio, 5-25-17, S.P.; discharged.			
*	Louis Gozzollo, #15039, Cleveland, Ohio, 7-30-17, P.P.; disch.			
	Wanted at Detroit, Mich., 10-20-21, bond forf. and theft - Circular #825, Detroit PD. Notified.			

* Represents notations unsupported by fingerprints.
For completion of our records, please supply dispositions to this Bureau in any of the foregoing cases where they do not appear.

R-84

Mr. J. E. Hoover, Director,
Federal Bureau of Investigation,
United States Department of Justice,
Washington, D. C.

MILWAUKEE CO HOUSE OF CORRECTION
(Name and address of Contributor)

6-13-38
(Date)

Dear Sir:

The following is additional record in a case on which fingerprints have been mailed to the Federal Bureau of Investigation:

FBI Number #1327115

Name, Aliases and Number TINSLEY BEATRICE

Fingerprint Classification
(To be given if FBI Number not known)

Date of Arrest, or Received 6-2-38

Charge Disorderly

Date of Disposition 6-11-38

Disposition Exp of Sent.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZW/ 8HK

JUN 15 1938
INVT. DIV

(34)

Very truly yours,

DEPUTY SUPT.
(Official Title)

(For instructions see reverse side)

66-3086-75X

This form is to be submitted to the Federal Bureau of Investigation, United States Department of Justice, to report dispositions of cases in which prints have been forwarded previously. Dispositions include such information as advice relative to sentences imposed, fines, acquittals, dismissals, probations, paroles, etc.

Where the FBI number is available, it should be used.

Primary classifications, if available, should be given in reporting common names.

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 1197X - Section 1

Prior to Year	Year From 76	Comparison: 76 to prior year Total Prior Year Cabinet Total	% of 76 Full	Difference	Floor Space Comparison Utilization of Floor Space By Prior Years	Difference
1976	0	7,000	100%	0	45,000	0
1970	6	6,497	93%	503	41,850	3,150
1966	10	5,531	79%	1,469	35,550	9,450
1961	15	4,464	64%	2,536	28,800	16,200
1956	20	3,573	51%	3,427	22,950	22,050
1951	25	2,698	39%	4,302	17,550	27,450
1946	30	1,680	24%	5,320	10,800	34,200

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/gmk

66-3286-1192

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Decker

DATE: 6/10/76

FROM : W. M. Mooney

SUBJECT: DESTRUCTION OF FBI FILES

By your memorandum to Mr. Jenkins dated 6/7/76, captioned as above, you requested comments of any Assistant Director concerning the destruction of investigative records of substance at FBIHQ after same have been retained for ten years.

Providing there are no legal requirements concerning the retention of investigative files, I would assume that one of the more important considerations to be made would be whether or not files older than ten or 20 years are of any investigative assistance to our field investigative personnel.

I would suggest for your consideration that the field be canvassed and consulted on this particular point. Providing the vast majority of Agents actually engaged in investigative matters are of the opinion that files or information contained in files that are ten to 20 years old are of little, if any, assistance to them, then I would be inclined to support the establishment of an appropriate destruction policy. It is believed that the field could provide significant input in this most important policy where it would ultimately have a direct bearing on their investigative endeavors.

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EZ w/ghm

EJLC:ajh
(3)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ✓
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Gallagher

DATE: 7/2/76

1 - Mr. Gallagher
1 - Mr. O'Connell
1 - Mr. Hetherington
1 - Mr. Peelman
1 - Mr. Rhyne
1 - Mr. Cooke
1 - Mr. Riley
1 - Mr. Decker

FROM : B. H. Cooke

SUBJECT: DESTRUCTION OF FBI FILES

PURPOSE: To furnish Records Management Division (RMD) with General Investigative Division (GID) views concerning retention period for all FBIHQ files.

SYNOPSIS: GID Sections have considered retention policy for FBIHQ files pertinent to their respective supervisory responsibilities. Civil Rights and Name Check Sections recommend files be retained for at least 20 years whereas Accounting and Fraud and Criminal Sections' experience indicates retention period of 10 years sufficient. As it concerns major case investigation, GID believes when date for destruction arrives, RMD should request views of Substantive Division as to the wisdom of destruction at that time.

RECOMMENDATION: That this memorandum be forwarded to RMD.

APPROVED:
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgmt. ____
Spec. Inv. ____
Training ____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/glk

WJR:skp
(9)

CONTINUED - OVER

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Memorandum to Mr. Gallagher
RE: DESTRUCTION OF FBI FILES

DETAILS: RMD has requested our comments concerning retention period for all FBIHQ files and impact this would have on FBI operations and responsibilities. Each Section in GID has reviewed and Name Check and Civil Rights Sections believe 20 year retention period is necessary for them to carry out their supervisory responsibilities.

Name Check Section had the following comments:

The FBI Headquarters' filing system originated and developed over the years based upon the concept that a strong central records system adequately indexed for full and facile retrievability of pertinent information (mostly indicating criminal, subversive or suitability factors) would assist the Government in maintaining the internal security of the nation, assist in solving crimes perpetrated by repeat offenders, and avoid situations where persons of unsavory or disreputable backgrounds could work their way into positions of trust with the Government. This system started in a period when the mobility of the typical American was rather fixed; that is, a person was born, educated and employed in a somewhat confined area, in most instances within the same state or geographic region. As society and living standards have developed, the shiftability or mobility of the average American has increased tremendously and with it, the changing of names, mores and other factors which could identify an individual with prior unfavorable information. Inasmuch as the question of identity is left begging in many instances, that is, in the absence of fingerprints, the FBI's practice of having volumes filled with old, perhaps outdated, data has really outlived itself due to the changes mentioned above. Accordingly, the name check program does not need information more than 20 years old assuming the period of a person's life between 20 and 40 years is the normal "make or break" stage, that is, the person is during this period well on the way to success or well seasoned as a criminal or subversive threat. Conversely, the files should be maintained for at least 20 years in order to be meaningful.

Accounting and Fraud and Criminal Sections of GID believe a 10 year destruction policy will be appropriate as it concerns handling of violations supervised by those Sections. They note that seldom, if ever, are our files over

10 years old meaningful as it concerns a criminal violation and believe their supervisory responsibilities to be appropriately handled with a retention policy of at least 10 years.

As it concerns individual major FBI investigations, GID believes the Substantive Division handling investigation should have the opportunity to decide whether or not that particular major investigative file should be destroyed when the destruction period arrives. We suggest RMD query Substantive FBIHQ Division as it concerns these major FBI investigations prior to destruction.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Fehl

DATE: 6-30-76

FROM : G. R. Steel

SUBJECT: DESTRUCTION OF FBI FILES

Reference memorandum dated 6-7-76 from Mr. Decker to Mr. Jenkins.

PURPOSE: To set forth the views of the Special Investigative Division relative to changing retention periods for Bureau files.

SYNOPSIS: Regarding the proposed adoption of a short retention period because of its significant impact on Freedom of Information Act (FOIA) and Privacy Act, 1974 (PA) processing problems, this could be construed as an effort to evade the purpose of these statues and would hamper our ability to defend against unjust criticism and lawsuit. Retention periods must be consistent with the PA requirements, with provisions set forth in the most recent proposed drafts of both the revised Executive Order (EO) 10450 (May, 1976) and the Attorney General's Guidelines for FBI Information Gathering and Retention Policies, and with written agreement entered with the Legislative, Judicial and Executive Branches concerning applicant-type investigations. The importance attached to the uniqueness, relevance and availability of information stored in FBI files should be weighed heavily against an uncertain and immeasurable economic gain to be realized in a short retention period.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-5-82 BY SP4 EJW/glk

1 - Mr. Jenkins
1 - Mr. Decker
1 - Mr. Fehl
1 - Mr. Steel
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]

b6
b7C

WCE:pln
(9)

"CONTINUED OVER"

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

FBI/DOJ

RECOMMENDATION: Short retention periods of FBI files should be considered primarily from the viewpoint of elimination of useless information in all files. Secondary consideration should include the results in economic savings.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

"CONTINUED OVER"

DETAILS: The establishment of short retention periods for Bureau files because of the burdens of processing FOIA and PA requests invites the conclusion that short retention periods have a primary purpose of avoiding the intent of these statutes. Moreover, a short retention period would hamper the FBI in its ability to defend itself against unjust criticism and lawsuit in that we would be without the evidence to support our objectivity. Such criticisms have already been raised as our files have been opened to requesters. The first letter sent to a requester informing that due to our short retention, we have destroyed information about him might be expected to result in legislation establishing a 30, 40, or 50-year program of retention of files.

The Department of Justice is currently studying retention guidelines and there are specific retention guidelines set forth in several other areas. Our efforts to define retention periods must be consistent with these other guidelines.

For example, the PA, Section (C) (2) states that an accurate accounting of disclosure of a record must be retained for at least five years or the life of the record whichever is longer. Further, the latest (May, 1976) proposed revision of EO 10450 in Section 7 (j) states that reinvestigations of incumbents in positions of special trust may be conducted every five years. This proposed revision would also set forth standards for the control, release, use, and retention of reports (Section 13). Also, the Attorney General's Guidelines for FBI Information Gathering and Retention Policies sets forth proposed standards for the collection and retention of information. The several proposed drafts of these guidelines also deal with our background investigations for Congressional and Judicial positions and the retention of reports resulting from these investigations. We have furnished several memoranda to the Department concerning these guidelines, i.e. Cleveland to Adams memorandum dated 9-15-75; McDermott to Jenkins dated 9-8-75. We are now preparing an agreement to conduct background investigations for the Senate Select Committee on Intelligence. This agreement would set forth standards for the dissemination and retention of reports of background investigations.

In view of these varying standards and the need to insure that our consideration of retention periods covers the above situations and other possibilities, reevaluation should include consideration of these several areas.

"CONTINUED OVER"

A short-term retention policy of 10 or 20 years is feasible only as it can be effectively shown that information beyond those years is of little or no value, a demonstration which has not yet been made. Our files are unique and singular and contain information which would not exist elsewhere. If destroyed it could be irretrievable. The study cited revealed that 77 percent of searching requirements are met from file data since 1956. A 23 percent utilization rate for data over 20 years old is not insignificant and without a clearer demonstration such data possesses little or no utility, valuable data could be lost forever. No amount of saved square footage could compensate for destroyed information which could be pertinent to a current investigation.

The ten-year destruction program in the field affords little basis for justifying a shorter retention plan for FBIHQ since the field program is based on the availability of data at FBIHQ. To destroy FBIHQ files would undermine the basis for the field destruction program.

While aspects of FOIA/PA may be oppressive at the moment, this situation could abate considerably once controversial file reviews are settled. It is important that we not allow what may be short-term considerations to generate policies which may disadvantage the long-range investigative responsibilities of the Bureau.

While personnel savings may result, a short-term program should be defensible and justifiable on its own merits and any ancillary benefits should devolve from a sound policy and not form a basis for determining that policy. Furthermore, little personnel savings can be expected in other divisions since they are essentially engaged in managing current investigative activity and not in processing data over 20 years old.

As to organized crime files, in general, either a 10- or 20-year retention period for both substantive and nonsubstantive matters currently handled by this section is acceptable and cannot be foreseen as having a detrimental impact on future FEI operations. Certain nonsubstantive 92-AR files, however--because they contain unique and irreplaceable biographical data on top hoodlums, trace the origins and development of organized crime in America, or represent the only existing sources of such material--have extraordinary historical value and should be retained indefinitely. The Organized Crime Section believes that prior to their destruction nonsubstantive 92 files should be evaluated by this section to determine whether or not they should in fact be destroyed.

"CONTINUFD OVER"

Proposals

1. The computerization of records appears to offer a possibility of providing a means to program a file destruction plan geared to the individual subject. Of prime concern is the availability of data concerning the adult life of an individual. With rare exceptions, an investigative interest in an individual would not extend beyond age 65-70. A computer program could be developed to relate the individual's age at the time of investigation to age 65 or 70 and generate a call for the destruction of that file at that time.

2. In connection with name checks, where a negative response is made because there is no record or no pertinent identifiable information, it may be feasible to simply hold these for a period of 90-120 days and then destroy them without ever placing on record. Where information is furnished another agency, a record of dissemination should, however, be retained.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. J. B. Adams
1 - Mr. T. J. Jenkins
1 - Mr. A. J. Decker, Jr.

TO : Mr. T. W. Leavitt

DATE: 6/30/76

1 - Mr. T. W. Leavitt
1 - Mr. F. J. Cassidy
1 - Mr. J. G. Deegan
1 - Mr. D. Ryan

FROM : J. G. Deegan

SUBJECT: DESTRUCTION OF FBI FILES

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

PURPOSE: To set forth for the assistance of the Records Management Division (RMD) comments and suggestions of the Intelligence Division (INTD) relating to the retention of files within the purview or the responsibility of INTD.

SYNOPSIS: INTD concurs with RMD contention that re-evaluation of retention requirements of FBIHQ file material is warranted. In addition to cost factors, indefinite retention of internal security/intelligence files deters our ability to extract and utilize file material relevant to current internal security/intelligence needs. Retention period as pertains to files in INTD work should be measured from the date of the last significant material in the file as opposed to date file administratively closed. It is also suggested RMD establish a system to appropriately flag files by category to indicate tentative date of destruction.

RECOMMENDATION: That this memorandum be referred to the RMD for its use and its proposed presentation to the National Archives and Records Service (NARS) for approval.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

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DR:seb
(8)

CONTINUED - OVER

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum to Mr. T. W. Leavitt
Re: Destruction of FBI Files

DETAILS: INTD concurs with RMD contention, as set forth in memorandum to Mr. Jenkins from A. J. Decker, Jr., dated 6/7/76 that a current re-evaluation of retention requirements of FBI file material is warranted. In addition to increasingly prohibited cost factors, our present indefinite retention of insignificant and less significant file material at FBIHQ deters our ability to readily extract and utilize file material relevant to our current investigative and intelligence responsibilities. While INTD generally supports the concept of systematic destruction of certain categories of files after periods of specified retention, the comments and suggestions set forth herein relate only to files/records within the purview of the INTD as relates to its investigative/intelligence responsibilities.

It should be noted in the instance of criminal-type substantive investigations customarily the period of file retention commences when the case is administratively closed. In the area of internal security/counterintelligence responsibilities, where investigations are frequently of an open end case with future analytical value, the retention period should be measured from the date of the last filed material recording relevant activity. It should be pointed out there are instances where files have been opened to administer or record intelligence-type material for over 30 years and these files are still utilized.

Policy Files - Current experience with Congressional, investigative and oversight committees has demonstrated the necessity of indefinite retention of policy material such as that dealing with statutory interpretations, executive orders and directives, Department instruction, jurisdiction, certain liaison matters, particularly [illegible] relating to internal security/extremist/counterintelligence investigations. This material must continue to be indefinitely maintained and where practical it should be segregated from files primarily regarding substantive investigations.

Material of Historical Significance - The retention of material based on its possible future historical value is basically a judgment decision, subject to critical hindsight. However, files relating to notorious individuals and highly publicized investigations (the Silvermaster ring, Rosenberg case, Hiss case, Colonel Abel investigation, certain Communist Party leaders such as William Z. Foster and Elizabeth Gurley Flynn), outlining unique or unorthodox investigative/counterintelligence techniques and those relating to key sources, defectors, illegals, intelligence personalities, should be indefinitely retained. In addition to the possible future need of this material for analytical research purposes, files of this nature regularly contain information of a policy and historical significance.

Termination of Intelligence Significance - Social-political factors may alleviate the need for the retention of specific files in whole areas of foreign intelligence interest. For example, with few exceptions, almost all the extensive FBI file holdings on World War II German American, Japanese-American, Nazi, Bund, Custodian Detention and Alien Control matters, could be immediately destroyed without harm to our ongoing or future intelligence needs. Also, excepting those of historical interest, files relating to our investigative/intelligence interests in South America and Central America during World War II (Special Investigative Services) could be destroyed based upon the radically altered social/political alignments.

On the other hand, many of our files dealing with personalities and organizations concerned with Soviet intelligence activities are vital to our analytical intelligence needs as long as the Soviet-bloc presents a military-economic-political intelligence threat to our internal security interests.

Files on Individuals - As regards the internal security-counterintelligence areas, files on individuals may be divided into three basic categories for retention purposes.

1. Investigations where derogatory information was not developed or insignificant to warrant expanded investigative scrutiny (destroy in five years), except in foreign counterintelligence matters (destroy in 20 years.)

2. Investigations where derogatory information has been developed but not deemed of prosecutive or continuing intelligence need (would include rank-and-file members of subversive/extremist groups) (destroy in 10 years).

3. Investigations with significant prosecutive or ongoing intelligence interest. These would include top functionaries and activists of certain subversive/extremist groups (destroy after 20 years or longer if any indication of historical or future analytical value). Known and suspected intelligence officers and important intelligence agents should be retained indefinitely.

It is believed a policy should be developed whereby significant information relating to subversive/extremist involvement of individuals could be, where practical, incorporated into organizational or topical files so appropriate indexing may be effected to meet future possible requirements under Executive Order 10450 (security-loyalty matters).

Organizational Files - Excepting instances where derogatory information is lacking or not confirmed, our files on subversive/extremist organizations and organizations of foreign counterintelligence interest should be retained for a period of 20 years and longer in the event they are deemed to have historical or future analytical value.

Informant, Source, Asset Files - Where an individual is considered for informant, source, asset use and subsequently not used or used on a restrictive basis, it is suggested the file be retained for only 10 years, unless unusual circumstances dictate otherwise.

Internal Security/Extremist Files Without Foreign Involvement - Organizational and individual investigative or intelligence files relating to such transitory organizations as the Klan, Minutemen, Nation of Islam, Black Panther Party, etc., may logically be destroyed 10 years after the last reported relevant activity. Also included in the 10-year category for destruction would be such investigations as those relating to anti-riot and bombing matters and Espionage-X cases, unless circumstances dictate otherwise.

It is suggested the RMD consider establishing a system whereby file covers may be appropriately flagged to indicate proposed category of destruction and, where appropriate, the date of destruction. Such a system could be supported by a card file index which would insure systematic review and destruction of files within specific categories at the termination of appropriate retention dates.

CODE OF FEDERAL REGULATIONS
TITLE 41
PUBLIC CONTRACTS AND PROPERTY MANAGEMENT
CHAPTER 101 (SUB-CHAPTER B, ARCHIVES & RECORDS)
PART 101-11 RECORDS MANAGEMENT

SCOPE OF PART (101-11.000)

This part prescribes policies and promulgates standards, procedures and techniques for the economical and efficient management of records of Federal agencies.

FEDERAL RECORDS; GENERAL
(SUBPART 101-11.1)

Records Defined (101-11.101-3)

(a) Section 1 of the Records Disposal Act (44 U.S.C. 366) defines the term "records," as applied to the disposition of records, to include "all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word 'records' * * *"

AGENCY RECORDS MANAGEMENT PROGRAMS (101-11.102)

Creation of records (101-11.102-3)

Adequate records management controls over the creation of agency records shall be instituted to insure that important policies and decisions are adequately recorded; that routine operational paper work is kept to a minimum; and that the accumulation of unnecessary files is prevented. Effective techniques to be applied in this are include the application

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of systems for the control of correspondence, forms, directives and issuances, and reports; the minimizing of duplicate files; and the disposal without filing of transitory material that has no value for record purposes.

Disposition of records (101-102-5)

Provision shall be made to insure that records of continuing value are preserved but that records no longer of current use to an aency are promptly disposed of or retired. Effective techniques for accomplishing these ends are the development of records control schedules; the transfer of records to records centers and to the National Archives; the microfilming of appropriate records; and the disposal of valueless records.

CREATION OF RECORDS
SUBPART 101-11.2

ADEQUATE AND PROPER DOCUMENTATION (101-11.202)

Statutory responsibilities (101-11.202-1)

The Federal Records Act of 1950 requires that the head of each Federal agency "shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transaction of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities."

Documentation standards (101-11.202-2)

To insure that adequate and proper records are made and preserved in the Federal Government, the following documentation standards will apply in each Federal agency:

(a) The record of the transaction of public business by any Federal official or employee is to be complete to the extent required (1) to facilitate information action by the incumbents and their successor in office; (2) to make possible a proper scrutiny by the Congress, other duly authorized agencies of the Government, and other persons properly and directly concerned, of the manner in which public business has been discharged; and (3) to protect the financial, legal, and other rights of the Government and of persons affected by the Government's actions.

(b) With particular regard to the formulation and execution of basic Government policy, Federal officials are responsible for incorporation in the records of their agencies all essential information on their major actions. Significant decisions and commitments reached orally (person to person, by telephone, or in conference) should be reduced to writing and included in the record. Minutes should be taken at important board, committee, and staff meetings, and these, together with a copy of the agenda and all documents considered at or resulting from such meetings, should be made a part of the record.

(c) The programs, policies, and procedures of Federal agencies are to be adequately documented in appropriate directives. A record copy of each such directive (including those superseded) will be maintained as a part of the official files.

(d) Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of a Federal official will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portion of such correspondence that pertains to official business will be extracted and made a part of the official files (see 101-11.406-6).

CREATING RECORDS ESSENTIAL FOR CURRENT BUSINESS (101-11.203)

General requirements (101-11.203.2)

Positive action is to be taken to prevent the making of unnecessary records. Existing and proposed office procedures are to be subject to continuing examination by agency management with a view to determining their effect on recordmaking. Where justified, such procedures will be revised, consolidated, or eliminated to keep recordmaking to a minimum.

DISPOSITION OF FEDERAL RECORDS (SUBPART 101-11.4)

Formulation of records control schedules (101-11.401-3)

Nonrecord materials, such as extra copies of documents preserved for convenience of reference, stocks of processed documents, preliminary worksheets, and similar papers

(Rev. 5/12/76)

ADMINISTRATIVE SERVICES DIVISION

7/6/76, 1976

___Director, 7162
___Mr. Callahan, 7142
___Mr. Jenkins, 7110
___Mr. Adams, 7110

___Mr. Ash, 11255
___Mr. Bassett, 6212
___Mr. Cochran, 3090
XXX Mr. Decker, 5829 (AWE)
___Mr. Fehl, 3012
___Mr. Gallagher, 5012
___Mr. Hoxie, 7125
___Mr. Leavitt, 4026
___Mr. McDermott, 7222
___Mr. Mintz, 7427
___Mr. Mooney, Academy
___Mr. Moore, 7159
___Mr. Walsh, 6012

___Mr. O'Connell, 7142
___Mr. Reed, 7082

___Mr. Banner, 7222
___Mr. Buell, 7230
___Mr. Dunphy, 1B224
___Mr. Flynn, 1B875
___Mr. McMichael, 6823
___Mr. Neudorfer, 1344
___Mr. Zolbe, 7437

___Miss Southers, 7222
___Miss Bailey, 7222
___Mrs. Darter, 7437
___Mrs. Davis, 1344
___Miss Garner, 1B875
___Miss Hamm, 5211 JB
___Mrs. Howe, 1B224
___Mrs. McQuillen, 6823
___Miss Witherell, 7230

___Mr. Agnew, 1302-C
___Mr. Arms, 1127
___Mr. Baugh, 6845
___Mr. Butler, 7449
___Mr. Campbell, 7433
___Mr. Cary, 7236
___Mr. Clarke, 5211 JB
___Mr. Conner, 7254
___Mr. Courtney, 1358
___Mr. Curran, 1358
___Mr. Dean, 7449
___Mr. Evans, 1358
___Mr. Frazier, 1358
___Mr. Fry, 1358
___Mr. Green, 1B875
___Mr. Handwerk, 7441
___Mr. Hoffman, 7254
___Mr. Hurley, 1302-A
___Mr. Jesinger, 7449
___Mr. Johnson, 1344
___Mr. Joyce, 7254
___Mr. Kardash, 1B089

___Mrs. Bear, 6132
___Mr. D. Cox, 1368
___Mr. J. Cox, 1262
___Mr. Crone, 7443
___Mr. W.J. Davis, 1976
___Mrs. Elmore, 1B973
___Miss Evanek, 1329
___Miss Geiger, 7235
___Mr. Lawless, 6823
___Mrs. Lockhart, 6845
___Mr. Marsden, 1B879
___Mrs. Pyles, 1901
___Mr. Robinson, 1331
___Mr. Wyne, 6823

___Mr. S. Kennedy, 1358
___Mr. W. Kennedy, 7449
___Mr. Kirspel, 7433
___Mr. McCall, 5211 JB
___Mr. Mercer, 7244
___Mr. Morrissey, 1B224
___Mr. Mouw, 1B089
___Mr. Murray, 7254
___Mr. Nemecek, 7244
___Mr. Newman, 7236
___Mr. Olsen, 1B089
___Mr. Quick, 1127
___Mr. Schlogl, 1358
___Mr. Skaggs, 1344
___Mr. Smith, 7236
___Mr. Stewart, 1302-C
___Mr. VanBalen, 1127
___Mr. Vaugh, 1308
___Mr. Walczykowski, 1344
___Mr. Wertman, 7449
___Mr. Wilson, 1358
___Mr. Young, 7230
___Mr. Zacrep, 1344

___Corres. Review, 6658
___Mail Room, 1B327
___Personnel Records, 6912
___Personnel Section, 6052
___Teletype Subunit, 6247
___Training & Manuals Section, 1835

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___Note and Return

___M _____ Room _____

RE: DESTRUCTION OF FBI FILES

Reurmemo to Mr. Jenkins dated 6/7/76. Enclosed are Write-ups by the Data Processing Section, Mechanical (Printing & Space Management) Section, & NCIC Section. The Exhibits Section, Property Procurement & Management Section, and Uniform Crime Reporting Section have advised that the 10 to 20 year retention plan would have no impact on their operations.

FBI/DOJ

JOHN J. MCDERMOTT
Ext. 3851, Room 7222

that need not be made a matter of record, shall not be incorporated in the official files of the agency. To the maximum extent possible, material not required for record purposes shall be disposed of; it should not be sent to file. In cases where transitory files of such materials are established and maintained in filing equipment, such files shall be controlled by means of instructions in the records control schedule.

DATA PROCESSING SECTION

The Data Processing Section (DPS) provides Automatic Data Processing (ADP) services to all Headquarters Divisions. The automated records generated as a result of such services, although physically maintained by DPS are essentially controlled by the user Division for whom the ADP services were rendered. DPS therefore defers to the appropriate user Division as to the disposition of all automated systems' records.

In regard to destruction of investigative files maintained at Headquarters under a 10 or 20 year retention plan; it should be noted that the soon-to-be implemented (10/1/76) File Automated Control System (FACS) would be of invaluable assistance in the effective operation of the program. If approved, FACS will have the capability of keeping track of those files which have been closed for either 10 or 20 years and thereby serve as an automated tickler for destruction of files. Additionally, FACS will provide statistics reflecting the frequency which closed or inactive files have been requested for file review or other purposes. This capability will allow a greater degree of selectivity to be applied to the destruction process in order that those files which are of continuing interest will not be routinely destroyed.

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MECHANICAL SECTION
(PRINTING AND SPACE MANAGEMENT SECTION)
7/1/76

Files and materials, including layouts, drawings and photographs, relating to the J. Edgar Hoover FBI Building, should be retained for the maximum period possible, particularly in view of the fact that any phase of the construction is potential for suit as evidenced by the forthcoming civil action involving the Norair Company (the firm contracted by General Services Administration to construct the foundation to street phase of this building) and Washington, D. C., as to liability for repair of abounding streets.

These materials will often be utilized for reference purposes of building management in the planning of alterations and renovations as the need arises, particularly in view of the fact that our entire Headquarters operations and personnel are limited to the confines of this building.

Destruction of FBI Files - NCIC Section

Some NCIC records which consist of records of Federal (including FBI), state and local agencies may be retained in the NCIC data bank in on-line accessible form for a period greater than six years. The records in this category are (1) Wanted Persons, (2) Missing Persons, (3) Computerized Criminal Histories, and (4) Stolen/Missing Guns.

These retention periods have been subject to periodic review by NCIC users as well as the NCIC Advisory Policy Board (Board). At the Board meeting in New Orleans, Louisiana, April 27-28, 1976, the above retention periods were reaffirmed.

In addition, log tapes of all transactions in NCIC have been maintained since NCIC's inception. The possibility exists that, due to an appeal, information relating to a "hit" on an NCIC record may be relevant for an indefinite period of time. However, it is the opinion of the NCIC Section that the responsibility in retaining such evidentiary information should rest with the arresting/prosecuting agency. Placing such responsibility on NCIC would require that all positive responses be retained indefinitely as NCIC does not have the capability for distinguishing a "hit" which results in prosecution. Furthermore, the quality of the tapes after a prolonged period of time may be suspect and reliance on tapes may be ill-advised. It is, therefore, recommended that NCIC tapes be retained for a maximum of 10 years.

Memoranda relating to the formation of NCIC are in most cases less than 10 years old, however, it is recommended that NCIC memoranda dated prior to 1/27/67 be retained in as much as they document the beginnings of NCIC.

Reference is made to Decker to Mr. Jenkins memorandum dated 6/7/76, captioned "Destruction of FBI Files". The recommendation on this memorandum required a response by close of business 6/10/76. This is being changed to 7/1/76.

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4-11 (Rev. 5-12-76)

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	JEH	7162	DIRECTOR'S OFFICE		JEH	5829	MR. HAUER
	JEH	7142	MR. CALLAHAN				
	JEH	7110	MR. JENKINS		JEH	5835	MR. BAILEY
	JEH	7110	MR. ADAMS		JEH	5266	MR. ANDREWS
	JEH	11255	MR. ASH		JEH	5644	MR. AWE
	JEH	6212	MR. BASSETT		JEH	4865	MR. BLALOCK
	JEH	3090	MR. COCHRAN		JEH	5869	MR. BRADY
	JEH	5829	MR. DECKER		JEH	6863	MR. O'ROURKE
	JEH	3012	MR. FEHL		JEH	4266	MR. SHEA
	JEH	5012	MR. GALLAGHER				
	JEH	7125	MR. HOXIE		JEH	5431	MR. POWERS
	JEH	4026	MR. LEAVITT		JEH	5431	MR. BRESSON
	JEH	7222	MR. McDERMOTT		JEH	5442-C	MR. CUNNINGHAM
	JEH	7427	MR. MINTZ		JEH	6248	MR. DENNIS
	FBI Academy		MR. MOONEY		JEH	5448	MR. TIERNEY
	JEH	7159	MR. MOORE		JEH	5434-C	MR. WILLIAMS
	JEH	6012	MR. WALSH				
					JEH	5829	MISS ROGERS
	JEH	6658	CORRESPONDENCE REVIEW		JEH	5829	MISS ROSS
	JEH	1B-327	MAIL ROOM		JEH	5841	MRS. BURKE
	JEH	6912	PERSONNEL RECORDS		JEH	5843	MRS. FOSTER/MRS. BARTNEK
	JEH	6052	PERSONNEL SECTION		JEH	5260	MR. DUDNEY
	JEH	6823	PROP. PROC. & MGMT. SECT.		JEH	5640	MR. KEANE
	JEH	6247	TELETYPE UNIT		JEH	5839	MR. KUHN
	JEH	1835-B	TRAINING & MANUALS SECTION		JEH	5837	MRS. E. ROGERS
					JEH	5835	MRS. WALTER
					JEH	5431	MRS. WOLESLAGLE
							STATUS PLEASE?
							NOTE AND RETURN
							PREPARE RESPONSE

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☑ SEE REMARKS ON REVERSE ☐ FILE ☐ COORDINATE
☐ MAKE COPIES (NO.) ☐ SEE ME ☐ PER INQUIRY
☐ RETURN (BY) ☐ CALL ME ☐ INFORMATION

FROM
ANDREW J. DECKER, Jr.
ASSISTANT DIRECTOR
RECORDS MANAGEMENT DIVISION

BLDG. JEH | ROOM 5829
PHONE 4840 | DATE

FORM DOJ-359A
8-1-74

Mr. Awe:

Legal Counsel questions the wisdom of destroying background investigations or counterintelligence files in ten years or less. That denies the intelligence value of the information and undermines our position with regard to the need for such investigations.

J. C. Farrington

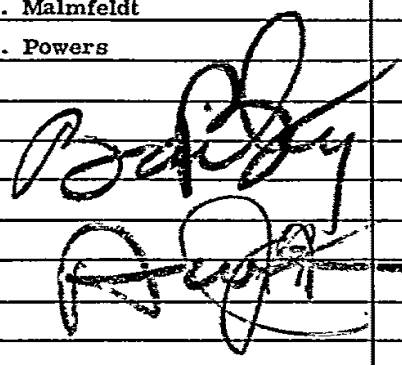
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~~DEPARTMENT~~ OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

(Rev. 5/18/76)

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
	JEH	7162	Director		JEH	7427	Mr. Farrington
	JEH	7142	Mr. Callahan		JEH	3658	Mr. Hotis
	JEH	7110	Mr. Adams		JEH	3658	Mr. Daly
	JEH	7110	Mr. Jenkins		JEH	7326	Mr. Donahue
	JEH	11255	Identification Division		JEH	3646	Mr. Mogen
	Quantico		Training Division		JEH	7326	Mr. Olmert
	JEH	6012	Finance and Personnel Division		Quantico		Mr. Donelan
	~~JEH~~	~~5829~~	~~Records Management Division~~				
	JEH	4026	Intelligence Division		JEH	7427	Miss Devine
	JEH	5012	General Investigative Division		JEH	7427	Miss Murphy
	JEH	3090	Laboratory Division				
	JEH	7159	External Affairs Division		JEH		Mr.
	JEH	3012	Special Investigative Division		JEH		Ms.
	JEH	6212	Inspection Division		JEH	1B327	Mail Room
	JEH	7427	Legal Counsel Division		JEH	6658	Corres. Review
	JEH	7222	Administrative Services Division		JEH	6247	Teletype Room
	JEH	7125	Office of Planning & Evaluation		JEH	4336C	Records
	JEH	1535B	Mr. Brownfield				
	JEH	7162	Mrs. Metcalf				
	JEH	7825	Mr. Malmfeldt				
	JEH	5431	Mr. Powers				



☐ RECOMMENDATION/COMMENT
☑ SEE REMARKS ON REVERSE
☐ MAKE COPIES (NO.)
☐ RETURN (BY)

☐ LOG
☐ FILE
☐ SEE ME
☐ CALL ME

☐ NECESSARY ACTION
☐ COORDINATE
☐ PER INQUIRY
☐ INFORMATION

FROM: LEGAL COUNSEL

BLDG.: JEH

ROOM:

PHONE:

DATE: 7/1 1976

FORM DOJ-359A
8-1-74 DOJ

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 1387 - Section 1

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ Airtel	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/10/83

TO: Director, FBI
Attn.: Records Research Unit
Records Management Division
Room 5636

PWD/Bar

FROM: SAC, Albany (66-2900)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet 7/27/83.

Albany office has no files in 61 classification which satisfy the 50-year criteria.

(2) - Bureau
1 - Albany
BAR:bar
(3)

Barbara

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 369-895

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/10/83

TO: DIRECTOR, FBI (66-3286-SUB B)
ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636

FROM: SAC, ALBUQUERQUE (66F-1481)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re Bureau letter to all SACs and all Legats dated 7/27/83.

The Albuquerque Division currently has eighteen (18) closed cases in the 61 (Treason or Misprision of Treason) classification, none of which are over 50 years old. Of these 18 closed cases, five (5) have been totally destroyed, prior to the November, 1977, file destruction program. Twelve (12) cases have been partially destroyed according to Bureau instructions prior to the November, 1977, destruction program. One (1) case is complete in its entirety.

All files are appropriately stamped.

(3) - Bureau (RM)
1 - Albuquerque
PJL/doj
(4)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/24/83

TO: DIRECTOR, FBI (66-3286 Sub B)

FROM: SAC, ALEXANDRIA (66-4 Sub A)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re Bureau letter to All SACs, 7/27/83.

A review of all 61 classifications reveals Alexandria presently does not have any 61 classifications which falls within the 50 year criteria for submission and transfer to the National Archives.

17 AUG 26 1983

RECORDS

(2)-Bureau
1-Alexandria
/MEH
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 369-895

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/8/83

From : SAC, ANCHORAGE (66-709)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet to All SACs and All Legats, 7/27/83.

The Anchorage Division has no cases in the 61 (Treason or Misprision of Treason) classification. All files in this classification were destroyed on or prior to November 24, 1977.

(2) - BUREAU (66-3286 Sub B)
1 - ANCHORAGE (66-709)
LJN/gd
(3)

2 AUG 11 1983

FBI/DOJ

Memorandum

To :DIRECTOR, FBI (66-3286 SUB-B)
(ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636)
From :ATLANTA (66-1849)

Date 8/5/83

Subject :DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Rebulet, 7/27/83.

A review of the files in the 61 (Treason or Misprison of Treason) classification has determined that the oldest file in this classification (61-18) was opened 11/3/39. Inasmuch as files 50 years or older are the concern of this project Atlanta has no submission to make.

b6
b7C

2 AUG 11 1983

(2) - Bureau
1 - Atlanta
HHS:lmt
(3)

1*

Memorandum

To : DIRECTOR, FBI
(ATTN: RECORDS RESEARCH UNIT
RECORDS MANAGEMENT DIVISION, ROOM 5636)

Date August 23, 1983

From : SAC, BALTIMORE (66-1651)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES & RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ & FIELD OFFICE RECORDS
BUDED: AUGUST 26, 1983

Re Bureau letter to All SACs and Legats, dated July 27, 1983.

Review of files in the 61 classification within the Baltimore Division disclosed no files currently meet the 50-year criteria for transfer to the National Archives.

AUG 23 1983

b6
b7C

2-Bureau
1-Baltimore
ALF:ema
(3)

Memorandum

To : DIRECTOR, FBI (66-2386 Sub B) Date 8/9/83
ATTENTION: Records Research Unit
Records Management Division, Room 5636
From : SAC, BIRMINGHAM (66-2198)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

ReBuairtel to All SACs and Legats 6/9/83 and Bulet dated 7/27/83.

The Birmingham Office comprises no files in the 61 classification which satisfy the 50-year criteria.

2 - Bureau
1 - Birmingham
CEM:jsb
(3)

AUG 12 1983

Memorandum

To : Director, FBI (66-3286 Sub B) Date 8/25/83
ATT: Records Research Unit,
Records Management Division - ROOM 5636)

From : SAC, Boston (66-4101)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet to All SACs and All Legats, 7/27/83

The Boston Division has no files in the 61- classification which satisfy the 50-year criteria. Boston's oldest file in this classification, at present, is 1939.

Appropriate action will be taken to ensure all remaining cases in this classification remain intact for future submission and transfer to the National Archives for permanent retention.

(2)- Bureau
3 - Boston

/miw
(5)

2 AUG 30 1983

5636

FBI/DOJ

Memorandum

To : DIRECTOR, FBI (66-3286 SUB B) Date 8/11/83
(ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636)

From : SAC, BUFFALO (66-1209)

Subject: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re Bureau letter, 7/27/83.

There are no files in the Buffalo Division in the 61 (Treason or Misprision of Treason) classification which satisfy the 50-year criteria.

(X)

(2) - Bureau
1 - Buffalo

JEH
(3)

AUG 16 1983

b6
b7C

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/11/83

TO: DIRECTOR, FBI
ATTENTION: RECORDS SECTION,
RECORDS MANAGEMENT DIVISION

FROM: SAC, BUTTE

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND
RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND
FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet to All SACs, 7/27/83.

The Butte Division has no files in the 61 classification, which satisfy the 50-year criteria.

(2) - Bureau (AM)
1 - Butte
WDF/imw
(3)

12 AUG 18 1983

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1982 0 - 369-895

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS RESEARCH UNIT
RECORDS MANAGEMENT DIVISION
ROOM 5636

Date 8/9/83

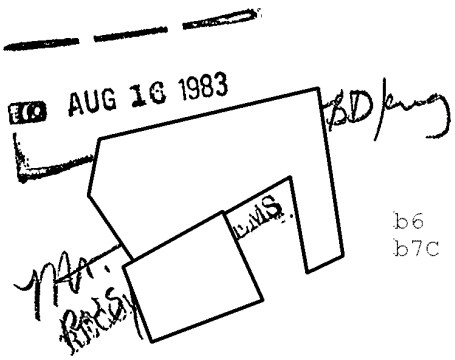
From : SAC, CHARLOTTE (66-3078)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bureau letter to all SACs and Legats 7/27/83.

A review of files in the 61 classification (Treason or Misprision of Treason) maintained by the Charlotte Division revealed no files in the 61 classification which satisfy the 50-year criteria.

2 - Bureau
1 - Charlotte
RDH
(3)



b6
b7C

UNITED STATES GOVERNMENT

memorandum

DATE: 8/15/83

REPLY TO ATTN OF: SAC, CHICAGO (66-2551A)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHZ AND FIELD OFFICE RECORDS
~~XX~~: BUDED: 8/26/83

TO: DIRECTOR, FBI (66-3286 Sub B)

ReBulet 7/27/83.

The Chicago Office does not have any files in the 61 classification which satisfied the 50-year criteria.

(2) - Bureau
1 - Chicago

WMN:hjz
(3)

AUG 19 1983

RECORDS SYSTEMS

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆U.S. Government Printing Office: 1980—311-153/6042

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : DIRECTOR, FBI (66-3286 Sub B) DATE: 8/11/83
(ATTENTION: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636)

FROM: SAC, CINCINNATI (66-1659)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

ReBulet to All SACs and Legats 7/27/83.

A review of Cincinnati Office cases in the 61 (Treason or Misprision of Treason) classification, indicate there are no files which satisfy the 50-year criteria.

(2) - Bureau
1 - Cincinnati

LEB:mbm
(3)

RM5636

FBI/DOJ

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/4/83
ATTN: Records Research Unit,
Records Management Division, Room 5636
From SAC, CLEVELAND (66-5324)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBuairtel to All SACs and Legates, 6/9/83, and Bulet to All SACs and Legats dated 7/27/83.

Cleveland Division currently has no files in the 61 classification which satisfy the 50-year criteria.

(2) - Bureau
1 - Cleveland
BAW:rl
(3)

2 AUG 10 1983

5634

Memorandum

To : DIRECTOR, FBI
(Attn: Records Research Unit, Records Management Division, Rm. 5636)

Date 8/4/83

From : SAC, COLUMBIA (66-14)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet, 7/27/83, to All SACs and Legats.

Columbia Division has no 61 classification cases other than 61-00 and 61-0.

(2) - Bureau
1 - Columbia

FEW/nlh
(3)

RWS/Cmy
Rm 5636

Memorandum

To : Director, FBI
ATTN: Records Research Unit,
Records Management Division, Room 5636

Date 8/23/83

From SAC, Dallas (66-680)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ReBulet to All SACs and Legats 7/27/83.

Review of files in the 61 (Treason or Misprision of Treason) classification revealed that there are no files in the Dallas Division which currently meet the 50-year criteria for transfer to the National Archives.

(2) - Bureau
1 - Dallas
LFW/lfw
(3)

4 Rec'd Long

FBI/DOJ

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: Records Research Unit
Records Management Division

Date 8-17-83

From : SAC, DENVER (66-1643)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8-26-83

Re Bulet 7-27-83.

At this time, Denver does not have files in the 61 classification which satisfy the 50-year criteria.

2 - Bureau
1 - Denver
mh
(3)

AUG 19 1983

RECORDS SYSTEMS

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/25/83

TO : DIRECTOR, FBI
(ATTN: RECORDS RESEARCH UNIT, RECORDS MANAGEMENT DIVISION, ROOM 5636)

FROM: SAC, DETROIT (66-1868)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet, 7/27/83.

A review of all office of origin and auxillary office cases in the Detroit Division in the 61 classification (Treason or Misprision of Treason) disclosed no cases that are 50 years old.

2 - Bureau
1 - Detroit
JJJ:MMR
(3)

9 AUG 29 1983

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 369-895

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/12/83
ATTN: RECORDS RESEARCH UNIT
RECORDS MANAGEMENT DIVISION, ROOM 5636
From : SAC, EL PASO (66-1230)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet to all SACs and Legats 7/27/83.

Enclosed for the Bureau is EP file 61-6 entitled "W. D. HAYWOOD, ET AL", and eight (8) related index cards.

A thorough search of the El Paso indices failed to reflect any index cards for Grover H. Perry, George Andreytchine, or Charles Rothfisher. It is assumed these cards were inadvertently destroyed at some earlier date. All other related index cards are enclosed.

El Paso has marked all other cases in the 61 classification to ensure they remain intact for future submission and transfer to the National Archives.

1 Case Detached for Transfer to national Archives 8/31/83 cmj

AUG 16 1983

2-Bureau (Enc. 9)
1-El Paso

ENCLOSURE

KKC
(3)

FBI/DOJ

UNITED STATES GOVERNMENT

memorandum

DATE: 8/17/83

REPLY TO ATTN OF: SAC, HONOLULU (66-798)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
~~TOX~~ BUDED 8/26/83

TO: DIRECTOR, FBI (66-3286 SUB B)

Re Bureau letter to all SACs and Legats dated 7/27/83.

Honolulu has no files in the 61 classification which satisfy the 50-year criteria.

(2) - Bureau
1 - Honolulu

/meo
(3)

17 AUG 22 1983

RECORDS SYSTEMS

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆U.S. Government Printing Office: 1980—341-526/6193

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/19/83

TO: DIRECTOR, FBI
ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636

FROM: SAC, HOUSTON (66-1685)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re Bulet to all SACs and Legats, 7/27/83.

This is to advise that the Houston Division has no files in the 61 classification which meet the 50 year criteria.

NOT RECORDED
26 AUG 24 1983

2 - Bureau
1 - Houston
IRV/irv
(3)

TBD/amj

Approved: _____ Transmitted _____ (Number) (Time) Per _____

Memorandum

To : Director, FBI
Attention: Records Section, Records Management Division

Date August 5, 1983

From SAC, Indianapolis (66-3314)

Subject : DESTRUCTION OF RECORDS:
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Rebulet 7/27/83.

Indianapolis has no cases which are fifty years old in the 61 classification.

10 AUG 9 1983

(3) - FBIHQ
1 - Indianapolis

cvg
(4)

b6
b7C

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (66-3286 Sub B) DATE: 8/9/83
ATTENTION: Records Research Unit, Room 5636

FROM : SAC, JACKSON (66-432)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bulet 7/27/83.

This office has no 61 (Treason or Misprision of Treason) files.

(2)-Bureau
1-Jackson
(3)
WLK:kb

AUG 11 1983

RECORDS

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/25/83

TO: DIRECTOR, FBI (ATTENTION: RECORDS RESEARCH UNIT
RECORDS MANAGEMENT DIVISION
ROOM 5636

FROM: SAC, JACKSONVILLE (66-400)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 8/26/83

Re Bumemo to All SAC's and Legats 7/27/83.

The Jacksonville Field Division maintains no files in the 61 (Treason or Misprision of Treason) classification.

RECORDED
AUG 31 1983

b6
b7C

(2) - Bureau
1 - Jacksonville
RKH:rkh
(3)

RECORDS

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 369-895

Memorandum

To : DIRECTOR, FBI (66-3286 SUB B) Date 8/15/83
ATTENTION: RECORDS SECTION
RECORDS MANAGEMENT DIVISION, ROOM 5636
From : SAC, KANSAS CITY (66-1608)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bureau letter to all SACs and Legats dated 7/27/83.

A review of all office of origin and all auxiliary office cases in classification 61 (Treason or Misprision of Treason) have been reviewed in the Kansas City office. This review disclosed no 61 cases satisfy the 50 year criteria in this division.

(2) - Bureau
1 - Kansas City
WFR:dh
(3)

TO AUG 19 1983

5636
RMS RECORDS SECTION

FBI/DOJ

Routing Slip
FD-4 (Rev. 4-20-81)

Date 8-19-83

To: ☒ Director
Att RECORDS RESEARCH UNIT
RECORDS MANAGEMENT DIVISION
☐ SAC ROOM 5636
☐ ASAC
☐ Supv.
☐ Agent
☐ SSS
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

FILE #

Title DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS SERVICES (NARS)
APPRAISAL OF FBIHQ AND
FIELD OFFICE RECORDS
BUDED 8-26-83

RE: BULET 7-27-83

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

Knoxville has no records in the 61 classification which meet the age criteria for transfer to National Archives. Knoxville's only records in the 61 classification are currently involved in litigation.

RECORDS 5636

WYD RDM

Signed WILLIAM Y. DORAN

See reverse side

Office KNOXVILLE

FBI/DOJ

Memorandum

To : DIRECTOR, FBI (66-3286) (SUB B) Date 8/23/83
(ATTN: RECORDS RESEARCH UNIT, RECORDS
MANAGEMENT DIVISION, ROOM 5636)

From : SAC, LAS VEGAS (66-553)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bumemo, 7/27/83.

The Las Vegas office has no 61 classification files that meet the 50 year criteria rule.

2 - Bureau
1 - Las Vegas
JEG:dae
(3)

Memorandum

To : DIRECTOR, FBI
ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION
ROOM 5636

Date 8/18/83

~~From~~ :

From: SAC, LITTLE ROCK (66F-1876)

~~Subject~~

Subject: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND
RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND
FIELD OFFICE RECORDS

Re Bulet to all SAC's and all Legats, 7/27/83.

Little Rock has no files in the 61 classification which satisfy the 50-year criteria.

2 - Bureau
1 - Little Rock
DSD/kbe
(3)

b6
b7C

1*

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/12/83

From RTB/BMP SAC, LOS ANGELES (66-101)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83.

Re Bulet to All SACs dated 7/27/83, captioned as above.

The Los Angeles Division has no files in the "61" classification over 50 years old.

(2) - Bureau
1 - Los Angeles
BMP:TMJ
(3)

10 AUG 16 1983

RECORDS SECTION

UNITED STATES GOVERNMENT

memorandum

DATE: 8/25/83

REPLY TO ATTN OF: SAC, LOUISVILLE (66-1804A)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

TO:
DIRECTOR, FBI (66-3286 Sub B) ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION

Re Bureau letter 7/27/83.

This office has no file in the 61 classification which fits the 50-year criteria.

2 - Bureau
1 - Louisville
CER/mm
(3)

NOT RECORDED
23 AUG 29 1983

b6
b7C

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆ U.S. GOVERNMENT PRINTING OFFICE : 1981 O - 341-526 (6700)

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/8/83

From : SAC, MEMPHIS (66-796)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

ReBulet 7/27/83.

The Memphis Office has no files in the 61 classification which satisfy the 50-year criteria.

(X)

2-Bureau
1-Memphis
BKS:wpb
(3)

AUG 11 1983

Routing Slip
FD-4 (Rev. 4-20-81)

Date 8-5-83

To: ☒ Director
Att.: Records Research Unit, Records Management Division, Room 5636

☐ SAC
☐ ASAC
☐ Supv.
☐ Agent
☐ SSS
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

FILE #
Title

RE: ReBumemo dated 7-27-83 to All SACs and Legats

☐ Acknowledge	☐ For information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

There are no files in the Miami Division in the 61 classification which satisfy the 50-year criteria.

(2) - Bureau
1 - Miami
JRF/akf
(3)

5636
RECORDS SYSTEMS

SAC JOSEPH V. CORLESS

☐ See reverse side

Office Miami

FBI/DOJ

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/16/83

From : SAC, MILWAUKEE (66-2160)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bureau letter to All SACs and All Legats, 7/27/83.

There are no files in the 61 classification which satisfy the 50 year criteria in the Milwaukee Division.

(Y)

TO AUG 19 1983

2-Bureau
1-Milwaukee
MEW:sbl
(3)

RECORDS SYSTEMS

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XX AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/6/83

TO: DIRECTOR, FBI (66-3286) (SUB B)
ATTENTION: RECORDS SECTION
RECORDS MANAGEMENT DIVISION

FROM: SAC, MINNEAPOLIS (66-3597)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND
RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND
FIELD OFFICE RECORDS
BUDED: 8/26/83

Reference Director Airtel to all SACs dated 7/27/83.

The Minneapolis Division does not have 61 classifications which are over 50 years old.

3 - Bureau
1 - Minneapolis
BRP:kcu
(4)

b6
b7C

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

Routing Slip
FD-4 (Rev. 4-20-81)

Date 9-8-83

To: ☒ Director
Att.: Records Research Unit
Records Management Division

FILE # Buffile 66-3286 Sub B
MP 66-3597

☐ SAC Room 5635
☐ ASAC
☐ Supv.
☐ Agent
☐ SSS
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

Title Destruction of Records; NARS

RE: Buairtel 7/27/83.

☐ Acknowledge	☐ For information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

The MP division has no 61 classifications over 50 years old. It should also be noted MP advised Bu 9/6/83 per airtel of such.

b6
b7C

[redacted]
5635
RECORDS

SAC Richard H. Blayney
Office Minneapolis Division

See reverse side

GPO : 1982 O - 391-714

Memorandum

To : DIRECTOR, FBI (66-3286-Sub B) Date 8/15/83
Attn: Records Section, Records Management Division

From SAC, MOBILE (66-155) (RUC)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
Buded: 8/26/83

Re Bureau letter, 7/27/83.

Mobile has no 61 classification files which are pertinent to response.

2 - Bureau
1 - Mobile

DAC-ddm
(3)

AUG 24 1983

Routing Slip
FD-4 (Rev. 4-20-81)

Date 8/15/83

To: [X] Director
Att.: Records Research Unit
~~Records Management~~
~~Division, Room 5636~~

- ☐ SAC
- ☐ ASAC
- ☐ Supv.
- ☐ Agent
- ☐ SSS
- ☐ Rotor #
- ☐ Steno
- ☐ Typist
- ☐ M
- Room

Director (66-3286 Sub B)
Newark (66-1711A)

FILE #

Title ~~DESTRUCTION OF RECORDS;~~
~~NATIONAL ARCHIVES AND~~
RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND
~~FIELD OFFICE RECORDS~~
BUDED: 8/26/83

RE: ~~Director's letter to~~
All SACs, 7/27/83.

- ☐ Acknowledge
- ☐ Assign ☐ Reassign
- ☐ Bring file
- ☐ Call me
- ☐ Correct
- ☐ Deadline
- ☐ Delinquent
- ☐ Discontinue
- ☐ Expedite
- ☐ File
- [X] For information
- ☐ Handle
- ☐ Initial & return
- ☐ Leads need attention
- ☐ Open case
- ☐ Prepare lead cards
- ☐ Prepare tickler
- ☐ Recharge file ☐ serial
- ☐ Send to
- ☐ Return assignment card
- ☐ Return file ☐ serial
- ☐ Return with action taken
- ☐ Return with explanation
- ☐ Search and return
- ☐ See me
- ☐ Type

There are no files in the 61 classification which satisfy the 50 year criteria.

5636
Rec'd/Records Unit

1-Bureau
1-Newark (66-1711A)
LG
(2)

SAC James Cagnassola Jr.
JAMES CAGNASSOLA, JR.
NEWARK
Office

See reverse side

FBI/DOJ

Routing Slip
FD-4 (Rev. 4-20-81)

Date 8/16/83

To: XX Director
Att.: Records Section, Records Management Div.

FILE # 66-3286-Sub B

☐ SAC
☐ ASAC
☐ Supv.
☐ Agent
☐ SSS
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

Title DESTRUCTION OF RECORDS NATIONAL ARCHIVES AND ~~RECORDS SERVICE (NARS)~~ APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
~~BUDED: 8/26/83~~
RE: Bureau letter to All SACs and Legats, 7/27/83.

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

The NHO has no files in the 61 classification which satisfy the 50-year criteria.

b6
b7C

SAC ALONZO L. LACEY, JR.

See reverse side

Office NEW HAVEN

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B)
Attn: Records Research Unit,
Records Management Div., Room 5636

Date 8/9/83

From : SAC, NEW ORLEANS (66-2826)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet, 7/27/83.

The New Orleans Division has no files in the 61 classification which satisfies the 50-year criteria.

2-Bureau
1-New Orleans

LAN/lrs
(3)

3 AUG 11 1983

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/8/83
Attn; Records Research Unit,
Records Management Division Rm 5636)
From : ADIC, NEW YORK (66-3573)

Subject : DESTRUCTION OF RECORDS:
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

ReBu memo to All SACs 7/27/83 and Bu airtel 6/9/83.

Referenced memo requested all Office of Origin and all Auxiliary Office cases with related index cards in in 61 (Treason or Misprision of Treason) classification over 50 years old, which contain no relevant correspondence subsequent to January, 1934 and are not currently involved in litigation be forwarded to FBIHQ.

New York is not in possession of any 61 cases meeting the above criteria. Our oldest existing case was opened in 1939.

(2) - Bureau
1 - New York

(3)
DJC;atl

10 AUG 11 1983

Routing Slip
FD-4 (Rev. 4-20-81)

Date 8/18/83

To: ☒ Director
Att.: Records Research Unit
Records Management Div.

FILE # 66-913

☐ SAC ~~Room 5636~~
☐ ASAC
☐ Supv.
☐ Agent
☐ SSS
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

Title DESTRUCTION OF RECORDS
BUDED 8/26/83

RE:

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

Norfolk has no files in the 61 classification which satisfy the 50-year criteria.

-4 Rewslaw

SAC JOHN C. WAGNER

_____ See reverse side

Office NORFOLK

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/24/83

From : SAC, OKLAHOMA CITY (66-2816)

Subject :
DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Bureau letter to All SACs dated 7/27/83.

Oklahoma City records show files 61-1 thru 61-148 have been destroyed except OC 61-31. Oklahoma City was office of orgin, which was reopened 9/42 (no previous serials) and stripped 4/19/72, according to Bureau regulations.

Oklahoma City has no files that meet the 50-year criteria.

(2) Bureau
1-Oklahoma City
RHD:js
(3)

17 AUG 30 1983
RECORDS

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 9/8/83
ATTENTION: RECORDS RESEARCH UNIT
RECORDS MANAGEMENT UNIT, ROOM 5636
From : SAC, OMAHA (66-3009)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Bureau letter to Omaha 7/27/83.

The Omaha Division has no files in the 61 classification which satisfy the 50-year criteria.

2 - Bureau
1 - Omaha
cjw
(3)

12 SEP 13 1983

RECORDS

UNITED STATES GOVERNMENT

memorandum

DATE: 8/18/83

REPLY TO ATTN OF: SAC, PHILADELPHIA (66-6740)

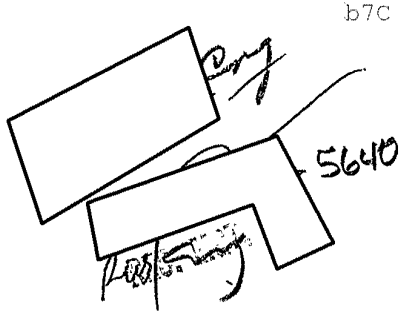
SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

TO: DIRECTOR, FBI (66-3286 Sub B)

ReBulet to all SACs and Legats dated 7/27/83.

The Philadelphia Division does not possess any files in the 61 classification which satisfy the 50-year criteria.

b6
b7C



2 - Bureau (66-3286 Sub B)
1 - Philadelphia (66-6740)

MCHR:mchr
(3)

OPTIONAL FORM NO. 10
(REV. 1-80)
GSA FPMR (41 CFR) 101-11.6
5010-114

☆U.S. Government Printing Office: 1980—311-153/6042

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/22/83

TO: DIRECTOR, FBI
(ATTN: RECORDS SECTION,
RECORDS MANAGEMENT DIVISION)

FROM: SAC, PHOENIX (66-1403)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bumemo to All SACs and Legats 7/27/83.

Enclosed is one FD-478 (list of files destroyed/transferred to FBIHQ).

The attached FD-478 reveals the files destroyed in the 61 classification.

The Phoenix Office has no files in the 61 classification which are over the 50-year criteria.

2 - Bureau (Enc. 1)
1 - Phoenix
GJK/mb
(3)

b6
b7C

1*

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FD-478 (Rev. 7-20-83)

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

CLASSIFICATION 61

File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00	X		3/62	50	X		12-74
01	X			51	X		?
02	X			52			
03	X			53	X		?
04	X			54			
05	X			55			
06	X		4/69	56			
07	X		3/62	57			
08	X			58			
09	X			59			
10	X			60			
11	X			61			
12	X			62			
13	X			63			
14	X		7-65	64			
15	X		9-63	65			
16	X			66			
17	X			67			
18	X			68			
19	X			69			
20	X			70			
21	X			71			
22	X		3-62	72			
23	X			73			
24	X			74			
25	X			75			
26	X		4-69	76			
27	X		3-62	77			
28	X			78			
29	X			79			
30	X			80			
31	X			81			
32	X		9-63	82			
33	X			83			
34	X			84			
35	X			85			
36	X			86			
37	X		4-69	87			
38	X		3-69	88			
39	X		4-69	89			
40	X		3-74	90			
41	X			91			
42	X			92			
43	X			93			
44	X			94			
45	X			95			
46	X			96			
47	X			97			
48	X		12-74	98			
49	X			99			

This page contains file numbers from 61-01 thru 61-100

Memorandum

To : DIRECTOR, FBI
(ATTENTION: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636)

Date 8/4/83

From : SAC, PITTSBURGH (66-1360)

Subject :
DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ReBulet to All SACs dated 7/27/83.

Pittsburgh has no files in the 61 classification which satisfy the 50-year criteria.

2 - Bureau
1 - Pittsburgh

BAC/bac
(3)

2 AUG 10 1983

FBI/DOJ

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ Airtel

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/26/83

TO: DIRECTOR, FBI (66-3286-Sub B)
(ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION,
ROOM 5636, JEH)

FROM: SAC, PORTLAND (66-2040)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Bureau letter to all SACs and Legats, 7/27/83.

Review of the files of the Portland Division discloses that all files in the 61 Classification (61-1 through 61-78) have been closed and destroyed at various times from 1960 to 1977. There are no pending files and no extant closed files in this classification. Portland file 61-0 contains no serials.

(Y)

b6
b7C

3 - Bureau
1 - Portland
DLW:ceh
(4)

-1*-

Approved: WMB/jmm Transmitted _____ (Number) _____ (Time) Per _____

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM

DATE: 8/8/83

TO : DIRECTOR, FBI (66-3286 SUB B)

FROM : SAC, RICHMOND (66-2751)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bureau letter to All SACs and Legats 7/27/83.

Richmond has no files in the 61 classification which satisfy the 50-year criteria.

(2) - Bureau
1 - Richmond
/dcb
(3)

2 AUG 11 1983

Memorandum

To : DIRECTOR, FBI
(ATTN: RECORDS MANAGEMENT DIVISION, RECORDS RESEARCH UNIT, ROOM 5636)

Date 8/11/83

From : SAC, SACRAMENTO (66-5)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bureau airtel to All SACs and Legats, 7/27/83.

Sacramento Division has no files in the 61 Classification which meet the age criteria for transfer to the National Archives.

2-Bureau
1-Sacramento (66-5)
MVM:js
(3)

2 AUG 15 1983

5636

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/11/83
ATTN: RECORDS RESEARCH UNIT, RECORDS MANAGEMENT
DIVISION, ROOM 5636
From : SAC, ST. LOUIS (66-2872)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet, 7/27/83.

A review of files in the 61 classification maintained at St. Louis disclosed all records which would satisfy the 50-year criteria have been destroyed.

(2) - Bureau
1 - St. Louis
:pdp
(3)

AUG 17 1983

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/9/83

From : SAC, SALT LAKE CITY (66-939)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

ReBulet, 7/27/83.

There are no files in the 61 classification which satisfy the 50-year criteria, in Salt Lake City.

2 - Bureau
1 - Salt Lake City
/bad
(3)

2 AUG 17 1983

b6
b7C

4- RECORDS/FILING

FBI/DOJ

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
X ☐ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/5/83

TO: DIRECTOR, FBI (66-3286 Sub B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION)

FROM: SAC, SAN ANTONIO (66-1994)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re FBIHQ letter to All SACs and Legats, 7/27/83.

The San Antonio Division has no Office of Origin or Auxiliary Office cases in the 61 classification which satisfy the 50-year criteria. Therefore, no files or cards are being forwarded.

2 - Bureau
1 - San Antonio
CGW:cak
(4)

[redacted]
17 AUG 10 1983
[redacted]

Approved: TWO Transmitted _____ (Number) _____ (Time) Per _____

☆ U.S. GOVERNMENT PRINTING OFFICE: 1980-305-750/5402

Memorandum

To : DIRECTOR, FBI
ATTN: RECORDS RESEARCH UNIT, ROOM 5636

Date 8/24/83

From : SAC, SAN DIEGO (66-939)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re BuLet to All SACs, dated 7/27/83.

This Division has no 61 classification which satisfy the 50 year criteria.

(2) Bureau
1- San Diego
JFJ:jfj
(3)

17 AUG 26 1983

RECORDS

Memorandum

To : DIRECTOR, FBI
ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, RM: 5636

Date 9-15-83

From : SAC, SAN FRANCISCO (66-1696)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8-26-83.

Re Butel to all SAC's and Legats dated 6-9-83, and Bulet dated 7-27-83.

Enclosed under separate cover are 32 cases, with index cards for all Office of Origin and all auxilliary office cases in the 61 (Treason or Misprision of Treason) classification over 50 years old which contain no relevent correspondence subsequent to January, 1934, and are not currently involved in litigation.

b6
b7C

(3) - Bureau (1 - package copy)
1 - San Francisco
SSN/gmh
(4)

RECORDS

Memorandum

To : DIRECTOR, FBI
ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, RM: 5636

Date 9-15-83

From : SAC, SAN FRANCISCO (66-1696)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8-26-83.

Re Butel to all SAC's and Legats dated 6-9-83, and Bulet dated 7-27-83.

Enclosed under separate cover are 32 cases, with index cards for all Office of Origin and all auxilliary office cases in the 61 (Treason or Misprision of Treason) classification over 50 years old which contain no relevent correspondence subsequent to January, 1934, and are not currently involved in litigation.

32 cases detached for transfer to the National Archives 9/19/83 mrg

3 - Bureau (1 - package copy)
1 - San Francisco
SSN/gmh
(4)

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/8/83

TO: DIRECTOR, FBI (66-3286 SUB B)
ATTN: ROOM 5636
RECORDS RESEARCH UNIT
RECORDS MANAGEMENT DIVISION

FROM: SAC, SAN JUAN (66-727)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED AUGUST 26, 1983

Re Bureau letter dated July 27, 1983.

The San Juan Division has no files in the 61 classification which satisfy the 50-year criteria.

(2) - BUREAU
1 - SAN JUAN (66-727)
MJB/alc
(3)

2 AUG 11 1983

5636

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 369-895

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/22/83

TO: DIRECTOR, FBI
ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION
ROOM 5636

FROM: SAC, SAVANNAH (66-1472)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re Bulet to All SACs and Legats, 7/27/83.

Files in the 61 classification have been reviewed and Savannah Division has none which satisfy the 50-year criteria.

(2) - Bureau
1 - Savannah

/hja
(3)

Rm 5636
Records

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

Memorandum

To : DIRECTOR, FBI Date 8/24/83
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, RM. 5636)

From : SAC, SEATTLE (66F-1303)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 8/26/83

ReBUlet, 7/27/83.

At this time, none of the files in classification 61 maintained by the Seattle Field Office, satisfy the 50-year criteria as set forth in referenced let.

2-Bureau
1-Seattle

BSB:ldk
(3)

b6
b7C

5636
RECORDS

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8-24-83
Attn: RECORDS RESEARCH UNIT, ROOM 5636
RECORDS MANAGEMENT DIVISION
From : SAC, SPRINGFIELD (66-2912)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAIAL OF BIHHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

ReBulet to all SACs and Legats 7-27-83.

Springfield does not have any 61 (Treason or Misprision of Treason) cases. All cases that Springfield did have on this classification were destroyed in 1972 and 1977.

(2) - Bureau
1 - Springfield (66-2912)
RCR:
(3)

AUG 30 1983

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : DIRECTOR, FBI
ATTENTION: RECORDS RESEARCH UNIT, RECORDS MANAGEMENT DIVISION, ROOM 5636

DATE: 8/16/83

FROM: SAC, TAMPA (66-6)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIEVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

ReBuairtel 6/9/83 and Bulet 7/27/83.

There are no files in the 61 classification which satisfy the 50-year criteria in the Tampa Division.

(2) - Bureau
1 - Tampa

WHL
(3)

17 AUG 18 1983

RECORDS SYSTEMS

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum

To : DIRECTOR, FBI
ATTN: (RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636)

Date 8/18/83

From : SAC, WFO (66-5340)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES & RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ & FIELD OFFICE RECORDS
BUDED 8/26/83

ReBulet to All SACs and Legats dated 7/27/83.

The remaining cases in the 61 classification were inspected and findings revealed that there were no files meeting the 50-year criteria.

We will ensure that all remaining cases in this classification remain intact for future submission and transfer to the National Archives.

2-Bureau
1-WFO
PG:pg
(3)

RM5636

FD-478 (Rev. 7-20-83)

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

CLASSIFICATION _____

File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00				50			
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61	No files Maintained at Quantico		
12				62	in the 61 Classification		
13				63			
14				64			
15				65		8/1/83	
16				66			
17				67			
18				68		ayk	
19				69			
20				70			
21				71			
22				72			
23				73			
24				74			
25				75			
26				76			
27				77			
28				78			
29				79			
30				80			
31				81			
32				82			
33				83			
34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			

This page contains file numbers from _____ thru _____

OPTIONAL FORM NO. 10
5010-103

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (66-3286 Sub B) DATE: 8/11/83

FROM : LEGAT, BERN (66-60)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re Bureau letter to all SACs and Legats of 7/27/83.

The Bern office has no files in the 61 (Treason or Misprison of Treason) category.

2 - Bureau
1 - Bern
AGR

17 AUG 15 1983

FD-36 (Rev. 3-24-77)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ ~~Airtel~~

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ E F T O
- ☐ CLEAR

Date 8/18/83

TO: DIRECTOR, FBI (66-3286 Sub B)
(ATTN: Records Section, Records Management Div.)

FROM: LEGAT, BOGOTA (66-93)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

Re letter to all SACs and all Legats, 7/27/83.

Bogota Legat office was opened in 1971 (in Caracas at that time); accordingly it has no files over 50 years old in the 61 classification nor in any other classification.

4 mus/cm

(3) - Bureau
(1-Liaison Unit)
~~1 - Bogota (66-93)~~
DGG:peb
(4)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FBI/DOJ

UNITED STATES GOVERNMENT

memorandum

DATE: August 16, 1983

REPLY TO ATTN OF: LEGAT, BONN (66-147)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

TO: DIRECTOR, FBI (66-3286 Sub B)
(ATTN: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION, ROOM 5636)

ReBulet 7/27/83.

Enclosed for FBIHQ is one copy of form FD-478 reflecting all 61 (Treason or Misprision of Treason) classification matters previously destroyed at Legat, Bonn.

For information of the Bureau, Legat Bonn currently maintains no 61 classification matters in its pending or closed files, and all 61 cases previously carried by this Office have been destroyed, as reflected on enclosed FD-478.

3 - Bureau (Enc. 1) ENCLOSURE
1 - Liaison Unit
1 - Bonn
KAM
(4)

17 AUG 31 1983

b6
b7C

RECORDS

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
(REV. 7-76)
GSA FPMR (41 CFR) 101-11.6
5010-112

FD-478 (Rev. 7-20-83)

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

CLASSIFICATION 61

File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00				50			
61- 01	X		5/23/67	51			
61- 02	X		6/2/60	52			
61- 03	X		12/29/58	53			
61- 04	X		5/26/59	54			
61- 05	X		5/26/59	55			
61- 06	X		8/13/59	56			
61- 07	X		2/24/60	57			
61- 08	X		8/13/59	58			
61- 09	X		7/6/59	59			
61- 10	X		7/10/59	60			
61- 11	X		2/24/60	61			
61- 12	X		3/29/60	62			
61- 13	X		3/29/60	63			
61- 14	X		3/15/60	64			
61- 15	X		3/29/60	65			
61- 16	X		5/31/60	66			
61- 17	X		1/28/60	67			
61- 18	X		5/31/60	68			
61- 19	X		1/28/60	69			
61- 20	X		6/2/60	70			
61- 21	X		5/31/60	71			
61- 22	X		7/5/71	72			
61- 23	X		3/29/60	73			
61- 24	X		3/29/60	74			
61- 25	X		2/24/60	75			
61- 26	X		5/27/70	76			
61- 27	X		10/77	77			
28				78			
29				79			
30				80			
31				81			
32				82			
33				83			
34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			

ENCLOSURE

RECEIVED
TELETYPE UNIT
21 SEP 83 0414 15Z
FEDERAL BUREAU
OF INVESTIGATION

P 211040 SEP 83

FM LEGAL ATTACHE CANBERRA (66-23)

TO DIRECTOR FBI PRIORITY 147-20

ATTENTION RECORDS RESEARCH UNIT, RECORDS MANAGEMENT
DIVISION, ROOM 5636

BT

UNCLAS E F T O

DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS SERVICE,
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

REBULET JULY 27, 1983; BUREAU ROUTING SLIP SEPT. 8, 1983.

LEGAL ATTACHE OFFICE, CANBERRA, HAS NO FILES IN THE 61- CLASSIFICATION WHICH SATISFY THE 50-YEAR CRITERIA.

BT

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS RESEARCH UNIT, RM. 5636 Date 8/23/83
RECORDS MANAGEMENT DIVISION

From : LEGAT, HONG KONG (66-19)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
(BUDED: 8/26/83)

ReBulet 7/27/83, received 8/23/83.

No files in the 61 classification satisfying the 50-year criteria are maintained by the Hong Kong Office.

Enclosed is one copy of form FD-478 which sets out details concerning all files in the 61 classification which have been opened by the Hong Kong Office in the past.

3 - Bureau (Enc. - 1)
(1 - Liaison Unit, INTD)
1 - Hong Kong
REG:eim
(4)

b6
b7C

FBI/DOJ

FD-478 (Rev. 7-20-83)

LIST OF FILES DESTROYED/TRANSFERRED TO FBIHQ

Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

CLASSIFICATION 61

File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date	File Number	Destroyed (X)	Transferred to FBIHQ to be accessioned to NARS (X)	Date
00				50			
61 - 01	X		—	51			
61 - 02		X	9/9/80	52			
61 - 03	X		—	53			
61 - 04	X		—	54			
61 - 05	X		—	55			
61 - 06	X		—	56			
61 - 07		X	9/9/80	57			
61 - 08	X		—	58			
61 - 09	X		—	59			
61 - 10	X		—	60			
61 - 11	X		—	61			
61 - 12	X		—	62			
61 - 13		X	9/9/80 *	63			
61 - 14	X	X	9/9/80 *	64			
61 - 15	X		—	65			
61 - 16	X		—	66			
61 - 17		X	9/9/80	67			
61 - 18	X		—	68			
19				69			
20				70			
21	(All files marked as "destroyed" were			71			
22	destroyed prior to 1977, but no			72			
23	specific dates were recorded.)			73			
24				74			
25	(*61-13: This file was destroyed prior			75			
26	to 1977; was reopened and sent to			76			
27	FBIHQ for dead storage on 9/9/80; and			77			
28	was reopened 1/26/81. It is the only			78			
29	61 file maintained in records of the			79			
30	Hong Kong Office.)			80			
31				81			
32	(*61-14: This file was destroyed prior			82			
33	to 1977; was reopened and sent to			83			
34	FBIHQ for dead storage on 9/9/80.)			84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			

This page contains file numbers from 01 thru 18

Routing Slip
FD-4 (Rev. 4-20-81)

Date 8/10/83

To: ☒ Director (66-3286 Sub B)
Att.: Records Research Unit, Div IV, Room 5636
☐ SAC
☒ ASAC
☐ Supv.
☐ Agent
☐ SSS
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

FILE # LONfile 197-1

Title Destruction of Records; National Archives and Records Service; Appraisal of FBIHQ & Field Office Records.

RE: Bulet 7/27/83

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

BUDED: 8/26/83

London Office does not hold any 61 classification file, either closed or pending. Records indicate London files 61-1 through 61-9 were destroyed on dates previous to 1962; there have been no files in the 61 classification since.

RLM:lkm
(2)

b6
b7C

[redacted]

SAC Robert L. Moore

_____ See reverse side

Office Legat, London

FBI/DOJ

Memorandum

To : DIRECTOR, FBI(66-3286 Sub B) Date August 18,1983
ATTENTION: RECORDS RESEACH UNIT
RECORDS MANAGEMENT DIVISION ROOM 5636

From : LEGAL ATTACHE, MEXICO (66-459)

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE(NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED 8/26/83

ReyrMemo dated 7/27/83 and your Buairtel to all SACs and Legats dated 6/9/83(which we did not receive).

The Mexico City Office does not have any current 61 Classification cases either pending or closed. The history of this office shows five cases opened and all cases were destroyed as of 1/64. The Mexico City Office has not sent any 61 Classification cases to headquarters for retention.

(3)-Bureau
(1-Liaison Unit INTD
1-Mexico City(66-459)

AA/aa
(5)

RECORDS SECTION

b6
b7C

UNITED STATES GOVERNMENT

memorandum

DATE: 8/16/83

REPLY TO ATTN OF: LEGAT, MONTEVIDEO (66-10)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
~~XXX~~ BUDED: 8/26/83

TO: DIRECTOR, FBI (66-3286 SUB B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION)

Re Bureau letter dated 7/27/83.

Legat, Montevideo has no files in the 61 classification.

3 - Bureau
(1-Liaison Unit)
1 - Montevideo
SAP:jsw
(4)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
(REV. 7-76)
GSA FPMR (41 CFR) 101-11.6
5010-112

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/15/83
ATTENTION: RECORDS RESEARCH UNIT,
RECORDS MANAGEMENT DIVISION,
From : LEGAT, OTTAWA (197-1) ROOM 5636

Subject : DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
Buded: 8/26/83

ReBulet, 7/27/83.

This is to advise there are currently no files in the 61 classification in the Office of Legal Attache, Ottawa, as all files in this classification have been destroyed in accordance with approved Bureau procedures.

3-Bureau
(1-Liaison Unit, INTD)
1-Ottawa
WOT:dlb
(4)

RMS/C
Rm 5636

FBI/DOJ

R 1 71335Z AUG 83

FM LEGAL ATTACHE PANAMA (66-19)

TO DIRECTOR FBI (66-3286 SUB B) ROUTINE 313-17

BT

UNCLAS E F T O

ATTN: RECORDS SECTION; RECORDS MANAGEMENT DIVISION

DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS SERVICE (NARS); APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS; DUDED AUGUST 26, 1983.

RE BUREAU LETTER JULY 27, 1983.

LEGAT, PANAMA, HAS NO FILES IN THE 61 CLASSIFICATION WHICH SATISFY THE 5? YEAR CRITERIA.

BT

18 AUG 83 1735

FEDERAL BUREAU OF INVESTIGATION

b6
b7C

4-

NW 1068 DocId:

Routing Slip
FD-4 (Rev. 4-24-80)

Date 9/7/83

To: ☒ Director
Att.: Records Section, Records Management Division

FILE # _____

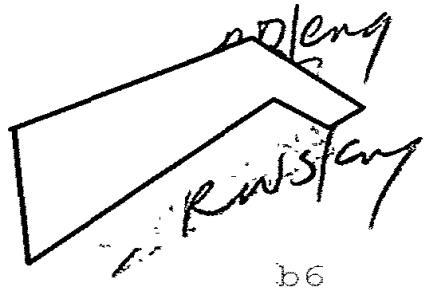
Title DESTRUCTION OF RECORDS; ~~NATIONAL ARCHIVES AND~~ RECORDS SERVICE (NARS) APPRAISAL OF FBIHQ AND ~~FIELD OFFICE RECORDS~~ BUDED: 8/26/83

RE: Bulet, 7/27/83.

☐ SAC _____
☐ ASAC _____
☐ Supv. _____
☐ Agent _____
☐ SSS _____
☐ Rotor # _____
☐ M _____
Room _____

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	_____
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline _____	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite	_____	
☐ File	☐ Send to _____	

Legat Paris has no files in the 61 classification which satisfy the 50-year criteria.



b6
b7C

XSAC _____

_____ See reverse side

Office Paris

GPO : 1980 O - 319-681

VZCZCROM472 2291400

R 171345Z AUG 83

FM ROME (66-125)

TO DIRECTOR ROUTINE

BT

TF UNIT
17 AUG 83 4 09
FED. BUREAU
OF INVESTIGATION

UNCLAS

ATTN: RECORDS RESEARCH UNIT, RECORDS MANAGEMENT DIV., RM 5636

DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS; BUDED 8/26/83

REBULET DATED JULY 27, 1983.

ROME HAS NO 61 CLASFICATIONS AS DESCRIBED IN RELET.

BT

#0472

NNNN

b6
b7C

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

TO : DIRECTOR, FBI (66-3286 Sub B)
ATTN: Records Research Unit,
Records Management Division, Rm. 5636

DATE: 8/18/83

FROM : LEGAT, TOKYO (66-38)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS
BUDED: 8/26/83

Re FBIHQ memorandum to all SACs, 7/27/83.

Tokyo has no files in the 61 classification which satisfy the 50-year criteria set forth in reference.

3 - FBIHQ
1 - Liaison Unit INTD
1 - Tokyo
VJL/jms
(4)

-4 pws/cmg

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

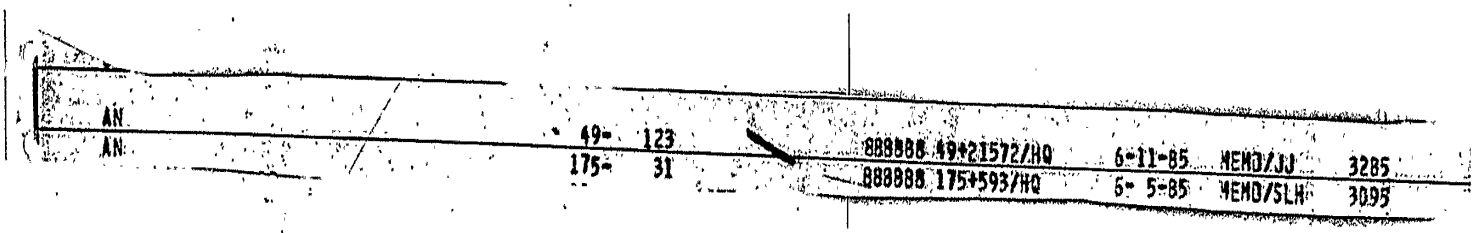
FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 1397 - Section 1

AL	9- 182	888888 9+19491/HQ	5-30-85	MEMO/SLH	2272
AL	9- 655	888888 9+18475/HQ	5-31-85	MEMO/SLH	2386
AL	14- 106	888888 14+3076/HQ	6- 3-85	MEMO/JRD	2544
AL	25- 11832	888888 25+25107/HQ	6- 3-85	MEMO/JRD	2623
AL	25- 13200	888888 25+57&208/HQ	6- 4-85	MEMO/JRD	2685
AL	25- 13877	888888 25+590463/HQ	6- 4-85	MEMO/JRD	2691
AL	26- 10853	888888 26+349365/HQ	6- 4-85	MEMO/JRD	2814
AL	39- 21	888888 39+1616/HQ	6- 4-85	MEMO/JRD	2954
AL	46- 48	888888 62+72686/HQ	6-12-85	MEMO/JJ	3655
AL	46- 1632	888888 46+50628/HQ	6- 7-85	MEMO/JJ	3180
AL	46- 2273	888888 46+69277/HQ	6-10-85	MEMO/JJ	3202
AL	60- 34	888888 60+3110/HQ	6-12-85	MEMO/JJ	3511
AL	65- 1647	888888 65+59183/HQ	7- 2-85	MEMO/JAT	3934
AL	100- 19664	888888 62+111181/HQ	7- 1-85	MEMO/RJP	3689
AL	125- 6	888888 125+149/HQ	5- 8-85	MEMO/JEA	1536
AL	175- 132	888888 175+593/HQ	6- 5-85	MEMO/SLH	3059

WO-3286-1397

AQ	26- 15376	888888 26+331069/HQ	6- 4-85	MEMO/JRD	2808
AQ	26- 15983	888888 26+336542/HQ	6- 4-85	MEMO/JRD	2811
AQ	46- 1193	888888 46+64821/HQ	6-10-85	MEMO/JJ	3191
AQ	56- 8	888888 56+1242/HQ	6-11-85	MEMO/JJ	3349
AQ	56- 31	888888 56+1252/HQ	6-11-85	MEMO/JJ	3350
AQ	65- 45	888888 65+58236/HQ	7- 2-85	MEMO/JAT	3926
AQ	175- 85	888888 175+593/HQ	6- 5-85	MEMO/SLH	3078
AQ	175- 86	888888 175+593/HQ	6- 5-85	MEMO/SLH	3079
AQ	175- 87	888888 175+593/HQ	6- 5-85	MEMO/SLH	3080

AX	46-	281	888888	46+66693/HQ	6-10-85	MEMO/JJ	3194
AX	58-	144	888888	58+9613/HQ	6-12-85	MEMO/JJ	3671
AX	175-	63	888888	175+593/HQ	6- 5-85	MEMO/SLH	3062
AX	175-	80	888888	175+593/HQ	6- 5-85	MEMO/SLH	3064
AX	175-	83	888888	175+593/HQ	6- 5-85	MEMO/SLH	3063


AN
AN
49- 123
175- 31
888888 49+21572/HQ 6-11-85 MEMO/JJ 3285
888888 175+593/HQ 6- 5-85 MEMO/SLH 3095

AT	7- 422	888888 7+7548/HQ	5-30-85	MEMO/SLH	2181
AT	7- 913	888888 7+12496/HQ	5-30-85	MEMO/SLH	2194
AT	7- 1291	888888 7+14991/HQ	5-30-85	MEMO/SLH	2197
AT	7- 1835	888888 7+18251/HQ	5-30-85	MEMO/SLH	2206
AT	9- 1327	888888 9+35351/HQ	5-30-85	MEMO/SLH	2310
AT	9- 1832	888888 9+47980/HQ	5-31-85	MEMO/SLH	2371
AT	9- 2030	888888 9+51797/HQ	5-31-85	MEMO/SLH	2428
AT	14- 34	888888 14+998/HQ	6- 3-85	MEMO/JRD	2535
AT	25- 17412	888888 25+529087/HQ	6- 4-85	MEMO/JRD	2665
AT	25- 18143	888888 25+553330/HQ	6- 4-85	MEMO/JRD	2674
AT	26- 284	888888 26+39375/HQ	6- 4-85	MEMO/JRD	2737
AT	26- 1030	888888 26+40541/HQ	6- 4-85	MEMO/JRD	2742
AT	26- 5815	888888 26+75810/HQ	6- 4-85	MEMO/JRD	2760
AT	28- 39	888888 28+1146/HQ	6- 4-85	MEMO/JRD	2835
AT	29- 2819	888888 29+82413/HQ	6- 4-85	MEMO/JRD	2871
AT	29- 3066	888888 29+85987/HQ	6- 4-85	MEMO/JRD	2874
AT	44- 4987	888888 44+74174/HQ	6- 4-85	MEMO/JRD	2985
AT	44- 6157	888888 44+98924/HQ	6- 4-85	MEMO/JRD	3002
AT	50- 116	888888 50+43/HQ	6-11-85	MEMO/JJ	3287
AT	50- 366	888888 50+3113/HQ	6-11-85	MEMO/JJ	3293
AT	52- 1843	888888 52+59768/HQ	6-11-85	MEMO/JJ	3328
AT	56- 370	888888 56+5344/HQ	6-11-85	MEMO/JJ	3406
AT	60- 314	888888 60+6288/HQ	6-12-85	MEMO/JJ	3541
AT	62- 195	888888 62+12025/HQ	6-12-85	MEMO/JJ	3564
AT	62- 1670	888888 62+105023/HQ	7- 1-85	MEMO/RJP	3679
AT	175- 121	888888 175+593/HQ	6- 5-85	MEMO/SLH	3123

BA	2- 26	888888 2+722/HQ	5-30-85	MEMO/SLH	2174
BA	7- 1032	888888 7+14592/HQ	5-30-85	MEMO/SLH	2196
BA	9- 397	888888 9+17829/HQ	5-30-85	MEMO/SLH	2265
BA	9- 1722	888888 9+50616/HQ	5-31-85	MEMO/SLH	2411
BA	9- 1944	888888 9+54340/HQ	6- 3-85	MEMO/JRD	2648
BA	25- 695	888888 25+21205/HQ	6- 3-85	MEMO/JRD	2621
BA	25- 26949	888888 25+562535/HQ	6- 4-85	MEMO/JRD	2678
BA	25- 27469	888888 25+572981/HQ	6- 4-85	MEMO/JRD	2687
BA	26- 2828	888888 26+90921/HQ	6- 4-85	MEMO/JRD	2763
BA	26- 32372	888888 26+360427/HQ	6- 4-85	MEMO/JRD	2817
BA	46- 534	888888 46+14984/HQ	6- 7-85	MEMO/JJ	3146
BA	46- 5028	888888 46+68309/HQ	6-10-85	MEMO/JJ	3199
BA	47- 966	888888 47+35900/HQ	6-10-85	MEMO/JJ	3251
BA	47- 2566	888888 47+50152/HQ	6-10-85	MEMO/JJ	3254
BA	52- 11292	888888 52+102251/HQ	6-11-85	MEMO/JJ	3341
BA	58- 212	888888 58+5032/HQ	6-11-85	MEMO/JJ	3445
BA	58- 385	888888 58+7032/HQ	6-11-85	MEMO/JJ	3454
BA	58- 409	888888 58+7121/HQ	6-11-85	MEMO/JJ	3455
BA	58- 483	888888 58+8211/HQ	6-11-85	MEMO/JJ	3460
BA	61- 59	888888 65+26534/HQ	7- 1-85	MEMO/RJP	3823
BA	65- 2175	888888 65+61933/HQ	7- 2-85	MEMO/JAT	3943
BA	87- 354	888888 47+16574/HQ	6-10-85	MEMO/JJ	3230
BA	87- 6302	888888 26+281335/HQ	6- 4-85	MEMO/JRD	2801
BA	100- 1703	888888 65+10745/HQ	7- 1-85	MEMO/RJP	3787
BA	100- 7537	888888 65+30623/HQ	7- 1-85	MEMO/RJP	3849
BA	100- 11942	888888 62+71674/HQ	6-12-85	MEMO/JJ	3652
BA	100- 13801	888888 65+27850/HQ	7- 1-85	MEMO/RJP	3828
BA	100- 14635	888888 65+615/HQ	7- 1-85	MEMO/RJP	3706
BA	175- 245	888888 175+593/HQ	6- 5-85	MEMO/SLH	3108
BA	175- 252	888888 175+593/HQ	6- 5-85	MEMO/SLH	3107

BH	9= 1554	888888 9+5490/HQ	6- 3-85	MEMO/JRD	2452
BH	14= 79	888888 14+2913/HQ	6- 3-85	MEMO/JRD	2541
BH	15= 1296	888888 15+20626/HQ	6- 3-85	MEMO/JRD	2567
BH	26= 554	888888 26+60382/HQ	6- 4-85	MEMO/JRD	2751
BH	26= 2756	888888 26+25485/HQ	6- 4-85	MEMO/JRD	2715
BH	26= 5006	888888 26+38423/HQ	6- 4-85	MEMO/JRD	2736
BH	26= 5108	888888 26+39375/HQ	6- 4-85	MEMO/JRD	2738
BH	26= 7606	888888 26+75810/HQ	6- 4-85	MEMO/JRD	2759
BH	26= 33830	888888 26+368650/HQ	6- 4-85	MEMO/JRD	2821
BH	44= 3507	888888 44+79650/HQ	6- 4-85	MEMO/JRD	2992
BH	46= 749	888888 46+19981/HQ	6- 7-85	MEMO/JJ	3152
BH	46= 1430	888888 46+48526/HQ	6- 7-85	MEMO/JJ	3178
BH	50= 334	888888 50+2469/HQ	6-11-85	MEMO/JJ	3289
BH	50= 350	888888 50+2469/HQ	6-11-85	MEMO/JJ	3290
BH	50= 355	888888 50+2912/HQ	6-11-85	MEMO/JJ	3291
BH	50= 360	888888 50+3113/HQ	6-11-85	MEMO/JJ	3292
BH	56= 32	888888 56+2428/HQ	6-11-85	MEMO/JJ	3372
BH	56= 43	888888 56+2428/HQ	6-11-85	MEMO/JJ	3373
BH	60= 174	888888 60+4934/HQ	6-12-85	MEMO/JJ	3529
BH	62= 756	888888 62+28933/HQ	6-12-85	MEMO/JJ	3594
BH	62= 1072	888888 62+45797/HQ	6-12-85	MEMO/JJ	3613
BH	175= 21	888888 9+52467/HQ	5- 3-85	MEMO/JRD	2435
BH	175= 57	888888 175+593/HQ	6- 5-85	MEMO/SLH	3133
BH	175= 58	888888 175+593/HQ	6- 5-85	MEMO/SLH	3132

BS	9- 132	888888 9+3904/HQ	5-30-85	MEMO/SLH	2234
BS	9- 251	888888 9+6874/HQ	5-30-85	MEMO/SLH	2241
BS	9- 445	888888 9+14734/HQ	5-30-85	MEMO/SLH	2257
BS	9- 795	888888 9+25546/HQ	5-30-85	MEMO/SLH	2287
BS	9- 1119	888888 9+35353/HQ	5-30-85	MEMO/SLH	2311
BS	9- 1759	888888 9+45763/HQ	5-31-85	MEMO/SLH	2360
BS	9- 2197	888888 9+51417/HQ	5-31-85	MEMO/SLH	2423
BS	9- 2722	888888 9+57215/HQ	6- 3-85	MEMO/JRD	2473
BS	9- 2931	888888 9+58379/HQ	6- 3-85	MEMO/JRD	2485
BS	14- 124	888888 14+2773/HQ	6- 3-85	MEMO/JRD	2539
BS	25- 93	888888 26+36113/HQ	6- 4-85	MEMO/JRD	2730
BS	25- 10140	888888 25+243871/HQ	6- 4-85	MEMO/JRD	2640
BS	25- 15605	888888 25+381199/HQ	6- 4-85	MEMO/JRD	2653
BS	25- 25171	888888 25+549807/HQ	6- 4-85	MEMO/JRD	2679
BS	25- 25807	888888 25+590463/HQ	6- 4-85	MEMO/JRD	2692
BS	26- 23368	888888 26+361530/HQ	6- 4-85	MEMO/JRD	2818
BS	42- 9861	888888 42+135684/HQ	6- 4-85	MEMO/JRD	2975
BS	44- 2158	888888 44+74751/HQ	6- 4-85	MEMO/JRD	2987
BS	45- 420	888888 45+7661/HQ	6- 4-85	MEMO/JRD	3007
BS	46- 278	888888 46+8377/HQ	6- 7-85	MEMO/SLH	3139
BS	46- 405	888888 46+2976/HQ	6- 4-85	MEMO/JRD	3013
BS	47- 509	888888 47+17072/HQ	6-10-85	MEMO/JJ	3231
BS	49- 94	888888 49+1371/HQ	6-10-85	MEMO/JJ	3263
BS	51- 4	888888 51+456/HQ	6-11-85	MEMO/JJ	3307
BS	60- 83	888888 60+2648/HQ	6-12-85	MEMO/JJ	3509
BS	62- 136	888888 62+49876/HQ	6-12-85	MEMO/JJ	3616
BS	62- 993	888888 62+20841/HQ	6-12-85	MEMO/JJ	3576
BS	62- 1928	888888 62+57153/HQ	6-12-85	MEMO/JJ	3631
BS	62- 3958	888888 58+3891/HQ	6-11-85	MEMO/JJ	3437
BS	65- 174	888888 65+4414/HQ	7- 1-85	MEMO/RJP	3748
BS	65- 251	888888 65+8741/HQ	7- 1-85	MEMO/RJP	3764
BS	65- 798	888888 65+27247/HQ	7- 1-85	MEMO/RJP	3825
BS	65- 825	888888 65+25519/HQ	7- 1-85	MEMO/RJP	3819
BS	65- 3164	888888 65+57197/HQ	7- 2-85	MEMO/JAT	3919
BS	65- 4231	888888 65+65298/HQ	7- 2-85	MEMO/JAT	3951
BS	100- 1071	888888 65+35644/HQ	7- 2-85	MEMO/JAT	3872
BS	100- 3267	888888 65+17390/HQ	7- 1-85	MEMO/RJP	3806
BS	100- 19063	888888 65+59104/HQ	7- 2-85	MEMO/JAT	3933

BU	9- 471	888888 9+26108/HQ	5-30-85	MEMO/SLH	2290		
BU	25- 15337	888888 25+565056/HQ	6- 4-85	MEMO/JRD	2680		
BU	26- 387	888888 26+53484/HQ	6- 4-85	MEMO/JRD	2743		
BU	46- 48	888888 46+3637/HQ	6- 7-85	MEMO/SLH	3136		
BU	46- 68	888888 62+72689/HQ	6-12-85	MEMO/JJ	3656		
BU	47- 145	888888 47+10341/HQ	6-10-85	MEMO/JJ	3236		
BU	47- 232	888888 47+13920/HQ	6-10-85	MEMO/JJ	3223		
BU	49- 32	888888 49+12677/HQ	6-10-85	MEMO/JJ	3262		
BU	65- 151	888888 65+5538/HQ	7- 1-85	MEMO/RJP	3753		
BU	65- 214	888888 65+2756/HQ	7- 1-85	MEMO/RJP	3739		
BU	100- 1317	888888 65+12352/HQ	7- 1-85	MEMO/RJP	3791		
BU	100- 19807	888888 62+100839/HQ	6-12-85	MEMO/JJ	3678		
BU	[redacted]	888888 65+5538/HQ	7- 1-85	MEMO/RJP	3754		
BU	175- 136	888888 175+593/HQ	6- 5-85	MEMO/SLH	3121		
BU	199- 218	888888 175+593/HQ	6- 5-85	MEMO/SLH	3122		

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BT	9- 787	888888 9+51552/HQ	5-31-85	MEMO/SLH	2425
BT	9- 1034	888888 9+61300/HQ	6- 3-85	MEMO/JRD	2512
BT	31- 365	888888 31+46300/HQ	6- 4-85	MEMO/JRD	2898
BT	47- 637	888888 47+13125/HQ	6-10-85	MEMO/JJ	3222

CE	2- 45	888888 2+2281/HQ	5-30-85	MEMO/SLH	2135
CE	7- 1	888888 7+36/HQ	5-30-85	MEMO/SLH	2160
CE	7- 252	888888 7+3378/HQ	5-30-85	MEMO/SLH	2170
CE	7- 447	888888 7+6318/HQ	5-30-85	MEMO/SLH	2178
CE	9- 27	888888 9+1084/HQ	5-30-85	MEMO/SLH	2217
CE	9- 164	888888 9+4997/HQ	5-30-85	MEMO/SLH	2237
CE	9- 321	888888 9+13660/HQ	5-30-85	MEMO/SLH	2253
CE	9- 1403	888888 9+41629/HQ	5-31-85	MEMO/SLH	2332
CE	9- 2175	888888 9+50689/HQ	5-31-85	MEMO/SLH	2412
CE	9- 2256	888888 9+52653/HQ	6- 3-85	MEMO/JRD	2433
CE	18- 1067	888888 18+1607/HQ	6- 3-85	MEMO/JRD	2617
CE	18- 1172	888888 18+1702/HQ	6- 3-85	MEMO/JRD	2618
CE	25- 25610	888888 25+506502/HQ	6- 4-85	MEMO/JRD	2663
CE	25- 30868	888888 25+638674/HQ	6- 4-85	MEMO/JRD	2698
CE	26- 799	888888 26+10541/HQ	6- 4-85	MEMO/JRD	2741
CE	26- 1678	888888 26+30891/HQ	6- 4-85	MEMO/JRD	2722
CE	26- 13734	888888 26+172700/HQ	6- 4-85	MEMO/JRD	2786
CE	26- 18941	888888 26+221976/HQ	6- 4-85	MEMO/JRD	2795
CE	26- 21732	888888 26+244831/HQ	6- 4-85	MEMO/JRD	2797
CE	31- 1637	888888 31+36100/HQ	6- 4-85	MEMO/JRD	2887
CE	31- 1757	888888 31+39810/HQ	6- 4-85	MEMO/JRD	2888
CE	31- 6323	888888 31+86406/HQ	6- 4-85	MEMO/JRD	2931
CE	31- 6371	888888 31+86569/HQ	6- 4-85	MEMO/JRD	2932
CE	44- 3527	888888 44+81521/HQ	6- 4-85	MEMO/JRD	2995
CE	49- 371	888888 49+6538/HQ	6-10-85	MEMO/JJ	3270
CE	49- 821	888888 49+18129/HQ	6-11-85	MEMO/JJ	3282
CE	52- 1182	888888 52+32555/HQ	6-11-85	MEMO/JJ	3323
CE	75- 12	888888 26+165/HQ	6- 4-85	MEMO/JRD	2699
CE	75- 12	888888 26+165/HQ	6- 4-85	MEMO/JRD	2700
CE	77- 285	888888 62+61329/HQ	6-12-85	MEMO/JJ	3641
CE	100- 3154	888888 65+36216/HQ	7- 2-85	MEMO/JAT	3876
CE	100- 6217	888888 40+32121/HQ	6- 4-85	MEMO/JRD	2965
CE	106- 790	888888 65+54892/HQ	7- 2-85	MEMO/JAT	3915
CE	175- 26	888888 9+49322/HQ	5-31-85	MEMO/SLH	2397

CG	5- 6	888888 62+24090/HQ	5-12-85	MEMO/JJ	3582
CG	7- 24	888888 7+86/HQ	5-30-85	MEMO/SLH	2142
CG	7- 281	888888 7+2099/HQ	5-30-85	MEMO/SLH	2162
CG	7- 426	888888 7+3718/HQ	5-30-85	MEMO/SLH	2173
CG	7- 472	888888 7+4426/HQ	5-30-85	MEMO/SLH	2175
CG	9- 1	888888 7+1054/HQ	5-30-85	MEMO/SLH	2153
CG	9- 37	888888 9+243/HQ	5-30-85	MEMO/SLH	2212
CG	9- 241	888888 9+2054/HQ	5-30-85	MEMO/SLH	2223
CG	9- 258	888888 9+2210/HQ	5-30-85	MEMO/SLH	2225
CG	9- 1532	888888 9+17290/HQ	5-30-85	MEMO/SLH	2262
CG	9- 1617	888888 9+18412/HQ	5-30-85	MEMO/SLH	2267
CG	9- 1850	888888 9+22185/HQ	5-30-85	MEMO/SLH	2283
CG	9- 2493	888888 9+31907/HQ	5-30-85	MEMO/SLH	2304
CG	9- 3061	888888 9+38720/HQ	5-31-85	MEMO/SLH	2323
CG	9- 3189	888888 9+39703/HQ	5-31-85	MEMO/SLH	2324
CG	9- 3651	888888 9+42932/HQ	5-31-85	MEMO/SLH	2346
CG	9- 3950	888888 9+45558/HQ	5-31-85	MEMO/SLH	2359
CG	9- 5200	888888 9+48010/HQ	5-31-85	MEMO/SLH	2372
CG	9- 5500	888888 9+50552/HQ	5-31-85	MEMO/SLH	2409
CG	9- 5806	888888 9+48452/HQ	5-31-85	MEMO/SLH	2385
CG	9- 5858	888888 9+52679/HQ	6- 3-85	MEMO/JRD	2442
CG	14- 193	888888 14+2941/HQ	6- 3-85	MEMO/JRD	2543
CG	15- 1073	888888 15+7185/HQ	6- 3-85	MEMO/JRD	2550
CG	15- 2413	888888 15+16161/HQ	6- 3-85	MEMO/JRD	2558
CG	15- 3410	888888 15+21203/HQ	6- 3-85	MEMO/JRD	2568
CG	15- 3600	888888 15+20167/HQ	6- 3-85	MEMO/JRD	2566
CG	15- 4791	888888 15+23912/HQ	6- 3-85	MEMO/JRD	2570
CG	15- 4794	888888 15+23411/HQ	6- 3-85	MEMO/JRD	2569
CG	15- 5796	888888 15+25685/HQ	6- 3-85	MEMO/JRD	2573
CG	15- 5874	888888 15+25868/HQ	6- 3-85	MEMO/JRD	2574
CG	15- 6202	888888 15+26470/HQ	6- 3-85	MEMO/JRD	2575
CG	15- 27791	888888 15+55054/HQ	6- 3-85	MEMO/JRD	2583
CG	15- 28195	888888 15+55589/HQ	6- 3-85	MEMO/JRD	2584
CG	25- 811	888888 25+20384/HQ	6- 3-85	MEMO/JRD	2620
CG	25- 2406	888888 25+48436/HQ	6- 3-85	MEMO/JRD	2626
CG	25- 4361	888888 25+75811/HQ	6- 3-85	MEMO/JRD	2629
CG	25- 11965	888888 25+207987/HQ	6- 4-85	MEMO/JRD	2638
CG	~~25- 20004~~	888888 25+359844/HQ	6- 4-85	MEMO/JRD	2650
CG	25- 37806	888888 25+668991/HQ	6- 4-85	MEMO/JRD	2659
CG	25- 50229	888888 25+878866/HQ	6- 4-85	MEMO/JRD	2689
CG	25- 53465	888888 25+593986/HQ	6- 4-85	MEMO/JRD	2693
CG	25- 56284	888888 25+616566/HQ	6- 4-85	MEMO/JRD	2696
CG	26- 129	888888 26+6310/HQ	6- 4-85	MEMO/JRD	2705
CG	26- 254	888888 26+6250/HQ	6- 4-85	MEMO/JRD	2703
CG	26- 293	888888 26+7290/HQ	6- 4-85	MEMO/JRD	2707
CG	26- 1419	888888 26+13475/HQ	6- 4-85	MEMO/JRD	2710

CG	26- 3718	888888 26+56550/HQ	6- 4-85	MEMO/JRD	2749
CG	26- 5805	888888 26+36113/HQ	6- 4-85	MEMO/JRD	2729
CG	26- 8826	888888 26+95510/HQ	6- 4-85	MEMO/JRD	2765
CG	29- 2438	888888 29+30826/HQ	6- 4-85	MEMO/JRD	2862
CG	29- 2439	888888 29+57377/HQ	6- 4-85	MEMO/JRD	2863
CG	29- 5476	888888 29+76993/HQ	6- 4-85	MEMO/JRD	2868
CG	31- 1700	888888 31+27038/HQ	6- 4-85	MEMO/JRD	2881
CG	31- 5581	888888 31+73307/HQ	6- 4-85	MEMO/JRD	2923
CG	31- 9143	888888 31+89561/HQ	6- 4-85	MEMO/JRD	2936
CG	39- 14	888888 39+442/HQ	6- 4-85	MEMO/JRD	2951
CG	40- 54	888888 40+84660/HQ	6- 4-85	MEMO/JRD	2968
CG	40- 66	888888 40+84731/HQ	6- 4-85	MEMO/JRD	2969
CG	46- 2288	888888 46+33670/HQ	6- 7-85	MEMO/JJ	3164
CG	46- 3099	888888 46+41199/HQ	6- 7-85	MEMO/JJ	3171
CG	47- 233	888888 47+3465/HQ	6-10-85	MEMO/JJ	3212
CG	49- 1023	888888 49+6518/HQ	6-10-85	MEMO/JJ	3269
CG	49- 1885	888888 49+11939/HQ	6-10-85	MEMO/JJ	3275
CG	49- 2332	888888 49+15623/HQ	6-10-85	MEMO/JJ	3278
CG	51- 62	888888 51+455/HQ	6-11-85	MEMO/JJ	3306
CG	52- 290	888888 52+5364/HQ	6-11-85	MEMO/JJ	3317
CG	54- 12	888888 54+482/HQ	6-11-85	MEMO/JJ	3342
CG	56- 102	888888 56+1936/HQ	6-11-85	MEMO/JJ	3364
CG	56- 163	888888 56+2959/HQ	6-11-85	MEMO/JJ	3377
CG	56- 418	888888 56+4392/HQ	6-11-85	MEMO/JJ	3391
CG	58- 91	888888 25+245681/HQ	6- 4-85	MEMO/JRD	2641
CG	58- 194	888888 58+2000/HQ	6-11-85	MEMO/JJ	3419
CG	60- 381	888888 60+2033/HQ	6-12-85	MEMO/JJ	3502
CG	60- 612	888888 60+3438/HQ	6-12-85	MEMO/JJ	3513
CG	60- 807	888888 60+4548/HQ	6-12-85	MEMO/JJ	3527
CG	60- 1057	888888 60+5655/HQ	6-12-85	MEMO/JJ	3536
CG	60- 1241	888888 60+6488/HQ	6-12-85	MEMO/JJ	3544
CG	61- 867	888888 9+31907/HQ	5-30-85	MEMO/SLH	2303
CG	62- 1043	888888 36+971/HQ	6- 4-85	MEMO/JRD	2941
CG	62- 1385	888888 62+25043/HQ	6-12-85	MEMO/JJ	3584
CG	62- 1433	888888 62+25906/HQ	6-12-85	MEMO/JJ	3586
CG	62- 2184	888888 62+29076/HQ	6-12-85	MEMO/JJ	3595
CG	62- 2393	888888 62+48815/HQ	6-12-85	MEMO/JJ	3614
CG	62- 3550	888888 46+10963/HQ	6- 7-85	MEMO/JJ	3143
CG	65- 42	888888 65+1413/HQ	7- 1-85	MEMO/RJP	3716
CG	65- 46	888888 65+1667/HQ	7- 1-85	MEMO/RJP	3728
CG	65- 1783	888888 65+28940/HQ	7- 1-85	MEMO/RJP	3840
CG	[redacted]	888888 64+31960/HQ	7- 1-85	MEMO/RJP	3701
CG	92- 9	888888 60+3444/HQ	6-12-85	MEMO/JJ	3514
CG	100- 461	888888 65+30545/HQ	7- 1-85	MEMO/RJP	3847
CG	100- 3244	888888 65+1667/HQ	7- 1-85	MEMO/RJP	3729
CG	100- 10061	888888 65+37803/HQ	7- 2-85	MEMO/JAT	3882
CG	100- 11182	888888 40+32121/HQ	6- 4-85	MEMO/JRD	2963
CG	100- 18133	888888 62+59520/HQ	6-12-85	MEMO/JJ	3635
CG	105- 24206	888888 65+62960/HQ	7- 2-85	MEMO/JAT	3945

CI	9- 134	888888 9+2072/HQ	5-30-85	MEMO/SLH	2224
CI	9- 292	888888 9+1213/HQ	5-30-85	MEMO/SLH	2218
CI	9- 391	888888 9+6997/HQ	5-30-85	MEMO/SLH	2242
CI	9- 1127	888888 9+24810/HQ	5-30-85	MEMO/SLH	2286
CI	9- 1694	888888 9+40178/HQ	5-31-85	MEMO/SLH	2327
CI	9- 2412	888888 9+51174/HQ	5-31-85	MEMO/SLH	2416
CI	9- 2413	888888 9+51163/HQ	5-31-85	MEMO/SLH	2415
CI	9- 2426	888888 9+51506/HQ	5-31-85	MEMO/SLH	2424
CI	15- 9871	888888 15+76954/HQ	6- 3-85	MEMO/JRD	2600
CI	25- 1298	888888 25+36157/HQ	6- 3-85	MEMO/JRD	2625
CI	25- 3093	888888 25+97092/HQ	6- 4-85	MEMO/JRD	2635
CI	26- 3769	888888 26+36568/HQ	6- 4-85	MEMO/JRD	2727
CI	29- 1128	888888 29+34183/HQ	6- 4-85	MEMO/JRD	2855
CI	42- 79	888888 42+4873/HQ	6- 4-85	MEMO/JRD	2970
CI	46- 4636	888888 46+58351/HQ	6-10-85	MEMO/JJJ	3189
CI	52- 2276	888888 52+69961/HQ	6-11-85	MEMO/JJJ	3329
CI	52- 4766	888888 52+96842/HQ	6-11-85	MEMO/JJJ	3335
CI	52- 9465	888888 52+2017/HQ	6-11-85	MEMO/JJJ	3315
CI	52- 10064	888888 52+2319/HQ	6-11-85	MEMO/JJJ	3316
CI	62- 1169	888888 62+30307/HQ	6-12-85	MEMO/JJJ	3601
CI	92- 87	888888 6+173/HQ	5-30-85	MEMO/SLH	2138

CV	7- 1132	888888 7+15528/HQ	5-30-85	MEMO/SLH	2200
CV	9- 71	888888 9+2242/HQ	5-30-85	MEMO/SLH	2226
CV	9- 829	888888 9+23269/HQ	5-30-85	MEMO/SLH	2284
CV	9- 1097	888888 9+32817/HQ	5-30-85	MEMO/SLH	2305
CV	9- 1904	888888 9+57679/HQ	6- 3-85	MEMO/JRD	2476
CV	9- 2124	888888 9+52276/HQ	5-31-85	MEMO/SLH	2430
CV	25- 20594	888888 25+539590/HQ	6- 4-85	MEMO/JRD	2668
CV	26- 34	888888 26+36962/HQ	6- 4-85	MEMO/JRD	2733
CV	26- 1797	888888 26+66675/HQ	6- 4-85	MEMO/JRD	2754
CV	26- 3830	888888 26+94753/HQ	6- 4-85	MEMO/JRD	2764
CV	26- 5303	888888 26+116555/HQ	6- 4-85	MEMO/JRD	2771
CV	26- 11650	888888 26+127041/HQ	6- 4-85	MEMO/JRD	2775
CV	29- 5	888888 29+45466/HQ	6- 4-85	MEMO/JRD	2842
CV	31- 218	888888 31+45135/HQ	6- 4-85	MEMO/JRD	2897
CV	31- 490	888888 31+50078/HQ	6- 4-85	MEMO/JRD	2905
CV	31- 778	888888 31+56256/HQ	6- 4-85	MEMO/JRD	2908
CV	31- 1014	888888 31+60645/HQ	6- 4-85	MEMO/JRD	2911
CV	31- 1024	888888 31+60645/HQ	6- 4-85	MEMO/JRD	2912
CV	31- 1261	888888 31+65481/HQ	6- 4-85	MEMO/JRD	2915
CV	31- 2027	888888 31+75278/HQ	6- 4-85	MEMO/JRD	2929
CV	42- 16732	888888 42+350697/HQ	6- 4-85	MEMO/JRD	2980
CV	47- 372	888888 47+15854/HQ	6-10-85	MEMO/JJ	3225
CV	58- 43	888888 58+1694/HQ	6-11-85	MEMO/JJ	3417
CV	58- 132	888888 58+3992/HQ	6-11-85	MEMO/JJ	3438
CV	60- 287	888888 60+4430/HQ	6-12-85	MEMO/JJ	3525
CV	60- 414	888888 60+5471/HQ	6-12-85	MEMO/JJ	3534
CV	65- 344	888888 65+17022/HQ	7- 1-85	MEMO/RJP	3805
CV	65- 1356	888888 65+13768/HQ	7- 1-85	MEMO/RJP	3798
CV	65- 2955	888888 65+61753/HQ	7- 2-85	MEMO/JAT	3942
CV	65- 3060	888888 65+62233/HQ	7- 2-85	MEMO/JAT	3944
CV	175- 130	888888 175+593/HQ	6- 5-85	MEMO/SLH	3060
CV	175- 140	888888 175+593/HQ	6- 5-85	MEMO/SLH	3061

CO	42-11978		888888 42+450414/HQ	6- 4-85	1EHD/JRD	2981
CO	175-	1	888888 175+593/HQ	6- 5-85	1EHD/SLH	3026

DL	9- 1070	888888 9+26030/HQ	5-30-85	MEMO/SLH	2289
DL	9- 1904	888888 9+41708/HQ	5-31-85	MEMO/SLH	2335
DL	9- 1984	888888 9+42602/HQ	5-31-85	MEMO/SLH	2343
DL	9- 2443	888888 9+48197/HQ	5-31-85	MEMO/SLH	2390
DL	9- 2513	888888 9+49095/HQ	5-31-85	MEMO/SLH	2401
DL	9- 3206	888888 9+59932/HQ	6- 3-85	MEMO/JRD	2497
DL	15- 434	888888 15+10152/HQ	6- 3-85	MEMO/JRD	2551
DL	15- 13027	888888 15+84605/HQ	6- 3-85	MEMO/JRD	2615
DL	25- 13396	888888 25+304411/HQ	6- 4-85	MEMO/JRD	2643
DL	26- 39	888888 26+5190/HQ	6- 4-85	MEMO/JRD	2701
DL	26- 2459	888888 26+27010/HQ	6- 4-85	MEMO/JRD	2718
DL	26- 4114	888888 26+31672/HQ	6- 4-85	MEMO/JRD	2724
DL	26- 4560	888888 26+37305/HQ	6- 4-85	MEMO/JRD	2735
DL	26- 15197	888888 26+168541/HQ	6- 4-85	MEMO/JRD	2784
DL	26- 15227	888888 26+167000/HQ	6- 4-85	MEMO/JRD	2783
DL	29- 236	888888 29+3822/HQ	6- 4-85	MEMO/JRD	2840
DL	44- 8634	888888 44+89005/HQ	6- 4-85	MEMO/JRD	3001
DL	47- 235	888888 47+6289/HQ	6-10-85	MEMO/JJ	3214
DL	47- 588	888888 47+8170/HQ	6-10-85	MEMO/JJ	3217
DL	47- 1281	888888 47+183+1/HQ	6-10-85	MEMO/JJ	3232
DL	52- 154	888888 52+5519/HQ	6-11-85	MEMO/JJ	3318
DL	52- 168	888888 52+5645/HQ	6-11-85	MEMO/JJ	3319
DL	52- 6918	888888 52+99040/HQ	6-11-85	MEMO/JJ	3338
DL	56- 52	888888 56+2492/HQ	6-11-85	MEMO/JJ	3375
DL	56- 239	888888 56+5564/HQ	6-11-85	MEMO/JJ	3411
DL	60- 180	888888 60+3960/HQ	6-12-85	MEMO/JJ	3517
DL	62- 472	888888 46+1384/HQ	6- 4-85	MEMO/JRD	3010
DL	62- 476	888888 26+31672/HQ	6- 4-85	MEMO/JRD	2725
DL	65- 60	888888 65+1649/HQ	7- 1-85	MEMO/RJP	3727
DL	65- 1269	888888 65+19853/HQ	7- 1-85	MEMO/RJP	3809
DL	87- 25334	888888 29+70296/HQ	5- 4-85	MEMO/JRD	2867
DL	[illegible]	888888 46+55913/HQ	6- 7-85	MEMO/JJ	3185
DL	[illegible]	888888 9+41629/HQ	5-31-85	MEMO/SLH	2331
DL	100- 173	888888 64+20083/HQ	7- 1-85	MEMO/RJP	3699
DL	[illegible]	888888 62+109090/HQ	7- 1-85	MEMO/RJP	3685
DL	105- 2027	888888 62+110086/HQ	7- 1-85	MEMO/RJP	3688
DL	175- 28	888888 9+52513/HQ	6- 3-85	MEMO/JRD	2436
DL	199- 512	888888 175+593/HQ	6- 5-85	MEMO/SLH	3118

DN	7- 371	888888 7+9575/HQ	5-30-85	MEMD/SLH	2185
DN	9- 26	888888 62+36827/HQ	6-12-85	MEMD/JJ	3606
DN	9- 1583	888888 9+45441/HQ	5-31-85	MEMD/SLH	2358
DN	9- 1773	888888 9+48525/HQ	5-31-85	MEMD/SLH	2388
DN	9- 1920	888888 9+51412/HQ	5-31-85	MEMD/SLH	2422
DN	9- 2213	888888 9+56080/HQ	6- 3-85	MEMD/JRD	2462
DN	9- 2346	888888 9+59362/HQ	6- 3-85	MEMD/JRD	2492
DN	14- 52	888888 14+1582/HQ	6- 3-85	MEMD/JRD	2537
DN	25- 13038	888888 25+565437/HQ	6- 4-85	MEMD/JRD	2683
DN	26- 146	888888 26+5190/HQ	6- 4-85	MEMD/JRD	2702
DN	29- 681	888888 29+37513/HQ	6- 4-85	MEMD/JRD	2861
DN	29- 1030	888888 29+57377/HQ	6- 4-85	MEMD/JRD	2864
DN	46- 2233	888888 46+42177/HQ	6- 7-85	MEMD/JJ	3174
DN	46- 3545	888888 46+69399/HQ	6-10-85	MEMD/JJ	3203
DN	47- 665	888888 47+29717/HQ	6-10-85	MEMD/JJ	3243
DN	49- 38	888888 49+2757/HQ	6-10-85	MEMD/JJ	3271
DN	60- 35	888888 60+2033/HQ	6-12-85	MEMD/JJ	3501
DN	100- 8620	888888 100+32121/HQ	6- 4-85	MEMD/JRD	2964
DN	175- 77	888888 175+593/HQ	6- 5-85	MEMD/SLH	3125

DE	100- 4372	888888 65+12362/HQ	7- 1-85	MEMO/RJP	3793
DE	100- 5209	888888 65+562/HQ	7- 1-85	MEMO/RJP	3704
DE	100- 7449	888888 65+25655/HQ	7- 1-85	MEMO/RJP	3821
DE	100- 35206	888888 62+112423/HQ	7- 1-85	MEMO/RJP	3692
DE	160- 403	888888 60+4384/HQ	6-12-85	MEMO/JJ	3523
DE	175- 225	888888 175+593/HQ	6- 5-85	MEMO/SLH	3018
DE	175- 227	888888 175+593/HQ	6- 5-85	MEMO/SLH	3020
DE	175- 234	888888 175+593/HQ	6- 5-85	MEMO/SLH	3019N
DE	175- 2190	888888 175+593/HQ	6- 5-85	MEMO/SLH	3017
DE	199- 1223	888888 175+593/HQ	6- 5-85	MEMO/SLH	3021

DE	9- 10	888888 7+201/HQ	5-30-85	4EMD/SLH	2146	
DE	9- 313	888888 9+8555/HQ	5-30-85	4EMD/SLH	2246	
DE	9- 668	888888 9+16759/HQ	5-30-85	4EMD/SLH	2259	
DE	9- 754	888888 9+18836/HQ	5-30-85	4EMD/SLH	2269	
DE	9- 1077	888888 9+28331/HQ	5-30-85	4EMD/SLH	2295	
DE	9- 1221	888888 9+31537/HQ	5-30-85	4EMD/SLH	2302	
DE	9- 1951	888888 9+43562/HQ	5-31-85	4EMD/SLH	2351	
DE	9- 2388	888888 9+47973/HQ	5-31-85	4EMD/SLH	2369	
DE	9- 2532	888888 9+49604/HQ	5-31-85	4EMD/SLH	2400	
DE	9- 3316	888888 9+60223/HQ	6- 3-85	4EMD/JRD	2499	
DE	14- 65	888888 14+1245/HQ	6- 3-85	4EMD/JRD	2536	
DE	25- 21999	888888 25+383681/HQ	6- 4-85	4EMD/JRD	2654	
DE	25- 22284	888888 25+392590/HQ	6- 4-85	4EMD/JRD	2655	
DE	26- 4509	888888 26+31672/HQ	6- 4-85	4EMD/JRD	2723	
DE	26- 4987	888888 26+36962/HQ	6- 4-85	4EMD/JRD	2732	
DE	26- 6861	888888 7+2561/HQ	5-30-85	4EMD/SLH	2167	
DE	26- 17786	888888 26+191015/HQ	6- 4-85	4EMD/JRD	2790	
DE	26- 29338	888888 26+288873/HQ	6- 4-85	4EMD/JRD	2803	
DE	31- 4511	888888 31+50078/HQ	6- 4-85	4EMD/JRD	2904	
DE	36- 52	888888 36+2520/HQ	6- 4-85	4EMD/JRD	2948	
DE	36- 55	888888 36+2461/HQ	6- 4-85	4EMD/JRD	2947	
DE	39- 24	888888 39+867/HQ	6- 4-85	4EMD/JRD	2952	
DE	44- 2277	888888 44+88380/HQ	6- 4-85	4EMD/JRD	2999	
DE	45- 46	888888 45+1133/HQ	6- 4-85	4EMD/JRD	3005	
DE	45- 71	888888 45+2001/HQ	6- 4-85	4EMD/JRD	3006	
DE	46- 1355	888888 46+20586/HQ	6- 7-85	4EMD/JJ	3154	
DE	46- 2069	888888 46+34209/HQ	6- 7-85	4EMD/JJ	3165	
DE	46- 5197	888888 46+68063/HQ	6-10-85	4EMD/JJ	3197	
DE	46- 5537	888888 46+71801/HQ	6-10-85	4EMD/JJ	3205	
DE	47- 2287	888888 47+33840/HQ	6-10-85	4EMD/JJ	3247	
DE	49- 5	888888 49+90/HQ	6-10-85	4EMD/JJ	3260	
DE	49- 1253	888888 49+14941/HQ	6-10-85	4EMD/JJ	3277	
DE	54- 35	888888 54+603/HQ	6-11-85	4EMD/JJ	3343	
DE	56- 23	888888 56+1668/HQ	6-11-85	4EMD/JJ	3360	
DE	56- 47	888888 56+1526/HQ	6-11-85	4EMD/JJ	3355	
DE	56- 48	888888 56+1532/HQ	6-11-85	4EMD/JJ	3358	
DE	56- 49	888888 56+1531/HQ	6-11-85	4EMD/JJ	3357	
DE	56- 53	888888 56+1668/HQ	6-11-85	4EMD/JJ	3359	
DE	56- 60	888888 56+1856/HQ	6-11-85	4EMD/JJ	3361	
DE	56- 71	888888 56+2009/HQ	6-11-85	4EMD/JJ	3366	
DE	56- 75	888888 56+2046/HQ	6-11-85	4EMD/JJ	3367	
DE	56- 163	888888 56+4588/HQ	6-11-85	4EMD/JJ	3393	
DE	56- 189	888888 56+5214/HQ	6-11-85	4EMD/JJ	3402	
DE	58- 224	888888 58+3840/HQ	6-11-85	4EMD/JJ	3433	
DE	60- 137	888888 60+1748/HQ	6-12-85	4EMD/JJ	3491	
DE	60- 200	888888 60+2033/HQ	6-12-85	4EMD/JJ	3499	
DE	60- 341	888888 60+3797/HQ	6-12-85	4EMD/JJ	3516	
DE	60- 569	888888 60+6249/HQ	6-12-85	4EMD/JJ	3540	
DE	62- 443	888888 62+20612/HQ	6-12-85	4EMD/JJ	3575	
DE	62- 566	888888 62+24821/HQ	6-12-85	4EMD/JJ	3583	
DE	62- 941	888888 62+50314/HQ	6-12-85	4EMD/JJ	3617	
DE	62- 1371	888888 62+74839/HQ	6-12-85	4EMD/JJ	3653	
DE	65- 138	888888 65+5966/HQ	7- 1-85	4EMD/RJP	3757	
DE	65- 156	888888 65+9112/HQ	7- 1-85	4EMD/RJP	3768	
DE	79- 359	888888 9+60052/HQ	6- 3-85	4EMD/JRD	2493	
DE	87- 7599	888888 25+455795/HQ	6- 4-85	4EMD/JRD	2653	

DE		
DE		
DE	9-	10
DE	9-	313
	9-	668
DE	9-	754
DE		
DE	100-	4372
DE	100-	5209
DE	100-	7449
DE	100-	35206
DE	160-	403
DE	175-	225
DE	175-	227
DE	175-	234
DE	175-	2190
	199-	1223

EP	7- 100	888888 7+3444/HQ	5-30-85	MEMO/SLH	2171
EP	7- 180	888888 7+1451/HQ	5-30-85	MEMO/SLH	2160
EP	15- 2307	888888 15+63109/HQ	6- 3-85	MEMO/JRD	2586
EP	26- 6773	888886 26+123305/HQ	6- 4-85	MEMO/JRD	2773
EP	[redacted]	888888 29+287047HQ	6- 4-85	MEMO/JRD	2852
EP	46- 685	888888 46+46287/HQ	6- 7-85	MEMO/JJ	3177
EP	65- 45	888888 65+8798/HQ	7- 1-85	MEMO/RJP	3765
EP	73- 82	888888 62+3088/HQ	6-12-85	MEMO/JJ	3557
EP	87- 25	888888 62+43401/HQ	6-12-85	MEMO/JJ	3610
EP	100- 4985	888888 62+95804/HQ	6-12-85	MEMO/JJ	3669
EP	175- 36	888888 175+593/HQ	6- 5-85	MEMO/SLH	3124

HN	31- 378	888888 31+73654/HQ	6- 4-85	MEMO/JRD	2925
HN	51- 5	888888 51+369/HQ	6-11-85	MEMO/JJ	3301
HN	65- 5	888888 56+1349/HQ	6-11-85	MEMO/JJ	3351
HN	65- 43	888888 65+9431/HQ	7- 1-85	MEMO/RJP	3772
HN	65- 106	888888 65+10258/HQ	7- 1-85	MEMO/RJP	3786
HN	65- 176	888888 65+286/HQ	7- 1-85	MEMO/RJP	3703
HN	65- 223	888888 65+9431/HQ	7- 1-85	MEMO/RJP	3773
HN	65- 413	888888 65+4080/HQ	7- 1-85	MEMO/RJP	3744
HN	[redacted]	888888 65+27565/HQ	7- 1-85	MEMO/RJP	3826
HN	100- 228	888888 49+147/HQ	6-10-85	MEMO/JJ	3261
	100- 1718	888888 65+569/HQ	7- 1-85	MEMO/RJP	3705

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HQ	9- 1444	888888 9+52467/HQ	6- 3-85	MEMO/JRD	2434
HQ	9- 1444	888888 9+51325/HQ	5-31-85	MEMO/SLH	2419
HQ	15- 3220	888888 15+57551/HQ	6- 3-85	MEMO/JRD	2585
HQ	15- 5801	888888 15+74823/HQ	6- 3-85	MEMO/JRD	2595
HQ	25- 17618	888888 25+531360/HQ	6- 4-85	MEMO/JRD	2667
HQ	26- 13322	888888 26+349345/HQ	6- 4-85	MEMO/JRD	2813
HQ	29- 560	888888 29+36311/HQ	6- 4-85	MEMO/JRD	2858
HQ	29- 1365	888888 29+62805/HQ	6- 4-85	MEMO/JRD	2865
HQ	43- 47	888888 43+3073/HQ	6- 4-85	MEMO/JRD	2983
HQ	45- 598	888888 45+10292/HQ	6- 4-85	MEMO/JRD	3009
HQ	46- 441	888888 46+17746/HQ	6- 7-85	MEMO/JJ	3149
HQ	52- 19	888888 52+1843/HQ	6-11-85	MEMO/JJ	3314
HQ	58- 246	888888 58+9159/HQ	6-11-85	MEMO/JJ	3466
HQ	60- 184	888888 60+5292/HQ	6-12-85	MEMO/JJ	3531
HQ	60- 193	888888 60+5393/HQ	6-12-85	MEMO/JJ	3533
HQ	62- 259	888888 6+727/HQ	5-30-85	MEMO/SLH	2136
HQ	100- 185	888888 65+41886/HQ	7- 2-85	MEMO/JAT	3900
HQ	100- 835	888888 65+2777/HQ	7- 1-85	MEMO/RJP	3741
HQ	100- 2126	888888 65+41886/HQ	7- 2-85	MEMO/JAT	3899
HQ	175- 109	888888 175+593/HQ	6- 5-85	MEMO/SLH	3038
HQ	175- 119	888888 175+593/HQ	6- 5-85	MEMO/SLH	3039

IP	7- 31	888888 7+1336/HQ	5-30-85	MEMO/SLH	2157
IP	7- 842	888888 7+11225/HQ	5-30-85	MEMO/SLH	2191
IP	9- 497	888888 9+14436/HQ	5-30-85	MEMO/SLH	2254
IP	9- 769	888888 9+20253/HQ	5-30-85	MEMO/SLH	2276
IP	9- 1282	888888 9+36131/HQ	5-30-85	MEMO/SLH	2314
IP	9- 2040	888888 9+47720/HQ	5-31-85	MEMO/SLH	2366
IP	9- 2159	888888 9+49510/HQ	5-31-85	MEMO/SLH	2399
IP	9- 2708	888888 9+59871/HQ	6- 3-85	MEMO/JRD	2496
IP	15- 2948	888888 15+30688/HQ	6- 3-85	MEMO/JRD	2575
IP	15- 12762	888888 15+77036/HQ	6- 3-85	MEMO/JRD	2601
IP	15- 13621	888888 15+80226/HQ	6- 3-85	MEMO/JRD	2607
IP	26- 205	888888 26+7450/HQ	6- 4-85	MEMO/JRD	2709
IP	26- 9795	888888 26+97623/HQ	6- 4-85	MEMO/JRD	2766
IP	26- 10503	888888 26+125152/HQ	6- 4-85	MEMO/JRD	2774
IP	26- 15499	888888 26+134264/HQ	6- 4-85	MEMO/JRD	2778
IP	29- 108	888888 29+7698/HQ	6- 4-85	MEMO/JRD	2846
IP	29- 262	888888 29+7698/HQ	6- 4-85	MEMO/JRD	2845
IP	31- 121	888888 31+12222/HQ	6- 4-85	MEMO/JRD	2879
IP	31- 239	888888 31+14112/HQ	6- 4-85	MEMO/JRD	2880
IP	44- 2344	888888 44+83954/HQ	6- 4-85	MEMO/JRD	2996
IP	46- 33	888888 46+2525/HQ	6- 4-85	MEMO/JRD	3012
IP	46- 6898	888888 46+58030/HQ	6-10-85	MEMO/JJ	3188
IP	47- 952	888888 47+29717/HQ	6-10-85	MEMO/JJ	3244
IP	52- 297	888888 52+19818/HQ	6-11-85	MEMO/JJ	3320
IP	71- 3	888888 36+763/HQ	6- 4-85	MEMO/JRD	2940
IP	100- 578	888888 65+4456/HQ	7- 1-85	MEMO/RJP	3749
IP	175- 52	888888 175+593/HQ	6- 5-85	MEMO/SLH	3101
IP	175- 55	888888 175+593/HQ	6- 5-85	MEMO/SLH	3102

JN		7-	102	888888 7+12090/HQ	5-30-85	MEMO/SLH	2193
JN		9-	513	888888 9+58585/HQ	6- 3-85	MEMO/JRD	2489
JN		25-	63	888888 25+23171/HQ	6- 3-85	MEMO/JRD	2622
JN		25-	483	888888 25+543518/HQ	6- 4-85	MEMO/JRD	2669
JN		26-	3348	888888 26+3816445/HQ	6- 4-85	MEMO/JRD	2822
JN		44-	6	888888 62+53388/HQ	6-12-85	MEMO/JJ	3625
JN		44-	5187	888888 44+81337/HQ	6- 4-85	MEMO/JRD	2994
JN		46-	90	888888 46+55609/HQ	6- 7-85	MEMO/JJ	3183
JN		46-	360	888888 46+66693/HQ	6-10-85	MEMO/JJ	3193
JN		56-	73	888888 56+3947/HQ	6-11-85	MEMO/JJ	3383
JN		157-	452	888888 62+1095557/HQ	7- 1-85	MEMO/RJP	3687
JN		173-	1416	888888 9+50032/HQ	5-31-85	MEMO/SLH	2403
JN		173-	1434	888888 9+50032/HQ	5-31-85	MEMO/SLH	2402
		175-	63	888888 175+593/HQ	6- 5-85	MEMO/SLH	3109

JK	9- 69	888888 9+1966/HQ	5-30-85	MEMO/SLH	2222
JK	9- 440	888888 9+49167/HQ	5-31-85	MEMO/SLH	2395
JK	9- 909	888888 9+62033/HQ	6- 3-85	MEMO/JRD	2515
JK	9- 925	888888 9+62432/HQ	6- 3-85	MEMO/JRD	2521
JK	9- 1068	888888 9+64752/HQ	6- 3-85	MEMO/JRD	2529
JK	26- 4867	888888 26+279555/HQ	6- 4-85	MEMO/JRD	2800
JK	31- 1356	888888 31+29830/HQ	6- 4-85	MEMO/JRD	2882
JK	60- 99	888888 60+6466/HQ	6-12-85	MEMO/JJ	3563
JK	62- 168	888888 62+12337/HQ	6-12-85	MEMO/JJ	3565
JK	62- 889	888888 62+29205/HQ	6-12-85	MEMO/JJ	3599
JK	175- 97	888888 175+593/HQ	6- 5-85	MEMO/SLH	3032
JK	175- 101	888888 175+593/HQ	6- 5-85	MEMO/SLH	3033
JK	175- 104	888888 175+593/HQ	6- 5-85	MEMO/SLH	3034
JK	175- 110	888888 175+593/HQ	6- 5-85	MEMO/SLH	3035
JK	175- 111	888888 175+593/HQ	6- 5-85	MEMO/SLH	3036
JK	175- 115	888888 175+593/HQ	6- 5-85	MEMO/SLH	3037
JK	175- 117	888888 175+593/HQ	6- 5-85	MEMO/SLH	3131

KC	7- 613	888888 7+6920/HQ	5-30-85	MEMO/SLH	2179
KC	9- 119	888888 9+2707/HQ	5-30-85	MEMO/SLH	2228
KC	9- 1042	888888 9+20943/HQ	5-30-85	MEMO/SLH	2279
KC	9- 1093	888888 9+20943/HQ	5-30-85	MEMO/SLH	2278
KC	9- 2503	888888 9+48077/HQ	5-31-85	MEMO/SLH	2378
KC	9- 2504	888888 9+48045/HQ	5-31-85	MEMO/SLH	2374
KC	9- 2504	888888 9+48072/HQ	5-31-85	MEMO/SLH	2377
KC	9- 2586	888888 9+49281/HQ	5-31-85	MEMO/SLH	2396
KC	9- 2703	888888 9+51325/HQ	5-31-85	MEMO/SLH	2418
KC	9- 2804	888888 9+52983/HQ	6- 3-85	MEMO/JRD	2443
KC	9- 3094	888888 26+437166/HQ	6- 4-85	MEMO/JRD	2829
KC	9- 3180	888888 9+59371/HQ	6- 3-85	MEMO/JRD	2493
KC	26- 990	888888 26+10835/HQ	6- 4-85	MEMO/JRD	2709
KC	26- 1539	888888 26+69049/HQ	6- 4-85	MEMO/JRD	2755
KC	26- 2633	888888 26+22977/HQ	6- 4-85	MEMO/JRD	2713
KC	26- 6980	888888 26+51021/HQ	6- 4-85	MEMO/JRD	2748
KC	26- 7903	888888 26+99058/HQ	6- 4-85	MEMO/JRD	2768
KC	26- 8115	888888 26+60200/HQ	6- 4-85	MEMO/JRD	2750
KC	26- 8446	888888 26+98289/HQ	6- 4-85	MEMO/JRD	2767
KC	26- 9123	888888 26+71044/HQ	6- 4-85	MEMO/JRD	2757
KC	26- 9299	888888 26+63065/HQ	6- 4-85	MEMO/JRD	2752
KC	26- 50337	888888 26+410999/HQ	6- 4-85	MEMO/JRD	2824
KC	29- 1250	888888 29+35745/HQ	6- 4-85	MEMO/JRD	2857
KC	56- 358	888888 56+798/HQ	6-11-85	MEMO/JJ	3347
KC	56- 405	888888 56+1527/HQ	6-11-85	MEMO/JJ	3356
KC	56- 616	888888 56+5286/HQ	6-11-85	MEMO/JJ	3405
KC	62- 32	888888 29+141/HQ	6- 4-85	MEMO/JRD	2839
KC	62- 760	888888 62+28915/HQ	6-12-85	MEMO/JJ	3593
KC	62- 765	888888 62+29194/HQ	6-12-85	MEMO/JJ	3598
KC	62- 817	888888 62+26316/HQ	6-12-85	MEMO/JJ	3589
KC	65- 696	888888 65+19961/HQ	7- 1-85	MEMO/RJP	3810
KC	65- 1501	888888 65+29162/HQ	7- 1-85	MEMO/RJP	3843
KC	100- 831	888888 65+13582/HQ	7- 1-85	MEMO/RJP	3796
KC	100- 2698	888888 65+31546/HQ	7- 1-85	MEMO/RJP	3853
KC	100- 16705	888888 9+64986/HQ	6- 3-85	MEMO/JRD	2530
KC	175- 81	888888 175+593/HQ	6- 5-85	MEMO/SLH	3089
KC	199- 7	888888 175+593/HQ	6- 5-85	MEMO/SLH	3090

KX	9- 1099	888888 9+50307/HQ	5-31-85	MEMO/SLH	2406
KX	15- 3259	888888 15+73219/HQ	6- 3-85	MEMO/JRD	2592
KX	26- 1223	888888 26+63252/HQ	5- 4-85	MEMO/JRD	2753
KX	26- 8131	888888 26+120020/HQ	6- 4-85	MEMO/JRD	2772
KX	26- 13798	888888 26+302974/HQ	6- 4-85	MEMO/JRD	2804
KX	26- 15810	888888 26+332869/HQ	6- 4-85	MEMO/JRD	2810
KX	26- 16173	888888 26+339387/HQ	6- 4-85	MEMO/JRD	2812
KX	31- 718	888888 31+66922/HQ	6- 4-85	MEMO/JRD	2919
KX	43- 229	888888 47+35244/HQ	6-10-85	MEMO/JJ	3250
KX	52- 581	888888 52+36254/HQ	6-11-85	MEMO/JJ	3324
KX	56- 59	888888 56+1882/HQ	6-11-85	MEMO/JJ	3362
KX	60- 58	888888 60+4197/HQ	6-12-85	MEMO/JJ	3521
KX	60- 85	888888 60+4953/HQ	6-12-85	MEMO/JJ	3530
KX	62- 692	888888 9+48083/HQ	5-31-85	MEMO/SLH	2379
KX	100- 179	888888 65+37232/HQ	7- 2-85	MEMO/JAT	3879

LV	9- 263	888888 9+50231/HQ	5-31-85	MEMO/SLH	2405
LV	9- 289	888888 9+51375/HQ	5-31-85	MEMO/SLH	2421
LV	9- 456	888888 9+57083/HQ	6- 3-85	MEMO/JRD	2470
LV	26- 6555	888888 26+349409/HQ	6- 4-85	MEMO/JRD	2815
LV	26- 7643	888888 26+362026/HQ	6- 4-85	MEMO/JRD	2819
LV	26- 7903	888888 26+364671/HQ	6- 4-85	MEMO/JRD	2820
LV	44- 732	888888 44+76749/HQ	6- 4-85	MEMO/JRD	2989
LV	175- 65	888888 175+593/HQ	6- 5-85	MEMO/SLH	3069
LV	175- 67	888888 175+593/HQ	6- 5-85	MEMO/SLH	3070
LV	184- 33	888888 62+52538/HQ	6-12-85	MEMO/JJ	3620

LR							
LR							
LR	17-	11	888888	17+4621/HQ	6- 3-85	MEMO/JRD	2616
LR	26-	832	888888	26+43935/HQ	6- 4-85	MEMO/JRD	2794
LR	26-	9811	888888	26+200657/HQ	6- 4-85	MEMO/JRD	2791
LR	26-	9889	888888	26+202004/HQ	6- 4-85	MEMO/JRD	2792
LR	62-	117	888888	6+58/HQ	5-30-85	MEMO/SLH	2137
LR	65-	78	888888	65+28800/HQ	7- 1-85	MEMO/RJP	3836
LR	87-	140	888888	62+66963/HQ	5-12-85	MEMO/JJ	3646
	89-	116	888888	9+55591/HQ	6- 3-85	MEMO/JRD	2659
	175-	62	888888	175+593/HQ	6- 5-85	MEMO/SLH	3130

LA	2- 53	888888 2+427/HQ	5-30-85	MEMO/SLH	2123
LA	2- 82	888888 62+84212/HQ	6-12-85	MEMO/JJ	3664
LA	7- 394	888888 7+6000/HQ	5-30-85	MEMO/SLH	2177
LA	7- 840	888888 7+10603/HQ	5-30-85	MEMO/SLH	2188
LA	7- 1080	888888 7+11777/HQ	5-30-85	MEMO/SLH	2192
LA	7- 1627	888888 7+15200/HQ	5-30-85	MEMO/SLH	2198
LA	9- 26	888888 9+132/HQ	5-30-85	MEMO/SLH	2203
LA	9- 99	888888 9+1461/HQ	5-30-85	MEMO/SLH	2219
LA	9- 217	888888 9+3091/HQ	5-30-85	MEMO/SLH	2230
LA	9- 242	888888 9+3458/HQ	5-30-85	MEMO/SLH	2232
LA	9- 475	888888 9+7061/HQ	5-30-85	MEMO/SLH	2243
LA	9- 492	888888 9+7579/HQ	5-30-85	MEMO/SLH	2244
LA	9- 532	888888 9+8984/HQ	5-30-85	MEMO/SLH	2247
LA	9- 669	888888 9+10233/HQ	5-30-85	MEMO/SLH	2249
LA	9- 696	888888 9+12603/HQ	5-30-85	MEMO/SLH	2251
LA	9- 1067	888888 9+15930/HQ	5-30-85	MEMO/SLH	2258
LA	9- 2498	888888 9+37924/HQ	5-30-85	MEMO/SLH	2319

LA	9- 2509	888888 9+37991/HQ	5-31-85	MEMO/SLH	2320
LA	9- 3651	888888 9+46461/HQ	5-31-85	MEMO/SLH	2361
LA	9- 3776	888888 9+47392/HQ	5-31-85	MEMO/SLH	2365
LA	9- 3861	888888 9+48020/HQ	5-31-85	MEMO/SLH	2373
LA	9- 3950	888888 9+48758/HQ	5-31-85	MEMO/SLH	2392
LA	9- 3957	888888 9+48796/HQ	5-31-85	MEMO/SLH	2393
LA	9- 4244	888888 9+50520/HQ	5-31-85	MEMO/SLH	2407
LA	9- 4252	888888 9+50587/HQ	5-31-85	MEMO/SLH	2410
LA	9- 4410	888888 9+51659/HQ	5-31-85	MEMO/SLH	2427
LA	9- 4755	888888 9+53811/HQ	6- 3-85	MEMO/JRD	2446
LA	9- 4835	888888 9+54378/HQ	6- 3-85	MEMO/JRD	2450
LA	9- 4875	888888 9+54660/HQ	6- 3-85	MEMO/JRD	2454
LA	9- 5228	888888 9+57083/HQ	6- 3-85	MEMO/JRD	2471
LA	9- 5249	888888 9+57199/HQ	6- 3-85	MEMO/JRD	2472
LA	9- 5280	888888 9+56507/HQ	6- 3-85	MEMO/JRD	2465
LA	9- 5357	888888 9+57791/HQ	6- 3-85	MEMO/JRD	2478
LA	9- 5735	888888 9+60363/HQ	6- 3-85	MEMO/JRD	2502
LA	9- 5737	888888 9+60472/HQ	6- 3-85	MEMO/JRD	2504
LA	9- 5770	888888 9+60559/HQ	6- 3-85	MEMO/JRD	2505
LA	9- 5788	888888 9+62040/HQ	6- 3-85	MEMO/JRD	2517
LA	9- 5949	888888 9+62220/HQ	6- 3-85	MEMO/JRD	2519
LA	9- 5949	888888 9+61979/HQ	6- 3-85	MEMO/JRD	2515
LA	9- 5998	888888 9+62294/HQ	6- 3-85	MEMO/JRD	2520
LA	9- 6051	888888 9+62680/HQ	6- 3-85	MEMO/JRD	2524
LA	15- 1942	888888 15+77719/HQ	6- 3-85	MEMO/JRD	2604
LA	15- 17348	888888 15+73509/HQ	6- 3-85	MEMO/JRD	2594
LA	15- 22101	888888 15+80320/HQ	6- 3-85	MEMO/JRD	2608
LA	15- 22102	888888 15+80321/HQ	6- 3-85	MEMO/JRD	2609
LA	19- 93	888888 65+53767/HQ	7- 2-85	MEMO/JAT	3913
LA	25- 2597	888888 25+51587/HQ	6- 3-85	MEMO/JRD	2627
LA	25- 44109	888888 25+376010/HQ	6- 4-85	MEMO/JRD	2652
LA	26- 85	888888 26+6310/HQ	6- 4-85	MEMO/JRD	2704
LA	26- 37609	888888 26+317774/HQ	6- 4-85	MEMO/JRD	2806
LA	26- 66548	888888 26+433979/HQ	6- 4-85	MEMO/JRD	2823
LA	28- 263	888888 28+945/HQ	6- 4-85	MEMO/JRD	2834
LA	28- 6281	888888 28+3125/HQ	6- 4-85	MEMO/JRD	2836
LA	29- 13739	888888 29+91953/HQ	6- 4-85	MEMO/JRD	2875
LA	29- 13789	888888 58+10692/HQ	6-12-85	MEMO/JJ	3478
LA	31- 5301	888888 31+68496/HQ	6- 4-85	MEMO/JRD	2921
LA	31- 6110	888888 31+73987/HQ	6- 4-85	MEMO/JRD	2926
LA	43- 12	888888 43+300/HQ	6- 4-85	MEMO/JRD	2982
LA	45- 87	888888 45+883/HQ	6- 4-85	MEMO/JRD	3004
LA	46- 59	888888 62+25711/HQ	6-12-85	MEMO/JJ	3587
LA	46- 1844	888888 46+16420/HQ	6- 7-85	MEMO/JJ	3147
LA	46- 8436	888888 46+51417/HQ	6- 7-85	MEMO/JJ	3181
LA	46- 12135	888888 46+73522/HQ	6-10-85	MEMO/JJ	3208
LA	47- 180	888888 47+3436/HQ	6-10-85	MEMO/JJ	3211
LA	47- 3102	888888 47+29717/HQ	6-10-85	MEMO/JJ	3242
LA	47- 4306	888888 47+18341/HQ	6-10-85	MEMO/JJ	3237
LA	49- 2480	888888 49+19500/HQ	6-11-85	MEMO/JJ	3283
LA	52- 18021	888888 52+91969/HQ	6-11-85	MEMO/JJ	3339
LA	56- 195	888888 56+4646/HQ	6-11-85	MEMO/JJ	3394

LA	56- 228	888888 56+4869/HQ	6-11-85	MEMO/JJ	3398
LA	58- 587	888888 58+5920/HQ	6-11-85	MEMO/JJ	3469
LA	58- 1141	888888 58+9295/HQ	6-11-85	MEMO/JJ	3469
LA	58- 1214	888888 58+9802/HQ	6-12-85	MEMO/JJ	3472
LA	58- 1235	888888 58+9839/HQ	6-12-85	MEMO/JJ	3473
LA	60- 149	888888 60+2149/HQ	6-12-85	MEMO/JJ	3504
LA	60- 367	888888 60+3996/HQ	6-12-85	MEMO/JJ	3519
LA	60- 440	888888 60+4462/HQ	6-12-85	MEMO/JJ	3526
LA	60- 688	888888 60+6009/HQ	6-12-85	MEMO/JJ	3538
LA	60- 744	888888 60+6323/HQ	6-12-85	MEMO/JJ	3542
LA	61- 541	888888 65+20030/HQ	7- 1-85	MEMO/RJP	3812
LA	62- 116	888888 62+11725/HQ	6-12-85	MEMO/JJ	3561
LA	62- 591	888888 62+20841/HQ	6-12-85	MEMO/JJ	3577
LA	62- 1048	888888 7+510/HQ	5-30-85	MEMO/SLH	2149
LA	62- 1526	888888 62+51419/HQ	6-12-85	MEMO/JJ	3619
LA	62- 1607	888888 65+1457/HQ	7- 1-85	MEMO/RJP	3718
LA	65- 67	888888 65+1292/HQ	7- 1-85	MEMO/RJP	3714
LA	65- 104	888888 65+1080/HQ	7- 1-85	MEMO/RJP	3712
LA	65- 449	888888 65+4246/HQ	7- 1-85	MEMO/RJP	3746
LA	65- 469	888888 65+15188/HQ	7- 1-85	MEMO/RJP	3799
LA	65- 560	888888 65+9675/HQ	7- 1-85	MEMO/RJP	3778
LA	65- 1180	888888 65+9739/HQ	7- 1-85	MEMO/RJP	3779
LA	65- 1234	888888 65+10257/HQ	7- 1-85	MEMO/RJP	3785
LA	65- 1243	888888 65+10216/HQ	7- 1-85	MEMO/RJP	3783
LA	65- 1911	888888 65+15377/HQ	7- 1-85	MEMO/RJP	3800
LA	65- 2340	888888 65+34590/HQ	7- 2-85	MEMO/JAT	3869
LA	65- 2655	888888 65+9739/HQ	7- 1-85	MEMO/RJP	3780
LA	65- 4233	888888 65+59336/HQ	7- 2-85	MEMO/JAT	3936
LA	74- 101	888888 47+18341/HQ	6-10-85	MEMO/JJ	3236
LA	87- 38912	888888 29+70296/HQ	6- 4-85	MEMO/JRD	2866
LA	93- 1989	888888 58+2841/HQ	6-11-85	MEMO/JJ	3426
LA	100- 2373	888888 65+11019/HQ	7- 1-85	MEMO/RJP	3788
LA	100- 2529	888888 65+9112/HQ	7- 1-85	MEMO/RJP	3769
LA	100- 4703	888888 65+20026/HQ	7- 1-85	MEMO/RJP	3811
LA	[redacted]	888888 62+43818/HQ	6-12-85	MEMO/JJ	3611
LA	100- 8545	888888 65+33283/HQ	7- 1-85	MEMO/RJP	3863
LA	100- 10731	888888 65+4246/HQ	7- 1-85	MEMO/RJP	3747
LA	100- 17886	888888 65+16033/HQ	7- 1-85	MEMO/RJP	3802
LA	100- 18684	888888 65+10216/HQ	7- 1-85	MEMO/RJP	3782
LA	105- 1091	888888 9+17829/HQ	5-30-85	MEMO/SLH	2264
LA	[redacted]	888888 65+58699/HQ	7- 2-85	MEMO/JAT	3929
LA	[redacted]	888888 14+3087/HQ	6- 3-85	MEMO/JRD	2545
LA	157- 6294	888888 9+52378/HQ	6- 3-85	MEMO/JRD	2431
LA	175- 168	888888 175+593/HQ	6- 5-85	MEMO/SLH	3028
LA	175- 171	888888 175+593/HQ	6- 5-85	MEMO/SLH	3027
LA	175- 176	888888 175+593/HQ	6- 5-85	MEMO/SLH	3030
LA	175- 179	888888 175+593/HQ	6- 5-85	MEMO/SLH	3029
LA	199- 679	888888 175+593/HQ	6- 5-85	MEMO/SLH	3031

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LS	9- 304	888888 9+11370/HQ	5-30-85	MEMO/SLH	2250
LS	9- 1201	888888 9+37719/HQ	5-30-85	MEMO/SLH	2316
LS	9- 1683	888888 9+46471/HQ	5-31-85	MEMO/SLH	2362
LS	9- 2144	888888 9+55701/HQ	6- 3-85	MEMO/JRD	2461
LS	9- 2480	888888 9+62538/HQ	6- 3-85	MEMO/JRD	2522
LS	25- 10704	888888 25+531360/HQ	6- 4-85	MEMO/JRD	2666
LS	26- 310	888888 26+40425/HQ	6- 4-85	MEMO/JRD	2740
LS	26- 26240	888888 26+270216/HQ	6- 4-85	MEMO/JRD	2799
LS	44- 6	888888 58+509/HQ	6-11-85	MEMO/JJ	3412
LS	44- 2382	888888 44+79776/HQ	6- 4-85	MEMO/JRD	2993
LS	47- 1351	888888 47+44476/HQ	6-10-85	MEMO/JJ	3252
LS	62- 126	888888 58+509/HQ	6-11-85	MEMO/JJ	3413
LS	62- 129	888888 65+1067/HQ	7- 1-85	MEMO/RJP	3711
LS	65- 93	888888 62+1199/HQ	6-12-85	MEMO/JJ	3553
LS	94- 266	888888 62+99668/HQ	6-12-85	MEMO/JJ	3674

ME	9- 854	888888 9+33135/HQ	5-30-85	MEMO/SLH	2306
ME	9- 1473	888888 9+48408/HQ	5-31-85	MEMO/SLH	2384
ME	26- 1429	888888 26+47926/HQ	6- 4-85	MEMO/JRD	2747
ME	26- 1611	888888 26+21147/HQ	6- 4-85	MEMO/JRD	2711
ME	31- 1081	888888 31+58335/HQ	6- 4-85	MEMO/JRD	2909
ME	46- 1518	888888 46+65680/HQ	6-10-85	MEMO/JJ	3192
ME	51- 2	888888 51+472/HQ	6-11-85	MEMO/JJ	3308
ME	58- 64	888888 58+3716/HQ	6-11-85	MEMO/JJ	3431
ME	65- 921	888888 65+67284/HQ	7- 2-85	MEMO/JAT	3954
ME	157- 227	888888 56+3218/HQ	6-11-85	MEMO/JJ	3378
ME	157- 410	888888 62+109384/HQ	7- 1-85	MEMO/RJP	3586
ME	175- 67	888888 175+593/HQ	6- 5-85	MEMO/SLH	3058
ME	175- 103	888888 175+593/HQ	6- 5-85	MEMO/SLH	3116

MM	1- 45	888888 1+200/HQ	5-30-85	MEMO/SLH	2119
MM	2- 191	888888 2+1488/HQ	5-30-85	MEMO/SLH	2130
MM	7- 106	888888 7+2348/HQ	5-30-85	MEMO/SLH	2166
MM	7- 801	888888 7+12496/HQ	5-30-85	MEMO/SLH	2195
MM	9- 1650	888888 9+41596/HQ	5-31-85	MEMO/SLH	2329
MM	9- 2012	888888 9+47974/HQ	5-31-85	MEMO/SLH	2370
MM	9- 2075	888888 9+48922/HQ	5-31-85	MEMO/SLH	2396
MM	9- 2294	888888 9+51641/HQ	5-31-85	MEMO/SLH	2426
MM	9- 2399	888888 9+53189/HQ	6- 3-85	MEMO/JRD	2444
MM	9- 2668	888888 9+57040/HQ	6- 3-85	MEMO/JRD	2468
MM	9- 2690	888888 9+57631/HQ	6- 3-85	MEMO/JRD	2475
MM	15- 8759	888888 15+72716/HQ	6- 3-85	MEMO/JRD	2591
MM	26- 38923	888888 26+428958/HQ	6- 4-85	MEMO/JRD	2827
MM	45- 995	888888 45+10292/HQ	6- 4-85	MEMO/JRD	3008
MM	46- 615	888888 46+13491/HQ	6- 7-85	MEMO/JJ	3144
MM	46- 2381	888888 46+39755/HQ	6- 7-85	MEMO/JJ	3170
MM	46- 2665	888888 46+45797/HQ	6- 7-85	MEMO/JJ	3176
MM	50- 447	888888 50+3303/HQ	6-11-85	MEMO/JJ	3294
MM	51- 10	888888 51+4907/HQ	6-11-85	MEMO/JJ	3311
MM	58- 209	888888 58+3872/HQ	6-11-85	MEMO/JJ	3434
MM	62- 1465	888888 62+57444/HQ	6-12-85	MEMO/JJ	3632
MM	62- 1881	888888 65+28580/HQ	7- 1-85	MEMO/RJP	3832
MM	62- 1922	888888 62+70724/HQ	6-12-85	MEMO/JJ	3650
MM	62- 2194	888888 62+1273/HQ	6-12-85	MEMO/JJ	3554
MM	62- 3084	888888 62+54361/HQ	6-12-85	MEMO/JJ	3630
MM	62- 6305	888888 62+115454/HQ	7- 1-85	MEMO/RJP	3695
MM	80- 1353	888888 62+42559/HQ	6-12-85	MEMO/JJ	3608
MM	100- 784	888888 65+23201/HQ	7- 1-85	MEMO/RJP	3813
MM	100- 2516	888888 65+47943/HQ	7- 2-85	MEMO/JAT	3907
MM	105- 2462	888888 62+70441/HQ	6-12-85	MEMO/JJ	3649
MM	105- 2497	888888 62+74879/HQ	6-12-85	MEMO/JJ	3659
MM	105- 5020	888888 62+107481/HQ	7- 1-85	MEMO/RJP	3682

MI	7- 190	888888 7+6963/HQ	5-30-85	MEMO/SLH	2180
MI	9- 770	888888 9+39836/HQ	5-31-85	MEMO/SLH	2326
MI	9- 932	888888 9+44732/HQ	5-31-85	MEMO/SLH	2356
MI	9- 1537	888888 9+62612/HQ	6- 3-85	MEMO/JRD	2523
MI	28- 186	888888 28+4176/HQ	6- 4-85	MEMO/JRD	2897
MI	43- 525	888888 43+16934/HQ	6- 4-85	MEMO/JRD	2984
MI	44- 1059	888888 44+86359/HQ	6- 4-85	MEMO/JRD	2997
MI	46- 36	888888 62+71814/HQ	6-12-85	MEMO/JJ	3653
MI	46- 1408	888888 46+73682/HQ	6-10-85	MEMO/JJ	3209
MI	56- 27	888888 56+2179/HQ	6-11-85	MEMO/JJ	3369
MI	87- 374	888888 47+16574/HQ	6-10-85	MEMO/JJ	3227
MI	199- 184	888888 175+593/HQ	5- 5-85	MEMO/SLH	3125
MI					

MP	9- 453	888888 9+19021/HQ	5-30-85	MEMO/SLH	2271
MP	9- 1200	888888 9+44386/HQ	5-31-85	MEMO/SLH	2353
MP	9- 1449	888888 9+44386/HQ	5-31-85	MEMO/SLH	2354
MP	9- 1528	888888 9+51126/HQ	5-31-85	MEMO/SLH	2414
MP	9- 2444	888888 9+65887/HQ	6- 3-85	MEMO/JRD	2533
MP	9- 2488	888888 9+65887/HQ	6- 3-85	MEMO/JRD	2534
MP	26- 12236	888888 26+130736/HQ	6- 4-85	MEMO/JRD	2776
MP	49- 920	888888 49+19765/HQ	6-11-85	MEMO/JJ	3284
MP	60- 211	888888 60+4040/HQ	6-12-85	MEMO/JJ	3520
MP	60- 247	888888 60+4240/HQ	6-12-85	MEMO/JJ	3522
MP	60- 323	888888 60+4913/HQ	6-12-85	MEMO/JJ	3528
MP	60- 379	888888 60+5498/HQ	6-12-85	MEMO/JJ	3535
MP	60- 449	888888 60+6242/HQ	6-12-85	MEMO/JJ	3539
MP	62- 558	888888 62+19388/HQ	6-12-85	MEMO/JJ	3572
MP	62- 1611	888888 62+69850/HQ	6-12-85	MEMO/JJ	3659
MP	62- 2146	888888 62+100516/HQ	6-12-85	MEMO/JJ	3676
MP	175- 67	888888 175+593/HQ	6- 5-85	MEMO/SLH	3099
MP	175- 74	888888 175+593/HQ	6- 5-85	MEMO/SLH	3096
MP	175- 75	888888 175+593/HQ	6- 5-85	MEMO/SLH	3097
MP	175- 76	888888 175+593/HQ	6- 5-85	MEMO/SLH	3098

HQ	9- 586	888888 9+41985/HQ	5-31-85	MEMO/SLH	2337
HQ	9- 599	888888 9+42505/HQ	5-31-85	MEMO/SLH	2342
HQ	9- 630	888888 9+43474/HQ	5-31-85	MEMO/SLH	2349
HQ	9- 637	888888 9+43592/HQ	5-31-85	MEMO/SLH	2352
HQ	9- 873	888888 9+51325/HQ	5-31-85	MEMO/SLH	2420
HQ	9- 935	888888 9+54495/HQ	6- 3-85	MEMO/JRD	2453
HQ	9- 1139	888888 9+60987/HQ	6- 3-85	MEMO/JRD	2507
HQ	26- 15513	888888 26+321722/HQ	5- 4-85	MEMO/JRD	2807
HQ	47- 488	888888 47+44476/HQ	6-10-85	MEMO/JJ	3253
HQ	47- 1547	888888 47+57328/HQ	6-10-85	MEMO/JJ	3258
HQ	62- 180	888888 62+91938/HQ	6-12-85	MEMO/JJ	3667

NK	2- 92	888888 2+1401/HQ	5-30-85	MEMO/SLH	2129
NK	7- 94	888888 7+2319/HQ	5-30-85	MEMO/SLH	2165
NK	9- 211	888888 9+8518/HQ	5-30-85	MEMO/SLH	2245
NK	9- 486	888888 9+14542/HQ	5-30-85	MEMO/SLH	2256
NK	9- 617	888888 9+17533/HQ	5-30-85	MEMO/SLH	2263
NK	9- 998	888888 9+29359/HQ	5-30-85	MEMO/SLH	2297
NK	9- 1114	888888 9+30489/HQ	5-30-85	MEMO/SLH	2299
NK	9- 1420	888888 9+38510/HQ	5-31-85	MEMO/SLH	2321
NK	9- 3514	888888 9+652307/HQ	6- 3-85	MEMO/JRD	2531
NK	15- 29	888888 15+3173/HQ	6- 3-85	MEMO/JRD	2547
NK	15- 1095	888888 15+16102/HQ	6- 3-85	MEMO/JRD	2556
NK	15- 36813	888888 15+69698/HQ	6- 3-85	MEMO/JRD	2587
NK	15- 48451	888888 15+83359/HQ	6- 3-85	MEMO/JRD	2612
NK	25- 1868	888888 25+78580/HQ	6- 4-85	MEMO/JRD	2630
NK	25- 24918	888888 25+494791/HQ	6- 4-85	MEMO/JRD	2661
NK	26- 6417	888888 26+143070/HQ	6- 4-85	MEMO/JRD	2780
NK	26- 17923	888888 26+260958/HQ	6- 4-85	MEMO/JRD	2798
NK	26- 60086	888888 26+441449/HQ	6- 4-85	MEMO/JRD	2831
NK	26- 62015	888888 26+448762/HQ	6- 4-85	MEMO/JRD	2832
NK	29- 1626	888888 29+30429/HQ	6- 4-85	MEMO/JRD	2854
NK	31- 12	888888 62+44462/HQ	6-12-85	MEMO/JJ	3612
NK	31- 12	888888 31+44269/HQ	6- 4-85	MEMO/JRD	2896
NK	31- 376	888888 31+49665/HQ	6- 4-85	MEMO/JRD	2902
NK	31- 822	888888 31+65817/HQ	6- 4-85	MEMO/JRD	2916
NK	42- 23362	888888 42+244641/HQ	6- 4-85	MEMO/JRD	2979
NK	46- 1247	888888 46+7674/HQ	6- 7-85	MEMO/SLH	3138
NK	46- 1619	888888 46+10247/HQ	6- 7-85	MEMO/JJ	3140
NK	46- 3842	888888 46+35891/HQ	6- 7-85	MEMO/JJ	3168
NK	46- 7273	888888 46+67209/HQ	6-10-85	MEMO/JJ	3196
NK	46- 7311	888888 46+68199/HQ	6-10-85	MEMO/JJ	3198
NK	47- 3137	888888 47+50430/HQ	6-10-85	MEMO/JJ	3255
NK	49- 702	888888 49+12388/HQ	6-10-85	MEMO/JJ	3276
NK	49- 1176	888888 49+16733/HQ	6-10-85	MEMO/JJ	3280
NK	49- 4526	888888 49+17783/HQ	6-10-85	MEMO/JJ	3281
NK	52- 2205	888888 52+51767/HQ	6-11-85	MEMO/JJ	3326
NK	56- 39	888888 56+1434/HQ	6-11-85	MEMO/JJ	3353
NK	56- 59	888888 56+1956/HQ	6-11-85	MEMO/JJ	3365
NK	56- 76	888888 56+2565/HQ	6-11-85	MEMO/JJ	3376
NK	56- 186	888888 56+4901/HQ	6-11-85	MEMO/JJ	3399
NK	56- 201	888888 56+5163/HQ	6-11-85	MEMO/JJ	3401
NK	58- 5	888888 58+522/HQ	6-11-85	MEMO/JJ	3414
NK	58- 104	888888 58+4969/HQ	6-11-85	MEMO/JJ	3444
NK	58- 208	888888 58+2685/HQ	6-11-85	MEMO/JJ	3421
NK	58- 380	888888 58+4441/HQ	6-11-85	MEMO/JJ	3440
NK	58- 651	888888 58+7146/HQ	6-11-85	MEMO/JJ	3456
NK	62- 869	888888 62+77656/HQ	6-12-85	MEMO/JJ	3662
NK	65- 1935	888888 65+4851/HQ	7- 1-85	MEMO/RJP	3752
NK	65- 1977	888888 65+28290/HQ	7- 1-85	MEMO/RJP	3831
NK	87- 507	888888 47+16574/HQ	6-10-85	MEMO/JJ	3229
NK	87- 27167	888888 26+439763/HQ	6- 4-85	MEMO/JRD	2830
NK	89- 183	888888 175+593/HQ	6- 5-85	MEMO/SLH	3072
NK	92- 389	888888 62+36085/HQ	6-12-85	MEMO/JJ	3605
NK	100- 2915	888888 65+28290/HQ	7- 1-85	MEMO/RJP	3830
NK	100- 4639	888888 65+20587/HQ	7- 1-85	MEMO/RJP	3814
NK	100- 35932	888888 40+32121/HQ	6- 4-85	MEMO/JRD	2965
NK	175- 98	888888 175+593/HQ	6- 5-85	MEMO/SLH	3071
NK	175- 114	888888 175+593/HQ	6- 5-85	MEMO/SLH	3075
NK	175- 125	888888 175+593/HQ	6- 5-85	MEMO/SLH	3074
NK	175- 126	888888 175+593/HQ	6- 5-85	MEMO/SLH	3073

NH	9- 704	888888 9+47923/HQ	5-31-85	MEMO/SLH	2369
NH	9- 708	888888 9+48213/HQ	5-31-85	MEMO/SLH	2382
NH	25- 11203	888888 25+549807/HQ	6- 4-85	MEMO/JRD	2672
NH	25- 11955	888888 25+572597/HQ	6- 4-85	MEMO/JRD	2686
NH	31- 92	888888 31+62285/HQ	6- 4-85	MEMO/JRD	2913
NH	56- 27	888880 56+4333/HQ	6-11-85	MEMO/JJ	3386
NH	65- 137	888888 65+1675/HQ	7- 1-85	MEMO/RJP	3732
NH	87- 271	888888 87+16574/HQ	6-10-85	MEMO/JJ	3228
NH	100- 1818	888880 65+25519/HQ	7- 1-85	MEMO/RJP	3820
NH	175- 103	888888 175+593/HQ	6- 5-85	MEMO/SLH	3093
NH	175- 110	888888 175+593/HQ	6- 5-85	MEMO/SLH	3094

NO	2- 56	888888 2+818/HQ	5-30-85	MEMO/SLH	2125
NO	2- 80	888888 2+816/HQ	5-30-85	MEMO/SLH	2125
NO	7- 219	888888 7+3718/HQ	5-30-85	MEMO/SLH	2172
NO	9- 1953	888888 9+41686/HQ	5-31-85	MEMO/SLH	2333
NO	9- 2052	888888 9+43226/HQ	5-31-85	MEMO/SLH	2347
NO	9- 2372	888888 9+48148/HQ	5-31-85	MEMO/SLH	2381
NO	15- 9837	888888 15+75028/HQ	6- 3-85	MEMO/JRD	2597
NO	15- 10105	888888 15+76552/HQ	6- 3-85	MEMO/JRD	2599
NO	15- 10565	888888 15+78255/HQ	6- 3-85	MEMO/JRD	2605
NO	15- 11250	888888 15+80034/HQ	6- 3-85	MEMO/JRD	2606
NO	15- 11554	888888 15+84121/HQ	6- 3-85	MEMO/JRD	2613
NO	25- 6	888888 25+119337/HQ	6- 3-85	MEMO/JRD	2619
NO	26- 1629	888888 26+25957/HQ	6- 4-85	MEMO/JRD	2716
NO	26- 2052	888888 26+30866/HQ	6- 4-85	MEMO/JRD	2721
NO	31- 3943	888888 31+74005/HQ	6- 4-85	MEMO/JRD	2927
NO	31- 4387	888888 31+74005/HQ	6- 4-85	MEMO/JRD	2928
NO	31- 5240	888888 7+1451/HQ	5-30-85	MEMO/SLH	2159
NO	36- 28	888888 62+35893/HQ	6-12-85	MEMO/JJ	3604
NO	46- 3238	888888 46+73961/HQ	6-10-85	MEMO/JJ	3210
NO	49- 280	888888 49+5758/HQ	6-10-85	MEMO/JJ	3267
NO	58- 295	888888 58+8722/HQ	6-11-85	MEMO/JJ	3463
NO	58- 322	888888 58+9158/HQ	6-11-85	MEMO/JJ	3465
NO	60- 188	888888 60+4409/HQ	6-12-85	MEMO/JJ	3524
NO	62- 164	888888 62+3088/HQ	6-12-85	MEMO/JJ	3556
NO	62- 738	888888 65+29162/HQ	7- 1-85	MEMO/RJP	3841
NO	62- 978	888888 62+32509/HQ	6-12-85	MEMO/JJ	3602
NO	62- 1059	888888 51+262/HQ	6-11-85	MEMO/JJ	3296
NO	62- 2224	888888 62+96730/HQ	6-12-85	MEMO/JJ	3671
NO	65- 540	888888 65+7267/HQ	7- 1-85	MEMO/RJP	3760
NO	100- 13210	888888 40+41397/HQ	6- 4-85	MEMO/JRD	2967
NO	175- 108	888888 175+593/HQ	6- 5-85	MEMO/SLH	3087
NO	175- 112	888888 175+593/HQ	6- 5-85	MEMO/SLH	3088

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NY	2-	110	888888 2+304/HQ	5-30-85	MEMO/SLH	2121
NY	2-	414	883888 65+52612/HQ	7- 2-85	MEMO/JAT	3910
NY	2-	594	888888 2+1741/HQ	5-30-85	MEMO/SLH	2131
NY	2-	624	888888 2+1955/HQ	5-30-85	MEMO/SLH	2132
NY	2-	657	888888 2+2126/HQ	5-30-85	MEMO/SLH	2134
NY	7-	9	888888 7+87/HQ	5-30-85	MEMO/SLH	2143
NY	7-	198	888888 7+965/HQ	5-30-85	MEMO/SLH	2152
NY	7-	212	888888 7+1084/HQ	5-30-85	MEMO/SLH	2154
NY	7-	223	888888 7+1180/HQ	5-30-85	MEMO/SLH	2155
NY	7-	320	888888 7+2152/HQ	5-30-85	MEMO/SLH	2163
NY	7-	326	888888 7+2248/HQ	5-30-85	MEMO/SLH	2164
NY	7-	748	888888 7+7779/HQ	5-30-85	MEMO/SLH	2182
NY	7-	766	888888 7+8067/HQ	5-30-85	MEMO/SLH	2183
NY	7-	767	888888 7+8076/HQ	5-30-85	MEMO/SLH	2184
NY	7-	2200	888888 7+16069/HQ	5-30-85	MEMO/SLH	2201
NY	7-	2225	888888 7+16136/HQ	5-30-85	MEMO/SLH	2202
NY	7-	2495	888888 7+17195/HQ	5-30-85	MEMO/SLH	2204
NY	7-	2682	888888 7+17822/HQ	5-30-85	MEMO/SLH	2205
NY	9-	3	888888 9+15/HQ	5-30-85	MEMO/SLH	2207
NY	9-	39	888888 9+192/HQ	5-30-85	MEMO/SLH	2211
NY	9-	51	888888 9+366/HQ	5-30-85	MEMO/SLH	2213
NY	9-	58	888888 9+539/HQ	5-30-85	MEMO/SLH	2214
NY	9-	211	888888 9+1819?/HQ	5-30-85	MEMO/SLH	2220
NY	9-	224	888888 9+2409/HQ	5-30-85	MEMO/SLH	2227
NY	9-	356	888888 9+3086/HQ	5-30-85	MEMO/SLH	2229
NY	9-	537	888888 9+5020/HQ	5-30-85	MEMO/SLH	2230
NY	9-	885	888888 9+6993/HQ	5-30-85	MEMO/SLH	2240
NY	9-	1039	888888 9+1036/HQ	5-30-85	MEMO/SLH	2216
NY	9-	1311	888888 9+14533/HQ	5-30-85	MEMO/SLH	2255
NY	9-	1532	888888 9+17090/HQ	5-30-85	MEMO/SLH	2261
NY	9-	1587	888888 9+18507/HQ	5-30-85	MEMO/SLH	2268
NY	9-	1751	888888 9+21917/HQ	5-30-85	MEMO/SLH	2281
NY	9-	1868	888888 9+23728/HQ	5-30-85	MEMO/SLH	2285

NY	9- 1997	888888 9+25706/HQ	5-30-85	MEMO/SLH	2288
NY	9- 2072	888888 9+26769/HQ	5-30-85	MEMO/SLH	2292
NY	9- 2127	888888 9+27621/HQ	5-30-85	MEMO/SLH	2293
NY	9- 2234	888888 9+29135/HQ	5-30-85	MEMO/SLH	2296
NY	9- 2320	888888 9+30394/HQ	5-30-85	MEMO/SLH	2298
NY	9- 2401	888888 9+31472/HQ	5-30-85	MEMO/SLH	2301
NY	9- 2567	888888 9+33659/HQ	5-30-85	MEMO/SLH	2308
NY	9- 2736	888888 9+35369/HQ	5-30-85	MEMO/SLH	2312
NY	9- 3854	888888 9+42402/HQ	5-31-85	MEMO/SLH	2341
NY	9- 4007	888888 9+43383/HQ	5-31-85	MEMO/SLH	2348
NY	9- 4571	888888 9+46596/HQ	5-31-85	MEMO/SLH	2363
NY	9- 4966	888888 9+52679/HQ	6- 3-85	MEMO/JRD	2439
NY	9- 4993	888888 9+48723/HQ	5-31-85	MEMO/SLH	2391
NY	9- 5255	888888 9+50040/HQ	5-31-85	MEMO/SLH	2404
NY	9- 5428	888888 9+51094/HQ	5-31-85	MEMO/SLH	2413
NY	9- 5680	888888 9+52678/HQ	6- 3-85	MEMO/JRD	2438
NY	9- 6539	888888 9+57931/HQ	6- 3-85	MEMO/JRD	2480
NY	9- 6628	888888 9+58385/HQ	6- 3-85	MEMO/JRD	2486
NY	9- 6635	888888 9+58476/HQ	6- 3-85	MEMO/JRD	2488
NY	9- 6840	888888 9+59386/HQ	6- 3-85	MEMO/JRD	2494
NY	9- 7169	888888 9+61144/HQ	6- 3-85	MEMO/JRD	2508
NY	9- 7216	888888 9+61338/HQ	6- 3-85	MEMO/JRD	2513
NY	9- 7618	888888 9+63038/HQ	6- 3-85	MEMO/JRD	2525
NY	9- 8521	888888 E75+593/HQ	6- 5-85	MEMO/SLH	3025
NY	15- 1041	888888 15+10321/HQ	6- 3-85	MEMO/JRD	2552
NY	15- 1899	888888 15+13519/HQ	6- 3-85	MEMO/JRD	2553
NY	15- 2514	888888 15+15981/HQ	6- 3-85	MEMO/JRD	2554
NY	15- 2525	888888 15+15981/HQ	6- 3-85	MEMO/JRD	2555
NY	15- 2578	888888 15+16323/HQ	6- 3-85	MEMO/JRD	2559
NY	15- 2644	888888 15+16640/HQ	6- 3-85	MEMO/JRD	2560
NY	15- 3191	888888 15+17817/HQ	6- 3-85	MEMO/JRD	2561
NY	15- 3198	888888 15+18166/HQ	6- 3-85	MEMO/JRD	2564
NY	15- 3240	888888 15+18083/HQ	6- 3-85	MEMO/JRD	2563
NY	15- 3272	888888 15+19295/HQ	6- 3-85	MEMO/JRD	2565
NY	15- 10144	888888 15+34821/HQ	6- 3-85	MEMO/JRD	2579
NY	15- 63698	888888 15+72715/HQ	6- 3-85	MEMO/JRD	2590
NY	25- 12618	888888 25+80994/HQ	6- 4-85	MEMO/JRD	2633
NY	25- 12726	888888 25+94603/HQ	6- 4-85	MEMO/JRD	2634
NY	25- 34971	888888 25+203164/HQ	6- 4-85	MEMO/JRD	2637
NY	25-103546	888888 25+506502/HQ	6- 4-85	MEMO/JRD	2664
NY	25-111501	888888 25+376010/HQ	6- 4-85	MEMO/JRD	2651
NY	25-118312	888888 25+546814/HQ	6- 4-85	MEMO/JRD	2670
NY	25-123997	888888 25+562255/HQ	6- 4-85	MEMO/JRD	2677
NY	25-134087	888888 25+600491/HQ	6- 4-85	MEMO/JRD	2694
NY	26- 1901	888888 26+24623/HQ	6- 4-85	MEMO/JRD	2714
NY	26- 2120	888888 26+26752/HQ	6- 4-85	MEMO/JRD	2717
NY	26- 2693	888888 26+32025/HQ	6- 4-85	MEMO/JRD	2726
NY	26- 3807	888888 26+107055/HQ	6- 4-85	MEMO/JRD	2769
NY	26- 13367	888888 26+159452/HQ	6- 4-85	MEMO/JRD	2782
NY	26- 15042	888888 26+178891/HQ	6- 4-85	MEMO/JRD	2787
NY	26- 16095	888888 26+189126/HQ	6- 4-85	MEMO/JRD	2789
NY	26- 35129	888888 26+332338/HQ	6- 4-85	MEMO/JRD	2809

NY	29- 802	888888 29+5982/HQ	6- 4-85	MEMO/JRD	2843
NY	29- 1652	888888 29+13429/HQ	6- 4-85	MEMO/JRD	2848
NY	29- 2027	888888 29+17759/HQ	6- 4-85	MEMO/JRD	2849
NY	29- 13951	888888 29+79722/HQ	6- 4-85	MEMO/JRD	2869
NY	29- 14593	888888 29+82933/HQ	6- 4-85	MEMO/JRD	2872
NY	29- 15200	888888 29+85589/HQ	6- 4-85	MEMO/JRD	2873
NY	31- 79	888888 31+11173/HQ	6- 4-85	MEMO/JRD	2878
NY	31- 1988	888888 31+32773/HQ	6- 4-85	MEMO/JRD	2884
NY	31- 3048	888888 31+42481/HQ	6- 4-85	MEMO/JRD	2890
NY	31- 3075	888888 31+42729/HQ	6- 4-85	MEMO/JRD	2891
NY	31- 3121	888888 31+43441/HQ	6- 4-85	MEMO/JRD	2892
NY	31- 3163	888888 31+43793/HQ	6- 4-85	MEMO/JRD	2893
NY	31- 3549	888888 31+47863/HQ	6- 4-85	MEMO/JRD	2901
NY	32- 349	888888 65+1637/HQ	7- 1-85	MEMO/RJP	3723
NY	36- 43	888888 36+971/HQ	6- 4-85	MEMO/JRD	2942
NY	36- 129	888888 36+1538/HQ	6- 4-85	MEMO/JRD	2944
NY	36- 138	888888 36+1560/HQ	6- 4-85	MEMO/JRD	2945
NY	36- 196	888888 36+1905/HQ	6- 4-85	MEMO/JRD	2946
NY	36- 317	888888 36+2669/HQ	6- 4-85	MEMO/JRD	2950
NY	39- 47	888888 39+1088/HQ	6- 4-85	MEMO/JRD	2953
NY	40- 65	888888 40+3798/HQ	6- 4-85	MEMO/JRD	2955
NY	40- 306	888888 40+4117/HQ	6- 4-85	MEMO/JRD	2957
NY	40- 344	888888 40+6004/HQ	6- 4-85	MEMO/JRD	2959
NY	42- 3607	888888 42+19018/HQ	6- 4-85	MEMO/JRD	2971
NY	42- 8796	888888 42+66609/HQ	6- 4-85	MEMO/JRD	2973
NY	44- 2946	888888 44+76456/HQ	6- 4-85	MEMO/JRD	2988
NY	44- 3394	888888 44+80835/HQ	6- 4-85	MEMO/JRD	3000
NY	45- 58	888888 45+490/HQ	6- 4-85	MEMO/JRD	3003
NY	46- 283	888888 46+2435/HQ	6- 4-85	MEMO/JRD	3011
NY	46- 638	888888 46+5757/HQ	6- 7-85	MEMO/SLH	3137
NY	46- 782	888888 46+3684/HQ	6- 7-85	MEMO/SLH	3135
NY	46- 1409	888888 46+10782/HQ	6- 7-85	MEMO/JJ	3141
NY	46- 1991	888888 46+14566/HQ	6- 7-85	MEMO/JJ	3145
NY	46- 2365	888888 46+16802/HQ	6- 7-85	MEMO/JJ	3148
NY	46- 2668	888888 46+19196/HQ	6- 7-85	MEMO/JJ	3151
NY	46- 2863	888888 46+20489/HQ	6- 7-85	MEMO/JJ	3153
NY	46- 3036	888888 58+3316/HQ	6-11-85	MEMO/JJ	3429
NY	46- 4826	888888 46+34865/HQ	6- 7-85	MEMO/JJ	3166
NY	46- 4835	888888 46+35090/HQ	6- 7-85	MEMO/JJ	3167
NY	46- 5231	888888 46+37586/HQ	6- 7-85	MEMO/JJ	3169
NY	46- 7751	888888 46+61962/HQ	6-10-85	MEMO/JJ	3190
NY	47- 11	888888 47+9676/HQ	6-10-85	MEMO/JJ	3218
NY	47- 1358	888888 47+9967/HQ	6-10-85	MEMO/JJ	3219
NY	47- 2006	888888 47+18341/HQ	6-10-85	MEMO/JJ	3233
NY	47- 2397	888888 47+3942/HQ	6-10-85	MEMO/JJ	3213
NY	47- 3152	888888 65+28680/HQ	7- 1-85	MEMO/RJP	3534
NY	47- 3420	888888 47+26549/HQ	6-10-85	MEMO/JJ	3241
NY	47- 4072	888888 47+29145/HQ	6-10-85	MEMO/JJ	3245
NY	47- 4075	888888 82+64178/HQ	6-12-85	MEMO/JJ	3644
NY	47- 11041	888888 47+55053/HQ	6-10-85	MEMO/JJ	3257
NY	49- 465	888888 49+2419/HQ	6-10-85	MEMO/JJ	3264
NY	49- 863	888888 49+3765/HQ	6-10-85	MEMO/JJ	3265

NY	49- 1905	888888 49+6243/HQ	6-10-85	MEMO/JJ	3268
NY	49- 2468	888888 49+8272/HQ	6-10-85	MEMO/JJ	3272
NY	49- 2863	888888 49+9479/HQ	6-10-85	MEMO/JJ	3273
NY	49- 2993	888888 49+10200/HQ	6-10-85	MEMO/JJ	3276
NY	49- 4341	888888 49+16414/HQ	6-10-85	MEMO/JJ	3279
NY	51- 15	888888 51+401/HQ	6-11-85	MEMO/JJ	3304
NY	51- 24	888888 51+430/HQ	6-11-85	MEMO/JJ	3305
NY	51- 36	888888 51+475/HQ	6-11-85	MEMO/JJ	3309
NY	52- 25	888888 52+590/HQ	6-11-85	MEMO/JJ	3313
NY	52- 3109	888888 15+16102/HQ	6- 3-85	MEMO/JRD	2557
NY	52- 3582	888888 15+17951/HQ	6- 3-85	MEMO/JRD	2562
NY	52- 9441	888888 52+91969/HQ	6-11-85	MEMO/JJ	3332
NY	54- 93	888888 32+18177/HQ	6- 4-85	MEMO/JRD	2939
NY	56- 255	888888 56+1033/HQ	6-11-85	MEMO/JJ	3348
NY	56- 427	888888 56+4338/HQ	6-11-85	MEMO/JJ	3387
NY	56- 569	888888 56+5260/HQ	6-11-85	MEMO/JJ	3404
NY	58- 280	888888 58+1126/HQ	6-11-85	MEMO/JJ	3415
NY	58- 577	888888 58+2392/HQ	6-11-85	MEMO/JJ	3420
NY	58- 872	888888 58+3552/HQ	6-11-85	MEMO/JJ	3430
NY	58- 931	888888 58+3763/HQ	6-11-85	MEMO/JJ	3432
NY	58- 1109	888888 58+4552/HQ	6-11-85	MEMO/JJ	3441
NY	58- 1151	888888 58+4730/HQ	6-11-85	MEMO/JJ	3442
NY	58- 1383	888888 58+5832/HQ	6-11-85	MEMO/JJ	3448
NY	58- 1399	888888 58+5930/HQ	6-11-85	MEMO/JJ	3450
NY	58- 1694	888888 58+7167/HQ	6-11-85	MEMO/JJ	3457
NY	58- 1854	888888 58+8221/HQ	6-11-85	MEMO/JJ	3461
NY	58- 1864	888888 58+8244/HQ	6-11-85	MEMO/JJ	3462
NY	58- 1938	888888 58+8799/HQ	6-11-85	MEMO/JJ	3464
NY	58- 2136	888888 58+9869/HQ	6-12-85	MEMO/JJ	3474
NY	60- 33	888888 60+207/HQ	6-12-85	MEMO/JJ	3479
NY	60- 113	888888 62+19388/HQ	6-12-85	MEMO/JJ	3573
NY	60- 145	888888 60+1190/HQ	6-12-85	MEMO/JJ	3482
NY	60- 258	888888 60+1376/HQ	6-12-85	MEMO/JJ	3484
NY	60- 299	888888 60+1499/HQ	6-12-85	MEMO/JJ	3486
NY	60- 302	888888 60+1501/HQ	6-12-85	MEMO/JJ	3488
NY	60- 326	888888 60+1499/HQ	6-12-85	MEMO/JJ	3487
NY	60- 331	888888 60+1375/HQ	6-12-85	MEMO/JJ	3483
NY	60- 397	888888 60+1711/HQ	6-12-85	MEMO/JJ	3489
NY	60- 400	888888 60+1893/HQ	6-12-85	MEMO/JJ	3495
NY	60- 400	888888 60+1759/HQ	6-12-85	MEMO/JJ	3493
NY	60- 420	888888 60+1833/HQ	6-12-85	MEMO/JJ	3494
NY	60- 437	888888 60+1834/HQ	6-12-85	MEMO/JJ	3495
NY	60- 539	888888 60+2186/HQ	6-12-85	MEMO/JJ	3506
NY	60- 641	888888 60+2033/HQ	6-12-85	MEMO/JJ	3500
NY	60- 652	888888 60+2149/HQ	6-12-85	MEMO/JJ	3505
NY	60- 962	888888 60+3986/HQ	6-12-85	MEMO/JJ	3518
NY	60- 1691	888888 60+7114/HQ	6-12-85	MEMO/JJ	3546
NY	60- 1701	888888 60+7113/HQ	6-12-85	MEMO/JJ	3545
NY	61- 597	888888 65+26534/HQ	7- 1-85	MEMO/RJP	3822
NY	62- 152	888888 62+10287/HQ	6-12-85	MEMO/JJ	3559
NY	62- 279	888888 62+10163/HQ	6-12-85	MEMO/JJ	3558
NY	62- 2721	888888 62+23825/HQ	6-12-85	MEMO/JJ	3581

NY	62- 2988	888888 62+26206/HQ	6-12-85	MEMO/JJ	3588
NY	62- 3052	888888 7+1/HQ	5-30-85	MEMO/SLH	2139
NY	62- 4970	888888 62+29148/HQ	6-12-85	MEMO/JJ	3597
NY	62- 5216	888888 65+9180/HQ	7- 1-85	MEMO/RJP	3771
NY	62- 5616	888888 26+40192/HQ	6- 4-85	MEMO/JRD	2739
NY	62- 6289	888888 62+50948/HQ	6-12-85	MEMO/JJ	3618
NY	62- 6419	888888 62+52817/HQ	6-12-85	MEMO/JJ	3621
NY	62- 6432	888888 62+53037/HQ	6-12-85	MEMO/JJ	3622
NY	62- 6435	888888 62+53316/HQ	6-12-85	MEMO/JJ	3624
NY	62- 6447	888888 62+53315/HQ	6-12-85	MEMO/JJ	3623
NY	62- 6452	888888 62+53401/HQ	6-12-85	MEMO/JJ	3626
NY	62- 6453	888888 62+53481/HQ	6-12-85	MEMO/JJ	3627
NY	62- 6499	888888 62+54187/HQ	6-12-85	MEMO/JJ	3629
NY	62- 6877	888888 62+59521/HQ	6-12-85	MEMO/JJ	3635
NY	62- 6878	888888 62+59520/HQ	6-12-85	MEMO/JJ	3634
NY	62- 8257	888888 62+76543/HQ	6-12-85	MEMO/JJ	3661
NY	62- 8499	888888 62+78822/HQ	6-12-85	MEMO/JJ	3663
NY	62- 12847	888888 62+107993/HQ	7- 1-85	MEMO/RJP	3684
NY	64- 168	888888 62+86967/HQ	6-12-85	MEMO/JJ	3665
NY	64- 841	888888 64+36836/HQ	7- 1-85	MEMO/RJP	3702
NY	65- 23	888888 62+25315/HQ	6-12-85	MEMO/JJ	3585
NY	65- 51	888888 65+748/HQ	7- 1-85	MEMO/RJP	3709
NY	65- 193	888888 65+1428/HQ	7- 1-85	MEMO/RJP	3717
NY	65- 263	888888 65+1649/HQ	7- 1-85	MEMO/RJP	3725
NY	65- 308	888888 65+1920/HQ	7- 1-85	MEMO/RJP	3734
NY	65- 316	888888 65+1517/HQ	7- 1-85	MEMO/RJP	3720
NY	65- 357	888888 65+1574/HQ	7- 1-85	MEMO/RJP	3721
NY	65- 619	888888 54+736/HQ	6-11-85	MEMO/JJ	3544
NY	65- 679	888888 65+33731/HQ	7- 1-85	MEMO/RJP	3864
NY	65- 746	888888 65+5763/HQ	7- 1-85	MEMO/RJP	3755
NY	65- 798	888888 65+3043/HQ	7- 1-85	MEMO/RJP	3743
NY	65- 1002	888888 65+8945/HQ	7- 1-85	MEMO/RJP	3766
NY	65- 1039	888888 65+2697/HQ	7- 1-85	MEMO/RJP	3738
NY	65- 1112	888888 65+4080/HQ	7- 1-85	MEMO/RJP	3745
NY	65- 1235	888888 65+3043/HQ	7- 1-85	MEMO/RJP	3742
NY	65- 1469	888888 65+9524/HQ	7- 1-85	MEMO/RJP	3774
NY	65- 1476	888888 65+29481/HQ	7- 1-85	MEMO/RJP	3844
NY	65- 1529	888888 65+7267/HQ	7- 1-85	MEMO/RJP	3761
NY	65- 1716	888888 65+8602/HQ	7- 1-85	MEMO/RJP	3763
NY	65- 1819	888888 65+43596/HQ	7- 2-85	MEMO/JAT	3902
NY	65- 1819	888888 65+8946/HQ	7- 1-85	MEMO/RJP	3767
NY	65- 1887	888888 65+33780/HQ	7- 1-85	MEMO/RJP	3865
NY	65- 2020	888888 65+6568/HQ	7- 1-85	MEMO/RJP	3758
NY	65- 2437	888888 65+111187/HQ	7- 1-85	MEMO/RJP	3790
NY	65- 2511	888888 65+35339/HQ	7- 2-85	MEMO/JAT	3871
NY	65- 2684	888888 65+366527/HQ	7- 2-85	MEMO/JAT	3878
NY	65- 2941	888888 65+31199/HQ	7- 1-85	MEMO/RJP	3850
NY	65- 4160	888888 65+192249/HQ	7- 1-85	MEMO/RJP	3808
NY	65- 4224	888888 65+28680/HQ	7- 1-85	MEMO/RJP	3833
NY	65- 4669	888888 65+20365/HQ	7- 1-85	MEMO/RJP	3813
NY	65- 4741	888888 65+6568/HQ	7- 1-85	MEMO/RJP	3759
NY	65- 4812	888888 65+13148/HQ	7- 1-85	MEMO/RJP	3797

NY	65- 1901	888888 65+9112/HQ	7- 1-85	MEMO/RJP	3770
NY	65- 5175	888888 65+1637/HQ	7- 1-85	MEMO/RJP	3724
NY	65- 5604	888888 65+38100/HQ	7- 2-85	MEMO/JAT	3886
NY	65- 5814	888888 65+27802/HQ	7- 1-85	MEMO/RJP	3827
NY	65- 6191	888888 65+28933/HQ	7- 1-85	MEMO/RJP	3837
NY	65- 6226	888888 65+16273/HQ	7- 1-85	MEMO/RJP	3804
NY	65- 6814	888888 65+838/HQ	7- 1-85	MEMO/RJP	3710
NY	65- 7521	888888 65+38075/HQ	7- 2-85	MEMO/JAT	3883
NY	65- 7586	888888 65+1674/HQ	7- 1-85	MEMO/RJP	3731
NY	65- 7587	888888 65+27208/HQ	7- 1-85	MEMO/RJP	3824
NY	65- 7665	888888 65+34537/HQ	7- 2-85	MEMO/JAT	3868
NY	65- 7703	888888 65+35667/HQ	7- 2-85	MEMO/JAT	3873
NY	65- 7941	888888 65+36595/HQ	7- 2-85	MEMO/JAT	3877
NY	65- 8198	888888 65+37505/HQ	7- 2-85	MEMO/JAT	3881
NY	65- 8808	888888 65+38556/HQ	7- 2-85	MEMO/JAT	3889
NY	65- 9909	888888 65+40282/HQ	7- 2-85	MEMO/JAT	3895
NY	65- 12056	888888 65381360/HQ	7- 2-85	MEMO/JAT	3897
NY	65- 12206	888888 65+31872/HQ	7- 1-85	MEMO/RJP	3856
NY	65- 12589	888888 65+32059/HQ	7- 1-85	MEMO/RJP	3858
NY	65- 12881	888888 65+50446/HQ	7- 2-85	MEMO/JAT	3908
NY	65- 14016	888888 65+53255/HQ	7- 2-85	MEMO/JAT	3912
NY	65- 14913	888888 65+57913/HQ	7- 2-85	MEMO/JAT	3923
NY	65- 14939	888888 65+58388/HQ	7- 2-85	MEMO/JAT	3927
NY	65- 14991	888888 65+57936/HQ	7- 2-85	MEMO/JAT	3924
NY	65- 15076	888888 65+58678/HQ	7- 2-85	MEMO/JAT	3928
NY	65- 15136	888888 65+58805/HQ	7- 2-85	MEMO/JAT	3930
NY	65- 15231	888888 2+417/HQ	5-30-85	MEMO/SLH	2122
NY	65- 15333	888888 65+59199/HQ	7- 2-85	MEMO/JAT	3935
NY	65- 15336	888888 65+59028/HQ	7- 2-85	MEMO/JAT	3932
NY	65- 15682	888888 65+60093/HQ	7- 2-85	MEMO/JAT	3937
NY	65- 16771	888888 65+62962/HQ	7- 2-85	MEMO/JAT	3946
NY	65- 17275	888888 65+64538/HQ	7- 2-85	MEMO/JAT	3948
NY	65- 17468	888888 65+64877/HQ	7- 2-85	MEMO/JAT	3949
NY	65- 17654	888888 65+65298/HQ	7- 2-85	MEMO/JAT	3952
NY	65- 22043	888888 65+67551/HQ	7- 2-85	MEMO/JAT	3955
NY	65- 22110	888888 65+67695/HQ	7- 2-85	MEMO/JAT	3956
NY	67- 13301	888888 58+1546/HQ	6-11-85	MEMO/JJ	3416
NY	77- 1433	888888 62+62426/HQ	6-12-85	MEMO/JJ	3642
NY	92- 3	888888 62+34772/HQ	6-12-85	MEMO/JJ	3603
NY	92- 9	888888 60+1893/HQ	6-12-85	MEMO/JJ	3497
NY	92- 9	888888 60+1759/HQ	6-12-85	MEMO/JJ	3492
NY	92- 10	888888 60+1893/HQ	6-12-85	MEMO/JJ	3498
NY	97- 291	888888 62+82/HQ	6-12-85	MEMO/JJ	3548
NY	[illegible]	888888 62+21381/HQ	6-12-85	MEMO/JJ	3579
NY	100- 33	888888 65+20587/HQ	7- 1-85	MEMO/RJP	3815
NY	100- 704	888888 65+29505/HQ	7- 1-85	MEMO/RJP	3846
NY	100- 860	888888 65+28290/HQ	7- 1-85	MEMO/RJP	3829
NY	100- 1460	888888 65+9524/HQ	7- 1-85	MEMO/RJP	3775
NY	100- 5796	888888 65+36216/HQ	7- 2-85	MEMO/JAT	3875
NY	100- 6036	888888 65+31221/HQ	7- 1-85	MEMO/RJP	3851
NY	100- 7388	888888 65+12453/HQ	7- 1-85	MEMO/RJP	3794
NY	100- 7546	888888 25+913064/HQ	8- 4-85	MEMO/JRD	2557

NY	100- 7640	888888 65+4458/HQ	7- 1-85	MEMO/RJP	3750
NY	100- 7726	888888 62+60629/HQ	6-12-85	MEMO/JJ	3638
NY	100- 7885	888888 62+61208/HQ	6-12-85	MEMO/JJ	3639
NY	100- 7899	888888 65+1412/HQ	7- 1-85	MEMO/RJP	3715
NY	100- 11331	888888 54+736/HQ	5-11-85	MEMO/JJ	3345
NY	100- 12082	888888 65+22865/HQ	7- 1-85	MEMO/RJP	3816
NY	100- 13286	888888 65+38612/HQ	7- 2-85	MEMO/JAT	3890
NY	100- 13695	888888 65+36142/HQ	7- 2-85	MEMO/JAT	3874
NY	100- 18696	888888 40+23997/HQ	6- 4-85	MEMO/JRD	2961
NY	~~100- 25095~~	888888 40+3795/HQ	6- 4-85	MEMO/JRD	2956
NY	100- 31551	888888 65+43302/HQ	7- 2-85	MEMO/JAT	3901
NY	100- 50874	888888 65+44184/HQ	7- 2-85	MEMO/JAT	3903
NY	100- 53173	888888 62+1199/HQ	5-12-85	MEMO/JJ	3552
NY	100- 60457	888888 65+9524/HQ	7- 1-85	MEMO/RJP	3777
NY	100- 80080	888888 62+71674/HQ	6-12-85	MEMO/JJ	3651
NY	100- 80507	888888 40+6921/HQ	6- 4-85	MEMO/JRD	2960
NY	~~100- 80952~~	888888 62+111917/HQ	7- 1-85	MEMO/RJP	3690
NY	100- 99406	888888 62+73756/HQ	6-12-85	MEMO/JJ	3657
NY	~~100-107196~~	888888 62+95804/HQ	6-12-85	MEMO/JJ	3670
NY	~~100-114771~~	888888 62+54039/HQ	6-12-85	MEMO/JJ	3628
NY	100-116175	888888 62+100839/HQ	6-12-85	MEMO/JJ	3677
NY	100-163250	888888 62+112047/HQ	7- 1-85	MEMO/RJP	3691
NY	102- 2	888888 65+1482/HQ	7- 1-85	MEMO/RJP	3719
NY	102- 7	888888 65+5763/HQ	7- 1-85	MEMO/RJP	3755
NY	105- 4385	888888 65+38635/HQ	7- 2-85	MEMO/JAT	3891
NY	105- 21480	888888 65+7267/HQ	7- 1-85	MEMO/RJP	3762
NY	105- 31021	888888 65+33008/HQ	7- 1-85	MEMO/RJP	3862
NY	105- 31023	888888 65+38635/HQ	7- 2-85	MEMO/JAT	3893
NY	105- 38538	888888 65+51774/HQ	7- 2-85	MEMO/JAT	3922
NY	105- 83308	888888 40+27540/HQ	6- 4-85	MEMO/JRD	2962
NY	106- 4827	888888 65+54092/HQ	7- 2-85	MEMO/JAT	3916
NY	114- 34	888888 2+925/HQ	5-30-85	MEMO/SLH	2127
NY	114- 86	888888 65+9524/HQ	7- 1-85	MEMO/RJP	3776
NY	157- 3463	888888 62+112767/HQ	7- 1-85	MEMO/RJP	3693
NY	175- 371	888888 175+593/HQ	6- 5-85	MEMO/SLH	3024
NY	175- 388	888888 175+593/HQ	6- 5-85	MEMO/SLH	3022
NY	175- 397	888888 175+593/HQ	6- 5-85	MEMO/SLH	3023
NY	183- 1755	888888 28+4603/HQ	6- 4-85	MEMO/JRD	2338

~~NY~~ ~~100-48033~~

NF	9-	608	888888 9+52453/HQ	6- 3-85	MEMO/JRD	2432
NF	31-	183	888888 31+66863/HQ	6- 4-85	MEMO/JRD	2917
NF	42-	9056	888888 42+135684/HQ	6- 4-85	MEMO/JRD	2976
NF	44-	604	888888 44+79553/HQ	6- 4-85	MEMO/JRD	2991
NF	47-	274	888888 47+29934/HQ	6-10-85	MEMO/JJ	3246
NF	92-	313	888888 62+89564/HQ	6-12-85	MEMO/JJ	3666
NF	175-	60	888888 175+593/HQ	6- 5-85	MEMO/SLH	3051
NF	175-	67	888888 175+593/HQ	6- 5-85	MEMO/SLH	3052
	199-	127	888888 175+593/HQ	6- 5-85	MEMO/SLH	3053

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OC	7- 6	888888 7+115/HQ	5-30-85	MEMO/SLH	2145
OC	7- 193	888888 7+2818/HQ	5-30-85	MEMO/SLH	2168
OC	9- 924	888888 9+33409/HQ	5-30-85	MEMO/SLH	2307
OC	9- 3314	888888 9+48484/HQ	5-31-85	MEMO/SLH	2387
OC	9- 3786	888888 9+59110/HQ	6- 3-85	MEMO/JRD	2491
OC	9- 3904	888888 9+61175/HQ	6- 3-85	MEMO/JRD	2510
OC	25- 1224	888888 25+80061/HQ	6- 4-85	MEMO/JRD	2632
OC	26- 4625	888888 26+37305/HQ	6- 4-85	MEMO/JRD	2734
OC	26- 5522	888888 26+43935/HQ	6- 4-85	MEMO/JRD	2745
OC	31- 1935	888888 31+91782/HQ	6- 4-85	MEMO/JRD	2883
OC	31- 4158	888888 31+65296/HQ	6- 4-85	MEMO/JRD	2914
OC	56- 152	888888 56+54007/HQ	6-11-85	MEMO/JJ	3409
OC	62- 87	888888 62+13138/HQ	6-12-85	MEMO/JJ	3567
OC	62- 694	888888 62+29076/HQ	6-12-85	MEMO/JJ	3596
OC	70- 45	888888 62+12489/HQ	6-12-85	MEMO/JJ	3566
OC	70- 288	888888 62+49817/HQ	6-12-85	MEMO/JJ	3615
OC	175- 90	888888 175+593/HQ	6- 5-85	MEMO/SLH	3065
OC	175- 91	888888 175+593/HQ	6- 5-85	MEMO/SLH	3066
OC	175- 98	888888 175+593/HQ	6- 5-85	MEMO/SLH	3067
OC	175- 101	888888 175+593/HQ	6- 5-85	MEMO/SLH	3068

DM	9- 1554	888888 9+57042/HQ	6- 3-85	MEMO/JRD	2469
DM	9- 1572	888888 9+57553/HQ	6- 3-85	MEMO/JRD	2474
DM	9- 1672	888888 9+60401/HQ	6- 3-85	MEMO/JRD	2503
DM	15- 4750	888888 15+70419/HQ	6- 3-85	MEMO/JRD	2588
DM	15- 7120	888888 15+83073/HQ	6- 3-85	MEMO/JRD	2611
DM	26- 2138	888888 26+36140/HQ	6- 4-85	MEMO/JRD	2731
DM	31- 2259	888888 31+55873/HQ	6- 4-85	MEMO/JRD	2907
DM	31- 2415	888888 31+60052/HQ	6- 4-85	MEMO/JRD	2910
DM	43- 107	888888 47+20566/HQ	6-10-85	MEMO/JJ	3239
DM	58- 160	888888 58+7722/HQ	6-11-85	MEMO/JJ	3459
DM	60- 120	888888 60+2737/HQ	6-12-85	MEMO/JJ	3510

PH		1- 84	888888 1+1317/HQ	5-30-85	MEMO/SLH	2135
PH		9- 35	888888 9+706/HQ	5-30-85	MEMO/SLH	2215
PH		9- 143	888888 9+1917/HQ	5-30-85	MEMO/SLH	2221
PH		9- 232	888888 9+3218/HQ	5-30-85	MEMO/SLH	2231
PH		9- 289	888888 9+4511/HQ	5-30-85	MEMO/SLH	2236
PH		9- 2187	888888 9+38553/HQ	5-31-85	MEMO/SLH	2322
PH		9- 2492	888888 9+41997/HQ	5-31-85	MEMO/SLH	2338
PH		9- 2576	888888 9+42894/HQ	5-31-85	MEMO/SLH	2345
PH		9- 3020	888888 9+48070/HQ	5-31-85	MEMO/SLH	2376
PH		9- 3028	888888 9+48060/HQ	5-31-85	MEMO/SLH	2375
PH		9- 3661	888888 9+55694/HQ	6- 3-85	MEMO/JRD	2460
PH		9- 4091	888888 9+61273/HQ	6- 3-85	MEMO/JRD	2511
PH		15- 90	888888 15+2736/HQ	6- 3-85	MEMO/JRD	2545
PH		15- 169	888888 15+3173/HQ	6- 3-85	MEMO/JRD	2548
PH		15- 454	888888 15+6888/HQ	6- 3-85	MEMO/JRD	2549
PH		15- 2873	888888 15+25330/HQ	6- 3-85	MEMO/JRD	2571
PH		15- 27525	888888 15+249127/HQ	6- 3-85	MEMO/JRD	2595
PH		25- 25011	888888 25+306107/HQ	6- 4-85	MEMO/JRD	2645
PH		25- 34297	888888 25+480073/HQ	6- 4-85	MEMO/JRD	2660
PH		25- 39349	888888 25+562162/HQ	6- 4-85	MEMO/JRD	2676
PH		25- 39561	888888 25+565056/HQ	6- 4-85	MEMO/JRD	2681
PH		25- 39924	888888 25+580825/HQ	6- 4-85	MEMO/JRD	2690
PH		25- 42418	888888 25+617290/HQ	6- 4-85	MEMO/JRD	2697
PH		26- 1466	888888 26+28915/HQ	6- 4-85	MEMO/JRD	2720
PH		26- 2231	888888 26+840277/HQ	6- 4-85	MEMO/JRD	2762
PH		26- 2384	888888 26+44980/HQ	6- 4-85	MEMO/JRD	2766
PH		26- 3672	888888 26+69534/HQ	6- 4-85	MEMO/JRD	2756
PH		29- 1046	888888 29+17924/HQ	6- 4-85	MEMO/JRD	2850
PH		29- 1358	888888 29+23273/HQ	6- 4-85	MEMO/JRD	2851
PH		46- 201	888888 46+72253/HQ	6-12-85	MEMO/JJ	3654
PH		46- 667	888888 46+10818/HQ	6- 7-85	MEMO/JJ	3142
PH		46- 1369	888888 46+19132/HQ	6- 7-85	MEMO/JJ	3150
PH		46- 4704	888888 46+57559/HQ	6-10-85	MEMO/JJ	3187
PH		46- 6359	888888 46+69065/HQ	6-10-85	MEMO/JJ	3201
PH		47- 358	888888 47+14367/HQ	6-10-85	MEMO/JJ	3224
PH		49- 479	888888 49+4833/HQ	6-10-85	MEMO/JJ	3266
PH		~~52- 7869~~	888888 52+94527/HQ	6-11-85	MEMO/JJ	3334
PH		56- 180	888888 56+3442/HQ	6-11-85	MEMO/JJ	3379
PH		56- 262	888888 56+4370/HQ	6-11-85	MEMO/JJ	3389
PH		58- 763	888888 58+10064/HQ	6-12-85	MEMO/JJ	3477
PH		60- 115	888888 60+1721/HQ	6-12-85	MEMO/JJ	3490
PH		60- 354	888888 60+3697/HQ	6-12-85	MEMO/JJ	3515
PH		62- 3266	888888 62+99553/HQ	6-12-85	MEMO/JJ	3673
PH		62- 5845	888888 62+116878/HQ	7- 1-85	MEMO/RJP	3697
PH		65- 43	888888 65+1609/HQ	7- 1-85	MEMO/RJP	3722
PH		65- 1601	888888 65+57412/HQ	7- 2-85	MEMO/JAT	3920
PH		65- 1611	888888 65+12621/HQ	7- 1-85	MEMO/RJP	3795
PH		65- 3732	888888 65+52612/HQ	7- 2-85	MEMO/JAT	3909
PH		65- 4307	888888 65+57449/HQ	7- 2-85	MEMO/JAT	3921
PH		175- 137	888888 175+593/HQ	6- 5-85	MEMO/SLH	3129
PH		175- 139	888888 175+593/HQ	6- 5-85	MEMO/SLH	3128

PX							
PX	14-	26	888888 25+413064/HQ	6- 4-85	MEMO/JRD	2656	
PX	15-	3956	888888 15+77279/HQ	6- 3-85	MEMO/JRD	2603	
PX	31-	864	888888 31+75507/HQ	6- 6-85	MEMO/JRD	2930	
PX	46-	27	888888 46+53867/HQ	6- 7-85	MEMO/SLH	3136	
PX	58-	132	888888 58+67537/HQ	6-11-85	MEMO/JJ	3453	
	62-	19	888888 62+40879/HQ	7- 2-85	MEMO/JAK	3896	
	141-	389	888888 46+57365/HQ	6-10-85	MEMO/JJ	3166	
PX							
PX	175-	170	888888 175+593/HQ	6- 5-85	MEMO/SLH	3055	
PX	175-	176	888888 175+593/HQ	6- 5-85	MEMO/SLH	3054	
PX	175-	183	888888 175+593/HQ	6- 5-85	MEMO/SLH	3056	
	175-	187	888888 175+593/HQ	6- 5-85	MEMO/SLH	3057	

PG	9- 750	888888 9+18031/HQ	5-30-85	MEMO/SLH	2286
PG	9- 2150	888888 9+48659/HQ	5-31-85	MEMO/SLH	2389
PG	9- 2867	888888 9+61781/HQ	6- 3-85	MEMO/JRD	2514
PG	9- 2987	888888 9+63205/HQ	6- 3-85	MEMO/JRD	2526
PG	9- 3050	888888 9+63798/HQ	6- 3-85	MEMO/JRD	2525
PG	15- 1563	888888 15+25330/HQ	6- 3-85	MEMO/JRD	2572
PG	15- 1928	888888 15+29694/HQ	6- 3-85	MEMO/JRD	2576
PG	15- 1953	888888 15+30225/HQ	6- 3-85	MEMO/JRD	2577
PG	15- 2987	888888 15+39514/HQ	6- 3-85	MEMO/JRD	2581
PG	15- 11017	888888 15+84343/HQ	6- 3-85	MEMO/JRD	2619
PG	25- 7607	888888 25+293501/HQ	6- 4-85	MEMO/JRD	2642
PG	25- 8115	888888 25+306325/HQ	6- 4-85	MEMO/JRD	2646
PG	25- 14777	888888 25+565385/HQ	6- 4-85	MEMO/JRD	2682
PG	26- 954	888888 26+21189/HQ	6- 4-85	MEMO/JRD	2712
PG	26- 23344	888888 26+317528/HQ	6- 4-85	MEMO/JRD	2805
PG	31- 3029	888888 31+47297/HQ	6- 4-85	MEMO/JRD	2900
PG	42- 8142	888888 42+133475/HQ	6- 4-85	MEMO/JRD	2974
PG	42- 9886	888888 42+157640/HQ	6- 4-85	MEMO/JRD	2977
PG	46- 72	888888 46+3527/HQ	6- 4-85	MEMO/JRD	3014
PG	46- 214	888888 46+3527/HQ	6- 4-85	MEMO/JRD	3015
PG	46- 5701	888888 46+21926/HQ	6- 7-85	MEMO/JJ	3156
PG	47- 295	888888 47+7389/HQ	6-10-85	MEMO/JJ	3215
PG	54- 22	888888 65+40157/HQ	7- 2-85	MEMO/JAT	3896
PG	56- 47	888888 56+1458/HQ	6-11-85	MEMO/JJ	3354
PG	56- 102	888888 56+2204/HQ	6-11-85	MEMO/JJ	3370
PG	56- 104	888888 56+2215/HQ	6-11-85	MEMO/JJ	3371
PG	56- 197	888888 56+4125/HQ	6-11-85	MEMO/JJ	3385
PG	56- 238	888888 56+4433/HQ	6-11-85	MEMO/JJ	3392
PG	62- 705	888888 62+30307/HQ	6-12-85	MEMO/JJ	3600
PG	65- 749	888888 65+38100/HQ	7- 2-85	MEMO/JAT	3885
PG	175- 80	888888 175+593/HQ	6- 5-85	MEMO/SLH	3117

PD	1- 39	888888 7+1367/HQ	5-30-85	MEMD/SLH	2158
PD	29- 275	888888 29+6680/HQ	6- 4-85	MEMD/JRD	2844
PD	36- 186	888888 36+2669/HQ	6- 4-85	MEMD/JRD	2949
PD	56- 26	888888 56+3893/HQ	6-11-85	MEMD/JJ	3382
PD	62- 2314	888888 48+380/HQ	6-10-85	MEMD/JJ	3259
PD	100- 6580-	888888 65+56086/HQ	7- 2-85	MEMD/JAT	3918

RH		9- 630	888888 9+30497/HQ	5-30-85	MEMO/SLH	2300
RH		26- 1675	888888 26+78289/HQ	6- 4-85	MEMO/JRD	2761
RH		26- 8292	888888 26+133624/HQ	6- 4-85	MEMO/JRD	2777
RH		26- 13782	888888 26+221913/HQ	6- 4-85	MEMO/JRD	2796
RH		29- 150	888888 29+11101E/HQ	6- 4-85	MEMO/JRD	2847
RH		60- 177	888888 60+5324/HQ	6-12-85	MEMO/JJ	3532
RH		65- 541	888888 65+22865/HQ	7- 1-85	MEMO/RJP	3817
RH		100- 835	888888 47+7888/HQ	6-10-85	MEMO/JJ	3215
RH		175- 84	888888 175+593/HQ	6- 5-85	MEMO/SLH	3091
		175- 90	888888 175+593/HQ	6- 5-85	MEMO/SLH	3092

SC	2-	9	888888	2+2121/HQ	5-30-85	MEMO/SLH	2133
SC	9-	200	888888	9+54378/HQ	6- 3-85	MEMO/JRD	2449
SC	9-	205	888888	9+54465/HQ	6- 3-85	MEMO/JRD	2451
SC	9-	301	888888	9+58085/HQ	6- 3-85	MEMO/JRD	2482
SC	9-	318	888888	9+58602/HQ	6- 3-85	MEMO/JRD	2490
SC	9-	365	888888	9+60233/HQ	6- 3-85	MEMO/JRD	2501
SC	14-	2	888888	14+2941/HQ	6- 3-85	MEMO/JRD	2562
SC	15-	1156	888888	15+73219/HQ	6- 3-85	MEMO/JRD	2593
SC	15-	1544	888888	15+75802/HQ	6- 3-85	MEMO/JRD	2598
SC	15-	2269	888888	15+81765/HQ	6- 3-85	MEMO/JRD	2610
SC	26-	2310	888888	26+405721/HQ	6- 4-85	MEMO/JRD	2823
SC	52-	2414	888888	52+97567/HQ	6-11-85	MEMO/JJ	3337
SC	89-	184	888888	9+55591/HQ	6- 3-85	MEMO/JRD	2458
SC	163-	632	888888	175+593/HQ	6- 5-85	MEMO/SLH	3086
SC	175-	119	888888	9+55591/HQ	6- 3-85	MEMO/JRD	2457
SC	175-	135	888888	175+593/HQ	6- 5-85	MEMO/SLH	3081
SC	175-	138	888888	175+593/HQ	6- 5-85	MEMO/SLH	3082
SC	175-	140	888888	175+593/HQ	6- 5-85	MEMO/SLH	3083
SC	175-	151	888888	175+593/HQ	6- 5-85	MEMO/SLH	3085
SC	175-	152	888888	175+593/HQ	6- 5-85	MEMO/SLH	3084

SL	7- 11	888888 7+88/HQ	5-30-85	MEMO/SLH	2144
SL	7- 47	888888 7+626/HQ	5-30-85	MEMO/SLH	2149
SL	7- 50	888888 7+797/HQ	5-30-85	MEMO/SLH	2151
SL	9- 623	888888 7+4426/HQ	5-30-85	MEMO/SLH	2174
SL	9- 1540	888888 9+39836/HQ	5-31-85	MEMO/SLH	2325
SL	9- 2207	888888 9+53893/HQ	6- 3-85	MEMO/JRD	2467
SL	15- 5052	888888 15+40309/HQ	6- 3-85	MEMO/JRD	2582
SL	26- 4200	888888 26+35222/HQ	6- 4-85	MEMO/JRD	2726
SL	29- 1095	888888 29+35245/HQ	6- 4-85	MEMO/JRD	2856
SL	31- 2920	888888 31+41858/HQ	6- 4-85	MEMO/JRD	2889
SL	31- 2924	888888 31+44165/HQ	6- 4-85	MEMO/JRD	2895
SL	31- 6037	888888 31+86773/HQ	6- 4-85	MEMO/JRD	2933
SL	31- 6257	888888 31+87861/HQ	6- 4-85	MEMO/JRD	2935
SL	46- 2300	888888 46+44164/HQ	6- 7-85	MEMO/JJ	3175
SL	47- 1047	888888 47+16418/HQ	6-10-85	MEMO/JJ	3226
SL	56- 116	888888 56+1434/HQ	6-11-85	MEMO/JJ	3352
SL	56- 151	888888 56+4033/HQ	6-11-85	MEMO/JJ	3384
SL	60- 5	888888 60+207/HQ	6-12-85	MEMO/JJ	3480
SL	60- 65	888888 60+1448/HQ	6-12-85	MEMO/JJ	3485
SL	60- 142	888888 60+2149/HQ	6-12-85	MEMO/JJ	3503
SL	60- 168	888888 60+2371/HQ	6-12-85	MEMO/JJ	3507
SL	61- 20	888888 65+40829/HQ	7- 2-85	MEMO/JAT	3897
SL	62- 681	888888 62+12025/HQ	6-12-85	MEMO/JJ	3563
SL	62- 3649	888888 9+27856/HQ	5-30-85	MEMO/SLH	2294
SL	71- 23	888888 62+22636/HQ	6-12-85	MEMO/JJ	3579
SL	100- 20902	888888 62+112088/HQ	7- 1-85	MEMO/RJP	3696
SL	175- 138	888888 175+593/HQ	6- 5-85	MEMO/SLH	3103
SL	175- 141	888888 175+593/HQ	6- 5-85	MEMO/SLH	3105
SL	175- 142	888888 175+593/HQ	6- 5-85	MEMO/SLH	3104
SL	175- 146	888888 175+593/HQ	6- 5-85	MEMO/SLH	3106

SU	7- 3	888888 7+50/HQ	5-30-85	MEMO/SLH	2141
SU	7- 35	888888 7+756/HQ	5-30-85	MEMO/SLH	2150
SU	26- 1845	888888 26+27995/HQ	6- 4-85	MEMO/JRD	2719
SU	26- 6530	888888 26+111179/HQ	6- 4-85	MEMO/JRD	2770
SU	26- 11437	888888 26+180577/HQ	6- 4-85	MEMO/JRD	2788
SU	31- 1613	888888 31+35847/HQ	6- 4-85	MEMO/JRD	2886
SU	31- 2184	888888 31+35847/HQ	6- 4-85	MEMO/JRD	2885
SU	31- 2433	888888 31+50078/HQ	6- 4-85	MEMO/JRD	2903
SU	31- 3459	888888 31+68437/HQ	6- 4-85	MEMO/JRD	2920
SU	47- 373	888888 47+11261/HQ	6-10-85	MEMO/JJ	3220
SU	47- 1677	888888 47+11261/HQ	6-10-85	MEMO/JJ	3221
SU	62- 2016	888888 62+76543/HQ	6-12-85	MEMO/JJ	3660

SA	9- 1084	888888 9+41576/HQ	5-31-85	MEMO/SLH	2328
SA	9- 1090	888888 9+41698/HQ	5-31-85	MEMO/SLH	2334
SA	9- 1101	888888 9+42013/HQ	5-31-85	MEMO/SLH	2339
SA	25- 23070	888888 25+611038/HQ	6- 4-85	MEMO/JRD	2695
SA	26- 10637	888888 26+171286/HQ	6- 4-85	MEMO/JRD	2785
SA	29- 922	888888 29+36311/HQ	6- 4-85	MEMO/JRD	2859
SA	29- 939	888888 29+36311/HQ	6- 4-85	MEMO/JRD	2860
SA	44- 4469	888888 44+74588/HQ	6- 4-85	MEMO/JRD	2986
SA	54- 33	888888 54+580/HQ	6-11-85	MEMO/JJ	3346
SA	62- 625	888888 62+19388/HQ	5-12-85	MEMO/JJ	3574
SA	175- 68	888888 175+593/HQ	6- 5-85	MEMO/SLH	3120
SA	199- 621	888888 175+593/HQ	6- 5-85	MEMO/SLH	3119

SD	7- 209	888888 7+9776/HQ	5-30-85	MEMO/SLH	2186
SD	7- 291	888888 7+11019/HQ	5-30-85	MEMO/SLH	2189
SD	7- 292	888888 7+11019/HQ	5-30-85	MEMO/SLH	2190
SD	9- 659	888888 9+47053/HQ	5-31-85	MEMO/SLH	2364
SD	9- 688	888888 9+48096/HQ	5-31-85	MEMO/SLH	2380
SD	9- 1031	888888 9+60891/HQ	6- 3-85	MEMO/JRD	2506
SD	25- 10090	888888 25+311138/HQ	6- 4-85	MEMO/JRD	2647
SD	25- 10099	888888 25+311138/HQ	6- 4-85	MEMO/JRD	2648
SD	25- 11843	888888 25+347830/HQ	6- 4-85	MEMO/JRD	2649
SD	52- 4859	888888 52+88699/HQ	6-11-85	MEMO/JJ	3330
SD	52- 89420	888888 52+89420/HQ	6-11-85	MEMO/JJ	3331
SD	56- 20	888888 56+2156/HQ	6-11-85	MEMO/JJ	3368
SD	56- 28	888888 56+3534/HQ	6-11-85	MEMO/JJ	3380
SD	56- 40	888888 56+4354/HQ	6-11-85	MEMO/JJ	3388
SD	65- 251	888888 65+10216/HQ	7- 1-85	MEMO/RJP	3781
SD	100- 2374	888888 65+1854/HQ	7- 1-85	MEMO/RJP	3733
SD	100- 8061	888888 65+29162/HQ	7- 1-85	MEMO/RJP	3842
SD	105- 4553	888888 62+107506/HQ	7- 1-85	MEMO/RJP	3683
SD	175- 152	888888 175+593/HQ	6- 5-85	MEMO/SLH	3045
SD	175- 165	888888 175+593/HQ	6- 5-85	MEMO/SLH	3047
SD	175- 166	888888 175+593/HQ	6- 5-85	MEMO/SLH	3048
SD	199- 316	888888 175+593/HQ	6- 5-85	MEMO/SLH	3049
SD	199- 342	888888 175+593/HQ	6- 5-85	MEMO/SLH	3050

SF	2- 10	888888 2+151/HQ	5-30-85	MEMO/SLH	2120	
SF	7- 27	888888 7+375/HQ	5-30-85	MEMO/SLH	2147	
SF	7- 178	888888 7+3281/HQ	5-30-85	MEMO/SLH	2169	
SF	7- 575	888888 7+10603/HQ	5-30-85	MEMO/SLH	2187	
SF	7- 855	888888 9+58002/HQ	6- 3-85	MEMO/JRD	2481	
SF	7- 855	888888 7+15200/HQ	5-30-85	MEMO/SLH	2199	
SF	9- 1	888888 9+132/HQ	5-30-85	MEMO/SLH	2209	
SF	9- 168	888888 9+4380/HQ	5-30-85	MEMO/SLH	2235	
SF	9- 492	888888 9+13336/HQ	5-30-85	MEMO/SLH	2252	
SF	9- 794	888888 9+18994/HQ	5-30-85	MEMO/SLH	2270	
SF	9- 824	888888 9+19622/HQ	5-30-85	MEMO/SLH	2273	
SF	9- 833	888888 9+19961/HQ	5-30-85	MEMO/SLH	2274	
SF	9- 845	888888 9+20201/HQ	5-30-85	MEMO/SLH	2275	
SF	9- 1440	888888 9+37029/HQ	5-30-85	MEMO/SLH	2315	
SF	9- 1766	888888 9+41596/HQ	5-31-85	MEMO/SLH	2330	
SF	9- 1912	888888 9+43500/HQ	5-31-85	MEMO/SLH	2350	
SF	9- 1979	888888 9+44420/HQ	5-31-85	MEMO/SLH	2355	
SF	9- 2191	888888 9+47907/HQ	5-31-85	MEMO/SLH	2357	
SF	9- 2203	888888 9+48291/HQ	5-31-85	MEMO/SLH	2333	
SF	9- 2604	888888 9+55591/HQ	6- 3-85	MEMO/JRD	2455	
SF	9- 2665	888888 9+56507/HQ	6- 3-85	MEMO/JRD	2466	
SF	9- 2791	888888 9+58158/HQ	6- 3-85	MEMO/JRD	2484	
SF	9- 2808	888888 9+58463/HQ	6- 3-85	MEMO/JRD	2487	
SF	9- 2917	888888 9+56507/HQ	6- 3-85	MEMO/JRD	2466	
SF	9- 2927	888888 9+60231/HQ	6- 3-85	MEMO/JRD	2500	
SF	9- 2983	888888 9+65440/HQ	6- 3-85	MEMO/JRD	2532	
SF	9- 2983	888888 9+58158/HQ	6- 3-85	MEMO/JRD	2483	
SF	9- 3041	888888 9+56507/HQ	6- 3-85	MEMO/JRD	2467	
SF	9- 3081	888888 9+62067/HQ	6- 3-85	MEMO/JRD	2518	

SF	15- 12927	888888 15+71172/HQ	6- 3-85	MEMO/JRD	2589
SF	15- 14547	888888 15+77241/HQ	6- 3-85	MEMO/JRD	2602
SF	25- 7746	888888 25+121423/HQ	6- 4-85	MEMO/JRD	2636
SF	25- 55956	888888 25+547697/HQ	6- 4-85	MEMO/JRD	2671
SF	25- 68410	888888 25+558874/HQ	6- 4-85	MEMO/JRD	2675
SF	25- 69214	888888 25+567788/HQ	6- 4-85	MEMO/JRD	2685
SF	26- 5797	888888 26+151612/HQ	6- 4-85	MEMO/JRD	2781
SF	26- 7662	888888 26+171514/HQ	6- 4-85	MEMO/JRD	2758
SF	31- 59	888888 31+10854/HQ	6- 4-85	MEMO/JRD	2877
SF	31- 150	888888 31+1553/HQ	6- 4-85	MEMO/JRD	2876
SF	31- 2824	888888 31+50643/HQ	6- 4-85	MEMO/JRD	2906
SF	31- 8339	888888 31+90118/HQ	6- 4-85	MEMO/JRD	2937
SF	40- 35	888888 40+6004/HQ	6- 4-85	MEMO/JRD	2959
SF	46- 43	888888 62+1199/HQ	6-12-85	MEMO/JJ	3551
SF	46- 2048	888888 46+21989/HQ	6- 7-85	MEMO/JJ	3157
SF	46- 3265	888888 46+28644/HQ	6- 7-85	MEMO/JJ	3163
SF	46- 7980	888888 46+49791/HQ	6- 7-85	MEMO/JJ	3179
SF	47- 1903	888888 47+24299/HQ	6-10-85	MEMO/JJ	3240
SF	47- 2232	888888 47+18341/HQ	6-10-85	MEMO/JJ	3235
SF	51- 17	888888 51+358/HQ	6-11-85	MEMO/JJ	3299
SF	51- 18	888888 51+360/HQ	6-11-85	MEMO/JJ	3300
SF	51- 29	888888 51+393/HQ	6-11-85	MEMO/JJ	3303
SF	51- 40	888888 51+492/HQ	6-11-85	MEMO/JJ	3312
SF	52- 2256	888888 52+26762/HQ	6-11-85	MEMO/JJ	3321
SF	52- 19487	888888 52+101980/HQ	6-11-85	MEMO/JJ	3340
SF	56- 128	888888 56+4991/HQ	6-11-85	MEMO/JJ	3400
SF	60- 263	888888 60+3125/HQ	6-12-85	MEMO/JJ	3512
SF	62- 724	888888 62+2748/HQ	6-12-85	MEMO/JJ	3555
SF	62- 1433	888888 62+42959/HQ	6-12-85	MEMO/JJ	3609
SF	65- 31	888888 65+682/HQ	7- 1-85	MEMO/RJP	3708
SF	65- 60	888888 65+16273/HQ	7- 1-85	MEMO/RJP	3803
SF	65- 89	888888 65+2193/HQ	7- 1-85	MEMO/RJP	3736
SF	65- 105	888888 65+1649/HQ	7- 1-85	MEMO/RJP	3725
SF	65- 157	888888 65+2777/HQ	7- 1-85	MEMO/RJP	3740
SF	65- 615	888888 65+11019/HQ	7- 1-85	MEMO/RJP	3789
SF	65- 774	888888 65+17836/HQ	7- 1-85	MEMO/RJP	3807
SF	65- 1656	888888 65+38075/HQ	7- 2-85	MEMO/JAT	3884
SF	65- 1858	888888 65+12352/HQ	7- 1-85	MEMO/RJP	3792
SF	65- 1916	888888 65+32792/HQ	7- 1-85	MEMO/RJP	3861
SF	65- 3026	888888 65+45596/HQ	7- 2-85	MEMO/JAT	3905
SF	65- 3373	888888 65+47815/HQ	7- 2-85	MEMO/JAT	3906
SF	65- 4501	888888 65+60450/HQ	7- 2-85	MEMO/JAT	3949
SF	96- 283	888888 62+66098/HQ	6-12-85	MEMO/JJ	3645
SF	97- 68	888888 64+23603/HQ	7- 1-85	MEMO/RJP	3700
SF	100- 289	888888 65+1920/HQ	7- 1-85	MEMO/RJP	3735
SF	100- 4642	888888 65+16033/HQ	7- 1-85	MEMO/RJP	3801
SF	100- 24095	888888 65+35149/HQ	7- 2-85	MEMO/JAT	3870
SF	175- 122	888888 175+593/HQ	6- 5-85	MEMO/SLH	3100

SJ	9- 160	888888 9+21360/HQ	5-30-85	MEMO/SLH	2280
SJ	9- 722	888888 9+49465/HQ	5-31-85	MEMO/SLH	2398
SJ	14- 18	888888 14+2824/HQ	6- 3-85	MEMO/JRD	2540
SJ	15- 1063	888888 15+36513/HQ	6- 3-85	MEMO/JRD	2580
SJ	25- 7185	888888 25+306012/HQ	6- 4-85	MEMO/JRD	2644
SJ	25- 17379	888888 25+494741/HQ	6- 4-85	MEMO/JRD	2662
SJ	46- 196	888888 46+28113/HQ	6- 7-85	MEMO/JJ	3162
SJ	51- 3	888888 51+479/HQ	6-11-85	MEMO/JJ	3310
SJ	52- 1011	888888 52+94133/HQ	6-11-85	MEMO/JJ	3333
SJ	58- 50	888888 58+7645/HQ	6-11-85	MEMO/JJ	3458

SV	26- 9943	888888 26+214190/HQ	6- 4-85	MEMO/JRD	2793
SV	26- 22704	888888 26+355537/HQ	6- 4-85	MEMO/JRD	2816
SV	31- 554	888888 31+69194/HQ	6- 4-85	MEMO/JRD	2922
SV	50- 46	888888 50+1765/HQ	6-11-85	MEMO/JJ	3288
SV	~~52- 1997~~	888888 52+47751/HQ	6-11-85	MEMO/JJ	3325
SV	52- 2330	888888 52+59313/HQ	6-11-85	MEMO/JJ	3327
SV	56- 97	888888 56+3545/HQ	6-11-85	MEMO/JJ	3381
SV	60- 234	888888 60+5802/HQ	6-12-85	MEMO/JJ	3537
SV	175- 39	888888 175+593/HQ	6- 5-85	MEMO/SLH	3076
SV	175- 40	888888 175+593/HQ	6- 5-85	MEMO/SLH	3077

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SE	7- 61	888888 7+1820/HQ	5-30-85	MEMO/SLH	2161
SE	7- 172	888888 7+9595/HQ	5-30-85	MEMO/SLH	2176
SE	9- 1023	888888 9+92073/HQ	5-31-85	MEMO/SLH	2340
SE	25- 5094	888888 14+1582/HQ	6- 3-85	MEMO/JRD	2538
SE	26- 10964	888888 26+237718/HQ	6- 4-85	MEMO/JRD	2795
SE	31- 1906	888888 31+73854/HQ	6- 4-85	MEMO/JRD	2924
SE	44- 869	888888 44+86859/HQ	6- 4-85	MEMO/JRD	2993
SE	46- 1234	888888 46+21999/HQ	6- 7-85	MEMO/JJ	3158
SE	46- 1809	888888 46+26746/HQ	6- 7-85	MEMO/JJ	3161
SE	47- 1885	888888 47+18381/HQ	6-10-85	MEMO/JJ	3238
SE	51- 3	888888 51+388/HQ	6-11-85	MEMO/JJ	3302
SE	52- 880	888888 52+28941/HQ	6-11-85	MEMO/JJ	3322
SE	60- 51	888888 60+2580/HQ	6-12-85	MEMO/JJ	3508
SE	60- 113	888888 60+553/HQ	6-12-85	MEMO/JJ	3481
SE	62- 112	888888 62+14724/HQ	6-12-85	MEMO/JJ	3568
SE	65- 377	888888 65+10257/HQ	7- 1-85	MEMO/RJP	3784
SE	65- 1778	888888 65+31668/HQ	7- 1-85	MEMO/RJP	3854
SE	100- 2317	888888 65+33805/HQ	7- 2-85	MEMO/JAT	3866
SE	100- 6068	888888 65+31918/HQ	7- 1-85	MEMO/RJP	3857
SE	100- 6238	888888 65+55819/HQ	7- 2-85	MEMO/JAT	3917
SE	100- 10266	888888 25+34352/HQ	6- 3-85	MEMO/JRD	2626
SE	175- 91	888888 175+593/HQ	6- 5-85	MEMO/SLH	3127

S1	1- 117	[illegible]	[illegible]	[illegible]	[illegible]	1239
S1	2- 831	888888 [illegible]	5-30-85	4EH3/SLH	2269
S1	3- 379	888888 [illegible]	5-30-85	4EH3/SLH	2317
S1	4- 1073	888888 [illegible]	5- 3-85	4EH3/JRD	2309
S1	5- 142	888888 [illegible]	5- 3-85	4EH3/JRD	2436
S1	78- 10991	888888 [illegible]	[illegible]	[illegible]	2802
S1	29- 5	888888 [illegible]	5- 6-85	4EH3/JRD	2841
S1	42- 2355	888888 [illegible]	5- 6-85	4EH3/JRD	2972
S1	42- 6655	888888 [illegible]	5- 6-85	4EH3/JRD	2978
S1	99- 1745	888888 [illegible]	5- 6-85	4EH3/JRD	2999

S1	33- 98	888888 [illegible]	5-11-85	4EH3/JJ	3354
S1	36- 170	888888 [illegible]	5-11-85	4EH3/JJ	3413
S1	39- 39	888888 [illegible]	5-12-85	4EH3/JJ	3647
S1	100- 487	888888 [illegible]	5- 1-85	4EH3/RJP	2737

	TP	9- 137	888888	9+41768/HQ	5-31-85	MEMO/SLH	2336
	TP	9- 261	888888	9+44968/HQ	5-31-85	MEMO/SLH	2357
	TP	26- 827	888888	26+6310/HQ	6- 4-85	MEMO/JRD	2706
	TP	26- 12368	888888	26+426053/HQ	6- 4-85	MEMO/JRD	2825
	TP	50- 35	88888A	50+3253/HQ	6-11-85	MEMO/JJ	3295

NF	9- 14	888888 9+177/HQ	5-30-85	4EMO/SLH	2213
NF	9- 173	888888 9+3596/HQ	5-30-85	4EMO/SLH	2233
NF	9- 267	888888 9+5865/HQ	5-30-85	4EMO/SLH	2243
NF	9- 321	888888 9+20437/HQ	5-30-85	4EMO/SLH	2277
NF	9- 351	888888 9+22151/HQ	5-30-85	4EMO/SLH	2282
NF	9- 935	888888 9+26247/HQ	5-30-85	4EMO/SLH	2291
NF	9- 1145	888888 9+35351/HQ	5-30-85	4EMO/SLH	2309
NF	9- 1148	888888 9+35394/HQ	5-30-85	4EMO/SLH	2313
NF	9- 1267	888888 9+37800/HQ	5-30-85	4EMO/SLH	2315
NF	9- 1513	888888 9+42665/HQ	5-31-85	4EMO/SLH	2344
NF	9- 2401	888888 9+50541/HQ	5-31-85	4EMO/SLH	2408
NF	9- 2709	888888 9+52248/HQ	5-31-85	4EMO/SLH	2429
NF	9- 2757	888888 9+52513/HQ	6- 3-85	4EMO/JRD	2437
NF	9- 2758	888888 9+51295/HQ	5-31-85	4EMO/SLH	2417
NF	9- 2778	888888 9+52679/HQ	6- 3-85	4EMO/JRD	2441
NF	9- 2886	888888 9+53335/HQ	6- 3-85	4EMO/JRD	2445
NF	9- 2912	888888 9+52679/HQ	6- 3-85	4EMO/JRD	2440
NF	9- 3264	888888 9+56359/HQ	6- 3-85	4EMO/JRD	2463
NF	9- 3426	888888 9+57779/HQ	6- 3-85	4EMO/JRD	2477
NF	9- 3439	888888 9+57803/HQ	6- 3-85	4EMO/JRD	2479
NF	9- 3655	888888 9+59440/HQ	6- 3-85	4EMO/JRD	2495
NF	9- 4194	888888 9+63399/HQ	6- 3-85	4EMO/JRD	2527
NF	25- 1866	888888 25+77032/HQ	6- 3-85	4EMO/JRD	2529
NF	25- 2433	888888 25+78931/HQ	6- 4-85	4EMO/JRD	2531
NF	25- 8995	888888 25+227135/HQ	6- 4-85	4EMO/JRD	2639
NF	25- 31535	888888 25+564238/HQ	6- 4-85	4EMO/JRD	2679
NF	25- 31624	888888 25+565437/HQ	6- 4-85	4EMO/JRD	2684
NF	26- 11256	888888 26+138641/HQ	6- 4-85	4EMO/JRD	2779
NF	26- 39066	888888 26+425453/HQ	6- 4-85	4EMO/JRD	2825
NF	27- 45	888888 27+231/HQ	6- 4-85	4EMO/JRD	2833
NF	29- 4213	888888 29+81431/HQ	6- 4-85	4EMO/JRD	2870
NF	31- 3113	888888 31+46334/HQ	6- 4-85	4EMO/JRD	2899
NF	31- 4186	888888 31+43793/HQ	6- 4-85	4EMO/JRD	2894
NF	31- 4293	888888 31+87657/HQ	6- 4-85	4EMO/JRD	2934
NF	31- 4382	888888 31+66863/HQ	6- 4-85	4EMO/JRD	2913
NF	31- 4979	888888 31+93479/HQ	6- 4-85	4EMO/JRD	2933
NF	36- 35	888888 36+1435/HQ	6- 4-85	4EMO/JRD	2943
NF	46- 185	888888 62+1199/HQ	5-12-85	4EMO/JJ	3553
NF	46- 2890	888888 58+2959/HQ	5-11-85	4EMO/JJ	3427
NF	46- 3231	888888 46+21530/HQ	6- 7-85	4EMO/JJ	3155
NF	46- 3658	888888 46+24201/HQ	6- 7-85	4EMO/JJ	3159
NF	46- 4347	888888 46+26765/HQ	6- 7-85	4EMO/JJ	3167
NF	46- 7032	888888 46+41432/HQ	6- 7-85	4EMO/JJ	3172
NF	46- 7072	888888 46+41906/HQ	6- 7-85	4EMO/JJ	3173
NF	46- 8816	888888 46+55359/HQ	6- 7-85	4EMO/JJ	3182
NF	46- 8853	888888 46+55707/HQ	6- 7-85	4EMO/JJ	3184
NF	46- 10147	888888 46+67113/HQ	6-10-85	4EMO/JJ	3195
NF	46- 10312	888888 46+68739/HQ	6-10-85	4EMO/JJ	3200
NF	46- 10477	888888 46+69901/HQ	6-10-85	4EMO/JJ	3204
NF	46- 10702	888888 46+71892/HQ	6-10-85	4EMO/JJ	3206
NF	46- 10752	888888 46+72294/HQ	6-10-85	4EMO/JJ	3207
NF	47- 371	888888 62+12025/HQ	5-12-85	4EMO/JJ	3562
NF	2- 236	888888 2+1275/HQ	5-30-85	4EMO/SLH	2128
NF	7- 1327	888888 7+16447/HQ	5-30-85	4EMO/SLH	2203

NF	47- 6039	888888 47+65244/HQ	6-10-85	MEMO/JJ	3249
NF	47- 9064	888888 47+52029/HQ	6-10-85	MEMO/JJ	3256
NF	49- 1513	888888 49+22583/HQ	6-11-85	MEMO/JJ	3286
NF	51- 6	888888 51+299/HQ	6-11-85	MEMO/JJ	3293
NF	51- 9	888888 51+298/HQ	6-11-85	MEMO/JJ	3297
NF	52- 14124	888888 52+96921/HQ	6-11-85	MEMO/JJ	3325
NF	56- 160	888888 56+2650/HQ	6-11-85	MEMO/JJ	3374
NF	56- 211	888888 56+3872/HQ	6-11-85	MEMO/JJ	3435
NF	56- 264	888888 56+4372/HQ	6-11-85	MEMO/JJ	3390
NF	56- 321	888888 56+4733/HQ	6-11-85	MEMO/JJ	3395
NF	56- 352	888888 56+4700/HQ	6-11-85	MEMO/JJ	3395
NF	56- 385	888888 56+4830/HQ	6-11-85	MEMO/JJ	3397
NF	56- 523	888888 56+5242/HQ	6-11-85	MEMO/JJ	3403
NF	56- 537	888888 56+5346/HQ	6-11-85	MEMO/JJ	3407
NF	56- 539	888888 56+5399/HQ	6-11-85	MEMO/JJ	3408
NF	58- 291	888888 58+2000/HQ	6-11-85	MEMO/JJ	3419
NF	58- 394	888888 58+2704/HQ	6-11-85	MEMO/JJ	3422
NF	58- 416	888888 58+2803/HQ	6-11-85	MEMO/JJ	3424
NF	58- 426	888888 58+2841/HQ	6-11-85	MEMO/JJ	3425
NF	58- 472	888888 58+3034/HQ	6-11-85	MEMO/JJ	3423
NF	58- 483	888888 58+5580/HQ	6-11-85	MEMO/JJ	3447
NF	58- 634	888888 58+4044/HQ	6-11-85	MEMO/JJ	3439
NF	58- 741	888888 58+4839/HQ	6-11-85	MEMO/JJ	3443
NF	58- 752	888888 58+5520/HQ	6-11-85	MEMO/JJ	3445
NF	58- 926	888888 58+5930/HQ	6-11-85	MEMO/JJ	3451
NF	58- 995	888888 58+6157/HQ	6-11-85	MEMO/JJ	3452
NF	58- 1536	888888 58+9240/HQ	6-11-85	MEMO/JJ	3467
NF	58- 1540	888888 58+9243/HQ	6-11-85	MEMO/JJ	3463
NF	58- 1545	888888 58+9297/HQ	6-11-85	MEMO/JJ	3470
NF	58- 1660	888888 58+9901/HQ	6-12-85	MEMO/JJ	3475
NF	58- 1695	888888 58+9993/HQ	6-12-85	MEMO/JJ	3476
NF	60- 678	888888 60+7321/HQ	6-12-85	MEMO/JJ	3547
NF	61- 257	888888 65+45242/HQ	7- 2-85	MEMO/JAT	3904
NF	62- 33	888888 62+15510/HQ	6-12-85	MEMO/JJ	3569
NF	62- 433	888888 62+26978/HQ	6-12-85	MEMO/JJ	3590
NF	62- 698	888888 62+15756/HQ	6-12-85	MEMO/JJ	3571
NF	62- 1530	888888 62+26978/HQ	6-12-85	MEMO/JJ	3591
NF	62- 1556	888888 62+15510/HQ	6-12-85	MEMO/JJ	3570
NF	62- 2696	888888 62+39123/HQ	6-12-85	MEMO/JJ	3607
NF	62- 3257	888888 62+725/HQ	6-12-85	MEMO/JJ	3549
NF	62- 6362	888888 62+92645/HQ	6-12-85	MEMO/JJ	3668
NF	62- 7211	888888 58+2704/HQ	6-11-85	MEMO/JJ	3423
NF	62- 7311	888888 62+99444/HQ	6-12-85	MEMO/JJ	3672
NF	62- 7336	888888 62+99722/HQ	6-12-85	MEMO/JJ	3675
NF	62- 8028	888888 62+105095/HQ	7- 1-85	MEMO/RJP	3680
NF	62- 8344	888888 58+3891/HQ	6-11-85	MEMO/JJ	3435
NF	62- 10345	888888 62+114965/HQ	7- 1-85	MEMO/RJP	3694
NF	62- 10949	888888 62+11724/HQ	6-12-85	MEMO/JJ	3560
NF	65- 19	888888 65+632/HQ	7- 1-85	MEMO/RJP	3707
NF	65- 36	888888 65+1290/HQ	7- 1-85	MEMO/RJP	3713
NF	65- 592	888888 65+28688/HQ	7- 1-85	MEMO/RJP	3835
NF	65- 819	888888 65+29441/HQ	7- 1-85	MEMO/RJP	3845

NF	65- 1279	388888	65+28939/HQ	7- 1-85	4EMO/RJP	3839
NF	65- 1627	388888	65+32059/HQ	7- 1-85	4EMO/RJP	3859
NF	65- 1628	388888	65+31800/HQ	7- 1-85	4EMO/RJP	3855
NF	65- 1628	388888	65+31329/HQ	7- 1-85	4EMO/RJP	3832
NF	65- 1628	388888	65+37232/HQ	7- 2-85	4EMO/JAT	3880
NF	65- 1763	388888	65+28940/HQ	7- 1-85	4EMO/RJP	3839
NF	65- 2652	388888	65+34637/HQ	7- 2-85	4EMO/JAT	3867
NF	65- 2915	388888	65+39300/HQ	7- 2-85	4EMO/JAT	3892
NF	65- 3201	388888	65+32573/HQ	7- 1-85	4EMO/RJP	3860
NF	65- 3283	388888	65+41406/HQ	7- 2-85	4EMO/JAT	3898
NF	65- 3683	388888	65+38136/HQ	7- 2-85	4EMO/JAT	3888
NF	65- 5340	388888	65+58841/HQ	7- 2-85	4EMO/JAT	3931
NF	65- 5958	388888	65+60319/HQ	7- 2-85	4EMO/JAT	3939
NF	65- 6061	388888	65+60641/HQ	7- 2-85	4EMO/JAT	3941
NF	65- 7111	388888	65+63286/HQ	7- 2-85	4EMO/JAT	3947
NF	65- 7556	388888	65+65067/HQ	7- 2-85	4EMO/JAT	3953
NF	77- 2018	388888	62+58819/HQ	6-12-85	4EMO/JJ	3633
NF	77- 2690	388888	62+60508/HQ	6-12-85	4EMO/JJ	3637
NF	77- 2763	388888	62+61253/HQ	6-12-85	4EMO/JJ	3643
NF	79- 159	388888	47+35244/HQ	6-10-85	4EMO/JJ	3243
NF	[redacted]	388888	29+28704/HQ	6- 4-85	4EMO/JRD	2853
NF	97- 2	388888	55+16774/HQ	7- 1-85	4EMO/RJP	4750
NF	100- 49	388888	65+30919/HQ	7- 1-85	4EMO/RJP	3849
NF	100- 390	388888	62+28096/HQ	6-12-85	4EMO/JJ	3592
NF	100- 704	388888	62+22866/HQ	6-12-85	4EMO/JJ	3580
NF	100- 4266	388888	62+62426/HQ	6-12-85	4EMO/JJ	3645
NF	100- 14216	388888	65+4458/HQ	7- 1-85	4EMO/RJP	3751
NF	100- 19719	388888	65+52612/HQ	7- 2-85	4EMO/JAT	3911
NF	100- 20388	388888	65+58226/HQ	7- 2-85	4EMO/JAT	3925
NF	100- 39566	388888	62+107350/HQ	7- 1-85	4EMO/RJP	3581
NF	105- 14261	388888	65+60354/HQ	7- 2-85	4EMO/JAT	3939
NF	109- 16	388888	64+20517/HQ	7- 1-85	4EMO/RJP	3699
NF	175- 310	388888	175+593/HQ	6- 5-85	4EMO/SLH	3040
NF	175- 313	388888	175+593/HQ	6- 5-85	4EMO/SLH	3042
NF	175- 315	388888	175+593/HQ	6- 5-85	4EMO/SLH	3043
NF	175- 317	388888	175+593/HQ	6- 5-85	4EMO/SLH	3044
NF	175- 319	388888	175+593/HQ	6- 5-85	4EMO/SLH	3045
NF	175- 320	388888	175+593/HQ	6- 5-85	4EMO/SLH	3041
NF	175- 326	388888	175+593/HQ	6- 5-85	4EMO/SLH	3113
NF	175- 330	388888	175+593/HQ	6- 5-85	4EMO/SLH	4111
NF	175- 331	388888	175+593/HQ	6- 5-85	4EMO/SLH	3112
NF	175- 347	388888	175+593/HQ	6- 5-85	4EMO/SLH	3113
NF	175- 348	388888	175+593/HQ	6- 5-85	4EMO/SLH	3114
NF	176- 294	388888	44+48901/HQ	6- 5-85	4EMO/SLH	3016
NF	199- 2357	388888	175+593/HQ	6- 5-85	4EMO/SLH	3115
NF/	65- 3135	388888	65+66140/HQ	7- 2-85	4EMO/JAT	3953

WK

105-22107

60 326 1397

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 1405 - Section 1

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/23/85

TO: DIRECTOR, FBI (66-3286 Sub B)
(RECORDS SECTION, RECORDS MANAGEMENT SECTION, ROOM 5657)

FROM: SAC, ALBANY (66-2900)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel to all SACs, dated 8/2/85.

All files listed on attachment with referenced communication have been stamped for preservation.

3-Bureau
1-Albany
JJF/jjf
(4)

AUG 29 1985

b6
b7C

RECORDS

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/19/85

TO : DIRECTOR, FBI (66F-3286-SUB B)
ATTN: RECORDS MANAGEMENT SECTION
RECORDS DIVISION, ROOM 5935

FROM : SAC, ALBUQUERQUE (66F-1481)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBI HEADQUARTERS AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel to all SACs dated 8/2/85.

The following files listed on the attachment to referenced airtel have been reviewed as of 8/15/85, and stamped in accordance with Bureau instructions:

AQ 9-1169
AQ 9-1173
AQ 88-8010
AQ 175-8
AQ 175-41
AQ 175-94
AQ 199-131

The following listed files were not stamped, as they were destroyed prior to 1977 and during the 1977 file destruction program:

AQ 76-1939, destroyed 3/26/78, OO: WFO
AQ 87-647, destroyed prior to 1977, OO: AQ
AQ 88-948, destroyed prior to 1977, OO: AQ

(3) - Bureau
1 - Albuquerque
PJL:bla
(4)

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐X AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/4/85

TO: DIRECTOR, FBI (66-3286 SUB B)
(ATTN: RECORDS SECTION,
RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, ALEXANDRIA (66-4 SUB A)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel, 8/2/85.

Action has been completed as set forth in referenced Buairtel. However, it should be noted that the listing attached to referenced airtel included AX file 175-972. Alexandria does not have a file with this number. (The highest 175 file number in Alexandria is 175-102.)

It should also be noted that files AX 175-25 and 175-39 were destroyed in 11/78.

AX advised 9/6 to eliminate 972 case since info is captured in the other cases. File appears in Buffile 175-60, WFO ltr 2/26 tel 6/12/82 (Reagat) gg 9/6/85

b6
b7C

(2) Bureau
1-Alexandria
SW:sw
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XX ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/3/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION,
RECORDS MANAGEMENT DIVISION
ROOM 5935

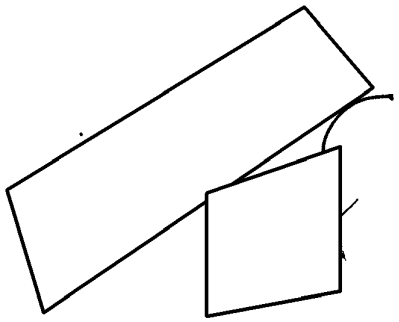
FROM: SAC, ANCHORAGE (66-709)

RE: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuAirtel to All SACs, 8/2/85.

Anchorage files 65-429, 175-31, 175-32, and 183-30 have been stamped for preservation with the rubber stamp "X DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES."

3 - BUREAU
(1 - Records Management Division
Room 5657)
1 - ANCHORAGE (66-709)
LJN/gd
(4)



b6
b7C

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/30/85

TO: DIRECTOR, FBI

FROM: SAC, ATLANTA (66F-1849)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Buairtel to All Sac's dated 8/2/85.

Atlanta has complied with instructions in referenced airtel with the exception of files listed below:

ATLANTA FILE NUMBER

70-1965	Destroyed 6/25/76
76-4897	Destroyed 2/6/79
87-18156	Destroyed 3/4/78
88-3214	Destroyed 10/7/74
90-31	Destroyed 2/17/78
90-41	Destroyed 2/17/78
90-42	Destroyed 2/17/78
90-59	Destroyed 2/17/78
91-38	Destroyed 11/23/60
92-1252	Destroyed 2/25/78
93-314	Destroyed 5/11/77
175-90	Destroyed 3/29/78
175-168	Does not exist. Atlanta's last file number is 175-128.

Called Atlanta 9/16/85
Eliminate #175-168
JDA

(2) - Bureau
1 - Atlanta
SQ:pfh
(3)

1*

Approved: _____ Transmitted _____ (Number) (Time) Per _____

RECORDED

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/30/85

TO: DIRECTOR, FBI (66-3286 Sub B)

FROM: SAC, BALTIMORE (66-1651)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINSTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re: Bureau airtel to all SACs, dated 8/2/85, captioned as above.

Referenced airtel contained a list of files and instructions for the preservation of these files.

Baltimore has completed this project as set forth in referenced airtel.

b6
b7C

2-Bureau (66-3286 Sub B)
1-Baltimore (66-1651)

AAB/aab
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XX Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/3/85

TO : DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS MANAGEMENT DIVISION,
RECORDS SECTION,
ROOM 5935

FROM: SAC, BIRMINGHAM (66-2198)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel to All SAC's, dated 8/2/85, captioned as above.

The Birmingham Office has complied with all instructions issued for preservation of historical records.

b6
b7C

2 - Bureau
1 - Birmingham
JSB:jsb
(3)

5935

Approved: cmh Transmitted _____ (Number) _____ (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ _____

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/9/85

TO: DIRECTOR, FBI ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

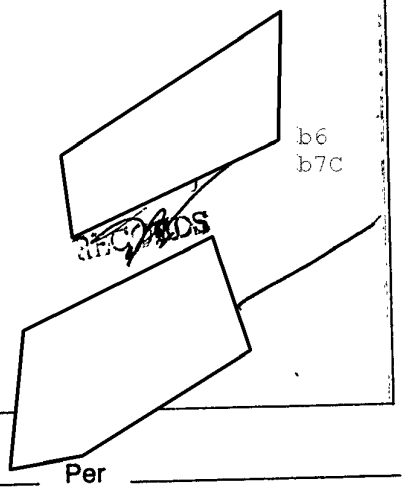
FROM : SAC, BOSTON (66-4101)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

REBUAIRTEL TO ALL SAC'S DATED 8/2/85.

PER HQ INSTRUCTIONS ALL EXCEPTIONAL FILES HAVE BEEN IDENTIFED AND APPROPRIATELY STAMPED IN CONNECTION WITH THE PROPOSED RETNTION/DESTRUCTION PROGRAM IN REBUAIRTEL.

(2)- BUREAU
1- BOSTON
DAG/dag



Approved: DWG/dg Transmitted _____ (Number) _____ (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/28/85

TO: DIRECTOR, FBI
(ATTN: RECORDS SECTION, ROOM 5935)

FROM: SAC, BUFFALO (66-1209)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel dated 8/2/85.

All files have been stamped as requested with the exception of those that were previously destroyed.

2 - Bureau
1 - Buffalo
DJL:lwm
(3)

b6
b7C

5937

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Routing Slip
FD-4 (Rev. 4-20-81)

Date 9/12/85

To: XXX ☐ Director
Att.: Records Management Div.
Room 5935

FILE # _____

☐ SAC _____
☐ ASAC _____
☐ Supv. _____
☐ Agent _____
☐ SSS _____
☐ Rotor # _____
☐ Steno _____
☐ Typist _____
☐ M _____
Room _____

Title Destruction of REcords
National Archives & records
Administration
Appraisal HQ & Bield Records

RE: BuAirtel 8/2/85

☐ Acknowledge	☐ For information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	_____
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline _____	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite	_____	
☐ File	☐ Send to	
	_____	

Action requested in reAirtel completed Butte Division.

_____ See reverse side

SAC WILLIAM D. FALLIN

Office BUTTE

GPO : 1983 O - 424-154

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/23/85

TO: DIRECTOR, FBI (66-3286 SUB B)
(ATTENTION: RECORDS MANAGEMENT DIVISION,
RECORDS SECTION, ROOM 5935)

FROM: SAC, CHARLOTTE (66-3078)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel to all SACs dated 8/2/85.

All files of the Charlotte Division in the exceptional case category have been stamped for preservation per Bureau instructions set forth in referenced airtel.

2- Bureau
1- Charlotte

JMC:nmd
(3)

17 AUG 28 1985

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

RECORDS 15937

b6
b7C

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ Airtel

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/29/85

To: DIRECTOR, FBI
ATTN: RECORDS MANAGEMENT DIVISION
RECORDS SECTION,
RECORDS RESEARCH UNIT, ROOM 5935

FROM: SAC, CHICAGO (66A-2551A)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Director's airtels to all SACs dated 8/2/85.

The Chicago Division has completed the stamping of all files meeting the criteria set out in referenced airtel.

(2) - Bureau
1 - Chicago
DM:sgp
(3)

b6
b7C

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

5927

FBI/DOJ

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/18/85
Attention: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)
From : SAC, CINCINNATI (66-1659)

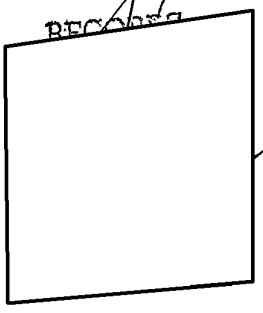
Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION(NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Buairtel to all SAC's captioned as above, dated 8/2/85.

The records of the Cincinnati Division have been identified in accordance with instructions in referenced Buairtel and stamped for preservation.

2 - Bureau
1 - Cincinnati

LEB/jlk
(3)



b6
b7C

AIRTEL

8/13/85

TO: Director, FBI (66-3286 Sub B)
(Attention: Records Section, Records Management Division, Room 5935)

FROM: SAC, Cleveland (66-5324)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtels to all SACs, dated 7/9/85 and 8/2/85, captioned as above.

All action has been completed on re project.

3 - Bureau
1 - Cleveland
BAW/bw
(4)

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/20/85
(ATTN: RECORD SECTION, RECORDS
MANAGEMENT DIVISION, ROOM 5935)

From : SAC, COLUMBIA (66-14)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Buairtel to all SAC's, dated 8/2/85.

Columbia Division has completed the marking of files within Columbia Division as requested with the exception of CO file 92-206 which was destroyed in 1977.

5435

REC. MGT.

② - Bureau
1 - Columbia

FEW/gay
(3)

1*

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/9/85

TO: DIRECTOR, FBI
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION,
ROOM 5935

FROM: Begley
SAC, DALLAS (66-680)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bu airtel 8/2/85 to all SACs.

This is to advise FBIHQ that above captioned project has been completed by the Dallas Division.

5935

(2) - Bureau
1 - Dallas
(3)
LRR/lrr

Approved: _____ Transmitted _____ (Number) (Time) Per _____

☆U.S. Government Printing Office: 1984—431-613/6249

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8-16-85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5657

FROM: SAC, DENVER (66-1643)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9-4-85

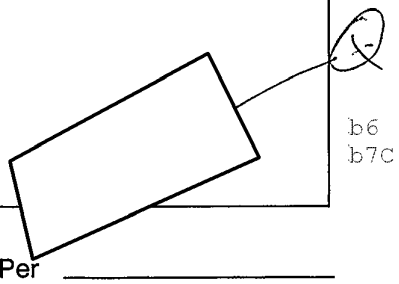
Re Buairtel to All SACs dated 8-2-85.

Denver has stamped all cases provided in reBuairtel with the exception of the following files which were previously destroyed:

70-2773
76-3544
87-235
87-10151
91-1859
98-158
162-2
165-17
166-62
180-7

For FBIHQ information, Denver file 175-86 was consolidated into Denver file 100-12623 and Denver file 87-21009 was transferred to Denver file 196-26. These files have been stamped accordingly.

2 - Bureau
1 - Denver
mh
(3)



b6
b7C

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 9/3/85

TO: DIRECTOR, FBI (66-3286-Sub B)
ATTN: RECORDS SECTION, RECORDS
MANAGEMENT DIVISION, ROOM 5636.

FROM: SAC, DETROIT (66-1868)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel to ALL SACs captioned above, dated 11/26/84.

All files meeting NARS criteria in the classifications referenced in Bureau Airtel, 11/26/84, were stamped with the legent "X DO NOT DESTROY; HISTORICAL VALUE, NATIONAL ARCHIVES," and appropriate precautions applied to preclude inadvertent destruction. The specified multisection cases were also stamped.

Classifications identified by FBIHQ were stamped. This list contained files that were previously destroyed under the old destruction rule. Bureau list is enclosed, identifing files that were destroyed.

Requested FBIHQ file data on classifications marked for retention are listed:

2 - Bureau (Enc. 1)
1 - Detroit
JJJ:cjm
(3)

2 SEP 10 1985

b6
b7C

5636

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

b7D

49-862	DESTROYED 20 YEAR RULE
62-2407	DESTROYED 3/13/79
73-514	DESTROYED 1/80
74-112	DESTROYED 1/80
74-113	DESTROYED 1/80
76-6523	STAMPED
87-200	DESTROYED 20 YEAR RULE
87-10718	STAMPED
88-1444	DESTROYED 11/76
88-16010	STAMPED
89-160	DESTROYED 11/28/79
89-178	DESTROYED 11/28/79
91-49	DESTROYED 11/28/79
92-40	STAMPED
92-86	DESTROYED 1/28/77
92-203	DESTROYED 1/31/77
92-228	STAMPED
92-232	STAMPED
92-334	DESTROYED 1/31/77
92-472	STAMPED
92-478	STAMPED
92-574	STAMPED
92-635	STAMPED
92-680	STAMPED
92-706	STAMPED
92-766	STAMPED
92-1506	STAMPED
92-2585	STAMPED
92-3026	STAMPED
92-4993	STAMPED
93-379	DESTROYED 11/79
98-624	DESTROYED 20 YEAR RULE
100-945	STAMPED
100-5399	STAMPED
100-6512	STAMPED
100-23374	STAMPED
[redacted]	STAMPED
166-1152	DESTROYED 12/79
166-1199	STAMPED
166-1444	STAMPED
166-1615	STAMPED
167-34	DESTROYED 12/79
175-163	STAMPED
175-220	STAMPED
175-326	STAMPED
176-1	STAMPED
176-199	STAMPED
179-463	STAMPED
179-466	STAMPED
179-535	STAMPED
182-674	STAMPED
182-2204	STAMPED
183-39	STAMPED
183-180	DESTROYED 1/80
183-368	STAMPED
183-475	STAMPED
183-817	STAMPED
183-1003	STAMPED
183-1160	STAMPED
194-125	STAMPED
195-9	STAMPED
195-42	STAMPED
196-441	STAMPED

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/27/85
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

From : SAC, EL PASO (66-1230)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel, as captioned, 8/2/85.

Action requested in referenced Bureau communication has been completed by the El Paso Division.

(2) - Bureau
1 - El Paso

/JPM
(3)

11 SEP 6 1985

b6
b7C

5927

Memorandum

To : DIRECTOR, FBI
(Attn: Records Section, Records
Management Division, Room 5935)

Date 8/16/85

From : SAC, HONOLULU (66-798)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel to all SACs dated 8/2/85.

Stamping of files as mentioned in referenced airtel has been completed.

The following files have been destroyed:

69-3
69-10
69-41
70-1211
72-4
87-2208
92-181

2 - Bureau
1 - Honolulu

HDD:meo
(3)

1*

[redacted] b6 b7C

5937

RECORDS

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/29/85

TO: DIRECTOR, FBI
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, HOUSTON (66-1685)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Reference Director airtel to All SACs, 8/2/85.

This is to advise FBIHQ that stamping files identified as exceptional in referenced communication has been completed by the Houston Division.

(2) - Bureau
1 - Houston
MAG/mag
(3)

[redacted]

b6
b7C

[redacted]

Approved: _____ Transmitted _____ (Number) _____ (Time) Per 5927

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- xx ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/29/85

TO: Director, FBI (66-3286 Sub B)
(ATTN: Records Section, Records Management Division, Room 5935)

FROM: SAC, Indianapolis (66-3314)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED 9/4/85

Re Bureau airtels to All SACs dated 7/9/85 and 8/2/85 captioned as above.

Indianapolis has completed stamping of all files listed on attachment to Bureau airtel of 8/2/85. Of the files listed, all but six had been previously destroyed.

b6
b7C

[redacted]

2 - Bureau
1 - Indianapolis
CEK/css
(3)

Approved: CEK/MM Transmitted _____ (Number) _____ (Time) Per _____

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ Airtel	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/21/85

TO: DIRECTOR, FBI
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION
ROOM 5657

FROM: SAC, JACKSON (66-432)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re Bureau airtels dated 5/29/85, 7/9/85 and 8/2/85.

Find attached the lists of files that have been marked in accordance with Bureau instructions.

b6
b7C

3-

(2) Bureau
1-Jackson
WEW:kb
(3)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

JN	44-	2789 des
JN	89-	24
JN	92-	252 des
JN	92-	419 des
JN	92-	496
JN	92-	663
JN	122-	3
JN	157-	46
JN	[redacted]	
JN	157-	9613
JN	174-	416
JN	175-	58
JN	194-	49
JN	206-	49

8/2/85

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/16/85

TO: DIRECTOR, FBI (ATTENTION: RECORDS MANAGEMENT, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, JACKSONVILLE (66-400)(P)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED 9/4/85.

Re FBIHQ airtel to All SACs dated 8/2/85.

All action requested in referenced airtel has been completed.

(2) - Bureau
1 - Jacksonville
RKH:rkh
(3)

12 [illegible] 1985

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 369-895

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9-3-85

TO: DIRECTOR, FBI (66-3286 SUB B)
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, KANSAS CITY (66-1608)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel to all SAC's dated 8-2-85.

This is to advise that files listed on the attachment to referenced airtel have been stamped with the legend "X-Do Not Destroy; Historical Value; National Archives" in the Kansas City Division.

It should be noted, the only files on the list that had not been destroyed prior to receipt of airtel are as follows:

70-4727	92-405
88-11069	92-753
88-14278	164-287
89-217	168-45
89-224	175-84
92-112	175-85
92-261	175-92

17 SEP 5 1985

(2) Bureau
1- Kansas City (66-1608)
WFR/wfr
(3)

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

RECORDS 5937

Memorandum

To : DIRECTOR, FBI
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

Date 8-28-85

From: SAC, KNOXVILLE (66-812)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9-4-85

Re Bureau airtel dated 8/2/85.

Action requested in re airtel has been completed.

11 SEP 6 1985

(2) - Bureau
1 - Knoxville
JKL

b6
b7C

[redacted]

5927

LV0008 2430337Z

RR HQ

DE LV

R 300330Z AUG 85

FM LAS VEGAS (66-533)

TO DIRECTOR (ROUTINE)

BT

UNCLAS

RECEIVED
TELETYPE UNIT
31 AUG 85 0417
FEDERAL BUREAU
OF INVESTIGATION

ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION,
ROOM 5939.

DESTRUCTION OF RECORDS, NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA), APPRAISAL OF FBIHQ AND FIELD RECORDS;
BIDED: SEPTEMBER 4, 1985.

RE BUREAU AIRTEL, DATED AUGUST 2, 1985.

ALL LAS VEGAS FILES HAVE BEEN MARKED IN ACCORDANCE WITH
BUREAU INSTRUCTIONS.

BT

b6
b7C

78

Memorandum

To: DIRECTOR, FBI (66-3285 Sub B) Date 8/12/85
Attention: Records Section, RMD, Room 5935

From: SAC, LITTLE ROCK (66F-1876)

Subject: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED:9/4/85

ReBuairtel 8/2/85 to all SACs.

Little Rock has completed the action set forth in referenced airtel.

2 - Bureau
1 - Little Rock
RAJ
(3)

134

RECORDS

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 10/7/85

Attn: Records Section, Records Management Division, Room 5935

From : SAC, LOS ANGELES (66-101)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIEVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re BUairtel to All SACs captioned as above and dated 8/2/85. Project has been completed as instructed.

OCT 1 0 1985

1 - Bureau
1 - Los Angeles
CAH:apl
(2)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/14/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5935

FROM: SAC, LOUISVILLE (66-1804B)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85 AND 9/4/85

Re Bureau airtels to all SACs, 7/9/85, AND 8/2/85.

Action requested in re airtels has been completed by the Louisville Division.

(2) - Bureau
1 - Louisville
CER:afp
(3)

CARBON COPY

1*

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

☆U.S. Government Printing Office: 1984—431-613/6249

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/23/85

TO: DIRECTOR, FBI (66-3286 SUB B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION,
ROOM 5935

FROM: SAC, MEMPHIS (66-796)

SUBJECT: DESTRUCTION OF RECORDS,
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel to all SACs, 8/2/85.

All action completed and appropriate files stamped.

2-Bureau
1-Memphis
BKS:vet
(3)

12 AUG 29 1985

[redacted]

5927
RECORDS

b6
b7C

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

☆U.S. Government Printing Office: 1984—431-613/6249

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/30/85

TO: DIRECTOR, FBI (66-3286 Sub B)

FROM: SAC, MIAMI (66-1414)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel to all SACs, dated 7/9/85, and Buairtel to all SACs, dated 8/2/85, captioned as above.

All files listed on attachment of referenced airtel dated 8/2/85, have been appropriately stamped.

(2) - Bureau
1 - Miami
SAK:mah
(3)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ Airtel

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/12/85

TO: Director, FBI (66-3286-Sub B)
Attn: Records Section,
Records Management Division
Room 5935

FROM: SAC, Milwaukee (66-2160)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Buairtel to all SACS dated 8/2/85

All records listed on the attachment to referenced Buairtel have been stamped per instructions.

(2)-Bureau
1-Milwaukee
KMR/pjt
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ Airtel

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/27/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT
DIVISION, ROOM 5935

FROM: SAC, MINNEAPOLIS (66-3597)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re BuAirtel to All SACs 8/2/85, captioned as above.

All action requested in referenced airtel has been completed by Minneapolis Division.

The following files have been destroyed at Minneapolis:

70-121, 72-6, 72-43,72-44, 74-95, 83-34, 76-21322, 91-49, and 91-148.

2 - Bureau
1 - Minneapolis
TJT:tjt
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per 5135

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/12/85

TO: DIRECTOR, FBI (66-3286-Sub B)

FROM: SAC, MOBILE (66-155)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Reference Bureau airtel to all SACs, 8/2/85.

Action requested in re airtel completed this date.

2 Bureau
1- Mobile
LHB/lhb
(3)

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 5-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☒ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/3/85

TO: Director, FBI (66-3286 Sub B)
Attn: Records Section, Records Management Division,
Room 5935

FROM: SAC, Newark (66-1711A)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re: Director's airtel to All SACs, 8/2/85.

The Newark Division has completed the stamping of all exceptional cases that were enclosed with referenced airtel.

2-Bureau
1-Newark
lg
(3)

[redacted]
87 SEP 5 1985
[redacted]

Approved: _____ Transmitted _____ (Number) (Time) Per [redacted]

5937

b6
b7C

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 9/3/85
ATTN: RECORDS SECTION RECORDS MANAGEMENT DIVISION
ROOM 5657

From : SAC, NEW HAVEN (66-3822)

Subject :
DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED 9/4/85

Re: Bureau airtel to all SACs dated 8/2/85.

Files listed on attachment to reBuairtel have been marked for preservation in the "exceptional" category, in accordance with instructions set forth in re Buairtel.

2 - Bureau
1 - New Haven
/mea
(3)

2 SEP 10 1985

5657
RECORDS

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : DIRECTOR, FBI (66-3286 SUB B) Date 8/21/85
ATTN: RECORDS MANAGEMENT, ROOM 5935

From : SAC, NEW ORLEANS (66-2826)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel to all SACs, dated 8/2/85, captioned as above.

New Orleans files listed in above referenced airtel have been stamped "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES." The following files could not be stamped as they had been previously destroyed:

NO 92-11
NO 92-1258
NO 157-2435
NO 166-1251
NO 174-674
NO 175-20
NO 175-22

(2) - Bureau
1 - New Orleans (66-2826)
JLW:jlw
(3)

b6
b7C

RECORDS

FBI/DOJ

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 9/3/85
Attn: Records Section, Records Management Division
Room 5935

From : SAC, NORFOLK (66-913)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel 8/2/85.

The following exceptional cases were stamped for preservation or destruction date noted:

65-51	Destroyed 2/64
65-1407	
76-1335	
92-201	Destroyed 1/31/78
98-5	Destroyed 11/9/64
98-6	Destroyed 11/9/64
100-171	Destroyed 6/26/74
100-268	Destroyed 11/10/64
105-2811	
166-192	Destroyed 3/9/78
175-28	
175-61	
175-73	
196-53.	

b6
b7C

[redacted]

RECORDS

2 - Bureau
1 - Norfolk
lep
(3)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ ~~AIRTEL~~

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/3/85

TO DIRECTOR, FBI
ATTN: RECORDS SECTION,
RECORDS MANAGEMENT DIVISION,
ROOM 5935

FROM SAC, OKLAHOMA CITY (66-2816)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re FBIHQ airtel to All SACs, 8/2/85.

Oklahoma City has complied with instructions set forth in referenced airtel.

2 - Bureau
1 - Oklahoma City
AED:dab
(3)

b6
b7C

Approved: _____ Transmitted _____ (Number) _____ (Time) Per 5927

Managers' Intra-Division Routing Slip
FD-4a (7-19-82)

Date 8/30/85

TO:
Records Section
Records Management Division

FILE #

☐ SAC Room 5935
☐ ASAC
☐ Supv.
☐ Agent
☐ SSS
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

Title NARA
BUDED 9/4/85

RE: Bureau airtel 8/2/85

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

All marking of files regarding Bureau airtel 8/2/85 has been completed in the Omaha Division.

b6
b7C

SAC/ASAC/SUPV.-SQUAD # SAC JAMES F. AHEARN
OMAHA
Manager's Signature

XX AIRTEL

5/14/86

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5935

FROM: SAC, PHILADELPHIA (66-6740)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: PAST

Re Bureau airtels dated 7/9/85 and 8/2/85.

PH has stamped the file covers of cases listed on the attachments to referenced Bureau airtels.

(2) - Bureau (66-3286 Sub B)
1 - Philadelphia (66-6740)

KAF:kaf
(3)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/21/85

TO: DIRECTOR, FBI (66-3286 Sub B)
Attn: RECORDS SECTION
RECORDS MANAGEMENT DIVISION, Room 5935

FROM: SAC, PHOENIX (66-1403)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Buairtel to all SACs, 8/2/85.

The Phoenix Office has placed the stamp "X DO NOT DESTROY HISTORICAL VALUE, NATIONAL ARCHIVES" to file covers of cases listed on the enclosure attached to referenced airtel.

(2) - Bureau
1 - Phoenix

GJK:gjk
(3)

17 AUG 26 1935

b6
b7C

Approved: _____ Transmitted _____ (Number) _____ (Time) Per [redacted] 6937 RECORDS

☆U.S. Government Printing Office: 1984—431-613/6249

Routing Slip
FD-4 (Rev. 5-31-84)

Date 8-14-85

To: ☒ Director
Att.: Records Section
Records Management Division

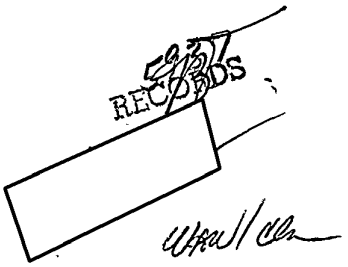
☐ SAC ~~Room 5935~~
☐ ASAC
☐ Supv.
☐ Agent
☐ OSM
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

FILE # Bufile 66-3286Sub B

Title Destruction of Records
National Archives and
~~Records Administration~~
(NARA)
Appraisal of FBIHQ and
~~Field Records~~
~~RE:~~ Buded 9-4-85

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

Re Buairtel dated 8-2-85.
Proper stamping has been affixed to Pittsburgh Division files evaluated as exceptional.



b6
b7C

SAC WALTER A. WEINER/clm

_____ See reverse side

Office PITTSBURGH

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/30/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, PORTLAND (66-2040)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel dated 8/2/85.

Instructions for marking the appropriate files to be retained for preservation have been completed.

2 SEP 4 1985

b6
b7C

5927

RECORDS

(2) - Bureau
1 - Portland
MKB:hkb

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

☆U.S. Government Printing Office: 1984—431-613/6249

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ ~~AIRTEL~~	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/30/85

TO : DIRECTOR, FBI (66-3286 Sub B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM : SAC, RICHMOND (66-2751)

SUBJECT : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel to ALL SACs dated 8/2/85.

The following files listed on enclosure to captioned airtel are destroyed.

76 - 154 7-27-62
91 - 996 1-21-78
92 - 355 6-16-77
92 - 495 12-2-71
92 - 663 consolidated into 167 - 20 4-29-77
100 - 159 7-8-69
98 - 63 6-24-73
98 - 64 6-24-73

The other files listed on the enclosure have been stampted "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES."

2 - Bureau
1 - Richmond
/nnr
(3)

[redacted]
SEP 5 1985
[redacted]

[redacted] 159-37 b6 b7C

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FBI/DOJ

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XX ☐ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/3/85

TO: DIRECTOR, FBI
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION ROOM 5935

FROM: SAC, SACRAMENTO (66-5)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel dated 8/2/85.

All files listed on referenced attachment have been stamped for retention.

2 - Bureau
1 - Sacramento
MVM:mvm
(3)

2 SEP 3 1985

5935
RECORDS

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/27/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935.

FROM: SAC, ST. LOUIS (66-2872)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel, 8/2/85.

St. Louis has completed stamping nine exceptional cases listed on attachment to referenced Bureau airtel. All other files listed on this attachment have been destroyed.

2 - Bureau
1 - St. Louis
PDP:pdp
(3)

12 AUG 20 1985

b6
b7C

5927

Approved: _____ Transmitted _____ (Number) (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ XX AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/15/85

b6
b7C

TO DIRECTOR, FBI (66-3286 Sub B)
(ATTN: RECORDS MANAGEMENT DIVISION,
RECORDS SECTION, RECORDS RESEARCH UNIT)

FROM SAC, SALT LAKE CITY (66-939) [redacted]

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS.
BUDED: 9/4/85

ReBUtel to SU dated 8/2/85.

Per instructions contained in referenced airtel, action has been completed in the Salt Lake City Office.

(2) - Bu
1 - SU
WLC:eas
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/30/85

TO: DIRECTOR, FBI
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, SAN ANTONIO (66-1994)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel, 8/2/85.

As requested by reBuairtel, 8/2/85, the following files have been located and marked as exceptional cases to be retained for historical value, National Archives.

92-1053
157-269
160-217
175-57
175-63
175-75
199-249
202-86

The following files, which were also set forth on listing to be marked for retention, have been destroyed by San Antonio Division:

31-1262
62-2712
89-31

2 SEP 0 1985

5935

1 - Bureau
1 - San Antonio
MWC:eyw
(2)

1*

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI
ATTN: Records Section, Records
Management Division, Room 5657

Date 8/26/85

From : SAC, SAN DIEGO [redacted] 134

b6
b7C

Subject :

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Buairtel to all SACs dated 8/2/85.

Action requested on files has been completed on above date. Stamp reading "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES" has been affixed to each file that enclosure listed for San Diego.

(2)-Bureau
1-San Diego

JFJ:jr
(3)

1 ENCLOSURE

b6
b7C

-1-*

RECORD

SD	9- 1513
SD	62- 2511
SD	69- 8
SD	87- 1648
SD	87- 7565
SD	87- 9090
SD	88- 8563
SD	98- 149
SD	98- 666
SD	98- 681
SD	98- 712
SD	100- 780
SD	100- 10558
SD	105- 9535
SD	174- 1141
SD	174- 1141
SD	175- 153
SD	183- 164
SD	196- 205

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ _____

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 9/10/85

TO: DIRECTOR, FBI (66-3286, Sub B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION,
ROOM 5935)

FROM: SAC, SAN FRANCISCO (66-1696)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Buairtel to All SAC's dated 8/2/85 and captioned as above.

FBIHQ is advised that due to a critical shortage of support personnel, this Division has been unable to comply with the instructions set forth in referenced airtel. At such time as San Francisco has sufficient personnel, this matter will be addressed and FBIHQ will be so advised.

[redacted] b6 b7C

2 - Bureau
2 - San Francisco
(4)
/pah

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ _____

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 1/21/87

TO: DIRECTOR, FBI (66-3286 SUB B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, SAN FRANCISCO (66-1696 SUB D)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

RE Buairtel to All SAC's dated 8/2/85 and subsequent SFairtel to FBIHQ dated 9/10/85, captioned as above.

Referenced SFairtel advised FBIHQ that due to a critical shorage of personnel at that time, SF would be unable to comply with instructions set forth in the 8/2/85 communication. San Francisco is now able to address these instructions as set out below.

Cases identified in SF attachment have been marked as 'exceptional' cases as outlined in referenced airtel, with the exception of those listed below which were previously destroyed (dates noted when available) under the old destruction criteria.

70-625	1/23/78	87-28369	2/10/78	100-95	1/3/78
70-761	1/23/78	87-33023	2/27/78	100-1037	1/4/78
71-272	1/28/78	88-3288	no date	100-4300	1/12/78
71-307	1/28/78	89-235	8/10/79	122-24	1/31/78
72-21	1/25/78	91-9049	2/10/78	145-733	2/1/78
74-107	1/25/78	92-417	2/23/78	158-49	no date
76-347	1/24/78	92-680	4/18/78	164-89	2/4/78
76-4851	2/4/78	93-2072	1/18/78	174-45	3/17/78
				175-76	7/10/79
				175-79	7/10/79
				180-1	3/22/78

2 - Bureau
2 - San Francisco
(1 - 66-1696 Sub D)
(1 - 66-4562)
/pah (4)

JAN 30 1987

Approved: _____ Transmitted _____ (Number) _____ (Time)

b6
b7C

5471

RECORDS

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ _____

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 1/21/87

TO: DIRECTOR, FBI (66-3286 SUB B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, SAN FRANCISCO (66-1696 SUB D)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

RE Buairtel to All SAC's dated 8/2/85 and subsequent SFairtel to FBIHQ dated 9/10/85, captioned as above.

Referenced SFairtel advised FBIHQ that due to a critical shorage of personnel at that time, SF would be unable to comply with instructions set forth in the 8/2/85 communication. San Francisco is now able to address these instructions as set out below.

Cases identified in SF attachment have been marked as 'exceptional' cases as outlined in referenced airtel, with the exception of those listed below which were previously destroyed (dates noted when available) under the old destruction criteria.

70-625	1/23/78	87-28369	2/10/78	100-95	1/3/78
70-761	1/23/78	87-33023	2/27/78	100-1037	1/4/78
71-272	1/28/78	88-3288	no date	100-4300	1/12/78
71-307	1/28/78	89-235	8/10/79	122-24	1/31/78
72-21	1/25/78	91-9049	2/10/78	145-733	2/1/78
74-107	1/25/78	92-417	2/23/78	158-49	no date
76-347	1/24/78	92-680	4/18/78	164-89	2/4/78
76-4851	2/4/78	93-2072	1/18/78	174-45	3/17/78
				175-76	7/10/79
				175-79	7/10/79
				180-1	3/22/78

2 - Bureau
2 - San Francisco
(1 - 66-1696 Sub D)
(1 - 66-4562)
/pah (4)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

CARBON COPY

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/14/85

TO: DIRECTOR, FBI (66-3286 Sub B)
Attn: Records Management Division Room 5935
Records Section, Records Research Unit

FROM: SAC, SAN JUAN (66-727)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtel to all SACs, dated 8/2/85.

The following "exceptional" San Juan Office of Origin files, as identified on Attachment A of referenced airtel, have been previously destroyed:

87 - 1822
91 - 566
92 - 1
92 - 135
97 - 269

Therefore, San Juan was unable to stamp the file covers for the above mentioned cases.

(2) - Bureau
1 - San Juan
MJB/icr
(3)

b6
b7C

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ ~~Airtel~~

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/21/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT
DIVISION, ROOM 5935

FROM: SAC, SAVANNAH (66-1472)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AN D FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel dated 8/2/85.

Savannah Division has completed action requested in referenced airtel by affixing the stamp to file covers of cases listed on attachment. It should be noted that following files listed on attachment have been destroyed during a previous destruction program: 87-759; 89-2; 91-113; 91-406 and 98-210.

2 - Bureau
1 - Savannah

/hja
(3)

Rec'd 5935

REC. MGT.

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI Date 8/29/85
(ATTN: RECORDS MANAGEMENT DIVISION, RECORDS SECTION, RM. 5935)

From : SAC, SEATTLE (66F-1303)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES & RECORDS MANAGEMENT (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED 9/4/85

ReBUAirtel, 8/2/85.

The Seattle Office has complied with instructions to stamp files indicated for preservation under the "exceptional" category.

With respect to the attachment, it should be noted that the following files listed on the attachment have been destroyed:

87-11988	2/78
92-1	1/9/70
92-8	2/15/76
92-456	3/8/78
100-12717	9/4/69
172-1	3/13/78
176-18	4/24/78

For the information of FBIHQ, the review for the above required two hours.

2 - Bureau
1 - Seattle

MMZ:ldk
(3)

11 SEP 6 1985

b6
b7C

[redacted]
RECORDS
5927

Routing Slip
FD-4 (Rev. 5-31-84)

Date 2/ 3/86

To: ☒ Director
Att.: Room 5935

FILE # BuFile 66-3286 Sub B

☐ SAC
☐ ASAC
☐ Supv.
☐ Agent
☐ OSM
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

Title NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

RE: R/S dtd. 1/15/85

☐ Acknowledge	☒ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

Attached is duplicated copy of Springfield response to BuAirtel dated August 2, 1985.

SAC JOSEPH F. ONDRULA

Office SPRINGFIELD.

See reverse side

[redacted]
[redacted]I (66-3286 Sub B) 8/28/85
[redacted]ecords Section, Records
Management Division, Room 5935
SAC, SPRINGFIELD (66F-2912)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/ 4/85

ReBuAirtel to all SAC's dated 8/ 2/85, captioned as above.

Springfield has completed instructions set forth in re airtel.

[redacted]

[redacted]
[redacted]Bureau (66-3286 Sub B)
[redacted]Springfield (66F-2912)
BGO/klf
(3)

66-2912

Memorandum

To : DIRECTOR, FBI
(ATTN: RECORDS SECTION, RECORDS
MANAGEMENT DIVISION, ROOM 5935)
From : SAC, TAMPA (66-6)

Date 9/3/85

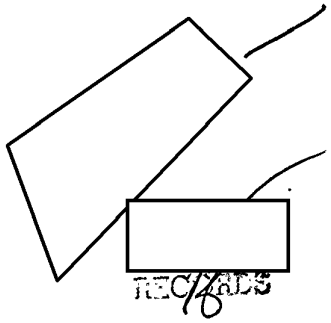
Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

Re Bureau airtel to All SACs, dated 8/2/85.

Tampa Division has completed action requested in referenced airtel.

(2) - Bureau
1 - Tampa
RAB
(3)

b6
b7C



Dissemination Routing Slip
FD-417 (Rev. 6-28-82)

(Copies to Offices Checked)

TO: ☒ Director, Att.: RECORDS MANAGEMENT DIVISION
☐ SAC,

☐ Albany
☐ Albuquerque
☐ Alexandria
☐ Anchorage
☐ Atlanta
☐ Baltimore
☐ Birmingham
☐ Boston
☐ Buffalo
☐ Butte
☐ Charlotte
☐ Chicago
☐ Cincinnati
☐ Cleveland
☐ Columbia
☐ Dallas
☐ Denver
☐ Detroit
☐ El Paso
☐ Honolulu
☐ Houston
☐ Indianapolis
☐ Jackson
☐ Jacksonville
☐ Kansas City
☐ Knoxville
☐ Las Vegas
☐ Little Rock
☐ Los Angeles
☐ Louisville
☐ Memphis
☐ Miami
☐ Milwaukee
☐ Minneapolis
☐ Mobile
☐ Newark
☐ New Haven
☐ New Orleans
☐ New York City
☐ Norfolk
☐ Oklahoma City
☐ Omaha
☐ Philadelphia
☐ Phoenix
☐ Pittsburgh
☐ Portland
☐ Richmond
☐ Sacramento
☐ St. Louis
☐ Salt Lake City
☐ San Antonio
☐ San Diego
☐ San Francisco
☐ San Juan
☐ Savannah
☐ Seattle
☐ Springfield
☐ Tampa
☐ Washington Field
☐ ASAC, New Rochelle (MRA)
☐ ASAC, Brooklyn-Queens (MRA)

Date 9/3/85

RE: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
(NARA); APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED 9/4/85 & 8/16/85

REMARKS: Re Buairtel to all SAC's, dated 7/9/85. & 8/2/85

As instructed by captioned airtel, Washington Field has completed stamping the files requested by affixing, "X, DO NOT DESTROY, HISTORICAL ARCHIVES," to file covers.

Both handed by WFO personnel on 1/15/86 cmj

[redacted] x 7373

b6
b7C

[redacted]

b6
b7C

SAC NORMAN A. ZIGROSSI

OFFICE WASHINGTON FIELD

FBI/DOJ

FILE #: 66-5430

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 1406 - Section 1

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/7/85

TO: DIRECTOR, FBI (66-3286 Sub B)
(RECORDS SECTION, RECORDS MANAGEMENT SECTION, ROOM 5657)

FROM: SAC, ALBANY (66-2900)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel to all SACs, dated 7/9/85.

All files listed on attachment with referenced communication have been stamped for preservation.

3-Bureau
1-Albany
JJF/jjf
(4)

66-3286-96

REC. MGT.

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/14/85

TO: DIRECTOR, FBI
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, ALEXANDRIA (66-4)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel, 7/9/85.

Action has been completed regarding files set out in referenced Bureau airtel.

2-Bureau
1-Alexandria
SW:sw
(3)

b6
b7C

Approved: _____ Transmitted _____ (Number) _____ (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/25/85

TO: DIRECTOR, FBI (66-3286 Sub B)
(ATTN: ROOM 5935, Records Management Division)
FROM: SAC, ANCHORAGE (66-709)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re Bureau airtels dated 5/29/85 and 7/9/85.

Anchorage files 159-32, 49-123 and 175-31 have been stamped for preservation with the rubber stamp "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES." Anchorage file 62-336 was destroyed under the old destruction program on 8/18/77.

3-Bureau
(1-Room 5657, Records Management Division)
1-Anchorage
LJN:jr
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/6/85

TO: DIRECTOR, FBI (66-3286-SUB B)

FROM: SAC, ATLANTA (66F-1849)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ
AND FIELD RECORDS
BUDED: 8/16/85.

Re Buairtel to all SAC's dated 7/9/85.

Atlanta has complied with instructions as set forth in referenced airtel with the exception of file numbers listed below. These files have already been destroyed.

ATLANTA FILE NUMBER	DATE DESTROYED
7-422	7/1/57
9-1327	No Date
9-1832	No Date
9-2030	No Date
14-34	2/27/75
25-17412	No Date
25-18143	No Date
26-284	No Date
26-1030	No Date
26-5815	No Date
28-39	3/31/78
50-116	8/19/62
50-346	4/10/78

(2) - Bureau
1 - Atlanta
SQ:pfh
(3)

b6
b7C

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

AT 66F-1849

ATLANTA FILE NUMBER	DATE DESTROYED
52-1843	1/11/76
60-314	12/14/77
62-195	8/25/60
62-1678	4/18/78

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/6/85

TO: DIRECTOR, FBI (66-3286 Sub B)

FROM: SAC, BALTIMORE (66-1651)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBI HQ AND FIELD RECORDS
BUDED: 8/16/85

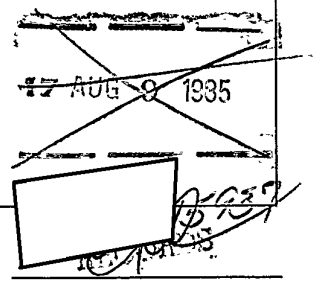
Re: Bureau airtel to all SACs, dated 7/9/85, captioned as above.

Referenced airtel contained a list of files and instructions for the preservation of these files.

Baltimore has completed this project as set forth in referenced airtel.

2-Bureau (66-3286 Sub B)
1-Baltimore (66-1651)

AAB/tlb
(3)



b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

☆U.S. Government Printing Office: 1984—431-613/6249

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ Airtel	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/14/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS MANAGEMENT DIVISION
RECORDS MANAGEMENT SECTION
ROOM 5935

FROM: SAC, BIRMINGHAM (66-2198)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel to all SACs, dated 5/29/85 and 7/9/85, captioned as above.

The Birmingham Office has complied with all instructions issued for preservation of historical records.

(2) - Bureau
1 - Birmingham (66-2198)
JSB:jsb
(3)

[redacted] 17 AUG 9 1985

b6
b7C

[redacted]

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8-12-85

TO: DIRECTOR, FBIHQ ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, BOSTON (66-4101)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

REBUAIRTEL TO ALL SAC'S, DATED 7/9/85 CAPTIONED AS ABOVE.

ALL CASES LISTED ON REFERENCED HAVE BEEN APPROPRIATELY STAMPED WITH THE EXCEPTIONAL STAMP.

2 - BUREAU
1 - BOSTON
DAG/dag

AUG 17 1985

b6
b7C

Approved: JWG/dag Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/14/85

TO: DIRECTOR, FBI (66-3286 Sub B)

ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION
ROOM 5935

FROM: SAC, BUFFALO (66-1209)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel, 7/9/85.

All files except those previously destroyed have been stamped as requested.

2 - Bureau
1 - Buffalo
DJL:aww
(3)

b6
b7C

RDS

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT
DIVISION, ROOM 5935

Date 1/17/86

From : SAC, BUTTE (66-1413D)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND
FIELD OFFICE RECORDS
BUDED: 1/17/86

ReBulet to All SACs, 11/~~22/85~~, and Buairtels to All SACs, 5/29/85; 7/9/85; 8/2/85, and 9/6/85. Being sent separately via R/S Standard

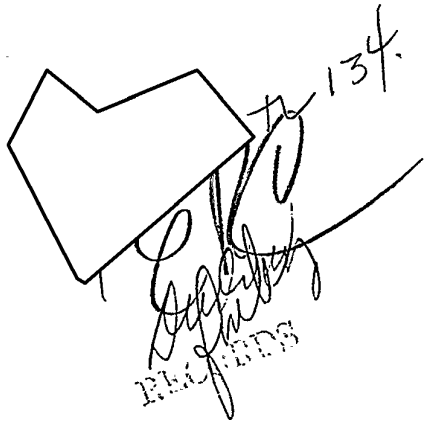
Action requested in referenced communications has been completed.

Forwarded under separate cover are Research Monographs, which are outdated and no longer serve a purpose. Top Secret classified material will be forwarded separately in the proper manner.

It is noted that no investigative files are being transferred to FBIHQ in the 61, 44, 18 and 59 classifications, as the Butte Division had none.

b6
b7C

2 - Bureau
5 - Package (Reg.)
1 - Butte
IMW
(8)



FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/23/85

TO: DIRECTOR, FBI (66-2386 Sub B)
ATTN: RECORDS MANAGEMENT DIVISION,
RECORDS SECTION, ROOM 5935

FROM: SAC, CHARLOTTE (66-3078) (P)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re Bureau airtel to All SACs dated 7/9/85.

All files of the Charlotte Division in the exceptional category have been stamped for preservation per Bureau instructions set forth in referenced airtel.

2 - Bureau (66-2386 Sub B)
1 - Charlotte (66-3078)

JMC:nim
(3)

66-3078

SEARCHED ____ INDEXED ____
SERIALIZED ____ FILED ____

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ Airtel

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/13/85

TO: DIRECTOR, FBI
ATTN: RECORDS MANAGEMENT DIVISION
RECORDS SECTION,
RECORDS RESEARCH UNIT, ROOM 5935

FROM: SAC, CHICAGO (66-2551A)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS (NARA)

Re Director's airtels to all SACs dated 3/8/85, 4/17/85 and 6/20/85, and Bureau airtel to all SACs and Legats dated 11/26/84 captioned as above, re all SAC airtels 5/29/85 and 7/9/85.

The Chicago Division has completed the stamping of all files meeting the criteria set out in referenced airtel.

2 - Bureau
1 - Chicago
DM:sgp
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FBI/DOJ

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/5/85

TO : DIRECTOR, FBI (66-3286, SUB B)
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, Room 5935

FROM : SAC, ALBUQUERQUE (66F-1481) C

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION (NARA),
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: AUGUST 16, 1985

Re Bureau airtel to all SACs dated 7/9/85.

The following files listed on the attachment to referenced airtel have been reviewed as of 8/5/85, and stamped in accordance with Bureau instructions:

AQ 65-45 (six volumes)
AQ 175-85
AQ 175-86
AQ 175-87

The following listed files were not stamped as they were destroyed prior to 1977 and during the 1977 file destruction program:

AQ 26-15376, destroyed 1/30/78, OO: AQ;
AQ 26-15983, destroyed, OO: HQ;
AQ 46-1193, destroyed 7/1/79, OO: AQ;
AQ 56-8, destroyed, OO: AQ;
AQ 56-31, destroyed, OO: AQ.

3 - Bureau
1 - Albuquerque
PJL/njo
(4)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/4/85
(Attention: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)
From : SAC, CINCINNATI (66-1659)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED 8/16/85

Re Buairtel to all SAC's captioned as above, dated 7/9/85.

The records of the Cincinnati Division have been identified in accordance with instructions in referenced Buairtel and stamped for preservation.

2 - Bureau
1 - Cincinnati

LEB/jlk
(3)

17 AUG 9 1985

[redacted]

b6
b7C

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ _____
AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS
Date 7/15/85

TO: Director, FBI (66-3286 Sub B)
Attention: Records Section, Records Management Division,
Room 5935

FROM: SAC, Cleveland (66-5324)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtels to all SACs, dated 5/29/85 and 7/9/85, captioned as above.

This is to advise that captioned project was completed on 7/15/85.

2 JUL [illegible]

2 - Bureau
1 - Cleveland
BAW/bw
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ _____

AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/13/85

TO: Director, FBI (66-3286 Sub B)
(Attention: Records Section, Records Management Division, Room 5935)

FROM: SAC, Cleveland (66-5324)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 9/4/85

ReBuairtels to all SACs, dated 7/9/85 and 8/2/85, captioned as above.

All action has been completed on re project.

(3) - Bureau
1 - Cleveland
BAW/bw
(4)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

Memorandum

To : DIRECTOR, FBI
ATTN: RECORD SECTION, RECORDS MANAGEMENT
DIVISION, ROOM 5657

Date 7/16/85

From : SAC, COLUMBIA (66-14) [redacted] 3Y

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED AUG. 16, 1985

b6
b7C

ReBuairtel to all SAC's, dated 7/9/85.

Columbia Division has completed the marking of files within Columbia Division as requested.

(2)-Bureau
1-Columbia

FEW/cmh
(3)

17 JUL 19 1985

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/30/85

TO: DIRECTOR, FBI
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, DALLAS (66-680)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bu airtel 7/9/85.

The Dallas Division wishes to advise FBIHQ that the above project has been done. However, please be advised that most of the files listed for the Dallas Division in re airtel have already been destroyed.

TO AUG 2 1985

2 - Bureau
1 - Dallas
(3)
LRR/lrr

RECORDS

Approved: _____ Transmitted _____ (Number) (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7-22-85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5657

FROM: SAC, DENVER (66-1643)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8-16-85

ReBuairtel to All SACs dated 7-9-85.

Denver has stamped all cases provided in reBuairtel with the exception of the following files which were previously destroyed:

9-26
9-1583
9-1773
9-1920
9-2213
25-13038
26-146
29-681
29-1030
46-2233
47-665
49-38
60-35

b6
b7C

2 - Bureau
1 - Denver
mh
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

5927

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 8/15/85

TO: DIRECTOR, FBI (66-3286-Sub B)
ATTN: RECORDS SECTION, RECORDS
MANAGEMENT DIVISION, ROOM 5636.

FROM: SAC, DETROIT (66-1868)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

7/9/85*

ReBuairtel to ALL SACs captioned above, dated ~~11/26/84~~.

All files meeting NARS criteria in the classifications referenced in Bureau Airtel, 11/26/84, were stamped with the legend "X DO NOT DESTROY; HISTROICAL VALUE, NATIONAL ARCHIVES," and appropriate precautions applied to preclude inadvertent destruction. The specified multisection cases were also stamped.

Classifications identified by FBIHQ were stamped. This list contained files that were previously destroyed under the old destruction rule. Bureau list is enclosed, identifing files that were destroyed.

Requested FBIHQ file data on classifications marked for retention are listed:

2 - Bureau (Enc.)
1 - Detroit
JJJ:cjm
(3)

* Verified by Bureau, 6/9/86 cmg

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

DE	11/11/76 DEST	9-	1077	NF	
DE	2-24-77 DEST	9-	1221	NF	
DE	3-22-78 DEST	9-	1951	NF	
DE	3-30-78 DEST	9-	2388	NF	
DE		✓9-	2532	IA's only	
DE		✓9-	3316	—	
DE	[redacted]	✓14-	65	—	
DE	1-76 DEST	25-	21999	NF	
DE	11-76 DEST	25-	22284	NF	
DE	2-71 DEST	26-	4509	NF	
DE	2-71 DEST	26-	4987	NF	
DE	2-71 DEST	26-	6861	NF	
DE	12-76 DEST	26-	17786	NF	
DE	file dest. pay missing due to error	26-	29338	NF	
DE	20yrsRule DEST	31-	4511	NF	
DE	3/24/78 dest DEST	36-	52	NF	
DE	" " DEST	36-	55	NF	
DE	DEST	✓39-	24	DEST	
DE		✓44-	2277	—	
DE	20yrs. Rule DEST	45-	46	NF	
DE	20yrs. Rule DEST	45-	71	NF	
DE	2-77 DEST	46-	1355	NF	
DE	3-77 DEST	46-	2069	NF	
DE		✓46-	5197	—	
DE		✓46-	5537	—	
DE	20yr Rule DEST	47-	2287	NF	
DE	20yrs. Rule DEST	49-	5	NF	
DE	3-25-78 DEST	49-	1253	NF	
DE		54	25	[redacted]	
DE	20yrs Rule DEST	56-	23	NF	
DE	3-78	56-	47	NF	
DE	3-78	56-	48	NF	
DE	3-78	56-	49	NF	
DE	2-2-77	56-	53	NF	
DE	3-78	56-	60	NF	
DE	3-78	56-	71	NF	
DE	3-78 DEST	56-	75	NF	
DE	4-78 DEST	56-	163	NF	
DE		✓56-	189	—	
DE	11-76 DEST	58-	224	NF	
DE	DEST	60-	137	NF	
DE	DEST	60-	200	NF	
DE	[redacted] DEST	60-	341	NF	
DE		60	669	—	missing file clerical error
DE	DEST 2/77	62-	443	NF	
DE	DEST "	62-	566	NF	
DE	DEST "	62-	941	NF	
DE	"	✓62-	1371	—	
DE	DEST 2/79	65-	138	NF	
DE	DEST 2/79	65-	156	NF	
DE		✓79-	359	—	
DE	3-23-77 DEST	87-	7599	NF	

9-2532
9-3316
14-65
44-2277
46-5197
46-5537
56-189
62-1371
79-359

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/2/85
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

From : SAC, EL PASO (66-1230)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel, as captioned, 7/9/85.

Action requested by the Bureau in referenced communication has been completed by the El Paso Division.

(2) - Bureau
1 - El Paso

/JPM
(3)

17 AUG 16 1985

b6
b7C

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/30/85

TO: DIRECTOR, FBI
(Attn: Records Section, Records Management Division, Room 5935)

FROM: SAC, HONOLULU (66-798)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND
FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel dated 7/9/85.

Stamping of files as mentioned in referenced airtel has been completed.

Honolulu file 31-378 was destroyed on 9/7/76 and file 51-5 was destroyed in 1952. File 65-223 was consolidated into file 100-373.

(2) - Bureau
1 - Honolulu

HDD:meo
(3)

1*

17 AUG 6 1985

Approved: _____ Transmitted _____ (Number) (Time) Per _____

5937

b6
b7C

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date _____

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, HOUSTON (66-1685)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Reference Director airtel to All SACs, 7/9/85.

Houston has completed stamping files for retention as instructed in referenced communication.

(2) - Bureau
1 - Houston
MAG/mag
(3)

17 AUG 6 1985

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- xx AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/29/85

TO: Director, FBI (66-3286 Sub B)
(ATTN: Records Section, Records Management Division, Room 5935)

FROM: SAC, Indianapolis (66-3314)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED 9/4/85

Re Bureau airtels to All SACs dated 7/9/85 and 8/2/85 captioned as above.

Indianapolis has completed stamping of all files listed on attachment to Bureau airtel of 8/2/85. Of the files listed, all but six had been previously destroyed.

2 - Bureau
1 - Indianapolis
CEK/css
(3)

CARBON COPY

Approved: _____ Transmitted _____ (Number) (Time) Per _____

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/21/85

TO: DIRECTOR, FBI
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION
ROOM 5657

FROM: SAC, JACKSON (66-432)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re Bureau airtels dated 5/29/85, 7/9/85 and 8/2/85.

Find attached the lists of files that have been marked in accordance with Bureau instructions.

(2)-Bureau
1-Jackson
WEW:kb
(3)

CAPTION COPY

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

JN	7-	102 des
JN	9-	513
JN	25-	63 des
JN	25-	483 des
JN	26-	3348 des
JN	44-	6 des
JN	44-	5187
JN	46-	90 des.
JN	46-	360 - 206-9
JN	56-	73 des
JN	157-	452
JN	173-	1416
JN	173-	1434
JN	175-	63

7/9/85

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/16/85

TO: DIRECTOR, FBI (ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, JACKSONVILLE (66-400)(P)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED 8/16/85

Re FBIHQ airtel to All SACs dated 7/9/85.

All action requested in referenced airtel has been completed.

2 - Bureau
1 - Jacksonville
RKH:rkh
(3)

[redacted] b6 b7C

[redacted]

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 369-895

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/25/85

TO: DIRECTOR, FBI (66-3286 SUB B)
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, KANSAS CITY (66-1608)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel to all SAC's dated 7/9/85.

This is to advise that files listed on the attachment to referenced airtel have been stamped with the legend "X-Do Not Destroy; Historical Value; National Archives" in the Kansas City Office.

It should be noted, the only files on the list that had not been destroyed prior to receipt of airtel are as follows:

7-613	100-16705
9-3094	175-81
9-3180	199-7
56-616	

(2) - Bureau
1 - Kansas City (66-1608)
WFR/rej
(3)

1*

b6
b7C

RECORDS

Approved: _____ Transmitted _____ (Number) (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

Date 8-13-85

From : SAC, KNOXVILLE (66-812)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel dated 7/9/85.

Action requested in re airtel has been completed.

(2) - Bureau
1 - Knoxville
JKL

Routing Slip
FD-4 (Rev. 5-31-84)

b6
b7C

Date 5/28/86

To: ☒ Director
Att.: Miss [redacted]
ROOM 5927

- ☐ SAC
- ☐ ASAC
- ☐ Supv.
- ☐ Agent
- ☐ OSM
- ☐ Rotor #
- ☐ Steno
- ☐ Typist
- ☐ M
- Room

FILE #

Title DESTRUCTION OF RECORDS (NARA)
~~APPRAISAL OF FBIHQ~~ AND FIELD RECORDS
Buded: 8/16/85

Burns 1/15/86

RE: Bureau airtel 7/9/85 & Bureau tel call 5/28/86 .

- ☐ Acknowledge
- ☐ Assign ☐ Reassign
- ☐ Bring file
- ☐ Call me
- ☐ Correct
- ☐ Deadline
- ☐ Delinquent
- ☐ Discontinue
- ☐ Expedite
- ☐ File
- ☐ For information
- ☐ Handle
- ☐ Initial & return
- ☐ Leads need attention
- ☐ Open case
- ☐ Prepare lead cards
- ☐ Prepare tickler
- ☐ Recharge file ☐ serial
- ☐ Send to
- ☐ Return assignment card
- ☐ Return file ☐ serial
- ☐ Return with action taken
- ☐ Return with explanation
- ☐ Search and return
- ☐ See me
- ☐ Type

Instructions in referenced communication were complied with as of 8/13/85.

SAC JOHN J. SCHREIBER/jeg

_____ See reverse side

Office LAS VEGAS

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5935

Date 7/16/85

From : SAC, LITTLE ROCK (66F-1876)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel to All SACs, 7/9/85.

Little Rock has completed the action set forth in referenced airtel.

2 - Bureau
1 - Little Rock
VAE
(3)

b6
b7C

17 JUL 19 1985

1*

5927

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 9/23/85

From : SAC, LOS ANGELES (66-101) Attn: Records Section, Records Management Division, Room 5935

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re BUairtels to All SACs, dated 5/29/85 and 7/9/85, captioned as above. Both projects have been completed as instructed.

2 SEP 26 1985

(1) - Bureau
1 - Los Angeles
TMJ:apl
(2)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/14/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5935

FROM: SAC, LOUISVILLE (66-1804B)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85 AND 9/4/85

Re Bureau airtels to all SACs, 7/9/85, AND 8/2/85.

Action requested in re airtels has been completed by the Louisville Division.

(2) - Bureau
1 - Louisville
CER:afp
(3)

b6
b7C

1*

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

☆U.S. Government Printing Office: 1984—431-613/6249

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/2/85

TO: DIRECTOR, FBI (66-3286 SUB B)
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5953

FROM: SAC, MEMPHIS (66-796)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel to all SACS, July 9, 1985.

All action completed and appropriate files stamped.

1/16/134

[redacted]

b6
b7C

(2) Bureau
1-Memphis
BKS:mab
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 7/26/85

TO: DIRECTOR, FBI
(ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, MIAMI (66-1414)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtels to All SACs dated 7/9/85, and 5/29/85.

All files listed on attachment of referenced airtel dated 7/9/85, have been appropriately stamped.

2 - Bureau
1 - Miami (66-1414)
SAK:mah
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/17/85

TO: DIRECTOR, FBI (66-3286-Sub B)
ATTN: Records Section,
Records Management Division
Room 5935

FROM: SAC, MILWAUKEE (66-2160)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Buairtel to all SACs dated 7/9/85.

All records listed on attachment have been stamped per instructions in referenced airtel.

(2) Bureau
1-Milwaukee
MEW/pjt
(3)

[redacted]

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

END

RECORDED

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☒ Airtel

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 7/23/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, MINNEAPOLIS (66-3597)

SUBJECT: DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re BuAirtel to All SACs 7/9/85, captioned as above.

All action requested in referenced airtel has been completed by Minneapolis Division.

All files on list were destroyed except: 9-2444, 9-2488, 49-920, 175-67, 175-74, 175-75 and 175-76.

(2) - Bureau
1 - Minneapolis
TJT:tjt
(3)

b6
b7C

[redacted]

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev..8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/30/85

TO: DIRECTOR, FBI (66-3286-Sub B)

FROM: SAC, MOBILE (66-155)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Reference Bureau airtel to all SACs, 7/9/85.

Action requested by re airtel completed by Mobile on instant date.

2 - Bureau
1 - Mobile
LHB/lhb
(3)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XX ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/13/85

TO: Director, FBI (66-3286 SUB B)

FROM: SAC, Newark (66-1711A)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85 [redacted] TL#134

b6
b7C

Re: Director's airtel to All SACs, 7/9/85.

The Newark Division has completed the stamping of all exceptional cases that were enclosed with referenced airtel.

2-Bureau
1-Newark
1g
(3)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/7/85
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION
ROOM 5657

ORPJO From :
SAC, NEW HAVEN (66-3822)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re: Bureau airtel 7/9/85.

Files listed on attachment to reBuairtel have been marked for preservation in the "exceptional" category, in accordance with instructions set forth in re Buairtel.

(2) - Bureau
1 - New Haven
/mea
(3)

AUG 13 1985

b6
b7C

NH 5640

RECORDS

Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To DIRECTOR, FBI (66-3286 SUB B) Date 7/17/85
ATTN: ROOM 5935

From SAC, NEW ORLEANS (66-2826)

Subject: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ FIELD RECORDS
BUDED: 8/16/85

Re Buairtel to all SAC's, dated 7/9/85, captioned as above.

Please be advised that all files which were available to New Orleans have been stamped with the rubber stamp which reads "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES."

The following list of files could not be stamped as they had been previously destroyed:

2-56	31-4387
2-80	31-5240
7-219	36-28
9-1953	49-280
9-2052	60-188
9-2372	62-164
15-9837	62-738
15-10105	62-978
25-6	62-1059
26-1629	62-2224
26-2052	65-540
31-3943	100-13210

(2) - Bureau
1 - New Orleans (66-2826)
JLW:jlw
(3)

2 JUL 1985

FBI/DOJ

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XXX ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/13/85

TO: DIRECTOR, FBI (66-2386 Sub B)
ATTN: RECORDS SECTION, RECORDS
MANAGEMENT DIVISION, ROOM 5935

FROM: ADIC, NEW YORK (66-3573 SUB F)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel, 7/9/85.

The stamping of exceptional cases as contained on attachment has been completed and all have been stamped "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES".

2 Bureau
1 - New York

b6
b7C

ALG:alg
(3)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

Memorandum

To : DIRECTOR, FBI (66-3286 Sub B) Date 8/14/85
Attn: Records Section, Records Management Division
Room 5935

From : SAC, NORFOLK (66-913)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel 7/9/85.

The following exceptional cases were stamped for preservation:

9-608
31-183
42-9056
44-604
47-274
92-313
175-60
175-67
199-127.

12 AUG 20 1985

b6
b7C

2 - Bureau
1 - Norfolk
lep
(3)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/15/85

TO DIRECTOR, FBI (66-3286 Sub B)
Attn: Records Section
Records Management Division
Room 5657

FROM SAC, OKLAHOMA CITY (66-2816)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re FBIHQ airtel to All SACs, 7/9/85.

Oklahoma City has complied with instructions set forth in referenced airtel.

5657

RECORDS

434

b6
b7C

2 - Bureau
1 - Oklahoma City
AED:dab
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 7/23/85

TO: DIRECTOR, FBI
Attention: Records Section
Records Management Division
Room 5935

FROM: SAC, OMAHA (66-3009)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FILED RECORDS
BUDEDS: 7/12/85 and 8/16/85

Re Bureau airtels to all SACs dated 5/29/85 and 7/9/85.

Action as requested in two referenced airtels has been completed within the Omaha Division.

3-Bureau
1-Omaha
pas
(4)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
XX AIRTEL

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O
☐ UNCLAS

Date 5/14/86

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION
ROOM 5935

FROM: SAC, PHILADELPHIA (66-6740)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: PAST

Re Bureau airtels dated 7/9/85 and 8/2/85.

PH has stamped the file covers of cases listed on the attachments to referenced Bureau airtels.

X

2 - Bureau (66-3286 Sub B)
1 - Philadelphia (66-6740)

KAF:kaf
(3)

- 1* -

Approved: WEB/jam Transmitted _____ (Number) _____ (Time) Per _____

Routing Slip
FD-4 (Rev. 5-31-84)

Date 7-25-85

To: ☒ Director
Att.: Records Section
Records Management Division
Room 5935

☐ SAC
☐ ASAC
☐ Supv.
☐ Agent
☐ OSM
☐ Rotor #
☐ Steno
☐ Typist
☐ M
Room

FILE # Bufile 66-3286 Sub B

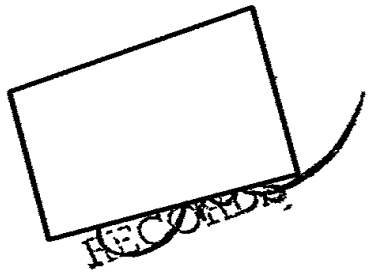
Title Destruction of Records National Archives and Records Adm (NARA) Appraisal of FBIHQ and Field Records
Buded: 8-16-85

RE: Bureau airtel dated 7-9-85

☐ Acknowledge	☐ For Information	☐ Return assignment card
☐ Assign ☐ Reassign	☐ Handle	☐ Return file ☐ serial
☐ Bring file	☐ Initial & return	
☐ Call me	☐ Leads need attention	☐ Return with action taken
☐ Correct	☐ Open case	☐ Return with explanation
☐ Deadline	☐ Prepare lead cards	☐ Search and return
☐ Delinquent	☐ Prepare tickler	☐ See me
☐ Discontinue	☐ Recharge file ☐ serial	☐ Type
☐ Expedite		
☐ File	☐ Send to	

Proper stamping has been affixed to Pittsburgh Division files evaluated as exceptional.

b6
b7C



SAC WALTER A. WEINER/clm

_____ See reverse side

Office PITTSBURGH

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XX AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 1/21/86

TO: DIRECTOR, FBI
(ATTN: RECORDS MANAGEMENT DIVISION,
RECORDS SECTION, ROOM 5935)

FROM: SAC, PHOENIX (66-1403)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS

Re Bureau routing slip dated 1/15/86.

Enclosed is one copy of Phoenix airtel to Director dated 7/23/85.

(2) Bureau (Enc. 1)
1 - Phoenix
KLP:paa
(3)

b6
b7C

Approved: _____ Transmitted _____ (Number) (Time) Per _____

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/23/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION, Room 5935

FHH/gjk

FROM: SAC, PHOENIX (66-1403)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Buairtel to all SACs, 7/9/85.

The Phoenix Office has placed the stamp "X DO NOT DESTROY HISTORICAL VALUE, NATIONAL ATCHIVES" to file covers of cases listed on the enclosure attached to referenced airtel.

2 - Bureau
1 - Phoenix

GJK:gjk
(3)

Approved: _____ Transmitted _____ (Number) (Time) Per _____

☆U.S. Government Printing Office: 1984—431-613/6249

gjk

66-1403

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/24/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT
DIVISION, ROOM 5935

FROM: SAC, PORTLAND (66-2040)

DESTRUCTION OF RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel dated 7/9/85.

Instructions for marking the appropriate files to be retained for preservation have been completed.

JUL 30 1985

b6
b7C

2 - Bureau
1 - Portland
HKB:hkb

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

☆U.S. Government Printing Office: 1984—431-613/6249

FD-36 (Rev. 5-22-78)

FBI

TRANSMIT VIA:	PRECEDENCE:	CLASSIFICATION:
☐ Teletype	☐ Immediate	☐ TOP SECRET
☐ Facsimile	☐ Priority	☐ SECRET
☒ AIRTEL	☐ Routine	☐ CONFIDENTIAL
		☐ UNCLAS E F T O
		☐ UNCLAS

Date 8/1/85

TO : DIRECTOR, FBI (66-3286 Sub B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM : SAC, RICHMOND (66-2751)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel to ALL SACs dated 7/9/85.

The following records listed on enclosure of captioned airtel are destroyed:

9-630 6/29/76
26-1675 5/9/62
26-8292 10/26/72
26-13782 10/28/76
29-150 4/29/77
60-177 8/24/77
65-541 3/5/71
100-835 4/1/69

The following files have been stamped "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES".

175-84
175-90

2 - Bureau
1 - Richmond
/nnm
(3)

Approved: _____ Transmitted _____ (Number) _____ (Time) Per _____

FBI/DOJ

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/30/85

TO: DIRECTOR, FBI
ATTN: RECORDS SECTION
RECORDS MANAGEMENT DIVISION ROOM 5935

FROM: SAC, SACRAMENTO (66-5)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Bureau airtel dated 7/9/85.

All Sacramento files have been marked for retention and placed in Pending Litigation Section with the exception of the following:

SC 9-200	Destroyed 7/6/78
SC 9-205	Destroyed 7/6/78
SC 26-2310	Destroyed 8/6/78.

2 - Bureau
1 - Sacramento
MVM:mvm
(3)

17 AUG 6 1985

b6
b7C

Approved: _____ Transmitted _____ (Number) (Time) Per _____

RECORDS

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 5-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/1/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT
DIVISION, ROOM 5935.

FROM: SAC, ST. LOUIS (66-2872)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel, 7/9/85.

St. Louis has completed stamping exceptional cases listed in attachment to referenced airtel.

(2) - Bureau
1 - St. Louis
PDP:pdp
(3)

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/31/85

TO: DIRECTOR, FBI (66-3286 Sub B)
(ATTN: Records Management Division,
Records Section, Records Research Unit)

FROM: SAC, SALT LAKE CITY (66-939)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re BUairtel, 7/9/85.

Per instructions contained in referenced airtel, action has been completed in the Salt Lake City Office.

2 - Bureau
1 - Salt Lake City

WLC:kh
(3)

17 AUG 6 1985

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☒ AIRTEL

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/30/85

TO: DIRECTOR, FBI
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, SAN ANTONIO (66-1994)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel, 7/9/85.

As requested by reBuairtel, 7/9/85, the following files have been located and marked as exceptional cases to be retained for historical value, National Archives.

44-4469 (Volume 1 and 2)
175-68
199-621

The following files, which were also set forth on listing to be marked for retention, have been destroyed prior to 1979 by San Antonio Division:

9-1084
9-1090
9-1101
25-23070
26-10637
29-922
29-939
54-33
62-625

AUG 5 1985

1 - Bureau
1 - San Antonio
MWC:eyw
(2)

1*

b6
b7C

Approved: _____ Transmitted _____ (Number) (Time) Per _____

RECORDS

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Dissemination Routing Slip
FD-417 (Rev. 6-28-82)

(Copies to Offices Checked)

TO: ☒ Director, Att.: RECORDS MANAGEMENT DIVISION,
☐ SAC, RECORDS SECTION, RECORDS RESEARCH UNIT, ROOM: 5657

☐ Albany	☐ Houston	☐ Oklahoma City
☐ Albuquerque	☐ Indianapolis	☐ Omaha
☐ Alexandria	☐ Jackson	☐ Philadelphia
☐ Anchorage	☐ Jacksonville	☐ Phoenix
☐ Atlanta	☐ Kansas City	☐ Pittsburgh
☐ Baltimore	☐ Knoxville	☐ Portland
☐ Birmingham	☐ Las Vegas	☐ Richmond
☐ Boston	☐ Little Rock	☐ Sacramento
☐ Buffalo	☐ Los Angeles	☐ St. Louis
☐ Butte	☐ Louisville	☐ Salt Lake City
☐ Charlotte	☐ Memphis	☐ San Antonio
☐ Chicago	☐ Miami	☐ San Diego
☐ Cincinnati	☐ Milwaukee	☐ San Francisco
☐ Cleveland	☐ Minneapolis	☐ San Juan
☐ Columbia	☐ Mobile	☐ Savannah
☐ Dallas	☐ Newark	☐ Seattle
☐ Denver	☐ New Haven	☐ Springfield
☐ Detroit	☐ New Orleans	☐ Tampa
☐ El Paso	☐ New York City	☐ Washington Field
☐ Honolulu	☐ Norfolk	

☐ ASAC, New Rochelle (MRA)
☐ ASAC, Brooklyn-Queens (MRA)

Date 8/15/85

RE: BUAIRTEL TO ALL SAC' AND TO ALL LEGATS, DATED 7/9/85, CAPTIONED; DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS SERVICE (NARA) APPRAISAL OF FBIHQ AND FIELD RECORDS; BUDED: 8/16/85.

REMARKS:

This is to advise FBIHQ, that the San Diego Division has completed the above captioned request. All files have been stamped for preservation.

5657

RECORDS

b6
b7C

134

SAC GARY L. PENRITH/bmw

FILE #:

OFFICE SAN DIEGO

FBI/DOJ

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ _____

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 8/13/85

TO: DIRECTOR, FBI (66-3286 Sub B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, SAN FRANCISCO (66-1696)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Buairtel to All SAC's dated 7/9/85 and captioned as above.

FBIHQ is advised that due to a critical shortage of support personnel in this Division, the instructions set forth in referenced airtel will be held in abeyance. At such time as this division has sufficient personnel, this matter will be addressed and FBIHQ will be so advised.

NOT RECORDED
23

b6
b7C

2 - Bureau
2 - San Francisco
/pah

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ _____

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F/T 2Q/87
☐ UNCLAS
Date _____

TO: DIRECTOR, FBI (66-3266 SUB B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, SAN FRANCISCO (66-1696, SUB D)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/86

RE Buairtel to All SAC's dated 7/9/85 and SFairtel to FBIHQ dated 8/13/85, captioned as above.

Referenced SF airtel advised FBIHQ that this office would not be able to meet established Buded until a critical personnel shortage had been alleviated. San Francisco is now in a position to address all previous airtels pertaining to Destruction matters.

Pursuant to instructions set forth in referenced Buairtel all files have been marked for retention, with the exception of the attached which were determined to have been destroyed pursuant to previous established criteria.

7-27	no date	9-1764	no date
7-128	" "	9-1912	" "
7-575	" "	9-1979	" "
9-1	" "	9-2191	1/17/78
9-168	" "	9-2203	1/17/78
9-492	" "	25-7746	no date
9-794	" "	25-65966	" "
9-824	" "	25-68410	" "
9-833	" "	25-69214	" "
9-845	" "	26-5797	" "
9-1440	" "	26-7662	" "

2 - Bureau
2 - San Francisco
(1 - 66-1696 Sub D)
(1 - 66-4562)
/pah

JAN 27 1987

b6
b7C

5927

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

RECORDS

SF66-1696
/pah
cont.

31-59	no date
31-150	" "
31-2824	" "
31-8339	" "
40-35	1/20/78
46-43	No date
46-2048	" "
46-3265	" "
46-7980	" "
47-1903	" "
47-2232	" "
51-17	3/21/78
51-18	3/21/78
51-29	3/21/78
51-40	3/21/78
52-2256	3/21/78
56-128	7/13/79
60-263	7/13/79
62-724	1/12/74
62-1433	3/5/78
100-289	1/3/78
100-4642	1/72/78

FD-36 (Rev. 8-29-85)

FBI

TRANSMIT VIA:
☐ Teletype
☐ Facsimile
☐ _____

PRECEDENCE:
☐ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:
☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLAS E F T O 1/21/87
☐ UNCLAS
Date _____

TO: DIRECTOR, FBI (66-3266 SUB B)
(ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

FROM: SAC, SAN FRANCISCO (66-1696, SUB D)

SUBJECT: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/86

RE Buairtel to All SAC's dated 7/9/85 and SFairtel to FBIHQ dated 8/13/85, captioned as above.

Referenced SF airtel advised FBIHQ that this office would not be able to meet established Buded until a critical personnel shortage had been alleviated. San Francisco is now in a position to address all previous airtels pertaining to Destruction matters.

Pursuant to instructions set forth in referenced Buairtel all files have been marked for retention, with the exception of the attached which were determined to have been destroyed pursuant to previous established criteria.

7-27	no date	9-1764	no date
7-128	" "	9-1912	" "
7-575	" "	9-1979	" "
9-1	" "	9-2191	1/17/78
9-168	" "	9-2203	1/17/78
9-492	" "	25-7746	no date
9-794	" "	25-65966	" "
9-824	" "	25-68410	" "
9-833	" "	25-69214	" "
9-845	" "	26-5797	" "
9-1440	" "	26-7662	" "

2 - Bureau
2 - San Francisco
(1 - 66-1696 Sub D)
(1 - 66-4562)
/pah

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

CARBON COPY

SF66-1696
/pah
cont.

31-59	no date
31-150	" "
31-2824	" "
31-8339	" "
40-35	1/20/78
46-43	No date
46-2048	" "
46-3265	" "
46-7980	" "
47-1903	" "
47-2232	" "
51-17	3/21/78
51-18	3/21/78
51-29	3/21/78
51-40	3/21/78
52-2256	3/21/78
56-128	7/13/79
60-263	7/13/79
62-724	1/12/74
62-1433	3/5/78
100-289	1/3/78
100-4642	1/72/78

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- XX Airtel

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/15/85

TO: DIRECTOR, FBI (66-3286 Sub B) b6 b7C
Attn: Records Management Division, Room 5935
Records Section, Records Research Unit

FROM: SAC, SAN JUAN (66-727) [redacted]

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel to all SACs, dated 7/9/85.

The following "exceptional" San Juan Office of Origin files, as identified on Attachment A of referenced airtel, have been previously destroyed:

9-	160
9-	722
14-	18
15-	1063
25-	7185
25-	17379
46-	196
51-	3
52-	1011
58-	50

Therefore, San Juan was unable to stamp the file covers for the above mentioned cases.

2 - Bureau
1 - San Juan
MJB/jcr
(3)

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

FD-36 (Rev. 8-26-82)

FBI

TRANSMIT VIA:
- ☐ Teletype
- ☐ Facsimile
- ☐ ~~Airtel~~

PRECEDENCE:
- ☐ Immediate
- ☐ Priority
- ☐ Routine

CLASSIFICATION:
- ☐ TOP SECRET
- ☐ SECRET
- ☐ CONFIDENTIAL
- ☐ UNCLAS E F T O
- ☐ UNCLAS

Date 7/24/85

TO: DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935

FROM: SAC, SAVANNAH (66-1472)

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

ReBuairtel to all SACs, dated 7/9/85, and Savannah tel call to FBIHQ, 7/23/85.

Savannah Division has completed action requested in referenced airtel by affixing the stamp to file covers of cases listed on attachment. It should be noted that file 60-234 which was file number shown on Savannah's attachment should have actually been placed on attachment to Salt Lake City per referenced telephone call.

ID JUL 26 1985

(2) - Bureau
1 - Savannah

/hja
(3)

b6
b7C

Approved: _____ Transmitted _____ Per _____
(Number) (Time)

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 449-465

Memorandum

To : DIRECTOR, FBI
(ATTN: RECORDS MANAGEMENT DIVISION
RECORDS SECTION, ROOM 5935)
From : SAC, SEATTLE (66F-1303)

Date 8/12/85

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED: 8/16/85

ReBUAirtel, 7/9/85.

The Seattle Office has complied with instruction to stamp files indicated for preservation under the "exceptional" category.

With respect to the attachment, it should be noted that the following files listed on the attachment have been destroyed:

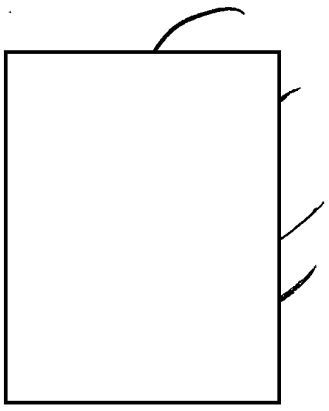
7-172	Destroyed 7/70
9-1023	Destroyed 4/13/77
25-5094	Destroyed 12/65
26-10964	Destroyed 5/17/71
31-1906	Destroyed 12/5/69
46-1234	Destroyed 7/77
46-1809	Destroyed 7/77
51-3	Destroyed 3/13/78
52-880	Destroyed 10/18/64
60-51	Destroyed 2/4/76
60-113	Destroyed 1/7/70
62-112	Destroyed 5/18/59
65-377	Destroyed No date
65-1778	Destroyed No date
100-6068	Destroyed 8/21/69

For the information of FBIHQ, the review for the above required approximately one hour.

(2) - Bureau
1 - Seattle

b6
b7C

MMZ:ldk
(3)



Memorandum

To : DIRECTOR, FBI (66-3286 Sub B)
ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM #5935
From : SAC, SPRINGFIELD (66-2912)

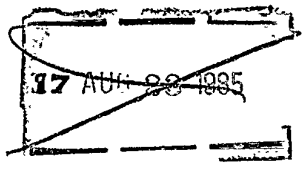
Date 8-15-85

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FILED RECORDS
BUDED: 8/16/85

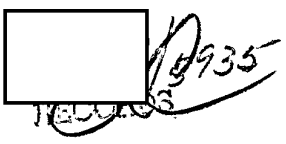
ReBuairtel to all SACS, dated 7/9/85, captioned as above.

Springfield has completed instructions setforth in re airtel.

2 - Bureau
1 - Springfield
RCR:LRF
(3)



b6
b7C



Memorandum

To : DIRECTOR, FBI
(ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935)

Date 8/8/85

From : SAC, TAMPA (66-6)

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS
BUDED: 8/16/85

Re Director airtel to All SACs, dated 7/9/85.

Tampa Division has completed action requested in referenced airtel.

2 - Bureau
1 - Tampa
SMF
(3)

5 9335

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 1438 - Section 1

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
A C U Report	Sept.1969; Dec.1969 Mar. 1970; July 1970 Nov.29,1973				
American Dialog					
Vol. 1 #1	July-Aug. 1964				
Vol. 1 #11	Oct.-Nov. 1964				
Vol. 11 #1	Feb.-Mar. 1965				
Vol. 11 #2	May-June 1965				
Vol. 11 #3	Mar.,Apr., Oct.,Nov.1966				
Vol. 111 #1	Summer 1966				
Vol. 111 #2	Nov.,Dec.,1966				
Vol. 111 #3	Spring 1967				
Vol. 1V #1	Autumn 1967				
Vol. 1V #2	Spring 1968 Winter 1968-1969 Spring - Summer 1969 Autumn 1971 Summer, Spring, Winter 1972				
American Way to Jobs, Peace, Democracy	April 1954				
Americanization of Labor	1925				
Anvil, The	May-June, 1935				
Anvil, The (New Anvil)	Dec., 1939				
Background on China	Apr.27,1976;Sept.27,1977 Oct.4,1977				
Bilalian News	Nov.7,14,21,28,1975 Dec.5-26,1975 Jan.;Feb.;Mar.;Apr.; May,1976				
Black Collegian,The	Jan.;Feb.;Mar.;Apr.;May June,Sept.;Oct.,1975				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Black Collegian, The	Jan.;Feb.,1975				
Black News	May 31,1975				
Black Panthers, The	11/2/68 12/20/67;10/12,26/68; 12/14/68;2/17/69;3/3/69 3/9,16,31/69;4/6,20/69; 4/27/69;5/4,11,19,25/69; 5/31/69;6/7,14,21,28/69 7/5,12,19,26/69;8/2,9, 16,23,30/69;9/6,13,27/69 10/4,25/69;11/1,8,15,22, 29/69;12/6,27/69; 1/3,10,17,31/70;2/7,17, 21,28/70;3/7,15,21/70; 4/6,11,18,25/70;5/2,9, 19,31/70;6/6,13,20,27/70 7/4,11,18,25/70;8/1,8, 15,21/70;9/5,19,26/70; 10/3,10,17,24,31/70; 11/7,21,28/70;12/5,14, 19,26/70 1/2,9,16,23,30/71;2/6, 13,20,27/71;3/6,13,20, 27/71;4/3/71;5/15,29/71 6/5,12,19/71;7/3,10/71; 3/16,23/74;4/6,13,20/74 4/27/74;5/4,11,18,25/74 6/1,8,15,22,29/74;7/6/74 7/13,20/74;8/3,10,17,24, 31/74;9/7,14,21,28/74; 10/5,12,19,26/74;11/2, 9,16,23,30/74;12/7,14, 21,28/74				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Black Panthers, The	1/4,11,18,25/75;2/1,8, 15,22/75;3/1,8,15,22/75; 3/29/75;4/5,12,19,24/75; 5/12/75;6/2,9,16/75; 10/6,14/75;11/29/75; 10/16/76;12/4,11/76;				
Black Scholar	Sept.1971				
Black World	May-Dec. 1971 Jan.-Dec. 1972 Mar.-May 1973 July-Dec. 1973 Jan.-Dec. 1974 Jan.-Apr. 1975				
Bolshevik Revolution, The (It's Rise and Meaning)	1920				
Browder, Earl (Reports to the Nineteenth Convention to the Comm.Party)	6/24/36				
Bulletin	1/2,6,9,13,16,20,23/76 1/27,30/76;2/3,6,10,13, 17,20,24,27/76;3/2,5,9, 12,16,19,23,26,30/76; 4/2,6,9,13,16,20,23,27, 30/76;5/4,7,11,14,18,21 25,28/76;6/1,4,8,15,18, 22,25,29/76;7/2,6,9,13, 16,20,23,27,30/76;8/3,6 10,13,17,20,24/76;9/3,7 10,14,17,21,24,28/76				
Bulletin	Oct.,Nov.,Dec., 1976 Jan.,Feb.,Mar., 1977				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Call, The	Nov., Dec.,1975 Jan.,-July 1976 July, Aug.,Sept., Oct., Nov., Dec.,1976 Jan., Feb., Mar., Apr., May 1977; June, July, Aug., 1977				
Canadian Tribune	Jan., Feb., Mar., Apr., May 1976				
Capitalism and Agriculture	1946				
Censored !	1935				
Challenge	June, July, Aug., Sept., Oct., Nov., Dec. 1964 Jan., Feb., Mar., Apr., May, June, July 1965				
Challenge	8/10,24/65;9/7/65;10/5, 19/65;11/2,16/65;12/7, 21/65. 1/4,18/66;2/15/66;3/1, 22/66;4/5,19/66;5/3/66 5/24/66;6/7,21/66;7/5, 26/66;8/9,23/66;9/13/66 9/27/66;10/11/66; 11/1/66;12/15/66. Mar., Apr., May, June, July, Aug., Sept., 1967 Dec.,1967. Jan., Feb., Mar., Apr. May, June, July 1968 Aug., 1968; Oct., Nov., Dec. 1968				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Challenge	1/69;3/69;4/69;6/69; 7/69;8/69;9/69;10/69 11/69;12/69. Jan., - Aug., 1970 9/14/70;10/15/70; 11/11/70;11/22/70 12/13/70 1/4,30/71;2/20/71;3/71; 3/20/71;5/21/71;6/10/71 6/11/71;8/21/71;9/04/71 9/18/71;10/02,16/71; 11/23,25/71. 1/20/72;2/03/72;3/2/72 3/16/72;3/30/72;4/13/72; 5/1,18/72;6/11,15,29/72. 7/13,27/72;8/10,24/72; 9/7,21/72;10/5,19/72; 11/2,16/72;11/30/72; 12/14/72. 1/11,25/73;2/8,22/73; 3/8,22,73;4/5/73; 5/3,13/73;7/12/73;8/2, 23/73;9/06/73; 9/20/73; 10/4,18/73;11/2,16/73; 11/29/73;12/13/73. 1/10,24/74;2/7,21/74; 3/7,21/74;4/4,18/74; 5/9,23/74;6/6,20,74 7/4,18/74;8/1,15/74; 9/12,29/74;10,10,24/74; 11/7,21/74;12/5,12,19/74 1/9,16,23,30/75;2/6,15, 22,27/75;3/6,13,20/75; 3/27/75;4/3,10,17,24,75 5/1,8,15,22,29/75;6/5/75 6/12,19,26/75;7/3,10/75; 7/17,24,31/75;8/7,14/75; 9/11,18,25/75.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Challenge	10/2,9,16,23,30/75. 1/8,15,22,29/76;2/12,19, 26/76;3/4,11,18,25/76; 4/1,8,15,29/76;5/6,13, 20,27/76;6/3,10;17,24/76 7/1,8,15,22,29/76;8/12, 19,26/76;9/2,9,16/76.				
China News Analysis	6/4,11,18/76;7/2,9,23/76 8/6,13/76;9/10,17/76; 10/1,8,15,22/76;11/5/76; 11/19/76;12/3,10/76. 1/7,14,21/77;6/3,10/77; 6/17/77.				
China Reconstructs	Feb.,Mar., 1976 May, June 1977				
Civil Liberties	Feb., Mar., 1967 May 1967 July 1967 Sept., Oct., Nov., 1967 Jan.,- May 1968 July 1968 Sept., Oct., 1968 Dec., 1968; Feb.,1969 Apr., June, Aug., Oct., Dec.,1969. Feb.,- Apr., 1970 July, Sept., Oct., 1970; Dec., 1970. Jan.,- May 1971 July, Nov., Dec., 1971. Jan.,- May 1972 July,Sept., Oct., 1972 Dec.,1972 Jan.,- May 1973;July, Sept., Nov., 1973.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Civil Liberties	Jan., Mar., May, July, Sept., Nov., 1974				
Civil Liberties Docket	Nov., 1959; June, Aug., Nov., 1960; Feb., Apr. July, Nov., 1961. May, Nov., 1962. Mar.,May, Aug., Dec., 1963. Vol. 8 & 9 1962-1964 Apr., July, Nov.,1964 Apr., July, Nov.,1965 Mar., May, July, 1966 Nov.,1966 Vol. # 13 1967-1968 Feb., 1967 Vol. # 14 1968-1969				
Civil Liberties in New York	Mar., June, Sept., Nov., 1968. Feb., Mar., Apr., May, Oct., Nov., 1969. Jan., Feb., Mar., May, June, Sept., Oct., Nov. 1970. Jan., Feb., Mar., Apr., Sept., Oct., Nov., Dec., 1971. Feb., Mar., Apr., May, Sept., Oct., Nov., Dec., 1972. Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., Dec., 1973. Feb., Mar., May, June, July 1974.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Civil War in France	1940				
Claridad	6/26/76; 7/11,18,25/76; 8/1,8,15,22,29/76; 9/5,12/76; 11/28/76.				
Communism in the United States	1935				
Communist, The	4/1/19; 7/19,26/19; 8/2,9,16,23,30/19; 9/27/19; 10/4,11,18/19; 11/8,15,22,29/19; 12/3,13,19,20,27/19.				
	Vol. 1 # 11,12,13,16 1920				
	1/3/20; 2/15/20; 3/1/20 5/15/20; 6/1/20; 8/1/20 9/1,15/20; 10/1,15/20; 11/1,15/20; 12/15/20. 1/5/21; 2/1/21; 3/1/21; July, Aug., Sept., Oct. 1921.				
	Jan., Feb., Mar., Apr., June, July, Aug., Sept., Nov., 1922. # 11,12---1922				
	Jan.,1923				
	Feb., 1931				
	Sept., 1933				
	June, 1934				
	July, 1934				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Communist, The	Jan., 1939; Sept.,1939; Mar., 1940; July, 1940; Sept.,1940; June, 1941; July, 1941; Aug., 1941;				
Communist Answer to the World Needs, The	1935				
Communist Manifesto, The	1935; 1948				
Communist Party-A Manual On Organization	1935				
Communist Viewpoint	1977 - 1978				
Constitution of the Communist Party of the U.S.A.	1938				
Contrast (Canada)	4/1/71; 5/17,31/71; 6/1/71; 7/19/71; 8/1/71 9/1,18/71; 10/18/71; 11/1,15/71; 12/1/71; 1/5,15/72; 2/1,16/72; 3/2,17/72; 4/1,15/72; 5/1,17/72; 6/15/72; 7/15/72; 9/1,8,22,29,72 10/6,13,20/72. 2/2/73.				
Crime and Delinquency	July, Nov., 1960 1/4,7,/61; 4/10/62; 1/7,10/63; Feb., Apr., June, July Oct., Nov., Dec., 1974 Jan.,- July 1975 Oct.,- Dec., 1975 Jan.,- July 1976				
Culture and the Crisis	1932				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest	2/1,8,15,22/49; 3/1,8, 22,29/49; 4/5,12,19, 26/49; 5/3,10,17,24, 31/49; 6/7,14,21,28/49; 7/5,12,19,26/49; 8/2,9, 16,23,30/49; 9/6,13,20, 27/49; 10/4,11,18,25/49 12/6,13,20,27/49; Quarterly Indexes: Jan., Feb., Mar., Apr., 1949. 1/3,10,25/50; 2/18,25/50 3/4,13,18,25/50.				
Current Scene	Feb., Mar., 1978				
Current Digest of the Soviet Press	4/1,8,15,22,29/50 5/6,13,20,27/50 6/3,10,17,24/50 7/1,8,15,22,29/50 8/5,12,19,26/50 9/2,9,16,23,30/50 10/7,14,21,28/50 11/4,11,18,25/50 (11/4/50 quarterly index) 12/2,9,16,23,30/50 1/6,13,20,27/51 2/3,10,17,24/51 3/3,10,17,24,31/51 (3/10/51 quarterly index) 4/7,14,21,28/51 5/5,12,19,26/51 6/2,9,16,23,30/51(6/9/51 quarterly index) 7/7,14,21,28/51 8/4,11,18,25/51 9/1,8,15,22,29/51				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press	10/6,13,20,27/51 11/3,10,17,24/51 12/1,8,15,22,29/51 Quarterly indexex: 1st: 1951 (Sept) 2nd: 1952 (Jan.) 3rd: 1952 (June) 4th: 1952 (Oct.) 1/5,12,19,26/52 2/2,9,16,23/52 3/1,8,15,22,29/52 4/5,12,19,26/52 5/3,10,17,24,31/52 6/7,14,21,28/52 7/5,12,19,26/52 8/2,9,16,23,30/52 9/6,13,20,27/52 10/4,11,18,25/52 11/1,8,15,22,29/52 12/6,13,20,27/52 1/3,10,17,24,31/53 2/7,14,21,28/53 3/7,14,21,28/53(3/7/73 quarterly index) 4/4,11,18,25/53 5/2,9,16,23,30/53 6/6,13,20,27/53 7/4,11,18,25/53 8/1,8,15,22,29/53 9/5,12,19,26/53 10/3,10,17,24,31/53 (10/10/53 quarterly index) 11/7,18,25/53 12/2,9,16,23,30/53 1/6,13,20,27/54 2/3,10,17,24/54(2/17/54 quarterly index)				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of Soviet Press	3/3,10,17,24,31/54 4/7,14,21,28/54 (4/14/54 quarterly index) 5/5,12,19,26/54 6/2,9,16,23,30/54 7/7,14,21,28/54 8/4,11,18,25/54 (8/18/54 quarterly index) 9/1,8,15,22,29/54 10/6,13,20,27/54 11/3,10,17,24/54 12/1,8,15,22,29/54 1/5,12,19,26/55. (1/19/55 quarterly ind.) 2/2,9,16,23/55. 3/2,9,16,23,30/55. 4/6,13,20,27/55. (4/6/55 quarterly ind.) 5/4,11,18,25/55. 6/1,8,15,22,29/55. 7/6,13,20,27/55 8/3,10,24,31/55 9/7,14,21,28/55 10/5,12,19,26/55 (10/26/55 quarterly index) 11/2,9,23,30/55 12/7,14,21,28/55 1/6,11,18,25/56 (1/25/66 quarterly index) 2/8,15,22,24/56 3/7,14,28/56 4/4,11,18,25/56 5/2,9,16,23,30/56 6/6,13,20,27/56 7/4,11,18,25/56				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press	8/1/8,15,22,29/56 9/5,12,19,26/56 10/3,10,17,24,31/56 11/7,14,21,28/56 12/5,12,19,26/56 1/2,9,16,23,30/57 2/6,13,20,27/57 3/6,13,20,27/57 4/3,10,17,24/57 5/1,8,15,22,29/57 6/5,12,19,26/57 7/10,17,24,31/57 8/7,14,21,28/57 9/4,11,18,25/57 10/2,9,16,23,30/57 11/6,13,20,27/57 12/4,11,18/57 1/1,8,15,22,29/58 2/5,12,19,26/58 3/5,12,19,28/58 4/2,9,16,23,30/58 5/7,14,28/58 6/4,11,18,25,58 7/2,9,16,23,30/58 8/6,13,20,27/58 9/3,10,17,24/58 10/1,8,15,22,29/58 11/5,12,19,25/58 12/3,10,17,24,31/58 1/7,14,21,28,/59 2/4,11,18,25/59 3/4,11,18,25/59 4/1,8,15,29/59 5/6,13,20.27/59 6/3,10,17,24/59 7/1,8,15,22,29/59 8/5,12,19,26/59 9/2,9,16,23,30/59				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Digest, The	10/7,14,21,28/59 11/4,11,18,25/59 12/2,9,16,23,30/59 1/6,13,20,27/60 2/5,10,17,24/60 3/2,9,16,23,30/60 4/6,13,20/60 5/4,11,18,25/60 6/1,8,15,22,29/60 7/6,13,20,27/60 8/3,10,24,31/60 9/7,14,28/60 10/5,12,29,26/60 11/2,9,16,23,30/60 12/7,14,21,28/60 1/4,11,18,25/61 2/1,8,15,22/61 3/1,8,15,22,29/61 4/5,12,19,26/61 5/3,10,17,24,31/61 6/7,14,21,28/61 7/5,12,19,26/61 8/2,9,16,23,30/61 9/6,13,20,27/61 10,4,10,11,25/61 11/1,8,15,22,29/61 12/6,13,20,27/61 1/10,17,24,31/62 2/7,14,21,28/62 3/7,14,21,28/62 4/4,11,18,25/62 5/2,9,16,23,30/62 6/6,13,20,27/62 7/4,11,18,25/62 8/1,8,15,22,29/62 9/5,12,19,26/62 10/3,10,17,24,31/62				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press, The	11/7,14,21,28/62 12/5,12,19,26/62 1/2,9,16,23,30/63 2/6,13,20,27/63 3/6,13,20,27/63 4/3,10,17,24/63 5/1,8,15,22,29/63 6/5,12,19,26,31/63 7/3,10,17,24,31/63 8/7,14,21,28/63 9/4,11,18,25,63 10/2,9,16,23,30/63 11/6,13,20,27/63 12/4,11,18,25/63 1/1,8,15,22,29/64 2/5,12,19,26/64 3/4,11,18,25/64 4/1,8,15,22,29/64 5/6,13,20,27/64 6/3,10,17,24/64 7/1,8,15,22,29/64 8/5,12,19,26/64 9/2.9,16,23,30/64 10/7,14,21,28/64 11/4,11,18,25/64 12/2,9,16,23,30/64 1/6,13,20,27/65 2/3,10,17,24/65 3/3,10,17,24,31/65 4/7,14,21,28/65 5/5,12,19,26/65 6/2,9,16,23,30/65 7/7,14,21,28/65 8/4,11,18,25/65 9/1,8,15,22/65 10/6,13,20,27/65 11/3,10,17,24/65 12/1,8,15,22,29/65				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press, The	1/5,12,19,26/66 2/2,9,16,23/66 3/2,9,16,23,30/66 4/6,13,20,27/66 5/4,11,18,25/66 6/1,8,15,22,29/66 7/6,13,20,27/66 8/3,10,17,24,31/66 9/7,14,28/66 10/5,12,19,26/66 11/2,9,16,23/66 12/7,14,21,28/66 1/4,11,18,25/67 2/1,8,15,22/67 3/1,8,15,22,29/67 4/5,12,19,26/67 5/3,10,17,24,31/67 6/7,14,21,28/67 7/5,12,19,26/67 8/2,9,16,23,30/67 9/6,13,20,27/67 10/4,11,18,25/67 11/1,7,15,22,29/67 12/6,13,20,22,27/67 1/3,10,17,24,31/68 2/7,14,21,28/68 3/6,13,21,27/68 4/1,10,17,14/68 5/1,8,15,22,29/68 6/5,12,19,26/68 7/3,10,17,24,31/68 8/7,14,21,28/68 9/4,11,18,25/68 10/2,9,16,23,30/68 11/6,13,20,27/68 12/4,11,18,25/68 1/1,8,15,22,29/69 2/5,12,19,26/69				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press	3/5,12,19,26/69 4/2,9,16,23,30/69 5/7,14,21,28/69 6/4,11,18/69 7/2,9,16,23,30/69 8/6,13,20,27/69 9/3,10,17,24/69 10/1,8,15,22,29/69 11/5,12,19,26/69 12/3,10,17,23/69 1/6,13,20,27/70 2/3,11,17,24/70 3/10,17,24,31/70 4/7,14,21,28/70 5/12,19,26/70 6/2,9,16,23,30/70 7/7,14,21,28/70 8/4,11,18,25/70 9/1,8,15,22,29/70 10/6,13,20,27/70 11/3,10,17,24/70 12/1,8,15,22,29/70 1/5/12,19,26/71 2/2,9,16,23/71 3/2,9,16,23,30/71 4/6,13,20,27/71 5/4,11,25/71 6/1,8,15,22,29/71 7/6,13,20,27/71 8/3,10,17,24,31/71 9/7,14,21,28/71 10/5,12,19,26/71 11/2,9,16,23,30/71 12/7,14,21,28,71 1/4,11,18,25/72 2/2,9,16,23/72 3/1,8,15,22,29/72 4/5,12,19,26/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press, The	5/3,10,17,24,31/72 6/7,14,21,28/72 7/5,12,17,26/72 8/2,9,16,23,30/72 9/13,16,20,27/72 10/4,11,18,25/72 11/1,8,15,22,29/72 12/6,13,20,27/72 1/3,10,17,24,31/73 2/7,14,21,28.73 3/7,14,21,28/73 4/4,11,18,25/73 5/2,9,16,23/73 6/6,13,20,27/73 7/4,11,18,25/73 8/1,8,15,22,29/73 9/5,12,19,26/73 10/3,10,17,24,31/73 11/7,14,21,28/73 12/5,12,19,26/73 1/2,9,16,23,30/74 2/6,13,20,27/74 3/6,13,20,27/74 4/3,17,24/74 5/1,8,15,22,29/74 6/5,12,19,16/74 Index to Pravida and Izvestig. Vol.10 & 11 (Jan., 1974) 7/3,10,17,24,31/74 8/7,14,21,28/74 9/4,11,18,25/74 10/2,9,16,23,30/74 11/6/74				
Current History	Nov., 1977; Mar., 1978 May - June 1978				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Scene	Aug., - Dec 1977 Dec. 31,1977 Feb.,- Mar., 1978 Apr., - May 1978 June - July 1978 Sept..30,1978				
Daily World	5/31/69 6/3-7,10-14,17-21, 24-28/69 7/1-10/69; 9/19,20,23,24, 25,26,27/69				
Daily World	2/28/70; 3/3-7/70; 3/10- 14/70; 3/17-21/70; 3/24- 28/70; 4/1-4/70; 4/7- 11/70;4/14-18/70; 4/21- 25/70; 4/28-30/70; 5/1,2/70; 5/5-9/70; 5/12- 16/70; 5/19-23/70;5/26- 30/70; 6/2-6/70; 6/9- 13/70; 6/16-20/70; 6/23- 26/70; 6/27,30/70; 7/1- 3/70; 7/7-11/70; 7/14- 18/70; 7/21-25/70; 7/28, 29,31/70; 8/1,4,5,8,11, 12,13,14,15,18-22/70; 8/25-29/70; 9/1-5/70; 9/8-12,15-19,22,24-26, 29,30/70; 10/1-3/70; 10/6-10,13-17,20-24/70 10/27-31/70; 11/3-6,10-14, 18-21,24,25,27,28/70; 12/1,2,4,5,8-12,15-19; 22-24,26,29-31/70				
Daily World	1/2,5-9,12-14,16,19-23, 26-30/71; 2/2-6,9-13/71				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily World	2/16-20,23-27/71; 3/2-6, 9-13,16-20,23-27,30/71; 3/31/71; 4/1-3,6-10, 13-17,20-24,27-30/71; 5/1,4-8, 11-15, 18-22, 25-29/71; 6/1-5, 8-12, 15-19, 22-26, 29,30/71; 7/1-3, 6-10, 13-17, 22-24, 27-31/71; 8/3-7,10-14, 17-20, 24-26, 28,31/71 9/1-4,7-11, 14-18, 21-25, 28-30/71; 10/1,2,5-9,12-19,20,22,23,26-30/71; 11/2,4-6,9,11-13,16-20, 23,24,26,27,30/71; 12/1-4,8-11,14-18,21-24, 28-31/71. 1/4-8,11-15,18-22,25,26 27-29/72; 2/1-5,8-12,15, 16-19,22-26,29/72; 3/1-4, 7-11, 14-18, 21-25, 28-30/72; 4/1,4-8,11-15, 18-22, 25-29/72; 5/2-6, 9-13, 16-20, 23-27,30, 31/72; 6/1-3,6-10,13-17, 20-24, 27-30/72; 7/1, 5-8,11-14,18-22, 25-27, 29/72; 8/1-4,10,12,16/72 8/5,8,9,11,15,17,18/72; 8/22-26,29-31/72; 9/1,2, 5-8,13-16,19-23,26-30/72.				
Daily World	2/1,2,5-9,13-16,19-23, 26-28/74;3/1,2,5,6,9, 21/74; 4/2-6,9-13,16-20, 24-27,30/74; 5/1-4,7,8, 10,11,14,15,16,17,21-25, 29-31/74; 6/1,4-8,11-15, 18-22,25-29/74.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily World	7/2,3,5,6,9,10,11,12,13, 17-20,23-27,30,31/74; 8/1-3,6-10,13-17,20-24, 27-31/74; 9/3-7,10,11,13 14,17-21,24-28/74; 10/1-5,8-12,15-19,22,23, 25,26,27/74; 11/1,2,5-9, 12-16,19-23,26,27,29, 30/74; 12/3-7,10-14,17-20 24,26,27,28,31/74.				
Daily World	1/2-4,7-11,14,15,16,18, 21,22,24,25,28-31/75; 2/1,4-8,11,13-15,18-22, 25-28/75; 3/1,4,5,7,8, 11-15,18-21,25-29/75; 4/1,2,4,5,9-12,15-19, 22-26,29,30/75; 5/1-3, 6-10,13-16,20,22-24, 27-31/75; 6/3-7,10-14, 17-20,21,24-28/75; 7/1-3,5,8-12,15-19,22-26, 29-31/75; 8/1,2,5-9,12-16, 19-23,26-30/75; 9/2-6, 9-13,16-20,23-27,30/75; 10/1-4,7-11,14-18,21-25, 28-31/75; 11/1,4-8,11-15,18-22,25,26,28,29/75; 12/2-6,10-13,16-20,23,24, 26,27,30,31/75.				
Daily World	1/2,3,6-10,13-17,20-24, 27-31/76; 2/3-7,10-14, 17-21,24-28/76; 3/2-6, 10-12,17-20,23-27,30,31/76 4/1-3,6-10,13-17,20-24, 27-30/76; 5/1,4-8,11-15, 18-22,25-29/76.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily World	6/1-5,8-12,15-19,22-26, 29,30/76; 7/1-3,6-8,10, 13-17,20-26,28-31/76; 8/3-7,10-14,17-21,24-28, 31/76; 8/3-7,10-14,18-21,24-28,31/76; 9/1-4,7-10,25,28-30/76; 10/1,2, 5,7-9,12,15,16,19-23, 26-30/76; 11/2-6,9-13, 16-20,23,24,26,27,30/76; 12/1,2,4,7-11,14,16,17, 29,30,31/76.				
Daily World	1/4-8,11-15,18-22,25, 26-29/77; 2/1-5,8-12, 15-19,22-26/77; 3/1-5, 8,9,11,12,15-19,22-26, 29-31/77; 4/1,2,5-9,12, 13,15-16,19-23,26-30/77 5/3-7,10-14,17-21,24,26, 31/77; 6/1,3,4,,7,14, 16,21,22/77; 7/1,2,5-9, 12,13,16,19-23,26,28, 29,30/77; 8/2,4-6,9-13, 16-20,23-27,30,31/77; 9/1-3,6-10,13-17,20-24, 27-30/77; 10/1,4-8,10-15,18-22,25-29/77; 11/1-5,8-12,15-19,22,23,25,26, 29,30/77; 12/8-10,13-17, 20-24,28-31/77; 1/18-21, 24-26,28,31/78; 2/1-4, 7,8,10,11,15-18,22-25, 28/78; 3/1-4,7-11,14-18, 21-25,28-31/78; 4/1,4-8, 11,12,13,14,15,18,19,20, 21,22,25,26,27,28,29/78; 5/2,4-6,9-12,13,17-20/78.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily Worker	5/23-27,31/78; 6/1-3, 6-10,13-17,20-24, 27, 28-30/78; 7/1,5-8,11/78 7/12-14,15,18-22,25,26, 27-29/78; 8/1-12/78; 8/30,31/78; 9/1,2,5-9, 12-16,19-22,26,27/78; 9/28-30/78; 10/4-7,10-11,13-14,17-21,24-27/78 10/31/78; 11/1-4,7-11, 14-18,21-25,28-30/78; 12/1,2,5-9,12,13,14,15, 16,19-23,26,27,29,30/78;				
Daily Worker	1/3-5,9-13,16-20,23-27, 30,31/79; 2/1-3,6-10, 14,21-24,27,28/79; 3/1-3,6-10,13-17,20-24,27,28 29-31/79; 4/3-7,10-14, 17-21,24-28/79; 5/1-5, 8-12,15-19,22-26,30, 31/79; 6/1,2,5-9,12-16, 19-23,26-30/79; 7/3,5-7 10-14,17-21,24-28,31/79; 8/1,2,4,7-11,14-17,21-23 28-31/79; 9/1,5-8,11, 13-15,18-22,25-27/79; 10/2-5,10-12,16-20,23-26,30,31/79; 11/1,2,3 6-10,13-17,20,21,23,24, 27-30/79; 12/1,4-8, 11-15,18-22,26-28/79; 1/2-5,10,11,15-19,22-26, 29-31/80; 2/1,2,5-9,12-16,20-23,26-29/80; 3/1, 4-6,8,11,15,19,22-26, 29,30/80; 5/1-3,6-10, 13-17,20,21,24,28-31/80;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily Worker	4/1,5,8-12,15-19,22-26, 29,30/80; 5/1-3,6-10, 13-17,20,21,24,28-31/80; 6/3,17-20,24-28/80; 7/2, 3,5,8-12,15-18,24-26, 29-31/80; 8/1,2,5,6,7,9, 12-16,19,21,22,26-29/80; 9/5,6,9,10,11,12,16,18,19 20,23,-27,30/80; 10/1-4 7-11,15-18,21,23-25,28, 29,30,31/80; 11/4,5,7,8, 11-15,18-22,25,26,28/80; 12/2-6;9-13,16-19,23,24, 26,27,30,31/80;				
Daily Worker	1/2,3,6,8,10,13-17,20-24, 27-31/81; 2/3-7,10,11, 13,14,19,20/86;				
Dialectical and Historical Materialism	1940				
Dictatorship of the Proletariat	1936				
Ebony	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., 1974				
End to the Neglect of the Problems of the Negro Woman, An	June 1949				
Facism, Social-Democracy and the Communists	March 1934				
First American Revolution	1937				
Foundations of Leninism	1939				
Free China Weekly	1976 - 1977				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Freedomways	1972,1973,1974,1975, 1976,1977,1978,1979				
From Bryan to Stalin	1935				
From Socialism to Communism in the Soviet Union	1939				
From Spanish Trenches	1937				
Glossary of Marxist Words and Phrases Section 11	Undated				
Glossary of Marxist Words and Phrases Section 111	Undated				
Guardian	2/10,17,24/68; 3/2,9, 16,23,30/68; 4/13,27/68; 5/4,18,25/68; 6/1,8,15, 22,29/68; 7/6,13,20, 27/68; 8/3,17,24,31/68; 9/7,14,21,28/68; 10/5,12,19,26/68; 11/2,9,16,30/68; 12/714,21,28/68; 1/4,18,25/69 2/1,8,15,22/69 3/1,8,15,22,29/69 4/5,12,19,26/69 5/3,17,24/69 6/7,14,21,28/69 7/12,15,19,26/69 8/2,16,23,30/69 9/6,13,20,27/69 10/14,16,18,25/69 11/1,8,15,22,29/69 12/6,13,20,27/69				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Guardian	1/3,10,31/70 2/7,21,28/70 3/7,14,21/70 4/4,18,20,25/70 5/1,2,9,23,30/70 6/13,20,27/70 7/4,11,18/70 8/8,15,22,29/70 9/5,12,19,26/70 10/3,10,17,24,31/70 11/7,14,21,28/70 12/5,12,19,26/70				
Guardian	1/2,9,16,23,30/71 2/6,13,20,27/71 3/6,13,20,27/71 4/3,10,17,24/71 5/5,12,19,26/71 6/2,9,16,23,30/71 7/7,14/71 8/4,11,18,25/71 9/1,8,15,22,29/71 10/6,13,20,27/71 11/3,10,17,24/71 12/1,8,15,22,29/71				
Guardian	1/5,12,19,26/72 2/2,9,16,23/72 3/1,8,15,22/72 4/5,12,19,26/72 5/3,10,17,24,31/72 6/7,14,21,28/72 7/5,12,19/72 8/9,16,23,30/72 9/6,13,20,27/72 10/4,11,18,25/72 11/8,15,22,29/72 12/6,13,20,27/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Guardian	1/3,10,17,24,31/73 2/7,14,28/73 3/7,14,21,28/73 4/4,11,18,25/73 5/2,9,16,23,30/73 6/13,20,27/73 7/4,11,18/73 8/8,15,22,29/73 9/5,12,19,26/73 10/3,10,17,24,31/73 11/7,14,21,28/73 12/5,12,19,26/73				
Guardian	1/2,9,16,23,30/74 2/6,13,20,27/74 3/6,13,20,27/74 4/3,10,17,24/74 5/1,8,15,22,29/74 6/5,12,19,26/74 7/3,10,17,24/74 8/14,21,28/74 9/4,11,18,25/74 10/2,16,24,30/74 11/6,13,20,27/74 12/4,11,18,25/74				
Guardian	1/1,8,15,22,29/75 2/5,12,19,26/75 3/5,12,19,26/75 4/2,9,16,23,30/75 5/7,14,21,28/75 6/4,11,18,25/75 7/2,9,16,23/75 8/13,20,27/75 9/3,10,17,24/75 10/1,8,15,22,29/75 11/5,12,19,26/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Hammer and Steel Newsletter	Jan., Feb., Apr., May July, Sept., Nov., Dec., 1965				
	Jan., Mar., May, Aug., Sept., Oct., Nov., Dec., 1966				
	Jan., Feb., Mar., June Sept., 1967				
	Jan., Mar., May, Sept., Nov., 1968				
	Jan., Apr., June, July Sept., Dec., 1969				
	Mar., Apr., May, 1970				
	Jan., Mar., May, July 1971				
	5/12/72; 6/27/72;2/15/73; 3/19/73; 5/15/73;5/15/73;				
Hampton Newspaper	12/13/69				
Headline Series	Feb., Apr., May, Nov., Dec., 1972				
	Feb., June, Nov., Dec., 1973				
	Feb., Mar., June, 1974				
	Apr., June, Dec., 1975				
	Feb., Apr., June 1976				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Headline Series	Nov., Dec., 1976				
"History of the CP of the Soviet Union" (Bolsheviks)	CHAPTERS 1883-1901 1901-1904 1904-1907 1908-1912 1912-1914 1914-March 1917 April 1917-1918 1918-1920 1921-1925 1926-1929 1930-1934 1935-1937				
History of the Russian Revolution (volume 2)	1932				
Hitler and the Trade Unions	No date				
Ideas They Cannot Jail	1950				
Imperialism the Highest Stage of Capitalism	1939				
In Defense of the Communist Party and the Indicted Leaders	No date				
In Praise of Learning	1938				
Industrial Worker	Jan., Feb., Apr., May, June, July, Aug., Sept., Nov., Dec., 1967				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Industrial Worker	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec., 1968				
	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec., 1969				
	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Nov., Dec., 1970				
	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec., 1971				
	Jan., Feb., Mar., Apr., May, July, Aug., Sept., Oct., Nov., Dec., 1972				
	Jan., Feb., Mar., Apr., May, June, Aug., Sept., Oct., Nov., Dec., 1973				
Intelligence Publication Index	July-Dec., 1953 Jan.,-June 1954 Aug.,-Oct., 1954				
	July-Dec., 1955				
	March, May, July-Dec., 1956				
	Jan., Feb., Mar., Apr., May, June, July-Dec., 1957				
	Jan., - Dec., 1958				
	Jan.,- Dec., 1959				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Intelligence Publications Index	Jan., - May 1960 July - Sept., 1960 10/12/60; 11/16/60 12/14/60. Jan., - June 1961 July - Dec., 1961 Jan., 1962 Feb., 26,1962 March 26,1962 Apr., 20,1962 August 1962 Sept., 27,1962 Oct., 23,1962 Jan., 1963 Mar., 16,1963 Apr., 29,1963 May 1963 June 17,1963 July 15,23, 1963 Aug., 1963 Sept., 17,1963 Oct., 15,1963 Nov., 1963 Dec., 13,1963 Jan., 31,1964 Feb., 1964 March 17,1964 March 18,1964 Apr., 1964 May 1964 June 12,1964 Aug., 1964 Sept., 15,1964 Oct., 14,1964 July - Dec., 1964 Feb., - April 1964				

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DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Intelligence Publication Index	July - Dec., 1964 Feb., - Apr., 1965 Jan., - June 1965 July - Dec., 1965 Jan., - June 1966 July - Dec., 1966 Feb., - May 1967 June 16, 1967 Aug., 31,1967 Oct., 1967 Nov., 21,1967 Dec., 21,1967 Jan., 1968 Feb.,20, 1968				
Intercontinential Press	3/11,18,25/74 4/15,22/74 5/6,20,27/74 6/3,10,17,24/74 7/1,8,22,29/74 8/5/74 9/9,23,30/74 10/14,17,21,28/74 11/11,14,18,25/74 12/12,16,30/74 2/10/75 3/3,10,17,24,31/75 4/7,14,21,28/75 5/5,26/75 6/2,9,16,23/75 7/7,14,21,28/75 8/4/75 9/8,15,22,29/75 10/6,13,20,27/75 11/3,10,17,24/75 12/1,8,15,22,29/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Intercontinential Press	1/12,19,26/76 2/2,9,16,23/76 3/1,8,15,22,29/76 4/12,15,26/76 5/3,10,17,24,31/76 6/7,14,21,28/76 7/5,12,19,26/76 8/2,9,30/76 9/6,13,20,27/76 10/4,11,18,25/76 11/1,8,15/76				
International Affairs	Jan., - Dec., 1972				
International Communist Developments World Press Summary of	Mar., 5 & 7 1957				
International Press Correspondence	1934				
International Press Selected Briefs	5/28/54				
International Socialist Review	Jan., Mar., Apr., June, Sept., Oct., Nov., 1974				
Irish Echo	3/1,8,29/75 4/5,12,19,26/75 5/17/75 ; 6/19/75 7/5,12,19/75 8/2,23/75 9/20,27/75 10/4,11,18,25/75 11/1,8,15/75 12/6,13,20/75 1/10,17,24,31/76 2/7,14,21,28/76 3/6,13,20,27/76 4/3,10,17,24/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Irish Echo	5/1,8,15,22,29/76 6/5,19,26/76 7/3,10,24,/76 8/7;14,21,28/76 9/4,11,18,25/76 10/2,9,16,23,30/76 11/6,13,20/76 12/11,14,18/76 1/1,8,15,22,29/77 2/5,26/77 3/5,12,26/77 4/2,9/77 6/11/77 8/6,13,27/77 9/3,10,17/77 10/1,15,29/77 11/5/77				
Irish People	10/26/74; 11/2,9/74 4/26/75; 6/21/75 7/5,12,19/75 8/2,23/75 9/20,27/75 10/4,11,18,25/75 11/1,8,15/75 12/6,13,20/75 1/10,17,24,31/76 2/7,14,21,28/76 3/6,13,20/76 4/13,10,17/76 5/1,8,15,22,29/76 6/5,19,26/76 7/3,10,17/76 8/7,14,21,28/76 9/4,11,18,25/76 10/9,16,23,30/76 11/6,13,27/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Irish People	12/4,11,18/76 1/1,8,15,29/77 2/5/77; 8/6,13/77; 9/3,10,17,24/77 10/8,22,29/77 11/5/77; 1/14/78				
Jewish Current	Jan., Feb., Mar., Apr., May, June, July, Nov., Dec., 1974 Jan., Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., Dec., 1975 Jan., Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., 1976				
KommyHuct	Numbers 1-18 1972 Numbers 1-7 1973 (Jan., - May 1973)				
Labor's Own- William Z. Foster	March 1949				
Left-Wing Communism, An Infantile Disorder	1940				
Lenin	1934				
Lenin On the Woman Question	1934				
Leninism	No date				
Leninism or Trotskyism - A letter to American Workers	Feb., 1925 1934				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation	Jan., Feb., Mar., Apr., May, Aug., Sept., Oct., 1972 Jan., May, June, July, Aug., Sept., Oct., Nov., Dec., 1973 Jan., Mar., Apr., May, June, July, Aug., Sept., Oct., 1974 Jan., Feb., Mar., Apr., May, July, Aug., Sept., Oct., Dec., 1975 July, Aug., 1976				
Liberation News Service	5/29/69; 6/7,12,14,26/69 6/28/69; 7/3,10,17,19/69 7/24,31/69; 8/2,7,9/69 8/14,21,23,28/69 9/4,6,11,13,18,20,23/69 9/27/69; 10/2,4,9,11,16,18,23/69 10/25,30/69 11/1,6,8,13,20,22,26/69 12/3,6,10,13,17,20,24/69 1/3,7,10,14,17,21,24/70 1/28,31/70 2/4,7,11,14,18,21,25/70 3/4,7,11,18,28/70 4/1,4,8,15,18,22,25/70 4/29/70 5/6,9,13,16,20,23,27/70 5/30/70 6/3,5,10,13,17,20,24/70 6/24/70				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation News Service	7/1,4,8,11,15,18,22/70 7/25,29/70 8/5,8,12,15,19,22,26/70 8/29/70 9/2,9,12,16,26/70 10/1,8,15/70 1/6,9,13,16,20,23,27/71 2/3,10,17,20,24,27/71 3/3,6,10,13,17,20,24/71 3/27,31/70 4/3,7,10,14,17,21,24/71 4/28/70 5/1,8,12,19,22,26,29/71 6/2,5,9,12,16,19,23/71 6/30/71 7/3,7,14,21,24,28,31/71 8/4,7,11,14,18,21,25/71 8/29/71 9/1,11,15,18,22,25,29/71 10/2,6,9,15,20,23,27/71 11/3,6,10,12,17,24/71 12/1,4,8,11,15,18,22/71 1/5,8,12,15,19,22,29/72 2/2,5,19,26/72 3/4,11,15,18,22,25/72 3/29/72 4/1,5,8,12,15,19,22/72 5/3,6,10,13,17,20,25/72 5/31/72 6/3,7,10,13,17,21,24/72 6/28/72 7/5,8,12,15,19,22,26/72 8/2,5,9,12,16,19,26/72 8/30/72 9/2,6,9,13,16,20,23/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation News Service	10/4,7,11,14,18,21,25/72 11/1,4,8,11,18,22,29/72 12/2,6,9,13,20,23/72 1/6,10,13,17,19,24,27/73 2/3,7,10,14,17,21/73 3/3,7,10,14,17,31/73 4/4,7,11,14,18,21,28/73 5/2,5,9,12,16,19,23/73 5/26/73 6/2,6,9,13,16,20,23/73 6/27,30/73 7/7,11,14,18,21,25/73 8/4,8,11,15,18,29/73 9/1,5,8,12,15,19,22/73 9/26/73 10/3,6,10,13,17,20,24/73 10/27/73 11/3,10,14,21,28/73 12/1,5,12,15,19,22/73 1/26/74 2/6,9,13,16,20,23/74 3/2,6,9,13,16,20,23/74 3/30/74 4/3,6,10,13,20,24,27/74 5/4,8,11,15,18,22,25/74 6/1,5,8,12,15,19,22/74 6/29/74 7/3,6,10,13,17,20,24/74 7/31/74 8/3,6,10,14,17,21,24/74 9/7,14,18,21,25/74 10,2,9,12,16,19,23/74 11/2,6,13,16,20,23,27/74 12/4,14,18,21/74				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation News Service	1/4,11,18,22,25,27/75 2/5,8,12,15,19,22/75 3/1,5,8,12,15,19,22/75 3/26/75 4/5,9,12,16,19,23,26/75 5/3,7,10,14,17,21,24/75 5/31/75 6/4,7,10,14,17,21,24/75 6/31/75 7/2,4,9,12,16,19,23/75 7/26/75 8/2,9,13,16,20,23/75 9/6,10,13,17,20/75 10,1,4,8,11,15,18,25/75 11/1,5,7,12,15,19,22/75 11/26/75 12/3,6,10,13,17,20,24/75 1/14,17,21,,24/76 2/4,11,14,18,21,25/76 3/3,6,10,13,17,20,27/76 3/31/76 4/3,7,10,14,17,21,24/76 5/1,5,8,12,15,19,22/76 5/26,29/76 6/5,9,12,16,19,26/76 7/10,14,17,21,24,28/76 8/4,7,11,14/76 9/1,7,9,11,15,18,22/76 10/6,9,13,16,20,23,27/76 11/3,13/76				
Liberator	Jan., Feb., Mar., May, Sept., Oct., Nov., Dec., 1968				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberator	Jan., Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., 1969				
	Jan., Feb., Mar., Apr., June - Dec., 1970				
	Jan., - Mar., 1971				
Life and Teaching of Fredrich Engels	N/A				
Manifesto of the Communist Party	1935				
Marxism vs Liberation	1945				
Marxism and Revisionism	1946				
Marxist - Leninist Vanguard	Aug., Nov., 1971 Jan., - Dec., 1972 Feb., - May 1973				
Marxist Study Courses	N/A				
Masses and Mainstream	Sept., 1949				
Militant	1/2,9,16,23,30/67 2/6,13,20,27/67 3/6,13,20,27/67 4/1,3,17,24/67 5/1,8,15,22,29/67 6/12,19,26/67 7/10,24/67 8/7,21/67 9/4,11,18,25/67 10/2,9,16,23,30/67 11/6,13,20,27/67 12/4,11,18,25/67				

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DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	1/1,8,15,22,29/68 2/5,12,19,26/68 3/4,11,18,25/68 4/1,8,15,29/68 5/10,17,24,31/68 6/7,14,21,28/68 7/5,12,19,26/68 8/2,9,16,23/68 9/6,13,27,30/68 10/4,11,18,25/68 11/1,8,15,22,29/68 12/6,13,20,27/68 1/3,10,17,24,31/69 2/7,14,21,28/69 3/7,14,21,28/69 4/4,11,18,25/69 5/2,9,16,23,30/69 6/6,13,20,27/69 7/4,11,18/69 8/1,8,15,22/69 9/5,12,19,26/69 10/3,10,17,24,31/69 11/7,14,21,28/69 12/5,12,19,26/69 1/16,23,30/70 2/6,13,20,27/70 3/6,13,20,27/70 4/3,10,17,24/70 5/1,8,15,19,22,26/70 6/5,12,19,26/70 7/3,10,17,24,31/70 8/7/70 9/4,11,18,25/70 10/2,9,16,23,30/70 11/6,13,20,27/70 12/4,11,18,25/70				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	1/15,22,29/71 2/5,12,19,26/71 3/5,12,19,26/71 4/2,9,16,23,30/71 5/7,14,21,28/71 6/4,11,18,25/71 7/2,9,16,23,30/71 8/6/71 9/3,10,17,24/71 10/1,8,15,22,29/71 11/5,12,19,26/71 12/3,10,17,24/71 1/14,21,28/72 2/4,11,18,25/72 3/3,10,17,23,31/72 4/7,14,21,28/72 5/5/72; 6/30/72 7/7,14,24,28,30/72 8/4,11/72 9/8,15,22,29/72 10/6,13,20,27/72 11/3,10,17,24/72 12/1,8,15,22,29/72 1/12,19,26/73 2/2,9,16,23/73 3/2,9,16,23,30/73 4/3,6,20,27/73 5/4,11,18,25/73 6/1,8,15,22,29/73 7/6,13,20,27/73 8/3,31/73 9/9,14,21,28/73 10/2,5,19,23,30/73 11/2,16,23,30/73 12/7,14,21,26,28/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	1/11,18,25/74 2/1,8,15,22/74 3/1,8,15,29/74 4/5,12,19,26/74 5/3,10,17,24,31/74 6/7,14,21,25/74 7/5,12,21,26,28/74 8/2,9,16/74 9/6,13,20,27/74 10/4,11,18,25/74 11/8,15,22,29/74 12/6,13,20,27/74 1/17,24,31/75 2/7,14,21,28/75 3/7,14,21,28/75 4/4,11,18,25/75 5/2,9,16,23,30/75 6/6,13,20,27/75 7/4,11,18,25/75 8/1,8,15/75 9/5,12,19,26/75 10/3,10,17,24,31/75 11/7,14,21/75 12/5,12,19,26/75 1/2,16,23,30/76 2/6,13,20,27/76 3/5,12,19,26/76 4/2,9,16,23,30/76 5/7,14,21,28/76 6/4,11,18,25/76 7/2,9,16,23,30/76 8/6,27/76 9/3,17,24/76 10/8,15,22/76 11/5,12,19,26/76 12/3,10,17,18/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	3/25/77				
Moscow News	2/3-10/37				
Movement, The	June, July, Sept., Oct., Nov., Dec., 1967				
	Feb., Apr., May, July, Sept., Nov., Dec., 1968				
	Jan., Oct., Nov., Dec., 1969				
	Jan., Feb., Mar., 1970				
Muhammad Speaks	Dec., 31, 1971				
	1/7,14,21,28/72 2/4,11,18/72 3/3,10,17,24,31/72 4/7,14,21,28/72 5/5,12,19,26/72 6/2,9,16,23,30/72 7/7,14,21,28/72 8/4,11,18,25/72 9/1,8,15,22,29/72 10/6,13,20,27/72 11/3,10,17,24/72 12/1,8,15,22,29/72				
	1/5,12,19,26/73 2/2,9,16,23,73 3/2,9,16,23,30/73 4/6,13,20,27/73 5/4,5,18,25/73 6/1,8,22,29/73 7/6,13,20,27/73 8/3,10,17,24,31/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Muhammad Speaks	9/7,14,21,28/73 10/5,12,19,26/73 11/2,9,16,23,30/73 12/7,14,21,28/73 1/4,11,18,25/74 2/1,8,15,22/74 3/1,8,15,22,29/74 4/5,12,19,26/74 5/3,10,17,24,31/74 6/7,14,21,28/74 7/5,12,19,26/74 8/2,9,16,23,30/74 9/6,13,20,27/74 10/4,11,18,25/74 11/1,8,15,22,29/74 12/6,13,20,27/74 1/3,10,17,31/75 2/7,14,21,28/75 3/7,14,21,28/75 4/4,11,18/75 5/9,16,23/75 6/6,13,20,27,30/75 7/4,11,18,25/75 8/1,8,15,22,29/75 9/5,12,19,26/75 10/3,10,17,24,31/75				
NPPA Journal	Oct., Apr., July, 1959 Jan., Apr., 1960				
Nation, The	4/17,26/76; 6/12,26/76 7/3/76; 9/4,8/76 10/2,30/76; 2/25/78 7/1/78; 8/5,19/78 9/2,9,16,23,30/78				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Nation, The	7/8,22/78; 8/16,21/78 10/7/78; 11/4,11,18/78 11/25/78; 12/2,9,16/78 12/23/78; 1/6/79; 2/10,17,24/79;				
National Guardian	7/4,11,15,25/60 8/1,8,15,22,29/60 9/5,12,19,26/60 10/3,10,17,24,31/60 11/7,14,21,25/60 12/5,12,19,26/70				
	1/2,9,16,23,30/61 2/6,13,20,27/61 3/6,13,20,27/61 4/3,10,17,24/61 5/1,8,15,22,29/61 6/5,12,19,26/61 7/3,10,17,24,31/61 8/7,14,21,28/61 9/4,11,18,25/61 10/2,9,16,23,30/61 11/6,13,20,27/61 12/4,11,18,25/61				
	1/1,8,15,22,29/62 2/5,12,19,26/62 3/5,12,26/62 4/2,9,16,23,30/62 5/7,14,21,28/62 6/4,11,18,25/62 7/2,9,16,23,30/62 8/6,13,20,27/62 9/13,17,24/62 10/1,8,15,22,29/62 11/5,8,15,22,29/62 12/6,13,20,27/62				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Guardian	1/3,10,17,24,31/63 2/7,14,21,28/63 3/7,14,21,28/63 4/4,11,18,25/63 5/2,9,16,23,30/63 6/6,13,20,27/63 7/4,11,18,25/63 8/1,8,15,22,29/63 9/5,12,19,26/63 10/3,10,17,24,31/63 11/7,14,21,22,28/63 12/5,12,19,26/63 1/9,16,23/64 2/6,20,27/64 3/7,14,21,28/64 4/11,18,25/64 5/2,9,16,23,30/64 6/6,13,20/64 7/11,18,25/64 8/1,15,22,29/64 9/5,12,19,26/64 10/3,17,24,31/64 11/7,14,21,28/64 12/5,12,19/64 1/2,9,16,23,30/65 2/6,13,27/65 3/6,13,20,27/65 4/3,10,17,24/65 5/1,8,15,22,29/65 6/5,12,26/65 7/3,10,17,24,31/65 8/7,14,21/65 9/4,11,18,25/65 10/2,9,16,23,30/65 11/6,13,20,27/65 12/4,11,18,25/65				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Guardian	1/1,8,15,22,29/66 2/5,12,19,26/66 3/5,12,19,26/66 4/9,16,23,30/66 5/7,14,21,28/66 6/4,11,25/66 7/2,9,16,23,30/66 8/6,13,20,27/66 9/3,10,17,24/66 10/1,8,15,22,29/66 11/5,12,19,26/66 12/3,10,17,24,31/66 1/7,14,21,28/67 2/4,11,18,25/67 3/4,11,18,25/67 4/1,8,15,22,29/67 5/6,13,20,27/67 6/3,10,24/67 7/1,8,15,22,29/67 8/5,12,19,26/67 9/2,9,16,23,30/67 10/7,14,21,28/67 11/4,11,18,25/67 12/2,16,23,30/67 Jan., 6, 1968 Feb., 3, 1968				
National Question and Leninism, The	1950				
National Review	1/21/72 2/4,18/72 3/3,17,31/72 4/14,28/72 5/12,26/72 6/9,23/72 7/7,21/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Review	8/4,8/72 9/1,15,29/72 10/13,27/72 11/10,24/72 12/8,22/72 1/5,19/73 2/2,16/73 3/2,16,30/73 4/13,27/73 5/25/73 6/8,22/73 7/6,20/73 8/3,17,31/73 9/14,28/73 10.12,26/73 11/9,23/73 12/7,21/73 1/4,18/74 2/1,15/74 3/1,15,29/74 4/12,26/74 5/10,24/74 6/7,21/74 7/5,19/74 8/2,16,30/74 9/13,27/74 10/11,25/74 11/8/74 12/6,20/74 1/17,31/75 2/14,28/75 3/14,28/75 4/11,25/75 5/9,23/75 6/6,20/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Review	7/4,18/75 8/1,15,29/75 9/12,26/75 10/10,24/75 11/7,21/75 12/5,19/75 1/23/76 2/6,20/76 3/19/76 4/2,16,30/76 5/14,28/76 6/11,25/76 7/9,23/76 8/20/76 9/3,17/76 10/15,29/76 11/12/76				
National Review Bulletin	1/28/72 2/11,25/72 3/24/72 4/7,21/72 5/5/72 6/2,30/72 7/14,28/72 8/11,25/72 9/8,22/72 10/20/72 11/3,17/72 12/1,15/72 1/26/73 2/9/23/73 3/9,18,23/73 4/20/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Negro Digest	July, Aug., Sept., Oct., Nov., Dec., 1969				
	Jan., Feb., Mar., Apr. 1970				
New Guard	Dec., 1970				
	Mar.,- May 1971				
	Jan., - Dec., 1972				
	Jan., - Nov., 1973				
	Jan., - June 1974				
New Leader	1/10,24/72				
	2/7,21/72				
	3/6,20/72				
	4/3,17/72				
	5/1,15,29/72				
	6/12,26/72				
	7/10,24/72				
	8/7/72				
	9/4,18/72				
	10/2,26,30/72				
	11,13,27/72				
	12/11,25/72				
	1/8,22/73				
	2/5,19/73				
	3/5,19/73				
	4/2,16,30/73				
	5/14,28/73				
	6/11,25/73				
	7/9,23/73				
	8/6/73				
	9/3,17/73				
	10/1,15/73				
	11,12,26/73				
	12/10,20/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Leader	1/7,21/74 2/4,18/74 3/4,18/74 4/1,15,29/74 5/13,27/74 6/10,24/74 7/8,22/74 8/5/74 9/2,16,30/74 10/14,28/74 11/25/74 12/23/74 1/20/75 2/3/75 3/17/75				
New Opportunities in the Fight for Peace and Democracy	1953				
New Order, The	July 1975 Nov., 9 1975				
New Solidarity	4/24/74 5/1,8,15,27/74 6/17/74 8/3,8,21,28/74 9,6,11,14/74 10/2,5,9,12,16,18,23/74 10/26,30/74 11/2,6,9,20/74 12/2,5,9,12,16,19,24/74 12/26,30/74 1/6,23,27,30/75 2/3,6,10,13,17,20/75 2/24,27/75 3/3,6,10,13,17,20/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Solidarity	3/23,27,31/75 4/3,7,10,14,21,24,28/75 5/1,5,8,12,19,22,26,29/75 6/5,9,13,16,19,23,29/75 7/10,14,17,21,24,31/75 8/4,11,21,25,28/75 9/22,25,29/75 10/2,6,9,13,16,20,23/75 10/27,30/75 11/3,10,13,17,20,24,27/75 12/1,4,8,11,29/75 1/2,5,13,16,20,23,27/76 1/30/76 2/3,6,20,24/76 3/2,9,12,16,19,23/76 3/26,30/76 4/2-27/76 5/4-28/76 6/1-29/76 7/2-30/76 8/3-31/76 11/16-30/76 12/10-31/76 1/4-28/77 2/4-25/77 3/8-29/77 4/5-29/77 5/3-18/77 6/7-14/77 6/24-28/77 7/1-26/77 8/5-19/77				
New Times	Jan., 1972 (Issues 1-4)				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Times	Feb., 1972 (Issues 5-9) Mar., 1972 (Issues 10-13) Apr., 1972 (Issues 14-17) May 1972 (Issues 18-22) June 1972 (Issues 23-26) July 1972 (Issues 27-31) Aug., 1972 (Issues 32-35) Sept., 1972 (Issues 36,38-43,45,47) Nov., 1972 (Issue #48) Dec., 1972 (Issues 48-52) Jan., 1973 (Issues 1-4) Feb., 1973 (Issues 5-8) Mar.,9-13,1973 Apr.,14,16,17,1973 May18-20,1973 June 22,1973 Nov., 1973 (Issues 45-46) May 21-22,1977 June 23-25,28,1977 Aug., 1977 (Issues 33-35) Sept., 1977 (Issues 36-39)				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New York	12/1,8,15,22/69				
	4/6,13,20,27/70 5/4,11,18,25/70 6/1,8,15,22,29/70 7/6,13,20,27/70 8/3/10,17,24,31/70 9/7,14,21,28/70 10/5,12,19,26/70 11/2,9,16,23,30/70 12/7,21/70				
	1/4,11,18,25/71 2/1,8,15,22/71 3/1,8,15,22,29/71 4/5,12,19,26/71 5/3,10,17,24,31/71 6/7,21,28/71 7/5,12,19,26/71 8/9,16,23,30/71 9/6,13,20/71 10/4,11,18,25/71 11/1,8,13,22,29/71 12/6,12,20/71				
	1/10,17,21,31/72 2/7,28/72 3/6,13,20,27/72 4/3,10,17,24/72 5/1,8,15,22,29/72 6/5,12,19,26/72 7/3,10,24,31/72 8/7,14,21,28/72 9/4,11,18,25/72 10/2,9,16,23,30/72 11/6,13,20,27/72 12/4,11,18/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Times	Oct., 1977 (Issues 40-41)				
New World Review	Summer 1971 Fall 1971 Summer 1972 Spring 1972 Winter 1972 Spring 1973 Summer 1973 Fall 1973 Jan., 1974 Mar., 1974 May 1974 July-Aug., 1974 Sept.,-Oct., 1974 Nov.,-Dec., 1974 Jan.,-Dec., 1975 Jan.,-Oct., 1975				
New York	10/14/68 12/9,19,23/68 1/6,13,20,27/69 2/3,10,17,24/69 3/3,10,17,24,31/69 4/1,4,21,28/69 5/5,12,19,26/69 6/2,9,16,23,30/69 7/7,14,21,28/69 8/4,11,18,25/69 9/1,8,15,22,29/69 10/6,13,20,27/69 11/3,10,17,26/69				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New York	1/8,15,22,29/73 2/12,19,26/73 3/5,12,19,26/73 4/2,9,16,23,30/73 5/7,14,21,28/73 6/4,11,25/73 7/16,23,30/73 8/6,13,20,27/73 9/17,24/73 10/1,8,15,22,29/73 11/5,12,19,26/73 12/3,10,17,24,31/73 1/1421,25/74 2/4,11,18,25/74 3/4,11/74 4/8,15,29,22/74 5/6,20,27/74 6/3,10,17,24/74 7/1,8,22/74 8/5,12,19,26/74 9/2,9,16,23,30/74 10/7,14,21,28/74 11/4,18,25/74 12/2,9/74				
News From China	4/1,2,5,19-24,26,27/76 9/1-3,6-16,19-23,26-30 1977 10/1,3,4-8,10-12,14,15, 19-21,24-28,31/77 11/1-5,7,10,11,14-18, 21-23/77				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Next Steps in the Struggle for Negro Freedom	1953				
On Guard Against Browderism, Titoism Trotskyism	May 1951				
On People's Democratic Dictatorship	1952				
On People's Democratic Rule	July 1950				
On Practice	1951				
On Relief in Illinois	Not Given				
On the Struggle Against Revisionism	Jan., 1946				
One Big Union Monthly, The	Mar.,-Nov., 1919				
	Jan.,June, Sept., Oct., Nov., Dec., 1920				
	Jan., 1921				
Organizing the Party for Victory over Reaction	Dec., 1953				
Pacific Tribune	2/21/75 3/14,21,28/75 4/4,11,18/75 5/2,16,23,30/75 6/6,13,20,27/75 7/4,11,25/75 8/8,15,22,29/75 9/5,7,12/75 11/14,21,28/75 12/5,19/75				
	1/4,9,16,23,30/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Pacific Tribune	2/6/76 3/6/76 4/1,6,16,23,30/76 5/7,14,21,28/76 6/4,11,18/76 7/2,16/76 8/13,26,27/76 9/3,10,17,24/76 10/1,5/76				
Party Affairs	Winter Quarter 1967 Vol. #1 Spring and Summer 1967 Vol. 1 #2 Supplement Aug., 1967 Supplement Oct., 1967 Apr.,-May 1968 Apr., July, Oct., 1971 Feb., June, Sept.,1972 Dec., 1972 Jan., June, Sept.,1973 Feb., Apr., June, Sept., Oct., Dec., 1974 Feb., Apr., May, June Aug., Sept., Nov., 1975				
Party Builders, The	Jan.,30,1939 Apr., July 1939 Mar., May 1942 Feb., 1943 Aug., Oct., 1944 Feb., -Apr., June, Aug., 1945 Mar., July 1946 Jan., Mar., 1947				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Party Campaigner	May, June 1960 Oct., 1963				
Party News	Mar.,-May, July, Sept., 1940 July 1941 July, Sept., 1942				
Party Organizer	Dec. 1927 Mar., May, June 1928 Mar., May , June, Aug., 1930 Feb., Mar., Apr., 1930 May-July 1931 Aug., Sept., Nov., Dec., 1931 Jan., -Mar., 1932 May - Dec., 1932 Jan.,- Dec., 1933 Mar., - Dec., 1934 Jan., - Dec., 1935 Jan., - Dec., 1936 Jan., - Dec., 1937 Jan., - Aug., 1938 Mar., 1939 Mar., Apr., Sept., Dec., 1943				
Path of Peace, Progress and Prosperity	1944				
Peking Review	3/4,11,18,25/58; 4/1,8,15,22,29/58 5/6,13,20,27/58 6/3,10,17,24/58 7/1,8,15,22,29/58 8/5,12,19,26/58 9/2,9,16,23,30/58 10/7,14,21,28/58				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	11/4,11,18,25/58 12/2,9,16,23,30/58				
	1/6,13,20,27/59 2/3,10,17,24/59 3/3,10,17,24,31/59 4/7/14,21,29/59 5/5,12,19,26/59 6/2,9,16,23,30/59 7/7,14,21,28/59 8/4,11,18,25/59 9/1,8,22/59 10/1,6,13,20,27/59 11/3,10,17,24/59 12/1,8,15,22,29/59				
	1/5,12,19,26/60 2/2,9,16,23/60 3/1,8,15,22,29/60 4/5,12,19,26/60 5/3,10,17,24,31/60 6/7,14,21,28/60 7/5,12,19,26/60 8/2,9,16,23,30/60 9/6,14,20,27/60 10/4,11,18,25/60 11/1,8,15,22,29/60 12/13,20,27/60				
	1/6,13,20,27/61 2/3,10,19,24/61 3/3,10,17,24,31/61 4/7,14,21,28/61 5/5,12,19,26/61 6/2,9,16,23/61 7/7,14,21,28/61 8/4,11,18,25/61 9/1,8,15,22,29/61				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	10/6,13,20,27/61 11/3,10,17,24/61 12/1,8,15,22,29/61 1/5,12,19,26/62 2/2,9,16,23/62 3/2,9,16,23/62 4/6,13,20,27/62 5/4,11,18,25/62 6/1,8,15,22,29/62 7/6,13,20,27/62 8/3,10,24,31/62 9/7,14,21,28/62 10/5,12,19,26/62 11/2,9,16,30/62 12/7,14,21,28/62 1/4,11,18,25/63 2/1,8,15,22/63 3/1,15,22,29/63 4/5,12,19,26/63 5/3,10,17,24,31/63 6/7,14,21,28/63 7/5,12,19,26/63 8/2,9,16,23,30/63 9/6,20,27/63 10/4,11,18,25/63 11/1,8,15,22,28/63 12/6,13,20,27/63 1/3,10,17,24,31/64 2/7,14,21,28/64 3/6,13,20,27/64 4/3,10,17,24/64 5/1,8,15,22,29/64 6/12,19,26/64 7/3,10,17,24,31/64 8/7,14,21,28/64				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	9/4,11,18,25/64 10/2,9,16,23,30/64 11/6,13,20,27/64 12/4,11,18,25/64 1/1,8,15,22,29/65 2/5,12,19,26/65 3/5,12,19,26/65 4/2,9,16,23,30/65 5/7,14,21,28/65 6/4,11,18,25/65 7/2,11,16,23,30/65 8/6,13,20,27/65 9/3,10,17,24/65 10/1,8,15,22,29/65 11/5,12,19,26/65 12/3,10,17,24/65 1/1,7,14,24/66 2/4,11,18,25/66 3/4,11,18,25/66 4/1,8,15,22,29/66 5/6,13,20,27/66 6/3,10,17,24/66 7/1,8,15,22,29/66 8/5,12,19,26/66 9/2,9,16,23,30/66 10/7,14,21,28/66 11/4,11,25/66 12/2,9,16,23/66 1/1,6,13,20,27/67 2/3,10,17,24/67 3/3,10,17,24,31/67 4/7,14,21,28/67 5/5,12,19,26/67 6/2,9,16,23,30/67 7/7,14,21,28/67				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	8/4,11,18,25/67 9/1,8,15,22,29/67 10/6,13,20,27/67 11/3,10,17,24/67 12/1,8,15,25/67 1/3,12,19,26/68 2/2,16,23/68 3/1,8,15,22,29/68 4/5,19,26/68 5/3,10,17,24,31/68 6/7,14,21,28/68 7/5,12,19,26/68 8/2,9,16,23,30/68 9/6,13,20,27/68 10/4,11,18,25/68 11/1,8,15,22,29/68 12/6,13,20,27/68 1/3,10,17,24,31/69 2/7,14,21,28/69 3/7,14,21,28/69 4/4,11,18,25,28,30/69 5/5,16,23,30/69 6/6,13,20,27/69 7/4,11,18,25/69 8/1,6,15,22,29/69 9/3,7,19,26/69 10/3,10,17,24,31/69 11/7,14,21,28/69 12/5,12,26/69 1/2,9,16,23,30/70 2/6,13,20,27/70 3/6,13,20,27/70 4/3,10,17,24/70 5/8,15,22,29/70 6/5,12,19,26/70				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	7/3,10,17,24,31/70 8/7,14,21,28/70 9/4,11,18,25,30/70 10/9,16,23,30/70 11/6,13,20,27/70 12/4,11,18,25/70 1/1,8,22,29/71 2/5,12,19,26/71 3/5,12,19,26/71 4/2,9,16,23/71 5/7,14,21,28/71 6/4,11,18,25/71 7/9,16,23,30/71 8/6,13,20,27/71 9/3,10,17,24,30/71 10/8,15,22,29/71 11/5,12,19,26/71 12/3,10,17,24,31/71 1/7,14,21,28/72 2/4,25/72 3/3,10,17,24,31/72 4/7,14,21,28/72 5/5,12/72 6/2,9,16,23,30/72 7/7,14,21,25/72 8/4,11,18,25/72 9/1,8,15,22,29/72 10/20,27/72 11/3,10,17,24/72 12/1,8,15,22,29/72 1/12,19,26/73 2/2,9,16,23/73 3/9,16,23,30,73 4/6,13,20,27/73 5/4,11,18,25/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	6/1,8/73 7/6,13,20,27/73 8/3,10,17,24/73 9/7,14,21,28/73 10/5,12,19,26/73 11/2,16,23,30/73 12/7,14,21,28/73 1/4,11/74 2/1,22/74 3/1,8,15,22,29/74 4/5,12,19,26/74 5/3,10,17,24,31/74 6/7,14,21,28/74 7/5,12,19,26/74 8/2,9,16,23,30/74 9/6,27/74 10/4,11,25/74 11/1,8,15,22,29/74 12/6,13,20,27/74 1/3,12,17,24,31/75 2/7,14,20,28/75 3/7,14,21,28/75 4/4,11,18,25/75 5/2,9,16,23,30/75 6/6,20,27/75 7/4,11,18,25/75 8/1,8,15,22,29/75 9/5,12,19,26/75 10/3,10,17,24,31/75 11/14,21,28/75 12/5,12,19,26/75 1/2,9,16,23,30/75 2/6,13,20,27/75 3/5,19/76 4/2,9,16,23,30/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	5/2,9,16,23,30/75 6/6,20,27/75 7/4,11,18,25/75 8/1,8,15,22,29/75 9/5,12,19,26/75 10/3,10,17,24/75 11/14,21,28/75 12/5,12,19,26/75 1/2,9,16,23,30/76 2/6,13,20,27/76 3/5,19/76 4/2,9,16,23,30/76 5/14,21,28/75 6/4,11,18,25/76 7/2,9,16,23,30/76 8/20,27/76 9/3,8,15,22,29/76 10/8,15,22,29/76 11/5,19,26/76 12/3,10,17/76 1/1,7,14,28/77 2/4,11,18,25/77 3/11,18,25/77 4/1,8,15,22,29/77 5/6,13,20,27/77 6/3,10,20,27/77 7/1,8,15/77 8/5,12,19,26/77 9/2,23/77 4/28/78 5/19/78				
People's World	1/2-4,7-11,14,16-18, 21-25,28-31/57				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	2/1,2,9,16,23,30/60 2/6/13,20,27/60 3/5,12,16,26/60 4/2,9,16,23,30/60 5/7,14,21,28/60 6/4,11,18,25/60 7/2,9,16,23,30/60 8/13,20,27/60 9/3,10,17,24/60 10/1,8,15,22,29/60 11/5,12,19,26/60 12/3,10,17,24,31/60 1/1,14,21/61 2/4,11,18,25/61 3/4,11,18,25/61 4/1,8,15,22/61 5/6,13,20,27/61 6/3,10,17,24/61 7/1,8,15,29/61 8/5,12,19,26/61 9/2,9,16,23,30/61 10/7,14,21/61 11/4,11,18,25/61 12/2,9,16,23,30/61 2/3,10,17,24/62 3/3,10,17,24,31/62 4/7,14,21,28/62 5/5,19,26/62 6/2,9,16,23,30/62 7/7,14,21,28/62 8/4,11,18,25/62 9/1,8,15,22,29/62 10/6,13,20,27/62 11/3,10,17,24/62 12/1,8,15,22,29/62				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	1/5,12,19,26/63 2/2,9,16,23/63				
	12/6,13,20,27/69				
	1/3,10,17,24,31/70 2/7,14,21,28/70 3/7,14,21,28/70 4/4,11/70 5/2,9,16,23/70 6/6,13,20,27/70 7/4,11,18,25/70 8/1,8,15,22,29/70 9/5,12,19,26/70 10/3,10,17,24,31/70 11/7,14,21,28/70 12/5,12,19,26/70				
	1/2,9,16,23,30/71 2/6,13,20,27/71 3/6,13,20,27/71 4/10,17,24/71 5/1,3,15,22,29/71 6/5,12,19,26/71 7/3,10,17,24,31/71 8/7,14,21,28/71 9/4,11,18,25/71 10/2,9,16,23,30/71 11,6,13,20,27/71 12/4,11,18,25/71				
	1/1,8,15,22,29/72 2/12,19,26/72 3/4,11,18,25/72 4/1,8,15,22/72 5/6,13,20,27/72 6/3,10,17,24/72 7/1,8,15,22,29/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	8/5,12,19,26/72 9/2,9,16,23,30/72 10/7,14,21,28/72 11/4,11,18,25/72 12/23,30/72				
	1/13,20/73 2/3,10/73 3/3,10,24,31/73 4/7,14,21,28/73 5/5,12,19,26/73 6/2,9,16,23,30/73 7/7,14,21,28/73 8/4,11,18,25/73 9/1,8,15,22,29/73 10/6,13,20,27/73 11/3.10,24/73 12/1,8,15,22,29/73				
	1/5,15,19,26/74 2/2,9,16,23/74 3/2,9,16,23,30/74 4/6,13,20,27/74 5/4,11,18,25/74 6/1,8,15,22,29/74 7/6,13,20,27/74 8/3,10,17,24,31/74 9/7,14,21,28/74 10/4,12,19,26/74 11/2,9,16,23,30/74 12/7,14,21,28/74				
	1/4,11,18,25/75 2/1,8,15,22/75 3/1,8,15,22,29/75 4/5,12,19,26/75 5/5,10,24,31/75 6/7,14,21,28/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	7/5,12,19,26/75 8/2,9,16,23,30/75 9/6,13,20,27/75 10/4,11,18,25/75 11/1,8,15,22,29/75 12/6,13,20/75 1/3,10,17,24/76 2/7,14,21,28/76 3/6,13,20,27/76 4/3,10,17,24/76 5/1,8,15,22,29/76 6/5,12,19,26/76 7/3,10,17,24,31/76 8/7,14,21,28/76 9/4,11,18/76 10/2,9,16,23,30/76 11/6,13,20/76 12/4,11,18/76 1/1,8,15,22,29/77 2/5,12,19/77 3/5,12,19,26/77 4/2,9,16,23,30/77 5/7,14,21,28/77 6/4,11,18,25/77 7/2,9,23,30/77 8/6,13,20,27/77 9/3,10,17,24/77 10/1,8,15,29/77 11/5,12,19,26/77 12/3,10,17,24,31/77 1/7,14,21,28/78 2/4,11,18,25/78 3/4,11,18,25/78 4/1,8,15,22,29/78 5/6,13,20,27/78				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	6/3,17,24/78 7/1,8,15,22,29/78 8/5,12,19,26/78 9/2,9,16,23,30/78 10/7,14,21,28/78 11/4,11,18,25/78 12/2,9,23,30/78 1/6,13,20,27/79 2/3,10,17,24/79 3/3,10,17,24,31/79 4/7,14,21,28/79 5/5,12,19,26/79 6/2,9,23,30/79 7/7,14,21,28/79 8/4,11,25/79 9/1,8,15/79 10/6,13,20,27/79 11/3,10,17,24/79 12/1,8,15,22,29/79 1/12,19,26/80 2/2,9,16,23/80 3/1,8,15,22,29/80 4/5,12,19,26/80 5/3,17,24,31/80 6/7,14,21,28/80 7/5,12,19,26/80 8/9,16,23,30/80 9/13,20,27/80 10/4,11,18,25/80 11/08,15,22,29/80 12/6,13,20,27/80 1/3,10,17,24/81 2/7,14,21,28/81 3/14,21/81 4/4,18/81				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	5/2,9,16,23,30/81 10/3,10,17,24,31/81 11/7,14,21,28/81				
	1/2,9,16/82				
Poland	Jan., Mar., June, Aug., Sept., 1976				
Political Affairs	July, Aug., Sept., Oct., Dec., 1945				
	Feb., Mar., Aug., Sept., 1946				
	Apr., Sept., Nov., Dec., 1947				
	Jan.,- Dec., 1960				
	Jan.,- Dec., 1961				
	Jan.,- Dec., 1962				
	Jan.,- Feb., 1963				
	Jan., Mar., May 1974				
	Mar., May, Nov., 1975				
	Mar., May, Sept., Nov., 1976				
	Oct.,- Dec., 1977				
	Jan., Apr., June-Dec., 1978				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Political Affairs	Jan., - Mar., 1979				
Problems of Communism	Jan.,- June 1974				
	Mar., June, Nov., Dec., 1975				
	Mar.,- June, Sept.,- Dec. 1976				
	Jan.,- Dec., 1977				
	Mar., - Dec., 1978				
	Jan., - Apr., 1979				
Problems of Leninism	1934 1947				
Program of the Communist International	1929 1936				
Progressive	Jan.,- Apr., 1974				
Progressive Labor	Mar., Aug., 1972 Jan., Apr., July, Nov., 1973				
	Mar.,- Apr., 1974 Oct.,- Nov., 1974 Apr.,- May, Dec., 1975 Apr., Sept., 1976				
Proletarian Revolution and Renegade Kautsky, The	1935 1952				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Question Guide for 8 session classes for Club Organizers and other leaders on Resolution and Report of the 15th National Convention of the C.P.U.S.A.	Feb., 1951				
Questions Concerning the History of Bolshevism	Undated				
Radical Review	July, Oct., 1917 Jan.,- Dec., 1918				
Revolutionary Age, The	11/16,20,23,27,30/18 12/7,11,14,18,21,28/18 1/4,11,18,25/19 2/1,8,15,22/19 3/1,8,15,22,29/19 4/5,12,19,26/19 5/3,10,17,24,31/19 6/7,14,21/19 7/5,12,19,26/19 8/2,9,23/19 11/1,15/29 12,1,15/29 1/1,15/30 2/15/30 3/1,15/30 4/7,21/30 5/1,21/30 6/15/30 7/1,15/30 8/1/30 9/1/30 10/1/30 11/22/30 12/6,13,20,27/30				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Revolutionary Age, The	1/3,10,17,31/31 2/7,14,21,31/31 3/7,14,21,28/31 4/4,11,18,25/31 5/1,9,16,23,30/31 6/6,13,20,27/31 7/4,11,18,25/31 8/1,8,15,22,29/31 9/5,12,19,26/31 10/3,10,17,24,31/31 11/7,14,21,28/31 12/5,12,19,26/31 1/2/32				
Revolutionary Youth Movement	Oct., 1969				
Rising Tide,	5/22/78 9/11/78 10/16/78 11/6/78				
Russian Review, The	Apr., July, Oct., 1972 Jan., 1973				
Sauti the Inner City Voice	Oct., Nov., 1969 Feb., 1,9,15, 1970 June, July 15,1970 Oct., Nov., 1970 Feb., Apr., 1971				
Scanlans	Mar., - Sept.,1970 Jan., 1971				
Schism	Summer 1969 Summer, Fall, Winter 1970				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Schism	Summer, Fall, Winter 1971				
	Spring, Summer, Winter 1972				
Science and Society	Spring, Summer, Fall Winter 1972				
	Summer, Fall, Winter 1973				
	Summer, Winter 1974				
	Summer, 1976				
	Spring 1974 "A" &"B"				
Scientific World	1972				
Security Gazette	Jan.,- Mar., 1974				
	May, July, Sept., 1974				
	Oct., - Dec., 1974				
	Jan., Feb., Apr.,- Nov., 1975				
Selected Works of Lenin	Volumes 1 - XI 1943				
Sepia	Nov., Dec., 1969				
	Jan., - Dec., 1970				
	Jan., - July 1971				
	Sept.,- Oct., 1971				
	Jan., - Dec., 1972				
	Jan., - Dec., 1973				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Sepia	Jan., - Dec., 1974				
	Jan., - Sept., 1975				
Servamus	May 1979				
Socialism and War	1952				
Socialism Utopian and Scientific	1945				
Southern Patriot , The	Jan., - Oct., 1974				
	Feb., - Apr., 1975				
Soviet and East European Absees(sp)	July 1970				
Soviet Life	Jan., - Sept., 1974				
	Jan., - Dec., 1975				
	Jan., Mar., Apr., - July. 1976				
Soviet Review, The	Winter 1971 Spring, Summer, Fall, Winter 1972 & 1973				
Soviet Studies	Jan., Apr., July, Oct., 1974				
	Apr., July, Oct., 1975				
	Jan., Apr., 1976				
	Jan., Oct., 1977				
	July 1978				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Soviet Union	#1 - #12 1974 (except #11) #1 - #5, #10 1977 #4 1978				
Spain's	Oct., 1935				
Spark, The	2/8/65; 3/24/65; 4/24/65; 6/65; 8/65; 9/65; 10/65; 11/65; 12/65; Jan., - Dec., 1966 Jan.,- Oct., 1967 Dec., 1967 Sept., 1973 3/9/74 Apr., June, Oct., - Dec., 1974 Mar., - May 1975 July, Aug., Oct., 1975				
Spartacist	Oct., 1964 Jan., Feb., May, June, July, Sept., Oct., - Dec. 1966 May - June 1967 May, Sept., Oct., 1968 Aug., Sept., Nov., Dec., 1969				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Spartacist	Apr., May, Aug., Sept., Nov., Dec., 1970				
	Apr., May 1971				
	Fall 1972				
Spartacist East	10/69				
Spartacist West	7/6/66; 8/29/66; 9/30/66;				
	6/27/69; 8/22/69;				
	3/27/70;				
Special Bulletin	Jan., 1939				
Stages of History in the Communist Party	1941				
Stalin, Joseph	Oct., 1941				
Stalin, Joseph - A Political Biography	1949				
Stalin, Joseph - A Short Biography	1941				
Stalin Reports	1934				
Stalin's Doctrine of the Socialist State	1951				
State, The	1947				
State and Revolution	1932				
State and Revolution (Special Edition)	1932				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Strategic Review	Fall 1974 Spring, Summer, Fall 1975 Spring, Summer, Fall 1976 Spring, Summer, Winter 1977				
Strategy and Tactics of the Proletarian Revolution	1936				
Struggle Against Imperialist War and the Tasks of the Communist	July 1928				
Studies in Compartive Communism	July 1968 Jan., Apr., July, 1969 Jan., Apr., 1970				
Studies on the Left	Winter 1960 Volumes 11 (1,2) 1961 Volume 2 # 3 1961 Volume 3 # 5(1,2) 1963 Volume 3 (3,4) 1963 Volume 4 (1,2) 1964 Volume 4 (3,4) 1964 Volume 5 (3,4) 1965 Volume 5 (1,2) 1965 Volume 6 (1-4) 1966 Volume 6 (5,6) 1966 Volume 7 (1,2) 1967				
Survey	Fall 1972 Spring, Summer, Fall 1973 Fall 1974 Spring, Summer, Fall 1975				
Tasks of the Proletariat in our Revolution	1932				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Taxation without Representation	N/A				
Theory and Practice of the Communist Party	Mar., 1948 May 1950				
Theory of the Proletarian Revolution	1936				
Third Five Year Plan for the National Economic Development of the U.S.S.R.	1939				
Thunderbolt, The	6/30/75; 7/25/75;				
Times of the American	6/9,23/76; 10/27/76; 4/13/77				
Totalitarism Activities - Cuba Today	Aug., 1943				
Toward Soviet America	1932				
Tribune	7/28/78; 8/18/78; 11/17,24/78; 12/1/78				
Tupart	Mar., Apr., May, 1971				
Twenty-one Questions about War and Peace	Aug., 1950				
Two Tactics of Social-Democracy in the Democratic Revolution	1935				
United Front Against Facism	Oct., 1945 Sept., 1947 Oct., 1950				
United We Stand for Peace and Socialism	1935				
Voice of Labor	11/1/19; 12/15/19;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Voice of Labor	2/15/20 6/26/20 7/8,10,15,22,29/21 8/5,12,19,26/21 9/2,9,16,23,30/21 10/7,14,21,28/21 11/4,11,18,25/21 12/2,9,16,23,30/21 1/6,13,20,27/22 2/3,10,17,24/22 3/3,10,17,24,31/22 4/7,14,21,28/22 5/5,12,26/22 6/2,9,16,23,30/22 7/7,10,14,21,28/22 8/4,11,18,25/22 9/1,8,15,22,29/22 10/6,13,20,27/22 11/3,10,24/22 12/1,8,15,22,29/22 1/6,12,19,26/23 2/2,9,16,23/23 3/2,9,16,23,30/23 4/6,13,20,27/23 5/5,12,19,26/23 6/2,9,16,23,30/23 7/3,4,6,14,21,28/23 8/4,11,18,25/23 9/1,8,9/23 10/26/23 11/9,30/23 12/15/31/23				
Voices of Revolt	1928				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
War and the Second International, The	1932				
War of National Liberation, The	1942 1943				
Way Out, The	May 1941 & 1943				
Western Socialist, The	1/30/19 2/6,20,27/19				
What is Leninism ?	1936				
What is to be Done ?	1929 1951				
What Means a Strike In Steel	Feb., 1937				
What's Happening on the Chinese Mainland	3/15/76; 7/31/77; 8/15/77; 9/15/77;				
Why Communism ?	Dec., 1933				
Will the Bolsheviks Retain State Power?	1932				
Worker, The	2/2,11,18,25/22 3/4,11,18,25/22 4/1,8,15,22/22				
Workers Library, The	1935				
Workers Vanguard	Jan., - Dec., 1972 Feb., Mar., Apr., 1973 5/11,25/73 6/8,22/73 7/6,20/73 8/3,31/73 9/28/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Workers Vanguard	10/12,26/73 11/9,23/73 12/7/73 1/17,31/75 2/14,28/75 3/14,28/75 4/11,25/75 5/9,23/75 6/6,20/75 7/4,18/75 9/12,19,26/75 10/3,10,17,24,31/75 11/7,14,21,28/75 12/5,19/75 1/2,9,16,23,30/76 2/6,13,20,27/76 3/5,12,19,26/76 4/2,9,16,23,30/76 5/7,14,21,28/76 6/4,11,18,25/76 7/2,9,16,23,30/76 8/6,20,76 9/3,10,17,24/76 10,1,8,15,22,27/76 11/5/76				
Workers World	8/17,31/71; 9/30/71; 10/18/71; 11/3,16/71; 12/1,15,31/71 1/18/72; 2/2,16/72; 3/2,16,31/72; 4/20/72; 5/10,25/72; 6/15,30/72; 7/17/72; 8/4,22,25/72; 10/6,20/72; 11/3,7/72; 12/29/72;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Workers World	1/19/73; 2/2,16/73; 3/2,16,30/73; 4/13,27/73; 5/11,25/73; 6/8/73; 7/13/73; 8/3,24/73; 9/21/73; 10/5,19/73; 11/2,16/73; 12/14,28/73				
	1/11,25/74; 2/8,22/74; 3/8,22/74; 4/5,19/74; 5/3,17,31/74; 6/14,28/74; 7/19/74; 8/9,26/74; 9/20/74; 10/4,18,25/74; 11/1,8,15,22,29/74; 12/6,13,20,27/74;				
	1/3,10,17,24,31/75; 2/7,14,21,28/75; 3/7,14,21,28/75; 4/4,11,18,25/75; 5/2,9,16,23,30/75; 6/6,20,27/75; 7/4,11,18,25/75; 8/8,15,22,29/75; 9/12,19,26/75; 10/3,10,17,24,31/75; 11/7,14,21,28/75; 12/5,12,19,26/75;				
	1/2,9,16,23,30/76; 2/6,13,20,27/76; 3/5,12,19,26/76; 4/2,9,16,23,30/76; 5/7,21,28/76; 6/4,11,18,25/76; 7/2,9,16,23,30/76; 8/13,20,27/76;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Workers World	9/3,17,24/76; 10/1,8,15,22,29/76; 11/5,12,19,26/76;				
Working Class Against Fascism, The	1935				
Working Paper	Spring, Fall 1973 Spring, Winter 1974				
World Marxist Review	Jan., Mar., Apr., - July Aug., - Nov., 1973				
	Jan., - Dec., 1974				
	Jan., - Dec., 1975				
	Jan., - Mar., 1976				
World Politics	Jan., Apr., July, Oct., 1974 Jan., Apr., June, 1975				
	Jan., Apr., July, 1976				
Worldview	Feb., Apr., May, July-Dec., 1960				
	Jan., - Dec., 1961				
	Jan., - Dec., 1962				
	Jan., - Dec., 1963				
	Jan., - Dec., 1964				
	Jan., - Dec., 1965				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Worldview	Jan., - Dec.1966 Feb., - Dec.1967 Jan., - Dec.1968 Jan., - Oct.1969 Dec., 1969 Jan., - Feb.1970				
Writers Take Sides	May, 1938				
Y.C.L. Builders	1936				
Young Communists and Unity of the Youth	Oct., 1935				
Young Socialist	Dec., 1973 Jan., 1974 Feb.,- Aug., 1974 Mar.,- Nov., 1975 Feb.,- Apr., 1976				
Young Socialist the Organizer	2/5,19/71 3/5,19/71 4/2,16,30/71 5/14,28/71 6/11,25/71 7/30/71 8/13/71 9/3,17,24/71 10/1,8,15,22,29/71 11/5,12,19,26/71 12/3,10,17,24/71 1/28/72 2/11,14,18,25/72 3/3,10,17,24,31/72 4/7,14,21,28/72 6/2,23/72 7/7/72; 8/4/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Your Dollar Under Roosevelt	Aug., 1933				
Yugoslav Life	Jan.,- Aug., 1960				
	Oct.,- Dec., 1960				
	Jan.,- Dec., 1961				
	Jan.,- July 1962				
	Sept.,- Dec., 1962				
	Jan.,- Dec., 1963				
	Jan.,- Dec., 1964				
	Jan.,- Dec., 1965				
	Jan.,- Mar., 1966				
	May - Dec., 1966				
	Jan.,- Dec., 1967				
	Jan.,- Dec., 1968				
	Jan.,- Dec., 1969				
	Jan.,- Dec., 1970				
	Jan.,- June 1971				
	Sept.,- Dec., 1971				
	Feb.,- Mar., 1972				
	May - Oct., 1972				
	Jan.,- Apr., 1973				
	May 1975				

66-3286-1438

FBI File No. 66-HQ-3286 Destruction of Bureau Records
Enclosure Behind File (EBF) 1440 - Section 1



66-3356-1440

ENCLOSURE

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
A C U Report	Sept.1969; Dec.1969 Mar. 1970; July 1970 Nov.29,1973				
American Dialog					
Vol. 1 #1	July-Aug. 1964				
Vol. 1 #11	Oct.-Nov. 1964				
Vol. 11 #1	Feb.-Mar. 1965				
Vol. 11 #2	May-June 1965				
Vol. 11 #3	Mar.,Apr., Oct.,Nov.1966				
Vol. 111 #1	Summer 1966				
Vol. 111 #2	Nov.,Dec.,1966				
Vol. 111 #3	Spring 1967				
Vol. 1V #1	Autumn 1967				
Vol. 1V #2	Spring 1968 Winter 1968-1969 Spring - Summer 1969 Autumn 1971 Summer, Spring, Winter 1972				
American Way to Jobs, Peace, Democracy	April 1954				
Americanization of Labor	1925				
Anvil, The	May-June, 1935				
Anvil, The (New Anvil)	Dec., 1939				
Background on China	Apr.27,1976;Sept.27,1977 Oct.4,1977				
Bilalian News	Nov.7,14,21,28,1975 Dec.5-26,1975 Jan.;Feb.;Mar.;Apr.; May,1976				
Black Collegian,The	Jan.;Feb.;Mar.;Apr.;May June,Sept.;Oct.,1975				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Black Collegian, The	Jan.;Feb.,1975				
Black News	May 31,1975				
Black Panthers, The	11/2/68 12/20/67;10/12,26/68; 12/14/68;2/17/69;3/3/69 3/9,16,31/69;4/6,20/69; 4/27/69;5/4,11,19,25/69; 5/31/69;6/7,14,21,28/69 7/5,12,19,26/69;8/2,9, 16,23,30/69;9/6,13,27/69 10/4,25/69;11/1,8,15,22, 29/69;12/6,27/69; 1/3,10,17,31/70;2/7,17, 21,28/70;3/7,15,21/70; 4/6,11,18,25/70;5/2,9, 19,31/70;6/6,13,20,27/70 7/4,11,18,25/70;8/1,8, 15,21/70;9/5,19,26/70; 10/3,10,17,24,31/70; 11/7,21,28/70;12/5,14, 19,26/70 1/2,9,16,23,30/71;2/6, 13,20,27/71;3/6,13,20, 27/71;4/3/71;5/15,29/71 6/5,12,19/71;7/3,10/71; 3/16,23/74;4/6,13,20/74 4/27/74;5/4,11,18,25/74 6/1,8,15,22,29/74;7/6/74 7/13,20/74;8/3,10,17,24, 31/74;9/7,14,21,28/74; 10/5,12,19,26/74;11/2, 9,16,23,30/74;12/7,14, 21,28/74				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Black Panthers, The	1/4,11,18,25/75;2/1,8, 15,22/75;3/1,8,15,22/75; 3/29/75;4/5,12,19,24/75; 5/12/75;6/2,9,16/75; 10/6,14/75;11/29/75; 10/16/76;12/4,11/76;				
Black Scholar	Sept.1971				
Black World	May-Dec. 1971 Jan.-Dec. 1972 Mar.-May 1973 July-Dec. 1973 Jan.-Dec. 1974 Jan.-Apr. 1975				
Bolshevik Revolution, The (It's Rise and Meaning)	1920				
Browder, Earl (Reports to the Nineteenth Convention to the Comm.Party)	6/24/36				
Bulletin	1/2,6,9,13,16,20,23/76 1/27,30/76;2/3,6,10,13, 17,20,24,27/76;3/2,5,9, 12,16,19,23,26,30/76; 4/2,6,9,13,16,20,23,27, 30/76;5/4,7,11,14,18,21 25,28/76;6/1,4,8,15,18, 22,25,29/76;7/2,6,9,13, 16,20,23,27,30/76;8/3,6 10,13,17,20,24/76;9/3,7 10,14,17,21,24,28/76				
Bulletin	Oct.,Nov.,Dec., 1976 Jan.,Feb.,Mar., 1977				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Call, The	Nov., Dec.,1975 Jan.,-July 1976 July, Aug.,Sept., Oct., Nov., Dec.,1976 Jan., Feb., Mar., Apr., May 1977; June, July, Aug., 1977				
Canadian Tribune	Jan., Feb., Mar., Apr., May 1976				
Capitalism and Agriculture	1946				
Censored !	1935				
Challenge	June, July, Aug., Sept., Oct., Nov., Dec. 1964 Jan., Feb., Mar., Apr., May, June, July 1965				
Challenge-	8/10,24/65;9/7/65;10/5, 19/65;11/2,16/65;12/7, 21/65. 1/4,18/66;2/15/66;3/1, 22/66;4/5,19/66;5/3/66 5/24/66;6/7,21/66;7/5, 26/66;8/9,23/66;9/13/66 9/27/66;10/11/66; 11/1/66;12/15/66. Mar., Apr., May, June, July, Aug., Sept., 1967 Dec.,1967. Jan., Feb., Mar., Apr. May, June, July 1968 Aug., 1968; Oct., Nov., Dec. 1968				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Challenge	1/69;3/69;4/69;6/69; 7/69;8/69;9/69;10/69 11/69;12/69. Jan., - Aug., 1970 9/14/70;10/15/70; 11/11/70;11/22/70 12/13/70 1/4,30/71;2/20/71;3/71; 3/20/71;5/21/71;6/10/71 6/11/71;8/21/71;9/04/71 9/18/71;10/02,16/71; 11/23,25/71. 1/20/72;2/03/72;3/2/72 3/16/72;3/30/72;4/13/72; 5/1,18/72;6/11,15,29/72. 7/13,27/72;8/10,24/72; 9/7,21/72;10/5,19/72; 11/2,16/72;11/30/72; 12/14/72. 1/11,25/73;2/8,22/73; 3/8,22,73;4/5/73; 5/3,13/73;7/12/73;8/2, 23/73;9/06/73; 9/20/73; 10/4,18/73;11/2,16/73; 11/29/73;12/13/73. 1/10,24/74;2/7,21/74; 3/7,21/74;4/4,18/74; 5/9,23/74;6/6,20,74 7/4,18/74;8/1,15/74; 9/12,29/74;10,10,24/74; 11/7,21/74;12/5,12,19/74 1/9,16,23,30/75;2/6,15, 22,27/75;3/6,13,20/75; 3/27/75;4/3,10,17,24,75 5/1,8,15,22,29/75;6/5/75 6/12,19,26/75;7/3,10/75; 7/17,24,31/75;8/7,14/75; 9/11,18,25/75.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Challenge	10/2,9,16,23,30/75. 1/8,15,22,29/76;2/12,19, 26/76;3/4,11,18,25/76; 4/1,8,15,29/76;5/6,13, 20,27/76;6/3,10;17,24/76 7/1,8,15,22,29/76;8/12, 19,26/76;9/2,9,16/76.				
China News Analysis	6/4,11,18/76;7/2,9,23/76 8/6,13/76;9/10,17/76; 10/1,8,15,22/76;11/5/76; 11/19/76;12/3,10/76. 1/7,14,21/77;6/3,10/77; 6/17/77.				
China Reconstructs	Feb.,Mar., 1976 May, June 1977				
Civil Liberties	Feb., Mar., 1967 May 1967 July 1967 Sept., Oct., Nov., 1967 Jan.,- May 1968 July 1968 Sept., Oct., 1968 Dec., 1968; Feb.,1969 Apr., June, Aug., Oct., Dec.,1969. Feb.,- Apr., 1970 July, Sept., Oct., 1970; Dec., 1970. Jan.,- May 1971 July, Nov., Dec., 1971. Jan.,- May 1972 July,Sept., Oct., 1972 Dec.,1972 Jan.,- May 1973;July, Sept., Nov., 1973.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Civil Liberties	Jan., Mar., May, July, Sept., Nov., 1974				
Civil Liberties Docket	Nov., 1959; June, Aug., Nov., 1960; Feb., Apr. July, Nov., 1961. May, Nov., 1962. Mar.,May, Aug., Dec., 1963. Vol. 8 & 9 1962-1964 Apr., July., Nov.,1964 Apr., July, Nov.,1965 Mar., May, July, 1966 Nov.,1966 Vol. # 13 1967-1968 Feb., 1967 Vol. # 14 1968-1969				
Civil Liberties in New York	Mar., June, Sept., Nov., 1968. Feb., Mar., Apr., May, Oct., Nov., 1969. Jan., Feb., Mar., May, June, Sept., Oct., Nov. 1970. Jan., Feb., Mar., Apr., Sept., Oct., Nov., Dec., 1971. Feb., Mar., Apr., May, Sept., Oct., Nov., Dec., 1972. Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., Dec., 1973. Feb., Mar., May, June, July 1974.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Civil War in France	1940				
Claridad	6/26/76; 7/11,18,25/76; 8/1,8,15,22,29/76; 9/5,12/76; 11/28/76.				
Communism in the United States	1935				
Communist, The	4/1/19; 7/19,26/19; 8/2,9,16,23,30/19; 9/27/19; 10/4,11,18/19; 11/8,15,22,29/19; 12/3,13,19,20,27/19.				
	Vol. 1 # 11,12,13,16 1920				
	1/3/20; 2/15/20; 3/1/20 5/15/20; 6/1/20; 8/1/20 9/1,15/20; 10/1,15/20; 11/1,15/20; 12/15/20. 1/5/21; 2/1/21; 3/1/21; July, Aug., Sept., Oct., 1921.				
	Jan., Feb., Mar.,Apr., June, July, Aug., Sept., Nov., 1922. # 11,12---1922				
	Jan.,1923				
	Feb., 1931				
	Sept., 1933				
	June, 1934				
	July, 1934				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Communist, The	Jan., 1939; Sept.,1939; Mar., 1940; July, 1940; Sept.,1940; June, 1941; July, 1941; Aug., 1941;				
Communist Answer to the World Needs, The	1935				
Communist Manifesto, The	1935; 1948				
Communist Party-A Manual On Organization	1935				
Communist Viewpoint	1977 - 1978				
Constitution of the Communist Party of the U.S.A.	1938				
Contrast (Canada)	4/1/71; 5/17,31/71; 6/1/71; 7/19/71; 8/1/71 9/1,18/71; 10/18/71; 11/1,15/71; 12/1/71; 1/5,15/72; 2/1,16/72; 3/2,17/72; 4/1,15/72; 5/1,17/72; 6/15/72; 7/15/72; 9/1,8,22,29,72 10/6,13,20/72. 2/2/73.				
Crime and Delinquency	July, Nov., 1960 1/4,7,/61; 4/10/62; 1/7,10/63; Feb., Apr., June, July Oct., Nov., Dec., 1974 Jan.,- July 1975 Oct.,- Dec., 1975 Jan.,- July 1976				
Culture and the Crisis	1932				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest	2/1,8,15,22/49; 3/1,8, 22,29/49; 4/5,12,19, 26/49; 5/3,10,17,24, 31/49; 6/7,14,21,28/49; 7/5,12,19,26/49; 8/2,9, 16,23,30/49; 9/6,13,20, 27/49; 10/4,11,18,25/49 12/6,13,20,27/49; Quarterly Indexes: Jan., Feb., Mar., Apr., 1949. 1/3,10,25/50; 2/18,25/50 3/4,13,18,25/50.				
Current Scene	Feb., Mar., 1978				
Current Digest of the Soviet Press	4/1,8,15,22,29/50 5/6,13,20,27/50 6/3,10,17,24/50 7/1,8,15,22,29/50 8/5,12,19,26/50 9/2,9,16,23,30/50 10/7,14,21,28/50 11/4,11,18,25/50 (11/4/50 quarterly index) 12/2,9,16,23,30/50 1/6,13,20,27/51 2/3,10,17,24/51 3/3,10,17,24,31/51 (3/10/51 quarterly index) 4/7,14,21,28/51 5/5,12,19,26/51 6/2,9,16,23,30/51(6/9/51 quarterly index) 7/7,14,21,28/51 8/4,11,18,25/51 9/1,8,15,22,29/51				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press	10/6,13,20,27/51 11/3,10,17,24/51 12/1,8,15,22,29/51 Quarterly indexex: 1st: 1951 (Sept) 2nd: 1952 (Jan.) 3rd: 1952 (June) 4th: 1952 (Oct.) 1/5,12,19,26/52 2/2,9,16,23/52 3/1,8,15,22,29/52 4/5,12,19,26/52 5/3,10,17,24,31/52 6/7,14,21,28/52 7/5,12,19,26/52 8/2,9,16,23,30/52 9/6,13,20,27/52 10/4,11,18,25/52 11/1,8,15,22,29/52 12/6,13,20,27/52 1/3,10,17,24,31/53 2/7,14,21,28/53 3/7,14,21,28/53(3/7/73 quarterly index) 4/4,11,18,25/53 5/2,9,16,23,30/53 6/6,13,20,27/53 7/4,11,18,25/53 8/1,8,15,22,29/53 9/5,12,19,26/53 10/3,10,17,24,31/53 (10/10/53 quarterly index) 11/7,18,25/53 12/2,9,16,23,30/53 1/6,13,20,27/54 2/3,10,17,24/54(2/17/54 quarterly index)				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of Soviet Press	3/3,10,17,24,31/54 4/7,14,21,28/54. (4/14/54 quarterly index) 5/5,12,19,26/54 6/2,9,16,23,30/54 7/7,14,21,28/54 8/4,11,18,25/54 (8/18/54 quarterly index) 9/1,8,15,22,29/54 10/6,13,20,27/54 11/3,10,17,24/54 12/1,8,15,22,29/54 1/5,12,19,26/55. (1/19/55 quarterly ind.) 2/2,9,16,23/55. 3/2,9,16,23,30/55. 4/6,13,20,27/55. (4/6/55 quarterly ind.) 5/4,11,18,25/55. 6/1,8,15,22,29/55. 7/6,13,20,27/55 8/3,10,24,31/55 9/7,14,21,28/55 10/5,12,19,26/55 (10/26/55 quarterly index) 11/2,9,23,30/55 12/7,14,21,28/55 1/6,11,18,25/56 (1/25/66 quarterly index) 2/8,15,22,24/56 3/7,14,28/56 4/4,11,18,25/56 5/2,9,16,23,30/56 6/6,13,20,27/56 7/4,11,18,25/56				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press	8/1/8,15,22,29/56 9/5,12,19,26/56 10/3,10,17,24,31/56 11/7,14,21,28/56 12/5,12,19,26/56 1/2,9,16,23,30/57 2/6,13,20,27/57 3/6,13,20,27/57 4/3,10,17,24/57 5/1,8,15,22,29/57 6/5,12,19,26/57 7/10,17,24,31/57 8/7,14,21,28/57 9/4,11,18,25/57 10/2,9,16,23,30/57 11/6,13,20,27/57 12/4,11,18/57 1/1,8,15,22,29/58 2/5,12,19,26/58 3/5,12,19,28/58 4/2,9,16,23,30/58 5/7,14,28/58 6/4,11,18,25,58 7/2,9,16,23,30/58 8/6,13,20,27/58 9/3,10,17,24/58 10/1,8,15,22,29/58 11/5,12,19,25/58 12/3,10,17,24,31/58 1/7,14,21,28,/59 2/4,11,18,25/59 3/4,11,18,25/59 4/1,8,15,29/59 5/6,13,20.27/59 6/3,10,17,24/59 7/1,8,15,22,29/59 8/5,12,19,26/59 9/2,9,16,23,30/59				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Digest, The	10/7,14,21,28/59 11/4,11,18,25/59 12/2,9,16,23,30/59 1/6,13,20,27/60 2/5,10,17,24/60 3/2,9,16,23,30/60 4/6,13,20/60 5/4,11,18,25/60 6/1,8,15,22,29/60 7/6,13,20,27/60 8/3,10,24,31/60 9/7,14,28/60 10/5,12,29,26/60 11/2,9,16,23,30/60 12/7,14,21,28/60 1/4,11,18,25/61 2/1,8,15,22/61 3/1,8,15,22,29/61 4/5,12,19,26/61 5/3,10,17,24,31/61 6/7,14,21,28/61 7/5,12,19,26/61 8/2,9,16,23,30/61 9/6,13,20,27/61 10,4,10,11,25/61 11/1,8,15,22,29/61 12/6,13,20,27/61 1/10,17,24,31/62 2/7,14,21,28/62 3/7,14,21,28/62 4/4,11,18,25/62 5/2,9,16,23,30/62 6/6,13,20,27/62 7/4,11,18,25/62 8/1,8,15,22,29/62 9/5,12,19,26/62 10/3,10,17,24,31/62				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press, The	11/7,14,21,28/62 12/5,12,19,26/62 1/2,9,16,23,30/63 2/6,13,20,27/63 3/6,13,20,27/63 4/3,10,17,24/63 5/1,8,15,22,29/63 6/5,12,19,26,31/63 7/3,10,17,24,31/63 8/7,14,21,28/63 9/4,11,18,25,63 10/2,9,16,23,30/63 11/6,13,20,27/63 12/4,11,18,25/63 1/1,8,15,22,29/64 2/5,12,19,26/64 3/4,11,18,25/64 4/1,8,15,22,29/64 5/6,13,20,27/64 6/3,10,17,24/64 7/1,8,15,22,29/64 8/5,12,19,26/64 9/2,9,16,23,30/64 10/7,14,21,28/64 11/4,11,18,25/64 12/2,9,16,23,30/64 1/6,13,20,27/65 2/3,10,17,24/65 3/3,10,17,24,31/65 4/7,14,21,28/65 5/5,12,19,26/65 6/2,9,16,23,30/65 7/7,14,21,28/65 8/4,11,18,25/65 9/1,8,15,22/65 10/6,13,20,27/65 11/3,10,17,24/65 12/1,8,15,22,29/65				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press, The	1/5,12,19,26/66 2/2,9,16,23/66 3/2,9,16,23,30/66 4/6,13,20,27/66 5/4,11,18,25/66 6/1,8,15,22,29/66 7/6,13,20,27/66 8/3,10,17,24,31/66 9/7,14,28/66 10/5,12,19,26/66 11/2,9,16,23/66 12/7,14,21,28/66 1/4,11,18,25/67 2/1,8,15,22/67 3/1,8,15,22,29/67 4/5,12,19,26/67 5/3,10,17,24,31/67 6/7,14,21,28/67 7/5,12,19,26/67 8/2,9,16,23,30/67 9/6,13,20,27/67 10/4,11,18,25/67 11/1,7,15,22,29/67 12/6,13,20,22,27/67 1/3,10,17,24,31/68 2/7,14,21,28/68 3/6,13,21,27/68 4/1,10,17,14/68 5/1,8,15,22,29/68 6/5,12,19,26/68 7/3,10,17,24,31/68 8/7,14,21,28/68 9/4,11,18,25/68 10/2,9,16,23,30/68 11/6,13,20,27/68 12/4,11,18,25/68 1/1,8,15,22,29/69 2/5,12,19,26/69				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press	3/5,12,19,26/69 4/2,9,16,23,30/69 5/7,14,21,28/69 6/4,11,18/69 7/2,9,16,23,30/69 8/6,13,20,27/69 9/3,10,17,24/69 10/1,8,15,22,29/69 11/5,12,19,26/69 12/3,10,17,23/69 1/6,13,20,27/70 2/3,11,17,24/70 3/10,17,24,31/70 4/7,14,21,28/70 5/12,19,26/70 6/2,9,16,23,30/70 7/7,14,21,28/70 8/4,11,18,25/70 9/1,8,15,22,29/70 10/6,13,20,27/70 11/3,10,17,24/70 12/1,8,15,22,29/70 1/5/12,19,26/71 2/2,9,16,23/71 3/2,9,16,23,30/71 4/6,13,20,27/71 5/4,11,25/71 6/1,8,15,22,29/71 7/6,13,20,27/71 8/3,10,17,24,31/71 9/7,14,21,28/71 10/5,12,19,26/71 11/2,9,16,23,30/71 12/7,14,21,28,71 1/4,11,18,25/72 2/2,9,16,23/72 3/1,8,15,22,29/72 4/5,12,19,26/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Digest of the Soviet Press, The	5/3,10,17,24,31/72 6/7,14,21,28/72 7/5,12,17,26/72 8/2,9,16,23,30/72 9/13,16,20,27/72 10/4,11,18,25/72 11/1,8,15,22,29/72 12/6,13,20,27/72 1/3,10,17,24,31/73 2/7,14,21,28.73 3/7,14,21,28/73 4/4,11,18,25/73 5/2,9,16,23/73 6/6,13,20,27/73 7/4,11,18,25/73 8/1,8,15,22,29/73 9/5,12,19,26/73 10/3,10,17,24,31/73 11/7,14,21,28/73 12/5,12,19,26/73 1/2,9,16,23,30/74 2/6,13,20,27/74 3/6,13,20,27/74 4/3,17,24/74 5/1,8,15,22,29/74 6/5,12,19,16/74 Index to Pravida and Izvestig. Vol.10 & 11 (Jan., 1974) 7/3,10,17,24,31/74 8/7,14,21,28/74 9/4,11,18,25/74 10/2,9,16,23,30/74 11/6/74				
Current History	Nov., 1977; Mar., 1978 May - June 1978				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Current Scene	Aug., - Dec 1977 Dec. 31,1977 Feb.,- Mar., 1978 Apr., - May 1978 June - July 1978 Sept..30,1978				
Daily World	5/31/69 6/3-7,10-14,17-21, 24-28/69 7/1-10/69; .9/19,20,23,24, 25,26,27/69				
Daily World	2/28/70; 3/3-7/70; 3/10- 14/70; 3/17-21/70; 3/24- 28/70; 4/1-4/70; 4/7- 11/70;4/14-18/70; 4/21- 25/70; 4/28-30/70; 5/1,2/70; 5/5-9/70; 5/12- 16/70; 5/19-23/70;5/26- 30/70; 6/2-6/70; 6/9- 13/70; 6/16-20/70; 6/23- 26/70; 6/27,30/70; 7/1- 3/70; 7/7-11/70; 7/14- 18/70; 7/21-25/70; 7/28, 29,31/70; 8/1,4,5,8,11, 12,13,14,15,18-22/70; 8/25-29/70; 9/1-5/70; 9/8-12,15-19,22,24-26, 29,30/70; 10/1-3/70; 10/6-10,13-17,20-24/70 10/27-31/70; 11/3-6,10-14 18-21,24,25,27,28/70; 12/1,2,4,5,8-12,15-19; 22-24,26,29-31/70				
Daily World	1/2,5-9,12-14,16,19-23, 26-30/71; 2/2-6,9-13/71				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily World	2/16-20,23-27/71; 3/2-6, 9-13,16-20,23-27,30/71; 3/31/71; 4/1-3,6-10, 13-17,20-24,27-30/71; 5/1,4-8, 11-15, 18-22, 25-29/71; 6/1-5, 8-12, 15-19, 22-26, 29,30/71; 7/1-3, 6-10, 13-17, 22-24, 27-31/71; 8/3-7,10-14, 17-20, 24-26, 28,31/71 9/1-4,7-11; 14-18, 21-25, 28-30/71; 10/1,2,5-9,12-19,20,22,23,26-30/71; 11/2,4-6,9,11-13,16-20, 23,24,26,27;30/71; 12/1-4,8-11,14-18,21-24, 28-31/71. 1/4-8,11-15,18-22,25,26 27-29/72; 2/1-5,8-12,15, 16-19,22-26,29/72; 3/1-4, 7-11, 14-18, 21-25, 28-30/72; 4/1,4-8,11-15, 18-22, 25-29/72; 5/2-6, 9-13, 16-20, 23-27,30, 31/72; 6/1-3,6-10,13-17, 20-24, 27-30/72; 7/1, 5-8,11-14,18-22, 25-27, 29/72; 8/1-4,10,12,16/72 8/5,8,9,11,15,17,18/72; 8/22-26,29-31/72; 9/1,2, 5-8,13-16,19-23,26-30/72.				
Daily World	2/1,2,5-9,13-16,19-23, 26-28/74;3/1,2,5,6,9, 21/74; 4/2-6,9-13,16-20, 24-27,30/74; 5/1-4,7,8, 10,11,14,15,16,17,21-25, 29-31/74; 6/1,4-8,11-15, 18-22,25-29/74.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily World	7/2,3,5,6,9,10,11,12,13, 17-20,23-27,30,31/74; 8/1-3,6-10,13-17,20-24, 27-31/74; 9/3-7,10,11,13 14,17-21,24-28/74; 10/1-5,8-12,15-19,22,23, 25,26,27/74; 11/1,2,5-9, 12-16,19-23,26,27,29, 30/74; 12/3-7,10-14,17-20 24,26,27,28,31/74.				
Daily World	1/2-4,7-11,14,15,16,18, 21,22,24,25,28-31/75; 2/1,4-8,11,13-15,18-22, 25-28/75; 3/1,4,5,7,8, 11-15,18-21,25-29/75; 4/1,2,4,5,9-12,15-19, 22-26,29,30/75; 5/1-3, 6-10,13-16,20,22-24, 27-31/75; 6/3-7,10-14, 17-20,21,24-28/75; 7/1-3,5,8-12,15-19,22-26, 29-31/75; 8/1,2,5-9,12-16, 19-23,26-30/75; 9/2-6, 9-13,16-20,23-27,30/75; 10/1-4,7-11,14-18,21-25, 28-31/75; 11/1,4-8,11-15,18-22,25,26,28,29/75; 12/2-6,10-13,16-20,23,24, 26,27,30,31/75.				
Daily World	1/2,3,6-10,13-17,20-24, 27-31/76; 2/3-7,10-14, 17-21,24-28/76; 3/2-6, 10-12,17-20,23-27,30,31/76 4/1-3,6-10,13-17,20-24, 27-30/76; 5/1,4-8,11-15, 18-22,25-29/76.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily World	6/1-5,8-12,15-19,22-26, 29,30/76; 7/1-3,6-8,10, 13-17,20-26,28-31/76; 8/3-7,10-14,17-21,24-28, 31/76; 8/3-7,10-14,18-21,24-28,31/76; 9/1-4,7-10,25,28-30/76; 10/1,2, 5,7-9,12,15,16,19-23, 26-30/76; 11/2-6,9-13, 16-20,23,24,26,27,30/76; 12/1,2,4,7-11,14,16,17, 29,30,31/76.				
Daily World	1/4-8,11-15,18-22,25, 26-29/77; 2/1-5,8-12, 15-19,22-26/77; 3/1-5, 8,9,11,12,15-19,22-26, 29-31/77; 4/1,2,5-9,12, 13,15-16,19-23,26-30/77 5/3-7,10-14,17-21,24,26, 31/77; 6/1,3,4,,7,14, 16,21,22/77; 7/1,2,5-9, 12,13,16,19-23,26,28, 29,30/77; 8/2,4-6,9-13, 16-20,23-27,30,31/77; 9/1-3,6-10,13-17,20-24, 27-30/77; 10/1,4-8,10-15,18-22,25-29/77; 11/1-5,8-12,15-19,22,23,25,26, 29,30/77; 12/8-10,13-17, 20-24,28-31/77; 1/18-21, 24-26,28,31/78; 2/1-4, 7,8,10,11,15-18,22-25, 28/78; 3/1-4,7-11,14-18, 21-25,28-31/78; 4/1,4-8, 11,12,13,14,15,18,19,20, 21,22,25,26,27,28,29/78; 5/2,4-6,9-12,13,17-20/78.				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily Worker	5/23-27,31/78; 6/1-3, 6-10,13-17,20-24, 27, 28-30/78; 7/1,5-8,11/78 7/12-14,15,18-22,25,26, 27-29/78; 8/1-12/78; 8/30,31/78; 9/1,2,5-9, 12-16,19-22,26,27/78; 9/28-30/78; 10/4-7,10-11,13-14,17-21,24-27/78 10/31/78; 11/1-4,7-11, 14-18,21-25,28-30/78; 12/1,2,5-9,12,13,14,15, 16,19-23,26,27,29,30/78;				
Daily Worker	1/3-5,9-13,16-20,23-27, 30,31/79; 2/1-3,6-10, 14,21-24,27,28/79; 3/1-3,6-10,13-17,20-24,27,28 29-31/79; 4/3-7,10-14, 17-21,24-28/79; 5/1-5, 8-12,15-19,22-26,30, 31/79; 6/1,2,5-9,12-16, 19-23,26-30/79; 7/3,5-7 10-14,17-21,24-28,31/79; 8/1,2,4,7-11,14-17,21-23 28-31/79; 9/1,5-8,11, 13-15,18-22,25-27/79; 10/2-5,10-12,16-20,23-26,30,31/79; 11/1,2,3 6-10,13-17,20,21,23,24, 27-30/79; 12/1,4-8, 11-15,18-22,26-28/79; 1/2-5,10,11,15-19,22-26, 29-31/80; 2/1,2,5-9,12-16,20-23,26-29/80; 3/1, 4-6,8,11,15,19,22-26, 29,30/80; 5/1-3,6-10, 13-17,20,21,24,28-31/80;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Daily Worker	4/1-5,8-12,15-19,22-26, 29,30/80; 5/1-3,6-10, 13-17,20,21,24,28-31/80; 6/3,17-20,24-28/80; 7/2, 3,5,8-12,15-18,24-26, 29-31/80; 8/1,2,5,6,7,9, 12-16,19,21,22,26-29/80; 9/5,6,9,10,11,12,16,18,19 20,23,-27,30/80; 10/1-4 7-11,15-18,21,23-25,28, 29,30,31/80; 11/4,5,7,8, 11-15,18-22,25,26,28/80; 12/2-6,9-13,16-19,23,24, 26,27,30,31/80;				
Daily Worker	1/2,3,6,8,10,13-17,20-24, 27-31/81; 2/3-7,10,11, 13,14,19,20/86;				
Dialectical and Historical Materialism	1940				
Dictatorship of the Proletariat	1936				
Ebony	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., 1974				
End to the Neglect of the Problems of the Negro Woman, An	June 1949				
Facism, Social-Democracy and the Communists	March 1934				
First American Revolution	1937				
Foundations of Leninism	1939				
Free China Weekly	1976 - 1977				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Freedomways	1972,1973,1974,1975, 1976,1977,1978,1979			X	per INTD request see INTD addendum 11/21/88; AJC
From Bryan to Stalin	1935				
From Socialism to Communism in the Soviet Union	1939				
From Spanish Trenches	1937				
Glossary of Marxist Words and Phrases Section 11	Undated				
Glossary of Marxist Words and Phrases Section 111	Undated				
Guardian	2/10,17,24/68; 3/2,9, 16,23,30/68; 4/13,27/68; 5/4,18,25/68; 6/1,8,15, 22,29/68; 7/6,13,20, 27/68; 8/3,17,24,31/68; 9/7,14,21,28/68; 10/5,12,19,26/68; 11/2,9,16,30/68; 12/714,21,28/68; 1/4,18,25/69 2/1,8,15,22/69 3/1,8,15,22,29/69 4/5,12,19,26/69 5/3,17,24/69 6/7,14,21,28/69 7/12,15,19,26/69 8/2,16,23,30/69 9/6,13,20,27/69 10/14,16,18,25/69 11/1,8,15,22,29/69 12/6,13,20,27/69				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Guardian	1/3,10,31/70 2/7,21,28/70 3/7,14,21/70 4/4,18,20,25/70 5/1,2,9,23,30/70 6/13,20,27/70 7/4,11,18/70 8/8,15,22,29/70 9/5,12,19,26/70 10/3,10,17,24,31/70 11/7,14,21,28/70 12/5,12,19,26/70				
Guardian	1/2,9,16,23,30/71 2/6,13,20,27/71 3/6,13,20,27/71 4/3,10,17,24/71 5/5,12,19,26/71 6/2,9,16,23,30/71 7/7,14/71 8/4,11,18,25/71 9/1,8,15,22,29/71 10/6,13,20,27/71 11/3,10,17,24/71 12/1,8,15,22,29/71				
Guardian	1/5,12,19,26/72 2/2,9,16,23/72 3/1,8,15,22/72 4/5,12,19,26/72 5/3,10,17,24,31/72 6/7,14,21,28/72 7/5,12,19/72 8/9,16,23,30/72 9/6,13,20,27/72 10/4,11,18,25/72 11/8,15,22,29/72 12/6,13,20,27/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Guardian	1/3,10,17,24,31/73 2/7,14,28/73 3/7,14,21,28/73 4/4,11,18,25/73 5/2,9,16,23,30/73 6/13,20,27/73 7/4,11,18/73 8/8,15,22,29/73 9/5,12,19,26/73 10/3,10,17,24,31/73 11/7,14,21,28/73 12/5,12,19,26/73				
Guardian	1/2,9,16,23,30/74 2/6,13,20,27/74 3/6,13,20,27/74 4/3,10,17,24/74 5/1,8,15,22,29/74 6/5,12,19,26/74 7/3,10,17,24/74 8/14,21,28/74 9/4,11,18,25/74 10/2,16,24,30/74 11/6,13,20,27/74 12/4,11,18,25/74				
Guardian	1/1,8,15,22,29/75 2/5,12,19,26/75 3/5,12,19,26/75 4/2,9,16,23,30/75 5/7,14,21,28/75 6/4,11,18,25/75 7/2,9,16,23/75 8/13,20,27/75 9/3,10,17,24/75 10/1,8,15,22,29/75 11/5,12,19,26/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Hammer and Steel Newsletter	Jan., Feb., Apr., May July, Sept., Nov., Dec., 1965				
	Jan., Mar., May, Aug., Sept., Oct., Nov., Dec., 1966				
	Jan., Feb., Mar., June Sept., 1967				
	Jan., Mar., May, Sept., Nov., 1968				
	Jan., Apr., June, July Sept., Dec., 1969				
	Mar., Apr., May, 1970				
	Jan., Mar., May, July 1971				
	5/12/72; 6/27/72;2/15/73; 3/19/73; 5/15/73;5/15/73;				
Hampton Newspaper	12/13/69				
Headline Series	Feb., Apr., May, Nov., Dec., 1972				
	Feb., June, Nov., Dec., 1973				
	Feb., Mar., June, 1974				
	Apr., June, Dec., 1975				
	Feb., Apr., June 1976				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Headline Series	Nov., Dec., 1976				
"History of the CP of the Soviet Union" (Bolsheviks)	CHAPTERS 1883-1901 1901-1904 1904-1907 1908-1912 1912-1914 1914-March 1917 April 1917-1918 1918-1920 1921-1925 1926-1929 1930-1934 1935-1937				
History of the Russian Revolution (volume 2)	1932				
Hitler and the Trade Unions	No date				
Ideas They Cannot Jail	1950				
Imperialism the Highest Stage of Capitalism	1939				
In Defense of the Communist Party and the Indicted Leaders	No date				
In Praise of Learning	1938				
Industrial Worker	Jan., Feb., Apr., May, June, July, Aug., Sept., Nov., Dec., 1967				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Industrial Worker	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec., 1968				
	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec., 1969				
	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Nov., Dec., 1970				
	Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec., 1971				
	Jan., Feb., Mar., Apr., May, July, Aug., Sept., Oct., Nov., Dec., 1972				
	Jan., Feb., Mar., Apr., May, June, Aug., Sept., Oct., Nov., Dec., 1973				
Intelligence Publication Index	July-Dec., 1953 Jan.,-June 1954 Aug.,-Oct., 1954				
	July-Dec., 1955				
	March, May,July-Dec., 1956				
	Jan., Feb., Mar., Apr., May, June, July-Dec., 1957				
	Jan., - Dec., 1958				
	Jan.,- Dec., 1959				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Intelligence Publications Index	Jan., - May 1960				
	July - Sept., 1960				
	10/12/60; 11/16/60				
	12/14/60.				
	Jan., - June 1961				
	July - Dec., 1961				
	Jan., 1962				
	Feb., 26,1962				
	March 26,1962				
	Apr., 20,1962				
	August 1962				
	Sept., 27,1962				
	Oct., 23,1962				
	Jan., 1963				
	Mar., 16,1963				
	Apr., 29,1963				
	May 1963				
	June 17,1963				
	July 15,23, 1963				
	Aug., 1963				
	Sept., 17,1963				
	Oct., 15,1963				
	Nov., 1963				
	Dec., 13,1963				
	Jan., 31,1964				
	Feb., 1964				
	March 17,1964				
	March 18,1964				
	Apr., 1964				
	May 1964				
	June 12,1964				
	Aug., 1964				
	Sept., 15,1964				
	Oct., 14,1964				
	July - Dec., 1964				
	Feb., - April 1964				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Intelligence Publication Index	July - Dec., 1964 Feb., - Apr., 1965 Jan., - June 1965 July - Dec., 1965 Jan., - June 1966 July - Dec., 1966 Feb., - May 1967 June 16, 1967 Aug., 31,1967 Oct., 1967 Nov., 21,1967 Dec., 21,1967 Jan., 1968 Feb.,20, 1968				
Intercontinential Press	3/11,18,25/74 4/15,22/74 5/6,20,27/74 6/3,10,17,24/74 7/1,8,22,29/74 8/5/74 9/9,23,30/74 10/14,17,21,28/74 11/11,14,18,25/74 12/12,16,30/74 2/10/75 3/3,10,17,24,31/75 4/7,14,21,28/75 5/5,26/75 6/2,9,16,23/75 7/7,14,21,28/75 8/4/75 9/8,15,22,29/75 10/6,13,20,27/75 11/3,10,17,24/75 12/1,8,15,22,29/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Intercontinential Press	1/12,19,26/76 2/2,9,16,23/76 3/1,8,15,22,29/76 4/12,15,26/76 5/3,10,17,24,31/76 6/7,14,21,28/76 7/5,12,19,26/76 8/2,9,30/76 9/6,13,20,27/76 10/4,11,18,25/76 11/1,8,15/76				
International Affairs	Jan., - Dec., 1972				
International Communist Developments World Press Summary of	Mar., 5 & 7 1957				
International Press Correspondence	1934				
International Press Selected Briefs	5/28/54				
International Socialist Review	Jan., Mar., Apr., June, Sept., Oct., Nov., 1974				
Irish Echo	3/1,8,29/75 4/5,12,19,26/75 5/17/75 ; 6/19/75 7/5,12,19/75 8/2,23/75 9/20,27/75 10/4,11,18,25/75 11/1,8,15/75 12/6,13,20/75 1/10,17,24,31/76 2/7,14,21,28/76 3/6,13,20,27/76 4/3,10,17,24/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Irish Echo	5/1,8,15,22,29/76 6/5,19,26/76 7/3,10,24,/76 8/7,14,21,28/76 9/4,11,18,25/76 10/2,9,16,23,30/76 11/6,13,20/76 12/11,14,18/76 1/1,8,15,22,29/77 2/5,26/77 3/5,12,26/77 4/2,9/77 6/11/77 8/6,13,27/77 9/3,10,17/77 10/1,15,29/77 11/5/77				
Irish People	10/26/74; 11/2,9/74 4/26/75; 6/21/75 7/5,12,19/75 8/2,23/75 9/20,27/75 10/4,11,18,25/75 11/1,8,15/75 12/6,13,20/75 1/10,17,24,31/76 2/7,14,21,28/76 3/6,13,20/76 4/13,10,17/76 5/1,8,15,22,29/76 6/5,19,26/76 7/3,10,17/76 8/7,14,21,28/76 9/4,11,18,25/76 10/9,16,23,30/76 11/6,13,27/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Irish People	12/4,11,18/76 1/1,8,15,29/77 2/5/77; 8/6,13/77; 9/3,10,17,24/77 10/8,22,29/77 11/5/77; 1/14/78				
Jewish Current	Jan., Feb., Mar., Apr., May, June, July, Nov., Dec., 1974 Jan., Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., Dec., 1975 Jan., Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., 1976				
KommyHuct	Numbers 1-18 1972 Numbers 1-7 1973 (Jan., - May 1973)				
Labor's Own- William Z. Foster	March 1949				
Left-Wing Communism, An Infantile Disorder	1940				
Lenin	1934				
Lenin On the Woman Question	1934				
Leninism	No date				
Leninism or Trotskyism - A letter to American Workers	Feb., 1925 1934				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation	Jan., Feb., Mar., Apr., May, Aug., Sept., Oct., 1972 Jan., May, June, July, Aug., Sept., Oct., Nov., Dec., 1973 Jan., Mar., Apr., May, June, July, Aug., Sept., Oct., 1974 Jan., Feb., Mar., Apr., May, July, Aug., Sept., Oct., Dec., 1975 July, Aug., 1976				
Liberation News Service	5/29/69; 6/7,12,14,26/69 6/28/69; 7/3,10,17,19/69 7/24,31/69; 8/2,7,9/69 8/14,21,23,28/69 9/4,6,11,13,18,20,23/69 9/27/69; 10/2,4,9,11,16,18,23/69 10/25,30/69 11/1,6,8,13,20,22,26/69 12/3,6,10,13,17,20,24/69 1/3,7,10,14,17,21,24/70 1/28,31/70 2/4,7,11,14,18,21,25/70 3/4,7,11,18,28/70 4/1,4,8,15,18,22,25/70 4/29/70 5/6,9,13,16,20,23,27/70 5/30/70 6/3,5,10,13,17,20,24/70 6/24/70				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation News Service	7/1,4,8,11,15,18,22/70 7/25,29/70 8/5,8,12,15,19,22,26/70 8/29/70 9/2,9,12,16,26/70 10/1,8,15/70 1/6,9,13,16,20,23,27/71 2/3,10,17,20,24,27/71 3/3,6,10,13,17,20,24/71 3/27,31/70 4/3,7,10,14,17,21,24/71 4/28/70 5/1,8,12,19,22,26,29/71 6/2,5,9,12,16,19,23/71 6/30/71 7/3,7,14,21,24,28,31/71 8/4,7,11,14,18,21,25/71 8/29/71 9/1,11,15,18,22,25,29/71 10/2,6,9,15,20,23,27/71 11/3,6,10,12,17,24/71 12/1,4,8,11,15,18,22/71 1/5,8,12,15,19,22,29/72 2/2,5,19,26/72 3/4,11,15,18,22,25/72 3/29/72 4/1,5,8,12,15,19,22/72 5/3,6,10,13,17,20,25/72 5/31/72 6/3,7,10,13,17,21,24/72 6/28/72 7/5,8,12,15,19,22,26/72 8/2,5,9,12,16,19,26/72 8/30/72 9/2,6,9,13,16,20,23/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation News Service	10/4,7,11,14,18,21,25/72 11/1,4,8,11,18,22,29/72 12/2,6,9,13,20,23/72 1/6,10,13,17,19,24,27/73 2/3,7,10,14,17,21/73 3/3,7,10,14,17,31/73 4/4,7,11,14,18,21,28/73 5/2,5,9,12,16,19,23/73 5/26/73 6/2,6,9,13,16,20,23/73 6/27,30/73 7/7,11,14,18,21,25/73 8/4,8,11,15,18,29/73 9/1,5,8,12,15,19,22/73 9/26/73 10/3,6,10,13,17,20,24/73 10/27/73 11/3,10,14,21,28/73 12/1,5,12,15,19,22/73 1/26/74 2/6,9,13,16,20,23/74 3/2,6,9,13,16,20,23/74 3/30/74 4/3,6,10,13,20,24,27/74 5/4,8,11,15,18,22,25/74 6/1,5,8,12,15,19,22/74 6/29/74 7/3,6,10,13,17,20,24/74 7/31/74 8/3,6,10,14,17,21,24/74 9/7,14,18,21,25/74 10,2,9,12,16,19,23/74 11/2,6,13,16,20,23,27/74 12/4,14,18,21/74				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberation News Service	1/4,11,18,22,25,27/75 2/5,8,12,15,19,22/75 3/1,5,8,12,15,19,22/75 3/26/75 4/5,9,12,16,19,23,26/75 5/3,7,10,14,17,21,24/75 5/31/75 6/4,7,10,14,17,21,24/75 6/31/75 7/2,4,9,12,16,19,23/75 7/26/75 8/2,9,13,16,20,23/75 9/6,10,13,17,20/75 10,1,4,8,11,15,18,25/75 11/1,5,7,12,15,19,22/75 11/26/75 12/3,6,10,13,17,20,24/75 1/14,17,21,,24/76 2/4,11,14,18,21,25/76 3/3,6,10,13,17,20,27/76 3/31/76 4/3,7,10,14,17,21,24/76 5/1,5,8,12,15,19,22/76 5/26,29/76 6/5,9,12,16,19,26/76 7/10,14,17,21,24,28/76 8/4,7,11,14/76 9/1,7,9,11,15,18,22/76 10/6,9,13,16,20,23,27/76 11/3,13/76				
Liberator	Jan., Feb., Mar., May, Sept., Oct., Nov., Dec., 1968				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Liberator	Jan., Feb., Mar., Apr., May, June, July, Sept., Oct., Nov., 1969				
	Jan., Feb., Mar., Apr., June - Dec., 1970				
	Jan., - Mar., 1971				
Life and Teaching of Fredrich Engels	N/A				
Manifesto of the Communist Party	1935				
Marxism vs Liberation	1945				
Marxism and Revisionism	1946				
Marxist - Leninist Vanguard	Aug., Nov., 1971 Jan., - Dec., 1972 Feb., - May 1973				
Marxist Study Courses	N/A				
Masses and Mainstream	Sept., 1949				
Militant	1/2,9,16,23,30/67 2/6,13,20,27/67 3/6,13,20,27/67 4/1,3,17,24/67 5/1,8,15,22,29/67 6/12,19,26/67 7/10,24/67 8/7,21/67 9/4,11,18,25/67 10/2,9,16,23,30/67 11/6,13,20,27/67 12/4,11,18,25/67				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	1/1,8,15,22,29/68 2/5,12,19,26/68 3/4,11,18,25/68 4/1,8,15,29/68 5/10,17,24,31/68 6/7,14,21,28/68 7/5,12,19,26/68 8/2,9,16,23/68 9/6,13,27,30/68 10/4,11,18,25/68 11/1,8,15,22,29/68 12/6,13,20,27/68 1/3,10,17,24,31/69 2/7,14,21,28/69 3/7,14,21,28/69 4/4,11,18,25/69 5/2,9,16,23,30/69 6/6,13,20,27/69 7/4,11,18/69 8/1,8,15,22/69 9/5,12,19,26/69 10/3,10,17,24,31/69 11/7,14,21,28/69 12/5,12,19,26/69 1/16,23,30/70 2/6,13,20,27/70 3/6,13,20,27/70 4/3,10,17,24/70 5/1,8,15,19,22,26/70 6/5,12,19,26/70 7/3,10,17,24,31/70 8/7/70 9/4,11,18,25/70 10/2,9,16,23,30/70 11/6,13,20,27/70 12/4,11,18,25/70				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	1/15,22,29/71 2/5,12,19,26/71 3/5,12,19,26/71 4/2,9,16,23,30/71 5/7,14,21,28/71 6/4,11,18,25/71 7/2,9,16,23,30/71 8/6/71 9/3,10,17,24/71 10/1,8,15,22,29/71 11/5,12,19,26/71 12/3,10,17,24/71 1/14,21,28/72 2/4,11,18,25/72 3/3,10,17,23,31/72 4/7,14,21,28/72 5/5/72; 6/30/72 7/7,14,24,28,30/72 8/4,11/72 9/8,15,22,29/72 10/6,13,20,27/72 11/3,10,17,24/72 12/1,8,15,22,29/72 1/12,19,26/73 2/2,9,16,23/73 3/2,9,16,23,30/73 4/3,6,20,27/73 5/4,11,18,25/73 6/1,8,15,22,29/73 7/6,13,20,27/73 8/3,31/73 9/9,14,21,28/73 10/2,5,19,23,30/73 11/2,16,23,30/73 12/7,14,21,26,28/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	1/11,18,25/74 2/1,8,15,22/74 3/1,8,15,29/74 4/5,12,19,26/74 5/3,10,17,24,31/74 6/7,14,21,25/74 7/5,12,21,26,28/74 8/2,9,16/74 9/6,13,20,27/74 10/4,11,18,25/74 11/8,15,22,29/74 12/6,13,20,27/74 1/17,24,31/75 2/7,14,21,28/75 3/7,14,21,28/75 4/4,11,18,25/75 5/2,9,16,23,30/75 6/6,13,20,27/75 7/4,11,18,25/75 8/1,8,15/75 9/5,12,19,26/75 10/3,10,17,24,31/75 11/7,14,21/75 12/5,12,19,26/75 1/2,16,23,30/76 2/6,13,20,27/76 3/5,12,19,26/76 4/2,9,16,23,30/76 5/7,14,21,28/76 6/4,11,18,25/76 7/2,9,16,23,30/76 8/6,27/76 9/3,17,24/76 10/8,15,22/76 11/5,12,19,26/76 12/3,10,17,18/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Militant, The	3/25/77				
Moscow News	2/3-10/37				
Movement, The	June, July, Sept., Oct., Nov., Dec., 1967				
	Feb., Apr., May, July, Sept., Nov., Dec., 1968				
	Jan., Oct., Nov., Dec., 1969				
	Jan., Feb., Mar., 1970				
Muhammad Speaks	Dec., 31, 1971				
	1/7,14,21,28/72 2/4,11,18/72 3/3,10,17,24,31/72 4/7,14,21,28/72 5/5,12,19,26/72 6/2,9,16,23,30/72 7/7,14,21,28/72 8/4,11,18,25/72 9/1,8,15,22,29/72 10/6,13,20,27/72 11/3,10,17,24/72 12/1,8,15,22,29/72				
	1/5,12,19,26/73 2/2,9,16,23,73 3/2,9,16,23,30/73 4/6,13,20,27/73 5/4,5,18,25/73 6/1,8,22,29/73 7/6,13,20,27/73 8/3,10,17,24,31/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Muhammad Speaks	9/7,14,21,28/73 10/5,12,19,26/73 11/2,9,16,23,30/73 12/7,14,21,28/73 1/4,11,18,25/74 2/1,8,15,22/74 3/1,8,15,22,29/74 4/5,12,19,26/74 5/3,10,17,24,31/74 6/7,14,21,28/74 7/5,12,19,26/74 8/2,9,16,23,30/74 9/6,13,20,27/74 10/4,11,18,25/74 11/1,8,15,22,29/74 12/6,13,20,27/74 1/3,10,17,31/75 2/7,14,21,28/75 3/7,14,21,28/75 4/4,11,18/75 5/9,16,23/75 6/6,13,20,27,30/75 7/4,11,18,25/75 8/1,8,15,22,29/75 9/5,12,19,26/75 10/3,10,17,24,31/75				
NPPA Journal	Oct., Apr., July, 1959 Jan., Apr., 1960				
Nation, The	4/17,26/76; 6/12,26/76 7/3/76; 9/4,8/76 10/2,30/76; 2/25/78 7/1/78; 8/5,19/78 9/2,9,16,23,30/78				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Nation, The	7/8,22/78; 8/16,21/78 10/7/78; 11/4,11,18/78 11/25/78; 12/2,9,16/78 12/23/78; 1/6/79; 2/10,17,24/79;				
National Guardian	7/4,11,15,25/60 8/1,8,15,22,29/60 9/5,12,19,26/60 10/3,10,17,24,31/60 11/7,14,21,25/60 12/5,12,19,26/70				
	1/2,9,16,23,30/61 2/6,13,20,27/61 3/6,13,20,27/61 4/3,10,17,24/61 5/1,8,15,22,29/61 6/5,12,19,26/61 7/3,10,17,24,31/61 8/7,14,21,28/61 9/4,11,18,25/61 10/2,9,16,23,30/61 11/6,13,20,27/61 12/4,11,18,25/61				
	1/1,8,15,22,29/62 2/5,12,19,26/62 3/5,12,26/62 4/2,9,16,23,30/62 5/7,14,21,28/62 6/4,11,18,25/62 7/2,9,16,23,30/62 8/6,13,20,27/62 9/13,17,24/62 10/1,8,15,22,29/62 11/5,8,15,22,29/62 12/6,13,20,27/62				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Guardian	1/3,10,17,24,31/63 2/7,14,21,28/63 3/7,14,21,28/63 4/4,11,18,25/63 5/2,9,16,23,30/63 6/6,13,20,27/63 7/4,11,18,25/63 8/1,8,15,22,29/63 9/5,12,19,26/63 10/3,10,17,24,31/63 11/7,14,21,22,28/63 12/5,12,19,26/63 1/9,16,23/64 2/6,20,27/64 3/7,14,21,28/64 4/11,18,25/64 5/2,9,16,23,30/64 6/6,13,20/64 7/11,18,25/64 8/1,15,22,29/64 9/5,12,19,26/64 10/3,17,24,31/64 11/7,14,21,28/64 12/5,12,19/64 1/2,9,16,23,30/65 2/6,13,27/65 3/6,13,20,27/65 4/3,10,17,24/65 5/1,8,15,22,29/65 6/5,12,26/65 7/3,10,17,24,31/65 8/7,14,21/65 9/4,11,18,25/65 10/2,9,16,23,30/65 11/6,13,20,27/65 12/4,11,18,25/65				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Guardian	1/1,8,15,22,29/66 2/5,12,19,26/66 3/5,12,19,26/66 4/9,16,23,30/66 5/7,14,21,28/66 6/4,11,25/66 7/2,9,16,23,30/66 8/6,13,20,27/66 9/3,10,17,24/66 10/1,8,15,22,29/66 11/5,12,19,26/66 12/3,10,17,24,31/66 1/7,14,21,28/67 2/4,11,18,25/67 3/4,11,18,25/67 4/1,8,15,22,29/67 5/6,13,20,27/67 6/3,10,24/67 7/1,8,15,22,29/67 8/5,12,19,26/67 9/2,9,16,23,30/67 10/7,14,21,28/67 11/4,11,18,25/67 12/2,16,23,30/67 Jan., 6, 1968 Feb., 3, 1968				
National Question and Leninism, The	1950				
National Review	1/21/72 2/4,18/72 3/3,17,31/72 4/14,28/72 5/12,26/72 6/9,23/72 7/7,21/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Review	8/4,8/72 9/1,15,29/72 10/13,27/72 11/10,24/72 12/8,22/72 1/5,19/73 2/2,16/73 3/2,16,30/73 4/13,27/73 5/25/73 6/8,22/73 7/6,20/73 8/3,17,31/73 9/14,28/73 10.12,26/73 11/9,23/73 12/7,21/73 1/4,18/74 2/1,15/74 3/1,15,29/74 4/12,26/74 5/10,24/74 6/7,21/74 7/5,19/74 8/2,16,30/74 9/13,27/74 10/11,25/74 11/8/74 12/6,20/74 1/17,31/75 2/14,28/75 3/14,28/75 4/11,25/75 5/9,23/75 6/6,20/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
National Review	7/4,18/75 8/1,15,29/75 9/12,26/75 10/10,24/75 11/7,21/75 12/5,19/75 1/23/76 2/6,20/76 3/19/76 4/2,16,30/76 5/14,28/76 6/11,25/76 7/9,23/76 8/20/76 9/3,17/76 10/15,29/76 11/12/76				
National Review Bulletin	1/28/72 2/11,25/72 3/24/72 4/7,21/72 5/5/72 6/2,30/72 7/14,28/72 8/11,25/72 9/8,22/72 10/20/72 11/3,17/72 12/1,15/72 1/26/73 2/9/23/73 3/9,18,23/73 4/20/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Negro Digest	July, Aug., Sept., Oct., Nov., Dec., 1969				
	Jan., Feb., Mar., Apr. 1970				
New Guard	Dec., 1970				
	Mar.,- May 1971				
	Jan., - Dec., 1972				
	Jan., - Nov., 1973				
	Jan., - June 1974				
New Leader	1/10,24/72				
	2/7,21/72				
	3/6,20/72				
	4/3,17/72				
	5/1,15,29/72				
	6/12,26/72				
	7/10,24/72				
	8/7/72				
	9/4,18/72				
	10/2,26,30/72				
	11,13,27/72				
	12/11,25/72				
	1/8,22/73				
	2/5,19/73				
	3/5,19/73				
	4/2,16,30/73				
	5/14,28/73				
	6/11,25/73				
	7/9,23/73				
	8/6/73				
	9/3,17/73				
	10/1,15/73				
	11,12,26/73				
	12/10,20/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Leader	1/7,21/74 2/4,18/74 3/4,18/74 4/1,15,29/74 5/13,27/74 6/10,24/74 7/8,22/74 8/5/74 9/2,16,30/74 10/14,28/74 11/25/74 12/23/74 1/20/75 2/3/75 3/17/75				
New Opportunities in the Fight for Peace and Democracy	1953				
New Order, The	July 1975 Nov., 9 1975				
New Solidarity	4/24/74 5/1,8,15,27/74 6/17/74 8/3,8,21,28/74 9,6,11,14/74 10/2,5,9,12,16,18,23/74 10/26,30/74 11/2,6,9,20/74 12/2,5,9,12,16,19,24/74 12/26,30/74 1/6,23,27,30/75 2/3,6,10,13,17,20/75 2/24,27/75 3/3,6,10,13,17,20/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Solidarity	3/23,27,31/75 4/3,7,10,14,21,24,28/75 5/1,5,8,12,19,22,26,29/75 6/5,9,13,16,19,23,29/75 7/10,14,17,21,24,31/75 8/4,11,21,25,28/75 9/22,25,29/75 10/2,6,9,13,16,20,23/75 10/27,30/75 11/3,10,13,17,20,24,27/75 12/1,4,8,11,29/75 1/2,5,13,16,20,23,27/76 1/30/76 2/3,6,20,24/76 3/2,9,12,16,19,23/76 3/26,30/76 4/2-27/76 5/4-28/76 6/1-29/76 7/2-30/76 8/3-31/76 11/16-30/76 12/10-31/76 1/4-28/77 2/4-25/77 3/8-29/77 4/5-29/77 5/3-18/77 6/7-14/77 6/24-28/77 7/1-26/77 8/5-19/77				
New Times	Jan., 1972 (Issues 1-4)				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Times	Feb., 1972 (Issues 5-9) Mar., 1972 (Issues 10-13) Apr., 1972 (Issues 14-17) May 1972 (Issues 18-22) June 1972 (Issues 23-26) July 1972 (Issues 27-31) Aug., 1972 (Issues 32-35) Sept., 1972 (Issues 36,38-43,45,47) Nov., 1972 (Issue #48) Dec., 1972 (Issues 48-52) Jan., 1973 (Issues 1-4) Feb., 1973 (Issues 5-8) Mar.,9-13,1973 Apr.,14,16,17,1973 May18-20,1973 June 22,1973 Nov., 1973 (Issues 45-46) May 21-22,1977 June 23-25,28,1977 Aug., 1977 (Issues 33-35) Sept., 1977 (Issues 36-39)				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New York	12/1,8,15,22/69				
	4/6,13,20,27/70 5/4,11,18,25/70 6/1,8,15,22,29/70 7/6,13,20,27/70 8/3/10,17,24,31/70 9/7,14,21,28/70 10/5,12,19,26/70 11/2,9,16,23,30/70 12/7,21/70				
	1/4,11,18,25/71 2/1,8,15,22/71 3/1,8,15,22,29/71 4/5,12,19,26/71 5/3,10,17,24,31/71 6/7,21,28/71 7/5,12,19,26/71 8/9,16,23,30/71 9/6,13,20/71 10/4,11,18,25/71 11/1,8,13,22,29/71 12/6,12,20/71				
	1/10,17,21,31/72 2/7,28/72 3/6,13,20,27/72 4/3,10,17,24/72 5/1,8,15,22,29/72 6/5,12,19,26/72 7/3,10,24,31/72 8/7,14,21,28/72 9/4,11,18,25/72 10/2,9,16,23,30/72 11/6,13,20,27/72 12/4,11,18/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New Times	Oct., 1977 (Issues 40-41)				
New World Review	Summer 1971 Fall 1971 Summer 1972 Spring 1972 Winter 1972 Spring 1973 Summer 1973 Fall 1973 Jan., 1974 Mar., 1974 May 1974 July-Aug., 1974 Sept.,-Oct., 1974 Nov.,-Dec., 1974 Jan.,-Dec., 1975 Jan.,-Oct., 1975				
New York	10/14/68 12/9,19,23/68 1/6,13,20,27/69 2/3,10,17,24/69 3/3,10,17,24,31/69 4/1,4,21,28/69 5/5,12,19,26/69 6/2,9,16,23,30/69 7/7,14,21,28/69 8/4,11,18,25/69 9/1,8,15,22,29/69 10/6,13,20,27/69 11/3,10,17,26/69				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
New York	1/8,15,22,29/73 2/12,19,26/73 3/5,12,19,26/73 4/2,9,16,23,30/73 5/7,14,21,28/73 6/4,11,25/73 7/16,23,30/73 8/6,13,20,27/73 9/17,24/73 10/1,8,15,22,29/73 11/5,12,19,26/73 12/3,10,17,24,31/73 1/1421,25/74 2/4,11,18,25/74 3/4,11/74 4/8,15,29,22/74 5/6,20,27/74 6/3,10,17,24/74 7/1,8,22/74 8/5,12,19,26/74 9/2,9,16,23,30/74 10/7,14,21,28/74 11/4,18,25/74 12/2,9/74				
News From China	4/1,2,5,19-24,26,27/76 9/1-3,6-16,19-23,26-30 1977 10/1,3,4-8,10-12,14,15, 19-21,24-28,31/77 11/1-5,7,10,11,14-18, 21-23/77				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Next Steps in the Struggle for Negro Freedom	1953				
On Guard Against Browderism, Titoism Trotskyism	May 1951				
On People's Democratic Dictatorship	1952				
On People's Democratic Rule	July 1950				
On Practice	1951				
On Relief in Illinois	Not Given				
On the Struggle Against Revisionism	Jan., 1946				
One Big Union Monthly, The	Mar.,-Nov., 1919				
	Jan.,June, Sept., Oct., Nov., Dec., 1920				
	Jan., 1921				
Organizing the Party for Victory over Reaction	Dec., 1953				
Pacific Tribune	2/21/75 3/14,21,28/75 4/4,11,18/75 5/2,16,23,30/75 6/6,13,20,27/75 7/4,11,25/75 8/8,15,22,29/75 9/5,7,12/75 11/14,21,28/75 12/5,19/75				
	1/4,9,16,23,30/76				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Pacific Tribune	2/6/76 3/6/76 4/1,6,16,23,30/76 5/7,14,21,28/76 6/4,11,18/76 7/2,16/76 8/13,26,27/76 9/3,10,17,24/76 10/1,5/76				
Party Affairs	Winter Quarter 1967 Vol. #1 Spring and Summer 1967 Vol. 1 #2 Supplement Aug., 1967 Supplement Oct., 1967 Apr.,-May 1968 Apr., July, Oct., 1971 Feb., June, Sept.,1972 Dec., 1972 Jan., June, Sept.,1973 Feb., Apr., June, Sept., Oct., Dec., 1974 Feb., Apr., May, June Aug., Sept., Nov., 1975				
Party Builders, The	Jan.,30,1939 Apr., July 1939 Mar., May 1942 Feb., 1943 Aug., Oct., 1944 Feb., -Apr., June, Aug., 1945 Mar., July 1946 Jan., Mar., 1947				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Party Campaigner	May, June 1960 Oct., 1963				
Party News	Mar.,-May, July, Sept., 1940 July 1941 July, Sept., 1942				
Party Organizer	Dec. 1927 Mar., May, June 1928 Mar., May., June, Aug., 1930 Feb., Mar., Apr., 1930 May-July 1931 Aug., Sept., Nov., Dec., 1931 Jan., -Mar., 1932 May - Dec., 1932 Jan.,- Dec., 1933 Mar., - Dec., 1934 Jan., - Dec., 1935 Jan., - Dec., 1936 Jan., - Dec., 1937 Jan., - Aug., 1938 Mar., 1939 Mar., Apr., Sept., Dec., 1943				
Path of Peace, Progress and Prosperity	1944				
Peking Review	3/4,11,18,25/58; 4/1,8,15,22,29/58 5/6,13,20,27/58 6/3,10,17,24/58 7/1,8,15,22,29/58 8/5,12,19,26/58 9/2,9,16,23,30/58 10/7,14,21,28/58				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	11/4,11,18,25/58 12/2,9,16,23,30/58 1/6,13,20,27/59 2/3,10,17,24/59 3/3,10,17,24,31/59 4/7/14,21,29/59 5/5,12,19,26/59 6/2,9,16,23,30/59 7/7,14,21,28/59 8/4,11,18,25/59 9/1,8,22/59 10/1,6;13,20,27/59 11/3,10,17,24/59 12/1,8,15,22,29/59 1/5,12,19,26/60 2/2,9,16,23/60 3/1,8,15,22,29/60 4/5,12,19,26/60 5/3,10,17,24,31/60 6/7,14,21,28/60 7/5,12,19,26/60 8/2,9,16,23,30/60 9/6,14,20,27/60 10/4,11,18,25/60 11/1,8,15,22,29/60 12/13,20,27/60 1/6,13,20,27/61 2/3,10,19,24/61 3/3,10,17,24,31/61 4/7,14,21,28/61 5/5,12,19,26/61 6/2,9,16,23/61 7/7,14,21,28/61 8/4,11,18,25/61 9/1,8,15,22,29/61				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	10/6,13,20,27/61 11/3,10,17,24/61 12/1,8,15,22,29/61 1/5,12,19,26/62 2/2,9,16,23/62 3/2,9,16,23/62 4/6,13,20,27/62 5/4,11,18,25/62 6/1,8,15,22,29/62 7/6,13,20,27/62 8/3,10,24,31/62 9/7,14,21,28/62 10/5,12,19,26/62 11/2,9,16,30/62 12/7,14,21,28/62 1/4,11,18,25/63 2/1,8,15,22/63 3/1,15,22,29/63 4/5,12,19,26/63 5/3,10,17,24,31/63 6/7,14,21,28/63 7/5,12,19,26/63 8/2,9,16,23,30/63 9/6,20,27/63 10/4,11,18,25/63 11/1,8,15,22,28/63 12/6,13,20,27/63 1/3,10,17,24,31/64 2/7,14,21,28/64 3/6,13,20,27/64 4/3,10,17,24/64 5/1,8,15,22,29/64 6/12,19,26/64 7/3,10,17,24,31/64 8/7,14,21,28/64				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	9/4,11,18,25/64 10/2,9,16,23,30/64 11/6,13,20,27/64 12/4,11,18,25/64 1/1,8,15,22,29/65 2/5,12,19,26/65 3/5,12,19,26/65 4/2,9,16,23,30/65 5/7,14,21,28/65 6/4,11,18,25/65 7/2,11,16,23,30/65 8/6,13,20,27/65 9/3,10,17,24/65 10/1,8,15,22,29/65 11/5,12,19,26/65 12/3,10,17,24/65 1/1,7,14,24/66 2/4,11,18,25/66 3/4,11,18,25/66 4/1,8,15,22,29/66 5/6,13,20,27/66 6/3,10,17,24/66 7/1,8,15,22,29/66 8/5,12,19,26/66 9/2,9,16,23,30/66 10/7,14,21,28/66 11/4,11,25/66 12/2,9,16,23/66 1/1,6,13,20,27/67 2/3,10,17,24/67 3/3,10,17,24,31/67 4/7,14,21,28/67 5/5,12,19,26/67 6/2,9,16,23,30/67 7/7,14,21,28/67				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	8/4,11,18,25/67 9/1,8,15,22,29/67 10/6,13,20,27/67 11/3,10,17,24/67 12/1,8,15,25/67				
	1/3,12,19,26/68 2/2,16,23/68 3/1,8,15,22,29/68 4/5,19,26/68 5/3,10,17,24,31/68 6/7,14,21,28/68 7/5,12,19,26/68 8/2,9,16,23,30/68 9/6,13,20,27/68 10/4,11,18,25/68 11/1,8,15,22,29/68 12/6,13,20,27/68				
	1/3,10,17,24,31/69 2/7,14,21,28/69 3/7,14,21,28/69 4/4,11,18,25,28,30/69 5/5,16,23,30/69 6/6,13,20,27/69 7/4,11,18,25/69 8/1,6,15,22,29/69 9/3,7,19,26/69 10/3,10,17,24,31/69 11/7,14,21,28/69 12/5,12,26/69				
	1/2,9,16,23,30/70 2/6,13,20,27/70 3/6,13,20,27/70 4/3,10,17,24/70 5/8,15,22,29/70 6/5,12,19,26/70				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	7/3,10,17,24,31/70 8/7,14,21,28/70 9/4,11,18,25,30/70 10/9,16,23,30/70 11/6,13,20,27/70 12/4,11,18,25/70 1/1,8,22,29/71 2/5,12,19,26/71 3/5,12,19,26/71 4/2,9,16,23/71 5/7,14,21,28/71 6/4,11,18,25/71 7/9,16,23,30/71 8/6,13,20,27/71 9/3,10,17,24,30/71 10/8,15,22,29/71 11/5,12,19,26/71 12/3,10,17,24,31/71 1/7,14,21,28/72 2/4,25/72 3/3,10,17,24,31/72 4/7,14,21,28/72 5/5,12/72 6/2,9,16,23,30/72 7/7,14,21,25/72 8/4,11,18,25/72 9/1,8,15,22,29/72 10/20,27/72 11/3,10,17,24/72 12/1,8,15,22,29/72 1/12,19,26/73 2/2,9,16,23/73 3/9,16,23,30,73 4/6,13,20,27/73 5/4,11,18,25/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	6/1,8/73 7/6,13,20,27/73 8/3,10,17,24/73 9/7,14,21,28/73 10/5,12,19,26/73 11/2,16,23,30/73 12/7,14,21,28/73 1/4,11/74 2/1,22/74 3/1,8,15,22,29/74 4/5,12,19,26/74 5/3,10,17,24,31/74 6/7,14,21,28/74 7/5,12,19,26/74 8/2,9,16,23,30/74 9/6,27/74 10/4,11,25/74 11/1,8,15,22,29/74 12/6,13,20,27/74 1/3,12,17,24,31/75 2/7,14,20,28/75 3/7,14,21,28/75 4/4,11,18,25/75 5/2,9,16,23,30/75 6/6,20,27/75 7/4,11,18,25/75 8/1,8,15,22,29/75 9/5,12,19,26/75 10/3,10,17,24,31/75 11/14,21,28/75 12/5,12,19,26/75 1/2,9,16,23,30/75 2/6,13,20,27/75 3/5,19/76 4/2,9,16,23,30/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Peking Review	5/2,9,16,23,30/75 6/6,20,27/75 7/4,11,18,25/75 8/1,8,15,22,29/75 9/5,12,19,26/75 10/3,10,17,24/75 11/14,21,28/75 12/5,12,19,26/75 1/2,9,16,23,30/76 2/6,13,20,27/76 3/5,19/76 4/2,9,16,23,30/76 5/14,21,28/75 6/4,11,18,25/76 7/2,9,16,23,30/76 8/20,27/76 9/3,8,15,22,29/76 10/8,15,22,29/76 11/5,19,26/76 12/3,10,17/76 1/1,7,14,28/77 2/4,11,18,25/77 3/11,18,25/77 4/1,8,15,22,29/77 5/6,13,20,27/77 6/3,10,20,27/77 7/1,8,15/77 8/5,12,19,26/77 9/2,23/77 4/28/78 5/19/78				
People's World	1/2-4,7-11,14,16-18, 21-25,28-31/57				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	2/1,2,9,16,23,30/60 2/6/13,20,27/60 3/5,12,16,26/60 4/2,9,16,23,30/60 5/7,14,21,28/60 6/4,11,18,25/60 7/2,9,16,23,30/60 8/13,20,27/60 9/3,10,17,24/60 10/1,8,15,22,29/60 11/5,12,19,26/60 12/3,10,17,24,31/60 1/1,14,21/61 2/4,11,18,25/61 3/4,11,18,25/61 4/1,8,15,22/61 5/6,13,20,27/61 6/3,10,17,24/61 7/1,8,15,29/61 8/5,12,19,26/61 9/2,9,16,23,30/61 10/7,14,21/61 11/4,11,18,25/61 12/2,9,16,23,30/61 2/3,10,17,24/62 3/3,10,17,24,31/62 4/7,14,21,28/62 5/5,19,26/62 6/2,9,16,23,30/62 7/7,14,21,28/62 8/4,11,18,25/62 9/1,8,15,22,29/62 10/6,13,20,27/62 11/3,10,17,24/62 12/1,8,15,22,29/62				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	1/5,12,19,26/63 2/2,9,16,23/63 12/6,13,20,27/69 1/3,10,17,24,31/70 2/7,14,21,28/70 3/7,14,21,28/70 4/4,11/70 5/2,9,16,23/70 6/6,13,20,27/70 7/4,11,18,25/70 8/1,8,15,22,29/70 9/5,12,19,26/70 10/3,10,17,24,31/70 11/7,14,21,28/70 12/5,12,19,26/70 1/2,9,16,23,30/71 2/6,13,20,27/71 3/6,13,20,27/71 4/10,17,24/71 5/1,3,15,22,29/71 6/5,12,19,26/71 7/3,10,17,24,31/71 8/7,14,21,28/71 9/4,11,18,25/71 10/2,9,16,23,30/71 11,6,13,20,27/71 12/4,11,18,25/71 1/1,8,15,22,29/72 2/12,19,26/72 3/4,11,18,25/72 4/1,8,15,22/72 5/6,13,20,27/72 6/3,10,17,24/72 7/1,8,15,22,29/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	8/5,12,19,26/72 9/2,9,16,23,30/72 10/7,14,21,28/72 11/4,11,18,25/72 12/23,30/72				
	1/13,20/73 2/3,10/73 3/3,10,24,31/73 4/7,14,21,28/73 5/5,12,19,26/73 6/2,9,16,23,30/73 7/7,14,21,28/73 8/4,11,18,25/73 9/1,8,15,22,29/73 10/6,13,20,27/73 11/3.10,24/73 12/1,8,15,22,29/73				
	1/5,15,19,26/74 2/2,9,16,23/74 3/2,9,16,23,30/74 4/6,13,20,27/74 5/4,11,18,25/74 6/1,8,15,22,29/74 7/6,13,20,27/74 8/3,10,17,24,31/74 9/7,14,21,28/74 10/4,12,19,26/74 11/2,9,16,23,30/74 12/7,14,21,28/74				
	1/4,11,18,25/75 2/1,8,15,22/75 3/1,8,15,22,29/75 4/5,12,19,26/75 5/5,10,24,31/75 6/7,14,21,28/75				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	7/5,12,19,26/75 8/2,9,16,23,30/75 9/6,13,20,27/75 10/4,11,18,25/75 11/1,8,15,22,29/75 12/6,13,20/75 1/3,10,17,24/76 2/7,14,21,28/76 3/6,13,20,27/76 4/3,10,17,24/76 5/1,8,15,22,29/76 6/5,12,19,26/76 7/3,10,17,24,31/76 8/7,14,21,28/76 9/4,11,18/76 10/2,9,16,23,30/76 11/6,13,20/76 12/4,11,18/76 1/1,8,15,22,29/77 2/5,12,19/77 3/5,12,19,26/77 4/2,9,16,23,30/77 5/7,14,21,28/77 6/4,11,18,25/77 7/2,9,23,30/77 8/6,13,20,27/77 9/3,10,17,24/77 10/1,8,15,29/77 11/5,12,19,26/77 12/3,10,17,24,31/77 1/7,14,21,28/78 2/4,11,18,25/78 3/4,11,18,25/78 4/1,8,15,22,29/78 5/6,13,20,27/78				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	6/3,17,24/78 7/1,8,15,22,29/78 8/5,12,19,26/78 9/2,9,16,23,30/78 10/7,14,21,28/78 11/4,11,18,25/78 12/2,9,23,30/78 1/6,13,20,27/79 2/3,10,17,24/79 3/3,10,17,24,31/79 4/7,14,21,28/79 5/5,12,19,26/79 6/2,9,23,30/79 7/7,14,21,28/79 8/4,11,25/79 9/1,8,15/79 10/6,13,20,27/79 11/3,10,17,24/79 12/1,8,15,22,29/79 1/12,19,26/80 2/2,9,16,23/80 3/1,8,15,22,29/80 4/5,12,19,26/80 5/3,17,24,31/80 6/7,14,21,28/80 7/5,12,19,26/80 8/9,16,23,30/80 9/13,20,27/80 10/4,11,18,25/80 11/08,15,22,29/80 12/6,13,20,27/80 1/3,10,17,24/81 2/7,14,21,28/81 3/14,21/81 4/4,18/81				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
People's World	5/2,9,16,23,30/81 10/3,10,17,24,31/81 11/7,14,21,28/81				
	1/2,9,16/82				
Poland	Jan., Mar., June, Aug., Sept., 1976				
Political Affairs	July, Aug., Sept., Oct., Dec., 1945				
	Feb., Mar., Aug., Sept., 1946				
	Apr., Sept., Nov., Dec., 1947				
	Jan.,- Dec., 1960				
	Jan.,- Dec., 1961				
	Jan.,- Dec., 1962				
	Jan.,- Feb., 1963				
	Jan., Mar., May 1974				
	Mar., May, Nov., 1975				
	Mar., May, Sept., Nov., 1976				
	Oct.,- Dec., 1977				
	Jan., Apr., June-Dec., 1978				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Political Affairs	Jan., - Mar., 1979				
Problems of Communism	Jan.,- June 1974				
	Mar., June, Nov., Dec., 1975				
	Mar.,- June, Sept.,- Dec. 1976				
	Jan.,- Dec., 1977				
	Mar., - Dec., 1978				
	Jan., - Apr., 1979				
Problems of Leninism	1934 1947				
Program of the Communist International	1929 1936				
Progressive	Jan.,- Apr., 1974				
Progressive Labor	Mar., Aug., 1972 Jan., Apr., July, Nov., 1973				
	Mar.,- Apr., 1974 Oct.,- Nov., 1974 Apr.,- May, Dec., 1975 Apr., Sept., 1976				
Proletarian Revolution and Renegade Kautsky, The	1935 1952				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Question Guide for 8 session classes for Club Organizers and other leaders on Resolution and Report of the 15th National Convention of the C.P.U.S.A.	Feb., 1951				
Questions Concerning the History of Bolshevism	Undated				
Radical Review	July, Oct., 1917 Jan.,- Dec., 1918				
Revolutionary Age, The	11/16,20,23,27,30/18 12/7,11,14,18,21,28/18 1/4,11,18,25/19 2/1,8,15,22/19 3/1,8,15,22,29/19 4/5,12,19,26/19 5/3,10,17,24,31/19 6/7,14,21/19 7/5,12,19,26/19 8/2,9,23/19 11/1,15/29 12,1,15/29 1/1,15/30 2/15/30 3/1,15/30 4/7,21/30 5/1,21/30 6/15/30 7/1,15/30 8/1/30 9/1/30 10/1/30 11/22/30 12/6,13,20,27/30				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Revolutionary Age, The	1/3,10,17,31/31 2/7,14,21,31/31 3/7,14,21,28/31 4/4,11,18,25/31 5/1,9,16,23,30/31 6/6,13,20,27/31 7/4,11,18,25/31 8/1,8,15,22,29/31 9/5,12,19,26/31 10/3,10,17,24,31/31 11/7,14,21,28/31 12/5,12,19,26/31 1/2/32				
Revolutionary Youth Movement	Oct., 1969				
Rising Tide,	5/22/78 9/11/78 10/16/78 11/6/78				
Russian Review, The	Apr., July, Oct., 1972 Jan., 1973				
Sauti the Inner City Voice	Oct., Nov., 1969 Feb., 1,9,15, 1970 June, July 15,1970 Oct., Nov., 1970 Feb., Apr., 1971				
Scanlans	Mar., - Sept.,1970 Jan., 1971				
Schism	Summer 1969 Summer, Fall, Winter 1970				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Schism	Summer, Fall, Winter 1971				
	Spring, Summer, Winter 1972				
Science and Society	Spring, Summer, Fall Winter 1972				
	Summer, Fall, Winter 1973				
	Summer, Winter 1974				
	Summer, 1976				
	Spring 1974 "A" &"B"				
Scientific World	1972				
Security Gazette	Jan.,- Mar., 1974				
	May, July, Sept., 1974				
	Oct., - Dec., 1974				
	Jan., Feb., Apr.,- Nov., 1975				
Selected Works of Lenin	Volumes 1 - XI 1943				
Sepia	Nov., Dec., 1969				
	Jan., - Dec., 1970				
	Jan., - July 1971				
	Sept.,- Oct., 1971				
	Jan., - Dec., 1972				
	Jan., - Dec., 1973				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Sepia	Jan., - Dec., 1974				
	Jan., - Sept., 1975				
Servamus	May 1979				
Socialism and War	1952				
Socialism Utopian and Scientific	1945				
Southern Patriot , The	Jan., - Oct., 1974				
	Feb., - Apr., 1975				
Soviet and East European Absees(sp)	July 1970				
Soviet Life;	Jan., - Sept., 1974				
	Jan., - Dec., 1975				
	Jan., Mar., Apr., - July 1976				
Soviet Review, The	Winter 1971 Spring, Summer, Fall, Winter 1972 & 1973				
Soviet Studies	Jan., Apr., July, Oct., 1974				
	Apr., July, Oct., 1975				
	Jan., Apr., 1976				
	Jan., Oct., 1977				
	July 1978				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Soviet Union	# 1 - # 12 1974 (except #11) # 1 - # 5, # 10 1977 # 4 1978				
Spain's	Oct., 1935				
Spark, The	2/8/65; 3/24/65; 4/24/65; 6/65; 8/65; 9/65; 10/65; 11/65; 12/65; Jan., - Dec., 1966 Jan.,- Oct., 1967 Dec., 1967 Sept., 1973 3/9/74 Apr., June, Oct., - Dec., 1974 Mar., - May 1975 July, Aug., Oct., 1975				
Spartacist	Oct., 1964 Jan., Feb., May, June, July, Sept., Oct., - Dec. 1966 May - June 1967 May, Sept., Oct., 1968 Aug., Sept., Nov., Dec., 1969				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Spartacist	Apr., May, Aug., Sept., Nov., Dec., 1970				
	Apr., May 1971				
	Fall 1972				
Spartacist East	10/69				
Spartacist West	7/6/66; 8/29/66; 9/30/66;				
	6/27/69; 8/22/69;				
	3/27/70;				
Special Bulletin	Jan., 1939				
Stages of History in the Communist Party	1941				
Stalin, Joseph	Oct., 1941				
Stalin; Joseph - A Political Biography	1949				
Stalin, Joseph - A Short Biography	1941				
Stalin Reports	1934				
Stalin's Doctrine of the Socialist State	1951				
State, The	1947				
State and Revolution	1932				
State and Revolution (Special Edition)	1932				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Strategic Review	Fall 1974				
	Spring, Summer, Fall 1975				
	Spring, Summer, Fall 1976				
	Spring, Summer, Winter 1977				
Strategy and Tactics of the Proletarian Revolution	1936				
Struggle Against Imperialist War and the Tasks of the Communist	July 1928				
Studies in Compartive Communism	July 1968				
	Jan., Apr., July, 1969				
	Jan., Apr., 1970				
Studies on the Left	Winter 1960				
	Volumes 11 (1,2) 1961				
	Volume 2 # 3 1961				
	Volume 3 # 5(1,2) 1963				
	Volume 3 (3,4) 1963				
	Volume 4 (1,2) 1964				
	Volume 4 (3,4) 1964				
	Volume 5 (3,4) 1965				
	Volume 5 (1,2) 1965				
	Volume 6 (1-4) 1966				
	Volume 6 (5,6) 1966				
	Volume 7 (1,2) 1967				
Survey	Fall 1972				
	Spring, Summer, Fall 1973				
	Fall 1974				
	Spring, Summer, Fall 1975				
Tasks of the Proletariat in our Revolution	1932				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Taxation without Representation	N/A				
Theory and Practice of the Communist Party	Mar., 1948 May 1950				
Theory of the Proletarian Revolution	1936				
Third Five Year Plan for the National Economic Development of the U.S.S.R.	1939				
Thunderbolt, The	6/30/75; 7/25/75;				
Times of the American	6/9,23/76; 10/27/76; 4/13/77				
Totalitarism Activities - Cuba Today	Aug., 1943				
Toward Soviet America	1932				
Tribune	7/28/78; 8/18/78; 11/17,24/78; 12/1/78				
Tupart	Mar., Apr., May, 1971				
Twenty-one Questions about War and Peace	Aug., 1950				
Two Tactics of Social-Democracy in the Democratic Revolution	1935				
United Front Against Facism	Oct., 1945 Sept., 1947 Oct., 1950				
United We Stand for Peace and Socialism	1935				
Voice of Labor	11/1/19; 12/15/19;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Voice of Labor	2/15/20 6/26/20 7/8,10,15,22,29/21 8/5,12,19,26/21 9/2,9,16,23,30/21 10/7,14,21,28/21 11/4,11,18,25/21 12/2,9,16,23,30/21 1/6,13,20,27/22 2/3,10,17,24/22 3/3,10,17,24,31/22 4/7,14,21,28/22 5/5,12,26/22 6/2,9,16,23,30/22 7/7,10,14,21,28/22 8/4,11,18,25/22 9/1,8,15,22,29/22 10/6,13,20,27/22 11/3,10,24/22 12/1,8,15,22,29/22 1/6,12,19,26/23 2/2,9,16,23/23 3/2,9,16,23,30/23 4/6,13,20,27/23 5/5,12,19,26/23 6/2,9,16,23,30/23 7/3,4,6,14,21,28/23 8/4,11,18,25/23 9/1,8,9/23 10/26/23 11/9,30/23 12/15/31/23				
Voices of Revolt	1928				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
War and the Second International, The	1932				
War of National Liberation, The	1942 1943				
Way Out, The	May 1941 & 1943				
Western Socialist, The	1/30/19 2/6,20,27/19				
What is Leninism ?	1936				
What is to be Done ?	1929 1951				
What Means a Strike In Steel	Feb., 1937				
What's Happening on the Chinese Mainland	3/15/76; 7/31/77; 8/15/77; 9/15/77;				
Why Communism ?	Dec., 1933				
Will the Bolsheviks Retain State Power?	1932				
Worker, The	2/2,11,18,25/22 3/4,11,18,25/22 4/1,8,15,22/22				
Workers Library, The	1935				
Workers Vanguard	Jan., - Dec., 1972 Feb., Mar., Apr., 1973 5/11,25/73 6/8,22/73 7/6,20/73 8/3,31/73 9/28/73				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Workers Vanguard	10/12,26/73 11/9,23/73 12/7/73				
	1/17,31/75 2/14,28/75 3/14,28/75 4/11,25/75 5/9,23/75 6/6,20/75 7/4,18/75 9/12,19,26/75 10/3,10,17,24,31/75 11/7,14,21,28/75 12/5,19/75				
	1/2,9,16,23,30/76 2/6,13,20,27/76 3/5,12,19,26/76 4/2,9,16,23,30/76 5/7,14,21,28/76 6/4,11,18,25/76 7/2,9,16,23,30/76 8/6,20,76 9/3,10,17,24/76 10,1,8,15,22,27/76 11/5/76				
Workers World	8/17,31/71; 9/30/71; 10/18/71; 11/3,16/71; 12/1,15,31/71				
	1/18/72; 2/2,16/72; 3/2,16,31/72; 4/20/72; 5/10,25/72; 6/15,30/72; 7/17/72; 8/4,22,25/72; 10/6,20/72; 11/3,7/72; 12/29/72;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Workers World	1/19/73; 2/2,16/73; 3/2,16,30/73; 4/13,27/73; 5/11,25/73; 6/8/73; 7/13/73; 8/3,24/73; 9/21/73; 10/5,19/73; 11/2,16/73; 12/14,28/73				
	1/11,25/74; 2/8,22/74; 3/8,22/74; 4/5,19/74; 5/3,17,31/74; 6/14,28/74; 7/19/74; 8/9,26/74; 9/20/74; 10/4,18,25/74; 11/1,8,15,22,29/74; 12/6,13,20,27/74;				
	1/3,10,17,24,31/75; 2/7,14,21,28/75; 3/7,14,21,28/75; 4/4,11,18,25/75; 5/2,9,16,23,30/75; 6/6,20,27/75; 7/4,11,18,25/75; 8/8,15,22,29/75; 9/12,19,26/75; 10/3,10,17,24,31/75; 11/7,14,21,28/75; 12/5,12,19,26/75;				
	1/2,9,16,23,30/76; 2/6,13,20,27/76; 3/5,12,19,26/76; 4/2,9,16,23,30/76; 5/7,21,28/76; 6/4,11,18,25/76; 7/2,9,16,23,30/76; 8/13,20,27/76;				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Workers World	9/3,17,24/76; 10/1,8,15,22,29/76; 11/5,12,19,26/76;				
Working Class Against Fascism, The	1935				
Working Paper	Spring, Fall 1973 Spring, Winter 1974				
World Marxist Review	Jan., Mar., Apr., - July Aug., - Nov., 1973				
	Jan., - Dec., 1974				
	Jan., - Dec., 1975				
	Jan., - Mar., 1976				
World Politics	Jan., Apr., July, Oct., 1974				
	Jan., Apr., June, 1975				
	Jan., Apr., July, 1976				
Worldview	Feb., Apr., May, July-Dec., 1960				
	Jan., - Dec., 1961				
	Jan., - Dec., 1962				
	Jan., - Dec., 1963				
	Jan., - Dec., 1964				
	Jan., - Dec., 1965				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Worldview	Jan., - Dec.1966 Feb., - Dec.1967 Jan., - Dec.1968 Jan., - Oct.1969 Dec., 1969 Jan., - Feb.1970				
Writers Take Sides	May, 1938				
Y.C.L. Builders	1936				
Young Communists and Unity of the Youth	Oct., 1935				
Young Socialist	Dec., 1973 Jan., 1974 Feb.,- Aug., 1974 Mar.,- Nov., 1975 Feb.,- Apr., 1976				
Young Socialist the Organizer	2/5,19/71 3/5,19/71 4/2,16,30/71 5/14,28/71 6/11,25/71 7/30/71 8/13/71 9/3,17,24/71 10/1,8,15,22,29/71 11/5,12,19,26/71 12/3,10,17,24/71 1/28/72 2/11,14,18,25/72 3/3,10,17,24,31/72 4/7,14,21,28/72 6/2,23/72 7/7/72; 8/4/72				

DISPOSITION OF PUBLICATIONS SURVEY

TITLE OF PUBLICATION	PERIOD COVERED	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
Your Dollar Under Roosevelt	Aug., 1933				
Yugoslav Life	Jan.,- Aug., 1960				
	Oct.,- Dec., 1960				
	Jan.,- Dec., 1961				
	Jan.,- July 1962				
	Sept.,- Dec., 1962				
	Jan.,- Dec., 1963				
	Jan.,- Dec., 1964				
	Jan.,- Dec., 1965				
	Jan.,- Mar., 1966				
	May - Dec., 1966				
	Jan.,- Dec., 1967				
	Jan.,- Dec., 1968				
	Jan.,- Dec., 1969				
	Jan.,- Dec., 1970				
	Jan.,- June 1971				
	Sept.,- Dec., 1971				
	Feb.,- Mar., 1972				
	May - Oct., 1972				
	Jan.,- Apr., 1973				
	May 1975				